

Introduction

LeaseControl has many functions which assist in maintaining the structure and integrity of your data. This provides confidence that you are capturing data consistently and have accurate reporting.

Data is input into the system via forms with integrated dropdown boxes, where required options may be selected. These improve efficiency and consistency throughout the database.

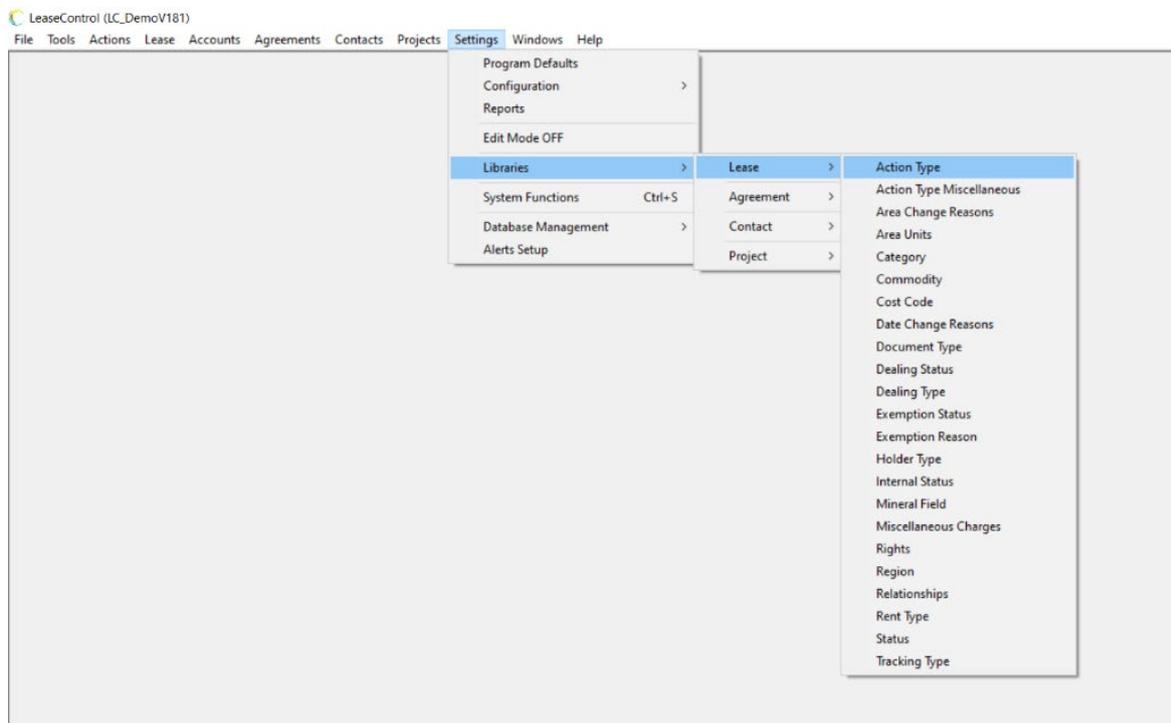
Libraries are one of the functions that constrain data and keep everyone using consistent conventions for fields such as Company Name, Contact, Agreement Type, Action Type and many others.

This quick guide steps through where to find these libraries and how to edit.

Libraries Function

Dropdowns are populated from libraries. These are linked to libraries which contain the options you can select.

The multiple Libraries, split by functional area, correspond to the individual data columns present in the browser grids. An example is shown below;



If the field you are trying to enter does not have the term you require, it is likely that your required term is not already present in the library.

