System for Official Languages Obligations, SOLO.

0:0:10.10 0:0:0.0 --> 0:0:9.210
Welcome. The Official Languages of Center of Excellence (OLCE) is pleased to be able to share with you your new --> 0:0:13.550
We appreciate the time you took to join this information session.

0:0:16.430 --> 0:0:47.940
Here are the objectives for this session. We're going to start with an introduction to solo, why and how are you going to be using solo during the next coming weeks. So, the first step you'll need to do as a PROL is obviously create an account. Furthermore, you'll need to review your offices in this new system. We'll see how to manage office registrations and how to register an office if need be. In certain circumstances, task will be associated with an office registration.

0:0:48.770 --> 0:1:9.870
With SOLO we can produce or generate quite a few reports. They are auto generated from the data found in SOLO and these can also be customized to suit your institutions reporting needs. So basically, solo reports always 2 reports and their report on an annual review.

0:1:10.890 --> 0:1:42.140
We'll talk briefly about the Official Languages Regulations Reapplication Exercise (OLRRE). So basically, reviewing and editing your office information in SOLO is to prepare for this exercise. After reviewing this training session, we'll talk about the next steps, what we need from you as a PROL when accessing SOLO, and we'll finish this session with a short demo on how to navigate in this system, specifically what to do when reviewing or updating information,

0:1:42.810 --> 0:1:48.140
How to register an office and finish off with a quick look at preparing your reports?

0:1:50.830 --> 0:1:59.500
SOLO stands for System for Official Languages Obligations. It replaces the old Regulations Management System, the RMS.

0:2:0.460 --> 0:2:16.580
It is a user friendly, modern, and integrated system, allowing you increased reporting and analysis possibilities. Additional office information can be added from the list of offices migrated from the old system, the RMS.

0:2:17.720 --> 0:2:45.210
We'll see that there might be tasks associated when registering new offices such as a need for a service area or measure of demand. What's nice about the SOLO is that it will provide the user notifications on what task needs to be done. There will also be an automation of the administrative aspects of the Annual review, the OLISS II Report and the monitoring of the OLRRE exercise.

0:2:46.620 --> 0:3:10.940
SOLO also allows the integration of the new regulatory obligations as well as decennial census linguistic data provided by Statistics Canada last August 2022. It is important to note that with SOLO, Burolis has also been revamped to include some additional information entered in the new system.

0:3:13.400 --> 0:3:21.370
So there's two main environments in SOLO. You have the production environment, and you also have the simulator.

0:3:22.360 --> 0:3:25.130
There are key distinctions between the two.

0:3:25.940 --> 0:3:36.310
The simulator is mostly used as a sandbox, so what you do in the simulator won't be directly reflected in Burolis. In the production environment,

0:3:37.130 --> 0:3:47.160
On the other hand, every action that you save will be shown in Burolis. Let's see more clearly the difference between the two environments.

0:3:50.130 --> 0:3:54.340
First, you can see the production environment here to your left.

0:3:55.910 --> 0:4:0.120
Right next to it, you can see the simulator environment.

0:4:0.950 --> 0:4:16.680
Now for the main distinction between the two environments is, first, you'll see the watermark here on the sides of the simulator environment, which is clearly not shown in the production environment.

0:4:17.810 --> 0:4:21.740
Also in the simulator you will see,

0:4:22.520 --> 0:4:34.430
a warning sign that tells you that you are not in the production environment and everything you do here will not be visible in production SOLO or Burolis.

0:4:35.890 --> 0:4:46.560
The next indication is in the web address. Here you'll clearly see that in the web address it is indicated, Sim for stimulator solo.

0:4:48.280 --> 0:4:54.690
On the other hand, here in the production environment, you will not see the simulator in the web address.

0:4:55.930 --> 0:4:59.130
There, we’ll slide back these out of the screen for now.

0:5:6.20 --> 0:5:17.750
So the first step you have to do is to register an account by indicating either your own personal work address or your generic e-mail address for your

0:5:19.140 --> 0:5:20.820
Official languages group.

0:5:22.490 --> 0:5:27.250
Second, you will need to create a password linked to your account. The nice thing about

0:5:27.990 --> 0:5:35.790
Solo is that if you forget your password, you can go ahead and reset your password without contacting us here at TBS.

0:5:40.870 --> 0:5:58.140
So it's important to use your work e-mail address or your generic inbox e-mail address for your group, but most important, ensure that you indicate the name of the PROL were indicated in case we here at we at TBS have to get a hold of you (the PROL).

0:5:58.920 --> 0:6:10.140
Your password will need to be at least 12 characters with at least one lower case one upper case, one number and one non alphanumeric character.

0:6:13.150 --> 0:6:20.610
Once you have created your account an e-mail will be sent to you. You will have to activate your account by clicking on the link here.

