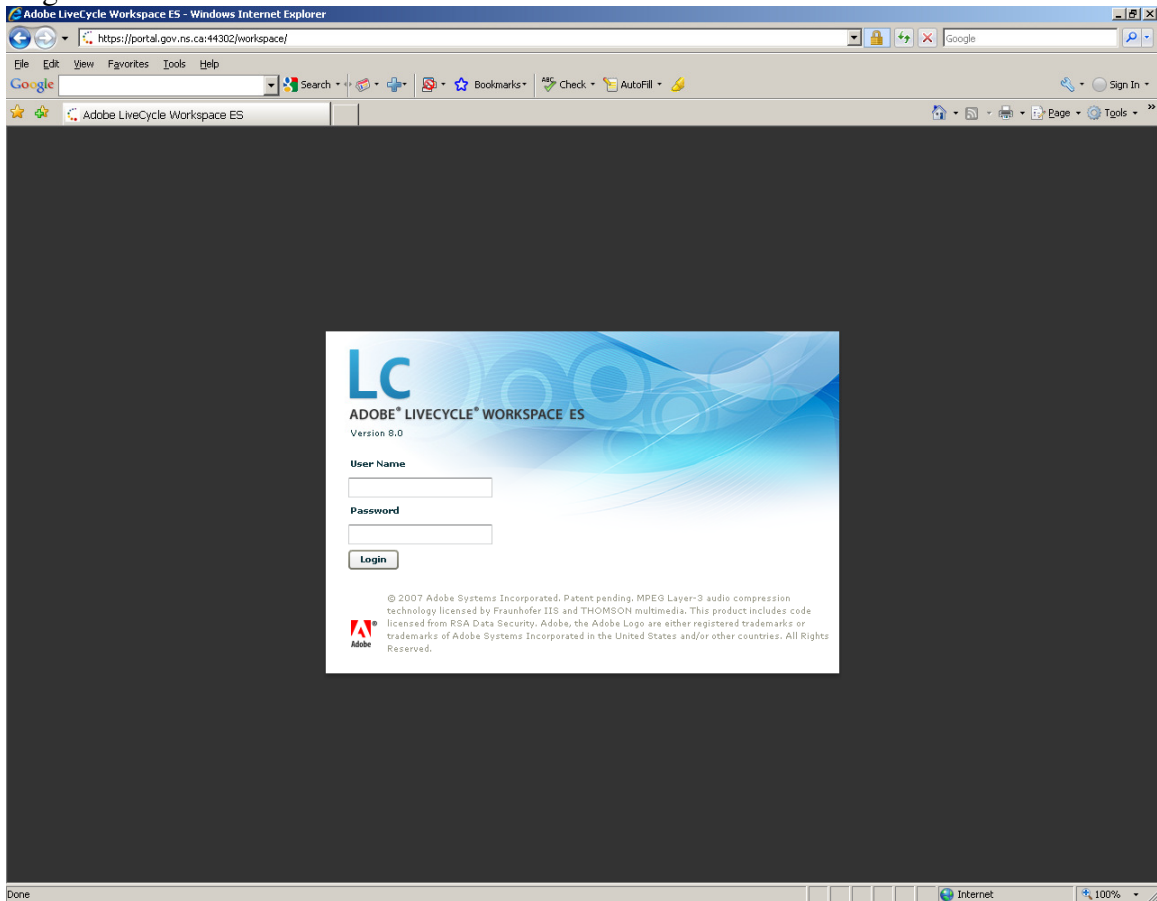


Municipal Reporting System

Step by Step instructions on using the Municipal Reporting System

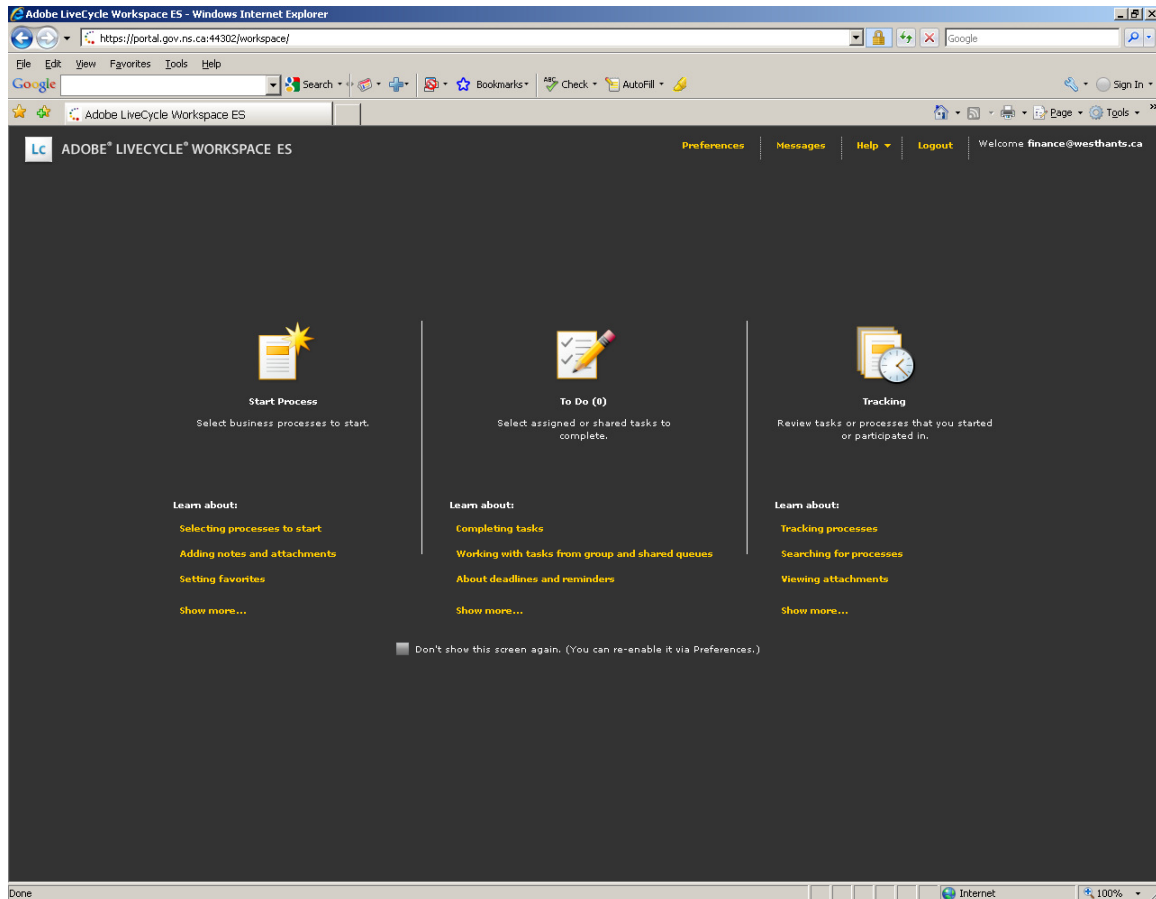
- 1) Go to the Adobe Livecycle Login screen:
<https://portal.gov.ns.ca:44302/workspace/> (hint – it is beneficial to save this to your favorites!)

Login Screen:

