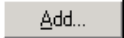


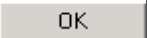




In the **Manage Survey Transaction** screen, complete the Survey Information tab and enter the Territorial Authority:


1. Complete the **Survey File Reference**, **Survey Purpose**, **Land District**, **Type of Dataset** and **Survey Description** fields.
2. Complete the **Previous Unit Plan Stage** field if required.
3. Search for the Surveyor to automatically complete the **Surveyor**, **Surveyor's Firm** and **Primary Contact** fields. Search to change the details in any of these fields as required.
4. Search for a **Legal Firm/Agent** if required. (This field may be completed later.)
5. Enter the number of Title References required in the **Additional No. of CT References** field.
6. Add the Territorial Authority in which the *e-survey* is located:
  - > Select the **TA Certification** tab.
  - > Select the **TA Name** from the drop down list. To add another TA click  and repeat this step.
7. Select **File | Save** to allocate a Survey Number to the *e-survey* and save the information.
8. Click  and search for other users who will work on this *e-survey*.
9. Click  to save the Survey Information and open the **Survey Capture** screen. You can also save using **Ctrl S**. Click  to save and close the window and return to **Workspace**.



Additional information is added in the Survey Header screen.



In **Survey Capture**:

1. Select **Search | Spatial View...** to display the **Spatial Display**.
2. Display the **Provisional Survey Plan Refs** layer so you can see the reference you add.
  - > If this layer is not displayed, select it from the **All Layers** tab and click 
3. Navigate to where you want to add the Survey Reference.
4. Select **Capture | Survey References | Add Survey Reference**.
5. Click in the **Spatial Display** where you want the Survey Reference added.
6. Repeat steps 3 to 5 for each additional Survey Reference you want to add.




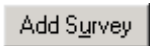
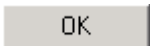
Open the **Survey Header** screen

In **Survey Capture**:

1. Select **Capture | Survey Header...**

### Complete additional Survey Header details

In the **Survey Header** screen:

1. Enter a Survey Finish Date.
2. Select a Survey Class and a Coordinate System.
3. Click  in the Comprised in Reference details area, to add details of all titles and documents affected by the *e-survey*.
4. Click  in the Referenced Survey area, to add details of other surveys referenced by this *e-survey*.
5. Click  to save and close the **Survey Header** screen.




You can update **Survey Header** information in either the **Manage Survey Transaction** screen or the **Survey Header** screen at any time after the Survey Number is allocated.



### Adopt a vector spatially

In **Survey Capture**:

1. Select **Search | Spatial View...** to display the **Spatial Display**.
2. Search for the survey you will adopt from.
3. Make the **Underlying Vectors** layer active and navigate to display the vector(s) you want to adopt.
4. Use  to select the existing vector(s) you want to adopt.
5. Select **Capture | Adopt Existing | Adopt Marks/Vectors** to adopt the vector(s).




When you adopt vectors they display in the **Vector Capture** screen. The associated marks are also adopted. These display in the **Mark List** screen.

*Continued on next page*



### Adopt a mark spatially

In **Survey Capture**:

1. Select **Search | Spatial View...** to display the **Spatial Display**.
2. Search for the survey you will adopt from.
3. Make the **Underlying Vectors** layer active and navigate to display the mark(s) you want to adopt.
4. Use  to select the existing marks(s) you want to adopt.
5. Select **Capture | Adopt Existing | Adopt Marks/Vectors** to adopt the mark(s).



When you adopt marks, they display in the **Mark List** screen.

### Capture a mark not recorded in Landonline.

In the **Mark Detail** screen:

1. Change the mark number in the Mark Ref field, if required.
2. Complete the Mark Type Abbrev, Mark No and Mark Plan Ref fields to create the mark name.
3. Select the Mark Type, Condition, Mark State and Purpose for the mark.
4. Enter a description of the mark in the Description field (optional).
5. Click **Next** to save the mark and clear the screen to capture another mark.
6. Click **OK** when all marks are captured to save and close the screen.

