

Search for Resources Reports

Version 2.16.11

Tips and Tricks

4/25/18

DESCRIPTION: This document describes how to quickly navigate and generate reports directly from the **Search For Resources** window.

Helpdesk: 866-224-7677 <https://ia-hd.peckham-enclave.us/>

ROSS Website: <https://famit.nwcq.gov/applications/ROSS>

The **Search For Resources** window is available under the **Resource** tab.

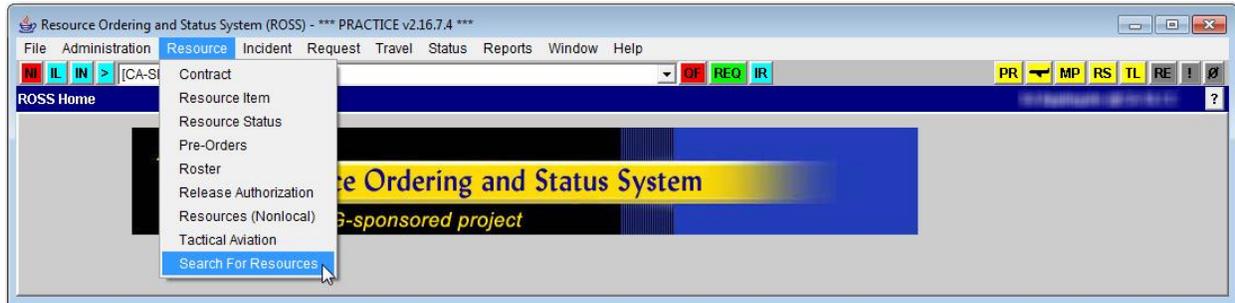


FIGURE 1-ACCESS SEARCH FOR RESOURCES WINDOW.

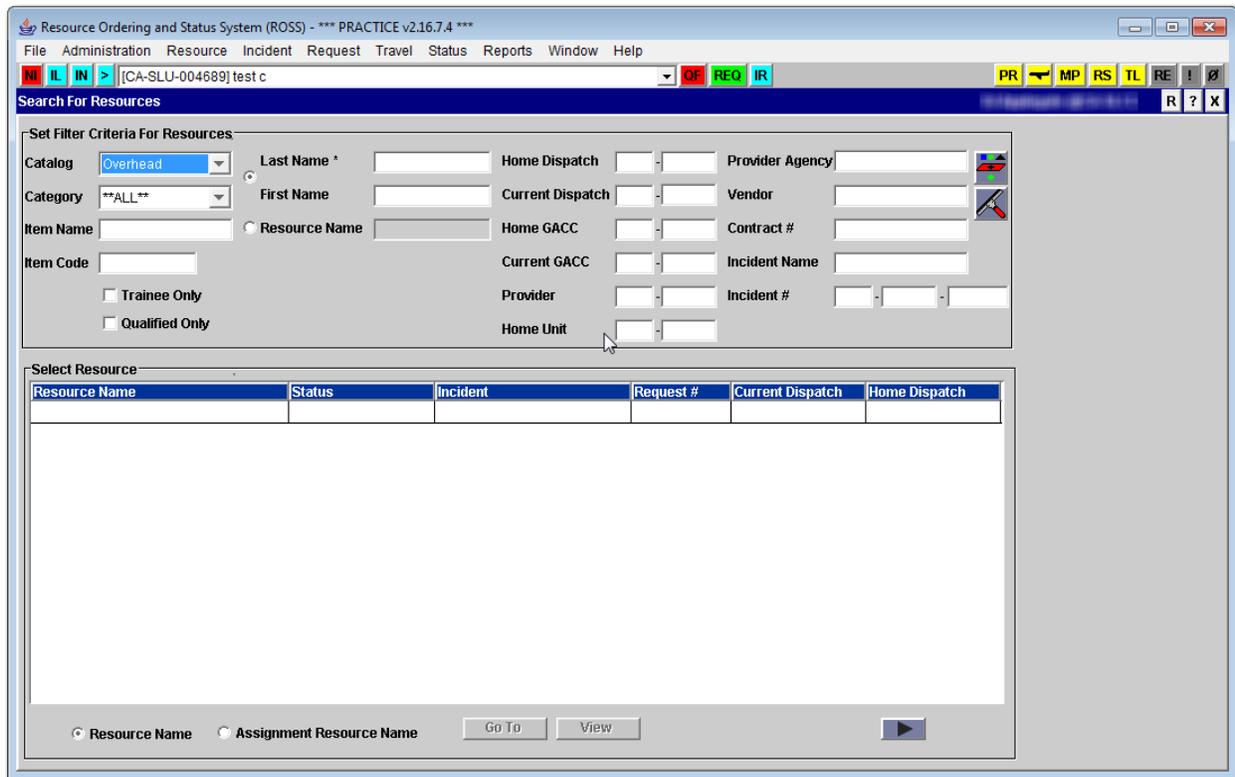


FIGURE 2-SEARCH FOR RESOURCES WINDOW.