0:6:22.340 --> 0:6:31.830
This e-mail will either found in your own personal work e-mail or in your generic official languages e-mail. Once you click on this link,

0:6:32.670 --> 0:6:35.400
You will be brought back to this page in solo.

0:6:40.910 --> 0:6:47.900
In which you will be able to sign in. Once you've signed in, you will be brought to the dashboard.

0:6:49.160 --> 0:6:50.670
The main page of solo.

0:6:52.460 --> 0:6:55.70
The dashboard is mainly composed of three sections.

0:6:57.980 --> 0:6:59.550
You have the top ribbon here.

0:7:2.170 --> 0:7:8.660
And also here to the right the most requested links or tasks to follow.

0:7:10.110 --> 0:7:40.420
Also here you'll have helpful links with web links for Official Languages. So you can see here the Official Languages Act, the Regulations and if you need to contact us at OLCE you can do so by clicking here and there will have our generic e-mail that will be shown in which you will be able to contact us by e-mail and last but not least you'll see that you have also

0:7:40.510 --> 0:7:41.790
a link to Burolis.

0:7:43.380 --> 0:7:44.390
When you're at the center,

0:7:45.80 --> 0:7:48.70
(Here) are the main functions within SOLO.

0:7:49.430 --> 0:7:50.900
So let's go back here (top ribbon).

0:7:51.670 --> 0:7:57.300
So once you click on home, this will automatically bring you back to the dashboard here.

0:7:58.830 --> 0:8:12.610
Once you click on the annual review, this is where you'll be able to enter the information required for the annual review. Now for this year, (the completion of) the annual review is,

0:8:13.330 --> 0:8:14.20
Optional (in SOLO).

0:8:14.920 --> 0:8:27.710
But if you require to use SOLO to administer, your annual review, please contact us at the the address shown in this link here.

0:8:29.600 --> 0:8:40.510
Right next to this is the registration (tab). So by clicking on this tab, you will see the list of all the offices that have been migrated from the old system into SOLO.

0:8:41.640 --> 0:8:51.250
Right next to it, you'll see the tasks. So as mentioned earlier, once you create an office task(s) may be associated with the office creation.

0:8:52.360 --> 0:9:4.260
Right next to the task tab, you can find the reports. So, there's a variety of reports that SOLO can produce either autogenerated or customized.

0:9:5.310 --> 0:9:13.690
Next to this, you'll see here that this is where you'll be going to enter all information on your OLISS II Reports.

0:9:15.530 --> 0:9:27.810
Right at the center, here, is where you'll mainly be navigating into SOLO. So, if you need to register an office, this is where you'll go to proceed with that task.

0:9:29.320 --> 0:9:39.830
Right next to it is (where) if you want to manage your offices. So, if you want to view, edit or delete registered offices you can do so by clicking on this link.

0:9:41.150 --> 0:9:49.40
Right below is where he can generate reports. Will see that there are quite a few reports that can be generated into solo.

0:9:50.100 --> 0:9:55.410
Below, here is where you're going to find information on your institution.

0:9:56.390 --> 0:9:59.670
So you'll see that institution is spelled with an S.

0:10:0.600 --> 0:10:11.710
This is because for most well …, a few, a few PROLs have been assigned to this position for more than one institution.

0:10:12.510 --> 0:10:17.750
Right here is where you can manage the information found for your institution.

0:10:21.150 --> 0:10:27.540
So the first thing you’re going to do when you enter SOLO is (to) manage your office registrations.

0:10:28.660 --> 0:10:35.670
If you do not know how to register an office, you can always click on the instructions here.

0:10:37.130 --> 0:10:46.380
Below here will be the list for your institution. So if you're the PROL for only one institution, this will automatically appear.

0:10:47.490 --> 0:10:59.300
If you are the PROL for more than one institution, you can click on the drop down menu here and select the institution you request to be shown in the SOLO.

0:11:1.420 --> 0:11:4.650
Right here is where you see a list of.

0:11:5.440 --> 0:11:8.150
offices into solo and you.

0:11:9.250 --> 0:11:14.870
if you see that one office is missing, you can go ahead here and register a new office.

0:11:16.20 --> 0:11:33.210
Right next to it is this service groups. So, if you're working at Employment and Social Development Canada ESDC, you might have service groups that are associated with more than one office. We'll see that a little further in the presentation.

0:11:34.60 --> 0:11:39.650
So once you've clicked on the institution, all you have to do is click on search.

0:11:40.920 --> 0:11:51.850
Once you do so, you'll see the list of offices registered in this case. Here, we're showing the list of offices registered for the Treasury Board (Secretariat).

0:11:53.10 --> 0:12:0.810
So here you'll see what (is) the status. This indicates that these two offices are active in SOLO.

0:12:2.440 --> 0:12:6.70
Right next to it is the institution acronym.

0:12:8.440 --> 0:12:12.210
Under the office name is obviously the office name for.

0:12:14.400 --> 0:12:16.620
the office registered in solo.

