Conditions User Guide

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Pathway 3.098 (Thick Client Version)

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Table of Contents

CONDITIONS USER GUIDE

OVERVIEW 1
PARAMETERS 3
Condition Groups 5
Condition Group Maintenance Form 5
Condition Types 6
Condition Types Maintenance Form 6
Exclusive Use Security for Conditions Form 7
Maintainable “From” Maintenance Form 8
Notifiable “In” Maintenance Form 9
User Defined Fields Maintenance Form 10
Condition Type User Security Maintenance Form 11
User Security 13
User Condition Type Security Maintenance Form 13
Condition Extract Filter 15
Condition Types Filter Maintenance Form 15
Condition Group Extract Filter Form - Property 17
Property Parameters – Workflow 18
Condition Action Parameters Form 18
Condition Group Pop Up Form 19
System Parameters 20
Conditions Role Type Filter 20
Conditions Role Type Search Form 20
Conditions Role Type Maintenance Form 21
MAINTENANCE 22
Conditions Maintenance 24
Conditions Maintenance Form 24
Condition Types Pop Up Form 27
Sort Order Maintenance Form 28
Property Search 29
Conditions Search Profile Form 29
Property Selection Form 30
Applications Search 31
Conditions Search Profile Form 31

Overview

Conditions is the central register of Conditions Groups, Types and documents which can be defined by other applications, for example Property, Applications and Licensing.

In order for Conditions to be attached to a property or an application, the Group and Types need to be set up in both the Property and Applications Module.

The Applications Module or Section 7 can extract Property Conditions. Application /Licensing Conditions can be extracted via the Property Module.

The Conditions System is a core application that provides the ability to create and modify information associated with condition documents. Any documents linked to Condition Types may be viewed or edited.

Parameters

This section describes the Parameters which need to be set up within the Conditions Application.

The following topics are covered in this section:

Condition Groups
Condition Types
User Security
Condition Extract Filter
Property Parameters – Workflow
System Parameters

Condition Groups

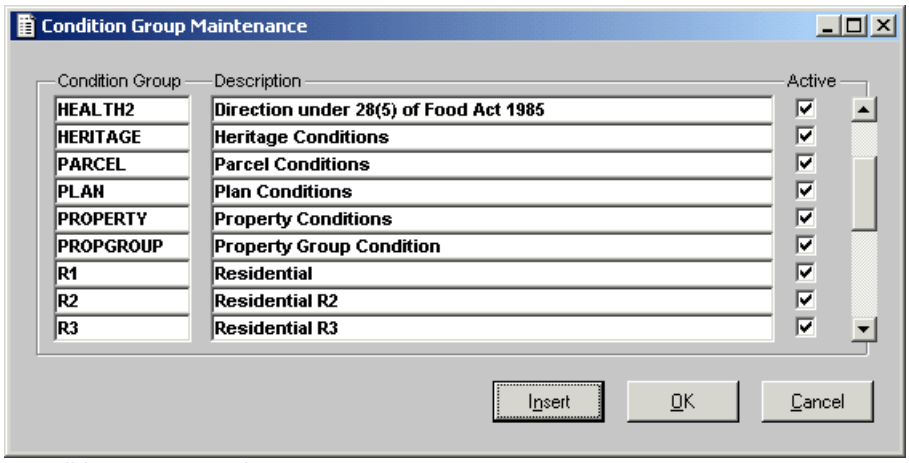
This Section explains how to define Condition Groups. Condition Groups are high level categories that are used to classify and group conditions. The Condition Groups are defined within each application (eg Property Condition Groups are defined within the Property Administration Parameters).

Condition Group Maintenance Form

This form enables the Condition Group Codes and their descriptions to be defined. Condition Groups enable the categorisation of Condition Type details, within each application. Condition Types may be grouped under only one Group heading if required. Examples of Condition Groups are:

- Heritage
- Environmental
- Encroachment

The Condition Group can be used at three levels, to a Property, Title and Parcel in the Property Application.



Condition Group Maintenance Form

Condition Group
This field contains a unique code to identify each condition group. An alphanumeric code of up to 10 characters may be specified.

Description
This field contains a further description of the Condition Group code.

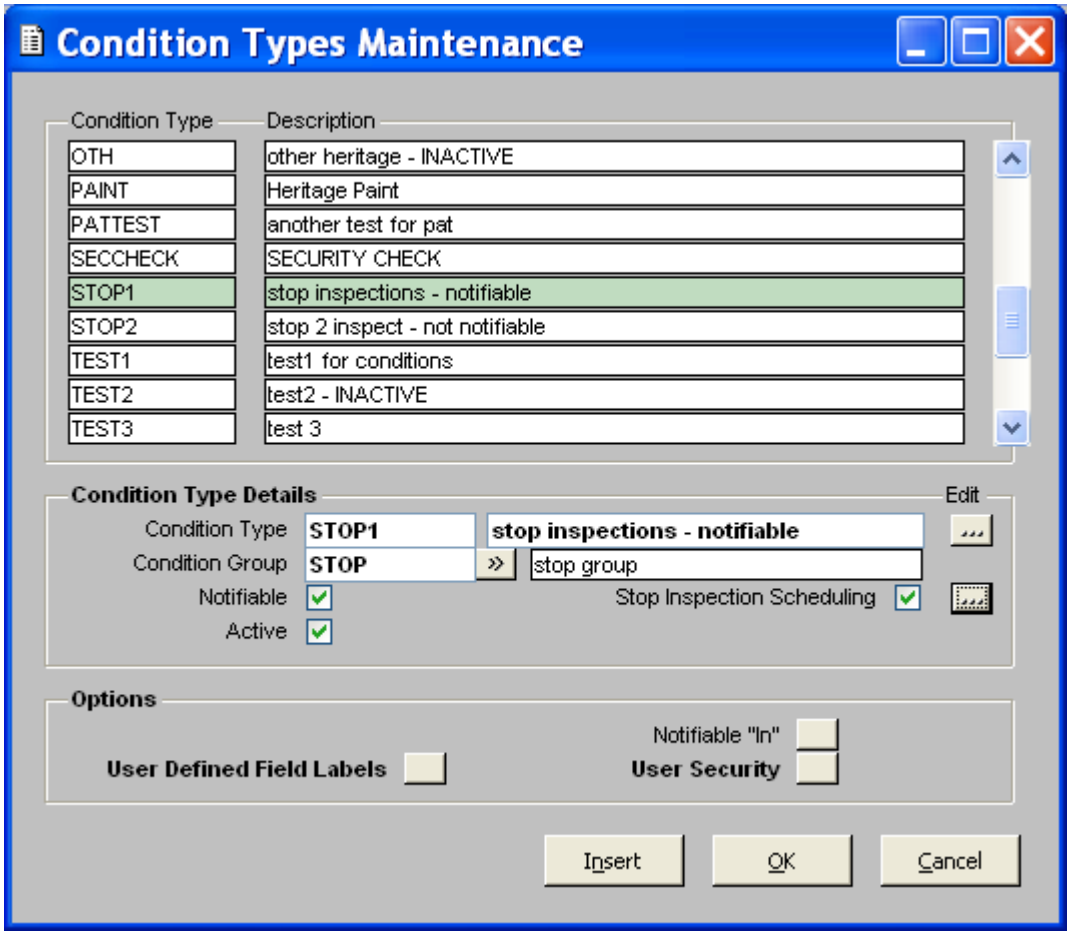
Active
If this box is checked on, the Condition Group is available for selection, to be linked to Condition Types.

Condition Types

This Section explains how to define Condition Types. Condition Types are high level categories that are used to classify and type conditions. The Condition Types are defined within each application (eg Property Condition Types are defined within the Property Administration Parameters).

Condition Types Maintenance Form

This form enables the creation of Condition Type code and description details. The ability to create or edit an associated Word Processing document for each condition type is also available.
Condition Types are defined within each application module (eg Property Administration, Applications)



Condition Types Maintenance Form

Condition Type
This field contains a unique code to identify each Condition Type. Condition Types are allocated per application. No modification or deletion of this field is allowed, details may be maintained using the maintenance part of the form below.

Description
This field contains a further description of the Condition Type. No modification or deletion of this field is allowed, details may be maintained using the maintenance part of the form below.

Condition Type
This field enables a unique code to identify the Condition Type to be entered. An alphanumeric code of up to 10 characters may be entered. A word processing document, using the nominated word processing package may be linked to the condition code using the detail button.

Refer to the Word Processing User Guide for further information regarding set-up of word processing links

Edit Button
Selecting the Edit Button will enable the User to create a new Condition document or edit an existing document.

Condition Group

This field enables the Condition Type to be linked to a Condition Group. The pop-up button may be initiated for a list of available Condition Groups. The description associated with the selected Condition Group will also display

Notifiable
If this checkbox is checked on, the condition is flagged as notifiable. A Notifiable condition is always displayed up front when accessing the entity that it is linked to.
For example - a notifiable condition linked to a property will always display up front, when accessing the property via Property Maintenance

Stop Inspection Scheduling
The Stop Inspection Scheduling option allows for the setting of a Condition to stop the Scheduling of any Inspections against an Application, Licence or Property if the Inspection Parameters flag has also be set On.

When this field is checked On for an existing Condition a prompt is displayed asking "Update the Stop Inspections Flag on all existing Conditions Linked to this Condition Type?" Selection of Yes will result in the Stop Inspection Flag being copied from the Condition Type to all Conditions of that type. Selection of No will then only affect Conditions of this type that are added from this point onwards.

Active
If this checkbox is checked on, the condition is available to be linked to the required entity (property, application etc).

