
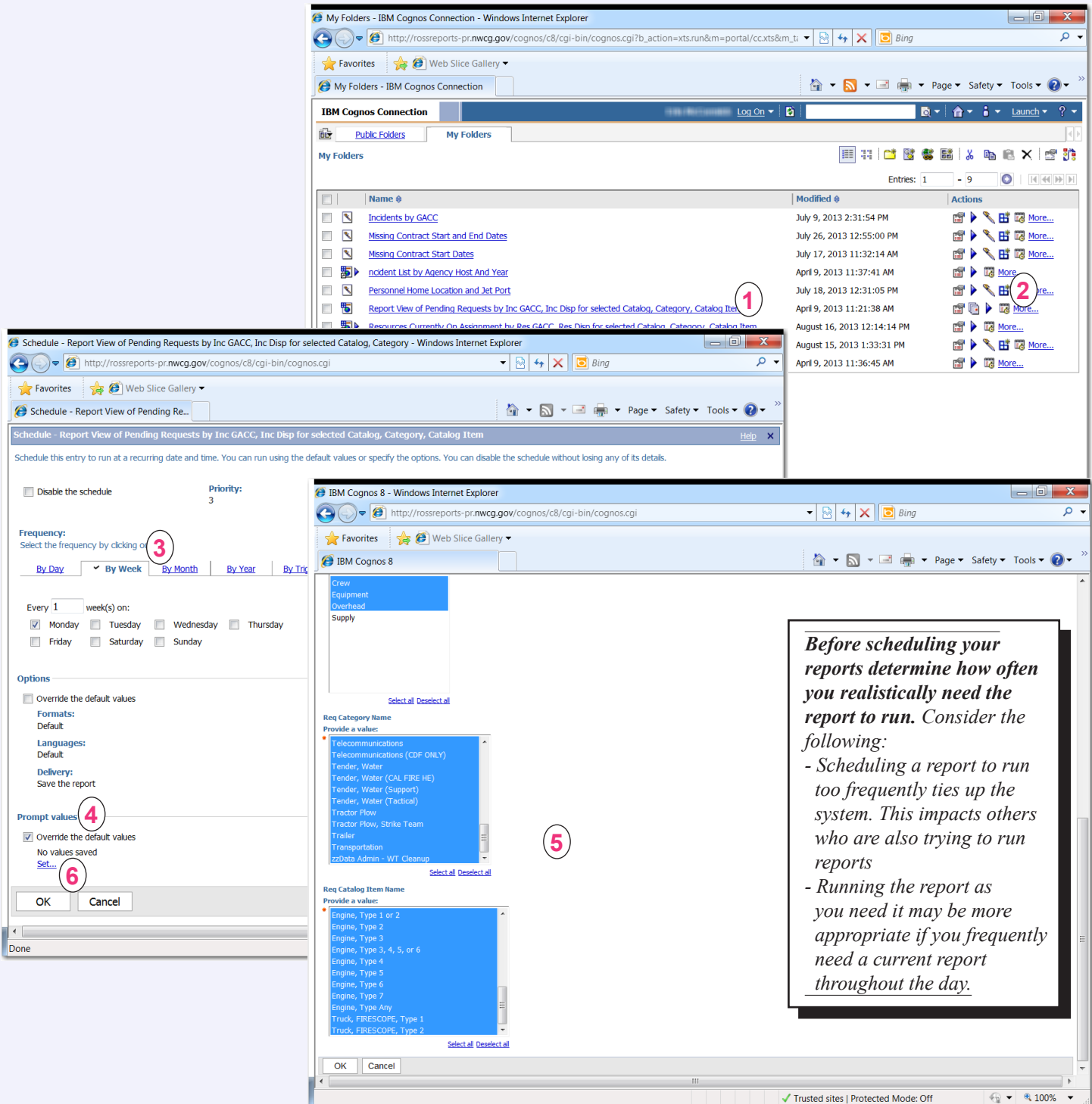


### To schedule a single report to run on a regular basis

- 1 Create a **report view** for the **User Community** report of your choice, and then save it to **My Folders**.
- 2 Click the **My Folders** tab, and then click  that corresponds to the **report** that you want to schedule.
- 3 On the **Schedule** screen, click to select the **Frequency** tab of your choice.
- 4 Under **Prompt** values, click to select the **Override default** values check box, and then click **Set**.
- 5 Complete the **filter criteria** screen that displays for the report, and then click **Finish**.
- 6 On the **Schedule** screen that displays for the **Frequency** tab you selected, complete any additional information as appropriate, and then click **OK**.



**My Folders - IBM Cognos Connection - Windows Internet Explorer**

http://rossreports-pr.nwccg.gov/cognos/c8/cgi-bin/cognos.cgi?b\_action=xts.run&m=portal/cc.xts&m\_tr...

