

1 ABOUT THIS USER GUIDE

1.1 Purpose

The purpose of this guide is to explain how to use Landonline to:

- view notices sent to you and your firm
- view any attachments to notices
- view notice history for a recipient.

In addition this guide explains how to:

- maintain notice preferences
- change your contact details for notices.

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

- Online Help, where you can press F1 while in a Landonline screen to get help for the topic you are working on.

1.2 Intended readership

This user guide is intended for all users of Landonline. It is also intended for System Managers to enable them to maintain notice delivery preferences for 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 the parts of the text they require to perform specific tasks.

It has three 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 introduction to Landonline and also will help you to get started using Landonline on your computer.
- Chapter three, Notices, presents step by step instructions for searching and viewing notices and maintaining notice delivery preferences in Landonline.

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

Tasks are displayed at a high level in a boxed paragraph. Where tasks are sequential they are listed as steps.

For example, here are the steps you perform to search for a notice in Notices.

Steps:

The steps you perform to search for a notice are:

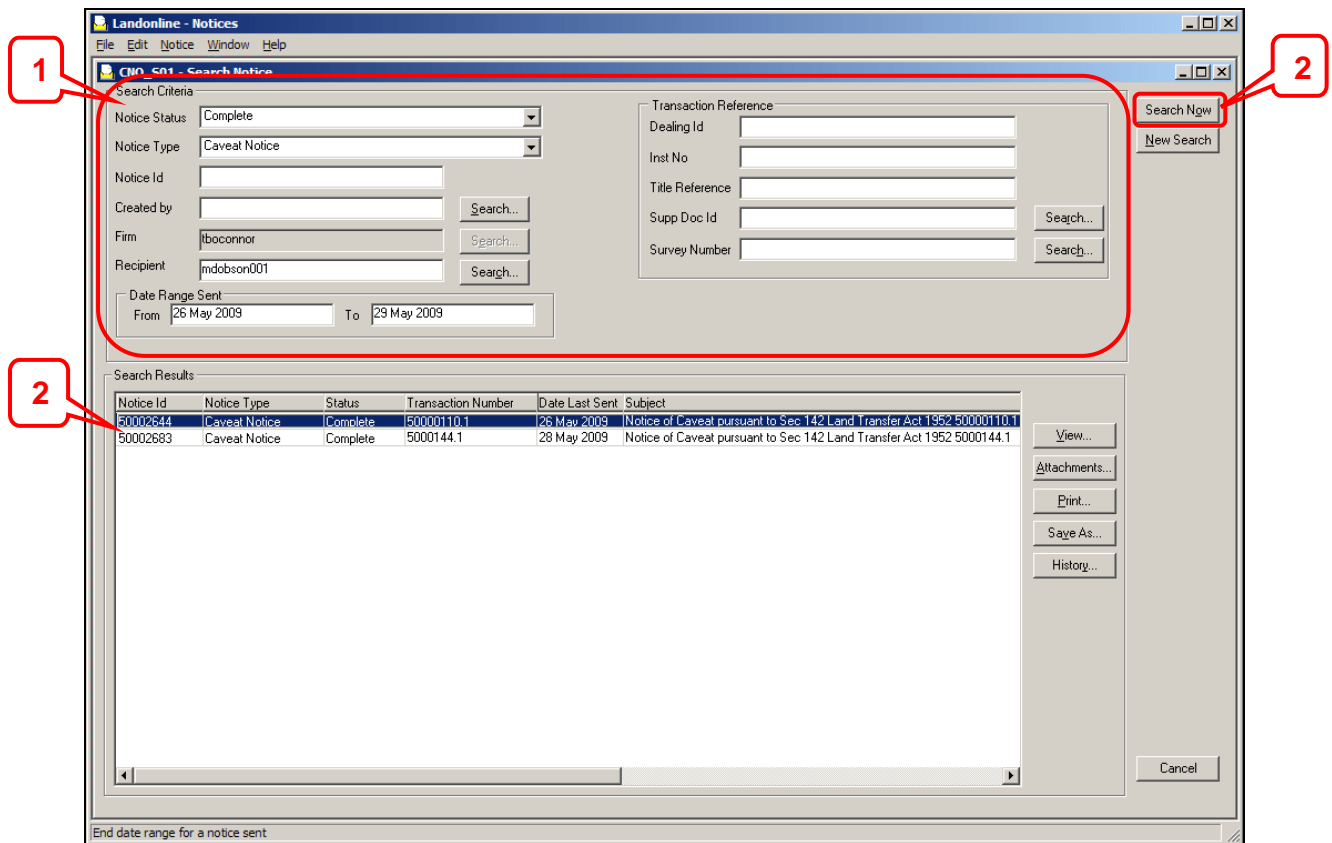
1. Display the Search Notice screen.
2. Search for notices.

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

1.3.2.3 Screen shots

Where appropriate, screen shots are used. 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 detailed instructions for tasks and steps.

For example, this screen shows the steps required to search for a notice.



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

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

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 on their work in Landonline.