



Pātaka Whenua Step-By-Step Guides

Download a Block Transfer Shares Report

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This guide covers the steps to download a Block Transfer Shares Report on Pātaka Whenua as a **registered user**. The option to download reports is not available for unregistered users.

If you would like to register, the step-by-step guide **Become a registered Pātaka Whenua user** is available to assist you in the [Pātaka Whenua guidance](#) area of the Māori Land Court website.

The report is requested from the block information page. This guide briefly overviews two of the main ways to access this by either:

- using the Search menu to find the block (page 1),
- locating it visually with the Block Map (page 3).

If you only need guidance to request and download the report, this begins on page 4.

For detailed steps on using the Search menu to find a block, please refer to the **Search for a Block** guide available in the same [guidance](#) area as above.

Access block information using Search

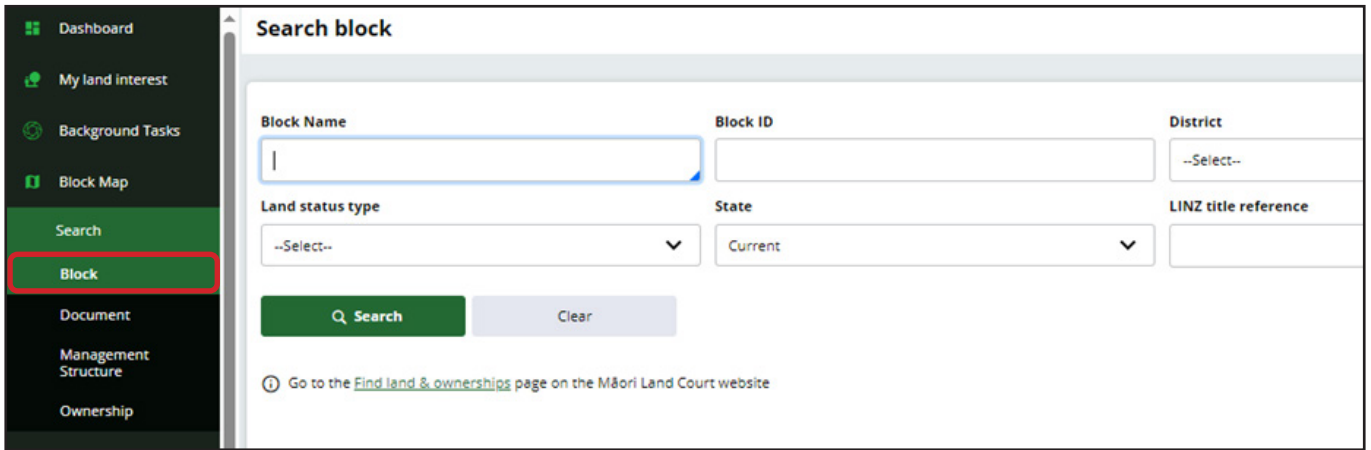
Step 1

After logging into Pātaka Whenua as a registered user, use the menu on the left side of the screen to click **“Search”**.

The screenshot shows the Pātaka Whenua user interface. On the left, a dark sidebar contains a menu with items: Dashboard, My land interest, Background Tasks, Block Map, and Search. The 'Search' item is highlighted with a red rectangular box. The main content area is titled 'Pātaka Whenua' and shows a user profile for 'Kia Ora' with a 'Verified' status. Below the profile, there is a 'Create new' section with two options: 'Enquiry' and 'Application'. A status bar indicates 'Unsubmitted 0' and 'Submitted 8'. At the bottom, there is a table with columns for 'Case ID', 'Type', 'Subject of the case', 'Creation date', and 'Status'. The table is currently empty, displaying a 'Nothing but space' message.

Step 2

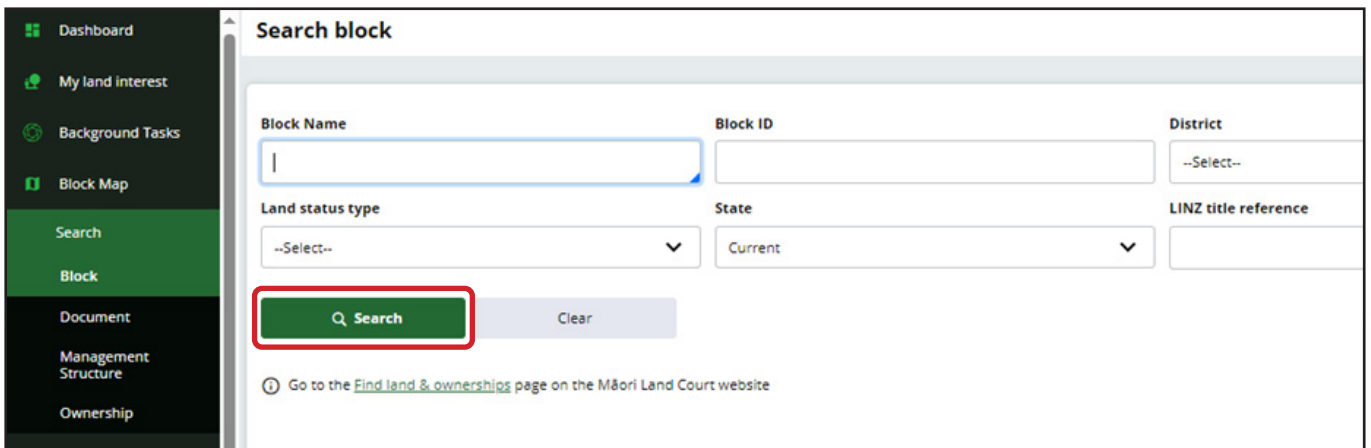
This will expand the Search menu. From the displayed options click on **“Block”**, which will open the **Search block** page.



