Ministry of Education

EFIS 2.0 - User Guide Family Support Programs User

Version 2.0

June 2015

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1 Document History

Version	Date	Changed by	Description of changes
0.1	Jan 14, 2014	Al McLaren	Initial draft
2.0	June 2, 2015	Ruby Hou	

2 Logon to EFIS 2.0

2.1 Logon through Go Secure

EFIS 2.0 URL: https://efis.fma.csc.gov.on.ca/workspace/index.jsp
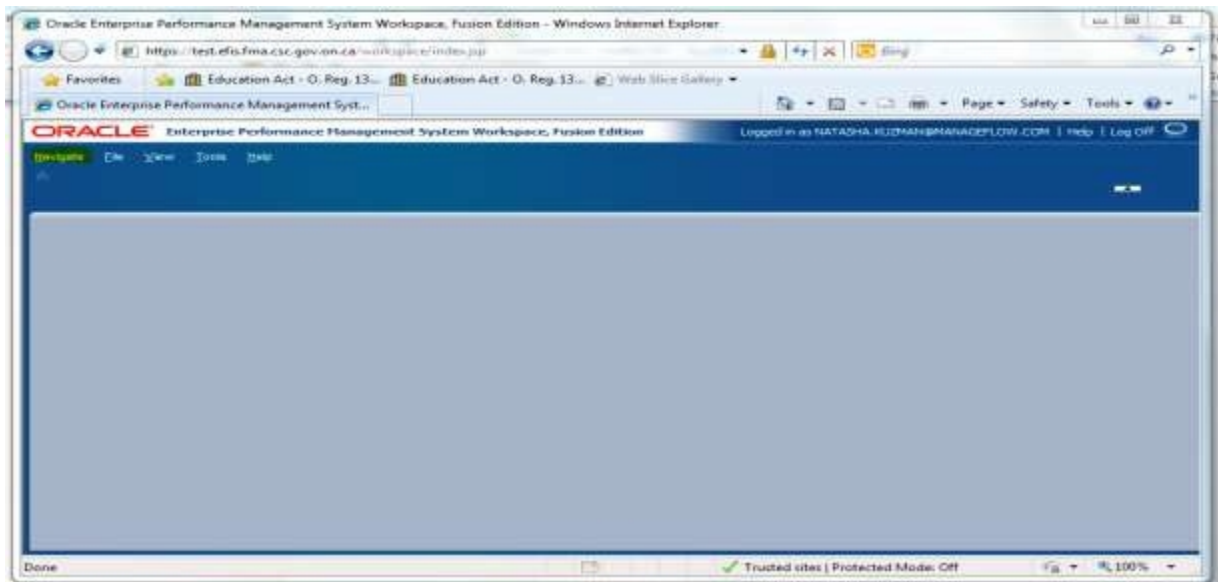
In order to log into the application, you need the Go Secure credential, if you haven't registered yet please follow the instructions in the registration Guide (EFIS_User_Registration_Instructions_Final_English).

The Application link will redirect to a Go Secure login page. Enter your *User ID* and *Password*

Once you click on *Sign In* you will be directed into EFIS 2.0 application.

2.2 Bookmarking the Link

To bookmark the link to EFIS 2.0 you need to create the link once you are in the application and **NOT** when you are in the Go Secure screen.
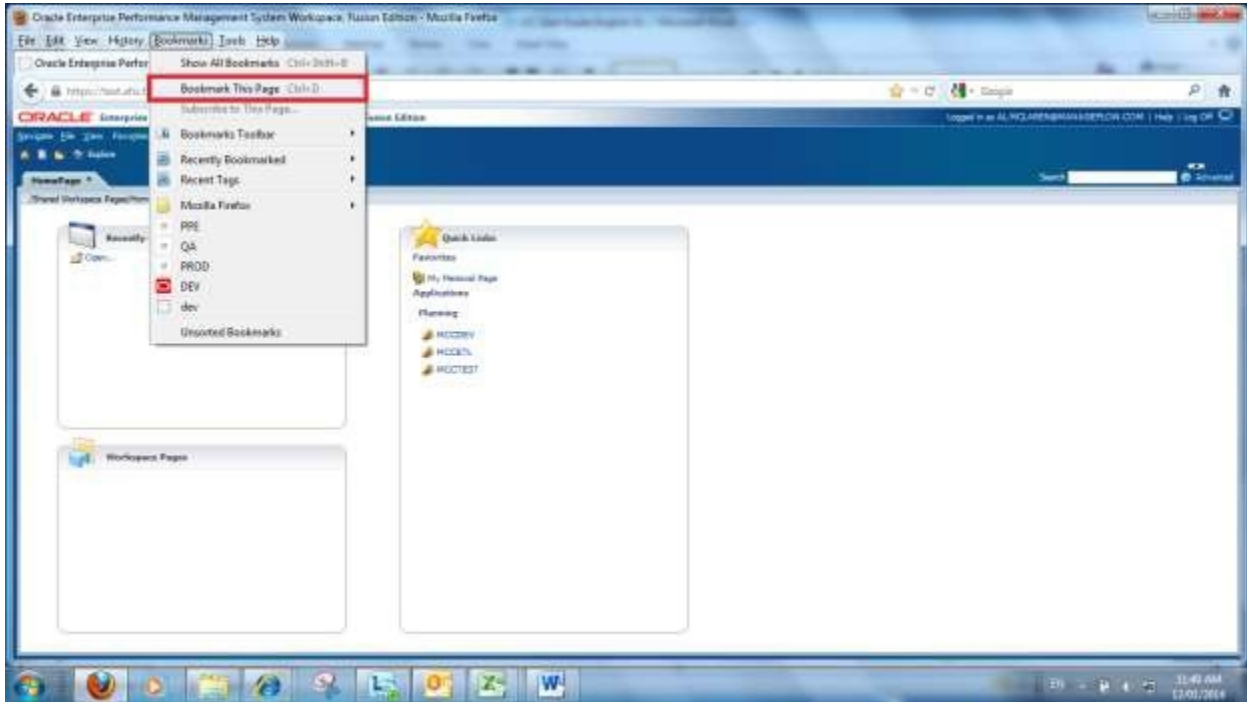
If you get the error screen below check that the book mark to ensure it is **<u>NOT</u>** the following:

https://www.iam.security.gov.on.ca/goID/access/index.jsp

Tips

At the start of a new cycle or if you are having issues connecting to EFIS 2.0 it is good practice to clear the Browser cache, this is done by selecting the clear recent history from the browser menu and selecting clear all.

3 Planning User Set Up

Each Cycle (Interim Report and Financial Statements) the user must set up their user preferences.

3.1 Reporting Settings

In order to generate reports, users are required to perform a simple one-time setup of User Point of View:

In Planning, go to *File* → *Preferences*
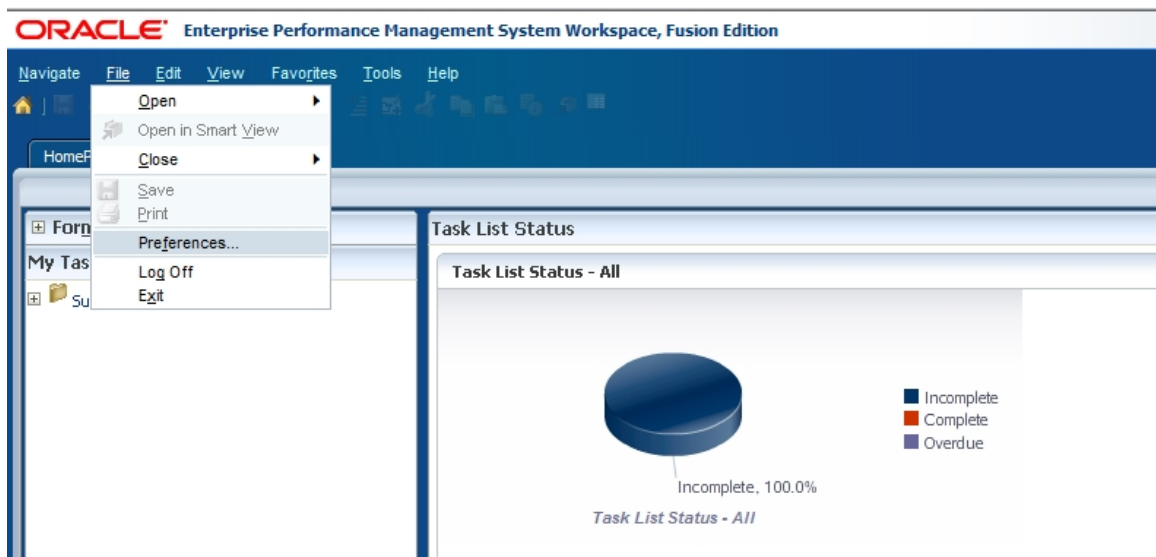
In the popup dialogue, select **Financial Reporting** on the left pane. In *Default Preview Mode* select *PDF Preview*. In **User Point of View**, select "*On*" and click on **Setup Members**
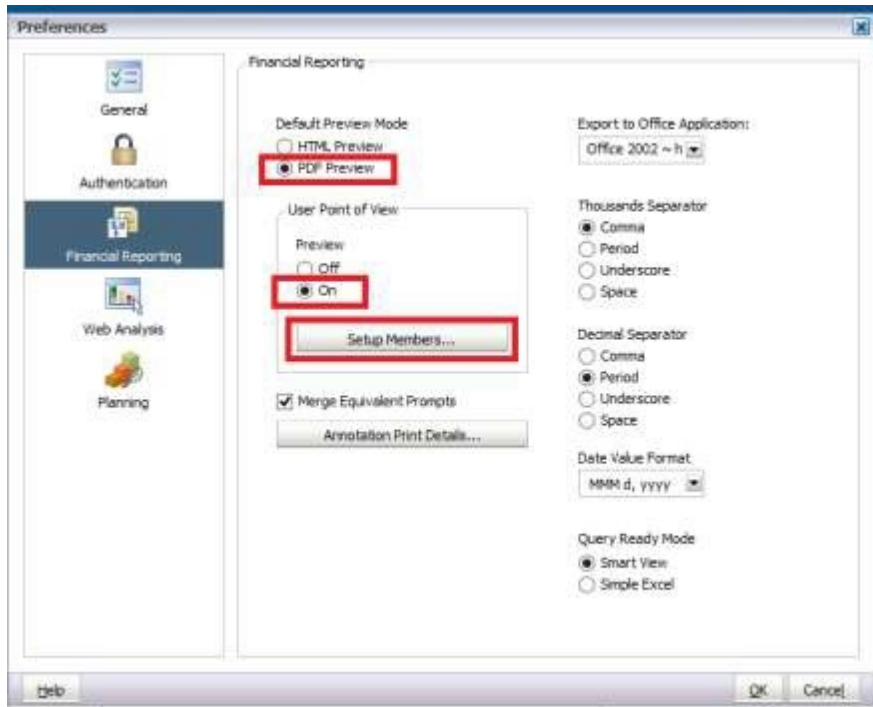
In the resulting Setup User POV dialog, click on the **Database Connection** dropdown. There is only one connection for each Planning application, "**Main**" for input and calculation.
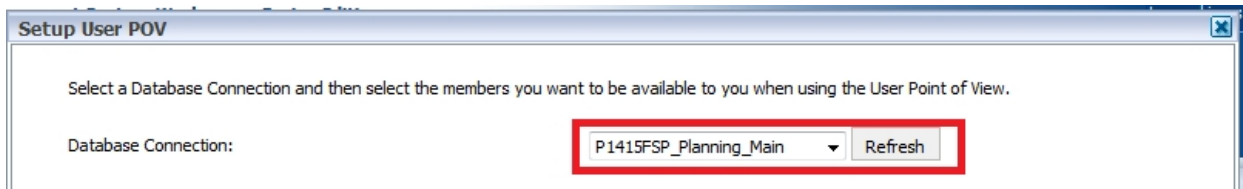
Select the "**Main**" database connection. Make the following selections and click *Apply:*

- Choices List for all dimensions: **All Members**

- Display Member Label as: **Default**

- Dimension Labels are: **Included**

- Member Selection Displays: **Only Members I Can Access**
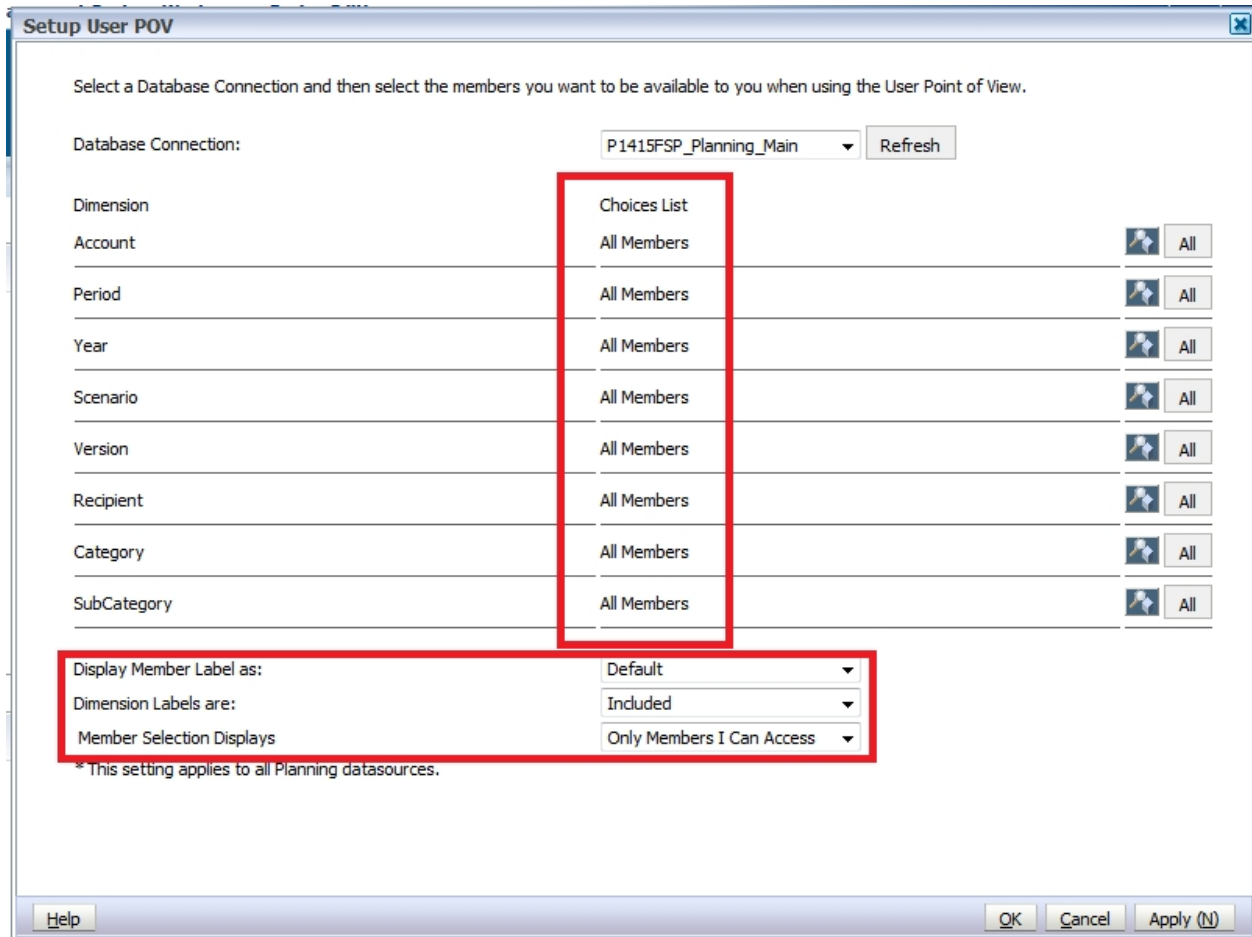
Click **OK** to close the Setup User POV dialog. Click *OK* to close the Preferences dialog

3.2 Display Options

Once the user has selected an application they are able to set the display preferences. Select *File → Preferences* to access the Preferences screen select *Planning* then select the desired *Number Formatting* from the dropdown lists then *OK* on the Preferences screen.
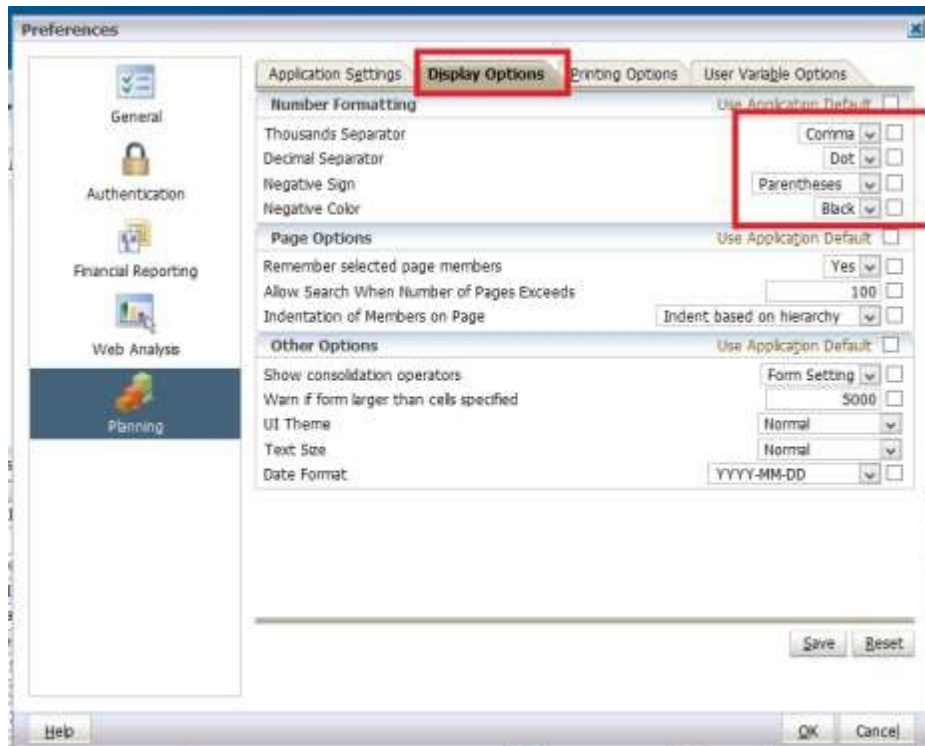
3.3 Setup your Home Page

To set a home page to allow for quick access to your applications select *File*
➔ *Preferences* to access the Preferences screen, select *General* then select Home
Page from the *Content* dropdown list then *OK* on the Preferences screen
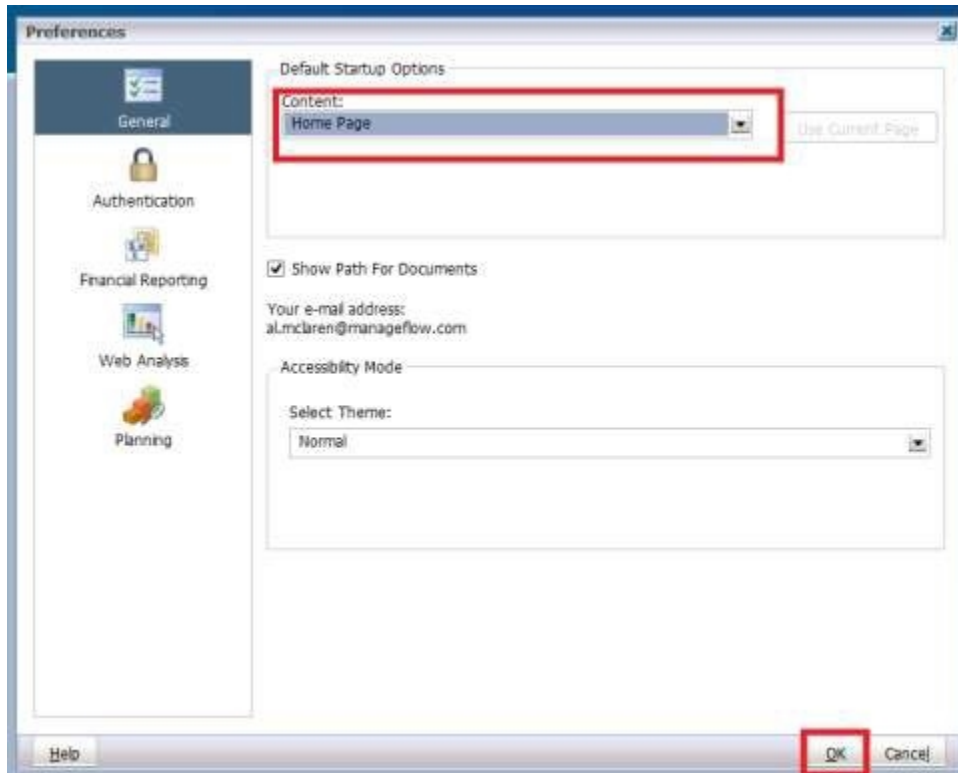
3.4 Change Language

