FLOSSOLA Open Source
Software Community

STATE LAND

User Guide

For SOLA State Land Release 1503a

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1.1 Securing Land Tenure through Automation

Land administration and cadastral systems play a crucial global role in safeguarding the security of access to land and natural resources. Automation of land administration through the use of information technology has become increasingly common and similarly the appreciation that automated systems can contribute positively to land tenure security through providing systems that:

- involve elements of best land administration practice;
- are sensitive to the customs and laws of the country;
- do not create an unacceptable dependency on expertise or items of equipment that are difficult to obtain, maintain and afford; and
- are sustainable.

When done correctly, automation improves efficiency and transparency through the standardisation of land administration practices along with better access to land information records. This in turn has a positive impact on the overall governance of land tenure.

Another benefit of automation is to reduce many of the drivers behind inappropriate land office staff behaviour making it easier to detect and more traceable if it does occur. Well published standards of service delivery and the ability to monitor each application processed against those standards provide a level of transparency impossible to achieve with paper based systems. In addition, using automated business rules to automatically validate the information entered for an application in preference to manual checking not only allows application processing to be streamlined, but also reduces the need for land office staff to apply discretion. This further reduces the possibility of coercion or the temptation for staff to behave inappropriately. Changes to processes and business rules also require a systematic controlled approach, reducing the ability for ad-hoc changes and variations.

1.2 Automation in Developing Countries

While automation is becoming more prevalent in developing countries, they have largely lagged behind developed countries in the introduction of computerised systems. Often where automation has been introduced, this has been achieved by taking a highly sophisticated system from a developed country and implementing it in a way that could be likened to a “copy and paste” action of a word processing software package. Not only is this type of implementation insensitive to the law, customs and practices of the host country, these systems often require a high level of expertise to operate and maintain in countries where skills may be in short supply. In most cases there are also on-going commercial software licence and software support fees that need to be paid each year. After the project for the initial implementation is completed even more demands are made on already stretched local budgets to cover further licence fees to be paid as the system is rolled-out to other district offices.

One option for addressing these issues is the use of open source software. Open source means that, unlike proprietary software, developers have access to the software’s “engine”, which can be freely modified and extended. Open source solutions are more flexible and adaptable to local conditions and languages than proprietary software. By using and improving open source software, land administration agencies can build local knowledge and contribute to the public development of open source projects (via web communities, etc) that can in turn benefit other land administration agencies world-wide.

1.3 Solutions for Open Land Administration (SOLA)

In December 2012, the Food and Agriculture Organization of the United Nations (FAO) successfully concluded the Solutions for Open Land Administration (SOLA) project. The 2.5

year project was funded by the Government of Finland and dedicated to implementing an open source computerised cadastre and registration system that is both affordable and sustainable in the context of developing countries. The open source software produced by the SOLA project (also called SOLA) was based on international good practice for service delivery, responsible governance of tenure (including transparency of process and transparency of tenure details), robust data management and the need for enterprise scale software. The underlying data structures used by the SOLA software are also based on the Land Administration Domain Model (LADM), now published as ISO 19152 by the International Organization for Standardization (ISO).

As the laws and practices governing land administration are often unique to a country, SOLA was designed to be customisable so that it could appropriately reflect the laws and practices of the host country. To test the effectiveness of the software and the approach used for customisation, the SOLA project included three pilot implementations in Ghana, Nepal and Samoa. Each pilot implementation was undertaken by a team of local software developers who were first trained by an FAO SOLA mentor so they could undertake the required customizations, support the pilot implementations and maintain the software. Each pilot presented its own challenges with many lessons learned by the FAO SOLA Team along the way.

Along with the Samoa Ministry of Natural Resources and Environment and the Nepal Ministry of Land Reform and Management there are now seven operational implementations of SOLA including the Lesotho Land Administration Authority, the Tonga Ministry of Lands, Environment, Climate Change and Natural Resources and implementations supporting systematic land titling and registration work in Ondo, Kaduna, Kano and Kogi states (Nigeria). Various extensions to the original SOLA software have been developed through these implementations including support for systematic registration, lease management, inclusion of orthophoto layers and an interface to finance systems.

Interest in SOLA continues to grow and FAO has continued to support SOLA through the assistance available to countries wanting to implement the Voluntary Guidelines on Responsible Governance of Tenure (VGGT). In this new context, SOLA is seen as an excellent example of an enabling technology that improves transparency and service delivery in land administration agencies – key elements to improve land tenure governance. The European Union has offered its support through the VGGT by funding the Arabic, French and Russian versions of SOLA as well as the preliminary work for the Mass Property Valuation extension. Additional language versions are also in progress with Spanish, Portuguese and Chinese versions due for release in early 2015.

1.4 Evolution of SOLA

Development of SOLA has continued at a fast pace to the point where the original SOLA software has now evolved into a suite of solutions under the SOLA umbrella.

- **Registry** – The original SOLA software supporting cadastral and tenure registration. Registry targets Government land administration agencies that require a robust and transparent tenure registration solution.
- **Systematic Registration** – Developed from the work in Nigeria and focuses on supporting decentralized collection of tenure information through a coordinated systematic registration process.
- **Open Tenure** – A mobile application developed for both Android and iOS devices that facilitates recording of tenure rights by a community (a.k.a. crowd sourcing).
- **Community Server** – A web based portal for recording and moderating the tenure rights captured by a community. Community Server is integrated with the Open Tenure mobile solution but can also be used independently.

- **State Land –** Designed to assist governments and state agencies to manage property owned or vested in the state from acquisition through to disposal.
- **Web Admin** – A web base administration console providing a single point of administration for all SOLA solutions deployed within a host organization.

1.5 Licensing

The source code for SOLA State Land is licensed under the Berkeley Software Distribution (BSD) 3-clause license (a.k.a. New BSD or Modified BSD). The details of this license are

The geospatial cadastral map data and title information supplied with the SOLA State Land SOLA State Land Release 1503a version has been sourced from Land Information New Zealand[1] and is provided for the express purpose of evaluating the State Land Desktop and Map Viewer. All other data available in the SOLA State Land SOLA State Land Release 1503a version has been generated for testing purposes and is fictitious with ownership and mortgage details randomised to protect the privacy of landowners.

Orthophoto imagery has been sourced from NZ Aerial Mapping Limited (www.nzam.com). The orthophoto data is supplied on the understanding that NZ Aerial Mapping will not be liable for any direct or consequential loss, damage or expense incurred by anyone using this data.

The SOLA State Land SOLA State Land Release 1503a version incorporates a number of tools, libraries, components and geospatial data that are subject to their own licensing terms and restrictions. If you use the release source code or the geospatial data or titles information for any purpose other than evaluation of SOLA State Land, ensure you also comply with the licensing terms and restrictions of the relevant tools, libraries, components and data. In no event shall FAO be responsible for any infringement of, or non compliance with, any licensing terms and restrictions provided for such tools, libraries, components and data.

[1] http://www.linz.govt.nz/

1.6 Acknowledgements

The SOLA FAO Team wish to thank the following people for their contributions to this release.

Tuomo Heinonen, Simon Keith and Tony Bevin for their efforts preparing the State Land requirements.

Greg Ball (The Property Group) and Craig Harris (Land Information New Zealand) for their efforts reviewing and commenting on the State Land requirements.

Muradu Abdo for his efforts preparing the Amharic translation for SOLA State Land.

Tony Bevin, for his continued efforts to review and provide advice on SOLA State Land features and functionality.

2. SOLA State Land

2.1 Overview

"Land should be regarded as 'State Land' if it is owned or occupied by the state, even if its management or control has been delegated by the public sector to an agency, a private body, or a public private partnership … State land … is defined as being land owned, managed, occupied or controlled by any level of government and not just by central government." (Grover/FAO 2010).

State Land is more than bare land. It includes the land, buildings and other improvements permanently attached to it that must be administered in socially, environmentally and economically sustainable ways. State Land Administration can encompass land policies, land rights, property, economics, land use control, regulation, monitoring, implementation, land allocation, settlement and development. Many of the actions involved in the administration of State Land involve judgement, analysis of sometimes conflicting or incomplete information, decisions about competing uses or interests. Many of these tasks cannot be fully automated. What can be automated is the collection, assembly and presentation of data, standard processes, check lists, results of analysis and investigation and of administrative decisions and the exchange of data with other agencies, such as the cadastre, registration and valuation agencies.

Unlike privately owned land, State land can be subject to quite intensive public interest and political influence. Importantly State land administration can become an instrument for the implementation of national and regional government policies, and in turn information on State land holdings can inform and guide the development of policies on the use of State lands.

Common state land administration activities include;

Recording land	The landholdings of a state can be vast and it is common for state land to be identified that was not previously inventoried. The state may also be advised of land vested to their control by previous land holders or of land that was simply abandoned. In these cases, the state must investigate and capture relevant details about the land in their inventory system.
Acquiring land	The state may acquire land from the private sector using various means such as open market purchase, compulsory sale, voluntary exchange, lease, etc. All acquisitions must be supported by fair, equitable and transparent processes with all rightholders affected by the acquisitions notified and provided with information about their rights including rights to object and/or appeal decisions.
Maintaining land	The state has a responsibility to maintain state land, buildings and structures to an adequate standard which can involve contracting maintenance and repair work to third party organizations. General maintenance of the state land inventory may also be required to ensure any claims or interests in the land are accurately recorded.
Leases and licenses	The state is not restricted to simply owning land. The state can enter into lease and license agreements as either the lessor or the lessee. The state is responsible for managing and maintaining these agreements and ensuring all conditions are met including payment of any rentals or fees.

Disposing of land	State land that is no longer required by the state can be disposed via sale, grant or exchange. As with acquisition, the processes for disposal must be fair, equitable and transparent to ensure the best outcome for the state and avoid claims of corruption.

2.2 Concepts

SOLA State Land is designed to assist governments and state agencies to manage property owned or vested in the state from acquisition through to disposal. While using this guide you will encounter a number of terms representing SOLA State Land concepts. A description for these concepts and how they should be interpreted in the context of SOLA State Land is provided here.

Business Rules	SOLA State Land employs business rules to automatically validate the data entered by a user to ensure consistency of the data as well as warning the user of potential irregularities. Business rules are usually executed just prior to changes in state of a Job or a Task (e.g. Job Approval) but can also be manually triggered using the Validation tool in the Job Details screen. All business rules have a severity rating and the failure of any critical business rule will cause the current action to be aborted. In this situation, the user will be required to remedy the issue reported by the failed critical rule(s) before processing can continue. SOLA State Land includes a default set of business rules that can be reconfigured to match those required by the State Land Agency.
Documents	Documents are records created in SOLA State Land that capture summary details about legal, official or other documentation. Typically documentation is provided in paper form and must be scanned into digital format so that it can be attached to the document records created for a Job. SOLA State Land includes a number of document types to help categorize the documentation received. These types can be reconfigured to match the types used by the State Land Agency.
Interests	Interests are the specific rights, restrictions and responsibilities (a.k.a. RRR) that can be recorded on a State Land Property e.g. ownership, lease, claims, easements, conditions, liabilities, etc. SOLA State Land includes a default set of interests that can be reconfigured to match those required by the State Land Agency.
Job	The State Land Agency can use Jobs to monitor and manage significant activities that must be undertaken in relation to State Land Property e.g. acquisition, maintenance or disposal. Jobs have a lifecycle and transition into different states as the State Land Agency processes the Job. The primary role of a Job is to implement case management functionality in SOLA State Land.
Parcel (a.k.a. Cadastre Object)	Represents an area of land. Parcels captured in SOLA State Land should have a spatial definition that illustrates the shape, area and geographic location of the parcel although this is not a mandatory requirement. Parcels without a spatial definition can be described using a metes and bounds description.
Party	An individual, organization or group that has an association to a property or task.

Property	Used to link the interests over a parcel to the parties that hold those interests. Also see State Land Property and Recorded Property.
Property Manager	The party assigned to manage and maintain a State Land Property or Job. Any issues or actions affecting the property or job should be assessed and actioned by the Property Manager. In SOLA State Land Property Managers are usually configured as teams to create groups of users, streamlining the assignment of jobs.
Recorded Property	A property that has its owners and/or other rightholders recorded using a formalized land tenure system.
State Land	Land, water or marine areas owned, occupied or controlled by any level of government including buildings and other improvements permanently attached to the land.
State Land Agency	The agency or government department responsible for maintaining the inventory of State Land. In some jurisdictions this responsibility may be shared between a number of government agencies and delegated to contracted organizations.
State Land Property	A property that is owned or otherwise under the control of the state. This includes lease land where the state is the lessee.
Task	Used to control the changes that can be made to the properties and parcels maintained by SOLA State Land as well as supporting common activities the state must perform when dealing with state land transactions such as public display of relevant information, formal notifications and property valuations. Every job lodged in SOLA State Land must include at least one task. SOLA includes a default set of task that can be reconfigured to match those required by the state land agency.

2.3 Job Lifecycle

Jobs can exist in different states as they progress through SOLA State Land. To transition a job into a different state you need to trigger an action, although not every action causes the job to change state. The actions you can apply to an application are

Lodge	This action is triggered when you save a new job for the first time. The Lodge action causes the job to be assigned the Lodged status.
Validate	Validates the details of the job and presents the results on the Validations tab of the Job Details screen. To validate a job, use the Validate tool in the Job Details toolbar.
Assign	Assigns the job to the nominated user for further action. The Property Manager for a job or property can also be set using the Assign action. This action is available from the Dashboard, Job Details and Job Search.
Hold	A job can be placed on hold to temporarily stop further actions using the Hold tool in the Job Details toolbar. The Hold action transitions the job into the On Hold status. This tool is only available when the application is in a Lodged status and is assigned to a user.

Resume	The Resume action on the Job Details toolbar can be used to restart a job that has been placed On Hold. This tool is only available when the job has the On Hold status.
Cancel	Jobs that are created by mistake, have become invalid or are rejected following assessment can be cancelled at the discretion of the State Land Agency using the Cancel tool in the Job Details toolbar. The Cancel action transitions the job into the Annulled status. This tool is only available when the job has a Lodged status.
Approve	Following assessment of the job and completion of all tasks (completion or cancellation), the job may be approved using the Approve tool in the Job Details toolbar. Usually approval will be completed by a different team member who will first review the job details ensuring they are accurate and complete before the details are accepted. The Approve action executes the approve business rules for the job and transitions it into the Approved status if the rule checks are successful. This tool is only available when the job has a Lodged status, is assigned to a user and all tasks for the job are in either a Completed or Cancelled status.
Dispatch	Notifications (e.g. emails, letters and telephone calls) to the rightholders affected by the job can be noted against the job using the Dispatch tool in the Job Details toolbar. Where practical, the notification should also be attached to the job as a document for future reference. The Dispatch tool is only available when the job has an Approved, On Hold or Annulled status.
Archive	When all processing is complete and the appropriate notifications dispatched, the job can be completed using the Archive tool in the Job Details toolbar. The Archive action transitions the job to the Completed status. Once it is complete, the job will no longer appear in the Assigned list on the Dashboard. This tool is only available when the job has an Approved or Annulled status.

The following state transition diagram illustrates the Job Lifecycle and the effect different actions have on the status of the job.

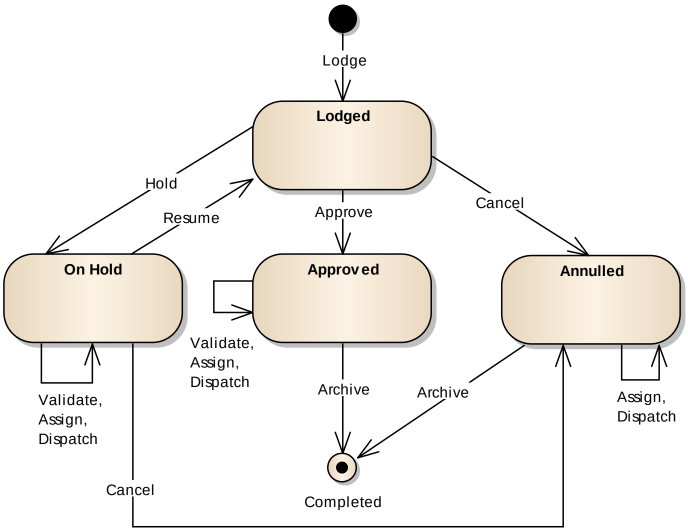


Figure 1 - Job Lifecycle

2.4 Tasks

Tasks are a key component of SOLA State Land as they control the changes that can be made to the properties and parcels maintained by SOLA State Land as well as supporting common activities the state must perform when dealing with state land transactions such as public display of relevant information, formal notifications and property valuations. Every job lodged in SOLA State Land must include at least one task. In cases where there several changes required to property or parcels as part of a single job, you can choose to add multiple tasks to a job. The categories of tasks supported by SOLA State Land are

- Parcels
- Property
- Leases and Licences
- Interests
- Claims
- Job

The default set of SOLA State Land tasks are described in the following sections. Note that these can be reconfigured to match those tasks required by the State Land Agency.

2.4.1 Parcel Tasks

Parcel tasks can be used to map, update or dispose state land parcels. Currently only one type of Parcel Task is provided; Create or Change Parcels.

Task	Description
Create or Change Parcels	Used to map new state land parcels using the SOLA Map Viewer. The details of an existing state land parcel (such as the address, land use and/or spatial definition) can also be updated or the parcel can be disposed by setting the appropriate status. Note that this task applies to mapped or mappable state land parcels only. If the location of the new state land parcel is unknown or it is not possible to map its location with reasonable accuracy, use the Record New Property task to capture a metes and bounds description for the parcel instead.

2.4.2 Property Tasks

Property tasks can be used to create, maintain or dispose state land property records.

Task	Description
Record New Property	Used to create a new state land property and record any type of interest for the new property as well as create unmapped state land parcels (using a metes and bounds description) and property relationships.
Maintain Property	Used to edit the details of an existing state land property including any interests, parcels or property relationships.
Manage Valuations	Used to capture new valuations for one or more existing state land properties.
Dispose Property	Updates the status of a state land property to indicate it has been disposed.

2.4.3 Lease and License Tasks

Lease and License tasks can be used to create, change or cancel lease and license interests on existing state land property.

Task	Description
Record Lease	Record a new lease interest for an existing state land property.
Change Lease	Update the details of an existing lease interest.
Cancel Lease	Cancels an existing lease interest.
Record License	Records a new license interest for an existing state land property.
Change License	Update the details of an existing license interest.
Cancel License	Cancels an existing license interest.

2.4.4 Interest Tasks

Interest tasks can be used to create, change or cancel any interest (including lease, license and claim interests) on existing state land property.

Task	Description
Record Interest	Record a new interest of an existing state land property.
Change Interest	Update the details of any existing interest.
Cancel Interest	Cancel any interest on an existing state land property.

2.4.5 Claim Tasks

Claim tasks can be used to create, change or cancel claims made by individuals or groups over existing state land property. Note that claims are recorded as interests by SOLA State Land.

Task	Description
Record Claim	Record a new claim over an existing state land property.
Change Claim	Update the details of an existing claim.
Cancel Claim	Cancels or removes an existing claim from a state land property.

2.4.6 Job Tasks

Job tasks support common activities the state may need to perform when acquiring or disposing state land.

Task	Description
Checklist	Identifies a checklist of items that should be completed for a Job.
Public Display Map	Generates a map of the job area for public display purposes.
Manage Public Display	Used to plan and track the material (e.g. newspaper adverts, posters, websites, etc.) used to publicise the intent of the state in relation to state land.
Manage Notifications	Used for generating and managing bulk notifications (such as letters and emails etc.) to notify parties directly affected by state land activities.
Manage Negotiations	Used to capture details of the negotiations between the state and affected parties during property acquisition or disposal.
Manage Objections	Records details of objections raised by parties affected by state land activities.

2.5 Task Lifecycle

Like jobs, tasks can also exist in different states which they transition to via task actions. The actions you can apply to a task are

Lodge — This action is triggered when you save a new task for the first time. The Lodge action causes the task to be assigned the Lodged status.

Start — To start processing the task, use the Start tool on the Job Details Tasks tab toolbar. The Start action transitions the task into the Pending status.

The Start tool is available when the job is assigned and one of the tasks in the task list is selected.

Cancel — If a task is no longer required or is inappropriate for the job, the task can be cancelled using the Cancel tool on the Job Details Task tab toolbar. The Cancel action transitions the task to the Cancelled status. Note that all tasks must be in the Cancelled or Completed status before the job can be approved.

The Cancel tool is available when the job is assigned and one of the tasks in the task list is selected.

Complete — To complete processing of the task, use the Complete tool on the Job Details Task tab toolbar. The Complete action executes business rules for the task and transitions it to the Complete status if the rule checks are successful. Note that all tasks must be in the Cancelled or Completed status before the job can be approved.

The Complete tool is available when the job is assigned and one of the tasks in the task list is selected.

Revert — During quality review or approval, if the user determines a task requires further attention, they can reset the status of the task using the Revert tool on the Job Details Task tab toolbar. The Revert action transitions the task back to the Pending status for further processing.

The Revert tool is available when the Job is assigned and the selected task has the Completed status.

The following state transition diagram illustrates the Task Lifecycle and the effect different actions have on Task status.

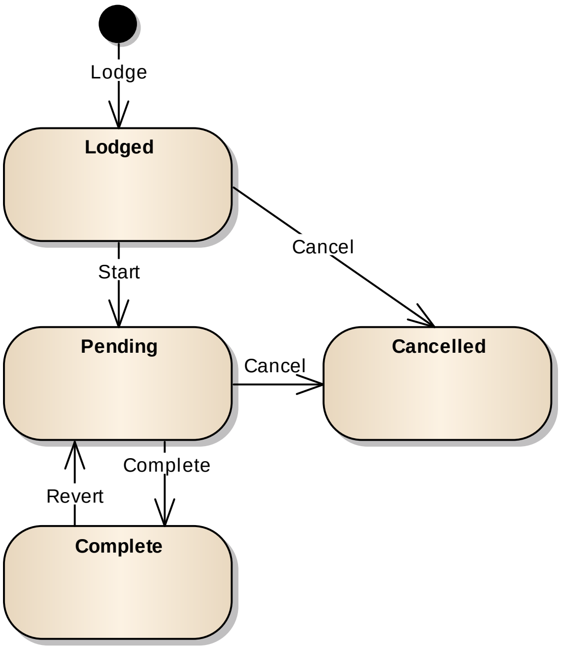


Figure 2 - Task Lifecycle

2.6 Interests

Interests identify the rights, restrictions and responsibilities (a.k.a. RRR) various parties can have in relation to a state land property. Interests can also be used to record general details for a property such as any liabilities the state may be responsible for or other significant details such as heritage information.

SOLA State Land includes a default set of interests as described below. The tasks that can be used to create, change or cancel each type of interest are also indicated in the table. Note that the default interest types can be reconfigured to match the interests required by the State Land Agency.

Type	Description	Create	Change	Cancel
Claim	Indicates that a party has a claim over the land.	Record New Property Record Claim Maintain Property Record Interest	Change Claim Maintain Property Change Interest	Cancel Claim Cancel Interest
Condition	Indicates that conditions have been imposed on the states ownership of the land (e.g. specific disposal conditions, etc).	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest

Type	Description	Create	Change	Cancel
Customary	Indicates the land is subject to customary title and related activities such as food gathering.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Easement	An easement over a property for general access, roading, water or power transmission, etc.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Heritage	Indicates the land contains a heritage site that is has historical, cultural, archaeological or natural/environmental significance.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Landbank	Indicates the land is part of a landbank and is likely to be disposed of at some point.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Lease	Lease of a property possibly subject to lease conditions.	Record New Property Record Lease Maintain Property Record Interest	Change Lease Maintain Property Change Interest	Cancel Lease Cancel Interest
Liability	Indicates the land is subject to some form of liability such as contamination, erosion or instability.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
License	Indicates that a license, usually for a specific purpose such as mining, grazing, forestry, etc. has been granted.	Record New Property Record License Maintain Property Record Interest	Change License Maintain Property Change Interest	Cancel License Cancel Interest

Type	Description	Create	Change	Cancel
Notice	Public or legal notices that have been issued in relation to the property such as notices for trespass or rubbish dumping, etc.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Occupation	General occupation of land by an individual or group that may be informal, traditional or illegal.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Order	An order issued by the court or a decision from a tribunal or other judicial authority that imposes a specific action on the property (e.g. transfer from one owner to another or a demolition order, etc.)	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Owner	Indicates indicating the party or parties that own the land. Used where the state is in a lease arrangement as the lessee.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Public Private Partnership	Indicates that the state has entered into a public private partnership along with any conditions relating to that partnership.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Restriction	Restriction imposed on the property usually by local government bodies such as building and/or water taking restrictions.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest
Reverse Sensitivity	Indicates that in a mixed use area, once a particular use for land is established (e.g. road or highway) any new uses for surrounding property (e.g. residential development) cannot impose restrictions on the established use.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest

Type	Description	Create	Change	Cancel
State Landholder	Indicates the state agency or other state organization that has responsibility for managing and using the land.	Record New Property Maintain Property Record Interest	Maintain Property Change Interest	Cancel Interest

2.7 Documents

Documents are records created in SOLA State Land that capture summary details about legal, official or other documentation. Typically documentation is provided in paper form and must be scanned into digital format so that it can be attached to the document records created for a Job.

2.7.1 Document Types

Document types are used to categorize the documents received and every document recorded in SOLA State Land must have a document type.

SOLA State Land includes a default set of document types that are described below. Note that these can be reconfigured to match the document types required by the state land agency.

Type	Description
Agreement	A documented or legally enforced agreement between two or more parties.
Cadastral Map	A printed map or sketch that illustrates cadastral features.
Cadastral Survey	A plan (e.g. Survey, Compiled, Registry, etc) prepared by a surveyor or draftsman showing detailed survey observations, parcel boundaries, areas and dimensions. Plans usually indicate changes to the underlying cadastral network.
Caveat	A document that identifies the person lodging the caveat (the caveator) has a priority interest in the property. Any dealings on the property require the caveator to be notified.
Contract for Sale	An agreement between a vendor and a purchaser that documents the terms of sale for a property.
Court Order	An order of the court that applies to a property and/or a land registration transaction.
Deed	A legal instrument that describes the rights, obligations or interests one or more parties have over a property.
Proof of Identity	A passport or similar style photograph or an official document (e.g. birth certificate, drivers license, etc) that can be used to verify the identity of a person (a.k.a. Proof of Identity)
Lease	A legal instrument describing the terms of lease between the lessee and the property owner(s) / lessor.
Mortgage	Documents that describe the terms of mortgage along with any other mortgage related documents.

Type	Description
Notice	A notice or letter that informs relevant parties of the intended actions of the state.
Objection	An objection to a statutory process such as land acquisition or disposal.
Power of Attorney	The instrument that authorises a person (attorney) to act on behalf of another (grantor) in private affairs, business or some other legal matter.
Proclamation	The relevant pages from a gazette or equivalent statutory notice that describe the proclamation and the effect it has on the rights, obligations or interests of one or more properties.
Public Notification	The notification document required for statutory processes such as land acquisition or disposal.
Standard Document	Documents that provide standard memorandum (i.e. terms and conditions) used by banks for mortgages and leases.
Title	A report or certificate that describes the rights, obligations or interests a party or group of parties hold over a property.
Valuation	A report that provides an estimate of value for a property.
Waiver	Agreement that describes a voluntary surrender of a specific right or privilege
Will	A legal declaration that names the benefactors of a deceased person's estate along with those responsible for administering the estate. The Will must be probated and legally enforceable by the executor.

2.8 Business Rules

SOLA State Land employs business rules to automatically validate the data entered by a user to ensure consistency of the data as well as warning the user of potential irregularities. Business rules are usually executed just prior to changes in status of a job or a task (e.g. job approval) but can also be manually triggered using the Validation tool in the Jobs Details screen.

All business rules have a severity rating and the failure of any critical business rule will cause the current action to be aborted. In this situation, the user will be required to remedy the issue reported by the failed critical rule(s) before processing can continue.

The results of the business rules are displayed in the Business Rule Feedback popup. Each row in the Feedback popup represents a business rule that has been executed by the validation process. The first column is a message that describes the business rule from the perspective that the business rule passes. The last column contains either a green traffic light icon repressing a pass of the business rule or a red traffic light representing a fail. The severity rating for each business rule is also listed. As noted above, any critical fails from an automated validation will prevent the current process from completing until the critical fail has been remedied. Other severity fails will not abort the current action allowing the process to complete.

The default ordering of the validation checks is for fails to appear at the top ordered by severity.

Where possible, business rules are defined in such a way that if they are irrelevant to a particular situation, they are excluded and do not appear in the Feedback popup. Sometimes the complexity of a business rule prevents this screening process and you may find business rules listed that are not particularly relevant to the current situation. Similarly, not all business rules can be automated and so this form of checking should not be considered the only checking method. However, if you identify a new business rule that you think could be automated, contact the SOLA support team with details.

A complete listing of all business rules including what remedial action should be taken is included in Appendix 1 – SOLA State Land Business Rules.

Feedback	Severity	
Service 'Remove Caveat' must have been started and some changes made in the system	critical	
All documents required for the services in this application are present.	critical	
Personal identification verification should be attached to the application.	medium	
The applicants name should be the same as (one of) the current owner(s)	warning	
An application can be associated with a property which should have a digital title record.	warning	
Documents should have dates formalised by source agency that are not in the future.	warning	
Documents lodged with an application should have a scanned image file (or other source file) attached	warning	
The identified property has a current or pending caveat registered on the title. The application must include a cancel or waiver/vary caveat service for registration to proceed.	medium	
The identified property is affected by another live application that includes a service to register a caveat. An application with a cancel or waiver/vary caveat service must be registered before this application can proceed.	medium	
An application must have at least one service	critical	
Documents supporting rights (or restrictions) must have current status	critical	
Documents associated with a service must have a scanned image file (or other source file) attached	critical	

Figure 3 – Business Rule Feedback

3. Getting Started

This section describes the steps to install the SOLA State Land Release 1503a client software on your computer. The installation involves a download from the server hosting the server component of SOLA State Land of approximately 80Mb**.**

3.1 Installation & Upgrade Pre-requisites

The Java SE Runtime Environment 8 is required for the SOLA Web Start Applications. All versions of Java 8 are compatible with the Registry Web Start Applications. If you don't have Java 8 installed, you can download the latest update from http://www.oracle.com/technetwork/java/javase/downloads/index.html.

- Download the **Standard Edition (SE) Java Runtime Environment (JRE)**. It should be approximately 30Mb.
- You will need to accept the Oracle Binary Code License Agreement for Java SE before downloading Java 8.
- Download the product appropriate for your operating system. If you have a Windows 64bit OS, it is recommended you install the Windows x86 Offline option (i.e. 32bit) JRE. The 32bit JRE has better integration with web browsers on both 32bit and 64bit OS.
- You will require local administration privileges to install Java 8
- It is recommended that you install update 231 of the JRE or above.

3.2 Upgrading

If you are upgrading from an earlier version of the SOLA Web Start applications, simply launch SOLA State Land from the desktop shortcut. Java Web Start will automatically download the new release and upgrade the SOLA Desktop for you. Be aware that the upgrade will also replace your desktop shortcut and you may need to reconfigure the shortcut as described in Configuring the Desktop Shortcut in the Installation section.

If you receive an Unable to launch the application error after attempting to upgrade SOLA, it is recommended that you uninstall then reinstall all SOLA State Land web start applications. Refer to the Uninstall section 3.5 for information on how to correctly uninstall a Java Web Start installation..

3.3 Installation

These installation instructions are for the SOLA State Land Desktop Web Start application however they can also be used to install the SOLA State Land Admin Web Start application. Simply choose the SOLA State Land Admin Web Start link in step 2 instead of the SOLA Desktop Web Start link.

1. Using your web browser, navigate to the server url where your system administrator has advised you that the SOLA Desktop server software is running eg http://192.168.1.100/sola_sl
2. Right click the SOLA Desktop Web Start link and choose **Save link as...** and save the sola-desktop.jnlp file to a known location on your local file system. [*Ignore and do not try and install the now obsolete SOLA Admin desktop app]*
3. Once the file has been saved on your file system, browse to the sola-desktop.jnlp file using Windows Explorer or equivalent and double click the file. You should see a Java 8 splash displayed.
4.

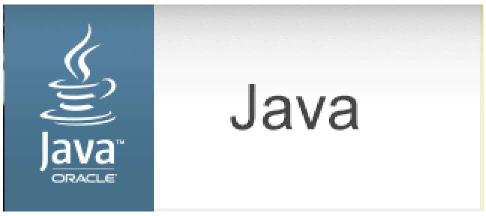


Figure 4 - Java 8 Splash

5. Followed by the Starting application... dialog

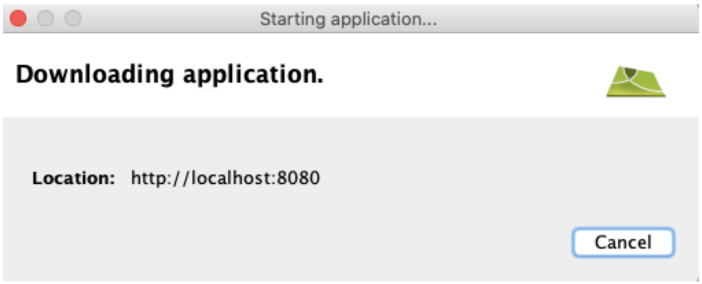


Figure 5 - Starting application... dialog

6. Once the download is complete, the installation may pause for several minutes while it performs verification of the installation package. Please wait until this action has completed.
7. When prompted with the **Do you want to run this application?** warning, tick *Do not show this again…* and choose **Run**

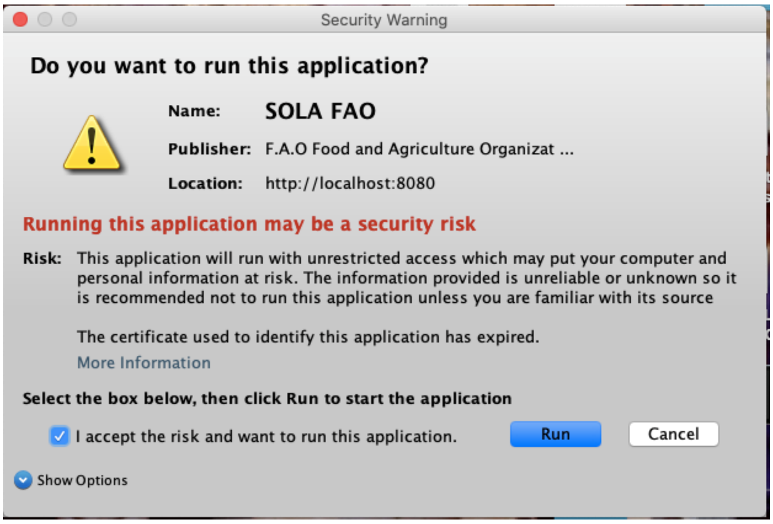


Figure 6 - Warning dialog

8. The SOLA Desktop will start automatically. At the login screen, enter User **test** and Password **test.** You will be presented with the SOLA Dashboard.

3.3.1 Configuring the Desktop Shortcut

The installation will place a shortcut to the SOLA State Land Desktop on your computer desktop. This shortcut may be configured to use an older version of Java which will prevent the application from being launched. Test the shortcut by double clicking it. If you get the **Unable to launch application** error displayed due to the requested version of the JRE, perform the following steps. Note that the Properties dialog illustrated below may vary in appearance depending in the operating system you are using.

1. Right click the SOLA Desktop Web Start shortcut and choose Properties

Figure 7 - SOLA Desktop Web Start desktop shortcut

2. Update the Target: field on the Shortcut tab by removing any path (e.g. C:\Windows\System32\) before the javaws.exe command. This will ensure the shortcut uses the default Java installation on the computer. You may need to scroll left to reach the start of the Target: field.

