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.

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: https://support.office.com/en-us/article/What-version-of-Office-am-I-using-932788b8-a3ce-44bf-bb09-e334518b8b19

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: https://support.microsoft.com/en-ca/help/17295/windows-internet-explorer-which-version