Pourato & Secure Data Portal Checklist: Requested uploads to the Google Drive

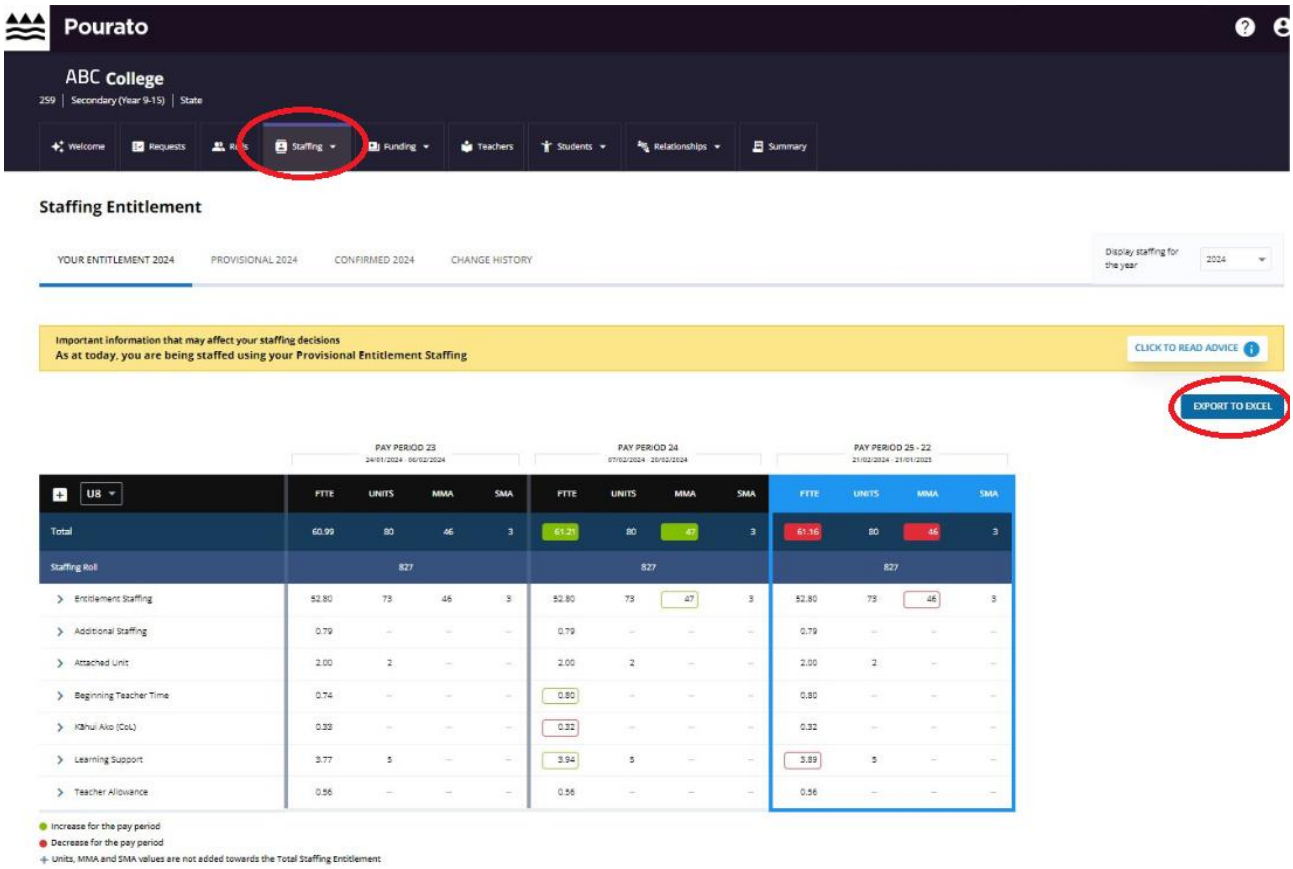
Pourato

Staffing Entitlement:

1. Hover over the “Staffing” tab in the toolbar, then click on "Staffing Entitlements."

2. On the Staffing Entitlements page, click the "Export to Excel" button located on the right-hand size of the page. This action will immediately export the information into an Excel file.

