



Release notes for surveyors

Changes for surveyors as part of Landonline release 3.14

- **Additional Data to be Added to the CSC_S05 Line Layer Screen (#data)**
- Function to Remove a TA From a Survey (#ta)
- Display Mark Descriptions on Survey Diagrams (#mark)
- Changes to the Automated Survey Report (#auto)
- Tighten Automated Survey Report Determinations (#tight)
- Plan Generation - LOL_Workspace.exe Error Message when Enlarging or Reducing Defined Diagrams (#plan)
- Plan Generation – Border around Text Not Saving (#plan2)
- Filtering Vectors in Spatial (CMN_S09) by Date/Time Range (#filter)
- Attach the Automated Survey Report If Completed – Even When It Is Optional (#auto2)
- Remove 'Common Property' from Parcel Intent Drop Down List (#remove)
- Request Manual Copy enhancements (#rmce)

() Additional Data to be Added to the CSC_S05 Line Layer Screen

Enhancement: LOLCM-186 (External Only)

Description

One of the Automated Survey Report questions is to identify whether a Water Boundary or Irregular Boundary has been captured in your new survey. These questions have been answered manually by the surveyor if filling out the Automated Survey Report.

Improvements have been made to the latest release of this new functionality, including improvements and better options for surveyors to select when editing the line layer of an irregular digitised or adopted boundary at capture.

Action

Once the irregular line has been captured do the following:

- Select the irregular line
- Right Click
- Select Edit

Populate the following fields:

1. Check that the correct Layer is entered
2. Enter the correct Class
3. Select either Water Boundary or Irregular Boundary – **do not select (None), see notes at bottom of this enhancement for when (None) is used.**

The screenshot shows the 'CSC_S05 - Line Layer' dialog box. The 'Line Attributes' section has three input fields: 'Layer' (containing '1 - Pri'), 'Class' (containing 'Class A'), and 'Irregular Line Type' (a dropdown menu with '(None)' selected). Red boxes with numbers 1, 2, and 3 point to these fields respectively. Below these are 'Physical Description' and 'Adopted Source' fields, each with an 'Edit...' button. The 'Adopted Source' field currently contains '(None)'. At the bottom are 'OK' and 'Cancel' buttons.

1. Enter Legal Description where relevant
2. Enter Physical Description where relevant
3. Add Adopted Source

CSC_S05 - Line Layer

Line Attributes

Layer: 1 - Pri

Class: Class A

Irregular Line Type: Water Boundary

Legal Description: (None)

Physical Description:

Adopted Source: (None)

OK Cancel

If you Open the Line Layer screen and add a Class, Legal Description, Physical Description or Adopted Source but don't indicate if the line is a Water or Irregular boundary, then upon selecting OK you will receive the following message:



Depending on whether you select Water Boundary or Irregular Boundary, the Automated Survey Report will automatically answer this question and will not be editable in the Survey Report. The answer can only be edited by changing the option at capture.

G. Boundary Definition

a) Defined by survey [r 8.2(a)(ix)] [r 18.4]
Does this survey contain Boundaries and Boundary Points captured as "Defined by Survey"? ☒ Yes ☐ No Comment ...

b) Defined by adoption [r 6.4]
Does this survey contain Boundaries and Boundary Points captured as "Defined by Adoption"? ☐ Yes ☒ No Add Comment

c) Accepted boundaries [r 8.2(a)(x)]
Does this Survey contain Boundaries and Boundary Points captured as "Accepted Boundaries"? ☒ Yes ☐ No Comment ...

d) Permanent structure boundaries [r 6.9, 9.6.9, 10.4.7 & 19]
Does this Survey contain "Permanent Structure Boundaries"? ☐ Yes ☒ No Add Comment

e) Stratum boundaries [r 6.8, 6.10, 9.6.10, 10.4.7 & 19]
Does this Survey contain "Stratum Boundaries"? ☐ Yes ☒ No Add Comment

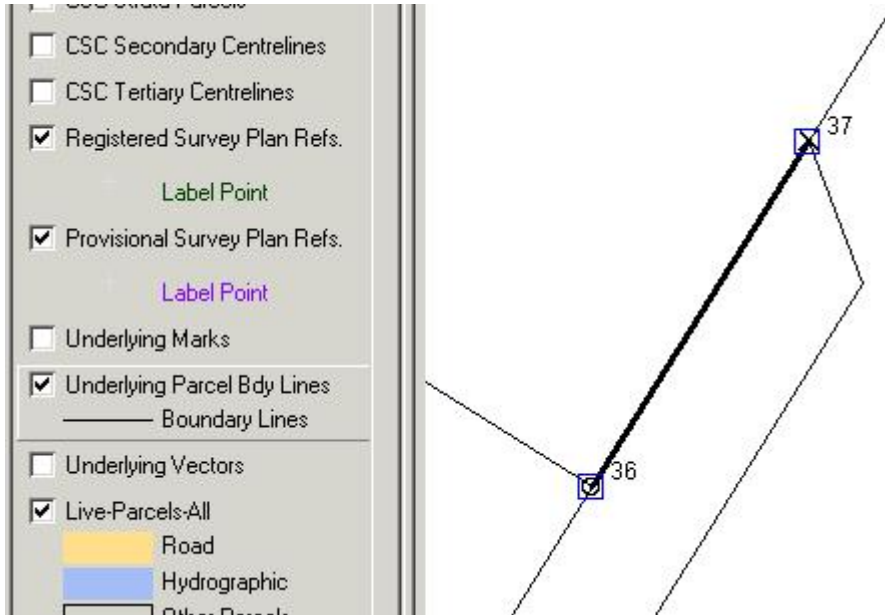
f) Irregular boundaries [r 8.2(a)(xii)]
Does this Survey contain "Irregular Boundaries"? ☒ Yes ☐ No Comment ...

g) Water boundaries [r 8.2(a)(xii)]
Does this Survey contain "Water Boundaries"? ☒ Yes ☐ No Comment ...

There are instances where users create balance parcels e.g. for Road legalisation plans.

At capture, the topology of the balance parcel of the road can be created by using the 'Process Balance Parcel' option or by selecting the boundary line and adopting it.

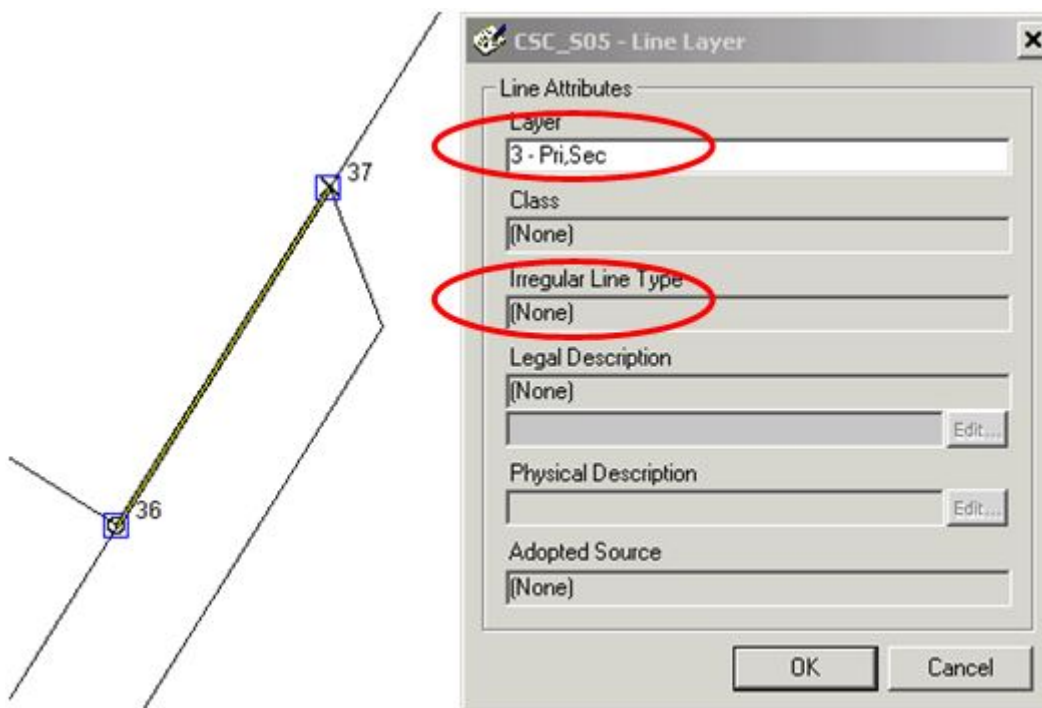
In cases where boundary lines are adopted (not Vectors), or Process Balance Parcel is used, there are instances where the topology of the line needs to be edited.



