



Release notes for conveyancers

Changes for lawyers and conveyancers as part of Landonline Release 3.14

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[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:

The screenshot shows a software window titled "CDE_S15 - Request Manual Copy". The window contains several input fields and sections:

- Form Fields:** Land District (Gisborne), Record Type (Instrument), Record Number (266301test), Instrument/Plan Type, Related Title/Plan, Request Id (9000200), User Id (hdoughty001), Request Date (02/08/2016 09:35:32), Client Reference (hdoughty001), Status (Pending), and a checkbox for Certified Copy.
- Delivery Method:** A dropdown menu set to "Email".
- Delivery Details:** Radio buttons for "Use Landonline Contact Details" (selected) and "Enter a different delivery address (unique to this request)".
- Recipient Contact Details:** Fields for Phone (04 498 3825), Mobile (027 242 4393), Fax (04 498 3837), and Email (loluat@linz.govt.nz). A "Postal Address" field contains: Heather Anne Doughty, LINZ Automation, PO Box 5501, Wellington 6011.
- Buttons:** Print, Help, Next, OK, and Cancel.

Numbered callouts (1-6) point to the following elements:

- 1: The "Related Title/Plan" field.
- 2: The "Client Reference" field.
- 3: The "Recipient Contact Details" section header.
- 4: The "Use Landonline Contact Details" radio button.
- 5: The "Next" button.
- 6: The "Print" button.

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 this is a section titled "Recipient Contact Details" containing several input fields: "Phone", "Mobile", "Fax", and "Email" are on the left, and "Postal Address" is a larger field on the right.

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.

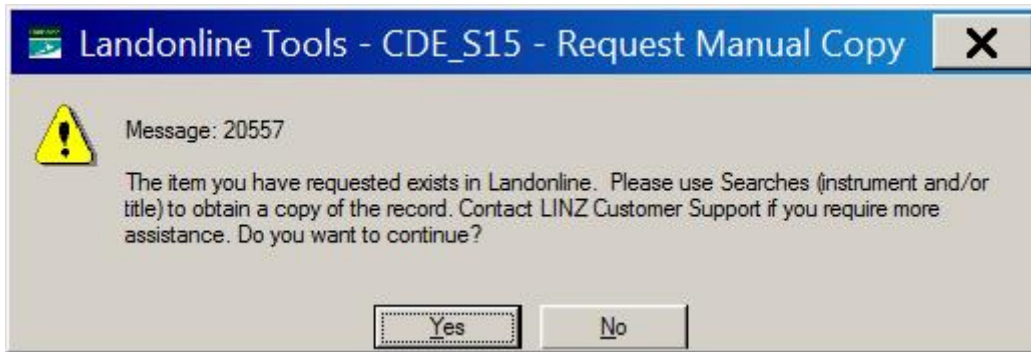
5. As only 1 item is to be requested per RMC a ‘Next’ button has been added to the RMC screen. Pressing the ‘Next’ button saves the RMC and triggers a new draft RMC to open with the following fields prepopulated from the current RMC:
 - Land District
 - Record Type
 - Related Title/Plan