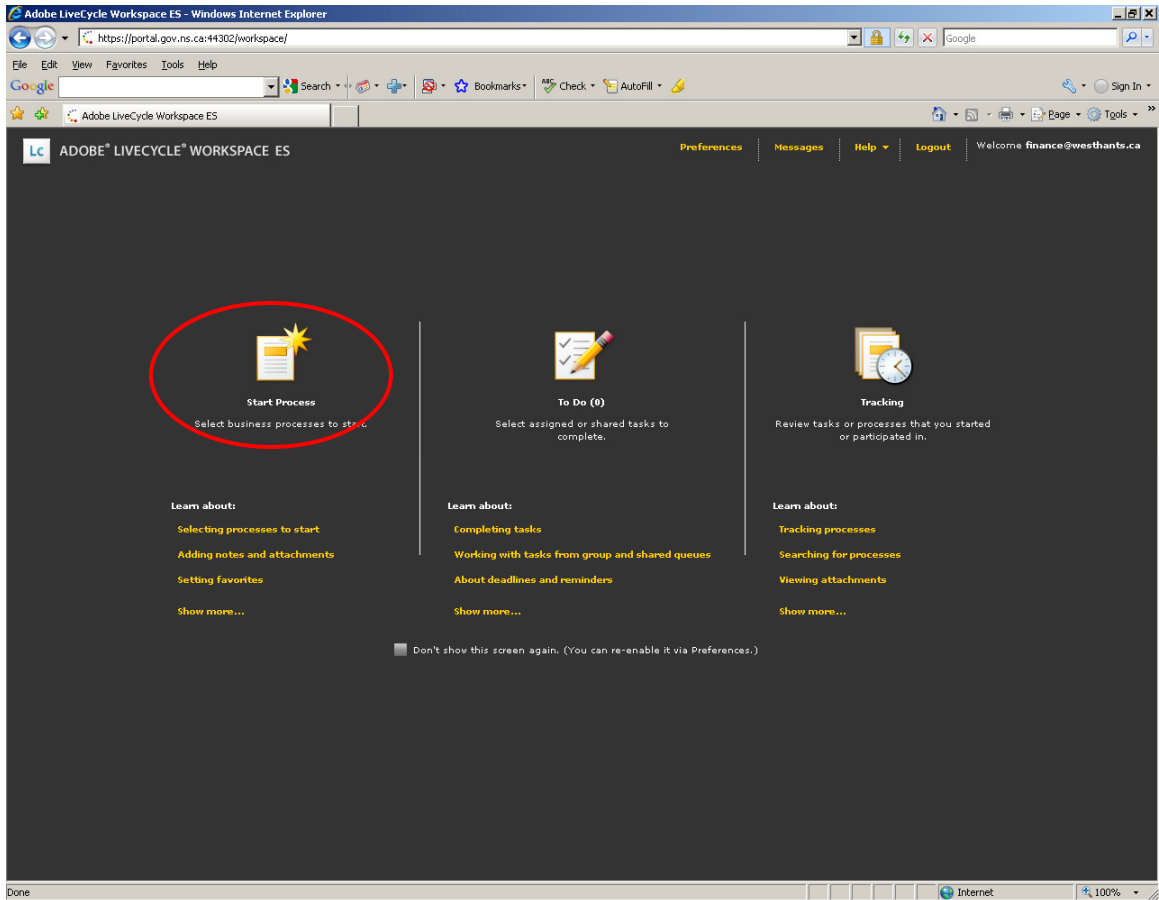


2) Enter your username and password. Username is your email address. If you don't remember your password, please contact