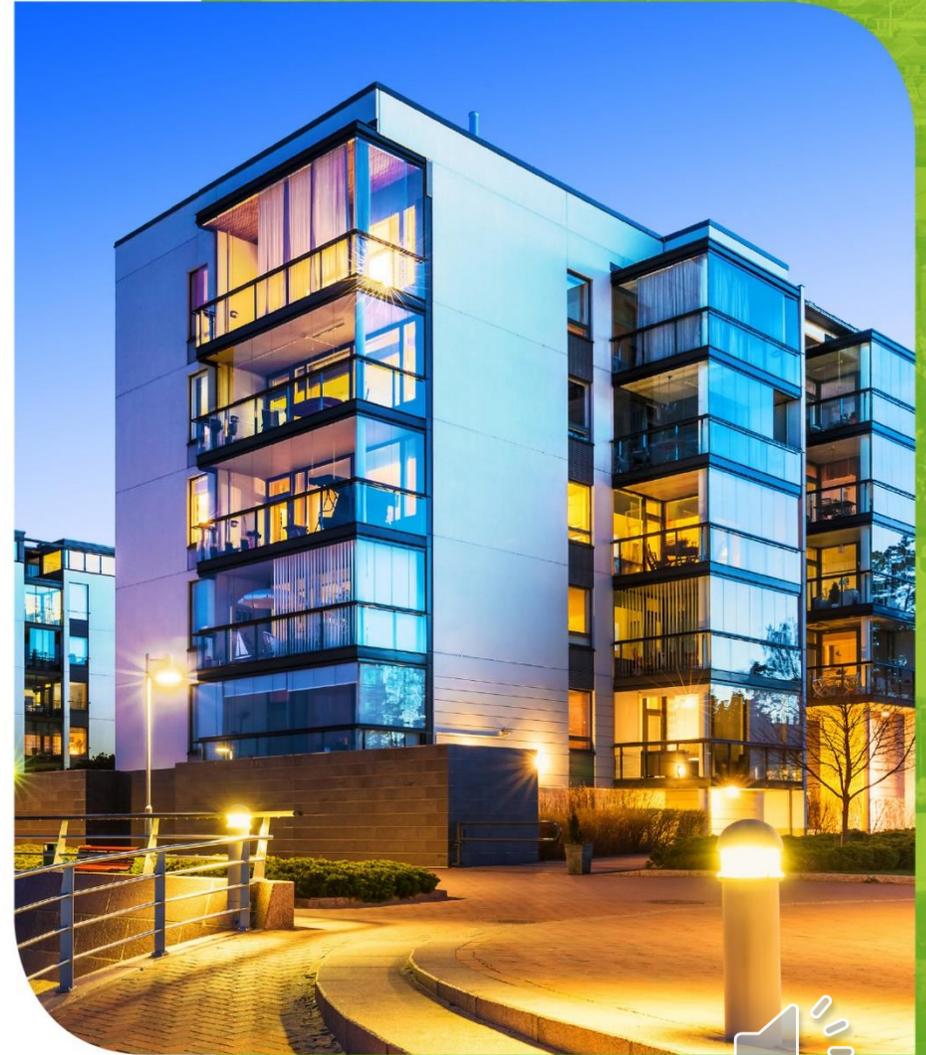




Industry Education Webinar:

