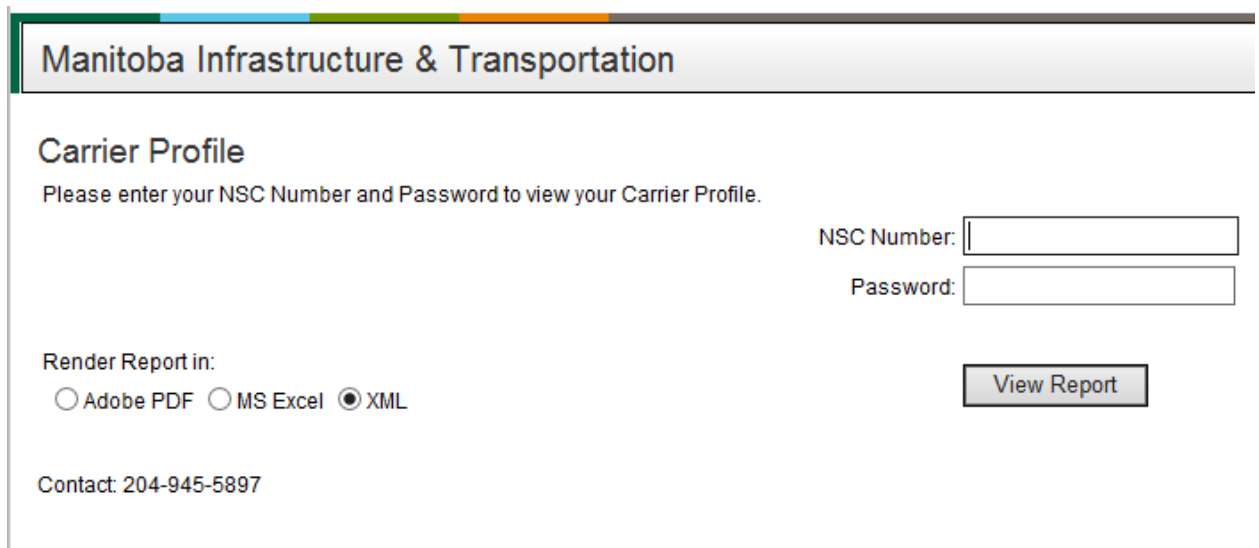


Carrier Profile Report - XML Reporting Option

In order to use the XML report option for your Carrier Profile Report, please follow the instructions listed below. Note that MS Office 2007 was used for the Excel

1. From the [Carrier Profile page](#), select the XML radio button as shown below:

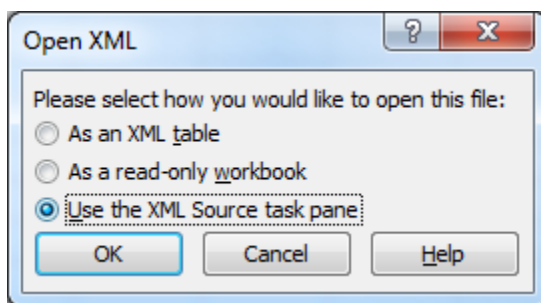


The screenshot shows a web page titled "Manitoba Infrastructure & Transportation" with a sub-section "Carrier Profile". Below the title, it says "Please enter your NSC Number and Password to view your Carrier Profile." There are two input fields: "NSC Number:" and "Password:". Below these fields, there are three radio buttons under the heading "Render Report in:": "Adobe PDF", "MS Excel", and "XML". The "XML" radio button is selected. To the right of the radio buttons is a "View Report" button. At the bottom left, there is a contact number: "Contact: 204-945-5897".

