



# **Ministry of Education**

## **EFIS 2.0 Data Extract Tool - User Guide**

**Version 1.12**

August 28, 2016

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# 1 Document History

Document History			
Version	Date	Changed by	Description of changes
1.0	April 30, 2014	CSC	Created
1.1	May 21, 2014	Vlad Dragovic	Revision and Update
1.2	May 23, 2014	Vlad Dragovic	Revision and Update
1.3	May 30, 2014	Vlad Dragovic	Update Natasha's comments
1.4	June 3, 2014	Daniel Jin	Reviewed by Jelena and Daniel
1.8	April 29, 2015	Robert Narejko	Major revision <ul style="list-style-type: none"> <li>- Changed title from ``GUI Tool` to `Data Extract Tool``</li> <li>- Removed reference to `GUI Tool` in document. Replaced with `Data Extract Tool``</li> <li>- All screen shots changed to reflect addition of Family Support Programs and screen redesign</li> <li>- Added Stakeholder's Report section</li> </ul>
1.9	May 6, 2015	Stephen Shek	Include the features in V2.3.3
1.10	November 19, 2015	Stephen Shek	Updated for extract by cell name and A/C/S options.
1.12	August 28, 2016	EFIS Support Team	Updated with Language selection, security, French alias enhancements



## 2 Logon to EFIS Data Extract Tool

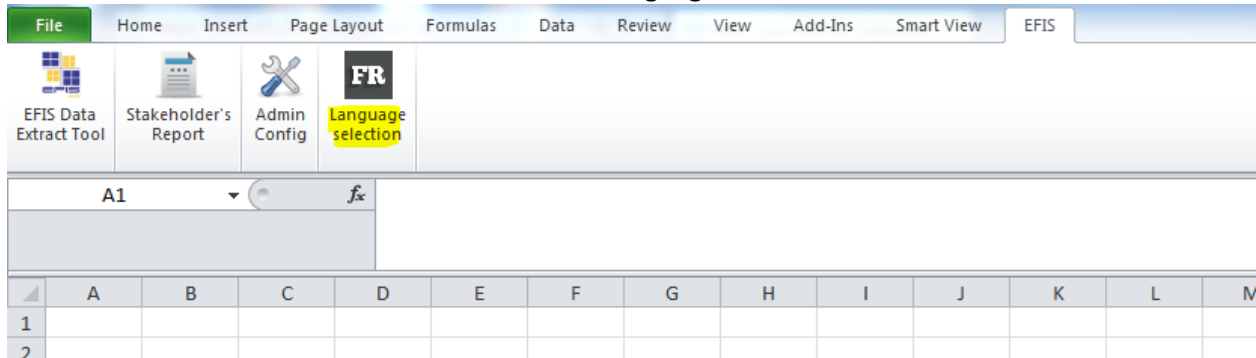
### 2.1 Preparation steps

In order to connect to the EFIS 2.0 Data Extract Tool, you require GO Secure credentials, and the Smart View and Efis\_Data\_Extract\_Tool Add-in installed on workstation. Please refer to **Appendix A: Installation Instructions** for detailed set-up information.

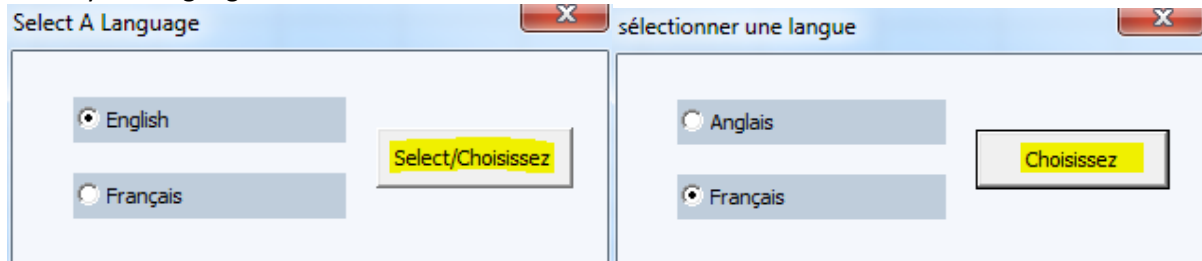
### 2.2 Logon to EFIS 2.0 Data Extract Tool

After the installation process has completed successfully, open Excel.

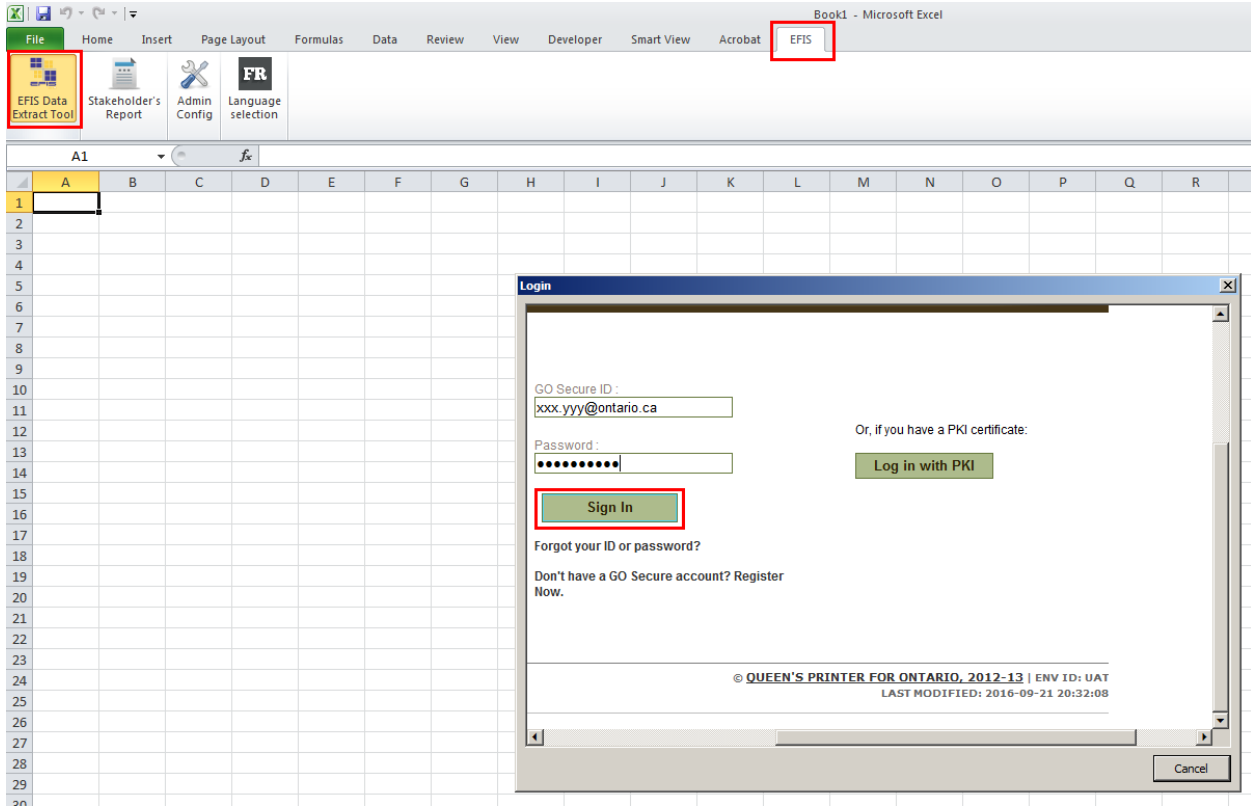
In the ribbon select the **EFIS** tab and then click on **Language selection**



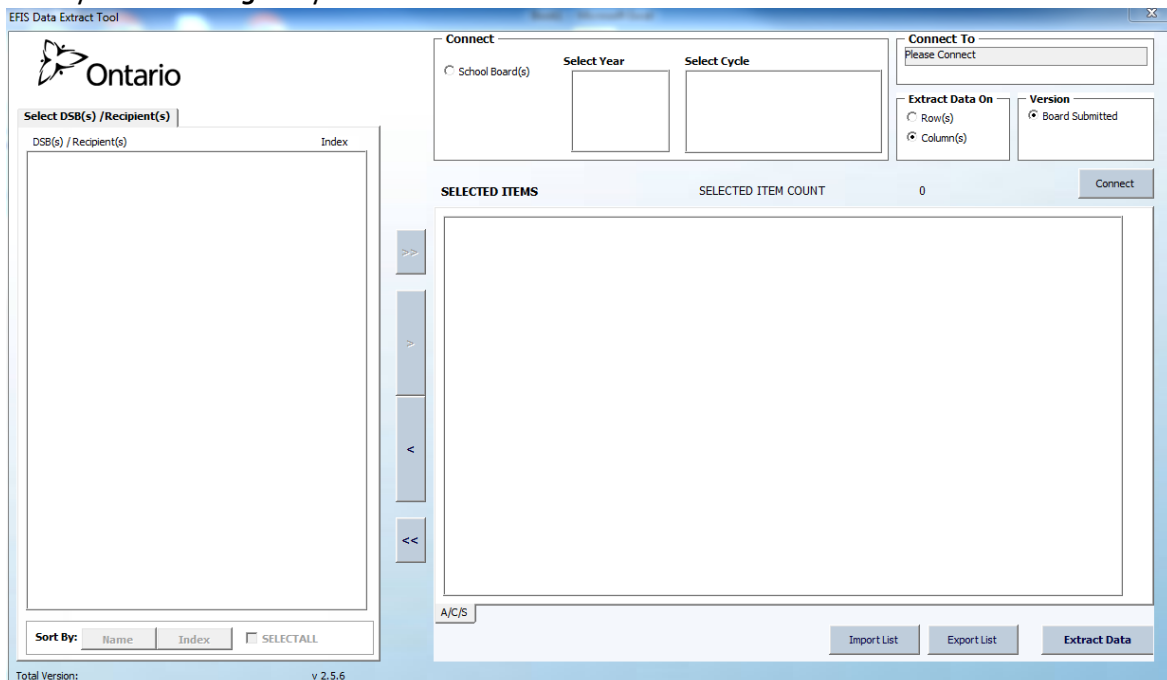
Select your language for the Data Extract Tool



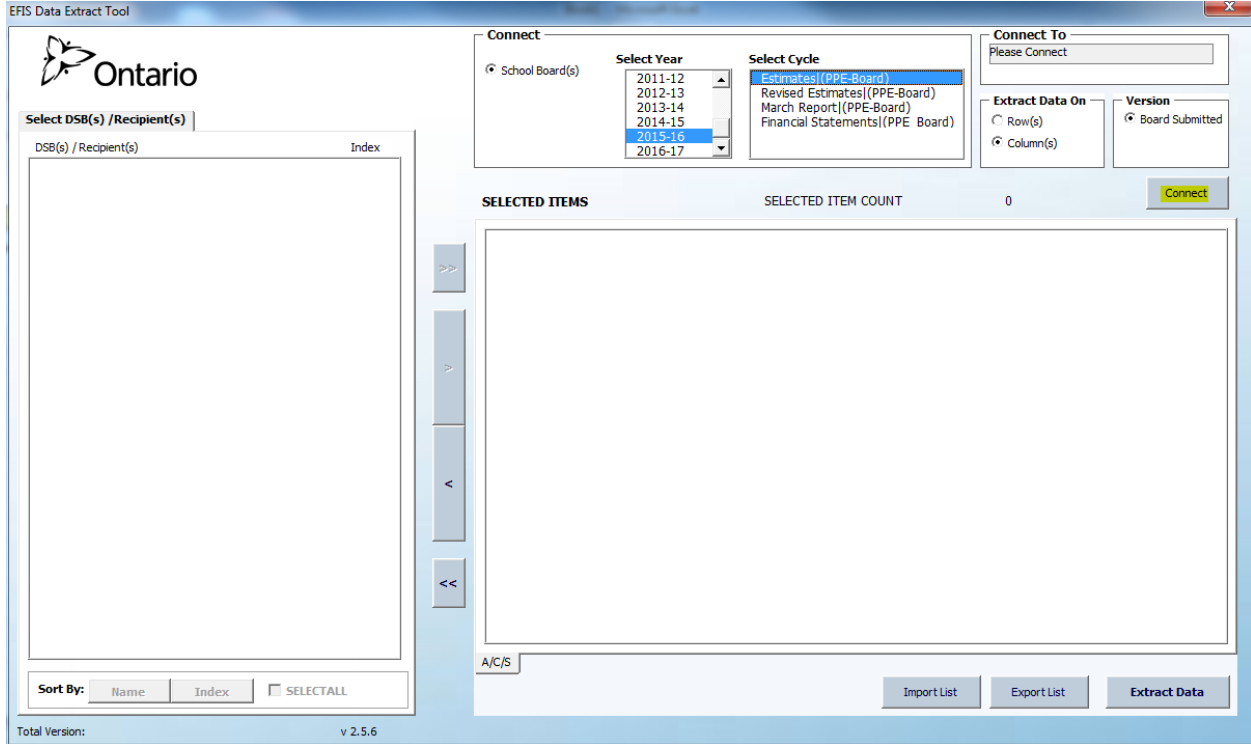
In the ribbon click **EFIS** → **EFIS Data Extract Tool**. The GO Secure login page will be displayed. Enter your **User ID** and **Password**. Please note: If you already have an EFIS 2.0 username, it will not work with the Data Extract Tool. Please refer to communication from EFIS Support or contact EFIS Support about login credentials.



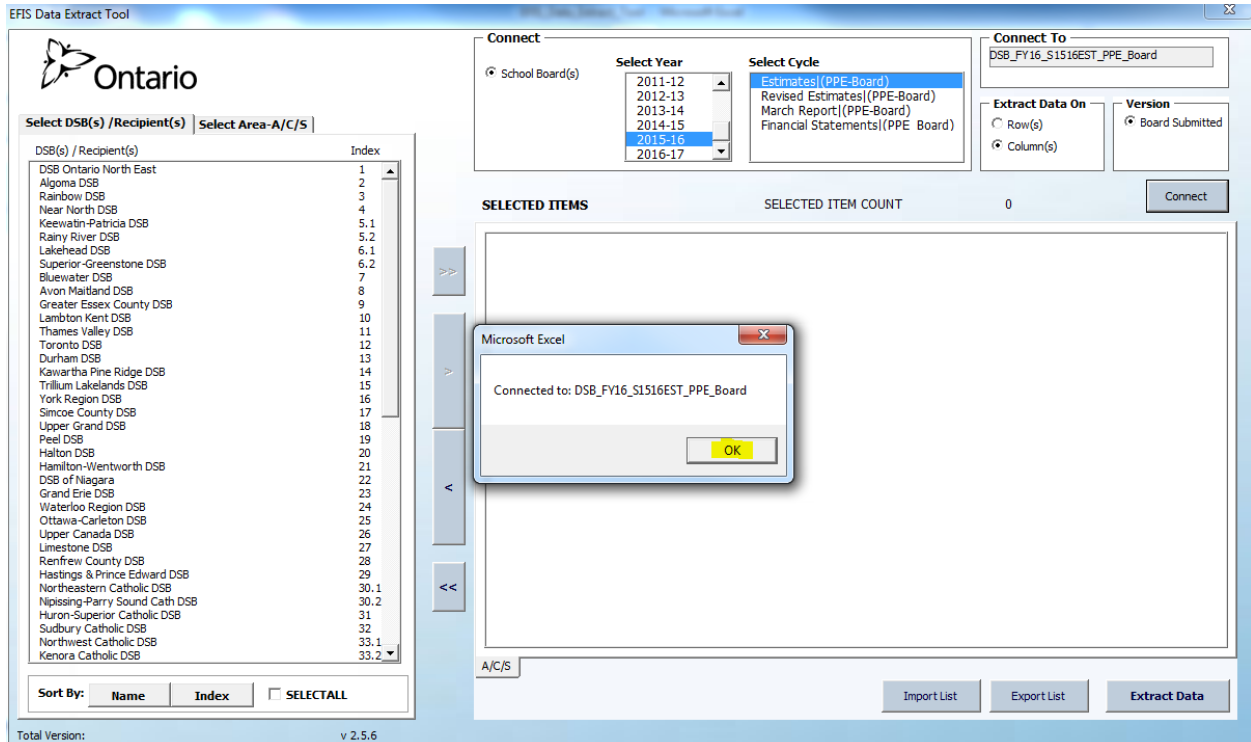
Once you click on **Sign In** you will be directed into EFIS 2.0 Data Extract Tool.



Go through the “Connect” options to select the data elements for your report. Click **Connect** when done.



Once connected, you will get a confirmation that the database has been connected. The current connection details can also be found under “Connect To” in the top right corner of the application. Click **OK** to close the ‘Connected to’ confirmation box.



### 2.3 Switching between Year/Cycle

The Data Extract Tool can only retrieve data from a single application at a time. Once logged into the tool, you can switch between year/cycle by selecting year/cycle and clicking Connect as described above in Section the requirement to log in again. A confirmation of the connection will appear after you have clicked “Connect”.

### 2.4 Connection to EFIS 1.0 Historical Data

Historical data from EFIS 1.0 is also accessible through the Data Extract Tool. This is indicated by “(EFIS 1.0)” in the cycle selection. All cycles before 2013-14 Financial Statements and 2014-15 Estimates come from EFIS 1.0.

**Connect**

School Board(s)

**Select Year**

- 2011-12
- 2012-13
- 2013-14
- 2014-15
- 2015-16
- 2016-17

**Select Cycle**

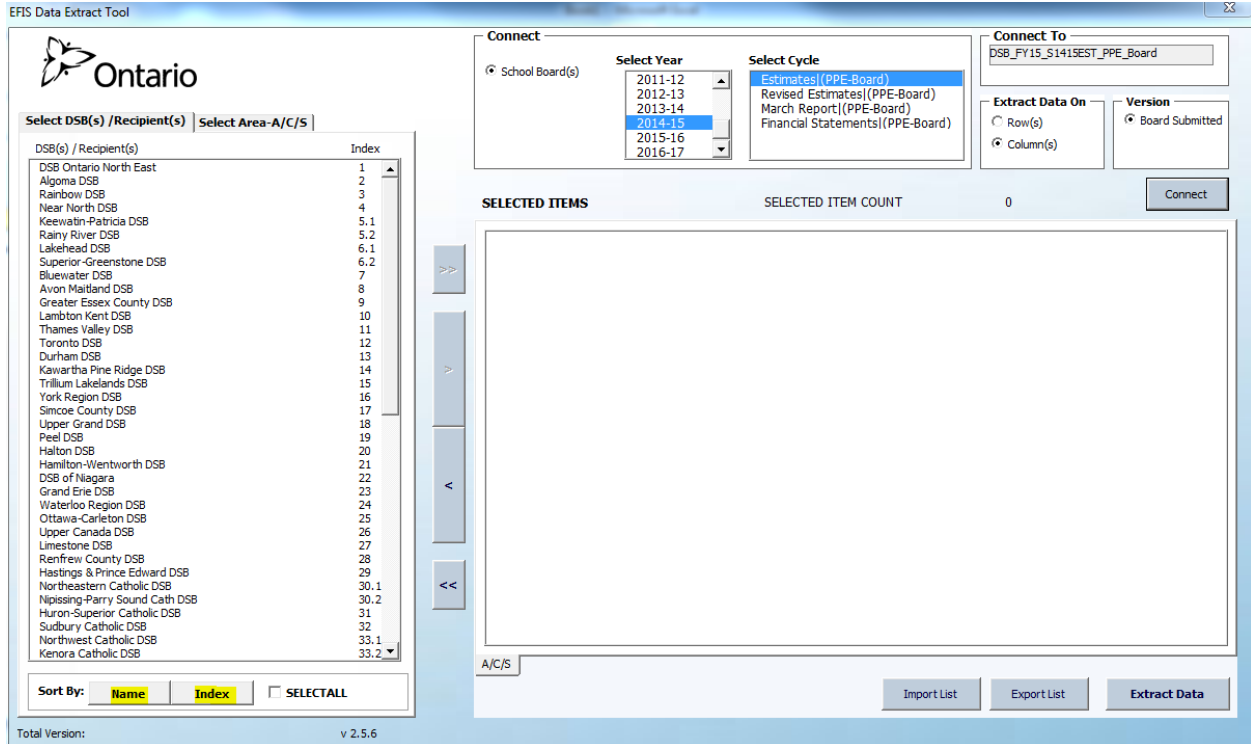
- Estimates|(EFIS 1.0)
- Revised Estimates|(EFIS 1.0)
- Financial Statements|(EFIS 1.0)
- March Report|(EFIS 1.0)