3. Upload this file to the AFS Google Drive under "MOE Grant Advices / Staffing Entitlements.



4. If you see a yellow line (as per above), make sure to click into it to access this important information confirming your entitlement (Provisional GMFS).

Note: This should be completed monthly.

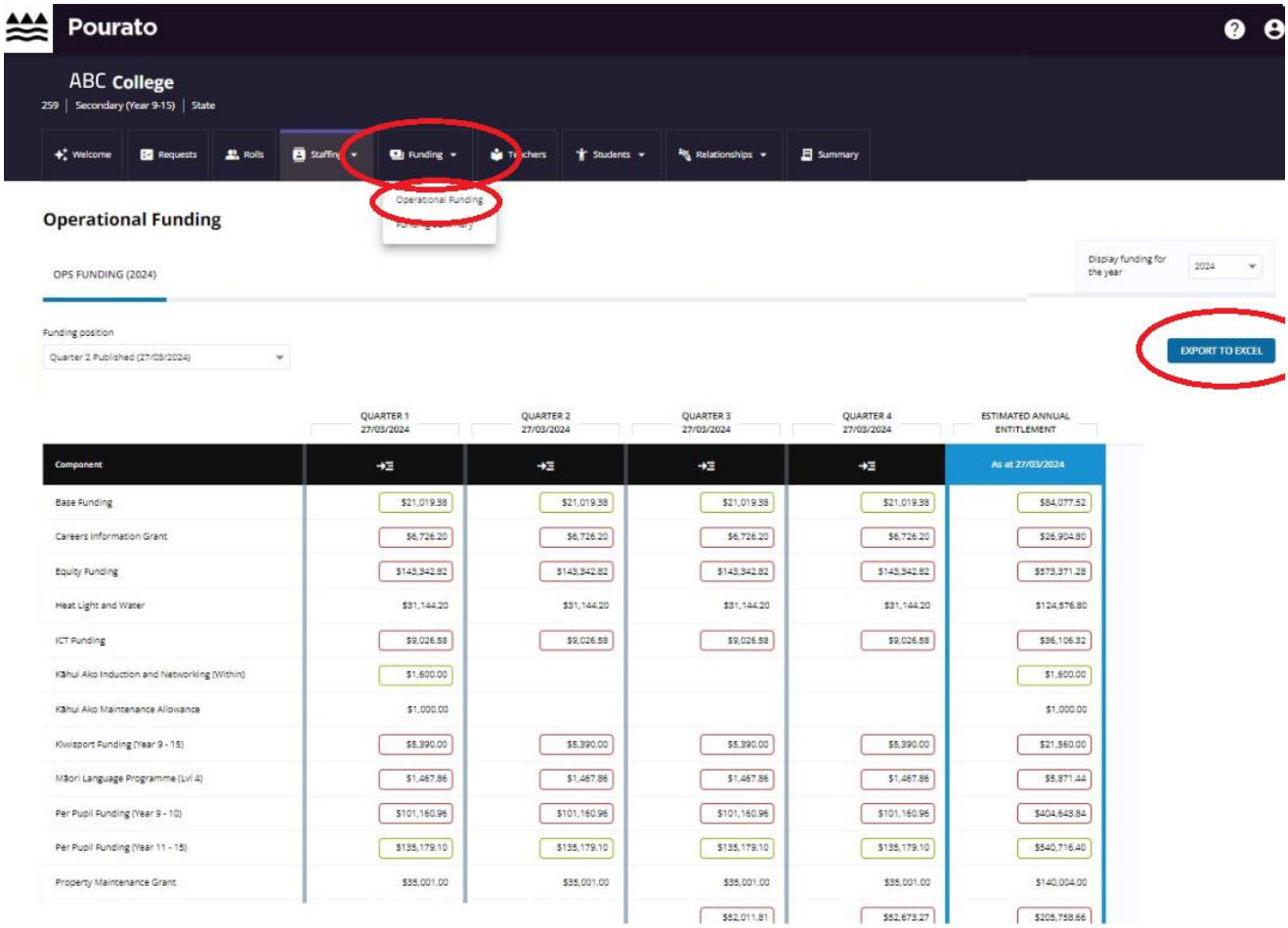
Operational Funding:

1. Hover over the "Funding" tab at the top of the toolbar, then click on "Operational Funding".

2. On the Operational Funding page, click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.

3. Upload this file to the AFS Google Drive under "MOE Grant Advices / Ops + Wage Increase Funding Grant.

Note: This should be completed every quarter (January, April, July, and October).



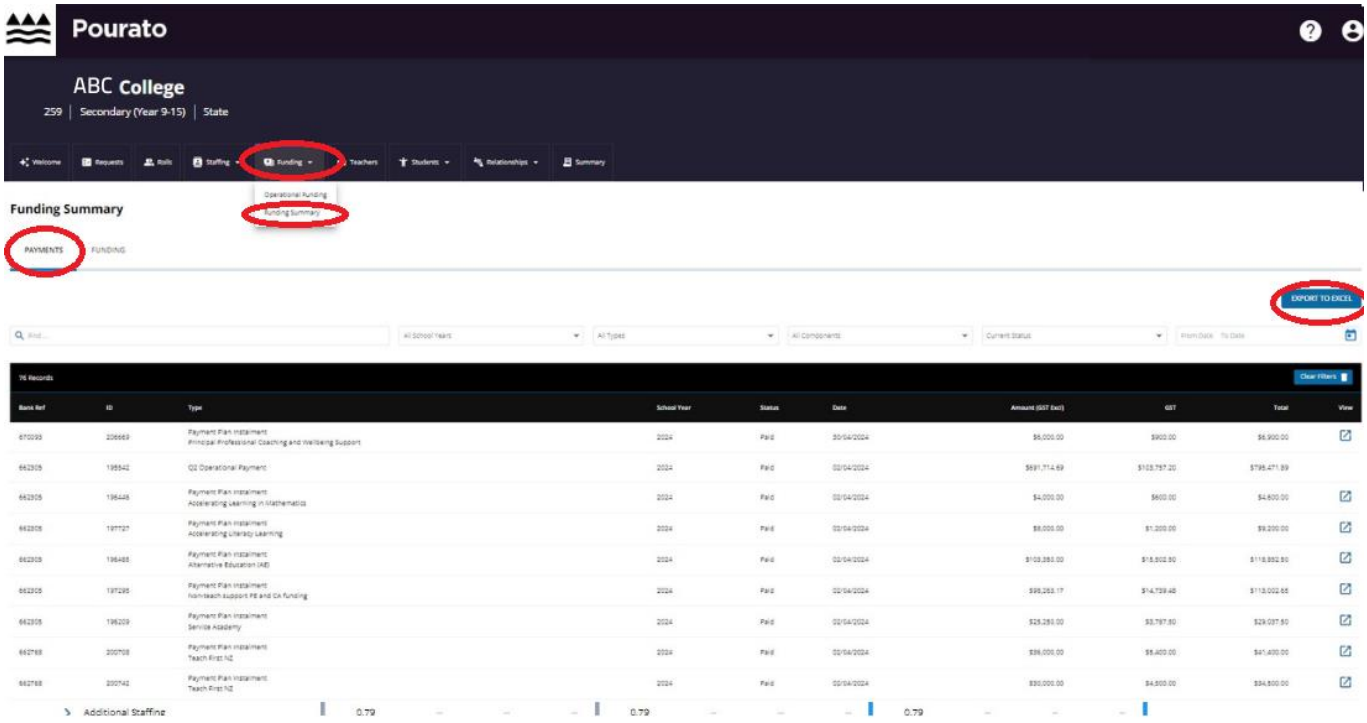
Funding Summary: Payments

1. Hover over the "Funding" tab in the toolbar, then click on "Operational Funding".

2. Select the "Funding Summary – Payments" and click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.

3. Upload this to the AFS Google Drive under MOE Grant Advices / Ops + Wage Increase Funding Grant.

Note: This should be completed monthly.



