



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

EXTRACT FROM:

User Manual for the

LAND ADMINISTRATION WEB (LAW)

(STATE LAND LEASING DEBTOR SYSTEM)

Directorate: State Land Systems & Data Management

18 September 2012



Table of Contents

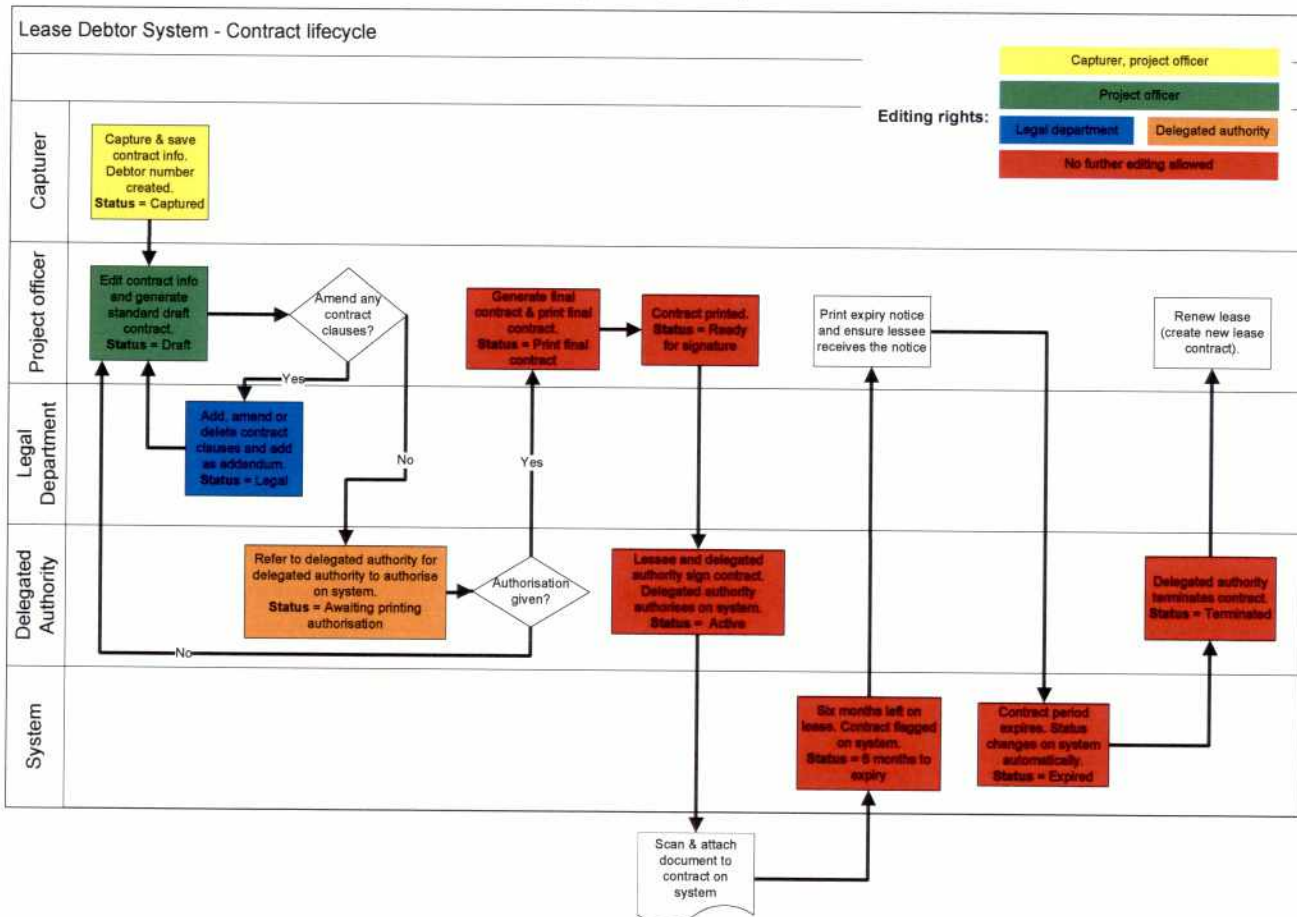
4. SLLDS	3
4.1 CONTRACT LIFE CYCLE AND SYSTEM ROLES	3
4.2 HOW DO I ADD A NEW LESSEE?	7
4.3 HOW DO I CHECK WHETHER OR NOT A LEASE HAS BEEN REGISTERED ON LAND?	11
4.4 HOW DO I CHECK WHAT LAND IS BEING LEASED BY AN INDIVIDUAL OR BUSINESS?	11
4.5 HOW DO I SEARCH FOR A CONTRACT?	12
4.6 HOW DOES THE CAPTURER CAPTURE A NEW LEASE CONTRACT?	14
4.7 HOW DOES THE PROJECT OFFICER EDIT A CONTRACT?	16
4.8 HOW DOES THE PROJECT OFFICER GENERATE A DRAFT CONTRACT?	16
4.9 HOW DOES THE PROJECT OFFICER REFER A CONTRACT TO LEGAL OR THE STATE LAND MANAGER?	18
4.10 HOW DOES THE LEGAL OFFICER AMEND CONTRACT DETAILS?	19
4.11 HOW DOES THE STATE LAND MANAGER AUTHORISE CONTRACTS?	20
4.12 HOW DOES THE PROJECT OFFICER GENERATE A FINAL CONTRACT?	23
4.13 HOW DOES THE STATE LAND MANAGER TERMINATE A CONTRACT?	25
4.14 HOW DOES THE STATE LAND MANAGER INDICATE A LESSEE'S INTENTION TO PURCHASE?	27
4.15 HOW DO I PRINT CONTRACT DETAILS OR FINAL CONTRACT?	27
4.16 HOW DO I ATTACH AND VIEW A DOCUMENT TO A CONTRACT?	28
4.17 HOW DO I RENEW A CONTRACT?	29
4.18 HOW DO I PRINT AN 'EXPIRY' LETTER?	30
4.19 HOW DO I PRINT A 'BREACH OF CONTRACT' LETTER?	32
4.20 HOW DO I VIEW THE STATUS AND TIME LEFT ON MY LEASES?	33
4.21 HOW DO I VIEW THE STATUS AND TIME LEFT ON ALL LEASES WITHIN MY GEOGRAPHIC AREA?	34
4.22 HOW CAN I FIND OUT WHO THE RESPONSIBLE PROJECT OFFICER IS FOR A CONTRACT?	34
4.23 HOW DO I GENERATE SLLDS REPORTS?	35
4.24 HOW DO I EXPORT AND PRINT REPORTS?	38



4. SLLDS

4.1 Contract life cycle and system roles

- The State Land Leasing Debtor System (SLLDS) was designed and developed as two separately hosted but integrated components – spatial and financial. The spatial component (covered by this manual) is a module in the Land Administration Web (LAW) hosted at the DRDLR and managed by the Directorate: State Land Systems & Data Management (SLS&DM). The financial component was, before it was put on hold, managed by the Chief Directorate: Financial Management, utilising a customised Microsoft Navision software solution provided and hosted by a third party service provider.
- This module accommodates the generation of new contracts from scratch, as well as converting and bringing onto the SLLDS existing manually compiled contracts through the same procedure as new contracts.
- The diagram below depicts the high level process flow for generating a contract document – the primary requirement of the State Land Lease Debtor System (SLLDS):