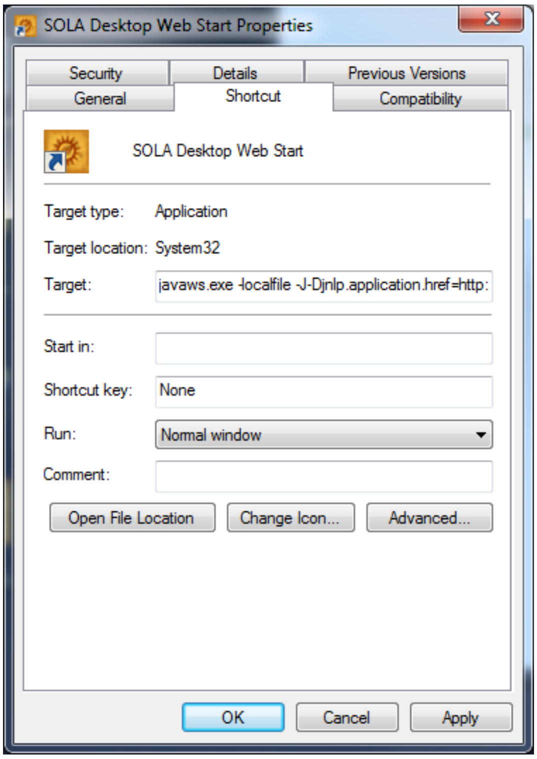


Figure 8 - SOLA Desktop Web Start Properties

3.4 Installation Troubleshooting

This section discusses some of the issues you may encounter when installing the SOLA State Land Desktop Web Start. This may include:

1. Unable to launch the application
2. Error: The application has requested a version of the JRE (version 1.7+)...
3. Microsoft Jscript compilation error
4. Download/launching of the SOLA Web Start Application hangs/freezes
5. Where is the Java Control Panel ?

If Java web start installation problems persist contact your system administrator and suggest that as an <u>interim</u> solution the client desktop jar file and lib folder be copied onto each workstation computer where SOLA Registry is to be used (as detailed in the SOLA Desktop Administration Guide – refer to Interim Local Jar File Client Installation).

3.4.1 Unable to launch the application

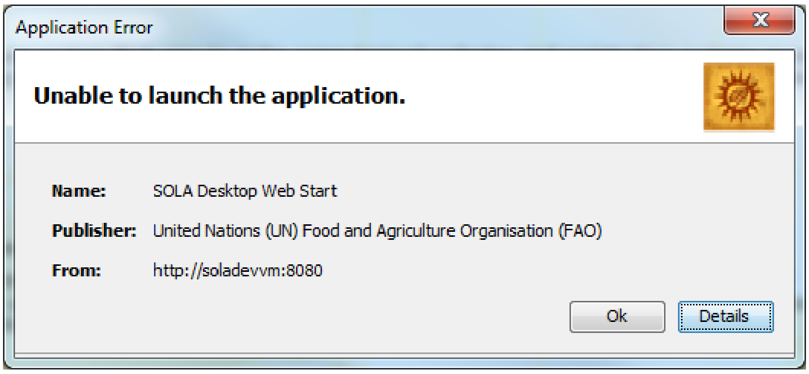


Figure 9 – Application Error dialog

Click the Details button to get the More Information dialog. The relevant error message should be displayed at the top of the dialog. You can also view the Exception tab for more details.

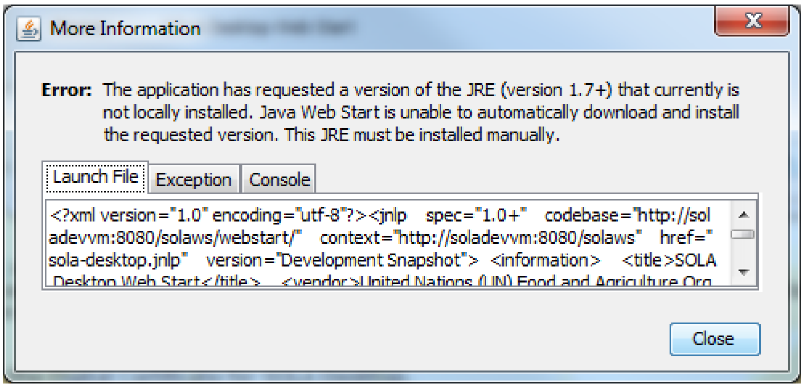


Figure 10 - More Information dialog

3.4.2 Error: The application has requested a version of the JRE (version 1.8+)...

The following identifies what you should check or confirm in order to get the SOLA Desktop running using Java 7

1. Confirm you have Java 8 installed as the default JVM on your computer

    a. Using the Java Control Panel, click About... You should see the Java 8 Standard Edition dialog displayed.

Figure 11 - About Java

    b. If a different version of Java is displayed, install / reinstall Java 8.

2. Java version of your web browser

    a. Although Java 8 is installed as the default JVM, unfortunately it does not update the Java version used by your web browser. If you left click the SOLA Desktop Web Start link rather than right clicking and using Save link as... Java Web Start will be automatically triggered using Java configured for your web browser. To avoid this issue, right click the **SOLA Desktop Web Start** link on the Welcome page and choose **Save As**... to save the sola-sl-desktop.jnlp file to your local file system. Once saved, use Windows Explorer or equivalent to launch the application as described in the Installation section.

3. Desktop shortcut configuration

    b. If you get this error when launching the application using the desktop shortcut you will need to configure the shortcut. Refer to Configuring the Desktop Shortcut in the Installation section.

3.4.3 Microsoft JScript compilation error

This is a known issue with Java[2].

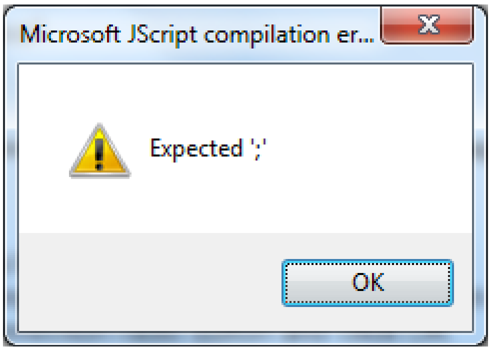


Figure 12 - JScript Compilation Error Message

To avoid this issue

1. Open the Java Control Panel
2. Choose Network Settings... in the Network Settings section of the General tab
3. Choose the Direct Connection radio button and click OK

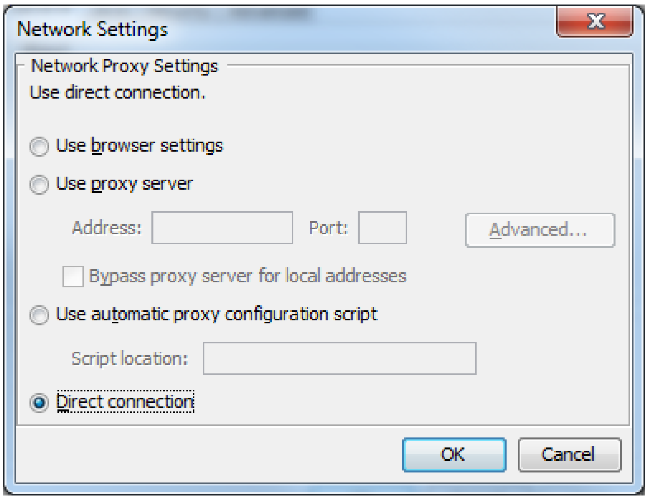


Figure 13 - Network Settings

3.4.4 Download/launching of the SOLA Web Start Application hangs/freezes

If the download or launching of the SOLA Web Start Application hangs / freezes, this may indicate that Java Web Start is being blocked by a firewall or anti-virus software. Try temporarily disabling your anti-virus and attempt to download the web start application again. This issue is known to occur with later versions of AVG Anti-virus (v9.0+).

3.4.5 Where is the Java Control Panel?

On Windows you should find “Java” in Windows Control Panel. You may need to change from Category View to an Icon View to make it easier to find. If you have Vista or Windows 7, you should also be able to search for “Java Control Panel” from the Start Menu search.

[2] http://bugs.sun.com/view_bug.do?bug_id=6780968

3.5 Uninstall

To uninstall the SOLA Desktop or SOLA Admin from your computer

1. Launch the Java Control Panel
2. Choose View... in the Temporary Internet Files section of the General tab

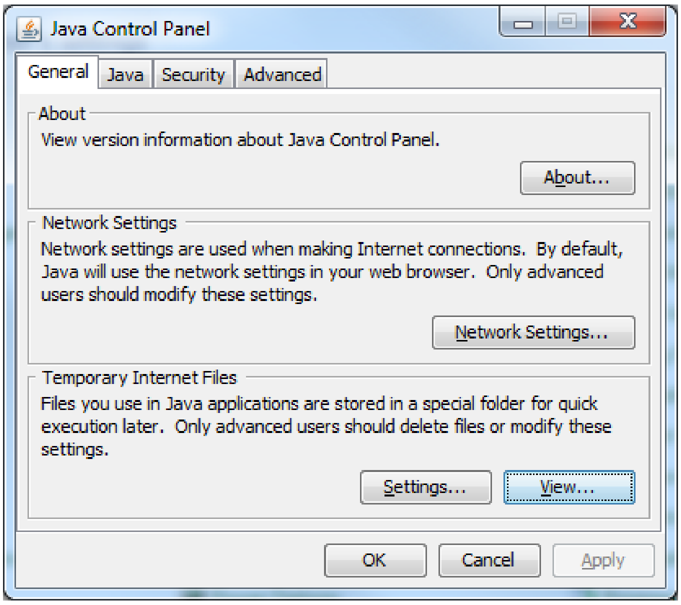


Figure 14 - Java Control Panel

3. In the Java Cache Viewer, select the SOLA Desktop Web Start application or the SOLA Admin Web Start application and remove it using the Remove tool. This will remove your desktop shortcut to SOLA and the main jar for the application.

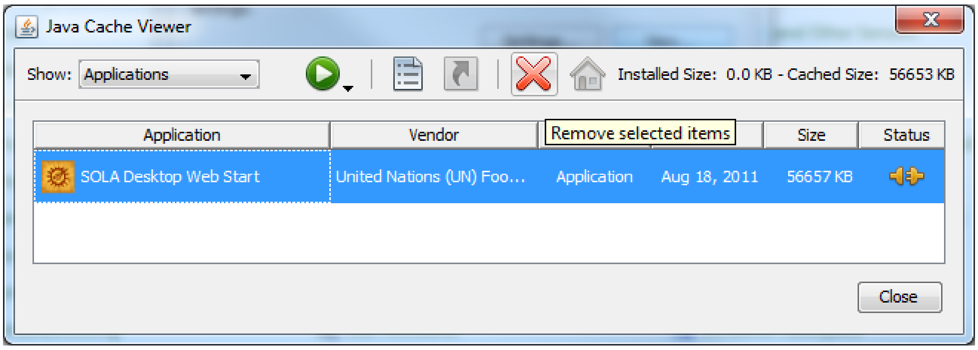


Figure 15 - Java Cache Viewer > Applications

4. To completely remove all references and jar's used by the SOLA Application you should also clear the Resources cache. To do this, choose Resources in the Show: drop down, select all of the resources listed and remove them using the Remove tool.

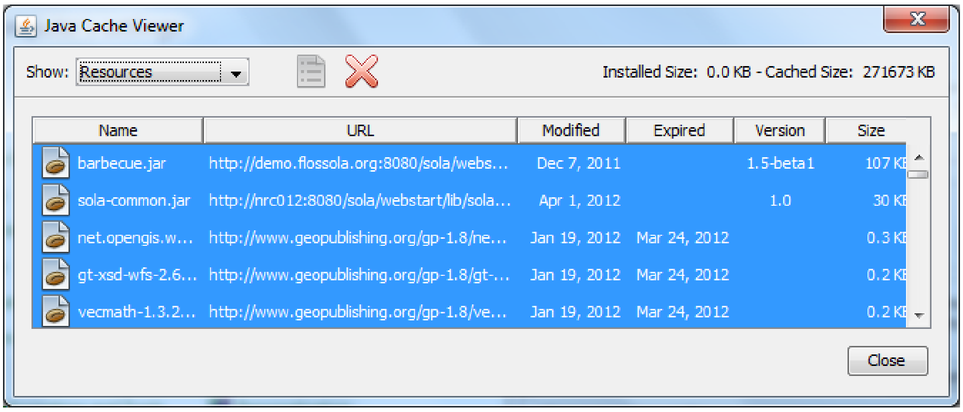


Figure 16 - Java Cache Viewer > Resources

4. SOLA State Land Desktop Screens

4.1 UI Navigation Diagram

The SOLA State Land UI Navigation Diagram illustrates the screens of SOLA state Land and their primary navigation dependencies. Note that many of the dependencies to the Document Details screen have been omitted for clarity. Where a screen references documents, you should assume it also has a dependency to the Document Details screen.

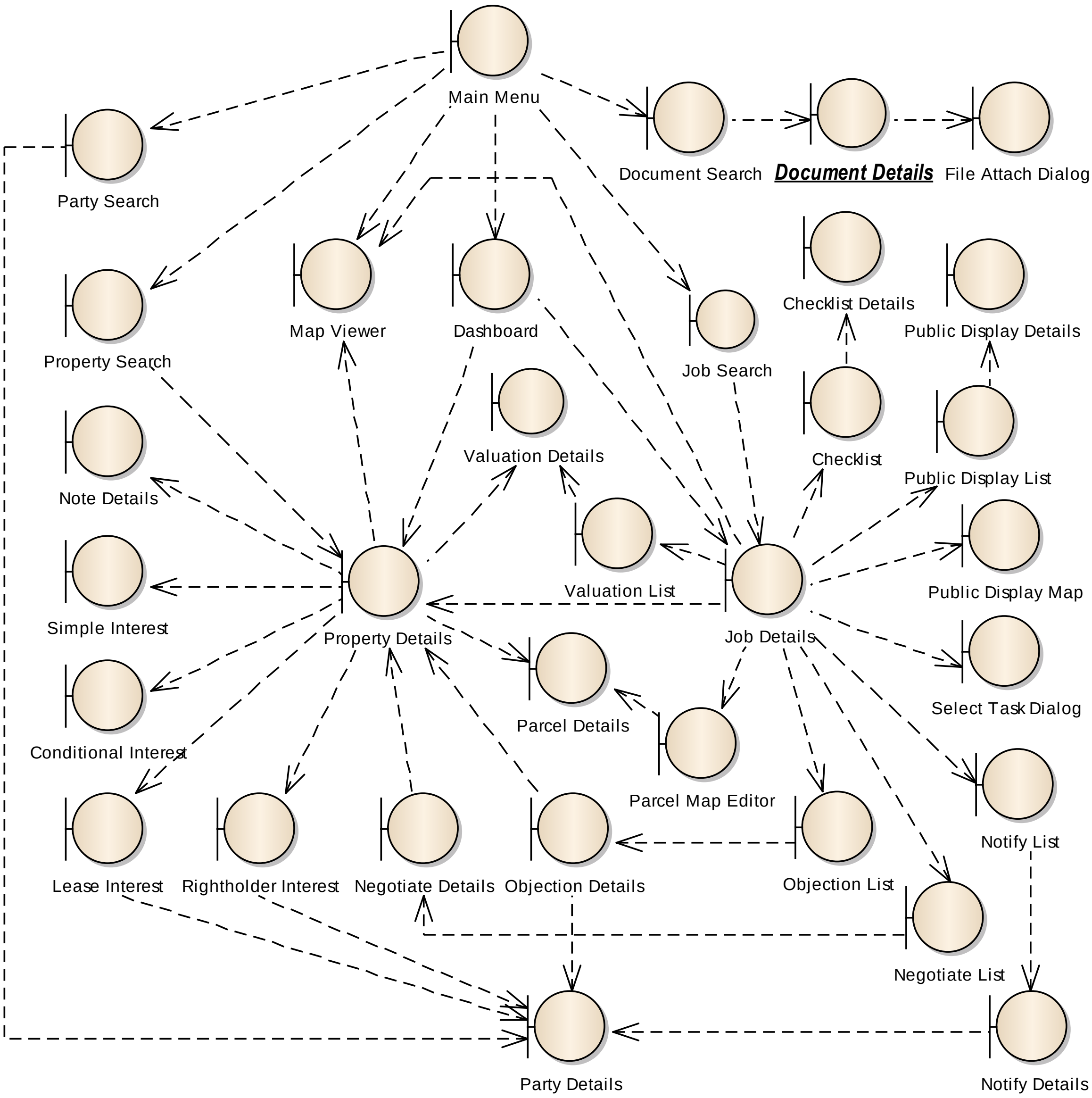


Figure 17 - SOLA State Land UI Navigation Diagram

4.2 Dashboard and Main Menu

You will be presented with the Dashboard following successful login. The Dashboard lists the jobs that are assigned to your user account (My Jobs) along with any state land properties that require action (Properties to action).

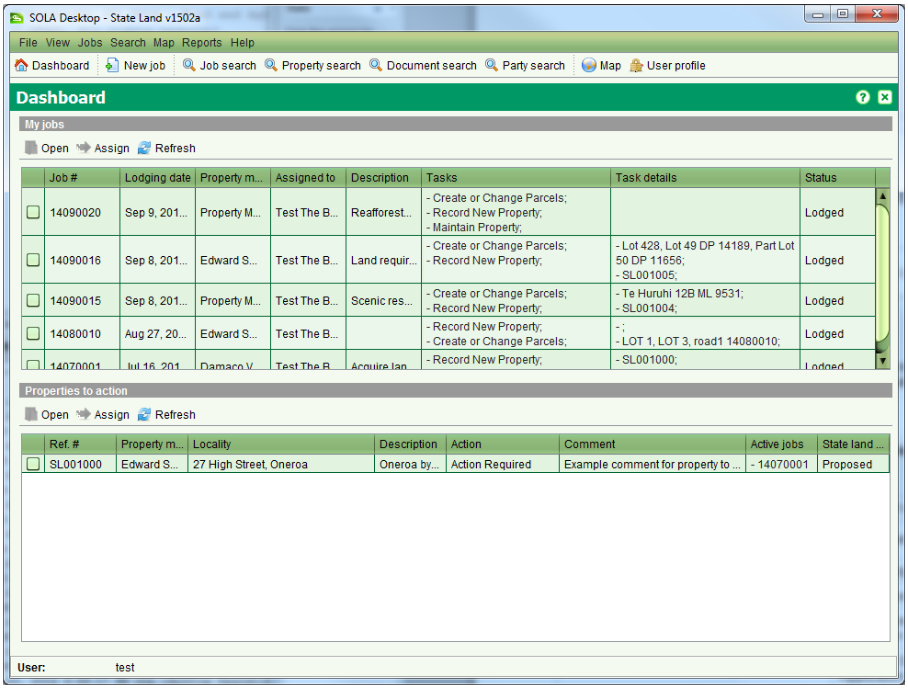


Figure 18 - Dashboard and Main Menu

If you have the Unassign from Others security role, your My jobs list will also display all active jobs including those assigned to other people.

The Dashboard has a main menu and toolbar options that you can use to

• Exit the SOLA Desktop	File > Exit or window close icon
• Change the Language	View > Language
• Choose the Log Level required	View > Log Level
• Navigate back to the Dashboard	Dashboard
• Create and lodge a new job	Jobs > New Job or New job
• Search for an existing job	Search > Job or Job search
• Search for an existing Property	Search > Property or Property search
• Search for an existing document	Search > Document or Document search
• Search for an existing person and add new parties	Search > Party or Party search
• Open the SOLA Map Viewer	Map > Map or Map
• Open your user profile to change your password	User profile
• Open the SOLA State Land Desktop Help	Help > SOLA Desktop Help

• View the SOLA State Land Desktop About dialog	Help > About
• View Lodgement Report	Reports > Lodgement Report
• Reassign a job	Check job and click Assign in the My jobs toolbar
• Open a job	Open in the My jobs toolbar
• Assign or reassign a property manager	Check property and click Assign in the Properties to action toolbar
• Open a property with an action required	Open in the Properties to action toolbar
• Refresh the job and property lists	Refresh in the My jobs or the Properties to action toolbar

4.2.1 Also See

- State Land Desktop Screens
    - UI Navigation Diagram
    - SOLA Map Viewer
    - Job Search
    - Job Details
    - Property Search
    - Document Search
    - Party Search
    - User Profile
- General How to
    - Log in
    - Change Language
    - Lodge a New Job
    - Edit a Job
    - Assign a User to a Job
    - Assign a Property Manager to a Job
    - View the Lodgement Report

4.3 SOLA Map Viewer

The SOLA Map Viewer allows you to navigate and interact with the geospatial data managed by SOLA State Land. It can be accessed from the Map > Open Map menu or selecting Map.

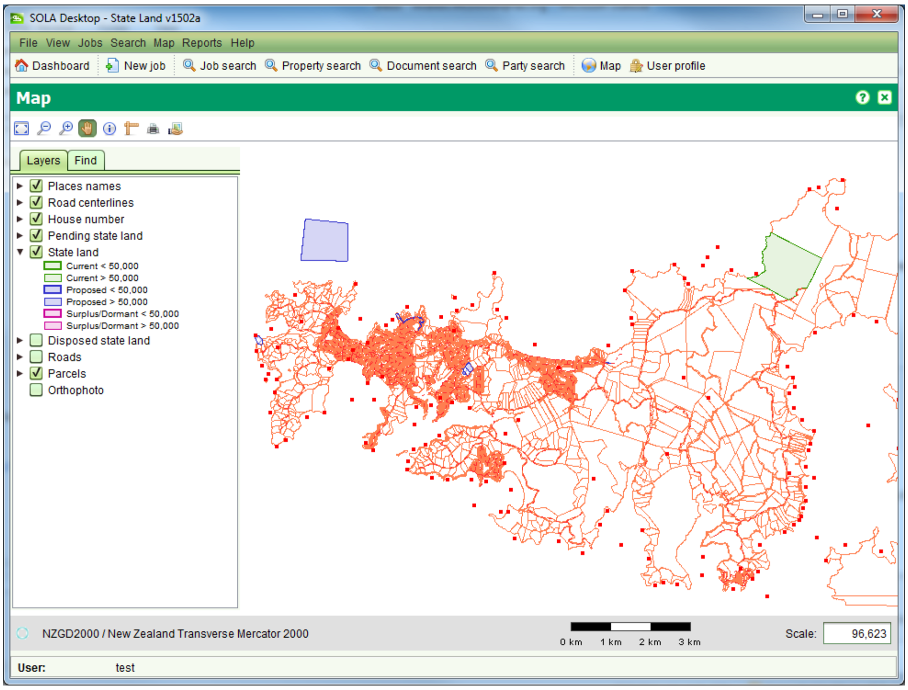


Figure 19 - SOLA Map Viewer

The SOLA Map Viewer includes a toolbar for navigating and querying the map as well as two tabs; Layers and Find. The Layers tab can be used to control the geospatial data displayed on the map while the Find tab that can be used to quickly locate parcels and other geospatial features in the map.

4.3.1 Map Tools

The tools provided for the SOLA Map Viewer are

- Zoom to extent
- Zoom out
- Zoom in
- Pan
- Information tool
- Measure
- Print
- Export to KML

Access to the Measure, Print and Export to KML tools is restricted and they will only display if you have the appropriate security privilege.

The SOLA Map Viewer can also support additional map tools for editing and related spatial tasks. These tools are described in the relevant screen descriptions.

4.3.2 Map Scale and Location

The scale of the map can be controlled using the Zoom in, Zoom out and Zoom to Extent tools. The desired scale can also be entered directly into the Scale text box in the bottom right of the map. To reposition the map without changing the scale, use the Pan tool. Pan will allow you to drag the map with the mouse.

A scale bar is displayed to help determine distances on the map. Note that due to variations in screen resolution, the scale bar is indicative only and it should not be used to obtain accurate measurements from the map.

As you pass the mouse over the map you will see map coordinates displayed in the bottom left corner under the Layers and Find tabs. This information can be used to determine coordinate locations on the map.

4.3.3 Layers

The Layers tab identifies the layers of geospatial data that can be displayed in the map. You can show or hide these layers by checking or clearing the checkbox next to the layer name.

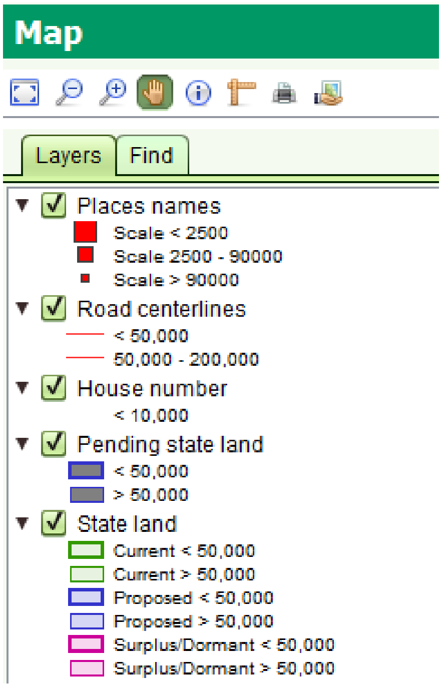


Figure 20 - SOLA Map Viewer Layers Tab

By clicking the triangle beside each layer name you can also see the symbology used to illustrate the geospatial data at different map scales. For example, when the map scale is below 2,500, Place names will be illustrated with a large red square. Between 2,500 and 90,000 a medium red square is used and above 90,000 a small red square. Using the map scale to control the layer symbology ensures the map does not become overly crowded with detail which might otherwise impair navigation or comprehension of the information displayed by the map.

The default layers available for SOLA State Land include

- Place names — Illustrates the approximate location of notable geographic features such as towns, headlands and bays.
- Road centrelines — Shows the location of road centrelines
- House number — Displays the house number or street number of each parcel

- Pending state land — New state land parcels that have been created using the Create or Change Parcels task on a job that has yet to be approved.
- State land — Illustrates the location of parcels that are owned or managed by the state.
- Disposed state land — Illustrates the location of parcels that were once owned or managed by the state but have since been disposed.
- Roads — Shows the location of road areas indicating the road width.
- Parcels — Illustrates the location of parcels associated with recorded property.
- Orthophoto — Aerial photograph(s) that have been corrected for lens distortion, camera tilt and topography to ensure they have a uniform scale and are suitable for map display.

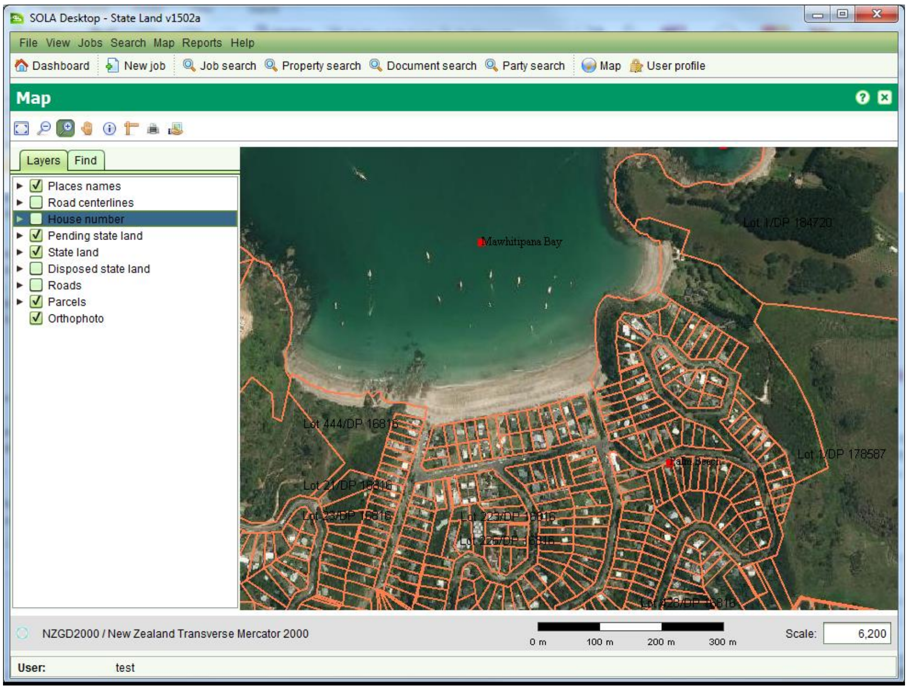


Figure 21 - Orthophoto layer

Note that the layers can be reconfigured to match those required by the state land agency.

4.3.4 Find

You can use the Find tab to perform spatial searches to quickly locate parcels or other geospatial features in the map. To use the Find, select the type of geospatial feature to search in the Search By drop down and start typing in the field provided. Once you have entered enough characters (between 1 and 3), the search will begin listing values that match the search criteria. To view one of the results, double click the result value in the result list and the map will zoom to the location of the selected feature and highlight it.

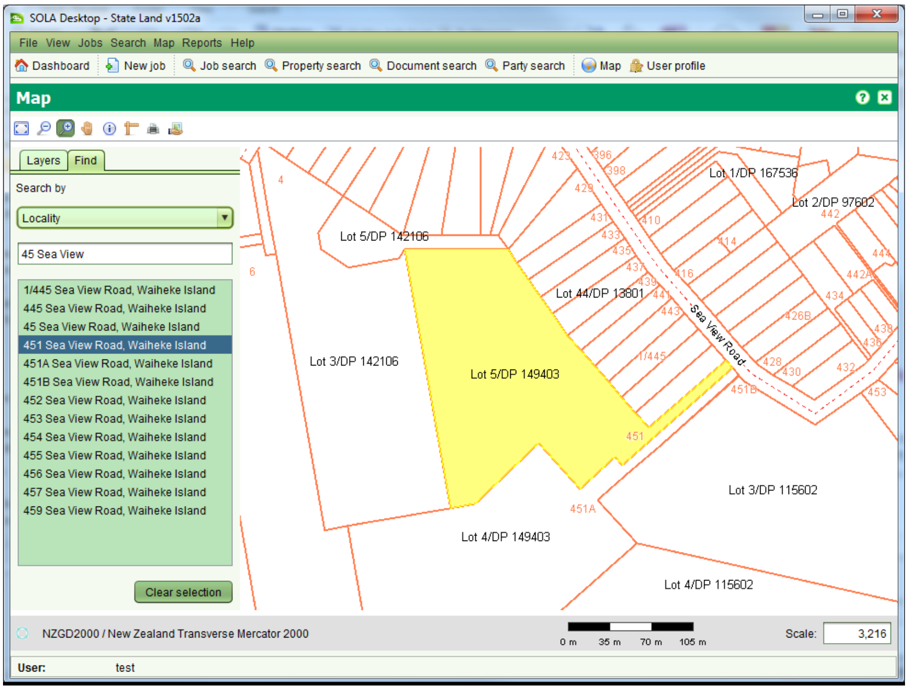


Figure 22 - SOLA Map Viewer Find by Locality

To remove the highlight from your selected feature on the map, click the Clear selection button.

The spatial searches available in SOLA State Land are

• Locality	Enter the house number, road name or general locality name to locate a parcel. This search will only work with parcels that have a spatial definition and a locality. Requires at least 3 characters to be entered.
• Parcel number	Enter the appellation for a parcel (e.g. parcel/lot and/or plan number) to locate a parcel. This search will only work with parcels that have a spatial definition. Requires at least 3 characters to be entered.
• Property number	Enter the title / folio reference to locate the parcel for a recorded property or enter the state land reference number to locate the parcel for a State Land property. This search will only work if the property is linked to a parcel with a spatial definition. Requires at least 3 characters to be entered.
• Property owner	Enter the name of a current property owner or the state landholder to locate a parcel for a property. This search will only work if the property is linked to a parcel with a spatial definition. Requires at least 3 characters to be entered.

Note that the spatial searches can be reconfigured to match those required by the state land agency.

4.3.5 Information Tool

The Information Tool can be used to query geospatial features such as parcels, roads, villages, etc. As geospatial features are often in close proximity or overlap, the Information Tool displays details for all features immediately surrounding the selected location. Click the appropriate tab to see details for the various layer features.

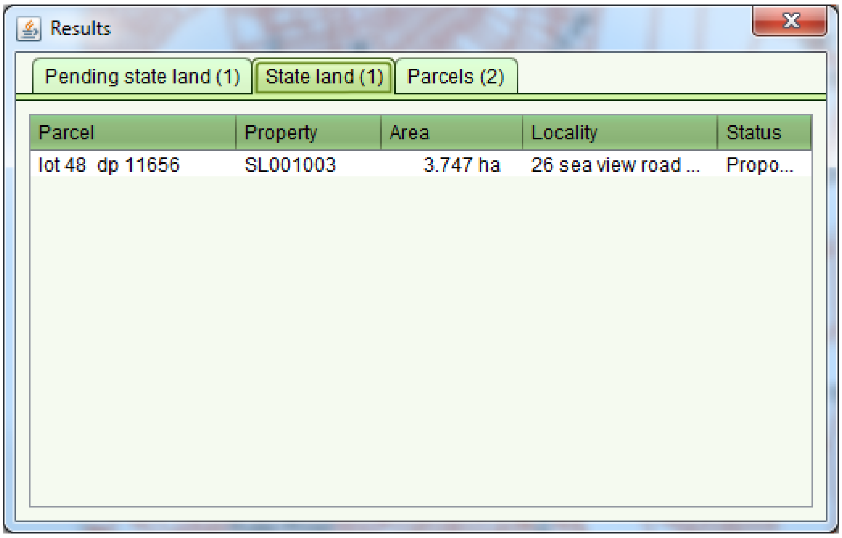


Figure 23 - Information Tool Results

Note that the tabs and the details displayed by the Information Tool can be reconfigured to match those required by the land administration agency.

4.3.6 Measure Tool

The Measure Tool can be used to estimate distances on the map using your mouse. Click any location on the map to start measuring and double click to complete the measure. A message dialog will appear indicating the distance on the map in either meters or kilometres. Click OK to close the message dialog and remove the measure line.

You can also use the tool to measure a perimeter or a traverse. Once you have started measuring, simply use single click to add new points to the measure line with a double click to complete the measure. The distance displayed will be the complete length of the measure line.

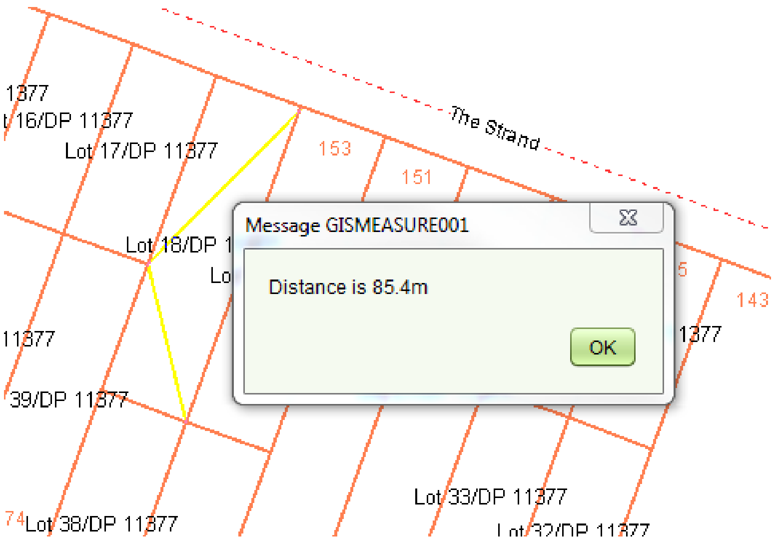


Figure 24 - Measure Tool

The distance shown by this tool is calculated directly from the map and should be considered **indicative only.** It must not be used for formal or official reporting of boundary distances or any other distance related measure.

Note that this tool is only available to users that have the Measure Tool security role.

4.3.7 *Print Tool*

The Print Tool can be used to export the current view of the map to a PDF file for printing. Before printing, you should setup the map with the layers you want to include in the print by turning them on or off. Once you have arranged the map with the information you want on the print, click the Print Tool. This will display the Print dialog where you can select the layout (A3, A4 or A5 in Portrait or Landscape) and change the map scale.

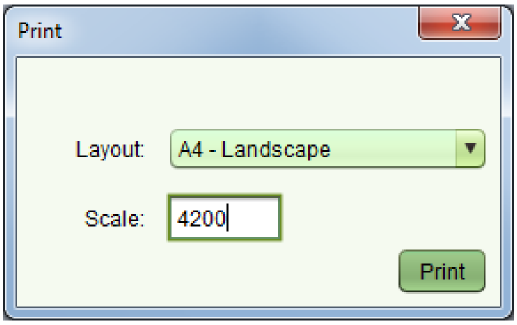


Figure 25 – Print dialog box

Click the Print button to generate a document containing the image of the map. Using the Report Viewer, you can save the print in several formats including PDF, DOCX and HTML or print a hard copy.