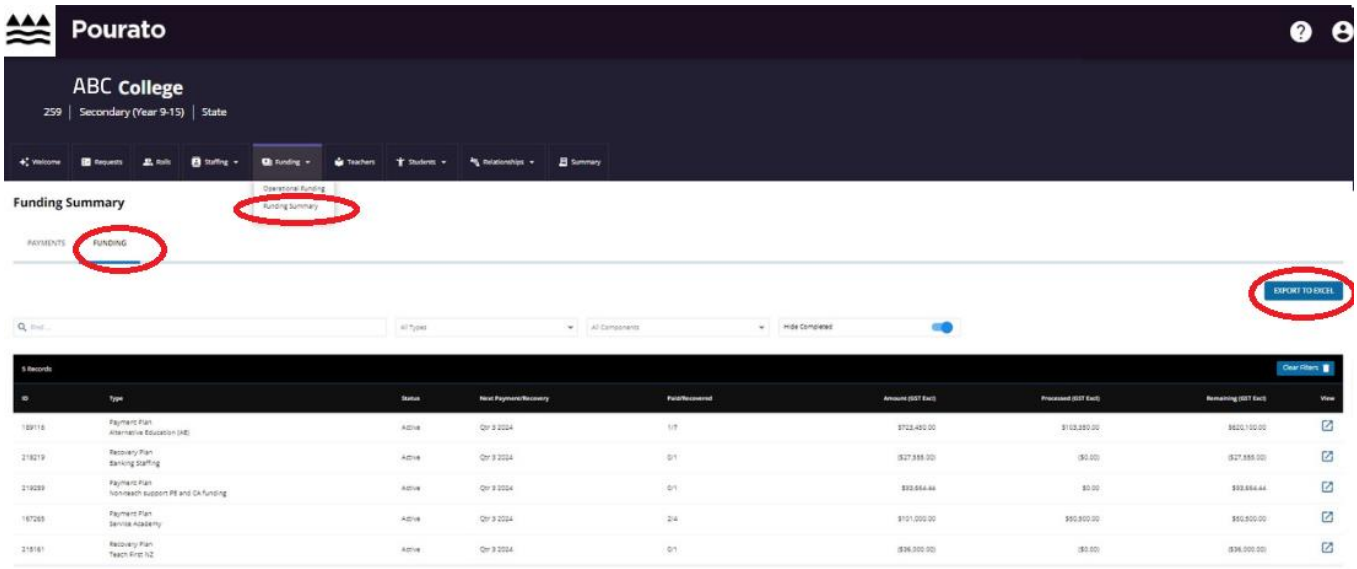
Funding Summary: Funding

1. Hover over the "Funding" tab in the toolbar, then click on 'Operational Funding'.

2. Select "Funding Summary - Funding" and click the "Export to Excel" button located on the right-hand side of the page. This action will immediately export the information into an Excel file.

