

## Important:

This article was published on Wednesday, 14 June 2017 - 11:14am. The information is accurate at the time and is used for reference purposes only.

For up-to-date information please [visit the Land Information New Zealand website \(http://www.linz.govt.nz\)](http://www.linz.govt.nz).



## [Landwrap June 2017 \(/news/2017-06/landwrap-june-2017\)](/news/2017-06/landwrap-june-2017)

Issue 135

This month we inform you about changes to the Landonline login, the latest Landonline maintenance release and the updated subdivision checklist



### Changes to Landonline Login

*All Landonline users*

We've made some changes to the infrastructure that supports Landonline, and you'll now see two options for logging on to Landonline.

One is for the current, unchanged system, and the second is to use an upgraded platform. We expect the upgraded platform to provide better performance for those undertaking complex transactions.

#### What do you need to do?

We encourage you to begin using the upgrade to ensure it's compatible for your system. On 30 July 2017 we will remove the option to use the current, unchanged system.

For most customers, this is as easy as simply clicking on the second logon. The upgrade doesn't change the way you use Landonline once you have logged on. Signing users will need to take an extra step.

#### Signing users

If you're a signing user, you will need to download and re-install the DigiSign software before you can use the new log on. This will take 5-10 minutes.

[Instructions and details on how to do this are available on the LINZ website \(/www.linz.govt.nz/kb/841\)](http://www.linz.govt.nz/kb/841).

## Where I can find out more?

[More information including a brief video as well as questions and answers about this upgrade is available on the LINZ website. \(\[//www.linz.govt.nz/land/landonline/landonline-releases-and-system-updates/landonline-upgrade-2017\]\(http://www.linz.govt.nz/land/landonline/landonline-releases-and-system-updates/landonline-upgrade-2017\)\)](http://www.linz.govt.nz/land/landonline/landonline-releases-and-system-updates/landonline-upgrade-2017)

If you have any questions or problems with the logon, call our customer support team on 0800 665463 or email at [customersupport@linz.govt.nz](mailto:customersupport@linz.govt.nz) (<mailto:customersupport@linz.govt.nz>)

## Landonline 3.16 maintenance release

*All Landonline users*

The next Landonline maintenance release is planned for Monday 10 July. Detailed information on the content of the release will be available on our website closer to the time.

### Planned changes for Titles customers

For Titles, the release will include some tidy up changes to the A&I form including:

- the ability to add details on the nature and date of the base document from the A&I screen. This will in turn flow through to the Preview
- increased space for signatures
- auto displaying names for more instrument types

There is also a change to the way street address searches are completed.

Another change relates to the tax statement edit screen where Q17 and 18 will no longer display if a non-notifiable reason has been selected for Q15.

### Planned changes for Survey customers

For Survey there will be a new Automated Schedule/Memorandum of easements option which will allow surveyors to take advantage of automated population to reduce the likelihood of errors which are known to be the subject of numerous requisitions.

Amendments have been made to the formatting of the:

- header details of the Automated Survey Report and
- the Comments in the Automated Survey Report

Surveyors will also be able to:

- edit their created TA certificates up until the point the TA certify and sign the packages (status = completed)
- request a TA un-sign a package so that they can edit the certificates (if the CSD is still in their workspace)
- notify more than 1 TA online

- duplicate or similar certificates will not be allowed (reduces duplication and frustration when the dealing is registered)

### Planned changes for Territorial Authority Users

A new function will allow a TA user to un-sign a package if they are requested to do so. They can then edit the package and resign it.

### Updated subdivision checklist

*Lawyers, surveyors, all Landonline users, local government*

The subdivision checklist has recently been reviewed and updated to reflect recent developments including the Landonline preset instrument list order and the Marine and Coastal Area (Takutai Moana) Act 2011.

If you have printed a copy, please ensure you replace it with the updated May 2017 version.

[View the checklists for registration requirements and common problem areas \(/www.linz.govt.nz/kb/817\)](http://www.linz.govt.nz/kb/817)

### Related Content

- [Landwrap \(/about-linz/publications/landwrap\)](http://www.linz.govt.nz/about-linz/publications/landwrap)
- [Subscribe to Landwrap \(/land/landonline/get-started/subscribe-landwrap\)](http://www.linz.govt.nz/land/landonline/get-started/subscribe-landwrap)

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- [\*\*Digisign2 download and installation instructions \(for signing customers only\) \(/kb/841\)\*\*](http://www.linz.govt.nz/kb/841)

This page contains the instructions for signing customers to download and install Digisign2 software.

Landonline

- [\*\*Checklists for registration requirements and common problem areas \(/kb/817\)\*\*](http://www.linz.govt.nz/kb/817)

We've developed checklists for transmissions, caveats and subdivision dealings.

Titles

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### Articles referenced within this issue

## [Digisign2 download and installation instructions \(for signing customers only\) \(/kb/841\)](#)

This page contains the instructions for signing customers to download and install Digisign2 software.