3.4.1 Firefox

Firefox users can change the Firefox page display to French Language by selecting,
Tools ➔ *Options*
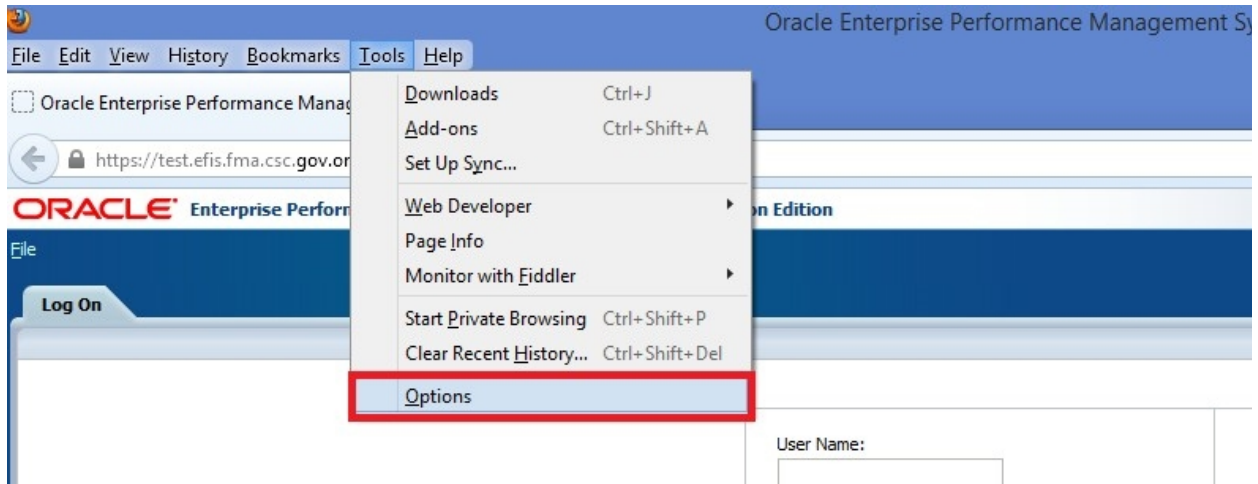
In the *Options* Screen in the Language section select the *Choose* button, *French/Canada* from the Language dropdown list, select *Add* then Select *OK.* You will need to restart the browser for these setting to take effect.
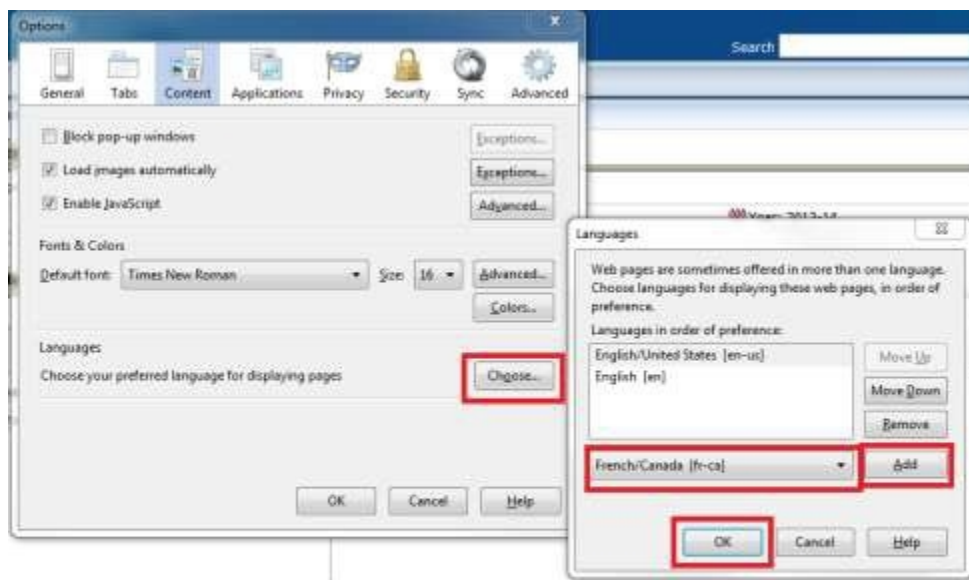
3.4.2 IE

IE users can change the IE page display to French Language by selecting, *Tools*
➔ *Internet Options*
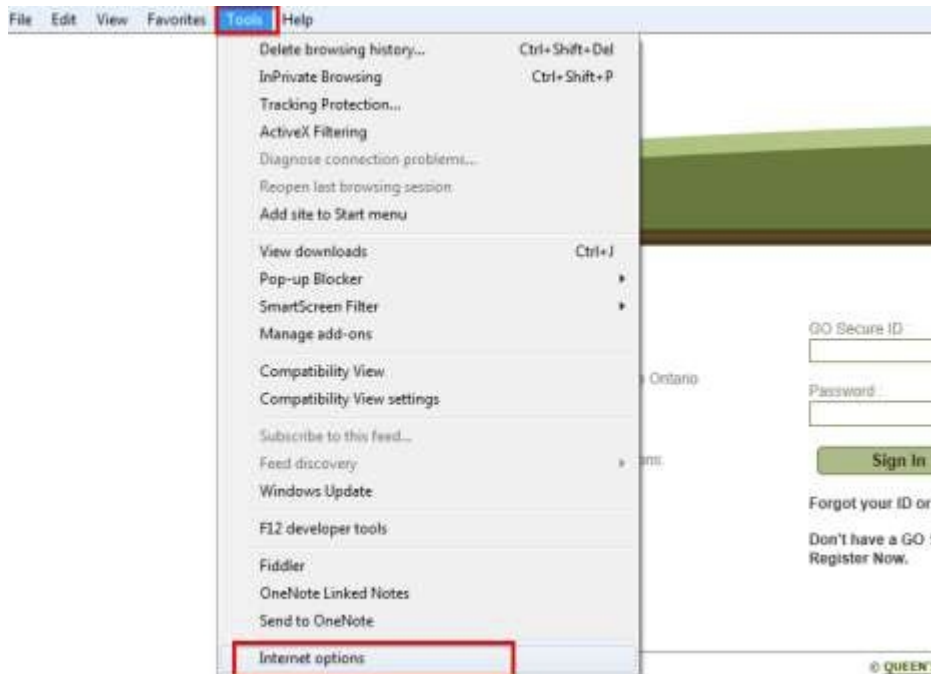
In the *General* Screen select *Language* and then add French/(Canada)[fr-CA] from the
Language dropdown list then Select *OK.* You will need to restart the browser for these
setting to take effect.
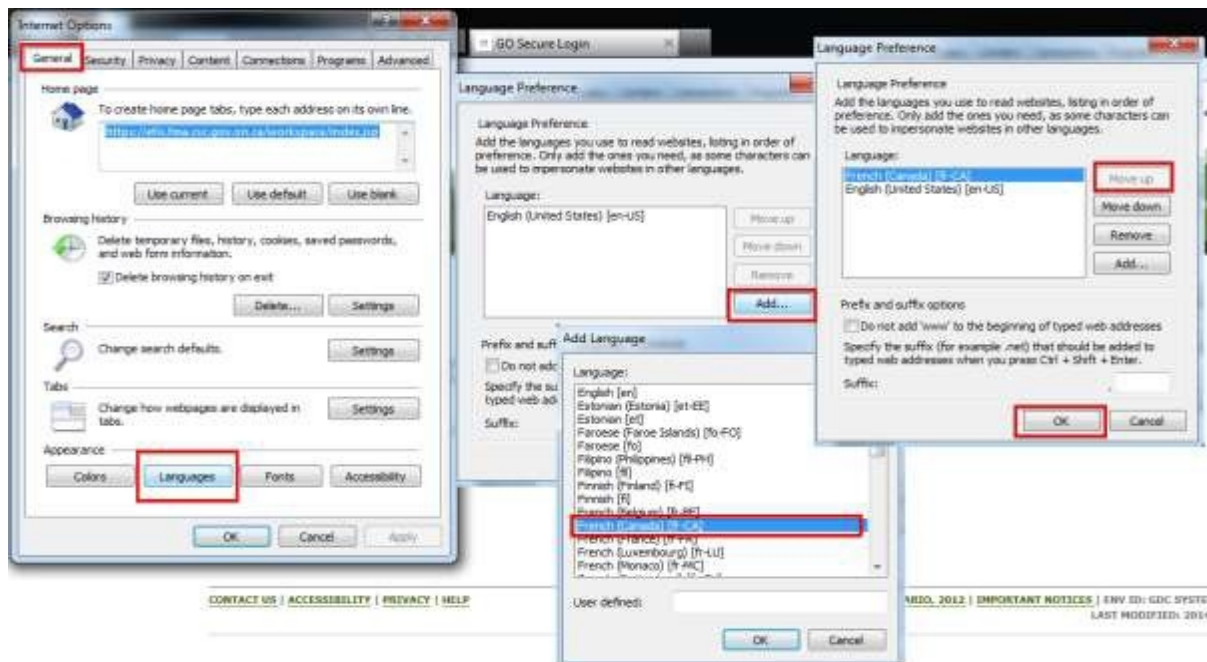
3.4.3 Set Language in Planning

To set the Language in Planning, go to *File→ Preferences.* Select Planning on the *Preferences* screen select French as the Alias setting, select *Save* then Select *OK*.

4 Planning Navigation

4.1 Selecting an Application (Doc Set)

The application can be opened using one of the following methods:

To open the application from the menu bar either **select → Navigate → Applications → Planning → application name** (where **application name** is the application you wish to open), or **File → Open → Applications → Planning → application name**
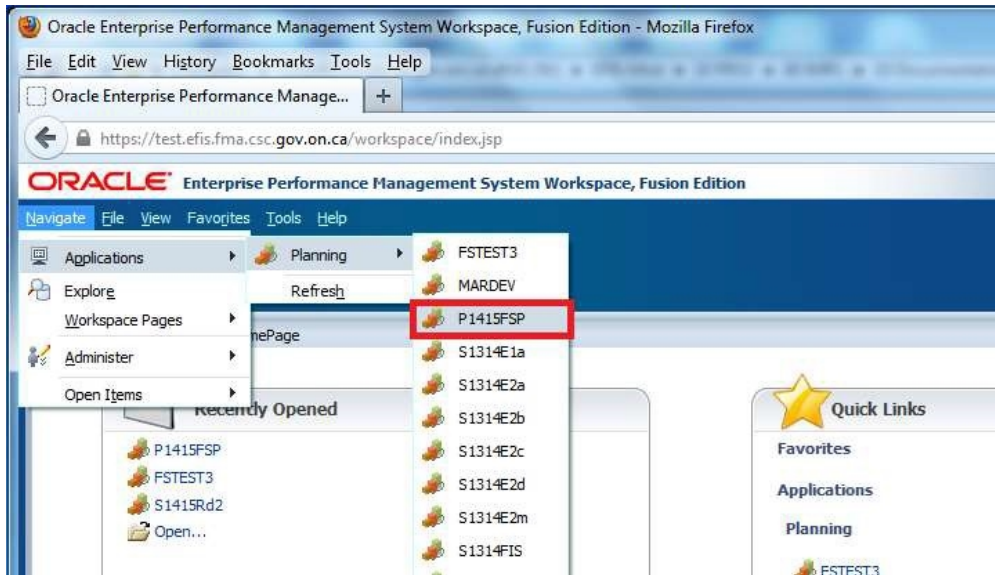
An alternative way to open applications is use a Home Page (see section 5.3 for setup). The application can be selected from either the **Quick Links** or the **Recently Opened** list.
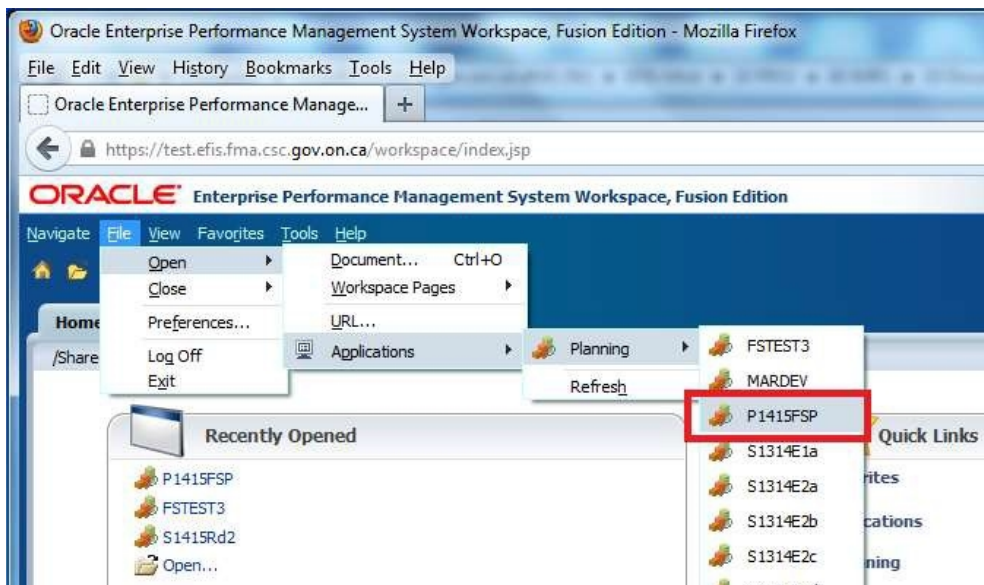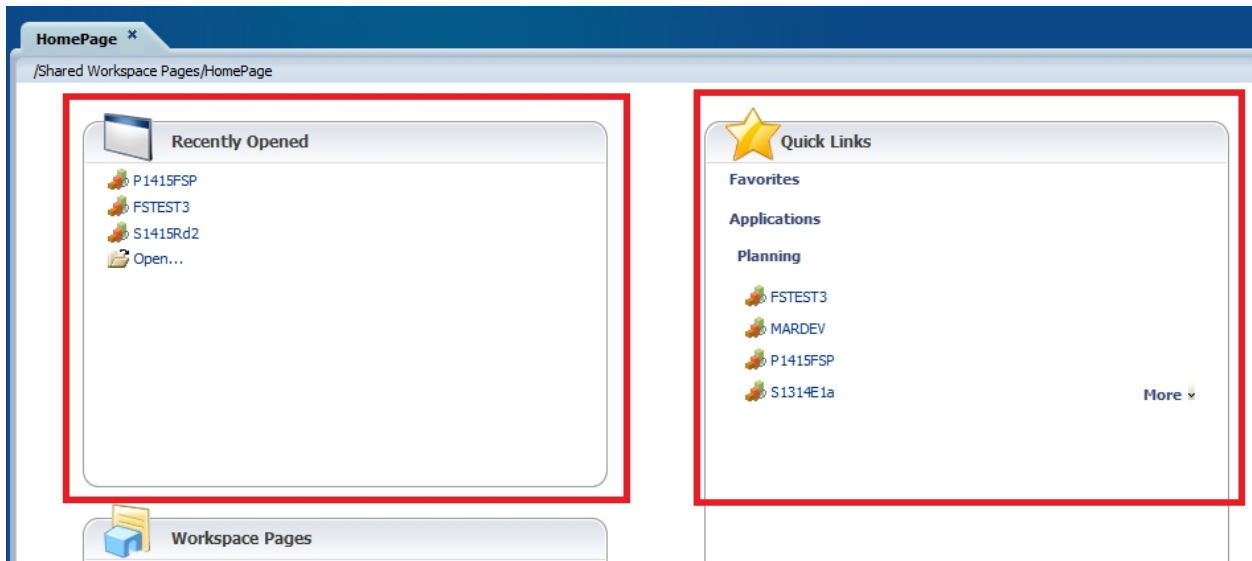

Once the user selects the **Application** using one of the above methods the **My Task List** will be displayed. The user will have the choice of using either English or French Task List.
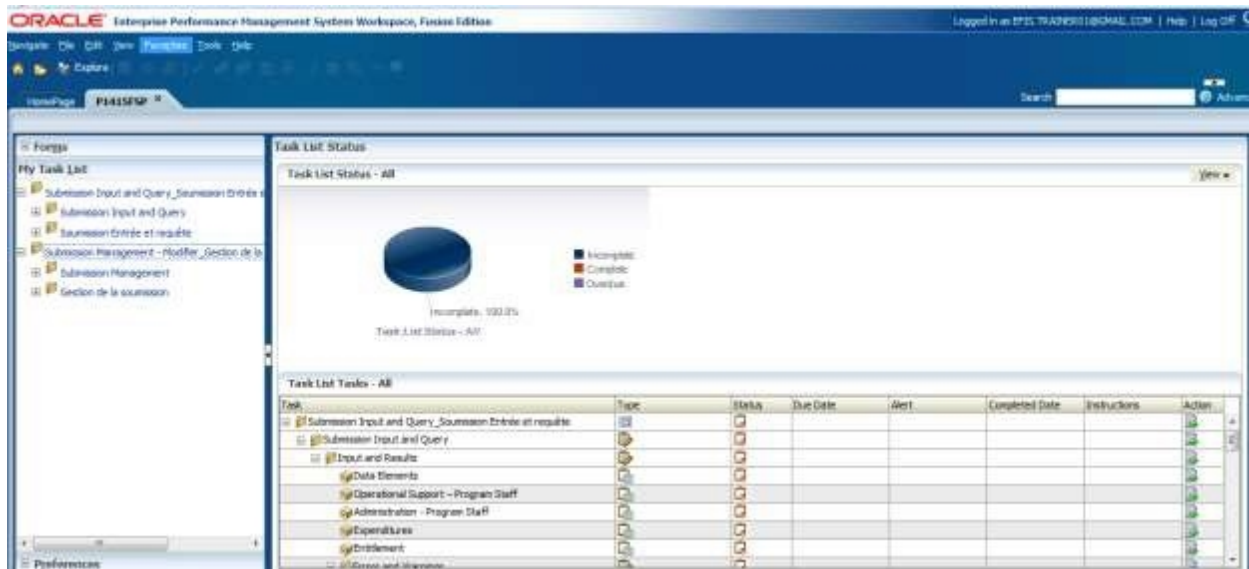
4.2 EFIS 2.0 Task List

The Task List provides a central access point to all forms, reports and workflow activities that are available to each user type. The Task List has been organized to follow a suggested order of data input.

The Task List is hierarchical. User drills down into lower level tiers of the Task List to reveal additional detail.

The Task List, when fully expanded is grouped into Input and Results, Reports, Validation Formats and Submission Management folders.
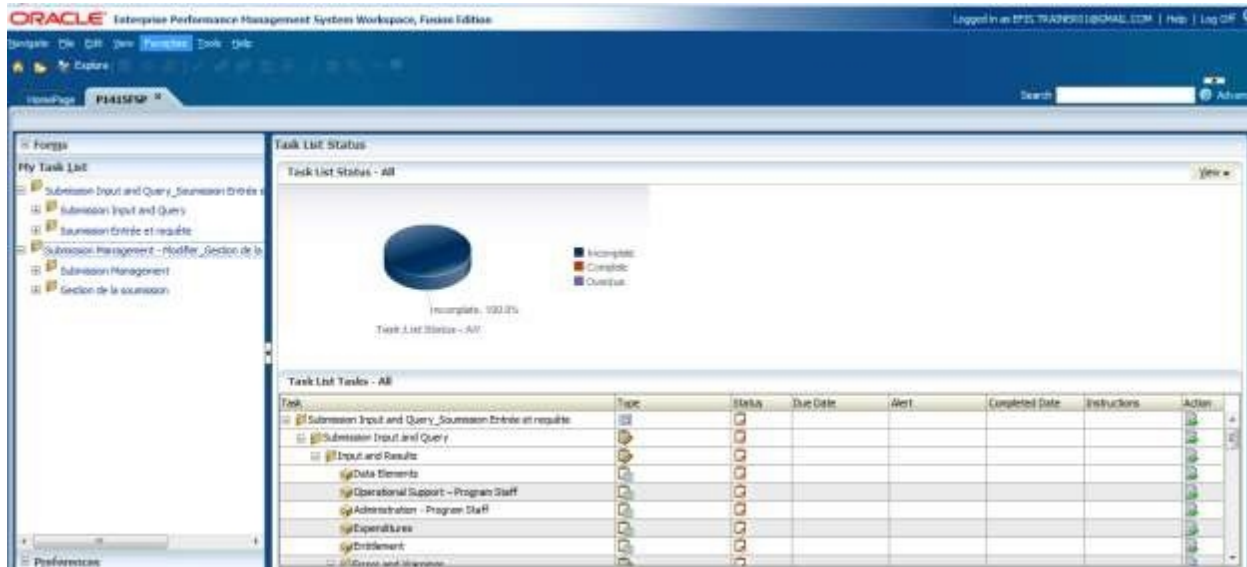
4.2.1 Expand and Collapse Task List

Task Lists are organized into folders that contain cubes, to drill down through folders the user navigates to the folder, right clicks and selects *Expand* or the + box next to the folder. To expand one level of folders select *Expand*, to expand all the folders below the selected folder select *Expand All Below*. To access the *Task* (Form, Report, etc.) the user will click on the Cube.