0:12:17.520 --> 0:12:23.100
You can see here that we have a head office and also a toll free long distance telephone service.

0:12:24.240 --> 0:12:29.130
Right next to it is the address of the of the office registered in the SOLO.

0:12:30.420 --> 0:12:37.800
You'll see here, particularly in the case of the toll free long distance telephone service, that you have a list of provinces.

0:12:38.560 --> 0:12:44.330
Soucy, Luc
This is the case (for) the provinces and territories that are served by this.

0:12:45.50 --> 0:12:46.410
Soucy, Luc
This particular service.

0:12:48.10 --> 0:12:58.710
Right next to it are the group. So, we talked about the same service group. If you'd have a same service group within these offices, a check mark would appear here.

0:12:59.340 --> 0:13:3.920
But in this case, TBS does not have any same service groups.

0:13:5.480 --> 0:13:18.360
Last but not least, is it linguistic designation for each offices. Here you see that the head office and a toll-free phone number are both bilingual due to, 1st part.

0:13:19.200 --> 0:13:25.730
The fact that the all head offices are automatically designated bilingual and for toll free.

0:13:26.440 --> 0:13:32.130
For free long distance telephone services, they are also bilingual due to their vocation (asp er the Regulations).

0:13:34.730 --> 0:13:39.460
So the first thing you want to do is review information and edit.

0:13:40.470 --> 0:13:41.370
What is found.

0:13:42.310 --> 0:13:43.290
For that office.

0:13:45.930 --> 0:13:54.100
Here you have the choice of editing the toll-free long-distance number only or edit all the information for the office.

0:13:57.330 --> 0:14:3.820
If you choose to edit all information for this office, all you have to do is click on edit office.

0:14:5.210 --> 0:14:15.740
Once you do so, you'll see all the information pertaining to this office. In this case, what you see here is information for the toll-free telephone number.

0:14:17.280 --> 0:14:19.670
The Office number (name) is.

0:14:20.540 --> 0:14:24.550
required here in both English and French.

0:14:26.40 --> 0:14:27.380
This doesn't need to be.

0:14:28.480 --> 0:14:39.190
(need to be) the same wording here, so you can apply a wording that is familiar with your operations and also with the public.

0:14:40.660 --> 0:14:49.970
Here you can enter the telephone number for programs. So if you're um, long distance phone number is.

0:14:51.490 --> 0:14:57.360
part of a program. You can add the telephone for this distinctive program right here.

0:14:58.720 --> 0:15:7.910
Next step is to decide in which language the toll-free telephone number will be. It will be either Bilingual English or French.

0:15:10.460 --> 0:15:29.620
Next, right below you'll have to identify the type of phone number. Is it a toll-free telephone number or a local telephone number. If you choose to add a telephone number for a program, you will be required to enter the name of the program here in both English and French.

0:15:31.620 --> 0:15:35.280
To the right here you can see the list of provinces and.

0:15:36.10 --> 0:15:54.860
Territories that this telephone (toll) free telephone number serves. If you would decide that this telephone number will no longer serve, Yukon and Nunavut. You can go ahead and uncheck these boxes here once you click on submit, your office information will be updated.

0:15:58.280 --> 0:16:8.460
We talked about the same service group. Here we have an example of (from) Employment and Social Development Canada. You'll see that they have quite a few number of same service groups.

0:16:11.940 --> 0:16:14.310
Here you have institution acronym.

0:16:15.60 --> 0:16:26.850
The service group and again here you can use the wording that is familiar for you for operations and to the public, but it's really important that you keep the number.

0:16:28.690 --> 0:16:44.120
For quick reference and quick retrieval, here you have the CMA or CMD in which the same service group is part of. You have the province and here to the right is an indication whether the same service group.

0:16:44.900 --> 0:16:48.920
Applies (or) offers key services or not key services.

0:16:50.70 --> 0:16:59.460
Now to have a closer look at what offices are included in the same service group. Let's have a look at the same service group 160.

0:17:1.490 --> 0:17:12.720
Here you'll see that SOLO indicates the number of bilingual offices required, which in this case (is) applied by the proportionality principle.

0:17:13.520 --> 0:17:20.590
Here SOLO will give you a quick indication of what is the (princi) proportionality principle.

0:17:21.970 --> 0:17:27.420
Right down here, you'll see the list of offices that are part of this same service group.

0:17:29.400 --> 0:17:35.510
And this case here 5 offices are required to be bilingual within this same service group.

0:17:37.390 --> 0:17:40.760
Now, if you have a look here, you'll see that there's all…

0:17:41.610 --> 0:17:49.320
There's already 5 bilingual offices indicated in within this group, so no further action is required.

0:17:50.610 --> 0:17:51.200
If…

0:17:51.950 --> 0:18:10.940
If there would be a situation where no bilingual or less than five bilingual offices would be required, (or) are required for this same service group, you'll need to consult the community to have an idea which other bilingual office is required.