SAILIS Support: Finding the Information You Want



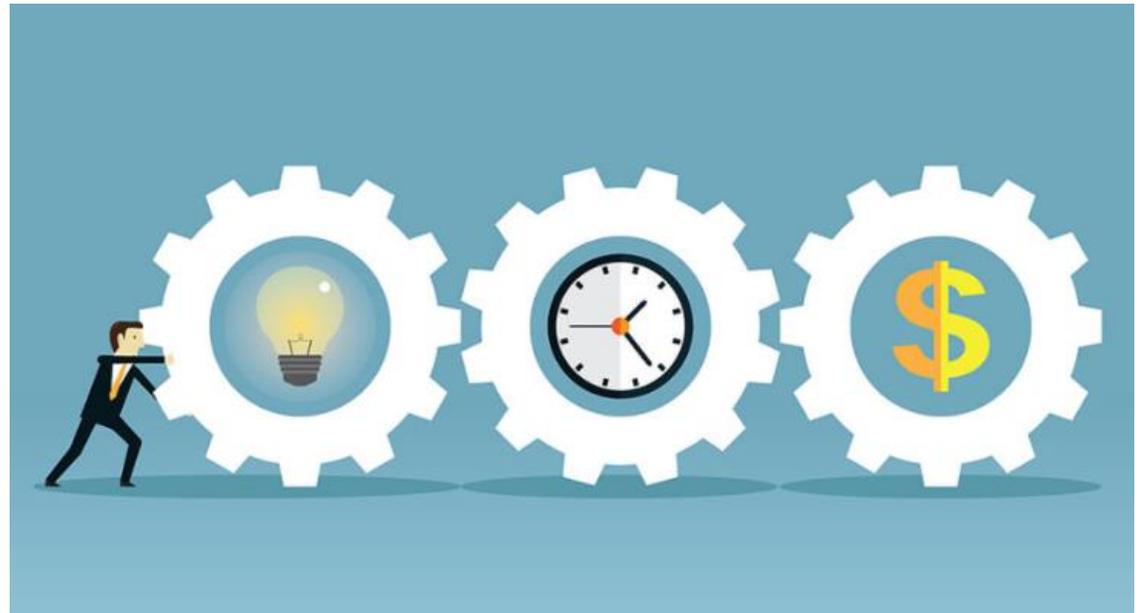


Industry Education Program

Land Services SA is committed to providing an excellent Customer Experience. One way we continue to deliver value to the Industry is through our Industry Education Program, where we produce a range of helpful educational materials, hold regular webinars and Industry Events.

Why are we doing this?

- ✓ Assist in educating the industry by providing regular training updates
- ✓ Assist in reducing requisitions across your business, saving you time and money
- ✓ Supporting you to deliver excellent service to your clients





About our Land Services SA Team

This Industry Education Webinar was prepared by Land Services SA's Subject Matter Experts. Our staff have years of experience and are well respected in the Industry.

Liz Dillon is the Shared Services Team Leader within Land Services SA. She has more than 5 years' experience within Shared Services and has a passion for growing the knowledge base of this team, in order for them to extend that out to our customers as the first point of contact.



CONTENTS

- Location / Progress of a dealing & Current Processing Times
- Searching Transaction History
- Helpful (information) tips for populating fields
- Wild Card searching
- Register Search Plus – what’s included in this product
- Fee Calculators





Find the location of a Dealing

To find the location of a dealing, we recommend visiting our website (www.landservices.com.au) and selecting the tile for 'Processing Times'.

You can then select the type of instrument you're looking for and enter the relevant number.

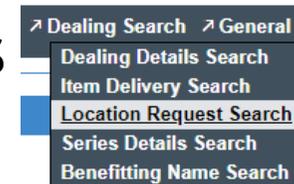


Do you want more detail on where your specific dealing or plan is up to?

- Dealings, just add in your dealing details into [this search](#)
- Plans, just add in your plan number into this search [this search](#)
- For a Location search, please [click here](#)

Location Request	
Dealing	
Plan	
Title	
	* Dealing Number <input type="text"/>
	Show Prior Locations <input type="checkbox"/>
	<input type="button" value="Search"/>

* Alternatively, you can access this directly through SAILIS by selecting Dealing Search > Location Request Search





Find the location of a Dealing

The results which are then displayed will include the **Dealing Number**, **Dealing Status**, the **Location** of the instrument, as well as the **Date** it was assigned to that particular location.

