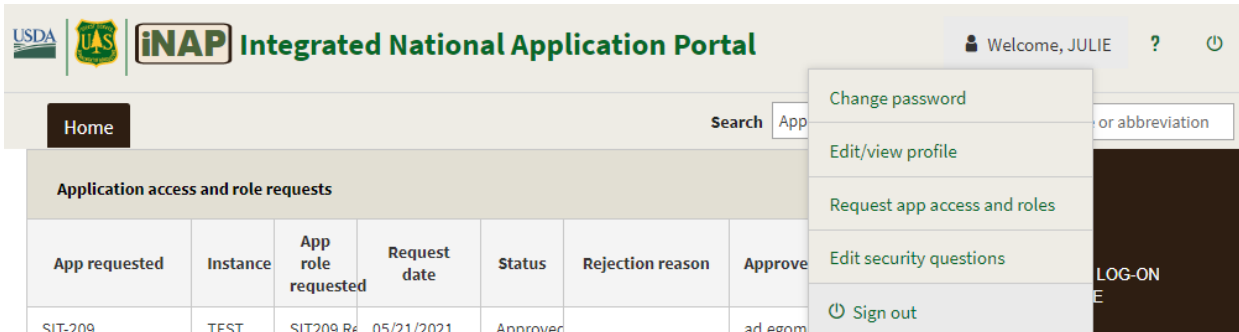


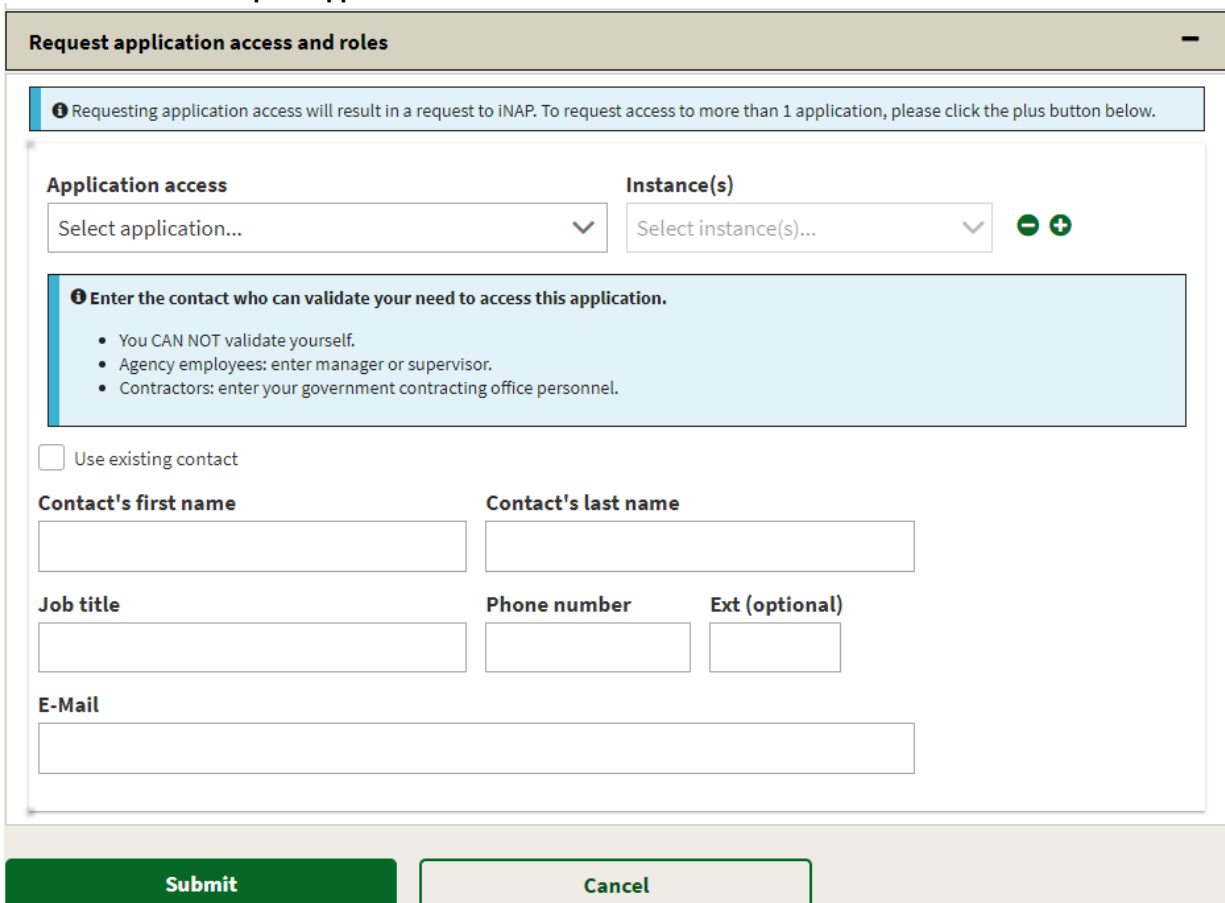
Accessing the ROSS Legacy Reports

This guide describes how users with an iNAP account can gain access to the ROSS Legacy Reports / Cognos reporting application to create and run reports using historical ROSS data.

- 1 Sign in to your iNAP account at <https://nap.nwcg.gov/NAP/>.
- 2 Click on **Manage Account** to open the **Request app access and roles** screen.



- 3 Scroll down to **Request application access and roles**.



Request application access and roles

Requesting application access will result in a request to iNAP. To request access to more than 1 application, please click the plus button below.

Application access Instance(s)

Select application... Select instance(s)...

Enter the contact who can validate your need to access this application.

- You CAN NOT validate yourself.
- Agency employees: enter manager or supervisor.
- Contractors: enter your government contracting office personnel.

