


The background of the slide is a grey puzzle with one white puzzle piece missing. The missing piece is located on the right side of the slide, slightly below the center. The puzzle pieces are interlocking and have a slight 3D effect with shadows.

InfoPath Filler 2013 Download Instructions

**Office of Institutional Planning and Analysis
July 2024**

InfoPath File

- InfoPath file is in XML code and requires Microsoft **InfoPath Filler 2013** to open the document.
- Microsoft InfoPath 2013 software is free with Office 365 subscription.
- The filename has an “.xml” extension and uses the following naming convention:

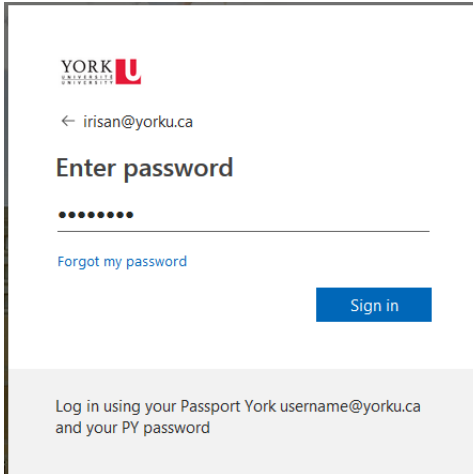
 2022_U100_IRP-DivisionofthePresident-DivisionofthePresident-1431.xml

For assistance with the InfoPath installation and use, please contact:

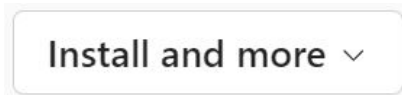
Inna Petrennic
Integrated Resource Planning Officer
innapet@yorku.ca

Install InfoPath 2013 from Office 365 Portal

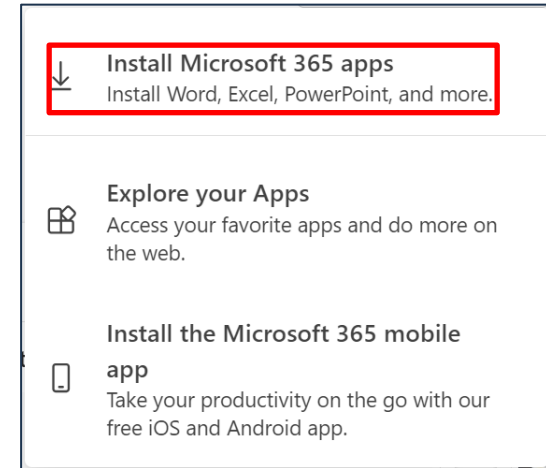
1. Go to **portal.office.com**.
2. Sign in with your Passport York credentials:



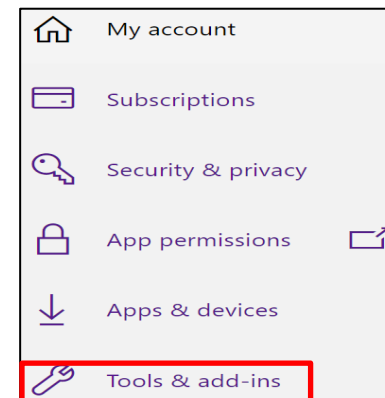
3. On the portal dashboard, click “Install and more”:



4. Click “Install Microsoft 365 apps”:



5. On the “Apps & devices” page, click “Tools & add-ins”:



Install InfoPath 2013 from Office 365 Portal

6. Under “Tools and add-ins” section, select “InfoPath 2013”:

Microsoft Support and Recovery Assistant for Microsoft Office
Get help troubleshooting and fixing problems you might run into using Outlook or Microsoft Office.

InfoPath 2013
Use InfoPath 2013 to design sophisticated electronic forms that help you quickly and cost-effectively gather information.

SharePoint Designer 2013
Use SharePoint Designer 2013 to create workflows and modify the look and feel of your SharePoint sites.

Language Accessory Pack for Office
Language packs add additional display, help or proofing tools. You can install additional language accessory packs after installing Microsoft Office.

7. In the Download Centre, click “Download”:

Important! Selecting a language below will dynamically change the complete page content to that language.

