3 NOTICES

3.1 Overview

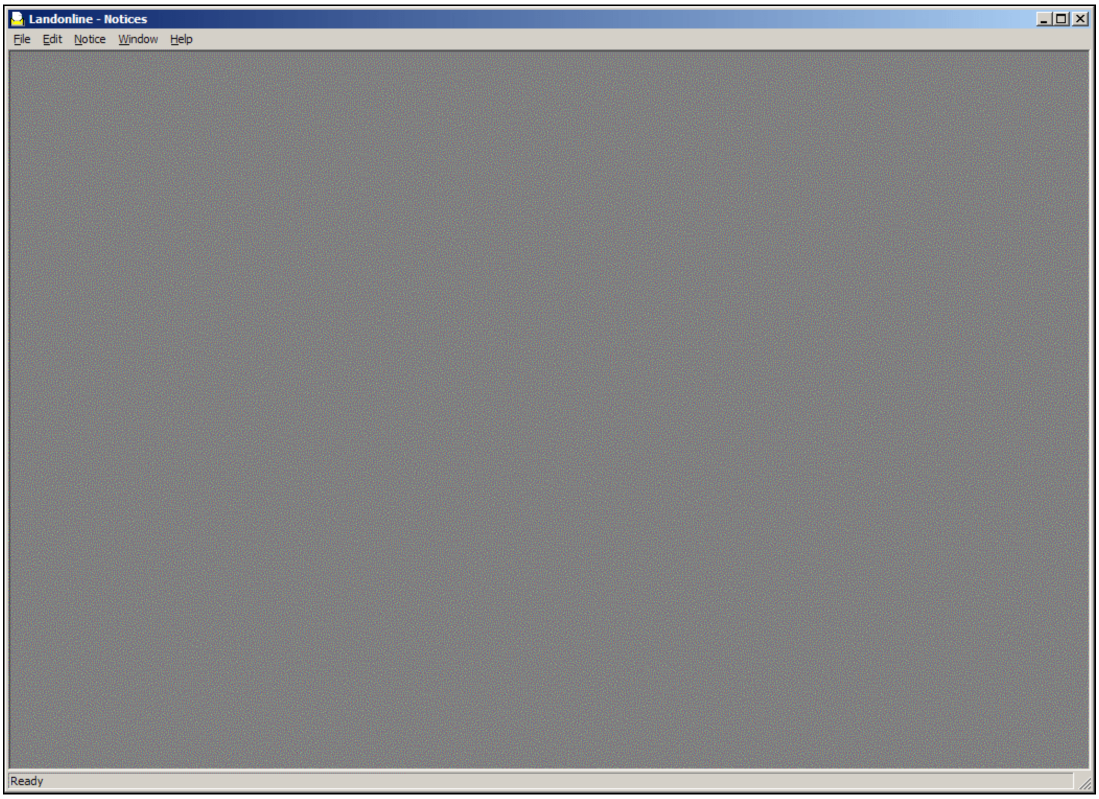
The Notices sub-system allows you to set your notice preferences for each type of notice and choose whether to receive them by email, workspace message, or both. For some notice types, you may even choose not to receive a copy at all.

The preferences you set will not prevent the notice from being generated. All generated notices are stored and available for you to view in Notices.

In Notices you can also search for notices sent to you, your firm or other users in your firm. This chapter explains how to:

- access the Notices sub-system
- search for notices
- view, print and save details of a notice
- view the history of a notice
- maintain notice preferences.

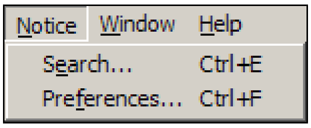
3.2 Access Notices



To display Notices, in Workspace:

1. Click (Notices) from the Workspace toolbar.

3.2.1 Notices menu



There are two options in the Notices menu. These options allow you to:

- search for notices
- maintain notice preferences for a user and for a firm.

3.3 Search for notices

You can search for notices sent to you, your firm, or to any other user in your firm using the Search Notice screen. The notices you search for can have a status of:

- Complete
- Failed
- Error

A notice with a status of Failed indicates that some delivery information for a recipient is missing or incorrect. Even though the notice may have been successfully sent to some of the recipients of this notice, it will display a status of Failed.

You cannot view details or perform any other functions for a notice with a status of Error.

If you have not received a notice, check that your contact details and notice preferences are correct (see **3.6.3 Maintain user contact details for notices** and **3.6.2 Maintain user notice delivery preferences**) and if required, contact LINZ Customer Support to request re-issue of the notice.

The Search Notice screen displays your name in the Recipient field and the name of your firm in the Firm field. If you are associated with more than one firm, the firm name will be set to the firm you selected at log on. You cannot change the firm name, but you can delete your name to search for all notices sent to your firm. Alternatively, you can enter the user Id of another user in your firm.

Once you have performed a search you can select one or more notices from the search results and view the notice details. You can also print or save the notice(s) to a file on your computer. Other options available are the ability to view the history of each selected notice and to save a list of the notices displayed in the Search Results area to a file.

Caution: If you retrieve notices prior to the Landonline Release 3.2 date (ie 25 May 2009) some actions will not be available because they were created under the previous notifications system. Contact LINZ Customer Support if you require any further information.

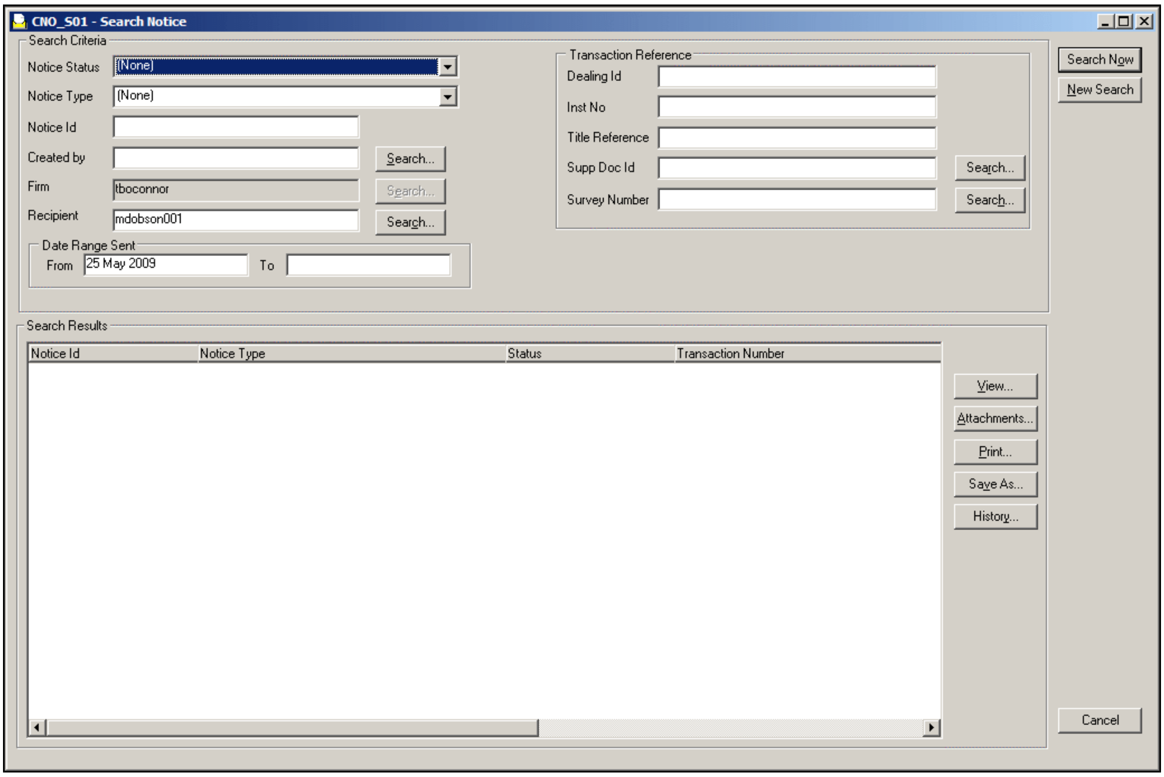
Steps:

The steps you perform to search for notices are:

1. Display the Search Notice screen.
2. Search for a notice.

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

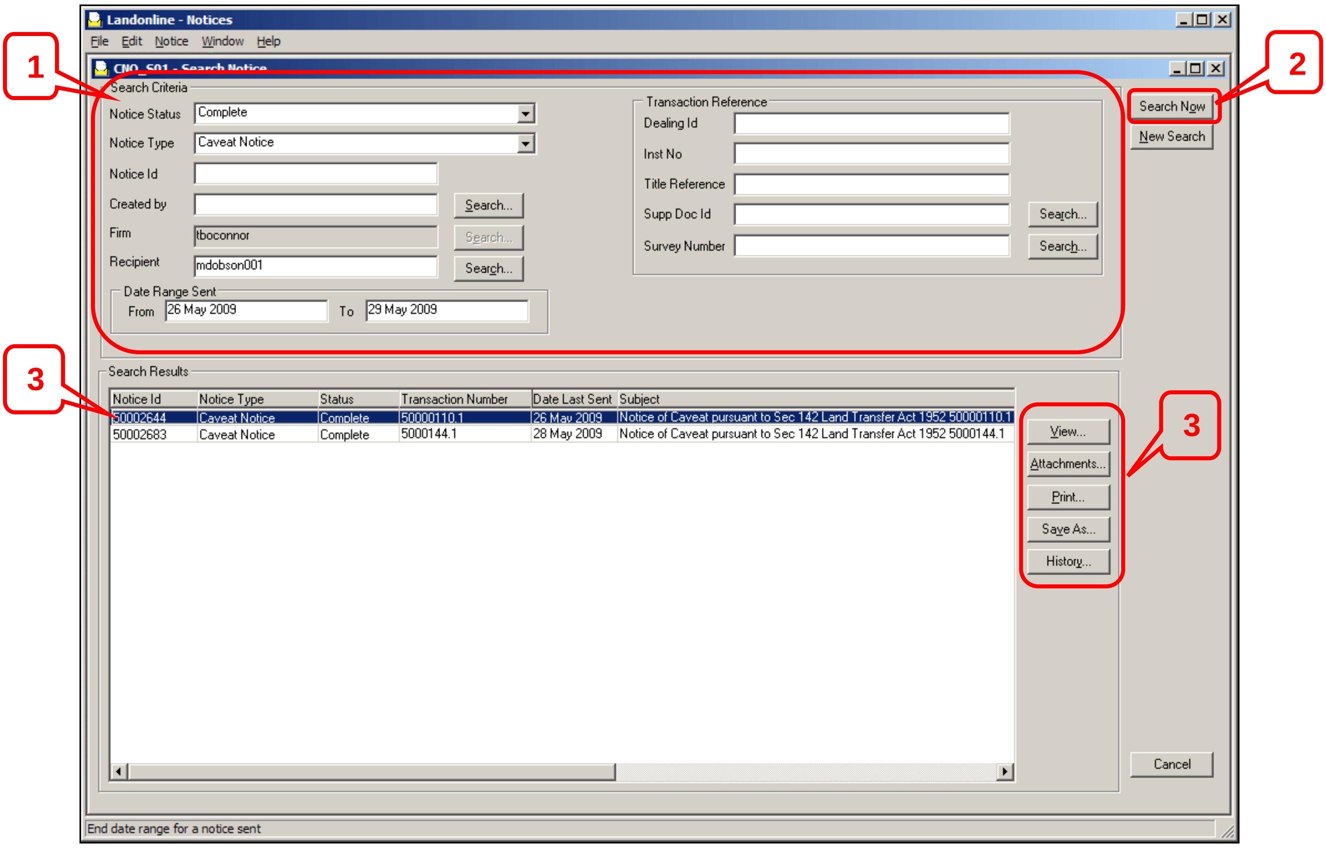
3.3.1 Display the Search Notice screen



To display Search Notice screen, in Notices:

1. Select **Notice | Search…**

3.3.2 Search for a notice



Maria Dobson has searched for Caveat Notices sent to her between two dates for her clients at Tarbottom O'Conner & Co.

To search for a notice, in the Search Notice screen:

1. Enter your search criteria in one or more of the Search Criteria fields. For example:
   - Select the Notice Type from the drop down list.
   - Your user Id defaults in the Recipient field. Delete your user Id to search for all notices sent to your firm, or enter the user Id of another user in your firm to view notices sent to them.
   - Refine the From and To date for the notice(s) in the Date Range Sent area.
   - If you enter a Notice Id or a Transaction Reference (eg Dealing Id) you don't need to enter any other criteria. Ensure the Date Range Sent fields have been cleared.
   - If required, click Search... next to the appropriate field to search for the user Id of the creating user or recipient, or the number of the supporting document or survey to add to your search criteria.
2. Click Search Now to display results of your search in the Search Results area.
3. Select a notice in the Search Results area and perform other actions, as required:
   - View the notice for a recipient and print or save the notice, see **3.4 View a notice**.
   - View any attachments to the selected notice, see **3.4.4 View notice attachments**.
   - Print the notice for one or more recipients, see **3.4.5 Print a notice for all recipients**.
   - View the history of a notice, see **3.5 View notice history**.
4. To save the list of notices retrieved from your search, see **3.4.6 Save a list of notice search results**.

5. Click New Search to clear your criteria and perform another search, or click Cancel to close the screen.

Note:

- The From date currently defaults to the Landonline Release 3.2 date (ie 25 May 2009). You can change this if required or leave the Date Range Sent fields blank. If you retrieve notices prior to this date, some actions will not be available because they were created under the previous notifications system. Contact LINZ Customer Support if you require any further information.
- You can sort your search results, if required (ie click the column headings to sort in ascending or descending order).

3.4 View a notice

Once you search for notices in Landonline you can select a notice to view the details for the recipient using the Notice Viewer screen.

While viewing a notice, you can view the summary text, print the notice or save it to a file on your computer. From the Search Notice screen you also save a list of the search results to a file in your computer.

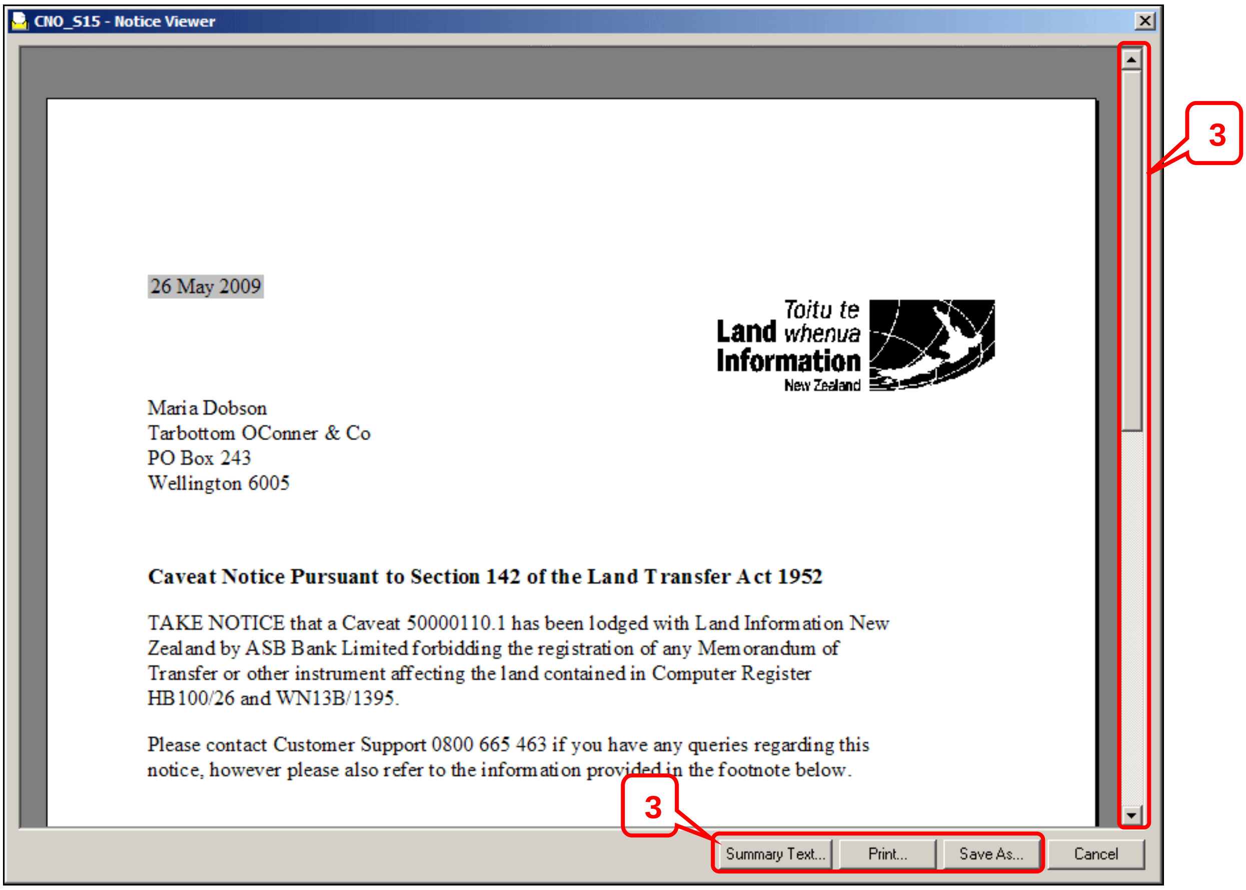
Tasks:

You can:

- View details of a notice.
- View details of a notice with multiple recipients.
- Perform other tasks for the notice.
- View notice attachments.
- Print a notice for all recipients.
- Save a list of notice search results.