Right arrow points to an example of the folder Icon and the left arrow points to an example of the Cube Icon.
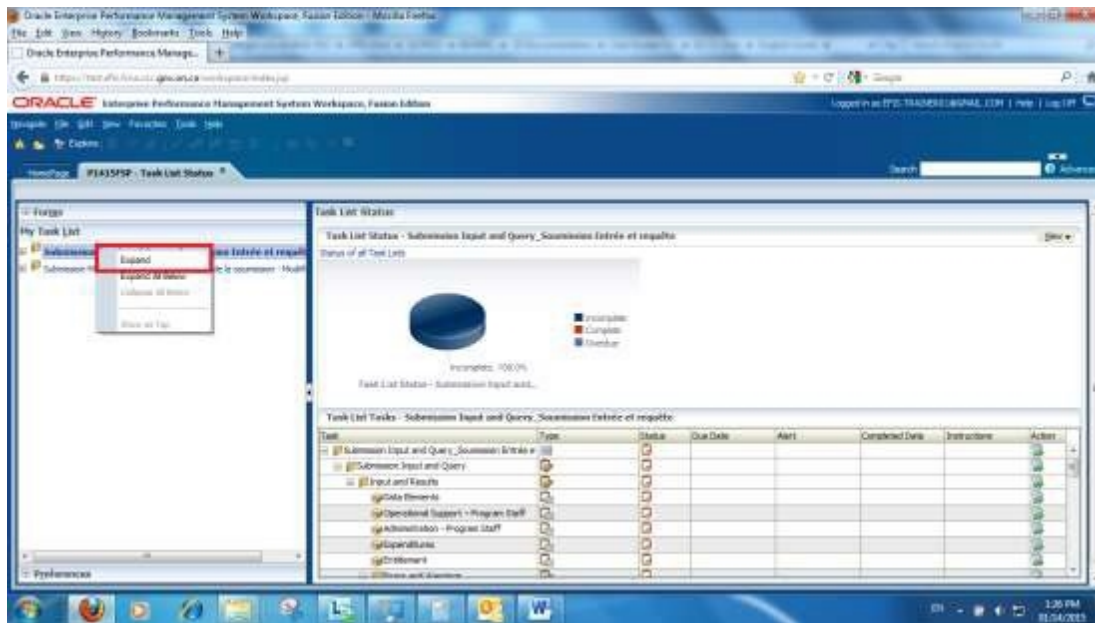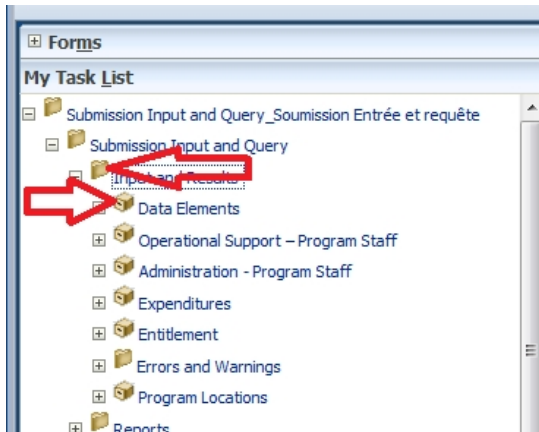
Example of right clicking on a folder and selecting *Expand* will drill down the selected item to the next level.
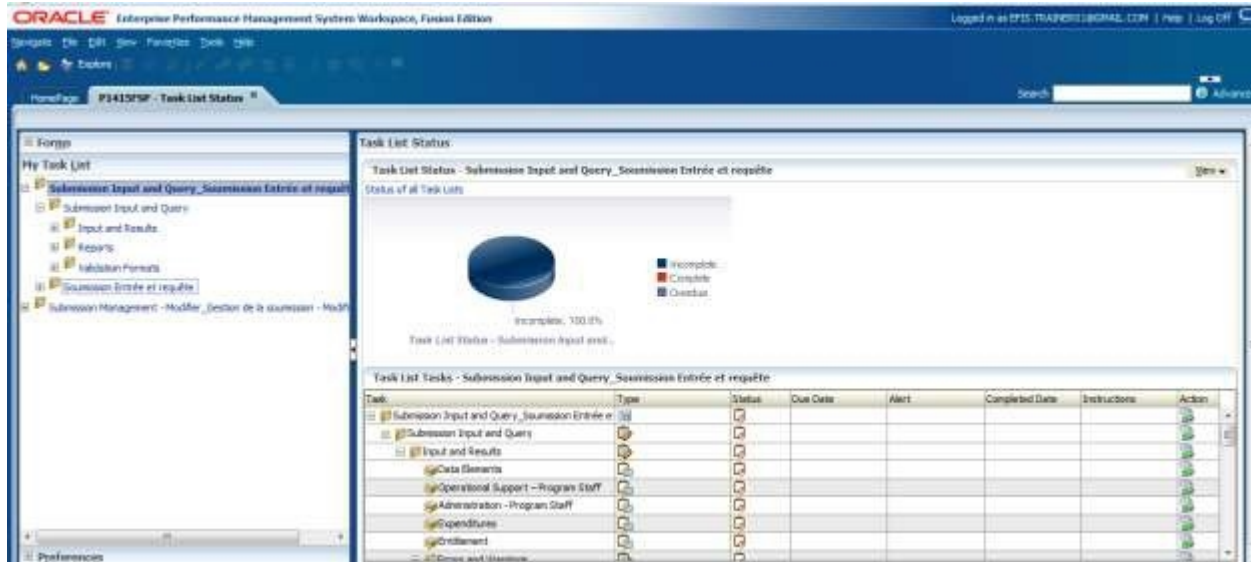
Example of right clicking on a folder and selecting **Expand All Below** will drill down the selected item to the next level.
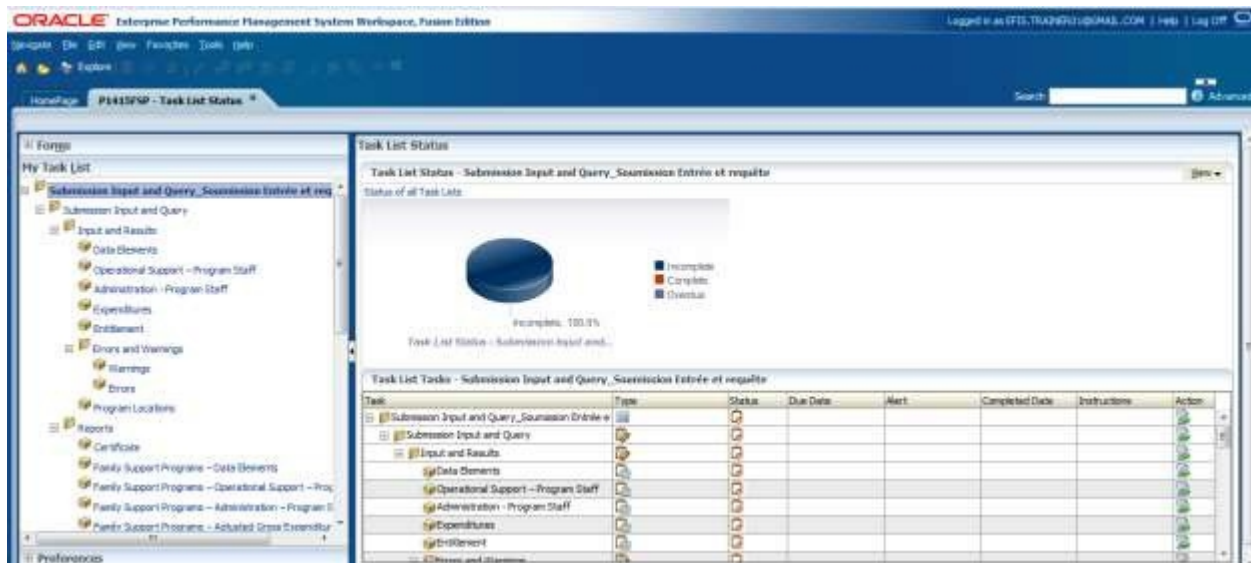
Right clicking on an expanded folder in the Task List and clicking **Collapse** or the - box next to the folder to collapse one level or click **Collapse All Below** will hide all of the levels below the selected folder.
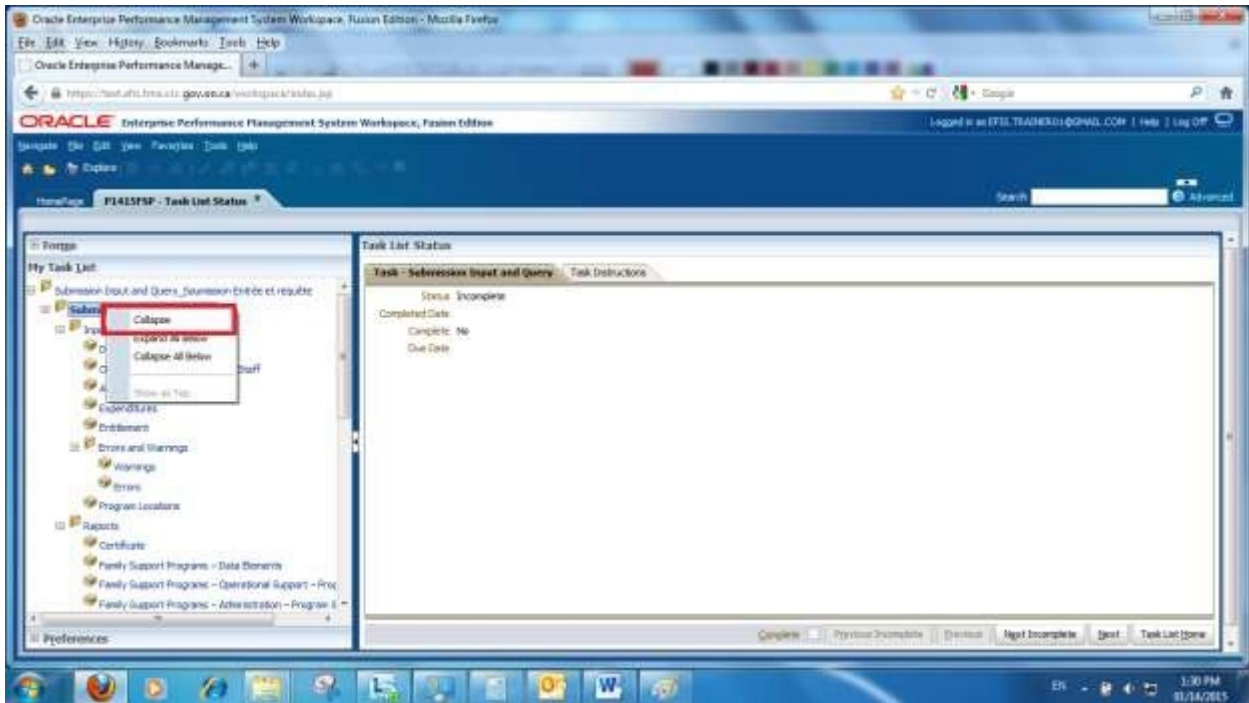
Example of selecting *Collapse*.

Example of selecting *Collapse All*
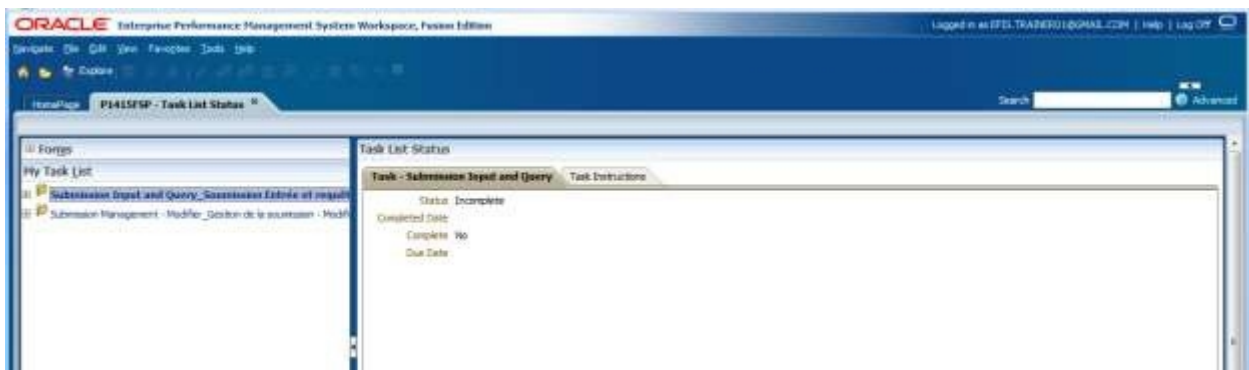
4.3 How to Navigate in Planning using Task List

To drill down to any form in EFIS 2.0 Task List click on the Expand icon (+) next to desired Task List. A list of folders/cubes for each area will be displayed. The Input and Results folder contains all the data input forms. The Reports folder contains reports for all Schedules,) and other EFIS2.0 reports. The Validation Formats folder contains valid data formats for all input forms. The Submission Management folder contains tasks related to validation and promotion of the submission.
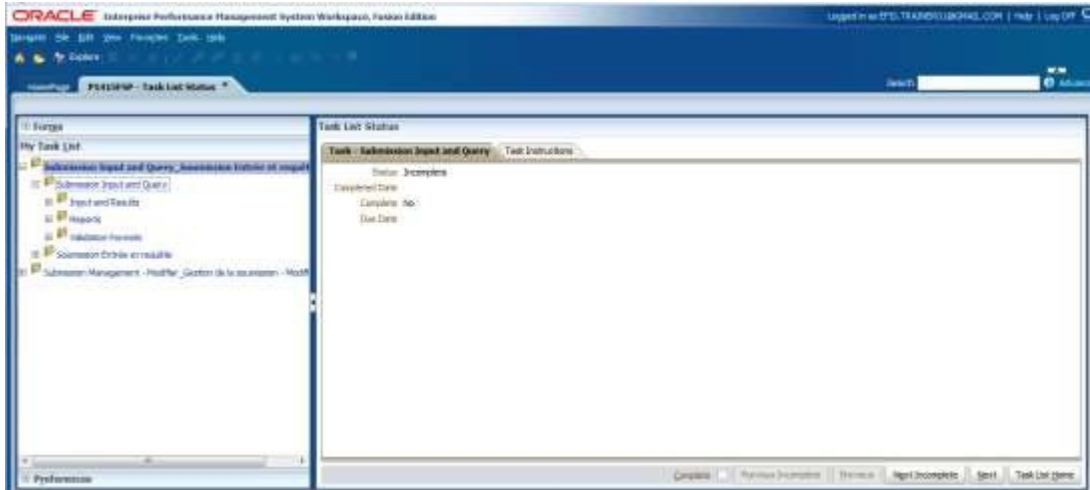
4.3.1 Input and Results Data Navigation

All data input forms are contained in the Input and Results folder. To access the individual forms *expand* the Input and Results folder.
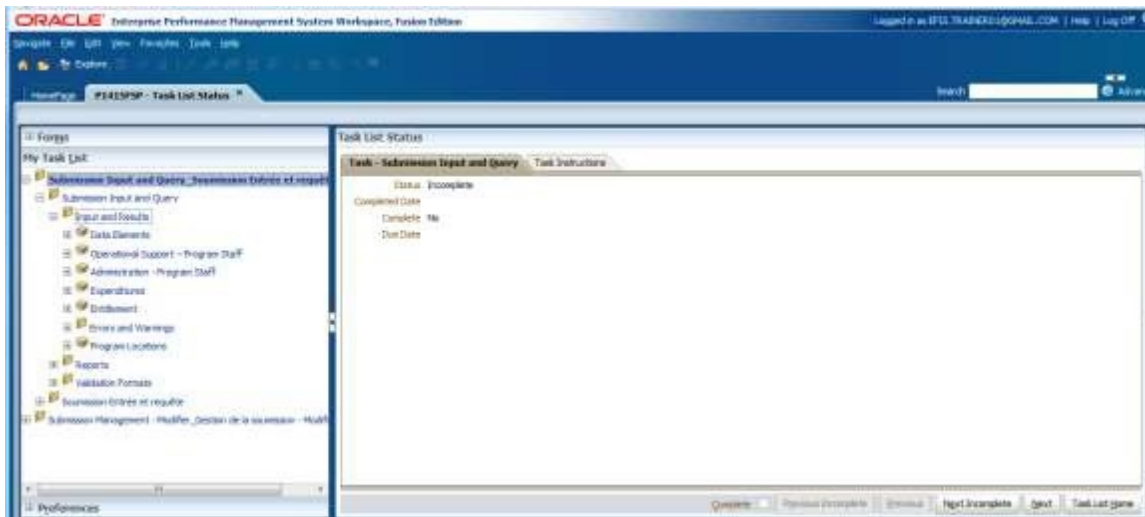
4.3.1.1 Errors and Warnings Navigation- Input

The Errors and Warnings have been separated into 2 input forms, 1 for errors and 1 for Warnings. The Warnings form now includes a new field for the Warning Explanation where the recipient now enters an explanation for any warning that message that has a "Yes" value. This has replaced the external excel report. A new error has also been added that will not allow the submission to be submitted until all explanations been entered.

Example of Warning Explanation Form
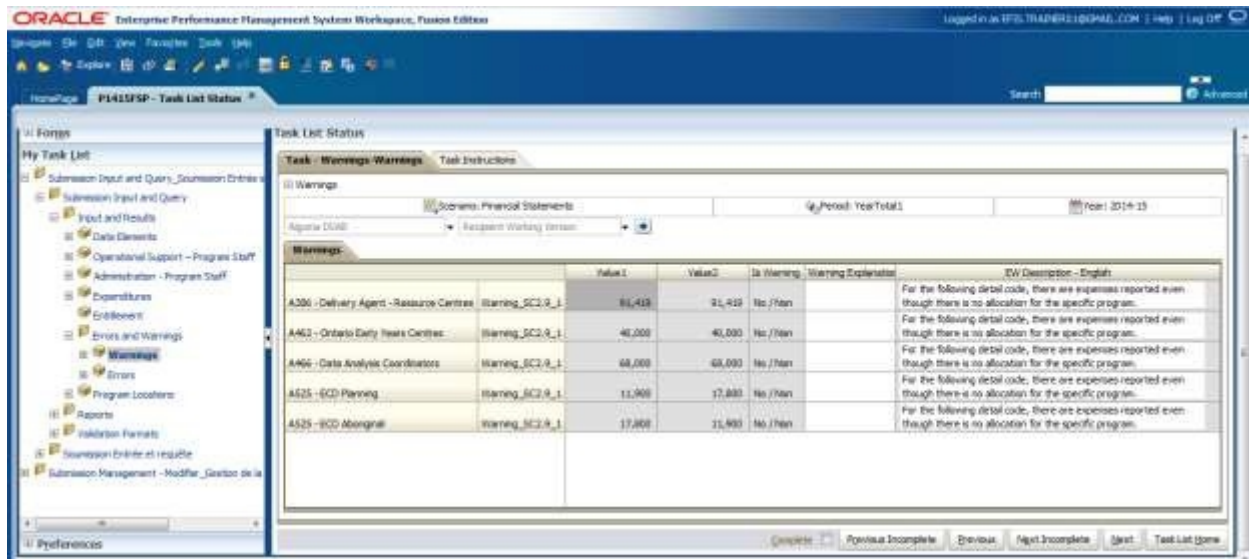
The Error form now contains a new Recipient Accepted Error Confirmation dropdown that allows the Recipients to submit with outstanding errors as part of the Submit with Errors process. This functionality is only used after consulting the Ministry. Warnings can also be viewed as a tab on this form.
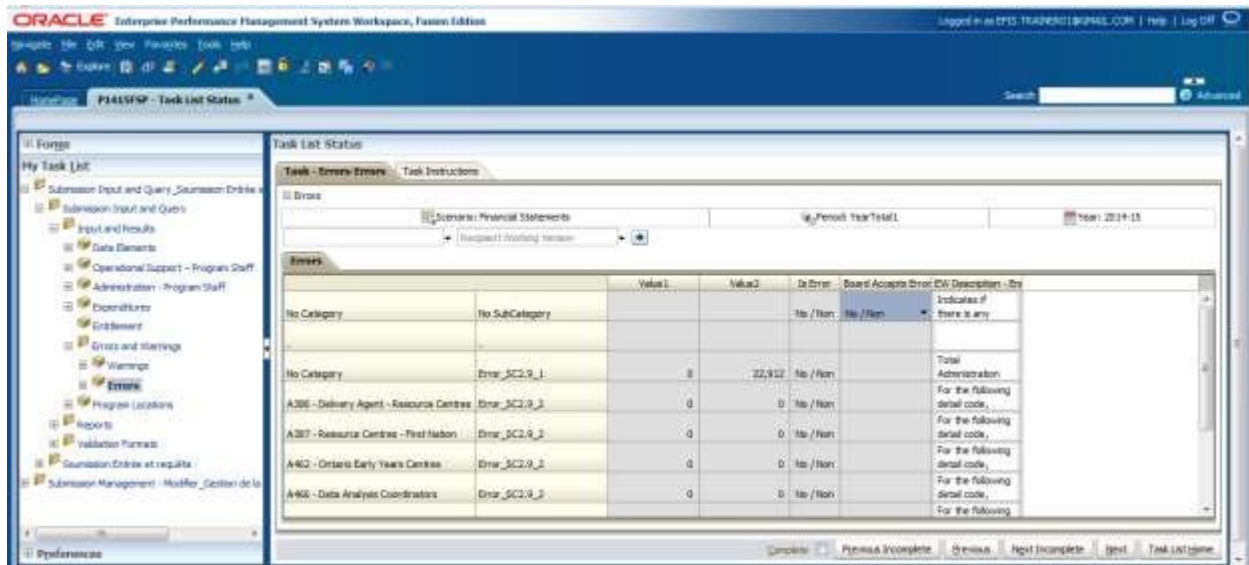
Tips

To view the complete description position the mouse pointer on the edge of the description cell and drag the cell to expand.

