

3 WORKSPACE

3.1 Overview

The Workspace screen is the first screen you see when you log on to Landonline. You use Workspace to open Searches and change your details and password.

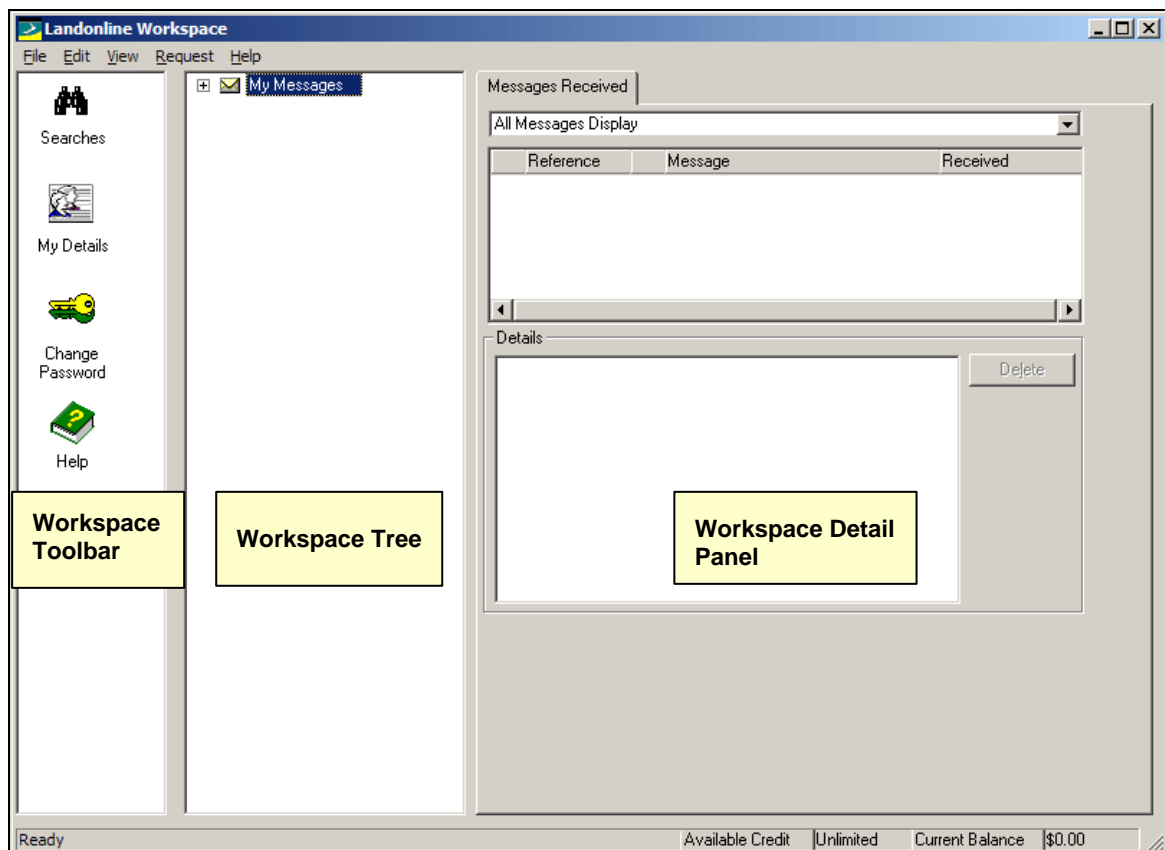
This chapter introduces Workspace. It explains:

- the components of Workspace
- how to use Workspace to open Searches
- how to maintain your details in Landonline, specifically your user details and your password.

3.2 Workspace screen

Whenever you log on to Landonline Workspace displays. Workspace has three main areas:

- Workspace Toolbar
- Workspace Tree
- Workspace Detail Panel.



3.2.1 Workspace Toolbar

The Workspace Toolbar has icons that open different parts of Landonline. Your user privileges determine which icons display in your Workspace.

Table 3-1 lists these icons and describes when you would use them.





Icon	Action
 Searches	Use this icon to search for information in Landonline, (eg titles and survey plans). Click to display Searches.
 My Details	This is where you update your contact details and preferences. Click to display the Maintain User screen.
 Change Password	This is where you change your password. Click to display the Change Password screen.
 Help	This is where you can find out more information about using Landonline. Click to display Landonline Help.

