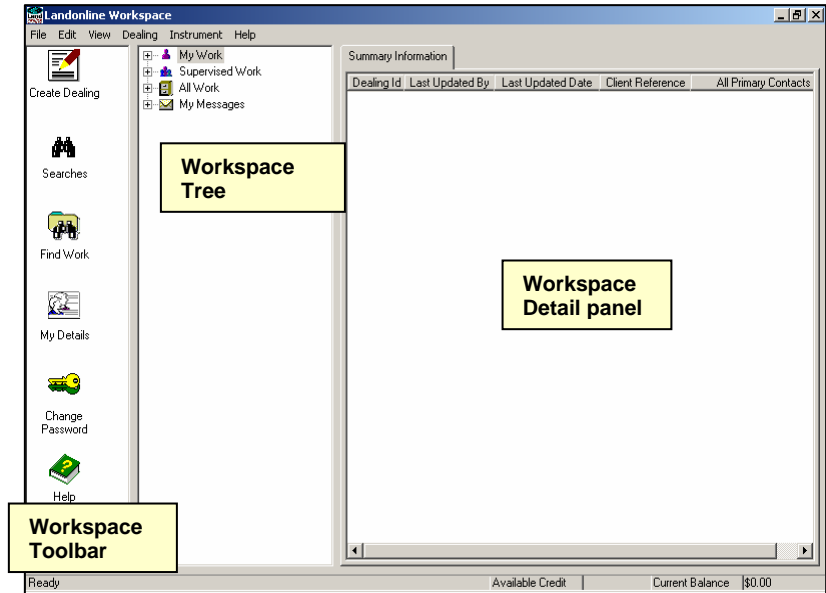




Workspace displays every time you log on to Landonline.

Workspace has three main areas:

- > **Workspace Toolbar**
Use the icons in the Workspace Toolbar to access parts of Landonline.
- > **Workspace Tree**
Expand the Workspace Tree to access transactions and messages.
- > **Workspace Detail panel**
Use the Workspace Detail panel to view transactions and messages.








Continued on next page



Workspace Tree

The Workspace Tree lists all work available in your firm. Work displays in four folders:

- >  **My Work**
Displays all work for which you are a Primary Contact.
To see the instruments you are working on expand the tree for an *e-dealing*.
- >  **Supervised Work**
Displays the names of all Primary Contacts who are working on *e-dealings* for which you are the Conveyancing Professional.
- >  **All Work**
Displays the names of all people in your firm with a Landonline Digital Certificate.
To see the work a person is involved with, expand the tree.
- >  **My Messages**
Displays a list of messages sent to you about transactions. These messages can have attachments.
 **My Messages** indicates a message has been added to your My Messages folder.

Refresh Workspace

You can refresh Workspace at any time to display the latest information and messages:

1. Select **View | Refresh**.



You view messages in **Workspace** in the:

- > **Messages** tab for a selected *e-dealing*, instrument or *e-survey*.
- > **My Messages** folder for messages sent to you.

Refresh

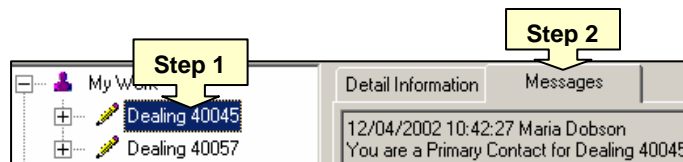
To **view** the latest messages in **Workspace**:

1. Select **View | Refresh**.

Messages for a selected *e-dealing*, instrument or *e-survey*

To **view** messages:

1. Select the *e-dealing*, instrument or *e-survey* in the **Workspace Tree**.
2. Click the **Messages** tab in the **Workspace Detail** panel.



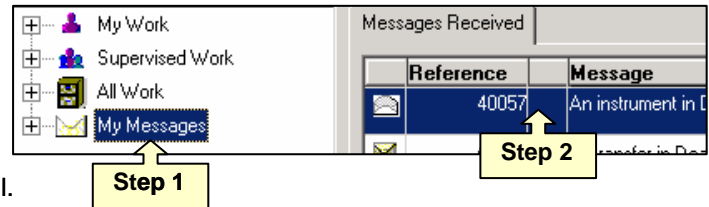
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My Messages


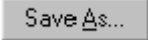
To **view** messages in the **My Messages** folder:

1. Click the **My Messages** folder. The messages are listed in the **Messages Received** tab in the Workspace Detail panel.
2. Select the message you require to display the content and any associated attachments in the Details area.



Message Attachments

To **save** a message attachment:

1. Select  for the message attachment in the Details area.
2. Click .
3. Specify the location on your computer where you want to save the attachment.
4. Click **OK** to save.



When Landonline detects a new message, the **My Messages** icon in the Workspace Tree changes from  to .



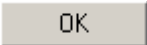

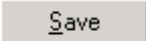
Information you can save for an *e-dealing* is:

- > The Detail Information of the *e-dealing*.
- > The Detail Information of each instrument in the *e-dealing*.
- > All messages for the *e-dealing* and instrument(s), and associated messages in My Messages.