4.3.2 Reports Data Navigation

Reports displaying the input and results for each form are found under the **Reports** folder. Reports have been grouped by Schedules and Errors and Warnings. To print a complete set of reports the user will select the Report Book folder.
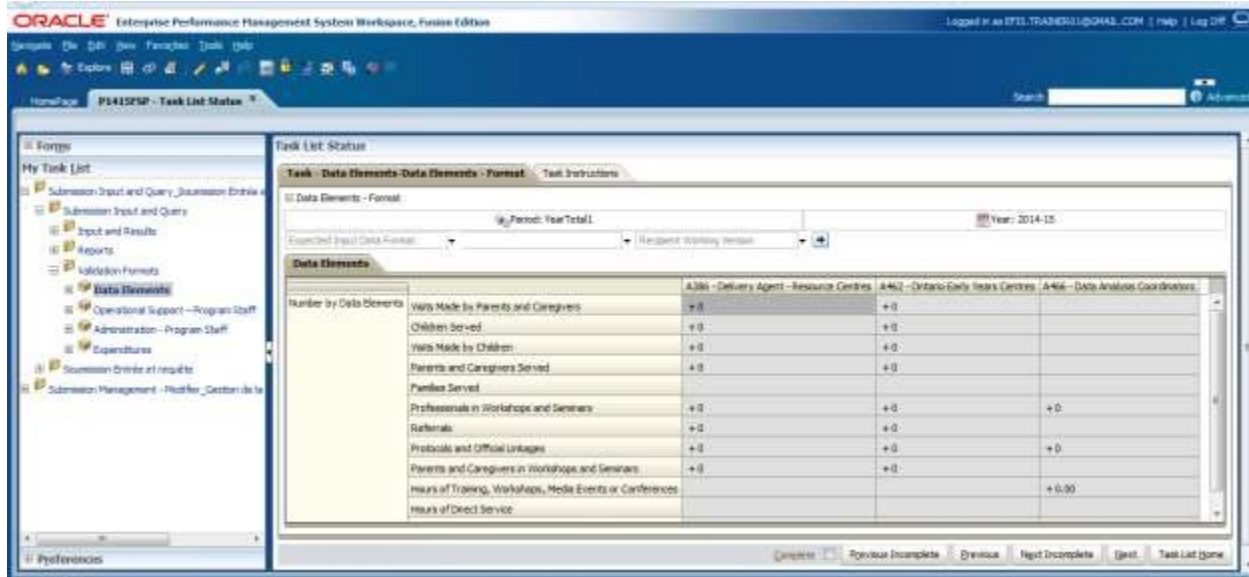
Example of the Report Area folders
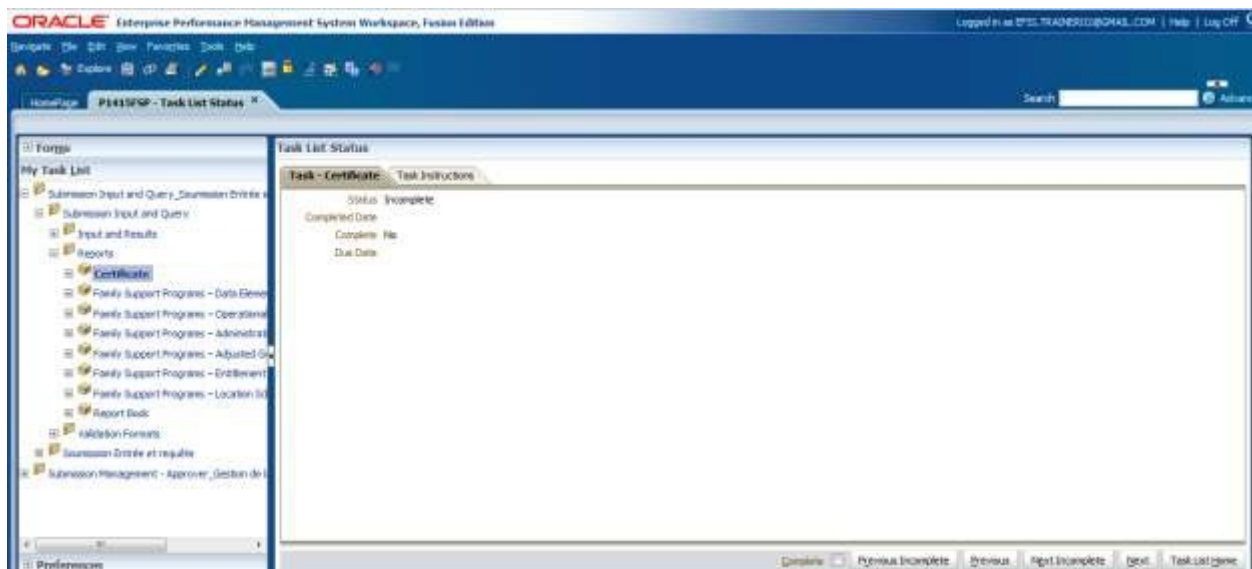
4.3.3 Validation Formats Navigation

Each of the input cells requires valid data formats to be entered before the data will be saved to the system; the **Validation Formats** folder contains validation forms for each input form.

The chart below provides a listing of all input formats.

Description	Format Code
Non-Input Cell	Blank Cell
Non-Input Cell	Non-Input / Pas d'entrée
All Values, No Decimal	+/- 0
Positive Values, No Decimal	+ 0
Negative, No Decimal	- 0
Positive One Decimal	+ 0.0
Negative One Decimal	- 0.0
One Decimal	+/- 0.0
Positive Two Decimals	+ 0.00
Negative Two Decimals	- 0.00
Two Decimals	+/- 0.00
Positive Three Decimals	+ 0.000
Negative Three Decimals	- 0.000
Three Decimals	+/- 0.000
Positive Four Decimals	+ 0.0000
Negative Four Decimals	- 0.0000

Description	Format Code
Four Decimals	+/- 0.0000
Positive Five Decimals	+ 0.00000
Negative Five Decimals	- 0.00000
Five Decimals	+/- 0.00000
Positive Six Decimals	+ 0.000000
Negative Six Decimals	- 0.000000
Six Decimals	+/- 0.000000

4.3.4 Submission Management Navigation

The *Submission Management* folder contains tasks used to perform Version Management submission and promotion activities (promotion of the Recipient working version). The Version *Description and Summary* form is where the Recipients can enter a description for the version user is working on as well as follow the activities on different version in the application.

Example of the Version Description and Summary form
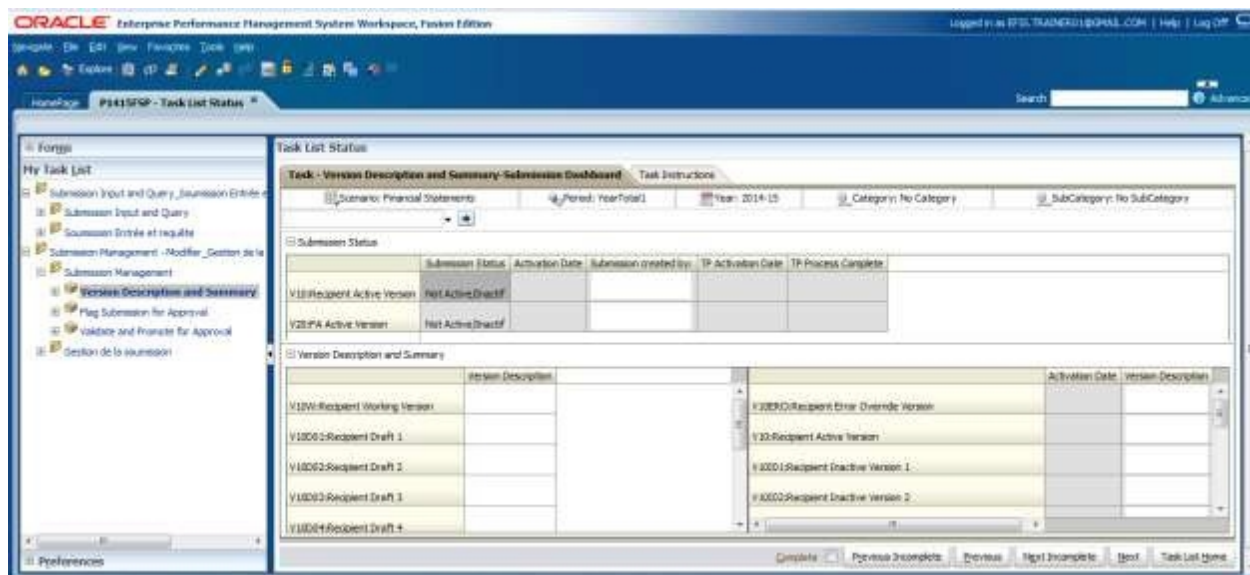
5 Data Input

5.1 Data Input and Results – Forms

All data to be entered into EFIS 2.0 is entered using the data input forms. As described above, each section has a form or set of forms for data input. White Cells are data input, Gray Cells are non-input cells and Red Cells indicate a data validation error.

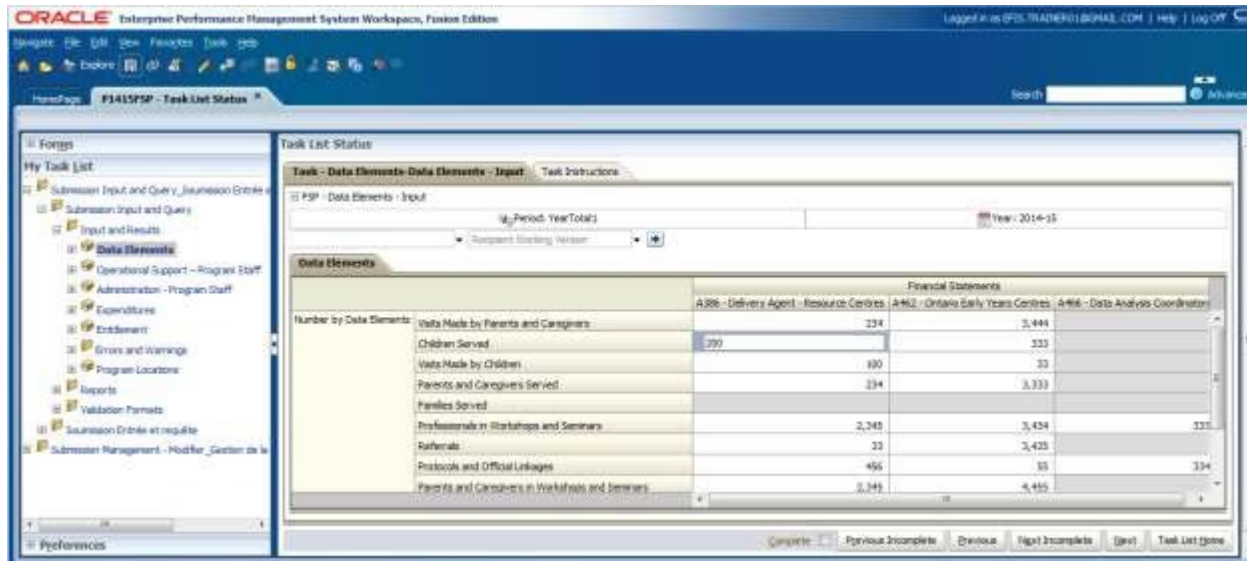The section below explains how to input data into EFIS 2.0.

5.1.1 Opening a Form

To open a Form in the Task List click on the forms name.

EFIS 2.0 displays the form that applies to the particular task.

5.1.2 Enable Input Field

Input fields are displayed with a white background, to enable an input field for input click in the cell. The selected input field is now enabled.

To navigate between cells, in addition to mouse navigation, the keyboard can be utilized:

- Tab – move selected cell to next cell in horizontal order

- Shift + Tab – move selected cell backwards, in horizontal order

- Enter – move to the next cell

- Shift Enter – move back to last cell

5.1.3   Key in Input Field

Once an input field is enabled the user can key a value into the cell. A dialog box will be displayed indicating the EFIS 2.0 Cell Coordinates

The system highlights input values in yellow until they are saved to the database.

5.1.4 Save input field

To save data keyed in an input field click on the Save icon or *File → Save*

The system confirms that the data has been saved.

Click on *OK* to continue.

5.1.5 Invalid Data

When the user enters and saves data that is invalid the invalid cell is highlighted in red and a Data Validation Message is displayed on the right side of the form.
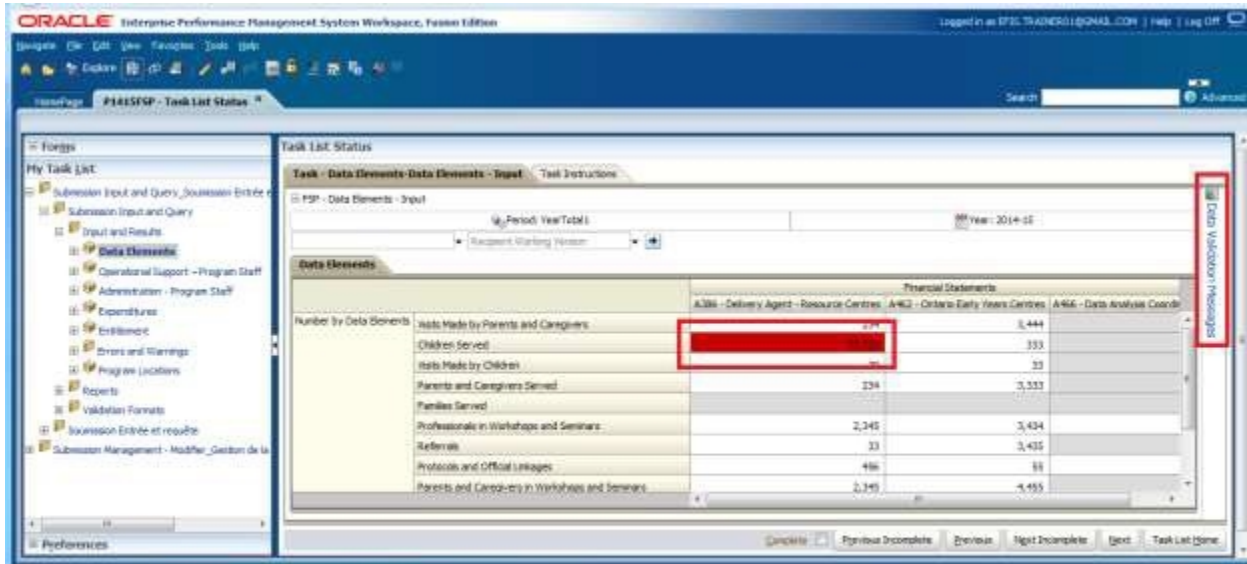
To see the Validation Error the user can click on Data Validation Message to displays the error message.
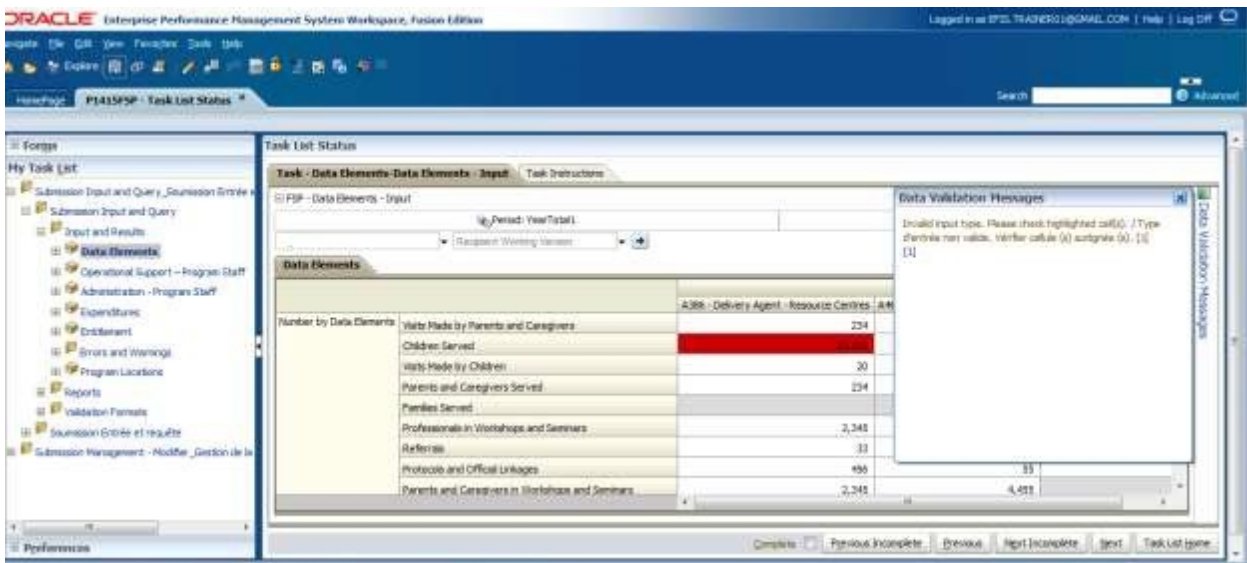
In order to correct the error, the user enters the correct value and saves the data. The confirmation message that the data is saved successfully is shown and if the data is now correct the validation message on the right side of the form disappears.
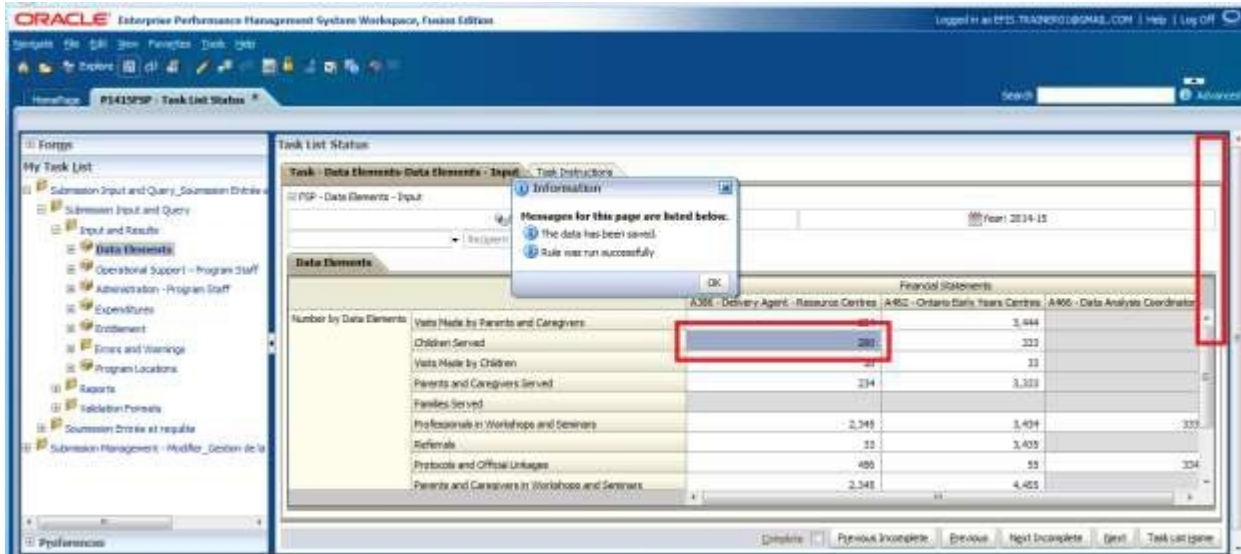
If the user is not sure what the cell format should be different, the user can check the cell format by opening the same form in the **Validation Formats** folder and see the description for each cell.
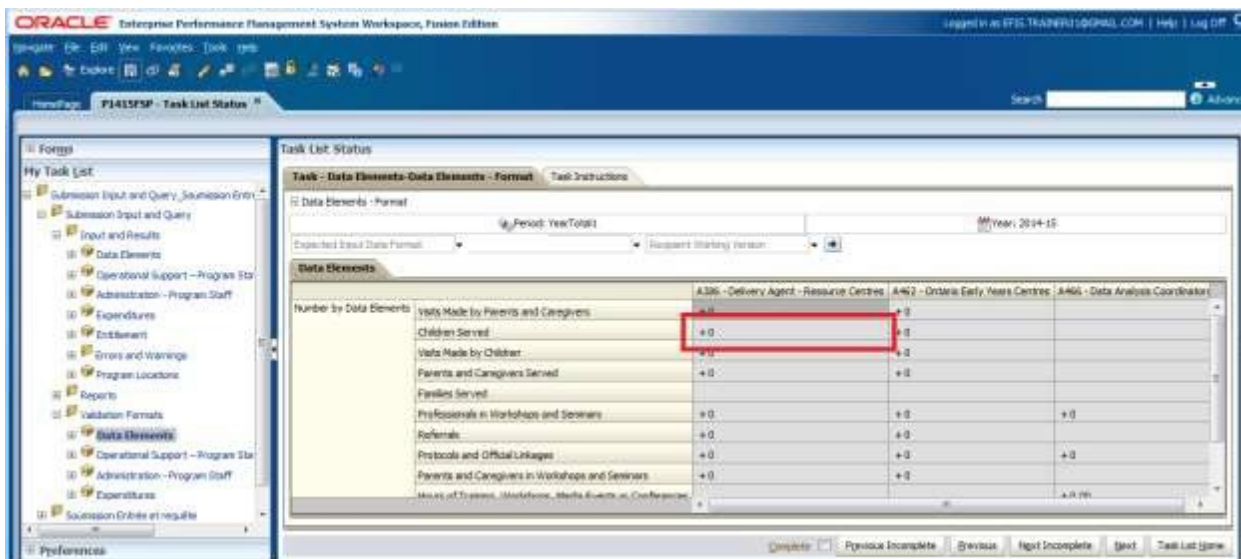
If the user enters a non numeric value into a cell that is expecting numeric values an error will be dislpayed and the user will not be able to navigate away from that cell until it is corrected.
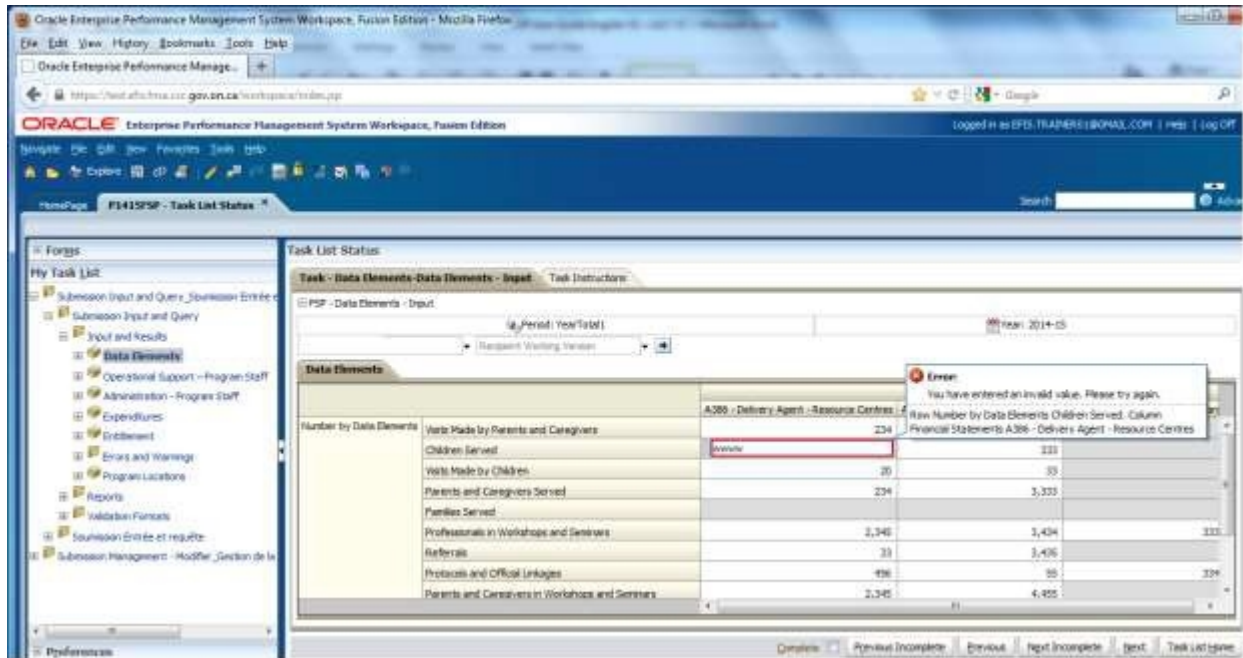
5.2 Cell Right Click Functionality

