



## **Municipalities Guide To Downloading Activity Reports**

This document guides municipalities through the process of downloading their Activity Reports from the State Of Ohio to their local PC. Instructions of how to view Activity Reports before downloading them, as well as, how to delete Activity Reports are included. Window views using Internet Explorer and Netscape Navigator browsers are used throughout this document as points of illustration.

### **System Requirements**

In order to access the State Of Ohio web site where your Activity Reports exist, you will need the following components for your local PC:

- Access to an Internet Service Provider (ISP)
- An internet browser (either Internet Explorer 6, or Netscape Navigator 7.1)

It is recommended that the version of your internet browser meet the minimum version mentioned above to match the screen illustrations found in this document.

### **Municipality User Names and Passwords**

Each Municipality User Name will consist of a five-digit string. Throughout this document, 11001 will be used as the user name in the sample illustrations.

The password will have eight characters consisting of letters (which are case-sensitive), at least one numeric character, and at least one of the following characters (!, @, #, \$, %, ^, &, \*).

### **State Of Ohio Web Site**

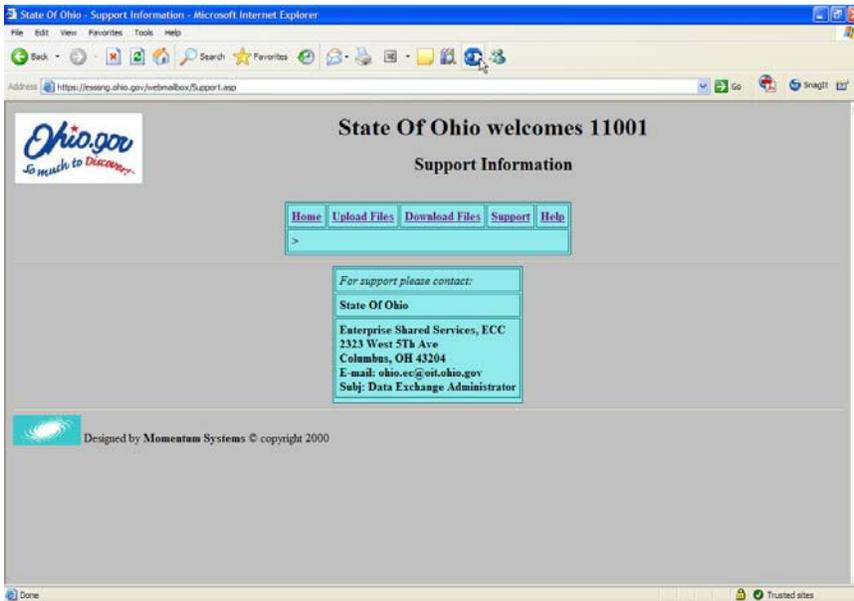
Once you have installed and configured Internet Explorer or Netscape Navigator on you PC, and have connected to the internet through an ISP, you're able to connect to the State Of Ohio web site to access your Activity Reports. The website to connect to is:

**[HTTPS://essng.ohio.gov/webmailbox](https://essng.ohio.gov/webmailbox)**

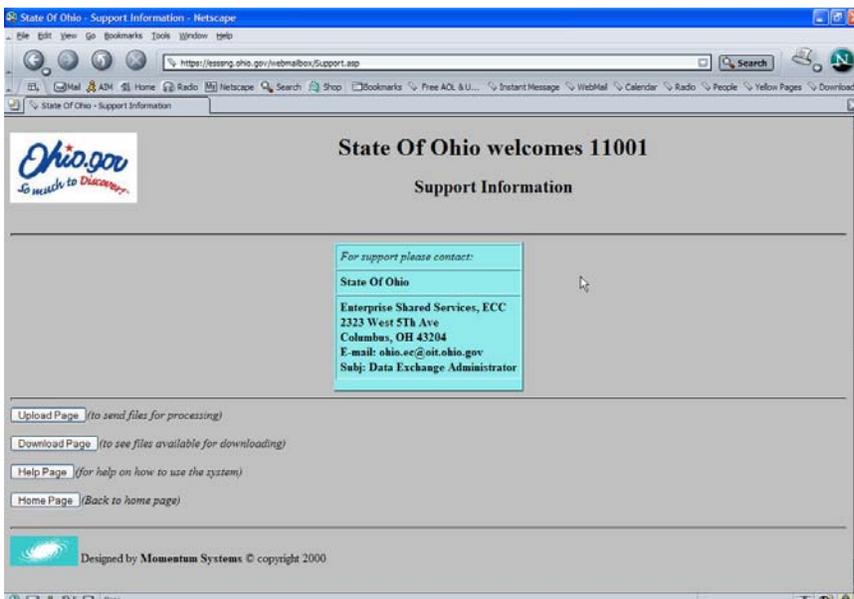
**IMPORTANT:** The user names are stored in the **WS\** domain at the State Of Ohio. It is a requirement that you precede your five-digit username with the **WS\** string for your User Name entry.



