Pathway UX
Property Divisions

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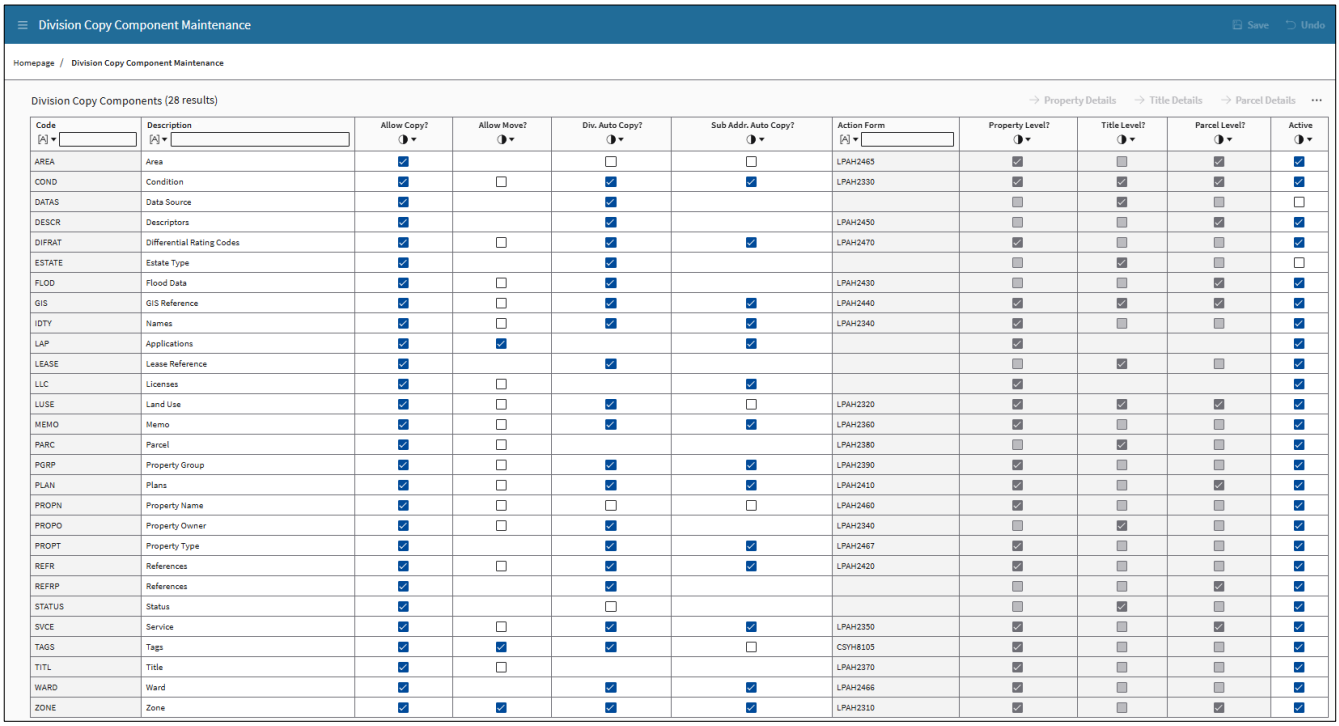
1. Overview

This document describes the parameters and maintenance options available via Property Divisions.

2. Parameters - Division Copy Component Maintenance

Via the menu Property Administration >> Property Parameters >> Division Parameters >> Division Copy Component Maintenance.

This function enables the selection of property, parcel and/or title components to be copied or moved during the division process at different levels e.g. property level, parcel level or title level.



Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
AREA	Area	☑		☐	☐	LPAH2465	☑	☐	☑	☑
COND	Condition	☑	☐	☑	☑	LPAH2330	☑	☑	☑	☑
DATAS	Data Source	☑		☑			☐	☑	☐	☐
DESCR	Descriptors	☑		☑		LPAH2450	☐	☐	☑	☑
DIFRAT	Differential Rating Codes	☑	☐	☑	☑	LPAH2470	☑	☐	☐	☑
ESTATE	Estate Type	☑		☑			☐	☑	☐	☐
FLOD	Flood Data	☑	☐	☑		LPAH2430	☐	☐	☑	☑
GIS	GIS Reference	☑	☐	☑	☑	LPAH2440	☑	☑	☑	☑
IDTY	Names	☑	☐	☑	☑	LPAH2340	☑	☐	☐	☑
LAP	Applications	☑	☑		☑		☑			☑
LEASE	Lease Reference	☑		☑			☐	☑	☐	☑
LLC	Licenses	☑	☐		☑		☑			☑
LUSE	Land Use	☑	☐	☑	☐	LPAH2320	☑	☑	☑	☑
MEMO	Memo	☑	☐	☑	☑	LPAH2360	☑	☐	☐	☑
PARC	Parcel	☑	☐			LPAH2380	☐	☑	☐	☑
PGRP	Property Group	☑	☐	☑	☑	LPAH2390	☑	☐	☐	☑
PLAN	Plans	☑	☐	☑	☑	LPAH2410	☑	☐	☑	☑
PROPN	Property Name	☑	☐	☐	☐	LPAH2460	☑	☐	☐	☑
PROPO	Property Owner	☑	☐	☑		LPAH2340	☐	☑	☐	☑
PROPT	Property Type	☑		☑	☑	LPAH2467	☑	☐	☐	☑
REFR	References	☑	☐	☑	☑	LPAH2420	☑	☐	☐	☑
REFRP	References	☑		☑			☐	☐	☑	☑
STATUS	Status	☑		☐			☐	☑	☐	☑
SVCE	Service	☑	☐	☑	☑	LPAH2350	☑	☐	☑	☑
TAGS	Tags	☑	☑	☑	☐	CSYH8105	☑	☐	☐	☑
TITL	Title	☑	☐			LPAH2370	☑	☐	☐	☑
WARD	Ward	☑		☑	☑	LPAH2466	☑	☐	☐	☑
ZONE	Zone	☑	☑	☑	☑	LPAH2310	☑	☐	☑	☑

Image 1

2.1 Property Creation

Within division processing by either the Wizard Advanced Property Creation or Division Maintenance Property Creation, the Advanced Property Creation options will present the Copy Components Maintenance with components available for copying, as defined for Auto Copy that exist on that property.

When creating sub-address properties, any Component flagged for Sub Addr - Auto Copy will be allocated on the newly created Properties.

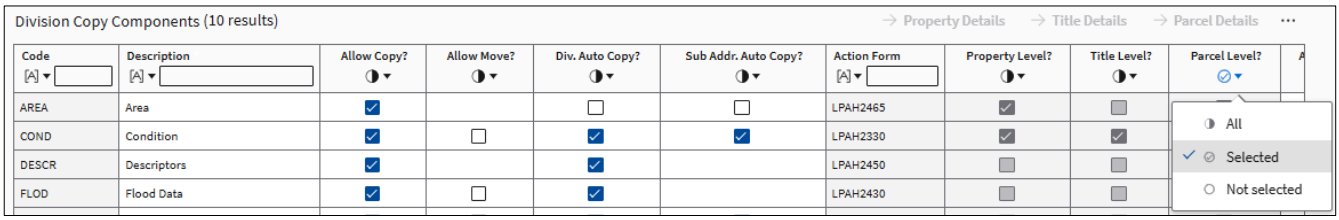
The Components that can be further defined with filters are:

- Conditions – Filter on Condition Type. Applies to Property, Title and Parcel Conditions.
- Descriptors -- Filter on Descriptor. Applies only to Parcel Descriptors.
- GIS References – Choice of copying the GIS Reference from another property or creating the GIS reference using the Property, Title and/or Parcel TPK.
- Names – Filter on Role Type e.g. Occupier etc.
- Memo – Filter on Memo Type (applies to Property only)
- Plans – Filter on Plan Types (applies to secondary Plans for Property and Parcel)
- References – Filter on Reference Types (only allows selection from those Reference Types set up as a Many link type for Property only)
- Services – Filter on Services (only applies to Property and Parcel level).

The system parameter controls what level. Property, Title or Parcel, the components relate to. These settings cannot be changed.

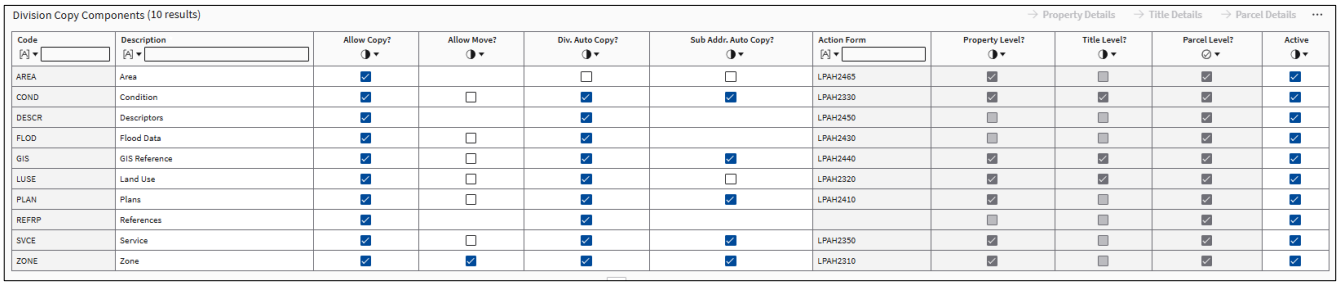
To see what parameters can be used for each level use the heading filter, changing it to Selected, as shown in Images 2 to 5.

Parcels



Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?
AREA	Area	☑		☐	☐	LPAH2465	☑	☐	
COND	Condition	☑	☐	☑	☑	LPAH2330	☑	☑	
DESCR	Descriptors	☑		☑		LPAH2450	☐	☐	
FLOD	Flood Data	☑	☐	☑		LPAH2430	☐	☐	

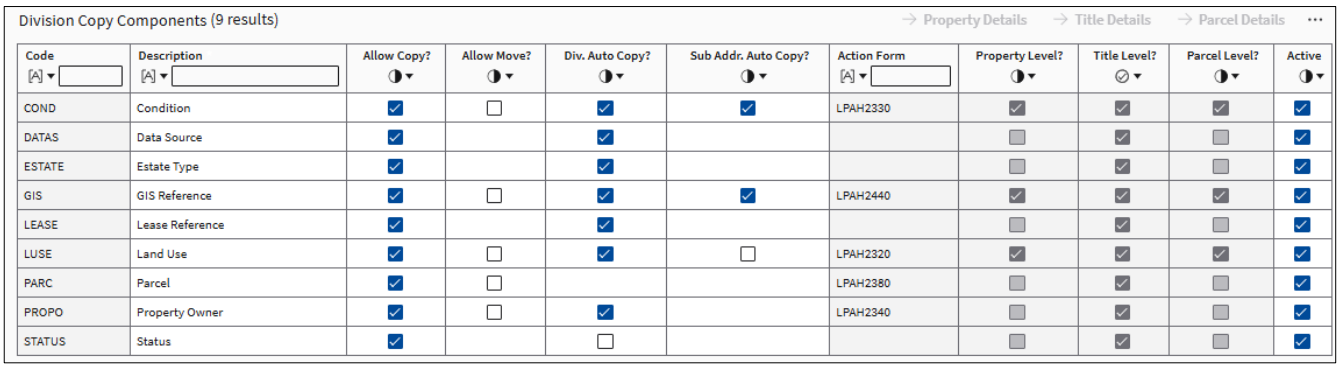
Image 2



Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
AREA	Area	☑		☐	☐	LPAH2465	☑	☐	☑	☑
COND	Condition	☑	☐	☑	☑	LPAH2330	☑	☑	☑	☑
DESCR	Descriptors	☑		☑		LPAH2450	☐	☐	☑	☑
FLOD	Flood Data	☑	☐	☑		LPAH2430	☐	☐	☑	☑
GIS	GIS Reference	☑	☐	☑	☑	LPAH2440	☑	☑	☑	☑
LUSE	Land Use	☑	☐	☑	☐	LPAH2320	☑	☑	☑	☑
PLAN	Plans	☑	☐	☑	☑	LPAH2410	☑	☐	☑	☑
REFRP	References	☑		☑			☐	☐	☑	☑
SVCE	Service	☑	☐	☑	☑	LPAH2350	☑	☐	☑	☑
ZONE	Zone	☑	☑	☑	☑	LPAH2310	☑	☐	☑	☑

Image 3

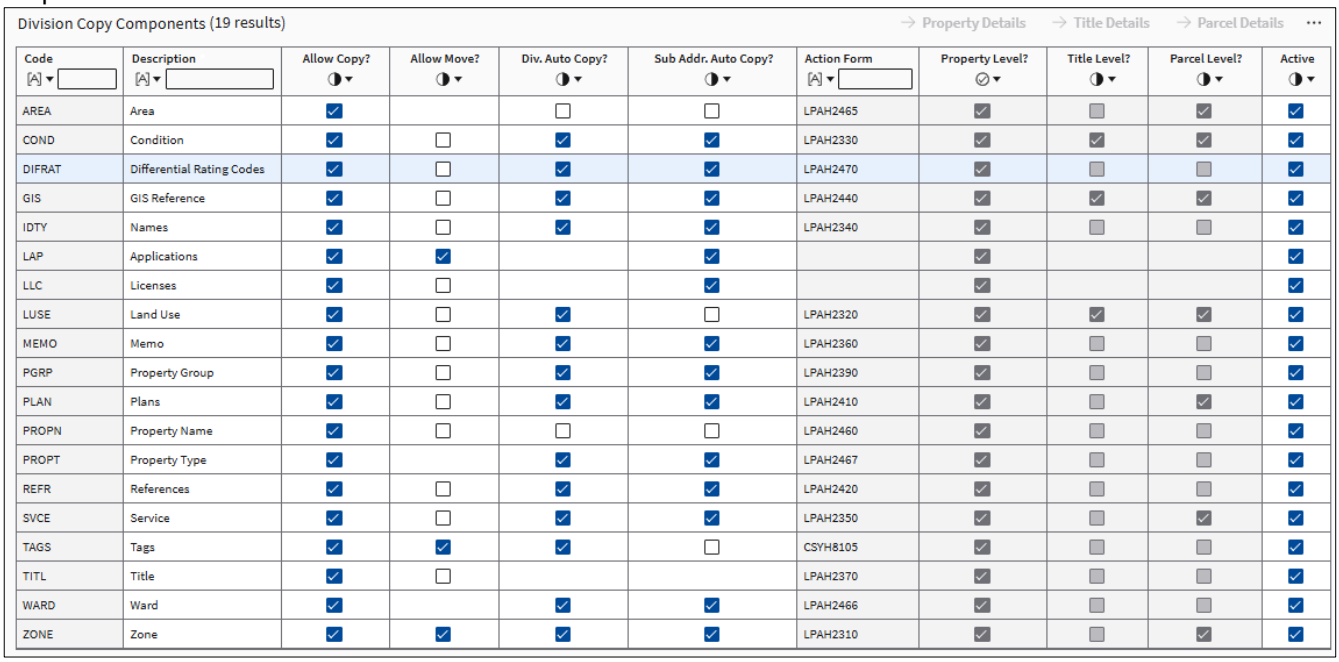
Titles



Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
COND	Condition	☑	☐	☑	☑	LPAH2330	☑	☑	☑	☑
DATAS	Data Source	☑		☑			☐	☑	☐	☑
ESTATE	Estate Type	☑		☑			☐	☑	☐	☑
GIS	GIS Reference	☑	☐	☑	☑	LPAH2440	☑	☑	☑	☑
LEASE	Lease Reference	☑		☑			☐	☑	☐	☑
LUSE	Land Use	☑	☐	☑	☐	LPAH2320	☑	☑	☑	☑
PARC	Parcel	☑	☐			LPAH2380	☐	☑	☐	☑
PROPO	Property Owner	☑	☐	☑		LPAH2340	☐	☑	☐	☑
STATUS	Status	☑		☐			☐	☑	☐	☑

Image 4

Properties



Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
AREA	Area	☑		☐	☐	LPAH2465	☑	☐	☑	☑
COND	Condition	☑	☐	☑	☑	LPAH2330	☑	☑	☑	☑
DIFRAT	Differential Rating Codes	☑	☐	☑	☑	LPAH2470	☑	☐	☐	☑
GIS	GIS Reference	☑	☐	☑	☑	LPAH2440	☑	☑	☑	☑
IDTY	Names	☑	☐	☑	☑	LPAH2340	☑	☐	☐	☑
LAP	Applications	☑	☑		☑		☑			☑
LLC	Licenses	☑	☐		☑		☑			☑
LUSE	Land Use	☑	☐	☑	☐	LPAH2320	☑	☑	☑	☑
MEMO	Memo	☑	☐	☑	☑	LPAH2360	☑	☐	☐	☑
PGRP	Property Group	☑	☐	☑	☑	LPAH2390	☑	☐	☐	☑
PLAN	Plans	☑	☐	☑	☑	LPAH2410	☑	☐	☑	☑
PROPN	Property Name	☑	☐	☐	☐	LPAH2460	☑	☐	☐	☑
PROPT	Property Type	☑		☑	☑	LPAH2467	☑	☐	☐	☑
REFR	References	☑	☐	☑	☑	LPAH2420	☑	☐	☐	☑
SVCE	Service	☑	☐	☑	☑	LPAH2350	☑	☐	☑	☑
TAGS	Tags	☑	☑	☑	☐	CSYH8105	☑	☐	☐	☑
TITL	Title	☑	☐			LPAH2370	☑	☐	☐	☑
WARD	Ward	☑		☑	☑	LPAH2466	☑	☐	☐	☑
ZONE	Zone	☑	☑	☑	☑	LPAH2310	☑	☐	☑	☑

Image 5

2.2 Fields

Code
Contains the Code of the Component.

Description
Contains the description in full of the Component.

Allow Copy?
If this box is checked on, then the component is available to be copied to new or existing division records.

Allow Move?
If this box is checked on, then the component is available to be moved to new or existing division records.

Div. Auto Copy?
When this check box is check on then the component is available to copy using either the Division Wizard or Division Maintenance process. If the check box is checked of then the component will not be available to be copied.

Sub Addr. Auto Copy?
When this check box is check on then the component is available to copy using the creation of Sub properties process via Property Summary >> Options Menu >> Sub Properties.
If the check box is checked off, then the component will not be available to be copied.

Action Form
Asking Chris

Property Level?
The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Title Level?
The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Parcel Level?
The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Active
If this box is checked on the Component is available to be linked to new or existing division records.

2.3 Copy Component Filter Maintenance

Enables the components available for copy/move to be defined at the property, title and parcel levels.

2.3.1 Condition Filter Maintenance

Displays the conditions available for selection during the division process, Image 6. Only those Conditions assigned will be available to copy or move.

The system defines whether the conditions are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

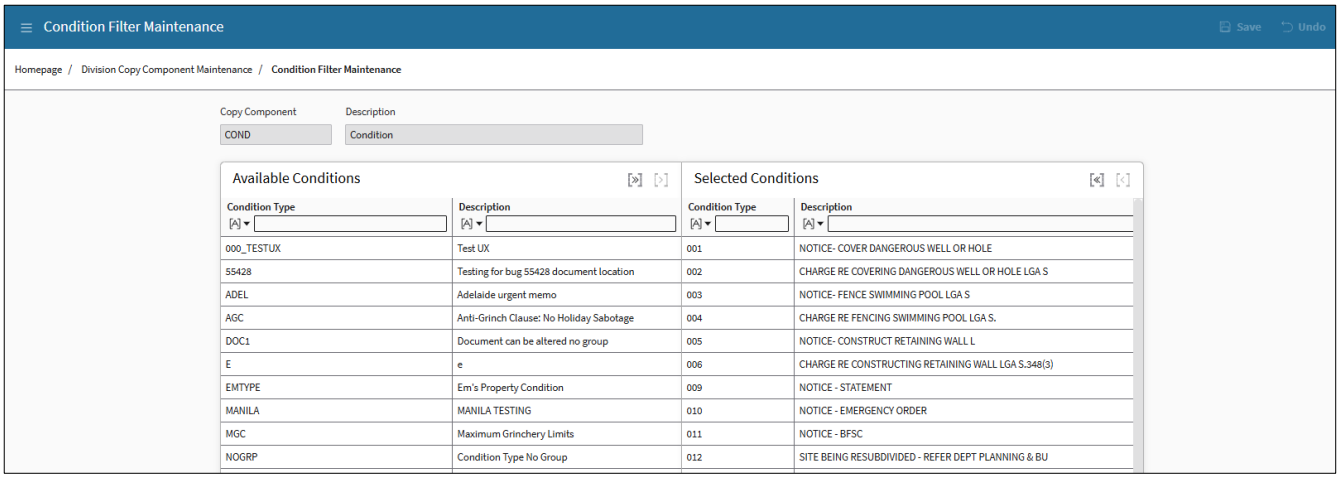


Image 6

Available Conditions
Displays the Condition Type code and Description of the conditions available for selection.

Selected Conditions
Displays the Condition Type code and Description of the selected conditions.

Assign and De-assign

Click on a condition in the Available Condition list on the left that you want to make available for copy/move, then click on the single arrow to assign it to Selected Conditions.

Click on a condition in the Selected Condition list on the right that you want to remove from copy/move, then click on the single arrow to assign it to Selected Conditions.

NOTE: If you want to assign or de-assign all the conditions at once, use the double arrow.

2.3.1 Descriptors Filter Maintenance

Displays the descriptors available for selection during the division process, Image 7. Only those descriptors assigned will be available to copy or move.

The system defines whether the descriptors are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

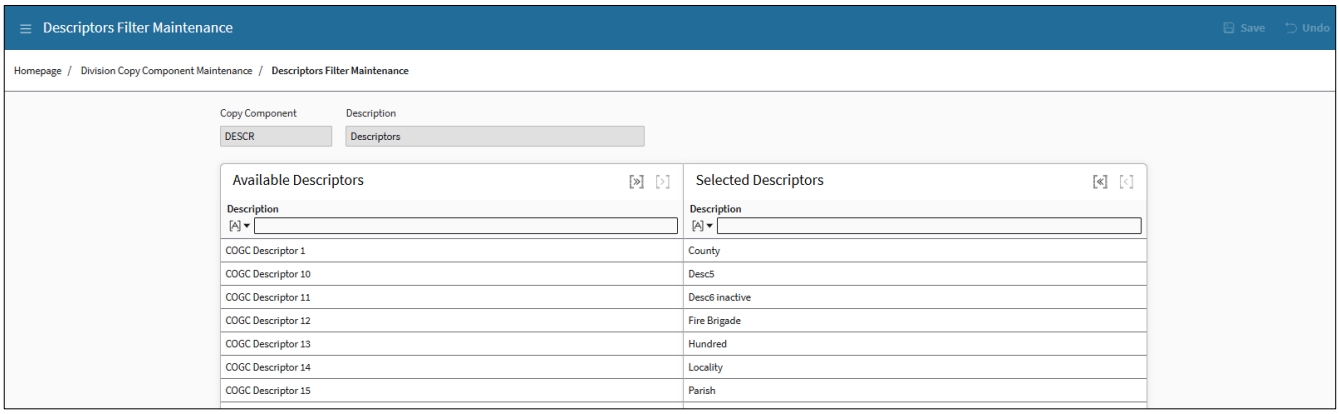


Image 7

2.3.1 GIS Reference Filter Maintenance

Displays the available methods for the creation or copying of GIS References during the division process, Image 8.

The system defines whether the descriptors are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

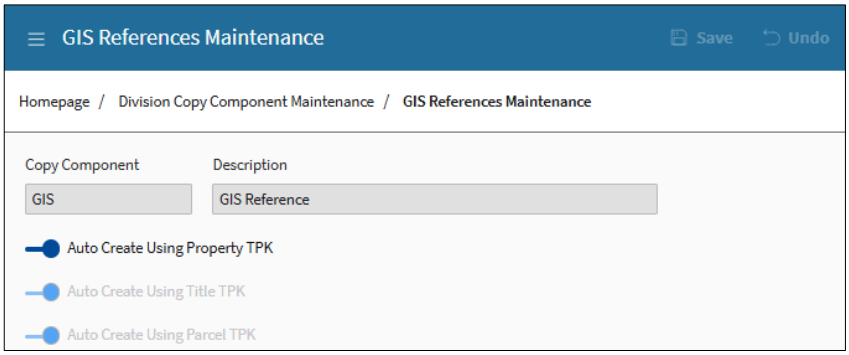


Image 8

2.3.1 Names Filter Maintenance

Displays the Name Types available for selection during the division process, Image 9. Only those Name Types assigned will be available to copy or move.

NOTE: Property Owner is listed as a separate Component.

The system defines whether the name types are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

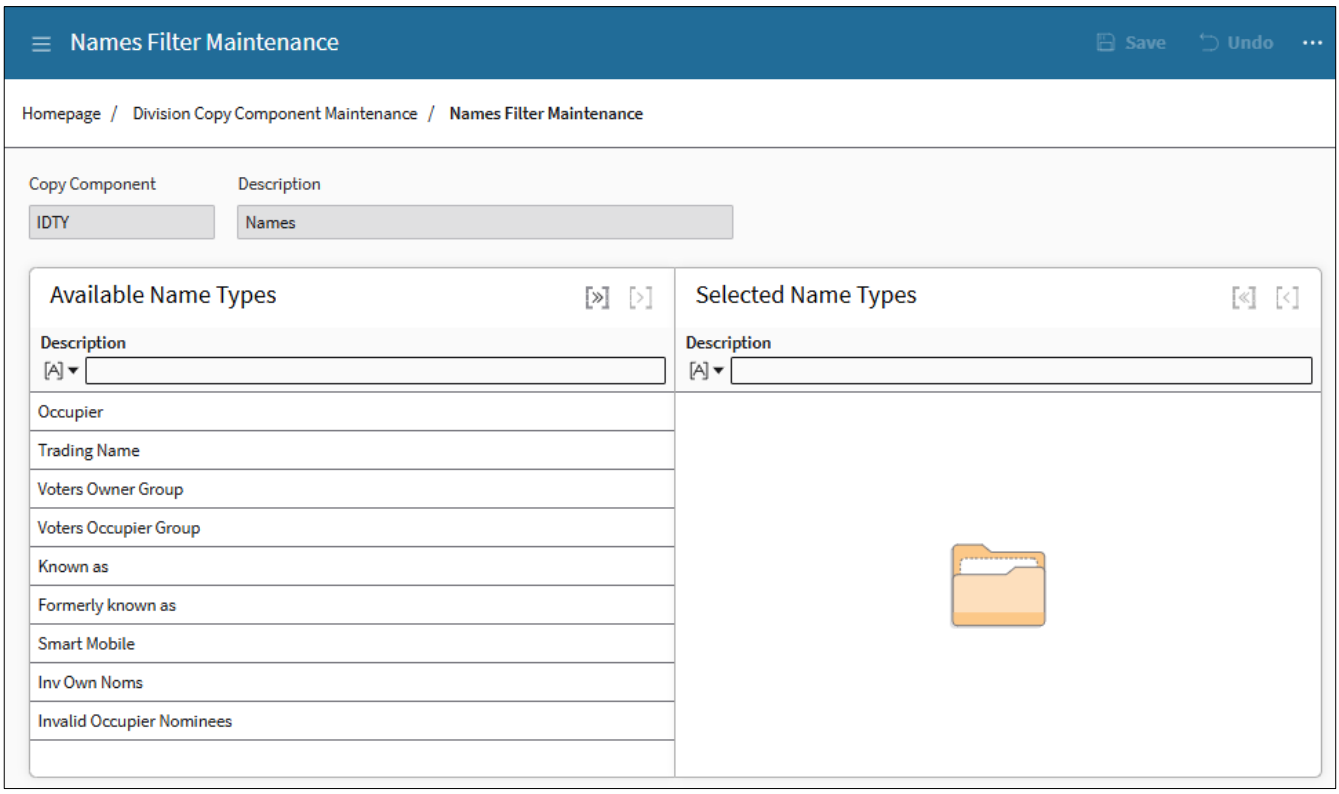


Image 9

2.3.1 Memo Types Filter Maintenance

Displays the Memo Types available for selection during the division process, Image 10. Only those Memo Types assigned will be available to copy or move.

The system defines whether the Memo Types are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

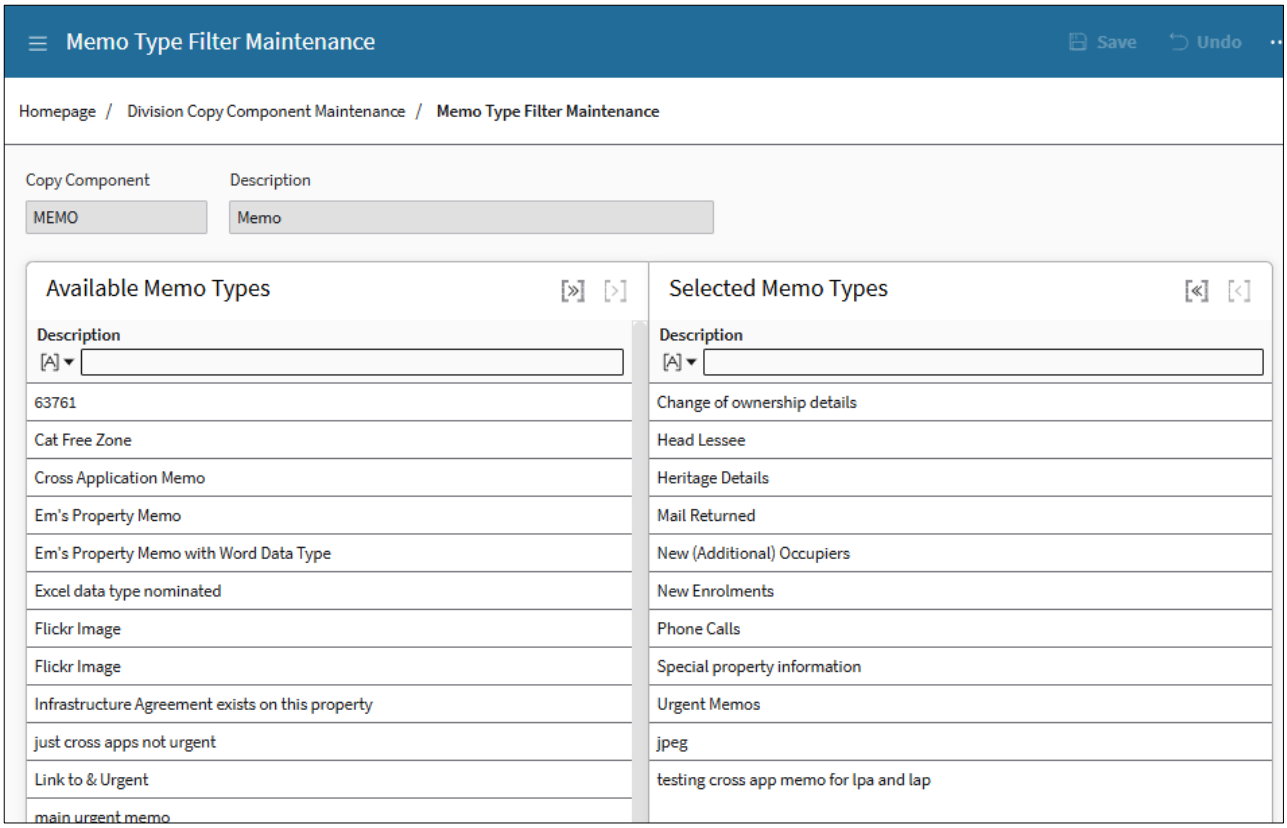


Image 10

2.3.2 Plans Filter Maintenance

Displays the Plans available for selection during the division process, Image 11. Only those Plans assigned will be available to copy or move.

The system defines whether the Plans are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

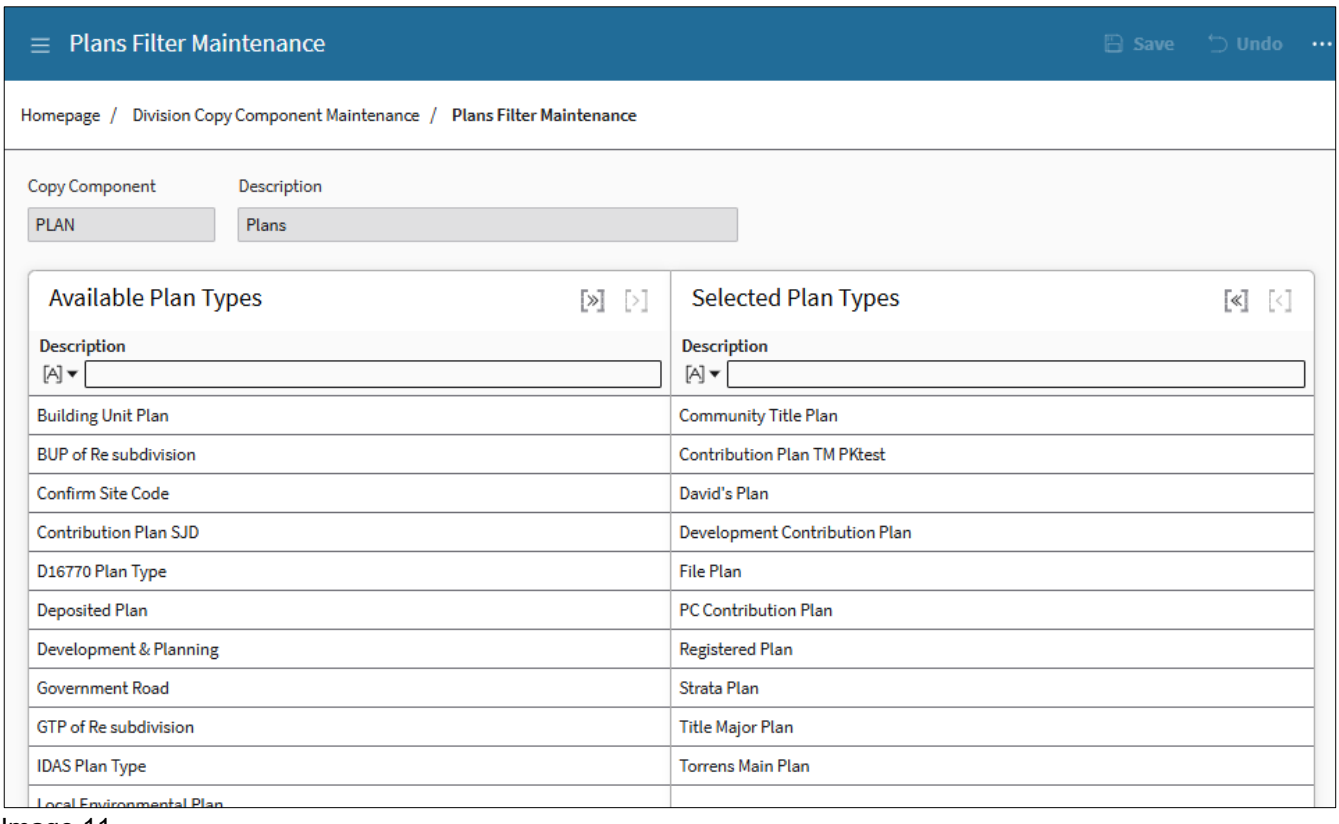


Image 11

2.3.1 REFR References Filter Maintenance

Displays the References available for selection during the division process, Image 12. Only those References assigned will be available to copy or move.