Detail Button
By selecting the detail button, a condition document may be linked to the condition type as a word processing document, using the nominated word processing package.
Refer to the Word Processing User Guide for further information regarding set-up of word processing links

Maintainable "From"
By selecting the detail button, a user is able to nominate which Application and /or Licensing Class this particular Condition can be maintained from.

Notifiable "In"
By pressing the detail button, a condition document can be assigned to be notifiable in one or many Application or Licensing Classes, Rates, Trade Waste or Water Billing.
A Notifiable Condition is always displayed up front when accessing the entity that it is linked to.
For example - a notifiable condition linked to an application will always display up front, when accessing the application via Application Maintenance.

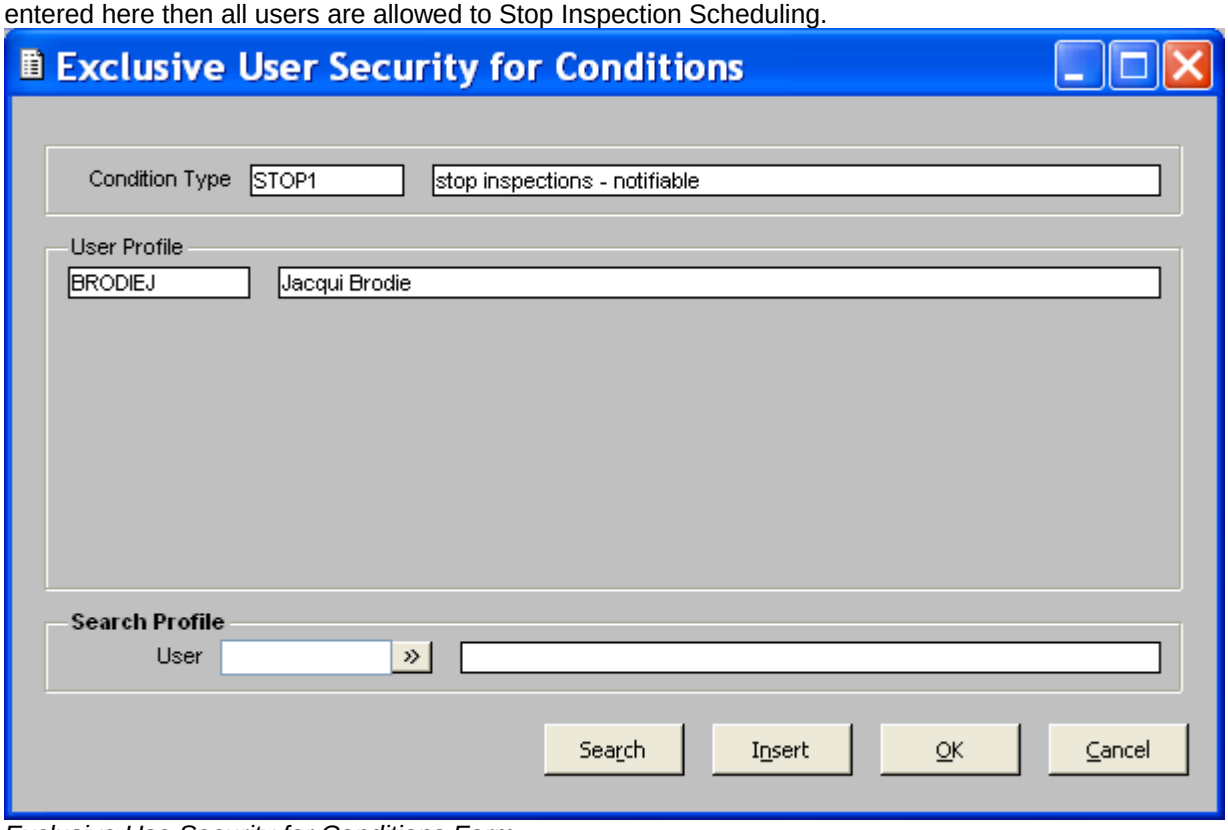
User Defined Field Labels
Selecting the User Defined Field Labels button will display the User Defined Fields Maintenance form.

User Security
If User Security has been set in the Secured Function then the User Security Button is displayed on this form. Otherwise this Option is not seen by the User.

Upon selecting the User Security Option a list of Users is displayed showing the Security they have as to whether they are able to Add, Change or Delete this particular Condition Type. Upon creating a new Condition Type no Users will have access to the Condition Type. The User Security Option needs to be selected and the appropriate Users allocated the correct Add, Change and Delete options.

Exclusive Use Security for Conditions Form

This form allows Council to set up Exclusive Use for specific users, if a user is included in this form then the user is allowed to maintain the ability to make a condition Stop Inspection Scheduling. If there are no names entered here then all users are allowed to Stop Inspection Scheduling.



Exclusive Use Security for Conditions Form

Exclusive User Security for Conditions - Condition Type
This displays the Condition type that is currently being updated – this is a none maintainable field.

Exclusive User Security for Conditions - User Profile
This is the User Profile of a user that is able to maintain the Stop Inspection Flag when in Application Condition Maintenance.

Exclusive User Security for Conditions – User Name
This field displays the User linked to the User Profile - it is non-maintainable from this form.

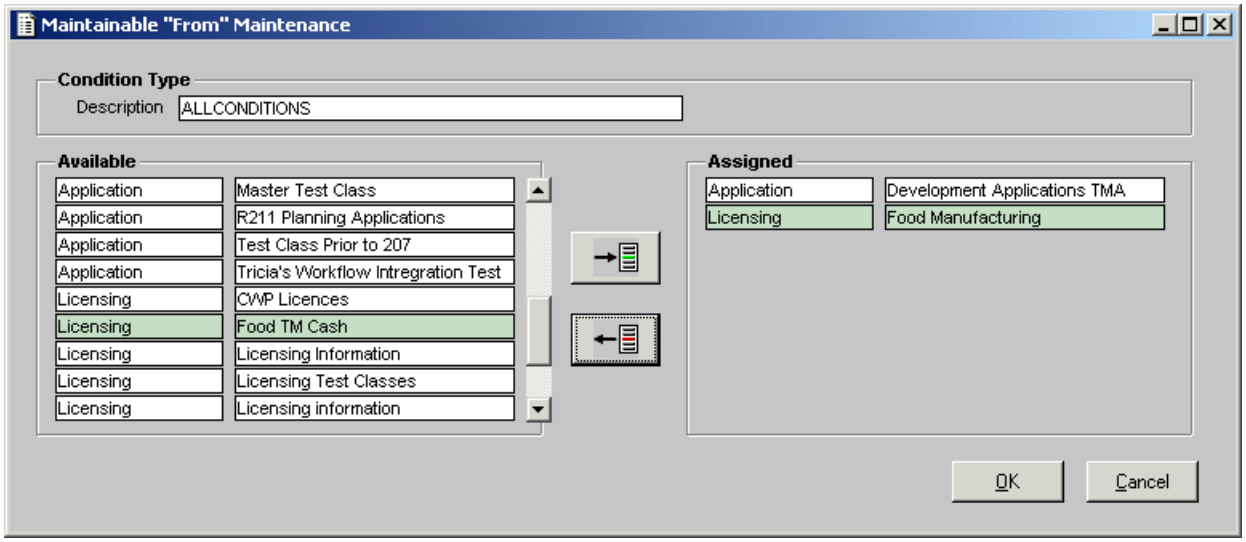
Exclusive User Security for Conditions – Search Profile - User
Enter in the name of the user that is to be added to or deleted from the form. The use of the Wildcard searching (*) is available here.

Exclusive User Security for Conditions – Search Profile – User Name
This field displays the user name associated with the User - this field is non-maintainable from this form.

Maintainable "From" Maintenance Form

The Notifiable From Maintenance Form allows the selection of the Application / Licensing Classes to be selected to allow the Condition to be maintained from.

NOTE:- The Rates Accounting, Trade Waste and Water Billing options are NOT available for selection within the Maintainable From Maintenance Form.



Maintainable "From" Maintenance Form

Condition Type – Description
This field displays the description of the Condition Type. This field is display only and may not be maintained.

Available
These fields display the Application /Licensing Classes available to be assigned to the Condition Type

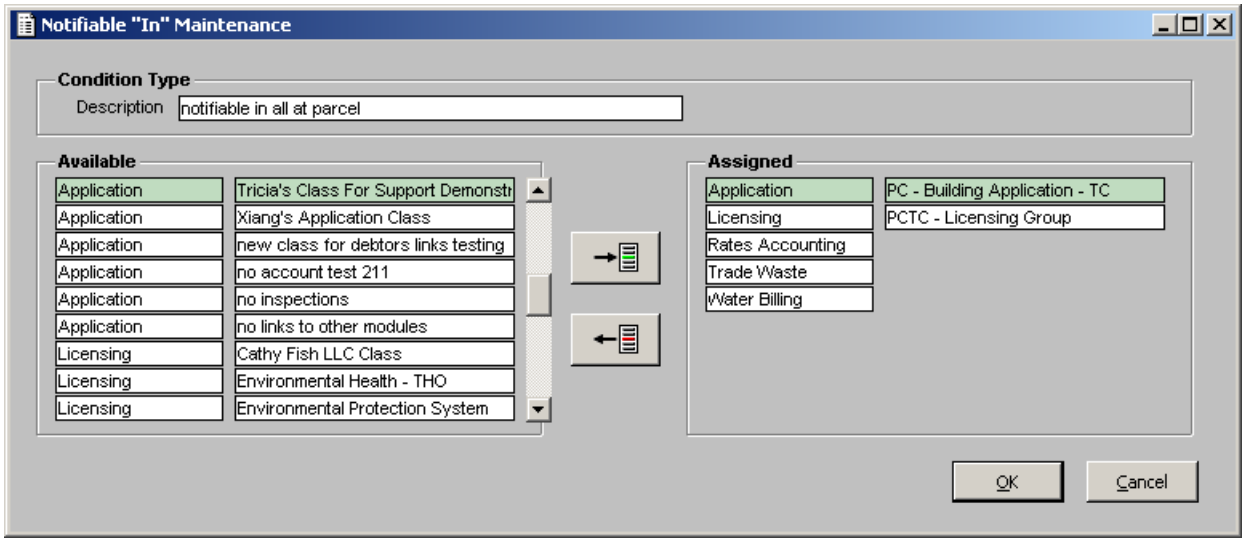
Assigned
These fields display the Application/Licensing Classes assigned to the Condition Type.

