



*Property Interest
Maintenance
System Manual*



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Property Interest Maintenance System Manual (PIMS)

1. INTRODUCTION

1.1 OVERVIEW

This User Guide describes how to:

- Create, update and delete Property Interests
- Link Property Interests to properties you wish to monitor
- Create, update and delete reporting

1.2 DEFINITIONS

NAME	DESCRIPTION
PIR	<p>Property Interest Report.</p> <p>The PIR is a product provided to customers that identifies agency interests in land. The PIR is provided to assist customers compile their Form 1 Statement as defined in the Regulations to the <i>Land and Business (Sale and Conveyancing) Act</i>.</p> <p>In this document, PIR is used as a generic definition to describe the SAILIS products PIR and Form 1 Template</p>

2. ACCESS PIMS

2.1 PROPERTY INTERESTS AND PROPERTY INTEREST NOTIFICATIONS

This section will show you how to access the Property Interest tabs:

- Property Interests
- Property Interest Notifications

From the Property Interests tab, you can:

- Create, edit and delete a Property Interest
- Link properties to a Property Interest

From the Property Interest Notifications tab, you can:

- Create, edit and delete a Property Interest report
- Link Property Interests to a report

Step 1:

Log into SAILIS

Click My SAILIS on the top of your screen

Click Update Organisation Details

The Organisation Details screen will display

At the bottom of the Organisation Details screen, clicking the Property Interests tab will display:

Property Interest Name	PI Code	Created	Effective From	Effective To	Type		
Crown Leases	CRN LS	03/03/2015	03/03/2015		Parcel Linked	View	Delete

At the bottom of the Organisation Details screen, clicking the Property Interest Notifications tab will display:

Notification Type	Email	Created		
Change of Ownership	DPTI.LSGTestOrganisation@sa.gov.au	03/03/2015	Edit	Delete
PIR Respondent	DPTI.LSGTestOrganisation@sa.gov.au	03/03/2015	Edit	Delete

3. MAINTAIN PROPERTY INTERESTS

3.1 CREATE A PROPERTY INTEREST

This section will show you how to create a Property Interest that you will be able to link to properties.

Step 1:

From the Property Interests tab, click the Create button on the bottom of the screen.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Users', 'Agents', 'Billing', 'Property Interests', and 'Property Interest Notifications'. Below the navigation bar are 'Previous' and 'Next' buttons. A table with the following columns is displayed: 'Property Interest Name', 'PI Code', 'Created', 'Effective From', 'Effective To', and 'Type'. The table contains one row with the following data: 'Crown Leases', 'CRN LS', '03/03/2015', '03/03/2015', and 'Parcel Linked'. To the right of the table are 'View' and 'Delete' buttons. Below the table are 'Previous' and 'Next' buttons, and a 'Create' button which is circled in red.

Property Interest Name	PI Code	Created	Effective From	Effective To	Type
Crown Leases	CRN LS	03/03/2015	03/03/2015		Parcel Linked

Step 2:

The Create Property Interest pop-up screen will display.

The screenshot shows a 'Create Property Interest' pop-up screen. At the top right, it says '* denotes a mandatory field'. The form contains the following fields: 'Organisation' (Phylloxera & Grape Ind Board), '* Name' (text input), '* Type' (dropdown menu with 'Parcel Linked' selected), 'PI Code' (text input), '* Effective From' (date picker), and 'Effective To' (date picker). There are 'Save' and 'Cancel' buttons at the bottom left.

Note: Fields notated with an asterisks (*) are mandatory.

Organisation	The name of your organisation This field cannot be changed
Name	Enter up to a thirty-character name of the Property Interest you wish to create
Type	Select a Property Interest type from the drop-down menu. The options are: <ul style="list-style-type: none"> • Parcel Linked • LGA Linked • Statewide Parcel Linked enables you to link to individual parcels / properties LGA Linked enables you to link to an entire LGA Statewide enables you to link to the entire state
PI Code	Enter up to a six-character code to create a code description of the Property Interest. This code will be displayed on screens and in reports
Effective From	Enter a date that your Property Interest will become effective from. This date must be greater than or equal today the current date
Effective To	Can be blank. Enter a date that your Property Interest will become cancelled. This date must be greater than or equal to the current date and the Effective From date

Click the Save button at the bottom of the screen.

The pop-up screen will close.

Note: Land Services SA must be contacted if you want a new Property Interest to be reported in the Property Interest Report.

3.2 EDIT A PROPERTY INTEREST

This section will show you how to edit details of a Property Interest.

Step 1:

From the Property Interests tab, click the View button to select the desired Property Interest.

Users Agents Billing **Property Interests** Property Interest Notifications

Previous Next

Property Interest Name	PI Code	Created	Effective From	Effective To	Type	
Crown Leases	CRN LS	03/03/2015	03/03/2015		Parcel Linked	View Delete

Previous Next

Create

Step 2:

The Property Interest Details screen will display.

Property Interest Details

Organisation: Land Services Group
Property Interest: Crown Leases
PI Code: CRN LS
Type: Parcel Linked
Created: 03/03/2015 Effective From: 03/03/2015 Effective To:

[Edit](#) [Organisation Details](#)

Parcel Link Search

Address:
Plan/Parcel:
Valuation:
Title:
Reference:

Unit No:
Lot No:
Level No:
Street No: ⓘ
Street: ⓘ
Suburb: ⓘ

Parcel Links Displaying 1 to 7 of 7

Previous Next

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	Edit Delete
3 RUNDLE MALL, ADELAIDE, SA 5000	F181809 AL157	0203770048	Example only	03/03/2015	Edit Delete

At the top of the screen, click the Edit button in the Property Interest Details panel.



Step 3:

The Edit Property Interest pop-up screen will display.

Edit Property Interest

Last updated by admin5 on 03 March 2015 11:33 AM * denotes a mandatory field

Organisation Land Services Group

* Name Crown Leases

Type Parcel Linked

PI Code CRN LS

Effective From 03/03/2015

Effective To

Save Cancel

Note that fields notated with an asterisks (*) are mandatory.

Organisation	This field cannot be changed
Name	Enter up to a thirty-character name of the Property Interest you wish to edit
Type	This field cannot be changed
PI Code	Can be blank Note: If data already exists in this field then it cannot be modified
Effective From	If the Effective From date is future dated, enter a date that your Property Interest will become effective from. This date must be greater than or equal today the current date
Effective To	Can be blank. Enter a date that your Property Interest will become cancelled. This date must be greater than or equal to the current date and the Effective From date

Click the Save button at the bottom of the screen.

Edit Property Interest

Last updated by admin5 on 03 March 2015 11:33 AM * denotes a mandatory field

Organisation Land Services Group

* Name Crown Leases

Type Parcel Linked

PI Code CRN LS

Effective From 03/03/2015

Effective To

Save Cancel

The pop-up screen will close.

3.3 DELETE A PROPERTY INTEREST

This section will show you how to delete a Property Interest.

Step 1:

From the Property Interests tab, click the Delete button to select the desired Property Interest.

The screenshot shows a web interface with a navigation bar containing 'Users', 'Agents', 'Billing', 'Property Interests', and 'Property Interest Notifications'. Below the navigation bar are 'Previous' and 'Next' buttons. A table with an orange header contains the following data:

Property Interest Name	PI Code	Created	Effective From	Effective To	Type	View	Delete
Crown Leases	CRN LS	03/03/2015	03/03/2015		Parcel Linked	View	Delete

Below the table are 'Previous', 'Next', and 'Create' buttons. The 'Delete' button in the table is circled in red.

Step 2a:

If the Effective To date is blank or greater than the current date, the Delete Property Interest pop-up screen will display explaining that an Effective To date is required.

The screenshot shows a pop-up window titled 'Delete Property Interest'. It contains the following fields:

- Name: Crown Leases
- Created: 03/03/2015
- Effective From: 03/03/2015
- Effective To: (blank)

Below the fields is a message: 'Effective To must be present and less than the current date to delete a Property Interest.' At the bottom is a 'Cancel' button.

Go to 3.2 Edit a Property Interest to update the Property Interest and add the Effective To date

Step 2b:

If the Effective To date is less than the current date, the Delete Property Interest pop-up screen will display.

The screenshot shows a pop-up window titled 'Delete Property Interest'. It contains the following fields:

- Name: Crown Leases
- Created: 03/03/2015
- Effective From: 03/03/2015
- Effective To: 03/03/2015

Below the fields is a message: 'Are you sure you want to delete this Property Interest?' At the bottom are 'Yes' and 'No' buttons. The 'Yes' button is circled in red.

Click the Yes button at the bottom of the screen.

The pop-up screen will close.

4. MAINTAIN LINKING PARCELS TO A PROPERTY INTEREST

4.1 SCREEN FUNCTIONALITY – PARCEL LINKS

This section will discuss the functions of the Parcel Links screen

Step 1:

From the Property Interests tab, click the View button to select the desired Property Interest.

The screenshot shows a web interface with a navigation bar containing 'Users', 'Agents', 'Billing', 'Property Interests', and 'Property Interest Notifications'. Below the navigation bar are 'Previous' and 'Next' buttons. A table with the following columns is displayed: 'Property Interest Name', 'PI Code', 'Created', 'Effective From', 'Effective To', and 'Type'. The table contains one row with the following data: 'Crown Leases', 'CRN LS', '03/03/2015', '03/03/2015', and 'Parcel Linked'. The 'View' button in the 'Type' column is circled in red. Below the table are 'Previous', 'Next', and 'Create' buttons.

Note: Type must be Parcel Linked.

Step 2:

The Property Interest Details screen will display.

