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Land Titles Act
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Teraview 8.0 Release

Effective Monday December 9th 2013, Teraview 8.0 will be available for downloading. The current version of Teraview, Teraview 7.0, will remain active until the end of day February 28, 2014. Version 8.0 of Teraview contains changes described in this Bulletin.

Documents with Sketches or Plans attached

In our efforts to provide more access to services previously only obtained onsite in the land registry office, we are working on adding documents with sketches or plans attached to the Image database. There are situations where the document, plan or sketch will be too large to load to the database, but it is expected that the majority of them will be accessible remotely. These documents are being progressively loaded to the database office by office and are expected to be complete by the end of 2014. The first group of images will not be available until March 2014, after Teraview 7.0 is retired.

In order to be able to zoom in to view specific details of the sketch, the second print button, which is currently only enabled on plans, will be enabled on documents and sketches as well. The second print button appears to the right of the regular print button and allows the user to print the portion of the document, plan or sketch that is visible on screen.

Regular Print Button: 

Second Print Button: 

Maximum Size of Documents (25MB)

Historically there has not been a total file size limit for documents in Teraview. This has resulted in electronic documents that are very large and can not be viewed through other applications. These large documents also caused performance issues within Teraview depending on the client's operating system.

In conjunction with adding new large file sized documents to the image database, as described above, it was necessary to add a file size limit to ensure consistent system performance. Teraview 8.0 is able to support the viewing, printing and emailing of documents with up to a total file size limit of 25MB. Please note that existing electronic documents that are larger than the 25MB limit will continue to be available. A new column is being added to the 'Instrument Options' window to indicate the file size of the document.

When **viewing** documents, each document's file size (or the size of each document file) is checked by the system. Depending on the type of document that is selected to view (e.g.: electronic document or scanned image of a paper document), the message received will be different. In the 'Instrument Options' window, the bracketed word (Image) displayed on the right side of the registration number of the document identifies whether it is a scanned image of a paper document.

When a user selects to view one or more electronic documents that exceed 25MBs, the following message will appear: *"Warning: total request size is approximately (XX) MB which may take a while to download depending on your internet bandwidth"*. The user can select "OK" to proceed or "Cancel" to refine the selection.

When a user selects to view one or more scanned image of paper documents that exceeds 25MBs, the following message will appear: *"Document X (approximately XX MB) exceeds Teraview's 25 MB system size limit"*. The user must select "OK". This message is displayed for each document that exceeds the limit and the documents are not displayed. Only those documents selected that are under the 25MB limit are displayed. The user may then request to have the documents couriered.

When a user selects to view a combination of electronic documents and scanned images of paper documents, any images of paper documents that exceed 25MBs will receive the following message for each document that exceeds the 25MB limit: *"Document X (approximately XX MB) exceeds Teraview's 25 MB system size limit"*. The user must select "OK". Any images that are under the limit will be displayed. Electronic documents that exceed the 25mb will result in the message: *"Warning: Total request size is approximately XX MB which may take a while to download depending on your internet bandwidth"*. The user can select "OK" to proceed or "Cancel" to refine the selection.

In addition, if none of the individual documents selected to view are above the 25MB limit but together the whole request is over the 25MB limit, the following message will be displayed: *"Warning: Total request size is approximately XX MB which may take a while to download depending on your internet bandwidth"*. The user can select "OK" to proceed or "Cancel" to refine the selection.

When **emailing** documents, the file size restriction applies to the total document request. For example, one document may exceed the limit on its own resulting in a message, or it could be a combination of multiple documents that result in a message. When it is the selection of multiple documents that results in a message, fewer documents can be selected at a time which may be within the limits. When emailing documents, the type of document (e.g.: electronic document or scanned image of a paper document) does not make a difference. The email limits apply to all types of documents.

When a user selects to email one or more documents, for which the total request exceeds 25MBs the following message will be displayed: *"Total selected instrument(s) (approximately XX MB) exceeds Teraview's 25 MB system size limit"*. The user must select "OK" to refine the selection.