Add / Remove Buttons
The Add and Remove Buttons allow the User to nominate the Areas that the Condition can be maintained from.

Notifiable "In" Maintenance Form

The Notifiable In Maintenance Form allows the selection of the Application / Licensing Class, Rates, Trade Waste or Water Billing Modules to be selected to allow the Condition to be displayed upon entering the Maintenance Menu of these Modules.

NOTE:- The Rates Accounting, Trade Waste and Water Billing options are only available for selection when defining Property, Parcel or Title Notifiable Conditions. These options are not available when defining Application or Licensing Conditions.



Notifiable "In" Maintenance Form

Condition Type – Description
This field displays the description of the Condition Type. This field is display only and may not be maintained.

Available
These fields display the Areas that are available to be assigned to the Condition Type and display the Notificable Condition.

Assigned
These fields display where the Notifiable Condition is to be displayed for the Condition Type

Add / Remove Buttons
The Add and Remove Buttons allow the User to nominate the Areas that the Condition is Notifiable in.

User Defined Fields Maintenance Form

This form enables the User to label the 4 User Defined Fields to suit Council requirements.

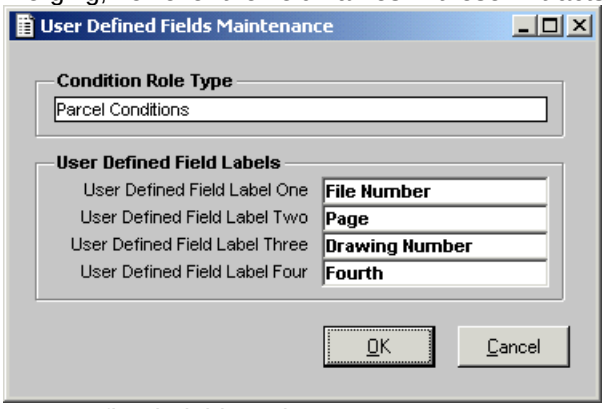
This additional data could be used to identify the approval controls that initiated the Condition being applied to the particular entity.

Some examples of use may be File Number, Agenda Item Number, Minutes Page No., Drawing Number et cetera.

The labelling of these User Defined Fields will be able to be defined from the Condition Type Parameter, although only one set of labels will be available for each Condition Role Type

Currently Conditions has role types of Property, Title, Parcel, Plan, Property Group, Licensing, Applications and Application Contribution Fees. Application Contribution Fees currently cannot be extracted.

The User Defined Fields are available in the existing Conditions Extract Files, for use in Word Processing merging, however the field names in these Extracts will be User Defined Fields 1, 2, 3 and 4.



User Defined Fields Maintenance Form

Condition Role Type
This field displays the Condition Role Type. No modification or deletion of this field is allowed.

User Defined Field Label One
This field enables an appropriate label to be entered. An alphanumeric code of up to 25 characters may be entered.

User Defined Field Label Two
This field enables an appropriate label to be entered. An alphanumeric code of up to 25 characters may be entered.

User Defined Field Label Three

This field enables an appropriate label to be entered. An alphanumeric code of up to 25 characters may be entered.

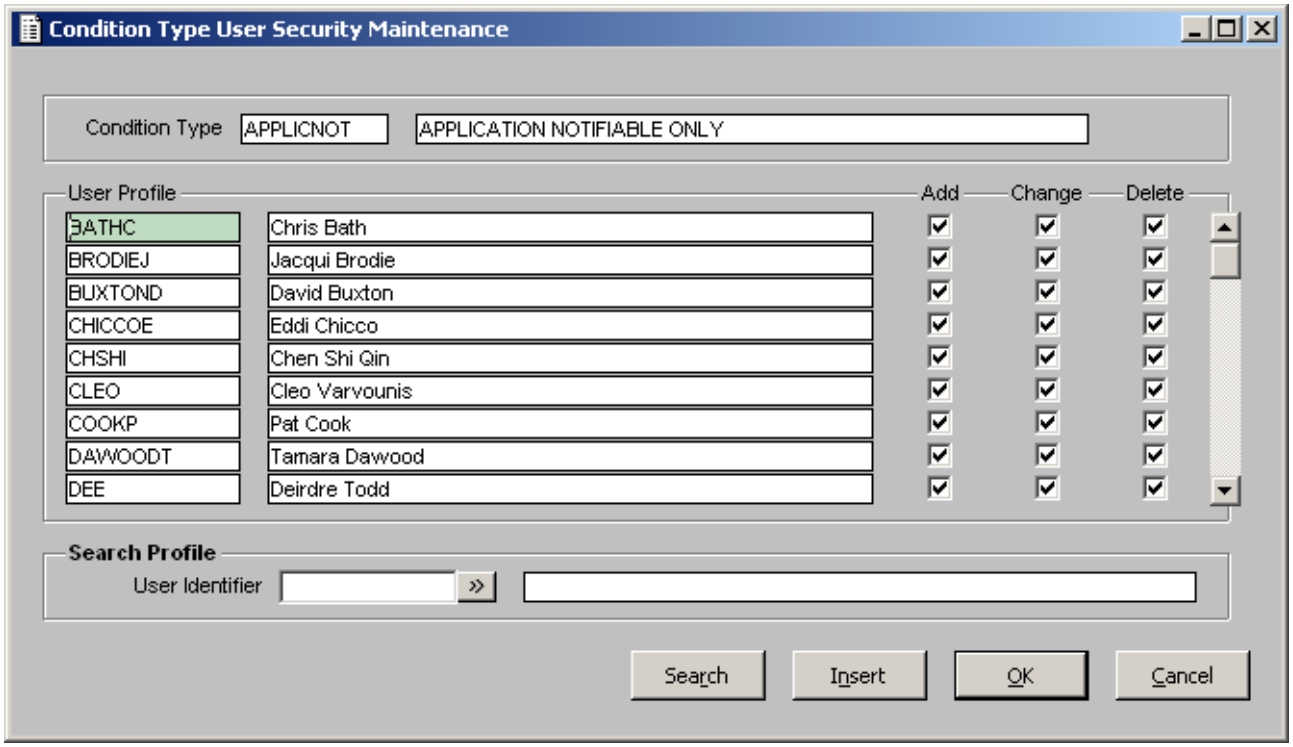
User Defined Field Label Four
This field enables an appropriate label to be entered. An alphanumeric code of up to 25 characters may be entered.

Condition Type User Security Maintenance Form

If User Security over Conditions has been defined within the Secured Functions then upon selecting the User Security Option from the Condition Type Maintenance Form will display this form. From here the setting of Users and their ability to Add, Change or Delete a Condition Type are defined. Only those Users who have been defined within the Menu Parameters / User Maintenance Menu as being allowed to Add, Change or Delete Conditions are able to be selected for set up within this form.

When a new Condition Type has been defined and the User accesses this form for the first time for the Condition Type there will be no Users displayed. Selecting the Insert Button will allow selection of those Users who are to have access and use of the Condition Type.

Additionally if the User has access to the Menu Parameters / User Maintenance Menu then the Condition Type Security can be set there.



Condition Type User Security Maintenance Form

Condition Type
The Condition Type Code and its Description that the Security is being defined for is displayed in this section of the Form.

User Profile
The User Identify and Name are displayed for the User that has been allowed use of the Condition Type. For each of the Users selected the Add, Change and Delete options need to be defined.

ADD Checkbox
Upon selecting a Name from the Insert Option the Add checkbox is automatically checked 'On'. If the selected User should not be able to 'Add' this particular Condition Type then the Add checkbox should be checked 'Off'.

CHANGE Checkbox

Upon selecting a Name from the Insert Option the Change checkbox is automatically checked ‘On’. If the selected User should not be able to ‘Change’ this particular Condition Type then the Change checkbox should be checked ‘Off”.

Search Profile

The Search Profile area can be used to search for a User within the current list of Users that have been granted the use of the Conditions. This Search Profile is not used to find Users who have not been included in the List and are required to be. If a User is to be added then the INSERT option should be used.

