Tutorial – How to use the new iMIR

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2. How to fill in, validate and submit a filing

- **How to move through the filing**
  - **Scroll down**
    - The new iMIR user interface displays all the fields in one long form. This means that you can scroll up and down to access any sub-form or field
  - **Use the Navigate menu at the top**
    - This enables you to click and immediately go to any sub-form. A triangle icon indicates that there are more layers (ie. sub-sub-forms) within

 | Navigate ▾ | |
  |---|---|
  | Institution Information | |
  | Balance Sheet Schedules ▸ | Cash and Investment Schedules |
  | Income Statement Schedules ▸ | Other Asset Schedules |
  | Retained Earnings Schedule ▸ | Liquidity Schedules |
  | Off Balance Sheet Activity Schedules ▸ | Loan Schedules |
  | Financial Ratios and Risk Indicators ▸ | Deposit Schedules |
  | Organizational Information ▸ | Borrowings and Other Liability Schedules |
  | Industry Profile | Members' Equity Schedules |
  | | Balance Sheet |

  - **Search box**
    - Bring up the Search box by holding down the <Ctrl> key and typing "F"
    - Type in any text: a field name, sub-form name, dollar value

Syndicated	∧	∨	Highlight All	Match Case	1 of 4 matches
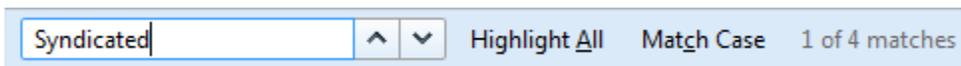
- **How to use the field help**
  - Hover over the field name (in the example, **Z04.**1) to bring up field help

  > The total number of months, year to date, covered by this submission.   Z04.1
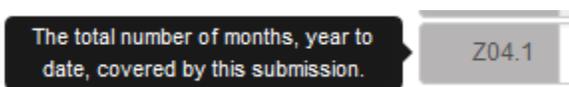
  - Double-click the field name to bring up a window with more extensive help information

- **How to Export data / Import data / Clear all fields**
  - **Export**

File ▾
Import
Export
Clear Values
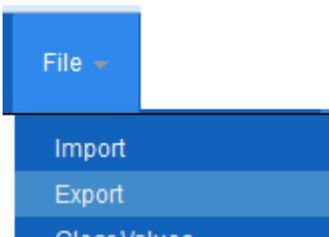
    - From the File menu, select Export.

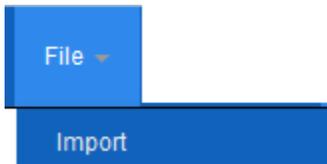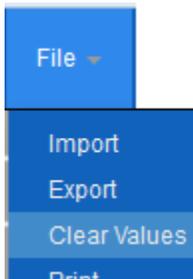- This will save all the data in your filing to a .json file, useful for re-importing later. You can save the file anywhere on your computer
  - **Import**

    - From the File menu, select Import
    - Browse to the location of the .json file you previously exported to re-import it.
    - You can also import a previously exported .xbrl file from the old iMIR system
  - **Clear all fields**

    - Use this feature to clear out all the entries in the fields. Use with caution – there is no way to "undo" this feature!

- **How to print**
  - Type <Ctrl>P to launch the Printing Properties window. Change to Landscape mode for best results.

- **How to switch to French and back**
  - Find your name at the top of the screen. Click on your name. Then click on **Language** to switch to French. To switch back to English, click again on the same menu item, which is now called **Langue**
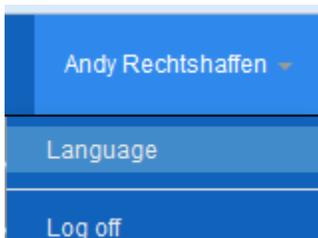
- **How to validate**
  - **Errors vs Cautions**
    - When you have finished entering all the data in the filing, click on the Validate button at the top of the screen

- The Validation pane opens at the bottom of the screen. It contains a list of Errors (in pink) and Cautions (in yellow). The respective numbers of Errors and Cautions appear in the red and yellow buttons themselves.
- Errors are serious violations of the business rules, and must be corrected before you can submit your filing. Cautions are potential problems that need careful consideration, but will not prevent the filing from being submitted.

o **Navigate to the field from the Validation pane**
  - Click on the Error or Caution in the Validation pane. You will immediately navigate to the field in question in order to correct the problem
o **For more information**
  - Double-click the Error or Caution to bring up a window containing more information, to help you determine what the problem is
o **Search box**
  - The Validation pane shows five Errors or Cautions at a time. To search for a particular field, within the listing of all Errors and Cautions, enter the field in the search box at the top of the Validation pane, then click on the "magnifying glass" icon

o **Tabs**
  - The Validation pane shows five Errors or Cautions at a time.

  - If you have a large number of Errors or Cautions, you can use the numbered tabs to jump to a "page" of Errors or Cautions. Click on the << or >> buttons to jump to the beginning or end of the list. Click on the < or > buttons to advance one page at a time.
o **Revalidate**
  - After you have corrected Errors or Cautions, you can revalidate your filing. Errors and Cautions will be recalculated and recounted. The red and yellow buttons will will reflect the new numbers of errors and Cautions, so that you can track your progress as you prepare to submit the filing. Revalidate your filing by clicking on the blue **Revalidate** button at the top of the Validation pane:

- Submit
  - When you are dealt with all Errors and considered all Cautions, revalidate one more time. You should see a green **Submit** button at the top right corner of the Validation pane. Click on the **Submit** button to send your completed filing to DICO. Once submitted, filings can no longer be edited, and will not appear in the Prepare Filing list. If you need to make any changes after submission, DICO will need to release the filing.

- Close validation pane
  - Click on the blue **Close** button to close the validation pane. If you click on the **Validate** menu, it will re-open, but will not revalidate until you click on the **Revalidate** button

- **How to switch filings**
  - If you find you are in the wrong filing, you can close the current filing, and go back to the Filings screen. From the **File** menu, select **Close.**
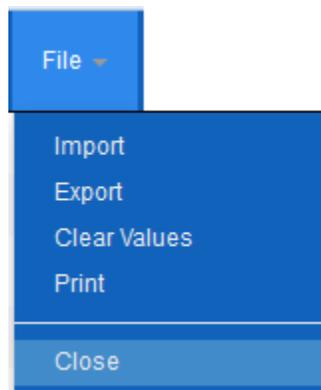
- **How to log off**
  - Log off by clicking on the menu with your name, and selecting **Log off.** You will be taken back to the Login screen