









Assessment LinkBC Quick Reference

FREQUENTLY USED BUTTONS

Icon	Name	Description
	List View	<ul style="list-style-type: none"> • Lists each folder and report (no details) • Default view
	Details View	<ul style="list-style-type: none"> • Detailed description of each report • Indicates the currency of the data in each report (date last updated)
	Return	<ul style="list-style-type: none"> • Returns user to the previous folder accessed • Functionality differs depending on where the button is located: <ul style="list-style-type: none"> ○ Outside each report – ability to change the output format from default (PDF, Excel, CSV) ○ Within predefined reports – returns user to the prompt page
	Run	<ul style="list-style-type: none"> ○ Outside each report – ability to change the output format from default (PDF, Excel, CSV) ○ Within predefined reports – returns user to the prompt page
	View options	<ul style="list-style-type: none"> • View in HTML, Excel, PDF • Available in predefined and crosstab reports
	Refresh report	<ul style="list-style-type: none"> • Refreshes the data displayed in the report • Available in crosstab reports only
	Login	<ul style="list-style-type: none"> • Log on or log off the session
	Home	<ul style="list-style-type: none"> • Return to Public Folders

Notifications about ALBC issues or projects:

Public Folders > Assessment LinkBC > Bulletins

[Computer Setup Instructions](#), [Report Guide](#), [Currency of Data](#), [Icon Guide](#), [Schedule for Supplementary Cycles](#), & [ALBC Tips & Tricks](#).

Public Folders > Assessment LinkBC > Resources

Descriptions for codes in reports:

Public Folders > Assessment LinkBC > Lookup Table Reports

Webinars and videos:

Located on the [ALBC Support Page](#)

STANDARD FILTERS IN FACE OF THE ROLL & ROLL VALUES REPORTS

- Roll Year
- Area
- Jurisdiction
- Neighbourhood
- Equity Type
- Property Type
- Actual Use
- Vacant/Improved
- Manual Class Category
- Manual Class
- ALR Codes
- Tenures
- Folio Characteristics

REPORTS














Report Name	Report Folder Location	Filters	Notes
Face of the Roll (FOTR) Statistics¹	Reports by Area Jur., Neigh., RD & EA, Hospital dist., SD > Summary	Standard filters (see Pg 1 above)	<ul style="list-style-type: none"> Contains folio count
FOTR Actual Values¹	Reports by Area Jur., Neigh., RD & EA, Hospital dist., SD > Summary.	Standard filters + Exempt Tax Code and Property Class	<ul style="list-style-type: none"> Actual values are before exemptions are applied Only source for Exempt Tax Code
FOTR Assessed Values¹	Reports by Area Jur., Neigh., RD & EA, Hospital dist., SD > Summary.	Standard filters + Property Class and Property Subclass	<ul style="list-style-type: none"> Assessed values are after exemptions are applied (taxable values) Only source for Property Subclass
Residential Inventory¹	Reports by Area Jur., Neigh., RD & EA, Hospital dist., SD > Summary.	Standard + Inventory filters	<ul style="list-style-type: none"> Specific inventory filters include pool, bedrooms, bathrooms, year built, year effective, actual value range, total area, stories
Folio Count and Average Value Summary	Folio Count & Average Value Summary	Roll Year	<ul style="list-style-type: none"> Provides total actual values & average values based on folio counts Can be run by Area, Jurisdiction, or Neighbourhood
Folio Detail	Folio Detail Reports	Roll Year, Area, Jur, Roll Number	<ul style="list-style-type: none"> Details for a single folio including value breakdowns, ALL OWNERS & sales
Folio Listing	Folio Detail Reports	Roll Year, Area, Jur, Neighbourhood	<ul style="list-style-type: none"> Details for each folio including Actual, General, School, & Hospital Gross & Exempt Total values, School District, Regional District, Tenure and Folio Characteristic codes
Folio Owners & Party Types Listing	Folio Detail Reports	Roll Year, Area, Jur, Neighbourhood, Roll Number	<ul style="list-style-type: none"> Details for each folio including ALL OWNER names, mailing address, situs address, legal description & PID
Roll Detail	Folio Detail Reports	Roll Year, Area, Jur, Neighbourhood	<ul style="list-style-type: none"> Details for each folio including Actual, General, School, & Hospital Net Land, Improvement & Total values, Lot Size, Sale Document No, & first owner pairing
Folio Value 2-Year Comparison Reports	Folio Value 2-Year Comparison Reports	Current/Previous Roll Year, Assessed Type, Area, Jur, Neigh	<ul style="list-style-type: none"> Compares two Assessment Rolls on the percent change for actual values Can be run by Actual, General, School, or Hospital values
Municipal Exemptions	Municipal Exemptions	Roll Year, Which Owners, Area, Jur	<ul style="list-style-type: none"> The breakdown of Permissive and Statutory exemptions for each folio
Non-Market Change	Non-Market Change	Roll Year, Cycle, Tax Value Type, Area/Jur./Neigh., NMC Reason	<ul style="list-style-type: none"> Reports for Mid-November Summary, Roll Comparison by Reason, Roll Comparison by Property Class
Residential Stratification	Residential Stratification	Roll Year & Version	<ul style="list-style-type: none"> Folio count of single family residential homes for each value range Can be run by Jurisdiction, Regional District, or School District
Distribution of Value Change by Folio Count	Roll Comparison - Distr. of Value Change by Folio Count	Roll Year, Area, Jurisdiction	<ul style="list-style-type: none"> The distribution of value change for the Completed Roll by Property Class Can be run by Area, Jurisdiction, or the Province