### 3 Navigating and Extracting Data

#### 3.1 School Board Selection

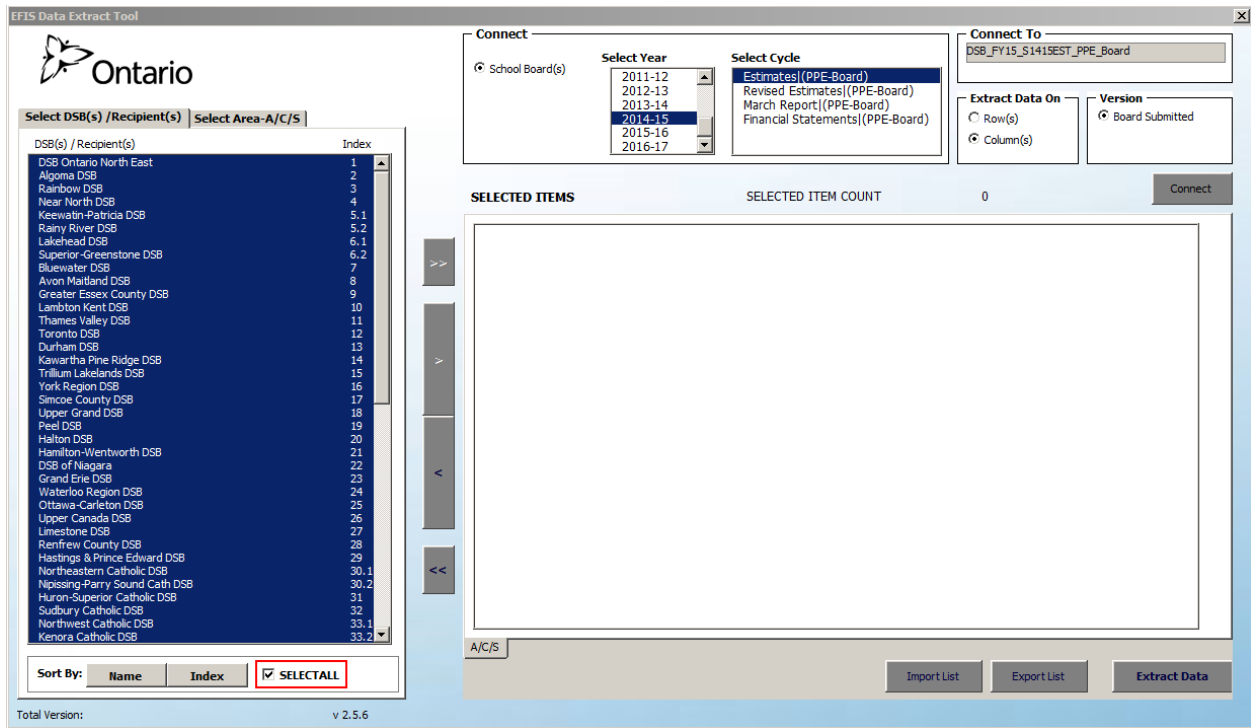
Once a connection is established, a list of School Boards relevant to the selected cycle is populated. To make the School Board selection easier, the list of school boards can be sorted by **Name** or **Index**.

To sort, click on either the **Name** or the **Index** button.

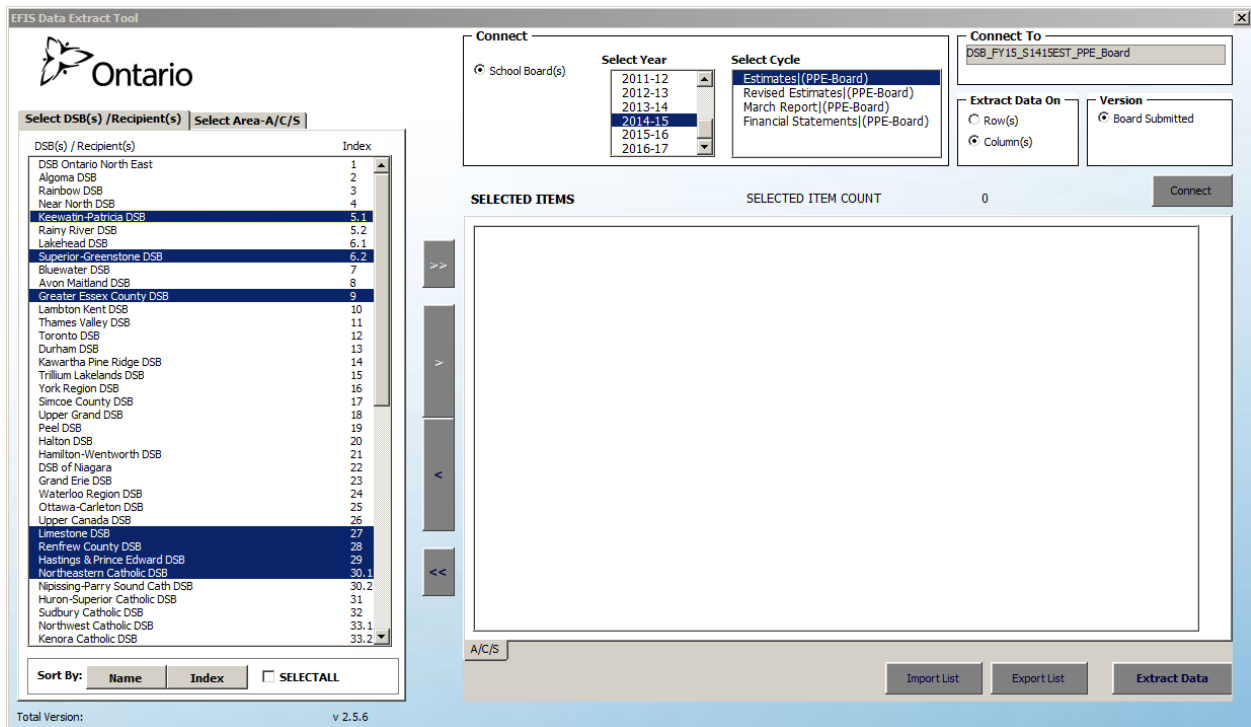




To select all school boards click on **SELECT ALL** check box.



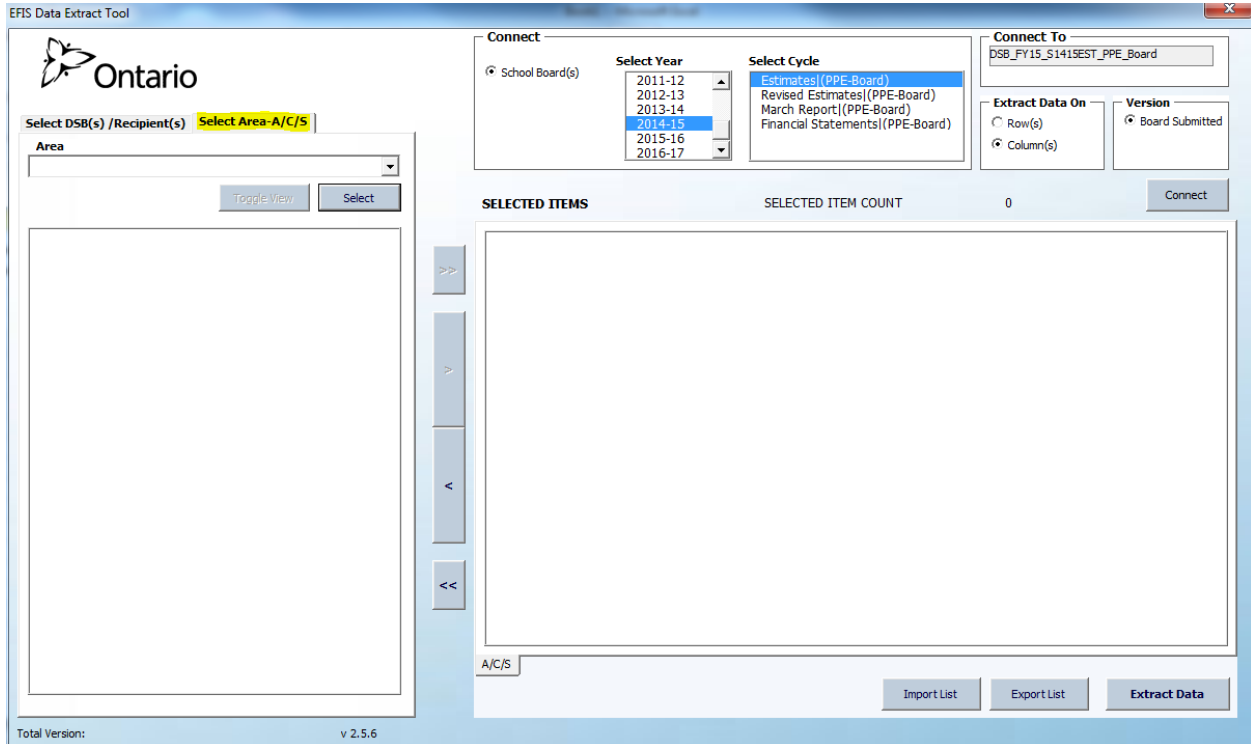
Multiple school boards can be selected by pressing on to **Ctrl** key while making selections or holding down the **Shift** key while selecting a block of school boards.



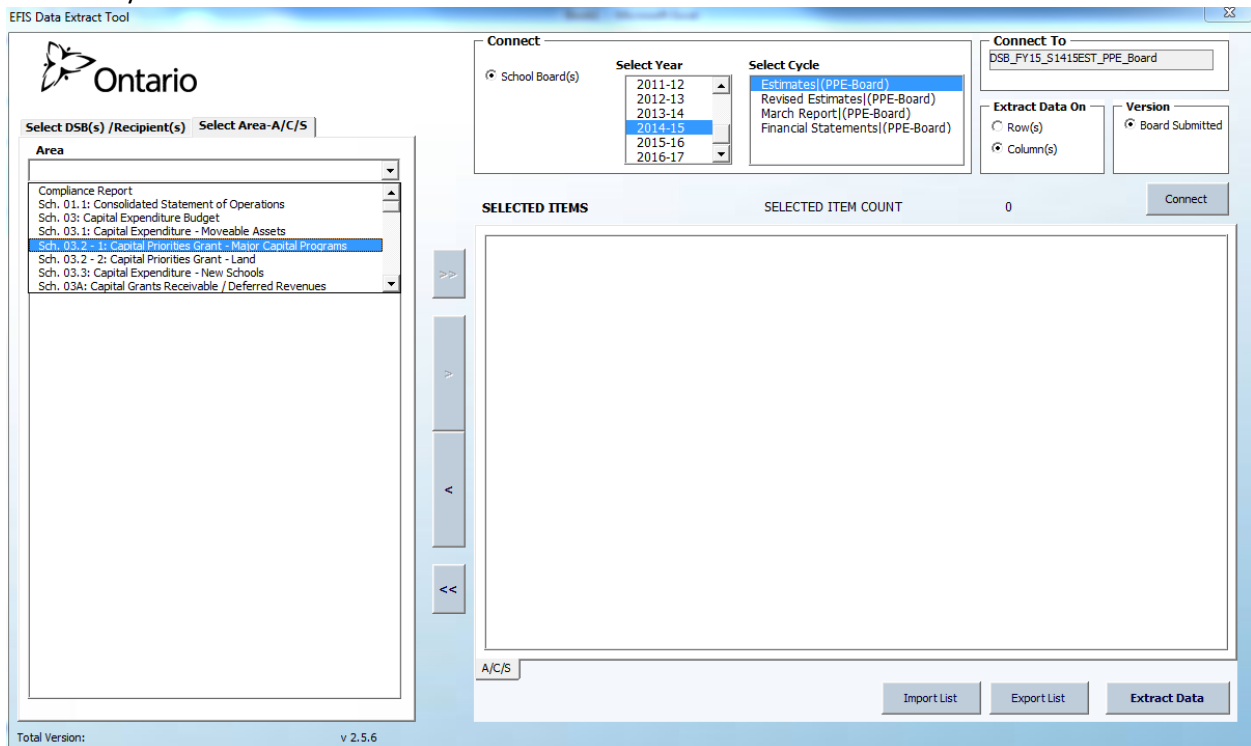
### 3.2 Area Selection

#### EFIS 2.0 data selection:

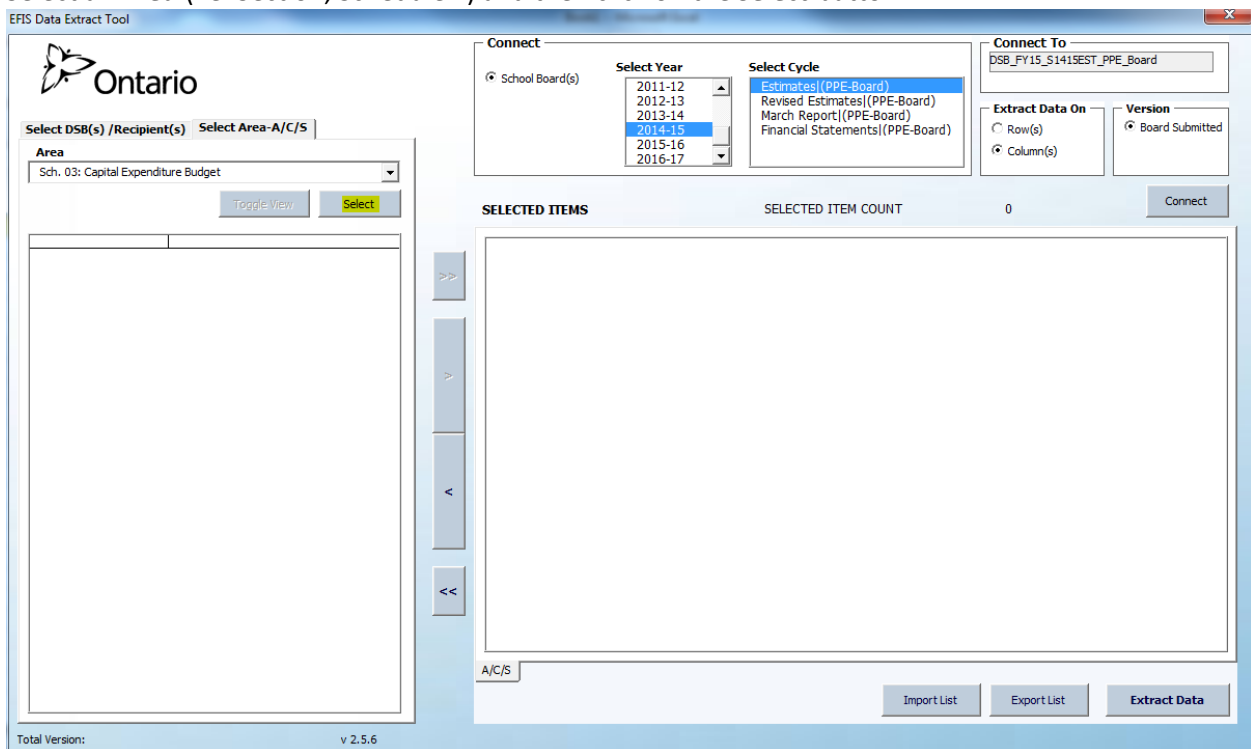
Once the School Board(s) have been selected, the next step is to start selecting items for your report. Click on the **Select Area-A/C/S** tab.



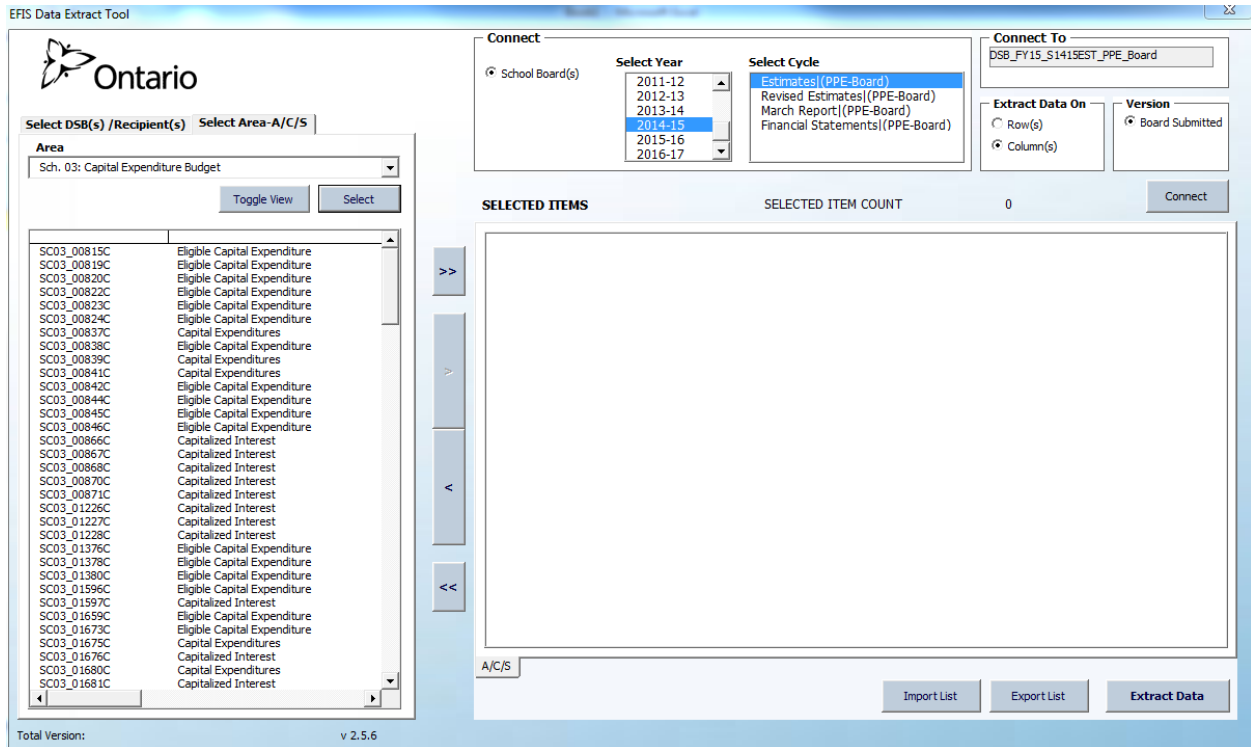
The Area dropdown menu lists all schedules, sections, data forms and appendices available in the selected cycle.



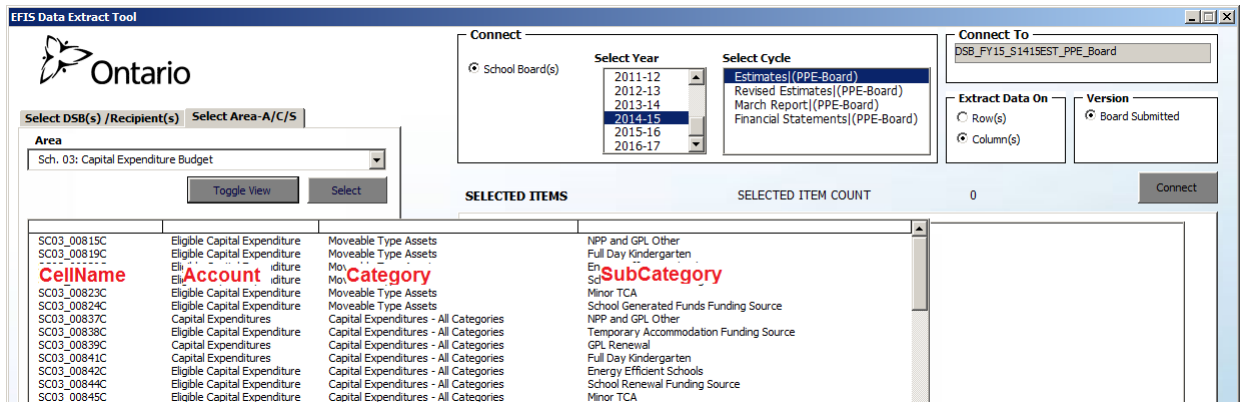
Select an **Area** (i.e. Section, Schedule...) and then click on the **Select** button.