The screenshot shows the 'Mark Details' window in Landonline. The window title is 'CSC\_503b'. The form contains the following fields and controls:

- Mark Ref:** A text field containing '1007'. A yellow callout box labeled 'Step 1' points to this field.
- LoI Mark Id:** A text field.
- Link Mark...:** A button.
- Mark Type Abbrev:** A dropdown menu with 'PEG' selected.
- Mark No:** A text field.
- Mark Plan Ref:** A dropdown menu with 'DP 413374' selected.
- Unlink Mark:** A button.
- Name:** A text field containing 'PEG DP 413374'.
- Mark Type:** A dropdown menu with 'Peg' selected.
- Condition:** A dropdown menu with 'Reliably Placed/Found' selected. A yellow callout box labeled 'Step 3' points to this field.
- Mark State:** A dropdown menu with '1 - New' selected.
- Purpose:** A dropdown menu with 'Defined by Survey' selected.
- Nothing:** A text field.
- Easting:** A text field.
- Description:** A large text area. A yellow callout box labeled 'Step 4' points to this field.
- Mark Reliability Details:**
  - Action:** Radio buttons for 'Original' (selected), 'Renewed', and 'Disturbed'.
  - Date:** A text field.
  - LoI Mark:** A text field.
  - Annotation:** A text field.
  - New Search:** A button.

At the bottom of the window are three buttons: 'Next', 'OK', and 'Cancel'. A yellow callout box labeled 'Step 5' points to the 'Next' button, and another yellow callout box labeled 'Step 6' points to the 'OK' button.



If the mark was disturbed or renewed and is not recorded in Landonline, record details in the Description field.



### Capture disturbed or renewed marks that exist in Landonline.

In the **Mark Detail** screen:

1. Change the mark number in the Mark Ref field, if required.
2. Complete the Mark Type Abbrev, Mark No and Mark Plan Ref fields to create the mark name.
3. Select the appropriate Mark Type.
4. Select Damaged, Destroyed or Moved in the Mark Condition field.
5. Select the appropriate Mark State and Mark Purpose.
6. Enter a description in the Description field.
7. Select Renewed or Disturbed in the Mark Reliability Details area.
8. Click **New Search** to associate the mark to the Landonline position.
9. Enter an annotation in the Annotation field.

The screenshot shows the 'CSC\_S03b - Mark Detail' form with the following fields and values:

- Mark Details:**
  - Mark Ref: 1011
  - LoI Mark Id: [Empty]
  - Link Mark... [Button]
  - Unlink Mark... [Button]
- Mark Type Abbrev:** PEG
- Mark No:** VB
- Mark Plan Ref:** DP 390192
- Name:** PEG VB DP 390192
- Mark Type:** Peg
- Condition:** Damaged
- Mark State:** 1 - New
- Purpose:** Defined by Survey
- Nothing:** 808912 324
- Nothing:** [Empty]
- Nothing:** 398826 489
- Description:** Peg VB found on a
- Mark Reliability Details:**
  - Action:  Original  Renewed  Disturbed
  - Date: 24 Jan 2007
  - LoI Mark: PEG VB DP 390192
  - Annotation: Peg VB found on angle and half out of ground
  - New Search... [Button]

Buttons at the bottom: Next, OK, Cancel.



You only capture a mark as disturbed or renewed if the mark is previously recorded in Landonline.



## Capture right line vectors.

In the **Vector Capture** screen:

1. Enter the mark and vector information in the **Vectors** area.
2. Select the mark and vector details from the **Vector Details** area.
3. Select additional To Mark information in the **Mark Information** area.

Step 1

Step 2

Step 3

The screenshot shows the 'Vector Capture' window in Landonline. The 'Vectors' table has the following data:

Seq ID	From Mark Ref	To Mark Ref	Mark State	Mark Type	Abbrev	Mark No.	Mark Plan Ref	Vector Type	Bearing	Distance	Rep. Layer	Exc	BT	DT	Mark Type
1	1	2	2 - 000	IT			DP 235%	0 - Right Line	213.56300	136.500	0 - Nbdy	F	M	M	Iron Tube
2			2 - 210	IT			DP 235%	0 - Right Line	43.14800	134.530	0 - Nbdy	F	M	M	Iron Tube

The 'Vector Details' section shows:

- Base Type: Measured, Source: Point
- Dist Type: Measured, Source: Point
- Base Condition: [Dropdown]
- Survey Class: [Dropdown]
- Level: 0 - Nbdy
- Equip: Theodolite EDM

The 'Mark Information' section shows:

- Name: IT DP 235%
- Purpose: File
- Mark State: 2 - Dist
- Mark Type: Iron Tube
- Condition: Relatively Placed From
- Mark Details: [Link]



Provided the To Mark is captured, you can enter bearing only and distance only vectors.



