

IRIS User Guide: How to Update LDC Information



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

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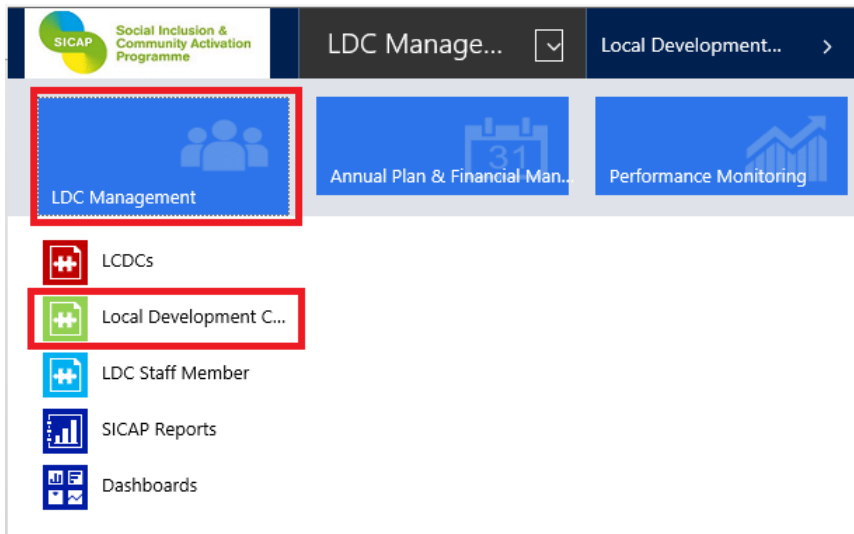
European Social Fund



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

Updating an LDC 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 Local Development Company option in the navigation pane.

Next, open up the **LDC record** on the system by clicking on the relevant LDC name. The following window will open for completion.

Dynamics 365 | LDC Manage... | Local Development... | Comhar Chathair Ch...

SAVE | SAVE & CLOSE | NEW | DEACTIVATE | DELETE | ASSIGN | SHARE | SHARE SECURED FIELDS | EMAIL A LINK

LOCAL DEVELOPMENT COMPANIES (LDCS) : INFORMATION

Comhar Chathair Chorcaí Teoranta

General

LDC Name * Comhar Chathair Chorcaí Teoranta | LDC * Cork City

Auto Address

Address

Address Line 1 * | Address Line 2 * | Address Line 3 * | Address Line 4 | County / Dublin Postcode * | Phone Number * | Email * | Website * | CRO *

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 2 fields (**LDC name** and **LCDC**) will be auto populated by the system.

Next select the **Auto Address** section.

Auto Address

Address



A search input field with the placeholder text "Enter Full Address or Postcode" and a blue "Search" button to its right.

To add or amend a postal address, enter the full postal address in the field provided and click the **Search** button.

Once the address is found, the system will then auto populate all of the address line and county fields.

Continue to update the contact information by completing the mandatory fields in the **Address** section:

- Phone Number
- Email
- Website
- CRO


LDC Contacts Section

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

PI Contacts



A dropdown menu for the PI Contacts section. The menu is open, showing a search icon (magnifying glass) in a red box. The search icon is used to look up the name of the CEO from a list of staff members. The dropdown items are: CEO*, LDC Chairperson, SICAP Contract Mgr*, and Finance Administrator*. Each item has a lock icon and a double dash icon to its right.

In the mandatory **CEO** field, use the **look up** function  (magnifying glass symbol) to select the name of the CEO from the drop down list of staff members provided. Click **OK**.

Use the **Tab** button to navigate to the **LDC Chairperson** field and again use the **look up** function to select the name from the drop down list of Board Members provided. Click **OK**

In the mandatory **SICAP Contract Manager** field, use the **look up** function to select the correct name from the list provided. Click **OK**.

Finally, in the mandatory **Finance Administrator** field, use the look up function to select from the list provided. Click **OK**.

When all the mandatory information has been recorded/updated select the **Save** or **Save and**

Close button to finish.

