

4 ABOUT SEARCHES

4.1 Overview

You can search within Landonline to find titles, surveys and survey data using Searches. In Searches you can choose to search using text or the Spatial Window (subject to having a licence to use spatial functionality). Once you have performed your search you can add the result to the Searches tree for viewing.

This chapter explains how to get the best from searching. Specifically it explains:

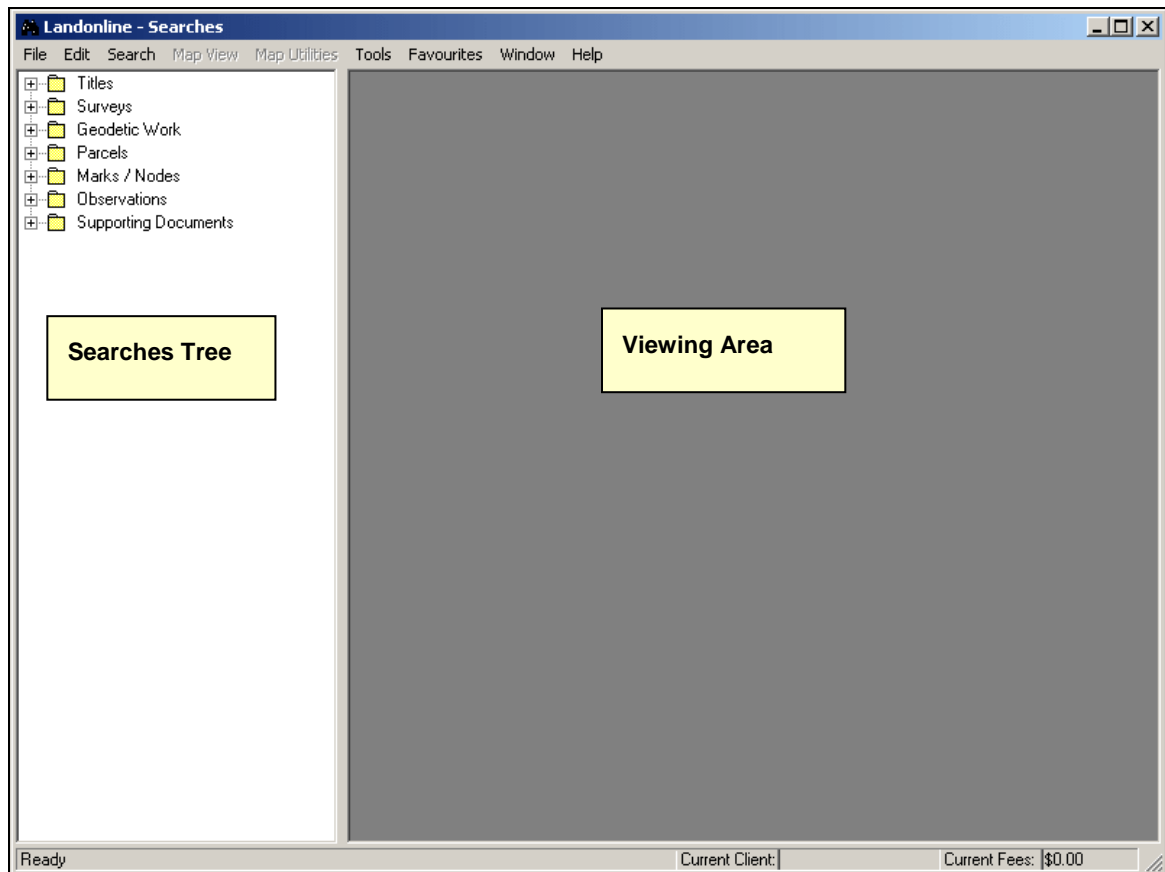
- the main components of the Searches screen
- how fees apply to searches
- searching tips
- how to use favourites to save and recall searches.

4.2 Searches

Searches is the part of Landonline where you search for information.

The Searches screen consists of a:

- Search menu
- Searches tree
- Viewing area.



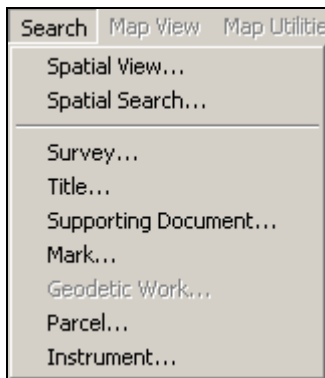
The following headings correspond with these areas of Searches and describe them in more detail.

4.2.1 Searches menu

There are five menus unique to Searches:

- Search
- Map View (spatial searching only)
- Map Utilities (spatial searching only)
- Tools
- Favourites.

