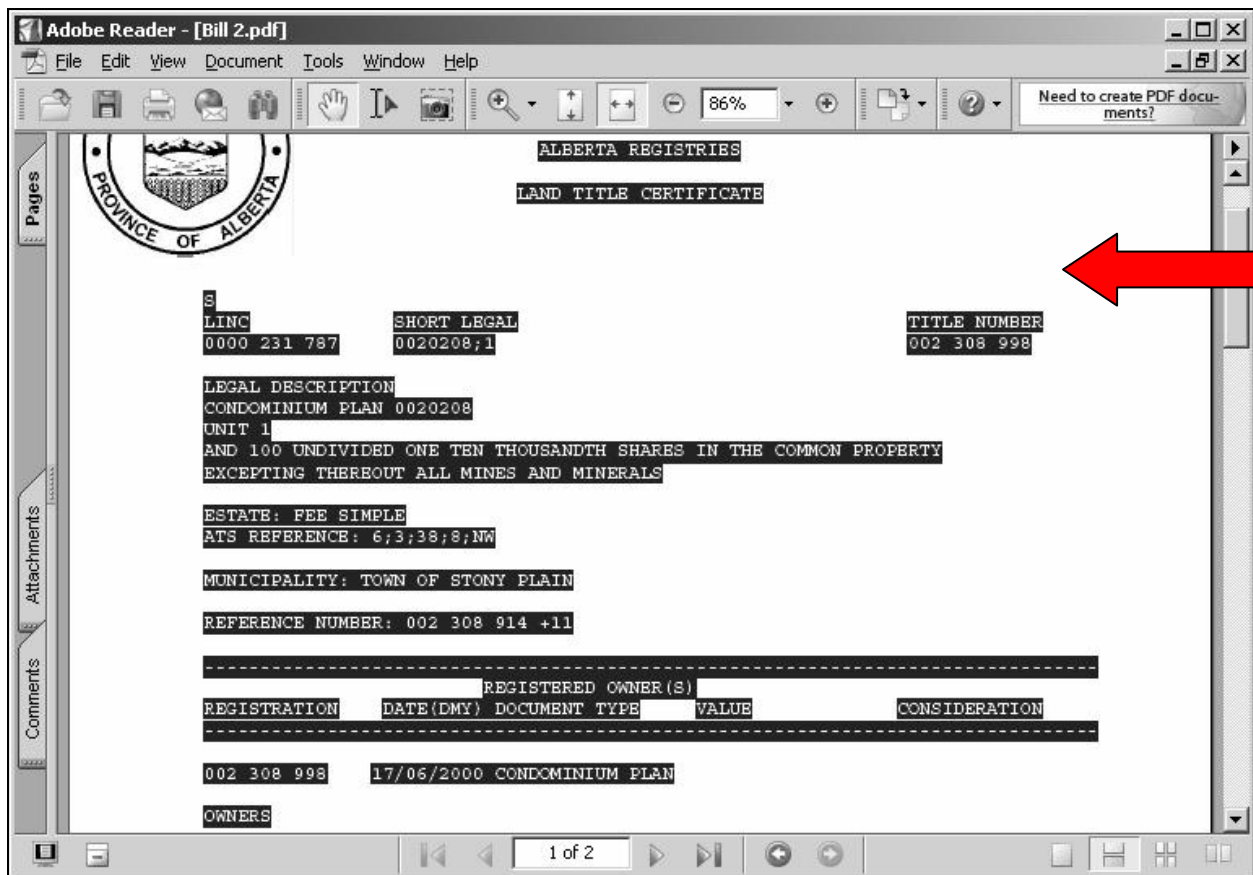


Importing Title Searches From The Spin II System into RealtiOnlineWeb

The new Multiple Title Import feature gives you the ability to not only bring from the SPIN system, as many titles as you need to on any given property, it also gives you the ability to bring in multiple encumbrances on each one. In addition, once you bring in the encumbrances, you can have the system move each one to the type of issue to which it belongs.

