3 WORKSPACE

3.1 Overview

The Workspace screen is the first screen you see when you log on to Landonline. You use Workspace to track your work and to access other parts of Landonline.

This chapter introduces Workspace. It explains:

- the components of Workspace
- how to use Workspace to open other parts of Landonline
- how to use Workspace to view, save and print TA *e-certification* work information
- how to find TA *e-certification* work listed in your Workspace
- the messages available in Workspace
- how to add, view, print, save and delete online messages
- how to view and save attachments to messages
- how to maintain your details in Landonline, specifically your user details and your password.

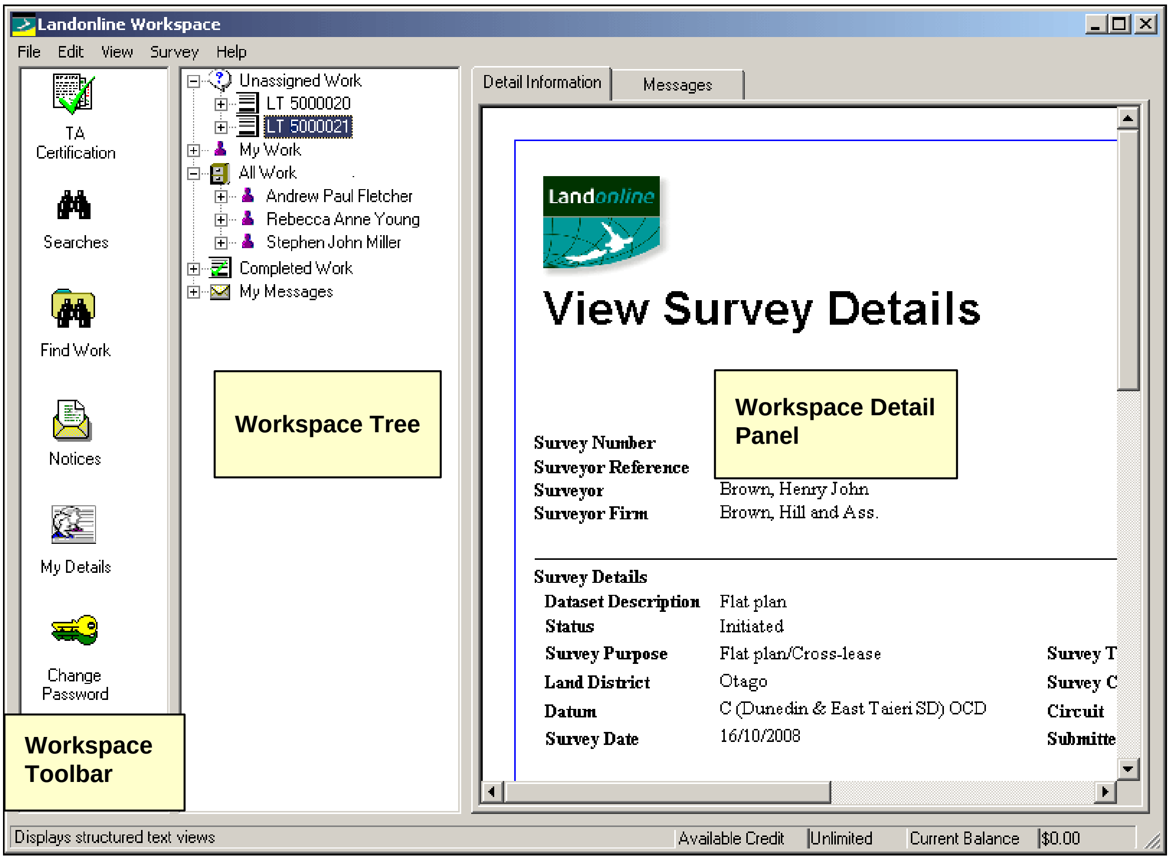
3.2 Workspace screen

Whenever you log on to Landonline Workspace displays. Workspace:

- provides you with access to all parts of Landonline
- lists all work you are involved with and identifies its status
- is your mailbox for all messages relating to certifications in Workspace
- is your mailbox for all messages about the Landonline environment
- displays your firm’s available credit (ie Unlimited) and current balance with Land Information New Zealand (LINZ).

Workspace has three main areas:

- Workspace Toolbar
- Workspace Tree
- Workspace Detail Panel.



Andrew Fletcher is a System Manager working for Wellington City Council. This is his Workspace.

The following headings correspond with the Workspace areas and describe them in more detail.

3.2.1 Workspace Toolbar

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

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

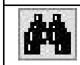
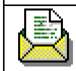
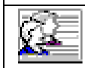
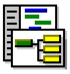
Icon	Action
 Create TA Certification	Use this icon to create a new TA *e-certification* for a survey. Click to display the TA Certification screen.
 Searches	Use this icon to search for information in Landonline, (eg titles and survey plans). Click to display Searches.
 Find Work	Use this icon to find a survey in your Workspace. Click to display the Find TA Certification Work screen.
 Notices	Use this icon to access Notices to search for notices sent to your firm or to view or update any notice delivery method details for you or your firm. For more information, refer to the Notices User Guide.
 My Details	This is where you update your contact details and preferences. Click to display the Maintain User screen.
 System Maintenance	If you are a System Manager this is where you: • maintain firm information contact details • allocate and delete user privileges. Click to display External System Administration. **Note**: This icon only displays in the Workspace Toolbar if you are a System Manager.
 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 survey users

3.2.2 Workspace Tree

3.2.2.1 Workspace Tree folders

The Workspace Tree lists all work available in your firm. Work displays in four folders. These are explained in **Table 3-2**.

Folder	Description
Unassigned Work	Displays all work assigned to your Territorial Authority firm, which has yet to be assigned to a TA user. To see surveys awaiting TA *e-certification*, expand the tree. Paper survey plans requiring TA *e-certification* do not automatically display in Workspace. You must first search for the survey plan and save it to create the work in Workspace. See **5.2.2.2 Search for a TA *e-certification* work not in Workspace**.
My Work	Displays all work for which you are the assigned user. To see a survey you are assigned to work on, expand the tree.
All Work	Displays the names of all people in your firm who work with Landonline. To see the work a person is involved with, expand the tree.
Completed Work	Displays all surveys with their TA *e-certification* completed. Surveys remain in this folder until registered. To see a completed TA *e-certification* for a survey, expand the tree.
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 Folders in the Workspace Tree

3.2.2.2 TA *e-certification* status

TA *e-certifications* change status as they progress through the TA *e-certification* Process. You can easily tell the status of a TA *e-certification* by the icon that displays next to it. **Table 3-3** explains the status icons.

Folder	Description
Assigned to TA Firm	This icon displays when a TA *e-certification* work is assigned to your TA firm (ie a surveyor has notified your firm their *e-survey* requires TA *e-certification*). The survey has not been assigned to a specific TA user.
Under Action	This icon displays when a TA *e-certification* work has been assigned to a TA user.
HOLD On Hold	This icon displays when the TA *e-certification* has been put on hold.
Completed	This icon displays when TA *e-certification* packages for a survey have been completed.

Table 3-3 Status icons used in the Workspace Tree

3.2.3 Workspace Detail panel

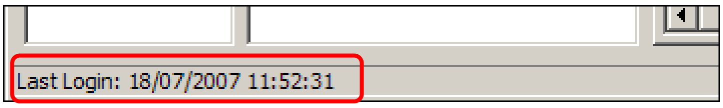
The Workspace Detail panel changes display depending on what is selected in the Workspace Tree. It displays tabs. You can select between the tabs to view different types of information. **Table 3-4** describes these tabs and explains when they display.