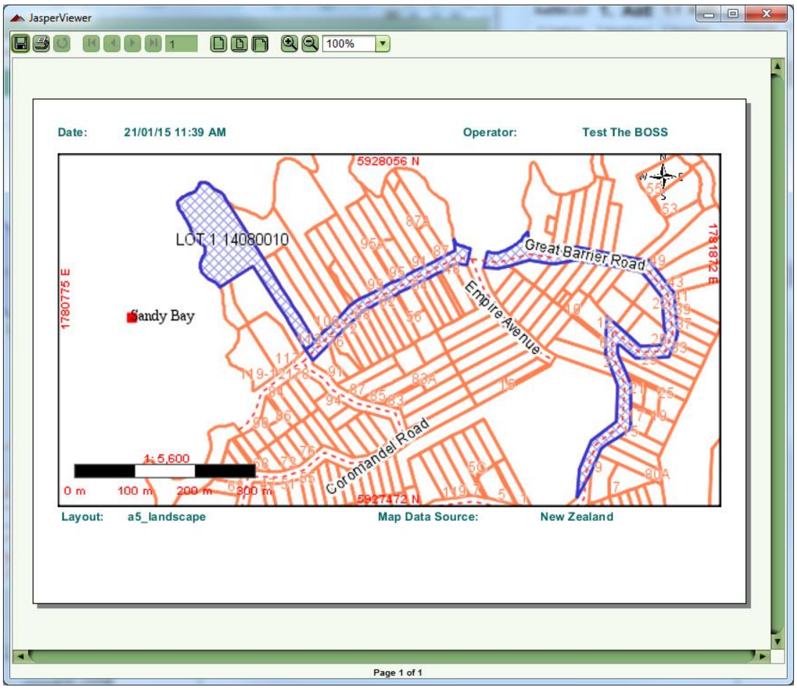


Figure 26 - Spatial Print

Note that the print templates (i.e. A3, A4 and A5) can be can be reconfigured to match those required by the land administration agency. Also note that this tool is only available to users that have the Map Print security role.

4.3.8 *Export to KML tool*

The Export to KML Tool can be used to export the currently selected feature of the map into a basic format KML file. That KML file can then be loaded into Google Earth and displayed.

Before exporting, you should use the Map Find to locate and select a feature and then click in the Map toolbar. This will export map data from the selection layer using longitude and latitude coordinates into a file called **mapExport.kml** in your ***<user_home>/sola/*** directory. If you have Google Earth installed, double click the file to launch Google Earth and show the feature super-imposed on Google Earth map. Note that you can also use Google Earth to change the styling for the feature.

Note that this tool is only available to users that have the Export Map security role.

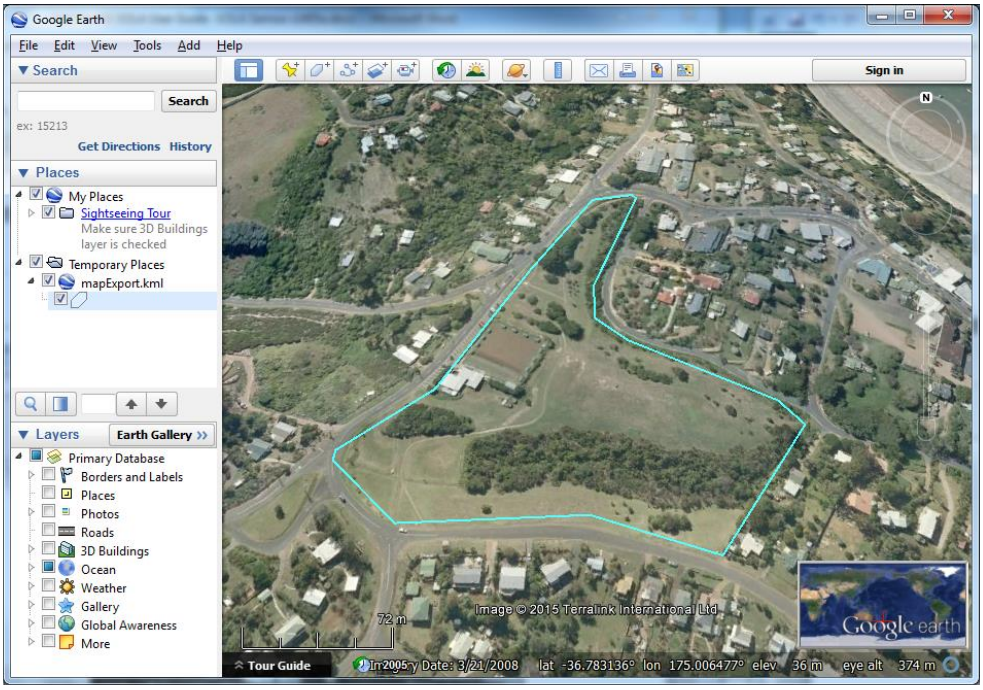


Figure 27 – KML Export styled and displayed in Google Earth

4.3.9 Also See

- State Land Desktop Screens
    - Dashboard and Main Menu
    - Job Details
    - Property Details
    - Parcel Map Editor
    - Public Display Map
- General How to
    - Add location for Job
- Parcels How To
    - Create or Change Parcels
- Job How To
    - Create a Public Display Map for a Job

4.4 Job Search

The Job Search screen allows you to find jobs of interest. It can be accessed from the Search > Jobs menu or clicking Job search.

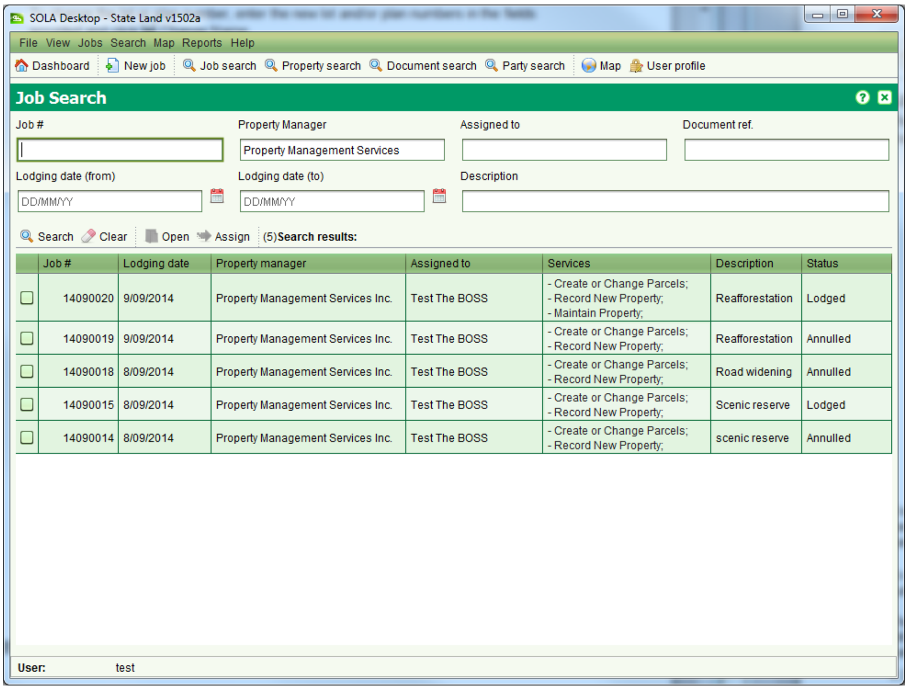


Figure 28 - Job Search

You can search by any combination of job number, property manager name, assigned name, document reference, description and/or a lodging date range by entering your chosen search criteria then clicking Search. The job number, property manager, assigned name and description also support partial and full matching so you only need to enter a partial name or number to get search results. To view the details of a job select it from the results table and click Open or double click the search result to open it automatically. To clear the job search criteria press Clear.

The Job Search can be used to locate and reassign jobs that are not displayed on the Dashboard. Search for the job to reassign and check the appropriate checkbox in the search results. If you have the Assign Job security privilege, the Assign tool will enable allowing you to reassign the job. You can also reassign jobs in bulk by checking more than one job prior to clicking Assign.

The search results can also be sorted by any of the columns displayed in the Search results table. Simply click a column header one or more times to switch the sort of the column values between ascending and descending.

4.4.1 Also See

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Details
- General How to
  - Edit a Job
  - Assign a User to a Job
  - Assign a Property Manager to a Job

4.5 Job Details

The Job Details screen allows you to enter the details for a new job and/or edit the details of an existing job. To create a new job, click the Jobs > New job menu or select New job.

To edit a job, select the job in the on the Dashboard and choose Open or use Job Search to locate the job.

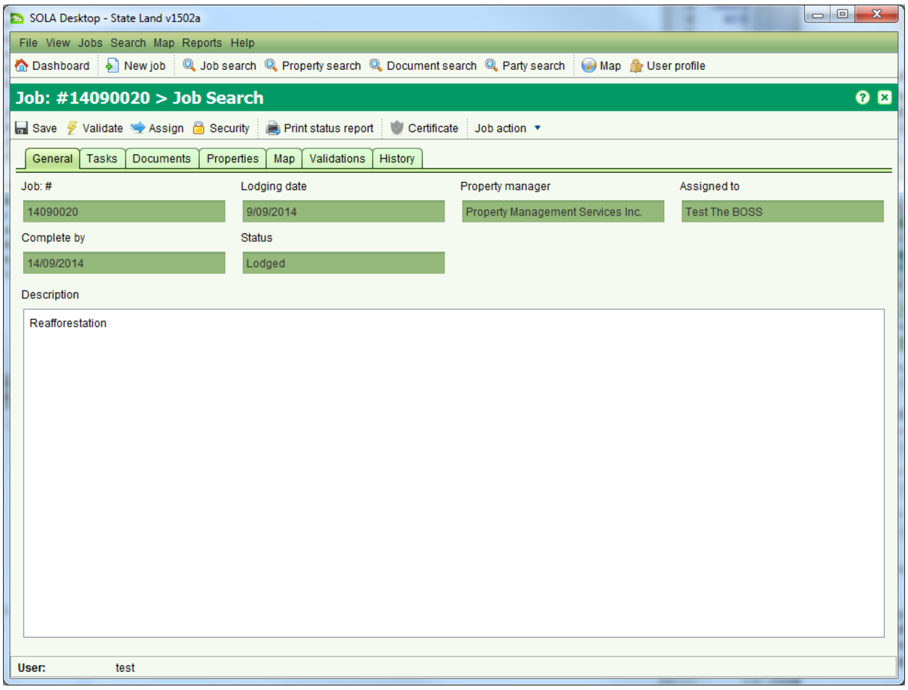


Figure 29 - Job Details General tab

The State Land Agency can use jobs to monitor and manage significant activities that must be undertaken in relation to state land property e.g. acquisition, maintenance or disposal. A job includes a set of tasks that can be used to change state land property information and/or support common activities the state must perform when dealing with state land transactions such as public display of relevant information, formal notifications and property valuations, etc.

Details that can be captured for a job are

Property Manager	Person (or group) assigned to manage the job to completion. This will usually be the Property Manager of any properties affected by the job or it can be an independent manager if required. The Property Manager for a job can be assigned or reassigned using the Assign tool in Job Details, Job Search or the Dashboard.
Description	A brief description outlining the purpose of the job.
Tasks	Used to control the changes that can be made to the properties and parcels maintained by SOLA State Land as well as supporting common activities the state must perform when dealing with state land transactions such as public display of relevant information, formal notifications and property valuations. Every job lodged in SOLA State Land must include at least one task.
Documents	Scanned copies of legal, official or other supporting documentation that explains and/or justifies the reasons for the job or one of the job tasks.

Properties	The state land property or properties affected by the job. This information is required for tasks that result in changes to existing state land property.
Map	Provides the SOLA Map Viewer along with the Locate Job tools (and) to allow you to identify the approximate location of the job. Recording this information can help to identify other jobs in close proximity to the new jobs that could have a bearing on the new job or vice versa. Optional.
Validations	Displays the results of the automated business rules executed when you choose to manually validate the job using the Validate action. Validation is only available after the application has been lodged.
History	Displays the history of actions applied to the job and its tasks. The actions that can be applied to jobs and tasks are described in the Job Lifecycle and Task Lifecycle sections. History details are only available after the job has been lodged.

4.5.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Job Lifecycle
    - Tasks
    - Task Lifecycle
    - Documents
- State Land Desktop Screens
    - Dashboard and Main Menu
    - Job Search
    - Property Details
    - Document Details
- General How to
    - Lodge a New Job
    - Edit a Job
    - Hold a Job
    - Approve a Job
    - Cancel a Job
    - Assign a User to a Job
    - Assign a Property Manager to a Job
    - Add location for Job
    - Secure a Data Record
- Documents How to
    - Add a Document to a Job

4.6 Property Search

The Property Search screen allows you to find and view state land as well as recorded properties that may be of interest. It can be accessed from the Search > Property menu or selecting Property search.

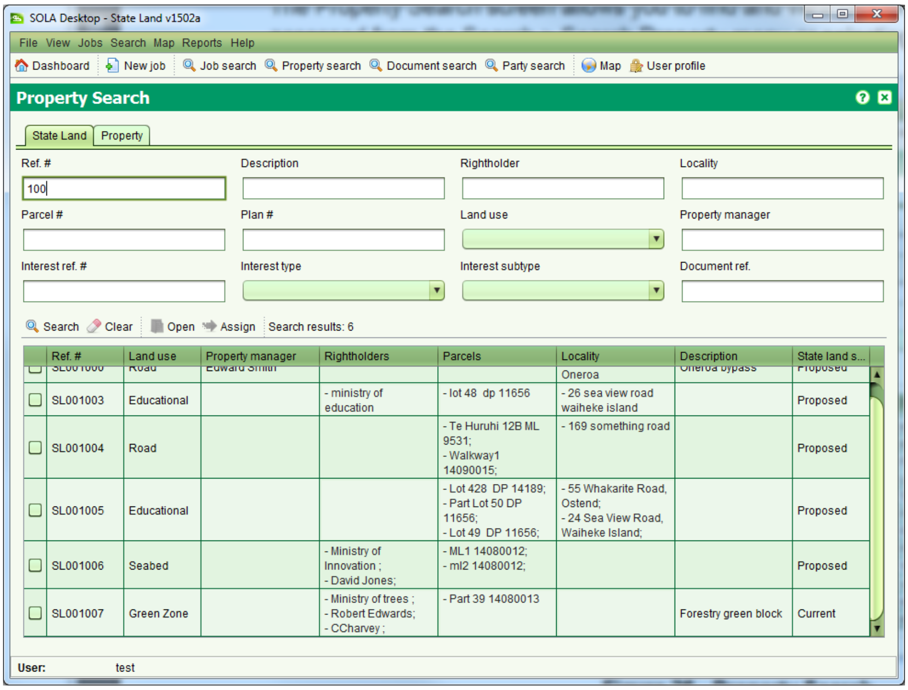


Figure 30 – Property Search State Land tab

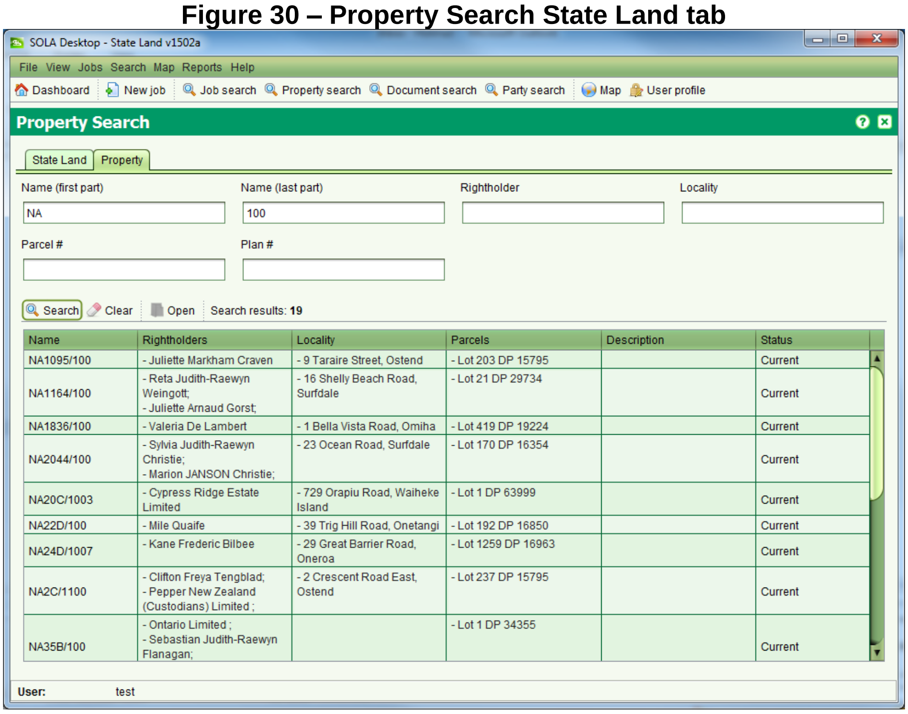


Figure 31 - Property Search Property tab

Property search provides two search tabs. The State Land tab can be used to locate state land properties. The Property tab can be used to locate any recorded property that has been loaded into SOLA State Land. You can search for state land or recorded property using any combination search criteria and all text based search fields support partial and full matching. To view the details for a property, select the property in the appropriate Search results list and click Open. To clear the search criteria from a search tab, click Clear.

The Property Search can be used to locate and reassign the property manager for any state land property. Search for the property to reassign and check the appropriate checkbox in the search results. If you have the Assign Property security privilege, the Assign tool will enable allowing you to reassign the property manager for the state land property. You can also reassign the property manager in bulk by checking more than one property in the search results list prior to clicking Assign.

4.6.1 *State Land Search Criteria*

The search criteria available for state land includes

• Ref #	The reference number assigned to the property by the state land agency. This search field supports partial and full matching.
• Description	The description of the state land property. This search field supports partial and full matching.
• Rightholder	The name of any right holder associated to an interest on the state land property such as the name of the State Landholder. This search field supports partial and full matching.
• Locality	The house number, street address or general locality listed on any parcel linked to a state land property. This search field supports partial and full matching.
• Parcel #	The parcel number of any parcel linked to a state land property (e.g. Lot 124). This search field supports partial and full matching.
• Plan #	The plan number of any parcel linked to a state land property (e.g. DP 3456). This search field supports partial and full matching.
• Land use	The land use of any parcel linked to a state land property e.g. Residential, Road, Commercial, etc. The dropdown lists all available options although this list can be reconfigured to match those land uses required by the State Land Agency.
• Property manager	The name of the property manager assigned to a state land property. This search field supports partial and full matching.
• Interest ref. #	The reference number assigned to an interest associated to a state land property. This search field supports partial and full matching.
• Interest type	The type of interest associated to a state land property e.g. Claim, Customary, Lease, etc. The dropdown lists all available options although this list can be reconfigured to match those interest types required by the State Land Agency.
• Interest subtype	The subtype of interest associated to a state land property. Only populated if the selected Interest type has a list of sub types identified. This list can be reconfigured if necessary when updating the Interest types.

• Document ref.	The reference number for any document linked to the state land property. This includes any documents linked to the notes or interests of the property. This field does not support partial matching, but you can use the Document search to locate the appropriate document and copy the full document reference from there.

4.6.2 *Recorded Property Search Criteria*

The search criteria available for recorded property includes

• Name (first part)	Recorded property often has a multi-part name to ensure it is uniquely identified such as a property number and code to indicate the general locality of the property. This search field is matched to the first part of the formal name or identifier assigned to a recorded property and it supports partial and full matching.
• Name (last part)	The last part of the formal name or identifier assigned to a recorded property e.g. the locality code. This search field supports partial and full matching.
• Rightholder	The name of any right holder associated to an interest on the recorded property such as the name of the owner. This search field supports partial and full matching.
• Locality	The house number, street address or general locality listed on any parcel linked to a recorded property. This search field supports partial and full matching.
• Parcel #	The parcel number of any parcel linked to a recorded property (e.g. Lot 124). This search field supports partial and full matching.
• Plan #	The plan number of any parcel linked to a recorded property (e.g. DP 3456). This search field supports partial and full matching.

4.6.3 Also See

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Property Details
- General How to
  - Assign a Property Manager to a Property

4.7 Property Details

The Property Details screen allows you to view or edit state land property details as well as view recorded property details. You can access the Property Details screen in view only mode by opening a search result from the Property Search screen. To edit property details, you must first lodge a job that contains a Property or Interest task such as Record New Property, Maintain Property or Change Interest, etc. and Start the task from the Job Details Task tab. The Property and Interest How To sections discusses how to process various tasks using the Property Details screen.

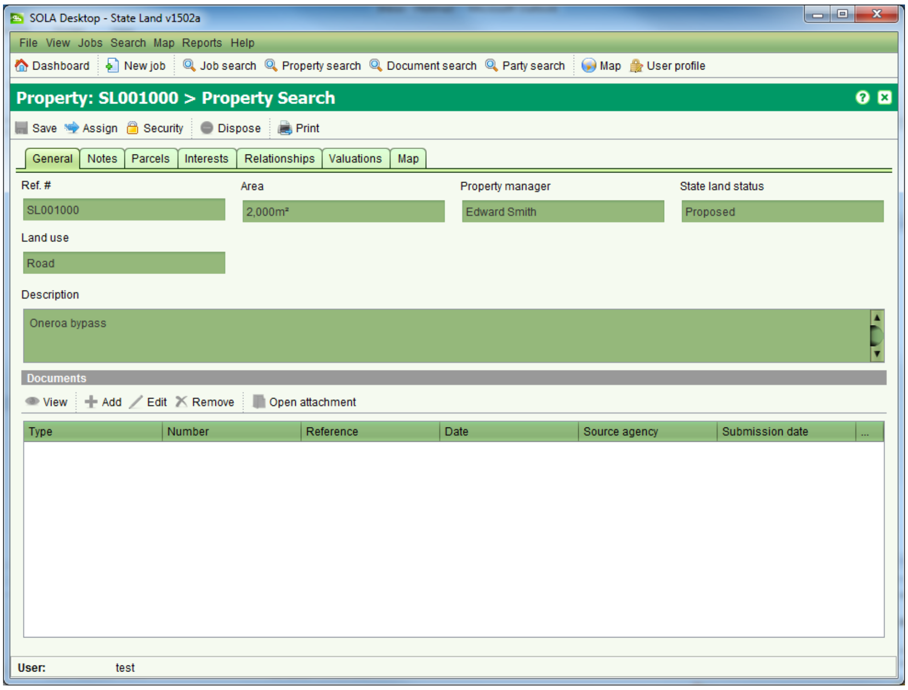


Figure 32 - Property Details, State Land General tab

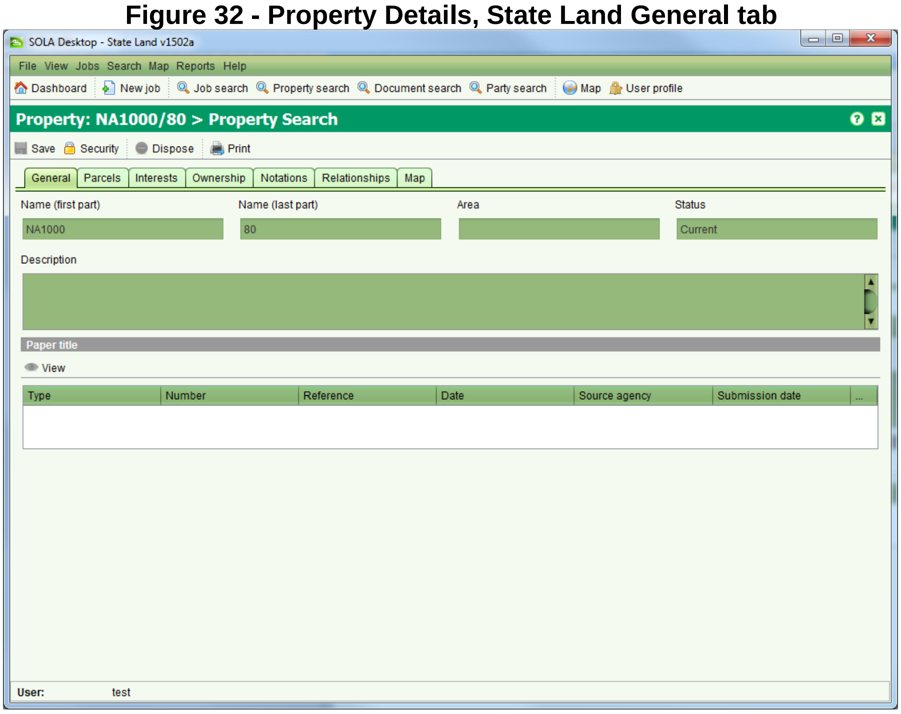


Figure 33 - Property Details, Recorded Property General tab

A property links the interests over a parcel to the parties that hold those interests. Details that can be captured for a property include

General	General information about the property including the property reference (this is in two parts for recorded property), area, property manager, state land status (state land property only), description and any documents relevant to the property.
Notes	Shown for state land property only. Comments or feedback recorded by the state land agency in relation to the property. Notes can also be flagged as actionable to indicate the agency must undertake some activity as a result of the note (e.g. property inspection, etc.)
Parcels	The area(s) of land that define the extent of a property. Parcels can be spatially defined and/or textually described by way of a metes and bounds description.
Interests	The rights, restrictions or responsibilities (a.k.a. RRR) the right holder(s) are accorded in relation to the parcels represented by the property. These could be ownership rights, lease rights, mining rights, access rights, servitudes, building restrictions, land use restrictions, caveats, etc. This tab shows summary information of the current rights and restrictions for the property along with any pending (i.e. unregistered) rights or restrictions.
Relationships	Shows the list of parent properties (if any) that this property has been derived from (a.k.a. the underlying titles). Where this property is an underlying title or the property has been superseded by a new property, a child relationship is displayed. To view the details of a parent or child property, select the property and click View.
Valuations	Shown for state land property only. Lists all valuations that have been captured for this state land property.
Map	Provides the SOLA Map Viewer highlighting the parcel for the property if one exists. This can help to identify the location of the property.
Ownership	Shown for recorded property only. Typically the primary right for a recorded property is the right of ownership. Properties can have one or many owners each with a share in the property that may be explicitly defined (tenants in common) or undivided (joint tenants).
Notations	Shown for recorded property only. Short comments recorded when changes are made to the property that provides a succinct history of the changes. A.k.a. Memorials.

4.7.1 Interest Details

The Interests tab shows summary information for all current and pending interests on the property. You can access further information about a specific interest by selecting it from the list and clicking the View toolbar button. The screen displayed will be dependent on the type of interest you select, however it will contain detailed information about the interest as well as any supporting documentation that was linked to the interest when it was first recorded.

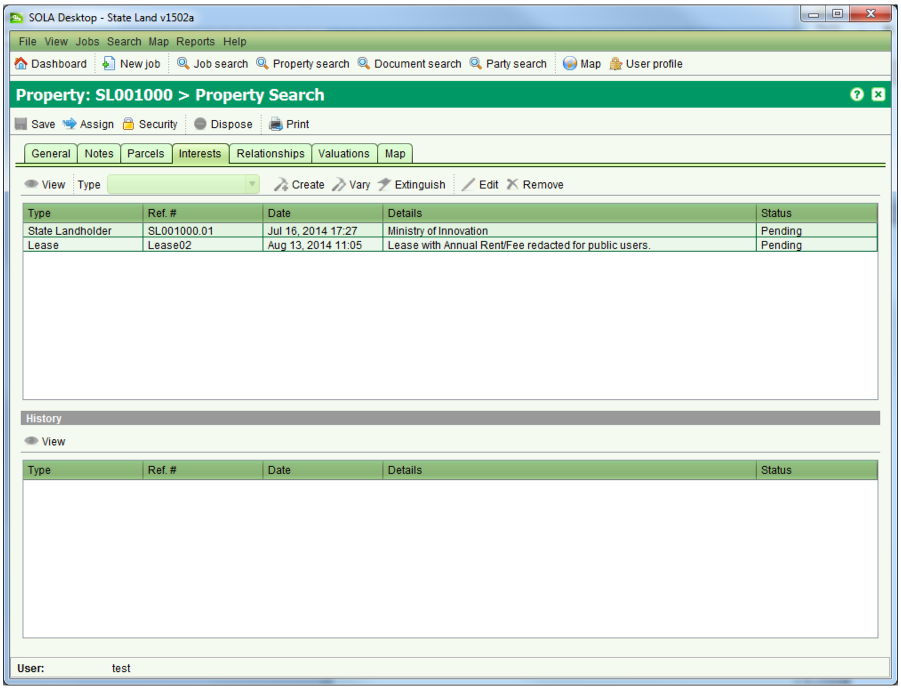


Figure 34 - Interests tab

This tab also displays the interest history for the property in the bottom section of the tab. You can select and View the historic interest details as required.

The other toolbar items available on this tab allow you to create, vary (modify) or extinguish (cancel) interests. To use these toolbar items you must first lodge a job with one or more Property or Interest tasks. When you Start a Property or Interest task from the Job Details Tasks tab, it configures the Property Details screen enabling or disabling the Interest toolbar items relevant for that task.

4.7.2 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Interests
  - Documents
- State Land Desktop Screens
  - UI Navigation Diagram
  - SOLA Map Viewer
  - Property Search
  - Note Details
  - Parcel Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
  - Document Details
  - Valuations
  - Negotiations
  - Objections
- General How to
  - Assign a Property Manager to a Property
  - Secure a Data Record
- Property How To

  - Record New Property
  - Maintain Property
  - Manage Valuations
  - Dispose Property
  - Record an Actionable Note for a Property
- Interests How To
  - Record an Interest
  - Change an Interest
  - Cancel and Interest
  - Record, Change and Cancel Leases
  - Record, Change and Cancel Licenses
  - Record, Change and Cancel Claims

4.8 Note Details

The Note Details screen allows you to view or edit notes associated with state land property. It can be accessed from the Notes tab on the Property Details screen by selecting a note to view and clicking View or Edit.

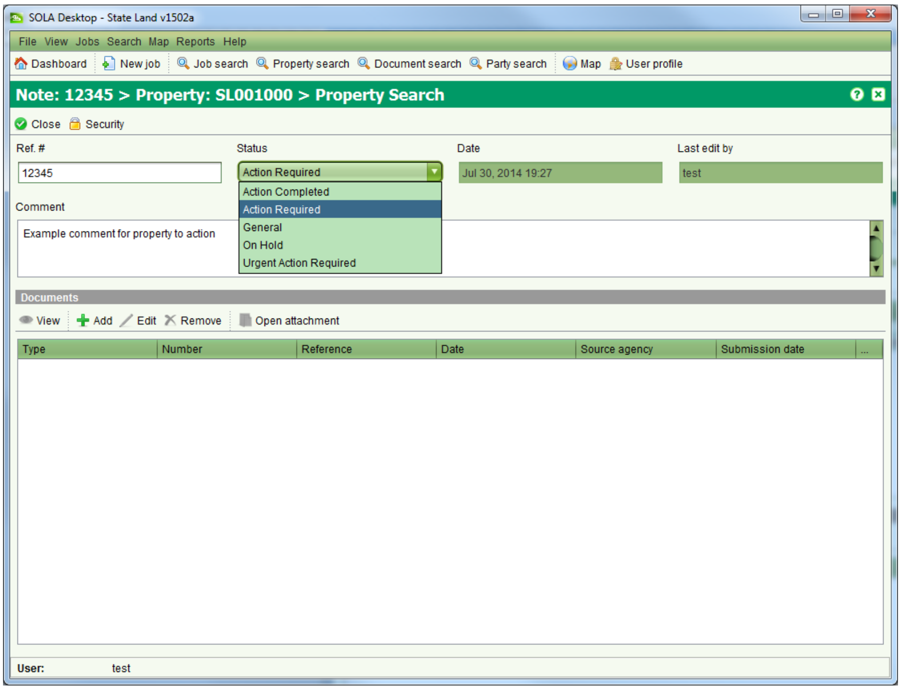


Figure 35 - Note Details

If the property requires some activity to be undertaken by the state land agency, you can add an actionable note to the property by setting the status of the note to Action Required or Urgent Action Required. This will cause the property to display the Properties to action list on the Dashboard.

4.8.1 Also See

- State Land Desktop Screens
  - Property Details
- General How To
  - Secure a Data Record
- Property How To
  - Record an Actionable Note for a Property

4.9 Parcel Details

The Parcel Details screen allows you to view or edit parcel information. It can be accessed from the Parcels tab on the Property Details screen by selecting a parcel to view and clicking View or Edit. It is also available from the Parcel Map Editor when creating or updating parcel records.

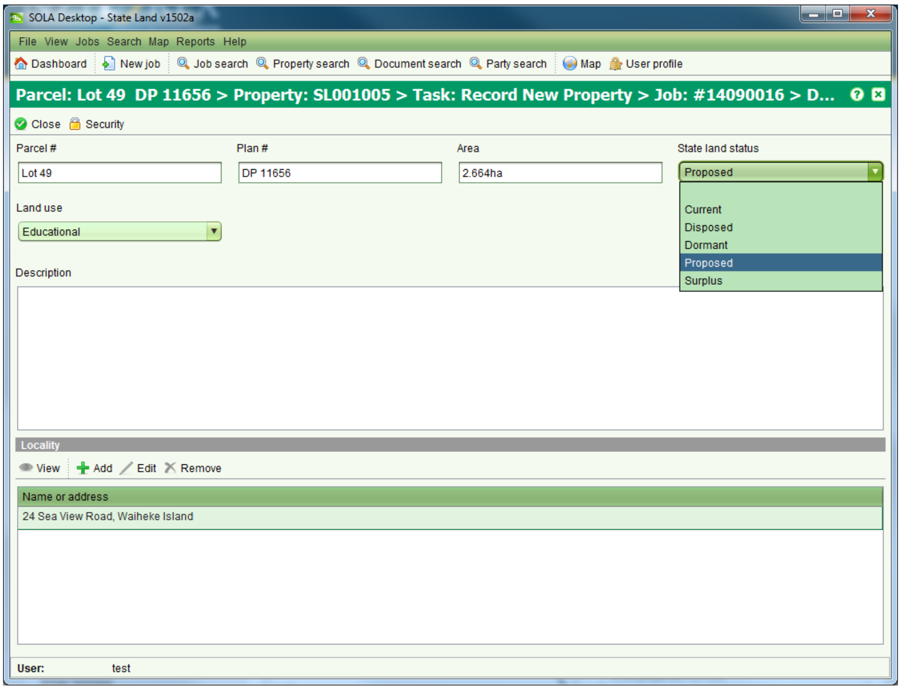


Figure 36 - Parcel Details

You can enter the parcel number (a.k.a. lot number), plan number, area, state land status and land use for the parcel as well as a description and locality.

If the parcel has no spatial definition, you should enter a metes and bounds description for the parcel that describes the general size and shape along with its approximate location. If the parcel does have a spatial definition, you can enter any relevant details in the description such as the buildings and structures that are located on the parcel.

The locality of the parcel can be a house number, street address or a general geographic location. SOLA State Land allows a parcel to have multiple localities specified as some areas of land have multiple local and formal location descriptions.

Where the parcel is part of a state land property, you can also indicate its state land status. The state land statuses available include

Proposed	The land has been nominated for acquisition by the state, but it is not currently under state control.
Current	The state is currently responsible for managing and maintaining the land.
Dormant	The land is under state control, but it is not being used for any purpose (e.g. it has been land banked).
Surplus	The land is no longer required by the state and can be disposed of.
Disposed	The land has been disposed and is no longer the responsibility of the state.

The state land agency must manually update the state land status of the parcel as and when appropriate. SOLA State Land does not modify the state land status except to set the status of all parcels to disposed when the state land property containing the parcels is disposed using the Dispose Property task.

The Parcel Details screen does not support editing the spatial definition of the parcel. To modify the spatial definition, you must use the tools available in the Parcel Map Editor when processing a Create or Change Parcels task.

Notes

- The parcel should have a status of Proposed until it has been formally purchased (or leased) by the state.
- Once purchased (or leased), the parcel should be assigned a status of Current.
- If the parcel is no longer actively used by the state, which can occur in the case of land banking, the status should be set to Dormant.
- When the parcel is identified as surplus to requirements and it is a candidate for disposal, the status should be set to Surplus
- Once the parcel has been formally sold (or the lease has expired), the status of the parcel should be set to Disposed.