3. Upload this to the AFS Google Drive under MOE Grant Advices / Ops + Wage Increase Funding Grant

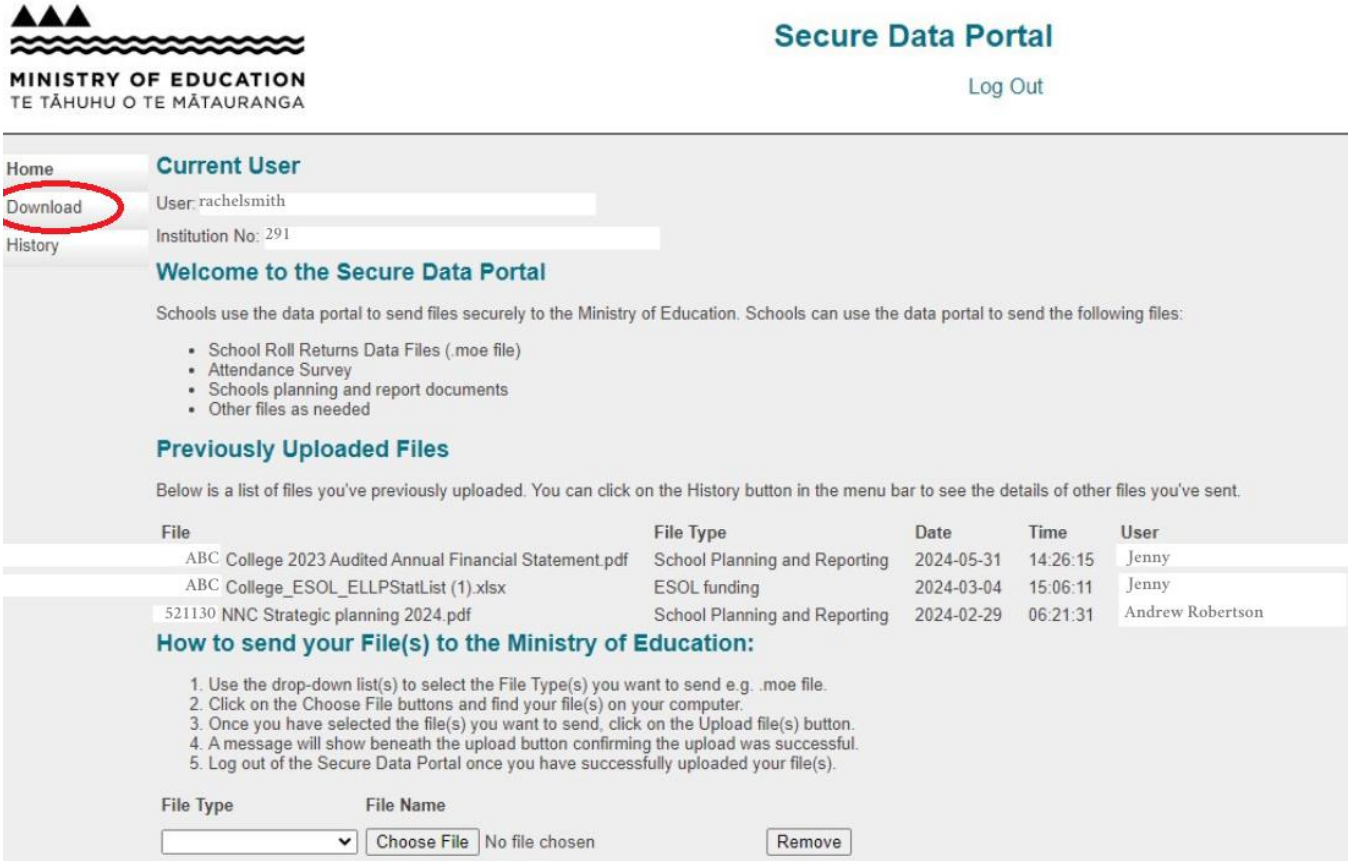
Note: This should be completed monthly.



Secure Data Portal

1. In the Secure Data Portal, click "download" on the left-hand side menu.

2. All the files showing for the month will need to be downloaded and uploaded to Google Drive. The specific folder location will depend on the file type.

For example:

- Non-teaching pay equity settlement notices should be uploaded to the AFS Google Drive under 'MOE Grant Advices / Ops + Wage Increase funding grant,'
- ESOL funding letter should be uploaded to 'MOE Grant Advices / ESOL."