Tab name	When tab displays	Description
Summary Information tab	Displays when any of the following folders are selected in the Workspace Tree: • Unassigned Work • My Work • All Work. • Completed Work	Use this tab to display a summary of all surveys listed in the folder.
Detail Information tab	Displays when a certification is selected from the Unassigned Work, My Work, All Work or Completed Work folders.	Use this tab to view details of the selected certification for TA *e-certification*.
Messages tab	Displays when a certification is selected from the Unassigned Work, My Work, All Work or Completed Work folders.	Use this tab to view online messages for TA *e-certification* of the selected certification.
Messages Received tab	Displays when the My Messages folder is selected in the Workspace Tree.	Use this tab to view a list of all messages sent to you. You can also read the content of messages in this tab and view and save message attachments (eg Digital Title Plan, Digital Survey Plan, XML file) of the survey.

Table 3-4 Workspace Detail panel tabs

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.



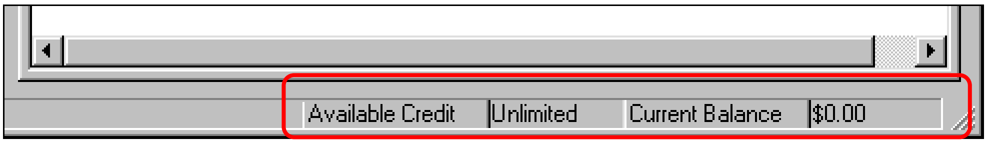
This message allows you to determine whether another person has used your username and password to access Landonline without your knowledge. As soon as you click elsewhere in the screen, Landonline replaces the message with microhelp for the selected item.

3.2.5 Firm's credit

Workspace also 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.



Note:

- There are no charges for Territorial Authorities performing TA *e-certification* work in Workspace therefore the Current Balance will always be zero.
- Territorial Authorities are charged when using Searches from Workspace if there is a charge for the item being viewed.

3.2.6 Workspace Toolkit

Table 3-5 lists other tools that describe Workspace.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topic: Use Landonline Workspace.

Table 3-5 Workspace Toolkit

3.3 View, save or print TA *e-certification* work information

The Workspace Detail panel provides a summary of TA *e-certification* work information and messages. You can save and print this information.

Tasks

To view, save or print TA *e-certification* work information you:

- Refresh Workspace to display the latest information and messages.
- View details of the TA *e-certification* work in the Workspace Detail panel.
- Save information from the Workspace Detail panel to another location on your computer.
- Print information from the Workspace Detail panel.

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

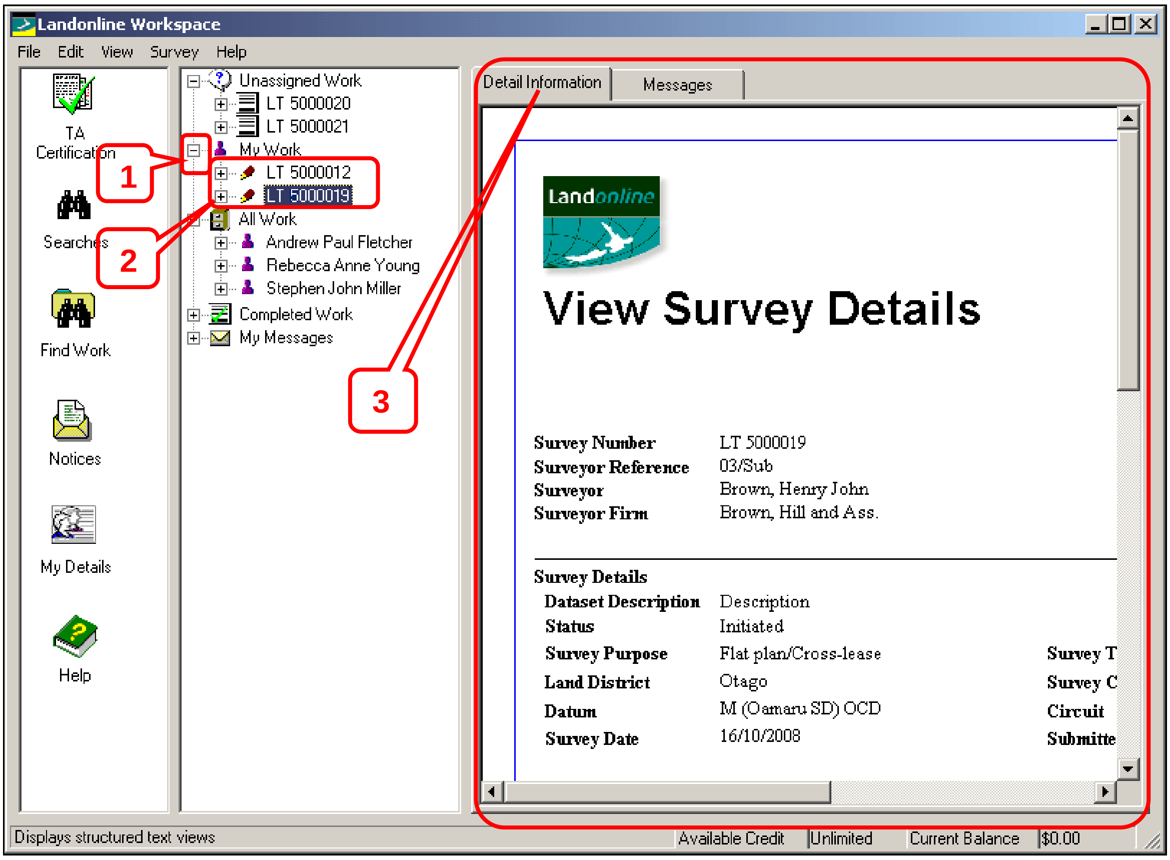
3.3.1 Refresh Workspace

Refresh Workspace whenever you need to display the latest information and messages.

To Refresh Workspace:

1. Select View | Refresh.

3.3.2 View details of a TA *e-certification* work



Stephen Miller is a TA *e-certification* user. He is working on TA *e-certification* for two surveys. These display in the Workspace Tree in his My Work folder. The Workspace Detail panel currently shows the details for survey LT 5000019.

To view the details of a survey for TA *e-certification*:

1. Expand the Workspace Tree folder the survey is in.
2. Select the TA work (ie survey number).
3. View the survey's details in the Detail Information tab in the Workspace Detail panel. Scroll to view all details.

Note: A surveyor can either delete or withdraw a survey for which they have requested TA certification.

- If the survey has not been assigned, Landonline removes it from the Unassigned Work folder in Workspace.
- If the survey has been assigned, the TA user receives a message in their My Messages folder to advise the survey number and the name of the surveyor who deleted or requested to withdraw it.
- A deleted survey is removed from your My Work folder. A status of a withdrawn survey changes to Withdrawn and remains in Workspace until LINZ has processed the request to remove it.

3.3.2.1 View Survey Details summary

When you view a TA *e-certification* Work the Detail Information tab displays the View Survey Details summary. **Table 3-6** describes the information in the View Survey Details summary.

Section	Description
Survey Number	Number assigned to the survey by Landonline.
Surveyor Reference	Surveyor's own reference for the survey (eg client name, file number).
Surveyor	The surveyor who will certify and submit the survey.
Survey Firm	Name of the firm responsible for lodging the survey.
Survey Details	Details about the survey including: dataset description, status, survey purpose, survey type, land district, survey class, datum, circuit, survey date and submitted date.
Territorial Authorities	Lists the relevant territorial authorities applicable to the survey.
Supporting Documents	Lists all supporting document attached to the survey.

Table 3-6 View Survey details summary

3.3.3 Save TA *e-certification* work information

You can save the information you see in Workspace for a TA *e-certification* work to your computer. The details of the TA *e-certification* work and any associated messages are on separate pages, therefore you must individually save each page (or Print Job) to a file.

