

Property Administration User Guide



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Feedback

Your suggestions and comments regarding this documentation are highly regarded. Please send or fax any suggestions to your Infor Public Sector office – lghelpdesk@infor.com.

SOUTH AUSTRALIA

PO Box 360
Goodwood SA 5034
Tel: +61 8 8372 6111
Fax: +61 8 8372 6199

NEW SOUTH WALES

Level 3,
40 Miller Street
North Sydney, NSW 2060
Tel: +61 2 9021 7100
Fax: +61 2 9021 7298

NEW ZEALAND

Infor Public Sector NZ
93 Grafton Road
PO Box 2733
Auckland, NZ
Tel: +64 9 309 1860
Fax: +64 9 356 1860

VICTORIA

Level 8, 1 Southbank Blvd
Southbank, Vic 3006
Tel: +61 3 8608 8500
Fax: +61 3 8608 8599

QUEENSLAND

Level 13, 50 Cavill Avenue
Surfers Paradise, QLD 4217
Tel: +61 7 5635 4344

Pathway 3.09 (Thick Client Version)

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Table of Contents

PROPERTY ADMINISTRATION USER GUIDE

SYSTEM PARAMETERS AND SECURITY	1
Property System Parameters	3
Property Administration System Parameter Maintenance Form (1 of 3)	3
Property Administration System Parameter Maintenance Form (2 of 3)	8
Transfer Fee Parameter Maintenance Form.....	12
Property Administration System Parameter Maintenance Form (3 of 3)	13
Council Pop Up Form	13
Workflow Parameters	15
Work Flow Parameters Form.....	15
Council Maintenance Parameters	16
Council Maintenance Form.....	16
Property Role Types	19
Role Type Search Profile Form	19
Role Type Selection Form	19
Role Type Maintenance Form	20
UNITS OF MEASURE PARAMETER	22
Measure Type Parameter Maintenance	24
Measure Type Maintenance Form.....	24
Units of Measure Maintenance Form.....	24
GIS PRODUCT PARAMETERS	26
GIS Product Parameters	28
GIS Product Selection Form.....	28
GIS Product Maintenance Form	28
MapObjects GIS Product Maintenance Form	30
MapObjects GIS Layer Maintenance Form.....	31
Maintain MapObject GIS Level Value Form.....	32
GIS USER MAINTENANCE	34
GIS User Maintenance	36
GIS User Maintenance Form.....	36
GIS User Application Maintenance Form.....	37
ZONES AND LAND USE PARAMETERS	39
Land Uses.....	41
Land Use Maintenance Form	41

Zones	42
Zone Maintenance Form	42
Zone Plan Types	43
Zone Plan Type Search Profile Form	43
Zone Plan Type Selection Form	44
Zone Plan Type Maintenance Form	44
Property Search	46
Zones Search Profile Form.....	46
Land Use Search Profile Form	46
Property Selection Form.....	47
PROPERTY PARAMETERS	50
Ward Name Parameters.....	52
Ward Maintenance Form	52
Property Type Parameters	53
Property Type Maintenance Form	53
Property Type Maintenance Form	54
Address Prefix Parameters.....	56
Address Prefix Maintenance Form	56
Unit Type Maintenance Form	56
Level Type Maintenance Form	57
Property Address Format Parameters	59
Address Format Maintenance Form	59
Property Address Formatting Rule Maintenance Form	59
Property Address Format to Mailing Address Mapping Maintenance Form	62
TITLE PARAMETERS	66
Source of Data Maintenance	68
Source of Data Maintenance Form.....	68
Estate Type Maintenance.....	69
Estate Type Maintenance Form.....	69
Property Title Status Maintenance.....	70
Title Status Maintenance Form.....	70
Property Title Prefix Maintenance.....	71
Title Prefix Maintenance Form.....	71
FLOOD PARAMETERS	72
Flood Fill Control Parameters.....	74
Fill Control Maintenance Form	74
Flood Fill Status Parameters	75
Fill Status Maintenance Form	75

Flood Level Type Parameters	76
Flood Level Type Maintenance Form	76
Parcel Search	77
Flood Search Profile Form.....	77
Property Selection Form.....	78
Flood Details Import	79
DIVISION PARAMETERS.....	85
Division Copy Component Maintenance.....	87
Division Copy Component Maintenance Form.....	87
Condition Filter Maintenance Form.....	88
Maintain Divisions Types.....	90
Division Type Maintenance Form	90
TRANSFER OF OWNERSHIP	91
Ownership Codes.....	93
Ownership Code Maintenance Form	93
Sale Classification Codes.....	94
Sale Classification Codes Maintenance Form	94
Transfer Type Parameters	95
Transfer Type Maintenance Form	95
CERTIFICATE & NOTICE PARAMETERS	96
Extract Types Maintenance	99
Extract Type Search Profile Form.....	99
Extract Type Selection Form	99
Extract Type Maintenance Form.....	100
Additional Filter Form	102
Condition Group Extract Filter Form	103
All Assessments Additional Filter Maintenance Form	104
Condition Types Filter Maintenance Form	104
Licence Extract Filter Form.....	105
Filter By Animal Type Form	106
Plan Type Selection Form	106
Attachment Type Filter Maintenance	106
Select Service Codes Form.....	107
Filter for Zones Maintenance Form.....	108
Merge Type Maintenance.....	110
Merge Type Search Profile Form.....	110
Merge Type Selection Form	110
Merge Type Maintenance Form.....	111

List of Available Extract Fields.....	113
Response Type Maintenance.....	120
Response Type Maintenance Form.....	120
Standard Applicant Maintenance.....	121
Standard Applicant Maintenance Form.....	121
CROWN TENURE PARAMETERS	122
Crown Tenure Type Maintenance	124
Crown Tenure Type Maintenance Form	124
Crown Tenure Purpose Maintenance	125
Crown Tenure Purpose Maintenance Form	125
Crown Tenure Responsibility Maintenance	126
Crown Tenure Responsibility Type Maintenance Form	126
Crown Tenure Responsibility Identity Maintenance	127
Crown Tenure Responsibility Identity Maintenance Form	127
PLAN PARAMETERS.....	128
Memo Group and Type Maintenance	130
Memo Group Maintenance Form.....	130
Memo Type Maintenance Form.....	130
Plan Purpose Type Maintenance	134
Plan Purpose Type Maintenance Form	134
Plan Responsibility Maintenance.....	135
Plan Responsibility Identity Maintenance Form	135
Plan Type Maintenance.....	136
Plan Type Maintenance Form	136
STREET PARAMETERS	137
Street Class Maintenance	139
Street Class Maintenance Form	139
Street Responsibility Maintenance	141
Street Responsibility Identity Maintenance From.....	141
Street Status Maintenance	142
Street Status Maintenance Form	142
SERVICE PARAMETERS.....	144
Area Maintenance	146
Area Maintenance Form.....	146
Container Type Maintenance	147
Container Type Maintenance Form	147
Contractor Maintenance	148
Contractor Maintenance Form.....	148

Contractor Area Maintenance Form	148
Service Code Pop-Up Form	149
Contractor Rate Maintenance Form	150
Frequency Maintenance	152
Frequency Maintenance Form.....	152
Removed Reason Maintenance	153
Removed Reason Maintenance Form	153
Round Type Maintenance	154
Round Type Maintenance Form	154
Service Code Maintenance	155
Service Code Maintenance Form	155
Sub-Types Maintenance Form	156
Service Code Detail Maintenance Form	157
Service Code Round Type Pop-Up	157
Container Type Pop-Up Form	158
Service Code Email Maintenance Form	159
Services Check Action Parameters Form	160
Service Outcome Parameter Form	161
Service Action Maintenance	162
Service Action Outcomes Maintenance Form.....	163
PARCEL PARAMETERS.....	165
Parcel Type Maintenance.....	167
Parcel Type Maintenance Form.....	167
Parcel Format Maintenance	168
Parcel Format Maintenance Form	168
Parcel Formatting Rule Maintenance Form	168
Test Parcel Format Maintenance Form	170
Block Maintenance Form.....	172
Sections Maintenance Form.....	172
Crown Allotment Maintenance Form	173
Parcel Descriptor Parameter	174
Descriptor Type Maintenance Form	174
Descriptor Maintenance Form	174
STRUCTURE PARAMETERS	176
Frontages Maintenance.....	178
Frontages Maintenance Form	178
Materials Maintenance	179
Materials Maintenance Form	179

Plans Filed Maintenance	180
Plans Filed Maintenance Form	180
Service Types Maintenance	181
Service Types Maintenance Form	181
Structure Types Maintenance.....	182
Structure Type Maintenance Form	182
OVG Sales Audit Parameters.....	183
Sales Group Maintenance	183
Sales Group Roll Maintenance form.....	183
Sales Owner Type.....	184
Sales Buyer Type.....	185
Property Group Code	185
Chattel Calculation Tiers	186
STREET/SUBURB MAINTENANCE	188
Street Amalgamation.....	190
Street Amalgamation Form.....	190
Street Maintenance	192
Street Search Profile Form	192
Street Name Maintenance Form.....	193
Component Qualifier Pop-Up Form	195
Street Selection Form.....	195
Street Maintenance Form	196
Street Status Maintenance Form	199
Street Plan Maintenance Form	200
Discontinued Street Section Maintenance Form.....	201
Associated Streets Maintenance Form	202
Associated Primary Street Form.....	203
Street/Suburb Maintenance Form.....	204
Suburb Pop Up Form	207
Street/Suburb Ward Maintenance Form	208
Street/Suburb House Number Range Maintenance Form.....	209
Street/Suburb/Ward House Number Range Maintenance Form	210
Property Street GIS Reference Maintenance Form	212
Suburb Amalgamation.....	213
Suburb Amalgamation Form.....	213
Suburb Maintenance	215
Suburbs Maintenance Form	215
State Pop-Up Form	216

Postcodes for Suburbs Maintenance Form.....	217
PLAN MAINTENANCE	218
Plan Maintenance	220
Plan Search Profile Form	220
Plan Type Purpose Pop Up Form.....	221
Plan Selection Form	222
Plan Maintenance Form	222
Plan Purpose Maintenance Form	225
CROWN TENURE MAINTENANCE.....	226
Crown Tenure Maintenance	228
Crown Tenure Search Profile	228
Property Selection Form.....	229
Crown Tenure Selection Form.....	230
Crown Tenure Maintenance	230
Crown Tenure Properties Maintenance Form	232
Crown Tenure Responsibility Maintenance Form	233
PROPERTY GROUPS.....	236
Property Group Maintenance	238
Property Group Search Profile Form	238
Property Group Selection Form	238
Property Group Maintenance Form	239
PROPERTY MAINTENANCE	241
Property Addresses.....	243
Address Search Profile Form	243
Property Address Selection Form.....	249
Application Selection Form.....	250
Title Search Profile Form.....	250
Application Selection Form.....	253
Title/Address Selection Form	253
Application Selection Form.....	254
Services Search Profile Form	255
Services Selection Form.....	258
Parcel Search Profile Form	259
Flood Search Profile Form.....	263
Flood Selection Form	264
Crown Tenure Selection Form.....	265
Zone Search Profile Form	266
Zone Selection Form	267

Land Use Profile Form	268
Land Use Selection Form	269
Parcel/Property Selection Form.....	270
Query Result Search Profile Form.....	271
Nominee Role Maintenance Form	273
Street Pop Up Form	274
Suburbs For a Street Pop Up	275
Streets For a Suburb Pop Up	276
Address Prefix Pop Up	276
Property Options Form	277
Maintaining Property Records	279
Default Property Summary Form	279
Indicator Property Summary Form.....	282
Property Options Form	287
Application Options Form	288
Property Deletion	289
Property Deletion Form	289
Property Addresses Maintenance.....	291
Property Addresses Maintenance Form	291
Address Maintenance Form	296
Address Prefix Pop Up Form.....	300
Unit Type Prefix Pop Up Form.....	300
Level Type Pop Up.....	301
Sub Properties	302
Sub Property Maintenance Form.....	302
Property Address Selection Form.....	304
Sub-Property Address Selection Form	306
Property Group.....	308
Property Group Maintenance Form	308
Property Group Pop Up Form.....	309
Crown Tenure	310
Property Crown Tenure Maintenance Form.....	310
Names	312
Name Role Type Selection Form.....	312
Property Names Maintenance Form.....	312
Property Titles.....	317
Property Titles and Parcels Maintenance Form	317
Title/Address Selection Form	318

Title Maintenance Form.....	319
Property Parcels.....	322
Parcel Selection Form	322
Parcel Maintenance Form	323
Sections Maintenance Form.....	327
Crown Allotment Maintenance Form	327
Shares Maintenance Form	328
Parcel Plans Maintenance Form.....	330
All Inspections Enquiry	332
All Inspections Enquiry Form.....	332
GIS References.....	333
Property GIS References Maintenance Form	333
Title GIS References Maintenance Form.....	334
Parcel GIS Reference Maintenance Form	334
Street/Suburb GIS Reference Maintenance Form	335
GIS Application Selection Form.....	336
Property GIS Filter Form	340
GIS Query Entity Maintenance Form.....	342
Associated Properties	343
Associated Property Maintenance Form.....	343
Property Role Type Pop Up Form	344
Property Links	346
Application Role Selection Form.....	346
Rates Assessment Selection Form.....	348
External Debt Details Form	349
Property Plan Maintenance	351
Property Plan Maintenance	351
Plan Selection Form	351
Zones Maintenance.....	353
Property or Parcel Zone Maintenance Form.....	353
Zone Type Pop Up Form	355
Zone Plan Type Pop Up Form.....	356
Land Use Maintenance	357
Land Use Selection Form.....	357
Property and Parcel Land Use Maintenance Forms	357
Land Use Pop Up Form.....	360
Conditions Maintenance.....	361
Conditions Maintenance Form.....	361

PROPERTY STRUCTURES.....	365
Property Structure Maintenance	367
Structure Maintenance Form	367
Occupancies Maintenance Form	368
Building Structures Search Profile Form	368
Building Structures Selection Form	369
Building Structures Maintenance Form.....	369
Building Services Maintenance Form	371
Building Type Pop Up Form	372
Plans Filed Pop Up Form	373
Frontages Pop Up Form.....	373
Materials Pop Up Form	374
FLOOD DETAILS	376
Flood Details Maintenance	378
Flood/Parcel Selection Form	378
Flood Details Maintenance Form.....	378
Flood Level Details Maintenance Form	380
Flood Level Type Pop Up Form.....	381
PROPERTY SERVICES.....	382
Services Maintenance	384
Services Search Profile Form	384
Services Selection Form.....	386
Property Services Selection Form	387
Property Services Applications Form.....	389
Application Service Selection	390
Parcel Services Selection Form.....	391
Service Maintenance Form – Collectable/Static	392
Maintain Service Collection Details Form	395
Delivery Instructions Maintenance Form.....	395
Service Code Pop Up Form.....	396
Sub-Types Pop Up Form.....	397
Frequency Pop Up Form	398
Area Pop Up Form	399
Removed Reason Pop Up.....	400
TRANSFER OF OWNERSHIP	402
Transfer of Ownership.....	404
Transfer of Ownership Search Profile Form	404
Transfer of Ownership Maintenance Form	408

Notice of Sale Details Maintenance Form.....	413
Transfer of Ownership Selection Form	413
Transfer of Ownership Maintenance Form	415
Transfer of Ownership Maintenance Form	416
Transfer of Ownership Enquiry Form.....	419
Transfer of Ownership-Additional Sales Data Main. form	421
Property Group Code Pop Up	424
Sales Owner Type Pop Up	424
Sales Buyer Type Pop Up	425
DIVISION MAINTENANCE	427
Performing Divisions	429
Division Search Profile Form	429
Division Search Profile Form	430
Division Type Pop Up Form.....	432
Divisions Selection Form	433
Division Selection Form.....	434
Division Entry Form	435
Division Wizard Stage 1 of 5 Form	437
Division Wizard Stage 2 of 5 Form	439
Division Wizard Stage 3 of 5 Form	440
Parcel Template Maintenance Form.....	442
Select Parcel for Division Parcel Copy Form	443
Division Wizard Stage 4 of 5 Form	444
Division Wizard Stage 5 of 5 Form	447
Division Maintenance Form	447
Function Selection Form	450
Property Default Selection Form.....	451
Title Default Selection Form	453
Parcel Default Selection Form	455
Number of Iteration Selection Form.....	457
Copy Attributes Maintenance Form	457
Property/Division Pop Up Form	459
Option Pop Up Form	461
Division Maintenance/Enquiry	463
Divisions for a Property Enquiry Form	463
Properties on a Division Enquiry Form	464
PROPERTY REPORTS	465
Collection Services Report	467

Collection Services Report Form	467
Electoral Roll Report	469
Electoral Roll Report Form	469
NSW Department of Planning Electronic Housing Code Extract.....	472
NSW EHC Extract Control Form.....	472
Property Report.....	474
Property Report Control Form	474
Services Area/Contractor Report.....	477
Service Area/Contractor Report Form	477
Static Services Report.....	479
Static Services Report Form.....	479
BATCH PROCESSING FUNCTIONS	480
NSW Department of Lands Property Extract	482
Department of Lands Extract Form.....	482
Queensland PLI Extract	484
Queensland PLI Extract Form	484
OVG Property Extract.....	485
OVG Property Extract Control Form	485
OVG Sales Extract	486
BULK MAINTENANCE	487
Bulk House Ranges Update	489
Bulk House Ranges Update Control Form.....	489
Bulk Address Maintenance.....	490
Bulk Address Maintenance Search Profile Form	490
Bulk Address Maintenance Selection Form	491
Bulk Property Address Maintenance Form	492
Bulk Mailing Address Selection Form	493
Bulk Property Names Maintenance	495
Bulk Property Names Maintenance Form	495
Bulk Parcel Land Use Update	499
Parcel Land Use Bulk Maintenance Control Form	499
Bulk Add/Replace Zone Maintenance Form	503
Zone Search Criteria Maintenance Form.....	504
Bulk Change Zone Maintenance Form	505
Property/Parcel Bulk Add Land Use Maintenance Form.....	506
Land Use Search Criteria Form.....	507
Bulk Change Land Use Maintenance Form	509
Bulk Add Conditions Maintenance Form.....	510

Condition Search Criteria Form	510
Bulk Change Conditions Form.....	511
Bulk Add Plan Maintenance Form	512
Bulk Multiple Land Use Update	513
Bulk Multiple Land Use Update Control Form.....	513
Transfer of Ownership Import.....	514
External Transfer Batch Search Profile Form	514
External Transfer Batch Selection Form	514
External Transfer Batch Maintenance Form	515
External Transfer Maintenance Form	516
External Transfer New Owner Maintenance Form.....	518
Transfer of Ownership Import Control Form	519
External Transfer File Format Pop Up Form.....	520
BULK INSPECTION CREATION	521
Bulk Inspection Creation	523
Bulk Inspection Creation Form	523
DOCUMENT PROCESSING	525
Letter Generation	527
Letter Generation Control Form.....	527
CERTIFICATES	530
Certificate Entry.....	532
Property/Parcel Certificate Selection Form.....	532
Certificate Entry Maintenance Form	534
NOTICES.....	537
Miscellaneous Notices.....	539
Notice Entry Maintenance Form	539
HOUSEKEEPING	542
Property Housekeeping.....	544
Parcel Unit Of Measure Control Form.....	544
Formatted Addresses Rebuild Control Form.....	545
Street/Suburb Pop Up Form	546
Rebuild Formatted Owners Form	547
Formatted Parcel Descriptions Rebuild Control Form.....	548
Property Descriptions Rebuild Control Form.....	548
Formatted Titles Rebuild Control Form.....	549
Property Area Rebuild Control Form	550
Street Names Rebuild Control Form.....	551
Street/Suburb Key Rebuild Control Form	551

Suburb Names Rebuild Control Form.....	552
DISPLAY QUERY ON GIS.....	553
Display Query On GIS Product.....	555
Display Query on GIS Product Form	555

System Parameters and Security

The following topics are covered in this section:

[Property System Parameters](#)

[Workflow Parameters](#)

[Council Maintenance Parameters](#)

[Property Role Types](#)

Property System Parameters

The Property System Parameter option enables various defaults and processing options to be determined. This enables the Property Administration system to be tailored to specific organisation requirements.

Note: The Property Indicator Summary Form can be used by sites that are not using Property Indicators. Sites should review both formats to determine what is the most appropriate. Where Indicators are not in use, the Indicator settings on this Summary Form will not be accurate.

The Property Summary Form should also be set at Default Property Summary by any Councils that have not had their data converted to use the Property Indicators.

Property Administration System Parameter Maintenance Form (1 of 3)

The Property Administration System Parameters Maintenance Form enables the following data to be defined.

- Address Parameters
- Property Parameters
- Property Summary Parameters
- Parcel Parameters
- Street/Suburb Parameters
- Security Parameters

These parameters control various defaults for entry of data, as well as certain processing features. This parameter should be set up after all other parameter maintenance has been performed.

Property Administration System Parameter Maintenance (1 of 3)

Address Parameters

- Default Address Format: Adelaide City Council
- Substitute Address Format: Rural Address Format
- Default House Number Format: House Number
- Street Number Validation: Warning
- Sub-Property Address Validation: Warning
- Overlapping Address Validation: Warning
- Validate Address Prefix: ☒
- Validate Level Prefix: ☒ Default: Level
- Validate Unit Prefix: ☒ Default: Apartment

Property Parameters

- Default Units for Property Area: m2
- Use Share Area: Include Share Area
- Default Property Type: Standard
- Default Filter Property Type: (none)
- Use Property Indicators: ☐ Ward Mandatory ☒
- Property Summary Form: Default Property Summary
- Property Description Prefix: on

Property Summary Options

- Default Summary Depth: Base, Building & Occ
- ☒ Display Historic Properties
- ☒ Titles
- ☒ Owners
- ☒ Land Use
- ☐ All Names
- ☒ Use Google Maps
- ☒ Parcels
- ☒ Sub-Properties
- ☒ Zones
- ☒ Conditions
- Google Maps API: www.google.com.au

Parcel Parameters

- Parcel Format: South Australia Parcel
- Default Units for Parcel Area: m2
- Default Units for Lengths: m
- ☒ Allow Certificates at Parcel level

Street/Suburb Parameters

- Street case conversion rule: Capitalise
- Suburb case conversion rule: Capitalise
- Default Street Class: Default Street Class

Security Parameters

- Responsibility Structure: PROPAD
- Default Council: INFOR
- Property Administration: Infor City Council
- Property Type Application Link: ☒

More OK Cancel

Property Administration System Parameter Maintenance Form (1 of 3)

Default Address Format

This field enables the default format of the Primary Property Addresses to be nominated. The Address formats available for selection from the drop-down list are defined within the Address Format Parameter option. For example - the Default address format may be a standard Australia Post Format (which contains Unit and House number, Street, Suburb, State and Postcode). This default may be overridden for individual property addresses if required. Changing this parameter after the entry of Property records will require the Housekeeping option of Property Address Rebuild to be performed to apply this format to existing properties.

Substitute Address Format

This field enables the default format of the 'Substitute Property Addresses' to be nominated. The Address formats available for selection from the drop-down list are defined within the Address Format Parameter option. For example - the Substitute address format may be a separate format from the default, which contains the Parcel Number, Plan Number, Street and Suburb. The substitute address format will be applied as the property address where there is no house number extracted for the Default Address format. This default may be overridden for individual property addresses if required. Changing this parameter after the entry of Property records will require the Housekeeping option of Property Address Rebuild to be performed to apply this format to existing properties. If you do not want the parcel details forming part of the formatted property address, the default format should be nominated in this parameter.

Default House Number Format

This field enables the default House number format to be nominated. The House number format will be utilised wherever the Formatted property address is displayed (e.g. Property Summary and Selection forms). The Address formats available for selection from the drop-down list are defined within the Address Format Parameter option and include a Standard House Number format. For example - the House Number format may include the address prefix (i.e. Unit/Flat etc), the Unit Number and the House Number. Changing this parameter after the entry of Property records will require the Housekeeping option of Property Address Rebuild to be performed to apply this format to existing properties.

Street Number Validation

This field enables the level of validation of house numbers on streets to be defined. Street number validation requires the following set-up process:

1. For each Property street, define the range of valid available house numbers and the sequencing (i.e. odd/even or contiguous).
2. Define the system parameter level. There are three options available from the drop-down list.
 - Warning
 - Mandatory
 - None

This parameter will determine the validation, which occurs when a property default or alternate address is added. The house numbers will be matched back to the street parameters and a warning or error given depending on the parameter. The use of street number validation is optional.

Sub-Property Address Validation

This field enables the level of validation of house numbers on sub-properties to be defined. Sub-Property validation requires the following set-up process:

1. For each Property street, define the range of valid available house numbers and the sequencing (i.e. odd/even or contiguous).
2. Define the system parameter level. There are three options available from the drop-down list.
 - Warning
 - Mandatory
 - None

This parameter will determine the validation, which occurs when a sub-property address is added. The house numbers will be matched back to the main property and a warning or error message displayed. The use of sub-property number validation is optional. It may be used in conjunction with street number validation if required.

If Warning is selected, a message will appear when the user is making changes to a sub-property address, however the user will be allowed to continue.

If Mandatory is selected, an error message will appear the user is making changes to a sub-property address, and the user will not be allowed to continue.

If None is selected, users will be permitted to alter sub-property addresses without a message or error message appearing.

Overlapping Address Validation

This field enables the level of validation of overlapping Address on properties and sub-properties to be defined. Sub-Property validation requires the following set-up process

1. For each Property street, define the range of valid available house numbers and the sequencing (i.e. odd/even or contiguous).
2. Define the system parameter level. There are three options available from the drop-down list.
 - Warning
 - Mandatory
 - None

This parameter will determine the validation, which occurs when an overlapping address is added. The house numbers will be matched back to the main property and a warning or error message displayed. The use of sub-property number validation is optional. It may be used in conjunction with street number validation if required.

Validate Address Prefixes

If this box is checked on, Address Prefixes entered as part of the Default Address will be validated with the predetermined list. Address prefix codes (e.g. Unit, Shop etc) are defined in the Address Prefix Maintenance form.

Validate Level Prefix

If this box is checked on, Level Prefixes entered as part of the Default Address will be validated with the predetermined list. Level prefixes (e.g. Level, Floor) are defined in the Level Prefix Maintenance form.

Default

This field enables the default Level Prefix to be defined. (Floor, Level, Shop or none) This may be overridden on the Property Addresses Maintenance form when entering the Level Prefix.

Validate Unit Prefix

If this box is checked on, Unit Prefixes entered as part of the Default Address will be validated with the predetermined list. Unit prefixes (e.g. Flat, Suite, Unit) are defined in the Level Prefix Maintenance form.

Default

This field enables the default Level Prefix to be defined. (Flat, Suite, Unit or none) This may be overridden on the Property Addresses Maintenance form when entering the Level Prefix.

Default Summary Depth

This field enables the default Summary Depth for Property Summary to be defined (e.g. Base, Base and Building, or Base Building & Occupancy). This may be overridden on the Property Summary form

Display Historic Properties

If this box is checked on, historic properties will be included in any searches performed from the Property Search Profile form. This default may be overridden on the Property Search Profile form, to include or exclude historic properties from a particular search.

Titles

If this box is checked on, Property Title details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Parcels

If this box is checked on, Parcel details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Owners

If this box is checked on, Property Owner details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Sub-Properties

If this box is checked on, Sub-Property details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format

Land Use

If this box is checked on, Land Use details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Zones

If this box is checked on, Zone details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

All Names

If this box is checked on, Property Names (e.g. occupiers) details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Conditions

If this box is checked on, Condition details will be displayed in the Summary box on the Property Selection form. This Summary box facilitates the selection of the correct property by providing additional related details in a summary format.

Use Google Maps/Google Maps API

Property Maintenance and Enquiry now support the display of maps from Google Maps in the smart client. A Property system parameter determines whether this feature is active. As focus is placed on each property in the list of properties returned by a property search an aerial image of that property is shown on a Google Maps map. The map has the same functionality as the Google Maps web site. So it is possible to zoom in or out, pan around and switch to Street View. The map includes a marker for the property address that currently has focus. Clicking the marker shows the property details. Clicking the Hide button on the map minimises the map so that the conventional property summary boxes are visible.

Note that it is the responsibility of council to organise a license with Google in order to use this feature (in particular "a license to use Google Maps API Premier is required for any commercial, restricted access, or non-publicly accessible website"). See the following for more information.

<http://code.google.com/apis/maps/terms.html>

<http://code.google.com/apis/maps/documentation/premier/>

<http://www.google.com/support/forum/p/maps/thread?tid=42dbb1b2b5dbc6ad&hl=en>

See point 10.9(c) in the terms of service.

To switch on Google Maps integration tick the "Use Google Maps" checkbox in the following menu option:

Property Administration >> Property Parameters >> System Parameter Maintenance

In Australia the "Google Maps API" field should be set to "www.google.com.au" and in New Zealand the "Google Maps API" field should be set to "www.google.co.nz". This ensures that the Google Maps API makes the best possible choices when attempting to resolve street addresses to map co-ordinates.

Default Units for Property Area

This field enables the default Units of measure for Property Land Area to be defined (e.g. M² or HA). These units may be overridden on the Property Addresses Maintenance form when entering the Land Area.

** Refer to How to Use - for entry of special character for M²

Use Share Area

This field enables the control of how a Shared Parcel Area will be included in the Property Area.

The four values available for selection are;

- Zero Property Area if Share
- Include Share Area
- Ignore Share Area
- Exclude Shared Parcels

Zero Property Area if Share

If the property has any parcel that is shared, then the property area will be set to zero (0m²).

Include Share Area

The portion of the shared parcel will be used in the property area calculation. For example 1/3 share of 600m² will add 200m² to the property area.

Ignore Share Area

The total area of the shared parcel will be used in the property area calculation. For example 1/2 share of 500m² will add 500m² to the property area.

Exclude Shared Parcels

The area of the shared parcel will not be used in the property area calculation. The property area therefore will be calculated from any other non-shared parcel/s on the property. If there is no other parcel attached to the property, then the area calculation will be set to zero (0m²).

Default Property Type

This field enables the default Property Type to be defined. The Property Types available for selection from the drop-down list are defined within the Property Type Parameter option. The Property Type may be overridden on the Property Addresses Maintenance form.

Default Filter Property Type

This field enables the default Filter Property Type to be defined. The Property Types available for selection from the drop down list are defined within the Property Type Parameter option. The Property Type nominated on this form will become the default on the Property Addresses Search form. Only one Property Type can be the default on the Property Address Search form however multiple Property Types may be nominated

Use Property Indicators

If this box is checked on, the Property Indicators will be displayed in the Property Search Profile. These Indicators can be used as a further filter when performing a search.

Note: It is recommended that the Property Indicator check box is NOT checked on by any Councils that have not had their data converted to use these Indicators.

Ward Mandatory

When this box is checked on the Ward field is mandatory when a new property address is created.

Property Summary Form

This field enables the default Property Summary Form to be defined. The Property Summary forms available for selection from the drop down list are;

- Default Property Summary
- Indicator Property Summary

Note: It is recommended that the Property Indicator Summary Form is NOT used by any Councils that have not had their data converted to use these Indicators.

Property Description Prefix

When the System Parameter has a Property Description Prefix set the Property Description Prefix flag appears in Parcel Maintenance. When this is set the System Parameter prefix is inserted before the Parcel Description when formatting the Property Description. For example Flat 1 DP1234 on Lot 2 DP8989889 ¼ Share.

Parcel Format

This field enables the parcel format default to be nominated. The Parcel formats available for selection from the drop-down list are defined within the Parcel Format Parameter option. This allows user defined options to be created. For example - the Default parcel format may contain Parcel Type/Number, Plan Type/Number, Section and Hundred. Parcel formats will usually differ between states.

Default Units for Parcel Area

This field enables the default Units of measure for Parcel Land Area to be defined (e.g. M² or HA). These units may be overridden on the Parcel Maintenance form when entering Parcel Land Area Measurements.

** Refer to How to Use - for entry of special character for M²

Default Units for Lengths

This field enables the default Units of measure for Parcel Frontage, Depth and Setback to be defined (e.g. M). These units may be overridden on the Parcel Maintenance form when entering Parcel Measurements.

Allow Certificates at Parcel level

When this box is checked on it enables a site to insert and generate Certificates at Parcel level.

Street Case Conversion Rule

This parameter will convert a Street name to the selected conversion rule. The rules are:

- All Uppercase
- Capitalise
- No case conversion

Suburb Case Conversion Rule

The parameter will convert a Suburb name to the selected conversion rule. The rules are:

- All Uppercase
- Capitalise
- No case conversion

Default Street Class

This field enables the default Street Class to be defined. The Default Street Classes available for selection from the drop down list are defined within the Street Class Parameter option. The Street Class may be overridden on the Property Addresses Maintenance form.

Property Type Application Link Checkbox

This checkbox will determine whether links to external Pathway Applications from a property of a particular property type will be allowed. By Default this checkbox will be turned OFF.

If this checkbox is ticked ON, then links between Pathway Application Modules and Properties dependent on their Property Type will be permitted.

If this checkbox is not ticked then links described above will not be permitted.

Responsibility Structure

This field enables the selection of the Responsibility Structure, which applies to Property Administration.

This controls the access to various options within Property.

Refer to Responsibility User Guide - for further details on defining the structures

Refer to Security Chapter of this guide for further details on defining user access to Property Options

Default Council

This field enables the default council code for the Property System to be defined. An initial default of DEF - Default Council will be created when defining the System Parameters. The Default Council description and associated security may be defined via the Council Maintenance option.

Property Administration System Parameter Maintenance Form (2 of 3)

The Property Administration System Parameters Maintenance Form enables the following data to be defined.

- GIS Interface Parameters
- Document Management Parameters
- Zone and Land Use Parameters
- Plan Parameters
- Workflow Details
- Transfer Parameters

- Division Parameters

These parameters control various defaults for entry of data, as well as certain processing features. This parameter should be set up after all other parameter maintenance has been performed.

Property Administration System Parameter Maintenance (2 of 3)

GIS Interface Parameters
 Default GIS Interface: **MapInfo Version 7.0**
 Auto Start GIS Product: **Do not Auto Start**

Zone and Land Use Parameters
 Zone Plan Type Mandatory: ☒
 Zone Level: **Property & Parcel**
 Land Use Level: **Property & Parcel**

Condition Parameters
 Display Applications: ☒
 Display Licences: ☒

Mailing Address Parameters
 Automatically Create Mailing Address: ☒
 Default Address Template: **1** >> **Australian Residential A**

Service Parameters
 Show Accumulated Totals: ☒

Workflow Details
 Workflow Parameters

Transfer Parameters
☒ Make the Owner(s) the Ratepayer(s)
☒ Make the Owner(s) the Consumer(s)
 Task: **REBATES** >> **Rates - Display Rates Rebates**

Fee/Invoice Generation Details
☒ Auto-allocate Sale Numbers
 Last Sale Number allocated: **PVW000747**
☒ Capture O/V Sales Audit
 Chattel Calculation Method: **Tiers** >> Percentage: **0.00**

Division Parameters
☐ Restrict Streets
 Retained Task: **D** >> **LPA - Divisions**
 Historic Task: **D** >> **LPA - Divisions**

Plan Parameters
 Restrict Automatic Plan Generation: ☐

More OK Cancel

Property Administration System Parameter Maintenance Form (2 of 3)

Default GIS Interface

This default determines which GIS product is available for use by the Pathway System.

Auto Start GIS Product

This default determines whether the GIS product will Auto Start or Not Auto Start when the user logs onto the Pathway Session.

Note: This does not apply to the Database, Infomaster or Genamap interfaces as Pathway cannot start these products.

The Property System Parameter allows this setting to be specified for all users. The GIS User Parameter allows this setting to be changed from the default for an individual user.

Document Management Parameters

This default determines which Document Management product is available for use by the Pathway System.

Zone Plan Type Mandatory

If this box is checked on, entry of Zone Details on Properties or Parcels will require the entry of Zone Plan Types. Zone Plan Type details are defined via the Zone Plan Type Parameter option. If there is no requirement to record Zone Plan Types, this checkbox should be left unselected.

Zone Level

This default determines whether Zone details can be linked to Property only, Parcel only or Property and Parcel. The level defined in this parameter will determine which Options can be used, via Property Maintenance to add Zone Details

For example:

Property only - Zone details must be entered using the Zones Option from the pull-down menu or Options button. They can only be linked to the Property

Parcel only - Zone details must be entered via Parcel Maintenance, by selecting the Zones sub-option.

Property and Parcel - Zone details entered using the Zones Option will require selection of the Property or Parcel to attach the Zone.

Zone details can be added directly to a Parcel via Parcel Maintenance, by selecting the Zones sub-option.

Note: Security access to the Options can be further used to tailor where Zone details can be entered from.

Land Use Level

This default determines whether Land Use details can be linked to Property only, Parcel only or Property and Parcel. The level defined in this parameter will determine which Options can be used, via Property Maintenance to add Land Use Details

For example:

Property only - Land Use details must be entered using the Land Use Option from the pull-down menu or Options button. They can only be linked to the Property

Parcel only Land Use details must be entered via Parcel Maintenance, by selecting the Land Use sub-option.

Property and Parcel - Land Use details entered using the Land Use Option will require selection of the Property or Parcel to which to attach the Land Use.

Land Use details can be added directly to a Parcel via Parcel Maintenance, by selecting the Land Use sub-option.

Note - security access to the Options can be further used to tailor where Land Use details can be entered from.

Plan Parameters

If this box is checked off, the ability to create a plan that does not exist will be available. If this box is checked on, the automatic plan generation will be restricted. When the user enters a plan type and number that does not exist a message will be displayed stating "No occurrences match search profile".

By default this box is checked off.

Condition Parameters

These parameters control the display of conditions from other modules when viewing all conditions in property maintenance

Mailing Address Parameters

Tick on this option to automatically create a Mailing Address in the Names and Address Module whenever a new Primary Address is added to a property. When the Property System Parameter "Automatically Create Mailing Address" is active, adding a new Property Address and setting it to be the primary address of the property will cause a corresponding Mailing Address to be added to the Names and Address module, if one does not already exist.

Default Address Template

Use this Popup to select the "Default Address Template" that will be applied to the Mailing Address created automatically from the Property Address Maintenance form. It should be noted that the Address Template should contain the Component Types that correspond to the Property modules Street, Suburb, State and Post Code (Component Types 1, 2, 4, and 5.).

Show Accumulated Totals

Tick on this option if you wish to display the totals for each individual container type for all properties within a property structure.

Display Applications

Checking this box on will mean that if any Conditions exist on an Application for a property, they will display when accessing Conditions maintenance within property maintenance. This can be overridden at the property level.

Display Licences

Checking this box on will mean that if any Conditions exist on a Licence for a property, they will display when accessing Conditions maintenance within property maintenance. This can be overridden at the property level.

Workflow Details – Workflow Parameters

Selecting the Workflow Parameters Button displays the Workflow Parameters Form.

The Work Flow Parameters Form is used to set up Workflow Parameters. Please refer to the Workflow User Guide for more information.

Transfer Parameters - Make the Owner(s) the Ratepayer(s)

If this box is checked on, the “Make the Owner as Ratepayer” option will be defaulted to “on” within the Transfer of Ownership function. If this box is checked off the “Make the Owner as Ratepayer” option within the Transfer of Ownership function will be available but will not be defaulted.

Transfer Parameters - Make the Owner(s) the Consumer(s)

If this box is checked on, the “Make the Owner the Consumer” option will be defaulted to ‘on’ within the Transfer of Ownership function. If this box is checked off, the “Make the Owner the Consumer” option within the Transfer of Ownership function will be available but will not be defaulted.

Transfer Parameters – Task

Enter a Task Code or part there of, or select a Task Code from the Task Type Pop Up Form.

Note: This is a secured function. Authority is required for access to this function.

Transfer Parameters – Fee/Invoice Generation Details

Selecting the Fee/Invoice Generation Detail Button displays the Transfer Fee Parameter Maintenance Form.

Note: The Fee/Invoice Generation Detail Button will only be available if Pathway Accounts Receivable module is in use.

Auto-allocate Sale Numbers

If this box is checked on, the “Auto-allocate Sale Numbers” option will be defaulted to ‘on’ within the Transfer of Ownership function. This will generate Sale Numbers based on the Last Sale Number allocated. If this box is checked off, the “Auto-allocate Sale Numbers” option within the Transfer of Ownership function will not be available and a Sale Number will have to be manually entered.

Last Sale Number allocated

This field displays the last sale number allocated by the “Auto-allocate Sale Numbers” parameter setting. Where this parameter setting has been checked ‘off’ no manually added Sale Numbers will be displayed in this field. The field will be dimmed. This field is display only and may not be maintained.

Capture OVG Sales Audit

This field is only available when the following conditions are met:

- The Valuations Authorised Function “Valuations, NZ VSP Load” is set on
- LVZ and LVV modules are inactive

Set this check box on to capture Sales Audit information to provide to the Office of Valuer General (OVG).

Chattel Calculation Method

The “Chattel Calculation Method” pick list provides the following options:

- Percentage
When selected a new Chattel Percentage field will be displayed to allow the entry of the Chattel Percentage to be used in the calculation of the Chattel value on the Transfer of Ownership Maintenance form. When Percentage is chosen a Percentage value must be entered.
- Tiers
When selected the new “Chattel Calculation Tiers” form will be available.

This field will only be available when the following conditions are met:

- The new Valuations Authorised Function is active
- LVZ and LVV modules are inactive

Percentage

This field will only be available when the Chattel Calculation Method is set to Percentage. Enter the percentage value for Chattel calculation.

Division Parameters – Restrict Streets

If this box is checked on, the Division Wizard process will restrict the use of Streets to the parent Property Street or Plan. If this box is checked off, the Division Wizard will allow all Streets accessible for address creation. By default this box is checked off.

Division Parameters – Force Copy Owners

If this box is checked on, then the Division Wizard will copy all owners to created titles. If this box is checked off, then in Stage 3 of the Division Wizard the operator has the option to copy the owners to the new titles. If no titles are created then the owners will be copied to the internal title, which cannot be seen by the operator. By default this box is checked off.

Task – Retained Properties

Enter a Task Code or part there of or select a Task from the Task Type Pop Up Form. This field displays the current Task Type that is to be used for each Division that is created through Division Maintenance. The Actions recommend for a Division where a property is retained is as follows:

- LRA_ASSM – Assessment Check
- LWB_MET – Water – Check Meter
- GISREF – GIS Check
- SERV – Services Check

Task – Historic Properties

Enter a Task Code or part there of or select a Task from the Task Type Pop Up Form. This field displays the current Task Type that is to be used for each Division that is created through Division Maintenance. The Actions recommend for a Division where a property is historicized is as follows:

- LAN – Animal Check
- LRA_ASSM – Assessment Check
- LWB_MET – Water – Check Meter
- LAP – Application Check
- LLC – Licence Check
- GISREF – GIS Check
- SERV – Services Check

Transfer Fee Parameter Maintenance Form

This form is presented when the Fee/Invoice Generation Details button is pressed on the Property Administration System Parameter Maintenance form (2 of 3).

This form allows the establishment of Transfer Fee Parameters if the Pathway Accounts Receivable module is used.

The screenshot shows a Windows-style dialog box titled "Transfer Fee Parameter Maintenance". It contains a section titled "Fee/Invoice Generation Details" with several input fields and buttons. The "Debt Type" field is set to "TRAN-FEE" with a right-pointing arrow button next to it. The "Transaction Type" field is set to "INVOICE" with a right-pointing arrow button next to it. The "Fee Amount" field is set to "150.00". The "Batch Description" field is set to "Transfer Invoice". The "Invoice Text" field is set to "Transfer Fee". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Transfer Fee Parameter Maintenance Form

Debt Type

Enter a Debt Type Code or part there of or select a Debt Type from the Debt Type Pop Up Form. This field displays current Debt Type that is to be used for each invoice that is generated from within Transfers.

Transaction Type

Enter a Transaction Type Code or part there of or select a Transaction Type from the Transaction Type Pop Up. The Revenue and Control Accounts from the Debt/Transaction Type combination will be used. There is no ability to override Revenue Accounts from within Transfer of Ownership.

Fee Amount

This field displays the Fee Amount used for each invoice that is generated from within Transfer of Ownership.

Batch Description

This field displays the description used when the Batch is created and also used to 'match' to an existing open Batch.

An example is: Transfer of Ownership Fee.

Invoice Text

This field can be used to record standard text that will be applied to each invoice. The standard text will be added to the beginning of the formatted Property Address of the property(s) involved.

Property Administration System Parameter Maintenance Form (3 of 3)

The Property Administration System Parameters Maintenance Form enables the Property Debt Parameters to be defined.

These parameters control various defaults for entry of data, as well as certain processing features. This parameter should be set up after all other parameter maintenance has been performed.

Property Debt Parameters	Active
Rates	☒
Special Rates and Charges	☒
Water	☒
Sundry Debts	☒
Other Debts	☐
Total Outstanding	☒
Trade Waste	☒

Move

OK Cancel

Property Administration System Parameter Maintenance Form (3 of 3)

Property Debt Parameters - Active

If the Active box is checked ON this will determine which of the property related debts are ACTIVE, this is, which of the property debts are to be displayed on the property summary form. Also the user may choose the sequence in which the active property debts are to be displayed by using the move function provided. Other Debt and Sundry Debt are mutually exclusive.

Move Buttons

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus. For example, in the form:

To move the Sundry Debts, ensure that one of the Sundry Debts is highlighted and use the Move arrows to re-sequence.

Council Pop Up Form

This form enables the default council code to be defined. An initial default council code of DEF will be defined in the Property System Parameters. This may be amended via Council Maintenance as required.

Council Code	Description
IMPER	Imperial Council
MELBOU	Melbourne Council
ROXBY	Roxby Downs - out of council
STOWE	Stowe Test Council
TEST	test
THERES	Theresia Council
WARREN	Warrens Council
YARRA	Yarra Test Council

Search Profile

Council Code

Description

*Council Pop Up Form***Council Code**

This field contains a list of all available council codes, which are available for selection. This field is display only and cannot be maintained.

Description

This field contains a further description of each available council code. This field is display only and cannot be maintained.

Search Profile - Council Code

Enter a Council code (or part thereof) 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

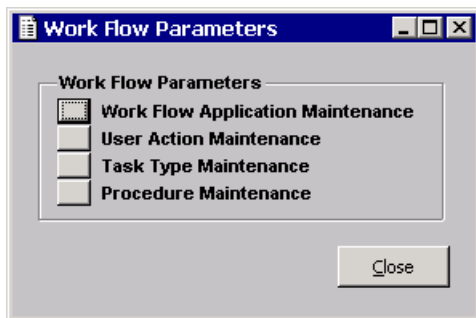
Enter a description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Workflow Parameters

Work Flow Parameters Form

This form is the driving form for establishment of the Work Flow parameters. Each of the option buttons will take you to the appropriate parameter form.

Please refer to the Workflow User Guide for more information on this function.



Work Flow Parameters Form

Council Maintenance Parameters

This section describes the establishment of Property Administration council codes and enables the appropriate authorities and options to be assigned. Authorities are assigned at two levels:

- Council code options and authorities
- Responsibility Group options and authorities

The Property Administration System Parameters should be defined prior to assigning responsibility and council options).

Council Maintenance Form

This form enables the creation of all required council codes. Each site will require a Default council code, which will control the general processing options. In addition to the default, councils which require the ability to record 'Out of Council' property data for Application Lodgement can define a separate council code for this purpose. The initial available options for non-default codes do not include the options to access other applications (i.e. they are property based functions only).

Council Code - Description	Active
STOWE Stowe Test Council	☒
ROXBY Roxby Downs - out of council	☒
WARREN Warrens Council	☒
IMPER Imperial Council	☒
THERES Theresia Council	☒
TEST test	☒
YARRA Yarra Test Council	☒
MELBOU Melbourne Council	☒

Options	
☐ Council Property Options	☐ Group Property Options
☐ Council Title Options	☐ Group Title Options
☐ Council Parcel Options	☐ Group Parcel Options
☐ Council Street Options	☐ Group Street Options
☐ Council Authorities	☐ Group Authorities

Insert OK Cancel

Council Maintenance Form

Council Code

This field contains a 6 character council code. The default council code is created initially as DEF but may be amended as required.

Description

This field contains a further description of each of the council codes. The default council code is created initially as Default Council Code but may be amended as required.

Active

If this checkbox is checked on, the council codes are currently active and available for use. All options and authorities associated with active council codes are utilised within the Property Administration system.

Council Property Options Button

By pressing this button, the Property options available for each council code may be defined. This will define the options, which are available to be assigned to the associated Responsibility group. The following options are currently available for selection.

- Address Details
- Sub Properties
- Names
- Titles and Parcels
- Zones
- Land Use
- Conditions
- Structures
- References
- GIS References
- Delete Property
- Certificates
- Notices
- Services
- Divisions
- Transfers
- Floods
- Animals
- Applications
- Infringements
- Rates
- Licensing
- Plans
- Crown Tenure
- Associated Properties
- Property Groups
- Hierarchy
- Customer Service Requests
- Registers
- Document Management

Council Title Options Button

By pressing this button, the title options available for each council code may be defined. This will define the options that are available to be assigned to the associated Responsibility group. The following options are currently available for selection:

- Condition
- Names
- GIS References

Council Parcel Options Button

By pressing this button, the parcel options available for each council code may be defined. This will define the options that are available to be assigned to the associated Responsibility group. The following options are currently available for selection:

- Conditions
- Zones
- Land Use
- Floods
- Services
- Contribution Plans
- GIS References

Council Street Options Button

By pressing this button, the street options available for each council code may be defined. This will define the options, which are available to be assigned to the associated Responsibility group. The following options are currently available for selection:

- Street Name
- Suburbs
- Status
- Plan
- Discontinued Street

- Associated Street
- GIS Reference
- Wards
- Registers
- Customer Service

Council Authorities

By pressing this button, the property authorities available for each council code may be defined. This will define the options, which are available to be assigned to the associated Responsibility group. The following authorities are currently available for selection:

- Accept Division
- Reject Division
- Add Property
- Add Sub-Property
- Add Alternate Address
- Link Property
- Property Related Debt
- Maintain Services Rate Types
- Street Creation via Property Maintenance – this controls whether the NEW button exists on the Street Search Profile Form.
- Street Creation via Street Maintenance – this controls whether the NEW button exists in Street Maintenance.

These are new functions as of Release 2.11, in that previously the NEW buttons was controlled by other 'options' within Street Council Options. As such, all Groups must be reviewed. For each Council defined, select the 'Group Authorities' option and select the appropriate Groups, assign the relevant Authorities. Effectively, only those users who are able to create a new street (from either Street Maintenance or Street Search Profile) should be assigned these authorities. It is valid that a user could have these authorities assigned for an external Council and not the default Council.

Note: To utilise the 'Street Creation via Property maintenance' the 'Street Creation via Street Maintenance' must also be assigned. It is valid; however, to have '...via Street Maintenance' assigned, without '...via Property Maintenance'.

All Existing Groups

All Groups that previously had access to Street Maintenance MUST have at least the Street Creation via Street Maintenance assigned. Failure to do this will restrict them from being able to create new Streets from the Street Maintenance menu option

- Reverse Transfer of Ownership
- New Debtor in transfer of Ownership

Group Property Options

By pressing this button, the property options defined for each council code may be assigned to the Property Responsibility structure.

Group Title Options

By pressing this button, the title options defined for each council code may be assigned to the Property Responsibility structure.

Group Parcel Options

By pressing this button, the parcel options defined for each council code may be assigned to the Property Responsibility structure.

Group Street Options

By pressing this button, the street options defined for each council code may be assigned to the Property Responsibility structure

Group Authorities

By pressing this button, the property authority options defined for each council code may be assigned to the Property Responsibility structure.

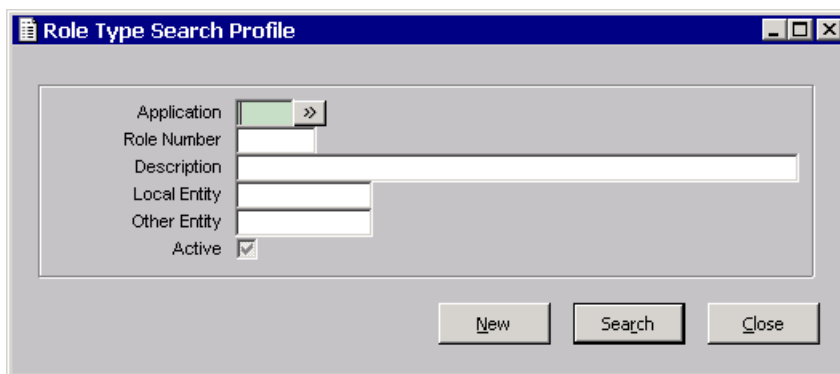
Property Role Types

When a relationship is required between property and another function (such as Customer Service, Applications) or even itself, a Role Type is required. These role types are established by Infor, however user defined Role Types may be created. Only the Associated Properties function allows User Defined role types, and so when New is selected you will be creating role types for this function only.

All role types may be viewed and selectively maintained. When maintaining a Infor defined Property Role Type only the description and the active flag are maintainable.

Role Type Search Profile Form

This form allows the entry of search criteria on which to perform a search across the Property Role Types. From this form you may also choose to create New Property Role Types.



Role Type Search Profile Form

Application

Enter a valid application code over which to perform your Search or alternatively press the Pop Up Button associated with this field. Pressing the Pop Up Button or by entering an invalid code will present the Application Code Pop Up form.

Role Number

Enter a Role Number over which to perform the search, otherwise leave blank.

Description

Enter a description (or part thereof) over which to perform the search, otherwise leave blank.

Local Entity

Enter an entity name (defined as the Local Entity) over which to perform the search, otherwise leave blank.

Other Entity

Enter an entity name (defined as the Other Entity) over which to perform the search, otherwise leave blank.

Active

This field indicates whether or not the Active flag of the Role Type should be taken into consideration during the search. This field is a "tri-state" checkbox.

If the check box is ON then the Active flag must be ON to be returned in the search results. If the check box is OFF then the Active flag must be OFF to be returned in the search results. If the check box is "greyed" then the Active flag will not be considered in the search and both Active and Inactive records would be displayed.

Role Type Selection Form

This form contains all records that matched the search criteria.

From this form you may:-

- Select a record to be modified.
- Create a New property role type.

Role Type	Description	Local Entity	Other Entity	Active
ABK 1	Booking Facility Property	LPAPROP	ABKFACL	☒
ABK 2	Booking Facility Street	LPASTSB	ABKFACL	☒
ABK 3	Booking Area Ward	LPWARD	ABKAREA	☒
ABK 4	Booking Line Street	LPASTSB	ABKRLIN	☒
ACR 1	Customer Service Property Link	LPAPROP	ACRREQU	☒
ACR 2	Customer Service Street Suburb Link	LPASTSB	ACRREQU	☒
ACR 600	Noisy Property - Customer Service Link	LPAPROP	ACRREQU	☒
ACR 700	Sinking Property - Customer Service Link	LPAPROP	ACRREQU	☒
CRG 1	Register Link to Property	LPAPROP	CRGREGV	☒

New Modify Close

Role Type Selection Form

Role Type

This field displays the module code and role number for the Property Role Type. This field is display only and may not be maintained.

Description

This field displays the full description of the Property Role Type. This field is display only and may not be maintained.

Local Entity

This field displays the entity name defined as the Local Entity. This field is display only and may not be maintained.

Other Entity

This field displays the entity name defined as the Other Entity. This field is display only and may not be maintained.

Active

When this flag is checked on, the Property Role type is available for use. If this flag is checked off, the Property Role type is not available for use.

Role Type Maintenance Form

This form will allow you to modify (where permitted) or view Property Role Types.

Role Type Maintenance Form

Application

This field displays the Application code and description for which this Property Role Type is applicable. This field is display only and may not be maintained.

Role Number

If creating a user defined Property Role Type for the Associated Property function then enter a unique role number in this field. If modifying an existing Infor defined Property Role Type this field is not maintainable.

Description

This field contains the full description of the Property Role Type. This field is maintainable. It should be noted that if you are changing the description for a Infor defined Property Role Type it does not affect the function of that role type. For example, changing the description of the Affected Property Role Type from Applications will not allow it to be used by another function.

Local Entity

This field contains the local entity for which this role type is used. For example if LPAPROP is nominated then this role type is used to associate external records to the main property entity. If LPAPARC is nominated then this role type is used to associate external records to the Parcel entity. This field is display only and may not be maintained.

Other Entity

This field contains the external entity for which this role type is used. For example if LAPAFPR is nominated then this role type is used when an Affected Property in Applications is required to be linked to the Property Administration system. This field is display only and may not be maintained.

Active

When this flag is checked on, the Property Role type is available for use. If this flag is checked off, the Property Role type is not available for use.

Forms

These fields nominate the internal forms (programs) which are used for the Property Role Type. These fields are display only and may not be maintained.

Units of Measure Parameter

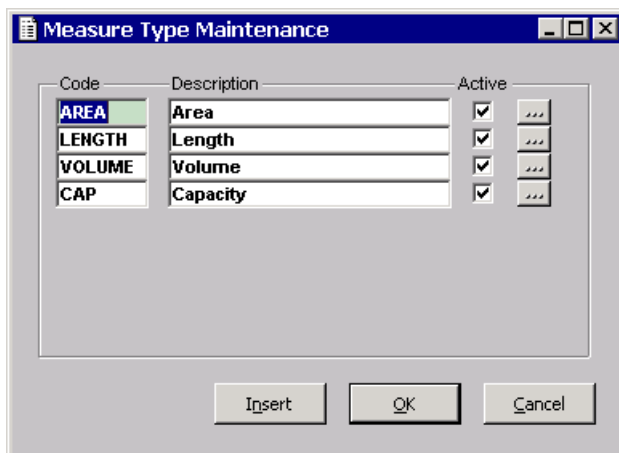
The following topics are covered in this section:

[Measure Type Parameter Maintenance](#)

Measure Type Parameter Maintenance

Measure Type Maintenance Form

This form allows the entry of user defined units of measure.



Code	Description	Active
AREA	Area	☒
LENGTH	Length	☒
VOLUME	Volume	☒
CAP	Capacity	☒

Measure Type Maintenance Form

Code

This field contains the code of the Unit of Measures e.g. Area, Length, Volume.

Description

This field contains the description of the Unit of Measure e.g. Area, Length, Volume.

Active

If this box is checked on then the Unit of Measure is available to be linked to new or existing properties.

If this box is checked off then the Unit of Measure is no longer available to the system. Any property record already using this Unit of Measure will remain as entered. Any property records being maintained or created will not have the Unit of Measure available for selection.

Detail Button

Pressing the detail button will display the Units of Measure Maintenance form that relates to the associated Unit of Measure (e.g. Area, Length, Volume).

Units of Measure Maintenance Form

This form allows the establishment of the available Units for the selected Unit of Measure. Some examples of Units include HA, M, KM etc

Abbreviation	Description	Multiplication Factor	Active
ha	Hectares	10000.00000	☒
m ²	Squared Meters	1.00000	☒
ac	Acres	4000.00000	☒

Insert Continue Quit

*Units of Measure Maintenance Form***Abbreviation**

This field contains the abbreviation for the Unit of Area. It is used on maintenance and enquiry forms as well as on printed reports.

Description

This field contains the full description for the Unit of Area e.g. Square Metres

Multiplication Factor

Enter the multiplication factor applicable for the Unit of Area. This will require defining one Unit of Measure with the base factor of 1. For example Square Metres could have a factor of 1, Hectares would have a factor of 10,000 (being 10,000 square metres) and Acres would have a factor of 4,000 (being 4,000 square metres). Defining the multiplication factors will result in all area measurements being stored in the database using the same units. Using the above example, area entered as either square metres or hectares would be converted as required and stored in the database as squared metres (base factor). This is intended to facilitate any query or reporting processes, which are performed over the database. The use of multiplication factors will not be relevant where all area is stored using the same unit of measure

Active

If this box is checked on then the Unit of Area is available to be linked to new or existing properties. If this box is checked off then the Unit of Area is no longer available to the system. Any property record using this Unit of Area will remain as entered. Any property records being maintained will no longer have the Unit of Area available for selection.

GIS Product Parameters

The following topics are covered in this section:

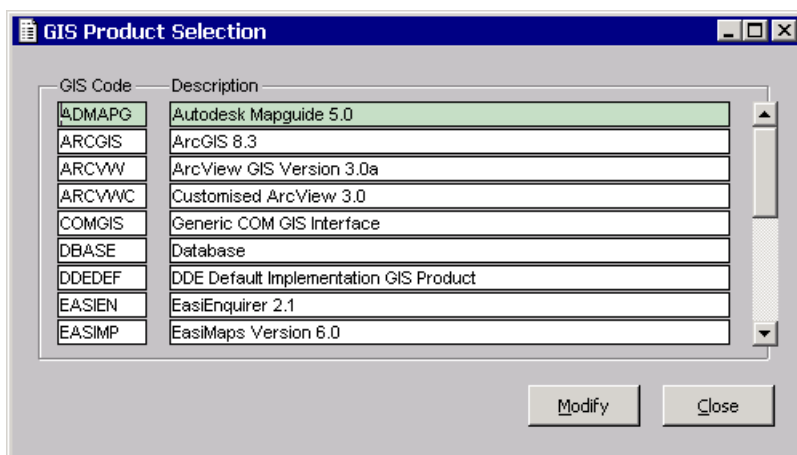
[GIS Product Parameters](#)

GIS Product Parameters

The GIS Interface feature within Property Administration consists of a selection of GIS engines available for Pathway users. All interfacing within Pathway is handled via a single request broker, which communicates with the external GIS system.

GIS Product Selection Form

This GIS Product Selection screen is the first form to be displayed when accessing the GIS Product Parameters. This screen will display all available GIS Products. From this form GIS Products can be maintained. To do this, simply highlight the item and then click the Modify Button.



GIS Code	Description
ADMAPG	Autodesk Mapguide 5.0
ARCGIS	ArcGIS 8.3
ARCVW	ArcView GIS Version 3.0a
ARCVWC	Customised ArcView 3.0
COMGIS	Generic COM GIS Interface
DBASE	Database
DDEDEF	DDE Default Implementation GIS Product
EASIEN	EasiEnquirer 2.1
EASIMP	EasiMaps Version 6.0

GIS Product Selection Form

GIS Code

This field contains the GIS code available for the GIS Product record.

Description

This field contains the full description of the GIS Product e.g. MapInfo Version 3.00

GIS Product Maintenance Form

This form allows the establishment of the GIS Product.

GIS Product Maintenance

GIS Code: ADMAPG

GIS Name: %Mapguide

Description: Autodesk Mapguide 5.0

Active: ☒

Path for Executable: C:\Temp\HTML\GeacMapguideDemo.htm >>

Path for GIS Database: .GIS\DATA.INI >>

Path for Interface: .gis

DDE System: PATHMAP

DDE Topic: SYSTEM

Parameters: [Empty List Box]

GIS Layer: [Empty Field]

GIS Reference Field: [Empty Field]

Property: States

Title: [Empty Field]

Parcel: [Empty Field]

Street/Suburb: [Empty Field]

Key: [Empty Field]

More OK Cancel

GIS Product Maintenance Form

GIS Code

This field contains the code required for the GIS Product. This is typically a six-digit code and alphanumeric characters may be used. This field cannot be maintained.

GIS Name

This field contains the name of the GIS Product.

Description

This field contains the description in full of the GIS Product.

Active

If this box is checked on then the GIS Product is available for selection in the Properties Administration System Parameters Maintenance Form drop down option. If this box is checked off the GIS Product is no longer available to the system.

Path for Executable

This field contains the path to the GIS Product executable program file.

Path for GIS Database

This field contains the path to the GIS Database used by the GIS Product.

Path for Interface

This field contains the path to the GIS Product Interface levels. Each interface level may link to multiple GIS layers, each of which must be specified on the GIS Product Parameter Maintenance Form. Currently the Property GIS Interface supports four interface levels:

- Property
- Title
- Parcel
- Street/Suburb

DDE System

This field contains the Dynamic Data Exchange communications ID for the GIS Product Interface with the Pathway System. This field cannot be maintained.

DDE Topic

This field contains the Dynamic Data Exchange communications ID for the GIS Product Interface with the Pathway System. This field cannot be maintained.

Parameters

This field contains the parameters of the GIS Product interface and is maintainable.

GIS Layer - Property

This field contains the Property layer for the GIS Product

GIS Reference Field - Property

This field contains the Pathway Property Reference for the GIS Product.

GIS Layer - Title

This field contains the Title layer for the GIS Product.

GIS Reference Field - Title

This field contains the Pathway Title Reference for the GIS Product.

GIS Layer - Parcel

This field contains the Parcel layer for the GIS Product.

GIS Reference Field - Parcel

This field contains the Pathway Parcel Reference for the GIS Product.

GIS Layer - Property Street/Suburb

This field contains the Property Street/Suburb layer for the GIS Product.

GIS Reference Field - Property Street/Suburb

This field contains the Pathway Property Street/Suburb Reference for the GIS Product.

MapObjects GIS Product Maintenance Form

MapObjects GIS Product Maintenance

Selection Attributes

Line Colour

Fill Colour

Fill Style

GIS Data Connection

Path

Connection Type

GIS Layer

GIS Layer

Layer Display Name

GIS Level

...

↑

↓

New OK Cancel

MapObject GIS Product Maintenance Form

Line Colour

This field displays the line colour used by the GIS Product.

Fill Colour

This field displays the fill colour used by the GIS Product.

Fill Style

This field displays the fill style used by the GIS Product.

Path

This field displays the path used by the GIS Product.

Connection Type

Use the drop down list to select the connection type.

GIS Layer

This field displays the line colour used by the GIS Product.

Layer Display Name

This field displays the layer display name.

GIS Level

This field displays the GIS level.

Detail Button

When activated, this button will display the MapObjects GIS Layers Maintenance form.

Move Buttons

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus.

For example, in the following form:

To move the record, ensure that one of the records is highlighted and use the Move arrows to re-sequence.

MapObjects GIS Layer Maintenance Form

MapObjects GIS Layer Maintenance

Layer Attributes

GIS Level: [dropdown]
GIS Layer: [text]
GIS Data Connection: [dropdown]
Layer Type: [dropdown]
Layer Display Name: [text]
Minimum Zoom Factor: [text]
Maximum Zoom Factor: [text]
Visible: ☒

Polygon Attributes

Line Colour: [dropdown] Black
Fill Colour: [dropdown] Pale Yellow

Annotation Attributes

Text Colour: [dropdown] Black
Text Source Field: [text]
Height Source Field: [text]
X Offset Source Field: [text]
Y Offset Source Field: [text]
Draw Feature: ☐

Value OK Cancel

MapObjects GIS Layer Maintenance Form

GIS Level

Select the required GIS level from the drop down list.

GIS Layer

This field displays the GIS layer.

GIS Data Connection

Select the required GIS Data Connection from the drop down list.

Layer Type

Select the required Layer Type from the drop down list.

Layer Display Name

This field displays the Layer Display Name.

Minimum Zoom Factor

This field displays the Minimum Zoom Factor.

Maximum Zoom Factor

This field displays the Maximum Zoom Factor.

Visible

If the box is checked on the Layer is visible. If the box is checked off the Layer is not visible.

Line Colour

Select the required Line colour from the drop down list

Fill Colour

Select the required Fill colour from the drop down list

Text Colour

Select the required Text Colour from the drop down list.

Text Source Field

This field displays the Text Source.

Height Source Field

This field displays the Height Source.

X Offset Source Field

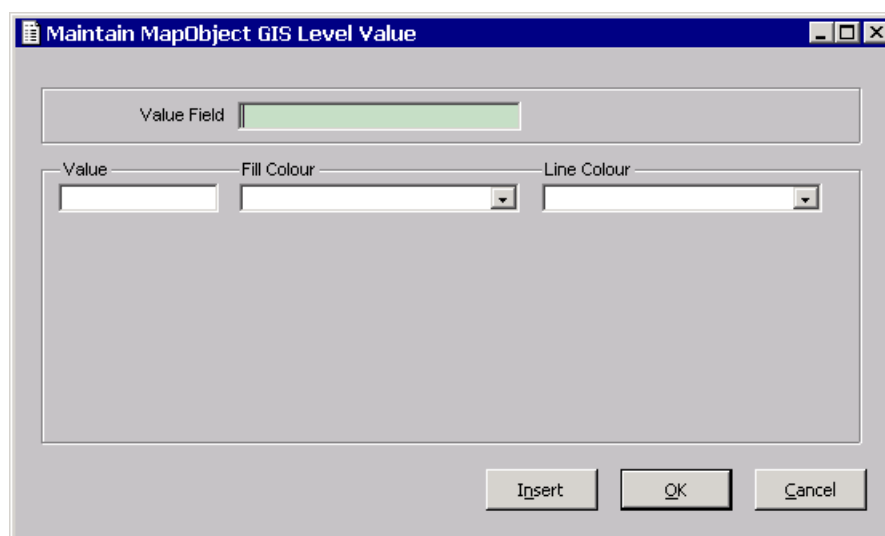
This field displays the X Offset Source.

Y Offset Source Field

This field displays the Y Offset Source.

Draw Field

This field displays the Draw feature.

Maintain MapObject GIS Level Value Form

Maintain MapObject GIS Level Value Form

Value Field

This field displays the Value Field.

Value

This field displays the Value of the GIS Level.

Fill Colour

This field displays the Fill Colour of the GIS Level.

Line Colour

This field displays the Line Colour of the GIS Level.

GIS User Maintenance

The following topics are covered in this section:

[GIS User Maintenance](#)

GIS User Maintenance

User Access to GIS must be set up in each environment to enable staff to either use the existing interface and/or the enhanced interface. A menu option title GIS User Maintenance is available within the Property Parameters menu structure. The following details provide an overview of how this security can be set up. An individual user can be given access to GIS processing for all applications in Pathway, some of the applications, or none of the applications depending on requirements. Each user can be given Maintenance or Enquiry access to a given application or denied access to a given application.

GIS User Maintenance Form

The GIS User Security is specified on the GIS User Maintenance form. When the GIS Access flag is switched on for a given user, a detail button appears which will open the GIS User Application Maintenance form when it is clicked which allows access to be changed for the user for each application. If you do not click on the detail button the user receives Enquiry access to all Applications by default when GIS Access is on.

User Identifier	User Name	Active	GIS Access	GIS Product	Auto Start GIS Product
BARLOWW	Warren Barlow	☒	☐	{default}	{default}
BARRYD	Dave Barry	☒	☒	GenaMap 7.2 Webbroker	{default}
BARTELG	Graham Bartel	☒	☐	{default}	{default}
BATHC	Chris Bath	☒	☒	MapInfo Version 5.0	{default}
BBRAZ	Bradley Brazil	☒	☐	{default}	{default}
BJT	A.C.C. Test Inspector BJT	☒	☐	{default}	{default}
BUXTOND	David Buxton	☒	☐	{default}	{default}
CARLISP	Pam Carlisle	☐	☐	{default}	{default}
CHBAT	Chris Bath	☒	☐	{default}	{default}

Search Profile

User Identifier

GIS User Maintenance Form

User Identifier

These fields display the User Code and User Name. These fields are display only and may not be maintained.

Active

When the Active box is checked the User is available to selection.

GIS Access

When the GIS Access box is checked on the User has access to the default GIS Product in Enquiry mode only.

GIS Product

This field displays the GIS Product assigned to the individual User. The GIS Product field allows individual Users to use a different GIS Product. For example, the advanced users may need to access MapInfo, whereas other staff may be using EasiMaps. 'Default' is the Product that has been defined in the Property Parameters.

Auto Start GIS Product

This field enable the Property System Parameter setting to be changed for individual GIS Users. When Auto Start is selected and the User successfully logs on to a Pathway session the assigned GIS product is automatically started.

The options available for selection are;

- (default)
- Do not Auto Start
- Auto Start

Detail Button

Selecting the Detail Button will display the GIS User Application Maintenance Form.

Search Profile – User Identifier

Enter a User Identity Code or use the Pop Up button to select the required User from the User Pop Up form.

GIS User Application Maintenance Form

The Access Level is used to determine which mode the appropriate form for the given application gets started in if it is not already open. If a user has access to both Maintenance and Enquiry functions for a given application, the mode they are currently in within Pathway is not changed by what is set in the GIS User Security. The Enquiry or Maintenance mode set in the GIS User Security only determines what happens if the form must be started by Pathway because it is not already open. If the Access Level is set to None, GIS processing is not available to the user for the application.

GIS User Application	Access Level
Customer Service	Enquiry
Animal Control	Enquiry
Application	Enquiry
Infringement	Enquiry
Licensing	Enquiry
Property Administration	Enquiry
Rates Accounting	Enquiry
Trade Waste	Enquiry
Victorian Valuations	Enquiry

User GIS Product Overrides

Path for Executable: \adeauslgo02\software\GIS\MapInfo\5\map >>

Path for GIS Database: \adeauslgo02\redev\GIS\MapInfo\Rel\Path >>

Path for Interface: .\gis

OK Cancel

GIS User Application Maintenance Form

User Identifier

These fields display the User Code and User Name. These fields are display only and may not be maintained.

GIS User Application

These fields display the Application Code and Application description. These fields are display only and may not be maintained.

Access Level

Access Level is used to determine which mode the appropriate form is opened in, if it is not already open (for the given application). There are 3 Access Levels to choose from:-

- (none)
- Enquiry
- Maintenance

Path for Executable

By clicking on the pop-up button, navigate to the directory where the Executable File for the GIS System resides.

Path for GIS Database

By clicking on the pop-up button, navigate to the directory where the GIS Database resides.

Path for Interface

The path for the interface may simply be typed here e.g. GIS

Zones and Land Use Parameters

The following topics are covered in this section:

[Land Uses](#)

[Zones](#)

[Zone Plan Types](#)

[Property Search](#)

Land Uses

This process allows the establishment of the Land Uses that you wish to record against property or parcel records. Each Land Use may also have a standard document attached via your Word Processing Interface for inclusion on Certificates and Notices.

Land Use Maintenance Form

This form allows the establishment of the Land Uses and attaches the appropriate word processing document if required.

Land Use Code	Description	Land Type	Active
1000	Residential	Residential	☒
10000	Rural Word 8	Residential	☐
10001	Animal Farming Word 8	Other	☐
10002	Crop Farming Word 8	Other	☐
1001	Vacant Residential Land	Vacant	☒
1013	Uniface 7 w8	Other	☒
1014	Resident Uniface 7	Other	☒
1100	Retirement Home	Other	☒
1200	Carparking	Other	☒

Buttons: Insert, OK, Cancel

Land Use Type Maintenance Form

Land Use Code

This field contains the code required for the land use. Up to 10 alpha/numeric characters may be used.

Description

This field contains the full description of the Land Use e.g. Dwelling - Urban. Up to 50 alpha/numeric characters may be used.

Land Type Dropdown

Select a Land Type from the dropdown menu. There are 3 options available:-

- Vacant
- Residential
- Other

When a new line is inserted, by default this field will be set to 'Other'.

Active

If this box is checked on then the Land Use is available to be linked to new or existing properties/parcels. If this box is checked off then the Land Use is no longer available to the system. Any property/parcel record using this Land Use will remain as entered. Any property records being maintained will not have the Land Use available for selection.

Detail Button

When activated this button will initiate the word processor and allow the establishment of standard land use text against the land use code. This document will be printed on Certificates and Notices (where specified). Use the System Menu item in the word processor to return to the Land Use Maintenance form.

Zones

This process allows the establishment of the Zones that you wish to record against property or parcel records. Each Zone parameter may also have a standard document attached via your Word Processing Interface for inclusion on Certificates and Notices.

Zone Maintenance Form

This form allows the establishment of the Zone parameters and attaches the appropriate word processing document if required.

Zone Code	Description	Active
A	zone	☒ ...
A1ZONE	Residential A1 Zone Code that i	☒ ...
BUS	Business	☐ ...
BUS1	Business1	☒ ...
CBD	Central Business District	☒ ...
H1	Heavy Industrial	☒ ...
L1	Light Industrial	☒ ...
LC	Light Commercial	☒ ...
PARC	Parcel Zone Test	☒ ...

Insert OK Cancel

Zone Maintenance Form

Zone Code

This field contains the code required for the Zone. Up to 10 alpha/numeric characters may be used.

Description

This field contains the full description of the Zone e.g. Residential, Light Industrial. Up to 50 alpha/numeric characters may be used.

Active

If this box is checked on then the Zone is available to be linked to new or existing properties/parcels. If this box is checked off then the Zone is no longer available to the system. Any property/parcel record using this Zone will remain as entered. Any property records being maintained will not have the Zone available for selection.

Detail Button

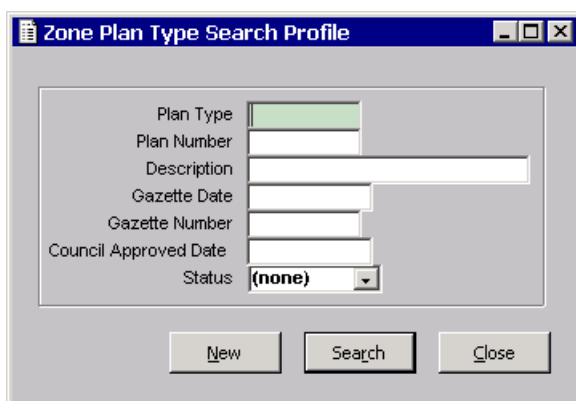
When activated this button will initiate the word processor and allow the establishment of standard Zone text against the Zone parameter. This document will be used on Certificates and Notices (where specified). Use the System Menu item in the word processor to return to the Zone Maintenance form.

Zone Plan Types

This process describes the establishment of Zone Plan types that you wish to record.

Zone Plan Type Search Profile Form

This form will allow you to enter a search profile to search on existing Zone Plan records, or to create New Zone Plan types. To create a new Zone Plan record, press the New button. To search on existing Zone Plan records enter the search profile criteria and press the Search button. All fields on the Search Profile work in conjunction with each other. Advanced Search Profile techniques may be used on this form. For more information on Search Profile techniques please refer to the How to Use User guide. The How to Use User guide may be accessed via the Help menu and selecting the "How to Use" menu item.



Zone Plan Type Search Profile Form

Plan Type

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

Plan Number

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

Description

Enter a Description of the Zone Plan Type on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Gazette Date

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

Gazette Number

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

Council Approved Date

Enter a Council Approved date on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

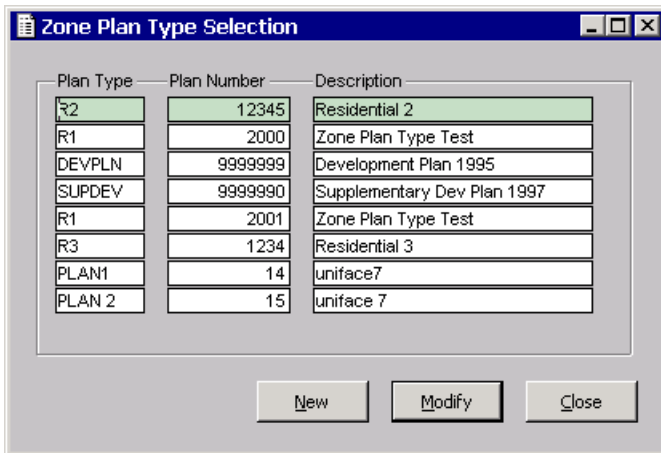
History Status

If the search is to be based on a particular history status then select the valid status code from the drop down list. Valid entries are:-

- Current
- Proposed
- Historic
- None

Zone Plan Type Selection Form

This form displays the Zone Plan records that match the criteria entered on the Search Profile form. From this form you may select a Zone Plan to maintain by selecting the Modify button or create a new Zone Plan by selecting the New button.



Plan Type	Plan Number	Description
R2	12345	Residential 2
R1	2000	Zone Plan Type Test
DEVPLN	9999999	Development Plan 1995
SUPDEV	9999990	Supplementary Dev Plan 1997
R1	2001	Zone Plan Type Test
R3	1234	Residential 3
PLAN1	14	uniface7
PLAN 2	15	uniface 7

New Modify Close

Zone Plan Type Selection Form

Plan Type

Displays the Plan Type code of the Zone Plan matching the selection criteria.

Plan Number

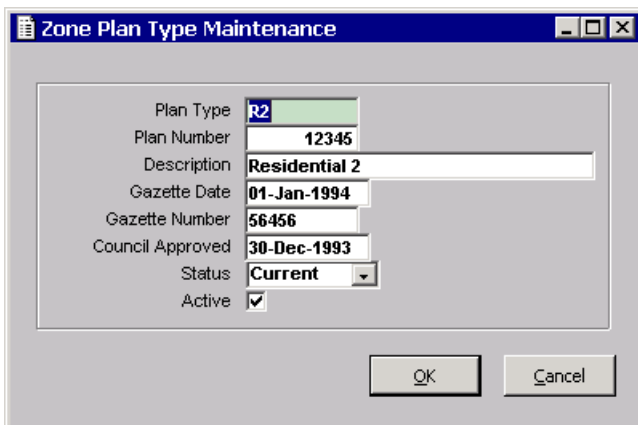
Displays the Plan Number of the Zone Plan matching the selection criteria.

Description

Displays the full description of the Zone Plan matching the selection criteria.

Zone Plan Type Maintenance Form

This form allows the maintenance of Zone Plan Type records.



Plan Type: R2
Plan Number: 12345
Description: Residential 2
Gazette Date: 01-Jan-1994
Gazette Number: 56456
Council Approved: 30-Dec-1993
Status: Current
Active: ☒

OK Cancel

Zone Plan Type Maintenance Form

Plan Type

Enter a code to describe the Zone Plan. Up to 6 alpha/numeric characters may be entered.

Plan Number

Enter a Plan Number to which this Zone Plan refers. Up to 9 characters may be entered.

Description

Enter the detailed description of the Zone Plan.

Gazette Date

Enter the date on which the Zone Plan was gazetted.

Gazette Number

Enter the Gazette number under which the Zone Plan was gazetted.

Council Approved

Enter the Council Approval number.

History Status

Select the valid status code from the drop down list. Valid entries are:-

- Current
- Proposed
- Historic

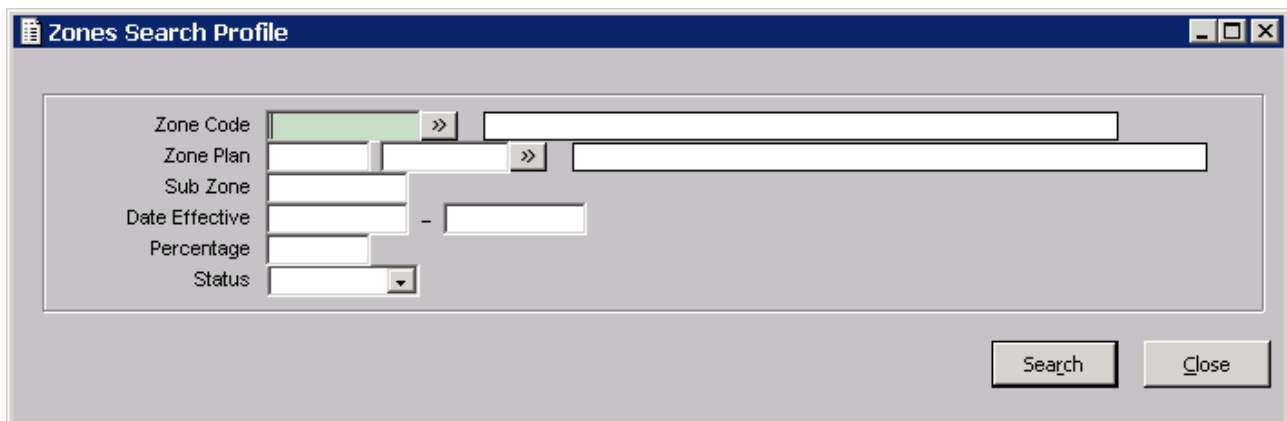
Active

If this box is checked on then the Zone Plan is available to be linked to new or existing properties/parcels. If this box is checked off then the Zone Plan is no longer available to the system. Any property/parcel record using this Zone Plan will remain as entered. Any property records being maintained will not have the Zone Plan available for selection.

Property Search

Zones and Land Uses can be searched for from within Property Maintenance, from either the Address Search Profile form or the Parcel Search Profile form.

Zones Search Profile Form



Zones Search Profile Form

Zone Code

Enter a Zone Code (or make a selection from the Pop Up Form) on which to base a search. The description field is display only.

Zone Plan

Enter a Zone Plan (or make a selection from the Pop Up Form) on which to base a search. The description field is display only.

Sub Zone

Enter a Sub Zone on which to base a search

Date Effective

Enter a Date Range for Effectiveness on which to base a search. This date refers to when the Zone was made effective on the property/parcel.

Percentage

Enter a percentage on which to base a search eg 50. A search like this would return all Zones which have a percentage amount of 50% applied.

Status

Make a selection from the dropdown, for the Status of the Zone, on which to base a search. There are 3 choices:

- Current
- Proposed
- Historic

Land Use Search Profile Form

Land Use Search Profile Form

Approved Land Use

Enter an Approved Land Use (or make a selection from the Pop Up) on which to base a search.

Actual Land Use

Enter an Actual Land Use (or make a selection from the Pop Up) on which to base a search.

Building Level

Enter a Building Level on which to base a search eg 1. Only one level may be searched on at one time, for example you are not able to search on 1-2 (which would be a search for Building Levels 1 and 2).

Date Effective

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

Actual Date

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

Percentage

Enter a percentage on which to base a search eg 50. A search like this would return all Land Uses which have a percentage amount of 50% applied.

Status

Make a selection from the dropdown, for the Status of the Land Use, on which to base a search. There are 3 choices:

- Current
- Proposed
- Historic

Property Selection Form

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

Property Selection

Zone Details	Property Details
Non Urban 1(a)	33 Supreme Way, PARKVILLE VIC.
Non Urban 1(a)	33 Supreme Way, PARKVILLE VIC.
Non Urban 1(a)	Georgian Property - South East, 1 Georgian Aven...
Non Urban 1(a)	Georgian Property - South East, 1 Georgian Aven...
Non Urban 1(a)	500 Penno Parade, EASTWOOD SA 5063
Non Urban 1(a)	501 Penno Parade, EASTWOOD SA 5063
Non Urban 1(a)	Section 1A-5B Shop 10M-20N Suite 3X-4Y Penno Pa...
Non Urban 1(a)	Jack, 3A John Streete, EASTWOOD SA 5063
Non Urban 1(a)	2 John Streete, EASTWOOD SA 5063

Zone Summary	Property Summary
Zone Type : Non Urban 1(a) Zone Plan Type : TZ - 5 - Twilight Zone... Percentage : 100.00 Status : Current	33 Supreme Way, PARKVILLE VIC. (Base, Occupancy, Land) Type: Standard Property Type Desc Lot 44 DP 42 Sect 23, Lot 66 Crwn 7, Piece 76 Man 245 Sect 23, Piece 6785 Crwn2 587 Sect 57, Reserve 45 Crwn2 587 Sect Pt45, 54 Crwn 323, Reserve 654 Man 6543 Sect 450, 350 Crwn 530, 540, 550, Lot 454 Alternately known as: 35 Supreme Way, PARKVILLE VIC.

Modify Close

Property Selection Form (Zones)

Property Selection

Land Use Details	Property Details
land use test	Fred, 1 John Streete, EASTWOOD SA 5063
land use test	1-Greenhill Road, EASTWOOD SA 5063
land use test	Property Name, 7 Farr Parkway, AUCKLAND CENTRAL...
land use test	667 Benito Ave, ALCATRAZ SA 6060
land use test	666 Bonsai Arcade, ALCATRAZ SA 6060
land use test	Bob Brown Street, ALCATRAZ SA 6060
land use test	89 Bb Arcade, ALCATRAZ SA 6060

Land Use Summary	Property Summary
Approved Land Use : land use test Actual Land Use : land use test Date Effective : 01-Sep-2002 Percentage : 100.00 Status : Historic	Fred, 1 John Streete, EASTWOOD SA 5063 (Base, Land) Type: Standard Property Type Desc Lot Occupier: Mr John Lyden Scott Zone Type(s): 3A - Business General

Modify Close

Property Selection Form (Land Use)

Zone Details / Land Use Details

This field displays the Zone or Land Use Details. This field is not maintainable.

Property Details

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

Zone Summary / Land Use Summary

This Summary Panel displays the Zone or Land Use 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.

Property Parameters

The following topics are covered in this section:

[Ward Name Parameters](#)

[Property Type Parameters](#)

[Address Prefix Parameters](#)

[Property Address Format Parameters](#)

Ward Name Parameters

Ward Maintenance Form

This form allows the creation, maintenance and deletion of ward descriptions.

To create a new Ward record, press the Insert button.

Ward Code	Description	Active
00	00	☒
01	Election 1	☒
02	Election 2	☒
03	Election 3	☒
04	Election 4	☒
05	Election 5	☒
06	Election 6	☒
07	Election 7	☒
ATERRA	Terra Ward	☒

Insert OK Cancel

Ward Maintenance Form

Ward Code

Enter a code by which the Ward will be described. Up to 10 alpha/numeric characters may be used.

Ward Description

Enter the description of the Ward.

Active

If this box is checked on then the Ward is available to be linked to new or existing properties. If this box is checked off then the Ward is no longer available to the system. Any property record using this Ward will remain as entered. Any property records being maintained will not have the Ward available for selection.

Property Type Parameters

Property Type Maintenance Form

There are 2 versions of this form depending on whether the Property Type Application Link checkbox is turned ON or OFF at the System Parameter Level.

This form allows the creation, maintenance and deletion of Property Type records.

To create a new Property Type press the Insert button. Examples of Property Type are:-

- Standard Property
- Council Owned property

Abbreviation	Description	Differentials Mandatory	Active
BLD	Building	☐	☒ ...
C	Council Owned	☐	☒ ...
CH	Church	☐	☒ ...
FED	Federal Owned	☐	☒ ...
HK	Housekeeping	☐	☒ ...
KT	Karen's Type	☐	☒ ...
OCC	Occupancy	☐	☒ ...
S	Standard	☐	☒ ...
SC	School	☐	☒ ...

Buttons: Insert, OK, Cancel

Property Type Maintenance Form (where the Property Type Application Link is ON)

Abbreviation	Description	Differentials Mandatory	Active
BLD	Building	☐	☒
C	Council Owned	☐	☒
CH	Church	☐	☒
FED	Federal Owned	☐	☒
HK	Housekeeping	☐	☒
KT	Karen's Type	☐	☒
OCC	Occupancy	☐	☒
S	Standard	☐	☒
SC	School	☐	☒

Buttons: Insert, OK, Cancel

Property Type Maintenance Form (where the Property Type Application Link is OFF)

Property Type Abbreviation

Enter the abbreviation by which the property type may be described. Up to 10 alpha/numeric characters may be used.

Property Type Description

Enter the full description of the property type.

Differentials Mandatory

****This Option is only displayed where New Zealand Valuations Module (LVZ) is active and licensed****

Tick on this option if Differentials are to be mandatory for the property type. Differentials are generally for use at New Zealand councils.

Active

If this box is checked on then the Property Type is available to be linked to new or existing properties. If this box is checked off then the Property Type is no longer available to the system. Any property record using this Property Type will remain as entered. Any property records being maintained will not have the Property Type available for selection.

Detail-out Button

Clicking on this button will display the Property Type Application Linking Maintenance Form. It is here that links can be established and/or restricted.

Property Type Maintenance Form

This form is where links to other modules can be controlled. Items can also be searched on by using the Search function at the bottom of the form. New items cannot be inserted and existing items cannot be deleted.

Property Type Application Link Maintenance

Property Type

Restricted

Application	Uniface 7 Class - THO
Application	interface to pathway debtors
Application	no inspections setup - LAP
Application	z test 2
Application	z test 3
Customer Service	
Debtors	
Infringement	Animal Infringements - PCO
Infringement	Anthony's ByLaw Infringements
Infringement	Applications
Infringement	Bylaws Infringements - NZ
Infringement	Document interface with Trim

Links Allowed

Animal Control	
Application	208 Class
Application	Applications Testing - PACC
Application	Applications for Building - PACA
Application	Building Applications P211
Application	Building Applications Test Environm
Application	Construction Applications
Application	Development Applications TMA
Application	Development Applications Test Envi
Application	EC Class
Application	Julia's Test Class
Application	Karen's Test Class

Search Profile

Application >>

Search OK Cancel

Property Type Application Linking Maintenance Form

Property Type

These fields display the property type currently being maintained. These fields are display only.

Restricted

These Links are available for selection.

Links Allowed

These Links have been selected and therefore are currently in use for the Property Type.

Select All Button

Click this button to select all available links.

Select Button

Click this button to select only the highlighted link.

Remove Button

Click this button to remove only the highlighted link.

Remove All Button

Click this button to remove all links.

Search Profile – Application

Enter an application or make a selection from the pop-up form. To display the Application Code Pop-up Form, click the pop-up button.

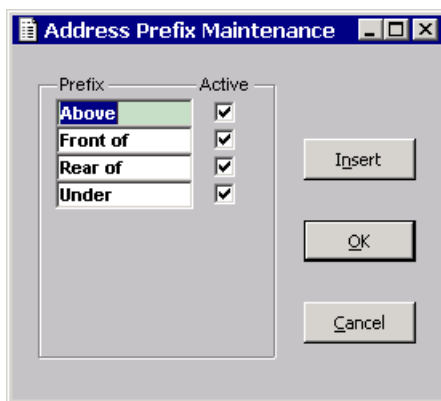
Address Prefix Parameters

Address Prefix Maintenance Form

This form allows the creation, maintenance and deletion of Property Address Prefix records.

Examples of Address Prefixes are:

- Under
- Rear of
- Above
- Front of



Prefix	Active
Above	☒
Front of	☒
Rear of	☒
Under	☒

Buttons: Insert, OK, Cancel

Address Prefix Maintenance Form

Prefix

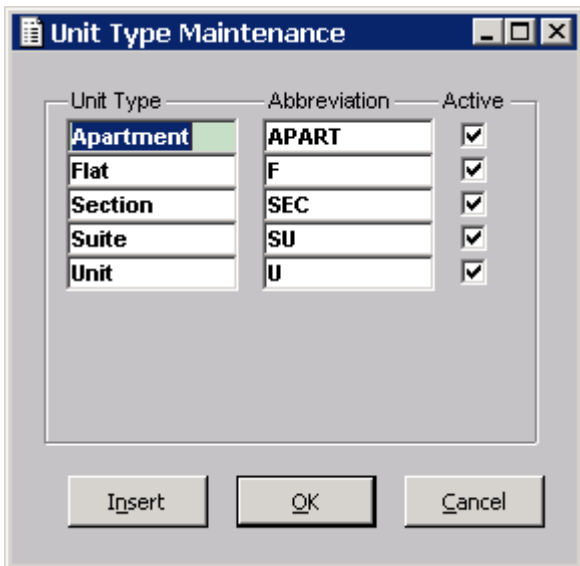
Enter the description of the prefix. Up to ten alphanumeric characters may be used.

Active

If this box is checked on then the Address Prefix is available to be linked to new or existing properties. If this box is checked off then the Address Prefix is no longer available for selection. Any property record using this Address Prefix will remain as entered. Any property records being maintained will not have the Address Prefix available for selection.

Unit Type Maintenance Form

This form allows the creation, modification and deletion of Unit Type prefixes.



The Unit Type Maintenance Form is a window with a title bar containing a document icon and the text 'Unit Type Maintenance'. It features a table with three columns: 'Unit Type', 'Abbreviation', and 'Active'. The table contains five rows of data. The 'Unit Type' column has values 'Apartment', 'Flat', 'Section', 'Suite', and 'Unit'. The 'Abbreviation' column has values 'APART', 'F', 'SEC', 'SU', and 'U'. The 'Active' column has checkmarks in all rows. Below the table are three buttons: 'Insert', 'OK', and 'Cancel'.

Unit Type	Abbreviation	Active
Apartment	APART	☒
Flat	F	☒
Section	SEC	☒
Suite	SU	☒
Unit	U	☒

*Unit Type Maintenance Form***Unit Type**

This field contains the description of the Unit Prefix. Examples may be Flat, Unit, Shop, and Suite.

Abbreviation

As at Release 2.18, this field is only used by the Queensland PLI extract to qualify parcel data extracted for a government authority

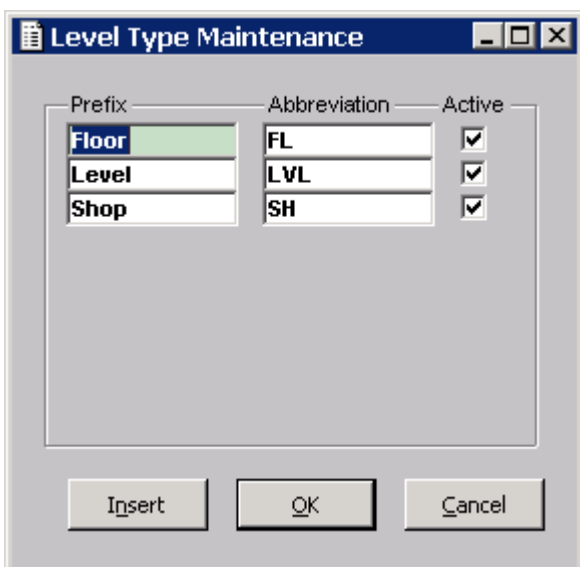
Active Flag

If this box is checked on then the Unit Type is available to be linked to new or existing properties. If this box is checked off then the Unit Type is no longer available for selection. Any property record using this Unit Type will remain as entered. Any property records being maintained will not have the Unit Type available for selection.

Level Type Maintenance Form

This form allows the creation, maintenance and deletion of Property Level Type records. Examples of Level Type Prefixes are: -

- Floor
- Level



The Level Type Maintenance Form is a window with a title bar containing a document icon and the text 'Level Type Maintenance'. It features a table with three columns: 'Prefix', 'Abbreviation', and 'Active'. The table contains three rows of data. The 'Prefix' column has values 'Floor', 'Level', and 'Shop'. The 'Abbreviation' column has values 'FL', 'LVL', and 'SH'. The 'Active' column has checkmarks in all rows. Below the table are three buttons: 'Insert', 'OK', and 'Cancel'.

Prefix	Abbreviation	Active
Floor	FL	☒
Level	LVL	☒
Shop	SH	☒

Level Type Maintenance Form

Prefix

Enter the description of the prefix. Up to ten alphanumeric characters may be used.

Abbreviation

As at Release 2.18, this field is only used by the Queensland PLI extract to qualify parcel data extracted for a government authority

Active

If this box is checked on then the Level Prefix is available to be linked to new or existing properties. If this box is checked off then the Level Prefix is no longer available for selection. Any property record using this Level Prefix will remain as entered. Any property records being maintained will not have the Level Prefix available for selection.

Property Address Format Parameters

The way a Property Address is displayed is completely user definable. Multiple address formats may be established.

Address formats may be re-structured at any time, with the Property Housekeeping options required to rebuild all existing addresses.

Address Format Maintenance Form

This form allows the creation, maintenance and deletion of Address Formats. If changes are made to formatting rules the following message is displayed when accepting the form. The formatted addresses must be rebuilt before the changes you have made are reflected across existing properties". This message refers to the Property System Housekeeping option "Rebuild Formatted Addresses".

Description	Formatting Rule	Active
Adelaide City Council	[(")pro(^)][lpr(_)][lev(_)][pre(_)][uni(^)][hous(_)][str(^)][sub(_)][sta(_)][pc	☒ ...
Australia Post Format	[pro(^)][pre(_)][lpr(_)][lev(_)][upr(_)][uni(^)][hous(_)][str(^)][sub(_)][sta(_)]	☒ ...
Chiterton format	[lpr(_)][lev(_)][par(_)][pla(^)][hous(_)][str(^)][sub(_)][sta(_)][post]	☒ ...
Christaford format	[lpr(_)][lev(_)][pre(_)][uni(_)][hous(_)][str(_)][sub(_)][sta(_)][post]	☒ ...
Christies		☒ ...
House Number	[lpr(_)][lev(_)][pre(_)][uni(^)][hous]	☒ ...
KT Test for DRN 12760	[upr(_)][uni(_)][hous(_)][str(^)][sub(_)][sta(_)][post]	☒ ...
New Zealand	[pro][pre][uni][lpr][lev][hous][str][sub][sta][post]	☒ ...
NOT ACTIVE	Not Active.	☐ ...

Insert OK Cancel

Address Format Maintenance Form

Format Description

This field contains the description of the address formatting rule.

Formatting Rule

This field will display the components and separators which define each Property Address Formatting Rule. Each formatting rule will be defined by pressing the detail button and using the Formatting Rule Maintenance Form.

Active

If this box is checked on then the Formatting Rule is available to be linked to new or existing properties.

If this box is checked off then the Formatting Rule is no longer available to the system. Any property record using this Formatting Rule will remain as entered. Any property records being maintained will not have the Formatting Rule available for selection.

Detail Button

By pressing this button you will be able to access the Property Address Formatting Rule Maintenance Form.

Property Address Formatting Rule Maintenance Form

This form allows the establishment of the formatting rule.

Property Address Formatting Rule Maintenance Form

Description

This field contains the description of the formatting rule. This field is display only and may not be maintained.

Formatting Rule

This field contains the description of the established formatting rule. This field is display only and may not be maintained.

Rule Example

This field contains an example of an address formatted according to the formatting rule. This field is display only and may not be maintained.

Prefix

This field may contain any character(s) that is to precede the address component in the component field. If a "space" is required as a prefix then it should be entered as an "underscore" (_).

Component

The Component field contains the name of the property address element you wish to include in the formatted address. Other formatting options are available in the drop down list which affect the way the property address is displayed. If any of the components selected are blank in respect to the property address then they will not be displayed. For example if Unit Number is selected as a component of the address and the property address does not have a unit number then the formatted address will ignore the Unit Number component. To add a Component use the drop down list and select the appropriate element. Elements (and their explanation) are described below. The text included in brackets is the abbreviated display which will appear in display mode on the Address Format Maintenance form.

Address Prefix (pre)

By selecting this element the address prefix will be displayed in the formatted address if one exists. An example of an address prefix is "Rear Of".

Displayed Number (disp)

By selecting this element the "Displayed Number" from the Property Address will be included in the Property Address format. (A Display Number is a number that might appear over the front door of a large office block. e.g. Property Address is 10 - 14 Franklin Street however the number above the foyer door is 12.)

Grandparent Property Name (gpnm)

If the current property is a level 3 property any property name that has been assigned to the level 1 property will be displayed as part of the current property address.

House Number (hous)

By selecting this element the start and end house number(s) and their suffixes will be included in the formatted property address. The formatted address will also include a delimiting dash. An example of the house number format is (11A-12B).

Level Number (lev)

By selecting this element the start and end level number(s) and their suffixes will be included in the formatted property address. The formatted address will also include a delimiting dash. An example of the level number format is (1A-2B).

Level Prefix (lpr)

By selecting this element the level prefix will be displayed in the formatted address. An example of an address prefix is "Level".

Overriding Address (ovr)

By selecting this element any overriding address for a property address will be displayed in the formatted address.

Parcel Section (sec)

By selecting this element the formatted section details from the FIRST parcel on the property will be displayed in the formatted address.

Parcel Type and Number (par)

By selecting this element, the Parcel Type (eg. Lot) and parcel number for each parcel attached to the property record will be displayed in the formatted property address. An example of the parcel type and number format is (Lot 31)

Parent Property Name (ppnm)

If the current property is a level 2 property any property name that has been assigned to the level 1 property will be displayed as part of the current property address.

Plan Type and Number (pla)

By selecting this element, the Plan Type (eg. DP) and plan number for each parcel attached to the property record will be displayed in the formatted property address. An example of the plan type and number format is (DP 8125).

Post Code (post)

By selecting this element the post code of the property will be displayed in the formatted property address.

Property Description (des)

By selecting this element the overriding property description of the property will be displayed in the formatted property address. The description will usually contain the system generated formatted parcel description but may be overridden with a free format description

Property Name (pro)

By selecting this element, the Property Name (eg Sir Edwin Smith Building) of the property will be displayed in the formatted property address. (Only the name designated the Primary Property Name will be displayed).

State (sta)

By selecting this element the State code (eg. SA) of the property will be displayed in the formatted property address.

Static Text (tex)

By selecting this element you may enter any static text in the Suffix field to be displayed in the formatted property address. An example of static text may be "Australia".

Street (str)

By selecting this element the street name of the property will be displayed in the formatted property address.

Suburb (sub)

By selecting this element the suburb name of the property will be displayed in the formatted property address.

Unit Number (uni)

By selecting this element the start and end Unit Number(s) and their suffixes of the property will be displayed in the formatted property address. The formatted address will also include a delimiting dash. An example of the unit number format is (1A-5A).

Unit Prefix (upr)

By selecting this element the Unit prefix will be included in the formatted Property Address. An example of a Unit Prefix is (Unit).

Suffix

This field may contain any character(s) that is to follow the address component in the component field.

If a "space" is required as a suffix then it should be entered as an "underscore" (_).

If a "New Line" is required after the component then it should be entered as a "carat" (^).

Mailing Button

Selection of the Mailing Button accesses the "Property Address Format to Mailing Address Mapping Maintenance Form, where Property Address components can be mapped to Mailing Address components.

Move Buttons

Pressing these buttons will move the currently selected component up or down the list of components. If the component selected is already at the top or bottom of the list then no action is taken.

Insert Button

Pressing this button will insert a new component line to the list of Formatting Components. The new component line will be inserted after the component line that currently has focus.

Delete Button

Pressing this button will delete a component line from the list of Formatting Components.

Note: The component line to be removed must be the currently selected component.

Test Button

Pressing this button will display a test case in the Rule Example field and show the formatting rule in its entirety in the Formatting Rule field.

Property Address Format to Mailing Address Mapping Maintenance Form

Adelaide City Council To Mailing Address Mapping Maintenance

Mailing Address Component

Property Name
Unit/Level Number

Forwarding
Identifier

Property Address Component

Property Name Mailing Address Component

Prefix	Component	Suffix
"	Property Name	"_

Move

Continue Quit

Mailing Address Mapping Maintenance Form

Mailing Address Creation from Property Address

Some degree of trial and error will be required to determine the correct mapping definition.

To Check the Component Mapping

The following instructions assume that the (LPA 0 – Property Owner) Name and Address Role Type has “Automatic Address Creation Enabled”.

1. Access the following menu option:
Property Administration / Property Maintenance
2. Perform a standard property search and select any Property that contains components that will be mapped to the Mailing Address Prefix fields.
3. Use the [Options] [Names] pull down menu option to access the “Property Names Maintenance” form.
4. Select the [Detail] button adjacent to the “Property Owner” label to access the “Property Owner – Name Search Profile” form.
5. Select the [New] button to create a new Person or Company Name.
6. Enter the appropriate name details and select the [Address] button.
7. If a Mailing Address can be created from the Property Address then the “Automatic Mailing Address Creation Pop Up” form will display showing the primary address and alternate addresses attached to the property.

Select the appropriate property address from the “Automatic Mailing Address Creation Pop Up” form.

A status line message will be displayed to indicate that the mailing Address was created.

For Example:

“Default Mailing Address "Aardvark Apartments", LEVEL 2, UNIT 1A/1234 Aardvark Alley, Eastwood SA 5160 Automatically Created and Assigned to MELBOURNE CITY COUNCIL.”

8. Select the [Detail] button adjacent to the newly created Default Address to ensure that the correct Property Address to Mailing Address component mapping was performed.

For Example:

The screenshot shows the 'Address Maintenance' window. It contains the following fields and values:

- Address Template:** Template 1, Australian Residential Address
- Address:**
 - Property Name: (empty)
 - Flat/Unit: Unit 1
 - Forwarding: "Seeview Apartments"
 - Identifier: 6
 - Street: Bellevue
 - Suburb: CARLTON
 - State: NSW,
 - Post Code: 2218
- Create Address Component:**
 - Street: ☐
 - Suburb: ☐
 - State: ☐
 - Post Code: ☐
- Buttons:** Usage Enquiry, OK, Cancel

9. Select the [Usage Enquiry] button to ensure that the “Formatted Address” was correctly constructed.

For Example:

10. Press the F3=Fast Exit button. A message is displayed to indicate that data has been modified on other forms and whether you wish to store these modifications.

For Example:

11. Select the [No] button as this action will remove the newly created name, address and property ownership link. If the Property Address to Mailing Address component mapping was not performed correctly then use the "Property Address Format to Mailing Address Mapping Maintenance" form to modify the mapping parameters and repeat the test.

Mailing Address Component

The Mailing Address Component frame lists the Mailing Address Prefix fields and Identifier field defined on the Default Address Template. Highlight each 'Mailing Address Component' and use the [Select] and [Remove] buttons to define the appropriate component mapping.

Property Address Component

The Property Address Component frame lists the Property Address components that can be mapped to each Mailing Address component. Highlight each 'Mailing Address Component' and use the [Select] and [Remove] buttons to select Property Address components to be mapped.

Mailing Address Component Mapping

The Mailing Address Component Mapping frame lists the Property Address components that have been mapped to the highlighted 'Mailing Address Component'. The mapping definition is based on the components defined on the Property Address Format and the Default Address Template.

Move Buttons

Property Address components may be reordered in the Mailing Address Component definition by using the Move Buttons.

Select/Remove Buttons

The [Select] and [Remove] buttons are used to select or remove Property Address Components to be mapped.

Title Parameters

The following topics are covered in this section:

[Source of Data Maintenance](#)

[Estate Type Maintenance](#)

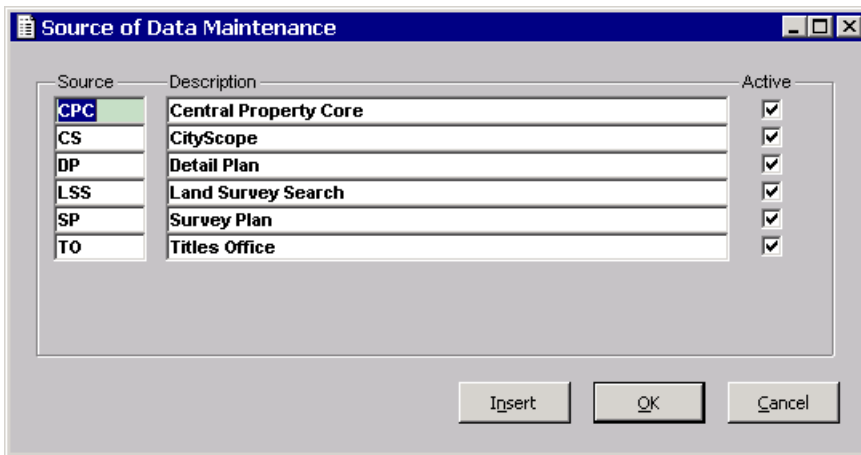
[Property Title Status Maintenance](#)

[Property title Prefix Maintenance](#)

Source of Data Maintenance

This form allows for the creation, maintenance and deletion of source of data records. The Source of Data is used when creating or updating Title information, it indicates where the data originated.

Source of Data Maintenance Form



Source	Description	Active
CPC	Central Property Core	☒
CS	CityScope	☒
DP	Detail Plan	☒
LSS	Land Survey Search	☒
SP	Survey Plan	☒
TO	Titles Office	☒

Insert OK Cancel

Source of Data Maintenance Form

Source

This field contains a code which describes the source of data. Up to 6 alphanumeric characters may be used. This field is mandatory.

Description

This field contains the full description for the source of data. This field is mandatory.

Active Flag

If this box is checked on then the Source of Data record is available to be linked to new or existing properties. If this box is checked off then the Source of Data record is no longer available for selection. Any property record using this Source of Data record will remain as entered. Any property records being maintained will not have the Source of Data record available for selection.

Estate Type Maintenance

This parameter enables Estate Types to be added, changed and deleted. The Estate Type Maintenance Form enables Estate Type code and description details to be defined. These descriptions can be selected via Title Maintenance when creating or amending Property Titles.

Estate Type Maintenance Form

Abbreviation	Description	Active
C	Crown Holding	☒
F	Fee Simple	☒
J	Joint Tenancy	☒
L	Life	☒
T	Tenants in common	☒

Insert OK Cancel

Estate Type Maintenance Form

Abbreviation

This field contains the Estate type code for the Property Title. Up to ten alphanumeric characters may be used.

