

Sightline – Shipping Address Manager – Updated May 9, 2019

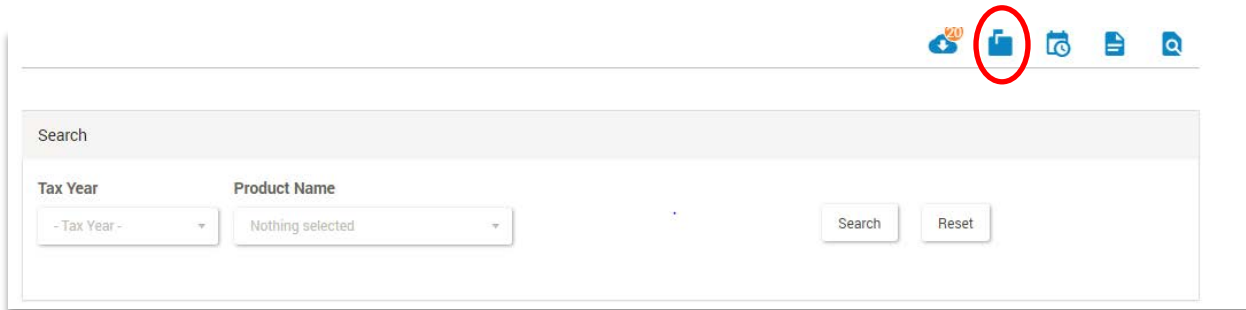
The Shipping Address Manager provides the **Local Administrator** with the ability to conveniently update the shipping information, as well as order additional copies, for any printed products delivered by MPAC.

NEW: The Municipal Administrator can now delegate the Shipping Manager Role to one other user within the Municipality. Instructions for delegating the role can be found on pages 8 – 9 of this fact sheet.

Printed vs PDF Product List:

Product Name	Print?	Cost?	PDF?	Cost?
Roll - original	Yes	N/C	No	N/A
Roll - copies	Yes	Yes	No	N/A
Omitted/Supplementary Listing	Yes	N/C	Yes	N/C
Names Index	Yes	Yes	Yes	N/C
Street Index	Yes	Yes	Yes	N/C

Choose the **Shipping Address Manager Icon** on the Sightline landing page, to validate or update your shipping information.



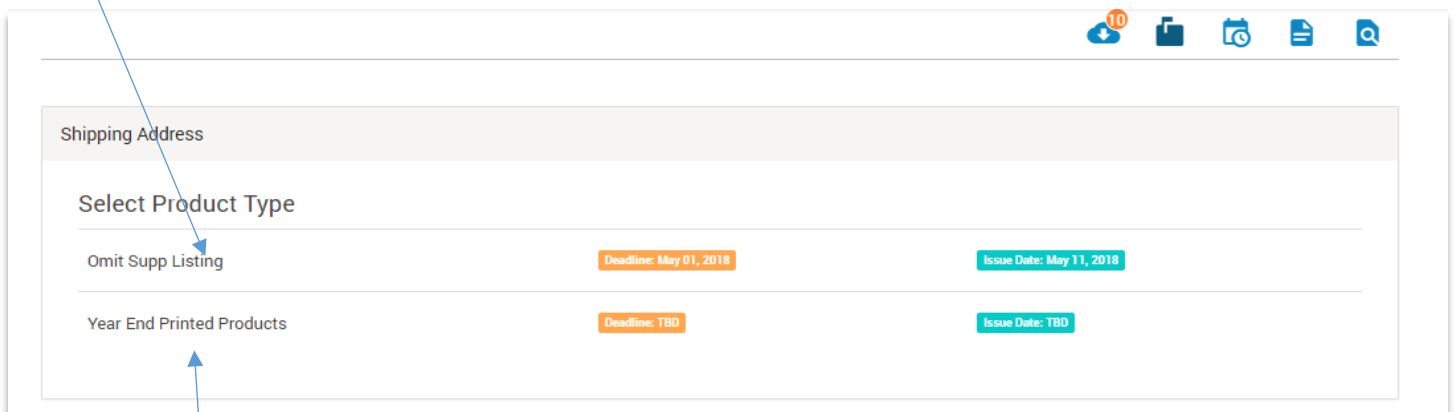
The screenshot shows the top navigation bar of the Sightline application. The 'Shipping Address Manager' icon, represented by a blue folder with a white document, is circled in red. Below the navigation bar is a search form with a 'Search' button and a 'Reset' button.