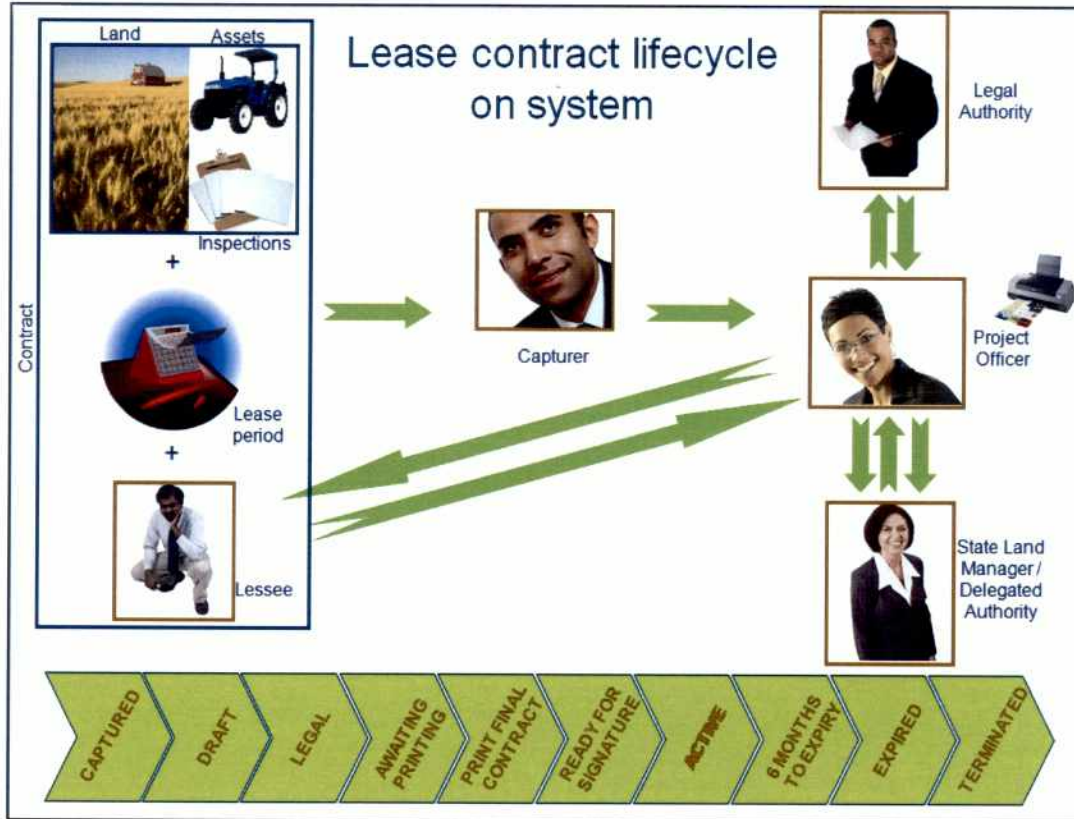
- System User Roles assigned in the SLLDS:

- **Capturer** – this person mainly captures information on the system related to contracts such as Lessee, Inspector and contract detail. This role does not allow the user the same rights as a Project Officer, i.e. to assign various statuses to the contract.
- **Project Officer** – the Project Officer (PO) role is the most important role seeing that a person with this role will be responsible for managing the completion of the full contract lifecycle. This person will ensure that the contract is sent to the correct people for authorisation at the correct stage within the contract lifecycle. The User Roles of Capturer and Project Officer can be simultaneously assigned to allow the PO to also capture contracts.
- **Legal Officer** – the Legal Officer will review the contract and take into account the PO's comments/requests before making changes to the contract by means of adding addendums to the standard contracts where necessary.
- **State Land Manager & Delegated Authority** – the State Land Manager (DD) authorises the final copy of the contract on the system for signature (previously done by the Delegated Authority), while the Delegated Authority (CD) is the person that takes ultimate responsibility for the contract seeing that he / she signs the hard copy. The State Land Manager must **activate** the contract on the system for the contract finances to take effect. When the State Land Manager **terminates** a contract the invoicing will stop for that specific lease.

- A contract can be terminated by the State Land Manager while in his inbox.
- The above diagram indicates the edit rights for the various users, i.e. who will be able to edit what and when - see editing legend (top right).
- Only the State Land Manager can edit some contract details where status = 'Awaiting printing authorisation'.
- No one can edit any contract details when contract status reaches 'Print final contract' and further.
- At the end of the contract period the status of the contract will automatically change to 'Expired'. The land will not be released and will still be linked to the contract. Billing on the finance component continues.
- Billing (finances) is triggered when contract status changes to 'Active', and stops on the Termination Effective Date when the State Land Manager terminates the contract on the system.
- Once a contract is terminated, the land is released and available for other contracts. Other contracts can thus only be activated on the system once the current contract is terminated.

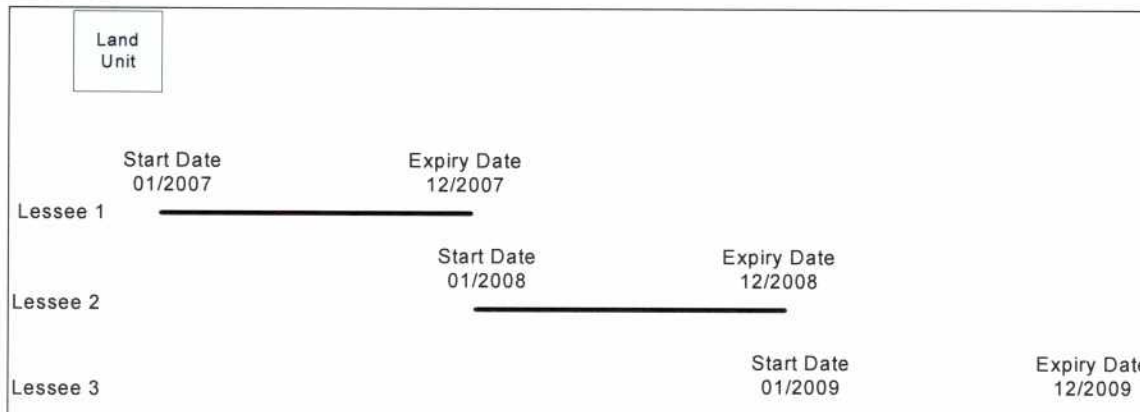


- A simplified diagram of the contract lifecycle is depicted below:



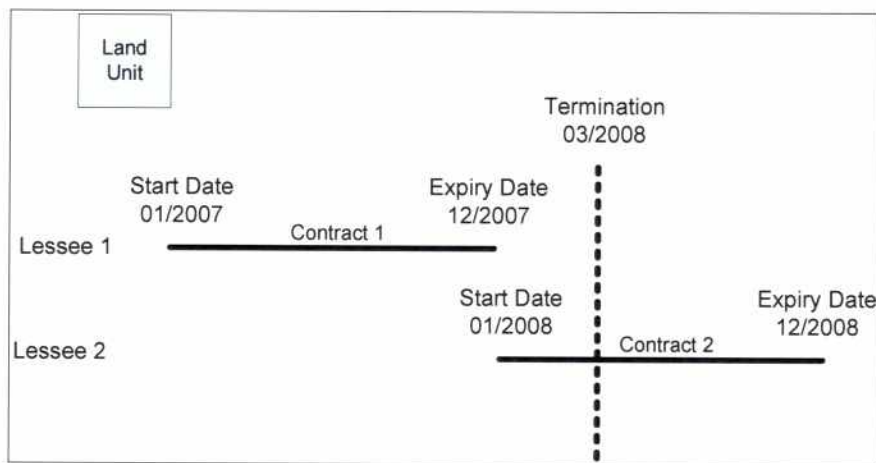
- Before adding a new contract, please read the following notes carefully in order to understand some of the functionality of the system a bit better:
- The system will allow for the generation of a draft and final contract on a land parcel(s) on which an existing contract is active only if the contract period does not overlap.
- The concept is that the time period on the land parcel is reserved for that contract and lessee. In this case it will be quite possible to have multiple non-active contracts for different periods of time .