The screenshot shows the 'Property Interest Details' screen. It has a dark blue header with the title 'Property Interest Details'. Below the header are several input fields: 'Organisation' (Land Services Group), 'Property Interest' (Crown Leases), 'PI Code' (CRN LS), 'Type' (Parcel Linked), 'Created' (03/03/2015), 'Effective From' (03/03/2015), and 'Effective To'. There are 'Edit' and 'Organisation Details' buttons. Below this is the 'Parcel Link Search' section with a dark blue header. It contains a search form with fields for 'Address', 'Unit No', 'Lot No', 'Level No', 'Street No', 'Street', and 'Suburb', each with a search icon. There is a 'Search' button. Below the search form is the 'Parcel Links Displaying 1 to 1 of 1' section with a dark blue header. It contains a table with the following columns: 'Property Address', 'Plan / Parcel', 'Valuation Number', 'Reference', and 'Created'. The table contains one row with the following data: '2 RUNDLE MALL, ADELAIDE, SA 5000', 'D2857 AL3', '0203734960', 'Example only', and '03/03/2015'. There are 'Edit' and 'Delete' buttons for this row. At the bottom of the screen are three buttons: 'Create Parcel Links', 'Create Bulk Parcel Links', and 'Delete Bulk Parcel Links'.

This screen has three panels:

- Property Interest Details
- Parcel Link Search
- Parcel Links Displaying 1 to x of y



4.1.1 Top panel – Property Interest Details

Property Interest Details

Organisation	Land Services Group			
Property Interest	Crown Leases			
PI Code	CRN LS			
Type	Parcel Linked			
Created	03/03/2015	Effective From	03/03/2015	Effective To

This panel shows details about the selected Property Interest. You can edit these details or exit this screen and return to the Organisation Details screen.

4.1.2 Middle panel – Parcel Link Search

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/> ⓘ
Reference	Street	<input type="text"/> ⓘ
	Suburb	<input type="text"/> ⓘ

This panel enables you to search for parcels that are currently linked to the selected Property Interest. The search results of linked parcels are listed in the bottom panel.

The Search functions the same as any search in SAILIS, and you can search by:

- Address – including part searches
- Plan/Parcel – including by plan only
- Valuation
- Title
- Reference – including part searches

4.1.3 Bottom panel – Parcel Links Displaying 1 to x of y

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

This panel lists parcels that are linked to the selected Property Interest. When this screen first displays, it will list the first few parcels that are currently linked to the selected Property Interest.



4.1.3.1 Fields

Property Address	<p>The property address of the parcel</p> <p>Can be blank</p> <p>Because a parcel can have multiple property addresses, SAILIS will list each Valuation number / property address for the parcel.</p> <p>Because a Valuation number / property address can be linked to multiple parcels, SAILIS will repeat the property address for each parcel</p>
Plan / Parcel	<p>The linked Plan / Parcel</p> <p>Because a parcel can have multiple Valuation numbers / property addresses, SAILIS will repeat the parcel for every Valuation number / property address</p>
Valuation number	<p>The Valuation number linked to the Parcel</p> <p>Can be blank</p> <p>Because a parcel can have multiple Valuation numbers / property addresses, SAILIS will list each Valuation number / property address for the parcel</p> <p>Because a Valuation number / property address can be linked to multiple parcels, SAILIS will repeat the Valuation number for each parcel</p>
Reference	<p>The Reference is user defined data that is created when you link the parcel to the Property Interest</p>
Created	<p>The date the parcel was linked to the Property Interest</p>

4.1.3.2 Buttons

Edit	Click this button to display the <i>Edit Parcel Link</i> screen and edit the parcel link details
Delete	Click this button to display the <i>Delete Parcel Link</i> screen and delete the parcel link from the Property Interest
Create Parcel Links	Click this button to display the <i>Create Parcel Link</i> screen and link a parcel to the Property Interest
Create Bulk Parcel Links	Click this button to display the <i>Create Bulk Parcel Links</i> screen and select a file of property data to create many parcel links to the Property Interest
Delete Bulk Parcel Links	Click this button to display the <i>Delete Bulk Parcel Links</i> screen and select a file of property data to delete many parcel links from the Property Interest

4.1.3.3 Data relationships

Data uniqueness for a Property Interest is determined through the combination of parcel and *Reference*.

If required, a parcel can be repeatedly linked to a Property Interest by using a different *Reference* each time.

Parcels and property addresses have a many to many relationships. The possible combinations are:

- One parcel One property address
- One parcel Many property addresses
- Many parcels One property address
- Many parcels Many property addresses

Because a parcel can be known by many different property addresses, SAILIS will display all the property addresses so that you can select the property address you recognise.

Results Displaying 1 to 5 of 5

Parcel Link Details * denotes a mandatory field

* **Reference** [i](#)

<input type="checkbox"/>	Property Address	Plan / Parcel	Valuation Number
<input type="checkbox"/>	174 ARGYLE ROAD, MONBULLA, SA 5277	D52685 AL2	841304725*
<input checked="" type="checkbox"/>	206 ARGYLE ROAD, MONBULLA, SA 5277	D52685 AL2	8413047604
<input type="checkbox"/>	Lot 2 ARGYLE ROAD, MONBULLA, SA 5277	D52685 AL2	8413047655
<input type="checkbox"/>	AREA L ARGYLE ROAD, MONBULLA, SA 5277	D52685 AL2	8413047559
<input type="checkbox"/>	569 MILLERS LANE, MONBULLA, SA 5277	D52685 AL2	8413047014

With the conversion of data from the old system to SAILIS, all parcels linked to a title number were linked to the Property Interest. With SAILIS, it is no longer necessary to flag all parcels.

4.2 CREATE A PARCEL LINK

This section will show you how to link a parcel / property to a Property Interest.

Step 1:

At the bottom of the screen, click the *Create Parcel Links* button.

Note: Depending on how many parcels are listed, this button might be off the bottom of the screen. If so, you will need to scroll down.

Property Interest Details

Organisation	Land Services Group		
Property Interest	Crown Leases		
PI Code	CRN LS		
Type	Parcel Linked		
Created	03/03/2015	Effective From	03/03/2015
		Effective To	

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
Reference	Street	<input type="text"/>
	Suburb	<input type="text"/>

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Create Parcel Links pop-up screen will display.

Create Parcel Links

Property Interest: Crown Leases

Parcel Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
	Street	<input type="text"/>
	Suburb	<input type="text"/>

Step 3:

Use the search features to search for your desired property / properties.

This Search functions the same as any search in SAILIS and you can search by:

- Address – including part searches
- Plan/Parcel – including by Plan only
- Valuation
- Title

Step 4:

The Results panel will display in the bottom of the Create Parcel Links pop-up screen.

Results Displaying 1 to 7 of 7

Parcel Link Details * denotes a mandatory field

* Reference [i](#)

<input type="checkbox"/>	Property Address	Plan / Parcel	Valuation Number
<input type="checkbox"/>	7-11 MOGER LANE, ADELAIDE, SA 5000	F111898 AL1	020481820*
<input type="checkbox"/>	12 MOGER LANE, ADELAIDE, SA 5000	D41284 AL2	0204816108
<input type="checkbox"/>	14 MOGER LANE, ADELAIDE, SA 5000	D41284 AL3	0204816204
<input type="checkbox"/>	16 MOGER LANE, ADELAIDE, SA 5000	D41285 AL4	0204816300
<input type="checkbox"/>	16A MOGER LANE, ADELAIDE, SA 5000	D41285 AL5	0204816407
<input type="checkbox"/>	18 MOGER LANE, ADELAIDE, SA 5000	D41285 AL6	0204816503
<input type="checkbox"/>	20 MOGER LANE, ADELAIDE, SA 5000	D41285 AL7	020481660*

Note: Only a maximum of 200 results will be displayed for the search. You will need to refine your search criteria in order to retrieve specific properties.



Step 5:

Note: Fields notated with an asterisks (*) are mandatory.

Note: SAILIS is capable of finding and displaying newly subdivided properties that do not even have a property address. For these properties, only the parcel details will display.

Reference	The Reference is data that you enter to help you identify properties, e.g. a file number from your system, a project that covers several properties
Property Address	<p>The property address of the parcel</p> <p>Can be blank</p> <p>Because a parcel can have multiple property addresses, SAILIS will list each Valuation number / property address for the parcel.</p> <p>Because a Valuation number / property address can be linked to multiple parcels, SAILIS will repeat the property address for each parcel</p> <p>Because a parcel can have no address, e.g. as a result of a sub-division, the property address might not exist</p>
Plan / Parcel	<p>The linked Plan / Parcel</p> <p>Because a parcel can have multiple Valuation numbers, SAILIS will repeat the parcel for every Valuation number / property address</p>
Valuation number	<p>The Valuation number linked to the Parcel</p> <p>Can be blank</p> <p>Because a parcel can have multiple Valuation numbers, SAILIS will list each Valuation number / property address for the parcel</p> <p>Because a Valuation number / property address can be linked to multiple parcels, SAILIS will repeat the Valuation number for each parcel</p> <p>Because a parcel can have no Valuation number, e.g. as a result of a sub-division, the Valuation number might not yet exist</p>
Property Address	<p>The property address of the parcel</p> <p>Can be blank</p> <p>Because a parcel can have multiple property addresses, SAILIS will list each Valuation number / property address for the parcel.</p> <p>Because a Valuation number / property address can be linked to multiple parcels, SAILIS will repeat the property address for each parcel</p> <p>Because a parcel can have no address, e.g. as a result of a sub-division, the property address might not exist</p>

Click the check-boxes to select the parcels you want to link to the Property Interest. There are two check-box options:

1. Select the check-box in the banner to select all the properties in the search results or
2. Select individual check-boxes to select one or more properties in the search results



Results Displaying 1 to 7 of 7

Parcel Link Details * denotes a mandatory field

* Reference i

<input type="checkbox"/>	Property Address	Plan / Parcel	Valuation Number
<input type="checkbox"/>	7-11 MOGER LANE, ADELAIDE, SA 5000	F111898 AL1	020481820*
<input type="checkbox"/>	12 MOGER LANE, ADELAIDE, SA 5000	D41284 AL2	0204816108
<input type="checkbox"/>	14 MOGER LANE, ADELAIDE, SA 5000	D41284 AL3	0204816204
<input type="checkbox"/>	16 MOGER LANE, ADELAIDE, SA 5000	D41285 AL4	0204816300
<input type="checkbox"/>	16A MOGER LANE, ADELAIDE, SA 5000	D41285 AL5	0204816407
<input type="checkbox"/>	18 MOGER LANE, ADELAIDE, SA 5000	D41285 AL6	0204816503
<input type="checkbox"/>	20 MOGER LANE, ADELAIDE, SA 5000	D41285 AL7	020481660*

Note: Because only a maximum of 200 results will be displayed for a search, clicking the check-box in the banner to select all properties will only select the 200 results that were displayed in the search results. If you need to select more than these 200 properties, you will need to refine your search criteria to give you separate result sets of less than 200 then execute these one after the other.