The “Product Type” options will appear.

Orientation of the Product Types Page

Omit Supp Listing –

This contains the shipping information for the paper copy of the Omitted/Supplementary Listing (assessment information on the Property Assessment Change Notices generated each month.)



The screenshot shows the 'Shipping Address' page in Sightline. The 'Omit Supp Listing' option is selected, and a blue arrow points to it from the text above. The page shows 'Year End Printed Products' with a 'Deadline: TBD' and 'Issue Date: TBD'.

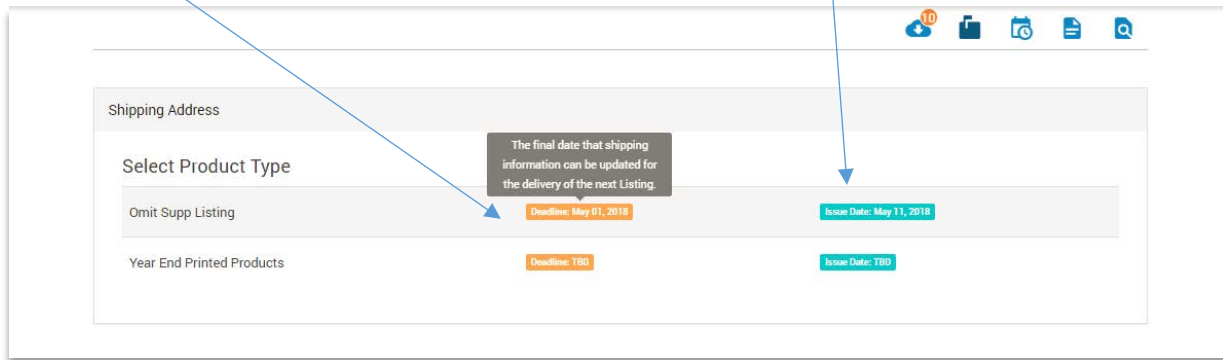
Year End Printed Products – (Assessment Roll, Name Index, Street Index)

This package contains the shipping information for the Assessment Roll (for public display), as well as the Name and Street Indices (for internal planning purposes).

It also provides options for ordering extra copies of these Year End Printed Products.

NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

To ensure your product is shipped to the correct address, the Select Product Type page displays the deadline for submitting address changes, in relation to the shipping date for each product.