□ Example 1:

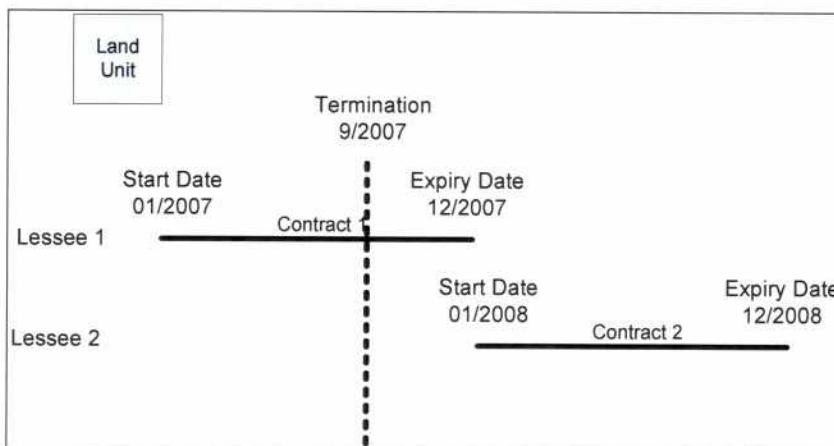




- Lessee 1, 2 and 3 could be the same Lessee or different lessees.
 - By reserving the time period per land unit, the system prevents more than one active contract per land unit.
 - In the case of multiple land units, the system checks the last expiry date and only allow new contracts after that date (in the case above a fourth contract will only be allowed from 01/2010).
 - It is possible to schedule the start date at some later date after the expiry date of current contract on land, but not earlier.
 - System ensures that a contract can only be activated once contracts on all land parcels have been terminated.
 - A new contract can only start once the previous contract is terminated. If the current contract is still in the Expired status, the new contract cannot be activated.
- Example 2:



- Although Contract 2 have been signed and will be effective from 01/2008, it will only become active **after termination** of contract 1 on 03/2008.
- In the other event of 'premature' (before expiry date) termination, there are three options:



- Contract 1 is terminated on 09/2007 and Contract 2 has already been generated and will start on 01/2008. There are three options for the period 09/2007 to 01/2008:



- Terminate Contract 2 and issue new contract with start date 10/2007.
- Issue a new contract for period 10/2007 to 01/2008 and then carry on with Contract 2.
- Do nothing.
- The system does not perform any automatic validation on lessee (e.g. outstanding payments) for new, existing, renewals or any type of contracts. The principle is that if the lessee is on the system, he/she has been authorised to lease land.
- If the land unit(s) is earmarked for renewal (by ticking the 'Renew contract' option on an existing contract while contract on the land unit(s) was still active) by any lessee, the user will be informed by means of a popup screen stating this. This will **only** serve as a **reminder**, the user will still be able to go ahead and assign the land unit(s) to any lessee.
- If a property could not be found the standard Property Enquiry Form in the existing system should be completed and submitted. The 'Property Enquiry Form' button is below the Land Parcel 'Search' button on the new contract capture page and under the 'Public Land Data' menu.
- Invoicing on the financial component starts once authorised by all parties on system.
- Duration of contract leases:
 - Leases longer than 9yrs, 11 months must be type 'Non-standard lease DRDLR receiving payment'.
 - Rental leases may not be for period longer than 90 days.
 - Caretaker contracts may not be for period longer than 365 days (12 months).
- A contract debtor number is auto generated – number is only saved once 'Save' button is clicked (general contract info + contract details completed). This number effectively matches a lessee with a piece of land, for a given time period. An 8 digit alphanumeric debtor number is utilised. Its composition is as follows:
 - Provincial code – 2 letter alpha code
 - Provincial indicator – 1 digit numeric code
 - Incremental debtor number – 5 digits numeric number
 - E.g. 'WC912345'
- If the land and lessee remains the same on a new contract it is regarded as a renewal, and the debtor number will also remain the same, **except** if the 'Generate Debtor Number' button was clicked, in which case a **new** debtor number will be generated. This is regardless of whether the 'Renew contract' option was ticked or not.
- A unique contract number (CID) is also generated, distinguishing between renewal contracts with the same debtor number.

4.2 How do I add a new lessee?

- Go to 'Land Administration > Leasing Debtor System > Lessee Management' on the main menu.
- Perform a lessee search to ensure an entry doesn't exist already. If it exists already it is not necessary to capture the lessee again, the name can just be selected when capturing the contract.
- Note: Fill in only **one** of the fields at a time. The fields can be filled in partially or fully.



- The 'Add' button will activate only after the 'Search' button was used.

Search Lessees

Name	<input type="text" value="Peta"/>
Surname	<input type="text"/>
ID Number	<input type="text"/>
Company Name	<input type="text"/>
Registration Number	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Add"/>	

No results found

- Click 'Add', select a lessee Type and click 'Add' again.

Insert

Type Please Select ▼

Insert

Type Please Select ▼

Please Select

Please Select

Business

Individual

- The lessee types have different capturing pages. Complete the required information and click on 'Add' again to save the new lessee.

- Business Lessee:

Business Lessee

Company Name <input type="text"/>	Registration Number <input type="text"/>
Company Type Please Select ▼	Physical Address <input type="text"/>
Postal Address <input type="text"/>	Domicilium citandi et executandi <input type="text"/>
Postal Code <input type="text"/>	Postal Code <input type="text"/>
Tel Number <input type="text"/>	Fax Number <input type="text"/>
Bank <input type="text"/>	Branch Code <input type="text"/>
Branch Name <input type="text"/>	Account Type Please Select ▼
Account Number <input type="text"/>	
<input type="button" value="Add"/>	

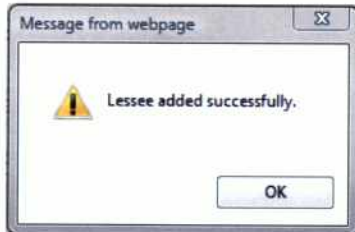
- Individual Lessee:

Individual Lessee

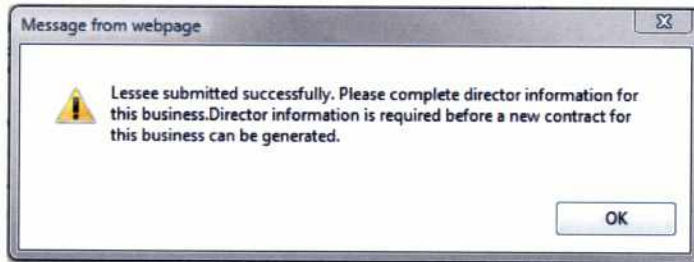
ID Number <input type="text"/>	Override <input type="checkbox"/>
Name <input type="text"/>	Surname <input type="text"/>
Tel Number <input type="text"/>	Cell Number <input type="text"/>
Fax Number <input type="text"/>	Physical Address <input type="text"/>
Postal Address <input type="text"/>	Domicilium citandi et executandi <input type="text"/>
Postal Code <input type="text"/>	Postal Code <input type="text"/>
Bank <input type="text"/>	Branch Code <input type="text"/>
Branch Name <input type="text"/>	Account Type Please Select ▼
Account Number <input type="text"/>	



- After all the information has been completed successfully select the 'Add' button to submit information.
- The following messages should appear:
- Individual Lessee:



- Business Lessee:



- More buttons are now available and the user may now either 'Close' the page or 'Update' the lessee's records with new information and / or 'Add Supporting Documents' before closing.
- After the lessee has been added, the following links are available to respective types of lessees.

- Individual Lessee buttons:



- Business Lessee buttons:



- Note:** Information for at least one Director must be added against the Business Lessee in order to generate a contract. More than one Director's particulars can be added, but the particulars of the first one added will be populated to the contract as the person mandated to sign. A Director can also be an Individual Lessee.

- To add a Director, click the 'Add Director' button.
- In the popup window, first search if the Director's ID number is not already on the lessee database by filling in the ID Number or part thereof and clicking on the 'Search' button.
- If the Director is not on the database, click the 'Add New' button to add a new Director.

Add Director

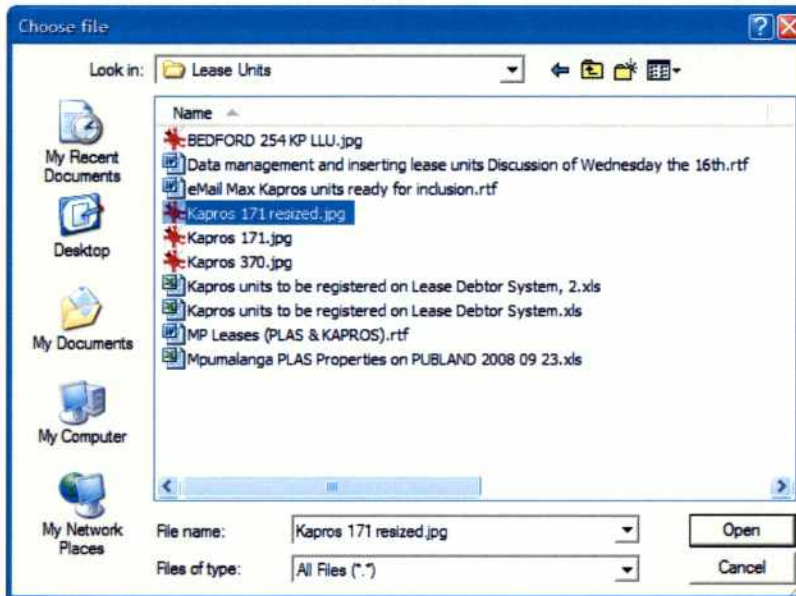
ID Number



- ❑ When adding a Director, a popup page similar to the Individual Lessee page must be filled in.
- ❑ To add a document to the lessee's records, click the 'Add Supporting Document' button.
- ❑ Fill in the document's Description and select the File Type from the drop-down list.

