

2 INTRODUCTION TO LANDONLINE

2.1 Overview

Landonline is an electronic system, which holds and manages land information in a national database. The database is the official, authoritative, and in the case of titles, the state guaranteed record.

Landonline allows for remote electronic lodgement for surveyors of *e-surveys*, electronic registration of *e-dealings* for conveyancers and remote TA *e-certifications* for survey plans for Territorial Authorities (TA).

- TA *e-certification* is prepared by the surveyor or a TA user and electronically approved.

Landonline also allows comprehensive searching of the database as well as searching and viewing notices sent to you and your firm.

The rest of this chapter explains how to get started in Landonline.

2.2 Getting started in Landonline

You connect to Landonline via the Landonline website. Once you have logged on to the Internet, you pass through a number of security checks to gain access to a Citrix server.

The Citrix server connects you to Landonline without requiring that the Landonline software is installed on your computer. Citrix is used in situations where users are widely distributed and need access to a centralised, server based application, such as Landonline, over the Internet. Citrix makes Landonline appear as if it runs on your PC when, in reality, it runs off a server in Auckland. The main benefit of using Citrix with Landonline is to reduce the quantity of data sent between your PC and the Landonline server via the Internet.


To maintain your security, and that of your clients, you must have a Landonline digital certificate. Your digital certificate is an electronic identifier, unique to you, created and stored on your computer. Your digital certificate permits you to log on to Landonline and, if you have the authority, certify and electronically sign a TA *e-certification*. For further information about digital certificates refer to the Landonline Toolkit.

During logon, you may be prompted to select:

- your firm - if you perform work for more than one firm; and
- a licence - if the firm you are working for has more than one type of Landonline licence.

Licences are issued to firms by Land Information New Zealand (LINZ). These enable users in a firm to perform pre-determined tasks in Landonline. Your firm's System Manager can set a default licence for you. Once set, this default licence will display every time you log on. You have the option to select a different licence if another one is available to you.

Once you select a licence, that licence cannot be used by another user in the firm until you log off Landonline.

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Tasks:

The tasks required to get started in Landonline are:

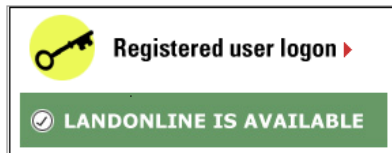
- Log on to Landonline
- Select your firm and licence.

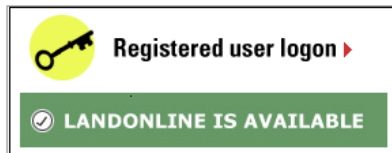
The following headings correspond with these tasks and describe them in more detail.

2.2.1 Log on to Landonline




Caution: Keep your passwords secure and log off Landonline when you leave your computer. If you need to use another computer, you must transfer your digital certificate to it and make sure it is deleted from your previous computer. For more information about transferring your digital certificate, refer to the Landonline website, www.landonline.govt.nz.

1. Open the internet browser on your computer and display the Landonline Welcome page (www.landonline.govt.nz).




2. The  (Registered User Logon access point) displays with a coloured band to advise the status of Landonline.
 - **Green** – Landonline is available and you can logon.
 - **Blue** – Landonline is available, but there are issues affecting some customers. A message displays to advise more details.
 - **Red** – Landonline is not available. A message displays to advise why it is not available and approximately when it will be available again.




3. Click  to display a Client Authentication screen. The appearance of this screen can differ depending on the browser you use (eg Internet Explorer, Netscape).
 - Select your digital signature.
 - Click  to display the Logon to Landonline screen.
4. Type your User Id and Password.
5. Click 
 - If you log on successfully and you are a member of only one firm with only one licence, Landonline Workspace displays. See chapter **3 Workspace**.
 - Otherwise, Landonline displays the Choose a Firm and Licence screen to select the licence to use. For more information, see topic **2.2.2 Select your firm and licence**.

2.2.2 Select your firm and licence

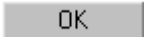
If you work for more than one firm or a firm you work for has more than one licence, the **Choose a Firm and Licence** screen displays when you click  from the Landonline website. You may need to select:

- the firm you currently want to perform work for, and

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- the licence you want to use.

To select your firm and licence, in the Choose a Firm and Licence screen:

1. Select the correct Firm ID from the drop down list.
2. Select the correct licence from the drop down list.
3. Click  to confirm your selections and open Workspace.

Note: There are several licence options for Landonline. For more information about licence types refer to the Landonline website, www.landonline.govt.nz.

2.3 Using Landonline Help


This section explains how to use Help and some of its features.

Use Help to:

- Understand how to use Landonline to carry out tasks. Help is context sensitive.
- Find out the purpose and function of the current screen.