4.9.1 Also See

- State Land Desktop Screens
    - Property Details
    - Parcel Map Editor
- General How To
    - Secure a Data Record
- Parcels How To
    - Create or Change Parcels
- Property How To
    - Record New Property
    - Maintain Property

4.10 Simple Interest

The Simple Interest screen is used to display information for interests that only require basic details to be captured such as Heritage, Restrictions, Easements, Liabilities, etc. It can be accessed from the Interests tab on the Property Details screen by selecting an appropriate interest to view and clicking View or Edit

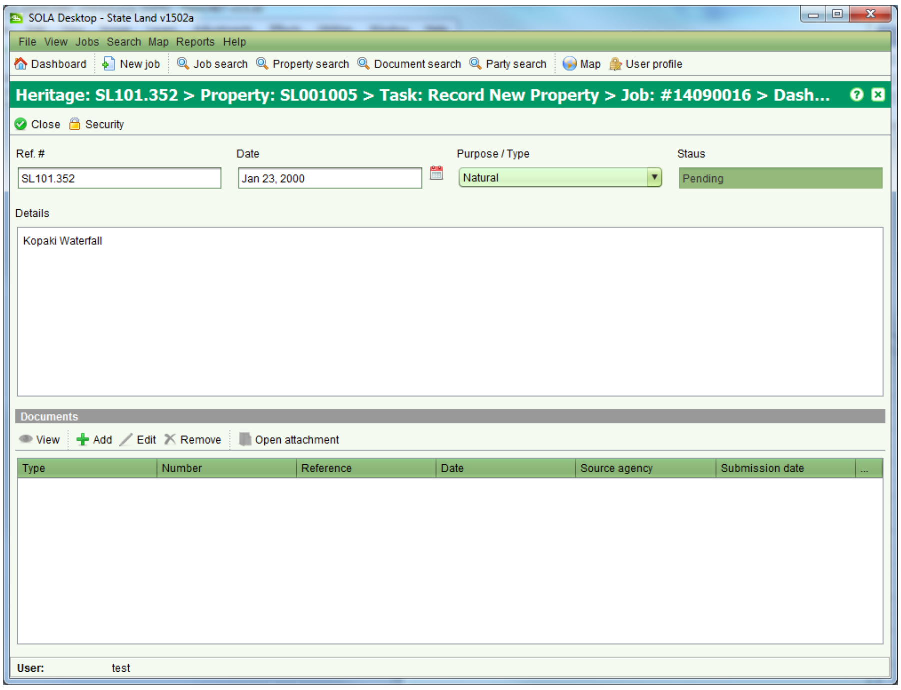


Figure 37 – Simple Interest

You can enter the reference number, date and general details for the interest as well as link any relevant documents. If the interest has subtypes configured, the Purpose / Type dropdown will also display allowing you to optionally choose a subtype.

To create, change or cancel a simple interest you must first lodge a job with the appropriate task e.g. Record New Property, Maintain Property, Record Interest, Change Interest or Cancel Interest.

4.10.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Interests
- State Land Desktop Screens
    - Property Details
    - Rightholder Interest
    - Ownership Interest
    - Lease Interest
    - Conditional Interest
    - Document Details
- General How To
    - Secure a Data Record
- Property How To
    - Record New Property
    - Maintain Property
    - Dispose Property
- Interests How To
    - Record an Interest

- Change and Interest
- Cancel an Interest

4.11 Rightholder Interest

The Rightholder Interest screen is used to display information for interests that have rightholders such as State Landholder, Claims, Customary rights, etc. It can be accessed from the Interests tab on the Property Details screen by selecting an appropriate interest to view and clicking View or Edit

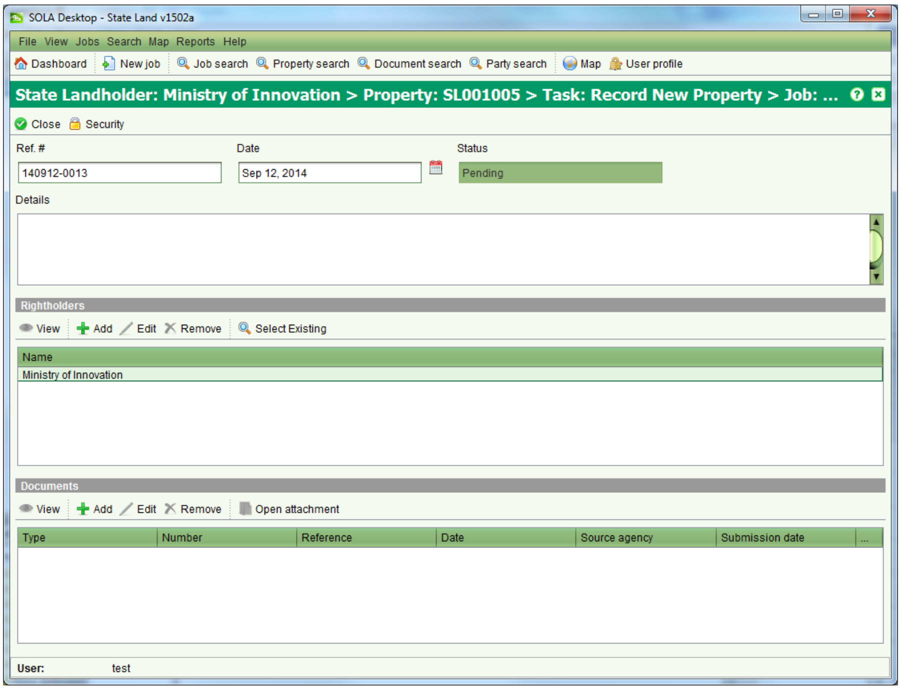


Figure 38 – Rightholder Interest

You can enter the reference number, date, general details and the details of any rightholders for the interest as well as link any relevant documents. If the interest has subtypes configured, the Purpose / Type dropdown will also display allowing you to optionally choose a subtype.

To create, change or cancel a rightholder interest you must first lodge a job with the appropriate task e.g. Record New Property, Maintain Property, Record Interest, Change Interest, Cancel Interest, Record Claim, Change Claim or Cancel Claim.

4.11.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Interests
- State Land Desktop Screens
  - Property Details
  - Simple Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
  - Document Details
- General How To
  - Secure a Data Record
- Property How To
  - Record New Property
  - Maintain Property
  - Dispose Property
- Interests How To

- Record an Interest
- Change and Interest
- Cancel an Interest
- Record, Change and Cancel Claims

4.12 Ownership Interest

The Ownership Interest screen is used to display information for interests that have rightholders with a defined share in the interest. For example, the owners of a property can include multiple parties with each party allocated a specific shareholding. The Ownership Interest screen can be accessed from the Interests tab on the Property Details screen by selecting an Owner interest and clicking View or Edit

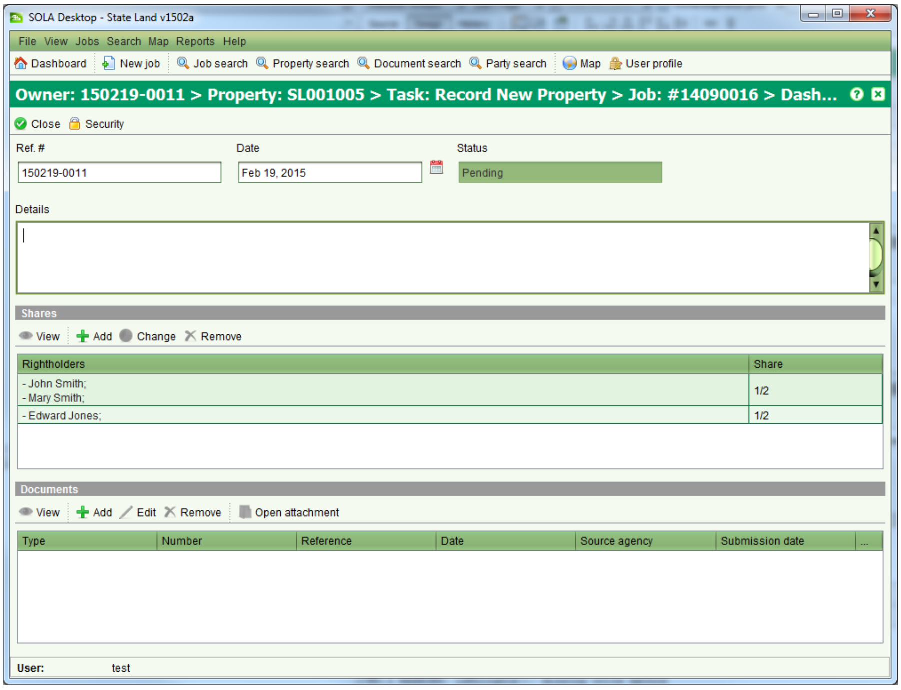


Figure 39 – Ownership Interest

When adding a new share to an Ownership interest, you must indicate the shareholding as a fraction (e.g. ½) and list the parties that hold that share.

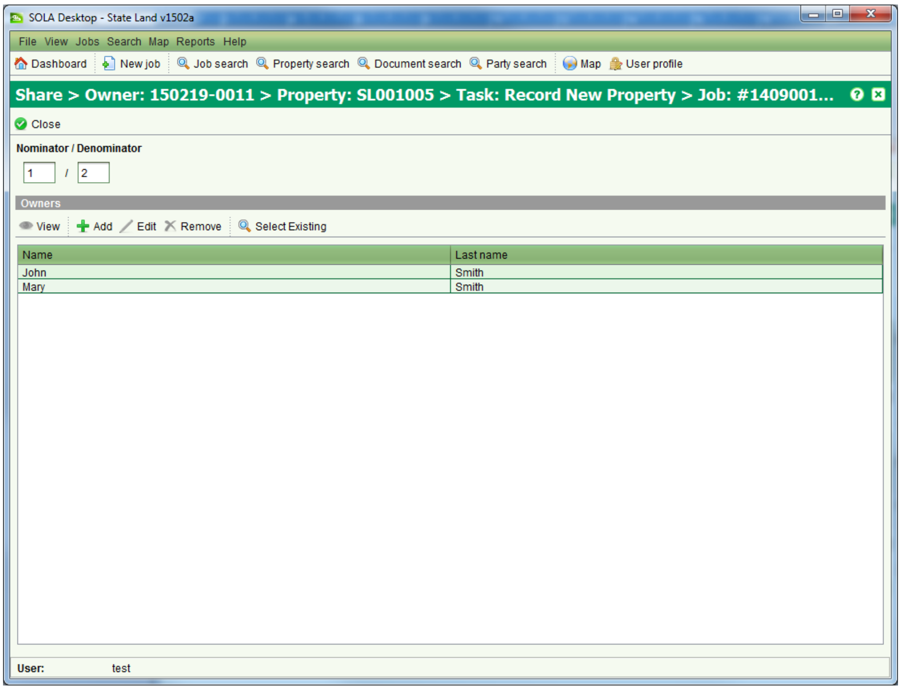


Figure 40 - Ownership Share

Shares can be used to can represent Tenants in Common and Joint Tenancy scenarios. Tenants in Common occur when two or more parties have a specific share identified. Joint Tenancy occurs when two or more parties are named on the same share. SOLA State Land can support combined Tenants in Common and Joint Tenancy scenarios as illustrated above.

To create, change or cancel an ownership interest you must first lodge a job with the appropriate task e.g. Record New Property, Maintain Property, Record Interest, Change Interest or Cancel Interest.

Notes

- SOLA State Land validates the shares in an interest to ensure the total of all share holdings is equivalent to 1.
- If there is only one shareholding for the interest, specific the share as 1 / 1.

4.12.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Interests
- State Land Desktop Screens
  - Property Details
  - Simple Interest
  - Rightholder Interest
  - Lease Interest
  - Conditional Interest
  - Document Details
- General How To
  - Secure a Data Record
- Property How To
  - Record New Property
  - Maintain Property
  - Dispose Property
- Interests How To
  - Record an Interest
  - Change and Interest
  - Cancel an Interest
  - Record, Change and Cancel Claims

4.13 Lease Interest

The Lease Interest screen is used to display information for lease and license interests. It can be accessed from the Interests tab on the Property Details screen by selecting a Lease or License interest to view and clicking View or Edit.

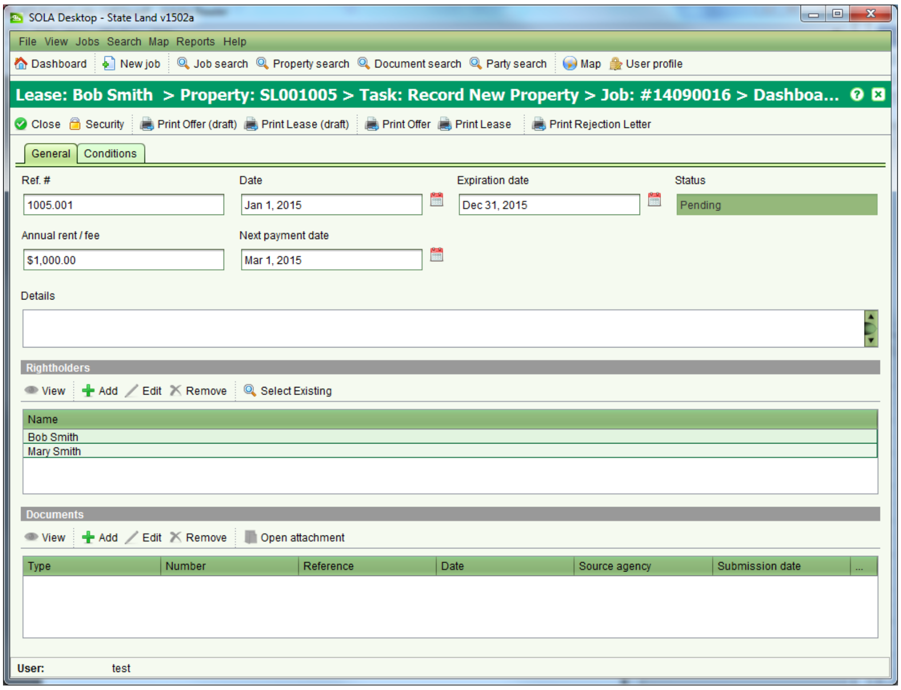


Figure 41 – Lease Interest

You can enter the reference number, date, expiration date, rental, next payment date, general details and the details of the lessees/licensees. For license interests you can optionally enter the purpose of license (e.g. mining, forestry, etc.). If the lease or license has any additional conditions, these can be specified in the Conditions tab. Relevant documents such as the lease or license contract can be linked to the interest as well.

In addition, the Lease Interest screen provides a number of pre-configured reports to assist the state land agency to grant leases over state land. The reports can produce a draft offer and lease document as well as the finalized offer and lease document once all information is confirmed. The rejection letter report can be used if the state chooses to reject a lease request.

To create, change or cancel a lease or license interest you must first lodge a job with the appropriate task e.g. Record New Property, Maintain Property, Record Interest, Change Interest, Cancel Interest, Record Lease, Change Lease, Cancel Lease, Record License, Change License or Cancel License.

4.13.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Interests
- State Land Desktop Screens
  - Property Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Conditional Interest
  - Document Details

- General How To
    - Secure a Data Record
- Property How To
    - Record New Property
    - Maintain Property
    - Dispose Property
- Interests How To
    - Record an Interest
    - Change and Interest
    - Cancel an Interest
    - Record, Change and Cancel Leases
    - Record, Change and Cancel Licenses

4.14 Conditional Interest

The Conditional Interest screen is a variation of the Simple Interest and Rightholder Interest screens that allows you to also record conditions for an interest such as might apply to a Public Private Partnership or where a general condition must be noted on the state land property. It can be accessed from the Interests tab on the Property Details screen by selecting an appropriate interest to view and clicking View or Edit.

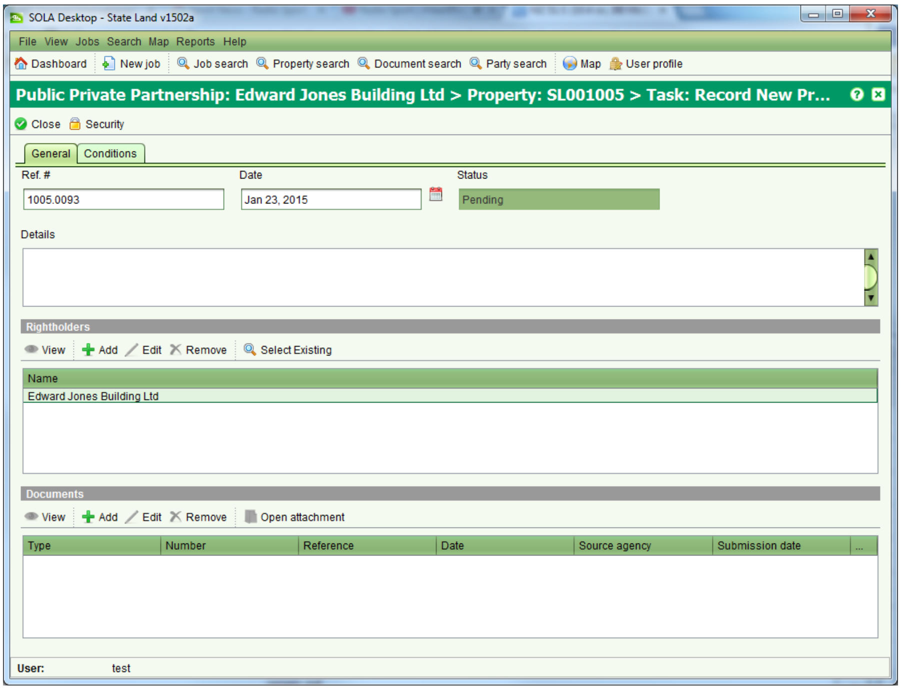


Figure 42 – Conditional Interest

You can enter the reference number, date, general details and the details of any rightholders for the interest if applicable. Conditions for the interest can be recorded on the Conditions tab. Relevant documents such can be linked to the interest as well.

To create, change or cancel a conditional interest you must first lodge a job with the appropriate task e.g. Record New Property, Maintain Property, Record Interest, Change Interest, or Cancel Interest.

4.14.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Interests
- State Land Desktop Screens
  - Property Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Document Details
- General How To
  - Secure a Data Record
- Property How To
  - Record New Property
  - Maintain Property
  - Dispose Property
- Interests How To

- Record an Interest
- Change and Interest
- Cancel an Interest

4.15 Document Search

The Document Search screen allows you to find documents of interest for editing or viewing. It can be accessed from the Search > Document menu or selecting Document search.

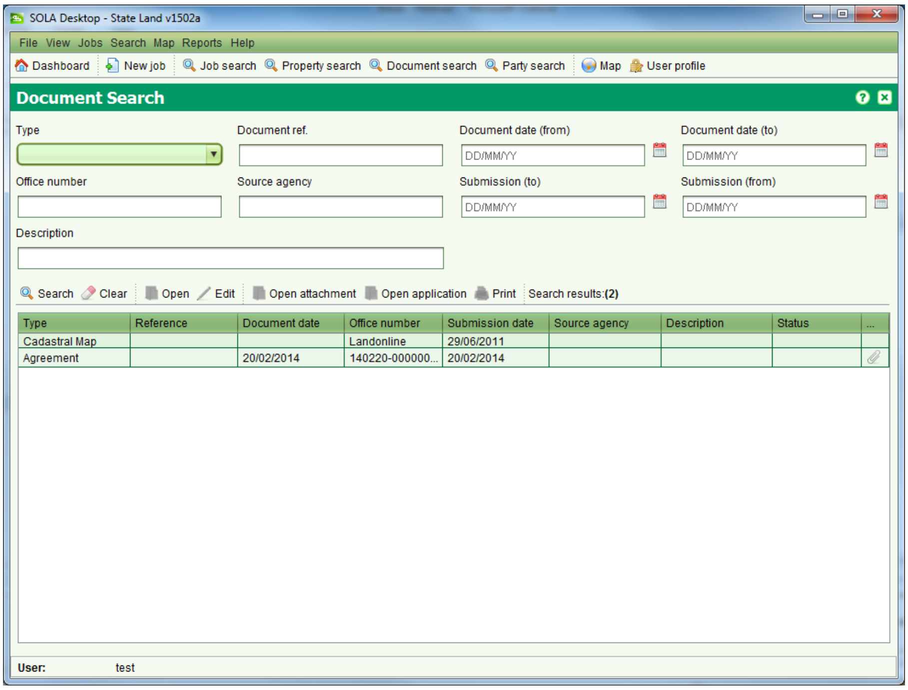


Figure 43 - Document Search

You can search by any combination of type, document reference, submission date range document date range, office number, source agency or description. The data applicable to each search field is as follows

• Type	The type of document to search. The document types available for SOLA State Land are discussed in the Document types section of this guide.
• Document ref.	If the document is a legal or a government document, it may already have an identifying reference number printed or written on the face of it. The reference number can be searched if it was recorded when capturing the document details. This search field supports partial and full matching.
• Document date range	The date printed or written on the face of the document. This date can be searched if it was recorded when capturing the document details. If the document was not dated, then this date range should remain blank.
• Office number	The number automatically assigned to the document when it was added into SOLA State Land. This search field supports partial and full matching.
• Source agency	The source of the document, e.g. the name of the person or organization that created the document. This search field supports partial and full matching.
• Submission date range	A date range covering the period when the document was submitted in SOLA State Land.
• Description	A description given to the document to provide a summary of its content. This search field supports partial and full matching.

To view the details recorded for a document, select the document in the Search results list and click the Open toolbar button. Documents with attachments will show a paperclip icon. Use Open attachment to open the document image directly. To edit the details of the document, select the Edit toolbar button. You can update the details captured for the document as well as attach an image for a document.

The Print toolbar button is not currently implemented. To print a document, open the document attachment and print the document using the print menu options available from the default document viewer.

4.15.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Documents
- State Land Desktop Screens
  - Dashboard and Main Menu
  - Document Details
- Documents How To
  - Add or Update a File Attachment on an Existing Document

4.16 Document Details

The Document Details screen allows you to view and edit document details. This screen can be accessed by multiple functions in SOLA State Land including the Document Search screen.

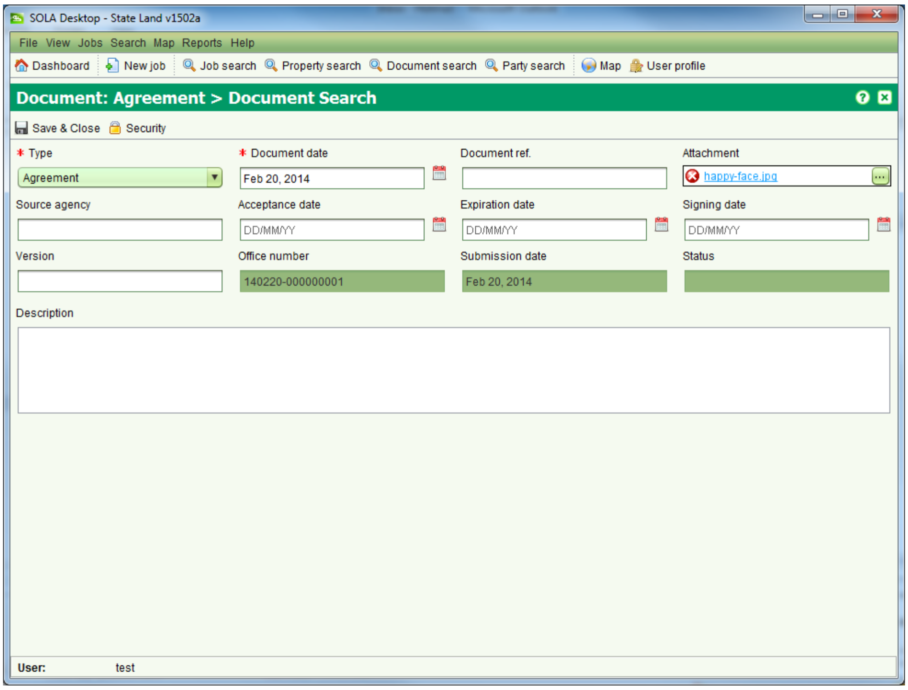


Figure 44 – Document Details

Every document must have a type specified along with a document date. Use the date printed or written on the face of the document as the document date. If the document has no such date, enter the current date.

When editing a document, you can link an attachment using the Attachment field. Simply click the … button to open the File Attachments screen. This button is not displayed when viewing document details in read only mode.

To save your edits to the document and close, click Save & Close.

4.16.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Documents
- State Land Desktop Screens
  - UI Navigation Diagram
  - Job Details
  - Property Details
  - Note Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
  - Document Search
  - Valuations
  - Public Display
  - Notifications

  - Negotiations
  - Objections
- General How To
  - Lodge a New Job
  - Secure a Data Record
- Documents How To
  - Add a Document to a Job
  - Attach a File to a New Document
  - Add or Update a File Attachment on an Existing Document
- Property How To
  - Record New Property
  - Maintain Property
  - Manage Valuations
  - Dispose Property
- Job How To
  - Manage Items for Public Display
  - Manage Notifications
  - Manage Negotiations
  - Manage Objections

4.17 Party Search

The Party Search screen allows you to locate parties which include both people (Natural Person) and organizations/groups (Non-natural Person) that are associated to property or property transactions. You can also add, edit, remove or view party details from this screen. It can be accessed by selecting Party search or using Search > Party menu.

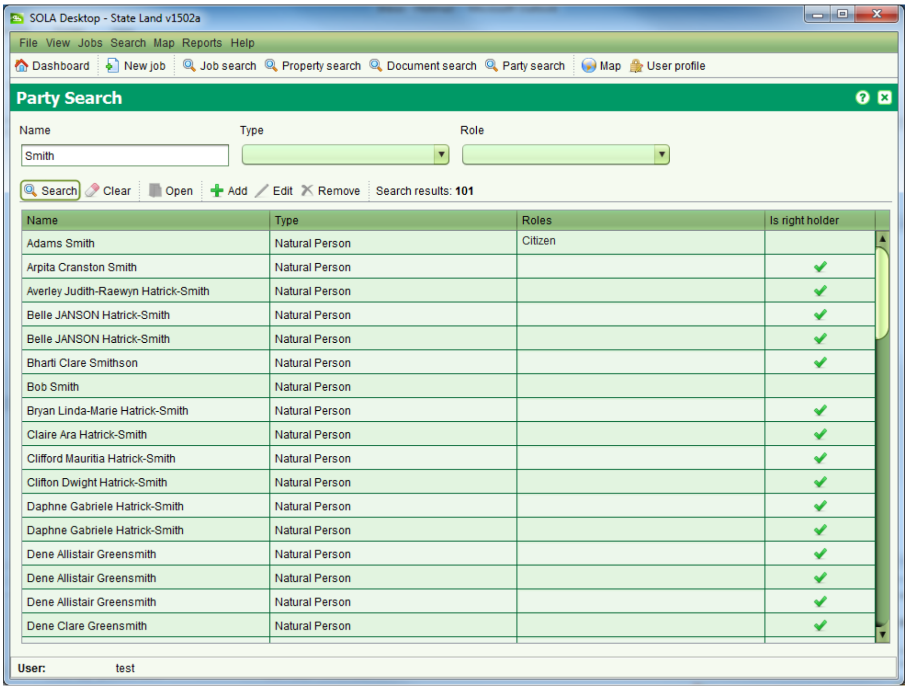


Figure 45 - Persons

You can search by any combination of Name, Type and Role. The Name also supports partial and full matching. SOLA State Land makes no attempt to automatically link or de-duplicate new party records. This can result in an individual or organization/group being listed multiple times in the search results.

The Is right holder flag indicates whether the party has a direct association to a property as an owner or as a named party for another property right. Parties that are flagged as right holders cannot be edited or removed using this screen. Instead changes to the right holder details can only be made using one of the property or interest tasks.

Using this screen you can add a new party by clicking Add or edit existing parties that are not flagged as right holders by selecting a search result and clicking Edit. Both actions will open the Persons Details screen allowing you to enter details for an individual or an entity. It is also possible to add new parties as well as edit parties using other functions in SOLA State Land such as property owners and right holders.

To remove an existing party, select it and click Remove. If the party is not linked as a property owner or right holder, the record will be removed.

If you simply need to view the party details, select it and click Open.

4.17.1 Also See

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Party Details
- General How To
  - Add or Edit Property Managers

- Add or Edit Teams
- Secure a Data Record

4.18 Party Details

The Party Details screen allows you to create new parties as well as edit existing party details. This screen can be accessed by multiple functions in SOLA including the Party Search screen.

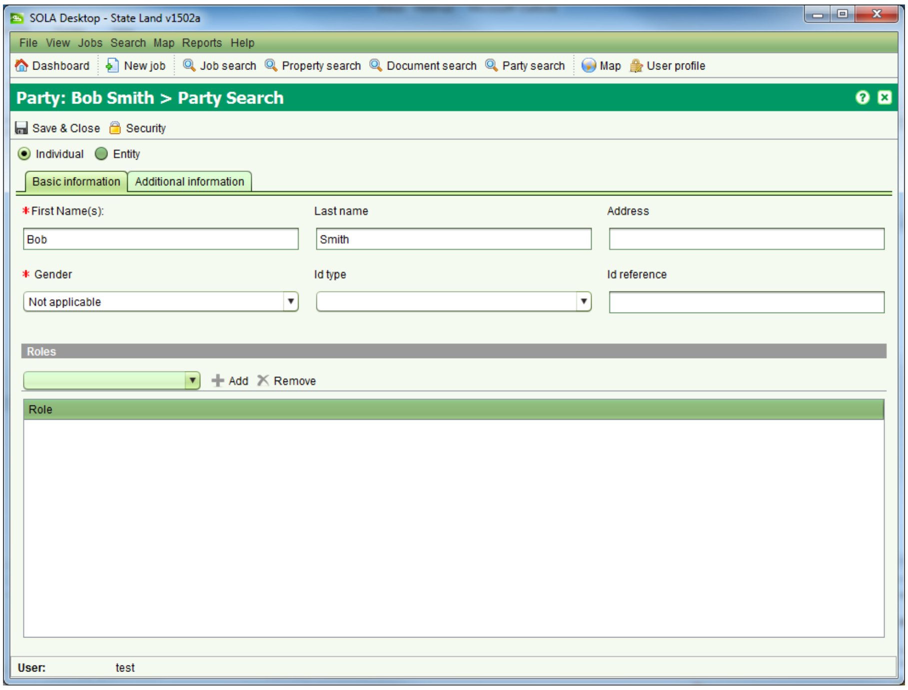


Figure 46 – Party Details

You can enter details for an entity (i.e. organization, group or company) or an individual. The basic information required includes the name of the party with additional information such as contact information and alias details entered as required on the Additional Information tab.

Once the necessary party details have been entered click Save & Close to create or update the party.

4.18.1 Also See

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Party Search
- General How To
  - Add or Edit Property Managers
  - Add or Edit Teams
  - Secure a Data Record

4.19 User Profile

Every user is able to update their name details and change their password from the User Profile screen. It can be accessed by clicking User profile.

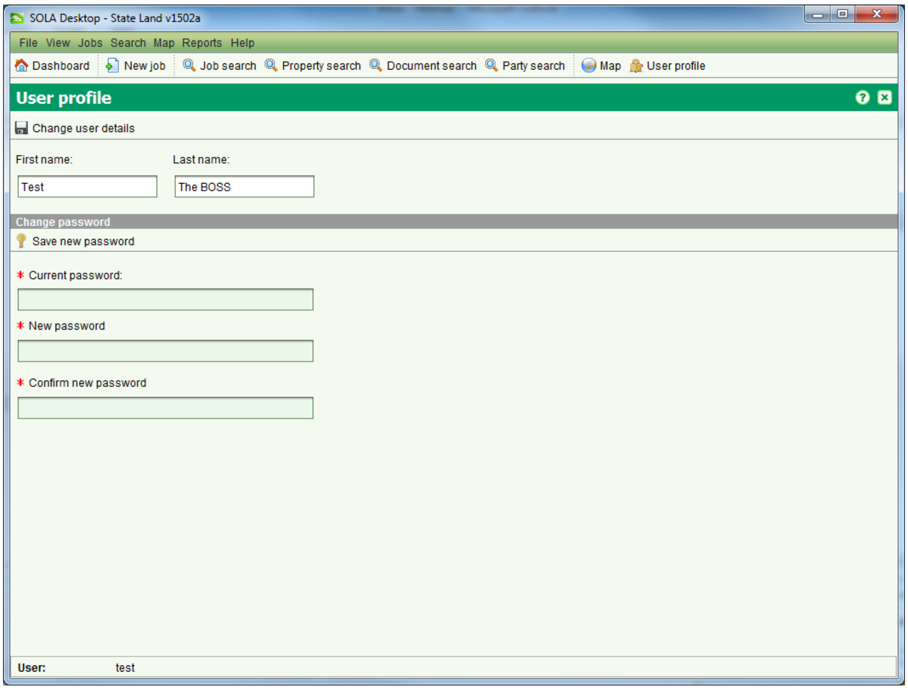


Figure 47 - User Profile

To change your first or last name details, update the First or Last name and click Change user details. Changing your first or last name does not affect the username you use to login to SOLA.

To change your password, enter your current password in the text field provided and enter your new password twice then click Save new password. New passwords must be at least 5 characters in length. Also note that changing your password will automatically exit the application. If the application does not close automatically, you will need to close it manually before continuing.

4.19.1 Also See

- State Land Desktop Screens
    - Dashboard and Main Menu
- General How To
    - Log In
    - Change Your Password

4.20 Parcel Map Editor

The Parcel Map Editor screen allows you to map a new state land parcel and/or edit the shape of existing state land parcels. You can also use the Parcel Map Editor to change state land parcel information such as land use, area, description and locality details. To access the Parcel Map Editor you must Start a Create or Change Parcels task from the Job Details Task tab.

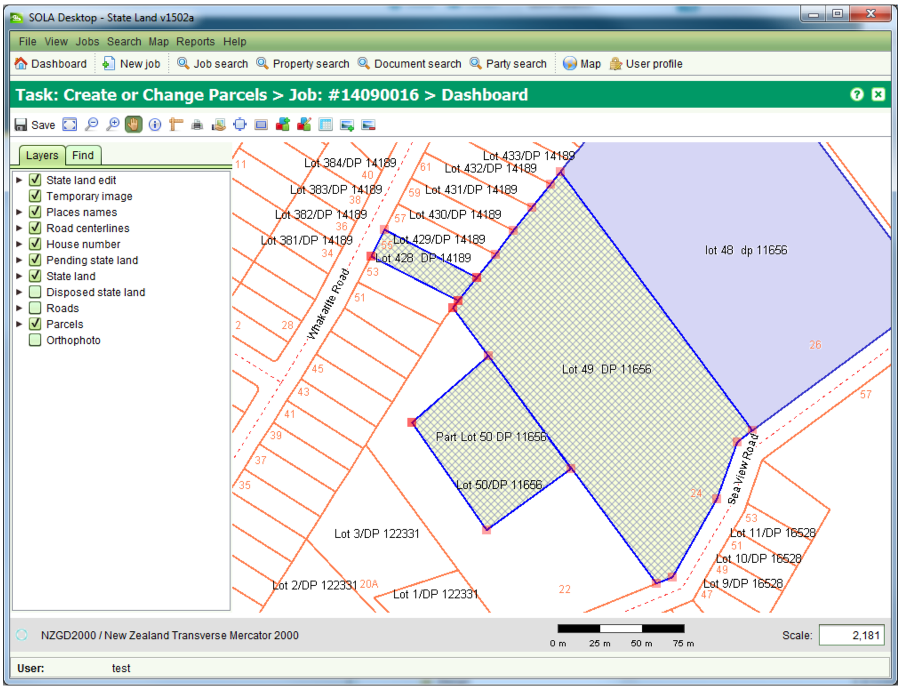


Figure 48 – Parcel Map Editor with 3 New State Land Parcels

The Parcel Map Editor screen extends the SOLA Map Viewer with additional tools to aid spatial editing of parcels. The additional tools provided are

- Save
- Zoom to Job
- Select State Land Feature
- Add New State Land Parcel
- Edit State Land Parcel
- State Land Parcel List screen
- Add image
- Remove added image

Notes

- The Parcel Map Editor only allows you to create and edit state land parcels. If you need to create or edit recorded property parcels, you must use an alternative map editing tool or refresh/reload the recorded property parcels layer in SOLA State Land.

4.20.1 Saving Changes

The edits you make using the Parcel Map Editor are **not** saved automatically. You must regularly Save your changes otherwise they can be lost.

4.20.2 Zoom to Job

When the Parcel Map Editor opens it will automatically zoom to the location of the parcels linked to the job. If you zoom or pan the map away from this location, you can use the Zoom to Job tool to quickly reposition the map back over the job area.

4.20.3 Selecting State Land Features

The Select State Land Feature tool allows you to select an existing parcel from the map and add it to the job. Once a parcel has been added to the job, you can update the parcel information and optionally change the parcel shape.