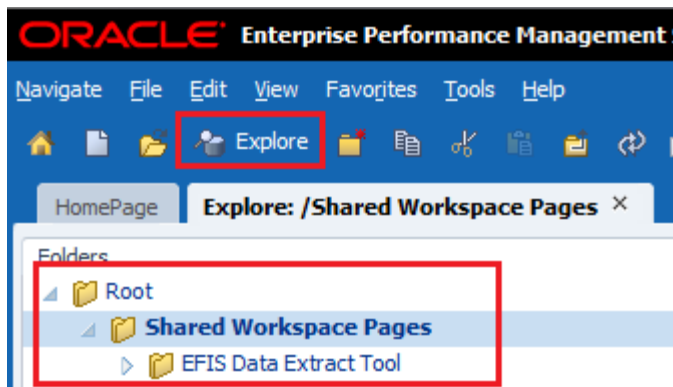
This will generate a list of “cells” which belong to the selected area.



All items in the selected Area will be displayed and ordered by Cell Name. Each row also displays the Account, Category and SubCategory for that cell name. Users can start selecting data by cell name at this point.



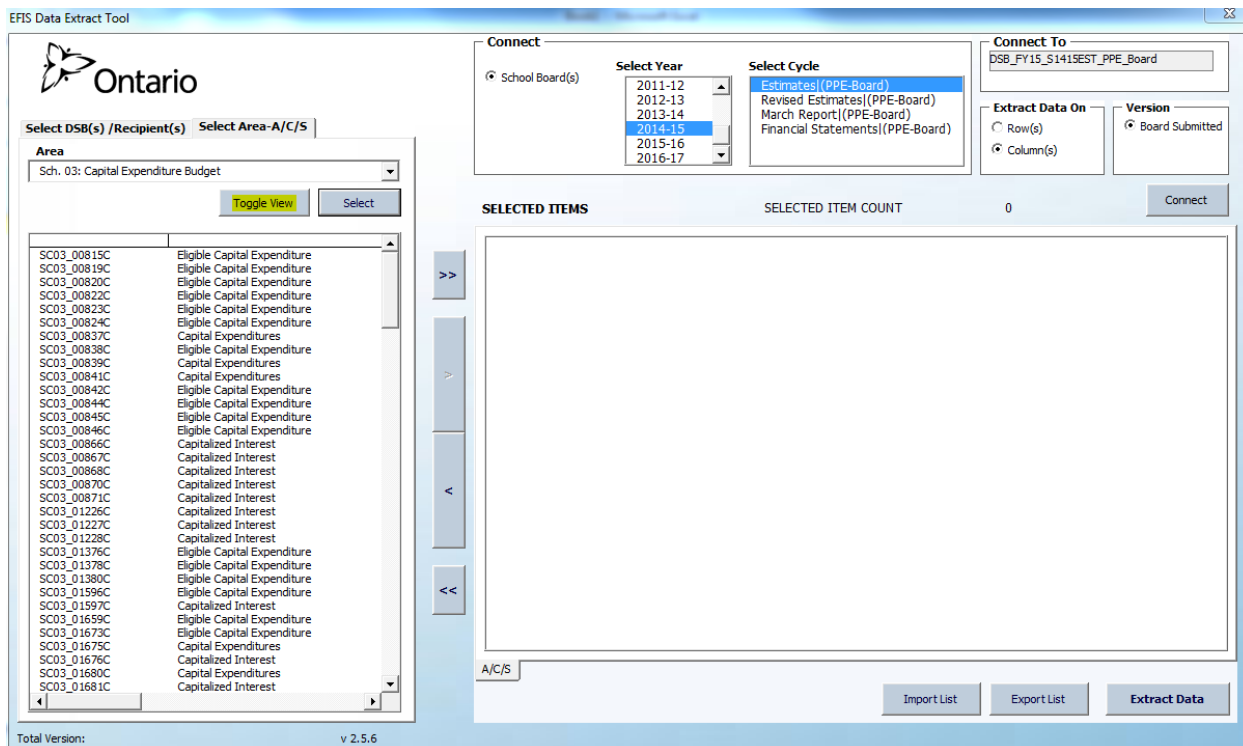
The cell name reference books for all cycles can be found in the EFIS 2.0 folder structure (**Explore** button) under **Shared Workspace Pages** → **EFIS Data Extract Tool**.



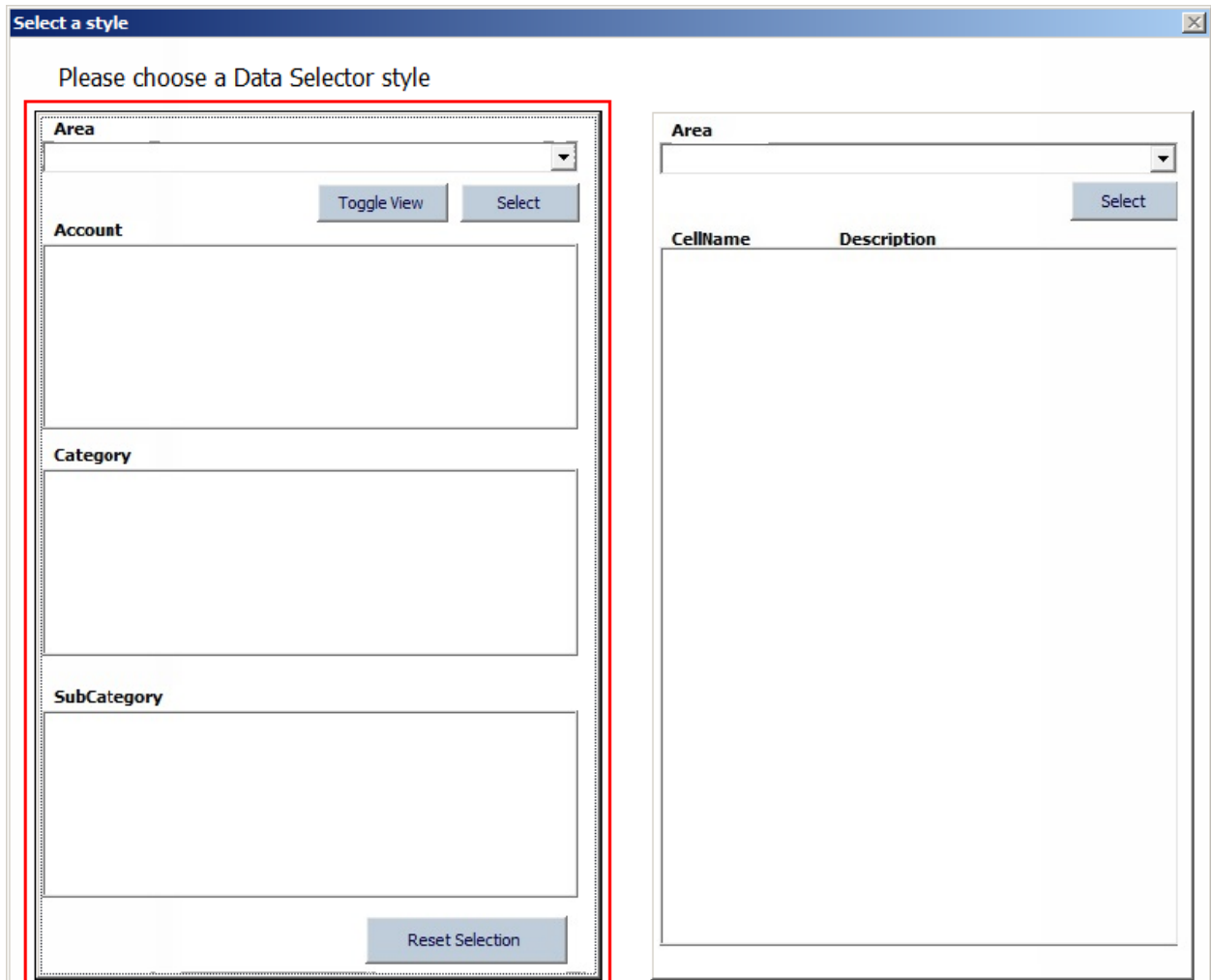
Besides having the ability to select cells by cell name, the user also has the option to select data related to the selected **Area** by **A/C/S – Account / Category / SubCategory** – using the “Toggle View” button.

The default selection is by cell name. The “Toggle View” functionality is not available for EFIS 1.0 historical data.

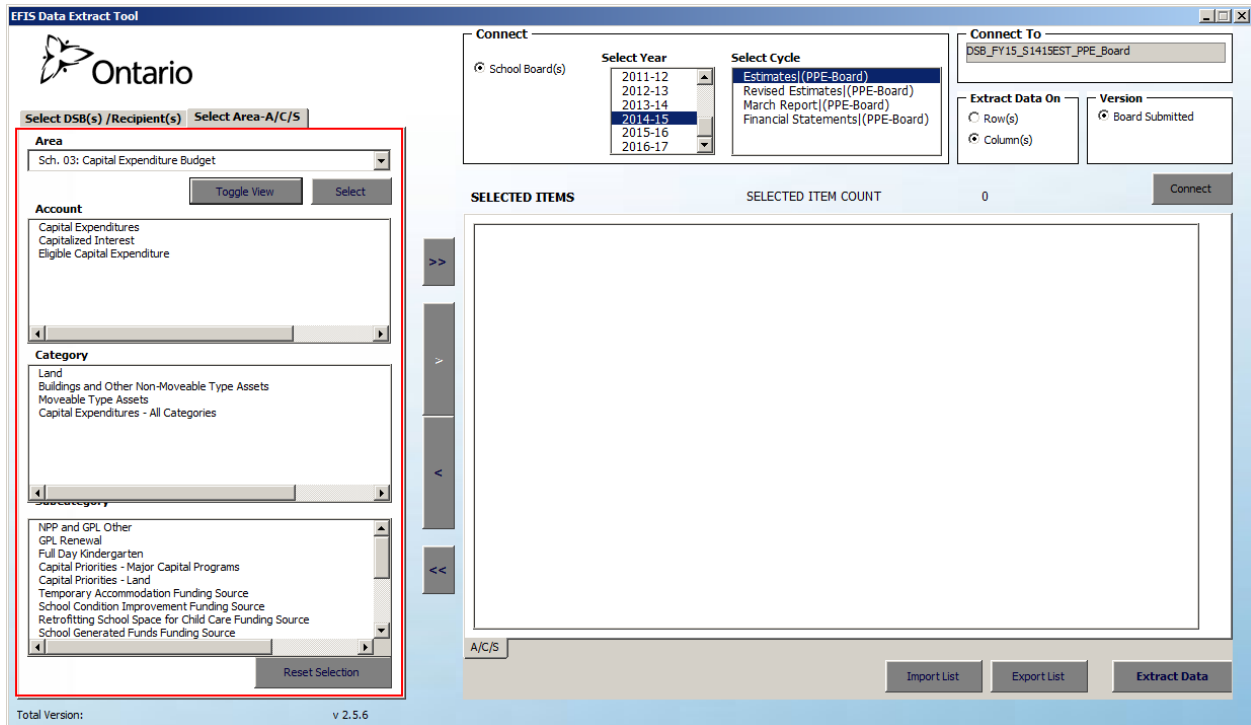
In order to select cells by A/C/S click the **Toggle View** button.



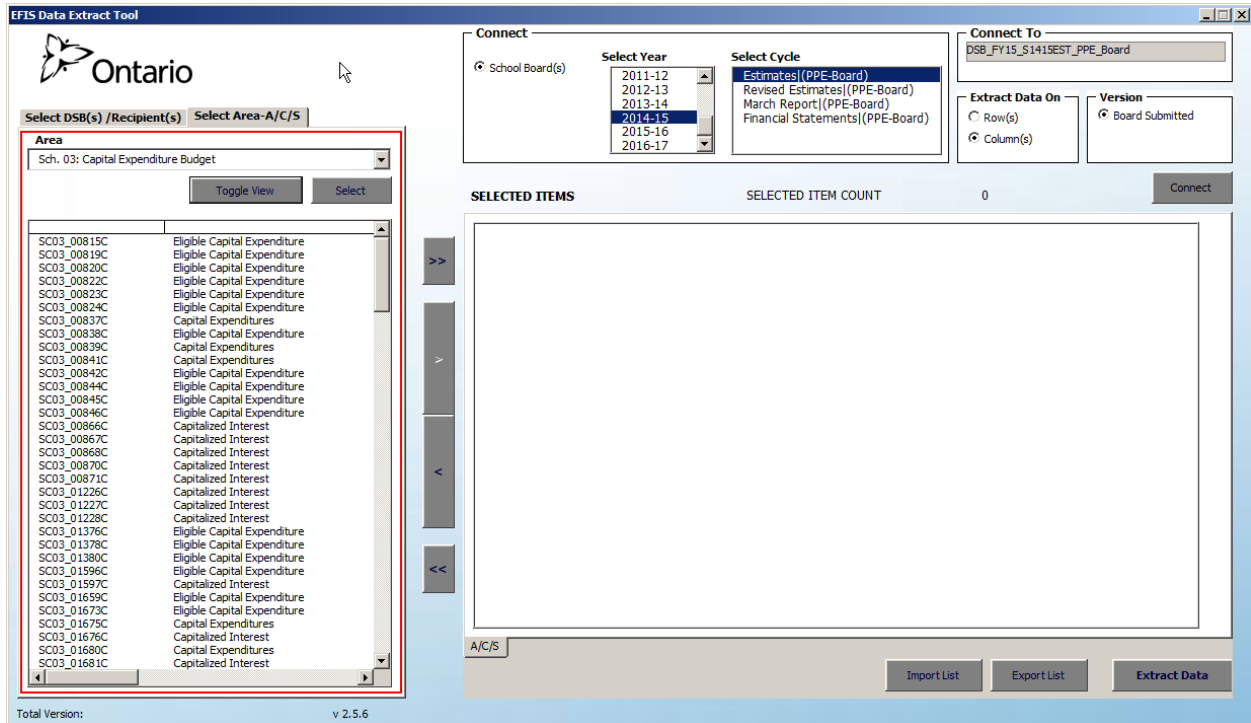
Once the **Toggle View** button is clicked, a pop up window will show two images for data selector style. Click on the image on the left to switch the view to A/C/S



Once select by Account/Category/Subcategory (A/C/S) is clicked, the following selection will be presented to the users to select cells. The list is dynamically populated to show only relevant combinations of A/C/S.

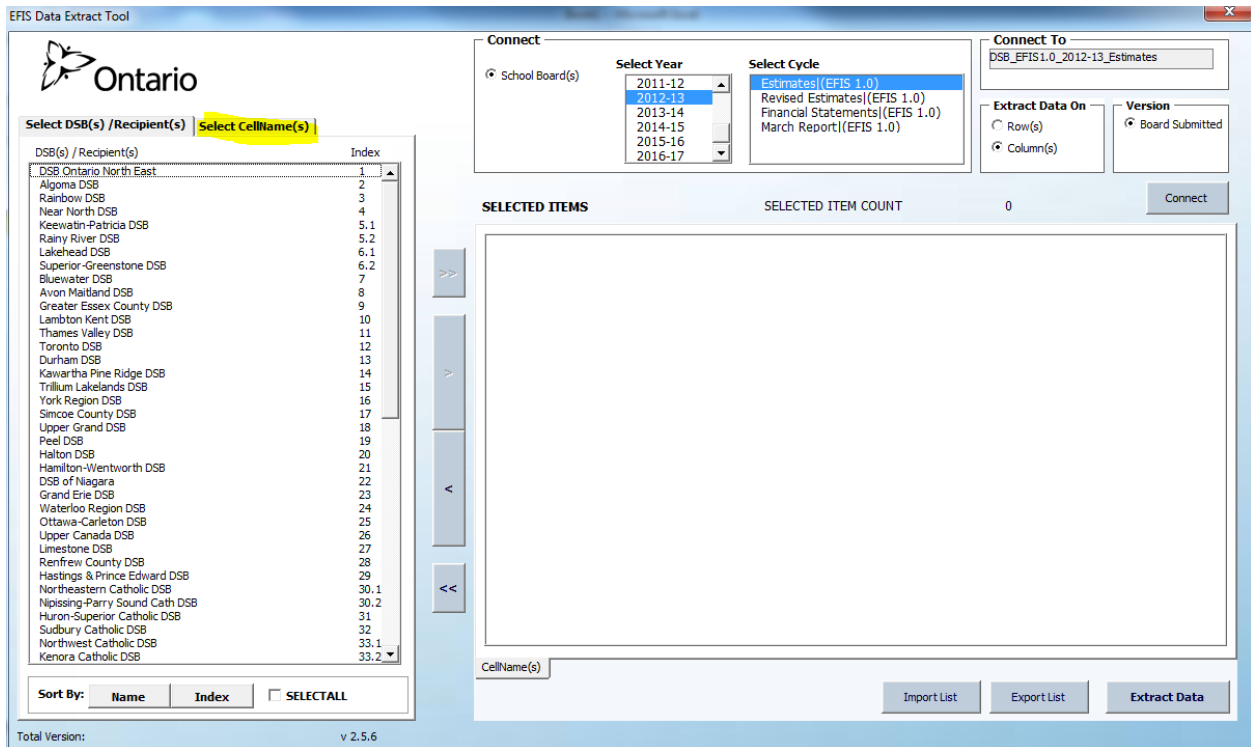


If the user prefers to go back to viewing by cell name, clicking Toggle View and selecting the right hand button (select by cell name) will bring the user back to the original cell name selection screen.

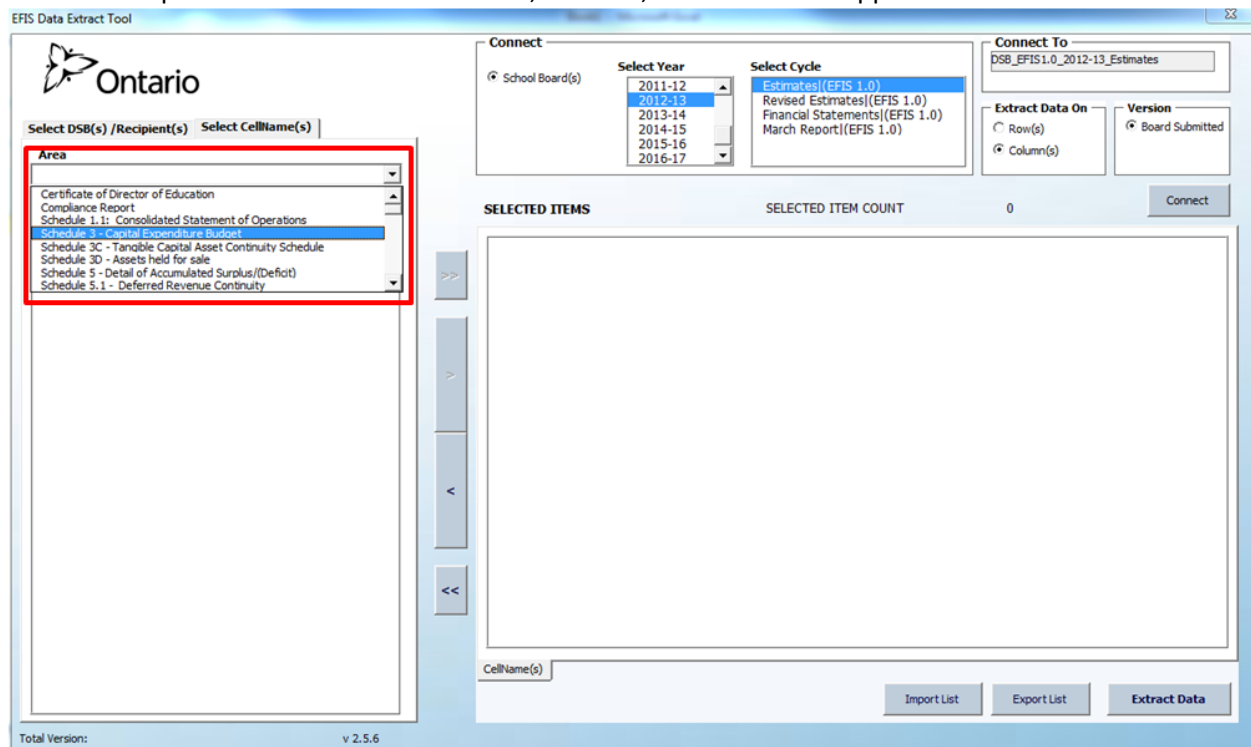


**EFIS 1.0 historical data selection:**

EFIS 1.0 data is selected using cell name only. If the user is viewing EFIS 2.0 data using the **Select Area-A/C/S** option, the tab will change to **Select CellName** tab when an EFIS 1.0 historical cycle is selected and connected. Click on the **Select CellName** tab.

