

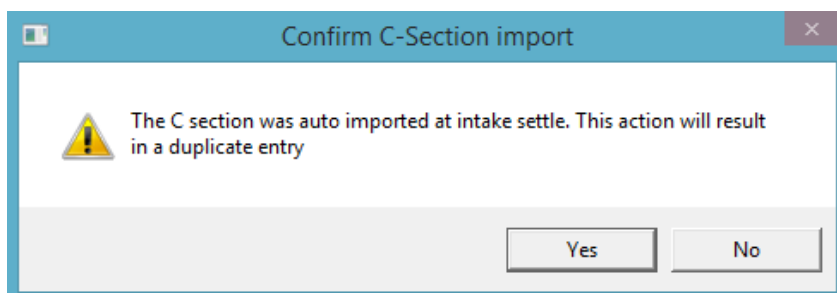
LRS: C section auto import function and title notes

The next improvement to be introduced as part of the registration project of the digital transformation programme (DTP) is the auto import of the C section in applications over the whole of a registered plot (DW's). This improvement will come into effect from Monday 2 November. A further staff notice will be published when this upgrade has been introduced.

C section auto import

This is being introduced as part of a number of measures which will reduce the possibility of errors occurring in the C section of the title sheet. The C section will be automatically imported from the existing registered version of the title sheet in the same way that the A and D sections are imported into a DW.

If the settler attempts to import the C section manually then a message will appear stating that "The C section was auto imported at intake settle. This action will result in a duplicate entry". The settler can click 'Yes' to continue past this message but this will result in a duplicate entry in the C section. In most cases the settler should click 'No' which will return them to the import screen.

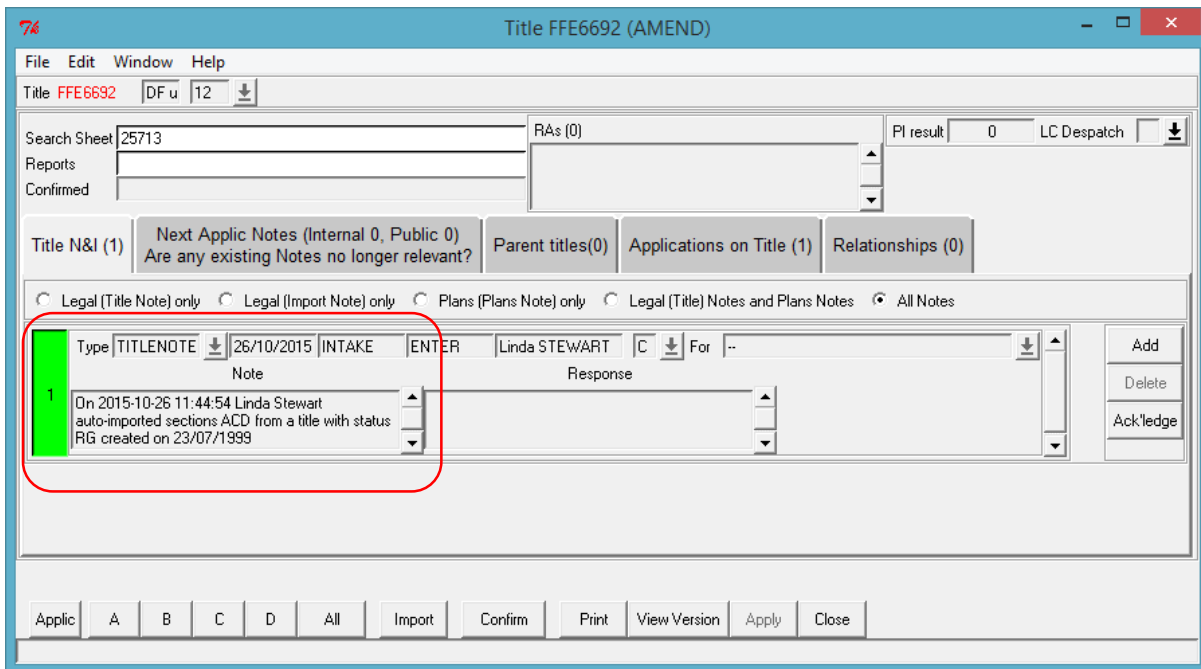


Therefore DW settlers should note that they will no longer require to import the C section from the registered version. At this point in the settle process they should only import the B section from the registered version.