Estate Type Description

This field contains the full description of the Estate Type eg. Crown Holding, Fee Simple. This description will be available for selection when creating Title records via Title Maintenance.

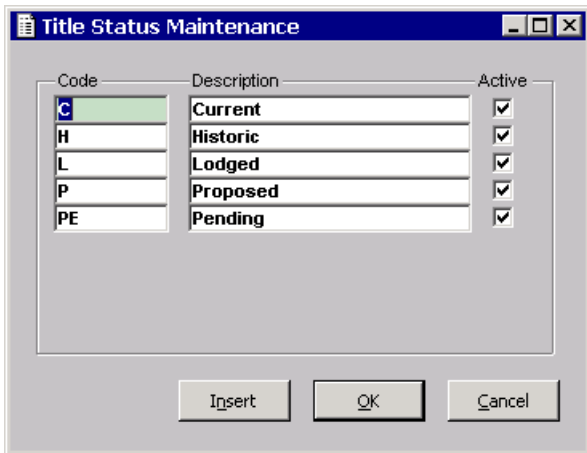
Active

If this box is checked on then the Estate Type is available to be linked to new or existing Title records. If this box is checked off then the Estate Type is no longer available to the system. Any Title record using this Estate Type will remain as entered. Any Title records being maintained will not have the Estate Type available for selection.

Property Title Status Maintenance

This parameter enables Title Status codes and descriptions to be added, changed and deleted. The Title Status Maintenance Form enables Title status code and description details to be defined. These descriptions can be selected via Title Maintenance when creating or amending Property Titles. This status is **user definable and additional** to the system allocated status codes (Current, Historic, and Proposed) which are allocated during division and deletion processes.

Title Status Maintenance Form



Code	Description	Active
C	Current	☒
H	Historic	☒
L	Lodged	☒
P	Proposed	☒
PE	Pending	☒

Insert OK Cancel

Title Status Maintenance Form

Title Status Code

This field contains the code for the title status. Up to ten alphanumeric characters may be used.

Title Status Description

This field contains the full description of the Title Status code eg. Current, Lodged, Proposed. This description will be available for selection when creating Title records via Title Maintenance.

Active

If this box is checked on then the Title Status is available to be linked to new or existing Titles records. If this box is checked off then the Title Status is no longer available to the system. Any Title record using this Title Status will remain as entered. Any Title records being maintained will not have the Title Status available for selection.

Property Title Prefix Maintenance

The Title Prefix Maintenance Form enables Title prefix and description details to be defined. These descriptions can be selected via Title Maintenance when creating or amending Property Titles. An example of a Title Prefix is CT - Certificate of Title.

Title Prefix Maintenance Form

Prefix	Description	Volume Label	Folio Label	Minimum Folio	Maximum Folio	Active
AB	Aboriginal Lease					☒
CL	Crown Land					☒
CM	Community Title					☒
CT	Certificate of Title					☒
FD	Federal Lease					☒
FH	Freehold			1	99	☒
MT	Mortise Title					☒
OS	Old System Title	Book	Section	1	999	☒
PO	Permissive Occupancy					☒

Title Prefix Maintenance Form

Prefix

This field contains the prefix code for the Property Title. Up to ten alphanumeric characters may be used.

Title Description

This field contains the full description of the Title Prefix eg. Certificate of Title, Federal Lease. This description will be available for selection when creating Title records via Title Maintenance.

Volume Label

This field enables the user to define Volume labels. These labels will be displayed after selecting the related title prefix when creating Title records via Title Maintenance.

Folio Label

This field enables the user to define Folio labels. These labels will be displayed after selecting the related title prefix when creating Title records via Title Maintenance.

Minimum Folio

This field enables the user to set a minimum folio number for a volume. An example of the Folio numbers is (1 minimum - 1000 maximum = 1000 pages per volume).

Maximum Folio

This field enables the user to set a maximum folio number for a volume. An example of the Folio numbers is (1 minimum - 1000 maximum = 1000 pages per volume).

Active

If this box is checked on then the Title Prefix is available to be linked to new or existing titles. If this box is checked off then the Title Prefix is no longer available to the system. Any title record using this Title Prefix will remain as entered. Any Title records being maintained will not have the Title Prefix available for selection.

Flood Parameters

The following topics are covered in this section:

[Flood Fill Control Parameters](#)

[Flood Fill Status Parameters](#)

[Flood Level Type Parameters](#)

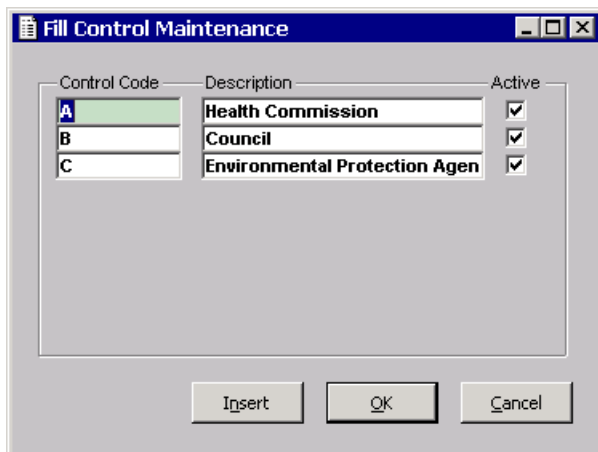
[Parcel Search](#)

Flood Fill Control Parameters

This function allows for the creation, maintenance and deletion of Flood Fill Control records. These records describe the organisation(s) responsible for Fill Control on the parcel to which the Flood detail record is attached. An example could be Council or Health Commission.

Fill Control Maintenance Form

To create a new record, click the Insert button



Control Code	Description	Active
A	Health Commission	☒
B	Council	☒
C	Environmental Protection Agen	☒

Insert OK Cancel

Fill Control Maintenance Form

Control Code

Enter a code by which the Fill Control record will be described. Up to six alphanumeric characters may be entered.

Description

Enter the description of the Fill Control organisation eg. Health Commission.

Active

If this box is checked on then the Fill Control record is available for use. If this checkbox is not ticked then the Fill Control record is no longer available to the system. Any Flood Control record using this Fill Control record will remain as entered. Any Flood Control records being maintained will not have the Fill Control record available for selection.

Flood Fill Status Parameters

This function allows for the establishment of Flood Fill Status records.

Fill Status Maintenance Form

Examples could include:

- REV – Fill Revoked
- FIN – Fill Finalised
- NR – Not Required
- PF – Partial Fill

Status Code	Description	Active
FILLF	Fill Finalised	☒
FILLP	Fill Proposal	☒
FILLR	Fill Revoked	☒
NTR	Not Required	☒
PF	Partial Fill	☒
TEST	Total Fill	☒
UN	Unsure	☒

Insert OK Cancel

Fill Status Maintenance Form

Status Code

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

Description

Enter a full description of the Fill Status.

Active

If this box is checked on then the Fill Status record is available to be linked to a Flood Control record. If this box is checked off then the Fill Status record is no longer available to the system. Any Flood Control record using this Fill Status record will remain as entered. Any Flood Control records being maintained will not have the Fill Status record available for selection.

Flood Level Type Parameters

This function allows the creation, maintenance and deletion of Flood Level descriptions.

Flood Level Type Maintenance Form

These levels describe briefly the construction level, either existing or required, which may be recorded against a Flood record. Comparison of these levels to the known or anticipated flood heights is an integral part of construction control within flood liable areas.

Examples may include:

- HAB – Existing Habitable Floor
- NHAB – Existing Non-Habitable Floor
- COMM – Existing Commercial
- HABR – Required Habitable Floor

Level Code	Description	Active
COMM	Existing Commercial	☐
COMM2	New Commercial	☒
HAB	Existing Habitable Floor Area	☒
HABR	Required Habitable Floor Area	☒
NHAB	Non Habitable Floor Area	☒

Insert OK Cancel

Flood Level Type Maintenance Form

Flood Level Code

Enter a code by which the Flood Level record will be described. Up to six alphanumeric characters may be entered. Up to six alphanumeric characters may be entered.

Flood Level Description

Enter a full description of the Flood Level.

Active

If this box is checked on then the Flood Level record is available to be linked to a Flood Control record. If this box is checked off then the Flood Level record is no longer available to the system. Any Flood Control record using this Flood Level record will remain as entered. Any Flood Control records being maintained will not have the Flood Level record available for selection.

Parcel Search

Flood Details can be searched for from within Property Maintenance, from the Parcel Search Profile form.

Flood Search Profile Form

Flood Fill Control	(none)
Flood Fill Status	(none)
Reference	
Date Notified	
Certification Date	
Area Number	
Highest Flood	
1:20 Year Flood	
1:100 Year Flood	
Map Reference	
YEAR	
Reference	
Reference	

Search Close

Flood Search Profile Form

Flood Fill Control

Select a Flood Fill Control from the dropdown on which to base a search. If a selection isn't made, then all Flood Fill Controls will be considered.

Flood Fill Status

Select a Flood Fill Status from the dropdown on which to base a search. If a selection isn't made, then all Flood Fill Statuses will be considered.

Reference

Enter a Reference on which to base a search.

Date Notified

Enter a Notified Date Range on which to base a search. If no dates are entered then all dates will be considered.

Certificate Date

Enter a Certificate Date Range on which to base a search. If no dates are entered then all dates will be considered.

Area Number

Enter an Area Number on which to base a search.

Highest Flood

Enter a Highest Flood Level on which to base a search. The field is calculated to 3 decimal places, so if you enter 1, it changes to be 1.000.

Year

Enter a Year for the Highest Flood on which to base your search.

1:20 Year Flood

Enter a 1:20 Year Flood Level on which to base a search. The field is calculated to 3 decimal places, so if you enter 1, it changes to be 1.000.

Reference

Enter a Reference for the 1:20 Year Flood on which to base a search.

1:100 Year Flood

Enter a 1:100 Year Flood Level on which to base a search. The field is calculated to 3 decimal places, so if you enter 1, it changes to be 1.000.

Reference

Enter a Reference for the 1:100 Year Flood on which to base a search.

Map Reference

Enter a Map Reference on which to base a search.

Property Selection Form

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

Flood Fill Control	Flood Fill Status	Date Notified	Property Details
Environmental Protection Ag.	Fill not required	02-Aug-1999	5 Bilney Drive, ATHELSTONE SA
Environmental Protection Ag.	Fill not required	02-Aug-1999	1 Stevo Square, VERLINO SA 7001
Environmental Protection Ag.	Fill revoked		1, 145 Cherrywood Drive, EASTWOOD SA 5063
Environmental Protection Ag.	Fill not required		3 Penno Parade, EASTWOOD SA 5063
Environmental Protection Ag.	Fill not required		168 Aberdeen Streete, EASTWOOD SA 5000
Environmental Protection Ag.	dttest		202B Supreme Way, PARKVILLE VIC.
Environmental Protection Ag.	dttest		1 Aberdeen Streete, EASTWOOD SA 5063
Environmental Protection Ag.	Fill not required	01-Jan-2002	Unit 2, 50 Aberdeen Streete, EASTWOOD SA 5063
Environmental Protection Ag.	Fill not required		4 Katoomba Streete, MAPINFO SA 5000

Flood Summary
Flood Fill Control : Environmental Protection Agency
Flood Fill Status : Fill not required
Date Notified : 02-Aug-1999
Certification Date : 04-Aug-1999
Area Number : 34
Highest Flood : 20 YEAR : 1998
1:20 Year Flood : 13.5

Property Summary
5 Bilney Drive, ATHELSTONE SA (Base, Land) Type: Standard
Property Type Desc
Reserve SP 33 Hundred of Pt Adelaide
Land Area: 500
Zone Type(s):
2B2 - Residential 2B
Land Use Type:

Modify
Close

Property Selection Form

Flood Fill Control

This field displays the Flood Fill Control. This field is not maintainable.

Flood Fill Status

This field displays the Flood Fill Status. This field is not maintainable.

Date Notified

This field displays the Date Notified. This field is not maintainable.

Property Details

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

Flood Summary

This Summary Panel displays Flood 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.

Flood Details Import

Note: This is an Authorised Function. If you require access to this function please contact your Account Manager.

The Flood Details Import is a new function which can be accessed from the Bulk Maintenance menu within Property Administration in both the smart and thick clients. It allows parcel flood details to be imported into Pathway via a text file from an external source such as a geographic information system (GIS). The text file can be in CSV (Comma-Separated Value) format, or consist of fixed-length records.

Note: This function only updates standard flood data, and not the data displayed when the "Additional Flood Details" authorised function is activated.

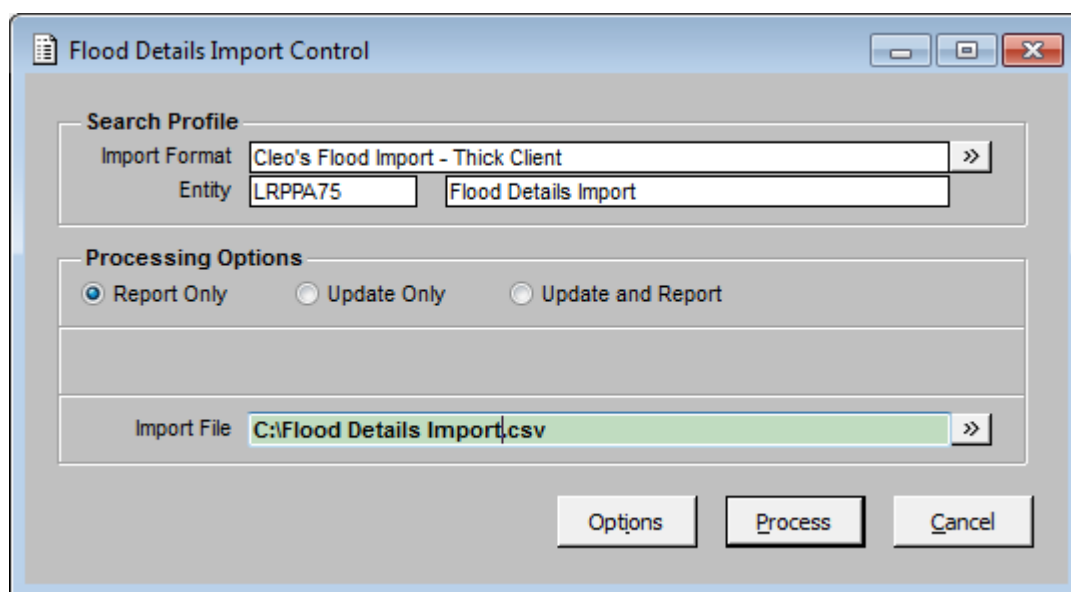


Figure 1. Flood Details Import Control form in the smart client

To specify the structure of the text file being imported, a new import format must be defined using the existing Export/Import Format Maintenance function on the Query >> Query Parameters menu. The format should be based on the reporting entity LRPPA75 (Flood Details Import).

Export/Import Format Maintenance

Description: **Flood Import - Thick Client**

Default Export/Import File: [] >>

Export / Import: **Import Only**

Export/Import Format

☒ Comma Separated (CSV)
☐ Fixed Width

Comma Separated Options

Text Qualifier: **(default)**
Field Separator Character: **, (Comma)**
Include Field List: **(none)**

Entity

LRPPA75 [] Flood Details Import

Exportable Fields

TPKLRPPA75 Flood Details Import
U_VERSION U_VERSION

Selected Field

Selected Field	Description
TFKLPAPARC	Parcel
CNTRLCODE	Fill Control Code
STATUSCODE	Fill Status Code
HISTCNTRL	Historic Fill Control Code
HISTSTATUS	Historic Fill Status Code
FLOODAREA	Area Number
REFERENCE	Reference
NOTIFYDATE	Date Notified
CERTDATE	Certification Date

Search Profile: Field Name []

Buttons: Search, Sequence, Insert, OK, Cancel

Figure 2. Example Flood Details Import format definition.

Values for the following fields can be specified on each flood details record in the text file to be imported:

FIELD NAME	DESCRIPTION
TFKLPAPARC	Parcel Key. <i>Mandatory</i> . The Pathway internal primary key for the parcel record to which flood details are to be added. This is the only field required on the import format. An error message is printed on the Flood Details Import report, and the current flood details ignored, if: - The key value supplied does not match to an existing parcel record. - A record with the same key value has already been imported in the current batch. If the matching parcel record has a status of "Historic", a warning is printed on the Flood Details Import report, but the current flood details are imported.
CNTRLCODE	Fill Control Code. <i>Optional</i> . If specified, should match a code defined in the Flood Fill Control Parameters option on the Property Administration >> Property Parameters >> Flood Parameters menu. If the given code does not match a parameter value, the current flood details are not imported. If the given code matches an inactive parameter code, the flood details are imported, but a warning message is printed on the Flood Details Import report.
STATUSCODE	Fill Status Code. <i>Optional</i> . If specified, should match a code defined in the Flood Fill Status Parameters option on the Property Administration >> Property Parameters >> Flood Parameters menu. If the given code does not match a parameter value, the current flood details are not imported. If the given code matches an inactive parameter code, the flood details are imported, but a warning message is printed on the Flood Details Import report.
HISTCNTRL	Historic Fill Control Code. <i>Optional</i> . If specified, should match a code defined in

FIELD NAME	DESCRIPTION
	the Flood Fill Control Parameters option on the Property Administration >> Property Parameters >> Flood Parameters menu that suitably denotes historic flood details. If this is the case, all pre-existing flood records for the relevant parcel are updated with the specified fill control code, and a new flood record populated with the other flood detail values is also created. If the given code does not match a parameter value, a warning message is printed on the Flood Details Import report, and pre-existing flood records for the parcel are not updated, but a new flood record populated with the other flood detail values is still created.
HISTSTATUS	Historic Fill Status Code. <i>Optional</i> . If specified, should match a code defined in the Flood Fill Status Parameters option on the Property Administration >> Property Parameters >> Flood Parameters menu that suitably denotes historic flood details. If this is the case, all pre-existing flood records for the relevant parcel are updated with the specified fill status code, and a new flood record populated with the other flood detail values is also created. If the given code does not match a parameter value, a warning message is printed on the Flood Details Import report, and pre-existing flood records for the parcel are not updated, but a new flood record populated with the other flood detail values is still created.
FLOODAREA	Area Number. <i>Optional</i> . An integer of up to three digits to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
REFERENCE	Reference. <i>Optional</i> . A string of up to fourteen characters to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
NOTIFYDATE	Notification Date. <i>Optional</i> . A date value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance. Any of the following date or date/time formats are acceptable (although in the case of date/time formats, only the date part of the value will be imported): dd-Mmm-yyyy Aaa dd-Mmm-yyyy Aa* d-Mmm*-yyyy dd-mm-yyyy yyyymmdd ddmmyyyy dd/mm/yyyy dd-Mmm-yyyy hh:nn:ss dd-Mmm-yyyy hh:nn Aa* d-Mmm*-yyyy zh:nn:ss yyyymmddhhnnss dd-mm-yy hh:nn:ss Aaa dd-Mmm-yyyy hh:nn:ss Ddmmyyyyhhnnss Dd/mm/yy hh:nn:ss
CERTDATE	Certification Date. <i>Optional</i> . A date value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance, following the same formatting rules as for field NOTIFYDATE.
HIGHEST	Highest Flood Level. <i>Optional</i> . A decimal value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance. The number can have up to three digits in the integer part and up to three decimal places.
HIGHESTYR	Highest Flood Level Year. <i>Optional</i> . A four digit year value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
DETERMINED	Determined By. <i>Optional</i> . A single character field representing the method by

FIELD NAME	DESCRIPTION
	which flood levels are determined. • 'I' = Interpolation • 'O' = Observation If not specified, the value defaults to 'I', and a warning message is printed on the Flood Details Import report.
PROB100	Probable 1 in 100 Year Flood Level. <i>Optional</i> . A decimal value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance. The number can have up to three digits in the integer part and up to three decimal places.
PROB100REF	Probable 1 in 100 Year Flood Level Reference. <i>Optional</i> . A string of up to thirty characters to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
PROB20	Probable 1 in 20 Year Flood Level. <i>Optional</i> . A decimal value to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance. The number can have up to three digits in the integer part and up to three decimal places.
PROB20REF	Probable 1 in 20 Year Flood Level Reference. <i>Optional</i> . A string of up to thirty characters to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
MAPREF	Map Reference. <i>Optional</i> . A string of up to fourteen characters to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
FLOODWAY	Parcel Affected by Floodway? <i>Optional</i>. A single character true/false value to populate the Floodway field on the Floods Maintenance form within Parcel Maintenance. • <i>True</i> is represented by "1", "Y" or "T". • <i>False</i> is represented by "0", "N" or "F". The default value is <i>False</i>.
FLDCONLVLD	Flood Construction/Level Description. <i>Optional</i> . A string of up to 512 characters to populate the corresponding field on the Floods Maintenance form within Parcel Maintenance.
LVLTP1	Level Type 1. <i>Optional</i> . Level type value for the first set of flood construction/level details on the Flood Construction/Level Maintenance form within Floods Maintenance. If specified, should match a code defined in the Flood Level Type Parameters option on the Property Administration >> Property Parameters >> Flood Parameters menu. If the given code does not match a parameter value, the first set of flood construction/level details is not imported, although the main flood details are imported. If the given code matches an inactive parameter code, the first set of flood construction/level details is imported, but a warning message is printed on the Flood Details Import report.
FLDLVL1	Flood Level 1. <i>Optional</i> . A decimal value to populate the Flood Level field in the first set of flood construction/level details on the Flood Construction/Level Maintenance form within Floods Maintenance. The number can have up to three digits in the integer part and up to three decimal places. If a value is specified here, a value must also be specified in the LVLTP1 field.
FLDLVREF1	Level Book Reference 1. <i>Optional</i> . A string of up to thirty characters to populate the Level Book Reference field in the first set of flood construction/level details on the Flood Construction/Level Maintenance form within Floods Maintenance.

FIELD NAME	DESCRIPTION
	If a value is specified here, a value must also be specified in the LVLTP1 field.
FLDLVLCOM1	Level Comments 1. <i>Optional.</i> A string of up to 512 characters to populate the Comments field in the first set of flood construction/level details on the Flood Construction/Level Maintenance form within Floods Maintenance. If a value is specified here, a value must also be specified in the LVLTP1 field.
LVLTP2	Level Type 2. <i>Optional.</i> As for LVLTP1, but to populate a second set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVL2	Flood Level 2. <i>Optional.</i> As for FLDLVL1, but to populate a second set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLREF2	Level Book Reference 2. <i>Optional.</i> As for FLDLVLREF1, but to populate a second set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLCOM2	Level Comments 2. <i>Optional.</i> As for FLDLVLCOM1, but to populate a second set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
LVLTP3	Level Type 3. <i>Optional.</i> As for LVLTP1, but to populate a third set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVL3	Flood Level 3. <i>Optional.</i> As for FLDLVL1, but to populate a third set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLREF3	Level Book Reference 3. <i>Optional.</i> As for FLDLVLREF1, but to populate a third set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLCOM3	Level Comments 3. <i>Optional.</i> As for FLDLVLCOM1, but to populate a third set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
LVLTP4	Level Type 4. <i>Optional.</i> As for LVLTP1, but to populate a fourth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVL4	Flood Level 4. <i>Optional.</i> As for FLDLVL1, but to populate a fourth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLREF4	Level Book Reference 4. <i>Optional.</i> As for FLDLVLREF1, but to populate a fourth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLCOM4	Level Comments 4. <i>Optional.</i> As for FLDLVLCOM1, but to populate a fourth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
LVLTP5	Level Type 5. <i>Optional.</i> As for LVLTP1, but to populate a fifth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVL5	Flood Level 5. <i>Optional.</i> As for FLDLVL1, but to populate a fifth set of flood level

FIELD NAME	DESCRIPTION
	details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLREF5	Level Book Reference 5. <i>Optional</i> . As for FLDLVLREF1, but to populate a fifth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.
FLDLVLCOM5	Level Comments 5. <i>Optional</i> . As for FLDLVLCOM1, but to populate a fifth set of flood level details on the Flood Construction/Level Maintenance form within Floods Maintenance.

The “Job Type” processing options available on the Flood Details Import Control form are:

- *Report Only* – produces a report with no production database updates.
- *Update Only* – updates the database without generating a report.
- *Update and Report* – produces a report and updates the database.

In the Import File field, the location and file name (with extension) of the flood details text file must be entered. The button to the right of the field displays the Windows “Open” dialog box.

When initiated, the process first reads the specified text file and loads its data into table LRPPA75 (Flood Details Import) within the Pathway database. It then merges the data in that table with any existing records in the LPAFLOD (Flood Detail), LPAFLCL (Flood Construction Level) and LPAFLLD (Flood Level Detail) production tables.

If selected, a report will be produced listing error, warning and information messages. Both the relevant record number within the file and the relevant parcel number are provided as references for any messages.

An email is also sent to the submitting user on completion of the job, listing processing details including the number of flood detail records created and updated, and the number of errors and warnings.

Division Parameters

The following topics are covered in this section:

[Division Copy Component Maintenance](#)
[Maintain Division Types](#)

Division Copy Component Maintenance

This function enables the selection of components to be copied or moved during the Divisions process at different levels, eg Property Level, Parcel Level or Title Level.

Division Copy Component Maintenance Form

The Components that can be further defined with Filters are as follows:

- 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' GIS Reference or 'Creating using TPK' (applies to Property, Title and Parcel GIS References)
- 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 Parameter controls what level the components relate to, being Property, Title and Parcel. These settings cannot be changed.

Division Processing

Property Creation

Within Division processing of either Wizard Property Creation or Division Maintenance Property Creation, the Advanced Property Creation options will present to the user a Form with a select/remove section that reflects the components that have been defined for 'Auto Copy' that exist on that Property.

Sub Address Creation

Property Maintenance

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

The Auto Copy parameters replace the automated function of Ward, Property Type, and Property Name that were being applied in Release 2.12 when sub-address properties were created. As such, as a minimum these 3 parameters should be set to Auto Copy if you wish to retain this function.

Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
AREA	Measurements	☐	☐	☐	☐	LPAH2465	☒	☐	☒	☒
COND	Condition	☒	☒	☒	☐	LPAH2330	☒	☐	☒	☒
DATAS	Data Source	☒	☐	☒	☐	LPAH2450	☐	☒	☐	☒
DESCR	Descriptors	☒	☐	☒	☐	LPAH2470	☐	☐	☒	☒
DIFRAT	Differential Rating Codes	☒	☐	☒	☒	LPAH2430	☐	☐	☒	☒
ESTATE	Estate Type	☒	☐	☒	☐	LPAH2440	☐	☒	☐	☒
FLOD	Flood Data	☒	☒	☒	☐		☐	☐	☒	☒
GIS	GIS Reference	☒	☐	☐	☒		☒	☒	☒	☒
LEASE	Lease Reference	☒	☐	☒	☐		☐	☒	☐	☒

Divisions Copy Component Maintenance Form

Description

This field 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.

Division Auto Copy

When this check box is checked 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 Address Auto Copy

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

Property Level

Selecting the detail button next to the greyed Property Level check box displays the Filter Maintenance form for the relevant component. This enables a further filter of the component available during the copy process.

Title Level

Selecting the detail button next to the greyed Title Level check box displays the Filter Maintenance form for the relevant component. This enables a further filter of the component available during the copy process.

Parcel Level

Selecting the detail button next to the greyed Parcel Level check box displays the Filter Maintenance form for the relevant component. This enables a further filter of the component available during the copy process.

Active

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

Condition Filter Maintenance Form

This form displays the Conditions available for selection during the copy/move process when creating properties either using the Division Maintenance or the Sub Properties Options Menu.

Only those Conditions selected will be available to copy or move.

Selected Conditions	
ALL2	All conditions 2 Word 6
COND1	condition 1 with docum
COND2	condition 2 with docum
COND3	condition 3 no docume
COND4	condition 4 no docume
COUNPLAN	Council Submitted Ame
ENCUMB2	Encumbrance/Easteme
HEALTH2	Direction Under 28(5) f
LOCALHER	Local Heritage

Condition Filter Maintenance Form

Available Conditions

These fields display the Condition Code and the Condition Description of the available conditions. These fields are display only and may not be maintained.

Select Button

Highlight the required Available Condition and click the Select button to move the Condition to the Selected Conditions.

Selected Conditions

These fields display the Condition Code and the Condition Description of the selected conditions. These fields are display only and may not be maintained.

Remove Button

Highlight the required Selected Condition and click the Remove button to move the Condition to the Available Conditions.

Search Profile – Condition Type

Enter a Condition Type/Description on which to base your search and use the F8 shortcut key to initiate the search. The search will then be based on the nominated Condition Type/Description.

Maintain Divisions Types

This function allows for the creation, maintenance and deletion of Division Type records

Division Type Maintenance Form

Examples may include:

- LD Land Division
- ST Strata Subdivision
- BA Boundary Adjustment
- AM Land Amalgamation

Division Type	Description	Active
A	Amalgamation	☒
B	Boundary Realignment	☒
S	Subdivision	☒
T	Transfer Title	☒
X	Second Subdivision	☒

Insert OK Cancel

Division Type Maintenance Form

Division Type

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

Division Description

Enter the full description of the division type.

Active

If this box is checked on then the Division Type is available to be linked to new or existing Division records. If this box is checked off then the Division Type is no longer available to the system. Any division record using this Division Type will remain as entered. Any division records being maintained will not have the Division Type available for selection.

Transfer of Ownership

The following topics are covered in this section:

[Ownership Codes](#)

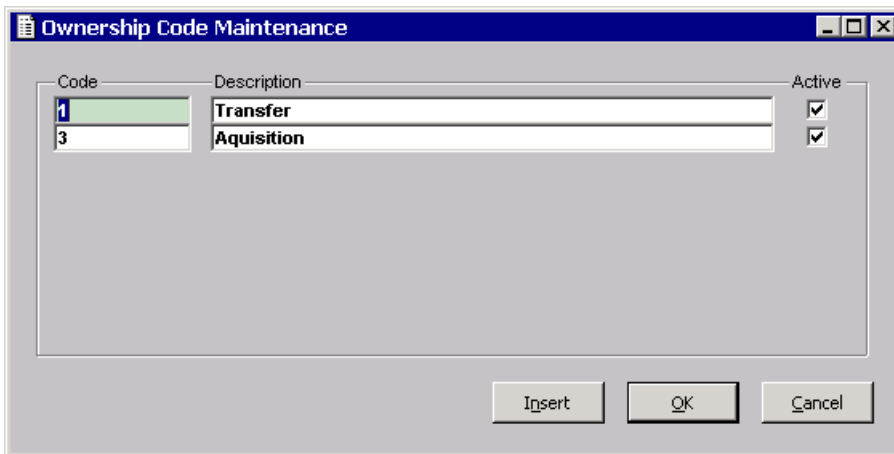
[Sale Classification Codes](#)

[Transfer Type Parameters](#)

Ownership Codes

This option allows for the entry of Ownership Codes, which may help to identify Transfers of Ownership, and to group certain types together. To create a new Ownership Code, simply click the Insert button, enter a code and a description. If a code is not to be used anymore, simply untick the Active Checkbox.

Ownership Code Maintenance Form



Code	Description	Active
1	Transfer	☒
3	Aquisition	☒

Insert OK Cancel

Ownership Code Maintenance Form

Code

Enter a brief description to identify the Ownership Code. Up to 10 alpha/numeric characters may be entered.

Description

Enter a description for the Ownership Code. Up to 50 alpha/numeric characters may be entered.

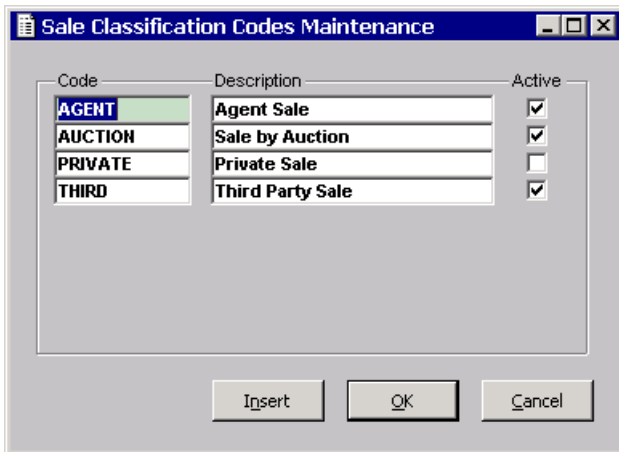
Active

If this checkbox is ticked ON, then the ownership code is available for use. If this checkbox is not ticked, then the ownership code will not be available.

Sale Classification Codes

This form enables Sale Classification Codes to be defined. To create a new item, click Insert, then enter a code and a description. If a code is not to be used anymore simply untick the Active Checkbox.

Sale Classification Codes Maintenance Form



Code	Description	Active
AGENT	Agent Sale	☒
AUCTION	Sale by Auction	☒
PRIVATE	Private Sale	☐
THIRD	Third Party Sale	☒

Insert OK Cancel

Sale Classification Codes Maintenance Form

Code

Enter a brief description to identify the Sale Classification Code. Up to 10 alpha/numeric characters may be entered.

Description

This field contains the full description of the Sale Classification. This description will be available for selection when creating a Transfer of Ownership via Property Maintenance or Transfer of Ownership. Up to 50 alpha/numeric characters may be entered.

Active

If this checkbox is ticked ON, then the ownership code is available for use. If this checkbox is not ticked, then the ownership code will not be available.

Transfer Type Parameters

This form enables Transfer Types to be defined. To create a new item, click Insert, then enter a code and a description. If a code is not to be used anymore simply untick the Active Checkbox.

Transfer Type Maintenance Form

Code	Description	OVG Requirements	Active	Upd Cap Reason
0	Transfer for full consideration	Price/Value Ratio Not Required	☒	☒
0001KT	KT TEST	Update Not Required	☐	☐
0002KT	kt test	Update Not Required	☐	☐
1	Transfer includes plant & equip	Update Not Required	☒	☐
11	Section 179 Letter	Update Not Required	☒	☒
12	Sale	Price/Value Ratio Required	☒	☐
13	Correction	Update Not Required	☒	☐
2	Transfer for consideration, does	Update Not Required	☒	☒
3	Transfer for no consideration	Update Not Required	☒	☐

Buttons: Insert, OK, Cancel

Transfer Type Maintenance Form

Code

Enter a brief description to identify the Transfer Type. Up to 10 alpha/numeric characters may be entered.

Description

This field contains the full description of the Transfer Type. This description will be available for selection when creating a Transfer of Ownership via Property Maintenance or Transfer of Ownership. Up to 50 alpha/numeric characters may be entered.

OVG Requirements Dropdown

This option is specifically for New Zealand sites using the New Zealand Valuations Module. There are 3 options available:-

- Price/Value Ratio required
- Price/Value Ratio not required
- Update not required

This option is hidden for those sites where New Zealand Valuations is inactive. For more information regarding this option please refer to the New Zealand Valuations On-Line Help.

This option is also available when the parameter "Capture OVG Sales Audit" checkbox is set on.

Active

If this checkbox is ticked ON, then the Transfer Type Code is available for use. If this checkbox is not ticked, then the Transfer Type Code will not be available.

Update Do Not Apply Capping Reason (Upd Cap Reason)

If this checkbox is ticked ON, then the User Action "LP_DNCAP" will be activated for the Transfer Type as part of the Property Transfer of Ownership Workflow. The User Action "LP_DNCAP" will process all the Rates Assessments linked to the property, setting the "Do Not Apply Capping Reason" in Assessment Details to Transfer of Ownership. Once all assessments have been processed, an email containing a list of Assessments can optionally be sent.

Certificate & Notice Parameters

The following topics are covered in this section:

[Extract Types Maintenance](#)

[Merge Type Maintenance](#)

[Response Type Maintenance](#)

[Standard Applicant Maintenance](#)

This section describes the parameters required to enable documents to be produced via Word Processing for the Property Application – Certificates and Notices. Creating the documents is performed via the Extract type and Merge Type maintenance options. Refer to the Word Processing User Guide for further information regarding these options. Included in this section is a list of the available extract fields for producing property related documentation. This includes a list of general information as well as the property specific fields.

Extract Types Maintenance

This section describes the establishment of Extract Type Parameters. Extract Types represent lists of data that can be included into a requested document. For example: Lists of Property Conditions or Lists of Building Applications.

For each Extract Type, the Layout and Filtering criteria that apply are defined. Extract Types are not utilised when producing Name and Address Labels, but are available for all other Application modules. The Extract Type Selection process enables the creation and modification of Extract Types. A search process enables records requiring modification to be easily identified.

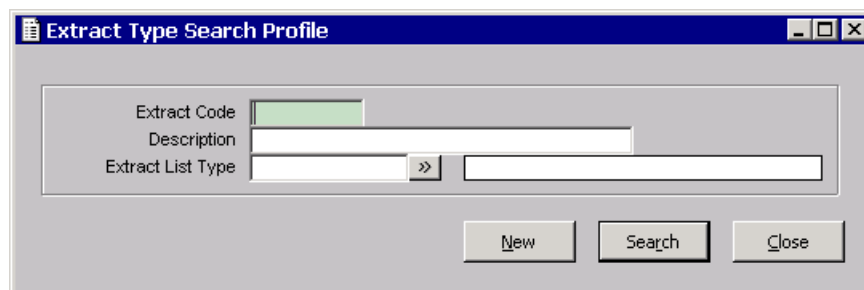
Module Link fields via Registers

When a Register is defined with a Property link, an Extract List definition will be created automatically within the Property module. This Extract List may then be used to create an Extract Type and Template document, which in turn may be included on a Merge Type document.

The automatically generated Extract Lists will be available for selection from the usual Extract Lists Popup. The "Extract Code" will consist of the constant 'CRG_' suffixed with a unique number. The "Description" will consist of the constant 'Register -' suffixed with the first 39 characters of the Register Description.

When defining an Extract Type Template document based on one of these Register Extract Lists, the list of Merge Fields available will include three fixed fields providing information about the Register itself and the related Register Reference number, along with all other data fields as defined on the Register, all of which may be included as necessary on the document. When printed, the details of all Register Entries to which the current Property is related will be extracted.

Extract Type Search Profile Form



Extract Type Search Profile Form

Extract Code

Enter an extract code on which to base the search. Wildcards may also be used eg RA-LET*

Description

Enter a description on which to base your search. Wildcards may also be used eg Rates*

Extract List Type

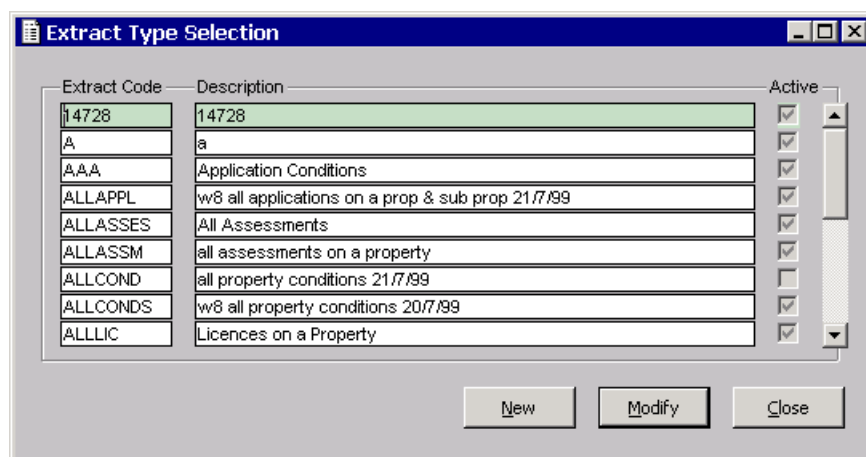
Enter an Extract Type or make a selection from the pop-up form.

New Button

New Extract Types can be created by clicking the New Button. The Extract Type Maintenance form is displayed once the New button has been clicked.

Extract Type Selection Form

This form is displayed if more than 1 item matches the entered search criteria.



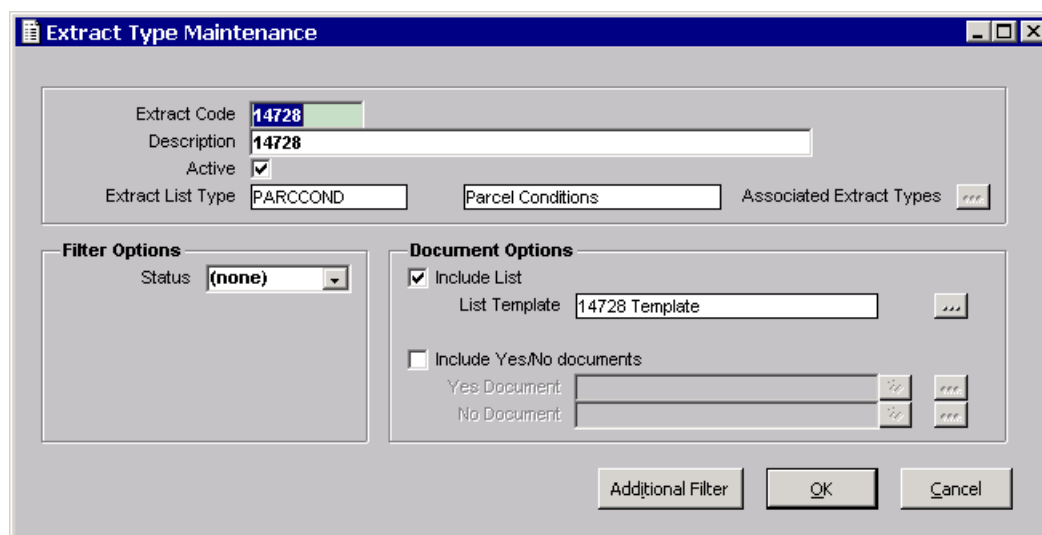
The Extract Type Selection Form is a window with a title bar 'Extract Type Selection'. It contains a table with three columns: 'Extract Code', 'Description', and 'Active'. The table lists several extract types, with '14728' selected. Below the table are three buttons: 'New', 'Modify', and 'Close'.

Extract Code	Description	Active
14728	14728	☒
A	a	☒
AAA	Application Conditions	☒
ALLAPPL	w8 all applications on a prop & sub prop 21/7/99	☒
ALLASSES	All Assessments	☒
ALLASSM	all assessments on a property	☒
ALLCOND	all property conditions 21/7/99	☐
ALLCONDS	w8 all property conditions 20/7/99	☒
ALLLIC	Licences on a Property	☒

Extract Type Selection Form

Extract Type Maintenance Form

Extract Types and their associated Documents can be created or modified from this Form. Extract Types may be deleted if the Documents have not yet been utilised in a Document Request process.



The Extract Type Maintenance Form is a window with a title bar 'Extract Type Maintenance'. It contains several fields and sections:

- Extract Code:** 14728
- Description:** 14728
- Active:** ☒
- Extract List Type:** PARCCOND
- Parcel Conditions:** Parcel Conditions
- Associated Extract Types:** ...
- Filter Options:**
 - Status:** (none)
- Document Options:**
 - ☒ **Include List**
 - List Template:** 14728 Template
 - ☐ **Include Yes/No documents**
 - Yes Document:** ...
 - No Document:** ...
- Buttons:** Additional Filter, OK, Cancel

Extract Type Maintenance Form

Extract Code

Enter a short code in this field that will identify the Extract Type easily. This field is mandatory and up to 8 alpha/numeric characters may be entered.

Description

Enter a detailed description of the Extract Type in this field. This field is mandatory and up to 50 alpha/numeric characters may be entered.

Active Checkbox

This checkbox will default to being Active (ticked ON). If the extract type is no longer to be used, clicking this checkbox once will make this extract type Inactive.

Extract List Type

Enter the Extract List Type (if known) otherwise select the List Type from the pop-up form.

Associated Extract Types Detail-out Button

This button only becomes available when an Extract Type with Associated Extract Types is selected at the Extract List Type field. Clicking on this button starts the Word Processing Interface.

Filter Options – Status

The Filter option of Status can be used to further clarify the selected Extract List Type. For Example: An Extract List of ALLCONDS (All Property Condition) may be further clarified to extract only Current Property Conditions. There are 4 options to choose from:

- (none)
- Current
- Historic
- Proposed

Document Options – Include List Checkbox

If the Include List checkbox is Active, a List Template document can be created. This checkbox is defaulted to Active when creating a new Extract Type.

Document Options – List Template

This field contains the description of the List Template Document. Click on the Edit Document button to create or modify the Template via the relevant Word Processor package. Refer to your Word Processor Manuals for further assistance in Creating the Document, inserting Merge fields and Include Statements.

Document Options – List Template Detail-Out Button

By pressing this button, the List Template or Yes/No Documents can be created or modified via the relevant Word Processor package. Refer to your Word Processor Manuals for further assistance in Creating the Document, inserting Merge Fields and Include Statements.

Document Options – Include Yes/No Documents Checkbox

If the Include Yes/No Document checkbox is checked as Active, then Yes/No Documents may be created via the relevant Word Processor package.

Document Options – Yes Document

This field contains the description of the Yes document.

Document Options – Yes Document Detail-Out Button

Click on the Edit Document box to create or modify the Document. The Yes/No Documents, if specified, will indicate that the type of data being extracted does exist (Yes Document) or does not exist (No Document) and therefore these Documents are usually text only.

Document Options – No Document

This field contains the description of the No document.

Document Options – No Document Detail-Out Button

Click on the Edit Document box to create or modify the Document. The Yes/No Documents, if specified, will indicate that the type of data being extracted does exist (Yes Document) or does not exist (No Document) and therefore these Documents are usually text only.

Additional Filter Button

Selecting this button will take you to the Filter Maintenance Form. This filter button will only be displayed if a filter can be added to the Extract Type.

Note: This is currently only available for the following Extract Lists:

ADDLPACERT	Add Property Certificates
APPDIMS	Application Dimensions
MISCDATA	Miscellaneous Data
NAMES	Application Names/Roles
BLDCLASS	Building Classifications
FEES	Application/Contribution Fees
RECEIPTS	Application Receipts
BCDIMS	Building Classification Dimensions
CONSENTS	Application Consents
DECISION	Application Decisions
DEVDIMS	Development Decisions
INSPECT	Inspections
LANDUSE	Land Uses
MAJMIN	Major and Minor Categories
PARCPLAN	Plans on a Parcel
PERMCERT	Permits and Certificates
PLANCOND	Conditions on a Plan

PLPACOND Conditions on a Plan on a Parcel
 PROPPLAN Plans on a Property
 SUBDIMS Subdivision Dimensions
 ZONELIST Zones on a Property
 All Customer Service Extract Lists (as well as Request Note Extract Security Level Filter)

Additional Filter Form

The Filter Maintenance form allows you to define an additional filter for the Extract Type. Depending on the Extract List Type selected, this will determine which Additional Filter Form is displayed when the Additional Filter button is pressed. Examples of each form are below:-

Applications Filter Maintenance Form

Class

Click the Pop Up Button to select a Class from the Pop Up Form.

Consent

Click the Pop Up Button to select a Consent from the Pop Up Form.

Lodged in Last

Nominate a number of years or days (based on the setting of the next Unit field) as a value that will limit the selection of applications, based on the Lodgement date

Lodged in Last (Unit)

Nominate if the selection is in Days or Years

Application

There are 3 Options to choose from:-

- All
- Expired
- Not Expired

Property Status

Nominate whether the inclusion of the Properties will be based on the status of that property eg Current, Historic, Proposed or Any Property, irrespective of the status

Location Link Type

Nominate whether the inclusion of Primary Property only or all Primary and Sub-Properties to be included.

Decision

There are 6 Options to choose from:-

- Approval
- Rejection
- Neither
- All (all applications with a decision)
- None (only applications without a decision)
- Ignore (ignore the decision and select all applications with and without a decision)

Property Level

Nominate within the property structure for which Application information will be extracted onto the Certificate
If 'Parent' level is selected, application details will be extracted for the nominated property and any parent records.

If 'Child' level is selected, application details will be extracted for the nominated property and any child records

If 'Nominated' level is selected, application details will only be extracted for the property for which the Certificate is generated

If 'All' is selected, application details will be extracted for all levels of the property structure

If 'Entire Hierarchy' is selected, application details will be extracted for all levels of the property structure, this includes Parent Properties, Child Properties, Sibling Properties and their Parent/Children Properties

Available Application Types

If you wish to restrict the Certificate to only extract out applications for a certain Type, move the required type to the right hand side. By leaving them all on the left, you are telling the system to extract out applications for ANY type

Available Application Statuses

This is a list of available Application Statuses – if a particular status is required it should be moved to the Selected Application Status

Available Status Description

These are the descriptions of the available Application Statuses.

Selected Application Statuses

These are the Application Statuses that have been selected to be included.

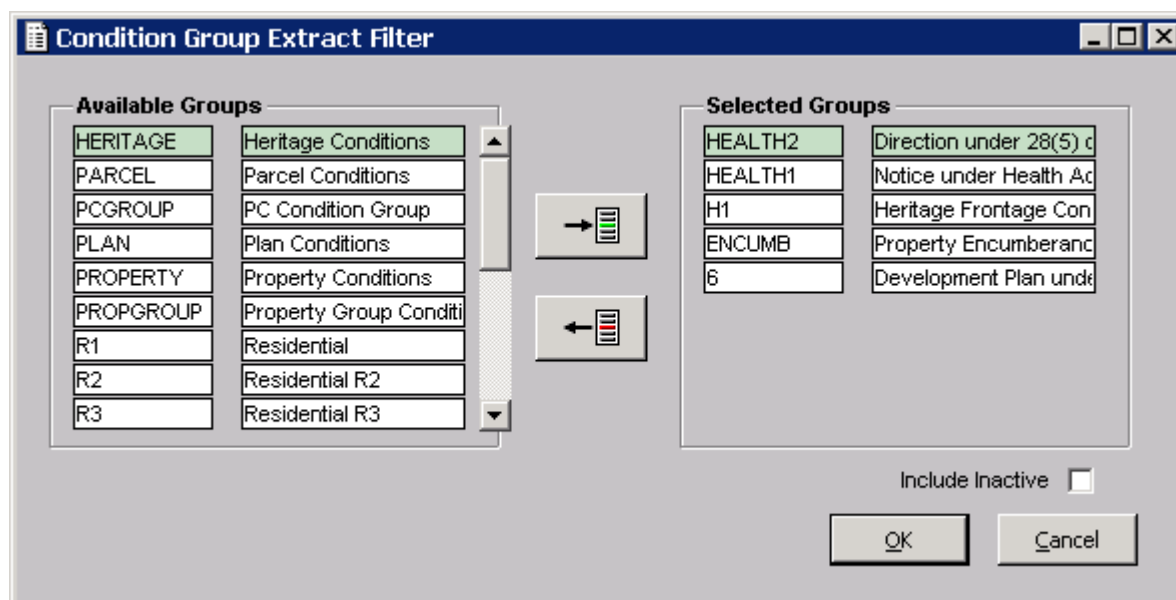
Selected Status Description

This is the description of the selected Application Status

Clear Button

Click on this button to Clear the form of any search criteria.

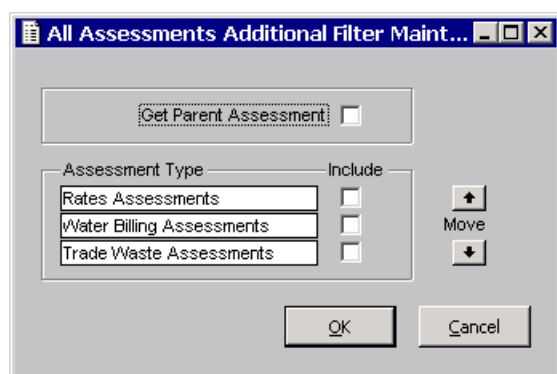
Condition Group Extract Filter Form



The 'Condition Group Extract Filter' form is divided into two main sections: 'Available Groups' and 'Selected Groups'. The 'Available Groups' section contains a list of condition groups with their corresponding descriptions: HERITAGE (Heritage Conditions), PARCEL (Parcel Conditions), PCGROUP (PC Condition Group), PLAN (Plan Conditions), PROPERTY (Property Conditions), PROPGROUP (Property Group Condi), R1 (Residential), R2 (Residential R2), and R3 (Residential R3). The 'Selected Groups' section contains a list of selected groups: HEALTH2 (Direction under 28(5) d), HEALTH1 (Notice under Health Ac), H1 (Heritage Frontage Con), ENCUMB (Property Encumberanc), and 6 (Development Plan unde). Between the two sections are two buttons with arrows pointing in opposite directions. At the bottom right, there is an 'Include Inactive' checkbox and 'OK' and 'Cancel' buttons.

Condition Group Extract Filter Form

All Assessments Additional Filter Maintenance Form



The 'All Assessments Additional Filter Maintenance' form features a 'Get Parent Assessment' checkbox at the top. Below this is a section for 'Assessment Type' with a list of assessment types: Rates Assessments, Water Billing Assessments, and Trade Waste Assessments. Each type has an 'Include' checkbox. To the right of the list is a 'Move' button with up and down arrows. At the bottom, there are 'OK' and 'Cancel' buttons.

All Assessments Additional Filter Maintenance Form

Get Parent Assessment

Tick on this checkbox if the Parent Assessment is required for the Extract Type.

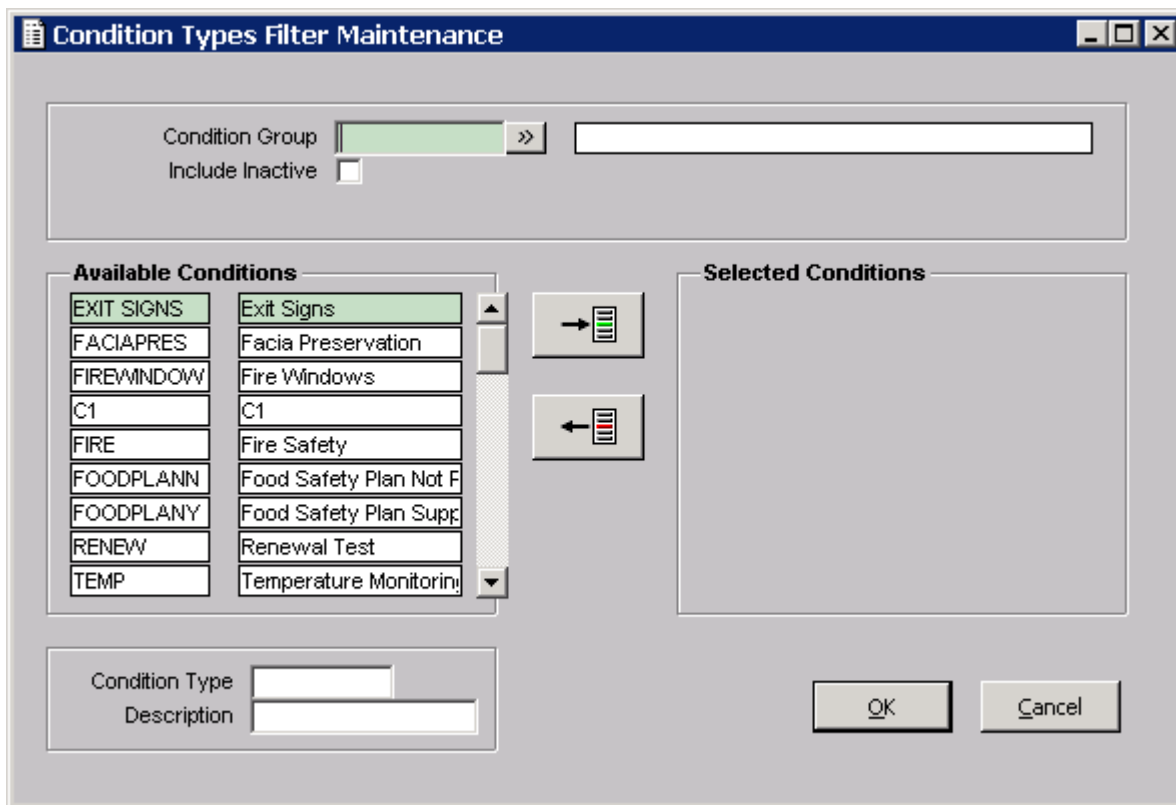
Assessment Type

This field describes the types of assessments available. Please Note that Rates Assessments includes Special Rates & Charges Assessments.

Include Checkbox

Tick on this checkbox if that particular assessment type is to be included for the Extract Type. Please Note that ticking on Rates Assessments will include Special Rates & Charges Assessments in the Extract Type.

Condition Types Filter Maintenance Form

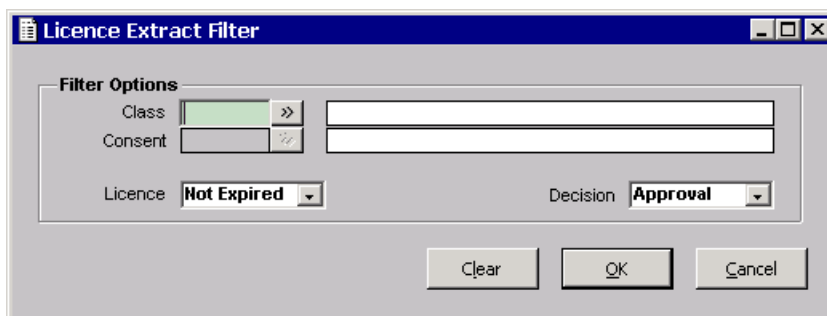


The **Condition Types Filter Maintenance** form is used to manage the list of conditions used in filters. It features a title bar with standard window controls. The main area is divided into several sections:

- Condition Group:** A dropdown menu with a green background and a right-pointing arrow button, followed by an empty text input field.
- Include Inactive:** A checkbox.
- Available Conditions:** A list box containing two columns: a code column and a description column. The list includes: EXIT SIGNS (Exit Signs), FACIAPRES (Facia Preservation), FIREWINDOW (Fire Windows), C1 (C1), FIRE (Fire Safety), FOODPLANN (Food Safety Plan Not F), FOODPLANY (Food Safety Plan Supp), RENEW (Renewal Test), and TEMP (Temperature Monitori). Arrows on the right allow moving items between the available and selected lists.
- Selected Conditions:** An empty list box on the right side of the form.
- Condition Type:** A dropdown menu.
- Description:** A text input field.
- Buttons:** OK and Cancel buttons at the bottom right.

Condition Types Filter Maintenance Form

Licence Extract Filter Form



The **Licence Extract Filter** form is used to define filter criteria for licence extracts. It includes a title bar and the following sections:

- Filter Options:**
 - Class:** A dropdown menu with a green background and a right-pointing arrow button, followed by an empty text input field.
 - Consent:** A dropdown menu with a right-pointing arrow button, followed by an empty text input field.
 - Licence:** A dropdown menu currently set to "Not Expired".
 - Decision:** A dropdown menu currently set to "Approval".
- Buttons:** Clear, OK, and Cancel buttons at the bottom.

Licence Extract Filter Form

Class

Click the Pop Up Button to select a Class from the Pop Up Form.

Consent

Click the Pop Up Button to select a Consent from the Pop Up Form.

Application

There are 3 Options to choose from:-

- All
- Expired
- Not Expired

Decision

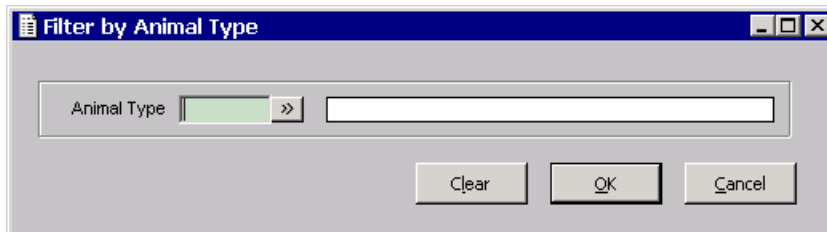
There are 6 Options to choose from:-

- Approval
- Rejection
- Neither

- All
- None
- Ignore

Clear Button

Click on this button to Clear the form of any search criteria.

Filter By Animal Type FormA dialog box titled "Filter by Animal Type" with a blue title bar. It contains a text input field labeled "Animal Type" followed by a right-pointing arrow button. Below the input field are three buttons: "Clear", "OK", and "Cancel".

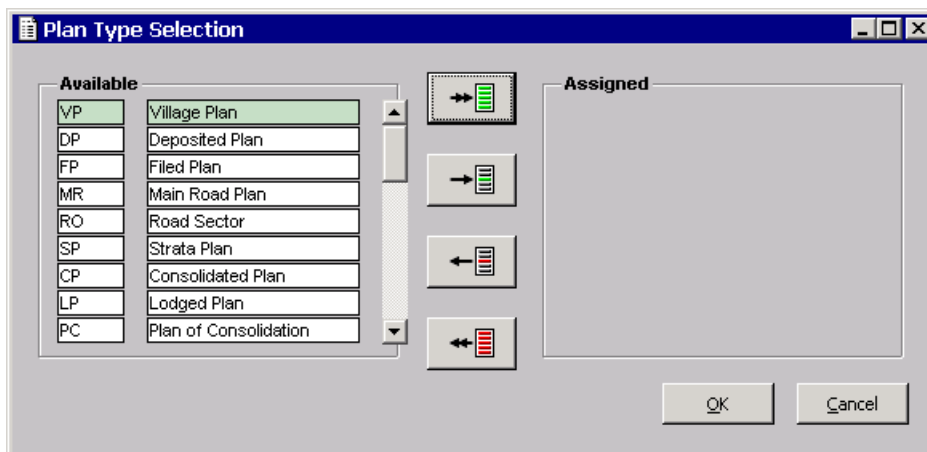
Filter by Animal Type Form

Animal Type

Click the Pop Up Button to select an Animal Type from the Pop Up Form.

Clear Button

Click on this button to Clear the form of any search criteria.

Plan Type Selection FormA dialog box titled "Plan Type Selection" with a blue title bar. It features two main sections: "Available" on the left and "Assigned" on the right. The "Available" section contains a list of plan types with checkboxes: VP (checked), DP, FP, MR, RO, SP, CP, LP, and PC. The "Assigned" section is currently empty. Between the two sections are four buttons: a double right arrow, a single right arrow, a single left arrow, and a double left arrow. At the bottom right are "OK" and "Cancel" buttons.

Plan Type Selection Form

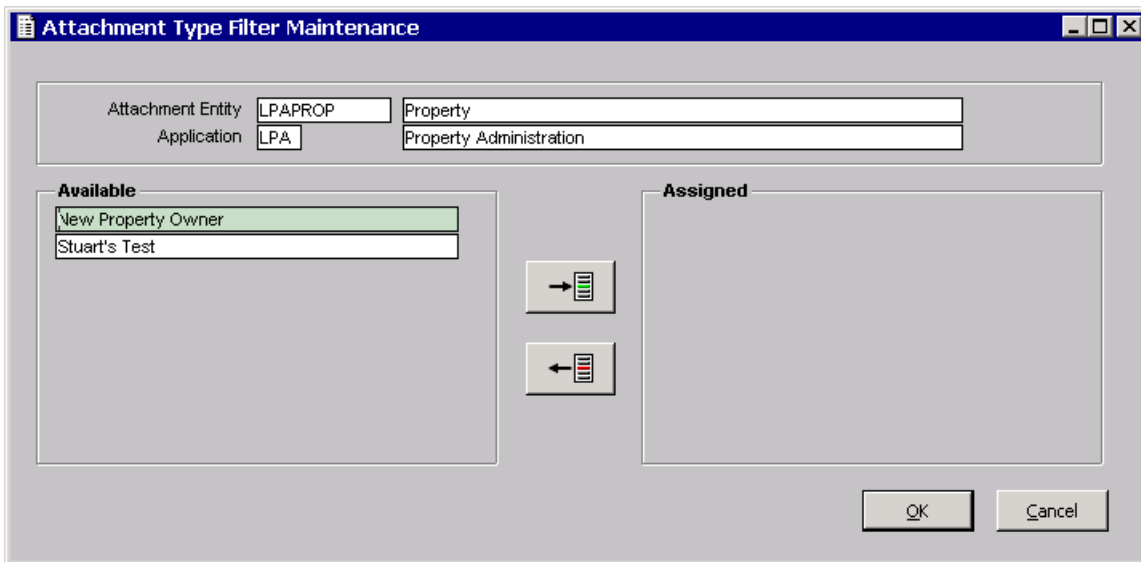
Available

The records on this side are currently not selected, and therefore will not be considered when using this Extract Type.

Assigned

The records on this side are currently selected, and therefore will be considered when using this Extract Type.

Attachment Type Filter Maintenance



Attachment Type Filter Maintenance

Attachment Entity: LPAPROP Property

Application: LPA Property Administration

Available

New Property Owner
Stuart's Test

Assigned

OK Cancel

Attachment Type Filter Maintenance Form

Attachment Entity

These fields show the Entity Code and Full Entity Description. These fields are display only.

Application

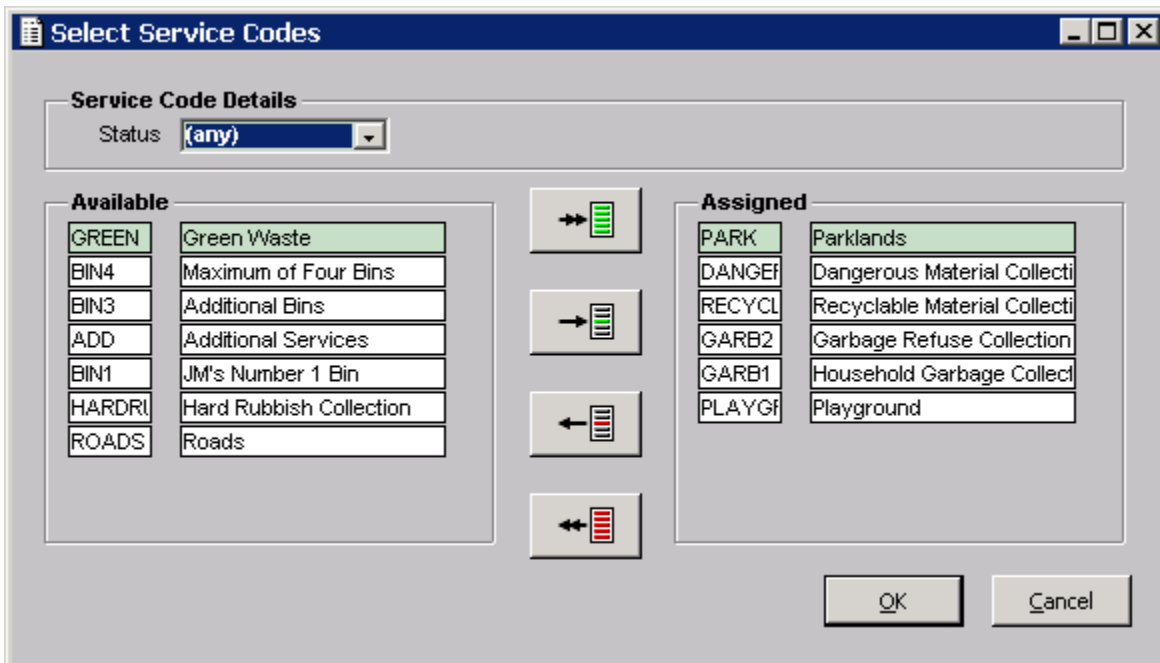
These fields show the Short Code and the Full Application Description. These fields are display only.

Available

The records on this side are not selected and therefore will not be considered when using this Extract Type.

Assigned

The records on this side are selected and therefore will be considered when using this Extract Type.

Select Service Codes Form


Select Service Codes

Service Code Details

Status: (any)

Available

GREEN	Green Waste
BIN4	Maximum of Four Bins
BIN3	Additional Bins
ADD	Additional Services
BIN1	JM's Number 1 Bin
HARDRI	Hard Rubbish Collection
ROADS	Roads

Assigned

PARK	Parklands
DANGEROUS	Dangerous Material Collecti
RECYCL	Recyclable Material Collecti
GARB2	Garbage Refuse Collection
GARB1	Household Garbage Collect
PLAYG	Playground

OK Cancel

Select Service Codes Form

Status

There are 4 options to choose from:-

- Any

- Current
- Historic
- Missing

Available

The records on this side are not selected and therefore will not be considered when using this Extract Type.

Assigned

The records on this side are selected and therefore will be considered when using this Extract Type.

Filter for Zones Maintenance Form

Filter for Zones Maintenance

Available Zones

0X	Land in more than one Zone - Auckl
11561DRNKT	11561 DRN karen
1A	Rural A - Auckland
2A	Warehouse A - Auckland
4A	Community Use A - Auckland
5A	Recreational A - Auckland
8A	Commercial A - Auckland
9A	Residential A - Auckland
A1	Ayer Avenue Zone
A2	Ayer Street Zone
B2	B2 Auckland

Assigned Zones

0A	Desig Reserved Land A - Auckland
----	----------------------------------

Search Profile

Zone Code:

Description:

Search OK Cancel

Filter for Zones Maintenance Form

Available Zones

The zones that appear on this side have not been selected for use and therefore will not be considered when using this Extract Type.

If no Zones are selected, then ALL Zones are considered.

If only 1 Zone is selected, then only that 1 Zone will be considered.

If all Zones are selected, then ALL Zones will be considered.

Assigned Zones

The Zones that appear on this side have been selected for use, and therefore will be considered when using this Extract Type.

If no Zones are selected, then ALL Zones are considered.

If only 1 Zone is selected, then only that 1 Zone will be considered.

If all Zones are selected, then ALL Zones will be considered.

Search Profile – Zone Code

Enter a Zone Code (or part thereof) on which to base a search. After clicking Search button, the records that match the selection criteria will be displayed on the 'Available' side.

Search Profile – Description

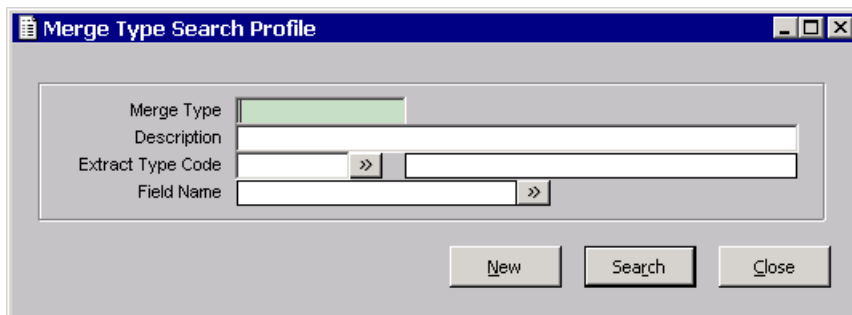
Enter a description (or part thereof) on which to base a search. After clicking Search button, the records that match the selection criteria will be displayed on the 'Available' side.

Merge Type Maintenance

This Section describes the establishment of Merge Type Parameters. Merge Types define the fields and lists that are to be included as part of the Final merged document. For each Merge Type the Type of Document (i.e. Certificate, Letter), Data Fields and Extract Types are defined. A Template document is then created using the nominated Word Processor Product for the application in use.

Merge Type Search Profile Form

This form enables a search process to be performed on existing Merge Type documents, using the Merge Type Code and/or Description.



Merge Type Search Profile Form

Merge Type

Enter a Merge Type (or part thereof) on which to base your search and use the Search button to initiate the search.

Description

Enter a Description (or part thereof) on which to base your search and use the Search button to initiate the search.

Extract Type Code

Enter an Extract Type Code or make a selection from the Pop-Up form on which to base your search.

Field Name

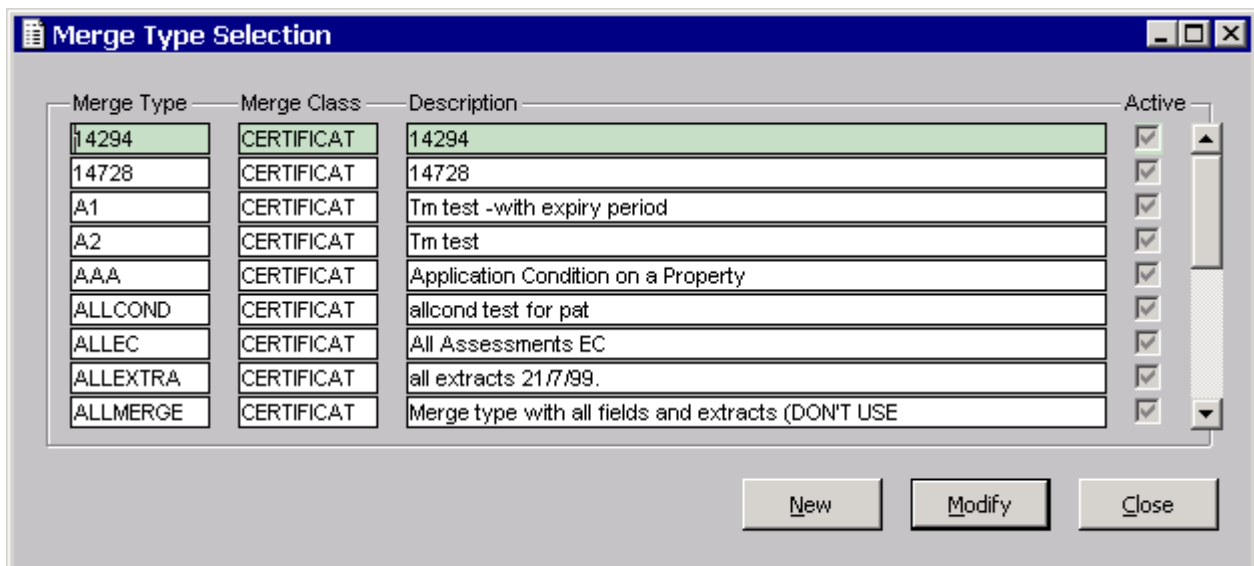
Select a Field Name from the Pop-Up Form on which to base your search.

New Button

New Extract Types can be created by clicking the New Button. The Extract Type Maintenance form is displayed once the New button has been clicked.

Merge Type Selection Form

This form is displayed if more than 1 item matches the entered search criteria.

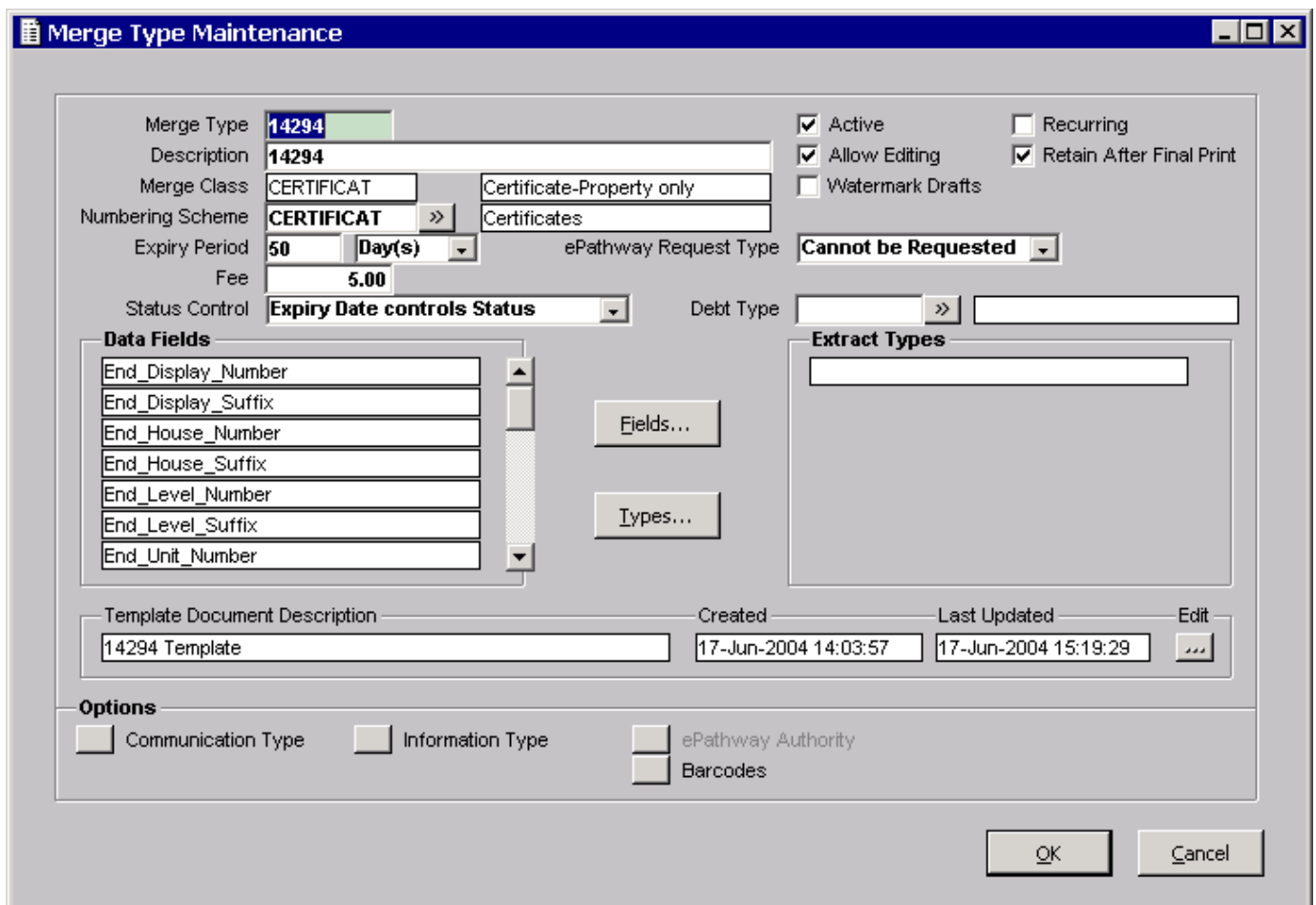


The Merge Type Selection Form displays a table of merge types and their associated classes and descriptions. The table has four columns: Merge Type, Merge Class, Description, and Active. The 'Active' column contains checkboxes. Below the table are buttons for 'New', 'Modify', and 'Close'.

Merge Type	Merge Class	Description	Active
14294	CERTIFICAT	14294	☒
14728	CERTIFICAT	14728	☒
A1	CERTIFICAT	Tm test -with expiry period	☒
A2	CERTIFICAT	Tm test	☒
AAA	CERTIFICAT	Application Condition on a Property	☒
ALLCOND	CERTIFICAT	allcond test for pat	☒
ALLEC	CERTIFICAT	All Assessments EC	☒
ALLEXTRA	CERTIFICAT	all extracts 21/7/99.	☒
ALLMERGE	CERTIFICAT	Merge type with all fields and extracts (DON'T USE	☒

Merge Type Selection Form

Merge Type Maintenance Form



The Merge Type Maintenance Form allows for the configuration of a specific merge type. It includes fields for Merge Type, Description, Merge Class, Numbering Scheme, Expiry Period, Fee, Status Control, Debt Type, and various checkboxes for Active, Recurring, Allow Editing, Retain After Final Print, and Watermark Drafts. It also features sections for Data Fields, Extract Types, Template Document Description, Created, Last Updated, and Edit. At the bottom, there are checkboxes for Communication Type, Information Type, ePathway Authority, and Barcodes. Buttons for 'Fields...', 'Types...', 'OK', and 'Cancel' are also present.

Merge Type: 14294
 Description: 14294
 Merge Class: CERTIFICAT
 Certificate-Property only
 Numbering Scheme: CERTIFICAT
 Certificates
 Expiry Period: 50 Day(s)
 Fee: 5.00
 Status Control: Expiry Date controls Status
 Debt Type:
 Active: ☒
 Recurring: ☐
 Allow Editing: ☒
 Retain After Final Print: ☒
 Watermark Drafts: ☐
 ePathway Request Type: Cannot be Requested
 Data Fields:
 End_Display_Number
 End_Display_Suffix
 End_House_Number
 End_House_Suffix
 End_Level_Number
 End_Level_Suffix
 End_Unit_Number
 Extract Types:
 Template Document Description: 14294 Template
 Created: 17-Jun-2004 14:03:57
 Last Updated: 17-Jun-2004 15:19:29
 Edit:
 Options:
 Communication Type: ☐
 Information Type: ☐
 ePathway Authority: ☐
 Barcodes: ☐

Merge Type Maintenance Form

Merge Type

Enter a code by which the Merge Type can be identified. Up to 8 alpha/numeric characters may be used.

Description

Enter a description for the Merge Type which is meaningful. Up to 50 alpha/numeric characters may be used.

Merge Type

Enter a Merge Class Type (if known) otherwise a selection can be made from the pop-up form.

Numbering Scheme

Enter a Scheme Code (if known) otherwise a selection can be made from the pop-up form.

Expiry Period

Up to 3 numeric characters may be entered, along with the selection of Days, Weeks or Years from the drop-down menu.

ePathway Request Type

ePathway is not yet operational.

Fee

Enter a fee for the certificate/notice which is to be charged to the applicant. Up to 17 numeric characters may be entered.

Debt Type

Enter a Debt Type (if known) otherwise a selection from the pop-up form can be made.

Status Control

Careful consideration must be given to this field. Sites must determine whether the Status of the Merge Type will be affected by the Expiry Date or the Completion Date eg if a document is 'Expired' is that status determined by the Expiry Date or the Completion Date of the document.

Active Checkbox

This checkbox will default to being ticked ON. This means the Merge Type is Active and is available for use. If a Merge Type is not to be used anymore, simply untick this checkbox. The Merge Type can still be searched on however no new documents of this type may be issued.

Recurring Checkbox

Tick ON this checkbox if the Merge Type is to be Recurring. By default this checkbox is set to Inactive.

Allow Editing Checkbox

Tick ON this checkbox if editing the Template is to be permitted. Documents may be edited after they have been generated and prior to printing. By default this checkbox is set to Inactive. Where this checkbox is ticked ON, the Watermark Drafts Checkbox becomes available.

Retain After Final Print Checkbox

If the Retain After Printing checkbox is checked on, Final Documents will be retained in the nominated directory structure. A Final Document cannot be retained for Name and Address Labels. This flag can be overridden by the 'Retain after Printing' flag settings on the Document Request Maintenance and the Batch Processing forms.

Watermark Drafts Checkbox

This checkbox only becomes available if the Allow Editing Checkbox is ticked ON. When this flag is checked on, it will cause any printed 'Draft' documents to have a Watermark of the word 'DRAFT' printed diagonally across the page. This Watermark will assist users in determining which documents have been completed. The Watermark will be automatically removed when the document is 'Final' printed.

Fields Button

By pressing this button, the Extract Field Maintenance Form will display to enable selection or removal of Data Fields from the Available Data Field list.

Types Button

By pressing this button, the Extract Type Maintenance Form will display to enable the selection or removal of Extract Types from the Available Extract Types list. For those Extract Classes where this option is not available (i.e. Name and Address Labels), this button will be dimmed

Template Document Description

These fields display the description of the Document, the Created Date and the Last Updated Date. If changes are made to the Description of the Merge Type or the actual Template, then those changes will be reflected in these fields.

Edit Detail-Out Button

By pressing this button, the Template Document can be created or modified via the relevant Word Processor package. Merge fields can be inserted into the document using the Insert Merge Field Button on the tool bar. Merge fields such as Document_Name, Document_Path etc can also be inserted into the footer. Refer to your Word Processor Manuals for further assistance in Creating the document, inserting Merge Fields and Include statements.

Options – Communication Type

When the Communication Type button is selected, the user will be presented with a Pop Up Form listing all types created through the Name and Address parameters. The Merge Type/Communication Types Maintenance Form enables selection or removal of Data Fields from the Available Data Field list to the Assigned Data Field.

Options – Information Type

When the Information Type button is selected, the user will be presented with a Pop Up Form listing all types created through the Name and Address parameters. The Merge Type/Information Types Maintenance Form enables selection or removal of Data Fields from the Available Data Field list to the Assigned Data Field.

Options – ePathway Authority

ePathway is not yet operational.

Options – User Authorities

Click on this button to display the Merge Type User Security Form. It is here that authorities for a specific Merge Type for a user can be defined. Simply tick ON or tick OFF the checkboxes to grant or deny a user the ability to Add, Change or Delete a Merge Type of this variety.

Options – Copy Authorities

This function allows the User Authorities from one Merge Type to be copied to the Merge Type being worked on. Click on this button to display the Merge Type Pop-Up Form. Select the Merge Type from which to copy authorities from and click OK. Perform any changes to the Authorities of the Users when the Merge Type User Security Form is displayed.

List of Available Extract Fields

The following table summarises the extract fields available for producing Property Certificates and Notices.

<u>Extract Fields</u>	<u>Data extracted from</u>	<u>Notes</u>
General Fields		
Document_Applicant_Addresses	Default Address Maintenance	Multi applicants - only first address extracted Formatted as per Role Type
Document_Applicant_Name	Default Address Maintenance	
Document_Completion_Date	Document Request Maintenance	
Document_Expiry_Date	Document Request Maintenance	
Document_Fee_Amount	Document Request Maintenance	
Document_Issue_Date	Document Request Maintenance	
Document Lodgement Date	Document Request Maintenance	
Document_Receipt_Date	Document Request Maintenance	
Document_Receipt_Number	Document Request	

Document_Reference_Date	Maintenance Document Request Maintenance	
Document_Reference_Number	Document Request Maintenance	
Document Status	Document Request Maintenance	
Document Reference Number	System generated document number - based on allocated numbering scheme. Certificate Selection Screen	
Merge_Class_Code	Merge Class Maintenance	
Merge_Class_Description	Merge Class Maintenance	
Merge_Type_Code	Merge Type Maintenance	
Merge_Type_Description	Merge Type Maintenance	
Total_Balance		This field is made up of Rates, Special Rates & Charges, Water and Other Debts. It does NOT include Trade Waste
Property Related Fields		
Affected_Property	Property Addresses Maintenance	
Crown_Allotment	Parcel Maintenance	
Start_House_Number	Address Maintenance	
Start_House_Suffix	Address Maintenance	
Start_Unit_Number	Address Maintenance	
Start_Unit_Suffix	Address Maintenance	
Start_Display_Number	Address Maintenance	
Start_Display_Suffix	Address Maintenance	
Start_Level_Number	Address Maintenance	
Start_Level_Suffix	Address Maintenance	
End_House_Number	Address Maintenance	
End_House_Suffix	Address Maintenance	
End_Unit_Number	Address Maintenance	
End_Unit_Suffix	Address Maintenance	
End_Display_Number	Address Maintenance	
End_Display_Suffix	Address Maintenance	
End_Level_Number	Address Maintenance	
End_Level_Suffix	Address Maintenance	
House_Number	Address Maintenance	
Map_Reference	Address Maintenance	
Property_Address	Property Addresses Maintenance	
Property_Address_1_Line	Property Addresses Maintenance	
Property Alternate Address	Property Addresses Maintenance	
Property_Area	Property Addresses Maintenance	
Property_Description	Property Addresses Maintenance	
Property_Dimensions	Parcel Maintenance	
Property Name	Property Addresses Maintenance	
Property_Owner	Property Name Maintenance	
Property_Owner_Address	Default Address Maintenance	Multi owners - only first address extracted
Property_Title	Title Maintenance	

Property_Type	Property Addresses Maintenance
Property_Ward	Property Addresses Maintenance
Property_Zones	Property/Parcel Zone Maintenance
Street_Name	Address Maintenance
Suburb_Name	Address Maintenance

Extract Code Lists

<u>Extract Field</u>	<u>Data extracted from</u>	<u>Notes</u>
TITLE		
Title_Description	Title Maintenance	
Volume	Title Maintenance	
Folio	Title Maintenance	
Title_Date Approved	Title Maintenance	
PARCEL		
Parcel_Description	Parcel Maintenance	
Parcel_Number	Parcel Maintenance	
Plan Number	Parcel Maintenance	
Section	Parcel Maintenance	
Crown_Allotment	Parcel Maintenance	
Area	Parcel Maintenance	
Frontage	Parcel Maintenance	
Depth	Parcel Maintenance	
Setback	Parcel Maintenance	
Dimensions	Parcel Maintenance	
Plan_Type_Description	Parcel Maintenance	
Parcel_Type_Description	Parcel Maintenance	
FLOOD		
Parcel_Description	Flood Details Maintenance	
Flood_Area	Flood Details Maintenance	
Reference	Flood Details Maintenance	
Notify_Date	Flood Details Maintenance	
Certification_Date	Flood Details Maintenance	
Highest_Flood	Flood Details Maintenance	
Highest Flood Year	Flood Details Maintenance	
Hundred_Year_Flood	Flood Details Maintenance	
Hundred_Year_Reference	Flood Details Maintenance	
Twenty_Year_Flood	Flood Details Maintenance	
Twenty_Year_Reference	Flood Details Maintenance	
Map_Reference	Flood Details Maintenance	
Flood_Way	Flood Details Maintenance	
Determined	Flood Details Maintenance	
Fill_Status	Flood Details Maintenance	
Fill_Control	Flood Details Maintenance	
CERT		
Certificate_Code	Document Request	
	Maintenance	
Certificate_Description	Document Request	
	Maintenance	
Merge_Class	Merge Type Maintenance	
Merge_Class_Description	Merge Type Maintenance	
Reference_Number	Document Request	
	Maintenance	
Reference_Date	Document Request	
	Maintenance	
Lodgement Date	Document Request	
	Maintenance	
Issue_Date	Document Request	
	Maintenance	
Expiry_Date	Document Request	
	Maintenance	
Completion_Date	Document Request	
	Maintenance	
Document_Fee	Document Request	

Receipt_Number	Maintenance
Receipt Date	Document Request
Request_Status	Maintenance
Addressee	Document Request
Numbering_Scheme_Code	Maintenance
Numbering_Scheme_Descrip	Certificate Selection
Numbering_Scheme_Numbe	Merge Type Maintenance
r	Merge Type Maintenance
Summary	Document Request
	Maintenance

OCCUPIER

Occupiers_Name	Property Name Maintenance
Occupier Address	Property Name Maintenance
Occupier Address 1 Line	Property Name Maintenance

OWNERS

Owners_Name	Property Name Maintenance
Owner Address	Property Name Maintenance
Owner Address 1 Line	Property Name Maintenance

ZONELIST

Zone_Code	Property/Parcel Zone Maint
Zone_Description	Property/Parcel Zone Maint
Zone Date Effective	Property/Parcel Zone Maint
Zone Sub Zone	Property/Parcel Zone Maint
Zone Percentage	Property/Parcel Zone Maint
Zone Status	Property/Parcel Zone Maint
Zone Plan Type	Property/Parcel Zone Maint
Zone Plan Number	Property/Parcel Zone Maint
Zone Plan Description	Property/Parcel Zone Maint
Gazette Date	Property/Parcel Zone Maint
Gazette Number	Property/Parcel Zone Maint
Council Approved	Property/Parcel Zone Maint
Detail Document	Zone Maintenance (parameter)

LUSELIST

Land Use Approved Code	Property/Parcel Land Use Maint
Land Use Approved Desc	Property/Parcel Land Use Maint
Land Use Actual Code	Property/Parcel Land Use Maint
Land Use Actual Descr	Property/Parcel Land Use Maint
Date Effective	Property/Parcel Land Use Maint
Building Level	Property/Parcel Land Use Maint
Percentage	Property/Parcel Land Use Maint
Status	Property/Parcel Land Use Maint
Approved Detail Document	Land Use Maint (parameters)
Actual Detail Document	Land Use Maint (parameters)

ALLCONDS

Code	Conditions Maintenance
Description	Conditions Maintenance
Applied Date	Conditions Maintenance
Lapse Date	Conditions Maintenance
Detail Document	WP document - accessed via Conditions Maintenance

PROPCOND

Code	Prop Conditions Maintenance
Description	Prop Conditions Maintenance
Applied Date	Prop Conditions Maintenance
Detail Document	WP document - accessed via Conditions Maintenance

PARCCOND

Parcel Description	Parcel Maintenance
Code	Parcel Conditions Maintenance
Description	Parcel Conditions Maintenance
Applied Date	Parcel Conditions Maintenance
Lapse Date	Parcel Conditions Maintenance
Detail Document	WP document - accessed via Conditions Maintenance

TITLCOND

Property Title	Title Conditions Maintenance
Code	Title Conditions Maintenance
Description	Title Conditions Maintenance
Applied Date	Title Conditions Maintenance
Lapse Date	Title Conditions Maintenance
Detail Document	WP document - accessed via Conditions Maintenance

NOTICE

Notice_Code	Document Request Maintenance
Notice_Description	Document Request Maintenance
Notice_Issue_Date	Document Request Maintenance
Notice_Expiry_Date	Document Request Maintenance
Merge_Class	Merge Type Maintenance
Merge_Class_Description	Merge Type Maintenance
Reference_Number	Document Request Maintenance
Reference_Date	Document Request Maintenance
Expiry_Date	Document Request Maintenance
Document_Fee	Document Request Maintenance
Receipt_Numbert	Document Request Maintenance
Request_Date	Document Request Maintenance
Completion_Date	Document Request Maintenance

Request_Status	Document Request Maintenance
Addressee	Document Request Maintenance
Numbering_Scheme_Code	Certificate Selection
Numbering_Scheme_Descrip	Merge Type Maintenance
Numbering_Scheme_Numbe r	Merge Type Maintenance
Summary	Document Request Maintenance

Response Type Maintenance

This function allows Response Type to be established. Responses are utilised within the Word Processing link to various applications. A response is a text base informational message, recorded against a Word Processing document. They may record phone calls or objections to documentation received.

Response Type Maintenance Form

This form enables the creation of Response Type codes and description details. New Response Types can be entered by simply clicking the Insert button.

Response Type	Description	Active
LETTER	Letter Response	☒
PERSONAL	Personal Resonse	☒
PHONE	Telephone Response	☒

Insert OK Cancel

Response Type Maintenance Form

Response Type

Enter a code by which the Response Type can be identified. Up to 10 alpha/numeric characters may be entered.

Description

Enter a description for the Response Type that is meaningful. Up to 50 alpha/numeric characters may be entered.

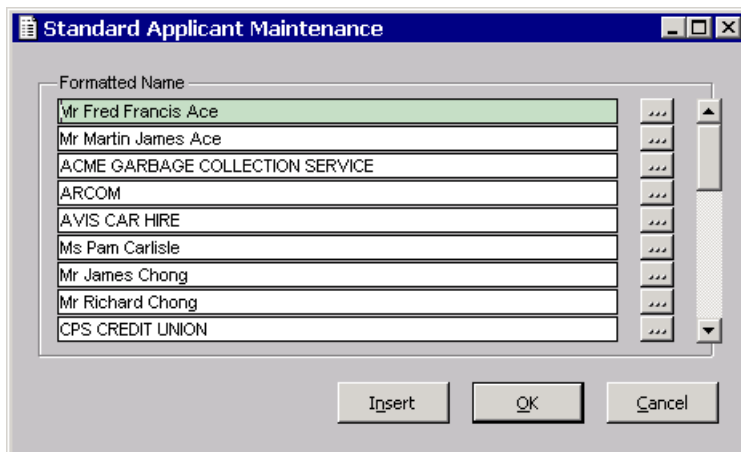
Active Checkbox

This checkbox will default to being ticked ON. This means the Response Type is Active and is available for use. If a Response Type is not to be used anymore, simply untick this checkbox. The Response Type can still be searched on however no new documents of this type may be issued.

Standard Applicant Maintenance

Standard Applicant Maintenance Form

This form displays those names from the Central Name and Address Register, which are linked as Standard Applicants. Any names which are regularly used during the Certificate Entry process should be defined as Standard Applicants. Standard Applicants can be added, deleted or modified from this form.



Standard Applicant Maintenance Form

Formatted Name

This field contains a list of the Standard Applicants. The Modify Name button enables the existing names to be modified via the Central Name and Address Maintenance option if required.

Detail Button

By pressing this button for the selected name, the Name Maintenance form is displayed with the details of the selected Standard Applicant.

Crown Tenure Parameters

The following topics are covered in this section:

[Crown Tenure Type Maintenance](#)

[Crown Tenure Purpose Maintenance](#)

[Crown Tenure Responsibility Maintenance](#)

[Crown Tenure Responsibility Identity Maintenance](#)

Crown Tenure Type Maintenance

This set of parameters is required if the Crown Tenure function in Pathway is to be used.

Crown Tenure Type Maintenance Form

This form enables Crown Tenure Type codes and descriptions to be added, changed and deleted. Examples are Temporary Reserve, Crown Lease, and Permissive Occupancy.

From this form you may:

- Add a new Crown Tenure Type by pressing the Insert Button (F9).
- Delete an existing Crown Tenure Type by selecting Edit/Delete (F11).
- Maintain an existing Crown Tenure Type.

Code	Description	Active
470	Section 134 Commercial Lease	☒
475	Section 134 Industrial Lease	☒
480	Section 134 Other Lease	☒
495	Miscellaneous Lease	☒
510	Industrial/Commercial Licence	☒
520	Permissive Occupancy	☒
550	Stratum Licence	☒
595	Miscellaneous (General) Licence	☒
689	GIC Authorisation - Stratum Occupation	☒

Insert OK Cancel

Crown Tenure Type Maintenance Form

Code

This field contains a code to be assigned to the Crown Tenure Type. Up to 6 alpha numeric characters may be entered. This field is mandatory.

Description

This field contains the full description of the Crown Tenure type. This field is mandatory.

Active Flag

If this flag is checked on then the Crown Tenure Type is available for use. If this flag is checked off then the Crown Tenure type will not be available to the system. All existing Crown Tenure records linked to this type will remain unaffected, however new Crown Tenure records being added will not be able to select this record.

Crown Tenure Purpose Maintenance

This function enables Crown Tenure Purpose codes and descriptions to be added, changed and deleted. Examples are Municipal, Public Recreation, Public Gardens, Railway etc.

Crown Tenure Purpose Maintenance Form

From this form you may:

- Add a new Crown Tenure Purpose by pressing the Insert Button (F9).
- Delete an existing Crown Tenure Purpose by selecting Edit/Delete (F11).
- Maintain an existing Crown Tenure Purpose.

Code	Description	Active
ARTS	For South Australian Arts Centre	☒
CONS	Conservation and Public Recreation	☒
GARD	public Gardens	☒
GOV	Public Purposes (Buildings & Car Park)	☒
HIST	For Conservation of an Area of Historic Interest	☒
MUN	Municipal Purposes	☒
PARK	Park Purposes	☒
PUB	Public Purposes	☒
RAIL	Railway Purposes	☒

Buttons: Insert, OK, Cancel

Crown Tenure Purpose Maintenance Form

Code

This field contains a code to be assigned to the Crown Tenure Purpose. Up to 6 alpha numeric characters may be entered. This field is mandatory.

Description

This field contains the full description of the Crown Tenure Purpose. This field is mandatory.

Active

If this flag is checked on then the Crown Tenure Purpose is available for use. If this flag is checked off then the Crown Tenure Purpose will not be available to the system. All existing Crown Tenure records linked to this Purpose will remain unaffected, however new Crown Tenure records being added will not be able to select this record.

Crown Tenure Responsibility Maintenance

This function allows the user to enter any number of responsibility types that may apply to crown tenure responsibilities. Examples are Vested, Trustee, and direct and implied management.

Crown Tenure Responsibility Type Maintenance Form

This form enables Crown Tenure Responsibility Types and descriptions to be added, changed and deleted.

From this form you may:

- Add a new Crown Tenure Responsibility Type by pressing the Insert Button (F9).
- Delete an existing Crown Tenure Responsibility Type by selecting Edit/Delete (F11).
- Maintain an existing Crown Tenure Responsibility Type.

Code	Description	Active
COFM	Committee of Management	☒
DIR	Direct	☒
IMP	Implied Management	☒
TRUST	Trust	☒
VEST	Vested	☒

Insert OK Cancel

Crown Tenure Responsibility Type Maintenance Form

Code

This field contains a code to be assigned to the Crown Tenure Responsibility Type. Up to 6 alpha numeric characters may be entered. This field is mandatory.

Description

This field contains the full description of the Crown Tenure Responsibility Type. This field is mandatory.

Active flag

If this flag is checked on then the Crown Tenure Responsibility Type is available for use. If this flag is checked off then the Crown Tenure Responsibility Type will not be available to the system. All existing Crown Tenure records linked to this Responsibility Type will remain unaffected, however new Crown Tenure records being added will not be able to select this record.

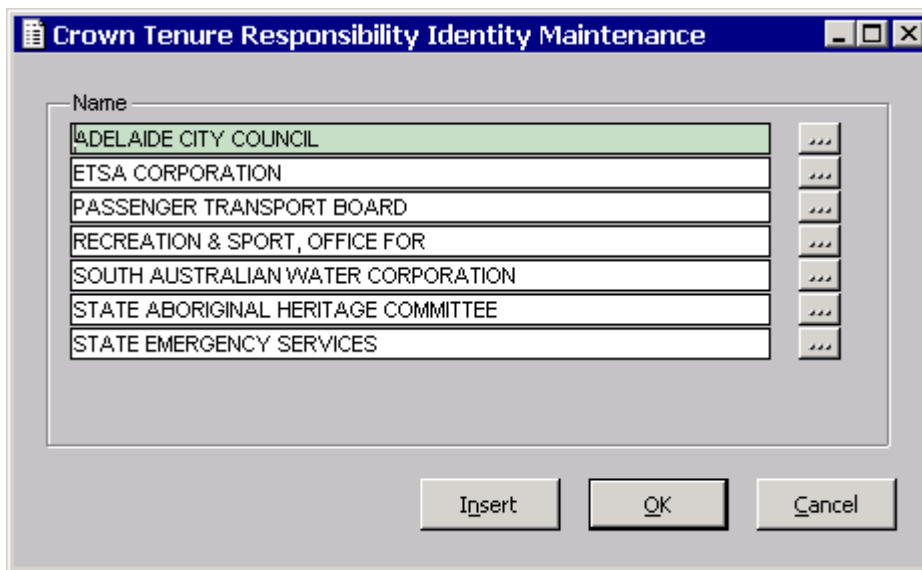
Crown Tenure Responsibility Identity Maintenance

This function allows the selection of any number of names from the Name and Address module. Each of the names selected on this form will then be available as Responsible Identities within Crown Tenure Maintenance.

Crown Tenure Responsibility Identity Maintenance Form

On this form you may:

- Add a new name as a Responsibility Identity for Crown Tenures by pressing the Insert Button (F9).
- Delete a name as a Responsibility Identity for Crown Tenures by selecting Edit/Delete (F11).



Crown Tenure Responsibility Identity Maintenance Form

Name

This field contains the formatted name of the identity linked as a Crown Tenure Responsibility Identity. This field is display only and may not be maintained.

Name Detail Button

Pressing this button will take you to the Name Maintenance/Enquiry form for the current name.

Plan Parameters

The following topics are covered in this section:

[Memo Group and Type Maintenance](#)

[Plan Purpose Type Maintenance](#)

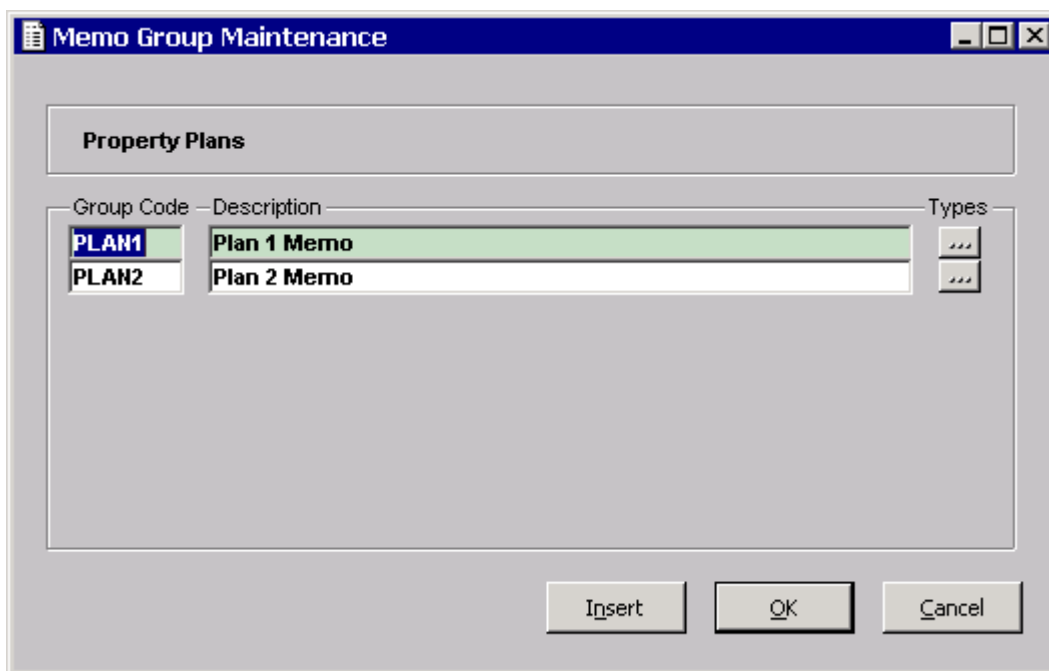
[Plan Responsibility Maintenance](#)

[Plan Type Maintenance](#)

Memo Group and Type Maintenance

This function allows the addition and maintenance of Memo Groups and Memo Types. Memo Groups and Types created in this option relate ONLY to Plans. To create a new group simply click the Insert button.

Memo Group Maintenance Form



The screenshot shows a window titled "Memo Group Maintenance". Inside, there is a section labeled "Property Plans". Below this, there is a table with three columns: "Group Code", "Description", and "Types". The table contains two rows: "PLAN1" with "Plan 1 Memo" and "Plan 2 Memo", and "PLAN2" with "Plan 2 Memo". To the right of the "Types" column, there are two buttons with three dots "...". At the bottom of the window, there are three buttons: "Insert", "OK", and "Cancel".

Group Code	Description	Types
PLAN1	Plan 1 Memo	...
PLAN2	Plan 2 Memo	...

Memo Group Maintenance Form

Group Code

Enter a brief code in this field to identify the Memo Group. Up to 6 alpha/numeric characters can be entered.

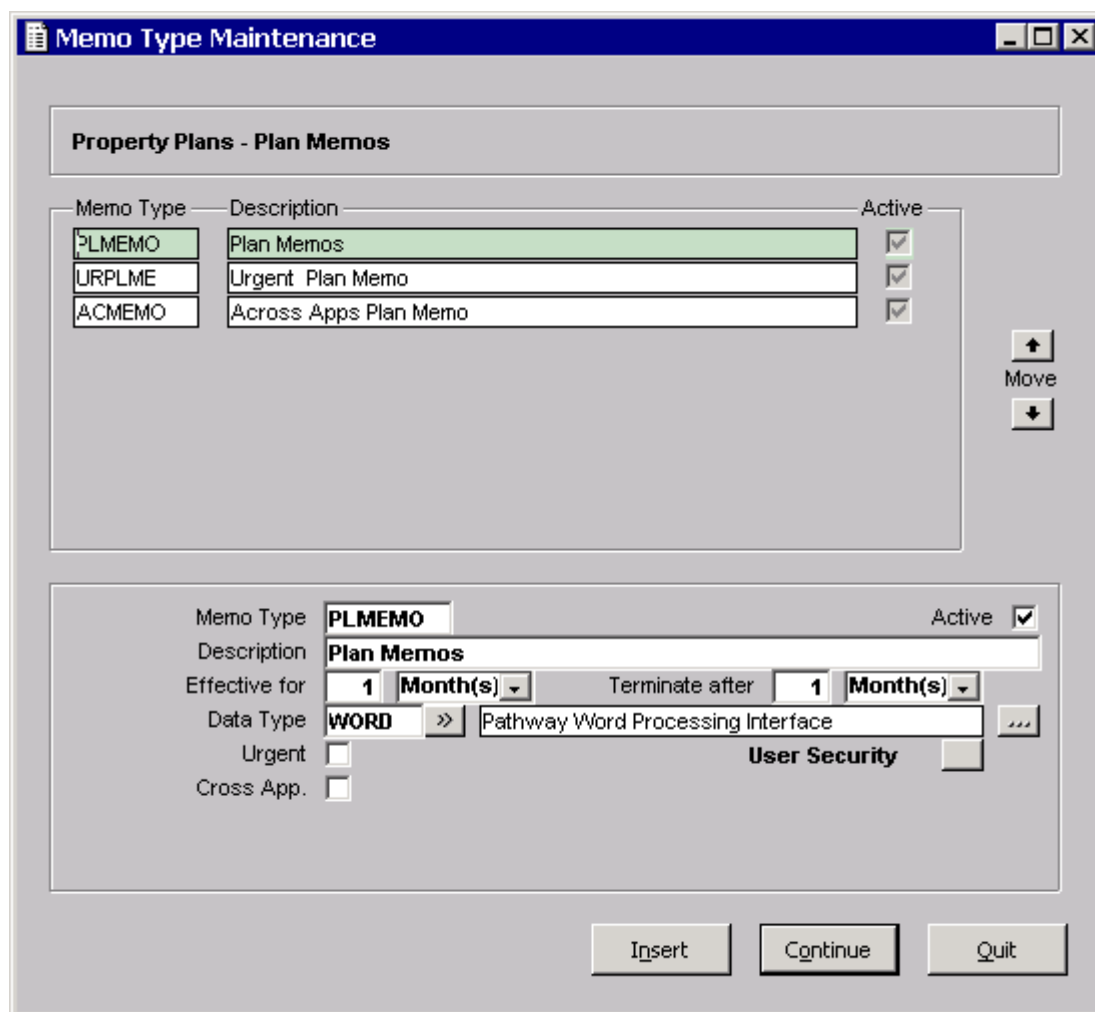
Description

Enter a description for the memo group in this field. Up to 50 alpha/numeric characters can be accepted.

Detail-out Button

Clicking on this button will show the Memo Type Maintenance Form. It is on this form that settings for the memo can be made eg terminate a memo type after 52 weeks or make the memo type Urgent.

Memo Type Maintenance Form



The screenshot shows the 'Memo Type Maintenance' window. It has a title bar with a document icon and the text 'Memo Type Maintenance'. Inside, there's a section titled 'Property Plans - Plan Memos'. Below this is a table with three columns: 'Memo Type', 'Description', and 'Active'. The table contains three rows: 'PLMEMO' with 'Plan Memos', 'URPLME' with 'Urgent Plan Memo', and 'ACMEMO' with 'Across Apps Plan Memo'. All 'Active' checkboxes are checked. To the right of the table are 'Move' buttons with up and down arrows. Below the table is a detailed form for a selected memo type. It includes fields for 'Memo Type' (PLMEMO), 'Description' (Plan Memos), 'Effective for' (1 Month(s)), 'Terminate after' (1 Month(s)), 'Data Type' (WORD), and a text field for 'Pathway Word Processing Interface'. There are also checkboxes for 'Urgent', 'Cross App.', and 'User Security'. At the bottom are 'Insert', 'Continue', and 'Quit' buttons.

Memo Type	Description	Active
PLMEMO	Plan Memos	☒
URPLME	Urgent Plan Memo	☒
ACMEMO	Across Apps Plan Memo	☒

Memo Type	PLMEMO	Active	☒
Description	Plan Memos		
Effective for	1	Month(s)	Terminate after 1 Month(s)
Data Type	WORD	Pathway Word Processing Interface	
Urgent	☐	User Security	☐
Cross App.	☐		

Memo Type Maintenance Form

Memo Type

This field contains the code which identifies the Memo Type. This field is Display Only.

Description

This field provides a detailed description of the Memo Type code. This field is Display Only.

Memo Type

Enter a code for the Memo Type. Up to 6 alpha/numeric characters may be used.

Active Checkbox

This checkbox will default to Active. If the Memo Type is no longer to be used, simply click the checkbox to remove the tick, which will make the Memo Type Inactive.

Description

Enter a description for the Memo Type. Up to 50 alpha/numeric characters may be used.

Effective For

These fields enable a default effective period to be determined. This will enable the Effective To Date on a memo to be calculated automatically. The first field contains a numeric and the second field contains a qualifier for this number. There are 3 options to choose from:

- Week(s)
- Month(s)
- Years(s)

The combination of these fields will indicate the effective period (eg 2 Weeks or 4 Months). Initially, the numeric field will be blank awaiting user input. However, as these fields are mandatory, if they are not entered, users will be warned that the fields have not been entered. When a memo is created using a Memo Type with an effective duration of one week, for example, the memo will display until the Expiry Date. After

the Expiry Date has passed the memo will only display via the use of the 'Display Expired Memos' flag on the Memo Maintenance form.

