



LandTrack Systems

by v-biz.net

Software tools that take the nightmare out of tenement compliance and land acquisition - Quadruple your productivity or your money back.

Mineral Titles Audit Training Webinar #3:

Tenement List Importing, Scanning and Reporting

Tuesday 29th November 2011



Tenement List Importing, Scanning and Reporting Overview

- What features are available for importing lists of tenements?
- How do I scan Mineral Titles Online and what options do I have?
- How do I view the results of a scan?
- What reporting features are available?
- What support tools are available?
- Question and Answer Session



Importing Tenements into Mineral Titles Audit

There are two ways that you can import tenements into Mineral Titles Audit:

1. A column of Tenement IDs from a spreadsheet
2. Generating a list of Tenement IDs using the Enquiry feature from Mineral Titles Online

The 'SpreadSheet Source' dialog box shows 'MTO Enquiry Source' selected. The file 'DemoTenementList-111115.xlsx' is loaded. The 'Identify Tenements' section shows 'Sheet' set to 6, 'Column(s) With Tenement ID' set to B, and 'Range' set to All. The 'File date' is 15/11/2011 and 'Loaded' is 15/11/2011.

	A	B	C	D	E	F	
1	Region	TenID	Status	Area	Granted	Expiry	
2	WA-1	E 3802157	LIVE	141 BL.	21/04/2010	20/04/2015	Uc
3	WA-1	E 6902266	LIVE	152 BL.	29/04/2009	28/04/2014	Go
4	WA-1	E 6902462	LIVE	77 BL.	5/07/2011	4/07/2016	Ca
5	WA-1	E 6902504	LIVE	21 BL.	6/07/2009	5/07/2014	Au
6	WA-1	E 6902940	PENDING	142 BL.			Ca
7	WA-2	E 2900560	LIVE	56 BL.	8/09/2006	7/09/2013	Ju
8	WA-2	E 2900561	LIVE	9 BL.	9/09/2008	8/09/2013	Int
9	WA-2	E 2900642	LIVE	22 BL.	23/09/2008	22/09/2013	Int
10	WA-2	E 2900644	LIVE	24 BL.	23/09/2008	22/09/2013	Int
11	WA-2	E 2900680	LIVE	22 BL.	19/08/2008	18/08/2013	Ni
12	WA-2	E 2900743	LIVE	34 BL.	9/04/2010	8/04/2015	Da
13	WA-2	E 2900749	LIVE	1 BL.	22/06/2010	21/06/2015	Wi
14	WA-2	E 2900750	LIVE	3 BL.	22/06/2010	21/06/2015	Wi
15	WA-2	E 2900754	LIVE	5 BL.	19/08/2010	18/08/2015	Wi
16	WA-2	E 2900761	LIVE	1 BL.	20/10/2010	19/10/2015	Wi
17	WA-2	E 2900764	LIVE	9 BL.	7/01/2011	6/01/2016	Gi
18	WA-2	E 2900777	LIVE	35 BL.	15/02/2011	14/02/2016	Ju

The 'MTO Enquiry Source' dialog box shows 'Enquiry Type' set to Manual General Enquiry, 'Tenement Types' set to All, 'District(s)' set to All, 'Start Date' set to today - 30days, and 'Number of Days' set to 30. The 'Last Run' section shows the Government of Western Australia Department of Mines and Petroleum logo.

The 'Enquiry: Tenement General' search results page shows search criteria: 'Find tenements with status' set to Any, 'and type' set to Any Tenement Type, 'held by Anyone' set to Change Holder Selection, and 'in District' set to Any. The search results table is empty.



Scanning Tenements from Mineral Titles Online

Tenement Sets

Select Existing Tenement Set or click New

Demo Tenement List [New Tenement Set]

Set Description Demo Tenement List 70

SpreadSheet Source MTO Enquiry Source

DemoTenementList-111115.xlsx [Browse...] [Open]

Identify Tenements

Sheet 6 Column(s) With Tenement ID B

Range All [Load Tenement List]

File date 15/11/2011 Loaded 15/11/2011

Scan Tenement Register

Tabs... 11/11 tabs to scan: Holders, Dealings, Rent, Expenditure, Area, Combined, Shires, Conditions, Relationships, Bonds, General

[Scan All] [Scan Old] [Scan New]

Last Scan 15/11/2011

266 tenements in set [View Tenements] [Clear Change Log]

Audit Spreadsheet Details

Map [Edit Map] [New Map] Last Audit:

[Run Audit] [Audit Report]

Record: 5 of 9 [Unfiltered] Search

MTO Tabs to Scan

Tabs To Scan:

- Holders
- Dealings
- Description
- Relationships
- Expenditure
- Rent
- Shire
- Conditions
- Combined Reporting
- Bonds
- General