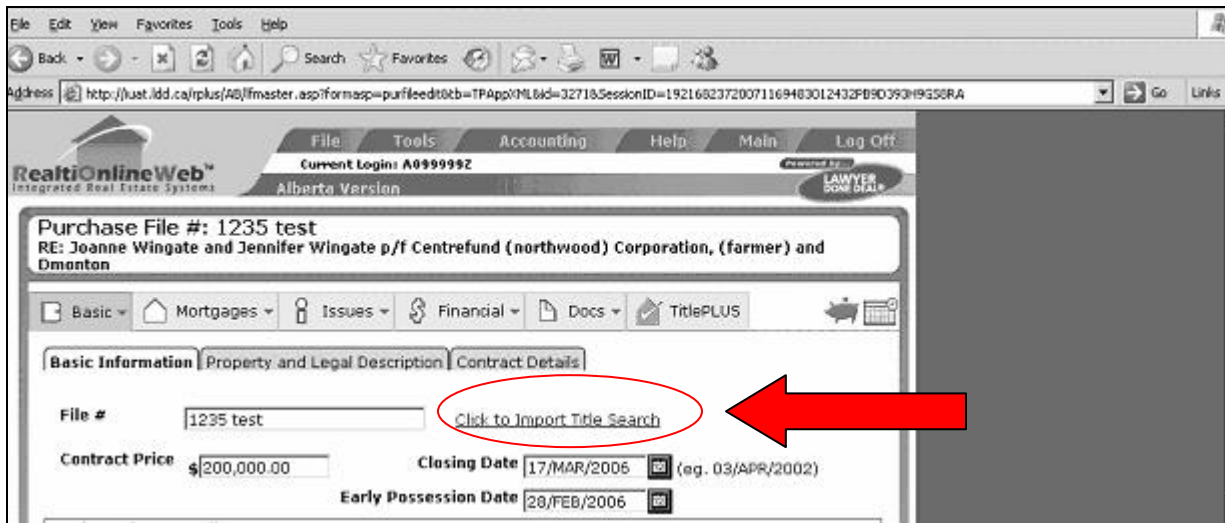
How to Import Multiple Titles

1. Do the title search in Alberta Online in the SPIN II system following your usual procedures.
2. Once you are on the search page which is in PDF format, click **CTRL+A** to select the text, or right click and **Select All**.