The system defines whether the References are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

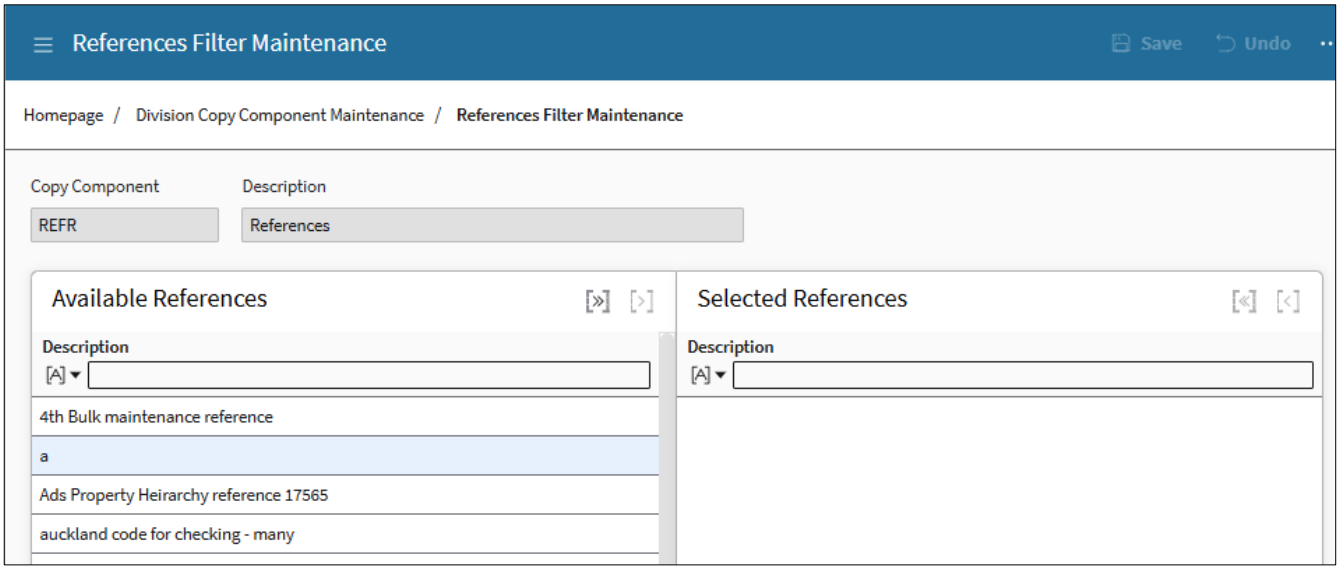


Image 12

2.3.2 Service Filter Maintenance

Displays the Services available for selection during the division process, Image 13. Only those Services assigned will be available to copy or move.

The system defines whether the Services are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

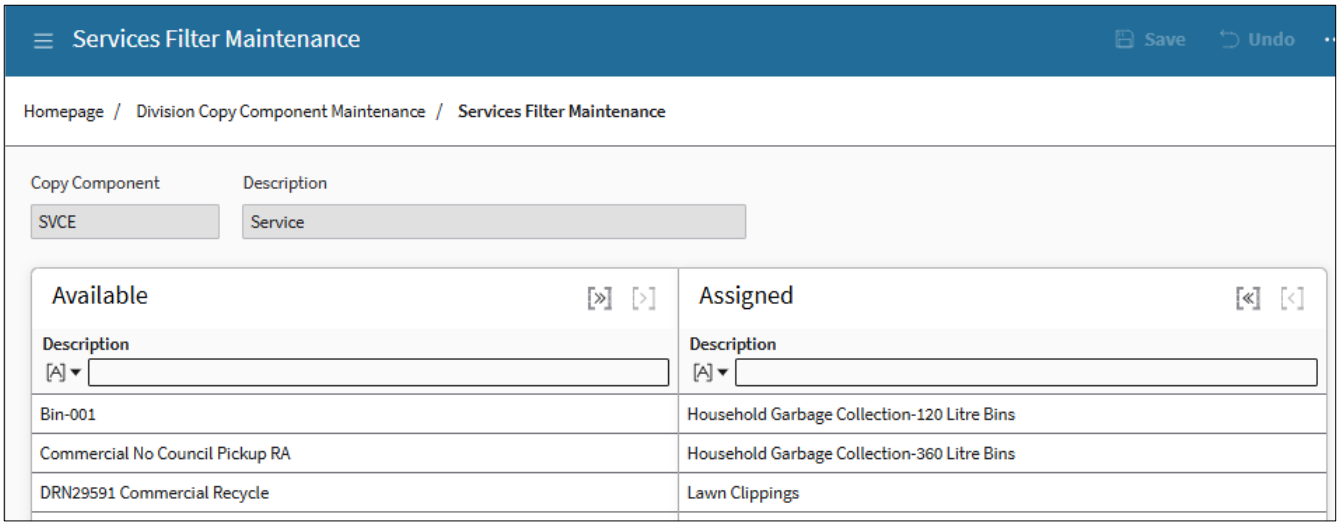
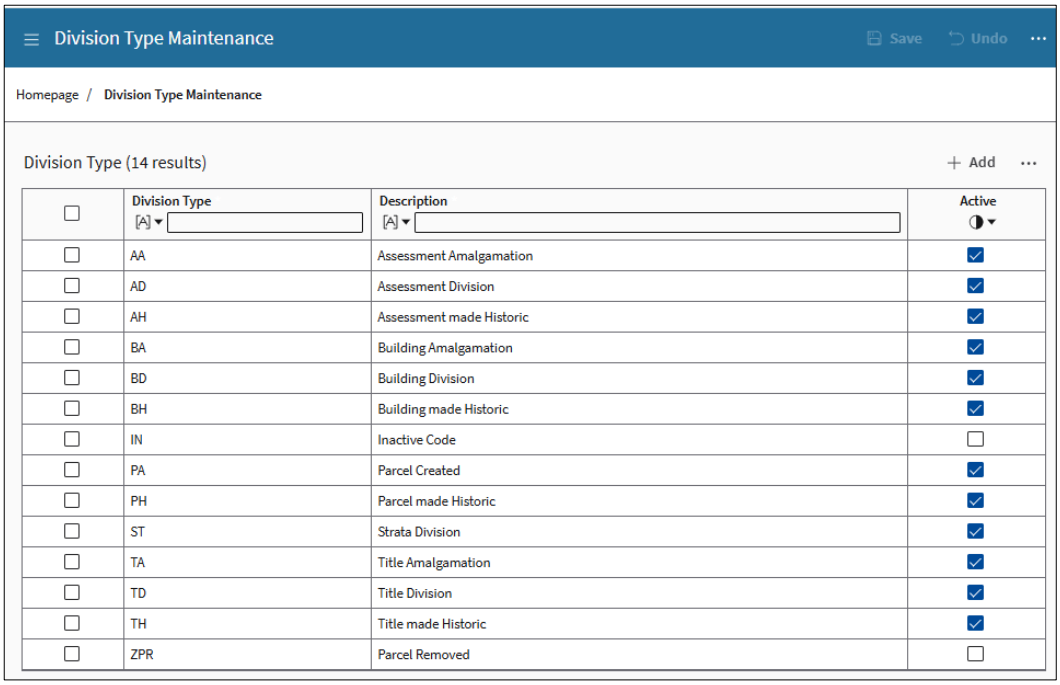


Image 13

3. Maintain Division Types

Via the menu Property Administration >> Property Parameters >> Division Parameters >> Maintain Division Types.

This function enables the creation, maintenance and deletion of Division Types, Image 14.



	Division Type	Description	Active
☐	AA	Assessment Amalgamation	☑
☐	AD	Assessment Division	☑
☐	AH	Assessment made Historic	☑
☐	BA	Building Amalgamation	☑
☐	BD	Building Division	☑
☐	BH	Building made Historic	☑
☐	IN	Inactive Code	☐
☐	PA	Parcel Created	☑
☐	PH	Parcel made Historic	☑
☐	ST	Strata Division	☑
☐	TA	Title Amalgamation	☑
☐	TD	Title Division	☑
☐	TH	Title made Historic	☑
☐	ZPR	Parcel Removed	☐

Image 14

3.1.1 Fields

Division Type
Enter a code by which the Division Type will be described. Up to six alphanumeric characters may be entered.

Description
Enter the full description of the Division Type. Up to 50 alphanumeric characters may be entered.

Active
- ON the Division Type is available to be linked to new or existing Division records.
- OFF the Division Type is no longer available to the system. Any division record using this Division Type will remain as entered.

4. Performing Divisions

4.1.1 Division Search

Divisions can be searched for via menu:
- Property Administration >> Division Maintenance, to search on all divisions.
- Property Administration >> Property Maintenance >> Options >> Divisions, to search on all divisions.
- Property Maintenance >> select an individual property >> Options >> Divisions, to search for a division by individual property.

4.1.2 Division Maintenance Search

Search on all existing divisions via menu Property Administration >> Division Maintenance, Image 15.

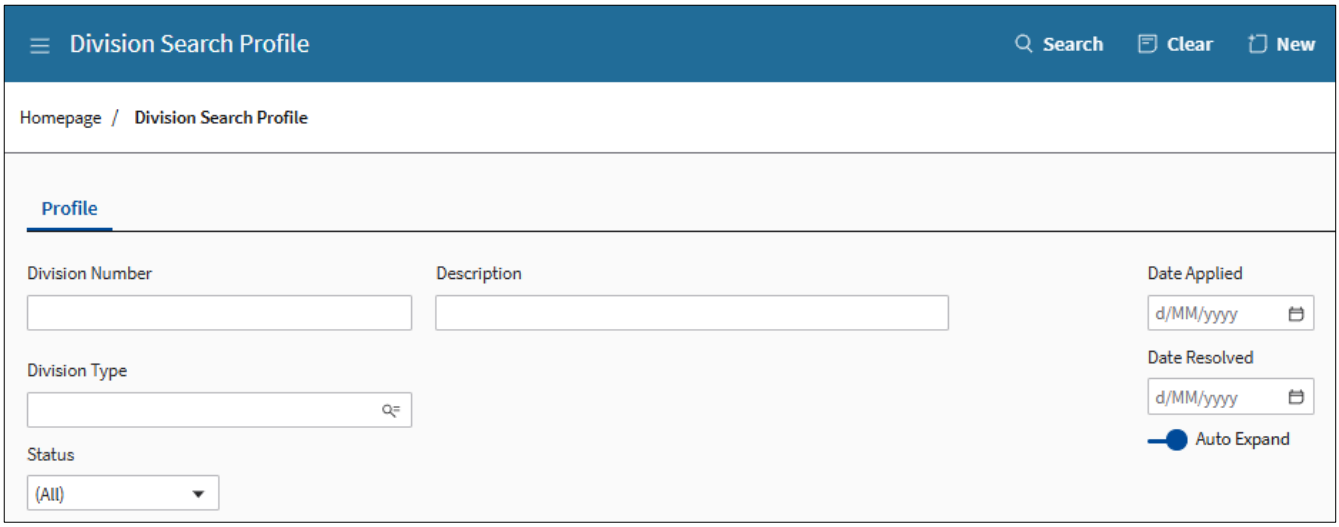


Image 15

4.1.2.1 Fields

Division Number
Enter a Division Number (or part of the number and wildcards *2911*) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search.

Description
Enter a Division Description (or part of the description and wildcards *High*) on which to base your search and use the Search button to initiate the search.

Division Type
Enter the Division Type Code or select the Division Type from the pop-up on which to base your search and use the Search button to initiate the search.

Status
Select the Status from the drop down on which to base your search. Use the Search button to initiate the search. The following options are available from the drop-down list:

- Accepted
- Approved
- Pending
- Rejected.
- (All).

Date Applied
Enter a date that the division was applied and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.
The Date Applied is recorded on the Property Division during the initial Division Entry process.

Date Resolved
Enter a date that the division was resolved and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.
The Date Resolved is recorded on the Property Division during the finalisation of the division.

Auto Expand
Turn on to view all division hierarchies in expanded mode, showing the title and parcel information under each property.

NOTE: Use a Profile to set this on permanently.

4.1.3 Division Search Profile via Property Maintenance

Via the menu Property Administration >> Property Maintenance >> Options >> Divisions, Images 16 and 17.

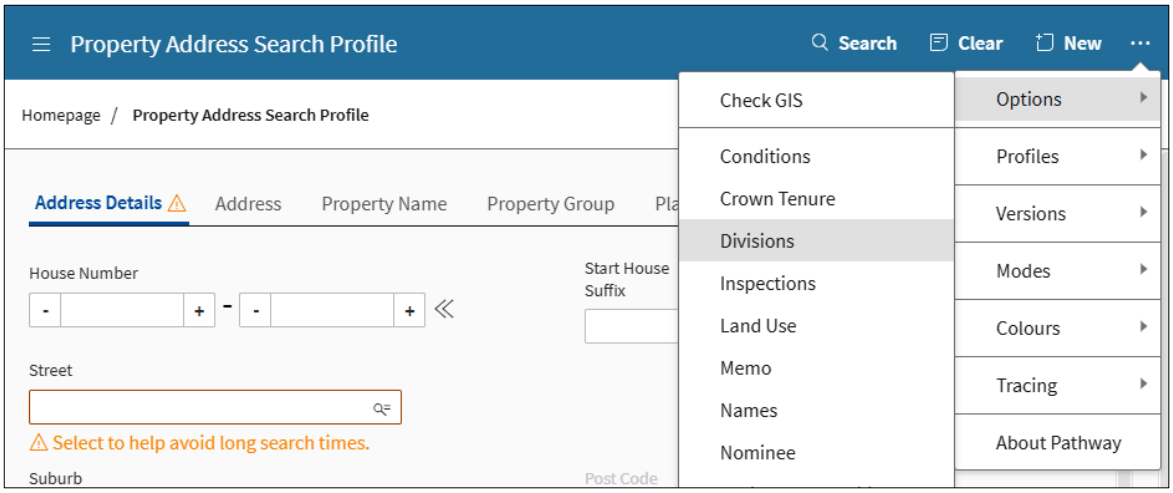


Image 16

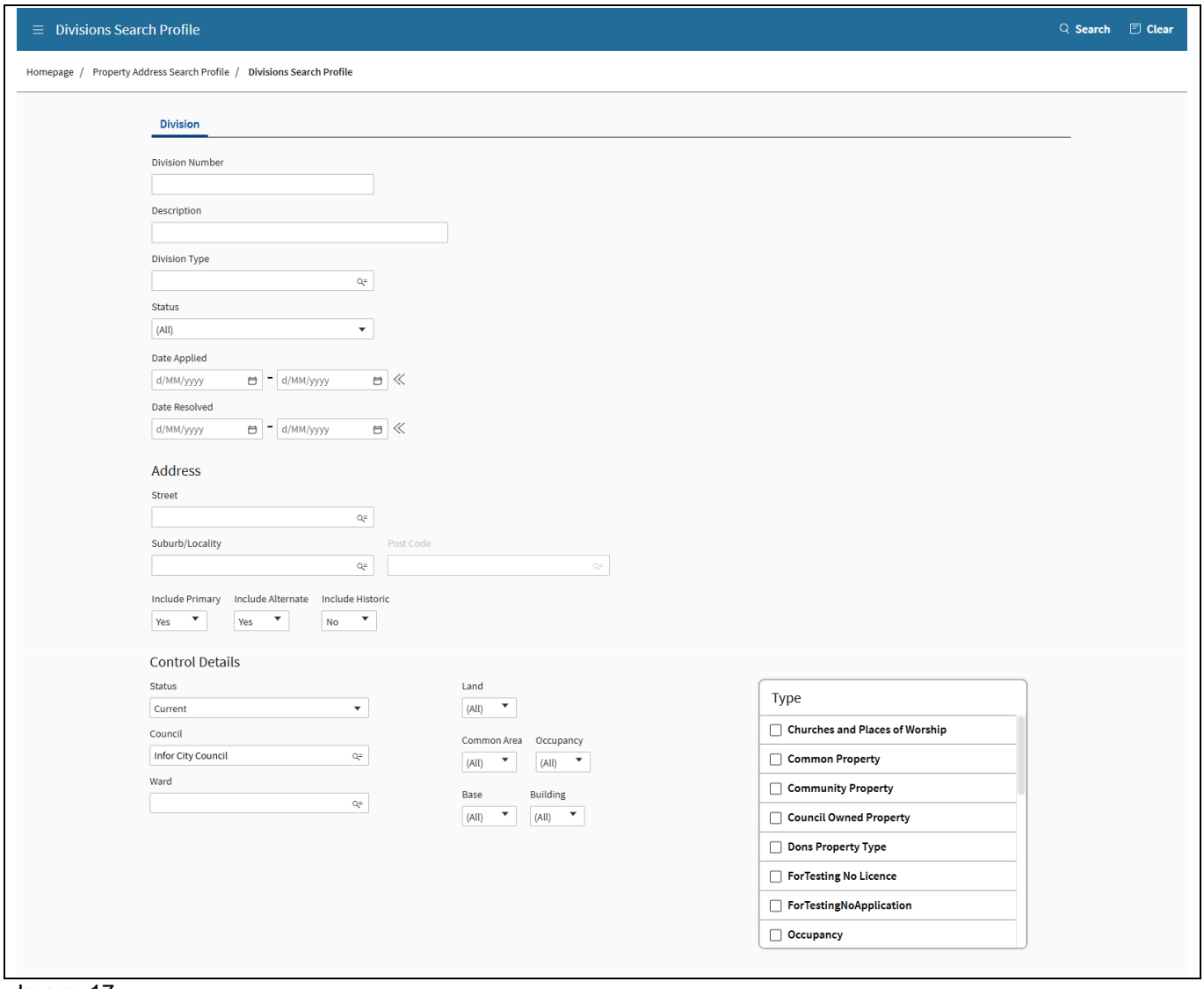


Image 17

4.1.3.1 Fields

Division Number
Enter a Division Number (or part of the number and wildcards *2911*) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search.

Description

Enter a Division Description (or part of the description and wildcards *High*) on which to base your search and use the Search button to initiate the search.

Division Type
Enter the Division Type Code or select the Division Type from the pop-up on which to base your search and use the Search button to initiate the search.

Status
Select the Status from the drop down on which to base your search. Use the Search button to initiate the search. The following options are available from the drop-down list:

- Accepted
- Approved
- Pending
- Rejected.
- (All).

Date Applied
Enter a date that the division was applied and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.
The Date Applied is recorded on the Property Division during the initial Division Entry process.

Date Resolved
Enter a date that the division was resolved and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.
The Date Resolved is recorded on the Property Division during the finalisation of the division.

Address – Street

Address – Suburb/Locality

Include Primary

Include Alternate

Include Historic

Control Details - Status
This field will default to Current.
Select the Status associated with the search you are performing. If all statuses are required select (All).

Control Details – Council
Select the Council code associated with the search you are performing. Where a default council code only is being utilised, the search will always utilise this code. If out of council properties are being processed via the Applications system, you will be able to select from multiple council codes

Control Details – Ward
This field defaults to (All).
Select the Ward code associated with the search you are performing. If a search is to be performed over a specific ward only, then select this ward from the dropdown list. If all wards are to be considered for a search, then leave this field set to (All).

Control Details – Land
Is a drop-box that defaults to (All).
If Yes is selected, then only those properties with an active Land Indicator will be returned.
If No is selected, then only those properties without the Land Indicator will be returned.

Control Details – Base
Is a drop-box that defaults to (All).
If Yes is selected, then only those properties with an active Base Indicator will be returned.
If No is selected, then only those properties without the Base Indicator will be returned.

Control Details – Common Area
Is a drop-box that defaults to (All).
If Yes is selected, then only those properties with an active Common Area Indicator will be returned.

If No is selected, then only those properties without the Common Area Indicator will be returned.

Control Details – Building
Is a drop-box that defaults to (All).
If Yes is selected, then only those properties with an active Building Indicator will be returned.
If No is selected, then only those properties without the Building Indicator will be returned.

Control Details – Occupancy
Is a drop-box that defaults to (All).
If Yes is selected, then only those properties with an active Occupancy Indicator will be returned.
If No is selected, then only those properties without the Occupancy Indicator will be returned.

Control Details – Direct Match
Direct Match is off by default will return selected properties and the full property structure that such properties exist in.
Setting Direct Match on will return selected properties that directly match the search criteria.

Control Details – Property Type
A Property Type can be chosen here as an additional search option. Multiple Types can be chosen and a default can also be set at the system level. Multiple types can be selected by simply clicking on the types required.

4.1.1 Seeing all the results

For example, you want to view all the divisions with a Status of Accepted. Enter Accepted into the Status field and click on Search, Images 18 and 19.

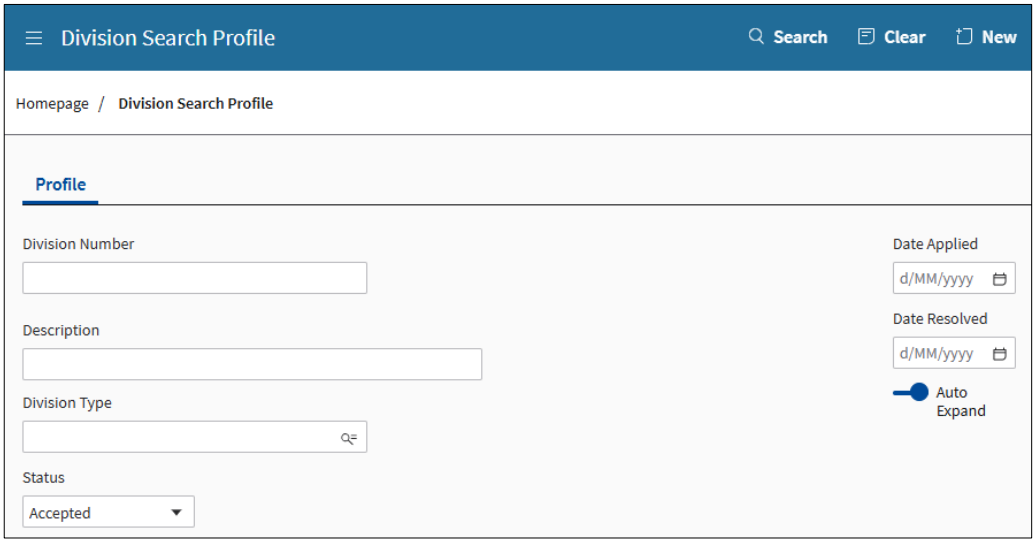


Image 18

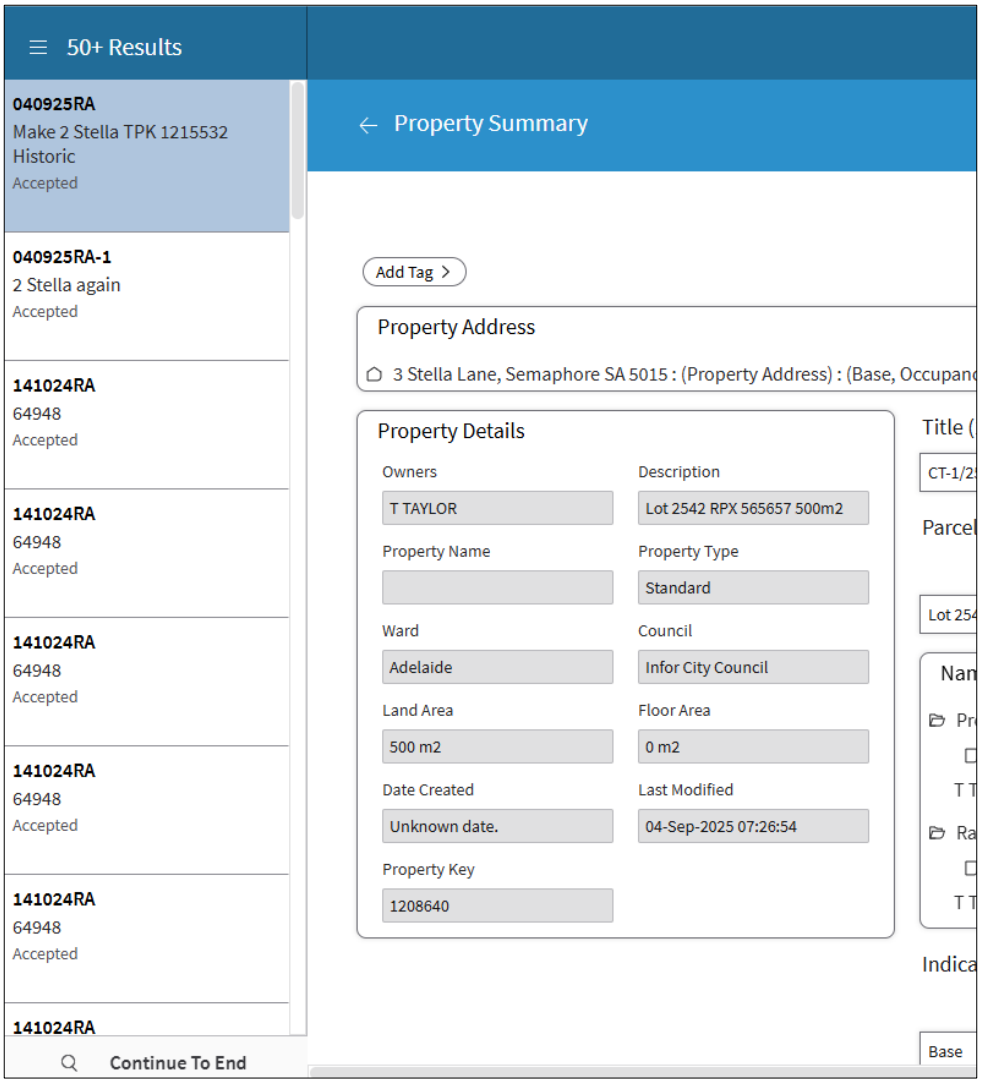


Image 19

At the bottom of the Search Results, in the left hand column, click on Continue to End, Image 19. This will return all the results.

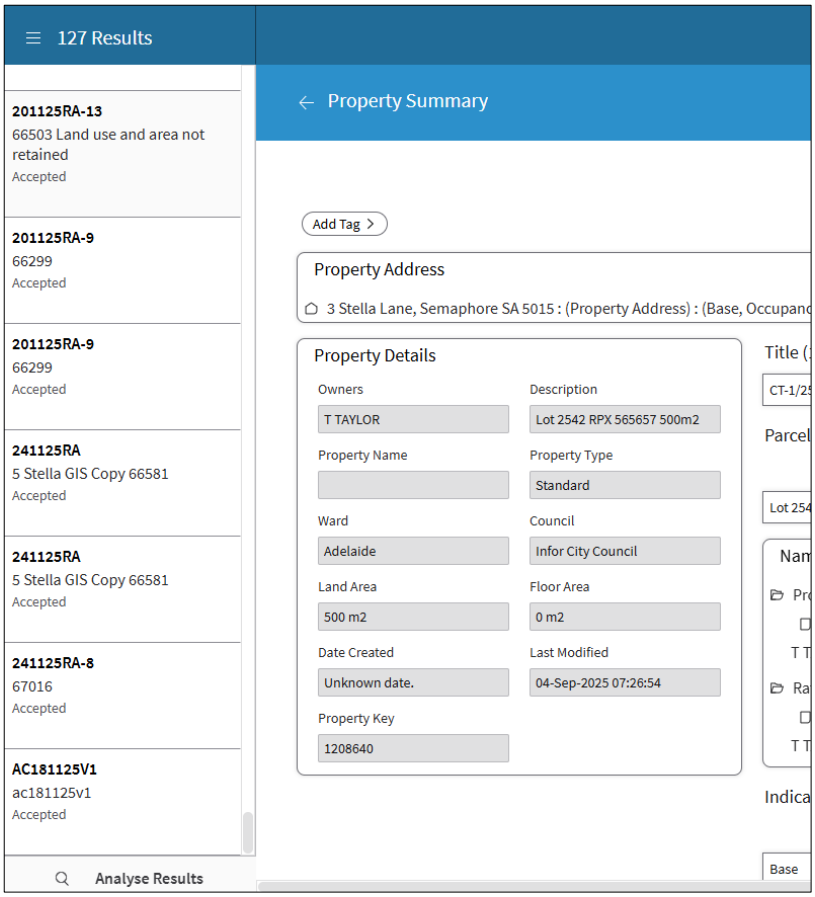


Image 20

Once the search has completed, Analyse Results will replace Continue to End, Image 20. Click on Analyse Results and the data will appear in a row format and can be Exported to Excel, using the ellipse button (three dots on the right), Image 21.

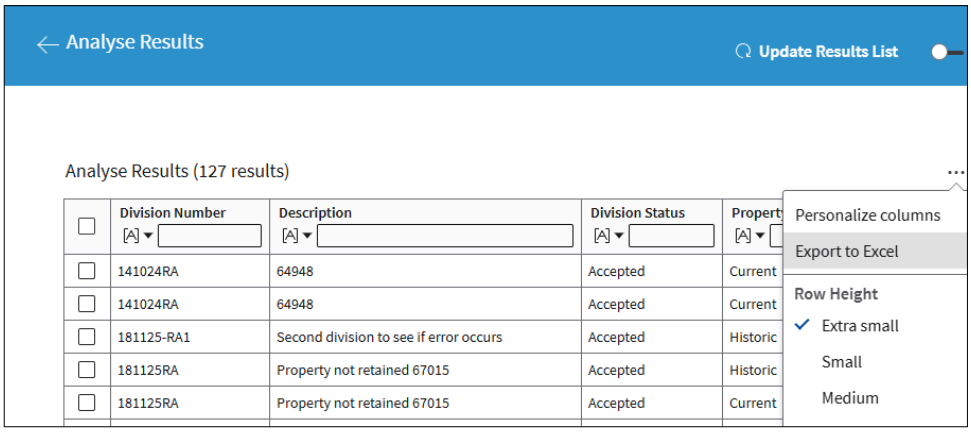


Image 21

4.2 Search for a division by individual property

Via menu Property Maintenance >> select an individual property >> Options >> Divisions.
This search only displays the Divisions performed on that individual property, Image 22, with all Statuses included.

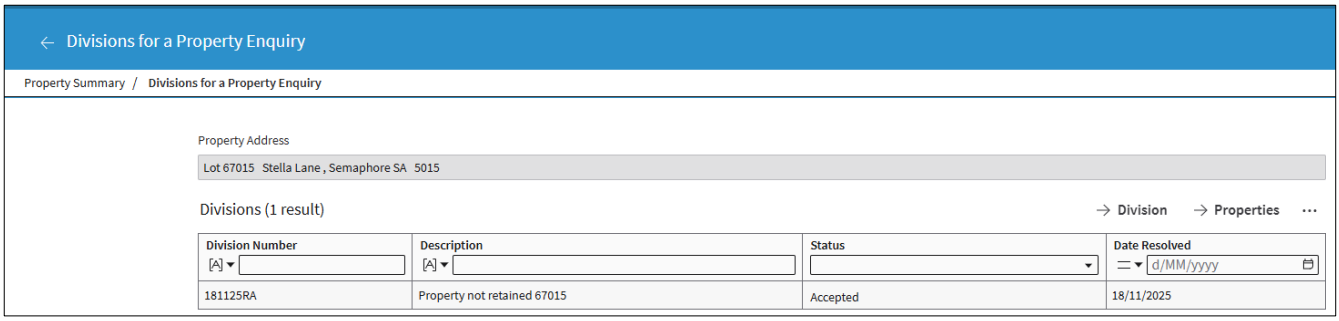


Image 22

Select the Division button if you want to view the division information.
Select the Properties button if you want to view the properties associated with the division.

Where there is more than one division on a property, Image 23, click on the division you want to view, then click on the Division button, or Properties button, or double click on the division to see the information associated with that division.

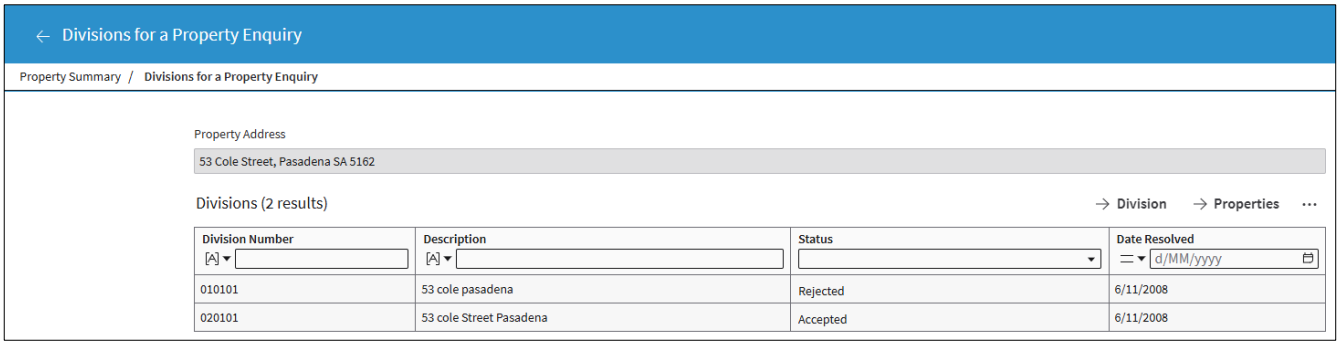


Image 23

Division Enquiry appears, Image 24.

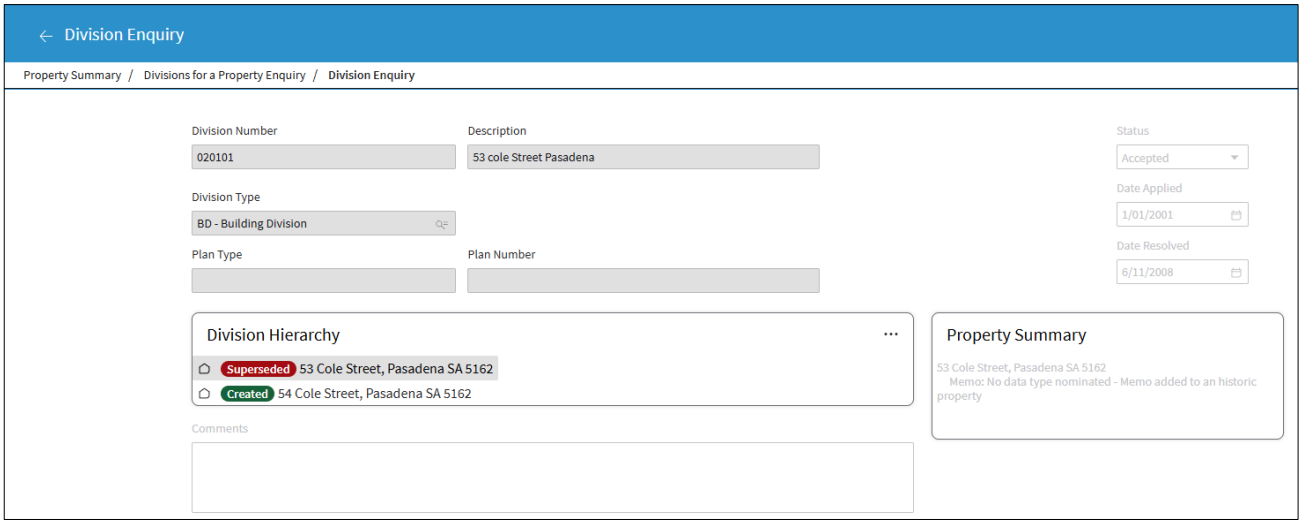


Image 24

4.2.1 Division Entry

Via menu Property Administration >> Division Maintenance.
Division Entry can also be selected from Division Maintenance using the Entry Details button. This is via menu Property Administration >> Property Maintenance >> Options >> Divisions, or on an individual properties Options >> Divisions menu.

