

APPENDICES

Appendix A: Mandatory notice types

Table A-1 lists mandatory notices sent from Landonline. It also details whether each notice is required by statute and the method by which it is sent. For more information about mandatory notice types, see **3.6 Maintain notice preferences**.

Code	Description	Required by Statute	Method Sent
A145	Application to Lapse under s145A Notice	Yes	Print
ACAP	Notice of Application for Accretion	Yes	email
ADJN	Adjoining Owner Notice	Yes	email
CAVN	Caveat Notice	Yes	email
DMLI	Notice to company when mortgage of licence to occupy discharged	Yes	email
EREF	<i>e-dealing</i> Refusal Notice	No	email
EREJ	<i>e-dealing</i> Notice of Rejection	Yes	email
EREQ	<i>e-dealing</i> Requisition Notice	No	email
JFH6	JFH Six-month Notice	Yes	Print
JFHA	JFH Advertisement	Yes	email
JFHC	JFH Caveat Notice	Yes	email
MLIC	Notice to company when licence to occupy mortgaged	Yes	email
NCLN	Notice of Claim Notice	Yes	email
NORE	Notice to persons entitled to an interest under an Easement	Yes	email
R145	Finalisation of 145 application	No	email
RCON	Registration Confirmed	No	Print
READ	Removal of Easement Advertisement	Yes	email
REFN	Refusal Notice	Yes	Print
REJN	Rejection Notice	Yes	Print
REQN	Requisition Notice	Yes	Print
REVA	Retirement Villages Act 2003 - Section 22	No	Print
S145	S145 Notice	Yes	Print
WDLG	Withdraw Dealing	No	Print

Table A-1 Mandatory Notices Types

Appendix B: Notice screen information

Search Notice screen

Field or Button	Action
Notice Status	Select the status of the notice(s) from the drop down list. These are: <ul style="list-style-type: none"> Complete - successfully sent. Failed - sent but delivery failed for at least one recipient (eg user account details incorrect). Error- failed due to a technical error (eg mandatory data missing). Contact LINZ Customer Support for more information.
Notice Type	Select the type of notice from the drop down list.
Notice Id	Enter the unique code to identify the notice (if known) to limit your search to a specific notice.
Created by	Enter the user Id of the person who originally created the notice. If you need to search for the user Id for a person, click Search... to locate the person.
Firm	Landonline displays the name of the firm. This is the firm you are currently logged in under. You cannot change the firm name. All searches will be limited to notices sent to your firm or members of your firm.
Recipient	Landonline displays your user Id as the notice recipient. Delete your user Id in this field (ie leave it blank) to search for all notices sent to your firm, or click Search... to find the user Id of another user in your firm.
From	Enter the start date range for the notice(s) sent. Use the format dd/mm/yyyy. This currently defaults to the Landonline Release 3.2 date (ie 25 May 2009). You can change the date, if required or leave this field blank.
To	Enter the end date range for the notice(s) sent. Use the format dd/mm/yyyy. You can leave this field blank.
Dealing Id	Enter a unique dealing Id to limit your search to notices related to that specific dealing. (Ensure the date range fields are blank.)
Inst No	Enter an instrument number to limit your search to notices related to that specific instrument. (Ensure the date range fields are blank.)
Title Reference	Enter a title reference to limit your search to notices related to that specific title. (Ensure the date range fields are blank.)
Supp Doc Id	Type the unique document Id to limit your search to notices related to that specific supporting document. Click Search... to identify the supporting document Id. (Ensure the date range fields are blank.)
Survey Number	Type the survey number to limit your search to notices related to that specific survey (eg DP 123456). If you don't know the survey number, click Search... to identify the number. (Ensure the date range fields are blank.)
Search Now	Click to search for notices based on your entered criteria.
New Search	Click to clear the screen so you can enter new search criteria.
Search Results	Landonline displays details of the notice(s) found which match your search criteria. The results display the following information for each notice found; Notice Id, Notice Type, Status Transaction Number Subject (ie summary text) and Date Last Sent. You can sort these columns as required.
View...	Click to view the selected notice. If you select a notice with: <ul style="list-style-type: none"> one recipient, the Notice Viewer screen displays. multiple recipients, the Notice Recipients screen displays first for you to select one of the recipients. This button is disabled when you select multiple notices.
Attachments...	Click to display the Notice Attachment screen to view or print image(s) attached to the selected notice. This button is disabled when you select multiple notices.
Print...	Click to print the selected notice(s) and any attachments without viewing. Notices for any recipient from another firm will not be printed. Generally a separate notice document will exist for each recipient of a notice (only the address at the top of the notice will differ). Therefore, when there are multiple recipients you will print multiple documents for the same notice.