Tara Manuel (manueltl@gov.ns.ca) or Lei Lu (lul@gov.ns.ca) to have your password reset.

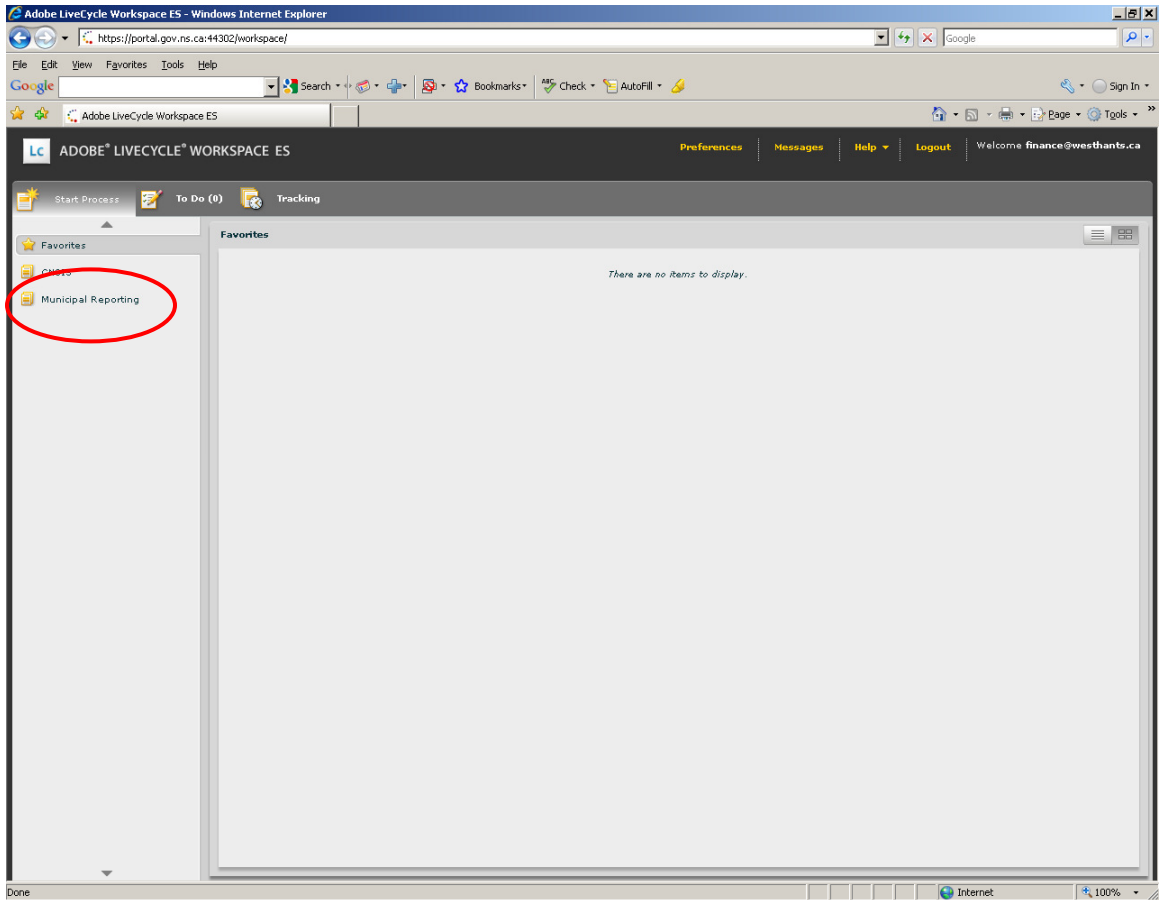
Main Menu screen upon login:



2) To start a report, click on “Start Process” the first report icon with the star in the corner

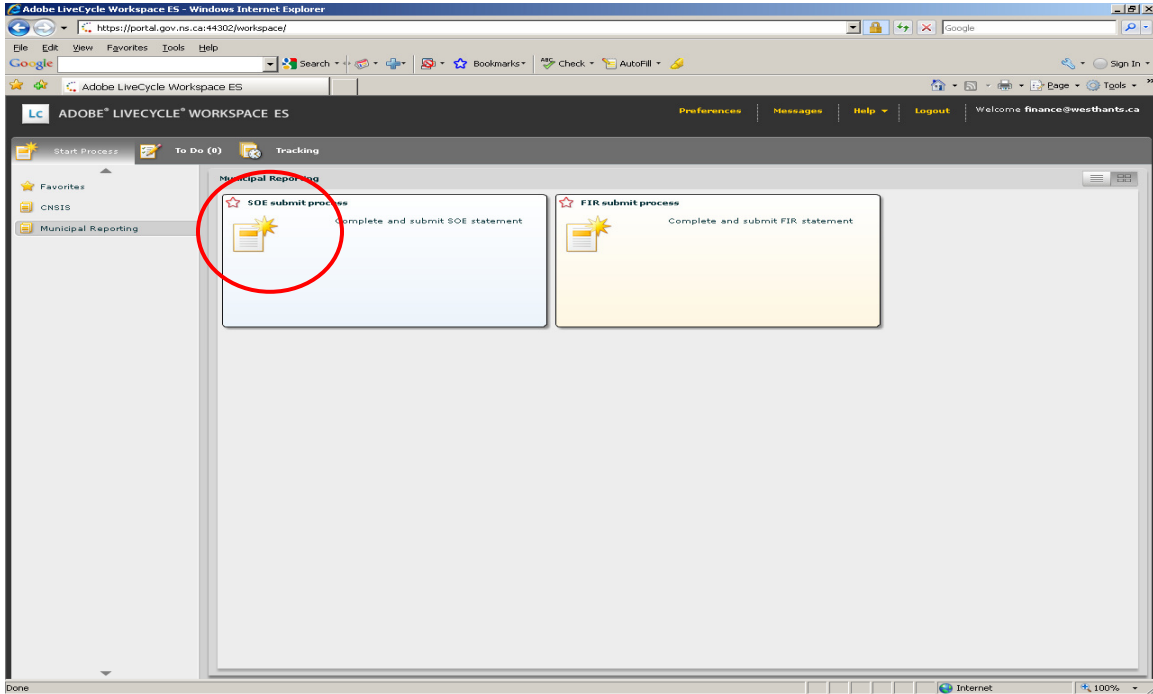


4) Then click on “Municipal Reporting” in the left hand side of the screen

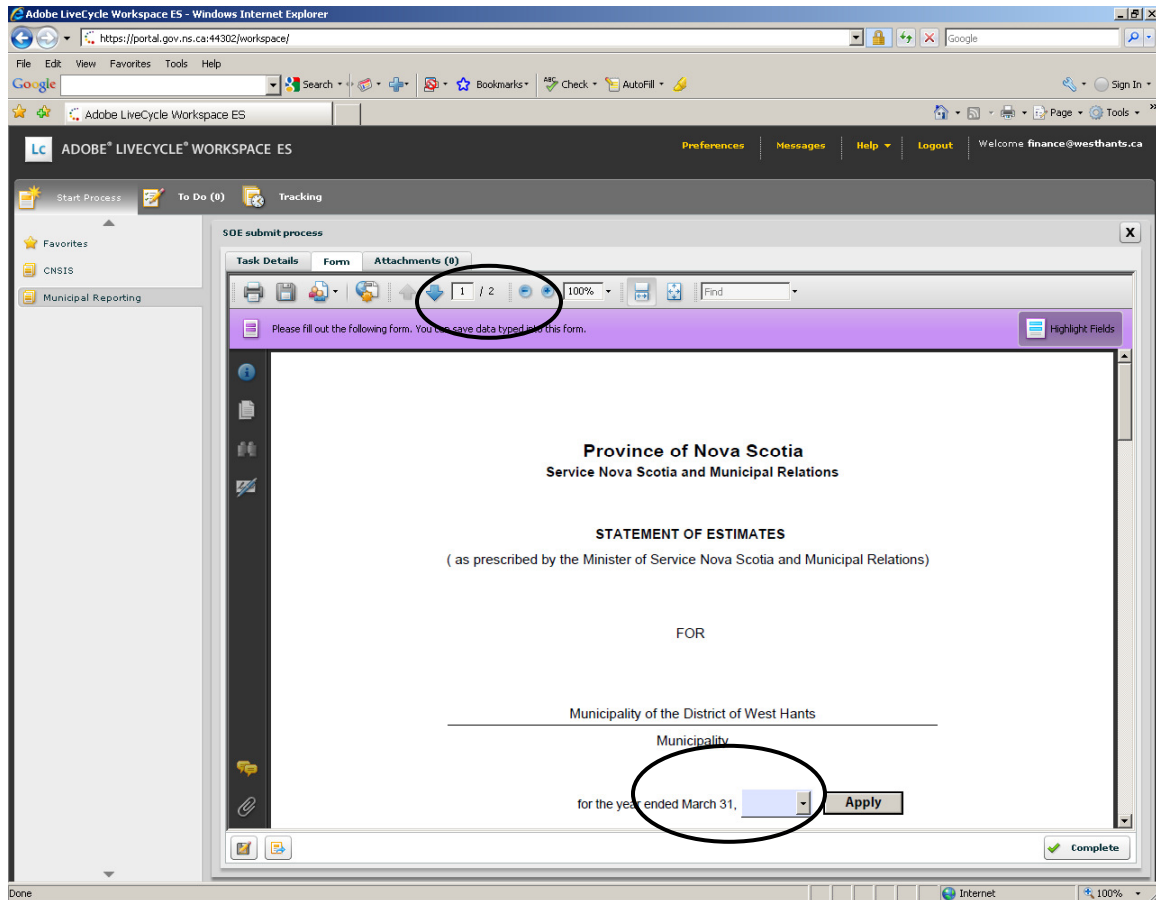


5) Choose to prepare a “SOE” or a “FIR” by clicking on one of the reports with the star on it. In this example, let’s create a SOE report.