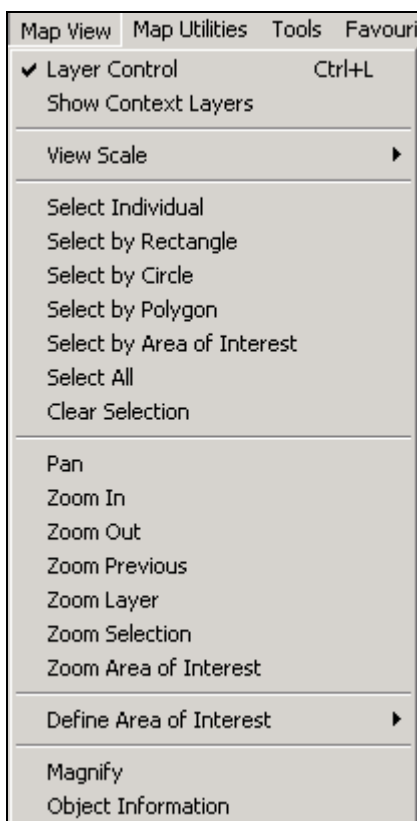
4.2.1.1 Search menu



You use the Search menu to open other screens where you can search for information in Landonline. There are two ways to search for information:

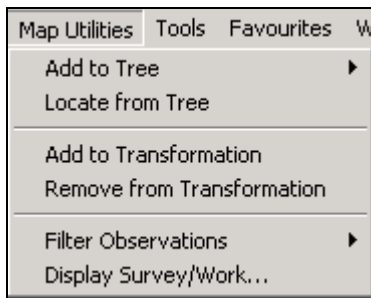
- text search (eg legal description, survey plan reference). See chapter **5 Text based searches**.
- spatial search (ie using a graphical display). See chapter **6 Spatial Searching**. To perform a spatial search you need a licence that enables spatial searching.

4.2.1.2 Map View menu



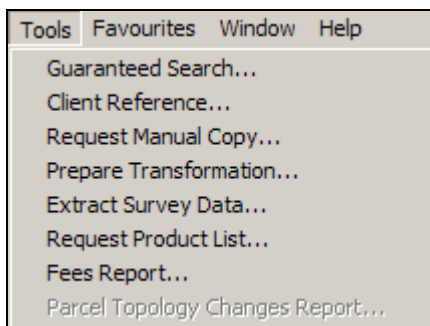
You use the Map View menu when searching for items spatially. This contains the tools you use to navigate and select items in the Spatial Window. These tools also display as icons in the Spatial Window. The Spatial Window must be open to activate this menu.

4.2.1.3 Map Utilities menu



You use the Map Utilities menu when searching spatially. These are tools for managing your spatial searches. The Spatial Window must be open to activate this menu.

4.2.1.4 Tools menu



You use the Tools menu to track fees and request information from LINZ.

4.2.1.5 Favourites menu



You use Favourites to save and delete your favourite searches.

4.2.2 Searches Tree

The Searches tree is where information you have searched for is listed. It displays a standard list of folders:

- Titles
- Surveys
- Parcels
- Marks/Nodes
- Observations
- Supporting Documents.

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You only see information in these folders after you have searched for it and added it to the Searches tree. For example, a survey item and its components are added to the survey folder on the tree. You expand the tree to find the information you require to view or print. The view displays in the viewing area and depends on the item selected in the Searches tree.

4.2.3 Viewing area

The viewing area displays information and images for items selected in the Searches tree. There are several different views:

- Structured Text View
- Image View
- Spatial View.

4.2.3.1 Structured Text View

A Structured Text View contains details of the selected item displayed in a report form. If the item you select has an Image View as well as a Structured Text View, two tabs display in the Searches viewing area.

4.2.3.2 Image View

An Image View is the scanned image of an item in Landonline (eg survey, certificate of title). The image displays in the viewing area of the Searches screen. Some items you select from the tree have a Structured Text View tab and an Image View tab.

4.2.3.3 Spatial View

A Spatial View is only available for a Survey view or Parcel view of surveys. This view is similar to the Spatial Window except you view the survey or parcel in isolation. There are also a limited number of layers that display and functions you can perform.

Not all surveys have a Survey view or Parcel view. Survey conversion may have created partial survey views only. Since the beginning of Landonline, all surveys Approved as to Survey have a survey view and parcel view.

4.3 Display the Searches screen

To display Searches, in Workspace:

1. Click  (Searches).

4.4 How fees apply to searches

4.4.1 Incurring fees in Searches

There are two types of fee structures for searching:

- Title fees
- Survey fees.