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

3.4.1 View details of a notice



In the Search Notice screen:

1. Select the notice you require in the Search Results area.
2. Click View... to display the Notice Viewer screen.
    - If there are multiple recipients for the notice, the Notice Recipients screen displays. See **3.4.2 View details of a notice with multiple recipients**.
3. Scroll to view all of the notice content.
    - To perform other tasks in this screen, see **3.4.3 Perform other tasks for the notice**.
4. Click Cancel to return to the Search Notice screen.

Note:

- You can only view one notice at a time from the Search Notice screen. The View... button will be disabled when you select more than one notice.
- A superceded notice has an annotation added to the end of the document (eg <*date and time*> - Superceded by Notice 50001909, or <*date and time*> - This notice supercedes Notice 50002589 <*reason why previous notice was superceded*>).
- To view the latest superceded notice, first view the original, scroll down to the bottom of the notice document to get the notice Id of the replacement notice. Perform a new search on this later notice Id. Alternatively use a range of other less specific searches to locate the replacement notice.

- You can also display the Notice Viewer screen from the Notice History screen and Notice Attachment screen. For more information, see **3.5 View notice history** and **3.4.4 View notice attachments**.

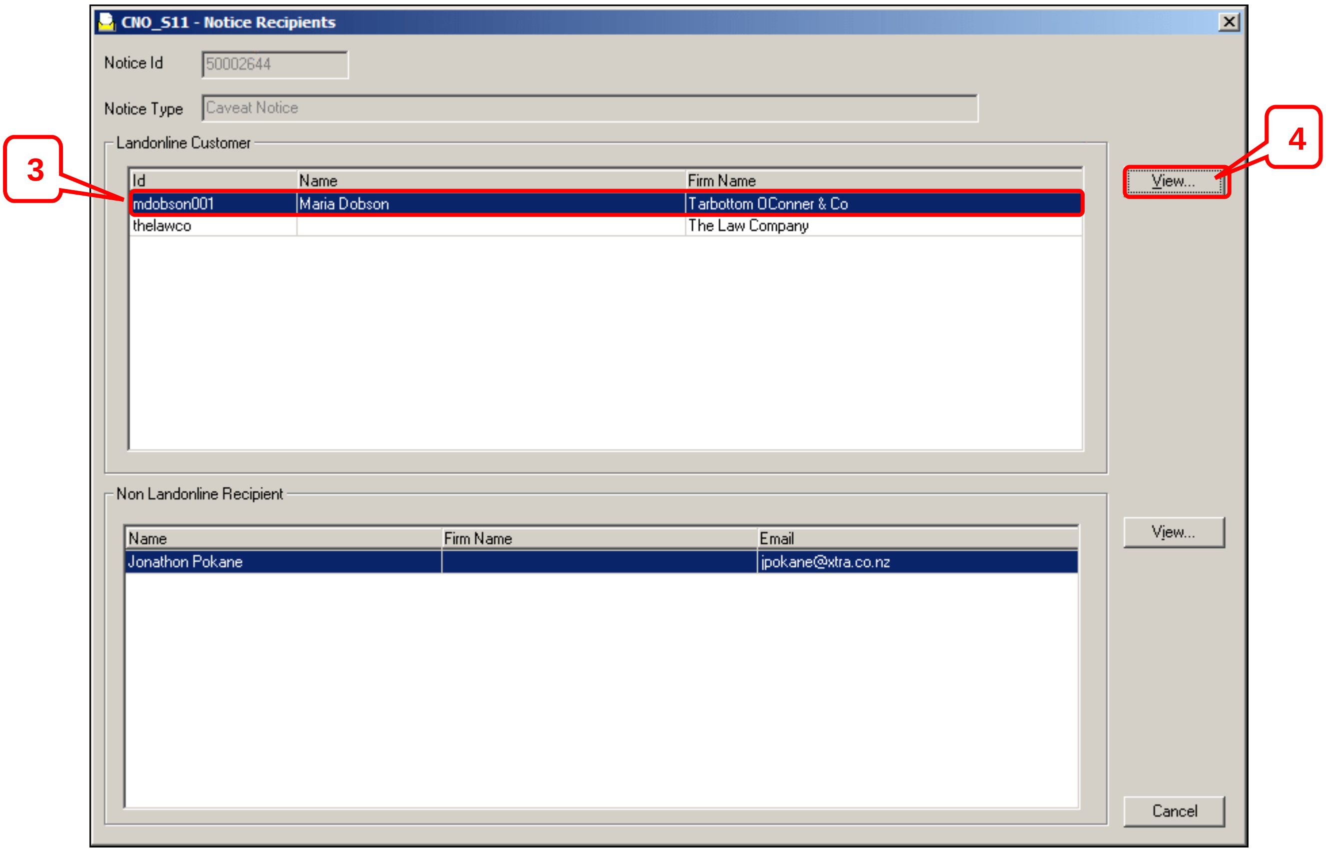
3.4.2 View details of a notice with multiple recipients

A separate notice document is produced for each recipient. When you attempt to view a notice with multiple recipients, Landonline displays the Notice Recipients screen. You use the Notice Recipients screen to view the notice for each recipient from your firm. You cannot view notices sent to recipients who are not from your firm.

A notice can have two types of recipient displayed in the Notice Recipients screen:

- Landonline Customer
- Non Landonline Recipient.

You select the recipient you require in the Notice Recipient screen and view details of the notice details in the Notice Viewer screen.



The Caveat Notice Maria Dobson selected to view in the Search Notice screen was also sent to Jonathon Pokane. Maria has selected to view the notice sent to her.

To view a notice with multiple recipients, in Search Notice screen:

1. Select the notice you require in the Search Results area.
2. Click View... to display the Notice Recipients screen.
3. Select the recipient you require in the Landonline Customer area.
4. Click View... (next to the Landonline Customer area) to display the Notice Viewer screen with details of the notice for the selected recipient. If the recipient is not from your firm, a message displays to advise you cannot view the notice.

5. Scroll to view all details of the notice, if required.
   - To perform other tasks in this screen, see **3.4.3 Perform other tasks for the notice**.
6. Click Cancel to return to the Notice Recipients screen.
   - Select another recipient of the notice to view and repeat steps 3 to 6, or click Cancel to return to the Search Notice screen.

Note: You cannot view a notice for a recipient in the Non Landonline Recipient area or a recipient that is not from your firm.

3.4.3 Perform other tasks for the notice

Tasks:

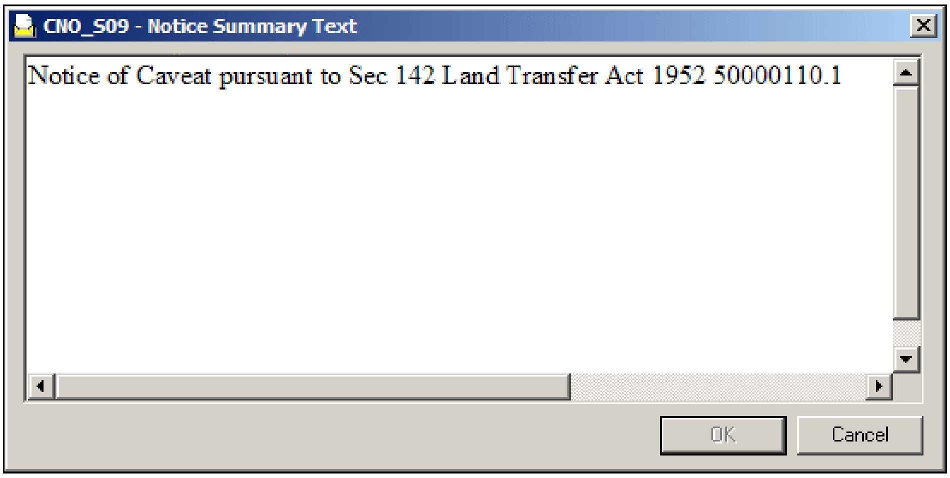
The other tasks you can perform while viewing a notice in the Notice Viewer screen are:

- View the summary text for the notice.
- Print the notice.
- Save the notice to a file.

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

3.4.3.1 View the summary text for the notice

Summary text is the text used in the subject line when a notice is sent as an email or online message. When you view a notice in the Notice Viewer screen you can also view the summary text.



To view the summary text for the notice, in the Notice Viewer screen:

1. Click Summary Text... to display the Summary Text screen.
2. Click Cancel to return to the previous screen.

3.4.3.2 Print the notice

While viewing a notice in the Notice Viewer screen you can print the notice.

To print the notice, in the Notice Viewer screen:

1. Click Print... to display 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).
2. Click Print to display the Print screen (if this option is selected in your UniPrint settings).
3. Select the printer options you require.
4. Click Print.

Note: If there are multiple recipients, you can print the notice documents for all recipients from your firm in one step from the Search Notice screen. See **3.4.5 Print a notice for all recipients**.

3.4.3.3 Save the notice to a file

While viewing a notice in the Notice Viewer screen, you can save the notice (to a file on your computer) for the recipient currently displayed.