Dealing Location Search

[Download as a PDF](#)

Location Details

Dealing [CHANGE OF NAME \(CN\) 14222176](#)

Dealing Status [UNREGISTERED](#)

Series [14222176](#)

Affected Titles [CT 6137/708](#)
[CT 6137/709](#)

Affected Plans

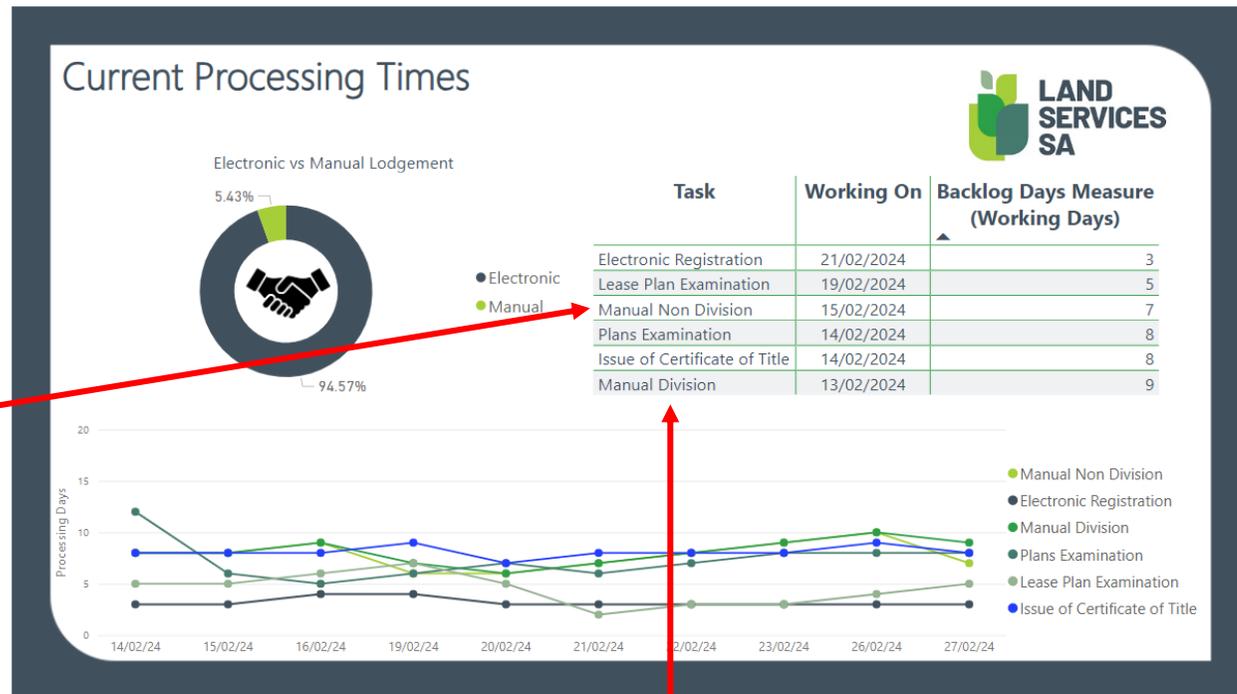
Location	Assignee	Date
Registration		20/02/2024 11:59





Processing Times

Current Processing Times are displayed on our website and updated daily based on real-time data. Please note that the backlog days are **Business Days** which do not include weekends or public holidays.





Manual Non-Division refers to paper lodgements. It includes dealings that update the CT edition including AD, TA, CN, or dealings that don't affect a title such as PA or RP.



Division Dealings will issue new Titles - TG, VE, RTU, RTC, ACT etc.