Enter the details relating to a property division. The Division Entry form also allows the selection of the primary property(s) which relate to the division being processed.

Click on New to create a new division, Image 25.

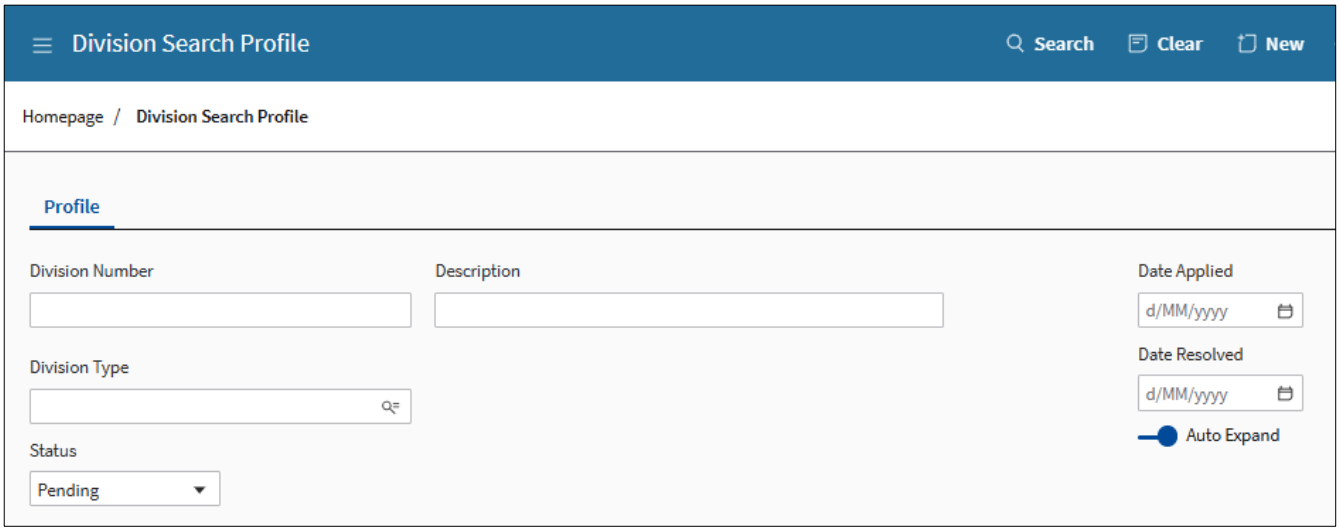


Image 25

Fill in the mandatory fields, Image 26.

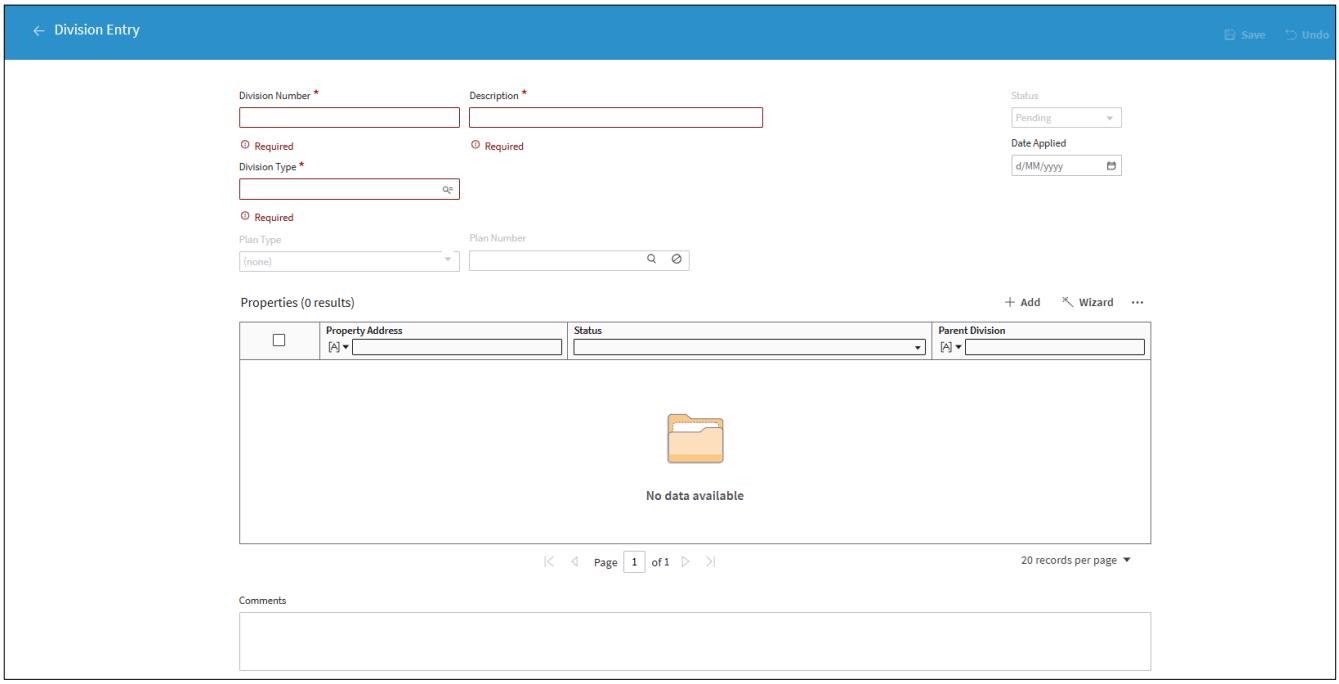


Image 26

Then add the relevant Plan and properties related to the division, Image 27.

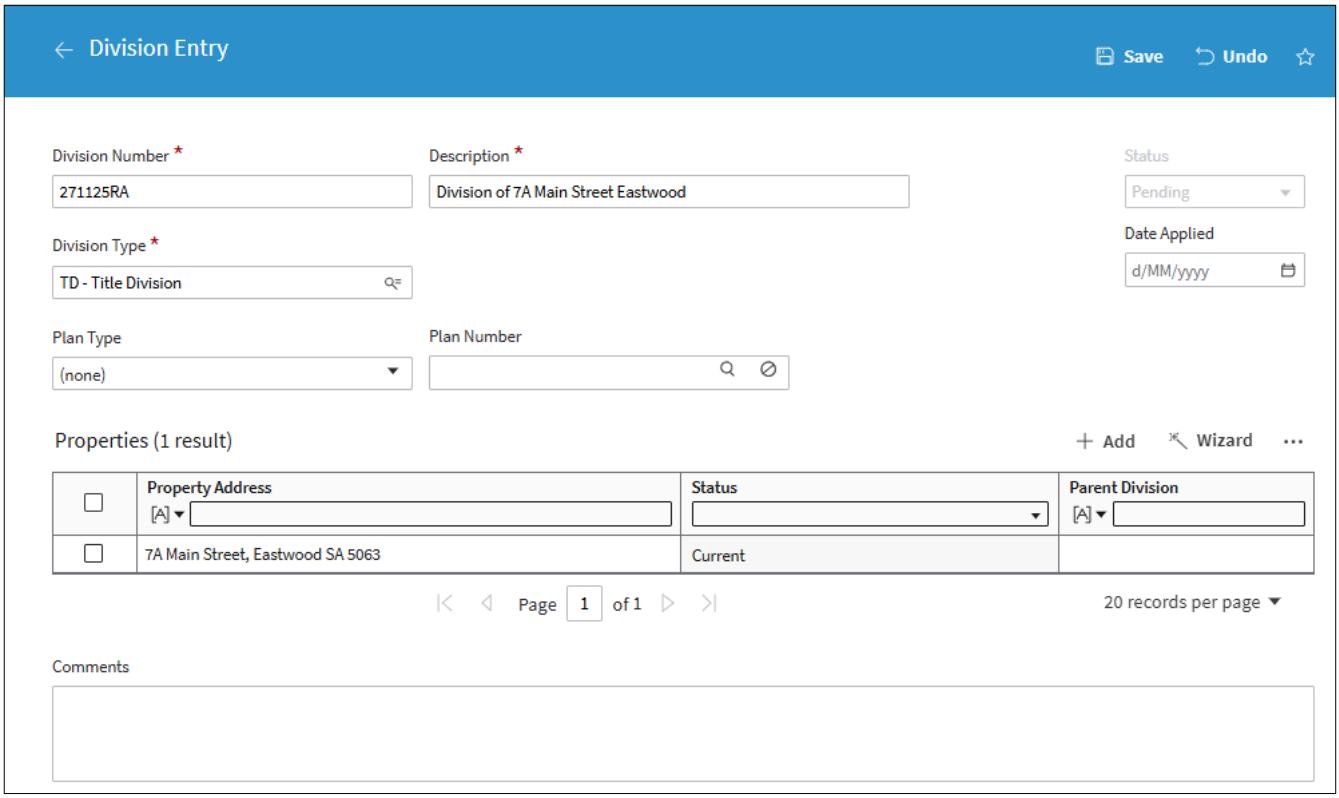


Image 27

4.2.1.1 Fields

Division Number
Enter a unique number to identify the division. This can be an alpha numeric number up to fourteen characters. This is a mandatory field.

Description
This field contains a further description of the division. This is a fifty character field to further describe the division being processed. This information should assist in identifying the division e.g. may contain the property(s) involved in the division).

Division Type
Enter a Division Type Code or select the Division Type using the pop up.

Date Applied
This field contains the date from which the division is applicable i.e. the date that the application was lodged.

Plan Type
Select a Plan Type from the drop-down list or leave blank and select a Plan via Plan Number.

Plan Number
Enter the Plan Number if known or alternatively press the Pop Up button associated with the field.
If a Plan Number is entered that does not exist a message will be displayed. Pressing the pop up button will allow you to perform searches, modify or create Plan records. All Plans are created via the Plan Maintenance function.

If a Plan type has been entered and this field is tabbed through then the Plan Selection form will be displayed with all plan records that match the Plan type entered.

Status
This field contains the status of the division, which is Pending by default and non-maintainable.

Comments
This field enables any further comments or details regarding the division being created.

+Add Button
This button displays the Property Search Profile. Search for the property(s) the division will be performed on.

Wizard Button
This button starts the Division Wizard.

Comments
Enter further information about the division into this field.

Parent Division
Where a property is already linked to an incomplete division, the parent division information will be displayed in the Properties grid, Image 28.

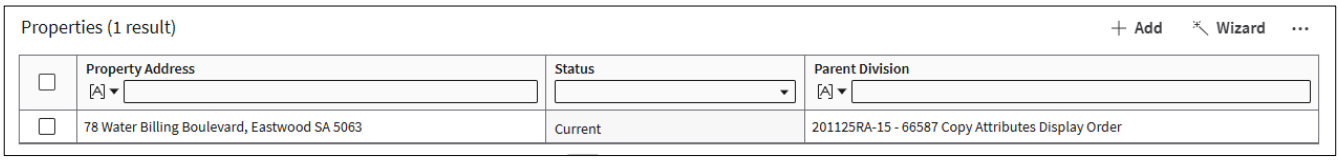


Image 28

A property may belong to more than one incomplete division. When this occurs, you will be asked to select which division is to be the Parent Division, Image 29.

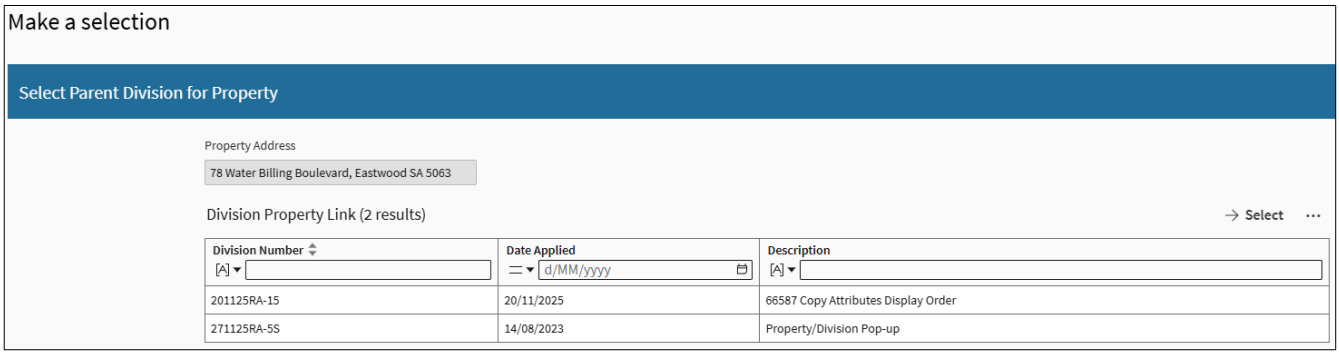


Image 29

4.2.2 Division Stages

4.2.2.1 Division Wizard Parameters Stage 1 of 5

The Division Wizard enables the necessary division information to be entered in a sequential manner.
You may cancel from the Wizard at any point in the process by using the back arrow, Image 30.
You also have the option to return to any previous stage of the Wizard using the Previous button.
Once data has been entered click Next to go to the next Stage of the Wizard.

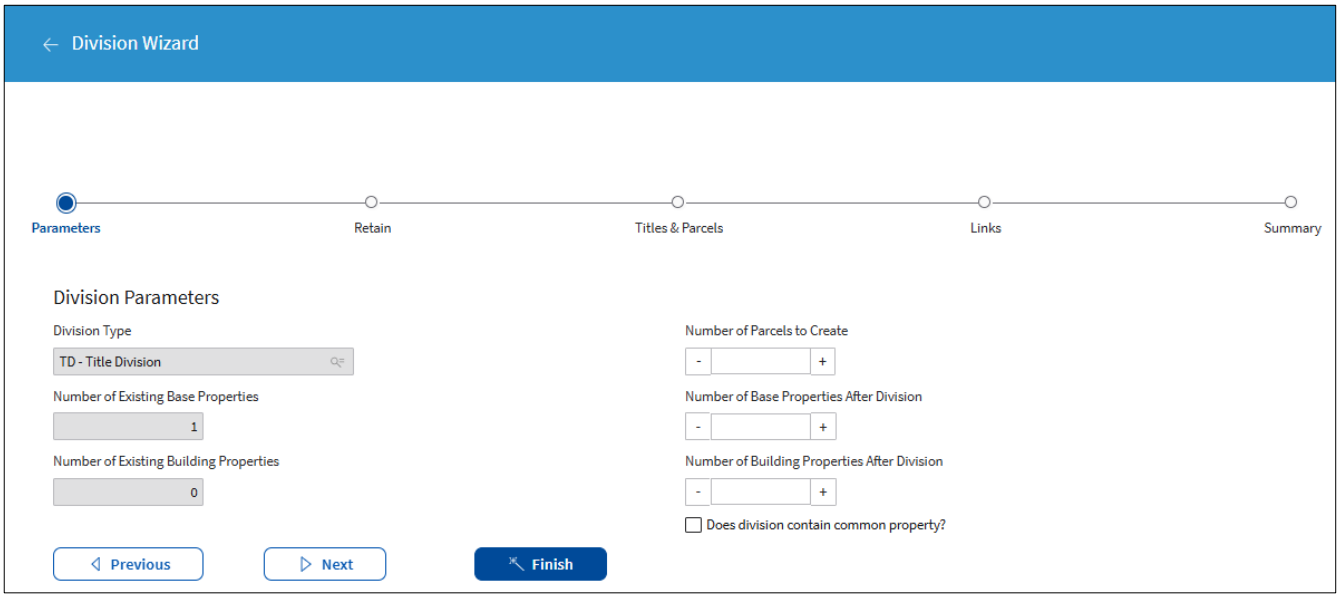


Image 30

4.2.2.2 Fields

Division Type
The Division Code and Division Description and is display only.

Number of Existing Base Properties
The number of existing base properties added to the division and is display only.

Number of Existing Building Properties
Contains the number of properties that have been added to the division that have an Existing Building Properties Indicator turned on and is display only.

Number of Parcels to Create
The number of parcels to be created in the division can be entered here as a cross check to ensure that you complete the division with the expected number of parcels.

Number of Base Properties After Division
The number of base properties that will exist after the division can be entered here as a cross check to ensure that you complete the division with the expected number of base properties.

Number of Building Properties After Division
The number of Building Properties that will exist after the division can be entered here as a cross check to ensure that you complete the division with the expected number of building properties.

Does division contain common property?
This field is used to set the Common Area indicator on any retained or newly created base properties.

Next Button
Use the Next button to move to the next stage of the Division Wizard.

Back Arrow
Use the back arrow to leave the division. The division will be saved, so remember to return to the division and either:

- complete the division manually or

- delete the division.

NOTE: Once you leave the division the Wizard will no longer be available. Image 31 shows a division that was closed and reopened, with the Wizard no longer available.

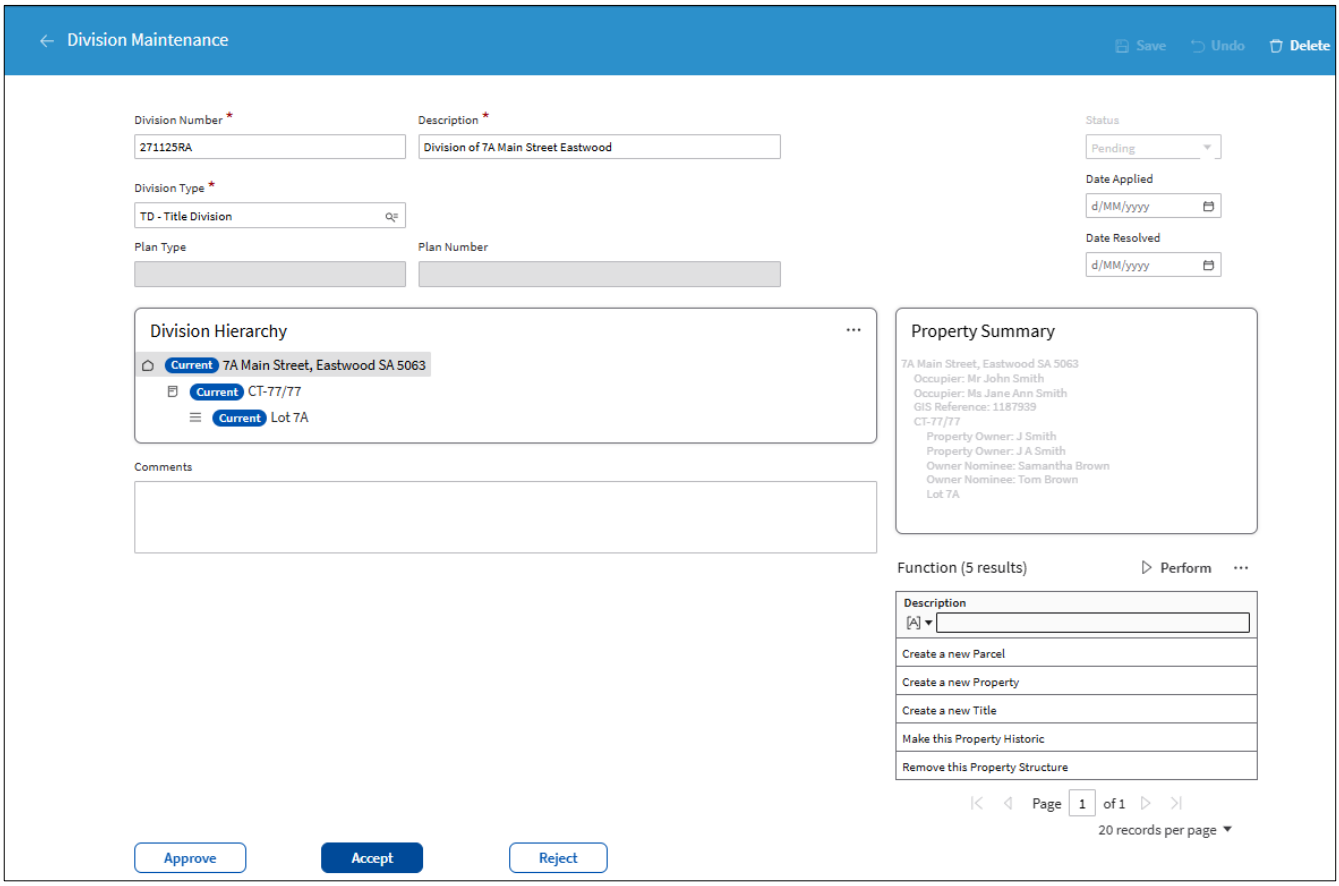


Image 31

4.2.2.3 Division Wizard Stage 2 of 5 Retain

In this Stage nominate which properties are to be retained in the division. Modifications to address details can also be made in this stage, Image 32.

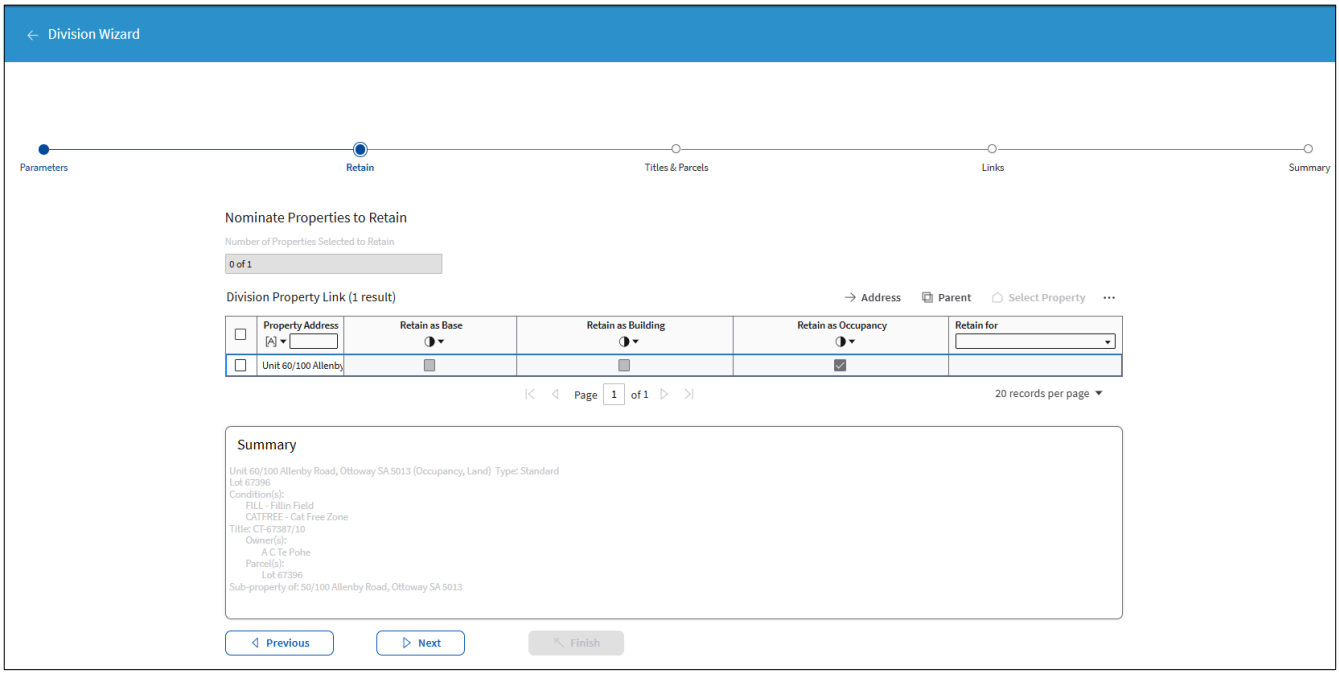


Image 32

All the properties selected during Division Entry appear in hierarchy display, Image 33.
To retain a property, usually as the base property, click the left hand box next to the property you wish to retain, Image 33. If this checkbox is selected the Retain for field will automatically be populated with Division. If another reason for retaining the property is required the Retain for field can be changed from Division to Other and a base, building or occupancy property, and whether the property is being retained for division purposes or other purposes.

Once data has been entered click Next to go to the next Stage of the Wizard.

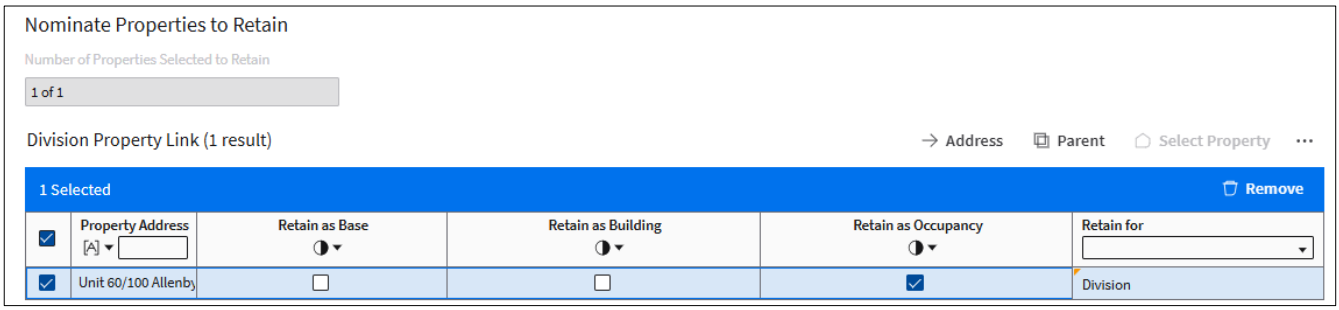


Image 33

4.2.2.1 Fields

Number of Properties Selected to Retain
This field tallies the total number of retained properties as selected by the user from the list below.

Property Address
This field contains the Property address of the property selected in the Division Entry. This field is display only.

Retain as Base
If this checkbox is checked on the attached property record will be retained as a base property.

Retain as Building
If this checkbox is checked on the attached property record will be retained as a building property.

Occupancy
If this checkbox is checked on the attached property record will be retained as an occupancy property.

Retain For
This field defaults to Division but can be changed to Other if another retain reason is valid.

Summary
Displays information related to the property that has focus in the top half of the form. The type of information appearing in the Summary is defined in the Property System Parameter.

Address Button
Selecting this Address Detail button will display Property Address Maintenance for the attached property record, Image 34.

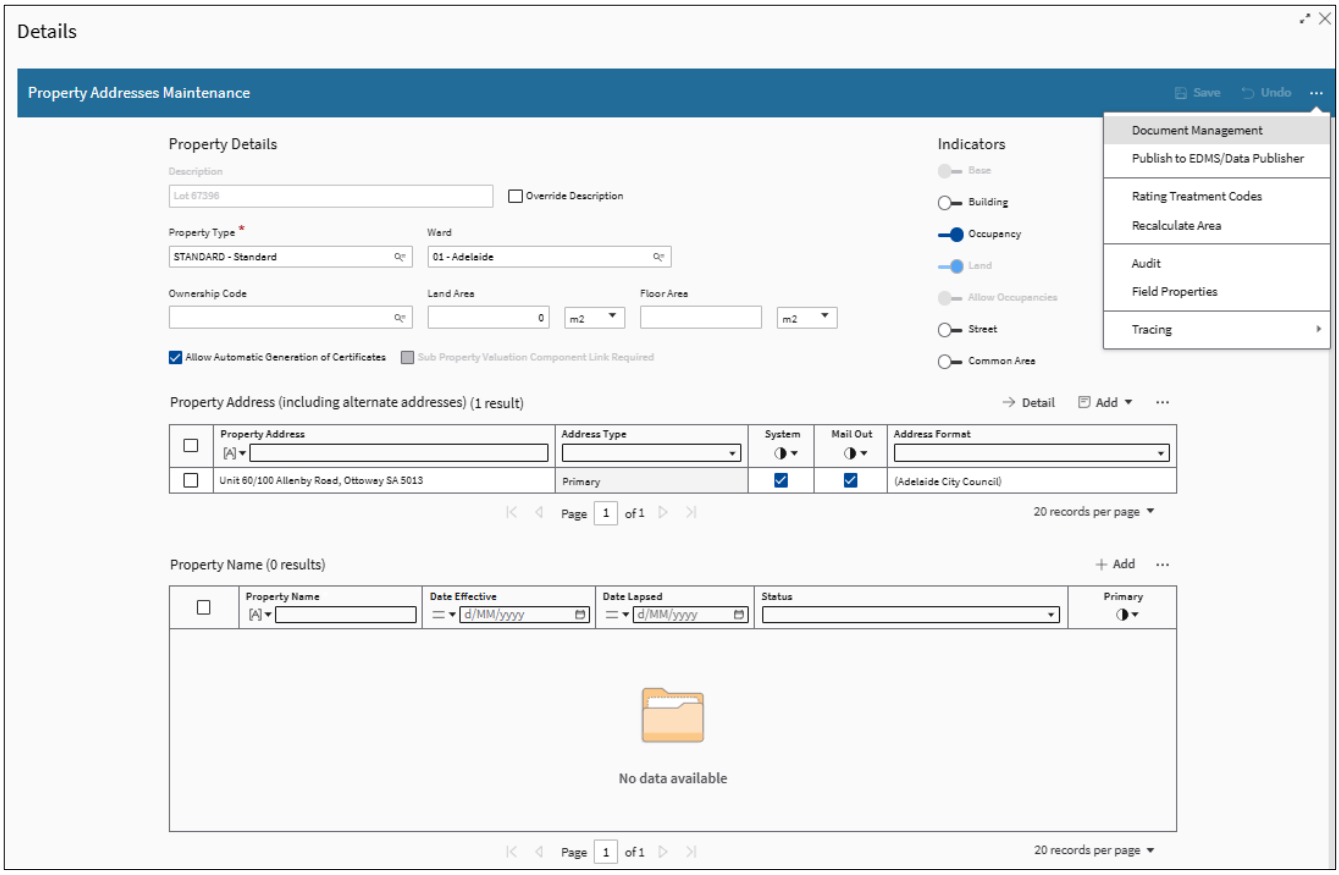


Image 34

Parent Button
This button creates a parent property for the subdivision. Once clicked on the message in Image 35 will appear.

Image 35

4.2.2.2 Division Wizard Stage 3 of 5 Title & Parcels

Titles and parcels are created using an automated bulk generation function, Image 36.
Once data has been entered click Next to go to the next Stage of the Wizard.

NOTE: If no Folios are entered Titles are generated using the Volume only.

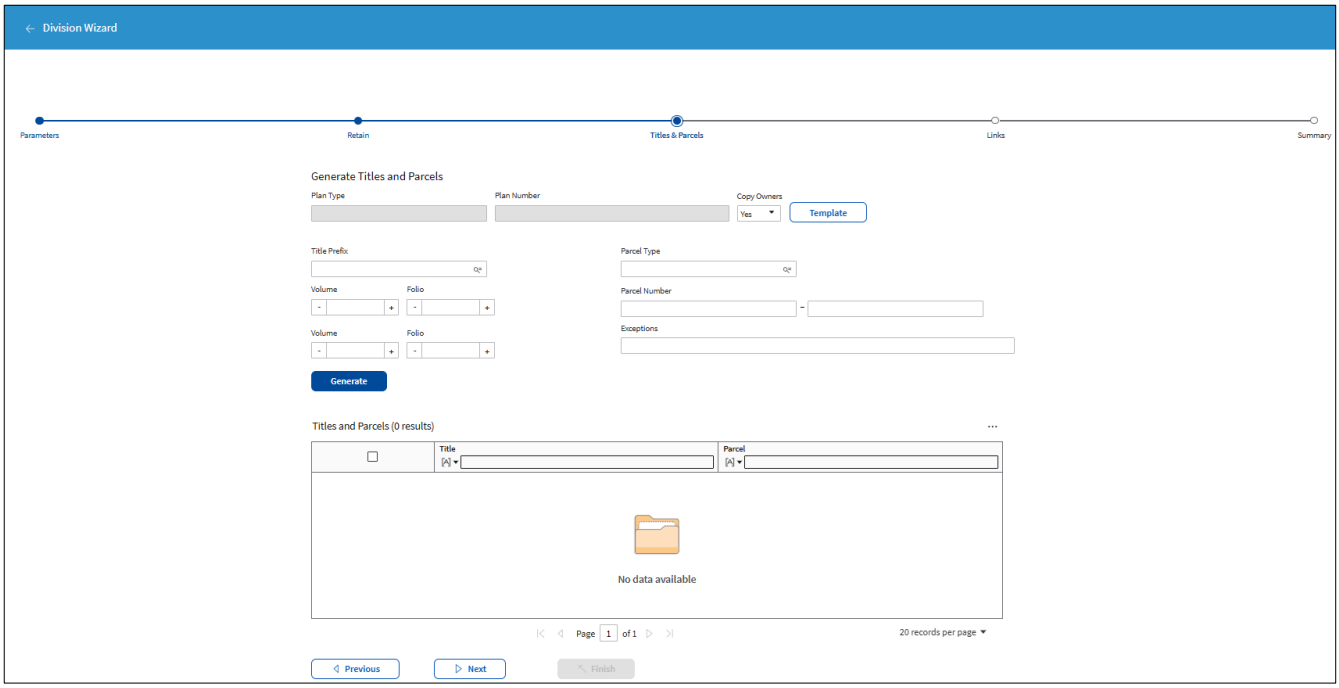


Image 36

4.2.2.3 Fields

Plan Type and Plan Number
Contain the Plan Description and Plan Number entered previously and cannot be maintained.

Copy Owners
This field defaults to the value set on the Property Owner component in Division Copy Component Maintenance. Yes will copy all owners to the created titles and No will not copy the owners to the new titles. The default can be overridden by selecting the other values.

NOTE: When an Owner is moved from one property to another, the Owner Nominee will be made historic on the original property, as will the owner. The process will not move the Owner Nominee. The Nominee record will need to be relinked manually on the new property(s).

When an Owner is copied from one property to another the Owner Nominees will remain current on the Original Property, as with the owner. The Owner Nominee record will need to be relinked manually on the new properties.

Title Prefix
The Title Prefix look-up allows you to select from the title prefixes set up under menu Property Administration >> Property Parameters >> Title Parameters >> Property Title Prefix Parameters. Title Prefixes could include:

- Certificate of Title
- Community title
- Crown Land
- Federal Lease
- Freehold
- Mortis Title
- Strata Title
- Torrens Title.

Volume
Contains the Volume from and the Volume to numbers. Up to eight numbers can be entered.