Any attachments to the notice are not saved. If required, you can view and save these images or files separately from the Search Notice screen, see **3.4.4 View notice attachments**.

To save the notice to a file in your computer, in the Notice Viewer screen:

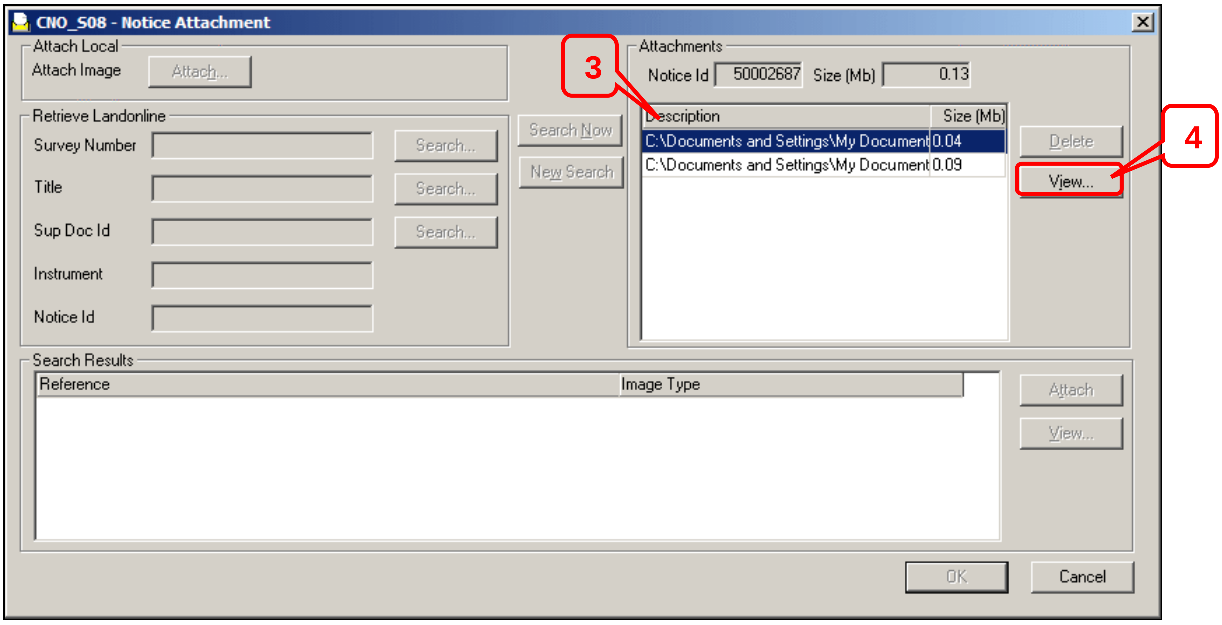
1. Click Save As... to display the Save As screen.
2. Select the destination and enter a name for the file. The suffix for the file will default to Rich Text File (rtf). Do not change this.
3. Click Save to save the file.

Note: Any notice document saved as a Rich Text File (rtf) should be opened and viewed using a document editor that supports headers and footers (eg Microsoft Word). Some simple editors (eg WordPad) can open rtf documents, but they will not display information contained in the header or footer.

3.4.4 View notice attachments

After searching for notices using the Search Notice screen, you can view or print any file or image attached to a notice using the Notice Attachment screen.

In the Notice Attachment screen, only the Attachment area is active for external users. The Description field in this area displays the name and path of the file attached to the notice (eg Notice 50002659, DP 10036 - Imperial Plan, WNA1/441 - Title Plan, C:\My Documents\Clients\filename.tif). You can expand the Description column to view all details of the path if required.



When you view the attached file, the screen in which the file displays depends on the format of the selected file.

- The Notice Viewer screen displays when you select an .rtf file.
- The View Image screen displays when you select a .tif or .jpg file.

To view a notice attachment, in the Search Notice screen:

1. Select the notice in the Search Results area.
2. Click Attachments... to display the Notice Attachment screen.
3. Select the Description of the file to view in the Attachments area.
4. Click View... . The screen in which the selected file displays depends on the format of the attached file.
   - The Notice Viewer screen displays for an .rtf file. For more information, see **3.4.1 View details of a notice**. Click Cancel to close.
   - The View Image screen displays for a .tif or .jpg file. See **Appendix C: View Image screen information** or refer to the ***e-search*** **User Guide** for more details about viewing and printing an image. Click OK to close.
5. Repeat steps 3 and 4 to view another attached file, if required.
6. Click Cancel to close the screen and return to the Search Notice screen.

Note: If you receive a notice by online message with attachments, you can view the notice and each attachment from your My Messages folder in Workspace. For more information about viewing My Messages and saving attachments, refer to the ***e-dealing*** **User Guide** or ***e-survey*** **User Guide**.

3.4.5 Print a notice for all recipients

You can print a copy of a notice for each recipient within your firm for one or more notices selected in the Search Notice screen.

When you select more than one notice in the Search Results area to print, Landonline prints a copy of these selected notices for each recipient of the notice, including any attachments. Notices for any recipient from another firm will not be printed.

In the Search Notice screen:

1. Perform a notice search. See **3.3 Search for notices**.
2. Select one or more notices in the Search Results area.
3. Click Print... to display 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).
4. Click Print to display the Print screen (if this option is selected in your UniPrint settings).
5. Select the printer options you require.
6. Click Print.

Note: You can set your computer to preview items in UniPrint or Acrobat Reader. The steps above 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.

3.4.6 Save a list of notice search results

After you perform a notice search in the Search Notice screen, you can save the list of search results to a MS Excel file in your computer in CSV format (ie Comma Separated Value format).

In the Search Notice screen:

1. Perform a notice search. See **3.3 Search for notices**.
2. Click the column heading(s) to sort the search results in ascending or descending order (if required).
3. Click Save As... to display the Save As screen.
4. Select the location for the file on your computer and enter the File name. Leave the default Save as type as CSV with headers.
5. Click Save to save the file.

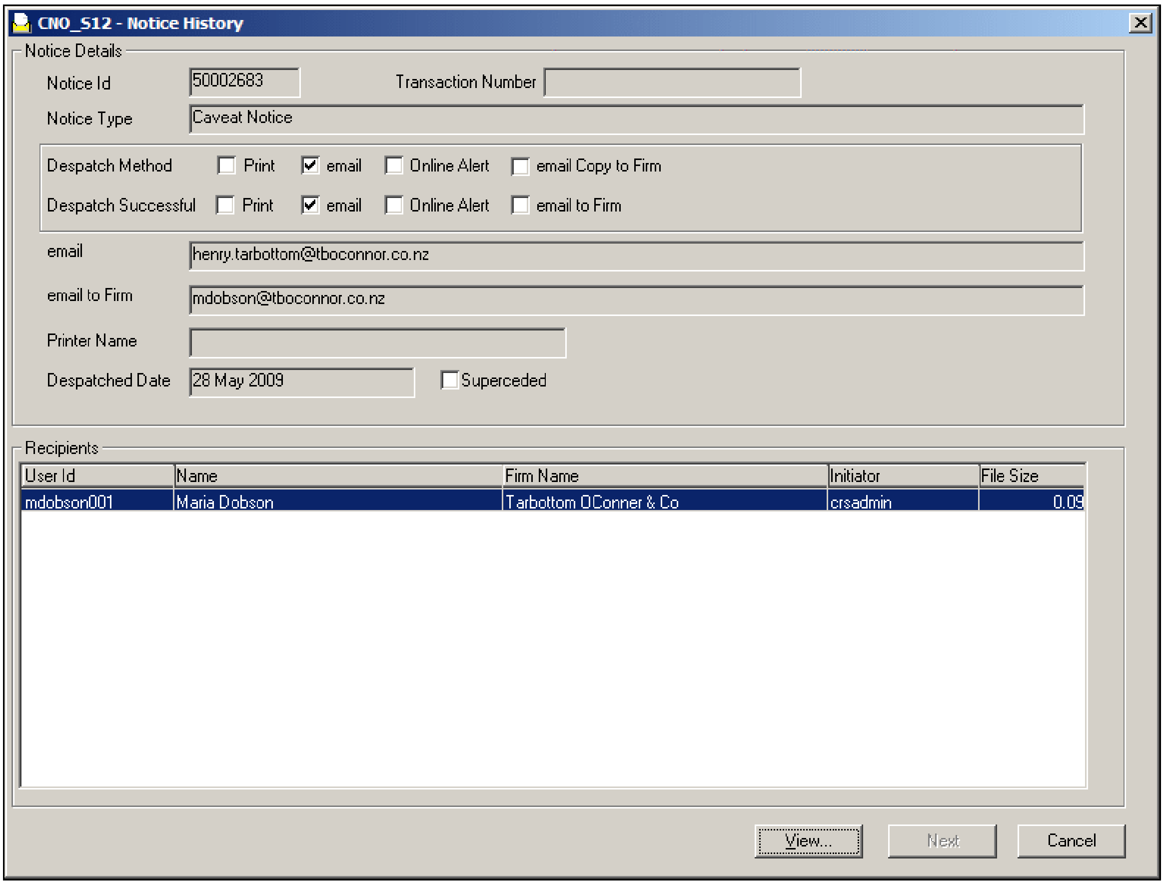
Note: To save one notice to a file you must first view the notice in the Notice Viewer screen before you can save, see **3.4.3.3 Save the notice to a file**.