When you search for an item that attracts a fee, Landonline checks your credit before displaying the item. If there is not enough credit Landonline displays a message and does not display the item.

If you are using the Spatial Window (with time based charging) in Searches and your credit runs out, Landonline displays a warning message.

You are only charged once for viewing an item during the current session.

If you request a product to be sent by email, you are not charged a fee until LINZ sends the package to you. See **5.17 Request a product to be sent by email**.

4.4.1.1 Title fees for searching

Table 4-1 lists title items available from Searches for which you are charged a fee. There is no charge to view and print the summary information for a pending, current or historic instrument.

Item	When fee is incurred
Title - current view	View or print
Title - historic view	View or print
Title plan or diagram (ie, an image)	View or print
Instrument - current (image)	View or print
Instrument - historic (image)	View or print
Guaranteed search note	Print
Title search (with diagram)	View or print
Supporting document (image)	View or print

Table 4-1 Title fees for searching

4.4.1.2 Survey fees for searching

Table 4-2 lists survey items available in Searches for which Landonline charges you a fee.

Item	When fee is incurred
Spatial searching and viewing (on a time basis)	When you open the Spatial Window plus time in the Spatial Window.
Plan	View or print

Table 4-2 Survey fees for searching

4.4.2 Add a client reference

You can enter a client reference in Searches. The client reference displays on the fees report and Landonline invoice against each product. Time-based spatial view charges are referenced by User Id for the current searches session.

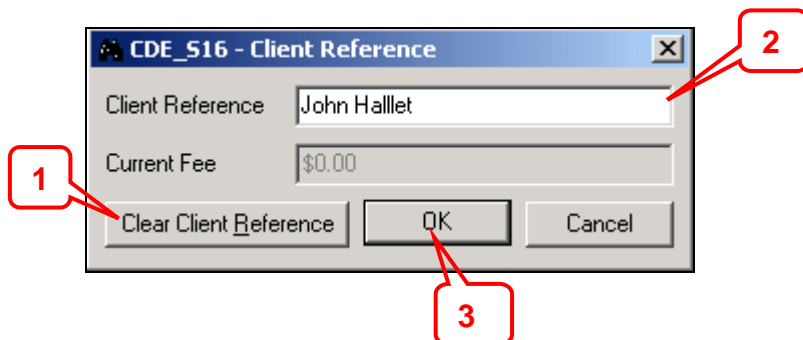
When you first open this screen the Client Reference field defaults to your User Id. Any subsequent reference or name entered in this field displays as the default the next time you open this screen in the same logged on session.

The client reference entered displays as the Current Client at the bottom of Searches. The total fees generated for the current client displays in the Current Fees area.

Each time you clear the client reference information, Landonline resets the Current Fee field to zero, except for spatial view time-based charges.

Caution: A client reference must be used to reconcile fees against client charges.

4.4.2.1 Enter a client reference



To enter a reference for your client, in Searches:

1. Select **Tools | Client Reference...** to display the Client Reference screen.
2. Click **Clear Client Reference** to clear the screen and activate the Client Reference field.
3. Enter a new client reference.
You can type any combination of letters or numbers. (Do not use an apostrophe ('), double quotation (") or pipe (|) in this field.)
4. Click **OK**

Note:

- The default client reference is the user's Id.
- The details entered using this screen are displayed at the bottom of the main Searches screen next to Current Client. A total of fees automatically generated by Landonline for that client displays next to Current Fees.

4.4.3 Generate fees report

You can generate a fees report detailing fees incurred by your firm or any user within your firm using the Fees Report screen.

The report displays fees for your firm and accurately identifies Searches fees. If any cancelled fee items display in the report, the total of fees does not include these items.

The Fee Status that displays for each fee item in the Fees Report when generates is described in the Table 4-3.

Fee Status	Description
Draft	Draft fee item.
Final	The fee item is either pending or has been sent to billing.
Cancelled – Withdrawn	The fee item has been cancelled as the dealing has been withdrawn.
Requisitioned	The fee item relates to a requisitioned transaction.

Table 4-3 Fee Status description

Tasks:

When generating fees you can:

- Display the Fees Report screen.
- Generate a fees report.
- Print or save a fees report.