Processing Times

Determining the overall processing time for a Division dealing (i.e. RTU, RTC, ACT etc).



i.e. Dealing Examination

Dealing Location Search	
Location Details	
Dealing	
Dealing Status	
Series	
Affected Titles	
Affected Plans	
Location	
Dealing Examination	

Task	Working On	Backlog Days Measure (Working Days)
Electronic Registration	14/03/2024	4
Manual Division	13/03/2024	5
Lease Plan Examination	8/03/2024	7
Issue of Certificate of Title	8/03/2024	7
Manual Non Division	6/03/2024	9
Plans Examination	4/03/2024	11

March 2024						
MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

8/3/2024
(Date assigned to Dealing Examination)



15/3/2024
(Forecast examination completion)



26/3/2024
(New Titles issued)





Searching Transaction History

To search for transactions made by an **individual user**, hover over the menu option titled [Payment] and then click on [Transaction Search]



- 1) Select the product *Type from the dropdown box.
- 2) You can then enter the 'User ID' or click on the 3 dots to search users within your organization.
- 3) Filter by date, time or any of the other fields to narrow down your search.
- 4) Search Results will be delivered as a list on the same screen.

* Type

Processed From

Processed To

User

LSG Products

Lodgement

LSSA Products

Transaction Enquiry

* Type

Processed From

Processed To

User

Invoice ID

Receipt Number

Transaction ID

Customer Reference

Dealing/Order ID

Reference

Product Code

Status

Time

Time

Search

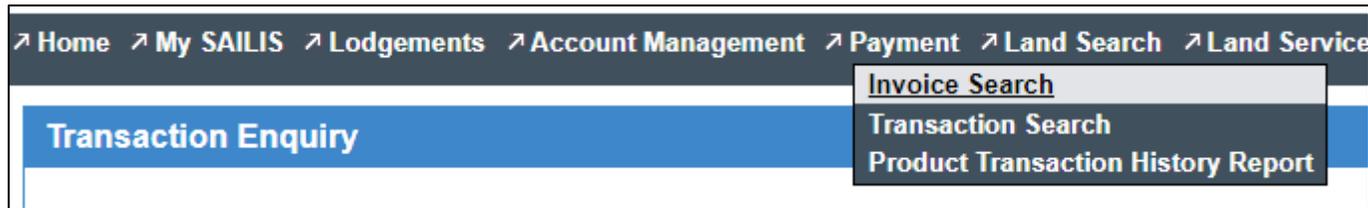
Handy Hint:
Hover over the  for guidelines on each field





Searching Transaction History

To search for transactions included in a particular **invoice**, hover over the menu option titled [Payment] and then click on [Invoice Search]



- 1) Select the Invoice *Type from the dropdown box.
- 2) You can either enter a date range or leave this open.
By keeping this open and the 'Unpaid Only' box ticked, any unpaid invoices will be displayed
- 4) Search Results will be delivered as a list on the same screen.

Invoice Enquiry

* Invoice Type: LSG Products

Invoice Date From: [] Invoice Date To: []

Organisation: []

Receipt No: []

Invoice ID: []

Reference: []

Unpaid Only:

Invoice Status: []

Search





Searching Transaction History

Search Results will be displayed at the bottom of the screen. You will also be provided with Current Balance and Available Credit. At this point you have the option to raise an invoice outside of the standard End of Month cycle.

Invoice Enquiry

* Invoice Type: LSG Products

Invoice Date From: Invoice Date To:

Organisation:

Receipt No:

Invoice ID:

Reference:

Unpaid Only:

Invoice Status:

LSG Products Account Balance

Current Balance	\$68.80	Available Credit	\$2,931.20
Last Updated	25/02/2024		

Payment Options:
EFT or Payment Card

Payments made by card may take up to 10 minutes to appear on the system, you may need to refresh this screen to see the updated balance details.

To request a new invoice for any outstanding transactions occurred since the last invoice displayed, please click the Request Invoice button below.

Note:
If you request an invoice at this point it may take 10mins to process and be applied to your account.





Searching Transaction History

To view details of all the products/transactions included in an invoice, select the [Details] button which relates to the individual invoice.

Invoice ID	Invoice Period	Invoice Date	Amount	Receipt Number	Status	Date Paid	Account	
P175536	01/12/2023 - 10/12/2023	10/12/2023	\$104.10	11517485	Paid	10/12/2023	LSG Products	Details

This will then display details of all transactions included in that invoice:

- Transaction ID
- User ID
- Product Details
- Invoice ID / Receipt Number
- Amount (\$ amount for that product)
- Status (invoice status i.e. paid)
- Date Created (date of the individual transaction)





Helpful ⓘ Hints available in SAILIS

There are a variety of helpful hints published in SAILIS to assist you with your searching.

