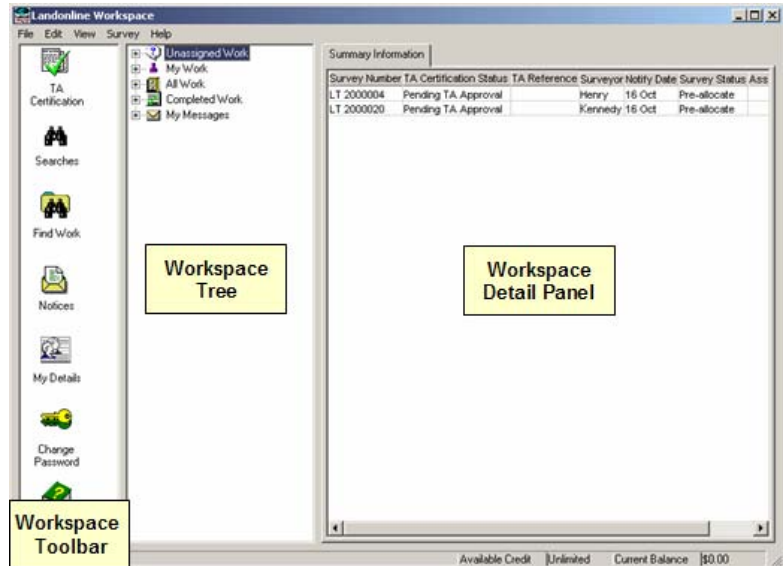




Workspace displays every time you log on to Landonline.

Workspace has three main areas:

- > **Workspace Toolbar**  
Use the icons in the Workspace Toolbar to access parts of Landonline.
- > **Workspace Tree**  
Expand the Workspace Tree to access transactions and messages.
- > **Workspace Detail panel**  
Use the Workspace Detail panel to view transactions and messages.





You view messages in **Workspace** in the:

- > **Messages** tab for a selected TA Certification work.
- > **My Messages** folder for messages sent to you.

### Refresh

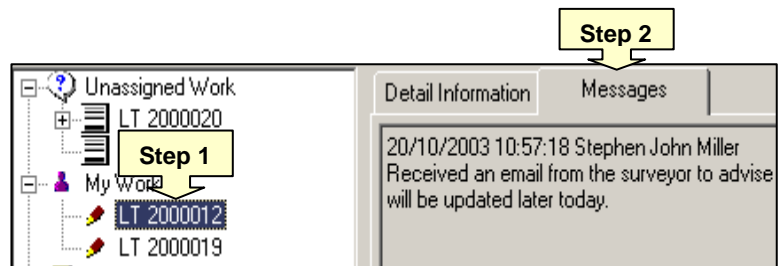
To view the latest messages in **Workspace**:

1. Select **View | Refresh**.

### Messages for a TA Certification work

To **view** messages:

1. Select the TA Certification work in the Workspace Tree.
2. Select the **Messages** tab in the Workspace Detail panel.



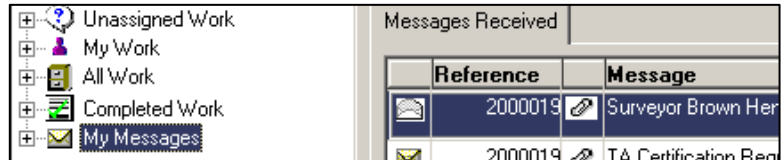
*Continued on next page*



## My Messages


To view messages in the **My Messages** folder:

1. Click the **My Messages** folder. The messages are listed in the **Messages Received** tab in the Workspace Detail panel.





