

E-Report Subscription Maintenance Instructions

1. Log in to CAPS (<http://Bfm.SD.gov/Caps>)
2. Click "Manage E-Report Subscriptions" link

Editing or Deleting Existing Subscriptions

- Use the Subscription Lookup section to find a specific record.
- Select a Search field from the drop-down list (Begin Center, Report Type or Email To)
- Type a value in the "Search For" field. This will do a wildcard search for that value.
- Click the LIST button to display a list of records meeting that criteria.
- Click the "Select" button next to the record you want and then click the "Edit" or "Delete" button.
- If you selected the Edit button, this will display the "Subscription Detail – Edit" section on the lower portion of the screen.
- Fields that can be updated will be enabled, the remainder will be disabled.
- Click the Save button to save the subscription.
- If any errors are found, error message(s) will be displayed. The errors must be corrected before the record can be saved.

Adding Subscriptions

- Use the Add a Subscription section to add a new record
- Select a Report Type from the drop-down list.
- Select a Report ID and Frequency. These fields may automatically get populated depending on the Report Type you select.
- Click the Add button once all 3 fields are populated (Note: the Add button doesn't appear until all 3 fields have been populated).
- This will display the "Subscription Detail – Add" section on the lower portion of the screen.
- Fields that can be updated will be enabled, the remainder will be disabled.
- Click the Save button to save the subscription.
- If any errors are found, error message(s) will be displayed. The errors must be corrected before the record can be saved.