Upon successful logon, the following screen will appear if you are using Internet Explorer:



If you are using Netscape Navigator, then your first screen will look like this:

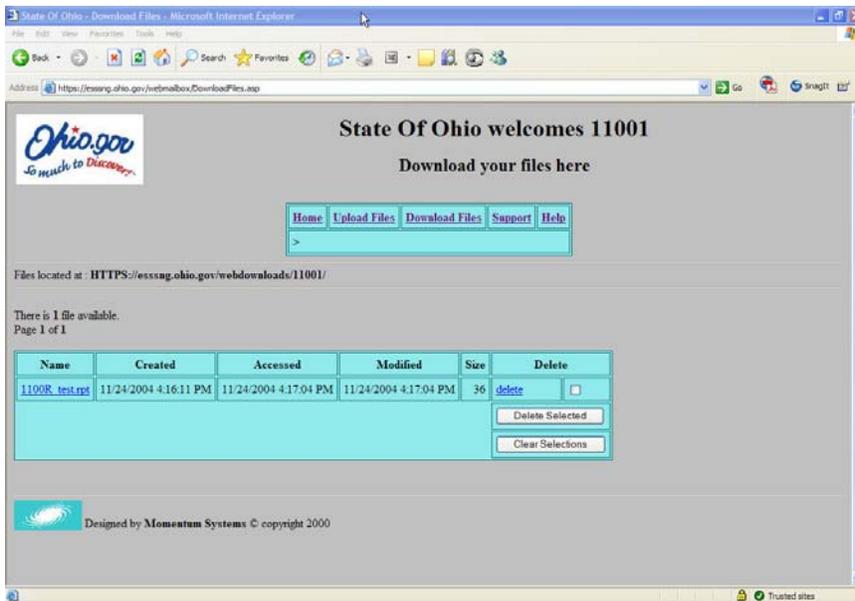


## Accessing the Activity Reports

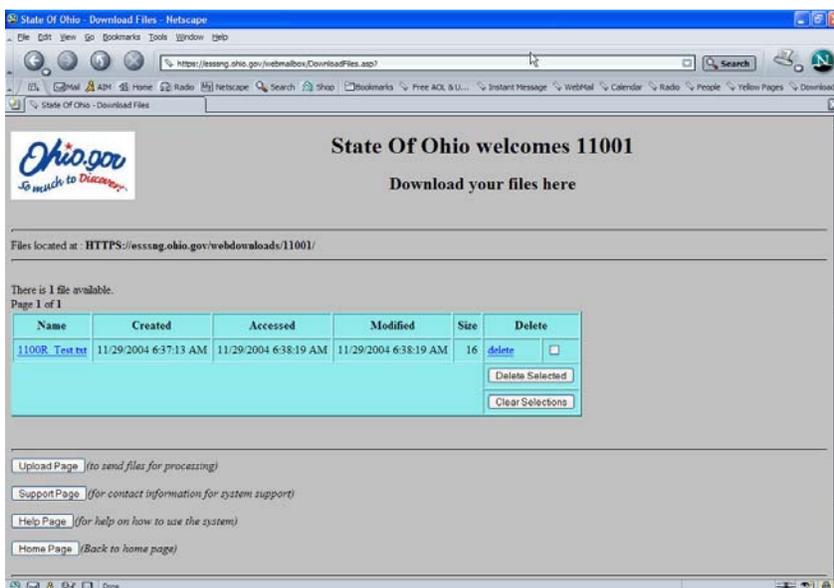
Your Activity Reports have been placed in your download folder. Refer to the following table as a guide towards accessing the Activity Reports, based on your browser type.

If you're Browser is	Access Activity Reports By
Internet Explorer	Clicking the <b>Download_Files</b> link
Netscape Navigator	Clicking the <b>Download Page</b> link

With Internet Explorer, clicking “Download\_Files” will display web screen similar to this:



With Netscape Navigator, clicking “Download Page” will display web screen similar to this:



## View Activity Reports On-Line

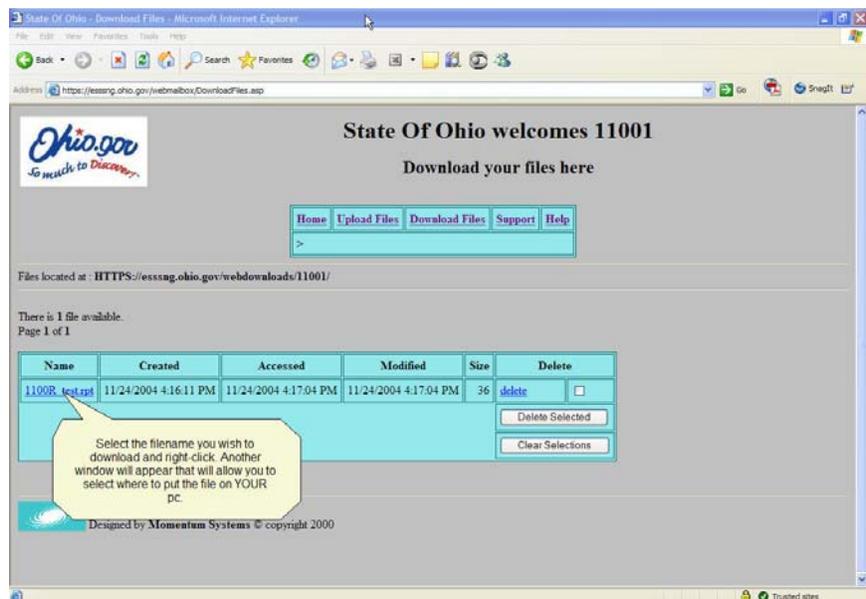
You have the ability of viewing the contents of an Activity Report on-line before downloading it to your local PC. To view the contents of an Activity Report, left-click the name of the Activity Report, and the contents will be display on your monitor screen.