Search for Resources Reports

Example 2

Search for all equipment currently assigned to an incident.

Enter the following search criteria:

1. Catalog = Equipment
2. Resource Name = * (asterisk).
3. Incident Name = active incident.
4. Click the Filter button.
5. Right-click anywhere in the grid.
6. Click *Export to Excel*.

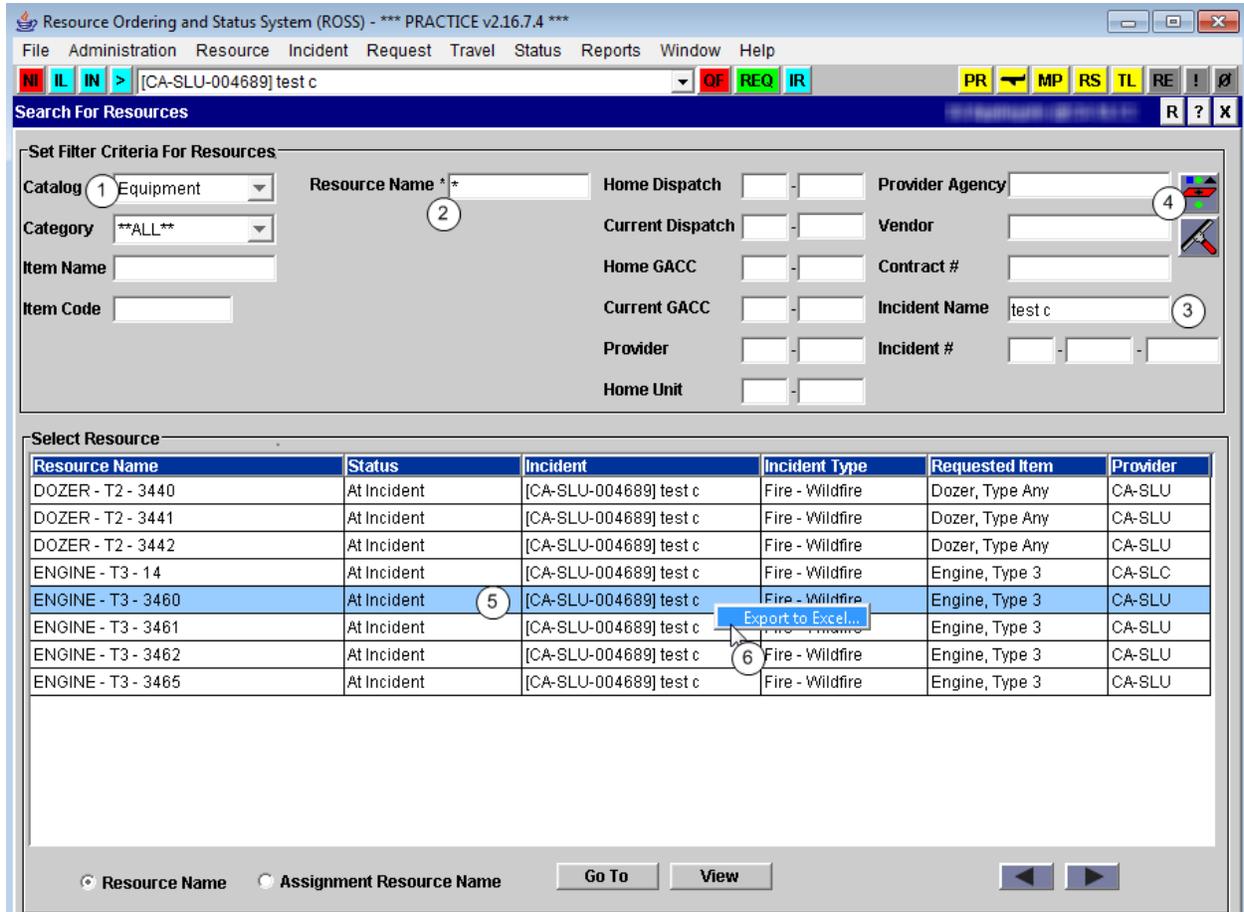


FIGURE 5-ALL EQUIPMENT CURRENTLY ASSIGNED TO AN INCIDENT.