Description	File Type	Path
	Please Select ▾	

- ❑ To select the file to be uploaded, the file path must be specified in the 'Path' field by clicking on the 'Browse' button and then selecting the desired file in the 'Choose file' popup.
- ❑ Click on 'Open' in the 'Choose file' popup and the file path will be displayed in the above window.



- ❑ Click on the 'Save' button.
- ❑ Once uploaded, the document(s) will be listed and can be viewed by clicking the relevant hyperlink.
- ❑ The 'File Download' popup will appear with the option to open or save the document.





4.3 How do I check whether or not a lease has been registered on land?

- Search for a property.
- If a lease is registered on that land, the 'View' button will be active next to the 'Lease' field on the land information page.

F03200250000069900000

Page 1 of 1

PROVINCE	FREE STATE	USER DEPARTMENT	
DISTRICT MUNICIPALITY	MOTHEO DISTRICT MUNICIPALITY	PROPERTY TYPE	ERF
LOCAL MUNICIPALITY	MANGAUNG LOCAL MUNICIPALITY	LAND USE	
MAGISTERIAL DISTRICT	THABA'NCHU	RESERVED FOR	
TOWN NAME/REG DIV/AH/SS	THABA'NCHU	VESTING STATUS	NATIONAL
PARCEL(FARM/ERF NO/SS NO)	699	DISPOSAL APPROVED	
PORTION / SS UNIT NO	0	APPLICATION	View
UNIT NO	000	LAND CLAIMS	
REMAINDER		POWER OF ATTORNEY	
FARM NAME		LEASE	View
AREA (HA)	4.7600	SG OFFICE	F
SUGGESTED AREA (HA)	0.0476	MAJOR REGION	032
TITLE DEED NO	T200/1984BP	MINOR REGION	0025
SG DIAGRAM NO	T5624Q/1B99BP	PARCEL(FARM/ERF NO/SS NO)	00000699

[Public Land Data](#) : [Public Land Information](#)

- Click the 'View' button to view the contract particulars.

4.4 How do I check what land is being leased by an individual or business?

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.
- Enter particulars or part thereof of individual or business in one of the fields and click 'Search'. (Business searched in example below.)
- The relevant leased land will be listed and the hyperlink can be selected to view it.

Enquiry Management

My Projects

Debtor Number

GIS Key

Inspection Capture Date

Lessee Name

Lessee Surname

Id Number

Company Name

Registration Number

Debtor Number	Land	Inspection Capture Date	Individual Lessee	Business Lessee	Time Remaining on lease	Status	Start Date	End Date
EC101161	F02500010000006800000	N.A.	N.A.	P Holdings	2 months and 26 days	Draft	07/08/2008	08/08/2009



4.5 How do I search for a contract?

4.5.1 Method 1 – My own contracts:

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Select and enter any known information for a specific contract in any one of the fields.

Contract Management

Contract Type	Please Select	▼
Contract Status	Please Select	▼
Debtor Number	<input style="width: 90%;" type="text"/>	
Company Name	<input style="width: 90%;" type="text"/>	
Lessee Name	<input style="width: 90%;" type="text"/>	
Lessee Surname	<input style="width: 90%;" type="text"/>	
Registration Number	<input style="width: 90%;" type="text"/>	
<input type="button" value="Search"/>		

- Note:** In the text fields, only the first part of a name ('string') is required. The search is filtered more precise though, when exact full particulars is given.
- Click on the 'Search' button to show search results.

Contract Management

Contract Type	All	▼
Contract Status	Please Select	▼
Debtor Number	<input style="width: 90%;" type="text"/>	
Company Name	<input style="width: 90%;" type="text"/>	
Lessee Name	<input style="width: 90%;" type="text"/>	
Lessee Surname	<input style="width: 90%;" type="text"/>	
Registration Number	<input style="width: 90%;" type="text"/>	
<input type="button" value="Search"/>		

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
EC101161	P Holdings	Agricultural lease with option to purchase	Draft	2 months and 26 days	07/08/2008	select

- To view / edit contract details, click on the underlined 'select' hyperlink which can be found on the search result page to the right of each result in the table.



- Click on 'Edit Contract' to view more details of the contract or edit it.

Contract Details

Contract Status	Draft	
Exercised Option to Purchase		
Debtor Number	MP603148	
Lessee Name	TEST TEST	
Lessee Type	Individual	
Contract Type	PLAS lease without option to purchase	
Contract Amendments	<div style="border: 1px solid #ccc; width: 150px; height: 40px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Add Amendment View Amendment </div>	
Start Date	01/02/2010	
End Date	30/11/2010	

Contract Edit

Edit Contract

Contract Info

View Generic Doc

Generate Draft Contract

Generate Final Contract

View Checklist

Contract Details

Refer Contract

State Land Manager

Legal

4.5.2 Method 2 – All contracts within my geographic area:

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.
- To search for **only** 'My Projects', the check box must be checked.
- To search for **all** the contracts in the current user's geographic area, remove the 'My Projects' check mark by clicking on it and specify the first part of your province's debtor number, e.g. 'EC', and click on 'Search'.
- To narrow down a search, enter any known Lessee, Lessor or Contract information or part thereof on the search page and click the 'Search' button.

Enquiry Management

My Projects

Debtor Number

GIS Key

Inspection Capture Date

Lessee Name

Lessee Surname

Id Number

Company Name

Registration Number

Debtor Number	Land	Inspection Capture Date	Individual Lessee	Business Lessee	Time Remaining on lease	Status	Start Date	End Date
EC100665	C11700000000001500000	N.A.	Colin Sakhela Tsheke	N.A.	2 months and 18 days	Captured	01/06/2006	31/07/2009

- To view a contract's particulars, click on the hyperlinked Debtor Number.



4.6 How does the Capturer capture a new lease contract?

- To generate a contract - go to 'Land Administration > Leasing Debtor System > Contract Management > Add Contract' on the main menu. **You can only capture a contract if you have Capturer rights.**
- **Tip:** Check if the property's land information is on the LAW database and if it is correct (e.g. title deed number) by viewing the land information **before** capturing a contract. The same principle applies to the lessee.
- Land data is sorted by Land Management Class (LMC – e.g. PLAS) and a single LMC has to be selected before the property information can be specified. Complete the rest of the required information and click 'Next'.

- **Note:** The lessee name and land parcel will automatically be added when they are searched and selected from the relevant search results. By clicking "Search" (after a selection has already been made) the previous selections will be cleared and replaced by the new selection, e.g. if an incorrect property or lessee have been selected.
- **Note:** The Lessor Person (Delegated Authority) selected must be the person that will sign the contract. The list of Delegated Authorities will be maintained by the System Administrator. When the contract is referred for authorisation and activation the State Land Manager will receive it in his inbox. See: 4.11 [How does the State Land Manager authorise contracts?](#)
- **Note:** The lessee type will automatically be populated when the lessee name has been added.



- **Note:** The Debtor Number can **either** be generated manually by clicking the 'Generate Debtor Number' button – it is good practice to note the number for future reference - **or** it will automatically be generated when clicking the 'Next' button. **DON'T** manually generate the debtor number for renewal contracts – a **new** number will result.
- If the land information is not found on the database, click on the 'Request for Adding' button, fill in the known particulars of the property, and click on 'Submit'. The System Administrator will receive the enquiry and you can proceed with capturing the contract once the LAW database has been updated.

- Click 'Save' **before** completing particulars on the second page (financial information) of the contract. The details to be completed on the second page relates to the contract type that was selected.

- When completed, again click 'Save' to save the contract or click 'Back' to change or add information on the previous page. After changing anything on the first page, you must **always** check the information on the second page **and** save the contract.
- **Note:** The filled out contract details will be **lost** if you did not save it and you will not be able to find the contract.



