



## LandTrack Online (August 2012)

### User Guide

LandTrack Online is a license administration interface that allows you to edit and modify the tenement details of your Tenement Safety Net license.

To access LandTrack Online, open our website at [www.v-biz.net](http://www.v-biz.net) and select 'Support', 'LandTrack Online'.



You will be presented with the main **Login** screen shown below.



Your will have received your login details via email. If not, please contact us at [landtrack@v-biz.net](mailto:landtrack@v-biz.net) or by phone on (08) 9279 8540 to retrieve these details.



## Login Screen

The login button is located on the far right of the menu bar. By clicking on this button you will be presented with the standard login display detailed below.

Simply enter the username and password you have been provided and click on the 'Login' button to proceed. You may tick the "Remember me on this machine" checkbox for your computer to remember your login and automatically login as you every time you visit the website.

User Name:   
Password:   
 Remember me on this machine

If you have forgotten or misplaced your password, simply enter your email address in the space located and click 'Send Password'. You will then see a message stating "Message Successfully Sent" on the lower left corner of the screen if you are a registered user.

Forgotton your password?  
Email Address:

An email similar to this will be sent to your mailbox.

From: landtrack@v-biz.net  
To: Rachel Burnett  
Cc:  
Subject: Logon for Landtrack Online

**Your logon to Landtrack Online is as follows:**

UserName : [redacted]  
Password : [redacted]  
LandTrack Administrator

## Welcome Screen

Once you have successfully logged in, you will be presented with the Welcome screen similar to the one listed below, with your name (company), when you lasted logged in and also the list of Tenement Safety Net licenses that you have the authority to manage. You simply select the license you would like to manage by clicking on the relevant text.

**LandTrack Online**

**Welcome Rachel**  
Rachel Burnett (LandTrack Systems)  
Last login: 13-Aug-12

**Select license to manage:**  
Tenement Safety Net Standard : [redacted]  
Tenement Safety Net Standard : [redacted]

**Latest news**  
November 2011: We have added functions for users to edit their email list and Safety Net Options. We are also developing TSN Australia Wide to extend the protection to all states.



## Tenement List Manager Screen

Once you have selected the license that you would like to manage you will then be presented with the screen below. From here, you may perform one of four actions:

- Import/Upload a Tenement List
- View Current Tenement List
- Edit Current Tenement List
- View/Edit Report Settings

**LandTrack Online**

**Tenement List Manager**

Tenement Safety Net License: [Redacted]

Report Settings

Tenements: 61 View Edit

Holders: View Edit

**Upload Tenement Schedule**

File: [Input Field] Browse...

Upload

## Importing Tenement List – Uploading Tenement Schedule

By clicking on the **'Browse'** button and locating your tenement schedule spreadsheet, you can then upload the schedule to LandTrack Online by clicking on the **'Upload'** button.

Please ensure that your tenement schedule has a minimum of 4 columns: (1) Tenement ID, (2) Party, (3) Project and (4) Region. The purpose of this is to have the ability to quickly identify the party and project a tenement belongs to from within the Tenement Safety Net Report. This is also useful when shadow managing tenements, to clearly distinguish who is responsible for the actions for particular tenements.

Firstly specify which sheet contains the data you wish to import by clicking on the **'Worksheet to Import'** drop down list. You must then match up the column letters in your tenement spreadsheet with the headings for (1) Tenement ID, (2) Party, (3) Project and (4) Region. You must also select which row the import should start from, ie. The first row of data that will exclude column headings. If the tenement schedule contains only WA tenements you may leave the Region Column blank and the default region to be WA.

**Tenement List Import**

**Tenement Schedule**

Worksheet to import: Sheet1

**Tenements Column Mapping**

Tenement ID column: A

Party column: [Dropdown]

Project column: [Dropdown]

Region column: [Dropdown]

Default Region: WA

Start at Row: 2

Extract Cancel

**Sheet data**

A	B	C	D
Tenement ID	Party	Project	Region

Note: The uploaded spreadsheet is displayed under the **'Sheet data'** with the headings for your convenience in mapping the columns.

Once you have made your selection, you may extract the data by clicking the **'Extract'** button.



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Following the extraction process, you will then see a Summary screen with the details of the extraction. It is important to verify that the figures are what you expect and to actively select whether you would like to keep or delete the Extra Tenements (if applicable).

The Extra Tenements refer to tenements that are currently on the list and have not been detected in the new imported spreadsheet. You may elect to keep these extra tenements if your imported spreadsheet only contains tenements you want to add (rather than a full list). If your imported spreadsheet contains your full list of tenements that you want monitored, then you may elect to delete these extra tenements (as they are no longer required).

**Tenement List Import**

**Summary**

- Rows skipped in Excel: 0
- Invalid tenement id: 1
- Duplicate tenement id: 0
- Tenements to insert: 14
- Tenements to update: 154
- Tenements unchanged: 0
- Tenements to delete: 15

Keep Extra Tenements  
 Delete Extra Tenements

Back Import Cancel

**Results**

One table  Group by status

Tenement ID	Raw Tenement ID	Party	Project	Region	Status
				NSW	Update
				NSW	Update

The Results heading allows you to view the results either as one table or as multiple tables grouped by import status.