## Capture arcs.

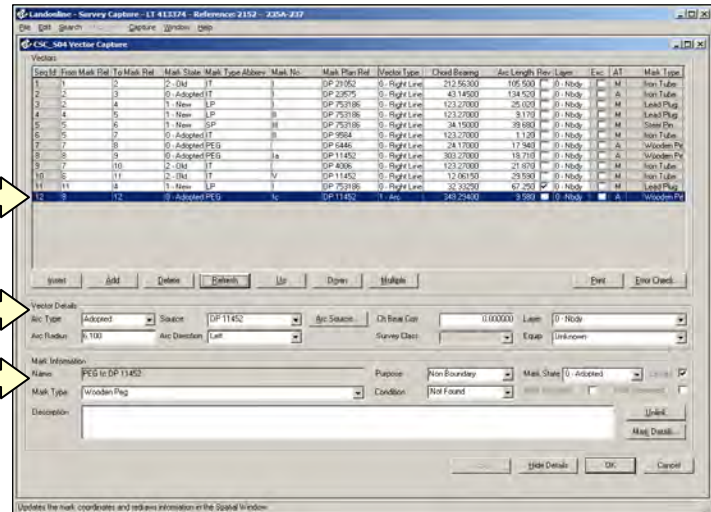
In the **Vector Capture** screen:

1. Enter the mark and vector information in the **Vectors** area.
2. Select the mark and vector details from the **Vector Details** area.
3. Select additional To Mark information in the **Mark Information** area.

Step 1

Step 2

Step 3



Landonline records arcs as either Left or Right.

- > **Left** Arcs proceed in a clockwise direction from the From Mark to the To Mark, ie ↻
- > **Right** Arcs proceed in an anti-clockwise direction, ie ↺






### Load an irregular boundary image

In **Survey Capture**:

1. Select **Search | Spatial View...** to open the **Spatial Display**.
2. Select **Capture | Irregular Boundaries | Load Irregular Boundary Image**.
3. Find the irregular boundary image file and open it.

### Specify the start and end marks for the irregular boundary

In the **Spatial Display**:




1. Make the Captured Marks layer active:
  - > Check the Captured Marks layer check box.
  - > Click  to display captured marks.
2. Specify the Start and End marks for the irregular boundary:
  - > Select **Capture | Irregular Boundaries | Capture Irregular Boundary**.
  - > Click to select the Start mark and click .
  - > Click to select the End mark and click .

*Continued on next page*



### Create the irregular boundary in Landonline

In the **Spatial Display**:


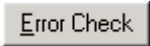


1. Make the Image Layer (eg User Image 1) active.
  - > Check the Image Layer check box to make it active.
  - > Click  and click 
2. Digitise the irregular boundary from the loaded image:
  - > Click the first point slightly away from the **Start** mark and then click points along the irregular boundary image.
  - > Double click the end point of the irregular boundary image, but make sure this double click is slightly away from the **End** mark.
3. View the irregular boundary in the *e-survey*:
  - > Check the Captured Parcel Bdy Lines Layer check box.
  - > Click 



Irregular boundaries load, by default, into the Primary layer. The layer can be changed in the **Line Layer** screen.



In the **Vector Capture** screen:

1. Click  to enable multiple selection of vectors.
2. Select all vectors required to complete the error check.
  - > Hold the Ctrl key and click to select each vector in the Vectors area.
  - > Provided vectors are all part of the same traverse, they can be selected in any order.
  - > Vectors do not need to be adjacent in the Vectors area.
3. Click .
4. View the results in the **Vector Error Check** screen.
5. Copy the report to the clipboard, print the report or save it.
6. Click  to close the report.
7. Click  to capture further vectors.



Error checks can also be performed in the **Spatial Display**.



To link, you should link at least the first mark manually, and the remaining marks automatically.

### Manual linking spatially

In the **Spatial Display**:

1. Make the Underlying Marks layer active.
2. Select **Capture | Link Marks | Manual**.
3. Select the captured mark to be linked.
4. Double click the mark that the captured mark will be linked to.
5. Refresh the **Spatial Display** (if Automatic Refresh is turned off).

### Automatic linking (recommended only when in an **SDC** area)

In the **Spatial Display**:

1. Make the Underlying Marks layer active.
2. Select **Capture | Link Marks | Automatic** and the proximity tolerance.
  - > Choose a tolerance appropriate to the accuracy of the underlying data (eg 0.03m Tolerance for a SDC area).



Marks can also be linked manually from the **Mark Detail** screen.



### Capture Parcel Details

1. Select **Capture | Parcel Capture** to display the **Parcel List** screen.
2. Click **Add...** to display the **Parcel Detail** screen.
3. Complete the Parcel Details area.
4. Enter the appellation for the parcel.
5. Click **OK** to save the parcel.
6. Capture details for all additional parcels as required.