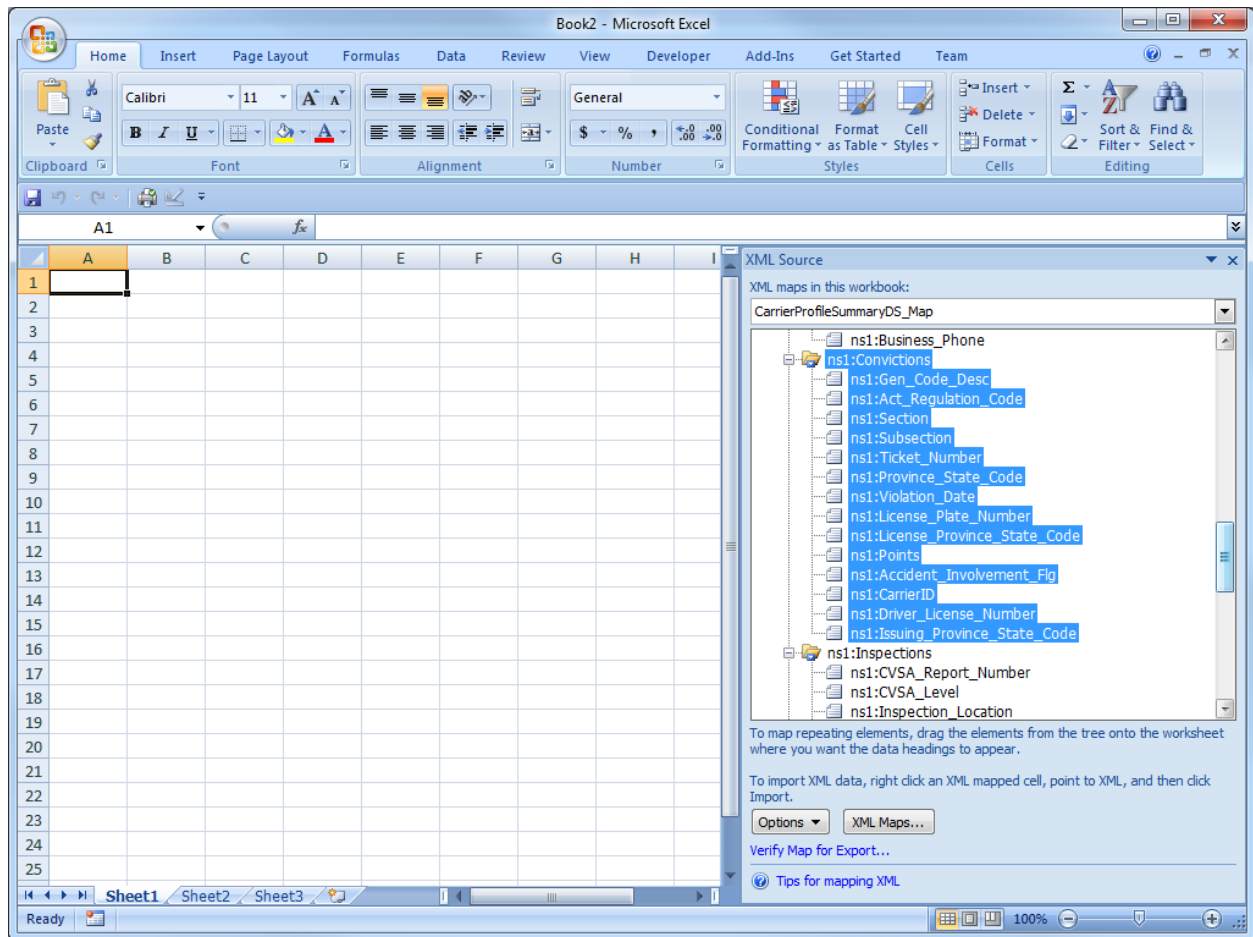
2. Enter your NSC Number and Password;
3. Click the View Report button;
4. You are prompted to Save the file as below:



5. Save the file to your local drive;
6. Start Excel and use the File | Open menus to load your XML file;
7. You should be presented with the dialog below:

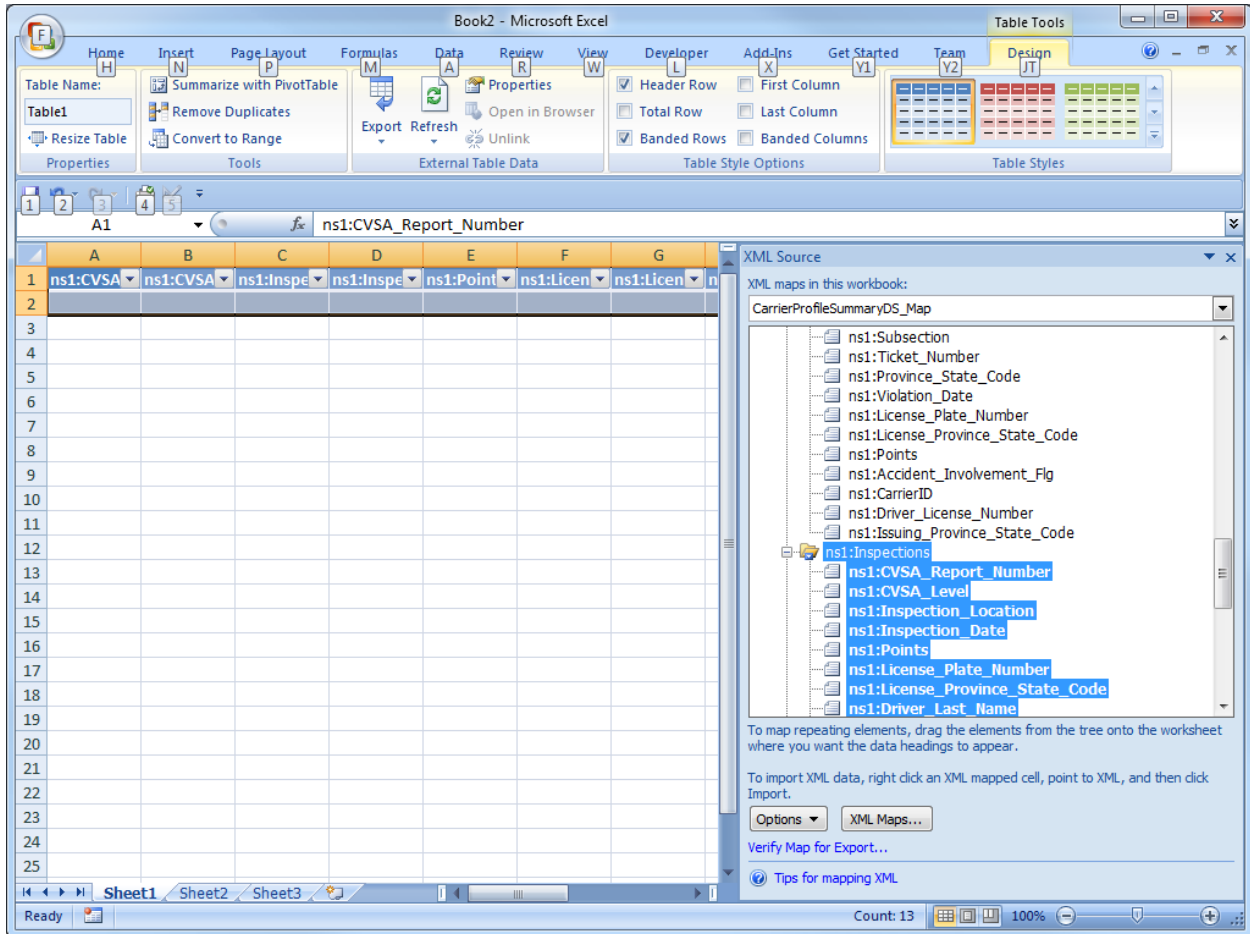


8. Select the “Use the XML Source task pane” as your option as shown above:
9. You are now presented with the data as shown below:

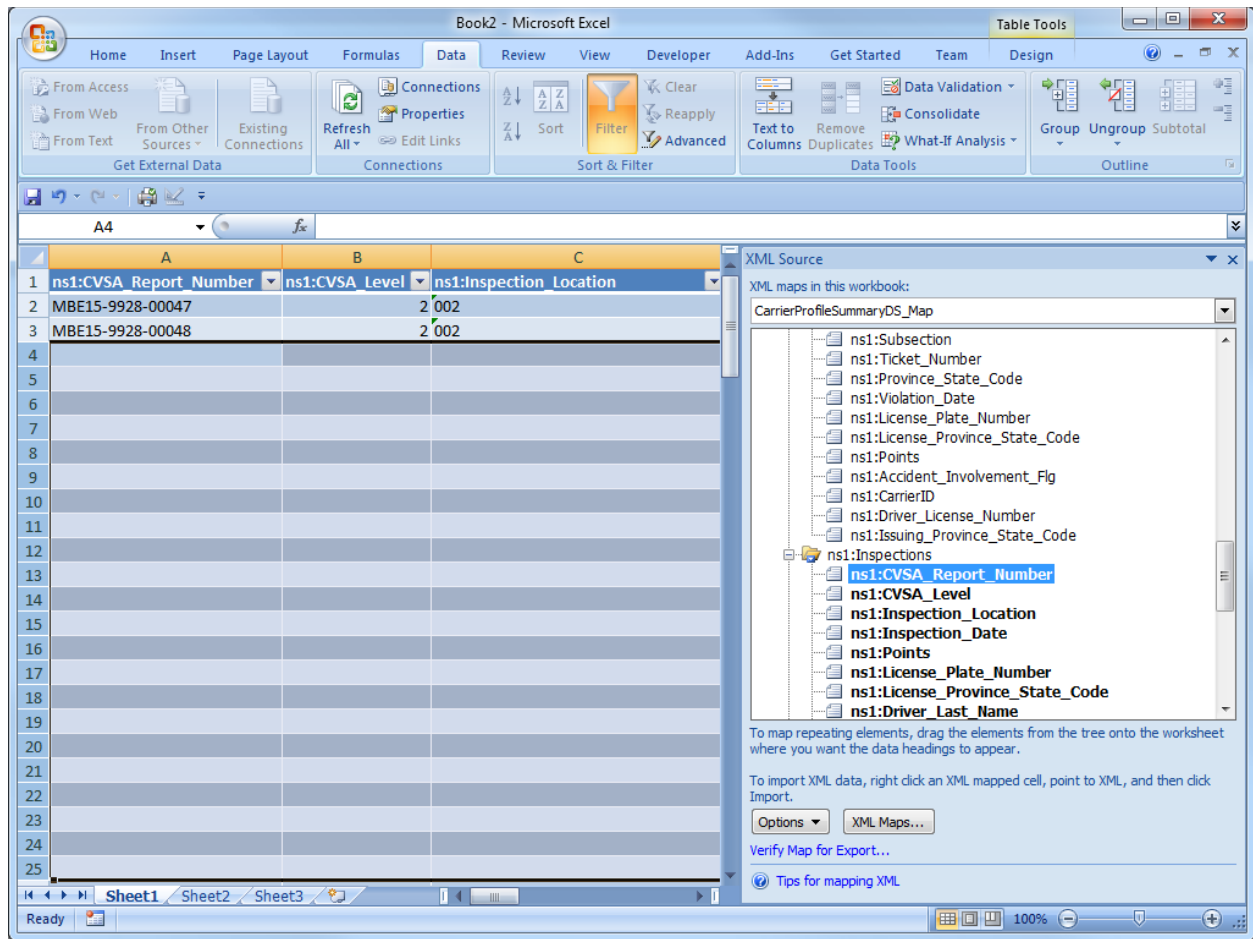


10. As you can see, the individual sections of the report including the Convictions, Inspections and Accidents are available to you as data elements;
11. In order to see the contents of these data elements, drag the folder for whichever data elements you would like to examine over to the spreadsheet and drop it where you want the data to appear;

12. The example below shows the inspections were dropped on the Excel grid:



13. To load the data from the XML document into the Excel datagrid, choose the Data tab and click the Refresh All button as shown:



14. At this point the data from the report is available for you to sort and filter etc. with all of Excel's power.