Use existing contact

Contact's first name **Contact's last name**

Job title **Phone number** **Ext (optional)**

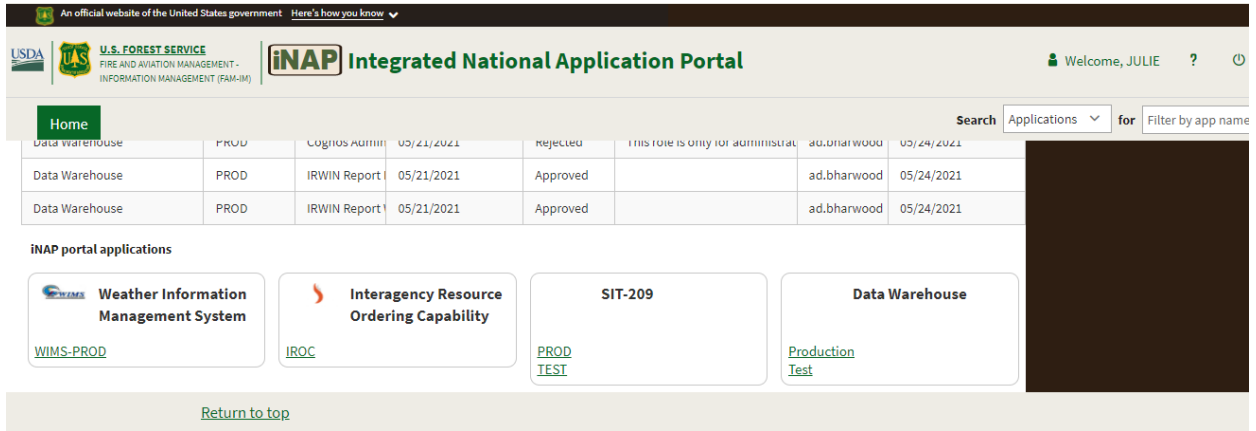
E-Mail

Submit **Cancel**

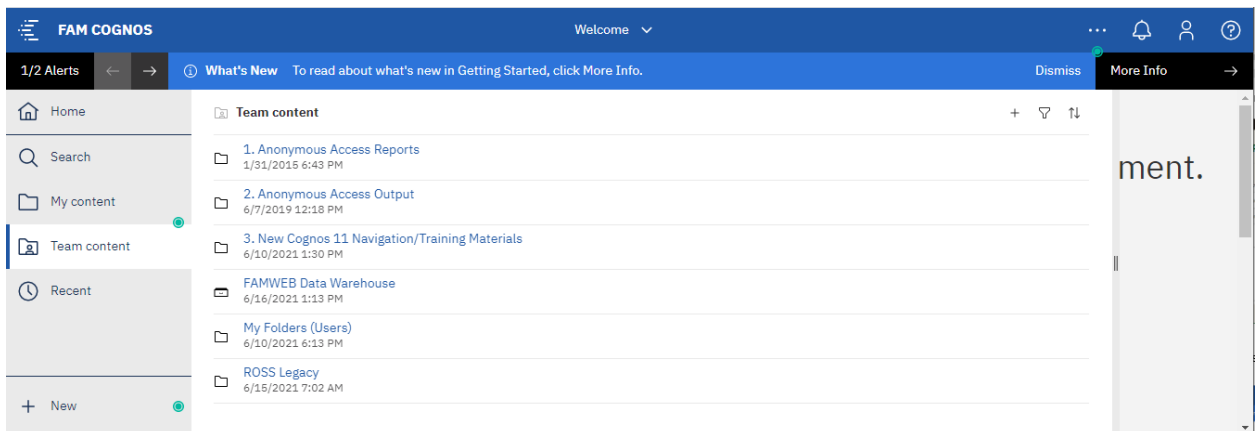
- 4 Select **DATAWH – Data Warehouse** from the **Application Access** drop-down.
- 5 Select **PROD (Standard)** from **Instances(s)** drop-down.
- 6 Request **ROSS Legacy Report Reader** from the application roles.
- 7 Enter a verification contact (supervisor) who can validate the need for your account. *All fields marked with an asterisk are required.*