Table 3-1 Workspace Toolbar icons for Searches Only users

3.2.2 Workspace Tree

3.2.2.1 Workspace Tree folders

The Workspace Tree lists all messages you receive regarding searches work in your My Messages folder. **Table 3-2** explains this folder.




Folder	Description
 or  My Messages	When  displays, new messages have been added to your My Messages folder. Note: This folder cannot be expanded further.

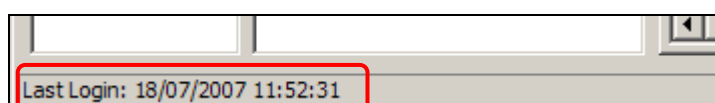
Table 3-2 Folder in the Workspace Tree

3.2.3 Workspace Detail panel

The Workspace Detail panel displays the content of the item selected in the Workspace Tree. If you are a Searches Only user you will not use this part of Workspace. For more information about this part of Workspace refer to the *e-survey User Guide* or *e-dealing User Guide*.

3.2.4 Login security check

When the Workspace screen first opens after you log in to Landonline, the date and time of your last log in displays underneath the Workspace Toolbar icons.



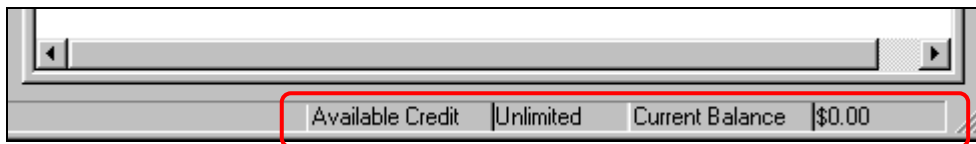
This message allows you to determine whether another person has used your username and password to access Landonline without your knowledge. As soon as you click elsewhere in the screen, Landonline replaces the message with microhelp for the selected item.

3.2.5 Firm's credit

Workspace displays your firm's:

- Available Credit (ie Unlimited), and
- Current Balance (ie the total charges incurred during the current logged on session).

These are located underneath the Workspace Detail panel.



The Current Balance changes as you and others in your firm incur fees.

3.3 Change your details or password

You can use the Workspace Toolbar to open other parts of Landonline where you can:

- change your details (eg your contact details and Landonline preferences).
- change your Landonline password.

3.3.1 Change your details

You change your details in the Maintain User screen. The Maintain User screen records your Contact Details and Landonline Preferences. For example, your telephone number, postal address and address for notifications.

The Contact Details tab defaults the address for notifications to your Default address, regardless of the firm(s) you are associated with. You can change this option at any time to have your notifications sent to a separate address for each firm instead of your default address, if required.

If you work for more than one firm you will need to set your preferences for each firm in the Preferences tab the first time you log on to Landonline through that firm. After making your initial settings you can change them at any time.

Tasks

You use the Maintain User screen to:


- Change your Contact Details.
- Change the address for notifications for an associated firm.
- Confirm the email address (if entered or changed).
- Change your Preferences.
- Display the change Password screen.

The following headings correspond with these tasks and explain them in more detail.

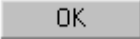
3.3.1.1 Change your Contact details

This is the Maintain User screen. Brenda Dawson's contact details and address for notifications display in the Contact Details tab. All notifications sent to Brenda will go to her default address.

To change your contact details:

1. Click  (My Details) in the Workspace Toolbar to display the Maintain User screen.
2. Change your Preferred Name, Telephone Details and Physical Address as required in the Contact Details tab. Only your preferred name is mandatory.

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3. If the **Use default address for all associated firms** checkbox is checked (in the Contact Addresses for Notifications area) make any edits to your address displayed for notifications.
 - If this checkbox is unchecked, see **3.3.1.2 Change the address for notifications for an associated firm**.
4. If you enter or change your email address, see **3.3.1.3 Confirm the email address**.
5. Select **File| Save** to save changes and remain in the screen, otherwise click  to save and close the screen.

Note:

- Search users do not have the notifications functionality, but the Contact Addresses for Notifications area must still contain information as it can be used for other purposes (eg the email address will be used when you request a Request Product List search).
- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any of the fields in the Contact Details tab.
- Your Default address must contain details in the Address and Email fields. For more information about fields in the Contact Details tab (eg Prefix, Suffix) for more information, see **Table 3-3**.

Table 3-3 provides a full description of the fields and buttons in the Contact Details tab.