Before starting:

1. Ensure your IT provider is available to assist you with this process as this installation requires the User Account Control to be disabled, and Administrator rights.
2. Print these instructions.
3. Ensure you have installed Citrix Receiver, UniPrint Client and Landonline client components first.

Note: Appearance of screenshots may differ due to display settings.

### Installation procedure

This page outlines the procedure for installing Digisign2. It only applies to those customers who have signing rights.

If you have any queries, or if your IT support staff or service provider requires detailed technical information about the installation, please contact Customer Support on **0800 ONLINE (0800 665 463)** and select option 4.

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#### How to download and install Digisign2 software

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##### Purpose

Required download for conveyancers, surveyors, and territorial authority certification staff for digital signing in Landonline

##### Alert

Digisign2 need only be installed for customers with Landonline signing rights. If you do not have signing rights, you do not need to install Digisign2.

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##### Step

##### Description

1

Prior to installing Digisign 2, you will need to uninstall any previous versions you may have installed on your PC. Use the steps below based on your current operating system:

##### *Windows 10*

- Click **Start**
- Select **Settings**

- Select **System**
- Select **Apps & features**
- Select the program to uninstall and then click its **Uninstall** button.
- Respond to the prompts to complete the uninstall

#### *Windows 8*

- From the **Start** screen, enter **Control Panel** in the Search box. Select the Control Panel.
- When the Control Panel appears, choose **Uninstall a Program** from the Programs category.
- Select the program to uninstall, and then right-click and select **Uninstall** or you can click the Uninstall option located at the top of the programs list.
- Click **Yes** to confirm the program uninstall.

#### *Windows 7 and Vista*

- Click **Start**
- Select **Control Panel**
- Select **Programs**
- Click **Programs and Features**
- Select the program you want to uninstall by clicking on it, and then click the **Uninstall** button.

You may need administrator privileges to remove programs.

#### *Windows XP*

- Click **Start**
- Select **Control Panel**
- Click the **Add/Remove Programs** control panel icon
- The Add/Remove control panel displays a list of software on your system, including any Java software products that are on your computer. Select any that you want to uninstall by clicking on it, and then click the **Remove** button.

- 2
  - [Download Digisign2 software](http://www.linz.govt.nz/system/files_force/media/lol/software/digisign2.exe?download=1)
  - Ensure that you are logged on to your computer and have Administrator Rights

Administrator Rights allow you to change your computer's configuration. If you do not have Administrator Rights, please contact your IT support staff or service provider

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- 3
    - A *File Download* screen will appear
    - Choose **Save this program to disk**
    - Click **OK**
    - Choose an appropriate location to save the file to. (Take note of the location and filename)

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Note We recommend using the "Save to disk" option as it means that you will not need to download the installation file a second time if you need to reinstall this software on your computer or another computer in the organisation.

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- 4 Once the file has downloaded, open it from the location that you saved it to.

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Note You must be logged in with Administrator rights for this installation

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5



- If prompted with the Security Warning screen, click **Run** to install Digisign 2

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6



- The Wise Installation Wizard will start

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- The installation of the software will begin

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8



- Wait for the following dialog and click Finish to complete the installation

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Note

- The box above will disappear
- If you have signing rights within Landonline, you will now have the ability to sign from this computer

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If you have followed the steps above and received no additional messages, Digisign2 installation will be complete.

Continue to Step 5: [Landonline Print-to-TIFF Driver download and installation \(//www.linz.govt.nz/kb/843\)](http://www.linz.govt.nz/kb/843)

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## [Checklists for registration requirements and common problem areas \(/kb/817\)](#)

We've developed checklists for transmissions, caveats and subdivision dealings.

These checklists should be used to:

- Assist with preparation of edealing instruments
- Minimise errors in instruments (and therefore the register)
- Ensure that relevant information is obtained
- Prevent rejections for omitted or incorrect information and
- Provide a useful record of the checks performed by both the Primary Contact and Conveyancing Professional

## File Attachments

- [Application for transmission checklist \(http://www.linz.govt.nz/system/files\\_force/media/file-attachments/lol\\_application-for-transmission-checklist\\_201602.pdf?download=1\)](http://www.linz.govt.nz/system/files_force/media/file-attachments/lol_application-for-transmission-checklist_201602.pdf?download=1) PDF | 158.06 KB
- [Caveat checklist \(http://www.linz.govt.nz/system/files\\_force/media/pages-attachments/Caveat%20checklist%20201108.pdf?download=1\)](http://www.linz.govt.nz/system/files_force/media/pages-attachments/Caveat%20checklist%20201108.pdf?download=1) PDF | 163 KB
- [Subdivision checklist \(http://www.linz.govt.nz/system/files\\_force/media/doc/lol\\_form-subdivision-checklist\\_20170531.pdf?download=1\)](http://www.linz.govt.nz/system/files_force/media/doc/lol_form-subdivision-checklist_20170531.pdf?download=1) PDF | 287.75 KB

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