Once the line is selected, Right click and select Edit

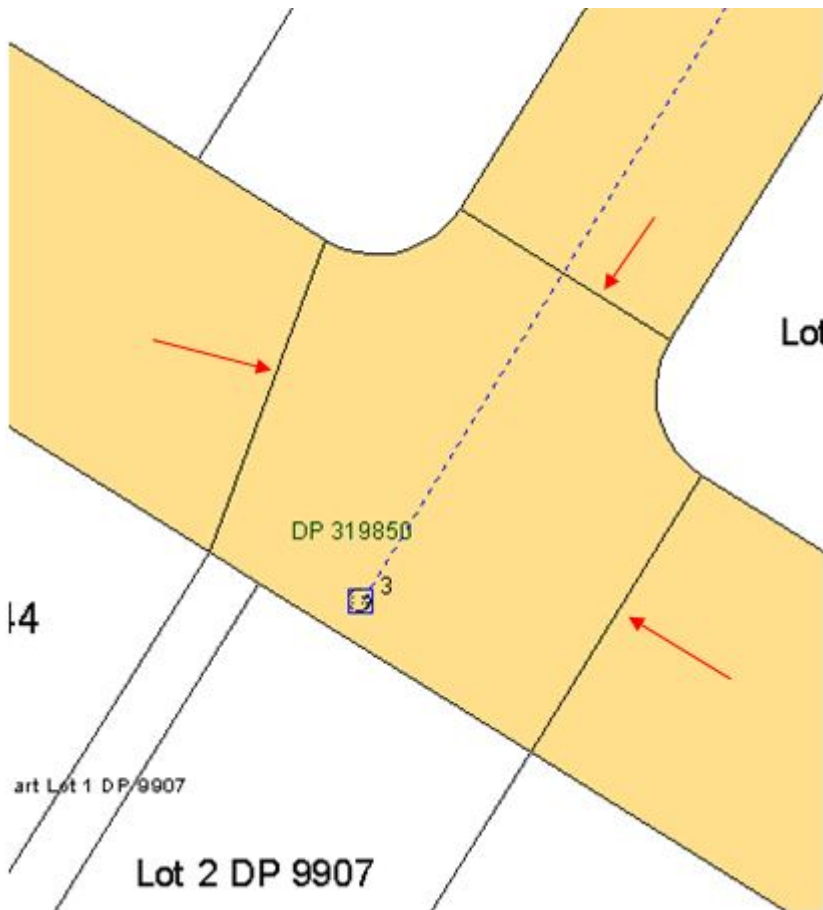
In this instance below, the boundary line was adopted and brought through existing topology layers as there is a secondary parcel related to this line.

The line layer is only required to be Primary for the new Capture so choose the correct layer from the drop down list.



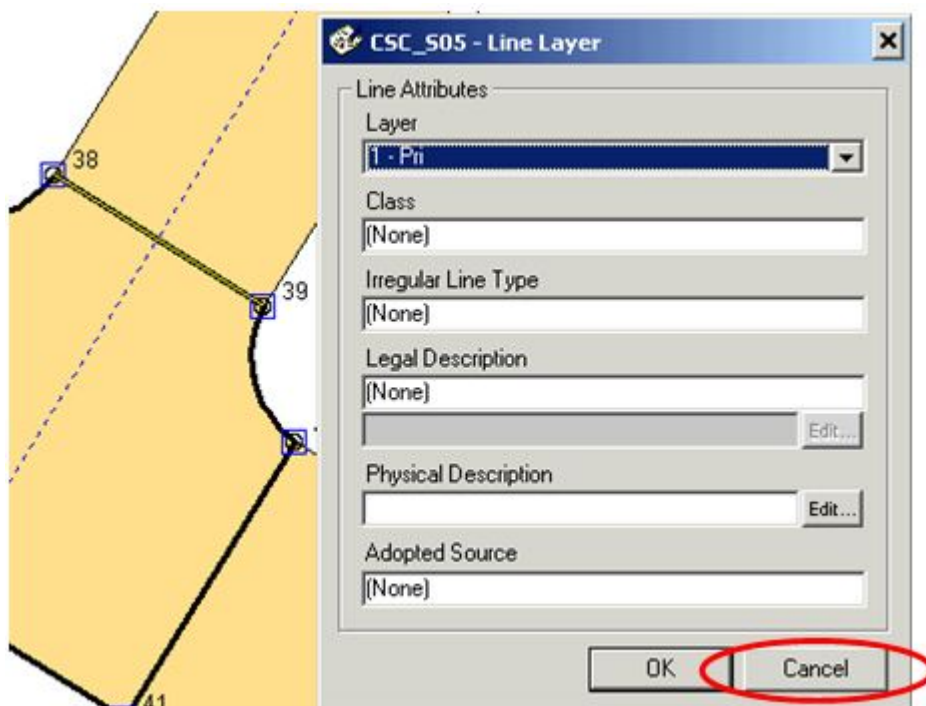
There is another instance where you create balance parcels on Roads for legalisation plans.

Roads are broken down into smaller polygons and where a Road polygon ends at an intersection you get the following boundary lines in Landonline:\



Some of these lines, while they look like right lines are actually irregular lines. There is no need to edit these lines to indicate that they are Water or Irregular lines.

If you do accidentally open the edit one of these lines do not indicate the Irregular Line Type – instead select 'Cancel' button as shown below:



For the above situation, Prevalidation will report the C502 and C503 rules which can be reported on, in the Survey Report, as 'road intersection lines not a water or irregular boundary'.

- ☐ C502 - Warning - A legal and/or physical description has not been specified for the following water/irregular boundaries between marks (RCS 2010 9.4(c), 9.6.7(c) & 10.4.5(c)) (1)
38 to 39
- ☐ C503 - Warning - A class has not been specified for the following water/irregular boundaries between marks (RCS 2010 9.4(a)) (1)
38 to 39

Function to Remove a TA From a Survey

Enhancement: LOLCM-37 - (Internal and External)

Description

From time to time incorrect TA names have been inserted into the TA Certification tab of an e-survey. Once the TA associated themselves to that plan in their workspace it was impossible for a surveyor to delete that from their TA Certification tab.

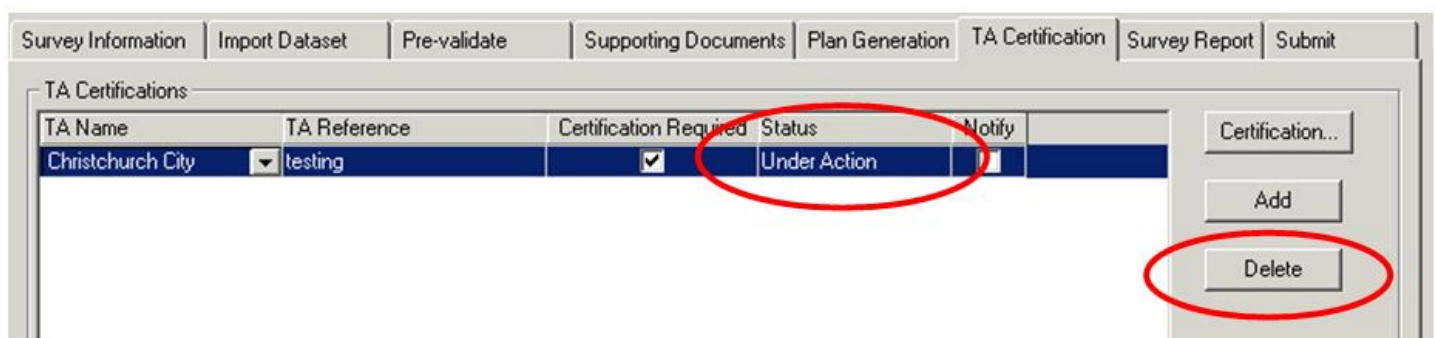
Prior to this change, scripts had to be run to delete any incorrect Territorial Authority.

