

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:

- search for information and users
- manage TA *e-certification* work
- prepare, certify and sign TA *e-certification* packages; 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,
- 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 Territorial Authorities and their staff who use Landonline to search and to prepare and perform certification on surveys. 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 the parts of the text they require to perform specific tasks.

It has six 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 and signing TA *e-certifications*.
- Chapter six 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 search for TA *e-certification* work in Landonline.

Steps:

The steps required to search for TA *e-certification* work in Landonline are:

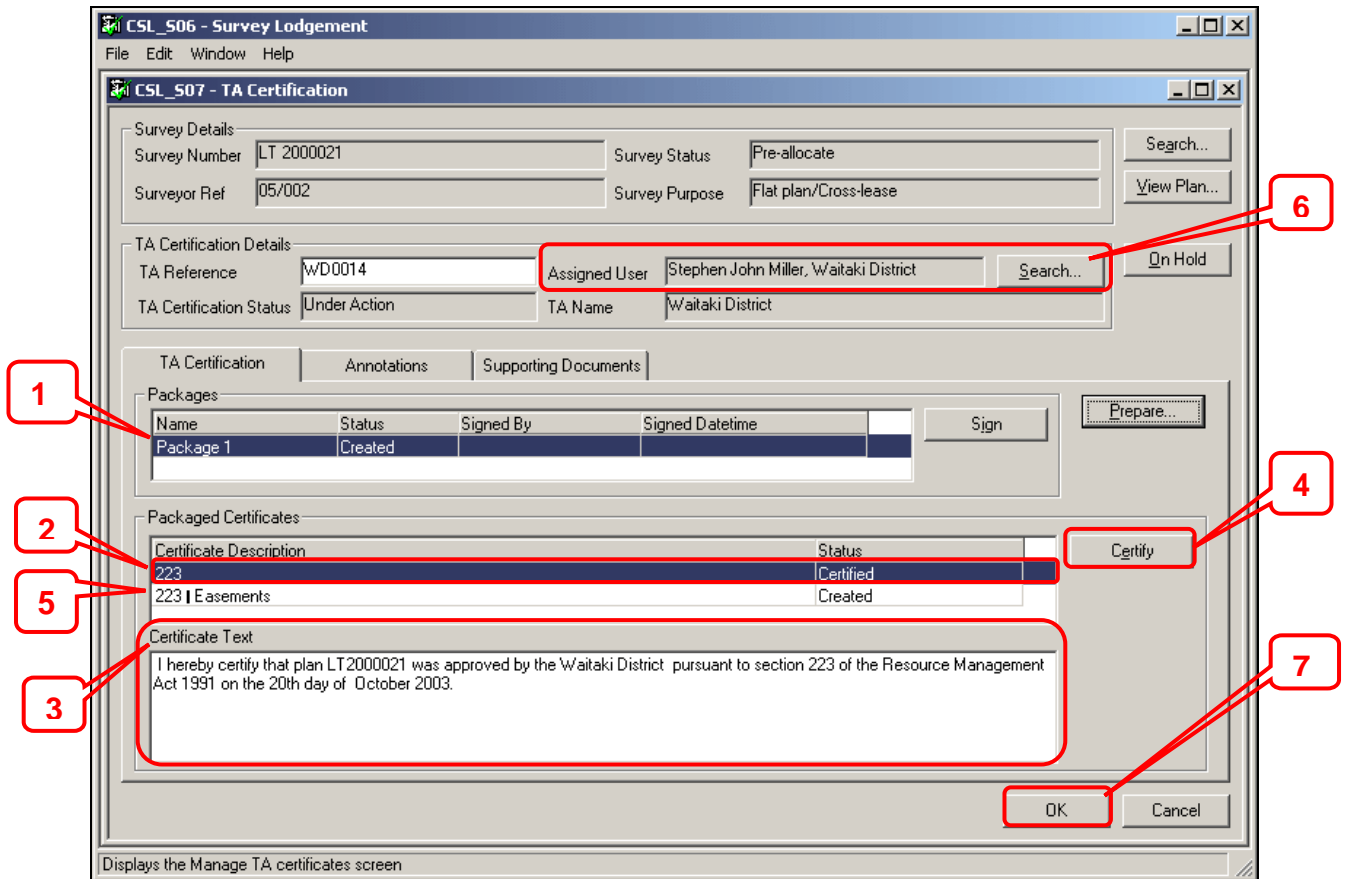
1. Display the TA Certification screen.
2. Search for the TA *e-certification* work.

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

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 certify a certificate in a package.



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

1.3.2.4 Other Toolkit items

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

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

Landonline – TA e-certification User Guide

1.3.2.5 References

The text uses cross references to refer to other parts of the guide.

For example:

- See topic **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.

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.