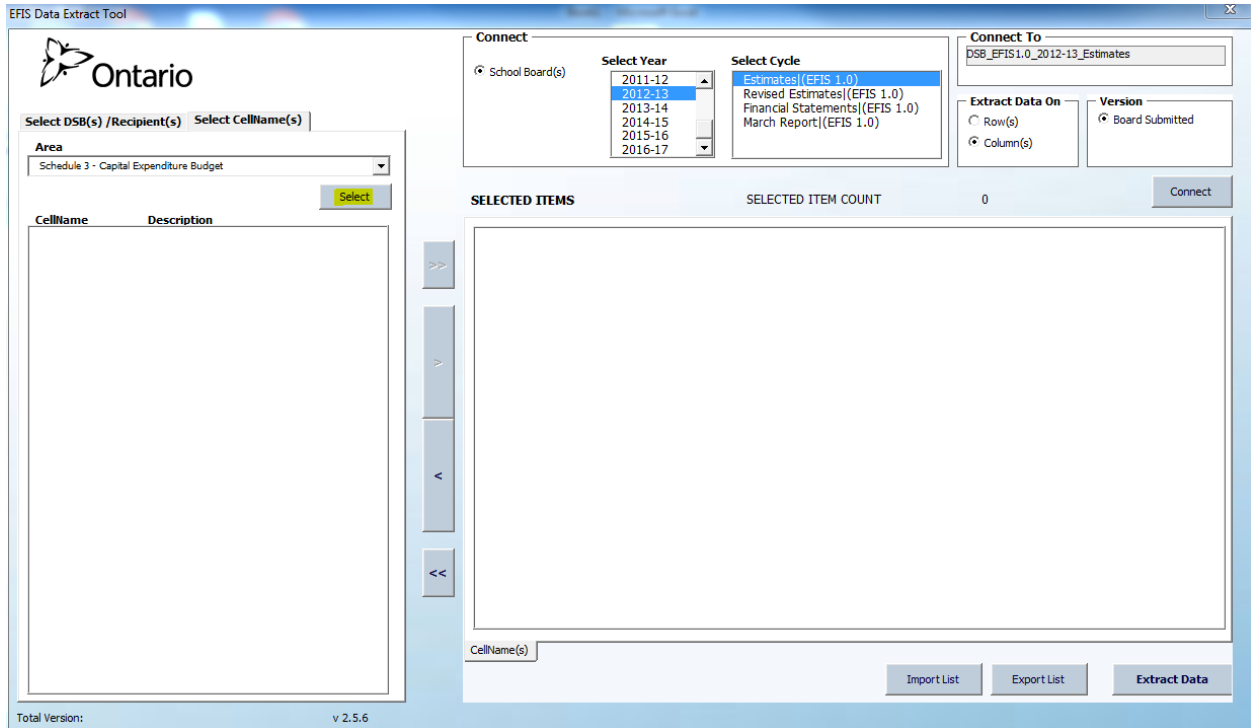


The Area dropdown menu lists all schedules, sections, data forms and appendices.

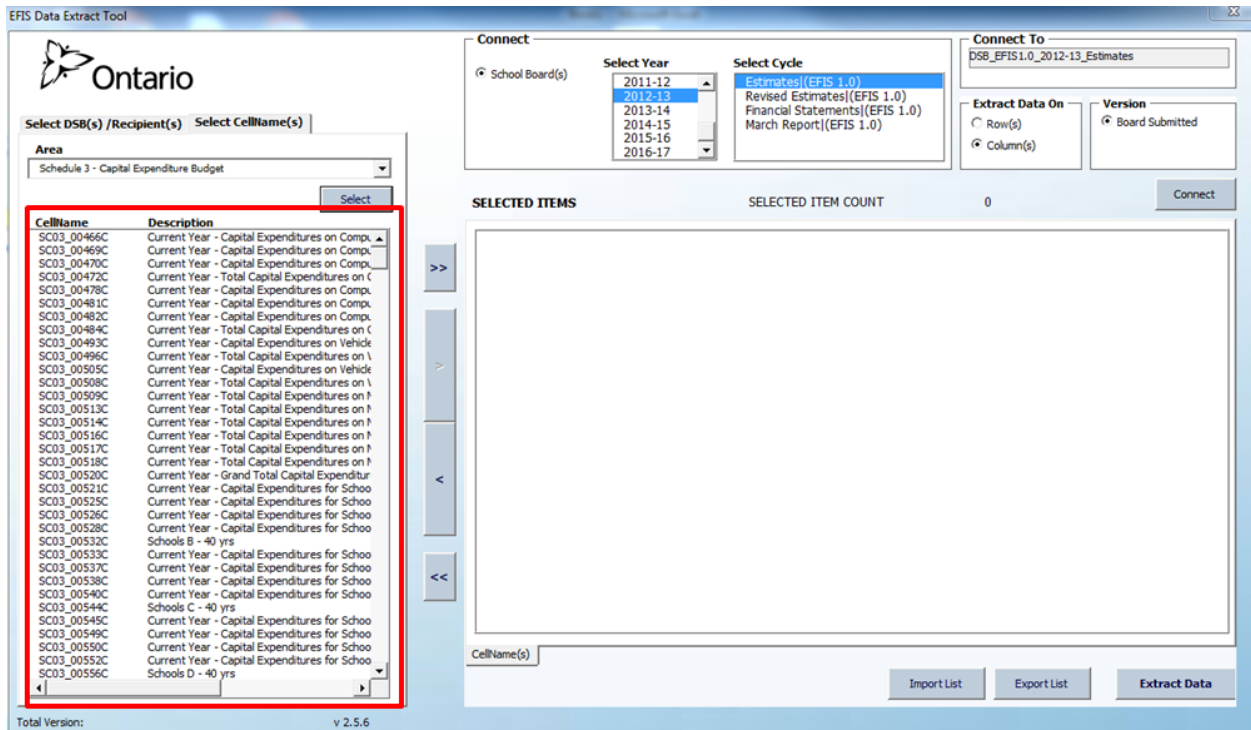




The next step is to select an item in the **Area** (i.e. Section, Schedule...) and then click on the **Select** button.



A list of cell names and their descriptions will be displayed for the selected Area. Please note: for historical (EFIS 1.0) data, cell descriptions are only available in English.



### 3.2.1 Selecting Items

The tool allows the user to select a number of cells across different areas (i.e. Allocations, Schedules etc.) for a specific Year / Cycle combination. There are a number of different methods for selecting cells which will be described in the following sections. Ultimately, the list of cells shown under the “Selected Items” section of the tool will dictate which cells will be extracted.



### 3.2.1.1 Selecting all Area items

In the case where all cells for the selected area are needed, follow these steps:

- Choose the **Area** from the drop down and click “Select”
- Click on the double right arrow >> (Add All) button without selecting any **Account/Category/SubCategory** or **Cell Name**

The screenshot shows the 'EFIS Data Extract Tool' interface. On the left, there are three dropdown menus: 'Area' (set to 'Sch. 03: Capital Expenditure Budget'), 'Account' (with options: Capital Expenditures, Capitalized Interest, Eligible Capital Expenditure), and 'Category' (with options: Land, Buildings and Other Non-Moveable Type Assets, Moveable Type Assets, Capital Expenditures - All Categories). Below these is a 'Subcategory' dropdown with a long list of options. A 'Toggle View' and 'Select' button are present. In the center, the 'Connect' section includes 'School Board(s)', 'Select Year' (2014-15), and 'Select Cycle' (Estimates((PPE-Board))). To the right, 'Connect To' is 'DSB\_FY15\_S141SEST\_PPE\_Board', and 'Extract Data On' is 'Column(s)'. The 'SELECTED ITEMS' list is empty, and a red box highlights the '>>' button.

This screenshot shows the same interface as above, but the 'SELECTED ITEMS' list is now populated with a long list of account numbers and descriptions. A red box highlights the '>>' button.

Account	Description
SC03_00815C	Eligible Capital Expenditure
SC03_00819C	Eligible Capital Expenditure
SC03_00820C	Eligible Capital Expenditure
SC03_00822C	Eligible Capital Expenditure
SC03_00823C	Eligible Capital Expenditure
SC03_00824C	Eligible Capital Expenditure
SC03_00837C	Capital Expenditures
SC03_00838C	Eligible Capital Expenditure
SC03_00839C	Capital Expenditures
SC03_00841C	Capital Expenditures
SC03_00842C	Eligible Capital Expenditure
SC03_00844C	Eligible Capital Expenditure
SC03_00845C	Eligible Capital Expenditure
SC03_00846C	Eligible Capital Expenditure
SC03_00866C	Capitalized Interest
SC03_00867C	Capitalized Interest
SC03_00868C	Capitalized Interest
SC03_00870C	Capitalized Interest
SC03_00871C	Capitalized Interest
SC03_01226C	Capitalized Interest
SC03_01227C	Capitalized Interest
SC03_01228C	Capitalized Interest
SC03_01376C	Eligible Capital Expenditure
SC03_01378C	Eligible Capital Expenditure
SC03_01380C	Eligible Capital Expenditure
SC03_01596C	Eligible Capital Expenditure
SC03_01597C	Capitalized Interest
SC03_01659C	Eligible Capital Expenditure
SC03_01673C	Eligible Capital Expenditure
SC03_01675C	Capital Expenditures
SC03_01676C	Capitalized Interest
SC03_01680C	Capital Expenditures
SC03_01681C	Capitalized Interest

Once selected, all items under **Area** will be populated in **Selected items** list box. The items (**Account/Category/Subcategory**) will also include Cell Name.

The screenshot shows the EFIS Data Extract Tool interface. On the left, the 'Area' dropdown is set to 'Sch. 03: Capital Expenditure Budget'. Below it, the 'Account' and 'Category' sections are visible. The 'Selected Items' list on the right contains 181 items, each with a unique identifier (e.g., SC03\_01673C) and a description of the expenditure item.

SELECTED ITEMS	SELECTED ITEM COUNT
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Capital Priorities - Major Capi	181
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Condition Improvemen	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Retrofitting School Space for	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Minor TCA	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Generated Funds Fun	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Renewal Funding Sou	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Renewable Energy	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Energy Efficient Schools	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets POD	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Other Deferred Revenue	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Funding Source Categories	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca NPP and GPL Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca GPL Renewal	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Full Day Kindergarten	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Capital Priorities - Major Capi	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Capital Priorities - Land	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Temporary Accommodation F	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Condition Improvemen	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Retrofitting School Space for	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Minor TCA	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Generated Funds Fun	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Renewal Funding Sou	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Renewable Energy	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Energy Efficient Schools	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca EDC Funding Source	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca POD	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Other Deferred Revenue	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Funding Source Categories	

This screenshot shows the same EFIS Data Extract Tool interface, but with a different set of accounts selected in the 'Area' dropdown. The 'Selected Items' list on the right remains the same, showing 181 items.

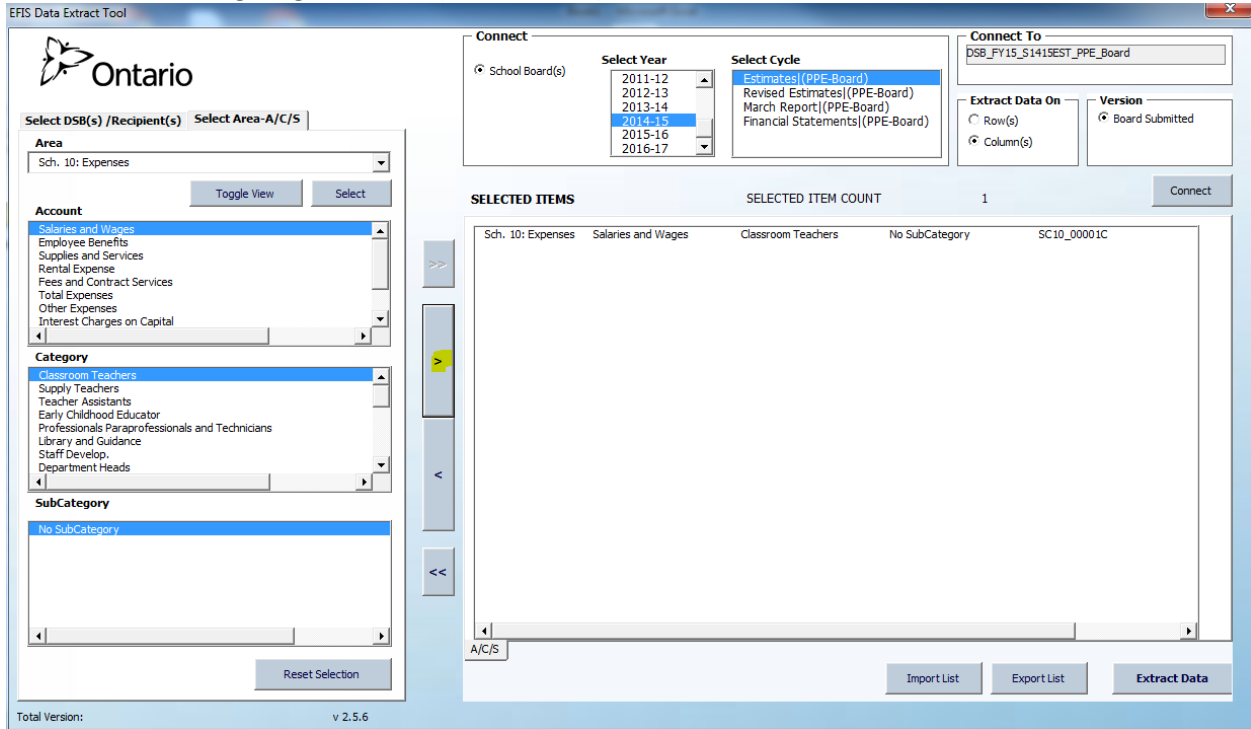
SELECTED ITEMS	SELECTED ITEM COUNT
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Capital Priorities - Major Capi	181
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Condition Improvemen	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Retrofitting School Space for	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Minor TCA	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Generated Funds Fun	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets School Renewal Funding Sou	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Renewable Energy	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Energy Efficient Schools	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets POD	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Other Deferred Revenue	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Moveable Type Assets Funding Source Categories	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca NPP and GPL Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca GPL Renewal	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Full Day Kindergarten	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Capital Priorities - Major Capi	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Capital Priorities - Land	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Temporary Accommodation F	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Condition Improvemen	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Retrofitting School Space for	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Minor TCA	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Generated Funds Fun	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca School Renewal Funding Sou	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Renewable Energy	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Energy Efficient Schools	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca EDC Funding Source	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca POD	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Other Deferred Revenue	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Other	
Sch. 03: Capital Exp Eligible Capital Expenditure Capital Expenditures - All Ca Funding Source Categories	

### 3.2.1.2 Selecting Individual Items

In the case only certain items from an **Area** are needed, an individual selection of **Account/Category/SubCategory** or **Cell Name** items is needed.

Our example for item selection will be **Sch10 Salaries and Wages for Classroom Teachers**.

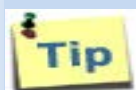
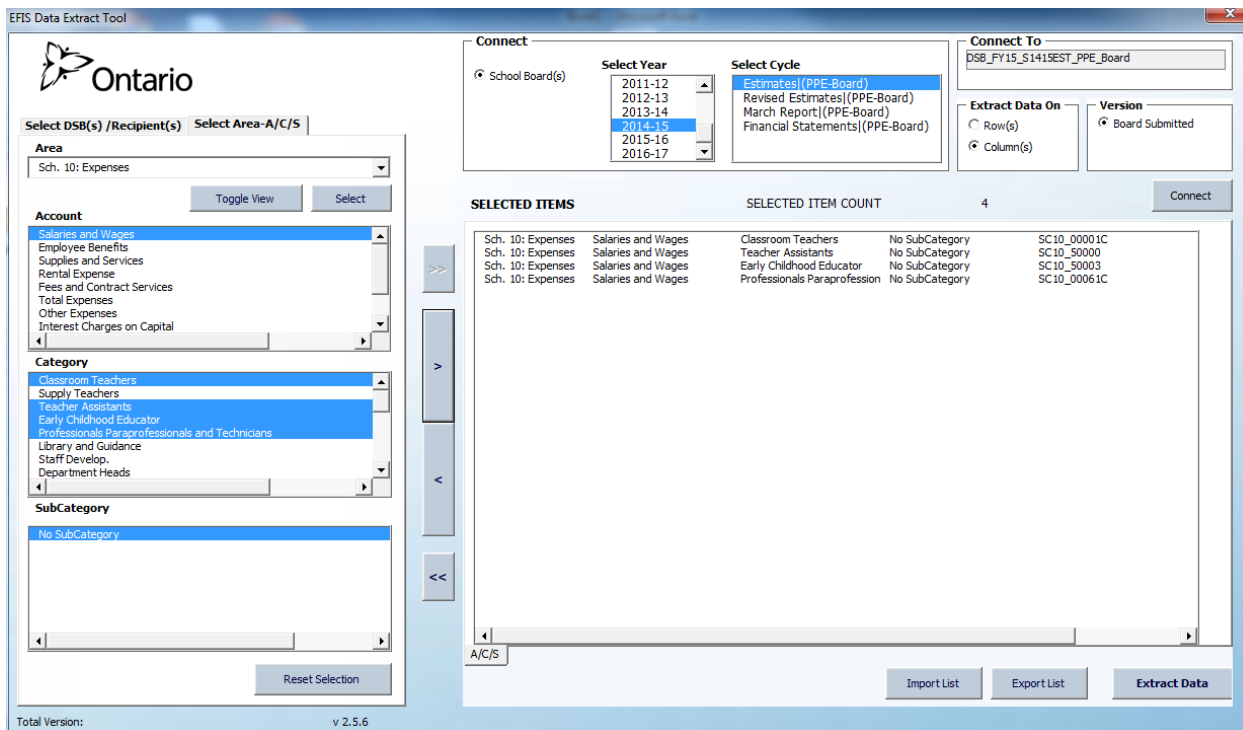
Select **Sch. 10: Expenses** for **Area**, **Salaries and Wages** for **Account** and **Classroom Teachers** for **Category**, and click on the single right arrow > (add selected) button.



Once selected, the item is added under **Selected items** listbox.

### 3.2.1.3 Selecting Multiple items

Multiple **Accounts/Categories/SubCategories** or **Cell Names** can also be selected by holding down the Ctrl key and clicking on each item that is to be selected or holding down the Shift key and selecting a block of cells. Then click the single right arrow > (add selected) button to move the items to the Selected Items list.



**Tip** Multi key selection only works for the last instance of **Account**, **Category**, and **SubCategory**. If the objective is to select Salaries and Wages and Supplies and Service for Classroom Teacher, multi selection key could not be used to select multiple accounts.



### 3.3 Reset Selection

Once items in **Account**, **Category** or **Subcategory** are selected, you can always reset the selection and start over. The **Reset Selection** button will reset the selections within the Selected Area (the left hand column). Please note that this function is only available in A/C/S selection not in cell name selection.

The screenshot shows the EFIS Data Extract Tool interface. On the left, there are three selection lists: 'Area' (Sch. 10: Expenses), 'Account' (Salaries and Wages), and 'SubCategory' (No SubCategory). The 'Reset Selection' button at the bottom of these lists is highlighted in yellow. On the right, the 'Connect' section shows 'School Board(s)' selected, 'Select Year' set to 2014-15, and 'Select Cycle' set to Estimates((PPE-Board)). The 'Connect To' field contains 'DSB\_FY15\_S141SEST\_PPE\_Board'. Below this, the 'Extract Data On' section has 'Column(s)' selected, and the 'Version' section has 'Board Submitted' selected. The 'SELECTED ITEMS' table shows 4 items:

Sch. 10: Expenses	Account	Category	SubCategory	Item ID
Sch. 10: Expenses	Salaries and Wages	Classroom Teachers	No SubCategory	SC10_00001C
Sch. 10: Expenses	Salaries and Wages	Teacher Assistants	No SubCategory	SC10_50000
Sch. 10: Expenses	Salaries and Wages	Early Childhood Educator	No SubCategory	SC10_50003
Sch. 10: Expenses	Salaries and Wages	Professionals Paraprofession	No SubCategory	SC10_00061C

The selection is cleared and a new **Account/Category/Subcategory** selection can be performed.

