



EMS Web Reporting User Manual

Updated: May 20 2018

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1. Understanding the EMS WR User Interface

Mandatory Fields

Some EMS WR screens contain mandatory fields and drop-down lists clearly labeled with bold red text:

Collection Start Date/Time:	<input type="text"/>	MANDATORY
	<small>(YYYY/MM/DD HH24:MI)</small>	
Collection End Date/Time:	<input type="text"/>	MANDATORY
	<small>(YYYY/MM/DD HH24:MI)</small>	

Fields can be in a variety of formats, not limited to:

- Drop Down Lists
- Date/Times

If you do not enter the proper information into these fields, the website will give you an error and prompt you to enter in the information.

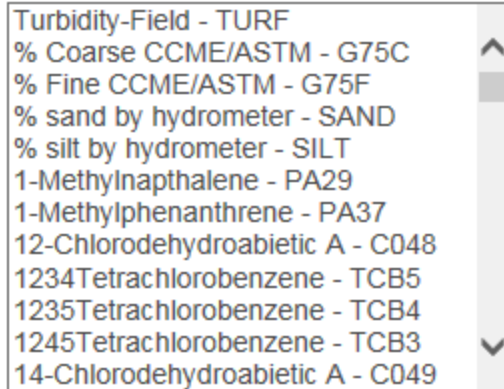
Multi Selection Lists

Multi selection lists allow you to choose information to enter into fields. For example, you can use a multi selection list to enter office codes into an Office field.

You can access these lists by clicking on the downward facing triangle — called a multi selection symbol in EMS WR — to the right of many fields:

Parameter:	<input type="text"/>	▼
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In this case, clicking on the multi selection symbol leads to the Parameter Multi Selection page, which includes the multi selection list



By following these steps, you can select one or more list items you want to include in the Parameter field. To select:

- A Single Item: click on it
- A block of sequential items: click on the first item, press and hold shift. Click on the last item, it should select all
- Multiple individual items: hold down Ctrl and click the desired items
- Use the scroll bar to view additional items
- When finished, the parameter window will look similar to this:



The Enter Key

Avoid hitting enter after typing information into fields. This can lead to unintended behaviour of the application screens. Instead, carry out actions by clicking the appropriate EMS WR buttons, for example, Next.



The Tab Key

Use the tab function to move between fields. In some cases entering data into a field and pressing tab will force the application to convert the information into a format that the server will accept. While not required it does help in some cases, so it is a good practice to use the tab function.

Date & Time Format

EMS WR has many date fields. Some of these fields are mandatory and must be filled out to search the EMS database. Fields requiring date and time (24-hour clock) must be in this format:

- yyyy-mm-dd hh:mm

Users can simplify the date and time entry by leaving out:

- The time: if it is not important as the system will default to 00:00 or 12:00am
- Separators between years, months, days, and hours, for example 199811240752

Fields requiring only the date must be in this format:

- yyyy-mm-dd

These examples illustrate how to format regular dates and times for EMS WR:

- 1995-03-12 15:15
- 1998-11-24 07:52

Entering the date in the fields will reformat the date to fit the correct format when leaving the field by clicking out, or using the tab key.

Browser & EMS WR navigation buttons

Browser navigation buttons are not part of EMS WR and should generally not be used to move around. Using the browser navigation buttons to change screens is likely to cause system errors.

If this occurs, use the EMS WR navigation buttons to move to the desired page.

Browser Status Bar

The browser status bar tells you whether the system is performing a task. Some information requests can take a long time to process. In general, you should wait until the system completes an action before clicking any navigation buttons or menu bar links.

If you click buttons or links before the status bar is complete, the system will interpret this as a new command and stop the first request. For example, if you click the graph button before a graph is finished, the system treats the latest click as a new request and restarts the processing from the beginning.

2. EMS WR Application Specific Instructions

EMS IDs are essential for finding the information you want efficiently on EMS WR, and many users will search for IDs frequently.

Main Menu

The main menu is the central location from which you can select EMS WR tools to find information.

The Main Menu page gives you access to the EMS WR report tools and provides information about them.

Monitoring Location Search

This page allows you to select the information you want to include in the monitoring locations report.

