

Staffing Resources Reporting – Guidance Document

Process

- Download and complete the online reporting form using the following [link](#)
- Please bookmark the link and access the form by downloading the form directly from the Ontario Central Forms Repository website for each report back as the form may be updated regularly to reflect feedback and improved user functionality
- The form is protected and can be accessed by entering the password: **CERT2020**
- The form is dynamic, and based on your selections, specific questions about the operations you are reporting for will appear
- Please use the 'submit form' button at the end of the page. Following the submission, you will receive a confirmation email

Frequency

- Please submit a report once a week by **12:00pm (EST) each Tuesday**
- Information captured in the report should be the most recent information available to the service at the time of report completion

Technology Requirements

- Internet enabled PC/Laptop (form cannot be completed on a mobile phone or tablet)
- Adobe Acrobat version 10 or higher
- Internet Explorer (see page 2) / Google Chrome (see page 3) or any other internet browser
- If the form fails to open, please visit the [Adobe Acrobat website](#) and download the most recent version

Internet Explorer

1. Navigate to the form using the link previously provided, also found here: [Staffing Resources Reporting](#)
1. Once you arrive at the page for the form, in the details section, click on the “BPS Critically Essential Resource Tracking link” as shown below:

Central Forms Repository

Location: [Forms Home](#) > [Quick Search](#) > [Quick Search Results](#) > [Form Details](#)

Form Details

Form Format			
Format	Form Link Address	Functionality	Size
Adobe PDF	 BPS Critically Essential Resource Tracking	Fill, Print & Submit	117.0 kb

Form Classification

Classification / Identification:

Form Number: ON00066E **Edition date:** 2020/04

Title: BPS Critically Essential Resource Tracking

Ministry: Solicitor General

Branch/ABC: SolGen Solutions Branch

Program: Corrections

Purpose of Form: For use by fire, municipal and First Nations polices services and emergency management operations for reporting on staffing levels to the Ministry of the Solicitor General.

2. You will see a menu bar at the bottom of your screen asking to open or save the file



- a. Click the arrow beside the save button and choose a location to save the file.
 - b. The file should begin to download to your pre-selected location.
3. Navigate to you the location in which you saved the form
 - a. Double click the form, ensure that the file opens in Adobe Acrobat 10 or higher
 - i. If you successfully opened the form in Adobe Acrobat 10 or higher please proceed to complete your form submission
 - ii. If your form did **not** open in Adobe Acrobat 10, please continue to step 5.
 4. Ensure that you have closed the file that is currently open.

5. Go back to the location where you saved the form, right click on the file and select “Open With” In this menu please select Adobe Acrobat or Adobe Acrobat Reader.
6. If you successfully opened the form in Adobe Acrobat 10 or higher please proceed to complete your form submission

If you are still having trouble opening the file, please refer to the “IT Support” section

Google Chrome

1. Navigate to the form using the link previously provided, also found here: [Staffing Resources Reporting](#)
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3. The form should automatically download and will be saved to your default save location, typically this would be the Downloads folder on your C:\ Drive.
4. Navigate to you the location in which you saved the form.
 - a. Double click the form, ensure that the file opens in Adobe Acrobat 10 or higher.
 - i. If you successfully opened the form in Adobe Acrobat 10 or higher please proceed to complete your form submission.
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IT Support

- Please ensure that you have met the minimum browser requirements to utilize the Ontario Central Forms Repository: <https://www.ontario.ca/page/supported-browsers>
- Please ensure you have the Adobe Acrobat 10 Reader/Professional on your PC/Laptop. If you do not, please click here to download the latest version: <https://get.adobe.com/reader/>
- **Note: If your PC/Laptop was issued by your organization you may need administrative rights to install this application on your PC/Laptop. Please contact your internal IT department for further installation instructions.**
- Use another PC/Laptop to complete the submission.
- If you continue to face issues, please contact SOLGEN-HRSBU@ontario.ca.