Hover over the ⓘ icon next to relevant field boxes to discover tips on how to populate information. If you are attempting a Property Search with no results, try hovering over these hints to ensure you've entered the data correctly.

Unit No
Lot No
Level No
Street No
* Street
Suburb

Search

SAILIS Help

- Street type (e.g. St, Ave, Blvd) not required.
- Wildcard searching (e.g. *, %) can be conducted with a minimum of 3 letters where the street name spelling is unknown (e.g. Chelt* could be used when searching for Cheltenham)

Common Enquiry:
* Street Name search parameters



Wild Card Searching

Wild card searching (e.g. *, %) can be conducted with a minimum of 3 letters where spelling is unknown.

For example: If spelling of street name is unknown, Chelt* could be used when searching for Cheltenham

SAILIS will produce a list of suggestions for you to select from

Unit No	<input type="text"/>
Lot No	<input type="text"/>
Level No	<input type="text"/>
Street No	<input type="text"/>
* Street	<input type="text"/>
Suburb	<input type="text"/>



SAILIS Help

- Street type (e.g. St, Ave, Blvd) not required.
- Wildcard searching (e.g *, %) can be conducted with a minimum of 3 letters where the street name spelling is unknown (e.g. Chelt* could be used when searching for Cheltenham)



Hint:
The wildcard can be used either at the start or the end (i.e. Chelt* OR %ham)





Register Search Plus

Register Search Plus is one of the items available for purchase in the suite of LSG (State) products. This product will include:

- ✓ An authorized copy of a Certificate of Title or Crown Lease (confirming ownership, land description and constraints)
- ✓ Where available, an image of the plan noted in the land description
- ✓ Images of dealings listed in the 'Schedule of Dealings' on the Title

You can access it directly through: [\[Land Search > Register Search Plus\]](#)



Property Search

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

Ensure the property details are correct before proceeding.

Order Confirmation - Register Search Plus

CT 6035/414

Certificate of Title - CURRENT
C25322 Common Property (Community Plan) CP
227-235 UNLEY ROAD, MALVERN, SA 5061

<input checked="" type="checkbox"/>	Register Search Plus	Provides an authorised copy of a Certificate of Title or Crown Lease, confirming ownership, land description and constraints. This product also provides where available, an image of the plan noted in the land description and images of dealings listed in the schedule of dealings. <i>Option to include a Historical Search at no additional cost.</i>	[View Example]
<input checked="" type="checkbox"/>	Historical Search	Provides a list of dealings that have been lodged over a Certificate of Title or Crown Lease, with a Volume greater than 5000.	[View Note]



Register Search Plus

Order Confirmation - Register Search Plus

CT 6035/414 Certificate of Title - CURRENT
C25322 Common Property (Community Plan) CP
227-235 UNLEY ROAD, MALVERN, SA 5081

<input checked="" type="checkbox"/>	Register Search Plus	Provides an authorised copy of a Certificate of Title or Crown Lease, confirming ownership, land description and constraints. This product also provides where available, an image of the plan noted in the land description and images of dealings listed in the schedule of dealings. <i>Option to include a Historical Search at no additional cost.</i>	View Example	\$41.50
<input checked="" type="checkbox"/>	Historical Search	Provides a list of dealings that have been lodged over a Certificate of Title or Crown Lease, with a Volume greater than 5000.	View Example	\$0.00

Customer Reference: ⓘ

Order Total: \$41.50

Inclusive of GST: \$0.00

Product Delivery - Register Search Plus

Order ID: 20240500009653
Date/Time: 05/05/2024 04:41PM
Customer Reference: Webinar ⓘ
Order Total: \$41.50

Includes: Register Search Plus, Historical Search

[Download as a PDF](#)