To save a TA *e-certification* work information:

1. Select the TA work in the Workspace Tree.
2. Select File | Save As.
   - If there are multiple pages, a message displays advising you to select each Print Job (or page) and save it individually to a file.
3. Click OK to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen with a preview of the highlighted Print Job (or page).
4. Click Save to display the Save As screen.
   - If there are multiple jobs, a message displays to advise only the highlighted job will be saved. Click OK to display the Save As screen.
5. Select a location to save the file to (eg C:\My Documents).
6. Click Save to save the file.
7. Select another Print Job (or page) for the TA work, if required, and repeat Steps 3 to 5 to save details.

Note:

- When you save TA *e-certification* work information, Landonline saves only the detail information and messages for the work.

- When you certify and sign a TA *e-certification* work it remains in Workspace. Once the survey is Deposited it disappears from Workspace.
- When saving a TA *e-certification* work you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

3.3.4 Print survey information

You can print the information that displays in Workspace for a TA *e-certification* work.

To print a TA *e-certification* work:

1. Select the TA Work in the Workspace Tree.
2. Select **File | Print...** 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 highlighted Print Job (or page).
3. Click 

to display the Print screen (if this option is selected in your UniPrint settings).
4. Select your printer options.
5. Click 

Note: Landonline only prints detail information and messages for the TA *e-certification* work from Workspace.

When printing you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

3.3.5 View, save or print a TA Certification work Toolkit

Table 3-7 lists other tools that assist with viewing, saving and printing TA Work.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topics: Print Details from Workspace.

Table 3-7 Workspace View, Save and Print Toolkit

3.4 Find TA *e-certification* work

Workspace displays all TA *e-certification* work your firm is involved with. If you are involved with many certifications you can use the Find TA Certification Work screen to locate a specific work.

> Steps:
>
> The high level steps required to find a TA *e-certification* work in the Workspace tree are:
>
> 1. Display the Find TA Certification Work screen.
> 2. Search for the TA *e-certification* work.

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

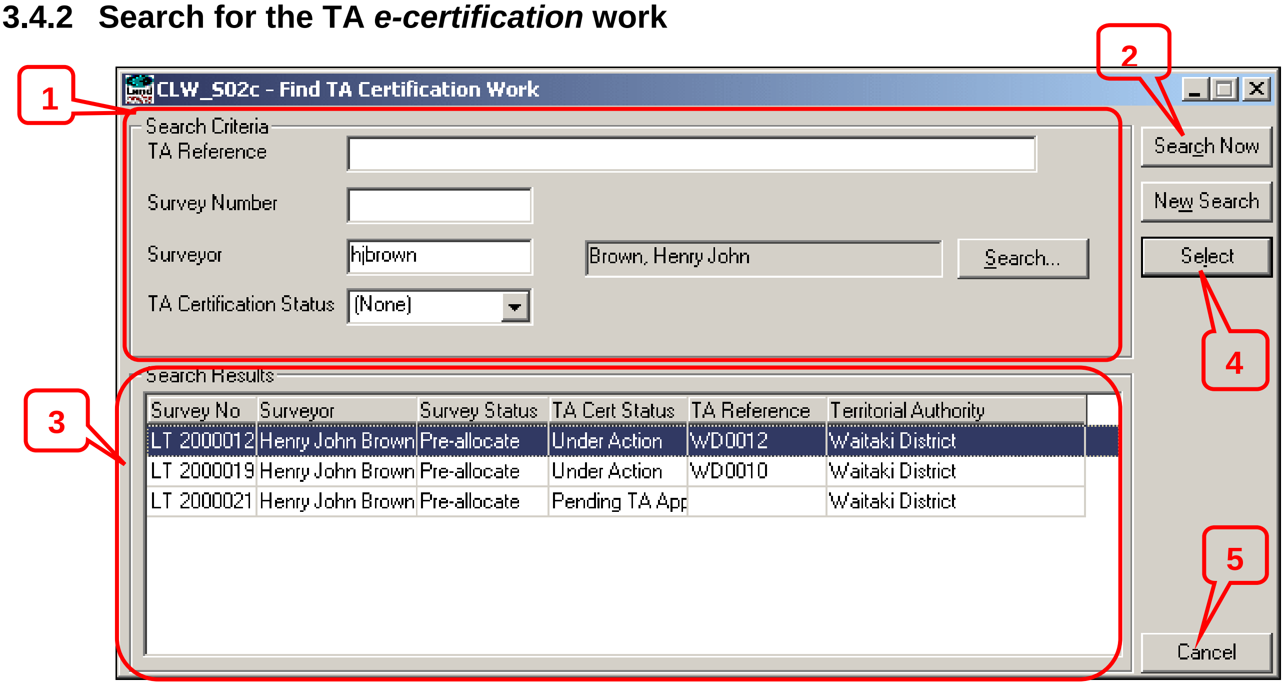
3.4.1 Display the Find TA Certification Work screen

You use the Find TA Certification Work screen to search for TA work in Workspace. You can search using many different combinations of search criteria.

To display the Find TA Certification Work screen, in Workspace:

1. Click  (Find Work) in the Workspace Toolbar.

3.4.2 Search for the TA *e-certification* work



Rebecca Young is searching for a TA *e-certification* work in Workspace using the Find TA Certification Work screen.

To search for a TA *e-certification* work in Workspace:

1. Type your search criteria in the appropriate fields.
   For more information about search criteria see **Table 3-8**.
2. Click Search Now to display the results of your search in the Search Results area.
3. Click the TA work in the Search Results area that you want to find in Workspace.
4. Click Select to highlight the TA work in the Workspace Tree. The Find TA Certification Work screen minimises.
   Landonline searches the folders in the Workspace Tree in the following order: Unassigned Work, My Work, All Work and Completed Work.
5. Click Cancel to close the Find TA Certification Work screen when you have completed your search.

Note:

- Find TA Certification Work screen remains open to enable you to select another TA work from the Search Results area, or conduct another search. You must maximise the screen and click Cancel to close the screen.
- Wildcards can be used in the TA Reference field, see **4.3.1 Wildcards**.
- If your search returns a single search result you can press Enter to highlight the item in the Workspace Tree.

Table 3-8 describes the fields and buttons in the Find TA Certification Work screen.

Field or Button	Action
Search Criteria fields and buttons	
TA Reference	Type the TA reference for the survey. You can use a wildcard search in this field.
Survey Number	Type the number of the survey (eg LT 312345). If you type this number, you don't need to enter any other criteria in the screen. When using this screen to search and display details of a paper plan from the TA Certification screen, you must type the exact number of the plan in this field.
Surveyor	Type the user Id of a surveyor. If you don't know the user Id, click **Search...** and search and select the surveyor’s name.
Search…	Click to display the External Search screen to search for a surveyor.
TA Certification Status	Select the status of the TA *e-certification* from the droop down list.
Other fields and buttons	
Search Results	Landonline displays a summary of all TA *e-certification* works that match your search criteria.
Search Now	Click to search for TA *e-certification* work based on your search criteria.
New Search	Click to clear the screen to enter new search criteria.
Select	If you are in Workspace, click to display the selected TA work in the Workspace tree. If you are in the TA Certification screen, click to display details of the TA Work.

Table 3-8 Find TA Certification Work screen fields and buttons

Note: For more information about conducting searches refer to the ***e-search* User Guide**.

3.4.3 Find TA Certification work Toolkit

Table 3-9 lists other tools that assist with finding a TA *e-certification* work.

Tool	Description
Landonline Help	Press F1 in the Find TA Certification Work screen for more information about finding TA work in Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topics: Find TA certification Work in Workspace.

Table 3-9 Find a TA Certification work Toolkit

3.5 Types of messages

Workspace displays messages about TA *e-certifications* in the Workspace Detail panel. There are two types of messages. These are:

- User generated messages
- System generated messages.

There are two places where you can view messages in Workspace:

- Messages tab: use to view messages specific to a TA *e-certification*.
- My Messages folder: use to view messages sent specifically to you and messages about the Landonline environment.