Terminate After

These fields enable a default termination period to be determined. This will enable the Termination Date on a memo to be calculated automatically. The first field contains a numeric and the second field contains a qualifier for this number. There are 3 options to choose from:

- Week(s)
- Month(s)
- Year(s)

The combination of these fields will indicate the termination period (eg 10 Months, 3 Years). Initially, the numeric field will be blank awaiting user input. However, as these fields are mandatory, if they are not entered, users will be warned that the fields have not been entered. This field is used in Memo Reporting and Memo Purging.

Data Type

Click on the pop-up button to select a Data Type from the pop-up form. There are 8 different options to choose from including Microsoft Excel and Pathway Word Interface.

Detail-out Button

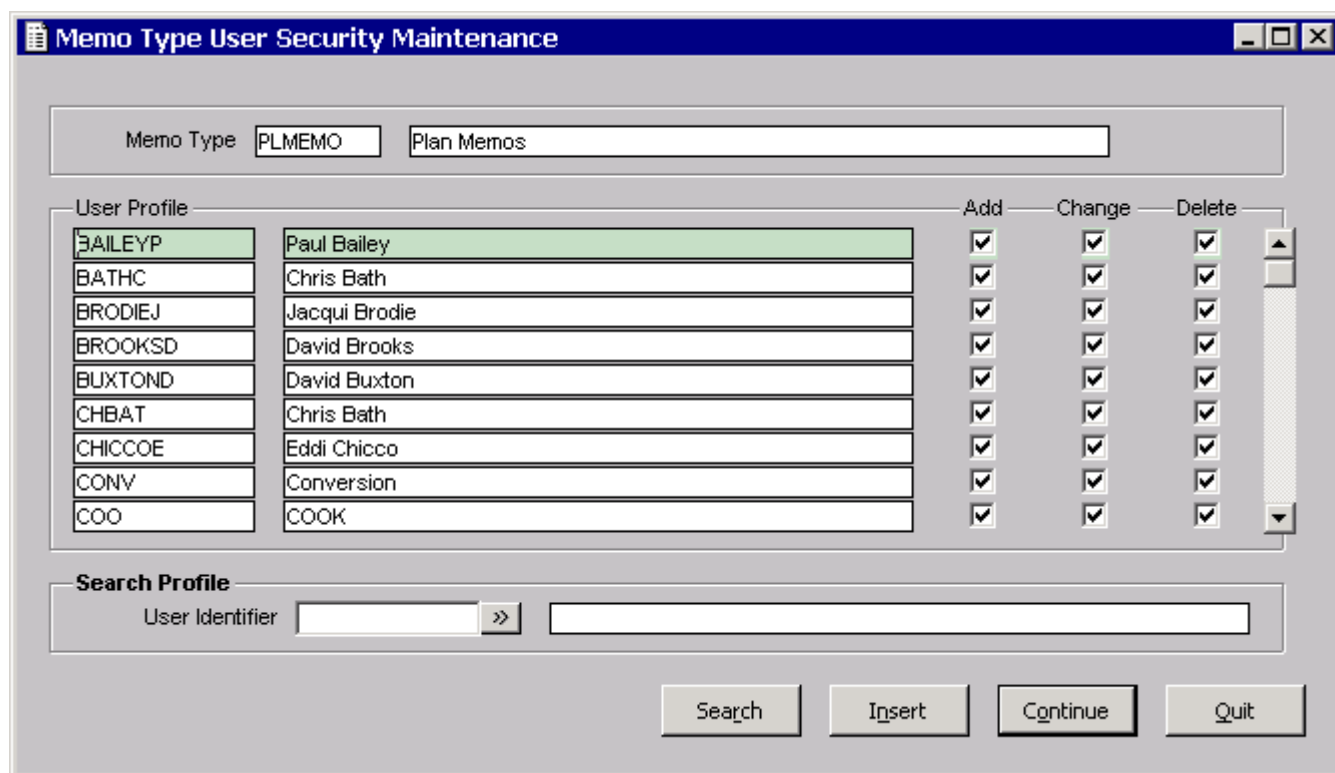
Clicking the Detail-out button will start the program associated with the chosen Data Type for the Memo Type, eg Microsoft Word. The detail-out button is only shown for specific Data Types eg Excel, Lotus, Word. The detail-out button is not shown for Data Types using Images, Sound or Video.

Urgent Checkbox

Tick ON this checkbox if the Memo Type is to be defined as Urgent. Where a Memo Type is defined in such a way, when a record (eg property) has this memo type attached, then this memo will be displayed before any other process may begin.

User Security

Click on this button to display the Memo Type User Security Form. It is here that authorities for a specific Memo Type for a user can be defined. Simply tick ON or tick OFF the checkboxes to grant or deny a user the ability to Add, Change or Delete a memo of this type.



The screenshot shows the 'Memo Type User Security Maintenance' window. At the top, there's a title bar with the window name and standard OS controls. Below the title bar, there's a section for 'Memo Type' with a dropdown menu set to 'PLMEMO' and a text field containing 'Plan Memos'. The main area is titled 'User Profile' and contains a table with columns for user identifiers, names, and three checkboxes for 'Add', 'Change', and 'Delete' permissions. The first row is highlighted in green. Below the table is a 'Search Profile' section with a 'User Identifier' field and a search button. At the bottom, there are four buttons: 'Search', 'Insert', 'Continue', and 'Quit'.

User Profile		Add	Change	Delete
BAILEYP	Paul Bailey	☒	☒	☒
BATHC	Chris Bath	☒	☒	☒
BRODIEJ	Jacqui Brodie	☒	☒	☒
BROOKSD	David Brooks	☒	☒	☒
BUXTOND	David Buxton	☒	☒	☒
CHBAT	Chris Bath	☒	☒	☒
CHICCOE	Eddi Chicco	☒	☒	☒
CONV	Conversion	☒	☒	☒
COO	COOK	☒	☒	☒

Search Profile

User Identifier >>

Search Insert Continue Quit

Memo Type User Security Maintenance Form

Cross App Checkbox

Tick ON this checkbox if this Memo Type is to be used in other applications. This checkbox will default to Inactive (not ticked).

Add Checkbox

Tick ON this checkbox if a user is to be permitted to Add this memo type to a record.

Change Checkbox

Tick ON this checkbox if a user is to be permitted to Change this memo type on a record.

Delete Checkbox

Tick ON this checkbox if a user is to be permitted to Delete this memo type from a record.

User Identifier

Use the Search Profile to find current users. Click the pop-up button to display the User Pop-Up Form, which will show the current users.

Plan Purpose Type Maintenance

This parameter allows for the establishment of Purpose Codes relevant to Plan Types. Plan Purposes are used when establishing Plan Records within Pathway. Plan Purposes are completely user definable. An unlimited number of Plan Purposes may be established.

Plan Purpose Type Maintenance Form

This form allows for the creation, amendment and deletion of Plan Purpose Type codes.

Plan Purpose - Description	Active
BP Beautify Park	☒
CON Consolidation	☒
CRALL Crown Allotment	☒
CTLK City Link	☒
DCP Development Contribution Plan	☒
EAS Easement only	☒
LEASE Lease/Licence	☒
LOC Location	☒
REQ Requisition	☒

Plan Type Purpose Maintenance Form

Plan Purpose Code

This field is a six-character code used to identify the Plan Purpose. This field is mandatory.

Plan Purpose Description

This field is a 50-character description of the Plan Purpose. This field is mandatory.

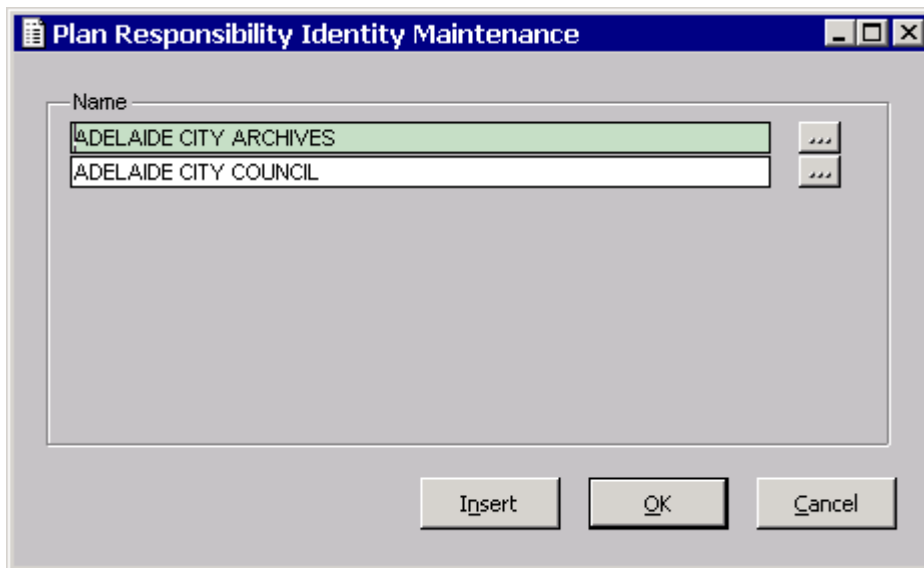
Active

If this box is checked on then the Plan Purpose is available to be linked to new or existing parcel records. If this box is checked off then the Plan Purpose is no longer available to the system. Any parcel record using this Plan Purpose will remain as entered. Any parcel records being maintained will not have the Plan Purpose available for selection

Plan Responsibility Maintenance

This function allows for the identification of specific identities from the Name and Address system to be nominated as “Responsible” for the Plans being established. Identities such as Council, Highways, Federal Government departments’ etc. may be established. Only names specified here may be linked to a Plan in Plan Maintenance (if the All Names check box is OFF). Refer to Plan Maintenance for more information on Plan Responsibility.

Plan Responsibility Identity Maintenance Form



Plan Responsibility Identity Maintenance Form

Name

This field displays the formatted identity name, which is nominated as a “Responsible Identity” for Plans.

Detail Button

Pressing this button will display the Name Maintenance (or Enquiry) form for the formatted name.

Plan Type Maintenance

This parameter enables Plan Type details to be added, changed and deleted.

Plan Type Maintenance Form

This form enables Plan Type details to be defined, which include code, prefix and description. This form allows for the selection of names from the Name and Address system to be nominated as “Responsible” for the Plans being established. When Insert is pressed the user will be presented with the Name Search Profile Form. See Name and Address User Guide for information on how to use the Name Search Profile Form.

Plan Code	Prefix	Description	Allow Crown	Active
CONTM	CTM	Contribution Plan TM	☐	☒
CP	CP	Community Title Plan	☒	☒
CPSJD	CP	Contribution Plan SJD	☐	☒
DBPLAN	DB	David's Plan	☐	☒
DEVCON	DC	Development Contribution Plan	☐	☒
DP	DP	Deposited Plan	☒	☒
FP	FP	File Plan	☒	☒
PC	PAC	PC Contribution Plan	☐	☒
SP	SP	Strata Plan	☒	☒

Buttons: Insert, OK, Cancel

Plan Type Maintenance Form

Plan Code

This field contains the code for the Plan Type. Up to six alphanumeric characters may be used.

Prefix

This field contains the prefix for the plan type, which will be included in the Formatted Parcel Description (where a prefix is required).

Plan Description

This field contains the full description of the Plan Type (eg. Deposited Plan, Strata Plan, File Plan). This description will be available for selection when creating Parcel records via Parcel Maintenance.

Allow Crown Tenure

If this box is checked on then the Plan Type is available to be linked to new or existing Crown Tenure records. If this box is checked off then the Plan Type is no longer available for selection via Crown Tenure. Any parcel record using this Plan Type will remain as entered. Any Crown Tenure parcel records being maintained will not have the Plan Type available for selection.

Active

If this box is checked on then the Plan Type is available to be linked to new or existing parcel records. If this box is checked off then the Plan Type is no longer available to the system. Any parcel record using this Plan Type will remain as entered. Any parcel records being maintained will not have the Plan Type available for selection.

Street Parameters

The following topics are covered in this section:

[Street Class Maintenance](#)

[Street Responsibility Maintenance](#)

[Street Status Maintenance](#)

Street Class Maintenance

This form enables Street Class codes and descriptions to be added, changed and deleted. Examples are Highway, Main Road, and Private Road.

From this form you may:

- Add a new Street Class Code by pressing the Insert Button (F9).
- Delete an existing Street Class Code by selecting Edit/Delete (F11).
- Maintain an existing Street Class Code.

Street Class Maintenance Form

Code	Description	Display with Location	Active
CP	Carpark		☒
EXT	Road Extension		☒
LANE	Lane		☒
PRIVAT	Private Road	(Private)	☒
ROAD	Default Street Class		☒
STREET	Street		☒
TERRCE	Terrace		☒

Comments

Insert OK Cancel

Street Class Maintenance Form

Code

This field contains a code to be assigned to the Street Class. Up to 6 alpha numeric characters may be entered. This field is mandatory.

Description

This field contains the full description of the Street Class. This field is mandatory.

Display with Location

This field allows any text added here (e.g. (Private)) to be displayed with the location. It is an optional field. It enables Street Class information to be visible whenever a private Street or Property Address on a private Street is shown within the customer Service Request system.

Active Flag

If this flag is checked on then the Street Class is available for use.

If this flag is checked off then the Street Class will not be available to the system. All existing Street records linked to this type will remain unaffected, however new Street records being added (or street records being maintained) will not be able to select this record.

Comments

Unlimited amount of free format text is available for each Street Class.

Street Responsibility Maintenance

This function allows for the identification of specific identities from the Name and Address system to be nominated as “Responsible” for the Streets, Plans or Crown Tenures being established.

Identities such as Council, Highways, Federal Government departments’ etc. may be established.

Only names specified here may be linked to a Street, Plan or Crown Tenure in the appropriate Maintenance program (if the All Names check box is OFF). Refer to Street Maintenance, Crown Tenure Maintenance or Plan Maintenance for more information on Responsible Identities.

This form allows the selection of any number of names from the Name and Address module. Each of the names selected on this form will then be available as Responsible Identities.

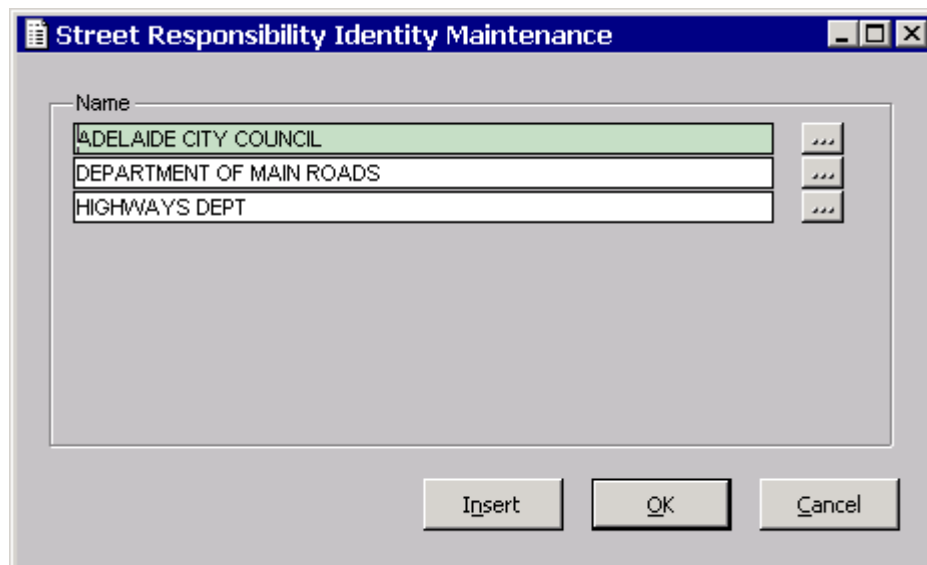
This form is used for:

- Street Responsibility Identities (if called from the Street Parameter Menu)
- Crown Tenure Responsibility Identities (if called from the Crown Tenure Parameter Menu)
- Plan Responsibility Identities (if called from the Plan Parameter Menu)

On this form you may:

- Add a new name as a Responsibility Identity by pressing the Insert Button (F9).
- Delete a name as a Responsibility Identity by selecting Edit/Delete (F11).

Street Responsibility Identity Maintenance From



Street Responsibility Identity Maintenance Form

Name

This field contains the formatted name of the identity linked as a Responsibility Identity.

This field is display only and may not be maintained.

Name Detail Button

Pressing this button will take you to the Name Maintenance/Enquiry form for the current name.

Street Status Maintenance

This form enables Street Status codes and descriptions to be added changed and deleted. Example Street Status types are: Public, Private.

These codes are established for use with the Street Name function. This should not be confused with the Street Status code for the street record as a whole.

From this form you may:

- Add a new Street Status by pressing the Insert Button (F9).
- Delete an existing Street Status by selecting Edit/Delete (F11).
- Maintain an existing Street Status.

Street Status Maintenance Form

Code	Description	Active
CUR	Current	☒
HIS	Historic	☒
OTH	Other	☒
PROP	Proposed	☒

Comments

Insert OK Cancel

Street Status Maintenance Form

Code

This field contains a code to be assigned to the Street Status. Up to 6 alpha numeric characters may be entered. This field is mandatory.

Description

This field contains the full description of the Street Status. This field is mandatory.

Active

If this flag is checked on then the Street Status is available for use.

If this flag is checked off then the Street Status will not be available to the system. All existing Street Name records linked to this Street Status will remain unaffected, however new Street Name records being added (or Street Name records being maintained) will not be able to select this record.

Comments

Unlimited amount of free format text is available for each Street Status.

Service Parameters

The following topics are covered in this section:

[Area Maintenance](#)

[Container Type Maintenance](#)

[Contractor Maintenance](#)

[Frequency Maintenance](#)

[Removed Reason Maintenance](#)

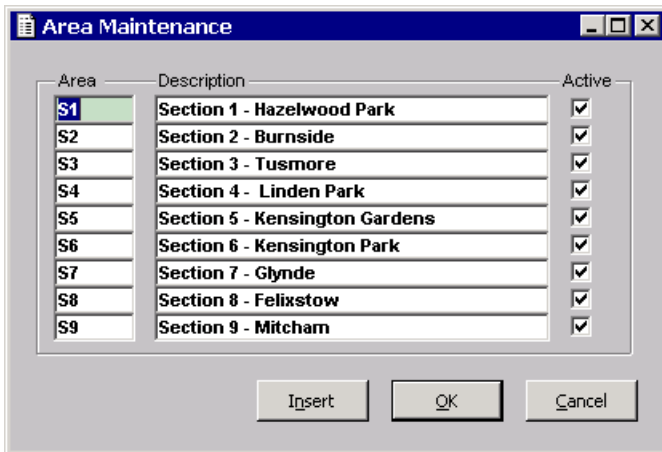
[Round Type Maintenance](#)

[Service Code Maintenance](#)

Area Maintenance

This form is used to create new areas, make areas active/inactive or to delete areas. To Insert a new area simply click the Insert button. To Delete an area simply highlight the record and press F11. Delete will only work if the area is not in use anywhere in the system. If an area is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Area Maintenance Form



Area	Description	Active
S1	Section 1 - Hazelwood Park	☒
S2	Section 2 - Burnside	☒
S3	Section 3 - Tusmore	☒
S4	Section 4 - Linden Park	☒
S5	Section 5 - Kensington Gardens	☒
S6	Section 6 - Kensington Park	☒
S7	Section 7 - Glynde	☒
S8	Section 8 - Felixstow	☒
S9	Section 9 - Mitcham	☒

Insert OK Cancel

Area Maintenance Form

Area

This field contains the code that describes the Area.

Description

This field contains the full description of the Area Code.

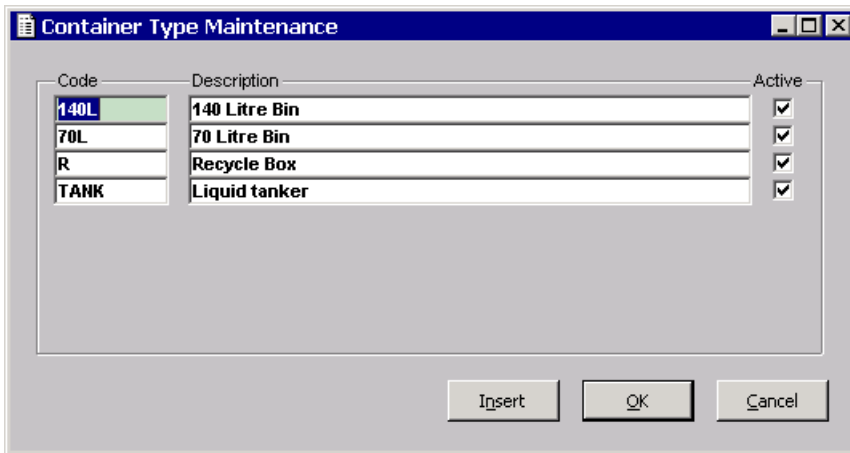
Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Container Type Maintenance

This form is used to create new container types, make container types active/inactive or to delete container types. To Insert a new container type, simply click the Insert button. To Delete a container type simply highlight the record and press F11. Delete will only work if the container type is not in use anywhere in the system. If the container type is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Container Type Maintenance Form



Code	Description	Active
140L	140 Litre Bin	☒
70L	70 Litre Bin	☒
R	Recycle Box	☒
TANK	Liquid tanker	☒

Insert OK Cancel

Container Type Maintenance Form

Code

This field contains the code that describes the Container Type.

Description

This field contains the full description of the Container Type.

Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Contractor Maintenance

This form is used to create new contractors, make contractors active/inactive or to delete contractors. To Insert a new contractor simply click the Insert button. To Delete a contractor simply highlight the record and press F11. Delete will only work if the contractor is not in use anywhere in the system. If the contractor is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Contractor Maintenance Form

Contractor	Contractor	Active
ABBOTT	Honorable Fred Martin James Abbott	☒ ...
ACMEGA	ACME GARBAGE COLLECTION SERVICE	☒ ...
HARDRU	HARD RUBBISH REMOVALISTS	☒ ...
WALES	Mr Josie Wales	☒ ...

Areas Rates Insert OK Cancel

Contractor Maintenance Form

Contractor

The first 6 characters of the company name (or surname) are displayed here. This field is maintainable.

Contractor Description

The full company name (or personal name) of the contractor is shown here. This field is display only.

Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Detail-out Button

Click on this button to display the Name Maintenance Form.

Areas Button

Click on this button to display the Contractor Area Maintenance Form.

Rates Button

Click on this button to display the Contractor Rate Maintenance Form.

Contractor Area Maintenance Form

Area	Service Code	Description
Section 1 - Hazelwood Park	BIN1	JM's Number 1 Bin
	BIN3	Additional Bins
	RECYCL	Recyclable Material Collection
	RECYCL	Recyclable Material Collection
	RECYCL	Recyclable Material Collection
	RECYCL	Recyclable Material Collection

Contractor Area Maintenance Form

Contractor

This field displays the name of the Contractor currently being maintained.

New Button

Click on this button to insert a new Service Code Line.

Area

This field shows the area as entered at the Area Maintenance Parameter Menu. This field is display only.

Service Code

Enter a service code (or part thereof) or make a selection from the pop-up form.

Description

This field shows the full description of the Service Code selected. This field is display only.

Service Code Pop-Up Form

Service Code	Description	Service Type
ADD	Additional Services	Collectable
BIN1	JM's Number 1 Bin	Collectable
BIN3	Additional Bins	Collectable
BIN4	Maximum of Four Bins	Collectable
DANGER	Dangerous Material Collection	Collectable
GARB1	Household Garbage Collection	Collectable
GARB2	Garbage Refuse Collection	Collectable
GREEN	Green Waste	Collectable
HARDRUB	Hard Rubbish Collection	Collectable

Search Profile

Service Code:

Description:

Service Type:

Search Select Close

Service Code Pop-Up Form

Service Code

This field shows the Service Code of the Service. This field is display only.

Description

This field shows the full description of the Service. This field is display only.

Service Type

This field shows the Type of Service eg Collectable / Static. This field is display only.

Service Code

Enter a service code (or part thereof) on which to base a search.

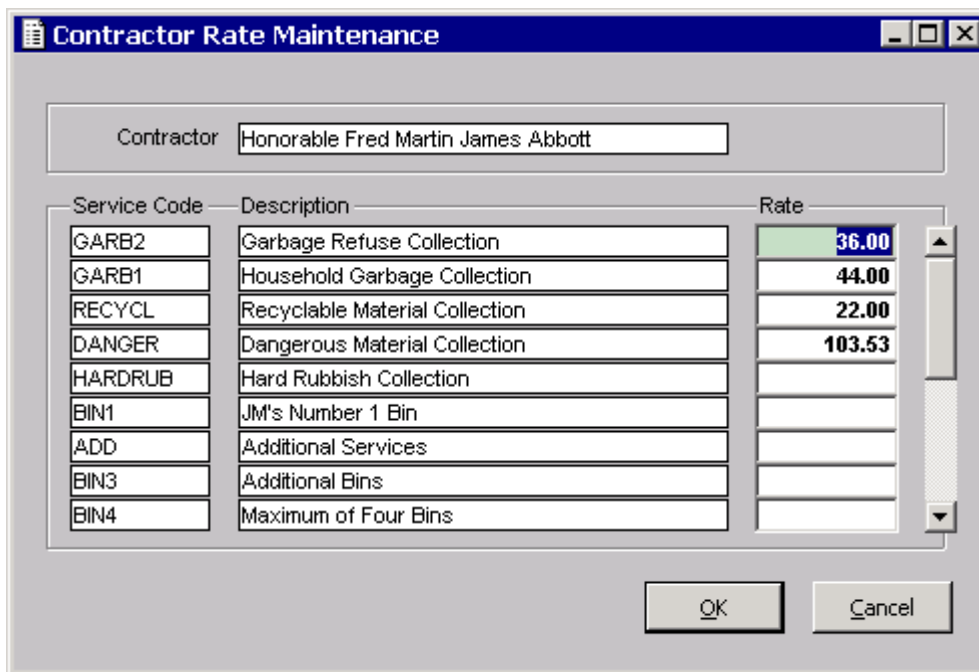
Description

Enter a description (or part thereof) on which to base a search.

Service Type

This field shows the Type of Service that will be searched on. Only collectable types will be searched on. This is a non-maintainable field.

Contractor Rate Maintenance Form



The image shows a software window titled "Contractor Rate Maintenance". At the top, there is a text field labeled "Contractor" containing the name "Honorable Fred Martin James Abbott". Below this is a table with three columns: "Service Code", "Description", and "Rate". The table contains several rows of data, with the first four rows having numerical values in the "Rate" column. The last four rows have empty "Rate" fields. At the bottom right of the window are two buttons: "OK" and "Cancel".

Service Code	Description	Rate
GARB2	Garbage Refuse Collection	36.00
GARB1	Household Garbage Collection	44.00
RECYCL	Recyclable Material Collection	22.00
DANGER	Dangerous Material Collection	103.53
HARDRUB	Hard Rubbish Collection	
BIN1	JM's Number 1 Bin	
ADD	Additional Services	
BIN3	Additional Bins	
BIN4	Maximum of Four Bins	

Contractor Rate Maintenance Form

Service Code

This field shows the Service Code. This field is display only.

Description

This field shows the description of the service code. This field is display only.

Rate

This field is where the charges are entered for the specific service types. If for example a service type is going to cost \$25.00, simply enter 25 or if a service type is going to cost \$20.75, simply enter 20.75 in the rate field.

Frequency Maintenance

This form is used to create new frequencies, make a frequency active/inactive or to delete a frequency. To Insert a new frequency simply click the Insert button. To Delete a frequency simply highlight the record and press F11. Delete will only work if the frequency is not in use anywhere in the system. If the frequency is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Frequency Maintenance Form

Frequency	Description	Active
ANNUAL	Annual	☒
BIMON	Bi - Monthly	☒
FORT	Fortnightly	☒
INACT	Inactive	☐
MONTH	Monthly	☒
QUART	Quarterly	☒
WEEK	Weekly	☒

Insert OK Cancel

Frequency Maintenance Form

Frequency

This field contains the code for the Frequency.

Description

This field contains the full description for the Frequency.

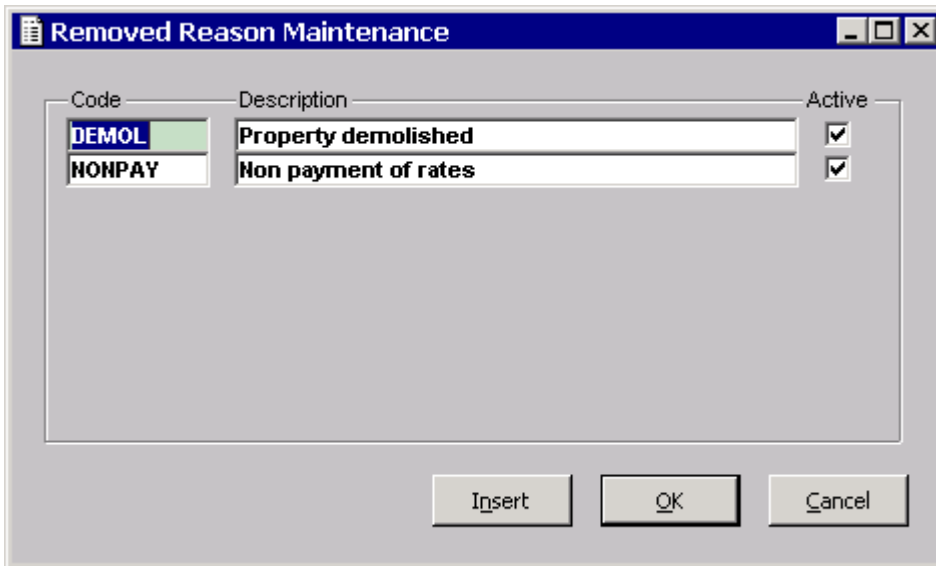
Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Removed Reason Maintenance

This form is used to create new Removed Reasons, make a Removed Reason active/inactive or to delete a Removed Reason. To Insert a new Removed Reason simply click the Insert button. To Delete a Removed Reason simply highlight the record and press F11. Delete will only work if the Removed Reason is not in use anywhere in the system. If the Removed Reason is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Removed Reason Maintenance Form



Code	Description	Active
DEMOL	Property demolished	☒
NONPAY	Non payment of rates	☒

Insert OK Cancel

Removed Reason Maintenance Form

Code

This field contains the code for the Removed Reason.

Description

This field contains the description of the Removed Reason.

Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Round Type Maintenance

This form is used to create new Round Type, make a Round Type active/inactive or to delete a Round Type. To Insert a new Round Type simply click the Insert button. To Delete a Round Type simply highlight the record and press F11. Delete will only work if the Round Type is not in use anywhere in the system. If the Round Type is in use, and it is not to be allocated anymore, simply make the record Inactive by clicking OFF the active tick.

Round Type Maintenance Form

Code	Description	Active
COMM	Commercial Refuse Collection	☒
DOM	Domestic Refuse Collection	☒
FLAM	Flammable Refuse Collection	☒
HARD	Hard Refuse Collection	☒
RECYCL	Recycled Refuse Collection	☒
TOXIC	Toxic Waste Collection	☒

Insert OK Cancel

Round Type Maintenance Form

Code

This field contains the code for the Round Type.

Description

This field contains the description of the Round Type.

Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Service Code Maintenance

This function provides the facility for services to be designated for properties within the council area.

Services may be designated as 'static' – eg. a park or playground, or 'collection' based – eg. garbage collection.

Contractors can optionally be specified for service types for designated areas of the council, and if specified, the contractor payments can be calculated and reported on.

This parameter establishes the types of services that are required within the Services application (eg. 120 Litre Garbage Bin, 240 Litre Garbage Bin.)

Service Code Maintenance Form

Service Code	Description	Service Type	Rate Type	E-Mail	Active
ADD	Additional Services	Collectable	PRO2(JM)	...	☒
BIN1	JM's Number 1 Bin	Collectable	PRO(JM)	...	☒
BIN3	Additional Bins	Collectable	PRO3(JM)	...	☒
BIN4	Maximum of Four Bins	Collectable	PRO4(JM)	...	☒
DANGER	Dangerous Material Collection	Collectable		...	☒
GARB1	Household Garbage Collection	Collectable	PRO(JM)	...	☒
GARB2	Garbage Refuse Collection	Collectable		...	☒
GREEN	Green Waste	Collectable	301	...	☒
HARDRUB	Hard Rubbish Collection	Collectable	302	...	☒

Insert OK Cancel

Service Code Maintenance Form

Service Code

This field contains the Service Code. Up to 10 alpha/numeric characters can be used.

Description

This field contains the description of the Service Code.

Service Type

This field shows the Type of Service eg Collectable or Static.

Static Service Type

The Static Service Type allows for the recording of a service sub-code. For example, if the Service Code added was for playground equipment, then the sub-code could be used to further itemise the equipment such as Swings, Sandpit or a Slippery Dip.

Collectable Service Type

Use this Service Type if the Service Code is of a "collectable" nature eg Garbage collection. Sub-codes are not available with this Service Type.

Detail-out Button

Click on this button to display the Service Code Detail Maintenance Form (for Collectable Services) or the Sub-Types Maintenance Form (for Static Services).

Rate Type

Enter a rate type (or part thereof) or make a selection from the pop-up form.

Email Detail-out Button

Click on this button to display the Service Code Email Maintenance Form.

Active

If this checkbox is ticked ON, then that record is available for use. If this checkbox is NOT ticked, then the record is not available for use, however searching on this record is still permitted.

Sub-Types Maintenance Form

This form is displayed for those Service Types that are 'Static'. This form allows sub-types of the Service to be added, deleted or amended. To add a new sub-type, simply click Insert. To delete a sub-type, highlight the record and press F11.

Service Code Details	
Service Code	A Recycle Bin
Unique Reference	☒

Sub-Type	Description
A1	a1
A2	a2
A3	a3

Sub-Types Maintenance Form

Service Code

These fields show the Service Code and Description. These are display only.

Unique Reference

If the Unique Reference is set to ON, validation will be performed.

The validation will be as follows:

- Reference must be unique for the Service Code
- Comparison is on 'Current' and 'Missing' status only – meaning a Current and Missing record for the same Service Code cannot have the same Reference.

NOTE: Where the Unique Reference is set to ON for a Service Code, the 'Auto Copy' function cannot be set for that Service Code.

Where the Unique Reference is set to ON for a Service Code, the "Copy" option cannot be used to manually copy a Service from one Property to another.

The 'Move' option will still be allowed as it sets the original Property Service to 'historic'

Sub-Type

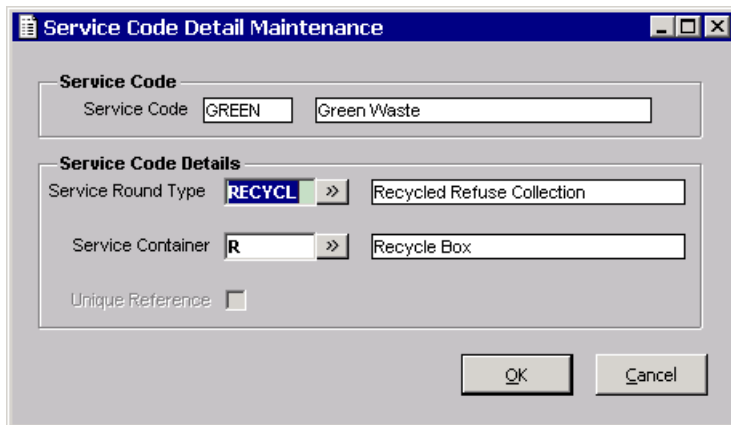
Enter a sub-type in this field. Up to 10 alpha/numeric characters may be used.

Description

Enter a description for the Sub-Type in this field. Up to 50 alpha/numeric characters may be used.

Service Code Detail Maintenance Form

This form is displayed for those Service Types that are 'Collectable'. Enter a Service Round Type (or part thereof) or make a selection from the pop-up form. Enter a Service Container (or part thereof) or make a selection from the pop-up form.



Service Code Detail Maintenance Form

Service Code and Description

These fields display the Service Code and the Service Description. Neither of these fields can be maintained.

Service Round Type

Enter a Service Round Code if known or use the Pop Up Button to select from the Service Round Code Pop Up Form. This field is not mandatory.

Service Container

Enter a Container Code if known or use the Pop Up Button to select from the Container Type Pop Up Form. This field is not mandatory.

Unique Reference

If the Unique Reference is set to ON, validation will be performed.

The validation will be as follows:

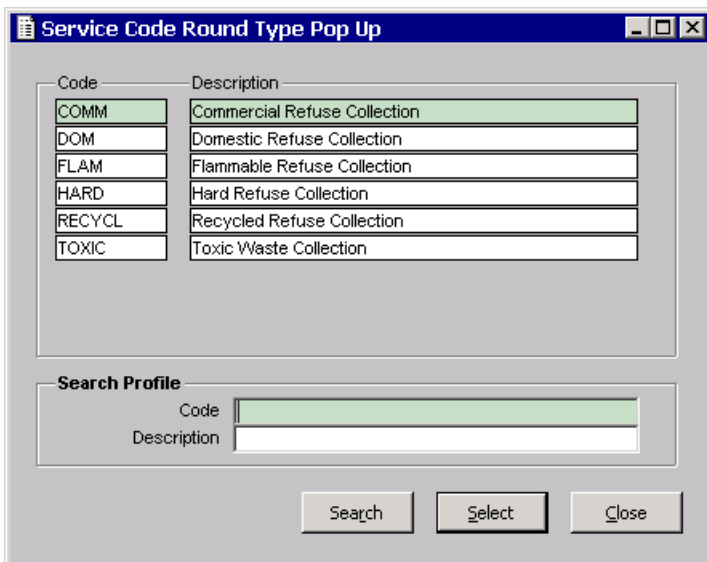
- Reference must be unique for the Service Code
- Comparison is on 'Current' and 'Missing' status only – meaning a Current and Missing record for the same Service Code cannot have the same Reference.

NOTE: Where the Unique Reference is set to ON for a Service Code, the 'Auto Copy' function cannot be set for that Service Code.

Where the Unique Reference is set to ON for a Service Code, the "Copy" option cannot be used to manually copy a Service from one Property to another.

The 'Move' option will still be allowed as it sets the original Property Service to 'historic'

Service Code Round Type Pop-Up



The dialog box titled "Service Code Round Type Pop Up" contains a table with two columns: "Code" and "Description". The table lists five entries: COMM (Commercial Refuse Collection), DOM (Domestic Refuse Collection), FLAM (Flammable Refuse Collection), HARD (Hard Refuse Collection), and RECYCL (Recycled Refuse Collection), with TOXIC (Toxic Waste Collection) as a sixth entry. Below the table is a "Search Profile" section with input fields for "Code" and "Description". At the bottom are three buttons: "Search", "Select", and "Close".

Code	Description
COMM	Commercial Refuse Collection
DOM	Domestic Refuse Collection
FLAM	Flammable Refuse Collection
HARD	Hard Refuse Collection
RECYCL	Recycled Refuse Collection
TOXIC	Toxic Waste Collection

Search Profile

Code

Description

Search Select Close

*Service Code Round Type Pop-Up Form***Code**

This field shows the code for the round type. This field is display only.

Description

This field shows the description of the round type. This field is display only.

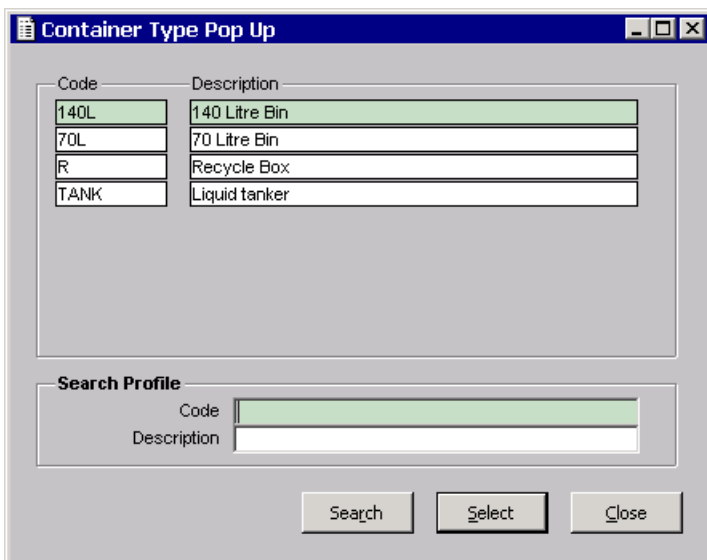
Code

Enter a code (or part thereof) on which to base a search.

Description

Enter a description (or part thereof) on which to base a search.

Container Type Pop-Up Form



The dialog box titled "Container Type Pop Up" contains a table with two columns: "Code" and "Description". The table lists four entries: 140L (140 Litre Bin), 70L (70 Litre Bin), R (Recycle Box), and TANK (Liquid tanker). Below the table is a "Search Profile" section with input fields for "Code" and "Description". At the bottom are three buttons: "Search", "Select", and "Close".

Code	Description
140L	140 Litre Bin
70L	70 Litre Bin
R	Recycle Box
TANK	Liquid tanker

Search Profile

Code

Description

Search Select Close

*Container Type Pop-Up Form***Code**

This field shows the code of the container type. This field is display only.

Description

This field shows the description of the container type. This field is display only.

Code

Enter a code (or part thereof) on which to base a search.

Description

Enter a description (or part thereof) on which to base a search.

Service Code Email Maintenance Form

This form is used to create, maintain and delete Service Code E-Mails.

This functionality provides for an email to be issued to relevant staff, whenever a Service Code is added, deleted or historicised for any given Property/Parcel.

This process allows Services staff to independently maintain the Service details and automate the notification to Rates staff. Rates staff can then access Services, and using the Rate Type option, create or amend the Rate Type details on the linked assessment.

In addition, where Councils procedures have the new Service being added within Pathway before the issue/delivery of the actual Bin, this Action/E-mail function can be utilised to notify delivery staff of the Property Address and Bin Number details et cetera. E-mails can be issued to external addresses as well as internal.

As of Release 2.14 the Service Emails are now triggered if one or more of the (4) four dates are checked on

For example, the 'New Bin' email will only be sent once the Date Installed is entered in the Service Maintenance.

Description	Request Date	Date Installed	Date Removed	Missing Date	E-Mail
service	☒	☒	☒	☒	...
Collection	☒	☒	☒	☒	...

E-Mail Details

To: Theresia Markotany
 Cc: markott@chariot.net.au
 Bcc: Pat Cook
 Subject: services
 Message: test for emails on service instillation

Insert OK Cancel

Service Code Email Maintenance Form

Service Code Details

This field displays the Service Description of the Service that the e-mail is attached to. This field is display only and may not be maintained.

Description

A description of the Email may be entered here. Up to 50 alpha/numeric characters may be used.

E-Mail Details

This field enables the entry of a description of the Email attached to the Service Record. Alpha/numeric data may be added up to 50 characters.

Request Date

If the Request Date is entered on the Service Maintenance form and the Request Date check box is checked on then an email will be sent to the appropriate people/organisations notifying them that a Service has been requested at either Property or Parcel level.

Date Installed

If the Date Installed is entered on the Service Maintenance form and the Date Installed check box is checked on then an email will be sent to the appropriate people/organisations notifying them that a Service has been installed at either Property or Parcel level.

Date Removed

If the Date Removed is entered on the Service Maintenance form and the Date Removed check box is checked on then an email will be sent to the appropriate people/organisations notifying them that a Service has been removed at either Property or Parcel level.

Missing Date

If the Missing Date is entered on the Service Maintenance form and the Missing Date check box is checked on then an email will be sent to the appropriate people/organisations notifying them that a Service is missing at either Property or Parcel level.

E-Mail Detail Button

Selecting the E-Mail Detail Button displays the E-Mail Action Parameter Maintenance form

Services Check Action Parameters Form

This form is accessed via menu: Property Administration >> Property Parameters >> System Parameter Maintenance > Property Administration System Parameter Maintenance Form (2 of 3) > Workflow Parameters Detail Button > User Action Maintenance Form > System Action LPA_SERV > Action Parameters button.

The Service Check Action Parameters form allows the filter criteria for Services to be defined. The information selected on this form is then used when a Transfer of Ownership is performed within Property. A check is done for the Property being transferred and if a Service exists which matches the filter criteria then an E-mail will be sent to the nominated person informing of the Transfer of Ownership and that there is a Service(s) associated to the Property. The filter criteria can be multi selected and a combination of Service Code and/or Service Container Type.

Services Check Action Parameters Form

Service Code

The information displayed in the Service Code area is dependant on which Service Type has been selected. The Service Code is a multi select field enabling the selection of more than one Service Code to be included in the filter criteria.

Service Container Type

The Service Container Type will list all the Service Container Types available within Services. This includes Active and Inactive Types. The Service Container Type is a multi select field enabling the selection of more than one Service Container Type to be included in the filter criteria

Options – E-mail Parameters

Selecting E-mail Parameters button displays the E-mail Action Parameter Maintenance form.

Service Outcome Parameter Form

It is now possible to define within the Property Administration module the actions and outcomes that may be applied to a Trade Waste services request. One or more of the defined actions may then be defined for a Property Service Code. Property Service Codes may then in turn be assigned to an Application Type as required.

A new form Service Outcome Maintenance (accessed via the *Property Administration* ► *Property Parameters* ► *Service Parameters* ► *Service Outcome Maintenance* menu option) allows the definition of Service Outcomes:-

Outcome Code	Description	Add a Service	Remove a Service	Flag as Missing	Active
ADD	Additional Bin Required	☒	☐	☐	☒
CSH	Change Serial Number	☒	☒	☐	☒
EXC	Exchanged Bin	☒	☒	☐	☒
FIX	Fix or Replace Damaged Bin	☐	☐	☐	☒
HEW	Deliver New Bin	☒	☐	☐	☒
PUB	Pick Up Found Bin	☐	☒	☐	☒
RDB	Replaced Damaged Bin	☒	☒	☐	☒
REM	Remove Bin From Property	☐	☒	☐	☒
REP	Replace Missing or Stolen Bin	☒	☐	☒	☒

Insert OK Cancel

Services Outcome Maintenance Form

Service Outcome Maintenance – Outcome Code

This field contains the Services Outcome Code – this is a user generated field that can accept up to 10 alphanumeric characters representing the relevant outcome.

Service Outcome Maintenance – Description

This field contains the description for the Services Outcome Code – this is a user generated field and can contain up to 40 alphanumeric characters.

Service Outcome Maintenance – Add a Service

If selected this field identifies that the Service Outcome is linked to a service action that can be added.

Service Outcome Maintenance – Remove a Service

If selected this field identifies that the Service Outcome is linked to a service action that can be removed.

Service Outcome Maintenance – Flag as Missing

If selected this field identifies that the Service Outcome is linked to a service action that is missing or stolen.

Service Outcome Maintenance – Active

If selected this flag indicates that this Service Outcome is still in use.

Service Action Maintenance

A new form Service Action Maintenance (accessed via the *Property Administration* ► *Property Parameters* ► *Service Parameters* ► *Service Action Maintenance* menu option) allows the definition of Service Actions.

Action Code	Description	Prompt for Damage	Existing Service	New Service	Outcomes	Active
ADD	Deliver Additional Bin	☐	☐	☐	...	☒
CSN	Change Serial Number	☐	☒	☒	...	☒
EXC	Exchange one Type of Bin for Another	☐	☒	☐	...	☒
FIX	Fix or Replace Damaged Bin	☒	☒	☐	...	☒
MISC	Miscellaneous Request	☐	☒	☐	...	☒
NEW	Deliver New Bin	☐	☐	☐	...	☒
PUB	Pick Up Found Bin	☐	☒	☐	...	☒
REM	Remove Bin From Property	☐	☒	☐	...	☒
REP	Replace Missing or Stolen Bin	☐	☒	☐	...	☒

Service Action Maintenance Form

Service Action Maintenance – Action Code

This field contains the Service Action Code – this is a user generated field and can contain up to 10 Alphanumeric characters.

Service Action Maintenance – Description

This field contains the Service Code Description – this is a user generated field and can contain up to 40 alphanumeric characters.

Service Action Maintenance – Prompt for Damage

If selected this field is linked to the Outcome selections, for example if the Action Code was Fix (Fix or Replace Damaged Bin) the Prompt for Damage flag would be set on and the outcomes would be selected that relate to fixing or replacing the damaged bin.

Service Action Maintenance – Existing Service

This field is selected if the service action relates to an existing service.

Service Action Maintenance – New Service

This field is selected if the service action relates to a new service.

Service Action Maintenance – Outcomes

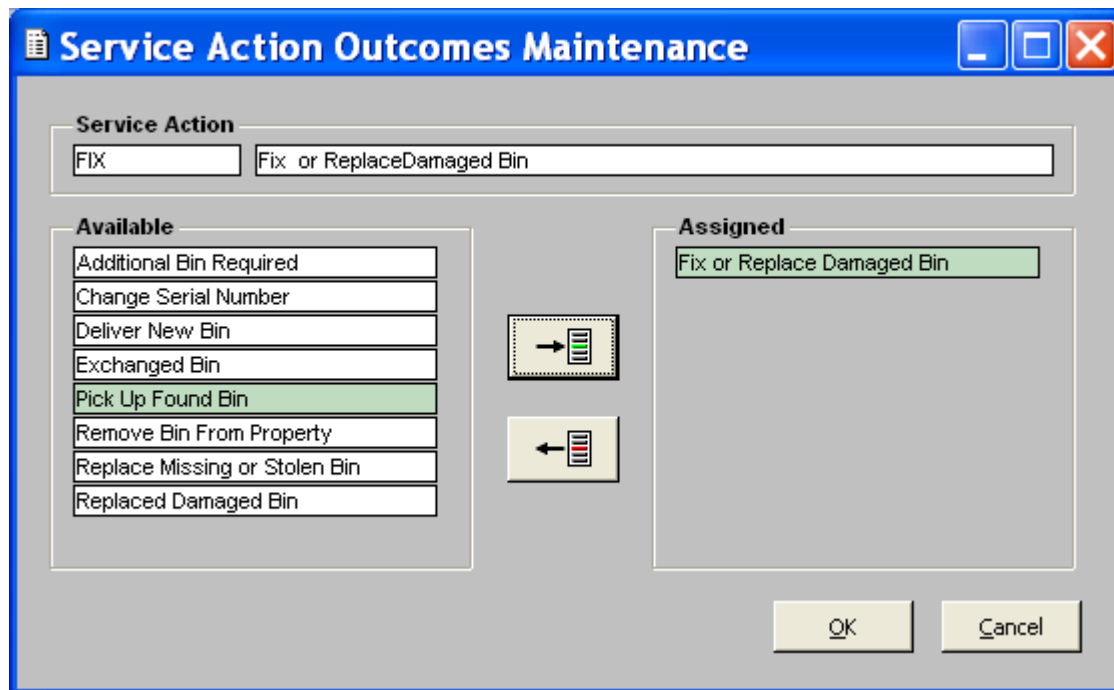
Selecting this option presents the user with the list of outcomes that can be associated with this Service Action.

Service Action Maintenance – Active

If selected this field indicates this Service Action is in use.

Service Action Outcomes Maintenance Form

Service Outcomes may be assigned to each Service Action by selecting the desired Service Action, then pressing the Service Outcomes button to display the new Outcomes Maintenance form.



Service Action Outcomes Maintenance

Services Action Outcomes Maintenance – Service Action

This identifies the code and description of the Service Action that is to be assigned the relevant Outcomes.

Services Action Outcomes Maintenance – Available

This is a list of available Service Action Outcomes that can be linked to the Service Action.

Services Action Outcomes Maintenance – Assigned

This is a list of assigned Service Action Outcomes that have been linked to the Service Action.

Parcel Parameters

The following topics are covered in this section:

[Parcel Type Maintenance](#)

[Parcel Format Maintenance](#)

[Parcel Descriptor Parameter](#)

Parcel Type Maintenance

This parameter enables Parcel Type details to be added, changed and deleted.

Parcel Type Maintenance Form

This form enables Parcel Type details to be defined, which include code, prefix and description.

Code	Prefix	Description	Active
A	Allot	Allotment	☒
G	Trig	Trigonas	☐
L	Lot	Lot	☒
M	Main	Main lot	☒
MT	Mort	Mortise	☒
P	Port	Portion	☒
PT	pat	Pat lot	☒
S	St	Strata Unit	☒
T	Rd	Road Sector	☒

Insert OK Cancel

Parcel Type Maintenance Form

Parcel Type Code

This field contains the code for the Parcel Type. Up to six alphanumeric characters may be used.

Parcel Type Prefix

This field contains the prefix for the parcel type, which will be included in the Formatted Parcel Description (where a prefix is required).

Parcel Type Description

This field contains the full description of the Parcel Type eg. Allotment, Lot, Strata Unit. This description will be available for selection when creating Parcel records via Parcel Maintenance.

Active

If this box is checked on then the Parcel Type is available to be linked to new or existing parcel records. If this box is checked off then the Parcel Type is no longer available to the system. Any parcel record using this Parcel Type will remain as entered. Any parcel records being maintained will not have the Parcel Type available for selection.

Parcel Format Maintenance

This parameter enables Parcel Formats to be added, changed or deleted.

Parcel Format Maintenance Form

This form allows the creation, maintenance and deletion of Parcel Description Formats. To create a new parcel format, click the Insert button.

Description	Formatting Rule	Active
Auckland Format	[pa()][pan()][(Sec_)se()][(Blk_)blo()][pl()][pln()][(of_)ar]	☒ ...
Chuck's parcel	[pa()][pan()][pl()][pln]	☒ ...
DRN 4852	[ar()][de-City(_of_)] [pa()][pan()][(Sec_)se()]	☐ ...
New South Wales Format	[pa()][pan()][(Sec_)se()][pl()][pln()][(,_)de-Parish]	☒ ...
North Shore format	[(Block_)blo()][pa()][pan()][pl()][pln]	☒ ...
NOT ACTIVE	Not Active.	☐ ...
Parcel	[(This_is_a)ar()][de-City][blo]	☒ ...
South Australian Format	[pa()][de-Parish()][pan()][pl()][pln()][(Sec_)se()][(Block_)blo()][	☒ ...
test	[pa][pan]This_is_static_text_testi	☒ ...

Parcel Format Maintenance Form

Format Description

This field contains the description of the parcel formatting rule.

Formatting Rule

This field will display the components and separators which define each Parcel Formatting Rule. Each formatting rule will be defined by pressing the detail button and using the Parcel Formatting Rule Maintenance Form.

Active

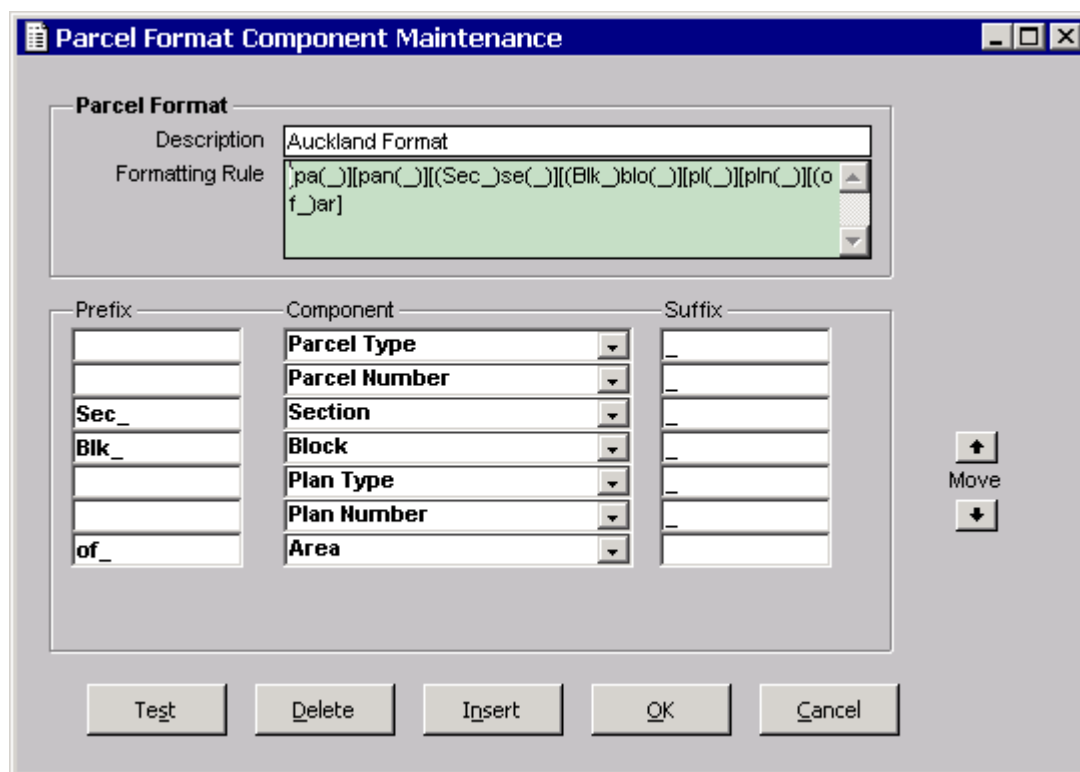
If this box is checked on then the Formatting Rule is available to be defined as the Default Parcel Format within the Property System Parameters Maintenance form. The formatted parcel description uses this format to display the parcel details entered via Parcel Maintenance.

Detail Button

When pressed, this button will take you to the Parcel Formatting Rule Maintenance Form to enable the Parcel Formatting Rules to be defined.

Parcel Formatting Rule Maintenance Form

This form allows the establishment of the Parcel Formatting rules.



The screenshot shows the 'Parcel Format Component Maintenance' window. It has a title bar with standard window controls. Inside, there's a 'Parcel Format' section with a 'Description' field containing 'Auckland Format' and a 'Formatting Rule' field containing a complex string: 'pa(_)[pan(_)][(Sec_)se(_)][(Blk_)blo(_)][pl(_)][pln(_)][(o f_)ar]'. Below this is a table with three columns: 'Prefix', 'Component', and 'Suffix'. The 'Component' column has a dropdown menu with options: 'Parcel Type', 'Parcel Number', 'Section', 'Block', 'Plan Type', 'Plan Number', and 'Area'. The 'Prefix' column has input fields with 'Sec_', 'Blk_', and 'of_' entered. The 'Suffix' column has input fields with underscores. To the right of the table are 'Move' buttons with up and down arrows. At the bottom are buttons for 'Test', 'Delete', 'Insert', 'OK', and 'Cancel'.

Prefix	Component	Suffix
	Parcel Type	
	Parcel Number	
Sec_	Section	
Blk_	Block	
	Plan Type	
	Plan Number	
of_	Area	

Parcel Formatting Rule Maintenance form

Format Description

This field contains the description of the Formatting rule. This field is display only and may not be maintained.

Formatting Rule

This field displays the Formatting Rule components selected, in string format, with their associated separator characters. This field is display only and must be maintained using the Formatting Component section of the form.

Prefix

This field may contain any character(s) that is to precede the address component in the component field. If a "space" is required as a prefix then it should be entered as an "underscore" (_).

The Prefix may also contain text (eg. Sec may be required to prefix the Section details)

Component

The Component field contains the name of the parcel address element you wish to include in the parcel formatted address. Other formatting options are available in the drop down list which affect the way the parcel address is displayed.

If any of the components selected are blank in respect to the parcel address then they will not be displayed. For example if the Crown Allotment is selected as a component of the address and the parcel does not have a Crown Allotment number assigned then the formatted address will ignore the Crown Allotment component.

To add a Component, use the drop down list to select the appropriate element. Elements (and their explanation) are described below. The text included in brackets is the abbreviated display which will appear in display mode on the Parcel Format Maintenance form.

Area (ar)

By selecting this element the parcel area will be displayed in the formatted address, formatted into appropriate units (eg. 8.48 HA).

Block (blo)

By selecting this element the parcel block number will be displayed in the formatted address.

Crown Allotment (cr)

By selecting this element the Crown Allotment number(s) will be displayed in the formatted address.

Descriptor (de)

By selecting this element, user defined Descriptors will be displayed in the formatted address.

Parcel Number (pan)

By selecting this element the parcel number will be displayed in the formatted address.

Parcel Type (pa)

By selecting this element the parcel type abbreviation will be displayed in the formatted address.

Plan Number (pln)

By selecting this element the parcel plan number will be displayed in the formatted address.

Plan Type (pl)

By selecting this element the parcel plan type abbreviation will be displayed in the formatted address.

Section (se)

By selecting this element the parcel section number will be displayed in the formatted address. Where multiple section numbers exist, commas will separate them. Where a part section exists, Pt will prefix the section number.

Static Text

By selecting this element you may enter any static text in the Suffix field to be displayed in the formatted parcel address. An example of static text may be "Australia".

Suffix

This field may contain any character(s) that is to follow the address component in the component field. If a "space" is required as a suffix then it should be entered as an "underscore" (_).

Move Buttons

Pressing either of these buttons will move the currently selected component up or down the list of components. If the component selected is already at the top or bottom of the list then no action is taken.

Test Button

Click this button to display the Test Parcel Format Maintenance Form. This form enables users to view an example of a Formatting Rule in its entirety

Insert Button

Pressing this button will insert a new component line to the list of Formatting Components.

Delete Button

Pressing this button will remove a component line from the list of Formatting Components.

Note: The component line to be removed must be the currently selected component.

Test Parcel Format Maintenance Form

This form enables Parcel Components to be selected and tested without making any actual changes to the selected Parcel Format.

Test Parcel Format Maintenance Form

Parcel Description

This field shows the parcel description details. This field is display only.

Parcel Type

Select a Parcel Type from the drop-down menu eg Lot

Parcel Number

Enter a Number for the Parcel Type selected

Plan

Select a Plan Type from the drop-down menu eg. Deposited Plan. Enter a Plan Number or click the pop-up button and select a plan from the pop-up form.

Block

Enter a Block Number for the test. Up to 8 alpha/numeric characters may be entered. Click the detail-out button to display the Block Maintenance Form.

Section

Enter a section number for the test. Up to 5 alpha/numeric characters may be entered. Click the detail-out button to display the Sections Maintenance Form.

Part Section Checkbox

Tick ON this checkbox if the section entered is to be classified as a Part Section.

Crown Allotment

Enter a Crown Allotment Number for the test. Up to 13 alpha/numeric characters may be entered. Click the detail-out button to display the Crown Allotment Maintenance Form.

Description

Enter a description for the test. Up to 50 alpha/numeric characters may be entered.

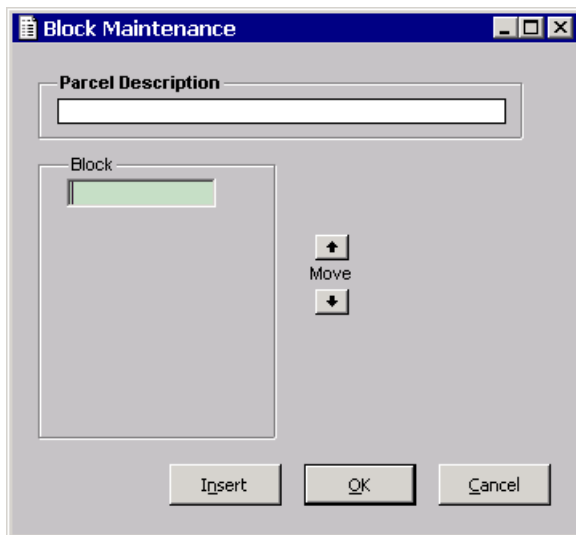
Descriptors

Only Active Parcel Descriptors will be shown here. Select an item from the drop-down menu for the test. Descriptors can be set up in the Parcel Descriptors Parameters Menu.

Land Area

Enter a Land Area for the test. Select a measurement type from the drop-down menu. There are 3 options to choose from:

- m2 – metres squared
- ac – acres
- ha – hectares

Block Maintenance Form

Block Maintenance Form

Parcel Description

This field displays the Parcel Description and will reflect any Parcel components selected. This field is display only and may not be maintained.

Block

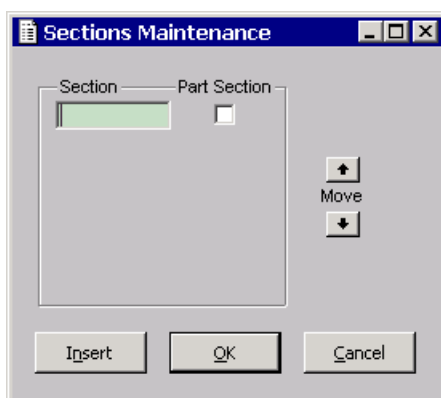
Enter a Block Number for the test. Up to 8 alpha/numeric characters may be entered.

Move

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus.

Insert Button

Click Insert if a new record is to be added to the form.

Sections Maintenance Form

Sections Maintenance Form

Section

Enter a Block Number for the test. Up to 8 alpha/numeric characters may be entered.

Part Section Checkbox

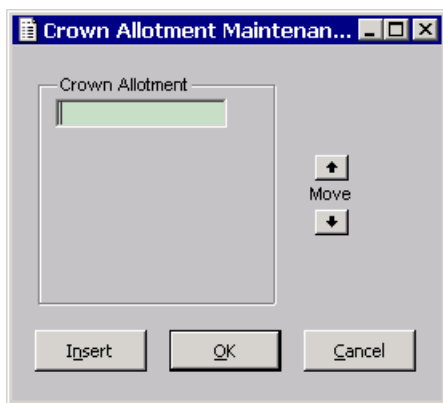
Tick ON this checkbox if the section entered is to be classified as a Part Section.

Move

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus.

Insert Button

Click Insert if a new record is to be added to the form.

Crown Allotment Maintenance Form

Crown Allotment Maintenance Form

Crown Allotment

Enter a Crown Allotment Number for the test. Up to 13 alpha/numeric characters may be entered.

Move

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus.

Insert Button

Click Insert if a new record is to be added to the form.

Parcel Descriptor Parameter

This parameter enables Parcel Descriptors and their related components to be added, changed and deleted

Descriptor Type Maintenance Form

This form enables an unlimited number of additional parcel details to be defined, which can be recorded against a parcel record (eg. Hundred, Locality, Parcel Ward)

Description	Active
Parish	☒
County	☒
Hundred	☒
Locality	☒
Borough	☒
City	☒

Move

Insert OK Cancel

Descriptor Type Maintenance Form

Description

This field contains the full description of the Parcel Descriptor (eg. Hundred, County). This descriptor will be available on the parcel for entry of the appropriate data.

Active

If this box is checked on, the Descriptor will be available for data entry, within the Parcel Maintenance form. If this box is checked off, the Descriptor will not be available for use when creating new parcel records. Any existing parcel records will remain as entered.

Detail Button

When pressed, this button will take you to the 'Descriptor' Maintenance form. For example, if a Descriptor of Hundred has been defined, the detail button will initiate the Hundred Maintenance form to enable all the relevant Hundred codes to be entered.

Move Buttons

By pressing the Move Buttons, the sequence of the data may be changed. The column which is re-sequenced is the column which has the current focus.

For example, in the form:

To move the City descriptor, ensure that one of the City descriptor is highlighted and use the Move arrows to re-sequence.

Descriptor Maintenance Form

The 'Descriptor' Maintenance form enables data to be established which is relevant for the nominated Descriptor Type. For example, if a Descriptor Type of Hundred has been defined, this form is used to enter all of the relevant Hundred "names". The data entered here will be available on the parcel maintenance form in a drop down list against the relevant Descriptor field.



The screenshot shows a window titled "County Maintenance". Inside, there is a table with two columns: "Description" and "Active". The "Description" column contains two entries: "Mornington" and "Warren County". The "Active" column contains two checkboxes, both of which are checked. Below the table, there are three buttons: "Insert", "Continue", and "Quit".

Description	Active
Mornington	☒
Warren County	☒

Insert Continue Quit

*Descriptor Maintenance Form***Description**

This field contains the full description of the 'Descriptor' Details. This description will be available for selection when adding Descriptor details via Parcel Maintenance.

Active

If this box is checked on, the Description will be available for selection, within the Parcel Maintenance form. If this box is checked off then the description is no longer available to the system. Any parcel record using this description will remain as entered. Any parcel records being maintained will not have this description available for selection.

Structure Parameters

The following topics are covered in this section:

[Frontages Maintenance](#)

[Materials Maintenance](#)

[Plans Filed Maintenance](#)

[Service Types Maintenance](#)

[Structure Types Maintenance](#)

Frontages Maintenance

This form enables the entry and maintenance of the types of frontage of a residential type building (eg. Single Fronted, Double Fronted with verandah etc).

Frontages Maintenance Form

Code	Description	Active
BRK	Brick Frontage	☒
CLAD	Cladding Frontage	☒
HER	Heritage	☒
INAC	Inactive test	☐
MUD	Mud Brick	☒
REND	Rendered	☒
TIM	Timber Frontage	☒

Insert OK Cancel

Frontages Maintenance Form

Code

This field contains the code which is allocated to each frontage type. Up to six alphanumeric characters may be entered.

Description

This field contains a further description of each frontage type. Up to fifty alphanumeric characters may be entered as the description.

Active

If this checkbox is checked on, the frontage code may be selected via Building Structure Maintenance when entering building details.

Materials Maintenance

This parameter enables materials to be defined which describe the following parts of a building eg External, Roof, Floor, Lining and Ceiling.

Materials Maintenance Form

Code	Description	External	Floor	Ceiling	Roof	Lining	Active
BESSA	Bessa Brick	☒	☒	☐	☐	☒	☒
BRICK	Solid Brick	☒	☒	☐	☐	☒	☒
CEMENT	Cement	☒	☒	☐	☐	☒	☒
CHECK	No checkbox selections - still active	☐	☐	☐	☐	☐	☒
GLASS	Glass	☒	☐	☐	☒	☒	☒
GYP	Gyprock	☐	☐	☒	☐	☒	☒
INACT	Inactive Testing	☒	☒	☒	☒	☒	☐
IRON	Corrugated Iron	☒	☐	☐	☒	☐	☒
MUD	Mud Brick	☒	☐	☐	☒	☒	☒

Buttons: Insert, OK, Cancel

Materials Maintenance Form

Code

This field contains the code which is allocated to each material type record. Up to six alphanumeric characters may be entered.

Description

This field contains a further description of each material type code. Up to fifty alphanumeric characters may be entered as the description.

External

If this checkbox is checked on, the associated material will be available when defining the External Material of a Building via Building Structure Maintenance.

Floor

If this checkbox is checked on, the associated material will be available when defining the Floor Material of a Building via Building Structure Maintenance.

Ceiling

If this checkbox is checked on, the associated material will be available when defining the Ceiling Material of a Building via Building Structure Maintenance.

Roof

If this checkbox is checked on, the associated material will be available when defining the Roof Material of a Building via Building Structure Maintenance.

Lining

If this checkbox is checked on, the associated material will be available when defining the Lining Material of a Building via Building Structure Maintenance.

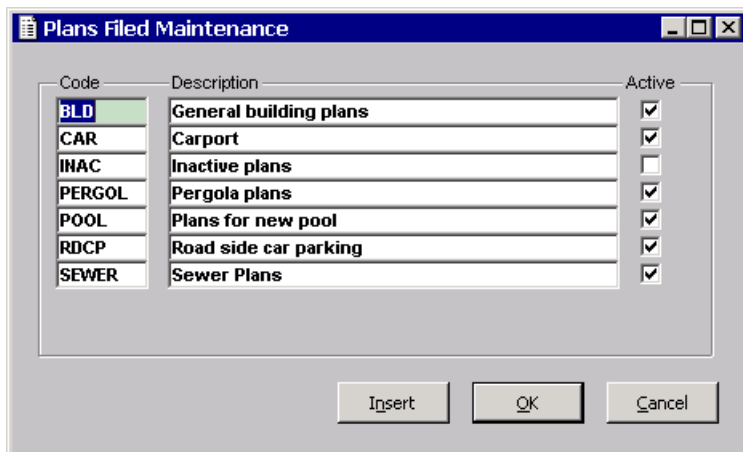
Active

If this checkbox is checked on, the associated material will be available for selection when defining Materials via Building Structure Maintenance.

Plans Filed Maintenance

This form enables codes to be entered to indicate whether the valuer holds a plan of the building.

Plans Filed Maintenance Form



The screenshot shows a window titled "Plans Filed Maintenance" with a table containing the following data:

Code	Description	Active
BLD	General building plans	☒
CAR	Carport	☒
INAC	Inactive plans	☐
PERGOL	Pergola plans	☒
POOL	Plans for new pool	☒
RDCP	Road side car parking	☒
SEWER	Sewer Plans	☒

At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Plans Filed Maintenance Form

Code

This field contains the code which is allocated to each plans filed type. Up to six alphanumeric characters may be entered.

Description

This field contains a further description of each plans filed code. Up to fifty alphanumeric characters may be entered as the description.

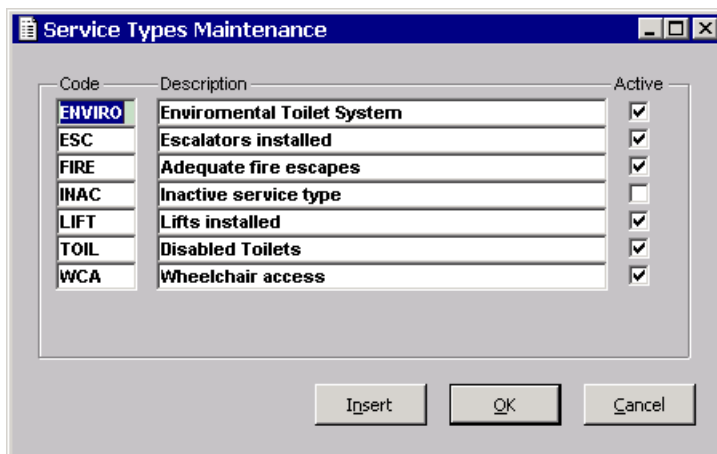
Active

If this checkbox is checked on, the plans filed code may be selected via Building Structure Maintenance when entering building details.

Service Types Maintenance

This parameter enables the entry and maintenance of the types of services associated with a building (eg. wheelchair access, escalators etc)

Service Types Maintenance Form



Code	Description	Active
ENVIRO	Enviromental Toilet System	☒
ESC	Escalators installed	☒
FIRE	Adequate fire escapes	☒
INAC	Inactive service type	☐
LIFT	Lifts installed	☒
TOIL	Disabled Toilets	☒
WCA	Wheelchair access	☒

Insert OK Cancel

Service Types Maintenance Form

Code

This field contains the code which is allocated to each service type record. Up to six alphanumeric characters may be entered.

Description

This field contains a further description of each service type. Up to fifty alphanumeric characters may be entered as the description.

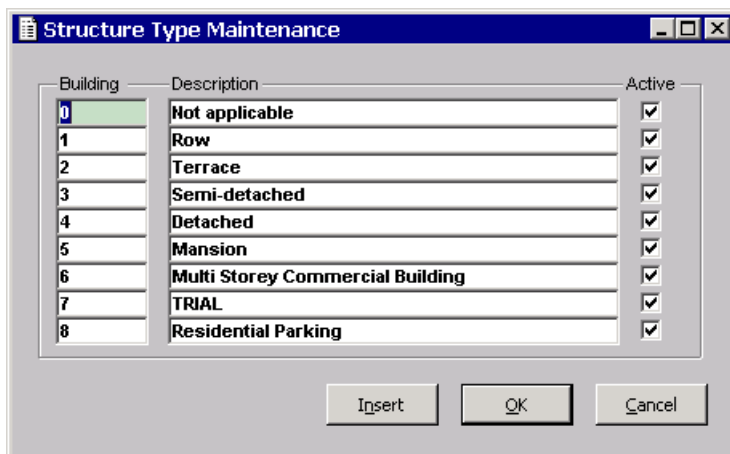
Active

If this checkbox is checked on, the service type code may be selected via Building Structure Maintenance when entering building details.

Structure Types Maintenance

This form enables the entry and maintenance of codes to indicate whether a dwelling is freestanding or joined to other dwellings.

Structure Type Maintenance Form



Building	Description	Active
0	Not applicable	☒
1	Row	☒
2	Terrace	☒
3	Semi-detached	☒
4	Detached	☒
5	Mansion	☒
6	Multi Storey Commercial Building	☒
7	TRIAL	☒
8	Residential Parking	☒

Insert OK Cancel

Structure Type Maintenance Form

Building

This field contains the code which is allocated to each building type record. Up to six alphanumeric characters may be entered.

Description

This field contains a further description of each building type code. Up to fifty alphanumeric characters may be entered as the description.

Active

If this checkbox is checked on, the building type code may be selected via Building Structure Maintenance when entering building details.

OVG Sales Audit Parameters

The parameters displayed under this option will only be available when the Valuations Authorised Function "Valuations, NZ VSP Load" is set on.

Sales Group Maintenance

Sale Group is a 2 character code that is derived from the Roll Number. Each Sales Group code has an associated detail button to call the Sale Group Role Maintenance screen to allocated Roll Ranges to the Sale Group.

Sale Group	Description	Active
1	Sales Group 1	☒ ...
2	Sales Group 2	☒ ...
3	Sales Group 3	☒ ...

Insert OK Cancel

Sales Group Maintenance form

Sales Group

Enter the two character Sales Group Code.

Description

Enter the description of the Sales Group.

Active

Set the Active check box on if the Sales Group Code is to be used in other parts of Pathway.

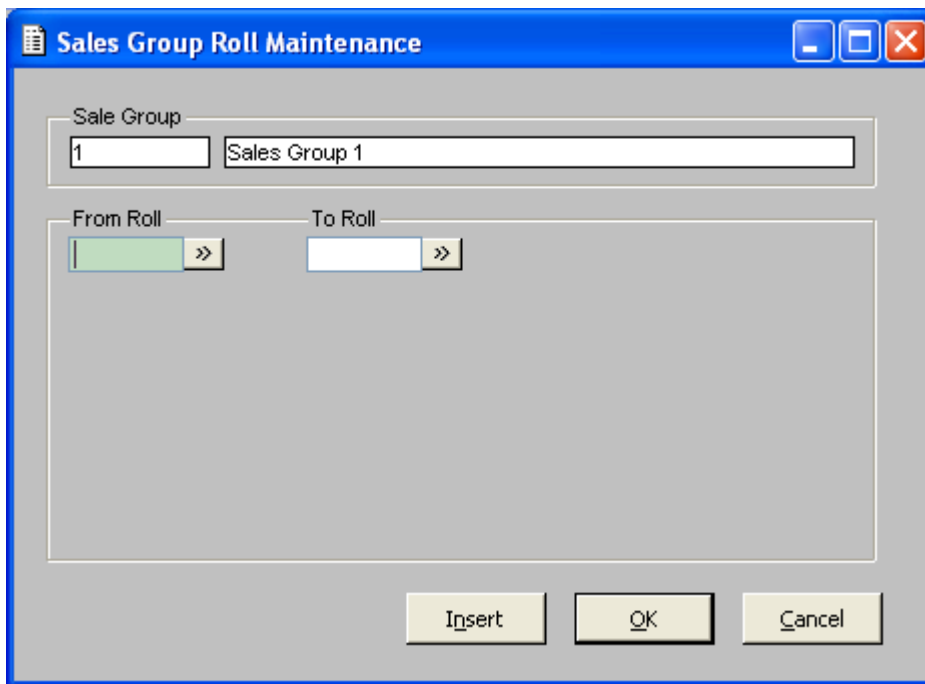
Detail button

Press the Detail button to navigate to the Sales Group Roll Maintenance form.

Sales Group Roll Maintenance form

This form allows for the allocation of Valuation Rolls against Sales Groups. Rules for Sales Groups Roll Range entry are:

- The entry of a Roll is optional
- Multiple roll ranges are allowed
- No overlapping is allowed within or across a Sale Group
- FROM Roll can not be greater than TO Roll



The 'Sales Group Roll Maintenance' form has a blue title bar with standard window controls. It contains a 'Sale Group' section with a small input field containing '1' and a larger text field containing 'Sales Group 1'. Below this is a 'From Roll' section with a green selection box and a 'To Roll' section with a white selection box, both followed by right-pointing arrow buttons. At the bottom are 'Insert', 'OK', and 'Cancel' buttons.

*Sales Group Roll Maintenance form***Sales Group**

These fields display the Sales Group Code and Description.

From Roll

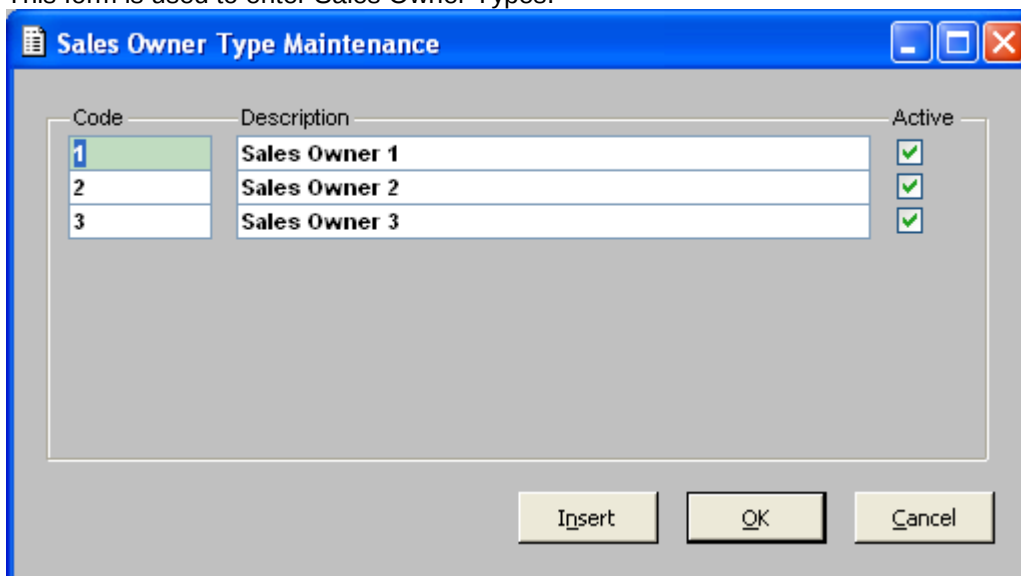
Enter or select the Roll Number from the pop up.

To Roll

Enter or select the Roll Number from the pop up.

Sales Owner Type

This form is used to enter Sales Owner Types.



The 'Sales Owner Type Maintenance' form has a blue title bar with standard window controls. It features a table with three columns: 'Code', 'Description', and 'Active'. The table contains three rows of data. Below the table are 'Insert', 'OK', and 'Cancel' buttons.

Code	Description	Active
1	Sales Owner 1	☒
2	Sales Owner 2	☒
3	Sales Owner 3	☒

*Sales Owner Type Maintenance form***Code**

Enter the Sales Owner Type Code.

Description

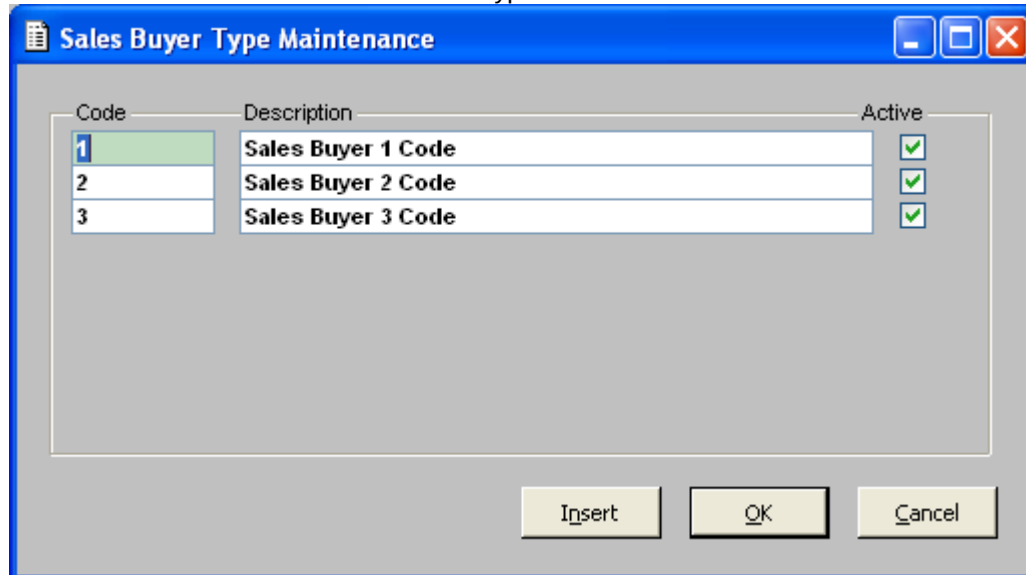
Enter a description for the Sales Owner Type Code.

Active

Set the Active check box on if the Sales Owner Type Code is to be used in other parts of Pathway.

Sales Buyer Type

This form is used to enter Sales Owner Types.



The image shows a screenshot of a software window titled "Sales Buyer Type Maintenance". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). Inside the window, there is a table with three columns: "Code", "Description", and "Active". The table contains three rows of data. The first row has "1" in the Code column, "Sales Buyer 1 Code" in the Description column, and a checked checkbox in the Active column. The second row has "2" in the Code column, "Sales Buyer 2 Code" in the Description column, and a checked checkbox in the Active column. The third row has "3" in the Code column, "Sales Buyer 3 Code" in the Description column, and a checked checkbox in the Active column. Below the table, there are three buttons: "Insert", "OK", and "Cancel".

Code	Description	Active
1	Sales Buyer 1 Code	☒
2	Sales Buyer 2 Code	☒
3	Sales Buyer 3 Code	☒

Insert OK Cancel

Sales Buyer Type Maintenance form

Code

Enter the Sales Buyer Type Code.

Description

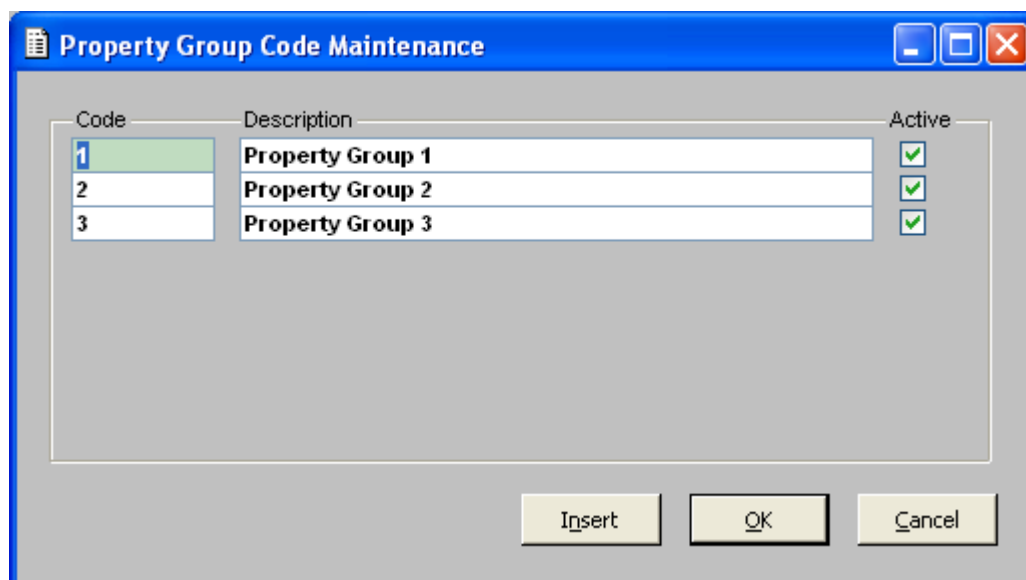
Enter a description for the Sales Buyer Type Code.

Active

Set the Active check box on if the Sales Buyer Type Code is to be used in other parts of Pathway.

Property Group Code

Use this form to enter Property Group Codes.



The 'Property Group Code Maintenance' form features a table with three columns: 'Code', 'Description', and 'Active'. The table contains three entries: '1' for 'Property Group 1', '2' for 'Property Group 2', and '3' for 'Property Group 3'. All 'Active' checkboxes are checked. Below the table are 'Insert', 'OK', and 'Cancel' buttons.

Code	Description	Active
1	Property Group 1	☒
2	Property Group 2	☒
3	Property Group 3	☒

Property Group Code Maintenance form

Code

Enter the Property Group Code.

Description

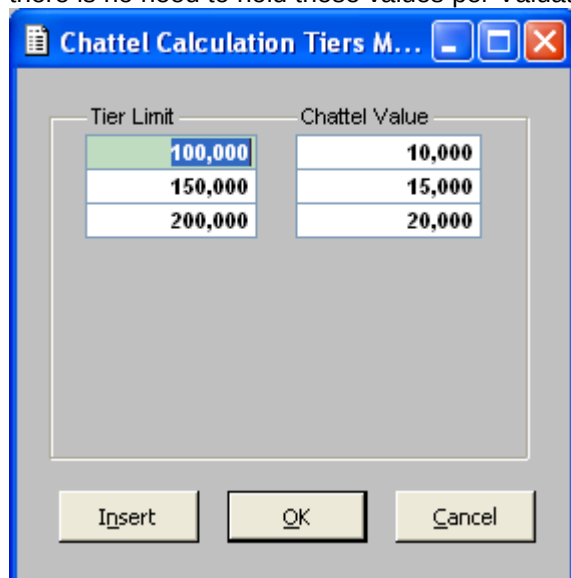
Enter a description for the Property Group Code.

Active

Set the Active check box on if the Property Group Code is to be used in other parts of Pathway.

Chattel Calculation Tiers

Use this form to enter the Chattel Calculation Tier values. This form will only be available when the "Chattel Calculation Method" is set to 'Tiers'. This table provides the Chattels value applicable for Sale Price up to that specified in Price Limit. There is only ever going to be one Chattel Calculation applicable at a time so there is no need to hold these values per Valuation Year.



The 'Chattel Calculation Tiers Maintenance' form displays two columns: 'Tier Limit' and 'Chattel Value'. The 'Tier Limit' column has values 100,000, 150,000, and 200,000. The 'Chattel Value' column has values 10,000, 15,000, and 20,000. Below the table are 'Insert', 'OK', and 'Cancel' buttons.

Tier Limit	Chattel Value
100,000	10,000
150,000	15,000
200,000	20,000

Chattel Calculation Tiers Maintenance form

Tier Limit

Enter the Chattel calculation valuation tier limit.

Chattel Value

Enter the value associated with the Chattel calculation valuation tier limit.

Street/Suburb Maintenance

The following topics are covered in this section:

[Street Amalgamation](#)

[Street Maintenance](#)

[Suburb Amalgamation](#)

[Suburb Maintenance](#)

Street Amalgamation

This process is used to merge street records which have been created as separate records rather than one street related to multiple suburbs. The following examples can be achieved using this functionality:

- Amalgamation of Street where multiple streets were created in error (spelling errors etc)
- Amalgamate Streets where 2 individually named street are being combined into one

A Street Status value of M – Merged will be assigned to those street have been merged.

Note: Street Selection (pop up from external modules and Property Address Creation) will not allow 'merged' Status Streets records to be displayed/selected

Street Amalgamation Form

This function will allow for the amalgamation of Streets that may have been created in error, or where two streets are to be merged into one street.

The following is a summary of the features of this function.

One Street, Suburb, Postcode combination must be chosen as the 'merge to' Street.

One or many Street, Suburb, Postcode combination/s must be chosen as the 'merged' Street.

Selecting the OK button will then perform the following:

- Locate all Property Addresses linked to the Street, Suburb, and Postcode nominated as the 'merged' Street/s and re-link to the 'merge to' Street, Suburb, and Postcode
- Rebuild the Formatted Property Addresses for the processed Properties
- Locate all Name and Address 'default' or 'mailing' addresses that related to the 'merged' Street, Suburb and Postcode and re-link to the 'merged to' Street, Suburb and Postcode.
- Change the Status of the 'merged' Street to 'Merged' ONLY where all Street, Suburb, Postcode combinations have been merged

Streets that have been modified to a Status of 'Merged' cannot be selected for searching or linking within Property or any other Pathway module however can still be viewed from within Street Maintenance and Enquiry.

In general terns, if a Street has more than one Suburb linked and only on Street/Suburb combination is selected for merging, then that Street/Suburb Status is modified to 'Merged' but the Street Status remains as 'Current'.

Street Amalgamation Form

Merge to Street/Suburb

This field shows the street record that is to be retained after the amalgamation process.

Merge to Street/Suburb Detail Button

Clicking on this button will display the Street Maintenance Form for the street record selected to be retained after the amalgamation process.

Available Components

These fields show all street records currently in the Pathway System.

Available Components Detail Button

Clicking on this button will display the Street Maintenance Form for the street record highlighted in the Available Components area.

Merge Select Button

By clicking this button the highlighted street record in the Available Components area will be moved to the top of the form. This street record becomes the 'retained' street in the amalgamation process.

Select Button

By clicking this button the highlighted street record in the Available Components area will be moved to the right hand side of the form.

Remove Button

By clicking this button the highlighted street record in the Selected for Merge area will be returned to the Available Components side. This street therefore will not form part of the amalgamation process.

Selected for Merge

This street has been chosen to become the 'merged' street in the amalgamation process.

Selected for Merge Detail Button

Click on this button to display the Street Maintenance Form.

Search Profile – Street

Enter a street name (or part thereof) on which to base a search of the displayed records.

Search Profile – Suburb

Enter a suburb name (or part thereof) on which to base a search of the displayed records.

Search Button

Click this button to commence the search

Amalgamate Button

Click on this button to commence the amalgamation of the selected streets.

Street Maintenance

All streets required for use by the Property Administration Application must be established. This function allows the creation, maintenance and deletion of Streets and their associated relationship to:-

- Suburb(s)
- Street Names
- Street Status
- Responsibility
- Plans

Memos may also be attached to Street Records. Memo Groups and Types must first be established in the Memo system as Property Street memos. Any property linked to the Street record will “inherit” the Street Memo.

If authority to create Streets has not been granted, than users are prevented from accessing Street Maintenance, however Street Enquiry is still available.

Streets may only be deleted if there are no links anywhere in Pathway to that particular street. This includes external applications from Property eg Applications, Licencing etc. If deletion is attempted and a link exists somewhere, users are prevented from deleting the street record and messages will be displayed. If the street must be deleted, the links must be identified and deleted before the street record can be deleted.

Street Search Profile Form



Street Search Profile Form

Street

Enter the name (or part thereof) of the Street on which you wish to base your search. Advanced profile techniques are available on this form. Please refer to the How to Use User Guide for more information on Advanced Profile Techniques.

Suburb

Enter the name (or part thereof) of the Suburb on which you wish to base your search. Advanced profile techniques are available on this form. Please refer to the How to Use User Guide for more information on Advanced Profile Techniques.

Council

This field enables the search to be conditioned by a specific council code. The drop-down list will enable any existing council code to be selected for searching purposes. The council code can be retained as (any) to search on all Council codes in the property system.

Street Status

This field enables the search to be conditioned by a specific street status code eg only Proposed streets to be included in search. The drop-down list will enable any defined Street Status to be selected. The Street Status code can be retained as (any) to search over all Street Status Codes. The options available from the drop-down list are as follows:

- (any)
- Current
- Historic
- Merged
- Proposed

Street Class

This field enables the search to be conditioned by a specific Street Class eg only Highways streets to be included in search. The drop-down list will enable any defined Street Class to be selected. The Street Class code can be retained as (any) to search over all Street Class Codes.

Name Type

This field enables the search to be conditioned by a specific Street Name Type eg only Proposed streets to be included in search. This field is used in conjunction with the “Proposed or Historic Street Name” function on the Street Name Maintenance Form. The drop-down list will enable any defined Street Name Type to be selected. The Street Name Type code can be retained as (any) to search over all Street Name types.

Numbering Sequence

Select any one of the pre-defined options from the dropdown list to base the search on. Options are as follows:

- (any)
- None
- Contiguous Number Range
- Odd Number Range
- Even Number Range
- Odd/Even Number Range

For example: ‘Odd Number Range’ will find all Streets that have an Odd House Number Sequence.

Filter by Options – Responsible Identity

Selecting the Responsible Identity detail button displays the Street Responsibility – Name Search Profile Form. This allows a Name search for Streets that have been assigned to specific People or Companies.

Street Name Maintenance Form

This form allows the maintenance and addition of street names. Each street name includes the date on which the name took effect. Street names will be listed in reverse chronological order (i.e. current name first, followed by most recent historic names etc.)

In addition each street name is given a status of “Current”, “Historic” or “Proposed”. There may only be one current street name (which is used to identify the street throughout the system). However, there may be any number of historic and proposed street names. Historic street names record previous official street names. Proposed street names are used to record street names that have been proposed by external sources but have not yet been (and may never be) approved.

This form is accessed in one of the following ways:-

- Selecting New from the Street Search Profile or the Street Selection form.
- Selecting Name from the Options Drop Down on the Street Maintenance form.
- Selecting Name from the Options Button on the Street Maintenance form.
- By double clicking on any street name on the Street Maintenance form.

Street Name Maintenance Form

Current Street

This field is where a new street name can be entered. A street entered here will become 'Current'.

It should be noted that if you enter a street name in this field it will create a street record in the Property Administration system as well as in the central Address System. The Street Name created in the central Address System will be flagged as a Property Street.

If you wish to choose a Street Name that already exists in the central Address System then you should choose the Name and Address Pop Up Button on the right hand side of the form.

If you create a Street Name that already exists in Name and Address a message will be displayed "The Street already exists in Name and Address". The Street will be created in the central Address System as a Property Street. Therefore there will be two instances of the same street name. If this is an error then you may delete the Street record just created from the Street Maintenance Form (Edit/Delete or F11) and then re-create it using the Name and Address Pop Up button on this form.

Current Street Qualifier

Enter a qualifier (eg street, road, avenue) for the street or a selection can be made from the pop-up form.

Historic or Proposed Street Name

This field contains the name of the "Proposed" or "Historic" Street Name. An unlimited number of Historic or Proposed Street Names may be entered.

Historic Street names record previous official street names.

Proposed Street names are used to record street names that have been proposed by external sources but have not yet been (and may never be) approved.

To delete a Proposed or Historic Street Name click on the record and press F11 or Edit/Delete.

Historic or Proposed Street Name Status

Select the status for the Street Name just entered from the drop-down menu. There are 2 choices:

- Historic
- Proposed

Historic or Proposed Street Name Date Lapsed

Enter the date on which this record should lapse. This field determines the order in which the Proposed and Historic Street Names are presented. They will be presented in chronological order.

No other processing is performed based on this field.

Historic Button

This button is only activated if focus is on the current Street Name.

Pressing this button will make the current Street Name historic, remove the details from the current Street Name fields and allow entry of a new current Street Name.

Component Qualifier Pop-Up Form

A qualifier for a street name can be selected from this form. Searching is also available.



Component Qualifier Pop-Up Form

Qualifier

These fields show the qualifiers established in the system. These are display only.

Search Profile

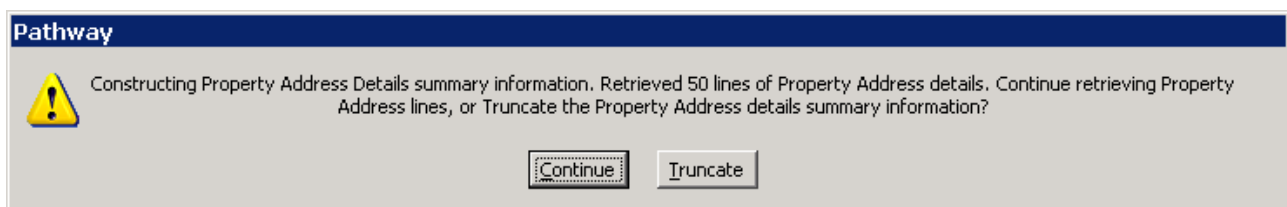
Enter a qualifier (or part thereof) on which to base a search of the displayed records.

Street Selection Form

From this form users may select the Street which is required for maintenance.

If the user clicks on the Address Details Summary Box and the Street highlighted above belongs to many properties, users will have the option of building the property address details or truncating the details. The first truncating will occur after 50 lines of data.

The message displayed to the users looks like:-



Street	Suburb	Status
Acacia Close	ADELAIDE	Current
Acacia Street	ABERFOYLE PARK	Current
	CAMDEN PARK (Merged)	Current
	FELIXSTOW	Current
Advertiser Place	ADELAIDE	Current
Affected Property Avenue	COOKSVILLE	Current
Albert Street	PROSPECT	Current
	ADELAIDE	Current
Aloha Avenue	BLAIR ATHOL	Current

Street/Suburb Details	Address Details
Street Key: 6665 Street Class: Default Street Class Numbering Sequence: Odd/Even -21 Or 252-252 Ward: Grey: Even 252-252 Ward: Oxley: Odd 21-21	3 Acacia Close, ADELAIDE SA 5000 4/21 Acacia Close, ADELAIDE SA 5000 21 Acacia Close, ADELAIDE SA 5000 2/1002 Grand Junction Road, WINGFIELD SA 5044 3/1002 Grand Junction Road, WINGFIELD SA 5044 4/1002 Grand Junction Road, WINGFIELD SA 5044 5/1002 Grand Junction Road, WINGFIELD SA 5044 6/1002 Grand Junction Road, WINGFIELD SA 5044 1 4/21 Acacia Close, ADELAIDE SA 5000

MapInfo New Modify Close

Street Selection Form

Street

This field will display the street names matching the Search Profile entered.
 This field is display only and may not be maintained.

Suburb

This field will display the suburb names linked to each street matching the Search Profile entered.
 This field is display only and may not be maintained

Status

This field will display the Status of the displayed Street/Suburb record.

Street/Suburb Details

This panel shows specific details on the street record highlighted. Details such as the Street Key and the Numbering Sequence are included.

Address Details

This panel shows all the addresses that are attached to the street record highlighted.

Street Maintenance Form

This form allows the creation, maintenance and deletion of Street Records and the associated relationships to Property Suburbs.

Street Names may be created or alternatively selected from a list of available Street names from the Name and Address Application.

Street Names created using this function will also be available for use within the Name and Address application, but not available for modification.

Each Street record may optionally be associated with one or many Property Suburbs, Plans and Proposed Street Names.

Memos may also be created for a Street Record. Any property linked to the Street record will “inherit” the Street Memo. Refer to the Memo User Guide for information on how to attach and maintain memos.

Street Maintenance Form

Street

This field contains the Street description that is currently being maintained. This field is display only. Double-clicking on this field will take you to the Street Name Maintenance form.

Street Status

Select the appropriate Street Status from the drop-down list. Valid values are “Current”, “Proposed”, “Historic” and “Merged”. This field is mandatory. This field will default to “Current” when creating new Street records.

Note: Streets with an ‘Historic’ status cannot be linked to a new or existing current or proposed Property.

Date Named

This field contains the date on which the Street was named. No specific processing is performed on this field. This field is for Information only.

Street Key

This number is system generated and may not be maintained. It is a unique number assigned by Pathway to the street record. This number may be used as the link to GIS for Street records.

Street Class

Select the appropriate Street Class from the drop-down list. Street Class codes are established at the parameter level and are completely user definable. Street Class codes may be established to identify (for example) Highways, Main Roads, Council Roads etc. Only established Street Class codes are displayed.

Responsible Identity

This field reflects the name responsible for the Street, eg Council Name, Highways Authority. This field provides the link to the Name and Address module.

An identity may be selected from Name and Address by keying in the name (or part thereof, using wildcards) into the field and tabbing out. The Name will be validated and if a match is found the formatted name will be returned to the Street Maintenance Form. If no match is found then the user will be presented with the Name and Address system for further searching or to create a new name record.

An identity may also be selected by using the associated pop-up button.

If the “All Names” check box is not checked on then only those names selected as Street Responsible Identities may be selected. (See Street Responsible Identity Maintenance for further information).

This field is not mandatory.

Responsible Identity Pop Up Button

Pressing this button will display the Name and Address Search Profile form. Please refer to the Name and Address User guide on how to use this form.

Responsible Identity Detail Button

Pressing this button will display the Name Maintenance/enquiry form for the name currently linked to the Street Record. Please refer to the Name and Address User guide on how to use this form. This button is “dimmed” if there is not a name linked to the Street record.

All Names

If this check box is checked on:

When selecting a Responsible Identity from the Name and Address system all Names will be displayed and any Name may be linked as the Responsible Identity. This feature is provided for the selection of Identities where they are not normally regarded as Responsible Identities, such as the owner of a Private Road.

If this check box is checked off:

When selecting a Responsible Identity from the Name and Address system only Names that have been established in the Street Responsible Identities Maintenance function will be available for selection.

Comments

This field may contain an unlimited amount of free format text entry for the Street record.

Allow Application Link

This check box determines whether or not the street may be “linked to” by an external application. This field will default to ON for current streets and OFF for proposed streets.

If the check box is checked on:

The street may be used to link to from other applications such as Building and Planning for Street based applications.

If the check box is checked off:

The street will not appear in the Street Pop Up form when called from other applications.

Example:

Council may wish to record certain corridors within the street register such as Waterways, Railways etc. which should not be linked to via other applications. If the check box is not checked on then other applications (eg Lodging a planning application) will not be able to view (or select) the Street record.

Allow Addresses

This check box determines whether or not the street may be used to form a Property Address. This field will default to ON.

If the check box is checked on:

The street may be used for creating Property Addresses.

If the check box is checked off:

The street may not be used for creating Property Addresses.

Examples

Council may wish to record Corporation Lanes within the street register but may not wish them to be used to address properties. Setting the “Addresses Allowed” to OFF will prevent them being used.

Another example may be where the Infringements system is using the Property Streets register for the purpose of creating Parking Tickets. Car Parks and other special parking areas may be created in Property Streets and the Allow Addresses check box would be turned OFF to prevent them being used by Property Maintenance.

Suburb

This field displays all the Suburbs to which the Street is linked. This field is display only and may not be maintained. Double-clicking on this field will take you directly to Street/Suburb Maintenance.

Suburb Status

This field displays the Suburb Status This field is display only and may not be maintained. Double-clicking on this field will take you directly to Street/Suburb Maintenance.

Ward

Selecting the Ward Detail button will display the Street/Suburb Ward Maintenance form.

Street Name

This field displays all other Names (such as Proposed and Historic Names) associated with this street record. This field is display only and may not be maintained. Double Clicking on this field will take you directly to Street Name Maintenance.

Street Status Code

This field displays all Street Status' that have been assigned to the Street record. The Street Status codes are user definable and must be established in parameters. This field is display only and may not be changed. Double Clicking on this field will take you directly to Street Status Maintenance.

Plan

This field contains all plans to which the street record is attached. Plans must be established in Plan Parameters. This field is display only and may not be maintained. Double Clicking on this field will take you directly to Street Plan Maintenance.

Street Status Maintenance Form

This form will allow any number of street status' to be applied to a street. Street Status is user definable and is set up in Street Network Parameters.

This function will also allow the linking of the plan to the Street which determined the street status.

To add a new Street Status press the Insert Button (or Edit/Insert or F9)

To delete a Street Status select Edit/Delete (or F11).

This form is accessed in one of the following ways:-

- Selecting Status from the Options Drop Down on the Street Maintenance form.
- Selecting Status from the Options Button on the Street Maintenance form.
- By double clicking on any Status on the Street Maintenance form (within the Street Status area frame).

Street
Acacia Close

Suburb
ADELAIDE

State
SA

Status
Current

Post Code
(any)

Council Code
Stowe Test Council

Numbering
Ward - Sequence

Street/Suburb Details

- Numbering Sequence: Odd/Even -21 Or 252-252
- Ward: Grey: Even 252-252
- Ward: Oxley: Odd 21-21

Address Details

- 3 Acacia Close, ADELAIDE SA 5000
- 4/21 Acacia Close, ADELAIDE SA 5000
- 21 Acacia Close, ADELAIDE SA 5000
- 2/1002 Grand Junction Road, WINGFIELD SA 5044
- 3/1002 Grand Junction Road, WINGFIELD SA 5044
- 4/1002 Grand Junction Road, WINGFIELD SA 5044
- 5/1002 Grand Junction Road, WINGFIELD SA 5044
- 6/1002 Grand Junction Road, WINGFIELD SA 5044
- 1 4/21 Acacia Close, ADELAIDE SA 5000

Insert OK Cancel

Street Status Maintenance Form

Street

This field shows the street being maintained. This field is display only.

Street Status Code

Select a status from the drop-down menu. These are user-definable and are established through the Property System Parameters. This field is mandatory.

Date Effective

This field shows the Date Effective for the Street Status.

Date Lapsed

This field shows the Lapse Date for the Street Status.

Plan Type

Select a Plan Type from the drop-down menu. These are user user-definable and are established through the Property System Parameters.

Plan Number

Enter the plan number that determined the street status. The Plan must have been created via Plan Maintenance prior to selection. The plan number may entered directly into the field (if known) or a selection can be made from the Pop Up Form.

External Reference

Enter an External Reference code or number. Up to 50 alpha/numeric characters may be entered in this field.

Comments

Unlimited free format text describing general comments about the street status.

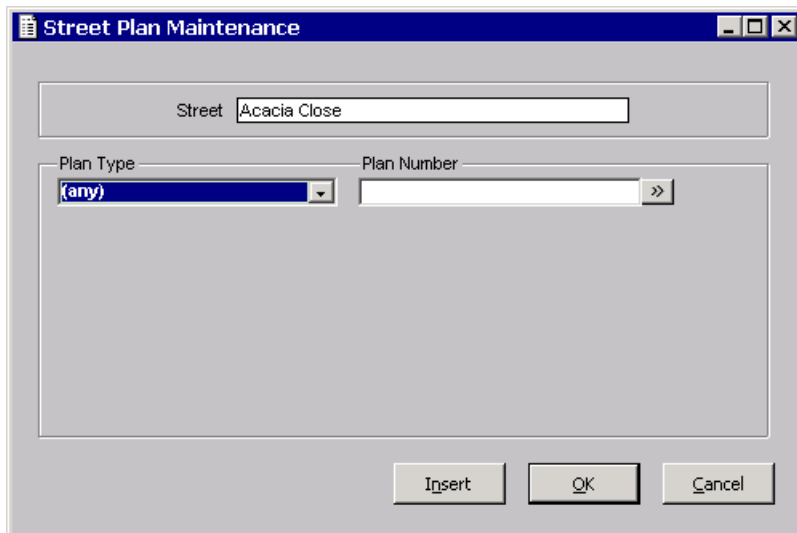
Street Plan Maintenance Form

This form provides the ability to link plans directly to a street record. This form lists all plans currently linked to the street.

Against each plan description a detail button is provided allowing the plan details to be accessed and/or maintained via Plan Maintenance.

This form is accessed in one of the following ways:-

- Selecting Plans from the Options Drop Down on the Street Maintenance form.
- Selecting Plans from the Options Button on the Street Maintenance form.
- By double clicking on any Plan on the Street Maintenance form (within the Plan area frame).



Street Plan Maintenance Form

Street

This field shows the name of the street to which the plan will be attached. This field is display only.

Plan Type

Make a selection for Plan Type from the drop-down menu. Plan Types are user-definable and are established using Menu: Plan Type Maintenance

Plan Number

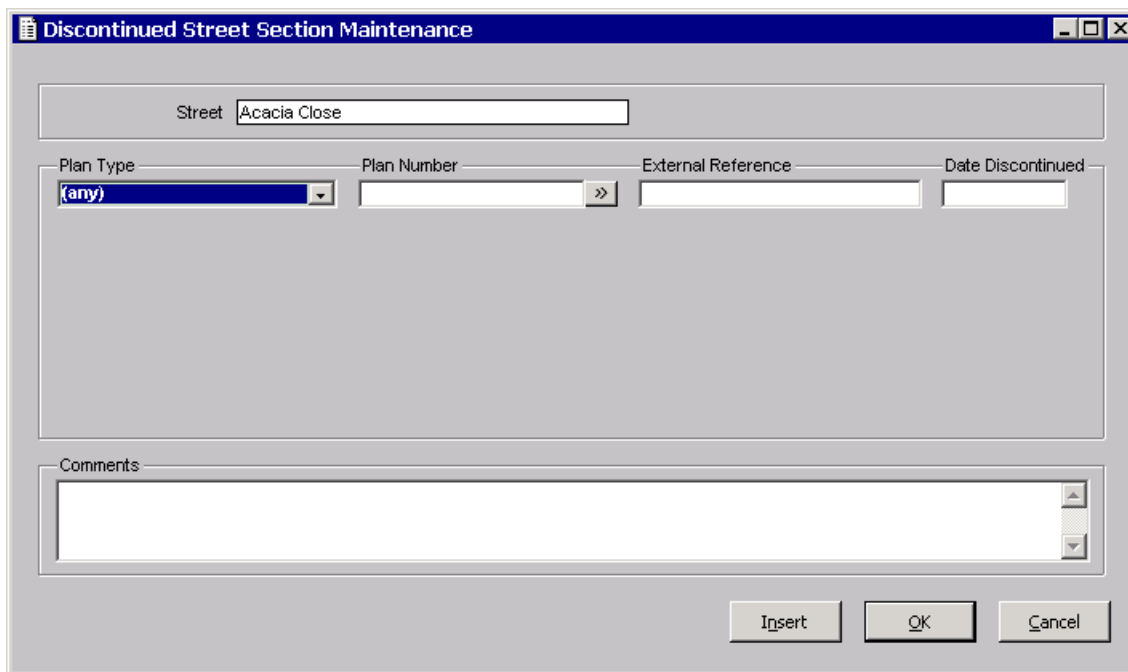
Enter a Plan Number (or part thereof) or make a selection from the pop-up form.