My Folders

Name	Modified	Actions
Incidents by GACC	July 9, 2013 2:31:54 PM	More...
Missing Contract Start and End Dates	July 26, 2013 12:55:00 PM	More...
Missing Contract Start Dates	July 17, 2013 11:32:14 AM	More...
Incident List by Agency Host And Year	April 9, 2013 11:37:41 AM	More...
Personnel Home Location and Jet Port	July 18, 2013 12:31:05 PM	More...
Report View of Pending Requests by Inc GACC, Inc Disp for selected Catalog, Category, Catalog Item	April 9, 2013 11:21:38 AM	More...
Resources Currently On Assignment by Res GACC, Res Disp for selected Catalog, Category, Catalog Item	August 16, 2013 12:14:14 PM	More...
	August 15, 2013 1:33:31 PM	More...
	April 9, 2013 11:36:45 AM	More...

**Schedule - Report View of Pending Requests by Inc GACC, Inc Disp for selected Catalog, Category, Catalog Item**

http://rossreports-pr.nwccg.gov/cognos/c8/cgi-bin/cognos.cgi

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: 3

**Frequency:**  
Select the frequency by clicking on:

By Day By Week **By Month** By Year By Trix

Every 1 week(s) on:

☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday  
☐ Friday ☐ Saturday ☐ Sunday

**Options**

☐ Override the default values

Formats: Default  
 Languages: Default  
 Delivery: Save the report

**Prompt values**

☒ Override the default values

No values saved

**Set**

**OK** **Cancel**

**IBM Cognos 8 - Windows Internet Explorer**

http://rossreports-pr.nwccg.gov/cognos/c8/cgi-bin/cognos.cgi

IBM Cognos 8

Crew  
 Equipment  
 Overhead  
 Supply

Select all Deselect all

**Req Category Name**  
 Provide a value:

Telecommunications  
 Telecommunications (CDF ONLY)  
 Tender, Water  
 Tender, Water (CAL FIRE HE)  
 Tender, Water (Support)  
 Tender, Water (Tactical)  
 Tractor Plow  
 Tractor Plow, Strike Team  
 Trailer  
 Transportation  
 zzData Admin - WT Cleanup

Select all Deselect all

**Req Catalog Item Name**  
 Provide a value:

Engine, Type 1 or 2  
 Engine, Type 2  
 Engine, Type 3  
 Engine, Type 3, 4, 5, or 6  
 Engine, Type 4  
 Engine, Type 5  
 Engine, Type 6  
 Engine, Type 7  
 Engine, Type Any  
 Truck, FIRESCOPE, Type 1  
 Truck, FIRESCOPE, Type 2

Select all Deselect all

**OK** **Cancel**

Trusted sites | Protected Mode: Off

100%



**Before scheduling your reports determine how often you realistically need the report to run. Consider the following:**

- Scheduling a report to run too frequently ties up the system. This impacts others who are also trying to run reports
- Running the report as you need it may be more appropriate if you frequently need a current report throughout the day.

