



DATE: November 10, 2022

TO: Internal and External Users of Mobius

RE: Form – Training and Employment Service Request – EMP0016

Hello,

For some time, users have been experiencing an error message when attempting to open the Training and Employment Service Request (TESR) form in internet browsers.

Service Alberta has identified an alternative format.

After piloting the new format, to resolve the browser issue, the TESR has been converted and the new format is <u>now available</u> making it easier to view, print, and save as a pdf.

Things to know about using the new XDP format:

- Content entered on the form can be saved for a period of 15 days. A link is emailed allowing the form to be completed later.
- A pdf copy of the form is available for 5 minutes to download, save or print using the pdf viewer menu. Once printed or saved it can be printed.

Thank you,

APPROVED FOR DISTRIBUTION BY: **Kandee O'Leary** Executive Director Information Controller (Mobius) Seniors, Community and Social Services

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