3.5 View notice history

After performing a notice search you can select one or more notices and view details of the history for each recipient. For example:

- the despatch method and whether it was successfully sent
- whether the notice has been superceded.

You view the history of a notice using the Notice History screen.



To display the Notice History screen, in the Search Notice screen:

1. Perform a notice search, see **3.3 Search for notices**.
2. Select one or more notices in the Search Results area.
3. Click History...

Note: When you select multiple notices in the Search Notice screen, the Next button becomes active in the Notice History screen.

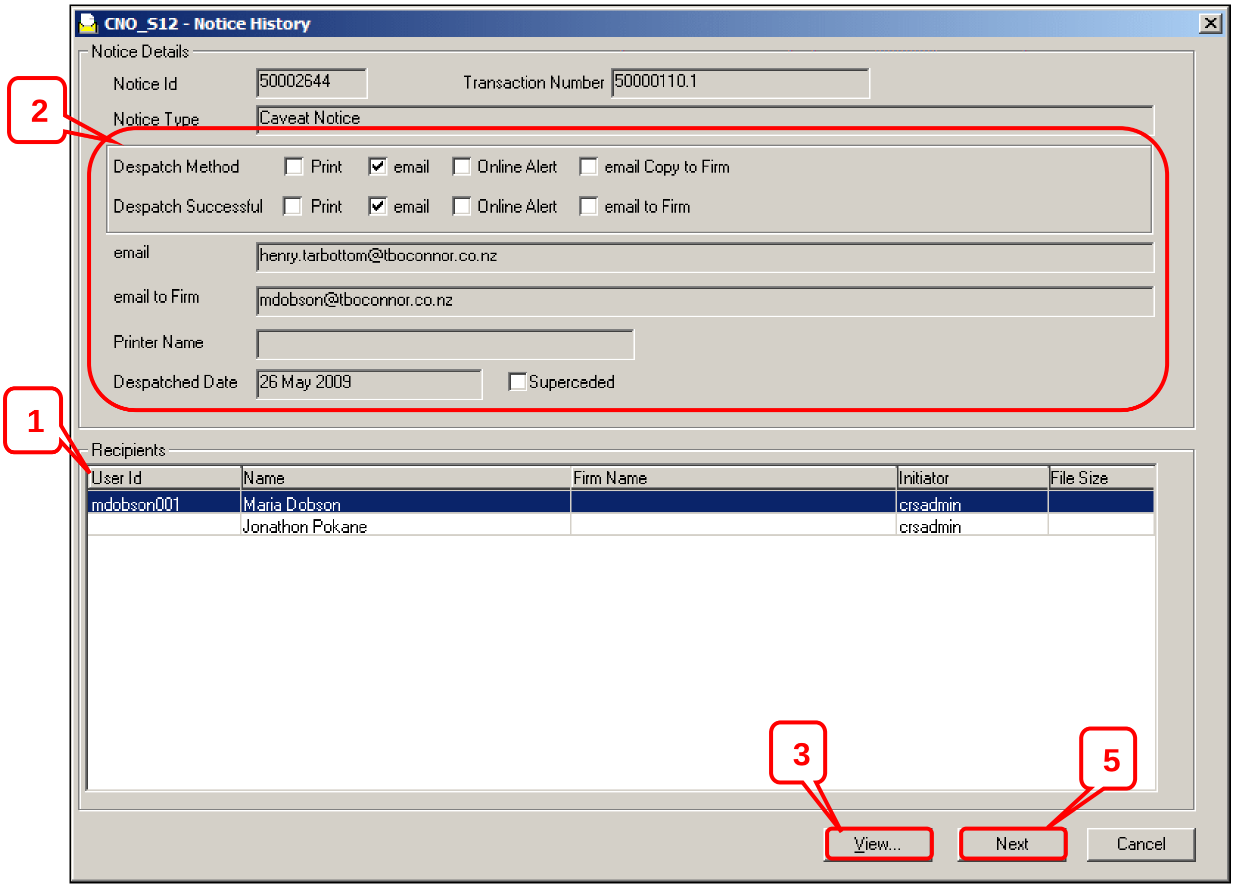
> Tasks:
>
> The tasks you can perform in the Notice History screen are:
>
> - View the notice history for a recipient.
> - View the content of the notice.

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

3.5.1 View the notice history for a recipient

You select a recipient to view the relevant delivery information about the notice for the selected recipient in the Notice History screen. A check (✓) indicates:

- the method by which the notice was sent
- whether the notice was delivered successfully
- whether a copy was emailed to the firm
- if the notice has been superceded.



In the Notice History screen:

1. Select the name of the recipient in the Recipients area.
2. View details about the notice for the selected recipient (eg Despatch Method, email address, Despatched Date, etc).
   - If the Superceded checkbox is checked, it indicates the notice has been superceded by a later version.
3. Click View... to view the notice content for this recipient. See **3.5.2 View the content of the notice**.
4. Select the next recipient (if applicable) and repeat step 2 and 3.
5. If you selected multiple notices in the Search Notice screen, click Next to display the next notice you selected to view.
   - Repeat steps 1 to 5 as required.
6. Click Cancel to return to the Search Notice screen.

Note: The Next button only becomes active in the Notice History screen if you selected multiple notices from the Search Results in the Search Notice screen. These notices will display in the same order they are listed in the Search Results area.

3.5.2 View the content of the notice

You can view details of the notice content for a recipient from your firm while viewing the history.

To view the content details of a notice, in the Notice History screen:

1. Select the recipient you require.

2. Click View... to display the View Notice screen. For more information, see **3.4 View a notice**.
3. Click Cancel to return to the Notice History screen.

3.6 Maintain notice preferences

Notice preferences determine how a person or firm will receive a copy of each notice.

Notice preferences fall into two categories:

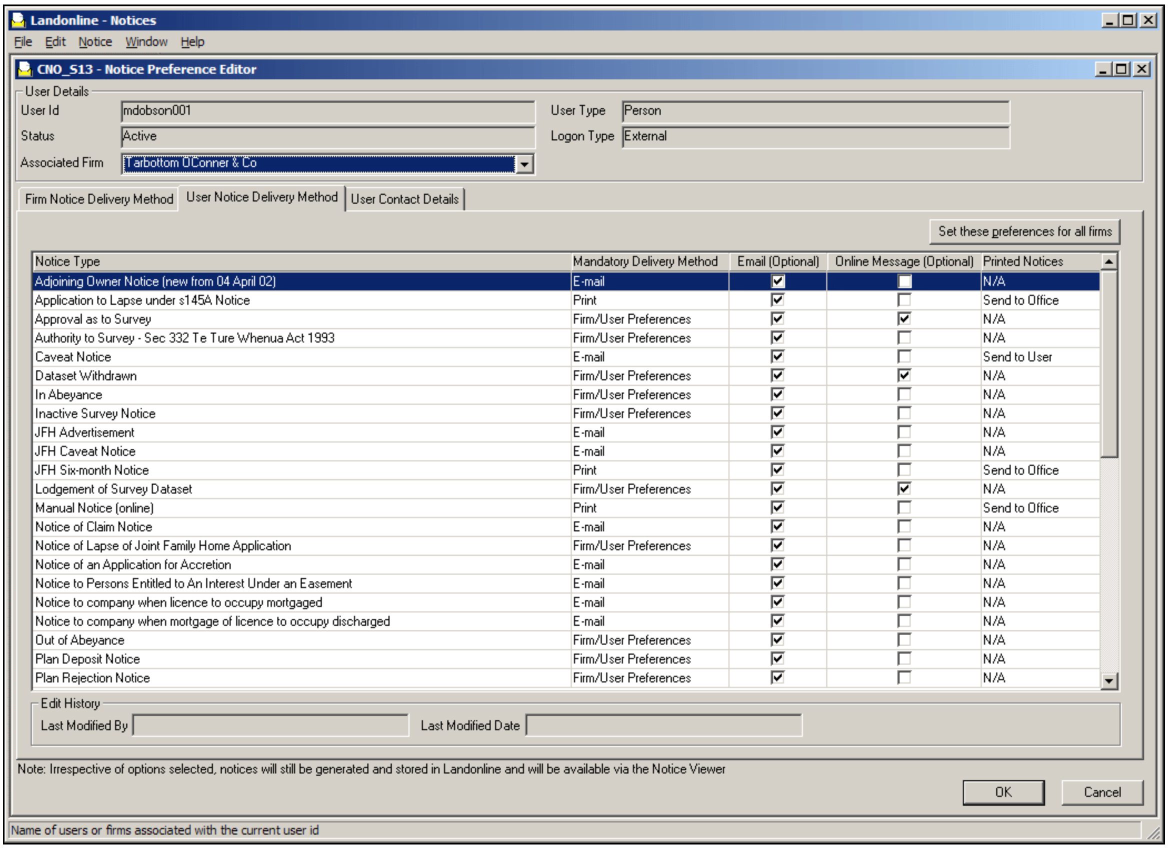
- **Mandatory –** These are notices that must be delivered to a recipient, irrespective of their personal preferences. Mandatory delivery is usually determined by a legislative or some other practical requirement. Mandatory delivery methods are set by LINZ System Administrators and will be either print or email.
- **Non Mandatory –** The remaining notices. These notices have their Mandatory Delivery Method set to Firm/User Preferences.