The screenshot shows the British Columbia Environmental Monitoring & Reporting website. The header includes the BC logo, a search bar, and navigation links for 'Careers & MyHR', 'Services A-Z', 'Organizations A-Z', 'Forms A-Z', 'News', and 'Contact Us'. A secondary navigation bar lists various environmental topics, with 'Research, Monitoring & Reporting' highlighted. Below this is a breadcrumb trail: 'Home / Environmental Protection & Sustainability / Research, Monitoring & Reporting / Environmental Monitoring / Environmental Monitoring Databases / EMS Web Reporting (EMS WR) /'. The main heading is 'Monitoring Location Search'. A message states: 'Your Query has returned: 96 Monitoring Locations.' Below this, it says: 'Select the parameters which you would like to download or click Next to accept the default parameters.' A grid of 24 checkboxes allows users to select criteria for their report. The selected criteria are: EMS ID, Location Name, Location Description, Latitude (Decimal Degrees), Longitude (Decimal Degrees), Type Description, First Collection Start Date, and Latest Collection End Date. At the bottom right, it says 'Your file is called: EMSWR_Loc_031511' and has 'Back' and 'Next' buttons.

This page allows you to choose which criteria you want to include in the monitoring locations report that you download.

To Find Monitoring Locations

This page allows you to select the information you want to include in the monitoring locations report. It allows you to download the information from the EMS database. From the main menu, click the Monitoring Locations Search button under the information retrieval heading.

- The Monitoring Locations - Criteria page will open.
- Enter information into the fields you want to use as search criteria.

BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU

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Research | **Environmental Monitoring** | Reporting | Libraries & Publication Catalogues

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Monitoring Location Search

Search the database for monitoring location(s) based on any one (or multiple) criteria. Use "%" wild card to broaden your search. For example searching for a location name with '%salmon%' will return all the location names that contain the word 'salmon', such as 'salmon river' or 'cabin on salmon lake'. Fields followed by a downward facing arrow can be selected from a list by clicking the arrow.

To view more search field options, click the Advanced Search button in the lower right.

Main Menu

EMS ID:

Location Name:

Location Type:

Permit Number:

Only Return Locations with Results: Yes No

Advanced Search Next

- You must enter information into at least one field
- If you know them, type in the codes (separated by a comma). Or, use the multi-selection symbol to display multi selection lists to choose the codes.
- For more search options click the Advanced Search button
- When you are happy with your selection click the retrieve button
- Click the checkboxes of the data items you want to include in the file download or leave the default selection and click Next
- Note your file name
- Select your file from the list and click download
- The file is saved as a comma-separated values (.csv) file. Use Microsoft Excel, Access, or another spreadsheet program to open the document.


Looking up Watershed Codes

Some EMS WR screens (Advanced Search) have a Watershed Code field:

Watershed Code: 

Clicking the globe image to the right of the field opens the Watershed Dictionary - Standard Watershed Code Query page:

Watershed Dictionary Query

query help 

The Watershed Dictionary Query returns waterbody locator information including the waterbody's name, watershed code, UTM position, mapsheet number, and physical attributes.


Gazetted Name/Alias:	<input type="text"/>	Waterbody Identifier:	<input type="text"/>
Watershed Code:	<input type="text"/>	RAB Code:	<input type="text"/>
Watershed Group:	All Watershed Groups <input type="button" value="v"/>	Forest District:	All Forest Districts <input type="button" value="v"/>
Waterbody Type:	All Waterbody Types <input type="button" value="v"/>	TRIM Mapsheet:	All TRIM Mapsheets <input type="button" value="v"/>
Order Results By:	Watershed Code <input type="button" value="v"/>		

Search

You can use this search tool to find watershed codes for B.C. streams, lakes, wetlands, and coastlines. This is the basic procedure for using the Watershed Dictionary:

- Enter information into at least one field or drop-down list marked with an asterisk and click Search
- The Fisheries Data Warehouse - Watershed Code Report page opens. For example, if you select Beaver River from the Watershed Group drop-down list, clicking Search opens this page:

Watershed Dictionary Query

query help 

The Watershed Dictionary Query returns waterbody locator information including the waterbody's name, watershed code, UTM position, mapsheet number, and physical attributes.