6) **To create a SOE** – click on the “SOE” report

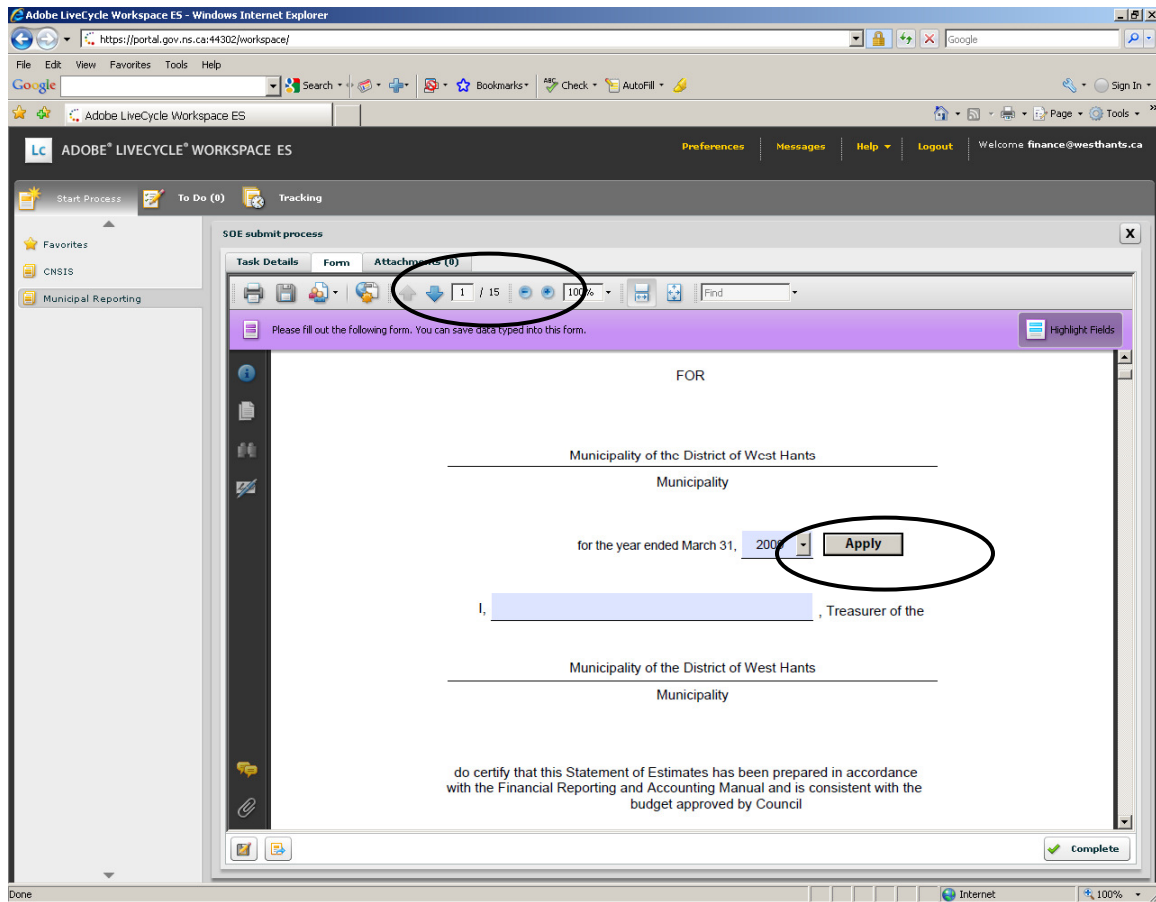


This screen will then appear:



7) In the middle of the screen there is a drop down menu. Choose the year for which you are preparing the SOE – note the sentence before the drop down box – “for the year ended March 31, _____” so you know what year to choose.

8) Click “Apply” – this bring in all any data required from prior year and will change the number of pages shown at the top of the screen from “1 of 2” to “1 of 15”. You are now ready to enter your budget information.