This screenshot is identical to the previous one, showing the 'Reset Selection' button highlighted in yellow. The 'SELECTED ITEMS' table now shows a different set of 4 items:

Sch. 10: Expenses	Account	Category	SubCategory	Item ID
Sch. 10: Expenses	Salaries and Wages	Classroom Teachers	No SubCategory	SC10_00001C
Sch. 10: Expenses	Salaries and Wages	Teacher Assistants	No SubCategory	SC10_50000
Sch. 10: Expenses	Salaries and Wages	Early Childhood Educator	No SubCategory	SC10_50003
Sch. 10: Expenses	Salaries and Wages	Professionals Paraprofession	No SubCategory	SC10_00061C

The Items in ‘Selected Items’ will not be automatically cleared. They can be selected and removed, leaving you with no items in ‘Selected Items’, as in the above screen shot.

The screenshot shows the EFIS Data Extract Tool interface. On the left, there are selection panels for 'Area', 'Account', 'Category', and 'SubCategory'. The 'Area' panel is set to 'Sch. 10: Expenses'. The 'Account' panel lists various expense categories. The 'Category' panel lists roles like 'Classroom Teachers' and 'Teacher Assistants'. The 'SubCategory' panel is set to 'No SubCategory'. The 'Connect' section at the top right shows 'School Board(s)' selected, '2014-15' as the 'Select Year', and 'Estimates((PPE-Board))' as the 'Select Cycle'. The 'Connect To' field contains 'DSB\_FY15\_S141SEST\_PPE\_Board'. The 'Extract Data On' section has 'Column(s)' selected, and the 'Version' section has 'Board Submitted' selected. The 'SELECTED ITEMS' table at the bottom center contains 4 rows of data:

Sch.	Account	Category	SubCategory	Item ID
Sch. 10: Expenses	Salaries and Wages	Classroom Teachers	No SubCategory	SC10_0001C
Sch. 10: Expenses	Salaries and Wages	Teacher Assistants	No SubCategory	SC10_50000
Sch. 10: Expenses	Salaries and Wages	Early Childhood Educator	No SubCategory	SC10_50003
Sch. 10: Expenses	Salaries and Wages	Professionals Paraprofession	No SubCategory	SC10_00061C

The 'SELECTED ITEM COUNT' is 4. At the bottom right, there are buttons for 'Import List', 'Export List', and 'Extract Data'. The status bar at the bottom left shows 'Total Version: v 2.5.6'.



### 3.4 Removing items from the Selected Items list

#### 3.4.1 Removing individual items

In the case where a single item or a few items are to be removed from the Selected Items list, select the item(s) to remove (using Ctrl and Shift is supported) and click on the single left arrow < (remove selected items) button.

The screenshot shows the 'EFIS Data Extract Tool' window. On the left, there are filters for 'Area' (Sch. 10: Expenses), 'Account' (Salaries and Wages), 'Category' (Staff Develop.), and 'SubCategory' (No SubCategory). The 'Connect' section shows 'School Board(s)' selected, '2014-15' as the 'Select Year', and 'Estimates (PPE-Board)' as the 'Select Cycle'. The 'Connect To' field contains 'DSB\_FY15\_S141SEST\_PPE\_Board'. The 'Extract Data On' section has 'Column(s)' selected, and the 'Version' section has 'Board Submitted' selected. The 'SELECTED ITEMS' table has a count of 4. The table contains the following data:

Sch. 10: Expenses	Salaries and Wages	Teacher Assistants	No SubCategory	SC10_50000
Sch. 10: Expenses	Salaries and Wages	Professionals Paraprofessionals	No SubCategory	SC10_00073C
Sch. 10: Expenses	Salaries and Wages	Library and Guidance	No SubCategory	SC10_00073C
Sch. 10: Expenses	Salaries and Wages	Staff Develop.	No SubCategory	SC10_00085C

Navigation buttons include '>>', '>', '<', and '<<'. The 'A/C/S' label is at the bottom left of the table. Buttons for 'Import List', 'Export List', and 'Extract Data' are at the bottom right.

The selected items are removed from the list.

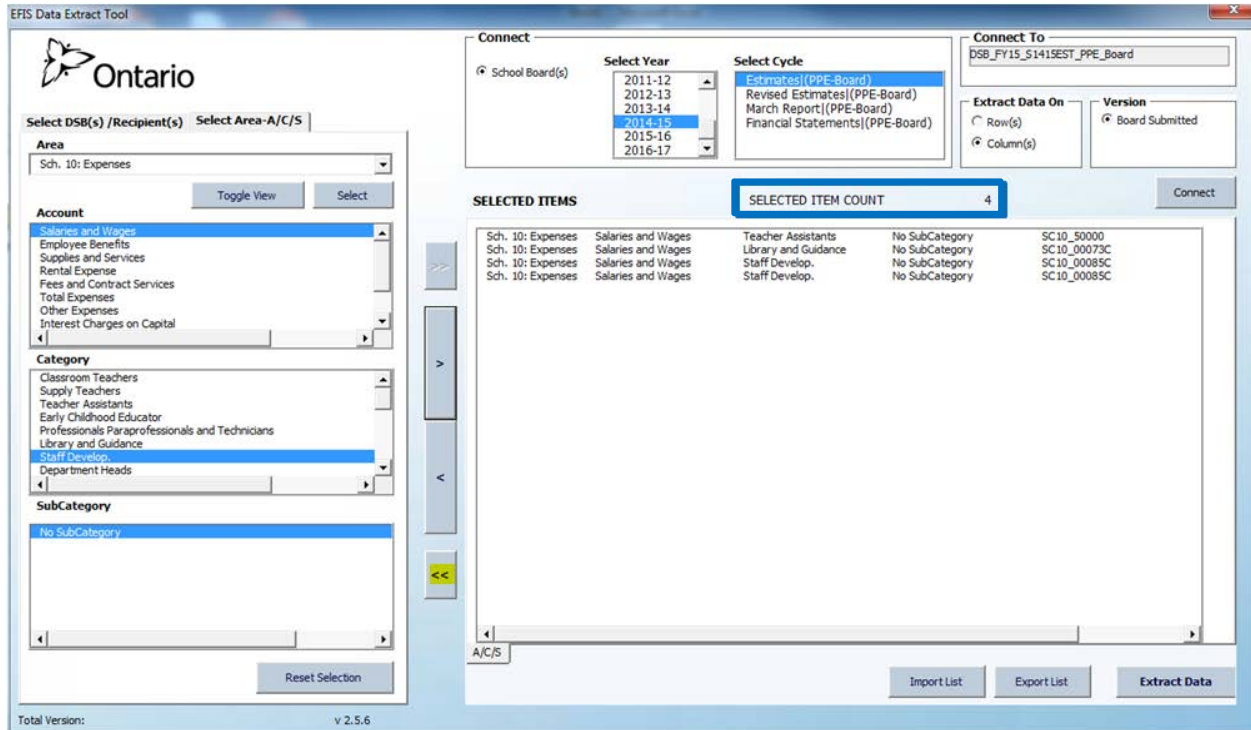
This screenshot is identical to the previous one, but the 'SELECTED ITEMS' table now has a count of 3. The table contains the following data:

Sch. 10: Expenses	Salaries and Wages	Teacher Assistants	No SubCategory	SC10_50000
Sch. 10: Expenses	Salaries and Wages	Library and Guidance	No SubCategory	SC10_00073C
Sch. 10: Expenses	Salaries and Wages	Staff Develop.	No SubCategory	SC10_00085C

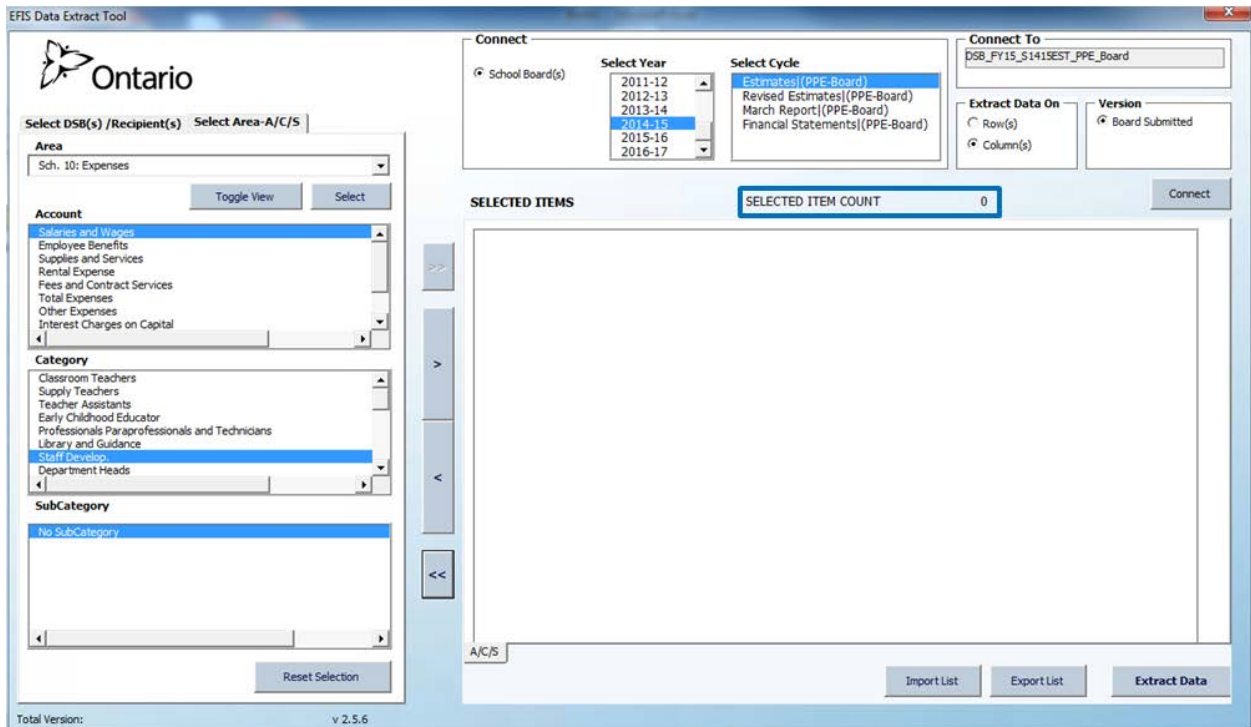
The 'SELECTED ITEMS' count is now 3. The rest of the interface remains the same.

### 3.4.2 Removing all items

In the case where all items are to be removed from the Selected Items list, click on the double left arrow << (remove all) button.

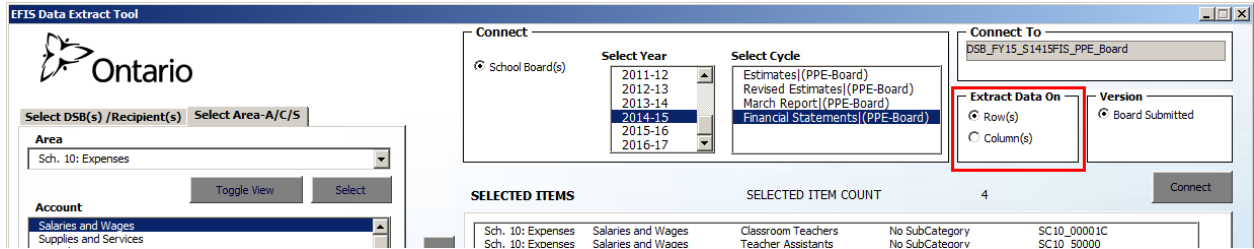


All items will be removed from the list and **Selected Item Count** will be 0.

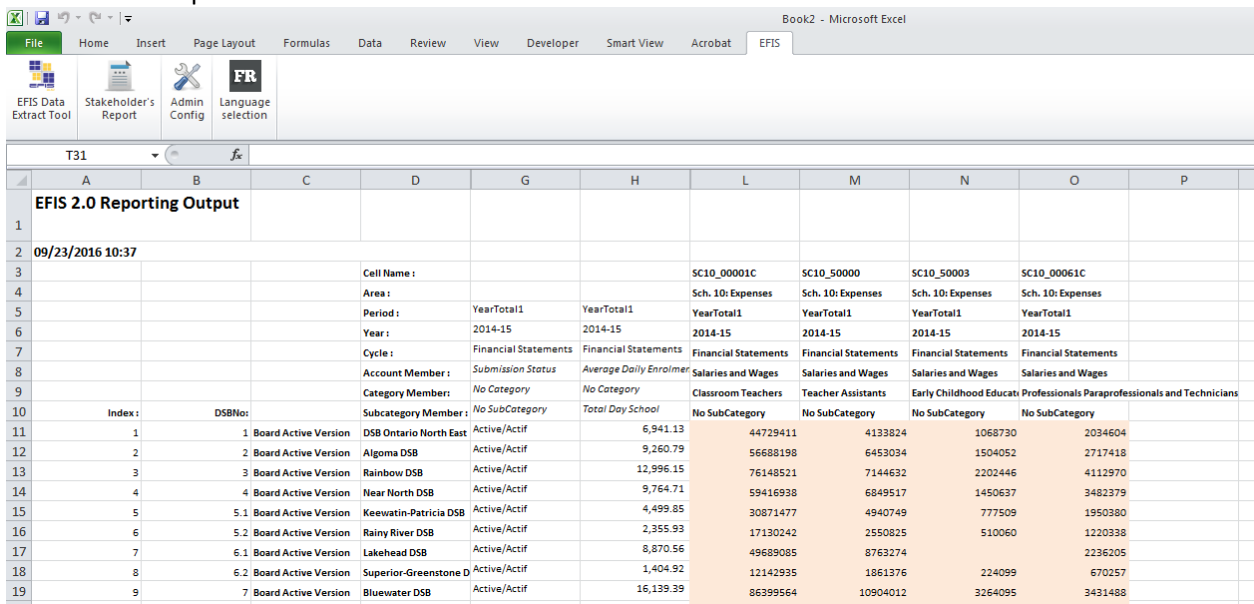


### 3.5 “Extract List On” Option

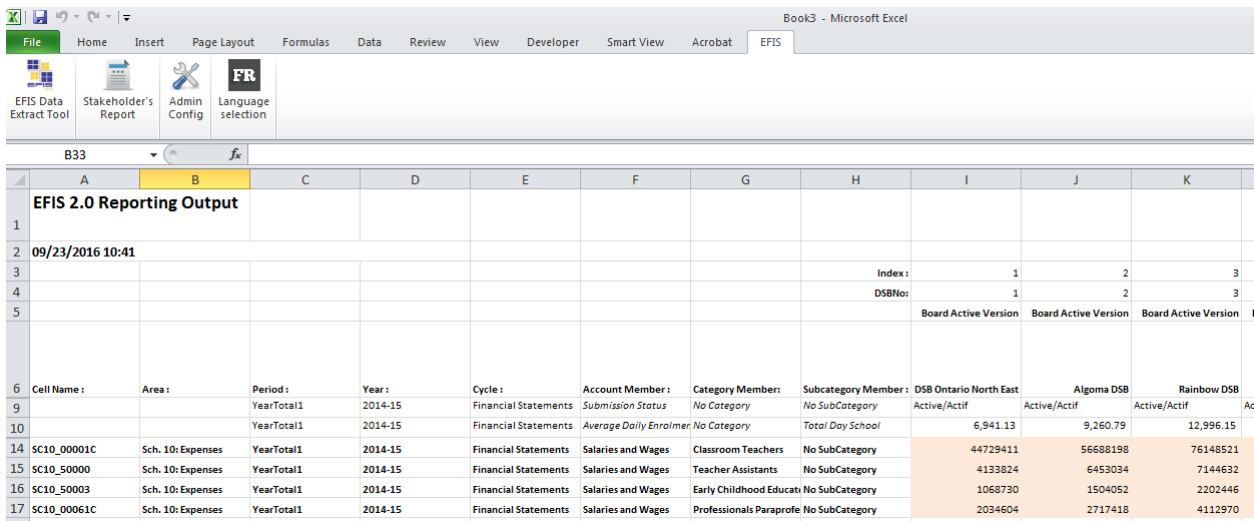
When data is extracted from the tool, it is placed on an Excel Sheet. The data can be extracted either on **Columns** or on **Rows**.



If **Columns** is selected, the selected data cells will be displayed on columns, with the School Boards displayed on rows. **Note:** Due to limitations within Excel, selections are limited to 1500 cells when extract list on option is set to Columns.



If **Rows** is selected, the selected data cells will be displayed on rows, with the School Boards displayed on columns.



### 3.6 Export

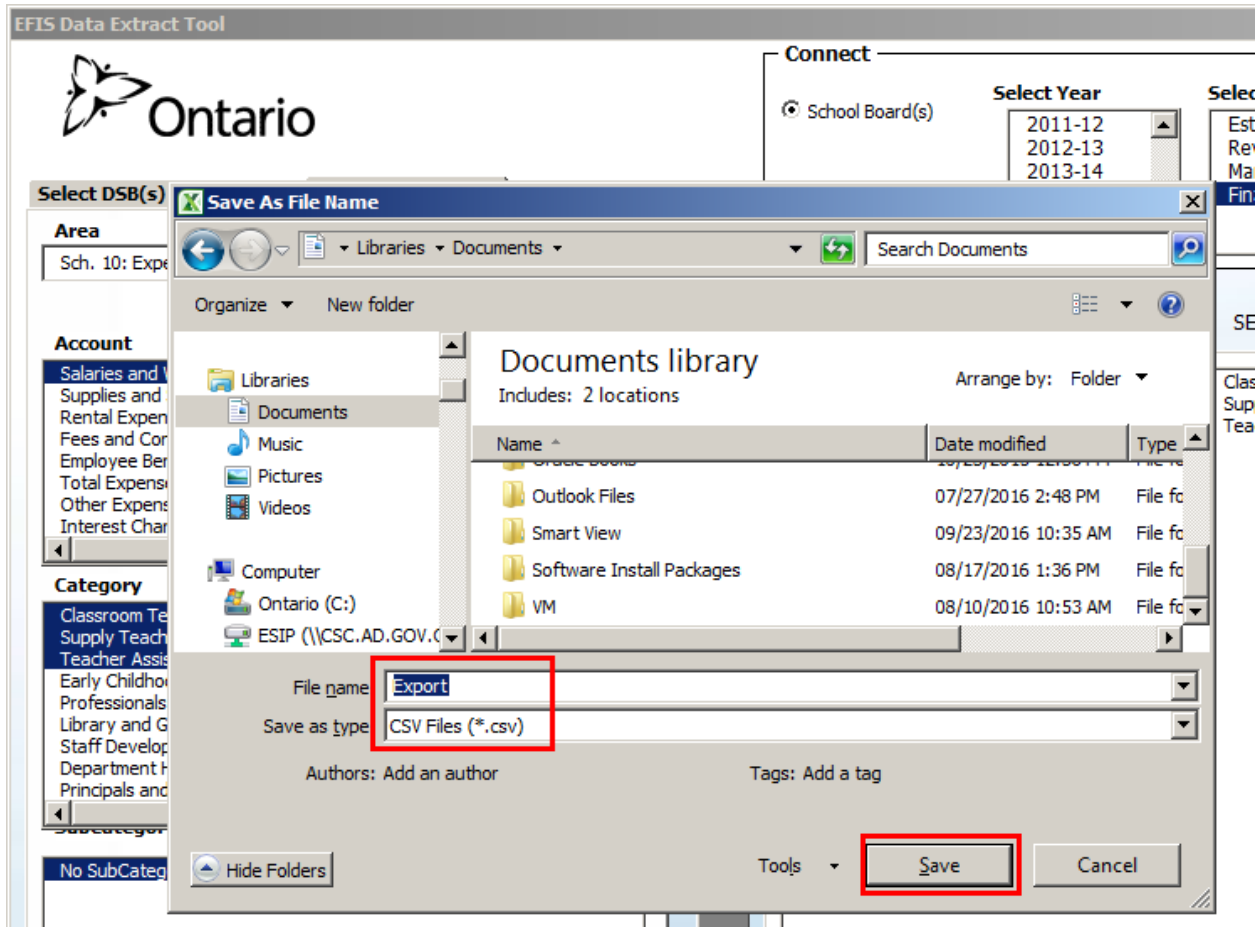
The tool gives the user the ability to save a list of selected items. Once a list has been generated in the Selected Items area, it can be saved by using the Export functionality. Please note: The exported list is not cycle specific for EFIS 2.0 data and can be used across multiple cycles as long as the A/C/S selections are valid for the cycles in question. The data export file for EFIS 1.0 data is cycle specific and therefore cannot be used to extract data across different cycles. In order to save the list, click the **Export List** button.