3.5.1 User generated messages

User generated messages are created and viewed in the Messages tab for a selected TA *e-certification* work. Anyone with access to the TA *e-certification* work through their Workspace can view these messages. User Generated messages are restricted to a maximum size of 1500 characters per entry and cannot have attachments. For more information about user generated messages, see **3.6.1.2 Add comments about a TA *e-certification***.

3.5.2 System generated messages

System generated messages are automatically generated by Landonline. When they relate to a specific TA *e-certification* work they are viewed through the Messages tab.

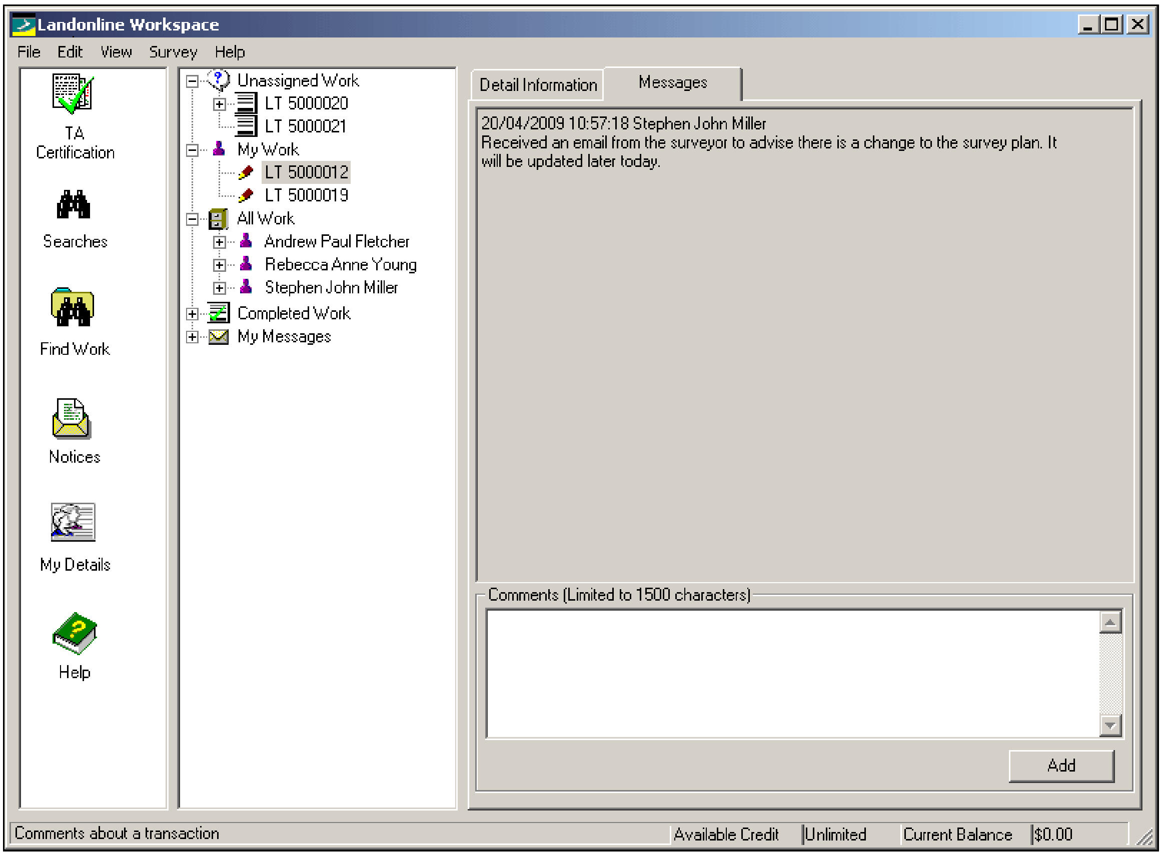
System generated messages can also be sent to specific recipients where they are viewed through the My Messages folder. Messages that relate to the Landonline environment are also viewed here. These messages can contain attachments. For more information about system generated messages with attachments, see topic **3.7.1.2 View and save attachments in My Messages**.

3.6 Messages tab

The Messages tab displays in the Workspace Detail panel when you select a TA *e-certification* work in the Workspace Tree. Messages are specific to the selected TA work and are both system generated and user generated.

You can:

- View and print all messages for a specific TA Work
- Add your own comments about the TA Work for all others involved with it to see.



Stephen Miller has displayed the Messages tab for TA *e-certification* work LT 5000012. This has one User Generated message that he has left for other TA users for this TA *e-certification* work.

3.6.1 Using the Messages tab

You can view, add comments and print the messages for any TA work displayed in your Unassigned Work, My Work, All Work or Completed Work folder.

Tasks

You use the Messages tab to:

- View messages for a specific TA *e-certification*.
- Add comments about a TA *e-certification*.
- Print TA *e-certification* work messages.

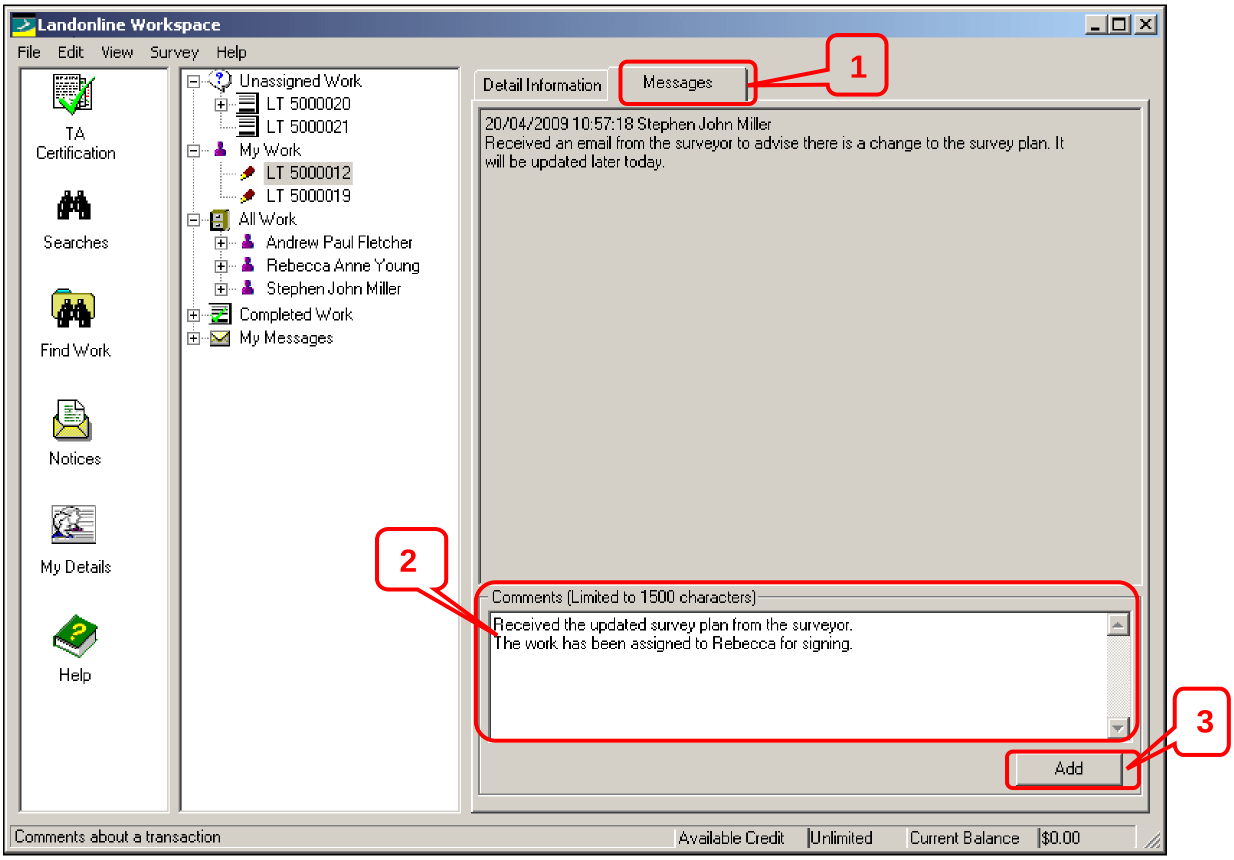
The following headings correspond with these tasks and describe them in more detail.