The screenshot shows the 'Search block' page. On the left sidebar, the 'Search' menu is expanded, and the 'Block' option is highlighted with a red rectangle. The main content area contains search fields for Block Name, Block ID, District, Land status type, State, and LINZ title reference. A 'Search' button is highlighted with a red rectangle.

Step 3

Enter the block name or ID into the appropriate box. You can also add in any of the other search criteria information that you know using the provided boxes and drop-down menus. Once you are ready, click **“Search”**.



The screenshot shows the 'Search block' page. The 'Search' button is highlighted with a red rectangle. The search fields are empty.

Step 4

When you have the correct block displayed in the **Search results** area, click on the **Block ID number** to go to the block information page.



Block ID	Block Name	Alternate Name	District	State	Land status type
27780	Whangara A7B		Tairāwhiti	Current	Māori Freehold Land

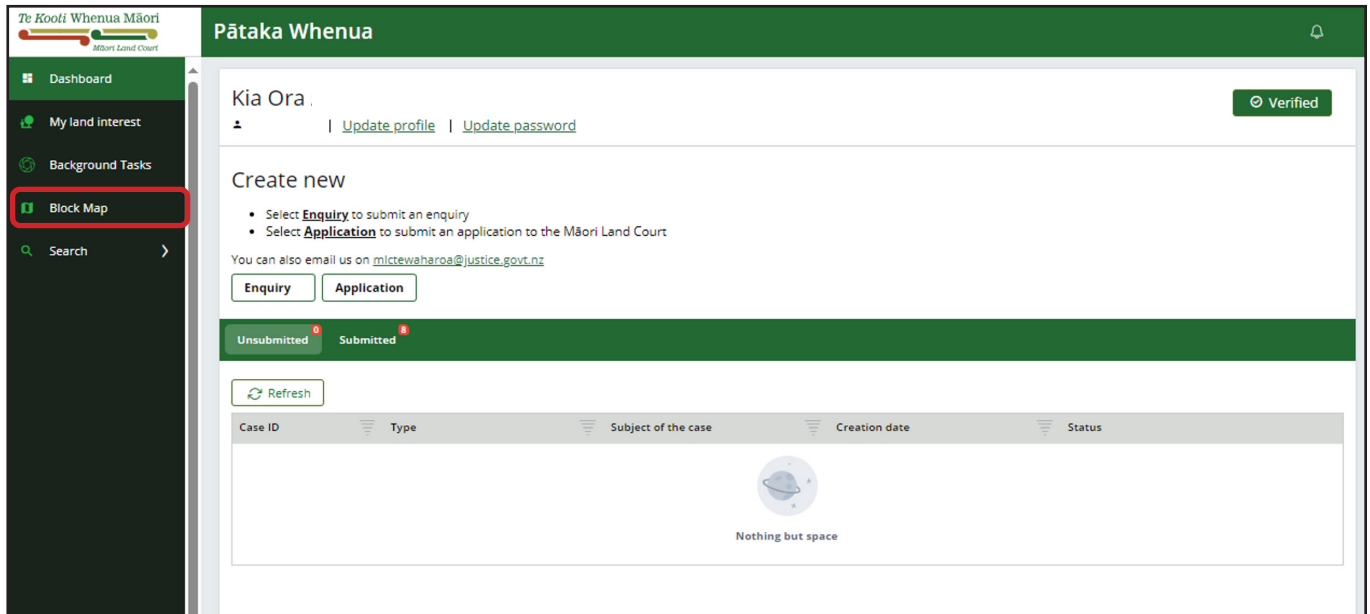
To look at finding a block with the Block Map, please continue to the **next page**.

To request and download the report now, please move to this topic as labelled on page 4.

