

MUNICIPAL REPORTING SYSTEM Technical Setup

Overview

The Municipal Reporting System (MRS) is a combination of a Web Portal and Excel Forms. The following document provides instruction on how to ensure your computer is setup to use the new MRS.

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Web Portal and Microsoft Excel

The new MRS online web portal allows Municipalities and Province to collaborate on a password-protected website. The new MRS leverages Excel for data collection.

Please ensure the following system requirements:

• Microsoft Excel 2010 and above

If you are not sure which version of Microsoft Office and Excel you have, please click here for instructions: <u>https://support.office.com/en-us/article/What-version-of-Office-am-I-using-932788b8-a3ce-44bf-bb09-e334518b8b19</u>

Other Requirements:

- Internet Connection
- Web Browsers IE8 and above, as well as Chrome, Firefox, and Microsoft Edge.

If you are not sure which version of Internet Explorer you have, please click here for instructions: <u>https://support.microsoft.com/en-ca/help/17295/windows-internet-explorer-which-version</u>