3.6.1.1 View messages for a TA *e-certification*

1. Refresh Workspace to display the latest messages. See topic **3.3.1 Refresh Workspace**.
2. Select the TA work in the Workspace Tree. This may be selected from any folder in which the TA Work is displayed.
3. Select the Messages tab to display all messages for the selected TA Work. The date, time and user are automatically added.

3.6.1.2 Add comments about a TA *e-certification*

You can add your own comments to the Messages tab for a selected TA *e-certification* work.



Stephen Miller has typed a comment to Rebecca Young. When he clicks ADD the comment will be added to the messages for this TA *e-certification* work.

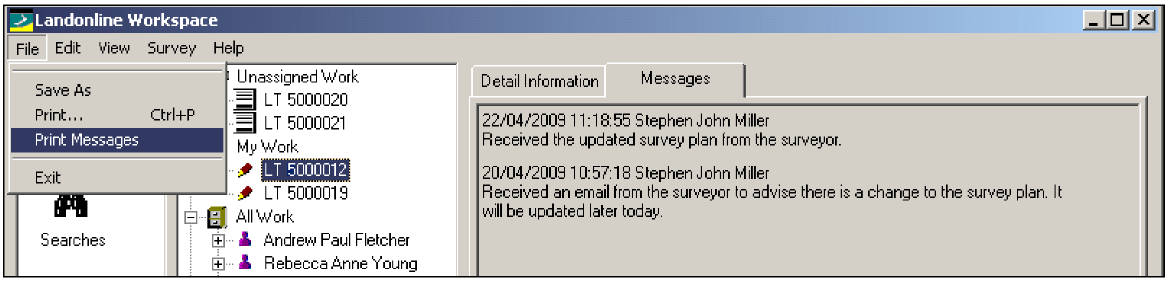
To add a comment about a TA *e-certification*:

1. Display the Messages tab for the TA *e-certification* work.
2. Type your comment (maximum of 1500 characters) in the Comments field.
3. Click Add to display your comment in the list of messages. The date, time and user are automatically added.

Caution: Once you have added a comment to the messages tab it cannot be edited or deleted and can be viewed by anyone involved with the TA *e-certification* in your Territorial Authority. Surveyors cannot view these comments.

3.6.1.3 Print TA *e-certification* work messages

You can print all messages displayed in the Messages tab for a selected TA *e-certification* work.



To print all messages for a TA *e-certification* work:

1. Select the TA work in the Workspace Tree.
2. Select **File | Print Messages** 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 messages.
3. Click  to display the Print screen (if this option is selected in your UniPrint settings).
4. Select your printer options and click 

3.6.2 Using the Messages tab Toolkit

Table 3-10 lists other tools that assist with viewing, adding comments to and printing messages for TA *e-certification* work.

Tool	Description
Landonline Help	Press F1 in Workspace to find display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topic: Use the Messages Function.

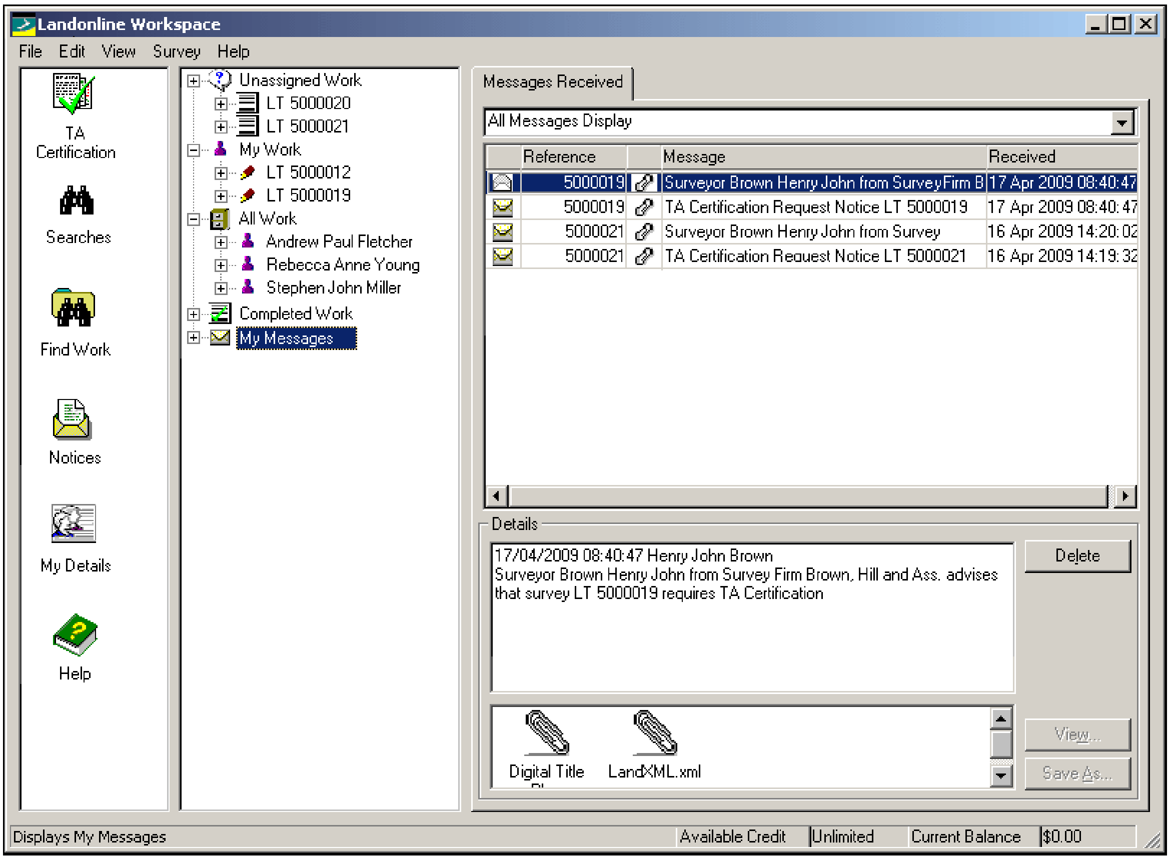
Table 3-10 Using the Messages Tab Toolkit

3.7 My Messages

When you select the **My Messages** folder in the Workspace Tree, Landonline displays the **Messages Received** tab in the Workspace Detail panel. This lists system generated messages you are identified as a specific recipient for. These messages may have attachments (eg copies of digital plans).

In the Messages Received tab you can:

- view a list of all messages sent specifically to you
- select a message from the list and read it
- view and save message attachments.



This is Stephen Miller’s My Messages folder.

Note: The field at the top of the Messages Received tab does not apply to TA users. It is for Conveyancing users only.

3.7.1 Using the My Messages folder

Messages sent specifically to you are stored in your My Messages folder. They are all System Generated messages and cannot be added to or edited.

Tasks

You use the My Message folder in Workspace to:

- View messages sent to you.
- View and save message attachments.
- Print a selected message sent to you.
- Delete a selected message sent to you.

