

ROSS Reports User Community Folder and File Conventions
ROSS Reports Management Board
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Folder Names

User Community folder names will always be prefaced with UC_

Example: UC_Administration

Folder Descriptions

All folders will have a description. The description will state the type of reports found in the folder, the intended user, and utility of report outputs.

Example: This folder contains a series of reports by Catalog by Incident Number. These reports are designed to aid finance units in processing payments. Each Catalog has a minimum of two associated reports. One report contains all the data of a request except Documentation. An associated report contains enough request information to tie the request Documentation to each request. This helps to manage file size, as reports with Documentation can rapidly become quite large.

Example: This folder contains reports designed specifically for Incident Management Team use. They are delivered in an excel format. These reports may be useful to other users needing Request data by Incident by Catalog.)

Report Names

All report names will follow the standard convention: the name should reflect the name of the folder in which it resides, the report's purpose, and the filter criteria by which the report data is ordered.

Example: for reports found in the following folder—

Public Folders>ROSS-AR>User Community Reports>UC-Resources>UC-Status:

Aircraft Status by GACC, Disp

Crew Status by GACC, Disp (Type 1)

Report Descriptions

Report descriptions will indicate whether a report is detailed or summarized, the manner in which the report is grouped, the default format (if not HTML), and a bulleted list of report fields. The Historical report descriptions will indicate the data is ROSS is from 2009 – to current date.

Example: For the report “Crew Status by GACC, Disp (Type 1)”

This report provides status details for each Type 1 Crew resource item entered into the system including:

- Resource GACC
- Catalog Item Name
- Resource Dispatch Code
- Resource Name
- Resource Provider Unit Code
- Resource Owner, Resource Status
- Resource "Available To" Area
- Current Location Name
- Incident Number
- Incident Name (if currently on assignment)
- Last Status Change Date/Time by the selected Resource GACC and Resource Dispatch.

This report is run in delimited text (CSV) format.

Report Output

All reports will default in HTML. This will help with the performance of the report run in production. The report can be run in the other available formats as needed by the end user.

Report Abbreviations

The following naming standards shall be used when using an abbreviation in either the report folder name/descriptions or report descriptions.

- 1) Abbrev - Abbreviation
- 2) App - Application
- 3) ATA - Actual Time of Arrival
- 4) Auth - Authentication
- 5) Avail - Available
- 6) Demob - Demobilization
- 7) Desc - Description
- 8) Disp - Dispatch

- 9) Doc - Documentation
- 10) Est - Estimated
- 11) ETA - Estimated Time of Arrival
- 12) ETD - Estimated Time of Departure
- 13) ETE - Estimated Time En Route
- 14) Feat - Feature
- 15) Fin - Financial
- 16) GMT - Greenwich Mean Time
- 17) ID - Identification
- 18) Inc - Incident
- 19) Itin - Itinerary
- 20) Lat - Latitude
- 21) Loc - Location
- 22) Long - Longitude
- 23) Man - Mandatory
- 24) Max - Maximum
- 25) Min - Minutes or Minimum
- 26) Mob - Mobilization
- 27) Org - Organization
- 28) Prov – Provider
- 29) Qual – Qualification
- 30) Qty - Quantity
- 31) Reassign - Reassignment
- 32) Req - Request/ROLI
- 33) Res – Resource
- 34) Sec - Seconds
- 35) Std - Standard
- 36) Trans - Transaction
- 37) TZ - Time Zone
- 38) UC_ - User Community
- 39) Zip - Zip Code