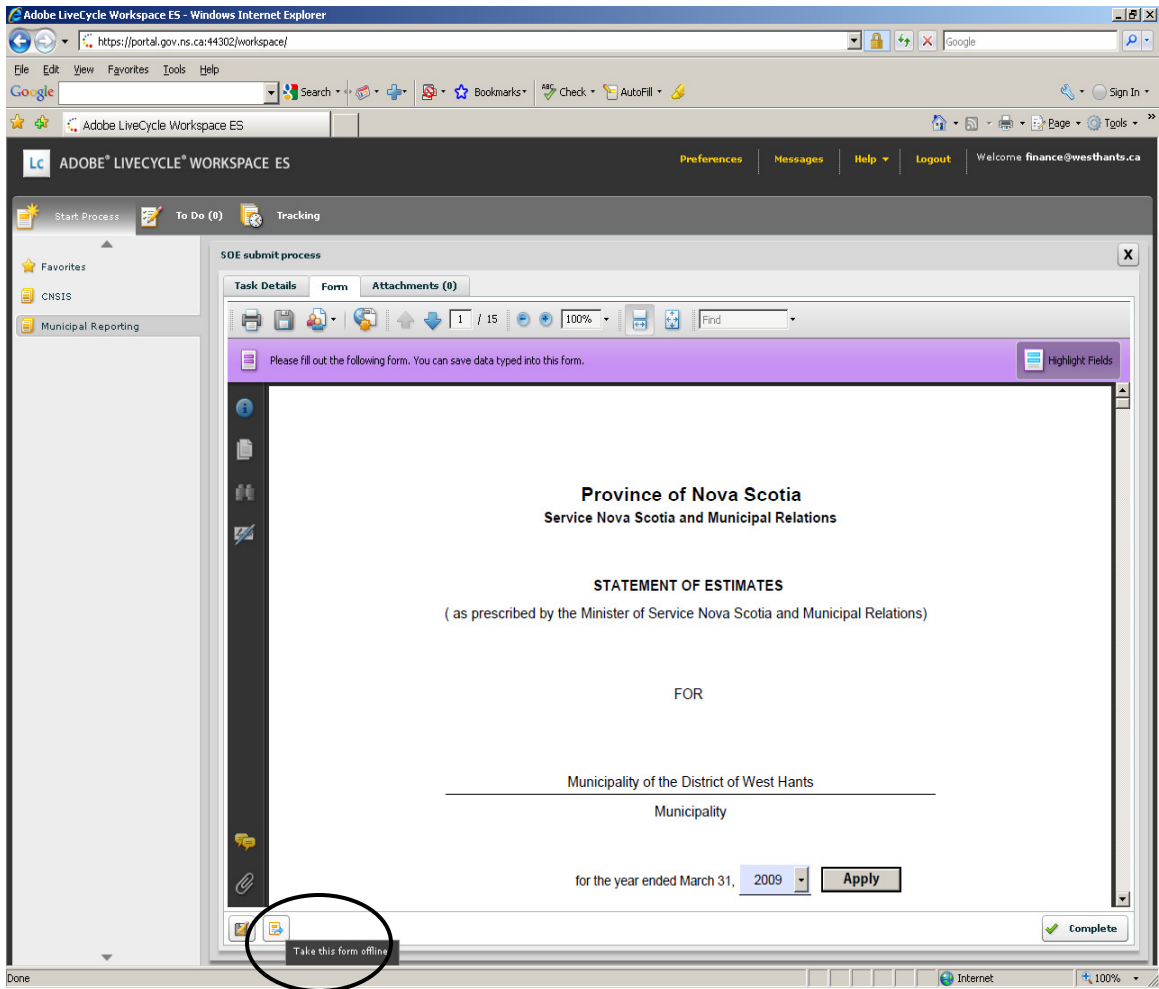


9) When you have finished completing the SOE, simply click the “Complete” button at the bottom-right of the screen and it will be submitted to us for approval.

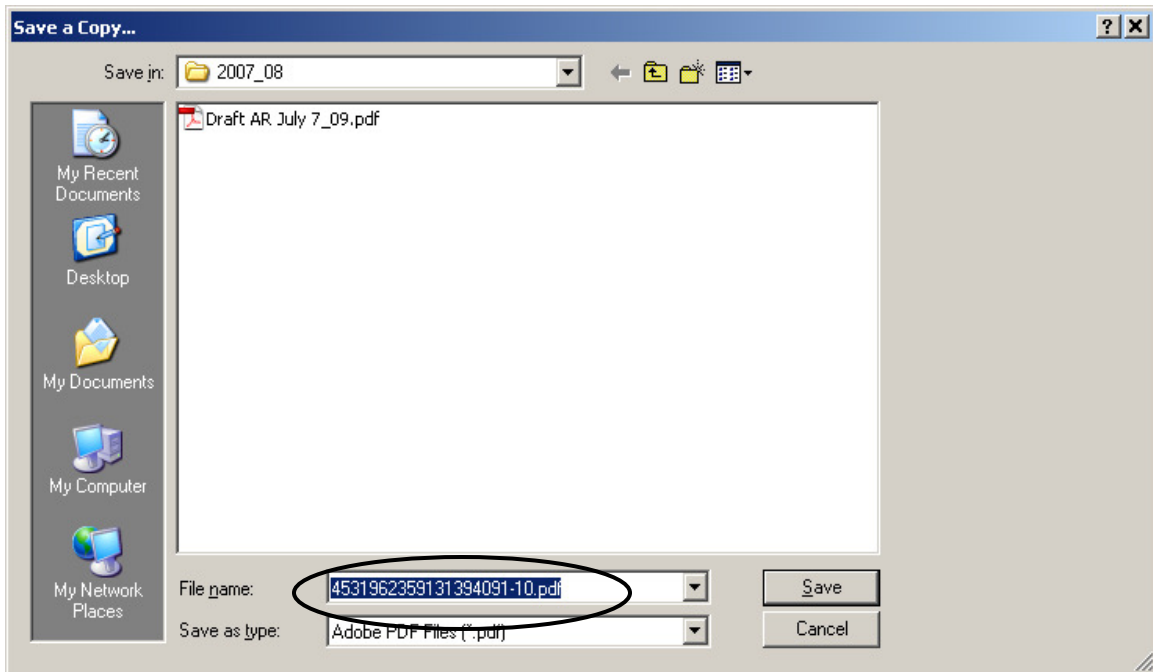
10) It would be helpful to send us an email to let us know you submitted it and we can make sure we received it ok. You can email Tara Manuel (manueltl@gov.ns.ca) or Lei Lu (lul@gov.ns.ca).