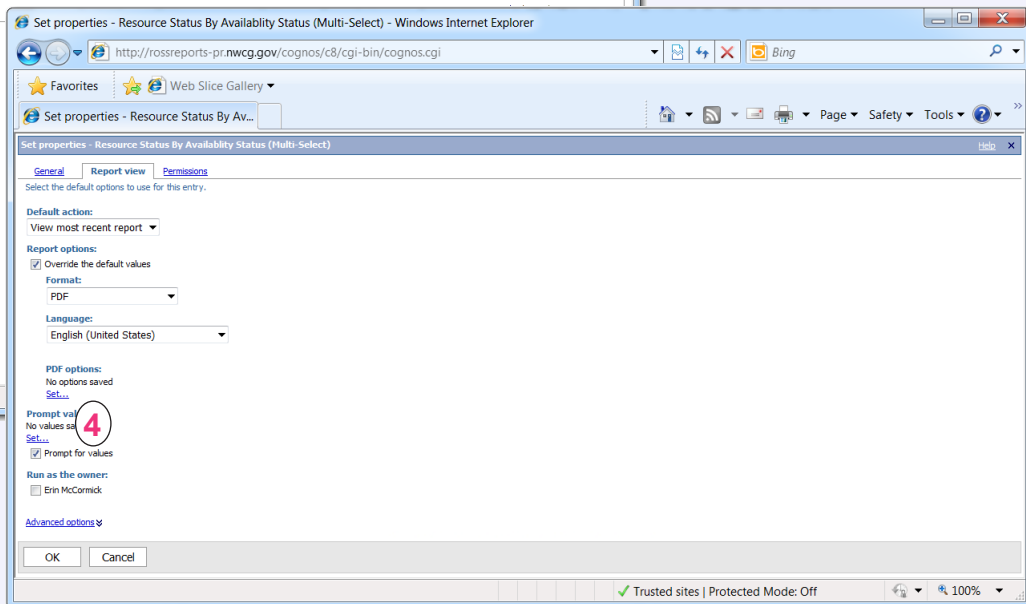
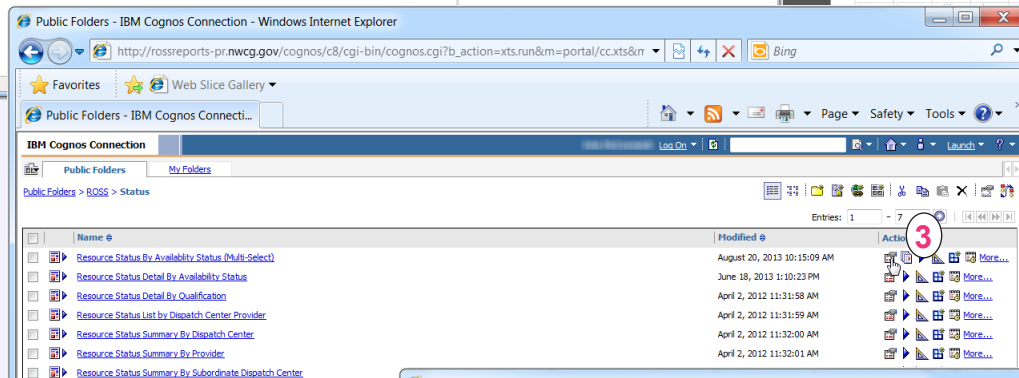
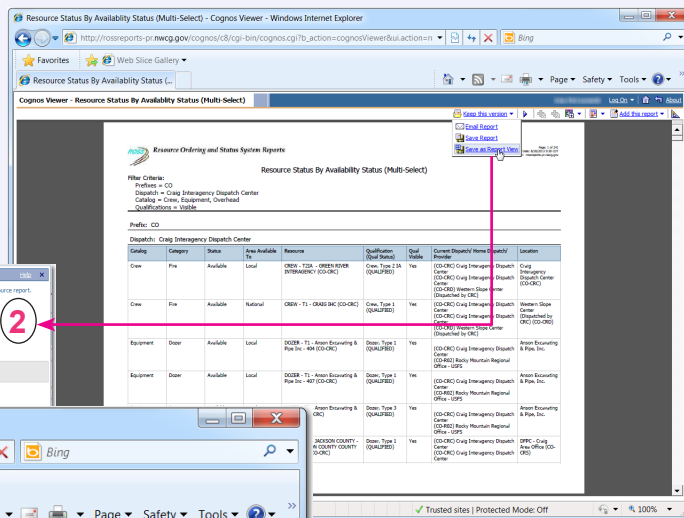
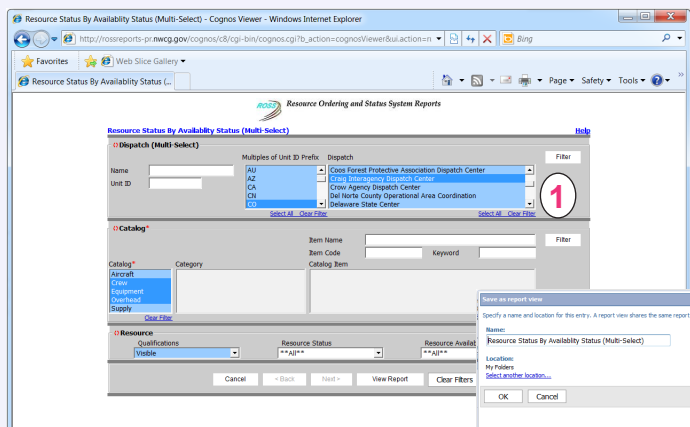
### To create a guide for future reports - an example

*This example explains how to create and save a Resource Status by Available Status (Multi-Select) report.*

- 1 Create the **Resource Status by Availability Status (Multi-Select)** report using the filter criteria of your choice, and then click **View Report**
- 2 Under **Keep this version**, click **Save as Report View**, click **Select My Folders**, type the **Name**, and then click **OK**

- 3 Click  click the **My Folders** tab, and then click  that corresponds to the **report** of your choice.
- 4 On the **Set properties** screen, click the **Report view** tab, and then click **Set** under **Prompt values**.

**Proceed to next page**




Helpdesk: 866-224-7677 <https://iaa->

[hd.peckham-enclave.us/](https://hd.peckham-enclave.us/)

ROSS Website: <https://famit.nwcg.gov/>

[applications/ROSS](https://applications/ROSS)

To create a guide for future reports - *continued*

- 5 Complete the **filter criteria** to match your saved report view, click **View Report** and then click **OK**
- 6 On the **My Folders** tab, click  that corresponds to the saved **report** of your choice.

- 7 On the **Run with options** screen, click **Run**
- 8 Change one or more filter criteria as appropriate, and then click **View Report**

*You can create and save a Cognos report to use as a guide for running other, similar reports. First, tailor and save your report view that identifies and filters for specific information. Whenever you need a report that uses most of the same filter criteria, you can return to that saved report view in My Folders, change just one filter, and then run the report again using the new filter criteria.*