Since many email providers have file size limits on sending and receiving email, a warning message will be provided to notify users that they have passed 16MBs which states: *"Warning: your email request is approximately XX MB. If email is not received, verify your attachment size limits with your email provider prior to contacting Customer Service"*. The user can select "OK" to proceed or "Cancel" to refine the selection.

When **couriering** documents, there are no file size limitations in the Courier request option on the 'Instrument Options' Window. Documents with sketches or plans attached, regardless of the file size, can be couriered.

Ability to add Names to Acknowledgement & Direction Report

As a result of user feedback regarding the names portion of the Acknowledgement & Direction Report, the ability to add additional names is being introduced in Teraview 8.0. Currently only some of the names from the document are pre-populated into the report, which were not necessarily the only names needed for signature. For example, the name of a deceased party was available for selection but the names of any Estate Trustees were not available. There was

also no ability to add consenting spouse or other consenting party names. Teraview 8.0 will allow for party names to be added manually to the list of party names that can be selected to print on the report. Up to four names continues to be the maximum number that can print on one report, but multiple reports can be printed.

Microsoft Windows 8

Windows 8 is being added as one of the supported operating systems for Teraview. Teraview 8.0 will run on versions of Microsoft Windows Vista and Microsoft Windows XP, as well as Microsoft Windows 7 and Microsoft Windows 8. Please refer to Teraview system requirements, specified on Teranet's website for further information.

<https://www.teranetexpress.ca/csp/tvusers/teraviewUsers.htm>

Request Instrument Availability Message Changes

In Teraview 7.0 changes were made to be able to submit requests for the availability of documents that were not listed in the document list on the PIN. When the change was implemented, the message provided was: *"Your request for the availability of instrument (number) has been submitted. It will proceed within 48 hours"*. It was expected that most documents would be able to be provided within 48 hours, however experience has shown that many of the documents being requested exist only on microfilm at the land registry offices and can not be delivered in that time frame. Therefore in Teraview 8.0 the following message will be received instead: *"Your request for instrument (number) has been submitted and will be available within 72 hours"*.

Writ Certificate Creation Changes

When the changes described in Bulletin 2013-02 were implemented, creating a PDF image of Writ certificates, the situations under which new writ certificates were generated were inadvertently changed. This bulletin will clarify when a new writ certificate is generated.

In addition to the information in Bulletin 2013-02 when a search is performed and Writ Certificates are generated, a message will also be displayed that says: *"Print or save your Writ Certificate(s) to ensure you have a copy for your records"*.

It is important to act upon the above message because as implemented in March 2013, the Writ Certificates will not automatically be printed. In addition, with Teraview 8.0, the PDF will only be displayed one time within a session. For example, if a user chooses the "Retrieve Writs" function during document creation, the PDF of the Writ Certificate will be displayed along with the new message to print or save it. If later the same day the same user submits the document for registration, a PDF of the Writ Certificate will not be displayed again when the system performs the "Auto-Writs" search, except in the situations set out below. If the document was submitted for registration on a different day than the day the "Retrieve Writs" function was initially performed, a new Writ Certificate, along with a new Writ Certificate number would be issued and would be displayed when the document is submitted for Registration and the Auto-Writ Search is performed by the system. The appropriate fees would be charged for the new Writ Certificate.

A new Writ Search is only performed on the same day for a particular document, (where the same day is defined as the year, month, and day as being the same as the last writ search) resulting in the production of a new Writ Certificate with a new Certificate number during either "Retrieve Writs" in Instrument creation or during an "Auto-Writs Search" at Registration if at least one of the following conditions is true:

1. The Person/Company indicator has changed since the last Writ search.
2. A party name has changed since the last Writ search. Only the party name that has been changed will be searched.
3. An additional party name has been added to the document subsequent to the original Writ retrieval. Only the new party name will be searched.

None of the changes described in this bulletin affect the Electronic Registration Procedures Guide and accordingly, a new version was not created for this release of Teraview. Version 9 dated July 2011 remains the current version of the guide.

(original signed by)

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