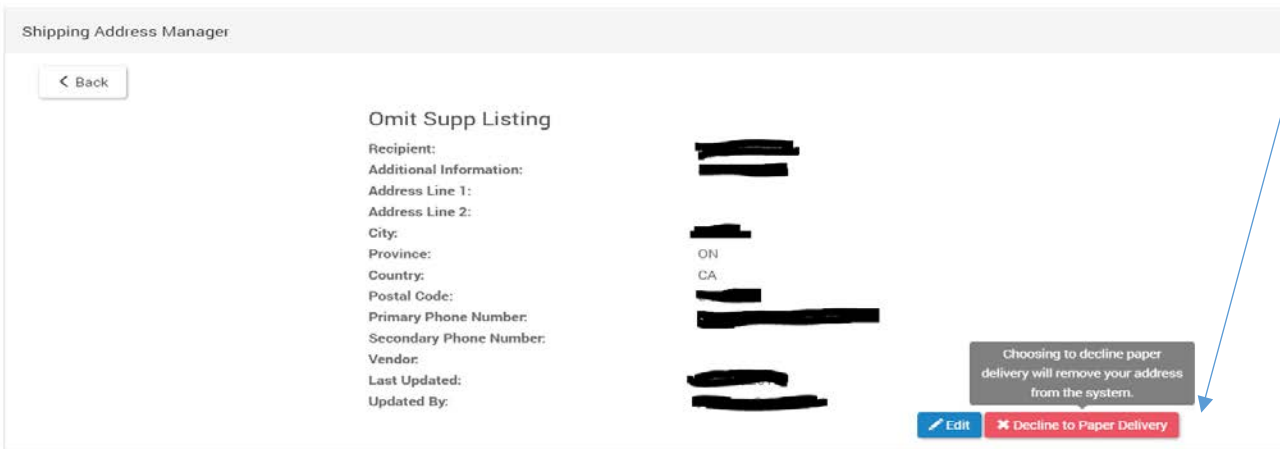


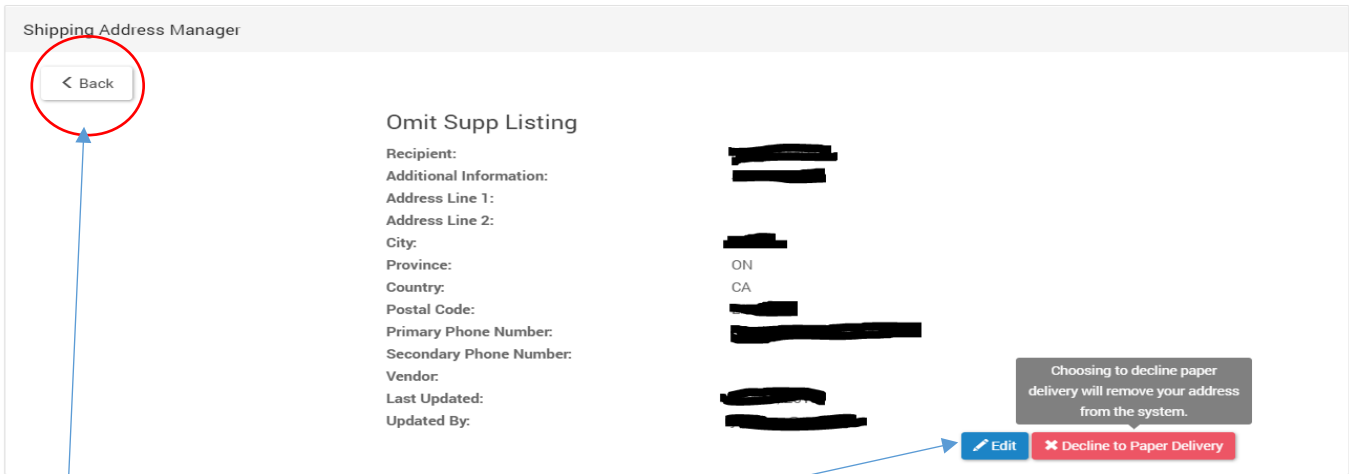
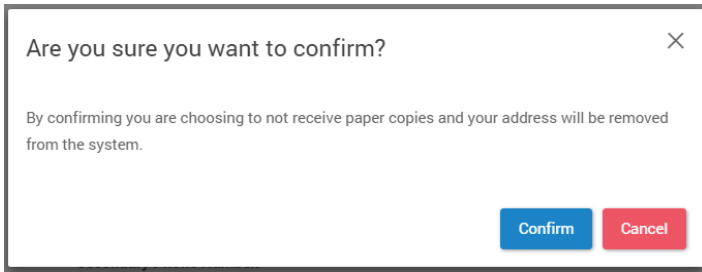
**** PDF copies will be automatically loaded to Sightline for all municipalities at no charge.**

To validate or change the shipping address for either Product categories, or to order additional copies of the Year End Printed products, hover and then click on the related row.

OMIT / SUPP

NEW: Declining Paper Delivery – If you do not wish to receive a paper copy of the Omit Supp Listing, choose Decline to Paper Delivery, which you will be presented with a confirmation box.

