DELIVERED BY LINZ

LANDONLINE TA *e-certification* USER GUIDE

Landonline

newzealand.govt.nz

Table of Contents

1 ABOUT THIS USER GUIDE

1.1 Purpose

The purpose of this guide is to explain how to use Landonline to perform the tasks required to:

- search for information and users
- manage TA *e-certification* work
- prepare, certify and sign TA *e-certification* packages; and
- maintain firm details and the details of other users in your firm. (System Managers only).

This User Guide is part of a series of help and support tools that are available for you. The other support tools are:

- Quick Reference Cards,
- Online Help, where you can press F1 while in a Landonline screen to get help for the topic you are working on.

1.2 Intended readership

This user guide is intended for Territorial Authorities and their staff who use Landonline to search and to prepare and perform certification on surveys. It is also intended for System Managers to enable them to maintain details of users in their firm.

1.3 How to use this guide

1.3.1 User guide structure

This guide is a reference guide. It is structured to enable readers to look up the parts of the text they require to perform specific tasks.

It has six chapters:

- Chapter one, this chapter, outlines the purpose of this guide, who it is intended for and how to use it.
- Chapter two, Introduction to Landonline, provides a brief description of Landonline and explains how to get started.
- Chapters three to five present step by step instructions for managing work, searching for firms and users and preparing and signing TA *e-certifications*.
- Chapter six provides instructions for System Managers to manage users within their firm.

1.3.2 Layout

There are several layout conventions used in this guide to present information and aid comprehension.

1.3.2.1 Chapter overviews

Each chapter begins with an overview. The overview introduces the topics in the chapter and presents important concepts and terms.

1.3.2.2 Steps and tasks

Following the overview are steps and tasks. These are displayed at a high level in a boxed paragraph. Where tasks are sequential they are listed as steps. Where tasks are related but not sequential they are listed as bulleted tasks.

For example, here are the high level steps required to search for TA *e-certification* work in Landonline.

Steps:

The steps required to search for TA *e-certification* work in Landonline are:

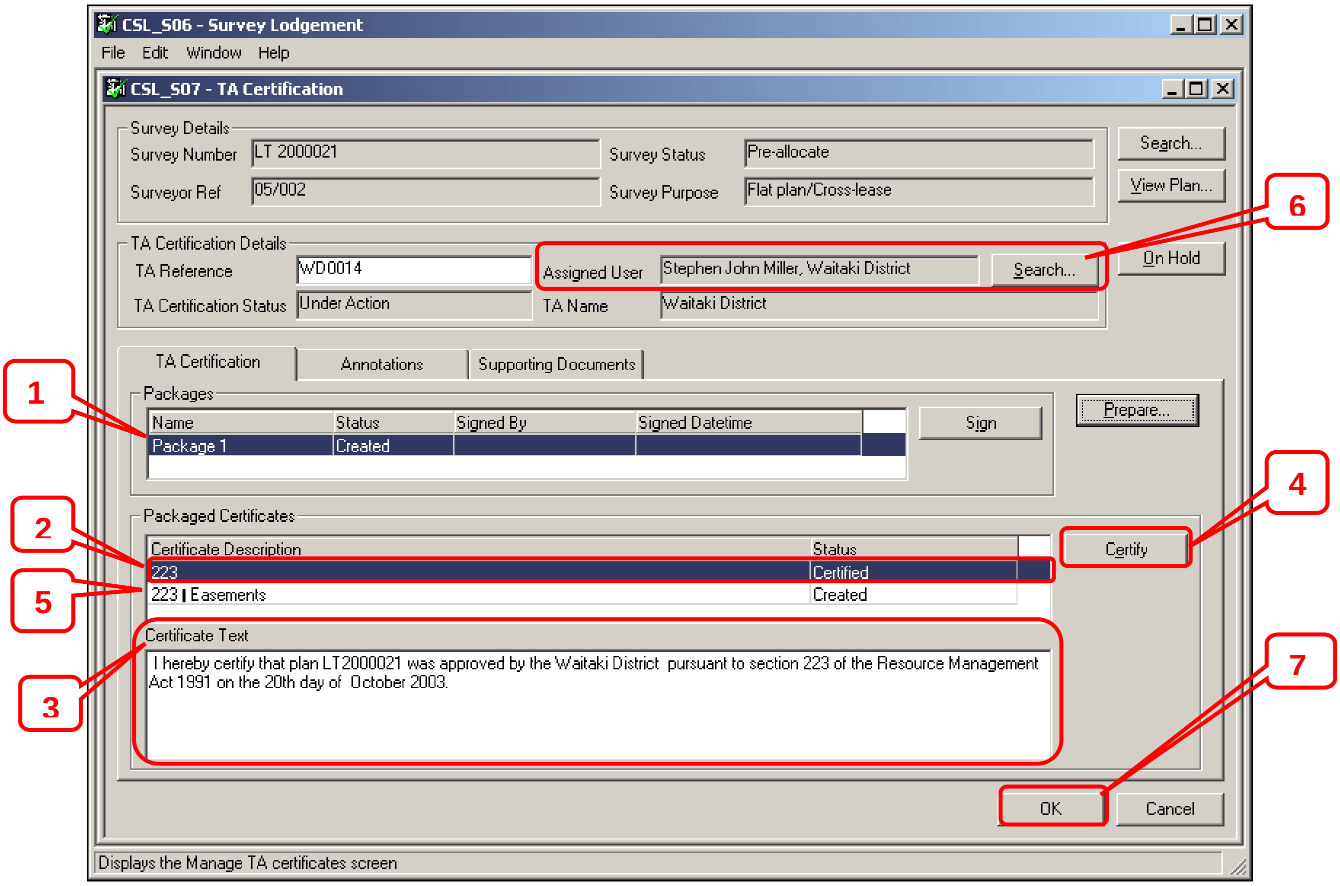
1. Display the TA Certification screen.
2. Search for the TA *e-certification* work.

The detail for each high level step or task is further explained in headings following the task list.

1.3.2.3 Screen shots

Where appropriate, screen shots have been incorporated in the guide. The purpose of each screen is explained the first time it is displayed. In addition, portions of screen shots and full screen shots are used to provide the detailed instructions for each step or task.

For example, this screen shows the steps required to certify a certificate in a package.



Detailed steps for each task are presented immediately following the screen shot.

1.3.2.4 Other Toolkit items

The Landonline Toolkit provides a set of resources to assist you to use Landonline. Toolkit resources include:

- User Guides: *e-survey* User Guide; *e-dealing* User Guide, *e-search* User Guide, TA *e-certification* User Guide, Notices User Guide and Requests User Guide.
- Wizards in Landonline
- *e-dealing* Practice Tool
- Quick Reference Cards
- Landonline Help.

1.3.2.5 References

The text uses cross references to refer to other parts of the guide.
For example:

- See topic **1.3.2.5 References**.

In some instances other user guides are referenced. For example:

- For more information about searches refer to the ***e-search*** **User Guide**.

1.3.2.6 Bolded text

The following items are **bolded** in the text:

- references to other topics and user guides
- references to figures and tables
- Notes and Cautions.

1.3.2.7 Notes and cautions

Note: This format is used to emphasise points, remind readers of something, or to indicate information they need to be aware of.

Caution: This format is used to warn readers about certain actions that can have a serious impact on their work in Landonline.

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.

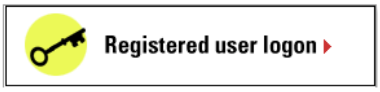
> Tasks:
>
> The tasks required to get started in Landonline are:
>
> - Log on to Landonline
> - Select your firm and licence.

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 OK to display the Logon to Landonline screen.
4. Type your User Id and Password.
5. Click Log On
   - 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 Log On from the Landonline website. You may need to select:

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

- 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 OK 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:

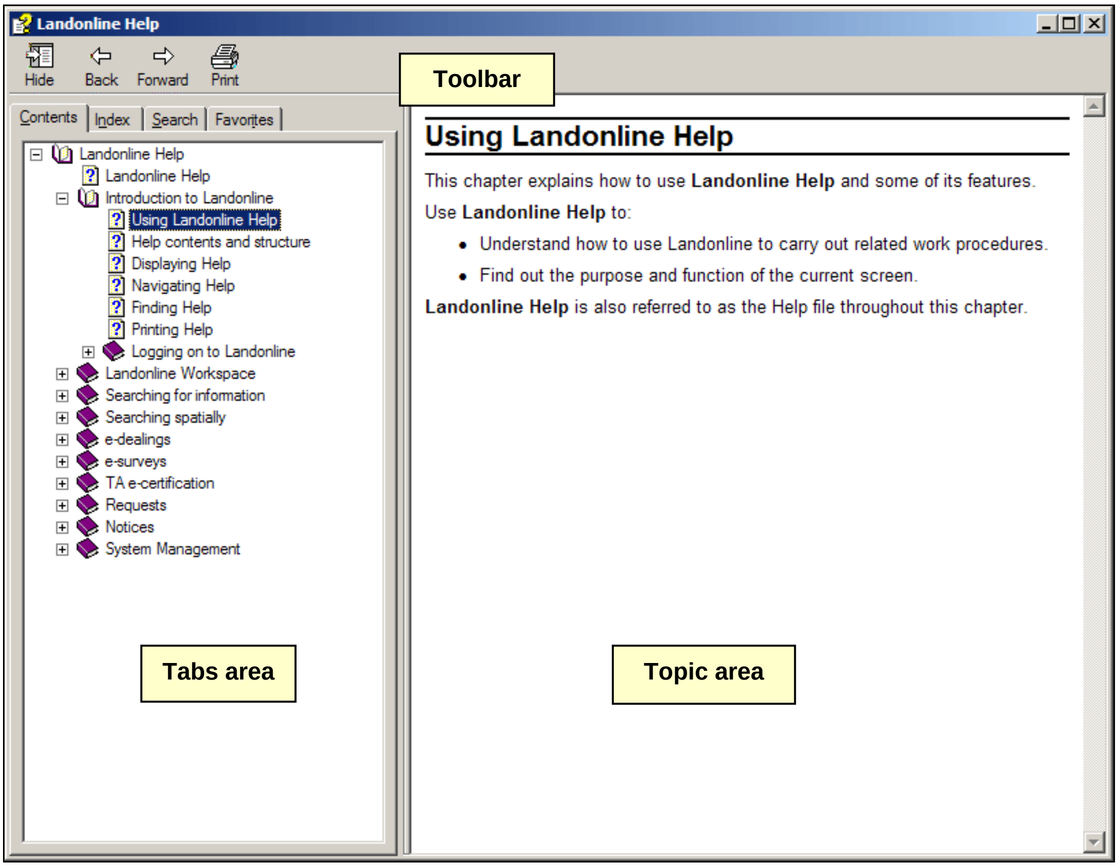
- Press F1 to display Help for the current screen.
- Click (Help) in Landonline Workspace.
- Select **Help | Landonline Help Topics**.

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.



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 Back or Forward 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.

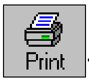
2.3.4 Finding Information in Help

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.

3 WORKSPACE

3.1 Overview

The Workspace screen is the first screen you see when you log on to Landonline. You use Workspace to track your work and to access other parts of Landonline.

This chapter introduces Workspace. It explains:

- the components of Workspace
- how to use Workspace to open other parts of Landonline
- how to use Workspace to view, save and print TA *e-certification* work information
- how to find TA *e-certification* work and requests listed in your Workspace
- the messages available in Workspace
- how to add, view, print, save and delete online messages
- how to view and save attachments to messages
- how to maintain your details in Landonline, specifically your user details and your password.

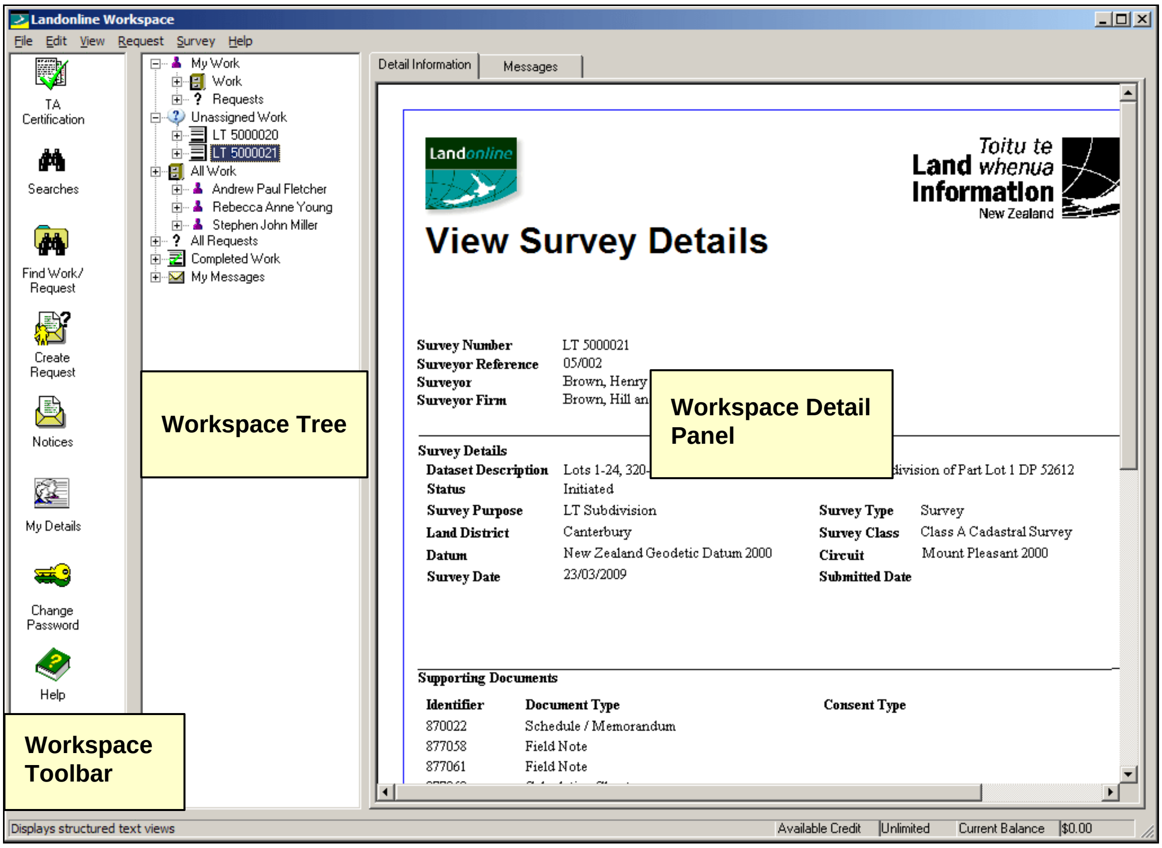
3.2 Workspace screen

Whenever you log on to Landonline Workspace displays. Workspace:

- provides you with access to all parts of Landonline
- lists all work you are involved with and identifies its status
- is your mailbox for all messages relating to certifications in Workspace
- is your mailbox for all messages about the Landonline environment
- displays your firm's available credit (ie Unlimited) and current balance with Land Information New Zealand (LINZ).

Workspace has three main areas:

- Workspace Toolbar
- Workspace Tree
- Workspace Detail Panel.



Andrew Fletcher is a System Manager working for Christchurch City Council. This is his Workspace.

The following headings correspond with the Workspace areas and describe them in more detail.

3.2.1 Workspace Toolbar

The Workspace Toolbar has icons that open different parts of Landonline. Your privileges determine which icons display in your Workspace.

Table 3-1 lists these icons and describes when you would use them.

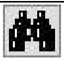
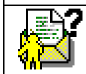
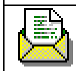
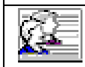
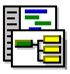
Icon	Action
 Create TA Certification	Use this icon to create a new TA *e-certification* for a survey. Click to display the TA Certification screen.
 Searches	Use this icon to search for information in Landonline, (eg titles and survey plans). Click to display Searches.
 Find Work/Request	Use this icon to find a survey or request in your Workspace. Click to display the Find Work/Request screen.
 Create Request	Use this icon to create and send specific TA Certification related requests to LINZ to action. Click to display the Create Request screen. For more information, refer to the **Requests User Guide**.
 Notices	Use this icon to access Notices to search for notices sent to your firm or to view or update any notice delivery method details for you or your firm. For more information, refer to the Notices User Guide.
 My Details	This is where you update your contact details and preferences. Click to display the Maintain User screen.
 System Maintenance	If you are a System Manager this is where you: • maintain firm information contact details • allocate and delete user privileges. Click to display External System Administration. **Note**: This icon only displays in the Workspace Toolbar if you are a System Manager.
 Change Password	This is where you change your password. Click to display the Change Password screen.
 Help	This is where you can find out more information about using Landonline. Click to display Landonline Help.

Table 3-1 Workspace Toolbar icons for survey users

3.2.2 Workspace Tree

3.2.2.1 Workspace Tree folders

The Workspace Tree lists all work available in your firm. Work displays in four folders. These are explained in **Table 3-2**.

Folder	Description
Unassigned Work	Displays all work assigned to your Territorial Authority firm, which has yet to be assigned to a TA user. To see surveys awaiting TA *e-certification*, expand the tree. Paper survey plans requiring TA *e-certification* do not automatically display in Workspace. You must first search for the survey plan and save it to create the work in Workspace. See **5.2.2.2 Search for a TA *e-certification* work not in Workspace**.
My Work	Displays all work for which you are the assigned user. Your work displays in two sub-folders (ie Work and Requests. To see a survey you are assigned to work on and requests, expand the folders in the tree.
All Work	Displays the names of all people in your firm who work with Landonline. To see the work a person is involved with, expand the tree.
All Requests	Displays requests created by your firm. Landonline automatically removes Completed requests from this folder. If a completed request is linked to survey still in Workspace, the completed request will remain in the Work sub-folder under the survey until you submit the TA Certification.
Completed Work	Displays all surveys with their TA *e-certification* completed. Surveys remain in this folder until registered. To see a completed TA *e-certification* for a survey, expand the tree.
or My Messages	When displays, new messages have been added to your My Messages folder. **Note**: This folder cannot be expanded further.

Table 3-2 Folders in the Workspace Tree

3.2.2.2 TA *e-certification* and request status

TA *e-certifications* change status as they progress through the TA *e-certification* Process. Requests also change status as they are processed. You can easily tell the status of a TA *e-certification* and request by the icon that displays next to it. **Table 3-3** explains the status icons.

Folder	Description
 Assigned to TA Firm	This icon displays when a TA *e-certification* work is assigned to your TA firm (ie a surveyor has notified your firm their *e-survey* requires TA *e-certification*). The survey has not been assigned to a specific TA user.
 Under Action	This icon displays when a TA *e-certification* work has been assigned to a TA user.
 On Hold	This icon displays when the TA *e-certification* has been put on hold.
	The **Draft** icon displays when a request has been created.
	This icon displays when a request has been sent, but not yet completed.
 Completed	This icon displays when TA *e-certification* packages for a survey have been completed. For a request, this icon indicates the request has been completed by LINZ. This icon will only display in the folder for a linked *e-survey* that has TA *e-certification* work yet to be finalised.

Table 3-3 Status icons used in the Workspace Tree

3.2.3 Workspace Detail panel

The Workspace Detail panel changes display depending on what is selected in the Workspace Tree. It displays tabs. You can select between the tabs to view different types of information. **Table 3-4** describes these tabs and explains when they display.

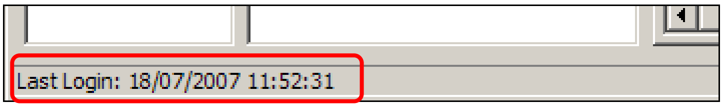
Tab name	When tab displays	Description
Summary Information tab	Displays when any of the following folders and sub folders are selected in the Workspace Tree: • Unassigned Work • My Work • Work • Requests • All Work. • Completed Work • All Requests	Use this tab to display a summary of all surveys or requests listed in the folder.
Detail Information tab	Displays when a certification or request is selected from the Unassigned Work, My Work, All Work, Completed Work or All Requests folders.	Use this tab to view details of the selected certification or request for TA *e-certification*.
Messages tab	Displays when a certification is selected from the Unassigned Work, My Work, All Work or Completed Work folders.	Use this tab to view online messages for TA *e-certification* of the selected certification.
Messages Received tab	Displays when the My Messages folder is selected in the Workspace Tree.	Use this tab to view a list of all messages sent to you. You can also read the content of messages in this tab and view and save message attachments (eg Title Plan, CSD

Tab name	When tab displays	Description
		Plan, XML file) of the survey.

Table 3-4 Workspace Detail panel tabs

3.2.4 Login security check

When the Workspace screen first opens after you log in to Landonline, the date and time of your last log in displays underneath the Workspace Toolbar icons.



This message allows you to determine whether another person has used your username and password to access Landonline without your knowledge. As soon as you click elsewhere in the screen, Landonline replaces the message with microhelp for the selected item.

3.2.5 Firm's credit

Workspace also displays your firm's:

- Available Credit (ie Unlimited), and
- Current Balance (ie the total charges incurred during the current logged on session).

These are located underneath the Workspace Detail panel.

Note:

- There are no charges for Territorial Authorities performing TA *e-certification* work in Workspace therefore the Current Balance will always be zero.
- Territorial Authorities are charged when using Searches from Workspace if there is a charge for the item being viewed.

3.2.6 Workspace Toolkit

Table 3-5 lists other tools that describe Workspace.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification.* Topic: Use Landonline Workspace.

Table 3-5 Workspace Toolkit

3.3 View, save or print a transaction

The Workspace Detail panel provides a summary of TA *e-certification* work and request information and TA *e*-certification work messages. You can view, save or print details of *e-surveys* listed in the Workspace tree.

All requests created by a member of your firm display in Workspace. You can view and print details of a request, but you cannot save request details to a file.

Tasks

To view, save or print TA *e-certification* work information you:

- Refresh Workspace to display the latest information and messages.
- View details of the TA *e-certification* work or request in the Workspace Detail panel.
- Save information for the TA *e-certification* work from the Workspace Detail panel to another location on your computer.
- Print information from the Workspace Detail panel.

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

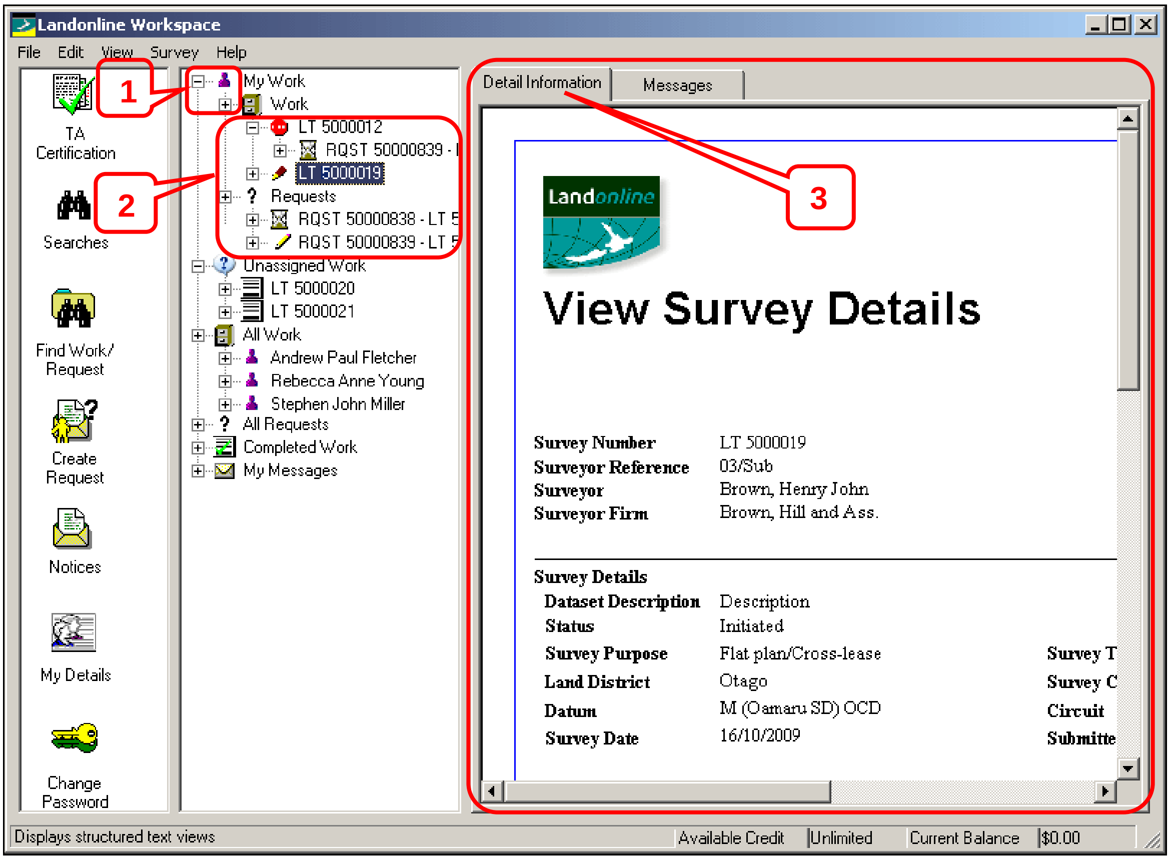
3.3.1 Refresh Workspace

Refresh Workspace whenever you need to display the latest information and messages.

To Refresh Workspace:

1. Select View | Refresh.

3.3.2 View details of a transaction



Stephen Miller is a TA *e-certification* user. He is working on TA *e-certification* for two surveys. These surveys display in the Workspace Tree in his My Work folder under the Work sub-folder. The Workspace Detail panel currently shows the details for survey LT 5000019.