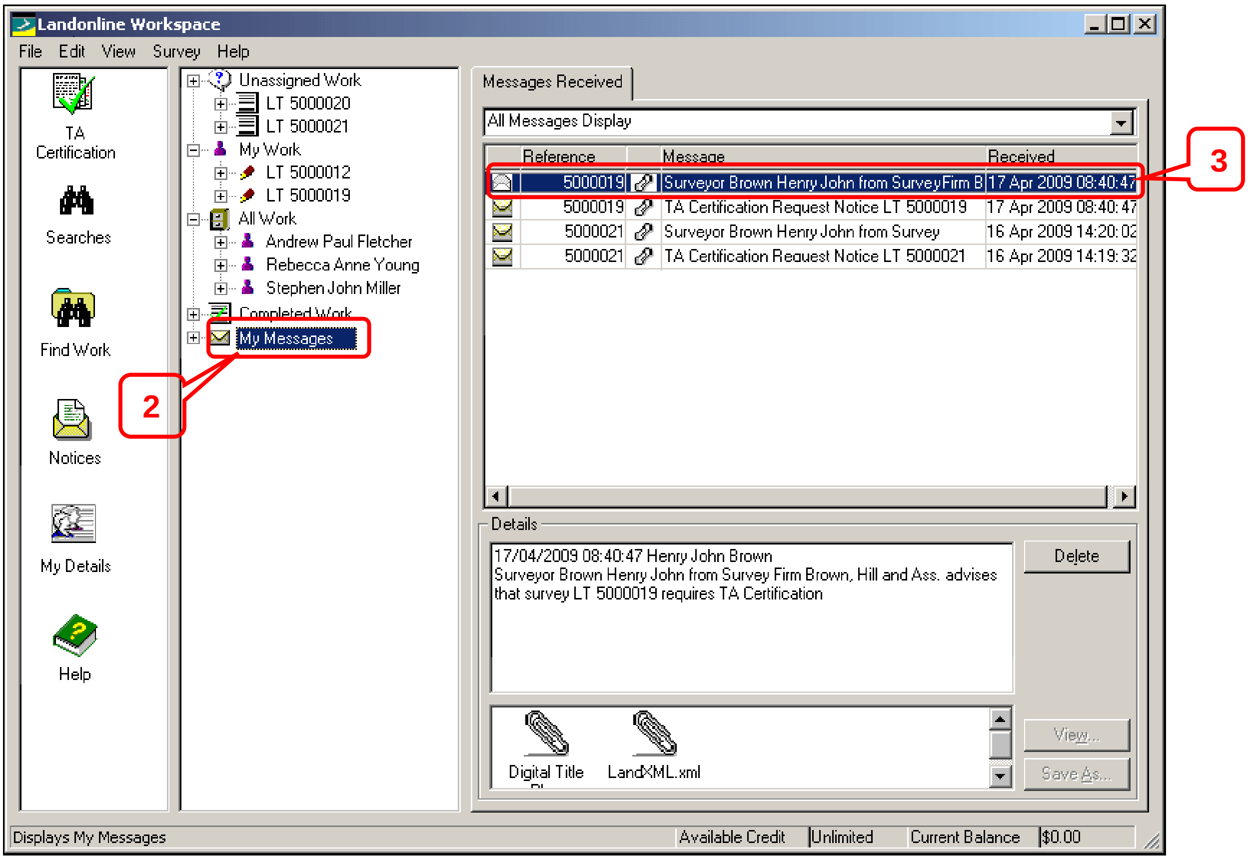
The following headings correspond with these tasks and describe them in more detail.

3.7.1.1 View My Messages

Messages display for the My Messages folder in the Messages Received tab of the Workspace Detail panel.

The Messages Received tab has two areas:

- The top area of the Messages Received tab lists all messages.
- The Details area displays the contents of a selected message and the associated attachments.



This message in Stephen Miller's My Messages folder contains an attachment.

To view messages in My Messages:

1. Refresh Workspace to display the latest messages. See topic **3.3.1 Refresh Workspace**.
2. Select the My Messages folder in the Workspace Tree.
3. Select a specific message from the messages received list to view the details. The details of the message display in the Details field.

3.7.1.2 View and save attachments in My Messages

When a message has an attachment, a displays with the message in the Messages Received list. There are two types of attachments:

- Notification as an image file.
- Data extract as a XML file.

When the attachment is a notice, the name of the attachment will display. This can be:

- The transaction name and Id of the attached image (eg Notice 50002659, DP 10036 – Imperial Plan, WNA1/441 – Title Plan), or
- Attachment1, Attachment2, etc (ie when the file was attached to the notice from a local drive).

You can view attachments in Workspace and save them to your computer. You cannot view XML files.

To view an attachment:

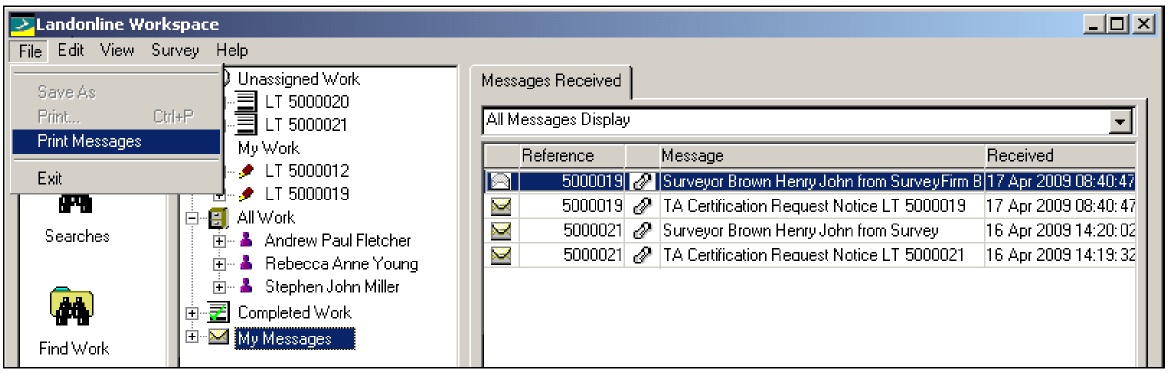
1. Select the Message from the messages received list.
2. Click View... to display details in the View Message Attachment screen. Expand the screen if required, or use the icons to view or print details of the attachment. For more information about Image View icons, refer to the ***e-search* User Guide**.
3. Click X to close the screen when you have finished viewing it.

To save an attachment:

1. Select the Message from the messages received list.
2. Click Save As... to display the Save As screen.
3. Specify a location on your computer to save the attachment to.
4. Click Save

3.7.2 Print a message from My Messages

You can print a selected message in My Messages.



To print a message in My Messages:

1. Select the message from the messages received list.
2. Select **File | Print Messages** 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 messages.
3. Click  to display the Print screen (if this option is selected in your UniPrint settings).
4. Select your printer options.
5. Click 

Note: Attachments are not printed.

When printing you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

3.7.3 Delete a message from My Messages

To delete a message from My Messages:

1. Select one or more messages to be deleted from the messages received list.
2. Click  in the Messages Received tab.

Note: Messages specific to a TA *e-certification* work are retained in the messages tab for the TA Work after they are deleted from the My Messages folder.

3.7.4 Using My Messages Toolkit

Table 3-11 lists other tools that assist with viewing and printing messages in your My Messages folder, and viewing and saving message attachments.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topics: • Use the Messages Function. • Print Details from Workspace. Section: Workspace. Topic: Save details.

Table 3-11 Using My Messages Toolkit

3.8 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.

3.8.1 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 notices.

The Contact Details tab defaults the address for notices to you Default address, regardless of the firm(s) you are associated with. You can change this option at any time to have your notices 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 in the Preferences tab 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.