The screenshot shows the EFIS Data Extract Tool interface. On the left, there are selection panels for 'Area' (Sch. 10: Expenses), 'Account' (Salaries and Wages), 'Category' (Classroom Teachers), and 'Subcategory' (No SubCategory). The 'Connect' section at the top right shows 'School Board(s)' selected, '2014-15' selected in the 'Select Year' dropdown, and 'Financial Statements (PPE-Board)' selected in the 'Select Cycle' dropdown. The 'Connect To' field contains 'DSB\_FY15\_S1415EFIS\_PPE\_Board'. Below this, the 'Extract Data On' section has 'Row(s)' selected, and the 'Version' section has 'Board Submitted' selected. The 'SELECTED ITEMS' table shows 3 items:

SELECTED ITEMS	SELECTED ITEM COUNT
Sch. 10: Expenses Salaries and Wages Classroom Teachers No SubCategory SC10_0001C	3
Sch. 10: Expenses Salaries and Wages Supply Teachers No SubCategory SC10_00013C	
Sch. 10: Expenses Salaries and Wages Teacher Assistants No SubCategory SC10_50000	

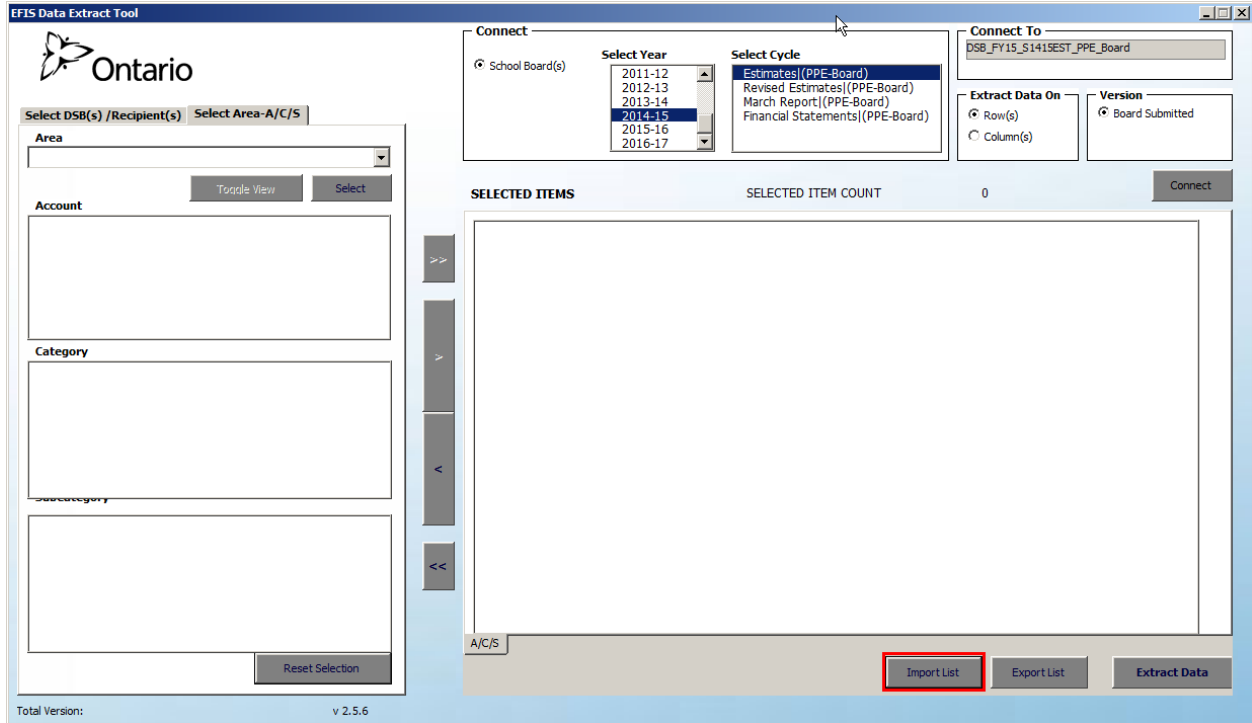
At the bottom right, the 'Export List' button is highlighted with a red rectangle. Other buttons include 'Import List' and 'Extract Data'. The status bar at the bottom left shows 'Total Version: v 2.5.6'.

Once the button is clicked the Excel “Save As” dialogue will ask for details where the file should be saved and what it should be named. Clicking the **Save** button will save the file in \*.csv format.

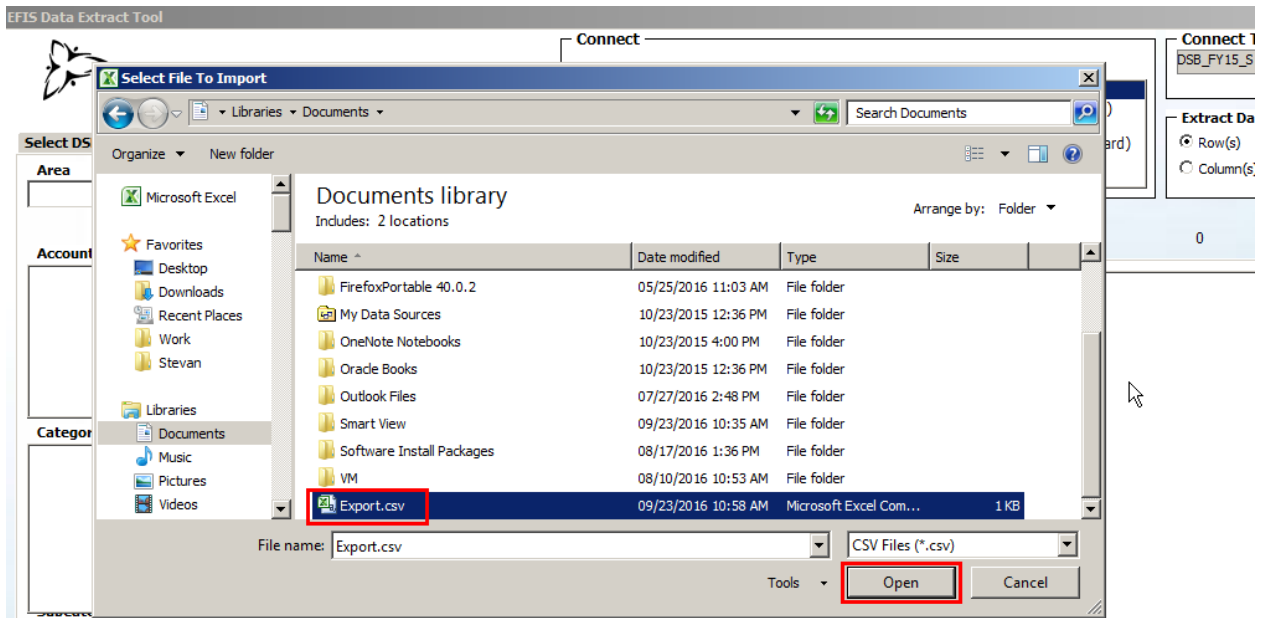


### 3.7 Import

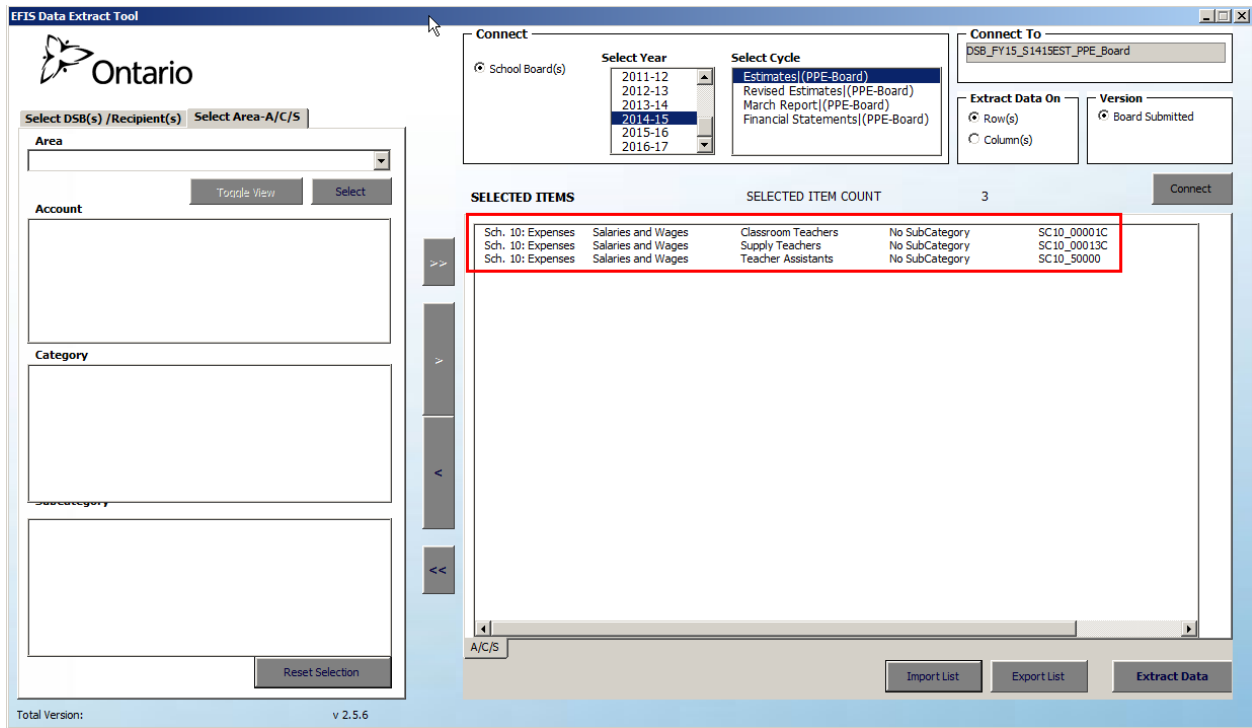
In order to import a list that was saved, the user must first connect to the desired cycle. Once the connection is established and the user selects the list of DSBs that they wish to extract data for, instead of selecting an Area and list of cells, the user can simply click the **Import List** button.



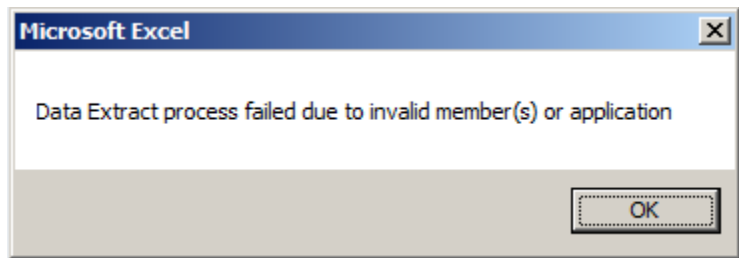
Once the button is clicked the Excel “Open” dialogue will allow the user to find the exported file. Once the file is located and selected, clicking the **Open** button will start the process of importing cells.



The imported list of cells will be shown in the **Selected items** area.



Note: If the imported selection does not exist in the year/cycle selected for EFIS 2.0 data, the extracted results will not be correct. An error message will inform the user of this.





Furthermore, if the data extract is invalid, the area where the cell details are extracted on the Excel sheet will be highlighted as shown below

The top screenshot shows the 'EFIS 2.0 Reporting Output' table. The highlighted row (row 14) contains the following data:

Cell Name	Area	Period	Year	Cycle	Account Member	Category Member	Subcategory Member
SC01100004C	Sch. 01.1: Consolidated YearTotal1	YearTotal1	2014-15	Revised Estimates	Consolidated Statemen	Total School Generated PY1 Actual	

The bottom screenshot shows the 'Cell Details' for the highlighted cell (A20). The details are as follows:

Cell Name :	
Area :	
Period :	YearTotal1
Year :	&CurYear
Cycle :	&CurScenario
Account Member :	Consolidated Statemen
Category Member :	Total School Generated PY1 Actual
Subcategory Member :	
Index :	19
DSBNo :	17 Board Active Version
Simcoe County DSB	



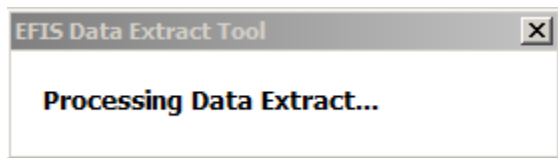
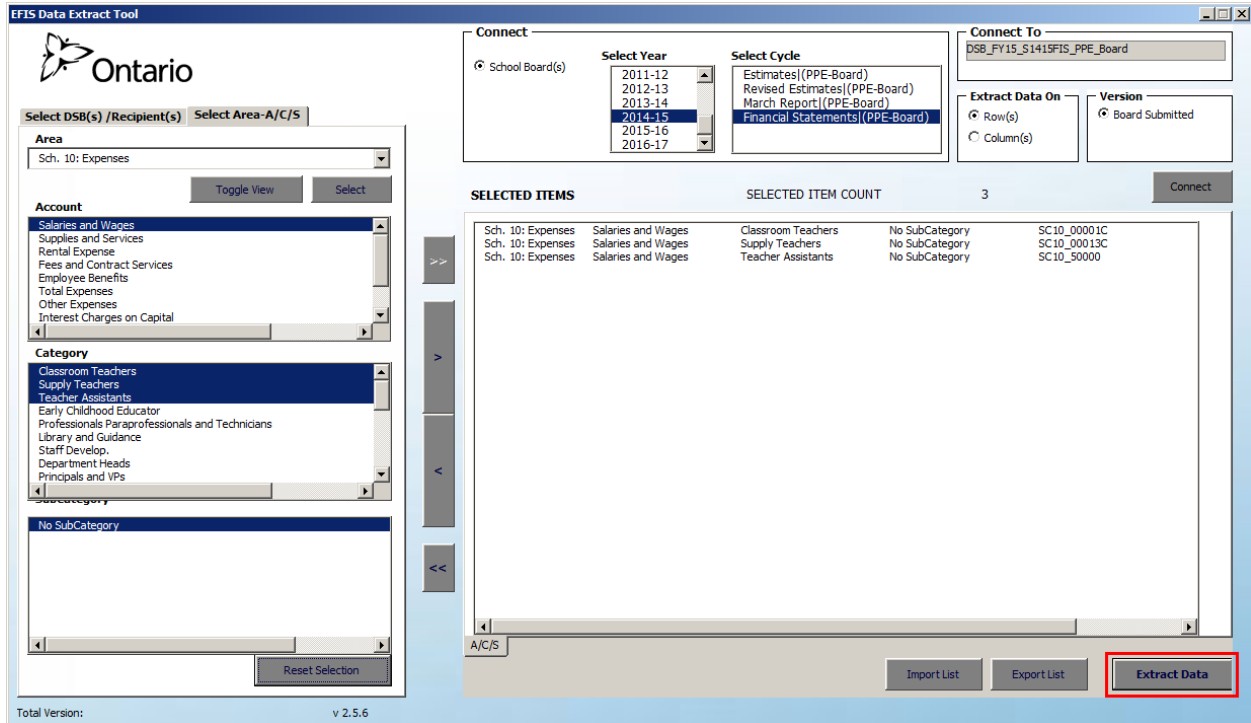
**OTHER NOTES:**

1. The export file from EFIS 1.0 data cannot be used in EFIS 2.0 import and vice versa.
2. EFIS 2.0 export file is not year/cycle specific and can therefore be used across years/cycles as long as A/C/S is valid for the selected year/cycle.
3. EFIS 1.0 export file is year/cycle specific and cannot be imported to other year/cycle.

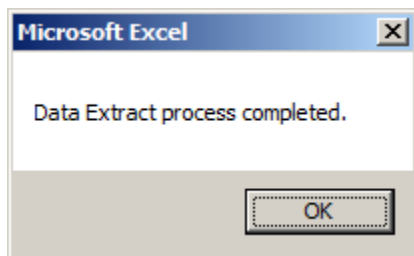


### 3.8 Extracting Data - Generating Reports

The final step in the process is to Extract data onto the Excel sheet and generate the report. Once the list of desired cells is populated under “Selected Items” clicking on **Extract Data** will start the data extract process.



Once the process is completed successfully a confirmation message will pop up.



Once the user clicks OK on the popup, the data extract tool will remain. In order to see the extracted data the user must minimize the Data Extract Tool window.

The Excel sheet now contains data for the Year, Cycle, DSB(s) and Cells selected by the user. The data is extracted on either Columns or Rows depending on user selection. Any subsequent data extracts will be exported to a new Excel Workbook.

Cell Name	Area	Period	Year	Cycle	Account Member	Category Member	Subcategory Member	DSB Ontario North East	Algoma DSB	Rainbow DSB	Near North DSB	
9		YearTotal1	2014-15	Financial Statements	Submission Status	No Category	No SubCategory	Active/Actif	Active/Actif	Active/Actif	Active/Actif	
10		YearTotal1	2014-15	Financial Statements	Average Daily Enrolment	No Category	Total Day School	6,941.13	9,260.79	12,996.15	9,764.71	
14	SC10_00001C	Sch. 10: Expenses	YearTotal1	2014-15	Financial Statements	Salaries and Wages	Classroom Teachers	No SubCategory	44729411	56688198	76148521	59416938
15	SC10_00013C	Sch. 10: Expenses	YearTotal1	2014-15	Financial Statements	Salaries and Wages	Supply Teachers	No SubCategory	1551293	2485346	2467002	3040934
16	SC10_50000	Sch. 10: Expenses	YearTotal1	2014-15	Financial Statements	Salaries and Wages	Teacher Assistants	No SubCategory	4133824	6453034	7144632	6849517

The data displayed on the Excel sheet differs slightly between EFIS 2.0 and EFIS 1.0 data, due to the structure of the databases. Both extracts contain a summary section which gives the user provincial totals and breaks data down by a number of different categories such as Board Language, Board Type, Board Region, Board Size, etc. Please note that the summary is structured as an Excel formula and will only display correct data if all School Boards are selected by the user.

	CD	CE	CF	CG	CH	CI	CJ	CK
6	<b>Provincial Totals:</b>	<b>Public English DSB Totals</b>	<b>Public French DSB Totals</b>	<b>Public DSB Totals</b>	<b>Separate English DSB Totals</b>	<b>Separate French DSB Totals</b>	<b>Separate DSB Totals</b>	<b>English DSB Totals</b>
9								
10								
14	10,583,518,579.00	6,955,975,400.00	170,950,582.00	7,126,925,982.00	3,016,329,968.00	440,262,629.00	3,456,592,597.00	9,972,305,368.00
15	411,972,168.00	289,374,209.00	7,133,628.00	296,507,837.00	99,092,967.00	16,371,364.00	115,464,331.00	388,467,176.00
16	981,527,201.00	620,429,997.00	16,895,652.00	637,325,649.00	298,440,128.00	45,761,424.00	344,201,552.00	918,870,125.00
17								

## 3.9 Stakeholder’s Report

The Stakeholder’s Report extracts all cells for all school boards for a selected Year/Cycle combination. The data is extracted in a single workbook either on one sheet or broken down by area.

