Pātaka Whenua Guidance

Download List of Current Owners Report

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Download List of Current Owners Report

Te Kooti Whenua Māori – Māori Land Court

Below is a step-by-step guide on how to download a List of Current Owners Report on Pātaka Whenua as a **registered** user.

If you are not a registered user, please visit our website for the "Become a registered user in Pātaka Whenua" user guide here.

Step 1

1.1 After logging into Pātaka Whenua as a registered user, on the left side click "Search" then "Block" – this will take you to the Block Search

1.2 In the "Block Name" field, start typing the name of the block. Select from the displayed list the block you want

   OR

1.3 In the "Block ID" field, start typing the block ID

1.4 Then, click on the "Search" button. The block appears under the "Search results"

1.5 Click the "Block ID" number to display the block page

Step 2

2.1 On the block page, look to the top right and under "Actions", select "Reports"
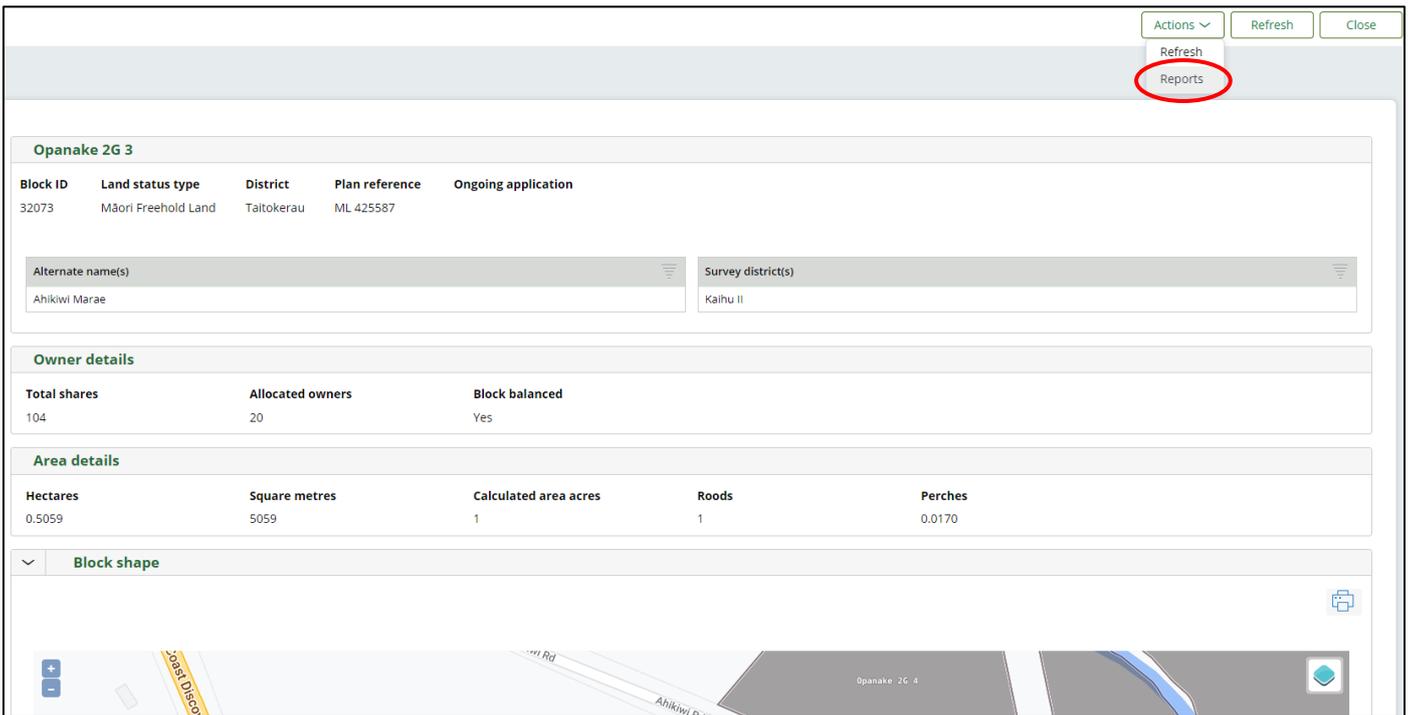
2.2 You will get this pop-up screen. Select "List of Current Owners Report", your preferred format, and then click "Download"
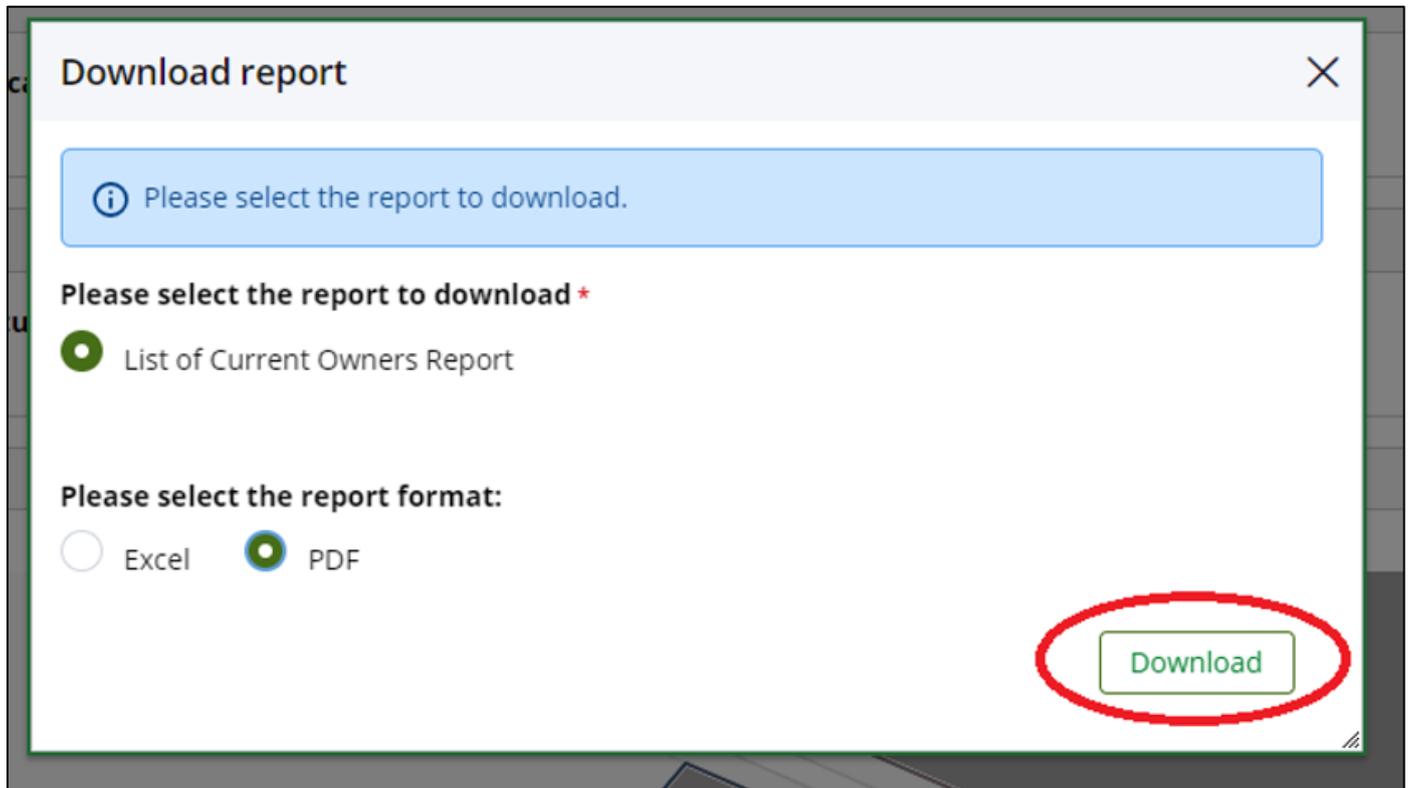
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2.3 Once you have clicked "Download", it will say at the top in green that you have requested the List of Current Owners Report. Make sure that you take note of the "reference code"
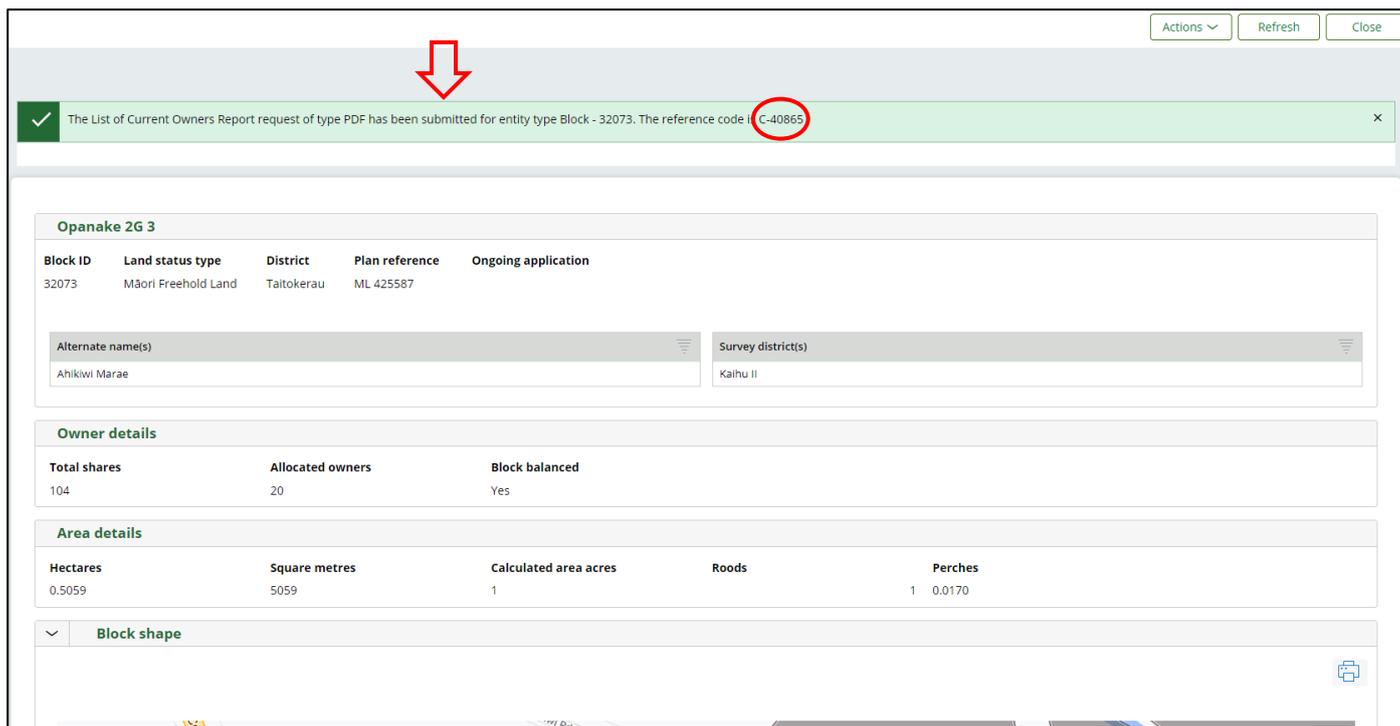
Step 3