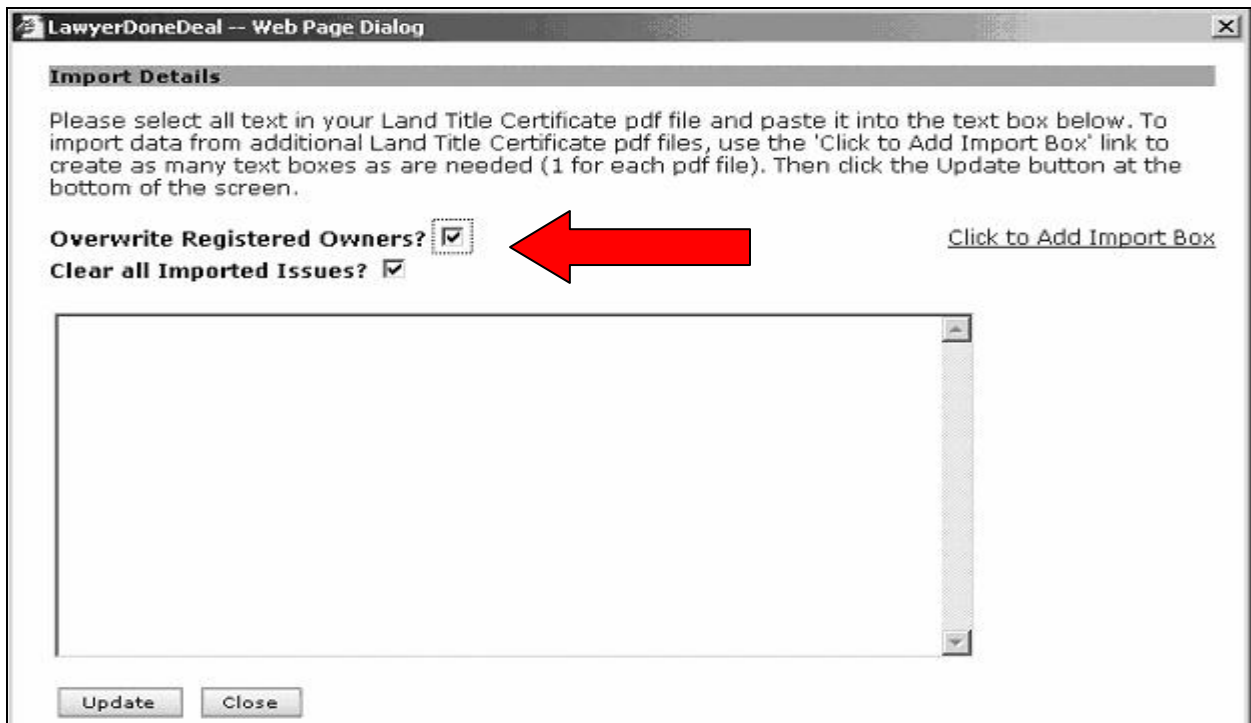


3. Click **CTRL+C** to copy all the text.
4. In RealtiOnlineWeb Select the file to which this search belongs.

5. Under the Basic button in Basic Information there is a [Click to Import Title Search](#) button, click on it.

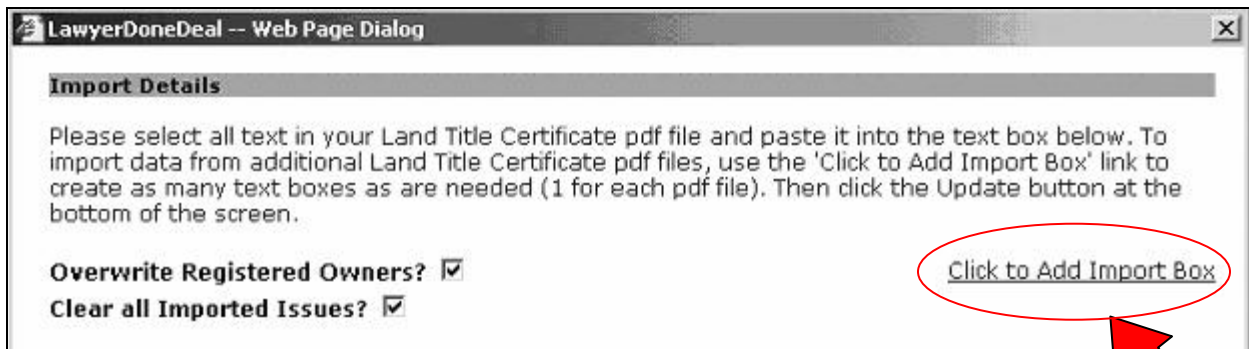


6. Paste the search in the Import Details Window either by clicking **CTRL+V** or right click and select **Paste**.
7. If you want to overwrite the registered owners entered in the Transferor's field you should check mark the **“Overwrite Registered Owners?”** And if you want all the earlier imported Issues to be deleted from the Imported Issues list you should check **“Clear all Imported Issues?”**

