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<td></td>
</tr>
</tbody>
</table>
## LIST REPORTS

### List Report – Ungrouped

<table>
<thead>
<tr>
<th>Dispatch</th>
<th>Incident Type</th>
<th># Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle Rock</td>
<td>Fire – Wildfire</td>
<td>15</td>
</tr>
<tr>
<td>Castle Rock</td>
<td>Fire – Prescribed</td>
<td>5</td>
</tr>
<tr>
<td>Castle Rock</td>
<td>Fire – Structure</td>
<td>2</td>
</tr>
<tr>
<td>Durango</td>
<td>Fire – Wildfire</td>
<td>12</td>
</tr>
<tr>
<td>Durango</td>
<td>Fire – Prescribed</td>
<td>4</td>
</tr>
<tr>
<td>Durango</td>
<td>Fire – Structure</td>
<td>1</td>
</tr>
<tr>
<td>Ft. Collins</td>
<td>Fire – Wildfire</td>
<td>14</td>
</tr>
<tr>
<td>Ft. Collins</td>
<td>Fire – Prescribed</td>
<td>6</td>
</tr>
<tr>
<td>Ft. Collins</td>
<td>Fire – Structure</td>
<td>3</td>
</tr>
</tbody>
</table>

### List Report – By Dispatch and Incident Type

<table>
<thead>
<tr>
<th>Dispatch</th>
<th>Incident Type</th>
<th># Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle Rock</td>
<td>Fire - Wildfire</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Fire – Prescribed</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Fire - Structure</td>
<td>2</td>
</tr>
<tr>
<td>Durango</td>
<td>Fire - Wildfire</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Fire – Prescribed</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Fire - Structure</td>
<td>1</td>
</tr>
<tr>
<td>Ft. Collins</td>
<td>Fire - Wildfire</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Fire – Prescribed</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Fire - Structure</td>
<td>3</td>
</tr>
</tbody>
</table>
CROSSTAB REPORTS

Crosstab Report – By Dispatch and Incident Type

<table>
<thead>
<tr>
<th>Dispatch</th>
<th>Fire - Wildfire</th>
<th>Fire – Prescribed</th>
<th>Fire - Structure</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle Rock</td>
<td>15</td>
<td>5</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>Durango</td>
<td>12</td>
<td>4</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>Ft. Collins</td>
<td>14</td>
<td>6</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>41</strong></td>
<td><strong>15</strong></td>
<td><strong>6</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>
SUBJECT AREAS

ROSS-AR
- Tools
  - Independent Subject Areas
    - Airports
    - Catalogs
    - Hazards
    - Locations
    - Organizations
    - Travel Plans
  - Integrated Subject Areas
    - Incidents
    - Requests
    - Resources
QUERY ITEMS

- Integrated Subject Areas
  - Incidents
    - Inc Agency Org Name\Inc Host Org Name (Inc)
    - Inc GACC Org Name\Inc Disp Org Name (Inc)
  - Airports
    - Coordinates
      - Airport
      - Airport City
      - Airport ID
      - Airport Org Name
      - Airport Org Unit Code
      - Airport Preferred Flag
      - Airport Removed Flag
      - Airport State
      - Airport Type
      - Airport Type Code
      - FAA Code
      - Fuel Type
      - Reload Base Flag
      - Tower Flag
PRE-CONFIGURED FILTERS

- Incidents
  - Inc Agency Org Name\Inc Host Org Name (Inc)
  - Inc GACC Org Name\Inc Disp Org Name (Inc)

- Requests
  - Filled Catalog\Category\Catalog Item (Req)
  - Req Catalog\Category\Catalog Item (Req)

- Resources
  - Assignment History Filter
  - Catalog Name\Category Name\Catalog Item Name (Res)
  - Current Status Filter
  - Exclude Non-Existing Requests
  - Res GACC Org Name \ Res Disp Org Name (Res)
  - Res Prov Agency\Res Prov Name\Res Home Unit Org Name (Res)
  - Roster GACC Org Name\Roster Disp Org Name
PRE-CONFIGURED FILTER PROMPT SCREEN

Prompt
Provide values for the report you are about to run.
* Indicates a required field.
* Points to missing information.

Inc: GACC Org Name
Provide a value:

* GACC LM1A
* GACC LM1B
* GACC LM1C
* GACC LM2A
* GACC LM2B
* GACC LM2C
* GACC LM3A
* GACC LM3B
* GACC LM3C
* GACC LM4A
* GACC LM4B

Select all Deselect all

Inc: Disp Org Name
Provide a value:

*
# Change Layout Menu Link

## Menu

<table>
<thead>
<tr>
<th>Menu</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Data</td>
<td></td>
</tr>
<tr>
<td>Edit Data</td>
<td></td>
</tr>
<tr>
<td>Change Layout</td>
<td></td>
</tr>
<tr>
<td>Run Report</td>
<td></td>
</tr>
<tr>
<td>Manage File</td>
<td></td>
</tr>
</tbody>
</table>