- 8 When done, click **Submit**.

After you have access, use your iNAP login to access the ROSS Legacy Reports. *Cognos may display best using Internet Explorer.*

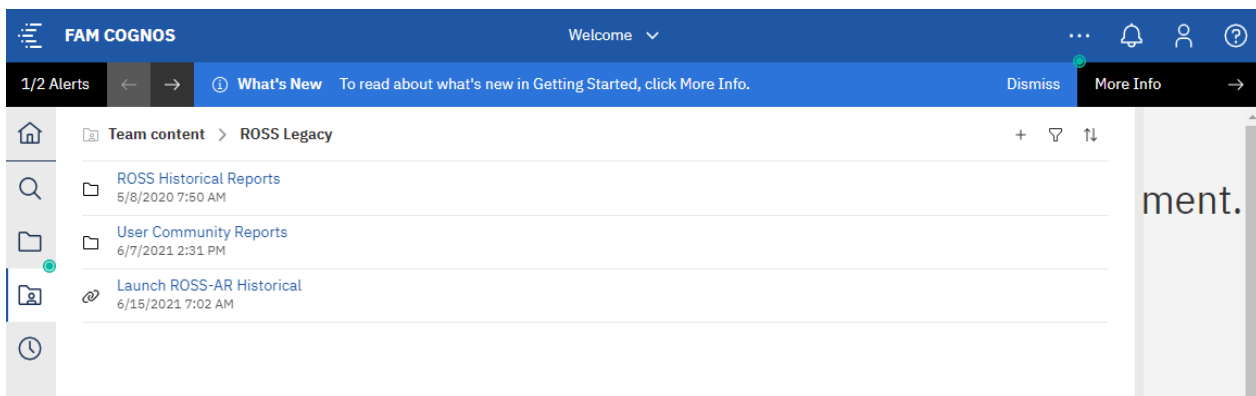
1 Click on the Production link on the Data Warehouse tile



2 Select the **Team content Folder** tab on the left and select the **ROSS Legacy** folder.



3 Search for reports to access ROSS data for analysis and reporting.



Note: Cognos uses historical data exported from ROSS. Some legacy reports created when using ROSS may not function properly.