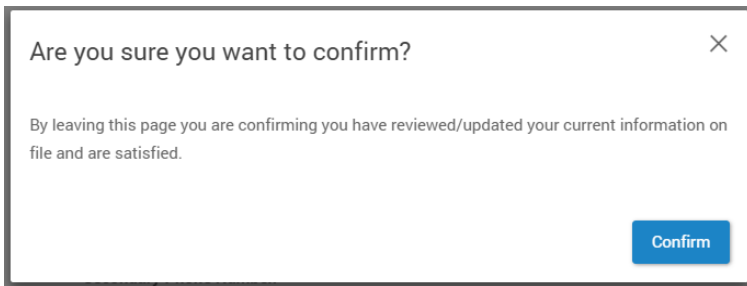




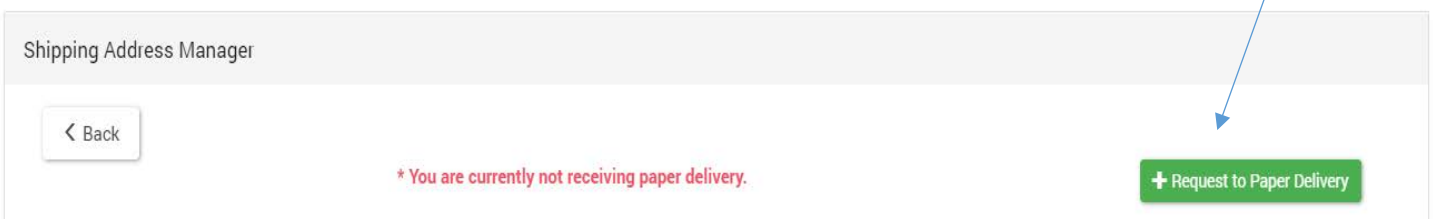
If any information requires updating, choose the **Edit** button.

NEW: Confirming your information - If the shipping information is correct, simply choose the BACK button and you will be presented with the below box. By confirming this will also update the Last Updated and Updated By fields.

Please also note that this box appears every time you hit the BACK button and if you do not wish to confirm your information, then select any one of the main icons on the red Municipal Connect Tool Bar to exit out of this.



NEW: Requesting Paper Delivery – If you wish to receive a paper copy of the Omit Supp Listing, choose Request to Paper Delivery and complete all information on the Shipping Address Form.



The screenshot shows the 'Shipping Address Form' interface. It includes fields for Recipient, Additional Information, Address Line 1, Address Line 2, City, Province (with a dropdown showing 'ON'), Country (with a dropdown showing 'CA'), Postal Code, Primary Phone Number, and Secondary Phone Number. A 'Supplier Information' section contains a 'Vendor' dropdown menu with the text 'Select a vendor...'. A red box highlights the text 'Fields marked with * are required.' with an arrow pointing to the asterisks on the Province, Country, Postal Code, Primary Phone Number, and Secondary Phone Number fields. Another red box highlights the 'Cancel' button with an arrow pointing to it. A third red box highlights the 'Submit' button with an arrow pointing to it. A blue box contains the text 'Choose Submit once update is complete.' with an arrow pointing to the Submit button. A larger blue box contains the text 'To return to the original shipping address, click on the Cancel button.' with an arrow pointing to the Cancel button. A white box with a black border contains the text 'Province and Country are limited to Ontario and Canada.' with an arrow pointing to the Province and Country dropdowns.

**Printed copies of the omit/supp listings will always go to whatever shipping address is entered in the above form.

NEW: Adding SUPPLIER Information – If you would like to allow a Supplier access to your PDF/data files via Sightline, you can now choose your Vendor from the list provided in the drop down box. If your Vendor is not present, please contact your local Municipal & Stakeholder Relations team with the contact information and they will make arrangements to have them added.