0:18:12.280 --> 0:18:16.470
We'll have a quick look at this further in the presentation.

0:18:19.280 --> 0:18:30.300
Now, after reviewing the list of offices registered in SOLO, you see that an office is not included in SOLO, you can go ahead and register an office.

0:18:31.190 --> 0:18:39.40
Registering an office in SOLO is made by three steps, so first step would be to indicate the office details.

0:18:40.670 --> 0:18:57.160
After that you'll be required to enter the office location and to finish it (registration) off you have to confirm all information that you have entered just to make sure that there's no typos and or that the telephone numbers are correct.

0:18:59.480 --> 0:19:1.840
Now let's have a look at the office details.

0:19:2.770 --> 0:19:16.450
So the first thing you're required to enter is the office name. Again, here you can use this wording, or you can use the office name that is recognized by your institution and by the public.

0:19:18.400 --> 0:19:27.780
Second, you have the option of adding a program so if this office has a distinctive.

0:19:29.790 --> 0:19:32.760
Program within the service you can add it here.

0:19:34.260 --> 0:19:38.320
Next, you have to indicate the telephone number, including the country code.

0:19:40.360 --> 0:19:50.430
The e-mail is optional, but always a good idea to indicate the e-mail for your institution in case the public needs to get a hold of you.

0:19:51.160 --> 0:19:51.990
By e-mail.

0:19:53.780 --> 0:20:0.730
Right below here you'll see that you have to indicate the clientele for this office.

0:20:1.560 --> 0:20:7.890
Is for the general public and identifiable restricted clientele or the traveling public?

0:20:9.690 --> 0:20:18.530
Last but not least, you have to indicate if an in-person service is available. If yes, you'll be required to enter the days and business hours.

0:20:19.240 --> 0:20:22.430
If no, you can go ahead and go to the next step.

0:20:27.210 --> 0:20:30.840
The second step is to indicate the office location.

0:20:32.330 --> 0:20:42.750
Now you'll see here that the name of the facility is optional. So, if your office is located within a building that has a name, you can enter it here.

0:20:45.380 --> 0:20:47.900
The steps that follow are mandatory.

0:20:48.910 --> 0:21:2.420
You have to decide if you register a new address or choose an address already registered in SOLO. Now for this case here we know that 240 sparks house many institutions (offices).

0:21:3.140 --> 0:21:8.290
But the important thing to remember is if you do not have an office within this…

0:21:9.110 --> 0:21:16.220
At this address you cannot choose this. The option you have to choose is register a new address.

0:21:18.280 --> 0:21:24.260
So here you have to indicate the region or the province, the city and the street address.

0:21:25.70 --> 0:21:27.180
And once you enter this information.

0:21:28.180 --> 0:21:34.730
You'll see that the map here will interact and pinpoint the exact location of your office on the map.

0:21:35.720 --> 0:21:50.530
Also, you'll see that SOLO will indicate the CMA the CSD, the total minority population, the percentage and the total population for the area you've selected or entered.

0:21:53.270 --> 0:22:2.220
Last step is to confirm the information that you have entered into SOLO, so you can either go and edit the office information.

0:22:2.910 --> 0:22:7.490
The office location or edit the whole information here.

0:22:8.220 --> 0:22:12.690
If everything is correct and kosher, you can go ahead and click on submit.

0:22:15.240 --> 0:22:17.170
In this in this case here.

0:22:18.60 --> 0:22:25.390
Considering that the office is located in the National Capital Region, it is automatically designated bilingual.

0:22:27.310 --> 0:22:33.360
Just below here is an explanation of as to why the office is bilingual.

0:22:34.590 --> 0:22:39.660
The details about the office linguistic designation can be found here.

0:22:45.400 --> 0:22:51.710
Sometimes when you register an office, tasks might be associated to the office registration.

0:22:53.100 --> 0:22:56.690
The first, the first example would be the service area.

0:22:59.10 --> 0:23:4.620
The second example would be a measure of demand, so the institution will be required to.

0:23:5.640 --> 0:23:8.50
Provide a survey to the clientele.

0:23:8.730 --> 0:23:12.710
To measure the potential demand for the service offered.

0:23:13.700 --> 0:23:16.610
by this office to the public.

0:23:18.450 --> 0:23:26.100
The next step here is the, is the proportion app … proportionality application. So, for the same service group.

0:23:26.770 --> 0:23:30.960
Which you will also be required to consult the commu…, the Community.

0:23:32.220 --> 0:23:40.240
This happens when you register more than one office in the same census area that provides the same service.

0:23:41.310 --> 0:23:53.50
So let me repeat that again. The proportionality principle applies when you register a new office within the same census area, (and) providing the same service.

0:23:53.890 --> 0:23:55.80
as an office.

0:23:56.350 --> 0:23:59.400
already registered in the SOLO.

0:24:1.580 --> 0:24:8.540
Let's have a quicker look at the service area of task now. This is determined by the institution, not by TBS.