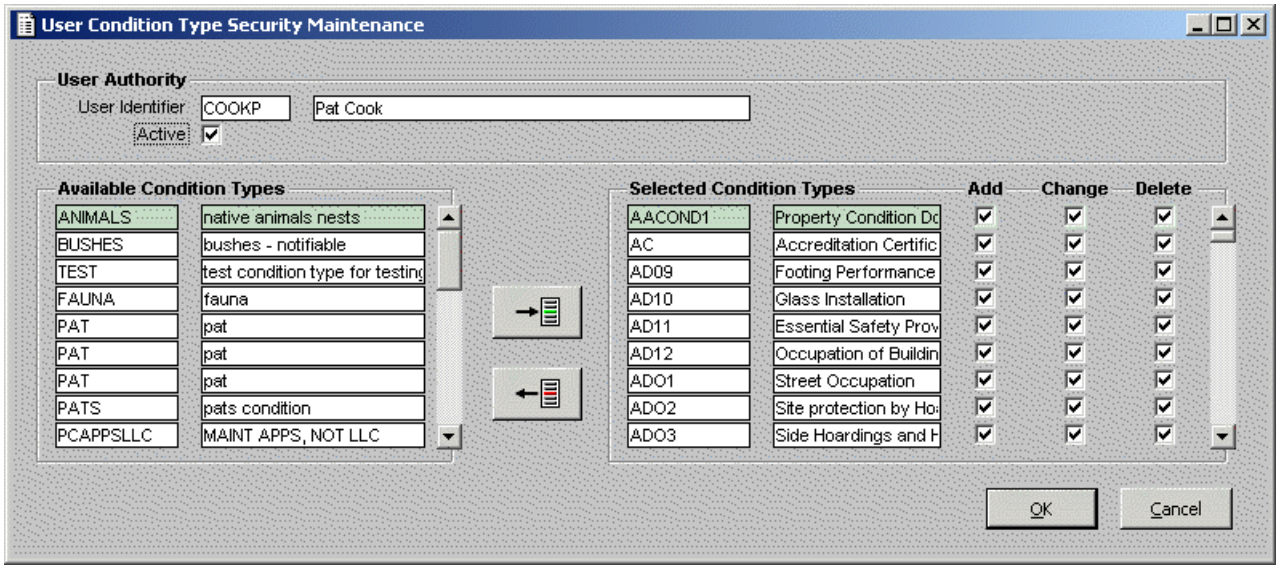
User Security

This Section explains how to define User Security for Condition Types.

User Condition Type Security Maintenance Form

If User Security over Conditions has been defined within the Secured Functions then upon selecting the Security Option from the User Maintenance option within the Menu Parameters will display this form. From here the setting for a particular User and their ability to Add, Change or Delete for a Condition Type are defined.

Optionally, when a new Condition Type has been defined and the User accesses the User Security form they are able to maintain the Add, Change and Delete options from there. Selecting the Move Button will allow selection of those Condition Types that the particular User is to have access to.



User Condition Type Security Maintenance Form

User Authority – User Identifier

The selected User's Identifier and Name are displayed in this section of the form.

User Authority – Active

Upon first entry to this form the Active flag is set 'On'.

Available Condition Types

The Available Condition Type Codes and their Description are displayed in this section of the form. From this list it is possible to select the appropriate Condition Types for the various Modules that the User is able to either Add, Change or Delete.

Selected Condition Types

The Selected Condition Type Codes and their Description are displayed in this section of the form. This list displays the selected Condition Types for the various Modules that the User is able to either Add, Change or Delete.

ADD Checkbox

Upon selecting a Condition Type from the Available Condition Type List the Add checkbox is automatically checked 'On'. If the selected User should not be able to 'Add' this particular Condition Type then the Add checkbox should be checked 'Off'.

CHANGE Checkbox

Upon selecting a Condition Type from the Available Condition Type List the Change checkbox is automatically checked ‘On’. If the selected User should not be able to ‘Change’ this particular Condition Type then the Change checkbox should be checked ‘Off”.

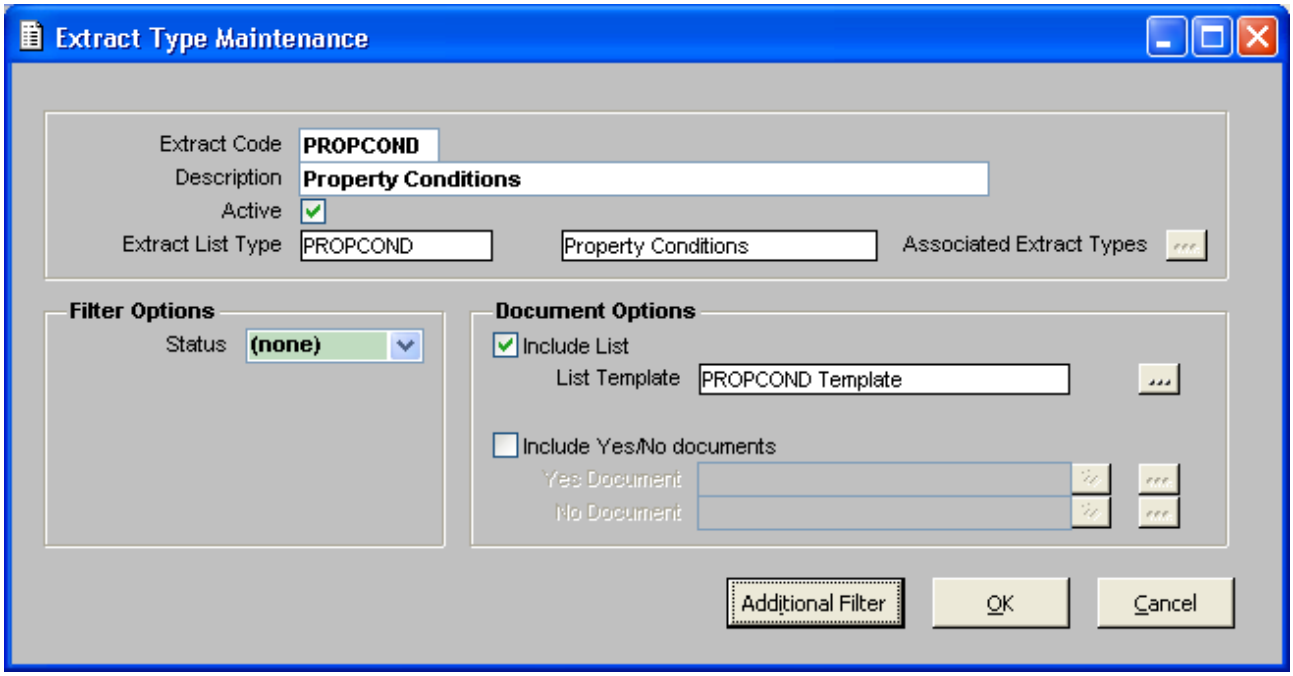
DELETE Checkbox

Upon selecting a Condition Type from the Available Condition Type List the Delete checkbox is automatically checked ‘On”. If the selected User should not be able to ‘Delete’ this particular Condition Type then the Delete checkbox should be checked ‘Off’.

Condition Extract Filter

The Condition Extract Filter within the Letter Extract menu allows the filtering of Condition Types for the document. This filter is applicable to the following documents:-

- Application / Licensing Letters
- Applications Permits and Certificates
- Applications Inspections Letters
- Property Notices and Certificates



Extract Type Maintenance

Filter Options

From this Filter option it is possible to filter Conditions by the following Statuses:-

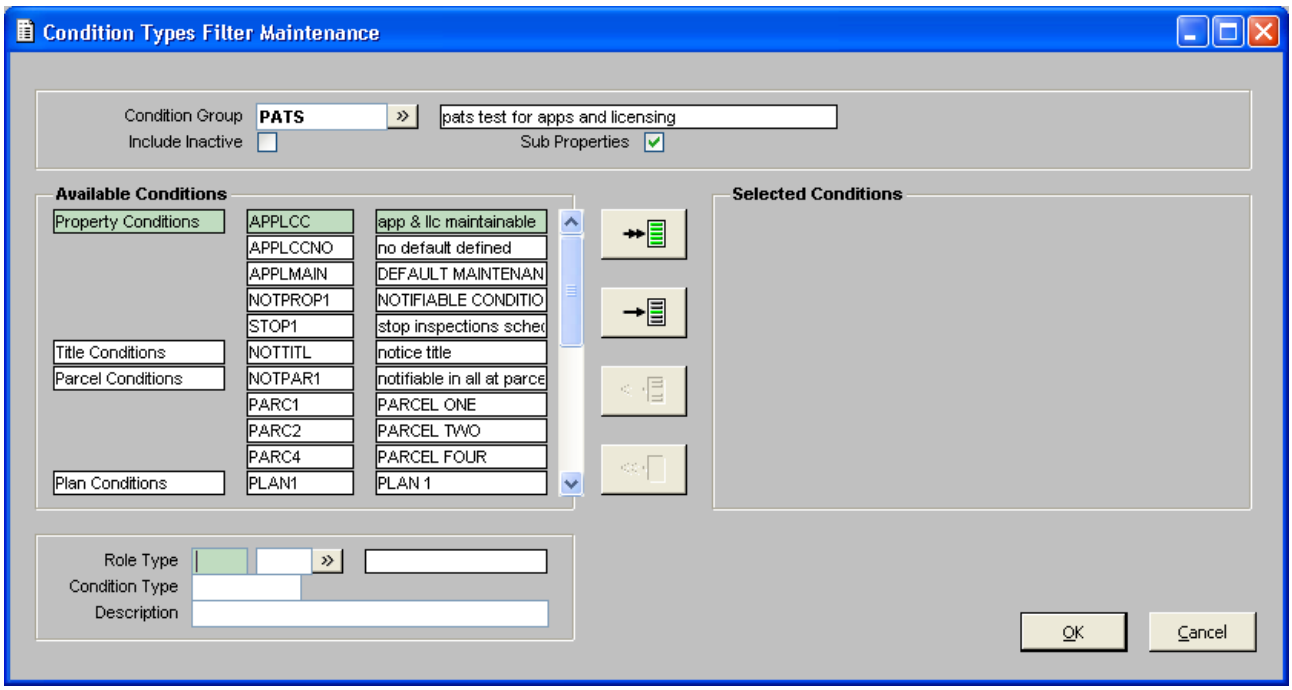
- (none) will select all Conditions regardless of whether it has an Applied or Lapsed date.
- Current – selects Condition that have an Applied date less that or equal to the system data and the Lapsed date is blank.
- Historic – selects Conditions that have a Lapsed date less than or equal to the system date.
- Proposed - selects Condition that have an Applied date greater than the system data and the Lapsed date is blank.