Discontinued Street Section Maintenance Form

This form allows an unlimited number of discontinued street sections to be recorded against the street record. The Plan which was involved must have been established via Plan Maintenance prior to entry on this form.

This form is accessed in one of the following ways:-

- Selecting Discontinued Section from the Options Drop Down on the Street Maintenance form.
- Selecting Discontinued Section from the Options Button on the Street Maintenance form.



Discontinued Street Section Maintenance Form

Street

This field shows the street name to which the discontinued section belongs. This field is display only.

Plan Type

Make a selection for Plan Type from the drop-down menu. Plan Types are user-definable and are established using Menu: Plan Type Maintenance

Plan Number

Enter a Plan Number (or part thereof) or make a selection from the pop-up form.

External Reference

Enter an External Reference code or number. Up to 50 alpha/numeric characters may be entered in this field.

Date Discontinued

Enter the Date that the section was discontinued.

Comments

This field is a free format field and comments may be entered describing why the street was discontinued.

Associated Streets Maintenance Form

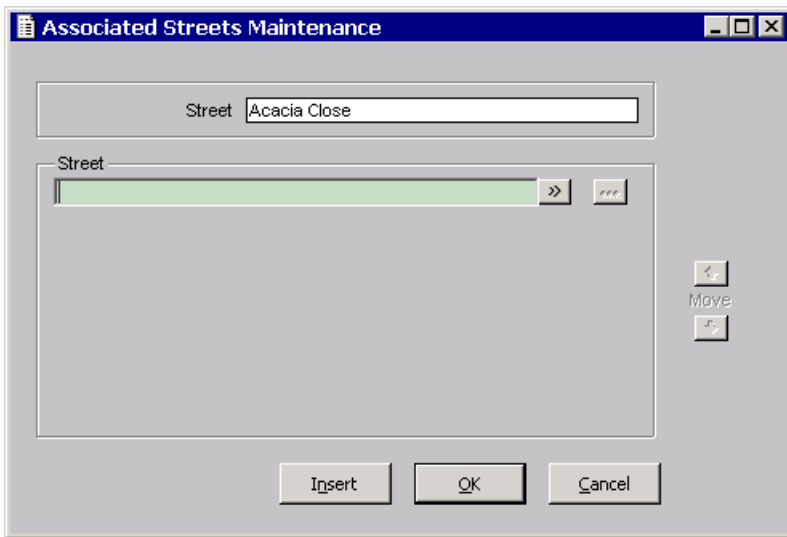
This function will allow other streets to be related to the current street. It will show the alternate street names for the current street or the primary street name for the current street.

In the case of a primary street for which alternate streets are displayed, new alternates may be selected from the Street Pop Up. Streets added as alternates will automatically have their Address Allowed check box turned OFF to prevent new addresses from being added against them.

A detail button will be listed against each street name so that the user can immediately access the Street Maintenance form for the associated/primary street.

This form is accessed in one of the following ways:-

- Selecting Associated Streets from the Options Drop Down on the Street Maintenance form.
- Selecting Associated Streets from the Options Button on the Street Maintenance form.



Associated Streets Maintenance Form

Street

This field shows the street to which the associated street belongs. This field is display only.

Street

Enter a street name in this field to associate with the street shown at the top of the form or make a selection from the pop-up form.

Note: A street cannot be associated with itself and if attempted, a message is shown to the user.

Street Detail Button

Clicking on this button will display the Street Maintenance Form for the newly associated street.

Move Up/Down Buttons

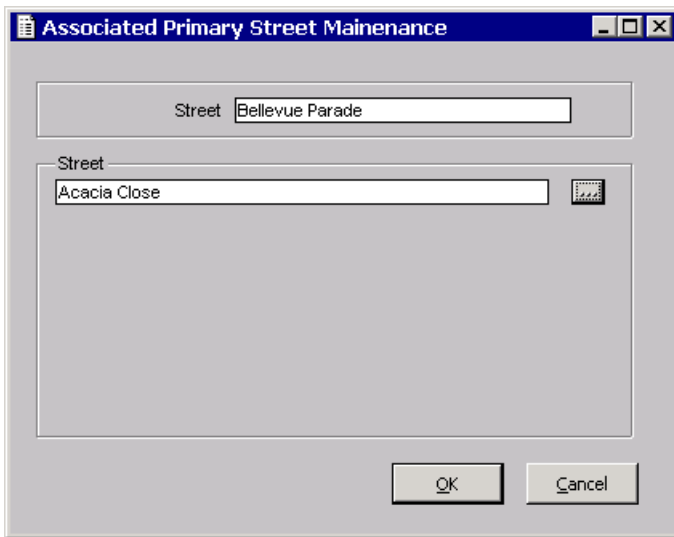
These buttons may be used to change the display sequence of the Associated Streets. They will only be available where more than one Associated Street record is available.

Associated Primary Street Form

When selecting the Associated Street Option this form is displayed if a street is linked (via Associated Street) that is the Primary Street to the current street record.

Example

Acacia Close was associated to Bellevue Parade (Bellevue Parade being the primary street). Therefore when Acacia Close is accessed, and the Associated Street option is selected, the Associated Primary Street Form will be displayed.



Associated Primary Street Maintenance Form

Street

This field shows the street name of the street being accessed. This field is display only.

Street

This field shows the primary street name for the street being accessed. This field is display only.

Detail Button

Clicking this button will display the Street Maintenance Form for the primary street for the street being accessed.

Street/Suburb Maintenance Form

This form allows the user to nominate the Suburb(s) through which a Street runs. A Street may run through one or many Suburbs. Press the Insert Button (or F9) to insert a new Suburb against the Street record. Select Edit/Delete (or F11) to remove a Suburb from the Street record.

This form may be accessed in one of the following ways:

- Selecting Suburb from the Options Drop Down on the Street Maintenance form.
- Selecting Suburb from the Options Button on the Street Maintenance form.
- By double clicking on any suburb name on the Street Maintenance form.

The Street/Suburb Maintenance form has been modified to set up a list of available councils based upon whether the user has the Authorities to the Street Maintenance option for the Council. This is the 'Street Creation via Street Maintenance' option if called from Street Maintenance OR the 'Street Creation via Property Maintenance' option if called from property Maintenance. Previously there was no restriction on which Council Code was selected for a new Street/Suburb.

Note: Default council is placed in this field if user has Authorities but will be blank otherwise.

Street/Suburb/Locality Maintenance

Street: Whistler Grove

Suburb/Locality: Flagstaff Hill >> State: SA Status: Current Post Code: 5159 Council Code: Geac City Council Plan: ... Ward: ... Sequence: ...

Move

Street/Suburb/Locality Details

Address Details

"Neil's Place 1", 1 Whistler Grove, Flagstaff Hill SA 5159
 1/1 Whistler Grove, Flagstaff Hill SA 5159
 2/1 Whistler Grove, Flagstaff Hill SA 5159
 3/1 Whistler Grove, Flagstaff Hill SA 5159
 4/1 Whistler Grove, Flagstaff Hill SA 5159
 5/1 Whistler Grove, Flagstaff Hill SA 5159
 6/1 Whistler Grove, Flagstaff Hill SA 5159
 7/1 Whistler Grove, Flagstaff Hill SA 5159
 8/1 Whistler Grove, Flagstaff Hill SA 5159

Insert OK Cancel

Street/Suburb Maintenance Form

Street

This field displays the Street for which you are performing suburb maintenance. This field is display only and may not be maintained.

Suburb

This field displays the Suburb which is attached (or to be attached) to the Street record. This is a pop up field.

If the Suburb name is known then you may enter the name directly into the field, it will be validated against the pop up list. If it does not match a valid suburb name then the pop up form will be presented.

The Pop Up form may be displayed by:-

- Pressing the Pop Up Button
- Double Clicking on the field
- Pressing F2

State

This field displays the State Code to which the Suburb is linked. This field is display only and may not be maintained.

Status

This field displays the Street/Suburb Status. This field is display only and may not be maintained.

Post Code

This field displays the Post Code to which the Suburb is linked. If multiple postcodes are available for the suburb "up/down" characters will display at the end of the field. This field is display only and may not be maintained.

Council Code

This field contains the council code associated with the property street/suburb. The council code will default to the Council area nominated as the Default Council Code on the Property System Parameter form.

During creation of property records only those Street records which match the Council Code for the property being created will be displayed.

This facility allows for a single street to cross multiple suburbs and multiple council areas.

Example

Main North Road	Enfield	City of Port Adelaide Enfield
Main North Road	Clearview	City of Port Adelaide Enfield
Main North Road	Clearview	City of Prospect
Main North Road	Prospect	City of Prospect

Plan

Select this option to link Plans at a Street/Suburb level. This option has been developed as part of the Authorised Confirm Asset Management Interface. But is freely available for use by all customers.

The screenshot shows a Windows-style dialog box titled "Street/Suburb Plan Maintenance". It contains the following fields and controls:

- Street:** A text box containing "Whistler Grove".
- Suburb/Locality:** A text box containing "Flagstaff Hill".
- Plan Type:** A dropdown menu with "Site Code" selected.
- Plan Number:** A text box containing "SITE CODE 1", followed by a right arrow button and a button with three dots.
- Buttons:** "Insert", "OK", and "Cancel" buttons at the bottom.

Plan Type

Use the Plan Type drop down to select the Plan Type required for the Street/Suburb combination.

Plan Number

Use the Plan Number popup, to select the Plan required for the Street/Suburb combination.

Plan Detail

Use the Plan Detail button to view all Street/Suburbs linked to the selected plan.

Ward

Selecting the Ward detail button will display the Street/Suburb Ward Maintenance form.

Numbering Sequence

Pressing this button will present the Street/Suburb House Number Range Maintenance form

Street/Suburb Details

This field displays the Street/Suburb Details. For example Numbering Sequence or Wards assigned. This field is display only and may not be maintained.

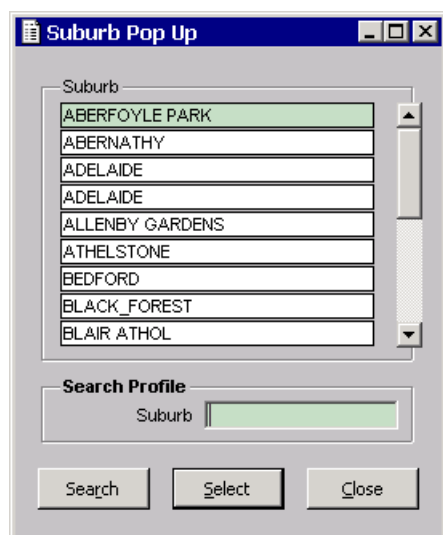
Address Details

This field displays the Address details associated with the Street. This field is display only and may not be maintained.

Move Up/Down Buttons

These buttons may be used to change the display sequence of the suburbs. The display may represent the suburbs in the order in which a street runs through them.

Suburb Pop Up Form



The 'Suburb Pop Up' form features a list box titled 'Suburb' containing the following entries: ABERFOYLE PARK, ABERNATHY, ADELAIDE, ADELAIDE, ALLENBY GARDENS, ATHELSTONE, BEDFORD, BLACK_FOREST, and BLAIR ATHOL. Below the list is a 'Search Profile' section with a text input field labeled 'Suburb'. At the bottom are three buttons: 'Search', 'Select', and 'Close'.

Suburb Pop-Up Form

Suburb

These fields show the Suburb Names that are available in the system. These fields are display only.

Search Profile – Suburb

Enter a suburb name (or part thereof) on which to base a search. Wildcards may also be used.

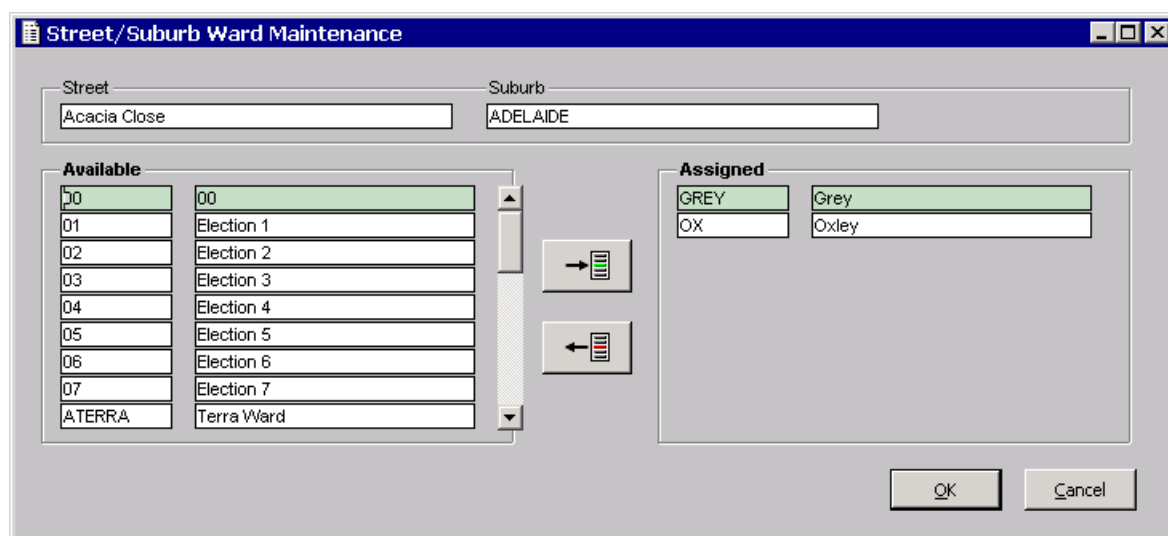
Street/Suburb Ward Maintenance Form

This form allows for the allocation of one or many Wards through which the Street passes. The Wards are established in Ward Maintenance.

Available Wards are displayed on the left hand side of the form. Use the Select and Remove Buttons to assign the appropriate Ward to the Street. The assigned wards will be used as defaults when assigning wards to a property.

This form is accessed in one of the following ways:-

- Selecting Ward from the Options Drop Down on the Street Maintenance form.
- Selecting Ward from the Options Button on the Street Maintenance form.



The 'Street/Suburb Ward Maintenance' form has two main input fields at the top: 'Street' (containing 'Acacia Close') and 'Suburb' (containing 'ADELAIDE'). Below these are two list boxes. The 'Available' list box contains two columns: the first with codes (00, 01, 02, 03, 04, 05, 06, 07, ATERRA) and the second with names (00, Election 1, Election 2, Election 3, Election 4, Election 5, Election 6, Election 7, Terra Ward). Between the list boxes are 'Add' and 'Remove' buttons. The 'Assigned' list box contains two columns: the first with codes (GREY, OX) and the second with names (Grey, Oxley). At the bottom right are 'OK' and 'Cancel' buttons.

Street/Suburb Ward Maintenance Form

Street

This field displays the Street Name to which the Assigned Wards are linked. This field is display only and may not be maintained.

Suburb

This field displays the Suburb linked to the Street to which the Assigned Wards are linked. This field is display only and may not be maintained.

Available Wards

This column displays all available Wards that may be assigned.

Assigned Wards

This column displays all Wards that have been assigned to the Street record.

Select/Remove Buttons

Use the Select Button to assign a ward to the right hand column and thus associate it with the Street record. Use the Remove Button to de-assign a ward from the Street record.

Street/Suburb House Number Range Maintenance Form

This form enables validation ranges for house numbers to be nominated for Street/Suburbs. These ranges are then used in conjunction with the Street Number Validation Parameter to provide a Warning or Error Message (depending on the setting) when adding new properties.

The screenshot shows a Windows-style dialog box titled "Street/Suburb House Number Range Maintenance". At the top, there are two text boxes: "Street" containing "Acacia Close" and "Suburb" containing "ADELAIDE". Below these is a section titled "Street/Suburb House Number Range". Inside this section, there is a "Numbering Sequence" dropdown menu currently set to "Odd/Even Number Range". Below the dropdown are two input fields: "Odd Number House Range" with the value "21" and "Even Number House Range" with the value "252". At the bottom of the dialog is a "Ward Details" section. It contains a table with two rows: "Grey" with "Even 252-252" and "Oxley" with "Odd 21-21". To the right of each row is a button with three dots "...". At the very bottom of the dialog are "OK" and "Cancel" buttons.

Street/Suburb House Number Range Maintenance Form

Street

This field shows the street for which a house number range is to be entered. This field is display only.

Suburb

This field shows the suburb connected to the street for which a house number range is to be entered. This field is display only.

Numbering Sequence

Select a numbering sequence from the drop-down menu. There are 5 choices:

- None
- Contiguous Number Range
- Odd Number Range
- Even Number Range
- Odd/Even Number Range

The default for this option is None.

House Range

These fields are for entering the minimum and maximum house numbers for the street.

If Contiguous Numbering sequence is selected, 2 fields will be displayed with the label of 'House Range'.

If Odd Numbering sequence is selected, 2 fields will be displayed with the label of 'Odd Number House Range'.

If Even Numbering sequence is selected, 2 fields will be displayed with the label of 'Even Number House Range'.

If Odd/Even Numbering sequence is selected, then 4 fields will be displayed, with the labels of 'Odd Number House Range' and 'Even Number House Range'.

Ward Details

This field shows a Ward attached to the street/suburb. If the street/suburb is attached to more than one ward, then each ward will be displayed on a separate line. This field is display only

Numbering Sequence

This field shows the numbering sequence attached to the Ward for the Street/Suburb. The numbering sequence for the Ward is established by clicking on the detail button. This field is display only.

Numbering Sequence Detail Button

Click on this button to display the Street/Suburb/Ward House Number Range Maintenance Form.

Street/Suburb/Ward House Number Range Maintenance Form

This form is displayed when selecting the Detail Button on the Street/Suburb House Number Range Maintenance form. Where two or more wards are linked to a Property Street/Suburb a different numbering sequence may be selected for each linked ward.

For example

Greenhill Road

Suburb Glenside linked with house Number range of Even Only 300 – 360 – Ward 2

Suburb Glenside linked with House Number range of Even Only 362 – 398 – Ward3

Geac Way

Suburb Eastwood linked with House Number range of Contiguous 100 - 199 – Ward 1

Suburb Eastwood linked with House Number range of Contiguous 200 – 299 – Ward 2

Fullarton Road

Suburb Eastwood linked with House Number range of Even Only 400 – 598 – Ward 3

Suburb Eastwood linked with House Number range of odd Only 410 - 599 - Ward 4

Street/Suburb/Ward House Number Range Maintenance

Street: Suburb:

Street/Suburb House Number Range

Numbering Sequence:

Odd Number House Range:

Even Number House Range:

Ward Details

Ward:

Numbering Sequence:

Even Number House Range:

Street/Suburb/Ward House Number Range Maintenance Form

Street

This field shows the street for which a house number range is to be entered. This field is display only.

Suburb

This field shows the suburb connected to the street for which a house number range is to be entered. This field is display only.

Numbering Sequence

This field shows the Numbering Sequence as set on the Street/Suburb House Number Range Maintenance Form. This field is display only.

House Range

These fields show the minimum (lowest) and maximum (highest) house numbers for the street. These fields are display only.

Ward

This field shows the Ward attached to the Street/Suburb. This field is display only.

Numbering Sequence

Select a numbering sequence from the drop-down menu. There are 5 choices:

- None
- Contiguous Number Range
- Odd Number Range
- Even Number Range
- Odd/Even Number Range

The default for this option is None.

House Range

These fields are for entering the minimum and maximum house numbers for the Ward attached to the Street/Suburb.

If Contiguous Numbering sequence is selected, 2 fields will be displayed with the label of 'House Range'.

If Odd Numbering sequence is selected, 2 fields will be displayed with the label of 'Odd Number House Range'.

If Even Numbering sequence is selected, 2 fields will be displayed with the label of 'Even Number House Range'.

If Odd/Even Numbering sequence is selected, then 4 fields will be displayed, with the labels of 'Odd Number House Range' and 'Even Number House Range'.

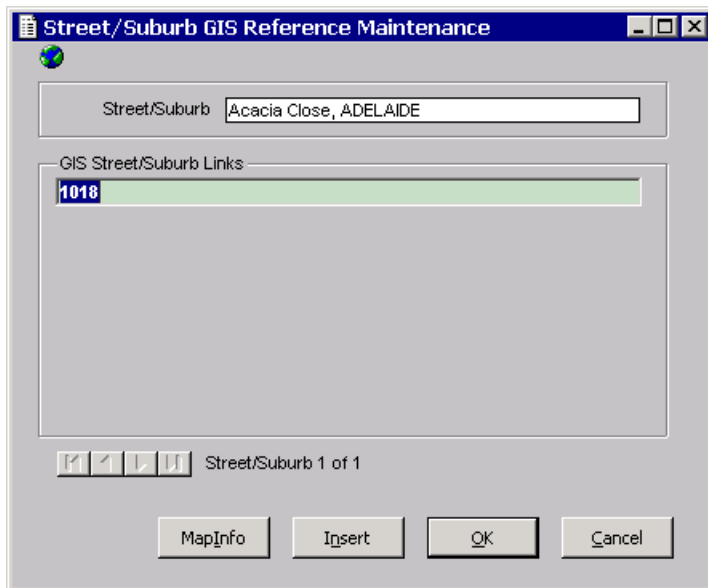
Property Street GIS Reference Maintenance Form

This form allows the allocation of one or many references which is used by the GIS system to link to the street. For example a GIS Reference could be any value that uniquely identifies the street polygon within the GIS system, this could be a polygon id, unique street name etc.

When a street is first created the GIS Reference should be allocated (after creating the street on the GIS if it does not already exist).

This form is accessed in one of the following ways:-

- Selecting GIS References from the Options Drop Down on the Street Maintenance form.
- Selecting GIS References from the Options Button on the Street Maintenance form.



Property Street GIS Reference Maintenance Form

Street Name

This field displays the street name which is to be linked to the GIS. This field is display only and may not be maintained.

GIS Street Links

Enter the GIS Reference in this field. A GIS Reference could be any value that uniquely identifies the street polygon within the GIS system. This could be a polygon id, unique street name etc.

Suburb Amalgamation

This process is used to merge suburb records which have been created as separate records rather than one suburb related to multiple streets. The following examples can be achieved using this functionality

- Amalgamation of Street/Suburb records, where two or more Suburbs are being merged.
- Modify an existing Street/Suburb to reflect the same Street but a new Suburb.
- Modify an existing Street/Suburb/Postcode to reflect the same Street/Suburb but a different Postcode

Suburb Amalgamation Form

This function will enable amalgamations of Suburbs of the same name, or actual amalgamations of two different Suburbs to occur. In this option, the operator is required to select the 'merge to' Suburb and the 'merged' Suburb.

Selecting the OK button will then perform the following:

- All Streets linked to the selected 'merged' Suburb will be re-linked to the 'merge to' Suburb.
- Locate all Property Addresses using the 'merged' Suburb and re-link to the 'merge to' Suburb.
- Rebuild the Formatted Property Addresses for the processed Properties.
- Change the Status of the suburb to 'Merged'
- Change the status of the Street/Suburb to 'Merged'

Suburb Amalgamation Form

Merge to Suburb

This field shows the suburb record that is to be retained after the amalgamation process.

Merge to Suburb Detail Button

Clicking on this button will display the Streets for a Suburb Pop-Up Form for the suburb record selected to be retained after the amalgamation process.

Available Components

These fields show all suburb records currently in the Pathway System.

Available Components Detail Button

Click on this button to display the Streets for a Suburb Pop-Up Form.

Merge Select Button

By clicking this button the highlighted suburb record in the Available Components area will be moved to the top of the form. This suburb record becomes the 'retained' suburb in the amalgamation process.

Select Button

By clicking this button the highlighted suburb record in the Available Components area will be moved to the right hand side of the form.

Remove Button

By clicking this button the highlighted suburb record in the Selected for Merge area will be returned to the Available Components side. This suburb therefore will not form part of the amalgamation process.

Selected for Merge

This suburb has been chosen to become the 'merged' suburb in the amalgamation process.

Selected for Merge Detail Button

Click on this button to display the Streets for a Suburb Pop-Up Form

Search Profile – Suburb

Enter a suburb name (or part thereof) on which to base a search of the displayed records.

Search Button

Click this button to commence the search

Amalgamate Button

Click on this button to commence the amalgamation of the selected suburbs.

Suburb Maintenance

This function allows the establishment of Suburb descriptions (and the associated state and postcodes) for all suburbs required for the Property Administration application.

Suburbs may be created or alternatively selected from a list of available suburb names from the Name and Address Application.

Suburbs created using this function will also be available for use within the Name and Address application (i.e. when creating mailing address records).

A single suburb may be linked to one or many postcodes.

Suburbs Maintenance Form

This function allows the creation, maintenance and deletion of Property Suburb records. To create a new Suburb, click on the Insert button.

Suburb	State	Status	Post Code
ABERFOYLE PARK	SA	Current	5159
ABERNATHY	SA	Current	5160
ADELAIDE	SA	Current	5000
ADELAIDE	SA	Current	5001
ALLENBY GARDENS	SA	Current	5016
ATHELSTONE	SA	Current	5013
BEDFORD	SA	Current	5127
BLACK_FOREST	SA	Current	5035
BLAIR ATHOL	NSW	Current	5000

Insert OK Cancel

Suburbs Maintenance Form

Suburb

The label "Suburb" is user definable, however in most instances the name Suburb is appropriate. This name is established in the Name and Address application as Component Line 2. For more information on component lines please refer to the Name and Address User Guide.

There are two options for creating Property Suburbs, one is to create a new suburb or alternatively choose an existing suburb record from the Name and Address application.

Option 1 - Creating a new Property Suburb.

In the Suburb field type the name of the new Property Suburb

Option 2 - Selecting an existing Suburb from the Name and Address Application.

Select the Name and Address detail button to select a suburb from the Name and Address system. The Suburb Pop Up form will be displayed with all Suburbs available for selection. The relationships of all listed Name and Address Suburbs will be displayed to assist in the selection process.

State

The label "State" is user definable. The label is established in the Name and Address application as Component Line 3. For more information on component lines please refer to the Name and Address User Guide.

Enter the required state or select using the pop up button.

Status

This field displays the Status of the Suburb. This field is display only and cannot be maintained.

Where only one Suburb is linked to the 'Merged' Street, then the Status of both the Street and the Street/Suburb records will be set to "M" (Merged).

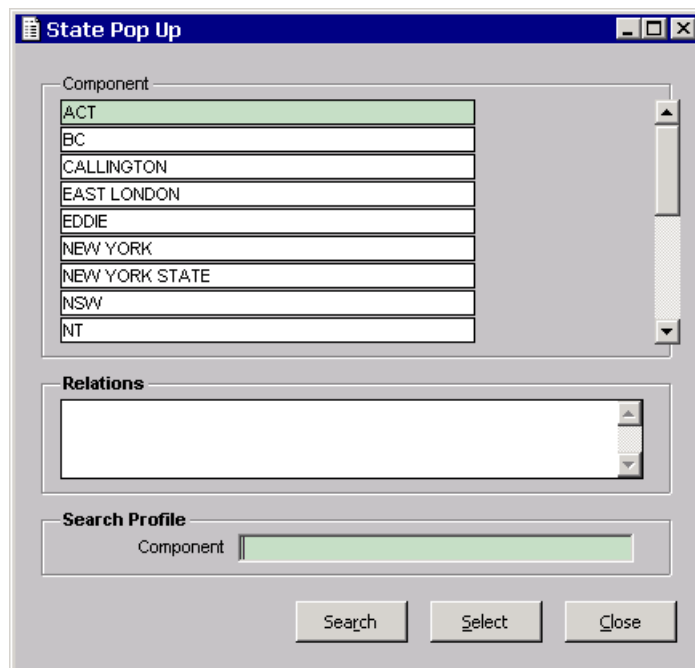
Where more than one Suburb is linked to a Street and all Street/Suburb links were chose as 'Merged' Street/Suburb, then the Status of both the Street and all Street/Suburb records will be set to 'M' (Merged).

Where more than one Suburb is linked to a Street and only one or some of the Street/Suburb links were chosen as 'Merged' Street/Suburb, then the Status of the relevant Street/Suburb records are to be updated to 'M' (Merged). The Street Status will remain as 'C' (Current).

Post Code

The label "Postcode" is user definable. The label is established in the Name and Address application as Component Line 4. For more information on component lines please refer to the Name and Address User Guide.

Enter the required post code or select using the pop up button.

State Pop-Up Form

State Pop-Up Form

Component

These fields show all records in the system for States. These records are display only.

Relations

The Relations box shows other links for the particular Component selected. For example if you had streets selected, then any suburbs that are linked to that particular address will be displayed.

Component

Enter a State Name (or part thereof) on which to base a search of the displayed records.

Postcodes for Suburbs Maintenance Form

This form is presented when the postcode detail button is pressed on the Suburb Maintenance Form.

This form will allow you to select all relevant postcodes for the suburb record being maintained. The suburb being maintained is displayed at the top of the form.

Required postcodes for the suburbs are selected by moving the postcode from the "Available" column to the "Assigned" column using the "Select/Remove" buttons.

Postcodes for Suburbs Maintenance Form

Suburb

This field displays the current suburb being maintained. All postcodes selected will be linked to this suburb. This field is display only and may not be maintained.

Available Fields

This field/list displays all postcodes that are available for selection. If the postcode you require does not exist then it must be created through Name and Address Component Maintenance. To select a postcode click on the postcode you require and press the select button.

Select Button

Pressing this button will select the postcode required from the "Available" list and move it into the "Assigned" list.

Assigned Fields

This field/list displays all postcodes that have been selected to be linked to the suburb record being maintained.

Remove Button

Pressing this button will de-select the postcode from the "Assigned" list and move it back into the "Available" fields list.

Plan Maintenance

The following topics are covered in this section:

[Plan Maintenance](#)

Plan Maintenance

This function enables Plan details to be added, changed and deleted.

Plans may be linked to:

- Property
- Parcel
- Divisions
- Crown Tenure
- Streets: Streets
 - Street Status
 - Discontinued Streets

Plan Search Profile Form

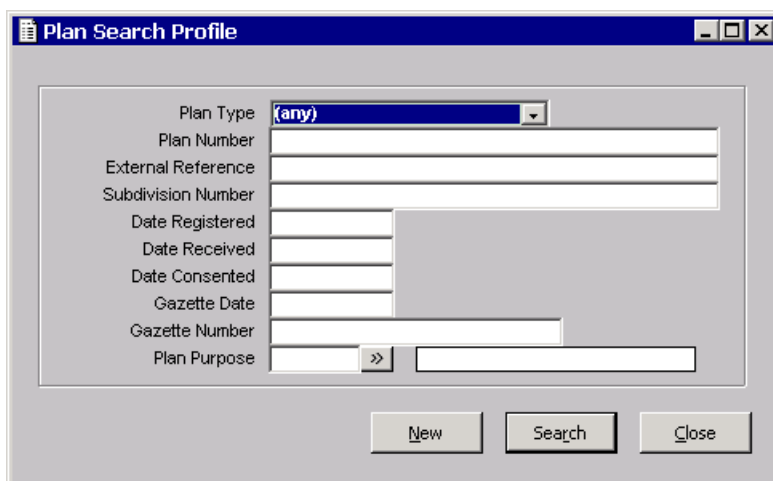
The Plan Search Profile Form is the first form presented on entry to the Plan Maintenance function.

From this form you may either:

- Execute a search on existing records
- Create New Plan records by pressing the New Button.

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 Plan Maintenance Form, otherwise the Plan 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.



Plan Search Profile Form

Plan Type

This field enables the search to be restricted to a specific Plan Type eg Only File Plans. The system default is (any).

Plan Number

Enter a Plan Number (if known) or part thereof, on which to base your search.

External Reference

Enter an External Reference (if known) or part thereof, on which to base your search

Subdivision Number

Enter a Subdivision Number (if known) or part thereof, on which to base your search.

Date Registered

Enter a Registered Date on which to base your search.

Date Received

Enter a Received Date on which to base your search.

Date Consented

Enter a Consented Date on which to base your search.

Gazette Date

Enter a Gazetted Date on which to base your search.

Gazette Number

Enter a Gazette Number (if known) or part thereof on which to base your search.

Plan Purpose

Enter a Plan Purpose (or part thereof) or make a selection from the pop-up form, on which to base your search.

Plan Purpose Description

This field shows the description of the plan purpose. This field is display only.

Plan Type Purpose Pop Up Form

This form lists all available Plan Type Purposes from which to make a selection.

This form is a standard Pop Up form. Please refer to the How to Use User Guide for more information on Pop Up forms.

Code	Description
CONS	Conservations and Public Recreation
CULT	Cultural, Recreational and Education
CONPL	Development Contribution Plan
HIST	For Conservations of an Area of His
ARTS	For South Australian Arts Centre
MUN	Municipal Purposes
PARK	Park Purposes
PRIV	Private submissions
GARD	Public Gardens

Search Profile

Code

Description

Plan Type Purpose Pop-Up Form

Code

This field shows the Plan Type Code. This field is display only.

Description

This field shows the description of the Plan Type. This field is display only.

Search Profile – Code

Enter a code (or part thereof) on which to base a search on the displayed Plan Type Codes.

Search Profile – Description

Enter a description (or part thereof) on which to base a search of the displayed Plan Type Descriptions.

Plan Selection Form

This form will list all Plans that match the Search Profile entered. This form will not be presented if only a single match is made from the Search Profile.

From this form you may either:

- Create a new Plan by pressing the New Button.
- Press Modify to maintain a specific record.

Description	Plan Number
Village Plan	128954
Village Plan	156132
Village Plan	45455557
Village Plan	66
Village Plan	987654
Deposited Plan	2
Deposited Plan	1
Deposited Plan	100001
Deposited Plan	1001

Plan Selection Form

Description

This field contains the description of the Plan Type.

Plan Number

This field contains the Plan Number.

Plan Maintenance Form

This form allows specific details of a Plan to be entered into the system.

Plans may be linked to:

- Property
- Parcel
- Divisions
- Crown Tenure
- Streets: Streets
 - Street Status
 - Discontinued Streets

Plan type and Plan Number would typically be the minimum data entered.

Plan Maintenance

Plan Type: **Deposited Plan**

Plan Number: **1011334**

External Reference: **TEST**

Subdivision Number: **77/88**

Gazette Number: **1234**

Responsible Identity:

Application:

Comments:

Date Received: **30-Jan-2004**

Date Consented: **30-Mar-2004**

Date Registered: **15-Apr-2004**

Date Amended: **01-May-2004**

Gazette Date: **01-Jun-2004**

☐ All Names

Conditions

Plan Purpose

Links

Parcel	Link	Status
Parcel	Lot 1 DP 1011334 of 1000m ²	Current
Parcel	Lot 2 DP 1011334	Current
Parcel	Lot 3 DP 1011334	Historic

Purpose **Conditions** **OK** **Cancel**

Plan Maintenance Form

Plan Type

Select a Plan Type from the drop-down menu. This field is mandatory.

Plan Number

Enter a Plan Number for the Plan Type. This field is mandatory.

External Reference

Enter an External Description if required. Up to 50 alpha/numeric characters may be used.

Subdivision Number

Enter a subdivision number (if known) and/or required.

Gazette Number

Enter the Gazette Number under which this plan was Gazetted.

Responsible Identity

This field reflects the name responsible for the Plan, eg. Council Name, Highways Authority. This field provides the link to the Name and Address module.

An identity may be selected from Name and Address by keying in the name (or part thereof, using wildcards) into the field and tabbing out. The Name will be validated and if a match is found the formatted name will be returned to the Plan Maintenance Form. If no match is found then the user will be presented with the Name and Address system for further searching or to create a new name record.

An identity may also be selected by using the associated pop-up button.

If the "All Names" check box is not checked on then only those names selected as Plan Responsible Identities may be selected. (See Plan Responsible Identity Maintenance for further information).

Pressing the Detail button will display the Name Maintenance/enquiry form for the name currently linked to the Plan Record. Please refer to the Name and Address User guide on how to use this form.

This button is “dimmed” if there is not a name linked to the Plan record.

All Names Checkbox**If this check box is checked on:**

When selecting a Responsible Identity from the Name and Address system all Names will be displayed and any Name may be linked as the Responsible Identity.

If this check box is checked off:

When selecting a Responsible Identity from the Name and Address system only Names that have been established in the Plan Responsible Identities Maintenance function will be available for selection.

Application

This field allows the user to select the application which approved/requested the plan. Selecting the associated pop-up button will allow the user to select an application via the Application Search Profile. The formatted description of the application (including the application number) will then be displayed.

This field will only be available if the Application Module is installed.

Selecting the detail button will invoke the Application Summary form for the linked application. This button is only available if an application is linked, otherwise the button will be “dimmed”.

Comments

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

Date Received

Enter the Date the Plan was Received by Council.

Date Consented

Enter a Date for Consent. This date must be greater than or equal to the date received (if supplied).

Date Registered

Enter a Date of Registration if supplied by the Land Titles Office. This date must be greater than or equal to the date received and date consented (if supplied).

Date Amended

Enter the Date the Plan was Amended (if applicable).

Gazetted Date

Enter the Date the Plan was Gazetted.

Conditions

This field shows all current conditions added to the Plan. These are display only.

Plan Purpose

This field shows all the Plan Purposes added to the Plan. These are display only.

Links

This area displays information regarding each type of link eg. Plan/Property, Plan/Parcel, Street Link etc. and the associated record to which it is attached.

Pressing the detail button associated with the link will allow the operator to jump to the relevant maintenance form. eg. If the plan is linked to a Parcel then the Parcel Maintenance form will be displayed with the appropriate parcel record.

Links Detail Button

Click on this button to display the Parcel Maintenance Form for the

Status

This field displays the Status of the Plan link.

Purpose Button

Click on this button to display the Plan Purpose Maintenance Form.

Conditions Button

Click on this button to display the Plan Conditions Maintenance Form.

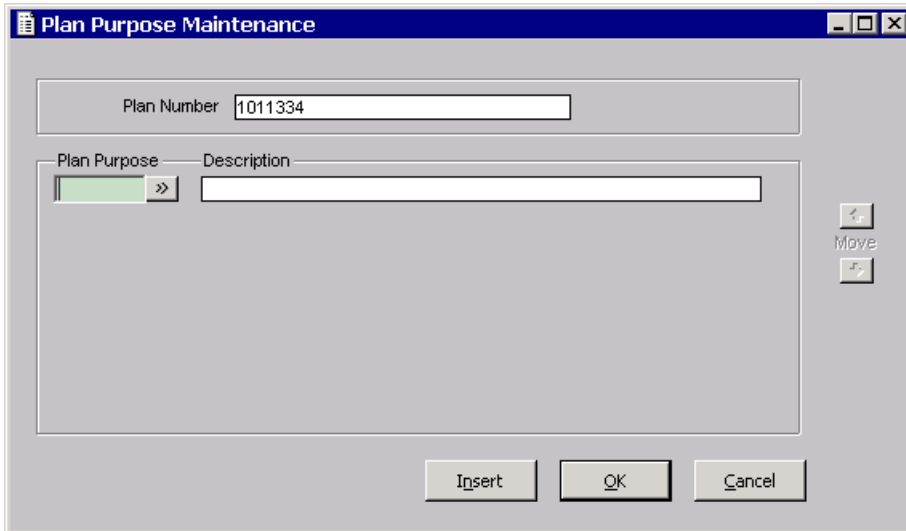
Plan Purpose Maintenance Form

This form allows the user to add or delete Plan Purposes to the Plan record currently being maintained.

Access to this form is via the Purpose Button on the Plan Maintenance Form.

To add a new Purpose code to the Plan then press the Insert Button.

To delete an existing Purpose code from the Plan then select Edit/Delete or press F11.



Plan Purpose Maintenance Form

Plan Number

This field shows the plan number, which is being maintained.

Plan Purpose

Enter a Plan Purpose (or part thereof) or make a selection from the pop-up form

Description

This field shows the full description of the Plan Purpose. This field is display only.

Move Up/Down Arrows

These buttons may be used to change the display sequence of the Purpose codes.

Crown Tenure Maintenance

The following topics are covered in this section:

[Crown Tenure Maintenance](#)

Crown Tenure Maintenance

Crown Tenure information may be created, deleted and maintained using this function.

Access to this function is by selecting Crown Tenure Maintenance from the menu.

Properties may be added to the Crown Tenure record via this function or alternatively from the Crown Tenure Option in Property Maintenance.

A Crown Tenure may also be linked to a Plan record.

Crown Tenure Search Profile

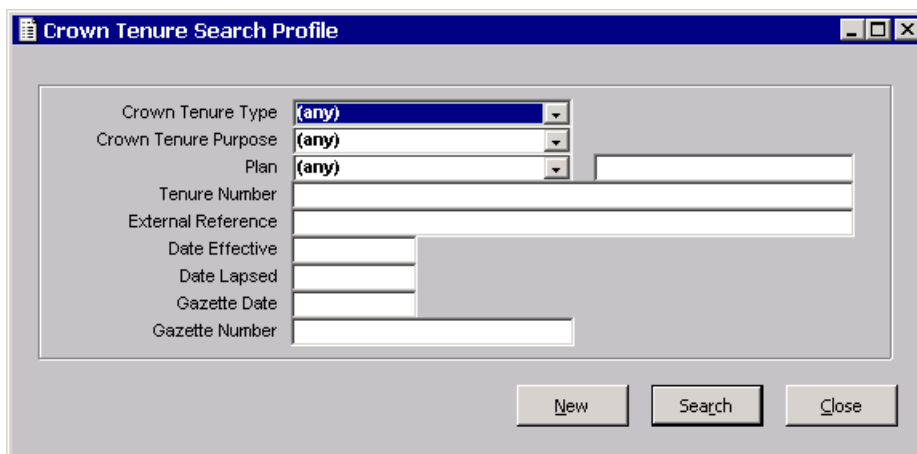
The Crown Tenure Search Profile is the first form presented on entry to the Crown Tenure Maintenance function.

From this form you may either:

- Execute a search on existing records
- Create new Crown Tenure records by pressing the New Button.

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 Crown Tenure Maintenance Form, otherwise the Crown Tenure 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.



Crown Tenure Search Profile Form

Crown Tenure Type

This field enables the search to be restricted to a specific Crown Tenure Type eg. Only Temporary Reserve, Crown Lease.

If all Crown Tenure Types are required then choose (any) from the drop down list.

Crown Tenure Purpose

This field enables the search to be restricted to a specific Crown Tenure Purpose eg. Only Public Recreation.

If all Crown Tenure Purpose Types are required then choose (any) from the drop down list.

Plan Type and Number

This field enables the search to be restricted to a specific Plan type and number (if known) which is linked to the Crown Tenure record.

If all Plan Types are required (or not to be considered in the Search) then choose (any) from the drop down list.

Tenure Number

Enter a Tenure Number (if known) or part thereof, or leave blank.

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

External Reference

Enter an External Reference (if known) or part thereof, or leave blank. (An External Reference may be a Records Management Number from an external system.)

Date Effective

Enter a date the Crown Tenure became effective (if known) or leave blank.

Date Lapsed

Enter a date the Crown Tenure lapsed (if known) or leave blank.

Gazette Date

Enter a date the Crown Tenure was gazetted (if known) or leave blank.

Gazette Number

Enter the number under which the Crown Tenure was Gazetted (if known) or leave blank.

Property Selection Form

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

Crown Tenure Type	Crown Tenure Purpose	Tenure Number	Property Details
Miscellaneous Lease	Conservation and Public Recreation	2837	1TT Lancelotite Streete, MOANAES SA 5169
Industrial/Commercial Licence	Cultural, Recreational and Education	666	508 Barlow Boulevard, EASTWOOD SA 5063
Miscellaneous Lease	Cultural, Recreational and Education	777	14 David Streete, HAYDONVILLE SA 5888
Miscellaneous Lease	Public Gardens	83736B/78	996 52nd Streete, EASTWOOD SA 5063
Section 134 Commercial Lease	For Victorian Arts Centre	546245	Tennis Place, 1 Tennis Court, EASTWOOD SA 5063
Miscellaneous Lease	Public Gardens	123	52 52nd Streete, EASTWOOD SA 5063
Industrial/Commercial Licence	Conservation and Public Recreation	555	4 Tennis Court, EASTWOOD SA 5063
Miscellaneous Lease	Conservation and Public Recreation	444	1, 260 Cherrywood Drive, EASTWOOD SA 5063
Miscellaneous Lease	Public Gardens	77777	14 David Streete, HAYDONVILLE SA 5888

Crown Tenure Summary	Property Summary
Tenure Number : 2837 Crown Tenure Type : Miscellaneous Lease Crown Tenure Purpose : Conservation and Public Recreation Plan Type : Allotment Crown Plan Number : 3 Date Effective : 04-Nov-1999	1TT Lancelotite Streete, MOANAES SA 5169 (Base, Land) Type: Standard Property Type Desc Piece 12D Man 12 Sect LC01, LC09 of 10m², 2A DP 9 Sect 40, 41 Crwn LANCE1-2 of 45m², Reserve 678 Alternately known as: 38 Also known as: Piece 12D SecLC01, LC09 Lancelotite Streete, MOANAES SA 5169

Property Selection Form

Crown Tenure Type

This field displays the Crown Tenure Type. This field is not maintainable.

Crown Tenure Purpose

This field displays the purpose of the Crown Tenure. This field is not maintainable.

Tenure Number

This field displays the Tenure Number of the Crown Tenure. This field is not maintainable.

Property Details

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

Crown Tenure Summary

This Summary Panel displays Crown Tenure 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.

Crown Tenure Selection Form

This form will list all Crown Tenure records that match the Search Profile entered. This form will not be presented if only a single match is made from the Search Profile.

From this form you may either:

- Create a new Crown Tenure record by pressing the New Button
- Press Modify to maintain a specific Crown Tenure record.

Crown Tenure Type	Crown Tenure Purpose	Tenure Number
Permanent Reservation	Conservation and Public Recreation	321
Industrial/Commercial Licence	For South Australian Arts Centre	1
Miscellaneous (General) Licence	Conservation and Public Recreation	11

New Modify Close

Crown Tenure Selection Form

Crown Tenure Type

This field shows the full description of the Crown Tenure Type. This field is display only.

Crown Tenure Purpose

This field shows the full description of the Crown Tenure Purpose. This field is display only.

Tenure Number

This field shows the Crown Tenure Number. This field is display only.

Crown Tenure Maintenance

This form allows specific details of a Crown Tenure to be entered into the system. Crown Tenure records may be linked to a Plan, one or many Properties or one or many Responsibilities.

Type, Purpose and Tenure Number are the minimum requirements for this record.

Crown Tenure Maintenance Form

Crown Tenure Type

Select the appropriate Crown Tenure Type from the drop down list. This field is mandatory.

Crown Tenure Purpose

Select the appropriate Crown Tenure Purpose from the drop down list. This field is mandatory.

Plan

Select a Plan Type from the drop down list.

If no Plan Type is required then select (none).

If a Plan type is entered then a Plan Number must be selected.

If a Plan Type is entered and no Plan Number is selected you will be presented with the Plan Search Profile form.

Plan Number

If a Plan is to be linked to this Crown Tenure record then enter a valid Plan Number in this field or alternatively press the Pop Up Button associated with the field.

If the Pop Up Button is pressed or an invalid Plan Number is entered then you will be presented with the Plan Search Profile form.

When the appropriate Plan record is found then press the Select Button. You will be returned to this form and the Plan Type and Plan Number fields will be populated.

Refer to the Plans Section in this User Guide for more information on Plans.

Tenure Number

Enter the Crown Tenure Number to be assigned to this record. This field is mandatory.

External Reference

Enter an External Reference (if required). The external reference may contain information such as a Records Management System record number.

Gazette Date

Enter the date the Crown Tenure was gazetted.

Gazette Number

Enter the Gazette Number (if known) under which this Crown Tenure was gazetted.

Date Effective

Enter the date on which the Crown Tenure became effective.

Date Lapsed

Enter the date on which the Crown Tenure lapsed.

Comments

This field contains an unlimited amount of free format text about the Crown Tenure record.

Property

This field displays the property address of all properties linked to the Crown Tenure record.
This field is display only and may not be maintained.

To delete a property from the Crown Tenure record you may either:

- Click on the property and select Edit/Delete (F11)
- Go to the Properties on Tenure Maintenance form and select Edit/Delete (F11)

To add a property to the Crown Tenure record press the Properties Button or double click on one of the existing attached property records. You will be presented with the Properties on Tenure Maintenance Form.

Crown Tenure Responsibility

This area displays the Responsibilities associated with the Crown Tenure Record.

These fields are display only and may not be maintained.

To add a new Tenure Responsibility press the Responsibility Button or double click on one of the existing descriptions, this will display the Crown Tenure Responsibility Maintenance Form.

To delete a Tenure Responsibility select Edit/Delete (F11) or alternatively go to the Crown Tenure Responsibility Maintenance Form.

Properties Button

Clicking this button will display the Crown Tenure Property Maintenance Form.

Responsibility Button

Clicking this button will display the Crown Tenure Responsibility Maintenance Form.

Crown Tenure Properties Maintenance Form

This form allows for the addition (or removal) of properties to the Crown Tenure record. Properties may also be added to the Crown Tenure via the Crown Tenure Option in Property Maintenance.

To add a Property to the Tenure record click on the Insert Button.

To remove a Property from the Tenure record, simply highlight the item and the press F11

Property	Date Effective	Date Lapsed
1 Aver Avenue, DAW PARK SA 5042		
5 Section Street, DAW PARK SA 5042	26-Jun-2003	01-Jun-2004
60 Bellevue Parade, CARLTON SA 5800		

Crown Tenure Properties Maintenance Form

Tenure Number

This field shows the tenure number currently being maintained. This field is display only and may not be maintained.

Property

This field shows the Property Address of the property linked to the Crown Tenure record. This field is display only and may not be maintained.

Date Effective

Record the date that the property became effective on the tenure.

Date Lapsed

Record the date that the property was no longer effective on the tenure.

Move Up/Down Buttons

These buttons may be used to change the display sequence of the properties on the form.

Modify Button

Click on this button to display the Property Summary Form of the property record highlighted.

Crown Tenure Responsibility Maintenance Form

This form allows for the addition (or removal) of Crown Tenure Responsibilities to the Crown Tenure record. To add a Responsibility to the Tenure record one of the following methods may be chosen:

- Press the Insert Button.
- Select Edit/Insert from the drop down menu.
- Press F9.

To remove a Responsibility from the Tenure record one of the following methods may be chosen:

- Select Edit/Delete from the drop down menu.
- Press F11.

Crown Tenure Responsibility Maintenance Form

Tenure Number

This field shows the tenure number being maintained. This field is display only.

Crown Tenure Responsibility Type

Select a Responsibility Type from the drop-down list. This field is mandatory.

Date Effective

Enter the date on which the Crown Tenure responsibility became effective.

Date Lapsed

Enter the date on which the Crown Tenure responsibility lapsed.

Gazette Date

Enter the date on which the Crown Tenure responsibility was gazetted.

Gazette Number

Enter the Gazette number on which the Crown Tenure responsibility was gazetted.

Comments

This field contains an unlimited amount of free format text about the Crown Tenure Responsibility record.

Responsible Identity

This field reflects the name responsible for the Crown Tenure record. eg. Council Name, Government Authority Name. This field provides the link to the Name and Address module.

An identity may be selected from Name and Address by keying in the name (or part thereof, using wildcards) into the field and tabbing out. The Name entered will be validated and if a match is found the formatted name will be returned to the Crown Tenure Responsibility Maintenance Form. If no match is found then the user will be presented with the Name and Address system for further searching or to create a new name record.

An identity may also be selected by using the associated pop-up button.

If the "All Names" check box is not checked on then only those names selected as Crown Tenure Responsibility Identities may be selected. (See Crown Tenure Responsibility Identity parameter for further information.)

Clicking the pop-up button will display the Name and Address Search Profile form. Please refer to the Name and Address User guide on how to use this form.

Responsible Identity Detail Button

Pressing this button will display the Name Maintenance/Enquiry form for the name currently linked to the Crown Tenure Responsibility record. Please refer to the Name and Address User guide on how to use this form.

This button is “dimmed” if there is not a name linked to the record.

All Names Check Box**If this check box is ticked ON:**

When selecting a Responsible Identity from the Name and Address system all Names will be displayed and any Name may be linked as the Responsible Identity.

If this check box is NOT ticked:

When selecting a Responsible Identity from the Name and Address system only Names that have been established in the Crown Tenure Responsible Identity parameter function will be available for selection.

Property Groups

The following topics are covered in this section:

[Property Group Maintenance](#)

Property Group Maintenance

This function can be used to group any number of properties together eg. to identify a “Region” such as a shopping locality. A single property may belong to any number of groups.

Property Groups may have conditions assigned to them. These conditions will then be inherited by all properties linked to the group.

The ability to link memos to property groups is also provided via the standard memo interface (i.e. the pull down menu and a memo glyph). Please note that the memo is not inherited by the properties linked to the group.

Access to this function will be via:-

- A menu option “Property Groups” which will allow for the creation and deletion of Property Groups and the selection of properties to attach to that group.
- Selecting the Property Group option from the Options Menu Item or Options Button from the Property Summary.

Property Group Search Profile Form

This form will allow the entry of a search profile.

Searching may be performed by Group Code, Group Description or both.

If a direct match is made then the Property Group Maintenance form will be displayed.

If a direct match is not found then the Property Group Selection form will be displayed.

From this form you may:

- Search for existing Property Groups by pressing the Search Button.
- Create a new Property Group by pressing the New Button.



Property Group Search Profile Form

Group Code

Enter a Group Code on which to base your selection, or leave blank to include all Group Codes.

Group Name

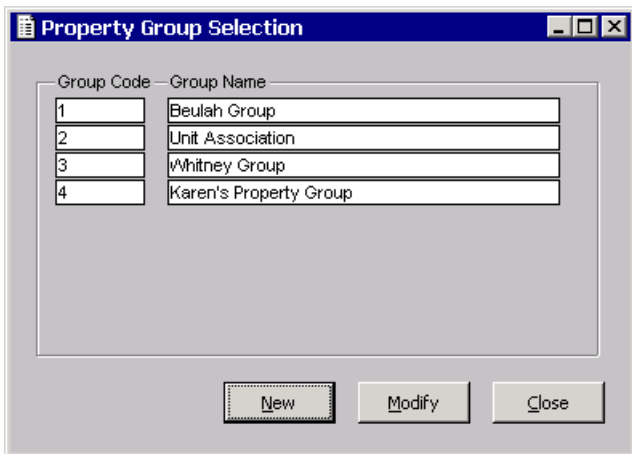
Enter a Group Name (or part thereof) on which to base your selection, or leave blank to include all Group Names.

Property Group Selection Form

This form will display all Property Groups that matched the Search Profile entered.

From this form you may:

- Select a Property Group to be maintained by pressing the Modify Button.
- Create a new Property Group by pressing the New Button.



The 'Property Group Selection' dialog box features a table with two columns: 'Group Code' and 'Group Name'. It contains four rows of data. Below the table are three buttons: 'New', 'Modify', and 'Close'.

Group Code	Group Name
1	Beulah Group
2	Unit Association
3	Whitney Group
4	Karen's Property Group

*Property Group Selection Form***Group Code**

This field displays the Group Code for the Property Group record.

This field is display only and may not be maintained.

Group Name

This field displays the Property Group Description for the Property Group record.

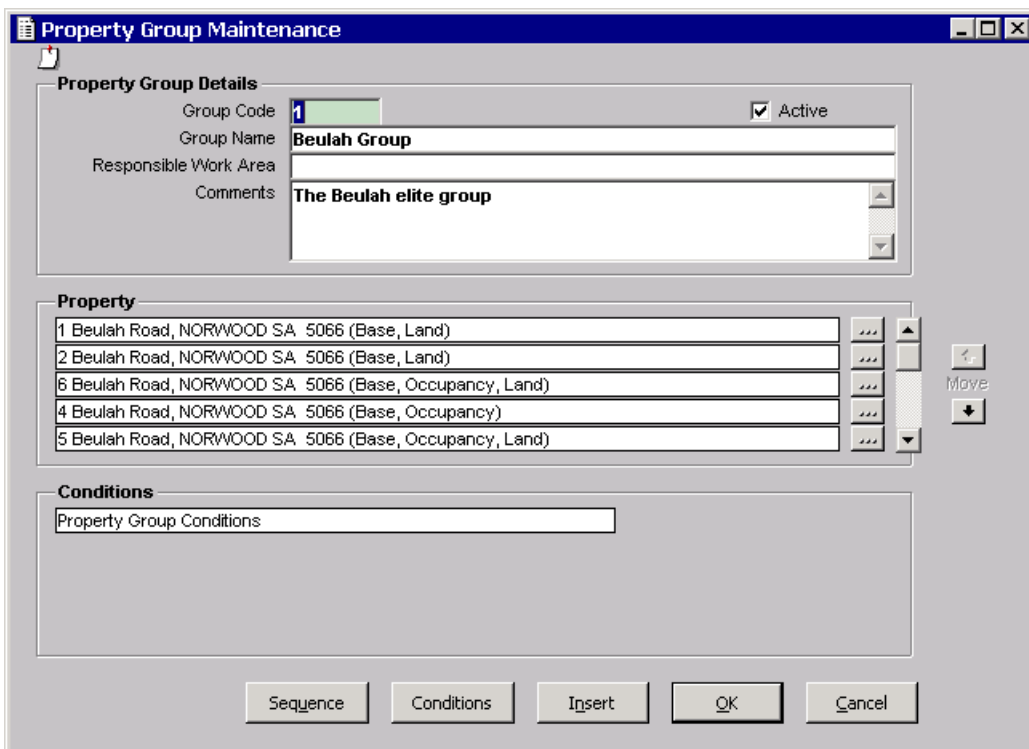
This field is display only and may not be maintained.

Property Group Maintenance Form

This form will allow you to enter details relating to the property group.

From this form you may:

- Add Conditions to the Property Group.
- Add Properties to the Property Group.
- Detail out to the specific Property Record.
- Add memos to the Property Group.



The 'Property Group Maintenance' form is divided into several sections. The 'Property Group Details' section includes fields for 'Group Code' (1), 'Group Name' (Beulah Group), 'Responsible Work Area', and 'Comments' (The Beulah elite group), along with an 'Active' checkbox. The 'Property' section contains a list of five properties, each with a unique address and description, and a 'Move' button. The 'Conditions' section has a text area for 'Property Group Conditions'. At the bottom are buttons for 'Sequence', 'Conditions', 'Insert', 'OK', and 'Cancel'.

Property Group Details

Group Code: 1 ☒ Active

Group Name: Beulah Group

Responsible Work Area:

Comments: The Beulah elite group

Property

1 Beulah Road, NORWOOD SA 5066 (Base, Land)	...	▲
2 Beulah Road, NORWOOD SA 5066 (Base, Land)	...	▲
6 Beulah Road, NORWOOD SA 5066 (Base, Occupancy, Land)	...	▲
4 Beulah Road, NORWOOD SA 5066 (Base, Occupancy)	...	▲
5 Beulah Road, NORWOOD SA 5066 (Base, Occupancy, Land)	...	▲

Move

Conditions

Property Group Conditions

Sequence Conditions Insert OK Cancel

*Property Group Maintenance Form***Group Code**

This field is a six character code field which is unique to the Property Group record.
This field is mandatory.

Active Flag

If this flag is checked on then the Property Group may be used to link to Properties.
If this flag is checked off then the Property Group may be not used and will not appear on the Property Group Pop Up.

Group Name

This field contains the name given to the Property Group.
This field is mandatory.

Responsible Work Area

This field contains the name of the work area (Council department) responsible for creating and maintaining the Property data. This field is optional.

Comments

This field contains unlimited free format text describing the purpose of the group.

Property

This area contains a list of the all Properties currently linked to the Property Group.
To add a Property to the Property Group press the Insert Button. You will be presented with the Property Search Profile form from which you can enter your search criteria. Please refer to the Property Search Profile section in this manual for further information.

To “de-link” a Property from the Property Group, click on the appropriate Property Address and press F11.

Property Detail Button

Pressing this button will take you directly to the Property Summary form for the displayed property record.

Move Up/Down Buttons

These buttons may be used to change the presentation sequence on this form.

Sequence Button**Conditions Button**

This area displays all the Condition Descriptions linked to the Property Group.
Each Property associated with the Property Group will inherit the conditions displayed here. They are also available for printing on property certificates.

To add a Condition press the Conditions Button. The Conditions Pop Up Form should be displayed. Press on the Insert button. For more information please refer to the Conditions User Guide.

Property Maintenance

The following topics are covered in this section:

[Property Addresses](#)

[Maintaining Property Records](#)

[Property Deletion](#)

[Property Addresses Maintenance](#)

[Sub Properties](#)

[Property Group](#)

[Crown Tenure](#)

[Names](#)

[Property Titles](#)

[Property Parcels](#)

[All Inspections Enquiry](#)

[GIS References](#)

[Associated Properties](#)

[Property Links](#)

[Property Plan Maintenance](#)

[Zones Maintenance](#)

[Land Use Maintenance](#)

[Conditions Maintenance](#)

Property Addresses

There are two types of Property Addresses, a “main” address or a “sub” address. A Sub Address allows the further identification of a property into smaller components eg.. a Unit or Flat address. Sub Addresses must be linked to a “main” address.

Address Search Profile Form

On entry to the Property Maintenance (or enquiry) function the first form that is displayed is the Property Search Profile form. This is the standard default form that will appear when selecting Property Maintenance/Enquiry or any Property search Filter.

This form allows you to enter a search profile on which to base your search. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

Once the property search is initiated (by pressing the Search Button) the system will retrieve all properties that match your search criteria. If only one match is found you will be presented with the Property Summary form. If more than one match is found the Property Selection form is displayed. If no properties match your Search Profile then the message “No occurrences match the search profile” is displayed, respond to the message by pressing the OK button.

It is recommended that searches for properties are done using the Street and/or Property Name fields. Due to the large quantity of property records that may be contained in the system, searching on a single house number etc. may be quite time consuming.

If a search is initiated without the use of the Street and/or Property Name fields, a message will appear saying “The search criteria entered cannot be optimised and therefore may result in lengthy search times. Do you wish to continue? {Yes, No, Help}”. Selecting the “Help” button will initiate the message “Please use the street or property name to optimise the search.” Selecting “No” will return you to the Property Search Profile form. If “Yes” is selected, the search will be performed on the specified search profile.

New property records may be created from this form (subject to security). To create a new property press the New Button.

Address Search Profile			
Address Search			
House Number	-	(any)	Unit
Street			Level
Suburb		Post Code	Include Primary ☒ Alternate ☒ Historic ☐
Property Name		Status (any)	
Property Group			
Property Key			
Property Plan	(any)	Property Plan Number	
Control Details			
Status	(any)	Type	No Debtors Allowed
Council	Geac Municipal Council		Not Active
Ward	(any)		Real
Direct Match	☐		Standard Property Type Desc
		Land	☒
		Base	☒
		Common Area	☒
		Building	☒
		Occupancy	☒
Additional Search Options			
Names	Property Owner	Title	
Nominee	Property Owner	Notices and Certificates	
Conditions		Services	
Transfer		Crown Tenure	
	Memo	Parcel	
		Rates	
		Divisions	
		Zones	
		Reference	
		Query	
		Inspections	
		Land Use	

Address Search Profile Form

House Numbers, Suffix & Address Prefix

These fields enable the search to be limited to a specific range of house numbers. These fields are not mandatory.

Enter the Start House and/or End House numbers and/or Suffix into these two fields if the Search is to be based on these fields. The Suffix field pertains only to the Start House Number.

Number Type

There are 3 Number Types to choose from:

- (any)
- Even
- Odd

(any)

This selection will return all matched properties regardless of the street number being odd, even or no number.

Even

Setting on Even will mean that only even-numbered properties are returned in a search.

Odd

Setting on Odd will mean that only odd-numbered properties are returned in a search.

Note: In some cases property addresses will be returned that do not appear to match the search criteria eg. may be odd house number when even only was selected. This occurs when a sub property is linked to a main property whose address matches the search criteria.

Unit Number and Prefix

Enter a Unit number and/or Unit Prefix/Suffix on which to base a search. Prefixes and Suffixes may also be selected from the pop-up forms.

Level Number and Prefix

Enter a Level number and/or Level Prefix/Suffix on which to base a search. Prefixes and Suffixes may also be selected from the pop-up forms.

Street

Enter the Street name (or part thereof) on which to base a search. An asterisks (*) is no longer required for a search, eg

Entry of Greenhill and then Tabbing out of field, will assume Greenhill Road, if only one Street matches that criteria,

Or

It will automatically display Greenhill Road and Greenhill Lane etc for selection

Entry of Greenh and then tabbing out of field, will assume Greenhill Road if only one Street matches that criteria,

Or

It will automatically display Greenhill Road, Greenhill Lane and Greenhaven Road etc for selection

Note: It is recommended that if searching is to be performed using the Address Details section then a Street Name be entered as the minimum entry.

Suburb

Enter the Suburb name (or part thereof) on which to base a search or make a selection from the pop-up form.

If a partial Suburb name is entered and there is more than one Suburb name that matches, you will be presented with the Suburb Pop Up form. Select the Suburb name from the Pop Up on which to base your search.

If no Street Name has been entered and the Suburb Pop Up is displayed, all available Suburbs will be listed.

If a Street Name has previously been entered then the Suburbs for a Street Pop Up is displayed. Only Suburbs through which the Street runs will be listed.

Post Code

If a Suburb has previously been entered then the Post Code dropdown is available. The dropdown list will list all Post Codes assigned to the Suburb. A default of any is set.

(any)

This selection will return all matched properties regardless of the Post Code.

Include Primary

If this checkbox is ticked ON then only addresses that are designated as "Primary" addresses will be returned (i.e. any addresses designated as "Alternate" addresses will not appear in the list.)

Example

A property at 22 Swanston Street, Melbourne has an alternate address of Rear Of 22 Swanston Street, Melbourne. When searching by Swanston Street and the Primary Flag is turned **off** only the Alternate address will be returned.

Include Alternate

If this checkbox is ticked ON then addresses that are designated as "Alternate" addresses will be returned.

Include Historic

If this checkbox is ticked ON then addresses previously made "Historic" will be included in the matched addresses.

Note: This flag relates to the Property Address and **not** the Property Status.

Property Name

Enter a Property Name (or part thereof) on which to base a search.

When using Property Key, Property Group or Property Name, the Address fields will be dimmed. This is to alert the operator to the fact that address details cannot be used in combination with these fields.

Status

Select a status from the drop-down list on which to base a Property Name search. There are 4 choices:

- (any)
- Current
- Proposed
- Historic

The system default is (any).

Property Group

Select a valid Group Code from the Pop Up if your Search is to be based on a specific Group. When using Property Key, Property Group or Property Name, the Address fields will be dimmed. This is to alert the operator to the fact that address details cannot be used in combination with these fields.

Property Key

This field will allow searching by the unique internal number assigned by Pathway. This allows less than and greater than selection (<>), i.e. Entering >175399 will display all Properties with a Property Key greater than 175399.

When using Property Key, Property Group or Property Name, the Address fields will be dimmed. This is to alert the operator to the fact that address details cannot be used in combination with these fields.

Property Plan

Select a Property Plan from the drop-down list on which to base a search. If Property Plan is being used, the Street, Suburb and Property Plan Number fields are the only other fields available.

Property Plan Number

Enter a Plan Number (or part thereof) on which to base a search. Alternatively a selection may be made from the pop-up form.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- (any)
- Current
- Current & Proposed
- Proposed
- Historic

If (any) is chosen then the Property Status will be ignored in the search.

If 'Current' is chosen then only properties with a status of Current will be returned in the search.

If 'Historic' is chosen then only properties with a status of Historic will be returned in the search.

If 'Proposed' is chosen then only properties with a status of Proposed will be returned in the search.

If 'Current & Proposed' is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Control Details – Direct Match

This option will play an important part when performing searches across properties that have 2 and 3 tiers.

Tick ON this checkbox if results are required to directly match the selection criteria.

Leave this checkbox unticked if results are not required to directly match the selection criteria.

Control Details – Property Type

A specific 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Land

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators.

Control Details – Common Area

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Control Details – Occupancy

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

Control Details – Base

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details – Building

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators.

Additional Search Options – Names

Clicking on the Names button will display the Name Search Profile form. Depending on the name type selected from the drop-down list, the title of the Name Search Profile Form will change accordingly.

The system default for Name Type is ‘Property Owner’.

If searching by Name, and only Historic records are required, then before clicking on the Names Button, change the Status (under Control Details) to ‘Historic’. This will ensure that when the name to be searched on is entered, only historic records will be returned.

Additional Search Options – Nominee

Clicking on the Nominee button will display the Name Search Profile form. There are only 2 choices for Nominee Type.

The system default for Nominee Type is 'Property Owner'.

If searching by Nominee, and only Proposed records are required, then before clicking on the Nominee Button, change the Status (under Control Details) to 'Proposed'. This will ensure that when the nominee to be searched on is entered, only proposed records will be returned.

Only those sites using Pathway Electoral Roll with Nominees would require this Search function.

Additional Search Options – Title

Click on this button to display the Title Search Profile form. This form would be used if a search based on a Title Reference is required.

Additional Search Options – Parcel

Click on this button to display the Parcel Search Profile form. This form would be used if a search based on a Parcel Reference is required.

Additional Search Options – Reference

Click on this button to display the References Search Profile form. This form would be used if a search based on a Reference is required.

Additional Search Options – Notices and Certificates

Click on this button to display the Document Request Search Profile form. This form would be used if a search based on a Notice or Certificate (or other Document) is required.

Additional Search Options – Rates

Click on this button to display the Assessment Search Profile form. This form would be used if a search based on a Rates Assessment Number is required.

Additional Search Options – Query

Click on this button to display the Query Result Search Profile form. This form would be used if a search based on a Query Result is required.

Additional Search Options – Conditions

Click on this button to display the Conditions Search Profile form. This form would be used if a search based on a Condition on a Property is required.

Additional Search Options – Services

Click on this button to display the Services Search Profile form. This form would be used if a search based on a Service is required.

Additional Search Options – Divisions

Click on this button to display the Divisions Search Profile form. This form would be used if a search based on a Division is required.

Additional Search Options – Inspections

Click on this button to display the Inspection Search Profile form. This form would be used if a search based on an Inspection is required.

Additional Search Options – Transfers

Click on this button to display the Transfer of Ownership Search Profile form. This form would be used if a search based on a Transfer is required.

Additional Search Options – Memo

Click on this button to display the Memo Search Profile form. This form would be used if a search based on a Memo is required.

Additional Search Options – Crown Tenure

Click on this button to display the Crown Tenure Search Profile form. This form would be used if a search based on a Crown Tenure is required.

Additional Search Options – Zones

Click on this button to display the Zones Search Profile form. This form would be used if a search based on a Zone is required.

Additional Search Options – Land Use

Click on this button to display the Land Use Search Profile form. This form would be used if a search based on a Land Use is required.

GIS Button

Pressing this button will invoke the GIS (Geographical Information System) that is relevant to your site.

New Button

Click on this button to create a new property.

Property Address Selection Form

Property Address	Type	Owners	Status
11 Bellevue Parade, CARLTON SA 5800	Church	Mr Warwick Duff	Current
11 Bellevue Parade, CARLTON SA 5800	Standard		Proposed
12 Bellevue Parade, CARLTON SA 5800	Occupancy	Ms Karen Smith	Current
13 Bellevue Parade, CARLTON SA 5800	Housekeeping	Mr Warwick Duff	Current
14 Bellevue Parade, CARLTON SA 5800	Federal Owned	Mrs Margaret Tink and Mr Robert Tink and Ms K	Current
15 Bellevue Parade, CARLTON SA 5800	Council Owned	Mr Brendan Hamilton	Current
16 Bellevue Parade, CARLTON SA 5800	State Owned	Mr Warwick Duff and Mrs Sharlene Taylor and	Current
17 Bellevue Parade, CARLTON SA 5800	Standard	Ms Karen Taylor	Current
18 Bellevue Parade, CARLTON SA 5800	Karen's Type	Mr Warwick Duff	Current

Summary

11 Bellevue Parade, CARLTON SA 5800 (Base, Occupancy, Land) Type: Church
 Lot 11 DP 1011334
 Historically known as: 11 Bellevue Parade, CARLTON SA 2218
 Historically known as: 11 Bellevue Parade, CARLTON HILL NSW 2218
 Land Area: 800 m²
 Zone Type(s):
 CBD - Central Business District
 Land Use Type:

MapInfo Options New Modify Close

Property Address Selection Form

Property Address

This field shows the formatted address of the properties. This field is display only and may not be maintained

Type

This field shows the Property Type Description. This field is display only and may not be maintained.

Expand Button

When this button is displayed as a '-' it indicates that the property structure has been expanded.
 When this button is displayed as a '+' it indicates that the property structure has been collapsed.

Owners

This field displays the owners of the properties. This field is display only and may not be maintained

Status

This field displays the status of the properties. This field is display only and may not be maintained

Summary

This field displays further details about the Property associated with the Property that has focus. This field is display only and may not be maintained.

Application Selection Form

From this form multiple applications can be selected to view or maintain. For those properties which have the Primary Checkbox ticked, this means the property is the 'Parent' property in the structure.

Property Address	Status	Application Details	Primary
4 Bellevue Parade, CARLTON NSW, 2218	Historic	COND/419, test drn 11394	☒
15 Bellevue Parade, CARLTON NSW, 2218	Current	BASIC/392, test drn 11564	☒
Lot 15 DP 1011334	Current	CLEAN/393, test 11564	☐
		CLEAN/393, test 11564	☐
Lot 144 DP 112233, 33A Bellevue Parade, CARLTON NSW	Proposed	CLEAN/407, test drn 12459	☐
		CLEAN/407, test drn 12459	☐
Lot 146 DP 112233, 34 Bellevue Parade, CARLTON NSW	Current	CLEAN/409, test drn 12459	☐
		CLEAN/409, test drn 12459	☐
Lot 1 DP 14540, 35A Bellevue Parade, CARLTON NSW	Current	1BOTH/949, kt test 1	☐

Summary	
4 Bellevue Parade, CARLTON NSW, 2218 (Base, Occupancy, Land Use Type: Lot 4 DP 1011334 Land Area: 800 m2 Land Use Type: HOUSE - (HOUSE) Owner(s): Ms Kirsty Cooper Parcel(s):	COND/419, test drn 11394 Applicant - Kirsty Cooper Owner - Ms Kirsty Cooper

MapInfo Modify Close

Application Selection Form

Property Address

This field displays the formatted address of the properties. This field is display only and may not be maintained.

Property Status

This field displays the Property Status of the property that currently has focus. This field is display only and may not be maintained.

Application Details

This field displays the Application Number and Description linked to the Property. This field is display only and may not be maintained.

Primary

This field when checked with a tick will indicate that the property with focus is the primary property linked to the application. This field is dimmed and may not be maintained.

Summary

This field displays further details about the Property associated with the Property that has focus. This field is display only and may not be maintained.

Title Search Profile Form

The Title Search Profile Form allows searching on Title.

Title Search Profile Form

Title Prefix

Select the Title Prefix from the drop-down list that your search is to be based on. The field will default to (any).

Title Status

Select a Title Status from the drop-down list. There are 4 options to choose from:

- (any)
- Property
- Proposed
- Historic

If (any) is selected, then all records matching the selection criteria will be returned.

If 'Property' is selected, then all title records matching the property status will be returned.

If 'Proposed' is selected, then all title records that are proposed (eg titles included in a new division) will be returned.

If 'Historic' is selected, then all title records that have been historicised (eg made historic through divisions) will be returned

Note: Only 'Current; Properties can have Title links of different Status values.

Volume

Enter a volume number (or part thereof) on which to base a search. Up to 8 alpha/numeric characters may be used.

Folio

Enter a folio number (or part thereof) on which to base a search. up to 4 alpha/numeric characters may be used.

Title Key

This field will allow searching by the unique internal number assigned by Pathway. This allows less than and greater than selection (<>), i.e. Entering >175399 will display all Titles with a Titles Key greater than 175399.

When using Title Key, Property Group or Property Name, the Address fields will be dimmed. This is to alert the operator to the fact that address details cannot be used in combination with these fields.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- (any)
- Current

- Current & Proposed
- Proposed
- Historic

If (any) is chosen then the Property Status will be ignored in the search.

If 'Current' is chosen then only properties with a status of Current will be returned in the search.

If 'Historic' is chosen then only properties with a status of Historic will be returned in the search.

If 'Proposed' is chosen then only properties with a status of Proposed will be returned in the search.

If 'Current & Proposed' is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Control Details – Property Type

A specific 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Land

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is "greyed" then the search will include both ON and OFF Land Indicators.

Control Details – Common Area

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is "greyed" then the search will include both ON and OFF Common Area Indicators.

Control Details – Occupancy

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is "greyed" then the search will include both ON and OFF Occupancy Indicators.

Control Details – Base

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.
 If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.
 If the check box is "greyed" then the search will include both ON and OFF Base Indicators.

Control Details – Building

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.
 If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.
 If the check box is "greyed" then the search will include both ON and OFF Building Indicators.

Application Selection Form

This form is accessed via Applications Enquiry, when performing a Title Search.

Application Selection

Title Description	Application Details
ST-1678/10	54-BASE/2002, multiple props
	54-BASE/2002, multiple props
	68-BASE/2002, multiple props
	54-BASE/2002, multiple props
	68-BASE/2002, multiple props
ST-1751/15	54-BASE/2002, multiple props
	68-BASE/2002, multiple props
CT-22	121-BASE/2002, kt test
CT-23	121-BASE/2002, kt test

Summary

ST-1678/10	54-BASE/2002, multiple props
	Type - Basic Type
	Applicant - Mr B S J V F Abbott
	Applicant - T Green
	Applicant - SMITH COMPANY PTY LTD
	Applicant - J Green
	Applicant - P Green
	Applicant - DUFF NOMINEES

MapInfo Display Close

Application Selection Form

Title Description

This field displays the formatted Title Description. This field is display only and may not be maintained.

Application Details

This field displays the Application Details linked to the Title. This field is display only and may not be maintained.

Summary

These fields display a summary of the Title and the Application which currently have focus. These fields are display only and may not be maintained.

Title/Address Selection Form

This form is accessed by performing a Title Search from within Property Maintenance/Enquiry.

Title Description		Property Address	
OS-21/5	Current	Unit 36, Floor 2, 1A Barlow Boulevard, CAMDEN P.	Current
OS-23/66	Current	5 Chuck Court, CHUCKVILLE SA 5042	Current
OS-56/66	Current	5 Auriel Way, PORT ADELAIDE SA 5015	Current
OS-100/1000	Current	4 Aver Avenue, DAW PARK SA 5042	Current
OS-100/1001	Current	5 Aver Avenue, DAW PARK SA 5042	Current
OS-6790/2	Current	Level 1A, 15 Barlow Boulevard, CAMDEN PARK S	Current
TT-32/5132	Current	8 Briar Road, FELIXSTOW SA 5070	Current
		10 Briar Road, FELIXSTOW SA 5070	Historic
		8 Briar Road, FELIXSTOW SA 5070	Historic

Summary

Unit 36, Floor 2, 1A Barlow Boulevard, CAMDEN PARK SA (Base, Occupancy, Land) Type: Standard
 Lot 78 Sec 341A DP 435
 Zone Type(s):
 CBD - Central Business District
 Land Use Type:
 5000 - Manufacturing
 3000 - Retail
 Title: OS-21/5

MapInfo Options Modify Close

Title/Address Selection Form

Title Description

This field shows the Title details. This field is display only and may not be maintained.

Title Status

This field shows the status of the Title (Current, Proposed or Historic). This field is display only and may not be maintained.

Property Address

This field shows the Address over which the Title is held. This field is display only and may not be maintained.

Property Status

This field shows the status of the Property Address (Current, Proposed or Historic). This field is display only and may not be maintained.

Summary

This field shows further details about the Property associated with the Title.

Application Selection Form

This form is accessed via Applications Enquiry, when performing a Parcel Search.

Application Selection Form

Parcel Description

This field displays the formatted parcel description of the parcel. This field is display only and may not be maintained.

Application Details

This field displays the Application details linked to the parcel. This field is display only and may not be maintained.

Summary

These fields displays further details about the Property and Application associated with the Parcel that currently has focus. These fields are display only and may not be maintained.

Services Search Profile Form

The Services Search Profile is displayed via the Property Maintenance Menu option and selecting the Services 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 Service Maintenance Form, otherwise the Services 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.

Services Search Profile

Service Details

Service Code >>

Sub-Type Code >>

Frequency Code >>

Collection Day/Time >>

Area Code >>

Reference

Collection Sequence -

Request Date -

Date Installed -

Installed Reference

Date Removed -

Removed Reference

Removed Reason >>

Missing Date -

Status

Control Details

Status Type
 Council
 Ward

Land ☒ Base ☒
 Common Area ☒ Building ☒
 Occupancy ☒

Services Search Profile Form

Service Code

Enter a valid Service Code or select one from the Pop Up, if your search is to be based on a specific Service Code.

Sub-Type Code

Enter a valid Sub-Type Code or select one from the Pop Up, if your search is to be based on a specific Sub-Type Code.

Frequency Code

Enter a valid Frequency Code or select one from the Pop Up if your search is to be based on a specific Frequency.

Collection Day/Time

Select a day from the drop-down (Monday - Sunday) if your search is to be based on a particular collection day, or accept the default of (any) if this field is to be disregarded.

Area Code

Enter a valid area code or select one from the Pop Up if your search is to be based on a particular Area Code.

Reference

Enter a valid Reference if your search is to be based on a particular Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Collection Sequence

Enter a valid number range into the from and to Collection Sequence fields if your search is to be based on a particular Collection Sequence range.

Request Date

Enter a valid Request Date range into the from and to date fields if your search is to be based on a particular Request Date range.

Date Installed

Enter a valid Installed Date range into the from and to date fields if your search is to be based on a particular Installed Date range.

Installed Reference

Enter a valid Installed Reference if your search is to be based on a particular Installed Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Date Removed

Enter a valid Date Removed range into the from and to date fields if your search is to be based on a particular Date Removed range.

Removed Reference

Enter a valid Removed Reference if your search is to be based on a particular Removed Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Removed Reason

Enter a valid Removed Reason code or select one from the Pop Up if your search is to be based on a particular Removed Reason Code.

Missing Date

Enter a valid Missing range into the from and to date fields if your search is to be based on a particular Missing Date range.

Status

Select a status from the drop-down (Current or Historic) or accept the default of (any) if this field is to be ignored.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If "Current" is chosen then only properties with a status of Current will be returned in the search.

If "Historic" is chosen then only properties with a status of Historic will be returned in the search.

If "Proposed" is chosen then only properties with a status of Proposed will be returned in the search.

If "Current & Proposed" is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Control Details – Property Type

A specific type of 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Land Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators.

Control Details – Common Area Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Control Details – Occupancy Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

Control Details – Base Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details – Building Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators.

Services Selection Form

The Services Selection form displays the results of the search conducted via the Services Search Profile form. These fields are display only and may not be maintained.

Service	Reference	Status	Property
RECYCL : Recyclable Material Collection	4512321	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024
DANGER : Dangerous Material Collection		Current	1 Sunnymede Drive, ABERFOYLE PARK SA 5159
RECYCL : Recyclable Material Collection		Current	1/1 Sunnymede Drive, ABERFOYLE PARK SA 5159
GARB2 : Garbage Refuse Collection		Current	6 Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	6A Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Flat 1/6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Flat 2/6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Unit 1/6A Chapel Lane, ADELAIDE SA 5000

Summary

Service Area : Section 2 - Burnside Service Frequency : Weekly Date Installed : 14-May-1987	7A Jordan Avenue, FULHAM GARDENS SA 5024 (Base, Land) Type: Strata Header Jordan Avenue, Fulham Gardens Land Area: 200 m² Occupier:
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MapInfo Options Modify Close

*Services Selection Form***Services**

This field displays the Service name. This field is display only.

Reference

This field displays the Service Reference.

Status

This field displays the Status of the Service (Current, Proposed or Historic).

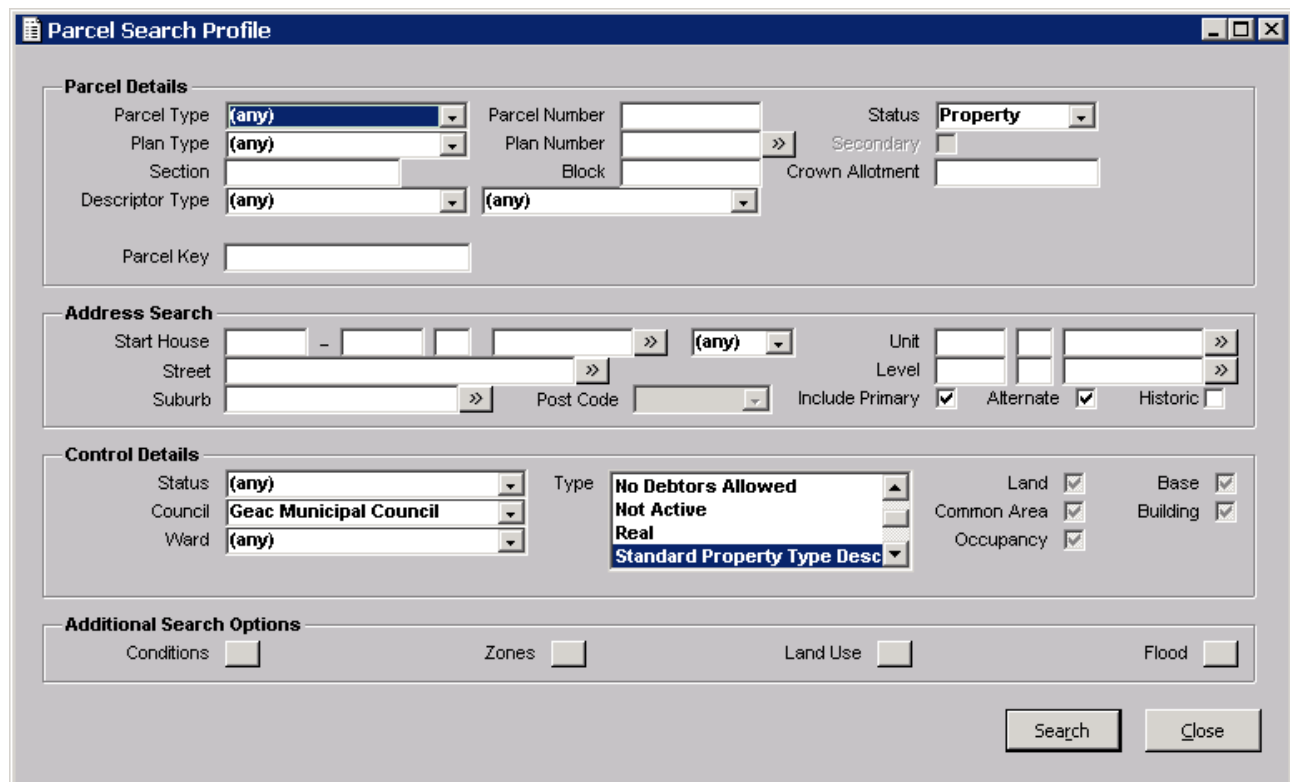
Property

This field displays the Property Address details associated with the Service.

Summary

These fields display further information about the selected Service and Property.

Parcel Search Profile Form



Parcel Search Profile

Parcel Details

Parcel Type: (any) Parcel Number: Plan Number: Status: Property
 Plan Type: (any) Plan Number: >> Secondary: ☐
 Section: Block: Crown Allotment:
 Descriptor Type: (any) (any)
 Parcel Key:

Address Search

Start House: - (any) Unit: Level: >>
 Street: >> Post Code: Include Primary: ☒ Alternate: ☒ Historic: ☐
 Suburb: >>

Control Details

Status: (any) Type: No Debtors Allowed Land: ☒ Base: ☒
 Council: Geac Municipal Council Not Active Common Area: ☒ Building: ☒
 Ward: (any) Real Occupancy: ☒
 Standard Property Type Desc

Additional Search Options

Conditions: ☐ Zones: ☐ Land Use: ☐ Flood: ☐

Search Close

Parcel Search Profile Form

Parcel Type

Select a valid Parcel Type from the drop down list if your search is to be based on this field. Select (any) if you do not wish to base your search on this field.

Parcel Number

Enter a Parcel Number on which to base your search.

Status

Select a Status from the drop down list if your search is to be based on this field. Select (any) if you do not wish to base your search on this field.

Plan Type

Select a valid Plan Type from the drop down list if your search is to be based on this field. Select (any) if you do not wish to base your search on this field.

Plan Number

Enter a Plan Number on which to base your search. Click on the Pop Up button or double click on the field to select a valid plan from the Plan Pop Up.

Secondary

Once a Plan Number is selected the Secondary flag becomes available for selection.

Section

Enter a Section on which to base your search.

Block

Enter a Block Identifier on which to base your search.

Crown Allotment

Enter a Crown Allotment on which to base your search.

Descriptor Type

Select a Descriptor from the drop down list if your search is to be based on this field. Select (any) if you do not wish to base your search on this field.. Once a Descriptor has been selected, further selections become available in the adjacent detail field.

Parcel Key

This field will allow searching by the unique internal number assigned by Pathway. This allows less than and greater than selection (<>), i.e. Entering >175399 will display all Parcels with a Parcel Key greater than 175399.

When using Parcel Key, Property Group or Property Name, the Address fields will be dimmed. This is to alert the operator to the fact that address details cannot be used in combination with these fields.

House Numbers/Suffix and Address Prefix

These fields enable the search to limited to a specific range of house numbers.

These fields are not mandatory.

Enter the Start House and/or End House numbers and/or Suffix into these two fields if the Search is to be based on these fields. The Suffix field pertains only to the Start House Number.

Number Type

Even

This field enables the search to be conditioned to return only properties where the start house number is even.

Odd

This selection enables the search to be conditioned to return only properties where the start house number is odd.

(any)

This selection will return all matched properties regardless of the number being odd or even.

Note: In some cases property addresses will be returned that do not appear to match the search criteria eg. may be odd house number when even only was selected. This occurs when a sub property is linked to a main property whose address matches the search criteria.

Unit Number and Prefix

Enter the Unit number and/or Unit Suffix and/or Unit Prefix if the search is to be based on these fields.

Street

Enter the Street name (or part thereof) on which the Search is to be based.

If the Street only runs through one suburb then the Suburb field will be automatically populated by Pathway.

If a Street Name is entered that runs through more than one suburb and then the Suburb button is pressed the Suburbs for a Street Pop Up will be presented. This form will list all Suburbs through which the street runs.

If the Street runs through multiple suburbs and no suburb name is entered then the search will return all properties in that street for all suburbs.

If a partial street name is entered and there is more than one Street name that matches, you will be presented with the Street Pop Up form. Select the Street name from the Pop Up on which to base your search.

Note: It is recommended that if searching is to be performed using the Address Details section then a Street Name be entered as the minimum entry.

Level Number and Prefix

Enter the Level number and/or Level Suffix and/or Level Prefix if the search is to be based on these fields

Suburb

Enter the Suburb name (or part thereof) on which the Search is to be based.

If a partial Suburb name is entered and there is more than one Suburb name that matches, you will be presented with the Suburb Pop Up form. Select the Suburb name from the Pop Up on which to base your search.

If no Street Name has been entered and the Suburb Pop Up is displayed, all available Suburbs will be listed.

If a Street Name has previously been entered then the Suburbs for a Street Pop Up is displayed. Only Suburbs through which the Street runs will be listed.

Post Code

If a Suburb has previously been entered then the Post Code dropdown is available. The dropdown list will list all Post Codes assigned to the Suburb. A default of any is set.

(any)

This selection will return all matched properties regardless of the Post Code.

Include Primary

If this check box is turned on then only addresses that are designated as “Primary” addresses will be returned (i.e. any addresses designated as “Alternate” addresses will not appear in the list.)

Example

A property at 22 Swanston Street, Melbourne has an alternate address of Rear Of 22 Swanston Street, Melbourne. When searching by Swanston Street and the Primary Flag is turned **off** only the Alternate address will be returned.

Include Alternate

If this check box is turned on then addresses that are designated as “Alternate” addresses will be returned.

Include Historic

If this check box is turned on then addresses previously made “Historic” will be included in the matched addresses.

Note: This flag relates to the Property Address and **not** the Property Status.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If “Current” is chosen then only properties with a status of Current will be returned in the search.

If “Historic” is chosen then only properties with a status of Historic will be returned in the search.

If “Proposed” is chosen then only properties with a status of Proposed will be returned in the search.

If “Current & Proposed” is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Control Details – Property Type

A specific type of 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Land Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators.

Control Details – Common Area Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Control Details – Occupancy Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

Control Details – Base Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details – Building Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators.

Additional Search Options – Conditions

Click on this button to display the Conditions Search Profile form.

Additional Search Options – Zones

Click on this button to display the Zones Search Profile form.

Additional Search Options – Land Use

Click on this button to display the Land Use Search Profile form.

Additional Search Options – Flood

Click on this button to display the Flood Search Profile form.

Flood Search Profile Form

The Flood Search Profile is displayed via the Property Maintenance Menu option and selecting the Parcel button followed by the Flood button.

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 Property maintenance Form, otherwise the Parcel/Flood 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.

Flood Search Profile

Flood Fill Control: (none)

Flood Fill Status: (none)

Reference:

Date Notified:

Certification Date:

Area Number:

Highest Flood:

1:20 Year Flood:

1:100 Year Flood:

Map Reference:

Year:

Reference:

Reference:

MapInfo Search Close

*Flood Search Profile Form***Flood Fill Control**

Select a valid Flood Fill Control code from the dropdown, if your search is to be based on a Flood Fill control code.

Flood Fill Status

Select a valid Flood Fill Status from the dropdown, if your search is to be based on a Flood Fill status code.

Reference

Enter a valid Reference if your search is to be based on a specific reference against a flood record.

Notification date

Enter a valid Date or range to search based on when the flood details were notified

Certification Date

Enter a valid Date or range to search based on when the flood details were certified.

Area Number

Enter an Area if wish to qualify your search for Floods on a Parcel by specific areas

Highest Flood

Enter a level at which the highest flood took place, if you wish to qualify your search

Year

Enter a year at which the highest flood took place, if you wish to qualify your search

1:20 Year Flood

Enter a value to search for those parcels with a 1:20 Flood record

Reference

Enter a value to search for those 1:20 Flood records with a specific reference

1:100 Year Flood

Enter a value to search for those parcels with a 1:100 Flood record

Reference

Enter a value to search for those 1:100 Flood records with a specific reference

Map reference

Enter a map reference that will qualify your Parcel search for Floods in that map area

Flood Selection Form

The Flood Selection form displays the results of the search conducted via the Flood Search Profile form. These fields are display only and may not be maintained.

The screenshot shows a software window titled "Property Selection". It contains several sections:

- Flood Fill Control:** A list of entities including Council and Health Commission.
- Flood Fill Status:** A list of statuses including Total Fill, Partial Fill, and Fill Finalised.
- Date Notified:** A list of dates including 01-Sep-2003, 11-Nov-1997, 01-Jan-1997, 01-Jan-1918, and 01-Jan-1997.
- Property Details:** A list of property addresses including 5 Miller Court, ADELAIDE SA 5000, 2 Miller Court, ADELAIDE SA 5000, 35 Park Avenue, ADELAIDE SA 5000, 13 Park Avenue, ADELAIDE SA 5000, Level 4-7 1-10 Sir Nachos Way, SPRINGFIELD SA 5093, 21 Katoomba Street, KATOOMBA NSW 0002345, 1-10 Appleby Street, ADELAIDE SA 5000, and Level 2 Unit 3/1-10 Appleby Street, ADELAIDE SA 5000.
- Flood Summary:** A text box containing summary information: Flood Fill Control : Council, Flood Fill Status : Total Fill, Reference : 1234567890, Date Notified : 01-Sep-2003, Certification Date : 01-Sep-2003, Area Number : 1, Map Reference : AG1234567.
- Property Summary:** A text box containing summary information: 5 Miller Court, ADELAIDE SA 5000 (Base, Occupancy, Land), Type: Standard, This is the property for 5 Miller Court, Adelaide, Allot 5 Sec 112 DP 123, Land Area: 1500 m², Occupier: Mrs Milly Alice Atkinson.

At the bottom right, there are three buttons: MapInfo, Modify, and Close.

Flood Selection Form

Flood Fill Control

This field displays the Flood Fill Control description for the selected Parcels/Properties. This field is display only.

Flood Fill Status

This field displays the Status of the Flood Fill

Notification

The date that notification of the Flood fill record was entered

Property Details

This field displays the Property Address details associated with the Flood Fill.

Summary

These fields display further information about the selected Flood record and Property

Crown Tenure Selection Form

The Crown Tenure Selection form displays the results of the search conducted via the Crown Tenure Search Profile form. These fields are display only and may not be maintained.

Crown Tenure Type	Crown Tenure Purpose	Tenure Number	Property Details
Miscellaneous (General) Licence	Conservation and Public Recreation	11	1 Aloha Avenue, BLAIR ATHOL NSW 5000
Permanent Reservation	Conservation and Public Recreation	321	1 Aver Avenue, DAWPARK SA 5042

Crown Tenure Summary
 Tenure Number : 11
 Crown Tenure Type : Miscellaneous (General) Licence
 Crown Tenure Purpose : Conservation and Public Recreation
 Plan Type : Reserved Crown Land
 Plan Number : 1
 Date Effective : 18-Feb-1999

Property Summary
 1 Aloha Avenue, BLAIR ATHOL NSW 5000 (Base, Land) Type: Standard
 Also known as: 1 Aloha Avenue, BLAIR ATHOL NSW 5000
 Land Area: 100000 m²
 Land Use Type: 6500 - Parks & Gardens
 Title: CL-111/101

Crown Tenure Selection Form

Crown Tenure Type

This field displays the Crown Tenure Type description for the selected Properties. This field is display only.

Crown Tenure Purpose

This field displays the Crown Tenure Purpose description for the selected Properties. This field is display only.

Tenure Number

This field displays the number of the Crown Tenure Purpose for the selected Properties. This field is display only.

Property Details

This field displays the Property Address details associated with the Crown Tenure

Summary

These fields display further information about the selected Crown Tenure record and Property

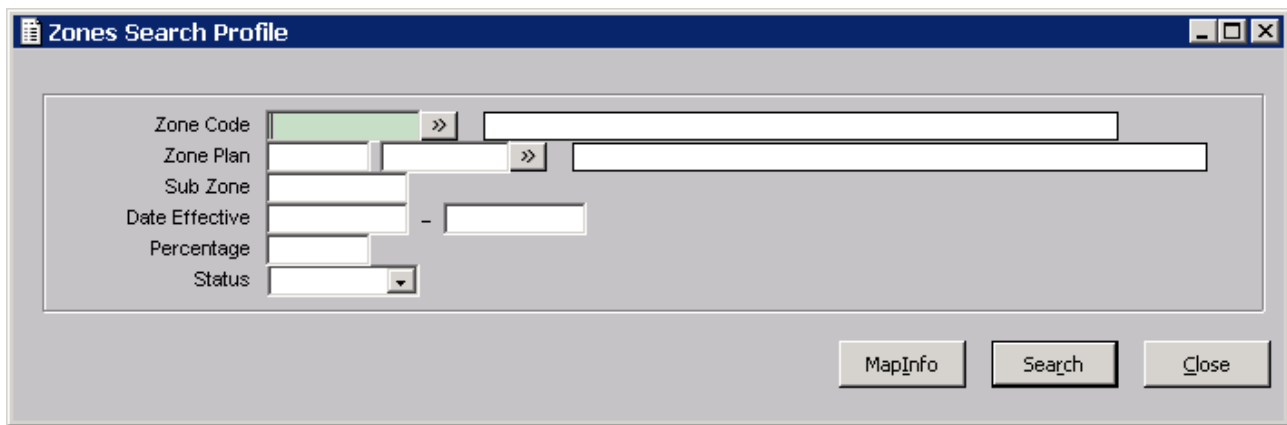
Zone Search Profile Form

The Zone Search Profile is displayed via the Property Maintenance Menu option and selecting the Zones button from either the Address or Parcel Search Profile forms.

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 Property Maintenance Form, otherwise the Property or Parcel/Zones 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.



Zone Search Profile Form

Zone Code

Enter a valid Zone Code or select one from the Pop Up, if your search is to be based on a specific Zone Code.

Zone Plan

Enter a valid Zone Plan code and number or select one from the Pop Up, if your search is to be based on a specific Zone Plan Code.

Sub Zone

Enter a valid Sub Zone if your search is to be based on a specific Sub Zone.

Date Effective

Enter a valid Date or Range to search based on a specific date effective for a zone(s)

Percentage

Nominate a value if your search is to be based on a particular percentage for which the zone applies to the property or Parcel.

Status

Select a status from the pick list (Current, Historic or Proposed) with which you wish to qualify your search for Properties/Parcels

Zone Selection Form

The Zone Selection form displays the results of the search conducted via the Zone Search Profile form. These fields are display only and may not be maintained.

Property Selection

Zone Details

Residential R2
Heavy Industrial
Heavy Industrial
Residential R2
Residential R2
Business
Central Business District
Heavy Industrial
Light Industrial

Property Details

3 Miller Court, ADELAIDE SA 5000
5 Miller Court, ADELAIDE SA 5000
Shop Floor 10 Farmer Drive, ADELAIDE SA 5000
2 Birdwood Avenue, KATOOMBA NSW 0002345
2 Farmer Drive, ADELAIDE SA 5000
200 Birdwood Avenue, KATOOMBA NSW 0002345
200 Birdwood Avenue, KATOOMBA NSW 0002345
200 Birdwood Avenue, KATOOMBA NSW 0002345
200 Birdwood Avenue, KATOOMBA NSW 0002345

Zone Summary

Zone Type : Residential R2
 Date Effective : 12-Sep-1995
 Percentage : 100.00
 Status : Current

Property Summary

3 Miller Court, ADELAIDE SA 5000 (Base, Occupancy, Land)
 Type: Standard
 Land Area: 3300 m²
 Occupier:
 Miss Marie Jane Atkins
 Zone Type(s):
 R2 - Residential R2

MapInfo Modify Close

Zone Selection Form

Zone Detail

This field displays the Zone description for the selected Parcels/Properties. This field is display only.

Property

This field displays the Property Address details associated with the Zone.

Summary

These fields display further information about the selected Zone and Property

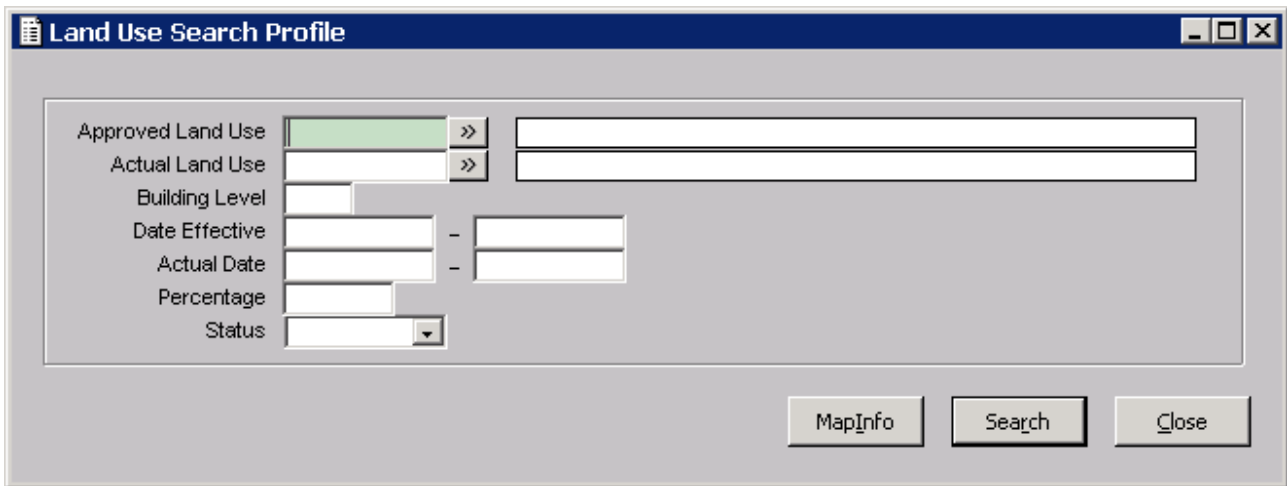
Land Use Profile Form

The Land Use Search Profile is displayed via the Property Maintenance Menu option and selecting the Land Use button from either the Address or Parcel Search Profile forms.

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 Property maintenance Maintenance Form, otherwise the Property or Parcel/Land Use 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.



Land Use Search Profile Form

Approved Land Use Code

Enter a valid Land Use Code or select one from the Pop Up, if your search is to be based on a specific Land Use Code.

Actual Land Use

Enter a valid Land Use Code or select one from the Pop Up, if your search is to be based on a specific Land Use Code

Building

Enter a Building Level number if your search is to be based on a specific Level.

Date Effective

Enter a valid Date or Range to search based on a specific date effective for a zone(s)

Actual date

Enter a valid Date or Range to search based on a specific Actual date for a land use.

Percentage

Nominate a value if your search is to be based on a particular percentage for which the Land use applies to the Property or Parcel.

Status

Select a status from the pick list (Current, Historic or Proposed) with which you wish to qualify your search for Properties/Parcels

Land Use Selection Form

The Land Use Selection form displays the results of the search conducted via the Land Use Search Profile form. These fields are display only and may not be maintained.

Property Selection

Land Use Details

Industrial
Residential
Residential
Retail
Residential
Word 7.0 Land Use
Industrial
Manufacturing
Restaurant

Property Details

1 Farmer Drive, ADELAIDE SA 5000
3 Balfour Road, ADELAIDE SA 5000
Trentfield, 22-26 Nimboya Road, MARINO SA 5049
3 Miller Court, ADELAIDE SA 5000
5 Miller Court, ADELAIDE SA 5000
2/4 Isabelle Terrace, ADELAIDE SA 5000
Shop Floor 10 Farmer Drive, ADELAIDE SA 5000
1 Miller Court, ADELAIDE SA 5000
1 Miller Court, ADELAIDE SA 5000

Land Use Summary

Approved Land Use : Industrial
 Actual Land Use : Industrial
 Date Effective : 06-Mar-1997
 Percentage : 100.00
 Status : Current

Property Summary

1 Farmer Drive, ADELAIDE SA 5000 (Base, Land) Type: Standard
 Occupier:
 Mr Jed Allen
 Mr Keith Bowen
 Occupier Nominee:
 Joan Bourneman
 Zone Type(s):

MapInfo Modify Close

Land Use Selection Form

Land Use Details

This field displays the Land Use description for the selected Parcels/Properties. This field is display only.

Property

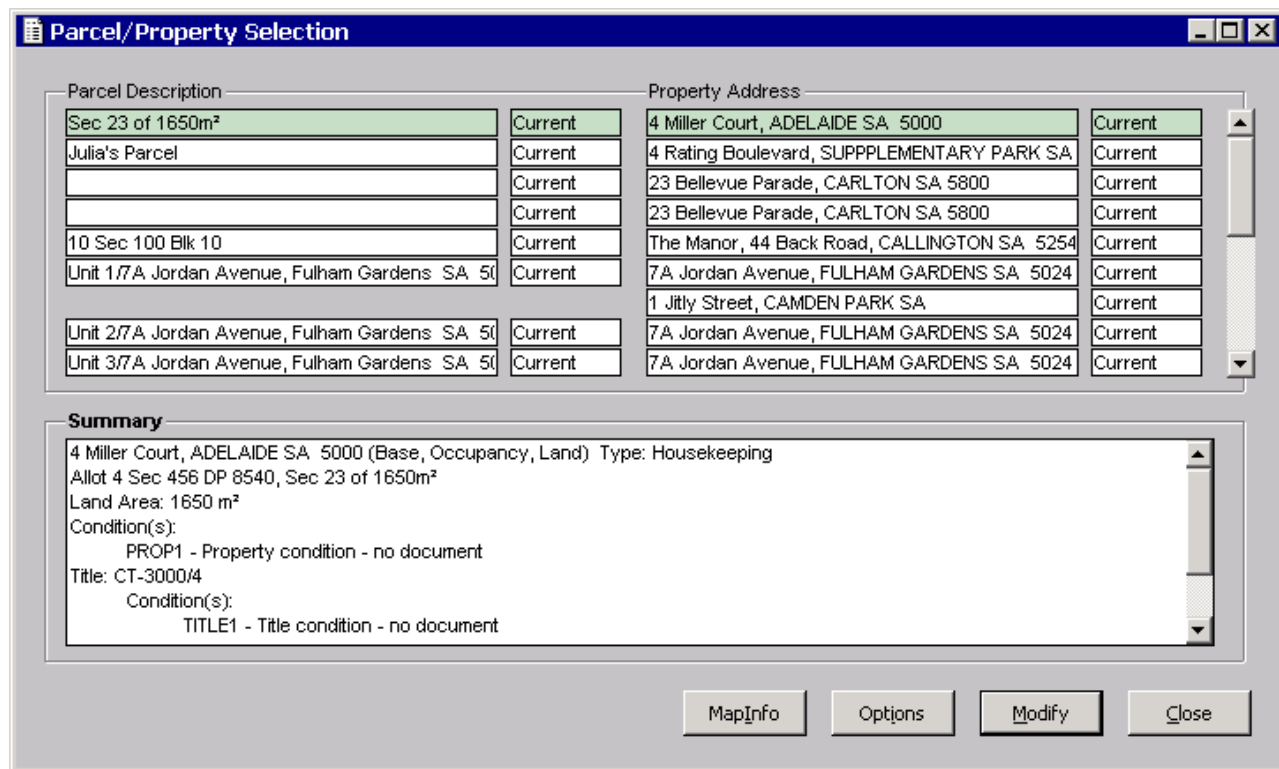
This field displays the Property Address details associated with the Land Use.

Summary

These fields display further information about the selected Zone and Property

Parcel/Property Selection Form

This form is displayed when performing a Parcel Search from within Property Maintenance/Enquiry.



Parcel/Property Selection

Parcel Description		Property Address	
Sec 23 of 1650m ²	Current	4 Miller Court, ADELAIDE SA 5000	Current
Julia's Parcel	Current	4 Rating Boulevard, SUPPLEMENTARY PARK SA	Current
	Current	23 Bellevue Parade, CARLTON SA 5800	Current
	Current	23 Bellevue Parade, CARLTON SA 5800	Current
10 Sec 100 Blk 10	Current	The Manor, 44 Back Road, CALLINGTON SA 5254	Current
Unit 1/7A Jordan Avenue, Fulham Gardens SA 50	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current
		1 Jitty Street, CAMDEN PARK SA	Current
Unit 2/7A Jordan Avenue, Fulham Gardens SA 50	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current
Unit 3/7A Jordan Avenue, Fulham Gardens SA 50	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current

Summary

4 Miller Court, ADELAIDE SA 5000 (Base, Occupancy, Land) Type: Housekeeping
 Allot 4 Sec 456 DP 8540, Sec 23 of 1650m²
 Land Area: 1650 m²
 Condition(s):
 PROP1 - Property condition - no document
 Title: CT-3000/4
 Condition(s):
 TITLE1 - Title condition - no document

MapInfo Options Modify Close

Parcel/Property Selection Form

Property Address

This field displays the Property Address associated with the Parcel. This field is display only and may not be maintained.

Status

This field displays the Status of the Property. This field is display only and may not be maintained.