To use the tool, click any parcel displayed on the map. The parcel will be highlighted and the Parcel Details screen will appear allowing you to update the selected parcel information.

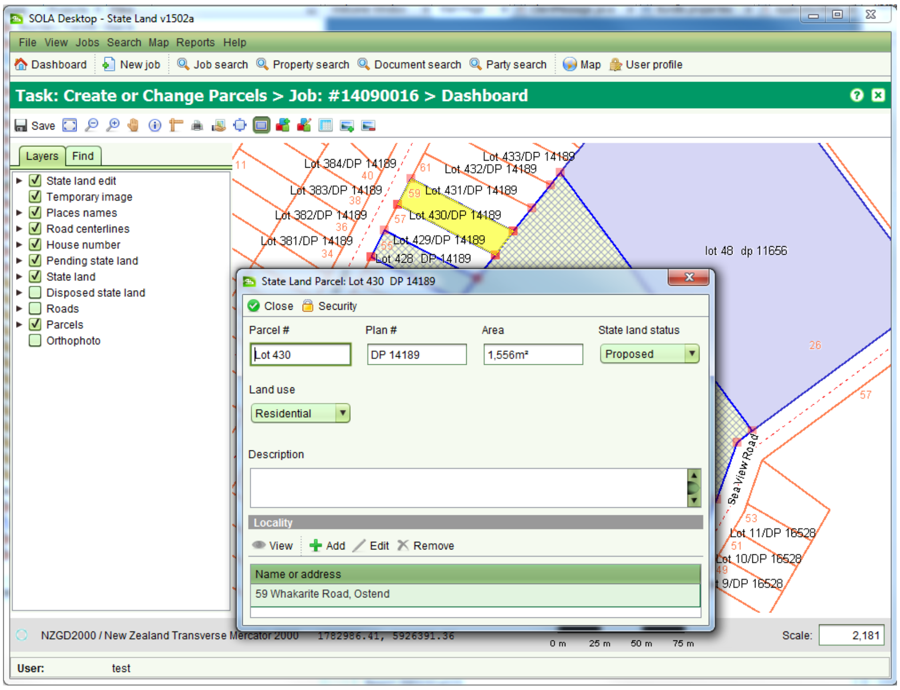


Figure 49 – Using the Select State Land Feature Tool

When you close the Parcel Details screen the bright yellow highlight will be removed from the parcel and it will show with a dark blue border and light yellow fill and the parcel nodes will be highlighted with light red squares. If you need to change the shape of the parcel you can do so using the Edit State Land Parcel tool .

To deselect the parcel and remove it from the job, you can click it again with the Select State Land Feature tool or use Remove on the State Land Parcel List screen. Be aware that this will remove any edits you may have done to the parcel.

Notes

- If you select a parcel that is not currently state land (e.g. a recorded property parcel), it will be added to the job as pending state land. This allows you to quickly identify parcels that are likely to become state land as a result of an acquisition process.
- Updates to parcel information or changes to the parcel shape remain pending until the job is approved. If you make a mistake while updating the parcel information or changing its shape and need to revert to the original parcel, simply deselect/remove the parcel from the job.

4.20.4 Editing State Land Parcels

After you have added a state land parcel to the job using the Select State Land Feature tool or the Add New State Land Parcel tool, you can use the Edit State Land Parcel tool to change the parcel shape by moving parcel nodes or adding and removing nodes from the parcel.

To move a node on a state land parcel hover the mouse above the node you wish to move. The node should change colour and display a green square. Press and hold the left mouse button to pick up the node and drag it to its new location. Release the left mouse button to drop the node.

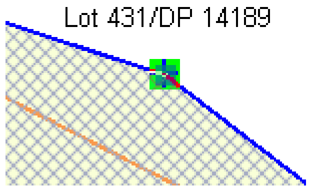


Figure 50 - Selecting a parcel node

To add a new node to a parcel, use the mouse to left click anywhere on the parcel boundary (i.e. on the dark blue line). A new node will be added at the location you clicked.

To remove a node from the parcel boundary, hover the mouse over the node you which to remove until it shows as a green square, then hold down the SHIFT key and left click the node. The parcel boundary will be redrawn with the node removed.

Notes

- Parcel nodes are highlighted as light red squares on the parcel boundary
- Remember to Save after editing the parcel shape.

4.20.5 Adding New State Land Parcels

The Add New State Land Parcel tool can be used to create a new parcel in the map. Use left click of your mouse to trace the boundary points (a.k.a. nodes) for the new the new parcel. Double click the last boundary point to complete the capture. This will display the Parcel Details screen with default values for the plan number and area. Correct these values if necessary and enter the parcel number along with any other relevant information before you Close the Parcel Details screen.

If you click the wrong location for one of the parcel nodes, continue to capture the parcel and use the Edit State Land Parcel tool to fix the node later.

If you need to completely remove the new parcel from the job, use Remove on the State Land Parcel List screen.

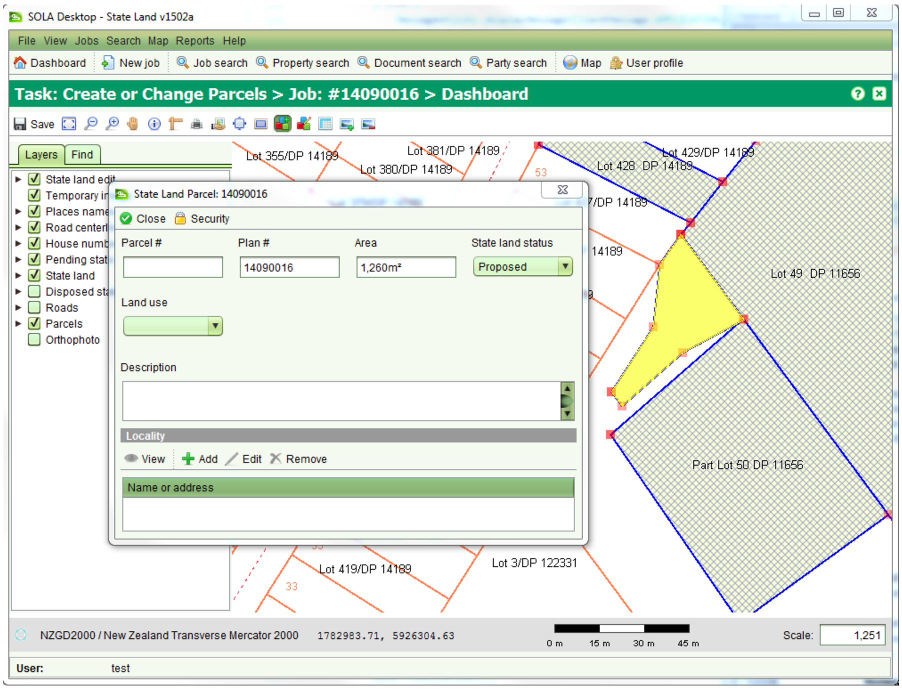
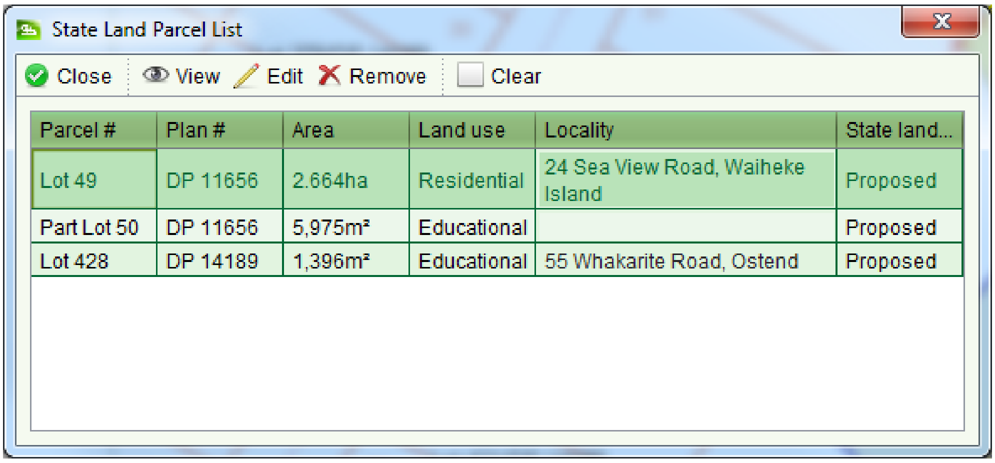


Figure 51 - Adding a new state land parcel

4.20.6 State Land Parcel List

To view the parcels that are part of the job, click the State Land Parcel List tool and the State Land Parcel List screen will display.



Parcel #	Plan #	Area	Land use	Locality	State land...
Lot 49	DP 11656	2.664ha	Residential	24 Sea View Road, Waiheke Island	Proposed
Part Lot 50	DP 11656	5,975m²	Educational		Proposed
Lot 428	DP 14189	1,396m²	Educational	55 Whakarite Road, Ostend	Proposed

Figure 52 - State Land Parcel List screen

Using the State Land Parcel list screen you can View, Edit and Remove parcels from the job by selecting the parcel you wish to view, edit or remove and clicking the appropriate toolbar button.

When you select a parcel in the list it is automatically highlighted on the Parcel Map Editor. To remove the highlight from the map, click Clear.

Notes

- Remember to Save the Parcel Map Editor after making any changes using the list screen.

4.20.7 Heads up Digitizing

To assist capturing new state land parcels you can load an image of a survey plan onto the Parcel Map Editor and digitize the shape using the Add New State Land Parcel tool .

To add a plan image to the map you must first have an image file available on your local hard drive. The file formats supported by the Map Viewer are TIFF, PNG and JPEG. If you have an image in a different format (e.g. PDF), then you will need to convert the file to one of the accepted image formats before it can be displayed in the Map Viewer.

The Add Image tool works by matching two points you select on the map with two points you select from the image. For the best match accuracy, the first node you select should be at the bottom left of the plan image and the second point at the top right (or top left and bottom right). The image is then scaled and displayed in the Map Viewer accordingly.

Note that the current Add image tool does not rotate the image. If the plan does not have a standard North orientation, then do not attempt to digitize from the plan as the result will be inaccurate. If you need to remove the plan image from the map use the Remove Image tool .

4.20.8 Approving a Job

All parcel changes made using the Create or Change Parcels task remain pending until the job containing the Create or Change Parcels task is approved. You can approve the job by completing all tasks on the job and approving it using the Approve tool in the Job action dropdown. Any new or modified parcels will then show as State Land Parcels in the SOLA Map Viewer.

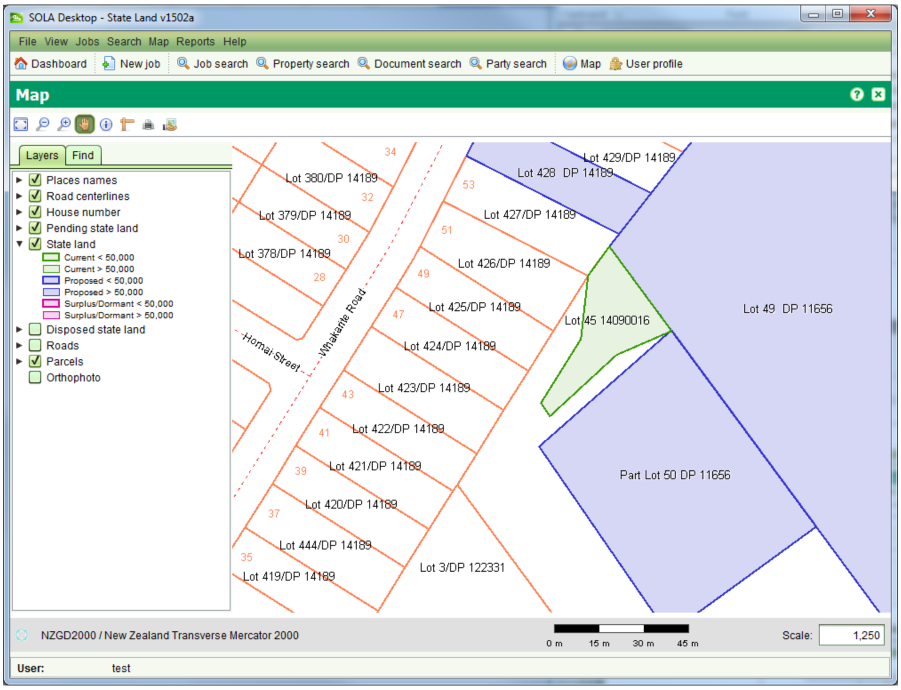


Figure 53 – Approved Job

4.20.9 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- State Land Desktop Screens
  - SOLA Map Viewer
  - Job Details
  - Parcel Details
- General How To

    - Lodge a New Job
    - Edit a Job
    - Approve a Job
- Parcels How To
    - Create or Change Parcels
    - Add a Plan Image for Digitizing

4.21 Checklist

The Checklist screen allows you to confirm that specific actions required for the job have been completed as well as provide additional comments if appropriate. To access the Checklist screen you must Start a Checklist task from the Tasks tab of the Job Details screen.

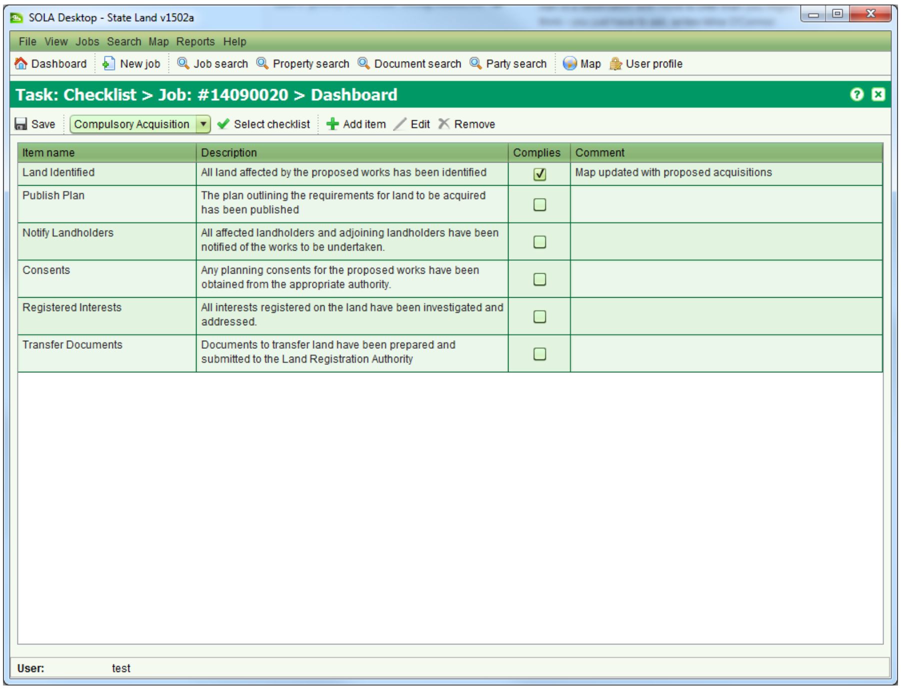


Figure 54 - Checklist

SOLA State Land can be pre-configured with checklists relevant to the types of jobs the State Land Agency is likely to undertake. Checklists can be used to indicate compliance and/or completion of activities related to the job that cannot be otherwise managed within SOLA State Land such as manual inspection of property or compliance to specific legal or state processes.

To select a pre-configured checklist, choose the appropriate list form the dropdown and click Select checklist. You can indicate that an item has been complied with by ticking the Complies checkbox. SOLA State Land will not force you to comply with all items, but you should enter a suitable comment if you choose not to comply with any item.

For a specific job, you can also add custom checklist items using Add item. This will open the Custom Checklist screen.

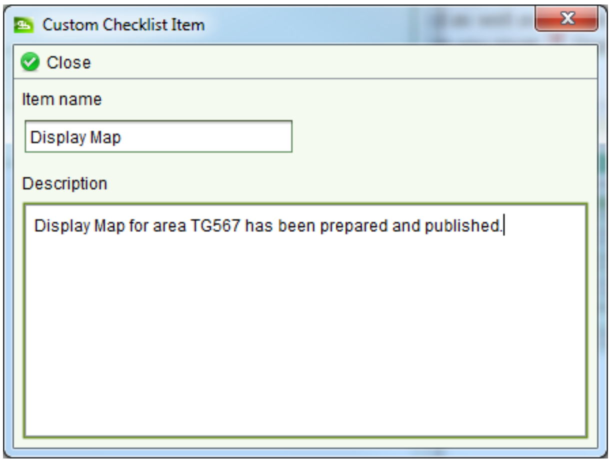


Figure 55 - Custom Checklist screen

Enter an item name and description for the checklist item then click Close. The new item will be added to the checklist and you will be able to indicate compliance with the item as well as enter comments against it. If you need to modify the custom checklist item, select it and use Edit or Remove.

Notes

- You cannot edit or remove checklist items that are part of a pre-configured checklist. Only custom checklist items can be edited and removed.

4.21.1 Also See

- SOLA State Land
    - Tasks
    - Task Lifecycle
- SOLA Desktop Screens
    - Job Details
- General How To
    - Lodge a New Job
    - Edit a Job
    - Approve a Job
- Job How To
    - Create a Checklist for a Job

4.22 Valuations

Often a job will incorporate a number of properties that require valuation and assessment by the state. The Valuation List screen can be used to capture details for one or more valuations that may be required for the properties affected by a job. To access the Valuation List screen you must Start a Manage Valuations task from the Tasks tab of the Job Details screen.

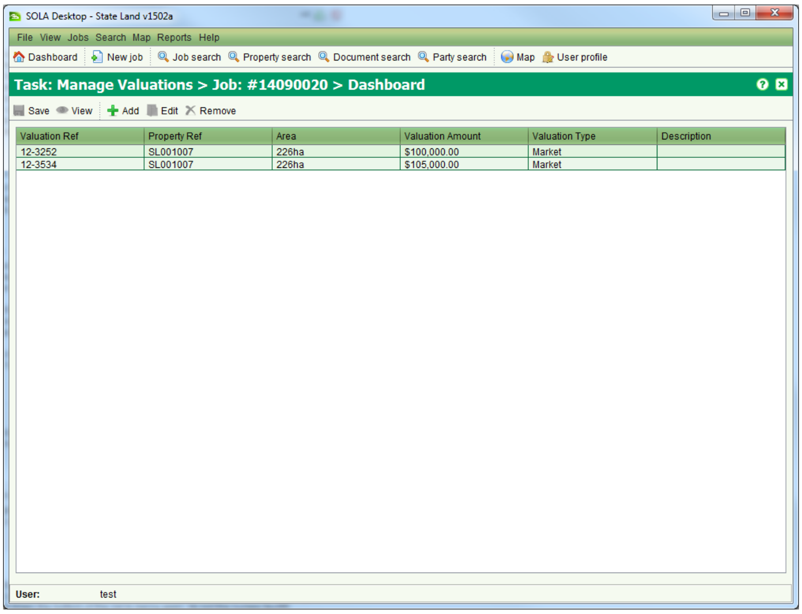


Figure 56 – Valuation List

To add a new property valuation click Add on the Valuation List screen. This will open the Property Search screen allowing you to select or find the property (state land or recorded property) the valuation relates to. Once you Select the property in Property Search, the Valuation Details screen will open automatically allowing you to enter the valuation information.

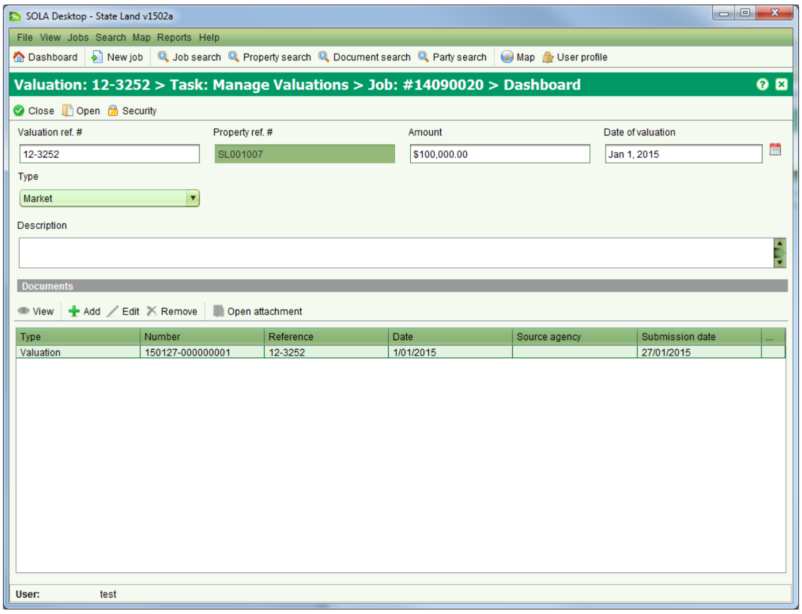


Figure 57 – Valuation Details screen

Enter the valuation reference number, amount, date of valuation and the type of valuation. You must also add a scanned copy of the valuation report. If the valuation contains sensitive information that must not be disclosed to other parties, you can use Security to configure the appropriate viewing privileges.

When you have completed editing the valuation information, Close the Valuation Details screen and Save your changes from the Valuation List screen.

Notes

- Remember to Save you changes in the Valuation List screen otherwise your changes may be lost.
- The Valuations tab on the Property Details screen also provides a read only list of the valuations that have been linked to a property.

4.22.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - Job Details
  - Property Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
  - Secure a Data Record
- Property How To
  - Manage Valuations

4.23 Public Display

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. This is often addressed through public notices and advertising. The Public Display List screen identifies all notices and advertising being used to inform the public about a state land project. To access the Public Display List screen you must Start a Manage Public Display task from the Tasks tab of the Job Details screen.

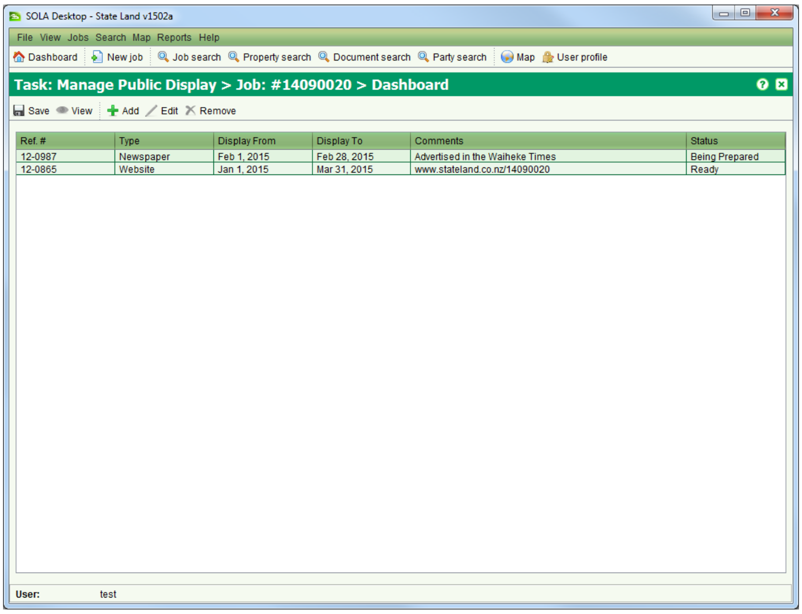


Figure 58 – Public Display List

To add a new public display item to the list click Add on the Public Display List screen. This will open the Public Display Details screen allowing you to capture information about a specific public display item (e.g. Newspaper article, website advertisement, gazette notice, etc.).

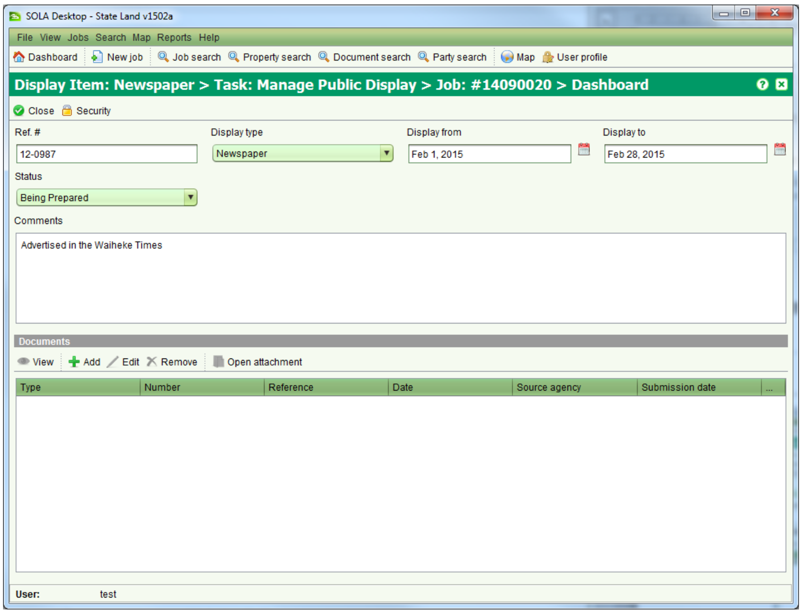


Figure 59 – Public Display Details screen

Enter a reference number, the type of display item, the dates it will be displayed and the relevant status. You can optionally add scanned copies of any documents related to the public display item.

When you have completed editing the public display item information, Close the Public Display Details screen and Save your changes from the Public Display List screen.

Notes

- Remember to Save you changes in the Public Display List screen otherwise your changes may be lost.

4.23.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - Job Details
  - Document Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
  - Secure a Data Record
- Job How To
  - Manage Items for Public Display

4.24 Public Display Map

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. This is often addressed through public notices and advertising. The Public Display Map screen can be used to produce a large scale printout illustrating the parcels affected by a job in relation to other parcels and geographic features. The printout can be posted on notice boards or in public spaces or used as addendum to other public display material. To access the Public Display List screen you must Start a Public Display Map task from the Tasks tab of the Job Details screen.

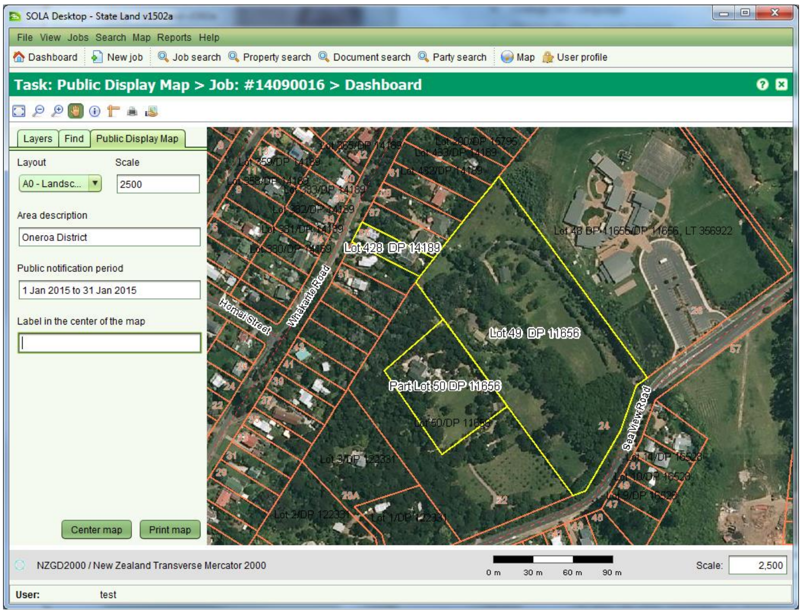


Figure 60 – Public Display Map

If you have used the Create or Change Parcels task to add parcels to the job, the Public Display Map screen will automatically zoom to the location of those parcels, highlighting them in bright yellow. On the Public Display Map tab, you can enter the plot layout (one of A4, A3 or A0 landscape or portrait) as well as the map scale, area description and the notification period. You can optionally enter text to display in the middle of the map plot as well as adjust the Layers tab to hide or show additional layer information on the map.

When you have the map setup as you require, click the Print map button to generate a document containing the map image. As with the Map Print tool, you can use the Report Viewer to save the print in several formats including PDF, DOCX and HTML or print a hard copy.

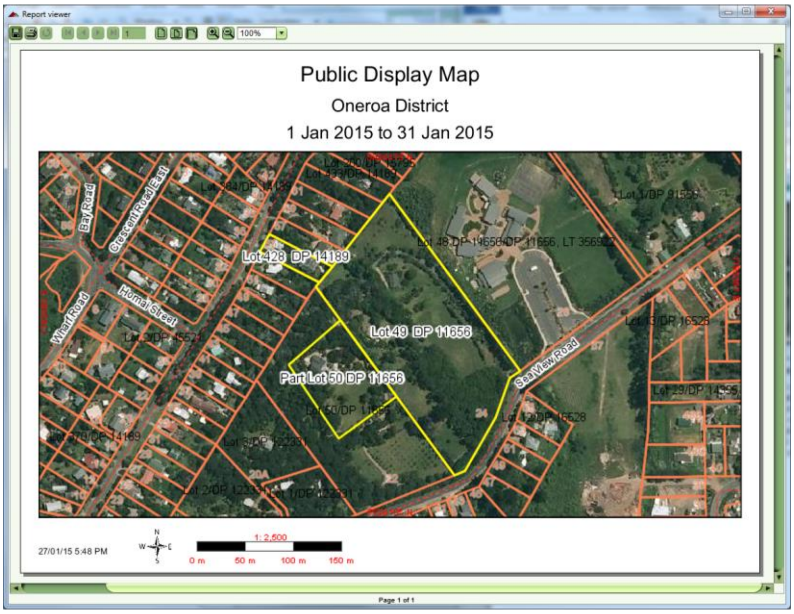


Figure 61 - Public Display Map Print out

4.24.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - SOLA Map Viewer
  - Job Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
- Job How To
  - Create a Public Display Map for a Job

4.25 Notifications

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. Where the state has sufficient information to determine those parties that are likely to be affected by its actions (such as land owners and right holders), it can choose to notify those parties directly by letter or phone. The Notify List screen identifies the parties the state may choose to inform about a state land project and can help to track which notifications are sent to those parties. To access the Notify List screen you must Start a Manage Notifications task from the Tasks tab of the Job Details screen.

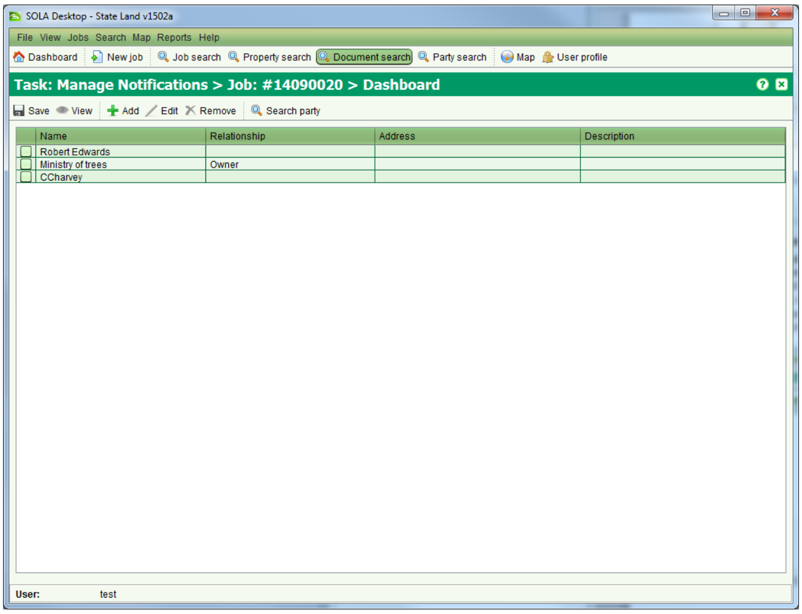


Figure 62 – Notify List

When you Start a Manage Notifications task SOLA State Land checks if any underlying properties have been identified for the job (either by linking to a recorded property on the Properties tab of Job Details or by the location of the state land parcels that have been added to the job) and automatically lists any right holders from the underlying properties in the Notify Lists screen. You can Edit these parties and link copies of any notices sent to them from the Notify Details screen.

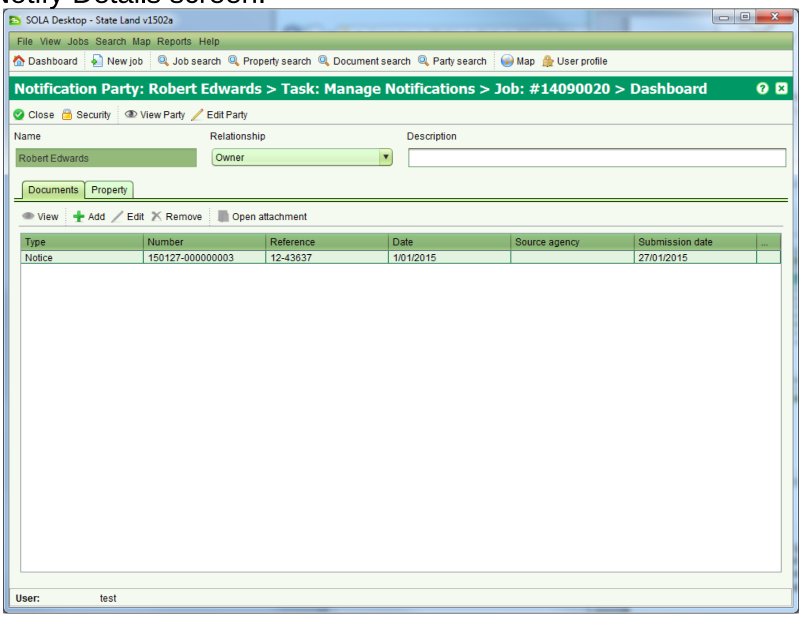


Figure 63 – Notify Details screen

If a party is not listed by default in the Notify List, you can add them using Add on the Notify List screen. This will open the Party Details screen allowing you to enter the name and address details for the party to notify. When complete, click Save and Close to open the Notify Details screen.

If the party to notify is already recorded in SOLA State Land, you can use Search party on Notify List to open the Party Search screen to locate and Select the party.

If the party has an association with one or more properties that are affected by the job, then you should use the Add on the Property tab to link the party to those properties.

When you have completed editing the notify party information, Close the Notify Details screen and Save your changes from the Notify List screen.

Notes

- Remember to Save you changes in the Notify List screen otherwise your changes may be lost.

4.25.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - Job Details
  - Party Details
  - Document Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
  - Secure a Data Record
- Job How To
  - Manage Notifications

4.26 Negotiations

The state may need to enter negotiations with land owners and rightholders to secure new land acquisitions or dispose of surplus state land. The Negotiate List screen can be used to track and manage these negotiations. To access the Negotiate List screen you must Start a Manage Negotiations task from the Tasks tab of the Job Details screen.

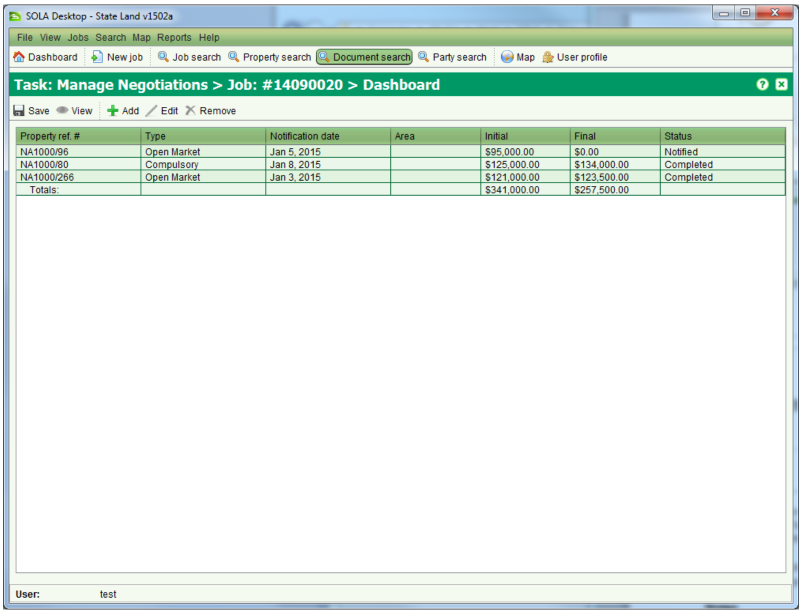


Figure 64 – Negotiate List

To add a new negotiation to the list click Add on the Negotiate List screen. This will open the Property Search screen allowing you to select or find the property (state land or recorded property) the negotiation relates to. Once you Select the property in Property Search, the Negotiate Details screen will open automatically allowing you to enter the negotiation information.