Removing a TA from a survey can now be achieved by enabling the 'Delete' functionality. It will only be enabled for all TA Status other than 'Complete'.

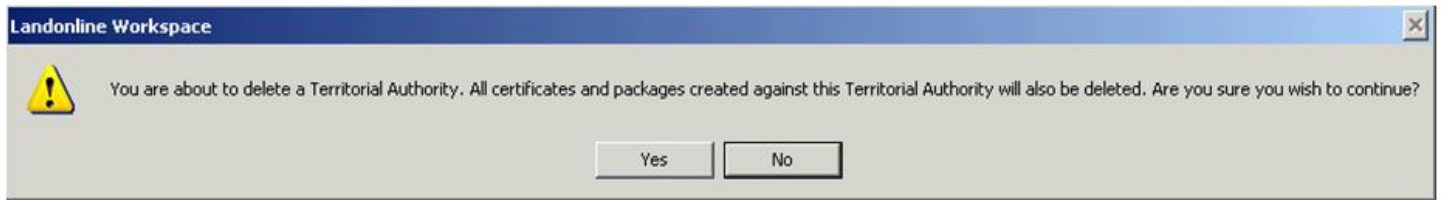
Action

Deleting an incorrect Territorial Authority name can only occur if the TA Certification Status is one of the following:

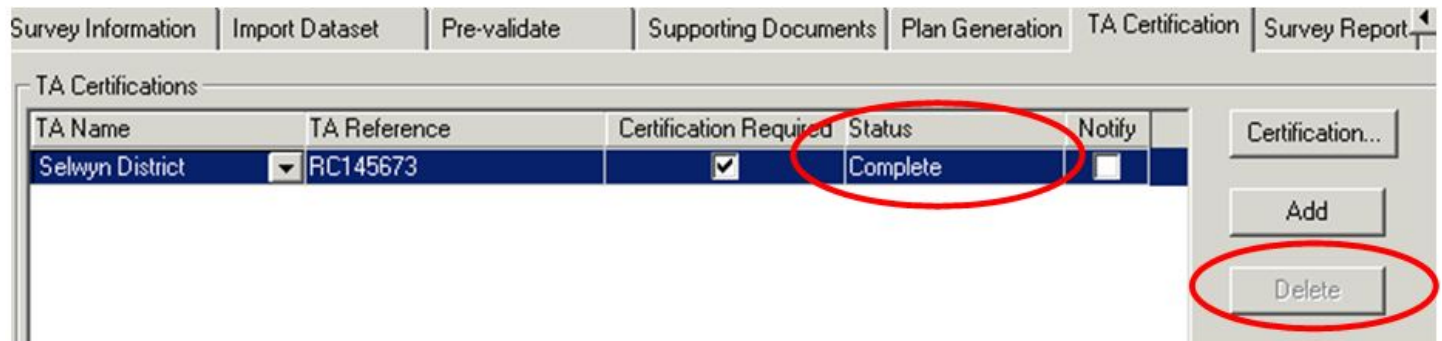
1. Not created
 2. Created
 3. Pending TA Approval
 4. On Hold
 5. Under Action
- Select the incorrect TA name
 - Select the Delete button



- Make sure you have selected the correct Territorial Authority to delete BEFORE selecting 'Yes' to the following message:



Incorrect Territorial Authority names cannot be deleted if the TA Certification has a Status of 'Complete'. The Delete button is inactive. **Phone Customer Support to request a script to disassociate the incorrect Territorial Authority from your plan.**



Display Mark Descriptions on Survey Diagrams

Enhancement: LOLCM-46 (Internal and External)

Description

Mark Descriptions now display on diagrams laid out on the Survey Sheets in Plan Generation. The mark description will be system added text and appear below the Mark Name in brackets.

Action

Mark Description label will display on Survey Sheets only where marks have an actual description associated to it:

CSC_503b - Mark Detail

Mark Details

Mark Ref: Lol Mark Id:

Mark Type Abbrev: Mark No: Mark Plan Ref:

Name:

Mark Type: Condition:

Mark State: Purpose:

Northing: Easting:

Description:

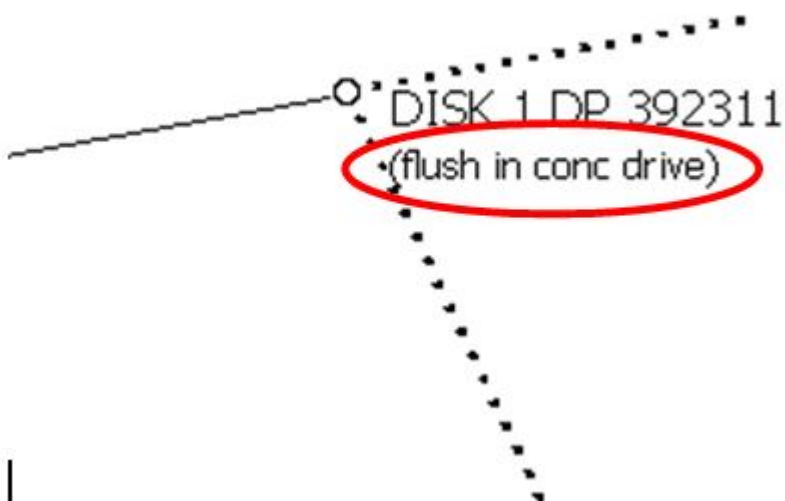
Mark Reliability Details

Action: ☒ Original ☐ Renewed ☐ Disturbed

Date:

Lol Mark:

Annotation:

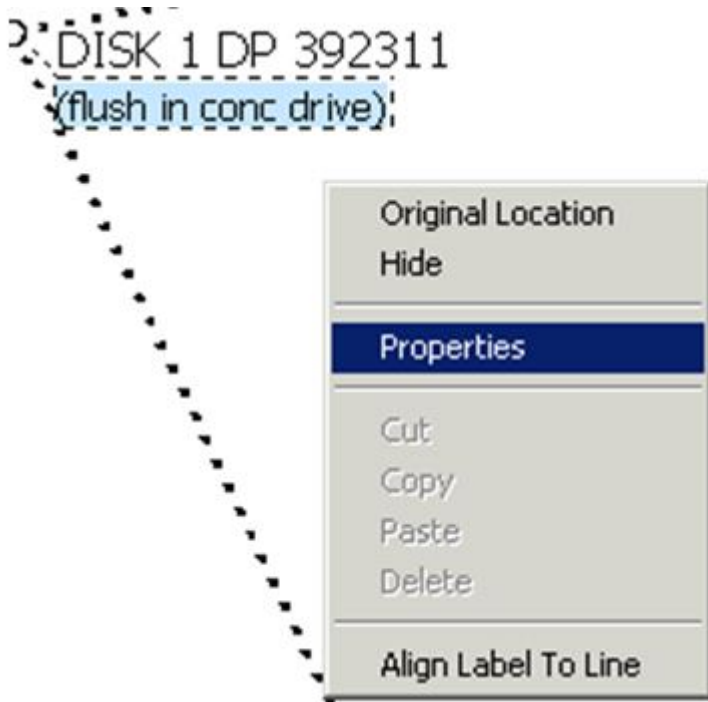


Mark Descriptions can be edited on the layout sheet:

- Select the label
- Right click|Properties

Or

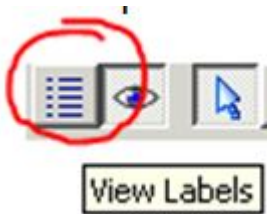
- Double click the label to open Properties window directly to edit

A screenshot of the 'Label Properties' dialog box. The 'Type' is 'Mark Description'. The 'Text' field contains '(flush in conc drive)'. The 'Font' is 'Tahoma' and the 'Font size' is '8'. The 'Text angle' is '90.0000 degrees' and 'Justify' is 'Left'. There is a 'Border' checkbox and a 'points' field. The 'Alignment' section has a grid of radio buttons, with the top-left one selected. The 'Location' section has 'Angle: 139.0000 degrees' and 'Distance: 10.3 points'. At the bottom are checkboxes for 'Hidden' and 'Bold', and 'OK' and 'Cancel' buttons.