Gazetted Name/Alias:	<input type="text"/>	Waterbody Identifier:	<input type="text"/>
Watershed Code:	<input type="text"/>	RAB Code:	<input type="text"/>
Watershed Group:	BEAV - Beaver River <input type="button" value="v"/>	Forest District:	All Forest Districts <input type="button" value="v"/>
Waterbody Type:	All Waterbody Types <input type="button" value="v"/>	TRIM Mapsheet:	All TRIM Mapsheets <input type="button" value="v"/>
Order Results By:	Watershed Code <input type="button" value="v"/>		

Export Results

Search

2,288 results found. Click on the Export Results button to export the results as a CSV file.

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

Watershed Code	Gazetted Name	Alias Names	Waterbody Identifier	Region	Stream Order_50K
210	LIARD RIVER	238.0, 240.4	00000DUNE	Skeena	9
210			00761BEAV	Peace	
210			00949BEAV	Peace	
210-000304-38600			00000BEAV	Peace	1
210-000413-46000			00000BEAV	Peace	1
210-381200	CATKIN CREEK		00000BEAV	Peace	4
210-381200			01090BEAV	Peace	
210-381200			01093BEAV	Peace	
210-381200-00500			00000BEAV	Peace	4
210-381200-00500			00984BEAV	Peace	

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

- Make note of the desired code from the Watershed Code column. You might need to scroll down to do this.
- For example, the watershed code for Liard River is 210, you can copy and paste into the Watershed Code field
- Close the Fisheries Data Warehouse and Watershed Dictionary pages
- Return to your search criteria screen
- Enter the code from step 3 into the Watershed Code field
- If you require further information on how to use the Watershed Dictionary, click the Help button on the Watershed Dictionary page to read documentation for this tool

Data Results Criteria

When you click on the Data Search & Download button on the main menu, the Data Results - Criteria page opens:

The screenshot shows the top navigation bar of the British Columbia website. On the left is the logo for 'BRITISH COLUMBIA'. To the right is a search bar with the placeholder text 'Enter a keyword or phrase to search'. Below the logo is a 'MENU' button. The navigation bar contains several categories: 'Careers & MyHR', 'Services A-Z', 'Organizations A-Z', 'Forms A-Z', 'News', and 'Contact Us'. Below this is a secondary navigation bar with categories: 'Climate Change', 'Pesticides & Pest Management', 'Plants, Animals & Ecosystems', 'Waste Management', 'Air, Land & Water', 'Research, Monitoring & Reporting', and 'Natural Resource Stewardship'. At the bottom of this bar are links for 'Research', 'Environmental Monitoring', 'Reporting', and 'Libraries & Publication Catalogues'.

Home / Environmental Protection & Sustainability / Research, Monitoring & Reporting / Environmental Monitoring / Environmental Monitoring Databases / EMS Web Reporting (EMS WR) /

Data Search & Download

Search the database for analytical results. Use "%" wild card to broaden your search. For example searching for a location name with '%salmon%' will return all the location names that contain the word 'salmon', such as 'salmon river' or 'cabin on salmon lake'. Fields followed by a downward facing arrow can be selected from a list by clicking the arrow.

To view more search field options, click the Advanced Search button in the lower right.

Main Menu

EMS ID:	<input type="text"/>	▼
Location Name:	<input type="text"/>	
Sample State:	<input type="text"/>	▼
Monitoring Group:	<input type="text"/>	
Date Range (YYYYMMDD):	From: <input type="text"/>	To: <input type="text"/>

Fill in at least one of the fields, click the downward triangles to get more options for that field or click the Advanced Search button to view more search options. Click Next.

BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU

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Climate Change | Pesticides & Pest Management | Plants, Animals & Ecosystems | Waste Management | Air, Land & Water | **Research, Monitoring & Reporting** | Natural Resource Stewardship

Research | **Environmental Monitoring** | Reporting | Libraries & Publication Catalogues

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Data Search & Download

Your Query has returned: 8948 samples with 56636 results.

Select the parameters which you would like to download or click Next to accept the default parameters.