## Message Attachments


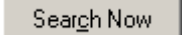

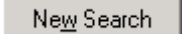
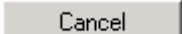
To **save** a message attachment:

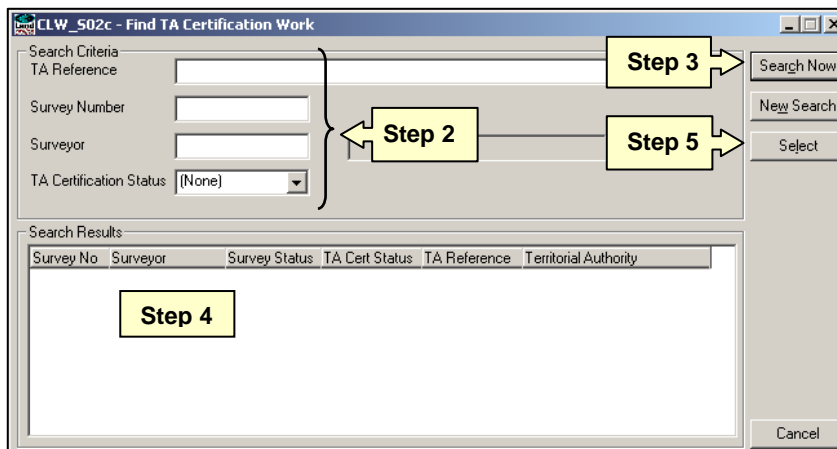
1. Click  for the message.
2. Select **Save As...**
  - > Alternatively, click **View...** to open the attachment and select **File | Save**.
3. Specify the location on your computer where you want to save the attachment.
4. Click **Save** to save.



When Landonline detects a new message, the My Messages icon in the Workspace Tree changes from  to .

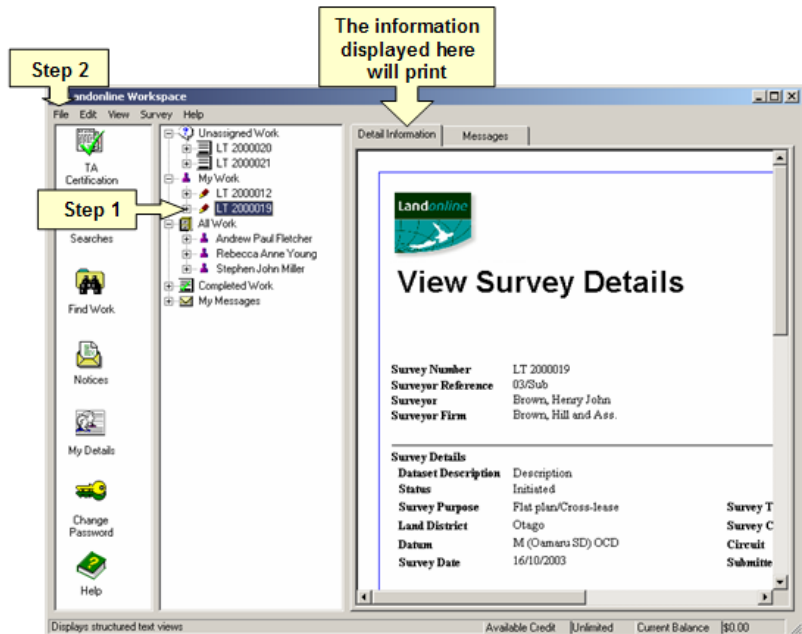
To **find** a TA Certification work:

1. Double click  in the Workspace Toolbar area to open the **Find TA Certification Work** screen.
2. Enter your Search Criteria in at least one field (eg Survey Number or TA Reference).
3. Click  to display the results in the Search Results area.
4. Highlight the required TA Certification work from the Search Results.
5. Click  to highlight the selected TA Certification work in the Workspace tree. Landonline minimises the **Find TA Certification Work** screen.
6. Maximise the **Find TA Certification Work** screen and:
  - > Click  to perform another search, or
  - > Click  to close the **Find TA Certification Work** screen.



To **print** the Detail Information for TA Certification work:


1. Select the item in the Workspace tree.
2. Select **File | Print...** to display the **UniPrint Preview** screen.
3. Click **Print** to display the **Print** screen.
4. Select your printer options.
5. Click **Print**





### Display the TA Certification screen

In **Workspace**:

1. Click  or
2. Select **Survey | TA Certificate**.

### Search Landonline for a paper survey plan requiring TA Certification

In the **TA Certification** screen:

1. Click  to display the **Find TA Certification Work** screen.
2. Type your search criteria (eg either the survey number as supplied by the surveyor or the surveyor's user Id).
3. Click  to display the results in the Search Results area.
4. Choose a result from the Search Results area and click   
Landonline minimises the **Find TA Certification Work** screen and displays the details of the selected survey plan in the **TA Certification** screen.
5. Save the record to create the work in Workspace.