Firms and users can stipulate how they want to receive copies of each notice type, irrespective of whether they are mandatory or non-mandatory. If it is a mandatory notice type, you will also get a copy by the mandatory method (if that method is not one of your selected preferences). For example, if the mandatory method is print, and you selected email as a preference, you will get a printed copy and an emailed copy.

The preferences you set will not prevent the notice from being generated. All notices generated are stored and available for you to view in Notices.

You maintain notice delivery preferences for firms and individuals using the Notice Preference Editor screen. There are three tabs in this screen:

- **Firm Notice Delivery Method**
  For a System Manager to maintain the delivery preferences for notices sent to their firm. Individual users can only view this information.
- **User Notice Delivery Method**
  For an individual user to maintain their notice delivery preferences. System Managers can only view this information, but they can edit their own preferences.
- **User Contact Details**
  For an individual user to maintain their contact details. System Managers can view this information. (This tab shares the same information as the Contact Details tab in the Maintain User screen which you access using the My Details icon in Workspace.)



Maria Dobson has opened the Notice Preference Editor screen in Notices. Although Maria is associated with more than one firm, Tarbottom O'Conner & Co defaults as the Associated Firm as she is currently logged in under that firm.

To display the Notice Preference Editor screen, in Notices:

1. Select **Notice | Preferences…**

> Tasks:
>
> The tasks you can perform to maintain notice delivery preferences are:
>
> - Maintain firm notice delivery preferences. (System Manager only.)
> - Maintain user notice delivery preferences. (Individual user only.)
> - Maintain user contact details for notices. (Individual user only.)

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

3.6.1 Maintain firm notice delivery preferences

Only a System Manager can maintain the notice delivery preferences for their firm using the Firm Notice Delivery Method tab in the Notice Preference Editor screen.

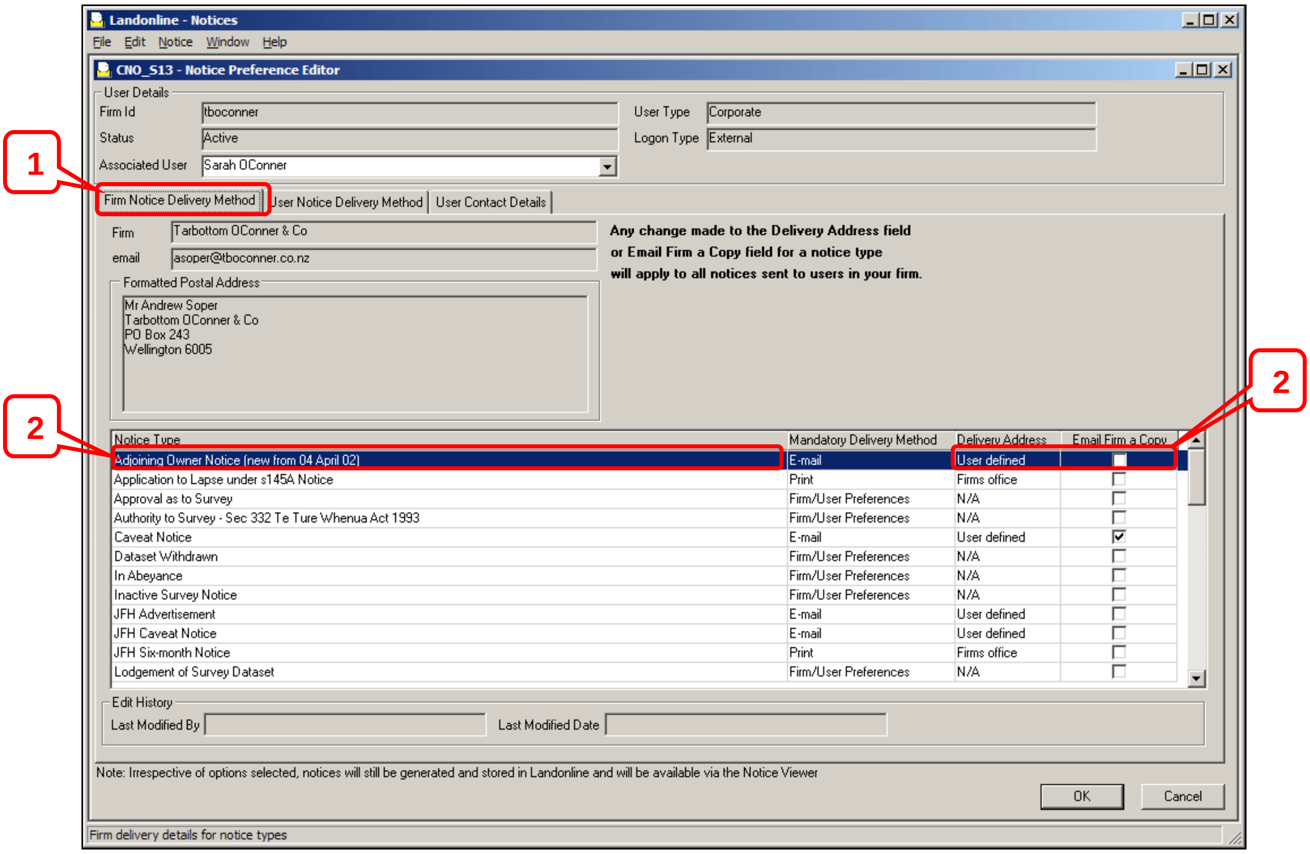
When a System Manager displays the Notice Preference Editor screen, the field names and contents in the User Details area will reflect the details for their firm. The Associated User field defaults to the System Manager's user Id and the drop down list for this field contains all Landonline users currently associated with the firm. The System Manager can also view notice preferences and contact details for each of the associated users. They cannot update these details.

The Firm Notice Delivery Method tab lists all notice types in Landonline except for a few notices which are considered as restricted (eg S145 Notice). A System Manager uses this tab to indicate whether the firm would also like to receive copies of notices sent to users associated with their firm.

The System Manager can only control the addresses used for notices sent to users of their firm where the notice has a mandatory delivery method of print. Even then the notice is still sent to the user, but care of the postal address recorded for the firm by the System Manager. A firm can request copies of notices sent to their users by selecting the Email Firm a Copy option.

Note:

- The preferences in this tab also cover notices sent directly to firms, but most notices are addressed to individuals.
- You only need to update preferences for a notice type for one user in your firm. This change will default for that notice type for all other users associated with your firm.



Andrew Soper, who is the System Manager at Tarbottom O'Conner & Co, has selected to maintain notice delivery preferences for notices sent to his firm.

To maintain firm notice delivery preferences, in the Notice Preference Editor screen:

1. Select the Firm Notice Delivery Method tab.
2. Select the notice in the Notice Type area. You may need to scroll through the list to find the notice type. Change the delivery preferences for this notice as required. For example:

- Check the Email Firm a Copy checkbox if the firm requires a copy of this type of notice, otherwise leave unchecked.
- To change a specific notice with a Mandatory Delivery Method of Print to be sent to the postal address specified by the user (in their User Contact Details tab) instead of to the firm, change Firms Office to User Defined in the Delivery Address field.
- Repeat this step for another notice type, if required
- To save any changes made to date and remain in the screen, select **File | Save**.

3. Click OK to save the changes and close the screen.

Note:

- Notices with a Mandatory Delivery Method of Print will be posted by default to the user at the office address recorded for the firm by the System Manager (ie the address which displays in this tab). It is set this way as these notices may potentially be accompanied by other legal documents. If this is not a requirement of your firm you can change this to be sent to the postal address of the user.
- As you select each Notice Type, the Edit History area displays the name of the user who last modified the preferences and the date on which it was modified.
- You can only change the delivery address for a notice if the mandatory delivery method is Print.
- An individual user in your firm can only view details in the Firm Notice Delivery Method tab.

3.6.2 Maintain user notice delivery preferences

An individual user can view and maintain their individual notice delivery preferences for each type of notice in Landonline using the User Notice Delivery Method tab in the Notice Preference Editor screen. For an explanation of mandatory delivery, see **3.6 Maintain notice preferences**.

