

IRIS User Guide: How to Update LCDC Information



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

16/01/2018



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



EUROPEAN UNION

Investing in your future

European Social Fund

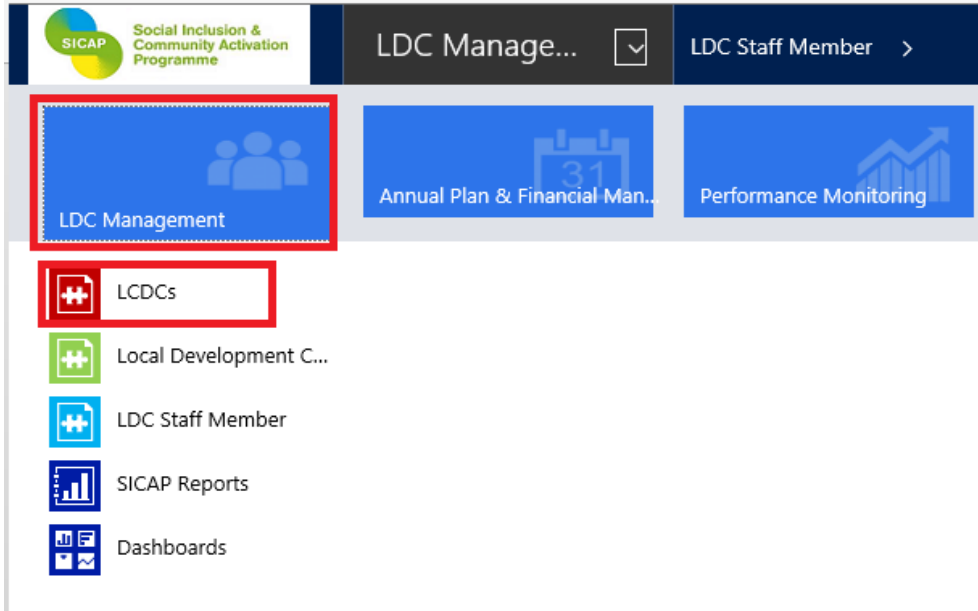


An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

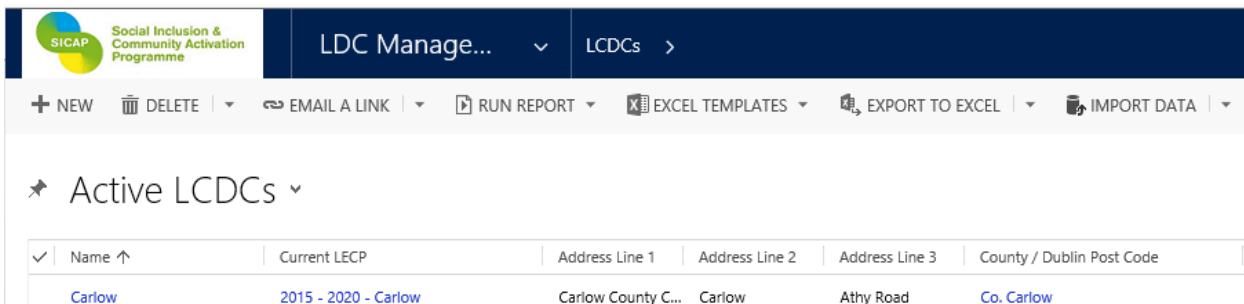
Updating an LCDC Record

Once you are logged into the IRIS system (SICAP Guide How to Log into IRIS), you will be directed to the main landing page for the site.

To begin, select the LDC Management option on the navigation pane along the top of your screen. Then, click the LCDCs option in the navigation pane.



Next, double click on clear part of the line displaying the **LCDC record** to open it.



The following window will open for completion.

_LCDC: INFORMATION	
Cork City	
General	
Name *	Cork City
Address Line 1 *	--
Address Line 2 *	--
Address Line 3 *	--
County / Dublin Post Code *	--
Local Authority Website	--
LCDC Website	--
Current LECP	2015 - 2020 - Cork City
Tel	--
Mobile *	--
Email *	--
LCDC Contacts	
Chief Officer *	--
Chairperson *	--
IRIS Contact *	--
Administrator *	--
Finance Officer *	--
SICAP Contact	--
Lots and LDCs	

Remember that all fields marked with a * (red asterisk) are mandatory and must be completed. You can use the tab key to move between fields on the system.

General Section


In the **General** section you will find that the **Name** field will be auto populated by the system.

Continue to update the LCDC information by completing the mandatory fields in the **General** section:


- Address
- Mobile Number
- Email

LCDC Contacts Section

The next section to be completed in this process is the **LCDC Contacts** information section.

Use the look up function  (magnifying glass symbol) to select the options from the lookup lists provided for:

- Chief Officer
- Chairperson
- IRIS Contact
- Administrator
- Finance Officer
- SICAP Contact

To add a new Name in any of the contact fields, click on  icon and then on the New button

LCDC Contacts

Chief Officer*


Chairperson*

IRIS Contact*



A search results window showing a single result for 'Catherine Sheehan'. The search bar contains 'Catherine Sheehan' and a magnifying glass icon. Below the search bar, the name 'Catherine Sheehan' is displayed with a small profile icon. A link 'Look Up More Records' is visible. At the bottom, it says '1 result' and a '+ New' button is highlighted with a red arrow.

The following screen will be displayed. Fill in the mandatory information for First Name and Last Name. Click on Save to select and close the record.



The screenshot shows the Dynamics 365 interface for 'LDC Management'. The breadcrumb trail is 'Dynamics 365 > LDC Manage... > LCDCs > Carlow >'. The page title is '_Contact'. The form is divided into two sections: 'Details' and 'Contact Information'. The 'Details' section has four fields: 'First Name*' (with a red 'x' error icon), 'Last Name*' (with a red 'x' error icon), 'Job Title' (with a '--' value), and 'Account Name' (with a '--' value). The 'Contact Information' section has four fields: 'Email', 'Mobile Phone', 'Business Phone', and 'Description', all with '--' values.

The new name will appear in the contact field.

Repeat steps for other contact names as required.

Lots and LDCs

The next section **Lots and LDCs** is automatically populated by the system.

Pobal Contacts Section

The next section **Pobal Contacts** is populated by Pobal.

When all the mandatory information has been recorded/updated select the **Save** or **Save and Close** button to finish.



Two buttons are shown: 'SAVE' with a floppy disk icon and 'SAVE & CLOSE' with a floppy disk icon and a close button icon.