The screenshot shows the 'CSC\_S07b - Parcel Detail' dialog box. It is divided into several sections:

- Parcel Details:** Contains fields for Action (set to 'Created'), Parcel Intent, Topology Class, Area (ha), and Appellation Format (set to 'General'). A 'Search...' button is also present.
- Identification:** Fields for CSC Parcel Id and LOL Parcel Id.
- Appellation Type:** Radio buttons for 'Simple' (selected) and 'Complex'. Checkboxes for 'Title' and 'Survey' are checked.
- Simple Appellation:** Includes a 'Part' checkbox, 'Parcel Type' (set to 'Lot'), 'Parcel Number', 'Plan Type' (set to 'Deposited Plan'), and 'Plan Number'.
- Complex Appellation:** Includes '2nd Parcel Type' (set to '(None)'), '2nd Parcel Number', 'Block Number', 'Plan/Registration Type' (set to '(None)'), 'Plan/Registration Number', 'Suffix' checkbox, and 'Lot Deposited Plan'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Annotations:


- Step 3:** Points to the 'Parcel Details' section.
- Step 4:** Points to the 'Simple Appellation' section.
- Step 5:** Points to the 'OK' button.

Continued on next page




### Link parcels to their spatial definition


In the **Parcel List** screen:

1. Select the parcel to be linked.
2. Click 

In the **Spatial Display**:

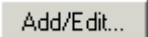
1. Select the spatial parcel that the parcel description will be linked to.
2. Click 



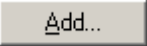

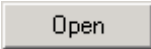
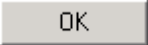
- > When you click  you are prompted to include missed marks. Include these when linking the first parcel in your *e-survey*.
- > Once parcels are linked, allocate title references using the **Title Allocation** screen.



In the **Manage Survey Transaction** screen:

1. Select the Supporting Document tab.
2. Click  to display the **Record Supporting Documents** screen.

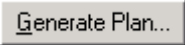
In the **Record Supporting Documents** screen:

1. Select  to add a row or  to display the **Select Image File** screen to attach one or more documents. You can select multiple files within a single folder by holding the **Ctrl** key while selecting the images to be attached.
2. In the **Select Image File** screen, locate the supporting document(s) on your computer. Click  to add the selected document(s).
3. Select the **Document Type** from the drop down list.
4. Enter comments of additional supporting information as required
5. Click  to return to the **Manage Survey Transaction** screen.






### Display the Spatial Window in Plan Generation

In the **Manage Survey Transaction** screen:

1. Select the Plan Generation tab.
2. Click  to display **Plan Generation**.
3. Select **Generate Plan | Define Plan Diagrams** to display the **Spatial Window**.

### Create user defined survey and title diagrams

In the **Spatial Window**:

1. Zoom to display the *e-survey* feature at the scale required for the diagram.
2. Click  for a Survey diagram,  for a Primary diagram, or  for a Non Primary diagram.
3. Select whether to define the diagram by Rectangle, Circle or Polygon.
4. Define the boundary of the diagram.



Landonline automatically defines a master survey and a master title diagram. Use this process to clarify any aspect of the master diagrams.

*Continued on next page*





### Label diagrams

In the **Spatial Window**:

1. Select **Generate Plan | Label User Defined Diagrams**.



### Add title (CT) boundary lines (optional)

In the **Spatial Window**:

1. Click  to display the Extinguished Lines Layer.
2. Select the required title boundaries.
3. Click  to add the selected title boundaries.

### Manually draw abutting and title boundary lines (optional)

In the **Spatial Window**:



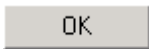
1. Select  for abutting boundaries, or  for title boundaries.
2. Click the start point and intermediate points along the line.
3. Double click to complete the line.

*Continued on next page*



### Maintain Diagram Layers of an Individual User Defined Diagram

In the **Spatial Window**:

1. Select  to display the **Maintain Diagram Layers** screen.
2. Select the **Name** of the User Defined Diagram (eg User Defined Primary).
3. Check the **Maintain Individual User Defined Diagrams** check box.
4. Return to the **Name** field and select the Individual User Defined Diagram (eg Diag A).
5. Select any optional layers required and click  to add them to the **Selected Layers** list.
6. Check the **Labels** check box for each layer you require labels for and click .

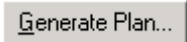


When you add the **Existing Parcels** layer to the **Selected Layers** list in the **Maintain Diagram Layers** screen, all boundaries and labels for this layer will default to display. If you only want to display labels when you add the diagram to a Layout Plan Sheet, uncheck the **Feature** checkbox.



### To display the Layout Plan Sheets screen

In the **Manage Survey Transaction** screen:

1. Select the Plan Generation tab.
2. Click  to display **Plan Generation**.
3. Select **Generate Plan | Layout Plan Sheets** to display the **Layout Plan Sheets** screen.




