# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>#</th>
<th>Title</th>
<th>#</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Logging On</td>
<td>17</td>
<td>Cognos Viewer Buttons</td>
<td>33</td>
<td>New Folder Wizard</td>
</tr>
<tr>
<td>2</td>
<td>Cognos Connection Buttons and Menus</td>
<td>18</td>
<td>Set My Preferences 1</td>
<td>34</td>
<td>New Job Wizard 1</td>
</tr>
<tr>
<td>3</td>
<td>Public Folders</td>
<td>19</td>
<td>Set My Preferences 2</td>
<td>35</td>
<td>New Job Wizard 2</td>
</tr>
<tr>
<td>4</td>
<td>Filter Criteria Panels</td>
<td>20</td>
<td>Set My Preferences 3</td>
<td>36</td>
<td>New Job Wizard 3</td>
</tr>
<tr>
<td>5</td>
<td>Required Panels &amp; Fields</td>
<td>21</td>
<td>Run with Options</td>
<td>37</td>
<td>New Job Wizard 4</td>
</tr>
<tr>
<td>6</td>
<td>Dispatch Criteria Panel</td>
<td>22</td>
<td>Run with Advanced Options</td>
<td>38</td>
<td>New Job Wizard 5</td>
</tr>
<tr>
<td>7</td>
<td>Catalog Criteria Panel</td>
<td>23</td>
<td>New Report Wizard</td>
<td>39</td>
<td>New Job Wizard 6</td>
</tr>
<tr>
<td>8</td>
<td>Resource Criteria Panel</td>
<td>24</td>
<td>Set Properties 1</td>
<td>40</td>
<td>New Page Wizard 1</td>
</tr>
<tr>
<td>9</td>
<td>Dispatch &amp; Provider Panel</td>
<td>25</td>
<td>Set Properties 2</td>
<td>41</td>
<td>New Page Wizard 2</td>
</tr>
<tr>
<td>10</td>
<td>Catalog Resource Panel</td>
<td>26</td>
<td>Set Properties 3</td>
<td>42</td>
<td>New Page Wizard 3</td>
</tr>
<tr>
<td>11</td>
<td>Incident Criteria Panel</td>
<td>27</td>
<td>Schedule Screen</td>
<td>43</td>
<td>New Page Wizard 4</td>
</tr>
<tr>
<td>12</td>
<td>Incident Requests Panel</td>
<td>28</td>
<td>My Activities &amp; Schedules 1</td>
<td>44</td>
<td>New Page Wizard 5</td>
</tr>
<tr>
<td>13</td>
<td>Time Period Criteria Panel</td>
<td>29</td>
<td>My Activities &amp; Schedules 2</td>
<td>45</td>
<td>‘More…’ Link - Folders</td>
</tr>
<tr>
<td>14</td>
<td>Travel Plan Criteria Panel</td>
<td>30</td>
<td>My Activities &amp; Schedules 3</td>
<td>46</td>
<td>‘More…’ Link – Reports</td>
</tr>
<tr>
<td>15</td>
<td>External Supply Cache Panel</td>
<td>31</td>
<td>My Activities &amp; Schedules 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Incident Initial Year Panel</td>
<td>32</td>
<td>My Activities &amp; Schedules 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOGGING ON

Log on
Please type your credentials for authentication.

Namespace:
ROSSLDPSSL

User ID:

Password:

OK  Cancel

Licensed Materials - Property of IBM Corp.
© Copyright IBM Corporation and other(s) 2005, 2013.
IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.
COGNOS CONNECTION BUTTONS AND MENUS

- My Inbox
  - My Watch Items
  - My Preferences
  - My Activities and Schedules

- Launch
  - Cognos Workspace Advanced
  - Cognos Insight
  - Query Studio
  - Report Studio
  - IBM Cognos Administration

- Help
  - Getting Started
  - More Documentation
  - IBM Cognos on the Web
  - Go to the Welcome Page
  - About IBM Cognos Connection
PUBLIC FOLDERS

Public Folders > ROSS > Standard Reports > Standard Reports (Current)

- Administration
  Reports used to facilitate management of a dispatch’s catalog and resource items.
- Incident
  Reports used to facilitate management of an incident and its assigned resources.
- ROSS System Extracts
- Status
  Reports providing detailed and summary information on status of resources as maintained in ROSS.
FILTER CRITERIA PANELS