Click the Save button at the bottom of the screen.

Note: SAILIS will manage any duplicate parcels it finds in the search results list and bypass them. This saves you having to get your search results list exact in situations where a parcel might be identified with multiple addresses.

Note: If a parcel / Reference combination already exists on the database for the Property Interest, an error will be displayed. You will need to uncheck this row from your search results list in order to not process this record.

The pop-up will close.

The Parcel Links Displaying 1 to x of y panel in the Property Interest Details screen will refresh itself.

4.3 EDIT A PARCEL LINK

This section will show you how to edit the link details between a parcel / property and a Property Interest.

Step 1:

Click the Edit button to select the desired parcel link.

Property Interest Details

Organisation	Land Services Group		
Property Interest	Crown Leases		
PI Code	CRN LS		
Type	Parcel Linked		
Created	03/03/2015	Effective From	03/03/2015
		Effective To	

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
Reference	Street	<input type="text"/>
	Suburb	<input type="text"/>

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Edit Property Interest Parcel Link pop-up screen will display.

Edit Property Interest Parcel Link

Last updated by admin5 on 05 March 2015 10:01 AM * denotes a mandatory field

Property Interest	Crown Leases
Plan / Parcel	H340200 SE14
* Reference	<input type="text" value="Test case"/>

Note: Fields notated with an asterisks (*) are mandatory.

Reference	The Reference is data you enter to help you identify properties, e.g. a file number from your system, a project that covers several properties
-----------	--

Click the Save button at the bottom of the screen.

The pop-up will close.

The Parcel Links Displaying 1 to x of y panel in the Property Interest Details screen will refresh itself.

4.4 DELETE A PARCEL LINK

This section will show you how to delete a parcel / property link from a Property Interest.

Step 1:

Click the Delete button to select the desired parcel link.

Property Interest Details

Organisation	Land Services Group		
Property Interest	Crown Leases		
PI Code	CRN LS		
Type	Parcel Linked		
Created	03/03/2015	Effective From	03/03/2015
		Effective To	

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
Reference	Street	<input type="text"/>
	Suburb	<input type="text"/>

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Delete Property Interest Parcel pop-up screen will display.

Delete Property Interest Parcel

Property Interest	Crown Leases
Parcel	H340200 SE14
Reference	Test case2
Created	05/03/2015

Are you sure you want to delete this Property Interest Parcel?

Click the Yes button at the bottom of the screen.

The pop-up screen will close.

The Parcel Links Displaying 1 to x of y panel in the Property Interest Details screen will refresh itself.

4.5 CREATE BULK PARCEL LINKS

This section will show you how to import a file of properties to link many parcels / properties to a Property Interest.

Step 1:

Set up a file of properties.

Go to [4.7 Template file – Create Bulk parcel links](#) to create the file and fill it with properties

Step 2:

At the bottom of the screen, click the Create Bulk Parcel Links button.

Note: Depending on how many parcels are listed, this button might be off the bottom of the screen. If so, you will need to scroll down.

Property Interest Details

Organisation	Land Services Group		
Property Interest	Crown Leases		
PI Code	CRN LS		
Type	Parcel Linked		
Created	03/03/2015	Effective From	03/03/2015
		Effective To	

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
Reference	Street	<input type="text"/>
	Suburb	<input type="text"/>

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 3:

The Create Bulk Parcel Links screen will display.

Create Bulk Parcel Links

* denotes a mandatory field

Property Interest	Crown Leases
* Reference	<input type="text"/>
* CSV File	<input type="text"/> <input type="button" value="Browse..."/>

Enter your Reference data.

Click Browse and search your directories for your Create Bulk Parcel Links file.

Click Import.

Step 4a: Errors

If the system finds an error in the file, it will stop processing and display an error message on the screen. Click to open the Download summary report.



File import failed, [Download summary report](#)

Edit your Create Bulk Parcel Links file and resubmit.

Step 4b: Correct data

If the data in the file is correct, the system will display an informational message on the screen.



File import successful, [Download summary report](#)

To find the number of records processed, click to open the Download summary report.



4.6 DELETE BULK PARCEL LINKS

This section will show you how to import a file of properties to delete parcels / properties that are linked to a Property Interest.

Step 1:

Create a file of properties.

Go to [4.8 Template file – Delete Bulk parcel links](#) to create the file and fill it with properties.

Step 2:

At the bottom of the screen, click the Delete Bulk Parcel Links button.

Note: Depending on the number of parcels listed, this button might be off the bottom of the screen. If so, you will need to scroll down.

Property Interest Details

Organisation	Land Services Group		
Property Interest	Crown Leases		
PI Code	CRN LS		
Type	Parcel Linked		
Created	03/03/2015	Effective From	03/03/2015
		Effective To	

Parcel Link Search

Address	Unit No	<input type="text"/>
Plan/Parcel	Lot No	<input type="text"/>
Valuation	Level No	<input type="text"/>
Title	Street No	<input type="text"/>
Reference	Street	<input type="text"/>
	Suburb	<input type="text"/>

Parcel Links Displaying 1 to 1 of 1

Property Address	Plan / Parcel	Valuation Number	Reference	Created	
2 RUNDLE MALL, ADELAIDE, SA 5000	D2857 AL3	0203734960	Example only	03/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 3:

The Delete Bulk Parcel Links screen will display.

Delete Bulk Parcel Links

* denotes a mandatory field

Property Interest	Crown Leases
* CSV File	<input type="text"/> <input type="button" value="Browse..."/>

Click Browse and search your directories for your Delete Bulk Parcel Links file.

Click Import

Step 4a: Errors

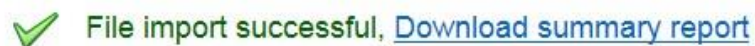
If the system finds an error in the file, it will stop processing and display an error message on the screen. Click to open the Download summary report



Edit your Delete Bulk Parcel Links file and resubmit.

Step 4b: Correct data

If the data in the file is correct, the system will display an informational message on the screen



To find the number of records processed, click to open the Download summary report

4.7 TEMPLATE FILE – CREATE BULK PARCEL LINKS

This section will show you how to create a file of parcels / properties for the Create Bulk Parcel Links function. In the file, you can identify properties by either:

- Plan/Parcel
- Title number
- Valuation Number

Step 1:

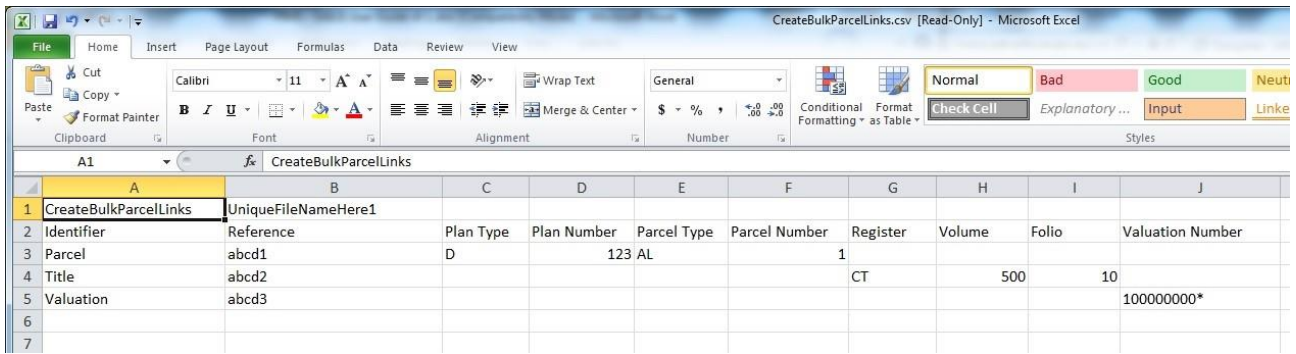
If you do not have a template file for Create Bulk Parcel Links, refer to the [Property Interest Maintenance Webpage](#) located on the Land Services SA website.

Step 2: CSV file

Select the Create Bulk Parcel Links Template CSV and download.

Step 3:

A Microsoft Excel spreadsheet will open.



Enter property details as required.