Condition Types Filter Maintenance Form

When the Condition Extract is used it is possible to further filter the extract by applying the filter information that has been selected on this form.

From this Filter form it is possible to filter Conditions by the following combination of entries:-

- A particular Condition Group and all it's Types
- A particular Condition Group and a selection of it's Types
- A particular Condition Role Type and a selection of it's Types
- A combination of Condition Groups, Condition Roles and/or it's Types



Condition Types Filter Maintenance Form

Condition Group

If the filter is to be for a particular Condition Group then entering in the Group into this field will display the Condition Types for the Group in the Available Conditions section. The required Types for the Group can then be applied to the Selected Conditions Section. If all the Condition Types for the Condition Group are required then there is no need to assign all the Types the process will assume all Types for the Group are required for the filter.

It is not mandatory to have a Condition Group in this field. The field can be left blank if a combination of Condition Groups and Types are required for the filter.

Include Inactive

If Inactive Conditions are to be included on the Document then this field should be flagged ON. If the document is only to include Active Conditions then this field should be Blank.

Sub Properties

The Sub-Properties field is only displayed on the Conditions Filter for properties i.e. PROPCOND. It will not show for application conditions etc.

If Conditions for Sub-Properties are also to be included in the extract then this field should be flagged ON. If Sub-Properties Conditions are not to be included in the document then this field should be Blank.

Note that the default for this field is ON.

Condition Group

If the filter is to be for a particular Condition Group then entering in the Group into this field will display the Condition

Available Conditions

Upon entry to this form all Condition Types for all Condition Groups for the Module are available for selection. Highlight the required Condition Types and move them to the Selected section of the form.

Selected Conditions

The selected Condition Types are displayed in this section of the form.

Role Type

If particular Condition Types are required to be displayed for selection, entering/selecting the required Role Type will display the Condition Type Codes that have matched the entered criteria. This then allows selection of the required Type.

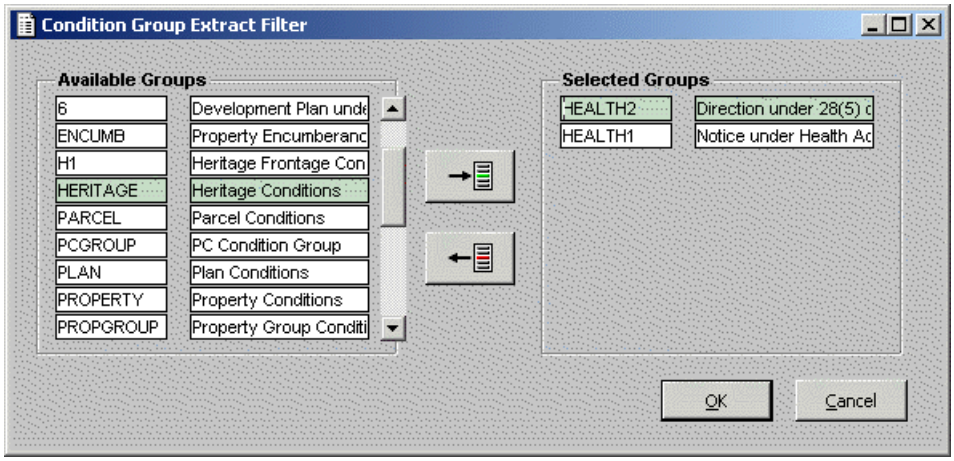
Condition Type
If a particular Condition Type is required to be displayed for selection, entering in the required Condition Type, or part thereof, will display the Condition Type Codes that have matched the entered criteria. This then allows selection of the required Type.

Description
If a particular Condition Type is required to be displayed for selection, entering in the required Condition Type description or part thereof, will display the Condition Types that have matched the entered criteria. This then allows selection of the required Type.

Condition Group Extract Filter Form - Property

When the ALLCONDS Extract is used it is possible to further filter the extract by applying the filter information that has been selected on this form.

From this form it is possible to select the required Condition Groups that are to be included on the Extract.



Condition Group Extract Filter Form

Available Groups
Upon entry to this form all Condition Groups for the Module are available for selection. Highlight the required Condition Groups and move them to the Selected section of the form.

Selected Groups
The selected Condition Groups are displayed in this section of the form.

Property Parameters – Workflow

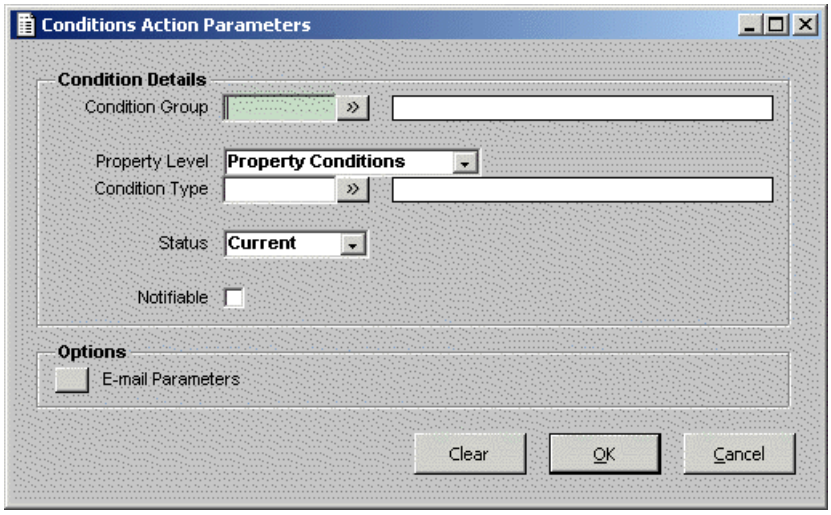
The ability to notify an Officer within the Property Control area is now available. An E-mail can be sent automatically when property/properties are involved in a Transfer of Ownership or a Division process within the Property System. This is controlled by an 'Action'. The 'Action" effectively generates an E-mail message to the nominated addressees advising what has occurred with the property and that there are Conditions associated to the property.

As the check is controlled from within Property, the defining of the Condition Check Action is setup within the Property Parameters. To access this function select the Property Administration/Property Parameters/System Parameters Maintenance/More Button to display 2 or 3/Workflow Parameters/User Action Maintenance. Selecting a System Action Code of COMD will allow an Action to be setup to check for Conditions on a Property based on the filter criteria nominated in the Conditions Action Parameters form.

Condition Action Parameters Form

This form enables the setting up of and filtering a Workflow User Action for checking any Conditions that are linked to Properties that are being transferred or are involved in a Division process.

If the linked Conditions match the Condition details set on this form then an e-mail is forward to the relevant personnel for further action.



Condition Action Parameters Form

Condition Details – Condition Group

Enter a valid Condition Group Code directly into the field or alternatively press the pop up button to select from the pop up list.

Condition Details – Property Level

Select the Property Level from the predefined dropdown list.
Options available for select are:

- Property Conditions
- Title Conditions
- Parcel Conditions
- Plan Conditions
- Property Group Conditions

Condition Details – Condition Type

Enter a valid Condition Type Code directly into the field or alternatively press the pop up button to select from the pop up list.

If a Property Level has been nominated in the previous field then only the Condition Types contained within that structure will be displayed in the pop up list.

Condition Details – Status
Select one of the three predefined Status options. Options available for selection are:

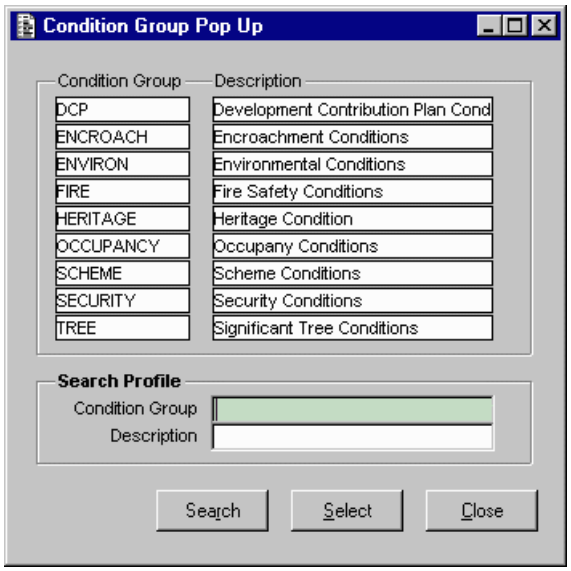
- Current
- Future
- Lapsed

Condition Details –Notifiable
If the Notifiable Check box is checked on only Notifiable Conditions on the specified Property level will action E-mails.

Options – E-mail Parameters
Selecting the E-mail Parameters Option button will display the E-mail Action Parameter Maintenance form.

Condition Group Pop Up Form

This form enables the selection of a Condition Group to be linked to the Condition Type being created. Condition Groups are nominated on the Condition Group Maintenance Form.



Condition Group Pop Up Form

Condition Group
This field contains the Condition Groups, which are available for selection. No modification or deletion of this field is allowed.

Description
This field contains the Description related to the Condition Groups, which are available for selection. No modification or deletion of this field is allowed.