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

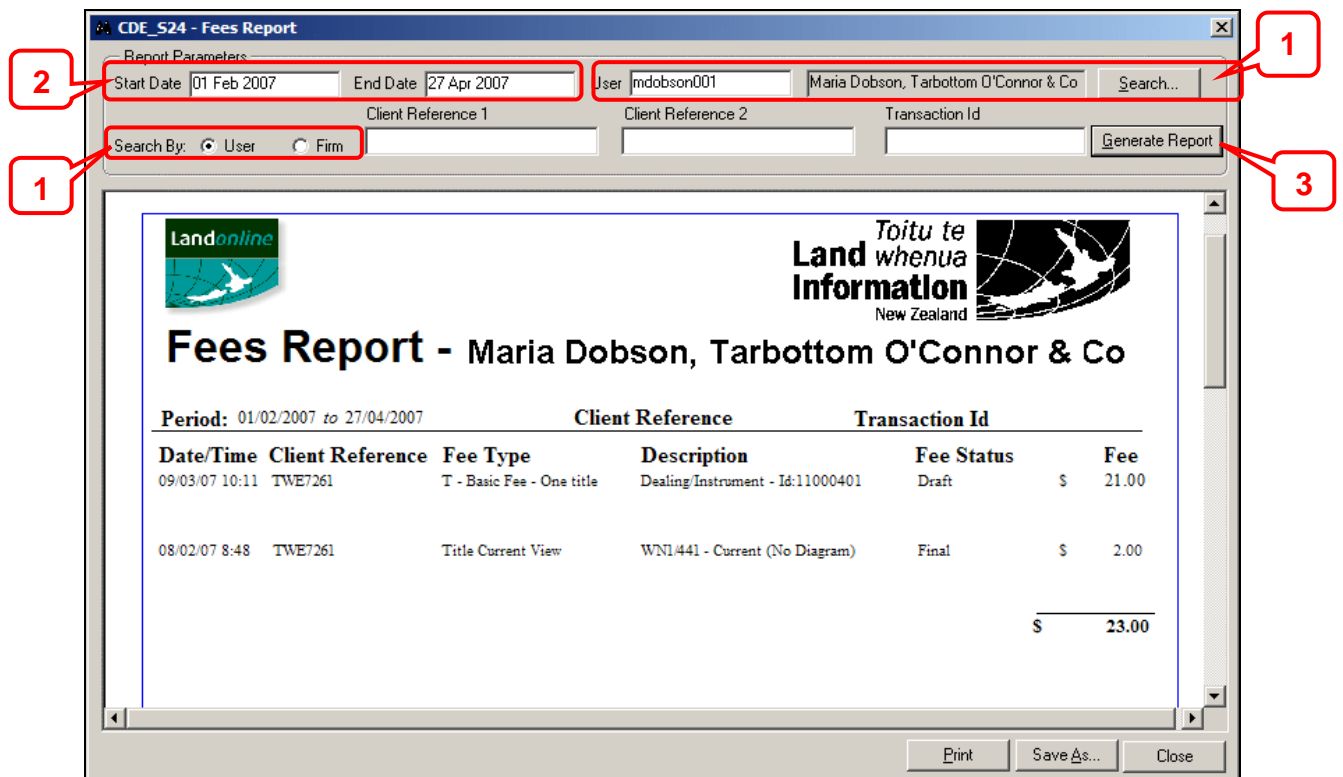
4.4.3.1 Display the Fees Report screen

To display the Fees Report screen, in Searches:

1. Select **Tools | Fees Report...**

4.4.3.2 Generate a Fees Report

Use the Fees Report screen to generate a fees report for you, another user in your firm, or your firm.



Maria Dobson has generated a Fees Report to view fees she incurred for her clients at Tarbottom O'Connor & Co.

When you display the Fees Report screen the Start Date and End Date fields default to the current date and the User field defaults to your User Id, name and firm.

Generate a Fees Report for a user

In the Fees Report screen:

1. Select Search By User.
 - If the report is for a User other than yourself, enter the User Id for the user required in the User field, or click to search for and select the user.
2. Enter the date range for the report in the Start Date and End Date fields. Use the format dd/mm/yyyy.
3. Click to display the report.

Generate a Fees Report for your firm:

In the Fees Report screen:

1. Click Search By Firm. The User field defaults to your User Id, name and firm.
2. Enter the date range for the report in the Start Date and End Date fields. Use the format dd/mm/yyyy.
3. Click to display the report.

Generate a Fees Report for your firm using a client reference or transaction Id:

In the Fees Report screen:

1. Enter your search criteria (as required) in the:
 - Transaction Id, and/or,
 - Client Reference 1 field, and/or Client Reference 2 field.
2. Click to display the report.

Note:


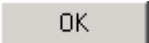
- You must enter the exact match in the Client Reference 1, Client Reference 2 and Transaction Id fields.
- If two client references were used for a transaction, you must enter both to find a match.
- If you entered a reference in the Client Reference 1 field and in the Client Reference 2 field for an *e-dealing*, the generated report will return both references. These references will display in the report separated by an ampersand (&).
- If you decide against entering a Client Reference or Transaction Id, click in the Start Date field to activate the date fields again.

