

# MINISTRY OF EDUCATION

## **Instructions on downloading 2009-10 Hospital Board Estimates Forms**

The 2009-10 Estimates consist of the following files:

1. *Getting started\_0910\_Hospitals.pdf*. Download instructions and step-by-step instructions to loading board specific data.
2. *ESTS68\_0910.xls* Estimates Forms.
3. *Guide to completing 09-10 Estimates Hospital Boards.pdf*. Detailed instructions to complete the 2009-10 Estimates Forms.

These files are available on the extranet site with the following address:

<http://tpfr.edu.gov.on.ca>

The above files are to be downloaded from the extranet onto your local drive or network.

### **Steps**

1. Download *ESTS68\_0910.xls* and save it on your local drive or network.
  - Go to the “cover page” and select your Board’s number from the drop-down box.
  - Select “File Save As” and give your workbook an appropriate name.

Should you require assistance to implement the download instructions successfully please contact Brenda Shaw by phone at 1-800-265-4221 ext 254 or (519) 667-1440 ext 254, or by e-mail at [brenda.shaw@ontario.ca](mailto:brenda.shaw@ontario.ca).