Text can not be amended but can be edited to:

1. show on more than one line
2. change the font
3. change the font size
4. change the text angle
5. justify
6. make bold
7. make hidden

'Mark Description' Labels can be edited via View Labels icon:



- 'Mark Descriptions' label is 'On' by default but can be turned off if unchecked



User Preferences can be selected to alter the way these Mark Description Labels appear on layout sheets:

- Select Plan Generation Preferences
- You can edit the font type and size or make bold

CPG_S14 - Plan Generation Preferences

General Preferences

Automatically create a recovery file every

Display hidden labels default ☒

Default Label Font Style and Size

Preferences - LT 4000004 | User Preferences for New Plans

Type of Label	Font	Bold	Size	System Default
Arc Radius Label	Tahoma	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Child Diagram Label	Tahoma	<input type="checkbox"/>	14	<input checked="" type="checkbox"/>
Child Diagram Page Label	Tahoma	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>
Diagram Label	Tahoma	<input type="checkbox"/>	14	<input checked="" type="checkbox"/>
Diagram Type Label	Tahoma	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Existing Parcel Appellation Label	Tahoma	<input type="checkbox"/>	14	<input checked="" type="checkbox"/>
Irregular Line Class, Description and Adopt S	Tahoma	<input type="checkbox"/>	14	<input checked="" type="checkbox"/>
Irregular Line Description Label	Tahoma	<input type="checkbox"/>	14	<input checked="" type="checkbox"/>
Mark Description Label	Tahoma	<input type="checkbox"/>	8	<input checked="" type="checkbox"/>
Mark Name Label	Tahoma	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Observation Bearing Label	Tahoma	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>
Parcel Appellation Label	Tahoma	<input checked="" type="checkbox"/>	16	<input type="checkbox"/>
Parcel Area Label	Tahoma	<input checked="" type="checkbox"/>	14	<input type="checkbox"/>

OK Cancel

NB: These labels are separate to the Mark Name Label itself so they can be edited independently of each other, both in the Plan Generation Preferences screen or in Layout sheets when editing the label.

Changes to the Automated Survey Report

Enhancement: LOLCM-75 (Internal and External)

Description

Since the Automated Report went live a couple of releases ago we have been making small changes to it to enable more interaction with Captured data and the responses required within the report.

Action

The following changes have been applied:

- In the Header field on the Survey Report tab, the 'Last Edited' date has been applied so now, both the 'Last Edited' date for Survey and the Report will display:

DRAFT

Editing Status
 Survey Last Edited: 04 Apr 2016 09:25:18
 Report Last Edited: 29 Jun 2016 13:22:38

- Sections and page numbering will now display in the Exported / Supported Document version of the Automated Survey Report
- Previously Section D a) ii) was expected to be answered by the surveyor manually. If 'No' was selected the question would change to a statement as shown below:

ii) Connection [r 4.2]
 No connection to 6th order or better mark ☐ Yes ☒ No Add Comment (Mandatory)

Now, the system will recognise if a 6th order or better mark has been connected to and automatically answer 'Yes' or 'No'. If the system answer is 'No' the question will not change to a statement... it will remain as a question as shown below:

ii) Connection [r 4.2]
 Has a 6th order or better mark been connected to? ☐ Yes ☒ No Add Comment (Mandatory)

- The Comments window has been enlarged
- When you have the 'Comment' window open you can now switch to the Spatial window in Capture to verify data that you are writing comments on, without closing the Comments window first or vice versa
- Headings have been added to the Comment windows:

Enter Surveyor Comment
 Comment
What is the basis for determining the orientation of bearings within Mount Pleasant 2000?

- To see the fees for the plan you are working on (even if you don't want to submit the plan), just go into the 'Submit' tab and select 'Submit' and the fees will now display. If you don't wish to submit the plan then select 'Cancel' in the fees screen
- The Exported output of the Automated Survey Report has been reformatted to make it easier to read:
 - Spacing has been reduced from double spacing to single spacing in some areas
 - Comments field has been widened to allow for more comments to be displayed in the 'Export' output (also the SUD that gets attached to the CSD upon submit)
 - Margins on the Exported output have been reduced to allow for more space for the Comments
 - The Description field now allows for more characters to be displayed so if you have a long survey description, this should be visible:

Survey Last Edited 29 Jun 2016 11:38:06

Report Last Edited 05 Jul 2016 13:43:08

Description

Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755, Lots 1 to 6 being subdivision of Section 1 SO 36755, Lot 20 DP 31755, Lots 4 and 5 DP 44087 and easements over Lots 17 and 21 DP 31755

Territorial Authority: Porirua City

- Bearing Adjustment Question E.a) now displays even if there is no adjustment applied to a bearing in the survey – you can still add comments

Screen shot of Survey Header 'Referenced Plans' which automatically show in the report irrespective of whether a bearing correction has been applied or not:

Referenced Survey			
Survey Number	Land District	Bearing Corr	
DP 11033	Otago	0.00000	<input type="button" value="Add Survey"/> <input type="button" value="Delete Sur"/> <input type="button" value="Search..."/>
DP 23575	Otago	0.00000	
DP 319850	Otago	0.00000	

Screen shot of Automated Survey Report Q E.a) when no bearing adjustment applied:

E. Bearing and Scale Adjustments

a) Bearing

[r 8.2(a)(iii)]

Adjustments were not applied to any adopted bearings.

b) Scale

[r 8.2(a)(iii)]

Q Tighten Automated Survey Report Determinations

Enhancement: LOLCM-165 (Internal and External Only)

Description

Some questions in the Automated Survey Report already have an automated Yes/No response, but this enhancement has been developed to include more Yes/No questions if capture has undertaken certain actions

Action

Users will see that the system has automatically applied a Yes or No response to more questions depending on what has been done in Capture. These automated responses are non editable.

Only subsequent Capture actions can alter these responses.

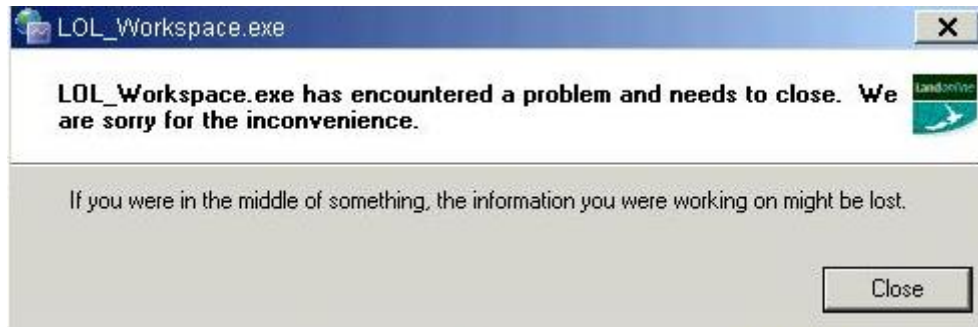
Comments should be added in the survey report where applicable.

Plan Generation - LOL_Workspace.exe Error Message when Enlarging or Reducing Defined Diagrams

Enhancement: LOLCM-180 (External Only)

Description

In Define Diagrams, some users were experiencing the following message after enlarging or reducing User Defined Diagrams:

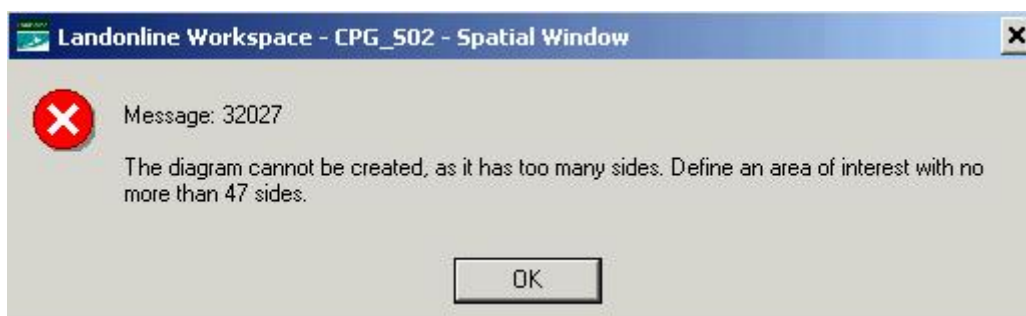


The reason for this message was that the number of sides forming the diagram exceeded the allowable limit (47) after either enlarging or reducing the User Defined Diagram.