2.3.1 Displaying Help

You can display the Help file in three ways:


- Press F1 to display Help for the current screen.
- Click  (Help) in Landonline Workspace.
- Select **Help | Landonline Help Topics**.

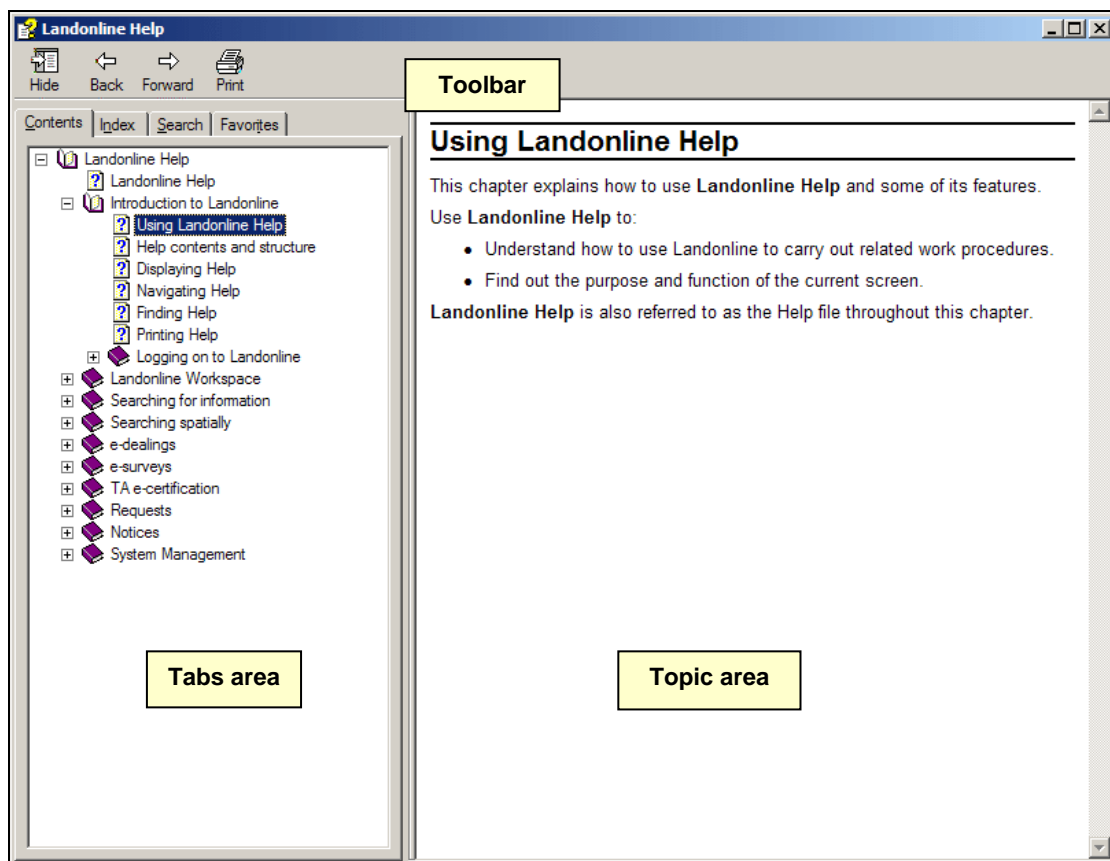
When activated, Help displays on top of all other screens.

2.3.2 Help contents and structure

There are three areas of Help. These are the:






- Toolbar
- Tabs area where you find a Help topic to view:
 - Contents - contains all Help topics in chapter order
 - Index - lists all help topics in alphabetical order
 - Search - to search for a keyword in Help topics
 - Favourites - to save a Help topic as your favourite
- Topic area where the contents of the selected Help topic displays.

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2.3.3 Navigating Help

There are several ways to move through Help to display the topic you require:

- Click the buttons preceding each topic in the Tree. These buttons display as ,  and  next to each topic in the contents area of your screen. As you select a topic in the Tree it displays the topic in the Topic area.
- Click the  or  to view topics you have seen before.
- Click the underlined text (hypertext link) in the Topic area to go directly to the topic. The new topic will be selected in the Tree.


2.3.4 Finding Information in Help


You can find Help in several ways. In the Tree area:

- Use the Contents tab to select a topic and expand it to view a list of related topics.
- Use the Index tab to find a topic from the alphabetical list.
- Use the Search tab to find a topic based on a keyword.
- Use the Favourites tab to find a previously saved Help topic.

2.3.5 Printing Help

You can print the information in a topic. To print:

- Select a topic in the Tree and click . In the **Print Topics** screen, you can choose to print only the selected topic or the selected topic and all sub topics.
- Right click in the Topic area and select **Print...** from the menu. This only prints the selected topic.

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