File structure

Row 1, Column A	System file name	This <u>must be</u> CreateBulkParcelLinks. SAILIS will test for this file name when you attempt to import properties
Row 1, Column B	Unique File Name	Give the file a unique name. Every time you do a Bulk Create the File Name entered in this cell must be unique
Row 2	Column names	These are the column names for the data that can be listed below them
Row 3 etc	Data	Use a new row to identify each property

File columns

Identifier	Identifies what data type the row is	Must be one of: Parcel Title Valuation
Reference	The Reference is data that you enter to help you identify properties	Maximum of 20 characters Can be blank If blank then the system will use the default Reference provided at the point in time the file was imported
Plan Type	Plan Type code	A single character, eg 'C' for Community Plan
Plan Number	Plan Number	The Plan Number
Parcel Type	Parcel Type code	A two character code, eg 'AL' for Allotment

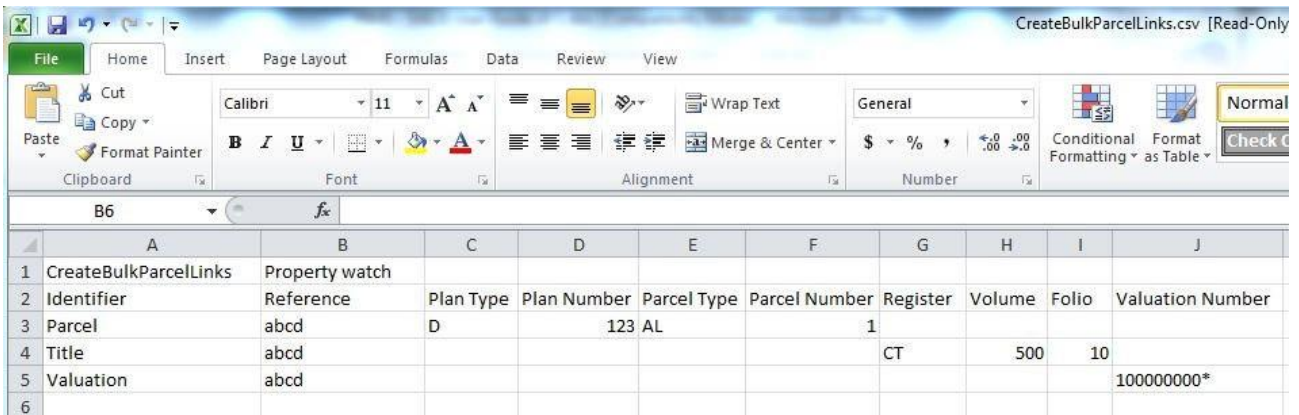
Parcel Number	Parcel Number	The Parcel Number
Register	Title Type	The Title Type is the first two characters of the Title and must be one of: CL for Crown Lease CR for Crown Record CT for Certificate of Title
Volume	Title Volume	The Title Volume is the digits that appear in the middle of a Title number, eg CT 1234 /567
Folio	Title Folio	The Title Folio is the digits that appear at the end of a Title number, eg CT1234/ 567
Valuation Number	Valuation Number	The Valuation Number. Note: The Valuation Number can sometimes end with a non-numeric character, e.g. *

Step 4: Saving the file

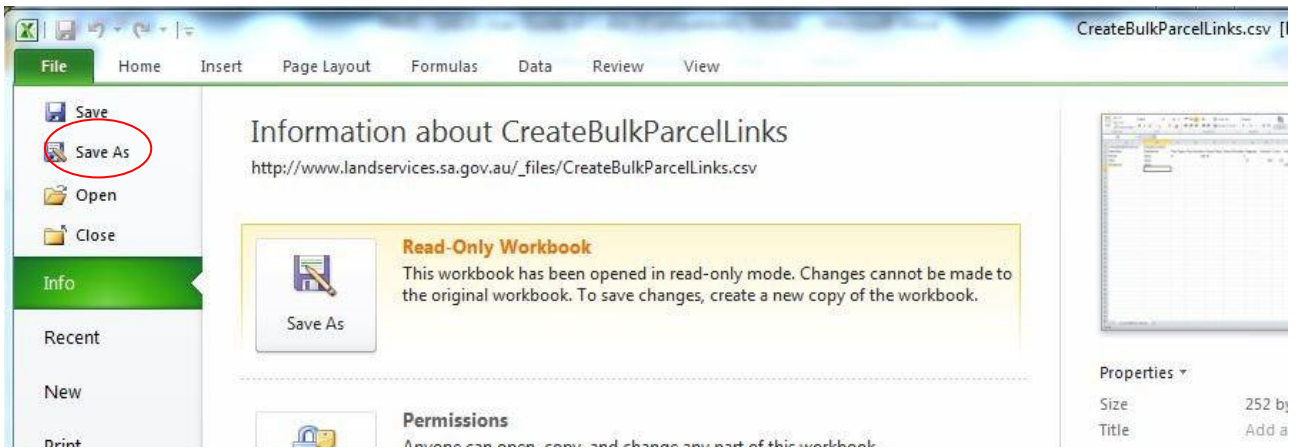
Your file of properties must be saved as a CSV (comma separated variable) file.

Excel can manage this for you.