To view the details of a transaction:

1. Expand the Workspace Tree folder the transaction is in.
2. Select the TA work (ie survey number) or request.
   - If you select a survey with an image attached, Landonline generates the composite instrument image (unless it has already been generated) and displays it in the Image Viewer. For more information, refer to the ***e-search* User Guide** or **Requests User Guide**.
   - If you select a request with an image attached, it will generate each time you select it.
3. View the survey or request information in the Detail Information tab in the Workspace Detail panel. Scroll to view all details.

Note: A surveyor can either delete or withdraw a survey for which they have requested TA certification.

- If the survey has not been assigned, Landonline removes it from the Unassigned Work folder in Workspace.
- If the survey has been assigned, the TA user receives a message in their My Messages folder to advise the survey number and the name of the surveyor who deleted or requested to withdraw it.

- A deleted survey is removed from your My Work folder. A status of a withdrawn survey changes to Withdrawn and remains in Workspace until LINZ has processed the request to remove it.

3.3.2.1 View Survey Details summary

When you view a TA *e-certification* Work the Detail Information tab displays the View Survey Details summary. **Table 3-6** describes the information in the View Survey Details summary.

Section	Description
Survey Number	Number assigned to the survey by Landonline.
Surveyor Reference	Surveyor's own reference for the survey (eg client name, file number).
Surveyor	The surveyor who will certify and submit the survey.
Survey Firm	Name of the firm responsible for lodging the survey.
Survey Details	Details about the survey including: dataset description, status, survey purpose, survey type, land district, survey class, datum, circuit, survey date and submitted date.
Territorial Authorities	Lists the relevant territorial authorities applicable to the survey.
Supporting Documents	Lists all supporting document attached to the survey.

Table 3-6 View Survey details summary

3.3.2.2 View request summary information

When you view a request in the Detail Information tab in Workspace, the structured text view displays the information entered for the request. **Table 3-8** describes the summary information in the request structured text view.

Section	Description
Request Details	Details of the request, as appropriate (eg Request Type, Request Id, Request Status, Survey Number, TA Reference (if recorded), Created Date, Last Modified By (user name) and Firm).
Attachment	File path and name of the attached image. Only displays if an image has been attached.
Entry Date	Date on which the attached file was saved. Only displays if an image has been attached.
Notes and Comments	Any notes or comments added to the request.

Table 3-7 View Request details summary

3.3.3 Save TA *e-certification* work information

You can save the information you see in Workspace for a TA *e-certification* work to your computer. The details of the TA *e-certification* work and any associated messages are on separate pages, therefore you must individually save each page (or Print Job) to a file.

To save a TA *e-certification* work information:

1. Select the TA work (ie survey number) in the Workspace Tree.
   - If the TA work you select has an image attached, click (Print) in the Image Viewer. Go to step 3.

2. Select File | Save As.
   - If there are multiple pages, a message displays advising you to select each Print Job (or page) and save it individually to a file.
3. Click [OK] to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen with a preview of the highlighted Print Job (or page).
4. Click [Save] to display the Save As screen.
   - If there are multiple jobs, a message displays to advise only the highlighted job will be saved. Click [OK] to display the Save As screen.
5. Select a location to save the file to (eg C:\My Documents).
6. Click [Save] to save the file.
7. Select another Print Job (or page) for the TA work, if required, and repeat Steps 3 to 5 to save details.

Note:

- When you save TA *e-certification* work information, Landonline saves only the detail information and messages for the work.
- When you certify and sign a TA *e-certification* work it remains in Workspace. Once the survey is Deposited it disappears from Workspace.
- When saving a TA *e-certification* work you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide are for UniPrint. To save from Acrobat Reader, select **File | Save A Copy…** 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.

3.3.4 Print survey or request information

You can print the information that displays in Workspace for a TA *e-certification* work or request.

To print a TA *e-certification* work or request:

1. Select the transaction in the Workspace Tree.
   - If the transaction you select has an image attached, click [Print icon] (Print) in the Image Viewer. Go to step 4.
2. Select **File | Print...** to continue to 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).
3. Click [Print] to display the Print screen (if this option is selected in your UniPrint settings).
4. Select your printer options.
5. Click [Print]

Note:

- Landonline only prints detail information and messages for the TA *e-certification* work or request from Workspace.

- When printing you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

3.3.5 View, save or print a TA Certification work Toolkit

Table 3-8 lists other tools that assist with viewing, saving and printing TA Work.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification*. Topics: Print Details from Workspace.

Table 3-8 Workspace View, Save and Print Toolkit

3.4 Find TA *e-certification* work or request

Workspace displays all TA *e-certification* work your firm is involved with and all requests created by your firm. If you are involved with many certifications or requests you can use the Find Work/Request screen to locate a specific work or request.

Steps:

The high level steps required to find a TA *e-certification* work or requests in the Workspace tree are:

1. Display the Find Work/Request screen.
2. Search for the TA *e-certification* work.
3. Search for the request.

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

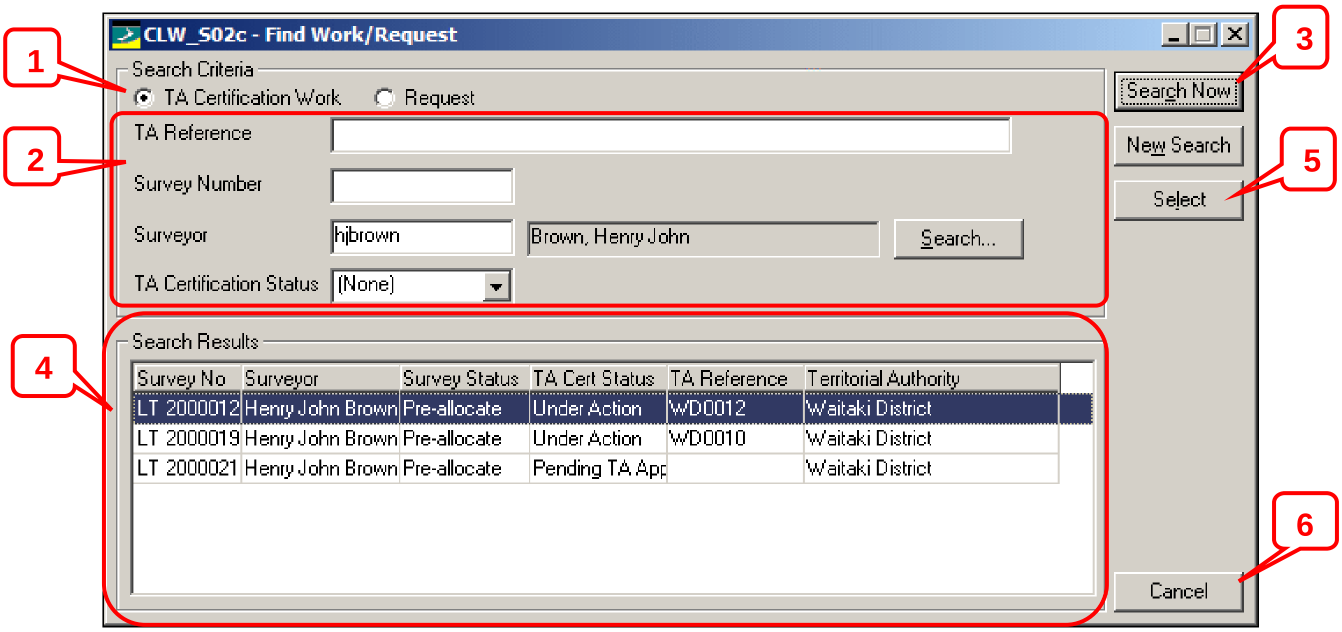
3.4.1 Display the Find Work/Request screen

You use the Find Work/Request screen to search for TA work in Workspace. You can search using many different combinations of search criteria.

To display the Find Work/Request screen, in Workspace:

1. Click  (Find Work/Request) in the Workspace Toolbar.

3.4.2 Search for the TA *e-certification* work



Rebecca Young is searching for a TA *e-certification* work in Workspace using the Find Work/Request screen.

To search for a TA *e-certification* work in Workspace:

1. Select the TA Certification Work option
2. Type your search criteria in one or more fields (eg TA Reference, Survey Number). For more information about search criteria see **Table 3-9**.
3. Click Search Now to display the results of your search in the Search Results area.
4. Select the TA work in the Search Results area that you want to find in Workspace.
5. Click Select to highlight the TA work in the Workspace Tree. The Find Work/Request screen minimises.
   Landonline searches the folders in the Workspace Tree in the following order: Unassigned Work, My Work, All Work and Completed Work.
6. Click Cancel to close the Find Work/Request screen when you have completed your search.

Note:

- The Find Work/Request screen minimises and remains open to enable you to select another TA work from the Search Results area, or conduct another search. Click CLW... (Find Work/Request minimised) in the toolbar of your computer to display the Find Work/Request screen again. You must maximise the screen and click Cancel to close the screen.
- Wildcards can be used in the TA Reference field, see **4.3.1 Wildcards**.
- If your search returns a single search result you can press Enter to highlight the item in the Workspace Tree.

Table 3-9 describes the fields and buttons in the Find Work/Request screen.

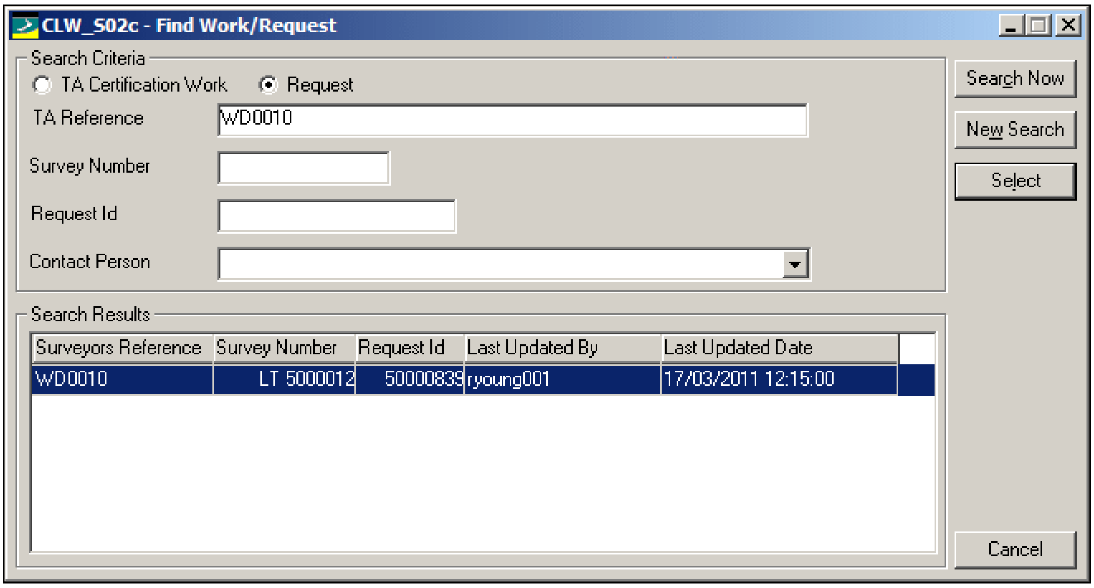
Field or Button	Action
TA Certification Work	Select to search for TA *e-certification* work in Workspace.

Request	Select to search for requests in Workspace.
Search Criteria fields and buttons	
TA Reference	Type the TA reference for the survey or request. You can use a wildcard search in this field.
Survey Number	Type the number of the survey (eg LT 312345). If you type this number, you don't need to enter any other criteria in the screen. When using this screen to search and display details of a paper plan from the TA Certification screen, you must type the exact number of the plan in this field. For a request, enter the number of the survey linked to the request.
Surveyor	Type the user Id of a surveyor. If you don't know the user Id, click **Search...** and search and select the surveyor's name. Only displays for the TA Certification Work option.
Search…	Click to display the External Search screen to search for a surveyor. Only displays for the TA Certification Work option.
TA Certification Status	Select the status of the TA *e-certification* from the droop down list. Only displays for the TA Certification Work option.
Request Id	Enter the number of the request. If you type this number you don't need to enter any other criteria. Only displays for the Request option.
Contact Person	Select the name of the contact person for the request from the drop down list. Only displays for the Request option.
Other fields and buttons	
Search Now	Click to search for TA *e-certification* work or requests based on your search criteria.
New Search	Click to clear the screen to enter new search criteria.
Select	If you are in Workspace, click to display the selected TA work or request in the Workspace tree. If you are in the TA Certification screen, click to display details of the TA Work for the selected survey.
Search Results	Landonline displays a summary of all TA *e-certification* works or requests that match your search criteria.

Table 3-9 Find Work/Request screen fields and buttons

Note: For more information about conducting searches, see chapter **4 Search for a user or a firm**.

3.4.3 Search for the request



Rebecca Young is searching for a request in Workspace using the TA Reference.

To search for a request in Workspace:

1. Select the Request option.
2. Type your search criteria in one or more fields (eg TA Reference, Survey Number). For more information about search criteria, see **Table 3-9.**
3. Click Search Now to display the results of your search in the Search Results area.
4. Select a request from Search Results.
5. Click Select to select the request in the Workspace Tree.
6. Click Cancel to close the Find Work/Request screen when you have completed your search.

Note: The Find Work/Request screen minimises and remains open to enable you to select another request from the Search Results area, or conduct another search. Click CLW... (Find Work/Request minimised) in the toolbar of your computer to display the Find Work/Request screen again. You must click Cancel to close the screen.

3.4.4 Find TA Certification work Toolkit

Table 3-10 lists other tools that assist with finding a TA *e-certification* work.

Tool	Description
Landonline Help	Press F1 in the Find Work/Request screen for more information about finding TA work or requests in Workspace.
Quick Reference Cards	Section: TA *e-certification.* Topics: Find Work/Request in Workspace.

Table 3-10 Find a TA Certification work Toolkit

3.5 Types of messages

Workspace displays messages about TA *e-certifications* in the Workspace Detail panel. There are two types of messages. These are:

- User generated messages
- System generated messages.

There are two places where you can view messages in Workspace:

- Messages tab: use to view messages specific to a TA *e-certification*.
- My Messages folder: use to view messages sent specifically to you and messages about the Landonline environment.

3.5.1 User generated messages

User generated messages are created and viewed in the Messages tab for a selected TA *e-certification* work. Anyone with access to the TA *e-certification* work through their Workspace can view these messages. User Generated messages are restricted to a maximum size of 1500 characters per entry and cannot have attachments. For more information about user generated messages, see **3.6.1.2 Add comments about a TA *e-certification***.

3.5.2 System generated messages

System generated messages are automatically generated by Landonline. When they relate to a specific TA *e-certification* work they are viewed through the Messages tab.

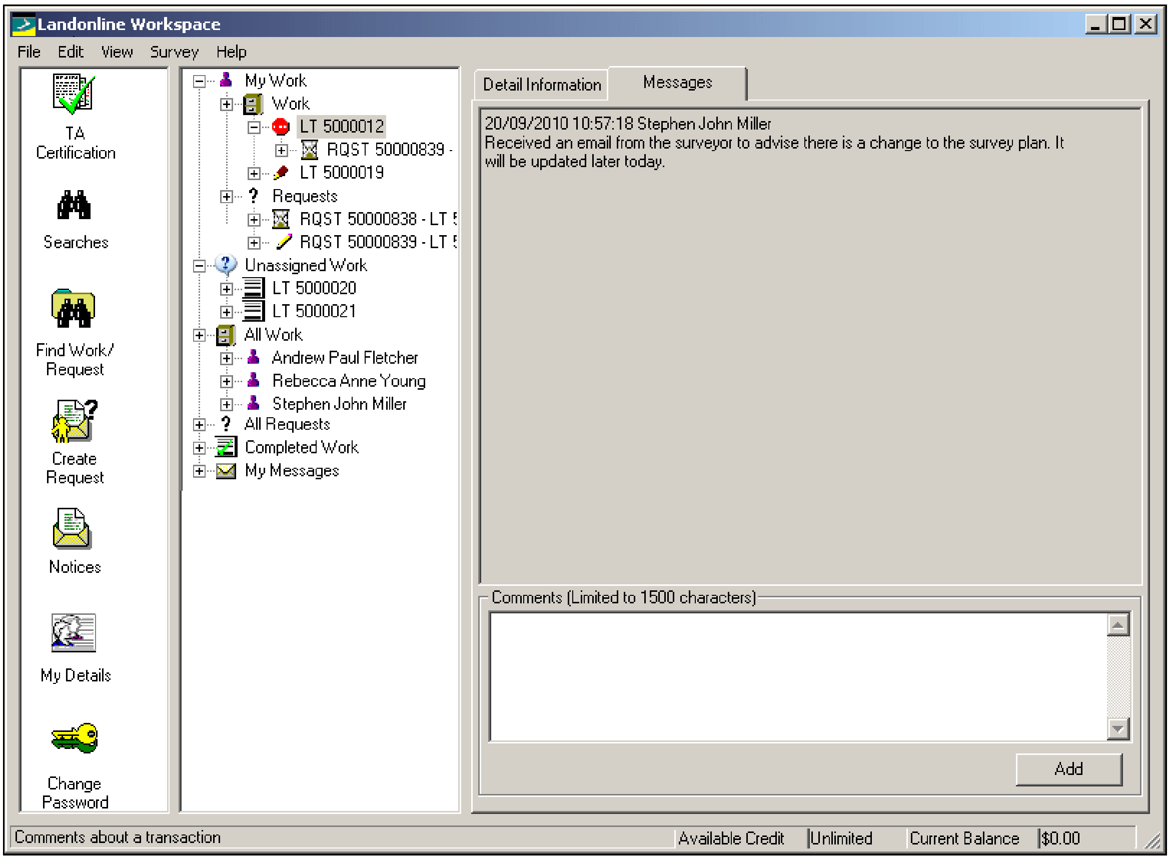
System generated messages can also be sent to specific recipients where they are viewed through the My Messages folder. Messages that relate to the Landonline environment are also viewed here. These messages can contain attachments. For more information about system generated messages with attachments, see topic **3.7.1.2 View and save attachments in My Messages**.

3.6 Messages tab

The Messages tab displays in the Workspace Detail panel when you select a TA *e-certification* work in the Workspace Tree. Messages are specific to the selected TA work and are both system generated and user generated.

You can:

- View and print all messages for a specific TA Work
- Add your own comments about the TA Work for all others involved with it to see.



Stephen Miller has displayed the Messages tab for TA *e-certification* work LT 5000012. This has one User Generated message that he has left for other TA users for this TA *e-certification* work.

3.6.1 Using the Messages tab

You can view, add comments and print the messages for any TA work displayed in your Unassigned Work, My Work, All Work or Completed Work folder.

Tasks
You use the Messages tab to: • View messages for a specific TA *e-certification*. • Add comments about a TA *e-certification*. • Print TA *e-certification* work messages.

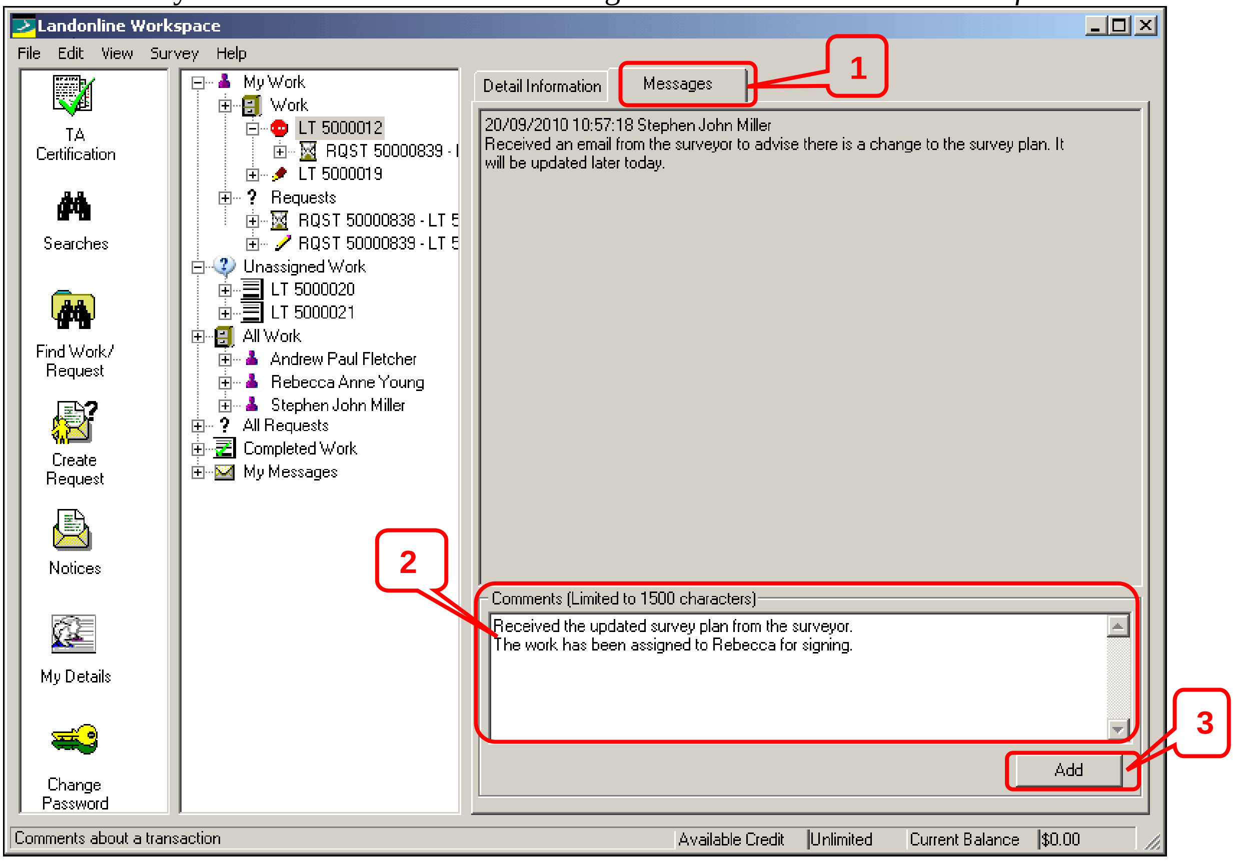
The following headings correspond with these tasks and describe them in more detail.

3.6.1.1 View messages for a TA *e-certification*

1. Refresh Workspace to display the latest messages. See topic **3.3.1 Refresh Workspace**.
2. Select the TA work in the Workspace Tree. This may be selected from any folder in which the TA Work is displayed.
3. Select the Messages tab to display all messages for the selected TA Work. The date, time and user are automatically added.

3.6.1.2 Add comments about a TA *e-certification*

You can add your own comments to the Messages tab for a selected TA *e-certification* work.



Stephen Miller has typed a comment to Rebecca Young. When he clicks ADD the comment will be added to the messages for this TA *e-certification* work.

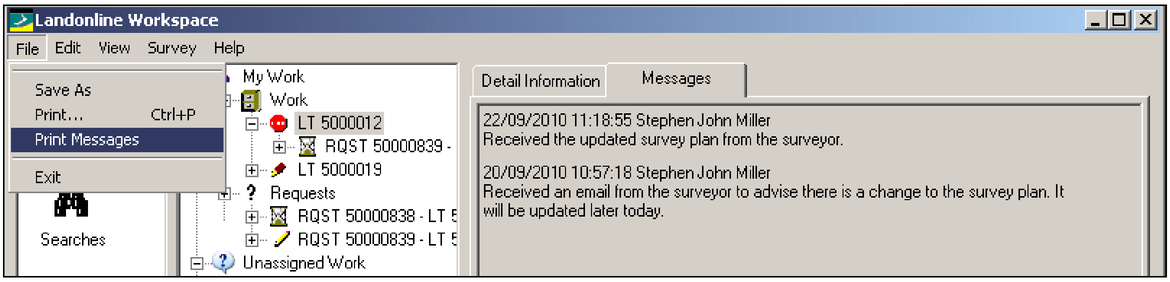
To add a comment about a TA *e-certification*:

1. Display the Messages tab for the TA *e-certification* work.
2. Type your comment (maximum of 1500 characters) in the Comments field.
3. Click Add to display your comment in the list of messages. The date, time and user are automatically added.

Caution: Once you have added a comment to the messages tab it cannot be edited or deleted and can be viewed by anyone involved with the TA *e-certification* in your Territorial Authority. Surveyors cannot view these comments.

3.6.1.3 Print TA *e-certification* work messages

You can print all messages displayed in the Messages tab for a selected TA *e-certification* work.



To print all messages for a TA *e-certification* work:

1. Select the TA work in the Workspace Tree.
2. Select **File | Print Messages** to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen displays with a preview of the messages.
3. Click Print to display the Print screen (if this option is selected in your UniPrint settings).
4. Select your printer options and click Print

3.6.2 Using the Messages tab Toolkit

Table 3-11 lists other tools that assist with viewing, adding comments to and printing messages for TA *e-certification* work.

Tool	Description
Landonline Help	Press F1 in Workspace to find display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification.* Topic: Use the Messages Function.

