



The Title Search Wizard guides you through searching for a title.



### Display the Search Title screen

In **Searches**:


1. Select **Search | Title**.

### Search for the title

In the **Search Title** screen:

1. You can search by CT, Owners Family Name, Given Names, Corporate Name or Instrument No. or any combination of these details in the relevant field.
2. Select the Land District if required.
3. Click  to activate the search.
4. Choose a result from the Search Results area and click  to add the title to the Searches tree.



- > You can use Wildcards (ie \* or ?) when searching using the name fields.
- > Uncheck   to search for cancelled titles.
- > There is a maximum number of search results Landonline can retrieve (currently 100 records).

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### Search for a title by Appellation (legal description)

The Appellation Search Wizard guides you through searching by appellation (legal description).

In the Search Title screen:

1. Click  next to the Appellation field to display the **Search Appellation** screen.
2. Search for and select the Appellation to add it to the **Search Title** screen.
3. Click  to activate the search.
4. Choose a result from the Search Results area and click  to add the title to the Searches tree.



If the appellation you select is for a unit title, the title and the Supplementary Record Sheet (SRS) will display in the Search Results area of the Search Title screen.

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### Search for a title by Street Address

In the **Search Title** screen:

1. Click  next to the Street Address field to display the **Search Street Address** screen.
2. Search for the Street Address to add it to the **Search Title** screen.
3. Click  to activate the search.
4. Choose a result from the Search Results area and click  to add the title to the Searches tree.



The Survey Search Wizard guides you through searching for a survey.



### Display the Search Survey screen

In **Searches**:

1. Select **Search | Survey**.

### Search for a survey

In the **Search Survey** screen:

1. You can search by Survey Number, Survey Purpose, CT, Lodgement Date, or Surveyor or any combination of these details in the relevant field.
2. Select the Land District if required.
3. Click  to activate the search.
4. Choose a result from the Search Results area and click  to add the survey to the Searches tree.




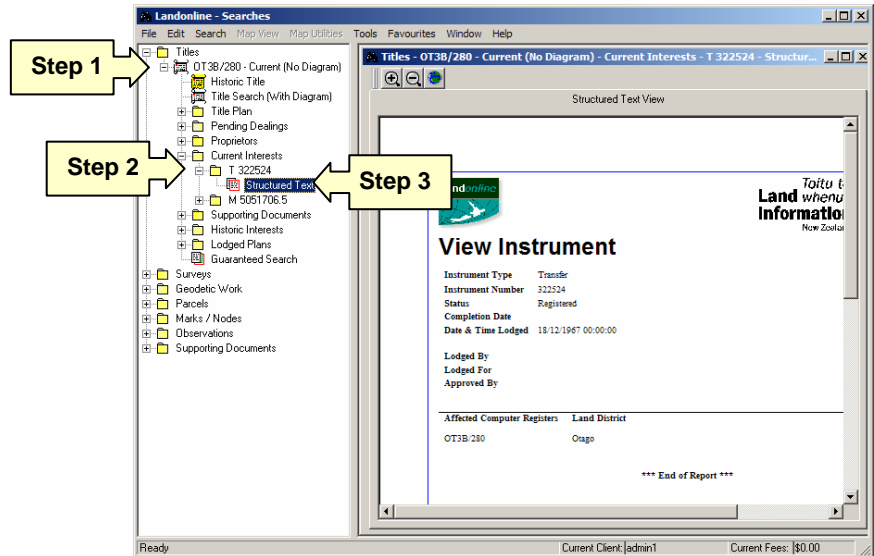
There must be a space between the plan prefix and the plan number in the Survey Number field.



## Display the Search views

### In Searches:

1. Click  to expand the search item
2. Expand other folders to display the item you require.
3. Double click the item to display your selected view

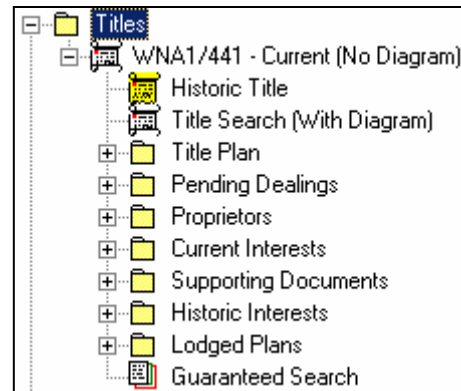


Fees are incurred when you open (double click) a title, plan or instrument image.



