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# Manitoba Electronic Form

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User Guide

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November 12, 2018

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**parklane**  
S Y S T E M S



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# Manitoba Electronic Form Submission

## Manitoba Electronic Form 2

In conjunction with Manitoba's Workers Compensation Board's initiative to have employers file Form 2's electronically, Parklane Systems announces this capability through a secure internet connection to the Manitoba Workers Compensation Board. Parklane has developed this feature with strict adherence to Manitoba WCB's specification standard.

The goal of the Workers Compensation Board of Manitoba is to make the submission of a paperless form more convenient for its clients and the agency itself. The decision to electronically submit or to fax the Form 2 is entirely up to the customer as Parklane Systems' Incident Reporting module still maintains the capability of producing the standard paper Form 2. A company can choose to use both methods of submission; fax and electronic, however, once a form has been submitted in one format, any further submissions/updates to that claim must be in the same format.

Getting started electronically is as easy as calling Manitoba Workers Compensation Board to register. At the time of registration, Manitoba WCB will provide your company/users with unique identifiers which you will then use to log into the Manitoba WCB web site when you are ready to upload an XML incident report.

The Manitoba WCB site also provides a Getting Started Guide, which provides an overview and specifics on the submission process.

The screenshot shows the WCB Manitoba website. The header includes the WCB logo and navigation links for Home, Contact, and En français. A search bar is also present. The main navigation menu includes WCB Info, Return to Work, Workers, Employers, Health Care, Online Services (highlighted), Publications, Careers, and News. The breadcrumb trail reads: Home > Online Services > Incident Reporting.

**Incident Reporting**

Incident Reporting is a secure Internet application allowing employers to submit new claims to the WCB, 24 hours a day, seven days a week.

When an employee is injured, the last thing on anyone's mind is paperwork. No one wants to wait and watch the mail for forms that will have to be filled out and sent back in order to get people the compensation they need. But somebody has to provide an incident report...and the sooner that report gets to the WCB, the sooner it can be processed and the sooner we can get an injured worker back to health and work.

So the WCB is making incident reporting easier...by moving it online.

[Log in to Incident Reporting now!](#)

To find out more about this new service, please refer to the [Incident Reporting Getting Started Guide](#) or the [Incident Reporting Frequently Asked Questions](#).

**Quick Links**

- [How to File a Claim](#)
- [Claims Online](#)
- [Incident Reporting](#)
- [Return to Work](#)

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## Completing An Electronic Form 2

Parklane Systems' Incident Reporting module is used to record all workplace incidents such as no injury, first aid, health care, lost time and recurrences. In the past, an important part of its functionality was to also produce a Form 2 which could then be faxed to WCB. Now there is also the capability of electronically submitting a Form 2.

Once the incident information has been entered, click on Government Forms on the Index:

The screenshot shows a window titled "Parklane" with a form index for "CD07 Incident". The index lists the following sections: Description, Equipment Happen Doing, Initial Medical Treatment, Type Cause Corrective Act, Witness, Modified Duties, Attributes, Claim, Pension Summary, General Comments, Violence & Harassment, Government Forms (highlighted with a red box and a mouse cursor), and Review Dates.

and then on **Electronic Form 2:**

The screenshot shows the WCB Manitoba Incident Reporting interface. At the top, it displays 'CD07 Incident', 'PAULETTE ABBOTT Full-time MAINT NEWCLERK 156 Key 59', and 'Parklane Demo Data'. The left sidebar lists various incident categories, with 'Government Forms' selected. The main area shows 'CD5K Government Forms' with a 'Claim Number: 28022501'. A red box highlights 'Electronic Form 2' in the 'Employer's Form 2' column. Other options include 'Worker's Form 3' and 'Canada Labour Form'. A note on the right states: 'Once you have created a new Legislative Form or updated an existing one, before you exit the form, click on the Link Document icon located at the top right corner of the first screen. Using the Document Links provides you with a historical record of all forms associated with this incident including a printable copy (.pdf) of each.'

and the first page of the Electronic Form 2 will present itself:

The screenshot shows the 'EMPLOYER'S INCIDENT REPORT (Electronic Version)' form. It is divided into two main sections: 'Employer Information' and 'Worker Information'. The 'Employer Information' section includes fields for Business Name (Parklane), Address (10-521 Nottinghill Road), City (Winnipeg), Province (MB), Postal Code (N6P 1H5), Firm Number (123456789), Industry Code (6547), and Telephone No. (813 455-9870). The 'Worker Information' section includes fields for Last Name (SMITH), First Name (JOE), Middle Name, Address 1 (123 STREET ST), Address 2, City (LONDON), Province (Manitoba), Postal Code (N8K4L3), Home Phone Number, Alternate Home Phone Number, Date of Birth (01/01/1960), Gender (Male), Social Insurance No. (321-456-782), and Job Title (WORKER). At the bottom, there are buttons for 'EForm Export - F2', 'Page Down', 'Print - F5', and 'Close - F12'.