Folio
Contains the Folio from and the Folio to numbers. Up to four numbers can be entered.

Parcel Type
The Parcel Type look-up allows you to select from the parcel types set up under menu Property Administration >> Property Parameters >> Parcel Parameters >> Parcel Type Parameters. Parcel Types may include:

- Allotment
- Intersection
- Lot
- Main Lot
- Mortice
- Portion
- Road Sector
- Strata Unit.

Parcel Number
Contains the Parcel Number from and the Parcel Number to range. Six numbers can be entered in these fields.

Template
Is explained at the end of these Field explanations.

Exceptions
Enter a list of parcel numbers which should be omitted from the entered Parcel Number range, Image 37.

For Example:
- To enter a range of exceptions, enter 3-5. When the Generate Button is selected Parcel Numbers 3, 4 and 5 will not be generated.
- To enter separate numbers such as 2, 5, 9, and 13, enter a comma or semi colon between the numbers. Spaces can be used, or left out e.g. 2, 3, 4, 5 or 2,3,4,5 or 2 ;3 ; 4 ; 5. When the Generate Button is selected Parcel Numbers 2, 3, 4 and 5 will not be generated.

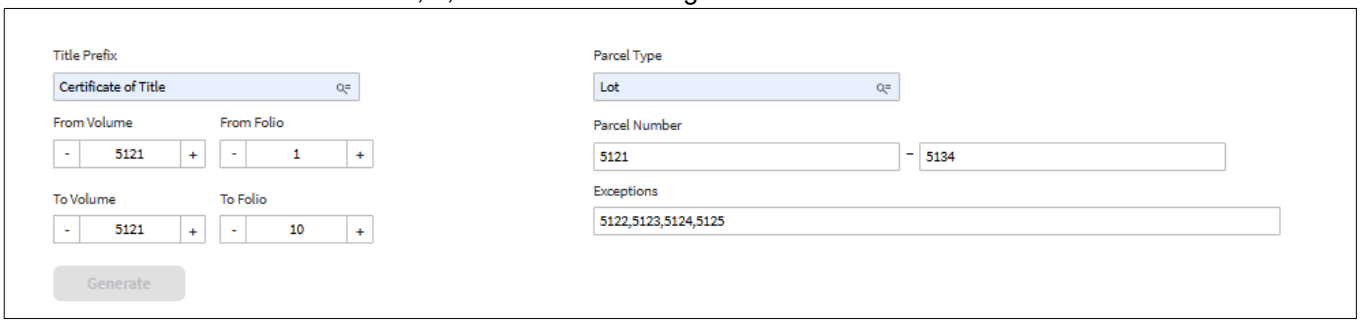


Image 37

Title
After Generate is used the title and parcel descriptions will appear in the Titles and Parcels grid, Image 38.

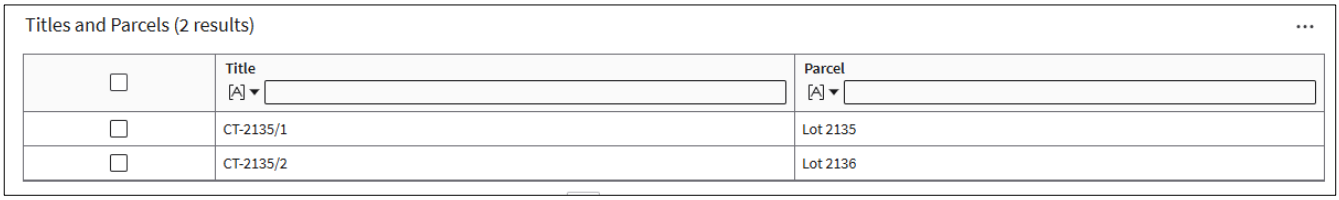


Image 38

The title and parcel descriptions are created using an automated bulk generation function. The system assumes that all numbers are incremented by one for each range.
If the number of items in the range of titles and the range of parcels does not match, then a warning will be displayed preventing further action until this is corrected.

4.2.2.4 Parcel Template Maintenance

Click on Template to go to Parcel Template Maintenance and a message will appear asking you what you want to do, Image 39.
You can:
- Create a Parcel Template on which to base the new parcels or
- Change the existing Parcel Template or
- Select an existing Parcel on which to base the new parcels or
- Cancel out of the function if it is not required.

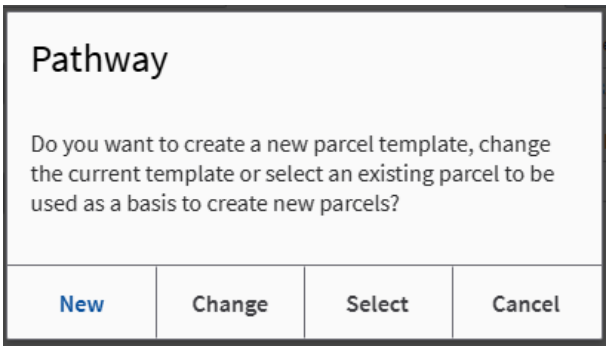


Image 39

New and Change display Image 40.

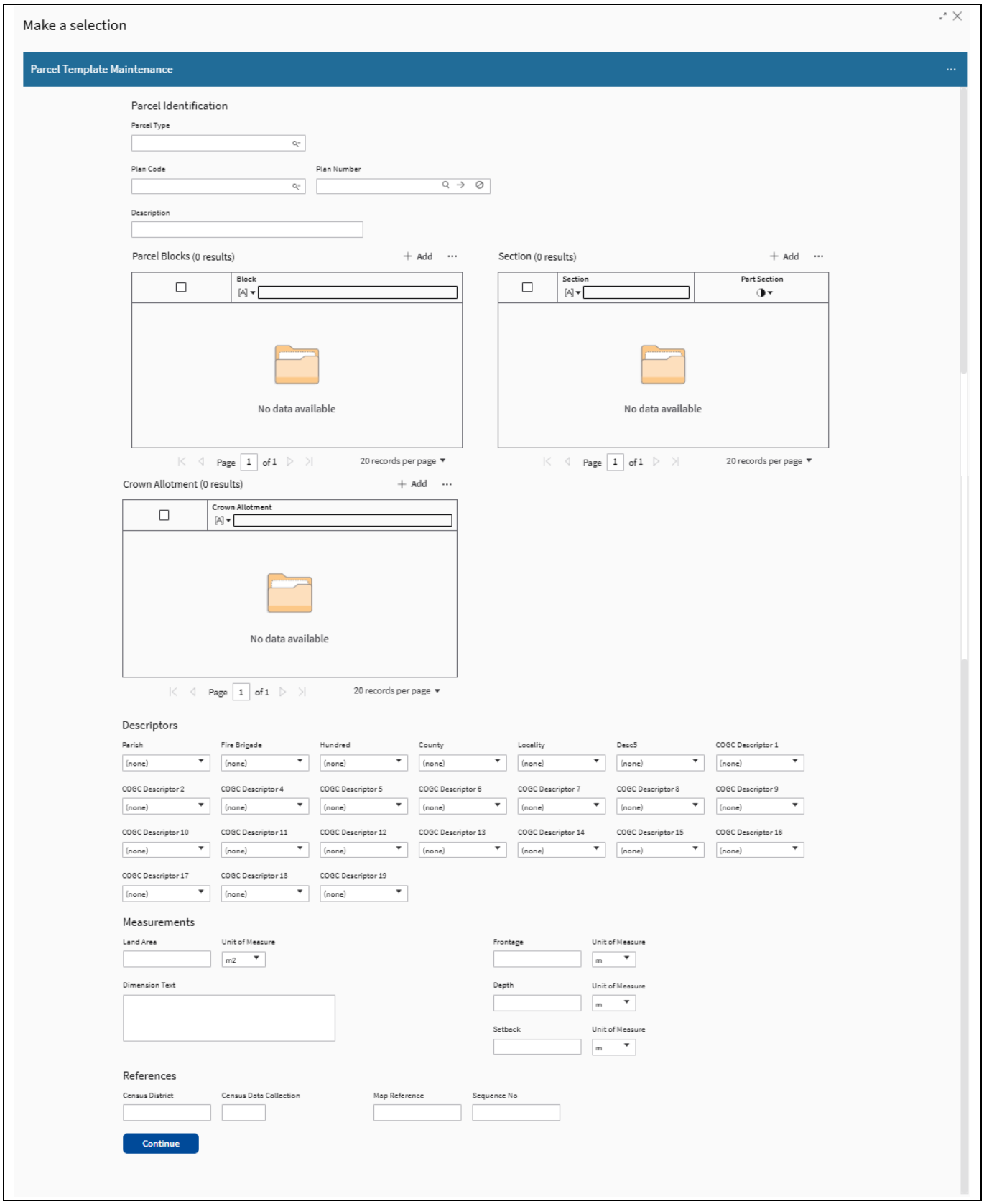


Image 40

4.2.2.1 Fields

Parcel Details – Parcel Description

Enter a description for the parcel details being entered (if applicable). The data that appears in the Parcel Description is defined via menu Property Administration >> Property Parameters >> Parcel Parameters >> Parcel Format Parameters. More than one Parcel Format can be defined, so the Parcel Format being used is defined under menu Property Administration >> Property Parameters >> System Parameter Maintenance.

Parcel Identification – Parcel Type
Select a Parcel Type from the look-up.

Parcel Identification – Plan Code
Select a Plan from the look-up or leave blank and select a plan via Plan Number.

Parcel Identification – Plan Number
Select a Plan from the look-up or create a new Plan.

Parcel Identification – Parcel Blocks
Click on +Add and enter Block data using up to eight alpha/numeric characters.

Parcel Identification – Section
Click on +Add and enter a Section using up to five alpha/numeric characters.

Parcel Identification – Crown Allotment
Click on +Add and enter the Crown Allotment details.

Descriptors
There are four descriptors available by default: Parish, Hundred, County and Locality. More descriptors can be created in Parcel Descriptor Parameters. Descriptors can be used in the Parcel Description.

Measurements – Land Area
Enter a Land Area size in this field and select a measurement type from the drop-down menu.
NOTE: The Land Area entered on the parcels are added together to make the Property Land Area.

Measurements – Frontage
Enter a Frontage size in this field and select a measurement type from the drop-down menu.

Measurements – Depth
Enter a Depth size in this field and select a measurement type from the drop-down menu.

Measurements – Setback
Enter a Setback size in this field and select a measurement type from the drop-down menu.

Measurements – Unit of Measure
The field defaults to the value set under menu Property Administration >> Property Parameters >> System Parameter Maintenance. It is a drop-down that displays the units of measure available for selection, including:

- Ac – acres
- Ha – hectares
- M2 – meters squared.

The default value can be overwritten.

Measurements – Dimension Text
Enter any Dimension Text in this field, if required.

4.2.2.2 Division Wizard Stage 4 of 5 Links

Those properties selected to be retained for division in Stage 2 will be available and it is also possible to create new properties. All property address details may also be modified during this stage.

The Next button, to proceed to Stage 5 of the wizard, may only be selected once all title/parcel pairs have been allocated to a property. A warning will be displayed if the number of base properties and/or the number of building properties do not equal those values entered in Stage 1 of the Wizard.

There are two lists displayed in Image 41:

- a list of title and parcel pairs and
- a list of properties. The property list is constructed in the standard hierarchy method to show the relationship between parent and child properties.

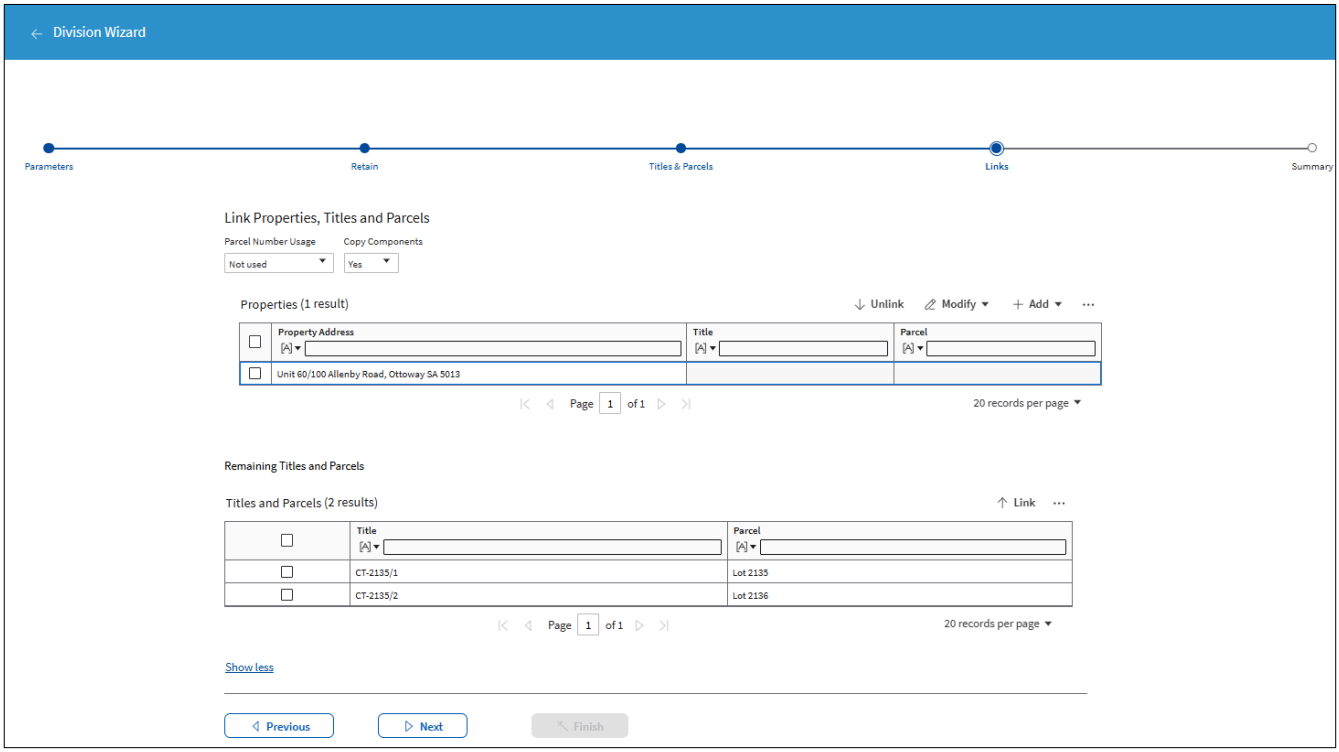


Image 41

Creating New Properties

Property creation options include:

1. Base property
2. Building property
3. Base property(s) using selected title/parcel(s)
4. Building property(s) based upon selected title/parcel(s)
5. Occupancy property(s)based upon selected title/parcel(s)
6. Advanced Property Creation, Image 42

NOTE: Options 1 and 2 only create a single property.

If the property is a sub-property, its address will be derived from the parent property in the usual manner. The form will allow the modification of the unit and level number, unit and level prefix, address prefix, street and suburb. For further modifications to the address, or to create alternate addresses a detail button is available allowing full address allocation via Property Address Maintenance.

NOTE: the addressing rules that apply are the same as those imposed in Address Maintenance i.e. regarding house number ranges, allowable streets etc.

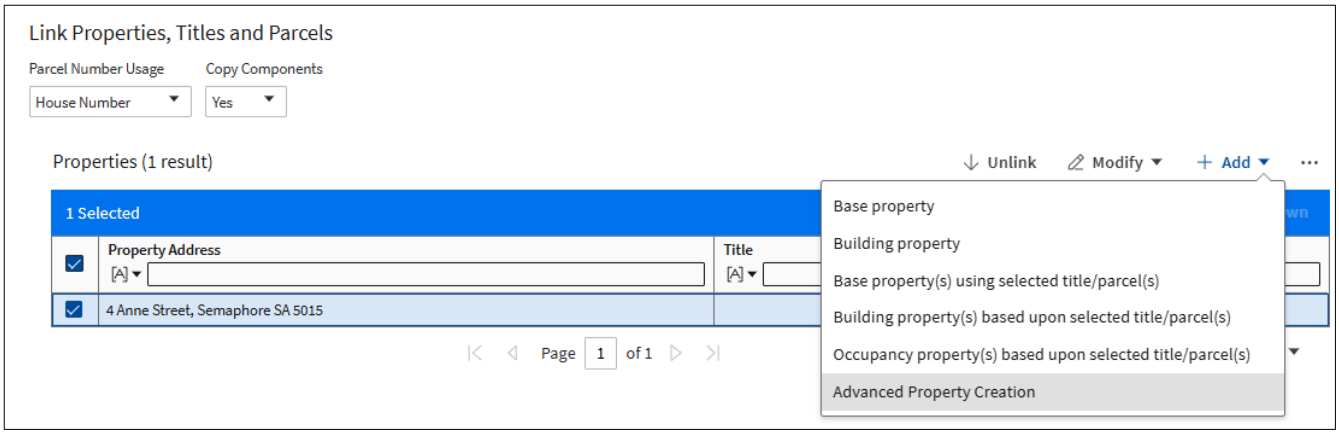


Image 42

The list displayed will depend on the currently selected property (check box on) and title/parcel e.g. if the currently selected property is an occupancy, then only options 1 and 3 will be available as it is not possible to create child properties for an occupancy.

If option 3 ,4, or 5 is selected, the number of properties created will be equal to the number of titles and parcels selected.

If option 6 is selected Property Default Selection is displayed.

Other examples, if the check box next to the Property retained by division is not clicked on, the only option available is Base property, Image 43.

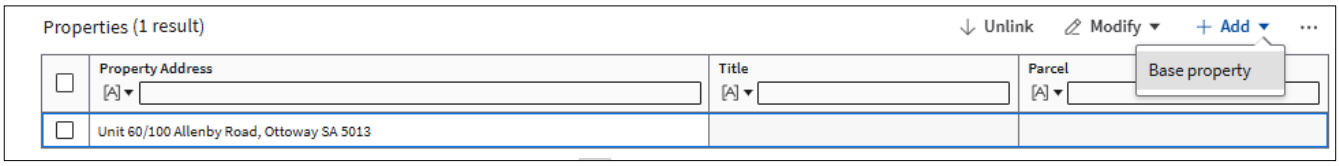


Image 43

If the check box is ticked on Advance Property Creation is also available, Image 44.
Advanced Property Creation is the usual option selected as the function automatically performs property creation, enabling components to be copied from the property retained in the division.

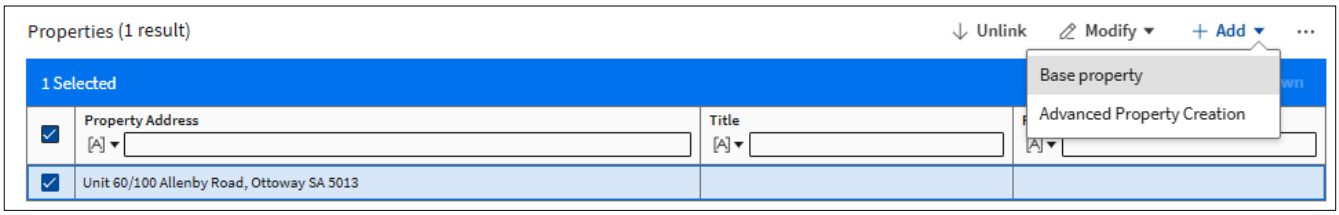


Image 44

Advanced Property Creation, Image 43, will be described here. Other property creation options will be described under EXAMPLES further in the document.

4.2.2.1 Fields

Parcel Number Usage
By default this field is set to Not used. If an option is selected, the House Number, or Unit Number or Level Number will be set to the parcel number, Image 45.

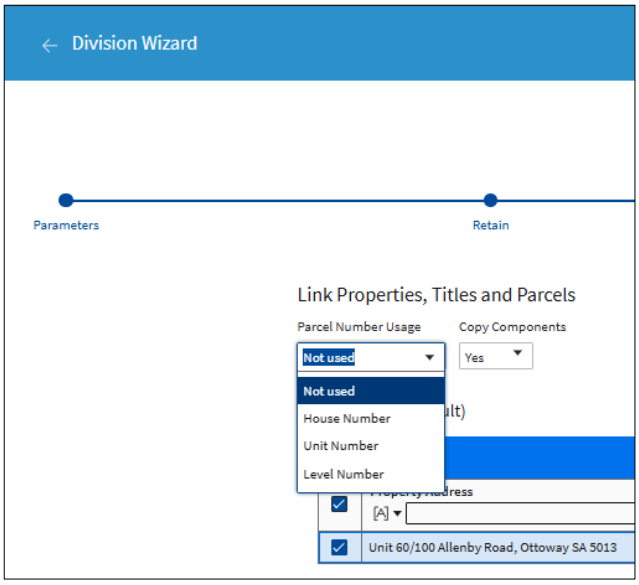


Image 45

Copy Components
This field is set to Yes by default, Image 43. Change to No if you do not want the components on the retained division property components to be copied.

4.2.2.1 Advanced Property Creation – Property Default Selection

Once Advanced Property Creation has been selected, Property Default Selection appears, Image 46.

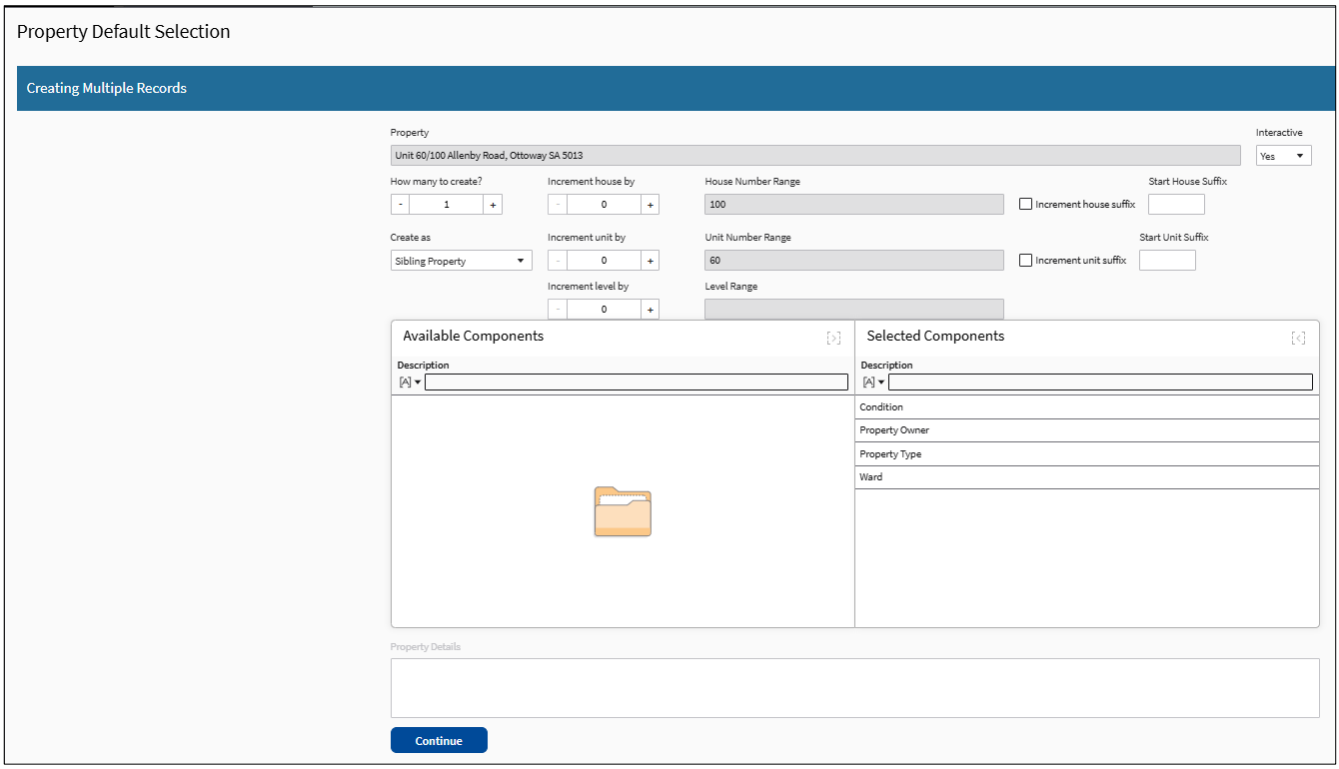


Image 46

Once the new property details have been entered click on Continue, Image 45.

4.2.2.1 Fields

Property
Property Address of the retained division property is displayed.

Interactive

If set to Yes, the new proposed properties will be created interactively. Interactive processing will enable you to see the property address(s) for each new property. This enables details to be changed or added during property entry.

If set to No, all proposed properties will be automatically generated, without accessing the property address.

How many to create?
This field enables the creation of multiple proposed properties. Enter the number of properties you wish to create.

Increment house by
Use this field to define the house number(s) of the proposed properties being created. Enter a number that you wish to increment house numbers by. The field alongside this number will display the range of house numbers which this will create.

House Number Range
This field displays the house number range that will be created by the combination of the previous two fields: How many to create? and Increment house by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding house number ranges.

Increment house suffix
Tick this checkbox if a suffix for the house number is required and then enter the required letter. A suffix is a letter which appears after the house number, for example 12A. Multiple suffixes are generated if multiple properties are being generated.

Start House Suffix
Enter what will the start house suffix be e.g. A.

Create as
This field enable you to determine the type of property which is to be created. The following options are available from the drop-down list:

- Main Property (created as a main property).
- Child Property (created as a sub-property).
- Sibling Property (created as a property on the same level e.g. sub-property).

Increment unit by
Use this field to define the unit number(s) of the proposed properties being created. Enter a number that you wish to increment unit numbers by. The field alongside this number will display the range of unit numbers which this will create.

Unit Number Range
This field displays the unit number range that will be created by the combination of the fields: How many to create? and Increment unit by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding unit number ranges.

Increment unit suffix
Tick this checkbox if a suffix for the unit number is required and then enter the required letter. A suffix is a letter which appears after the unit number, for example Unit 1A. Multiple suffixes are generated if multiple properties are being generated.

Start Unit Suffix
Enter what will the start unit suffix be e.g. A.

Increment level by
Use this field to define the level number(s) of the proposed properties being created. Enter a number that you wish to increment level numbers by. The field alongside this number will display the range of level numbers which this will create.

Level Range
This field displays the level number range that will be created by the combination of the fields: How many to create? and Increment level by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding level number ranges.

Available Components

This field displays the components available for selection. By default, all components will be displayed on the Selected Components side of this form. The Available components are dependant on the parameters set at the Division Copy Component Maintenance.

Selected Components
Copy Components was set to Yes in the previous screen, so a list of the components available on the retained property are listed and available, Image 44. If you do not wish to copy any of the components deassign them.
NOTE: The selected components are dependant on the parameters set at the Division Copy Component Maintenance.

Property Details
Depending on the component that currently has focus a full description of the details are displayed in this field.

4.2.2.2 Back to Linking

We now need to link the new title/parcel(s) combinations to the new properties.
Select the title/parcel combinations and the new properties they are to be linked to, then click on the Link button on the Titles and Parcels grid, Image 47.

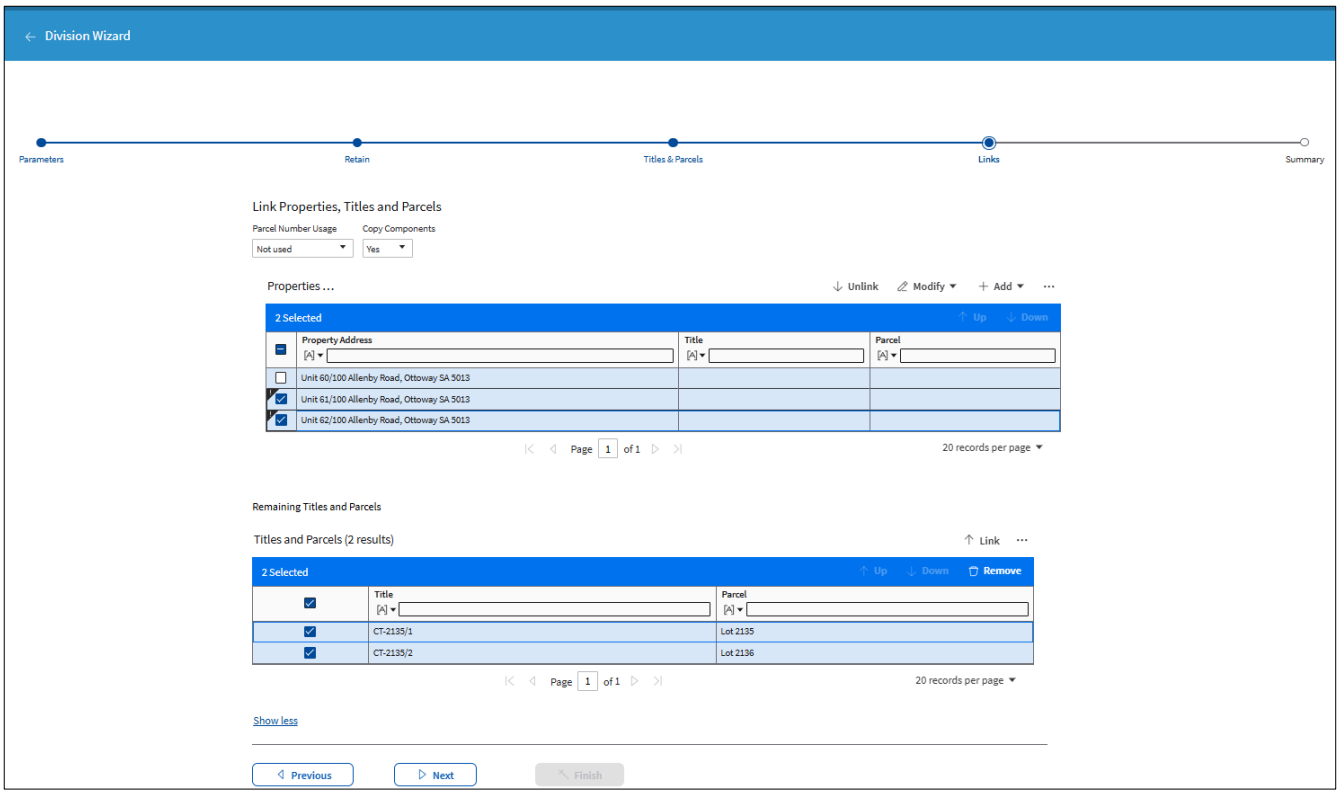


Image 47

After Linking the data will now appear as in Image 48.

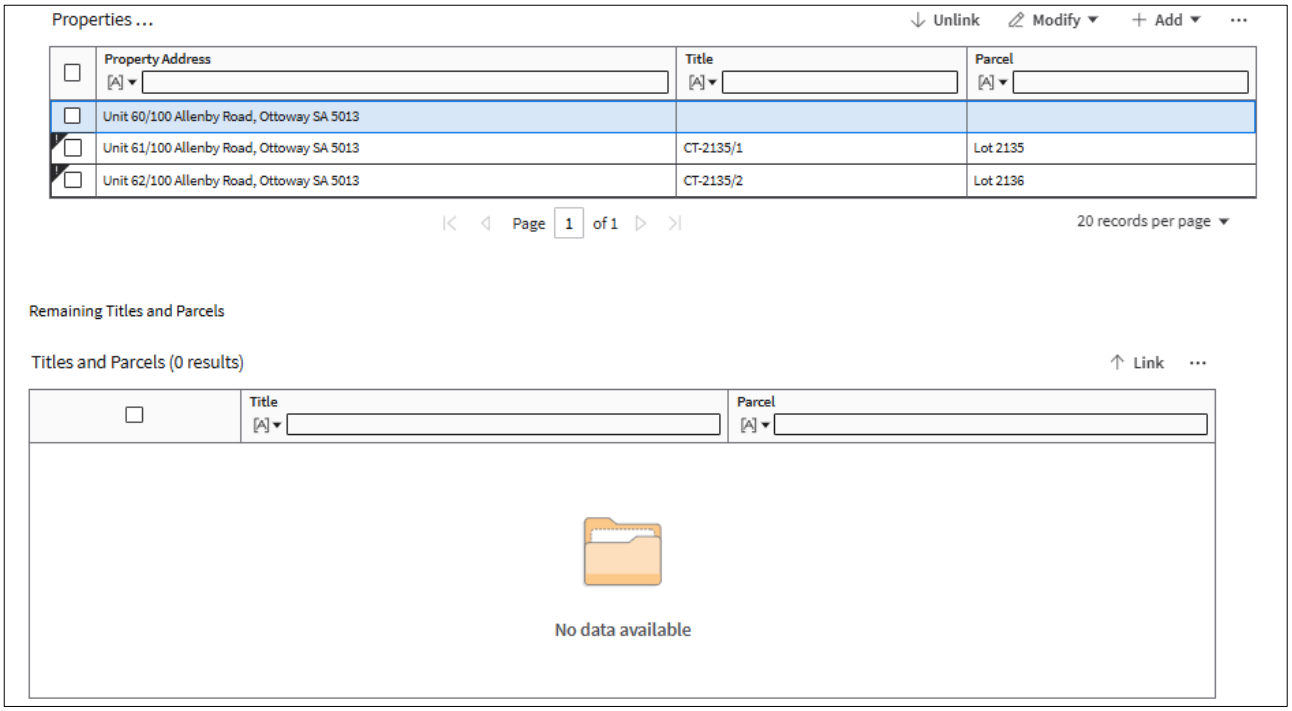


Image 48

Click Next to move to the next and final stage in the wizard, Image 47.

NOTE: If the parcels or properties appear out of order, select the record by using a check box, then use the Up and Down arrows in each data-grid to move the record, Image 48.

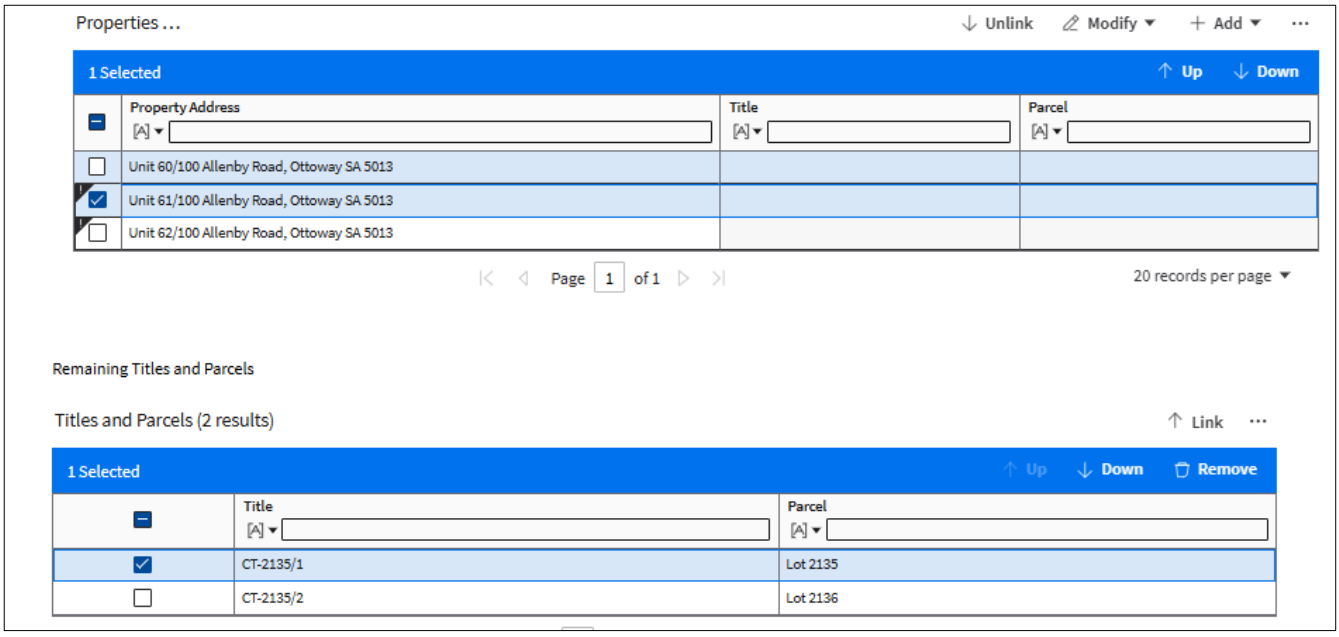


Image 48

4.2.2.3 Modify Properties Individually and Properties in Bulk

Modify Properties Individually and Properties in Bulk are also available during Stage 4 of the Wizard, Image 48a.