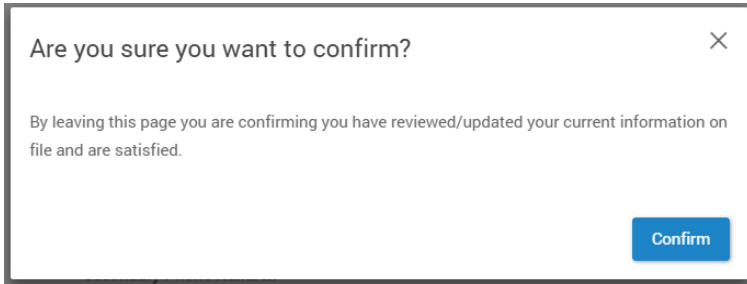
This screenshot shows the 'Shipping Address Form' with the 'Vendor' dropdown menu open. The dropdown menu lists 'Select a vendor...' at the top, followed by 'Vendor Placeholder 1', 'Vendor Placeholder 2', 'Vendor Placeholder 3', and 'Vendor Placeholder 4'. A red box highlights the 'Supplier Information' section header and the 'Vendor' label. A blue arrow points from this red box to the dropdown menu. The 'Submit' and 'Cancel' buttons are visible at the bottom right of the form.

YEAR-END – The NEW enhancements identified below will be available in late June.


**** PDF copies will be automatically loaded to Sightline for all municipalities at no charge.**

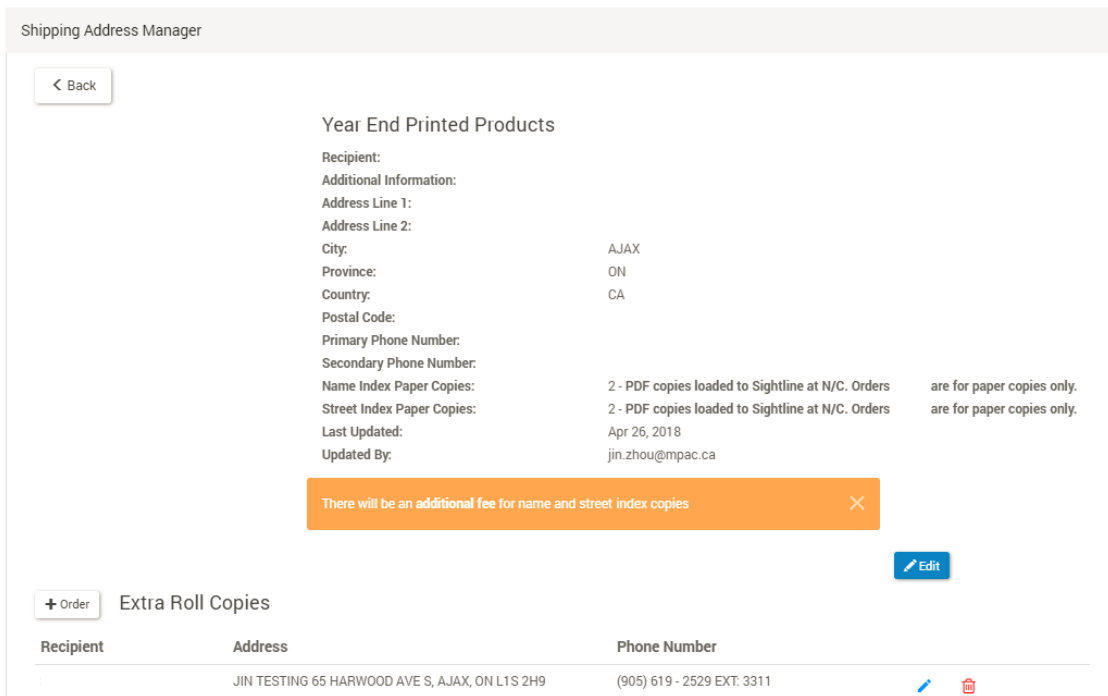
NEW: Confirming your information - If the shipping information is correct, simply choose the BACK button and you will be presented with the below box. By confirming this will also update the Last Updated and Updated By fields.

Please also note that this box appears every time you hit the **BACK** button and if you do not wish to confirm your information, then select any one of the main icons on the red Municipal Connect Tool Bar to exit out of this.



Ordering Extra Copies of the Name and Street Indices:

Choose the Edit button  to either change the shipping info or to order paper copies of the Name or Street Indices.



NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

Shipping Address Form

Recipient: [REDACTED]
 Additional Information: [REDACTED]
 Address Line 1: [REDACTED]
 Address Line 2: [REDACTED]
 City: [REDACTED]
 Province: ON
 Country: CA
 Postal Code: [REDACTED]
 Primary Phone Number: [REDACTED]
 Secondary Phone Number: [REDACTED]
 Name Index Paper Copies: 2
 Street Index Paper Copies: 2

Supplier Information
 Vendor: Select a vendor...

This is your supplier on record. Confirm or change information.

Last Updated: Apr 26, 2018
 Updated By: jin.zhou@mpac.ca

Submit Cancel

**Printed copies of the Year End Roll will always go to whatever shipping address is entered in the above form.

NEW: Adding SUPPLIER Information – If you would like to allow a Supplier access to your PDF/data files via Sightline, you can now choose your Vendor from the list provided in the drop down box.

Ordering Extra Copies of the Assessment Roll:

To order extra copies of the paper roll, click + Order **Extra Roll Copies**

NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

Shipping Address Manager

< Back

Year End Printed Products

Recipient: [REDACTED]
 Additional Information: [REDACTED]
 Address Line 1: [REDACTED]
 Address Line 2: [REDACTED]
 City: AJAX
 Province: ON
 Country: CA
 Postal Code: [REDACTED]
 Primary Phone Number: [REDACTED]
 Secondary Phone Number: [REDACTED]
 Name Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders below are for paper copies only.
 Street Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders below are for paper copies only.
 Last Updated: Apr 26, 2018
 Updated By: jin.zhou@mpac.ca

There will be an additional fee for name and street index copies

Edit

To edit the shipping information for extra copies, choose the “pencil” icon.

Recipient	Address	Phone Number
SANDY	JIN TESTING 65 HARWOOD AVE S, AJAX, ON L1S 2H9	(905) 619 - 2529 EXT: 3311

Choose the “garbage pail” icon to remove extra Assessment Roll shipping information

Choose any of navigation tools to move through the list of shipping info for extra Assessment Roll copies

First Previous **1** Next Last

Sightline – Shipping Address Manager – Updated May 9, 2019

IF the municipality *does* want a paper copy of the roll to be delivered to the supplier in addition to the one that is delivered to the municipality, they should indicate this in the section that is used for ordering extra copies. They can add the suppliers shipping address there. Fees will apply.

Choose the Promote button to promote this alternate shipping address to the primary shipping address.

Shipping Address Form [Close]

Recipient: JOHN SMITH *

Additional Information:

Address Line 1: 123 MAIN ST

Address Line 2:

City: CITYVILLE *

Province: ON

Country: CA

Postal Code: H0H 0H0 *

Primary Phone Number: (905) 999-9999 EXT: 123 *

Secondary Phone Number:

Supplier Information

Vendor: Select a vendor...

This is your supplier on record. Confirm or change information.

Last Updated: Apr 26, 2018
Updated By: jin.zhou@mpac.ca

Fields marked with * are required.

Promotes this address to be the primary address. Any changes that have not been submitted will be lost.

[Submit] [Copy] [Promote] [Cancel]

To order extra copies of the Assessment Roll to be delivered to same address, choose the “copy” button.

Shipping Address Form [Close]

Recipient: [REDACTED] *

Additional Information: [REDACTED]

Address Line 1: [REDACTED]

Address Line 2:

City: AJAX *

Province: ON

Country: CA

Postal Code: [REDACTED] *

Primary Phone Number: [REDACTED] *

Secondary Phone Number:

Supplier Information

Vendor: Select a vendor...

This is your supplier on record. Confirm or change information.

Last Updated: Apr 25, 2019
Updated By: janice.kahler@mpac.ca

Fields marked with * are required.

Copies information from the primary address.

[Submit] [Copy] [Promote] [Cancel]

Please contact your local Municipal & Stakeholder Relations team for any questions regarding the Shipping Address Manager in Sightline.