3.1 Now on the left side of your screen, click "Background Tasks"
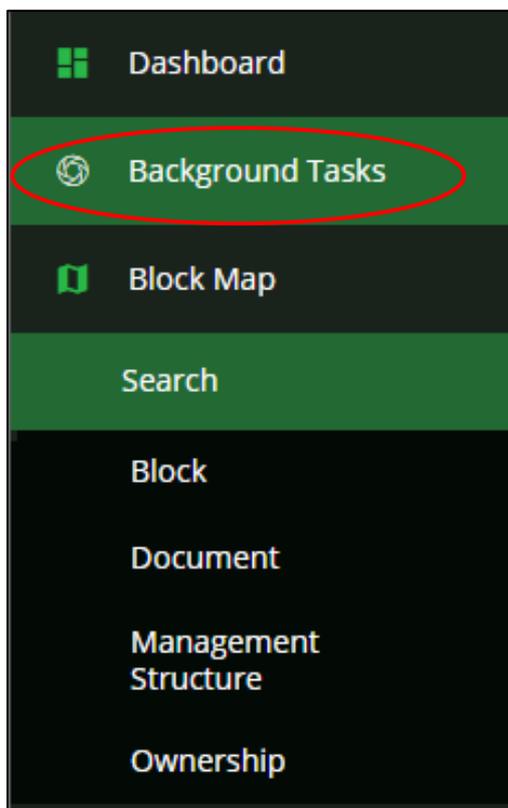
3.2 In "Background Tasks", you will see your List of Current Owners Report *request* here. The "reference code" that you took note of earlier will appear here under "Task ID". **Note**: if you have requested more than one report, they will all be displayed here

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3.3 Take note of the "Status" column. It could say either "Initiated", "PROCESSING", or "Completed" – keep pressing the "Refresh" button until the "Status" says "Completed"

3.4 Now click onto the "Task ID" number

Step 4

4.1 Now you're taken to the download screen, and all that's left to do is to download the List of Current Owners Report, see the following picture

4.2 The report will be downloaded to your computer or device. Normally, this will be your file "Downloads" folder. Locate and open report

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