Field, Button or Area	Description
Name Details	Landonline displays the Title, Given Names and Family Name for the user. You cannot change these details.
Preferred Name	Replace this text with your preferred name (if required). This field allows you to enter the name you would prefer to be addressed by when being contacted by Landonline support staff and in any notifications sent to you by Landonline. By default it will contain a concatenation of your official Title, Given Name and Family Name.
Telephone Details	Enter your contact telephone number, Mobile number and Fax number. Include an area code (eg 04 for Wellington) and extension number (if applicable).
Physical Address	Enter your physical address details in the Street, Town and Country fields. Include the building name (if applicable). The physical address is optional.
Use default address for all associated firms	Check to indicate the contact address displayed below is the default address for all notifications regardless of which firm you represent. This is the default setting. Uncheck if the address for notifications differs for one or more firms you are associated with. The Address when associated with firm field displays below this field. It is also used for any firm for which you have not defined a unique address (ie where you have left their address details blank).
Address when associated with firm	This field only displays when you uncheck the Use default address for all associated firms checkbox. It lists all firms you are associated with as well as a Default option. Select the firm from the drop down list to maintain the contact address for notifications sent to the selected firm. You can enter a different address for each firm (if required). The Default option contains details of your default address. This is the address Landonline uses when you check the Use default address for all associated firm checkbox.
Prefix	Enter any prefix for the address (eg FreePost or other reference) if applicable.
Name	Landonline displays your preferred name.
Suffix	Enter additional postal address information (eg your job position, department, building name) if required.

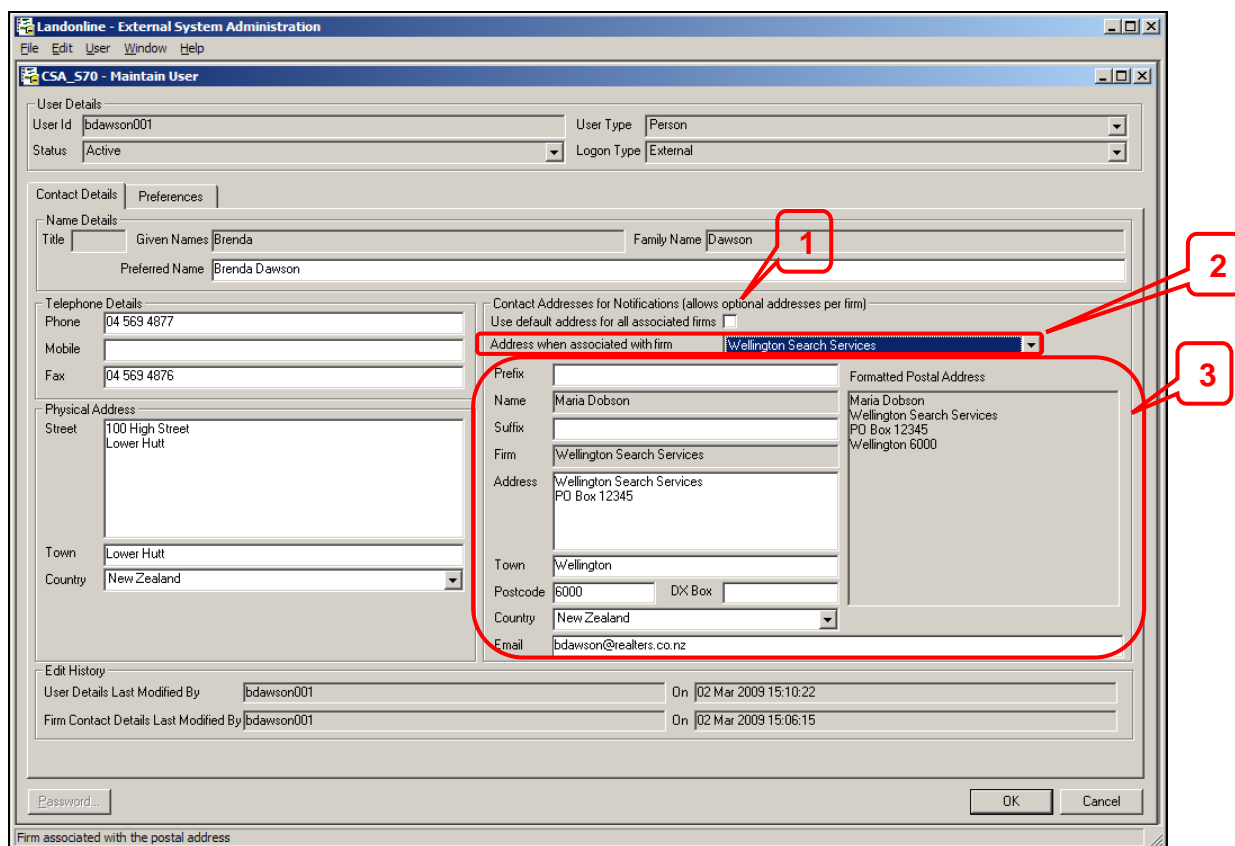
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Field, Button or Area	Description
Firm	Landonline displays the name of your firm. When the Use default address for all associated firms checkbox is checked, <firm name> displays in this field as a placeholder for your firm name.
Address	Enter your postal address for notifications. Press the Enter key to begin a new line. If you have a PO Box number or Private Box number, type this in full (eg PO Box 123). Leave this field blank if you enter a DX Box. This is a mandatory field for your default address.
Town	Enter the town postal address for notifications.
Postcode	Enter the postcode for the postal address. Leave this field blank if you enter a DX Box.
DX Box	Enter the DX Post box reference for notifications (if applicable). Do not enter the characters DX in this field. Landonline will automatically add this prefix to the reference you enter. Use upper case characters A-Z and numbers 0-9 in this field.
Country	Select the country postal address from the drop down list.
Email	Enter your email address and press tab (or click elsewhere in the screen) to display the Verify Email Address screen to re-enter your password for confirmation. This is a mandatory field for your default address.
Formatted Postal Address	Landonline displays a preview of your currently entered address details.
Edit History	Landonline displays the name of the person who last modified the user contact details and the date. When you select an associated firm, Landonline displays the person who last modified the firm contact details and the date. You cannot change these details.