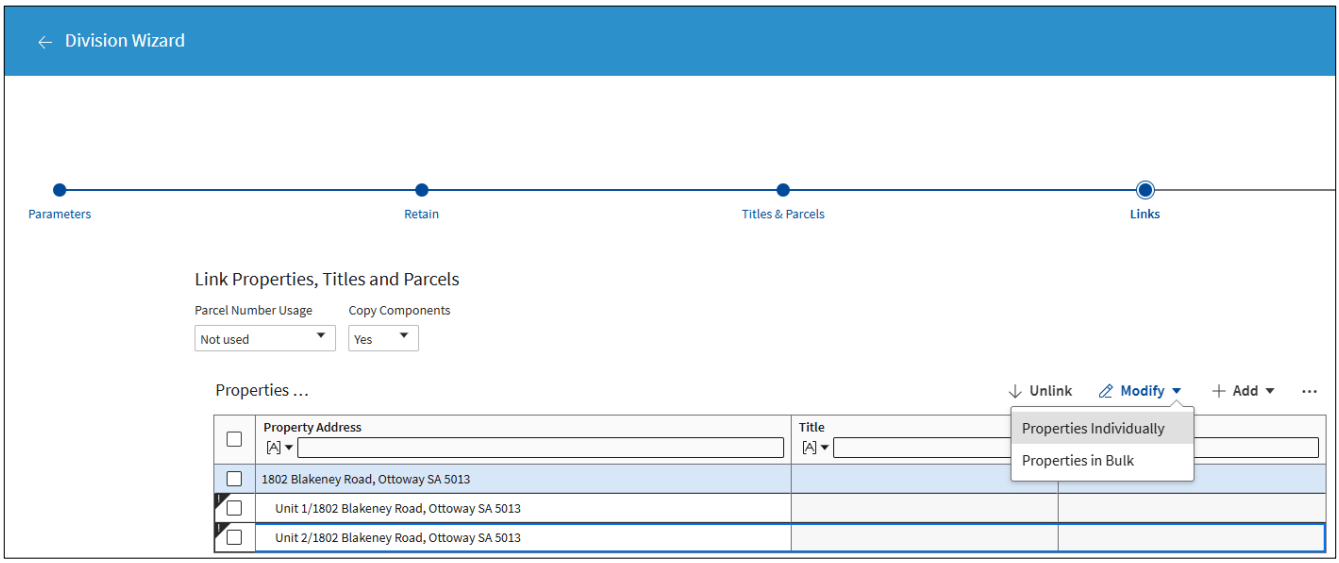


Image 48a

Modify >> Properties Individually

Select one or more properties, then Modify >> Properties Individually, Image 48b.

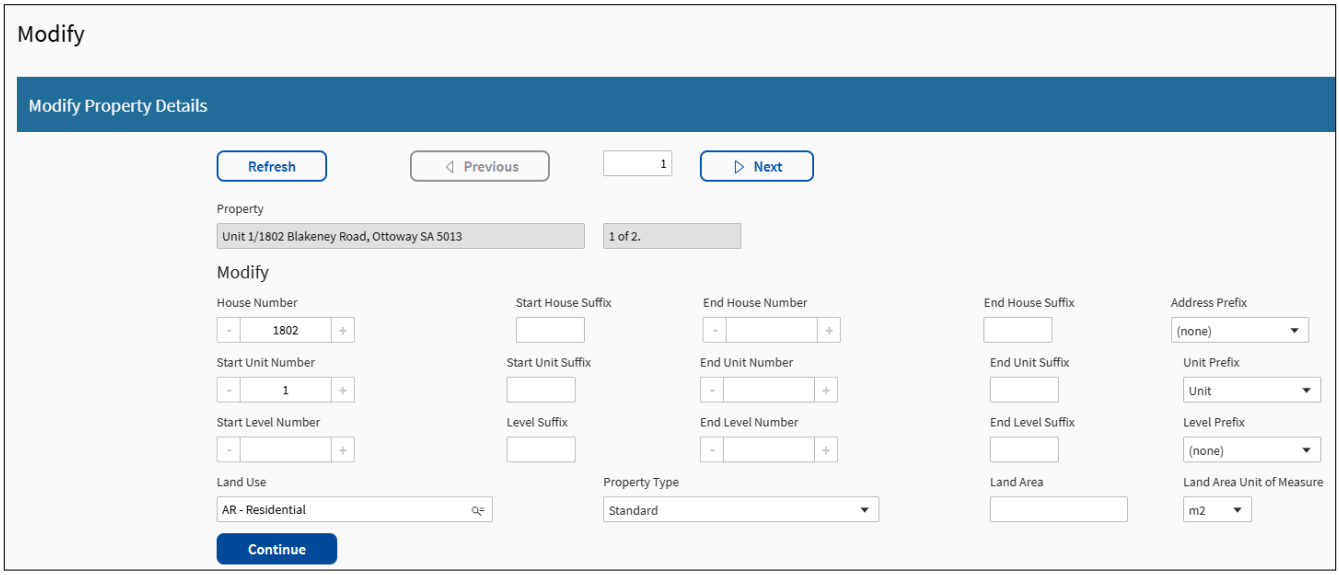


Image 48b

Each property can be maintained, one at a time, Image 48b. Click Next at the top of the screen to move to the next property. Click on Continue to return to the Division Wizard.

Modify >> Properties in Bulk, select all the properties you want to maintain by clicking in the selection box, then Modify >> Properties in Bulk, Image 48c.

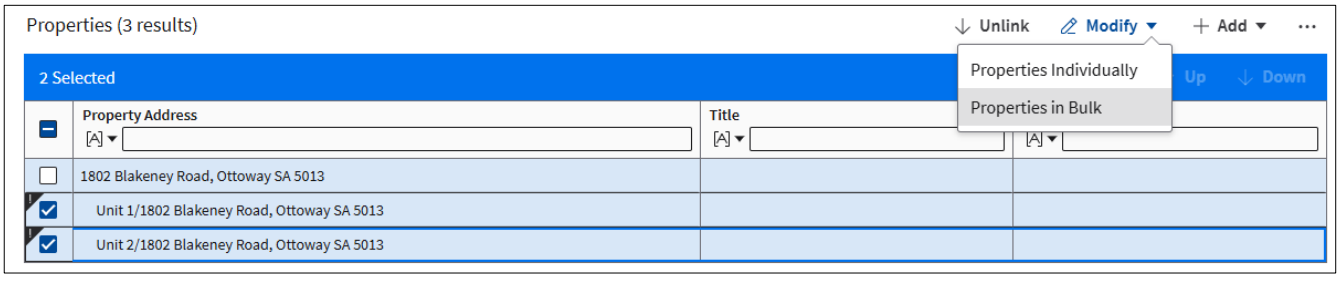


Image 48c

NOTE: To select all the properties, click in the top box, Image 48d.

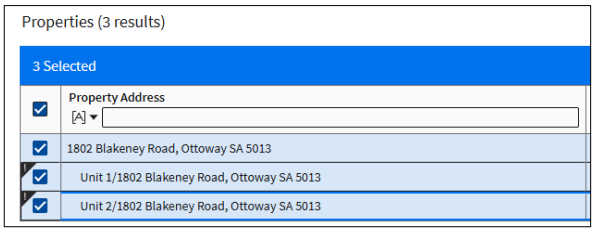


Image 48d

The fields available are limited to what can be changed on all the selected properties at once, Image 48e. Click on Continue to save the changes and return to the Division Wizard.

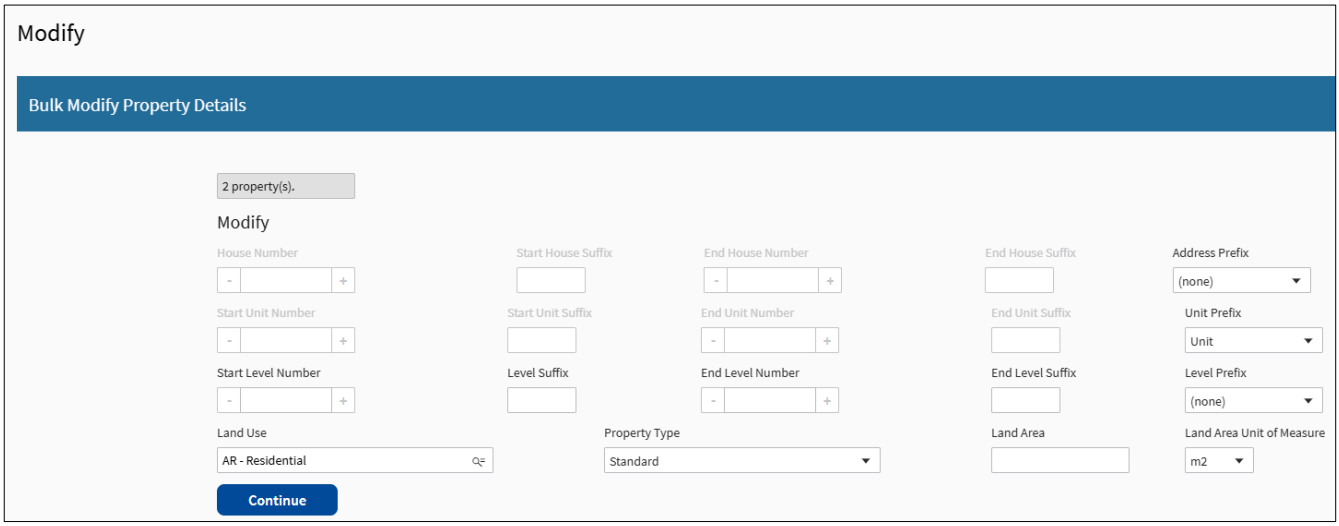


Image 48e

4.2.2.4 Division Wizard Stage 5 of 5 Summary

Contains two lists which are display only. Enables the operator to review the new property structure which will be created by the division. The existing property structure is displayed so the changes can be easily identified, Image 49.

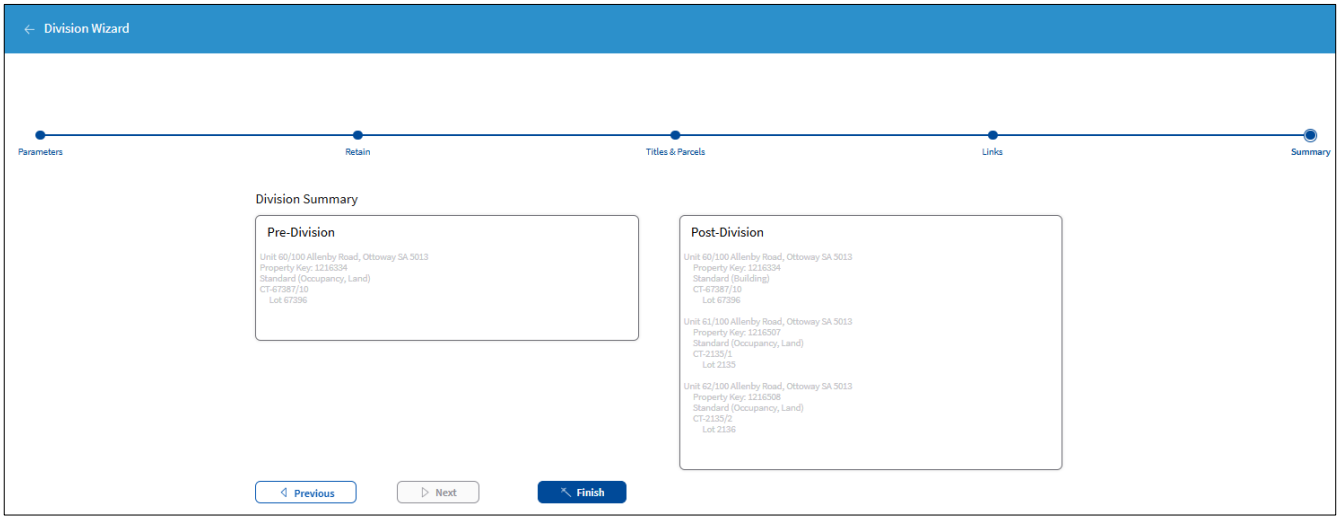


Image 49

4.2.2.5 Fields

Pre-Division Summary
Contains the properties that were selected during Division Entry, including their titles and parcels.

Post-Division Summary
Contains the property structure after the division including titles and parcels.

If everything looks OK, click Finish to complete the division, Image 48. A progress bar will appear to show you where the division processing is up to. Once processing is completed Image 50 will appear.

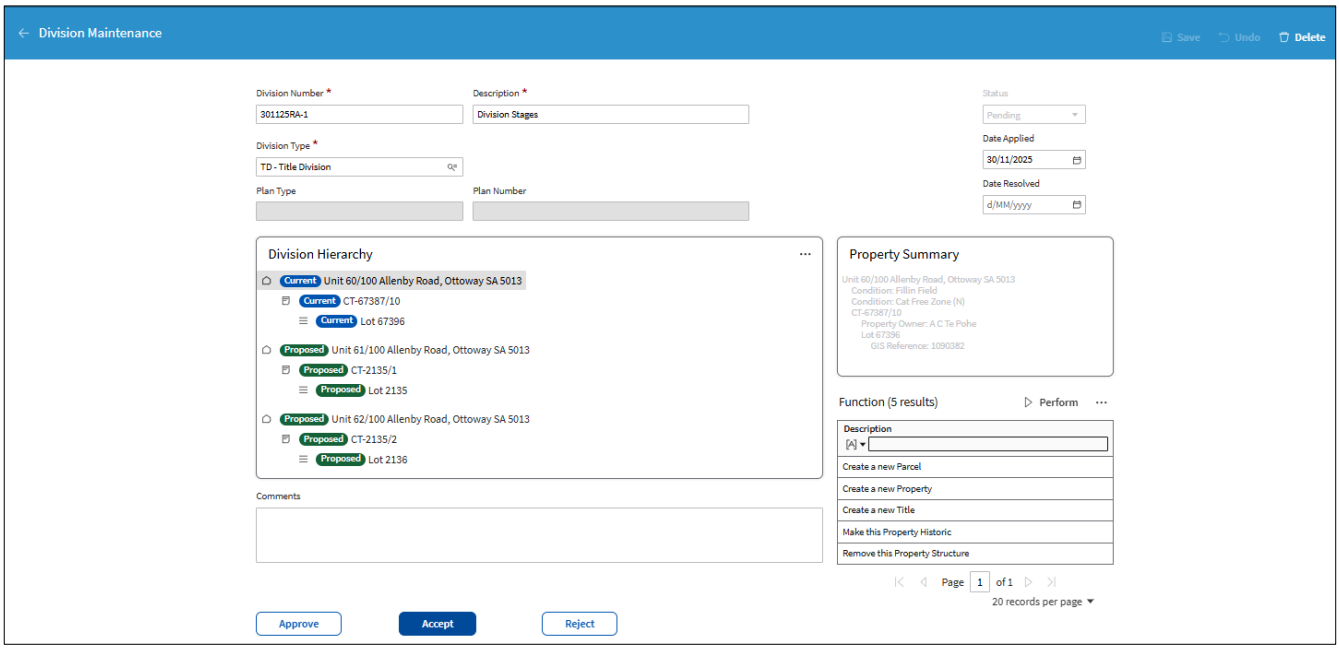


Image 50

Enter the Date Resolved and Approve, Accept or Reject the division, Image 49. Approve is used if you want to complete the division in two steps, the final step being to Accept the division. Reject can be used if you want to record that a division was attempted but rejected. Used instead of deleting divisions.

NOTE: It is still possible to:

- delete the division and start again or

- use a Function to make further changes to the division or
- Options - Copy this division, Image 51 or
- Return to Entry Details via the Options menu, also shown in Image 51.

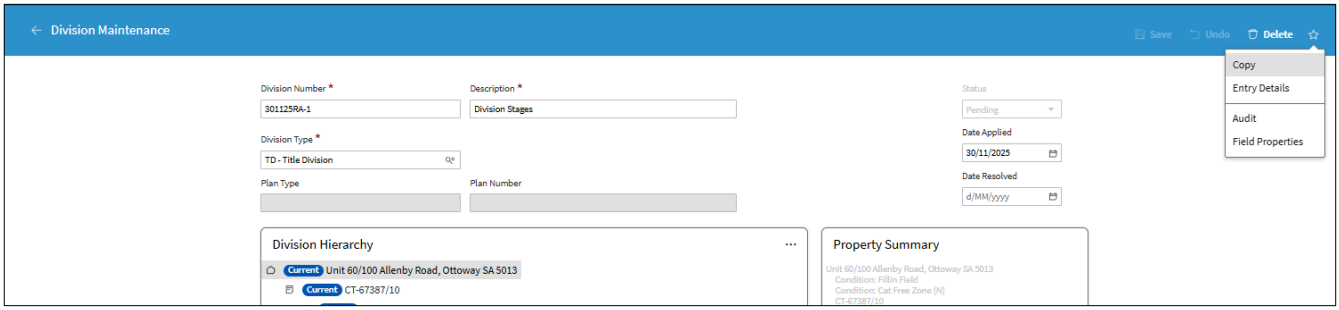


Image 51

5. Division Maintenance (Enquiry)

Division Maintenance is available via menus:

- Property Administration >> Division Maintenance, to maintain or view any division.
- Property Administration >> Property Maintenance >> Options >> Divisions, to maintain any incomplete division or view completed divisions.
- Property Maintenance >> select an individual property >> Options >> Divisions, to search for a division by individual property.

The following major functions may be performed in Division Maintenance, Image 52:

- Add proposed property, title and parcel details, single or multiple functions available.
- Copy, Move or Share Title and Parcel details.
- Copy details between Primary and Proposed properties.
- Remove properties, titles or parcels from the division as required.
- View existing property details via the Property summary screen, or using the detail buttons to access property, title or parcel details.
- Review and amend the initial Entry Details of a division via the Entry Detail button.
- Accept or Reject property divisions (based on the user security which has been granted).

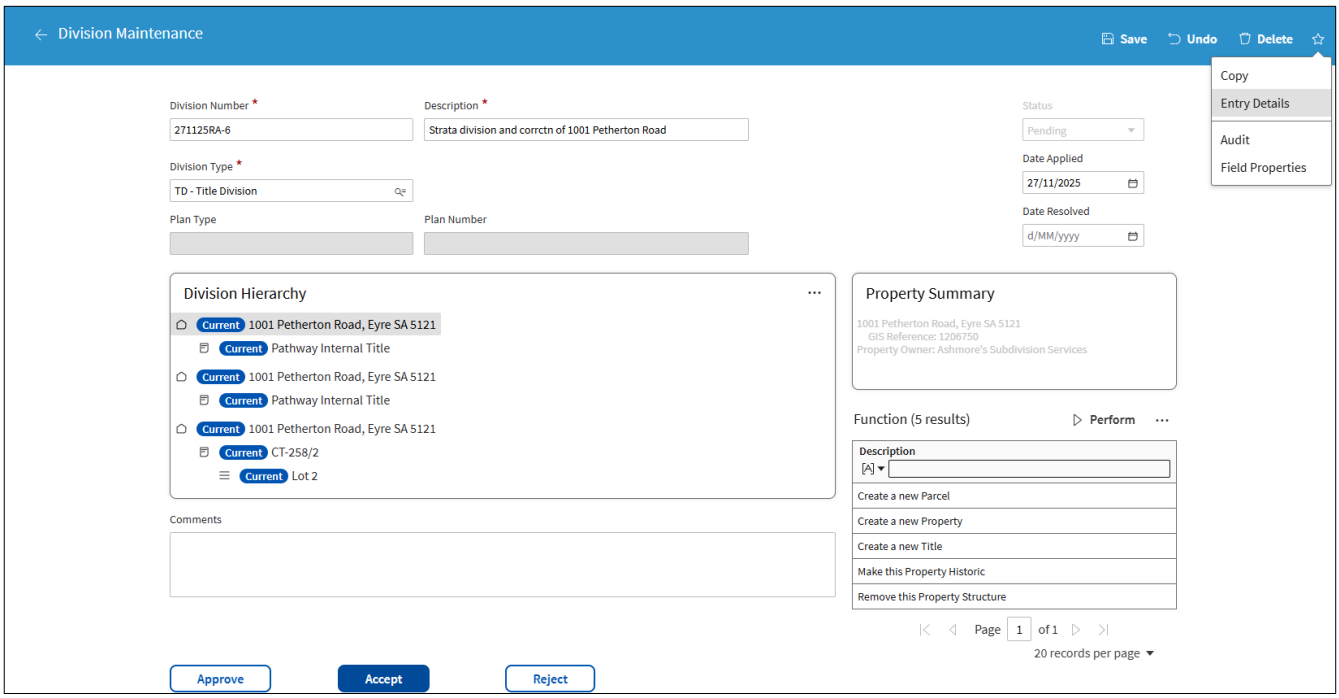


Image 52

5.1.1.1 Fields

Division Number

Contains the mandatory unique user defined alpha-numeric Division Number.

Description
Contains the mandatory division description, which can be up to fifty characters long. Enter information that will assist in identifying the division e.g. Strata division of 1 Main Road.

Division Type
Contains the Division Type Code and Description allocated to the division.

Plan Type and Plan Number
These fields display the Plan Type Description and Plan Number and are non-maintainable.

Division Hierarchy
Click on any of the items shown in the hierarchy: Property, Title and Parcel, information appears in the usual hierarchy format.

Status
Status of the division is non-maintainable.

Property Summary
Summary of the item you are focused on in the Division Hierarchy.

Date Applied
This field displays the date the division is approved and are non-maintainable.

Date Resolved
This field displays the date the division is either accepted or rejected and is non-maintainable.

Details
The detail ellipse (three dots) enables you to detail out to the selected record to view its details, Images 53 and 54.

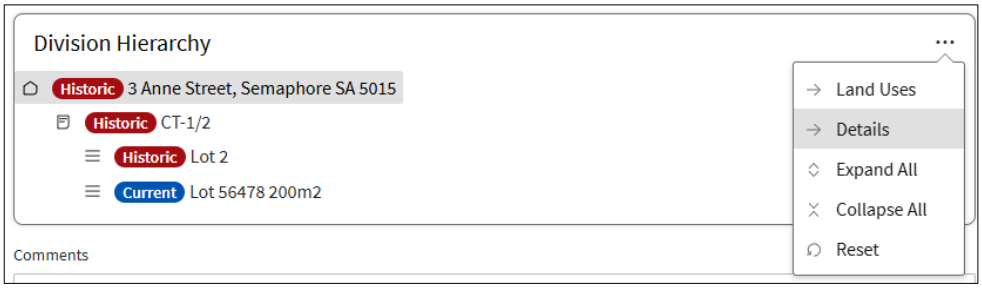


Image 53

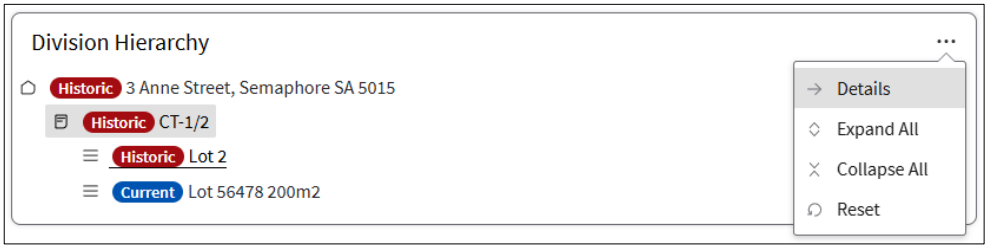


Image 54

Pending properties will restrict the maintenance of certain details (Titles and Parcels, Sub Properties), but other options may be accessed from within the property if the appropriate user security allows.

Comments
This field enables users to add extra comment to the Division record This field is multi lined and alpha/numeric data can be added.

Status
This field contain the status of the division. The following statuses may apply to a division:

- Pending – divisions in the initial entry stage are all defined as Pending
- Accepted – division has been accepted - all proposed properties will now be current

- Superseded – replaced by another division.
- Rejected – division has been rejected - all proposed properties will be removed.

Date Applied
This field displays the date the division is approved and are non-maintainable.

Date Resolved
This field displays the date the division is either accepted or rejected and is non-maintainable.

Property Summary
This field contains a list of the property and all its links, titles, parcels, zones, conditions, applications etc.

Select the Property formatted address within the Division Hierarchy section of the form to redisplay each listed Primary and Proposed property. This Property Summary is intended to supply a quick picture of the properties. If further details are required, the detail button alongside each property, title or parcel may be utilised to access the appropriate information via the Property Summary form. This field is display only and cannot be maintained.

Approval
This button is used when the Sub-Division has been approved but is not to be accepted until finalisation of Plans and Titles et cetera. Selecting the Approval button, will change the Status of the Sub-Division from Pending to Approved and the Properties/Parcels within the Division cannot be maintained, unless the operator has been assigned this authority.

NOTE: The appropriate user authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security. This has been introduced to allow sites to manage any re-linking or maintenance of other modules and even the property itself, before the Division is finalised.

Where Maintain Approved Divisions authority has not been assigned and a Division has a Status of Approved, then the user is taken into the Division in Enquiry Mode only.

Note: Approving a Division does not alter any statuses of the properties or parcels. From this viewpoint, it is exactly the same as a Pending Division. Approving the Division, will generate all associated workflow User Actions and e-mails.

Accept Button
By pressing this button, the property division will be accepted. This process will perform the following Functions:
- The History Status of the property division will be updated to Accepted.
- All Pending properties, titles and parcels will be finalised within the property system as Current.
- All Properties flagged to become historic will be finalised within the property system as Historic.

NOTE: The appropriate user authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security. If the Approved Status is not used, and the Division is simply Accepted, the Actions will still be processed and the resultant e-mails generated.

NOTE: The Workflow User Actions and e-mails are generated only when the Division Status changes from Pending. Therefore, if Approval is used, the Status of the Division changes from Pending to Approved. When the final Accept is performed, the Status changes from Approved to Accepted. As such, Actions and e-mails will not be generated a second time.

Reject Button
By pressing this button, the property division will be rejected. This process will perform the following functions:
- The History Status of the property division will be updated to Rejected
- All Pending properties, titles and parcels will be removed from the property system.
- The Primary property will remain unchanged within the property system.

NOTE: The appropriate user account authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security.

Options - Entry Details Button
By pressing this button, you are able to access the Division entry form. This is the form which is presented when you first create a division and enables details relevant to the division to be selected, in addition to the selection of properties. This form also allows access to the Division Wizard for automated creation of

properties for a Division.

Options - Copy Button
By pressing this button you will access Copy Attributes Maintenance which enables selected details to be copied from the Primary Property to the listed Proposed Properties.

6. Functions

The functions displayed will differ depending on whether the focus is on a property, title or parcel and the state of that record. If a function isn't displayed it cannot be performed.

Focus is on a property, Image 55 shows the Functions available.

Image 55

Focus on a title that is a Pathway Internal Title, Image 56 and there are no Functions available.

Image 56

Whereas a limited list of Functions are available when a defined title is the focus, Image 57.

Image 57

Functions available are:
Properties

- Create a new Property
- Make this Property Current
- Make this Property Historic
- Remove this Property
- Remove this Property Structure.

Title

- Create a new Title
- Make this Title Current
- Make this Title Historic
- Move this Title
- Remove this Title
- Share this Title.

Parcel

- Create a new Parcel
- Make this Parcel Current
- Make this Parcel Historic
- Move this Parcel
- Remove this Parcel
- Share this Parcel.

7. Workflow Parameters

Set up a Workflow Task that can generate emails to notify staff that action is required on the properties included in the division. Nominate the Workflow Task to be used via menu Property Administration >> Property Parameters >> System Parameter Maintenance, Image 58.

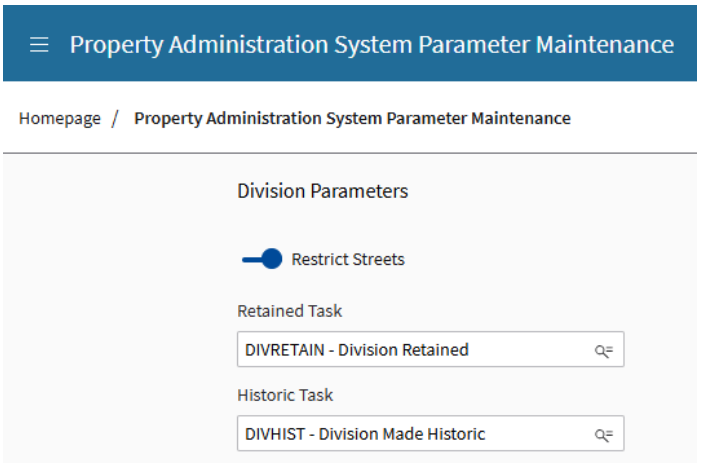


Image 58

Set up the Task via the same menu Property Administration >> Property Parameters >> System Parameter Maintenance, then Options - >>Workflow Parameters.

Create the Task under Task Type Maintenance. Image 59 shows a sample task.

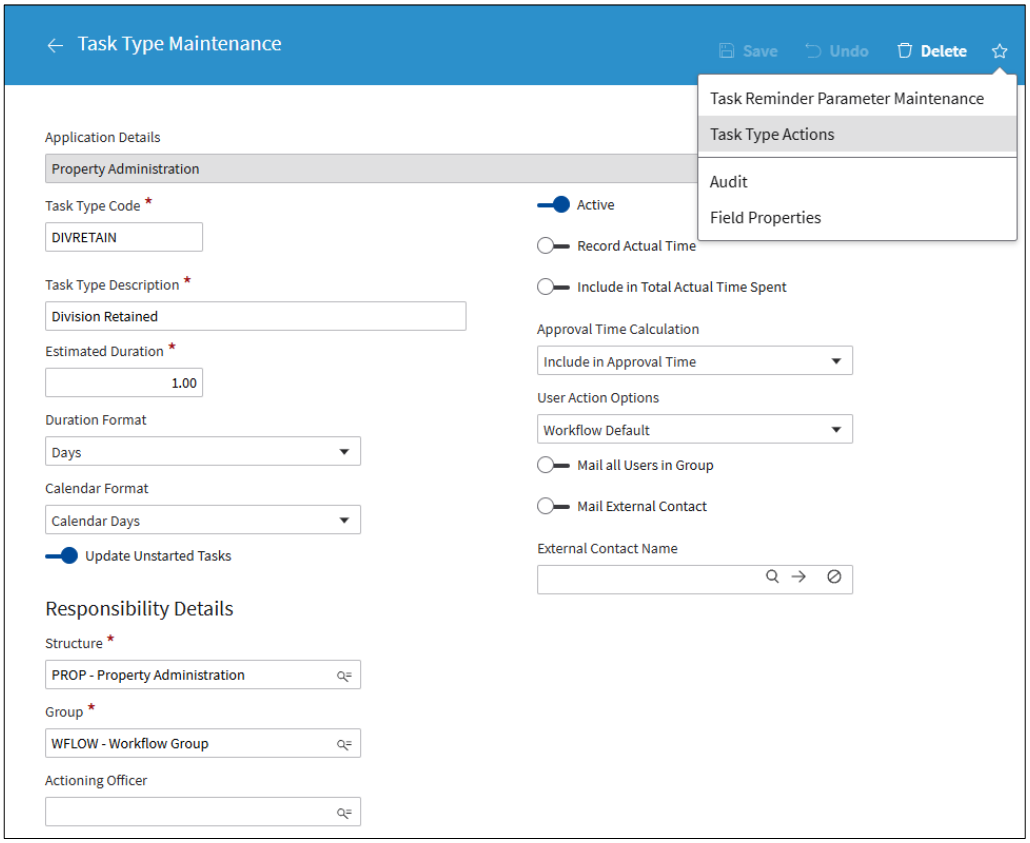


Image 59

Open Options – Task Type Actions to see the assigned User Actions, Image 60.

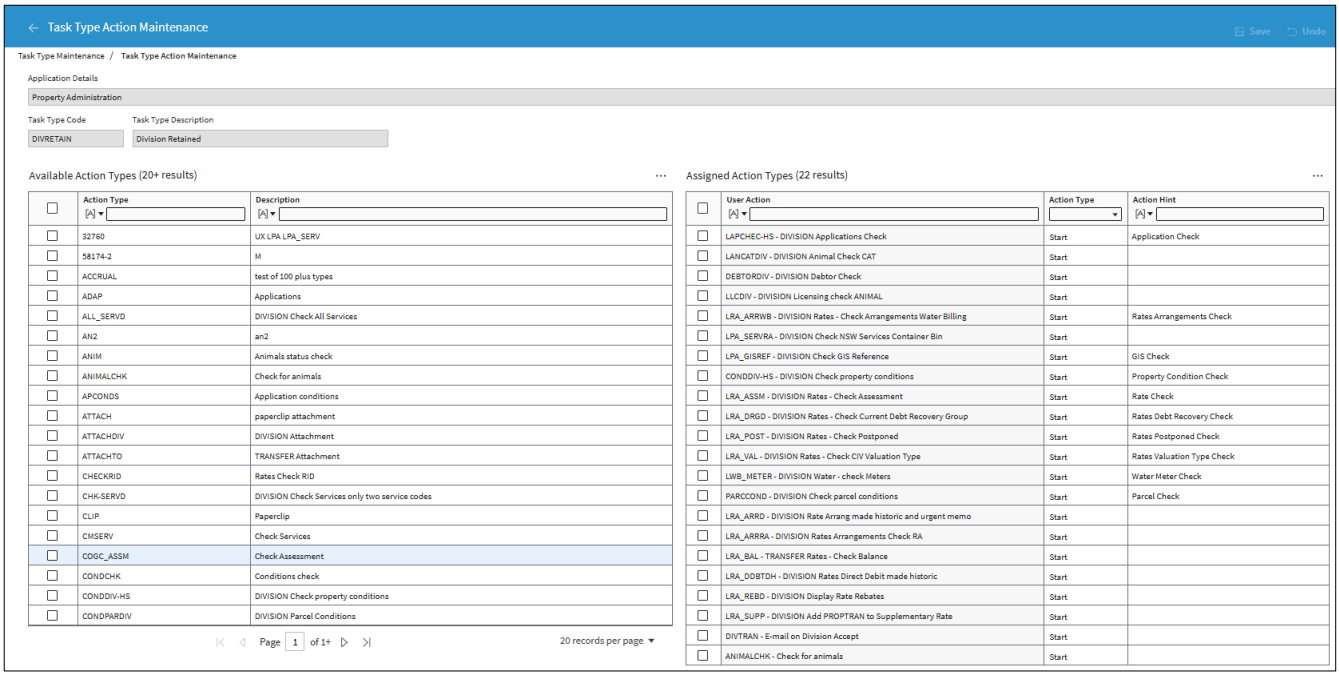


Image 60

Create the User Actions the Task will perform via menu User Action Maintenance.

