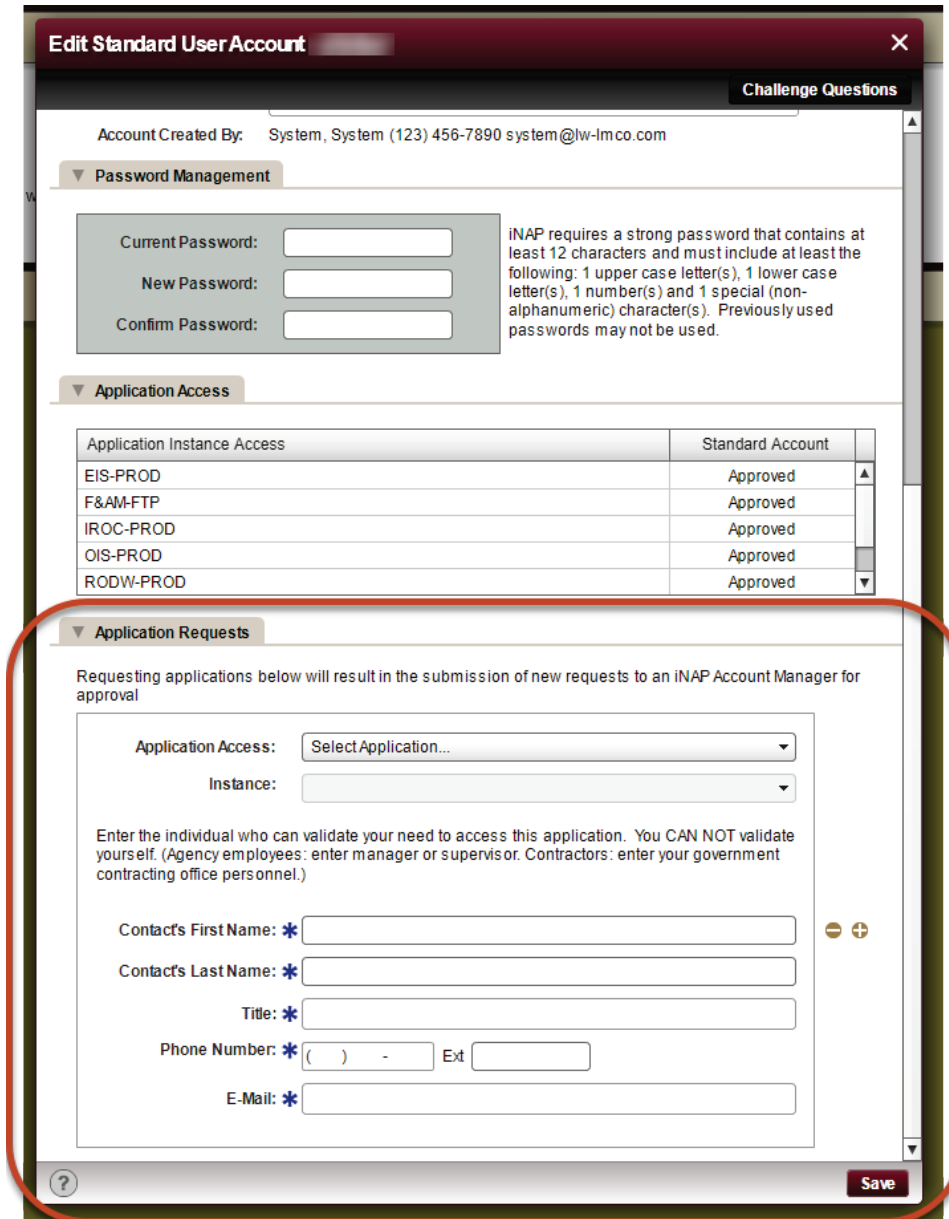


Accessing the Resource Ordering Data Warehouse

This guide describes how users with an iNAP account can gain access to the Resource Ordering Data Warehouse (RODW) / Cognos reporting application to create and run reports using historical ROSS data.

- 1 Log in to your iNAP account at <https://nap.nwccg.gov/NAP/#>.
- 2 Click on **Manage Account** to open the Edit Standard User Account screen.
- 3 Scroll down to **Application Requests**.



Edit Standard User Account

Account Created By: System, System (123) 456-7890 system@lw-lmco.com

Challenge Questions

▼ Password Management

Current Password:

New Password:

Confirm Password:

iNAP requires a strong password that contains at least 12 characters and must include at least the following: 1 upper case letter(s), 1 lower case letter(s), 1 number(s) and 1 special (non-alphanumeric) character(s). Previously used passwords may not be used.

▼ Application Access

Application Instance Access	Standard Account
EIS-PROD	Approved
F&AM-FTP	Approved
IROC-PROD	Approved
OIS-PROD	Approved
RODW-PROD	Approved

▼ Application Requests

Requesting applications below will result in the submission of new requests to an iNAP Account Manager for approval

Application Access:

Instance:

Enter the individual 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.)

Contact's First Name: *

Contact's Last Name: *

Title: *

Phone Number: * () - Ext

E-Mail: *

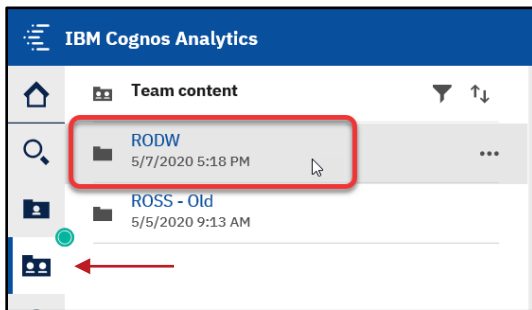
Save

- 4 Select RODW from the **Application Access** drop-down.
- 5 Enter a verification contact who can validate the need for your account.
All fields marked with an asterisk are required.

- 6 When done, click **Save**.
- 7 After you have access, use your NAP login to access the RODW at <https://rodw.nwcg.gov>.
Cognos may display best using Internet Explorer.

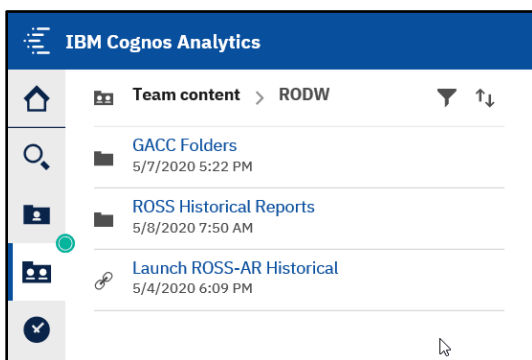


- 8 After authenticating to RODW, select the **Team Folder** tab on the left and select the **RODW** folder.



Note: Items in the ROSS-Old file are for reference purposes only and will not function unless the properties of the report are modified to change the source package to the ROSS-AR Historical folder in the Team Content > RODW folder.

- 9 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.