### 3.9.1 Computer Registry Requirements

Due to the large number of cells that the Stakeholder’s Report retrieves, there are a few changes need to be made in the computer’s registry in for it to run. If you do not have the administrative access to your computer, you will need assistance from your IT department to make the following changes to the registry:

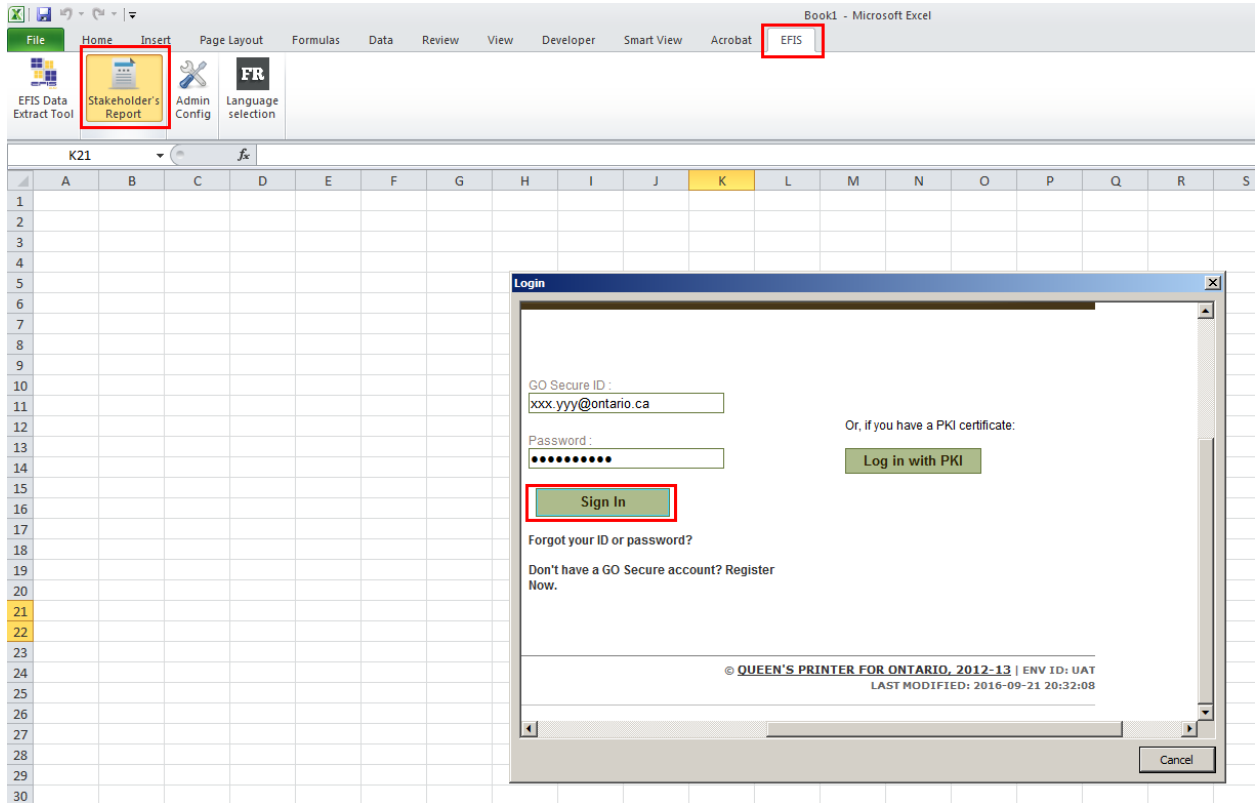
1. Open the Registry, Start -> Run -> Regedit
2. For client machine with **Win 64-bit with Office 64-bit** or **Win 32-bit with Office 32-bit**, locate the following section:  
**HKEY\_LOCAL\_MACHINE\Software\Microsoft\Windows\CurrentVersion\Internet Settings**  
 Create the following new DWORD keys with decimal values:  
**ReceiveTimeout 1800000**  
**KeepAliveTimeout 1800000**  
**ServerInfoTimeout 1800000**
3. If you run **Win 64-bit with Office 32-bit**, locate the following section:  
**HKEY\_LOCAL\_MACHINE\Software\WOW6432Node\Microsoft\Windows\CurrentVersion\Internet Settings**  
 Create the following new DWORD keys with decimal values:  
**ReceiveTimeout 1800000**  
**KeepAliveTimeout 1800000**  
**ServerInfoTimeout 1800000**

These changes result in the timeout settings being increased to 30 minutes which will allow the Stakeholder’s Report to run successfully.

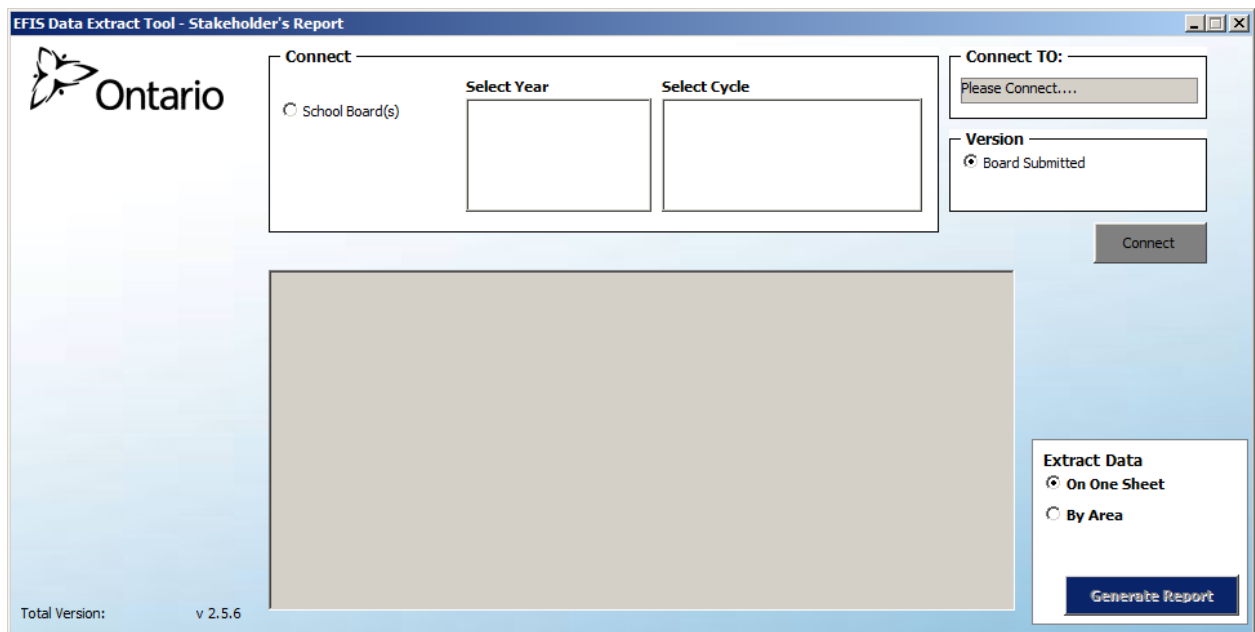


### 3.9.2 Logon to Stakeholder’s Report

Please note: It is recommended to close Excel completely and reopen it before attempting to run the Stakeholder’s Report. To access the Stakeholder’s report click on the **EFIS** tab in the Excel ribbon, click the **Stakeholder’s Report** icon and Enter your Data Extract Tool GO Secure credentials.



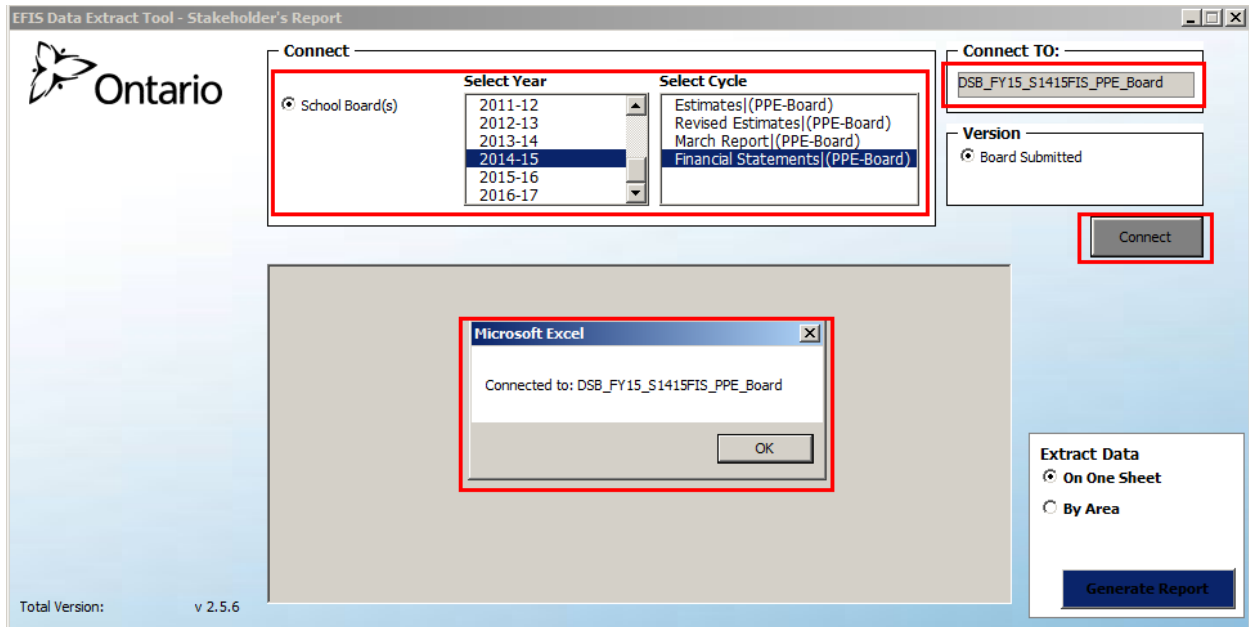
Once logged in, the Stakeholder’s Report menu will appear.



### 3.9.3 Connect

The selection process in the Stakeholder’s Report works in the same way as the regular data extract tool. The major difference is the fact that in the Stakeholder’s Report all cells are selected for all School Boards, leaving the user less choice.

Select School Board(s), Year and Cycle and click **Connect**. A window will pop up informing the user that the connection was successful. The connection details will also be indicated in the top right window of the screen.

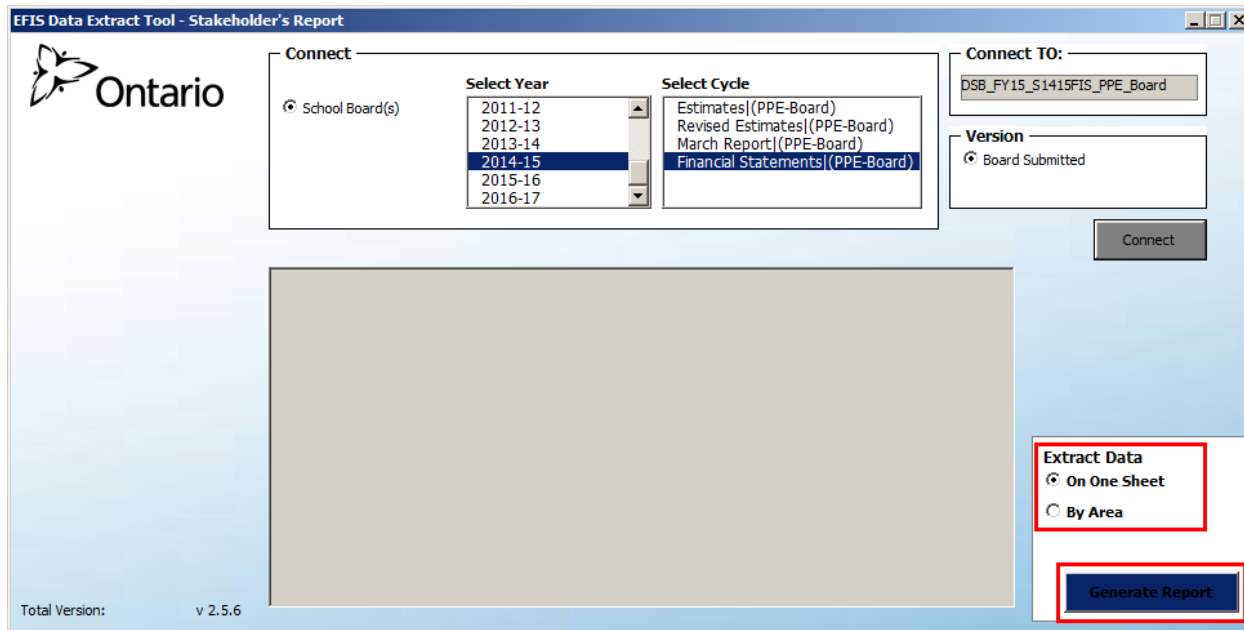


### 3.9.4 Generate Report

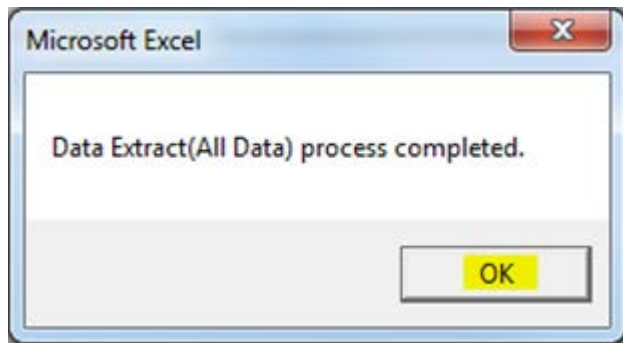
The data in the report can be extracted in two formats:

- On One Sheet – This option extracts all the cells along the rows with all school boards across the columns on one Excel sheet.
- By Area – this option extracts all cells along the rows with all school boards across the columns on multiple Excel sheets – each sheet representing an Area of the application

Select one of the options above and click **Generate Report** to run the report.



The extraction of the report can take upwards of 10 minutes, depending on the number of relevant cells in the selected Year / Cycle. Please note that while the extract process is running, some Microsoft Office components (i.e. Outlook) may become unresponsive. Once the process has completed successfully, a message box will appear stating that the data extract process has been completed.





On One Sheet

EFIS 2.0 Reporting Output																	
08/31/2016 9:33																	
Call Name	Area	Period	Year	Cycle	Account Member	Category Member	Subcategory Member	DSB Ontario North East	Algoma DSB	Rainbow DSB	Near North DSB	Kawartha/Patricia DSB	Bay of Quintes DSB	Lakehead DSB			
		YearTotal	2014-15	Financial Statements	Submission Status	No Category	No SubCategory	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not			
14	COMP_00077C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Gross Exp No Category	No SubCategory	4125138	5051589	4379825	4207225	3878485	2273365	47296C			
15	COMP_00078C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Other Res No Category	No SubCategory	128626	729053	651507	322798	908966	689427	7655C			
16	COMP_00013C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Met Expend No Category	No SubCategory	3996512	4322536	3720318	3004031	290520	1503936	39742C			
17	COMP_00014C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Funding A No Category	No SubCategory	4021720	4667814	4887902	3971348	2999912	2099477	46431C			
18	COMP_00058C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Overpen No Category	No SubCategory	0	0	0	0	0	0				
19	COMP_00016C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Admin An No Category	No SubCategory										
20	COMP_00073C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Multi-Year No Category	No SubCategory										
21	COMP_00059C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year R No Category	No SubCategory	117379911.9	151487887.7	180786566.7	14522846.5	84061414.61	49960136.54	127106221			
22	COMP_00060C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year Fx No Category	No SubCategory	118064527	150327033	178760366	144086546	84131530	49995059	1272980C			
23	COMP_00061C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year Su No Category	No SubCategory	-478125.07	973931.73	2019320.87	568125.49	-70115.39	-70179.46	-130704			
24	COMP_00062C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Balanced No Category	No SubCategory										
25	COMP_00063C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Operating No Category	No SubCategory	10084520.1	12630930	164023876.1	12826167.6	70305462.11	3823206.17	11170360			
26	COMP_00064C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Percent An No Category	No SubCategory	1008455.101	126309.9	1640238.761	1282618.676	703054.8821	382362.8617	1117193.6			
27	COMP_00065C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Prior Year No Category	No SubCategory	1244018	12601257	2077964	4548328	20093627	22915872	1164507			
28	COMP_00066C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Less of No Category	No SubCategory	1008455.201	126309.9	1640238.761	1282618.676	703054.8821	382362.8617	1117193.6			
29	COMP_00067C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
30	COMP_00068C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Amount An No Category	No SubCategory										
31	COMP_00069C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Amount An No Category	No SubCategory										
32	COMP_00070C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
33	COMP_00071C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
34	COMP_10000	Compliance Report	YearTotal	2014-15	Financial Statements	DSB Constant - Percent No Category	Total Day School	0.01	0.01	0.01	0.01	0.01	0.01	0.01			
35	SC01_00001C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Cash and Cash Equiv No Category	CY Actual	23312609	1772067	25297014			22031021	961676			
36	SC01_00002C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Cash and Cash Equiv No Category	PFS Actual	28285444	21568796	18720144	1968430	10025861	21818095	988078			
37	SC01_00003C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Temporary Investm No Category	CY Actual						58730	1048873			
38	SC01_00004C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Temporary Investm No Category	PFS Actual							503959			
39	SC01_00005C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Accounts Receivable No Category	CY Actual	44973376	99497056	57361572	76744485	25751264	28707915	4502186			
40	SC01_00006C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Accounts Receivable No Category	PFS Actual	49848059	97702118	59049091	87825126	25421257	30063925	486913C			
41	SC01_00007C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Investments No Category	CY Actual	391284	110614	571400	292906	8024956					
42	SC01_00008C	Sub. 01: Consolidated	YearTotal	2014-15	Financial Statements	FP - Investments No Category	PFS Actual	327229	102963	552920	292906	11420067					

By Area

EFIS 2.0 Reporting Output																	
08/31/2016 9:24																	
Call Name	Area	Period	Year	Cycle	Account Member	Category Member	Subcategory Member	DSB Ontario North East	Algoma DSB	Rainbow DSB	Near North DSB	Kawartha/Patricia DSB	Bay of Quintes DSB	Lakehead DSB			
		YearTotal	2014-15	Financial Statements	Submission Status	No Category	No SubCategory	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not	Active/Not			
14	COMP_00077C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Gross Exp No Category	No SubCategory	4125138	5051589	4379825	4207225	3878485	2273365	47296C			
15	COMP_00078C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Other Res No Category	No SubCategory	128626	729053	651507	322798	908966	689427	7655C			
16	COMP_00013C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Met Expend No Category	No SubCategory	3996512	4322536	3720318	3004031	290520	1503936	39742C			
17	COMP_00014C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Funding A No Category	No SubCategory	4021720	4667814	4887902	3971348	2999912	2099477	46431C			
18	COMP_00058C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Overpen No Category	No SubCategory	0	0	0	0	0	0				
19	COMP_00016C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Admin An No Category	No SubCategory										
20	COMP_00073C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Multi-Year No Category	No SubCategory										
21	COMP_00059C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year R No Category	No SubCategory	117379911.9	151487887.7	180786566.7	14522846.5	84061414.61	49960136.54	127106221			
22	COMP_00060C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year Fx No Category	No SubCategory	118064527	150327033	178760366	144086546	84131530	49995059	1272980C			
23	COMP_00061C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - In-year Su No Category	No SubCategory	-478125.07	973931.73	2019320.87	568125.49	-70115.39	-70179.46	-130704			
24	COMP_00062C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Balanced No Category	No SubCategory										
25	COMP_00063C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Operating No Category	No SubCategory	10084520.1	12630930	164023876.1	12826167.6	70305462.11	3823206.17	11170360			
26	COMP_00064C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Percent An No Category	No SubCategory	1008455.101	126309.9	1640238.761	1282618.676	703054.8821	382362.8617	1117193.6			
27	COMP_00065C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Prior Year No Category	No SubCategory	1244018	12601257	2077964	4548328	20093627	22915872	1164507			
28	COMP_00066C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Less of No Category	No SubCategory	1008455.201	126309.9	1640238.761	1282618.676	703054.8821	382362.8617	1117193.6			
29	COMP_00067C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
30	COMP_00068C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Amount An No Category	No SubCategory										
31	COMP_00069C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Amount An No Category	No SubCategory										
32	COMP_00070C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
33	COMP_00071C	Compliance Report	YearTotal	2014-15	Financial Statements	Compliance - Calculation No Category	No SubCategory										
34	COMP_10000	Compliance Report	YearTotal	2014-15	Financial Statements	DSB Constant - Percent No Category	Total Day School	0.01	0.01	0.01	0.01	0.01	0.01	0.01			