Search Profile - Condition Group
Enter a Condition Group on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

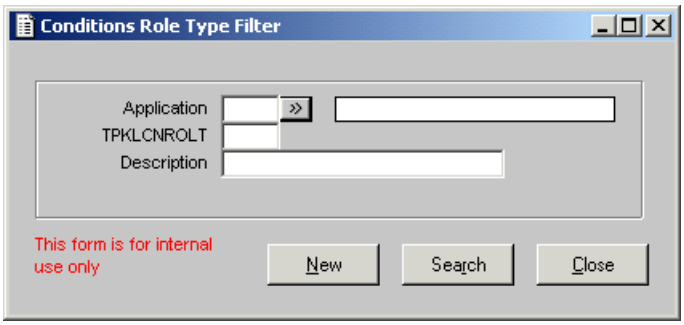
Search Profile - Description
Enter a Description on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

System Parameters

This section refers to the Parameters that are defined for Conditions within the System Administration section of Pathway. The following forms are for internal use only and not maintainable by the User.

Conditions Role Type Filter

This menu is non maintainable by the User. For further information on this form please contact Infor Help Desk.



Conditions Role Type Filter Form

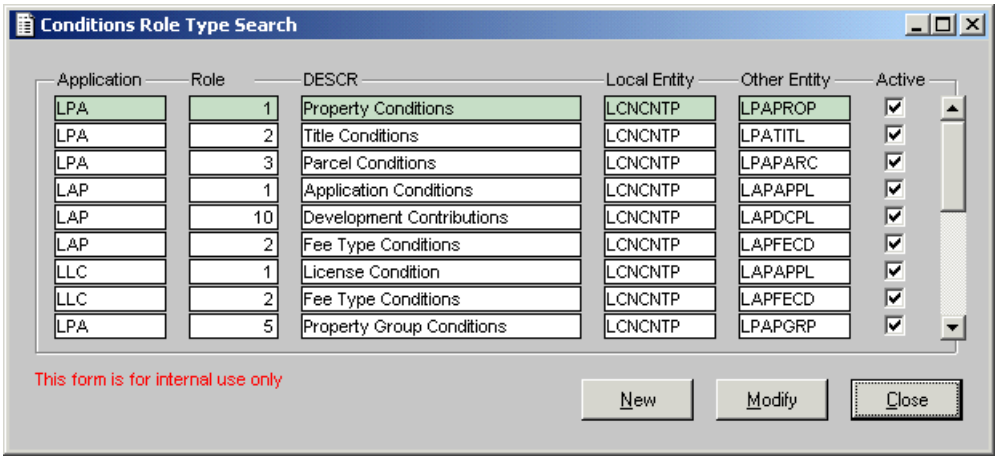
Application

TPKLCNROLT

Description

Conditions Role Type Search Form

This menu is non maintainable by the User. For further information on this form please contact Infor Help Desk.



Conditions Role Type Search Form

Application

Role

Description

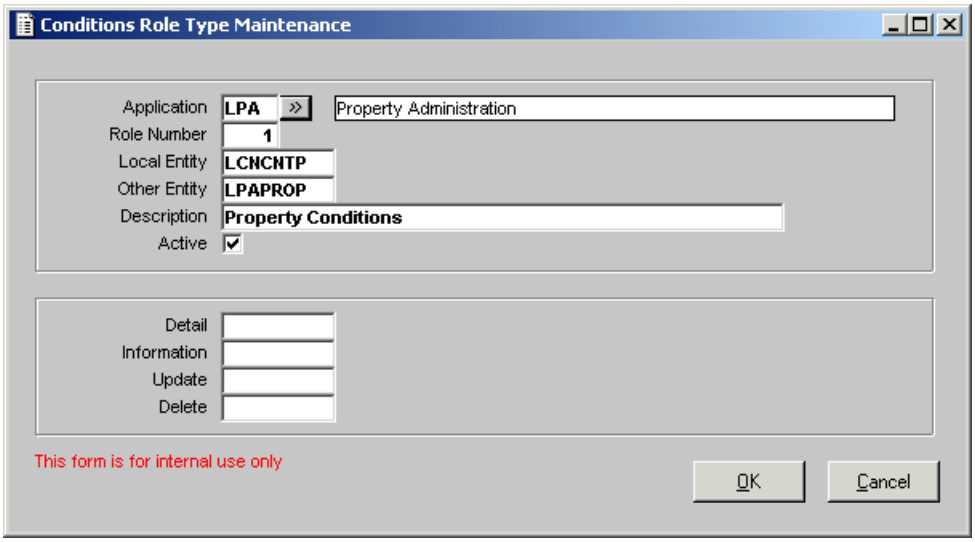
Local Entity

Other Entity

Active

Conditions Role Type Maintenance Form

This menu is non maintainable by the User. For further information on this form please contact Infor Help Desk.



Conditions Role Type Maintenance Form

Application

Role Number

Local Entity

Other Entity

Description

Active

Detail

Information

Update

Delete

Maintenance

The following topic is covered in this section:

Conditions Maintenance
Property Search

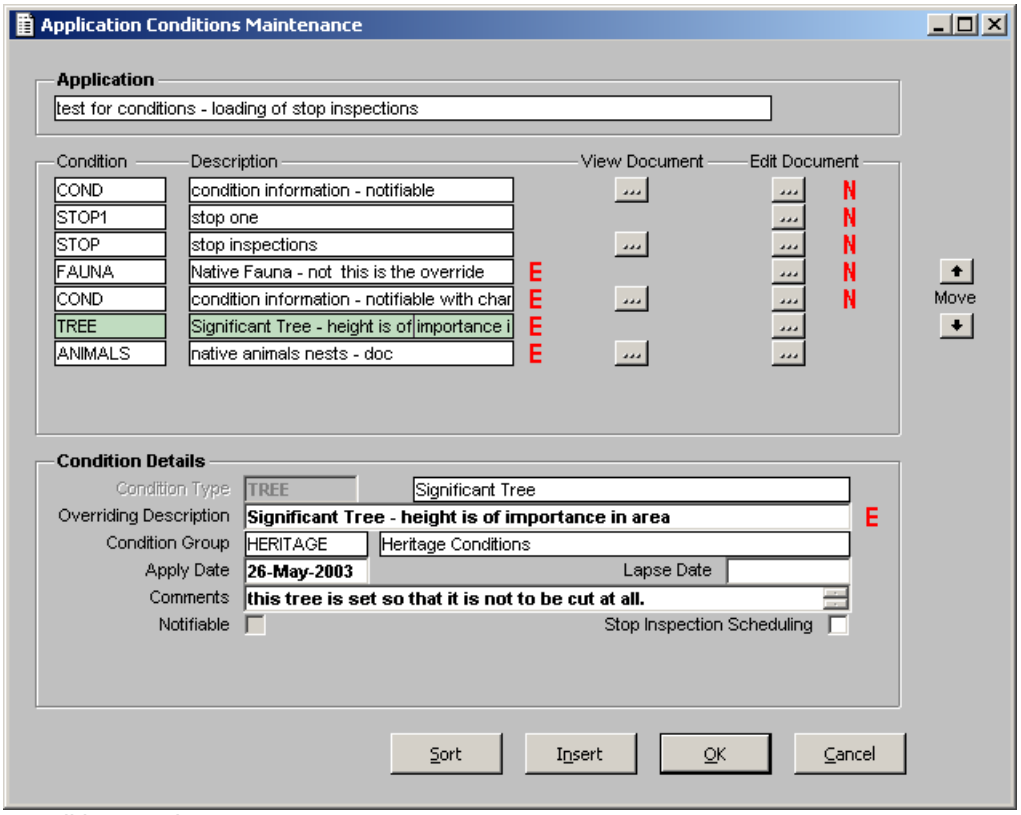
Conditions Maintenance

This section enables standard conditions and documents to be linked to a particular entity (property or application). Any documents linked to condition types may be viewed or edited.

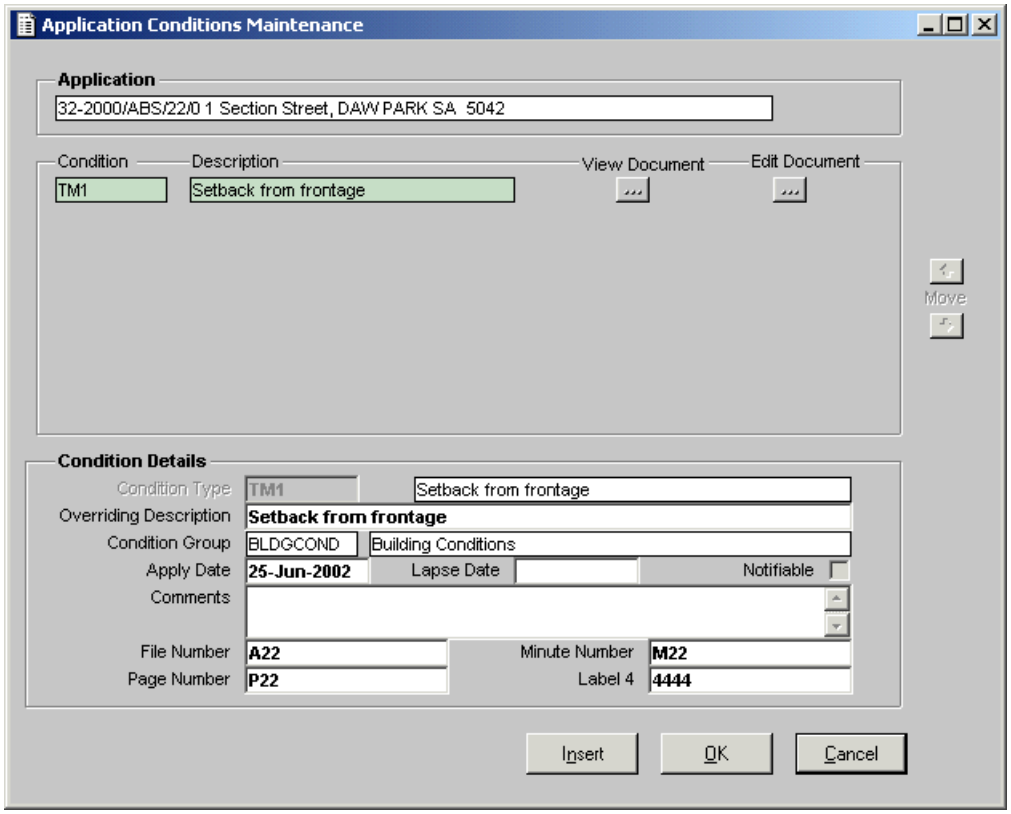
Conditions Maintenance Form

This form enables the addition or deletion of standard condition types and their documents to a particular entity (property, title, parcel or application). Condition may be made non-standard by editing the related document, changing the Condition Group or defining the Condition as notifiable. This form is accessed using the Options button or pull-down menu selection.