As in the past with the standard Form 2, some of the information entered in the Incident Reporting module will auto fill the corresponding and appropriate fields found within the electronic Form 2. Complete any additional and required information on each of the following panels. Many of the panels have some fields which are mandatory and must be completed before one can either Page Up or Page Down. If a user needs to exit a panel without completing a mandatory field, they can do so by selecting the **Exit-F12 button**.

Once the Form 2 has been completed in its entirety, click on the **EForm Export – F2** button found on the first page of the form to obtain the Export menu.

Social Insurance No.

Job Title **CONTROLLER**

**EForm Export - F2** **Get Sites - SF1**

The **Export Form 2** Menu button allows some pre-export options.

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**Export Form for Upload**

Incident Date: 06/11/2012 00:00 Description: new test for MB e-form 7...happened...doing...equipment

Incident Type: NN Claim Status:

Last Export: 07/01/2013 15:18 Export Status: EXP

**Exit - F12** **Export Form 2 - F4** **Show History - SF4** **Show Errors - SF5**

The **Show History – SF4** button allows the viewing of the record history for review.

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Export Date / Time	Result	Export Count	Export Message
07-JAN-2013 15:18	EXP	02	Form Exported

Export Date: 07-JAN-2013 15:18  
Operator: SP  
Export Count: 02

**Refresh - F5** **WCB Web Page - F6** **Show Errors - F9** **Exit - F12**

The **Show Errors – SF5** button allows for a review of the errors history.

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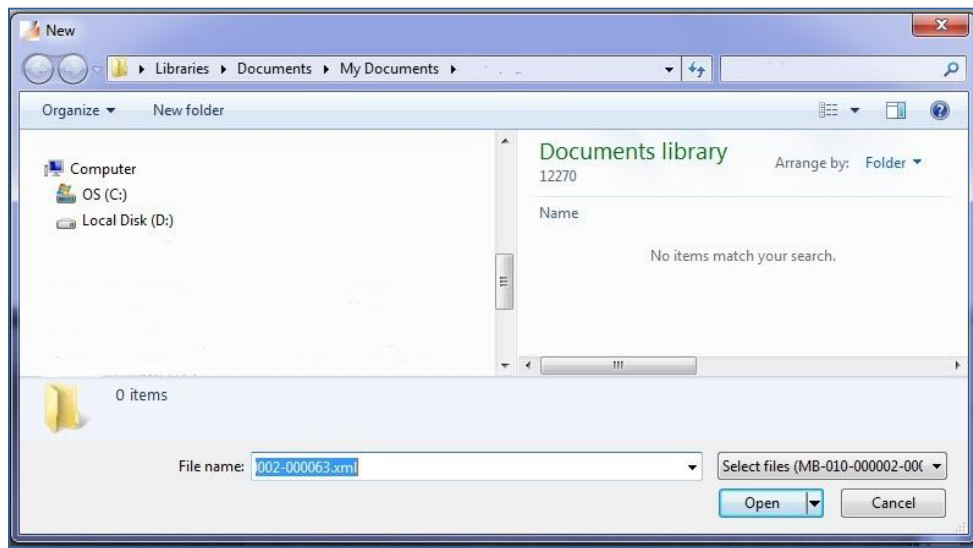
Export Date	Time	Nbr	ErrCode	Message
No Errors				

Last Export: 07-JAN-2013 Time: 15:18

**Refresh - F5** **Show All Errors - F7** **Show History - F9** **Exit - F12**

Selection of the **Export Form 2 – F4** button the system will produce the following information box and ask you for a location on your system to save the XML file.

The screenshot shows a dialog box titled "HPX34 - Export in Progress". It contains a label "Form Export in Progress ...". Below this are three rows of input fields: "Result Code", "Export Result", and "Export Date". At the bottom, there is a button labeled "Exit - F12" with a lock icon, and a button labeled "WCB Web Page - F4".



Once the .xml file is saved on your local computer the system will again display the Export box with “Form Export Completed” and the **WCB Web Page – F4** button will now be available.

The screenshot shows the same dialog box titled "HPX34 - Export in Progress", but now it displays "Form Export Completed" in a green bar. The input fields are now populated: "Result Code" is empty, "Export Result" is "Export File", and "Export Date" is "07/01/2013 12:12". The "WCB Web Page - F4" button is now active and highlighted.



Selection of the **WCB Web Page – F4** button will open a web browser and the WCB site will be available for your log in and submission of the file.

**WCB** Workers Compensation Board of Manitoba

Home | Contact  
En français

SEARCH

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→ Claims Online  
→ Incident Reporting  
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*Access the Parklane web site for more details about Parklane products*

[www.parklanesys.com](http://www.parklanesys.com)