NOTE: the user actions are usually performed on the original property and the rate assessment linked to the original property.

System Action Code	System Action Description	What it does
ATTACHMENT	Paper Clip Attachment	Add a paper clip attachment to the ?????
EDMSPUB	EDMS Publishing	Publish data to electronic document management system (EDMS).
EXTSYS	External System	Create a user action that will open an external system.
GETURGMEMO	Get Urgent Memo	Display the urgent memos that exist on any property in the division.
GISDISPLAY	Display on GIS	Will activate the GIS Interface and display the properties linked to the division. It will perform the same functionality as if the action was performed manually by in Property Maintenance selecting the GIS menu.
LAN	Animals – Check	Check if there are animals linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LAP	Applications – Check	Check if there are applications linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LDR_BAL	Debtors – Check Balance	Check if there are debtors linked to the property that have an outstanding balance and if there are, send an email to the nominated email address(s).
LLC	Licensing – Check	Check if there are licenses linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LPA_ASSOC	Check Associated Properties	Check if the nominated Property Role Type is on any property in the division and if yes send an email to the nominated email address(s).

LPA_COND	Check Conditions	Check if there are conditions on any properties in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LPA_DNCAP	Update Rates Do Not Apply Cappy Reasons	
LPA_GISREF	Check GIS References	Prompt to check the GIS References on the properties in the division.
LPA_ODEBTS	Other Property related Debts	Check for other property related debts and if there are email the nominated email address(s).
LPA_SERV	Property – Check Services	Check if there are services linked to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_ARR	Rates – Check Arrangements	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_ASSM	Rates – Check Assessment	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_BAL	Rates – Check Balance	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_CHKRID	Rates – Check RID Publication Status	Check if there are assessments assigned to the property in the division and if the RID Publication Status Additional Parameters are met, send an email to the nominated email address(s).
LRA_DDBT	Rates – Check Direct Debits	Check if there are assessments assigned to the property in the division and if the Direct Debit Additional Parameters are met, send an email to the nominated email address(s).
LRA_DEVUSE	Rates – Check Developer Land Use	Check if there are assessments assigned to the property in the division and if the Developer Land Use Additional Parameters are met, send an email to the nominated email address(s).
LRA_DRG	Rates – Check for Current Debt Recovery Group	Check if there are assessments assigned to the property in the division and if there is a current Debt Recovery Group assigned and the Additional Parameters are met, send an email to the nominated email address(s).
LRA_NRR	Rates – Check Non-Rateable Reason	Check if there are assessments assigned to the property in the division and if there is a non-rateable flag, send an email to the nominated email address(s).
LRA_NTGP	Rates – Check Notice Group	Check if there are assessments assigned to the property in the division and if the Notice Group Additional Parameters are met, send an email to the nominated email address(s).
LRA_POST	Rates – Check Postponed	Check if there are assessments assigned to the property in the division and if the Postponed Additional Parameters are met, send an email to the nominated email address(s).
LRA_REB	Rates – Check Rebates	Check if there are assessments assigned to the property in the division and if the Rebate Additional Parameters are met, send an email to the nominated email address(s).

LRA_REL	Rates – Check for Related Assessments	Check if there are assessments assigned to the property in the division and if the related assessment Additional Parameters are met, send an email to the nominated email address(s).
LRA_SPEC	Rates – Check Special Rates Assessment	Check if there are assessments assigned to the property in the division and if the Special Rates Additional Parameters are met, send an email to the nominated email address(s).
LRA_SUPP	Rates Check Supplementary Rate Type	Check if there are assessments assigned to the property in the division and if the Supplementary Rate Type Additional Parameters are met, send an email to the nominated email address(s).
LRA_VAL	Rates – Check Valuation Type	Check if there are assessments assigned to the property in the division and if the Valuation Type Additional Parameters are met, send an email to the nominated email address(s).
LVZ_VALCMP	New Zealand Valuations – Valuation Component link	Check if there are assessments assigned to the property in the division and if the Valuation Component Additional Parameters are met, send an email to the nominated email address(s).
LVZ_VALLNK	New Zealand Valuations – Check Valuation link	Check if there are assessments assigned to the property in the division and if the Valuation Additional Parameters are met, send an email to the nominated email address(s).
LWB_MET	Water – Check Meters	Check if there are Water assessments assigned to the property in the division and if the Water Meter Additional Parameters are met, send an email to the nominated email address(s).
MAIL	E-mail	Send a general email.
MAINTMEMO	Maintain Memos	Display Memos for the properties the task is linked to. Will perform the same functionality as if the Action was performed manually by selecting the Memo option menu.
PUBLISH	Data Publishing	Publish data to EDMS.

8. Division Examples

8.1 A Basic Division

Subdivide one property, retaining that property as the base property and making four new sub-properties.

Go to menu Property Administration >> Division Maintenance.
Select New.
Enter division information and add the property being subdivided, Image 1.
Click on Wizard to start the process.

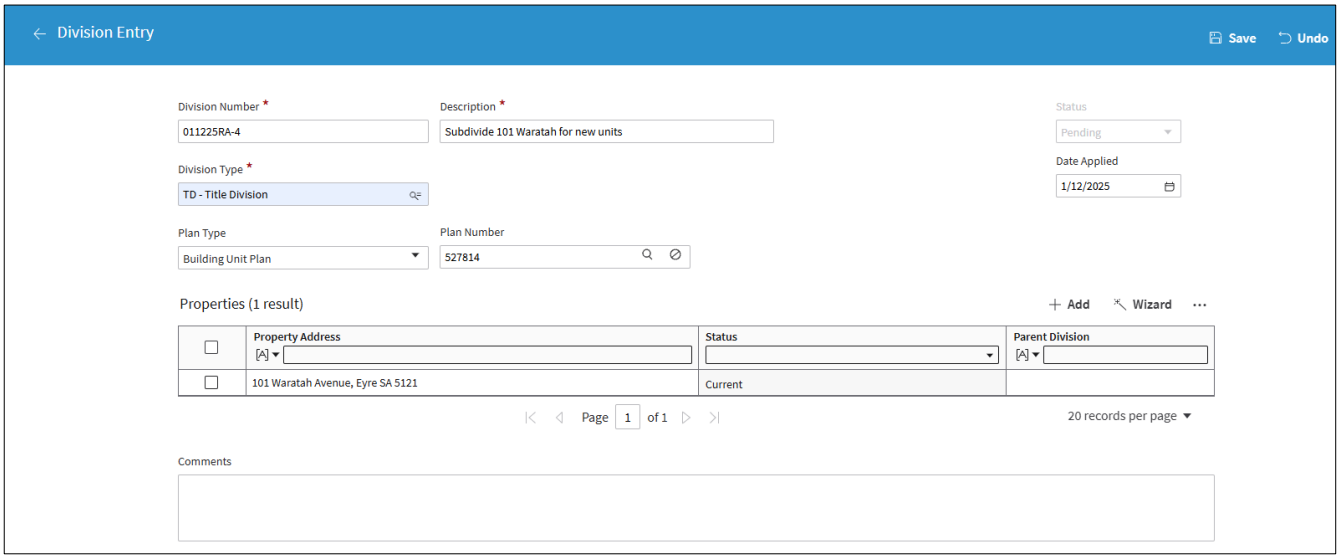


Image 1

It isn't necessary to enter anything into Parameters, so click on Next.

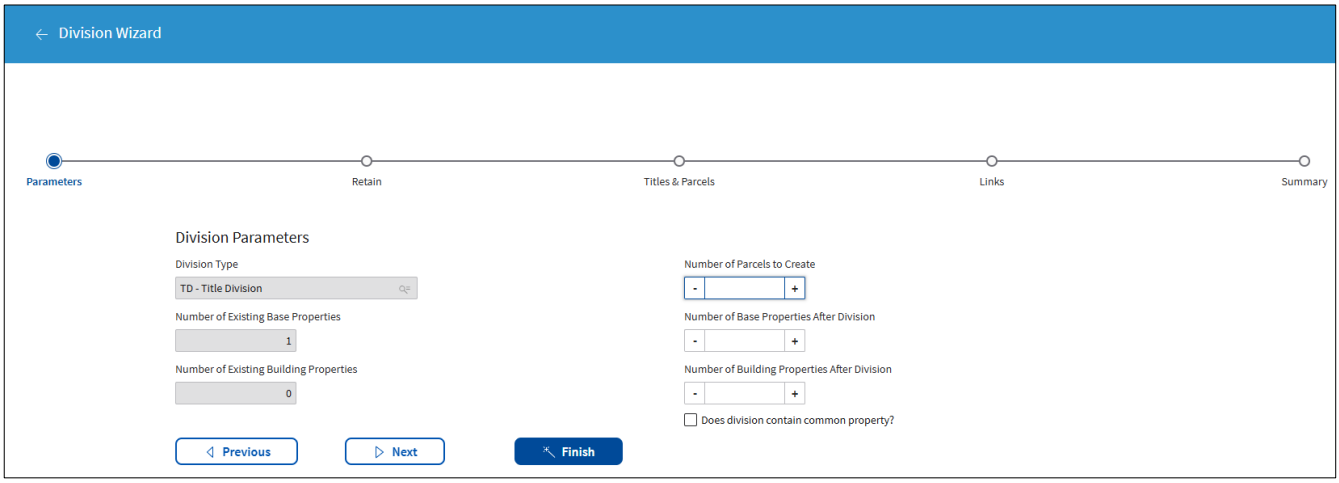


Image 2

Select the original property but clicking the box next to it. This retains the property for the division, Image 3.
Then click on Next.

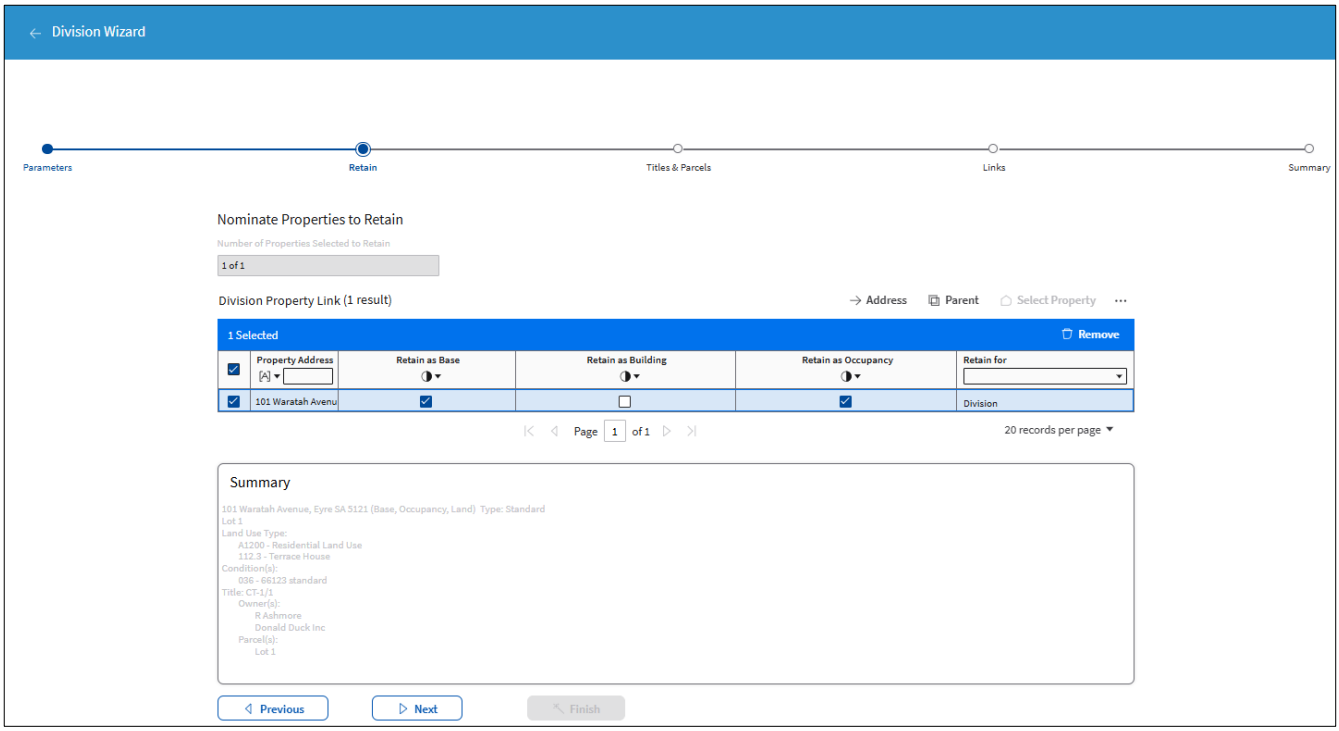


Image 3

Enter the title and parcel information you want to use, Image 4

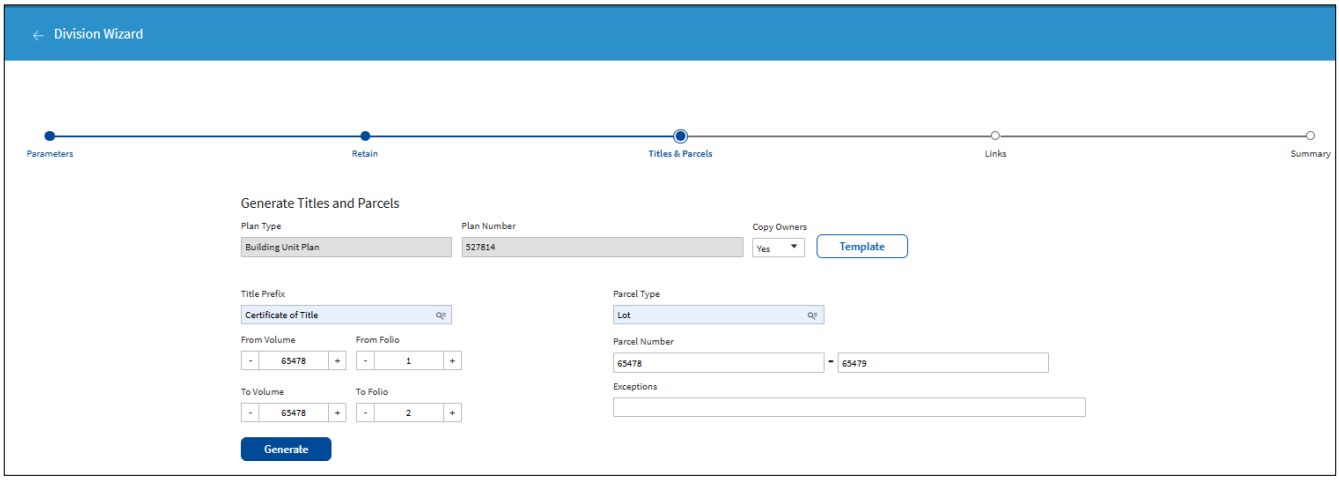


Image 4

Click on Generate, Image 5.

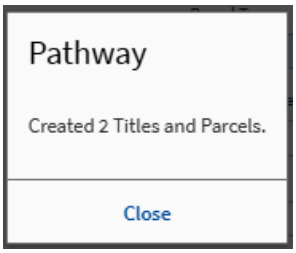


Image 5

Click on Next to move to the next Stage.

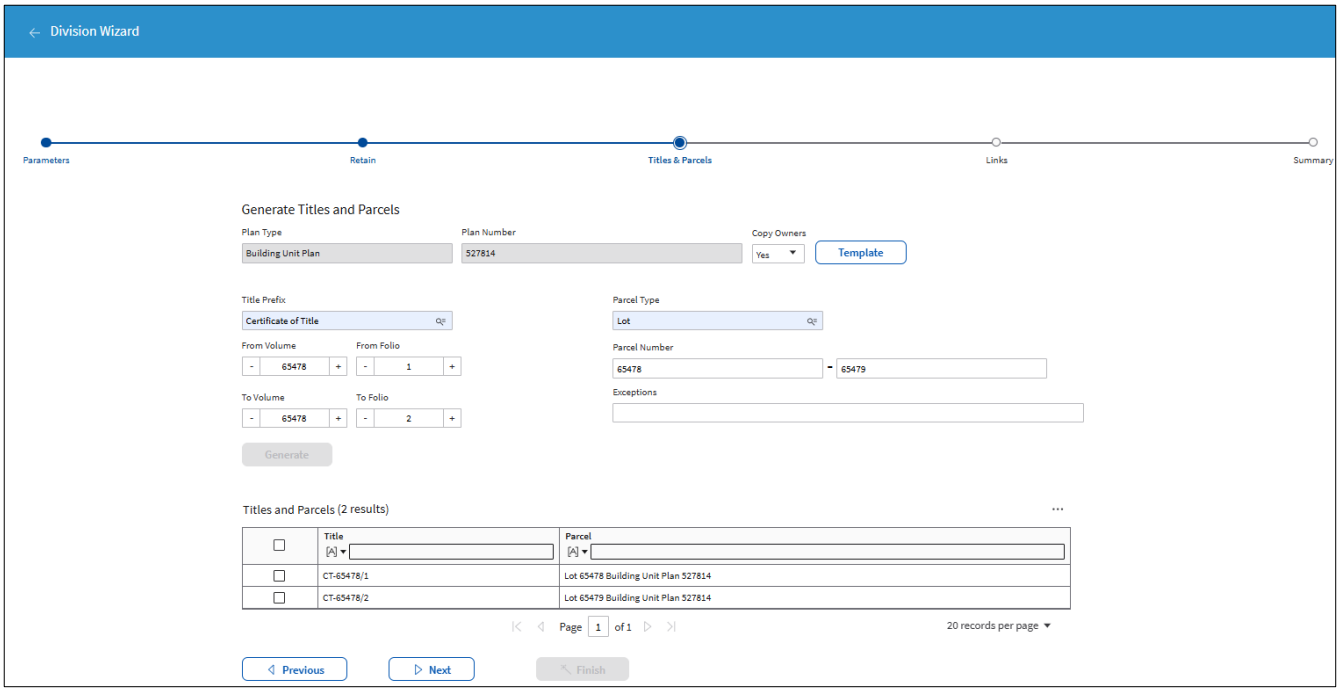


Image 6

Select the original property, then +Add >> Advanced Property Creation, Image 7.

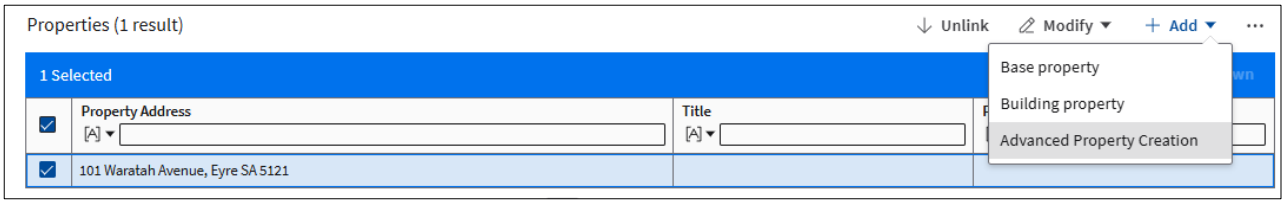


Image 7

We want to:

- Create two new properties, so put 2 into the How many to create? Field.
- Create sub-properties, so change Create as to Sub Property.
- Number the new properties as units, so change Increment unit by to 1.
- Copy all the available information from the original property, so the Selected Components have all available information.
- Interactive, leave as Yes, as we can then see the new property addresses and check they look OK, Image 8.

Click on Continue, Image 8, to return to the division wizard.

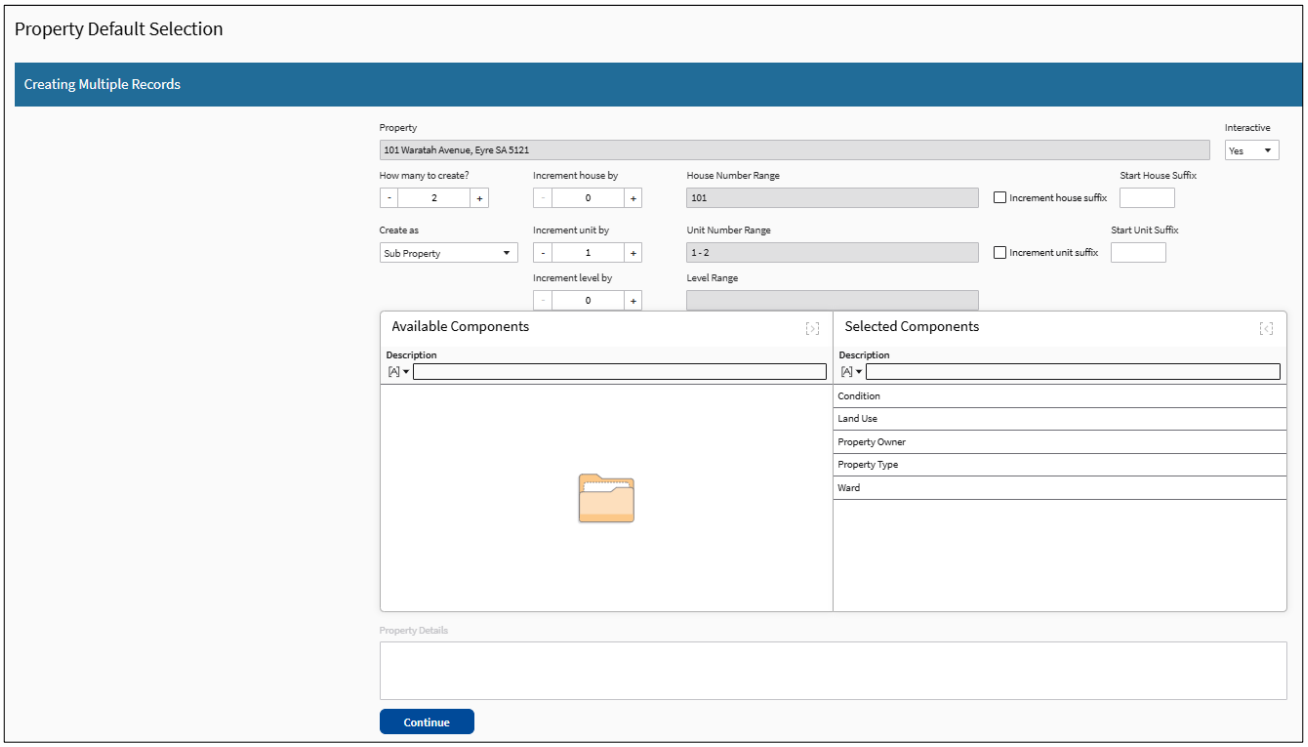


Image 8

The new proposed properties appear, Image 9. Click on either return arrow to return to the division.

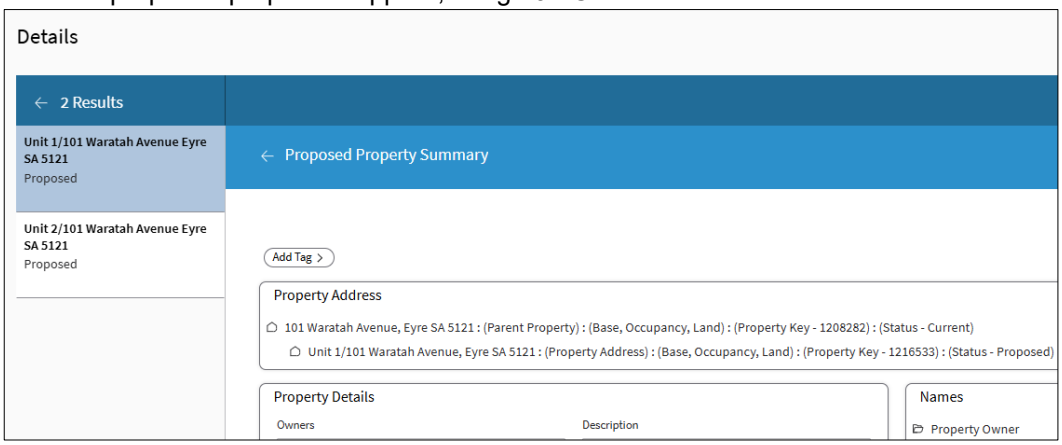


Image 9

Select the new properties and the new titles and parcels, then Link to link them together, Image 10.

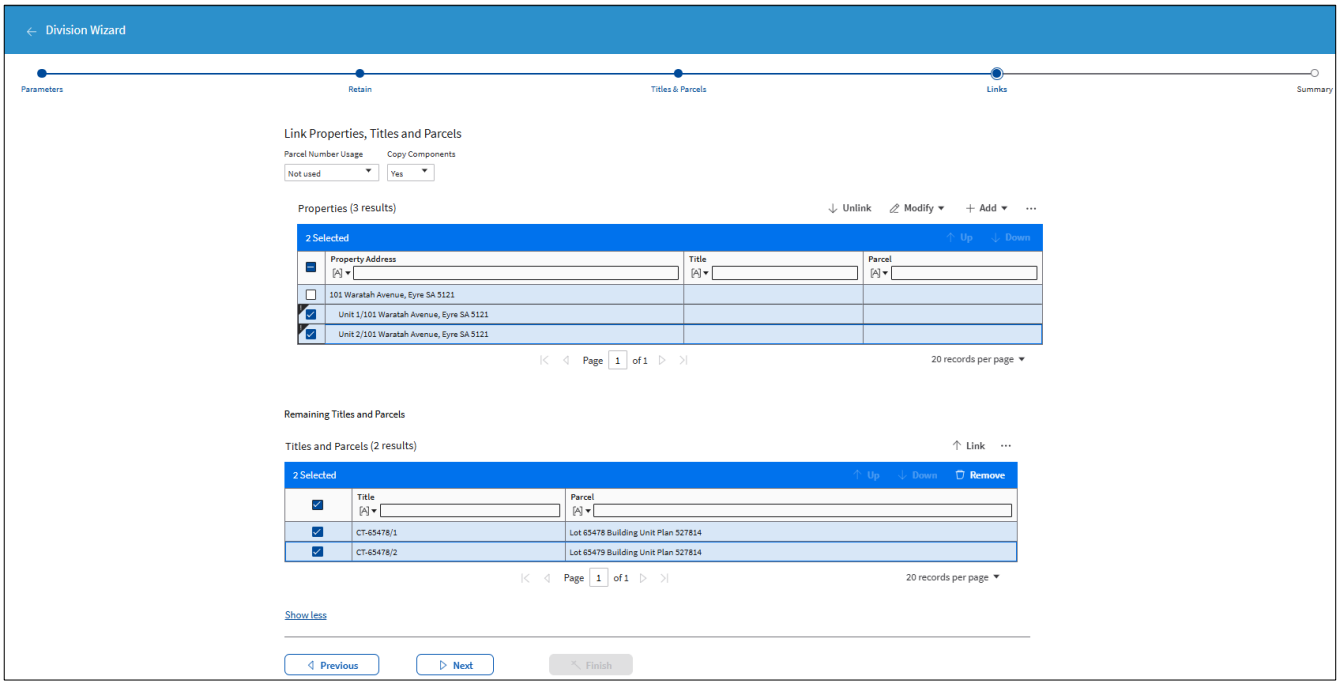


Image 10

Click Next to move to the next Stage in the Wizard, Image 11.

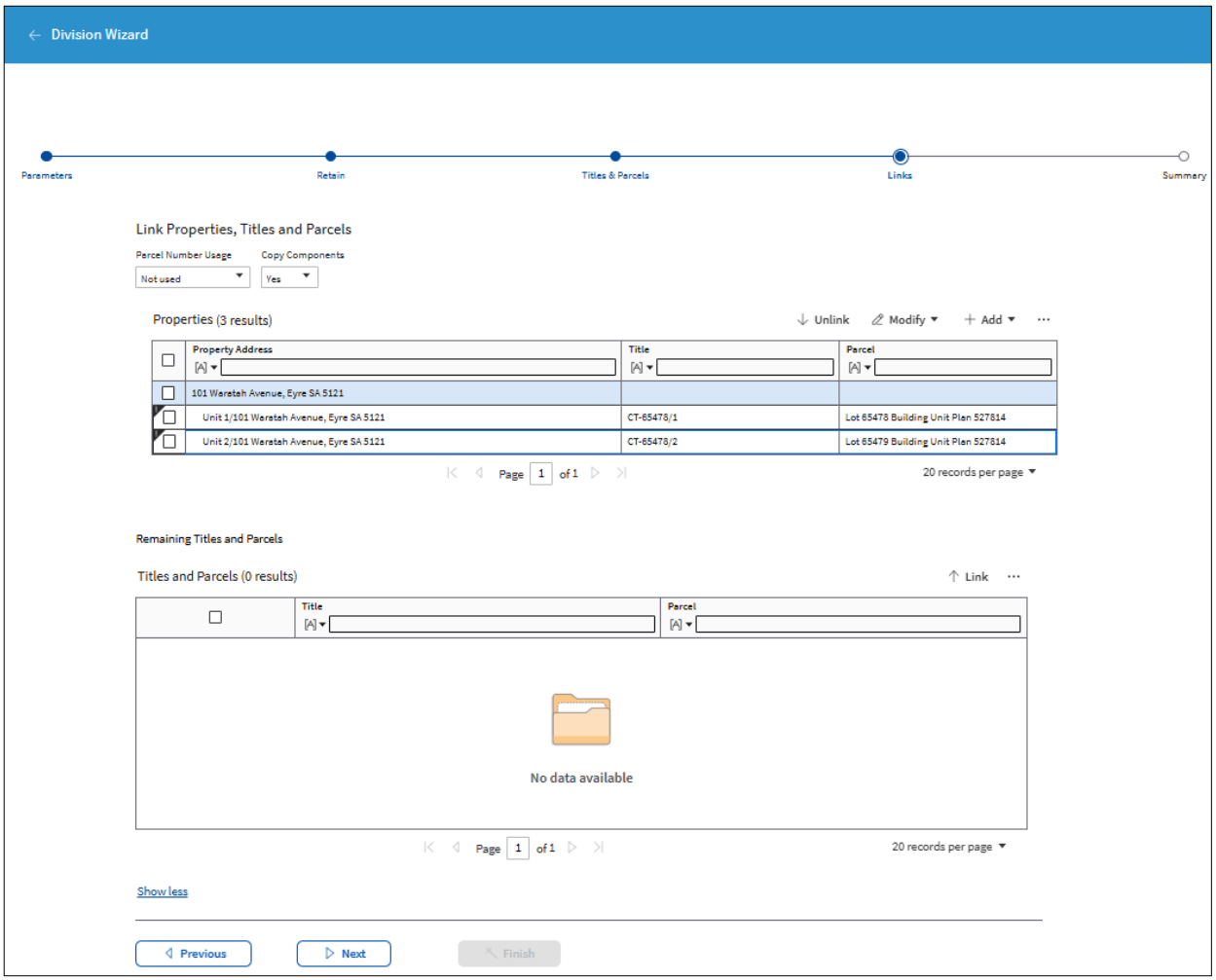


Image 11

Click on Finish to complete the division, Image 12.

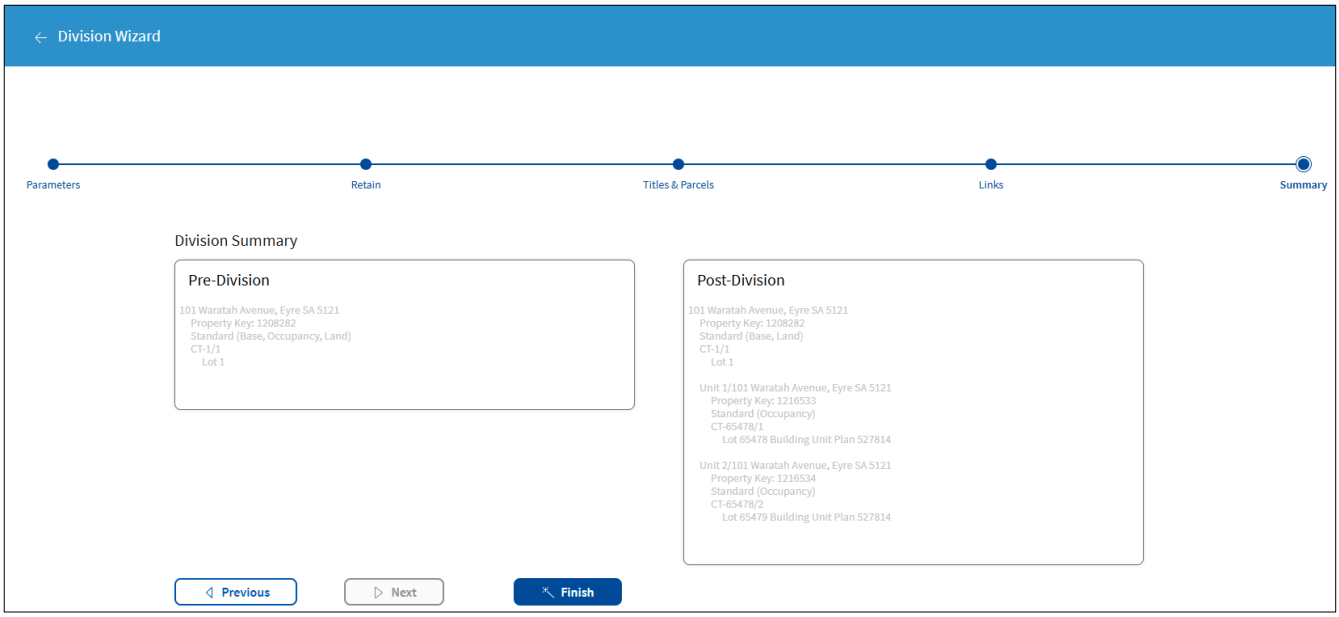


Image 12

A processing progress bar appears along the bottom of the screen, Image 13.