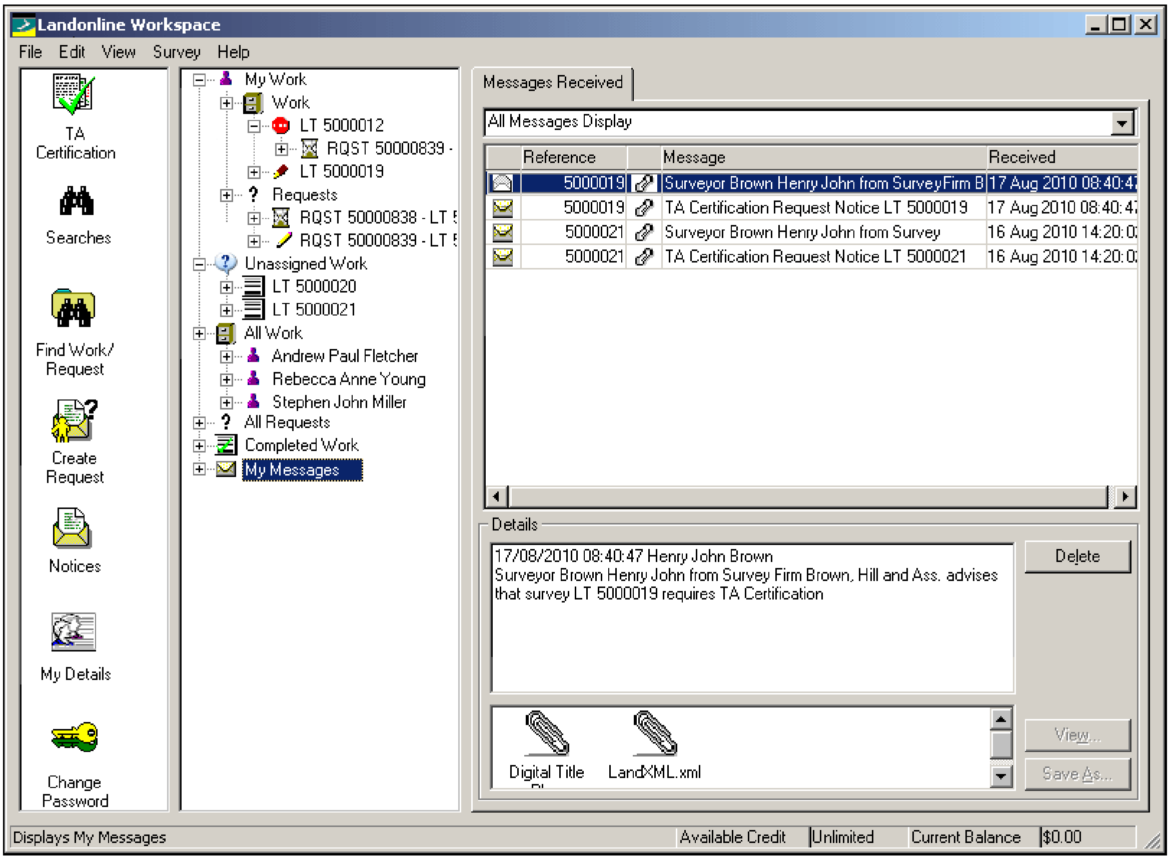
Table 3-11 Using the Messages Tab Toolkit

3.7 My Messages

When you select the **My Messages** folder in the Workspace Tree, Landonline displays the **Messages Received** tab in the Workspace Detail panel. This lists system generated messages you are identified as a specific recipient for. These messages may have attachments (eg copies of plans).

In the Messages Received tab you can:

- view a list of all messages sent specifically to you
- select a message from the list and read it
- view and save message attachments.



This is Stephen Miller's My Messages folder.

Note: The field at the top of the Messages Received tab does not apply to TA users. It is for Conveyancing users only.

3.7.1 Using the My Messages folder

Messages sent specifically to you are stored in your My Messages folder. They are all System Generated messages and cannot be added to or edited.

> Tasks
>
> You use the My Message folder in Workspace to:
>
> - View messages sent to you.
> - View and save message attachments.
> - Print a selected message sent to you.
> - Delete a selected message sent to you.

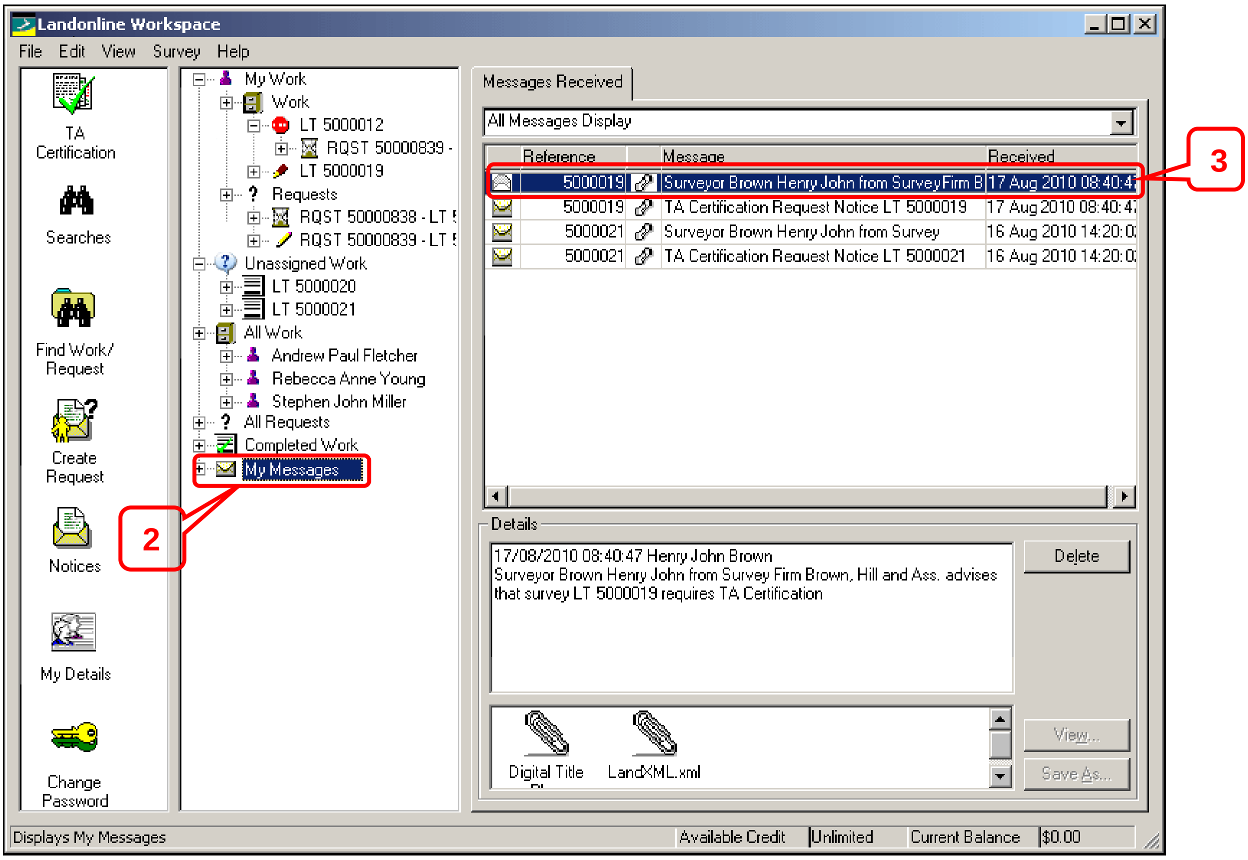
The following headings correspond with these tasks and describe them in more detail.

3.7.1.1 View My Messages

Messages display for the My Messages folder in the Messages Received tab of the Workspace Detail panel.

The Messages Received tab has two areas:

- The top area of the Messages Received tab lists all messages.
- The Details area displays the contents of a selected message and the associated attachments.



This message in Stephen Miller’s My Messages folder contains an attachment.

To view messages in My Messages:

1. Refresh Workspace to display the latest messages. See topic **3.3.1 Refresh Workspace**.
2. Select the My Messages folder in the Workspace Tree.
3. Select a specific message from the messages received list to view the details. The details of the message display in the Details field.

3.7.1.2 View and save attachments in My Messages

When a message has an attachment, a (paperclip) displays with the message in the Messages Received list. There are two types of attachments:

- Notification as an image file.
- Data extract as a XML file.

When the attachment is a notice, the name of the attachment will display. This can be:

- The transaction name and Id of the attached image (eg Notice 50002659, DP 10036 – Imperial Plan, WNA1/441 – Title Plan), or
- Attachment1, Attachment2, etc (ie when the file was attached to the notice from a local drive).

You can view attachments in Workspace and save them to your computer. You cannot view XML files.

To view an attachment:

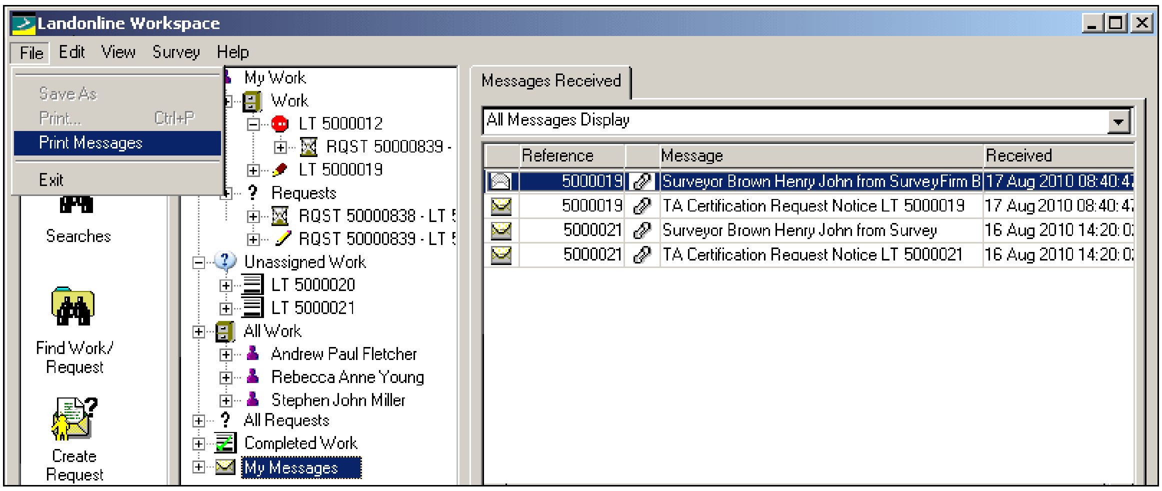
1. Select the Message from the messages received list.
2. Click View... to display details in the View Message Attachment screen. Expand the screen if required, or use the icons to view or print details of the attachment. For more information about Image Viewer icons, refer to the ***e-search*** **User Guide** or **Requests User Guide**.
3. Click ✕ to close the screen when you have finished viewing it.

To save an attachment:

1. Select the Message from the messages received list.
2. Click Save As... to display the Save As screen.
3. Specify a location on your computer to save the attachment to.
4. Click Save

3.7.2 Print a message from My Messages

You can print a selected message in My Messages.



To print a message in My Messages:

1. Select the message from the messages received list.
2. Select **File | Print Messages** to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen displays with a preview of the messages.

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

Note: Attachments are not printed.

When printing you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

3.7.3 Delete a message from My Messages

To delete a message from My Messages:

1. Select one or more messages to be deleted from the messages received list.
2. Click Delete in the Messages Received tab.

Note: Messages specific to a TA *e-certification* work are retained in the messages tab for the TA Work after they are deleted from the My Messages folder.

3.7.4 Using My Messages Toolkit

Table 3-12 lists other tools that assist with viewing and printing messages in your My Messages folder, and viewing and saving message attachments.

Tool	Description
Landonline Help	Press F1 in Workspace to display information about using Workspace.
Quick Reference Cards	Section: TA *e-certification.* Topics: • Use the Messages Function. • Print Details from Workspace. Section: Workspace. Topic: Save details.

Table 3-12 Using My Messages Toolkit

3.8 Change your details or password

You can use the Workspace Toolbar to open other parts of Landonline where you can:

- change your details, eg your contact details and Landonline preferences.
- change your Landonline password.

3.8.1 Change your details

You change your details in the Maintain User screen. The Maintain User screen records your Contact Details and Landonline Preferences. For example, your telephone number, postal address and address for notices.

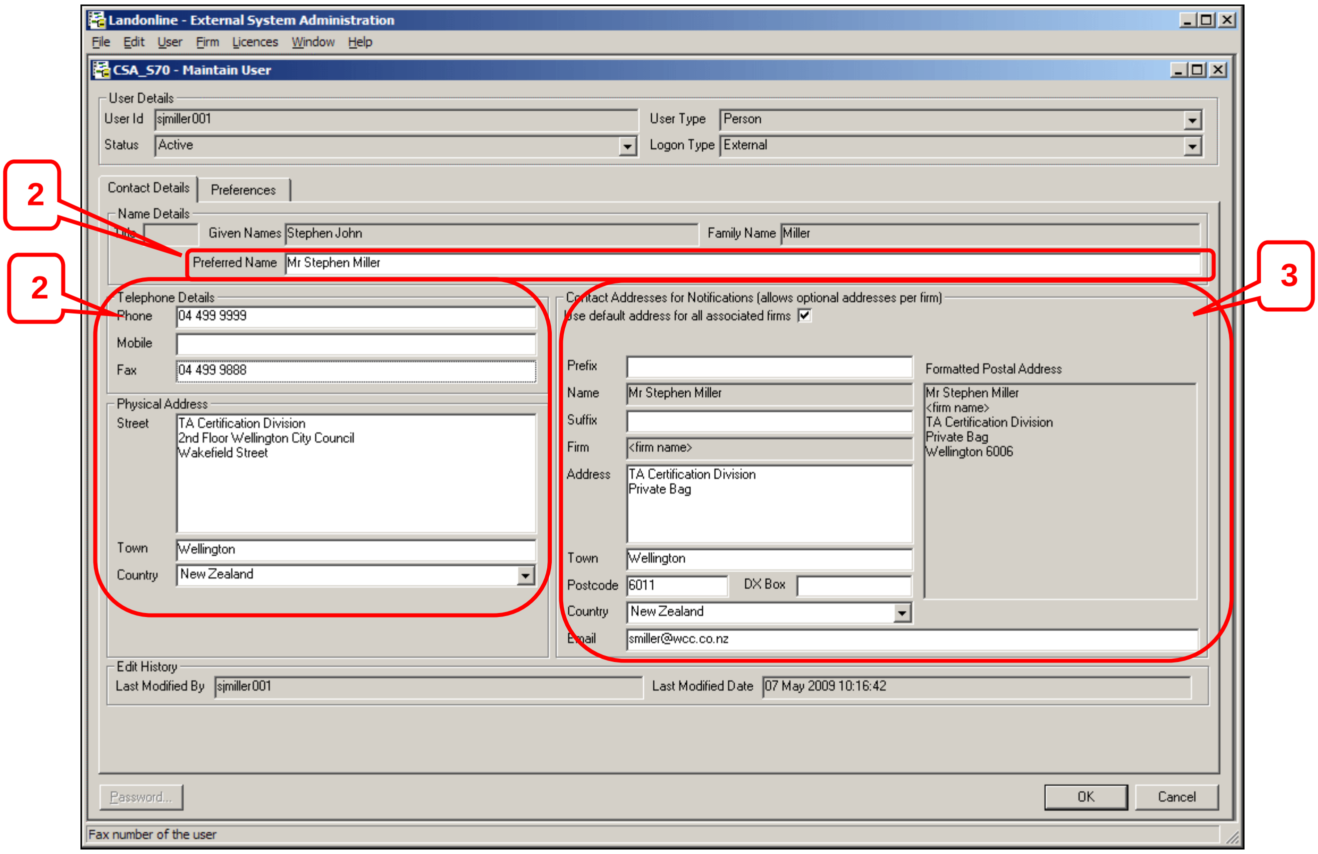
The Contact Details tab defaults the address for notices to you Default address, regardless of the firm(s) you are associated with. You can change this option at any time to have your notices sent to a separate address for each firm instead of your default address, if required.

If you work for more than one firm you will need to set your preferences in the Preferences tab for each firm the first time you log on to Landonline through that firm. After making your initial settings you can change them at any time.

> Tasks
>
> You use the Maintain User screen to:
>
> - Change your Contact Details
> - Change the address for notices for an associated firm.
> - Confirm the email address (if entered or changed).
> - Change your Preferences.

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

3.8.1.1 Change your Contact details



This is the Maintain User screen. Stephen Miller's contact details and his address for notices display in the Contact Details tab. All notices sent to Stephen will go to his default address.

To change your contact details:

1. Click  (My Details) in the Workspace Toolbar to display the Maintain User screen.
2. Change your Preferred Name, Telephone Details and Physical Address as required in the Contact Details tab.
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 **3.8.1.2 Change the address for notices for an associated firm**.
4. If you enter or change your email address, see **3.8.1.3 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 pipe (|) in any of the fields in the Contact Details tab.
- Your Default address must contain details in the Address and Email fields. For more information about fields in the Contact Details tab (eg Prefix, Suffix) see **Table 3-13**.

Table 3-13 provides a full description of the fields and buttons in the Contact Details tab.

Field, Button or Area	Description
Name Details	Landonline displays the Title, Given Names and Family Name for the user. You cannot change these details.
Preferred Name	Enter your preferred name for addressed notices if different from any details entered in the Title, Given Names and Family Name fields. This is the way your name will display on notices sent to you.
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. Uncheck if the address for notices differs for each firm you are associated with. The Address when associated with firm field displays below this field.
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 name.
Suffix	Enter additional postal address information (eg your job position, department, building name) if required.

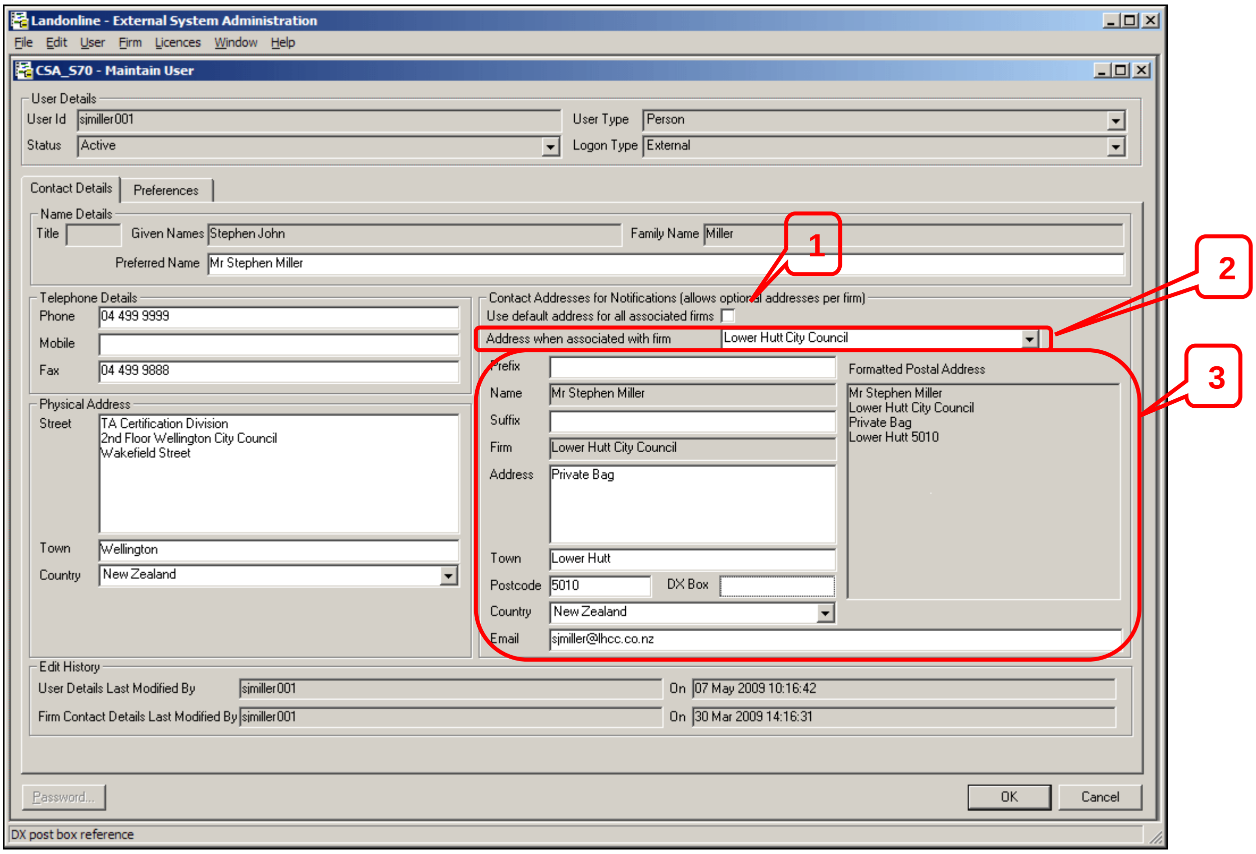
Field, Button or Area	Description
Firm	Landonline displays the name of your firm. This depends on whether you checked the Use default address for all associated firms checkbox: • If checked <firm name> displays in this field as a placeholder. When a notice is created, Landonline automatically inserts the name of the appropriate firm on the notice where <firm name> displays. • If unchecked, Landonline displays the name of the firm you 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 Post box 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 your name and postal address as you enter information into each field in the Contact Addresses for Notifications area.
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 3-13 Maintain User: Contact Details tab

3.8.1.2 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. Each firm’s address can all be different and you don't have to be logged in to a firm to change their notice address details.

When you select this option, you must ensure the address details for each firm are current and correct.



Stephen Miller has unchecked the Use Default address for all associated firms checkbox in the Contact Details tab. He has selected to send notices for clients from Lower Hutt City Council to a different address from his default address. Stephen will then select each firm he is associated with to check the address for each is current and correct.

To change an address for notices for a firm you are associated with, in the Contact Details tab:

1. 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.
2. Select the name of the firm in the Address when associated with firm field drop down list to display address details for that firm. (This field displays all firms you are associated with and will default to the firm with which you are currently logged in to.)
    - Select the Default option in the drop down list to view or update details of your default address.
3. Enter or change address details for notices for the selected firm, as required.
    - If you enter or change your email address, see **3.8.1.3 Confirm the email address**.
    - Select File | Save to save changes entered for this firm.
4. Repeat step 2 and 3 for another firm you are associated with, if required.
5. 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.

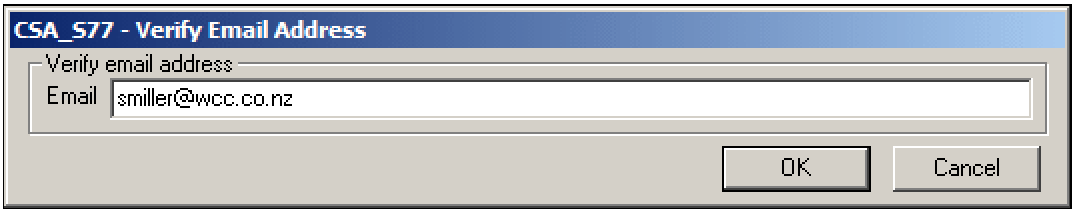
6. Select File| Save to save changes and remain in the screen, otherwise click OK to save and close the screen.

Note:

- Your Default address must contain details in the Address and Email fields. For more information about fields in the Contact Details tab (eg Prefix, Suffix) see **Table 3-13**.
- Do not use an apostrophe (‘), double quotation (“) or vertical bar (pipe) (|) in any of the fields in the Contact Details tab.
- When you save notice address details for a selected firm, the Edit History area displays the person who last modified the User Details and the date as well as the person us last modified the Firm Contact Details and the date.

3.8.1.3 Confirm the email address

When you enter or change an email address in the 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 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 Contact Details tab. (Refer to for details of the Verify Email Address screen, if required.)
2. Click OK to close the screen and return to the Contact Details.
   - If the address does not match the email address you entered in the Contact Details tab, an error message displays. Repeat these steps.
   - Alternatively, click Cancel and return to the 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 Contact Details tab.