<input checked="" type="checkbox"/> EMS ID	<input type="checkbox"/> Ministry Contact	<input type="checkbox"/> Analytical Method Name
<input checked="" type="checkbox"/> Location Name	<input type="checkbox"/> Sampler	<input type="checkbox"/> Uncertainty (If checked, Analyzing Agency displayed)
<input checked="" type="checkbox"/> Longitude (Decimal Degrees)	<input type="checkbox"/> Requisition Number	<input checked="" type="checkbox"/> Result Letter
<input checked="" type="checkbox"/> Latitude (Decimal Degrees)	<input type="checkbox"/> Lab Arrival Temp	<input checked="" type="checkbox"/> Result
<input type="checkbox"/> Longitude (Deg/Min/Sec)	<input type="checkbox"/> Lab Arrival Date	<input type="checkbox"/> Confidence Interval
<input type="checkbox"/> Latitude (Deg/Min/Sec)	<input checked="" type="checkbox"/> Upper Depth	<input type="checkbox"/> Continuous Maximum
<input checked="" type="checkbox"/> Collect. Start Date	<input checked="" type="checkbox"/> Lower Depth	<input type="checkbox"/> Continuous Minimum
<input type="checkbox"/> Collect. End Date	<input type="checkbox"/> Tide Code	<input type="checkbox"/> Continuous Duration
<input type="checkbox"/> State Code	<input type="checkbox"/> Tide Name	<input type="checkbox"/> Continuous Duration Units
<input checked="" type="checkbox"/> State Description	<input type="checkbox"/> Upper Height	<input type="checkbox"/> # of Data Points
<input type="checkbox"/> Descriptor Code	<input type="checkbox"/> Lower Height	<input type="checkbox"/> QA Index
<input type="checkbox"/> Descriptor Name	<input type="checkbox"/> Flow	<input type="checkbox"/> User Calc QA Index
<input type="checkbox"/> Class Code	<input type="checkbox"/> Flow Units	<input type="checkbox"/> Result Comment
<input checked="" type="checkbox"/> Class Name	<input type="checkbox"/> Direction Code	<input type="checkbox"/> Parameters Across
<input type="checkbox"/> Collect. Method Code	<input type="checkbox"/> Well Plate Number	<input type="checkbox"/> Life Stage
<input checked="" type="checkbox"/> Collect. Method Name	<input type="checkbox"/> Parameter Code	<input type="checkbox"/> Species Code
<input type="checkbox"/> Sampling Agency	<input checked="" type="checkbox"/> Parameter Name	<input type="checkbox"/> Species Name
<input type="checkbox"/> Analyzing Agency	<input type="checkbox"/> Analytical Method Code	

Your file is called: **EMSWR_Rus_033054** Back Next

Select the criteria you want to download or leave the default selection and click next.

Previous Queries

The Previous Queries tool allows you to download the files you create with the Monitoring Locations and Data Results tools:

Download

Select your file from the list below and click download.

Note: Only files with a status of Ready to Download are available, those with a status of Processing are still being assembled, depending on the size of the query this may take several minutes.

Selected	File Name	Status	Date Generated	# of Records	Type
<input type="radio"/>	EMSWR_Rus_033054	Processing	2018-05-17 15:33	8949	Results
<input type="radio"/>	EMSWR_Rus_033054	Processing	2018-05-17 15:32	8949	Results
<input checked="" type="radio"/>	EMSWR_Loc_032115	Ready to Download	2018-05-17 15:21	96	Locations
<input type="radio"/>	EMSWR_Rus_112134	Ready to Download	2018-05-16 11:21	2	Results
<input type="radio"/>	EMSWR_Loc_112053	Ready to Download	2018-05-16 11:20	1	Locations

Main Menu Download

This page lists the files you have retrieved using the Monitoring Location Search and Data Search & Download tools, and allows you to download them to your computer.

3. Tables & Reports

Latest Results Summary

The latest results summary page displays a table showing the results from the most recent sampling at a given location. If you know the EMS ID of the location you wish to query enter it, if you don't know which EMS ID to use click the downward triangle to the left of the EMS text box to open a search screen.

BRITISH COLUMBIA

Enter a keyword or phrase to search

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Climate Change | Pesticides & Pest Management | Plants, Animals & Ecosystems | Waste Management | Air, Land & Water | **Research, Monitoring & Reporting** | Natural Resource Stewardship

Research | **Environmental Monitoring** | Reporting | Libraries & Publication Catalogues

Home / Environmental Protection & Sustainability / Research, Monitoring & Reporting / Environmental Monitoring / Environmental Monitoring Databases / EMS Web Reporting (EMS WR) /

Select Monitoring Location

This screen allows you to quickly search the database for Monitoring Locations that match one or more of the search criteria below. Click the downward facing arrow to select a value from a list for that parameter.