4.4.3.3 Print or save a Fees Report


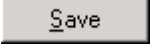
To print a Fees Report, in the Fees Report screen:

1. Generate the report. See **4.4.3 Generate fees report.**

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2. Click  to display the Print screen.
3. Select your print options.
4. Click .

To save a Fees Report, in the Fees Report screen:

1. Generate the report.
2. Click .
3. Select the location on your computer to save the file to and enter a file name.
4. Click .

4.4.4 Generate fees report Toolkit

Table 4-4 lists other tools that assist with generating a Fees Report.

Tool	Description
Landonline Help	Press F1 in the Fees Report screen to display more information about generating a fees report.

Table 4-4 Generate fees reports Toolkit

4.5 Searching tips

You can improve your search by using:

- Default settings
- Search criteria
- Wildcards.

4.5.1 Default settings

When you perform a search in Landonline you can save some of the search criteria used in a search screen as the default for that screen.

Note: If you don't set default search criteria, Landonline defaults to the settings specified in your user details. For more information about changing your user details, see **3.3.1 Change your details**.


Tasks:

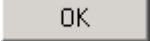
You can:

- Save your search criteria for specific fields.
- Restore a previously saved default.

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

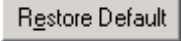
4.5.1.1 Save your search criteria for specific fields

1. Display the search screen you require and enter search criteria. See chapter 5 **Text based searches**.
2. Click 

A message displays to advise default setting have been saved. Click 

4.5.1.2 Restore a previously saved default

When you restore your default settings in a search screen Landonline restores the last setting you saved. If you haven't saved a default setting for a screen the setting in your user details will be restored.

1. Display the search screen you require. See chapter 5 **Text based searches**.
2. Click 

Note: Landonline can only restore the last setting saved.

4.5.1.3 Default fields you can save settings for

Table 4-5 lists Searches screens and the fields that support default settings.

Screen name	Fields you can save with a default value
Search Title	Land District
Search Survey	Land District
Search Mark	Name Type, Land District
Search Parcel	Appellation Format, Land District, Parcel Type, Plan Type
Spatial Searches - General Searches tab	Search Type, Land District
Spatial Searches - Survey Searches tab	Search Type
Search Appellation	Appellation Format, Parcel Type, Plan Type

Table 4-5 Search screen fields that allow default settings

Note: You can also save default layer settings for the Spatial Window. For more information, see **6.3.6 Save a User Defined theme**.

4.5.2 Search criteria

Use search criteria to help you narrow your search and return the result you want.

- The more search criteria you can provide the more likely you are to get the desired result.
- Enter less search criteria if you do not get the required results. This may return a larger set of results.

4.5.3 Wildcards

In many of the Search Criteria fields you can use wildcards to help you search.

A wildcard is a symbol you type as part of your search criteria entry. You use wildcards when you don't know the exact details to search on. For example, you know a user's

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family name is Johnson or Johnston, but you are uncertain which spelling is correct. In this instance you might type Johns*.

There are two wildcard symbols you can use in Landonline:

- * (asterisk) – this completes a search entry
- ? (question mark) – this is used as a placeholder in a search entry.

These symbols may be used together or separately. **Table 4-6** shows how wildcards may be used.

Type this....	Sample search results
John*	John, Johns, Johnson, Johnston, Johnstone, etc
Sm?th	Smith, Smyth
Br?a*	Breaden, Brian, Bryan, Broad, Broadmore, etc

Table 4-6 Examples of wildcard use in search criteria

Tips for using wildcards effectively:

- You must prefix the first wildcard symbol used in a field with at least two letters or numbers. For exceptions to this rule in the Search Title screen, see topic **4.5.3.1 Additional wildcard options – name fields** and topic **4.5.3.2 Additional wildcard options – Legal Description field**.
- Broad use of wildcards can take some time to return results. Refine your search as much as possible.

4.5.3.1 Additional wildcard options – name fields

In the Search Title screen you can also use a wildcard in the first or second position in the Given Names, Owners Family Name and Corporate Name fields.

A wildcard used in the first or second position of a field must be followed by at least four characters, except when used in the Given Name(s) field. In the Given Name(s) field, a wildcard can be used on its own or with one other character.

LINZ recommends that you use at least one other search criteria wherever possible when using wildcards. This will refine your search and reduce any impact on performance.

Table 4-7 shows how wildcards may be used in the name fields.