Hyperion Planning provides additional functionality to support data input. This functionality can be accessed by right clicking on an input cell. Functionality that is available in EFIS 2.0 includes:

- Edit
    - Cut
    - Copy
    - Paste
    - Clear

- Show Change History

5.2.1 Edit

Standard Cut, Copy, Paste, Clear functionality can be accessed by right clicking on a cell the select **_Edit_** → **_Cut_** will delete the value and save it to your clipboard, copy will copy the value to your clipboard, paste will copy in the value from the clipboard and Clear will delete the value in the cell.
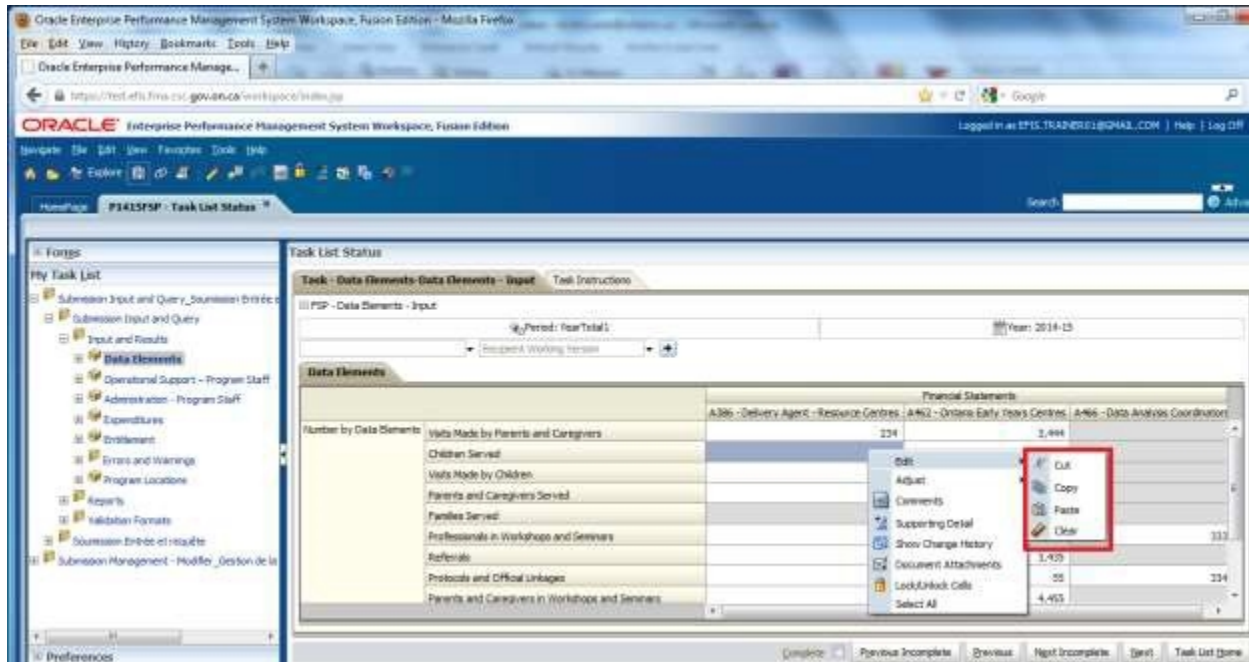
5.2.2 Show Change History

Each time the value in a cell is changed a record on the changes is kept in the database. To access the list of changes right clicking on the cell and selecting **Show Change History**,
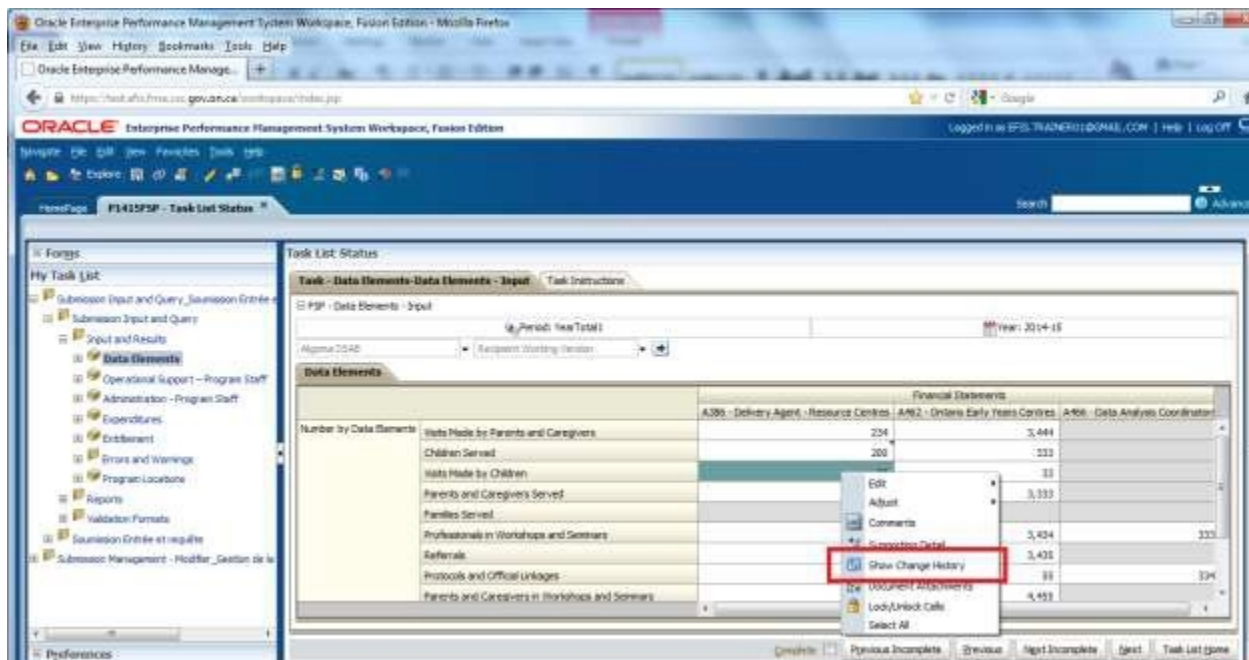
The Change History screen will be displayed and identifies that user, the date, and the values that were changed.

Change History

User	Date	Old Value	New Value
EFIS.TRAINER01@GN	2015/01/13 2:26 PM	#missing	250.0
EFIS.TRAINER01@GN	2015/01/14 3:12 PM	100.0	20.0
EFIS.TRAINER01@GN	2015/01/14 2:22 PM	#missing	100.0

5.3 Reports

Reports provide the user with the results of each of the sections in a report format. Users can access individual reports or a Report book that contains all reports.

Tips

In order to simplify the reports process, users need to perform a simple one-time Preference set-up at the start of each new cycle. Please refer to Section 3.1 for detailed instructions.

5.3.1 Running a Report

To run a report the user selects the report from the Task List.
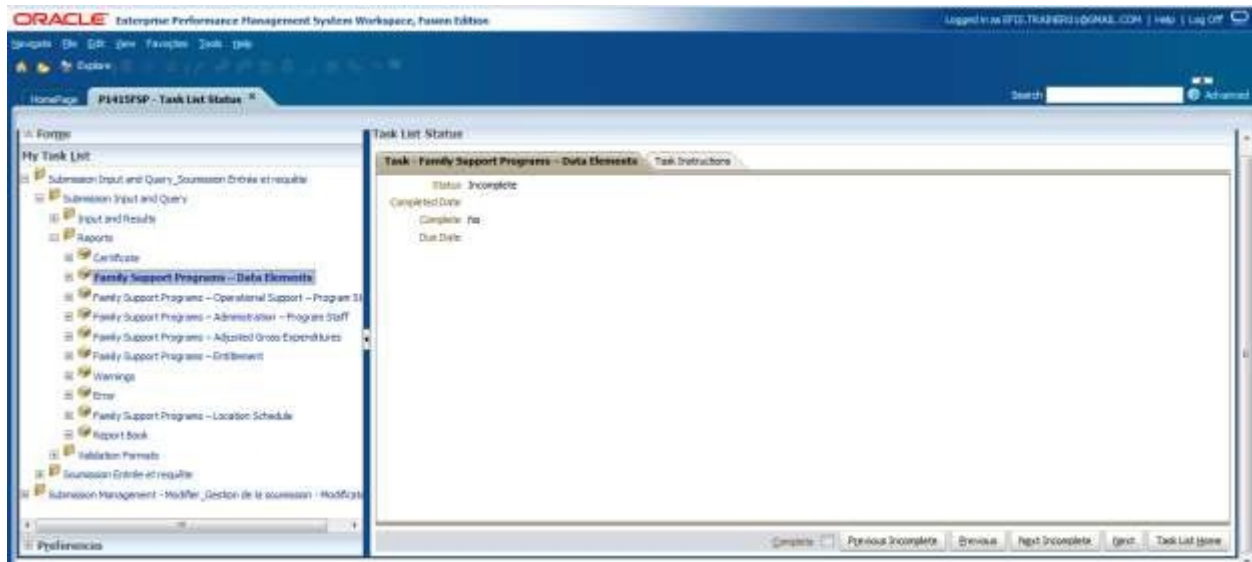
The Preview User Point of View screen will be displayed. The first time reports are run each cycle the user must select a version and the Recipient name. This will become the default setting until the user changes the Version. If an **error message** is displayed prior to the Point of View (POV) screen check that the settings in **Section 3.1** have been applied
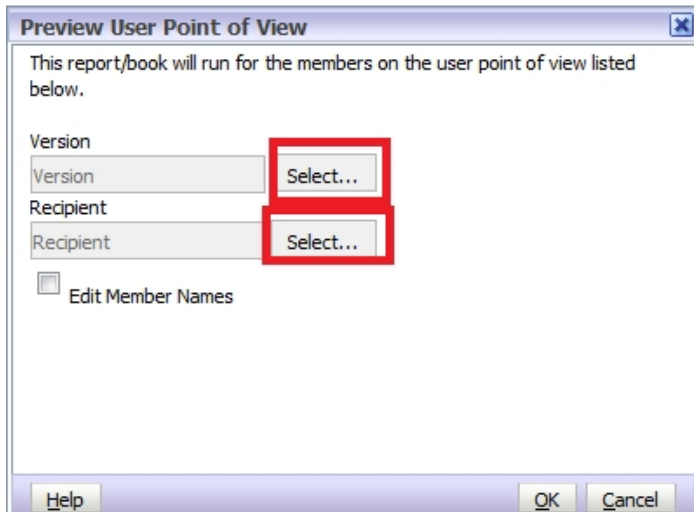
To select the Version click the **Select** button beside Version to open the version selection screen, select the version then **OK**

To select the Recipient click the *Select* button beside Recipient to open the Recipient selection screen, select the Recipient then *OK*

The POV screen is will now have a version and the Recipient selected select **OK** to run the report

The report will generate in PDF. The user can view, save or print the report.

Tips

If an error above occurs, check that the Version and Recipient have been selected

To change the Version selection without regenerating the report the user can select the Version screen by selecting the **Version** tab in the top left side of the report Select the new version then select **OK** and the report will refresh with the new data.
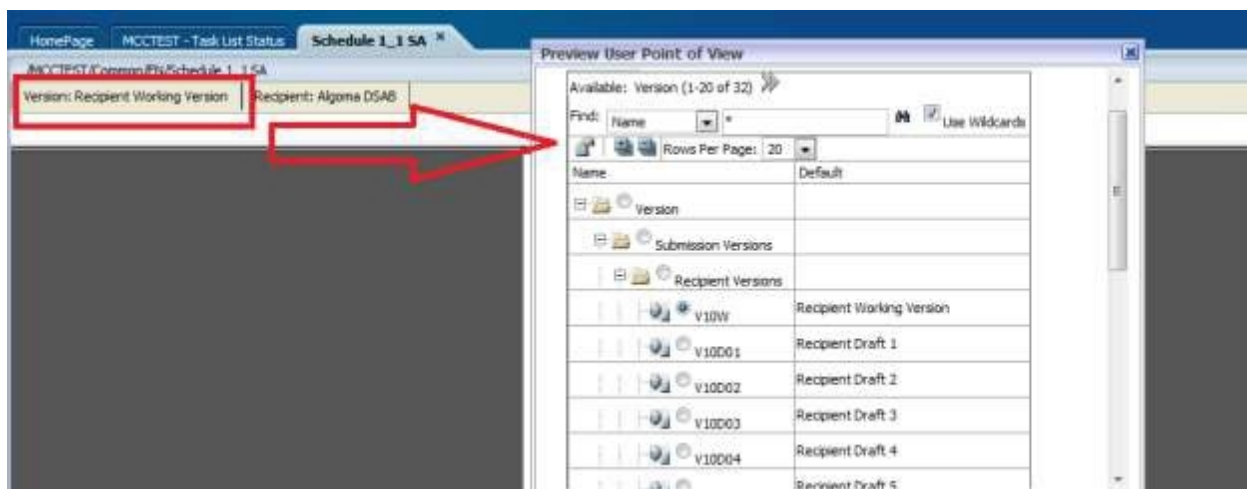
5.3.2 Generating Report Books

To generate a complete set of reports for all forms the user selects **Reports → Report Book**

The Preview User Point of View dialog will appear. Select the Version that is to be run and then select

OK to generate the Report Book.
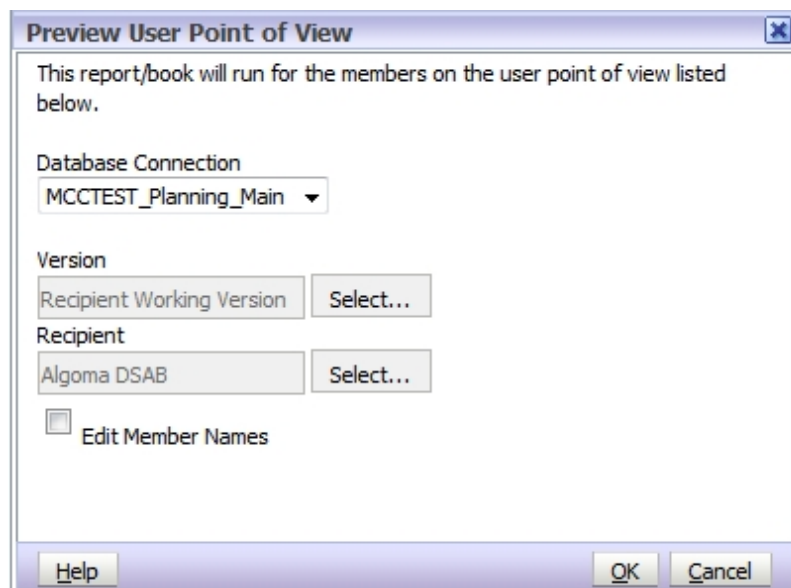
Tips

When creating the Report Book, your planning screen will go blank for some time until the report is created. During this time you can perform some other tasks in the Planning until your report is created.

The report will return the Table of Contents; the user can open a single report by selecting the ICON to the left of the report or open the complete report by selecting **File → Open In → Complete Book in PDF**
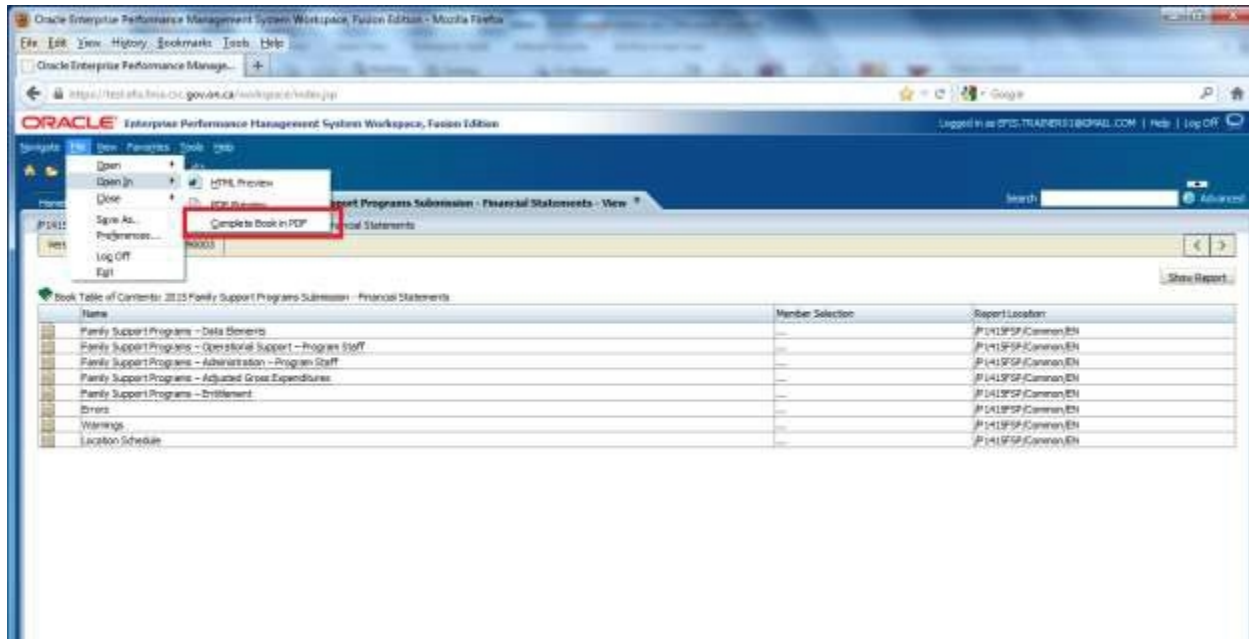
Report will be generated in PDF.
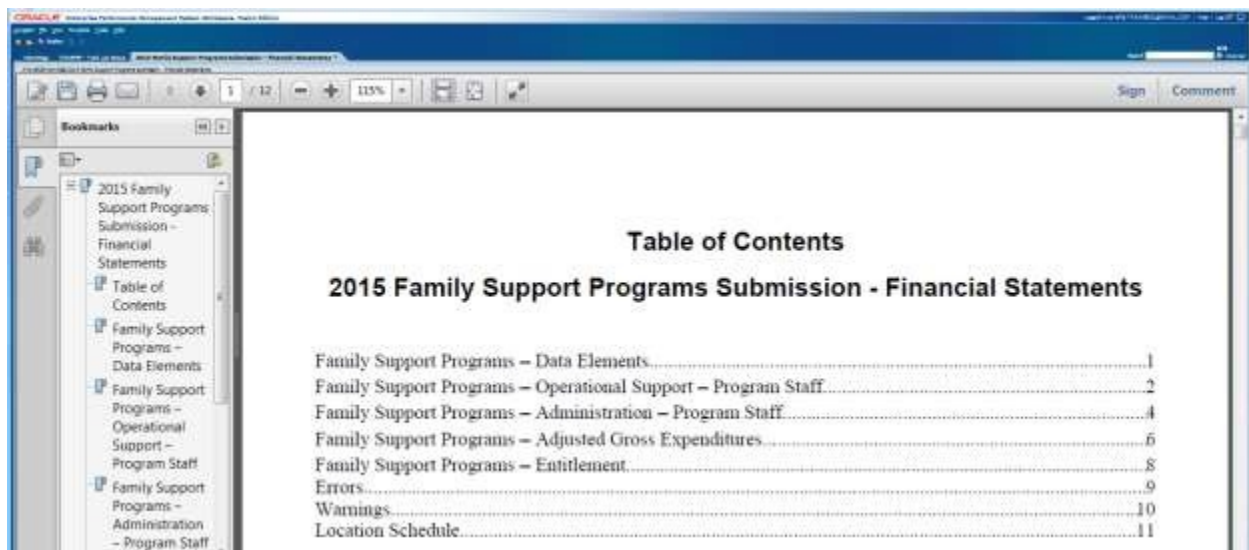
5.3.3 Opening a report in Excel