Register Search Plus

[Download as a PDF](#)

REAL PROPERTY ACT, 1986 The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

#natl Australia

Certificate of Title - Volume 6035 Folio 414

Parent Title(s): [CT 5200/245](#) [CT 5200/248](#)
Creating Dealing(s): [ACT 11123384](#)
Title Issued: 18/05/2009 Edition: 1 Edition Issued: 18/05/2009

Estate Type
FEE SIMPLE (COMMON PROPERTY)

Registered Proprietor
COMMUNITY CORPORATION NO. 25322 INC.
OF 227-235 UNLEY ROAD MALVERN SA 5081

Description of Land
COMMON PROPERTY PRIMARY COMMUNITY STRATA-PLAN 25322
IN THE AREA NAMED MALVERN
HUNDRED OF ADELAIDE

Easements
NIL

Schedule of Dealings
NIL

Notations

Dealings Affecting Title	NIL
Priority Notices	NIL

Notations on Plan

Lodgement Date	Dealing Number	Description	Status
20/02/2009	11123382	BY-LAWS	FILED
20/02/2009	11123389	SCHEME DESCRIPTION	FILED

Registrar-General's Notes
NIL

Administrative Interests
NIL

This product may be reordered at no extra charge until 05/05/2024 04:41PM

Historical Search

[Download as a PDF](#)

Certificate of Title

Title Reference: [CT 6035/414](#)
Status: CURRENT
Parent Title(s): [CT 5200/245](#) [CT 5200/248](#)
Dealing(s) Creating Title: [ACT 11123384](#)
Title Issued: 18/05/2009
Edition: 1

Dealings
No lodged Dealings found.
This product may be reordered at no extra charge until 05/05/2024 04:41PM

The receipt and products will be delivered as a link to a pdf. Click the links to download/save each element

- ✓ Check the property details are correct before proceeding with your order
- ✓ Enter a Customer Reference of your choosing (i.e. client name or file ref)
- ✓ The Order Total will be displayed
- ✓ Click [Confirm Order]





Register Search Plus

LAND SERVICES SA Product: Register Search Plus (CT 6035/414) Date/Time: 29/02/2024 11:50AM

REAL PROPERTY ACT, 1986
The Registrar-General certifies that this Title Register Search displays the records maintained in the Register Book and other notations at the time of searching.

Certificate of Title - Volume 6035 Folio 414

Parent Title(s) CT 5200/245, CT 5200/246
Creating Dealing(s) ACT 11123394
Title Issued 18/05/2009 Edition 1 Edition Issued 18/05/2009
Diagram Reference

Estate Type
FEE SIMPLE (COMMON PROPERTY)

Registered Proprietor
COMMUNITY CORPORATION NO. 25322 INC.
OF 227-235 UNLEY ROAD MALVERN SA 5061

Description of Land
COMMON PROPERTY PRIMARY COMMUNITY STRATA PLAN 25322
IN THE AREA NAMED MALVERN HUNDRED OF ADELAIDE

Easements
NIL

Schedule of Dealings
NIL

Notations
Dealings Affecting Title NIL
Priority Notices NIL

Notations on Plan			
Lodgement Date	Dealing Number	Description	Status
20/02/2009	11123395	BY-LAWS	FILED
20/02/2009	11123396	SCHEME DESCRIPTION	FILED

Registrar-General's Notes NIL
Administrative Interests NIL

Dealings listed under 'Easements' are **NOT included** (these will need to be ordered separately)

Dealings listed under 'Scheduled of Dealings' are **included** (i.e. mortgage, encumbrance)

Only **included** if available on SAILIS - Plan # will be underlined as a 'hyperlink' if available.

