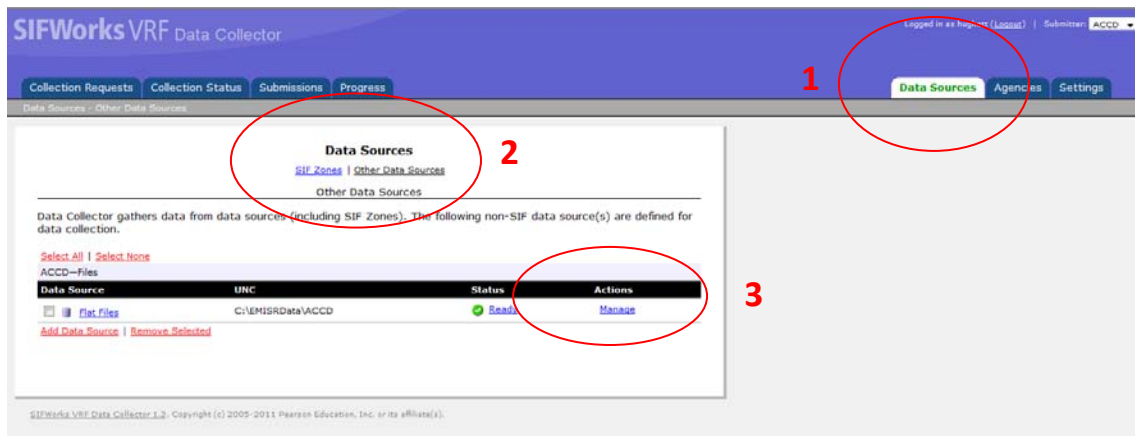


# FY13 P Reporting Instructions

## Part 2

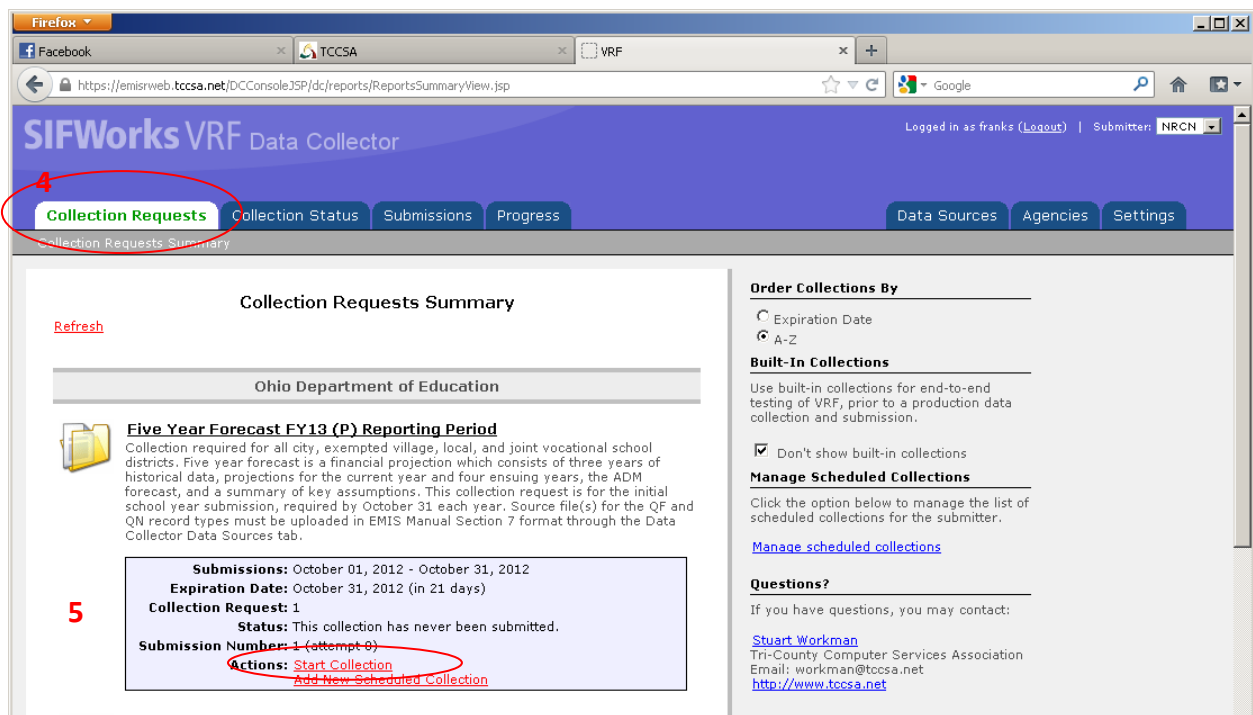
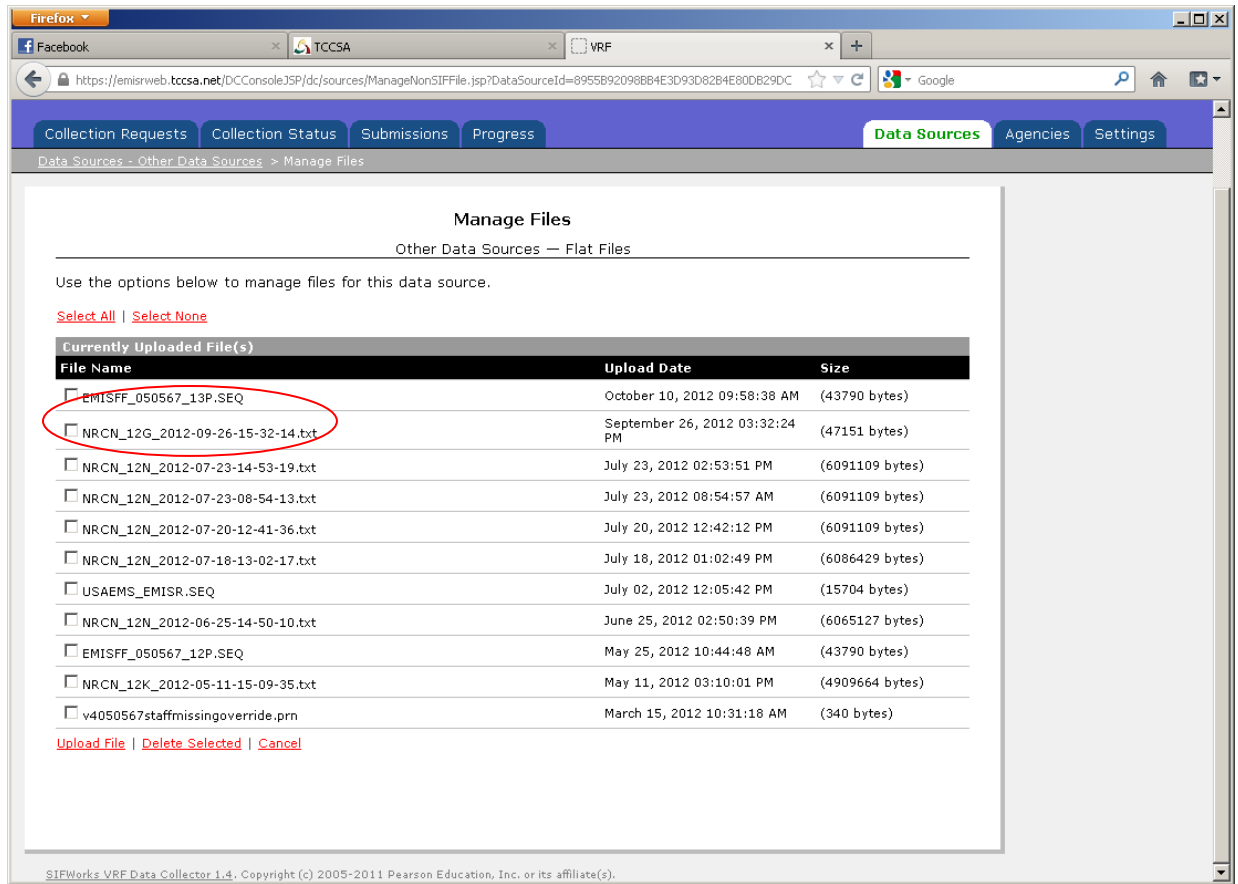
Log into EMIS R

Verify that file has been uploaded.



1. Click on the Data Sources Tab
2. Click on Other Data Sources – under Data Sources
3. Under the Actions column - click on the Manage

4. Once verified, proceed with the data collection process, click on the Collection Requests tab



5. Click on the [Start Collection](#) link for the Five Year Forecast FY12 (P) Reporting Period manifest.
6. Check the All EMIS Formatted Files box, and then click on the [Start Data Collection for all items checked below](#) link.

6 Five Year Forecast FY13 (P) Reporting Period  
Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the [Start/Stop Collection](#) action on the Collection Requests Summary page.