## Change Layout

- **Chart...**
- **Define Conditional Styles...**
- **Change Font Styles...**
- **Change Border Styles...**
  - **Reset Font and Border Styles**
  - **Apply Template...**
  - **Edit Title Area...**
  - **Set Web Page Size...**
  - **Set Page Breaks**

## Other

- **Group**
- **Pivot**
- **Ungroup**
- **Create Sections**
- **Swap Rows and Columns**
- **Collapse Group**
- **Expand Group**
EDIT DATA MENU LINK

Menu
- Insert Data
- Edit Data
- Change Layout
- Run Report
- Manage File

- Filter…
  - Combine Filters…
- Suppress…
- Sort…
- Summarize…
- Format Data…
- Calculate…
  - Define Custom Groups…
- Drill Down
- Drill Up
- Go To…
  - Rename Column Heading…
- Cut
- Paste
- Delete
- Undo
- Redo
SORT SCREEN

Sort
Change the order of the data.

Sort on:
Inc GACC Org Name

Sort order:
- [ ] Ascending (A to Z)
- [ ] Descending (Z to A)
- [x] Don’t sort

[OK]  [Cancel]
SORTING REQUEST NUMBER COLUMN
New calculated report items appear after the last selected item. You can safely delete report items that were used to create calculations.

**Operation:**  
- (subtraction)

**Order:**  
- Initial Date - <Date>
- <Date> - Initial Date

**Date:**  
- Dec 13, 2013
- 12:00:00 AM

**Expression:**  
- Initial Date - Dec 13, 2013 12:00:00 AM

**New item name:**  
- Use the default name
SUMMARIZE SCREEN

Summarize (advanced)
Set up totals or other summaries.

Summary for cells:
- None

Summary for footers:
- None

OK
Cancel
PICK VALUES FROM A LIST FILTER SCREEN

Filter (Pick values from a list)
Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Filter on:
- Catalog Name

Condition:
- Show only the following

- Aircraft
- Crew
- Equipment
- Overhead
- Supply

Select all Deselect all

Missing values
(Default)
- Apply the filter to individual values in the data source

This package contains both OLAP and relational data. This setting applies to the relational data only. OLAP data will use summary filters.
SEARCH FOR VALUES FILTER SCREEN

Filter (Search for values)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Filter on:
Catalog Name

Keywords:
Type one or more keywords separated by spaces.

Search

Options

Condition:
Show only the following

Results:

Insert
Remove

Select all Deselect all

Missing values
( Default )

Apply the filter to individual values in the data source.

This package contains both OLAP and relational data. This setting applies to the relational data only. OLAP data will use summary filters.

OK Cancel
TYPE IN VALUES FILTER SCREEN

Filter (Type in values)
Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Filter on:
Catalog Name

Operation:
Exactly Matches

Condition:
Show only the following

Missing values
(Default)
Apply the filter to individual values in the data source.
This package contains both OLAP and relational data. This setting applies to the relational data only. OLAP data will use summary filters.

QCTEST

OK Cancel
COMBINE FILTERS SCREEN

Detail tab

Summary tab
RESOURCE ASSIGNMENT FILTERING

- Filters: Assignment History, Current Status, Exclude Non-Existing Requests

- Create a ‘Not Equal to Null’ filter (AND NOT Inc Name: NULL) to suppress resources that have never been assigned
FILTERING RESOURCE STATUS

Filter (Pick values from a list)

Reduce the amount of data in the report. With the Prompt on:

Filter on:
Res Status

Condition:
Show only the following

- At Incident
- Available
- Demob En Route
- ER
- Mob En Route
- Released (At Incident)
- Reserved
- Returned From Assignment

Select all Deselect all

Apply the filter to individual values in the data source

OK Cancel
SORTING A SUMMARY
DEFINE CUSTOM GROUPS SCREEN – INDIVIDUAL VALUES

Create a report item with new values to suit your own needs. You create them by grouping the values of an existing item. Custom groups are useful to reorganize data, or to highlight ranges of values. Items that have been used in custom groups can safely be deleted.

- Indicates a required field
- Points to missing information

**Customization type:**

- Individual values

**New group name:**

**Custom group values:**

- Accident - Aircraft
- Accident - Marine
- Accident - Rail
- Accident - Structure
- Accident - Vehicle
- Animal Health Emergency
- Earthquake
- Emergency Stabilization, BAER

**Available values:**

- Select all Deselect all

- All remaining values (including future values)
  - Use the individual values as range names
  - Do not show range names
  - New range name:

**QCTEST**

- OK
- Cancel
DEFINE CUSTOM GROUPS SCREEN – RANGES

Create a report item with new values to suit your own needs. You create them by grouping the values of an existing item. Custom groups are useful to reorganize data, or to highlight ranges of values. Items that have been used in custom groups can safely be deleted.
CHART TYPES AND CONFIGURATIONS

**Types** (Displayed in a ‘Standard’ configuration)

- Column
- Bar
- Pie
- Line
- Column-Line
- Area
- Radar

**Configurations** (displayed for a ‘Column’ type)

- Standard
- Stacked
- 100% Stacked
- 3-D

3-D Axis