When you open this screen, Landonline generates all diagrams that were defined in the **Spatial Window**.

If the plan is very large or complex, you can create a request to generate the layout plan sheets by batch process. You do this in the **Plan Generation** tab of the **Manage Survey Transaction** screen.

### To add the Non Primary diagram and user defined diagrams to plan sheets

In the **Layout Plan Sheets** screen:

1. Select the plan sheet required (ie Title or Survey) and the page you want to add the diagram to.
2. Select the diagram to be added from the diagram list.
3. Click .
4. Drag the diagram to the required location on the page.




The name of the diagram in the list changes from black to grey.

*Continued on next page*



### To generate the CSD Plan and Title Plan

In the **Layout Plan Sheets** screen:

- > Click  to generate the graphic images and close the **Layout Plan Sheets** screen. You receive a **Plan Compilation Notice** in your **My Messages** folder in Workspace with the generated plan files attached.




In the **Layout Plan Sheets** screen you can:

- > Add text and lines where required.
- > Resize diagrams.
- > Rotate labels, coordinates, lines and text.
- > Show or hide labels or make them invisible.
- > Distort part of a user defined diagram to clarify details.





### Pre-validate online

In the **Manage Survey Transaction** screen:

1. Select the Pre-validate tab.
2. Click 

### Pre-validate using the batch process

In the **Manage Survey Transaction** screen:

1. Select the Pre-validate tab.
2. Check  Batch Pre-validate 
3. Click 
4. Close the **Manage Survey Transaction** screen.



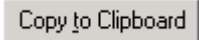
Batch processing occurs throughout the day. You receive notification by your preferred method when this has been completed.

*Continued on next page*



### View pre-validation results

In the **Manage Survey Transaction** screen:

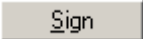
1. Select the Pre-validate tab.
2. View pre-validation results in the Report area once the pre-validation completes.
3. Click  to copy the pre-validation details for pasting into a text-editing tool, eg Microsoft Word (optional).



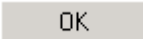
Each pre-validation of your *e-survey* replaces the previous pre-validation results.



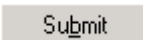
In the **Manage Survey Transaction** screen:

1. Select the Submit tab.
2. Click  to display the **Confirm Fee Charges** screen.

In the **Confirm Fee Charges** screen:

1. View fees and add notes as required.
2. Click  to display the **Sign Survey Dataset** screen.

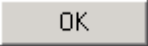
In the **Sign Survey Dataset** screen:

1. Scroll to review the Cadastral Survey Dataset Summary.
2. Click  to display the **Enter Landonline Password** screen.

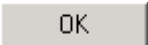
*Continued on next page*




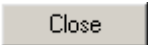
In the **Enter Landonline Password** screen:

1. Type your Landonline password.
2. Click  to display the **Unlock Certificate File** screen.

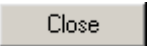
In the **Unlock Certificate File** screen:

1. Select your digital certificate.
2. Enter your passphrase.
3. Click  to display the **Digital Signing Status** screen.

In the **Digital Signing Status** screen:

1. Click  to print the results of the submission process.
2. Click 

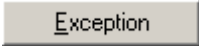


If you click  in the **Digital Signing Status** screen before you print the submission results, you will be unable to print the submission results as proof of submission.




Exception processing is only available for an *e-survey* that has failed submission.

In the **Manage Survey Transaction** screen:

1. Select the Pre-validate tab.
2. Click  to display the **Exception Process** screen.

In the **Exception Process** screen:

1. Enter reasons explaining why the *e-survey* requires exception processing in the New Comments area.
2. Click .



An *e-survey* may fail submission due to conflicts between the *e-survey* and underlying data. Exception processing flags the *e-survey* as requiring further investigation by LINZ.



A surveyor can create a package of certificates for TA Certification.

In the **TA Certification** tab of the **Manage Survey Transaction** screen:

3. Select the **TA Name** and check the **Certification Required** checkbox.
4. Click **Certification...** to display the **Manage TA Certification** screen.
5. Select the package in the tree.
6. Select the name of each certificate to include in the package.
7. Click **Add Certificates** to add the selected certificates to the package.
8. Select the first certificate in the tree.
9. Enter the value in the **Field Value** field (if applicable) and press **Tab**. Repeat for other values for the certificate as required. The details display in the **Certificates Preview** area.
10. Repeat steps 6 and 7 for each certificate.
11. To change the order of certificates, select the certificate in the tree and click **Move Up** or **Move Down** until it is in the correct order.