When you search for and select a title it displays in the Titles folder in the Searches tree. The Titles folder can contain the following folders and search products (dependent on the title you searched for):

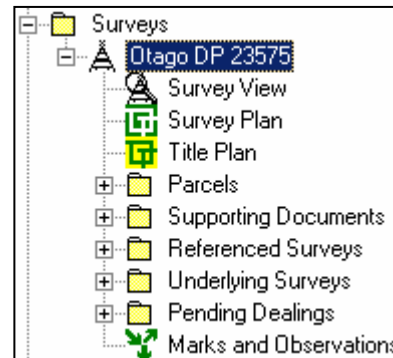
- > **Current (No Diagram):** displays the Computer Register current title.
- > **Historic Title:** displays both current and historic information and an image of the original paper title (if applicable).
- > **Title Search (With Diagram):** displays the Computer Register current title and diagram.
- > **Title Plan:** displays the Title Diagram.
- > **Pending Dealings:** lists details of pending dealings affecting the title.
- > **Proprietors:** lists current registered owners.
- > **Current Interests:** lists all live interests on the title.
- > **Supporting Documents:** lists other documents related to the title.
- > **Historic Interests:** lists interests no longer affecting the title.
- > **Lodged Plans:** lists plans that may affect the title.
- > **Guaranteed Search:** prints a guaranteed search.





When you search for and select a survey it displays in the Surveys folder in the Searches tree. The Survey folder can contain the following folders and search products (dependent on the survey you searched for):

- > **Survey Information:** displays the survey's Structured Text.
- > **Survey View:** displays the captured data in the Spatial View. You can display and hide layers to alter what you see in the Spatial View.
- > **Plan Image Views:** may include the Survey Plan, Title Plan, Imperial Plan, Imperial Plan (colour), Digital Survey Plan and Digital Title Plan.
- > **Parcels:** lists all parcels in the survey.
- > **Supporting Documents:** lists all supporting documents for the survey.
- > **Referenced Surveys:** lists all surveys referenced by the survey.
- > **Underlying Surveys:** lists surveys with parcels affected by the survey.
- > **Pending Dealings:** lists dealings affected by the survey.
- > **Marks and Observations:** displays Structured Text of the survey's marks and observations.





The Appellation Search Wizard guides you through searching by appellation (legal description).

### Display the Search Appellation screen

In the **Search Survey** or **Search Title** screen:

- > Click **Search...** next to the Appellation field to display the **Search Appellation** screen.

### Search for a Simple Appellation

1. Select General as the Appellation Format.
2. Select Simple.
3. Enter the search criteria you know.
4. Click **Search Now** to activate the search.
5. Choose a result from the Search Results area and click **Select** to add the appellation to the **Search Survey** or **Search Title** screen.

The screenshot shows the 'ECL\_S03 - Search App' dialog box. It contains the following elements:

- Search Criteria:** Appellation Format: General (Step 1)
- Simple/Complex:** Simple (selected) (Step 2)
- Simple Appellation:**
  - Parcel Id: [ ]
  - Land District: (None)
  - Part:  Lot
  - Parcel Type: [Deposited Plan] (Step 3)
  - Parcel Number: [ ]
  - Plan Type: [ ]
  - Plan Number: [ ]
  - Deposited Plan: [ ]
- Complex Appellation:**
  - 2nd Parcel Type: (None)
  - 2nd Parcel Number: [ ]
  - Block Number: [ ]
  - Plan/Registration Type: [ ]
  - Plan/Registration Name: [ ]
  - Suffix:
- Buttons:** Search Now (Step 4), New Search, Set Default, Restore Default
- Search Results:** Appellation: [ ] (Step 5), Select, Cancel

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The Appellation Search Wizard guides you through searching by appellation (legal description).

### Search for a Complex Appellation

1. Select General as the Appellation Format.
2. Select Complex.
3. Enter the search criteria you know.
4. Review the appellation text.
5. Click **Search Now** to activate the search.
6. Choose a result from the Search Results area and click **Select** to add the appellation to the **Search Survey** or **Search Title** screen.

The screenshot shows the 'CCL\_503 - Search Appellation' dialog box. It is divided into several sections:

- Search Criteria:** Appellation Format is set to 'General'.
- Simple/Complex:** 'Simple' is unselected, and 'Complex' is selected. 'Survey' and 'Title' checkboxes are checked.
- Parcel Information:** Fields for Parcel Id, Land District (None), Part, Parcel Type, Parcel Number, Plan Type, and Plan Number.
- Complex Appellation:** Fields for 2nd Parcel Type (None), 2nd Parcel Number, Block Number, Plan/Registration Type, Plan/Registration Name, and Suffix.
- Lot Deposited Plan:** A section for Lot Deposited Plan.
- Search Results:** A table with columns for Appellation and a 'Select' button.