Search for Resources Reports

Example 3

Search for all overhead assigned to an incident.

Enter the following search criteria:

1. Catalog = Overhead.
2. Last Name = * (asterisk).
3. Incident Name = active incident.
4. Click the Filter button.
5. Right-click anywhere in the grid.
6. Click *Export to Excel*.

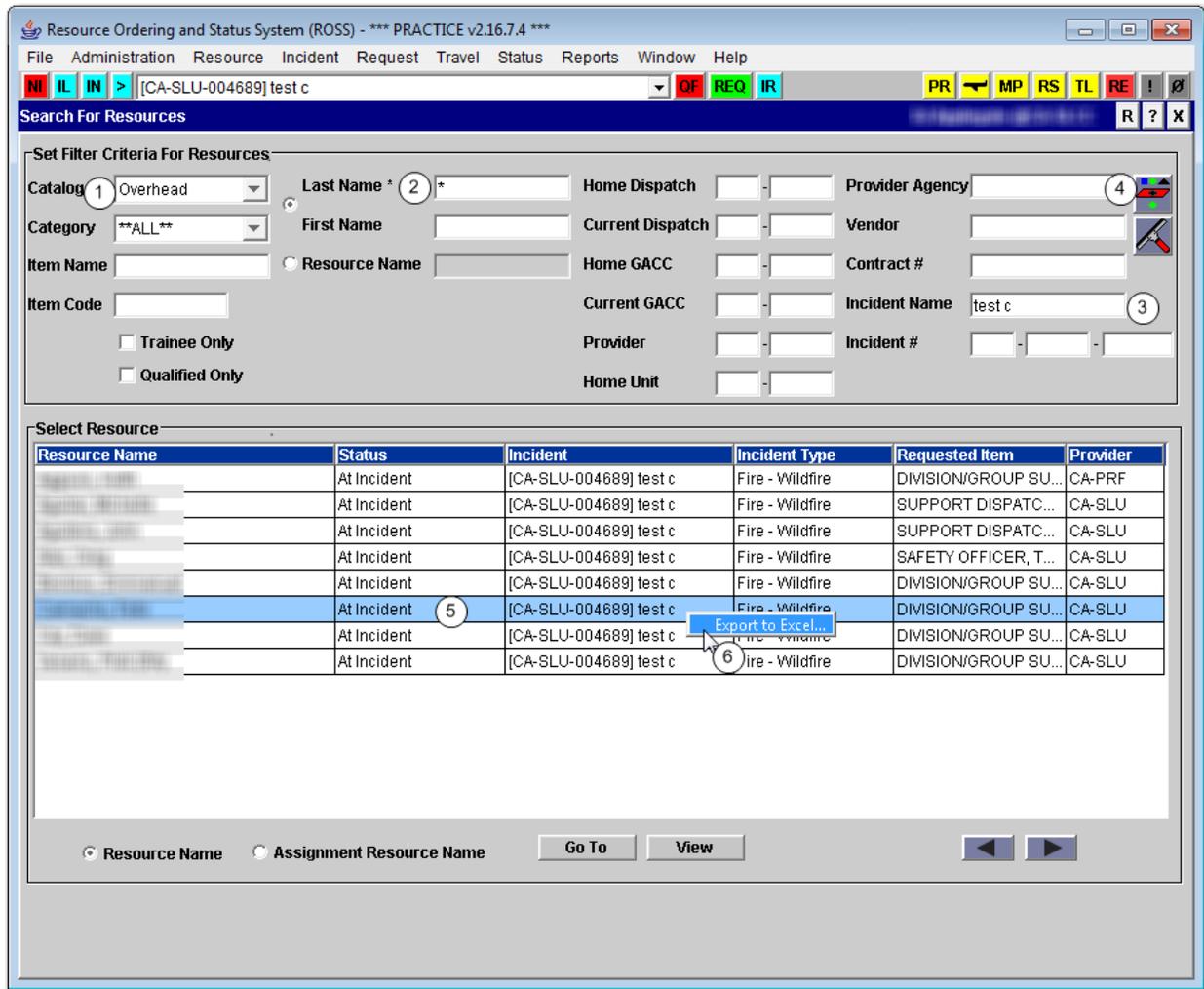


FIGURE 6-ALL OVERHEAD CURRENTLY ASSIGNED TO AN INCIDENT.