Items listed under 'Notations on Plan' are **NOT included** (i.e. By-Laws, Scheme Description)

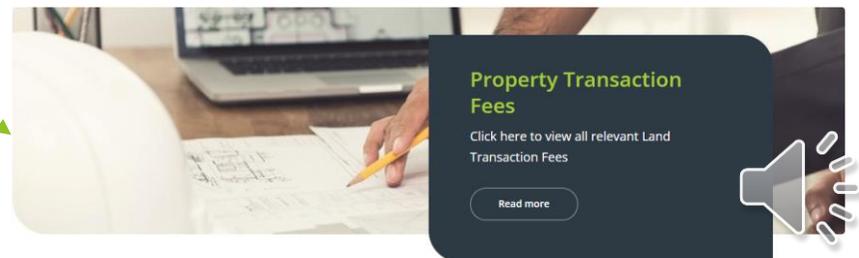
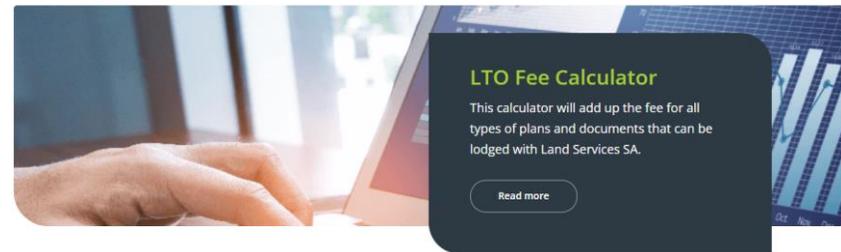
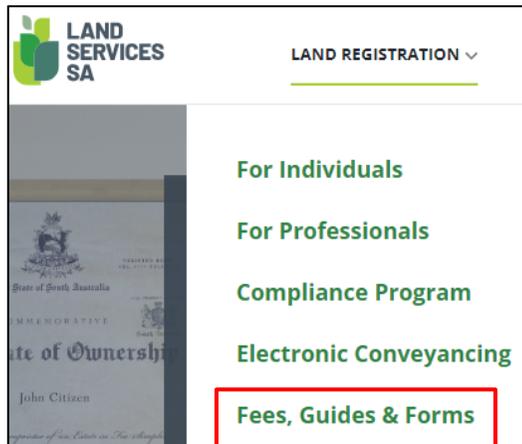




Fee Calculators

Are you looking for information on Fees?

Please visit our website www.landservices.com.au and select the menu **Land Registration** > then click **Fees, Guides & Forms**





Fee Calculator

The option titled ‘LTO Fee Calculator’ will redirect you to the Registrar-General’s Fee Calculator.

LTO Fee Calculator

Please click the link below to be redirected to the Registrar-General's LTO Fee Calculator:

Registrar-General's [LTO Fee Calculator](#)

This calculator will add up the fee for all types of plans and documents that can be lodged with Land Services SA.

You can input multiple documents and plans, with a fee summary showing the calculation for each document and plan as well as the total fees payable.

Government of South Australia

Home

Dealing Types

- Division Dealings and Plans
- Non-Division Dealings
- Temporary Withdrawals
- Priority Notices

Select the appropriate tile for your Dealing Type and follow the prompts & Lodgement Notes for assistance.





Summary of Key Points

Helpful tips

View the helpful hints when populating search fields

Wild Card Searching

Wild card symbols (* %) can be used in place of unknown words/names

Transaction History

Account holders have the ability to view transaction details on an invoice, or search for a specific transaction made by an individual user.

Location & progress of a dealing

Location can be accessed in real time on SAILIS. Processing times updated daily and available at www.landservices.com.au



Register Search Plus

How to access this product and what information it delivers

Fee Calculators

Where to access fee information and the Registrar-General's Fee Calculator



Industry Education Hub



Land Services SA partner with the SA Government and relevant Industry Bodies to deliver a range of Educational Materials to support property industry professionals. This webpage is dedicated to the publication of Industry Education Materials to assist conveyancing and survey professionals.

Industry Education Series	+
eConveyancing	+
Digital Plan Lodgement	+
SAILIS Video Tutorials	+
Land Services SA Fact Sheets	+



Hot Tip:
Keep updated on
LSSA's webinars and
video's

Questions