Type this....	Sample search results
M*cDonald	Macdonald, MacDonald, McDonald.
S?mons*	Symons, Simons, Simonson.
trust	anything with 'trust' in the name, eg First National Trust, Trustees Executors Ltd, Licensing Trust Ltd, etc.
*security	anything ending with 'security', eg Better Security, Main Street Security, etc

Table 4-7 Examples of additional wildcard use for name fields

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4.5.3.2 Additional wildcard options – Legal Description field

In the Search Title screen you can use wildcards in any position in the Legal Description field.

You can also use abbreviations for a plan type without having to use wildcards. These abbreviations are explained in **Table 4-8**.

Plan Type Abbreviation	Full plan name returned to the Search Results area
DP	Deposited Plan
DPS	Deposited Plan South Auckland
ML	Maori Land Plan
SD	Survey District Plan
SO	Survey Office Plan

Table 4-8 Plan Type Abbreviations to use in the Legal Description field

Table 4-9 shows how wildcards can be used in the Legal Description field. There must be at least three characters (including spaces) between each wildcard used.

Type this....	Sample search results
Unit * DP 12345	All titles for all Units associated with Deposited Plan 123456.
* DP 89101	All titles for Deposited Plan DP89101.
Acc* DP 17699	All titles with an Accessory Unit or Accessory Building for Deposited Plan DP 17699.
Section 122 Block II Nga?re Survey District	Section 122 Block II Ngaere Survey District and Section 122 Block II Ngaire Survey District.

Table 4-9 Examples of additional wildcard use for the Legal Description field

There are limitations on the information you can use to search using wildcards in the Legal Description field. You cannot:

- use a Parcel Type (eg Lot, Section, Unit, etc) without a Plan Type (eg DP, SD, etc) and Plan Number,
- use a Plan Type (eg DP, DPS, ML, etc) without a Plan Number,
- use ? (question mark) to replace a number in a Plan Number.

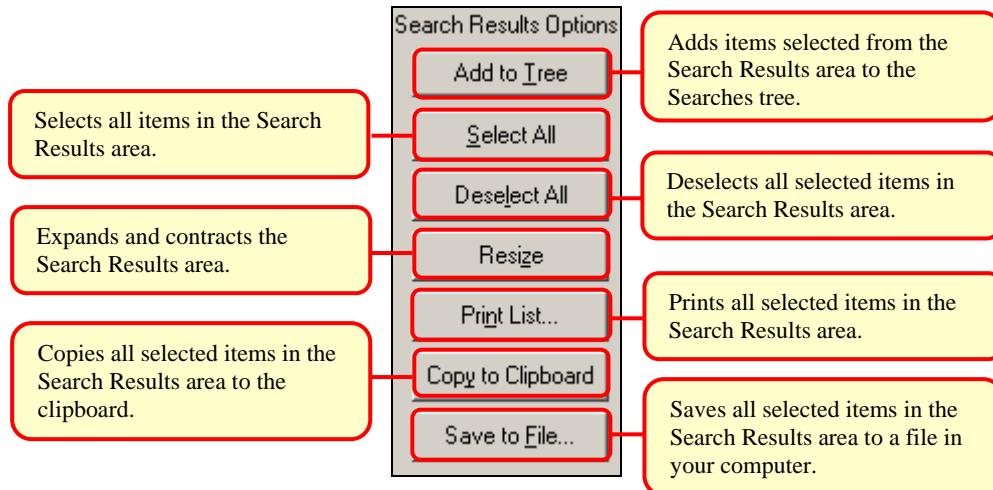
Table 4-10 shows examples of invalid wildcard use.

DO NOT use...	This would potentially retrieve...
Lot* DP*	Every Lot in every Deposited Plan in Landonline.
Section*	Every Section in Landonline.
DP*	Every Deposited Plan in Landonline.
Lot* Section*	Every Lot and Section in Landonline.
Unit* DP 123?4	All Units associated with Deposited Plans 12304, 12314, 12324, 12334, 12344, etc, in Landonline.

Table 4-10 Invalid wildcard examples

4.6 Using the Search Results Options

All text based search screens, except for the Search Instrument screen, have Search Results Options which allow you to print, copy or save a list of selected items from the Search Results area. You can also resize the Search Results area in these screens. This can be helpful when your search returns a large number of results.



Search Results Options are available in the:

- Search Title screen
- Search Survey screen
- Search Supporting Document screen
- Search Mark screen
- Search Parcel screen

There is no charge to print, copy or save a list of selected Search Results items.

Note: If the entire search screen does not display, set the screen resolution in your Display settings to the recommended size of 1024 x 768.

Tasks:

The Search Results Options you can perform in the Search Results area of specific search screens are:

- Add search result items to the Searches tree.
- Resize the Search Results area.
- Select or deselect results.
- Print a list of results.
- Copy a list of results to the clipboard.
- Save a list of results to a file.