Parcel Description

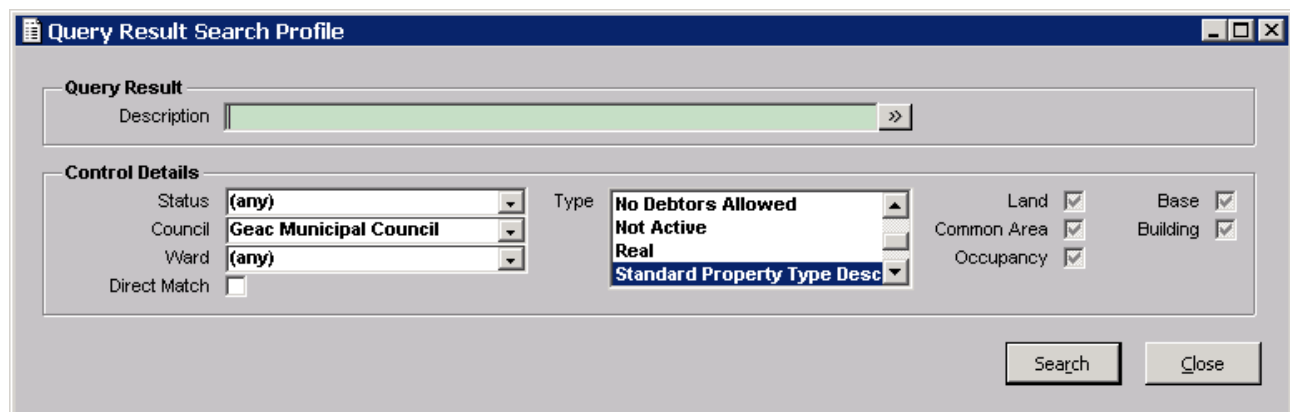
This field displays the Parcel Description. This field is display only and may not be maintained.

Status

This field displays the Parcel Status (Current, Proposed or Historic). This field is display only and may not be maintained.

Summary

This field displays other details for the Property and Parcel. This field is display only and may not be maintained.

Query Result Search Profile Form


Query Result Search Profile

Query Result

Description >>

Control Details

Status Type
 Council
 Ward
 Direct Match ☐

Land ☒ Base ☒
 Common Area ☒ Building ☒
 Occupancy ☒

Search Close

Query Result Search Profile Form

Query Result Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search. There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If “Current” is chosen then only properties with a status of Current will be returned in the search.

If “Historic” is chosen then only properties with a status of Historic will be returned in the search.

If “Proposed” is chosen then only properties with a status of Proposed will be returned in the search.

If “Current & Proposed” is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Direct Match

The Direct/Indirect flag that was previously in the Options menu, has been included in this Form as the Direct Match field.

Setting ON the Direct Match checkbox will return selected properties with a direct match only

Setting OFF the Direct Match checkbox (Indirect) will return selected properties AND the full property structure that such properties exist in.

Control Details – Property Type

A specific type of 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Land Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators.

Control Details – Common Area Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Control Details – Occupancy Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

Control Details – Base Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details – Building Indicator

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

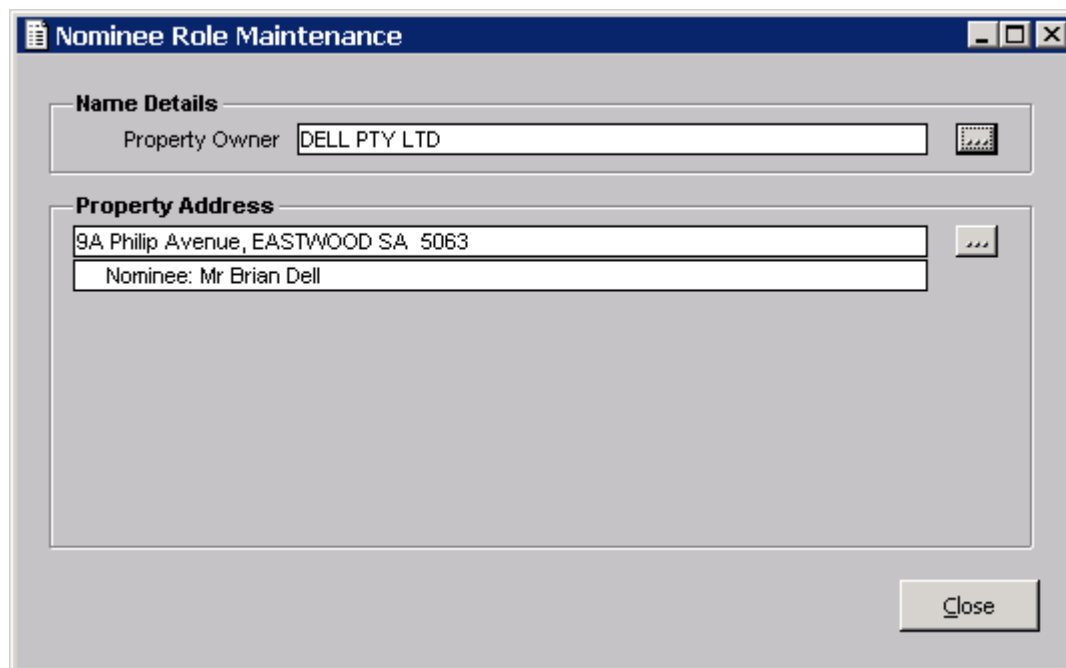
If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators.

Nominee Role Maintenance Form

This form is displayed when Nominees rather than Names are searched on from the Address Search Profile form. It shows Property Owners which have a Nominee attached.



Nominee Role Maintenance Form

Property Owner

This field shows the Name of the Property Owner. This field is display only.

Name Details Detail Button

Click on this button to go to the Name Maintenance Form.

Property Address

These fields show the Property Address and the name of the Nominee. These fields are display only.

Property Address Detail Button

Click on this button to go to the Property Names Maintenance Form of the property.

Street Pop Up Form

This form enables the selection of a Street/Suburb combination, which can be utilised for Property Address searching.

All available Property Streets will be listed, with the associated Suburbs listed alongside each Street.

This form may also be accessed when performing a Street Amalgamation process, to select the required Property Street.

This Street Pop Up form is also displayed where a user is creating a Property Address with a Council nominated on the initial Property Filter form

Note: The NEW button will take you to the Street Maintenance and subsequently the Suburb Maintenance forms. The Authority to create a new Street/Suburb in a particular Council will be determined by the Authorities set up. The option required is "Street Creation via Property Maintenance" option.

Once the new Street has been created and linked to the appropriate Suburb and Council, the user is returned to the Property Address creation and the newly created Street will also be returned.

Street	Suburb	Status
Acacia Close	ADELAIDE	Current
Acacia Street	ABERFOYLE PARK	Current
	FELIXSTOW	Current
Advertiser Place	ADELAIDE	Current
Affected Property Avenue	COOKSVILLE	Current
Aloha Avenue	BLAIR ATHOL	Current
	CAMDEN PARK	Current
Amanda Avenue	WOODCROFT	Current
Anderson Street	CARLTON	Current

Search Profile

Street:

Suburb:

Council:

Status:

Buttons: Search, Select Suburb, Select Street, Select Street/Suburb, Close

Street/Suburb Pop-Up Form

Street

This field contains a list of all the Property Streets available for selection.

Suburb

This field contains a list of all the Property Suburbs which are related to the listed Property Streets. This will assist in selecting the correct Street/Suburb combination.

Status

This field displays the street status.

Search Profile – Street

Enter a Street (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile – Suburb

Enter a Suburb (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile – Status

Select a Street Status from the drop down list on which to base your search. Select (none) to include all Status in your search.

Search Profile – Street Name Status

Select a Street Name Status from the drop down list on which to base your search. Select (any) to include all Status in your search.

Select Suburb Button

Selecting the Suburb button as opposed to Street/Suburb button will avoid the need to manually remove the Street from the Property Search form upon return, when the user is not sure of the correct Street that applies.

Select Street Button

Selecting the Street button as opposed to Street/Suburb button will avoid the need to manually remove the Suburb from the Property Search form upon return, when the user is not sure of the correct Suburb that applies.

Select Street/Suburb Button

Selecting the Street/Suburb button will populate the Property Search form with the selected Street/Suburb and only those properties matching the selection will be returned.

Suburbs For a Street Pop Up

This form enables the selection of a specific suburb for a street which runs through multiple suburbs.

This form will only be displayed where a Street has been selected, which is linked to multiple Suburbs, and then the Suburb Pop-up button is selected.

The form will display the Street name and enable you to then select the required Suburb from the list.

Suburb	State	Post Code
SPRINGFIELD	SA	5093
DERNANCOURT	SA	5075

Suburbs for a Street Pop Up Form

Street

This field will display the Property Street which has been previously selected or entered on the Property Search Profile form.

Suburb

This field will display all the suburbs which are linked to the selected street. Highlight the required suburb and use the Select button to select a Street/Suburb combination for searching purposes.

State

This field will display the State component which is linked to each Property Suburb (where existing). This field is display only and cannot be maintained. It is intended to assist in the selection of 10correct data.

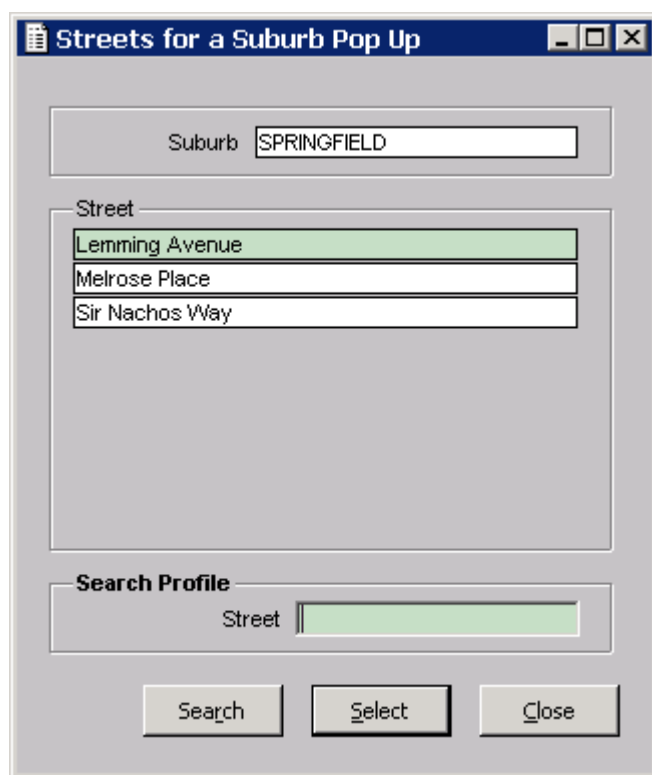
Postcode

This field will display the Postcode component which is linked to each Property Suburb (where existing). This field is display only and cannot be maintained. It is intended to assist in the selection of the correct data.

Streets For a Suburb Pop Up

This form will only be displayed where a Suburb has already been selected, which is linked to multiple Streets, and then the Street Pop-up button is selected.

The form will display the available Streets for the suburb and enable you to then select the required Street from the list.



Streets for a Suburb Pop Up Form

Suburb

This field shows the suburb previously selected in the Property Search Profile form. This field is display only and cannot be maintained.

Street

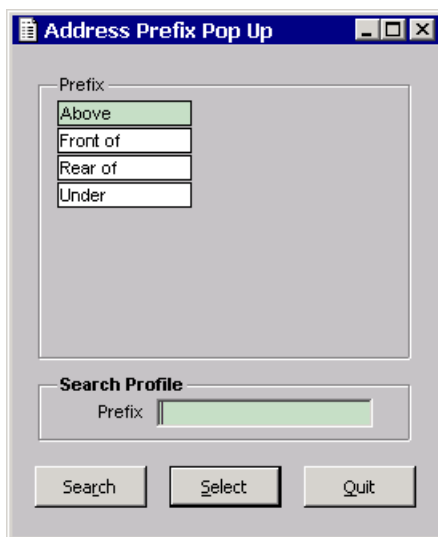
This field shows the streets that are located in the suburb selected. Double click a record or choose the Select button to select the required street record.

Search Profile – Street

Enter an street on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Address Prefix Pop Up

This form contains a list of all the user defined address prefixes which may be selected for searching purposes.



Address Prefix Pop-Up Form

Prefix

This field contains a list of all the user defined address prefixes available for searching.

Search Profile – Prefix

Enter an address prefix on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Property Options Form

This form is accessed by highlighting a property (or multiple properties) on the Property Selection Form and then clicking the Options Button.

This form enables multiple properties to have the same maintenance performed at the one time.

Example:

Lets say a new street has a specific Land Use. The easiest way to add this Land Use to these properties is to firstly perform a search to extract those properties. Then highlight these records and then click the Options button. Tick ON Land Use and then click the Select Button.

Users then have the ability to move through each of the properties in turn without having to go back and forth between the Land Use Maintenance Form, the Property Summary Form and the Property Search Profile Form.

Depending on security privileges, there may be more or less options displayed on this form than are shown on this picture.

Property Options

Available Options

☐ Names	☐ Address Details	☐ Sub Properties	☐ Titles and Parcels
☐ Zones	☐ Land Use	☐ Conditions	☐ References
☐ Delete Property	☐ Certificates	☐ Notices	☐ Services
☐ Divisions	☐ Transfers	☐ Floods	☐ Structures
☐ Rates	☐ Applications	☐ Infringements	☐ Animals
☐ GIS References	☐ Licensing	☐ Plans	☐ Crown Tenure
☐ Associated Properties	☐ Property Groups	☐ Hierarchy	☐ Customer Service
☐ Registers	☐ Inspections	☐ All Inspections	☐ New Zealand Valuations

Property Options Form

Available Options

The options shown are the options permitted under the current user security settings. Simply tick ON the option(s) required and then press Select.

Property Options

Available Options

☒ Names	☐ Address Details	☐ Sub Properties	☐ Titles and Parcels
☐ Zones	☐ Land Use	☐ Conditions	☐ References
☐ Delete Property	☐ Certificates	☐ Notices	☐ Services
☐ Divisions	☐ Transfers	☐ Floods	☐ Structures
☐ Rates	☐ Applications	☐ Infringements	☐ Animals
☐ GIS References	☐ Licensing	☐ Plans	☐ Crown Tenure
☐ Associated Properties	☐ Property Groups	☐ Hierarchy	☐ Customer Service
☐ Registers	☐ Inspections	☐ All Inspections	☐ New Zealand Valuations
☐ Trade Waste	☐ Water Billing		

Property Options form

Maintaining Property Records

Default Property Summary Form

The Property Summary Form is the main form from which other maintenance and enquiry functions are performed. It is the first form to be displayed after selecting a property from the Search Profile or Property Selection form.

This version of the Summary Form is used where the Property System Parameter - Property Summary Form = Default Property Summary.

From this form you may select various functions to be performed by choosing functions either from the "Options" drop down list on the Menu bar or by pressing the Options Button at the bottom of the form. For more information on Maintenance and Enquiry Options refer to the Options section within this User Guide.

In the top left hand corner of this form you may see a small picture representing a notepad. This picture indicates that memo records are attached to this property. To access the Memos on this property simply double click the picture or select "Associated, Memo" from the Menu bar. The same form will be utilised to display Sub-Property details.

The Property Debts section of the Summary form can be controlled via Property Parameters/System Parameter Maintenance/Property Administration System Parameter Maintenance (3 of 3) form. If the Debt fields are not checked as active they will not be displayed on the Property Summary form.

The order in which the Debt fields are displayed is also controlled by the above form.

The Land Use and Zones Section can be controlled via Property Parameters/Council/Group Authorities. Where Land Use and/or Zones are 'not assigned' at the Group Level for both Property and Parcel, the Summary form will not display any values and the Summary Form fields will be 'hidden'

Where Land Use and/or Zones are assigned, with either maintenance or enquiry only options, the Summary form will continue to display the values.

Only the first listed Zone and/or Land Use will be displayed.

The Rates Type field displays the 1st linked assessment

Property Summary

Address Details (Stowe Test Council)

Property Address: 15 Bellevue Parade, CARLTON SA 5800
 Owners: Mr Brendan Hamilton
 Description: Lot 15 DP 1011334

Status: Current
 Property Key: 166247

Property Details

Property Type: Council Owned
 Ward: Geac
 Assessment: 1380.2
 Area : Land: 800 m² Building: 0

References

TEST	222222
TEST	99999

Land Use

1000 Residential

Zones

Title

Parcel (1)

Lot 15 DP 1011334

Property Debts

Rates	360.00
Special Rates and Charges	0.00
Water	261.60
Trade Waste	-247.00
Total Outstanding	374.60
Other Debts	0.00

Options Close

Property Summary Form

Property Address

This field shows the formatted address (as defined in the Property Address format parameter) of the property. This field is display only.

History Status

This field shows the history status of the property. This field is display only.

Property Key

This field shows the internal key assigned to the property. This field is display only.

Owners

This field shows the formatted owner name(s). this field is display only.

Description

This field shows the Property description. This field is display only.

Parent Property

This field will contain the parent property of any sub-addresses which have been selected for maintenance or enquiry.

Property Type

This field shows the Property type information. Double clicking on this field will take you directly to the Property Addresses Maintenance Form. This field is display only.

Ward

This field shows the Ward description. Double clicking on this field will take you directly to the Property Addresses Maintenance Form. This field is display only.

Assessment

This field shows the first current Assessment linked to the Property record. This field is display only.

Land Area

This field shows the total property area and the unit of measurement on which the property area is based. Double clicking on this field will take you directly to the Property Addresses Maintenance Form. This field is display only.

Building

This field shows the Victorian Valuations Gross Building Area linked to the Property Record. This field is display only.

Land Use

This field shows the associated land use code and land use description for the property or parcel(s). This field is display only.

Land Use Detail Button

Clicking on this button will display the Property Land Use Maintenance Form.

References

This field shows the Reference Code and Reference Number for the property (if applicable). Double-clicking on either field will display the Reference Maintenance Form. These fields are display only.

Zones

This field displays the associated zone code(s) and zone description(s) attached to the property or parcel record. This field is display only.

Zones Detail Button

Clicking on this button will display the Property Zone Maintenance Form.

Title

This field shows the formatted title(s) attached to the Property record. This field is display only.

Title Detail Button

Clicking on this button will display the Title Maintenance Form.

Parcel Count

This field shows the number of parcels attached to the property record. This field is display only.

Parcel

This field shows the Parcel Description for the property. This field is display only.

Parcel Detail Button

Clicking on this button will display the Parcel Maintenance Form

Property Debts

These fields show Property Debts associated with the property record. The debts displayed here are:

- Rates
- Special Rates and Charges
- Water
- Trade Waste
- Total Outstanding
- Other Debts

These fields are display only and cannot be maintained.

Property Debts Detail

Clicking on this button will display the Rates Assessment Selection Form.

Options Button

Clicking on this button will display the Property Options Form.

Video Buttons

These buttons are available to move through groups of properties, selected previously from the Property Selection form. The following buttons are available, depending on which property you are currently maintaining.

- Select the next property
- Select the previous property

- Select the first property
- Select the last property

Indicator Property Summary Form

The Property Summary Form is the main form from which other maintenance and enquiry functions are performed. It is the first form to be displayed after selecting a property from the Search Profile or Property Selection form.

This version of the Summary Form is used where the Property System Parameter - Property Summary Form = Indicator Property Summary.

From this form you may select various functions to be performed by choosing functions either from the "Options" drop down list on the Menu bar or by pressing the Options Button at the bottom of the form. For more information on Maintenance and Enquiry Options refer to the Options section within this User Guide.

In the top left hand corner of this form you may see a small picture representing a notepad. This picture indicates that memo records are attached to this property. To access the Memos on this property simply double click the picture or select "Associated, Memo" from the Menu bar. The same form will be utilised to display Sub-Property details.

The Property Debts section of the Summary form can be controlled via Property Parameters/System Parameter Maintenance/Property Administration System Parameter Maintenance (3 of 3) form. If the Debt fields are not checked as active they will not be displayed on the Property Summary form.

The order in which the Debt fields are displayed is also controlled by the above form.

The Land Use and Zones Section can be controlled via Property Parameters/Council/Group Authorities. Where Land Use and/or Zones are 'not assigned' at the Group Level for both Property and Parcel, the Summary form will not display any values and the Summary Form fields will be 'hidden'

Where Land Use and/or Zones are assigned, with either maintenance or enquiry only options, the Summary form will continue to display the values.

Only the first listed Zone and/or Land Use will be displayed.

The Rates Type field displays the 1st linked assessment

Property Summary

Address Details (Stowe Test Council)

Base, Land: 15 Bellevue Parade, CARLTON SA 5800

Property Key: 166247

Status: Current

Description: Lot 15 DP 1011334

Property Details

Property Name:

Property Type: Council Owned

Ward: Geac

Assessment: 1380 2

Rate Type: Waste Management Charge

Zones:

Land Use: 1000 Residential

Land Area: 800 m²

Building Area: 0

Associated Properties: ☐ Property Group: ☐

Property Debts

Rates: 360.00

Special Rates and Charges: 0.00

Water: 261.60

Indicators

☒ Base

☐ Building

☐ Occupancy

☒ Land

☒ Allow Occupancies

☐ Street

☐ Common Area

Title

Parcel (1)

Lot 15 DP 1011334

Name and Address

Property Owner: Mr Brendan Hamilton 15 Bellevue Pde, CARLTON SA 5800

Ratepayer: Mr Brendan Hamilton 15 Bellevue Pde, CARLTON SA 5800

Consumer: Ms Karen Taylor 1 Bellevue Pde, CARLTON SA 5800

Date Effective

Current as of 08-May-2003

Current as of 08-May-2003

Current as of 09-Dec-2003

Date Created: 08-May-2003 16:27:28

Last Modified: 24-Aug-2004 11:11:46

Options Close

Indicator Property Summary Form

Property Address

This field shows the formatted property address. The field label shows the type of property (with regard to Indicators) eg Base, Land, Occupancy etc. These fields are display only.

Double-clicking on the Property Address field will display the Property Address Maintenance Form

Property Key

This field shows the unique identifier given to a property by Pathway. This field is display only.

Status

This field shows the status of the property eg Current, Historic, Proposed. This field is display only.

Description

This field shows the formatted Parcel Description of the property. This field is display only.

Property Name

This field shows a name for the property (if a property name has been entered). This field is display only.

Double-clicking on this field will display the Property Address Maintenance Form.

Property Type

This field shows the Property Type for the property. This field is display only.

Double-clicking on this field will display the Property Address Maintenance Form.

Ward

This field shows the Ward that the property is associated with. This field is display only.

Double-clicking on this field will display the Property Address Maintenance Form.

Assessment Number

This field shows the assessment number as created in the Rates Module, associated with the property. This field is display only.

Double-clicking on this field will display the Assessment Summary Form.

Rate Type

This field shows the 'External' description of the first listed rate type from the first listed assessment associated with the property. This field is display only.

Double-clicking on this field will display the Assessment Summary Form.

Zones

These fields show the Zone Code and Description of the Zone Code. These fields are display only.

Double-clicking on either of these fields will display the Zone Selection Form.

Land Use

These fields show the Land Use Code and Description of the Land Use. These fields are display only.

Double-clicking on either of these fields will display the Land Use Selection Form.

Land Area

These fields show the Land Area and the Unit of Measurement. These fields are display only.

Double-clicking on either of these fields will display the Property Address Maintenance Form.

Building

This field shows Building Area. This data is populated from the Victorian Valuations module and can only be maintained from Victorian Valuations.

Building Area

This field displays the building area. This data is populated from the Victorian Valuations module and can only be maintained from Victorian Valuations.

Date Created

This field displays the date and time on which the Property record was created.

This field is display only and may not be maintained.

Note: If the Auditing Log is cleared or not active, the creation date will not be available. If this is the case the creation date will display as 'Unknown Creation date'.

Last Modified

This field displays the date and time on which the Property record was last modified.

This field is display only and may not be maintained.

Property Group

If this property has Property Group records associated with it then this check box will be turned on.

Clicking on this field will take you directly to the Property Group Maintenance Form.

This field is display only and may not be maintained.

Associated Properties

If this property has other properties associated with it then this check box will be turned on.

Clicking on this field will take you directly to the Associated Properties Maintenance Form.

This field is display only and may not be maintained.

Property Debts

This field provides the ability to view all Property debts (from any assessment as well as third party Accounts Receivable Property related debts).

Property Debts fields that can be displayed are;

- Rates
- Special Rates & Charges
- Water
- Sundry Debts
- Other Debts

Sundry Debts and Other Debts are mutually exclusive. Display of the above fields are conditioned by the Property Systems Parameters. This field is display only and may not be maintained.

To add Other Debts to a Property record the following steps need to be executed.

Ensure that Other Debts is set to active in the Property Administration, Property Parameters, System Parameter Maintenance (3 of 3) form.

Via Query menu Export/Import Format Maintenance create an Import Entity using LPADEBT. For example;

Export/Import Format Maintenance Form

A .txt is required to be defined as per the Import format.

As the Import Format is set to a fixed width the correct number of spaces must match the selected field widths.

Via Query menu, Import Entity Control enter required data and then Select the Process Button and complete the import of Other Debts data

For example:

Import Control Form

Property Debts Detail

If this button is selected the associated Rates Assessment Selection form will be presented. (Subject to security).

Base Indicator

This field reflects the state of the Base Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Building Indicator

This field reflects the state of the Building Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Occupancy Indicator

This field reflects the state of the Occupancy Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Land Indicator

This field reflects the state of the Land Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Allow Occupancies

This field reflects the state of the Occupancies Allowed Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Street Indicator

This field reflects the state of the Street Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Common Area Indicator

This field reflects the state of the Common Area Indicator.

Clicking on this field will take you directly to the Property Addresses Maintenance Form.

This field is display only and may not be maintained.

For more information on Indicators refer to Property Addresses Maintenance in this User Guide.

Title

This field displays the formatted title(s) attached to the Property record.

Double clicking on this field will take you to the Property Titles and Parcels Maintenance Form.

This field is display only and may not be maintained.

Title Detail Button

If this button is pressed the associated Title Maintenance form will be presented. (Subject to security).

Parcel Count

This field displays the number of parcels linked to the Property. This field is display only and may not be maintained.

Parcel

This field displays the formatted parcel description (as defined at the Property System parameter level).

Double clicking on this field will take you to the Property Titles and Parcels Maintenance Form.

This field is display only and may not be maintained.

Parcel Detail Button

If this button is pressed the associated Parcel Maintenance form will be presented. (Subject to security).

Name Links

This area displays all names and their mailing addresses associated with the current property. The field description contains the type of role link.

The date the name link became effective is also displayed.

Pressing the detail button associated with the name will present the Person/Company Name Maintenance form (subject to security).

The scroll bar at the right hand side of this area enables you to scroll up and down the entire list of name links.

Double clicking on the name and address will present the Names Maintenance Form.

Options Button

If this button is pressed the Property Options form will be presented.

Video Buttons

These buttons are available to move through groups of properties, selected previously from the Property Selection form. The following buttons are available, depending on which property you are currently maintaining

- Select the next property
- Select the previous property
- Select the first property
- Select the last property

Property Options Form

This form is accessed by pressing the Options Button on the Property Summary form and displays all the available Maintenance/Enquiry Options that are available to you. Any options to which you do not have access will not be displayed.

The options are displayed in the order in which they have been defined via the Council Maintenance security parameter. The descriptions associated with each option may also be defined via the Council parameter.

The form displays buttons along with descriptive text for each function accessible. The text is displayed in bold font if there is data on the associated form.

Available Options			
☐ Names	☐ Address Details	☐ Sub Properties	☐ Titles and Parcels
☐ Zones	☐ Land Use	☐ Conditions	☐ References
☐ Delete Property	☐ Certificates	☐ Notices	☐ Services
☐ Divisions	☐ Transfers	☐ Floods	☐ Structures
☐ Rates	☐ Applications	☐ Infringements	☐ Animals
☐ GIS References	☐ Licensing	☐ Plans	☐ Crown Tenure
☐ Associated Properties	☐ Property Groups	☐ Hierarchy	☐ Customer Service
☐ Registers	☐ Inspections	☐ All Inspections	☐ New Zealand Valuations
☐ Trade Waste	☐ Water Billing		

Close

Property Options Form

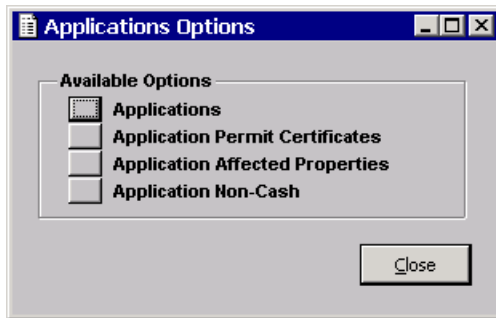
Individual Option buttons

Pressing this button will take you to the associated Maintenance/Enquiry form as described in the text alongside the button.

Application Options Form

This form is accessed by pressing the Options Button on the Property Summary form and then selecting the Applications Option button this will then allow access to Available Options that are available to you. Any options to which you do not have access will not be displayed.

The form displays buttons along with descriptive text for each function accessible. The text is displayed in bold font if there is data on the associated selection form.



Application Options Form

Available Options

Selecting these option buttons will display the selection form for each of the available Applications Options.

Property Deletion

This option is accessed from the Property Summary Form, under the Options Menu.

Property Deletion Form

This form enables the deletion of a property from the property database, with all its related components also being removed. A property will be restricted from deletion where it has links to other external applications (eg. Rates, Applications etc).

Deletion of a property with sub-properties will remove both the main and the sub properties.

Note: It is recommended that the Property Deletion process is only utilised where property data has been added in error. The Property Divisions function should be utilised in the majority of cases to flag a property which is no longer required as 'Historic' rather than removing completely from the database.

Property Deletion Form

Property Address

These fields will display the selected formatted property address and the status of the property. These fields are display only and may not be maintained..

Summary

This field is a summary box which displays all the current information linked to a property. Linked information may include any of the following details

- Links to other applications (eg. Rates, Applications etc)
- Title and Parcel Details
- Name Role links (eg. owners, occupiers etc)
- Land Use, Zones and Conditions
- Certificates and Notices
- Structure details

By pressing F2 or double clicking on the Summary field, the summary box can be expanded to enable a full screen display of all related information.

It is recommended that the summary details are assessed carefully prior to deletion of a property, as ALL related details will be removed from the database along with the property record.

Delete Button

By pressing the Delete button, the property deletion process will be finalised. Ensure that you have selected the correct property and checked all the current links to ensure that you wish to perform the deletion process.

Property Addresses Maintenance

Property Addresses Maintenance Form

This form allows you to enter basic property details as well as provide alternative address and property name information.

A property record may have an unlimited number of alternative addresses associated with it.

The formatting of the property address can be changed when required and may be different for each address associated with the record.

To create an alternate address or a property name press the Insert Button.

Property Addresses Maintenance

Property Details

Description: Lot 1 DP 1011334 Override Description ☐

Property Type: Building

Ward: Geac

Land Area: 250 m² Σ

Allow Automatic Generation of Certificates: ☒

Sub Property Valuation Component Link Required: ☐

Ownership Code: (none) Rating Treatment Codes: ...

Indicators

- ☒ Base
- ☐ Building
- ☒ Occupancy
- ☒ Land
- ☐ Allow Occupancies
- ☐ Street
- ☐ Common Area

Property Address (including alternate addresses)

Address	Address Type	System	Mail Out	Address Format
1 Bellevue Parade, CARLTON SA 5800	Primary	☒	☒	(default)
1 Bellevue Parade, CARLTON SA 2218	Historic	☐	☐	(default)
1 Bellevue Parade, CARLTON HILL NSW 2218	Historic	☐	☐	(default)

Property Name

Property Name:

Date Effective: 15-Jul-2004 Date Lapsed: Status: Current Primary: ☒

Insert OK Cancel

Property Address Maintenance Form

Description

By default, this field will contain the formatted parcel address of all parcels associated with the property record.

This description may be overridden by checking on the Override Description check box.

Override Description

If this box is checked on then the Property Description field may be entered manually, allowing an override of the default parcel address information.

If this box is checked off then the Property Description field may not be maintained.

Property Type

Select a valid Property Type from the drop down list.

The drop down list is user definable and is established at the Property Administration parameter level.

Ward

Select a valid Ward Name from the drop down list.

The drop down list is user definable and is established at the Property System parameter level.

Wards may be established at the Street level and will be defaulted into this field. If Wards have been established at the Street level (in Street Networks) only Wards valid for that street may be selected.

Land Area

There are two fields and a function button associated with the Land Area.

The first field contains the actual land area and may be entered manually.

The second field contains the Unit of Measurement on which the Land Area is based.

The function button (Auto Sum) to the right of the two fields provides the ability to automatically update the actual Land Area with the sum of the Land Areas held on the attached parcel records. (This function is optional.)

If the Auto Sum function is used the following message will be displayed:-
"Re-Calculate Property Area from combined Parcel Area?"

Valid responses to this message are Yes or No.

If Yes is selected then the Land Area field is automatically updated by the summation of the Land Area fields held on all of the associated parcel records.

If No is selected then the function is not performed and no update will occur.

Allow Automatic Generation of Certificates

The field is used for generation of Certificates via ePathway.

Where the Merge Type is set to Auto Generate AND the Property selected for the Certificate is also set to Auto Generate, the Certificate will be automatically generated and issued to applicant.

If a specific Property is not to have such Certificates automatically generated, then this flag in Property Address Maintenance can be manually set OFF.

This field will default to ON upon creation of new Properties

Rating Treatment Codes

Rating Treatment Codes may be mandatory – this is controlled by the Property Type. Where mandatory, they must be entered and will control the split of the Rateable Valuation that is passed between the New Zealand Valuations module and Rates.

Sub Property Valuation Component Link Required

The setting of this flag is controlled by the following instances. Where this property has a Valuation Assessment link, a current non-proposed Rates Assessment and is a parent property, the flag will be able to be set on.

This flag controls whether sub-property Information is available for viewing within the New Zealand Valuations Module.

Once set on, the flag will not be able to be turned off where components are currently linked to the sub-property records within the New Zealand Valuations module.

Ownership Code**Base Indicator**

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

This flag indicates that the property is a level one property. i.e. it has no parent property.

This flag cannot be set for 2nd and 3rd level properties.

Building Indicator

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

This flag will only be used if the properties in this structure go to three levels. This flag is only used at the 2nd level property.

It indicates that this property is a Building Property. A Building Property cannot be a Base property.

Occupancies may be recorded at the Building Property level.

Example:

10 - 20 Flinders

(Base Property)

Street

10 Flinders Street	(Building Property, Occupancy Property)
12 Flinders Street	(Building Property)
Level 1/12 Flinders Street	(Occupancy Property)
Level 2/12 Flinders Street	(Occupancy Property)
14 - 16 Flinders Street	(Building Property, Occupancy Property)
18 - 20 Flinders Street	(Building Property)
Level 1/18-20 Flinders Street	(Occupancy Property)
Level 2/18-20 Flinders Street	(Occupancy Property)

Occupancy Indicator

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

The Occupancy Indicator can only be set on at one level in a direct line down the Structure. In the example below note that the Occupancy Indicator could not be turned on at 12 Flinders Street or at 18-20 Flinders Street.

Example:

10 - 20 Flinders Street	(Base Property)
10 Flinders Street	(Building Property, Occupancy Property)
12 Flinders Street	(Building Property)
Level 1/12 Flinders Street	(Occupancy Property)
Level 2/12 Flinders Street	(Occupancy Property)
14 - 16 Flinders Street	(Building Property, Occupancy Property)
18 - 20 Flinders Street	(Building Property)
Level 1/18-20 Flinders Street	(Occupancy Property)
Level 2/18-20 Flinders Street	(Occupancy Property)

Land Indicator

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

This flag determines whether or not a title may be recorded against the property. In a direct line down the structure the Land flag may only be set on at one level.

Note that a title may be created against a property where the Land Indicator is turned off but only where the Common Area Indicator is turned on.

Allow Occupancies

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

This flag will relate directly to properties created below it.

If this flag is on then properties below it will be Occupancy Properties (in which case their Allow Occupancy flag will be off).

Unless the Base property has 1 or more Building properties the Allow Occupancies Indicator is non-maintainable. Hence, this flag is only relevant when creating a 3 tier structure.

The Occupancy Indicator and the Allow Occupancies indicators are mutually exclusive.

Example:

10 - 20 Flinders Street	(Base Property)
-------------------------	-----------------

10 Flinders Street	(Building Property, Occupancy Property)
12 Flinders Street	(Building Property, Allow Occupancies)
Level 1/12 Flinders Street	(Occupancy Property)
Level 2/12 Flinders Street	(Occupancy Property)
14 - 16 Flinders Street	(Building Property, Occupancy Property)
18 - 20 Flinders Street	(Building Property, Allow Occupancies)
Level 1/18-20 Flinders Street	(Occupancy Property)
Level 2/18-20 Flinders Street	(Occupancy Property)

Street Indicator

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

If properties are being created to represent Streets then turn this flag on.

Common Area

This flag will only be displayed if the option "Use Indicators" is turned on in the Property Administration System Parameter.

This flag indicates whether or not the property contains common area.

Example:

2-4 Penny Lane	(Base, Common Area)
Unit 1/2-4 Penny Lane	(Occupancy, Land)
Unit 2/2-4 Penny Lane	(Occupancy, Land)
Unit 3/2-4 Penny Lane	(Occupancy, Land)

Property Address

This field contains the formatted property address of all valid addresses for the current property.

This field is display only and may not be maintained.

To create a new Primary or Alternate address press the Insert Button.

Address Type

This field indicates the type of property address displayed.

Three options are available:

- Primary
- Alternate
- Historic

Primary

This value represents the address displayed as being the primary address for the property. This address is usually the one over which searches will be performed. Only one address may be selected to be the primary address. If another address is flagged as the Primary address the current Primary address will be switched to Alternate.

Alternate

This value represents the address displayed as being an alternative address for the property. Searches may be performed using the Alternate address. An alternate address usually represents a corner address.

Historic

This value represents the address displayed as being an Historic address for the property. Searches may be performed using the Historic address.

Property Address Detail Button

Pressing this button will present you with the Address Maintenance form. The Address Maintenance form is used to either create a new property address or maintain an existing property address.

System

This field is used to determine which address on the property (if more than one) is used for display purposes.

Only a Primary Address may be the “System” address.

The Address flagged as the “System” address will be presented on Summary and Maintenance forms and on reports.

Note: A Primary Address may have multiple formatting rules applied.

Mail Out

This field is used to determine the address on the property to be used when generating Miscellaneous Notices.

If the property is flagged ON then the property will be selected when generating Miscellaneous Notices over a range of properties.

If the property address is flagged OFF then the property will be ignored in the Miscellaneous Notice generation.

Only a Primary Address may be a “Mail Out” address.

Note: A Primary Address may have multiple formatting rules applied.

Example

Primary Property Address : The Pines, 22 Beulah Road, Marino SA 5049 - This address has a formatting rule of (default) applied to it which displays the Property Name as well as the Property Street Address. It is flagged as the “System” address and will be used for display purposes on maintenance and enquiry forms. The Primary Property Address has a second formatting rule applied to it (Insert, Format) called Australia Post. The Australia Post format does not include the Property Name and will be flagged as the “Mailing” address.

Formatting Rule

Select a formatting rule to be applied to the property address.

This will usually be the default formatting rule (established at the Property System parameter level), but where necessary the default may be overridden by another format.

The property address formatting rules are user definable and are established at the Property System parameter level).

Any change to the formatting rule applied to the property address will be reflected immediately after pressing the OK button.

A Property Address (both Primary and Alternate) may have multiple formatting rules applied to it. To apply a secondary format to an existing Property Address press the Insert Button (F9 or Edit/Insert) and select Format from the dialog box. This will insert a second instance of the Property Address against which you may nominate another address format.

Example:

Primary Property Address : The Pines, 22 Beulah Road, Marino SA 5049 - This address has a formatting rule of (default) applied to it which displays the Property Name as well as the Property Street Address. It is flagged as the “System” address and will be used for display purposes on maintenance and enquiry forms. The Primary Property Address has a second formatting rule applied to it (Insert, Format) called Australia Post. The Australia Post format does not include the Property Name and will be flagged as the “Mailing” address.

Property Name

Multiple Property Names may be recorded for a Property although only one may be flagged as the Primary Property Name. Property Names are displayed in alphabetical order.

Press Insert (F9 or Edit/Insert) to create a new Property Name.

If “focus” is not in the Property Name area then a message will be displayed “Do you wish to add a property address or property name?” Click on the Name button.

Date Effective

This field contains the date on which the Property Name became (or will become) effective.

If no Date Effective is entered then the Property Name status becomes “Proposed”.

Date Lapsed

This field contains the date on which the Property Name has (or will) lapsed. Where property names have lapsed the Property Name status becomes “Historic”.

Status

This field displays the status of the Property Name record. The Status is calculated automatically by the system. Three values are valid:-

- Current
- Proposed
- Historic

Primary

This check box indicates which Property Name is the “Primary” name. The Primary name is displayed on the Property Summary form and used in the Property Address format.

Only a Property Name with a status of Current may be the Primary Property Name.

Only one Property Name may be the Primary.

Address Maintenance Form

This form is used to create or maintain property addresses.

It should be noted that the Street and Suburb names (and their relationships to each other) must have been established using the Street Networks function. If a Street and Suburb have not previously been created then property addresses are not able to be created using that Street and Suburb.

If an address is being created that already exists the following error message is displayed:-

“<Address> already exists. Do you wish to create this property?”

There are two valid responses to this message, Yes or No.

Yes - The property address will be created. The result of this is that multiple occurrences of the same property address will exist within the data base.

No - The property address will not be created. You will be returned to the Address Maintenance Form.

If you are maintaining a property address for a property that has sub-property's linked to it the system will display the Sub-Property Address Selection form. Refer to the appropriate section of this User Guide for more information.

When creating a NEW property address from Property Maintenance option, the NEW button has been made available on the Street Pop Up Form to allow a user to create a new street. The display of this button is determined by the users Council Authorities set up. This is, the ‘Street Creation via Property Maintenance’ option.

Address Maintenance Form

Start House Number

This field contains the “start” house number.

In most cases this will be the normal house number. In cases where a property encompasses a range of house numbers (eg.. 1 to 3) then this field contains the first house number.

Start House Number Suffix

This field contains the start house number suffix.

This field is only used where a house number contains an additional identifier. For example the house number 27A would be entered as 27 in the Start House Number field and the “A” would be placed in this field.

End House Number

This field contains the end house number.

This field is only used in cases where a property encompasses a range of house numbers (eg.. 1 to 3). In this case the “3” would be placed in this field.

End House Number Suffix

This field contains the suffix relating to the end house number. This field is only used where a house number contains an additional identifier.

Start Unit Number

This field contains the start unit number.

In most cases this will be the normal unit number. In cases where a property encompasses a range of Unit numbers (eg.. Unit 1 to Unit 4) then this field contains the first unit number.

Start Unit Number Suffix

This field contains the start unit number suffix.

This field is only used where a Unit number contains an additional identifier. For example the Unit number 1A would be entered as 1 in the Start Unit Number field and the “A” would be placed in this field.

End Unit Number

This field contains the end unit number.

This field is only used in cases where a property encompasses a range of Unit numbers (eg. Unit 1 to Unit 4). In this case the “4” would be placed in this field.

End Unit Number Suffix

This field contains the suffix relating to the end unit number. This field is only used where a unit number contains an additional identifier.

Start Level Number

This field contains the start level number. Level numbers will generally only be utilised where sub-properties are being created.

In cases where a property encompasses a range of Level numbers (eg.. Level 1 to Level 4) then this field contains the first level number.

Start Level Number Suffix

This field contains the start level number suffix.

This field is only used where a Level number contains an additional identifier. For example the Level number 1A would be entered as 1 in the Start Level Number field and the "A" would be placed in this field.

End Level Number

This field contains the end level number.

This field is only used in cases where a property encompasses a range of Level numbers (eg.. Level 1 to Level 4). In this case the "4" would be placed in this field.

End Level Number Suffix

This field contains the suffix relating to the end level number. This field is only used where a level number contains an additional identifier.

Start Display Number

This field contains the start display number.

This field is used where searching and addressing relies on the number displayed on a building and not it's valid street address.

Example

The AMP Building is located at 18 - 22 Flinders Street, Adelaide however it has the number 20 displayed above the front entrance and is typically referred to as number 20 Flinders Street.

Note: The Display Number is available in the Property Address Format Parameter. It is mutually exclusive to the start/end house number. If the Display number and the start/end house numbers are both included in the address format then it will use the Display Number when present, otherwise it will use the start/end house numbers.

Display Number Suffix

This field is used when a display number requires a suffix attached.

Example

The AMP Building is located at 18 - 22 Flinders Street, Adelaide however it has the number 20A displayed above the front entrance and is typically referred to as number 20A Flinders Street.

Display End Number

This field contains the end display number.

This field is used where searching and addressing relies on the number displayed on a building and not it's valid street address.

Example

The AMP Building is located at 18 - 24 Flinders Street, Adelaide however it has the number 20-22 displayed above the front entrance and is typically referred to as number 20-22 Flinders Street. In this case the number 22 is entered as the Display End Number.

Display End Number Suffix

This field is used when a display number requires a suffix attached.

Example

The AMP Building is located at 18 - 24 Flinders Street, Adelaide however it has the number 20-22A displayed above the front entrance and is typically referred to as number 20-22A Flinders Street. In this case the letter A is entered as the Display End Number Suffix.

Prefix

This field contains the property address prefix description. The address prefix is user definable.

This field is used where an additional address prefix is required over and above the Unit and Level Prefixes. It can be used to record address prefixes such as "Above", "Behind", "Off".

Examples

Behind Shop 1/23 Flinders Street, Adelaide
Off Post Office Lane, Adelaide

Note: The Property System parameters enable you to nominate whether the address prefix entered will be validated against the defined parameters. It is recommended that the “Validate Address Prefix” flag is turned on to ensure data integrity. There is no direct link between the parameters and the address details, the pop-up provides a ‘Look-Up’ facility only.

Unit Prefix

This field contains the Unit prefix description. The unit prefix is user definable.

Examples

Unit 1/23 Flinders Street, Adelaide

Shop 1/23 Flinders Street, Adelaide

Note: The Property System parameters enable you to nominate whether the Unit prefix entered will be validated against the defined parameters. It is recommended that the “Validate Unit Prefix” flag is turned on to ensure data integrity. There is no direct link between the parameters and the address details, the pop-up provides a ‘Look-Up’ facility only.

Level Prefix

This field contains the property level prefix description. The level prefix is user definable. In most cases the level prefix will describe a level component eg. Level, Floor etc

Example

Level 1, 214-216 Flinders Street, Adelaide

Note: The Property System parameters enable you to nominate whether the Level prefix entered will be validated against the defined parameters. It is recommended that the “Validate Level Prefix” flag is turned on to ensure data integrity. There is no direct link between the parameters and the address details, the pop-up provides a ‘Look-Up’ facility only.

Street

This field contains the street name on which the property is located. A valid street must be selected.

The street name may be selected from the Street Pop Up form or entered manually within this field. A partial street name (including wild cards) may be entered.

If the street only occurs in the property system once and is only located within one suburb, then the street and suburb will be automatically updated with the relevant information.

If the street occurs within two suburbs then you may either select the required suburb from the Pop Up form, or alternatively type the Suburb name (or part thereof including wild cards) into the Suburb field.

Where the Street name occurs twice within the property system then the Pop Up form will be displayed automatically for selection of the appropriate street.

Note: Where a property is located on two streets (that is, the property has two distinctive addresses) an alternative address must be established on the Property Addresses Maintenance form.

Suburb

This field contains the suburb in which the property is located.

Where a Street name has previously been entered and only exists within one Suburb then this field will be automatically updated.

A partial suburb name (including wild cards) may be entered.

The Suburb name entered will only be accepted if it is associated with the Street Name entered.

Post Code

This field contains the post code for the nominated street and suburb.

It will be populated automatically by the system.

Where more than one post code exists for the suburb select the appropriate value from the drop down list.

Side of Street

This field contains an alpha numeric character that determines which side of the street the property is located on. For example your site may choose to use compass references eg.. N (North), S (South), E (East) or W (West). Alternatively you may record O (Odd numbers) or E (Evens).

Note: This field is not validated.

Geographic Location

This field enables the geographic location of the associated property to be defined.

The use of this field is not mandatory and is not validated against any parameter. Up to four alphanumeric characters may be used.

Please note that this is NOT the link to a GIS system.

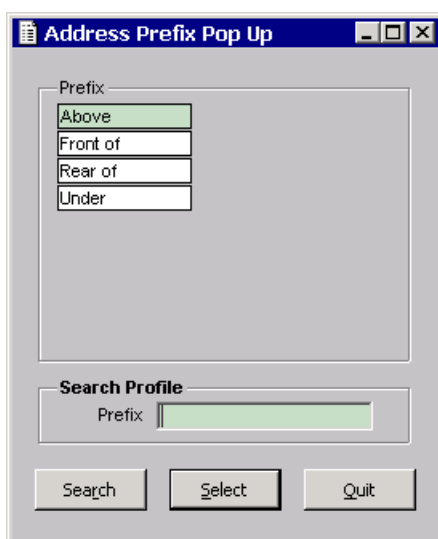
Overriding Description

This field will allow the entry of free format text for an overriding description.

This field is used where perhaps the property address has no identifying house number(s) or property name. This field is available in the Property Address Format parameter.

Address Prefix Pop Up Form

This pop up will display a list of all available Address Prefixes.



Address Prefix Pop Up Form

Prefix

This field contains the full description of each available Address Prefix.

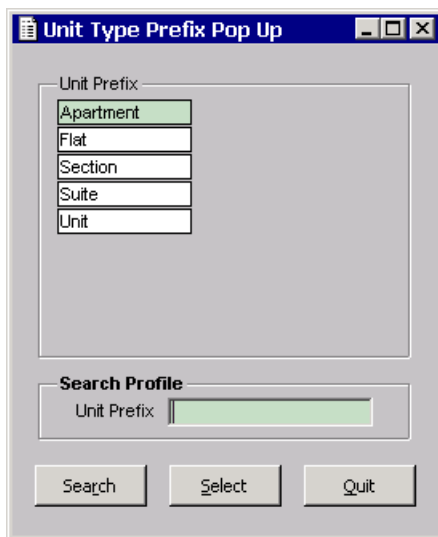
This field is display only and may not be maintained.

Search Profile - Prefix

If you wish to narrow the list of valid Address Prefixes you may enter the required value in this field (including wild cards). This list, however, is usually small and a retrieve profile is not usually necessary.

Unit Type Prefix Pop Up Form

This pop up will display a list of all available Unit Type Prefixes.

The image shows a software window titled "Unit Type Prefix Pop Up". Inside the window, there is a section labeled "Unit Prefix" containing a list box with five items: "Apartment", "Flat", "Section", "Suite", and "Unit". "Apartment" is currently selected and highlighted in green. Below this list box is a section labeled "Search Profile" which contains a text input field with the label "Unit Prefix" and a green cursor. At the bottom of the window are three buttons: "Search", "Select", and "Quit".

Unit Type Prefix Pop Up Form

Unit Prefix

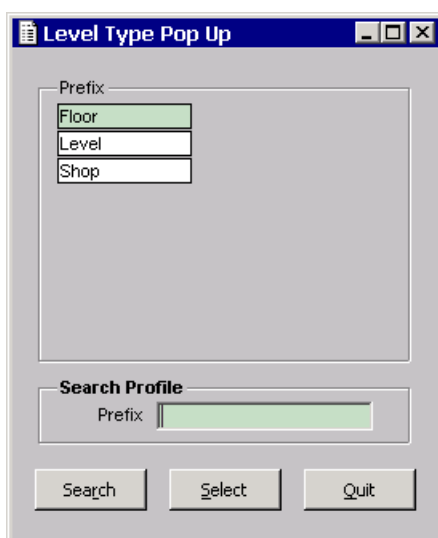
This field contains the full description of the Unit Type prefix.
This field is display only and may not be maintained.

Search Profile - Unit Prefix

If you wish to narrow the list of valid Unit Prefixes you may enter the required value in this field (including wild cards). This list, however, is usually small and a retrieve profile is not usually necessary.

Level Type Pop Up

This pop up will display a list of all available Level Type Prefixes.

The image shows a software window titled "Level Type Pop Up". Inside the window, there is a section labeled "Prefix" containing a list box with three items: "Floor", "Level", and "Shop". "Floor" is currently selected and highlighted in green. Below this list box is a section labeled "Search Profile" which contains a text input field with the label "Prefix" and a green cursor. At the bottom of the window are three buttons: "Search", "Select", and "Quit".

Level Type Pop Up Form

Prefix

This field contains the full description of the Level Type prefix.
This field is display only and may not be maintained.

Search Profile - Prefix

If you wish to narrow the list of valid Level Type Prefixes you may enter the required value in this field (including wild cards). This list, however, is usually small and a retrieve profile is not usually necessary.

Sub Properties

The Property Administration system caters for a three tier hierarchy of property details.

As customers refer to these hierarchy levels using different terminology for the purposes of describing this function we will use the terms Level 1, Level 2, Level 3.

Other terminology includes:-

Level 1	Grandparent
Level 2	Parent
Level 3	Child

Level 1	Base
Level 2	Building
Level 3	Occupancy

A sub property is any property that is linked to another property which is at a higher level.

Example of a two tier property structure:

1-5 Smith Avenue, Norwood
Unit 1/1-5 Smith Avenue, Norwood
Unit 2/1-5 Smith Avenue, Norwood
Unit 3/1-5 Smith Avenue, Norwood
Unit 4/1-5 Smith Avenue, Norwood
Unit 5/1-5 Smith Avenue, Norwood
Unit 6/1-5 Smith Avenue, Norwood

Example of a three tier property structure:

10 - 20 Flinders Street
10 Flinders Street
12 Flinders Street
Level 1/12 Flinders Street
Level 2/12 Flinders Street
14 - 16 Flinders Street
18 - 20 Flinders Street
Level 1/18-20 Flinders Street
Level 2/18-20 Flinders Street

Sub properties are fully functional in respect to all other maintenance processes.

Sub Property Maintenance Form

This form is called from either the Options menu item or the Options Button and selecting "Sub Properties". This form displays all associated sub properties for the current main property. This form also allows you to create sub properties for the current main property.

To Link a property as a sub-property press the Link button.

When using the Link validation rules have been applied. This is to ensure that House Number is within Parent House Number range and the Street is the same as the Parent Property.

Where the System Parameters indicate Warning, the appropriate warning message will be displayed, however Users will be able to acknowledge the message and continue to Link the property.

Where the System Parameters indicate Error, the appropriate error message will be displayed, however Users will not be able to Link the property. Selecting OK will return the User to the Property Selection Form.

To maintain a sub property press the detail button to the right of the sub property address. The Property Summary form will be presented. All maintenance options are available for the sub property (where security permits).

Note that the form is divided into three distinct parts:-

- Parent property
- Property
- Sub Property

The form also displays a sub- property count next to the Status field for the sub-properties.

The Parent Property address represents the property that is one level higher than the current property being maintained.

The Property address represents the current property being maintained.

The Sub Property address represents the property that is one level lower than the current property being maintained.

Sub Property Maintenance Form

Parent Property

This field displays the formatted address of the parent property. The Parent Property Address will be displayed in the following circumstance.

- ☐ Access a Sub-Property address - the property address one level higher will display as the Parent Property.

The Status of the property is also displayed.
This field is display only and may not be maintained.

Property

This field displays the formatted address of the current property.
The Status of the property is also displayed.
This field is display only and may not be maintained.

Sub-Property

This field displays the formatted address of the associated sub property(s).
The Status of the property is also displayed.

This field is display only and may not be maintained.

Detail Button

Pressing this button will present the Property Summary form for the associated sub property. Full maintenance functions are available for the sub property from the Property Summary form (where security permits).

Move Up/Down Buttons

Pressing the Up or Down Button will change the display sequence of the sub properties.

Status

This drop down will determine which sub-properties are displayed based on the Property Status.

Valid options are:-

- Current
- Historic
- Proposed
- Current & Proposed
- (any)

Sub Property Count

This field displays the number of Current, Proposed and Historic Sub Properties linked.

Unlink Button

Pressing this button will unlink a sub-property and return it to a Level 1 property.

Link Button

Press this button to link a property as a sub-property.

A Property already defined as a sub-property may be selected. It will be unlinked from its existing parent and linked to the current property as a sub-property.

Procedure

- Press Link Button
- The Property Search Profile is presented
- Enter a Search Profile to find the property that you wish to link as a sub-property
- The Property Selection Form is presented
- Click on the appropriate Property and press the Select Button.

Insert Button

The Insert Button will allow the creation of another property address (based on the current address) and automatically link it as a sub-property.

Property Address Selection Form

This form is presented when a property has been selected for modification and sub-properties are being created and the selected property has alternate addresses linked.

Example:

Primary - 1 Craig Drive

Alternate 1 Fish Street

 1 Crab Close

This form is also presented when Inserting a new sub-property on the Sub Property Maintenance form and the address of the new sub-property does not match any existing sub-property.

This form allows you to select sub-property addresses that you wish to apply. When selected, the system will automatically assign the selected property address to the new sub-properties.

Property Address	Address	System	Mail Out
"NEWMARKET HOTEL", 1-10 West Terrace, ADELAIDE SA 5001	Primary	☒	☒
"NEWMARKET HOTEL", 1-8 North Terrace, ADELAIDE SA 5001	Alternate	☐	☐

Property Address Selection Form

Parent Property

This field displays the formatted property address for the parent property currently being maintained. This field is display only and may not be maintained.

Property Address

This field displays the Formatted property addresses for the parent property that are available for selection when creating a sub property

This field is display only and may not be maintained.

Address

This field displays the Address Type whether it is the Primary address or an Alternate address for the parent property currently being maintained.

This field is display only and may not be maintained.

System

This field is used to determine which address on the property (if more than one) is used for display purposes.

Only a Primary Address may be the "System" address.

The Address flagged as the "System" address will be presented on Summary and Maintenance forms and on reports.

Note: A Primary Address may have multiple formatting rules applied.

Mail Out

This field is used to determine the address on the property to be used when generating Miscellaneous Notices.

If the property is flagged ON then the property will be selected when generating Miscellaneous Notices over a range of properties.

If the property address is flagged OFF then the property will be ignored in the Miscellaneous Notice generation.

Only a Primary Address may be a "Mail Out" address.

Note: A Primary Address may have multiple formatting rules applied.

Example

Primary Property Address : The Pines, 22 Beulah Road, Marino SA 5049 - This address has a formatting rule of (default) applied to it which displays the Property Name as well as the Property Street Address. It is flagged as the "System" address and will be used for display purposes on maintenance and enquiry forms.

The Primary Property Address has a second formatting rule applied to it (Insert, Format) called Australia Post. The Australia Post format does not include the Property Name and will be flagged as the "Mailing" address.

Sub-Property Address Selection Form

This form is presented when an address has been selected for modification and sub-properties are present for that address.

Example:

2-4 Jackson Street

Unit 1, 2-4 Jackson Street

Unit 2, 2-4 Jackson Street

The Property Address for 2-4 Jackson Street has been changed to 92-94 Whitehorse Road. In Property Address maintenance change the address for 2-4 Jackson Street to 92-94 Whitehorse Road. When OK is pressed to accept the change the Sub-Property Address Selection form is displayed.

This form allows you to select sub-property addresses that you wish to change. When selected, the system will automatically assign the new property address to the selected sub-properties.

This form is also presented when Inserting a new sub-property on the Sub Property Maintenance form and the address of the new sub-property does not match any existing sub-property.

Sub-Property Address Selection	
Parent Property "Seeview Apartments", 19 Bellevue Parade, CARLTON SA 5800	
Previous Address Details	
House Number	19
Display Number	0
New Address Details	
House Number	19
Display Number	17
Select the sub-properties that you wish to update with the new address	
The following sub-properties have addresses which matched the address of the parent prior to its change. Select the required sub-properties to automatically update the sub-property addresses to match the new parent address.	
1/19 Bellevue Parade, CARLTON SA 5800	Current
2/19 Bellevue Parade, CARLTON SA 5800	Current
3/19 Bellevue Parade, CARLTON SA 5800	Current
4/19 Bellevue Parade, CARLTON SA 5800	Current
Continue Quit	

Sub-Property Address Selection Form

Parent Property

This field displays the formatted property address for the property currently being maintained. This field is display only and may not be maintained.

Previous Address Details

These fields display the house number details for the current property prior to the changes made. These fields are display only and may not be maintained.

New Address Details

These fields display the house number details for the current property after the changes were made. These fields are display only and may not be maintained.

Sub Property Details

This area lists all sub property addresses and the status for the current property.

Select the sub-property addresses that you wish to update with the new property address.

Note: In some cases not all the sub-addresses would require updating, it may be that in the case of Units some of the Units may face only another street and so have that street number and name for their addresses.

Property Group

Property Group Maintenance Form

This form provides the ability to link the Property record currently being maintained to a Property Group.

Properties may also be linked to a Property Group via the Property Group Maintenance program on the menu. (This option would be a quicker method for assigning a large number of properties to a Property Group)

Properties may belong to any number of Property Groups.

From this form you may:

- Add a new Property Group to the Property by pressing the Insert Button.
- Delete a Property Group from the Property by selecting Edit/Delete (F11).

This form is accessed via:

- The Options drop down Menu from the Property Summary Form.
- The Options Button from the Property Summary Form.
- The Options Button from the Property Selection Form.

Group Code	Description
4	Karen's Property Group

Property Group Maintenance Form

Property

This field displays the formatted property address of the Property currently being maintained. This field is display only and may not be maintained.

Group Code

Enter the Group Code (if known) or press the Pop Up Button associated with the field to display the Property Group Pop Up form.

Group Description

This field contains the full description of the Property Group. This field is display only and may not be maintained.

Property Group Detail Button

Pressing this button will display the full details of the Property Group, including all other associated Properties.

Property Group Pop Up Form

This form displays a list of all valid Property Groups available for selection. This is a standard Pop Up form.

Group Code	Description
1	Beulah Group
2	Unit Association
3	Whitney Group
4	Karen's Property Group

Search Profile
Group Code
Description

Property Group Pop Up

Group Code

This field displays the Property Group code for the group record. This field is display only and may not be maintained.

Group Description

This field displays the full description of the Property Group record. This field is display only and may not be maintained.

Crown Tenure

Crown Tenure information may be linked to any property in the Property Administration System. This function provides the ability to link the Property record currently being maintained to one or many Crown Tenure records.

Properties may also be linked to a Crown Tenure via the Crown Tenure Maintenance program on the menu. (This option would be a quicker method for assigning a large number of properties to a Crown Tenure)

From this function you may:

- Add a new Crown Tenure Record to the Property by pressing the Insert Button.
- Delete a Crown Tenure Record from the Property by selecting Edit/Delete (F11).

This form is accessed via:

- The Options drop down Menu from the Property Summary Form.
- The Options Button from the Property Summary Form.
- The Options Button from the Property Selection Form.

It should be noted that Crown Tenure records may not be created or maintained from this function. To create or maintain an existing Crown Tenure record the Crown Tenure Maintenance program from the Menu must be used.

Property Crown Tenure Maintenance Form

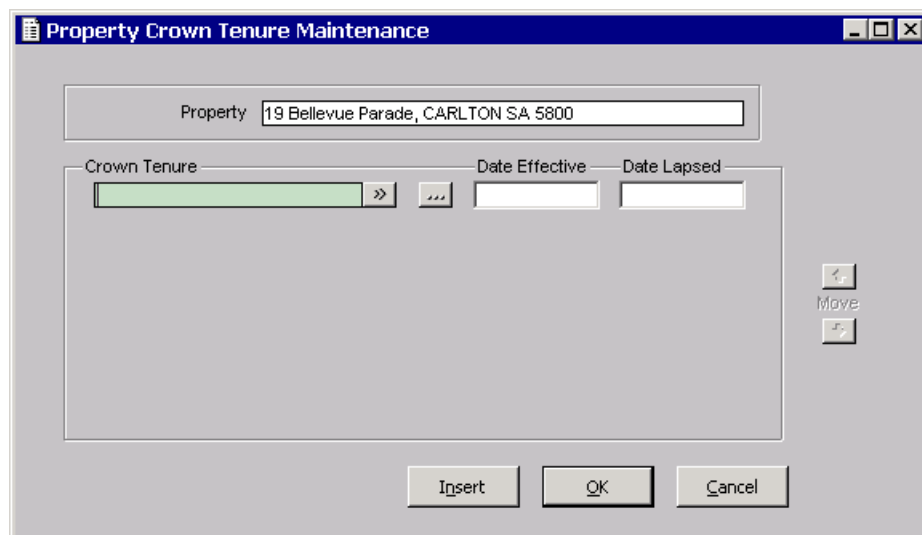
From this form you may:

- Add a new Crown Tenure Record to the Property by pressing the Insert Button.
- Delete a Crown Tenure Record from the Property by selecting Edit/Delete (F11).

This form is accessed via:

The Options drop down Menu from the Property Summary Form.

The Options Button from the Property Summary Form.



Property Crown Tenure Maintenance Form

Property Address

This field displays the address of the property currently being maintained. This field is display only and may not be maintained.

Crown Tenure

This field displays the crown tenure number linked to the Property. To select a Crown Tenure record press the pop up button associated with the field (or press F2). You will be presented with the Crown Tenure

Search Profile. Please refer to the Crown Tenure section in this User Guide for more information on Crown Tenures.

Crown Tenure Detail Button

Pressing this button will present the Crown Tenure Enquiry form for the linked crown tenure record.

Date Effective

Enter the date on which the crown tenure became effective on the property.

Date Lapsed

Enter the date on which the crown tenure lapsed on the property.

Move Up/Down Buttons

These buttons may be used to sequence the display of the linked crown tenure records.

Names

Name Role Type Selection Form

Name Role Type Selection Form

Select

Selecting the Role Type buttons will display Role Type Maintenance form.

Property Names Maintenance Form

Current System Role Types for Property

Applic Code	Description
LPA0	Property Owner
LPA1	Occupier
LPA2	Owner Nominee
LPA3	Occupier Nominee
LPA4	Resident (not currently used)
LPA5	Previous Owner
LPA6	New Owner
LPA7	Agent
LPA8	Service Contractor
LPA9	Standard Applicant
LPA10	Trading Name
LPA20	Default Street Responsibility
LPA21	Street Responsibility
LPA22	Default Plan Responsibility
LPA23	Plan Responsibility
LPA24	Default Crown Tenure Responsibility
LPA25	Crown Tenure Responsibility
LPA30	External Transfer New Owner
LPA90	Voters Owner Group
LPA91	Voters Occupier Group
LPA92	Voters Mail Address Override
LPA93	Voters Mailing Address Override (WA Specific)

This form enables new Names to be linked to a property using various Role Type links or existing Names to be accessed for maintenance via the Name and Address Application. This form provides the following functions:

- Create a Property Owner link for all existing Property Titles (Note that where Titles are being used the Ownership is at the Title Level)
- Create an Occupier, Owner Nominee or Occupier Nominee link for the property
- Copy Names between role types
- Remove existing Role Type links
- Re-sequence names to control multiple formatted names on word processing documentation.

Note: Please note that although change of ownership may be performed on this form it is recommended that the Ownership Transfer function is used. No Sale details are recorded using this form.

Available Functions

To copy a Name to another Role Type:

A Name may be copied to another Role Type, for instance copying the Owner as the Occupier.

- Click on the required name until the “Selected” colour appears. (The default is bright blue).
- Press the appropriate Role Type Button (eg. the Occupier Button)

Note: Owner and Occupier Names can no longer be copied to Owner Nominee or Occupier Nominee Role Types. To create an Owner Nominee or Occupier Nominee, the Owner or Occupier MUST be selected and linked. The Nominees will be displayed directly below the specific role type, eg. Owner Nominees are below Owners. The Name Role Detail button will be hidden once the nominee is placed under the Owner or Occupier. If a Property Owner is deleted, then the Owner nominee attached to that property must also be deleted.

To add a Name to a Role Type:

- Ensure that no names are currently “Selected”.
- Click on the appropriate Role Type Button (eg. the Occupier Button)
- The Name and Address system will be presented to allow you to select an existing name (or create a new name subject to your security).

To delete a Name from a Role Type

- Click on the required name until the “Selected” colour appears.
- Press F11 (or select Edit/Delete from the drop down menu).

Make a Name Role Historic

Name links may be made Historic. eg. previous Occupiers

- Click on the required name until the “Selected” colour appears.
- Press the Historic button.

Ensure that the Name Status drop down at the bottom of the form includes Historic to enable you to view the results of this process.

Replace a Name Role

- Click on the required name until the “Selected” colour appears.
- Press the Replace Button.
- The Name and Address system will be presented to allow you to select an existing name (or create a new name subject to your security).
- On return to this form the previous name will be made Historic and the new name selected will be the current Name Role.

If accessed in enquiry mode, then no modification or deletion of any field is allowed on this form.

Property Names Maintenance

Property Address: 3/1 Madison Street, Kensington SA 5068 Current Name Status: Current

Role Type	Name and Address	Date	Sent
☐ Property Owner for title	Cash Chicco - Cash Chicco (e-mail address)	Current as of 03-Dec-2008	☒
☐ Occupier	1 High ST, Kensington NSW 2033	Current as of 18-Nov-2010	☐
	Mr Adrian Lee Smith - test@email.com.au (e-mail address)	Current as of 18-Nov-2010	☐
	41 Fifth AVE, St Peters SA 5069	Current as of 18-Nov-2010	☐
	Aura Alicia Jones		
	169 Rundle ST, Adelaide SA 5000		

Buttons: Send Letter, Rates, Replace, Historic, OK, Cancel

Property Names Maintenance Form

Property Address

This field contains the formatted Property Address of the current property.
This field is display only and may not be maintained.

Status

This field displays the Status of the formatted Property.
This field is display only and may not be maintained.

Name Status

Selecting a Status from the dropdown list will display the Names records with that Status.

Status options for selection are;

For example, selecting the historic Status option will display all historic name records linked to the property.

Role Type Button

Each Button on the left hand side of the form is allocated to a specific name type (role type), the description is next to the button. Note for the Owner Role Type the Title description also appears next to the description.

By pressing the required Role Type button, a new name may be assigned to the selected Role Type. The Name and Address application will be accessed via the Name Selection form. This enables an existing name to be selected from the Name and Address Register or a New name added to complete the Role Type allocation.

Formatted Name and Address

This field displays the formatted Name relative to that Role Type. Clicking the 'envelope' button displays the Mailing Address Enquiry form.

Formatted Name Detail Button

Select the Detail button of the required Name to enable Name and Address details to be maintained (depending on security) via the Name and Address application.

Date Details

For Current Name Links this field displays the date that the Name assignment was applied.
For Names that have been made Historic a "From" and "To" date range is displayed.

Reason Code

The reason codes indicate the link of the name to the Electoral Roll system. This field is usually used where an “override” to the automatic process of Electoral Roll generation is required. This field will only display where the Electoral System is active. Refer to the Electoral Roll User Guide for more information on the Reason Code.

Enter a valid Reason Code directly into the field or alternatively use the Pop Up button to select a Reason Code.

Check Box

If this check box contains a tick a letter has been sent.

This check box is display only and may not be maintained.

Role Information Detail Button

Select the Detail button of the required Role Information to enable Role Information details to be maintained (depending on security).

Sent

If this check box contains a tick a letter has been sent.

This check box is display only and may not be maintained.

Detail Button

Select the Detail button of the Required Sent check box to enable Letters Sent details to be maintained.

Move Buttons

These buttons enable the listed names to be re-sequenced. The sequencing of the names will determine the order in which they will display on reports and word processing documentation.

Name Status

This field controls which names will be displayed on the form. Select the appropriate status from the drop down list.

Current

Only displays names which are Current for the Property. (i.e. no Historic names will be presented)

Historic

Only displays names which have been made Historic for the Property. (i.e. no Current names will be presented)

Current & Historic

Displays all names for the Property (i.e. both Current and Historic Names)

Replace Button

Pressing this button will allow the selection of a name record to “replace” an existing name role. The existing name role will be made Historic automatically by the function.

Replace a Name Role

- Click on the required name to replace until the “Selected” colour appears.
- Press the Replace Button.
- The Name and Address system will be presented to allow you to select an existing name (or create a new name subject to your security).
- On return to this form the previous name will be made Historic and the new name selected will be the current Name Role.

Historic Button

Name role links may be made Historic eg. an Occupier vacates premises, however the new occupier is unknown at this stage.

When a Name is made Historic an end date is placed in the date details field and the value (Hist) is placed after the name.

Make a Name Role Historic

Name links may be made Historic. eg. previous Occupiers

- Click on the required name until the “Selected” colour appears.
- Press the Historic button.

Ensure that the Name Status drop down at the bottom of the form includes Historic to enable you to view the results of this process.

Property Titles

Property Title details may be accessed from the Property Summary form using one of the following methods

- Select the Titles and Parcels option from the Options menu
- Select the Titles and Parcels option from the Options button. The Titles and Parcels option will be highlighted if details have already been linked to the Property
- Use the detail button alongside the required Title record to access existing Title details

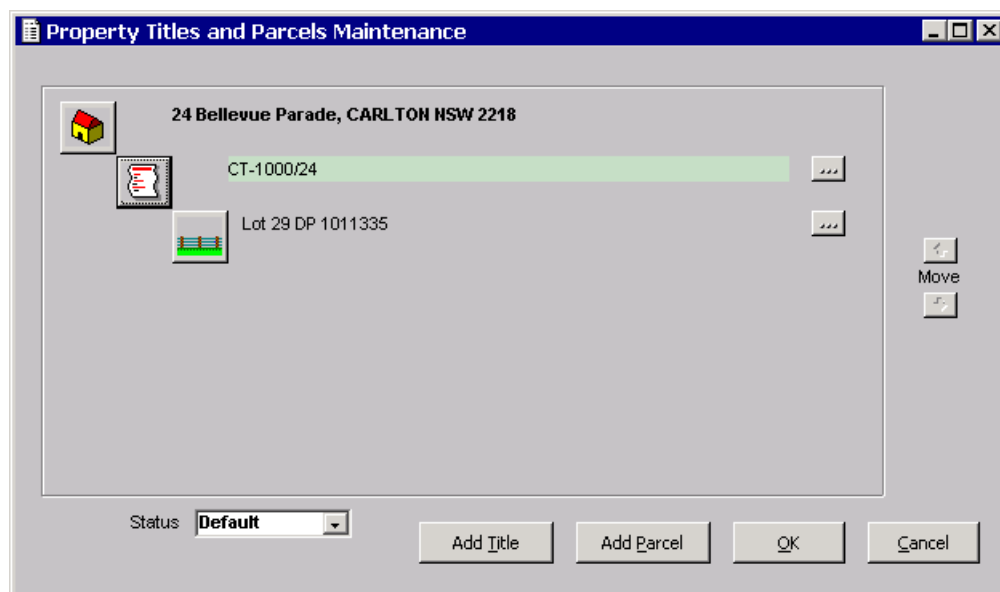
Properties may be created with single, multiple or no titles, as required. Titles may also be shared across multiple properties. The following Chapter describes the options which are available during the creation and maintenance of Property Title details.

Property Titles and Parcels Maintenance Form

This form displays a pictorial representation of the Property, Title and Parcel Details. This includes the formatted description of each of these components.

The Add Title and Add Parcel buttons enable new titles and parcels to be linked to the property. When these buttons are selected, the alternative to create a new title or parcel record OR select an existing title or parcel is available.

Existing Title and Parcel details may be accessed via the detail button alongside these components.



Property Titles and Parcels Maintenance Form

Property

This field represents the property which relates to the Title and Parcel details displayed underneath.

Title

This field represents the title(s) which are currently linked to the selected property.

Parcel

This field represents the parcel(s) which are currently linked to the selected property or title(s).

Detail Button

Pressing this button will present either the Parcel Maintenance Form or the Title Maintenance Form.

Add Title Button

By pressing this button, you are able to perform the following functions

- Add a new title to the property
- Select an existing title and add to the property as a shared title

Add Parcel Button

By pressing this button you are able to perform the following functions

- Add a new parcel to the property
- Select an existing parcel and add to the property as a shared parcel

Move Buttons

By pressing the Move Buttons, the sequence of the data may be changed. The record which is re-sequenced is the record which has the current focus.

Title/Address Selection Form

This form displays all Titles which match the previously entered search criteria. Title records may be selected from this form, to be linked to the existing property record.

Title Description		Property Address	
OS-21/5	Current	Unit 36, Floor 2, 1A Barlow Boulevard, CAMDEN P.	Current
OS-23/66	Current	5 Chuck Court, CHUCKVILLE SA 5042	Current
OS-56/66	Current	5 Auriel Way, PORT ADELAIDE SA 5015	Current
OS-100/1000	Current	4 Aver Avenue, DAW PARK SA 5042	Current
OS-100/1001	Current	5 Aver Avenue, DAW PARK SA 5042	Current
OS-6790/2	Current	Level 1A, 15 Barlow Boulevard, CAMDEN PARK S	Current
TT-32/5132	Current	8 Briar Road, FELIXSTOW SA 5070	Current
		10 Briar Road, FELIXSTOW SA 5070	Historic
		8 Briar Road, FELIXSTOW SA 5070	Historic

Summary

Unit 36, Floor 2, 1A Barlow Boulevard, CAMDEN PARK SA (Base, Occupancy, Land) Type: Standard
 Lot 78 Sec 341A DP 435
 Zone Type(s):
 CBD - Central Business District
 Land Use Type:
 5000 - Manufacturing
 3000 - Retail
 Title: OS-21/5

MapInfo Options Modify Close

Title/Address Selection Form

Title Description

This field will contain the Formatted Title Description. This field is display only and may not be maintained.

Status

This field shows the status of the title record. This field is display only.

Property Address

This field displays the formatted address (as defined in the Property Address format parameter) of the property that is attached to the parcel record. This field is display only.

Status

This field displays the status of the property record. This field is display only.

Summary

This field displays information related to the property that has focus in the top half of the form. The type of information appearing in this Summary field is defined at the Property System parameter level.

This information is display only and may not be maintained.

Title Maintenance Form

This form enables new Titles to be added or existing Titles to be maintained. This form provides the following abilities

- Create a title description based on the selection of title prefix, volume and folio details
- Create additional title details including estate type, date approved, status and lease reference
- View the existing links of the title to owner, parcel and property information

If accessed in enquiry mode, then no modification or deletion of any field is allowed on this form.

Title Maintenance

Title Details

Title Description: CT-1000/24

Title Prefix: Certificate of Title

Volume: 1000

Folio: 24

Date Approved:

Lease Ref:

Title Status: (none)

Estate Type: (none)

Source of Data: (none)

Status: Current

Title Key: 168991

Comments:

Property Owner

J Robertson

Property

24 Bellevue Parade, CARLTON NSW 2218

Parcel

Lot 29 DP 1011335

Parcel Share:

Options Continue Quit

Title Maintenance Form

Title Description

This field contains the formatted Title built up from the Title Prefix, Volume & Folio numbers. The format of the title is not user definable.

Title Prefix

Use the Drop Down Menu to select a Title Prefix Description (These Title Prefixes must previously have been set up in "Property Title Prefix Maintenance")

Volume

This field contains an eight character reference to the Volume or Book in which the Title registration may be located.

Folio

This field contains a four character reference to the Folio or Page number on which the Title registration is recorded.

Date Approved

This field contains the Date the Title was approved

Pressing F2 or double clicking on this field displays the default calendar which can be used to assist in selecting the required date.

Lease Reference

This field contains a Lease Reference if applicable on the Title

Title Status

Use the Drop Down Menu to select a Title Status Description (These Title Status' must previously have been set up in "Title Status Maintenance") its use is optional and Council definable.

Estate Type

Use the Drop Down Menu to select an Estate Type Description (These Estate Types must previously have been set up in "Estate Type Maintenance")

Source of Data

Use the Drop Down Menu to select a source of data Description (These descriptions must previously have been set up in "Data Source Maintenance" in Titles parameters)

History Status

The default history status for all new titles will be Current. Proposed and Historic title details may result from a subdivision or amalgamation (via the Divisions Maintenance function). This information is system definable and may not be maintained.

Title Key

This field displays the unique number assigned to the title record.

This field is display only and may not be maintained.

Comments

This field contains unlimited free format comments associated with the title.

Property Owner

This field contains the Formatted Name of the Property Owner linked to the selected Title. Select the Detail button to maintain Property Owner details.

Property

This field contains the Formatted Property Address which is related to this Title. Select the Detail button to access the Property Summary screen.

Parcel

This field contains the Formatted Parcel Description which is related to this Title. Select the Detail button to maintain the Parcel details related to this Title.

Parcel Share

This field enables the details required for shared parcels to be recorded.

This field is used to store the share amount a single title has for a given Parcel.

Example 1:

Property A has a title T1 and property B has a title T2. Both properties are actually built on the same parcel of land, Parcel P1. We can record how much of parcel P1 is represented by title T1 and T2 using the PARCSHARE field.

Property A

Title T1 1/3 share of P1 (i.e. covers one third of the parcel)
PARCSHARE=1/3

Property B

Title T2 2/3 share of P1 (i.e. covers two thirds of the parcel)
PARCSHARE=2/3

Example 2:

Another example is time share units. I have one unit (i.e. one parcel). It is time shared, each time share owner receiving one weeks use of the unit per year. This can actually be represented by titles.

Property A

Title T1	week 1 of 52 weeks in the year	PARCSHARE=W1/52
----------	--------------------------------	-----------------

Title T2	week 1 of 52 weeks in the year	PARCSHARE=W2/52
----------	--------------------------------	-----------------

If Parcel Share is a straight fraction it must be less than 1, i.e. only use Parcel Share where the parcel is shared by more than one title, otherwise leave blank.

If Parcel Share is used for time share then the fraction must be preceded by a W and be less than or equal to 1 (i.e. Week 52 of 52 in W52/52).

Property Parcels

Property Parcel details may be accessed from the Property Summary form using one of the following methods

- Select the Titles and Parcels option from the Options menu
- Select the Titles and Parcels option from the Options button. The Titles and Parcels option will be highlighted if details have already been linked to the Property
- Use the detail button alongside the required Parcel record on the Property Summary form to access existing Parcel details.

Properties may be created with single, multiple or no parcels, as required. Parcels may also be shared across multiple properties. The following Chapter describes the options which are available during the creation and maintenance of Property Parcel details.

Parcel Selection Form

This form will display all Parcels which match the previously entered search criteria. Parcel records may be selected from this form, to be linked to the existing property record.

Parcel Description		Property Address	
Sec 23 of 1650m ²	Current	4 Miller Court, ADELAIDE SA 5000	Current
Julia's Parcel	Current	4 Rating Boulevard, SUPPLEMENTARY PARK SA	Current
	Current	23 Bellevue Parade, CARLTON SA 5800	Current
	Current	23 Bellevue Parade, CARLTON SA 5800	Current
10 Sec 100 Blk 10	Current	The Manor, 44 Back Road, CALLINGTON SA 5254	Current
Unit 1/7A Jordan Avenue, Fulham Gardens SA 5024	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current
		1 Jitty Street, CAMDEN PARK SA	Current
Unit 2/7A Jordan Avenue, Fulham Gardens SA 5024	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current
Unit 3/7A Jordan Avenue, Fulham Gardens SA 5024	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024	Current

Summary

4 Miller Court, ADELAIDE SA 5000 (Base, Occupancy, Land) Type: Housekeeping
 Allot 4 Sec 456 DP 8540, Sec 23 of 1650m²
 Land Area: 1650 m²
 Condition(s):
 PROP1 - Property condition - no document
 Title: CT-3000/4
 Condition(s):
 TITLE1 - Title condition - no document

MapInfo Options Modify Close

Parcel/Property Selection Form

Parcel Description

This field contains the formatted Parcel Description. This field is display only.

Parcel Description – Status

The field displays the status of the parcel eg Proposed, Current or Historic. This field is display only.

Property Address

This field contains the formatted Property Address. This field is display only.

Property Address – Status

The field displays the status of the property eg Proposed, Current or Historic. This field is display only.

Summary Panel

This field displays information related to the parcel that is highlighted in the top half of the form. The type of information appearing in this Summary field is defined at the Property System parameter level.

This information is display only and may not be maintained.

GIS Button

Click on this button to start Council's GIS program (if active and licensed).

Parcel Maintenance Form

This form enables new Parcels to be added or existing Parcels to be maintained. This form provides the following abilities

- Create a formatted parcel description based on the selection of parcel identification details (eg. plan type, parcel type, plan number, parcel number, section number etc).
- Create an override parcel description from the formatted one
- Create user definable descriptors to enable additional parcel related information to be recorded, which is specific to your site.
- Record measurement and reference details specific to each parcel
- View the existing links of the parcel to title and property information
- Create a parcel address, which may be the property address (default) or another entered address

If accessed in enquiry mode, then no modification or deletion of any field is allowed on this form.

The screenshot shows the 'Parcel Maintenance' form with the following sections and fields:

- Parcel Description:** Lot 29 DP 1011335
- Status:** Current
- Parcel Key:** 66055
- Parcel Identification:**
 - Parcel Type: Lot
 - Plan: Deposited Plan
 - Block: [empty]
 - Section: [empty]
 - Crown Allotment: [empty]
 - Description: [empty]
 - Share Type: None
 - Include Share: ☒
 - Property Description Prefix: ☐
 - Parcel Number: 29
 - Plan Number: 1011335
 - Part Section: ☐
- Measurements:**
 - Land Area: 0 m2
 - Frontage: 0 m
 - Depth: 0 m
 - Setback: 0 m
 - Dimension Text: [empty]
- Descriptors:**
 - Parish: (none)
 - Hundred: (none)
 - County: (none)
- Parcel Address:**
 - 24 Bellevue Parade, CARLTON NSW, 2218
 - Default Address: ☐
- Title:** CT-1000/24
- Property Address:** 24 Bellevue Parade, CARLTON NSW 2218
- Parcel Share:** Current
- References:**
 - Census District: [empty]
 - Census Data: [empty]
 - Map Reference: [empty]
 - Sequence No: [empty]
- Buttons:** Options, Continue, Quit

Parcel Maintenance Form

Parcel Description

This field contains the formatted Parcel Description built up from the Parcel Identification Fields or via an override Parcel Description.

The Parcel Description format is defined via the Parcel Format Maintenance parameter and allocated to the Property System via the Property System Parameters.

History Status

The default history status for all new parcels will be Current.

Proposed and Historic parcel details may result from a subdivision or amalgamation (via the Divisions Maintenance function). This information is system definable and may not be maintained.

Parcel Key

This field contains the unique internal number allocated to the parcel record.

This field is display only and may not be maintained.

Parcel Type

Use the Drop Down Menu to select a Parcel Type Description.

(The Parcel Types must have been previously set up in "Parcel Types Maintenance")

Parcel Number

This field is a six character field which enables the Parcel Number related to the Parcel Type to be defined.

Plan Type

Use the Drop Down Menu to select a Plan Type Description (These Plan Types must previously have been set up in "Plan Type Maintenance")

Plans are established in Plan Maintenance.

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.

Block

This field contains the Block Number related to the Parcel and is used to further describe the Parcel.

Section

This field contains the Section number that is related to the Parcel and is used to further describe the Parcel. The detail button may be used to add multiple section numbers.

Section numbers, if included in the formatted parcel description will be comma separated with any prefix or suffix details displayed.

Part Section Checkbox

If this checkbox is checked on, the Formatted Parcel Description will reflect the fact that this is a Part Section.

Crown Allotment

This field contains the Crown Allotment number that is related to the Parcel and is used to describe a Parcel which is crown land. The detail button may be used to add multiple crown allotment numbers.

Deletion of the Crown Allotment cannot be performed from the Parcel Maintenance form, nor can the operator backspace over the crown allotment, or highlight and delete.

When this occurs, and the operator tabs out of the field, the Crown Allotment Maintenance form is displayed. The delete can then be performed correctly.

Description

This field contains the overriding Parcel Description.

If this field is blank, then the Parcel Description will be built up from the Parcel Identification Fields.

Share Type

Select a predefined option from the dropdown list.

The options for selection are:

- None
- Area
- Time

Include Share

If this checkbox is checked on, the Formatted Parcel Description will reflect the fact that this is a Shared Parcel.

Property Description Prefix

If this checkbox is checked on, the Formatted Property Description will reflect the fact that this is a Shared Parcel.

Descriptors

The descriptor fields are user defined fields which are created to record additional parcel information.

The available descriptor details for each descriptor code may be selected via the drop-down menu. (These Descriptors must previously have been set up in "Parcel Descriptor Maintenance")

Area

This field contains the Area of the Parcel and may be used as a component to re-calculate the total Property Area from combined parcel areas.

Area Unit Of Measure

Use the Drop Down Menu to select a Unit of Measure for the Area of the Parcel. (eg. Square metres, Hectares) (The available Units of Measure must previously have been set up in "Units of Measure Maintenance").

A default Unit of Measurement may be defined in the Property System parameters.

Frontage

This field contains the Frontage measurement of the Parcel

Frontage Unit Of Measure

Use the Drop Down Menu to select a Unit of Measure for the Frontage of the Parcel. (eg. Metres) (The available Units of Measure must previously have been set up in "Units of Measure Maintenance").

A default Unit of Measurement may be defined in the Property System parameters.

Depth

This field contains the Depth of the Parcel.

Depth Unit Of Measure

Use the Drop Down Menu to select a Unit of Measure for the Depth of the Parcel.(eg. Metres). (The available Units of Measure must previously have been set up in "Units of Measure Maintenance").

A default Unit of Measurement may be defined in the Property System parameters.

Setback

This field contains the Setback of the Parcel.

Setback Unit Of Measure

Use the Drop Down Menu to select a Unit of Measure for the Setback of the Parcel.(eg. Metres) (The available Units of Measure must previously have been set up in "Units of Measure Maintenance")

Dimension Text

This field enables dimension text for parcels to be defined. For example to describe an 'odd' shaped block which is not easily defined by Frontage and Depth measurements.

Example

Frontage 35 m X Depth 60 m X North East Boundary 35 m X North West Boundary 20 m

Census District

This field contains the Census District related to this Parcel. This is a seven character field which relates to the district number allocated by the Australian Bureau of Statistics.

Census Data Collection

This field contains the Census Data Collection reference. This collector district is allocated by the Australian Bureau of Statistics and is usually maintained at the parcel level as this is the lowest level of recording.

Map Reference

This field contains a fourteen character reference which will identify the map sheet on which this parcel can be located.

Note that this is NOT a GIS link.

Sequence No

This field contains the Parcel Sequence Number.

This field is used by some customers to allocate a “walking order” to parcels and produce user defined reports in that order. There is no specific functionality provided by Pathway for the use of this field.

Parcel Address

This field contains the Formatted Parcel Address. This will default initially from the Property Address.

Select the Detail button to maintain or add a new Parcel Address which differs from the Property Address, if required.

The Default Address checkbox may be used to return to the default property address, where an override has been previously entered.

Title

This field contains the Formatted Title description that relates to the current parcel.

Select the detail button to access the Property Title Maintenance form

Parcel Share

This field is used to store the share amount a single title has for a given Parcel.

Example 1:

Property A has a title T1 and property B has a title T2. Both properties are actually built on the same parcel of land, Parcel P1. We can record how much of parcel P1 is represented by title T1 and T2 using the PARCSHARE field.

Property A	
Title T1	1/3 share of P1 (i.e. covers one third of the parcel) PARCSHARE=1/3

Property B	
Title T2	2/3 share of P1 (i.e. covers two thirds of the parcel) PARCSHARE=2/3

Example 2:

Another example is time share units. I have one unit (i.e. one parcel). It is time shared, each time share owner receiving one weeks use of the unit per year. This can actually be represented by titles.

Property A		
Title T1	week 1 of 52 weeks in the year	PARCSHARE=W1/52
Title T2	week 1 of 52 weeks in the year	PARCSHARE=W2/52

If Parcel Share is a straight fraction it must be less than 1, i.e. only use Parcel Share where the parcel is shared by more than one title, otherwise leave blank.

If Parcel Share is used for time share then the fraction must be preceded by a W and be less than or equal to 1 (i.e. Week 52 of 52 in W52/52).

Property

This field contains the Formatted Property Address that Parcel is related to. Select the detail button to display the Property Summary Form.

Parcel Share

This field displays the Share value of any parcel that is shared

More

Selecting the More button displays the Parcel Title and Property Maintenance Form.

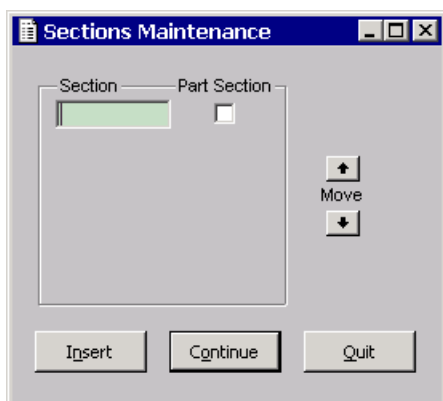
Sections Maintenance Form

This form enables multiple sections to be linked to a parcel record. The section numbers may then be sequenced to determine the order they will be displayed within the formatted parcel address.

This form is presented when the Section Detail button is pressed from the Parcel Maintenance Form.

From this form you may:-

- Create a Section Number (Press Insert, Edit/Insert or F9)
- Amend a Section Number (over type the section number that is incorrect)
- Delete a Section Number (Edit/Delete or F11)



Sections Maintenance Form

Section

This field contains the section number.
Multiple sections may be added if required.

Part Section

Turn this checkbox on if you wish to indicate that the parcel is contained within a Part Section.

Part sections will be identified within the formatted parcel description (where section details are included).

Move Buttons

The move buttons may be utilised to sequence the section codes into the order that they will appear in the formatted parcel address.

Crown Allotment Maintenance Form

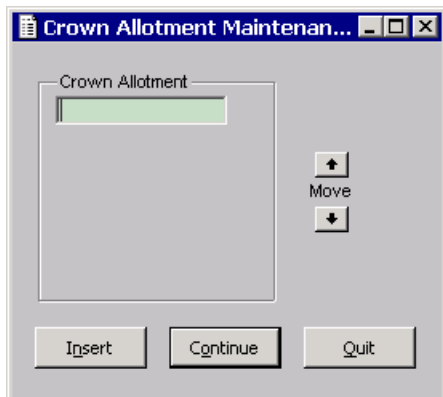
This form enables multiple crown allotment details to be linked to a parcel record. The crown allotment numbers may then be sequenced to determine the order they will display within the formatted parcel address.

See also Crown Tenure Maintenance.

This form is presented when the Crown Allotment Detail button is pressed from the Parcel Maintenance Form.

From this form you may:-

- Create a Crown Allotment Number (Press Insert, Edit/Insert or F9)
- Amend a Crown Allotment Number (over type the section number that is incorrect)
- Delete a Crown Allotment Number (Edit/Delete or F11)



Crown Allotment Maintenance Form

Crown Allotment

This field contains the crown allotment number.

Multiple crown allotment details may be added if required.

Move Buttons

The move buttons may be utilised to sequence the Crown allotment codes into the order that they will appear in the formatted parcel address.

Shares Maintenance Form

The Shares Maintenance form is displayed when the Shares button on the Parcel Maintenance Form is pressed. The Shares button becomes available when parcels have been shared between titles or properties.

This form enables shared Parcels to be viewed or existing Titles or Properties to be maintained. This form provides the following abilities

- Parcel Share can be modified
- Parcel Share can be cleared
- Manual entry of Parcel share values.
- Automatic Recalculation of parcel shares (parcels will be created equally)

If accessed in enquiry mode, then no modification or deletion of any field is allowed on this form.

Shares Maintenance

Parcel Description
 Allot 5 2500m2 Status: Current Parcel Key:

Share Details
 Share Type: Area Include Share: ☒ Property Description Prefix: ☐

Title	Property Address		Parcel Share
CT-10/5	5 Aver Avenue, Daw Park SA 5041	...	Current
Pathway Internal Title	1 5 Aver Avenue, Daw Park SA 5041	...	Current
Pathway Internal Title	2 5 Aver Avenue, Daw Park SA 5041	...	Current
Pathway Internal Title	3 5 Aver Avenue, Daw Park SA 5041	...	Current

Summary
 5 Aver Avenue, Daw Park SA 5041 (Base, Land) Type: Standard
 Allot 5 2500m2
 Land Area: 2500 m2
 Title: CT-10/5
 Owner(s):

Recalculate Shares Continue Quit

Shares Maintenance Form

Parcel Description

This field displays the formatted Parcel Description built up from the Parcel Identification Fields or via an override Parcel Description.

The Parcel Description format is defined via the Parcel Format Maintenance parameter and allocated to the Property System via the Property System Parameters.

Status

The default status for all new parcels will be Current.

Parcel Key

This field contains the unique internal number allocated to the parcel record.

This field is display only and may not be maintained.

Share Type

This field displays the share type selected on the Parcel Maintenance form.

This field is display only and may not be maintained.

Include Share

If this checkbox is checked on, the Formatted Parcel Description will reflect the fact that this is a Shared Parcel.

Title

This field displays the Title that the Parcel is shared with. Selecting the Detail button displays the Title Maintenance form.

Property Address

This field displays the Property Address that is linked to the Title and the Shared Parcel. Selecting the Detail button displays the Property Summary form.

Parcel share

This field displays the share value of the parcel using the format of ¼, ½, 1/8 et cetera.

Auto calculation will be initiated at any time a 'Current' Title/Parcel record is modified or created.

For example;

- If a Parcel is made 'Historic', the calculation will be performed over the remaining 'Current' parcels.
- If a new 'Current' parcel is created by using the 'Select' option when adding a Parcel to a Property via Property Maintenance.
- When accepting a Division sets the 'Proposed' to 'Current'.

Summary

This field displays information related to the parcel that has focus in the top half of the form. The type of information appearing in this Summary field is defined at the Property System parameter level.

You are able to "Zoom" the field by double clicking in the field or pressing the F2 key on your keyboard.

This information is display only and may not be maintained.

Clear Share Button

The automatically calculates share value can be overridden where required.

The Clear Share button can be used to clear the share values which then enables the manual entry of share values.

For example, where one parcel is shared with two titles the default would calculate ½ share of the parcel. However, the share may be apportioned at 1/3 and 2/3 value.

Where the share value is not even there will be no further auto calculation (it is assumed that the operator has intentionally overridden the share value).

Parcel Plans Maintenance Form

This form is accessed by selecting the Plans Option from the Parcel Maintenance Form Options menu.

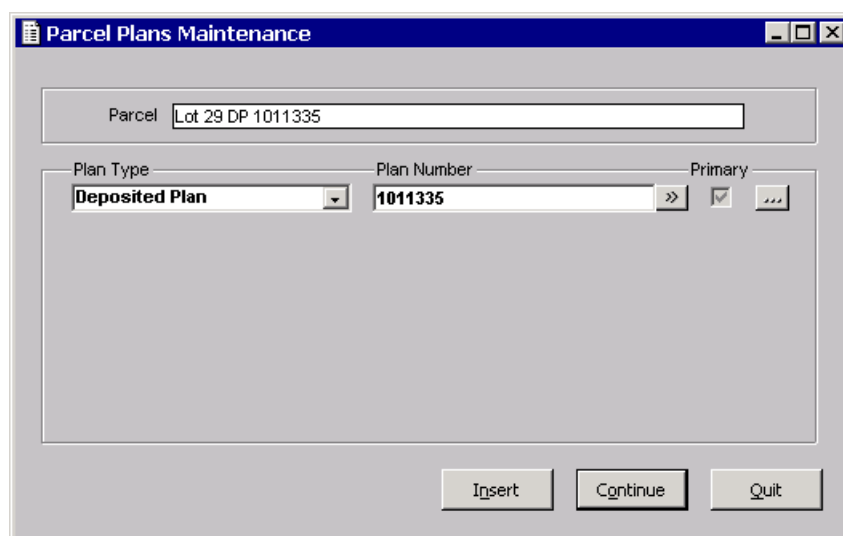
The Plans displayed from Parcel Maintenance or Enquiry, the Primary Plan now show a checkbox.

Where this is set ON, the Plan is the Primary Plan for the Parcel.

Where this is set OFF, the Plan/s are Secondary Plans.

The Primary linked Plan will always be displayed in the list first.

This is an information field only and is not maintainable.



Parcel Plans Maintenance Form

Parcel

This field displays the Formatted Parcel description.

This field is display only and may not be maintained.

Plan Type

Select a Plan Type from the predefined dropdown list.

Plan Number

Select a Plan Number from the Pop Up List using the Pop Up button or create a new Plan Number by typing the number directly into the Plan Number field and tab out.

The message “The Plan.....does not exist – would you like to create this plan or select another?”

Selecting New will result in the message “Plan.....successfully created”.

Clicking on the Select Button will display the Plan Selection Form

Primary

Where this is set ON, the Plan is the Primary Plan for the Parcel.

Where this is set OFF, the Plan/s are Secondary Plans.

The Primary linked Plan will always be displayed in the list first.

This is an information field only and is not maintainable.

Detail

Selecting the Detail Button will display the Plan Maintenance Form.

All Inspections Enquiry

All Inspections Enquiry Form

This form is called from Property Summary Form via the Options Button, the Options pull down menu.

Multiple inspections may be associated with the current Property.

Inspection Details			
3 Section Street, Daw Park SA 5041			
1/2003 04-Feb-2003 00:00:00	First Property Inspection Followup Inspection		...
2/2003 13-Feb-2003 00:00:00	Second Property Inspection Failed Inspection		...
Merge Type: Inspections General fields only Action: Added			
Merge Type: Failed Inspections Action: Added			
Notice: Service Notice Action: Added			
Condition: NOTICE- FENCE SWIMMING POOL		LGA S	Action: Added
75/2003 25-Mar-2003 00:00:00	Failed Inspection Failed Inspection		...
Merge Type: Inspections General fields only Action: Added			
Merge Type: Failed Inspections Action: Added			
Notice: Service Notice Action: Added			
Condition: NOTICE- FENCE SWIMMING POOL		LGA S	Action: Added
76/2003 26-Mar-2003 10:00:00	Second Property Inspection		...
77/2003 26-Mar-2003 05:00:00	Final Property Inspection		...
Application: 25/2000/DAS, 33			
Application: 33-2000-CONT-07, drn 7454			
Application: 37-2000-CONT-07, 0202020			
Application: DARE-77/2000, ererer			

Include Sub-Properties ☐ Cancel

All Inspections Enquiry Form

Inspection Details

This field displays the Inspection Details linked to the property.

Detail Button

Selecting the Detail Button will display the Inspection Enquiry form.

Include Sub-Properties

Selecting the Include Sub-Properties check box will display the following message;

“This process may take considerable time where a large number of sub-properties exist. Do you wish to continue. YES/NO”.

Where YES is selected all Inspection linked to sub-properties will be added to the data displayed on the All Inspections Enquiry form.

GIS References

The first thing to decide when setting up an interface between Pathway and a GIS Product is which level or levels to link. Pathway allows for a map layer within the GIS Product to be linked at one of the following levels:

- Property
- Title
- Parcel
- Street

If the GIS Product is capable of handling multiple layers, links between Pathway and the GIS Product can be created and maintained for all the possible levels of some of them.

The links between Pathway and the map layer with in the GIS Product are maintained within Pathway as GIS References. There are four separate database tables within the Pathway database, one for each level, that hold the GIS References. These GIS References must correspond to a unique identifier held in the GIS Product against a polygon in the appropriate map layer.

Pathway allocates internal numbers to Properties, Titles, Parcels and Streets. It is possible to use these internal numbers as GIS References. Some GIS Products however, require GIS References to be in a very specific format. Individual Gas References can be anything that will fit into the 50-character field provided in Pathway to store GIS References. Pathway allows multiple GIS References to be stored against a single item at one of the four available levels if required. The GIS Product must hold matching GIS Reference values against the individual polygons in the map to enable the link between the map and Pathway.

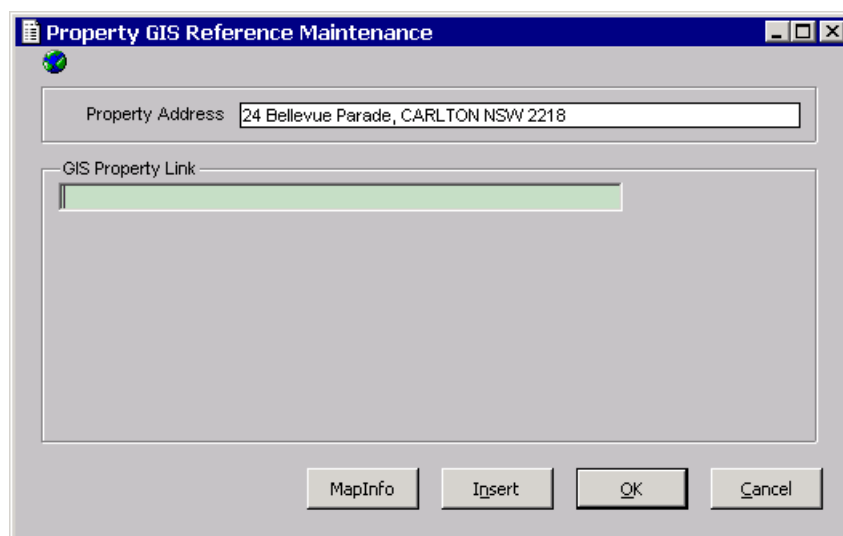
Property GIS References Maintenance Form

This form is called from Property Summary Form via the Options Button, the Options pull down menu.

Multiple references may be associated with the current Property.

To Add a reference press the Insert Button (F9 or Edit/Insert)

To remove a reference press F11 (or Edit/Delete)



Property GIS Reference Maintenance Form

Property Address

This field displays the Property Address that the GIS Reference is linked to. This field is display only and cannot be maintained.

GIS Property Links

This field displays GIS Reference. The reference may be entered directly into the field (if known) or alternatively the interface to some GIS Products allows for the automatic population of these GIS References from the map. This functionality is discussed later in this document. The maintenance of GIS References in Pathway and the GIS Product is an ongoing process as changes are made. For example, subdivisions will require modifications to the map as well as Pathway to accurately represent the new situation.

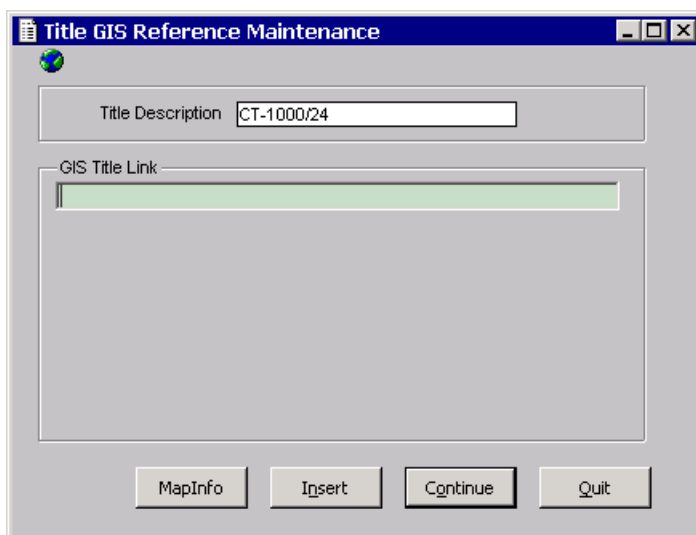
Title GIS References Maintenance Form

This form is called from Title Maintenance Form via the Options Button, the Options pull down menu.

Multiple references may be associated with the current Title.

To Add a reference press the Insert Button (F9 or Edit/Insert)

To remove a reference press F11 (or Edit/Delete)



Title GIS Reference Maintenance Form

Title Description

This field displays the description of the Title that the GIS Reference is linked to. This field is display only and cannot be maintained.

GIS Title Links

This field displays GIS Reference. The reference may be entered directly into the field (if known) or alternatively the interface to some GIS Products allows for the automatic population of these GIS References from the map. This functionality is discussed later in this document. The maintenance of GIS References in Pathway and the GIS Product is an ongoing process as changes are made. For example, subdivisions will require modifications to the map as well as Pathway to accurately represent the new situation.

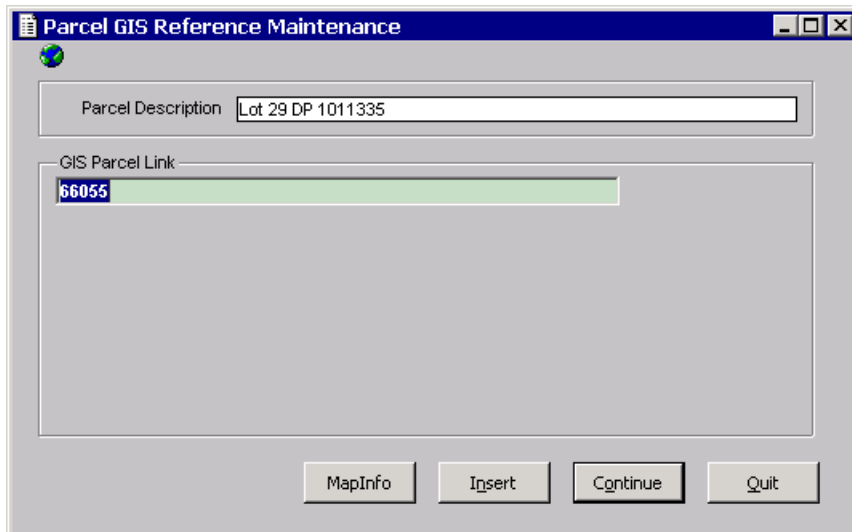
Parcel GIS Reference Maintenance Form

This form is called from Parcel Maintenance via the Options Button, the Options pull down menu.

Multiple references may be associated with the current Parcel.

To Add a reference press the Insert Button (F9 or Edit/Insert)

To remove a reference press F11 (or Edit/Delete)

The image shows a Windows-style dialog box titled "Parcel GIS Reference Maintenance". It has a blue title bar with standard window controls. Inside, there is a "Parcel Description" label followed by a text box containing "Lot 29 DP 1011335". Below this is a "GIS Parcel Link" label followed by a text box containing "66055". At the bottom of the dialog, there are four buttons: "MapInfo", "Insert", "Continue", and "Quit".

Parcel GIS Reference Maintenance

Parcel Description

This field displays the description of the Parcel that the GIS Reference is linked to. This field is display only and cannot be maintained.

GIS Parcel Reference

This field displays GIS Reference. The reference may be entered directly into the field (if known) or alternatively the interface to some GIS Products allows for the automatic population of these GIS References from the map. This functionality is discussed later in this document. The maintenance of GIS References in Pathway and the GIS Product is an ongoing process as changes are made. For example, subdivisions will require modifications to the map as well as Pathway to accurately represent the new situation.

Street/Suburb GIS Reference Maintenance Form

This form is called from Street Maintenance via the Options Button, the Options pull down menu.

Multiple references may be associated with the current street.

To Add a reference press the Insert Button (F9 or Edit/Insert)

To remove a reference press F11 (or Edit/Delete)

Property Street GIS References Maintenance Form

Street Name

This field displays the name of the Street that the GIS Reference is linked to. This field is display only and cannot be maintained.

GIS Street Links

This field displays GIS Reference. The reference may be entered directly into the field (if known) or alternatively the interface to some GIS Products allows for the automatic population of these GIS References from the map. This functionality is discussed later in this document. The maintenance of GIS References in Pathway and the GIS Product is an ongoing process as changes are made. For example, subdivisions will require modifications to the map as well as Pathway to accurately represent the new situation.

GIS Application Selection Form

This function will display item(s) in any Pathway module that is capable of GIS that matches the selection made on the map.

When this function is performed, Pathway will display a list of modules to choose from in the following form. The options for selection are as follows:

- (none)
- Customer Service
- Animal Control
- Application
- Infringement
- Licensing
- Property Administration
- Rates

Once the module is selected and the OK button is clicked, Pathway will present a filtering form allowing further refinement of the selection by criteria available within each module. Each module's available filtering criteria is different. After selecting the required filtering criteria, Pathway will display the item in the module's Maintenance or Enquiry function. If the function is already open, it will be used in the context it is currently in; otherwise the relevant form will be opened using the mode specified in the GIS User Security. If only a single item matches, it will be displayed and if multiple items match, a selection form will display the matching items.