Numbered steps are overlaid on the dialog:



- Step 1:** Points to the 'Appellation Format' dropdown menu.
- Step 2:** Points to the 'Simple' and 'Complex' radio buttons.
- Step 3:** Points to the 'Parcel Id' and 'Land District' input fields.
- Step 4:** Points to the 'Simple Appellation' and 'Complex Appellation' sections.
- Step 5:** Points to the 'Search Now' button.
- Step 6:** Points to the 'Select' button in the 'Search Results' area.



There are three methods to obtain and print a Guaranteed Search.

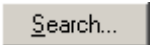

### Use the Request Product List to obtain one or more Guaranteed Searches at once

In **Searches**:

1. Select **Tools | Request Product List...** to display the **Request Product List** screen.
2. Click  in the Titles tab.
3. Enter the title reference.
4. Select **Guaranteed Search** from the **Type** drop down list.
5. Click  to have the request sent to you by email.

### Print from the Guaranteed Search screen

In **Searches**:

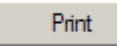
1. Select **Tools | Guaranteed Search...** to display the **Guaranteed Search** screen.
2. Enter the title reference in the **CT** field, or click  to search for the title reference and add it to the **CT** field.
3. Enter the name of the person requesting the Guaranteed Search in the **Client Reference** field.
4. Click .

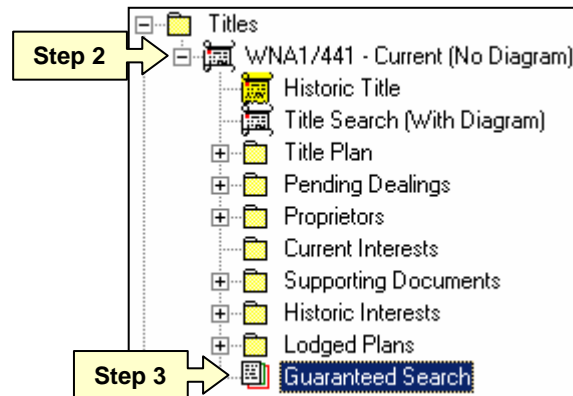
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### Print from the Searches tree

In **Searches**:

1. Search for the Title to add it to the Searches tree.
2. Expand the title reference in the Titles folder.
3. Double click **Guaranteed Search** from the expanded tree to display the **Print** screen.
4. Select your print options and click  to print the Guaranteed Search.



You cannot view a Guaranteed Search in Landonline.



These are the main toolbar icons in **Image View**.



### Previous Page and Next Page

Click these icons to display either the previous or next page for the image. If these icons are inactive, there is only one page for the current image.



### Zoom

Select the display option from the drop down list. Alternatively, type the size you wish to display the image at directly in the field.



### Rotate Left and Rotate Right

Click these icons to rotate your image 90 degrees to the left, or 90 degrees to the right.



### Dragging Tool

Click this icon, and drag the visible area of the image to move it in any direction. (This is known as the Pan icon.)



### Zoom In Tool and Zoom Out Tool

Click the zoom icons and click the image to decrease or increase the scale of the image. Each time you click the image, it decreases or increases further.



### Zoom Area Tool

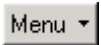
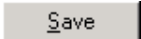
Click this icon to zoom to an area of the selected image. Use the Dragging Tool to move and view hidden parts of the image.



You can save and print a complete image or a selection of an image from Image View.


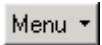
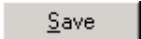
### Save an image

In **Image View** for a selected item:

1. Click  and select **File | Save Copy As**.
2. Select a location on your computer to save the image to.
3. Click .

### Save a selected portion of an image

In **Image View** for a selected item:

1. Click  and define an area.
2. Select  and select **File | Save Selection**.
3. Select a location on your computer to save the image to.
4. Click .




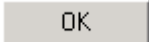

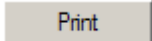
Black and white images must be saved as .tif files. Colour images must be saved as .jpg files.

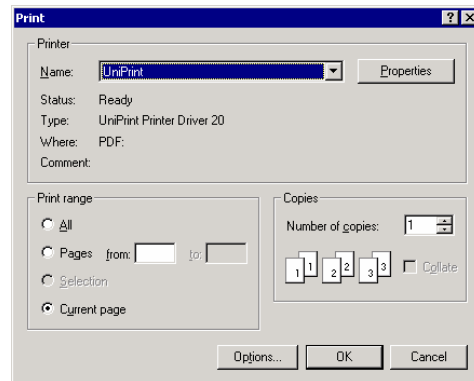
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### Print an Image View

In **Image View** for a selected item:

1. Click  and select **File | Print...** to display the **Print** screen with UniPrint as the name of the printer.
2. Click  to display the **UniPrint Preview** screen.
3. Click  to display the **Print** screen.
4. Select your desired print options and click .



