



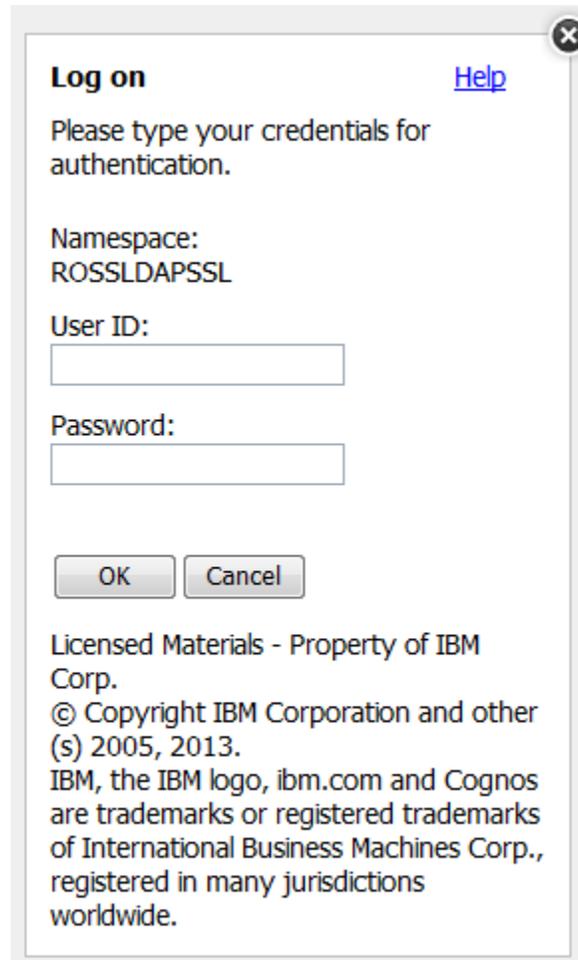
**STANDARD
ROSS
REPORTS**

HANDOUTS

TABLE OF CONTENTS

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

LOGGING ON



A dialog box titled "Log on" with a close button (X) in the top right corner. The text inside the dialog box reads: "Please type your credentials for authentication." Below this, it shows "Namespace: ROSSLDAPSSL". There are two input fields: "User ID:" and "Password:". At the bottom, there are "OK" and "Cancel" buttons. Below the buttons, there is a copyright notice: "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."

Log on [Help](#)

Please type your credentials for authentication.

Namespace:
ROSSLDAPSSL

User ID:

Password:

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

My Folders

[Public Folders](#) > [ROSS](#) > [Standard Reports](#) > **Standard Reports (Current)**

<input type="checkbox"/>	Name ↕
<input type="checkbox"/>	 Administration Reports used to facilitate management of a dispatch's catalog and resource items.
<input type="checkbox"/>	 Incident Reports used to facilitate management of an incident and its assigned resources.
<input type="checkbox"/>	 ROSS System Extracts
<input type="checkbox"/>	 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

[Help](#)

Dispatch*

Catalog*

Resource

*Required Fields

Cancel

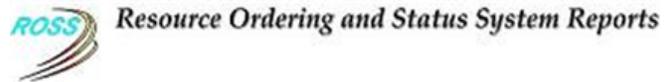
< Back

Next >

View Report

Clear Filters

REQUIRED CRITERIA PANELS AND FIELDS



Resources With Expired Qualifications

[Help](#)

Dispatch*

Catalog*

Item Name	<input type="text"/>	Filter
Item Code	<input type="text"/>	Keyword <input type="text"/>
Catalog*	Category	Catalog Item
Aircraft Crew Equipment Overhead Supply	<input type="text"/>	<input type="text"/>

[Clear Filter](#)

Resource

***Required Fields**

Cancel < Back Next > View Report Clear Filters

DISPATCH CRITERIA PANEL

Dispatch*

Name

Unit ID

Multiples of Unit ID Prefix	Dispatch
AR	Billings Fire Cache
AZ	Dispatch GV1A1
CA	Dispatch GV1A1A
CO	Dispatch GV1A2
EX	Dispatch GV1A3

[Clear Filter](#) [Clear Filter](#)

[Filter](#)

CATALOG CRITERIA PANEL

Catalog*

Item Name

Item Code Keyword

Catalog* Category Catalog Item

Aircraft
Crew
Equipment
Overhead
Supply

[Clear Filter](#)

Resource

***Required Fields**

RESOURCE CRITERIA PANEL

 **Resource**

Qualifications	Resource Status	Resource Availability Area
Visible	**All**	**All**