Note: For notifiable conditions, the same form will be accessed as an Enquiry option. Related word processing documents may be viewed, but no maintenance will be allowed.



Conditions Maintenance Form



Conditions Maintenance Form (with User Defined fields)

Type of Condition

This field contains details of what a Condition relates to (eg Property Conditions - Property Address) This field is display only, no modification or deletion of this field is allowed.

Condition

This field displays the condition codes linked to the selected entity. Further details will be displayed on the bottom of the form in relation to each highlighted condition. This field is display only and cannot be maintained.

Description

This field display the description associated with each listed condition. This field is display only and cannot be maintained.

'E' – Edited

If an 'E' is displayed, the condition is defined as non-standard (i.e. it is not the same as the original Condition Type). The following actions will flag a condition as non-standard

- Enter an override condition description
- Edit the related document via the Edit button

View Document

By pressing this button, the related condition document will be displayed via the associated word processing product. The document will have Read Only access.

Edit Document

By pressing this button, the related condition document will be displayed via the associated word processing product. The document will be available for editing.
Note - amending an existing condition document will result in the condition being defined as Non Standard.

'N' – Notifiable

If an 'N' is displayed, the condition is defined as Notifiable and will display automatically on entry to the record that the condition is associated to.

Condition Type

This field contains the Condition Type code that is linked to the Type of Condition nominated above. New Condition Types may be selected using the pop-up button. The description associated with the selected Condition Type will also be displayed.

Condition Group

This field is used to link a Condition Type to the required Condition Group. The pop-up button can be used to select or change the Condition Group code for a particular Condition Type.

Overriding Description

This field enables an overriding description of the condition to be entered. This description may be subsequently utilised on word processing documentation that contains condition details. If no overriding description is entered, the description relating to the selected Condition Type will display.

Note that when the Overriding Description has been changed that an 'E' is displayed next to this field to let the user know that the Description has been changed. An 'E' will also display next to the Condition at the top of the form.

Apply Date

This field is the date from which a condition will apply to an entity (Property or Application). This information is available for printing on Word Processing Certificate and Notice documents.

Lapse Date

This field is the date that a condition is no longer applicable to an entity (Property or Application). This information is available for printing on Word Processing Certificate and Notice documents.

Notifiable

If this box is checked on, the condition is defined as notifiable. A Notifiable condition is always displayed up front when accessing the entity that it is linked to.
For example - a notifiable condition linked to a property will always display up front, when accessing the property via Property Maintenance.

Note that when the Notifiable Box is checked on an 'N' will display next to this field to let the user know that the Condition is Notifiable. An 'N' will also display next to the Condition at the top of the form.

Stop Inspection Scheduling

The Stop Inspection Scheduling flag is maintainable against all Conditions. Checking this flag 'On' and having the Check for Stop Conditions flag 'On' in Inspections Parameters will result in the disabling of the Inspection Date field so that no Inspections can be scheduled for that Application/Licensing or Property record.

Move Buttons

By pressing the Up or Down move buttons, Condition Types may be re-sequenced in the required display order. This ordering will govern the display of conditions and their related documents via Word Processing Certificate and Notice documents.

Comments

An unlimited amount of text may be entered as general comments regarding the Condition.

User Defined Field Label One

This field enables appropriate data to be entered. An alphanumeric code of up to 25 characters may be entered.

User Defined Field Label Two

This field enables appropriate data to be entered. An alphanumeric code of up to 25 characters may be entered.

User Defined Field Label Three

This field enables appropriate data to be entered. An alphanumeric code of up to 25 characters may be entered.

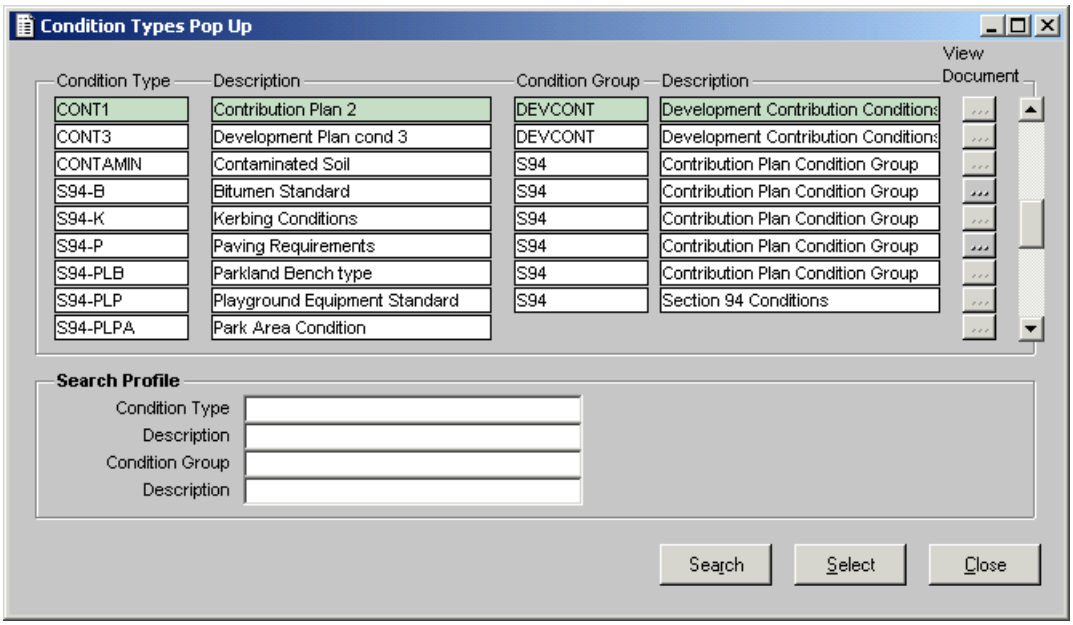
User Defined filed Label Four

This field enables appropriate data to be entered. An alphanumeric code of up to 25 characters may be entered.

Sort Option
The Sort Option button displays the Sort Order Maintenance form. This allows the User to select the sort criteria, either Condition Type of Condition Group. Once the Conditions have been re-sequenced based on the Sort the Conditions will always be displayed in that order.

Condition Types Pop Up Form

This form enables the selection of a Condition Type from the standard list. This Condition type is then linked to the nominated entity (eg Property, Title, etc)



Condition Types Pop Up Form

Condition Type
This field contains the Condition Type codes available for selection. Condition Types are defined via the Condition Type Maintenance option.

Description
This field gives a further description of each Condition Type code available for selection.

Condition Group
This field contains the Condition Group codes available for selection. Condition Group are defined via the Condition Group Maintenance option

Description
This field gives a further description of each Condition Group code available for selection.

View Document
If a Condition has a Document associated to it then the View Document will allow the User to view the document for the Condition in Read Only mode.

Search Profile - Condition Type
Enter a Condition Type on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field

Search Profile - Description
Enter a Description on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

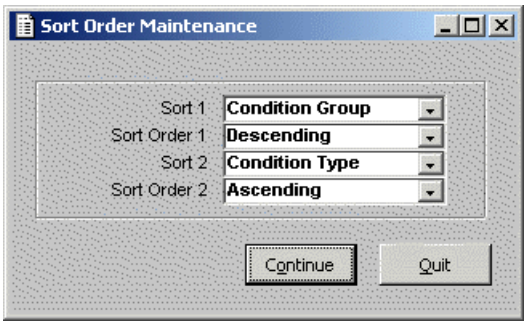
Search Profile – Condition Group
Enter a Condition Group on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field

Search Profile - Description
Enter a Description on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Sort Order Maintenance Form

This form allows the selection of the sort criteria, either by Condition Type or Condition Group. The sort order of Ascending or Descending can then also be applied. If Condition Group is chosen as Sort 1 it is also then possible to select Condition Type as Sort 2, again in either Ascending or Descending order. Upon selecting the Continue button the User is returned to the Conditions Maintenance form with the Conditions re-sequenced in the order criteria nominated. This sequence is stored and the Conditions for this particular Application are always displayed in this order.

Upon first entry into this form the only field displayed is the Sort 1 field. Once the criteria has been entered into this field then the other fields will become available depending on the criteria that has been entered into the previous field.



Sort Order Maintenance Form

Sort 1
Upon entering into this form for the first time the only field displayed is this Sort 1 field. The options available from the dropdown are either Condition Group or Condition Type.

Selecting Condition Group then displays the Sort Order 1 and Sort 2 fields. This then allow the selection of a second Sort over the Condition Type if required.

Selecting Condition Type then displays the Sort Order 1 field only.

Sort Order 1
The Sort Order 1 field is only displayed once the Sort 1 field has been defined. The Sort Order 1 is able to be set as either Ascending or Descending.

Sort 2
If the Sort 1 field has been defined as Condition Group then the Sort 2 field is displayed to allow entry of an additional sort over the Condition Type.