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



All TA Certification work is initially assigned to your Territorial Authority firm and displays in your **Unassigned Work** folder in Workspace. Before certification can begin each TA Certification work must be assigned to a TA user.

In **Workspace**:

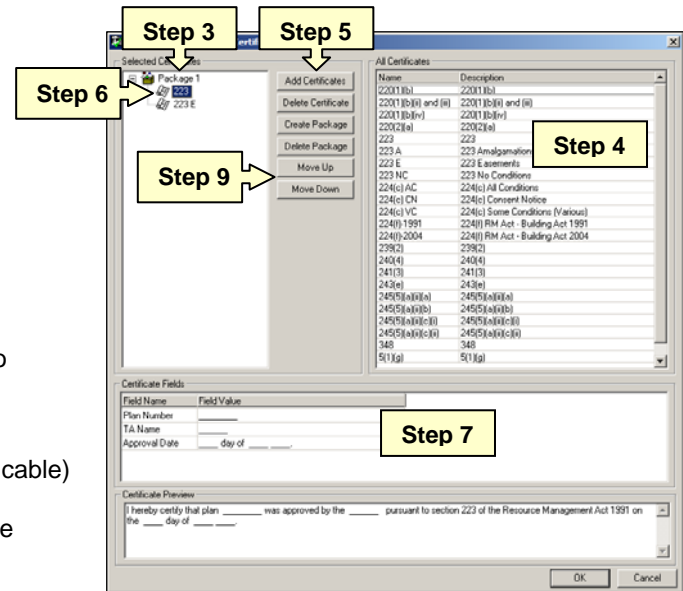
1. Expand the **Unassigned Work** folder and double click a TA Certification work to display the details in the **TA Certification** screen.
2. Click  next to the **Assigned User** field in the **TA Certification Details** area to display the **External Search** screen.
  - > Enter your search criteria (eg Family Name).
  - > Click  to display the results in the Search Results area.
  - > Choose a name from the Search Results area and click  to display the name in the **Assigned User** field. The status of the work is now **Under Action**.
3. Enter the **TA Reference** for this TA Certification.
4. Click  to save.
  - > All work assigned to you displays in your **My Work** folder in Workspace.
  - > You can assign work to yourself or other users in the firm. A TA user must assign work to a contractor, they cannot assign work to themselves.



A TA user or a surveyor can create a package of certificates for TA Certification.

In the **TA Certification** screen:


1. Click **Prepare...** to display the **Manage TA Certification** screen.
2. Select the package in the tree.
3. Select the name of each certificate to include in the package.
4. Click **Add Certificates** to add the certificates to the package.
5. Select the first certificate in the tree.
6. Enter the value in the **Field Value** field (if applicable) and press **Tab**. Repeat for other values for the certificate as required. The details display in the **Certificates Preview** area.
7. Repeat steps 5 and 6 for each certificate.
8. To change the order of certificates, select the certificate in the tree and click **Move Up** or **Move Down** until it is in the correct order.






You certify and sign a certificates package in the **TA Certification** tab of the **TA Certification** screen.


### Certify certificates

1. Select the **Package Name**. All certificates in the package display in the **Packaged Certificates** area.
2. Select the first certificate.
3. Check the text of the certificate in the **Certificate Text** area. Scroll to view all the text if required.
4. If the certificate is correct, click .
5. Repeat for each certificate in the package.

### Sign a package

1. Select Package Name.
2. Check all certificates in the **Packaged Certificates** area have the status of **Certified**.
3. Click  to display the **Sign TA Certification Package** screen.