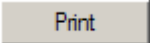


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### Print a selection of an Image View

In **Image View** for a selected item:

1. Click  and define an area.
2. Right click in the area of interest and select **Print...** to display the **UniPrint Preview** screen.
3. Click  to display the **Print** screen.
4. Select your desired print options and click .







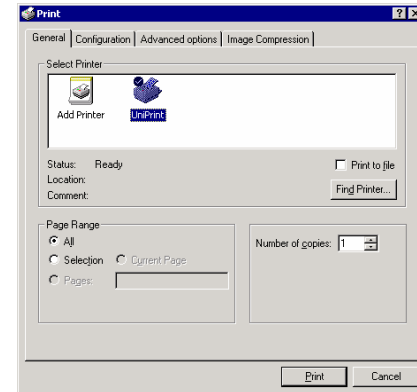
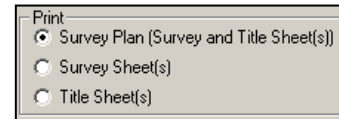
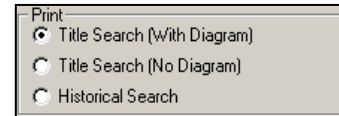
It is faster to print saved images than to print from Image View.



### Print from a search screen

#### In **Searches**:

1. Display the required search screen and search for the item.
2. Select the print option you require (eg Title Search (with Diagram), Survey Plan (Survey and Title Sheets)).
3. Click  to display the **Print** screen with UniPrint as the name of the printer.
4. Click  to display the **UniPrint Preview** screen.
5. Click  to display the **Print** screen.
6. Select your required print options.
7. Click 






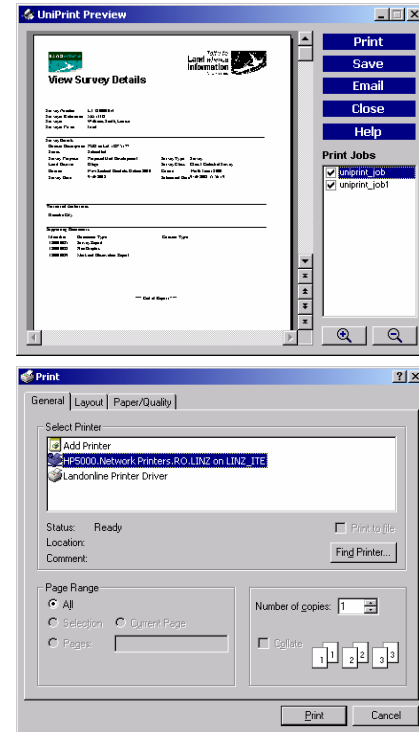
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## Print from the Searches tree

### In Searches:

1. Select the item in the tree.
2. Select **File | Print** to display the **Print** screen with UniPrint as the name of the printer.
3. Click  to display the **UniPrint Preview** screen.
4. Click  to display the **Print** screen.
5. Select your required print options.
6. Click .



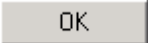




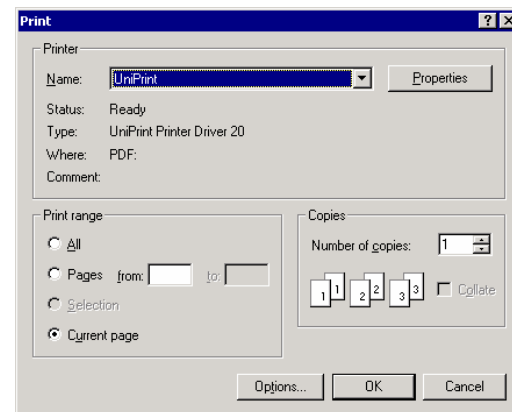
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## Print an image in the Image View

### In **Searches**:

1. Display the Image View for an item.
2. Click  and define an area if required.
3. Click  and select **File | Print...** to display the **Print** screen with UniPrint as the name of the printer.
4. Click  to display the **UniPrint Preview** screen.
5. Click  to display the **Print** screen.
6. Select your required print options.
7. Click 






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## Print from the Spatial View

### In Searches:

1. Display the Spatial View for an item.
2. Navigate to the area of interest.
3. Display the layers and labels you require.
4. Select **File | Print** to display the **Print** screen with UniPrint as the name of the printer.
5. Click  to display the **Print to Scale** screen.
  - > Type a title for the image if required.
  - > Change the scale of the image if required.
  - > Select the page orientation (ie portrait or landscape).
6. Click  to display the **UniPrint Preview** screen.
7. Click  to display the **Print** screen.
8. Select your required print options and click 