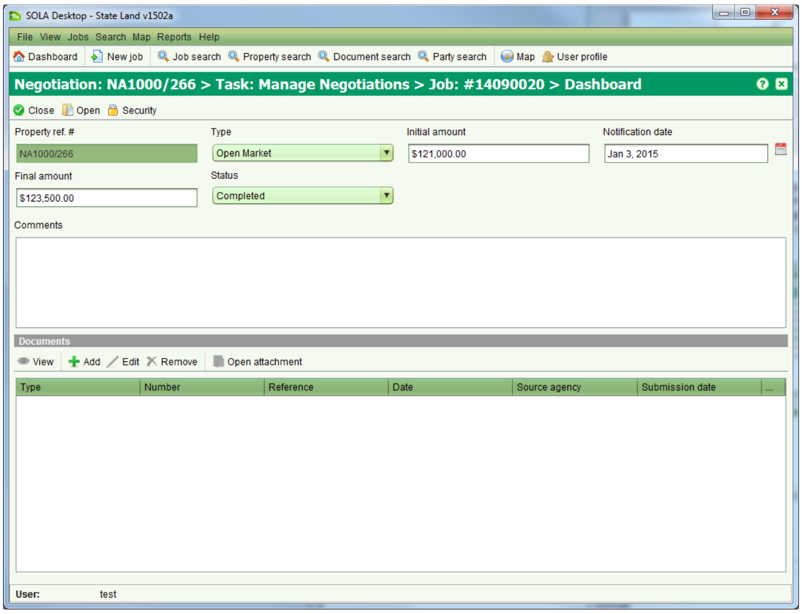


Figure 65 – Negotiate Details screen

Enter the type of negotiation, the initial offer amount, the date of first notification and set the status to indicate the stage of the negotiation. You can optionally add scanned copies of any documents related to the negotiation such as sales contracts and sales conditions.

When you have completed editing the negotiation information, Close the Negotiate Details screen and Save your changes from the Negotiate List screen.

Notes

- Remember to Save you changes in the Negotiate List screen otherwise your changes may be lost.
- Negotiations between parties can be drawn out and convoluted. SOLA State Land attempts to capture key information (i.e. initial offer, final amount and negotiation status) to streamline management of the negotiation process. Where the negotiation results in multiple counter offers, the material generated by this process can be captured as document attachments.

4.26.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - Job Details
  - Property Details
  - Document Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
  - Secure a Data Record
- Job How To
  - Manage Negotiations

4.27 Objections

Where the actions of the state may be perceived to impact on the rights or freedoms of other parties then those parties may choose to object to the states actions. The Objection List screen can be used to track and manage objections related to a job. To access the Objection List screen you must Start a Manage Objections task from the Tasks tab of the Job Details screen.

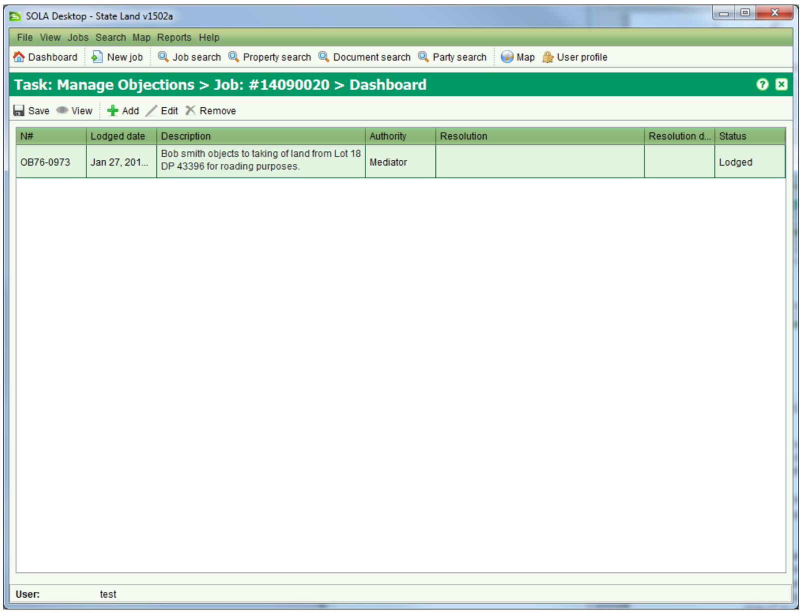


Figure 66 – Objection List

To add a new objection to the list click Add on the Objection List screen. This will open the Objection Details screen allowing you to capture information about the objection.

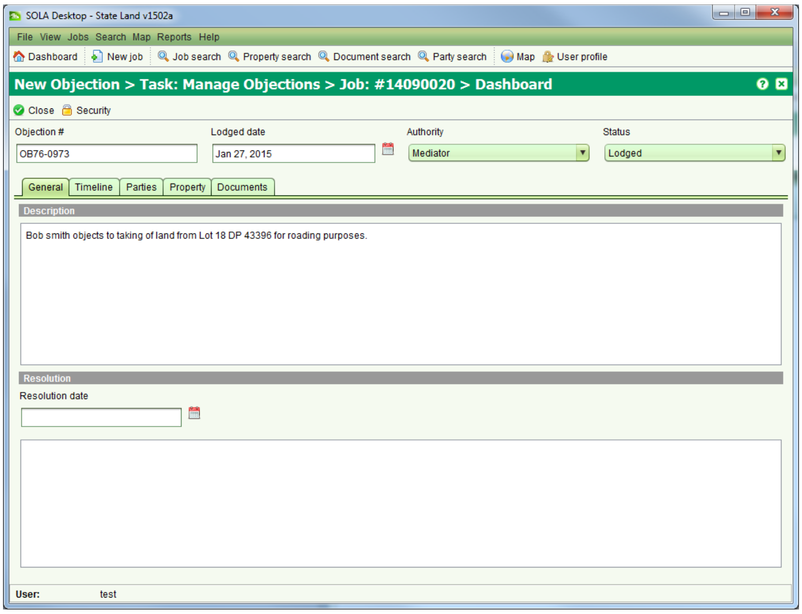


Figure 67 – Objection Details screen

Information you can capture about an objection includes

• General Details	The objection reference number, the date the objection was lodged, the authority that will mediate the objection and its current status. A description can also be provided along with details of any resolution if the objection is resolved.
• Timeline	An objection may be subject to legal proceedings so it is important that a timeline of key events is accurately captured. You can use the Timeline tab to Add comments describing events as they occur thereby sequencing them into the event timeline.
• Parties	Use the Parties tab to identify all parties to the objection.
• Property	Use the Property tab to identify all property subject to the objection.
• Documents	Use the Documents tab to add scanned copies of any documents related to the objection.

When you have completed editing the objection information, Close the Objection Details screen and Save your changes from the Objection List screen.

Notes

- Remember to Save you changes in the Objection List screen otherwise your changes may be lost.

4.27.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- SOLA Desktop Screens
  - Job Details
  - Property Details
  - Party Details
  - Document Details
- General How To
  - Lodge a New Job
  - Edit a Job
  - Approve a Job
  - Secure a Data Record
- Job How To
  - Manage Objections

5. General How To

5.1 Log In

Launch the SOLA State Land Desktop from the shortcut on your desktop. At the Login screen, enter your SOLA username and password details and click the Login button. If you are not sure what your SOLA username is, or require your password to be reset, contact the SOLA System Administrator.

Note

- For the demonstration version of SOLA State Land, you can login using the following credentials;
  User ***test***
  Password ***test***

5.1.1 *Also See*

- SOLA Desktop Screens
  - Dashboard and Main Menu
  - User Profile
- General How To
  - Change Your Password
- Troubleshooting
  - Known Issues

5.2 Change Language

The SOLA State Land Desktop supports the English and Amharic (Ethiopia) language for display of labels, messages and reference values and has partial translations for the French, Arabic and Russian languages. To change the language, select your preferred language from the View - Language menu option on the main menu. Once a selection is made, SOLA State Land will do a soft restart and then display with the selected language.

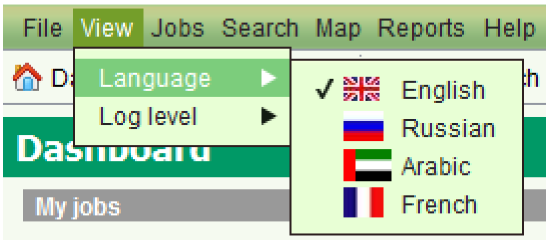


Figure 68 - Change Language

5.2.1 *Also See*

- SOLA Desktop Screens
  - Dashboard and Main Menu

5.3 Change Your Password

Users are required to change their password at regular intervals to reduce the risk of SOLA's audit and security features from being compromised. From time to time you may be prompted with the following message when logging into the SOLA State Land Desktop.

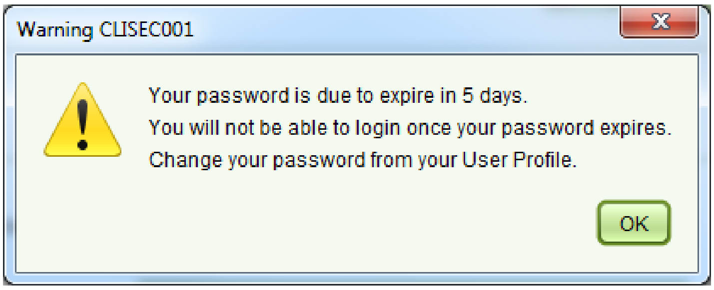


Figure 69 - Password Due to Expire Message

When you click OK to this prompt, the User Profile screen will be displayed allowing you to change your password.

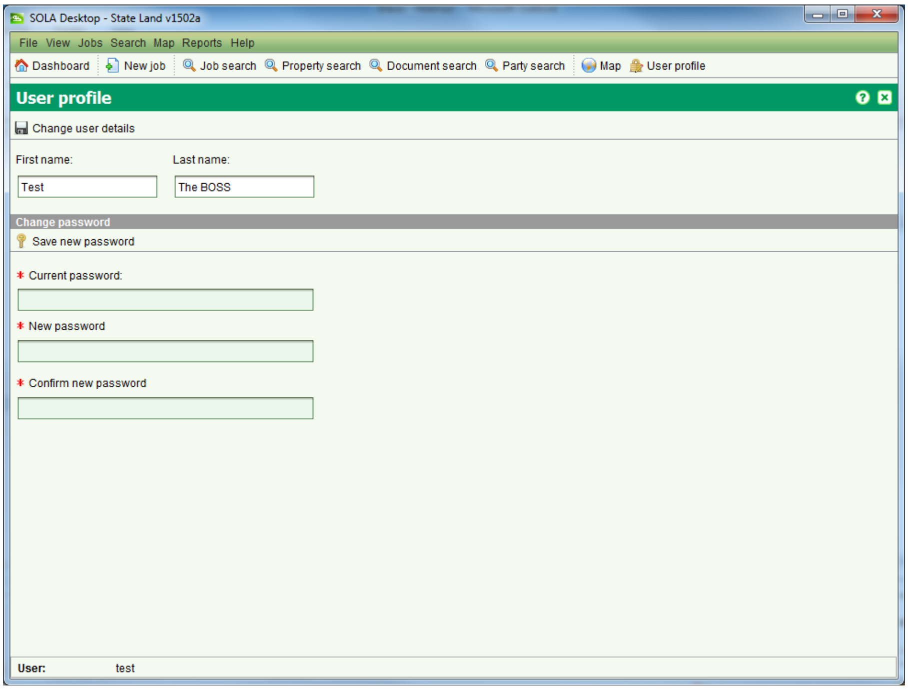


Figure 70 - User Profile Change Password

Steps

1. Enter your current password in the Current Password field.
2. Enter your new password in the New password field. Your new password must differ from your old password by at least one character and have a minimum length of 5 characters.
3. Re-enter your new password in the Confirm new password field. Be aware that passwords are case sensitive so you must re-enter the password exactly.
4. Click Save new password to change your password.
5. If your new password is accepted a message will display stating that your password was successfully changed and the SOLA State Land Desktop will close.
6. Restart the SOLA State Land Desktop and login using your new password.

SOLA will warn you for up to 10 days that your password is due to expire. If you fail to change your password during this period, you will be locked out and you will not be able to login. In this situation, contact the System Administrator so they can change your password for you. Note that if the Administrator resets your password, you will be prompted to change it again the next time you successfully login to the SOLA State Land Desktop.

If you intend to take extended leave or you feel your password has been compromised then you should change your password immediately without waiting for the password expiry message to appear. To change your password at any time, open the User Profile and follow the steps as above.

5.3.1 Also See

- SOLA Desktop Screens
    - Dashboard and Main Menu
    - User Profile
- General How To
    - Log In

5.4 Lodge a New Job

To create a new job, access the Job Details screen from the Jobs > New Job menu or by selecting New Job.

Every job must have at least one task added to it before it can be lodged. You should also enter a brief description and link in any documentation relevant to the job. Once you have completed entering the job details, lodge the job by clicking Save on the Job Details screen. This will save the details you have entered, issue a job number and assign the job to you so that you can start work on the tasks.

Steps

1. From the Dashboard select the New job to open the Job Details screen.
2. On the General tab, enter a description for the job.
3. On the Tasks tab, click Add to open the Select Task dialog and select the tasks relevant to the job.
    a. This may require you to expand the task groups to find the task(s) you need.
    b. You can add each task one at a time by double clicking them or clicking Add task.
    c. When you have added all of the relevant tasks to the job Close the Select Task dialog

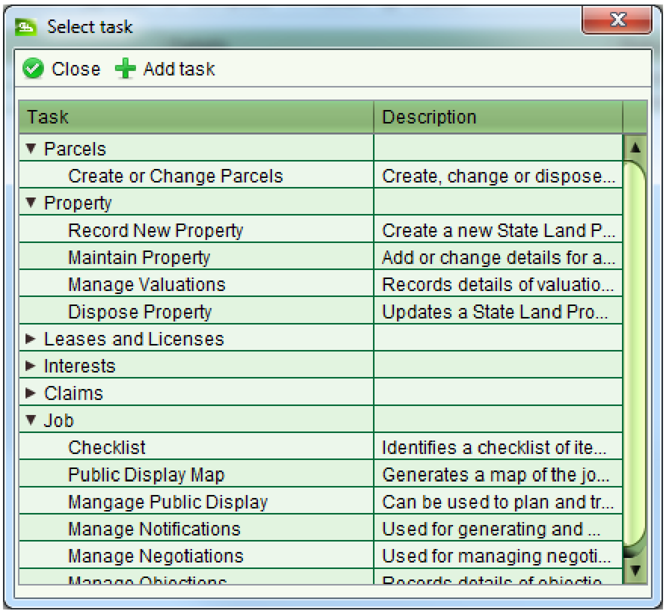


Figure 71 - Select Task dialog

4. On the Documents tab, record each of the physical documents provided for the job.

a. Ensure you select the appropriate document type and record the document date (i.e. the date recorded on the face of the physical document) or today' s date if the physical document is not dated.
b. Enter a reference number for the document and a description. The reference number should be taken from the physical document. . If the physical document does not have any reference number, then enter the job number, period and document sequence number (e.g. 120001.03).
c. The Source Agency is the name of the organization that created the physical document. E.g. For a plan, the name of the surveyors firm or the surveyors name can be entered here. This field is optional and can be left blank.
d. If you have scanned the document, use the Attachment field to link in the scanned image. If you have not yet scanned the document, you will need to do this at a later stage and link it into the document using the Edit Document functionality available from Document Search.

5. On the Map points tab, navigate the map to the location of the plan and add one or more job points using the Add Job Point tool.
6. Click the Save button on Job Details to lodge the job. The Job will be automatically assigned to you and will be available for you to continue working on immediately.

5.4.1 Also See

- SOLA State Land
  - Job Lifecycle
- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Details
- General How To
  - Secure a Data Record
- Documents How To
  - Add a Document to a Job

5.5 Edit a Job

To edit an existing job, select the job in the My Jobs lists on the Dashboard and choose Open. If the job is not displayed in the My Jobs lists, use the Job Search screen to locate the job and Open it. If the job has a Lodged status then you will be able to edit the details in the Job Details screen and Save your chagnes.

5.5.1 Also see

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Search
  - Job Details
- General How To
  - Secure a Data Record
- Documents How To
  - Add a Document to a Job

5.6 Hold a Job

If you have the appropriate security role you can place a job on hold by selecting Hold in the Job action dropdown in the Job Details screen. Hold is enabled depending on the state of the job. While a job is on hold, you cannot make any further edits to it or update its tasks. Be aware that SOLA State Land treats jobs that are on hold as inactive. This means the job will not display in your My Jobs list on the Dashboard while it remains on hold.

If you need to reinstate the job to complete further work, search for the job using Job Search. Once you have located the job, open it and select Resume in the Job action dropdown. This will revert the job to the Lodged status allowing you to continue work on it.

Notes

- You can place a job on hold and resume it as many times as you want.

5.6.1 Also see

- SOLA State Land
  - Job Lifecycle
- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Search
  - Job Details

5.7 Approve a Job

The changes you make to property and parcel information while processing a job remain pending until the job is approved. Once all tasks on the job are completed, you should use the Approve action in the Job action dropdown of the Job Details screen to approve the job.

Steps

1. Open the job from your My jobs list and use the Validate tool to check the status of the job data. If there are any rule failures, review the job data and correct the issues as appropriate before proceeding to approve the job.
2. Use the Approve action in the Job action dropdown to approve the job. This will update the status of the job to Approved as well as update the parcel network and formalize any changes to state land property using the information captured for the job.

Figure 72 - Job action dropdown

3. You can optionally dispatch a notice and any other relevant information to the any parties that need to be notified that the job is approved. You can record that when the notice is sent by using the Dispatch action of the Job action dropdown.
4. If not further actions are required for the job use the Archive action in the Job action dropdown to finalize the job and remove it from your My jobs list on the Dashboard

Notes

- The Approve action will only be enabled if all of the tasks on the Tasks tab are either Completed or Cancelled. You must also be assigned the the Approve Job security role.
- Once a job is approved, you cannot edit it again.

- Don't forget to archive the job otherwise it will remain displayed in your My jobs list on the Dashboard.

5.7.1 Also see

- SOLA State Land
  - Job Lifecycle
- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Search
  - Job Details

5.8 Cancel a Job

If you have the appropriate security role you can cancel a job by selecting Cancel in the Job action dropdown in the Job Details screen. Cancel is enabled depending on the state of the job.

Notes

- You cannot reinstate a job once it is cancelled so use this action with care.

5.8.1 Also see

- SOLA State Land
  - Job Lifecycle
- State Land Desktop Screens
  - Dashboard and Main Menu
  - Job Search
  - Job Details

5.9 Assign a User to a Job

SOLA State Land provides case management functionality that ensures only the user assigned to a job can Start and Complete job tasks. By default jobs are automatically assigned to the user that lodges the job. To assign a job to a different user, check the checkbox beside the job you want to reassign in the My jobs list of the Dashboard.

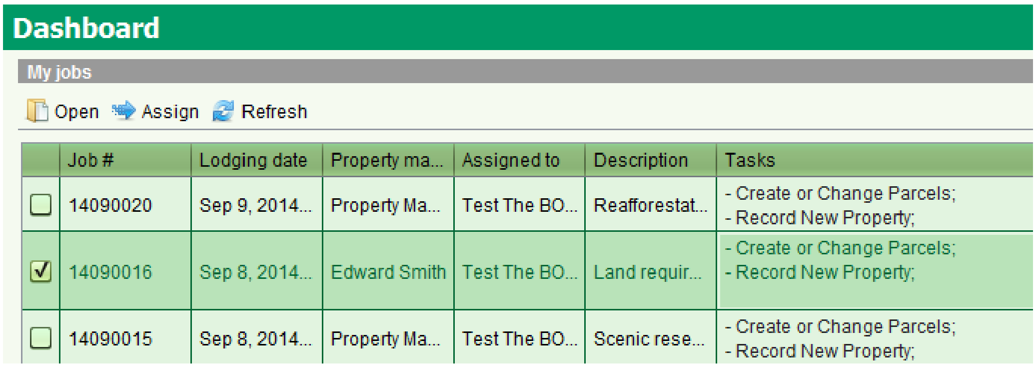


Figure 73 - Selecting a job to assign

This will enable Assign tool allowing you to open the Assignment dialog

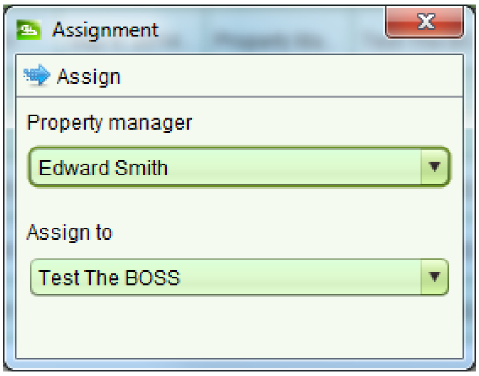


Figure 74 - Job Assignment

In the Assign to dropdown, select the appropriate user and click Assign again. A confirmation message will display stating the job has been assigned. Click OK the message to return to the Dashboard screen.

Notes

- The Assign action is also available from the Job Details screen
- If the job you need to reassign is not displayed in your My jobs list on the Dashboard, you can use the Job Search screen to locate the job and reassign it to a different user using the steps described above.
- Where there are a large number of users, the Property Manager dropdown can be used to filter the list of users in the Assign to dialog to those users that are part of the selected Property Manager team.
- You can only assign jobs to another user if you have the Assign to Others security role. If you do not have this role, you will not be able to change the Assign to dropdown (it will be preset with your name). The Property Manager dropdown will list all teams that you are part of and you can change this if appropriate.
- Both the Dashboard and Job Search can be used to reassign multiple jobs at the same time. Simply check the checkbox beside multiple jobs before clicking Assign. All checked jobs will be assigned to the user selected in the Assignment dialog.
- Unless you have the Assign to Others security role, you will only be able to reassign jobs that you are currently assigned to.

5.9.1 Also see

- State Land Desktop Screens
    - Dashboard and Main Menu
    - Job Search
    - Job Details

5.10 Assign a Property Manager to a Job

A Property Manager is a party assigned to manage and maintain a State Land Property or Job. Any issues or actions affecting the property or job should be assessed and actioned by the Property Manager. In SOLA State Land Property Managers are usually configured as teams in order to create groups of users. This streamlines the assignment of jobs as the users available in the Assign to dropdown of the Assignment dialog can be filtered through the selection of a Property Manager.

The steps to assign a Property Manager to a Job are the same as assigning a user to a job. Refer to the Assign a User to a Job for details.

5.10.1 Also see

- State Land Desktop Screens
    - Dashboard and Main Menu
    - Job Search

- Job Details

5.11 Assign a Property Manager to a Property

A Property Manager is a party assigned to manage and maintain a State Land Property or Job. Any issues or actions affecting the property or job should be assessed and actioned by the Property Manager. To assign a Property Manager to a property, use the Property Search to locate the property and check the checkbox beside the property you want to assign in the search results list. You can also assign more than one property at a time by selecting multiple properties at this point.

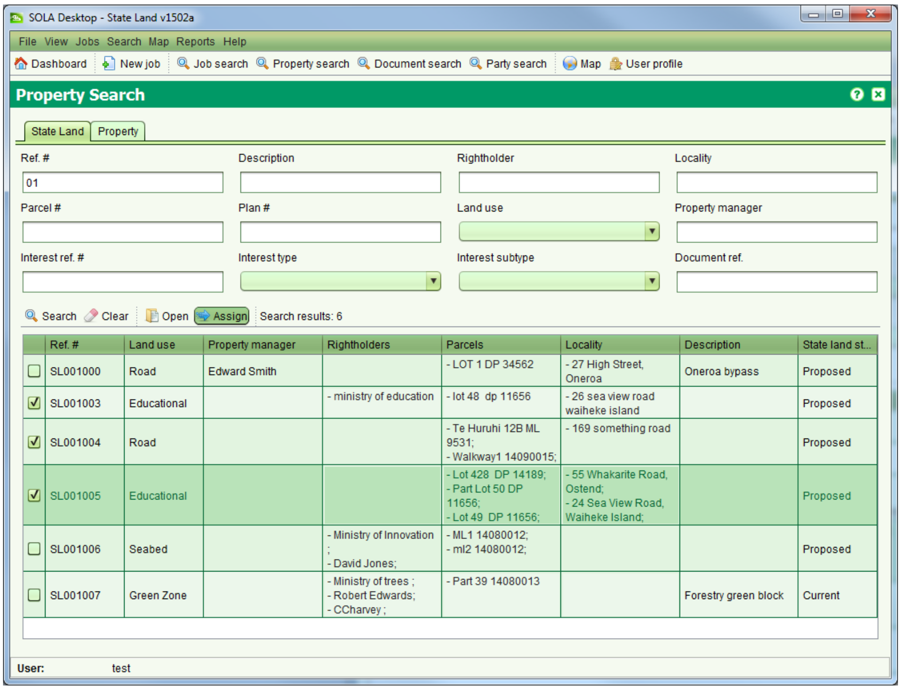


Figure 75 - Selecting property to assign

This will enable Assign tool allowing you to open the Assignment dialog

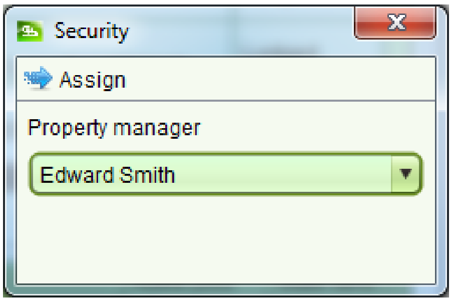


Figure 76 - Property Assignment

In the Assign to dropdown, select the appropriate Property Manager and click Assign again. A confirmation message will display stating the property has been assigned. Click OK the message to return to the Property Search screen.

Notes

- The Assign action is also available from the Property Details screen as well as for the Properties to action list in the Dashboard.
- Both the Dashboard and Property Search can be used to assign a Property Manager to multiple properties at the same time. Simply check the checkbox beside multiple properties before clicking Assign. All checked properties will be assigned to the Property Manager selected in the Assignment dialog.

5.11.1 *Also see*

- State Land Desktop Screens
  - Dashboard and Main Menu
  - Property Search
  - Property Details

5.12 Add location for Job

You can indicate the approximate location of an job using the Map points tab of Job Details and the Locate Job tool . The tool allows you to add a point on the map to indicate the location of the job. If the job covers a large or disjoint area, you can use the Locate Job tool to add multiple points to the map.

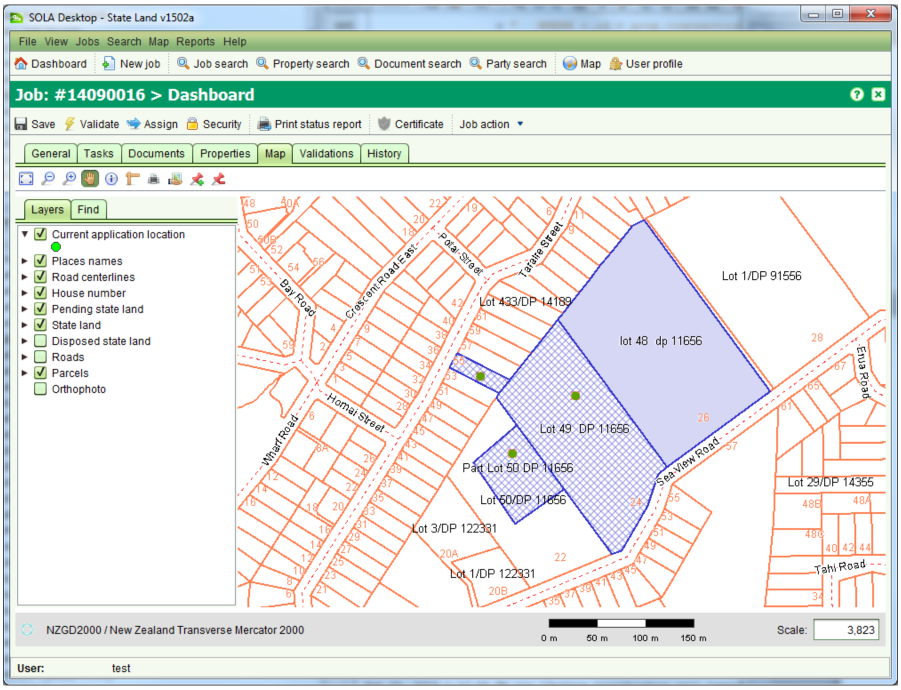


Figure 77 - Job Details Map Points tab

The Job Location Remove tool can be used to remove all location points that have been added to the job.

5.12.1 *Also see*

- State Land Desktop Screens
  - SOLA Map Viewer
  - Job Details

5.13 Add or Edit Property Managers

Property Managers are listed in the Property Manager drop down on the Assignment dialog and they are displayed on various other screens as read only details.

The Party Search screen allows you to quickly locate and add or modify Property Manager details. To locate all Property Managers in SOLA State Land, search using the Property Manager role. You can then edit the details for a specific Property Manager by selecting the appropriate search result and clicking Edit. This will open the Party Details screen allowing you to edit and Save the new party information.

To add a new Property Manager, click Add on the Property Search screen and enter the necessary party details. You must also ensure you add the Property Manager role to the party to indicate the party is a Property Manager. It is also recommended that you add the

Team role to the party as most Property Managers are used to define teams of users within SOLA State Land.

If you need to remove a Property Manager so they are no longer available for selection when assigning a Job or Property, simply remove the Property Manager role from the party record.

5.13.1 Also see

- State Land Desktop Screens
  - Party Search
  - Party Details

5.14 Add or Edit Teams

The process for adding or editing a team in SOLA State Land is the same as adding or editing a Property Manager except that you should use the Team role to identify the party as a team instead of using the Property Manager role. Refer to Add or Edit a Property Manager for the relevant steps.

Note

- Property Managers are usually used to create teams of users. You can also create a team that is not a Property Manager by omitting the Property Manager role when you create the new party.

5.14.1 Also see

- State Land Desktop Screens
  - Party Search
  - Party Details

5.15 View the Lodgement Report

The Lodgement Report lists information on the number of jobs and tasks processed during a given time period. It can be accessed using the Reports > Lodgement Report menu option in the SOLA State Land Desktop main menu. Enter the appropriate time interval in the dialog displayed and click View Report to generate the Lodgement Report.

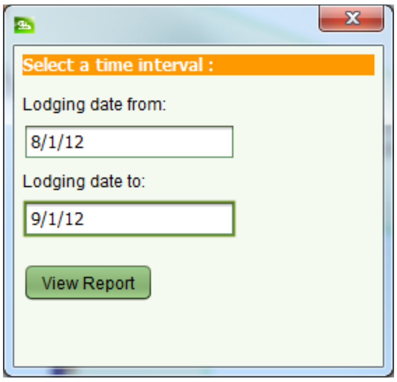


Figure 78 - Lodgement Report Interval

5.15.1 Also see

- State Land Desktop Screens
  - Dashboard and Main Menu

5.16 Secure a Data Record

SOLA State Land supports the application of security classifications to commercially sensitive or culturally sensitive data records in order to limit the users that can view those records. To configure security for a specific record, click Security in the applicable details screen. This will open the Security dialog.

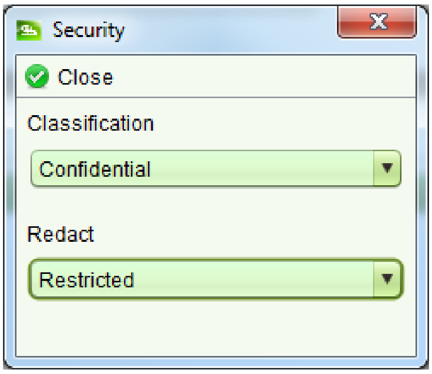


Figure 79 - Security dialog

You can select a Classification level and/or a Redact level. If the Classification level is set, only users with that classification level (or a higher level) will be able to view the record. If the user has a lesser classification level, the record will not appear in any search results or lists preventing them from accessing the record.

The Redact level can be used to obscure specific fields on the record (i.e. redaction). The record will still appear in search results or other lists, but when the user views the record, the redacted fields will either appear blank or contain a generic message to inform the user they are not viewing the actual data value. Redaction can be useful where it is necessary for users to be aware that a record exists, but should not be aware of sensitive details within the record.

The options available for selection for both classification and redaction are

None / Blank	No security level applies. The record is unrestricted and all users have access to the record. The default level for all new records.
Unrestricted	No security level applies. The record is unrestricted and all users have access to the record. This is the same as the None / Blank option, but indicates that a user has explicitly determined the record is unrestricted.
Restricted	The record is restricted. Only users with the Restricted, Confidential, Secret or Top Secret security roles can view all the record details.
Confidential	The record is restricted. Only users with the Confidential, Secret or Top Secret security roles can view all the record details.
Secret	The record is restricted. Only users with the Secret or Top Secret security roles can view all the record details.
Top Secret	The record is restricted. Only users with the Top Secret security role can view all the record details.
Suppression Order	Indicates the record is subject to a legal suppression order to prevent the details from being broadly accessible. Only users with the Suppression Order or Top Secret security roles can view all the record details.

Once you have selected the Classification and/or Redact level, click Close to close the Security dialog and return to the details screen. Be sure to Save the details screen otherwise your changes in the Security dialog will be lost.

Notes

- You can set both the classification level and redact level for the same record. Be aware that if you set the classification level to a higher security level than the redact level, then the redact level will have no effect as the classification will prevent the record from being displayed to users with a lower security level.
- Users are assigned security classifications through assignment of SOLA security roles. Contact the System Administrator if you believe your security classifications are not configured correctly.
- The fields subject to redaction must be configured during customization of SOLA State Land. It is not possible for users to specific the fields that are to be redacted, only the redaction level. For the State Land Demo application, only Party and Interest record types support redaction.
- SOLA State Land supports custom additional classification levels that can be configured during customization.

5.16.1 Also see

- State Land Desktop Screens
  - Job Details
  - Property Details
  - Note Details
  - Parcel Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
  - Document Details
  - Party Details
  - Valuations
  - Public Display
  - Notifications
  - Negotiations
  - Objections

6. Documents How To

Documents are records created in SOLA Sate Land that capture summary details about legal, official or other documentation that supports jobs or other property related activities.

6.1 Add a Document to a Job

SOLA State Land allows documents to be added and/or linked to jobs, properties, interests and notes. The primary way to add documents into SOLA State Land is via the Documents tab on the Job Details screen.

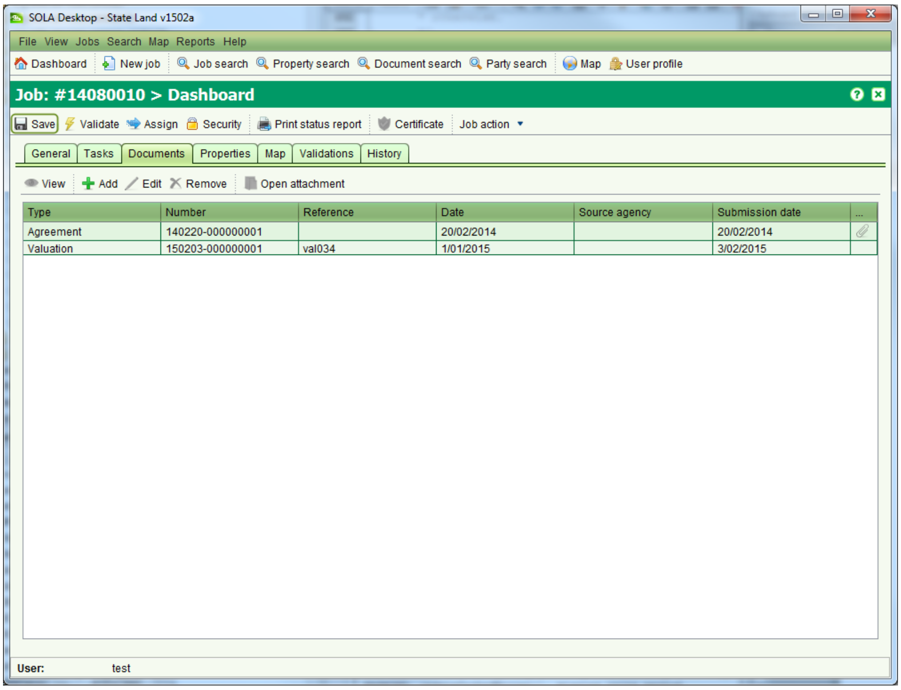


Figure 80 - Job Details Documents tab

The summary details that can be captured for the document are

• Type	The type of document. The document types available for SOLA State Land are discussed in the Document types section of this guide.
• Date	The date printed or written on the face of the document. This date can be searched if it was recorded when capturing the document details. If the document was not dated, then enter today's date.
• Reference	If the document is a legal or a government document, it may already have an identifying reference number printed or written on the face of it. This reference number should be entered here. If there is not identifying number on the document, this field can remain blank.
• Source Agency	The source of the document, e.g. the name of the firm or bank that created the document. This search field supports partial and full matching.
• Attachment	The name of the file that contains the image of the document. Use the button "..." button to attach the file.
• Description	A description given to the document to provide a summary of its content.