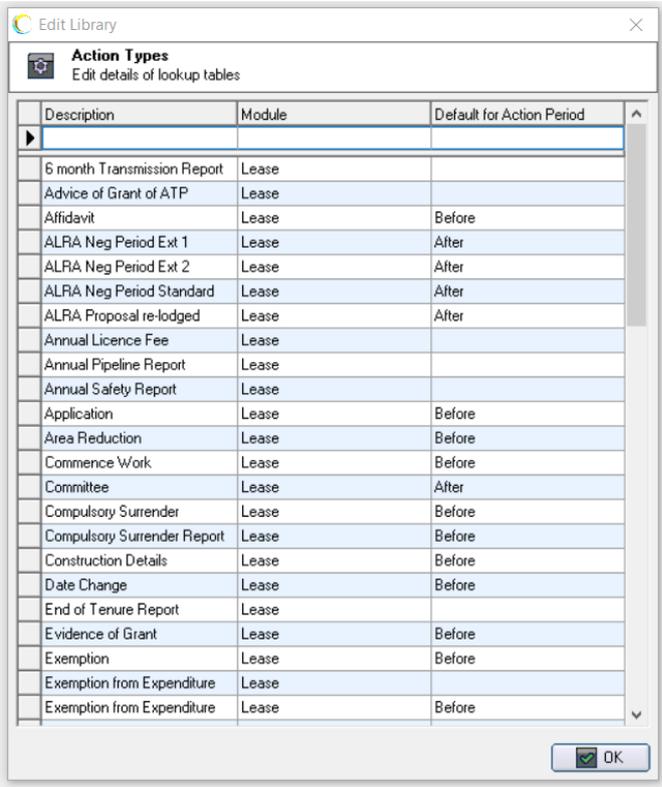
Creating a new library entry

To create a new library entry, you will need Administrator rights.

- a) Open the Edit Library screen
- b) Your new record will be entered into the top blank field
- c) Enter the required Description
- d) Select the module as required
- e) Enter data in other fields as required
- f) Select OK.

Now anytime you open the dropdown for that column your new record will appear!

Example Edit Library Screen



The screenshot shows a window titled 'Edit Library' with a sub-header 'Action Types' and the instruction 'Edit details of lookup tables'. Below this is a table with three columns: 'Description', 'Module', and 'Default for Action Period'. The table contains 20 rows of data, each representing a different action type. An 'OK' button is located at the bottom right of the window.

Description	Module	Default for Action Period
6 month Transmission Report	Lease	
Advice of Grant of ATP	Lease	
Affidavit	Lease	Before
ALRA Neg Period Ext 1	Lease	After
ALRA Neg Period Ext 2	Lease	After
ALRA Neg Period Standard	Lease	After
ALRA Proposal re-lodged	Lease	After
Annual Licence Fee	Lease	
Annual Pipeline Report	Lease	
Annual Safety Report	Lease	
Application	Lease	Before
Area Reduction	Lease	Before
Commence Work	Lease	Before
Committee	Lease	After
Compulsory Surrender	Lease	Before
Compulsory Surrender Report	Lease	Before
Construction Details	Lease	Before
Date Change	Lease	Before
End of Tenure Report	Lease	
Evidence of Grant	Lease	Before
Exemption	Lease	Before
Exemption from Expenditure	Lease	
Exemption from Expenditure	Lease	Before

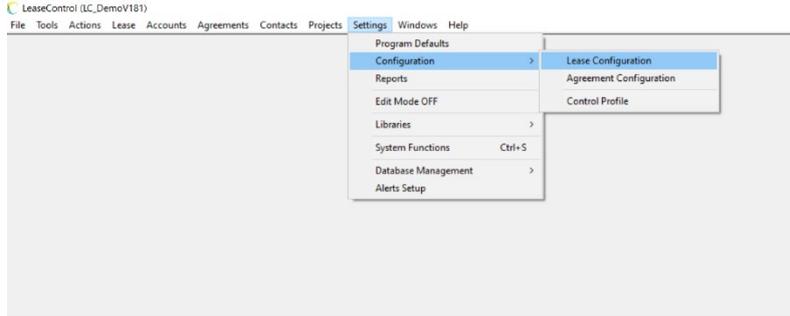
Note: There are three drop downs that are populated outside of the Settings -> Libraries view. These are:

Lease Record -> Locality

Lease Record -> Lease Type

Agreement Record -> Type

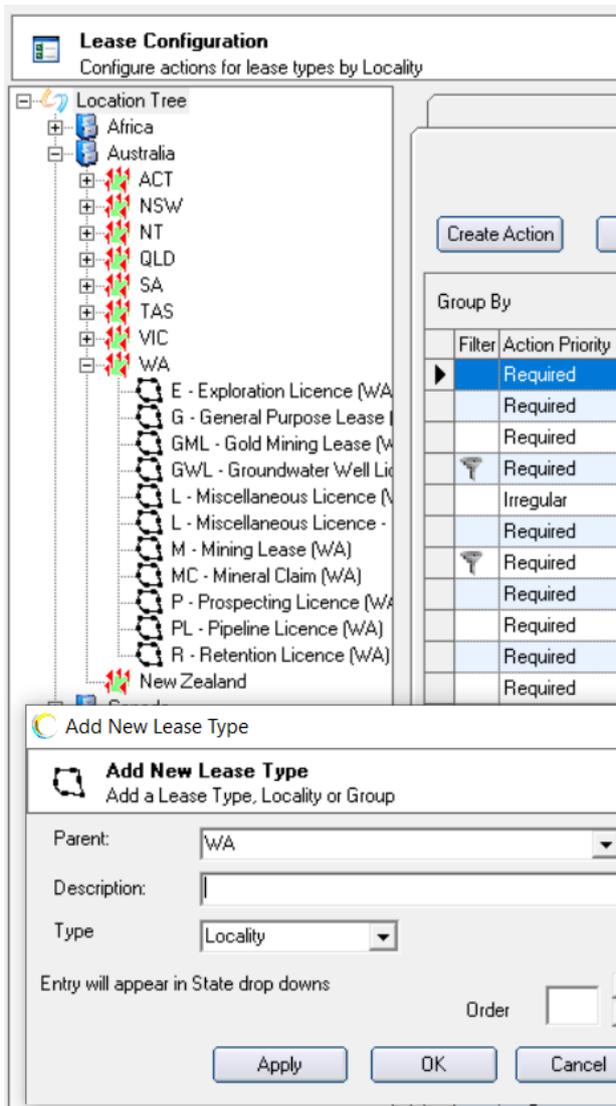
These can be modified via Settings -> Configurations -> Lease Configuration or Agreement Configuration as appropriate.

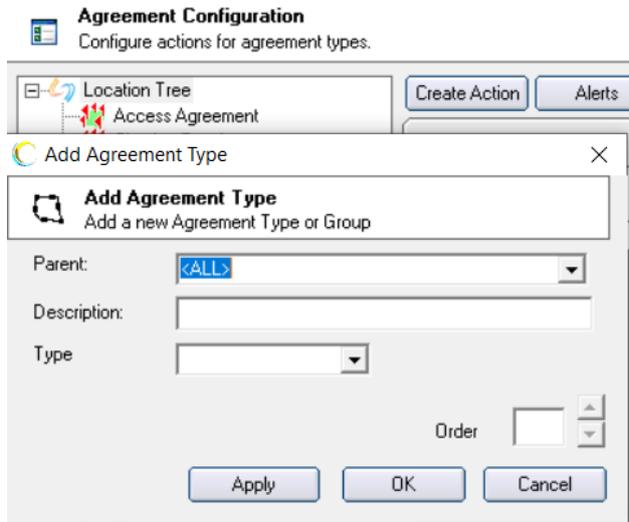


New records will need to be entered into the Location Tree which is part of the LeaseControl action generation process.

Right click on the Location Tree (top left of screen) and select New.

Enter your Locality and Lease Type or alternatively Agreement Type as required.





It is recommended that before entering new leases or agreements, or even Contacts or Projects, to update your drop-down terms prior to navigating to the Add New option. Considering the relationships of these modules to one another, an effective workflow would be to update in the following order:

1. Drop down items in Configurations
2. Libraries
3. Contacts
4. Projects
5. Then proceeding to your new lease or agreement entry

Troubleshooting

If you are unable to edit data in any of the LeaseControl grids or the new blank data row is not appearing for your specific grid, it is likely that Edit Mode is switched off.

Edit Mode is by default turned off as a security measure to avoid inadvertently changing critical data in the system.

To begin editing simply click the red padlock to change it to green and away you go!



Edit Mode is located in the bottom right hand screen on every page of LeaseControl.

If you have any questions on how to use libraries or any other functionality within the solution to help improve your workflows, please contact us servicedesk@maxgeo.com.