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

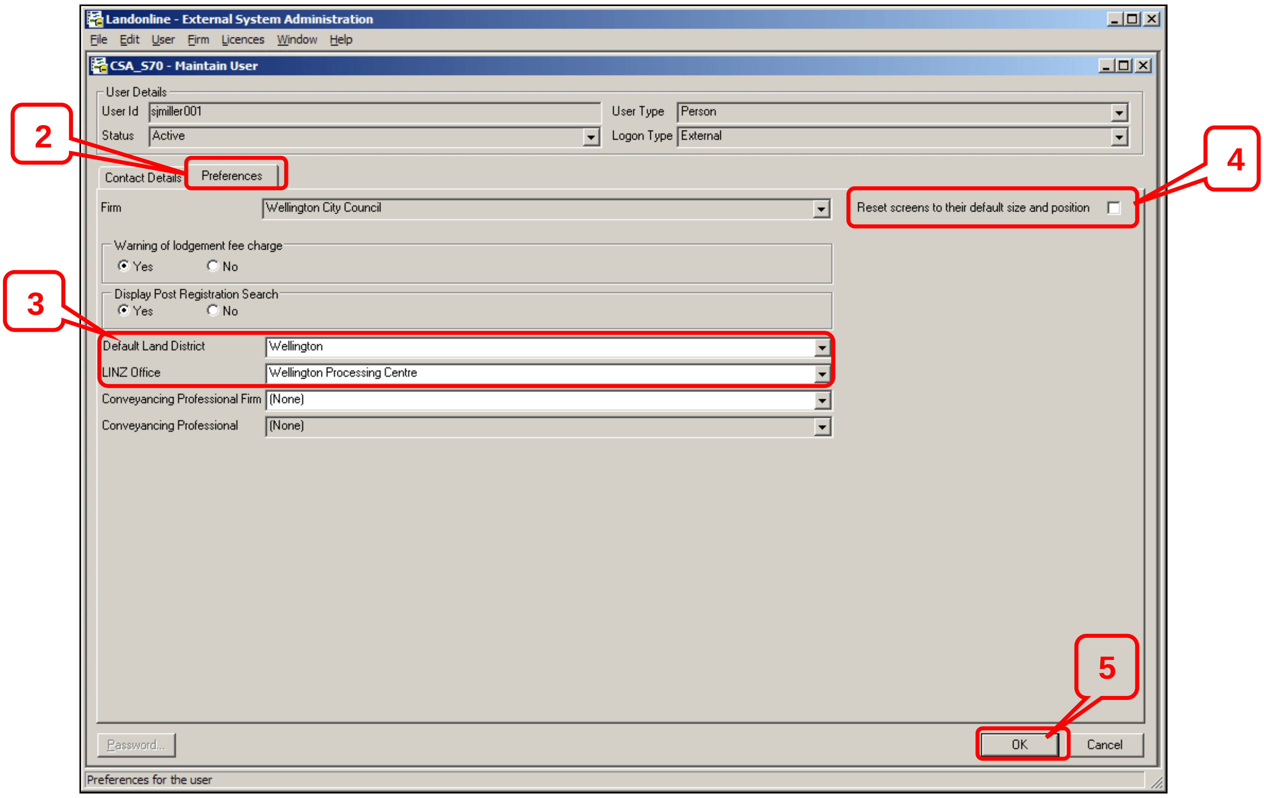
Table 3-14 Verify Email Address screen fields and buttons

3.8.1.4 Change your preferences

You can set your preferences to:

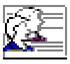
- a default Land District and LINZ office
- reset screens to their default size and position (if required).

You will need to set your preferences for each firm the first time you log on to Landonline through that firm. After making your initial settings you can change them at any time.



Stephen Miller has selected the Preferences tab in the Maintain User screen.

To change your preferences:

1. Click  (My Details) in the Workspace Toolbar to display the Maintain User screen.
2. Select the Preferences tab.
3. Select your default Land District and LINZ office.
4. Check the Reset screens to their default size and position checkbox (if required) to reset your Landonline screens to display at their default size and position or to correct any corrupt values in your CRSUser.ini file.
5. Click OK to save your changes and close the Maintain User screen.
   - If you checked the Reset screens to their default size and position checkbox, you must log out of Landonline and log back in for the settings to be reset.

Note: The Warning of Lodgement Fee Charge area and the Conveyancing Professional Firm and Conveyancing Professional fields do not apply to TA users. See **Table 3-15** for a full description of the fields in the Preferences tab.

Field / Area	Description
Warning of lodgement fee charge	TA users do not complete this field as it only applies to Conveyancing and Survey users.
Display Post Registration Search	TA users do not complete this field as it only applies to Conveyancing and Survey users.
Default Land District	Select your default land district from the drop down list. The land district you select defaults on Searches screens in Landonline, but can be changed.
Default LINZ Office	Select your relevant LINZ office from the drop down list.
Conveyancing Professional Firm	TA users do not complete this field as it only applies to Conveyancing users.
Conveyancing Professional	TA users do not complete this field as it only applies to Conveyancing users.
Reset screens to their default size and position	Check to reset your Landonline settings. Use this if your CRSUser.ini file has corrupt values or to reset your Landonline screens to display in the default position and at the default size (eg you may have dragged a screen off the computer display in error). This deletes the existing CRSUser.ini file, creates a new .ini file and stores it in the default directory.

Table 3-15 Maintain User screen: Preferences tab

3.8.2 Change password

Periodically Landonline prompts you to change your password; however, you can change your password at anytime. You cannot use the same password more than once.

3.8.2.1 Display the Change Password screen

To display the Change Password screen, in Workspace:

1. Click (Change Password) from the Workspace Toolbar to open the Change Password screen.

3.8.2.2 Change your password

1. Display the Change Password screen. See topic **3.8.2.1 Display the Change Password screen**.
2. Type your old password in the Old Password field.
3. Type your new password in the New Password field. **Table 3-16** outlines the parameters you must work within to create your password.
4. Type you new password again in the Re-enter New Password field.
5. Click OK to save your password and close the screen.

Parameter	Description
Length of password	Eight to 20 alpha-numeric characters.
Password content	Should contain at lease one number, one lower case character and one upper case character.
Valid password characters	• a-z, A_Z, 0-9 • Hash (#), dollar ($), percent (%), ampersand (&), underscore (_), hyphen (-), full-stop (.), comma (,), less than symbol (<), greater than symbol (>) and space.

Table 3-16 Password parameters

4 SEARCH FOR A USER OR A FIRM

4.1 Overview

You can search within Landonline to find:

- Users and Firms using the External Search screen; and
- Titles and Survey data using the Searches screen.

This chapter introduces the External Search screen. It explains how to use the External Search screen to find a user's or a firm's name and Id. It does not explain how to use the Searches screen as this is fully explained in the ***e-search* User Guide**.

4.2 Search for a user or firm

You use the External Search screen to search for a user's or firm's name and Id, or the firm the user is associated with.

Tasks
To search for a user or firm you must: • Display the External Search screen • Search for a user or firm and add the details to the current screen.

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

4.2.1 Display the External Search screen

The External Search screen displays when you click a Search button linked to a user or firm field. The Search button displays from many screens in Landonline.

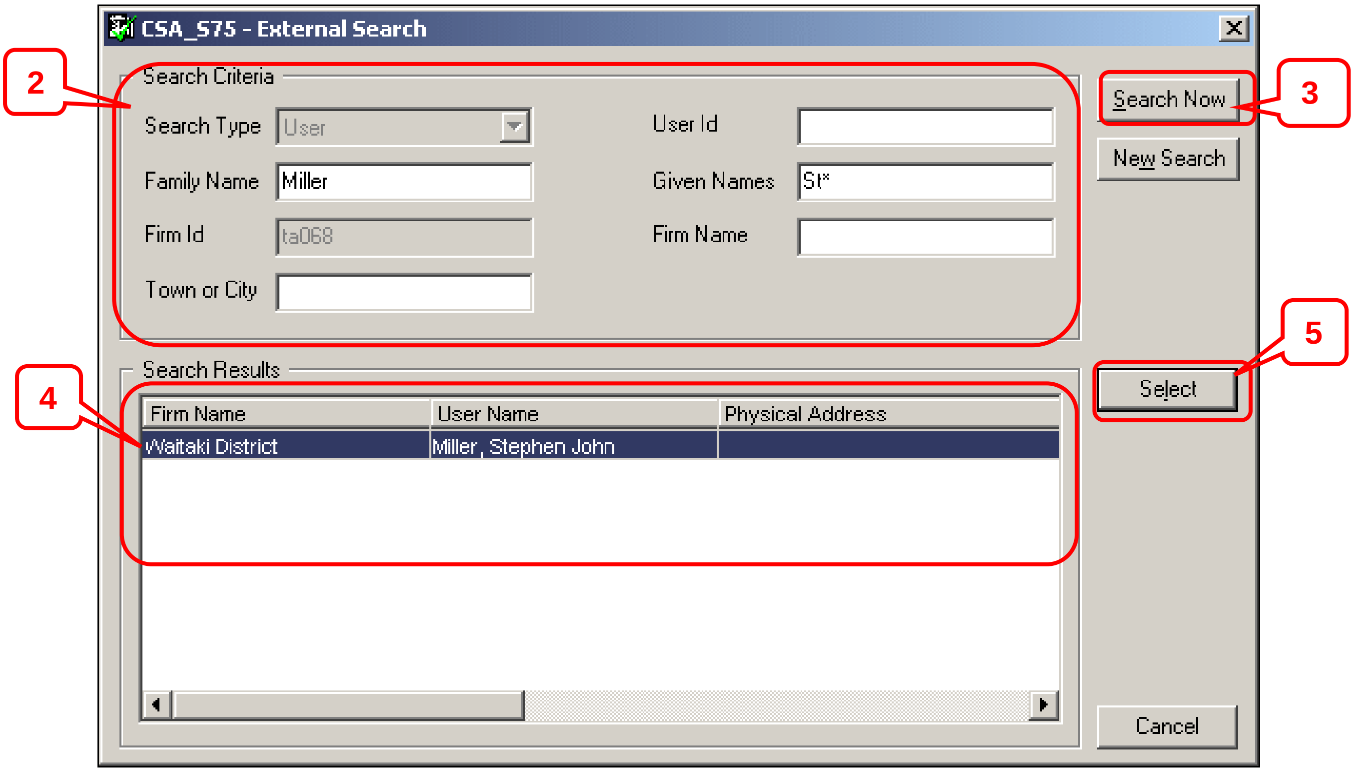
To display the External Search screen:

1. Click Search... next to the user or firm field.

Note: If you type a user's or firm's details into a field incorrectly, or a user is associated with more than one firm, the External Search screen automatically displays. This enables you to search for the correct user or firm.

4.2.2 Search for a user or firm and add the details to the current screen

You use the External Search screen to search for a user's name and Id to assign them to a TA *e-certification* work.



The External Search screen with Stephen Miller's details entered.

To **search** for a user, in the External Search screen:

1. Select User from the Search Type field.
2. Type your search criteria in the appropriate fields. See **Table 4-1** for a description of the search criteria fields.
   You only need to complete one of the search criteria fields, other than the Search Type field, to conduct a search.
3. Click Search Now to display the results of your search in the Search Results area.
4. Click the user or firm that you require from the Search Results.
5. Click Select to add the user or firm to the appropriate field in the current screen. The External Search screen closes when you have selected your result.

Note: The Search Type field is not active in some instances.

Table 4-1 describes how to use the fields and buttons in the External Search screen.

Field or Button	Action
Search Criteria fields	
Search Type	Select the type of search to perform (ie search for a user or search for a firm). This field will automatically default and sometimes cannot be altered depending on the type of search you are performing.
User Id	Type the User Id for the user.
Family Name	Type the family name for the user.
Given Names	Type the given name, or names if they have more than one, for the user.
Firm Id	Type the Firm Id.
Firm Name	Type the name of the firm.
Town or City	Type the town or city in which the user of firm is located.
Other fields and buttons	
Search Now	Click to search for users or firms based on the search criteria you have entered.
New Search	Click to clear the search criteria so you can perform another search.
Search Results	Landonline displays the results of your search in this area.
Select	Click to return the selected user or firm to the previous screen.

Table 4-1 Fields and buttons in the External Search screen

4.3 Searching tips

This topic describes some tips to help you search more effectively.

4.3.1 Wildcards

In many of the Search Criteria fields you can use a wildcard to help you search.

A wildcard is a symbol you type as part of your search criteria. You use wildcards when you don't know the exact details to search on. For example, you know a user's family name is Johnson or Johnston, but you are uncertain which spelling is correct. In this instance you might type Johns* in the field.

There are two wildcard symbols you can use in Landonline:

- ***** (asterisk) this completes a search entry
- **?** (question mark) this is used as a placeholder.

These symbols may be used together or separately. **Table 4-2** shows how wildcards may by used.

Type this….	Sample search results
John*	John, Johns, Johnson, Johnston, Johnstone, etc
Sm?th	Smith, Smyth
Br?a*	Breaden, Brian, Bryan, Broad, Broadmore, etc

Table 4-2 Examples of wildcards used in search criteria

Note:

- You must prefix the first wildcard symbol used in a field with at least two letters or numbers.

- Broad use of wildcards can take some time to return results. Refine your search as much as possible.

5 TA *e-certification*

5.1 Overview

TA *e-certification* work is created:

- electronically for an *e-survey* (ie by submitting survey data using Landonline)
- manually for a paper survey (ie by submitting a physical plan).

When a surveyor notifies your Territorial Authority they require TA *e-certification* using Landonline, the TA *e-certification* work automatically displays the Unassigned Work folder in Workspace.

For paper survey plans requiring TA *e-certification*, you have to search Landonline for the TA *e-certification* work and save it before the work displays in Workspace.

TA *e-certification* work in your Unassigned Work folder must be assigned to a user before work can commence on the TA *e-certification*.

This chapter explains how to prepare a TA *e-certification* online. Specifically is describes how to:

- search for a TA *e-certification* work
- assign TA *e-certification* work to a user
- place work on hold and remove TA work from on hold
- create an annotation
- view plan images
- prepare certificate packages
- certify certificates
- sign packages.

TA Users can also create certain types of TA certification related requests in Landonline. These can be linked to a survey. For more information, refer to the **Requests User Guide.**

The diagram in **Table 5-1** explains the process for TA *e-certification* of a plan. The process flow indicates the simplified process where a surveyor creates the TA *e-certification*, notifies the TA and the TA signs the TA *e-certification*.

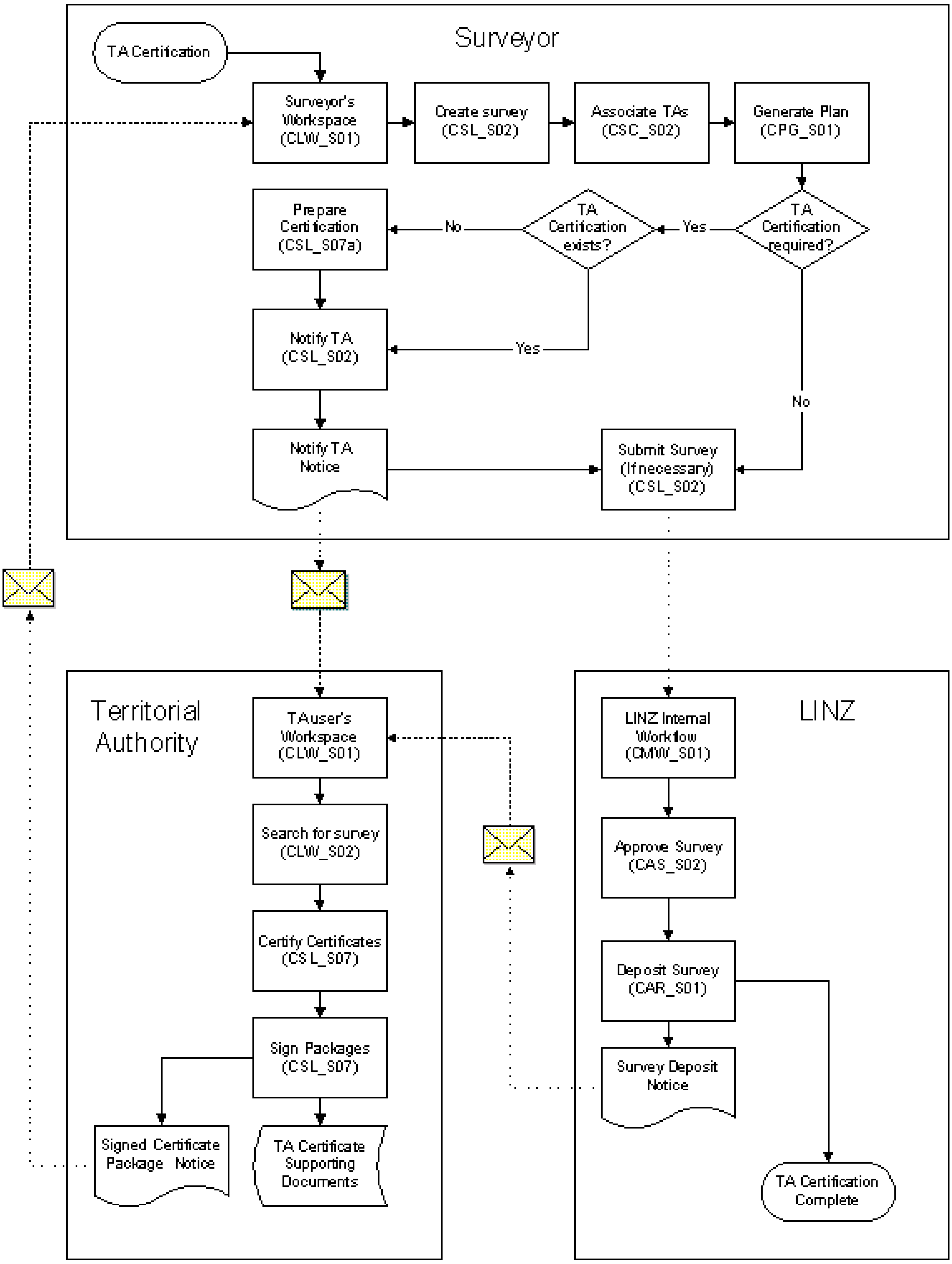


Table 5-1 Simplified TA *e-certification* Process

5.2 Search for TA *e-certification* work in Landonline

Electronically submitted TA *e-certification* work automatically displays in the Unassigned Work folder of your Workspace until assigned to a user. To find a TA Work in Workspace, see **3.4 Find TA *e-certification* work**.

Paper survey plans requiring TA *e-certification* do not automatically display in Workspace. You must first search for the survey plan in Landonline and save it to create the TA *e-certification* work in Workspace.

Steps:

The steps required to search for TA *e-certification* work in Landonline are:

1. Display the TA Certification screen.
2. Search for the TA *e-certification* work.

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

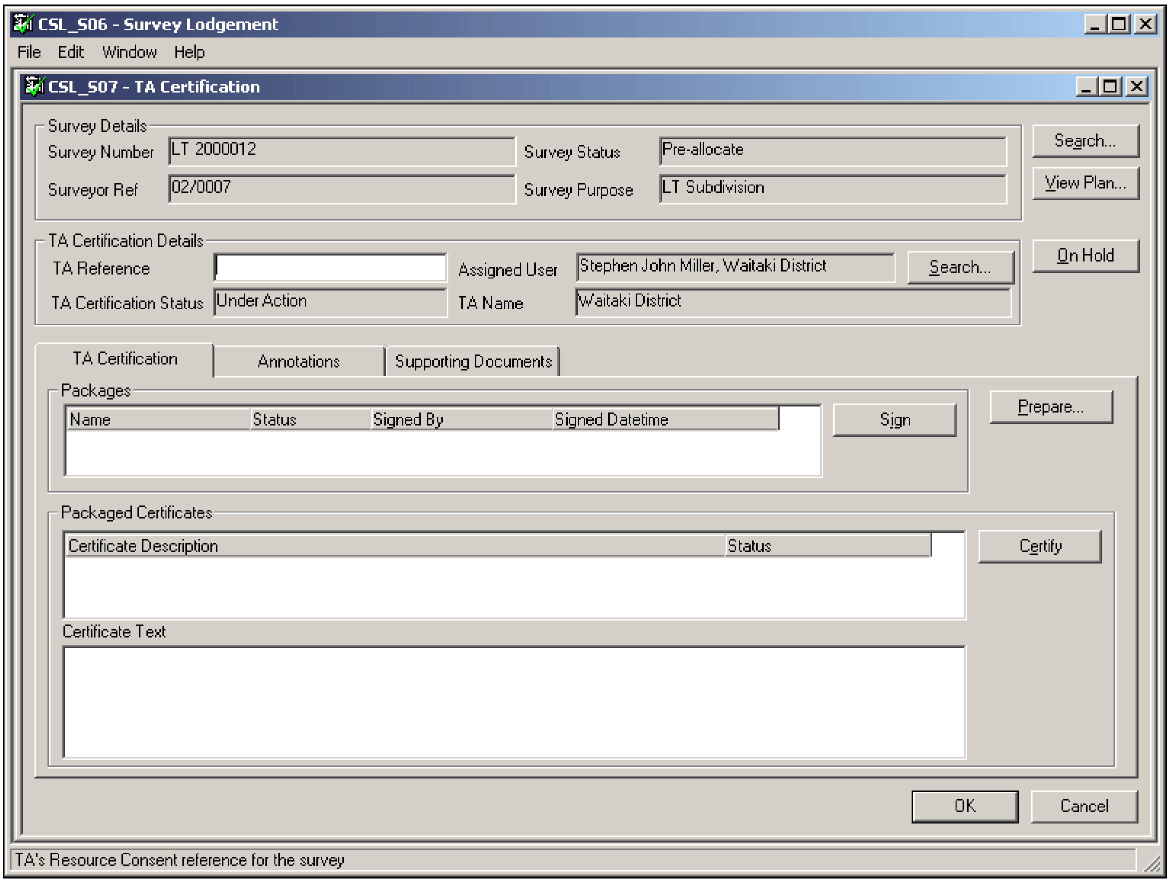
5.2.1 Display the TA Certification screen

The purpose of the TA Certification screen is to display details of a TA *e-certification* work for a survey plan, assign TA work to TA users or contractors and manage the TA *e-certification*.

There are three tabs on this screen:

- TA Certification:
  Use to view the status of packages and certificates.
- Annotations:
  Use to record any relevant comments or information about a TA *e-certification*.
- Supporting Documents:
  Use to attach and edit supporting documents for a TA *e-certification*.

Note: The Annotations tab does not display in the TA Certification screen when it opens blank. Once you search for a TA Work and save the details the Annotations tab displays.



Stephen Miller has assigned a TA *e-certification* work to himself and saved the record.

There are three ways to display the TA Certification screen, in Workspace:

1. Click  (TA Certification).
2. Select Survey | TA Certificate.
3. Double click a TA *e-certification* work in the tree.

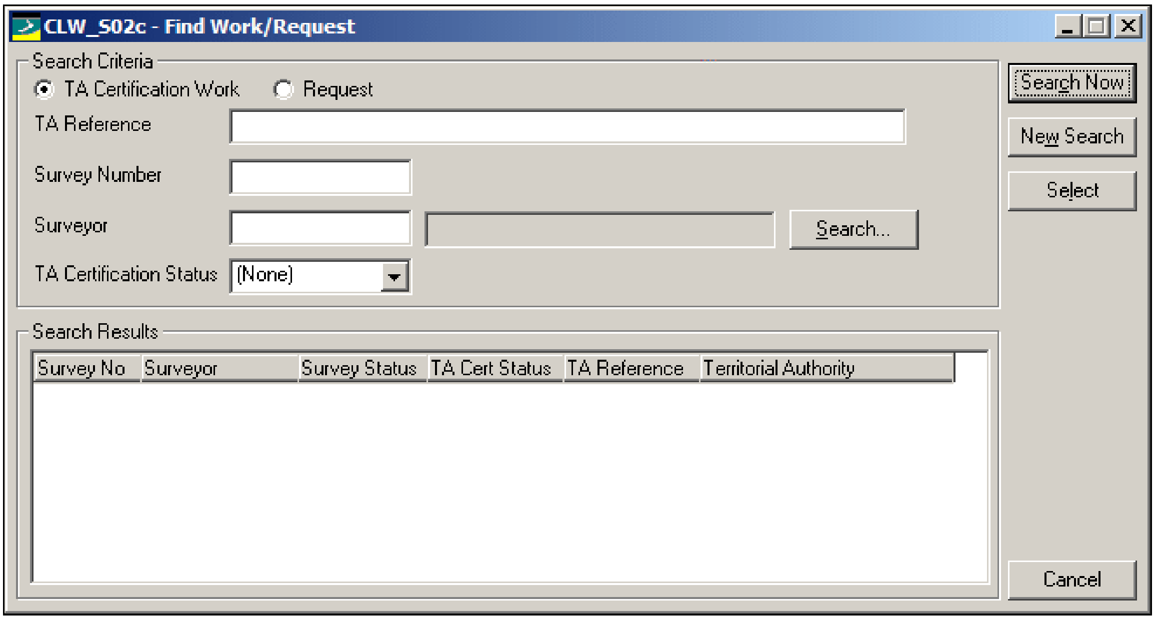
Note: When you open the TA Certification screen from Workspace using  (TA Certification) or using the Survey | TA Certificate menu option the screen displays blank and there is no Annotation tab. Once you search for TA *e-certification* work and save it the Annotations tab displays.

5.2.2 Search for the TA *e-certification* work

Steps:
The steps required to search for the TA *e-certification* work are: 1. Display the Find Work/Request screen (for TA Certification). 2. Search for a TA *e-certification* work not in Workspace.

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

5.2.2.1 Display the Find Work/Request screen



In the TA Certification screen:

1. Click Search... to display the Find Work/Request screen.

5.2.2.2 Search for a TA *e-certification* work not in Workspace

You can search Landonline for all survey plans (ie electronic or paper) requiring TA *e-certification*, except survey plans that have a status of Deposited, Not for Deposit or Withdrawn.

For a paper survey plan you will receive the plan in the usual way. A surveyor can also email you a scanned image of the paper plan requiring TA *e-certification*. TA *e-certification* records for paper plans do not automatically display in Workspace. You need to search for these survey plans in Landonline before they will display.

To search for TA *e-certification* work, in the Find Work/Request screen:

1. Select the TA Certification Work option.
2. Enter the survey plan number in the Survey Number field.
3. Click Search Now to display the results of your search in the Search Results area.
4. Select the TA work in the Search Results area you want.
5. Click Select to display details of the TA *e-certification* work in the TA Certification screen. The Find Work/Request screen remains open and minimises.
6. Save the details in the TA Certification screen to create the work in Workspace.
7. Select the Find Work/Request screen (minimised) it in the toolbar, if you want to perform another search or close the screen.

Note: Once the details of the survey for TA *e-certification* are saved the TA work displays in the Unassigned Work folder in your Workspace.

5.2.3 Search for TA Certification work in Landonline Toolkit

Table 5-2 lists other tools that assist with searching for a paper survey plan to certify in Landonline.