Resource Ordering and Status System Reports

Resources With Expired Qualifications

- Dispatch*
- Catalog*
- Resource

*Required Fields

Cancel  < Back  Next  View Report  Clear Filters

ROSS 2.16.12  10/9/2018
# REQUIRED CRITERIA PANELS AND FIELDS

## Resources With Expired Qualifications

### Dispatch

### Catalog

<table>
<thead>
<tr>
<th>Catalog*</th>
<th>Category</th>
<th>Item Name</th>
<th>Item Code</th>
<th>Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Resource

- Cancel
- < Back
- Next >
- View Report
- Clear Filters
## DISPATCH CRITERIA PANEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit ID</th>
<th>Multiples of Unit ID Prefix</th>
<th>Dispatch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AR</td>
<td>Billings Fire Cache</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AZ</td>
<td>Dispatch GV1A1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CA</td>
<td>Dispatch GV1A1A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CO</td>
<td>Dispatch GV1A2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EX</td>
<td>Dispatch GV1A3</td>
</tr>
</tbody>
</table>
CATALOG CRITERIA PANEL
# RESOURCE CRITERIA PANEL

<table>
<thead>
<tr>
<th>Resource</th>
<th>Qualifications</th>
<th>Resource Status</th>
<th>Resource Availability Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visible</td>
<td><strong>All</strong></td>
<td><strong>All</strong></td>
</tr>
</tbody>
</table>
CATALOG RESOURCE CRITERIA PANEL
INCIDENT REQUESTS CRITERIA PANEL

<table>
<thead>
<tr>
<th>Incidents</th>
<th>Requests</th>
<th>Resource</th>
<th>Mob ETD</th>
<th>DeMob ETA</th>
</tr>
</thead>
</table>

[Image of Incident Requests Criteria Panel]
TRAVEL PLAN CRITERIA PANEL
EXTERNAL SUPPLY CACHE REQUESTS CRITERIA PANEL

<table>
<thead>
<tr>
<th>Incidents</th>
<th>Requests</th>
<th>Resource</th>
<th>Mob ETD</th>
<th>DeMob ETA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filter

Request Number
INCIDENT INITIAL YEAR CRITERIA PANEL
COGNOS VIEWER BUTTONS

Keep this version ▼

Add this report ▼
SET (MY) PREFERENCES SCREEN – GENERAL TAB

- Number of entries in list view: 15
- Separators in list view: No separator
- Style: Corporate
- Report formats: HTML
- Show the Welcome page at startup
- Show a summary of the run options
- Default view: List
- Number of columns in details view: 3 columns
- Product language: Use the default language
- Product language: English
- Content language: Use the default language
- Content language: English (United States)
- Time zone: Use the default time zone
- Time zone: (GMT-07:00) America, Denver

[OK] [Cancel]
SET (MY) PREFERENCES SCREEN – PERSONAL TAB

Set preferences

General  Personal  Portal Tabs

View the summary of your authentication information and manage your credentials. You can also view the groups and roles and the capabilities available to you.

Primary logon

The primary logon represents the namespace that you first logged on to in this session and the credentials that you used.

Namespace:
ROSSLDA$SSL

User ID:
LMTES$TE$02

Given name:

Surname:
LMTES$TE$02

Email:

Alerts

Specify the email address to use for your alerts about new versions.

Email:

Credentials

Specify the users, groups or roles that can use the credentials to run activities. First, you must create the credentials.

Groups and roles

Entries: 1 - 15

<table>
<thead>
<tr>
<th>Name</th>
<th>Namespace</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Authenticated Users</td>
<td>Cognos</td>
<td>Group</td>
</tr>
</tbody>
</table>
SET (MY) PREFERENCES SCREEN – ‘PORTAL TABS’ TAB

Set preferences

<table>
<thead>
<tr>
<th>General</th>
<th>Personal</th>
<th>Portal Tabs</th>
</tr>
</thead>
</table>

Select the entries to include as tabs in your portal.

Entries: 1 - 2

- Name
- Public Folders
- My Folders

Add... Remove Modify the sequence...

OK Cancel
RUN WITH OPTIONS

Select how you want to run and receive your report.