The User Notice Delivery Method tab lists all notice types in Landonline, except for a few notices which are considered as restricted (eg S145 Notice).

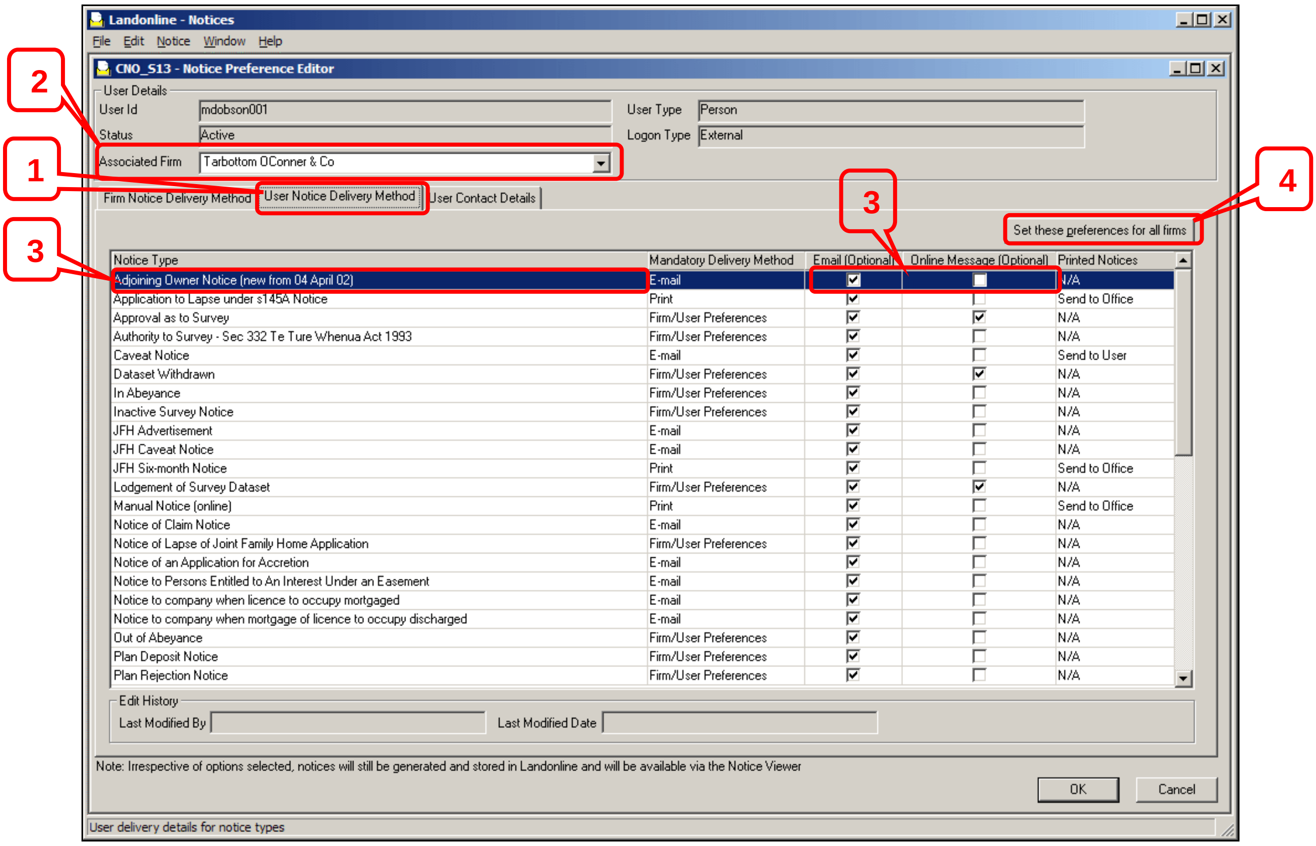
You can choose to receive a copy of notice types by email, online message, or both. Alternatively, if you do not wish to receive a copy of a specific notice type you can uncheck these options. The notice will still be generated, but no copies will be sent to you (except where a mandatory delivery method of print or email has been specified).

All notices generated for you can be searched and viewed using the Search Notice screen.

If you are associated with more than one firm, you can individually change your notice delivery preferences for each firm. Alternatively, you can copy preferences for the currently selected firm to all other firms you are associated with. This will overwrite any notice delivery preferences previously set for the other firms.

An individual user can view details of the notice delivery preferences for the firm in the Firm Notice Delivery Method tab. These are the preferences for the firm with which they are currently logged in. Only a System Manager can update this information.

Note: If the notice type has a mandatory delivery method of Print or Email, you will always receive a copy by that method, irrespective of your personal preferences.



Maria Dobson has selected the User Notice Delivery Preferences tab. The Set these preferences for all firms button is active in this tab, because Maria is associated with more than one firm.

To update your notice delivery preferences, in the Notice Preference Editor screen:

1. Select the User Notice Delivery Method tab.
2. Select the name of the firm from the Associated Firm drop down list. The firm name defaults to the firm you are currently logged on to. If you are only associated with one firm this field will be disabled.
3. Select the notice in the Notice Type area. You may need to scroll through the list to find the notice type. Change the delivery preferences for this notice as required. For example:
   - Check the Email (Optional) checkbox if you require the notice to be emailed, otherwise leave unchecked. You will not receive two emails if you check this checkbox when the Mandatory Delivery Method is also Email.
   - Check the Online Message (Optional) checkbox if you want to receive a copy of the notice type by online message (ie in your My Messages folder in Workspace). Otherwise leave unchecked.
   - Repeat this step for another notice type, if required.
   - To save any changes made to date and remain in this screen, select **File | Save**.
4. If you are associated with more than one firm, repeat step 2 and 3 to individually change the preferences for another firm. Alternatively:
   - Click Set these preferences for all firms to copy notice delivery preferences currently displayed for this firm to all other firms you are associated with. This will overwrite any existing preferences for the other associated firm(s).

5. Click OK to save your changes and close the screen.

Note:

- The Printed Notices field displays the destination for each notice type that has a mandatory delivery method of Print. This can be set by the System Manager in the Firm Notice Delivery Method tab (ie Send to User or Send to Firm). N/A in this field indicates the notice will be delivered to the contact address specified by the user in their User Contact Details tab.
- The Online Message (Optional) checkbox will default to checked for all types of notice you currently receive by online message in your My Messages folder in Workspace (eg e-Dealing Registration Confirmed notice). You can change the preference for each of these notice types, if required.
- As you select each Notice Type, the Edit History area displays the name of the user who last modified the preferences and the date on which it was modified.

3.6.3 Maintain user contact details for notices

An individual user can change their contact details for notices using the User Contact Details tab in the Notice Preference Editor screen. There is also provision for you to change your preferred name which will display on all notices sent to you from Landonline.

The User Contact Details tab defaults to a single postal or email address. If you are associated with more than one firm you can choose to record a separate postal and email address for one or more of your associated firms. Where an address has not been defined for an associated firm, your default address will apply.

Note: The details that display in the User Contact Details tab are the same as those in the Contact Details tab in the Maintain User screen (accessed from the My Details icon in Workspace). You can update your contact details using either screen.