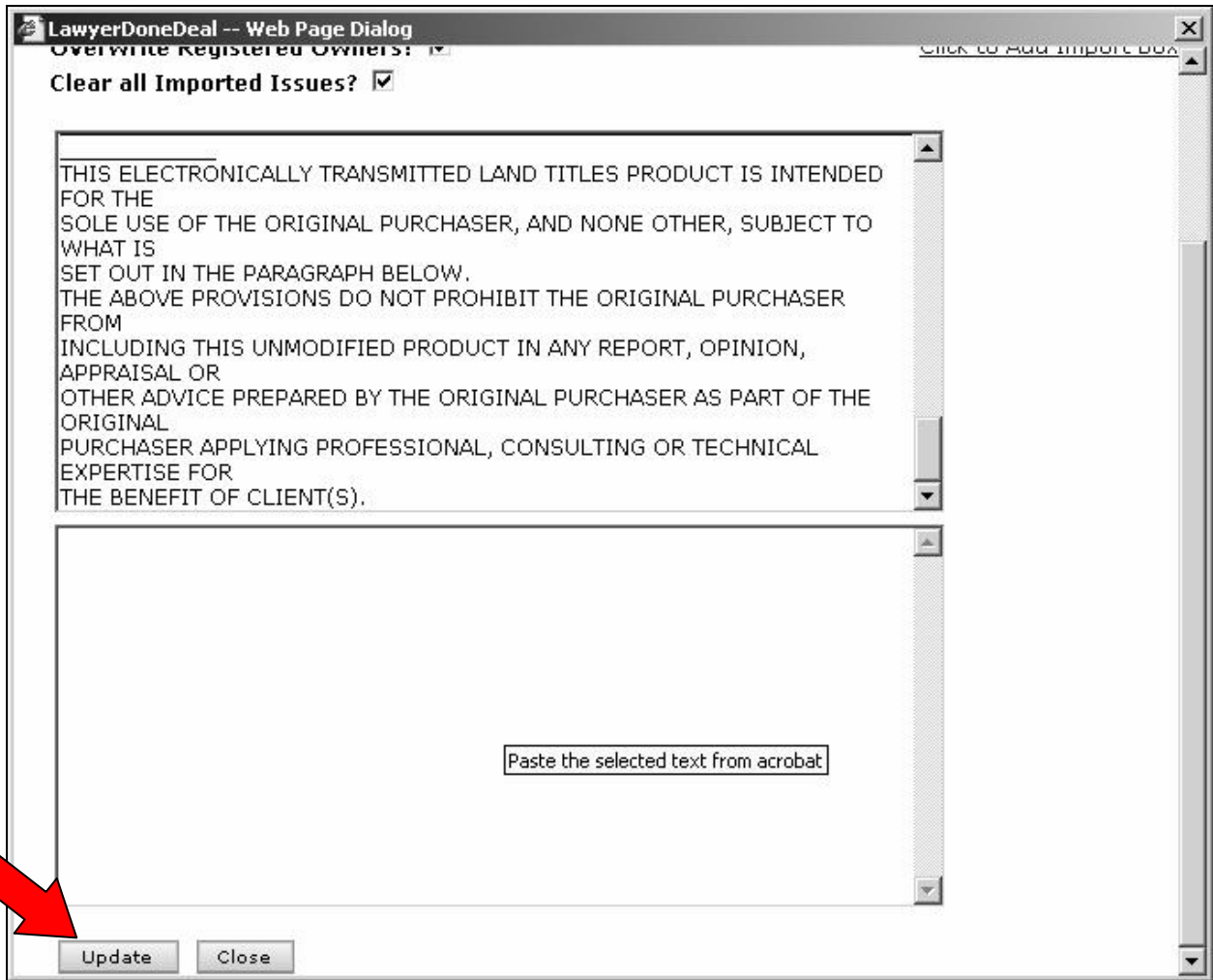




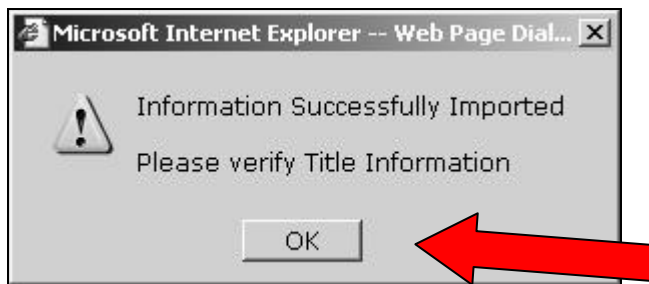
8. To add another search in RealtiOnlineWeb, click on [Click to Add Import Box](#), which will open another text box. By repeating the procedures 1 through to 6 you can import multiple searches.