To return to the previous screen, click the **Back** button at the top of your Windows menu bar.

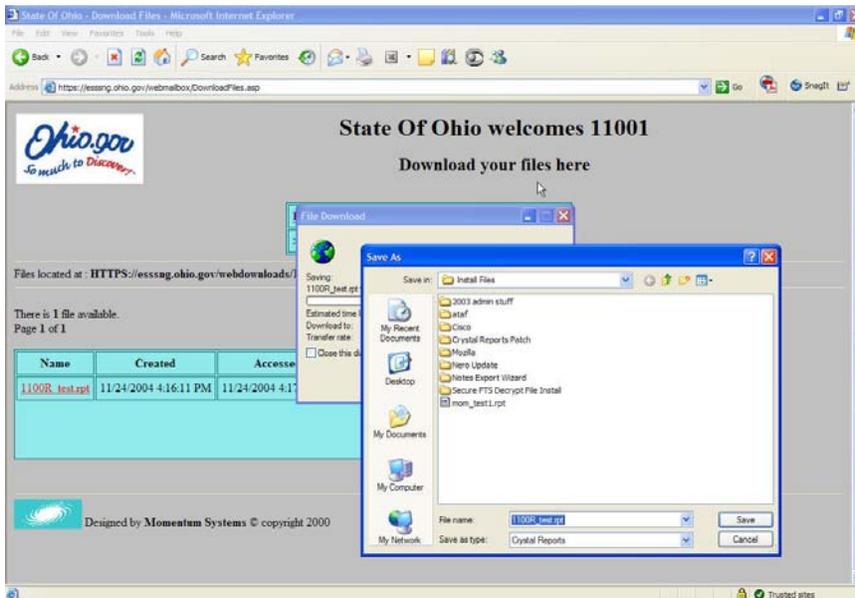
## Downloading Activity Reports

Perform the following steps to download an Activity Report to your local PC:

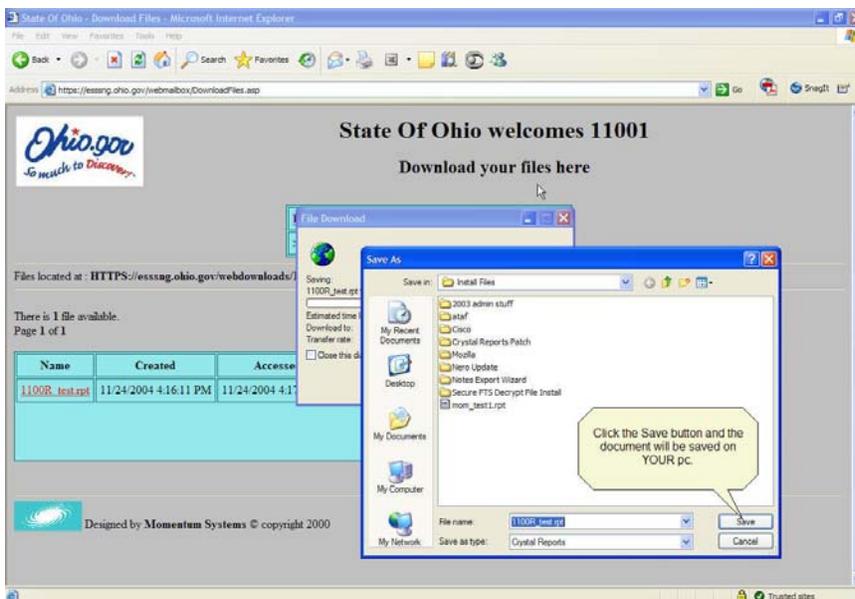
1. Right-click the Activity Report you want to download. This will display a drop-down menu.



2. From the drop-down menu, click **Save Target As...**



3. On the Save As window, move to the location your PC that you want to download the Activity File to.
4. Use the assigned Activity Report name as the file name, or enter a file name of your choice.
5. Click the Save button.



### Deleting Activity Reports

Once you have downloaded the Activity Report, you may remove it from the web page. To do this,

1. Click the Delete box for the Activity Report(s) you want to delete.
2. Click the **"Delete Selected"** button to remove the Activity Reports.

You may also click the **delete** option on the row of the Activity Report you want to delete.

If you do not delete the Activity Reports, they will automatically be removed after 45 days.