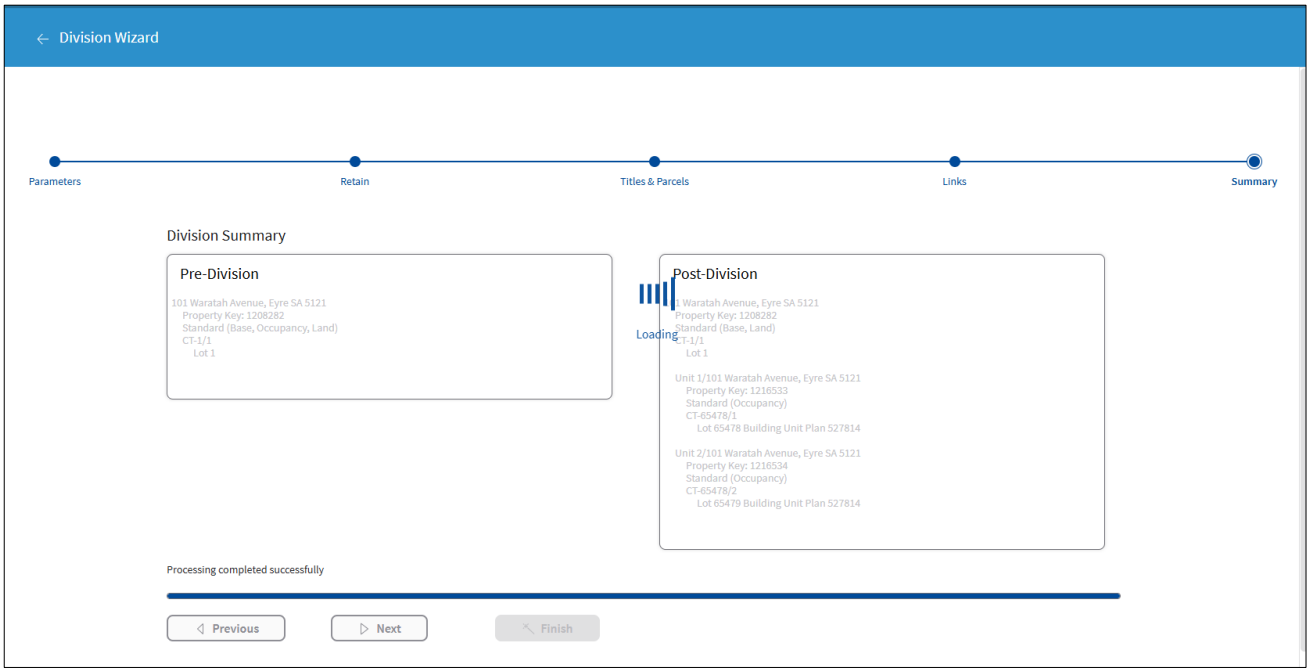


Image 13

You can now see the new property structure. Enter the Date Resolved and click on Accept to complete the division, Image 14.

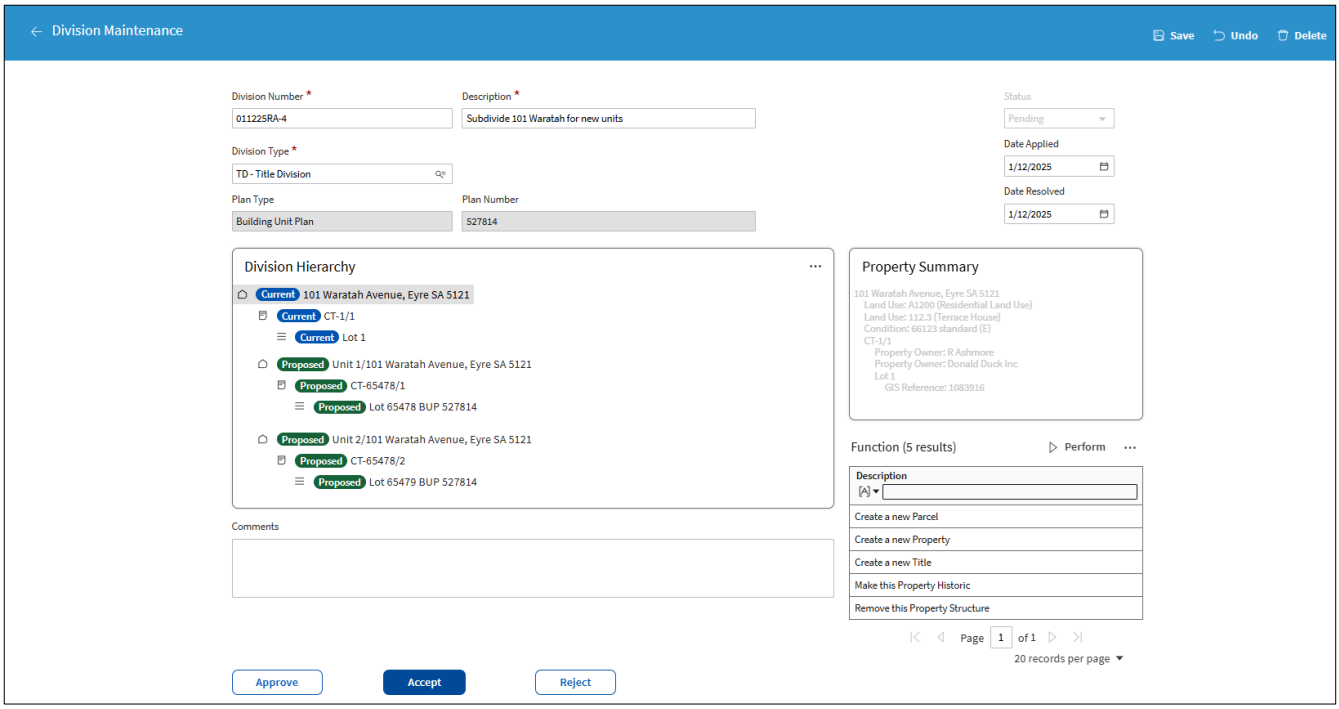


Image 14

Accepting the division will generate some messages and start the division workflow.

Select OK to finalise the division, Image 15.

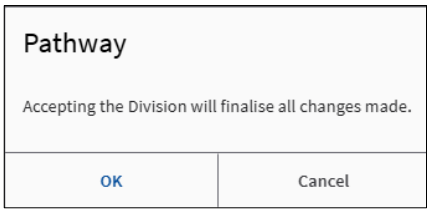


Image 15

The area on new parcels will be added to the related properties. Select Yes to recalculate property areas using the areas added to the new parcels, Image 16.

Image 16

The workflow begins with the first division acceptance email displayed. Click on Send to send the email, Image 17.

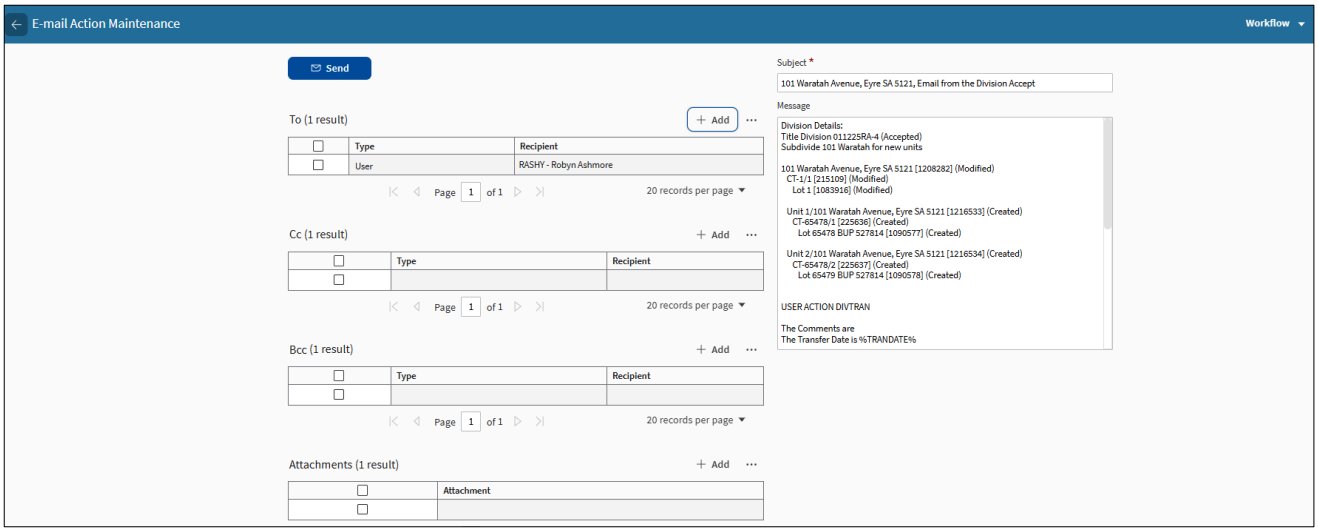


Image 17

The workflow will continue in the background and the finished division is displayed in Enquiry mode, Image 18.

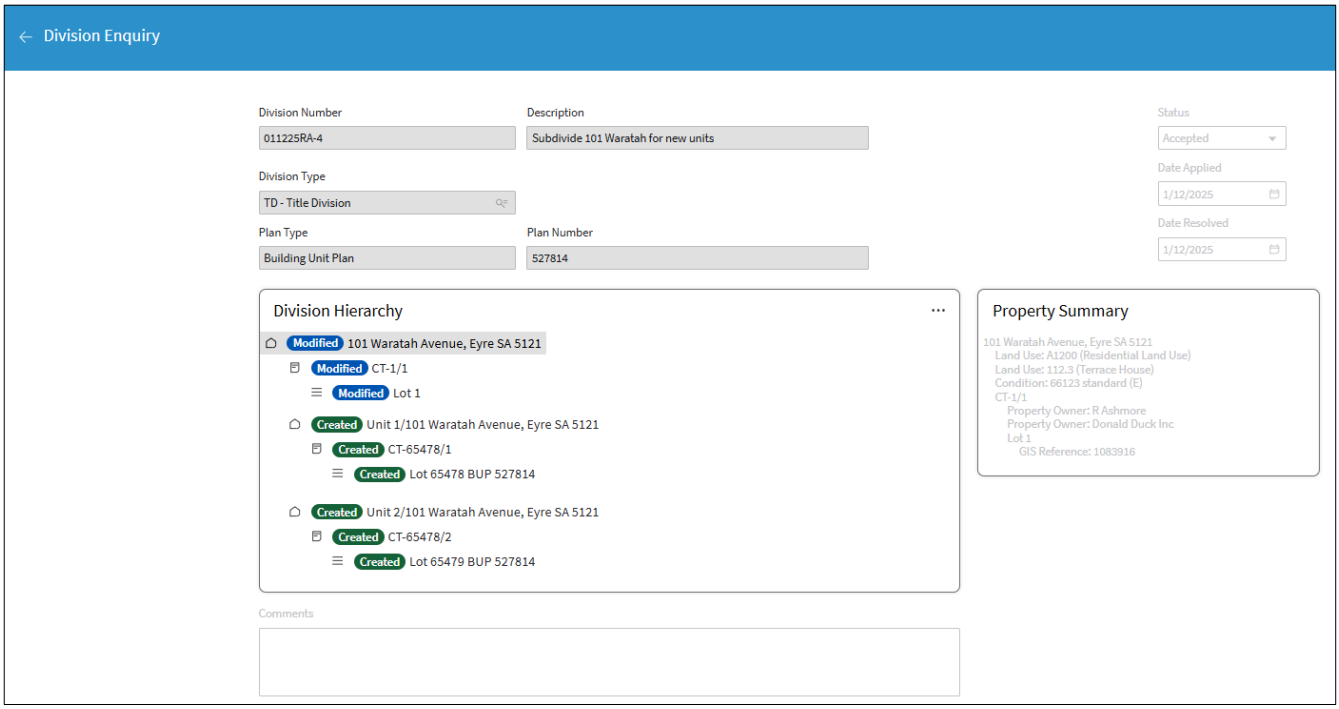


Image 18

8.2 Replace one property with two new properties

Replace one standard property with two new standard properties.

Go to menu Property Administration >> Division Maintenance.
Select New.
Enter division information and add the property that is to be replaced, Image 1.
Click on Wizard to start the process.

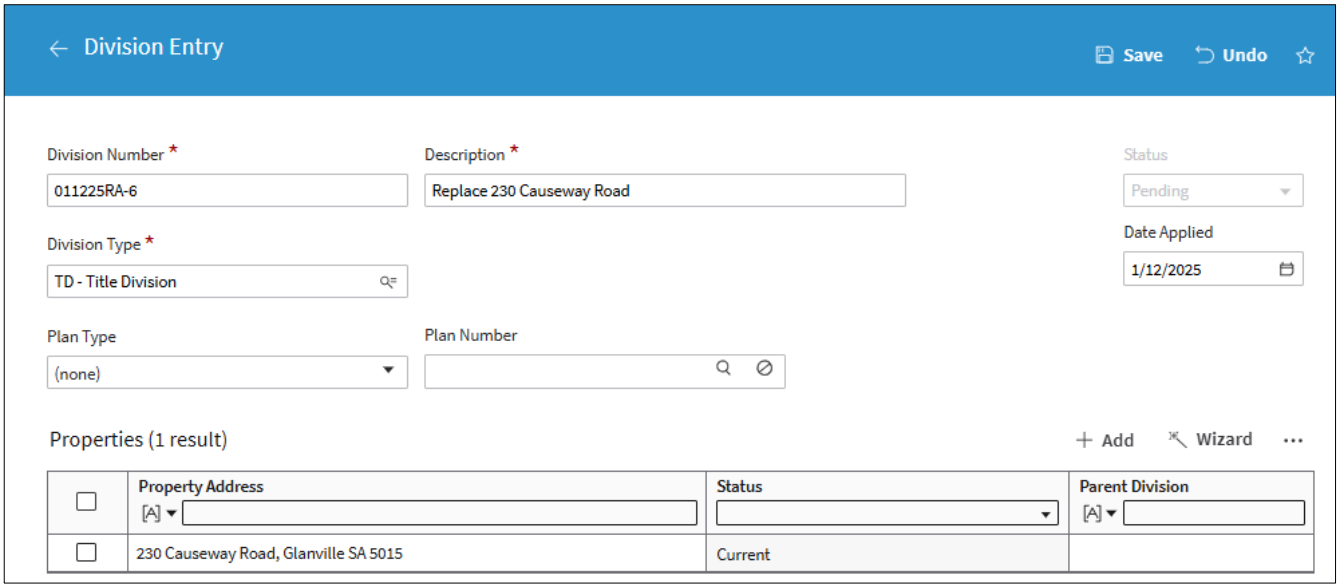


Image 1

Next to move to the Retain Stage of the Wizard.
We don't want to retain 230 Causeway Road, so we need to remove the tick in the Retain as Base box, Image 2.

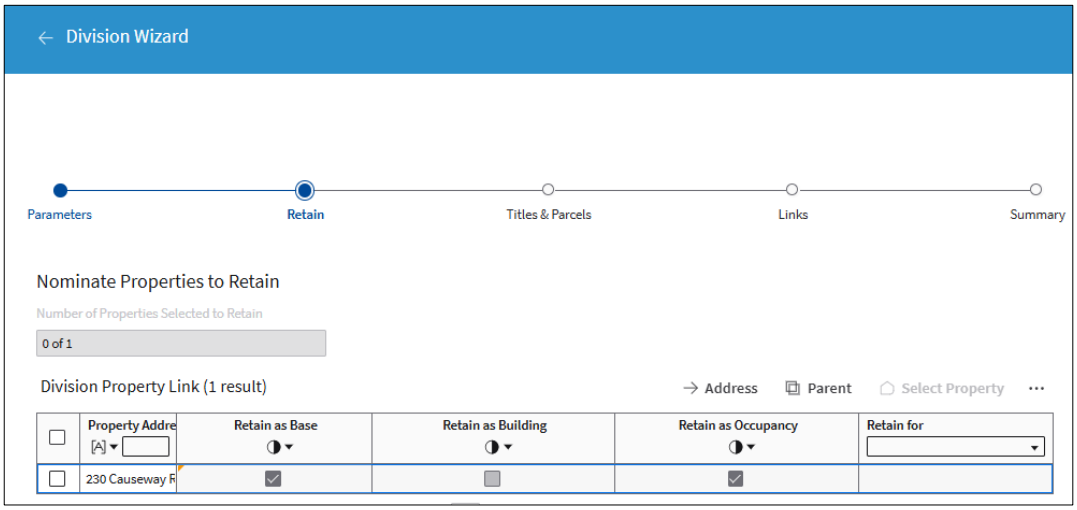


Image 2

Tick the box next to 230 Causeway and the Retain as Base will then be available to untick, Image 3.

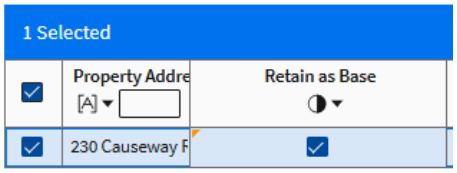


Image 3

The division should now look like Image 4.

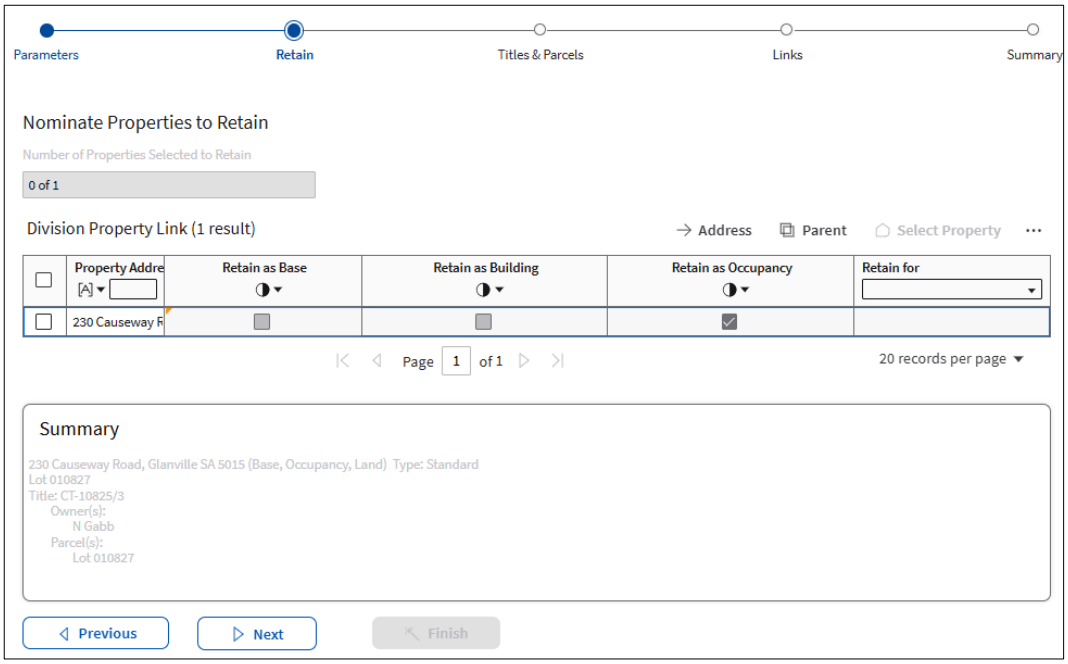


Image 4

Click Next to move to the next stage of the division.
Create titles and parcels by entering the data and Generate, Image 5.
Then click on Next.

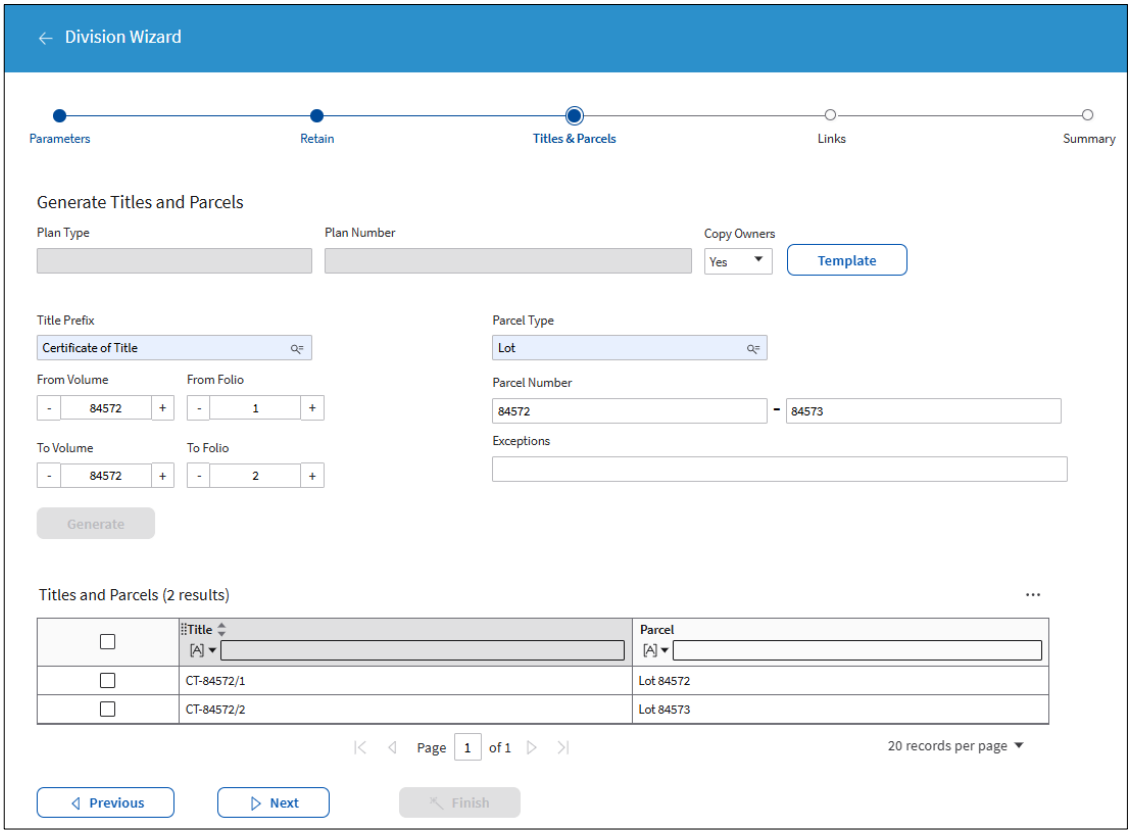


Image 5

Click on +Add – Base property to create a new standard property. Then repeat to create the second property, Image 6.

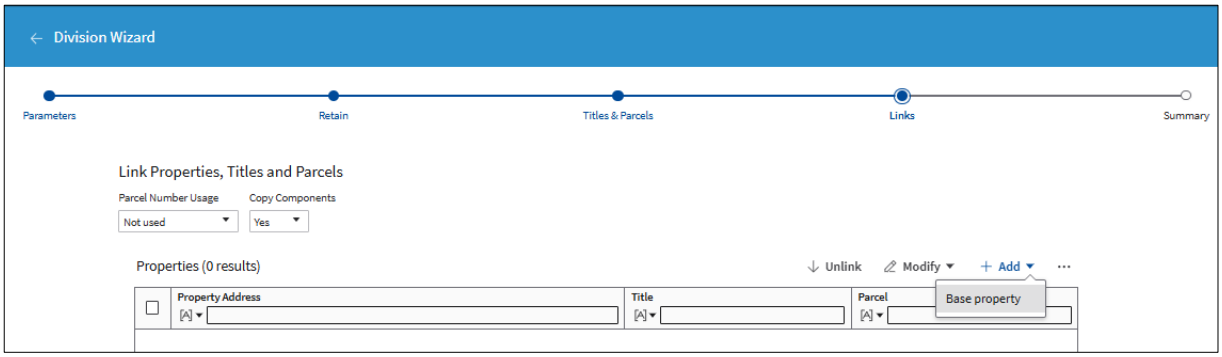


Image 6

Enter the Address of the new property, Image 7.

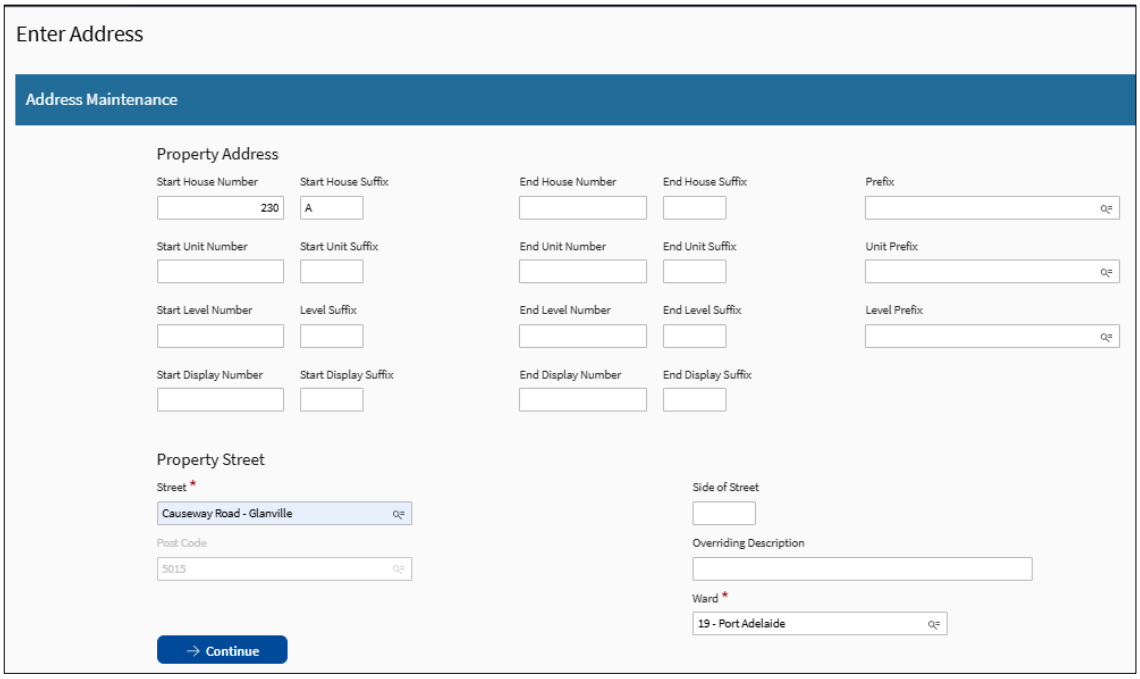


Image 7

Link the new properties with the new titles and parcels, Image 8.
Then click Next to move to the next Stage of the division.

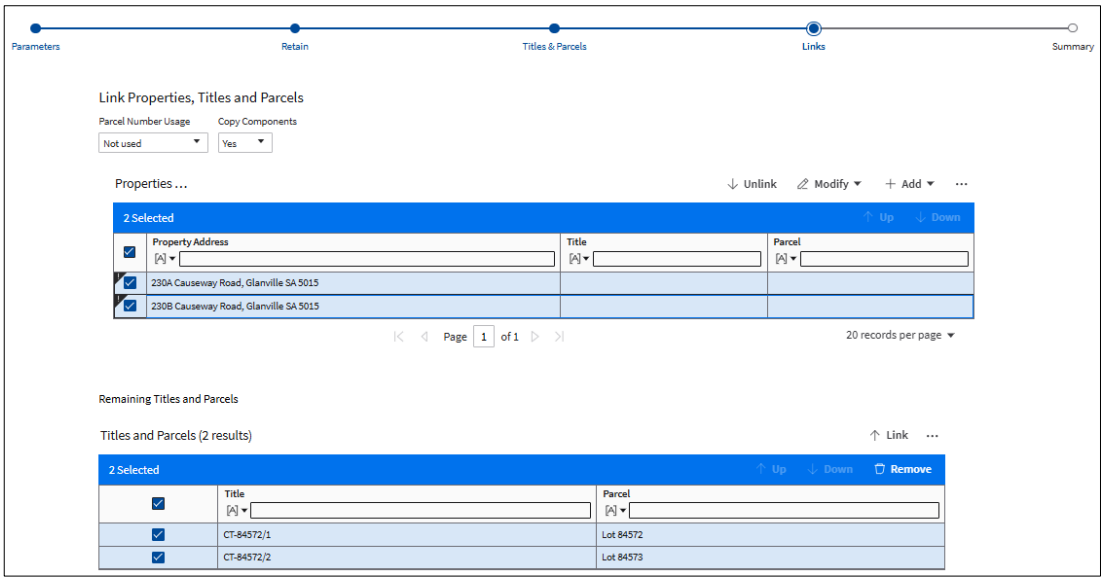


Image 8
Finish the division, Image 9.

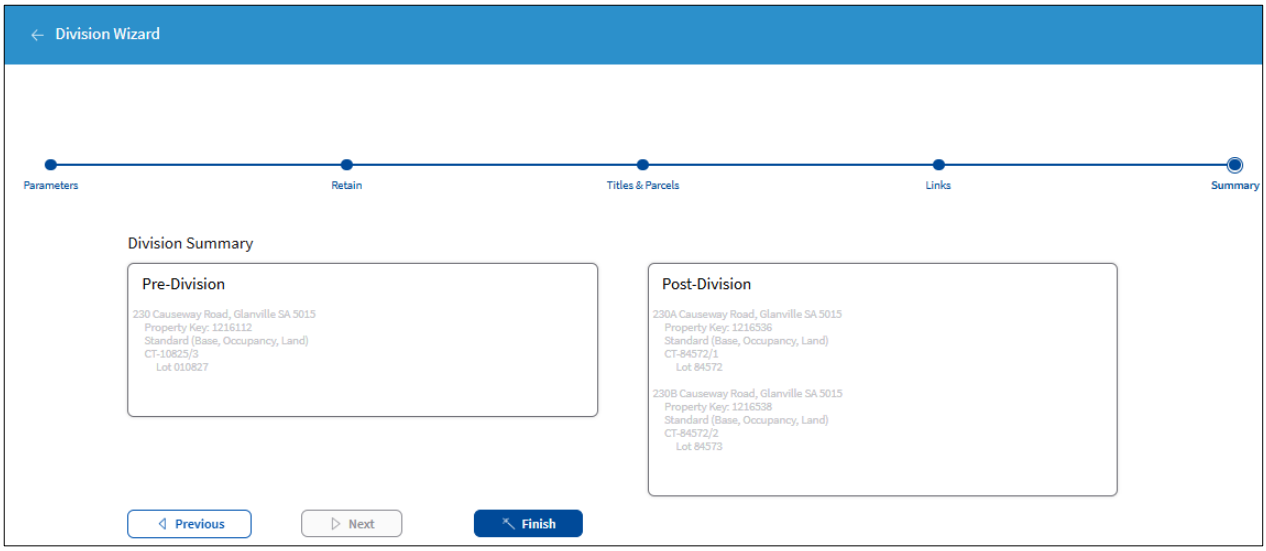


Image 9

Accept the division and the workflow will begin, Image 10 and 11. Workflow – Cancel and Complete or Workflow – Save and Complete if you've added an Attachment.

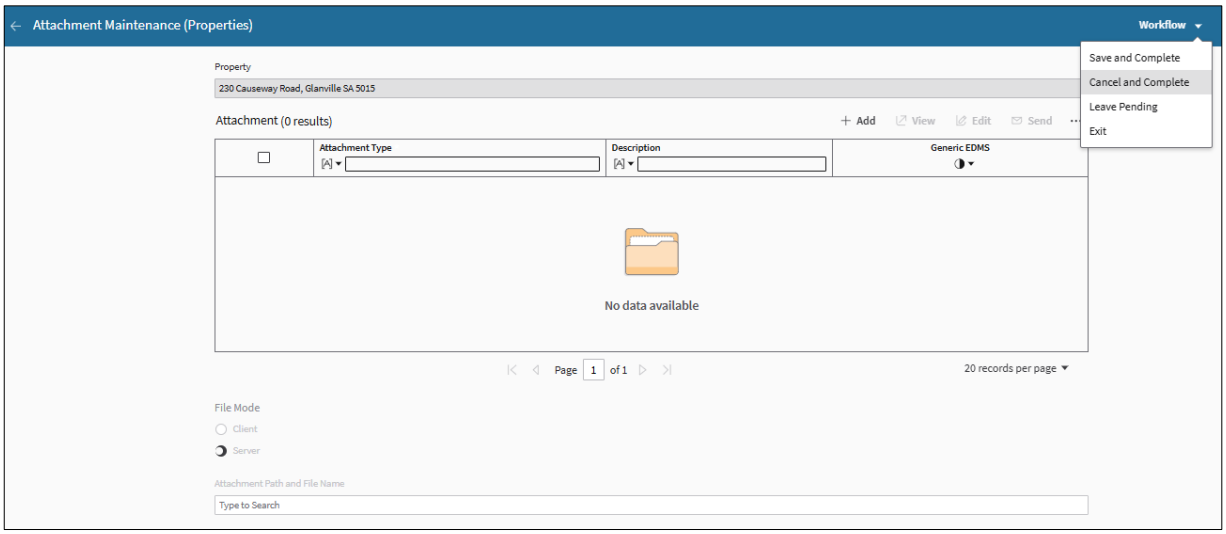


Image 10

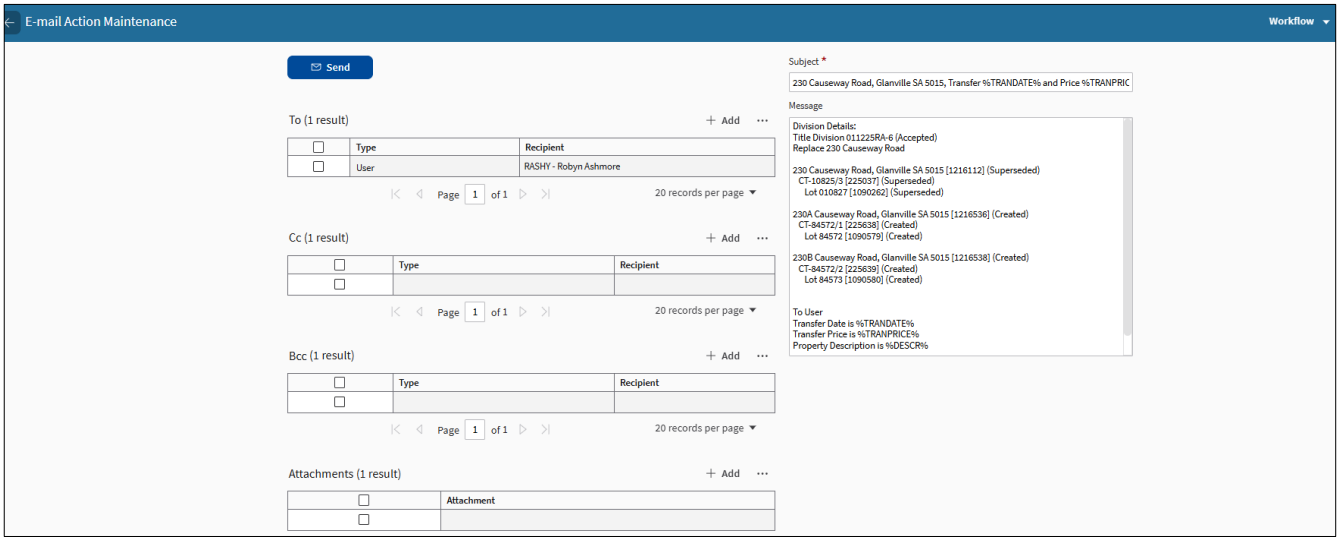


Image 11

NOTE: An alternative would be to retain the original property, so that components could be copied and at the end of the division, use a Function to make the original property historic. An example is below.