In the top left corner, click File

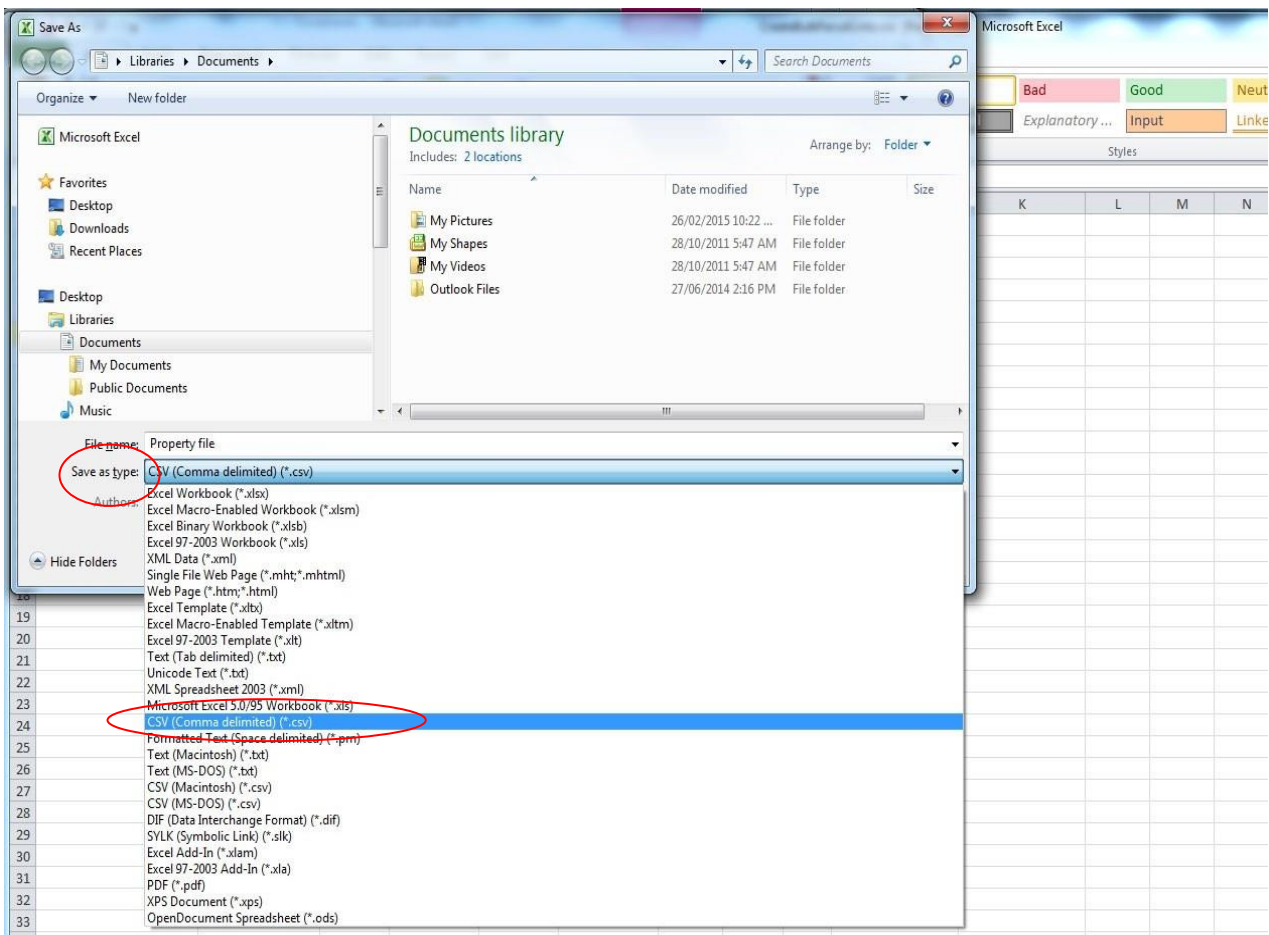


In the top left corner, click Save As

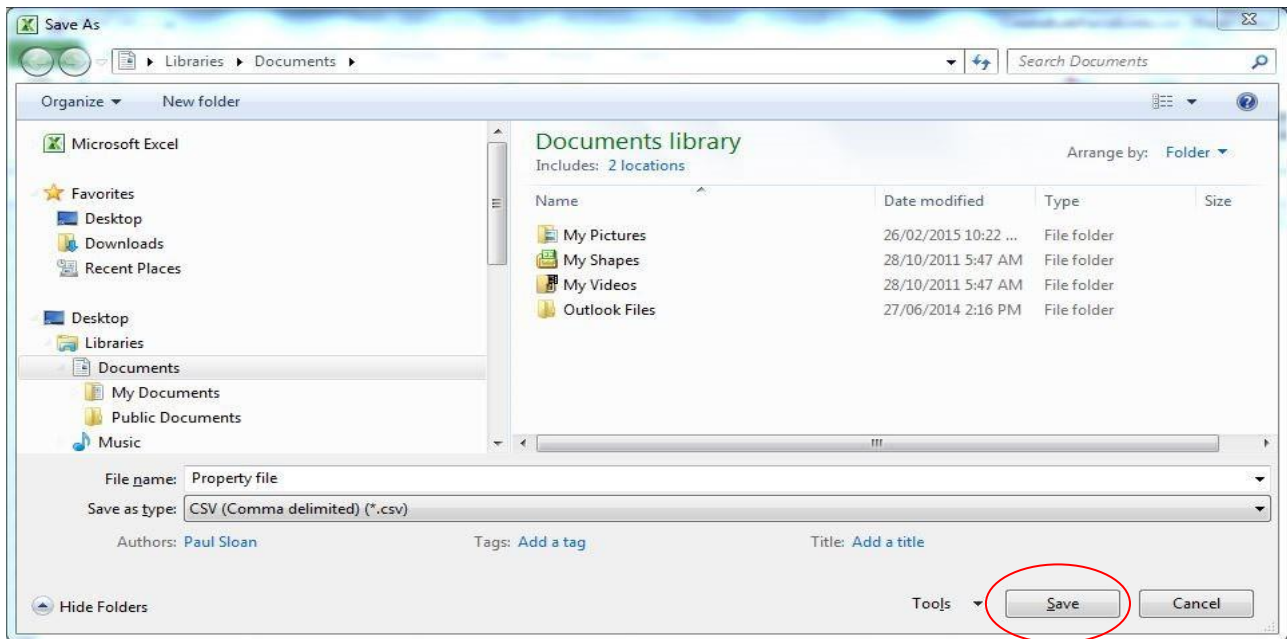


Enter the File name.

In the Save as type field, click to display the list of possible file types and select CSV.



Click Save to save your file as a CSV file.



Processing

The system will process each row in the file by reading the Identifier name and then looking in the appropriate columns for the data. The system will ignore data in the other columns.

The system will validate each row's Identifier's data:

- Plan/Parcel data must be linked to a current title
- Title number must be for a current title
- Valuation number must not be a cancelled valuation

The entire file will be validated as correct before any data is added to the database. Errors will be reported for you to correct. Once correct, resubmit the file.

Once the system validates the entire file as correct, the system will use the row data to find all associated parcel/s details for the provided Identifier. All found parcels are linked to the Property Interest. Remember, there can be many parcels associated to a Title or Valuation number.

The number of parcels linked to the Property Interest might not relate to the number of rows in the file. The number of parcels linked relates to the number of parcels found for the provided Identifiers.

SAILIS will manage any duplicate property rows in the file. For example, if you unknowingly identify a property in one row by its Parcel and identify the same property in another row by its Title (or even the same Parcel again), then if the Reference is identical, SAILIS will bypass the second reference without stopping the bulk load process.

Error processing

If the system finds an error in the file, it will stop processing and display an error message on the screen. Click to open the Download summary report.

To prevent errors:

- The system file name in row 1, column 1, i.e. CreateBulkParcelLinks, must exist and must not be misspelt
- The unique file name in row 1, column 2, must be unique for each run. (This is a system wide uniqueness and SAILIS will detect if other interest holders have used the file name before.)
- The identifier for each row must exist and must be either Parcel, Title or Valuation
- Data must be in the correct columns for the identifier
- Property data must be correct and relevant, e.g. a title number must exist and be current
- The property/reference data combination must not already exist on the database. (Note: Data can be duplicated in the file because SAILIS will manage this duplication.)

4.8 TEMPLATE FILE – DELETE BULK PARCEL LINKS

This section will show you how to create a file of parcels / properties to use for the Delete Bulk Parcel Links function. In the file, you can identify properties by either:

- Plan/Parcel
- Title number
- Valuation number

Step 1:

If you do not have a template file for Delete Bulk Parcel Links, refer to the [Property Interest](#)

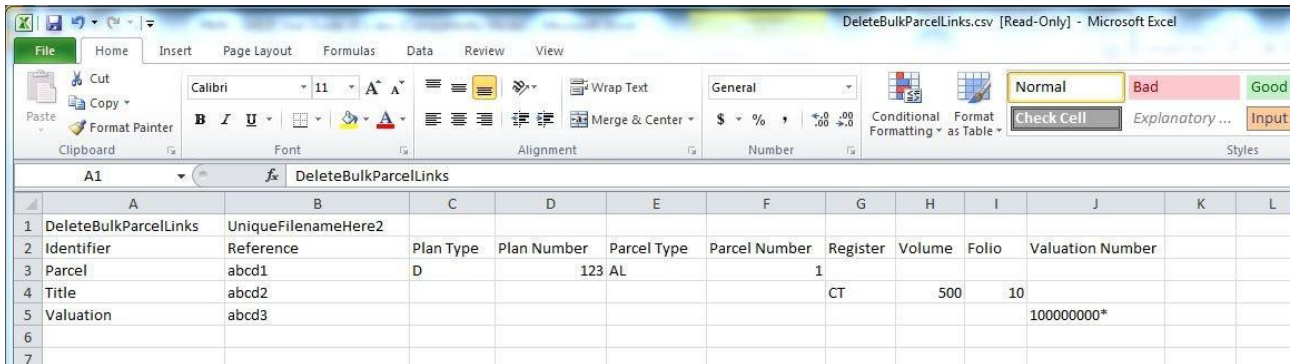
[Maintenance Webpage](#) located on the Land Services SA website.

Step 2: CSV file

Select the Delete Bulk Parcel Links Template CSV and download.

Step 3:

A Microsoft Excel spreadsheet will open.



Enter property details as required.

File structure

Row 1, Column A	System file name	This <u>must be</u> DeleteBulkParcelLinks. SAILIS will test for this file name when you attempt to import properties
Row 1, Column B	Unique File Name	Give the file a unique name. Every time you do a Bulk Delete the File Name entered in this cell must be unique
Row 2	Column names	These are the column names for the data that can be listed below them
Row 3 etc	Data	Use a new row to identify each property

File columns

Identifier	Identifies what data type the row is	Must be one of: Parcel Title Valuation
Reference	The Reference is data that you entered to help you identify properties	Maximum of 20 characters Some converted data does not have Reference data, so to delete these parcels the Reference data field must be blank
Plan Type	Plan Type code	A single character, eg 'C' for Community Plan
Plan Number	Plan Number	The Plan Number

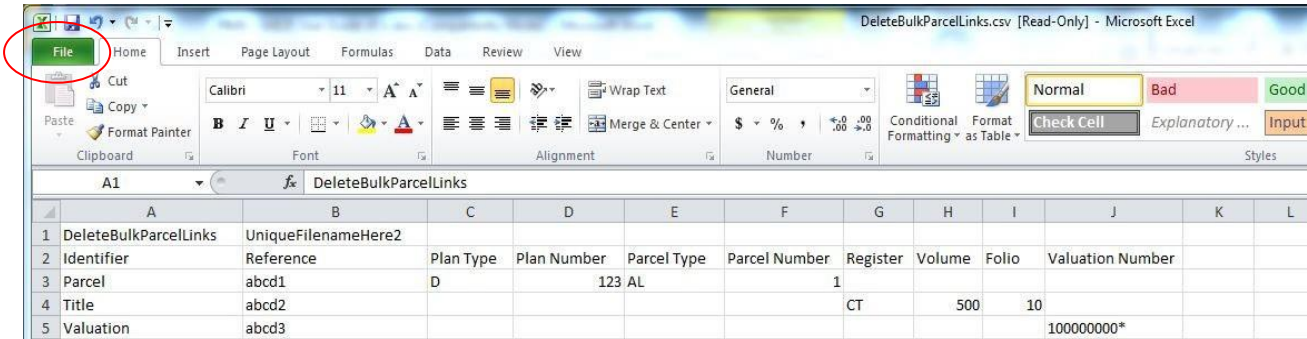
Parcel Type	Parcel Type code	A two character code, eg 'AL' for Allotment
Parcel Number	Parcel Number	The Parcel Number
Register	Title Type	The Title Type is the first two characters of the Title and must be one of: CL for Crown Lease CR for Crown Record CT for Certificate of Title
Volume	Title Volume	The Title Volume is the digits that appear in the middle of a Title number, e.g. CT 1234 /567
Folio	Title Folio	The Title Folio is the digits that appear at the end of a Title number, e.g. CT1234/ 567
Valuation Number	Valuation Number	The Valuation Number. Note: The Valuation Number can sometimes end with a non-numeric character, e.g. *



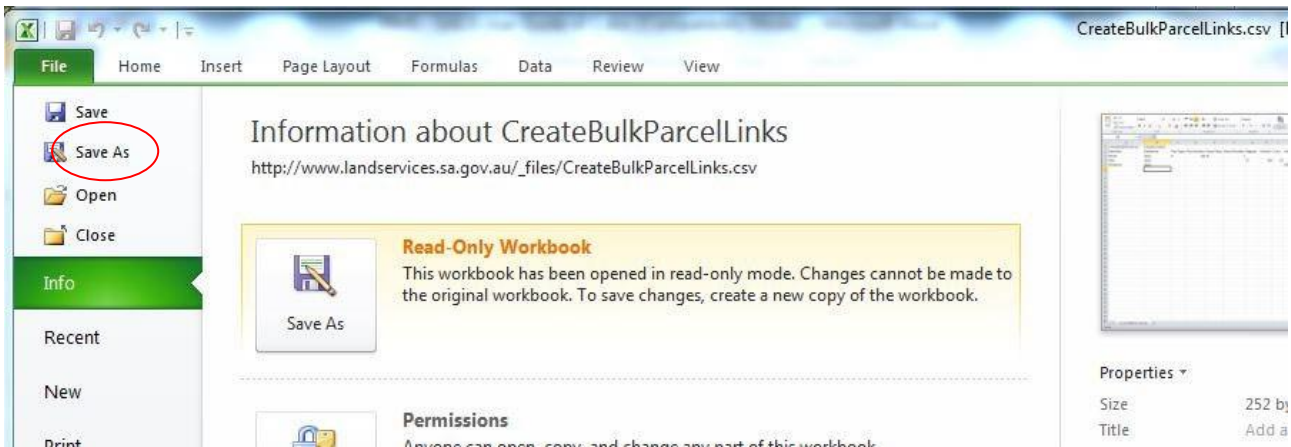
Step 4: Saving the file

Your file of properties must be saved as a CSV (comma separated variable) file. Excel can manage this for you.