Table 3-3 Maintain User screen: Contact Details tab**3.3.1.2 Change the address for notifications for an associated firm**

You can select to have notifications sent to you at each individual firm you are associated with instead of to your default address. You can specify a different contact address of each firm or leave the address fields empty and your default address will be used for that firm. You don't have to be logged in to a firm to change your notifications address details for that firm.

If you decide to record a unique contact address for each associated firm, you must ensure the unique address details are kept current and correct.



Brenda Dawson has unchecked the Use Default address for all associated firms checkbox in the Contact Details tab. She has chosen to receive notifications initiated while logged in under Wellington Search Services to a different address than her default address. Maria will then select each firm she is associated with to check the address for each is current and correct.

To change your contact address for notifications that relate to work done for a specific firm, in the Contact Details tab:

1. Uncheck the **Use default address for all associated firms** checkbox (in the Contact Addresses for Notifications area).
 - A message displays to warn you that any addresses defined here for other firms will now be used for notifications instead of your default address.
 - Click **OK** to the message.
2. Select the name of the firm in the **Address when associated with firm** field drop down list to display address details for the selected firm. (This field displays all firms you are associated with and will default to the firm with which you are currently logged in to.)
 - Select the Default option in the drop down list to view or update details of your default address.
3. Enter or change contact address details for notifications related to the selected firm, as required.
 - If you enter or change your email address, see **3.3.1.3 Confirm the email address**.
 - Select **File | Save** to save changes entered for this firm.
4. Repeat step 2 and 3 for another firm you are associated with, if required.

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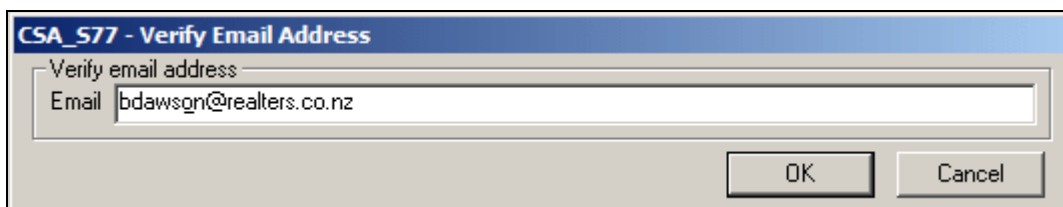
5. To have all notifications sent to your default Contact Address (regardless of the firm you represent):
 - Check the **Use default address for all associated firms** checkbox.
 - A message displays to advise you that individual addresses for firms you are associated with will not be used (ie your default address will now be used).
 - Click to the message.
6. Select **File| Save** to save changes and remain in the screen, otherwise click to save and close the screen.