9. After pasting the information in the Import details window, click outside the window and then click to save the search.

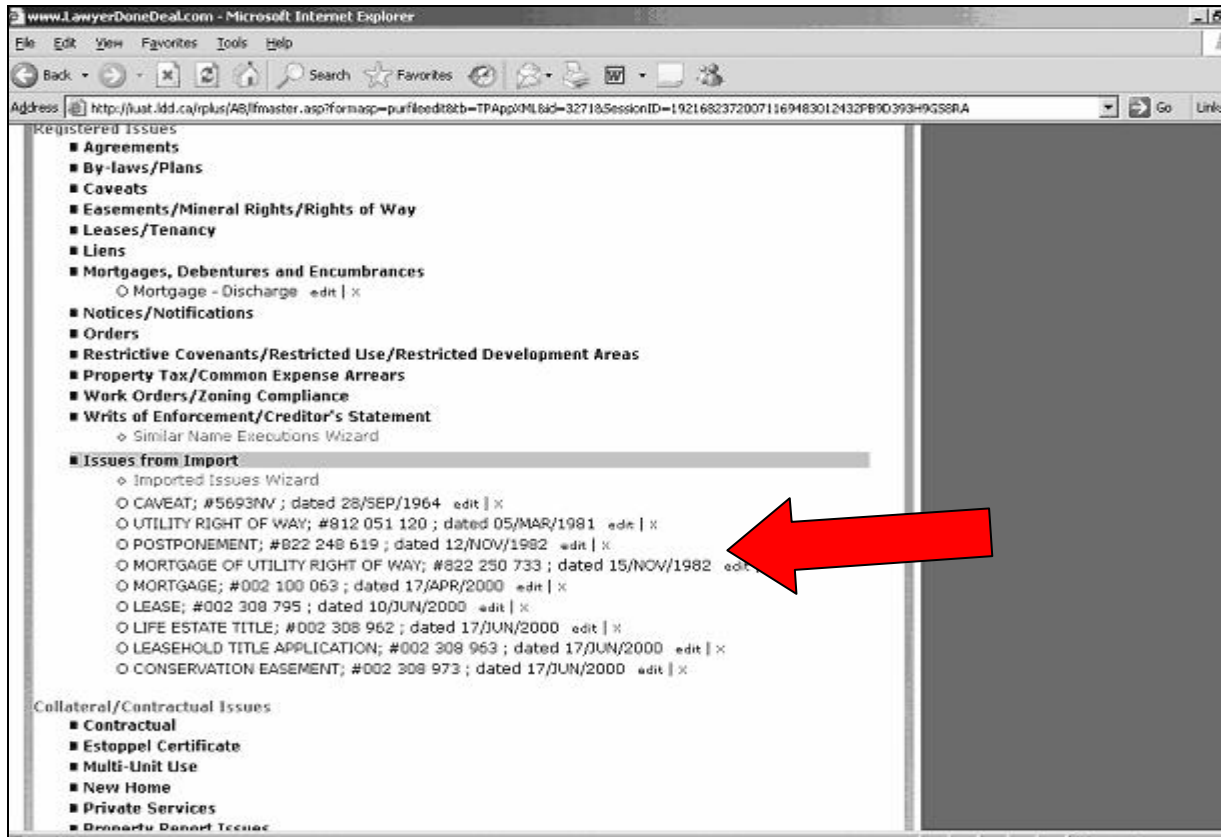


10. Click when you get the pop up window saying Information Successfully Imported.



11. Once you click all the text from the text box is gone.

12. When you go to the Issues you will see a list of issues from your search under the **Issues from Import** heading.



13. You can click on **edit** to the right of any issue under this list and add any additional information or activate which documents you want this information to go in.