DISPATCH AND PROVIDER CRITERIA PANEL

Dispatch and Provider*

Name

Unit ID

Dispatch*

Billings Fire Cache
Dispatch GV1A1
Dispatch GV1A1A
Dispatch GV1A2
Dispatch GV1A3

[Filter](#)

[Clear Filter](#)

Providers

CATALOG RESOURCE CRITERIA PANEL

🔍 Catalog Resource

Resource Name	<input type="text"/>	Qualified As	<input type="text"/>	Filter
Alternate Name	<input type="text"/>	Item Name	<input type="text"/>	
Catalog	Category	Item Code	Keyword	
Equipment	!Category NOT LISTED (Equip)	Resource	[Resource]-Alternate Name	
	Dozer		[UpdResAvl EngT1 Demob TimeWithinItinLastLeg] - UpdResAvl Eng	
	Engine		[RelResReq EngT1_DmbETD_PriorToMobETA] - RelResReq EngT1_	
	Miscellaneous		[Boxer93] - Boxer93	
	Mobile Commissary		[nate1] - nate1	
			[nate] - nate	

[Clear Filter](#) [Clear Filter](#) [Clear Filter](#)

INCIDENT CRITERIA PANEL

Incident*

Status

Open
 Closed
 External Only

Incident Name Incident Type ****All****

Incident Number Incident Host Incident Dispatch

Incident [Number] Name*

[CO-EAIH-000009] RPT-Amapsa Creek [EXT]
[CO-R1P1-000001] RPT-Recer Peak
[CO-R1P2-000001] Reports Supply Test Incident #1
[CO-RD1C-000001] RPT-Home Preposition Incident Test
[CO-RD2C-000001] RPT-Preposition Incident # 2

[Clear Filter](#)

INCIDENT REQUESTS CRITERIA PANEL

 Incident Requests

Request Number

Incidents	Requests	Resource	Mob ETD	DeMob ETA
-----------	----------	----------	---------	-----------

TIME PERIOD CRITERIA PANEL

Time Period*

Mobilization
 Demobilization

[Clear Filter](#)

Start Date*
Aug 20, 2010 

End Date*
Aug 20, 2010 

Time Zone*
MST - Mountain 

00:00 24hr:min * 23:59 24hr:min * 12:46 LOCAL 18:46 GMT

TRAVEL PLAN CRITERIA PANEL

Travel Plan*

Travel Plan # - Transport Resource

Filter

***Required Fields**

Cancel <Back Next > View Report Clear Filters

EXTERNAL SUPPLY CACHE REQUESTS CRITERIA PANEL

External Supply Cache Requests						
				Request Number	<input type="text"/>	<input type="button" value="Filter"/>
Incidents	Requests	Resource		Mob ETD	DeMob ETA	

INCIDENT INITIAL YEAR CRITERIA PANEL

Incident Initial Year*

Incident Initial Year*

2011	▲
2010	
2009	
2008	
2007	▼

[Clear Filter](#)

COGNOS VIEWER BUTTONS



SET (MY) PREFERENCES SCREEN – GENERAL TAB

Set preferences

General | Personal | Portal Tabs

Specify your settings.

Number of entries in list view:
15

Report format:
HTML

Separators in list view:
No separator

Style:
Corporate [Preview](#)

Show hidden entries

Show the Welcome page at startup

Show a summary of the run options

Portal

Default view:
 List
 Details

Number of columns in details view:
3 columns

Regional options

Product language:
 Use the default language
 Use the following language:
English

Content language:
 Use the default language
 Use the following language:
English (United States)

Time zone:
 Use the default time zone
 Use the following 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:
ROSSLDAPSSL

User ID:
LMTESTER02

Given name:

Surname:
LMTESTER02

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

...> Name	Namespace	Type
 ...> All Authenticated Users	Cognos	Group

OK Cancel

SET (MY) PREFERENCES SCREEN – ‘PORTAL TABS’ TAB

Set preferences [Help](#) ×

[General](#) | [Personal](#) | **Portal Tabs**

Select the entries to include as tabs in your portal.

Entries: -  |    

<input type="checkbox"/>	...> Name
<input type="checkbox"/>	 Public Folders
<input type="checkbox"/>	 My Folders

[Add...](#) [Remove](#) [Modify the sequence...](#)

RUN WITH OPTIONS

Run with options - Catalog Item Listing

Help X

Select how you want to run and receive your report.

Format:

PDF



To specify a time to run the report, or for additional formats, languages, or delivery options, use [advanced options](#).

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

Run with advanced options - Catalog Item Listing Help X

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

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 - Report View of Resource Status Summary By Dispatch Center Help

General | Report view | Permissions

Specify the properties for this entry.