0:24:10.520 --> 0:24:20.540
So when you're drawing your service area SOLO will calculate the minority data based on the census regions, you can see here that the census regions are delimited in blue.

0:24:22.140 --> 0:24:31.580
Once you've selected this census regions here, you'll see that he interior of the census region will be powdered blue.

0:24:33.310 --> 0:24:48.780
Now to select your service area, we suggest that you use the Polygon icon here in which (you) really can determine with precision the service area for your office.

0:24:49.800 --> 0:24:53.120
Once you've done this, you can click on finish.

0:24:54.90 --> 0:25:2.880
The important thing to remember is that you have to wait until SOLO registers the census areas you've selected. You'll know this.

0:25:3.740 --> 0:25:10.860
By the fact that these census areas will turn from a blue, powder blue to Gray.

0:25:12.370 --> 0:25:20.480
Now, once you've selected the service area, SOLO will also indicate all the service area demographic details.

0:25:21.390 --> 0:25:26.500
Here you can see that it indicates the CMA this CD number.

0:25:27.320 --> 0:25:31.630
The minority population for each census area selected.

0:25:32.410 --> 0:25:36.570
The percentage and the total population. Again here.

0:25:38.330 --> 0:25:47.780
The (the) SOLO application or system was able to determine that this service (office) should be designated bilingual.

0:25:49.970 --> 0:26:7.210
If that (service area) threshold is not met SOLO will go and assign you another task which is the measure of the demand, so you'll be required to survey the clientele and indicate the methodology followed for that survey.

0:26:9.460 --> 0:26:27.530
Now, if you're not sure about this new office or you’re not sure about the information to enter here, SOLO will give you the option of saving the office as a draft and you can go back to the office (details) once you've collected the required information. But if you do have information,

0:26:28.370 --> 0:26:30.710
You'll have to indicate the information here.

0:26:31.350 --> 0:26:45.280
So you'll be required to enter the methodology, followed by results of the survey, and SOLO will be able to determine if whether or not the office should be bilingual.

0:26:46.580 --> 0:26:54.920
By the details of this service, SOLO was able to determine by these numbers that the office should be bilingual.

0:26:58.510 --> 0:27:12.420
The last task is related to the proportionality calculation, so this is based on the number of offices providing the same services in the census region times (multiplied by) the minority population percentage.

0:27:13.980 --> 0:27:18.590
And in this case here you see that in the Winnipeg region.

0:27:19.370 --> 0:27:21.960
Soucy, Luc
One office is required to be bilingual.

0:27:22.900 --> 0:27:28.150
After having a quick look here, you'll see that at least one office is bilingual.

0:27:29.890 --> 0:27:36.120
If there would be a situation where no bilingual offices would be identified, you would have to consult the Community.

0:27:37.800 --> 0:27:39.0
As you can see here.

0:27:41.850 --> 0:27:45.300
Out of five offices, one is required bilingual.

0:27:46.470 --> 0:27:51.460
Now SOLO calculates this by information that is found in the background.

0:27:52.430 --> 0:27:55.140
So fives offices,

0:27:56.650 --> 0:28:12.770
Five offices times 3.9%, the minority population, gives you the number of 0.975. SOLO will always round it to the nearest number, which in this case the number is 1.

0:28:14.110 --> 0:28:15.680
Now to consult the community.

0:28:16.760 --> 0:28:17.370
You have to.

0:28:18.250 --> 0:28:20.990
Select this icon here or this tab.

0:28:22.490 --> 0:28:31.600
If you do not have the information on this community consultation, you also have the option of saving this office as a draft.

0:28:32.920 --> 0:28:39.190
Once you have the information, you can go back and enter the required information here.

0:28:42.500 --> 0:28:45.550
Once you have done so, you'll have to click on submit.

0:28:46.500 --> 0:28:55.930
Maybe a good idea to go back here and select the, which office is required to be bilingual as per the community consultation.

0:28:58.980 --> 0:29:3.660
Once you've entered this information, you can go ahead and register (save) your office.

0:29:5.480 --> 0:29:16.650
Now you'll see that in SOLO we have quite a list of reports that can be generated into SOLO. You first have this SOLO office registrations report.

0:29:17.620 --> 0:29:19.370
(You) Also have the OLISS II reports.

0:29:20.140 --> 0:29:27.860
(You) Have the Annual Review report and you'll also have (coming soon) a report on the OLRRE exercise, which is in development.

0:29:29.510 --> 0:29:33.860
These reports, all these reports can be customized by using filters.

0:29:34.750 --> 0:29:39.960
They can also be exported in Excel format for easier manipulation or data integration.

0:29:42.580 --> 0:29:45.950
The, what we see here on the screen is the SOLO report.

0:29:46.740 --> 0:29:58.910
So you can see that there's quite a few number of offices registered into SOLO. This is because I'm using my own administrative access account. But in your case, you might see fewer offices here.