**Format:**
- PDF

**Language:**
- English (United States)

**Delivery:**
- View the report now
- Print the report:
  - Printer location: [Select a printer...]

**Prompt values:**
- No values saved
- Prompt for values

[Run]  [Cancel]
# RUN WITH ADVANCED OPTIONS

Select how you want to run and receive your report. If you produce a single report output, you can view it. If you produce multiple report outputs, you can save them, print them, or send an email notification.

**Time and mode:**
- View the report now
- Run in the background:
  - Now
  - Later:
    - Aug 23, 2010
    - 10:22 AM

**Options**
- **Format:** PDF
- **Orientation:** Default
- **Paper size:** Default
- **Language:** English (United States)

**Prompt values**
- No values saved
- Prompt for values

[Run] [Cancel]
NEW REPORT VIEW WIZARD

Specify a name and description - New Report View wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Report View of Resource Status Summary By Provider

Description:
This report provides the number of available, committed, and unavailable resources sorted by category and catalog item. It also shows the total number of available, committed and unavailable resources by category for the selected dispatch centers and providers.

Screen tip:

Location:
None
Select another location... Select My Folders

Cancel  < Back  Next  >  Finish
SET PROPERTIES SCREEN – GENERAL TAB
### SET PROPERTIES SCREEN – REPORT VIEW TAB

**Set properties – Report View of Resource Status Summary By Dispatch Center**

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Select the default options to use for this entry.</td>
</tr>
<tr>
<td>Report view</td>
<td>Default action: Run the report</td>
</tr>
<tr>
<td></td>
<td>Report options: Override the default values</td>
</tr>
<tr>
<td></td>
<td>Format: HTML</td>
</tr>
<tr>
<td></td>
<td>Accessibility: Enable accessibility support</td>
</tr>
<tr>
<td></td>
<td>Language: English (United States)</td>
</tr>
<tr>
<td></td>
<td>PDF options: No options saved</td>
</tr>
<tr>
<td></td>
<td>Prompt values:</td>
</tr>
<tr>
<td></td>
<td>AVAILABLE AREA: CATALOG: Aircraft: CATA... View all</td>
</tr>
<tr>
<td></td>
<td>Prompt for values</td>
</tr>
<tr>
<td></td>
<td>Advanced options</td>
</tr>
</tbody>
</table>

**OK** | **Cancel**
SET PROPERTIES SCREEN – PERMISSIONS TAB

Set properties - Report View of Resource Status Summary By Dispatch Center

<table>
<thead>
<tr>
<th>General</th>
<th>Report view</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify access permissions for this entry. By default, an entry acquires its access permissions from a parent. You can override those permissions with the permissions set explicitly for this entry.

- Override the access permissions acquired from the parent entry

<table>
<thead>
<tr>
<th>Name</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>./Directory Administrators</td>
<td></td>
</tr>
<tr>
<td>LMTTESTERZERNIN LMTTESTERZERNIN</td>
<td></td>
</tr>
</tbody>
</table>

Option

Select this option if you want to override the existing access permissions of all child entries.

- Delete the access permissions of all child entries

OK  Cancel
MY ACTIVITIES AND SCHEDULES SCREEN – CURRENT ACTIVITIES TAB
MY ACTIVITIES AND SCHEDULES SCREEN – BUTTONS
MY ACTIVITIES AND SCHEDULES SCREEN – PAST ACTIVITIES TAB
MY ACTIVITIES AND SCHEDULES SCREEN – UPCOMING ACTIVITIES TAB
MY ACTIVITIES AND SCHEDULES SCREEN – SCHEDULES TAB
NEW FOLDER WIZARD

Specify a name and description - New Folder Wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
My Folders
Select another location...

Cancel  < Back  Next >  Finish
NEW JOB WIZARD – SPECIFY A NAME AND DESCRIPTION

Specify a name and description - New Job wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:
Standard ROSS Reports Course

Description:

Screen tip:

Location:
My Folders
Select another location...

Cancel  < Back  Next >  Finish
NEW JOB WIZARD – SELECT THE STEPS

Select the entries to include as steps of this job and the options to use when this entry runs.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Options and prompt values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Produce report outputs, HTML (20 rows per page, Enable selection-based interactivity), PDF, English (United States), English (United States), Save the reports</td>
</tr>
<tr>
<td>Report View of Resource Item Detail For Equipment</td>
<td>Default</td>
</tr>
<tr>
<td>Report View of Resource Order Form</td>
<td>Default</td>
</tr>
<tr>
<td>Report View of Resource Status Summary By Provider</td>
<td>Default</td>
</tr>
</tbody>
</table>

Submission of steps:
Submitting steps in sequence implies that a step is submitted only upon completion of the step before it.