Select language

Download

8. Choose the installation file for the 32 bit OS to download:

Choose the download you want

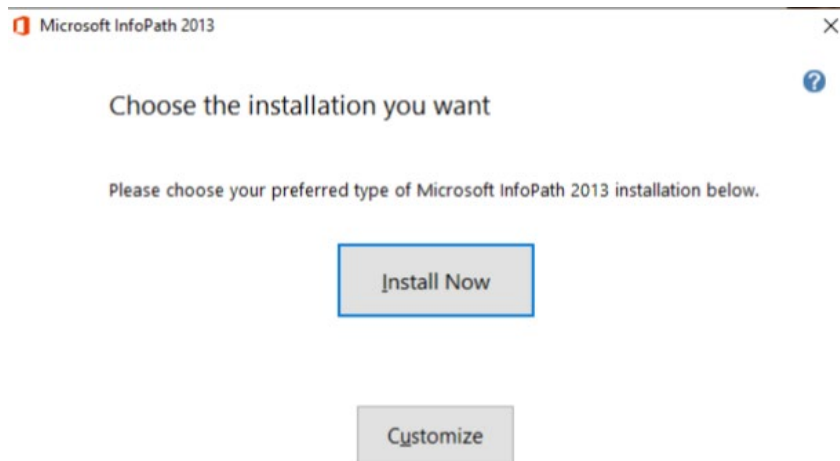
<input type="checkbox"/> File Name	Size
	for 64 bit OS
<input type="checkbox"/> infopath_4753-1001_x64_en-us.exe	384.5 MB
	for 32 bit OS
<input checked="" type="checkbox"/> infopath_4753-1001_x86_en-us.exe	313.0 MB

9. Once downloaded, double-click the **infopath_4753-1001-x86_en-us.exe** file to start the Setup program.

Install InfoPath 2013 from Office 365 Portal

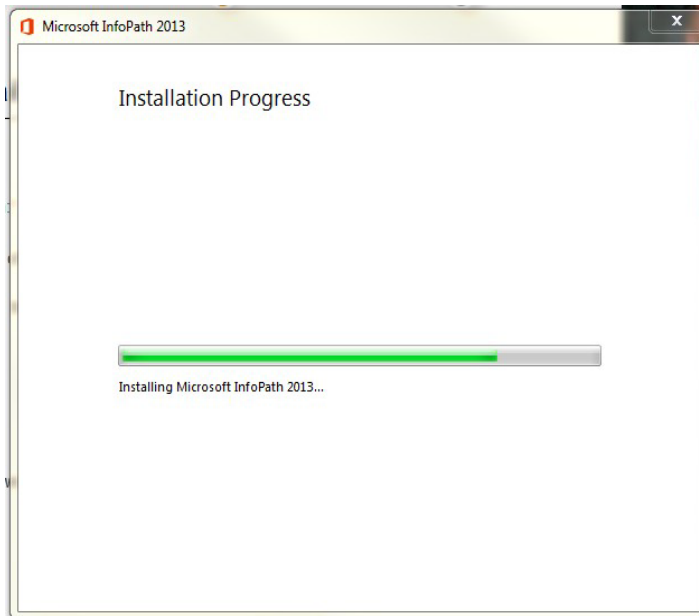
10. Follow the instructions on the screen to complete the installation.