Note:

- Your Default address must contain details in the Address and Email fields. For more information about fields in the Contact Details tab (eg Prefix, Suffix) see **Table 3-3**.
- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any of the fields in the Contact Details tab.
- When you save notifications address details for a selected firm, the Edit History area your name displays the person who last modified the User Details and Firm Contact Details as well as the date on which they were modified.

3.3.1.3 Confirm the email address

When you enter or change an email address in the Contact Details tab you must verify this address by re-entering the email address. You use the Verify Email Address screen to re-enter and confirm your email address. After entering or changing an email address, this screen displays when you press tab or when you click elsewhere in the Contact Details tab.



To confirm a new email address, in the Verify Email Address screen:

1. Re-enter your email address in the Email field. This must be the same address you entered in the Contact Details tab. (Refer to **Table 3-4** for details of the Verify Email Address screen, if required.)
2. Click to close the screen and return to the Contact Details.
 - If the address does not match the email address you entered in the Contact Details tab, an error message displays. Repeat these steps.
 - Alternatively, click and return to the Contact Details tab to enter the correct email address and repeat these steps.

Note: You must enter the email address into the Verify Email Address screen. You cannot copy and paste the address from the Contact Details tab.

Field, Button or Area	Description
Email	Enter the same email address you entered in the Contact Details tab. You must enter the email address again. You cannot copy and paste the address into this field.
OK	Click to verify the address is the same as that entered in the previous screen. If confirmed, Landonline closes the screen and returns you to the Contact Details tab.
Cancel	Click to cancel re-entering your email address and close the screen and return to the previous screen.

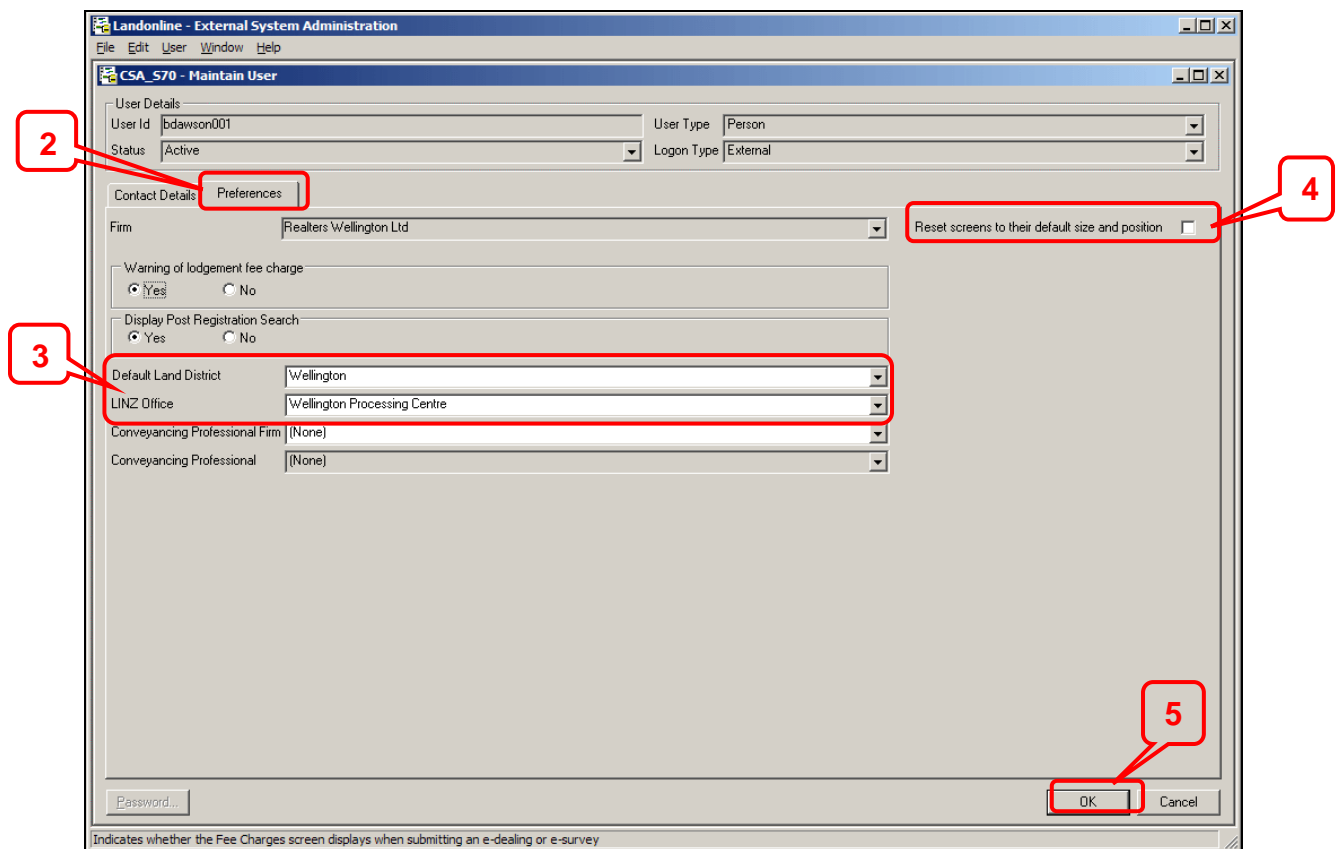
Table 3-4 Verify Email screen fields and buttons