Search for Resources Reports

Example 4

Search for Safety Officers assigned to an incident.

Enter the following search criteria:

1. Catalog = Overhead
2. Item Code = SOF1
3. Last Name = * asterisk
4. Incident Name = active incident.
5. Click the Filter button.
6. Right-click anywhere in the grid.
7. Click *Export to Excel*.

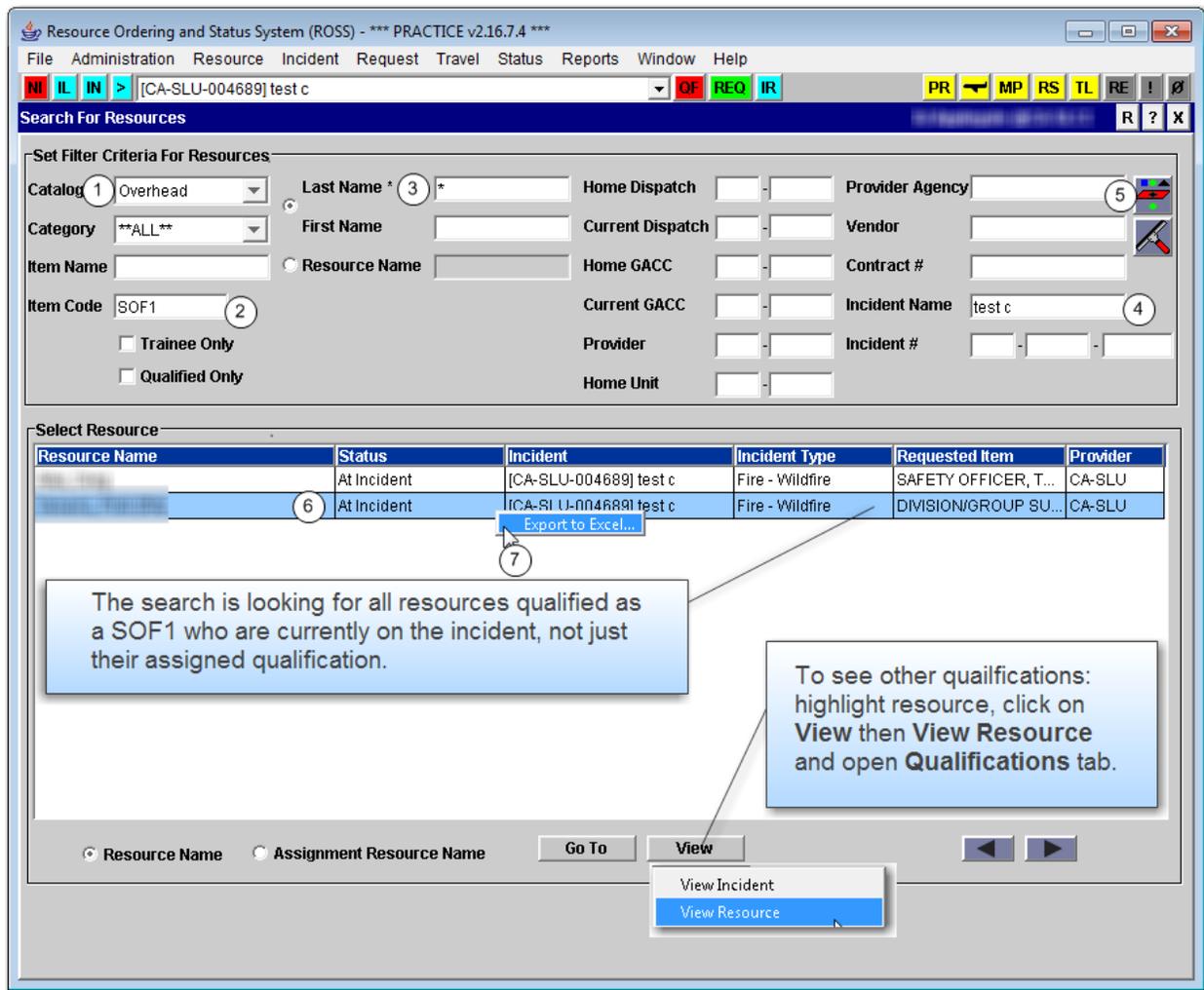


FIGURE 7-SEARCH FOR ALL SOF1 ASSIGNED TO INCIDENT.