In the top left corner, click File.

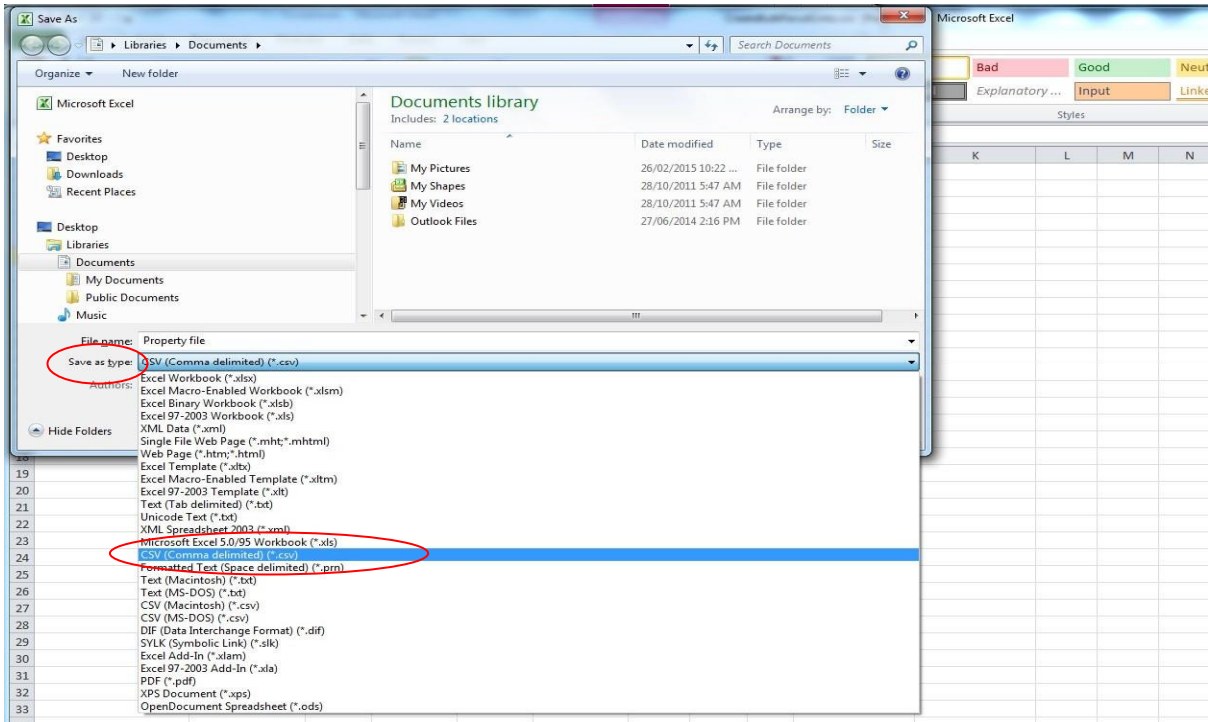


In the top left corner, click Save As.

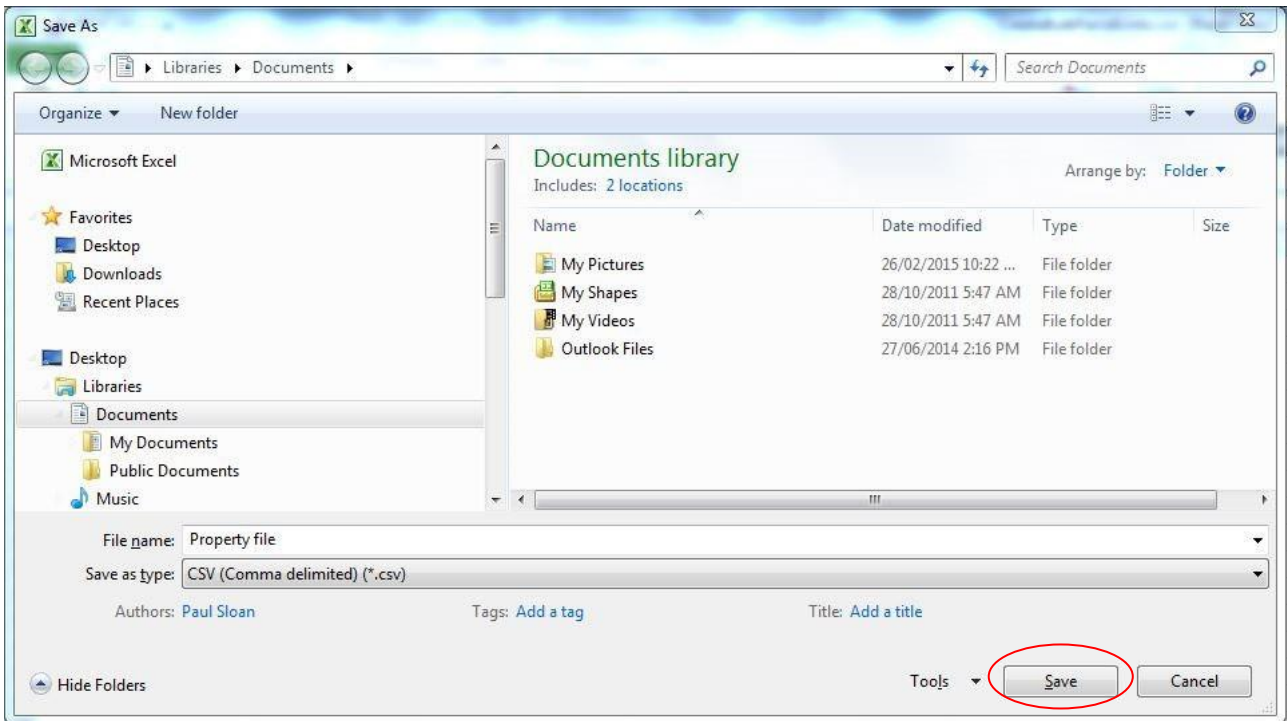


Enter the File name.

In the Save as type field, click to display the list of possible file types and select CSV.



Click Save to save your file.



Processing

The system will process each row in the file by reading the Identifier name and then looking in the appropriate columns for the data. The system will ignore data in the other columns.

The system will validate each row's Identifier's data:

- Plan/Parcel and Reference data must be linked to the Property Interest
- Title number must have matching parcel and reference data linked to the Property Interest
- Valuation number must have matching parcel and reference data linked to the Property Interest

The entire file will be validated as correct before any data is removed from the database. Errors will be reported for you to fix. Resubmit the file.

Once the system validates the entire file as correct, the system will use the row data to find exact matches for parcel and Reference for the provided Identifier. All found matching parcel and Reference combinations are removed from the Property Interest.

The number of parcels linked to the Property Interest might not relate to the number of rows in the file. The number of parcels linked and therefore deleted, relates to the number of parcels found for the provided Identifiers.

SAILIS will manage any duplicate property rows in the file. For example, if you unknowingly identify a property in one row by its Parcel and identify the same property in another row by its Title (or even the same Parcel again) then if the Reference is identical, SAILIS will bypass the second reference without stopping the bulk delete process.

Error processing

If the system finds an error in the file, it will stop processing and display an error message on the screen. Click to open the Download summary report.

The screenshot displays the SAILIS UAT1 web application interface. At the top, the header includes the SAILIS logo, 'UAT1', and the Government of South Australia logo. The user is logged in as 'Admin5 Administrator'. A navigation menu contains links for Home, My SAILIS, Lodgements, Account Management, Till Management, Administration, Payment, Titling, Valuation, Land Search, Image Search, Dealing Search, General Search, and Report. A 'Log Out' button is also present.

A red circle highlights an error message: 'File import failed, [Download summary report](#)'. Below this, the 'Property Interest Details' section shows the following information:

Organisation	Land Services Group				
Property Interest	Crown Leases				
PI Code	CRN LS				
Type	Parcel Linked				
Created	03/03/2015	Effective From	03/03/2015	Effective To	

Buttons for 'Edit' and 'Organisation Details' are visible below the details.

The 'Parcel Link Search' section contains a table with search criteria:

Address	Unit No	Lot No	Level No	Street No	Street	Suburb
Plan/Parcel						
Valuation						
Title						
Reference						

A 'Search' button is located at the bottom of the search section.

To prevent errors:

- The system file name in row 1, column 1, i.e. DeleteBulkParcellinks, must exist and must not be misspelt
- The Unique File Name in row 1, column 2, must be unique for each run. (This is a system wide uniqueness and SAILIS will detect if other interest holders have used the file name before.)
- The identifier for each row must exist and must be either Parcel, Title or Valuation
- Data must be in the correct columns for the identifier
- Property data must be correct and relevant, e.g. a title number must have parcel/s with the specified reference number
- The property/reference data combination must already exist on the database. (Note: data can be duplicated in the file because SAILIS will manage this duplication.)

5. MAINTAIN LINKING LGAS TO A PROPERTY INTEREST

5.1 SCREEN FUNCTIONALITY – LGA LINKS

This section will discuss the functions of the LGA Links screen.

Step 1:

From the Property Interests tab, click the View button for the desired Property Interest. Note: Type must be LGA Linked.