Helpful Hints:

The application uses a lot of memory – so it might go a little faster if you “take the form offline” To do this, click the second icon on the bottom-left of the screen. If you hold your mouse over it, text will pop up that reads “Take this form offline”.



Once you click the icon, a new window will pop up asking you where to save it.

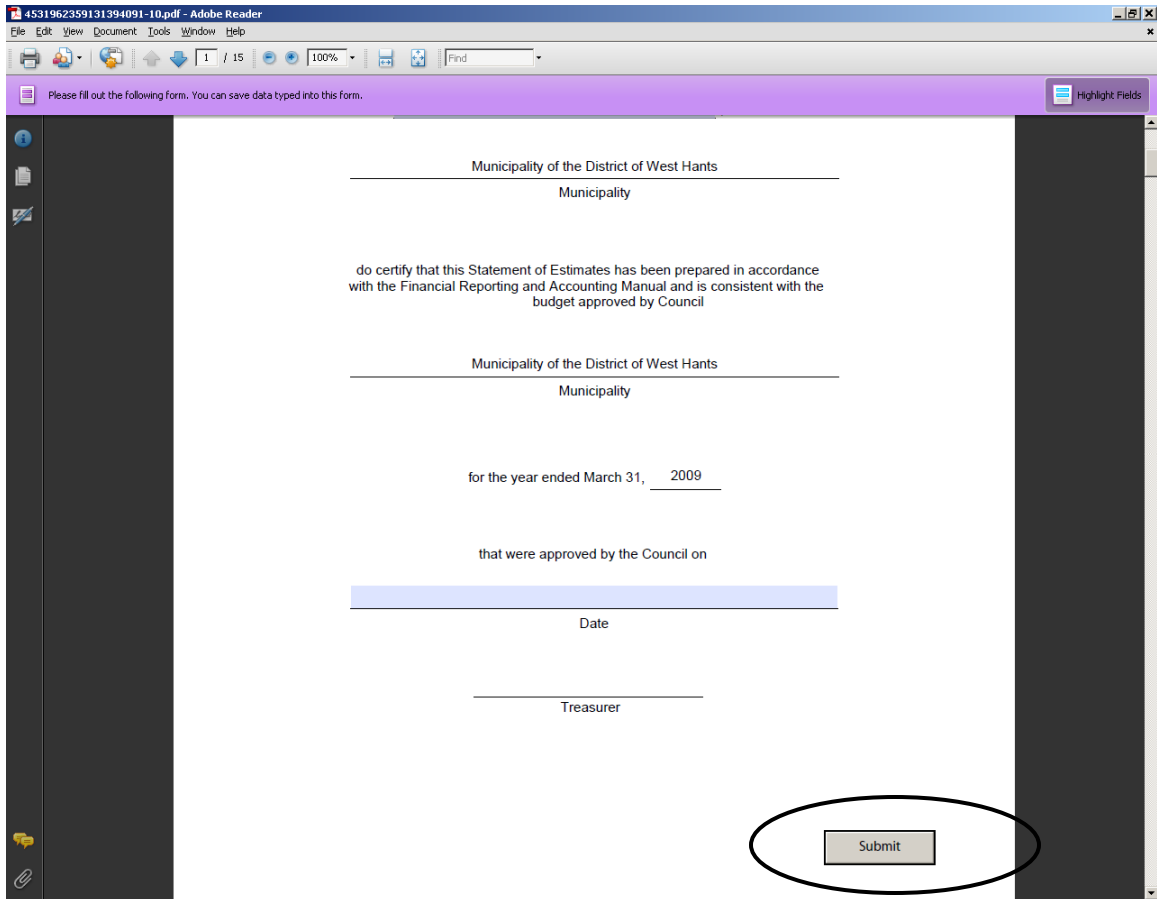


Use the "Save in" Drop Down menu to find the directory you want to save the file in.

Notice the file name is given to the file by the system – it consists of numbers only – this one has 22 numbers: 4531962359131394091-10.pdf. **Do not change the name of this file!** This is important information the system needs to accept your file when you submit it to us.

Once you choose a place to save it, click "save".

Now you can close the system and go open the file where you saved it.



By taking the form off-line, it has also removed the application toolbars from the screen and shows more of the form.

You can now enter your budget information!

When you have finished completing the SOE, simply click the “Submit” button at the bottom-right of the screen and your email should pop-up with the “Municipal Reporting System” as the addressee.

It would be helpful to send us an email to let us know you submitted it and we can make sure we received it ok. You can email Tara Manuel (manueltl@gov.ns.ca) or Lei Lu (lul@gov.ns.ca).