[All ON] [All OFF] [OK]

Data Age (days) before checking for changes

Pending Tenements: 5

Live Tenements: 1

Dead Tenements: 30

Scan Buttons	Description
Tabs...	Select Tabs from MTO to scan into Mineral Titles Audit
Scan All	Scan all tenements in set
Scan Old	Only scan tenements if they have not been scanned for the specified number of days entered in the "Data Age (days) before checking for changes" section of the MTAudit Settings form
Scan New	Only scan tenements which have never been scanned before



Viewing the Scan Results

266 tenements in set

View Tenements

Tenement Browser

Jump To Tenement: E 2900560 - Live Search for Search Clear

TenentID	E 2900560	rentStatus	PAID IN FULL	CombProject	Mount Ida
DistrictID	MENZIES	rentNext	\$13,412.00	reportDate	18/02
Area	56 BL	rentLast	\$13,412.00	affectPeriod	28/11 - 27/11
Status	Live	rentTotal	\$52,226.16	combNumber	180/2010
Locality	MT IDA	expenditureStatus	EXPENDED IN FULL	DeathDate	
areaApplied	56 BL	expenditureNext	\$112,000.00	DeathReason	
areaReturned	56 BL	expenditureLast	\$6,214,033.00		
Surveyed Area		expenditureTotal	\$9,212,841.00	ArriveDate	2/08/2011 11:57:52 AM
Survey Date		term	5 Years (Extended)	LastScan	15/11/2011 9:39:20 AM
LodgeDate	7/03/2004 10:00:00 AM	termFrom	8/09/2006		
MarkoutDate		termTo	7/09/2013		
ironAuth	<input checked="" type="checkbox"/> hasDisclaimer <input type="checkbox"/>				

Reports ... Export ...

Goto MTO Check MTO

ntExtinguished: Datum: nAdvertDate: Boundary: ntClearDate: SpecialIndicator: Authorised For Date: 8/09/2006 Exclusions: Exploration Licences 29/133 and 29/495 Mining Leases 29/181 and 29/182 purposes: warnings:

Record: 1 of 266 No Filter Search

Produces pre-defined reports based on the selected tenement

Exports selected tenement's data to a custom template

Selectable tabs based on the tabs in Mineral Titles Online

Scans MTO for the selected tenement based on tabs selected on main page

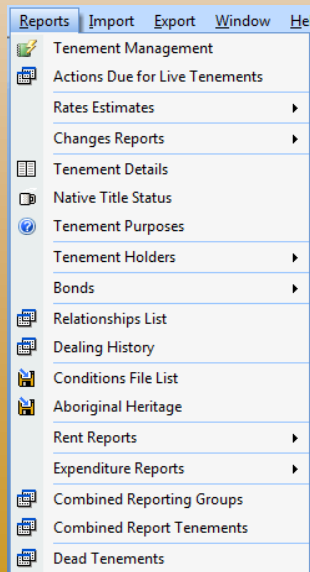
Fires up web browser and goes to the selected tenement in MTO



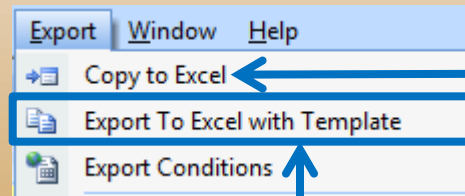
Reports

Reports have been created based on client requests. Reports are added to the list of pre-defined reports if the requested report is valuable for other clients too. Otherwise, custom reports are created via templates for specific one-off client requests.

Pre-Defined Reports



Custom Reports via Template



All reports can be exported to Excel

Topic for future webinar:
Creating a Custom Report
using an Excel template



Pre-defined Reports

Reports	Import	Export	Window	Hel
Tenement Management				
Actions Due for Live Tenements				
Rates Estimates				
Changes Reports				
Tenement Details				
Native Title Status				
Tenement Purposes				
Tenement Holders				
Bonds				
Relationships List				
Dealing History				
Conditions File List				
Aboriginal Heritage				
Rent Reports				
Expenditure Reports				
Combined Reporting Groups				
Combined Report Tenements				
Dead Tenements				