Field or Button	Action
Save As...	Click to save the list of notices displayed in the Search Results area to a file in CSV format (ie Comma Separated Values format).
History...	Click to display the Notice History screen with details of the selected notice(s).
Cancel	Click to cancel your search and close the screen.

Table B-1 Search Notice screen fields and buttons

Notice Viewer screen

Field or Button	Action
Summary Text...	Click to display the Notice Summary Text screen to view the text used for this notice. Summary Text is the text that displays in the subject line of email and/or online messages.
Print...	Click to print the notice document you are viewing. To print any attachments you will need to view each attachment and use the print option while viewing it.
Save As...	Click to save the notice to a location on your computer. Landonline saves the notice in .rtf format (ie Rich Text format). Note: Any attachments to the notice are not saved. To save any attachments you will need to view each attachment and use the save option while viewing it.
Cancel	Click to close the screen.

Table B-2 Notice Viewer screen fields and buttons

Notice Recipients screen

Field or Button	Action
Notice Id	Landonline displays the unique number for the notice.
Notice Type	Landonline displays the type of notice.
Landonline Customer	Landonline displays the list of customers to receive the selected notice. This area displays the User Id, Name and Firm Name of each recipient.
View...	Click to display the Notice Viewer screen with details of the notice for the selected Landonline customer recipient. Note: You will not be able to view the notice if the recipient was not a member of your currently associated firm at the time the notice was created.
Non Landonline Recipient	Landonline displays the list of non Landonline recipients for the selected notice. This area displays the Name, Firm Name and email address of each recipient. You cannot view a notice for a non Landonline recipient.
View...	Click to display the Notice Viewer screen with details of the notice for the selected non Landonline recipient.
Cancel	Click to cancel selection of a recipient and return to the previous screen.

Table B-3 Notice Recipients screen fields and buttons

Notice Summary Text screen

Field or Button	Action
<text field>	Landonline displays the text used in the subject line of all email and/or online messages sent to recipient(s) of the notice.
Cancel	Click to close and return to the previous screen.

Table B-4 Notice Summary Text screen fields and buttons

Notice Attachment screen

Field or Button	Action
Attach Local	This area is only available for LINZ internal users.
Retrieve Landonline	This area is only available for LINZ internal users.
Attachments	Landonline display details of files attached to the notice.

Field or Button	Action
Notice Id	Landonline displays the unique number for the notice.
Size (Mb)	Landonline displays the total file size (in megabytes) of all files attached to the notice.
Description	Landonline displays the name(s) of the file attached to the notice. The name depends on whether the file was attached from a local drive or a Landonline transaction. More than one attachment can be listed, for example: <ul style="list-style-type: none"> • C:\My Documents\Clients\filename.tif • WNA1/441 - Title Plan
Size (Mb)	Landonline displays the size (in megabytes) of the file attached.
View	Click to display details of the selected attachment. The screen that displays depends on the file format of the selected file: <ul style="list-style-type: none"> • Notice Viewer screen (for an rtf file). • View Image screen (for a tif or jpg file).
Search Results	This area is only available to LINZ internal users.
Cancel	Click to close and return to the previous screen.