The Property Module is available from this list of applications if you make a selection from the Property, Title or Parcel layer to enable further refinement of the selection. This further refinement for Property is only available through this function and not through the Display in Pathway function.

All selections made on the GIS Application Selection form and the Filtering forms for each module are stored against the current Pathway user and are retrieved automatically next time the forms are invoked. This means the user's last selection defaults into these forms when the same user invokes the forms again.

GIS Application Selection Form

GIS Application

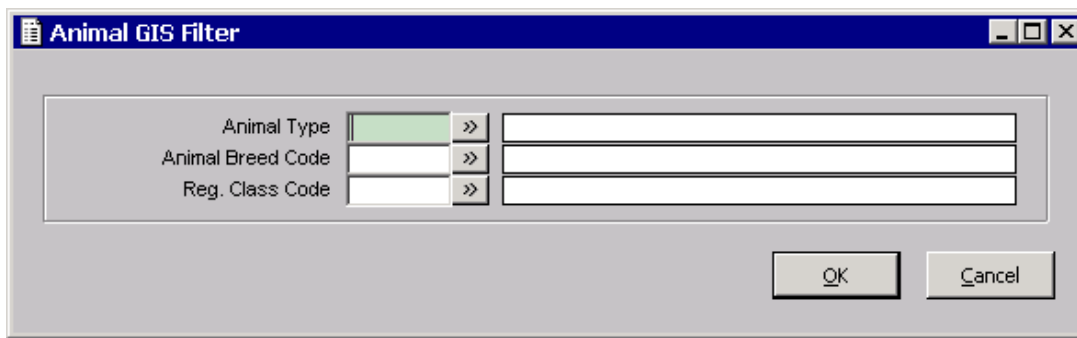
Users can select a GIS Application from the predefined list. Options available for selection are as follows:

- (none)
- Customer Service
- Animal Control
- Application
- Infringement
- Licensing
- Property Administration
- Rates
- Trade Waste
- Victorian Valuations
- New Zealand Valuations

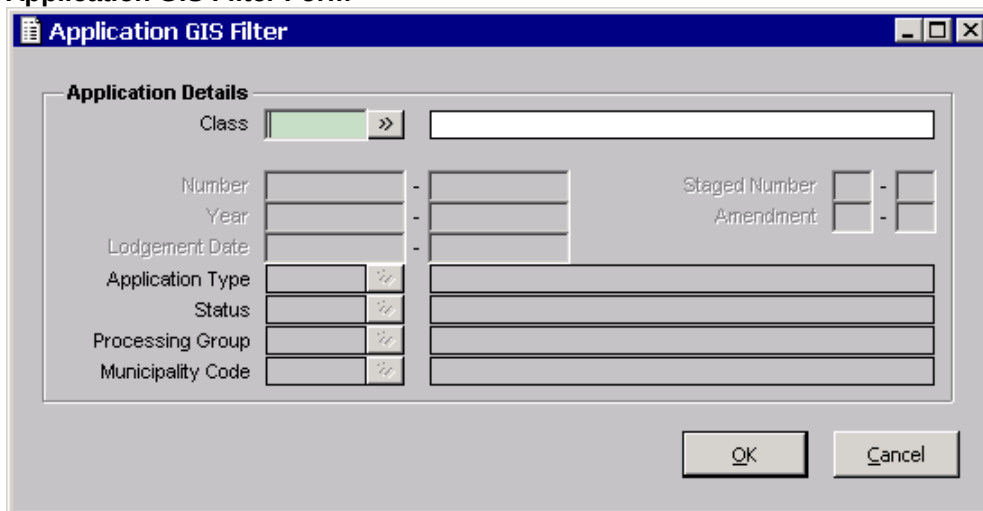
Customer Service GIS Filter Form

Customer Service GIS Filter Form

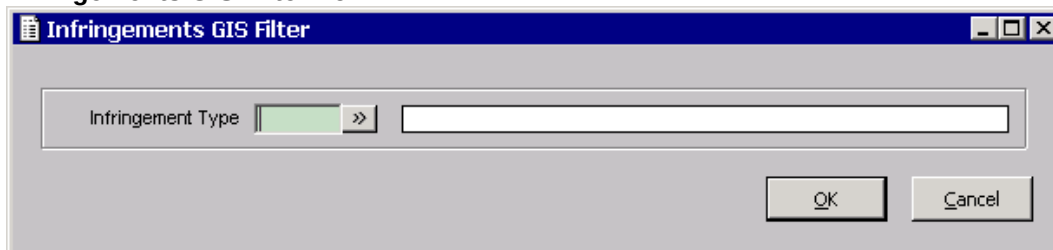
Animal GIS Filter Form



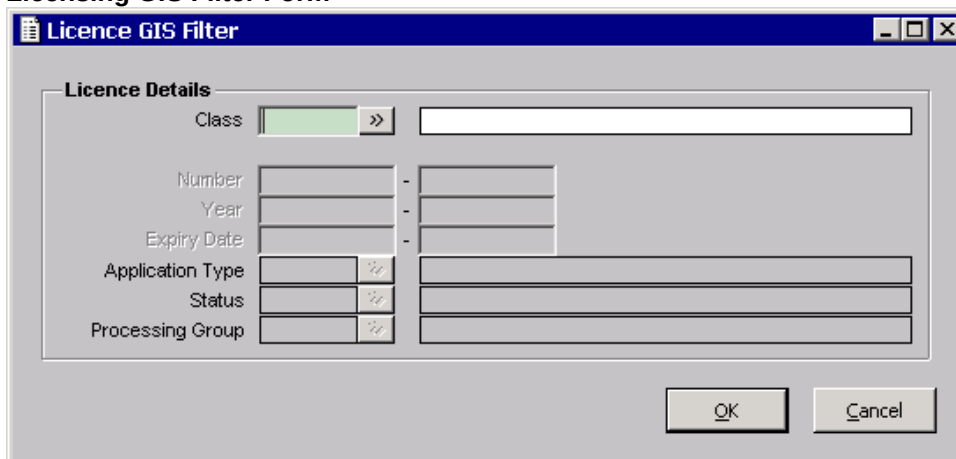
The **Animal GIS Filter** form has a title bar with a document icon and standard window controls. It contains three rows of input fields, each with a label, a dropdown menu, and a right-pointing arrow button. The labels are "Animal Type", "Animal Breed Code", and "Reg. Class Code". The first dropdown is highlighted in green. At the bottom right are "OK" and "Cancel" buttons.

*Animal GIS Filter Form***Application GIS Filter Form**

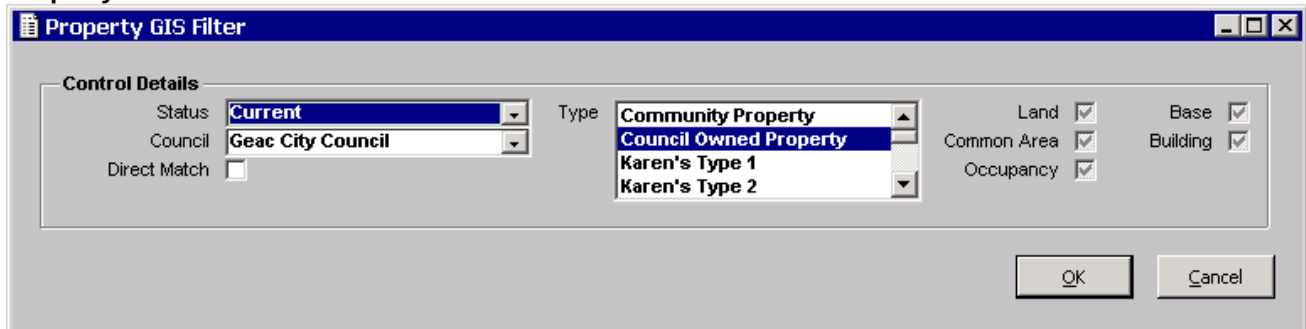
The **Application GIS Filter** form has a title bar with a document icon and standard window controls. It features a section titled "Application Details" containing several input fields. On the left, there are fields for "Class" (with a dropdown and arrow), "Number", "Year", "Lodgement Date", "Application Type", "Status", "Processing Group", and "Municipality Code". On the right, there are fields for "Staged Number" and "Amendment", each with a dropdown and arrow. At the bottom right are "OK" and "Cancel" buttons.

*Application GIS Filter Form***Infringements GIS Filter Form**

The **Infringements GIS Filter** form has a title bar with a document icon and standard window controls. It contains a single row of input fields with a label "Infringement Type", a dropdown menu, and a right-pointing arrow button. The dropdown is highlighted in green. At the bottom right are "OK" and "Cancel" buttons.

*Infringements GIS Filter Form***Licensing GIS Filter Form**

The **Licence GIS Filter** form has a title bar with a document icon and standard window controls. It features a section titled "Licence Details" containing several input fields. On the left, there are fields for "Class" (with a dropdown and arrow), "Number", "Year", "Expiry Date", "Application Type", "Status", and "Processing Group". On the right, there are corresponding empty text input fields. At the bottom right are "OK" and "Cancel" buttons.

*Licensing GIS Filter Form***Property GIS Filter Form**

The Property GIS Filter Form is a dialog box with a title bar that includes a document icon and standard window controls. It contains a 'Control Details' section with the following fields:

- Status: A dropdown menu with 'Current' selected.
- Council: A dropdown menu with 'Geac City Council' selected.
- Direct Match: An unchecked checkbox.
- Type: A list box with 'Community Property', 'Council Owned Property' (highlighted), 'Karen's Type 1', and 'Karen's Type 2'.
- Land: A checked checkbox.
- Base: A checked checkbox.
- Common Area: A checked checkbox.
- Occupancy: A checked checkbox.
- Building: A checked checkbox.

At the bottom right, there are 'OK' and 'Cancel' buttons.

*Property GIS Filter Form***Rates GIS Filter Form**

The Rates GIS Filter Form is a dialog box with a title bar that includes a document icon and standard window controls. It contains the following fields:

- Application: A dropdown menu with 'Rates' selected.
- Status: A dropdown menu with 'Current' selected.

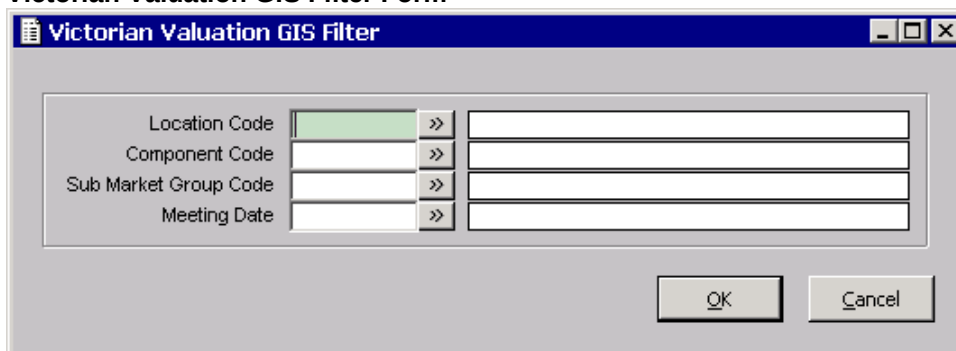
At the bottom, there are 'OK' and 'Cancel' buttons.

*Rates GIS Filter Form***Trade Waste**

The Trade Waste GIS Filter Form is a dialog box with a title bar that includes a document icon and standard window controls. It contains the following field:

- Status: A dropdown menu with 'Current' selected.

At the bottom, there are 'OK' and 'Cancel' buttons.

*Trade Waste GIS Filter Form***Victorian Valuation GIS Filter Form**

The Victorian Valuation GIS Filter Form is a dialog box with a title bar that includes a document icon and standard window controls. It contains the following fields:

- Location Code: A text field with a green background and a right-pointing arrow button.
- Component Code: A text field with a right-pointing arrow button.
- Sub Market Group Code: A text field with a right-pointing arrow button.
- Meeting Date: A text field with a right-pointing arrow button.

At the bottom right, there are 'OK' and 'Cancel' buttons.

*Victorian Valuation GIS Filter Form***New Zealand Valuation GIS Filter Form**

New Zealand Valuation GIS Filter Form

Property GIS Filter Form

Property GIS Filter Form

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If “Current” is chosen then only properties with a status of Current will be returned in the search.

If “Historic” is chosen then only properties with a status of Historic will be returned in the search.

If “Proposed” is chosen then only properties with a status of Proposed will be returned in the search.

If “Current & Proposed” is chosen then properties with a status of Current or Proposed will be returned in the search.

Council

This field enables you to 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.

Property Type

This field enables you to select properties based on a specific Property Type. eg. all Council owned properties. If (any) is selected then this field will not be included in the search criteria.

The default will be that Property Type specified in the System Parameter Maintenance Form - Default Filter Property Type.

Direct

The Direct/Indirect flag that was previously in the Options menu, has been included in this Form as the Direct Match field.

Setting ON the Direct Match checkbox will return selected properties with a direct match only

Setting OFF the Direct Match checkbox (Indirect) will return selected properties AND the full property structure that such properties exist in.

Land

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators.

Base

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Common Area

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Building

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

Occupancy

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

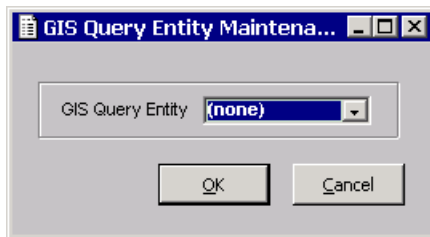
If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

GIS Query Entity Maintenance Form

This form is called from Applications Search Profile Form or any of the other Pathway Modules that support GIS MapInfo Product via the GIS Button. Once the GIS Product has been started highlight the required properties and click on the “create other query button”. Enter a query name and click on OK. The GIS Application Selection form is then displayed. Leave the default selection of Property Administration and click on OK. The Property GIS Filter is then displayed, click on OK



GIS Query Entity Maintenance Form

GIS Query Entity

Select a GIS Query Entity from the predefined dropdown list.
Options available for selection are

- Property
- Title
- Parcel
- None

Associated Properties

The ability to relate one property to any number of other properties is provided in this function.

An unlimited number of user defined relationship types (Role Types) may be established eg. Car Parking Space, Adjoining Property. These Role Types are established in Property Role Type Maintenance from the Property Administration Parameters menu.

Each property is associated with the current property using one of the defined Property Role Types.

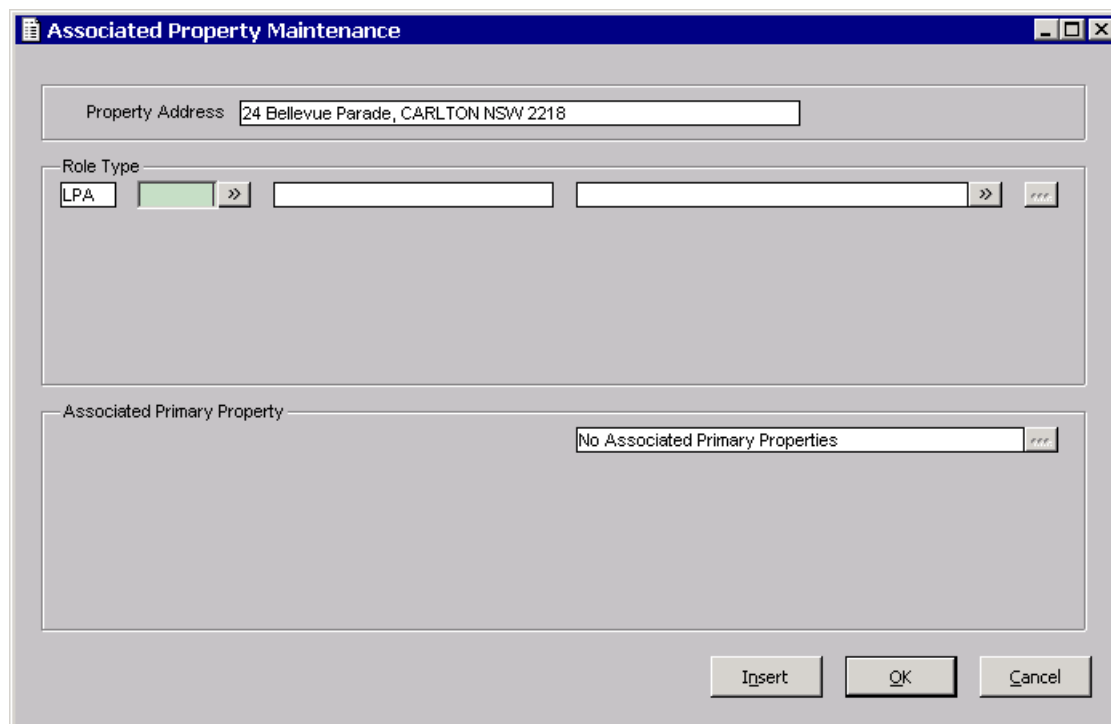
Associated Property Maintenance Form

This form is called from Property Maintenance via the Options Button, the Options pull down menu or by double clicking on the Associated Properties Check Box on the Indicators Property Summary Form.

Multiple properties may be associated with the current property.

To Add a property as an Associated Property press the Insert Button (F9 or Edit/Insert)

To remove a property as an Associated Property press F11 (or Edit/Delete)



Associated Property Maintenance Form

Property Address

This field displays the formatted address of the current property.
This field is display only and may not be maintained.

Role Type

Select the appropriate link for the Associated Property. The code may be entered directly into the field (if known) or alternatively press the pop up button associated with the field.

The full description of the link will be displayed.

The formatted address of the associated property will be displayed.

To choose a property press the pop up button associated with the field. The Property Search Profile form will be presented on which you can perform your search.

To Add a property as an Associated Property press the Insert Button (F9 or Edit/Insert)
To remove a property as an Associated Property press F11 (or Edit/Delete)

Associated Primary Property

These fields display appropriate link for the Associated Property.

The formatted address of the associated property will be displayed.

These fields are display only and may not be maintained.

Pressing the detail button will display the Property Summary form for the Associated Property.

Property Role Type Pop Up Form

This pop up form allows for the search and selection of valid Property Role types.

Role Type	Description
LPA 100	Reserves
LPA 101	Car Park
LPA 102	Service Area

Search Profile

Role Type Number:

Description:

Property Role Type Pop Up Form

Role Type

These fields display the role type code (LPA for Property Administration) and the role number that has been assigned.

These fields are display only and may not be maintained.

Role Type Description

This field displays the full description assigned to the Role Type.

This field is display only and may not be maintained.

Search Profile - Role Type Number

If you wish to limit the display of available role types then you may enter a role type number in this field (including wild cards).

This field works in conjunction with the Description field.

Search Profile - Description

If you wish to limit the display of available role types then you may enter a role type description in this field (including wild cards).

This field works in conjunction with the role Type number.

Property Links

Pathway provides the mechanism by which the user may view or maintain records which have been linked to the current property. The Application Role Selection form provides this mechanism.

Application Role Selection Form

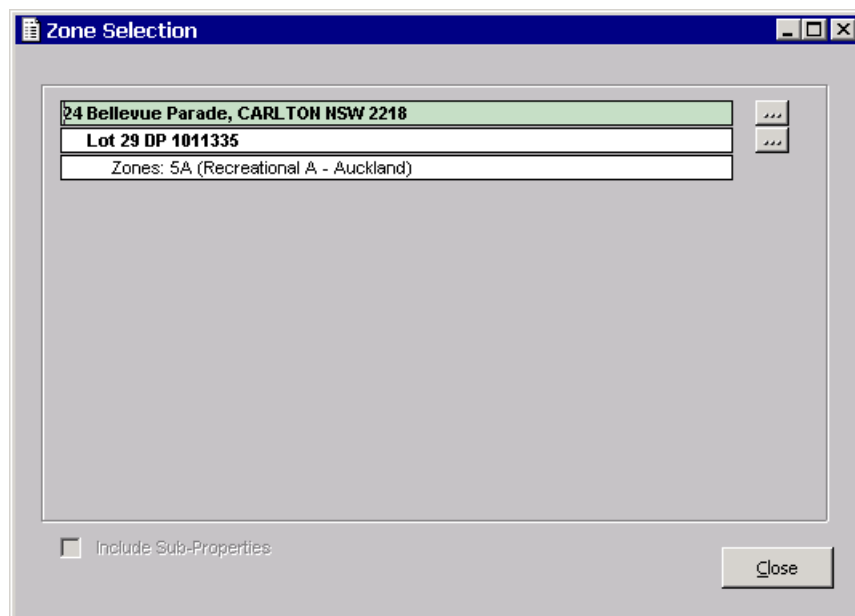
To enable the linking to other records a generic interface form has been provided. This ensures that a consistent “look and feel” is provided. The title on the form will change depending on the link chosen.

The following property options utilise this form to enable the user (where required) to select a Property, Title or Parcel to which to add or maintain a record. These property options are available via the Options Button or the Options drop down menu.

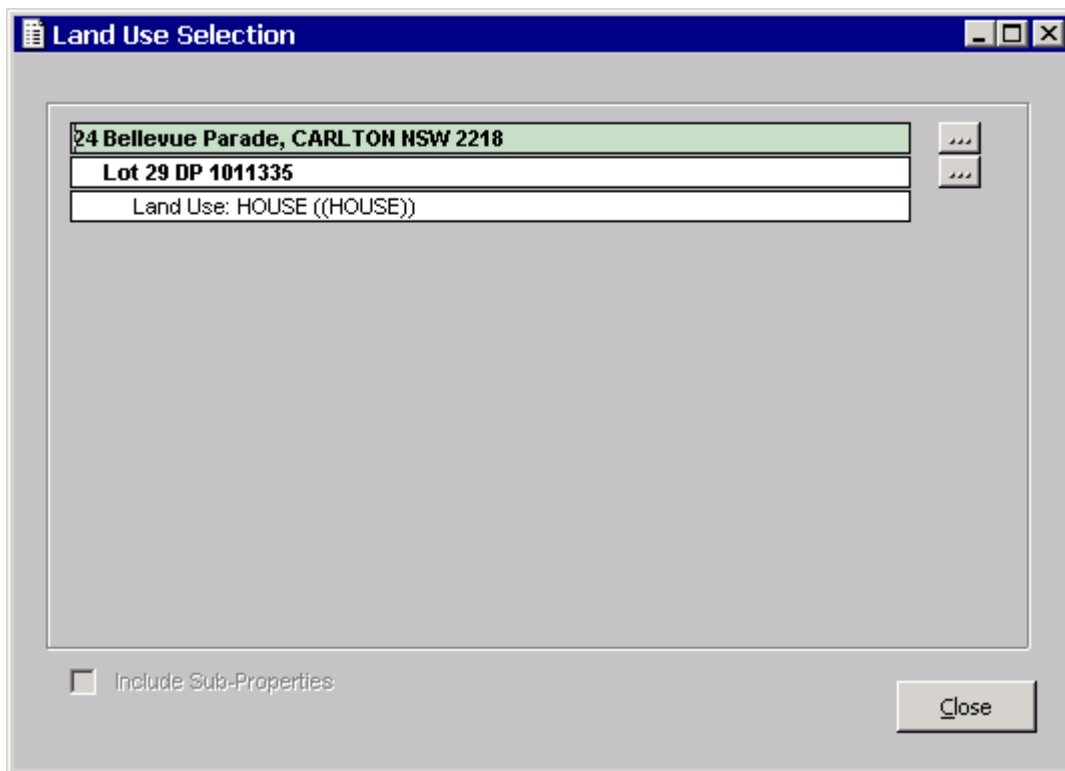
- Zones
- Land Uses
- Conditions
- Flood Details

The following links are available (at Release 1.03) and may be selected from the Options Button or the Options drop down menu (Link, function name)

- Applications
- Licensing
- Rates
- Animals
- Customer Service
- Infringements



Zone Selection Form



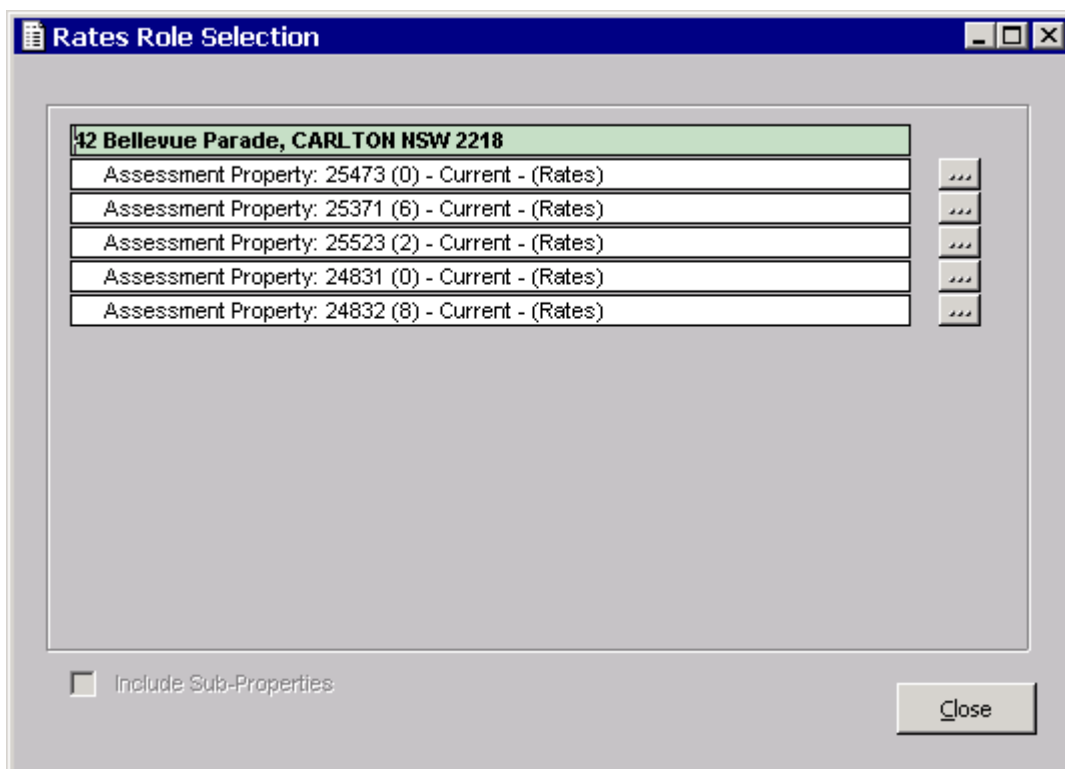
The **Land Use Selection** form displays the following information:

24 Bellevue Parade, CARLTON NSW 2218	...
Lot 29 DP 1011335	...
Land Use: HOUSE ((HOUSE))	

☐ Include Sub-Properties

Close

Land Use Selection Form



The **Rates Role Selection** form displays the following information:

42 Bellevue Parade, CARLTON NSW 2218	...
Assessment Property: 25473 (0) - Current - (Rates)	...
Assessment Property: 25371 (6) - Current - (Rates)	...
Assessment Property: 25523 (2) - Current - (Rates)	...
Assessment Property: 24831 (0) - Current - (Rates)	...
Assessment Property: 24832 (8) - Current - (Rates)	...

☐ Include Sub-Properties

Close

Rates Role Selection Form

Description

This field displays the following information:-

Where data is displayed in Bold type face the content will be either:

Formatted Property or

Address

Formatted Title or

Formatted Parcel Address

Data displayed in normal type face will vary depending on the link chosen. The data displayed reflects pertinent information to link being enquired upon. eg. Rate assessment no, License number, Infringement number and basic descriptive information.

The text displayed prior to the colon symbol is user definable at the Property Role Type level. Refer to the Property Role Type parameter help.

This field is display only and may not be maintained.

Detail Button

Pressing this button will present you with one of the following forms depending on the function you are performing:-

- Property Zone Maintenance form
- Parcel Zone Maintenance form
- Property Land Use Maintenance form
- Parcel Land Use Maintenance form
- Property Conditions Maintenance form
- Parcel Conditions Maintenance form
- Flood Details Maintenance form
- Assessment Summary form
- Infringement Summary form
- Animal Summary form
- Applications Summary form
- Customer Service Summary form
- Licensing Summary form

Include Sub-Properties

This checkbox allows the user to view details about any sub-properties linked to the current properties. Using this option can be time consuming, particularly if there are many sub-properties related to the main property.

Rates Assessment Selection Form

The Assessment Selection Form may be selected from the Property Summary Form.

If there are Assessments linked to the Property a detail button will display next to the Property Debts, Rates field. Selecting this button will display the Rates Assessment Selection Form.

Description	Balance
24316 (1) 10 Bellevue Parade, CARLTON NSW, 2218	1804.63

Total Outstanding: 1804.63

Close

Rates Assessment Selection Form

Description

This field displays the Assessment Number and Address of the Rates Assessment linked to the property.

This field is display only and may not be maintained.

Balance

This field displays the Balance of the Rates Assessment linked to the property.

This field is display only and may not be maintained.

Detail Button

This button will not be available until a valid Rates Assessment is linked to the property.

Pressing this button will present the Assessment Summary form for the selected Rates Assessment.

Total Outstanding

This field displays the Total Outstanding Amount for all Property Debts associated to the property.

This field is display only and may not be maintained.

External Debt Details Form

The External Debt Details Form may be selected from the Property Summary Form.

If there are External Debts linked to the Property a detail button will be displayed next to the Property Debts, Other Debts field.

Debtor Number	Invoice Number	Invoice Date	Debt Amount
A1	INV1	04-Jul-2002	17553.00

Total Outstanding	17553.00
-------------------	----------

Close

*External Debt Details Form***Debtor Number**

This field displays the Debtor Number of the Other Debts linked to the property. This field is display only and may not be maintained.

Invoice Number

This field displays the Invoice Number of the Other Debts linked to the property. This field is display only and may not be maintained.

Invoice Date

This field displays the Invoice Date of the Other Debts linked to the property. This field is display only and may not be maintained.

Debt Amount

This field displays the Debt Amount of the Other Debts linked to the property. This field is display only and may not be maintained.

Total Outstanding

This field displays the Total Outstanding Amount for all Property Debts associated to the property. This field is display only and may not be maintained.

Property Plan Maintenance

This function allows Plans (previously created in Plans Maintenance) to be linked to a Property record.

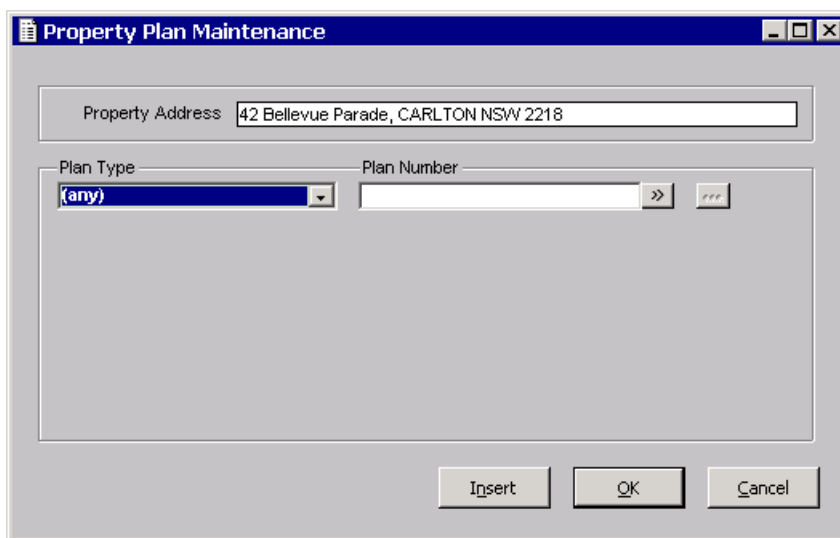
Plans may also be linked at the Parcel level (see Parcel Maintenance).

Property Plan Maintenance

This form allows the addition and deletion of Plans to a Property record.

This function is called from the Options drop down menu or the Options Button and selecting the Plans option.

- To Add a Plan to the current Property record press the Insert Button (Edit/Insert or F9)
- To delete a Plan from the current Property record select Edit/Delete (or F11)



Property Plan Maintenance Form

Property Address

This field displays the Property address of the current property record.
This field is display only and may not be maintained.

Plan Type

Select a valid Plan Type from the drop down list.

Plan Number

Enter a plan number in this field (if known) or alternatively press the Pop Up Button associated with the field.

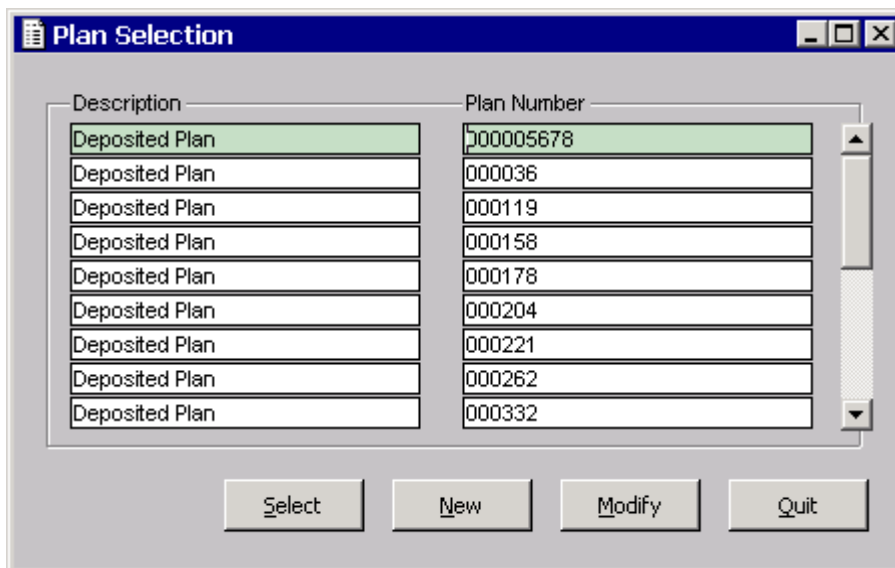
If an invalid Plan Type/ Plan Number is entered or the Pop Up Button is pressed the Plan Pop Up will be displayed.

Detail Button

This button will not be available until a valid plan has been selected.
Pressing this button will present the Plan Maintenance form for the selected plan.

Plan Selection Form

This pop up allows for the searching and selection of Plans.



The screenshot shows a 'Plan Selection' dialog box with a table of plan types. The first row is highlighted in green. Below the table are four buttons: 'Select', 'New', 'Modify', and 'Quit'.

Description	Plan Number
Deposited Plan	000005678
Deposited Plan	000036
Deposited Plan	000119
Deposited Plan	000158
Deposited Plan	000178
Deposited Plan	000204
Deposited Plan	000221
Deposited Plan	000262
Deposited Plan	000332

*Plan Selection Form***Description**

This field displays the full description of the Plan Type. This is display only and cannot be maintained.

Plan Number

This field displays the Plan Number associated with the Plan Type. This is display only and cannot be maintained.

Zones Maintenance

Zone codes, their associated descriptions and zone plans may be recorded within the property administration system. An unlimited number of zones may be associated with a property or parcel.

Zones may be recorded at the Property level, Parcel level or at both Property and Parcel level. The level at which you wish to record zone information is established in the Property Administration system parameter.

The Zones maintenance/enquiry option is called from either the Options menu item or the Options Button and selecting "Zones".

Updating of Zone information may also be performed using the Bulk Zone Update function.

Property or Parcel Zone Maintenance Form

This form allows the creation and maintenance of zone information. The form title will reflect the appropriate function being performed:-

Property Zone Maintenance - If maintaining zones at the Property level.

Parcel Zone Maintenance - If maintaining zones at the Parcel level.

Multiple instances of zone information for a property or parcel may created on this form.

To create a new zone record press the Insert Button.

The form is essentially broken up into two main parts. The top half of the form displays either the formatted property address or the formatted parcel address and a summary of all of the zones associated with that property or parcel. The bottom half of the form contains the maintenance fields. As each zone record in the top half of the form is selected, so the appropriate maintenance fields are displayed in the bottom half of the form.

Property Zone Maintenance

Property Address: 42 Bellevue Parade, CARLTON NSW 2218

Zone Code	Description	Zone Plan	Sub Zone	Status	Date Effective	Percentage	Primary
				Current		100.00	☒

Zone Code: [] >> []
 Zone Plan: [] >> []
 Gazette Date: []
 Council Approved: []
 Gazette Number: []
 Sub Zone: []
 Date Effective: []
 Percentage: 100.00
 Status: Current

Insert OK Cancel

Property Zone Maintenance Form

Property/Parcel Address

This field contains the formatted property address, or formatted parcel address that the zone details are to be linked to. This field is display only and cannot be maintained.

Zone

This field displays the current zone code. This field is display only and may not be maintained.

Description

This field displays the zone description associated with the zone code. This field is display only and may not be maintained.

Zone Plan

This field displays the zone plan description associated with the zone type. This field is display only and may not be maintained.

Sub Zone

This field displays the sub zone code allocated to the zone record. This field is display only and may not be maintained.

History Status

This field displays the status of the zone code. Zone codes may be Current, Proposed or Historic. This field is display only and may not be maintained.

Date Effective

This field displays the date the zone became effective. This field is display only and may not be maintained.

Percentage

This field displays the percentage of the property or parcel that this zone covers. This field is display only and may not be maintained.

Primary

This field contains an indicator that marks one of the zones as being the primary zone for the property or parcel. This indicator is required to facilitate reporting.

Only one of the primary field check boxes may be on at any time, that is only one zone may be the primary zone.

Zone Code

This field contains the zone code required for the property or parcel. Enter a valid zone code or select a zone code from the Pop Up form. This field is mandatory.

Zone Description

This field displays the zone description for the zone code selected. This field is display only and may not be maintained. Zone Code Descriptions are maintained in the Property parameters function.

Sub Zone

This field contains the sub zone code for the nominated property or parcel zone. This field is optional.

Note: This field is not validated.

Zone Plan

This field contains the zone plan type and the zone plan number. Enter a valid zone plan type/number or select a zone plan type/number from the Pop Up form.

This field is mandatory if the Property System parameter for Zone Plans has been set to "Mandatory".

Zone Plan Description

This field displays the Zone Plan description. This field is display only and may not be maintained. The Zone Plan description is maintained in the Property parameters function.

Gazette Date

This field displays the Gazette Date for the Zone Plan. This field is display only and may not be maintained. The Zone Plan Gazette Date is maintained in the Property parameters function.

Gazette Number

This field displays the Gazette Number for the Zone Plan. This field is display only and may not be maintained. The Zone Plan Gazette Number is maintained in the Property parameters function.

Council Approved

This field displays the Council Approval Number for the Zone Plan. This field is display only and may not be maintained. The Zone Plan Council Approval Number is maintained in the Property parameters function.

Approval Date

Enter the date on which the zone was approved for the property or parcel.

Percentage

This field contains the percentage amount that this zone code covers over the property or parcel.

Where multiple zones cover one property or parcel, the percentage field is summed for all "current" zone codes on the property or parcel once the form is accepted. If the percentages do not add up to one hundred percent then the following message is displayed.

"The percentage does not total to 100%. Is this correct?"

Two responses are valid for this message.

Yes - The records are stored in the data base as entered and will not total 100%.

No - The message is removed and the Zone Maintenance form is re-displayed to allow corrective action.

History Status

This field contains the status of the zone code.

Select a valid option from the drop down list. The options available are:-

- Current
- Proposed
- Historic

Document

Selecting the Document Button will display the document attached to the Zone code at the parameter level. The document will be Read-Only.

Zone Type Pop Up Form

This form displays a list of all currently active zone codes, which are available for selection on creation or maintenance of a zone record.

Zone Code	Description
0A	Design Reserved Land A - Auckland
0X	Land in more than one Zone - Auckland
11561DRNKT	11561 DRN karen
1A	Rural A - Auckland
2A	Warehouse A - Auckland
4A	Community Use A - Auckland
5A	Recreational A - Auckland
8A	Commercial A - Auckland
9A	Residential A - Auckland

Search Profile

Zone Code:

Description:

Zone Pop Up Form

Zone Code

This field contains all zone codes which are available for selection. These zone codes are defined via the Zone Maintenance form. This field is display only and cannot be maintained.

Description

This field contains the description associated with each zone code. This field is display only and cannot be maintained.

Search Profile - Zone Code

Enter a Zone code 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.

Zone Plan Type Pop Up Form

This form enables a Zone Plan Type code to be selected for a new or existing Zone record. The Property system parameters enable you to determine whether the entry of a Zone Plan Type is mandatory.

Plan Type	Plan Number	Description
ALPHA1	1	Alpha Plan
ALPHA2	2	Alpha Plan 2
CA	1	Central Activities 1
CA	2	Central Activities 2
CA	3	Central Activities 3
CA	4	Central Activities 4
CA	5	Central Activities 5
CA	6	Central Activities 6
CA	7	Central Activities 7

Search Profile

Plan Type

Plan Number

Description

Zone Plan Type Pop Up Form

Plan Type

This field contains the Zone Plan Type codes which are available for selection. This field is display only and cannot be maintained.

Plan Number

This field contains the Zone Plan Type Number which relates to the listed Zone Plan Type Codes. This field is display only and cannot be maintained.

Description

This field contains the Description associated with each Zone Plan Type Code. This field is display only and cannot be maintained.

Search Profile - Plan Type

Enter a Zone Plan 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 - Plan Number

Enter a Zone Plan Number 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.

Land Use Maintenance

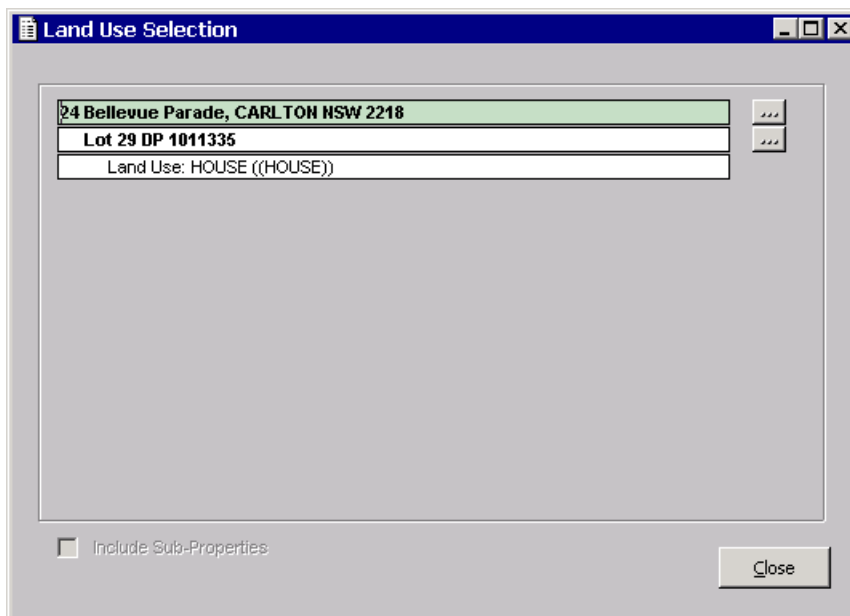
Land Use codes, their associated descriptions may be recorded within the Property Administration system. An unlimited number of Land Uses may be associated with a property or parcel.

Land Uses may be recorded at the Property level, Parcel level or at both Property and Parcel level. The level at which you wish to record Land Use information is established in the Property Administration system parameter.

The Land Uses maintenance/enquiry option is called from either the Options menu item or the Options Button and selecting "Land Use".

Land Use Selection Form

From this form users have the choice of applying the Land Use to either the Property or the Parcel or both. Simply click the detail-out button next to the property if you wish to add a Land Use at Property Level, or click the detail-out button next to the parcel to add a Land Use at the Parcel Level.



Land Use Selection Form

Property and Parcel Land Use Maintenance Forms

This form allows the creation and maintenance of Land Use information that is recorded at the property or parcel level.

Multiple instances of Land Use information may be created on this form.

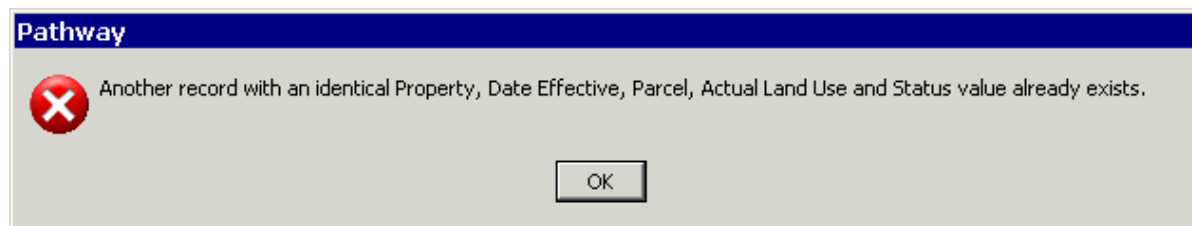
To create a new Land Use record press the Insert Button.

The form is essentially broken up into two main parts:-

- The top half of the form displays either the formatted property address or the formatted parcel address and a summary of all of the Land Uses associated.
- The bottom half of the form contains the maintenance fields.

As each Land Use record in the top half of the form is selected, so the appropriate maintenance fields are displayed in the bottom half of the form.

If a Land Use is attempted to be added, which already exists (either in Historic, Proposed or Current state) and the Date Effective is the same, a message will be shown to the user when the user attempts to click OK. The message is:



To avoid this message displaying, a Date Effective should be entered, which is a different date from that of the other matching entry.

Property Land Use Maintenance Form

Property Address

This field contains the formatted property address, or formatted parcel address that the land use details are to be linked to. This field is display only and cannot be maintained.

Actual Land Use

This field displays the current Actual Land Use code and Description. This field is display only and may not be maintained.

Building Level

This field displays the Building Level allocated to the Land Use record. This field is display only and may not be maintained.

History Status

This field displays the status of the Land Use code. Land Use codes may be Current, Proposed or Historic. This field is display only and may not be maintained.

Actual Date

This field displays the date the Land Use became effective. This field is display only and may not be maintained.

Percentage

This field displays the percentage of the property or parcel that this Land Use covers. This field is display only and may not be maintained.

Primary

This field contains an indicator that marks one of the Land Uses as being the primary Land Use for the property or parcel. This indicator is required to facilitate reporting.

Only one of the primary field check boxes may be on at any time, that is only one Land Use may be the primary Land Use.

Approved Land Use

This field contains the Approved Land Use code required for the property or parcel. Enter a valid Land Use code or select a Land Use code from the Pop Up form. This field is mandatory.

Approved Land Use Description

This field displays the Land Use description for the Land Use code selected.

This field is display only and may not be maintained. Land Use Code Descriptions are maintained in the Property parameters function.

Actual Land Use

This field contains the Actual Land Use code required for the property or parcel. Enter a valid Land Use code or select a Land Use code from the Pop Up form.

This field is mandatory, however if left blank the Approved Land Use code will be placed in this field.

Actual Land Use Description

This field displays the Land Use description for the Land Use code selected.

This field is display only and may not be maintained. Land Use Code Descriptions are maintained in the Property parameters function.

Building Level

This field contains the Building Level code for the nominated property or parcel Land Use.
This field is optional.

Note: This field is not validated.

Approval Date

This field contains the date on which the Approved Land Use became effective for the property or parcel.

Actual Date

This field contains the date on which the Actual Land Use became effective for the property or parcel.

Percentage

This field contains the percentage amount that this Land Use code covers over the property or parcel.

Where multiple Land Uses cover one property or parcel, the percentage field is summed for all "current" Land Use codes on the property once the form is accepted. If the percentages do not add up to one hundred percent then the following message is displayed.

"The percentage does not total to 100%. Is this correct?"

Two responses are valid for this message:

Yes - The records are stored in the data base as entered and will not total 100%.

No - The message is removed and the Property or Parcel Land Use Maintenance form is re-displayed to allow corrective action.

History Status

This field contains the status of the Land Use code.

Select a valid option from the drop down list. The options available are:-

- Current

- Proposed
- Historic

Document

Selecting the Document Button will display the document attached to the Land Use code at the parameter level. The document will be Read-Only.

Land Use Pop Up Form

This form displays a list of all currently active land use codes, which are available for selection on creation or maintenance of a land use record.

Land Use Code	Description
0600	Educational Land Use
10	Primary - Multi Use
1000	Vic Val Residential Land Use
101	test land class
105	Boarding House
11	Primary - Dairying
11561DRNKT	11561 DRN karen
12	Primary - Stock Fattening
1200	Residential Land Use

Search Profile

Land Use Code:

Description:

Search Select Quit

Land Use Pop Up Form

Land Use

This field contains all land use codes which are available for selection. These land use codes are defined via the Land Use Maintenance form. This field is display only and cannot be maintained

Description

This field contains the description associated with each land use code. This field is display only and cannot be maintained.

Search Profile - Land Use Code

Enter a Land Use code 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.

Conditions Maintenance

Conditions and Associated Condition Documents may be associated at various levels within the Property Administration system as follows:-

- Property
- Title
- Parcel

Conditions may also be associated to Applications linked to the property.

Condition Codes, descriptions and associated document templates are established at the parameter level.

Conditions may be flagged as “Notifiable”. This will cause the screen to “break” to conditions if any property is accessed that has a “Notifiable” condition attached at any level.

Conditions may also be “standard” or “non-standard”. Where a change to a standard condition for a single property/title/parcel is made then that condition becomes a “non-standard” condition. Any changes made to the standard condition at the parameter level will not be reflected on this condition for this property.

For more information on conditions please refer to the “Conditions User Guide”.

Conditions Maintenance Form

This form displays a list of all currently Conditions, which are linked to the property record.

Condition Details	Notifiable	Apply Date	Lapse Date
3 Section Street, Daw Park SA 5041			
NOTICE- COVER DANGEROUS WELL OR HOLE	E	22-Sep-2000	
NOTICE- COVER DANGEROUS WELL OR HOLE	N	01-Mar-2002	
DC ROAD			
Plan Condition 1		13-Dec-2000	
Plan Condition 3		22-Oct-2001	
Application: 25/2000/DAS, 33			
Application: 33-2000-CONT-07, drn 7454			
Application: 37-2000-CONT-07, 020202020			
Application: DARE-77/2000, ererer			
Application: 2000/DEPOS-110/1, DRN 7319			
Application: 2/2001/AP2, test			
Application: 42-2000-CONT-07, DRN 8109			
Application: 15/2000/ABS, 8109			
Application: 16/2000/BCC, 8109			
Application: BCC-83/2000, BCC test 7987			
Application: 1/2000/ABS/07, 1st ABS application			
Application: 2/2000/ABS/07, test			

Include Sub-Properties ☐ Close

Conditions Maintenance Form

Condition Details	Apply Date	Lapse Date
3 Section Street, Daw Park SA 5041		
NOTICE- COVER DANGEROUS WELL OR HOLE	22-Sep-2000	
NOTICE- COVER DANGEROUS WELL OR HOLE	01-Mar-2002	
DC ROAD		
CT-1/112		
St Davids Lot 1234 DP 120 1550m2		
Parcel cond 1	12-Oct-2000	
FP 45		
DP 11		
FP 11		
SP 1		
Acre 999999 CP 50		

Include Sub-Properties ☐ Close

Notifiable Conditions Enquiry Form

Condition Details

This field displays the formatted property address and indented below the levels at which conditions can be linked.

Selecting the detail button next to the level will display the appropriate level Conditions Maintenance form which then displays the related conditions linked at that level.

Conditions can be inserted or deleted or maintained on the level Conditions Maintenance form.

Edited Glyph

The **E** Glyph indicates where a conditions document has been modified.

Notifiable Glyph

The **N** Glyph indicates that the related condition is a notifiable condition.

When a property is selected that has a Notifiable Condition linked the Property Summary screen displays a Notifiable Conditions Enquiry form listing all notifiable conditions linked to the property at the relevant levels.

Applied Date

This field displays the date that the Condition was linked to the property.

Lapsed Date

This field displays the date that the Condition lapsed.

Include Licences

The check box at the bottom will default to the setting from the Property System parameters ie whether or not Licence conditions are to be shown. The display on this form can override the system parameters for this particular Property and display (or not) as required.

Conditions Maintenance		Apply Date	Lapse Date
Condition Details			
15 Dunalbyn Drive, ABERFOYLE PARK SA 5159		...	
2nd New Condition for Bulk Upd.		23-Mar-2005	
CTM 3		...	
Licence: F/996/1998, Condition Test for Food		...	
Section 21		04-Apr-2005	
Section 28		04-Apr-2005	
CT-7841/52		...	
Lot 21 DP 5150		...	
ADs Parcel Drainage		22-Mar-2005	
ADs Parcel Environmental Waste		22-Mar-2005	
CP 11		...	
PLAN 1		21-Mar-2005	
PLAN 2		21-Mar-2005	
Include Licences ☒ Include Applications ☐ Include Sub-Properties ☐ Licence Conditions ☒ Application Conditions ☐		Close	

Conditions Maintenance Form

Licence Conditions

This checkbox cannot be maintained as it indicates if in fact conditions DO exist for Licences on the Property.

Include Applications

The check box at the bottom will default to the setting from the Property System parameters ie whether or not Application conditions are to be shown. The display on this form can override the system parameters for this particular Property and display (or not) as required.

Conditions Maintenance		Apply Date	Lapse Date
Condition Details			
12 Dunalbyn Drive, ABERFOYLE PARK SA 5159		...	
NOTICE - EMERGENCY ORDER		22-Mar-2005	
FOOTPATH NATURE STRIP AGREEMENT EXISTS		22-Mar-2005	
ESSENTIAL SAFETY PROVISIONS EXIST		22-Mar-2005	
CTM 3			
Include Licences ☐ Include Applications ☐ Include Sub-Properties ☐ Licence Conditions ☐ Application Conditions ☒		Close	

Application Conditions

Application Conditions

This checkbox cannot be maintained as it indicates if in fact conditions DO exist for Application on the Property

Include Sub-Properties

Where this check box is checked on, all sub-properties linked to the property record will be displayed together with any conditions linked to the sub-properties at any level. This setting will also display Application and Licence conditions for Sub properties if those check boxes are on

Property Structures

The following topics are covered in this section:

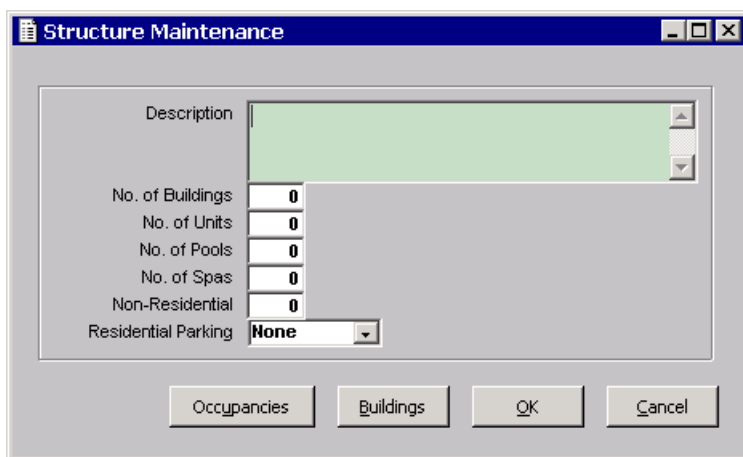
[Property Structure Maintenance](#)

Property Structure Maintenance

Property Structures enables information to be recorded regarding the buildings and occupancies associated with a property. This includes the materials, area, services associated with buildings and the number of rooms associated with occupancies.

Structure Maintenance Form

This form enables general structural as well as parking information to be defined for an individual property record.



Structure Maintenance Form

Description

This field enables a free format description to be entered for each structure record.

No. of Buildings

This is a five character field which enables the total number of building associated with a structure to be nominated.

No. of Units

This is a five character field which enables the total number of units associated with a structure to be nominated.

No. of Pools

This is a five character field which enables the total number of pools associated with a structure to be nominated.

No. of Spas

This is a five character field which enables the total number of spas that are not associated with swimming pools to be nominated.

Non-Residential

This is a five character field which enables the total number of non-residential car parking spaces on site

Residential Parking

This field enables the type of residential parking which is available for the associated structure. There are four options available from the drop-down list.

- None
- Garage
- Carport
- Open

Occupancies Button

By pressing this button, further occupancy related details may be created for the structure

Buildings Button

By pressing this button, further building related details may be created for the structure.

Occupancies Maintenance Form

This form enables number of room information to be recorded for all occupancies associated with the building structure.

Description	Floor	Total Rooms	Main Rooms	Bath Rooms	Bed Rooms	Toilets	Other Rooms	Offices
Unit 1	1	10	2	2	2	2	1	1
Unit 2	1	12	3	2	3	2	1	1

Buttons: Insert, Continue, Quit

Occupancies Maintenance Form

Description

This field contains a forty character description of each of the occupancies associated with the building structure.

Floor

This is a five character field which contains the number of floors associated with an occupancy.

Total Rooms

This is a five character field which contains the total number of rooms associated with an occupancy.

Main Rooms

This is a five character field which contains the total number of main rooms associated with an occupancy

Bathrooms

This is a five character field which contains the total number of bathrooms associated with an occupancy.

Bedrooms

This is a five character field which contains the total number of bedrooms associated with an occupancy.

Toilets

This is a five character field which contains the total number of toilets associated with an occupancy.

Other Rooms

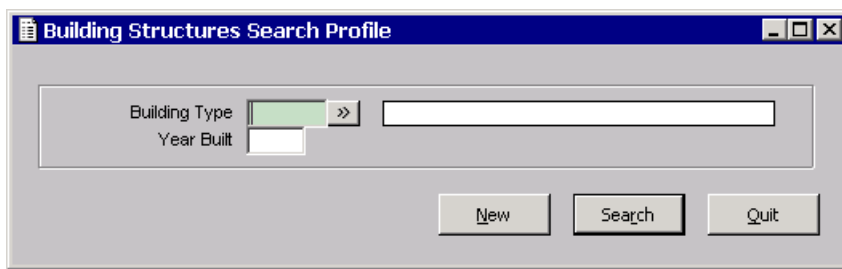
This is a five character field which contains the total number of other rooms associated with an occupancy.

Offices

This is a five character field which contains the total number of offices associated with an occupancy.

Building Structures Search Profile Form

This form enables a search to be performed to identify the required building record. Alternatively, a new building may be added via the New button.

The screenshot shows a window titled "Building Structures Search Profile". It contains two input fields: "Building Type" and "Year Built". The "Building Type" field has a green selection button with a double arrow ">>". Below these fields are three buttons: "New", "Search", and "Quit".

Building Structures Search Profile Form

Building Type

Enter a Building Type on which to base your search or select a Building Type from the pop-up. Use the search button to initiate the searching and identify all records matching the nominated Building Type code. The description associated with the Building Type will display when a Building Type is selected.

Year Built

Enter a year on which to base your search and use the search button to initiate the searching

Building Structures Selection Form

This form will display all records which match the previously entered search criteria.

The screenshot shows a window titled "Building Structures Selection". It displays a table with two columns: "Building Type" and "Year". The table contains two rows: "Multi Storey Commercial Building" with year "2004", and "Residential Parking" with year "2004". Below the table are three buttons: "New", "Modify", and "Quit".

Building Structures Selection Form

Building Type

This field will display the Building Type associated with all listed Building Structure records. This field is display only and cannot be maintained.

Year

This field will display the Year that all listed Building Structure records were built.

Building Structures Maintenance Form

This form contains structural information in relation to the building associated with the property. This includes materials and area. Details regarding services that are associated with a building may be attached via the Services button.

Building Structures Maintenance Form

Building Type

This field contains a code and description to identify the type of building which is being defined (eg. freestanding, joined to other dwellings etc). Enter a Building Type code or select from the pop up form.

Plan Filed

This field contains a code and description to identify whether the valuer holds a plan of the building. Enter a Plan Filed code or select from the pop up form. Entry of this field is optional.

Frontage

This field contains a code and description to identify the type of frontage (usually associated with residential type buildings). Enter a Frontage code or select from the pop up form. Entry of this field is optional.

External Material

This field contains a code and description to identify the external materials used on the building. Enter an External Material code or select from the pop up form. The pop up form will display materials from the Material Maintenance Parameter which have been defined as relating to the External building. Entry of this field is optional.

Roof Material

This field contains a code and description to identify the material used on the roof of a building. Enter an Roof Material code or select from the pop up form. The pop up form will display materials from the Material Maintenance Parameter which have been defined as relating to the Roof of a building. Entry of this field is optional.

Floor Material

This field contains a code and description to identify the material used on the floor of a building. Enter a Floor Material code or select from the pop up form. The pop up form will display materials from the Material Maintenance Parameter which have been defined as relating to the Floor of a building. Entry of this field is optional.

Lining Material

This field contains a code and description to identify the material used on the lining of a building. Enter a Lining Material code or select from the pop up form. The pop up form will display materials from the Material Maintenance Parameter which have been defined as relating to the Lining of a building. Entry of this field is optional.

Ceiling Material

This field contains a code and description to identify the material used on the ceiling of a building. Enter a Ceiling Material code or select from the pop up form. The pop up form will display materials from the Material Maintenance Parameter which have been defined as relating to the Ceiling of a building. Entry of this field is optional.

Year Built

This field contains the year that the structure was built, in the format 'CCYY' eg. 1942.

Upper Level

This field enables the total number of floors above basement level to be nominated.

Description

This field enables further details to be recorded in relation to a building structure.

Date Erected

This field determines the date that a building was erected.

Lower Level

This field enables the total number of floors below ground level to be nominated.

Rent Area

This field contains the rentable area of the building structure.

Gross Area

This field contains the overall area of the building structure.

Nett Area

this field contains the actual area of the building structure.

Units of Measure

This field contains the unit of measure (eg. M2, HA) which applies to the recorded areas.

Structure Services

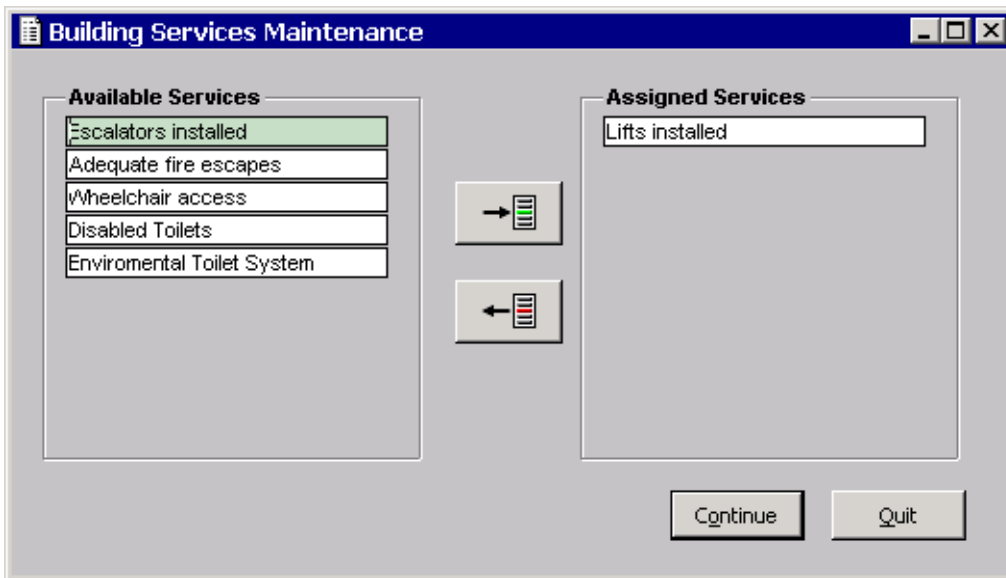
This field will contain a list of all the structure services linked to the Building Structure.

Services Button

By pressing the Services button, you will be able to link structure services to the existing building structure record. The selected services will display on the Structure Services section of the form.

Building Services Maintenance Form

This form enables the Building Services which relate to a particular Building Structure to be selected from the available list of services.



The **Building Services Maintenance** form is a window with a blue title bar. It contains two main sections: **Available Services** on the left and **Assigned Services** on the right. The **Available Services** list includes: Escalators installed, Adequate fire escapes, Wheelchair access, Disabled Toilets, and Enviromental Toilet System. The **Assigned Services** list currently shows: Lifts installed. Between the two lists are two buttons: a right-pointing arrow and a left-pointing arrow, each with a small list icon. At the bottom right are **Continue** and **Quit** buttons.

Building Services Maintenance Form

Available Services

This field contains a list of all available building services. Highlight the required service code and choose the Select button, or double click on the required service code, to assign available services.

Assigned Services

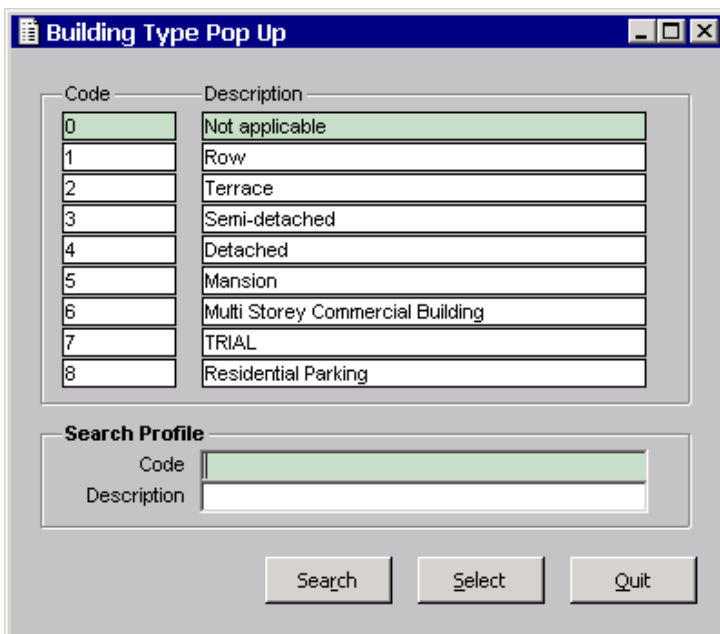
This field contains a list of all assigned building services. Services codes may be selected and removed using the Select and Remove buttons on this form.

Select/Remove Buttons

These buttons are used to moved selected services to and from the assigned services area.

Building Type Pop Up Form

This form may be utilised to select the required Building Type code.



The **Building Type Pop Up** form is a window with a blue title bar. It features a table with two columns: **Code** and **Description**. The table contains the following data:

Code	Description
0	Not applicable
1	Row
2	Terrace
3	Semi-detached
4	Detached
5	Mansion
6	Multi Storey Commercial Building
7	TRIAL
8	Residential Parking

Below the table is a **Search Profile** section with two input fields: **Code** and **Description**. At the bottom are three buttons: **Search**, **Select**, and **Quit**.

Building Type Pop Up Form

Code

This field contains the code associated with each Building Type. This field is display only and cannot be maintained.

Description

This field contains the description associated with each Building Type code. This field is display only and cannot be maintained.

Search Profile - Code

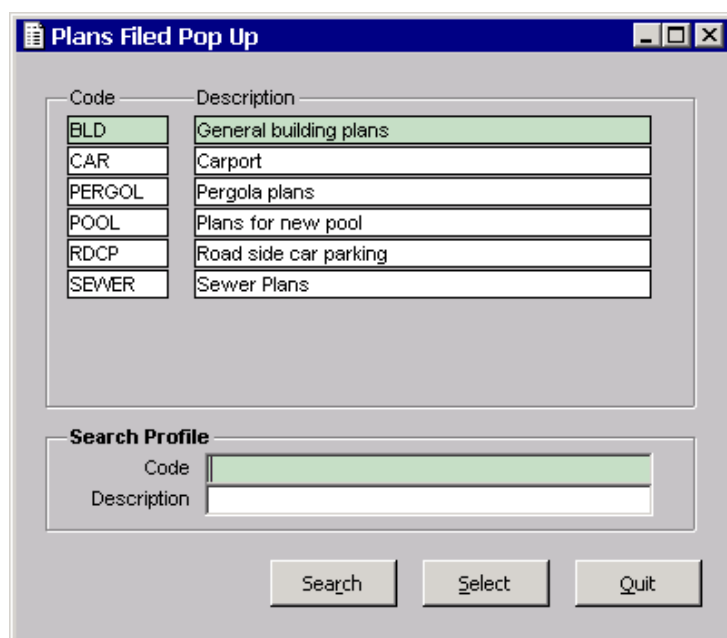
Enter a Building Type code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile - Description

Enter a Building Type description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Plans Filed Pop Up Form

This form may be utilised to select the required Plans Filed code.



The screenshot shows a window titled "Plans Filed Pop Up". Inside, there is a table with two columns: "Code" and "Description". The table contains the following data:

Code	Description
BLD	General building plans
CAR	Carport
PERGOL	Pergola plans
POOL	Plans for new pool
RDCP	Road side car parking
SEWER	Sewer Plans

Below the table is a "Search Profile" section with two input fields: "Code" and "Description". At the bottom of the form are three buttons: "Search", "Select", and "Quit".

Plans Filed Pop Up Form

Code

This field contains the code associated with each Plans Filed Type. This field is display only and cannot be maintained.

Description

This field contains the description associated with each Plans Filed code. This field is display only and cannot be maintained.

Search Profile - Code

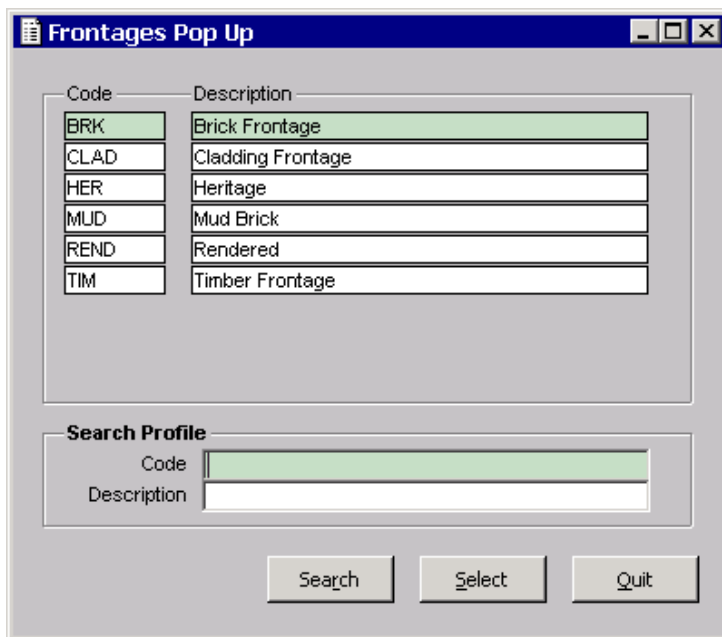
Enter a Plans Filed code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile - Description

Enter a Plans Filed description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Frontages Pop Up Form

This form may be utilised to select the required Frontage code.



The 'Frontages Pop Up' form is a window with a title bar. It contains a table with two columns: 'Code' and 'Description'. The table lists six frontage types: BRK (Brick Frontage), CLAD (Cladding Frontage), HER (Heritage), MUD (Mud Brick), REND (Rendered), and TIM (Timber Frontage). Below the table is a 'Search Profile' section with two input fields: 'Code' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Code	Description
BRK	Brick Frontage
CLAD	Cladding Frontage
HER	Heritage
MUD	Mud Brick
REND	Rendered
TIM	Timber Frontage

Search Profile

Code:
Description:

Frontages Pop Up Form

Code

This field contains the code associated with each Frontage Type. This field is display only and cannot be maintained.

Description

This field contains the description associated with each Frontage Type code. This field is display only and cannot be maintained.

Search Profile - Code

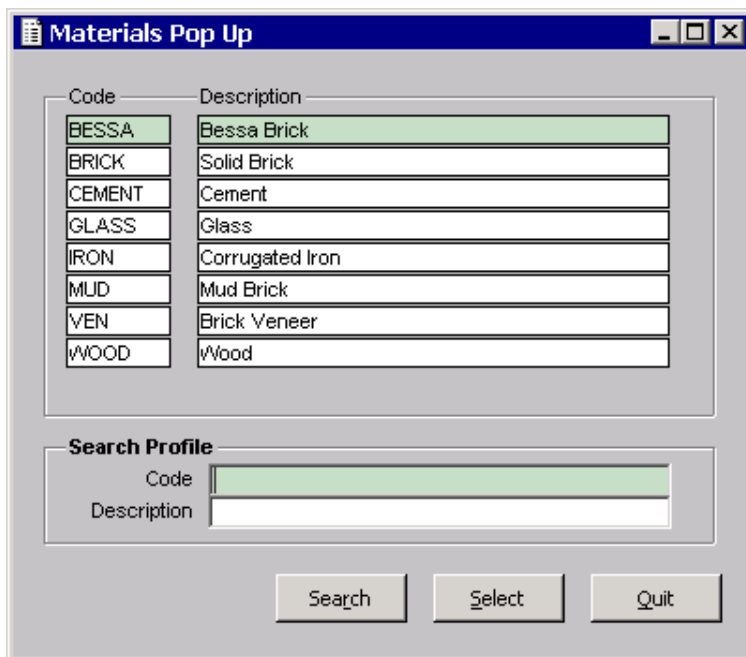
Enter a Frontage Type code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile - Description

Enter a Frontage Type description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Materials Pop Up Form

This form may be utilised to select the required Materials for the following components - External, Roof, Floor, Lining and Ceiling. The materials available for selection will be conditioned, based on the component from which you have initiated the pop up. Conditioning of material is performed via the Material Maintenance Form.



The 'Materials Pop Up' dialog box features a table with two columns: 'Code' and 'Description'. The table lists eight materials: BESSA (Bessa Brick), BRICK (Solid Brick), CEMENT (Cement), GLASS (Glass), IRON (Corrugated Iron), MUD (Mud Brick), VEN (Brick Veneer), and WOOD (Wood). Below the table is a 'Search Profile' section with two input fields: 'Code' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Quit'.

Code	Description
BESSA	Bessa Brick
BRICK	Solid Brick
CEMENT	Cement
GLASS	Glass
IRON	Corrugated Iron
MUD	Mud Brick
VEN	Brick Veneer
WOOD	Wood

Search Profile

Code

Description

Materials Pop Up Form

Code

This field contains the code associated with each Material Type. This field is display only and cannot be maintained.

Description

This field contains the description associated with each Material Type code. This field is display only and cannot be maintained.

Search Profile - Code

Enter a Material Type code (or part thereof) 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 Material Type description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Flood Details

The following topics are covered in this section:

[Flood Details Maintenance](#)

Flood Details Maintenance

Flood/Parcel Selection Form

This form enables the selection of flood details relevant to the selected parcel of land. By selecting the Modify button the Floods Maintenance form will be displayed.

Floods Details	Flood Fill Control	Flood Fill Status	Date Notified
Lot 2 DP 1011334	Council	Fill Proposal	13-Jan-2004

Flood/Parcel Selection Form

Property Address

These fields display the Property Address relevant to the Flood Details attached to the property. These fields are display only and may not be maintained.,

Floods Details

This field displays the Parcel Details of the relevant Floods details attached to the property. This field is display only and may not be maintained.

Fill Control

This field displays the responsible department in control of the fill required for the property. This field is display only and may not be maintained.

Fill Status

This field displays the Status of the fill attached to the property. This field is display only and may not be maintained.

Date Notified

This field displays the Date that the responsible department was notified of the fill requirement. This field is display only and may not be maintained.

Flood Details Maintenance Form

This form enables fill and flood details to be entered which is relevant to the selected parcel of land. It also allows the input of construction levels to be added.

The screenshot shows a software window titled "Floods Maintenance". Inside, there are two main sections. The "Floods Details" section contains several input fields: "Flood Fill Control" (a dropdown menu showing "Council"), "Flood Fill Status" (a dropdown menu showing "Fill Proposal"), "Area Number" (a text box with "12"), "Highest Flood" (a text box with "1.800"), "Year" (a text box with "1976"), "Date Notified" (a text box with "13-Jan-2004"), "Certification Date" (an empty text box), "Reference" (an empty text box), "Determined By" (radio buttons for "Interpolation" and "Observation", with "Interpolation" selected), "1:100 Year Flood" (a text box with "2.000"), "1:20 Year Flood" (a text box with "1.500"), "Floodway" (a checked checkbox), and "Map Reference" (an empty text box). The "Flood Construction/Level" section contains a text box with "Level 1". At the bottom right of the window are three buttons: "Insert", "OK", and "Cancel".

Flood Details Maintenance Form

Fill Control

This field enables the selection of a fill control code from the drop-down list. The Fill Control codes are defined via the Fill Control Parameters.

Fill Status

This field enables the selection of a Fill status code from the drop-down list. The Fill Status codes are defined via the Fill Status Parameters.

Area Number

This field enables a three character numeric field to be added to indicate the flood area number.

Date Notified

This field enables the notification date of the defined flood details to be nominated. Pressing F2 or double clicking on this field displays the default calendar which can be used to assist in selecting the required date.

Certification Date

This field enables the date of the latest issued flood certificate to be nominated. Pressing F2 or double clicking on this field displays the default calendar which can be used to assist in selecting the required date.

Reference

This field enables a fourteen character identification reference number to be entered.

Highest Flood

This field enables the highest known flood level affecting the selected parcel to be entered.

Year

This field indicates the year of the highest known flood level affecting the selected parcel.

Determined By

This field indicates the method used to identify the flood levels. Two options are available from the radio group

- Interpolation
- Observation

1:100 Year Flood

This field enables the entry of a parcel 1:100 probable flood level.

Reference

This field enables the recording of a reference to the 1:100 probable flood level.

1:20 Year Flood

This field enables the entry of a parcel 1:20 probable flood level.

Reference

This field enables the recording of a reference to the 1:20 probably flood level.

Floodway

If this checkbox is checked on, it will indicate that the parcel is affected by a floodway.

Map Reference

This field enables a map reference of the parcel to be entered.

Flood Construction/Level

This field enables flood construction/level descriptions to be entered. The detail button enables further comments and level details to be defined for each Construction/Level.

Flood Level Details Maintenance Form

This form enables further level and description details to be allocated to each Flood Construction/Level code.

Level Code	Comments	Flood Level	Level Book Reference
NHAB >>	Non Habitable Floor Area	.500	

Flood Level Details Maintenance Form

Flood Construction/Level

This field contains the Flood Construction/Level description from the selected record. All level and comments entered will refer to this Flood Construction/Level record.

Level Code

This field enables you to enter a Flood Level code, or select from the pop up form. The comments associated with the selected Flood Level code will be defaulted into the comments field. Further comments may be overridden as required.

Flood Level

This field enables the flood level to be recorded. A numeric code of up to five characters, with three decimals may be utilised.

Level Book Reference

This field enables a thirty character level book reference to be entered.

Comments

This field enables any further comments relating to the Level Type to be entered.

Flood Level Type Pop Up Form

This form may be utilised to select the required Flood Level Type Code.

Level Code	Description
COMM2	New Commercial
HAB	Existing Habitable Floor Area
HABR	Required Habitable Floor Area
NHAB	Non Habitable Floor Area

Search Profile
Level Code
Description

Flood Level Type Pop Up Form

Level Code

This field contains the level code associated with each Flood Level Type. This field is display only and cannot be maintained.

Description

This field contains the level code description associated with each Flood Level Type. This field is display only and cannot be maintained.

Search Profile - Level Code

Enter a Level Code (or part thereof) 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 Levee Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Property Services

The following topics are covered in this section:

[Services Maintenance](#)

Services Maintenance

This function provides the facility for services to be designated for properties within the council area.

Services may be designated as 'static' – eg. a park or playground, or 'collection' based – eg. garbage collection.

Contractors can optionally be specified for service types for designated areas of the council, and if specified, the contractor payments can be calculated and reported on.

When a Service Code is added to a property, or parcel, the associated Service Rate Type will be added to the first current assessment on the property.

If a Service Code is deleted from a property or parcel, the associated Rate Type on the assessment will be flagged as suspended.

If a Service Code is added to a property or assessment and it already exists on the assessment, there will be no action taken (however if the Rate Type exists as suspended, the suspended date will be removed).

Access to the individual Rate Type records, and subsequently the PRO RATA calculation button are available from within the Services Maintenance function.

Services Search Profile Form

The Services Search Profile is the first form presented on entry to the Property Services Maintenance function.

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 Service Maintenance Form, otherwise the Services 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.

Services Search Profile

Service Details

Service Code

Sub-Type Code

Frequency Code

Collection Day/Time

Area Code

Reference

Collection Sequence -

Request Date -

Date Installed -

Installed Reference

Date Removed -

Removed Reference

Removed Reason

Missing Date -

Status

Control Details

Status Type
 Council

Land ☒ Base ☒
 Common Area ☒ Building ☒
 Occupancy ☒

Services Search Profile Form

Service Code

Enter a valid Service Code or select one from the Pop Up, if your search is to be based on a specific Service Code.

Sub-Type Code

Enter a valid Sub-Type Code or select one from the Pop Up, if your search is to be based on a specific Sub-Type Code.

Frequency Code

Enter a valid Frequency Code or select one from the Pop Up if your search is to be based on a specific Frequency.

Collection Day/Time

Select a day from the drop-down (Monday - Sunday) if your search is to be based on a particular collection day, or accept the default of (any) if this field is to be disregarded. This can be also used in combination with the Time field. The following choices are available. Any, Day, Morning, Afternoon and Night

Area Code

Enter a valid area code or select one from the Pop Up if your search is to be based on a particular Area Code.

Reference

Enter a valid Reference if your search is to be based on a particular Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Collection Sequence

Enter a valid number range into the from and to Collection Sequence fields if your search is to be based on a particular Collection Sequence range.

Request Date

Enter a valid date range into the from and to date fields if your search is to be based on a particular Request Date range.

Date Installed

Enter a valid date range into the from and to date fields if your search is to be based on a particular Installed Date range.

Installed Reference

Enter a valid Installed Reference if your search is to be based on a particular Installed Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Date Removed

Enter a valid date range into the from and to date fields if your search is to be based on a particular Date Removed range.

Removed Reference

Enter a valid Removed Reference if your search is to be based on a particular Removed Reference.

This field is alpha/numeric and up to 15 characters may be entered.

Removed Reason

Enter a valid area code or select one from the Pop Up if your search is to be based on a particular Removed Reason Code.

Missing Date

Enter a valid date range into the from and to date fields if your search is to be based on a particular Missing Date range.

Status

Select a status from the drop-down (Current or Historic) or accept the default of (any) if this field is to be ignored.

Filter By Options - Property

Select the Property Button to access the Property Address search Profile form.

Services Selection Form

The Services Selection form displays the results of the search conducted via the Services Search Profile form. These fields are display only and may not be maintained.

Services Selection

Service	Reference	Status	Property
RECYCL : Recyclable Material Collection	4512321	Current	7A Jordan Avenue, FULHAM GARDENS SA 5024
DANGER : Dangerous Material Collection		Current	1 Sunnymede Drive, ABERFOYLE PARK SA 5159
RECYCL : Recyclable Material Collection		Current	1/1 Sunnymede Drive, ABERFOYLE PARK SA 5159
GARB2 : Garbage Refuse Collection		Current	6 Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	6A Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Flat 1/6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Flat 2/6B Chapel Lane, ADELAIDE SA 5000
GARB2 : Garbage Refuse Collection		Current	Unit 1/6A Chapel Lane, ADELAIDE SA 5000

Summary

Service Area : Section 2 - Burnside
Service Frequency : Weekly
Date Installed : 14-May-1987

7A Jordan Avenue, FULHAM GARDENS SA 5024 (Base, Land)
Type: Strata Header
Jordan Avenue, Fulham Gardens
Land Area: 200 m²
Occupier:

MapInfo Options Modify Close

Services Selection Form

Services

This field displays the Service name. This field is display only.

Location

This field displays the Property Address details associated with the Service.

Reference

This field displays the Service Reference.

Collection

This field displays the days that the Service will be collected.

Status

This field displays the Status of the Service (Current, Proposed or Historic).

Summary

These fields display further information about the selected Service and Property.

Property Services Selection Form

The Property Services Selection Form is displayed by selecting the Services Option via Property Summary Form.

This form displays all the services attached to a Property at both Property and Parcel level. The ability exists to add a new Service to either the Property (by focusing on the Property Address) or Parcel (by focusing on any one of the Parcel records).

The order of the display will be Current before Historic and with the latest Install Date first.

To add a new service the user is required to focus on either the Property or the Parcel description and click on the New Button.

To modify an existing service, focus on the required service and either double click or click on the Modify Button to display the Service Maintenance Form.

Property Services Selection

Property Address
 "Rutland Palace", 2 Cole Street, Clapham SA 5068 Current

Collection Summary
 Sub-Property Count Total Services No Container Type No. of Services

Static Summary
 Total Services Adel1 No. of Services

Service	Reference	Collection	Assessment	Status
"Rutland Palace", 2 Cole Street, Clapham SA 5068				
Service: AD3 - AD3	2COLE	Weekly : Tuesday : Any		Current
Service: ADEL1 - Adelaide Service Code 1	2COLESTAT			Current
Lot DP 5546				

☐ Include Sub-Properties

Property Services Selection Form

Property Address

These fields display the Property Address and Status of the Property to which the Services are attached. These fields are display only and cannot be maintained.

Collection Summary – Sub-Property Count

This field displays the number of sub-properties linked to the property. This field is display only and may not be maintained.

Collection Summary – Total Services

This field displays the total number of Collectible Services linked to the property at both property and parcel level. This field is display only and may not be maintained.

Collection Summary – Container Types

This field displays the total Container Types linked to all the Collectible Services. This field is display only and may not be maintained.

Static Summary – Total Services

This field displays the total number of Static Services linked to the property at both property and parcel levels. This field is display only and cannot be maintained.

Static Summary – Container Types

This field displays the total number of Containers linked to all the Services. This field is display only and cannot be maintained.

No. of Services

This field is displayed when the Show Accumulated Totals Parameter is ticked ON in the System Parameters. This field shows the sub total for each individual container type for both Static and Collectible Services.

Services

The bold records display the Property or Parcel descriptions. The indented record lines display the linked services at each level.

Reference

This field displays the Reference Number linked to a Service. This field is display only and may not be maintained.

Collection

This field displays the day and time for collection of the service. This field is display only and may not be maintained.

Assessment

This field displays the assessment linked to the Property. This field is display only and may not be maintained.

Status

This field displays the Status of the Service linked to the Property. This field is display only and may not be maintained.

Include Sub-Properties Checkbox

Tick ON this checkbox if you wish to see the sub-properties attached to the property. The User will then be presented with a Yes/No message.

To remove sub-properties from view, simply untick this checkbox and the sub-properties will be hidden again

For properties that do not have any sub-properties or for properties that are the occupancy (or 3rd tier) of the structure, this checkbox will be dimmed.

Lodgement

Select this button to detail out to the Application Service Selection which will allow the service to be assigned to an application.

Application Services

Select this button to view all applications that are linked to this property.

Rate Type Button

Selecting the Rate Type Button will display the Assessment Rating Period Rate Type Maintenance Form. It is expected that an Install Date has been entered for the selected Service Code. Where no Install Date exists, the Rate Type button will not be displayed.

The Install Date is used as the Transaction Date and therefore the Pro-Rata charge start date.

Property Services Applications Form

This form will display all applications that are linked to the chosen property

The screenshot shows a window titled "Property Service Applications". It has a blue title bar with standard window controls. The main area is divided into two sections: "Property Details" and "Applications Details".

Property Details: Contains a text field with the address "Rutland Palace", 2 Cole Street, Clapham SA 5068 and a dropdown menu currently set to "Current".

Applications Details: Contains a list of three applications:

- 201/EBASE, testing DRN 21223 - Debtors Fee Transfer/Reversals - take 3
- SKIP-1393/2002/1, Further testing of 22494 this time with WM ON & WMC ON (highlighted in green)
- NS-1417/2002/1, Test for Workflow

Each application entry has a small icon to its right. At the bottom right of the window are three buttons: "New", "Modify", and "Close".

Property Details

These fields display the Property Address and Status of the Property to which the Services are attached. These fields are display only and cannot be maintained. This will also show the status of the property.

Application Details

These fields display the application details which are linked to the selected Property. Detailing out on this record will result in the Application details being displayed.

Application Service Selection

This form will allow the assigning of a service to an application.

The screenshot shows a window titled "Application Service Selection". It has a blue title bar with standard window controls. The main area is divided into several sections:

Property Details: Contains a text field with the address "Rutland Palace", 2 Cole Street, Clapham SA 5068 and a dropdown menu currently set to "Current".

Available Services: Contains a list of services. One service, "AD3", is highlighted in green.

Assigned Services: Contains a list of services. One service, "ADEL1", is highlighted in green, with the description "Adelaide Service Code 1" next to it.

Search Profile: Contains two text fields: "Service Code" and "Description".

Buttons: At the bottom right are four buttons: "Search", "New Property Service", "Lodge", and "Cancel".

Any available Property Service may be selected and assigned to the application. It is possible to add a new property service by using the New Property Service button and also to lodge a new Application via this form.

Available Services

This will display a list of Services that may be assigned for use with this property.

Assigned Services

This will display the list of Services that have been assigned for use with this property.

New Property Service

Selecting this button allows the user to add a new Property service to the selected Property. By selecting Search a search will be performed to find any current services linked to this property.

Parcel Services Selection Form

The Parcel Services Selection Form is displayed by selecting the Services Option via the Parcel Maintenance Form.

This form displays all the services attached to a Parcel level. The ability exists to add a new Service to the Parcel (by focusing on any one of the Parcel records).

The order of the display will be Current before Historic and with the latest Install Date first.

To add a new service the user is required to focus on the Parcel description and click on the New Button.

To modify an existing service, focus on the required service and either double click or click on the Modify Button to display the Service Maintenance Form.

Service	Reference	Collection	Assessment	Status
PLAYGRND : Playground	223344			Current
GARB1 : Household Garbage Collection		Weekly : Tuesday : Day		Current

Summary

Service Sub_Type : Swings
Date Installed : 01-Sep-2003

New Modify Quit

Parcel Services Selection Form

Parcel Description

These fields display the formatted Parcel Description and the Status of the Parcel. This field is display only and may not be maintained.

Services

This field the Service Code and Description of the Service. This field is display only and may not be maintained

Reference

This field displays the Reference Number linked to a Service. This field is display only and may not be maintained.

Collection

This field displays the day and time for collection of the service. This field is display only and may not be maintained.

Assessment

This field displays the assessment linked to the Property. This field is display only and may not be maintained.

Status

This field displays the Status of the Service linked to the Property. This field is display only and may not be maintained.

Summary

This field displays a Summary of the linked Service that currently has focus. This field is display only and may not be maintained.

Lodgement

Select this button to detail out to the Application Service Selection which will allow the service to be assigned to an application.

Application Services

Select this button to view all applicatons that are linked to this property.

Rate Type Button

Selecting the Rate Type Button will display the Assessment Rating Period Rate Type Maintenance Form. It is expected that an Install Date has been entered for the selected Service Code. Where no Install Date exists, the Rate Type button will not be displayed.

The Install Date is used as the Transaction Date and therefore the Pro-Rata charge start date.

Service Maintenance Form – Collectable/Static

This form enables the entry and maintenance of the types of Services attached at the Property or Parcel level.

The Rates Button will only be displayed on this form where a Service has a Rate Type linked and the Service is at the Property level. The Rates Button will only function once a Date Installed has been entered.

Service Maintenance

Property Details

18 Bellevue Parade, CARLTON NSW, 2218 Current

Service Details

Service Code >>

Sub-Type Code >>

Frequency Code >>

Collection Day/Time

Area Code >>

Reference

Request Date

Date Installed

Date Removed

Removed Reason >>

Missing Date

Number of Services

Comments

Collection Sequence

Installed Reference

Removed Reference

Status Current

Options

☐ Collection Details ☐ Delivery Instruction Details

OK Cancel

Service Maintenance Form

Property Address/Parcel Description

This field displays the Property Address or Parcel Address and the Status depending on the level the service is being linked to.

This field is display only and may not be maintained.

Service Code

Click the Pop Up button to select a Service Code from the Pop Up Form.

Depending on which type of service is selected (eg Static or Collectible), will then determine which fields are hidden from view and which fields are available for use.

Sub-Type Code

Click the Pop Up button to select a Sub-Type Code from the Pop Up Form.

Frequency Code

Click the Pop Up button to select a Frequency Code from the Pop Up Form.

Collection Day/Time

Click the Pop Up button to select a Day and Time for the Collection of the Service.

Collection Count

This count displays the number of times the Collection will occur

Area Code

Use the Pop Up to select the Area Code. (These codes must previously have been set up in "Area Code Maintenance".)

Reference

This field displays the Reference. Text can be entered alphanumerically to a length of 15 characters.

Collection Sequence

This field displays the sequence of collection within the service area (i.e. the sequence of collection will probably not be the street number sequence.)

Request Date

Enter the date the Service was requested.

Date Installed

This field displays the date the service was installed at the Property or Parcel level.

Installed Reference

This field displays the Installed Reference. Text can be entered alphanumerically to a length of 15 characters.

Date Removed

This field displays the date the service was removed at the Property or Parcel level. Once the Date Removed has been entered the Status of the Service will automatically be updated to historic.

Removed Reference

This field displays the Removed Reference. Text can be entered alphanumerically to a length of 15 characters.

Removed Reason

Enter a Removed Reason Code if known or select the required Removed Reason from the Removed Reason Pop Up.

Missing Date

Enter the Date the bin went missing. This date should not be in the future. After entering the Missing Date the Status of the Service will automatically be changed to Missing.

Number of Services

This field displays the Number of Services. Text can be entered alphanumerically to a length of 20 characters.

Comments

This field enables 75 characters of text to be entered as general comments regarding the Service.

Status

This field displays the status of the Service.

Status can be set to

- Current
- Historic
- Missing

When a Removed Date is entered on the Service the Status will automatically be changed from Current to Historic.

When a Missing Date is entered on the Service the Status will automatically be changed from Current to Missing

The Status cannot be changed until either the Removed Date or the Missing Date are removed from the respective fields.

Options – Collection Details

Selecting the Collection Details Button will display the Service Collection Maintenance form.

Options – Delivery Instruction Details

Selecting the Delivery Instruction Details Button will display the Delivery Instructions Maintenance form.

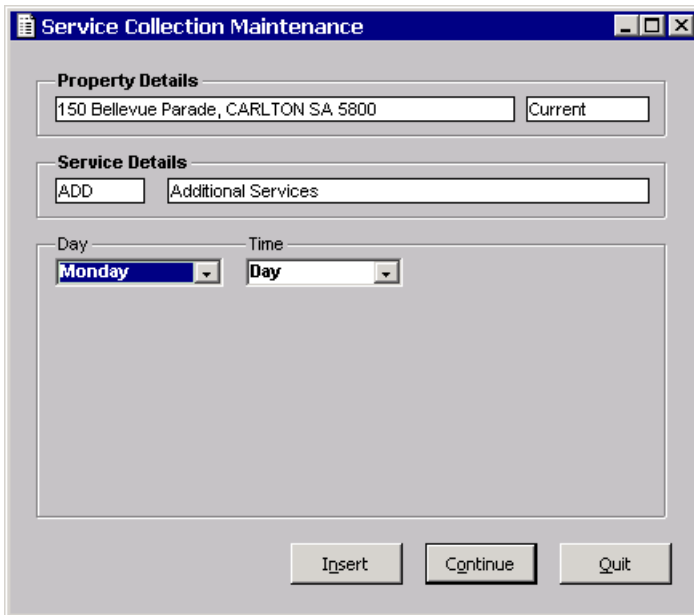
Rates Button

Selecting the Rates Button will display the Assessment Rating Period Rate Type Maintenance Form.

The Rates Button will only be displayed on this form where a Service has a Rate Type linked and the Service is at the Property level. The Rates Button will only function once a Date Installed has been entered.

Maintain Service Collection Details Form

This form enables the entry and maintenance of the Services Collection Details attached to the Service at the Property or Parcel level.



Maintain Service Collection Details Form

Property Details

This field displays the Property Address or Parcel Address and the Status depending on the level the service is being linked to.

This field is display only and may not be maintained.

Services

This field displays the Service Code and the Service Description. This field is display only and may not be maintained.

Day

Select the required day that the Service is to be collected from the dropdown list.

Time

Select the required time that the Service is to be collected from the dropdown list.

Delivery Instructions Maintenance Form

This form enables the entry and maintenance of Delivery Instructions attached to the Service at the Property or Parcel level. When deleting Delivery Instructions, extra care should be taken as the instructions are kept in the one field in the database, even though the instructions are in four separate fields on the form. When you wish to delete one line, you will in fact be deleting **ALL** instructions.

These fields can be extracted for word processing.

Delivery Instructions Maintenance

Property Details

150 Bellevue Parade, CARLTON SA 5800 Current

Service Details

ADD Additional Services

Delivery Instruction Details

Instruction One	Call Owner prior to delivery
Instruction Two	Deliver on Wednesday
Instruction Three	Please put bin in backyard
Instruction Four	Owner is elderly

Continue Quit

Delivery Instructions Maintenance Form

Property Details

This field displays the Property Address or Parcel Address and the Status depending on the level the service is being linked to.

This field is display only and may not be maintained.

Service Details

This field displays the Service Code and the Service Description.

This field is display only and may not be maintained.

Instruction One

Enter any instruction with regard to delivery. Up to 50 characters may be entered

Instruction Two

Enter any instruction with regard to delivery. Up to 50 characters may be entered

Instruction Three

Enter any instruction with regard to delivery. Up to 50 characters may be entered

Instruction Four

Enter any instruction with regard to delivery. Up to 50 characters may be entered

Service Code Pop Up Form

This Pop Up form displays a list of previously set up Service Codes which are available for selection.

Service Code	Description	Service Type
ADD	Additional Services	Collectable
BIN1	JM's Number 1 Bin	Collectable
BIN3	Additional Bins	Collectable
BIN4	Maximum of Four Bins	Collectable
DANGER	Dangerous Material Collection	Collectable
GARB1	Household Garbage Collection	Collectable
GARB2	Garbage Refuse Collection	Collectable
GREEN	Green Waste	Collectable
HARDRUB	Hard Rubbish Collection	Collectable

Search Profile

Service Code

Description

Service Type

Search Select Quit

Service Code Pop Up Form

Service Code

This field displays the Service Code.

Description

This field displays the description in full of the Service.

Service Type

This field displays the Service Type – eg. Collectable or Static.

Search Profile - Service Code

Enter a Service (or part thereof) 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 Service Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

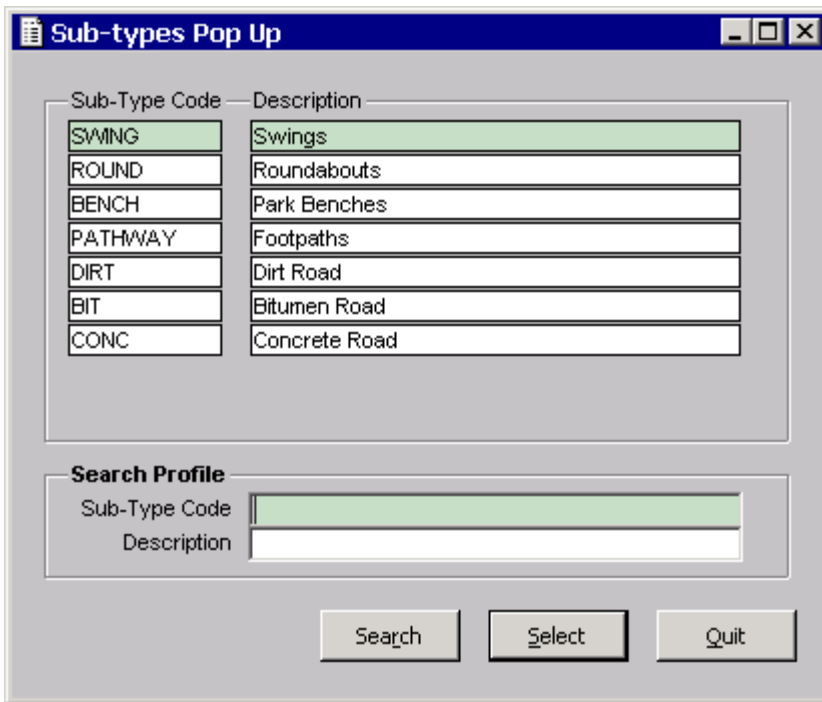
Search Profile - Service Type

Select a Service Type from the dropdown list. The options available are:

- None
- Collectable
- Static

Sub-Types Pop Up Form

This Pop Up form displays a list of previously set up Sub-Types which are available for selection.



The 'Sub-types Pop Up' window displays a table of sub-types and a search profile section.

Sub-Type Code	Description
SWING	Swings
ROUND	Roundabouts
BENCH	Park Benches
PATHWAY	Footpaths
DIRT	Dirt Road
BIT	Bitumen Road
CONC	Concrete Road

Search Profile

Sub-Type Code:

Description:

Buttons: Search, Select, Quit

Sub Types Pop Up Form

Sub-Type Code

This field displays the Sub-Type Code.

Description

This field displays the description in full of the Sub-Type.

Search Profile – Sub-Type Code

Enter a Sub-Type (or part thereof) 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 Sub-Type Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Frequency Pop Up Form

This Pop Up form displays a list of previously set up Frequencies which are available for selection.

Frequency	Description
ANNUAL	Annual
BIMON	Bi - Monthly
FORT	Fortnightly
MONTH	Monthly
QUART	Quarterly
WEEK	Weekly

Search Profile

Frequency Code

Description

Frequency Pop Up Form

Frequency

This field displays the Frequency Code.

Description

This field displays the description in full of the Frequency.

Search Profile – Frequency Code

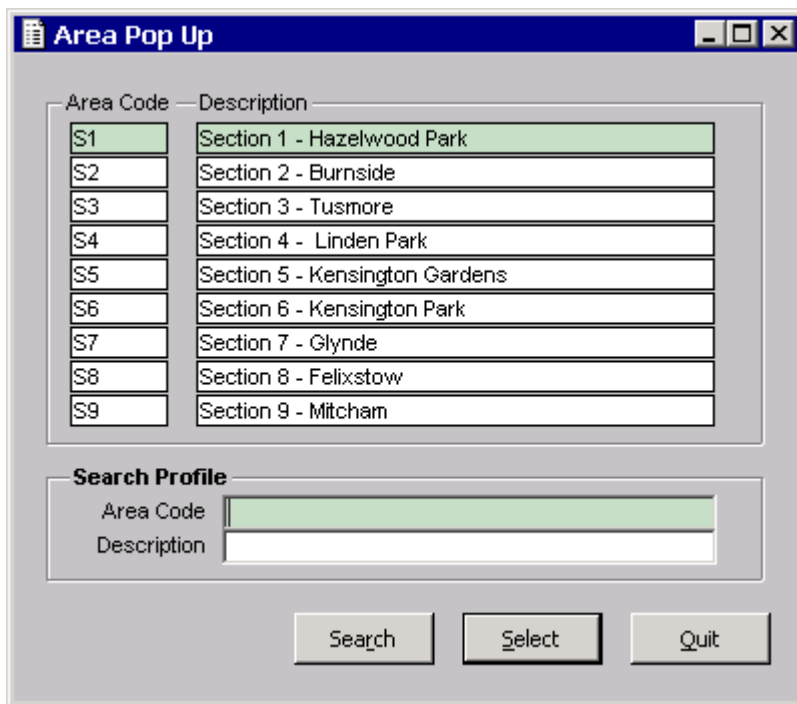
Enter a Frequency Code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile – Description

Enter a Frequency Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Area Pop Up Form

This Pop Up form displays a list of previously set up Area Codes which are available for selection.



The 'Area Pop Up' dialog box features a table with two columns: 'Area Code' and 'Description'. The table lists nine sections, with 'Section 1 - Hazelwood Park' selected. Below the table is a 'Search Profile' section with input fields for 'Area Code' and 'Description'. At the bottom are 'Search', 'Select', and 'Quit' buttons.

Area Code	Description
S1	Section 1 - Hazelwood Park
S2	Section 2 - Burnside
S3	Section 3 - Tusmore
S4	Section 4 - Linden Park
S5	Section 5 - Kensington Gardens
S6	Section 6 - Kensington Park
S7	Section 7 - Glynde
S8	Section 8 - Felixstow
S9	Section 9 - Mitcham

Search Profile

Area Code

Description

Area Pop Up Form

Area

This field displays the Area Code.

Description

This field displays the description in full of the Area.

Search Profile – Area Code

Enter an Area Code (or part thereof) 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 an Area Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Removed Reason Pop Up

This Pop Up form displays a list of Removed Reasons, which are available for selected when a service is removed/cancelled.

Removed	Description
DEMOL	Property demolished
NONPAY	Non payment of rates

Search Profile

Removed Reason

Description

Removed Reason Pop Up Form

Removed

This field displays the Removed Code.

Description

This field displays the Removed Code full description.

Search Profile – Removed Reason

Enter a Removed Reason or part thereof on which to base a search. Wildcards may be used.

Search Profile – Description

Enter a Removed Reason or part thereof on which to base a search. Wildcards may be used.

Transfer of Ownership

The following topics are covered in this section:

[Transfer of Ownership](#)

Transfer of Ownership

The Transfer of Ownership function will allow you to nominate properties/titles for which an ownership transfer has occurred. The entry of the sale details, titles to be transferred and the new owner names is provided for. The option to allow the new owners to be copied as Ratepayers, Occupiers etc has also been provided for.

The transfer history is available for enquiry during Property Maintenance by selecting the Transfer option (either from the Options pull down menu or the Options Button) thus providing a full history of ownership for the property/title.

The Transfer of Ownership function may be performed directly from the menu or alternatively from within Property Maintenance by selecting the Transfers Option.

Note: Change of Ownership may be performed directly on the Names Maintenance form in Property Maintenance however it should be noted that no transfer record, sales details or ownership history will be recorded.

A function has been introduced in Transfers to allow a set Fee to be generated on a nominated Debtor where a Fee for the Transfer of Ownership is charged by Council.

To implement this, the Property System Parameters (Transfer section) have been modified to include the following:

- Fee Amount
- Debt Type
- Transaction Type
- Batch Description
- Invoice Text Description

The processing is as follows:

During Transfer of Ownership the operator can enter an existing Debtor Number (or use the Detail button to search) or under authority, they can add a NEW Debtor.

Upon acceptance of the Transfer, if an 'Awaiting Update' Debtors Batch exists that matches the Batch Description held in the Parameters an Invoice will be generated using the following criteria:

- Debtor number entered during the Transfer
- Debt Type from parameters
- Transaction Type from parameters
- Fee Amount from parameters
- Transaction Date being the system date
- Invoice Description, being the Property address followed by the Invoice Description retrieved from the parameters.

Note: The Debt Type used, MUST be a Fixed Charge type.

The batch will remain with an 'awaiting update' status until such times that staff review and update.

Where a Batch does not exist, one will be created using the Batch Description from the parameters and it will assume an Invoice Type batch.

Entering the Debtor number is optional and will only be available if the Parameters have been set. Where the Parameters have been set and no Debtor Number is entered and confirmation message will be displayed when operator selects the Transfer button.

Enquiry on the Transfer will display the Debtor Number and allow access to the Debtor (if authority permits).

The Fee amount in the parameters can be reviewed and amended at any time.

Transfer of Ownership Search Profile Form

This form enables you to select an option to either enter a new Ownership Transfer or search by various criteria on existing Ownership Transfers. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

The Transfer of Ownership Search Profile is broken up into three distinct components. Each of these components has a check box in the top left hand corner. Only one of these check boxes may be selected at any one time i.e. they cannot be used in conjunction with each other. As you type into a Search Profile filed the corresponding check box will be enabled for that component. The various fields within each component may be used in conjunction with each other. For instance by entering a Transfer Type of Sales and Price range or 150000 and 200000 will return all Sales including and within the specified price range.

Search Profile information entered on a previous search does not have to be cleared if it is within a different component of the form. For instance, if a search has been performed on Sales in the Transfer Details component and you then wish to perform a Name search, the Transfer Type does not have to be cleared.

Once the Transfer search is initiated (by pressing the Search Button) the system will retrieve all transfers that match your search criteria. If only one match is found you will be presented with the Transfer of Ownership Maintenance Form. If more than one match is found the Transfer Selection form is displayed. If no properties match your Search Profile then the message "No occurrences match the search profile" is displayed, respond to the message by pressing the OK button.

Select Search without any data entered in any field to view a summary of **all** previously entered Ownership Transfers

Enter any combination of fields displayed to tailor your Search.

New Transfer of Ownership records may be created from this form (subject to security). To create a new transfer record press the New Button.

Transfer of Ownership Search Profile

☒ **Transfer Details**

Transfer Type: (any)

Transfer Status: (any)

Sale Number:

Sale Date: -

Transfer Date: -

Price: -

Chattel Value: -

Other: -

Terms: (any)

Sale Classification: (any)

☐ **Select Using Name Details**

Role Type: Previous Owner

Surname:

Given Names:

Filter by Options

Property: ☐

MapInfo New Search Close

Transfer Search Profile Form

Transfer Details

Check this box on if the Search Profile is to be based on the Transfer detail criteria. The following fields may be used in conjunction with each other if this box is checked on.

- Transfer Type

- Transfer Status
- Sale Number
- Sale Date
- Transfer Date
- Price
- Chattel Value
- Other
- Terms

Note: All criteria entered within the Transfer Details area will be analysed together. This means that transfers returned as a result of the search must satisfy all criteria entered on this form.

Transfer Details – Transfer Type

Enter a transfer type on which to base your search and use the Search button to initiate the search. The drop-down list enables Transfer Type which have been previously defined, to be selected.

Transfer Details – Transfer Status

Enter a Transfer Status on which to base your search.

If the Transfer Status is not to be considered then the field contents should be (any).

Transfer Details – Sale Number

This is a 25 character field which may be used to record an identifying number for the sale. This number may appear on official transfer documents or alternatively may be an internal number Council wish to allocate eg. a Records Management Number.

Transfer Details – Date of Sale

These fields display the date a Sale was lodged. Keying this date if known will also make you search more exact.

Entering a date in the first field and entering the same date in the next field will result in all Sales lodged on the entered date and meeting any other search criteria.

However, if a range of Sales is required then the following example explains how this is done;

Entering a date in the first field and a different date in the second field will result in all Sales within the date range entered inclusive of the entered dates and meeting any other search criteria.

Transfer Details – Date of Transfer

These fields display the date a Transfer was transferred. Keying this date if known will also make you search more exact.

Entering a date in the first field and entering the same date in the next field will result in all Transfers lodged on the entered date and meeting any other search criteria.

However, if a range of Transfers is required then the following example explains how this is done;

Entering a date in the first field and a different date in the second field will result in all Transfers within the date range entered inclusive of the entered dates and meeting any other search criteria.

Transfer Details – Price

Enter a Price on which to base your search and use the Search button to initiate the search. These fields contain the Sale Price of the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500).

Entering a price in the first field and entering the same price in the next field will result in all Transfers meeting the search criteria.

However, if a range of Prices is required then the following example explains how this is done;

Entering a Price in the first field and a different price in the second field will result in all Transfers within the date range entered inclusive of the entered price and meeting any other search criteria.

Transfer Details – Chattel Value

Enter a Chattel Value on which to base your search and use the Search button to initiate the search. This field contains the value of any Chattels included in the sale. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Entering a Chattel Value in the first field and entering the same Chattel Value in the next field will result in all Transfers meeting the search criteria.

However, if a range of Chattel Values is required then the following example explains how this is done;

Entering a Chattel Value in the first field and a different Chattel Value in the second field will result in all Transfers within the Chattel Value range entered inclusive of the entered Chattel Value and meeting any other search criteria.

Transfer Details – Other

Enter an Other value on which to base your search and use the Search button to initiate the search. This field contains the value of any Other items included in the sale. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Entering an other value in the first field and entering the same other value in the next field will result in all Transfers meeting the search criteria.

However, if a range of other values are required then the following example explains how this is done;

Entering an other value in the first field and a different other value in the second field will result in all Transfers within the value range entered inclusive of the entered value and meeting any other search criteria.

Transfer Details – Terms

Use the drop-down menu to select the Terms of the transfer and use the Search button to initiate the search.

If the Transfer Terms are not to be considered then the field contents should be (any).

Sale Classification

Use the drop-down menu to select the Sale Classification of the transfer and use the Search button to initiate the search.

If the Sale Classification is not to be considered then the field contents should be (any).

Select Using Name Details

Check this check box on if the Search Profile is to be based on Name detail criteria. The following fields may be used in conjunction with each other if this box is checked on.

- Role Type
- Surname
- Given Names

Role Type

Select a valid Role Type from the drop down list. Available options are:-

- Previous Owner
- New Owner
- Agent

Surname

Enter a Surname (or part thereof) on which to base your search. Advanced profile techniques are particularly useful on this field.