4.7 How does the Project Officer edit a contract?

- Note:** Editing of a contract can only be performed by the specific Project Officer assigned to the contract when the status of the contract is 'Draft'.
- Search and select a required contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on the 'Edit Contract' button.

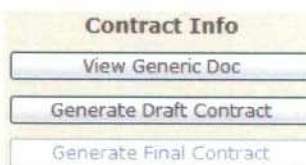


- The contract will now become editable. Change the required fields on the first page and click on 'Next', and change the relevant fields on the second page, then select the 'Save' button at the bottom of the second page to save the new information.

Capture Contract	
Start Date	01/02/2010
End Date	30/11/2010
Duration	10 months
Lessee Type	Individual
Lessee Name	TEST TEST <input type="button" value="Search"/>
Land Management Class	State Land (other)
Land Parcel	Captured <input type="button" value="Search"/> <input type="button" value="View"/> <input type="button" value="Property Enquiry Form"/>
Contract Type	PLAS lease without option to purchase
Lessor Department	DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (MPUMALANGA PLRO)
Lessor Person (Delegated Authority)	Elleck Sam Nkosi
Project Officer	Proj Officer

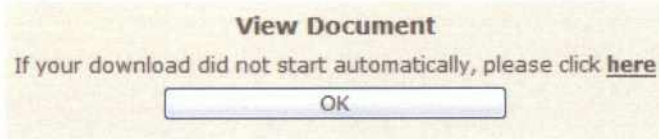
4.8 How does the Project Officer generate a draft contract?

- Note:** To generate a draft contract, the status of the contract must be 'Captured'.
- Search and select the relevant contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on the 'Generate Draft Contract' button.

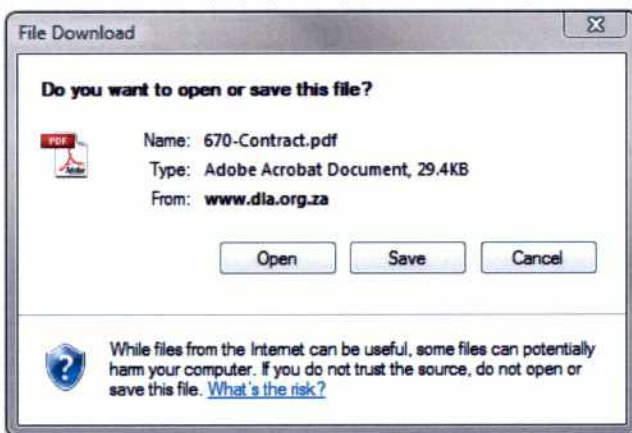




- A PDF document will open in a new window. If the document did not open automatically, click on the 'here' hyperlink to open it. It is **important not to skip** opening the contract as this generates and saves the Draft view.



- The 'File Download' popup will appear with the option to open or save the document.



- The Draft Document looks as follows;



- Close the new window and click on 'OK' to exit.
- The contract status now changed to 'Draft' and the Contract Info button to 'View Draft Contract' after it was generated.





4.9 How does the Project Officer refer a contract to Legal or the State Land Manager?

- Search and select a required contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on the relevant button to refer the contract to relevant role player depending on the type of action that is needed.

Refer Contract

- A draft contract can be referred to the Legal Officer for addendums to the standard contract.
- A draft contract can be referred to the State Land Manager for printing authorisation of the contract. The compulsory fields on the 'Electronic Checklist' have to be ticked and where applicable comments added by the project officer before referral of the contract.

Electronic Checklist (MP603147)

I, Proj Officer, confirm that I have given due consideration to the following aspects listed below:

Tick	Item	Overridden	Override Motivation Comments
<input type="checkbox"/>	Lessee / Director ID No correct	<input type="checkbox"/>	
<input type="checkbox"/>	Rental Amount correct and based on correct figures	<input checked="" type="checkbox"/>	captc - 03/09/2010 11:55:53 Too much, veld destroyed by fire
<input type="checkbox"/>	Termination date correct	<input type="checkbox"/>	
<input type="checkbox"/>	Business Registration No correct	<input type="checkbox"/>	
<input type="checkbox"/>	The DA is duly authorised to grant this agreement for the specified contract duration	<input type="checkbox"/>	
<input type="checkbox"/>	Correct Properties/ Units selected and Land Description(s) correct	<input type="checkbox"/>	
<input type="checkbox"/>	All substantiating documents have been uploaded to the System (ID Document, Director's PoA, valuation report, etc)	<input type="checkbox"/>	

- After referral to the State Land Manager the contract status will change to 'Awaiting Printing Authorisation'.
- A **final** contract can later be referred to the State Land Manager for final authorisation (activation) of the contract on the system after Printing Authorisation was given and the Delegated Authority signed the contract hard copy.



- ❑ Several amendments can be made. Their titles will be listed in the 'Contract Amendments' field. Don't copy and paste text from software such as MS Word as it contains hidden coding that is incompatible.
- ❑ To edit an existing amendment, highlight the required amendment and click on the 'View Amendment' button.

- ❑ To delete the amendment, click on the additional 'Delete Clause' button on the amendment page.

- ❑ View a Draft Contract by using the 'View Draft Contract' button.
- ❑ Refer the contract back to the Project Officer when all amendments are done.
- ❑ The status of the contract will change back to 'draft'.

4.11 How does the State Land Manager authorise contracts?

- ❑ **Note:** The State Land Manager will be able to view contracts in his inbox which is shared with other State Land Managers within the same province. The relevant Delegated Authority's name should be selected from the drop-down list when the contract details are completed by the Capturer. This will ensure that the correct Delegated Authority name is displayed on the contract.
- ❑ Log in as a State Land Manager.
- ❑ Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- ❑ The State Land Manager views the contracts grouped by their status in the inbox.

Contract Management		
State Land Manager		
Contracts awaiting printing authorisation	64	View
Contracts ready for signature	186	View
Active	908	View
Terminated	704	View
Expired	199	View



- Click on the relevant active 'View' button to see a table with all contracts listed for a specific contract status.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
FS201264	A.D Min	Agricultural lease with option to purchase	Awaiting printing authorisation	13 days	03/05/2009	select

- Click the 'select' hyperlink to view the relevant contract.

Contract Details

<p>Contract Status: Awaiting printing authorisation</p> <p>Exercised Option to Purchase: <input type="checkbox"/></p> <p>Debtor Number: <input style="width: 100%;" type="text" value="NW703133"/></p> <p>Lessee Name: <input style="width: 100%;" type="text" value="Ronald Ramathodi Manzili"/></p> <p>Lessee Type: Individual</p> <p>Contract Type: Agricultural lease without option to purchase</p> <p>Contract Amendments: <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div></p> <p style="text-align: center; font-size: small;">Add Amendment View Amendment</p> <p>Start Date: <input style="width: 100%;" type="text" value="06/10/2009"/> <input type="button" value="Calendar"/></p> <p>End Date: <input style="width: 100%;" type="text" value="05/10/2012"/> <input type="button" value="Calendar"/></p> <p>Duration: <input style="width: 100%;" type="text" value="3 years"/></p> <p>Inspection: <input type="button" value="View"/></p> <p>View Financial History: <input type="button" value="View"/></p>	<p>Contract Info</p> <p><input type="button" value="View Generic Doc"/></p> <p><input type="button" value="View Draft Contract"/></p> <p><input type="button" value="Generate Final Contract"/></p> <p><input type="button" value="View Checklist"/></p> <p><input type="button" value="Contract Details"/></p> <p>State Land Manager</p> <p><input type="button" value="Authorise Printing"/></p> <p><input type="button" value="Decline Printing"/></p> <p><input type="button" value="Activate Contract"/></p> <p><input type="button" value="Terminate Contract"/></p>
--	--

4.11.1 Printing authorisation:

- The Project Officer must generate a draft contract and refer it to the State Land Manager for printing authorisation. The contract status is then 'Awaiting printing authorisation'.
- Click the 'Authorise Printing' or 'Decline Printing' buttons to allow or decline printing of a contract.

State Land Manager

- If printing is authorised, the contract status will automatically be updated to 'Ready for printing' and referred to the Project Officer.
- If printing is declined, the contract will also be referred to the Project Officer, but the contract status reverts to 'Draft'.
- The contract can also be **terminated** by selecting the 'Terminate Contract' button. See 4.13 below.