Tool	Description
Landonline Help	Press F1 in the TA Certification screen to display information about searching for a survey to certify.
Quick Reference Cards	Section: TA *e-certification.* Topic: Search for a Paper Survey to Certify.

Table 5-2 Search for TA Certification work in Landonline Toolkit

5.3 Assign TA *e-certification* work to a user

All new TA *e-certification* work first displays in the Unassigned Work folder in Workspace.

Before work can commence on the TA *e-certification* it must be assigned to a user within your firm and a TA Reference entered. You can assign TA *e-certification* work to yourself.

A TA user must assign work to any contractors in your firm. Contractors cannot assign work to themselves.

Steps:

The steps required to search for TA *e-certification* work are:

1. Select the TA *e-certification* work to assign.
2. Assign the work to a TA user or contractor.
3. Enter the TA Reference.

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

5.3.1 Select the TA *e-certification* work to assign

In Workspace:

1. Expand the Unassigned folder.
2. Select the TA *e-certification* work you require. If you cannot find the work, click and search for the work. For more information, see topic **3.4 Find TA *e-certification* work**.
3. Double click the TA work to display the TA Certification screen with details of the TA *e-certification* work.

Note: You can only have one TA *e-certification* work open at a time. If a TA *e-certification* work is being worked on, other users will have read only access.

5.3.2 Assign the work to a TA user or contractor

In the TA Certification screen:

1. Enter the assigned user’s Id in the Assigned User field.

- Click [Search...] and search for the user if you don't know the assigned user's Id. For more information about searching for a user, see **4.2.2 Search for a user or firm and add the details to the current screen**.

5.3.3 Enter the TA Reference

You must enter your unique TA Reference before you can save the record. If required, you can change a TA Reference entered by the surveyor.

In the TA Certification screen:

1. Enter your unique reference in the TA References field, eg WD012.
   If the surveyor has entered a reference in this field, check it is the correct reference for your TA. Change it if required.
2. Select File | Save to save or click [OK] to save and close.

5.3.4 Assign TA Certification work to a user Toolkit

Table 5-3 lists other tools that assist with assigning TA *e-certification* work to users in your firm.

Tool	Description
Landonline Help	Press F1 in the TA Certification screen to display information about assigning work to a user in your firm.
Quick Reference Cards	Section: TA *e-certification*. Topic: Assign TA Certification Work to a User.

Table 5-3 Assign TA Certification work to a user Toolkit

5.4 Place TA work on hold and remove TA work from on hold

A TA *e-certification* work with the status of Under Action can be placed on hold (ie suspended). You should also record the reason why it is on hold to inform other TA users in your firm.

Tasks:

The tasks required to put a TA *e-certification* work on hold are:

- Place a TA *e-certification* work on hold.
- Take a TA *e-certification* work off hold.

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

5.4.1 Place a TA *e-certification* work on hold

In the TA Certification screen:

1. Display the TA *e-certification* work you want to put on hold.
2. Select the Annotations tab and create an annotation to advise other users why the work has been put on hold, see **5.5 Create an Annotation**.
3. Click On Hold
   The TA *e-certification* status changes to On Hold.
4. Click OK to save and close.

5.4.2 Take a TA *e-certification* work off hold

Any user can take a TA *e-certification* off hold by first assigning themselves as the assigned user.

In the TA Certification screen:

1. Display the TA *e-certification* work you want to take off hold.
2. Assign it to yourself, if necessary.
3. Click Off Hold
   The TA *e-certification* status changes to Under Action.
4. Continue to work on the TA *e-certification*, or click OK to save and close.

5.5 Create an Annotation

You can create an annotation about a TA *e-certification* at any time. Only TA users and contractors in your TA firm can view annotations for a TA *e-certification* work (ie surveyors cannot see these comments).

Before placing a TA *e-certification* work on hold you should record the reason why to inform other users in your firm.

In the TA Certification screen:

1. Select the Annotations tab.
2. Type your comments in the New Annotations area. For example, a comment or observation about the TA *e-certification*, or the reason you are putting the TA work on hold.
3. Click Add
   Landonline adds your comments to the Annotations History area along with your user Id and the date and time.
4. Continue to work on the TA *e-certification* or click OK to close the screen.

5.6 View plan images

When performing TA *e-certification* you can view the Title Plan and Survey Plan images of a survey plan to check the information is correct. You view images in the TA View Plan screen. The images that display depend on whether the plan is an *e-survey* plan or paper plan.

- An *e-survey* plan and a lodged paper plan have images of title sheets and survey sheets.
- A paper plan not yet lodged has images of title sheets only. These would have to be scanned by a TA user and attached to the survey to display in the TA View Plan screen.

For details of the components of each *e-survey* plan, see **Appendix B: Details of generated plans**.

Tasks:

The tasks required to view plan images are:

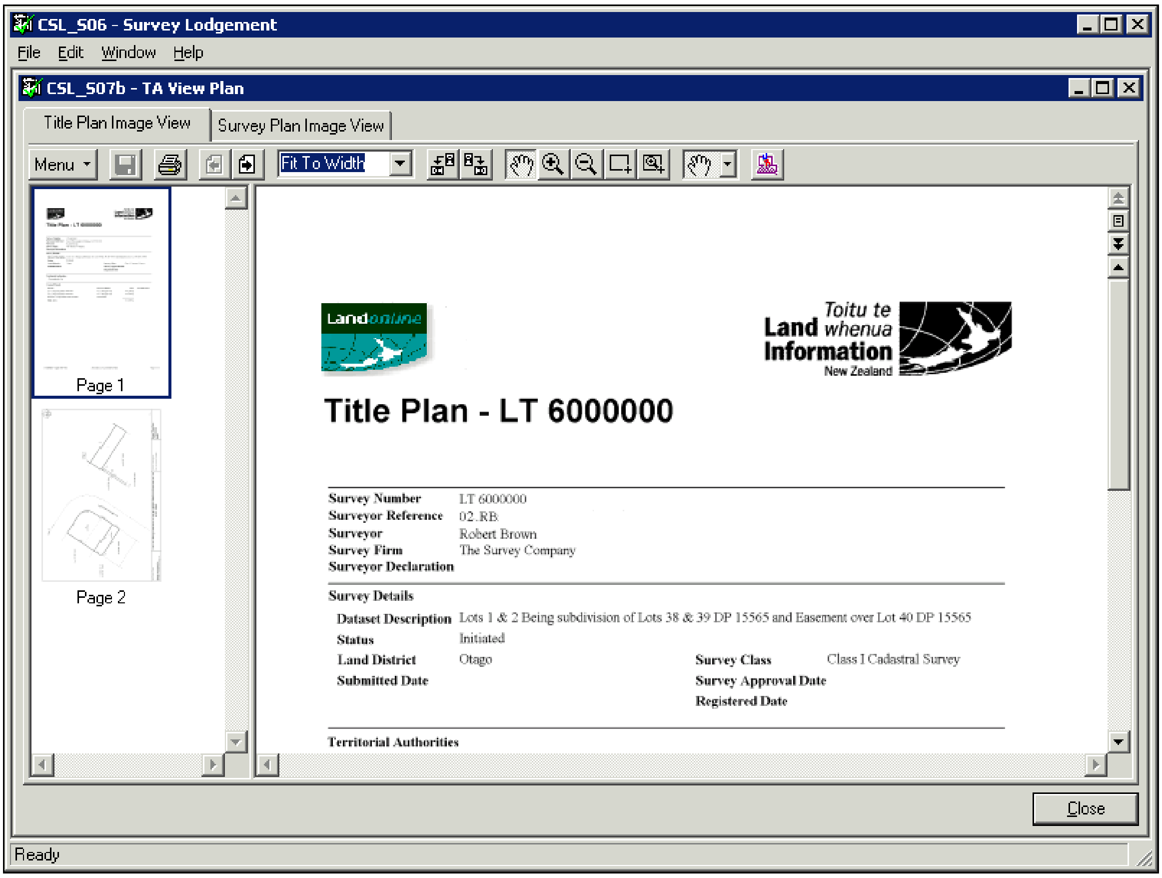
- Display the TA View Plan screen.
- View Title and Survey Plan images.
- Print from the TA View Plan screen.
- Save an image to a file.

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

5.6.1 Display the TA View Plan screen

There are two tabs in this screen:

- Title Plan Image View
  Use to view images of the Title Plan.
- Survey Plan Image View
  Use to view images of the CSD Plan.

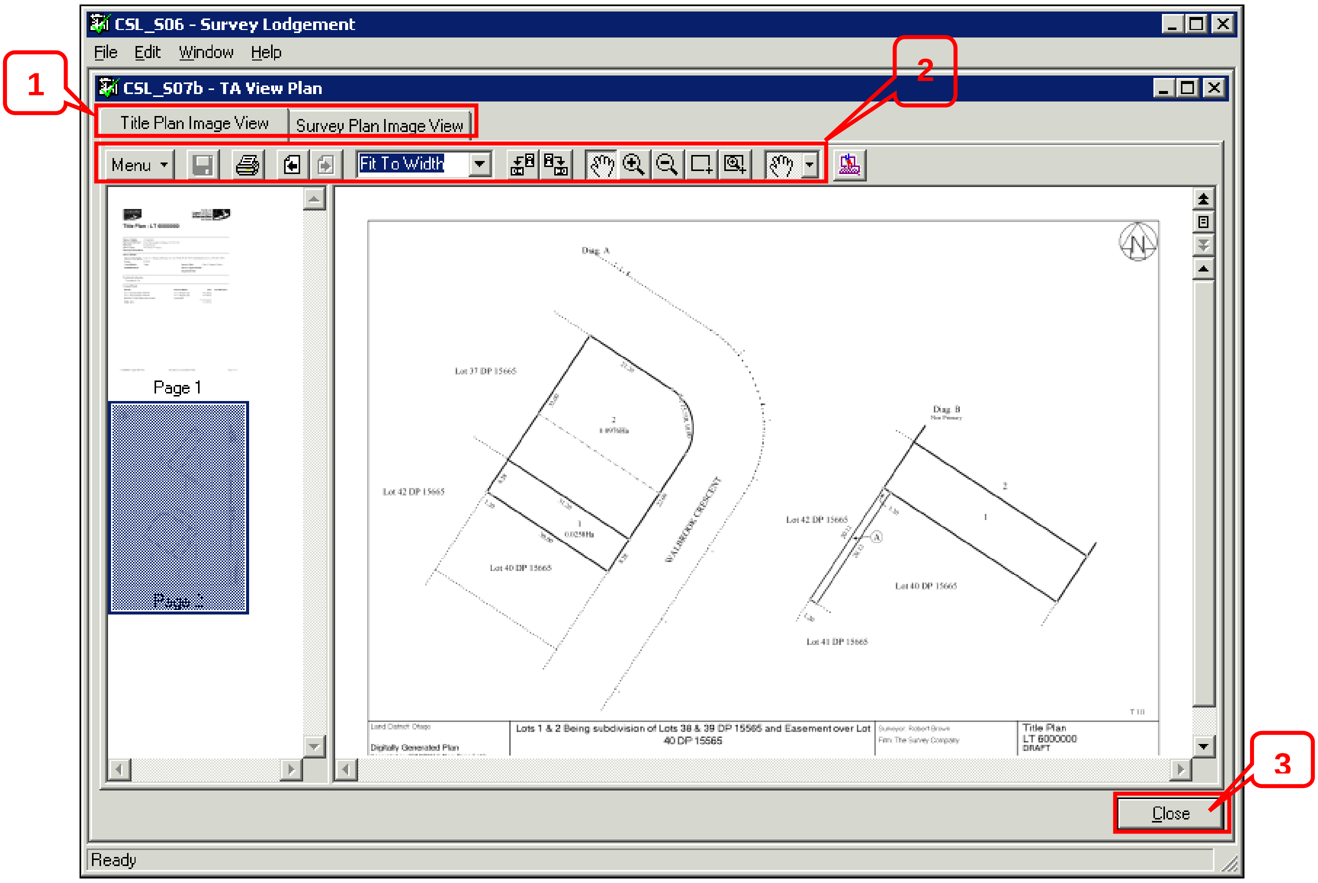


Stephen Miller has opened the TA View Plan screen to view the title plan and survey plan images of survey plan LT6000000 requiring TA *e-certification*. This plan is an *e-survey* plan. A scanned paper plan would not have a structured text view.

In the TA Certification screen:

1. Display the TA *e-certification* work you require.
2. Click View Plan...

5.6.2 View Title and Survey Plan images



Stephen Miller is viewing page 2 of the title plan images for survey plan LT6000000.

In the TA View Plan screen:

1. Select the tab you require (ie Title Plan Image View or Survey Plan Image View).
2. Select icons and/or Menu (Function Menu) options to view the image and move between pages. For more information, see **5.6.2.3 TA View Plan screen image view icons**.
3. Click Close to return to the TA Certification screen.

5.6.2.1 Magnify an area of an image using icons

To magnify and zoom to an area of the image, in TA Plan View screen:

1. Click (Zoom Area) and define the area you require to magnify. Landonline only displays the area you marked.
2. Click (Drag) to move and drag the magnified image if required.
3. Select one of the options in the Fit To Width (Zoom Display Size) toolbar field to return the image to its original size. For example, Fit to Window, Fit to Width or Fit to Height.

5.6.2.2 Magnify any area of the image using the menu

1. Select Menu | **View** | **Magnifier** to display the Magnifier window.
2. Expand the window to the size you require.
3. Select the magnification (eg 200%) or click (Zoom In) or (Zoom Out).
4. Move the curser over the main image to display the information in a larger size within the Magnifier window.
5. Click to close the Magnifier window.

5.6.2.3 TA View Plan screen image view icons

Table 5-4 lists the icons and options for viewing title and survey images of a survey plan requiring TA *e-certification*.

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, see **Appendix A: TA View Plan screen Function Menu options**.
Print	Click to print one or more pages of an image. The Print screen displays and you can select the print options you require.
Next Page	Click to display the next page (if applicable).
Previous Page	Click to display the previous 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 5-4 TA View Plan screen image view icons

5.6.3 Print from the TA View Plan screen

When viewing an image in the TA View Plan screen you can print all or part of the image you are viewing.

5.6.3.1 Print an image

1. Display the image you require.
2. Click Menu (Function Menu) and select File | Print...
   - The Print screen displays with UniPrint as the name of the printer.
3. Click OK to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen displays with a preview of the image.
4. Click Print to display the Print screen (if this option is selected in your UniPrint settings).
5. Select your print options.
6. Click Print

Note: When printing you can set your computer to preview items using UniPrint or Acrobat Reader. The steps in this guide 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.

5.6.3.2 Print part of an image

1. Display the image you require.
2. Click (Rectangle Selection) and define the area.
3. Right click in the area of interest and select Print… to continue to the UniPrint Preview screen (if this option is selected in your UniPrint settings).
   - The UniPrint Preview screen displays with a preview of the area you marked.
4. Click Print to display the Print screen (if this option is selected in your UniPrint settings).
5. Select your print options.
6. Click Print

5.6.4 Save an image to a file

To save an image displayed as a file on your computer, in the TA Plan View screen:

1. Display the image you require.

2. Select File | Save As / Print to File... to display the Save As screen.
3. Select the location for the file on your computer.
4. Type a file name.
5. Click Save

5.7 Prepare certificate packages

A TA user or surveyor can create a package of certificates for a TA *e-certification* using the Manage TA Certification screen.

You add the appropriate certificates required for the survey TA *e-certification*. You can rename this package (if necessary) and create additional packages of certificates for the survey.

Most certificates have pre-defined editable fields which require values entered. If a surveyor has prepared certificate packages you need to check the values they entered.

Tasks:

The tasks required to prepare certificate packages are:

- Display the Manage TA Certification screen.
- Add and customise certificates.
- Create an additional package.
- Rename a package.
- Delete a package.

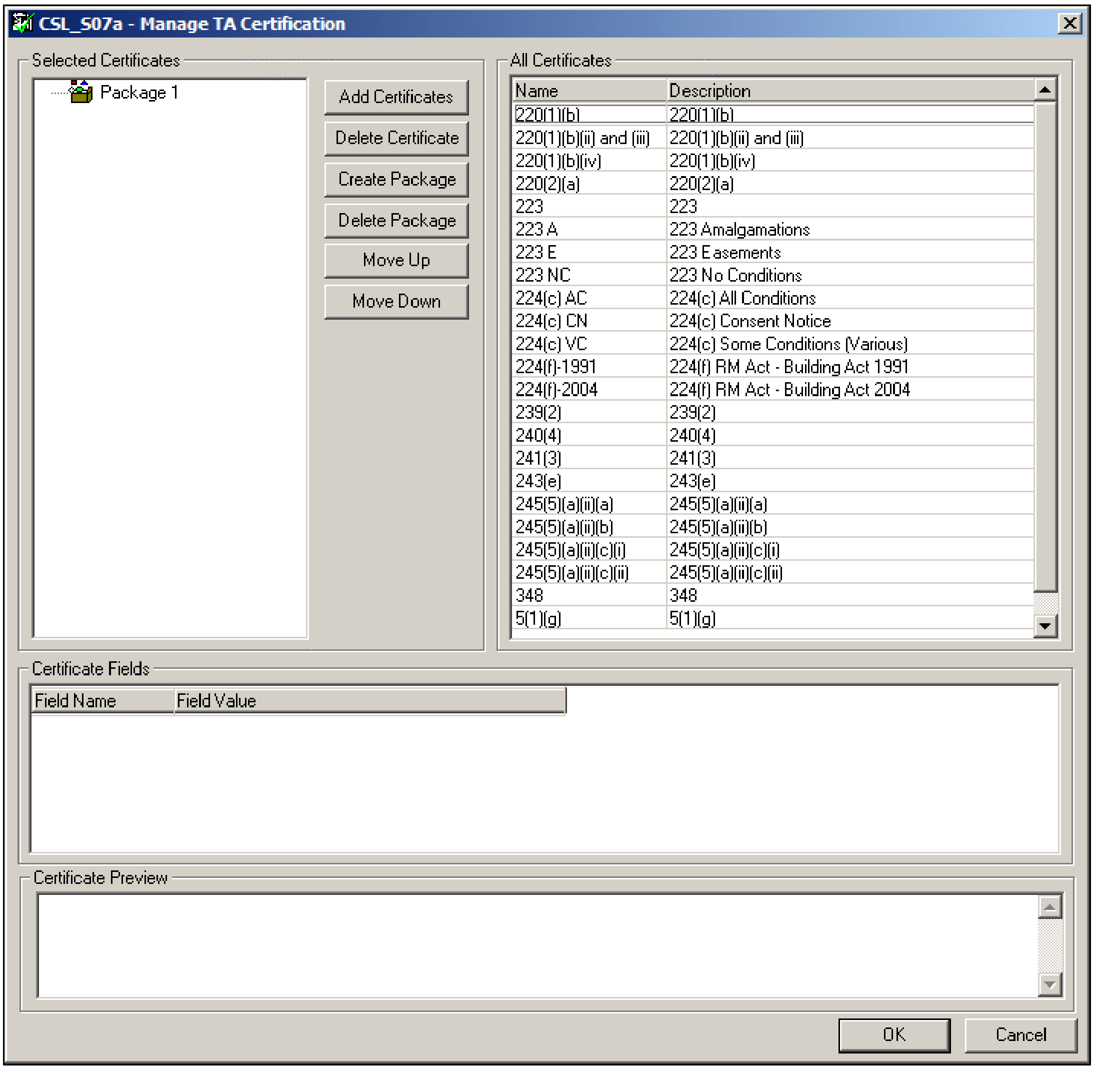
The following headings correspond with these tasks and describe them in more detail.

5.7.1 Display the Manage TA Certification screen

You use the Manage TA Certification screen to create packages of certificates for the TA *e-certification*. When you open this screen for a new TA *e-certification*, Landonline creates a default package named Package 1 and displays it in the tree. You can modify and rename this package, or create a new package. When you add certificates to a package their names display under the package. You cannot change the name of certificates.

Some certificates have one or more pre-defined editable fields. You can enter values in these fields to customise the certificate to the survey plan.

In some instances when you open this screen, another user may have already generated the TA *e-certification* and the information for the existing TA *e-certification* displays.



In the TA Certification screen:

1. Display the TA Work you require.
2. Click Prepare...

5.7.2 Add and customise certificates

Tasks:

The tasks required to add and customise certificates in a package are:

- Add certificates to the package.
- Add pre-defined values to certificates.
- Change the order of certificates in a package.
- Modify a package of certificates.
- Remove a certificate.

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

5.7.2.1 Add certificates to the package

In the Manage TA Certification screen:

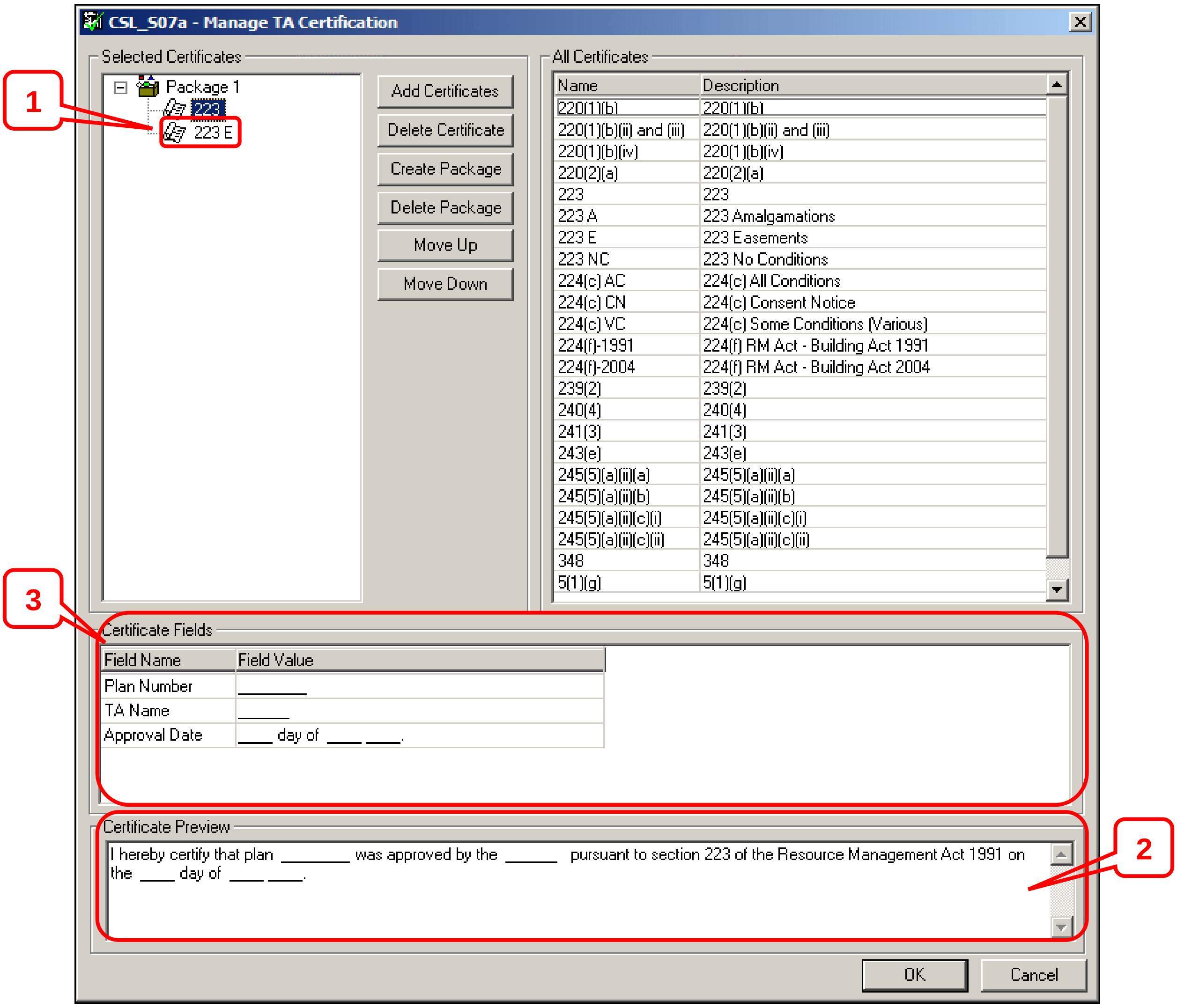
1. Select the package name.
2. Select the Name of the certificate or certificates you want to include in the package in the All Certificates area.
3. Click Add Certificates to add them to the package. The certificates display under the package in the tree.

5.7.2.2 Add pre-defined values to a certificate

Some certificates have one or more pre-defined editable fields. You can enter values in these fields to customise the certificate to the survey plan.

Pre-defined editable fields display a placeholder for your text (ie "_____"). Not all certificates have pre-defined editable fields. You can leave a pre-defined field blank.

Note: If a surveyor has already prepared their certificates package, these will display in the screen. You need to check the details are correct.



In the Manage TA Certification screen:

1. Select the first certificate for the package in the tree.
2. Review its details in the Certificate Preview area. Any editable fields display in the Certificate Fields area.
3. Select the Field Name and enter the value in the Field Value field (eg TA Name, Approval Date), if applicable.
4. Press Tab. The value you entered displays in the Certificate Preview area.
5. Repeat Steps 3 and 4 if there are other values to enter.
6. Review the values you entered to ensure they are correct.
7. Repeat Steps 1 to 6 for each certificate in the package.
8. Click OK to save. Landonline returns you to the TA Certification tab of the Manage Survey Transaction screen.