If searching for a company name then enter the name in this field.

Given Names

Enter a Given Name (or part thereof) on which to base your search. Advanced profile techniques are particularly useful on this field.

Only personal name types use this field.

Property

Check this check box on if the Search Profile is to be based on the Property detail criteria.

Property Button

Selecting the Property Button will display the Property Search Profile Form. The Property Search profile Form will further filter the Transfer Details on the Transfer of Ownership Search Profile Form.

Transfer of Ownership Maintenance Form

This form is displayed when “New” is pressed on the Transfer of Ownership Search Profile Form or Transfer Selection Form and allows the entry of a new Ownership Transfer.

Transfer of Ownership enables the following processes to be performed

- Create new property owners for selected properties/titles
- Retain the existing owner and add a new owner to an existing property/title
- Perform transfer for multiple titles or properties in the same process
- Make the new Owner(s) as Ratepayers, Occupiers etc.
- Generate a Debtor Invoice

Note: A pending Transfer cannot be deleted if a Victorian Valuation's Sales Analysis record is attached to the Property.

The following rules are only applicable where the 'Capture OVG Sales Audit' parameter within Property System Parameters/Transfer of Ownership is set ON (i.e. the council has taken responsibility to provide the Sales Audit to the OVG).

- When a Transfer of Ownership is created, and the 'Transfer Type' nominated does not have 'OVG Requirements' set to 'Update Not Required':-
 - When 'Price' is entered or changed, the 'Chattel Value' will be automatically re-calculated based on the 'Chattel Calculation Method' defined in the Property Parameters
 - The user will now be required to enter some 'Additional Sales Data' for each Property on the Transfer. This is done by placing focus on each Property and pressing the new [Sales] button.
- When the [OK] button is pressed, the following validation will be performed:-
 - It will check that the 'Additional Sales Data' has been entered for each Property on the Transfer. If the Property is not linked to a Rates Assessment or it is linked to more than one Rates Assessment then entry of 'Additional Sales Data' is not allowed – otherwise it will issue an error message indicating that this must be done.
 - It will check the Unit of Measurement for all Properties on the Transfer. If there is a mismatch, it will issue a warning.
 - It will check that the Nett Sale Price for the Transfer (Price less Chattel Value) is equal to the sum of the Nett Sale Price entered on the Additional Sales Data form for each Property. If it is not equal, it will issue a warning.
 - It will check the 'Sale' code on the Transfer against the 'Price/Value Relationship Code' and the 'Sales Tenure Code' entered on the Additional Sales Data form for each Property. If there is a mismatch, it will issue a warning.
- When the [Transfer] button is pressed, it will perform all the same validation as per the [OK] button above. Once the Transfer has passed all the validation rules, the actual Transfer will be processed.

Transfer of Ownership Maintenance Form

Transfer Type

Use the Drop down menu to select a Transfer Type (These types must previously have been set up in "Transfer Type Maintenance")

This field is mandatory.

Sale Number

This is a 25 character field which may be used to record an identifying number for the sale. This number may appear on official transfer documents or alternatively may be an internal number Council wish to allocate eg. a Records Management Number.

Date of Sale

This field contains the Date that the Sale took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

This field is mandatory.

Date of Transfer

This field contains the Date that the Transfer actually took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Price

This field contains the Sale Price of the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500).

Chattel Value

This field contains the Value of any Chattels transferred with the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Other

This field contains the value of any other consideration regarding this transfer. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Improvements

If this check box is checked on, it indicates that there are Improvements on the property.

Transfer Status

This field reflects the current status of the Transfer record.

Pending indicates that the Transfer record has been entered but has not yet been accepted. No ownership change for the Property/Title has yet been performed.

Accepted indicates that the Transfer record has been accepted. New Owners have been written to the Property/Title and no further changes may be made (except to Sale values etc.) This status will not appear on this form as once the Transfer record is accepted it is only available via Ownership Transfer Maintenance.

Terms

This field contains the available Terms of the sale. Four options are available for selection

- Cash
- Gift
- Terms
- Other

Sales Classification

This field contains the Sales Classifications. Use the dropdown list to make a selection from the predefined list.

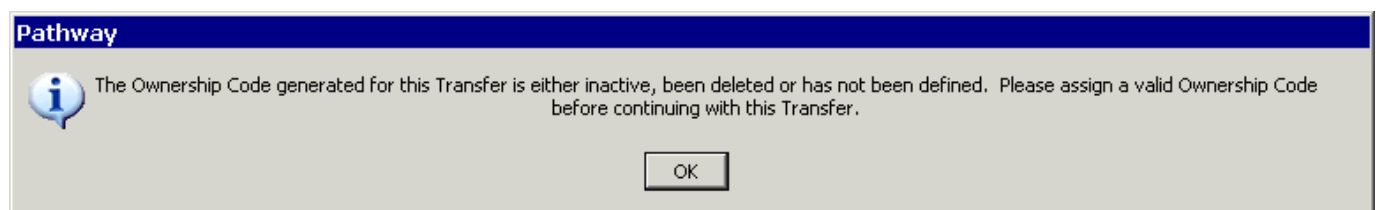
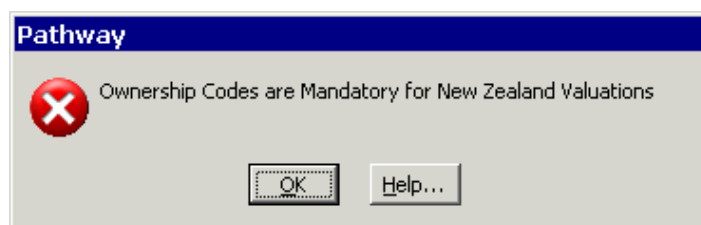
Ownership

Select an Ownership Type (if applicable) from the drop-down menu. Ownership Types can be maintained at the Transfer of Ownership Parameters.

Specific Help for New Zealand Sites

For those New Zealand sites using the New Zealand Valuations Module, this field will be mandatory. The Ownership Code will be automatically selected based on the type of new owner eg Company or Government. The Ownership Code selected for the transfer will depend on how the codes have been set up at the parameter level. The below messages will be displayed:

- where there are no ownership codes at the parameter level
- when all ownership codes at the parameter level have been made inactive
- when a new owner is for example a company and the company code has been made inactive

**Part Sale**

If the Part Sale check box is checked on it indicates whether the transfer was a partial sale only.

Occupier Sale

If the Occupier Sale check box is checked on it indicates whether the transfer was an occupier sale.

No of Car Parks

Allows the entry (if required) of the number of car parks associated with the property(s).

Received Date

This field contains the Date that the Transfer was actually received. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Agent

This field contains the name of the Agent acting in this Transfer. The Agents name is selected from the central Name and Address register.

If the Agents name is known it may be entered directly into this field (using wild cards if required) and tabbing out of the field. Names matching the Name and Address register will be displayed. If the required name exists then click on the name required and press the Select Button. If the required name is not displayed you may create a new name and address if your authority permits.

The Pop Up Button may be used to access the Name and Address Search Profile.

Note: The role enquiry function in Name and Address may be used to view all properties for which the Name record has been linked as an Agent.

Agent Detail Button

This button will only be available if an agent name has already been selected.

Pressing this button will take you directly to the Name Enquiry form for the Agent.

Ext. Transfer ID

This is the ID Number for the sale record that has been created via the ePathway Notice of Sale function.

Comments

This field contains any Comments pertinent to the transfer.

Transfer From Property

This field contains the address of the property involved in the transfer.

Press the Insert button to add Properties to the Transfer From Property list. Multiple properties may be selected over which to perform the Ownership Transfer.

To remove a property from the Transfer From list, select the property address and press F11 or select Edit/Delete from the drop down menu.

Title

This field contains the Certificate of Title particulars of each title on the selected property.

Include Title

If this check box is checked on, then that particular Title on the selected property will be transferred to the new Owners nominated.

Note: At least one Title must be checked on to enable the Transfer to take place.

Owners

This field displays the existing Property Owners of each Property/Title on the selected property

Retain Owner Checkbox

If this checkbox is checked on, then that particular Owner will be retained as an Owner on the selected Property/Title along with any new Owners added, when the transfer process is completed.

The Owner Name being retained will be copied into the To Owners list.

To Owners

This field contains the names and addresses of the new Owners of the property providing the transfer takes place.

To insert new names into the list of To Owners press the Insert Button.

To delete a name from the To Owners list click on the required name and press F11 or select Edit/Delete from the drop down menu.

To Owners Detail Button

Pressing this button will display the Name Enquiry form.

Make the Owner(s)...

By default the Transfer of Ownership process will make all selected names the Owner of the Property/Title.

This list allows you to select other “Roles” to which this name should be copied.

The most common of these is the Ratepayer. If the Property Administration System Parameter option of “Copy Owners as Ratepayers” is turned on then the Ratepayer option is selected automatically. If you do not wish to copy the new owner(s) as the Ratepayer(s) then click on the option to turn it off.

When copying Owner(s) as Ratepayer(s) all existing Ratepayer(s) on the linked Assessment(s) will be deleted and all names in the To Owners list will be copied as the Ratepayer(s).

The following Geac defined Roles will be displayed. User Defined Property Name roles will also be displayed if established.

- Occupier
- Owner Nominee
- Occupier Nominee
- Trading Name
- Ratepayer

Debtor Details – Number

Enter the Debtor Number direct into the field (without check digit) to retrieve the record if it exists.

It is assumed that the Debtor would have been created prior to the Transfer being performed, however a NEW option on the Debtors Maintenance Form enables a new Debtor to be created.

Upon entry of a valid Debtor number or upon selection of a Debtor, the display will show: Debtor number followed by Formatted Debtor Names.

For example, 12345 Mr J Smith and Mrs M Smith

This field is optional, and effectively will control whether an invoice is generated or not.

If a Debtor number has been selected, an invoice will be generated.

If no Debtor number has been selected, then no invoice will be generated.

Transfer Button

By pressing the Transfer button, it will prompt for a “Yes” or “No” to perform the Transfer of Ownership.

If “Yes” is selected, then the transfer will proceed. All existing owners will be removed and the name(s) listed in the “To Owners” list will become the current owner(s). Other Roles selected will also be updated. eg. Ratepayers

If “No” is selected, then the transfer will not proceed and you will be returned to the Ownership Transfer form where you can alter the data and complete the transfer.

More Button

This button is displayed only when the Transfer of Ownership Maintenance Form has been created via the ePathway Notice of Sale function.

Click on this button to display the Notice of Sale Details Form.

External Transfer Button

This button is displayed only when the Transfer of Ownership Maintenance Form has been accessed via the External Transfer Batch Maintenance Menu.

Click on this button to display the External Transfer Enquiry Form.

Sales Button

This button is only available when the 'Capture OVG Sales Audit' parameter within Property System Parameters/Transfer of Ownership is set ON. Press this button to navigate to the Transfer of Ownership-Additional Sales Data Maint. form. Each Property entered on the Transfer of Ownership Maintenance form will need the Additional Sales Data Maint. form completed.

Notice of Sale Details Maintenance Form

This screen is designed to store additional details, specific to Auckland City Councils requirements, that has been captured during the ePathway Notice of Sale function.

Data will be imported into these fields based on the screen design options defined within ePathway.

Notice of Sale Details Maintenance

Purchasers Solicitor Details

Name
Company
E-mail
Phone
Fax

Vendors Solicitor Details

Name
Company
E-mail
Phone
Fax

Real Estate Agent Details

Name
Company

Lease Details

Attachment
Comments

OK Cancel

Transfer of Ownership Selection Form

This form is displayed if multiple Transfers exist that match the search criteria. You can select one of these Ownership Transfers to view or modify. The transfers are presented in descending date sequence.

To change an existing transfer record press the Modify Button. If the Transfer Status is Accepted then you will be presented with the Transfer Maintenance form. If the Transfer Status is Pending then you will be presented with the Ownership Transfer form.

Press the New Button to create a new Transfer record.

Transfer Type	Transfer Status	Sale Date	Transfer Date	Terms	Sale Number	Property
Sale	Accepted	01-Jun-2004			PV000066	3/19 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-Jun-2004			PV000062	"Certificate Testing", 8 Bellevue Parade, CA
Sale	Pending	01-Jun-2004			PV000057	13 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-Jun-2004			PV000056	6 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-Jun-2004			PV000055	4A Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-May-2004			PV000069	2 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-May-2004			PV000065	3/19 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-May-2004			PV000064	5 Bellevue Parade, CARLTON SA 5800
Sale	Accepted	01-May-2004			PV000063	7 Bellevue Parade, CARLTON SA 5800

Transfer from Property
3/19 Bellevue Parade, CARLTON SA 5800
CT-2003/12
Ms B Eden
Ms C Act
Mr B Fittler
4/19 Bellevue Parade, CARLTON SA 5800
CT-2003/13

To Owners
Mr Phil Gould

Transfer Details
Agent:
Price: 400,000.00
Sale Classification:
Comments:

MapInfo
New
Modify
Close

Transfer of Ownership Selection Form

Transfer Type

This field contains the Sale Type of the Transfer. This field is display only and may not be maintained.

Transfer Status

This field contains the current status of the Transfer (Pending or Accepted). This field is display only and may not be maintained.

Sale Date

This field contains the Sale Date of the Transfer. This field is display only and may not be maintained.

Transfer Date

This field contains the Transfer Date of the Transfer. This field is display only and may not be maintained.

Terms

This field contains the Terms of the Transfer (eg. Cash, Gift, Terms, Other). This field is display only and may not be maintained.

Sale Number

This field contains the Sale Number of the Transfer. This field is display only and may not be maintained.

Comments

This field contains any Comments which have been entered on the Transfers. This field is display only and may not be maintained.

Property

This field contains any Property Address which have been entered on the Transfers. This field is display only and may not be maintained.

Transfer from Property

This field contains any Property Details which have been entered on the Transfers. This field is display only and may not be maintained.

To Owners

This field contains the Owners which have been entered on the Transfers. This field is display only and may not be maintained.

Transfer Details

This field contains any other Transfer Details which have been entered on the Transfers. This field is display only and may not be maintained.

Transfer of Ownership Maintenance Form

This form is accessed through The Property Summary Form using the Transfer Option from the Options Menu or Options Button.

Transfer of Ownership Maintenance Form

Transfer Type

Use the Drop down menu to alter the Transfer Type (These types must previously have been set up in "Transfer Type Maintenance")

Sale Number

This is a 25 character field which may be used to record an identifying number for the sale. This number may appear on official transfer documents or alternatively may be an internal number Council wish to allocate eg. a Records Management Number.

Date of Sale

This field contains the Date that the Sale took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Date of Transfer

This field contains the Date that the Transfer actually took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Price

This field contains the Sale Price of the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Chattel Value

This field contains the Value of any Chattels transferred with the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500).

Other

This field contains the Value of any Other consideration regarding this transfer. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Sale Classification

This field contains the Sales Classifications. Use the dropdown list to make a selection from the predefined list.

Improvements

If this check box is checked on, it indicates that there are Improvements on the property.

Transfer Status

This field displays the current status of the Transfer record. This value is allocated by the system and may not be maintained.

Terms

This field contains the available Terms of the sale. Four options are available for selection

- Cash
- Gift
- Terms
- Other

Part Sale

Indicates whether the transfer was a partial sale only.

Occupier Sale

If this check box is checked on it indicates an Occupier Sale.

No of Car Parks

Allows the entry (if required) of the number of car parks associated with the property(s).

Received Date

This field contains the Date that the Transfer was actually took received. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Agent

This field contains the name of the Agent acting in this Transfer. The Agents name is selected from the central Name and Address register.

If the Agents name is known it may be entered directly into this field (using wild cards if required) and tabbing out of the field. Names matching the Name and Address register will be displayed. If the required name exists then click on the name required and press the Select Button. If the required name is not displayed you may create a new name and address if your authority permits.

The Pop Up Button may be used to access the Name and Address Search Profile.

Note: The role enquiry function in Name and Address may be used to view all properties for which the Name record has been linked as an Agent.

Agent Detail Button

This button will only be available if an agent name has already been selected.

Pressing this button will take you directly to the Name Enquiry form for the Agent.

Comments

This field contains any Comments pertinent to the transfer.

Transfer of Ownership Maintenance Form

This form allows the modification of certain fields for a completed Ownership Transfer. If in enquiry mode, then no modification or deletion of any field is allowed.

Transfer of Ownership Maintenance

Transfer Details (Pending)

Transfer Type: **Sale**
 Sale Number: **PW000096**
 Sale Date: **01-May-2004**
 Transfer Date:
 Received Date:
 Agent:
 Comments:
 Price: **253,000.00**
 Chattel Value:
 Other:
 Terms:
 Improvements: ☐ Part Sale: ☐ Occupier Sale: ☐
 No. of Car Parks:
 Sale: **(none)**
 Ownership: **Transfer**

Transfer from Property

Property Address: **4 Bellevue Parade, CARLTON SA 5800**
 Title: **Pathway Internal Title**
 Include: ☒ Title: **Owners**
 Retain: ☐ Owner: **Nick Gabb**

To Owners

Owner Name: **Mr Warwick Duff**
 Address: **1 Bellevue Pde, CARLTON SA 5800**

Debtor Details

Debtor Number:
 Debtor Name:
 >>

Make the Owner(s)...

Trading Name
 Voters Owner Group
 Voters Occupier Gro
 Voter Mail Address
Ratepayer
Consumer

Buttons: Insert, Transfer, OK, Cancel

Transfer Maintenance Form

Transfer Type

Select a Transfer Type from the dropdown menu. This field is mandatory.

Sale Number

This is a 25 character field which may be used to record an identifying number for the sale. This number may appear on official transfer documents or alternatively may be an internal number Council wish to allocate eg. a Records Management Number.

Date of Sale

This field contains the Date that the Sale took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Date of Transfer

This field contains the Date that the Transfer actually took place. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Price

This field contains the Sale Price of the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Chattel Value

This field contains the Value of any Chattels transferred with the property. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500).

Other

This field contains the Value of any Other consideration regarding this transfer. Values are to be entered with no \$ sign and no commas. (eg.. \$150,500 would be entered as 150500)

Improvements

If this check box is checked on, it indicates that there are Improvements on the property.

Transfer Status

This field displays the current status of the Transfer record. This value is allocated by the system and may not be maintained.

Terms

This field contains the available Terms of the sale. Four options are available for selection

- Cash
- Gift
- Terms
- Other

Sale Classification

This field contains the Sales Classifications. Make a selection from the dropdown menu.

Ownership

This field contains the Ownership Code. Make a selection from the dropdown menu. This field is only mandatory where New Zealand Valuations Module (LVZ) is active and licensed.

Part Sale

Indicates whether the transfer was a partial sale only.

Occupier Sale

If this check box is checked on it indicates an Occupier Sale.

No of Car Parks

Allows the entry (if required) of the number of car parks associated with the property(s).

Received Date

This field contains the Date that the Transfer was actually received. Pressing F2 or double clicking on this field displays the default calendar which can be used to select the required date.

Transferred On

This field displays the Date and Time that the Transfer occurred. This field is system generated and may not be maintained.

Transferred By

This field displays the Users Name that processed the Transfer. This field is system generated and may not be maintained.

Agent

This field contains the name of the Agent acting in this Transfer. The Agents name is selected from the central Name and Address register.

If the Agents name is known it may be entered directly into this field (using wild cards if required) and tabbing out of the field. Names matching the Name and Address register will be displayed. If the required name exists then click on the name required and press the Select Button. If the required name is not displayed you may create a new name and address if your authority permits.

The Pop Up Button may be used to access the Name and Address Search Profile.

Note: The role enquiry function in Name and Address may be used to view all properties for which the Name record has been linked as an Agent.

Agent Detail Button

This button will only be available if an agent name has already been selected.

Pressing this button will take you directly to the Name Enquiry form for the Agent.

Comments

This field contains any Comments pertinent to the transfer.

Transfer From Property, Titles and Owners

This field contains the Formatted Address of the property to be transferred. No modification or deletion of these details is allowed.

This field contains any Title details that the property was transferred from. No modification or deletion of these details is allowed.

This field contains the names of the Owners that the property was transferred from. No modification or deletion of these details is allowed.

From Owner Detail Button

This button will only be available if an owner's name has already been selected.

Pressing this button will take you directly to the Name Enquiry form for the Previous Owner.

To Owners

This field contains the names of the New Owners that the property was transferred to. No modification or deletion of these details is allowed.

This field contains the formatted address of the new owners that the property was transferred to. No modification or deletion of these details is allowed.

To Owner Detail Button

This button will only be available if an owner's name has already been selected.

Pressing this button will take you directly to the Name Enquiry form for the New Owner.

Debtor Details

These fields display the Assessment Number and Check Number for the Debtor and the Name of the Debtor.

Debtor Detail Button

This button will only be available if a Debtor has been selected.

Pressing this button will take you directly to the Debtor Summary Form.

Reversal Button

The Reversal Button is only available where a Transfer has been accepted and where authority has been granted at the security level. Selecting the Reversal Button will perform the following:

- Delete the Current Property Owners for the Titles listed on the Transfer
- Delete any linked Owner Nominees
- Delete the New Owners
- Convert the Previous Owners to Current Owners (effectively removing Previous Owners)
- Set the status of the Transfer to 'Reversed'.

It is the responsibility of the operator to ensure that the correct Transfer record is selected. It is assumed that this will always be the latest. If an earlier Transfer record is selected for reversal, it will have the effect of reinstating Previous Owners as Current Owners and effectively losing the 'latest' Current Owners.

Where a Property did not have any Owners at the time, the Reversal will result in the Property having no Owners. A warning message will display to indicate this.

A 'Reversed' Transfer will display the Transfer details, Property details, Title details, but no Name details, as the New and Previous Owners have been removed.

Transfer of Ownership Enquiry Form

This menu option allows users that do not have access to Transfer Maintenance to search through transfers that have occurred in the system. Forms and Searching capabilities are the same as for Transfer Maintenance.

Transfer of Ownership Enquiry

Transfer Details (Accepted)

Transfer Type: **Sale** Price: **253,000.00** Improvements: ☒ Part Sale: ☐ Occupier Sale: ☐
 Sale Number: **PV000096** Chattel Value: No. of Car Parks: Sale: **(none)**
 Sale Date: **01-May-2004** Other: Terms: Ownership: **Transfer**
 Transfer Date: Transferred On: **19-Jul-2004 14:48:37**
 Received Date: Transferred By: **Karen Taylor**
 Agent: Comments:

Transfer from Property

Title: **Pathway Internal Title** Owners: **N Gabb**

To Owners

Mr Warwick Duff 1 Bellevue Pde, CARLTON SA 5800

Debtor Details

Number:

Close

Transfer of Ownership Enquiry Form

Transfer Type

This field shows the Transfer Type used at time of input. Transfer Types are defined in the system parameters. Examples could be Sale, Gift, Survivorship or Will.

Sale Number

This is a 25 character field which may be used to record an identifying number for the sale. This number may appear on official transfer documents or alternatively may be an internal number Council wish to allocate eg. a Records Management Number.

Sale Date

This field shows the Date that the Sale took place.

Transfer Date

This field shows the Date that the Transfer actually took place.

Received Date

This field shows the Received Date of the Transfer.

Price

This field shows the Sale Price of the property.

Chattel Value

This field shows the Value of any Chattels transferred with the property

Other

This field contains the value of any other consideration regarding this transfer.

Terms

This field shows the available Terms of the sale. Four options are possible:

- Cash
- Gift
- Terms
- Other

Improvements

If this check box is checked on, it indicates that there are Improvements on the property.

Part Sale

If the Part Sale check box is checked on it indicates the transfer was a partial sale only.

Occupier Sale

If the Occupier Sale check box is checked on it indicates the transfer was an occupier sale.

No of Car Parks

This field shows the number of car parks associated with the property(s).

Sale

This field shows the Sale Classification for the Transfer. These are User-Defined at the System Parameter level.

Ownership

This field shows the Ownership Code for the Transfer. These are User-Defined at the System Parameter level.

Agent

This field shows the name of the Agent who acted for the transfer. The Agents name is selected from the central Name and Address register.

Agent Detail Button

This button will only be available if an agent name has been entered. Pressing this button will take you directly to the Name Enquiry form for the Agent.

Comments

This field contains any Comments pertinent to the transfer.

Transfer From Property

This field contains the address of the property involved in the transfer.

Title

This field contains the Certificate of Title particulars of each title on the selected property.

Owners

This field displays the existing Property Owners of each Property/Title on the selected property

To Owners

This field contains the names and addresses of the new Owners of the property.

To Owners Detail Button

Pressing this button will display the Name Enquiry form.

Debtor Details – Number

If a Debtor number is shown, an invoice has been generated. If no Debtor number is shown, then no invoice has been generated.

Transfer of Ownership-Additional Sales Data Main. form

This form is used to maintain the 'snapshot' details for a selected Property on the Transfer of Ownership.

Note that this form allows maintenance of this information even after the Transfer of Ownership has been 'accepted'. Any changes made to this data would only be relevant if they were made prior to the OVG Extract being run for the Transfer/Property being maintained.

Transfer of Ownership-Additional Sales Data Maint.

Property Address: 340 Water Billing Boulevard, Eastwood SA 5063

Property Legal Description: Flat 8

Title Description: Pathway Internal Title

Total Capital Value: 340,000

VG #: 31913

Nett Sale Price: 250,000

GST Amount: 27,777.78

Price / Value Relationship Code: [Dropdown]

Sale Amended Date: [Text]

Sales Warning Comment: [Text]

Sale Tenure: [Dropdown]

Multiple Sale: ☐

Property Group: [Dropdown] >> [Text]

Land Area: 0.0000

Buyer/Seller: [Text]

Sales Owner Type: [Dropdown] >> [Text]

Sales Buyer Type: [Dropdown] >> [Text]

Farm Buyer: ☐

Farm Vendor: ☐

Nature of Improvements: [Text]

Number of Sale Assessments: 1

OK Cancel

Transfer of Ownership-Additional Sales Data Maint. form

Property Address

This field displays the Formatted Property Address.

Property Legal Description

This field display the legal description of the property.

Title Description

This field contains the Title Description. This field is display only and cannot be maintained.

Total Capital Value

This display only field shows the total Capital Value for the property(s) to be transferred

- It is calculated and shown as each Property is attached.

To assist with the ability to 'code' the Sale, (which infers a comparison of Sale Price, less Chattels, to Capital Value), the CV will be displayed immediately when a property is linked to the Transfer record.

Important: Where there are multiple Properties linked, the CV will be a cumulative value as each property is linked.

The CV is obtained from the latest valuation present for the Rate Assessment that this Property is linked to with no regard to rating year. The Value Type selected is as indicated for Capital Value on the Valuations System Parameter.

VG

This field displays the Valuer General number for the property.

Nett Sale Price

This field is derived when the snapshot is taken as the Price from Transfer minus Chattels from Transfer. This will default to the Nett Sale Price for the entire Transfer.

If there is more than one Property on the Transfer, then this should be overridden with the Nett Sale Price for the selected Property.

GST Amount

This field displays the GST Amount on the sale. It is calculated as the Sale Price divided by 9 but can be maintained.

Price / Value Relationship Code

This field displays the Relationship Code between the price and the value of the property. Valid choices are:

- 1 - Market – Index
- 2 - Market - Non Index
- 3 - Non Market

Sale Amended Date

This field is empty at time snapshot is taken. It will be updated when Sale Details are amended. The date must not be into the future.

Sales Warning Comment

This field is empty at time snapshot is created. It can be updated when the Sale Details are amended.

Sale Tenure

This field displays the Sale Tenure code. Valid choices are:

- 1 – Freehold
- 2 – Leasehold
- 3 - Fractional Interest
- 4 - Other

Sale Group

This field displays the Sale Group Code. It is derived from the Sale Group Maintenance table using the Valuation Roll at the time the snapshot is taken. The Roll Number and the Mass Appraisal Sale Group parameter table will be used to populate this field. If the Sales Group Code can not be found as the Roll does not match any of the Roll ranges nominated in the parameter table, then a warning message will be issued.

Multiple Sale

This check box is derived when the snapshot is taken. It will be set on if there is more than one Property on the transfer.

Number of Sale Assessments

This field displays the number of assessments that form the sale. It is derived when the snapshot is taken as a count of the number of Properties entered on the Transfer of Ownership form.

Property Group

This field displays the Property Group. It is empty when the snapshot is taken. It can be updated by choosing a value from the Property Group pop up form.

Land Area

This field displays the land area and is derived when the snapshot is taken. It sums the areas from the Properties recorded in the Sale. If there are multiple properties and they have different units of measurement then a warning will be displayed when accepting the Transfer.

Buyer/Seller

This field displays the buyer and seller. It is derived from the ownership data at the time the snapshot is taken as a concatenation of the first:

- 11 characters of the first previous Owner Surname/Company name
- 11 characters of the first new Owner Surname/Company name

Sales Owner Type

This field displays the Sales Owner Type. It is empty when the snapshot is taken. It can be updated by selecting a value from the Sales Owner Type Pop Up form.

Sales Buyer Type

This field displays the Sales Buyer Type. It is empty when the snapshot is taken. It can be updated by selecting a value from the Sales Buyer Type Pop Up form.

Farm Buyer

Check this on if the sale has a farm buyer.

Farm Vendor

Check this on if the sale has a farm vendor.

Nature of Improvements

This field is populated with the Mass Appraisal Data 'Improvements Description' field when the snapshot is taken.

Property Group Code Pop Up

This form displays the Property Group Codes entered in the Property Group Parameter.

Group Code	Description
1	Property Group 1
2	Property Group 2
3	Property Group 3

Search Profile

Group Code

Description

Search

Select

Close

Property Group Code Pop Up form

Group Code

This field displays the Property Group Code.

Description

This field displays the description associated with a Property Group Code.

Search Profile – Group Code

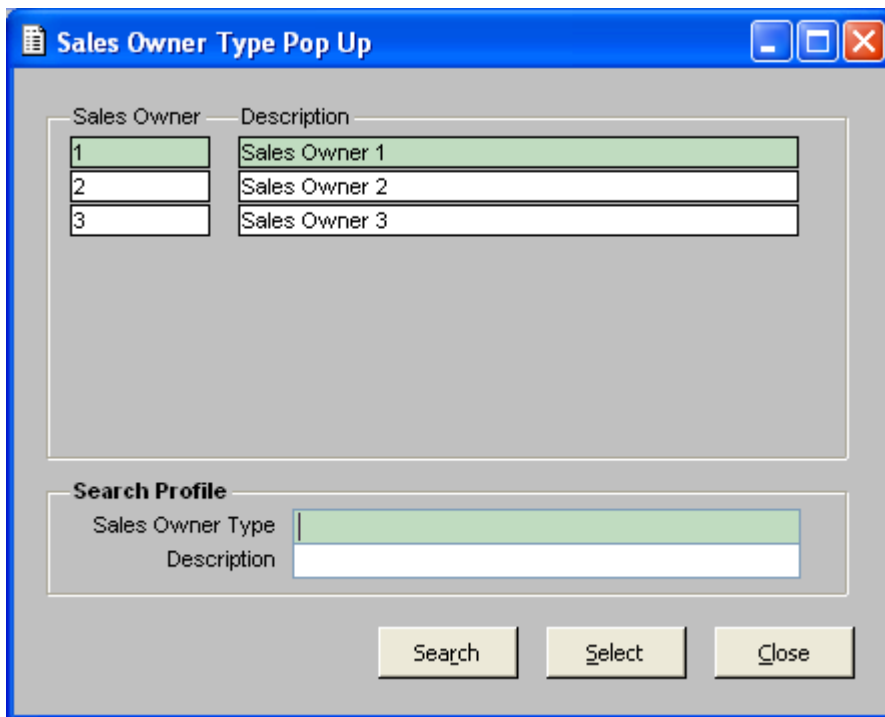
Enter a code or partial code of a Property Group Code to search for.

Search Profile – Description

Enter the description or partial description of a Property Group Code to search for.

Sales Owner Type Pop Up

This form displays the Sales Owner Types entered in the Sales Owner Type parameter.



The dialog box titled "Sales Owner Type Pop Up" features a table with two columns: "Sales Owner" and "Description". The table contains three rows of data. Below the table is a "Search Profile" section with two input fields: "Sales Owner Type" and "Description". At the bottom of the dialog are three buttons: "Search", "Select", and "Close".

Sales Owner	Description
1	Sales Owner 1
2	Sales Owner 2
3	Sales Owner 3

Search Profile

Sales Owner Type

Description

Search Select Close

Sales Owner Type Pop Up form

Sales Owner

This field displays the Sales Owner Code.

Description

This field displays the description associated with the Sales Owner Code.

Search Profile – Sales Owner Type

Enter a Sales Owner Type code or part of a Sales Owner Type code to search over.

Search Profile – Description

Enter a Sales Owner Description or partial Sales Owner Description to search over.

Sales Buyer Type Pop Up

This form displays the Sales Buyer Types entered in the Sales Buyer Type parameter.

Sales Buyer	Description
1	Sales Buyer 1 Code
2	Sales Buyer 2 Code
3	Sales Buyer 3 Code

Search Profile
Sales Buyer Type
Description

Sales Buyer Type Pop Up form

Sales Buyer

This field displays the Sales Buyer Code.

Description

This field displays the description associated with the Sales Buyer Code.

Search Profile – Sales Buyer Type

Enter a Sales Buyer Type code or part of a Sales Buyer Type code to search over.

Search Profile – Description

Enter a Sales Buyer Description or partial Sales Buyer Description to search over.

Division Maintenance

The following topics are covered in this section:

[Performing Divisions](#)

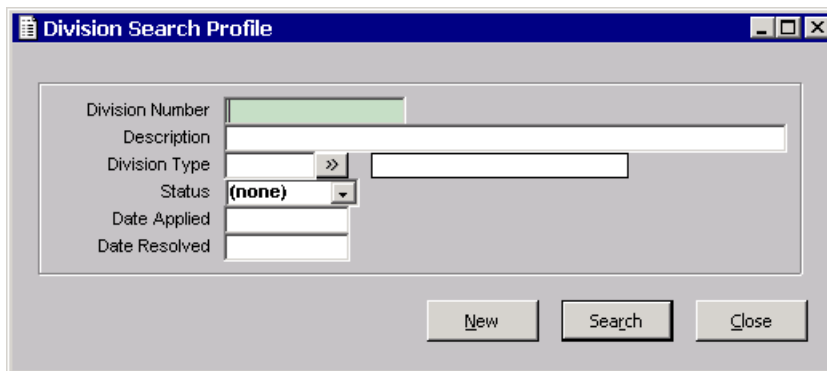
[Division Maintenance/Enquiry](#)

Performing Divisions

Division Search Profile Form

This form enables a search to be performed in order to identify an existing property division. From this form you are able to search on ALL existing divisions. Division details for individual properties may also be accessed via Property Maintenance.

A New Division record may be created by clicking the New button.



Division Search Profile Form

Division Number

Enter a Division Number (or part thereof) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search. Wildcard searching is available on this field

For example D* will identify all property divisions which have a division number starting with D.

Description

Enter a Division Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Division Type

Enter a Division Type, or select one from the pop-up on which to base your search and use the Search button to initiate the search. The Division type codes are user definable via the Division Type Maintenance form.

History Status

This field can be used to search on the Status of a Division. The following options are available from the drop-down list

- (any)
- Pending
- Accepted
- Approved
- Rejected

Select a History Status from the drop-down and use the Search button to initiate the search.

Date Applied

Enter a date that the division was applied and use the Search button to initiate the search. Using double click or F2 on this field will initiate the Date Pop Up form which enables a date to be selected for searching. 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. Using a double click or F2 on this field will initiate the Date Pop Up form which enables a date to be selected for searching. The Date Resolved is recorded when a division is Accepted or Rejected. It will display on the Divisions for a Property Enquiry form (accessed via Property Maintenance, Divisions option).

Division Search Profile Form

This form displays via the Property Maintenance option and selecting the Additional Search option of Divisions.

This form enables a search to be performed in order to identify an existing property division. From this form you are able to search on ALL existing divisions.

Divisions Search Profile Form

Division Details – Division Number

Enter a Division Number (or part thereof) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search. Wildcard searching is available on this field

For example D* will identify all property divisions which have a division number starting with D.

Division Details – Description

Enter a Division Description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Division Details – Division Type

Enter a Division Type, or select one from the pop-up on which to base your search and use the Search button to initiate the search. The Division type codes are user definable via the Division Type Maintenance form.

Division Details – Status

This field can be used to search on the Status of a Division. The following options are available from the drop-down list

- <None>
- Proposed
- Accepted
- Rejected

Division Details – Date Applied

Enter a Date Applied from and a Date Applied to on which the search is to be performed.

Pressing F2 or double clicking on this field displays the default calendar which can be used to assist in selecting the required date.

Division Details – Date Removed

Enter a Date Removed from and a Date Removed to on which the search is to be performed.

Pressing F2 or double clicking on this field displays the default calendar which can be used to assist in selecting the required date.

Control Details – Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If “Current” is chosen then only properties with a status of Current will be returned in the search.

If “Historic” is chosen then only properties with a status of Historic will be returned in the search.

If “Proposed” is chosen then only properties with a status of Proposed will be returned in the search.

If “Current & Proposed” is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details – Land

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Land Indicators

Control Details – Base

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details – Council

This field enables you to 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 enables you to 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. Only one Ward may be selected at the one time.

If all wards are to be considered for a search, then leave this field set to (any), which is the default setting.

Control Details – Common Area

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Common Area Indicators.

Control Details – Building

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators

Control Details – Property Type

A specific type of 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. Pressing F7 will not clear the system default type, this can be removed by simply clicking on the item. If an item is not highlighted in the listbox at all, the system will automatically search on all property types.

Control Details – Occupancy

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators

Control Details – Direct Match

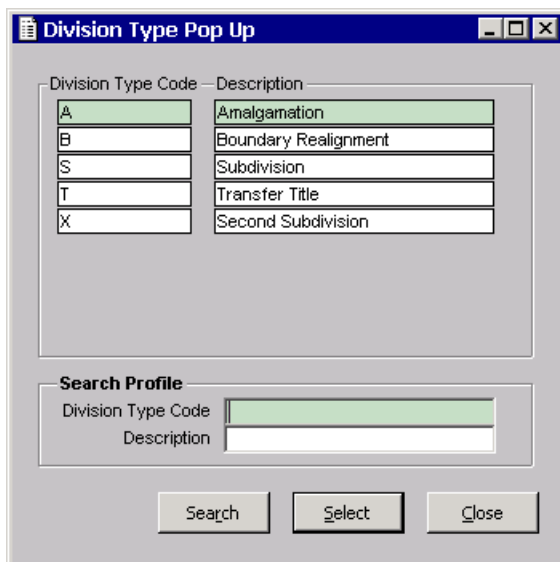
The Direct/Indirect flag that was previously in the Options menu, has been included in this Form as the Direct Match field.

Setting ON the Direct Match checkbox will return selected properties with a direct match only.

Setting OFF the Direct Match checkbox (Indirect) will return selected properties AND the full property structure that such properties exist in.

Division Type Pop Up Form

This form enables a Division type parameter to be selected when performing searches or entering a new property division. The Division type parameters can be user defined via the Division type Maintenance form.



The image shows a 'Division Type Pop Up' window. It contains a table with two columns: 'Division Type Code' and 'Description'. The table lists five entries: A (Amalgamation), B (Boundary Realignment), S (Subdivision), T (Transfer Title), and X (Second Subdivision). Below the table is a 'Search Profile' section with two input fields: 'Division Type Code' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Close'.

Division Type Code	Description
A	Amalgamation
B	Boundary Realignment
S	Subdivision
T	Transfer Title
X	Second Subdivision

Search Profile

Division Type Code

Description

*Division Type Pop-Up Form***Division Type**

This field contains a list of all available Division Types. This field is display only and cannot be maintained.

Description

This field contains a further description of each of the Division type codes. This field is display only and cannot be maintained.

Search Profile - Division Type Code

Enter a Division Type code 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 (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Divisions Selection Form

This form is displayed when a search has been performed through Property Maintenance. An existing Property Division may be selected for modification.

Division	Status	Property	Status
000000000000	Accepted	13 Park Avenue, ADELAIDE SA 5000	Current
000000000000	Accepted	50 Albert Street, PROSPECT SA 5082	Current
		50A-50C Albert Street, PROSPECT SA 5082	Current
002	Rejected	1 Brighton Road, MARINO SA 5049	Current
003	Accepted	1 Echo Point Road, KATOOMBA NSW 0002345	Current
		5 Echo Point Road, KATOOMBA NSW 0002345	Current
		3 Echo Point Road, KATOOMBA NSW 0002345	Current
1	Accepted	953 Grand Junction Road, WINGFIELD SA 5044	Current
		953A Grand Junction Road, WINGFIELD SA 5044	Current

Summary
Division Number : 000000000000001 Description : Subdivide 13 Park Avenue Division Type : Subdivision Status : Accepted Date Applied : 28-Oct-1997 13 Park Avenue, ADELAIDE SA 5000 (Base, Occupancy, Land) Type: Standard Lot 6 DP 2356, Lot 11 DP 999999999 of 5000m², Allot 666 ConP 666, Allot 7777 FP 77 Land Area: 5000 m²

MapInfo Options Modify Close

Divisions Selection Form

Division

These fields display the Division Number and the Division Description.

These fields are display only and may not be maintained.

Status

This field displays the Status of the Division

This field is display only and may not be maintained

Property

This field displays the Formatted Property Address linked to the Division.

This field is display only and may not be maintained.

Status

This field displays the Status of the Property linked to the Division.

This field is display only and may not be maintained.

Summary

The left hand Summary field displays details relating to the Division that currently has focus.

The right hand Summary field displays details relating to the Property linked to the Division that currently has focus.

These fields are display only and may not be maintained.

Division Selection Form

This form is displayed when a search has been performed through Divisions Maintenance. An existing Property Division may be selected for modification or a new record may be created by clicking New.

Division Number	Description	Division Type	Status
Y2	3 Aver Avenue Copy test	Subdivision	Pending
TT78	drn5316	Subdivision	Rejected
TT77	Common Land Area Flag	Subdivision	Accepted
TT76	Common Land Area Flag	Subdivision	Accepted
TT75	750 Grand Junction Road	Subdivision	Accepted
TT74	748 Grand Junction Road	Subdivision	Accepted
TT73	Subdivision - 747 Grand Junction Road	Subdivision	Accepted
TT72	26 Aver Avenue	Subdivision	Accepted

New Modify Close

Division Selection Form

Division Number

This field contains a list of Division numbers which match the previously entered search criteria. This field is display only and cannot be maintained.

Description

This field contains a list of Descriptions which are associated with the listed Division Numbers. This field is display only and cannot be maintained.

Division Type

This field contains the type of division which matches each listed Division Number. This field is display only and cannot be maintained.

History Status

This field contains the history status of each listed division number. This field is display only and cannot be maintained.

Division Entry Form

This form enables the entry of the initial 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.

This form will be accessed when a New division is entered. It can also be selected from the Division Maintenance form using the Entry Details button.

Division Entry Form

Division Number

This field contains the unique number which identifies each division. This may be an alpha numeric number up to fourteen characters. The Division number is a mandatory field.

Description

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

Division Type

Enter a division type associated with the division being processed. The Division type may be selected from the pop up if required. The description field will display the description associated with the selected Division Type code. This field is display only and cannot be maintained.

Date Applied

This field contains the date from which the property division is applicable (i.e. the date that the application was lodged).

Plan

Select a Plan Type from the drop-down list.

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.

History Status

This field contains the status of the division. The following status 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

- **Rejected** - division has been rejected - all proposed properties will be removed

Include in Report

If this checkbox is checked on, it indicates that the division will be included in the Divisions Report. This function is still to be implemented.

Comments

This field enables any further comments or details regarding the division to be entered. The Zoom feature (F2 or double click) may be utilised to increase the size of the field for the entry of comments.

Property Address

This field contains the formatted Property Address of all Primary Properties which have been selected for inclusion in the property division. Primary properties are selected via the insert button and the following options are available.

- Select a single Main address property from the Property database.
- Select a Main address from the Property database Property. This will also extract all sub-properties which are linked to the Main address.
- Select a Sub Property from the Property database. This will also extract the main property and all other sub-properties linked to the Sub Property.
- Select multiple properties from the Property database using the multi selection features of the Property Selection Form.

This field is display only and cannot be maintained.

History Status

This field contains the History Status of the selected property(s). Only Current or Proposed properties may be selected as the Primary properties of a property division.

Parent Division

This field will display the original division number that a property may have been previously linked to. A property may currently belong to more than one proposed division. If these divisions are defined as linked, this field will display the FIRST division that a property was linked to as the Parent Division.

Wizard Button

This button displays the Division Wizard Stage 1 or 5 Form.

Insert Button

This button displays the Property Search profile Form from which you can search for a property for the Division Wizard.

Accept Button

This button accepts the creation of the division.

Division Wizard Stage 1 of 5 Form

The Division Wizard allows all of the necessary information regarding a division to be entered in a sequential manner. You may cancel from the wizard at any point (via the standard "Cancel" button). You also have the option to return to any previous form using the "Back" button.

Divisions Wizard - Stage 1 of 5

Division Parameters

Division Type: S Subdivision: Subdivision

Number of Existing Base Properties: 1

Number of Existing Building Properties: 0

Number of Parcels to Create: [Green Bar]

Number of Base Properties After Division: [Bar]

Number of Building Properties After Division: [Bar]

Does division contain common property? ☐

Previous Next Finish Cancel

Divisions Wizard Stage 1 of 5 Form

Division Type

These fields contain the Division Code and Division Description. This field is display only and cannot be maintained.

Number of Existing Base Properties

This field contains the Number of Existing Base Properties. This field is display only and cannot be maintained.

Number of Existing Building Properties

This field contains the Number of Existing Building Properties. This field is display only and cannot be maintained.

Number of Parcels to Create

Enter the number of Parcels to be created in this Division. This is used as a cross check to ensure that the you complete the divisions with the expected number of parcels.

Number of Base Properties After Division

Enter the number of Base Properties that will exist after the division. This is used as a cross check to ensure that you complete the division with the expected number of base properties.

Number of Building Properties After Division

Enter the number of Building Properties that will exist after the division. This is used 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

The Next button will display the next stage form for the Division Wizard. eg.. from Stage 1 of 5 to Stage 2 of 5.

Quit Button

The Quit Button will return the user to the Division Entry form and cancel any changes made to this point of the Wizard.

Division Wizard Stage 2 of 5 Form

This form will allow you to nominate which properties are to be retained in the division process. In addition, modifications to address details can be made at this point.

The form shows all properties selected on the Division Entry form in the standard hierarchy display format (i.e., as per the Property Selection form). A checkbox marked "Retain?" is available for each of the properties. If this checkbox is selected then the user must also nominate how the property is to be retained, as a base, building or occupancy property, and whether the property is being retained for division purposes or other purposes.

Divisions Wizard Stage 2 of 5 Form

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 on the Division Entry form. This field is display only and cannot be maintained.

Address

Selecting this Address Detail button will display the Property Address Maintenance Form for the attached property record.

Base

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

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 As

From the drop down list select whether the property is being retained for division purposes or other purposed.

Summary

This field displays information related to the property that has focus in the top half of the form.. The type of information appearing in this Summary field is defined at the property System parameter level.

Parent Button

This button creates a parent property for the subdivision.

Previous Button

The Previous button will return you to the previous form in the Division Wizard eg.. from Stage 2 of 5 to Stage 1 of 5.

Division Wizard Stage 3 of 5 Form

Titles and parcels are created using an automated bulk generation facility provided by this form.

An enhancement has been made to the generation of Titles using the Division Wizard.

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

For example, entering a Title prefix of 'CT' and Volume 1 to 10 and no Folios will generate 10 Titles i.e. 'CT-1', 'CT-2' etc .

Divisions Wizard - Stage 3 of 5

Generate Titles and Parcels

Plan: [] [] ☐ Copy Owner

Title Prefix: **Certificate of Title** Parcel Type: **Lot**

Volume: **10501** - **10501** Parcel Number: **3** - **5**

Folio: **22** - **24** Exceptions: []

Title Description	Parcel/Plan Numbers
CT-10501/22	Lot 3
CT-10501/23	Lot 4
CT-10501/24	Lot 5

Generate Previous Next Finish Cancel

Division Wizard Stage 3 of 5 Form

Plan

These fields contains the Plan Description and Plan Number. This field is display only and cannot be maintained.

Copy Owner

If this box is checked on, then the Division Wizard will copy all owners to created titles. If the box is checked off, owners will not be copied to created titles.

This function can be set at the parameter level to force copy of the owner, however if this is not set at the parameter level it can be overridden at this stage of the Division Wizard.

Title Prefix

The Title Prefix drop down list allows you to select the following options;

- (none)
- Aboriginal Lease
- Certificate of Title
- Community title
- Crown Land
- Federal Lease
- Freehold
- Mortis Title
- Old System Title
- Permissive Occupancy
- Strata Title
- Torrens Title

Volume

These fields contain the Volume From and the Volume To numbers. Only up to eight (8) numbers can be entered in these fields.

Folio

These fields contain the Folio From and the Folio To numbers. Only up to four (4) numbers can be entered in these fields.

Parcel Type

The Parcel Type drop down list allows you to select the following options;

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

Parcel Number

These fields contain the Parcel Number From and the Parcel Number To range. Only six (6) numbers can be entered in these fields.

Parcel Number Detail Button

Selecting this Parcel Number Detail Button allows other parcel details to be defaulted.

Exceptions

Enter a list of parcel numbers which should be omitted from the above number range of parcels.

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, a semi colon and no space should separate the numbers. eg. 2;5;9;13 when the Generate Button is selected Parcel Numbers 2,5,9, and 13 will not be generated.

A combination of the above examples can also be entered in this field, however no space should be used between a range of numbers and single numbers eg. 5-10;11;14; when the Generate Button is selected Parcel Number 5,6,7,8,9,10,11 and 14 will not be generated.

Title Description

This field contains a list of titles which are created using an automated bulk generation facility provided by this form

The system will assume 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 issued preventing generation until this is corrected.

Example: The operator wishes to create titles for a plan being CT 131/101 to CT131/104. The system will assume that four new titles are to be generated (Folio 101, 102, 103 and 104). If the parcel range entered is 101 to 108 the system will assume that eight new parcels are to be generated. Since the number of titles and parcels does not match a warning message will inform the operator of the range difference.

Parcel Description

This field contains a list of parcels which are created using an automated bulk generation facility provided by this form.

The system will assume 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 issued preventing generation until this is corrected.

Example: The operator wishes to create titles for a plan being CT 131/101 to CT131/104. The system will assume that four new titles are to be generated (Folio 101, 102, 103 and 104). If the parcel range entered is 101 to 108 the system will assume that eight new parcels are to be generated. Since the number of titles and parcels does not match a warning message will inform the operator of the range difference.

Parcel Template Maintenance Form

The Parcel Template Maintenance Form is displayed when the Parcel Type Detail Button is selected.

It enables the User to create a Parcel Template on which to base the other Parcels to be created at Stage 3 of the Division Wizard.

Parcel Template Maintenance

Parcel Identification

Parcel Type: **Lot**

Plan: **((any))** >>

Block: ...

Section: Part Section: ☐ ...

Crown Allotment: ...

Description:

Descriptors

Parish: **((none))** ▲ ▼

County: **((none))** ▲ ▼

Hundred: **((none))** ▲ ▼

Measurements

Land Area: **0** **m²**

Depth: **0** **m**

Frontage: **0** **m**

Setback: **0** **m**

Dimension Text:

OK Cancel

Parcel Template Maintenance Form

Parcel Identification – Parcel Type

Select a Parcel Type from the pre-defined dropdown list.

Parcel Identification Plan

Select a Plan from the predefined dropdown list. Select an existing Plan Number using the pop up button to display the Plan Pop Up Form.

Parcel Identification – Block

Enter a Block Number or use the Block Detail Button to display the Block Maintenance Form. The Block field allows entry of (8) alpha/numeric characters.

Block Detail Button

Selecting the Block Detail Button will display the Block Maintenance Form.

Parcel Identification – Section

Enter a Section Number or use the Section Detail Button to display the Section Maintenance Form. The Section field allows entry of (5) alpha/numeric characters.

Parcel Identification – Part Section

Tick on this checkbox if the parcel details being entered are a part section of another parcel.

Parcel Identification – Section Detail Button

Selecting the Part Section Detail Button will display the Sections Maintenance Form.

Parcel Identification – Crown Allotment

Enter Crown Allotment details or make a selection after clicking the detail-out button.

Parcel Identification – Crown Allotment Detail Button

Click the detail-out button to display the Crown Allotment form. From this form a selection may be made.

Description

Enter a description for the parcel details being entered (if applicable).

Descriptors

There are 3 descriptors available, Hundred, County and Locality. Make a selection from each of the drop-down menu's for each one. This field is not mandatory.

Measurements – Land Area

Enter a Land Area size in this field and select a measurement type from the dropdown menu. This field is not mandatory.

Measurements – Frontage

Enter a Frontage size in this field and select a measurement type from the dropdown menu. This field is not mandatory.

Measurements – Depth

Enter a Depth size in this field and select a measurement type from the dropdown menu. This field is not mandatory.

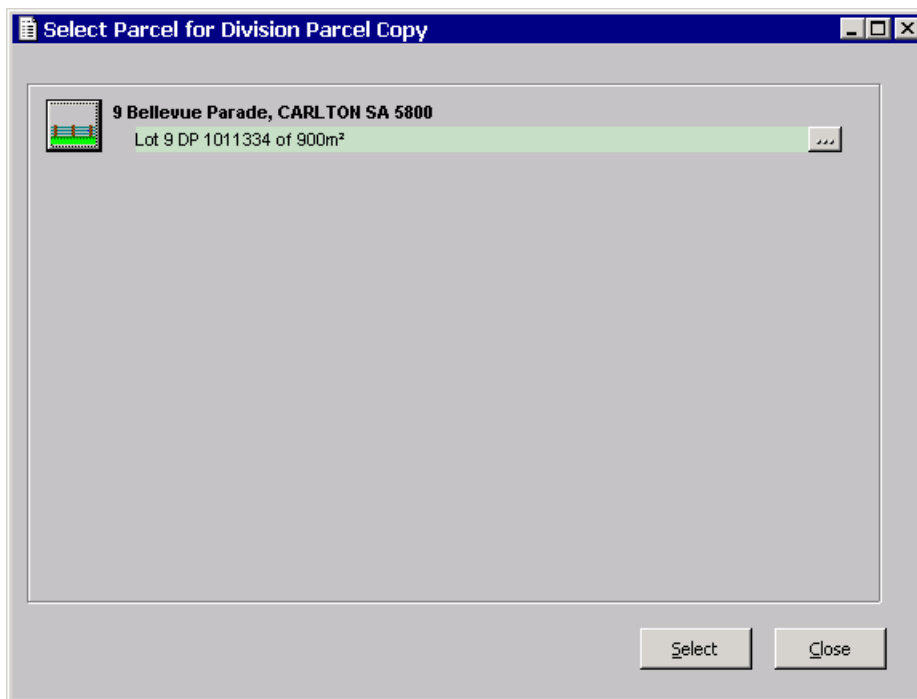
Measurements – Setback

Enter a Setback size in this field and select a measurement type from the dropdown menu. This field is not mandatory.

Measurements – Dimension Text

Enter any Dimension Text in this field, if required. This field is not mandatory.

Select Parcel for Division Parcel Copy Form



Select Parcel for Division Parcel Copy Form

Formatted Property Address

This field displays the Formatted Address of the Property to which the parcel is linked.

Parcel Description

This field displays the Parcel Description

Detail Button

Selecting the Parcel Detail Button displays the Parcel Maintenance Form.

Division Wizard Stage 4 of 5 Form

This form allows the titles and parcels created to be linked to properties. This form will list all of the titles and parcels created in Step 3. Each of these must then be linked to a property. Those properties selected to be retained for division in Step 2 will be available. In addition new properties can be created at this point and linked to the title and parcel. All address details for properties may be modified at this point.

The form consists of two main lists, a list of title/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.

Two buttons are available to link the title and parcels to properties. The first is the "Link" button which is used to link a title/parcel to an existing property. This button requires that both a property and title/parcel are selected. It will automatically link the title/parcel to the property.

The second button is the "Insert" button which is used to link a title/parcel to a new property. The creation of new properties will be automated in the following manner. Select the title/parcel pair(s) for which property(s) are to be linked and the parent property (if to be created as a sub-property(s)). Select the "Insert" button. It first prompts the operator for the type of property that they wish to create:

1. New base property
2. New building property as child of selected property.
3. New base property(s) using selected title and parcel
4. New building property(s) as child of selected property using selected title and parcel.
5. New occupancy property(s) as child of selected property using selected title and parcel.

The “Next” button to proceed to Step 5 may only be selected once all title/parcel pairs have been allocated to a property. A warning will be issued if the number of vase properties and the number of building properties do not equal those values entered in Step 1.

Divisions Wizard - Stage 4 of 5

Property Address	Title Description	Parcel Description
9 Bellevue Parade, CARLTON SA 5800		
9A Bellevue Parade, CARLTON SA 5800	CT-10501/22	Lot 3
9B Bellevue Parade, CARLTON SA 5800		
9C Bellevue Parade, CARLTON SA 5800		

Address

House Number: 9 A - [] [] [] >>

Unit Number: [] [] - [] [] [] >>

Level Number: [] [] - [] [] [] >>

Land Use: [] ...

Property Type: State Owned

Land Area: 0 m²

Remaining Titles and Parcels

CT-10501/23	[]	Lot 4	[]
CT-10501/24	[]	Lot 5	[]

Move ↑ ↓

Parcel Number:
☒ Not used ☐ House No.
☐ Unit No. ☐ Level No.

Refresh Unlink Link Insert Previous Next Finish Cancel

Division Wizard Stage 4 of 5 Form

Parcel Description

This field contains the Parcel Description. This field is display only and cannot be maintained

Move Button Up

Focus on Property Address and click on Move Button to move the property up the list

Move Button Down

Focus on Property Address and click on Move Button to move the property down the list

House Number

Enter the range of house numbers required for the selected property. The addressing rules that apply on this field are the same as those imposed on the Address Maintenance Form regarding house number ranges.

Unit Number

Enter the range of unit numbers required for the selected property. The addressing rules that apply on this field are the same as those imposed on the Address Maintenance Form regarding unit number ranges.

Level Number

Enter the range of level numbers required for the selected property. The addressing rules that apply on this field are the same as those imposed on the Address Maintenance Form regarding level number ranges.

Land Use Code

This field contains the Land Use Code for the selected property, which is entered by using the Detail Button.

Detail Button

This detail button will display the Property Land Use Maintenance Form.

Property Type

The Property Type drop down list allows you to select the following options for the selected property;

- Building
- Council Owned
- Church
- Federal Owned
- Occupancy
- Standard
- School
- Strata Header

Land Area

This field displays the Land Area for the selected property.

Remaining Titles and Parcels

This field displays the Remaining Titles and Parcels which have been generated in Step 3 but not yet allocated to a property.

Title Detail Button

This detail button will display the Title Maintenance Form.

Parcel Detail Button

This detail button will display the Parcel Maintenance Form.

Move Up Button

Focus on Property Address and click on Move Button to move the property up the list

Move Down Button

Focus on Property Address and click on Move Button to move the property down the list

Parcel Number

Only one of these radio buttons can be turned on at one time to select the following number levels.

- Not used
- House Number
- Unit Number
- Level Number

Refresh Button

Highlight a new property address or a title/parcel and click on Refresh.

The Refresh button will resequence the new properties created, or the remaining title and parcel pairs, if they have been moved using the move buttons.

Unlink Button

Focus on Property Address that has a Title/Parcel linked. Click on the Unlink button and the Title/Parcel will be removed from the property address and returned to the Remaining Titles and Parcels section of the form.

Link Button

Select a Title/Parcel from the Remaining Titles and Parcels section. Select a Property Address that has no Title/Parcel. Click on the Link button, the Title/Parcel will be removed from the Remaining Titles and Parcels section and moved to the Property Address section of the form.

Division Wizard Stage 5 of 5 Form

This form contains two lists which are constructed as display only (i.e. no maintenance on this form). The function of this form is purely to allow the operator to review the new property structure which will result from the division. The existing property structure is displayed so the changes can be easily identified.

Divisions Wizard - Stage 5 of 5

Pre-Division Summary

- Bellevue Parade, CARLTON SA 5800
Property Key: 166240
State Owned (Base, Occupancy, Land)
Lot 9 DP 1011334 of 900m²

Post-Division Summary

- 9 Bellevue Parade, CARLTON SA 5800
Property Key: 166240
State Owned (Base, Occupancy, Land)
Lot 3
- 9A Bellevue Parade, CARLTON SA 5800
Property Key: 167016
State Owned (Base, Occupancy, Land)
CT-10501/22
Lot 3
- 9B Bellevue Parade, CARLTON SA 5800
Property Key: 167017
State Owned (Base, Occupancy, Land)
CT-10501/23
Lot 4
- 9C Bellevue Parade, CARLTON SA 5800
Property Key: 167018
State Owned (Base, Occupancy, Land)
CT-10501/24
Lot 5

Previous Next Finish Cancel

Division Wizard Stage 5 of 5 Form

Pre-Division Summary

This field contains the properties that were selected during Division Entry, including their titles and parcels.

Post-Division Summary

This field contains the property structure after the division including titles and parcels.

Division Maintenance Form

This form is the main form, utilised for the processing of property divisions. The following major functions may be performed from this form

- 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)

Division Maintenance Form

Division

This field contains the unique division number which has been allocated to the property division. The related property division description will also display.

Division Type

This field contains the Division type which has been allocated to the Division via the Division Entry form. The Division Type is informational only and may be amended as required.

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 contains the status of the division. The following status 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
- Rejected – division has been rejected - all proposed properties will be removed.

Plan

These fields display the Plan Description and Plan Number entered on the Division Entry form. These fields are display only and may not be maintained.

Date Applied

This field displays the date the division is approved. This field is display only and may not be maintained.

Date Resolved

This field displays the date the division is either accepted or rejected. This field is display only and may not be maintained.

Division Hierarchy

The Division Hierarchy section of the form enables the main property, title and parcel selection functions to be performed. Each Property, Title and Parcel Glyph may be selected on in order to create a function list (of options which may be performed). The detail button alongside each of the components, enables you to 'detail' out to the property system to review the selected property address, certificate of title or parcel record. 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.

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.

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.

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/Parcels. From this viewpoint, it is exactly the same as a 'Pending' Division.

'Approving ' the Division, will generate all associated Actions and e-mails.

Copy Button

By pressing this button, you will access the Copy Attributes Maintenance form which enables selected details to be copied from the Primary property, to the listed Proposed Properties.

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 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 taken, 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

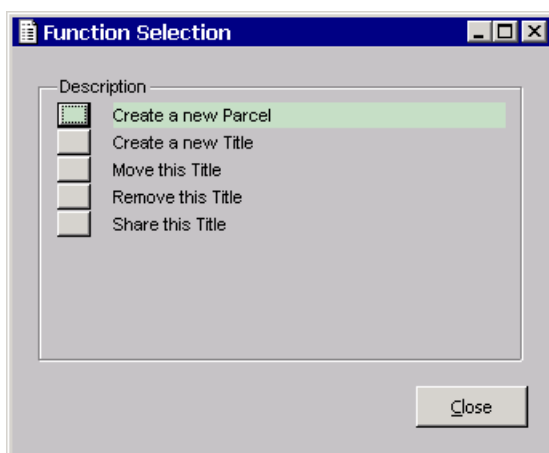
All Pending properties, titles and parcels will be removed from the property system

The Primary property will remain unchanged within the property system.

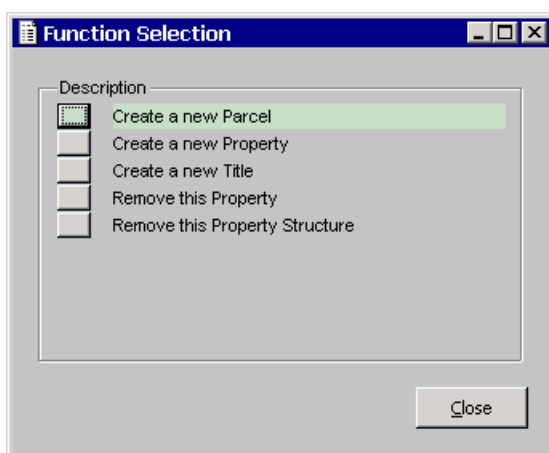
Note: The appropriate user authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security.

Function Selection Form

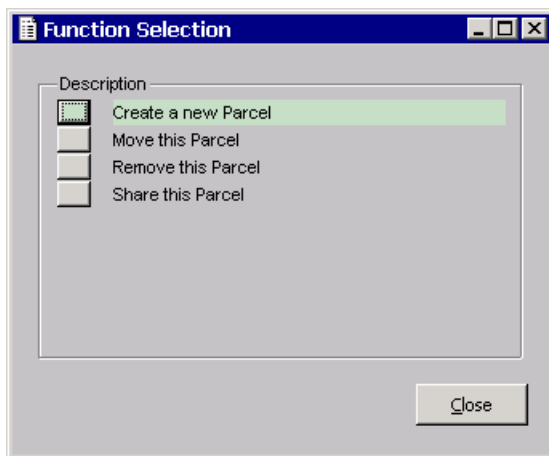
This form will differ depending on whether it is selected from a Property, Title or Parcel glyph. The options displayed will determine the functions which may be performed.



Function Selection for a Title



Function Selection for a Property



Function Selection Form for a Parcel

Description (Options)

By pressing the button alongside the required function, you will be able to perform that function.

For example – If this form is accessed from a Property Glyph and the Create a New Property button is selected, you will access the Property Default Selection form to enable a new property (s) to be created.

Property Default Selection Form

This form enables the creation of one or more Proposed properties. The following features are available from this form.

- Select required address details to copy to the new proposed properties
- Select number to increment house, unit and level numbers
- Define whether Proposed properties are Main or Child (Sub-property)
- Select details to copy from the Primary property to the new Proposed property. This section of the form is in multiple selection mode, which enables multiple components to be selected

This form enables interactive generation (access to the property address is provided) to be performed. The alternative allowing a quick generation of a group of properties without accessing each property individually.

Property Default Selection Form

Property Type

If this checkbox is checked on, Property Type details will be copied from the Primary property to the new Proposed property(s).

Ward

If this checkbox is checked on, Ward details will be copied from the Primary property to the new Proposed property(s).

Property Name

If this checkbox is checked on, Property Name details will be copied from the Primary property to the new Proposed property(s).

How many do you wish to create?

This field enables the creation of multiple proposed properties. Enter the number of properties that you wish to create or use the arrow buttons to increase or decrease to the required number.

Increment house number by

This field may be utilised 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.

Increment house number suffix

Tick on 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.

Increment unit number by

This field may be utilised 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.

Increment unit number suffix

Tick on 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.

Increment level number by

This field may be utilised 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.

Interactive generation

If this checkbox is checked on the new Proposed properties will be created interactively. Interactive processing will enable you to access the property address form for each new property. This enables details to be changed or added during entry of the property. If this checkbox is not checked on, all proposed properties will be automatically generated, without accessing the property address form.

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 eg.. sub-property)

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 is dependant on the parameters set at the Division Copy Component Maintenance level.

Selected Components

By default this field will display all the components available to be copied during the creation of new titles. The selected components is dependant on the parameters set at the Division Copy Component Maintenance level.

Select Button

Focus on the available component and click on the Select button. This will move the component from the left hand side of the form to the right hand side.

Remove Button

Focus on the Selected component and click on the Remove button. This will move the component from the right hand side of the form to the left hand side.

Property Details

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

Select Details to Copy

This field enables various property details to be selected and copied to the new Proposed properties. This field has been implemented in multiple selection mode, to enable you to select more than one component. The following components are available for copy

- Property Conditions
- Property Names (owner and occupier links)
- Property Land Use
- Property Zones
- Memos
- Services

Title Default Selection Form

This form enables the creation of one or more Proposed titles. The following features are available from this form.

- Select required title details to copy to the new proposed titles

- Select number to increment volume and folio details
- Copy the details from the first parcel, and link to the new Titles
- Select details to copy from the Primary Title to the new Proposed Title. This section of the form has all available components selected as a default. To de-select components that are not to be copied focus on the component and use the Remove Button to move the component to the 'Available' side of the form.

This form enables interactive generation (access to the property address is provided) to be performed. The alternative allowing a quick generation of a group of titles without accessing each title individually.

Title Default Selection Form

How many do you wish to create?

This field enables the creation of multiple proposed titles. Enter the number of titles that you wish to create or use the arrow buttons to increase or decrease to the required number.

Increment volume number by

This field may be utilised to define the volume number(s) of the proposed titles being created. Enter a number that you wish to increment volume numbers by. The field alongside this number will display the range of volume numbers which this will create.

Increment folio number by

This field may be utilised to define the folio number(s) of the proposed titles being created. Enter a number that you wish to increment folio numbers by. The field alongside this number will display the range of folio numbers which this will create.

Interactive generation

If this checkbox is checked on the new Proposed titles will be created interactively. Interactive processing will enable you to access the title maintenance form for each new title. This enables details to be changed or added during entry of the property. If this checkbox is not checked on, all proposed titles will be automatically generated, without accessing the title maintenance form.

Copy First Parcel

If this checkbox is checked on, the parcel record which is linked to the Primary Title may also be copied to create Proposed Parcel records for each Proposed Title.

Increment parcel number by

This field will only be available if the Copy first Parcel checkbox has been checked on. This field may be utilised to define the parcel number(s) of the proposed parcels being created. Enter a number that you wish to increment parcel numbers by. The field alongside this number will display the range of parcel numbers which this will create.

Increment plan number by

This field will only be available if the Copy first Parcel checkbox has been checked on. This field may be utilised to define the plan number(s) of the proposed parcels being created. Enter a number that you wish to increment plan numbers by. The field alongside this number will display the range of plan numbers which this will create.

Available Components

This field enables various property details to be selected and copied to the new Proposed properties. This field has been implemented in multiple selection mode, to enable you to select more than one component. The following components are available for copy

- Title Conditions
- Property Names (owner links)

Select Button

Focus on the available component and click on the Select button. This will move the component from the left hand side of the form to the right hand side.

Selected Components

Focus on the available component and click on the Select button. This will move the component from the left hand side of the form to the right hand side.

Remove Button

Focus on the Selected component and click on the Remove button. This will move the component from the right hand side of the form to the left hand side.

Title Details

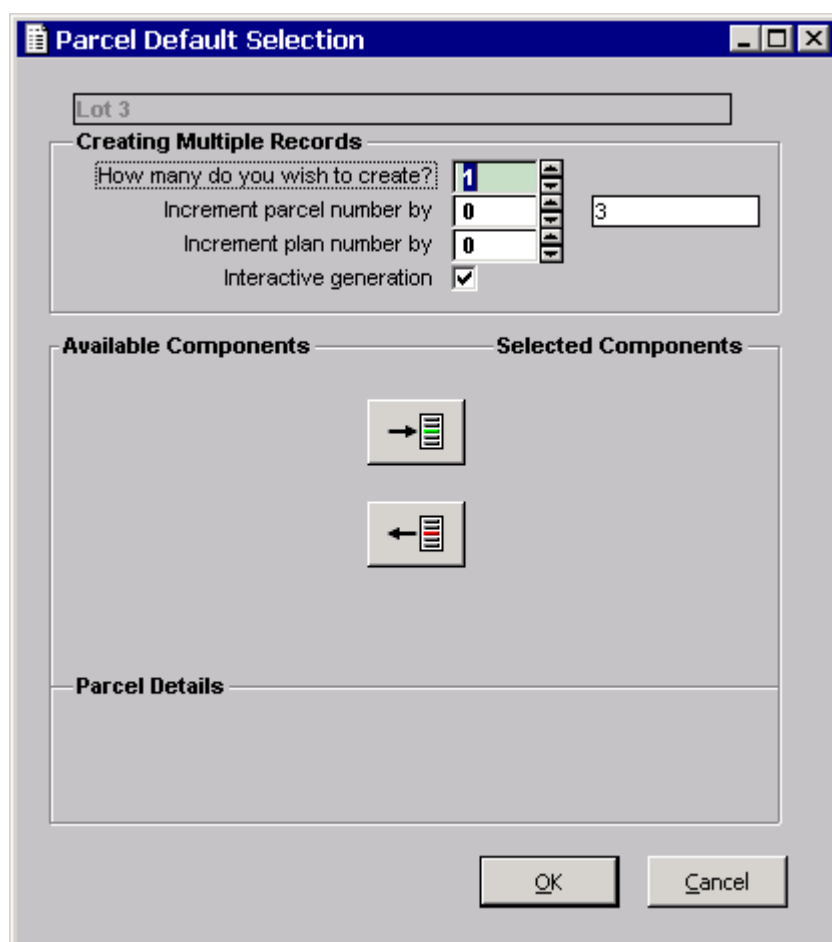
Depending on the component that currently has focus a full description of the details are displayed in this field.

Parcel Default Selection Form

This form enables the creation of one or more Proposed parcels. The following features are available from this form.

- Select required parcel details to copy to the new proposed parcels
- Select number to increment parcel number and plan number details
- Select details to copy from the Primary Parcel to the new Proposed Parcel. This section of the form has all available components assigned to the 'selected' side of the form. Components must be de-selected if they are not to be copied to the Proposed Parcels created.

This form enables interactive generation (access to the property address is provided) to be performed. The alternative allowing a quick generation of parcels without accessing each property individually.



The dialog box is titled "Parcel Default Selection". It features a text field at the top containing "Lot 3". Below this is a section titled "Creating Multiple Records" which includes a label "How many do you wish to create?" with a numeric input field set to "1" and arrow buttons. Below this are two more numeric input fields: "Increment parcel number by" set to "0" and "Increment plan number by" set to "0", both with arrow buttons. A checkbox labeled "Interactive generation" is checked. To the right of these fields is a text field containing the number "3". Below the "Creating Multiple Records" section are two panes: "Available Components" and "Selected Components", both of which are currently empty. At the bottom of the dialog are "OK" and "Cancel" buttons.

Parcel Default Selection Form

How many do you wish to create?

This field enables the creation of multiple proposed parcels. Enter the number of parcels that you wish to create or use the arrow buttons to increase or decrease to the required number.

Increment parcel number by

This field will only be available if the Copy first Parcel checkbox has been checked on. This field may be utilised to define the parcel number(s) of the proposed parcels being created. Enter a number that you wish to increment parcel numbers by. The field alongside this number will display the range of parcel numbers which this will create.

Increment plan number by

This field will only be available if the Copy first Parcel checkbox has been checked on. This field may be utilised to define the plan number(s) of the proposed parcels being created. Enter a number that you wish to increment plan numbers by. The field alongside this number will display the range of plan numbers which this will create.

Interactive generation

This field will only be available if the Copy first Parcel checkbox has been checked on. This field may be utilised to define the plan number(s) of the proposed parcels being created. Enter a number that you wish to increment plan numbers by. The field alongside this number will display the range of plan numbers which this will create.

Available Components

This field displays the components that are available to be copied during the creation of the proposed parcels. By default all available components will be on the selected components side of the form.

This field is display only and may not be maintained.

Selected Components

This field enables various parcel details to be selected and copied to the new Proposed parcel. By default all available components will be on the selected side of the form.

This field is display only and may not be maintained.

Select Button

By pressing this button any component selected on the left side of the form is “moved” to the right hand side of the form and consequently “selected”.

The Select button may be activated using any of the following methods.

- By clicking on the button with your mouse.
- By tabbing to the button and pressing the Enter key on the keyboard.

Remove Button

By pressing this button any component selected on the right side of the form is “moved” to the left hand side of the form and consequently “unassociated”.

The Remove button may be activated using any of the following methods.

- By clicking on the button with your mouse.
- By tabbing to the button and pressing the Enter key on the keyboard.

Parcel Details

This field displays details of the component that currently has focus.

This field is display only and may not be maintained.

Number of Iteration Selection Form

This form enables you to select the number of Title and Parcel records that you wish to create in bulk. This form will be displayed when you select the Create new Titles with Multiple Parcels option from the Function Selection form.

How many do you wish to create

This field enables you to select the number of Title/Parcel combinations that you wish to create. Enter the required number or use the arrow buttons to increment the number.

Copy Attributes Maintenance Form

This form enables summary details to be copied from the Primary property to the Properties to Copy to. The Summary details are in multiple selection mode, which enables multiple details to be selected.

The following details may be copied

- Property, Title and Parcel Conditions
- Property Names (owner and occupier links)
- Property Land Use
- Property Zones
- Memos
- Services

Note: When an Owner is MOVED from one property to another, the Owner Nominee will be historicised on the Original Property, as with the owner. The process will NOT move the Owner Nominee. The Nominee record will need to be relinked manually on the new properties. 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.

Division Copy Attributes Maintenance

Property to Copy From

- 355 Bellevue Parade, CARLTON SA 5800
- 355A Bellevue Parade, CARLTON SA 5800
- 355B Bellevue Parade, CARLTON SA 5800
- 1/355A Bellevue Parade, CARLTON SA 5800
- 2/355A Bellevue Parade, CARLTON SA 5800
- 1/355B Bellevue Parade, CARLTON SA 5800
- 2/355B Bellevue Parade, CARLTON SA 5800

Select Level of Details to Copy

☒ Property
☐ Title
☐ Parcel

Select Details to Copy

355 Bellevue Parade, CARLTON SA 5800

Property(s) to Copy To

- 355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 1/355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 2/355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 1/355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 2/355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 1/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 2/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 3/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 4/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title

Copy Move Continue Quit

Division Copy Attributes Form

Test 2.18.001

File Edit View Search Associated Tools Options

Division Maintenance Links

- Animals
- Application Links
- Customer Service Request
- Infringements
- Licensing
- New Zealand Valuations
- Rates
- Registers
- Trade Waste
- Water Billing

Division Copy Attributes Maintenance

Property to Copy From

- 355 Bellevue Parade, CARLTON SA 5800
- 355A Bellevue Parade, CARLTON SA 5800
- 355B Bellevue Parade, CARLTON SA 5800
- 1/355A Bellevue Parade, CARLTON SA 5800
- 2/355A Bellevue Parade, CARLTON SA 5800
- 1/355B Bellevue Parade, CARLTON SA 5800
- 2/355B Bellevue Parade, CARLTON SA 5800

Select Level of Details to Copy

☒ Property
☐ Title
☐ Parcel

Select Details to Copy

355 Bellevue Parade, CARLTON SA 5800

Property(s) to Copy To

- 355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 1/355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 2/355A Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 1/355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- 2/355B Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 1/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 2/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 3/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title
- Suite 4/355 Bellevue Parade, CARLTON SA 5800
- Pathway Internal Title

Copy Move Continue Quit

One Clicked: 30-Dec-2008 10:58:28
 Last Modified: 30-Dec-2008 10:53:40

Show all customer service requests related to this property.

Start Development Man... Test 2.18.001 LPA.DOC - Micros... http://www.answ... untitled - Paint 4:31 PM

Option - Links

Links

This function can be accessed via the Options dropdown within the Copy Attributes screen.

These Links may be viewed on the Property Role Selection Form.

Property to Copy From

This field contains a list of all selected Primary properties. The Primary properties are the properties which were selected from the property database.

Select Level of Details To Copy – Property/Title or Parcel

By selecting the relevant Level, any attributes available for Copy/Move for the 'inserted Property(s)' are displayed in the lower left hand corner of the form.

These attributes can be selected and the new Property/Title or Parcel will be displayed and available for selection on the right hand side of the form.

Restrictions are that attributes can only be copied/moved to the same level.

Select Details to Copy

This field contains a list of all the property/title/parcel details available to be copied, depending on the level of details to Copy.

Property(s) to Copy To

This field contains a list of all the properties which are available to copy details to. This includes all proposed properties, as well as the Primary property where it is still being retained in the division process.

Copy Button

By pressing this button, the selected details may be copied from the Primary property, to the proposed properties, as required.

Move Button

By pressing this button, the selected details may be moved from the Primary property, to the proposed properties, as required.

Property/Division Pop Up Form

This form will be displayed when a property is selected for a division, which is already linked to another proposed division. The following options are available:

Select the existing division - this will add the property to the new division, with the original division becoming the Parent division. The Parent division will be Frozen by the system, and cannot be maintained until the second division is Accepted or Rejected.

Current - the current division option will link this property to the new division, with NO links to the original division created.

Division Number	Date Applied	Description
2004-0007	01-Jan-2004	140 bellevue pde
2004-0008	01-Jan-2004	140 bellevue pde
2004-0006	01-Jan-2004	140 bellevue pde
2004-0005	01-Jan-2004	140 bellevue pde

*Property/Divisions Pop Up Form***Property**

This field will display the property which has been selected for linking to the division. This field is display only and cannot be maintained.

Division

This field contains the Division number of the other division that the selected property has been linked to. This field is display only and cannot be maintained.

Date Applied

This field contains the Date Applied of the listed division. This will assist in selecting the correct division from the list. This field is display only and cannot be maintained.

Description

This field contains the description associated with the listed division. This field is display only and cannot be maintained.

Search Profile - Division

Enter a division number (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile - Date Applied

Enter a date applied on which to base your search and use the Search button to initiate the search. Using the F2 or double clicking on the field will initiate the default calendar, which may be utilised to select the required date for searching.

Search Profile - Description

Enter a description (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Current Button

By pressing this button, a new division link is created for the selected property (i.e. processing this division is not reliant on the completion of any other divisions linked to this property).

Option Pop Up Form

There are 2 Option Pop Up forms that may be displayed.

The first form is displayed when titles/parcels have been highlighted and then the Insert button is selected. Highlighting the titles/parcels first will actually make this process quicker, as the titles will automatically be linked to the new properties created.

However please keep in mind that the titles/parcels are linked to the new properties in numerical order eg if 1 to 10 Smith Street is the new subdivision, and there are Lots 10-19, Lot 10 will be linked to 1 Smith Street, Lot 11 will be linked to 2 Smith Street and so on.

The Option Pop Up form first prompts the user for the type of property that will be created:-

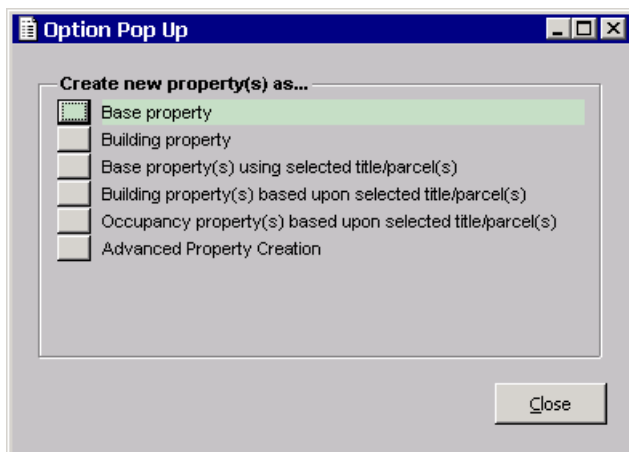
1. New base property
2. New building property as child of selected property.
3. New base property(s) using selected title and parcel.
4. New building property(s) as child of selected property using selected title and parcel.
5. New occupancy property(s) as child of selected property using selected title and parcel.
6. Advanced Property Creation.

Note: This list may be limited depending on the currently selected property and title/parcel (eg. if the currently selected property is an occupancy then only options 1 and 3 will be available since child properties cannot be created for an occupancy).

If option 1 or 2 is selected then only a single property will be created.

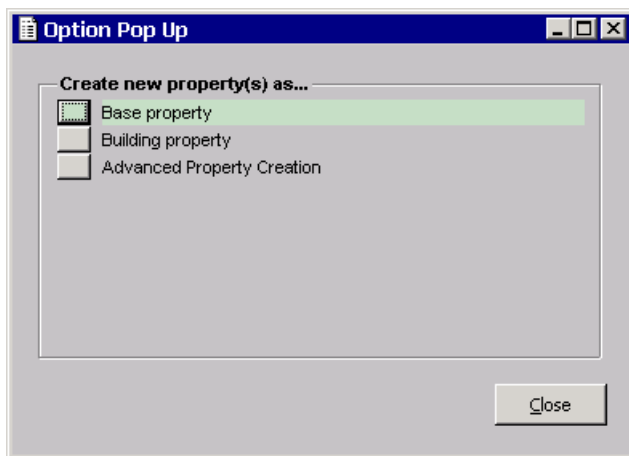
If option 3, 4 or 5 is selected then the number of properties created will be equal to the number of titles and parcels selected.

If option 6 is selected the Property Default Selection form is displayed.



Option Pop Up Form

The other Option Pop Up form is displayed when the Insert button is selected without highlighting any information. Clicking either the first or second option will then display the Copy Components Selection Form. One property at a time can be created in this way. Clicking the third option will display the Property Default Selection Form, where multiple properties may be created.

**Create new property(s) as....**

By pressing the button alongside the required property type, that type of property will be created.

Division Maintenance/Enquiry

Divisions for a Property Enquiry Form

This form may be accessed from Property Maintenance via the Divisions option. A list of property division which have been performed, or are currently pending on the property will be displayed.

Division Number	Description	Date Resolved
2004-0043	180 bellevue pde	Pending
2003-0120	bellevue parade	25-Nov-2003

Divisions for a Property Enquiry Form

Property Address

This field contains the formatted property address for the property which is being reviewed. This field is display only and cannot be maintained.

Division Number

This field contains the division number associated with the divisions that the property is included in. This field is display only and cannot be maintained.

Description

This field contains a further description relating to the listed divisions that the property is included in. this field is display only and cannot be maintained.

Date Resolved

This field will display one of two pieces of information

A status of Pending will display if the property division has not been finalised.

Where a property division has been Accepted or Rejected, this field will display the date that this process occurred.

Detail Button

By pressing the detail button, a list of Primary and Proposed properties included within the division will be displayed. This enables a history of details associated with the divisions to be accesses.

Properties on a Division Enquiry Form

This form enables a list of properties (Proposed and Pending) to be displayed for each property division. The Division button may be used to access the actual property division (Property Maintenance form).

Property	Status
180 Bellevue Parade, CARLTON NSW, 2218	Modified
180H Bellevue Parade, CARLTON NSW, 2218	Superseded
180A Bellevue Parade, CARLTON NSW, 2218	Created
180B Bellevue Parade, CARLTON NSW, 2218	Created
180C Bellevue Parade, CARLTON NSW, 2218	Created
180D Bellevue Parade, CARLTON NSW, 2218	Created

Properties on a Division Enquiry Form

Division

This field contains the selected Division Number and Description, This field is display only and cannot be maintained.

Property

This field contains a list of all properties which are included in the selected division. This field is display only and cannot be maintained.

Status

This field contains the status associated with each of the listed properties. The following status may be displayed

- Superseded
- Created

Property Reports

The Property Reports feature within Property Administration consists of the following reporting options;

- Collection Services Report
- Electoral Roll Report
- Inspections Report
- Property Report
- Services Area/Contractor Report
- Static Services Report

The Reporting feature within Property Administration consists of a general property reporting option which can be utilised as follows.

Create a standard report, based on the selected components (eg. Titles, Conditions etc) for a selected property or range of properties. This report will be processed via the Core Batch Processing system.

Utilise the extract files created via the Property Reporting option to create User Defined Reports using Reporting tools (eg. Cognos).

The following topics are covered in this section:

[Collection Services Report](#)

[Electoral Roll Report](#)

[Property Report](#)

[Services Area/Contractor Report](#)

[Static Services Report](#)

Collection Services Report

Collection Services Report Form

This report list all services for a nominated Service Type (or all Service Types) with detail of the service provided at the property or parcel.

Selection criteria includes:

- Service Type to be included (or all Service Types)
- Frequency – eg. weekly services (or all Frequencies)
- Status of service – Current or Historic

Note: A Status must be selected in order to generate data in the report.

Collection Services Report

Search Profile

Service Code: Household Garbage Collection-120 Litre Bins, Liquid Waste Collection, Garden Waste Collection, Household Garbage Collection-360 Litre Bins, Paper Product Waste, Glass Waste, Lawn Clippings, Service Charge

Frequency Code: Annually, Fortnightly, Monthly, Multi pick ups, Quarterly, Weekly

Status: Current, Historic, Missing

Query Result

Description: [Text Box] >>

Options Process Cancel

Collection Services Report Form

Service Code

This field is utilised to nominate the Service Codes required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the status field to tailor the report.

Frequency Code

This field is utilised to nominate the Frequency Codes required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the status field to tailor the report.

Status

If the report is to be based on a particular history status then highlight the valid status code. Valid entries are:-

- Current
- Historic

Note: A Status must be selected in order to generate data in the report.

Query Result – Description

This field is utilised to nominate a query definition, previously created to identify a group of properties. Select the required query result from the Pop Up form.

Electoral Roll Report

Electoral Roll Report Form

The Electoral Roll Report form provides the ability to select one or more options for Owners and one or more options for Occupiers. For example select Owners with Reason Codes and Nominees/Non Expired) et cetera.

Electoral Roll Report

Search Profile

Ward: (any)

Owner ☐ Owner Nominee ☐
 Occupier ☐ Occupier Nominee ☐

Report Options

With Reason: (All)
 With Expired Reason: (All)
 With Rejected Reason: (All)
 Reason Expiry Date: Exception ☐
 Name Type: Person & Company
 Property Status: Current & Proposed
 Historic Role: ☐
 On Rateable Property: (All)
 With Nominee: (All)
 With Expired Nominee: (All)
 One Nominee Only: ☐
 Owners/Occupiers: (All)
 Multi-Property Owner/Occupier: ☐

Query Result

Description: >>

Options Process Cancel

Electoral Roll Report Form

Ward

Select a Ward from the pre-defined dropdown list.

Owner

Tick ON this option if you want to have Owners considered for the report.

Occupier

Tick ON this option if you want to have Occupiers considered for the report.

Owner Nominee

Tick ON this option if you want to have Owner Nominees considered for the report.

If this option is ticked ON, the lower portion of the Report Options is not available.

If ALL options are ticked on, then the lower portion will be available

Occupier Nominee

Tick ON this option if you want to have Occupier Nominees considered for the report.

If this option is ticked ON, the lower portion of the Report Options is not available.

If ALL options are ticked on, then the lower portion will be available

With Reason

Make a selection from the dropdown menu if you want Reasons considered or not for the report. The default is ALL. There are 3 choices for this option:-

- Yes
- No
- (All)

With Expired Reason

Make a selection from the dropdown menu if you want Expired Reasons considered or not for the report.

The default is ALL. There are 3 choices for this option:-

- Yes
- No
- (All)

With Rejected Reason

Make a selection from the dropdown menu if you want Rejected Reasons considered or not for the report.

The default is ALL. There are 3 choices for this option:-

- Yes
- No
- (All)

Reason Expiry Date

Enter a Reason Expiry Date for the report to be based on.

Exception

Tick ON this option if you want Owners/Occupiers with reasons that do not expire on the Reason Expiry Date entered, considered for the report.

Name Type

Make a selection from the dropdown menu if you want a specific name type considered or not for the report. The default is Person & Company name (which means ALL). There are 3 choices for this option:-

- Company Name
- Personal Name
- Person & Company Name

Property Status

Make a selection from the dropdown menu if you want a specific Property Status considered or not for the report. The default is Current & Proposed. There are 5 choices for this option:-

- (any)
- Current
- Current & Proposed
- Historic
- Proposed

Historic Role

Tick ON this option if you want Owners/Occupiers with Historic Property Roles considered for the report.

On Rateable Property

Make a selection from the dropdown menu if you want only Rateable Properties considered or not for the report. The default is ALL. There are 3 choices for this option:-

- Yes
- No
- (All)

A 'Yes' option will extract only those properties with an assessment and that are rateable.

A 'No' option will extract those properties without an assessment, and also those properties with an assessment but which have a non-rateable flag present.

With Nominee

Make a selection from the dropdown menu if you want Properties with Nominees considered or not for the report. The default There are 3 choices for this option:-

- Yes
- No
- (All)

With Expired Nominee

Make a selection from the dropdown menu if you want Properties with Expired Nominees considered or not for the report. The default There are 3 choices for this option:-

- Yes
- No
- (All)

One Nominee Only

Tick ON this option if you want only Owners/Occupiers with only 1 (one) Nominee considered for the report.

Owners/Occupiers

Make a selection from the dropdown menu if you want Sole Owners/Occupiers or Group Owners/Occupiers considered or not for the report. The default is ALL. There are 3 choices for this option:-

- Sole
- Group
- (All)

Multi-Property Owner/Occupier

Where this option is ticked ON, then no other option will be available to use.

The Multi-Property Owner/Occupier option gives the following functionality:-

- The ability to select Owners where the owner owns more than 1 property
- The ability to select Occupiers where the occupier occupies more than 1 property.

Query Result – Description

This field may be utilised to nominate a query definition, previously created to identify a group of properties. Select the required query result from the Pop Up form.

NSW Department of Planning Electronic Housing Code Extract

NSW EHC Extract Control Form

This form is the control form which enables the NSW DoP EHC extract to be run in either Full Extract mode or Correction Only mode.

Electronic Housing Code Extract Control form

Search Profile – Parcel Status

This drop down select option allows the user to select one of the following – Current, Current & Proposed or Any Parcel Status.

Note – If a query is used to select the required parcels then this option is not able to be used – it is expected the query will have extracted the required parcels and status.

Query Description

This field allows the user to select a previously generated Query from the Menu Query >> Query Maintenance. If a query is entered here they ability to select a specific status is removed from the filtering as it is expected that the query would have specified the required parcels.

Processing Options – Council ID

This field allows the user will extract the Parcel ID or the GIS Reference in the Extract file.

Processing Option – Extract Type

This field allows the user to to perform either a Full Extract or a 'Changes Only' extract. The Full Extract will extract all records in the database - if a Query is requested all records selected in the query and write them to the file. The 'Changes Only' extract will compare the current file with the initial file and then write out a new file with any changes.

Processing Option – Export Format

The output file is based on a predefined export format, using the Pop up button will allow the user to select the required format based on the reporting entity LAPPA77 – EHC Extract.

Processing Option – Extract Folder

This is the folder name where the output file will be stored.

Processing Option – Council Name

Enter in the Council Name, this will be the initial part of the file name that is generated by this process, it will be followed by the date eg 'hills- 20110201'

Processing Option – Override File Name

If the Council name is left blank it is possible to enter in an overriding file name here, this is only available if the Council Name is left blank.

FTP Upload Options – FTP Server

This is the name of your FTP Server.

FTP Upload Options – FTP Location

This is the name of the location of the file on the FTP Server.

FTP Upload Options – FTP User Name

This is the name of the user.

FTP Upload Options – Password

This is the user's password.

FTP Upload Options – Failure Email

Enter in the email address of the person who is responsible for this process, if the extract fails for any reason during the transfer to the FTP an email will be sent to this person identifying why the process failed.

Property Report

Property Report Control Form

This form is the control form which enables the Property report selections to be made and to access the Batch system options for processing the report. Selection of multiple Report Options is available.


Property Report Control

Address Search

House Number - >> (any)
Street >>
Suburb/Locality >> Post Code

Control Details

Status (any)
Council Geac City Council
Ward (any)
Direct Match ☒

Type

CF Test
Community Property
Council Owned Property
Karen's Property Type

Land ☐ Base ☐
Common Area ☐ Building ☐
Occupancy ☐

Report Options

Sub Properties
Names
Titles and Parcels
Zones
Land Use
Inspections

Query Result

Description >>

Options Process Cancel

Property Report Control Form

House Number

This field enable a house number, or range of house numbers to be nominated in order to tailor the report. The house number type field enable the search of only even or only odd or both type of house numbers. Select the required option from the dropdown list. The house number fields would usually be used in conjunction with the Street and Suburb selections. These fields may be left blank if you do not wish to restrict the range of house numbers.

Street

This field enables a Property Street to be nominated in order to tailor the report. The pop up button may be utilised to select a street from the list of available property streets. This field may be left blank if you wish to report on ALL property streets.

Suburb

This field enables a Property Suburb to be nominated in order to tailor the report. The pop up button may be utilised to select a suburb from the list of available property suburbs. This field may be left blank if you wish to report on ALL property suburbs.

Post Code

If a Suburb has previously been entered then the Post Code dropdown is available. The dropdown list will list all Post Codes assigned to the Suburb. A default of any is set.

(any)

This selection will return all matched properties regardless of the Post Code.

Control Details - Status

This field enables you to include or exclude properties with a specific status from the search.

There are five options available from the drop-down list, which may be selected for each search performed.

- <any>
- Current
- Current & Proposed
- Proposed
- Historic

If <any> is chosen then the Property Status will be ignored in the search.

If "Current" is chosen then only properties with a status of Current will be returned in the search.

If "Historic" is chosen then only properties with a status of Historic will be returned in the search.

If "Proposed" is chosen then only properties with a status of Proposed will be returned in the search.

If "Current & Proposed" is chosen then properties with a status of Current or Proposed will be returned in the search.

Control Details - Council

This field enables you to 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 enables you to select the Ward associated with the property search you are performing. The default selection is that ALL wards will be included.

Control Details - Property Type

This field enables you to select properties based on a specific Property Type. eg. all Council owned properties. If (any) is selected then this field will not be included in the search criteria.

The default will be that Property Type specified in the System Parameter Maintenance Form - Default Filter Property Type.

Control Details - Direct Match

The Direct/Indirect flag that was previously in the Options menu, has been included in this Form as the Direct Match field.

Setting ON the Direct Match checkbox will return selected properties with a direct match only

Setting OFF the Direct Match checkbox (Indirect) will return selected properties AND the full property structure that such properties exist in.

Control Details - Land

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Land Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Land Indicator is turned OFF will be returned.

If the check box is "greyed" then the search will include both ON and OFF Land Indicators.

Control Details - Common Area

This field is a "tri-state" check box. This means that there are three possible "states" for this field, ON, OFF and "greyed".

If the check box is ON then only properties where the Common Area Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Common Area Indicator is turned OFF will be returned.

If the check box is "greyed" then the search will include both ON and OFF Common Area Indicators.

Control Details - Occupancy

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Occupancy Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Occupancy Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Occupancy Indicators.

Control Details - Base

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Base Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Base Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Base Indicators.

Control Details - Building

This field is a “tri-state” check box. This means that there are three possible “states” for this field, ON, OFF and “greyed”.

If the check box is ON then only properties where the Building Indicator is turned ON will be returned.

If the check box is OFF then only properties where the Building Indicator is turned OFF will be returned.

If the check box is “greyed” then the search will include both ON and OFF Building Indicators.

Report Options

This field may be utilised to nominate the details required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the address fields to tailor the report.

Query Result - Description

This field may be utilised to nominate a query definition, previously created to identify a group of properties. Select the required query result from the Pop Up form.

Services Area/Contractor Report

Service Area/Contractor Report Form

This is the control form which enables the Service report selections to be made of service types within a nominated service area.

Service Area/Contractor Report

Search Profile

Area Code: Central Business District, Eastern, Northern, Southern, Western

Street Name: [Text Box] >>

Suburb Name: [Text Box] >>

Service Code: Household Garbage Collection-120, Liquid Waste Collection, Garden Waste Collection, Park Structures, Household Garbage Collection-360, Paper Product Waste

Report Type: ☒ Detail, ☐ Area Summary, ☐ Street/Area Summary

Query Result

Description: [Text Box] >>

Options Process Cancel

Service Area/Contractor Report Form

Area Code

This field is utilised to nominate the Area Codes required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the address fields to tailor the report.

Street Name

This field enables a Property Street to be nominated in order to tailor the report. The pop up button may be utilised to select a street from the list of available property streets. This field may be left blank if you wish to report on ALL property streets.

Suburb Name

This field enables a Property Suburb to be nominated in order to tailor the report. The pop up button may be utilised to select a suburb from the list of available property suburbs. This field may be left blank if you wish to report on ALL property suburbs.

Service Code

This field is utilised to nominate the Service Codes required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the status field to tailor the report.

Report Type

Three Report Types are available for selection, these are;

- Detail (services for properties with street and area totals)
- Street/Area Summary (street and area totals only)
- Area Summary (area totals only)

Only one Report type can be active at any time.

Query Result – Description

This field is utilised to nominate a query definition, previously created to identify a group of properties. Select the required query result from the Pop Up form.

Static Services Report

Static Services Report Form

This report lists those services registered for a nominated Service Type. Alternatively all service types may be selected for the report.

Service Number Report Form

Service Code

This field is utilised to nominate the Service Codes required for printing on the report and extraction into the extract file (for user defined reporting). Multiple reporting options may be highlighted for selection from this field. These options are used in conjunction with the status field to tailor the report.

Status

If the report is to be based on a particular history status then highlight the valid status code. Valid entries are:-

- Current
- Historic
- Missing

Report Sequence

Select the required report sequence, the options are

- Service Number
- Service Sub-Type

Query Result – Description

This field is utilised to nominate a query definition, previously created to identify a group of properties. Select the required query result from the Pop Up form.

Batch Processing Functions

The following topics are covered in this section:

[NSW Department of Lands Property Extract](#)
[Queensland PLI Extract](#)

NSW Department of Lands Property Extract

This extract provides the ability for NSW councils to extract Valuation Numbers and under that, associated property, parcel and Name/Address details, into an XML file format as required by the Department of Lands (DoL). It extracts data only for Current and Proposed data. Transfer of this data should be done in conjunction with the DoL (Manager, Valnet Operations, Land and Property Information, Department of Lands). Questions relating to the technical aspects of the extract should be addressed to Project Manager, Geocoded Urban & Rural Addressing System, Department of Lands.

As this extensive extract process has some technical requirements, it is recommended this process be run with Multi Threading. Recommendations and additional information for housekeeping and performance for this process can be found in the Property release instructions as at R2.20 of Pathway or by contacting the Infor Helpdesk. You should contact your IT department to ensure that all set up has been undertaken, prior to running the process. DoL have indicated that a test run from council would also be recommended.

Department of Lands Extract Form

This form allows for extract of Valuation/Property/Name and Address data for the DoL, by selecting for a Full or Changes only extract (since the last run) for a specific council.

NSW Department of Lands Extract Control

Search Profile

Previous Extract Date: Tuesday 22-Nov-2005

Extract Type: ☐ Full Extract ☒ Extract Changes

All Councils: ☐

Council: (any)

Processing Options

Council ID:

Authorisation Code:

Export File: >>

Options Process Cancel

Department of Landss extract

Previous Extract Date

The date at which this process was last run. The DoL may require a file from council on a weekly basis

Extract Type

Nominating a FULL extract will extract all records meeting the DoL criteria. This will need to be done initially (so as to set a baseline) and then subsequent extracts will be EXTRACT CHANGES. This means that only changes to valuation numbers, certain property and parcel data and Name and Address details, will be extracted since the last run was processed.

The DoL may request a full extract from time to time to re-establish the baseline. This will mean that previous change records are lost but meets with DoL requirements. Please contact the Infor Helpdesk if uncertain about FULL extract after processing has commenced

All Councils

This checkbox will indicate if the extract is to be run over all council codes in the Pathway property database. If not checked, only the council selected in the following field will be used.

Council

Specify the council code over which the extract is to be run. This is the Pathway council code, not the code that the DoL recognises.

Council ID

This is the ID provided to council by the DoL. It will be used in the XML file as a means to identifying which council has sent the data. Please contact the DoL to confirm what ID should be used by your council in running the extract.

Authorisation Code

This code is also provided by the DoL to validate the data

Export File

Nominate a file path (or select using the button to the right) on your computer or network where the XML file is to be created as a result of running this process. You will then send the file to the DoL section indicated at the introduction of this help text.

Queensland PLI Extract

This extract provides the ability for Queensland councils to extract Parcel data into a file format as required by the Department of Natural Resources, Mines and Energy (NRME) eg it will be Pipe (|) separated. The extract has specific requirements for formatting of Unit, Level and Street Qualifiers. It extracts data only for Current and Proposed Parcels with a Type of 'Lot'. Set up of this data should be done in conjunction with a copy of the NRME Data Transfer Specification and councils should be aware that field lengths in the file for some of the abbreviations are shorter than The Pathway fields (eg Unit Type Level Type and Street Qualifier abbreviations)

Queensland PLI Extract Form

This form allows for extract of parcel data for NRME requirements by selecting for a council and/or Property type

Queensland PLI Extract Control

Search Profile

Council: Geac City Council

Property Type: Community Property, Council Owned Property, Karen's Property Type, Occupancy, Occupancy Header Rating Unit

Processing Options

Local Authority: BRISBANE

Export File: H:\Testing\Workfolder\PLI_1.txt

Options Process Cancel

Queensland PLI Extract

Council

Select a council from the drop down list or take 'Any' to select parcel data from all councils you have defined in Pathway

Property Type

Select one or more Property Types to qualify the data extracted out into the file. If you require all property data, do not select a Type

Local Authority

Type in the code applicable to your council that is required in the extract on each record. This will be as per the requirements from the Department of NRME

Export File

Nominate a file and path on your computer or network where you want the extract file to be created.

OVG Property Extract

The 'OVG Property Extract' is available when the Valuations Authorised Function "Valuations, NZ VSP Load" is set on. This process creates an extract file to be sent to the Office of Valuer General (OVG) for their validation.

The selection of Properties to extract will be:

- Based firstly on current Valuation Property (VG Number)
- Linked to the latest associated Mass Appraisal data
- Linked to current Rates Assessment
- Linked to Primary Property

OVG Property Extract Control Form

OVG Property Extract Control

Search Profile

Search Method ☒ VG Number Range ☐ Search System

VG Number Range [] - []

Valuation Year 2007 []

Processing Options

Export Format []

Export File []

Query Result

Description []

Options Process Cancel

OVG Property Extract Control form

Search Profile – Search Method

Click on the radio button to choose a Search Method to qualify the Valuations for the OVG Property Extract. Possible options are:

- VG Number Range
Only Valuations within the Range of Valuer Generals Numbers specified will be used
- Search System
Only Valuations that are included in the Query Result will be used.

Search Profile – VG Number Range

Enter a Valuation Number range (or choose a valuation number from the pop up) on which to base the search. These fields may be left blank to consider all records.

Search Profile – Valuation Year

This field displays the Valuation Year will default to the current Valuation Year.

Processing Options – Export Format

Enter or select from the pop up an export format to use for the production of the notices. This field is mandatory.

Processing Options – Export File

Enter or select from the pop up a file location and name for the export file. This field is mandatory.

Query Result – Description

Click on the Pop Up to select a Query Result on which to base the search.

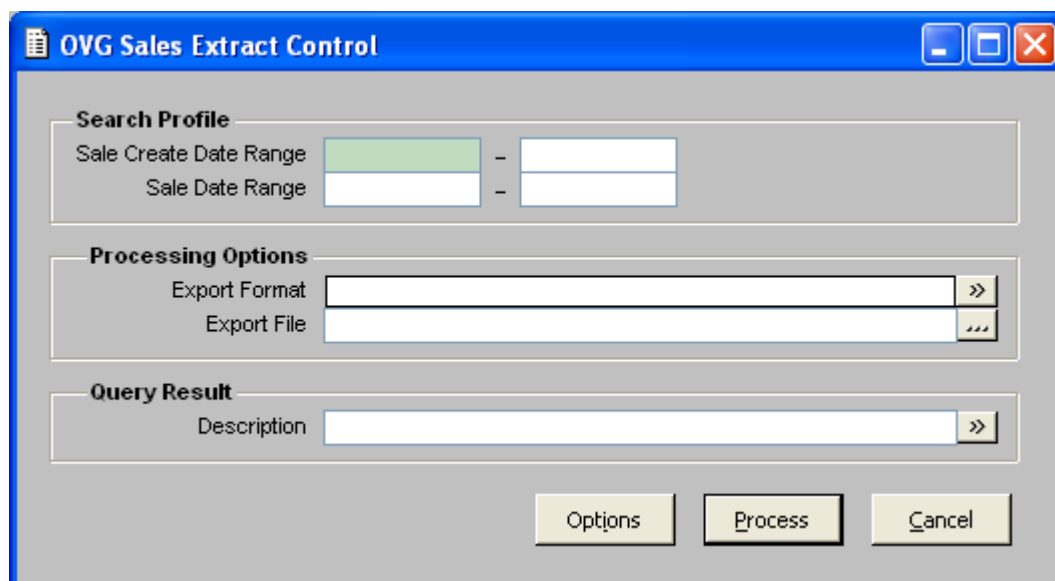
OVG Sales Extract

The 'OVG Sales Extract' is available when the Valuations Authorised Function "Valuations, NZ VSP Load" is set on. This process creates an extract file to be sent to the Office of Valuer General (OVG) for their validation.

Sales will be extracted based on the 'Sale Create Date' or the Sale Date Range nominated.

These two fields will be mutually exclusive with one option inactive if the other is entered.

If multiple sales occur for a property within the specified date range then multiple records will be created.



OVG Sales Extract Control form

Search Profile – Sale Create Date Range

Enter a Sale Create Date Range for the extract to be performed over.

Search Profile – Sale Date Range

Enter a Sale Date Range for the extract to be performed over.

Processing Options – Export Format

Enter or select from the pop up an export format to use for the production of the notices. This field is mandatory.

Processing Options – Export File

Enter or select from the pop up a file location and name for the export file. This field is mandatory.

Query Result – Description

Click on the Pop Up to select a Query Result on which to base the search.

Bulk Maintenance

Bulk Maintenance is used to perform specified maintenance functions over a large number of Property or Parcel records.

Bulk Maintenance utilises the Query Result function to determine the property records to be processed. Refer to the Query System User Guide for information on Query Results.

This process uses a common interface form for all the different update functions.

Bulk Maintenance may be performed in Report Only mode to enable checking of results prior to update.

The following topics are covered in this section:

[Bulk House Ranges Update](#)

[Bulk Address Maintenance](#)

[Bulk Parcel Land Use Update](#)

[Bulk Multiple Land Use Update](#)

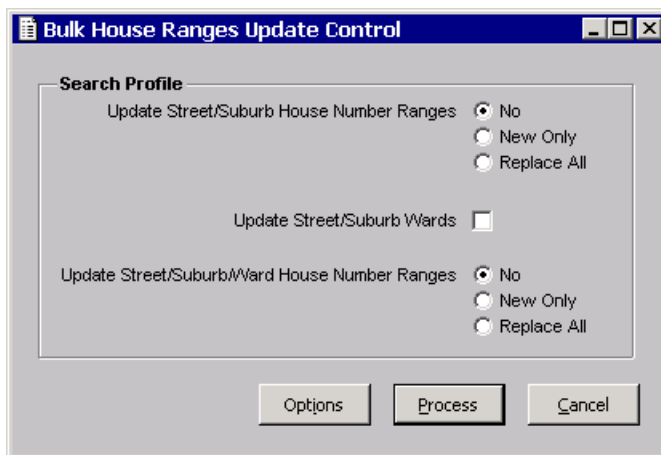
[Transfer of Ownership Import](#)

Bulk House Ranges Update

Bulk House Ranges Update Control Form

This function, using the Primary Address for each street/suburb relationship, determines the lowest 'odd' house number and the highest 'odd' house number AND the lowest 'even' house number and the highest 'even' house number to create house number ranges.

After updating, the House Number Ranges can be viewed in the Street / Suburb Maintenance >> Street Maintenance Menu Option.

The image shows a Windows-style dialog box titled "Bulk House Ranges Update Control". It has a "Search Profile" section with three radio button options: "Update Street/Suburb House Number Ranges" (selected as "No"), "New Only", and "Replace All". Below this is a checkbox for "Update Street/Suburb Wards" which is currently unchecked. At the bottom of the dialog are three buttons: "Options", "Process", and "Cancel".

Bulk House Ranges Update Control Form

Update Street/Suburb House Number Ranges

Choose one of the options to update the House Ranges for only Street/Suburbs. Choose 'No' if no update is required. Choose 'New Only' if only new street/suburb combinations are to be included. Choose 'Replace All' if all street/suburb combinations are to be considered.

Update Street/Suburb Wards

Tick ON this option if street/suburb combinations for Wards are to be Updated. Leave this option OFF if updating street/suburb combinations for Wards is not required at the time.

Update Street/Suburb/Ward House Number Ranges

Choose one of the options to update the House Ranges for Street/Suburbs/Wards. Choose 'No' if no update is required. Choose 'New Only' if only new street/suburb/ward combinations are to be included. Choose 'Replace All' if all street/suburb/ward combinations are to be considered.