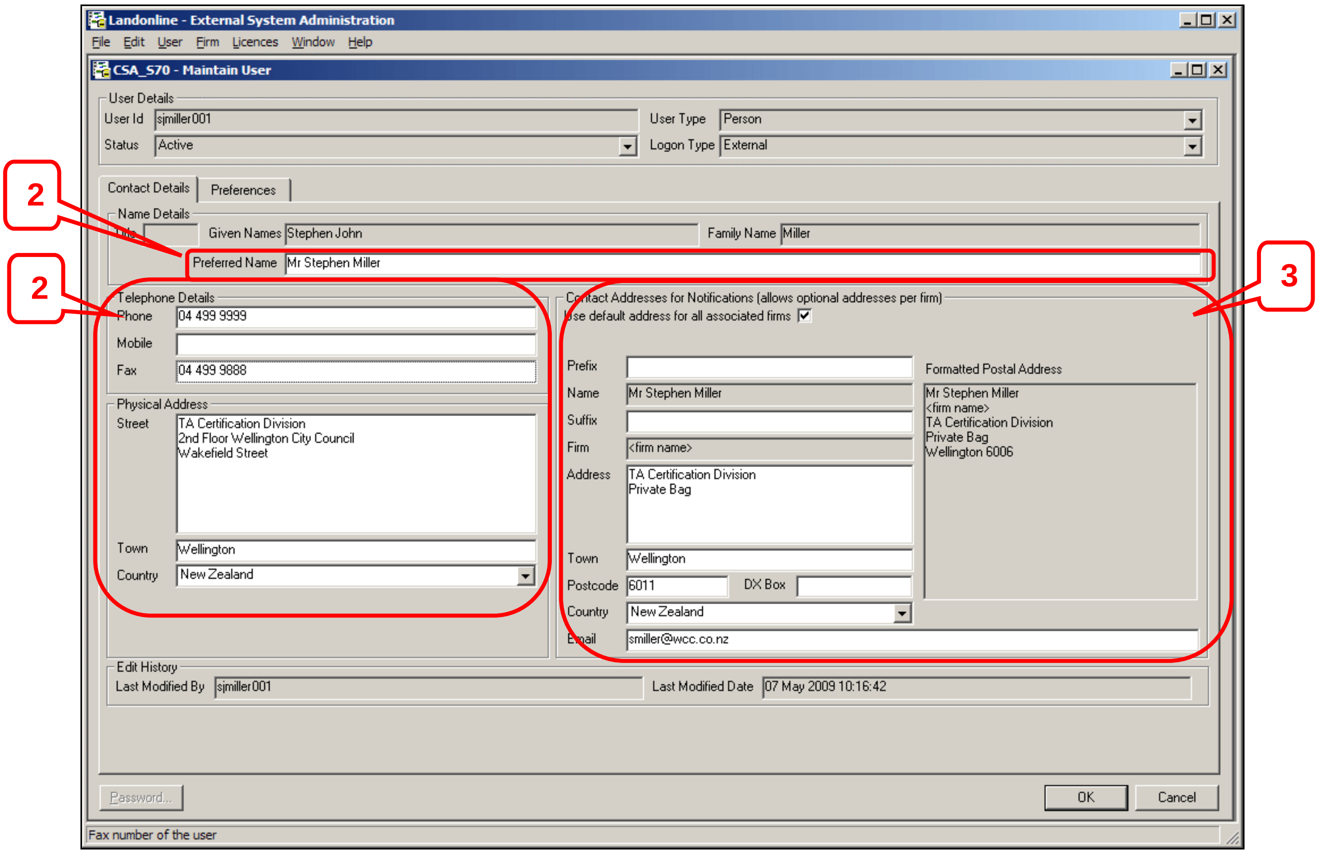
Tasks

You use the Maintain User screen to:

- Change your Contact Details
- Change the address for notices for an associated firm.
- Confirm the email address (if entered or changed).
- Change your Preferences.

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

3.8.1.1 Change your Contact details



This is the Maintain User screen. Stephen Miller's contact details and his address for notices display in the Contact Details tab. All notices sent to Stephen will go to his 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.
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 notices.
   - If this checkbox is unchecked, see **3.8.1.2 Change the address for notices for an associated firm**.
4. If you enter or change your email address, see **3.8.1.3 Confirm the email address**.
5. Select File| Save to save changes and remain in the screen, otherwise click OK to save and close the screen.

Note:

- Do not use an apostrophe ('), double quotation (") or 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) see **Table 3-12**.

Table 3-12 provides a full description of the fields and buttons in the Contact Details tab.

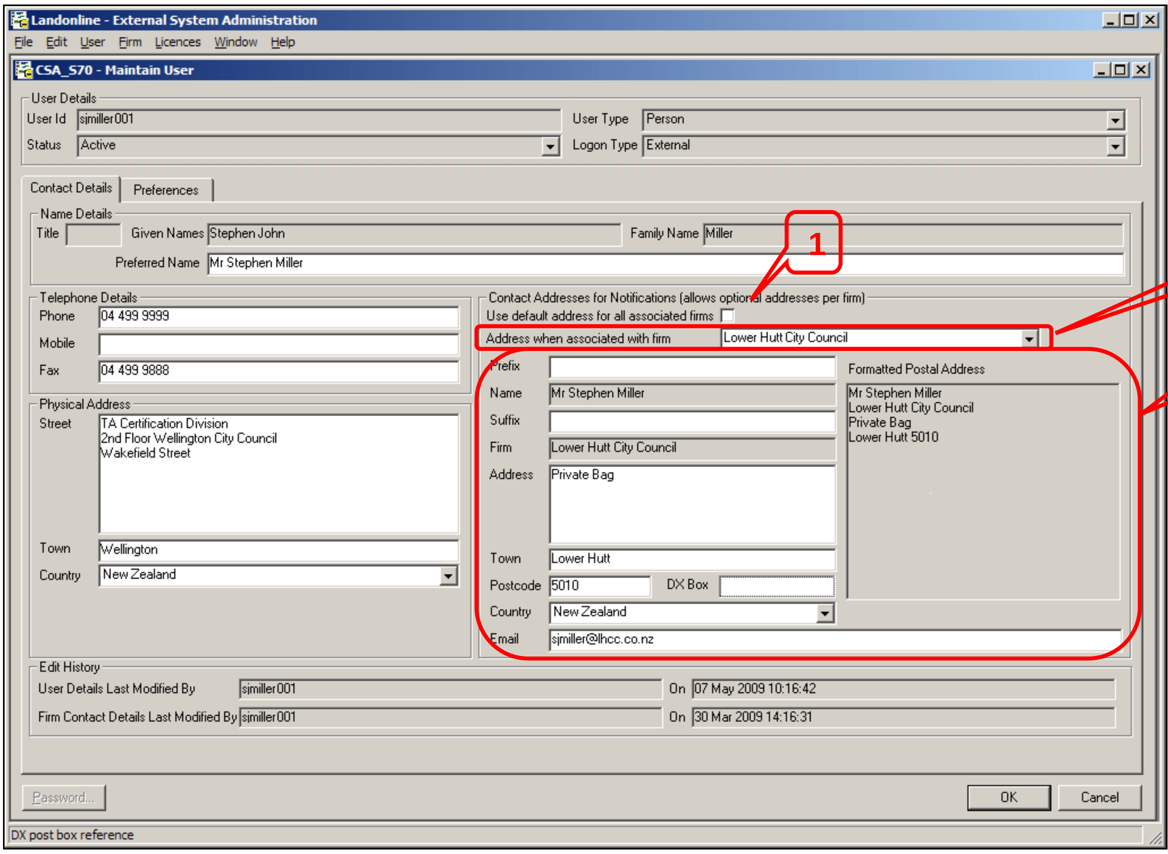
Field, Button or Area	Description
Name Details	Landonline displays the Title, Given Names and Family Name for the user. You cannot change these details.
Preferred Name	Enter your preferred name for addressed notices if different from any details entered in the Title, Given Names and Family Name fields. This is the way your name will display on notices sent to you.
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 notices regardless of which firm you represent. Uncheck if the address for notices differs for each firm you are associated with. The Address when associated with firm field displays below this field.
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 notices 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 name.
Suffix	Enter additional postal address information (eg your job position, department, building name) if required.
Firm	Landonline displays the name of your firm. This depends on whether you checked the Use default address for all associated firms checkbox: • If checked <firm name> displays in this field as a placeholder. When a notice is created, Landonline automatically inserts the name of the appropriate firm on the notice where <firm name> displays. • If unchecked, Landonline displays the name of the firm you selected in the Address when associated with firm field.
Address	Enter your postal address for notices. 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 notices.
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 notices (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 your name and postal address as you enter information into each field in the Contact Addresses for Notifications area.
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 3-12 Maintain User: Contact Details tab

3.8.1.2 Change the address for notices for an associated firm

You can select to have notices sent to you at each individual firm you are associated with instead of to your default address. Each firm's address can all be different and you don't have to be logged in to a firm to change their notice address details.

