

LGIS GENERAL OPERATING INSTRUCTIONS

Gaining Access

To log in to this system, your local government must be registered with BCeID, and you must have your own user name and password. If you are unsure if your local government has registered with BCeID, or if you already have a BCeID but need to be granted LGIS access, please contact us at lgde@gov.bc.ca or 250 387-4060.

Moving Throughout the Program

You can get to different parts of LGIS using the blue navigation bar on the left hand side. To access your LGDE or LGDE Tax forms, select the 'Local Government Information System' link to expand the section, and then select the 'LGDE/LGDE Tax' link. Next, select either the 'LGDE Submission' or the 'LGDE Tax Submission' link. Lastly, select the year you wish to view, and press the 'display form' button. You will automatically be put in read-only mode, and will have to press the 'click here to enter data' button on each form to change into edit mode. Once in edit mode, you can move from cell to cell using the mouse to go to a particular cell, or by pushing tab to move one cell at a time. You cannot navigate using the direction keys or the enter button as it will change you back into read-only mode. On a form with multiple sections, you can move to the next or previous section while staying in edit mode by pressing the 'next' or 'previous' buttons at the bottom of each form.

Saving Data and Calculating Totals

LGIS does NOT automatically save your work. While editing your file, ensure you save frequently by using either the 'save & return', 'save', 'next' or 'previous' buttons located at the bottom of each form. Note that if you select a different link from the blue navigation bar while in the middle of filling out your submission, you will lose any data that has not been saved. You may also notice that the new LGDE forms do not calculate running totals as you enter your data, instead your totals will be calculated each time your file is saved. Using the 'save' button will keep you in edit mode in the same section you are currently in. Using the 'save & return' button will return you to the entire form in read-only mode.

Running Balance Check and Submitting Forms

The balance check no longer automatically runs upon saving. Instead, you can run the balance check at any time as long as you are in read-only mode by pressing the 'balance check' button located in the upper right-hand of your forms. Using the balance check will take you to the submit tab of the forms, and show your balance check and mandatory fields issues. Please note that the error messages on the submit tab will not refresh until either the 'balance check' or 'submit' buttons are pressed. You can submit your forms as long as all mandatory fields are filled out, to do so press the 'submit' button. If you try to submit forms that still contain balance check errors, you will be prompted to either confirm your submission or return to your forms for further correction.

Accessing a Submitted File

Once a set of forms is submitted, it will no longer be editable. To regain edit access to your form you will have to contact the Ministry of Community Development (Ministry) to have it unlocked.

Printing

In LGIS, you have two print options: you can either print one form at a time or the entire set of forms. To print one form only, go to the form you wish to print and press the 'printer version' link in the top right-hand corner of your browser. To print the entire set of forms, first press the 'display all forms' button then once the page has refreshed press the 'printer version' link. In both instances, pressing the 'printer version' link will open your print selection in a new window where you can select the 'print and close' option. We strongly suggest you use the print preview function of your web browser before you print, and adjust your margins as necessary to optimize printing. We have also found that using a Post Script printer driver seems to yield the best results.

Contacting the Ministry of Community Development

If any problems are experienced with this program or its operation, please contact the Ministry by e-mail at lgde@gov.bc.ca, by phone at 250 387-4060 or by fax at 250 356-1873.