Reports that have been generated in PDF can also be exported and saved in Excel format. To export a report to Excel select *File* ➔ *Export* ➔ *Excel*
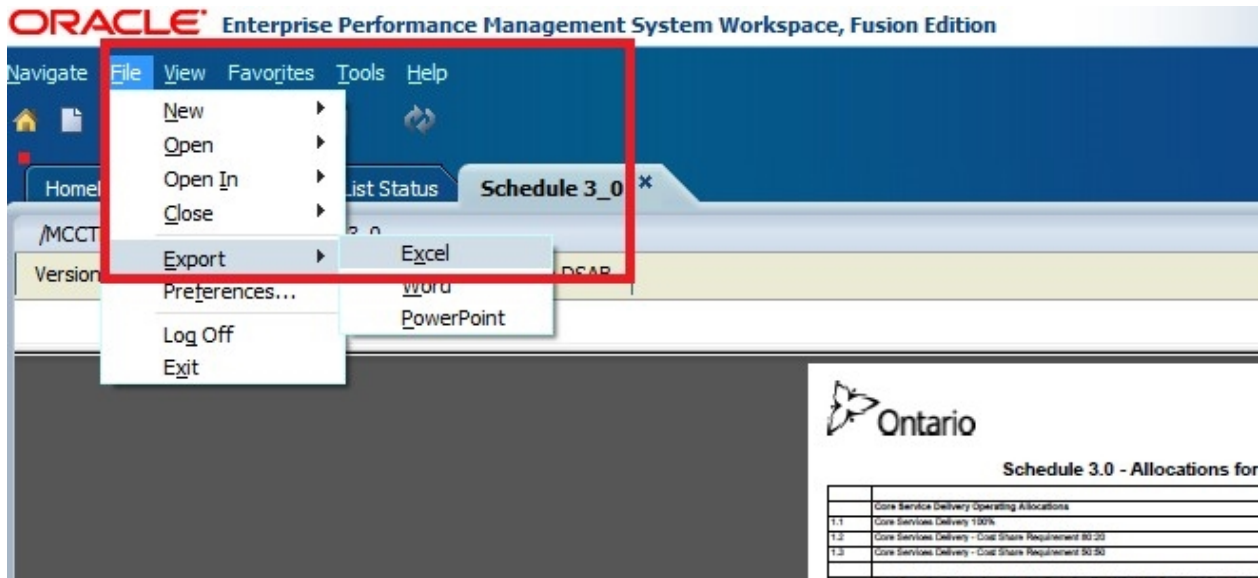
Select **Open with** or **Save**
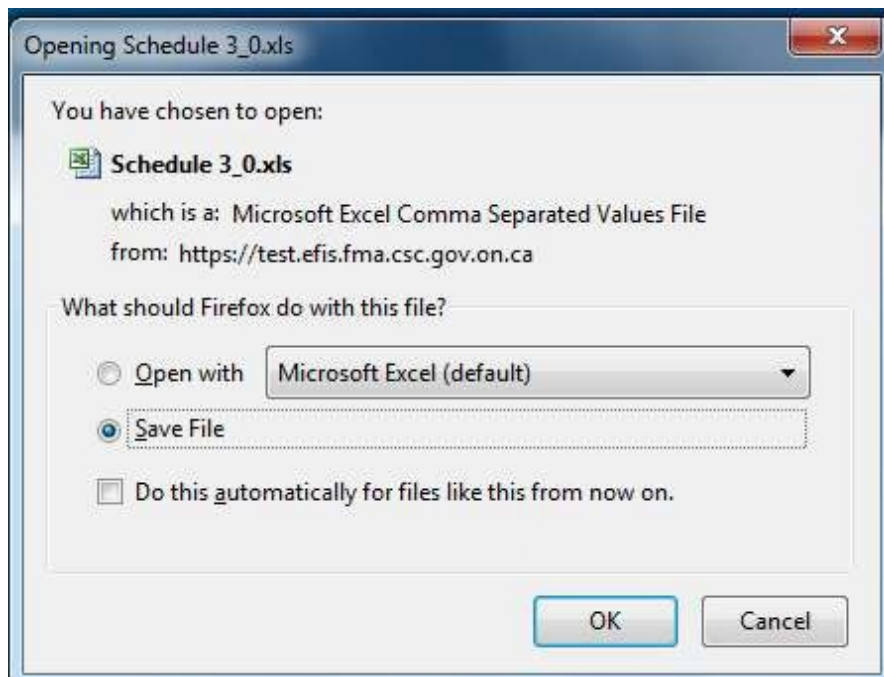
Report will be exported to Excel

Ontario

Schedule 3.0 - Allocations for Operating and Other Purposes

Page:Recipient Working Version, Algoma DSAB

		Allocation
	Core Service Delivery Operating Allocations	
1.1	Core Services Delivery 100%	0
1.2	Core Services Delivery - Cost Share Requirement 80:20	1,416,942
1.3	Core Services Delivery - Cost Share Requirement 50:50	194,388
	Total Operating Sectors for Allocation Excluding TWOMO (100% Provincial Contribution)	
2.1	Language	110,450
2.2	Aboriginal	6,252
2.3	Cost of Living	55,181
2.4	Rural and Remote	1,787,509
2.5	FDK transition	89,644
2.6	Transformation	11,884
2.7	Capacity Building	11,785
2.8	Small Water Works	4,125
2.9	Repairs and Maintenance	4,872
2.10	Utilization Adjustment	312,702
2.11	Capping Adjustment	-55,226
3	**Total Operating Sectors for Allocation Excluding TWOMO**	3,950,508
	Total Capital Sectors for Allocation	
4.1	Capital Retrofits	15,178
5	**Total Sectors for Allocation Excluding TWOMO**	3,965,686
6.1	TWOMO	120,039
7	**Total Sectors for Allocation**	4,085,725

6   Submission Management

6.1   Overview of Versions

Submission management allows Recipient users to manage the versions or submissions that they are working on. The tools provided give the user the ability to copy data between versions (such as the working version to FA Viewable) and to promote the version for review as needed (using the Workflow / Approvals Management process).

Recipient Versions			
V10W	Recipient Working Version ***	This version allows the Recipient User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to READ, meaning that the version cannot be written or copied to	Versions Recipient User can write to
V10FOV	Recipient FA Viewable Version	Version for review by FA. The FA does not have access to view Recipient Working Version. If a Recipient User needs the FA to review the data in that version for any reason, they would copy the data into "FA Viewable Version". This allows for the FA to review and give feedback to the Recipient User.	
V10	Recipient Active Version	The final version which is submitted to the Ministry. Once the Recipient User promotes the Recipient Working Version, an approver is responsible for approving the data and promoting it to the Recipient Active Version.	
V10I01	Recipient Inactive Version 1		
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3		
V10I04	Recipient Inactive Version 4	Versions used as a historical / audit record of previously active versions.	Versions Recipient User can read from
V10I05	Recipient Inactive Version 5		
V10I06	Recipient Inactive Version 6		
V10I07	Recipient Inactive Version 7		
V10I08	Recipient Inactive Version 8		
V10I09	Recipient Inactive Version 9		
FA Versions			
V20	FA Active Version	The final version which is submitted by the Ministry for payout purposes.	

6.1.1   Copy Data Between Versions

1. Under My Task List open the following task: **Submission Management – Modifier → Submission Management → Copy Data to Recipient FA Viewable Version**

Task - Copy Data to Recipient FA Viewable Version-COPY_V10FOV	Task Instructions

| Period: YearTotal1	Year: 2014-15	Scenario: Financial Statements

Trainer Recipient

	No Category
THIS PROCESS WILL REPLACE ALL DATA IN 'Recipient FA Viewable Version'	
WITH DATA FROM 'Recipient Working Version'. PLEASE CONFIRM	
.	
CE PROCESSUS VA REMPLACER TOUTES LES DONNÉES dans la Version visible par AF	
AVEC LES DONNÉES de Version de travail de la destinataire. VEUILLEZ LE CONFIRMER	
.	
Are you sure you want to replace all data in FA Viewable Version?	
Latest copy date	2015/05/15

2. Click on the red cell beside "***Are you sure you want to replace all data in FA Viewable Version?"*** and select ***"Yes/Oui"*** from the drop-down

3. Click the Save button

4. A new window will pop up stating that the calculation is in progress

5. When the process completes the following message will appear
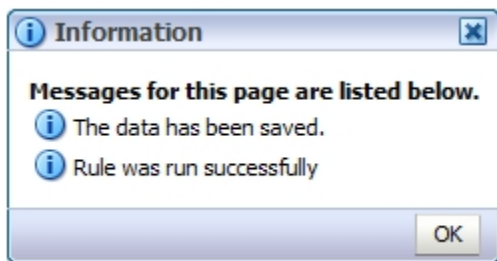
6. The "Latest Copy Date" cell will be updated with today's date

Latest copy date	2015/05/15

6.1.2 Version Description and Summary Dashboard in the task list

The Version Description and Summary – Submission Dashboard allows users to keep track of the versions they are working with. It is a place that allows the user to see the current status of their submission (whether it is active or not) and to add descriptions to each of the Draft versions available. This way the user can know where their data currently sits and can easily work on promoting the correct data as part of the Sign-off and Approvals process. The right hand panel shows the history of the versions that were activated over time.
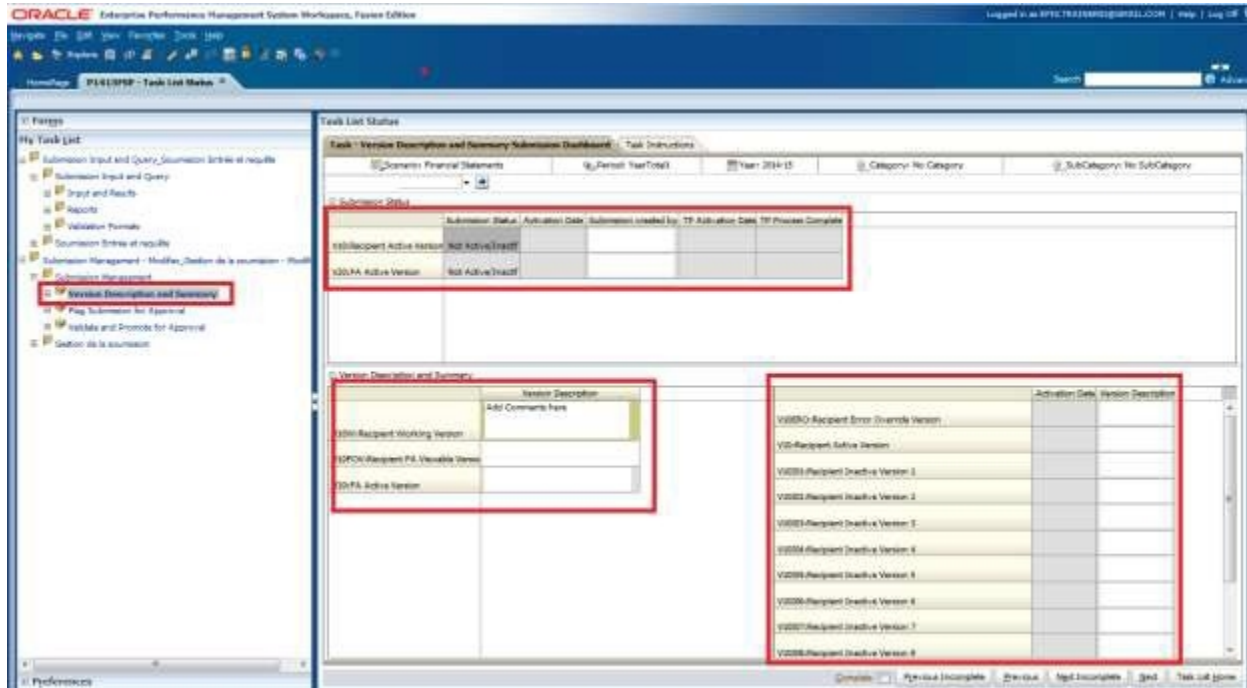
6.2 Approvals Process –Modifier

The Submission Management task list is used to manage sign-off and approvals as the cycle moves along. Recipient users would use the Input task lists to enter all necessary data and calculate the submission. Once the submission is ready for final validation and promotion, they would enter the Submission Management task list and run through a number of steps to promote the submission.

As mentioned before, the data which is ready to be validated or promoted must be stored in the Recipient Working Version (the Version Copy process outlines this in more detail).

It is recommended that the user first review and address any Errors and Warnings and Input Validation errors prior to beginning the Sign-off and Approvals process.

The validation and promotion functionality is done by running the following steps:

6.2.1 Flag Submission for Approval

Select *Submission Management* → *Flag Submission for Approval* task. In the row "Are you sure you want to promote the current Submission for approval?" select *Yes*" from the dropdown menu. Click the *Save* button. Each time a change is made to a submission, for example correction of invalid data or removal of an Error, the flag must be re-set. This is to ensure that the most recent data is being validated.
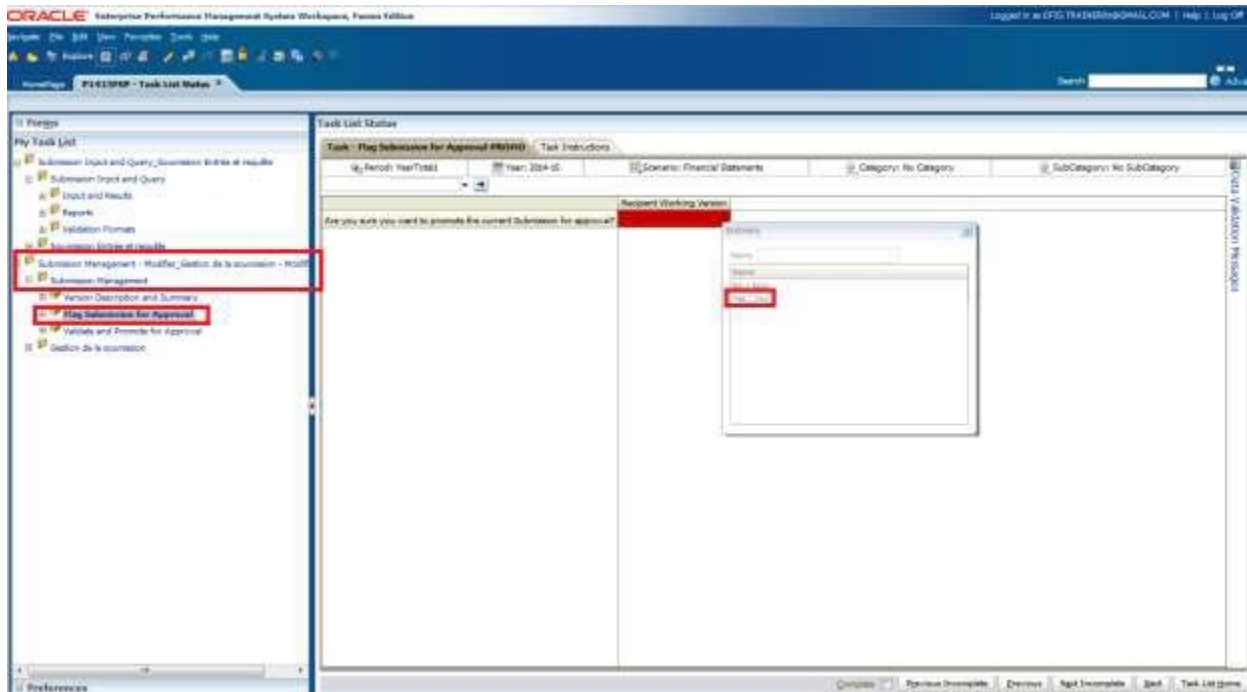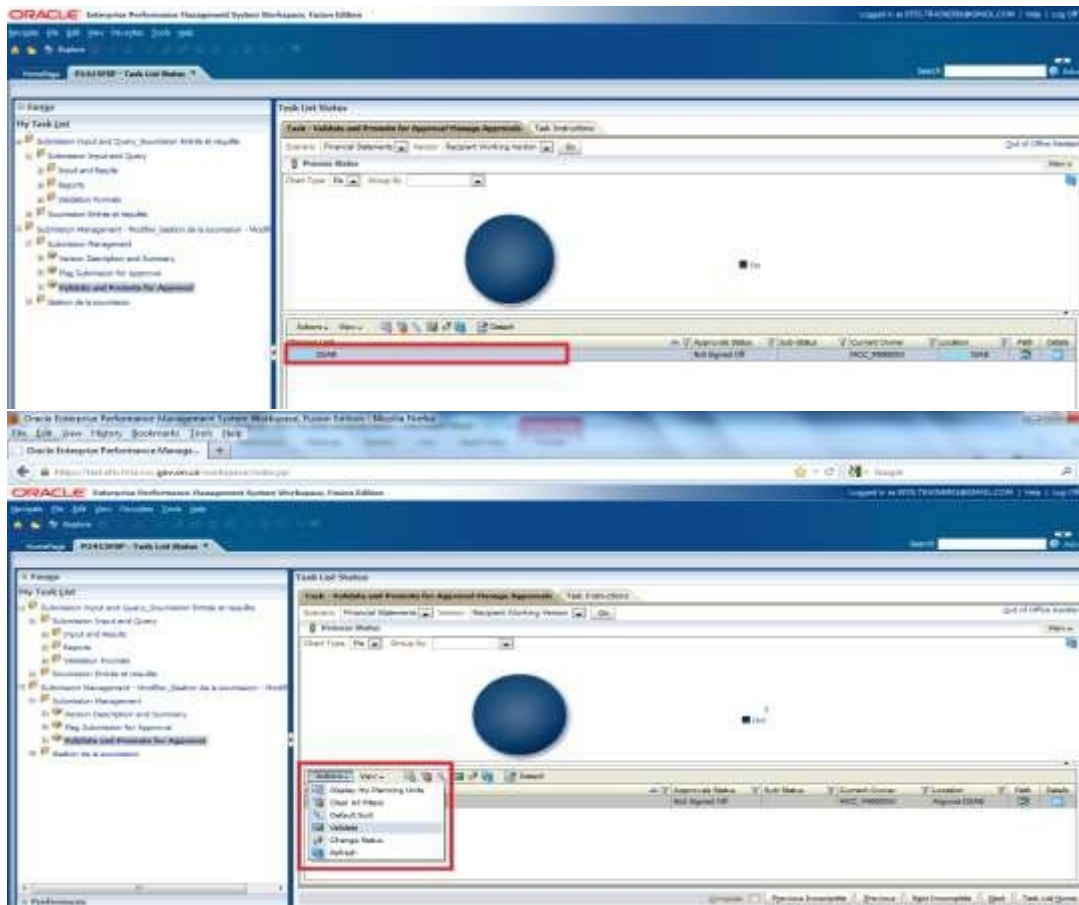

6.2.2 Validate Submission

Select *Submission Management* and open the *Validate and Promote for Approval* task
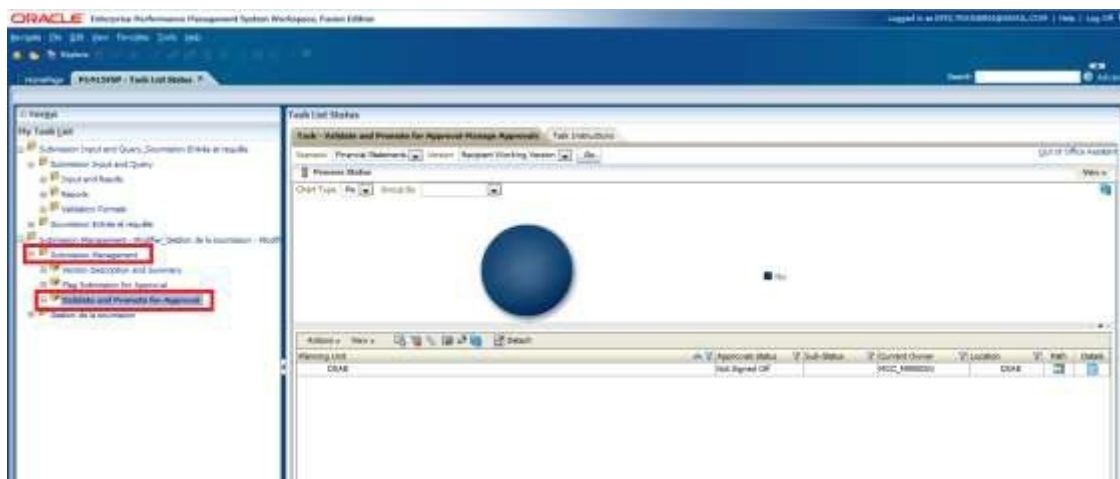
Select the your Recipient name shown under **Planning unit** and click on **Actions** →**Validate**


As the validation process takes a few moments you can click on the Refresh button to refresh the process and see the results. If there are any errors found during the Validation process, the Sub-Status will be displayed as *Invalid Data*. When there are no more validation errors the Sub-Status will display No Additional Approval Required.