0:29:59.950 --> 0:30:6.240
Now here you can see here this office, this (office) report is divided by these tabs here.

0:30:9.470 --> 0:30:21.950
You'll see here that you (have) within this office SOLO report, you have five different reports or four different reports. The first thing, the first report you'll see is the office details.

0:30:22.800 --> 0:30:26.480
You also have a report on the language designation by office type.

0:30:27.570 --> 0:30:35.390
You have the report on institution accounts, so accounts that are used by your institution for using (accessing) SOLO.

0:30:36.620 --> 0:30:47.630
Also here you have at the program report, so if you're office is has programs, you'll be able to see the list of programs associated to these offices.

0:30:49.850 --> 0:30:50.980
Right here to the right.

0:30:51.690 --> 0:30:53.160
You'll see that there’s filters.

0:30:54.640 --> 0:31:2.740
You can apply filters to select what information you (are) require for reporting purposes.

0:31:5.590 --> 0:31:17.250
For the OLISS II reports, (these) this report is also divided in five different reports. What you see here is a report on internal services to employees.

0:31:18.360 --> 0:31:20.890
You also have a bilingual supervision report.

0:31:21.680 --> 0:31:30.0
The participation by region, (the) participation by occupational category and the service to the public in official languages.

0:31:31.170 --> 0:31:34.880
You'll see here that this report can also be filtered.

0:31:39.100 --> 0:31:45.450
For the Regulations Re-application exercise, the OLRRE, this module is currently being developed.

0:31:47.380 --> 0:31:52.290
This will enable new Census data to be incorporated into SOLO.

0:31:53.240 --> 0:32:6.210
This will also help the PROL to view office linguistic designations, whether the office becomes bilingual or the office becomes unilingual or the office keeps its linguistic designation.

0:32:7.410 --> 0:32:25.960
It'll monitor the timelines for the OLRRE phases by groups, so if you have participated in previous information sessions on the Regs101, you will see (saw) that the OLRRE will be conducted in phases and by groups.

0:32:29.300 --> 0:32:43.330
What we need from federal institutions following their registration in SOLO is to validate/update information and if need be, register any missing offices in SOLO.

0:32:44.810 --> 0:32:49.970
This will all be required before the beginning of the OLRRE exercise.

0:32:51.440 --> 0:32:53.760
We ask PROL that they,

0:32:54.520 --> 0:32:59.740
They complete this action before March 31st.

0:33:0.670 --> 0:33:3.440
(hum) 31st sorry, 2023.

0:33:4.410 --> 0:33:10.880
(To) which after that the exercise will begin during the winter or spring 2023.

0:33:14.550 --> 0:33:15.40
Now,

0:33:15.740 --> 0:33:21.270
We're gonna go over a short demo on how to navigate into SOLO.

0:33:22.480 --> 0:33:25.90
I'll be using the Simulator for this demo.

0:33:33.320 --> 0:33:41.720
Now the first thing you want to do is to view your office registrations, so I'll go ahead here and click on “manage offices”.

0:34:14.650 --> 0:34:23.200
That’s the first thing you're gonna see, is this page here in which you will be required to select the institution.

0:34:24.0 --> 0:34:30.410
Now for today's sessions, I’ll be acting as the PROL for Library and Archives Canada.

0:34:35.540 --> 0:34:39.610
After selecting the institution, all I have to do is click on search.

0:34:43.10 --> 0:34:47.840
SOLO will give me a list of offices registered under this institution.

0:35:2.850 --> 0:35:9.200
You'll see here that under Library and Archives Canada, we have quite a few number of offices.

0:35:11.200 --> 0:35:13.300
After having a quick look at the list.

0:35:14.560 --> 0:35:25.870
I noticed that this office here no longer is under 1700 Inkster Blvd. I can go ahead and edit this information.

0:35:52.0 --> 0:35:59.490
Well, you can have either the choice of selecting or editing the office information here, the office location.

0:36:1.250 --> 0:36:5.880
Or edit the program. In this case, we're gonna edit the office location.

0:36:9.70 --> 0:36:15.20
Not it happens that last year the office has moved down a few blocks.

0:36:15.850 --> 0:36:19.820
It is now under (at) 1200 Inkster Blvd.

0:36:24.490 --> 0:36:25.710
As you can see here.

0:36:26.690 --> 0:36:33.120
SOLO will indicate a new location of the office in the map here.

0:36:38.620 --> 0:36:40.30
I have to do is click on next.

0:36:41.410 --> 0:36:47.920
Do a final review of the office information here and … everything is kosher (proper). Click on submit.

0:36:54.530 --> 0:36:58.170
In this case here you'll see that the office remains at bilingual.

0:37:4.640 --> 0:37:12.450
Now if you see that within this list, you (might) have to register a new office, all you have to do is click on “register an office”.