Table B-5 Notice Attachment screen fields and buttons

Notice History screen

Field or Button	Action
Notice Id	Landonline displays the unique number for the notice.
Transaction Number	Landonline displays the number of the transaction linked to the notice (if appropriate).
Notice Type	Landonline displays the type of notice.
Despatch Method	Landonline displays a tick (✓) to indicate the method(s) by which the notice was sent (ie by Print, Email, Online Message, Email Copy to Firm).
Despatch Successful	Landonline displays a tick (✓) to indicate the method(s) by which the notice was successfully delivered (ie by Print, Email, Online Message, Email Copy to Firm). If the notice has a status of Error, there will be no ticks.
Email	Landonline displays the email address recorded for the recipient at the time of despatch.
Email to Firm	Landonline displays the email address recorded for the recipient's firm at the time of despatch.
Printer Name	Landonline displays the name of the printer used for printed notices (if appropriate).
Dispatched Date	Landonline displays the date on which the notice was sent.
Superceded	Landonline displays a tick (✓) to indicate the notice has been superceded by a later version. Otherwise this will be blank. Note: A superceded notice will be annotated with a reference to the notice Id that has superceded it.
Recipients	Landonline displays the name of all recipients of the notice (ie Landonline customers and non Landonline recipients). This area also indicates the Initiator of the notice and displays the File Size (if applicable).
View...	Click to display the Notice Viewer screen with details of the notice for the selected recipient. Note: You will not be able to view the notice document if the recipient was not a member of your currently associated firm at the time of creation of the notice.
Next	Click to display the history details for the next notice. This button only displays if you selected more than one notice from the Search Results area in the Search Notice screen.
Cancel	Click to close the screen.

Table B-6 Notice History screen fields and buttons

Notice Preference Editor screen

Field or Button	Action
User Id or Firm Id	Landonline displays either the: <ul style="list-style-type: none"> • User Id for the user currently logged in, or • Firm Id for the firm if the System Manager is currently logged in.
User Type	Landonline displays the type of user (ie Corporate or Person).
Status	Landonline displays the status of the user.
Logon Type	Landonline displays the type of logon for the user.
Associated Firm or Associated User	Landonline displays the name of the associated firm or user. <ul style="list-style-type: none"> • For an individual user the firm name defaults to the firm you are currently logged on. This field will be disabled if you are only associated with one firm. If you are associated with multiple firms, select the name of the firm from the drop down list, as required. • For a System Manager, this field defaults to your name and contains a list of all users currently associated with your firm. Select the name of the user you require from the drop down list.

Table B-7 Notice Preference Editor screen fields and buttons

Notice Preference Editor screen – Firm Notice Delivery Method tab

Field or Button	Action
Firm	Landonline displays the name of your firm (ie the firm you are currently logged in under).
Email	Landonline displays the email address of the contact person for the firm.
Formatted Postal Address	Landonline displays the postal address of the contact person for the firm.
Notice Type	Landonline displays the type of notice.
Mandatory Delivery Method	Landonline displays the mandatory output (ie delivery) method for the notice type. These methods are: <ul style="list-style-type: none"> • Email (ie a copy must be sent by email) • Print (ie a copy must be printed and dispatched by surface mail) • Firm/User Preferences (ie no mandatory delivery method specified for this notice type)
Delivery Address	Landonline displays the delivery address for the notice type. This can be: <ul style="list-style-type: none"> • Firms Office - Send to the firm. This is the default option when the mandatory delivery method is Print. To change this, the System Manager can select User Defined from the drop down list (if required). • User Defined – The delivery method defined by the user. Can only be changed by a System Manager if the mandatory delivery method is Print (see previous bullet). • N/A - This option automatically displays for a non-mandatory notice type (ie when the mandatory delivery method is Firm/User Preferences). Cannot be changed by a System Manager.
Email Firm a Copy	Check to indicate the firm requires an email copy of all notices of this type that are sent to users in the firm. Leave unchecked (the default) if the firm doesn't require a copy for this notice type.
Edit History	Landonline displays the name of the person who last modified the selected notice delivery preference for the selected notice type and the date. You cannot change these details.

Table B-8 Notice Preference Editor screen – Firm Notice Delivery Method tab fields and buttons

Notice Preference Editor screen – User Notice Delivery Method tab

Field or Button	Action
Set these preferences for all firms	This button is only active when the user is associated with more than one firm. Click to copy the notice delivery preferences currently displayed in this tab for the current firm and copy them to all other firms you are associated with. Note: This will overwrite any existing notice delivery preferences you set for other firms you are associated with.