11. Click “Install Now”:

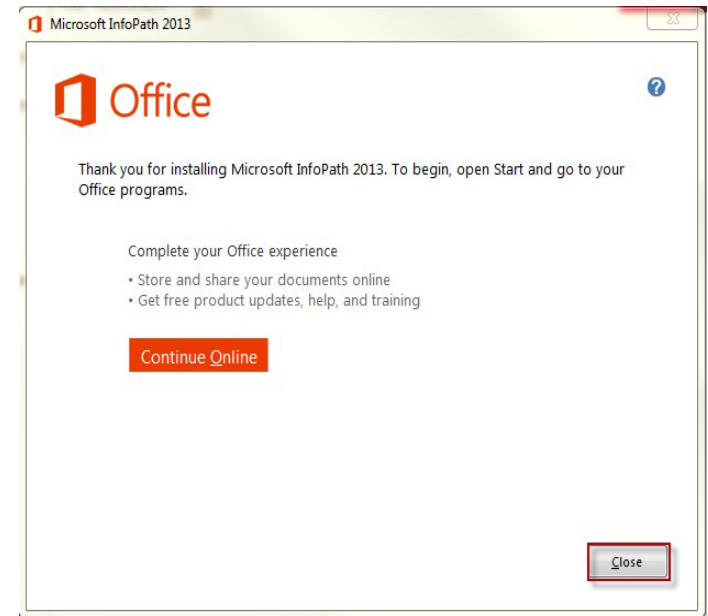


Install InfoPath 2013 from Office 365 Portal

12. The program will take a few minutes to install:



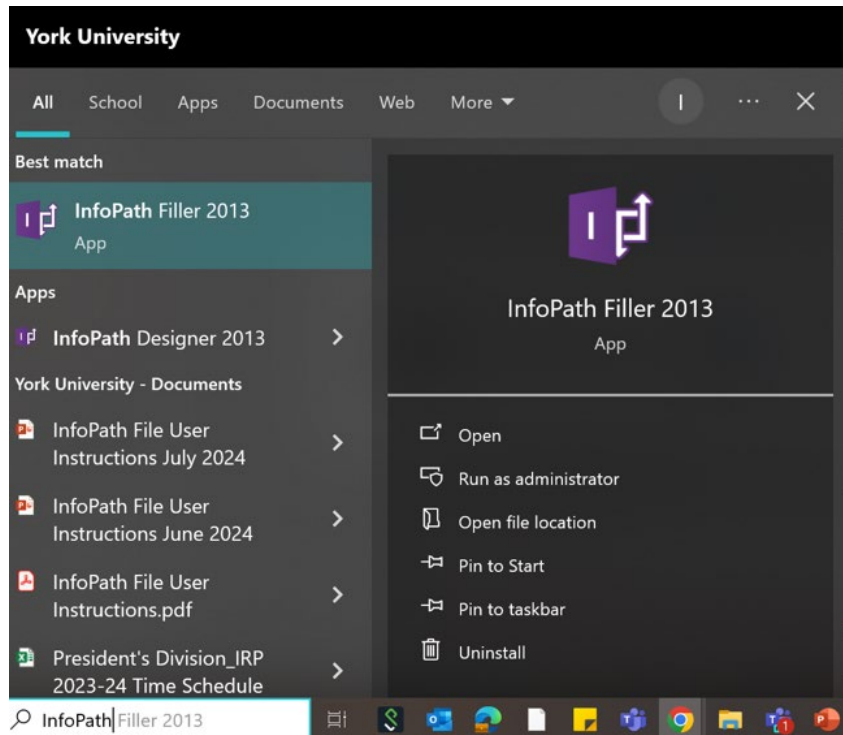
13. Close window to complete the installation:



Access Microsoft InfoPath Filler 2013

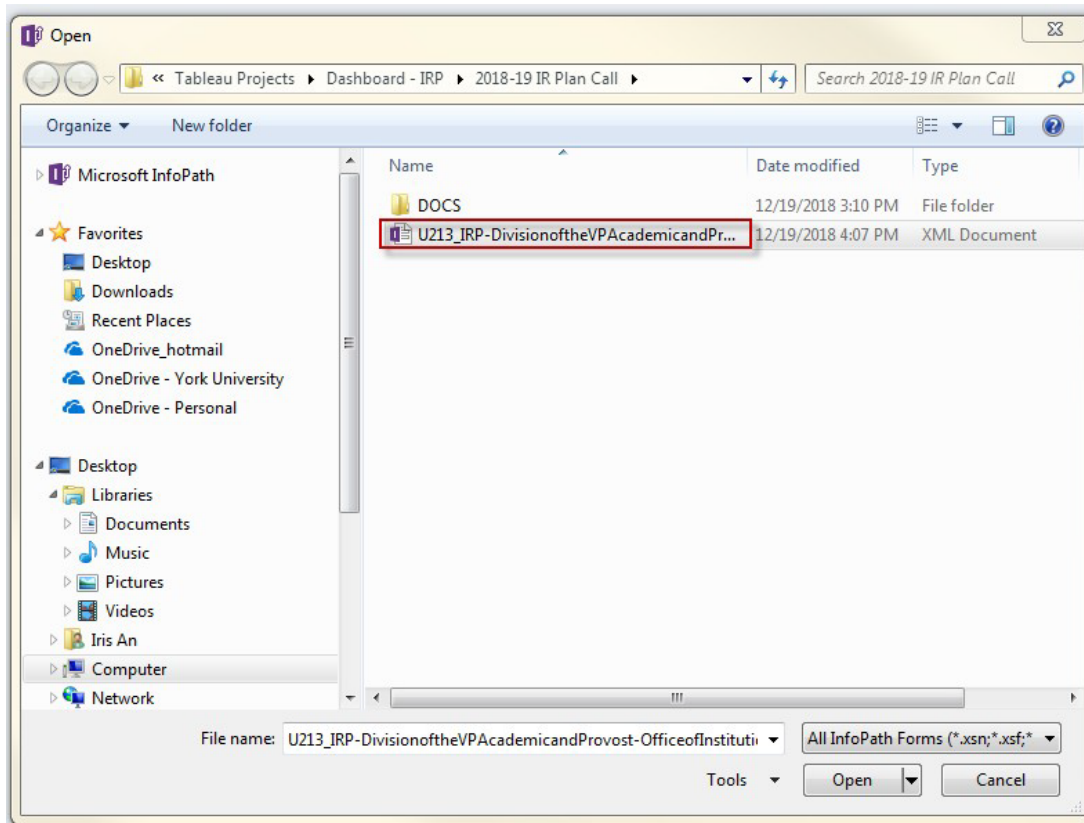
Navigate to InfoPath from the Start Menu:

- Type “InfoPath” in the search line.
- Open “InfoPath Filler 2013” application to start using your plan template.



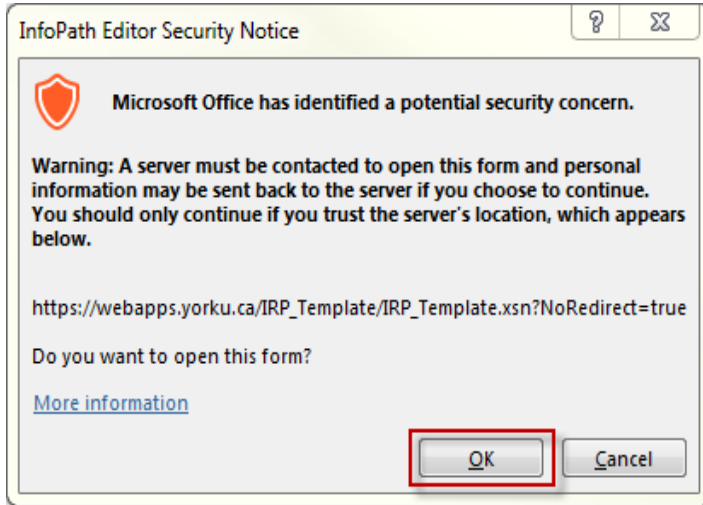
Load the IR Plan InfoPath File

1. Navigate to the location where you saved the IR Plan xml file. Select the file and click “Open”:

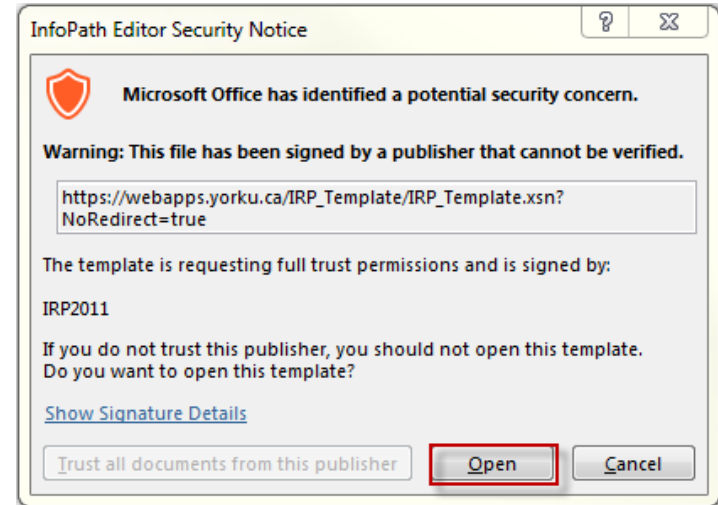


Load the IR Plan InfoPath File

2. Click “OK” to accept the security certificate:

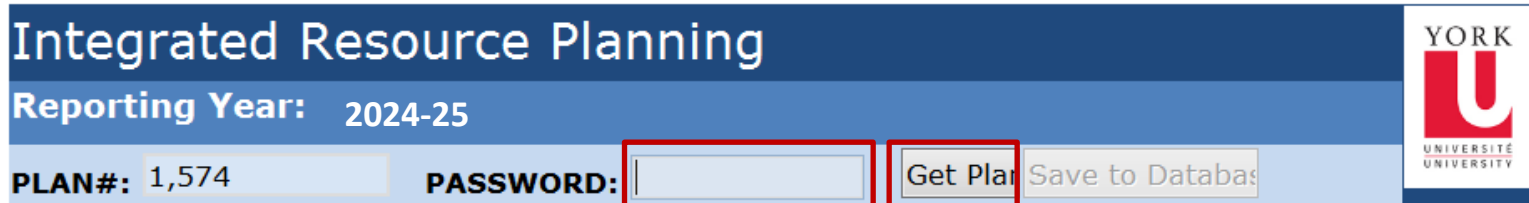


3. Open your IR Plan:



Retrieve your IR Plan from the database

1. Select “Planning Form” under the “Current View” field.
2. Type the password in the “PASSWORD” field (password is provided in the email with the IRP InfoPath xml file).
3. Click “Get Plan” icon to load your plan.



The screenshot shows the 'Integrated Resource Planning' interface. At the top, it says 'Reporting Year: 2024-25'. Below that, there is a form with the following elements:

- PLAN#:** 1,574
- PASSWORD:** [Empty text box]
- Get Plan** (button)
- Save to Database** (button)

The York University logo is visible in the top right corner of the interface.

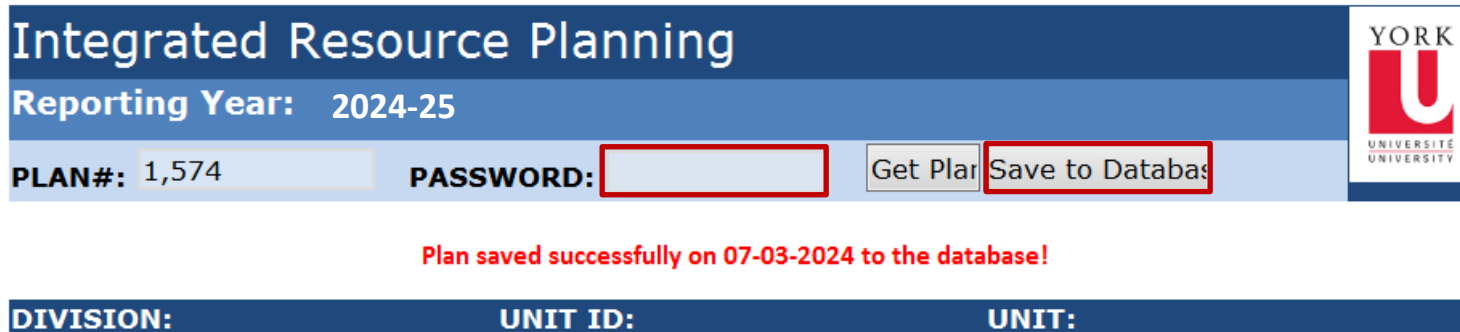
FRAMEWORK

ACTION PLAN – MAXIMIZING IMPACT

Save your IR Plan to the database

Once your IR Plan has been uploaded, you need to send it to the database:

1. Ensure the password is typed in the “PASSWORD” field.
2. Click “Save to Database”.
3. You will see a confirmation and a timestamp when your plan is saved to the database.



The screenshot displays the 'Integrated Resource Planning' interface. At the top, the title 'Integrated Resource Planning' is shown in white on a dark blue background. Below it, the 'Reporting Year: 2024-25' is displayed. The main area contains a form with a 'PLAN#' field containing '1,574', a 'PASSWORD:' field with an empty input box, and two buttons: 'Get Plan' and 'Save to Database'. The 'Save to Database' button is highlighted with a red border. To the right of the form is the York University logo. Below the form, a red confirmation message reads: 'Plan saved successfully on 07-03-2024 to the database!'. At the bottom, a dark blue bar contains the labels 'DIVISION:', 'UNIT ID:', and 'UNIT:'.

Note: If you require assistance with the IR Planning process, contact the Office of Institutional Planning and Analysis at oipa@yorku.ca to review your planning needs.