0:37:13.560 --> 0:37:22.570
Select the institution here and again, if you're the PROL for only one institution, you'll automatically see your institution here.

0:37:24.920 --> 0:37:27.280
Next step would be to (see the) list.

0:37:28.120 --> 0:37:32.120
(of) the offices and the service types offered by this new office.

0:37:35.380 --> 0:37:51.650
You have to select the office to Register here. So. So it'll give you quite a few choices. Now, depending on your institution, you might have more selections here. But in case of Library and Archives Canada, we will select a local office or facility.

0:37:54.440 --> 0:37:55.360
Click on next.

0:37:58.570 --> 0:38:2.880
I'll be required to in turn enter the information on the office name.

0:38:4.780 --> 0:38:6.250
in English and.

0:38:7.30 --> 0:38:9.340
Your French name of the office.

0:38:11.10 --> 0:38:17.580
I have the option of adding a program but in this case, there are no program within this office.

0:38:18.990 --> 0:38:24.460
I'll go ahead and enter, enter the office number or telephone number for this office.

0:38:27.590 --> 0:38:31.460
Here I'm just going to use my own personal work e-mail address.

0:38:32.610 --> 0:38:39.140
To identify how the public can reach me by using an e-mail.

0:38:39.880 --> 0:38:49.890
But indeed, but in the reality, you'll be using the generic e-mail that can be used by the public to contact you.

0:38:53.40 --> 0:38:54.630
You will have to determine if the office.

0:38:55.280 --> 0:39:3.110
With what type of clientele the office serves, (in) this case, I'll, it is gonna be the general public.

0:39:6.590 --> 0:39:10.860
Last but not least, you have to identify if in-person services are available.

0:39:11.700 --> 0:39:18.70
If you click yes, you'll be required to add or indicate the office.

0:39:19.950 --> 0:39:20.920
Business days.

0:39:22.390 --> 0:39:25.0
And the hours of operation.

0:39:42.890 --> 0:39:43.580
(After) You've done that.

0:39:44.400 --> 0:39:46.230
All you have to do is click on next.

0:39:51.820 --> 0:39:56.330
(in) this step you'll be required to enter the office location.

0:39:57.430 --> 0:40:1.340
Now this is a new address, so I'll go ahead and click register a new address.

0:40:2.670 --> 0:40:5.200
Now the region is Quebec.

0:40:7.840 --> 0:40:14.310
You'll see that the um the map here interacts as soon as I enter more and more information.

0:40:16.860 --> 0:40:18.390
The city is Champlain - Quebec.

0:40:24.270 --> 0:40:28.640
And the address is 45 avenue Boucher.

0:40:30.230 --> 0:40:31.620
And, we'll see that in SOLO.

0:40:32.530 --> 0:40:36.880
It indicates the actual location of the office on the map.

0:40:38.20 --> 0:40:52.740
You will also see that it indicates the CMA, the CSD, the total minority population, the total minority language percentage and the total population for, surrounding this office.

0:40:54.940 --> 0:40:56.320
If I click on next.

0:41:3.410 --> 0:41:6.880
You'll see that in this case, a service area is required.

0:41:9.120 --> 0:41:10.810
Now you'll have to.

0:41:12.360 --> 0:41:20.630
Decide the service or the area within, eh eh to select it for this office?

0:41:21.660 --> 0:41:28.890
I'm going to go ahead and minimize this or zoom out just to make sure that I capture all the service areas.

0:41:29.540 --> 0:41:32.30
Or (for) this service census area.

0:41:36.240 --> 0:41:41.750
(I’m) going to go ahead and draw the actual service area for this office.

0:41:43.110 --> 0:41:45.210
When I'm done, click on finish.

0:41:46.950 --> 0:41:51.730
You will see that the census area here are now greyed.

0:41:52.760 --> 0:41:58.350
This indicates that SOLO has here registered every single census area.

0:41:59.50 --> 0:41:59.720
and included.

0:42:2.920 --> 0:42:6.690
also here you see here a list of all the.

0:42:7.630 --> 0:42:9.820
Service area demographic details.

0:42:19.530 --> 0:42:25.490
So if you're unsure about all the census areas, you have the option of saving this office as the draft.

0:42:26.450 --> 0:42:36.40
In case eh in this case, we are quite comfortable that we have captured every census area. So, we're gonna go and click on next.

0:42:41.830 --> 0:42:45.500
Next step is to validate information entered into SOLO.

0:42:46.710 --> 0:42:50.190
If everything is kosher, all I have to do is click on submit.

0:42:54.290 --> 0:43:1.70
Now you'll see here, based on the information entered in SOLO, the language designation for this office is French.

0:43:2.100 --> 0:43:6.20
But you'll see here that another task has been associated to this office.

0:43:6.750 --> 0:43:10.380
Go to view the task …. all I have to do is click here to view the task.

0:43:16.960 --> 0:43:19.230
The next step would be to identify.