Bulk Address Maintenance

Bulk Address Maintenance Search Profile Form

This function is to cater for the situation where a group of properties within a Street/Suburb are to be changed to another Street/Suburb. This is commonly required, where a new housing development in an established Suburb is given its own Suburb Name or its own Postcode after the sub-division (initial property creation) has been completed.

Bulk Address Maintenance Search Profile Form

House Number

These fields enable the search to be limited to a specific range of house numbers. These fields are not mandatory. Enter the Start House and/or End House numbers and/or Suffix into these two fields if the Search is to be based on these fields. The Suffix field pertains only to the Start House Number.

Number Type

Even

This field enables the search to be conditioned to return only properties where the start house number is even

Odd

This selection enables the search to be conditioned to return only properties where the start house number is odd.

(any)

This selection will return all matched properties regardless of the number being odd or even.

Note: In some cases property addresses will be returned that do not appear to match the search criteria eg. May be odd house number when even only was selected. This occurs when a sub property is linked to a main property whose address matches the search criteria.

Unit

Enter the Unit number and/or Unit Suffix and/or Unit Prefix if the search is to be based on these fields.

Street

Enter the Street name (or part thereof) on which the Search is to be based. An* is no longer required to perform a wildcard search e.g.

Entry of Greenhill and then Tabbing out of field, will assume Greenhill Road, if only one Street matches that criteria.

Or

It will automatically display Greenhill Road and Greenhill Lane etc for selection

Entry of Greenh and then tabbing out of field, will assume Greenhill Road if only one Street matches that criteria.

Or

It will automatically display Greenhill Road, Greenhill Lande and Greenhaven Road etc for selection

Note: It is recommended that if searching is to be performed using the Address Details then a Street Name be entered as the minimum entry.

Level

Enter the Level number and/or Level Suffix and/or Prefix if the search is to be based on these fields.

Suburb

Enter the Suburb name (or part thereof) on which the Search is to be based. If a partial Suburb name is entered and there is more than one Suburb name that matches, you will be presented with the Suburb Pop Up form. Select the Suburb name from the Pop Up on which to base your search. If no Street Name has been entered and the Suburb Pop Up is displayed, all available Suburbs will be listed. If a Street Name has previously been entered then the Suburbs for a Street Pop Up is displayed. Only Suburbs through with the Street runs will be listed.

Postcode

If a Suburb has previously been entered then the Post Code dropdown is available. The dropdown list will list all Post Codes assigned to the Suburb. A default of any is set.

(any)

This selection will return all matched properties regardless of the Post Code.

Include Primary

Of this check box is turned on then only addresses that are designated as "Primary" addresses will be returned (i.e. Any addresses designated as "Alternate" addresses will not appear in the list)

Example

A property at 22 Swanstan Street, Melbourne has an alternate address of Rear of 22 Swanston Street, Melbourne. When searching by Swanston Street and the Primary Flag is turned off only the Alternate address will be returned.

Alternate

If this check box is turned on then addresses that are designated as "Alternate" addresses will be returned.

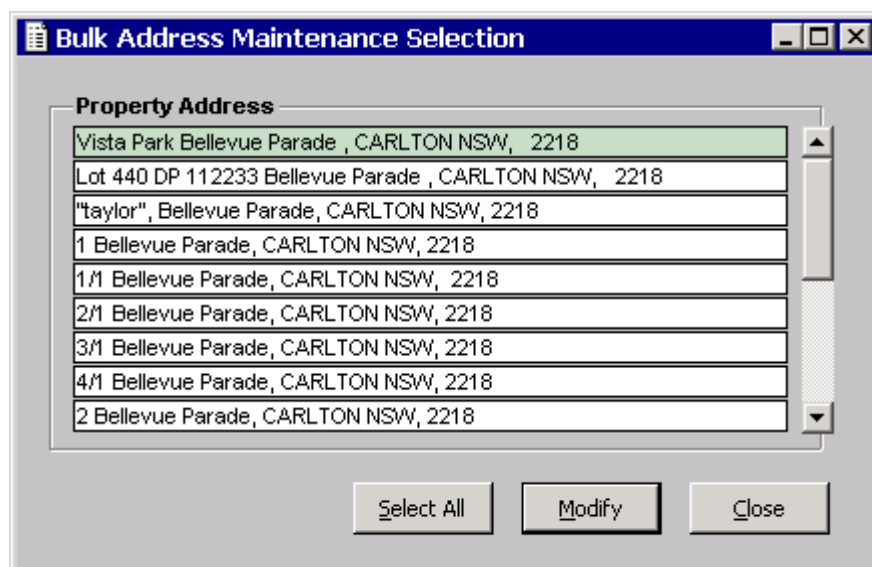
Historic

If this check box is turned on then addresses previously made "Historic" will be included in the matched addresses.

Bulk Address Maintenance Selection Form

The Bulk Address Maintenance Selection form displays Address records, not properties to ensure that Alternate as well as Primary Addresses are displayed.

These Address records can be multi selected from the Select list or alternatively use the 'Select All' button provided.



Bulk Address Maintenance Selection

Property Address

Vista Park Bellevue Parade , CARLTON NSW, 2218
Lot 440 DP 112233 Bellevue Parade , CARLTON NSW, 2218
"taylor", Bellevue Parade, CARLTON NSW, 2218
1 Bellevue Parade, CARLTON NSW, 2218
1/1 Bellevue Parade, CARLTON NSW, 2218
2/1 Bellevue Parade, CARLTON NSW, 2218
3/1 Bellevue Parade, CARLTON NSW, 2218
4/1 Bellevue Parade, CARLTON NSW, 2218
2 Bellevue Parade, CARLTON NSW, 2218

Select All Modify Close

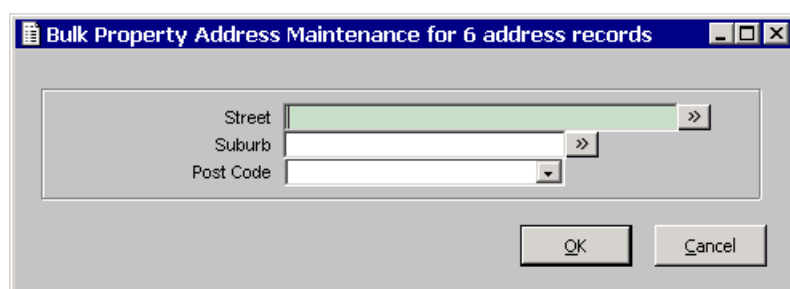
Bulk Address Maintenance Selection form

Property Address

This field displays all Address records that match the Bulk Address Maintenance Search Profile

Bulk Property Address Maintenance Form

The Bulk Property Address Maintenance Form is used to access the Property Address record that the Bulk Addresses will be merged to.



Bulk Property Address Maintenance for 6 address records

Street »

Suburb »

Post Code

OK Cancel

Bulk Property Address Maintenance for XX address records form (where XX equals the number of properties highlighted on the Bulk Address Maintenance Selection form)

Street

Enter the Street name (or part thereof) on which the Search is to be based. An* is no longer required to perform a wildcard search e.g.

Entry of Greenhill and then Tabbing out of field, will assume Greenhill Road, if only one Street matches that criteria.

Or

It will automatically display Greenhill Road and Greenhill Lane etc for selection

Entry of Greenh and then tabbing out of field, will assume Greenhill Road if only one Street matches that criteria.

Or

It will automatically display Greehill Road, Greenhill Lande and Greenhaven Road etc for selection

Note: It is recommended that if searching is to be performed using the Address Details then a Street Name be entered as the minimum entry.

Suburb

Enter the Suburb name (or part thereof) on which the Search is to be based.

If a partial Suburb name is entered and there is more than one Suburb name that matches, you will be presented with the Suburb Pop Up form. Select the Suburb name from the Pop Up on which to base your search.

If no Street Name has been entered and the Suburb Pop Up is displayed, all available Suburbs will be listed.

If a Street Name has previously been entered then the Suburbs for a Street Pop Up is displayed. Only Suburbs through with the Street runs will be listed.

Postcode

If a Suburb has previously been entered then the Post Code dropdown is available. The dropdown list will list all Post Codes assigned to the Suburb. A default of any is set.

(any)

This selection will return all matched properties regardless of the Post Code.

Bulk Mailing Address Selection Form

Given that Addresses in the Name and Address Module can be based on Property Addresses, it is valid that these will also need to be changed.

As such, as part of the Bulk Property Address Maintenance process, for each Address record processed, the address records in Name and Address will be matched exactly and where appropriate, it will update the Street, Suburb and Post Code.

It will perform a comparison, so that only if the Street, and/or Suburb and/or Post Code is different, will it be updated. This is to ensure that Audit records are meaningful.

Note: A Name and Address Component Clean Up may be required at the completion of this process as a separate process.

The screenshot shows a software window titled "Bulk Mailing Address Selection". At the top, there are three input fields: "Street" with the text "Abbott Street", "Suburb" with "REYNELLA", and "Post Code" which is empty. Below these fields are two list boxes. The left list box, titled "Available Addresses", contains four entries: "22 Bellevue Pde CARLTON NSW, 2218", "21 Bellevue Pde CARLTON NSW, 2218", "39 Bellevue Pde CARLTON NSW, 2218", and "54 Bellevue Pde CARLTON NSW, 2218". The right list box, titled "Selected Addresses", is currently empty. Between these two list boxes are two buttons: one with a right-pointing arrow and a list icon, and another with a left-pointing arrow and a list icon. At the bottom right of the window are two buttons labeled "OK" and "Cancel".

Bulk Mailing Address Selection Form

Street

This field displays the Street record that the Selected Addresses will be updated to. This field is display only and cannot be maintained.

Suburb

This field displays the Suburb record that the Selected Addresses will be updated to. This field is display only and cannot be maintained.

Post Code

This field displays the Post Code record that the Selected Addresses will be updated to. This field is display only and cannot be maintained.

Select Button

By pressing this button any component selected on the left side of the form is “moved” to the right hand side of the form and consequently “associated”.

The Select button may be activated using any of the following methods.

- By clicking on the button with your mouse.
- By tabbing to the button and pressing the Enter key on the keyboard.

Remove Button

By pressing this button any component selected on the right side of the form is “moved” to the left hand side of the form and consequently “associated”.

The Remove button may be activated using any of the following methods.

- By clicking on the button with your mouse.
- By tabbing to the button and pressing the Enter key on the keyboard.

Available Addresses

These are the Addresses available for selection to be updated to the merge Address record.

Selected Addresses

These are the Addresses selected to be updated to the merge Address record.

Bulk Property Names Maintenance

Bulk Property Names Maintenance Form

The Bulk Property Names Maintenance function allows for the bulk update of Property Names data for Electoral Roll purposes.

Bulk Property Names Maintenance Form

Update Function

There are three valid values available for this field :

- Reason Codes
- Expiry Date
- Property Name Roles

The Update Function field is also used in conjunction with the Action field. Following is the processes that are performed for each of the Update functions.

REASON CODES

Where Reason Codes are selected Role Types of Occupier, Occupier Nominee, Owner and Owner Nominee are available for selection. The following will occur for each of the Action selections.

Add

An entered 'Proposed Reason Code' can be assigned to all Name Role Types selected.

A Reason Code record with the Proposed Reason Code will be created for all the selected Name Role Types.

If the Property Name Roles selected have a Reason Code already applied, this action will change any existing Reason Code records to Historic, update their History Date with the Run Date and create a new Reason Code record for the Proposed Reason Code.

Change

An entered 'Current Reason Code' can be replaced by a 'Proposed Reason Code' for all the Name Role Types selected.

The Property Name Role's Current Reason Code record will be replaced by the Proposed Reason Code for all the selected Name Role Types.

This action will change the existing Current Reason Code records to Historic, update their History Date with the Run Date and create a new Reason Code record for the Proposed Reason Code.

NOTE: - If the 'Current Reason Code' field is left blank, then only those Name Roles which previously did NOT have a Current Reason Code assigned, will be updated with the Proposed Reason Code.

Delete

An entered 'Current Reason Code' can be deleted for all the Name Role Types selected.

If the 'Current Reason Code' field is left blank, then ALL Reason Code records for the Name Roles selected will be deleted (removed).

EXPIRY DATES

Where Expiry Dates are selected Role Types of Occupier, Occupier Nominee, Owner and Owner Nominee are available for selection. This will allow the user to 'Add', 'Change' or 'Delete' Expiry Dates for Reason Codes in bulk. The following will occur for each of the Action selections.

Add

A 'Proposed Expiry Date' to be assigned to all Reason Codes for the Name Role Types selected can be entered. This will override the existing Expiry Date value (including dates set to zero).

Where the 'Current Reason Code' field is blank and a date has been entered into the 'Proposed Expiry Date' field the Expiry Date on all Reason Code records for the nominated Name Roles will be set to the Proposed Expiry Date (including those expiry dates that were zero).

Where a Reason Code has been entered into the 'Current Reason Code' field and a date has been entered into the 'Proposed Expiry Date' field then only those Reason Code records where the Reason Code matched the entered Current Reason Code value will have their Expiry Date updated.

Change

An entered 'Current Expiry Date' can be replaced by a 'Proposed Expiry Date' for all Reason Codes on the nominated Name Roles.

If the 'Current Expiry Date' is left blank, then only those Reason Code records without an expiry date will be updated with the 'Proposed Expiry Date'.

If a 'Current Reason Code' is entered, then expiry date processing will only take place on selected Name Roles currently assigned with the entered Reason Code.

Delete

If the 'Current Expiry Date' is entered, then Reason Code record's Expiry Date will be set to zero for all selected Name Role Reason Code records with an expiry date equal to the entered 'Current Expiry Date'.

If the 'Current Expiry Date' field is left blank, the Reason Code record's Expiry Date field will be set to zero for all selected Name Roles with a current Reason Code record.

PROPERTY NAME ROLES

This allows the user to 'Delete' or 'Historicise' in bulk, Property Name Roles for Occupier or Occupier Nominee.

NOTE:- If an Occupier is selected and Nominees exist against that Occupier, then all attached Nominees will also be processed as per the Occupier.

Delete

The following State based Business Rules apply to this function:-

If the Electoral Roll System Parameter is set to SA:-

- Expiry Date Field will be dimmed
- Only Historic LERROLE records and their corresponding Historic CNAROLE records will be deleted

If the Electoral Roll System Parameter is set to VIC:-

- Expiry Date Field will be optional
- If left Blank = All Historic LERROLE records and their corresponding Historic CNAROLE records will be deleted
- If Entered = All LERROLE records, regardless of status and their corresponding CNAROLE records, with a corresponding LERROLE Expiry Date will be deleted

If the Electoral Roll System Parameter is set to WA:-

- Expiry Date Field is mandatory
- All LERROLE records, regardless of status and their corresponding CNAROLE records, matching the Expiry Date will be deleted.

Historic

A 'Current Expiry Date' can be entered to select those Occupier and/or Occupier Nominees with a Reason Code record with an Expiry Date equal to the entered 'Current Expiry Date'. The selected Name Roles will be updated to Historic and the Historic Date set to the date of the run.

Action

There are four valid values available for this field, depending on the setting of the Update Function, these options may or may not be available :

- Add (not available when Update Function of 'Property Name Roles' has been selected)
- Change (not available when Update Function of 'Property Name Roles' has been selected)
- Delete (available under all Update Function selections)
- Historicise (only available when Update Function of 'Property Name Roles' has been selected)

Please refer to the notes in the Update Function field for details of these Actions and their outcomes.

Role Type Details

The Role Type Details displays the Property Role Types that are available for selection and update. These are Occupier, Occupier Nominee, Owner and Owner nominee.

NOTE:- Where the Update Function has been set to Property Name Roles then only the Occupier and Occupier Nominee Name Roles are available for selection.

Current Reason

The Current Reason Code field is used to determine if a particular Reason Code is to be selected. Please refer to the detail in the Update Function field for details of the use of this field and its outcome.

Current Expiry Date

The Current Expiry Date field is used to determine if a particular Current Expiry Date is to be selected. Please refer to the detail in the Update Function field for details of the use of this field and its outcome.

Proposed Reason Code

The Proposed Reason Code field nominates the Reason Code that is to become the Current Reason Code. Please refer to the detail in the Update Function field for details of the use of this field and its outcome.

Proposed Expiry Date

The Proposed Expiry Date field nominates the Expiry Date that is to become the Current Expiry Date. Please refer to the detail in the Update Function field for details of the use of this field and its outcome.

Description

The Description field displays a message explaining what the update process will do based on the information selected in the Update Function area and the criteria entered.

Processing Options

If Report Only is selected then no update of records will be performed. A report will be generated with the results of the process.

If Report and Update is selected then all records matching the criteria will be updated and a report will be generated with the results of the process.

Bulk Parcel Land Use Update

Parcel Land Use Bulk Maintenance Control Form

This form is the common interface form with the selected function displayed on the top of the form for the processing of Bulk Maintenance. All Bulk Maintenance Menus will display this form. The differences for individual options will be: a) the information displayed when the Add Details Button is selected b) the import format and file selections which are available only for the Bulk Property Condition Update

Property Condition Role Bulk Maintenance Control

Processing Parameters

Action: **Add**

Details: ☐

Use Property Filter: ☐

Import Format:

Import File:

Description: Add Condition Role to all properties in the Query Result.

Processing Options

☒ Report Only ☐ Update and Report

Query Result

Description:

Options Process Cancel

Bulk Maintenance Control Form

Action

There are four valid values available for this field :

- Add
- Change
- Replace
- Delete

Add

The Add function will only appear for certain bulk maintenance functions.

This function will Add records to Properties/Titles/Parcels that match the Query Result.

Note: the Add action is only available for

- Property Zone Update
- Parcel Zone Update
- Property Land Use Update
- Parcel Land Use Update
- Ward Update
- Property Conditions Update
- Title Conditions Update

- Parcel Conditions Update
- Parcel Plan Update
- Property Plan Update
- References Update

And will not display for any other Bulk Maintenance Menu

The following example demonstrates how the Add Action could be used to add a New Zone record for all properties in Harvey Road

The screenshot shows a dialog box titled "Property Zone Bulk Maintenance Control". It contains three main sections: "Processing Parameters", "Processing Options", and "Query Result".

- Processing Parameters:**
 - Action:** A dropdown menu with "Add" selected.
 - Details:** A checkbox that is checked, with a help icon (three dots) to its right.
 - Description:** A text area containing the text: "Add Zone to all properties in the Query Result 'All Properties on Harvey Road'".
- Processing Options:**
 - Two radio buttons: "Report Only" (unselected) and "Update and Report" (selected).
- Query Result:**
 - Description:** A text field containing "All Properties on Harvey Road" and a right-pointing arrow button.

At the bottom of the dialog are three buttons: "Options", "Process", and "Cancel".

Change

Selecting change from the drop down will enable you to specify further selection criteria to be used in conjunction with the Query Result selected. This option is NOT available when using the import facility for Bulk Property Conditions Update.

Example

All properties on Toorak Road require the ward code changed from "Flagstaff" to "Happy Valley Ward". The query result provided all properties on Toorak Road, however we only need to change the Ward Code if it equals "Flagstaff" as some properties on Toorak have another Ward Code which must remain unchanged.

The screenshot shows a Windows-style dialog box titled "Property Ward Bulk Maintenance Control". It contains three main sections: "Processing Parameters", "Processing Options", and "Query Result".

- Processing Parameters:** Includes an "Action" dropdown menu set to "Change". Below it are two checked checkboxes: "Additional Criteria" and "Details". To the right of these are two dropdown menus; the first is set to "Flagstaff Ward" and the second to "Happy Valley Ward". A "Description" text box contains the text: "Change Wards for all properties in the Query Result 'All properties on Toorak Road' where the Ward matches the given selection criteria."
- Processing Options:** Contains two radio buttons: "Report Only" (which is selected) and "Update and Report".
- Query Result:** Includes a "Description" text box set to "All properties on Toorak Road" and a right-pointing arrow button ">>".

At the bottom of the dialog are three buttons: "Options", "Process", and "Cancel".

Replace

Selecting Replace from the drop down will change **all** properties that are contained within the Query Result. In the example above all properties on Toorak Road be changed to the new Ward no matter what their current ward allocation is. This option is NOT available when using the import facility for Bulk Property Conditions Update.

Delete

Selecting Delete from the drop down will remove values from the appropriate field (depending on the function being performed). i.e. it will not replace with any values.

Delete will also allow the specification of additional criteria to be used in conjunction with the Query Result.

Additional Criteria

This field is displayed if Change or Delete is selected from the Action drop down. If additional criteria to the Query Result is required then it is entered in this field.

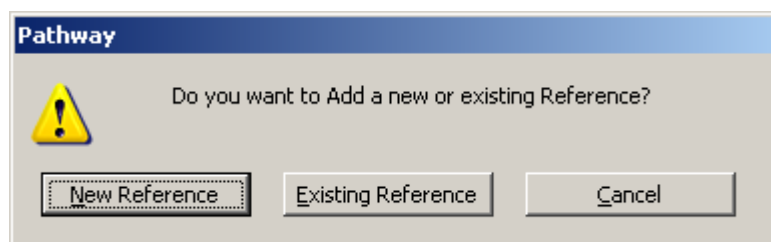
Example

All properties on Toorak Road require the ward code changed from Flagstaff to Happy Valley Ward. The query result provided all properties on Toorak Road, however we only need to change the Ward Code if it equals Flagstaff as some properties on Toorak Road have a Ward Code of Norwood which must remain unchanged. Flagstaff should be entered into the Additional Criteria field.

Add/Change/Replace Details

In some functions there will be a detail button associated with the field. Pressing the detail button will take you to an additional form where all required details are entered. eg. in Bulk Zone maintenance the detail button will present the Bulk Add Zone Maintenance form, where zone details are entered. This will specify the new code/value that you wish to be recorded on the Property or Parcel.

For Bulk References update, if you are attempting to add records and you select this detail button, you will be prompted for another selection:



Adding Bulk References

Selecting the 'New Reference' button will allow you to use an existing reference TYPE but create new reference detail for the range or properties. Selecting 'Existing Reference' will allow you to use an existing reference type *and* details that exist on other properties and apply them to a new range of properties

Use Property/Parcel Filter

If your council has the required Authority, the majority of Bulk maintenance functions have the ability to select specific Property details for update. You can nominate these Properties or Parcels by taking the detail button which will prompt you with the standard Property Search filter, from which various selections can be made. This will be in place of using results from the Query and hence the latter is greyed out, as per the example.

 A complex dialog box titled 'Property Ward Bulk Maintenance Control'. It contains several sections:

- Processing Parameters:** Includes a dropdown for 'Action' set to 'Change'. Checkboxes for 'Additional Criteria', 'Details', and 'Use Property Filter' are all checked. Next to them are dropdown menus for 'Flagstaff Ward' and 'Happy Valley Ward'. A 'Description' text area contains the text: 'Change Wards for all 9 property(s) selected with the Property Filter.'
- Processing Options:** Two radio buttons: 'Report Only' (selected) and 'Update and Report'.
- Query Result:** A section with a 'Description' label and a text field, which is currently empty.
- Buttons:** At the bottom are three buttons: 'Options', 'Process', and 'Cancel'.

Import Format

For the Bulk Property Condition Update ONLY, the ability exists to perform maintenance over only those properties imported via a file. The file layout can be found in Query Maintenance definition and will usually have the Property Key (TPKLPAPROP) and the Condition code that is to be Added or Deleted. This format will need to be a comma separated file. You can select the Pop Up button to display the available Import Formats.

Import File

This field allows you to specify the path of the file which contains the properties and conditions to be updated. Select the Pop Up to prompt you with a network path selection

Description

This field displays a message explaining what the update process will do.

Processing Options

If Report Only is selected then no update of properties will be performed. A report will be generated with the results of the process.

If Report and Update is selected then all properties matching the Query Result and optional search criteria will be updated and a report will be generated with the results of the process.

Query Result

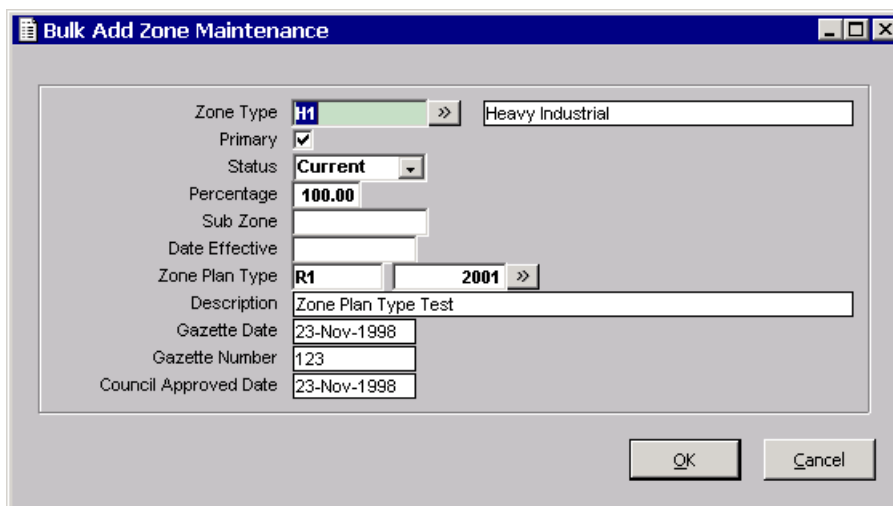
This field contains the description of the Query Result Set. To choose a Query Result you may:

- Enter the name of the Query Result (or part thereof) directly into the field and tab out. If only one result set matches the entry then the full description will be returned.
- Double click on the field and the Query Result Pop Up form will be displayed or alternatively press the pop up button associated with the field.

Bulk Add/Replace Zone Maintenance Form

This form is presented if “Bulk Property Zone” or “Bulk Parcel Zone” maintenance is chosen from the menu and the Add or Replace Details button is pressed.

The zone information entered on this form will be written to each property or parcel record specified in the query result.



Bulk Add/Replace Zone Maintenance Form

Zone Type

This field contains the zone code required for the property or parcel. Enter a valid zone code or select a zone code from the Pop Up form.

The description of the zone code will be displayed. This field is mandatory.

Primary

This field contains an indicator that marks one of the zones as being the primary zone for the property or parcel. This indicator is required to facilitate reporting.

Only one zone per property or parcel may be the primary zone.

History Status

This field contains the status of the zone code.

Select a valid option from the drop down list. The options available are:-

- Current
- Proposed
- Historic

Percentage

This field contains the percentage amount that this zone code covers over the property or parcel.

Sub Zone

This field contains the sub zone code for the nominated property or parcel zone.
This field is optional. This field is not validated.

Approval Date

Enter the date on which the zone was approved for the property or parcel.

Zone Plan Type

This field contains the zone plan type and the zone plan number. Enter a valid zone plan type/number or select a zone plan type/number from the Pop Up form.

This field is mandatory if the Property System parameter for Zone Plans has been set to "Mandatory".

Description

This field displays the description of the Zone Plan (if selected).
This field is display only and may not be maintained.

Gazette Date

This field displays the Gazette Date for the Zone Plan (if selected).
This field is display only and may not be maintained.

Gazette Number

This field displays the Gazette Number for the Zone Plan (if selected).
This field is display only and may not be maintained.

Council Approved Date

This field displays the date on which Council approved the Zone Plan.
This field is display only and may not be maintained.

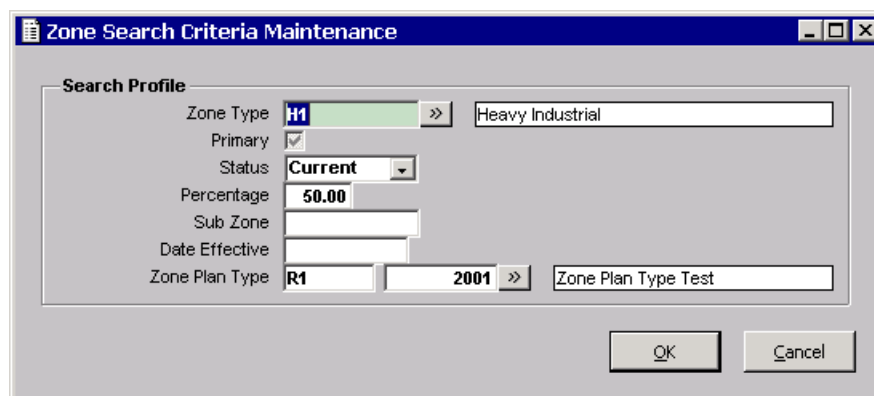
Zone Search Criteria Maintenance Form

This form is presented if the Additional Criteria button is pressed during Bulk Zone Maintenance. It allows additional criteria to be entered in addition to the Query Result.

All fields will be considered together in the search i.e. properties to be updated must satisfy all criteria entered.

Example

A query result has been generated for all properties within the suburb of Eastwood. The bulk maintenance is to be performed only over properties in Eastwood that currently have a Zone Code of R2. In this case the Zone Code R2 would be entered on this form to restrict the update.



Zone Search Criteria Maintenance Form

Zone Type

Enter a Zone Type that is to be considered during the zone update, alternatively you may select a valid zone type from the pop up associated with the field.

Primary

If the Primary flag is to be taken into consideration during the zone update check the field on.

Example

You may wish to change zones R2 to R1 but only where the zone is the Primary zone on a property.

Status

Select a valid status code to be considered in the search profile. If the status code is not to be considered then leave blank.

Percentage

Enter a percentage value to be considered in the search profile. If a percentage is not to be considered then leave blank.

Sub Zone

Enter a sub zone value to be considered in the search profile. If the sub zone is not to be considered then leave blank.

Date Effective

Enter a Date Effective to be considered in the search profile. If the Date Effective is not to be considered then leave blank.

Zone Plan Type

Enter a valid Zone Plan to be considered in the search profile. If the Zone Plan is not to be considered then leave blank.

Bulk Change Zone Maintenance Form

This form is presented if “Bulk Property Zone” or “Bulk Parcel Zone” maintenance is chosen from the menu and the Change Details button is pressed.

The zone information entered on this form will be written to each property or parcel record specified in the query result.

The screenshot shows a Windows-style dialog box titled "Bulk Change Zone Maintenance". Inside, there are several input fields and checkboxes. The "Zone Type" field is set to "CBD" and has a dropdown arrow next to it, with "Central Business District" displayed in a text box to the right. The "Primary" checkbox is checked. The "Status" field is a dropdown menu set to "(none)". The "Percentage" field contains the value "75.00". The "Sub Zone" field is empty. The "Date Effective" field is empty. The "Zone Plan Type" field is set to "R2" and has a dropdown arrow next to it, with "12345" displayed in a text box to the right. The "Description" field contains the text "Residential 2". The "Gazette Date" field contains "01-Jan-1994". The "Gazette Number" field contains "56456". The "Council Approved Date" field contains "30-Dec-1993". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Bulk Change Zone Maintenance Form

Zone Type

This field contains the zone code required for the property or parcel. Enter a valid zone code or select a zone code from the Pop Up form.

The description of the zone code will be displayed.

This field is mandatory.

Primary

This field contains an indicator that marks one of the zones as being the primary zone for the property or parcel. This indicator is required to facilitate reporting.

Only one zone per property or parcel may be the primary zone.

History Status

This field contains the status of the zone code.

Select a valid option from the drop down list. The options available are:-

- Current
- Proposed
- Historic

Percentage

This field contains the percentage amount that this zone code covers over the property or parcel.

Sub Zone

This field contains the sub zone code for the nominated property or parcel zone.

This field is optional. This field is not validated.

Approval Date

Enter the date on which the zone was approved for the property or parcel.

Zone Plan Type

This field contains the zone plan type and the zone plan number. Enter a valid zone plan type/number or select a zone plan type/number from the Pop Up form.

This field is mandatory if the Property System parameter for Zone Plans has been set to "Mandatory".

Description

This field displays the description of the Zone Plan (if selected).

This field is display only and may not be maintained.

Gazette Date

This field displays the Gazette Date for the Zone Plan (if selected).

This field is display only and may not be maintained.

Gazette Number

This field displays the Gazette Number for the Zone Plan (if selected).

This field is display only and may not be maintained.

Council Approved Date

This field displays the date on which Council approved the Zone Plan.

This field is display only and may not be maintained.

Property/Parcel Bulk Add Land Use Maintenance Form

This form is presented when the detail button is pressed on the Property/Parcel Bulk Land Use Maintenance Control Form. It allows the entry of details that will be written to the Land Use record for the Property or Parcel.

Property/Parcel Bulk Add Land Use Maintenance Form

Approved Land Use

This field contains the value to be written as the Approved Land Use.

You may enter a Land Use code directly into the field or alternatively select from the pop up associated with the field.

The full description of the Land Use selected will be displayed.

Actual Land Use

This field contains the value to be written as the Actual Land Use.

You may enter a Land Use code directly into the field or alternatively select from the pop up associated with the field.

The full description of the Land Use selected will be displayed.

Primary

This field indicates whether or not the “Primary” Land Use flag should be checked on.

Only one Land Use per property or parcel may be recorded as the “Primary” Land Use.

History Status

This field contains the Status that will be written to the Land Use. Select from the drop down list provided.

Percentage

This field indicates what percentage coverage the Land Use applies to the Property or Parcel.

Building Level

Enter a specific Building Level if appropriate. This field is not mandatory and is not validated.

Date Effective

This field contains the date on which the Approved Land Use became effective for the property or parcel.

Actual Date

This field contains the date on which the Actual Land Use became effective for the property or parcel.

Land Use Search Criteria Form

This form is presented during Bulk Land Use Maintenance if the Change or Delete Action is selected.

This form allows the entry of additional Search Criteria to be applied to those Property or Parcels recorded in the Query Result.

Land Use Search Criteria Form

Approved Land Use

Enter an Approved Land Use code that should be taken into consideration during the bulk update. The code may be entered directly into the field (if known) or alternatively the pop up associated with the field may be used.

The full description of the selected Land Use will be displayed.

Example

If Delete is being performed then specify in this field only the Approved Land Use that you wish to delete from the Property(s) or Parcel(s).

Actual Land Use

Enter an Actual Land Use code that should be taken into consideration during the bulk update. The code may be entered directly into the field (if known) or alternatively the pop up associated with the field may be used.

The full description of the selected Land Use will be displayed.

Primary

This field indicates whether or not the "Primary" status of the Land Use should be taken into consideration during the search.

If the check box is ON then Land Uses to be selected must be "Primary" Land Uses.

If the check box is OFF then Land Uses to be selected must NOT be "Primary" Land Uses.

If the check box is "greyed" then the "Primary" status of the Land Use will not be considered.

Status

If the Status is to be considered during the selection process then enter the required status from the drop down.

If the Status is not to be considered during the selection process then leave the field blank.

Percentage

If the Percentage is to be considered during the selection process then enter a value in this field.

If the Percentage is not to be considered during the selection process then leave the field blank.

Example

You may wish to delete a particular Land Use only if it forms 10% of the total Land Use.

Building Level

If the Building Level is to be considered during the selection process then enter the required value in this field.

If the Building Level is not to be considered during the selection process then leave the field blank.

Date Effective

If the Date Effective is to be considered during the selection process then enter a valid date in this field.

If the Date Effective is not to be considered during the selection process then leave the field blank.

Actual Date

If the Actual Date is to be considered during the selection process then enter a valid date in this field.

If the Actual Date is not to be considered during the selection process then leave the field blank.

Bulk Change Land Use Maintenance Form

This form is presented during Bulk Land Use Maintenance if the Change Action is selected.

This form allows the entry of the changed details to be applied to those Land Uses which resulted from the combination of the Additional Criteria and the Property or Parcels recorded in the Query Result.

The screenshot shows a Windows-style dialog box titled "Bulk Change Land Use Maintenance". Inside the dialog, there are several input fields and controls:

- Approved Land Use:** A text box containing "1000" followed by a right-pointing arrow button (>>).
- Actual Land Use:** A text box containing "1000" followed by a right-pointing arrow button (>>).
- Primary:** A checkbox that is currently checked.
- Status:** A dropdown menu with "Current" selected.
- Percentage:** A text box containing "75.00".
- Building Level:** An empty text box.
- Date Effective:** An empty text box.
- Actual Date:** An empty text box.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Bulk Change Land Use Maintenance Form

Approved Land Use

If the Approved Land Use is to be updated enter the new value in this field.

A valid Land Use must be selected. The code may be entered directly into this field or alternatively the pop up button associated with the field may be used.

The full description of the Land Use will be displayed.

Actual Land Use

If the Actual Land Use is to be updated enter the new value in this field.

A valid Land Use must be selected. The code may be entered directly into this field or alternatively the pop up button associated with the field may be used.

The full description of the Land Use will be displayed.

Primary

If the Primary status of the Land Use is to be set then turn the check box ON.

If the Primary status of the Land Use is to be turned off then leave the check box Blank.

If the Primary status of the Land Use is not to be affected then the check box should be "greyed".

Status

If the Status of the Land Use is to be updated then select the appropriate status from the drop down list.

If the Status should remain unchanged then select the (none) option from the list (this is the default).

Percentage

If the Percentage value of the Land Use is to be updated then enter the appropriate value.

If no change is required to the Percentage field then leave this field blank.

Building Level

If the Building Level value of the Land Use is to be updated then enter the appropriate value.

If no change is required to the Building Level then leave this field blank.

Date Effective

If the Date Effective is to be updated then enter the appropriate date in this field.

If no change is required to the Date Effective field then leave this field blank.

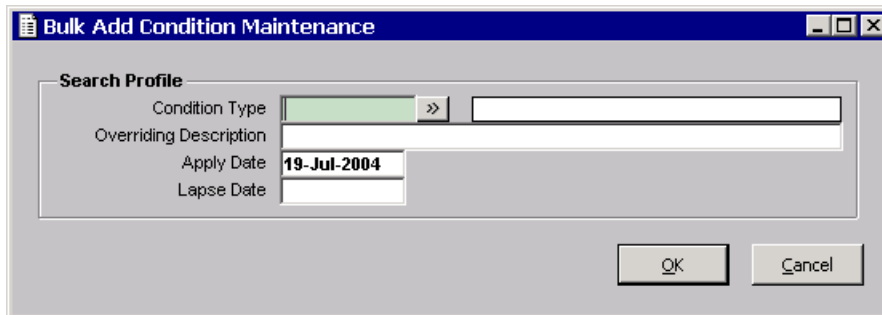
Actual Date

If the Actual Date is to be updated then enter the appropriate date in this field.

If no change is required to the Actual Date field then leave this field blank.

Bulk Add Conditions Maintenance Form

This form is presented during Bulk Condition Maintenance if the Add or Replace Action is selected. This form allows the entry of the Condition details to be applied to those Properties, Titles or Parcels which resulted from the Query Result.



Bulk Add Conditions Maintenance Form

Condition Type

Select the appropriate Condition type to be written to the Property, Title or parcel record. A valid code may be entered directly into the field or alternatively use the pop up button associated with the field.

The full description of the condition will be displayed.

Description

This field will automatically default to the Condition Description.

If you wish to override the standard description for the Property, Title or Parcel then enter the condition description override in this field.

Apply Date

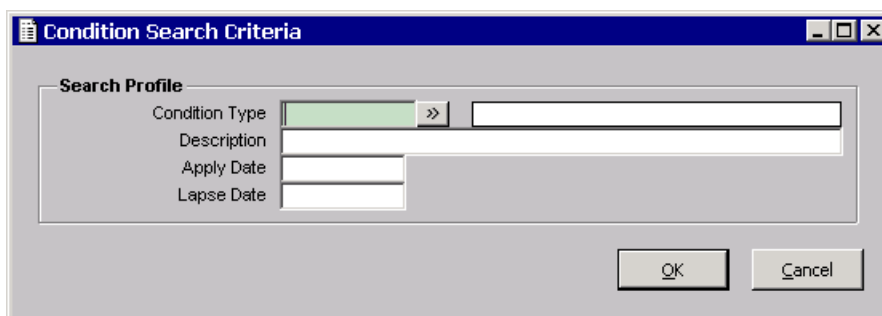
Enter a date from which the Condition becomes applicable on the Property, Title or Parcel.

Lapse Date

Enter a date on which the Condition will lapse on the Property, Title or Parcel.

Condition Search Criteria Form

This form is presented during Bulk Condition Maintenance if the Change or Delete Action is selected. This form allows the entry of additional Search Criteria to be applied to those Property, Titles or Parcels recorded in the Query Result.



Condition Search Criteria Form

Condition Type

Enter a Condition Type that should be taken into consideration during the bulk update. The code may be entered directly into the field (if known) or alternatively the pop up associated with the field may be used.

The full description of the selected Condition Type will be displayed.

Example

If Delete is being performed then specify in this field the Condition that you wish to delete from the Property(s), Title(s) or Parcel(s).

Description

If the Overriding Condition Description is to be considered during the selection process then enter the required value.

If the Overriding Condition Description is not to be considered during the selection process then leave the field blank.

Apply Date

If the Apply Date is to be considered during the selection process then enter the required value.

If the Apply Date is not to be considered during the selection process then leave the field blank.

Lapse Date

If the Lapse Date is to be considered during the selection process then enter the required value.

If the Lapse Date is not to be considered during the selection process then leave the field blank.

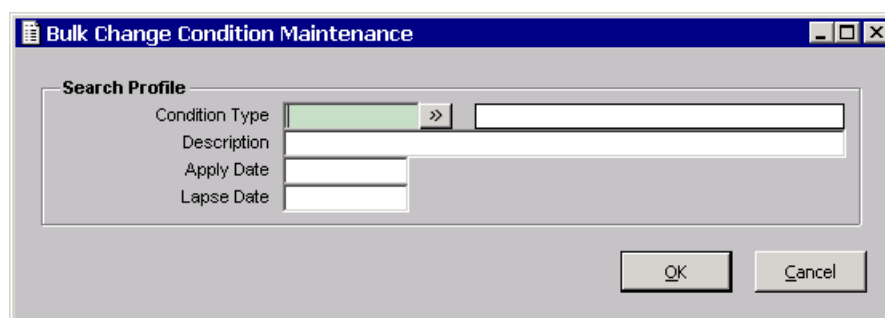
Example

You may wish to delete all Conditions which have lapsed on a certain date. eg. 31/12/1997

Bulk Change Conditions Form

This form is presented during Bulk Condition Maintenance if the Change Action is selected.

This form allows the entry of the changed details to be applied to those Conditions which resulted from the combination of the Additional Criteria and the Property, Titles or Parcels recorded in the Query Result.



Bulk Change Conditions Form

Condition Type

If the Condition Type is to be updated enter the new value in this field.

A valid Condition Type must be selected. The code may be entered directly into this field or alternatively the pop up button associated with the field may be used.

The full description of the Condition will be displayed.

Description

If the overriding Condition Description is to be updated then enter the appropriate value in this field.

If no change is required then leave this field blank.

Apply Date

If the Apply Date is to be updated then enter the new value in this field (must be a valid date).

If no change is required then leave this field blank.

Lapse Date

If the Lapse Date is to be updated then enter the new value in this field (must be a valid date).

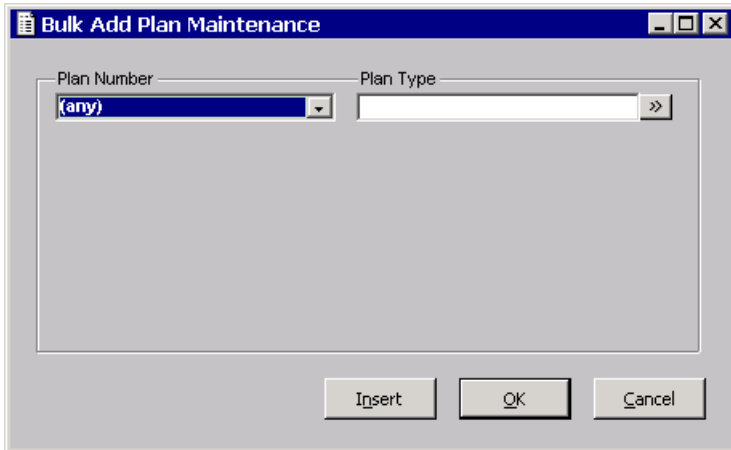
If no change is required then leave this field blank.

Bulk Add Plan Maintenance Form

This form is presented during Bulk Parcel Plan Record on a Parcel Bulk Maintenance Control Form if the Add Detail Button is selected.

This form allows the entry of the changed details to be applied to those Parcels which resulted from the combination of the Additional Criteria and the Property, Titles or Parcels recorded in the Query Result

The Plans that are linked will be secondary Plans to Parcels and Property linked Plans.



Bulk Add Plan Maintenance Form

Plan Type

Select a Plan Type from the predefined drop down list.

Plan Number

Select a Plan Number from the predefined drop down list. No New Plan Number can be created at this point.

Bulk Multiple Land Use Update

Bulk Multiple Land Use Update Control Form

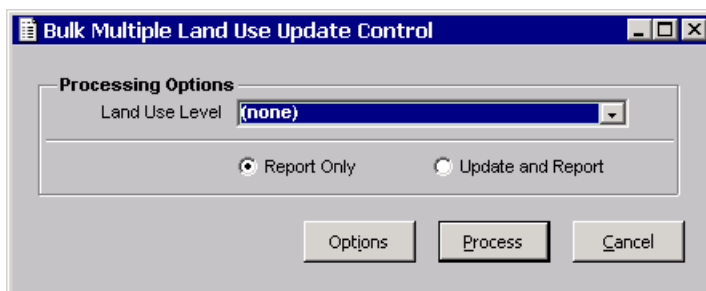
This form functions as follows:

When the Property Level update is performed, the Primary Land Use on the property will be updated if a different Property Land Use Code has been imported. If the Property Land Use Code is the same as the existing Primary Land Use on the property or no Property Land Use Code is imported, the Primary Land Use on the property will not change.

When the Parcel Level update is performed, the Primary Land Use on ALL the current Parcels on the property will be updated if a different Parcel Land Use Code has been imported. If the Parcel Land Use Code is the same as the existing Primary Land Use on each Parcel or no Parcel Land Use Code is imported, the Primary Land Use on the current parcels on the property will not change.

The process will produce a report containing the Primary Land Use before it was updated and the Primary Land Use it was updated to. The report will only show the records for individual properties and parcels that have changed, if the Land Use does not change it will not be reported.

If Victorian Valuations is in External mode, the Land Use will not be updated on import or via this update process.



Bulk Multi Land Use Update Control Form

Processing Options – Land Use Level

There are four valid values available for this field:

- (none)
- Property & Parcel
- Property
- Parcel

(none) is set as the default.

Select the required Land Use Level from the predefined dropdown list.

Report Only/Report and Update

If Report Only is selected then no update of properties will be performed. A report will be generated with the results of the process.

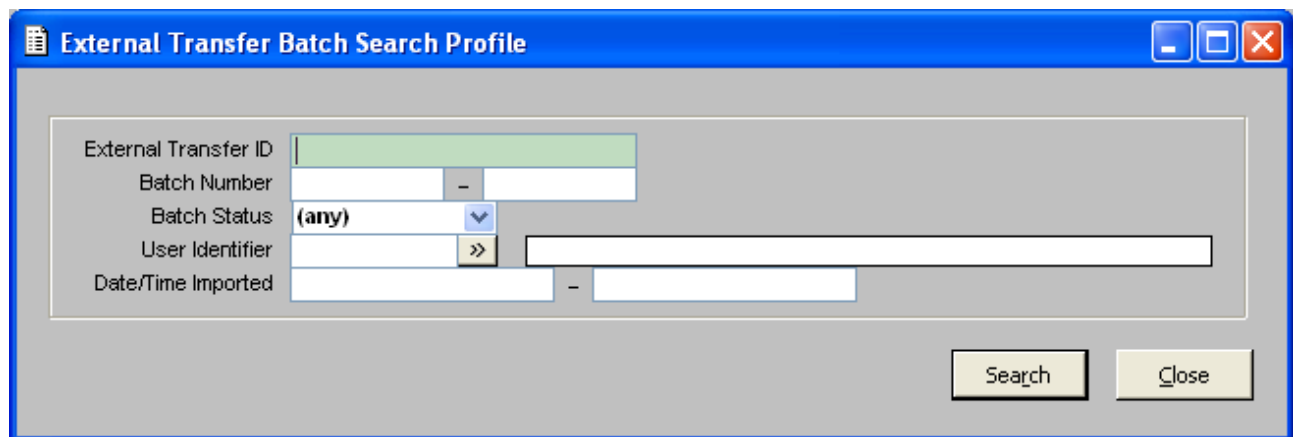
If Report and Update is selected then all property/parcels that have changed will be reported. If the Land Use does not change it will not be reported.

Transfer of Ownership Import

This function allows Transfers to be recorded easily in Pathway through the importing of data files supplied by the various State land authorities. This is an Authorised Function.

Please note that at Release 3.00, only the data file from the NSW Department of Lands and SA Lands Titles office are recognised.

External Transfer Batch Search Profile Form



External Transfer Batch Search Profile Form

External Transfer ID

Enter the Notice of Sale ID Number that was generated by ePathway.

Batch Number

Enter a range of Batch Numbers on which to base your search.

Batch Status

Select a status from the dropdown on which to base your search. Available choices are:

- (any)
- Importing
- Imported
- Validated
- Processing
- Completed

User Identifier

Select a User Identity from the pop up on which to base your search.

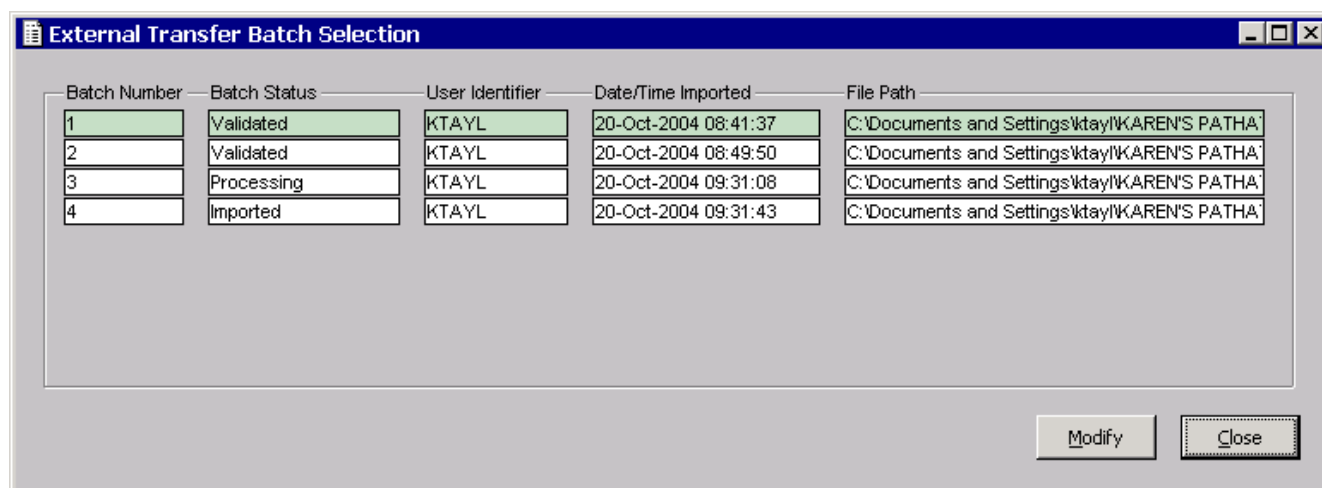
Date/Time Imported

Enter a date and time range on which to base your search.

Please Note:

If you are searching over 1 day only and you don't enter times, you need to enter the dates slightly differently. You would need to enter (for example) 12-10-2004 to 13-10-2004 to cover the whole day of the 12th October.

External Transfer Batch Selection Form



External Transfer Batch Selection

Batch Number	Batch Status	User Identifier	Date/Time Imported	File Path
1	Validated	KTAYL	20-Oct-2004 08:41:37	C:\Documents and Settings\ktay\KAREN'S PATHA
2	Validated	KTAYL	20-Oct-2004 08:49:50	C:\Documents and Settings\ktay\KAREN'S PATHA
3	Processing	KTAYL	20-Oct-2004 09:31:08	C:\Documents and Settings\ktay\KAREN'S PATHA
4	Imported	KTAYL	20-Oct-2004 09:31:43	C:\Documents and Settings\ktay\KAREN'S PATHA

Modify Close

External Transfer Batch Selection Form

Batch Number

This field displays the batch number, which is created by Pathway when the Transfers data file is imported. This field is non-maintainable.

Batch Status

This field displays the current status of the batch. This field is non-maintainable.

User Identifier

This field displays the User Identifier of the Council Officer who imported the Transfers date file. This field is non-maintainable.

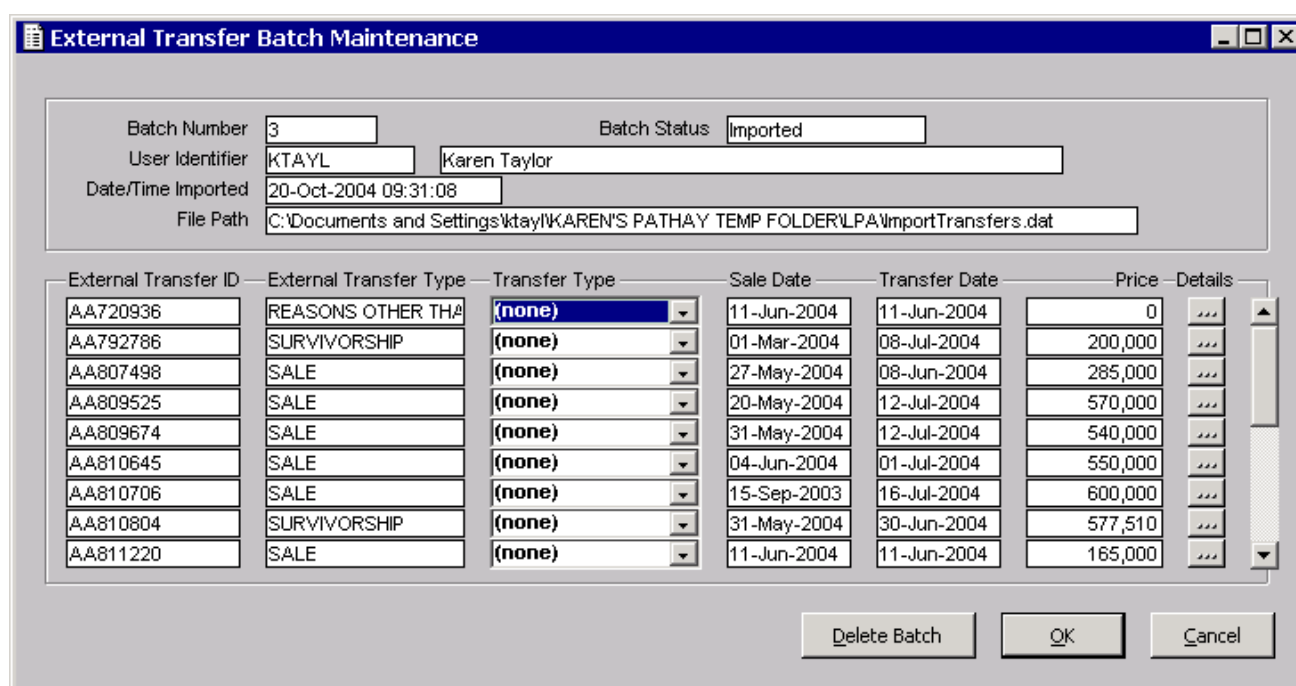
Date/Time Imported

This field displays the Date and Time that the Transfers data file was imported into Pathway. This field is non-maintainable.

File Path

This field displays the path of where the Transfers data file was located on the network, and then imported into Pathway. This field is non-maintainable.

External Transfer Batch Maintenance Form



External Transfer Batch Maintenance

Batch Number: 3 Batch Status: Imported

User Identifier: KTAYL Karen Taylor

Date/Time Imported: 20-Oct-2004 09:31:08

File Path: C:\Documents and Settings\ktay\KAREN'S PATHAY TEMP FOLDER\LPA\ImportTransfers.dat

External Transfer ID	External Transfer Type	Transfer Type	Sale Date	Transfer Date	Price	Details
AA720936	REASONS OTHER THA	(none)	11-Jun-2004	11-Jun-2004	0	...
AA792786	SURVIVORSHIP	(none)	01-Mar-2004	08-Jul-2004	200,000	...
AA807498	SALE	(none)	27-May-2004	08-Jun-2004	285,000	...
AA809525	SALE	(none)	20-May-2004	12-Jul-2004	570,000	...
AA809674	SALE	(none)	31-May-2004	12-Jul-2004	540,000	...
AA810645	SALE	(none)	04-Jun-2004	01-Jul-2004	550,000	...
AA810706	SALE	(none)	15-Sep-2003	16-Jul-2004	600,000	...
AA810804	SURVIVORSHIP	(none)	31-May-2004	30-Jun-2004	577,510	...
AA811220	SALE	(none)	11-Jun-2004	11-Jun-2004	165,000	...

Delete Batch OK Cancel

*External Transfer Batch Maintenance Form***Batch Number**

This field displays the batch number, which is created by Pathway when the Transfers data file is imported. This field is non-maintainable.

Batch Status

This field displays the current status of the batch. This field is non-maintainable.

User Identifier

This field displays the User Identifier of the Council Officer who imported the Transfers data file. This field is non-maintainable.

Date/Time Imported

This field displays the Date and Time that the Transfers data file was imported into Pathway. This field is non-maintainable.

File Path

This field displays the path of where the Transfers data file was located on the network, and then imported into Pathway. This field is non-maintainable.

External Transfer ID

This field displays the External Transfer ID. The External Transfer ID is the identifier supplied by your Land Authority for each transfer.

External Transfer Type

This field displays the External Transfer Type. The External Transfer Type is supplied by your Land Authority for each transfer.

Transfer Type

Select a Transfer Type from the dropdown menu for each transfer. The Transfer Types contained here are the transfer types established by your Council.

A transfer type is mandatory but it does not have to be nominated on this form. Alternatively the Transfer Type can be nominated on the External Transfer Maintenance Form. This form is accessed by clicking the Detail button, which is next to each transfer record.

Sale Date

This field displays the Sale Date. This Sale Date was supplied to your Land Authority at the time of sale.

Transfer Date

This field displays the Transfer Date. This Transfer Date was supplied to your Land Authority at the time of sale.

Price

This field displays the Sale Price. This Sale Price was supplied to your Land Authority at the time of sale.

Detail Button

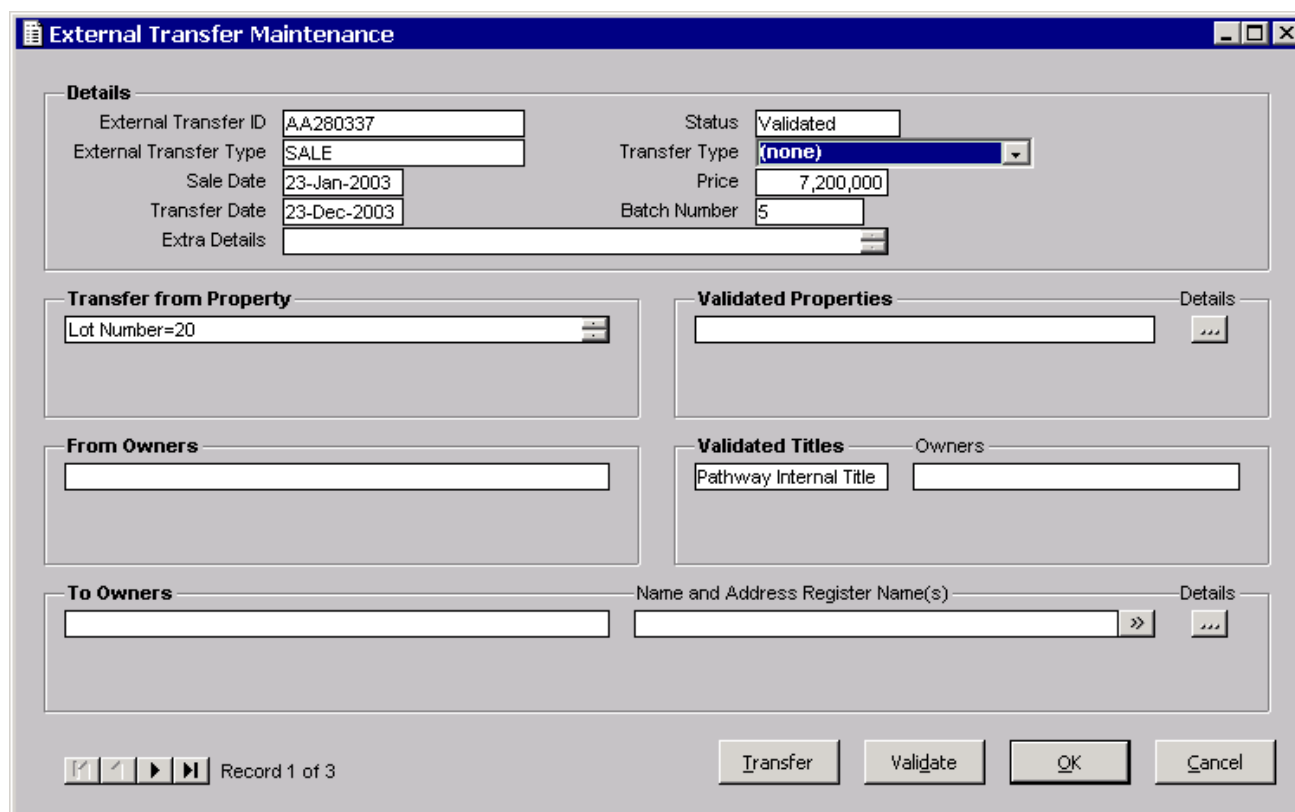
Clicking on this button will display the External Transfer Maintenance Form for each transfer.

Delete Batch

Clicking on this button will delete the entire batch, including all lines. Use this function with caution as no Warning Message will be shown. If a batch is deleted in error, the Transfers data file must be imported again.

If only one record is required to be deleted, simply click on that record somewhere (the field will turn green) and press F11. Users will be presented with a 'Are you Sure' message, from which Yes, No or Cancel can be selected.

External Transfer Maintenance Form



External Transfer Maintenance

Details

External Transfer ID: AA280337 Status: Validated

External Transfer Type: SALE Transfer Type: (none)

Sale Date: 23-Jan-2003 Price: 7,200,000

Transfer Date: 23-Dec-2003 Batch Number: 5

Extra Details:

Transfer from Property **Validated Properties** Details

Lot Number=20

From Owners **Validated Titles** Owners

 Pathway Internal Title

To Owners Name and Address Register Name(s) Details

 >> ...

Record 1 of 3 Transfer Validate OK Cancel

External Transfer Maintenance Form

External Transfer ID

This field displays the External Transfer ID. The External Transfer ID is the identifier supplied by your Land Authority for each transfer.

External Transfer Type

This field displays the External Transfer Type. The External Transfer Type is supplied by your Land Authority for each transfer.

Sale Date

This field displays the Sale Date. This Sale Date was supplied to your Land Authority at the time of sale.

Transfer Date

This field displays the Transfer Date. This Transfer Date was supplied to your Land Authority at the time of sale.

Status

This field displays the current status of the Transfer record. This field is non-maintainable.

Transfer Type

Select a Transfer Type from the dropdown menu for each transfer. The Transfer Types contained here are the transfer types established by your Council.

A transfer type is mandatory but it does not have to be nominated on this form. Alternatively the Transfer Type can be nominated on the External Transfer Batch Maintenance Form.

Price

This field displays the Sale Price. This Sale Price was supplied to your Land Authority at the time of sale.

Batch Number

This field displays the batch number, which is created by Pathway when the Transfers data file is imported. This field is non-maintainable.

Extra Details

This field displays the address of the property involved in the Transfer. This field is non-maintainable.

Transfer from Property

This field displays Lot Numbers, Plan Numbers, Section Numbers etc. Use the scroll buttons to view all the details. This information was supplied by your Land Authority.

Validated Properties

This field will appear when the Transfer record has been validated and an appropriate match has been identified from Pathway.

Detail Button

Click on the detail button to go to the Property Summary Form for the matched (validated) property.

From Owners

This field displays the previous owner(s) of the property. This information was supplied by your Land Authority.

Validated Titles

This field will appear when the Transfer record has been validated and an appropriate match has been identified from Pathway.

Owners

This field will appear when the Transfer record has been validated and an appropriate match has been identified from Pathway.

To Owners

This field displays the new owner(s) of the property. This information was supplied by your Land Authority.

Name and Address Register Names

This field displays associated Name Records with the new Owner(s) if a possible match is identified in Pathway. If there is more than one new owner, multiple names can be displayed in the one line.

Alternatively new names may also be added if a match is not found. Simply click on the pop up button to display the External Transfer New Owner – Name Selection Form, where new owners may be created.

Detail Button (NAR)

Click on this button to go to the External Transfer New Owner Maintenance Form

First Button

Click on this button to go to the first record.

Previous Button

Click on this button to go back one record.

Next Button

Click on this button to go forward one record.

Last Button

Click on this button to go to the last record.

Transfer Button

Click on this button to go to the Transfer of Ownership Maintenance Form.

Validate Button

Click on this button to validate the external transfer information with the information currently in Pathway.

External Transfer New Owner Maintenance Form

External Transfer New Owner Maintenance Form

External Transfer Name

This field displays the new owner(s) names. This information was supplied by your Land Authority.

Name and Address Register Name

This field displays the newly created owner's name. If more than one name has been created, these will appear on separate lines.

Detail Button

Click on this button to go to the External Transfer New Owner – Name Selection Form. New owners may be created from here if required.

Transfer of Ownership Import Control Form

Transfer of Ownership Import Control Form

Import File

Double Click on this field (or click the Pop Up button) to open a Windows Explorer form. From here you are able to navigate to the Transfers data file.

Once you have located the file, double click the file or single click on the file and then click Open. You will then be returned to the Transfer of Ownership Import Control Form.

File Format Code

Select a File Format from the Pop Up Form.

Processing Options

Choose the preferred processing option. There are 2 choices:-

- Import – this option will only import the file. No matching will occur
- Import and Validate – this option will import the file and then attempt to match the records contained in the file to properties in Pathway

External Transfer File Format Pop Up Form

File Format	Description
LPINSW	Land and Property Information - New South Wales
LTOSA	Lands Titles Office XML File - South Australia

Search Profile

File Format Code

Description

External Transfer File Format Pop Up Form

File Format

This field shows the code (brief description) of the file format. This field is non-maintainable.

Description

This field displays a full description of the file format. This field is non-maintainable.

Search Profile – File Format Code

Enter a code (or part thereof) on which to base your search.

Search Profile – Description

Enter a description (or part thereof) on which to base your search

Bulk Inspection Creation

The following topics are covered in this section:

[Bulk Inspection Creation](#)

Bulk Inspection Creation

As Property Inspections may cover a large area of the council for such things as Weed Control Inspections, a bulk inspection creation enables Properties to be selected via the Bulk Inspection Creation menu.

This section describes the process involved in creating Bulk Inspections.

Bulk Inspection Creation Form

This form functions as follows:

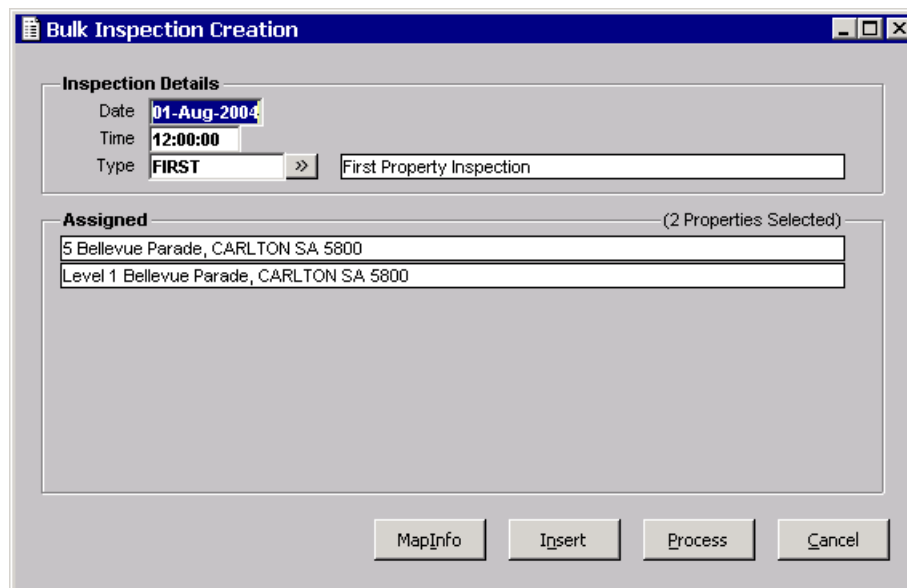
A date and type of Inspection required for bulk loading must be selected before the Insert button is selected. Where a time is not added the Inspection will be created without a time. This can be added if required prior to the Inspection being completed. No double booking checks will be carried out when this process is run.

When the Insert button is selected the standard Property Search Profile form is presented. Users can then either search for the required property via the relevant street/parcel search or trigger the GIS product and select the required properties.

Once selected, the properties will be displayed in the Assigned section of the form.

Click on the Process button and the Inspections records will be added to the properties. A message will display showing the number of Inspections that have been created.

The Inspection records can be viewed via Property Maintenance/Property Summary and selecting the Inspection Options



Bulk Inspection Creation Form

Inspection Details – Date

Enter a date that the inspection was applied. Using double click or F2 on this field will initiate the Date Pop Up form which enables a date to be selected.

Inspection Details – Time

Enter a time that the inspection is to be carried out.

Inspection Details – Type

Enter an Inspection Type if known or use the Pop Up Button to select the required Inspection Type

Assigned

This field displays the Properties selected to which the Inspection records will be added.

GIS Button

Click on this button to start Council's GIS program (if active and licensed).

Document Processing

The following topics are covered in this section:

[Letter Generation](#)

Letter Generation

This section describes the process involved in requesting Property Letters. Letters may be generated and printing via the Letter Generation Control Form, or they may be printed in Batch.

Letter Generation Control Form

This function allows letters to be generated against Property Names. It incorporates a batch function that provides selection using either Query, Electoral Reason Codes or Electoral Reason Code Expiry Dates.

It mainly caters for the Western Australian requirement to issue letters to eligible voters who are about to expire, however it does provide the ability for all sites to issue property letters.

The following is a summary of the functions provided:

- The documents generated utilise the Notices Merge Class.
- Selected Name Type controls which names are considered for the Reason Code or Expiry Date validation (where used)
- Selected Name Type controls the document addressee.
- Generated letters are recorded against the Name based on the selected Name Type.
- The use of Query controls which properties are considered and the selected Name Type controls which name.
- Any documents generated via the Letter Generation option can be viewed within Names Maintenance.
- Any Name can be highlighted and using SEND function a new letter generated. This uses the standard Word Processing functions.
- Document Addressee merge fields will relate to the name selected, however sites can use the merge field of Property Owners to address the one letter to all owners and highlight only one name to generate the letter.

Note: It is recommended that the Query process be used when using the Letter Generation function. This will enable the process to run more efficiently as it avoids the need for the function to read the entire property data base.

If an overriding mailing address exists for the name(s) selected, then this address will be used as the person's address. If a mailing address does not exist, then the Default Address will be used.

Letter Generation Control

Details

Name Type: [Dropdown]
Merge Type: [Text] >> [Text]

Request Date: 19-Jul-2004 16:31:27
Issue Date: [Text]
Reference Number: [Text]
Reference Date: 19-Jul-2004
Generation Options: ☐ No Generation ☒ Generate Only ☐ Draft Print ☐ Final Print
Allow Regeneration: ☒ ☐ Recurring
Retain After Final Print: ☐
Reason Expiry Date: [Text] - [Text]

Request Status: New
Expiry Date: [Text]
Completion Date: [Text]
Fee: [Text]
Receipt Number: [Text]
Receipt Date: [Text]

Query Result

Description: [Text] >>

Reasons Options Process Cancel

*Letter Generation Control Form***Name Type**

This field is mandatory. A Name Role Type can be selected from the predefined dropdown list. The Name Role Types available for selection are;

- Owner
- Occupier
- Owner Nominee
- Occupier Nominee
- Trading Name

Merge Type

Enter a Merge Type if known or use the Pop Up Button to select the required Merge Type

Lodgement Date

This field displays the Date and Time of Lodgement of letters. The Date and Time are system generated and cannot be maintained.

Request Status

This field displays the Request Status of the documents and the New Status is defaulted into the field.

Issued Date

This field contains the date that a letter was issued. If left blank the issued date will default to the current date during the document generation process.

Expiry Date

This field contains the date that a letter request expires. Once this date has passed the status of a document request will be adjusted. This is an optional field which may not be displayed for certain Merge Types.

Reference Number

This field contains an optional reference number to identify the document being generated. For example, a records file number.

Completion Date

This field contains the date that a document request is completed. Once this date has passed, the status of a letter request will be adjusted. This is an optional field which may not be displayed for certain Merge Types.

Reference Date

This field contains an optional reference date to identify the document being generated.

Fee

This field contains the fee associated with the document request. This is an optional field which may not be displayed for certain Merge Types.

Generation Options

The options available in the radio group are:

No Generation
Generate Only
Draft Print
Final Print

Selecting the Draft Print or Final Print options will entail generating documents prior to printing.

Allow Regeneration

If this checkbox is checked on, a letter which has been generated may be regenerated as required (eg. after changes to a Property). The 'Allow Regeneration' option will default as checked on when creating a new document request and may be checked off during the request entry process if required.

Receipt

This field contains the receipt number associated with the letter requests which require a payment.

Recurring

If this check box is checked on, word documents will be retained after they have been printed, to enable editing and further reprints via the Names Maintenance form if required. If the check box is checked off, printing a letter will remove the document from the system. The document request will remain and the

document will need to be regenerated if a reprint is required. The default on this parameter will depend on the 'Retain After Printing' option which is specified on the Merge Type. Refer to Chapter 4 of the Word Processing User Guide for further details regarding defining Merge Types.

Print

If this check box is checked on, the nominated document will be generated and printed for all requested properties.

Receipt Date

This field contains the receipt date associated with the letter requests which require a payment. The receipt date could be used in conjunction with the Receipt Number field.

Retain After Printing

If this checkbox is checked on, Word documents will be retained after they have been printed, to enable editing and further reprints via the Names Maintenance form if required. If the checkbox is checked off, printing a letter will remove the document from the system. The document request will remain and the document will need to be regenerated if a reprint is required. The default on this parameter will depend on the 'Retain After Printing' option which is specified on the Merge Type. Refer to Chapter 4 of the Word Processing User Guide for further details regarding defining Merge Types.

Expiry Date Range

Enter the required date range for the letters. The following rules apply;

- Where an Expiry Date range is entered, it will select only those Names for the specified Role Type that have an Expiry Date meeting the entered range,
- Where the Expiry Date is left blank, all names with a Reason Code that has been nominated will be selected.

Reason

This field is multi select, one, many or none can be selected.

Where a Reason Code is nominated, only those names with the matching Reason Code will be selected. If Reason Code = NONE and Expiry Date Range is blank, it will generate a letter for each name matching the Name Role Type nominated.

Query Result

Where a Query is selected, it will determine the properties, to which the further selections should be matched on.

Note: It is recommended that the Query process be used when using the Letter Generation function. This will enable the process to run more efficiently as it avoids the need for the function to read the entire property database.

Certificates

The following topics are covered in this section:

[Certificate Entry](#)

Certificate Entry

This section describes the initial processes involved in Certificate Generation via Property. Certificates may be generated and printed for individual properties.

Property/Parcel Certificate Selection Form

This form is displayed when the Property System Parameter “Allow Certificates at Parcel Level” is set ON.

This form displays all Certificates linked to a Property or Parcel. A Certificate record can be modified by highlighting the Certificate record and selecting the Modify Button. This will then display the Document Request Maintenance Form.

A new Certificate can also be entered via this form by selecting the New Button. The user is required to place their cursor in either the Property or Parcel section of this form. The Certificate Entry form will then be displayed.

Property / Parcel Details

10 Bellevue Parade, CARLTON SA 5800 Property Key 166241

Merge Type	Reference Number	Reference Date	Request Status	Issued Date	Document	Responses
14294	100	23-Jun-2004	Issued	23-Jun-2004	184	☐
KT ALL	100	23-Jun-2004	Expired	23-Jun-2004	185	☐
14294	200	23-Jun-2004	Issued	23-Jun-2004	186	☐

Summary of Request

Certificate for Property: 10 Bellevue Parade, CARLTON SA 5800 (Property Key 166241) :-
14294
This Certificate-Property only was issued on 23-Jun-2004 and expires on 12-Aug-2004.

Options

Primary order by **Issue Date**
Secondary order by **Reference Number**

Property/Parcel Certificate Selection Form

Property/Parcel Details

This field displays the Formatted Address of the Property to which the Certificates are linked.

This field is display only and may not be maintained.

Property Key

This field displays the Property Key of the Property to which the Certificates are linked.

This field is display only and may not be maintained.

Parcel Description

This field displays the Formatted Parcel Description to which the Certificates below it are linked.

This field is display only and may not be maintained.

Merge Class Code Glyph

This glyph represents the Merge Class Code.

Merge Type

This field displays the Merge Type Code linked to the document.

This field is display only and may not be maintained.

Recurrence Notice Glyph

The Recurrence Notice Glyph is displayed where the Certificate has been checked on as recurring on the Document Request Maintenance Form

Reference Number

This field displays the Reference number for the Certificate.

This field is display only and may not be maintained.

Reference Date

This field displays the Reference Date for the Certificate.

This field is display only and may not be maintained.

Request Status

This field displays the Request Status of the Certificate.

This field is display only and may not be maintained.

Issued Date

This field displays the Issued Date of the Certificate.

This field is display only and may not be maintained.

Document Number

This field displays the Document Number of the Certificate. This number is system generated.

This field is display only and may not be maintained.

Responses

If the Responses check box is ticked then a Response record is linked to the Certificate.

This check box is display only and may not be maintained.

Summary of Request

This field displays details of the Certificate that currently has focus.

This field is display only and may not be maintained.

Options – Primary order by

The Certificates at Property or Parcel level can be sorted primarily by any of the following options.

- Issue Date
- Merge Type
- Reference Date
- Reference Number
- Request Status

Options – Secondary order by

The Certificates at Property or Parcel level can be sorted secondarily by any of the following options.

- Issue Date

- Merge Type
- Reference Date
- Reference Number
- Request Status

Certificate Entry Maintenance Form

This form enables the required property/parcel and formatted name to be selected for the certificate generation process. There are four options available for the formatted name on a certificate.

- Property Owner
- Occupier
- Standard Applicant
- Other (from Name and Address Register).

If an overriding mailing address exists for the name(s) selected, then this address will be used as the person's address. If a mailing address does not exist, then the Default Address will be used.

Certificate Entry Form

Name Selection

There are four options available for the Name Selection on a certificate.

- Owner
- Occupier
- Standard Applicant
- Other Names (Name and Address Register). This option will allow selection from a Pop Up.

If 'Other' is selected and subsequently a Name is selected from the Pop Up, this field will contain the Formatted Name (Document Addressee) which has been selected for Certificate processing. The pop-up button enables a name to be selected from the standard name and address register, using the Name Search Profile to identify the name. Multiple Names can also be selected for the certificate.

Certificate

Pressing the Insert button will allow the user to choose between inserting a Merge Type or a Property. When Merge Type is selected, the Merge Type Pop Up will display to allow selection of a suitable Merge Type on which to base the Certificate.

Fee

A Fee which applies to the Certificate may be entered into this field if applicable.

Receipt Date

If the Fee has already been paid, then the Receipt Date may be entered into this field.

Receipt

If the Fee has already been paid, then the Receipt Number may be entered into this field.

Expiry Date

An Expiry Date field can be added for each Certificate selected.

Recurring

If this checkbox is checked on, the document is flagged as recurring. Recurring documents may be identified to enable bulk selection and printing via the Document Batch Processing option. The Recurring default is set as a Merge Type Default.

Retain

If this flag is checked on then the document will be deleted from the network after being sent to the printer. If this flag is not checked on then the document will be saved on the network.

Allow Editing

If this flag is checked on then the document will be available for editing.

If this flag is not checked on then the document will be displayed as a 'read only' document and will not be able to be edited.

Employee

The employee field will only display if the user has the required authority (Employee Contact Details). If default Employee details have been set up for the Merge Type, then these details will display here. These details may be overridden by the user on this form.

Property/Parcel Details

Pressing the Insert button will allow the user to choose between inserting a Merge Type or a Property. When Property is selected, the Property Search Profile will display to allow selection of a Property on which to base the Certificate.

This field contains the Property Address which has been selected for Certificate processing. The pop-up button can be used to initiate the Property Search Profile form which allows various access paths to identify the required property address.

No modification or deletion of this field is allowed. The pop-up button may be used to change the property selected if required.

Reference Number

This field enables the entry of a Reference Number that can be linked to the Certificate. This field is 28 characters long and alpha/numeric characters can be used.

Reference

If required a Reference Date may be entered in this field.

Receipt Date

If the Fee has already been paid, then the Receipt Date may be entered into this field.

Receipt

If the Fee has already been paid, then the Receipt Number may be entered into this field.

Details - Request Date

This field will default to the current date (and time if relevant.) The format of this field will depend on the system level date and time format.

Details - Issued Date

This field contains the date that a document was issued. If left blank, the issued date will default to the current date during the document generation process. This field is available for printing on documents.

Details - Reference Number

This field contains an optional Reference Number to identify the document being generated. This field is available for printing on documents.

Details - Reference Date

This field contains an optional reference date to identify the document being generated. This field is available for printing on documents.

Details - Expiry Date

This field contains the date that a document request expires. Once this date has passed, the status of a document request will be adjusted. This is an optional field that may not be displayed for certain Merge Types. This field is available for printing on documents.

Details - Completion Date

This field contains the date that a document request is completed. Once this date has passed, the status of a document request will be adjusted. This is an optional field which may not be displayed for certain Merge Types. This field is available for printing on documents.

Details - Allow Regeneration Flag

If this checkbox is checked on, a document which has been generated may be regenerated as required (e.g. after changes to a Property). The Allow Regeneration option will default as checked on when creating a new document request and may be checked off during the request entry process if required.

Generation Options

The options available in the radio group are:

No Generation

Generate Only

Draft Print

Final Print

Selecting the Draft Print or Final Print options will entail generating documents prior to printing.

Details - Print Flag

By checking on the Print Flag the selected documents will be printed interactively. Checking this Flag on will also check on the Generate Flag.

Notices

The following topics are covered in this section:

[Miscellaneous Notices](#)

Miscellaneous Notices

This section describes the process involved in requesting Miscellaneous notices. Notices may be generated and printing via the Notice Entry Maintenance form, or they may be printing in Batch.

Notice Entry Maintenance Form

This form is used to define notice requests. This form will be used primarily where notices are to be produced for multiple properties and the requests are then to be printed in batch. However, generation and printing facilities are available interactively from this form.

The Document Request Maintenance form, which is accessed via the Notices option within Property Maintenance is also available to process individual Notice requests.

If an overriding mailing address exists for the name(s) selected, then this address will be used as the person's address. If a mailing address does not exist, then the Default Address will be used.

Notice Entry Maintenance

Details

Miscellaneous: **FIRE** >> Fire Notice

Lodgement Date: 19-Jul-2004 16:40:45 Request Status: Issued

Issued Date: 01-Aug-2004 Expiry Date: 31-Aug-2004

Reference Number: 1234 Completion Date:

Reference Date: 19-Jul-2004

Generation Options: ☐ No Generation ☒ Generate Only ☐ Draft Print ☐ Final Print

Recurring: ☐ Allow Regeneration: ☒ Retain After Final Print: ☒

Summary of Request: Fire Notice

Property Address

10 Bellevue Parade, CARLTON SA 5800

10G Bellevue Parade, CARLTON SA 5800

14 Bellevue Parade, CARLTON SA 5800

15 Bellevue Parade, CARLTON SA 5800

Mailing Address

☒
☒
☒

Query Result

Description:

Insert Delete Accept Cancel

Notice Entry Maintenance Form

Miscellaneous Notice

This field enables the Merge Type document to be selected for the generation request. The pop up button enables a Merge Type to be selected from the available list. The list displayed will be tailored to only show Notice Merge Types.

Refer to the Word Processing User Guide for further information on defining Merge Types.

Lodgement Date

This field will default to the current date (and time if relevant). No modification or deletion of this field is allowed. This field is available for printing on documents.

The format of this field will depend on the system level date and time format.

Issued Date

This field contains the date that a notice was issued. If left blank, the issued date will default to the current date during the document generation process. This field is available for printing on documents.

Reference Number

This field contains an optional reference number to identify the document being generated. This field is available for printing on documents.

For example, a records file number

Reference Date

This field contains an optional reference date to identify the document being generated. This field is available for printing on documents.

Allow Regeneration

If this checkbox is checked on, a document which has been generated may be regenerated as required (eg. after changes to a Property). the "Allow Regeneration" option will default as checked on when creating a new document request and may be checked off during the request entry process if required.

Recurring

If this checkbox is checked on, the document has been flagged as recurring (i.e. produced on a regular basis). Recurring notices are identified as such to enable their bulk selection and printing via the Document Batch Processing option. The recurring default is set up as a Merge Type default.

Generate Options

If this checkbox is checked on, the nominated document will be generated for all requested properties when the Accept button is pressed.

Retain After Printing

If this checkbox is checked on, Word documents will be retained after they have been printed, to enable editing and further reprints via the Document Request Maintenance form if required. If the checkbox is checked off, printing a document will remove that document from the system. The document request will remain and the document will need to be regenerated if a reprint is required. The default on this parameter will depend on the 'Retain After Printing' option which is specified on the Merge Type.

Refer to Chapter 4 of the Word Processing User Guide for further details regarding defining Merge Types

Print

If this checkbox is checked on, the nominated document will be generated and printed for all requested properties when the Accept button is pressed.

Request Status

This field indicates the current status of a document request. No modification or deletion of this field is allowed. the status will be updated during the generation process and will depend on the dates which have been entered. This field is available for printing on documents. The Request status on a document request may be one of the following.

- New - No Issued Date has been entered and no generation has been performed
- Issued - An Issued Date has been entered or a generation has been performed
- Expired - An Expiry Date has been entered which is less than the current date
- Completed - A Completion Date has been entered which is less than the current date

Expiry Date

This field contains the date that a document request expires. Once this date has passed, the status of a document request will be adjusted. This is an optional field which may not be displayed for certain Merge Types. This field is available for printing on documents.

Completion Date

This field contains the date that a document request is completed. Once this date has passed, the status of a document request will be adjusted. this is an optional field which may not be displayed for certain Merge Types. This field is available for printing on documents.

Fee

This field contains the fee associated with the document request. This is an optional field which may not be displayed for certain Merge Types. This field is available for printing on documents.

Receipt Number

This field contains the receipt number associated with document requests which require a payment. This field is available for printing on documents.

Receipt Date

This field contains the receipt date associated with document requests which require a payment. The receipt date could be used in conjunction with the Receipt Number field. This field is available for printing on documents.

Summary of Request

This field contains a summary of the document request. The summary details will default to the Description on the selected merge type but these details may be replaced or extended as required. This field is available for printing on documents (via the Extract List options of Certificates and Miscellaneous Notices).

Property Address

This field contains a list of the selected properties for a particular notice document request. Multiple property addresses may be selected from the Property Selection form using the Insert button.

If Generate and/or Print is performed from this form, the notice document will be produced for all the inserted property addresses. Individual generation and printing will need to be performed via the Notices option in Property Maintenance

Mailing Address

This check box is displayed when the Property Address is overridden by a Mailing Address.

Query Result – Description

This field contains the description of the Query Result Set. To choose a Query Result you may:

- Enter the name of the Query Result (or part thereof) directly into the field and tab out. If only one result set matches the entry then the full description will be returned.
- Double click on the field and the Query Result Pop Up form will be displayed or alternatively press the pop up button associated with the field.

Insert Button

By selecting this button, properties may be selected for the document request being processed. The Property Selection form is displayed in multi selection mode to enable groups of properties to be inserted in one selection.

Delete Button

By selecting this button, properties may be deleted from the document request being processed. This function may be useful to remove an individual property from a previously selected group.

Housekeeping

The following topics are covered in this section:

[Property Housekeeping](#)

Property Housekeeping

Parcel Unit Of Measure Control Form

The Property Database stores the Areas value in squared metres. However, when this Area value is displayed within the Property and Parcel Area fields it displays the Area in the Unit of Measure that has been selected on the form.

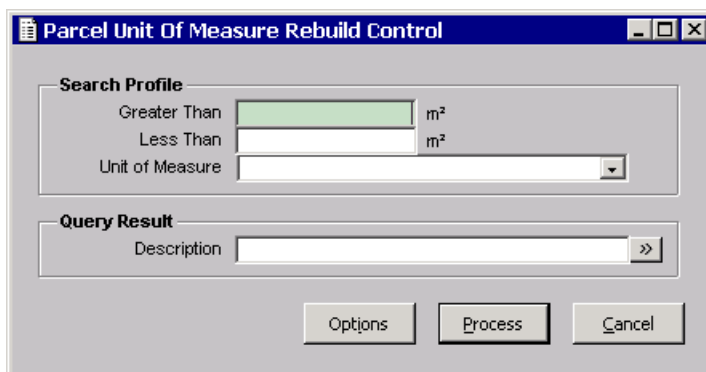
The Parcel Unit of Measure Control Form allows the ability to convert Parcel Units of Measure

Users can nominate the 'greater than' or 'less than' area in square metres that are to be considered during the conversion. Users will also need to nominate the Unit of Measure that the records are to be converted to.

The conversion will consider all Parcel records, and where the stored area meets the criteria entered on the Control Form, it will convert the Unit of Measure held on the Parcel record, to that nominated on the Control Form.

Note: Where the Parcel Area is contained in the Formatted Parcel Description, and this conversion is run, the Formatted Parcel Description Rebuild must be run upon completion of the conversion.

Once the conversion has been processed, the standard Property Area Rebuild from the Property Housekeeping menu will need to be processed.



Parcel Unit Of Measure Rebuild Control Form

Greater Than

Enter the m² value that is to be considered during the conversion.

Greater Than and Less Than fields are mutually exclusive. Only one can be nominated.

Less Than

Enter the m² value that is to be considered during the conversion.

Greater Than and Less Than fields are mutually exclusive. Only one can be nominated.

Unit of Measure

Select a Unit of Measure from the predefined drop down list. The unit of measure selected, will be that which the data is to be converted to.

Query Result Description

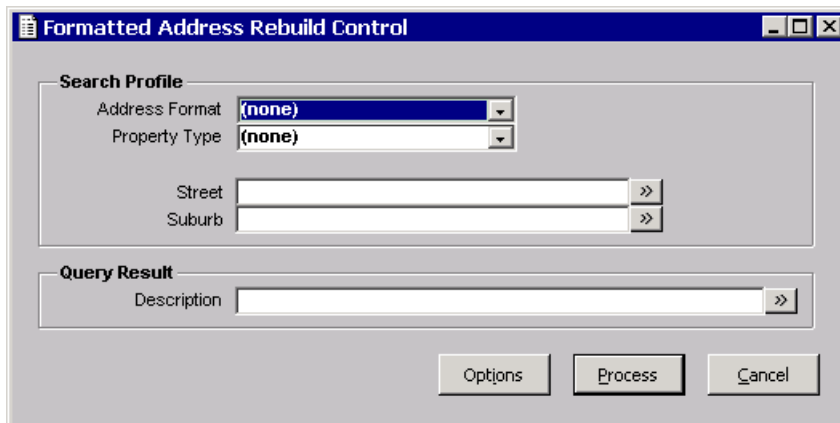
This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

Formatted Addresses Rebuild Control Form

This form enables the facility to rebuild Formatted Property Addresses when a change in the Property Address Format Parameters has occurred. A rebuild of all Property Addresses can be chosen by not making any specific selections on this form. A combination of fields entered on this form can be used to select the type or location of Property Addresses to rebuild.

For example, choose “Australia Post Format” as well as “Braxton” Street to rebuild the Property Addresses of only those properties where the address was created with an Australia Post Format and the property resides in Braxton Street.

This function has been enabled for Multi-Threading (multi-batching). Background Job Queues must be started before commencement of the job, otherwise a single thread will be used for processing.



Formatted Address Rebuild Control Form

Address Format

This field contains an Address Format Description which can be used as a selection criteria to rebuild the Property Addresses. All properties previously created using the selected Address Format will be rebuilt. Use the drop down menu to select an Address Format. (These Address Formats must previously have been set up in “Property Address Format Parameters.”)

If properties created with any Address Format are to be rebuilt, then do not enter anything in this field.

Property Type

This field contains a Property Type Description which can be used as a selection criteria to rebuild the Property Addresses. All properties created using the selected Property Type will be rebuilt. Select the drop down menu to choose a Property Type. (These Property Types must previously have been set up in “Property Type Maintenance”)

If all Property Types are to be rebuilt, then do not enter anything in this field.

Street

Enter the name of a Street in which the properties must reside to have their Property Address Formats rebuilt, or select a street using the pop up button.

If properties in all Streets are to be rebuilt, then do not enter anything in this field.

Suburb

Enter the name of a Suburb in which the properties must reside to have their Property Address Formats rebuilt, or select a suburb using the pop up button.

If properties in all Suburbs are to be rebuilt, then do not enter anything in this field.

Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

Street/Suburb Pop Up Form

This form enables the required street to be selected. A list of streets, linked suburbs, status and council code will be displayed for each Property Street.

For example - this form can be accessed via the Property Address Housekeeping option.

This Street Pop Up form is also displayed where a user is creating a Property Address with no Council nominated on the initial Property Filter form

Note: The NEW button will take you to the Street Maintenance and subsequently the Suburb Maintenance forms. The Authority to create a new Street/Suburb in a particular Council will be determined by the Authorities set up. The option required is "Street Creation via Property Maintenance" option.

Once the new Street has been created and linked to the appropriate Suburb and Council, the user is returned to the Property Address creation and the newly created Street will also be returned.

Street	Suburb	Status
Acacia Close	ADELAIDE	Current
Acacia Street	ABERFOYLE PARK	Current
	FELIXSTOW	Current
Advertiser Place	ADELAIDE	Current
Affected Property Avenue	COOKSVILLE	Current
Albert Street	PROSPECT	Current
	ADELAIDE	Current
Aloha Avenue	BLAIR ATHOL	Current
	CAMDEN PARK	Current

Search Profile

Street:

Suburb:

Council:

Status:

Buttons: Search, Select Street/Suburb, Close

Street/Suburb Pop Up Form

Street

This field contains a list of all the available property streets. This field is display only and cannot be maintained

Suburb

This field contains a list of all the property suburbs linked to the available property streets. This is to assist in selecting the correct street/suburb combination.

Status

This field displays the Status of the Street. A Street can have one of three types of Status these are Current, Historic, and Proposed.

Council

This field contains a list of all the council codes that are linked to the available property streets. Multiple council codes will only be required if council lodges applications for a council area other than the main council area. This field enable you to select the correct street/suburb combination, within the correct council area, when performing maintenance or update functions.

Search Profile - Street

Enter a property street (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile - Suburb

Enter a property suburb (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile – Council

Enter a property Council (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Search Profile – Street Status

Select a Street Status from the predefined dropdown list. Options to select from are;

- (none)
- Current
- Current & Historic
- Current & Proposed
- Historic
- Proposed

Search Profile – Street Name Status

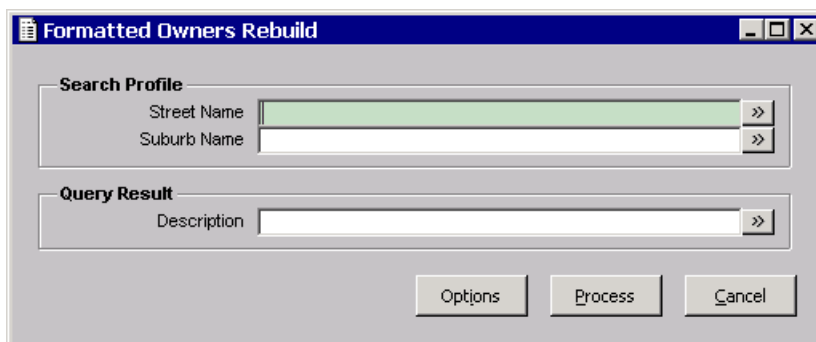
Select a Street Name Status from the predefined dropdown list. Options to select from are;

- (any)
- Current
- Historic
- Proposed

Rebuild Formatted Owners Form

This form enables the facility to rebuild Formatted Owners when a change in the Owners Format has occurred Name Role Type Parameters in the Name and Address Application . A rebuild of all Formatted Owners can be chosen by not making any specific selections on this form.

This rebuild can be performed over a Street or Suburb or a combination of both. It can also be performed over a Query result.



Rebuild Formatted Owners form

Street Name

Enter the name of a Street in which the owners must reside to perform the rebuild, or select a street using the pop up button.

If Owners in all Streets are to be rebuild, the do not enter anything in this field.

Suburb Name

Enter the name of a Suburb in which the Owners must reside to perform the rebuild, or select a suburb using the pop up button

If Owners in all Suburbs are to be rebuilt, then do not make an entry in this field.

Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

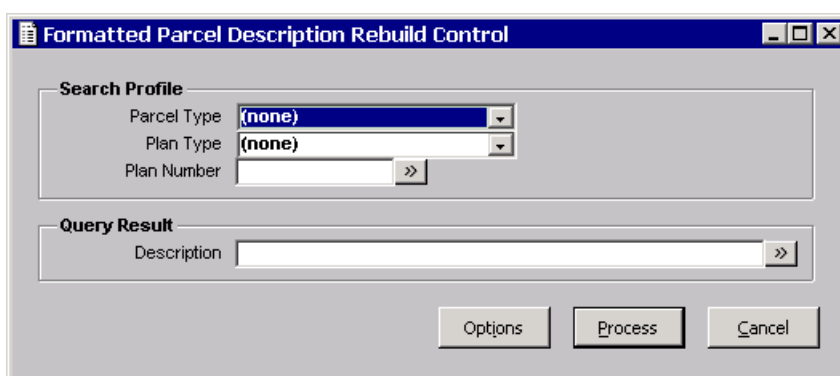
Formatted Parcel Descriptions Rebuild Control Form

This form enables the facility to rebuild Formatted Parcel Descriptions when a change in the Parcel Format Parameters has occurred. A rebuild of all Formatted Parcel Descriptions can be chosen by not making any specific selections on this form. A combination of fields entered on this form can be used to select the type of Parcel Descriptions to rebuild.

For example, choose a Parcel Type of “LOT” as well as a Parcel Plan Type of “Deposited Plan” to rebuild the Parcel Descriptions of only those parcels where both of those attributes are present on the parcel.

The Formatted Parcel Description appears on the following forms

- Property Selection Form (Summary box)
- Property Summary Form
- Property Titles and Parcels Maintenance
- Parcel Maintenance Form
- Title Maintenance Form



Formatted Parcel Descriptions Rebuild Control Form

Parcel Type

This field contains a Parcel Type which can be used as a selection criteria to rebuild Parcel Descriptions created with that Parcel Type. Use the drop down menu to select a Parcel Type. (These Parcel Types must previously have been set up in “Parcel Type Maintenance”)

If Parcel Descriptions with any Parcel Types are to be rebuilt, then do not enter anything in this field.

Parcel Plan Type

This field contains a Parcel Plan Type which can be used as a selection criteria to rebuild Parcel Descriptions of that Parcel Plan Type. Select the drop down menu to choose a Parcel Plan Type. (These Parcel Plan Types must previously have been set up in “Parcel Plan Type Maintenance”)

If Parcel Descriptions with any Parcel Plan Types are to be rebuilt, then do not enter anything in this field.

Plan Number

Enter a Plan Number if known or use the pop up button to initiate the Plan Pop Up form.

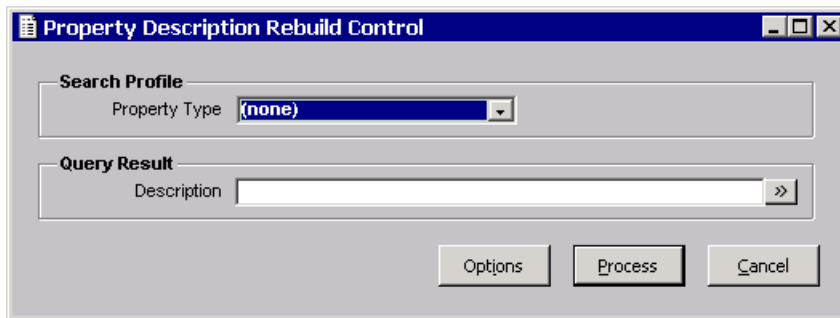
Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Pop Up form.

Property Descriptions Rebuild Control Form

This form enables the facility to rebuild Property Descriptions when a change in Parcel Parameters has occurred. A rebuild of all Property Descriptions can be chosen by not entering any data on this form. Property Descriptions can be rebuilt for a particular Property Type.

This rebuild should be performed following a Rebuild of Formatted Parcel Descriptions to ensure that the Parcel Descriptions and Property Descriptions will match.
The Property Description appears on the Property Addresses Maintenance Form.



Property Description Rebuild Control Form

Property Type

This field contains a Property Type which can be used as a selection criteria to rebuild Property Descriptions on only those properties created as that Property Type. Use the drop down menu to select a Property Type. (These Property Types must previously have been set up in "Property Type Maintenance")

If all Property Types are to have their Property Descriptions rebuilt, then do not enter anything in this field.

Query Result Description

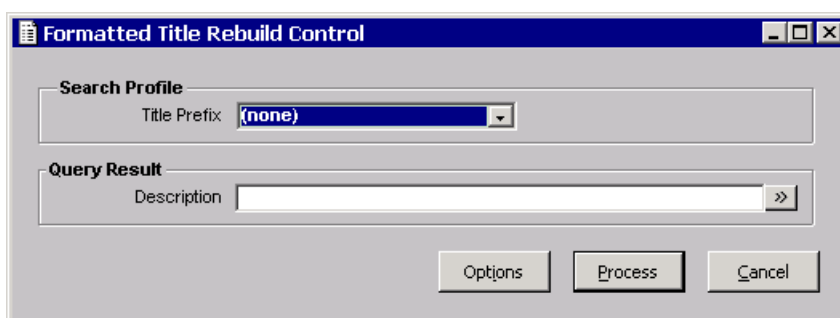
This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Pop Up form.

Formatted Titles Rebuild Control Form

This form enables the facility to rebuild Formatted Titles when a change in Property Title Prefix Parameters has occurred. A rebuild of all Formatted Titles can be chosen by not entering any data on this form. Formatted Titles can be rebuilt for a particular Title Prefix.

The Formatted Title appears on the following forms

- Property Selection Form (Summary box)
- Property Summary Form
- Property Titles and Parcels Maintenance
- Parcel Maintenance Form
- Title Maintenance Form



Formatted Title Rebuild Control Form

Title Prefix

This field contains a Title Prefix Description which can be used as a selection criteria to rebuild Title Prefixes on only those Titles created with that Title Prefix. Use the drop down menu to select a Title Prefix. (These Title Prefixes must previously have been set up in "Property Title Prefix Maintenance")

If all Properties are to have their Titles rebuilt, then do not enter anything in this field.

Query Result Description

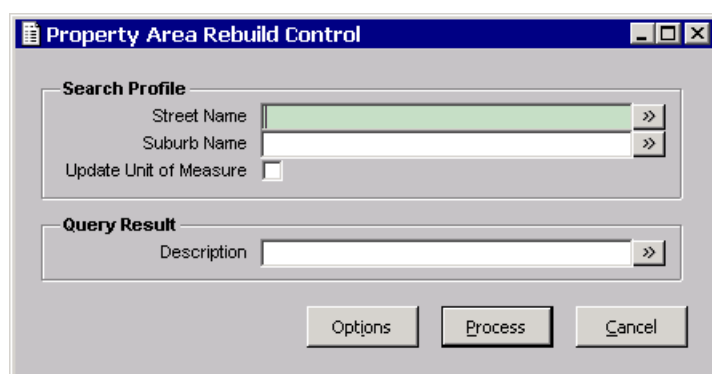
This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Pop Up form.

Property Area Rebuild Control Form

This form enables the facility to rebuild Property Area when a change in the Property Parcel Area has occurred. A rebuild of all Property Areas can be performed by not making any specific selections on this form. A combination of fields entered on this form can be used to select the location of the Property Area rebuild.

Please note that the following will occur when running this option;

1. If an area is defined at the property level and not on the parcels, the rebuild will remove the property area.
2. Where there are areas defined on the parcel level only the total of the parcel areas will be placed in the property area field on the property summary form. (Note for example 2 out of three parcels have area - total of these two is updated)
3. Where property area and total parcel area are not equal - the total parcel area will be updated into the property area.



Property Area Rebuild Control Form

Street Name

Enter the name of a Street in which the Property is located to perform the rebuild, or select a street using the pop up button.

If Properties in all Streets are to be rebuilt, then do not enter data in this field.

Suburb Name

Enter the name of a Suburb in which the Property must located to perform the rebuild, or select a suburb using the pop up button

If Properties in all Suburbs are to be rebuilt, then do not make an entry in this field.

Update Unit of Measure

Checking ON the Update Unit of Measure check box, will reset the Unit of Measure recorded on the Property to be the Unit of Measure held on the Parcel.

For example, where an area exists on a Property, the rebuild will update the Unit of Measure on the Property to match that held on the Parcel.

Where an area does not exist on a Property, the Unit of Measure will be created on the Property to match the Parcel.

Note: Where there are multiple Parcels and different 'Units of Measure' on those Parcels, the rebuild will use the 'greater' Unit of Measure. The 'greater' Unit of Measure will be determined by the largest multiplication factor defined in the Units of Measure Parameters.

Checking OFF the Update Unit of Measure check box, will retain the Unit of Measure, as that already defined on the Property.

For example, where an area exists on a Property, the rebuild will retain the Unit of Measure as recorded on the Property.

Where an area does not exist on a Property, the Unit of Measure will be created on the Property to match the Parcel.

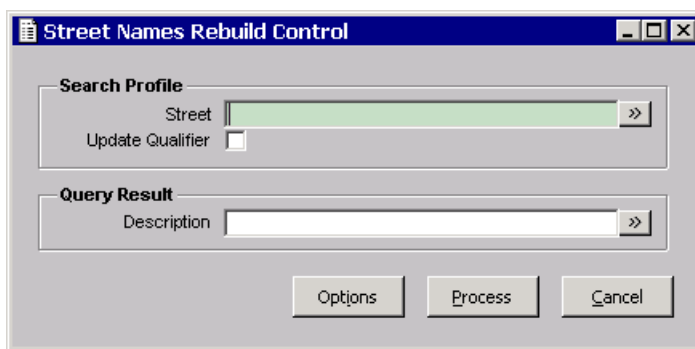
Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Pop Up form.

Street Names Rebuild Control Form

This form enables the facility to rebuild the Streets when a change in the Streets/Suburb Parameters in System Administration has occurred. A rebuild of all Streets can be chosen by not making any specific selection on this form.

The ability to link ward(s) to a street is also available and checking on the Link to Ward(s) box can perform this.



Street Names Rebuild Control Form

Street

Enter the name of a Street to be rebuilt, or select a street using the pop up button. If all Streets are to be rebuilt, then do not enter anything in this field.

Update Qualifier

If this box is checked on and the qualifier has been amended in the Name and Address Module e.g. from St to Street, the qualifier on the Street Name will be rebuilt when this process is run. If this box is checked off then the qualifier will not be updated.

Users should also process the 'Rebuild Street/Suburb Key' over all Streets and 'Rebuild Formatted Addresses' over all Addresses.

Link to Ward

If this box is checked on and a Ward is linked to the Property only then it will be linked to the Street during the rebuild.

If this box is checked off only Wards linked to a Street will be rebuilt. Those wards that are linked to a property only and not linked to a Street will not be added to the Street.

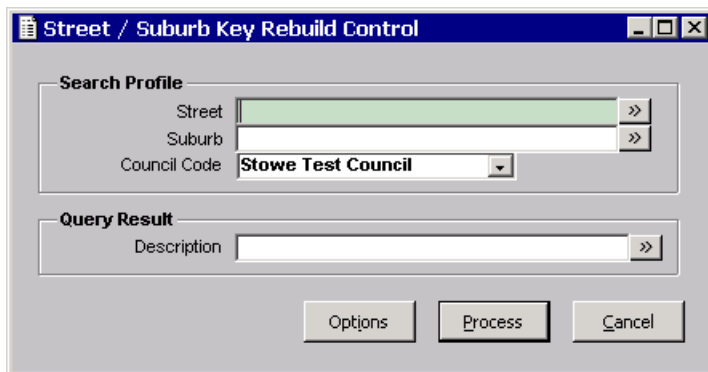
Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

Street/Suburb Key Rebuild Control Form

This form enables the facility to rebuild the Street/Suburb Key table

A rebuild of all Street/Suburb Keys can be chosen by not making any specific selections on this form. A combination of fields entered on this form can be used to select the Street, Suburb or Council to rebuild.



Street/Suburb Key Rebuild Control Form

Street

Enter the name of a Street to be rebuilt, or select a Street using the pop up button. If all Streets are to be rebuilt, then do not enter anything in this field.

Suburb

Enter the name of a Suburb to be rebuilt, or select a Suburb using the pop up button. If all Suburb are to be rebuilt, then do not enter anything in this field.

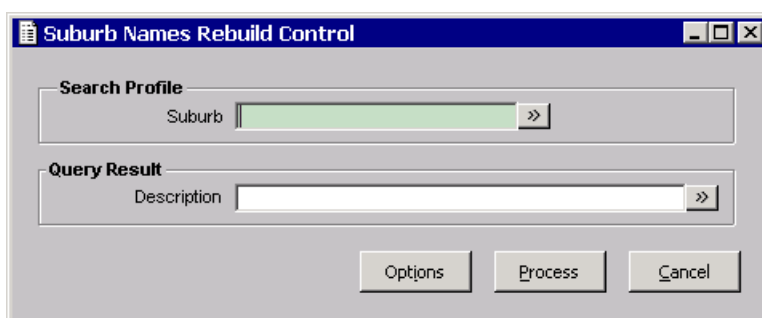
Council Code

Select the name of a Council to be rebuilt from the drop down list. To rebuild all Councils select the option (any) from the drop down list.

Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

Suburb Names Rebuild Control Form



Suburb Names Rebuild Control Form

Suburb

Enter the name of a Suburb to be rebuilt, or select a Suburb using the pop up button. If all Suburb are to be rebuilt, then do not enter anything in this field.

Query Result Description

This field allows the rebuild to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.

Display Query on GIS

The following topics are covered in this section:

[Display Query on GIS Product](#)

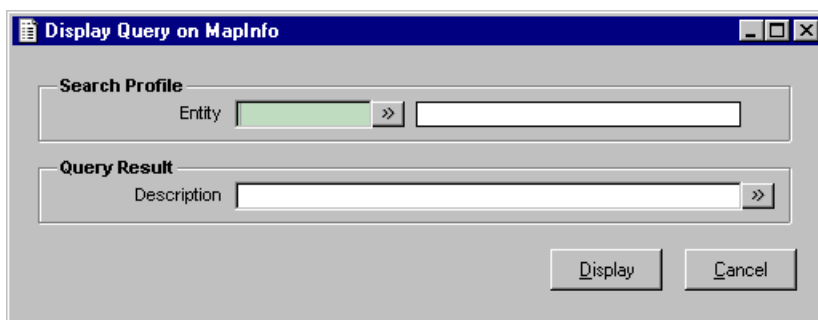
Display Query On GIS Product

The Display feature within Property Administration consists of a general property displaying option which can be utilised as follows

Create a display, based on the selected components (eg. Parcel, Title or Property) for a selected property or range of properties. This display will be processed via the selected GIS Product.

Display Query on GIS Product Form

This form is the control form which enables the Property display selections to be made and to access the Query Result options for processing the display. The heading on this form will display the GIS product assigned to the user.



Display Query on GIS Product Form

Search Profile - Entity

These fields display the Entity available for the search profile.

Example; if a user selects the Animal entity LANANML then the Query Result will only display the Animal Result Sets for LANANML

Query Result - Description

This field allows the GIS Product to be processed on query result data. Use the pop up button to initiate the Query Result Pop Up form.