- 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

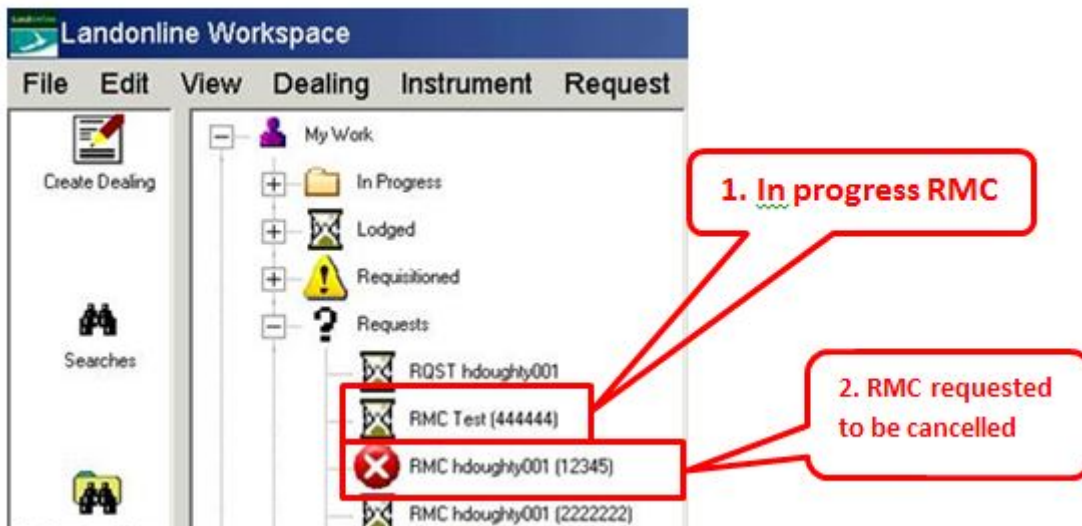
To prevent records from being ordered that already exist in Landonline - when a user creating a new RMC request saves (i.e. clicks the Print, OK or Next buttons) Landonline checks whether the Instrument, Title or Survey is currently in Landonline. Where a record does exist the following message displays:



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:

Request Manual Copy

Request Id:	9000159	Status:	Pending
Record Type:	Instrument	User:	hdoughty001
Record Number:	121121	Request Date:	20/07/2016 10:56:42
Instrument/Plan Type:		Client Reference:	achitty001
Related Title/Plan:		Land District:	Gisborne
Certified Copy:		Delivery Method:	Email
Firm:	Buddle Findlay		

Requester Comments:

*** End of Report ***

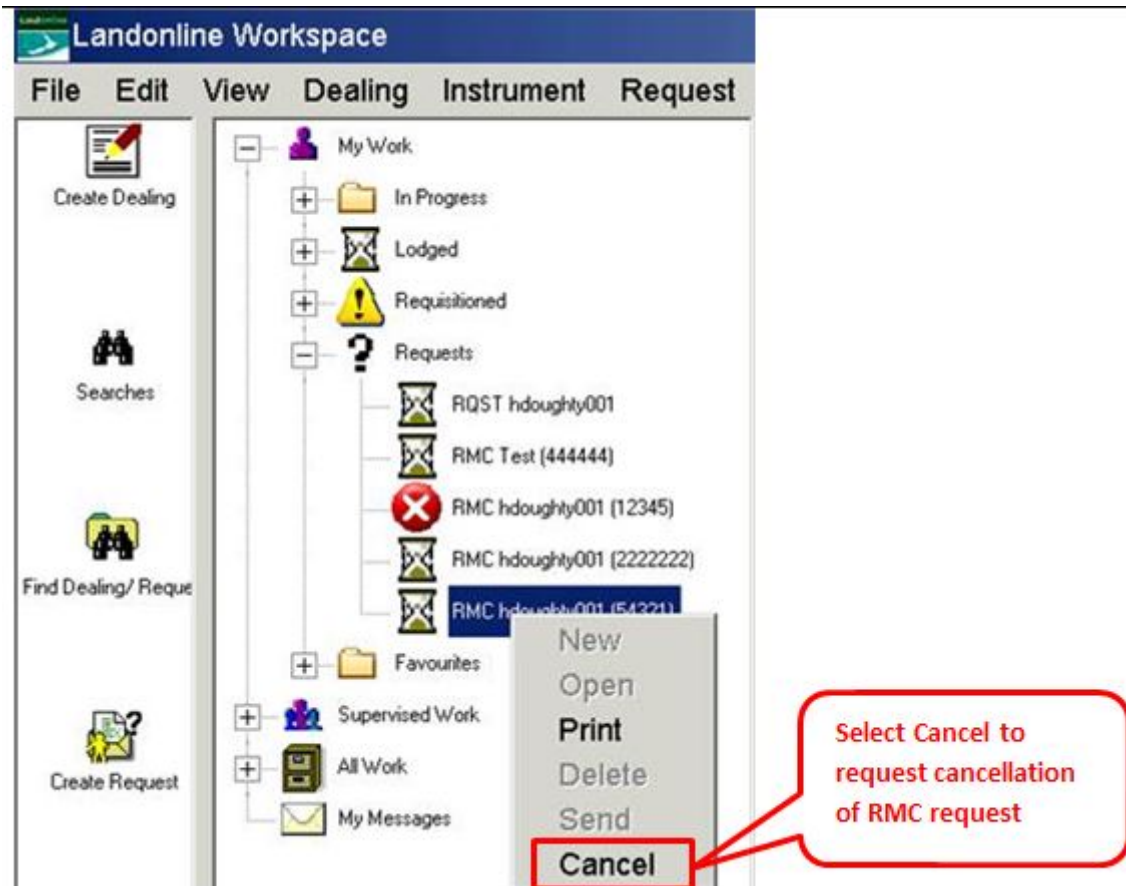
RMC request statuses are as follows:

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:

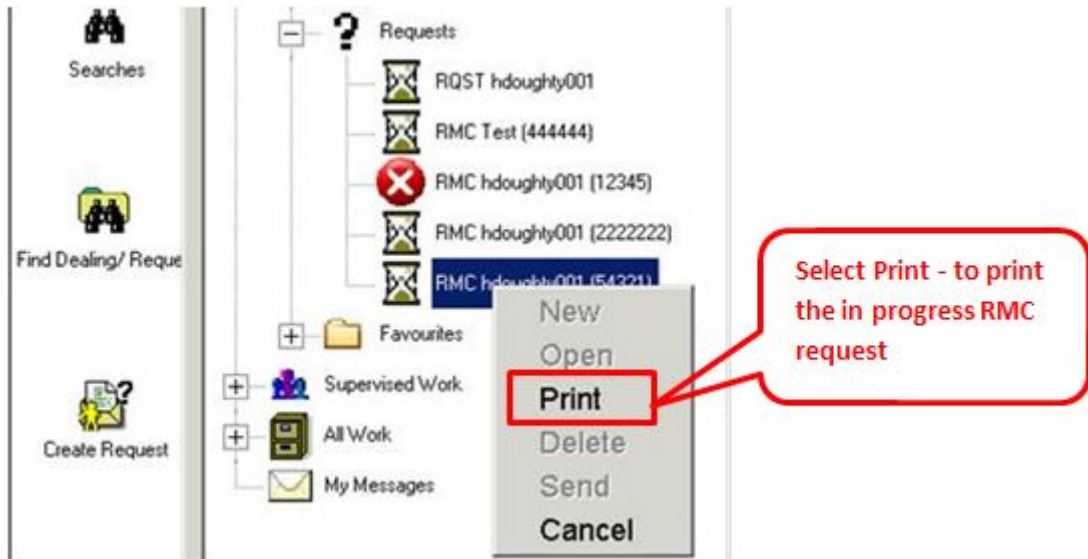
There are two ways to print a RMC request:

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



Body Corporate Business Rule required for Transfers

LINZ Ref: LOLCM-47

Business rules to check Transfers to Body Corporates

Body Corporates by law are only able to own common property as part of the development they arise from, so transfers to the Body Corporate are only allowed if they add land to the common property. Transfer of a Title to the Body Corporate (e.g. a Principal Unit) is not acceptable.

Landonline 3.14 introduces a new business rule T044 to check for Transfers to Body Corporates to prevent incorrect registration of these Transfers. You can run this rule at any time by pre-validating the transfer / dealing:

Pre-validation Report

Dealing No	20000361		
Validated	3/06/2016 13:32		
Instrument	Reason	Failure/Warning	Rule
T 20000361.2	Computer Register(s) 2000494 to 2000513 has/have a status of Pending. The title(s) must have a status of "Live" or "Part Cancelled" to enable registration.	Warning	T006

A red callout box points to the instrument number '2000494 to 2000513' in the Reason column, containing the text: 'A range of titles is now shown (as opposed to a separate line for every title!)'.

🔗 Caveat / Notice of Claim to automatically check when “PO Box”, “Private Bag” or “DX” has been omitted

LINZ Ref: LOLCM-208

A Workspace validation that checks Caveat/Notice of Claim Street/PO Box details for when only a number is entered.