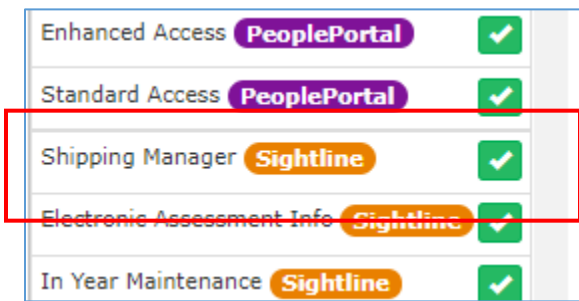
Delegating the Shipping Address Manager Role:

Since the Local Municipal Administrator may not necessarily belong to the group that requires delivery of these products, the Administrator function has been improved to allow the Local Municipal Administrator the ability to delegate the Shipping Address Manager role to one other person within their municipality.

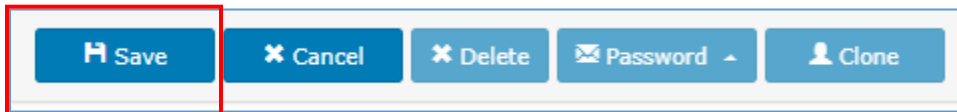
The limit of one other user ensures that, the ability to; route paper shipments, order paper copies that may result in fees, and identify a desire to assign product access to municipal suppliers, can continue to be controlled, thereby reducing risk.

Delegating the role to an existing Connect user profile:

Once in the Administrator tool, choose the Shipping Manager Sightline role.



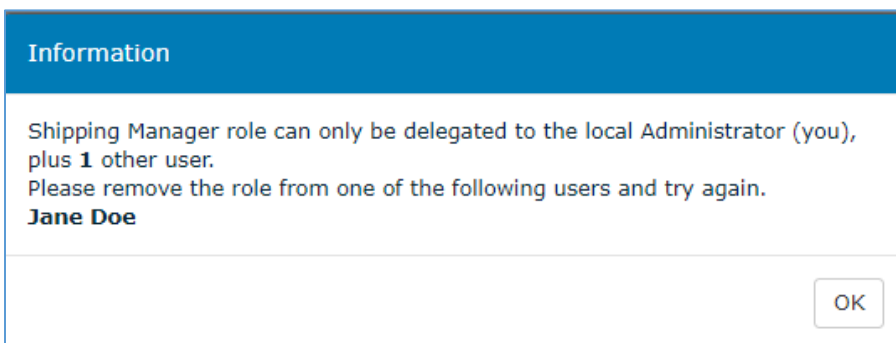
Choose Save.



The user should then be able to see the Shipping Address Manager Icon once they log in to Sightline.



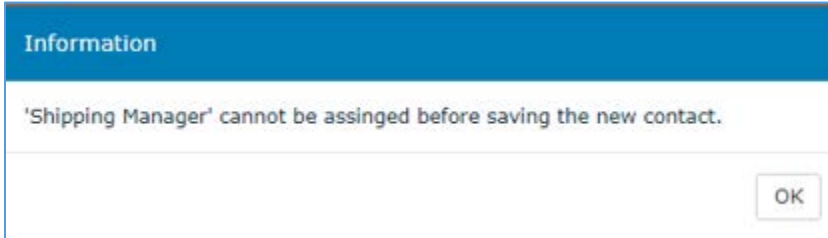
NOTE: If the local Municipal Administrator attempts to add the Shipping Address Manager role to a second user profile, this dialogue box will appear.



Delegating the role to a new Connect user profile:

When creating a new user profile, the local Municipal Administrator will need to save the profile before the Shipping Address Manager role can be added.

This dialogue box will appear if the new profile has not be saved yet.



Once saved, proceed with the same steps as for delegating the role to an existing user.

NOTE: If the local Municipal Administrator chooses to create a new profile by using the Clone feature, this dialogue will appear in the lower right corner of the Admin tool.



The new profile will be created with all the other roles. The local Municipal Administrator can simply click on the Shipping Manager role to activate.

But remember...

If the Shipping Address Manager role has already been delegated to another user profile, the dialogue box that provides instructions to remove the role from the previous user profile will appear!