Type: Report view	Location: My Folders View the search path, ID and URL
Owner: LMTESTERZERNIN LMTESTERZERNIN	Created: December 11, 2013 1:59:55 PM
Contact: None Set the contact	Modified: December 11, 2013 1:59:55 PM
	Icon: Standard Edit...

Disable this entry

Hide this entry

The name, screen tip and description are shown for the selected language.

Language:
English (United States) [Remove values for this language](#)

Name:
Report View of Resource Status Summary By Dispatch Center

Screen tip:

Description:

Run history: Setting the number of occurrences to zero (0) saves an unlimited number of occurrences. <input checked="" type="radio"/> Number of occurrences: <input type="text" value="5"/> <input type="radio"/> Duration: <input type="text"/> Day(s)	Report output versions: Setting the number of occurrences to zero (0) saves an unlimited number of occurrences. <input checked="" type="radio"/> Number of occurrences: <input type="text" value="1"/> <input type="radio"/> Duration: <input type="text"/> Day(s)
---	--

Source report: Public Folders > ROSS > Standard Reports > Standard Reports (Current) > Status > Resource Status Summary By Dispatch Center [Report Properties](#) [Link to a report...](#)

OK Cancel

SET PROPERTIES SCREEN – REPORT VIEW TAB

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

General **Report view** Permissions

Select the default options to use for this entry.

Default action:
Run the report ▼

Report options:
 Override the default values

Format:
HTML ▼

Accessibility:
 Enable accessibility support

Language:
English (United States) ▼

PDF options:
No options saved
[Set...](#)

Prompt values:
AVAILABLE_AREA: CATALOG: 'Aircraft'. CATA... [View all](#)
[Edit...](#) [Clear](#)

Prompt for values

[Advanced options](#) ▼

OK Cancel

SET PROPERTIES SCREEN – PERMISSIONS TAB

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

General Report view **Permissions**

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

<input type="checkbox"/>	Name	Permissions
	Directory Administrators	
	LMTESTER.ZERNIN LMTESTER.ZERNIN	

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

OCTEST

OK Cancel

SCHEDULE SCREEN

Schedule - Report View of Resource Status Summary By Dispatch Center Help 

Schedule this entry to run at a recurring date and time. You can run using the default values or specify the options. You can disable the schedule without losing any of its details.

Disable the schedule

Priority:

Start: 
 

End: No end date
 End by: 
 

Frequency:
Select the frequency by clicking on a link.

Every week(s) on:

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Daily Frequency:
 Every Minute(s) between  and 

Credentials:
LMTETERZERNIN LMTETERZERNIN (LMTETER09)

Options

Override the default values

Formats:
Default

Accessibility:
Default

Languages:
Default

Delivery:
Save the report

Prompt values

Override the default values
AVAILABLE_AREA: CATALOG: 'Aircraft'. CATA... [View all](#)

QCTEST

MY ACTIVITIES AND SCHEDULES SCREEN – CURRENT ACTIVITIES TAB

My Activities and Schedules LMTESTERZERNIN LMTESTERZERNIN [Log Off](#)

Current Activities

[Past Activities](#)
[Upcoming Activities](#)
[Schedules](#)

Filter

Status:

Priority:

[Advanced options](#)
[Reset to default](#)

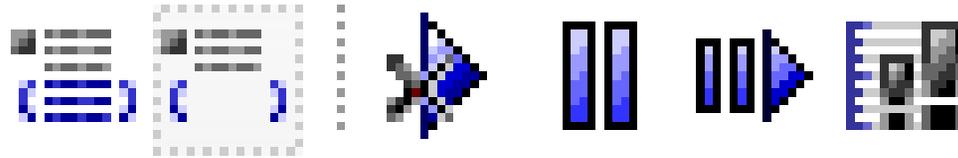
Current Activities **Total: 0**

Entries: -

Name	Request time	Status	Priority
No entries.			

Last refresh time: December 11, 2013 3:11:58 PM

MY ACTIVITIES AND SCHEDULES SCREEN – BUTTONS



MY ACTIVITIES AND SCHEDULES SCREEN – PAST ACTIVITIES TAB

My Activities and Schedules

 LMTESTERZERNIN LMTESTERZERNIN Log Off Launch

Past Activities

Current Activities

Upcoming Activities

Schedules

Filter

Period:

Last 4 hours

From: Dec 10, 2013 3:19 PM. To: Dec 11, 2013 3:19 PM.