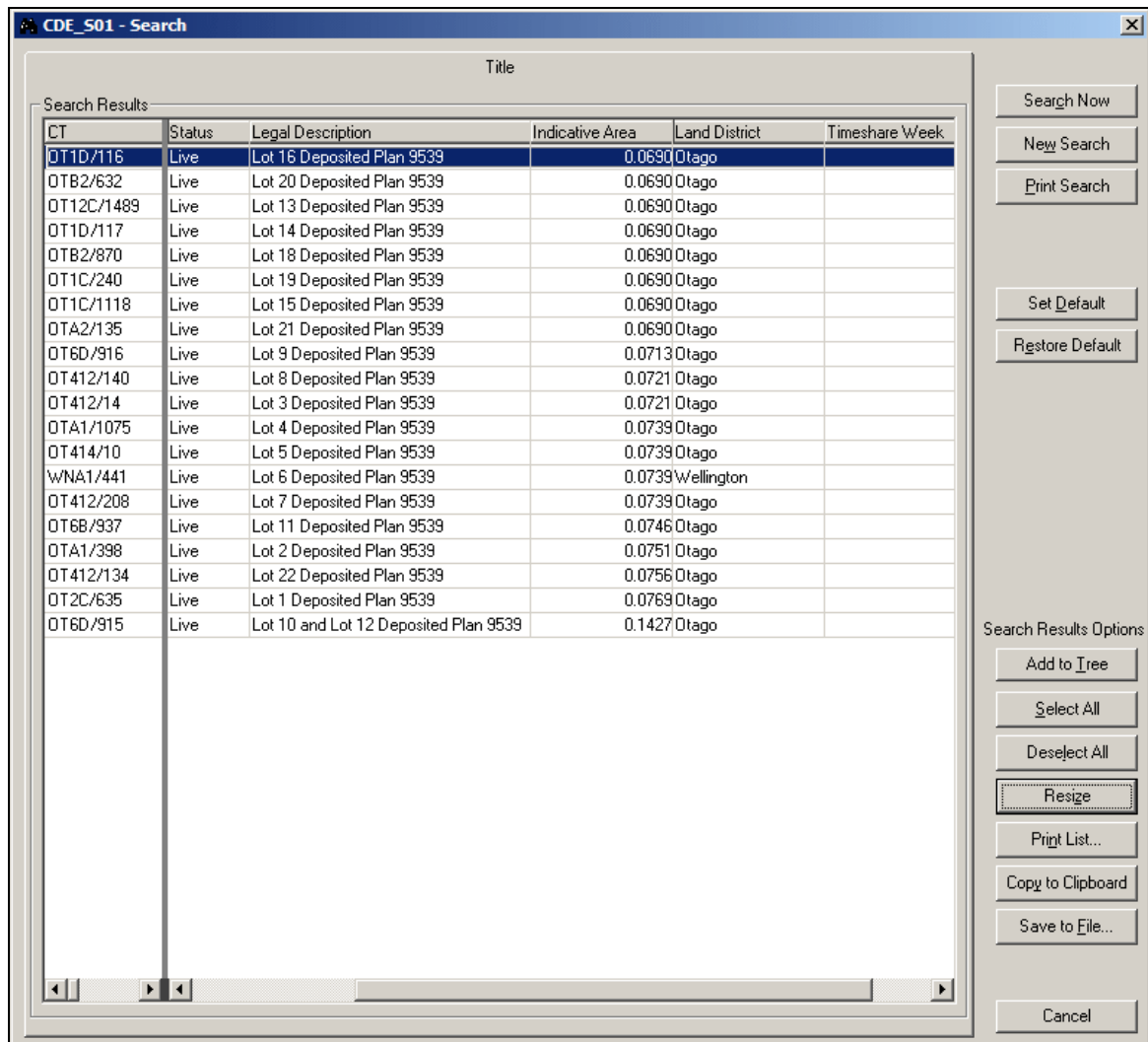
The following headings correspond with these tasks and describe them in more detail.

4.6.1 Add search result items to the Searches tree

You can add all or some of your search result items to the Searches tree. See topic 5.13 Add items from a text based search to the Searches tree.


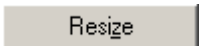
4.6.2 Resize the Search Results area

If you have a large number of search results, you can enlarge the Search Results area to view more of your search results at one time.



Maria Dobson has clicked the Resize button so she can see all results returned from her title search. She has also scrolled to see the other information for these titles listed in the Search Results area.

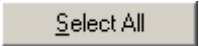
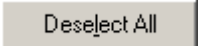
To expand and contract the Search Results area of a search screen, in the search screen:

1. Click  to expand the Search Results area of the screen only.
2. Click  again to return the screen to its original size.