- All at once
- In sequence
- Continue on error

Defaults for all steps:
Select this option to specify default values for all steps of this job.

- Default
- Set...

Run history details level:
Select the level of details to save in the run history when the run activity completes successfully. For failed runs, the details are saved.

- All

[Buttons: Cancel, Back, Next, Finish]
NEW JOB WIZARD – SELECT ENTRIES

Available entries
Cognos > My Folders > Standard ROSS Reports Course

Entries: 1 - 3

Selected entries

Entries: 1 - 3

OK     Cancel
NEW JOB WIZARD – MODIFY THE SEQUENCE OF STEPS
NEW JOB WIZARD – SELECT THE REPORT OPTIONS

Select the report options to use for this step. You can run this step to produce report outputs or to refresh the report cache to optimize the performance of prompt pages.

Run the report to:
- Produce report outputs

Report options:
- Override the default values

Formats:
- HTML
  - Number of rows per Web page: 20
- PDF
  - No options saved
- Excel 2007
- Excel 2002
- Excel 2000 Single Sheet
- Delimited text (CSV)
- XML

Languages:
- English (United States) Select the languages...

Delivery:
Select at least one delivery method. For burst reports, the email recipients are determined by the burst specification.
- Save the report
- Print the report
  - Printer location: Select a printer...
- Send a link to the report by email Edit the options...
  - 0 recipients

Prompt values:
- Override the default values
  - No values saved

OK Cancel
NEW JOB WIZARD – SELECT AN ACTION

Select an action - job

Select whether you want to run, schedule, or save only, when the wizard closes.

**Action:**
- Save and run once
- Save and schedule
- Save only

[Buttons: Cancel, < Back, Next >, Finish]
NEW PAGE WIZARD – SPECIFY A NAME AND DESCRIPTION

Specify a name and description - New page wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
My Folders
Select another location...

Cancel  < Back  Next >  Finish
NEW PAGE WIZARD – SET COLUMNS AND LAYOUTS

Set columns and layout - New page wizard
Specify number of columns and layout the portlets that you have chosen. To customize the portlet, view the page once you close this wizard.

Number of columns:

Content:
For each column you can set the column width and re-order the portlets. When there is more than one column, you can move portlets from one column to the other and swap between columns.

Column widths:
- 30%
- 40%
- 30%

Layout options:
- Allow specified column width to dynamically adjust to content width.

QCTEST
NEW PAGE WIZARD – SELECT PORTLETS
NEW PAGE WIZARD – SET PAGE STYLE

Set page style - New page wizard

Add a title and instructions which appear above the portlets on the page. You can also set the style of all portlets on the page.

Title:

Return to default ➤ Tahoma ▼ 12 ▼ A B I U ▲ ▼ ▲

☐ Hide title on the page

Instructions:

Return to default ➤ Tahoma ▼ 11 ▼ A B I U ▲ ▼ ▲

☐ Hide instructions on the page

Portlet Style:

☐ Hide borders
☐ Hide title bars
☐ Hide Edit buttons on the title bar

Cancel  < Back  Next >  Finish
NEW PAGE WIZARD – SELECT AN ACTION

Select an action – New page wizard

The New Page wizard is ready to create the page you specified. You can add this page to your portal tabs and view it once the wizard closes.

Action after closing the wizard:

- [ ] Add this page to the portal tabs
- [ ] View the page

[Cancel]  [Back]  [Next]  [Finish]
‘MORE…’ LINK FOR A FOLDER
‘MORE…’ LINK FOR A REPORT

Perform an action - Report View of Resource Status Summary By Dispatch Center

Available actions:
- Set properties
- View most recent report in HTML
- View report output versions
- View my permissions…
- Run with options…
- Modify the schedule…
- Remove the schedule
- View run history
- Alert me about new versions
- Do not alert any about new versions
- Move…
- Copy…
- Create a shortcut to this entry…
- Add to bookmarks…
- Delete