

This Quick Reference Card explains how to access ROSS Reports via the FS Citrix Farm, generate a ROSS User Community Report in Excel, and then save it to your personal computer or laptop.

To log on to ROSS using Citrix - for FS users

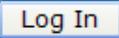
1 Start your Internet browser, and then type the appropriate address in the **Address** bar:

- For FS users with FS computers, type <http://ibs.fs.fed.us/Citrix/auth/login.jsp>
- For FS users with non-FS computers, type <https://ibs.fs.fed.us/Citrix/auth/login.jsp>

You must have an **Active Directory** account to use Citrix. For more information contact the ROSS Citrix coordinator for your geographic area.

2 On the **Citrix Web Interface Login** screen under **Login**, complete the following information

- Active Directory user name
- Active Directory password.

3 In the **Domain** box, type **DS**, and then click 

4 Under **Applications**, double-click 

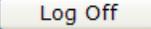
If this is the first time you are using Citrix, double-click the **National Applications** folder; double-click the **ROSS** folder; and then double-click **ROSSv2_13**.

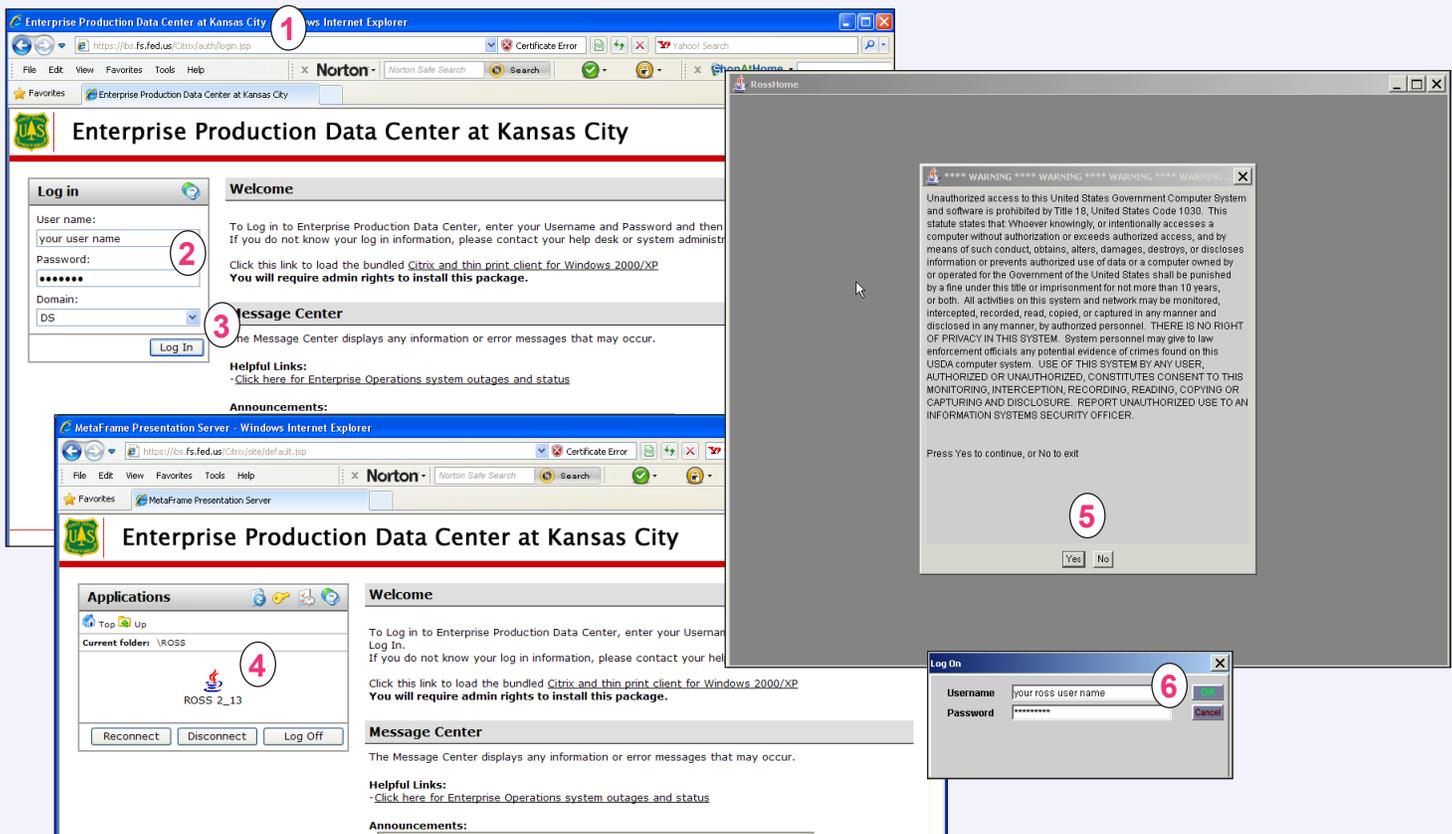
5 On the **ROSSHome** screen, click 

6 Log in as usual, using your **ROSS** username and **ROSS** password.

To exit ROSS and the Citrix Farm

A On the **File** menu, click **Exit ROSS**, and then click 

B On the **Citrix Web Interface Applications** screen, click  and then close your Internet browser.



Proceed to the next task, "To generate a ROSS User Community Report."



To export a report in Cognos to Excel

This task outlines how to generate a sample report for Aircraft Requests by Incident Number.

- 1 Run the **User Community** report of your choice.
- 2 Complete the **Prompt** screen for the report of your choice, and then click **Finish**
- 3 On the **File Download** dialog box, click **Save**
- 4 On the **Save As** dialog box, double-click each folder to navigate to **ds.fs.fed.us T:\DataCenter\citrix\Home\your DS username folder\My Documents**.

You may also elect to save the report in a subfolder of My Documents as needed.

- 5 In the **File name** text box, type the **name of the report**.

- 6 In the **Save as type** text box, verify that the report will be saved as a **Microsoft Office Excel 97-2003 Worksheet**, and then click **Save**
- 7 On the **Download complete** dialog box, click **Close**

To quickly locate your DS username folder on ds.fs.fed.us T:

- A On the **Save As** dialog box, double-click each folder to navigate to **ds.fs.fed.us T:\DataCenter\citrix\Home**.
- B In the **Home** folder, type the first letter of your **DS username**.
The cursor automatically advances to the first folder that begins with that letter.
- C Scroll to locate and then click to open your **DS username folder**.

Proceed to the next task, "To save an Excel ROSS report to your computer."