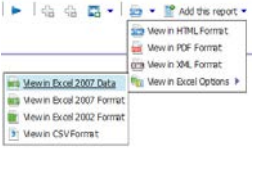
Summary of Values by Property Class	Roll Comparison – Distribution of Values by Property Class	Current Roll, Previous Roll, Area, Jurisdiction	<ul style="list-style-type: none"> • Compares two rolls on the amount & percent change for actual values • Can be run by Area, Jurisdiction, or the Province
Roll Totals	Roll Totals	Roll Year, Roll Version, Area, Jurisdiction, Neighbourhood, Minor Taxing Jurisdiction code	<ul style="list-style-type: none"> • Crosstab Reports - summaries of Completed, Revised and latest Supplementary Cycle • Extracts - can select multiple roll years or roll versions; land & improvement values • Statutory Reports – Actual, General, School & Hospital taxable values • Minor Taxing Jurisdictions - can filter by specific Minor Taxing code
Roll Statistics	Reports by Area Jur., Neigh., RD & EA, Hospital Dist., SD > Summary.	Standard filters	<ul style="list-style-type: none"> • Same as FOTR Statistics above, but contains data for individual folios
Roll Actual Values²	Reports by Area Jur., Neigh., RD & EA, Hospital Dist., SD > Summary.	Standard + Exempt Tax Code & Property Class	<ul style="list-style-type: none"> • Same as FOTR Actual Values above, but contains data for individual folios
Roll Assessed Values²	Reports by Area Jur., Neigh., RD & EA, Hospital Dist., SD > Summary.	Standard + Property Class & Subclass	<ul style="list-style-type: none"> • Same as FOTR Assessed Values above, but contains data for individual folios
Roll Values for Res Inventory²	Reports by Area Jur., Neigh., RD & EA, Hospital Dist., SD > Summary.	Standard + Inventory filters	<ul style="list-style-type: none"> • Same as FOTR Res Inventory above, but contains data for individual folios
Roll Values for Minor Taxing²	Reports by Area Jur., Neigh., RD & EA, Hospital Dist., SD > Summary.	Standard + Minor Taxing Jurisdiction name & code	<ul style="list-style-type: none"> • Same as FOTR Minor Taxing above, but contains data for individual folios

¹This is a summary report - a combined total of all folios in the data set; it is not individual folio data. Individual folio data can be obtained through the Roll Values reports.

²Includes Roll Values by Area/Jur/Neighbourhood, Roll Values by Regional District/Electoral Area, Roll Values by Regional Hospital District, and Roll Values by School District

Assessment LinkBC Icon Guide

Icon	Icon Name	Location	Icon Action
Toolbar			
	Default List view	Public Folders > Assessment LinkBC In top right corner	<p>Folders are displayed in a list.</p> <p>Ignore Modified date & see Details view for Currency of Data for date of last refresh.</p>
	Details View	Public Folders > Assessment LinkBC In top right corner	<p>Folders are displayed with descriptions.</p> <p>This view indicates the currency of data & includes descriptions & definitions.</p>
	New Folder	Public Folders > Assessment LinkBC In top right corner	Create a new folder
	New Job	Public Folders > Assessment LinkBC In top right corner	Create a new job
	New URL	Public Folders > Assessment LinkBC In top right corner	Create a new URL
	New Page	Public Folders > Assessment LinkBC In top right corner	Create a new page
	Cut	Public Folders > Assessment LinkBC In top right corner	Cut the selection (only available in “My Folders”).
	Copy	Public Folders > Assessment LinkBC In top right corner	Copy the selection
	Delete	Public Folders > Assessment LinkBC In top right corner	Delete the selection (only available in “My Folders”).
	Set Properties	Public Folders > Assessment LinkBC In top right corner	Set the properties for the folder
	Order folders and entries	Public Folders > Assessment LinkBC In top right corner	Organize & order your folders (only available in “My Folders”)
Folders & Predefined Reports			
	Folder	Public Folders > Assessment LinkBC	Folder containing multiple reports.
More...	Perform an action	Beside each line entry for a Predefined Report	Available actions such as creating a shortcut or report view or adding a bookmark.
	Bulletin or Resource Support document	Public Folders > Assessment LinkBC > Bulletins Public Folders > Assessment LinkBC	Static support documents or communications.

Icon	Icon Name	Location	Icon Action
		> Resources	
	Set properties	Beside each report	Set or change the properties associated with the report.
	Run with options	Beside each line entry for a Predefined Report	Allows change of format output – one time - then resets to default again.
	Schedule	Beside each line entry for a Predefined Report	Schedule the entry to run at a recurring date and time.
	Create a Report View	Beside each line entry for a Predefined Report	Shortcut to report view wizard.
Output Formats			
	Output Format	Predefined Reports and Drill Through Reports from the Cubes	Report output choice in a printable format.