To generate a list of Monitoring Locations, enter your search criteria and click the Search button.

Location Name:

Location Type:

Monitoring Group:

Permit Number:

Search Cancel

Once you have your EMS ID selected click search to generate a table of results.

BRITISH COLUMBIA

Enter a keyword or phrase to search

Careers & MyHR | Services A-Z | Organizations A-Z | Forms A-Z | News | Contact Us

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Research | **Environmental Monitoring** | Reporting | Libraries & Publication Catalogues

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Latest Result Summary

EMS ID: 0130261

Location Name: ELK LAKE - DEEP STATION

Sample Date: 2011/02/17

Parameter	Sample Type	Result Letter	Result	Depth (m)	Unit
0004	Fresh Water		7.74	5	pH units
0004	Fresh Water		7.7	18	pH units
0004	Fresh Water		7.65	10	pH units
0004	Fresh Water		7.09	5	pH units
0004	Fresh Water		7.32	1	pH units
0004	Fresh Water		7.45	2	pH units
0004	Fresh Water		7.49	3	pH units
0004	Fresh Water		7.5	4	pH units
0004	Fresh Water		7.51	5	pH units
0004	Fresh Water		7.51	6	pH units

At the bottom of the page there is a link to download the data, perform another query or return to the main menu.

Predefined Reports and Custom Reports

You can produce these reports in standard formats and download them as PDF (Adobe Portable Document Format) files to your computer for review and printing. In contrast to the reports you can create using the data results tool, you cannot use reports in PDF to create graphs and carry out customized statistical analysis.

The basic procedure for using the predefined reports has four basic steps. To create each report, you will:

- Click on the report's button on the Main Menu
- Enter report criteria into the Criteria page
- Generate the report
- Download the report to your computer


Examples Include:

- Detailed Results Report
- Historical Statistics Report

Detailed Results Report

The Detailed Results Report allows EMS WR users to create a predefined report that displays detailed analytical results and a statistical summary for each parameter in the report. For example, you might use it to summarize sampling results for the year.

This report is most useful for results on a single monitoring site or a small group of sites. Reporting on a high number of monitoring sites can result in a large report. In this case, producing a custom report through the Data Results tool might be more appropriate if you need more detailed reporting.



Enter a keyword or phrase to search Q

MENU
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Climate Change
Pesticides & Pest Management
Plants, Animals & Ecosystems
Waste Management
Air, Land & Water
Research, Monitoring & Reporting
Natural Resource Stewardship

Research
Environmental Monitoring
Reporting
Libraries & Publication Catalogues

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Detailed Results Report

This function searches the database for samples and analytical results that match your search criteria and creates a formatted report which displays result details and provides a statistical summary. Fields with a multi selection symbol allow users to select one or more values from a list. Users must enter information in the collection start date AND collection end date fields in order for the retrieval to complete successfully.

[Main Menu](#)

EMS ID: <input style="width: 90%;" type="text"/>	Sample State: <input style="width: 90%;" type="text"/>
Region: <input style="width: 90%;" type="text"/>	Sample Descriptor: <input style="width: 90%;" type="text"/>
Office Code: <input style="width: 90%;" type="text"/>	Collection Method: <input style="width: 90%;" type="text"/>
Establishing Agency: <input style="width: 90%;" type="text"/>	Study: <input style="width: 90%;" type="text"/>
Analyzing Agency: <input style="width: 90%;" type="text"/>	Parameter Code: <input style="width: 90%;" type="text"/>
Location Type: <input style="width: 90%;" type="text"/>	Measurement Units: <input style="width: 90%;" type="text"/>
Monitoring Group: <input style="width: 90%;" type="text"/>	QA Index: <input style="width: 90%;" type="text"/>
Permit ID: <input style="width: 90%;" type="text"/>	Data Index: <input style="width: 90%;" type="text"/>
Collection Start Date/Time: <input style="width: 90%;" type="text"/> MANDATORY <small>(YYYY/MM/DD HH:24:MI)</small>	Watershed Code: <input style="width: 90%;" type="text"/>
Collection End Date/Time: <input style="width: 90%;" type="text"/> MANDATORY <small>(YYYY/MM/DD HH:24:MI)</small>	Eco Region: <input style="width: 90%;" type="text"/>
Specific Month: <input style="width: 90%;" type="text"/>	Order By: <input checked="" type="checkbox"/> Date <input type="checkbox"/> Sample State

[Next](#)

Note, the images contained in this example are generic, and are applicable for all report types. As this is the same tool, all reports will behave in a similar fashion.