Report	Description
Tenement Management	These are a set of calculated reports showing the status of critical actions
Actions Due for Live Tenements	Lists live tenements and the calculated due dates for critical actions along with rent and expenditure
Rates Estimates:	NOTE: Actual cents in dollar amounts are user maintained (not updated by LandTrack Systems)
Shire Rates Estimate	Lists all shires for all tenements with the rate estimate for each shire
Rates Estimate by Tenement	As above report, aggregated to make a tenement total
Shire Total Estimate	Estimates total rates payable by shire
Rates Grand Total	Totals rates payable over the set of tenements
Tenement Shires List	Lists the shire that each tenement belongs to along with area and status information
Shire Summary	Lists all shires covered by the tenements in the set with the number of tenements associated with each shire
Unknown Shires	Lists any shires that are not in the rates table (tenements in these shires will not be listed in the other reports)
Rates Estimate Source Data	Shows the shires and rates information along with the contact details and check dates
Changes Reports:	
MTO Change History	Lists changes to Tenement details in MTO from one scan to the next
MTO Rent Changes	Details changes to Rent from one scan to the next
MTO Expenditure Changes	Details changes to Expenditure from one scan to the next
Tenement Set Changes and notes	Reports on changes to the tenement list and any errors during a scan of MTO
Tenement Details	Is a basic list of details for the tenements
Native Title Status	Lists tenements with any details set regarding native title



Pre-defined Reports

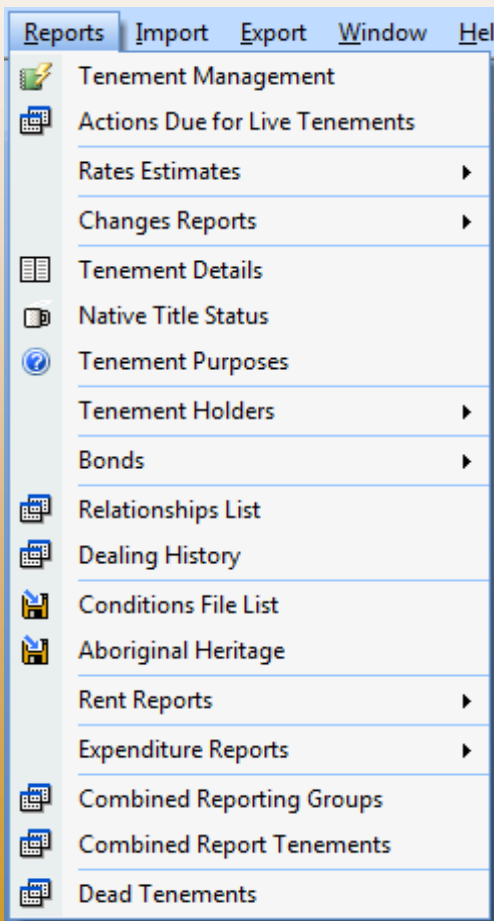
Reports	Import	Export	Window	Hel
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Expenditure Reports				
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Dead Tenements				

Report	Description
Tenement Purposes	Lists any tenements with a listed purpose (usually G's and L's)
Tenement Holders:	
Tenements with Multiple Holders	Shows tenements with multiple holders
Tenement Holders List	Lists all the holders and their addresses
Distinct Holders	Lists the different holders and their frequency for Live and Pending Tenements only
Distinct Holders and Address	Lists the different holders and addresses for Live and Pending Tenements only
Bonds:	
Bond Status	Lists tenements with bonds; showing the current bonds, total bond and any additional information
Bonds List	Lists all bonds and bond requirements
Dealing Bonds	Lists all bonds recorded in the tenement dealings
Relationships List	Lists all the relationships for the set of tenements
Dealing History	Lists dealings for all tenements
Conditions File List	Lists Tenement Shire Details
Aboriginal Heritage	Lists heritage sites and surveys along with a link to the file location
Rent Reports	
Rent Due By Month	Shows the total monthly rent due and the number of tenements concerned over the next 13 months
Rent Anomalies	Shows tenements with rents overpaid or overdue
Rent Outstanding	Shows tenements with rent outstanding
Rent Totals	Shows the total rents due and paid over the history of the tenements in the set
Rent History	Lists all the rent payments for all tenements



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Pre-defined Reports



Report	Description
Expenditure Reports:	
Expenditure History	Lists all expenditure for tenements
Expenditure Anomalies	Shows tenements with outstanding expenditure
Expenditure By Year	Generates a cross-tab of expenditure by year
Exp + Commitment By Year	Cross-tab of expenditure and commitment
Combined Exp + Commitment By Year	Lists expenditure and commitment totals across combined reporting groups, by year
Combined Reporting Groups	Lists combined reporting group details
Combined Report Tenements	Lists all the combined reporting tenements
Dead Tenements	Shows tenements that are dead



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Question and Answer Session



Next Mineral Titles Audit Training Topics

- Creating Tenement Sets using the MTO Enquiry Source Feature
- Advanced Reporting and the "Export to Excel with Template" Feature
- Automating Mineral Titles Audit (Running in Batch Mode)



Thank You!

for attending our third Mineral Titles Audit webinar and helping to make it a great success...

Please take the next few minutes to provide us with feedback on this session in the survey you will receive on exit