5.7.2.3 Change the order of certificates in a package

In the Manage TA Certification screen:

1. Select the certificate in the tree.
2. Click Move Up to move it up, or click Move Down to move it down, Every time you click the button the certificate moves up or down one position.
3. Click OK to save.

5.7.2.4 Modify a package of certificates

You can modify the certificates in a package at any time until the package is signed or the survey Deposited.

In the Manage TA Certification screen:

1. Expand the package.
2. Select the certificate and change any pre-defined field values (if necessary).
3. Add a new certificate (if required)
4. Delete a certificate from the package (if required), see **5.7.2.5 Remove a certificate**.
5. Click OK to save.

Note: If you change a field value of a Certified certificate, the status of the package changes to Created and needs to be certified again.

5.7.2.5 Remove a certificate

In the Manage TA Certification screen:

1. Select the certificate to delete.

2. Click Delete Certificate to remove it from the package.

5.7.3 Create an additional package

You can create as many packages as required for a TA *e-certification*.

In the Manage TA Certification screen:

1. Click Create Package
   Landonline adds a new package to the tree (eg Package 2).
2. Add certificates to the package, see **5.7.2.1 Add certificates to the package**.

Note: If required, you can add an additional package of certificates to a TA *e-certification* work when its package(s) are already Signed.

5.7.4 Rename a package

You can rename the default package name (ie Package 1) to another name if necessary.

In the Manage TA Certification screen:

1. Select the name of the package on the tree (eg Package 1)
2. Click the name of the package again. Landonline displays a box around the name.
3. Type the new name. LINZ recommends that you limit the package name to 25 characters or less.
4. Click elsewhere in the screen to save the name.

Note: You cannot have a blank package name. Landonline displays a message if you try to close the screen without renaming a package.

5.7.5 Delete a package

In the Manage TA Certification screen:

1. Expand the package in the tree.
2. Select a certificate in the package.
3. Click Delete Certificate
4. Repeat Steps 2 and 3 to delete all certificates in the package.
5. Select the package and click Delete Package

5.7.6 Prepare certificates packages Toolkit

Table 5-5 lists other tools that assist with preparing a certificates package.

Tool	Description
Landonline Help	Press F1 in the Manage TA Certification screen to display information about preparing a certificates package.
Quick Reference Cards	Section: TA *e-certification*. Topic: Prepare a Certificates Package.

Table 5-5 Prepare certificates packages Toolkit

5.8 Attach TA supporting documents

Supporting documents are attached in the TA Certification screen.

You attach any supporting documents for a TA *e-certification* before certifying and signing.

Any paper survey plans received for TA *e-certification* can be scanned and attached as images (ie .tif) to the TA *e-certification* work.

Black and white images must be attached in a .tif file using the standard CCITT G4 compression with a suggested resolution range of 150 to 300 DPI.

When you sign a TA *e-certification* package, Landonline automatically attaches the digitally signed package as a supporting document.

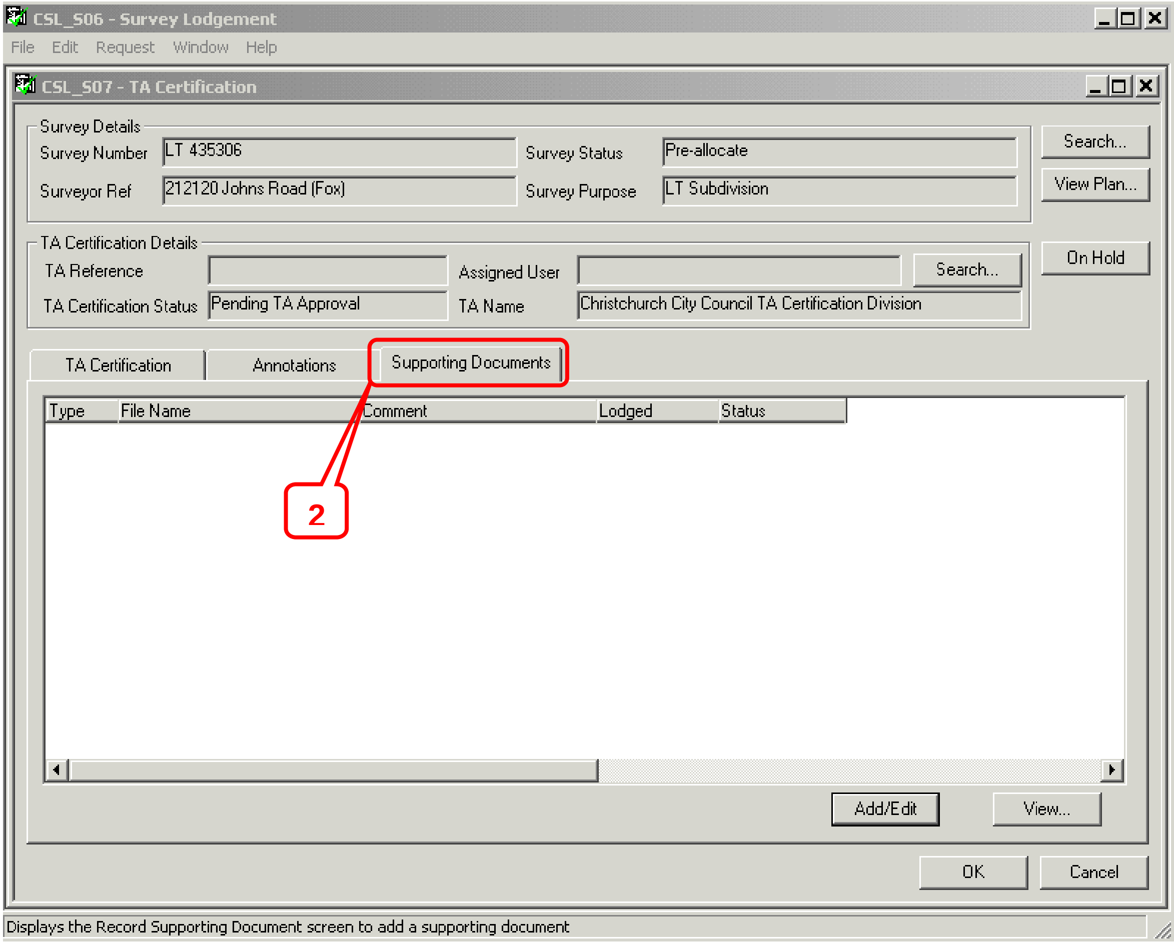
Tasks:

The tasks required to add supporting documents are:

- Display the Supporting Documents tab.
- Display the Record Supporting Documents tab.
- Attach a single supporting document.
- Attach multiple supporting documents.
- Edit or add comments for a supporting document.
- Overwrite a supporting document.
- Delete a supporting document.

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

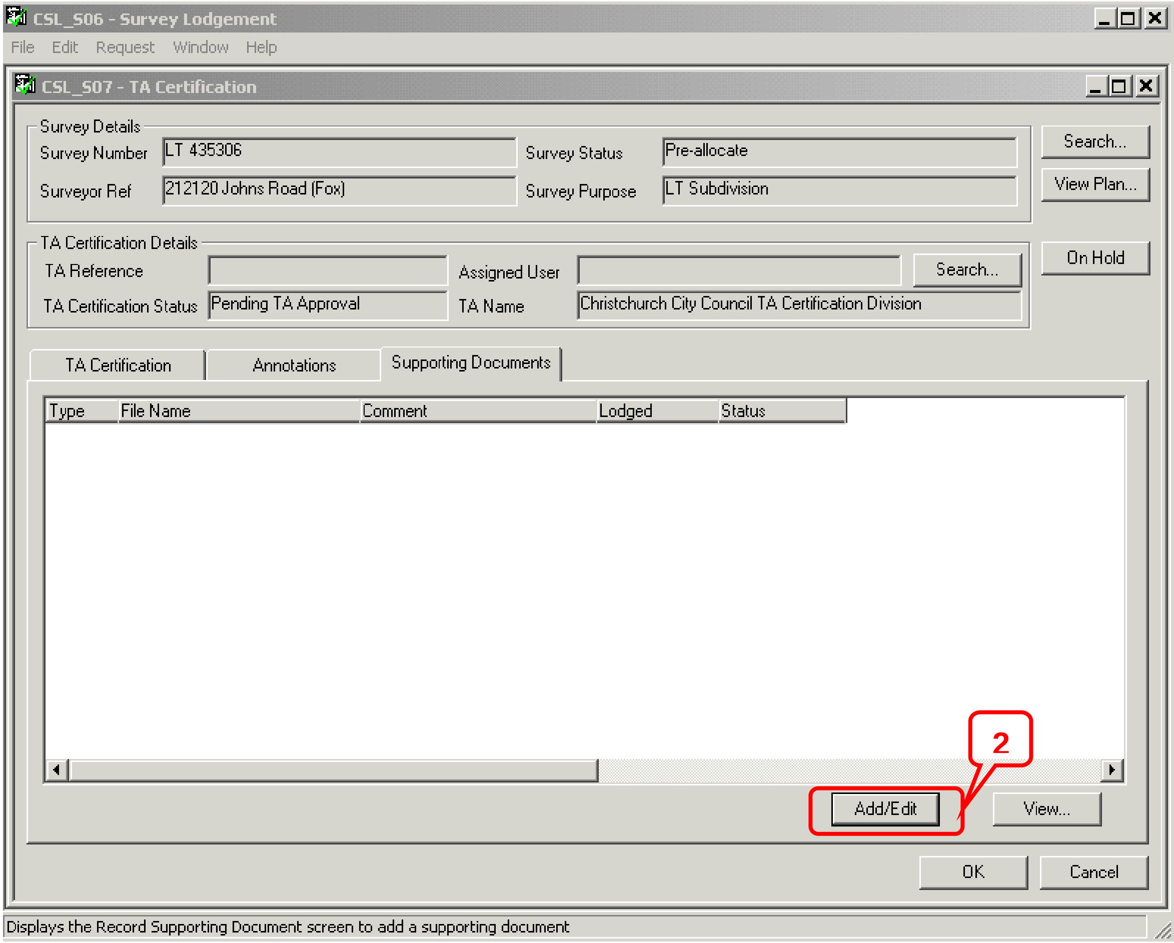
5.8.1 Display the Supporting Documents tab



To display the Supporting Documents tab:

1. Display the TA Certification screen.
2. Select the Supporting Documents tab.

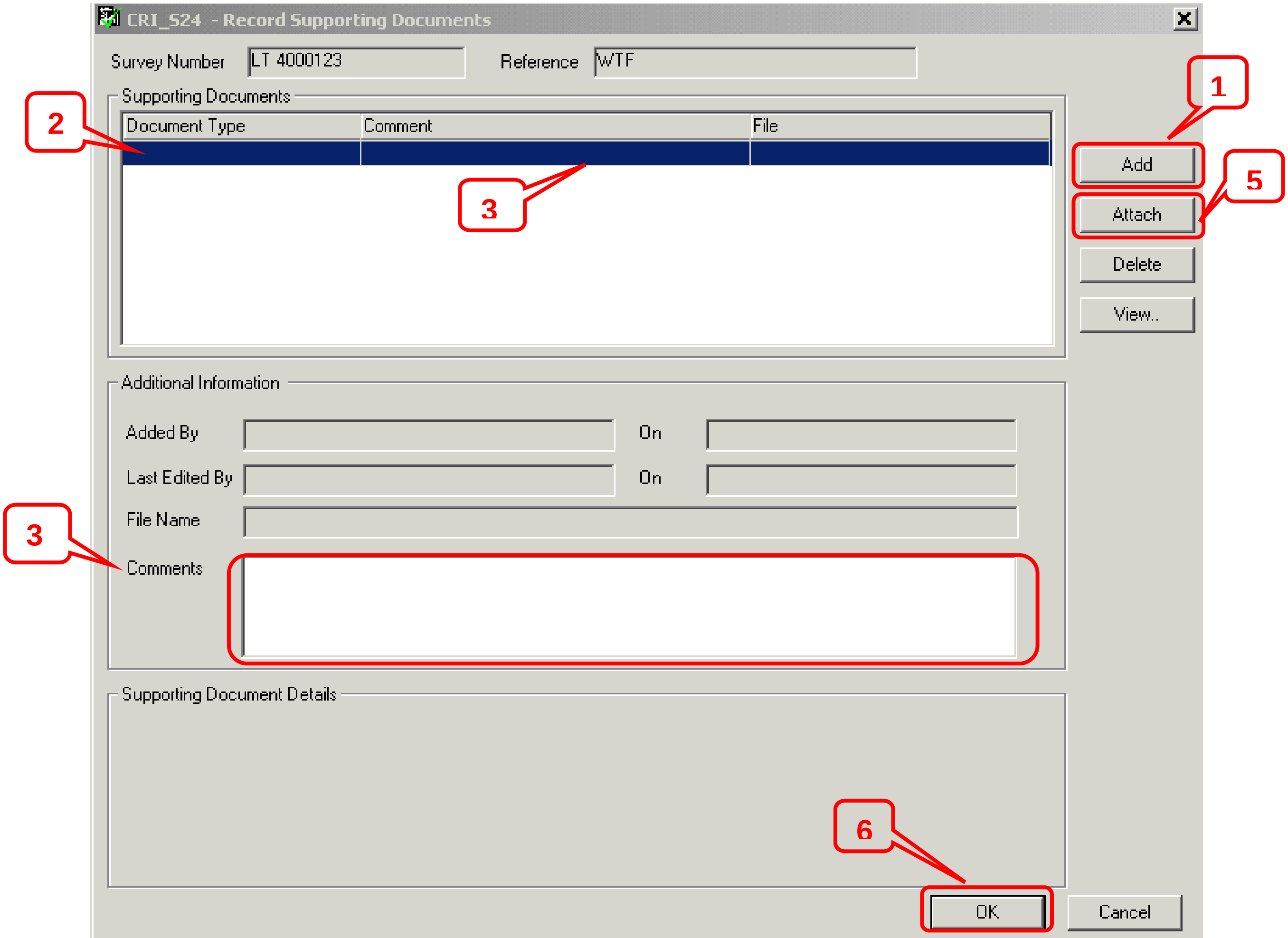
5.8.2 Display the Record Supporting Document screen



To display the Record Supporting Documents screen:

1. Display the Supporting Documents tab.
2. Click Add/Edit to display the Record Supporting Documents screen.

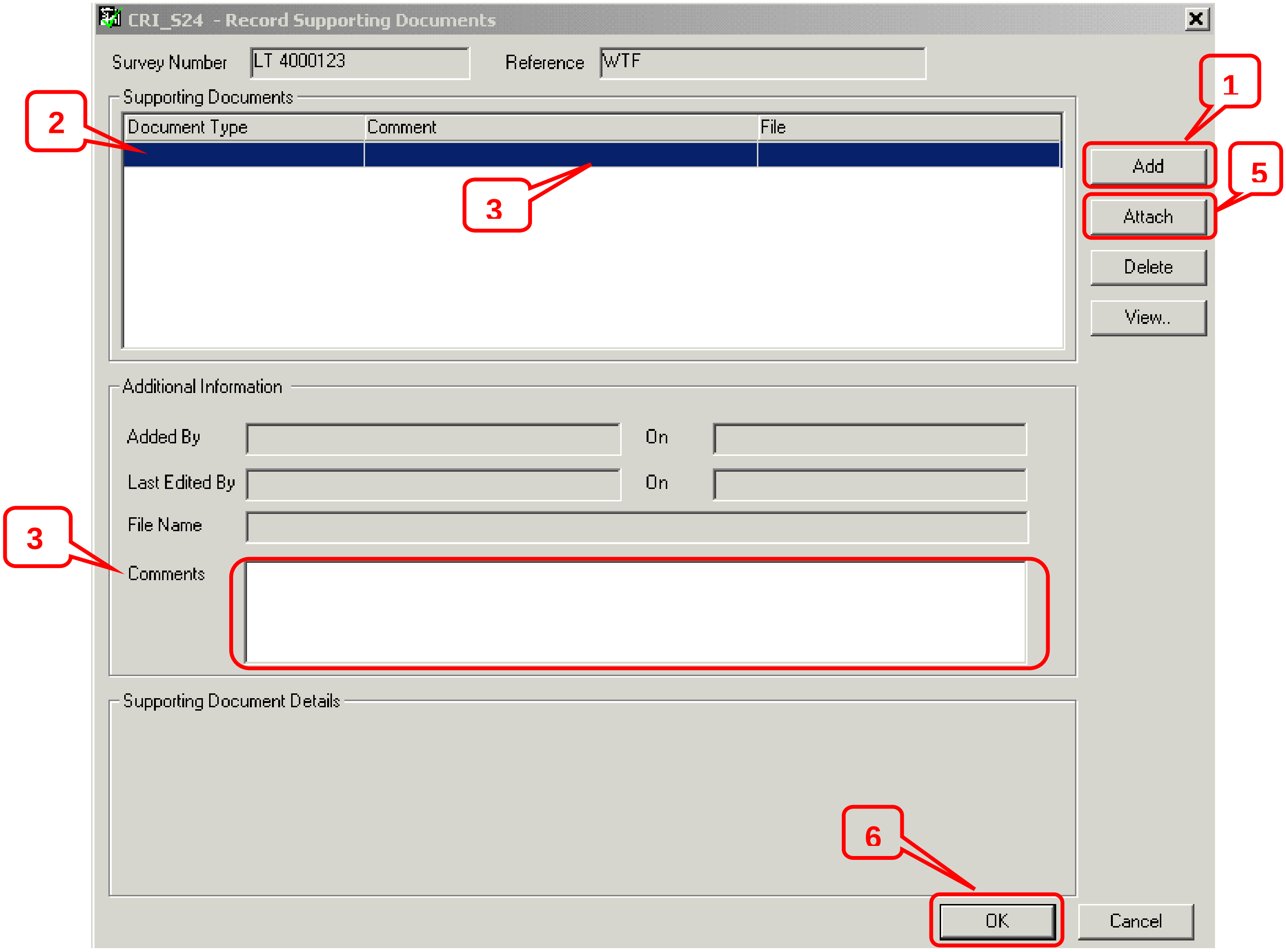
5.8.3 Attach a single supporting document



In the Record Supporting Document screen:

1. Click Add... to insert one or more rows to the supporting document grid.
2. Select the Document Type for the supporting document. See **Appendix C: TA *e-certification* supporting document types**.
   - Landonline displays Cadastral Survey in the Type field and the Dataset Id and Land District in the Survey(s) field.
3. Enter Comments about the supporting document if necessary.
4. Highlight the row to which the document is to be attached.
5. Click Attach... and select the image file to be attached.
6. Click OK to save the supporting document and return to the Supporting Documents tab. Details of the attached file display.

5.8.4 Attach Multiple supporting documents



In the Record Supporting Documents screen:

1. Click Attach... and navigate to the folder containing the files you wish to attach. You can select multiple files within a single folder by holding the Ctrl key while selecting the images to be attached.
   - If you selected a read only image file a standard Windows error message displays. Click OK to continue.
2. Click OPEN to attach the files. Any additional rows which are needed will be created at this point.
3. Select the Document Type for the supporting document. See **Appendix C: TA *e-certification* supporting document types**.
   - Landonline displays Cadastral Survey in the Type field and the Dataset Id and Land District in the Survey(s) field.
4. Enter Comments about the supporting document if necessary.
5. Click OK to save the supporting document and return to the Supporting Documents tab. Details of the attached file display.

Note: If the document type or comments fields have been populated prior to attaching multiple documents the files will be attached to new blank rows.

5.8.5 Edit or add comments for a supporting document

In the Record Supporting Documents screen:

In the Record Supporting Documents screen:

1. Select the document to be edited.
2. Edit or add Comments.
3. Click OK to save and return to the Supporting Documents tab of the TA Certification screen.

5.8.6 Overwrite a supporting document

In the Record Supporting Documents screen:

1. Select the document.
2. Click Attach... . Select the image file to be attached and click OK
3. A message displays asking if you want to overwrite the existing supporting document. Click Yes
4. Change the Document Type if required.
5. Click OK to save and return to the Supporting Documents tab of the TA Certification screen.

5.8.7 Delete a supporting document

In the Record Supporting Documents screen:

1. Select the document to delete.
2. Click Delete . A message displays asking you to confirm deletion. Click Yes

5.8.8 Attach supporting documents Toolkit

Table 5-6 lists other tools that assist with attaching supporting documents.

Tool	Description
Landonline Help	Press F1 in the Supporting Documents tab in the TA Certification screen and Record Supporting Document screen to display information about these screens.
Quick Reference Cards	Section: TA *e-certification.* Topic: Attach Supporting Documents.

Table 5-6 Attach supporting documents Toolkit

5.9 Certify and sign

All certificates in packages for a TA *e-certification* must be physically checked to ensure they are correct and appropriate for the certification.

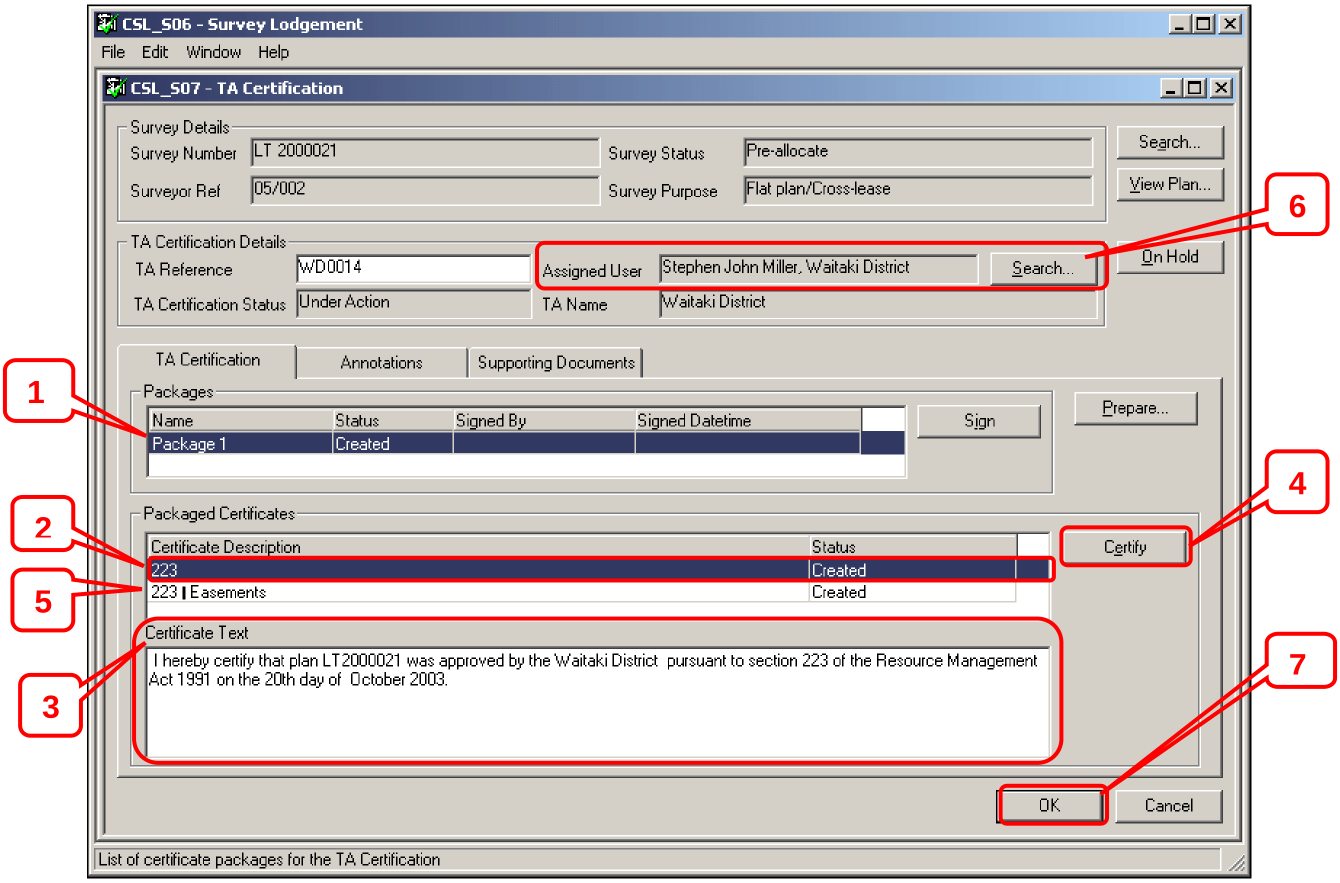
Before a package can be digitally signed you must certify each certificate in the package. Only users with a certification privilege can certify certificates, and only a user with a signing privilege can digitally sign a package.

Tasks:
The tasks required to certify certificates and sign a package are: • Certify a certificate. • Sign a package.

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

5.9.1 Certify a certificate

Each certificate in a package must be certified before the package can be signed.



Stephen Miller has certified the first certificate in Package 1.