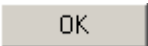
In the **Sign TA Certification Package** screen:

1. Scroll to review the TA Approvals Summary.
2. Click  to display the **Enter Landonline Password** screen.

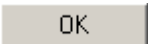
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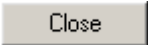
In the **Enter Landonline Password** screen:

1. Type your Landonline password.
2. Click  to display the **Unlock Certificate File** screen.

In the **Unlock Certificate File** screen:

1. Select your digital certificate.
2. Enter your passphrase.
3. Click  to display the **Digital Signing Status** screen.

In the **Digital Signing Status** screen:

1. Click  to print the results of the TA Certification process.
2. Click 

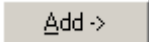


If you click  in the **Digital Signing Status** screen before you print the TA Certification results, you will be unable to print the submission results.




Any paper documents received for TA Certification can be scanned and saved to a file on your computer. These files can be attached as images to the TA Certification work.

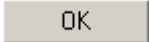
In the **TA Certification** screen:

1. Select the Supporting Documents tab.
2. Click  to display the **Record Supporting Document** screen.

In the **Record Supporting Document** screen:

1. Select the **Document Type** from the drop down list.
2. Enter your **User Id** in the **Lodging Customer** field, or search for your Id if you don't know it.
3. Click  to display the **Select Image File** screen.

In the **Select Image File** screen:

1. Locate the supporting document file from the local drive on your computer.
2. Click  to return to the **TA Certification** screen.



Black and white images must be attached in a .tif file using the standard CCITT G4 compression with a suggested resolution range of 150 to 300 DPI. Colour or grey scale images must be attached in a .jpg file.

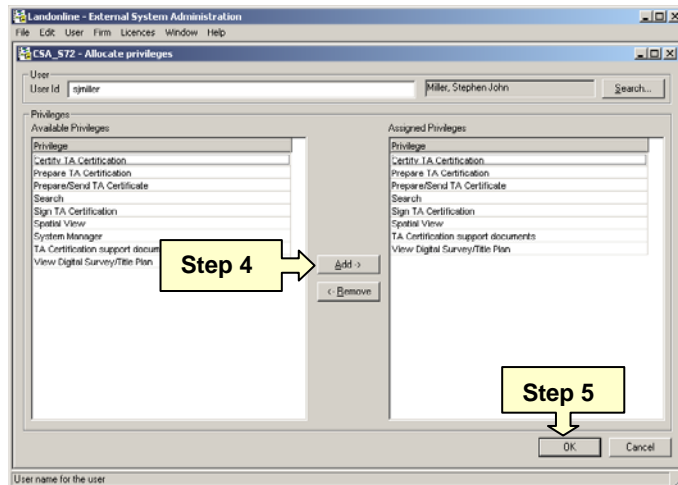


System Managers can add or remove user privileges. Privileges allow a user access to specific functions in Landonline.

1. Display the **Maintain Firm** screen.
2. Select the Users tab.
3. Select the user and click **Privileges...** to display privileges for the user in the **Allocate Privileges** screen.
4. Add or remove privileges for the user:
  - > Select Available Privileges and click **Add ->** to allocate them to the user.
  - > Select Assigned Privileges and click **<- Remove** to remove them from the user.
5. Click **OK** to save the user's privileges and close the **Allocate Privileges** screen.



If you remove all TA Certification privileges from a user, you must also remove the user from any group containing TA Certification privileges.





System Managers can create Privilege Groups. Groups allow you to manage the assignment of privileges without having to assign privileges to individual users.

1. Display the **Maintain Firm** screen.
2. Click **Maintain Groups...** to display the **Maintain Groups** screen.
3. Click **Add** to open the **Maintain Group Name** screen:
  - > Enter a name and description for the group and click **OK** to save the group and return to the **Maintain Group** screen.
4. Select the group you created in the Group Name field.
5. Select Users from the Firm Users list and click **Add ->** to assign users to the Group.
6. Select privileges from the Available Privileges list and click **Add ->** to assign privileges to the group.
7. Click **OK** to save and close the **Maintain Groups** screen.