4.11.2 Activation authorisation:

- The Project Officer must generate a final contract first (see 4.12 below) and then refer it to the State Land Manager (contract status is 'Ready for signature') for activation authorisation.
- The State Land manager selects a contract which is ready for signature by clicking on the relevant 'View' button.

Contract Management		
State Land Manager		
Contracts awaiting printing authorisation	64	View
Contracts ready for signature	186	View
Active	908	View
Terminated	704	View
Expired	199	View

- Click the 'select' hyperlink to view the relevant contract.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
FS201264	A.D Min	Agricultural lease with option to purchase	Awaiting printing authorisation	13 days	03/05/2009	select

- Firstly select lessee and lessor signature dates by clicking the calendar icon at the bottom of the contract page.

Lessee Signature Date:

Lessor Signature Date:

Final Authorisation Date:

- Then click on the 'Activate Contract' button.

Contract Info

[View Generic Doc](#)

[View Draft Contract](#)

[View Final Contract](#)

[View Checklist](#)

[Contract Details](#)

State Land Manager

[Authorise Printing](#)

[Decline Printing](#)

[Activate Contract](#)

[Terminate Contract](#)



- The remaining compulsory field on the Electronic Checklist regarding the Delegated Authority being duly authorised to sign the contract has to be ticked by the State Land Manager before clicking on 'Activate Contract'.

Electronic Checklist (GP303157)

I, SL Manager, confirm that I have given due consideration to the following aspects listed below:

Tick	Item	Overridden	Override Motivation Comments
<input checked="" type="checkbox"/>	Lessee / Director ID No correct	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rental Amount correct and based on correct figures	<input type="checkbox"/>	
<input type="checkbox"/>	Termination date correct	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Business Registration No correct	<input type="checkbox"/>	
<input type="checkbox"/>	The Delegated Authority is duly authorised to grant this agreement for the specified contract duration	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Correct Properties/ Units selected and Land Description(s) correct	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	All substantiating documents have been uploaded to the System (ID Document, Director's PoA, valuation report, etc)	<input type="checkbox"/>	

- The contract status will then automatically be updated as 'Active'.

4.12 How does the Project Officer generate a final contract?

- Printing authorization must have been given by the State Land Manager and the status of the contract must be 'Print final contract' to generate a final contract.
- Log in as Project Officer.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select the relevant contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click the 'Generate Final Contract' button.

Contract Info



- At least one asset needs to be captured against **each** property on the contract in order to generate a final contract. If assets have not been captured against all land units, a final contract cannot be generated.

- If assets have already been captured, the text below will be displayed:

The contract status has been updated
If your download did not start automatically, please click [here](#)

OK

- It is **important** to click on the '**here**' hyperlink and to view the final contract as this generates and saves the Final Contract View which ensures that the final contract can again be viewed and printed later.
- **Or** if assets had not been captured on the properties before, click on the '**here**' hyperlink for quick access to the particular land asset details and capture an inspection from there.

Please ensure that an inspection is done on the lease area and completed on the system. Final contract generation will not be allowed without an associated inspection of the lease area.

Click here to capture: [here](#)

OK

- After assets have been captured, click on the 'Back to contract' hyperlink at the bottom of the page to return to the contract.

[Back to contract](#) || [History Report](#) || [Latest Asset Report](#)

- The final contract is generated after clicking on 'Generate Final Contract'.

Contract Info

View Generic Doc

View Draft Contract

Generate Final Contract

View Checklist

Contract Details

- It is **important** to click on the '**here**' hyperlink and to view the final contract as this generates and saves the Final Contract View which ensures that the final contract can again be viewed and printed later.

The contract status has been updated
If your download did not start automatically, please click [here](#)

OK



STANDARD CONTRACT: AGRICULTURAL LAND LEASE AGREEMENT

MEMORANDUM OF AGREEMENT OF LEASE (WITH AN OPTION TO PURCHASE)

BETWEEN THE

DEPARTMENT OF LAND AFFAIRS

Represented by DA 1 in his/her capacity as 2 , being duly authorised thereto

("the Lessor")

AND

A.D MIN
Identity Number **5005050505080**

- The contract status will then automatically be updated as 'Ready for signature' and referred to the State Land Manager's inbox for authorising activation.

4.13 How does the State Land Manager terminate a contract?

- Note: The State Land Manager may terminate a contract at any stage (status) when it is **in his inbox**.
- Log in as a State Land Manager.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.

OR

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.
- View and select the relevant contract from the list.
- Complete the following fields:
- 'Termination Effective' date – if it is longer than 30 days ago, 'Override Termination' must be ticked. Provide a motivation why it must be effective from a date longer than 30 days before.
- 'Termination Reason' – select from dropdown.
- 'Termination Motivation' – add own text if necessary to describe special circumstances.

Termination Date:	<input type="text"/>
Termination Effective Date:	<input type="text" value="30/06/2010"/>
	Override Termination <input checked="" type="checkbox"/>
Override Motivation	<input type="text" value="slm - 08/09/2010 12:50:49"/> <input type="text" value="Due to natural disaster, test test"/>
Termination Reason:	<input type="text" value="Mutual Consent"/>
Termination Motivation:	<input type="text" value="Test Blah blah"/>
<input type="button" value="Save"/>	

- The 'Termination Date' will populate automatically to reflect the current date.
- Click the 'Save' button. The 'Termination Date' is auto populated with the current date.



- Click on the 'Terminate Contract' button.

State Land Manager

Authorise Printing

Decline Printing

Activate Contract

Terminate Contract

- The compulsory field regarding the termination date on the 'Electronic Checklist' has to be ticked by the State Land Manager before clicking on 'Terminate Contract'.

Electronic Checklist (NW702985)

I, SL Manager, confirm that I have given due consideration to the following aspects listed below:

Tick	Item	Overridden	Override Motivation Comments
<input checked="" type="checkbox"/>	Lessee / Director ID No correct	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Rental Amount correct and based on correct figures	<input type="checkbox"/>	
<input type="checkbox"/>	Termination date correct	<input checked="" type="checkbox"/>	slm - 08/09/2010 12:50:49 Due to natural disaster, test test
<input checked="" type="checkbox"/>	Business Registration No correct		
<input type="checkbox"/>	The Delegated Authority is duly authorised to grant this agreement for the specified contract duration.		
<input checked="" type="checkbox"/>	Correct Properties/ Units selected and Land Description(s) correct		
<input checked="" type="checkbox"/>	All substantiating documents have been uploaded to the System (ID Document, Director's PoA, valuation report, etc)		

- The contract status will be updated automatically to 'Terminated'.



4.14 How does the State Land Manager indicate a lessee's intention to purchase?

- Note:** Currently no new contracts with an option to purchase are allowed according to policy.
- Note:** Contract status must be 'Active'.
- Note:** The status of the contract will remain the same after an option to purchase was submitted, as this is only an indicator of the lessee's intent.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract'.
- View and select the relevant contract from the list.
- Complete the Purchase Effective date for the contract.

Exercise Option To Purchase Date:

Option To Purchase, Effective Date:

- Click on the 'Option to Purchase' button.

Purchase

- Click OK to exit.

The option to purchase has been noted

- The 'Exercised Option to Purchase' tick box will automatically activate for Option to Purchase.

Contract Details	
Contract Status	Active
Exercised Option to Purchase	<input checked="" type="checkbox"/>

4.15 How do I print contract details or final contract?

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select a contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on the 'Contract Details' or 'View Final Contract' button to download the relevant document in pdf format.



Contract Info

View Generic Doc

View Draft Contract

View Final Contract

View Checklist

Contract Details

- The 'File Download' popup or bar will appear with the option to open or save the document.



4.16 How do I attach and view a document to a contract?

- See 2.6 above where four options are described against which documents can be uploaded and viewed while not capturing or editing, namely 'Land Parcel', 'Lease Contract', 'PSLVDC Application', and 'Asset'.
- For attaching documents to a contract, go to 'Public Land Data > View / Upload Document' on main menu and follow the steps detailed in 2.6.