In the TA Certification screen:

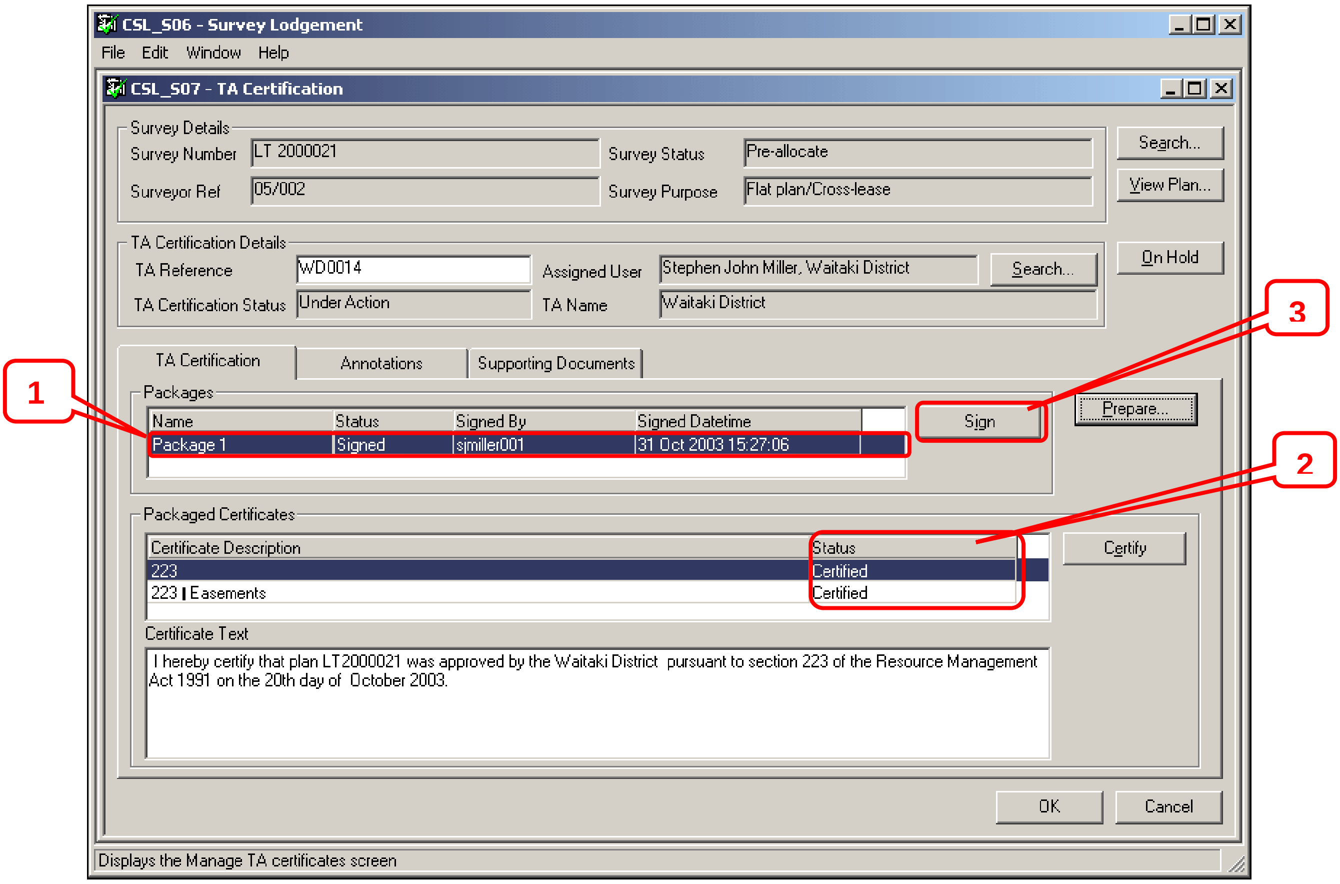
1. Select the package in the Package Name field.
   All certificates in the package display in the Packaged Certificates area.
2. Select the first certificate.
   Details of the certificate display in the Certificate Text area.
3. Check the certificate text is correct. Scroll to view all text if necessary.
4. Click Certify if the certificate is correct. Landonline changes the status to Certified.
5. Select the next certificate in the package and repeat steps 3 and 4 until all certificates have been certified.
6. Assign the TA *e-certification* work to a user with signing privilege, if required, see **5.3 Assign TA *e-certification* work to a user**.
7. Click OK to save.

5.9.2 Sign a package

When all certificates in a package have been certified the package can be digitally signed.

Only users with the Sign TA *e-certification* privilege can sign packages. The TA *e-certification* work must be assigned to that user.

Note: A TA *e-certification* package for a survey should be either online or paper. LINZ recommends that you don't mix the two.



Stephen Miller has signed Package 1 of the TA *e-certification.*

In the TA Certification screen:

1. Select the package in the Package name field.
   All certificates in the package display in the Packaged Certificates area.
2. Check all certificates have the status of Certified.
3. Click Sign
   Landonline displays the Sign TA Certification screen.
4. Scroll to review the TA Approvals summary of the TA *e-certification* package. You must scroll to the bottom.
5. Click Sign to confirm you are satisfied the summary is correct.
   Landonline displays the Enter Landonline Password screen.
6. Enter your Landonline Password and click OK to display the Unlock Certificate File screen.

7. Browse to locate your digital signature on your computer.
8. Enter your Passphrase and click OK to digitally sign the TA *e-certification* package.
   Landonline displays the Signing Status screen with an option to print the signed copy for your records. This is the only time you can print a receipt as proof of signing.
9. Click Print to print proof of signing.
10. Click Close to return to the TA Certification screen.

Note: Landonline automatically attaches the signed package to the TA *e-certification* work as a supporting document.

5.9.3 Certify and sign Toolkit

Table 5-7 lists other tools that assist with certifying a certificate.

Tool	Description
Landonline Help	Press F1 in the TA Certification screen to display information about certifying a certificate.
Quick Reference Cards	Section: TA *e-certification*. Topic: Certify and Sign a Certificates Package.

Table 5-7 Certify a certificate Toolkit

6 SYSTEM MANAGEMENT

6.1 Overview

All users and firms are initially entered into Landonline by LINZ System Administrators. They enter the user and firm details, associate users with firms and set up the initial security access levels. The day to day management of firm and user information and user access are managed by a firm's System Manager. Each firm appoints a member of their firm to be their System Manager. A firm may appoint more than one System Manager if required.

System Managers undertake their Landonline duties through the External System Administration screen. This provides access to other screens where user and firm information is maintained and user access levels are set. This chapter explains how a System Manager can:

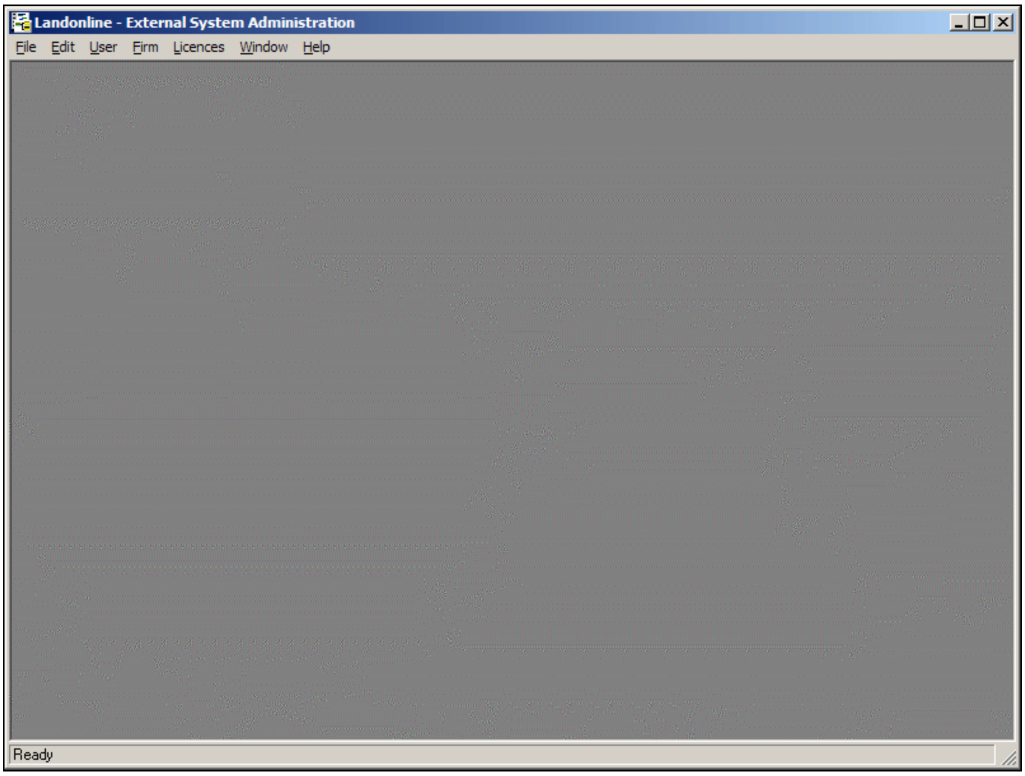
- view an individual user's details
- modify the firm's contact details
- associate and disassociate privileges with a user
- modify user groups
- disassociate a user from the firm
- generate a licence usage report.

Note: Individual users can access the Maintain User screen in External System Administration to update their own details. See topic **3.8 Change your details or password**.

6.2 External System Administration screen

The External System Administration screen provides System Managers with access to the:

- Maintain User screen where System Managers can view a user's details
- Maintain Firm screen where System Managers can maintain their firm's contact details and the privileges of users in their firm.
- Licence Usage Report screen where you can generate a report detailing how licences are used in your firm.

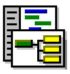


This shows the menus available to a System Manager in the External System Administration screen.

6.2.1 Display the External System Administration screen

Only System Managers can display the External System Administration screen.

To display the External System Administration screen, in Workspace:

1. Click  (System Maintenance) from the Workspace Toolbar.

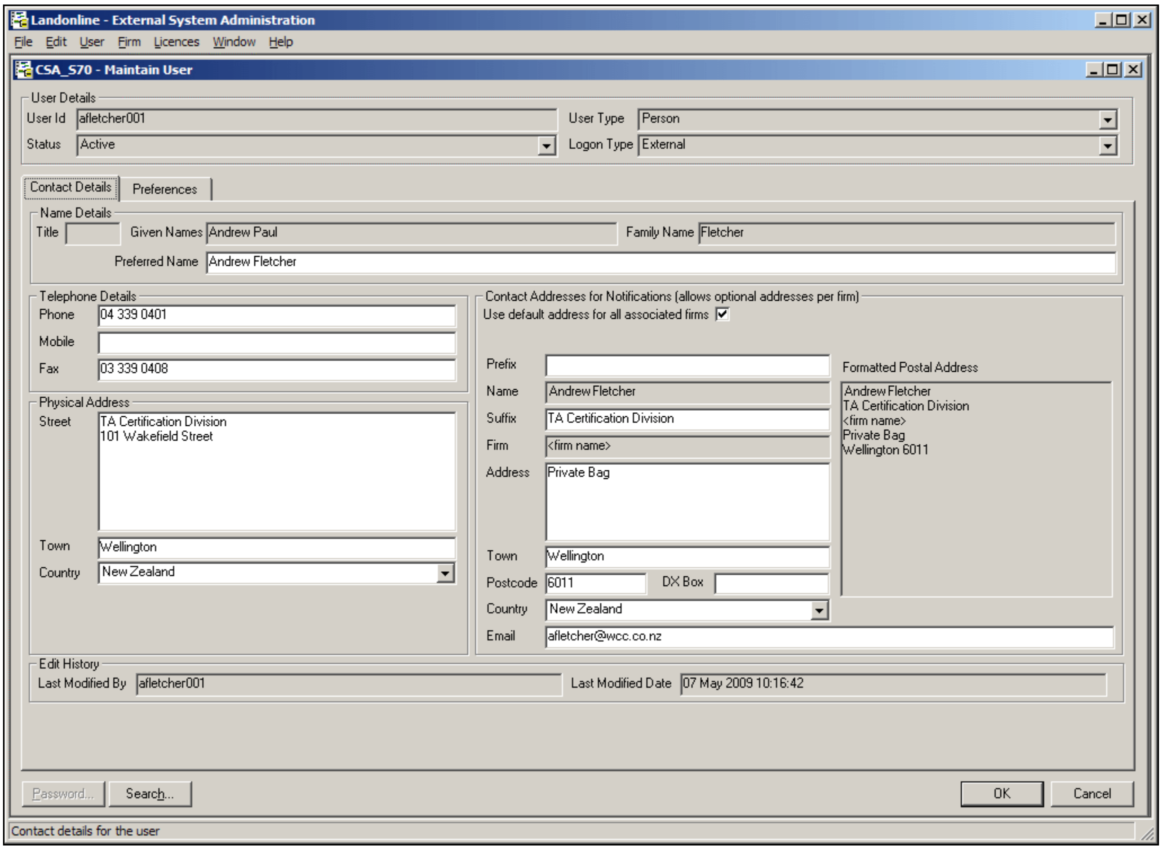
6.3 View an individual user's details

A System Manager can view a user's contact details and preferences through the Maintain User screen. Individual users maintain their own details.

Steps: To view an individual user's details you: 1. Display the Maintain User screen. 2. Search for the user. 3. View the user's contact details and preferences.

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

6.3.1 Display the Maintain User screen



When Andrew Fletcher (the System Manager for Wellington City Council opens the Maintain User screen it displays his user details. Andrew must search for a user to display their details.

To display the Maintain User screen, in External System Administration:

1. Select User | Maintain User…

6.3.2 Search for the user

When the Maintain User screen is opened by a System Manager it displays their user details. The System Manager must search for a user to display their details. The selected user's details will display in the User Details area. These cannot be modified. The selected users contact details will display in the Contact Details tab, and their preferences will display in the Preferences tab.

To search for the user:

1. Click  to display the External Search screen.

2. Search for the user. See chapter **4 Search for a user or a firm**.

6.3.3 View user contact details and preferences

To view a user's contact details and preferences, select the Contact Details tab and Preferences tab in the Maintain User screen. For more information, see topic **3.8.1 Change your details**.

6.4 Modify your firm's contact and user details

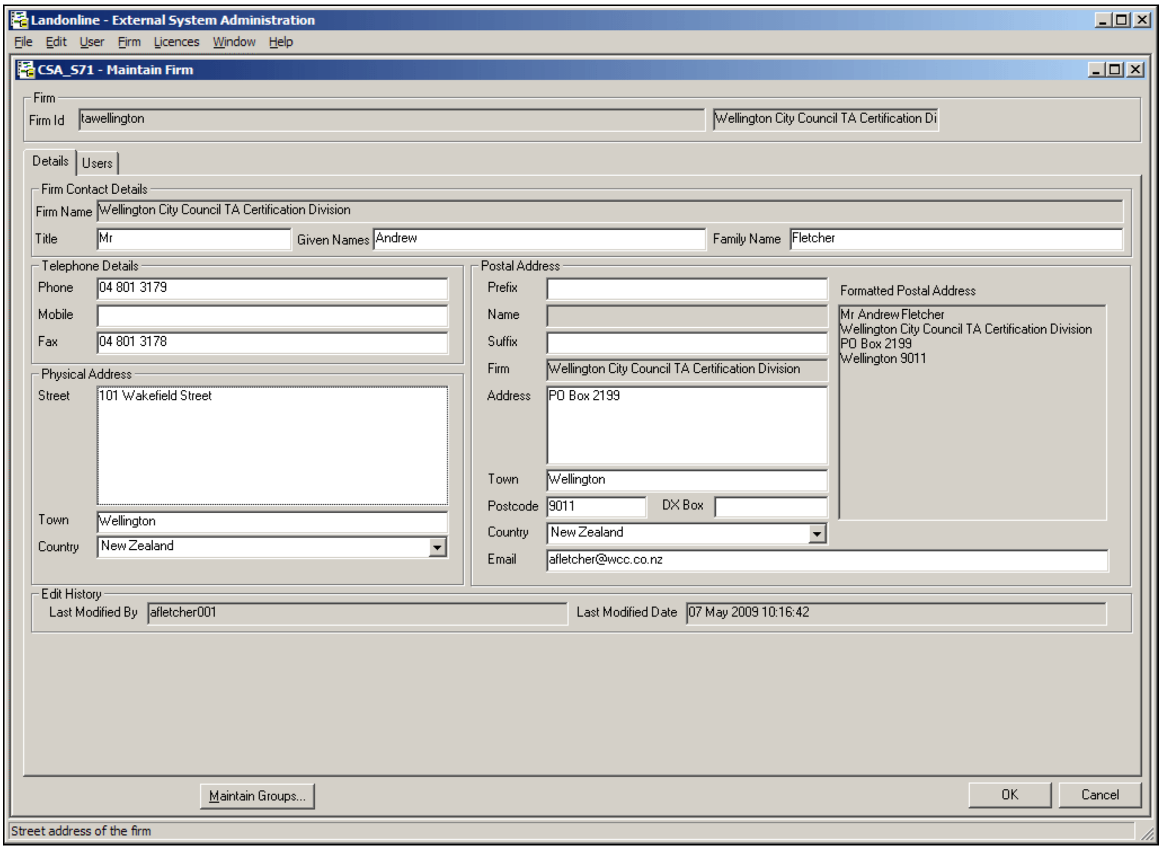
A System Manager can maintain a firm's contact details through the Maintain Firm screen. They can also modify user details as they relate to the firm (eg the branch a user works for).

> Tasks:
>
> To maintain a firm's contact details System Managers:
>
> - Display the Maintain Firm screen.
> - Modify the required details in the Details tab.
> - Modify a user's details as they relate to a firm.

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

6.4.1 Display the Maintain Firm screen

The Maintain Firm screen is where System Managers can modify their own firm's details and manage users.



The System Manager from Wellington City Council has opened the Maintain Firm screen to update the address details for the firm.

To display the Maintain Firm screen, in External System Administration:

1. Select Firm | Maintain Firm…

When the Maintain Firm screen is opened the firm's details display. The System Manager can only view their own firm's details.

6.4.2 Modify firm details in the Details tab

In the Details tab of the Maintain Firm screen:

1. Update the contact person and address details if required. The contact person receives all general communications on behalf of the firm. Do not use an apostrophe ('), double quotation (") or pipe (|) in any fields in the Contact Details tab.
2. Save the changes.

Note: To maintain the method by which your firm receives specific notifications, refer to the **Notices User Guide**.

6.4.3 Modify user details for the firm

In the Maintain Firm screen:

1. Select the Users tab to display the users for the firm.
2. Select the user.
3. Modify the Firm Office (branch) or Default Licence for the user if required.
4. Save the changes.

Note:

- You cannot alter any other details for the user in the Associated Users list.
- A check in the Contractor field indicates the user is a contractor to your firm. A contractor is a user who performs work for your firm but is not a member of your firm. They can be affiliated to more than one firm.

6.5 Maintain user privileges in your firm

User privileges are associated with a user through the Maintain Firm screen. Privileges determine what actions a user can perform in Landonline (eg sign a package). The System Manager allocates appropriate privileges to each user based on their role (eg, Searches, TA *e-certification*). The privileges the System Manager can allocate to a user are limited to those allowed by the types of Landonline licences allocated to the firm. For example, if the firm didn't have a licence that enabled Searches then a user could not be assigned the privileges required to search.

Steps:

To allocate privileges to, or remove privileges from, a user:

1. Display the Maintain Firm screen.
2. Display the user's privileges in the Allocate Privilege screen.
3. Allocate privileges or remove privileges.

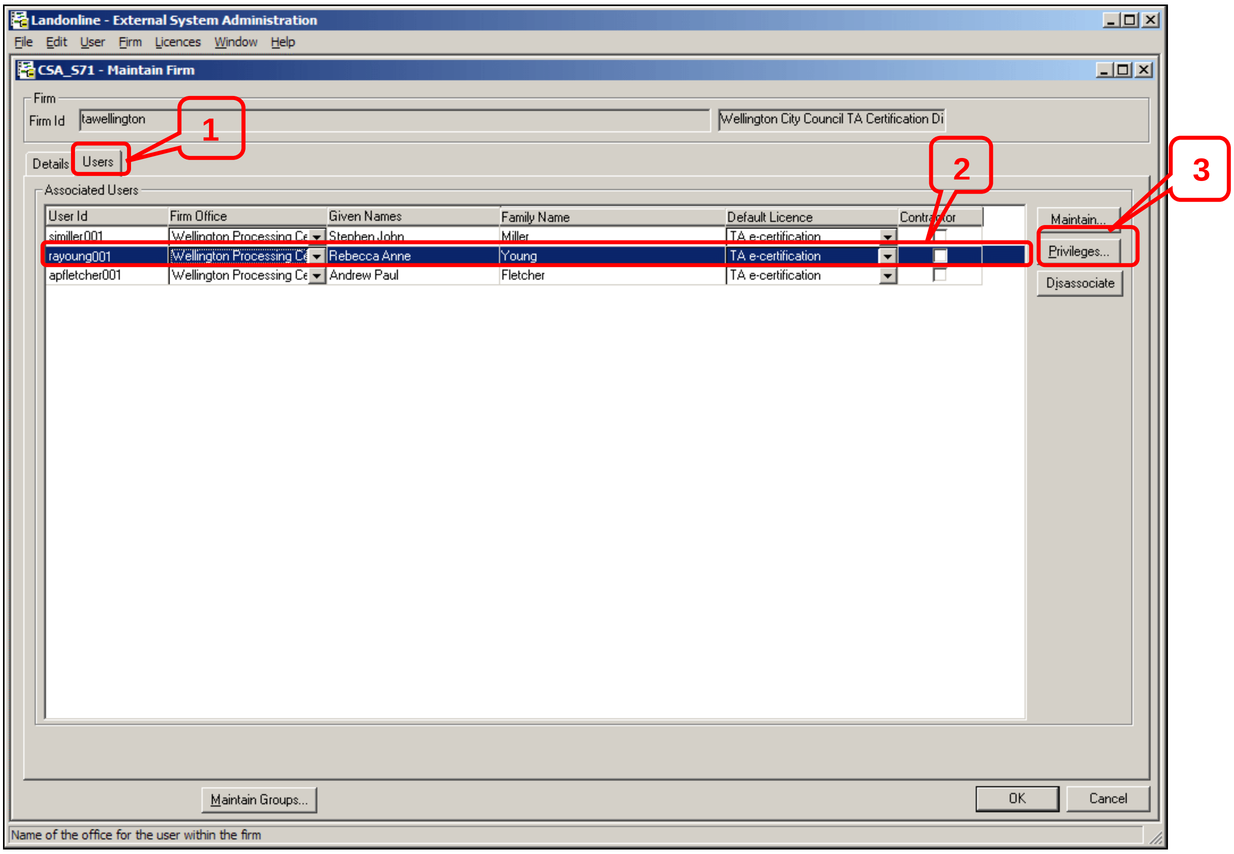
The following headings correspond with these steps and describe them in more detail.

6.5.1 Display the Maintain Firm screen

To display the Maintain Firm screen:

1. See topic **6.4.1 Display the Maintain Firm screen**.

6.5.2 Display the Allocate Privileges screen

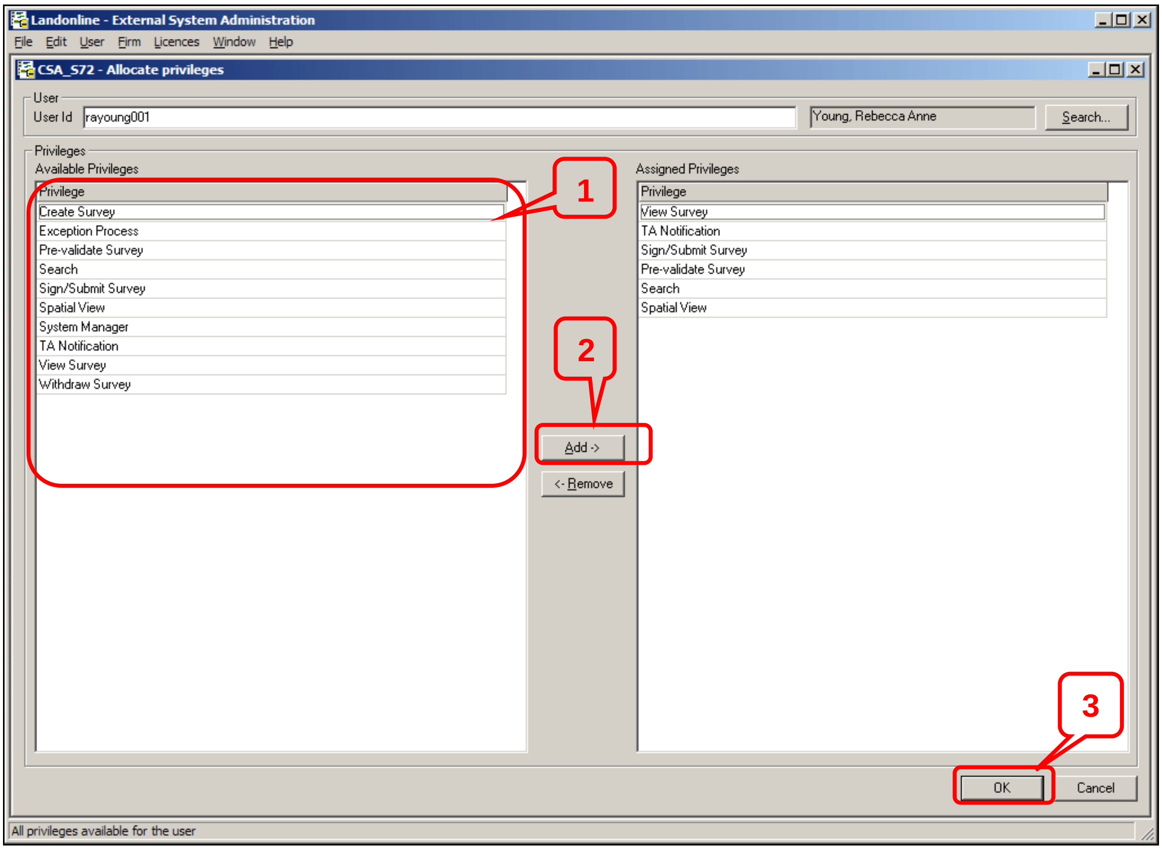


The System Manager has selected Rebecca Young to perform some maintenance work on.