4.6.3 Select or deselect results

You can select all items and deselect all items selected in the Search Results area. You can also individually select one or more items in the Search Results area.





In the search screen:

1. Press and hold Ctrl and click the items you require to individually select one or more items in the list.
2. Click the first item, press and hold Shift and click the last item to select a group of consecutive items.
3. Click  to select all items in the list.
 - Press and hold Ctrl and click any item in the list which are not required, if necessary.
4. Click  to deselect all selected items.

4.6.4 Print a list of results

You can print a list of items from the Search Results area.

In the search screen:


1. Select the titles you require for the list. See topic **4.6.3 Select or deselect results**.
2. Click .
3. The Print screen displays with UniPrint as the name of the printer.
4. Click  to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
 - The UniPrint Preview screen displays with a preview of the page.
5. Click  to display the Print screen (if this option is selected in your UniPrint settings).
6. Select your print options.
7. Click .

Note: You can set your computer to preview items in UniPrint or Acrobat Reader. The steps above are for UniPrint. To print from Acrobat Reader, select File | Print... For more information, go to the *e-search* area of the Landonline website and select Printing, using the spatial window and viewing images FAQs and tips.

4.6.5 Copy a list of results to the clipboard

You can copy a list of items from the Search Results area to the clipboard, and paste it into another application (eg MS Word document or MS Excel spreadsheet).

In the search screen:

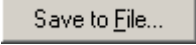


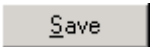
1. Select the titles you require or the list. See topic **4.6.3 Select or deselect results**.
2. Click .

3. Paste the list directly into another application.

4.6.6 Save a list of results to a file

You can save a list of items from the Search Results area to a file on your computer.

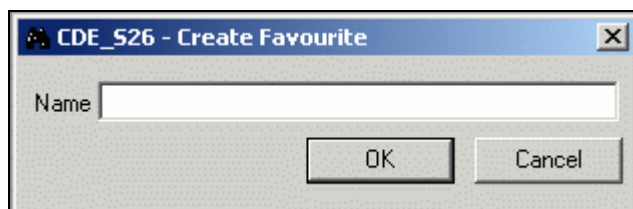
In the search screen:

1. Select the items you require for the list. See topic **4.6.3 Select or deselect results**.
2. Click  to display the Print screen with UniPrint as the default printer.
3. Click  to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
 - The Print screen displays with UniPrint as the name of the printer.
4. Click  to display the Save As screen.
5. Select the location for the folder on your computer.
6. Type the File Name and select the Save as type (eg Excel with headers).
7. Click .

Note: You can set your computer to preview items in UniPrint or Acrobat Reader. The steps above are for UniPrint. To save from Acrobat Reader, select File | Save a Copy... For more information, go to the *e-search* area of the Landonline website and select Printing, using the spatial window and viewing images FAQs and tips.

4.7 Save and recall favourites

You can save information added to the Searches tree and recall it at a later time using the Create Favourite screen.



Details are saved as your favourites and can only be viewed by you. You can save a maximum of 25 Favourites.

Some search items have fees associated with viewing them. If you close Searches, open Searches again and recall a favourite, you will be charged for viewing an item again.

Tasks:

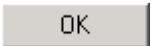
You can:

- Save a favourite.
- Recall a favourite.
- Update a saved favourite.
- Delete a favourite.

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

4.7.1 Save a favourite

To save search results added to the tree as a favourite, in Searches:

1. Select **Favourites | Save As | New...** to display the Create Favourite screen.
2. Type the name for your favourite (eg use the survey number, title number, or a description you will remember later).
3. Click 

4.7.2 Recall a favourite

To recall a saved favourite, in Searches:

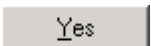
1. Select **Favourites |** and the name of the file you saved.
Landonline appends all items in the recalled favourite file to any current items on the tree.
 - If an item in the recalled favourite is already displayed on the tree it will not be added. A message displays listing the item(s) not added.

4.7.3 Update a saved favourite

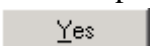
You can update a saved favourite by either:

- performing new searches, adding the details to the tree and overwriting the existing favourite, or
- recalling a favourite, adding more search details to the tree and overwriting the favourite.

To save new search results to update a previously saved favourite, in Searches:

1. Select **Favourites | Save As |** and the name of the favourite you previously saved.
Landonline displays a message asking if you want to overwrite the selected favourite.
2. Click  to overwrite the file with the latest information.

4.7.4 Delete a favourite

1. Select **Favourites | Delete |** and the name of the file.
Landonline displays a message asking you to confirm that you want to delete this file.
2. Click  to delete the favourite.