Field or Button	Action
Notice Type	Landonline displays the type of notice.
Mandatory Delivery Method	Landonline displays the mandatory output (ie delivery) method for the notice type. These methods are: <ul style="list-style-type: none"> Email Print Firm/User Preferences (as set in the User Contact Details tab)
Email (Optional)	Check to indicate you would like an email copy of all notices addressed to you for the selected notice type. Leave unchecked if you don't want to receive a copy by email. Note: If the notice type has a mandatory delivery method of email or print, you will also receive a copy by the mandatory delivery method, irrespective of any choice you make here.
Online Message (Optional)	Check to indicate you would like a Workspace message for all notices addressed to you for the selected notice type (ie send a copy of the notice to your My Messages folder in Workspace). Leave unchecked if you don't want to receive an online message. Note: If the notice type has a mandatory delivery method of email or print, you will also receive a copy by the mandatory delivery method. If you checked the Email checkbox and the mandatory method is Email for the notice type, you will only receive one email.
Printed Notices	Landonline displays the destination for mandatory notices that are printed. This depends on the option selected for the user and/or the firm. The options that display in this field are: <ul style="list-style-type: none"> Send to User (ie the address specified by the user) Send to Office (ie to the user c/- the firm's address specified by the System Manager) N/A (ie a non-mandatory notice)
Edit History	Landonline displays the name of the person who last modified the selected notice delivery preference for the selected notice type and the date. You cannot change these details.

Table B-9 Notice Preference Editor screen – User Notice Delivery Method tab fields and buttons

Notice Preference Editor screen – User Contact Details tab

Field or Button	Action
Title	Landonline displays your title (if recorded).
Given Names	Landonline displays your given name(s).
Family Name	Landonline displays your family name.
Preferred Name	Replace this text with your preferred name (if required). This field allows you to enter the name you would prefer to be addressed by when being contacted by Landonline support staff and in any notifications sent to you by Landonline. By default it will contain a concatenation of your official Title, Given Name and Family Name.
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. This is the default setting. Uncheck if the address for notices differs for one or more firms you are associated with. The Address when associated with firm field displays below this field. It is also used for any firm for which you have not defined a unique address (ie where you have left their address details blank).
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 preferred name.

Field or Button	Action
Suffix	Enter additional postal address information (eg your job position, department, building name) if required.
Firm	Landonline displays the name of your firm. The details displayed depend on whether you checked the Use default address for all associated firms checkbox: <ul style="list-style-type: none"> 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 currently have 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 Postbox 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 a preview of how your currently entered address details will display on notices generated from Landonline.
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 B-10 Notice Preference Editor screen – User Contact Details tab fields and buttons

Verify Email Address screen

Field or Button	Action
Email	Enter the same email address you entered in the User 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 User Contact Details tab.
Cancel	Click to cancel re-entering your email address and close the screen and return to the previous screen.

Table B-11 Verify Email Address screen fields and buttons

Appendix C: View Image screen information

View Image screen

Field or Button	Action
OK	Click to close and return to the previous screen.

Table C-1 View Image screen fields and buttons

View Image icons
















Menu, Icon or Field	Action
 Menu Function Menu	Select the function you require from the list of options. All icon functions can also be accessed from this menu. For more information, refer to the <i>e-search User Guide</i> .
 Print	Click to print one or more pages of an image. The Print screen displays and you can select the print options you require.
 Previous Page	Click to display the previous page (if applicable).
 Next Page	Click to display the next page (if applicable).
 Fit To Width Zoom Display Size	This field displays between the  and  icons. Select the fixed display option you require from the drop down list. Alternatively, type the size in which to display the image directly into the field.
 Rotate Left	Click to rotate the image 90° to the left (ie anti-clockwise).
 Rotate Right	Click to rotate the image 90° to the right (ie clockwise).
 Drag	Click and drag the visible area of the image to move it in any direction. This is also known as the Pan icon.
 Zoom In	Click to zoom in to decrease the scale of the image. Each time you click the image, it displays larger.
 Zoom Out	Click to zoom out to increase the scale of the image. Each time you click the image, it displays smaller.
 Rectangle Selection	Click and select the rectangular area you require to print, copy to the clipboard or create a thumbnail.
 Zoom Area	Click to zoom in to an area of the image selected. The selected area enlarges to cover the screen. If required, use the  (Drag) icon to move and view the image.

Table C-2 View Image icons