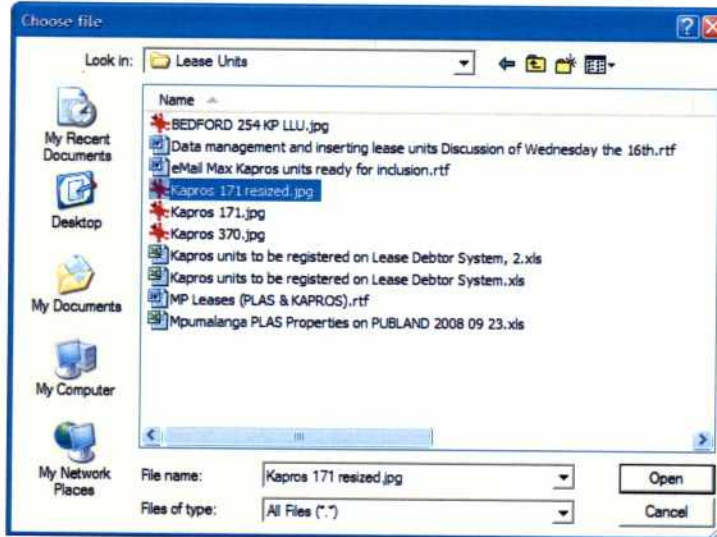
OR

- Go to 'Leasing Debtor System > Enquiry Management' on the main menu.
- Search and select a contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on 'Browse' button to insert the file path.

Attach Documents



- Click on 'Open' in the 'Choose file' popup and the file path will be displayed.



- Click on the 'Upload' button.
- Once uploaded, the document(s) will be listed and can be viewed by clicking the relevant hyperlink.



- The 'File Download' popup or bar will appear with the option to open or save the document.



4.17 How do I renew a contract?

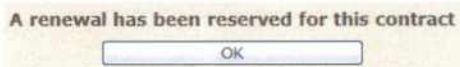
- Note:** Renewal of a contract can only be done when the contract status is 'Active' and the time remaining is either '6 (or less) Months to Expiry' or 'Expired'.
- Note:** The renewal option is **only an indicator** that the contract has been **earmarked** for renewal in favour of the current lessee. If the same land is assigned to another lessee (for a subsequent period) the Project Officer and Delegated Authority will be able to see that the land on this contract has been earmarked for renewal (for the existing lessee). The Project Officer and Delegated Authority will however still be able to assign land to the other (new) lessee. To allow the current lessee to 'renew' the current contract, a **new** contract has to be drawn up by capturing and activating a new lease contract. The old contract must be terminated before the new one can be activated. If the land and lessee are the same on the new contract as on the old one, the debtor number also stays the same, **except** if the 'Generate Debtor Number' button is clicked.



- Go to: 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select a contract. (See: 4.5 [How do I search for a lease contract?](#))
- At the Contract Info options on the contract details page click the 'Renew Contract' button. Renewal will automatically be **indicated** for the current lessee.



- The following message will be displayed to confirm that a renewal has been requested.



4.18 How do I print an 'Expiry' letter?

- **Note:** Printing an Expiry letter may only be done when the contract status is 'Active' and the time remaining is either '6 (or less) Months to expiry' or 'Expired'.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search and Select a contract. (See: 4.5 [How do I search for a lease contract?](#))
- On the lease contract page an 'Expiry' button will be available under the 'Notification letters'. Click on the 'Expiry' button.





- The 'File Download' popup or bar will appear with the option to open or save the document.



- To save the letter, click on the 'Save' button.
- Browse to the location to where the letter is to be stored, name the file and click 'Save' again.
- To open the letter, click on the 'Open' button.

DEPARTMENT OF LAND AFFAIRS
REPUBLIC OF SOUTH AFRICA
Private Bag X833, PRETORIA, 0001
Tel (012) 312 9397 / Fax (012) 312 8135

Enquiries:
Reference no:
Telephone:

Mr/Ms **A.D MIN**
Address: **AD 2341**

OFFICIAL NOTICE: EXPIRY OF LEASE CONTRACT

Re Lease Contract No: **FS201264**
Lessee name: **A.D MIN**
Property Description:

1) ERF 270, CLARENS, PROVINCE OF FREE STATE
MEASURING: 0.0798 (Zero Point Zero Seven Nine Eight) HECTARE
HELD BY DEED: T2173/1913

Your lease contract will expire on **31/05/2009** and you should timeously take steps to renew or cancel it. Please contact Mr/Ms **ADMIN 1** of **DEPARTMENT OF LAND AFFAIRS**, telephone: **123** on or before (3 months prior to expiry date)

Your co-operation is appreciated.

Kind regards

.....

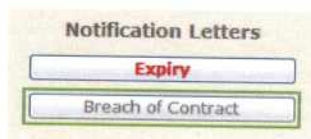
DIRECTOR GENERAL

DATE:

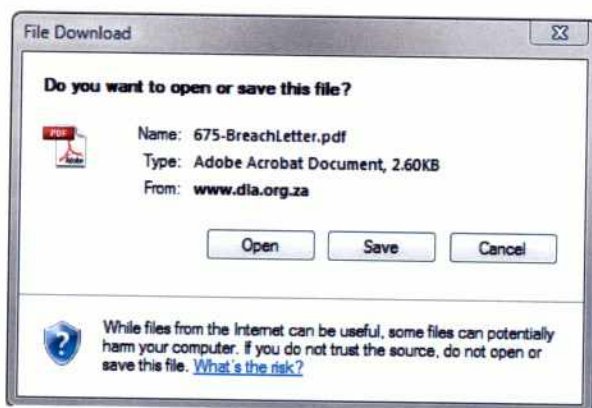


4.19 How do I print a 'Breach of Contract' letter?

- Note:** Printing a Breach of Contract letter may only be done when the contract status is 'Active' or 'Expired'.
- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract" on the main menu.
- Search and select the required lease contract. (See: 4.5 [How do I search for a lease contract?](#))
- On the lease contract page the 'Breach of Contract' button will be available under the 'Notification letters'. Click on the 'Breach of Contract' button.



- The 'File Download' popup or bar will appear with the option to open or save the document.



- To save the letter, click on the 'Save' button.
- Browse to the location to where the letter is to be stored, name the file and click 'Save' again in the 'Save As' popup window.
- To open the letter, click on the 'Open' button in the 'File Download' popup window.



DEPARTMENT OF LAND AFFAIRS

REPUBLIC OF SOUTH AFRICA

Private Bag X833, PRETORIA, 0001
Tel (012) 312 9397 / Fax (012) 312 8135

Enquiries:
Reference no:
Telephone:

Mr/Ms **A.D MIN**
Address: **AD 2341**

OFFICIAL NOTICE: BREACH OF LEASE CONTRACT

Re Lease Contract No: **FS201264**
Lessee name: **A.D MIN**
Property Description:

l) ERF 270, CLARENS, PROVINCE OF FREE STATE
MEASURING: 0.0798 (Zero Point Zero Seven Nine Eight) HECTARE
HELD BY DEED: T2173/1913

It has come to the attention of the **DEPARTMENT OF LAND AFFAIRS** that you have not adhered to the stipulations in your lease contract with regard to:

1. Payment of lease rental. You are in arrears for an amount of
for the period The last payment received from you was
on for the amount of
.....

2.

This is a final warning. You should contact the **DEPARTMENT OF LAND AFFAIRS** as soon as possible. Please contact Mr/Ms **ADMIN** 1. telephone 123. address within 14 days of the date of this letter to rectify the situation or to make arrangements. If no contact is made, further steps will be taken.

Your co-operation is appreciated.

Kind regards

DIRECTOR GENERAL

DATE:

4.20 How do I view the status and time left on my leases?

- Go to 'Land Administration > Leasing Debtor System > Contract Management > View/Edit Contract' on the main menu.
- Search for the required lease contract. (See: 4.5 [How do I search for a lease contract?](#))
- The contract status and remaining contract time can be found in the table provided.

Debtor Number	Lessee Name	Contract Type	Contract Status	Time Remaining on Lease	Contract Start Date	
EC101161	P Holdings	Agricultural lease with option to purchase	Draft	2 months and 25 days	07/08/2008	select
FS201167	Ntsholeng Isaac Dinake	Agricultural lease with option to purchase	Captured	Has expired.	22/02/2009	select
FS201172	Kgomotso Paul Ditshetelo	Business lease without option to purchase	Awaiting printing authorisation	Has expired.	23/02/2009	select
FS201261	A.D Min	Agricultural lease without option to purchase	Legal	1 month and 2 days	14/05/2009	select
FS201262	A.D Min	Agricultural lease without option to purchase	Awaiting printing authorisation	15 days	05/05/2009	select



4.21 How do I view the status and time left on all leases within my geographic area?

- Go to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.
- Search for the required lease contract. (See: 4.5 [How do I search for a lease contract?](#))
- To search for only 'My Projects' leave the default checked box as it is.
- To search for all the contracts in the current user's geographic area, remove the 'My Projects' check mark by clicking on it.
- Enter any known Lessee, Lessor or Contract information on the search page and click Search.