Action

When User Defined Diagrams are either enlarged or reduced the system will calculate the number of sides making up the diagram.

If the number of sides being created exceeds 47, the user will no longer receive the LOLWorkspace.exe and get booted out of Landonline, instead, they will receive the following message:



If you get this message when attempting to enlarge or reduce your diagram size, the action will be cancelled. Select your diagram and try again with less sides being added or reduced from the original diagram.

Plan Generation – Border around Text Not Saving

Enhancement: LOLCM-181 (External Only)

Description

When adding a border around labels using the 'Label Properties' window, users found that the border was not saving when exiting out of Layout Sheets. This enhancement has amended this fault and the border will now be saved around the label.

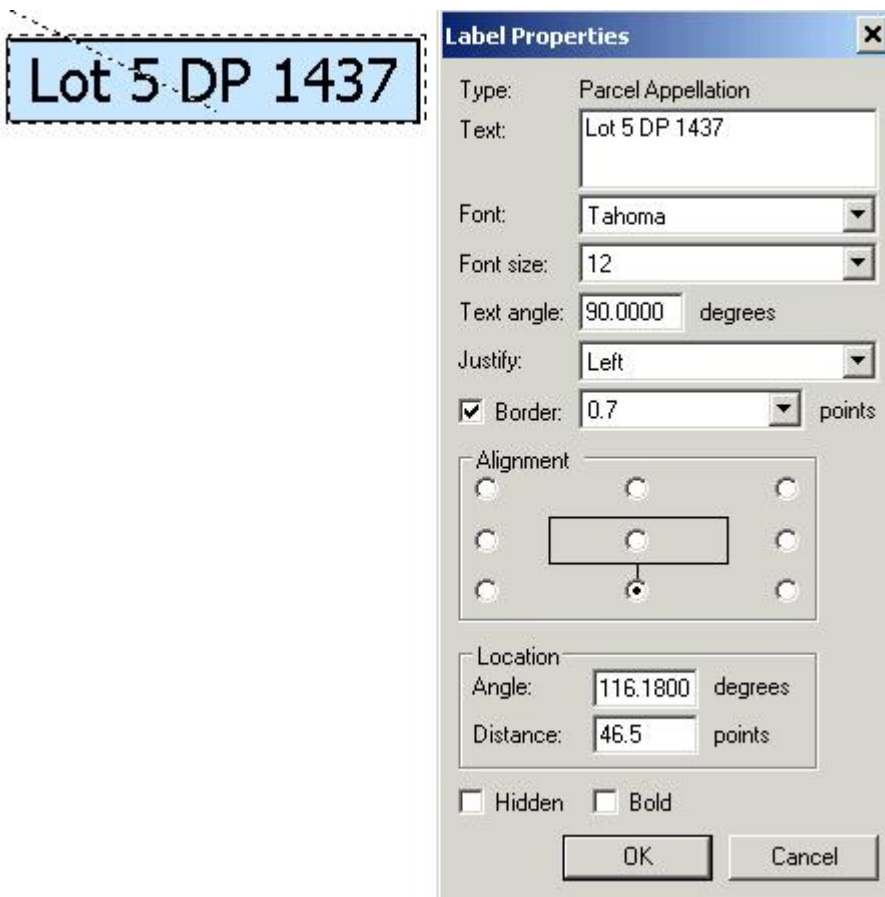
Action

To add a border around the label:

- Select label
- Right Click|Properties
- Tick the 'Border' box
- Select the line weight
- Select OK

Or

- Double click the label you wish to add the border around
- Tick the 'Border' box
- Select the line weight
- Select OK



When you save your Layout Sheets and do other edits outside of Plan Generation, then come back into Layout Sheets, the border will still be around the label.

Filtering Vectors in Spatial (CMN_S09) by Date/Time Range



Enhancement: LOLCM-200 (Internal and External)

Description

The ability to Filter by Vectors in Landonline Searches Spatial window allows users to filter certain vectors from plans. Up until now, the ability to filter vectors by Date/Time has not been working so this enhancement has fixed this issue and now users can filter by Date/Time only.

Action

Users must use the Survey Date to filter vectors by Date/Time:



View Survey

Survey Number	SO 449361		
Surveyor Reference	S10-1160		
Surveyor	Jorgensen, Harlan Ralph		

Survey Details

Dataset Description	Sections 1 and 2		
Purpose	Legalisation		
Status	Approved as to Survey	Type	Survey
Land District	Wellington		
Meridional Circuit	Wellington 2000		

Survey Dates

Survey Date	09/11/2011	Certified Date	30/01/2012
Dodged Date	30/01/2012 11:02:01	Approval Date	07/02/2012
Deposit Date			

Referenced Surveys

CSD Plan - SO 449361

Survey Number	SO 449361
Surveyor Reference	S10-1160
Surveyor	Harlan Ralph Jorgensen
Survey Firm	Spencer Holmes Ltd
Surveyor Declaration	I Harlan Ralph Jorgensen, being a licensed cadastral surveyor, certify that: (a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and the Rules for Cadastral Survey 2010, and (b) the survey was undertaken by me or under my personal direction. Declared on 30 Jan 2012 11:02 AM

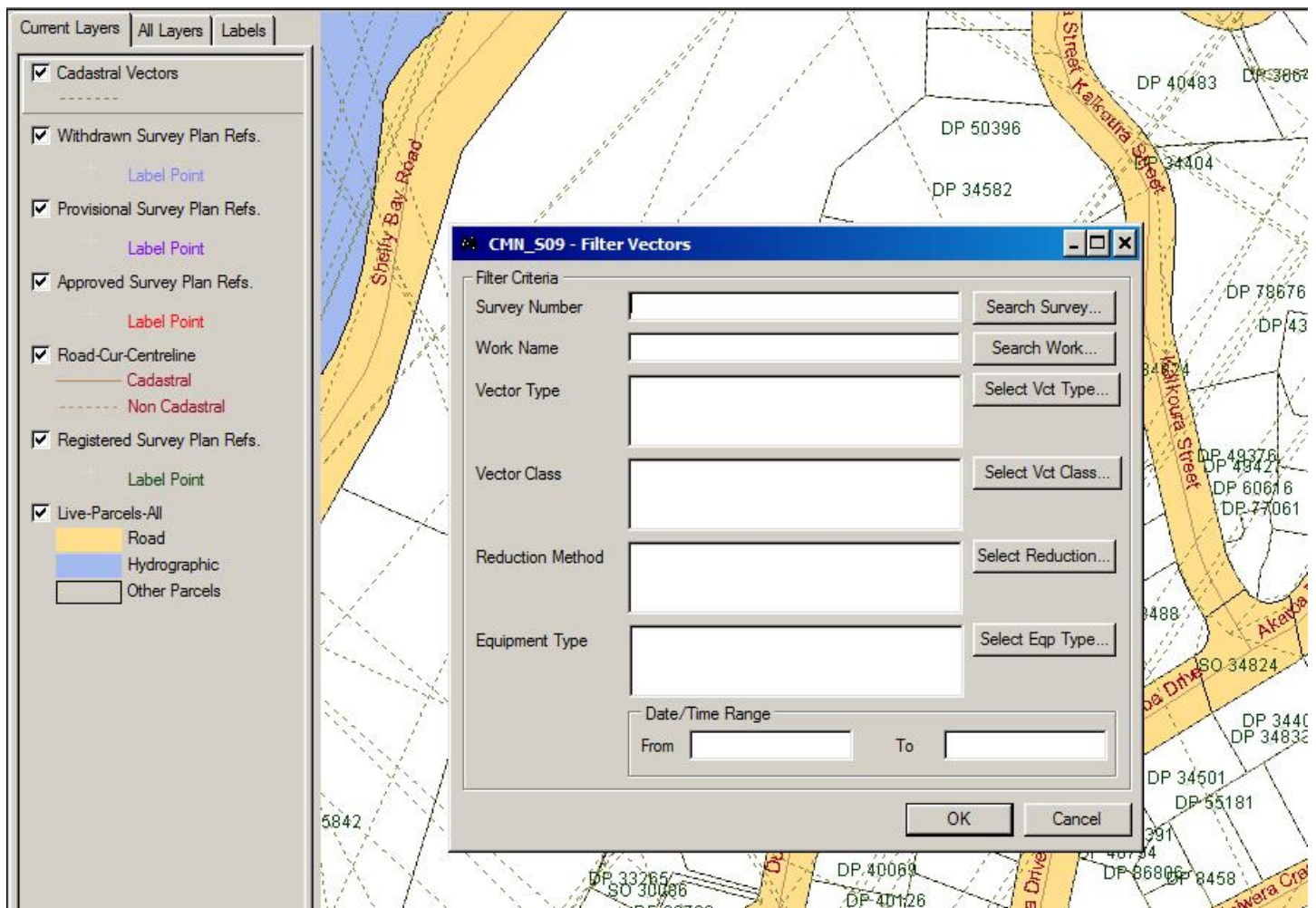
Survey Details

Dataset Description	Sections 1 and 2		
Purpose	Legalisation		
Status	Approved as to Survey	Type	Survey
Land District	Wellington	Survey Class	Class A
Coordinate System	Wellington 2000		