Information you can save for an *e-survey* or instrument in an *e-dealing* is:

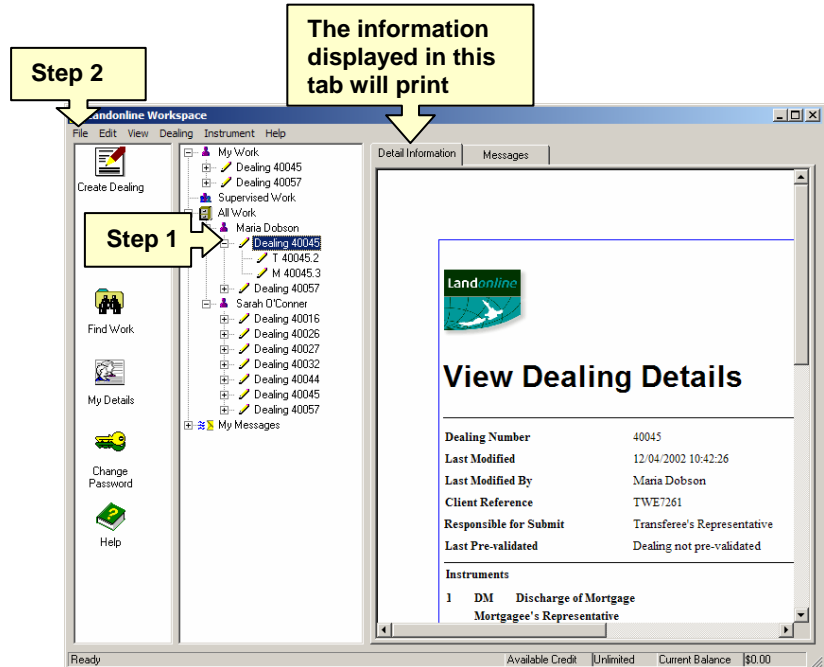
- > The Detail Information for the *e-survey* or instrument.
- > Messages for the *e-survey* or instrument

To **save** information:

1. Select the *e-dealing*, instrument or *e-survey* in the Workspace Tree.
2. Select **File | Save As...** A message displays advising you to individually save each page to a file if you want to save all details for the *e-dealing*, instrument or *e-survey*.
3. Click  to display the **UniPrint Preview** screen.
4. Click  to display the **Save As** screen.
5. Specify the location on your computer to save the file to and click 




To **print** the Detail Information for an *e-dealing*, instrument or *e-survey*:

1. Select the item in the Workspace Tree.
2. Select **File | Print...** to display the **UniPrint Preview** screen.
3. Click **Print** to display the **Print** screen.
4. Select your printer options.
5. Click **Print**





To find an *e-dealing*:

1. Click  in the Workspace Toolbar area to open the **Find Dealing Work** screen.
2. Enter your Search Criteria in at least one field (eg Dealing Number, Title Reference).
3. Click  to display the results in the Search Results area.
4. Highlight the required *e-dealing* from the Search Results.
5. Click  to locate the *e-dealing* in the Workspace Tree. The **Find Dealing Work** screen minimises and remains open.

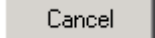
The screenshot shows the 'Find Dealing Work' dialog box with the following fields and buttons:

- Search Criteria:** Dealing Number, Dealing No, Title Reference, Family Name, Given Names, Corporate Name, Primary Contact, Conveyancing Professional.
- Buttons:** Search Now, New Search, Select, Search (for Primary Contact and Conveyancing Professional), Cancel.
- Search Results:** A table with columns: Dealing Number, Last Updated By, Last Updated Date.

Numbered steps are indicated by yellow boxes with arrows:

- Step 2:** Points to the Dealing Number field.
- Step 3:** Points to the Search Now button.
- Step 4:** Points to the Search Results table.
- Step 5:** Points to the Select button.




- > After performing a search, you must maximise the **Find Dealing Work** screen if you want to select another Dealing Number from the Search Results area or perform a new search.
- > Click  to close the **Find Dealing Work** screen.



Change your contact details and preferences.

In **Workspace**:

- > Click  to display the **Maintain User** screen.
- > Change your contact details as required in the **Contact Details** tab.
- > Select the **Preferences** tab and change your preferences as required:
 - > Select Yes or No in the Warning of Lodgement Fee Charge area.
 - > It is recommended the default setting of **Yes** remains unchanged.
 - > Select where notices will be sent in the Destination of Notices field (ie Firm or User).
 - > Select whether to request search products in the Display Post Registration Search area (when submitting *e-dealings*).
 - > Select your preferred Notifications Medium (eg, email).
 - > Select your default Land District and LINZ office.
 - > Select the firm and name of your preferred Conveyancing Professional if you are a Primary Contact in a conveyancing firm (Conveyancing only).




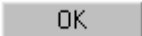
Your contact details must support your preferred notifications medium.

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Change your password

In **Workspace**:

1. Click  to display the **Change Password** screen.
2. Enter your old password in the Old Password field.
3. Enter your new password in the New Password field.
4. Enter your new password again in the Re-enter New Password field.
5. Click .



Your password must be between eight and ten alpha-numeric characters. Please note: Release 3.0 will increase this to be between eight and twenty alpha-numeric characters.