When you select this option, you must ensure the address details for each firm are current and correct.



Stephen Miller has unchecked the Use Default address for all associated firms checkbox in the Contact Details tab. He has selected to send notices for clients from Lower Hutt City Council to a different address from his default address. Stephen will then select each firm he is associated with to check the address for each is current and correct.

To change an address for notices for a firm you are associated with, 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 notices 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 that 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.

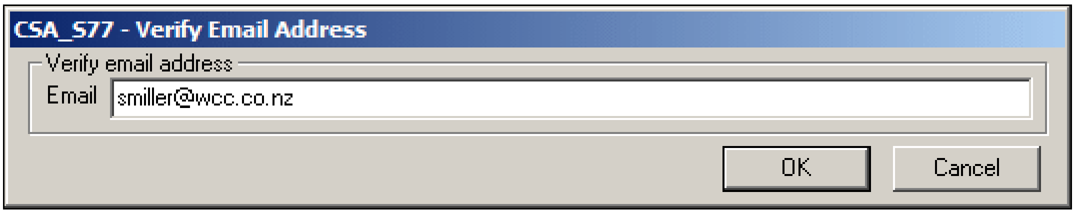
3. Enter or change address details for notices for the selected firm, as required.
    - If you enter or change your email address, see **3.8.1.3 Confirm the email address**.
    - Select File | Save to save changes entered for this firm.
4. Repeat step 2 and 3 for another firm you are associated with, if required.
5. To have all notices 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 OK to the message.
6. Select File| Save to save changes and remain in the screen, otherwise click OK 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 3-12**.
- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any of the fields in the Contact Details tab.
- When you save notice address details for a selected firm, the Edit History area displays the person who last modified the User Details and the date as well as the person us last modified the Firm Contact Details and the date.

3.8.1.3 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 for details of the Verify Email Address screen, if required.)
2. Click OK 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 Cancel 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.

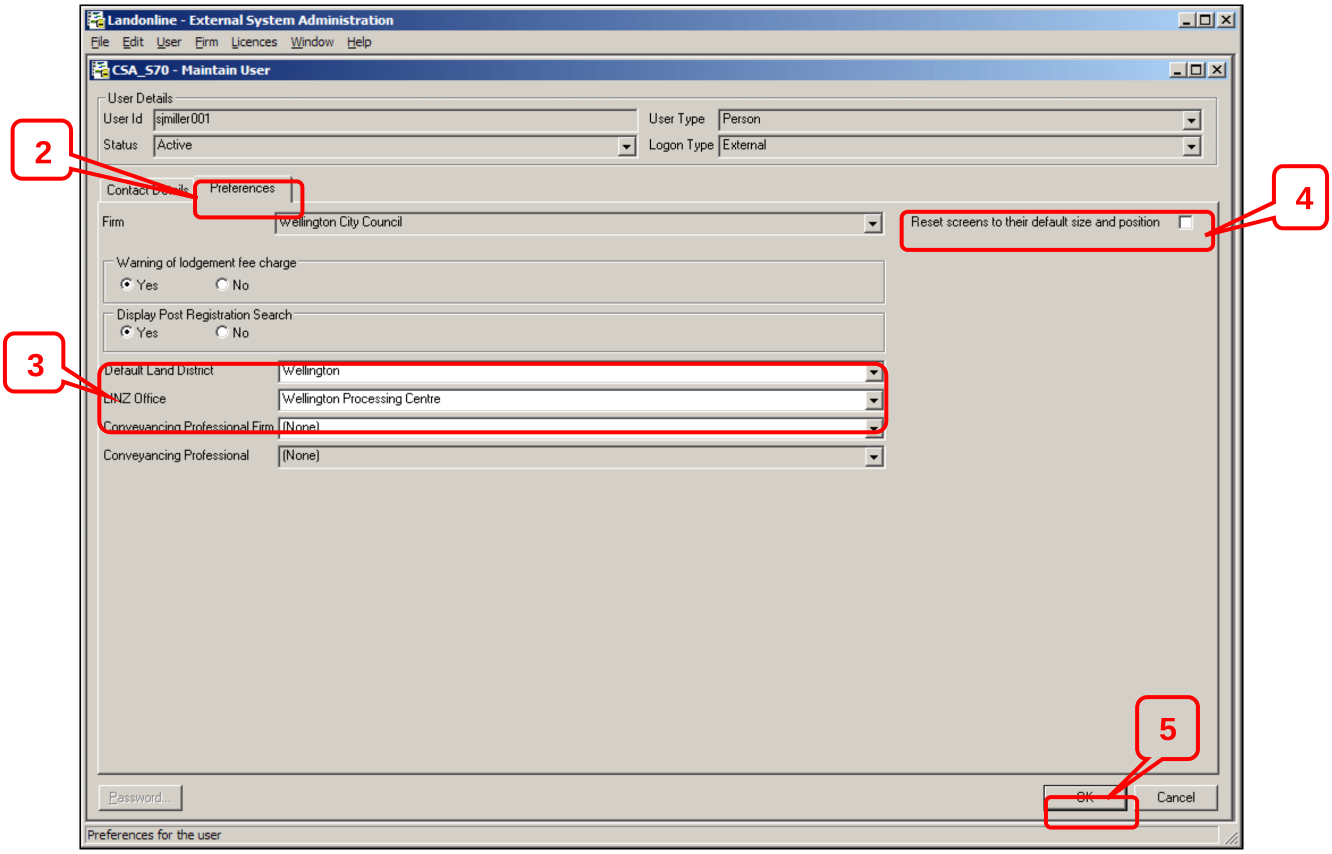
Table 3-13 Verify Email Address screen fields and buttons

3.8.1.4 Change your preferences

Your preferences determine such things as your:

- default Land District and LINZ office.
- reset screens to their default size and position (if required).

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.



Stephen Miller has selected the Preferences tab in the Maintain User screen.

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. 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.
5. 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: The Warning of Lodgement Fee Charge area and the Conveyancing Professional Firm and Conveyancing Professional fields do not apply to TA users. See **Table 3-14** for a full description of the fields in the Preferences tab.

Field / Area	Description
Warning of lodgement fee charge	TA users do not complete this field as it only applies to Conveyancing and Survey users.
Display Post Registration Search	TA users do not complete this field as it only applies to Conveyancing 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	TA users do not complete this field as it only applies to Conveyancing users.
Conveyancing Professional	TA 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 3-14 Maintain User screen: Preferences tab

3.8.2 Change password

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

3.8.2.1 Display the Change Password screen

To display the Change Password screen, inWorkspace:

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

3.8.2.2 Change your password

1. Display the Change Password screen. See topic **3.8.2.1 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 3-15** outlines the parameters you must work within to create your password.
4. Type you 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 lease one number, one lower case character and one upper case character.
Valid password characters	• a-z, A_Z, 0-9 • Hash (#), dollar ($), percent (%), ampersand (&), underscore (_), hyphen (-), full-stop (.), comma (,), less than symbol (<), greater than symbol (>) and space.

Table 3-15 Password parameters