Property Interest Name	PI Code	Created	Effective From	Effective To	Type	
Adelaide Shores DPA	AZ	01/10/2013	02/10/2013		LGA Linked	View Delete
COASTAL PROTECTION	CP	10/10/1989	11/10/1989	18/06/2013	Parcel Linked	View Delete

Step 2:

The Property Interest Details screen will display.

Property Interest Details

Organisation	DPTI- Planning Division		
Property Interest	Adelaide Shores DPA		
PI Code	AZ		
Type	LGA Linked		
Created	01/10/2013	Effective From	02/10/2013
		Effective To	

LGA Links

LGA	Reference	Created	
CHARLES STURT		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UIA METROPOLITAN		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
WEST TORRENS		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



This screen has two panels:

- Property Interest Details
- LGA Links

5.1.1 Panel – Property Interest Details

Property Interest Details					
Organisation	DPTI- Planning Division				
Property Interest	Adelaide Shores DPA				
PI Code	AZ				
Type	LGA Linked				
Created	01/10/2013	Effective From	02/10/2013	Effective To	
<input type="button" value="Edit"/> <input type="button" value="Organisation Details"/>					

This top panel shows details about the selected Property Interest. You can edit these details or exit this screen and return to the *Organisation Details* screen.

5.1.2 Panel – LGA Links

LGA Links			
LGA	Reference	Created	
CHARLES STURT		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UIA METROPOLITAN		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
WEST TORRENS		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

This panel lists LGAs that are linked to the selected Property Interest.

5.1.2.1 Fields

LGA	The name of the linked LGA
Reference	The Reference is user defined data that is created when you linked the LGA to the Property Interest
Created	The date the LGA was linked to the Property Interest

5.1.2.2 Buttons

Edit	Click this button to display the <i>Edit LGA Link</i> screen
Delete	Click this button to display the <i>Delete LGA Link</i> screen
Create LGA Link	Click this button to display the <i>Create LGA Link</i> screen

5.2 CREATE AN LGA LINK

This section will show you how to link an LGA to a Property Interest.

Step 1:

At the bottom of the screen, click the Create LGA Link button.

Note: Depending on the number of LGAs listed, this button might be off the bottom of the screen. If so, you will need to scroll down.

Property Interest Details

Organisation	DPTI- Planning Division		
Property Interest	Adelaide Shores DPA		
PI Code	AZ		
Type	LGA Linked		
Created	01/10/2013	Effective From	02/10/2013
		Effective To	

LGA Links

LGA	Reference	Created	
CHARLES STURT		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UIA METROPOLITAN		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
WEST TORRENS		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Create Property Interest LGA Link pop-up screen will display. Note:

Fields notated with an asterisks (*) are mandatory.

Create Property Interest LGA Link

Property Interest	Adelaide Shores DPA	
LGA	<input type="text"/>	<input type="button" value="..."/>
* Reference	<input type="text"/>	<input type="button" value="i"/>

Click the Browse button to display a list of LGAs for selection.

Step 3:

The Lookup Values pop-up screen will display.

Lga Name
ADELAIDE
ADELAIDE HILLS
ALEXANDRINA
BAROSSA
BARUNGA WEST
BERRI BARMERA
BURNSIDE
CAMPBELLTOWN
CEDUNA
CHARLES STURT
CLARE & GILBERT VALLEYS
CLEVE

Select the required LGA.

Step 4:

The selected LGA will be shown.

Property Interest Adelaide Shores DPA

LGA ADELAIDE

* Reference

Save Cancel

Enter your Reference.

Click the Save button.

The pop-up will close.

The LGA Links panel in the Property Interest Details screen will refresh itself.



5.3 EDIT AN LGA LINK

This section will show you how to edit the link details between an LGA and a Property Interest.

Step 1:

Click the Edit button to select the desired LGA link.

Property Interest Details

Organisation	DPTI- Planning Division		
Property Interest	Adelaide Shores DPA		
PI Code	AZ		
Type	LGA Linked		
Created	01/10/2013	Effective From	02/10/2013
		Effective To	

LGA Links

LGA	Reference	Created	
ADELAIDE	SL045	16/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CHARLES STURT		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UIA METROPOLITAN		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
WEST TORRENS		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Edit Property Interest LGA Link pop-up screen will display.

Edit Property Interest LGA Link

Property Interest	Adelaide Shores DPA
LGA	ADELAIDE
* Reference	SL045 

Note: Fields notated with an asterisks (*) are mandatory.

Reference	The Reference is data that you enter to help you identify properties, eg a file number form your system, a project that covers several properties, etc
-----------	--

Click the Save button at the bottom of the screen.

The pop-up will close.

The LGA Links panel in the Property Interest Details screen will refresh itself.

5.4 DELETE AN LGA LINK

This section will show you how to delete an LGA link from a Property Interest.

Step 1:

Click the Delete button to select the desired LGA link.

Property Interest Details

Organisation	DPTI- Planning Division		
Property Interest	Adelaide Shores DPA		
PI Code	AZ		
Type	LGA Linked		
Created	01/10/2013	Effective From	02/10/2013
		Effective To	

LGA Links

LGA	Reference	Created	
ADELAIDE	SL045	16/03/2015	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
CHARLES STURT		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
UIA METROPOLITAN		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
WEST TORRENS		01/10/2013	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 2:

The Delete Property Interest LGA pop-up screen will display.

Delete Property Interest LGA

Property Interest	Adelaide Shores DPA
LGA	ADELAIDE
Reference	SL050 
Created	16/03/2015

Are you sure you want to delete this Property Interest LGA?

Click the Yes button at the bottom of the screen.

The pop-up screen will close.

The LGA Links panel in the Property Interest Details screen will refresh itself.

6. MAINTAIN LINKING THE ENTIRE STATE TO A PROPERTY INTEREST

Creating a Property Interest and selecting the Type Statewide fulfils the function of linking the state to the Property Interest.

To edit the Property Interest, go to 3.2 Edit a Property Interest.

To delete the Property Interest, go to 3.3 Delete a Property Interest.

7. PROPERTY INTEREST NOTIFICATIONS

7.1 AUTOMATIC REPORTS

This section describes the automatic / scheduled reporting options available within SAILIS. The available notifications are:

- PIR Respondent
- PIR Notification
- Change of Ownership
- Divisions with Interest
- Interests Transferred

7.1.1 PIR Respondent

This report lists properties you have an interest in that have had a PIR ordered.

The PIR product is used to alert a customer that your agency has an interest in their property.

This report provides you with details of the customer, property and the interest you have in the land. You can then respond to the customer with any relevant details of your interest in the land.

This report is automatically generated twice daily at 9am and 1pm. Email notification that the report is available for you will be sent to the email address you have specified.

If you have Prescribed Encumbrances listed in the Land and Business (Sale and Conveyancing) Regulations 2010 that you must respond to, this report will be produced automatically for you.

Legislation requires that you respond to the customer within six working days.

This report cannot be tailored for selected Property Interests.

7.1.2 PIR Notification

This report lists properties you have an interest in that have had a PIR ordered.

The PIR product is used to alert a customer that your agency has an interest in their property.

This report provides you with details of the customer, property and the interest you have in the land. You can then respond to the customer with any relevant details of your interest in the land.

This report is automatically generated twice daily at 9am and 1pm. Email notification that the report is available for you will be sent to the email address you have specified.

Some agencies have no regulatory obligations defined in the Land and Business (Sale and Conveyancing) Regulations 2010 but still need to be aware of PIRs ordered for properties they have an interest in and a requirement to respond to these customers.

This report can be tailored for selected Property Interests.

7.1.3 Change of Ownership

This report lists properties you have an interest in that have had a change of ownership or address.

This report provides you with details of the property, new owner details, old owner details and the interest you have in the land.

This report is automatically generated once daily at midnight. Email notification that the report is available for you will be sent to the email address you have specified.

This report can be tailored for selected Property Interests.

7.1.4 Divisions with Interest

This report lists properties you have an interest in that have been sub-divided or amalgamated.

This report provides you with details of the old and new titles, old and new parcels and the interest you have in the land.

This report is automatically generated once daily at midnight. Email notification that the report is available for you will be sent to the email address you have specified.

This report can be tailored for selected Property Interests.

7.1.5 Interests Transferred

This report lists properties you have an interest in that have been sub-divided or amalgamated.

This report is produced as a Comma Separated Variable file in the format required for the Bulk Delete Parcel Links process. Editing the file by changing the system name in row 1, cell 1 to CreateBulkParcelLinks will make the file suitable for the Create Bulk Parcel Links process. See 4.5 Create Bulk parcel links and 4.6 Delete Bulk parcel links for explanation of the bulk processes.

The CSV file can be opened in Excel and edited.

This report is automatically generated once daily, and you can generate this report as required. Email notification that the report is available for you will be sent to the email address you have specified. Click the link to open the CSV file on your screen.

This report can be tailored for selected Property Interests.

7.2 CREATE A NOTIFICATION

This section will show you how to select a notification / report.

If you need to receive multiple versions of the same Notification Type, repeat these instructions and enter different email addresses or select different Property Interests combinations as required.

Step 1:

From the Property Interest Notifications tab, click the Create button.

The screenshot shows a navigation bar with tabs: Users, Agents, Billing, Property Interests, and Property Interest Notifications. Below the tabs are 'Previous' and 'Next' buttons. A table with columns 'Notification Type', 'Email', and 'Created' contains one row: 'Change of Ownership', 'LsgCustomerSupport@sa.gov.au', and '16/03/2015'. To the right of the table are 'Edit' and 'Delete' buttons. Below the table are 'Previous' and 'Next' buttons, and a 'Create' button which is circled in red.

Step 2:

The Create Property Interest Notification pop-up screen will display.