14. If you want a particular issue to show up in some other type of issue e.g.: if you want to move **Utility right of way** to be moved under **Easements** you would click on
 ◇ Imported Issues Wizard

15. In this wizard, there is an **Action** selection to the right of each encumbrance

Action
change type edit delete

Instrument #	Date	Issue	Action
5693NV	28/SEP/1964	CAVEAT RE : LEASE CAVEATOR - CANADA SAFEWAY LIMITED. C/O PARLEE MCLAWA, 2100, 300 FIFTH AVE. SW CALGARY ALBERTA T2P3C4 AGENT - JOHN SMITH AFFECTED PLAN: 456TR	change type edit delete
812 051 120	05/MAR/1981	UTILITY RIGHT OF WAY GRANTEE - THE CITY OF EDMONTON. EDMONTON ALBERTA T5Z2N4 AS TO PART "SEE DOCUMENT FOR FUTHER DETAILS"	change type edit



16. Click on **change type** and that will open the Issues list so you can choose where you wish to place the Issue.

Select Import Type

Registered Issues

- Agreements
- By-laws/Plans
- Caveats
- Easements/Mineral Rights/Rights of Way
- Leases/Tenancy
- Liens
- Mortgages, Debentures and Encumbrances
- Notices/Notifications
- Orders
- Restrictive Covenants/Restricted Use/Restricted Development Areas
- Property Tax/Common Expense Arrears
- Work Orders/Zoning Compliance
- Writs of Enforcement/Creditor's Statement
 - ◇ Similar Name Executions Wizard
- Issues from Import

Collateral/Contractual Issues

- Contractual
- Estoppel Certificate
- Multi-Unit Use
- New Home
- Private Services
- Property Report Issues
- Year Round Occupancy and Future Use

17. You will notice that the issue you moved is no longer available in the list under **Issues from Import** but in the one you moved it to.

The screenshot displays a web application interface for a 'Master Issues List'. At the top, there are navigation tabs: 'Master Issues List', 'Inquiry Status', 'Description', 'Checklist', and 'Report'. Below the tabs, the text 'Registered Issues' is followed by a list of categories, each preceded by a square bullet point. The categories are: 'Agreements', 'By-laws/Plans', 'Caveats', 'Easements/Mineral Rights/Rights of Way', 'Leases/Tenancy', 'Liens', 'Mortgages, Debentures and Encumbrances', 'Notices/Notifications', 'Orders', 'Restrictive Covenants/Restricted Use/Restricted Development Areas', 'Property Tax/Common Expense Arrears', 'Work Orders/Zoning Compliance', 'Writs of Enforcement/Creditor's Statement', and 'Issues from Import'. Under 'Easements/Mineral Rights/Rights of Way', there is a sub-item 'UTILITY RIGHT OF WAY' with a radio button, followed by 'edit | X'. A large red arrow points to this sub-item. Under 'Issues from Import', there is a sub-item 'Imported Issues Wizard' followed by a list of items, each with a radio button and a date, followed by 'edit | X'. The items are: 'POSTPONEMENT; #822 248 619; dated 12/NOV/1982', 'MORTGAGE OF UTILITY RIGHT OF WAY; #822 250 733; dated 15/NOV/1982', 'MORTGAGE; #002 100 063; dated 17/APR/2000', 'LEASE; #002 308 795; dated 10/JUN/2000', 'LIFE ESTATE TITLE; #002 308 962; dated 17/JUN/2000', 'LEASEHOLD TITLE APPLICATION; #002 308 963; dated 17/JUN/2000', and 'CONSERVATION EASEMENT; #002 308 973; dated 17/JUN/2000'. The right side of the screenshot is a grey vertical bar.

18. Repeat this procedure for each issue.