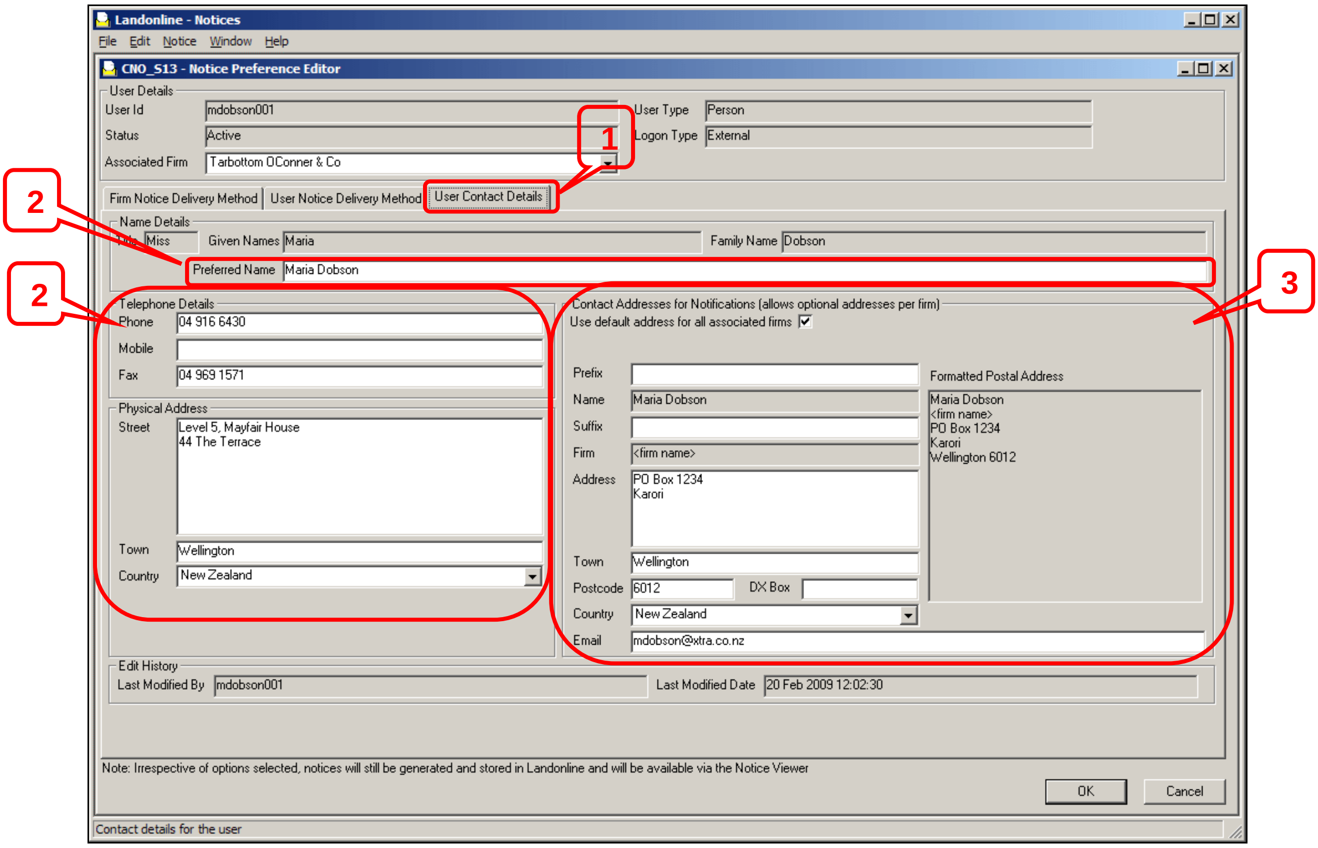
Tasks

You can:

- Change your contact details.
- Change the address for notices for an associated firm.
- Confirm the email address (if entered or changed).

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

3.6.3.1 Change your Contact Details



Maria Dobson has selected the User Contact Details tab. Maria has selected the option to send all notices to her default address, regardless of the firm she represents.

To update your default contact details, in the Notice Preference Editor screen:

1. Select the User Contact Details tab.
2. Change your Preferred Name, Telephone Details and Physical Address as required. Only your preferred name is mandatory.
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 **3.6.3.2 Change the address for notices for an associated firm**.
4. If you enter or change your email address, see **3.6.3.3 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.

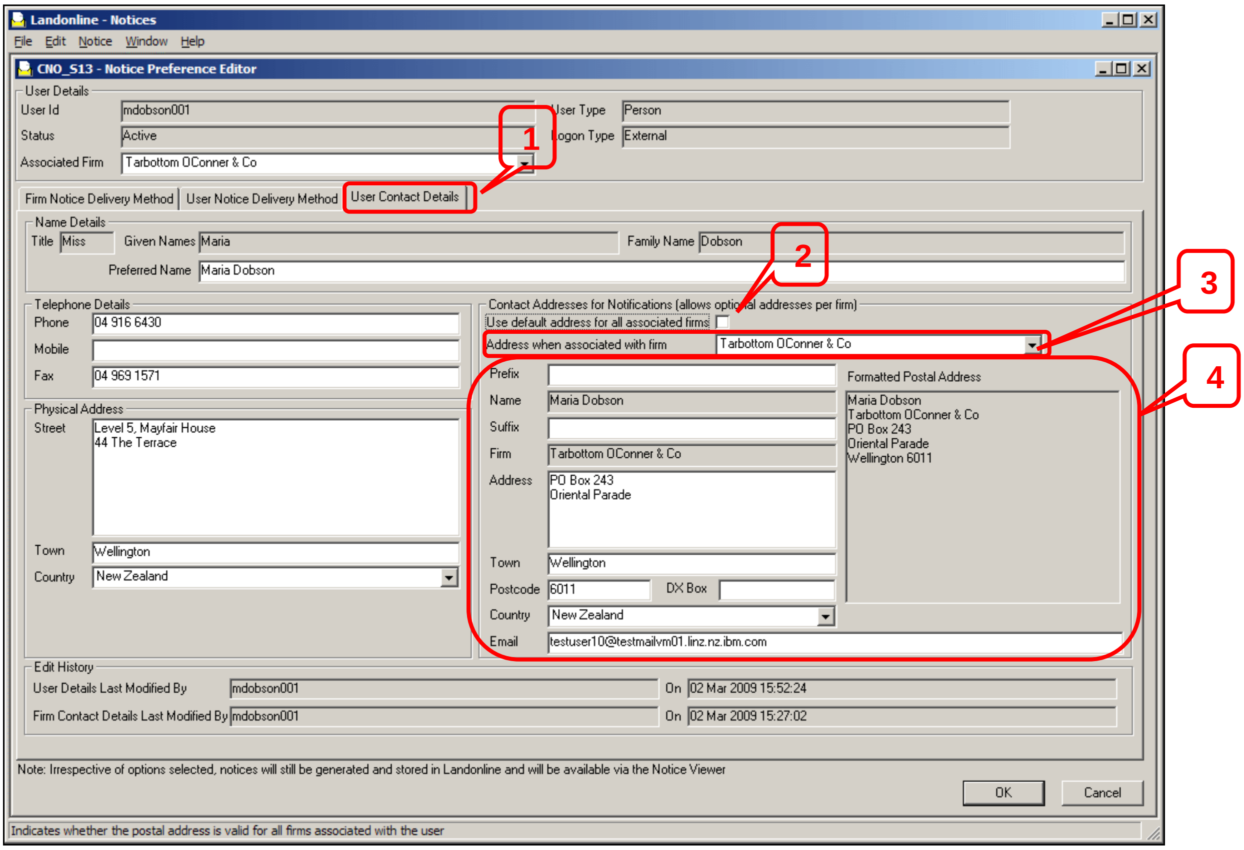
Note:

- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any fields in the User Contact Details tab.
- Your Default address must contain details in the Address and Email fields. For more information about fields in the User Contact Details tab (eg Prefix, Suffix) see **Appendix B: Notice screen information**.
- If you prefer to use a DX address, record only the DX reference in the DX Box field and town name. You must remove any details from the Address and Postcode fields before saving.

3.6.3.2 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. You can specify a different contact address for each firm or leave the address fields empty and your default address will be used for that firm. You don't have to be logged in under a firm to change your notice address details for that firm.

If you choose to record a unique contact address for each associated firm, you must ensure the unique address details are kept current and correct.



Maria Dobson has unchecked the Use Default address for all associated firms checkbox in the User Contact Details tab. She has chosen to receive notices initiated while logged in under Tarbottom O'Conner & Co to a different address than her default address. Maria will then select each firm she is associated with to check the address for each is current and correct.

To change your contact address for notices that relate to work done for a specific firm, in the Notice Preference Editor screen:

1. Select the User Contact Details tab.
2. 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.
3. Select the name of the firm in the **Address when associated with firm** field drop down list to display address details for the selected firm. (This field displays all firms you are associated with and will default to the firm with which you are currently logged in under.)

- Select the Default option in the drop down list to view or update details of your default address.

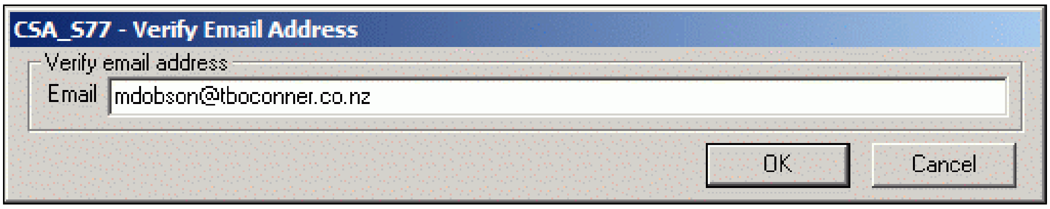
4. Enter or change contact address details for notices related to the selected firm, as required.
    - If you enter or change your email address, see **3.6.3.3 Confirm the email address**.
    - Select **File | Save** to save changes entered for this firm.
5. Repeat step 3 and 4 for another firm you are associated with, if required.
6. 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.
7. 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 User Contact Details tab (eg Prefix, Suffix) see **Appendix B: Notice screen information**.
- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any fields in the User Contact Details tab.
- When you save notice address details for a selected firm, the Edit History area updates to display your name as the person who last modified the User Details and Firm Contact Details as well as the date on which they were modified.

3.6.3.3 Confirm the email address

When you enter or change an email address in the User 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 User 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 User Contact Details tab.
2. Click OK to close the screen and return to the User Contact Details.
    - If the address does not match the email address you entered in the User Contact Details tab, an error message displays. Repeat these steps.

- Alternatively, click Cancel and return to the User 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 User Contact Details tab.