Search for Resources Reports

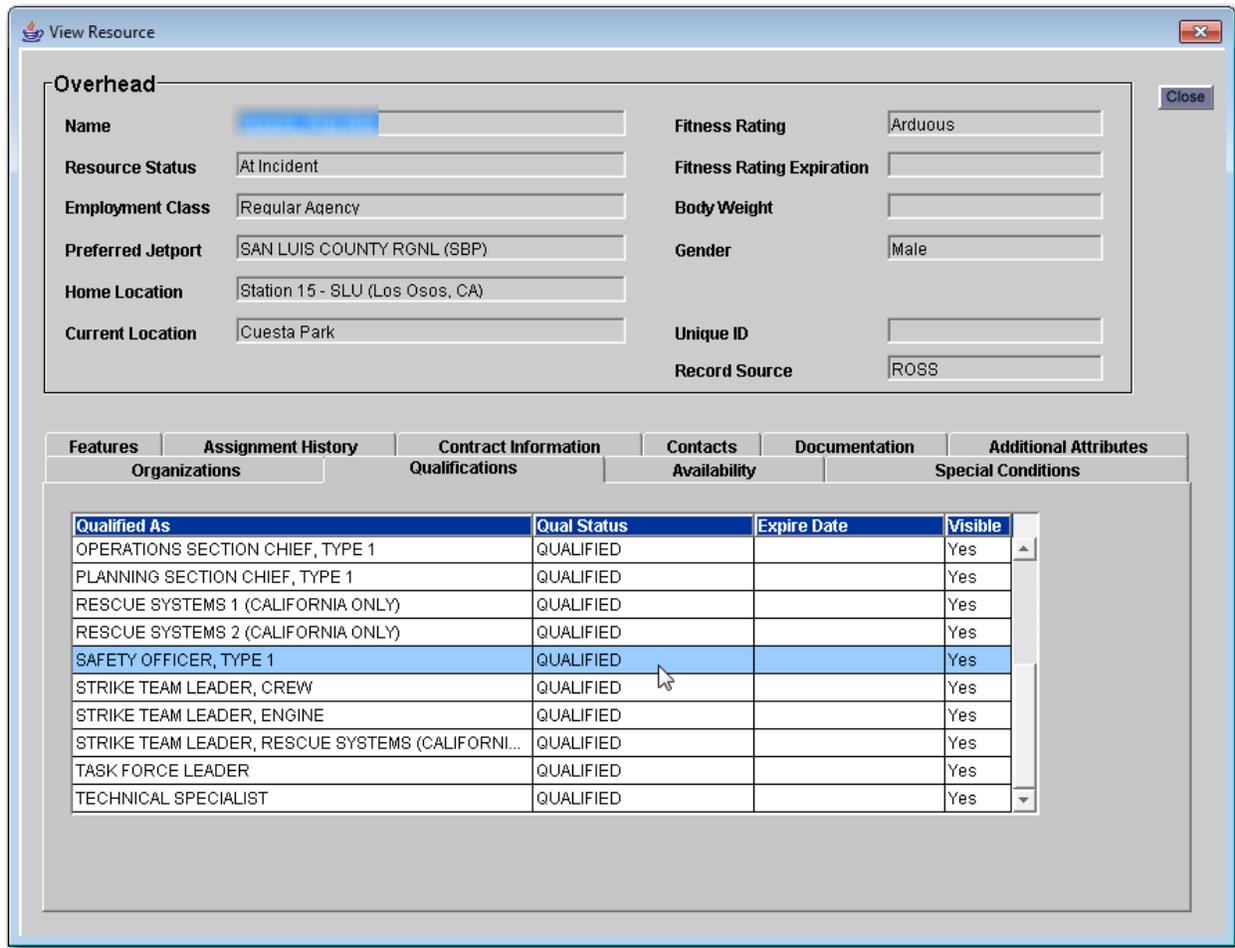


FIGURE 8-VIEW RESOURCE WINDOW.

Key Items

- Carefully consider your search criteria before clicking the Filter button
 - Include filters such as Item Code when possible.
 - Filtering with only Overhead and Last Name - * (asterisk), will filter for all Overhead in ROSS, which would take time and may not provide very useful results.
- The *Export to Excel* feature will export the entire grid.
- If you need to view only one resource, highlight the resource, click on the **View** button and select **View Resource**.