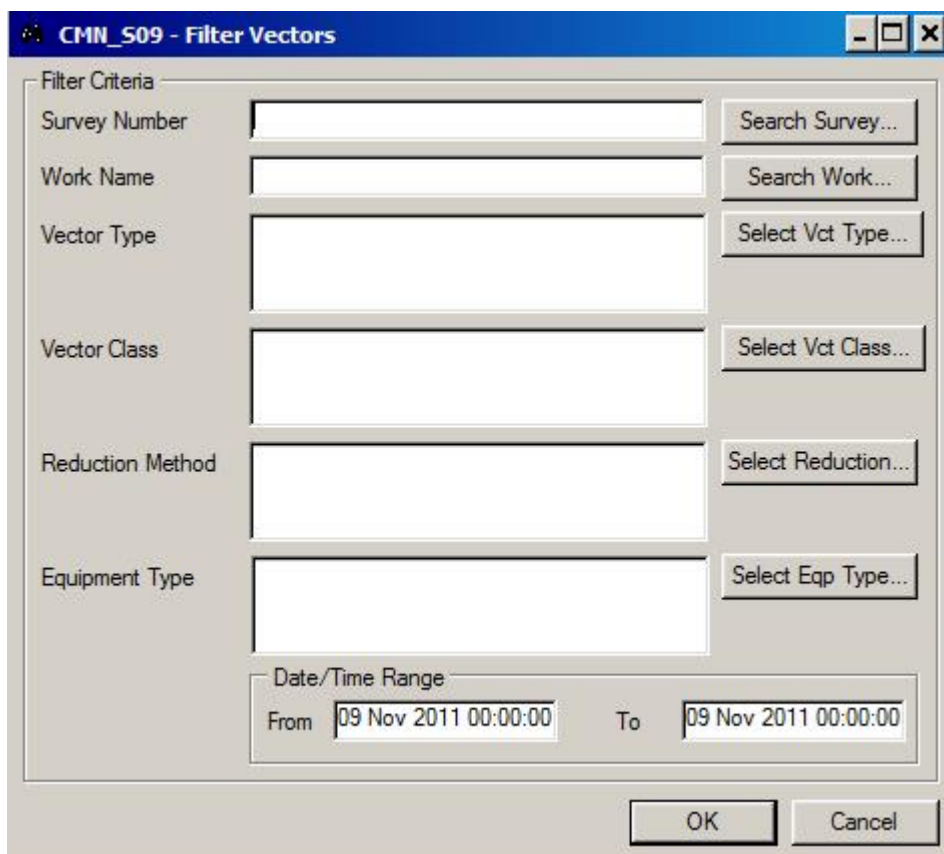
Survey Dates

Surveyed Date	09/11/2011	Certified Date	30/01/2012
Submitted Date	30/01/2012 11:02:01	Survey Approval Date	07/02/2012

- In the Spatial window, search the area you wish to investigate
- Activate the appropriate Vector Layer – 'Cadastral Vectors'
- Select Map Utilities|Filter Vectors|Apply Filter



- In the Date/Time Range enter the Survey Date of the plan in the 'From' and 'To' fields (this ensures you only get vectors from that date range)



- Select 'OK'

- Spatial window will display those vectors from that Date range

NOTE: When filtering by Date/Time Range ensure no other fields are populated

[\(\)](#) Attach the Automated Survey Report If Completed – Even When It Is Optional

Enhancement: LOLCM-334 (Internal and External)

Description

If the Automated Survey Report was filled out against a 'Boundary Marking – Monumentation CSD', when the plan was submitted, the Survey Report did not appear as a Supporting Document against the plan.

Action

If the Automated Survey Report is filled out it will now attach as a Supporting Document after the plan is Submitted to a 'Boundary Marking – Monumentation CSD' – even though a Survey Report is not required.

[\(\)](#) Remove 'Common Property' from Parcel Intent Drop Down List

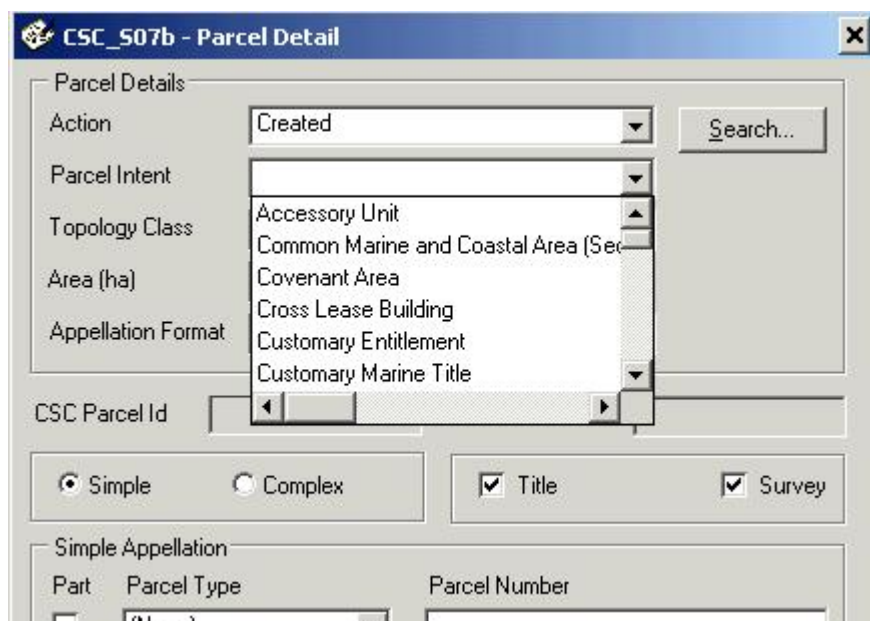
Enhancement: LOLCM-360 (Internal and External)

Description

As Common Property is no longer a valid Parcel Intent for parcel capture, it has been removed from the drop down list in the CSC_S07b-Parcel Detail screen

Action

Common Property can no longer be selected as a Parcel Intent in the CSC_C07b – Parcel Detail screen:



The screenshot shows the 'CSC_S07b - Parcel Detail' window. The 'Parcel Intent' dropdown menu is open, displaying a list of options: 'Accessory Unit', 'Common Marine and Coastal Area (Sec', 'Covenant Area', 'Cross Lease Building', 'Customary Entitlement', and 'Customary Marine Title'. The 'Common Property' option is no longer visible in the list. Other fields visible include 'Action' (set to 'Created'), 'Topology Class', 'Area (ha)', 'Appellation Format', 'CSC Parcel Id', and radio buttons for 'Simple' and 'Complex'.

[\(\)](#) Request Manual Copy enhancements

LINZ Ref: LOLCM-55 & LOLCM-56

Enhancements to improve the usability of the Request Manual Copy screen and also collect more accurate information regarding the request.