3.3.1.4 Change your preferences

Your preferences determine such things as your:

- default Land District and LINZ office.
- supervising Conveyancing Professional if you are a Primary Contact. (This only applies to Conveyancing Users of Landonline).



You will need to set your preferences for each firm the first time you log on to Landonline through that firm. After making your initial settings you can change them at any time.



Brenda Dawson has selected the Preferences tab in the Maintain User screen.

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To change your preferences:

1. Click  (My Details) in the Workspace Toolbar to display the Maintain User screen.
2. Select the Preferences tab.
3. Select your Default Land District and LINZ Office.
4. Select None in the Conveyancing Professional Firm.
5. Check the Reset screens to their default size and position checkbox (if required) to reset your Landonline screens to display at their default size and position or to correct any corrupt values in your CRSUser.ini file.
6. Click  to save your changes and close the Maintain User screen.
 - If you checked the Reset screens to their default size and position checkbox, you must log out of Landonline and log back in for the settings to be reset.

Note: If you are Conveyancing or Survey User, refer to the *e-survey User Guide* or *e-dealing User Guide* for information about changing your preferences. See **Table 3-5** for a full description of the fields in the Preferences tab.

Field / Area	Description
Warning of lodgement fee charge	Search users do not complete this area as it only applies to Conveyancing and Survey users
Display Post Registration Search	Search users do not complete this area as it only applies to Conveyancing users and survey users.
Default Land District	Select your default land district from the drop down list. The land district you select defaults on Searches screens in Landonline, but can be changed.
Default LINZ Office	Select your relevant LINZ office from the drop down list.
Conveyancing Professional Firm	Search users do not complete this field as it only applies to Conveyancing users.
Conveyancing Professional	Search users do not complete this field as it only applies to Conveyancing users.
Reset screens to their default size and position	Check to reset your Landonline settings. Use this if your CRSUser.ini file has corrupt values or to reset your Landonline screens to display in the default position and at the default size (eg you may have dragged a screen off the computer display in error). This deletes the existing CRSUser.ini file, creates a new .ini file and stores it in the default directory.


Table 3-5 Maintain User screen: Preferences tab information

3.3.2 Change password


Periodically Landonline prompts you to change your password, however, you can change your password at any time. You cannot use the same password more than once.

3.3.2.1 Display the Change Password screen

To display the Change Password screen, in Workspace:

1. Click  (Change Password) from the Workspace Toolbar to open the Change Password screen.

3.3.2.2 Change your password

1. Display the Change Password screen. See **3.3.2.1 Display the Change Password screen**.
2. Type your old password in the Old Password field.
3. Type your new password in the New Password field. **Table 3-6** outlines the parameters you must work within to create your password.
4. Type your new password again in the Re-enter New Password field.
5. Click  to save your password and close the screen.

Parameter	Description
Length of password	Eight to 20 alpha-numeric characters.
Password content	Should contain at least one number, one lower case character and one upper case character.
Valid password characters	<ul style="list-style-type: none">• a-z, A-Z, 0-9• Hash (#), dollar (\$), percent (%), ampersand (&), underscore (_), hyphen (-), full-stop (.), comma (,), less than symbol (<), greater than symbol (>) and space.

Table 3-6 Password parameters