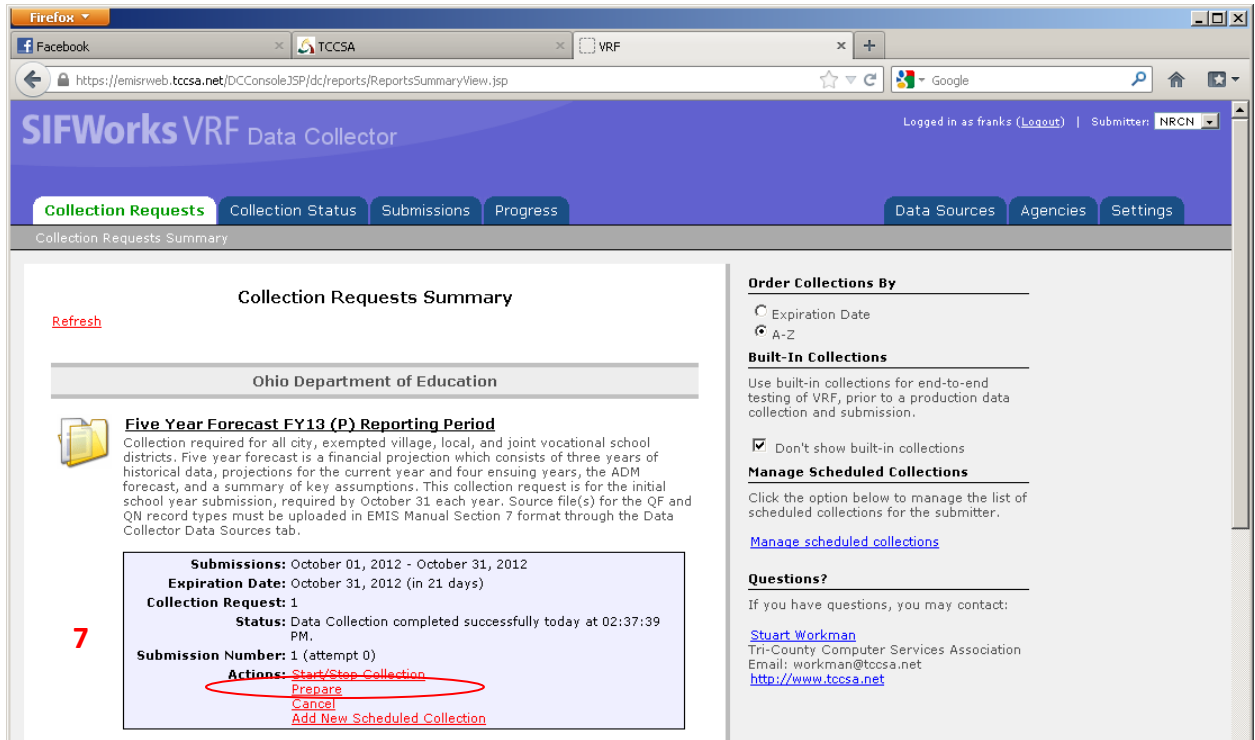
[Start Data Collection for all items checked below](#)

All EMIS Formatted Files

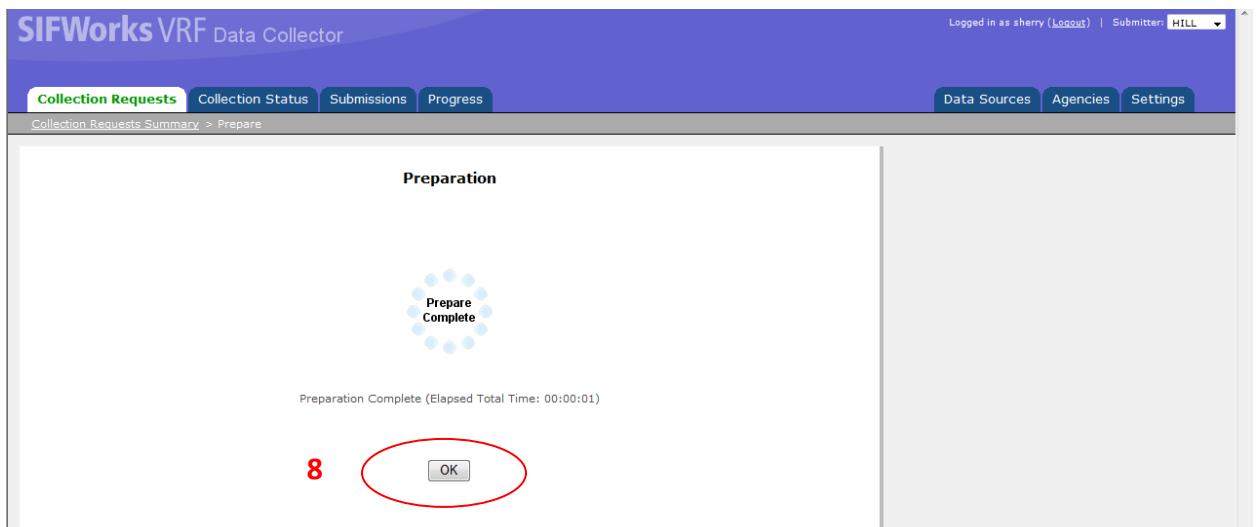
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> Flat Files	<span style="color: green;">✔</span> <a href="#">Ready</a>	Not Started