To complete the import, simply click on 'Import'. Otherwise you have the choice of going back a page to re-do you selections or cancelling the import process all together.

The next screen returns you to the Tenement List Manager Screen and displays a message stating the outcome of the import.

**Tenement List Manager**

Tenement list imported successfully: 14 new, 154 updated, 1 errors

Tenement Safety Net License: [REDACTED]

[Report Settings](#)

Tenements: **168** [View](#) [Edit](#)

Holders: [View](#) [Edit](#)

It's useful to check for Import errors. These will be clearly listed in a separate table.

## View Current Tenement List

By clicking on the 'View' button next to the number of tenements on the Tenement List Manager Screen, you are presented with the screen below which is a sortable table of your tenement holdings. Simply click on any of the table headings to sort as required (a second click will reverse the sorting order).

**Tenement List Manager**

[Back](#)

Click on heading to sort ascending/descending

Tenement ID	Raw Tenement ID	Party	Project	Region	Change by	Change on
				TAS	Rachel Burnett	14-8-2012
				NSW	Rachel Burnett	14-8-2012
				NT	Rachel Burnett	14-8-2012
				NT	Rachel Burnett	14-8-2012



## Edit Current Tenement List

By clicking on the **'Edit'** button next to the **'View'** button on the Tenement List Manager Screen, you are presented with the screen which allows you to add, delete and edit tenement details on your tenement list.

To Add a tenement, simply fill out the tenement details in the **'Add New Tenement'** Box and click the **'Add'** button. The screen will then refresh and display your additional tenement in the list.

To **'Delete'** a particular tenement's details, simply click on the **'Delete'** text in the same row as that tenement and the row is deleted without confirmation.

To **'Edit'** a particular tenement's details, simply click on the **'Edit'** text in the same row as that tenement and the row will be highlighted with text boxes appearing that will allow you to make the required modifications. Simply click **'Update'** to confirm the change.

Tenement Safety Net will run with the tenement list that you have most recently loaded. Please make sure that your tenement lists are kept up to date and accurate.

**Tenement List Manager**

**Add New Tenement**

Raw:   
Tenement ID:   
Party:   
Project:   
Region:

Click on heading to sort ascending/descending

	Tenement ID	Raw Tenement ID	Party	Project	Region	Change by	Change on
Edit Delete					TAS	Rachel Burnett	14-8-2012
Edit Delete					NSW	Rachel Burnett	14-8-2012
Edit Delete					NT	Rachel Burnett	14-8-2012
Edit Delete					NT	Rachel Burnett	14-8-2012
Edit Delete					NT	Rachel Burnett	14-8-2012



## Edit/Update Report Settings

There will be times when you need to edit the report settings for your Tenement Safety Net report. The cc list for the report will frequently need updating. It is very important to make sure that this list is kept up to date. The Tenement Safety Net Report needs to be sent to atleast two people and is best served being sent to different levels within your company.

To Edit these settings click on the **'Report Settings'** button:

LandTrack Online	
<b>Tenement List Manager</b>	
Tenement Safety Net License:	[Redacted]
	<a href="#">Report Settings</a>
Tenements:	<b>167</b> <a href="#">View</a> <a href="#">Edit</a>
Holders:	<a href="#">View</a> <a href="#">Edit</a>

The following screen will be displayed:

LandTrack Online	
<b>TSN Settings for [Redacted]</b>	
<a href="#">Back</a>	
Email CC	
Scan Day	3
Days Ahead	30
Scan Interval	7
options	Features:WA Tenements,Non-WA Tenements
Next Report Date	28-Aug-2012
Last Report Date	21-Aug-2012
lastFileName	Book1.xlsx
lastEditDate	14-Aug-2012
lastEditByWhom	Rachel Burnett
<a href="#">Edit Settings</a>	

To Edit the report settings click on the **'Edit Settings'** button at the bottom of the screen. The following screen will be displayed.

Simply add or edit the cc email addresses appropriately. You may if you wish increase the buffer zone that the report is using to look ahead by changing the **'Days Ahead'** option.

Click on the **'Update'** button to save the changes.

LandTrack Online	
<b>TSN Settings for [Redacted]</b>	
<a href="#">Back</a>	
Email CC	<input type="text"/>
Days Ahead	<input type="text" value="30"/>
options	<input type="text" value="Features:WA Tenements,Non-WA Tenements"/>
Last Report Date	21-Aug-2012
lastFileName	Book1.xlsx
lastEditDate	14-Aug-2012
lastEditByWhom	Rachel Burnett
<a href="#">Update</a> <a href="#">Cancel</a>	

If you require any further assistance with the procedures mentioned in this manual please do not hesitate to call on for Support on 08 9279 8540 or email: [landtrack@v-biz.net](mailto:landtrack@v-biz.net)