[Edit...](#)

Status:

[Advanced options](#)

[Reset to default](#)

Past Activities
Total: 5

A horizontal bar chart showing the distribution of activity statuses. The y-axis lists 'Canceled', 'Failed', and 'Succeeded'. The x-axis represents the count of activities, ranging from 0 to 15. A single dark blue bar for 'Succeeded' extends to the value 5. 'Failed' and 'Canceled' have no bars, indicating zero counts.

Entries: -

	Name	Requested time	Status
	Report View of Resource Status Summary By Dispatch Center	December 11, 2013 2:50:00 PM	Succeeded
	Report View of Resource Status Summary By Dispatch Center	December 11, 2013 2:49:00 PM	Succeeded
	Report View of Resource Status Summary By Dispatch Center	December 11, 2013 2:48:00 PM	Succeeded
	Report View of Resource Status Summary By Dispatch Center	December 11, 2013 2:47:00 PM	Succeeded
	Report View of Resource Status Summary By Dispatch Center	December 11, 2013 2:46:00 PM	Succeeded

Last refresh time: December 11, 2013 3:18:59 PM

MY ACTIVITIES AND SCHEDULES SCREEN – UPCOMING ACTIVITIES TAB

My Activities and Schedules LMTESTERZERNIN LMTESTERZERNIN Log Off

Current Activities

Past Activities

Upcoming Activities

Schedules

Filter

Day:
Dec 11, 2013

Status:
Scheduled

Priority:
Any

[Advanced options](#)

[Reset to default](#)

Apply

Upcoming Activities Dec 11, 2013

Suspended:	0
Canceled:	0
Scheduled:	6
Total:	6

Day: [Dec 11, 2013] Status: [Scheduled]

Entries: 1 - 6

Name	Request time	Priority
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:50:00 PM	3
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:51:00 PM	3
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:52:00 PM	3
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:53:00 PM	3
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:54:00 PM	3
Report View of Resource Status Summary By Dispatch Center	December 11, 2013 3:55:00 PM	3

Last refresh time: December 11, 2013 3:49:02 PM

MY ACTIVITIES AND SCHEDULES SCREEN – SCHEDULES TAB

My Activities and Schedules LMTESTERZERNIN LMTESTERZERNIN Log Off IBM

Current Activities

Past Activities

Upcoming Activities

Schedules

Filter

Status:
Any ▾

Priority:
Any ▾

[Advanced options](#) ▾

[Reset to default](#)

Apply

Schedules

Total: 1

Entries: -

	Name	Modified	Status	Priority
	Report View of Resource Status Summary By Dispatch Center ▾	December 11, 2013 3:48:35 PM	Enabled	3

Last refresh time: December 11, 2013 3:52:05 PM

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:

Description:

Screen tip:

Location:

My Folders

[Select another location...](#)

NEW JOB WIZARD – SELECT THE STEPS

Select the steps - New Job wizard

Help X

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

Steps:

Entries: 1 - 3

<input type="checkbox"/>	...> Name	Options and prompt values
<input type="checkbox"/>	...> Report View of Resource Item Detail For Equipment	Produce report outputs, HTML (20 rows per page, Enable selection-based interactivity), PDF, English (United States), English (United States), Save the reports ✎✕
<input type="checkbox"/>	...> Report View of Resource Order Form	Default ✎
<input type="checkbox"/>	...> Report View of Resource Status Summary By Provider	Default ✎

[Add...](#) [Remove](#) [Modify the sequence...](#) [Reset to default value](#)

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 ▼

Cancel

< Back

Next >

Finish

NEW JOB WIZARD – SELECT ENTRIES

Select entries (Navigate) - New Job wizard Help X

Navigate the folders or search to find the entries to include in your job. Select the entries you want and click the arrow button to update the Selected entries list. [Search](#)

Available entries
[Cognos](#) > [My Folders](#) > **Standard ROSS Reports Course**

Entries: -  |    

<input type="checkbox"/>	Name
<input type="checkbox"/>	Report View of Resource Item Detail For Equipment
<input type="checkbox"/>	Report View of Resource Order Form
<input type="checkbox"/>	Report View of Resource Status Summary By Provider



Selected entries

Entries: -  |    

<input type="checkbox"/>	...>	Name
<input type="checkbox"/>		Report View of Resource Item Detail For Equipment
<input type="checkbox"/>		Report View of Resource Order Form
<input type="checkbox"/>		Report View of Resource Status Summary By Provider

[Remove](#)

NEW JOB WIZARD – MODIFY THE SEQUENCE OF STEPS

Modify the sequence of steps - New job [Help](#)

Steps:

Report View of Resource Item Detail For Equipment (Directory > ROSSLDAPSSL > LMTESTER02 LMTESTER02 > My Folders > Standard ROSS Reports Course)
Report View of Resource Order Form (Directory > ROSSLDAPSSL > LMTESTER02 LMTESTER02 > My Folders > Standard ROSS Reports Course)
Report View of Resource Status Summary By Provider (Directory > ROSSLDAPSSL > LMTESTER02 LMTESTER02 > My Folders > Standard ROSS Reports Course)

[Up](#) [Down](#) [To top](#) [To bottom](#)

NEW JOB WIZARD – SELECT THE REPORT OPTIONS

Select the report options - New job - Report View of Resource Item Detail For Equipment [Help](#) ✕

Select the run 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 ▼

Enable selection-based interactivity

PDF
No options saved
[Set...](#)

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

QCTEST

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

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

Help 

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:

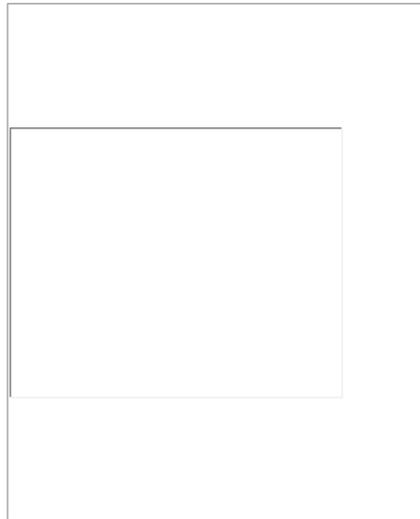


Content

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 width:

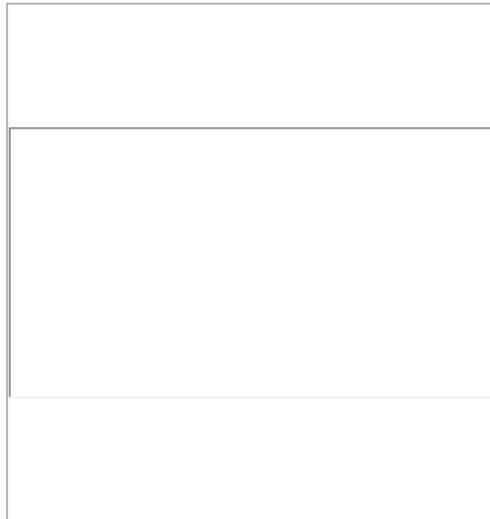
30% 



Add... Remove

Column width:

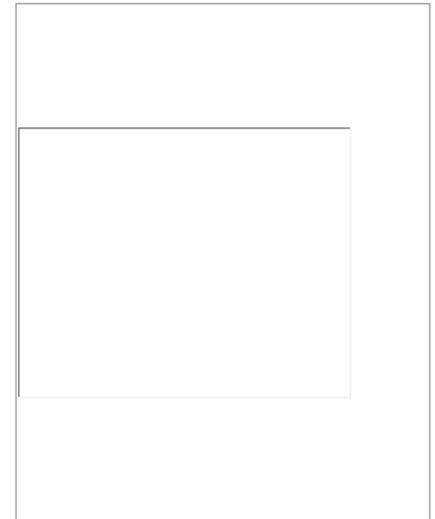
40% 



Add... Remove

Column width:

30% 



Add... Remove

Layout options:

Allow specified column width to dynamically adjust to content width.

QCTEST

Cancel

< Back

Next >

Finish

NEW PAGE WIZARD – SELECT PORTLETS

Select portlets (Navigate) - New page wizard Help

Navigate the folders or search to find the portlets to include in your page. Select the entries you want and click the Add button to update the Selected entries list. [Search](#)

Available entries
Portlets > IBM Cognos Content

Entries: 1 - 3

<input type="checkbox"/>	Name	Actions
<input type="checkbox"/>	IBM Cognos Navigator	
<input type="checkbox"/>	IBM Cognos Search	
<input type="checkbox"/>	IBM Cognos Viewer	

Selected entries

Entries: 1 - 3

<input type="checkbox"/>	...> Name
<input checked="" type="checkbox"/>	IBM Cognos Navigator
<input checked="" type="checkbox"/>	IBM Cognos Search
<input checked="" type="checkbox"/>	IBM Cognos Viewer

[Remove](#)

QCTEST

OK Cancel

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



B

I

U



Hide title on the page

Instructions:

[Return to default >>](#)

Tahoma

11



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

Help 

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

Perform an action - JV

Available actions:

-  Set properties

-  View folder contents
-  View my permissions...
-  View my capabilities...

-  Move...
-  Copy...
-  Create a shortcut to this entry...
-  Add to bookmarks...
-  Delete

Cancel

'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

Cancel