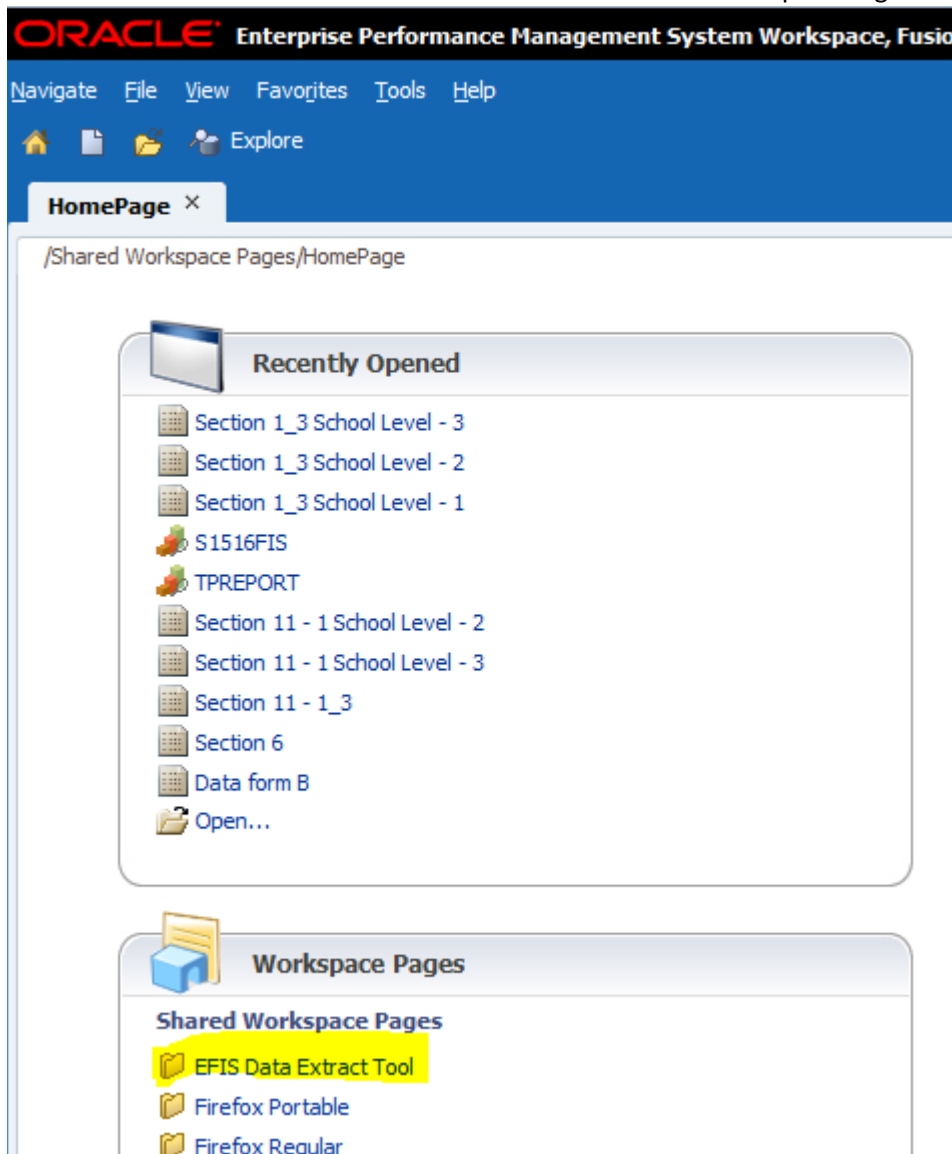
## Appendix A: Installation Instructions

In order to be able to install the Data Extract Tool, the following software is required:

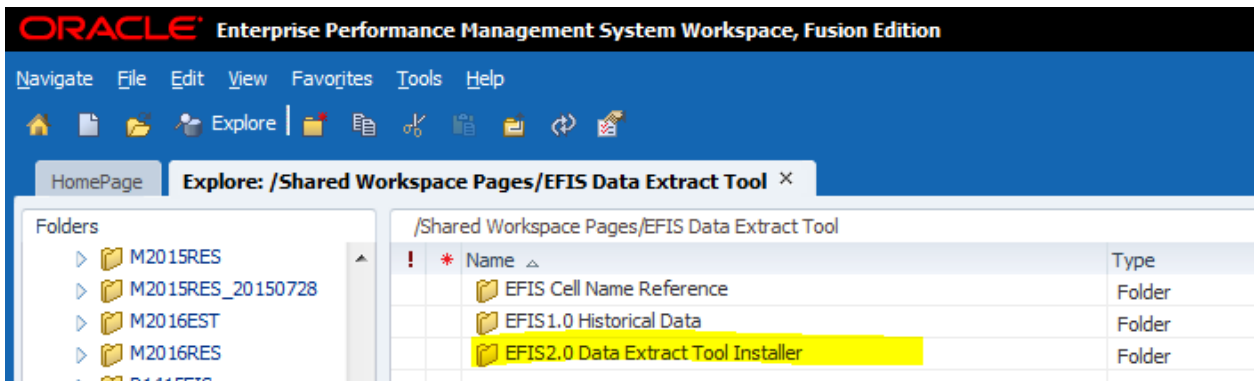
1. Microsoft Excel version 2007 or newer
2. Smart View Version 11.1.2.5.520 (Please refer to the Smart View section of the EFIS User Setup Guide for more details)
3. Smart View Excel Add-In installed and properly configured on the workstation (Please refer to the Smart View section of the EFIS User Setup Guide for more details).

### Data Extract Tool Installation Instructions:

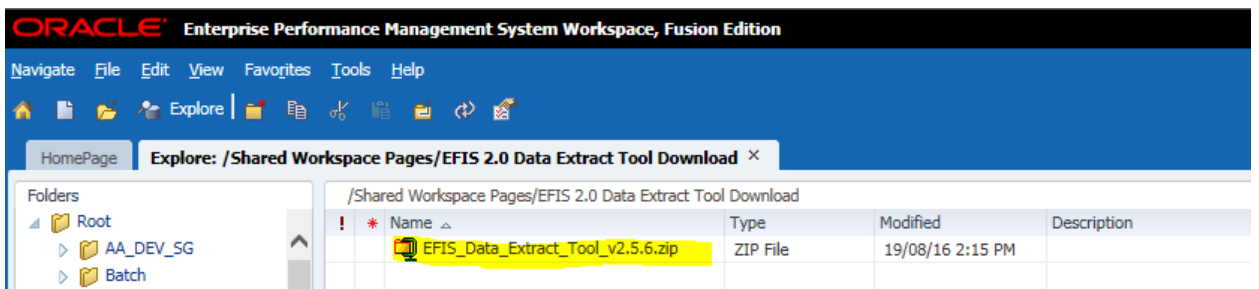
1. As a pre-installation step, please close all Excel sessions
2. Log in to EFIS 2.0 (<https://efis.fma.csc.gov.on.ca/workspace/index.jsp>)
3. Click on the EFIS Data Extract Tool folder from Shared Workspace Pages



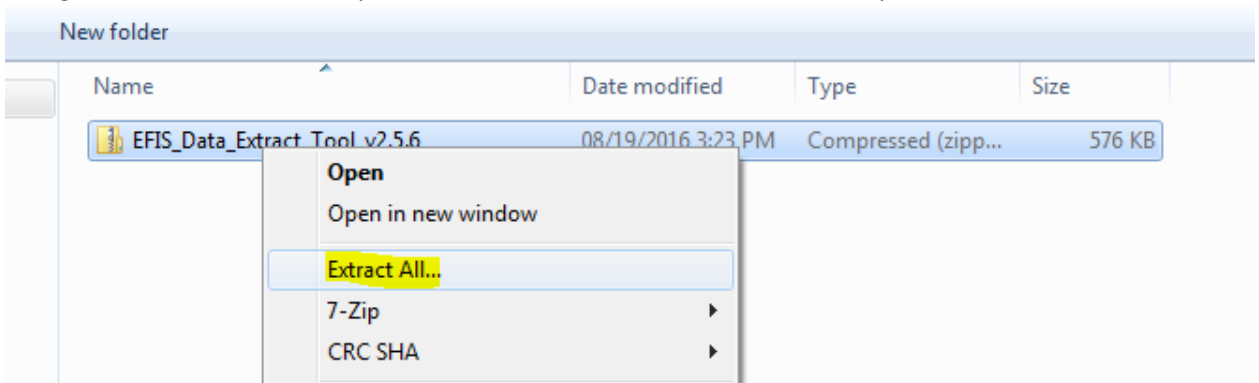
4. Double click on the EFIS 2.0 Data Extract Tool Installer folder



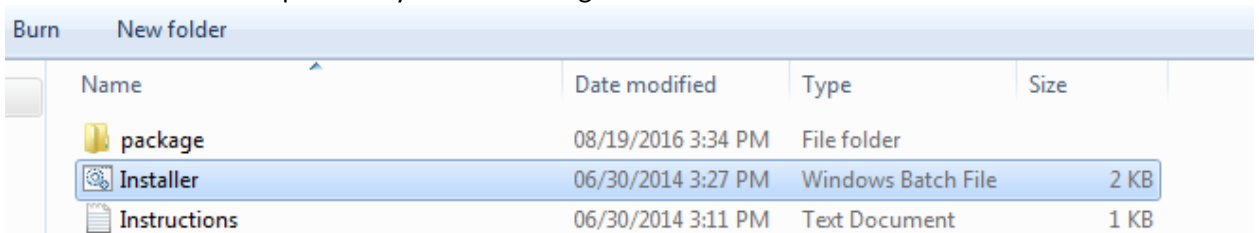
5. Double click "EFIS\_Data\_Extract\_Tool\_v2.5.6.zip" and save as onto any location on your workstation



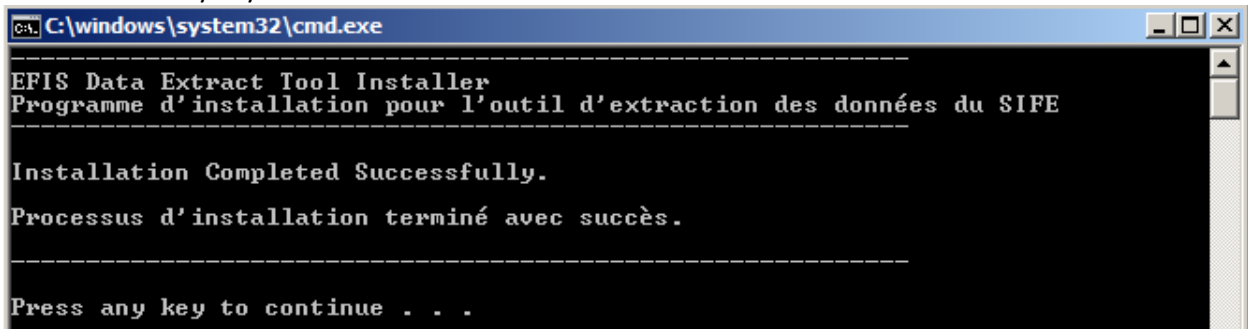
6. Navigate to the folder where you have downloaded the file and then unzip with Extract All



7. Initiate the installation process by double clicking on the Installer.bat file in the extracted folder



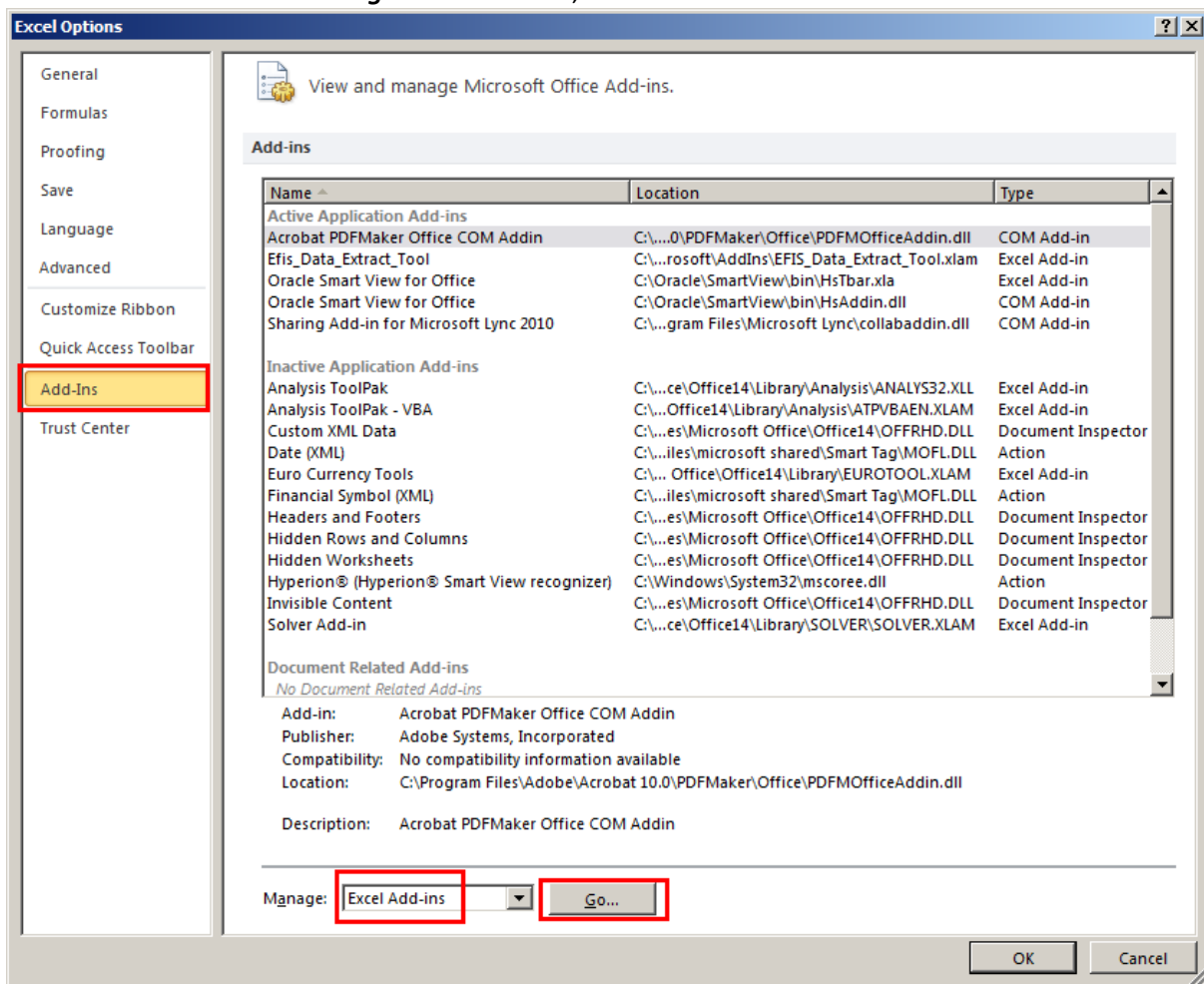
8. Press any key to continue



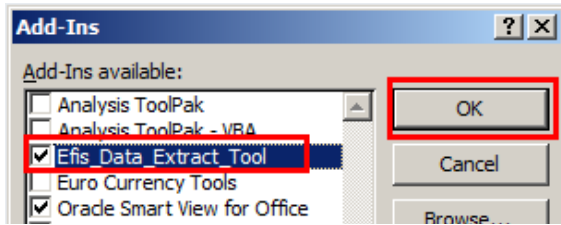
**Note:** The steps below are only required for initial install (can be skipped for future releases) if the **EFIS** tab is missing from the Excel ribbon.

9. Open Excel and go to **File->Options**

10. Select **Add-Ins->Manage:Excel Add-ins**, and then click on **Go...**

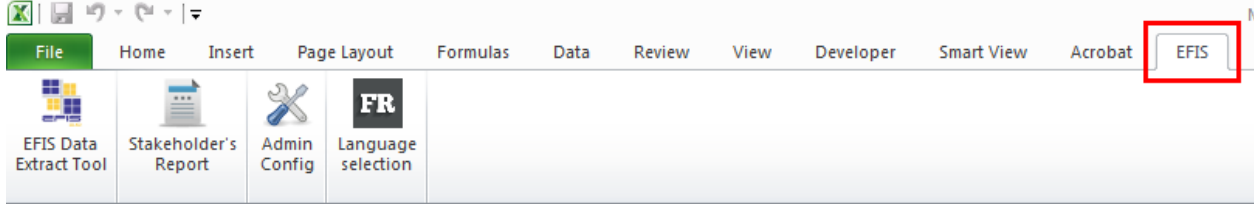


11. Make sure there is a check mark next to **EFIS 2.0 Data Extract Tool** and click **OK**.

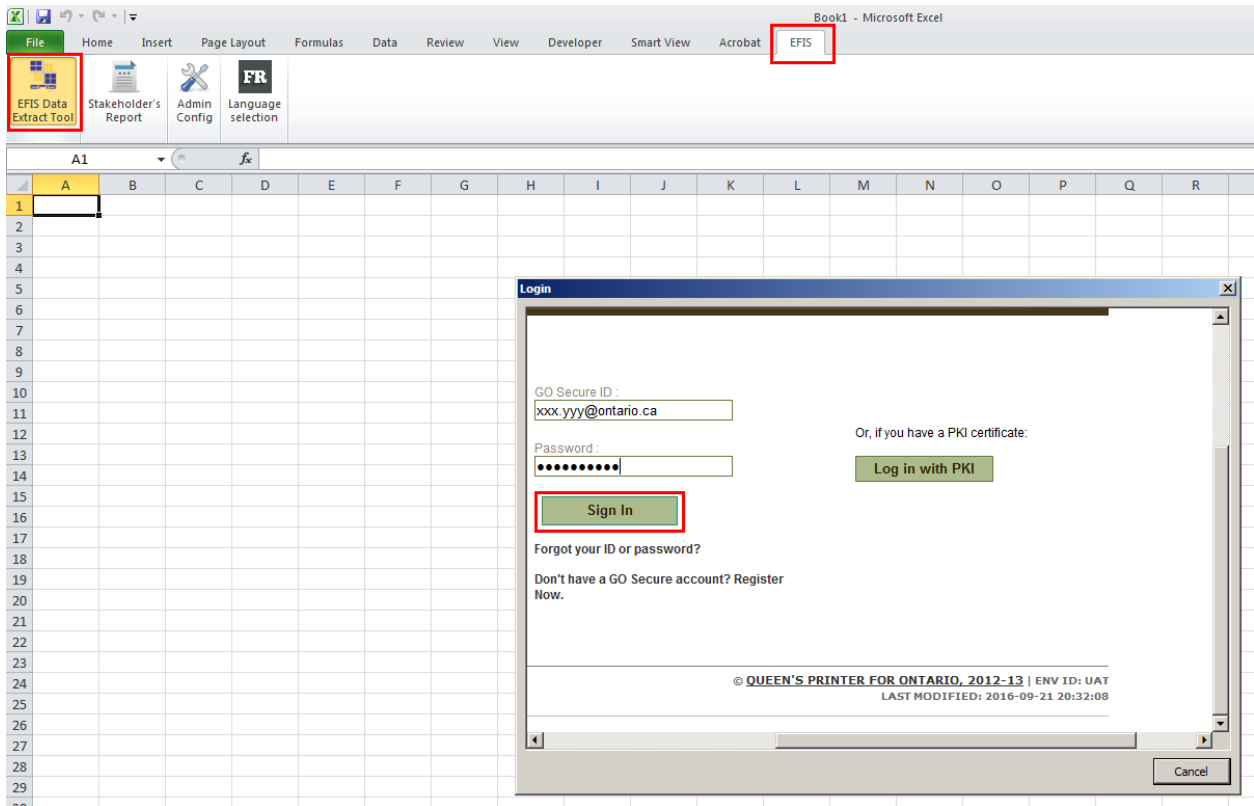


**Verify the installation**

To verify the installation open Excel and check that the **EFIS** tab is visible in the Excel ribbon.



Click on **EFIS** → **EFIS Data Extract Tool** and log in using your EFIS Data Extract Tool credentials



The EFIS 2.0 Data Extract Tool application will be displayed.