Steps

1. From the Documents tab on Job Details, click Add to open the Add Document dialog and select the New document tab if it is not already selected.
2. Select a the document type and enter a document date.
3. If an attachment is available, click the "..." button in the Attachment field and locate the file on your local disk or the shared remote disk location.
4. Once all of the document details are correct and the appropriate file is attached, click the Add button to add the document to the application. You should see a new document added to the job, but the Add Document dialog will not close. This allows you to enter multiple documents at the same time. If you have completed entering all documents for the job, close the Add Document dialog using the X in the top right of the window.
5. Save the job to ensure the new document is created as well as any file attachment.

Notes

- If you attach the wrong file as an attachment, use the remove icon in the Attachment field to remove the file (if prior to Add) or Remove the document record from the Documents list and re-add it.
- You can also search for an existing document to add to the job by using the Document search tab in the Add Document dialog.

6.1.1 Also see

- SOLA State Land
  - SOLA State Land Concepts
  - Documents
- State Land Desktop Screens
  - Job Details

6.2 Attach a File to a New Document

To attach a file to a new document, click the "..." button in the Attachment text field. The File Attachment dialog will display and you will be able to use it to select a file from your local computer file system or the remote file location configured for SOLA State Land.

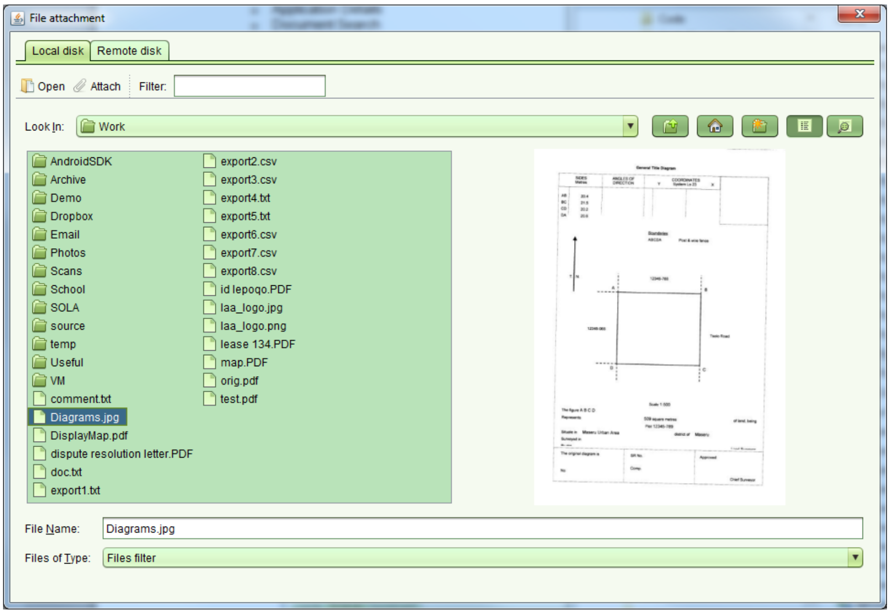


Figure 81 - File Attachment Local disk tab

The File Attachment dialog will show a thumbnail preview for standard image formats (png, tiff, jpg) as well as PDF files. If your folder has a large number of documents, type the name of the file you want in the Filter text box to restrict which files are shown. If you need to view the content of a file, select the file and click Open.

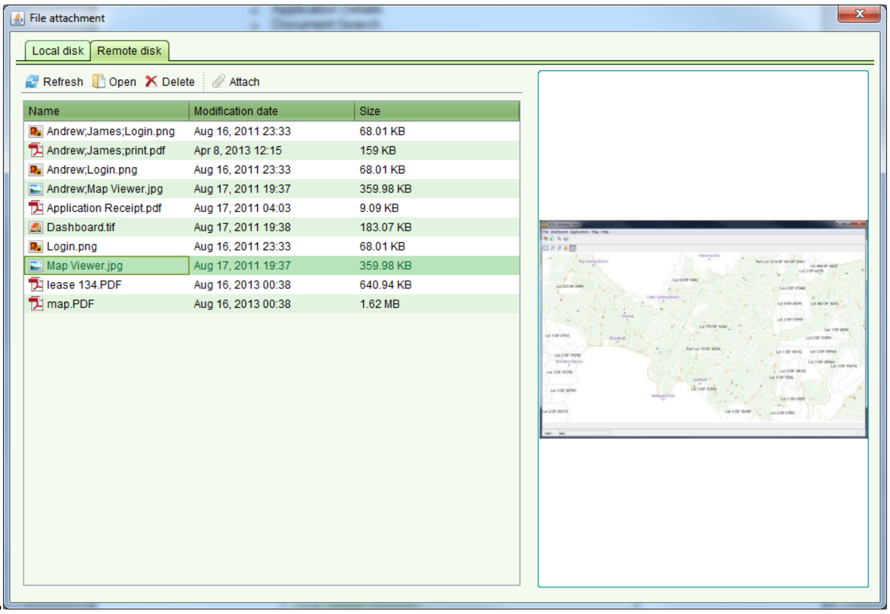


Figure 82 - File Attachment Remote disk tab

The Remote disk view displays files that have been placed in a specific network file system location e.g. the output folder configured for a network attached scanner. This tab also supports thumbnail previews for standard image formats (png, tiff, jpg) and PDF files. You can Open or Delete files from the remote file location if required.

Once you have chosen the document to attach, click the Attach button on the appropriate tab of the File Attachment dialog. This will return you to the Add Documents dialog and the filename of the attachment will be display in the Attachment text field along with a remove icon. If you select the wrong file as the attachment, you can click the remove icon to remove the file attachment.

Notes

- The maximum size of a file that can be attached into SOLA is 100Mb. Files larger than this should be resized or split and added as 2 or more documents.
- If you successfully attach a file from the Remote disk, the file will be automatically deleted from the remote file location.

6.2.1 Also see

- SOLA State Land
  - SOLA State Land Concepts
  - Documents
- State Land Desktop Screens
  - Job Details
  - Document Search

6.3 Add or Update a File Attachment on an Existing Document

SOLA State Land allows you to create a new document without adding an attachment. If you need to add or update an attachment for an existing document, you can Edit the document from the Job Details Documents tab or you can search for the document using Document Search and edit it from there.

Steps

1. Locate the document to edit on the Documents tab of Job Details or by searching for the document using the Document Search screen.
2. Select the document to update in the results list and click the Edit tool to open the Document Details screen

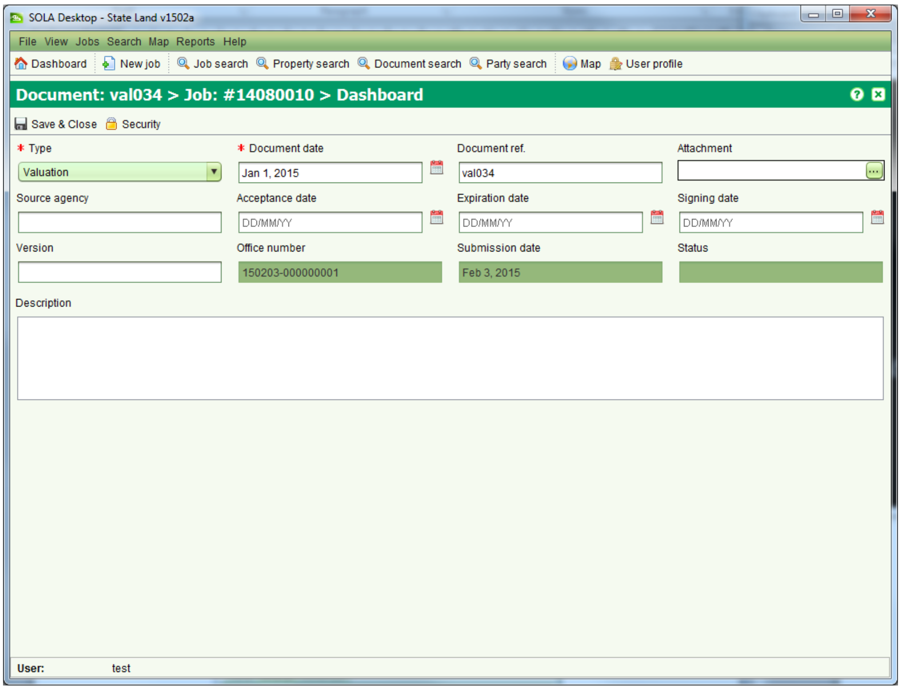


Figure 83 - Document Details

3. Edit the document information and/or change the file attachment as required
4. Click Save & Close to save the changes.
5. If the document was opened from Job Details, click Save on the Job Details to ensure the changes are saved.

6.3.1 Also see

- SOLA State Land
  - SOLA State Land Concepts
  - Documents
- State Land Desktop Screens
  - Job Details
  - Document Search

7. Parcels How To

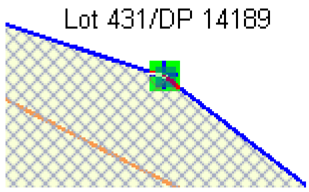
7.1 Create or Change Parcels

When new land is being acquired by the state land agency or there are changes required to existing state land parcels, you can use the Create or Change Parcels task to make those changes. This includes changes to any text details for the parcel (e.g. area, description, state land status, land use or locality) as well as changing the spatial definition for the parcel.

The Create or Change Parcels task provides tools that allow you to modify the network of state land parcels. The following describes the basic process flow for capturing parcel information. Variations to this basic flow are possible.

Steps

1. Lodge a new job. Make sure it includes the Create or Change Parcels task.
2. From the Tasks tab of the Job Details screen, select the Create or Change task and click the Start tool. This will open the Parcel Map Editor screen.
3. If the Map Viewer is not already zoomed to the location of the job, use the map search or the map navigation tools to locate the area for the job.
4. If the parcel(s) you need to edit are already displayed in the map (either as state land parcels or underlying parcels), use the Select State Land Feature tool to add those parcels to the job by clicking them. The Parcel Details screen will display allowing you to edit any of the parcel information as required.
5. If you need to change the shape of an existing state land parcel, make sure you have selected the parcel first using the Select State Land Feature tool, then use the Edit State Land Parcel tool to change the parcel shape.
   a. To move a node on a state land parcel hover the mouse above the node you wish to move. The node should change colour and display a green square. Press and hold the left mouse button to pick up the node and drag it to its new location. Release the left mouse button to drop the node.

6. 

7. **Figure 84 - Selecting a parcel node**

   b. To add a new node to a parcel, use the mouse to left click anywhere on the parcel boundary (i.e. on the dark blue line). A new node will be added at the location you clicked.
   c. To remove a node from the parcel boundary, hover the mouse over the node you which to remove until it shows as a green square, then hold down the SHIFT key and left click the node. The parcel boundary will be redrawn with the node removed.
6. If you need to add a new state land parcel, use the Add New State Land Parcel tool and click the map to trace the boundary nodes of the parcel. Double click the last boundary point to complete the capture. This will display the Parcel Details screen with default values for the plan number and area. Correct these values if necessary and enter the parcel number along with any other relevant information before you Close the Parcel Details screen.
   a. If you click the wrong location for one of the parcel nodes, continue to capture the parcel and use the Edit State Land Parcel tool to fix the node later.

7. To view the list of parcels that are part of the job, click the State Land Parcel List tool . From the State Land Parcel List screen you can View, Edit and Remove parcels from the job by selecting the parcel you wish to view, edit or remove and clicking the appropriate toolbar button.
8. Be sure to set the relevant state land status for each parcel as follows
    a. The parcel should have a status of Proposed until it has been formally purchased (or leased) by the state.
    b. Once purchased (or leased), the parcel should be assigned a status of Current.
    c. If the parcel is no longer actively used by the state which can occur in the case of land banking, the status should be set to Dormant.
    d. When the parcel is identified as surplus to requirements and it is a candidate for disposal, the status should be set to Surplus
    e. Once the parcel has been formally sold (or the lease has expired), the status of the parcel should be set to Disposed.
9. Once all of the relevant information has been captured Save the Parcel Map Editor then close it by clicking the green x in the top left of the title bar.
10. On the Tasks tab of the Job Details screen, select the Create or Change Parcel task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
11. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- Use Save on the Parcel Map Editor screen regularly.
- The act of saving and/or completing the service will cause the SOLA business rules to run validating the state of the data. If you receive rule failures, check Appendix 1 – SOLA State Land Business Rules to determine how those failures can be remedied.
- Additional information on using the Create or Change Parcel tools can be found in the Parcel Map Editor section.

7.1.1 Also See

- SOLA State Land
    - Tasks
    - Task Lifecycle
- State Land Desktop Screens
    - SOLA Map Viewer
    - Parcel Details
    - Parcel Map Editor

7.2 Add a Plan Image for Digitizing

When performing a Create or Change Parcels task, you can choose to add an image of a plan to the Map Viewer to assist with digitizing the state land parcels directly from the plan.

To add a plan image to the map you must first have an image file available on your local hard drive. The file formats supported by the Map Viewer are TIFF, PNG and JPEG.

The Add Image tool works by matching two points you select on the map with two points you select from the image. Before adding the image, you should compare the plan to the Map Viewer and identify two candidate parcel nodes that exist on both the plan and the Map Viewer. For the best match accuracy, the first node you select should be at the bottom left of the plan image and the second point at the top right (or top left and bottom right). Note that the current Add image tool does not rotate the image. If the plan does not have the standard North orientation, then you will need to use an image editing tool to rotate the plan image so that North on the plan corresponds with North in the Map Viewer (i.e. toward the top of your computer screen). If you are unable to rotate the plan image, do not attempt to digitize from the plan as the result will be inaccurate.

Once you have the image file ready and identified the two matching points, click the Add image tool. You will be prompted to select the first of two points on the Map Viewer. Zoom in if necessary to ensure your selection is accurate. You will then be prompted to select a second point. Again, zoom in or pan if necessary to ensure your selection is accurate.

The Add Image tool will then prompt you to select your image file from your local hard drive. Upon making your selection, the image file will be displayed in the Add Image Preview dialog. You can enlarge this dialog as necessary to improve your selection accuracy. Click the image at the location matching the first point you selected from the map. A green cross will appear on the image. Click the image at the location matching the second point from the map and a second green cross will appear.

Figure 85 - Add Image Preview Dialog with 2 Selections

To proceed, click the OK button on the Add Image Preview dialog. The image will be scaled as required and displayed in the Map Viewer. The image will display on top of the standard Map Viewer navigation layers, but will appear below the editing layers added for Record Plan.

If you make a mistake, you can remove the image from the Map Viewer using the Remove Image tool and re-add the image. You can also change your selections in the Add Image Preview dialog by re-selecting the location of the first point after you have added the second point. Be aware that re-selecting the first point will require you to re-select your second point as well.

7.2.1 Also See

- State Land Desktop Screens
    - SOLA Map Viewer
    - Parcel Map Editor

- Parcels How To
    - Create or Change Parcels

8. Property How To

8.1 Record New Property

The Record New Property task allows you to create new state land property records in SOLA State Land. When creating a new state land property you should also create new state land parcels using the Create or Change Parcels task.

Steps

1. Lodge a new job. Make sure it includes the Record New Property task. You should also add a Create or Change Parcels task to create any parcels for the new state land property.
2. If you have added a Create or Change Parcels task to the job, process that task first.
3. From the Tasks tab of the Job Details screen, select the Record New Property task and click the Start tool. This will open the Property Details screen.
4. On the General tab, enter a description for the property and link any relevant documents. You can leave the Area empty has this is populated when you add parcels.
5. On the Parcels tab, click Add and use the Add State Land Parcel dialog to select or create the parcels for the property.
    a. If you have created new parcels using the Create or Change Parcels task, these will be displayed on the Job tab. Highlight the parcel you want to add to the property and click Select.
    b. If the parcel has no spatial definition, and it is not already recorded in SOLA State Land, you can use the New Parcel tab to enter details describing the new parcel. When all details are entered, click Close.
    c. If the parcel you want to link to the property is already recorded in SOLA State Land, use the Search Parcel tab and enter the parcel appellation (i.e. lot and plan number). A list of matching parcels will be displayed for you to choose. Use Select to add the chosen parcel to the property.

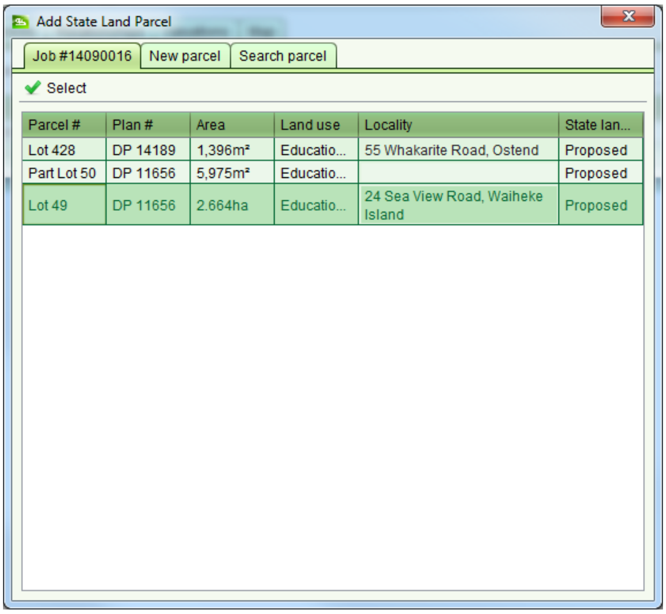


Figure 86 - Add State Land Parcel dialog

6. If the property is defined by more than one area, continue to add the relevant state land parcels as appropriate. You can also Remove parcels from the property if they are added in error.

7. On the General tab, check the Area field. It should be the sum of the parcel areas. If the area for the property is incorrect, update it to the correct value.
8. On the Interests tab, you will see a State Landholder interest has been automatically added to the new State Land Property.
    a. If this property is to be purchased / owned by the state, then you must Edit this interest and add the name of the state organization, ministry or entity that the property will be vested with as the State Landholder Rightholder.
    b. If the property is being leased or licensed by the state from another party, (i.e. the state is the lessee) then you need to Remove the State Landholder interest and Create an Owner interest. For the Owner interest, enter the details of the land owner(s) the property is being leased/licensed from. You also need to Create a Lease (or License) interest and record the state organization, ministry or entity that will lease/license the property as the Rightholder.
9. If there are other interests on the property (e.g. easements, restrictions, leases, conditions, etc.) select the appropriate interest type from the Type dropdown and click Create. This will open the relevant Interest Details screen and you can enter information to describe the interest.
10. If you need to make further changes to any interests you can Edit or Remove them as required.
11. On the Relationships tab, you can Add links to underlying titles (i.e. recorded property) and define relationships to other property using the Add Property Relationship screen.
    a. SOLA State Land does try to identify underlying titles for you based on the parcels added to the new property so you may see these already listed on the Relationships tab.
    b. The Relationship type dropdown has several options that you can use to define relationships between the new property and existing property. This list can be customized to match the requirements of the state land agency.
12. On the Notes tab, Add any notes relevant for the new property. If there are outstanding actions required, such as verifying the property information using external sources, you can add an actionable note that will ensure the property appears in the Properties to action list on the dashboard.
13. The Valuations tab is read only so you will not be able to make any changes to it (see the Manage Valuations task).
14. If you have linked mapped parcels to the property, the Map tab will zoom to the location of those parcels and display them on the map.
15. When all relevant details have been entered for the property, click Save. SOLA State Land will assign a new reference number for the state land property and set the property state land status and land use based on the values from the parcels linked to the property.
16. Return to the Job Details screen by closing the Property Details screen.
17. On the Tasks tab of the Job Details screen, select the Record New Property task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
18. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

8.1.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks

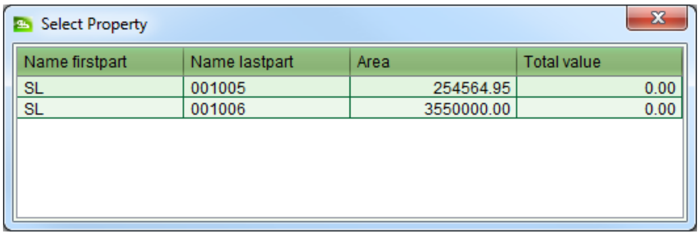
  - Task Lifecycle
  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Note Details
  - Parcel Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
- Property How To
  - Record an Actionable Note for a Property
- Interests How To
  - Record and Interest

8.2 Maintain Property

The Maintain Property task allows you to update the details of an existing state land property. You can change the area, add, edit or remove parcels, create new interests or vary (change) an existing interest, add and edit notes, and add or remove property relationships.

Steps

1. Lodge a new job. Make sure it includes the Maintain Property task. You also need to Add the state land property you want to maintain on the Properties tab so SOLA State Land knows which property is to be maintained.
2. From the Tasks tab of the Job Details screen, select the Maintain Property task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to maintain on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.


Select Property

Name firstpart	Name lastpart	Area	Total value
SL	001005	254564.95	0.00
SL	001006	3550000.00	0.00

Figure 87 - Select Property dialog

3. On the General tab, edit the description and area or link any relevant documents as required.
4. On the Parcels tab, Add, Edit or Remove parcels as required e.g. update the state land status for the parcels.
5. On the Interests tab, Create or Vary (change) the any interests as required. When you Vary an interest, a new pending version of that interest is created. If you need to make further changes to the interest information, select the pending interest in the Interests tab and click Edit.

6. On the Relationships tab, you can Add or Remove any relationship links as required
7. When all relevant details have been edited for the property, Save and close the Property Details screen.
8. On the Tasks tab of the Job Details screen, select the Maintain Property task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- Maintain Property can also be used to change the state land status of all parcels linked to the property. This may be appropriate if the property has completed the formal purchase process to reflect the parcel(s) are now current state land instead of proposed.
- Maintain Property cannot be used to Extinguish existing interests. You must use the Cancel Interest task to accomplish this.

8.2.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Tasks
  - Task Lifecycle
  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Note Details
  - Parcel Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest
- Property How To
  - Record an Actionable Note for a Property
- Interests How To
  - Record and Interest
  - Change an Interest
  - Cancel an Interest

8.3 Manage Valuations

Often a job will incorporate a number of properties that require valuation and assessment by the state. The Manage Valuations task can be used to add and manage valuation information for one or more properties that are affected by a job.

Steps

1. Lodge a new job. Make sure it includes the Manage Valuations task.
2. From the Tasks tab of the Job Details screen, select the Manage Valuations task and click the Start tool. The Valuation List screen will display.

3. Click Add to open the Property Search screen and search for or Select a property to open the Valuation Details screen.
    a. If you have created any new state land properties (using Record New Property) or linked properties to the job on the Properties tab of Job Details, these will display on the Job tab of the Property Search screen. Highlight the property you want to add a valuation for and click Select.
    b. Use the State Land tab if you want to search for an existing State Land property to add a valuation to. When you have located the property, Select it.
    c. Use the Property tab if you want to search for an existing recorded property to add a valuation to. When you have located the property, Select it.
4. In the Valuation Details screen, enter the necessary valuation information and link a scanned copy of the valuation report (if available).
5. Valuation information is often confidential. Use Security to ensure only authorized personnel can view the valuation details.
6. When all information for the valuation has been entered, click Close to return to the Valuation List screen.
7. Click Save on the Valuations List screen to persist your new valuations details along with any subsequent edits that you have made.
8. You can continue to Add other property valuations by repeating steps 3 to 7 above. You can also Edit or Remove existing valuations as required.
9. When all relevant valuation details have been entered or edited for the valuations, Save and close the Valuation List screen.
10. On the Tasks tab of the Job Details screen, select the Manage Valuations task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
11. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Valuations List screen to save any changes that you make. Using Close on the Valuation Details screen does not save your changes.
- The Valuations tab on the Property Details screen also provides a read only list of the valuations that have been linked to a property. A valuation will appear in the Valuations tab for the property immediately after saving changes on the Valuation List screen.

8.3.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks
    - Task Lifecycle
    - Documents
- State Land Desktop Screens
    - Job Details
    - Property Details
    - Valuations

8.4 Dispose Property

When the state has no further use for a property, it has the option to dispose of the property by selling or gifting it to another party. The Dispose Property task can be used to record the disposal of a property in SOLA State Land. Note that SOLA State Land does not delete the property record and it is still possible to search and view the property information after the disposal is completed, however SOLA State Land will prevent any further edits to the property details.

Steps

1. Lodge a new job. Make sure it includes the Dispose Property task. You also need to Add the state land property you want to dispose on the Properties tab so SOLA State Land knows which property is to be disposed.
2. From the Tasks tab of the Job Details screen, select the Dispose Property task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to dispose on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. Click the Dispose tool in the main toolbar. This will flag the property for disposal and change the tool to Undo disposal.
    a. If the Dispose tool is not enabled, it means the property you are trying to dispose was created on a job that has yet to be approved. Identify the job that created the property and approve it.
    b. Prior to approval of your job, you can reverse the disposal by clicking Undo disposal.
4. Save and close the Property Details screen to return to the Job Details screen.
5. On the Tasks tab of the Job Details screen, select the Dispose Property task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
6. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the State Land Property to Disposed and prevent it from being used in any other job.

Notes

- Once a property is disposed and the associated job is approved, it is not possible to reverse the disposal. If the same property is subsequently reacquired by the state, it will be necessary to create a new State Land Property record in SOLA State Land.

8.4.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks
    - Task Lifecycle
    - Interests
    - Documents
- State Land Desktop Screens
    - Job Details
    - Property Details
    - Note Details
    - Parcel Details
    - Simple Interest
    - Rightholder Interest

  - Ownership Interest
  - Lease Interest
  - Conditional Interest
- Interests How To
  - Cancel an Interest

8.5 Record an Actionable Note for a Property

From time to time it may be necessary to flag a particular property as requiring further action at some point in the near future. This may be to validate the property details using an external source or organize someone to visit the property for an inspection or to complete some maintenance. Flagging the property for further action can be achieve by adding an actionable note to the property.

Steps

1. Use the Property Search screen to locate the property that requires the actionable note and click Open to open the Property Details screen.
2. Go to the Notes tab and click Add to open the Note Details screen
3. Enter the relevant details for the note and set the status to Action Required or Urgent Action Required. This will flag the note as an actionable note and cause the property to appear in the Properties to action list on the Dashboard.
4. Close the note and Save the Property Details screen.

Notes

- Once the action is completed, you will need to return to the Property Details screen and change the status of the note to Action Completed. This will remove the property from the Properties to action list on the Dashboard.

8.5.1 Also See

- State Land Desktop Screens
  - Property Search
  - Property Details
  - Note Details

9. Interests How To

Interests identify the rights, restrictions and responsibilities (a.k.a. RRR) various parties can have in relation to a state land property. Interests can also be used to record general details for a property such as any liabilities the state may be responsible for or other significant details such as heritage information. SOLA State Land includes a default set of interests that are described in section 2.6 Interests. The default interest types in SOLA State Land can be reconfigured to match the interests required by the State Land Agency.

9.1 Record an Interest

The Record Interest task allows you to create one or more new interests on a state land property.

Steps

1. Lodge a new job. Make sure it includes the Record Interest task. You also need to Add the state land property you want to add the interest to on the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Record Interest task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the appropriate interest type from the Type dropdown and click Create. This will open the relevant Interest Details screen and you can enter information to describe the interest.
4. If the details of the interest must be kept confidential, use Security to configure the appropriate classification or redact level.
5. When all relevant details have been entered, click Create & Close to close the Interest Details screen.
6. If you need to make further changes to the new interest information, select the pending interest in the Interests tab and click Edit.
7. If you need to remove the pending interest completely, use Remove on the Interests tab.
8. Save changes to Property Details.
9. Repeat steps 3 to 8 to add any other interest to the property.
10. Save and close the Property Details screen to return to the Job Details screen.
11. On the Tasks tab of the Job Details screen, select the Record Interest task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
12. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the new interests to Current to indicate they currently apply to the state land property.

9.1.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks
    - Task Lifecycle

  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest

9.2 Change an Interest

The Change Interest task allows you to edit one or more existing interests on a state land property.

Steps

1. Lodge a new job. Make sure it includes the Change Interest task. You also need to Add the state land property you want to change the interest on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Change Interest task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the interest you intend to change. If the interest is current, the Vary tool will enable. Click Vary to open the Interest Details screen.
4. Update the interest details as appropriate. If the details of the interest must be kept confidential, use Security to configure the appropriate classification or redact level then click Close.
5. Varying an interest creates a new pending version of that interest. If you need to make further changes to the interest details, select the pending interest in the Interests tab and click Edit.
6. If you need to remove the pending interest completely, use Remove on the Interests tab.
7. Save changes to Property Details.
8. Repeat steps 3 to 7 to change any other interest on the property.
9. Save and close the Property Details screen to return to the Job Details screen.
10. On the Tasks tab of the Job Details screen, select the Change Interest task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
11. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending interests to current and move the previous version of the interest into the History section of the Interests tab of Property Details.

9.2.1 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks
    - Task Lifecycle
    - Interests
    - Documents
- State Land Desktop Screens
    - Job Details
    - Property Details
    - Simple Interest
    - Rightholder Interest
    - Ownership Interest
    - Lease Interest
    - Conditional Interest

9.3 Cancel an Interest

The Cancel Interest task can be used to cancel, withdraw or discharge any interest on a state land property.

Steps

1. Lodge a new job. Make sure it includes the Cancel Interest task. You also need to Add the state land property you want to cancel the interest on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Cancel Interest task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the interest you intend to cancel. If the interest is current, the Cancel tool will enable. Click Cancel to open the Interest Details screen.
4. Update the interest details as appropriate (e.g. provide information to describe why the interest is being cancelled). If the details of the interest must be kept confidential, use Security to configure the appropriate classification or redact level then click Cancel & Close.
5. Cancelling an interest creates a new pending version of that interest. If you need to make further changes to the interest details, select the pending interest in the Interests tab and click Edit.
6. If you need to reverse the cancellation, use Remove on the Interests tab to remove the pending interest.
7. Save changes to Property Details.
8. Repeat steps 3 to 7 to cancel any other interest on the property.
9. Save and close the Property Details screen to return to the Job Details screen.
10. On the Tasks tab of the Job Details screen, select the Cancel Interest task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.

11. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending interests to historic and move the previous versions as well as the new historic interest into the History section of the Interests tab of Property Details.

9.3.1 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Tasks
  - Task Lifecycle
  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Simple Interest
  - Rightholder Interest
  - Ownership Interest
  - Lease Interest
  - Conditional Interest

9.4 Record, Change and Cancel Leases

The state can enter into lease agreements as a lessee or grant leases over state land as the lessor. In the case where the state acts as the lessor, the Lease Interest screen provides a number of pre-configured reports to assist the state land agency to grant leases. The reports can produce a draft offer and lease document as well as the finalized offer and lease document once all information is confirmed. The rejection letter report can be used if the state chooses to reject a lease request.

9.4.1 Record Lease

The Record Lease task allows you to record new lease agreements over a state land property. You can record a Lease interest over a property and identify the lessee. The Record Interest task can also be used to create a lease interest on a property.

Steps

1. Lodge a new job. Make sure it includes the Record Lease task. You also need to Add the state land property you want to add the lease to on the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Record Lease task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. On the Interests tab the Lease interest type will be pre-selected. Click Create to open the Lease Interest screen.
4. In the Lease Interest screen enter the right holder details for the lease. This is the party or parties that will hold the lease.
   a. Where the state is leasing the property from another party, enter the name of the state organization, ministry or entity that will lease the property as the Rightholder.

   b. If the state is granting a lease over a state land property to another party, enter the name of the party or parties that will be the lessees as the Rightholders.

5. Enter the remaining lease details including the lease expiry, the rent and lease conditions and attach any relevant documents as appropriate.
6. If the details of the lease must be kept confidential, use Security to configure the appropriate classification or redact level.
7. If the state is granting the lease, you can generate an offer and/or lease document by using the Print Offer and Print Lease tools.
   a. You can also generate draft versions of these documents for the lessee(s) to review using the Print Offer (draft) and Print Lease (draft) tools. The draft documents include a Draft watermark to indicate they are not final documents.
   b. You can also generate a rejection letter (using the Print Rejection Letter tool) if the lessees do not satisfy the state leasing criteria.
   c. Copies of any generated documents sent to the lessees should also be attached to the lease interest.
8. When all relevant details have been entered, click Create & Close to close the Lease Interest screen.
9. If you need to make further changes to the new lease information, select the pending lease in the Interests tab and click Edit.
10. If you need to remove the pending lease completely, use Remove on the Interests tab.
11. Save and close the Property Details screen to return to the Job Details screen.
12. On the Tasks tab of the Job Details screen, select the Record Lease task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
13. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the new interests to Current to indicate they currently apply to the state land property.

9.4.2 Change Lease

To transfer, renew or update the details of a lease, use the Change Lease or Change Interest task.

Steps

1. Lodge a new job. Make sure it includes the Change Lease task. You also need to Add the state land property you want to change the lease on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Change Lease task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the lease you intend to change. If the lease is current, the Vary tool will enable. Click Vary to open the Lease Interest screen.

4. Update the lease details as appropriate. If the details of the lease must be kept confidential, use Security to configure the appropriate classification or redact level then click Close.
5. Varying a lease creates a new pending version of that lease. If you need to make further changes to the lease details, select the pending lease in the Interests tab and click Edit.
6. If you need to remove the pending lease completely, use Remove on the Interests tab.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Change Lease task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending lease to current and move the previous version of the lease into the History section of the Interests tab of Property Details.

9.4.3 Cancel Lease

To cancel, surrender or terminate a lease, use the Cancel Lease or Cancel Interest task.

Steps

1. Lodge a new job. Make sure it includes the Cancel Lease task. You also need to Add the state land property you want to cancel the lease on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Cancel Lease task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the lease you intend to cancel. If the interest is current, the Cancel tool will enable. Click Cancel to open the Lease Interest screen.
4. Update the lease details as appropriate (e.g. provide information to describe why the lease is being cancelled). If the details of the lease must be kept confidential, use Security to configure the appropriate classification or redact level then click Cancel & Close.
5. Cancelling a lease creates a new pending version of that lease. If you need to make further changes to the lease details, select the pending lease in the Interests tab and click Edit.
6. If you need to reverse the cancellation, use Remove on the Interests tab to remove the pending lease.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Cancel Lease task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending lease to historic and

move the previous versions as well as the new historic lease into the History section of the Interests tab of Property Details.

9.4.4 Also See

- SOLA State Land
    - SOLA State Land Concepts
    - Tasks
    - Task Lifecycle
    - Interests
    - Documents
- State Land Desktop Screens
    - Job Details
    - Property Details
    - Lease Interest
- Interests How To
    - Record an Interest
    - Change an Interest
    - Cancel an Interest

9.5 Record, Change and Cancel Licenses

The state can enter into license agreements as a licensee or grant licenses over state land as the licensor.

9.5.1 Record License

The Record License task allows you to record new license agreements over a state land property and identify the licensee. The Record Interest task can also be used to create a license interest on a property.

Steps

1. Lodge a new job. Make sure it includes the Record License task. You also need to Add the state land property you want to add the license to on the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Record License task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. On the Interests tab the License interest type will be pre-selected. Click Create to open the License Interest screen.
4. In the License Interest screen enter the right holder details for the license. This is the party or parties that will hold the license.
    a. Where the state is licensing the property from another party, enter the name of the state organization, ministry or entity that will license the property as the Rightholder.
    b. If the state is granting a license over a state land property to another party, enter the name of the party or parties that will be the licensees as the Rightholders.
5. Enter the remaining license details including the license expiry, type of license, the license fee and license conditions and attach any relevant documents as appropriate.