8.3 Subdivision where original property is made historic

Enter division information and add the property to be subdivided, Image 1.
Select Wizard to continue

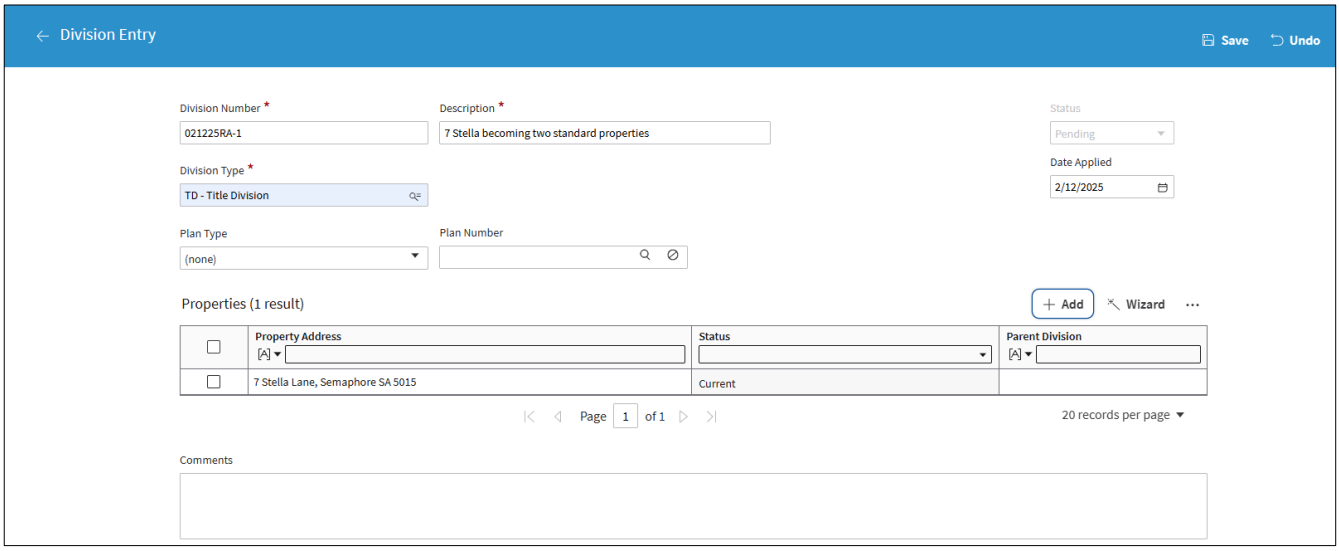


Image 1

Select Next to skip over the Parameters Stage of the Wizard, Image 2.

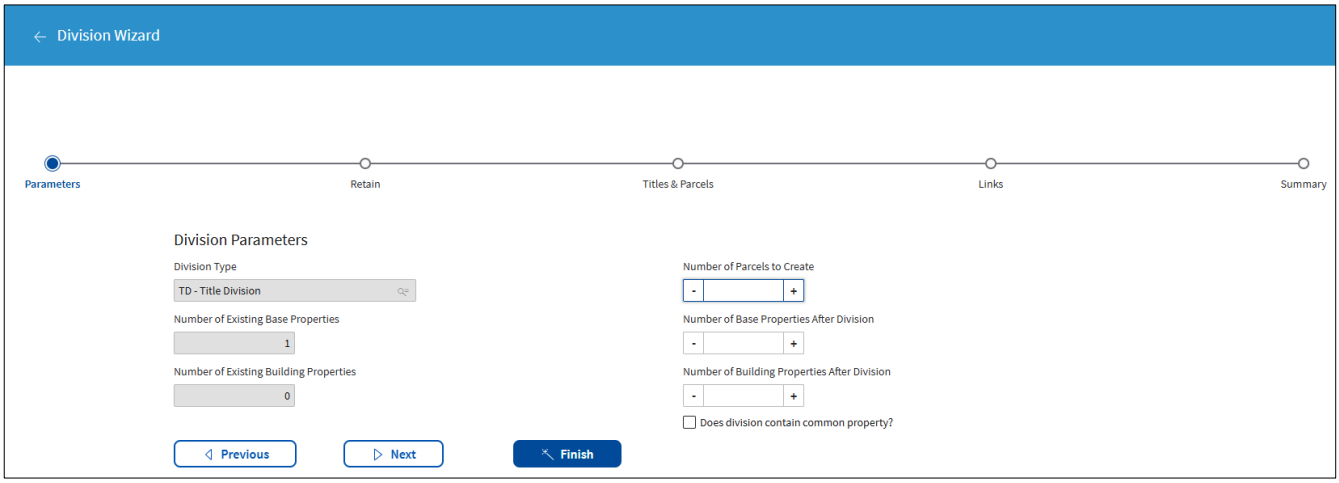


Image 2

Tick the check box to Retain for Division (in right column), Image 3.
Click Next to move to the next division stage.

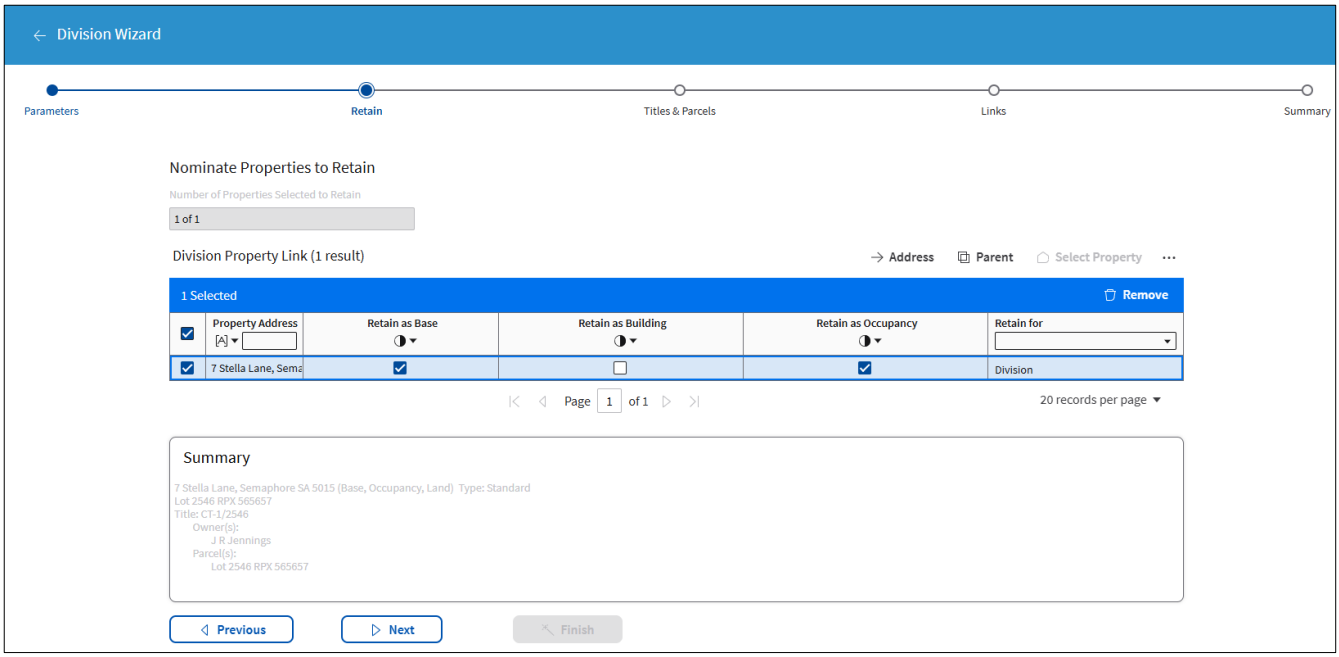


Image 3

Enter the title and parcel information and Generate, Image 4.
Click Next to move to the next division stage.

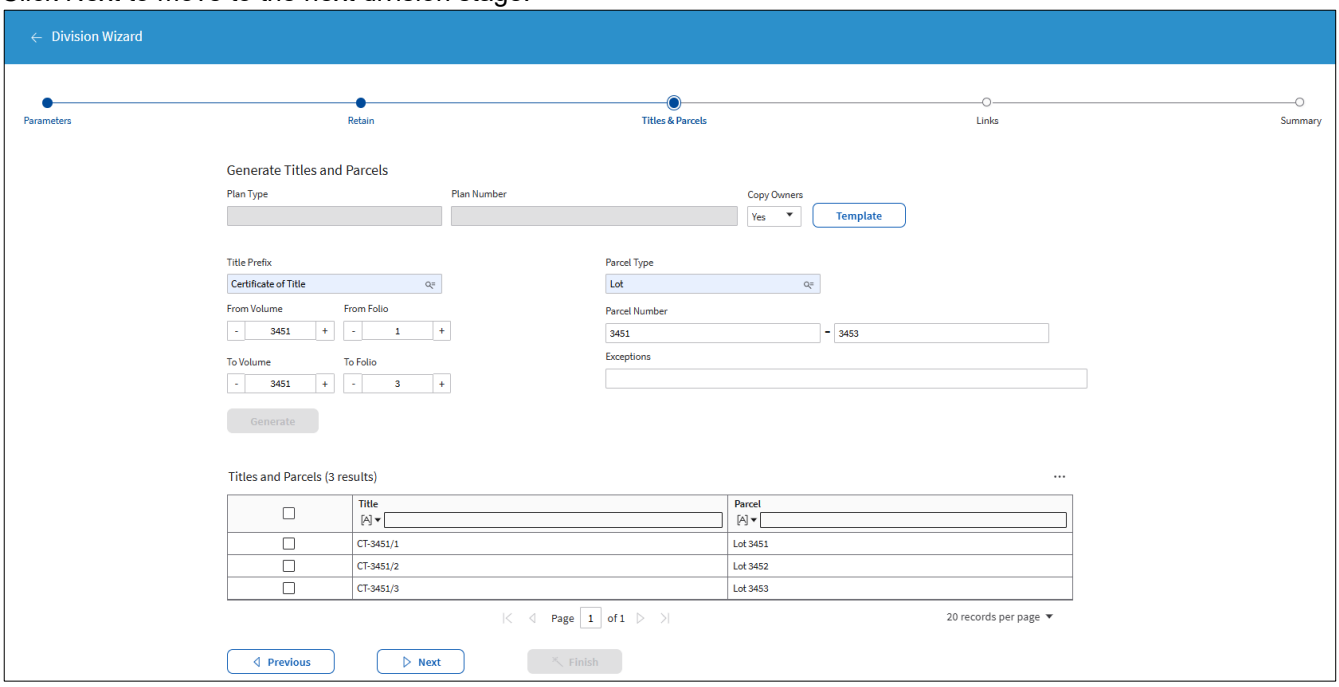


Image 4

Click on the check box next to the property so that you can see and then select +Add and Advanced Property Creation, Image 5.

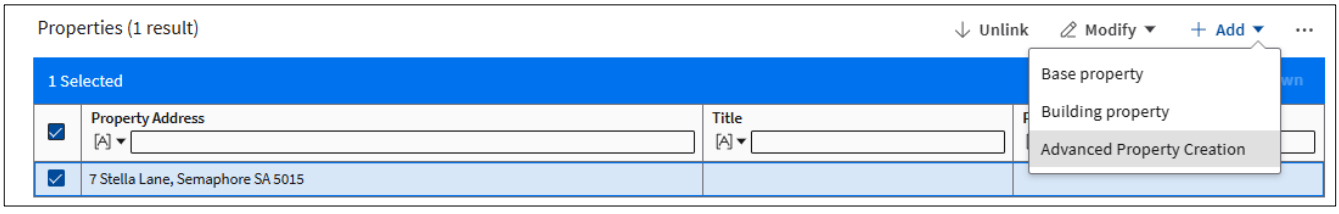


Image 5

Enter information to create three main (standard) properties, to match the number of titles/parcels entered earlier, Image 6.

The Selected Components lists the data that will be copied from the original property. We want to copy all components, so leave assigned and click on the Continue button to generate the new properties.

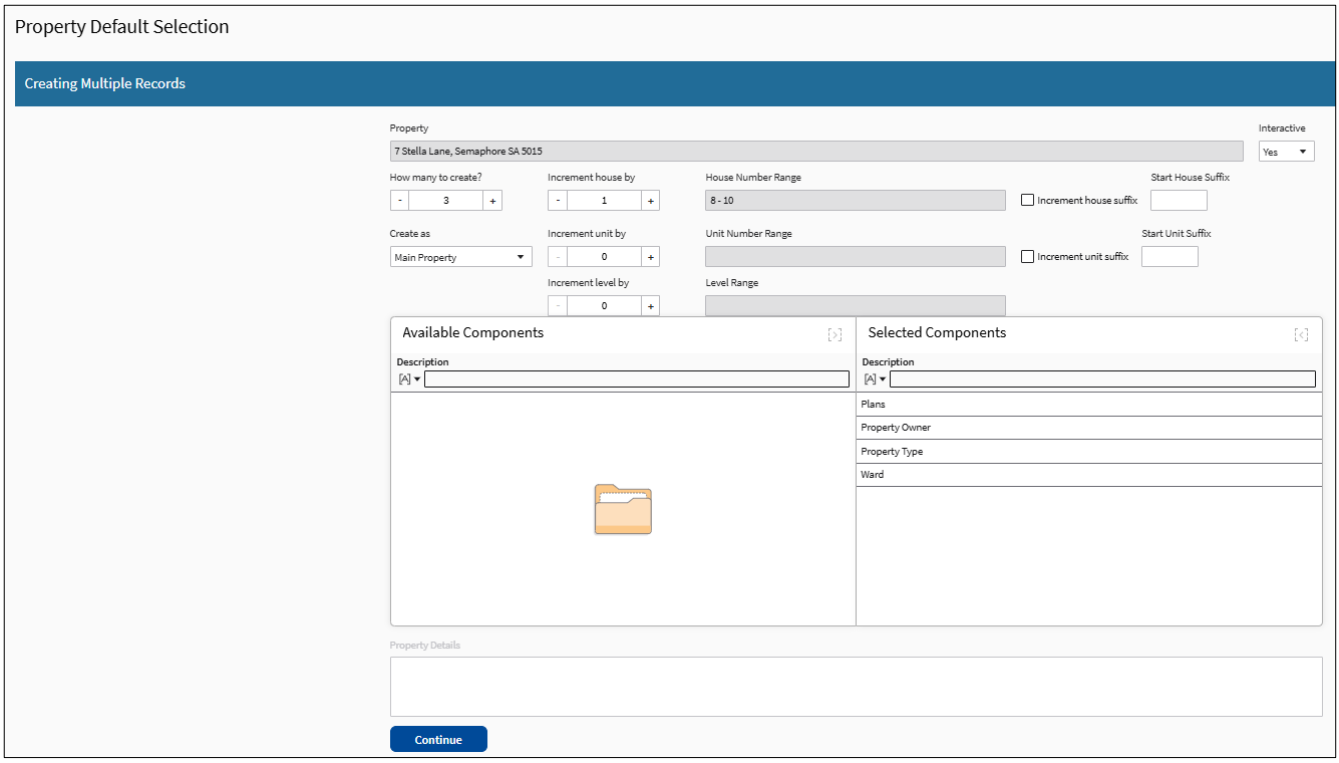


Image 6

The new properties are displayed, Image 7.
Click on either back arrow to return to the division.

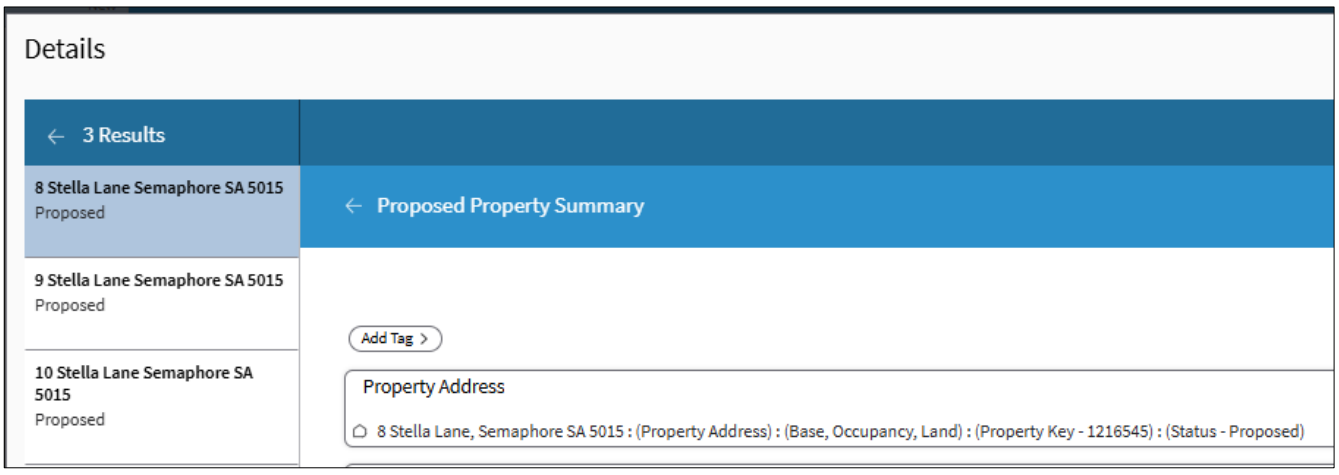


Image 7

Select the new title/parcels and new properties to be linked to each other, Image 8.
Then click on Link.

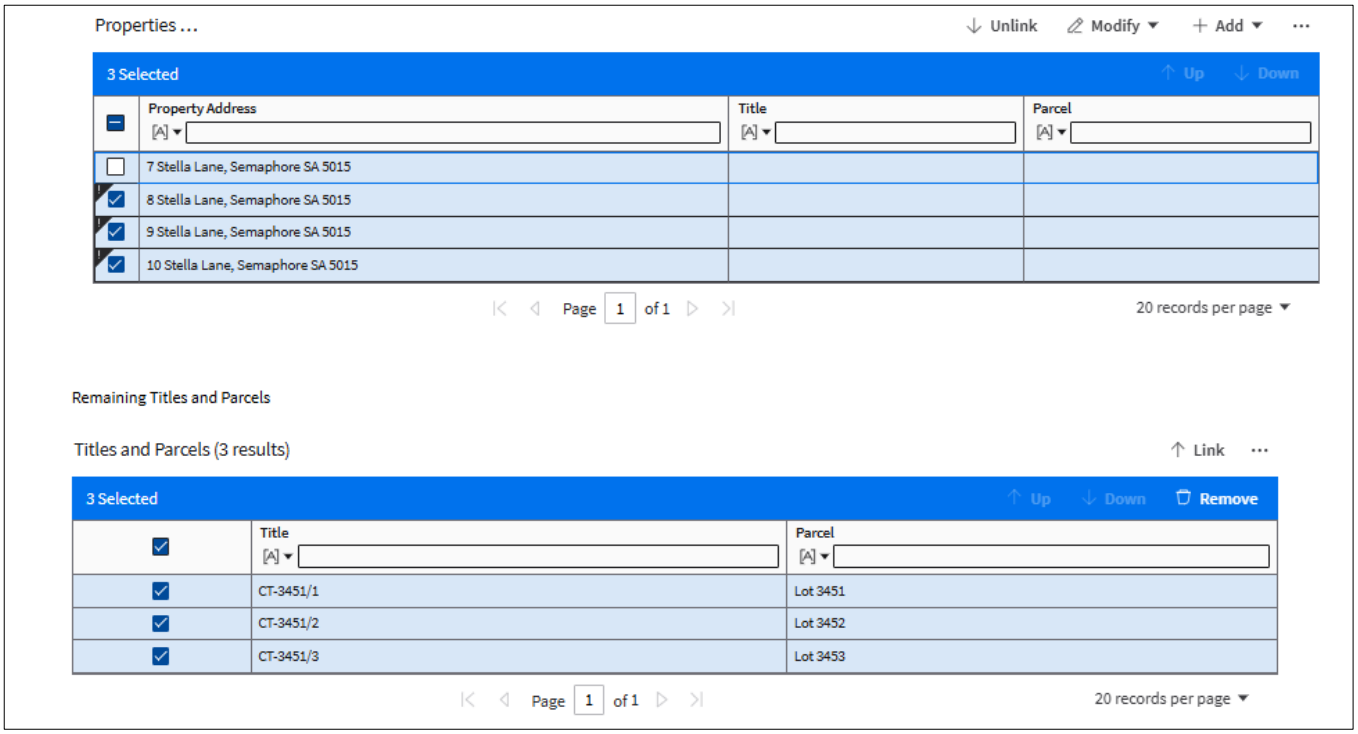


Image 8

The titles/parcels should now appear on the new properties, Image 9.
Then click on Next to move to the next division stage.

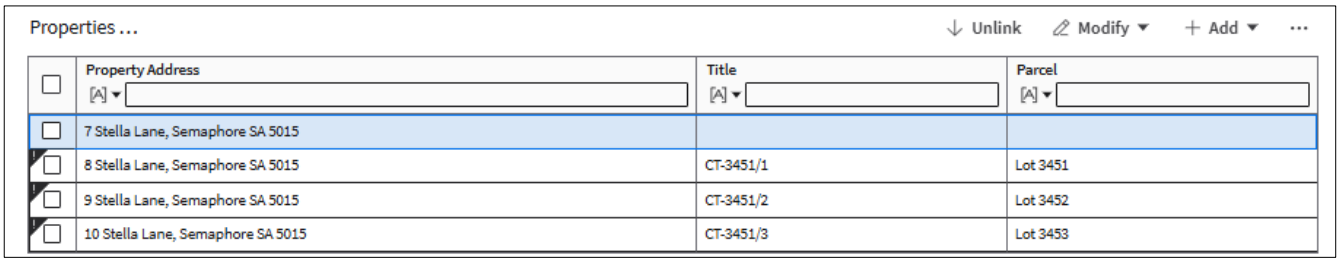


Image 9

Click on Finish as the division stages are now complete.

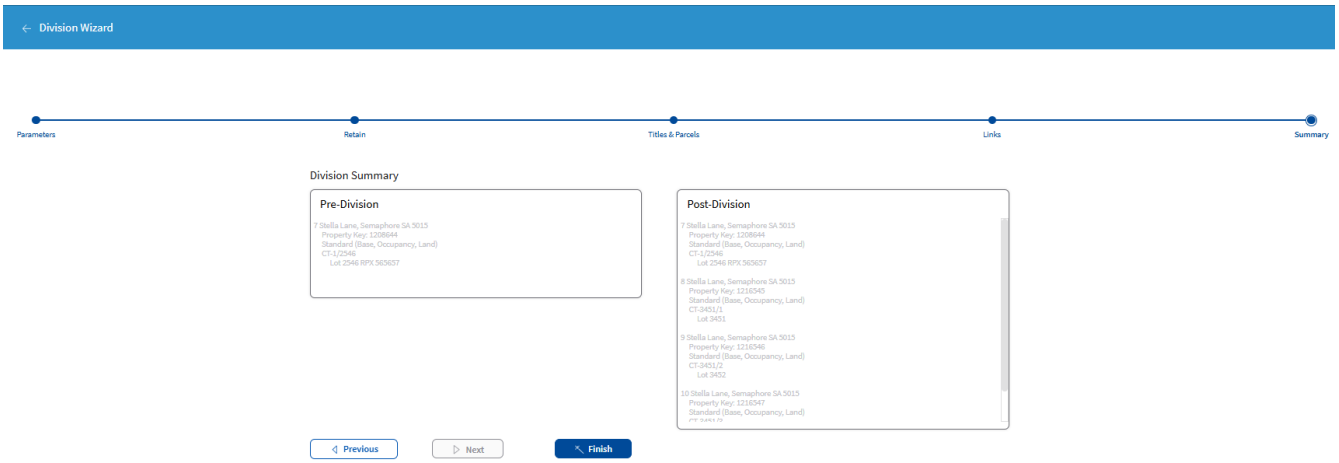


Image 10

It is now possible to make the original property historic, Image 11.
Click on the Function – Make this Property Historic (bottom right), then the Perform button.

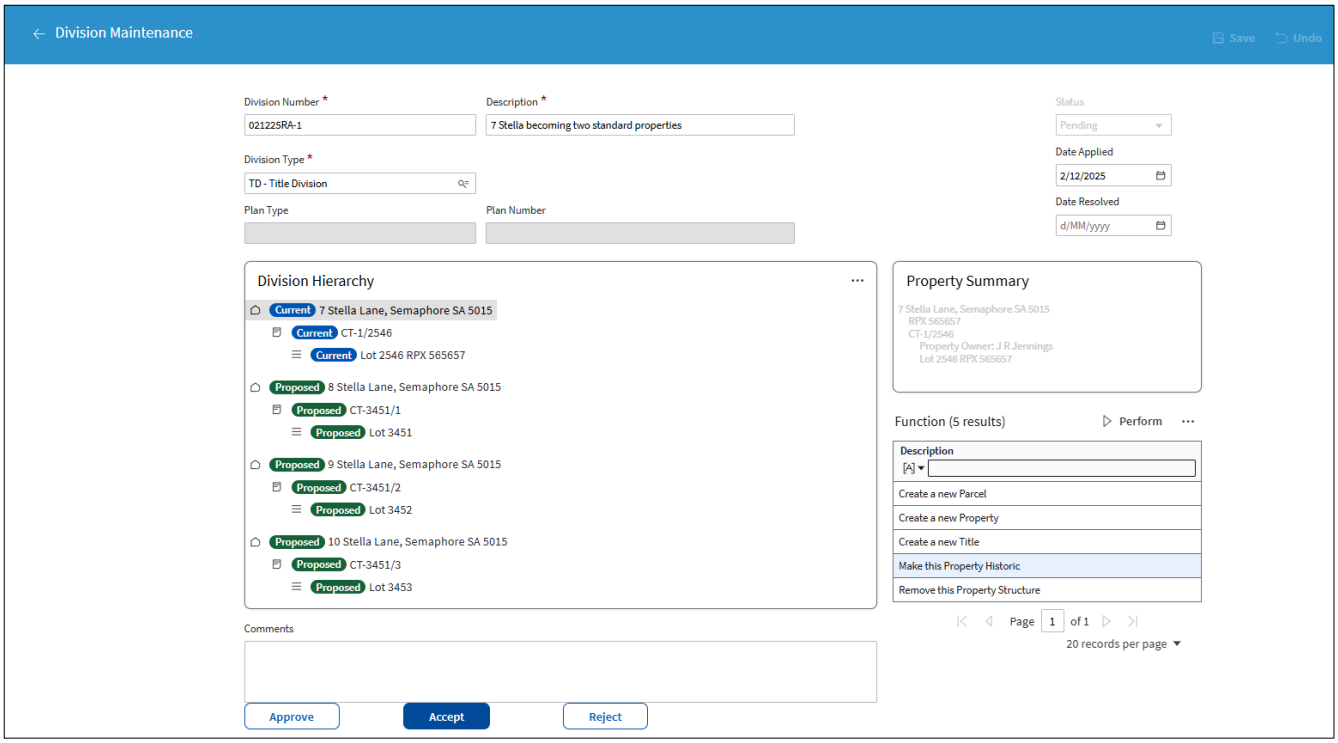


Image 11

The division can now be accepted, so enter the Date Resolved and then click on Accept, Image 12.

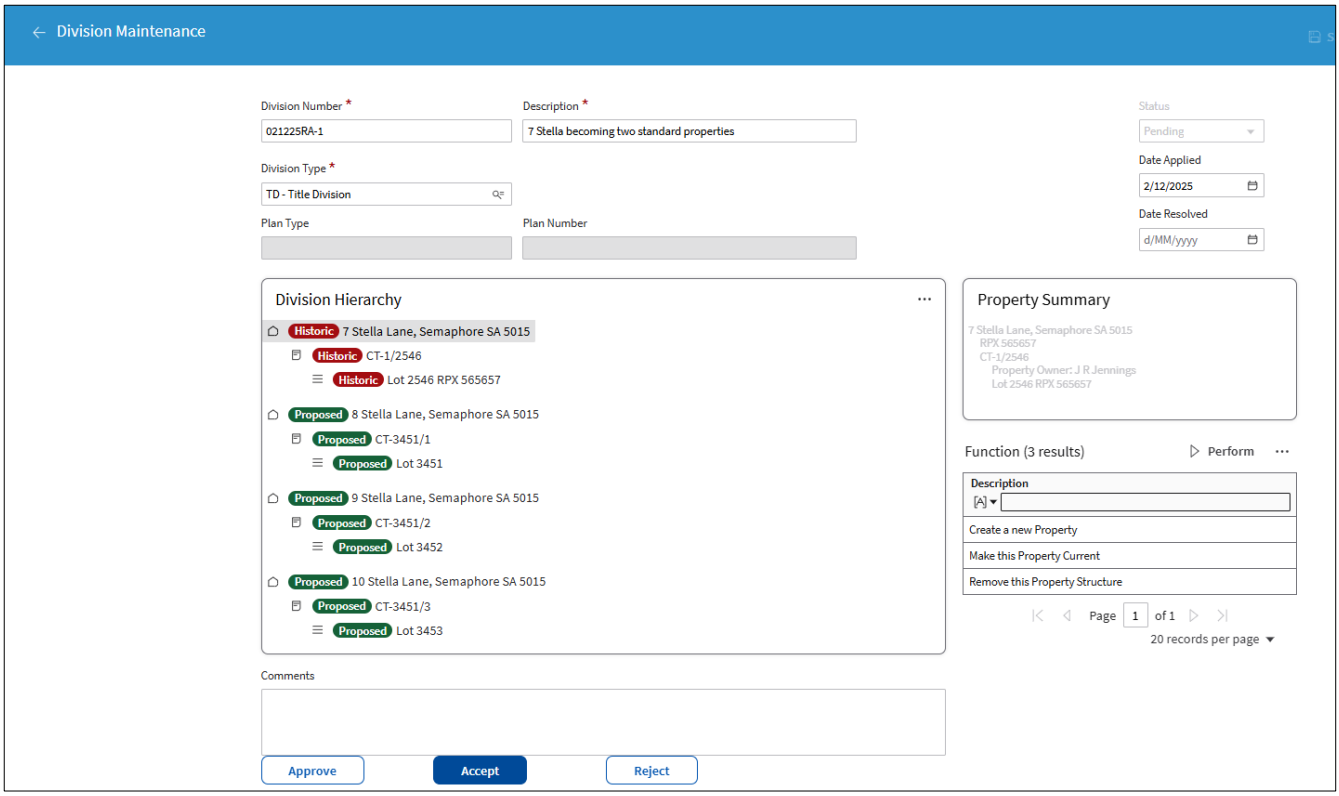
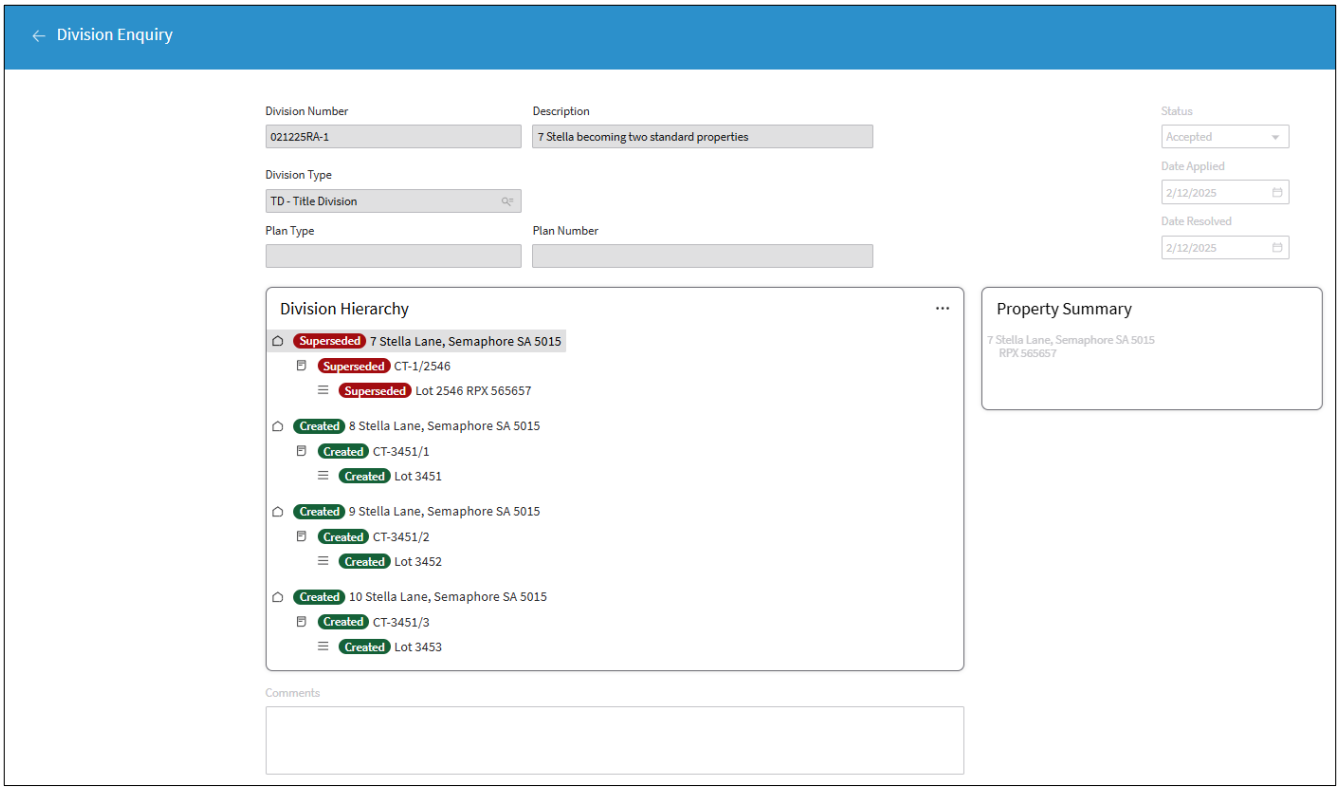


Image 12

Division messages appear and the workflow starts. The final division looks like Image 13.


Division Enquiry
Division Number
021225RA-1
Description
7 Stella becoming two standard properties
Status
Accepted
Division Type
TD - Title Division
Date Applied
2/12/2025
Plan Type
Plan Number
Date Resolved
2/12/2025
Division Hierarchy
Superseded 7 Stella Lane, Semaphore SA 5015
Superseded CT-1/2546
Superseded Lot 2546 RPX 565657
Created 8 Stella Lane, Semaphore SA 5015
Created CT-3451/1
Created Lot 3451
Created 9 Stella Lane, Semaphore SA 5015
Created CT-3451/2
Created Lot 3452
Created 10 Stella Lane, Semaphore SA 5015
Created CT-3451/3
Created Lot 3453
Property Summary
7 Stella Lane, Semaphore SA 5015
RPX 565657
Comments
Image 13