Select the *Invalid Data Hyperlink* and a new Task List will appear under My Task List and will outline all the forms that contain validation errors in them
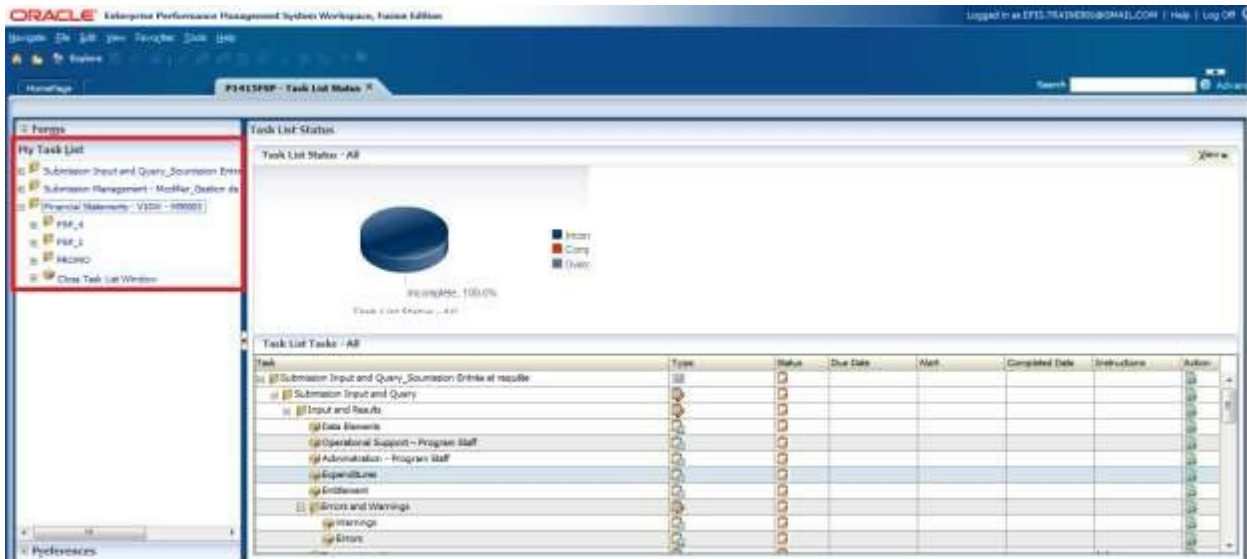

Selecting the error task in the Task list will take the user to the error that needs to be corrected. In the example below, the user is directed to an Error Form indicating there is an error on Schedule 2.3. The user will navigate to Schedule 2.3 to remove the error.
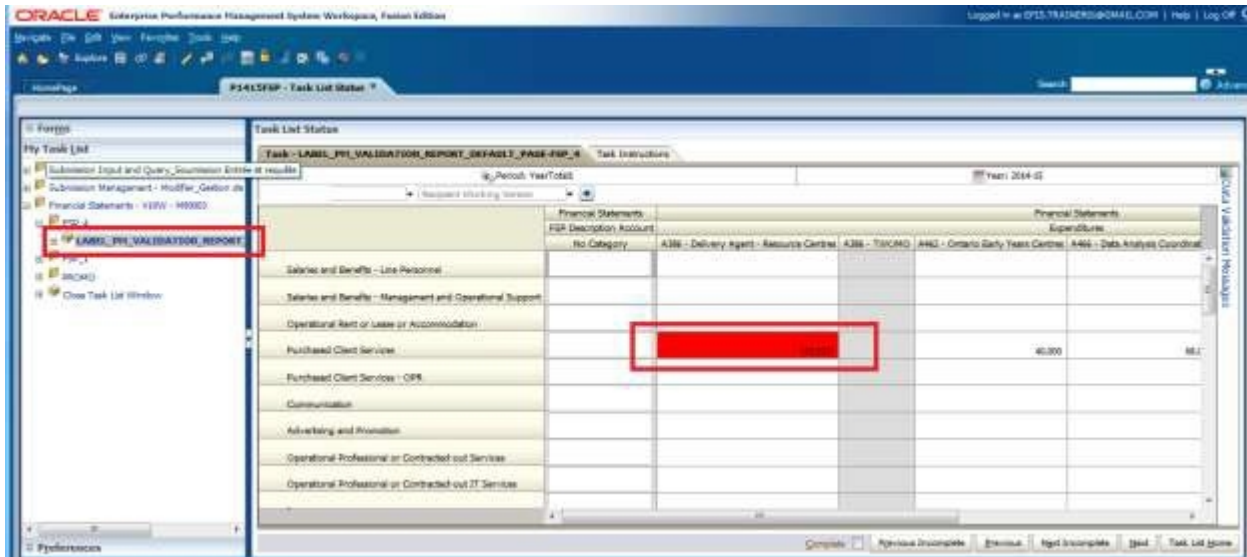
The user must locate and correct all validation errors before the Submission can be successfully promoted.

Once the validation errors have been corrected, the user can either rerun the **Validation** process to ensure they have not missed any errors or move directly to the Promote process.

NOTE: To rerun the Validation the user must re-set the **Flag Submission for Approval** to **Yes**.
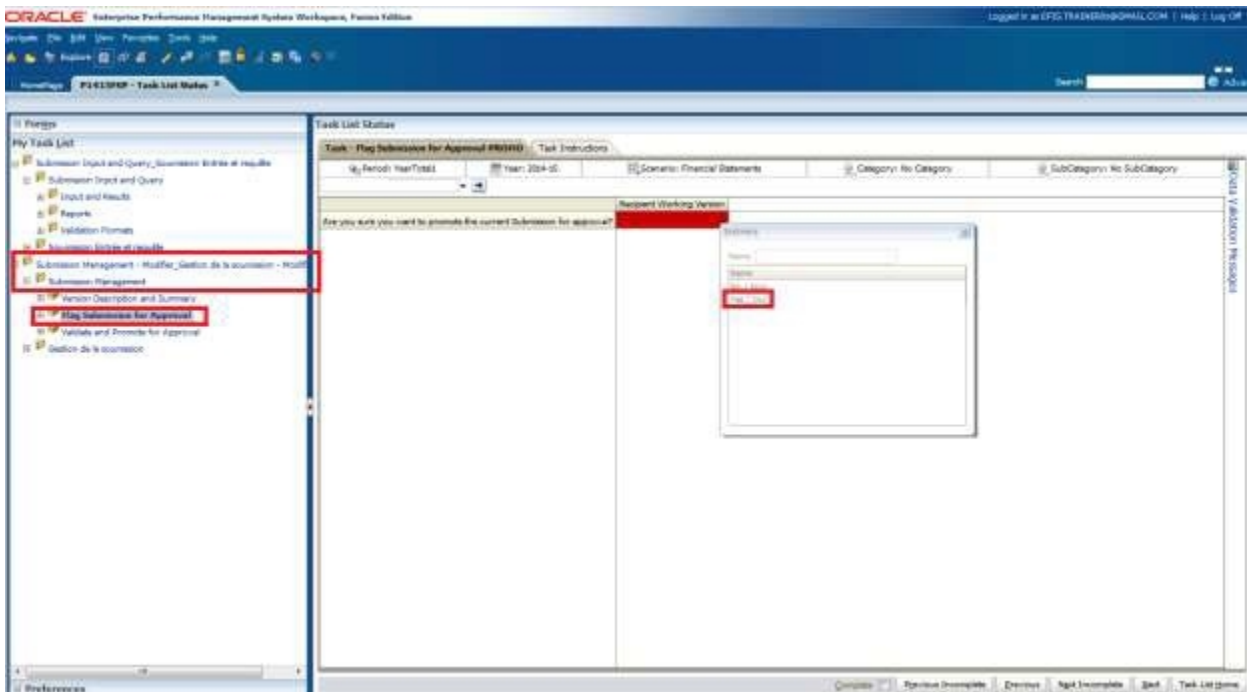
When the Submission passes the validation, the sub status will be updated to **No Additional Approval Required** and the **Error Task List** will be removed. The submission is now ready to be **Promoted**.
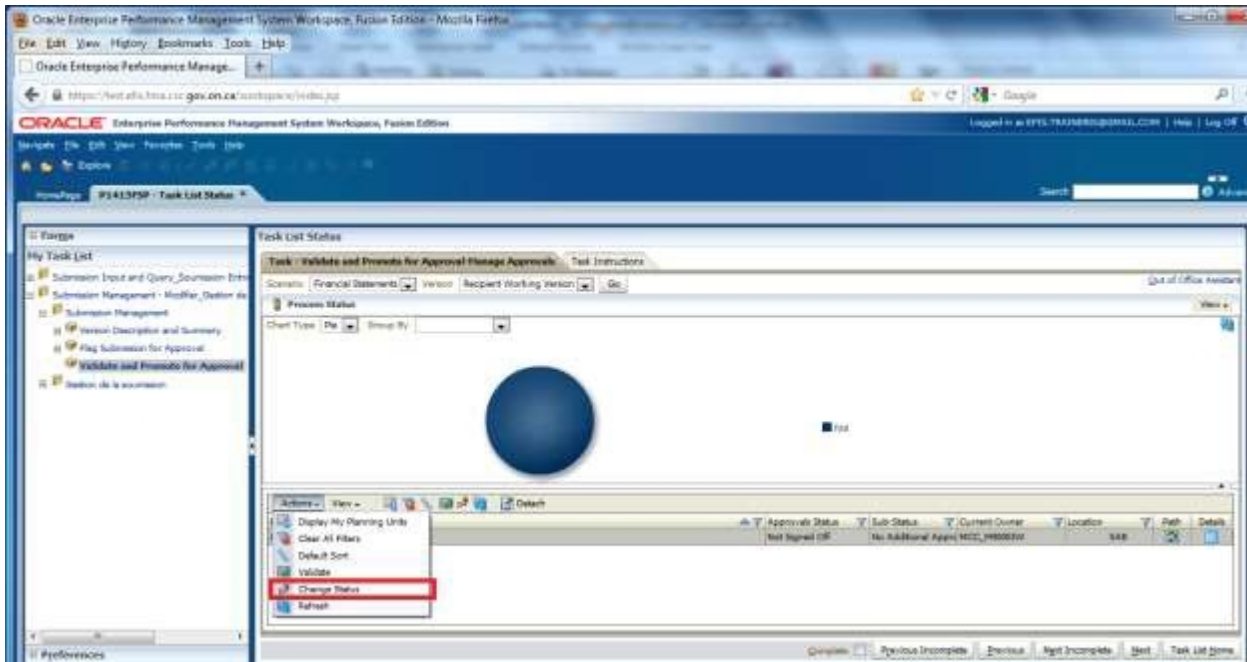

6.2.3 Promote Submission

To promote the submission to the Recipient Approver select **Submission Management → Validate and Promote for Approval** and select your Recipient name under the Planning Unit.

Once the Recipient name under planning Unit is selected select **Actions → Change Status.**
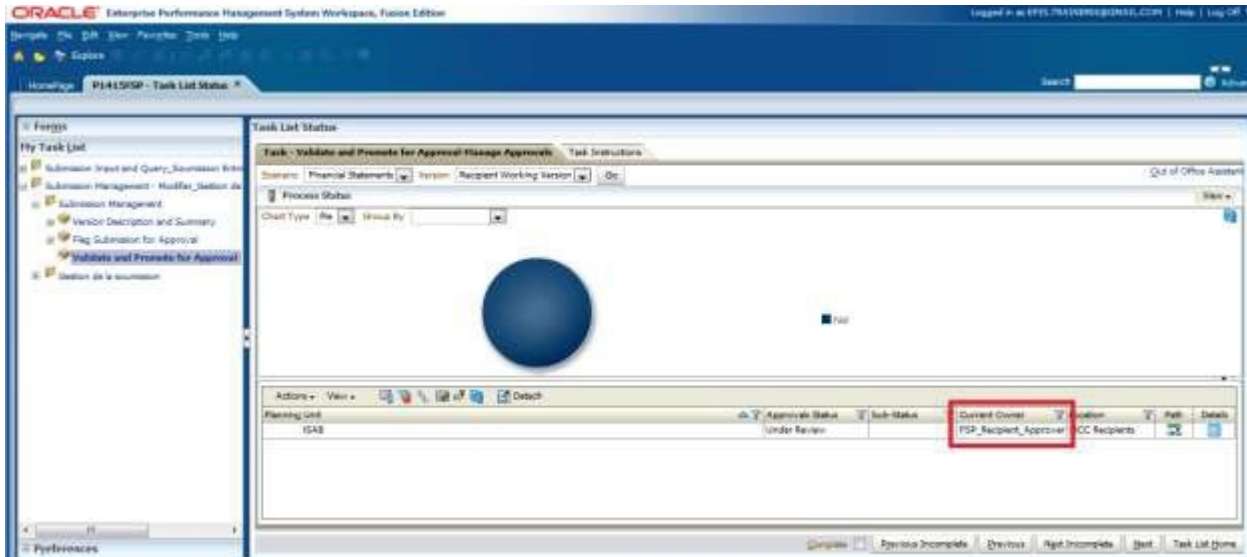
The Change Status screen will appear. Select **Promote** from the **Select Action** list and the Select **Next Owner** will be populated with **Automatic**. Enter comments if required, then select **OK**

The submission will be promoted to the Approver and the Recipient Working Version will now be changed to Read Only.

If a user attempts to promote a submission when there are validation errors the Sub-Status will be displayed as ***Failed: Invalid Data.*** The user will be required to correct the validation errors and then re- do the Promote process.



6.3 Manage Approvals –Approver

Once a submission has been promoted by the Modifier, the Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the Approver decides to reject the submission, the submission is back in the hands of the Modifier.

Once approved, the data is automatically copied from the Recipient Working Version to the Recipient Active Version as well as the FA Working Version. At this point the status of the submission is set to "Active" and the FA is responsible for continuing the process.

6.3.1 Approve and Sign-off

Select *Submission Management → Recipient Approver Sign-Off*. Within the form click the dropdown beside "Are you sure you want to sign-off the current submission?" and select *Yes* then select *Save*.
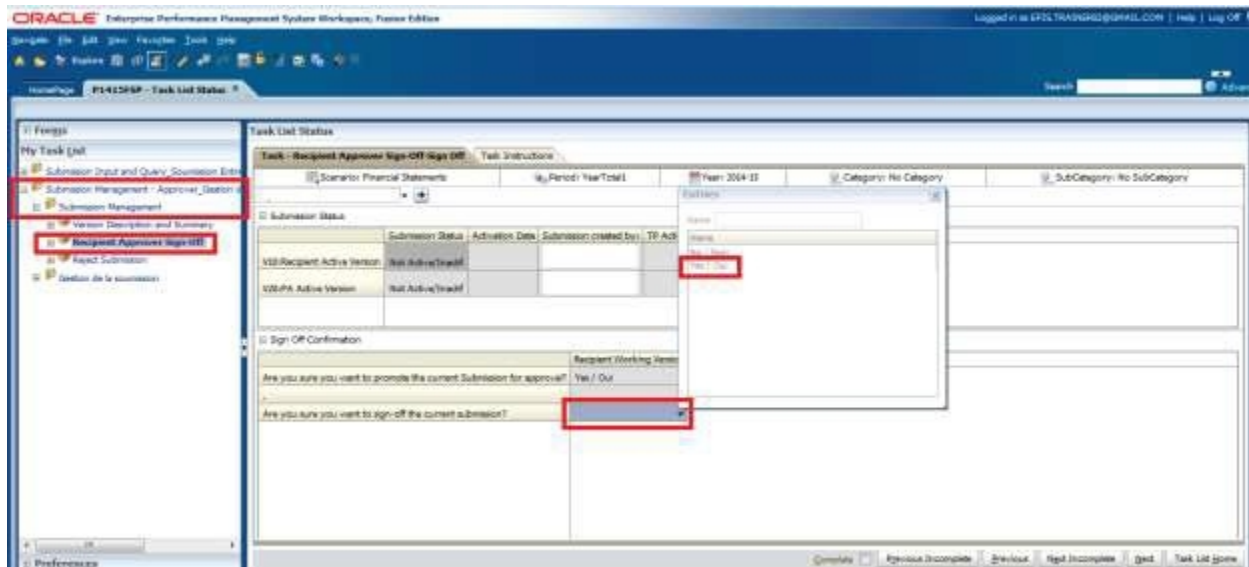
The status of the Submission will be changed to Active and the Activation date will be updated.
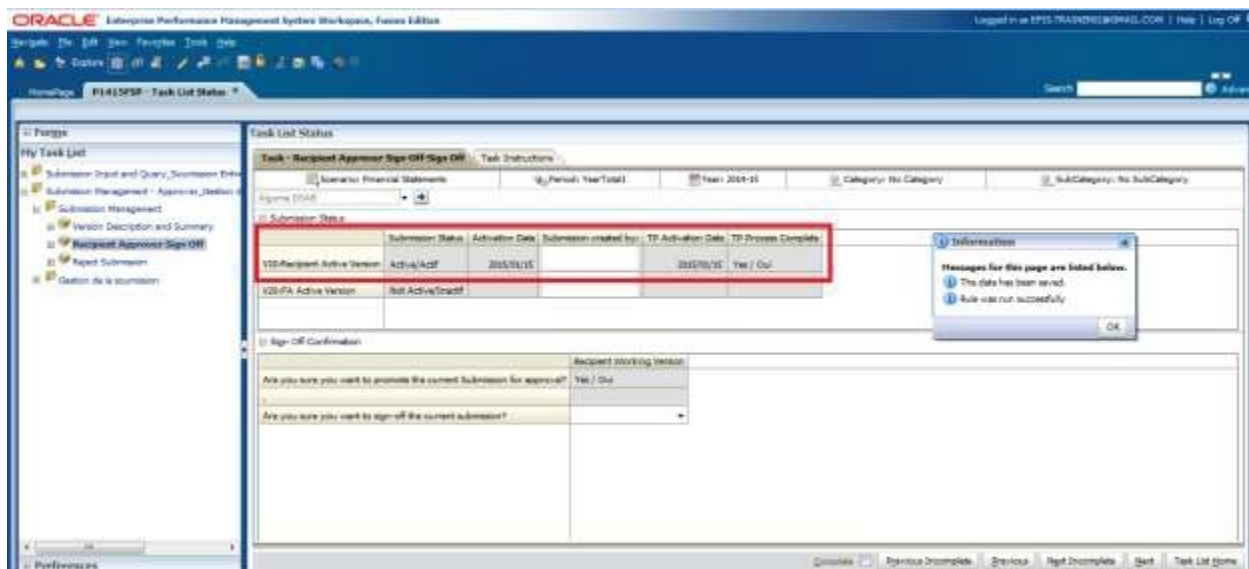
6.3.2 Reject and return submission to the Modifier

If the Approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can return the submission to the original owner (Modifier).
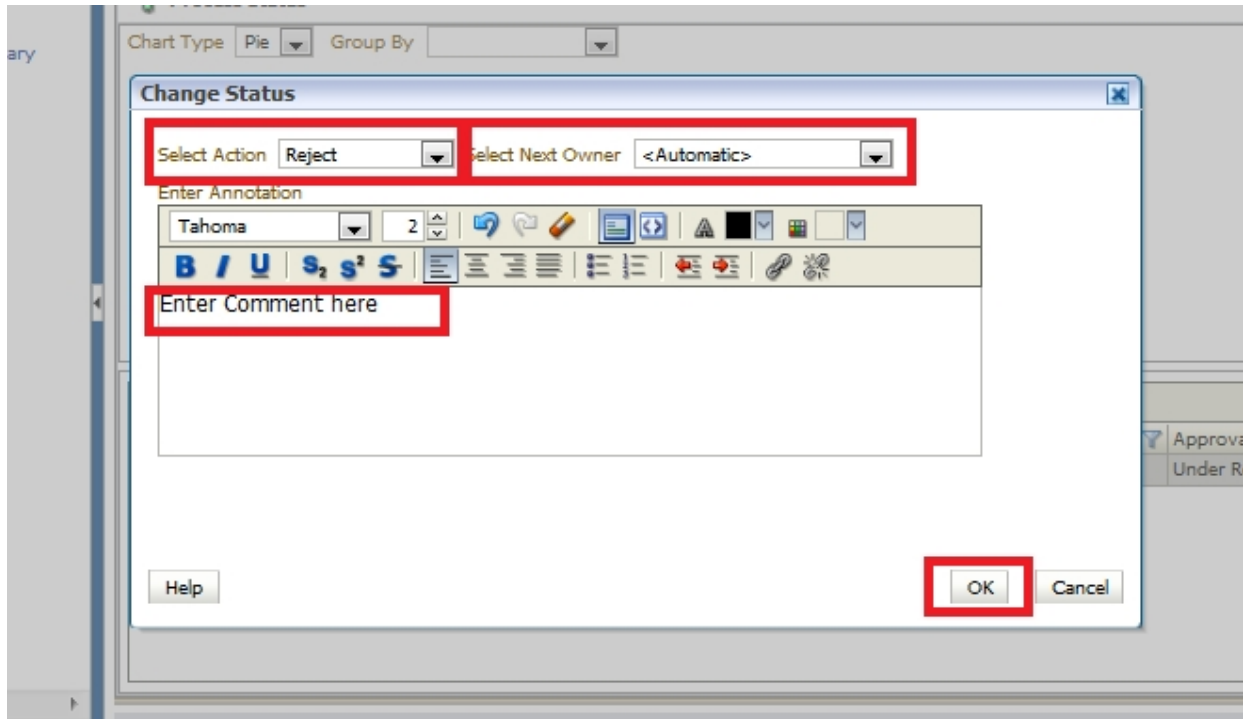
To reject a submission select *Submission Management* → **Reject Submission**
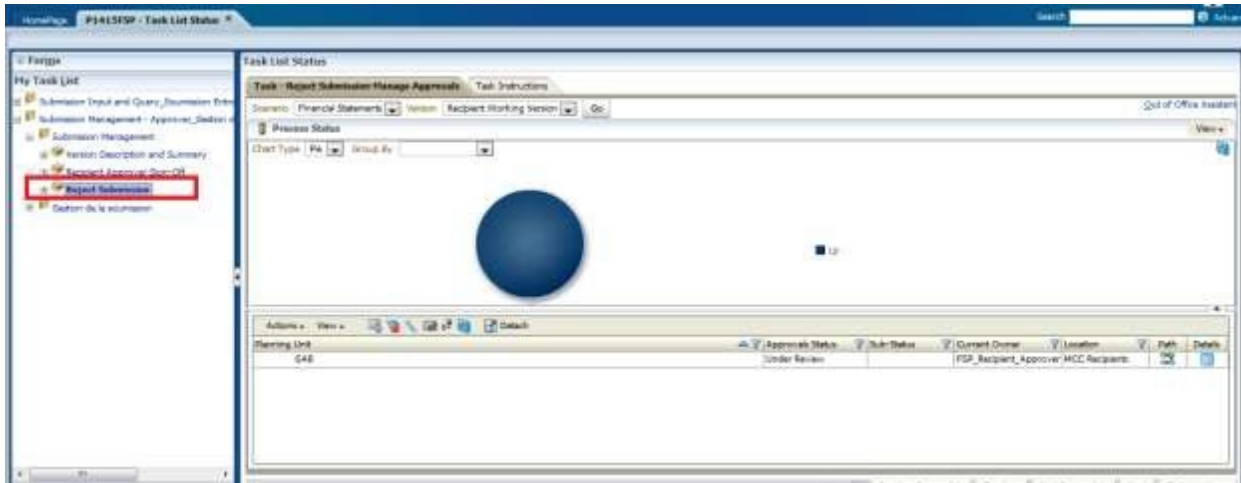
Once the Recipient name under planning Unit is selected select *Actions* → **Change Status.**

The Change Status screen will appear, select **Reject** from the **Select Action** list, **Select Next Owner** will be populated with **Automatic** and enter comments if required, then select **OK**

The Approvals status will change to **Not Signed off.** The Owner will revert back to the Modifier and Recipient Working version of the submission is no longer read only and changes can be made.