Historical Statistics Report

The Historical Statistics Report allows EMS WR users to create a predefined report that provides a detailed historical statistical summary for each parameter in the report. For example, you might use it to summarize sampling results for the year.

This report is most useful for results on a single monitoring site or a small group of sites. Reporting on a high number of monitoring sites can result in a large report.

Historical Results Report

This function searches the database for samples and analytical results that match your search criteria and creates a formatted report which displays result details and provides a statistical summary. Fields with a multi selection symbol allow users to select one or more values from a list. Users must enter information in the collection start date AND collection end date fields in order for the retrieval to complete successfully.

Main Menu

EMS ID:	<input type="text"/>	Sample State:	<input type="text"/>
Region:	<input type="text"/>	Sample Descriptor:	<input type="text"/>
Office Code:	<input type="text"/>	Study:	<input type="text"/>
Establishing Agency:	<input type="text"/>	Parameter Code:	<input type="text"/>
Location Type:	<input type="text"/>	QA Index:	<input type="text"/>
Monitoring Group:	<input type="text"/>	Data Index:	<input type="text"/>
Permit ID:	<input type="text"/>	Watershed Code:	<input type="text"/>
Collection Start Date/Time:	<input type="text"/> MANDATORY <small>(YYYY/MM/DD HH:MM)</small>	Eco Region:	<input type="text"/>
Collection End Date/Time:	<input type="text"/> MANDATORY <small>(YYYY/MM/DD HH:MM)</small>	Specific Month:	<input type="text"/>
Order By:	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Location Type <input checked="" type="checkbox"/> Parameter <input type="checkbox"/> Sample State		

Next

4. Glossary of EMS WR Terms

This page provides a list of terms that could require some additional knowledge which can greatly assist in your understanding of what EMS WR is and how it operates.

Term	Explanation
Browser Navigation Buttons	<p>These are buttons that users click on to move around web pages with their browser. These usually appear at the top of the screen and include commands such as back, forward, stop, and refresh (or reload).</p> <p>It is generally not recommended to use these buttons to navigate within EMS WR as the browser rely's on data saved within the website in order to operate without errors. Using the website's navigation buttons</p>

Term	Explanation
	is less prone to errors.
.csv document	<p>A .csv document is a comma-separated values text file. It contains information separated by commas and is readable in spreadsheet and database software such as Excel and Access.</p> <p>A .csv file might contain this information:</p> <ul style="list-style-type: none"> • Lastname, Firstname, Age, Gender, Location • Adams, Jane, 46, female, Victoria • Doe, John, 32, male, Kamloops • Jones, Sam, 13, male, Terrace • Smith, Mary, 64, female, Vancouver
Dialogue Box	A dialogue box appears on a computer screen to present information or request user input. Dialogue boxes are usually temporary, and disappear once you enter the requested information.
EMS ID	Alphanumeric identifier for an EMS monitoring location.
monitoring location	Geographical sites where samples are collected for environmental monitoring purposes. Each monitoring location is a discrete geographical point (or reach of a stream or river) defined in terms of latitude, longitude and elevation.
parameter	Name of a variable in a test for which a results are reported

5. Contact The Help Desk

Before You Call

If possible, try to reproduce the problem (this helps determine whether the problem is isolated).

Note the exact sequence of events that led to the problem, and any error messages you encountered. The help desk will need this information to assess your problem.

Upgrade To Latest Software

If you are having problems with using these websites, or are noticing some errors in the way your computer is handling these applications, there is a good chance that you should update your software to the latest version. Ensure that you have the most recent version of Internet Explorer or Google Chrome, and Adobe Acrobat Reader.

Contact The Help Desk

E-mail the EMS Help Desk when on-screen and online help do not provide you with the information you need.

- Email: EMShelp@gov.bc.ca
- (250) 952-6801