


## 1 ABOUT THIS USER GUIDE

### 1.1 Purpose

The purpose of this guide is to explain how to use Landonline to perform the tasks required to:

- manage work
- search for Users and Firms
- create and submit *e-dealings*
- create and send title related requests; and
- maintain firm details and the details of other users in your firm. (System Managers only.)

This User Guide is part of a series of help and support tools that are available for you. The other support tools are:

- Quick Reference Cards,
- *e-dealing* Practice Tool, and
- Online Help, where you can click  on any *e-dealing* screen or press F1 while in any Landonline screen to get help for the topic you are working on.

### 1.2 Intended readership

This user guide is intended for Conveyancing Professionals, and others involved with Conveyancing, who use Landonline to process *e-dealings*. It is also intended for System Managers to enable them to maintain details of users in their firm.

### 1.3 How to use this guide

#### 1.3.1 User guide structure

This guide is a reference guide. It is structured to enable readers to look up parts of the text they require to perform specific tasks.

It has seven chapters:

- Chapter one, this chapter, outlines the purpose of this guide, who it is intended for and how to use it.
- Chapter two, Introduction to Landonline, provides a brief description of Landonline and explains how to get started.
- Chapters three to five present step by step instructions for managing work, searching for firms and users and preparing *e-dealings*.

- Chapter six, Requests, provides instructions for creating and sending title related requests.
- Chapter seven provides instructions for System Managers to manage users within their firm.

### 1.3.2 Layout

There are several layout conventions used in this guide to present information and aid comprehension.

#### 1.3.2.1 Chapter overviews

Each chapter begins with an overview. The overview introduces the topics in the chapter and presents important concepts and terms.

#### 1.3.2.2 Steps and tasks

Following the overview are steps and tasks. These are displayed at a high level in a boxed paragraph. Where tasks are sequential they are listed as steps. Where tasks are related but not sequential they are listed as bulleted tasks.

For example, here are the high level steps required to prepare an instrument.

**Steps:**

The high level steps required to prepare an instrument are:

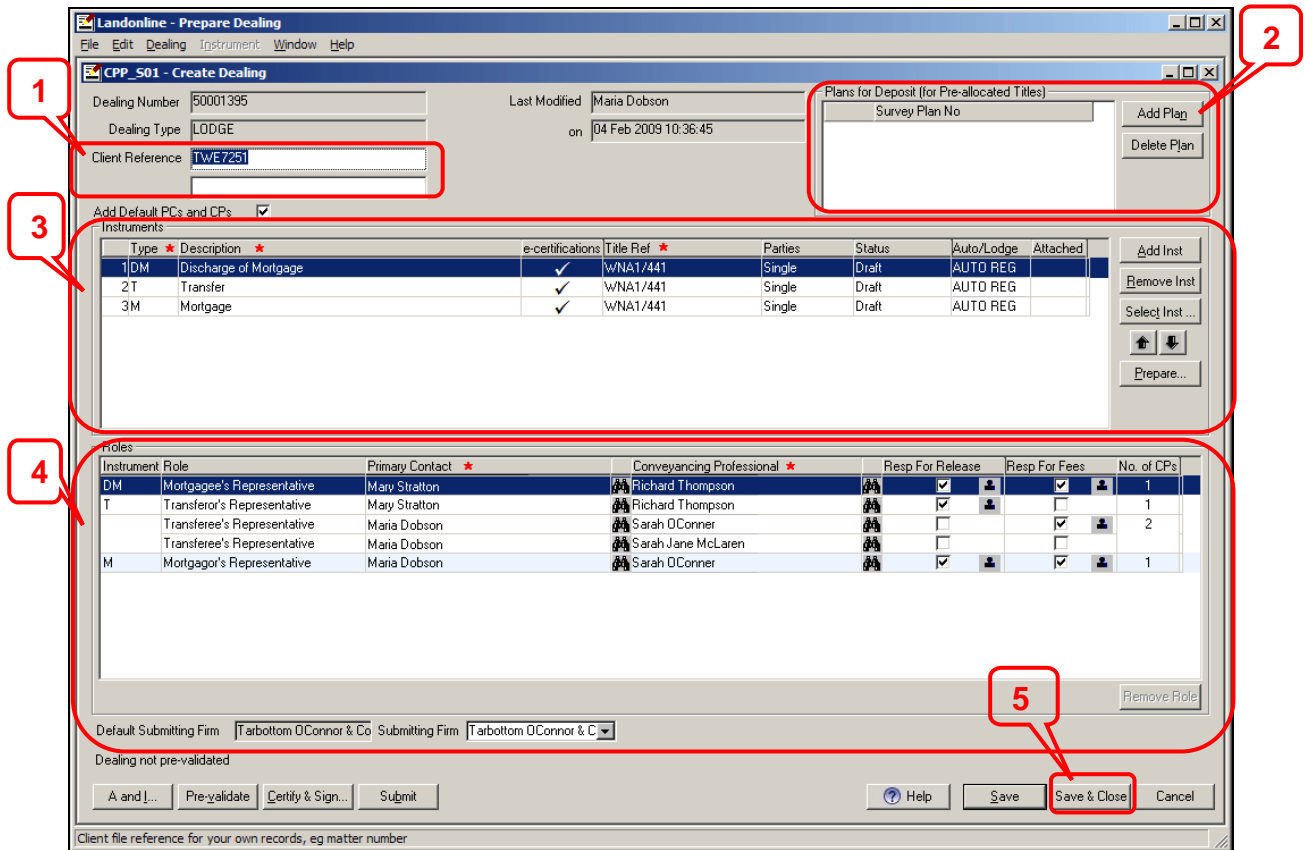
1. Select instrument type.
2. Draft the instrument (eg Discharge, Transfer, Mortgage)
3. Pre-validate the instrument.

The detail for each high level step or task is explained further in the task list headings.

1.3.2.3 Screen shots

Where appropriate, screen shots have been incorporated in the guide. The purpose of each screen is explained the first time it is displayed. In addition, portions of screen shots and full screen shots are used to provide the detailed instructions for each step or task.

For example, this screen shows the steps required to create an *e-dealing*.



Detailed steps for each task are presented immediately following the screen shot.

1.3.2.4 Toolkit resources

The Landonline Toolkit provides a set of resources to assist you to use Landonline. Toolkit resources include:

- User Guides: *e-dealing* User Guide; *e-survey* User Guide, *e-search* User Guide, TA *e-certification* User Guide and Notices User Guide.
- *e-dealing* Practice Tool
- Quick Reference Cards
- Landonline Help.

Where appropriate a table lists other resources from the Toolkit that are relevant to the topic.

#### 1.3.2.5 References

The text uses cross references to refer to other parts of the guide. For example:  
See **1.3.2.5 References**.

In some instances other user guides are referenced. For example:  
For more information about searches, refer to the *e-search* **User Guide**.

#### 1.3.2.6 Bolded text

The following items are **bolded** in the text:

- references to other topics and user guides
- references to figures and tables
- Notes and Cautions
- Menu selections.

#### 1.3.2.7 Notes and cautions

**Note:** This format is used to emphasise points, remind readers of something, or to indicate information they need to be aware of.

**Caution:** This format is used to warn readers about certain actions that can have a serious impact.