Introduction/Summary

In the Landonline 3.14 release, several changes have been made to improve the usability of creating Request Manual Copy (RMC) requests. Among the key changes are:

1. Landonline will now check for existing Surveys/Titles/Instruments. This helps users avoid ordering records that can be found via Landonline Searches.
2. RMC requests will now be visible, printable and show their status/progress in the Workspace Requests tree. This will enable users to manage multiple RMC requests.
3. Requests to cancel in progress RMC requests can now be sent from the Workspace Requests Tree
4. A 'Help' button has been added to the screen to provide easy access to the Help page

3.14 RMC changes are set out below under the following headings:

1. Request Manual Copy screen
2. Check for existing Landonline Instruments, Titles and Surveys
3. Changes to the Requests tree
4. RMC statuses
5. Cancellation of RMC requests
6. Printing RMC requests

1. Request Manual Copy screen

The following changes have been made to RMC requests created from Searches | Request Manual Copy:

CDE_S15 - Request Manual Copy

***1 item per request**

Land District: Request Id:

Record Type: User Id:

Record Number: Request Date:

Instrument/Plan Type: Client Reference: **2**

Related Title/Plan: Status:

1 ☐ Certified Copy

Requestor Comments:

Delivery Method:

Delivery Details

☒ Use Landonline Contact Details **4**

☐ Enter a different delivery address (unique to this request)

Recipient Contact Details **3**

Phone: Postal Address:
 Mobile:
 Fax:
 Email:

5

6

If you re-select 'Use Landonline Contact Details' this will clear any details you may have entered in the Recipient Contact Details fields and will re-display the system held details.

The Recipient Contact Details fields cannot be used to update your own user details. You still need to access 'My Details' in Workspace for that.

1. Hover over text is available for the following fields and Certified Copy checkboxes:

Record Number

[Enter the record number of the record required.]

Instrument/Plan Type

The Instrument/Plan type of the record. e.g. Discharge, Mortgage, Transfer, Easement Certificate, Deed, Status Declaration etc.

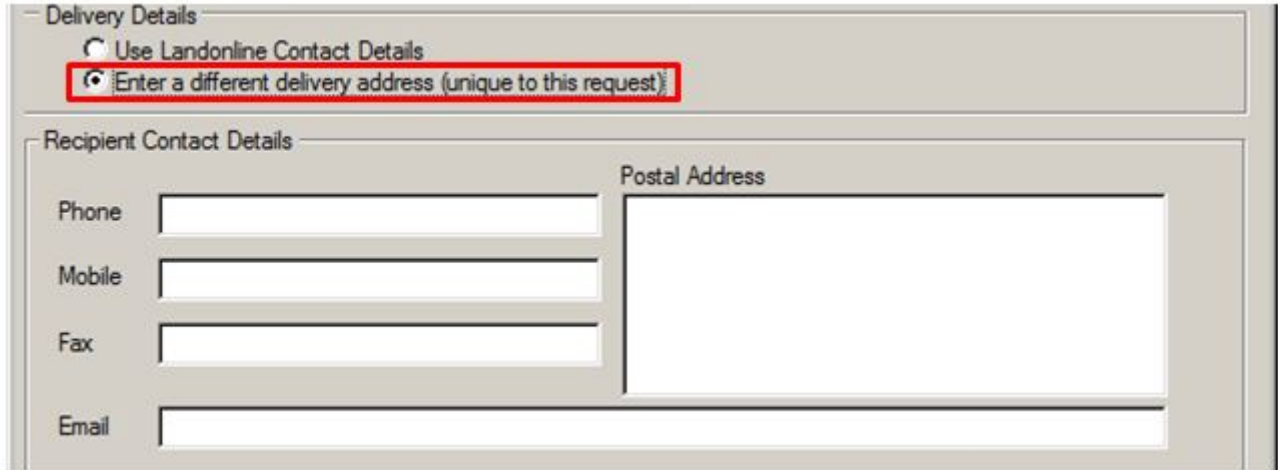
Related Title/Plan

[Where the record number was sighted e.g. from a plan, prior title, or other type of instrument.]

Certified Copy (checkbox)

Check this checkbox only if you require a certified copy of a record for use in Court or for other evidentiary reasons.

2. Client reference field is now editable. Changes here will not affect the Client Reference in Searches
3. The “User Contact Details” data-window (pre Landonline 3.14) has been renamed to “Recipient Contact Details.” This screen is populated with the information of the logged on Landonline user by default and is un-editable
4. If a user selects the “Enter a different delivery address (unique to this request)” radio button the “Recipient Contact Details” fields become blank and are editable as follows:



The screenshot shows a web form titled "Delivery Details". At the top, there are two radio buttons: "Use Landonline Contact Details" (which is unselected) and "Enter a different delivery address (unique to this request)" (which is selected and highlighted with a red rectangular box). Below the radio buttons is a section titled "Recipient Contact Details". This section contains several input fields: "Phone", "Mobile", "Fax", and "Email" are on the left, each with a text input box. To the right of these is a larger text input box labeled "Postal Address".

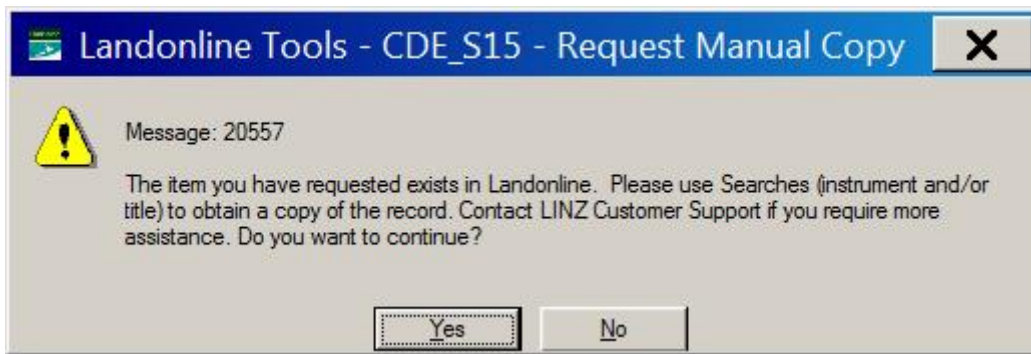
If you re-select 'Use Landonline Contact Details' this will clear any details you may have entered in the Recipient Contact Details fields and will re-display the system held details.

The Recipient Contact Details fields cannot be used to update your own user details. You still need to access 'My Details' in Workspace for that.

5. As only 1 item is to be requested per RMC a 'Next' button has been added to the RMC screen. Pressing the 'Next' button saves the RMC and triggers a new draft RMC to open with the following fields prepopulated from the current RMC:
 - Land District
 - Record Type
 - Related Title/Plan
 - Client Reference
 - Recipient Details
6. Pressing the “Print” button saves and sends the RMC request. The RMC request then prints and the screen closes

2. Check for Existing Landonline Instruments, Titles and Surveys

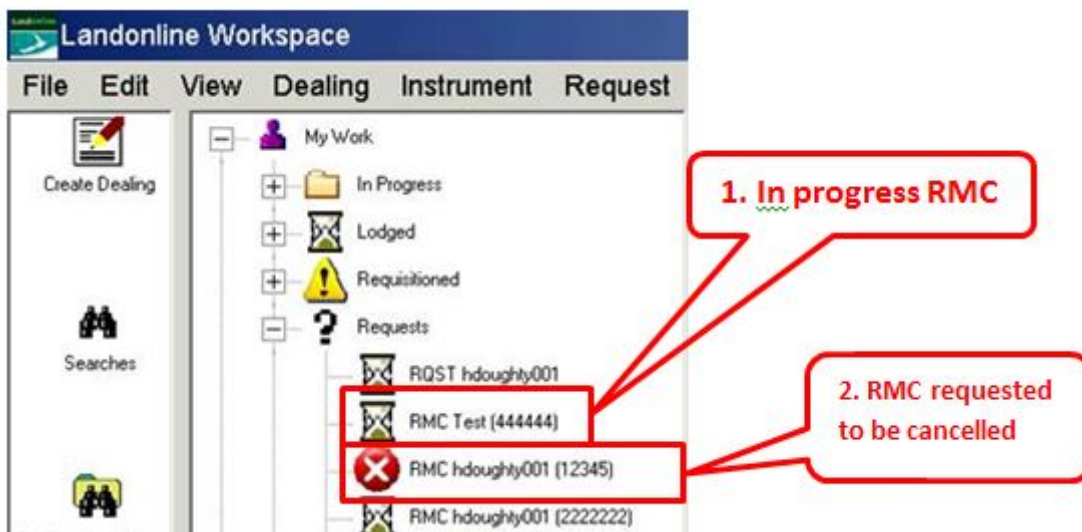
To prevent records from being ordered that already exist in Landonline - when a user creating a new RMC request saves (i.e. clicks the Print, OK or Next buttons) Landonline checks whether the Instrument, Title or Survey is currently in Landonline. Where a record does exist the following message displays:



If the user presses “Yes” the RMC request is saved and sent. If the user presses no they are returned to the RMC request screen

3. Changes to the Requests tree

RMC requests will now be visible in the Workspace Tree in the Requests folder below any other request types:



In progress RMC requests are represented with either:

1. *An hourglass icon* – RMC is in progress/being processed by LINZ, or;
2. *A red circle with cross* – workspace user has requested for a RMC to be cancelled (see section 2 for cancellation of RMC requests)

Once a RMC request is completed, it will not be displayed in the Workspace Tree.