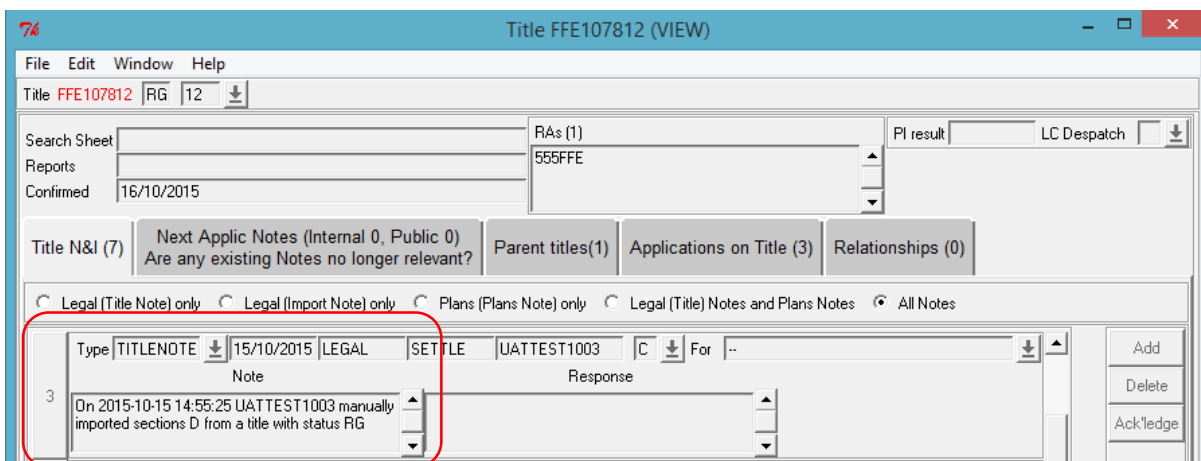
Title workdesk notes and instructions

There is one change to the procedure for creating an application. When a new application is created, only one version will now appear for selection. This will be the registered (RG) version if there is one. If there is no RG version, it will be the most recent draft (DF) version. Previously, both RG and DF versions would appear.

When the application workdesk has been completed at create stage, including adding the deed details and 'Apply' is clicked, a new note is added to the title workdesk notes and instructions. This note states that the A, C and D sections were auto-imported and includes the name of the intake officer, the date and time that the import took place and the date of registration of the registered version from which the title was imported.



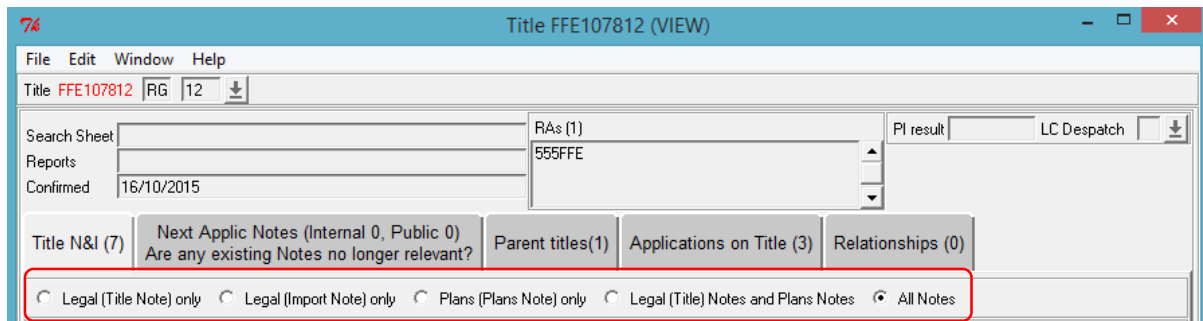
Please note that a similar note is now created when any of the sections of the title sheet are imported manually. This note will appear for all application types.



Additional options have been added to the title workdesk to allow the notes and instructions to be filtered. There are now 5 options:

- Legal (Title Note) only
- Legal (Import Note) only
- Plans (Plans Note) only
- Legal (Title) Notes and Plans Notes
- All Notes.

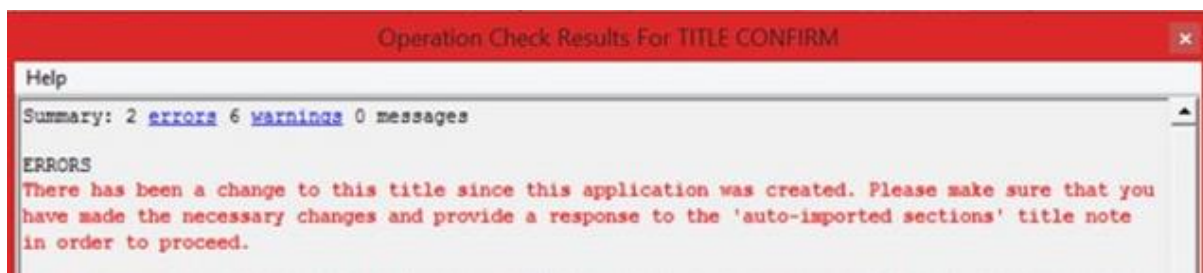
This will allow settlers to easily find title notes. Please note that the default setting is the 'All Notes' option.



New error message

Finally, settlers may encounter a new error message when confirming an application.

If the registered version of the title has changed since the DW was created an error message will appear on attempting to confirm the title. The necessary amendments must be made to the DW to be able to confirm the title. For example, on creating two DW applications against the same title each will automatically import the C section from the registered version of the title. If the first DW is a discharge the standard security would be removed from the C section. The C section of the second DW will still include the standard security and on title confirm the error message will appear. The standard security must then be removed to allow the second DW to be completed.



The processes for DW settlers in the 2012 Act registration manual will be updated to take into account these changes.

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