

**Summary of Changes Incorporated in the new Interim Solution for Creating and Submitting Data to the Ministry**

| Function/Task                                    | Current LBS-IMS System  | LBS-AFB Interim Solution Changes  |
|--|---|---|
| Creating data file for submission to MTCU.       | Build LBS.MDB zip file through the agency client.                               | Build a Site Level report in PDF format from the agency client for each site <ul style="list-style-type: none"> <li>• Create an activity report per site</li> <li>• Start from beginning of Fiscal Year (April 1,2011) to the end of the reporting Month</li> <li>• Choose individual sites.</li> <li>• Preview and save a copy for which will be submitted to the Ministry through the secure portal.</li> </ul>   |
| Data submission to MTCU.                         | Send file through the agency client.  | Upload PDF file(s) via secure portal using username and password. <ul style="list-style-type: none"> <li>• Username consists of a 5 digit combination of 3 digits for the agency and 2 digits for the site. (example:00101 or 00102)</li> <li>• There is a separate username and password for each site. Which you must use to tag the file name appropriately.</li> <li>• Secure portal is located at <a href="http://208.124.226.122">http://208.124.226.122</a></li> </ul> |
| Verifying the success of the submission to MTCU. | Verify transmission after sending file through the transmission summary report. | Verify transmission by saving the file and verifying the contents. <ul style="list-style-type: none"> <li>• Check report range in the uploaded PDF file by clicking on the link that is provided after a successful upload.</li> <li>• Keep a copy of the above file and file name for future references.</li> <li>• This file name will be used for future reference while making inquiries to the Ministry regarding uploads.</li> </ul>                                    |