Along with these new icons in the requests tree, RMC requests have the following formats:

1. *Client reference entered* – RMC <Client Ref> (Record Number), or;
2. *No client reference* – RMC <Request Id> (Record Number)

4. RMC statuses

The status of a RMC request can be viewed by selecting the RMC in the request tree. This presents the following structured text view of the request:

Landonline

Toitu te Land whenua Information New Zealand

RMC Status

Request Manual Copy

Request Id: 9000159
Record Type: Instrument
Record Number: 121121
Instrument/Plan Type:
Related Title/Plan:
Certified Copy:
Firm: Buddle Findlay
Requestor Comments:

Status: Pending
User: hdoughty001
Request Date: 20/07/2016 10:56:42
Client Reference: achitty001
Land District: Gisborne
Delivery Method: Email

*** End of Report ***

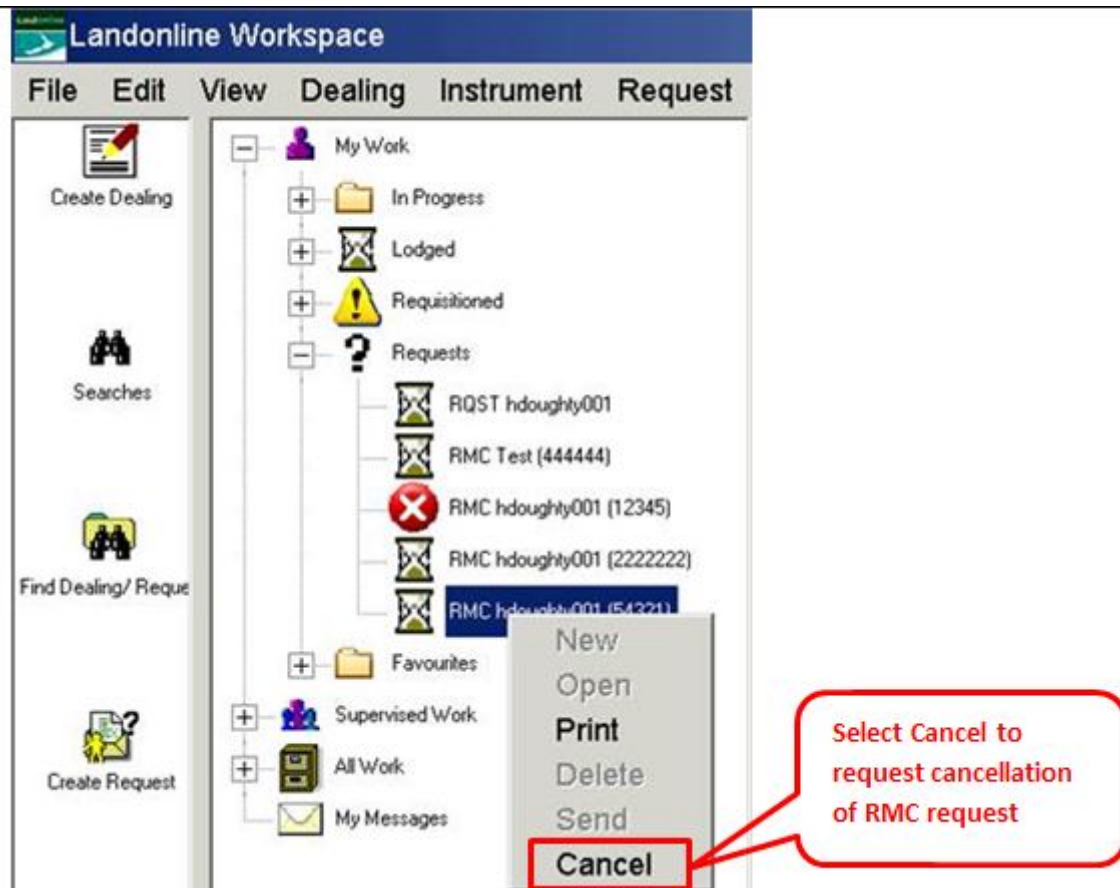
RMC request statuses are as follows:

Status	Description
Pending	RMC request has been created by the workspace user and is waiting in the queue to be processed by LINZ
Current	RMC request has been allocated to a LINZ staff member for processing
Investigation in progress	RMC request is being investigated by LINZ staff
Being processed	RMC request is being processed (e.g. a record is being ordered)
Request to cancel	Workspace user has requested cancellation
Cancelled	RMC request has been cancelled and is waiting for LINZ to complete the cancellation at which time the request will disappear from the Workspace request tree

5. Cancellation of RMC requests

Workspace users can request cancellation of an 'in progress' RMC request after it has been created. To request cancellation:

1. Select the RMC request from the request tree, then:
2. Right click the selected request, then:
3. Select Cancel from the pop-up menu:



Once cancellation of the RMC request has been requested, the status of the request will update to “Request to Cancel” and LINZ staff will be notified that the request is to be cancelled.

6. Printing RMC requests

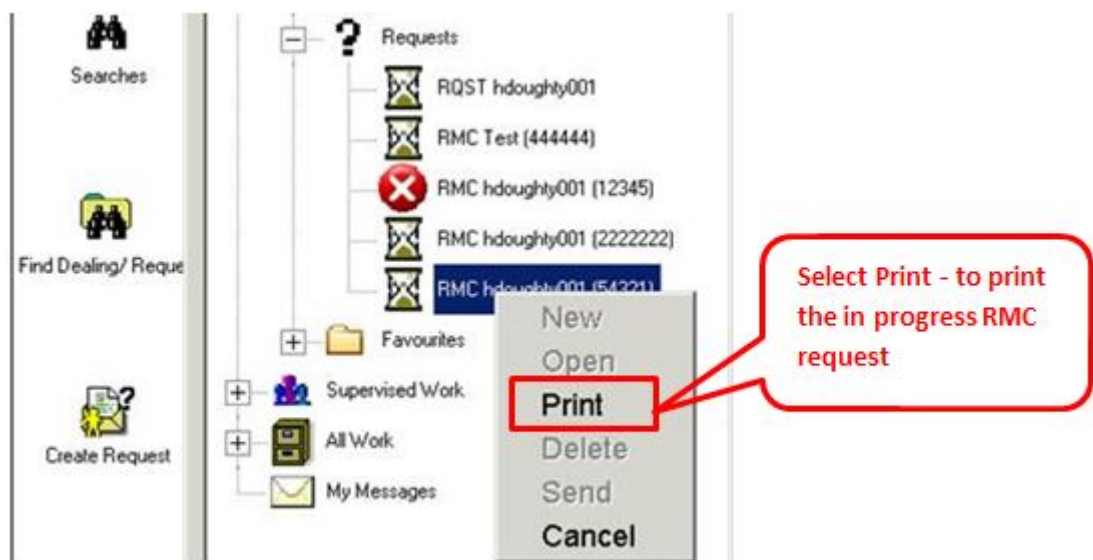
Prior to 3.14 it was only possible to print a screenshot of a RMC request. In the 3.14 release it will be possible to print the summary view of the RMC:

There are two ways to print a RMC request:

1. From the RMC Request screen – Press the Print button (see section 1 for a full screenshot):



2. From the Requests tree in workspace:
 1. Select the RMC request from the request tree, then:
 2. Right click the request, then:
 3. Select print from the pop-up menu



Last Updated: 5 October 2016