Prior to Landonline 3.14, workspace users were able to submit Caveat/Notice of Claim instruments with incomplete Street/PO Box details (i.e. just a number). LINZ staff have had to requisition a high number of these instruments to have this missing information completed:

The screenshot shows a dialog box titled "CPP_S34 - Enter/Update Address". It has two radio buttons for "Address Type": "Postal/PO Box" (selected) and "Other". Below this are several input fields, each with a red asterisk indicating it is required:

- Name:** Boaty McBoat Face
- Care of:** (empty)
- Street/PO Box:** 1 (highlighted with a red box and a callout bubble stating "Street address details (such as a street name or PO Box) must be provided")
- Suburb/Town:** Wellington
- Country:** New Zealand (dropdown menu)
- Postcode:** 1234

 At the bottom right are buttons for "Help", "OK", and "Cancel".

Street address details (such as a street name or PO Box) must be provided

Landonline will now check the Street/PO Box field in the CPP_S34 – Enter/Update Address screen (as shown above) to make sure there are alpha characters. I.e. if only a number is entered, the following message displays.



After receiving the above message, you must enter one or more alpha character (such as a PO Box, Private Bag or DX) to continue with the dealing.

🔗 Improve results for Title Search by Street Address

LINZ Ref: LOLCM-64

Search for a Title by street address now has a secondary check for titles in the title parcel association table.

Prior to Landonline release 3.14 searching by address only produced search results for titles linked to a spatial parcel.

Landonline will now also check for additional titles that are not linked spatially, such as:

- Units
- Time Shares
- Leases

With this secondary check, search results (when searching by address) should improve on average by 10%.

Note – Street addresses in the Landonline database are related to location and not directly to titles. Therefore searching by street address may still not return all titles related to a particular address.

Q Tax details can't be recorded against a title without a current estate

LINZ Ref: LOLCM-83

The 3.14 release enables tax to be captured against Transfers¹ of all titles regardless of their status

without the need to use workarounds as was previously necessary. This includes Pending/Pre-allocated titles with no current estate and no link to a Head Title in a prior instrument. Examples include:

Example	Instruments in a dealing
Transfer of a Pending/Pre-allocated title that is being created by a prior pending dealing	Inst 1 - Transfer
Transfer of Stopped Road	Inst 1 SR – Stopped Road Inst 2 T – Transfer
Transfer of land contained in a Gazette Notice	Inst 1 GN – Gazette Notice Inst 2 OCT – Order for New Certificate of Title Inst 3 Transfer
Transfer of Title to be issued by statute	Inst 1 OCT – Order for New Certificate of Title Inst 2 Transfer

¹ Transfer includes: Transfer (T) Transfer of Lease (TL), Transfer and Merger of Lease (TMEL), Transfer in exercise of Power of Sale (TPS), Transfer and Grant of Easement (TE), Transfer and Surrender of Easement (TSE)

Tax Functionality for Exempt Estates

If you have a Transfer of a Pending/Pre-allocated title and the estate type which will be created for the title will be exempt from providing Tax Information - please contact customer support for assistance with this matter.

[View estates exempt from providing Tax Information in the knowledgebase \(//www.linz.govt.nz/kb/720\)](http://www.linz.govt.nz/kb/720)

Fixed Code Defects

[\(\)](#) Titles missing when Searching Titles by using a wild card Legal Description search

LINZ Ref: LOLCM-198

When searching titles by “Legal Description” using a wild card search in the Title search screen – Titles with legal descriptions greater than 100 characters may not display.