Selecting Condition Type then displays the Sort Order 2 field.

Leaving the field as (none) the Sort Order 2 field will not be displayed.

Sort Order 2
The Sort Order 2 field is only displayed once the Sort 2 field has been defined as using Condition Type. The Sort Order 2 is able to be set as either Ascending or Descending.

Property Search

Conditions can be searched for from within Property Maintenance, from either the Address Search Profile form or the Parcel Search Profile form.

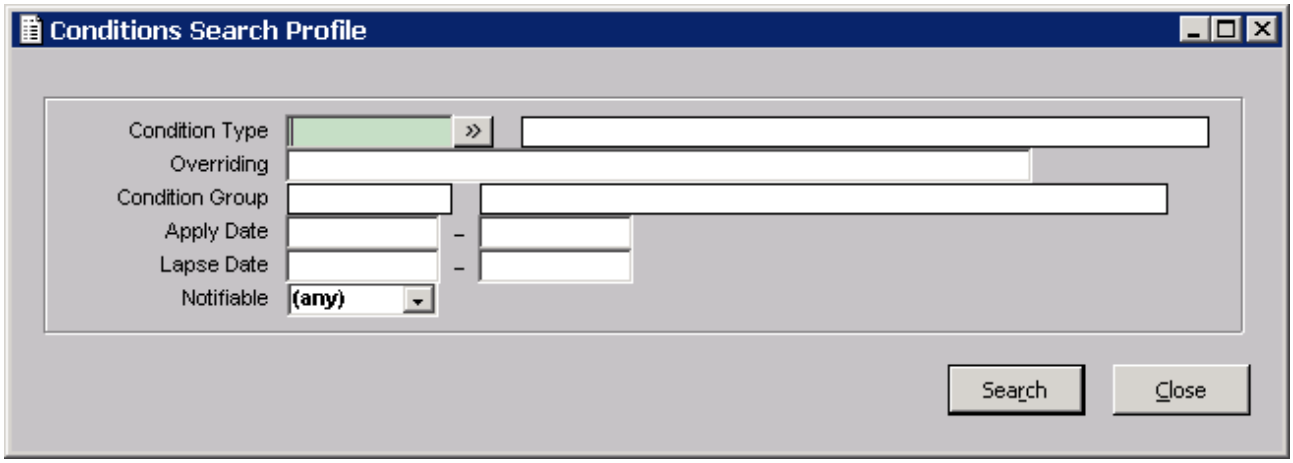
Conditions Search Profile Form

The Conditions Search Profile is displayed via the Property Maintenance Menu option and selecting the Conditions button on the Address Search Profile form.

From this form you may execute a search on existing records.

Enter a profile and press the Search button to initiate the Search. If only a single match is found you will be presented with the Conditions Maintenance Form, otherwise the Conditions Selection Form will be displayed.

Advanced profile techniques are available on this form. Please refer to the How to Use User Guide for more information on advanced Profile Techniques.



Conditions Search Profile Form

Condition Type

Enter a Condition Type, or make a selection from the Pop Up form on which to base a Search

Overriding

Enter a value, description or use wildcard searches to find a condition via the overriding description

Condition Group

Qualify your selection of a Condition or Property that has that condition, based on the group to which it is attached

Apply Date

Enter an Apply Date range on which to base a search. If no dates are entered, then all will be considered.

Lapse Date

Enter a Lapse Date range on which to base a search. If no dates are entered, then all will be considered.

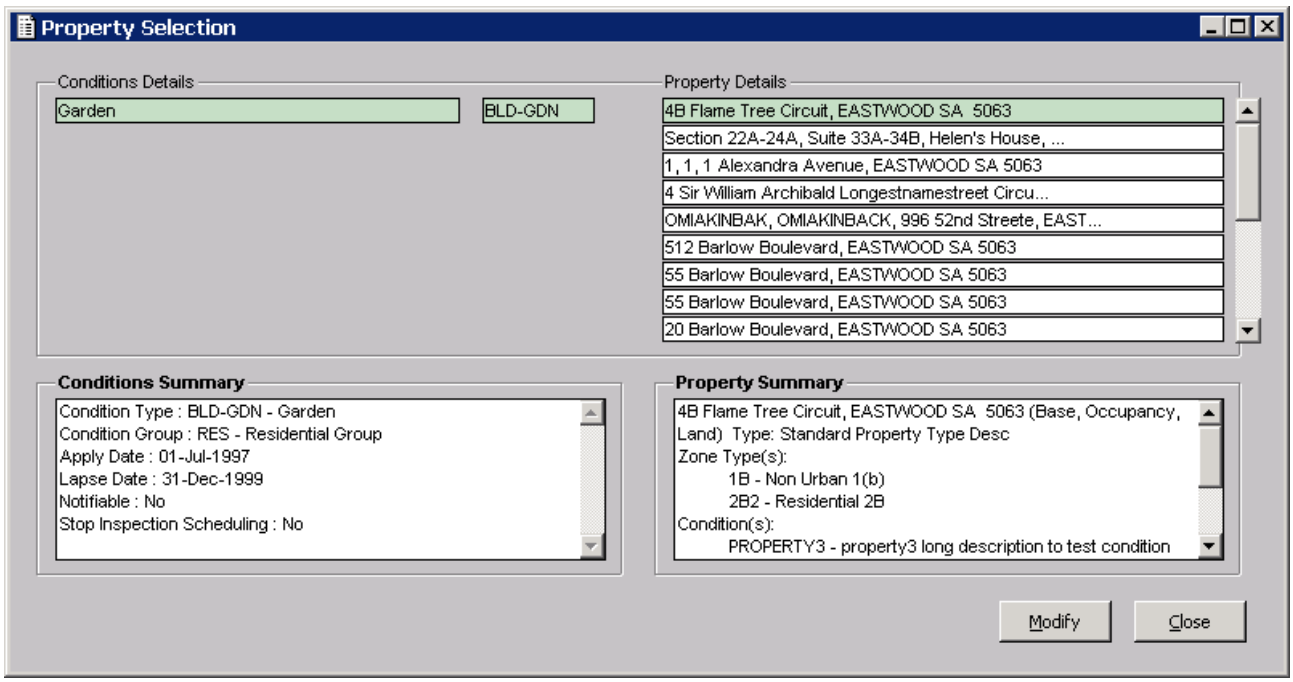
Notifiable

- Yes
- No
- (any)

Please Note that the default is (any).

Property Selection Form

This form is displayed when searching for Conditions from the Address Search Profile form or the Parcel Search Profile form from within Property Maintenance or Enquiry Modes.



Property Selection Form

Condition Details

These fields display the Condition Description and Code. These fields are not maintainable.

Property Details

This field displays the Property Details. This field is not maintainable.

Conditions Summary

This Summary Panel displays Condition information relating to the record highlighted in the top portion of the form. This information is not maintainable.

Property Summary

This Summary Panel displays Property information relating to the record highlighted in the top portion of the form. This information is not maintainable.

Applications Search

Applications can be searched for from within Applications Maintenance, based on whether or not a Condition Type or Group exists on the application

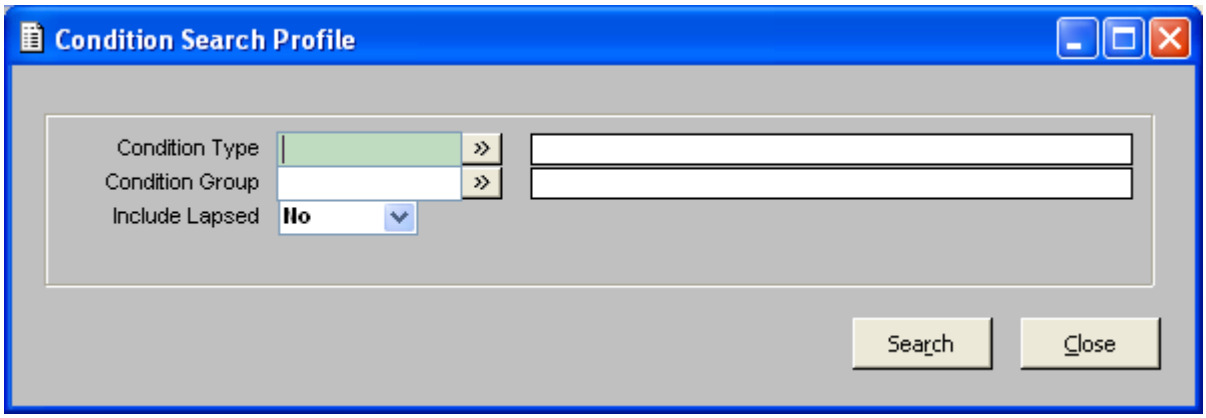
Conditions Search Profile Form

The Conditions Search Profile is displayed via the Application Maintenance Menu option and selecting the Conditions button on the Application Search Profile form.

From this form you may execute a search on existing records.

Enter a profile and press the Search button to initiate the Search. If only a single match is found you will be presented with the Application Maintenance Form, otherwise the Applications Selection Form will be displayed.

Advanced profile techniques are available on this form. Please refer to the How to Use User Guide for more information on advanced Profile Techniques.



Conditions Search Profile Form

Condition Type
Enter a Condition Type, or make a selection from the Pop Up form on which to base a Search

Condition Group
Qualify your selection of a Condition or Application that has that condition, based on the group to which it is attached

Included Lapsed
Make a selection from the list. Valid Values are
All – All conditions will be searched for irrespective of whether or not they are Lapsed
Yes- Conditions will only be searched if they have a Lapsed date before todays date
No – Conditions will only be searched if they do not have a Lapsed date