6.3.3 Submission with Error Override

Under special circumstances a Recipient may need to promote a Submission that contains errors. In these rare instances, the Modifier will set the Recipients Accepts Error Flag to **Yes** then follow the normal submission process. In this case the data is

automatically copied from the Recipients Working Version into the Recipients Error Override Version. From the perspective of the Approver the process follows the exact same steps as outlined in the previous section for a submission containing no errors. After the sign-off by Approver, the data still sits in the Recipients Error Override Version. At this point, additional steps will be required by Ministry personnel. The Ministry needs to confirm activation of submission with errors. Upon successful completion of this step, the data is copied from Recipients Error Override into Recipients Active Version and FA Working Version. Please note that once you have promoted the version with errors you need to contact the Ministry in order for them to perform the additional steps required.

Select **Submission Input and Query → Errors and Warnings Error → Errors and Warnings** select **Yes** from the **Recipient Accepts Error** drop down list and select **Save**
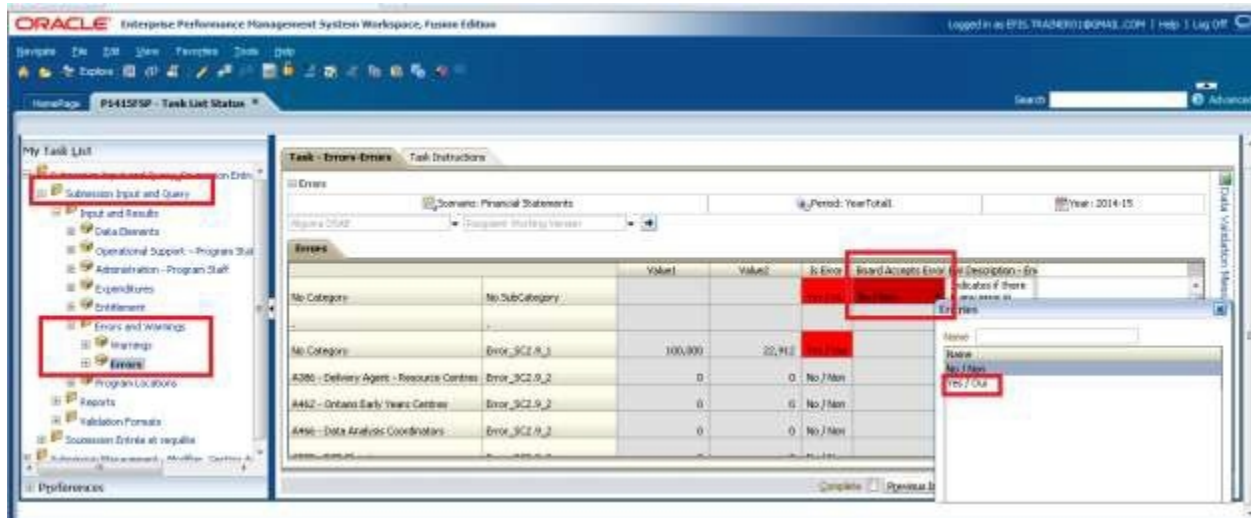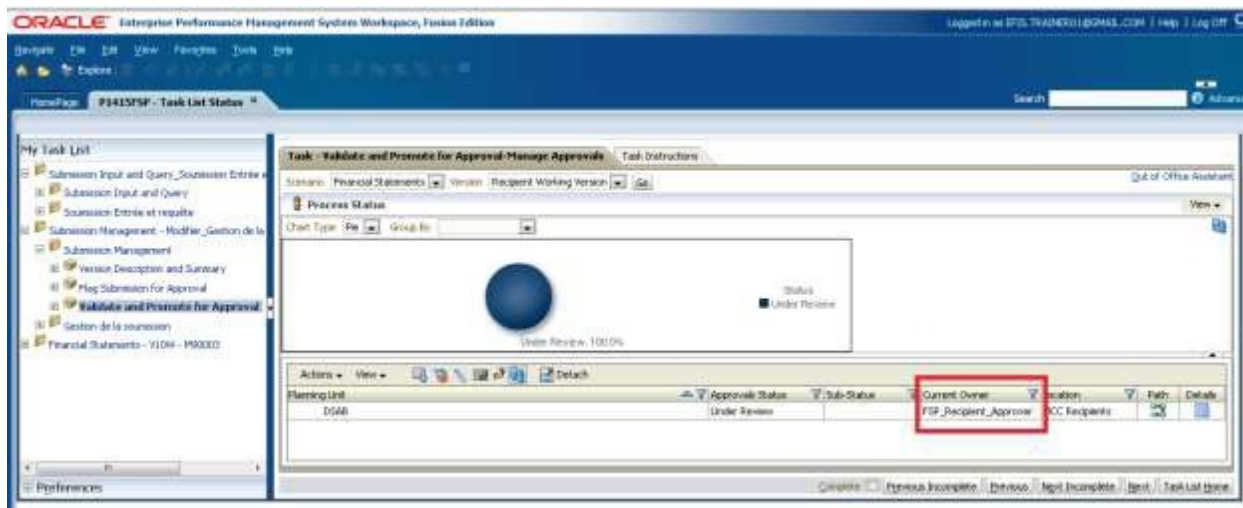

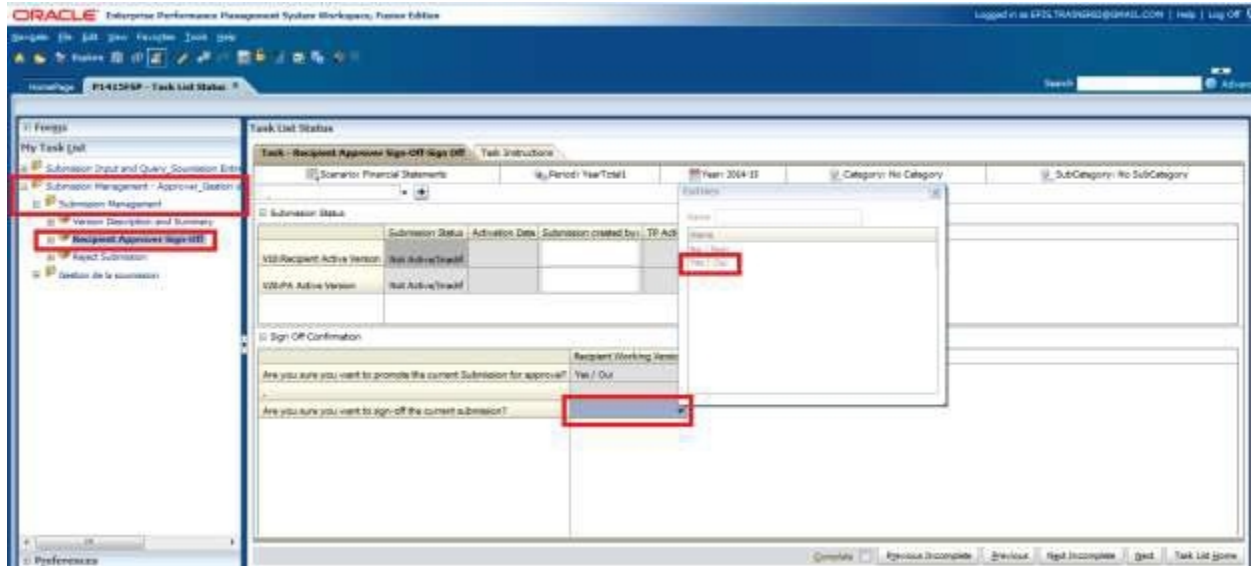The **Recipient Accepts Error** flag is set to **Yes**
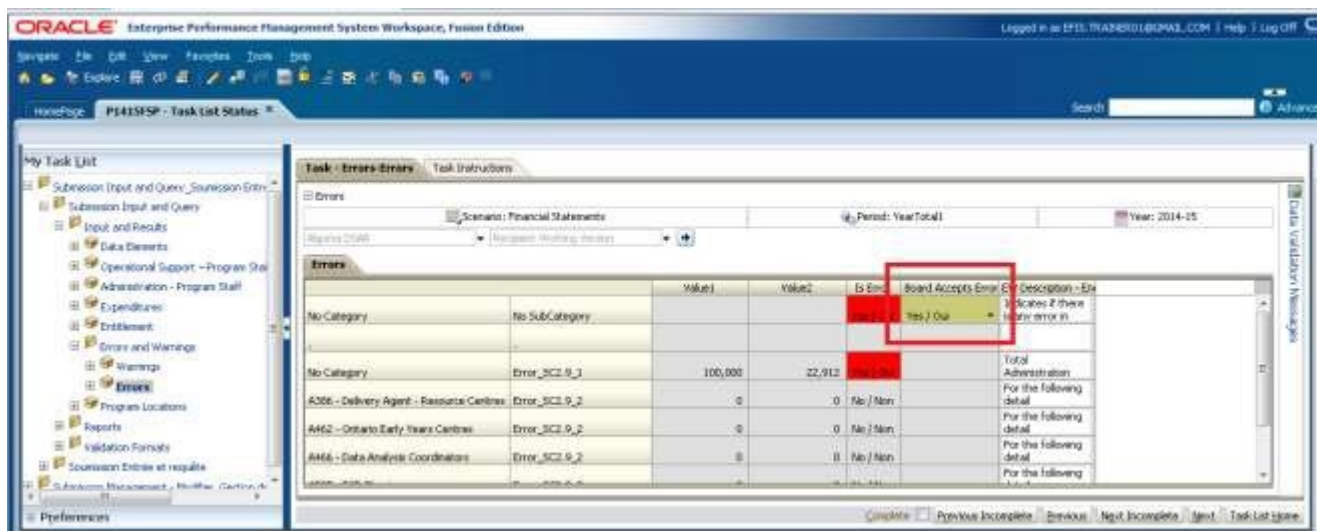
Modifier follows the normal Promotion process.
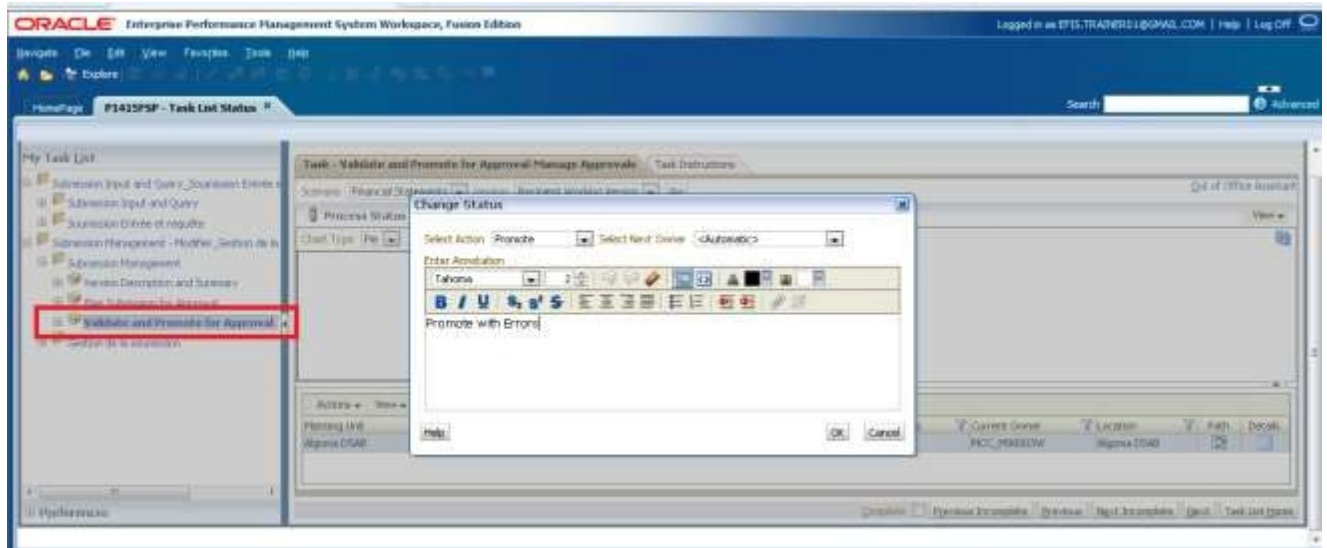
The submission owner is now the Approver and the Recipient Working version is changed to read only
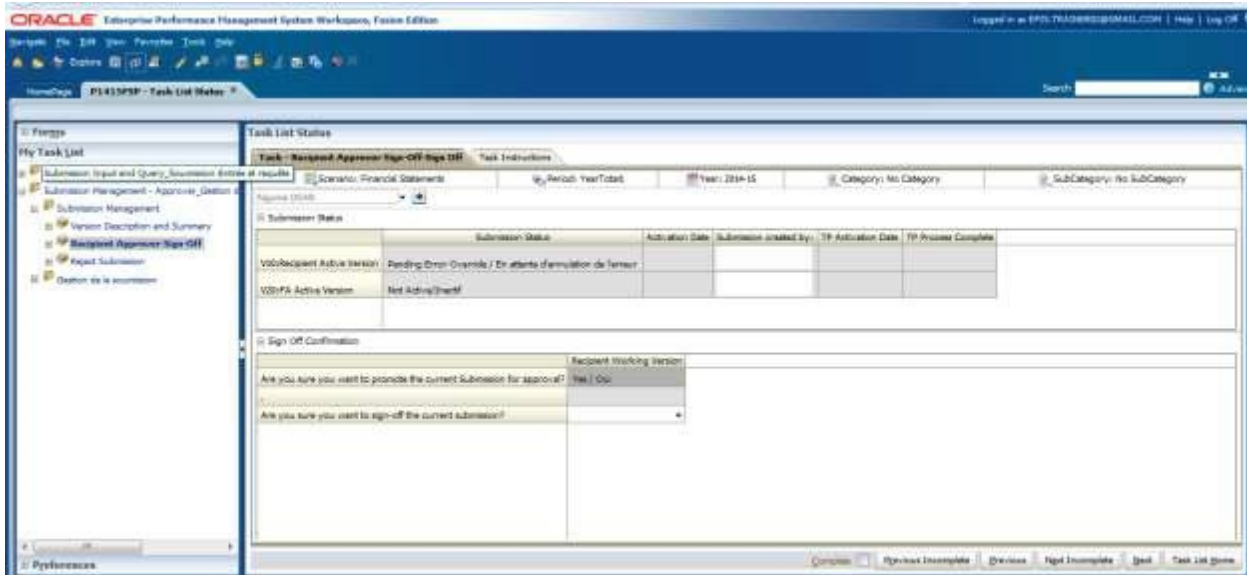

Approver follows the normal sign-off process

The Approver will receive the message that the Submission has been sent to the Administrator (Ministry) for error override and the submission status will become Pending Error Override.
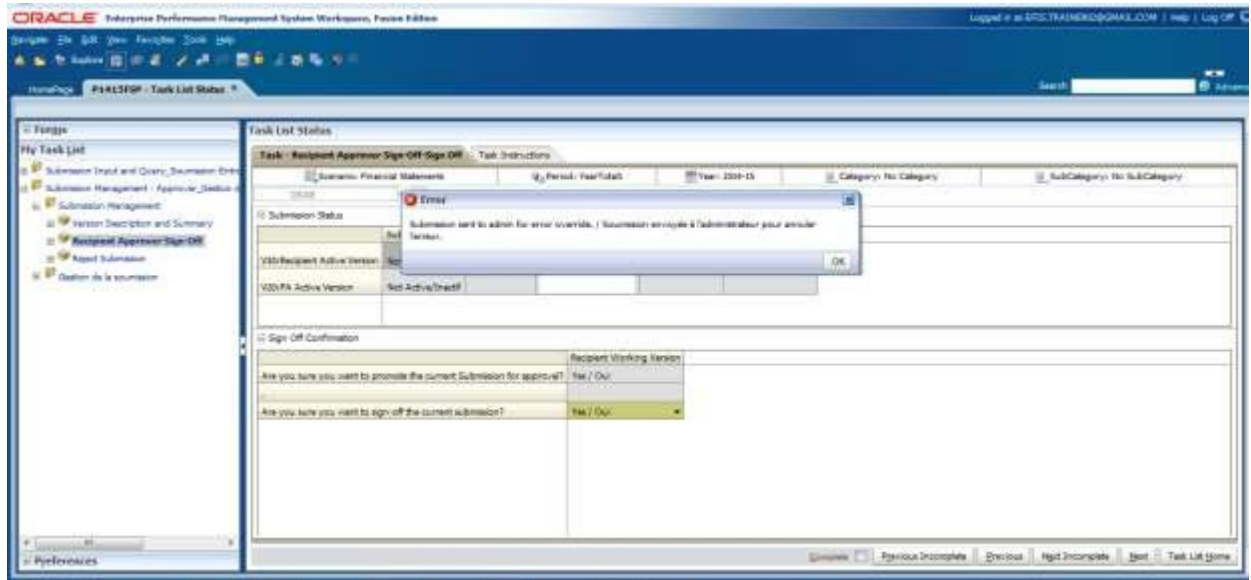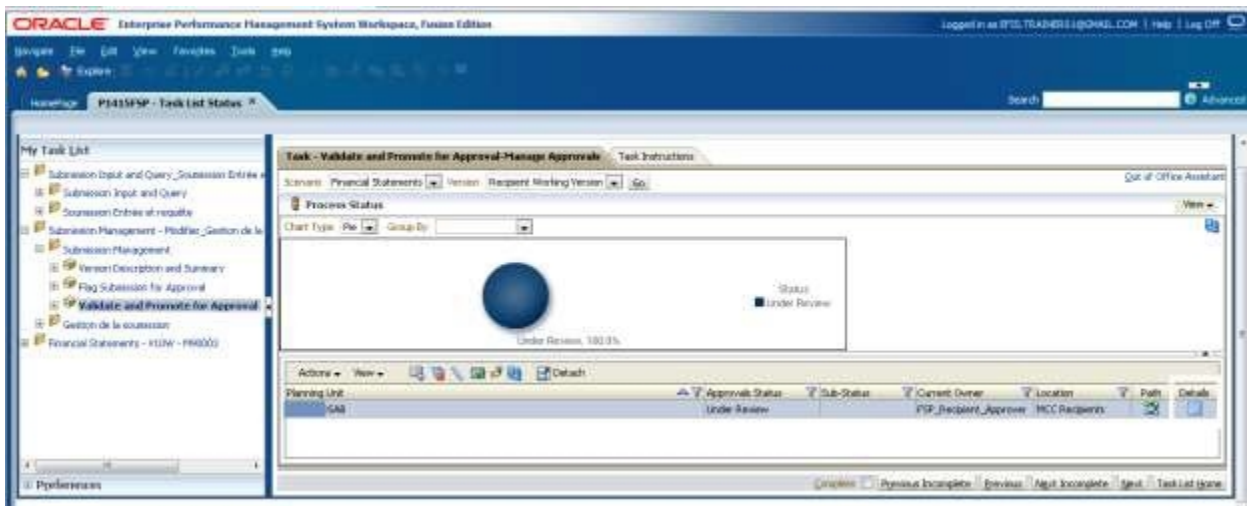
Recipient must contact the Ministry to initiate the over-ride approval.

6.3.4 Checking the Submission History

Users will be able to view the submission's history as well as any annotations the Approver has made by selecting **Validate and Promote for Approval** and clicking the **Details** button.

Status history and comments will be displayed, to view status changes collapse the pie chart by selecting the arrow in the right corner