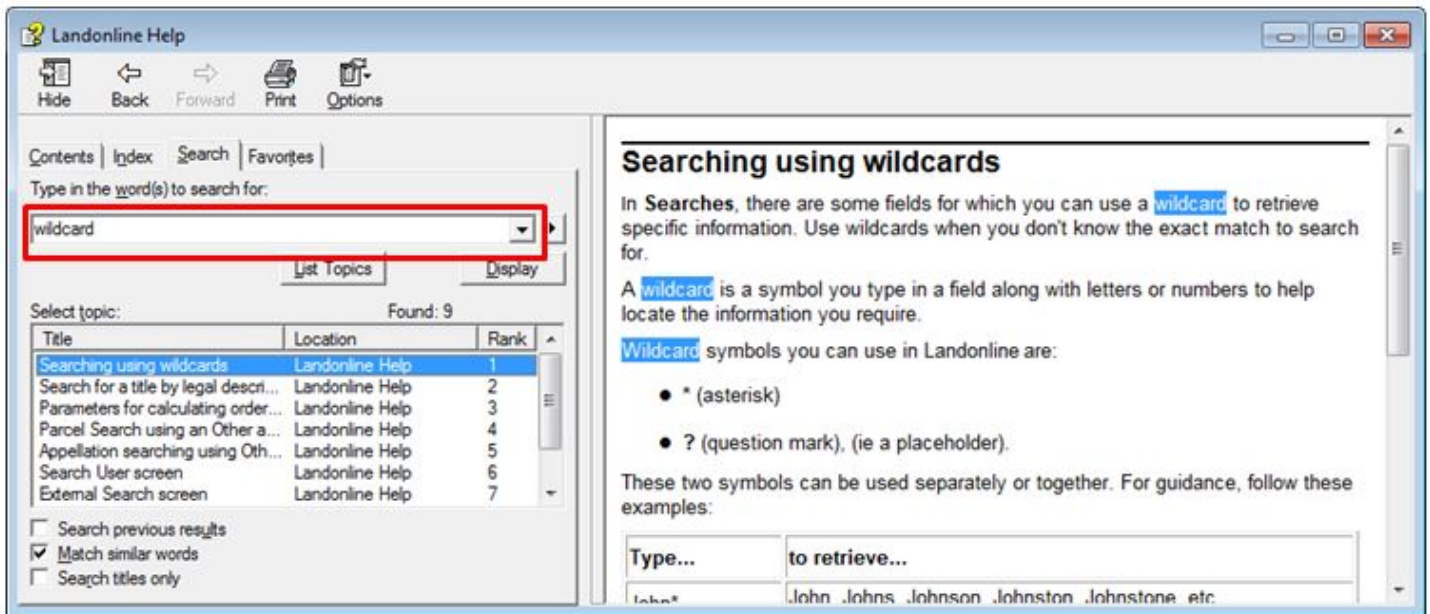
This issued occurred when a title search by legal description using a wild cards was performed (e.g. see the screenshot below), and the Legal Description on a title had the following criteria:

1. Characters in the legal description exceeded 100 characters (the pre 3.14 character limit), and;
2. The queried plan reference (e.g. DP 380503) did not appear in the first 100 characters of the legal description

The screenshot shows the 'Title' search interface. It features several input fields: 'Land District' (set to '[None]'), 'CT', 'Owners Family Name', 'Given Names', and 'Corporate Name'. There are also checkboxes for 'Search Current Owners Only' and 'Display Live Titles Only'. A 'Print' section includes radio buttons for 'Title Search (With Diagram)', 'Title Search (No Diagram)', 'Historical Search', and 'Guaranteed Search'. An 'Instrument Number Search' section has an 'Instrument No' field and radio buttons for 'Current', 'All', and 'Historic'. The 'Legal Description Search' section has a 'Legal Description' field containing '* Deposited Plan 380503' (highlighted with a red box) and a 'Search Appellation...' field. On the right side, there are buttons for 'Search Now', 'New Search', 'Print Search', 'Set Default', and 'Restore Default'.

As part of the 3.14 release, the system character limit on legal description searches has been increased from 100 characters to 250 characters which will increase the number of titles found by wild card plan search.

For more information on wildcard searches refer to Landonline – Help:



Note: This change will make it very unlikely that any titles will be omitted from a legal description search, but if there is any doubt (due to an exceptionally long legal description), an Appellation search can be used instead to ensure titles are found.

Q Externally generated fees reports missing the date range

LINZ Ref: LOLCM-211

Fees reports generated using a date range were not displaying the date range in the report.

Prior to the Landonline 3.14 release, a fees report that was generated using a date range was not including that date range in the report. This has now been rectified and the date range is now displaying.

Last Updated: 19 August 2016