**Zone Controls**  
Click the link in the Zone Status column to connect and disconnect a zone. Click the link in the Availability column to view the non-SIF data source availability.

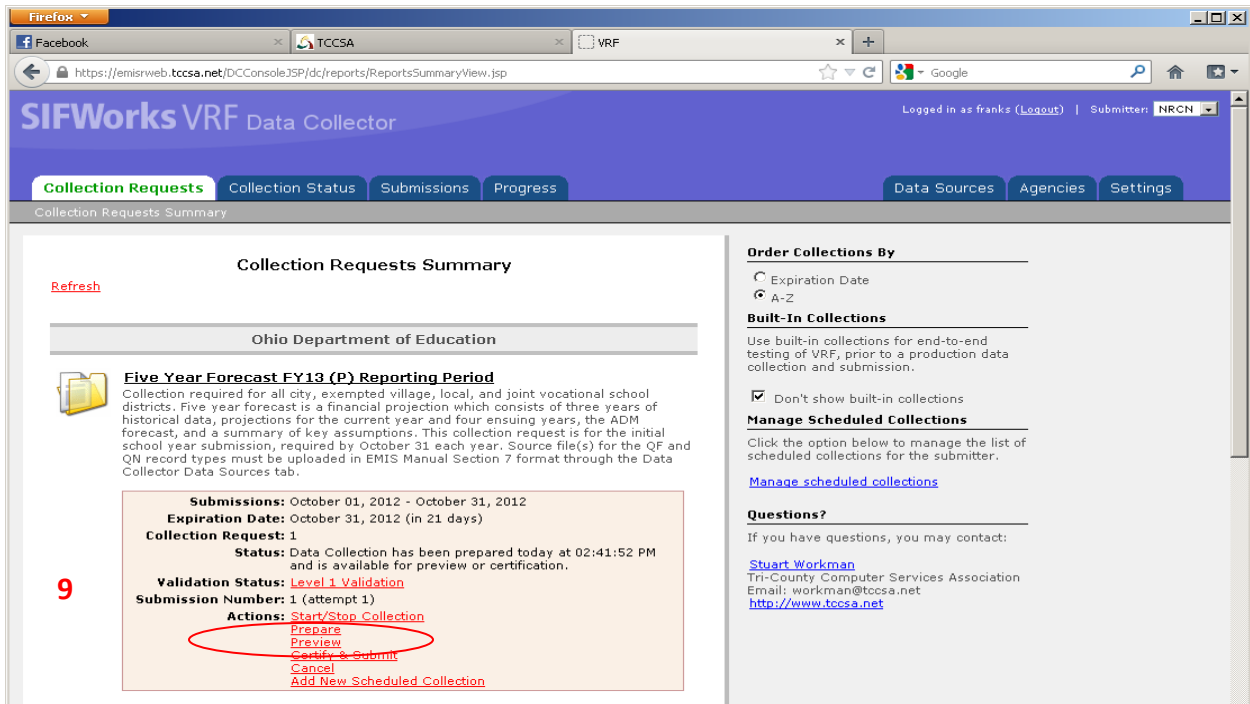
7. This will place you back to the Collection Request screen. (You will also receive an email when this is complete). You may need to click on the Refresh button, to see the new options when the Collection is done, so you can now click on the Prepare link.