0:43:23.530 --> 0:43:29.420
The institution and click on search to see which task has been assigned.

0:43:30.650 --> 0:43:34.760
(In) this case here the measure of demand, has been assigned to this office.

0:43:36.160 --> 0:43:42.30
Now to enter the information about the measure of demand, all I have to do is click on the task name here.

0:43:46.820 --> 0:43:50.570
The measure of the man can be included in this portion (section) of SOLO.

0:43:51.330 --> 0:43:53.500
So (in) the office location.

0:43:56.740 --> 0:44:4.530
All I have to do on once I'm in this section is to scroll down and enter the required information.

0:44:5.550 --> 0:44:7.560
In this case, we.

0:44:9.390 --> 0:44:11.210
We used a telephone survey.

0:44:12.430 --> 0:44:21.580
And in this survey it is, it was shown that 400 anglophones required that this service to be given in English.

0:44:23.140 --> 0:44:26.330
This same survey demonstrated that in French.

0:44:27.690 --> 0:44:34.740
A total of over 20 French speaking, Canadians required that the service to be given in French.

0:44:36.20 --> 0:44:40.70
After entering these numbers in SOLO, it will then indicate the percentage.

0:44:40.850 --> 0:44:43.320
In this case … 95.2%.

0:44:44.90 --> 0:44:53.490
Of this, the percentage of respondents requesting the service in the minority language, in this case English, because we are in Quebec.

0:44:55.930 --> 0:44:58.670
To complete the task, all I have to do is click on next.

0:45:2.250 --> 0:45:6.160
I'll be required to once again review the information entered dental solo.

0:45:8.220 --> 0:45:11.520
Once this task is been done. All I have to do is click on submit.

0:45:14.430 --> 0:45:15.740
And as you can see here.

0:45:16.700 --> 0:45:22.90
(based) by the measure of demand, this office is now required or designated bilingual.

0:45:23.710 --> 0:45:35.940
If I want to read more about the language designation of this office, all I have to do click is to click on this link and SOLO will give me a reason why this office has been designated bilingual.

0:45:40.560 --> 0:45:44.750
What we're going to see next is how to produce a report into solo.

0:45:48.450 --> 0:45:49.610
By clicking on the home.

0:45:50.320 --> 0:45:51.670
I can select reports.

0:45:55.190 --> 0:45:59.660
For this exercise, I'll be using the Production environment.

0:46:27.230 --> 0:46:32.0
This might take a little time because I'm using my administrative account.

0:46:36.560 --> 0:46:37.820
As you can see here.

0:46:38.580 --> 0:46:43.690
The, the lettering is quite small, so I'll go ahead and click on full screen.

0:46:44.600 --> 0:46:47.930
Which will enable me to have a better view of the report.

0:46:49.650 --> 0:46:55.660
Well, … let's say I wanna have (see) only the information on the Canadians Space Agency. I'll use the filters right here.

0:46:58.390 --> 0:47:1.740
Here you can see the list of filters that can be applied to this report.

0:47:4.40 --> 0:47:7.750
I'm going to go ahead and select the Canadian Space Agency.

0:47:20.350 --> 0:47:25.320
Once I’ve selected this filter, all I'll have to do is click on apply to apply this filter.

0:47:28.860 --> 0:47:35.720
We'll see now that I only see the offices registered under the Canadian Space Agency.

0:47:38.600 --> 0:47:49.90
If I choose to have an Excel format of this support, all I have to do is click on the list 3 little dots here and select export data.

0:47:51.120 --> 0:47:52.830
I'll be using the summarized data.

0:47:53.820 --> 0:47:55.130
To export this report (in Excel).

0:47:57.560 --> 0:47:58.880
Once I click on export.

0:47:59.750 --> 0:48:2.20
I will be brought to this page.

0:48:4.40 --> 0:48:5.10
Which will show.

0:48:6.90 --> 0:48:8.360
The actual report in Excel format.

0:48:10.720 --> 0:48:13.790
You'll also be seeing that these columns have filters.

0:48:20.780 --> 0:48:26.620
Now you can modify this information by adding more information to the columns.

0:48:27.800 --> 0:48:33.110
Or simply adding new information or adding a tab to this report.

0:48:47.480 --> 0:48:52.500
Now, once you've registered, an office here would be a simple exercise for you to do.

0:48:53.200 --> 0:48:59.640
By using the Simulator (environment), we would ask you to enter the information found here.

0:49:1.0 --> 0:49:7.90
It will enable you to navigate and see how SOLO interacts when you're entering (that) this information.

0:49:11.580 --> 0:49:17.370
This concludes this today's session. If you have any questions or (need) support,

0:49:18.220 --> 0:49:22.760
On solo, please communicate with us at TBS-OLCE at,

0:49:23.580 --> 0:49:27.140
Info-ollo@tbs-sct.gc.ca.

0:49:29.940 --> 0:49:31.70
Thank you for your time.