The screenshot shows the 'Create Property Interest Notification' pop-up screen. It has a dark blue header. Below the header, there is a legend: '* denotes a mandatory field'. The form includes:

- Organisation: Land Services Group
- * Notification Type: A dropdown menu.
- * Email: An input field with an information icon.
- Property Interests: A section with a table containing one row: 'Crown Leases' with an unchecked checkbox.
- Buttons: 'Save' and 'Cancel'.

Note: Fields notated with an asterisks (*) are mandatory.

Organisation	The name of your organisation This field cannot be changed
Notification Type	Select the Notification / report type from the drop down menu. The options are: <ul style="list-style-type: none"> PIR Respondent PIR Notification Change of Ownership Divisions with Interest Interests Transferred See Error! Reference source not found. Error! Reference source not found. for descriptions of these Notification Types
Email	Enter the email address of the party who will receive emails alerting them that a new Notification is ready. The email will contain a link to the Notification.

Tick the check-box to select the Property Interests you would like the Notification to monitor. Select the check-box in the table header to select all your Property Interests or else select individual Property Interest rows.

Note: You cannot select Property Interests for the PIR Respondent Notification Type. For this Notification Type, all Property Interests are automatically selected.

Click the Save button.

Edit Property Interest Notification

Last updated by admin5 on 16 March 2015 04:12 PM * denotes a mandatory field

Organisation: Land Services Group

Notification Type: Change of Ownership

* Email: LsgCustomerSupport@sa.gov.au

Property Interests

<input type="checkbox"/>	Property Interest
<input checked="" type="checkbox"/>	Crown Leases

Save Cancel

The pop-up screen will close.

7.3 EDIT A NOTIFICATION

This section will show you how to edit details of a Notification.

Step 1:

From the Property Interest Notifications tab, click the Edit button to select the desired Notification Type.

Users Agents Billing Property Interests Property Interest Notifications

Previous Next

Notification Type	Email	Created	
Change of Ownership	LsgCustomerSupport@sa.gov.au	16/03/2015	Edit Delete

Previous Next

Create

Step 2:

The Property Interest Details screen will display.

Edit Property Interest Notification

Last updated by admin5 on 16 March 2015 04:12 PM * denotes a mandatory field

Organisation Land Services Group

Notification Type Change of Ownership

* Email LsgCustomerSupport@sa.gov.au

Property Interests

<input type="checkbox"/>	Property Interest
<input checked="" type="checkbox"/>	Crown Leases

Save Cancel

Note: Fields notated with an asterisks (*) are mandatory.

Email	Enter the email address of the party who will receive emails alerting them that a new Notification is ready. The email will contain a link to the Notification.
-------	---

Tick the check-box to select the Property Interests you would like the Notification to monitor. Select the check-box in the table header to select all your Property Interests or else select or de-select individual Property Interest rows.

Note: You cannot select Property Interests for the PIR Respondent Notification Type. For this Notification Type, all Property Interests are automatically selected.

Click the Save button.

Edit Property Interest Notification

Last updated by admin5 on 16 March 2015 04:12 PM * denotes a mandatory field

Organisation Land Services Group

Notification Type Change of Ownership

* Email LsgCustomerSupport@sa.gov.au

Property Interests

<input type="checkbox"/>	Property Interest
<input checked="" type="checkbox"/>	Crown Leases

Save Cancel

The pop-up screen will close.

7.4 DELETE A NOTIFICATION

This section will show you how to delete a Notification.

Step 1:

From the Property Interest Notifications tab, click the Delete button to select the desired Notification Type.

Users Agents Billing Property Interests Property Interest Notifications			
Previous		Next	
Notification Type	Email	Created	
Change of Ownership	LsgCustomerSupport@sa.gov.au	16/03/2015	Edit Delete
Previous		Next	
Create			

Note: You cannot delete the PIR Respondent Notification Type.

Step 2:

The Delete Property Interest Notification pop-up screen will display.

Delete Property Interest Notification

Organisation
Notification Type
Email

Are you sure you want to delete this Property Interest Notification?

Click the Yes button at the bottom of the screen.

The pop-up screen will close.

8. PROPERTY INTEREST REPORTS

8.1 AD HOC REPORTS

This section describes the ad hoc reporting options available within SAILIS. The available notifications are:

- Parcel Linked Updates
- Reconciliation Report

8.1.1 Parcel Linked Updates report

This report lists details of changes you have made to your Property Interest data.

You generate this report as required. An on-screen hyperlink will display when the report is ready.

8.1.2 Reconciliation report

This report lists all the parcels you have linked to a Property Interest.

You generate this report as required. An on-screen hyperlink will display when the report is ready.

8.2 RUN PARCEL LINKED UPDATES REPORT

This section will show you how to run the Parcel Linked Updates report.

Step 1:

From any screen in SAILIS, on the top of the screen, hover over the Report tab then click Titling.



If this option is not available, see your Administrator and request the required privileges.

Step 2:

A list of reports associated to Titling will display.

Reports associated with the Titling module	
Name	Description
SE1002 Property Interest Parcel Linked Updates	Provides advice of the agency property interest details that have been added, changed or deleted.
SE1005 Property Interest Parcel Linked Reconciliation	Provides a full listing of property interest details to aid reconciliation of agency property interest data.

Click the report SE1002 Property Interest Parcel Linked Updates.

Step 3:

Criteria to run the report will display.

SE1002 Property Interest Parcel Linked Updates

Provides advice of the agency property interest details that have been added, changed or deleted.

Report Criteria

Property Interest:

Date Range

* From:
 * To:

Format

* Report Format:


Note: Fields denoted with an asterisks (*) are mandatory.

Property Interest	Select a specific Property Interest that you wish to report on, or select Null Value to report on all your Property Interests
From	Select a From date for your report to report from
To	Select a To date for your report to report up to
Report Format	For this particular report, the output format is always EXCEL

Click the Process button at the bottom of the screen.

Step 4:

The report will commence running.

 Please wait while the job is queued.

Progress of 'Adhoc Extract: SE1002 Property Interest Parcel Linked Updates' for 'Admin5 Administrator (admin5)'

Job Id	313510297
Start Time	25/03/2015 14:48
Finish Time	
Status	
Percentage Done	0%
Comments	

This page will automatically refresh every 5 seconds.

[View All Batch Jobs](#)

Step 5:

Once the report is complete, it will display a link.

Progress of 'Adhoc Extract: SE1002 Property Interest Parcel Linked Updates' for 'Anna Heritage (AHeritage)'

Job Id	313861769
Start Time	26/03/2015 10:22
Finish Time	26/03/2015 10:23
Status	COMPLETED
Percentage Done	100%
Comments	Download SE1002 Property Interest Parcel Linked Updates Report (EXCEL)

These document(s) will not be kept for more than 2 days

[View All Batch Jobs](#)

Click the hyperlink to open your report.

8.3 RUN PARCEL LINKED RECONCILIATION REPORT

This section will show you how to run the Parcel Linked Reconciliation report.

Step 1:

From any screen in SAILIS, on the top of the screen, hover over Report tab then click Titling.

SAILIS South Australian Integrated Land Information System
Logged on: Anna Heritage

Government of South Australia
Department of Planning, Transport and Infrastructure

Home My SAILIS Lodgements Account Management Administration Payment Land Search Image Search Dealing Search General Search **Report**

Payment Titling Out ?

Quick Link

- [Electronic Plan Lodgement \(EPL\)](#)
- [Property Location Browser \(PLB\)](#)
- [Online Fee Calculator](#)

Resources

- FAQs
- SAILIS Tutorials
- Account Management Factsheets
- Product Factsheets

Guidance Notes

- [Dealing Registration Guidelines](#)
- [Community, Strata and Land Division guidelines](#)
- [Plan Presentation Guidelines \(PPG\)](#)
- [Cadastral Survey Guidelines \(CSG\)](#)

If this option is not available, see your Administrator and request the required privileges.



Step 2:

A list of reports associated to Titling will display.

Reports associated with the Titling module	
Name	Description
SE1002 Property Interest Parcel Linked Updates	Provides advice of the agency property interest details that have been added, changed or deleted.
SE1005 Property Interest Parcel Linked Reconciliation	Provides a full listing of property interest details to aid reconciliation of agency property interest data.

Click the report *SE1005 Property Interest Parcel Linked Reconciliation*.

Step 3:

Criteria to run the report will display.

SE1005 Property Interest Parcel Linked Reconciliation

Provides a full listing of property interest details to aid reconciliation of agency property interest data.

Report Criteria

Property Interest:

Format

* Report Format:

Note: Fields denoted with an asterisks (*) are mandatory.

Property Interest	Select a specific Property Interest that you wish to report on, or select Null Value to report on all your Property Interests
Report Format	For this particular report, the output format is always EXCEL

Click the *Process* button at the bottom of the screen.

Step 4:

The report will commence running.

Progress of 'Adhoc Extract: SE1005 Property Interest Parcel Linked Reconciliation' for 'Anna Heritage (AHeritage)'

Job Id:

Start Time:

Finish Time:

Status:

Percentage Done:

Comments: Started generating report

This page will automatically refresh every 5 seconds.

[View All Batch Jobs](#)

Step 5:

Once the report is complete, it will display a link.

Progress of 'Adhoc Extract: SE1005 Property Interest Parcel Linked Reconciliation' for 'Anna Heritage (AHeritage)'

Job Id	313865777
Start Time	26/03/2015 10:36
Finish Time	26/03/2015 10:36
Status	COMPLETED
Percentage Done	100%

Comments
[Download SE1005 Property Interest Parcel Linked Reconciliation Report \(EXCEL\)](#)

These document(s) will not be kept for more than 2 days
[View All Batch Jobs](#)

Click the hyperlink to open your report.



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