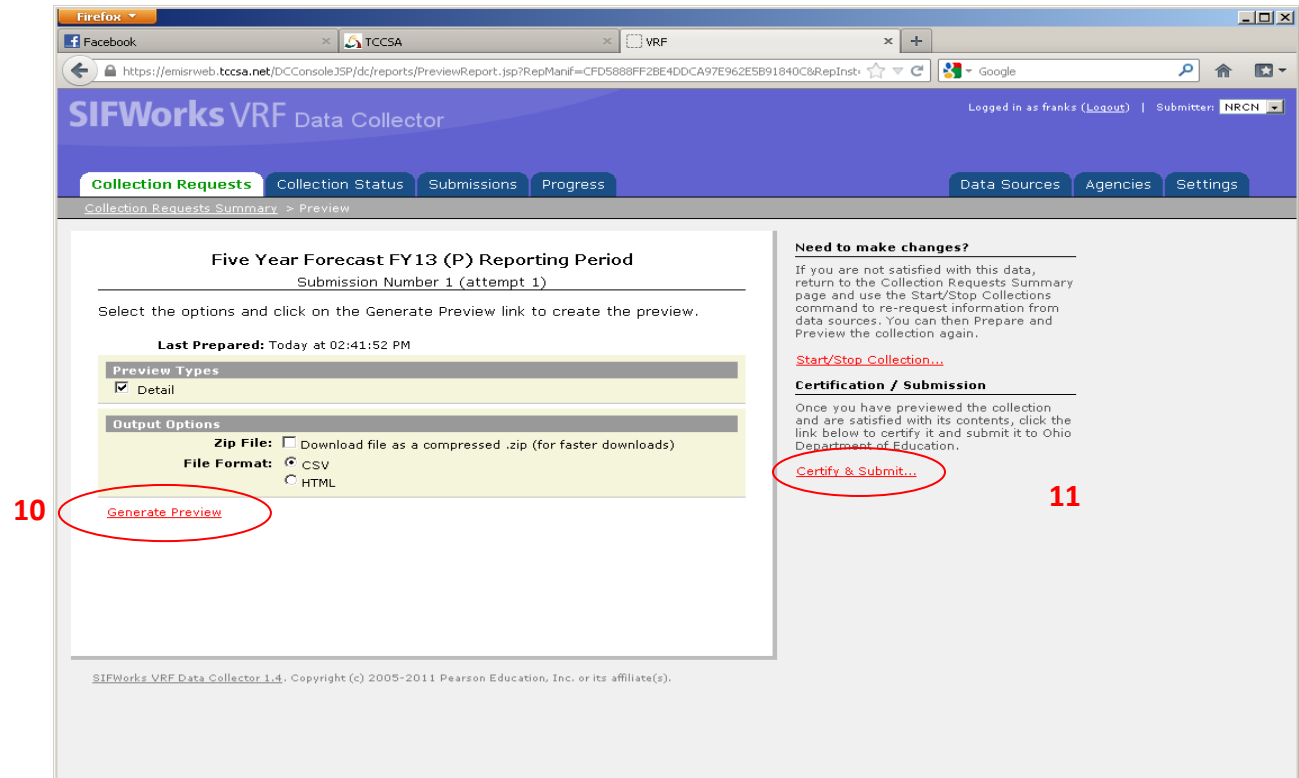
8. Prepare should finish quickly, click on the OK button.



9. You should now see the option for Preview, click on it.



10. Click on the Generate Preview to see if you have any Level 1 errors.



**11.** If all looks ok, click on the [Certify and Submit](#) link.

**12.** Click on the 'I certify this collection' check box. Enter any comments you may want to, only for your benefit. Click on the Certify & Submit link to send the data to ODE. (You will receive an email Submission Received also).

The screenshot shows a web browser window displaying the SIFWorks VRF Data Collector interface. The page title is "SIFWorks VRF Data Collector" and the user is logged in as "franks". The navigation menu includes "Collection Requests", "Collection Status", "Submissions", "Progress", "Data Sources", "Agencies", and "Settings". The current page is "Collection Requests Summary > Preview > Certify & Submit".

The main content area displays the following information:

- Five Year Forecast FY13 (P) Reporting Period**
- Submission Number 1 (attempt 1) - Certification**
- Select the check box and click the link, to submit.
- Submission Details**
  - Collection Requests: Five Year Forecast FY13 (P) Reporting Period
  - Date & Time: October 10, 2012 02:45:55 PM
- Statement of Certification**
  - By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.
  - I certify this collection
  - Certified By: Franks
- Comments (FOR YOUR USE ONLY)**
  - A text input field for comments.
  - A red arrow points to the "Certify & Submit" link.
- [Certify & Submit](#) | [Cancel](#)

A red circle highlights the "I certify this collection" checkbox and the "Certified By: Franks" text. A red number "12" is placed to the right of the checkbox. A red arrow points to the "Certify & Submit" link.

If submitted prior to 1:00pm you should receive any Level 2 errors by the next morning. If all is correct, you do not have to do anything else, unless a new manifest is created by ODE, then you would start back with Step 1 of this handout.