To display the user's privileges in the Allocate Privileges screen.

1. Select the Users tab in the Maintain Firm screen to display the users for the firm.
2. Select the user from the Associate Users list.
3. Click Privileges... to display the Allocate Privileges screen.

6.5.3 Allocate or remove privileges



Here you can see the privileges that have been allocated to Rebecca Young.

6.5.3.1 Allocate privileges to a user

In the Allocate Privileges screen:

1. Select the required privileges from the Available Privileges list.
2. Click Add -> to copy the privileges to the Assigned Privileges list.
3. Click OK to save the changes and close the screen.

6.5.3.2 Remove privileges from a user

In the Allocate Privileges screen:

1. Select the required privileges from the Assigned Privileges list.
2. Click <- Remove to delete the privileges from the list.
3. Click OK to save the changes and close the screen.

6.6 Modify user groups

User groups are established by the System Manager. They contain groups of privileges and are used to assign the same privileges to multiple users. For example, a System Manager can establish a user group for Conveyancing Professionals within the firm.

Tasks:

To modify user groups System Managers:

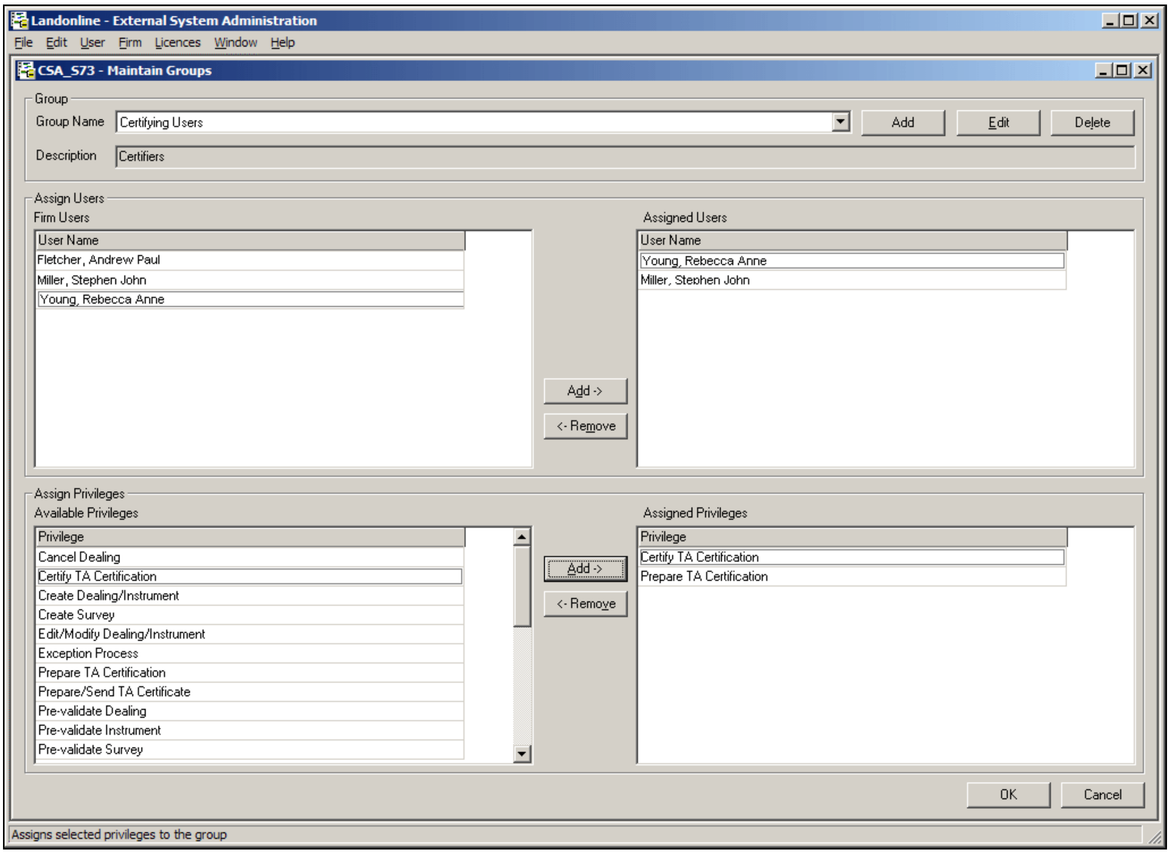
- Display the Maintain Groups screen.
- Create a new user group.
- Modify a group name or description.
- Assign users to, or remove users from, a group.
- Add privileges to, or remove privileges from, a group.
- Delete a group.

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

6.6.1 Display the Maintain Groups screen

The Maintain Groups screen is divided into three areas.

- The Group area is where the user group name and description are created and modified.
- The Assign Users area is where users are assigned to and removed from user groups.
- The Assign Privileges area is where privileges are assigned to, and removed from, a user group.



The System Manager is establishing some user groups for the users at Wellington City Council.

To display the Maintain Groups screen, in the Maintain Firm screen:

1. Click Maintain Groups...

6.6.2 Create a new user group

In the Maintain Groups screen:

1. Click Add to display the Maintain Group Name screen.
2. Type the name for the group in the Group Name field.
3. Type a description for the group in the Description field.
4. Click OK to save the new group and return to the Maintain Groups screen.

6.6.3 Modify a group name or description

In the Maintain Groups screen:

1. Select the group in the Group Name field.
2. Click Edit to open the Maintain Group name screen.
3. Modify the group name or description.
4. Click OK to save the change and return to the Maintain Groups screen.

6.6.4 Assign and remove users

6.6.4.1 Assign users to a group

In the Maintain Groups screen:

1. Select the Group in the Group Name field.
2. Select the user from the Firm list.
3. Click Add -> to copy the user to the Assigned Users list.
4. Save the changes.

6.6.4.2 Remove users from a group

In the Maintain Groups screen:

1. Select the Group in the Group Name field.
2. Select the user from the Assigned User list.
3. Click <- Remove to delete the user from the Assigned User list.
4. Save the changes.

Note: A user can be assigned to more than one group.

6.6.5 Add privileges to, or remove privileges from a group

6.6.5.1 Add privileges to a group

In the Maintain Groups screen:

1. Select the Group in the Group Name field.
2. Select the required privileges from the Available Privileges list.
3. Click Add -> to copy the privileges to the Assigned Privileges list.
4. Save the changes.

6.6.5.2 Remove privileges from a group

In the Maintain Groups screen:

1. Select the user group in the Group Name field.
2. Select the privileges to be removed from the Assigned Privileges list.
3. Click <- Remove to delete the privileges from the Assigned Privileges list.
4. Save the changes.

Note: When privileges are deleted from a user group, they are also deleted from all users in that user group.

6.6.6 Delete a user group

In the Maintain Groups screen:

1. Select the user group in the Group Name field.
2. Click Delete to delete the Group.

3. Save the changes.

Note: When you delete a group all users associated with that group lose the group privileges.

6.7 Disassociate a user from the firm

System Managers can disassociate a user from their firm if, for example, the user leaves the firm. When a user is disassociated they can no longer log on to Landonline from the firm and cannot perform work for that firm.

To disassociate a user, in the Maintain Firm screen:

1. Select the Users tab in the Maintain Firm screen.
2. Select the user to be disassociated from the Associated Users list.
3. Click Disassociate
4. Click OK to close the Maintain Firm screen and save the change.

Caution: Once you disassociate a user you cannot associate the user with the firm again. This can only be done by LINZ. The disassociated user's work will still display in Workspace but can only be edited by someone with the same privileges.

6.8 Generate a Licence usage report

A System Manager can produce a report to show current and historic licence usage information within their firm.

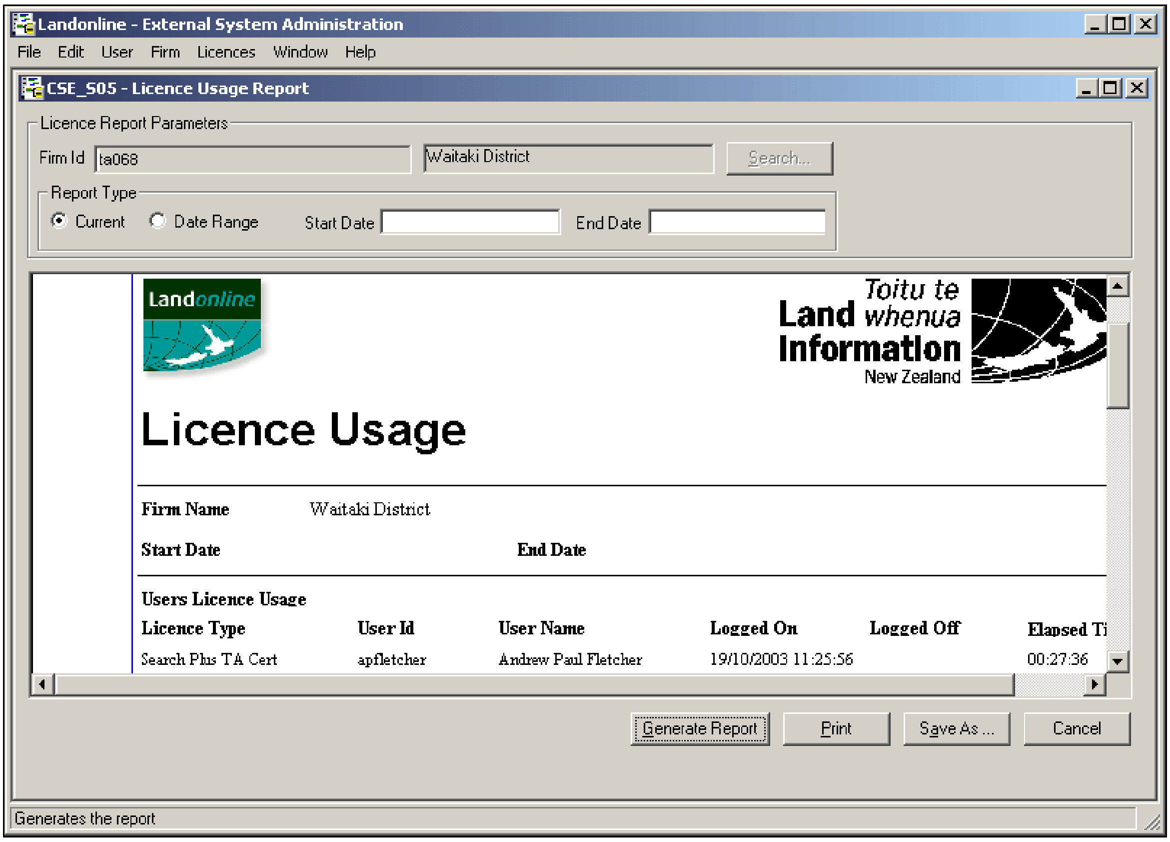
Tasks:

A System Manger can:

- Display the Licence Usage Report screen.
- Generate a Licence Usage Report.
- Print the Licence Usage Report.
- Save the Licence Usage Report to their computer.

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

6.8.1 Display the Licence Usage Report screen



This is a Licence Usage Report for Waitaki District.

To display the Licence Usage Report screen, in the External System Administration screen:

1. Select Licence | Licence Report…

6.8.2 Generate a Licence Usage Report

In the Licence Usage Report screen:

1. Click Current or Date Range in the Report Type area.
2. If you selected Date Range type a Start Date and End Date to specify the period you want to generate the report for.
3. Click Generate Report...

6.8.3 Print the Licence Usage Report

In the Licence Usage Report screen:

1. Generate the Licence Usage Report.
2. Click Print

6.8.4 Save the Licence Usage Report

You can save the Licence Usage Report to your computer.

To save the Licence Usage Report, in the Licence Report screen:

1. Generate the Licence Usage Report.
2. Click Save As...
3. Select a location on your computer to save the file to.
4. Type a name for the file.
5. Select a file format for the report. (eg tif).
6. Click Save

6.9 System Management Toolkit

Table 6-1 lists other tools that assist a System Manager to maintain user security access levels to Landonline, and user and firm information.

Tool	Description
Landonline Help	Press F1 in to display Landonline Help in any System Management screen.
Quick Reference Cards	Section: TA *e-certification*. Topics: • Change a User's Privileges. • Create Privilege Groups. Section: System Management Topics: • Change firm details. • Change firm details for a user. • Generate usage report.

Table 6-1 System Management Toolkit

APPENDICES

Appendix A: TA View Plan screen Function Menu options

The TA View Plan Menu (Function Menu) contains the same functions as the toolbar icons, as well as additional options. Some of the menu options have been disabled in Landonline.

Menu Option	Sub Options and Descriptions
File	• Close - closes the Image Viewer. • Save Copy As... - displays the Save Copy As window to save the image copy to a file on your computer. This option is also available in the right mouse menu. • Page Setup - displays the Page Setup screen to set up a page size and orientation for printing the image. • Print... - displays the Print screen to print the image. This option is also available in the right mouse menu. • Properties - displays the properties of the image.
Edit	This function is not available in Landonline.
View	Select each viewing option you require. The option is active when there is a tick (✓) in front of the name (eg ✓ Thumbnails). The last three viewing options in this menu display a viewing window. You can change the size of the Magnifier and Overview windows to suit your requirements. • Pixel Information - displays a window to view pixel information for the image. • Magnifier - displays a window in which to magnify the selected area of the image. Select the magnification you require and move the cursor over the area of the image to display the same information in the Magnifier window increased in size. • Overview - displays a window in which the whole image displays.
Thumbnail	• Regenerate Selected Thumbnails - regenerates the selected thumbnail(s) to the original full Image View for the page. • Regenerate All Thumbnails - regenerates thumbnails for all pages in the current file. • Make a Thumbnail - creates a thumbnail of the area defined by the (Rectangle Selection). This option is also available in the right mouse menu.
Page	• First - displays the first image page. • Previous - displays the previous page. • Go To... - displays a window to type the number of the page to display. • Next - displays the next page. • Last - displays the last page. • Go Back - returns you to the last page you displayed.
Image	• Zoom In - immediately zooms in to decrease the scale of the image. • Zoom Out - immediately zooms out to increase the scale of the image. • Fit To Window - fits the complete image to the size of the window. • Fit to Width - fits the width of the image to the size of the window. • Fit to Height - fits the height of the image to the size of the window. • Invert - reverses the colour of the image to white on black or black on white. • Rotate Left - rotates the image 90 degrees to the left. • Flip - flips the image 180 degrees. • Rotate Right - rotates the image 90 degrees to the right.

Menu Option	Sub Options and Descriptions
Tool	• Dragging - drags the image in any direction. • Zoom In - zooms in to decrease the scale of the image. Each time you click the image it displays larger. • Zoom Out - zooms out to increase the scale of the image. Each time you click the image it displays smaller. • Rectangle Selection - select a rectangular area of the image to print or copy to the clipboard. • Zoom Area - zooms in to an area of the image you select. • Annotation Selection - This function is not available in Landonline.

Table A-1 TA View Plan screen Function Menu options

Appendix B: Details of generated plans

Landonline generates plans for the *e-survey* from the layout sheets. The generated plans include CSD Plan pages, Title Plan pages and Title Diagram pages. These products can be viewed in Searches once the *e-survey* has been registered.

CSD Plan pages

Content	Details
CSD Plan header	Structured text details for the *e-survey* that form part of the CSD Plan.
Mark and Observation list	A list of all marks and observations recorded in the *e-survey*.
Schedule / Memorandum	If applicable. This is a scanned .tiff image attached as a Schedule/Memorandum type of supporting document.
Unit Entitlement and Valuers Certification	If applicable. This is a scanned .tiff image attached as a Unit Entitlement and Valuers Certification type of supporting document.
Occupation diagram	If applicable. This is a scanned .tiff image attached as an Occupation diagram type of supporting document.
Survey Graphic	• Survey System Generated Diagram. • User defined detail survey diagrams.
Title Graphic	• Primary System Generated Diagram (Primary parcels). • Non Primary System Generated Diagram (Non-primary parcels). • User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a Plan Graphic type of supporting document.

Title Plan pages

Content	Details
Title Plan header	Structured text details for the *e-survey* that form part of the Title Plan.
Schedule / Memorandum	If applicable. This is a scanned .tiff image attached as a Schedule or Memorandum type of supporting document
Unit Entitlement and Valuers Certification	If applicable. This is a scanned .tiff image attached as a Unit Entitlement and Valuers Certification type of supporting document.
Title Graphic (reduced information)	• Primary System Generated Diagram (Primary parcels). • Non Primary System Generated Diagram (Non-primary parcels). • User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a as a Plan Graphic type of supporting document.

Title Diagram pages

Content	Details
Title Graphic (reduced information)	• Primary System Generated Diagram (Primary parcels). • Non Primary System Generated Diagram (Non-primary parcels). • User defined detail title diagrams.
Plan Graphic	If applicable. This is a scanned .tiff image of a unit tile plan or flat/cross lease plan attached as a as a Plan Graphic type of supporting document.

Note: The Title Diagram is the image attached to a title. To view the Title Diagram you will have to search for the title in **Searches**, add it to the tree and view from there.

Appendix C: TA *e-certification* supporting document types

This lists supporting document types you can select in the Record Supporting Document screen and their purpose or intent.

Document	Intent or Purpose
Schedule/Memorandum	The required lists of identified areas in a TA *e-certification* work. For example, covenants, easements (proposed, in gross, memorandum, existing) legalisation parcels.
Territorial Authority (TA) Certificate	Certification from a TA to attach to a TA *e-certification* work.
Territorial Authority (TA) Certification Plan Image	Scanned image of a plan to attach to a TA *e-certification* work.

Table C-1 TA *e-certification* supporting document types

Appendix D: TA *e-certification* status

TA *e-certification* Status	Description
No Created	The TA has been associated to the survey. No certificates of packages have been created.
Created	TA user or surveyor has created the TA *e-certification* content (ie certificates and packages).
Pending TA Approval	Surveyor has notified the TA about the TA *e-certification*, but a TA user has not yet been assigned the work.
Under Action	TA user has been assigned the work, but some packages are not yet signed.
On Hold	The assigned user has temporarily halted work on the TA *e-certification*.
Complete	The TA user has digitally signed all packages in the TA *e-certification*.

Table D-1 TA *e-certification* status

Appendix E: TA *e-certification* package and certificate status

Certificate status

Certificate Status	Description
Created	TA user or Surveyor has created the package.
Signed	TA has signed the package.

Table E-1 Certification status

Package status

Package Status	Description
Created	TA user or Surveyor has created the package.
Pending TA Approval	Surveyor has notified the TA that the certificate is ready for signing.
Certified	TA user has certified the certificate.

Table E-2 Package status

Appendix F: TA Certification screen information

TA Certification screen

Field and Button	Action
Survey Details	Landonline displays detail of the survey awaiting TA *e-certification* (ie Survey Number, Survey Status, Surveyor Reference and Survey Purpose).
Search…	Click to display the Find Work/Request screen.
View Plan…	Click to display the TA View Plan screen to view an image of the plan. Title Plan and CSD Plan images display for an *e-survey*. Title and Survey sheets display for a paper plan.
TA Reference	TA's Resource Consent reference for the survey.
Assigned User	Landonline displays the name of the TA user currently working on the TA *e-certification*. The survey must be assigned to a TA user before any work can be performed in the TA *e-certification*.
Search…	Click to display the External Search screen to search for a TA user within your firm.
TA Certification Status	Landonline displays the status of the TA *e-certification*. For more information, see **Appendix D: TA *e-certification* status**.
TA Name	Landonline displays the name of the TA firm
On Hold	Click to change the TA *e-certification* Status to On Hold. Once clicked, the name of the button changes to Off Hold.
Off Hold	Click to change the TA *e-certification* Status to Under Action. Once clicked, the name of the button changes to On Hold.

Table F-1 TA Certification screen

TA Certification tab

Field and Button	Action
Package Name	Landonline displays the name of the package.
Status	Status of the package. • Created - surveyor or TA user has created the package. • Signed - TA has signed the package.
Signed By	Name of the user who signed the package. You must have the Sign TA *e-certification* privilege to sign a package.
Signed Date/Time	Date and time the package was signed.
Sign	Click to display screens to: • View the TA Approvals form • enter your password • unlock your digital certificate file to sign the package.
Prepare	Click to display the Manage TA Certification screen to select certificates, enter values for certificates and assign them to the relevant package.
Certificate Description	Description of the certificate in the package.
Status	Status of the certificate in the package. • Created - surveyor or TA user has created the certificate. • Pending TA Approval - Surveyor has notified the TA about the certificate (after creating a new certificate). • Certified - TA has certified the certificate.
Certificate Text	Landonline displays the complete text for the selected certificate in the package.
Certify	Click to change the status of the selected certificate to Certified.

Table F-2 TA Certification screen – TA Certification tab

Annotations tab

Field and Button	Action
Annotation History	Landonline displays comments previously added for the transaction including the date and User Id.
New Annotations	Type any comments about the transaction.
Add	Click to add your comments in New Annotations under any pervious comments in Annotations History.

Table F-3 TA Certification screen – Annotations tab

Supporting Documents tab

Field and Button	Action
Type	Landonline displays the type of supporting document.
File Name	Landonline displays the file name of the supporting document.
Comments	Landonline displays any comments added for the supporting document in the Record Supporting Document screen.
Lodged	Landonline displays the date and time the supporting document was lodged.
Status	Landonline displays the status of the supporting document.
Add/Edit	Click to display the Record Supporting Document screen to add a TA supporting document.
View	Click to display the image of the selected supporting document.

Table F-4 TA Certification screen – Supporting Documents tab

Appendix G: Manage TA Certification screen

Field and Button	Action
Selected Certificates	Landonline displays the list of TA *e-certification* packages. Expand the tree to view certificates in each package.
Add Certificates	Click to add the selected certificate(s) to the selected package.
Delete Certificate	Click to delete the selected certificate from the package.
Create Package	Click to create a new TA *e-certification* package.
Delete Package	Click to delete the selected TA *e-certification* package and its certificates.
Move Up	Click to move the certificate up one position in the package.
Move Down	Click to move the certificate down one position in the package.
All Certificates	Landonline displays all current certificates available for selection. • Name - short name for each certificate. • Description - description of each certificate.
Certificate Fields	Landonline displays predefined field(s) you can edit in the selected certificate: • Field Name - the name of the field. • Field Value - enter the value to display in the certificate.
Certificate Preview	Landonline displays the complete text that will display on the certificate.

Table G-1 Manage TA Certification screen

Appendix H: Other TA *e-certification* screens

Find Work/Request screen

Field and Button	Action
TA Certification Work	Select to search for TA *e-certification* work in Workspace.
Request	Select to search for requests in Workspace.
TA Reference	Type the TA reference for the survey or request. You can use a wildcard search in this field.
Survey Number	Type the number of the survey (eg LT 312345). If you type this number, you don't need to enter any other criteria in the screen. When using this screen to search for details of a paper plan to display in the TA Certification screen must type the exact number of the plan in this field. For a request, enter the number of the survey linked to the request.
Surveyor	Type the user Id of a surveyor. If you don't know the user Id, click **Search...** and select the surveyor’s name. Only displays for the TA Certification Work option.
Search…	Click to display the External Search screen to search for a surveyor. Only displays for the TA Certification Work option.
TA Certification Status	Select the status of the TA *e-certification*. Only displays for the TA Certification Work option.
Request Id	Enter the number of the request. If you type this number you don't need to enter any other criteria. Only displays for the Request option.
Contact Person	Select the name of the contact person for the request from the drop down list. Only displays for the Request option.
Search Now	Click to search for TA work or requests based on your criteria.
New Search	Click to clear the screen to enter new search criteria.
Select	If you are in Workspace, click to display the selected TA work or request in the Workspace tree. If you are in the TA Certification screen, click to display details of the TA Work for the selected survey.
Search Results	Landonline displays surveys or requests based on your search criteria.

Table H-1 Find Work/Request screen

Record Supporting Document screen

Field and Button	Action
Survey Number	Landonline displays the number of the survey to which the supporting document is being attached and the land district for the survey.
Reference	A file number or client name.
Document Type	Select the type of document from the drop down list. For more information, refer to Supporting document types in Landonline Help.
Comments	Type any relevant comments about the supporting document. This is optional.
File Name	Landonline displays the file name of the supporting document attached as an image.
Added By	Displays the user Id of the person who added the supporting document.
Added by On	Displays the date which the supporting document was added.
Last Edited By	Displays the user Id of the person who last edited the supporting document.
Last Edited By On	Displays the date which the supporting document was last edited.
Supporting Document Details	The fields that display in this area change depending on the Document Type selected. Complete the details of each field listed (eg Report Date, Detail, Inspection Date).
Add…	Click to insert a row.
Attach...	Click to display a browser window to select the path and file name of the supporting document image file to attach to the survey.
Delete…	Click to delete a row and the attached supporting document.
View…	Click to display the image of the selected supporting document.

Table H-2 Record Supporting Document screen

Sign TA Certification screen

Field or Button	Action
Structured text view details	Displays details of the TA *e-certification* to be signed. If necessary, scroll to view all details.
Sign	Click to display screens to: • enter your password • unlock your digital certificate file to sign the TA *e-certification* package.
Cancel	Click to cancel signing the TA *e-certification*. Landonline returns you to the TA Certification screen.

Table H-3 Sign TA Certification screen