6. If the details of the license must be kept confidential, use Security to configure the appropriate classification or redact level.
7. When all relevant details have been entered, click Create & Close to close the License Interest screen.
8. If you need to make further changes to the new license information, select the pending license in the Interests tab and click Edit.
9. If you need to remove the pending license completely, use Remove on the Interests tab.
10. Save and close the Property Details screen to return to the Job Details screen.
11. On the Tasks tab of the Job Details screen, select the Record License task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
12. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the new interests to Current to indicate they currently apply to the state land property.

9.5.2 Change License

To transfer, renew or update the details of a license, use the Change License or Change Interest task.

Steps

1. Lodge a new job. Make sure it includes the Change License task. You also need to Add the state land property you want to change the license on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Change License task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the license you intend to change. If the license is current, the Vary tool will enable. Click Vary to open the License Interest screen.
4. Update the license details as appropriate. If the details of the license must be kept confidential, use Security to configure the appropriate classification or redact level then click Close.
5. Varying a license creates a new pending version of that license. If you need to make further changes to the license details, select the pending license in the Interests tab and click Edit.
6. If you need to remove the pending license completely, use Remove on the Interests tab.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Change License task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending license to current and

move the previous version of the license into the History section of the Interests tab of Property Details.

9.5.3 Cancel Lease

To cancel, surrender or terminate a license, use the Cancel License or Cancel Interest task.

Steps

1. Lodge a new job. Make sure it includes the Cancel License task. You also need to Add the state land property you want to cancel the license on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Cancel License task and click the Start tool. The Property Details screen will display.
   a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
   b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the license you intend to cancel. If the license is current, the Cancel tool will enable. Click Cancel to open the License Interest screen.
4. Update the license details as appropriate (e.g. provide information to describe why the license is being cancelled). If the details of the license must be kept confidential, use Security to configure the appropriate classification or redact level then click Cancel & Close.
5. Cancelling a license creates a new pending version of that license. If you need to make further changes to the license details, select the pending license in the Interests tab and click Edit.
6. If you need to reverse the cancellation, use Remove on the Interests tab to remove the pending license.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Cancel License task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending license to historic and move the previous versions as well as the new historic license into the History section of the Interests tab of Property Details.

9.5.4 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Tasks
  - Task Lifecycle
  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Lease Interest
- Interests How To

- Record an Interest
- Change an Interest
- Cancel an Interest

9.6 Record, Change and Cancel Claims

Claims over land, particularly state land, can be oral or traditional claims by indigenous or ethnic minority groups, as well as claims for unregistered rights such as rights of way, usufruct rights, mining rights, and boundary and ownership disputes. SOLA State Land records details about claims as a Claim interest allowing for multiple, overlapping claims to be individually recorded over the state land property they affect.

9.6.1 Record Claim

The Record Claim task allows you to record new claims over a state land property and identify the claimant(s). The Record Interest task can also be used to create a claim interest on a property.

Steps

1. Lodge a new job. Make sure it includes the Record Claim task. You also need to Add the state land property you want to add the claim to on the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Record Claim task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. On the Interests tab the Claim interest type will be pre-selected. Click Create to open the Claim Interest screen.
4. In the Claim Interest screen enter the right holder details for the claim. This is the party or parties representing the claimant(s).
5. Enter the remaining claim details and attach any relevant documents as appropriate.
6. If the details of the claim must be kept confidential, use Security to configure the appropriate classification or redact level.
7. When all relevant details have been entered, click Create & Close to close the Claim Interest screen.
8. If you need to make further changes to the new claim information, select the pending claim in the Interests tab and click Edit.
9. If you need to remove the pending claim completely, use Remove on the Interests tab.
10. Save and close the Property Details screen to return to the Job Details screen.
11. On the Tasks tab of the Job Details screen, select the Record Claim task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
12. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the new claim(s) to Current to indicate they currently apply to the state land property.

9.6.2 Change Claim

To update the details of a claim, use the Change Claim or Change Interest task.

Steps

1. Lodge a new job. Make sure it includes the Change Claim task. You also need to Add the state land property you want to change the claim on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Change Claim task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.
3. From the Interests tab, select the claim you intend to change. If the claim is current, the Vary tool will enable. Click Vary to open the Claim Interest screen.
4. Update the claim details as appropriate. If the details of the claim must be kept confidential, use Security to configure the appropriate classification or redact level then click Close.
5. Varying a claim creates a new pending version of that claim. If you need to make further changes to the claim details, select the pending claim in the Interests tab and click Edit.
6. If you need to remove the pending claim completely, use Remove on the Interests tab.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Change Claim task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending claim to current and move the previous version of the claim into the History section of the Interests tab of Property Details.

9.6.3 Cancel Claim

To cancel a claim, use the Cancel Claim or Cancel Interest task.

Steps

1. Lodge a new job. Make sure it includes the Cancel Claim task. You also need to Add the state land property you want to cancel the claim on to the Properties tab of Job Details so that SOLA State Land knows which property is affected.
2. From the Tasks tab of the Job Details screen, select the Cancel Claim task and click the Start tool. The Property Details screen will display.
    a. If you get a message indicating the property to display cannot be determined for the task, ensure you have added the property you want to edit on the Properties tab of Job Details. Save your changes and try to Start the task again.
    b. If there is more than one property listed in the Properties tab of Job Details, the Select Property dialog will display allowing you to choose which property to display. Click your choice to open the Property Details screen.

3. From the Interests tab, select the claim you intend to cancel. If the claim is current, the Cancel tool will enable. Click Cancel to open the Claim Interest screen.
4. Update the claim details as appropriate (e.g. provide information to describe why the claim is being cancelled). If the details of the claim must be kept confidential, use Security to configure the appropriate classification or redact level then click Cancel & Close.
5. Cancelling a claim creates a new pending version of that claim. If you need to make further changes to the claim details, select the pending claim in the Interests tab and click Edit.
6. If you need to reverse the cancellation, use Remove on the Interests tab to remove the pending claim.
7. Save and close the Property Details screen to return to the Job Details screen.
8. On the Tasks tab of the Job Details screen, select the Cancel Claim task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job. This will update the status of the pending claim to historic and move the previous versions as well as the new historic claim into the History section of the Interests tab of Property Details.

9.6.4 Also See

- SOLA State Land
  - SOLA State Land Concepts
  - Tasks
  - Task Lifecycle
  - Interests
  - Documents
- State Land Desktop Screens
  - Job Details
  - Property Details
  - Rightholder Interest
- Interests How To
  - Record an Interest
  - Change an Interest
  - Cancel an Interest

10. Job How To

10.1 Create a Checklist for a Job

SOLA State Land can be pre-configured with checklists relevant to the types of jobs the State Land Agency is likely to undertake. Checklists can be used to indicate compliance and/or completion of activities related to the job that cannot be otherwise managed within SOLA State Land such as manual inspection of property or compliance to specific legal or state processes.

Steps

1. Lodge a new job. Make sure it includes the Checklist task.
2. From the Tasks tab of the Job Details screen, select the Checklist task and click the Start tool. The Checklist screen will display.
3. Using the dropdown, choose one of the pre-configured checklists and click Select checklist. The items for the checklist will display.
    a. To select a different checklist, repeat step 3.
4. To indicate a checklist item has been complied with, or is completed, check the Complies checkbox.
5. To add a comment for a checklist item, click in the Comment for the item and type your comment directly in the field
6. If you need to add a custom checklist item, click Add item to open the Custom Checklist Item dialog. Enter an Item name and Description for the custom checklist item and click Close. The new item will show in the checklist.
    a. If you need to make further changes to the custom checklist item, select it and click Edit.
    b. To remove the custom checklist item, select it and click Remove.
7. Click Save on the Checklist screen to save your changes and close the screen.
8. Once all items on the checklist have been addressed, go to the Interests tab of the Job Details screen, select the Checklist task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
9. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Checklist screen to save any changes that you make.
- SOLA State Land will not force you to comply with all checklist items, but you should enter a suitable comment if you choose not to comply with any item.
- Only an administrator can edit, change or remove pre-configured checklist items.

10.1.1 Also See

- SOLA State Land
    - Tasks
    - Task Lifecycle
- State Land Desktop Screens
    - Job Details
    - Checklist

10.2 Manage Items for Public Display

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. This is often addressed through public notices and advertising. The Manage Public Display task can be used to identify and track all notices and advertising being used to inform the public about a state land project.

Steps

1. Lodge a new job. Make sure it includes the Manage Public Display task.
2. From the Tasks tab of the Job Details screen, select the Manage Public Display task and click the Start tool. The Public Display List screen will display.
3. Click Add to open the Public Display Details screen. Enter details for a single display item (e.g. a notice, advertisement or display map, etc.) and link a scanned copy of the display item (if available). You should also set the appropriate status for the item.
4. Display item information is seldom confidential as the item must be displayed publicly. However, if some aspect of the item is confidential, you can use Security to ensure only authorized personnel can view the display item details.
5. When all information for the display item has been entered, click Close to return to the Public Display List screen.
6. Click Save on the Public Display List screen to save your new display item details along with any subsequent edits that you have made.
7. You can continue to Add other display items by repeating steps 3 to 6 above. You can also Edit or Remove existing display items as required.
8. When all relevant display items details have been entered or edited, Save and close the Public Display List screen.
9. On the Tasks tab of the Job Details screen, select the Manage Public Display task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
10. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Public Display List screen to save any changes that you make. Using Close on the Public Display Details screen does not save your changes.
- The display item status can be used to track the stage the item is at and you should update the status for each item regularly.

10.2.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- State Land Desktop Screens
  - Job Details
  - Public Display
- General How To
  - Secure a Data Record

10.3 Create a Public Display Map for a Job

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. This is often addressed through public notices and advertising. The Public Display Map screen can be used to produce a large scale printout illustrating the parcels affected by a job in relation to other parcels and geographic features. The printout can be posted on notice boards or in public spaces or used as addendum to other public display material.

Steps

1. Lodge a new job. Make sure it includes the Public Display Map task. You must also include the Create or Change Parcels task as the Public Display Map task will automatically zoom and highlight the parcels you add to the job using that task.
2. From the Tasks tab of the Job Details screen, select the Create or Change Parcels task and click the Start tool. The Parcel Map Editor will display.
3. Add the parcels you want to display on the Public Display Map to the job using the map tools available in the Parcel Map Editor. When you have added all of the necessary parcels, Save your changes and close the Parcel Map Editor.
4. From the Tasks tab of the Job Details screen, select the Public Display Map task and click the Start tool. The Public Display Map screen will display, zooming to the location of the parcels added to the job and highlighting them on the map.
5. On the Layers tab, adjust the map layers (if necessary) to show the information you want to appear in the map printout.
6. On the Public Display Map tab, choose the page layout, set the print scale and add an area description and notification period (if required). You an optionally add a label to display in the centre of the map.
    a. Be aware the map area you see displayed on screen is not necessarily the same as the area shown in the map print out. This is because the map area may be forced to resize to match the layout and scale you select for the print out.
7. To generate the print out, click the Print map button. The SOLA Report Viewer will display showing the print out. Use the viewer to check the print out and if it matches your requirements, use the viewer to send the document to a printer or save the document in one of the supported formats (PDF, DOCX, ODT or HTML).
    a. If the print out does not match your requirements, close the viewer and use the Public Display Map to pan the map and/or adjust the scale for the print out and try to generate the print out again.
8. Once you have obtained the print out(s) you require, close the Public Display Map screen to return to the Job Details screen. You should attach a copy of the print outs as Public Display Items (using the Public Display task) or as documents to the job.
9. Go to the Tasks tab of the Job Details screen, select the Public Display Map task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
10. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

10.3.1 Also See

- SOLA State Land
    - Tasks
    - Task Lifecycle
- State Land Desktop Screens
    - Job Details
    - Public Display Map

10.4 Manage Notifications

The state is obligated to ensure all parties that may be affected by its actions in relation to state land are adequately notified of the state's intentions. Where the state has sufficient information to determine those parties that are likely to be affected by its actions (such as land owners and right holders), it can choose to notify those parties directly by letter or phone. The Manager Notifications task can be used to identify the parties the state may choose to inform about a state land project and can help to track which notifications are sent to those parties.

Steps

1. Lodge a new job. Make sure it includes the Manage Notifications task.
2. From the Tasks tab of the Job Details screen, select the Manage Notifications task and click the Start tool. The Notify List screen will display.
    a. When you Start a Manage Notifications task SOLA State Land checks if any underlying properties have been identified for the job (either by linking to a recorded property on the Properties tab of Job Details or by the location of the state land parcels that have been added to the job) and automatically lists any right holders from the underlying properties in the Notify Lists screen. You can Edit these parties and link copies of any notices sent to them from the Notify Details screen.
3. If you need to add additional parties to the Notify List screen, click Add. This will open the Party Details screen and allow you to enter the name and address details for the party to notify. When complete, click Save and Close to open the Notify Details screen.
    a. If the party to notify is already recorded in SOLA State Land, you can use Search party on Notify List to open the Party Search screen to locate and Select the party.
4. On the Notify Details screen, enter the relationship type and description for the new notification party.
5. If the party has an association with one or more properties that are affected by the job, then you should use the Add on the Property tab to link the party to those properties.
6. If you need to update the address or name information for the party, use Edit Party
7. Any notifications sent to the party should be linked to the notification party on the Documents tab.
8. If the details of the notification party need to be kept confidential, use Security to ensure only authorized personnel can view the notification party details.
9. When all information for the notification party has been entered, click Close to return to the Notify List screen.
10. Click Save on the Notify List screen to save your new notification party details along with any subsequent edits that you have made.
11. You can continue to Add (or Search for) other notification parties by repeating steps 3 to 10 above. You can also Edit or Remove existing notification parties as required.
12. When all relevant notification party details have been entered or edited, Save and close the Notify List screen.
13. On the Tasks tab of the Job Details screen, select the Manage Notifications task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
14. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Notify List screen to save any changes that you make. Using Close on the Notify Details screen does not save your changes.

10.4.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- State Land Desktop Screens
  - Job Details
  - Notifications
- General How To
  - Secure a Data Record

10.5 Manage Negotiations

The state may need to enter negotiations with land owners and rightholders to secure new land acquisitions or dispose of surplus state land. The Manage Negotiations task can be used to track and manage these negotiations.

Steps

1. Lodge a new job. Make sure it includes the Manage Negotiations task.
2. From the Tasks tab of the Job Details screen, select the Manage Negotiations task and click the Start tool. The Negotiate List screen will display.
3. Click Add to open the Property Search screen and search for or Select a property to open the Negotiate Details screen.
   a. If you have created any new state land properties (using Record New Property) or linked properties to the job on the Properties tab of Job Details, these will display on the Job tab of the Property Search screen. Highlight the property you want to add a negotiation for and click Select.
   b. Use the State Land tab if you want to search for an existing State Land property to add a negotiation to. When you have located the property, Select it.
   c. Use the Property tab if you want to search for an existing recorded property to add a negotiation to. When you have located the property, Select it.
4. In the Negotiate Details screen, enter the type of negotiation, the initial offer amount, the date of first notification and set the status to indicate the stage of the negotiation. You can optionally add scanned copies of any documents related to the negotiation such as sales contracts and sales conditions.
5. If the negotiation is successfully completed, enter the final amount agreed between the negotiation parties.
6. Negotiation information is often confidential. Use Security to ensure only authorized personnel can view the negotiation details.
7. When all information for the negotiation has been entered, click Close to return to the Negotiate List screen.
8. Click Save on the Negotiate List screen to save your new negotiation details along with any subsequent edits that you have made.
9. You can continue to Add other negotiations by repeating steps 3 to 8 above. You can also Edit or Remove existing negotiations as required.
10. When all relevant negotiation details have been entered or edited, Save and close the Negotiate List screen.
11. On the Tasks tab of the Job Details screen, select the Manage Negotiations task and click the Complete tool. This will run the SOLA State Land business rules to

validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.

12. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Negotiate List screen to save any changes that you make. Using Close on the Negotiate Details screen does not save your changes.
- Negotiations between parties can be drawn out and convoluted. SOLA State Land attempts to capture key information (i.e. initial offer, final amount and negotiation status) to streamline management of the negotiation process. Where the negotiation results in multiple counter offers, the material generated by this process can be captured as document attachments.
- The negotiate status can be used to track the stage the negotiation is at and you should update the status for each negotiation regularly.

10.5.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- State Land Desktop Screens
  - Job Details
  - Negotiations
- General How To
  - Secure a Data Record

10.6 Manage Objections

Where the actions of the state may be perceived to impact on the rights or freedoms of other parties then those parties may choose to object to the states actions. The Manage Objections task can be used to track and manage objections related to a job.

Steps

1. Lodge a new job. Make sure it includes the Manage Objections task.
2. From the Tasks tab of the Job Details screen, select the Manage Objections task and click the Start tool. The Objection List screen will display.
3. Click Add to open the Objection Details screen. Enter details to describe the objection including a description, the authority that will consider the objection and the objection status. You should also enter the parties raising the objection on the Parties tab, list the properties affected by the objection on the Property tab and link scanned copies of documents related to the objection on the Documents tab.
4. An objection may be subject to legal proceedings so it is important that a timeline of key events is accurately captured. You can use the Timeline tab to Add comments describing events as they occur thereby sequencing them into the event timeline.
5. Objections can include confidential information. It this is the case, use Security to ensure only authorized personnel can view the objection details.
6. When all information for the objection has been entered, click Close to return to the Objection List screen.
7. Click Save on the Objection List screen to save your new objection details along with any subsequent edits that you have made.
8. You can continue to Add other objections by repeating steps 3 to 7 above. You can also Edit or Remove existing objections as required.

9. When all relevant objection details have been entered or edited, Save and close the Objection List screen.
10. On the Tasks tab of the Job Details screen, select the Manage Objections task and click the Complete tool. This will run the SOLA State Land business rules to validate the job data. If there is a critical failure, you must remedy the failure as it will not be possible to approve the job otherwise.
11. If all tasks for the job are complete (or cancelled), proceed with approving (and archiving) the job.

Notes

- You must use Save on the Objection List screen to save any changes that you make. Using Close on the Objection Details screen does not save your changes.

10.6.1 Also See

- SOLA State Land
  - Tasks
  - Task Lifecycle
- State Land Desktop Screens
  - Job Details
  - Objections
- General How To
  - Secure a Data Record

11. Troubleshooting SOLA State Land

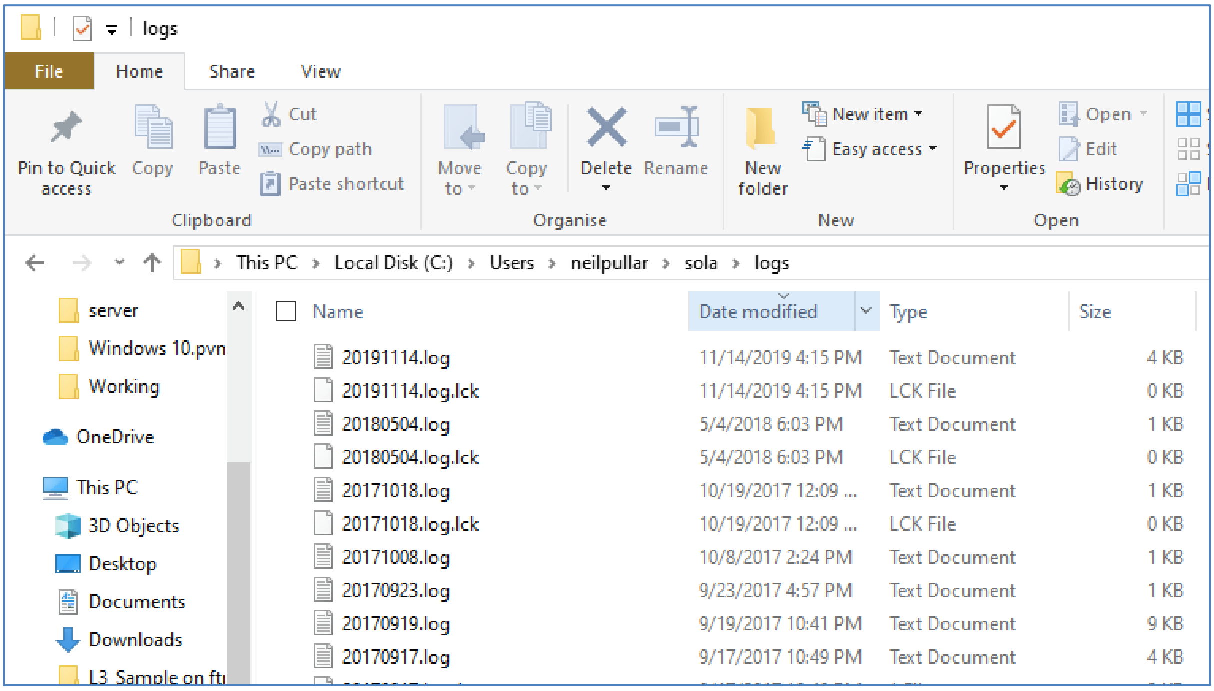
11.1 Logging

From time to time you may encounter unexpected issues while trying to run SOLA State Land. Usually the error message will recommend a course of action, but occasionally you may encounter a technical issue that requires further investigation by the IT Support Team or another SOLA technical person. To assist that investigation you may be asked to provide a copy of the log files supporting SOLA State Land. The logs capture exception information and status messages that can help a technical person to determine the cause of a particular issue.

This section describes the two logs available with SOLA State Land; the SOLA Application Log and Java Runtime Environment (JRE) logging. It also describes how to access information from those logs.

11.1.1 SOLA Application Log

The SOLA Web Start application (i.e. SOLA State Land Desktop Client software) creates an application log file on your local computer to capture exceptions and various status messages. You can find those log files at the following directory location **<User Home Directory>/sola/logs**.



Location of SOLA Application Log in Windows 10

The name of the log file will be DesktopApplication_<date>.log (for SOLA State Land Desktop). Simply open the appropriate log and copy the text from the log file into your email reply or issue ticket.

Note that your <User Home Directory> will depend on the operating system of your computer. For example, under Windows 10 this will be C:\Users\<Your Windows User Name>.

11.1.2 Java Runtime Environment (JRE) Logging

SOLA is a Java application and the Java Runtime Environment (JRE) also provides a detailed logging capability. The advantage of using JRE Logging is that every exception and/or status message is reported whereas the SOLA Application Logs only capture SOLA specific exceptions and messages and may not necessarily capture the true cause of an issue.

JRE Logging is **not** turned on by default. You need to use the Java Control Panel to turn on the Java Console which can then be used to turn on JRE Logging as required. To turn on the Java Console and JRE Logging

1. From the Control Panel, choose the **Java** icon.
2. On the Java Control Panel, click the Advanced tab and expand the **Java console** node to select the **Show console** option.
3. Click the OK button to close the Java Control Panel and save changes.

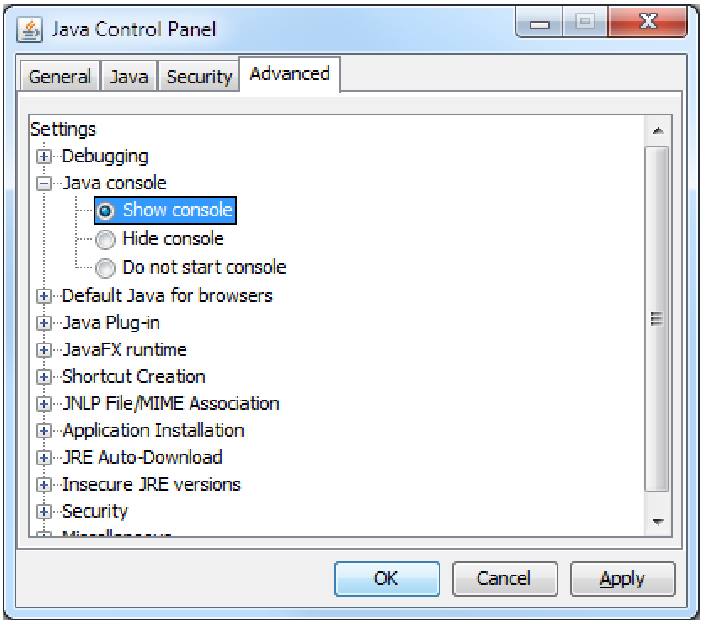


Figure 88 - Java Control Panel Advanced tab

4. Start the SOLA Web Start application by double clicking the appropriate desktop shortcut. You will notice the Java Console display along with the SOLA login page.
5. Click the Java Console so that it has focus and press **5**. The message **Trace level set to 5: all ...completed** should display in the console. Pressing 5 turns on logging to its maximum level.

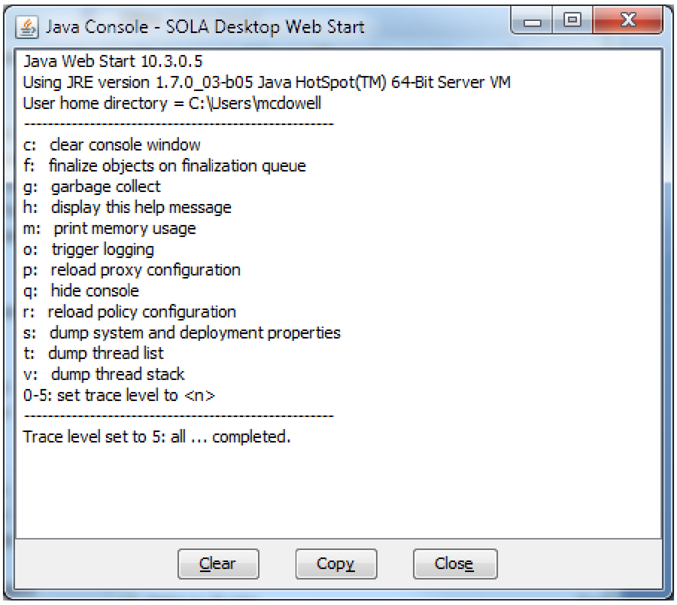


Figure 89 - Java Console with logging turned on

6. As you use the SOLA application, messages will be output to the console. Repeat the actions that cause the issue to occur.
7. After successfully repeating the issue, click the **Copy** button on the Java Console and paste the contents of the JRE log into your email reply or issue ticket.

Be aware that JRE Logging will only be turned on for the duration of your current session. If you restart the SOLA Web Start application, JRE Logging will be turned off until you set the logging level in the Java Console.

11.2 Known Issues

This section lists some known issues and may help to resolve problems that you are encountering. Issues described here include

1. Unable to login
2. SOLA State Land Desktop shortcut does not appear
3. Reporting of Issues

11.2.1 Unable to login

While attempting to login to SOLA State Land you may get a message indicating your user name and password could not be verified. This message can be caused by a number of different reasons most of which will require IT Support to assist you.

Cause	Description	Resolution
Invalid user credentials		Enter valid user credentials. If you cannot remember your user credentials, contact IT Support to reset your password.
User account is disabled		Contact IT Support to verify if your account is enabled.
Application services are unavailable	The SOLA Web Start applications use web services on the SOLA Application Server to process information. If the web services are unavailable due to a problem with the network or the SOLA Application Server, you will receive the user name and password could not be verified message.	Contact IT Support to restart the SOLA Application Server.

11.2.2 SOLA Desktop shortcut does not appear

If you have installed Java 7 update 7 (build 1.7.0_07) you may find that the SOLA State Land Desktop shortcut does not appear on your desktop. This is an issue with update 7. Upgrade to a later version of Java 7 or downgrade to an earlier version (e.g. Java 7 update 3).

11.2.3 Reporting Issues

The Github Issues reporting feature is now used to record and track issues with the SOLA State Land software. You can view details of known issues and workarounds here https://github.com/SOLA-SL-FAO/code/issues .

Appendix 1 – SOLA State Land Business Rules

This appendix can be used to determine the remedial action that should be undertaken when a SOLA State Land business rule fails.

Code	Message	Remedial Action
AP040	A job must have at least one task	Add a task to the job.
AP070	All tasks in the job must have the status 'cancelled' or 'completed'.	Check that all tasks have been completed (or cancelled).
AP160	Document date must not be in the future; _$doc_list	Check the date of the document(s) specified and amend the document date where necessary
AP190	Documents lodged with a job should have a scanned image file (or other source file) attached; _$doc_list"	Add a scanned image (or other source file) to the document(s) specified.
AP240	Title has the same area as the combined area of its associated parcels	Verify that the property area is the same as the sum of the associated parcel areas.
BA030	Property must have an associated parcel.	Add at least one parcel to the property using the Parcel tab of the Property Details screen.
BA070	_$property_name must have one State Landholder interest or one Owner interest.	Add a State Landholder interest or an Owner interest to the specified property.
BA110	Notes on _$property_name require action; _$notes_list	Review the property listed and if applicable address the actionable notes.
BA120	Parcels on _$property_name have not been mapped; _$parcel_list	Review the property listed and if applicable, remove / unlink parcels that are not mapped and replace them with parcels that are mapped.
BA130	_$property_name must be linked to parcels that specify land use	Review the parcels linked to the property and ensure they specify a land use.
BA140	All current interests on the property being disposed must be extinguished by this job	Extinguish all interests on the any property being disposed by the job.
CA140	The difference between the official parcel area and its calculated area should be less than 1%; _$parcel_list	Check the official areas for the new parcels specified as they differ significantly from the system calculated areas
CA150	New parcel polygons must not overlap	Edit the newly mapped parcels to ensure they do not overlap.
CA250	Parcel name(s) inconsistent with naming convention; _$parcel_list	Check the names assigned to the parcels listed and update the names as appropriate.
CA260	_$rule_count duplicated parcel name(s); _$parcel_list	Update the parcels listed so they have unique names.

Code	Message	Remedial Action
RR040	The _$rrr_type interest on _$property_name must have a rightholder specified	Add rightholders to the specified interest on the property identified.
RR050	The sum of the shares (in ownership rights) must total to 1	Modify the shares so that they total to 1
RR150	_$rrr_type on _$property_name should have conditions recorded	Update the specified interest to include conditions.
VA010	Final compensation is more than %10 above the initial offer; _$property_list	Review the amount of compensation is appropriate for the specified property.

Appendix 2 – Features of SOLA State Land

The SOLA State Land application supports the following feature list.

Case Management

1. Cases (a.k.a. jobs) managed and tracked to completion
2. Personal dashboard for each user showing jobs assigned to them
3. Users can reassign jobs to other users as required allowing different users to work on different parts of a job
4. Power users can manage the workload of other users by reassigning any job
5. Multiple jobs can be reassigned to another user at the same time
6. Details that can be captured on the job include
    a. Job description and property manager
    b. Tasks that indicate the type of changes the job will make to the state land records
    c. Property records affected by the job
    d. Documentation supporting the job
    e. Approximate location of the job can be noted on the map
7. Jobs transition into different states as they are processed
8. Job details can be validated against a set of business rules
9. Jobs can be lodged, placed on hold, cancelled, approved and completed
10. Changes to state land records do not become live until a job is approved
11. The history of changes to an job (who did what and when) can be viewed
12. A job statistics report is available that lists lodgements, holds and approvals over a given period

Tasks

1. A job can have one or more tasks
2. Tasks progress into different states as they are processed
3. Tasks can be lodged, in progress (pending) cancelled or completed
4. The tasks supported by SOLA State Land can be configured to match those required by the state land agency
5. The tasks users can work on can be controlled using security roles
6. A checklist task can be used to ensure all actions related to a specific job are completed
7. Multiple pre-defined checklists are supported. These can be customized to match those required by the state land agency
8. Custom checklist items can be added to specific jobs as required
9. The Public Display Maps task can be used to generate a public display map illustrating the area affected by a job
10. The Public Display task can be used to plan and track different items (e.g. posters, newspaper ads, gazette notices) used to inform the public of the state's intention in relation to state land
11. A Notifications task can be used to plan and track notifications (i.e. letters, emails, etc.) sent to right holders directly affected by the states actions
12. A Negotiations task can be used to capture key details during a negotiation process with another party (i.e. during acquisition or disposal of state land)
13. An Objections task can capture all information related to an objection raised by an affected party including a timeline of events in case the objection must be assess through a judiciary (court or arbitrator)
14. A Valuations task can capture the valuation details for multiple properties that may be affected by a job

Search

1. Search jobs by job number, date of lodgement, property manager, description or document reference
2. Search properties by property reference, description, rightholder name, locality, parcel or plan number, land user, property manager, interest type or document reference
3. Search parties by name or party role
4. Search documents by document reference number, date submitted, document type, document source or description
5. Search spatial records using Map Find (supports zoom to and highlight of selected result)
6. The spatial searches supported by SOLA can be configured to match those required by the state land agency
7. Partial and wildcard matching is supported for text based search criteria

Map Viewer

1. Layer control to manage data displayed on the map
2. The layers supported by the Map Viewer can be configured to match those required by the state land agency
3. Layer symbology defined using Style Layer Descriptor (SLD) OGC standard
4. Auto sizing scale bar and measuring tool to help gauge distances on the map
5. Editable map scale to allow fast zooming of the map
6. Mouse enabled map navigation and map editing tools
7. Context sensitive map editing tools (depending on the service being worked on)
8. Map printing with page size and orientation selection
9. Information tool to summarize spatial object details
10. Support for orthophoto layers
11. Extract selected spatial objects to KML for display in other GIS tools (e.g. Google Earth)

Document Management

1. Attached scanned documents to a job from the local computer or a preconfigured network folder
2. Attach files up to 100Mb
3. Change or remove the attachment for an existing document
4. Cross link new documents with attachments previously loaded into SOLA State Land
5. View a thumbnail preview of a document prior to attaching it (PDF and image formats only)
6. View attachments using the default application for that file type
7. Client side document cache that is auto sizing to prevent excessive disk usage

Parcel Editing

1. Create new state land parcels using point and click map tools
2. Edit existing state land parcels (add and remove nodes) using point and click map tools
3. Snapping of nodes to other map features supported
4. Digitize survey information from an image of the plan
5. Record the official area, land use, description and locality for new parcels
6. Validate spatial changes to avoid gaps and overlaps in the cadastral network

Property Management

1. Create new state land properties and record ownership, lease, license, claims, easements and restrictions along with a full range of interests that may impact state land property
2. The interests supported by SOLA State Land can be configured to match those required by the state land agency
3. State land can be recorded as proposed, current, surplus, dormant or disposed
4. Add actionable notes to a property that are highlighted on the Dashboard
5. View the history of changes to the state land property
6. View the pending changes to the state land property
7. View all valuations linked to the state land property
8. Link to the underlying title of a state land property
9. Property rightholders can be individuals or entities (a.k.a. parties)

Business Rules

1. Automated validation of job using configurable business rules
2. Rules executed just prior to changes in state of a job or task
3. Rules can also be manually executed using the Validate action on the job
4. Rules to execute at a particular stage can be configured with the same rule executing at multiple stages
5. Severity rating for a rule can be configured based on the stage of execution
6. The failure of a critical rule aborts the current action
7. Rules are defined as SQL statements and can be versioned
8. New versions of rules can be uploaded into SOLA State Land and configured to come into force at a future date without requiring redeployment of the application

System Administration

1. Add, edit and disable reference data values (e.g. service types, document types, interest types, etc)
2. Version business rules and change business rule severity
3. Add, edit and disable user accounts
4. Configure security roles into groups and assign groups to users
5. Create teams of users to simplify jobs assignment

General

1. Context sensitive online help
2. User profile to record user preferences and change password
3. All screen labels, messaging, database reference codes and online help documentation supports localization to different languages
4. General information enquiries can be logged and dealt with as applications
5. Secure individual data records so that only users with appropriate permissions can view those records

Technical

1. PostgreSQL database (supported versions v9+) with PostGIS spatial database extension (supports v1.5+ and v2+)
2. Database table structures based on the Land Administration Domain Model (LADM)
3. Web service architecture developed using Java Enterprise Edition (Java EE 6) and hosted in a JEE 6 compatible application server (Glassfish v4)
4. Uses the Metro Web Service stack compatible with .NET and Java web service technologies (WSIT compatible) and WS-Security

5. Java Web Start used for deployment
6. Java 7 JRE required on all client computers
7. Patches and enhancements to the SOLA State Land Desktop application are automatically downloaded by Java Web Start
8. Implements optimistic concurrency control to prevent loss of information due to concurrent data edits
9. The details for every exception that occurs on the server or the client are recorded in a log file to assist debugging and issue resolution.
10. The source code for SOLA State Land is licensed under the Berkeley Software Distribution (BSD) 3-clause license
11. SOLA State Land can run on both Windows and Unix based operating systems
12. SOLA State Land does not require a geospatial data server, but it can integrate with any Web Map Service (WMS) capable server for display of orthophotos and other spatial data