



## Assessment LinkBC

### Computer Set-Up Instructions for Local Government Users

Here are some important items to note:

1. Bookmark the URL address for Assessment LinkBC in your Internet Favourites by going to the site (<http://assessmentlinkbc.gov.bc.ca>) and clicking *Favourites* in the top menu. Click *Add to Favourites*.
2. To add the site to your Security – Start up *Internet Explorer*. Under the Tools menu select *Internet Options*. Click on the *Security* tab. Select *Trusted Sites* and click on the *Sites* button. Type the above URL to the zone and un-check the *Require server verification (https:) for all sites in this zone*. Click the *add* button. Click *OK* until you return to Internet Explorer.
3. Pop-Up Blockers – As Assessment LinkBC uses pop-up windows to display content in different formats, please check the settings on your computer. If there is a pop-up blocker program installed or one that is embedded in the browser, please either disconnect or allow the Assessment LinkBC site to display. If you require assistance with this process, please contact your IT person for support. Using your *Control* (CTRL) key in conjunction with running a report can sometimes overcome pop-up blockers – see 6 d) below.
4. Each time you drill through to a report you should receive a confirm screen to either *open* or *save* the report. Some users are not receiving this message because a setting needs to be turned on in Windows Explorer. To do this, right click on the *Start* button and choose *Explore* (Windows Explorer). Look under *Tools/Folder Options*. Under *File Types* scroll down to *XLS* and click to highlight. Click the *Advanced* button and check the *Confirm open after download* box. Apply this same procedure for *CSV* files.
5. Users should get into the habit of logging off and then closing the browser session when they want to exit Assessment LinkBC. This will aid in releasing the resources that the account is using. The logoff button is located on the Welcome, Public Folders or My Folders screens.
6. For Windows XP Users we have encountered a bug in the application. When drilling through to a report the data default was previously MS Excel but is now HTML. To convert the file from HTML to MS Excel, follow these instructions:
  - a) Navigate to the desired location in the cube.
  - b) Click on the *drill through*  icon.

- c) Select the *Roll Detail* report and wait until it runs ... it will be displayed in HTML format by default.
- d) Click on the icon  to *save the report to CSV format ...* it is the icon right under the *Return* hyperlink in the top right corner toolbar.

NOTE: If the data displays back in HTML, there is a problem with Pop Up Blockers. Try holding down the *CTRL* key in conjunction with the *CSV format* button to overcome the Pop Up Blocker.

- e) Choose *SAVE ...* not *OPEN ...* on the file download dialogue and save the report to filename.txt (not filename.csv).

NOTE: If you do not receive the download dialogue box, please refer to 4 above.

Because the file type is not CSV, you will get an opportunity when the file is opened in Excel to set the data types for each of the columns. This will allow you to keep the leading zeroes and formatting in roll numbers and other columns. Here are the steps to follow when opening the file in Excel:

- f) Outside of the browser, open *Excel*.
- g) Click on *File / Open* and change the *Files of Type* selection to *All Files*.
- h) Navigate to the folder where you saved the download file and click on it to *open* it in Excel.
- i) On the text import wizard – Step 1 of 3 dialog box, Original Data Type should be *Delimited*. Leave everything as is and click *Next*.
- j) On the Step 2 of 3 dialog box, leave the delimiter as *Tab* and don't change the other default settings; just click *Next*.
- k) On the Step 3 of 3 dialog box, you will need to do the following steps to get the best result:
- Click on *Roll Year* then scroll over and shift-Click on *Property Class Codes*; then click the *Text* radio button.
  - Scroll over to click on *Land Dimension Code* then scroll to the end of the data and shift-click on *Address – Line 3* then click the *Text* radio button.
  - Click the *Finish* button.
  - Save the file as a Microsoft Excel Workbook (.xls).