

IT Tip Sheet for the Automated Cost Reporting Process

This document provides technical information related to internet connectivity, internet browser options and software requirements that will help providers download, prepare and submit their Cost Reports. If technical problems arise that are not addressed in this document please submit an e-mail to the ODP E-help desk by clicking on the link titled "To Submit Cost Reporting Questions" at www.odpconsulting.net and include your phone number and a short explanation of the issues that you are experiencing.

Internet Settings and Capabilities

Internet Connectivity

A high speed internet connection is required in order to download the Cost Report. Using a dial-up modem will likely result in the download timing out before the entire file is updated. Providers that have a dial-up modem should submit an e-mail to the E-help desk indicating that they have dial-up internet connectivity and need assistance obtaining the Cost Report template and in submitting their completed Cost Report.

Internet Browser

It is recommended that you use a current version of an internet browser. Most commonly used browsers include Internet Explorer and Firefox. It is recommended that you use Internet Explorer Version 6.0 or higher and Firefox Version 2.3 or higher.

Pop-up Windows

Pop-up windows must be enabled. If pop-ups have been blocked, please follow these steps to enable them:

- Internet Explorer
 - Open Internet Explorer
 - Click on Tools
 - Click on Pop-up Blocker
 - Click on Turn Off Pop-up Blocker
 - Click on Yes when prompted to turn off Internet Explorer's pop-up blocker

- Firefox
 - Open Firefox
 - Click on Tools
 - Select Options
 - Select Content
 - Uncheck Block pop-up windows

Internet Cookies

Internet Cookies must be accepted in order for the Cost Report upload processes to work correctly. To enable Internet Cookies please follow these steps:

- Internet Explorer
 - Open Internet Explorer
 - Click on Tools
 - Click on Privacy
 - Click Settings bar level to Low
 - Click on Apply

- Firefox
 - Open Firefox
 - Click on Tools
 - Select Options
 - Select Privacy
 - Be sure Accept cookies from sites is checked
 - Click on OK

E-mail Spam Filters

Most e-mail products utilize spam filters. Please check your e-mail provider's spam filter to ensure that e-mails can be received from mercer.com. E-mails will be sent from this address to communicate information about the Cost Report submissions.

Excel 2007 Tips

There have been interaction issues between Excel 2003 and Excel 2007. If the provider repeatedly switches back and forth between Excel 2003 and Excel 2007, the provider may experience file corruption issues. If possible, ODP recommends the provider only use Excel 2003 when completing the Cost Report. In cases where the provider only has access to Excel 2007, ODP recommends the provider work in Excel 2007 the entire time.

In addition to the information outlined below, providers should refer to Section 22 of the Cost Report instructions for Excel 2007 considerations. If you experience problems with any of the information contained in this document please submit a question to the ODP E-help desk by clicking on the link titled "To Submit Cost Reporting Questions" at www.odpconsulting.net.

Enabling Macros

It is important that providers have the Excel 2007 security options for enabling macros set to 'Enable' so that functionality within the Cost Report works correctly. In order to do this the following steps should be performed.

- Open the Cost Report
- Click on the Office button, located in the top left of the screen
- Click on Excel Options, located in the lower right of the screen
- Click on Popular
- Ensure the Developer tab in the Ribbon is checked
- Click on OK
- Click on the Developer tab located on the top row, second tab from the right
- Click on Macro Security, located next to the exclamation point within the yellow triangle
- Note which level of security is checked for future reference
- Click on Enable all Macros
- Click on OK

File Extension Requirements

The ODP Consulting website will not accept Excel 2007 files with a file extension of .xlsm or .xlsx. Therefore, providers need to convert Excel 2007 files to .xls format. The following steps must be performed in order to save the file in the correct Excel format (i.e., .xls).

- After downloading the Cost Report template from the ODP Consulting website, open the Cost Report file
- Click on the Office button, located in the top left of the screen
- Click on Save As
- Click on Excel 97-2003 Workbook
- Type in the name you would like the file saved as (e.g., XXXXXXXXXX_CR_2009_01of01 where XXXXXXXXXX is your MPI number
- Click on Save

Note: The saved file can be used as a template for all of your Cost Reports. A similar conversion process can be used for other Excel files (e.g., supporting schedules).

File Transfers

The size of the Excel Cost Report files expands greatly for users that have Excel 2007. The amount of time that is required to download the Cost Report template and upload completed Cost Report(s) can vary greatly depending on the mode of internet access that you have. For these reasons, please be patient when you download the template and when you upload completed Cost Reports. If you are submitting several Cost Reports, are experiencing excessive upload times and would like to discuss an alternate method for delivering your Cost Reports, please submit an e-mail to the ODP E-help Desk by clicking on the link titled "To Submit Cost Reporting Questions" at www.odpconsulting.net and include your phone number and a short explanation of the issues that you are experiencing.