Enquiry Management

My Projects

Debtor Number

GIS Key

Inspection Date

Lessee Name

Lessee Surname

Id Number

Company Name

Registration Number

Debtor Number	Land	Inspection Date	Individual Lessee	Business Lessee	Status	Start Date	End Date
FS200664	F01500190000062600000	31/10/2007	Didi Koopman	N.A.	Active	01/12/2028	30/11/2029
FS200664	F01500190000062600000	20/11/2007	Didi Koopman	N.A.	Active	01/12/2028	30/11/2029
FS200805	F02600040000005900000	N.A.	De Wet Jansen	N.A.	Draft	01/11/2007	30/11/2007

- The Status, Start Date and End Date of a contract are available in the search results table.

4.22 How can I find out who the responsible Project Officer is for a contract?

- By going to 'Land Administration > Leasing Debtor System > Enquiry Management' on the main menu.
- Search for the required lease contract. (See: 4.5 [How do I search for a lease contract?](#))
- Click on the Debtor number to open the contract.

Debtor Number	Land
GP300505	T0I004740000004400000
GP300529	T0JR02700000010000000
GP300529	T0JR02700000010000000



- The name of the Project Officer will be indicated in the 'Project Officer' text box with the contract details.

End Date	30/11/2010
Duration	3 years
Inspection	View
View Financial History	View
Lessor Department	DEPARTMENT OF LAND AFFAIRS (GAUTENG PLRO)
Lessor Person (Delegated Authority)	Rachel M
Project Officer	NokwandaN

4.23 How do I generate SLLDS reports?

- Go to 'Reports > Lease Reports >' on the main menu.
- Select a report.

Report Management	
Reports	
Milestone Summary Report: Number of Contracts per Province	Select
Milestone Detail Report: Contracts	Select
Contract Type Summary Report: Number of Contracts (Status Report)	Select
Contract Type Summary Report: Number of Contracts (Activity Report)	Select
Contract Type Summary Report: Number of Properties and Extent (ha) per Province	Select
Property Detail Report	Select
Lessee Summary Report	Select
Lessee Detail Report	Select
Report on Lessees Captured	Select
Summary Lease Amount Report	Select
Report on Exceptions: Contracts	Select
Report on Exceptions: Lessees	Select
Leases per Project Officer and Delegated Authority	Select



OR

The screenshot shows a web application interface with a top navigation bar containing 'Reports', 'Policies', 'Links', 'Help', and 'Edit Profile'. A left-hand menu is expanded to show 'Lease Reports', which is highlighted. To the right of this menu, a list of reports is displayed, including 'Milestone Summary Report: Number of Contracts per Province', 'Milestone Detail Report: Contracts', 'Contract Type Summary Report: Number of Contracts (Status Report)', 'Contract Type Summary Report: Number of Contracts (Activity Report)', 'Contract Type Summary Report: Number of Properties & Extent (ha) per Province', 'Property Detail Report', 'Lessee Summary Report', 'Lessee Detail Report', 'Report on Lessees Captured', 'Summary Lease Amount Report', 'Report on Exceptions: Lessees', 'Report on Exceptions: Contracts', and 'Leases per Project Officer and Delegated Authority'. A 'Privacy Statement' link is also visible in the left-hand menu.

- Select a report via the menu items.
- Select a start and end date. Click 'Next'. (Some reports might not require the period selection).

The screenshot shows a form with two input fields: 'Period Begin:' and 'Period End:'. Each field has a calendar icon to its right. Below the fields are two buttons: 'Reset' and 'Next'.

- Filter according to Contract Type if required. Click 'Next'. (Some reports might not have all filters).

The screenshot shows a form titled 'Criteria'. It contains the following text: 'Period Begin=04/05/2009', 'Period End=13/05/2009', and 'Do you want to filter by Contract Type?'. There are two radio buttons: 'No Filter' (which is selected) and 'Contract Type'. At the bottom right, there are 'Reset' and 'Next' buttons.

- Highlight one choice on the left-hand side and populate it to the right with the single arrow, repeat the process with other items if necessary. To select all items, click on the double arrow. Click 'Next'.

The screenshot shows a form with the instruction: 'Please make your selection from The Contract Types below. Your selection will be used to filter your report results.' On the left, there is a list of contract types: 'Agricultural lease without option to purchase', 'Business lease with option to purchase', 'Business lease without option to purchase', 'Caretaker Agreement', 'Non Standard lease DLA receiving lease pay...', 'Non Standard long term lease DLA NOT rec...', 'PLAS lease without option to purchase', and 'Rental Agreement'. In the center, there are four arrow buttons: '<<', '<', '>', and '>>'. On the right, there is a text box containing 'Agricultural lease without option to purchase'. At the bottom right, there are 'Reset' and 'Next' buttons.



- Filter according to Contract Status if required. Click 'Next'.

Criteria

Type=Agricultural lease without option to purchase
 Period Begin=14/07/2005
 Period End=05/05/2009

Please make your selection from **The Contract Status** below. Your selection will be used to filter your report results.

Awaiting printing authorisation Captured Draft Expired Contract Legal Print final contract Ready for signature Terminated	< >	Active Expired Contract
---	-----	----------------------------

- Select either the Magisterial District or District Municipality to filter by. Click 'Next'.

Criteria

Type=Agricultural lease without option to purchase
 Status=Active
 Status=Expired Contract
 Period Begin=14/07/2005
 Period End=05/05/2009

Do you want to filter by **Magisterial District** or **District Municipality**?

District Municipality
 Magisterial District

- Filter the required geographic information by highlighting a name and moving it to the right with the arrow (>). Click 'Next'.

Criteria

Type=Agricultural lease without option to purchase
 Status=Active
 Status=Expired Contract
 Period Begin=14/07/2005
 Period End=05/05/2009

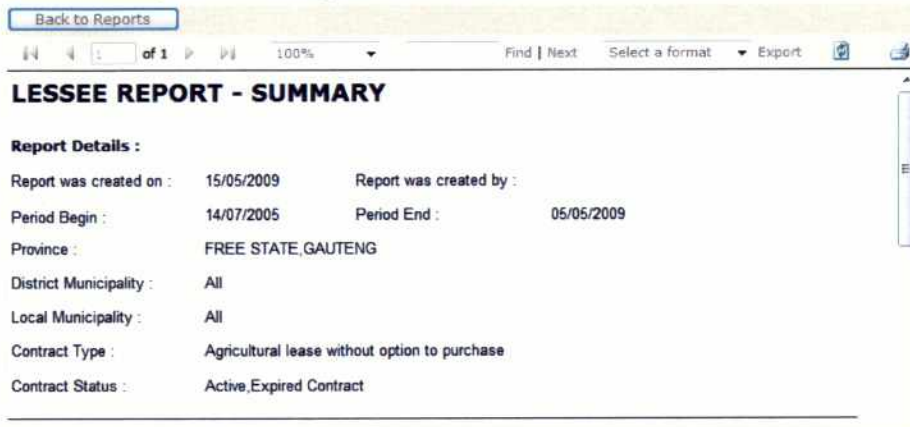
Please make your selection from **The Provinces** below. Your selection will be used to filter your report results.

FREE STATE GAUTENG KWAZULU / NATAL LIMPOPO MPUMALANGA NORTH WEST NORTHERN CAPE WESTERN CAPE	< >	FREE STATE GAUTENG
---	-----	-----------------------

- Note:** A report may be generated from any Geo filter. When the 'Report' button appears the report can be drawn.



- Click on the 'Report' button to generate the report.



4.24 How do I export and print reports?

- The report is exported by selecting the format as 'Acrobat (PDF) file' and clicking 'Export'.



- A window or bar will appear with download options.



- The document is opened by any PDF reader software such as Adobe Acrobat Reader and can then be printed from there.