Access block information using the Block Map

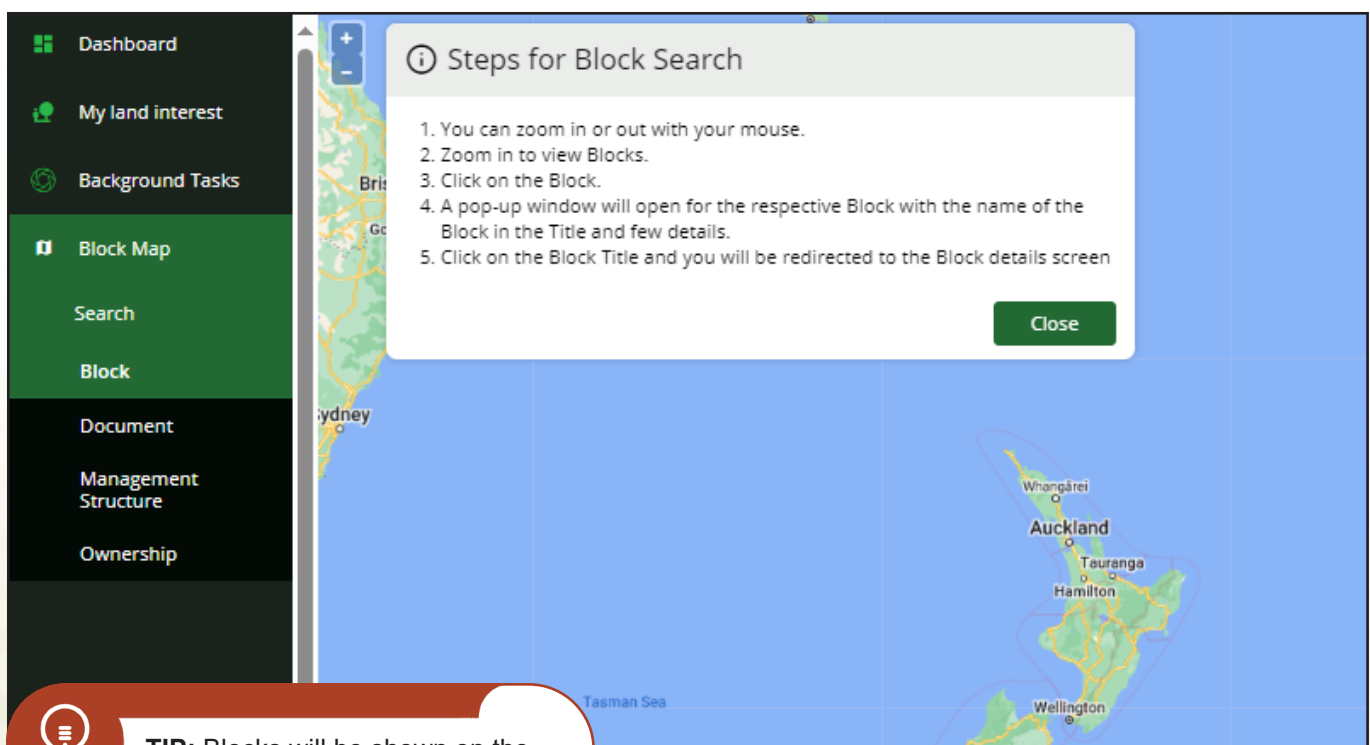
Step 1

Using the menu on the left side of your screen, click **“Block Map”**.



Step 2

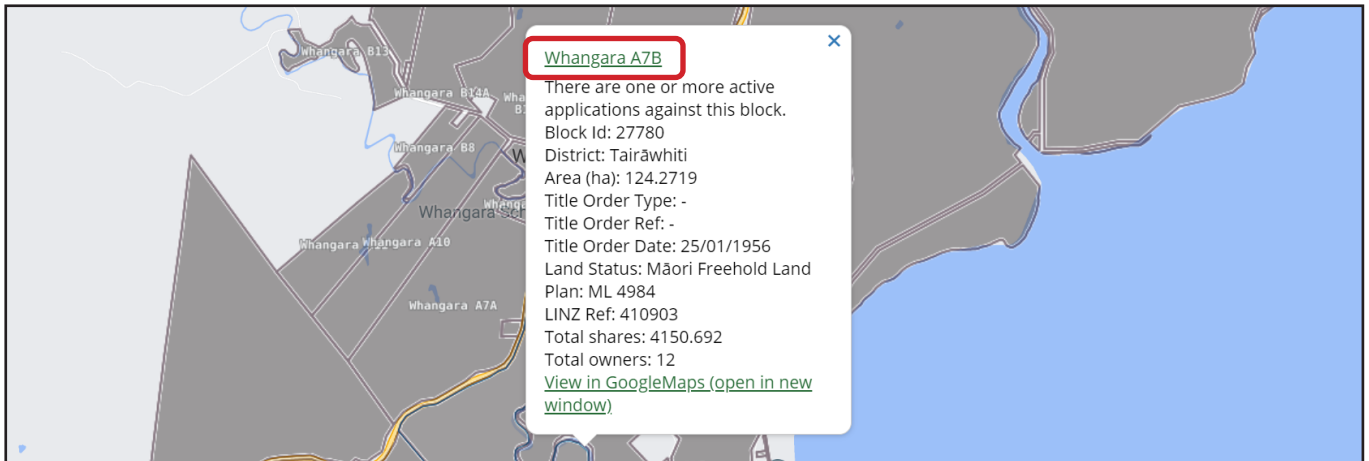
This will open an interactive map that you can use to locate blocks. To zoom in and out of the map, scroll up or down on your mouse wheel or use the + and - symbols in the top left corner of the map. To move the map around, click and drag.



TIP: Blocks will be shown on the map as grey sections.

Step 3

Once you've found the block you need, click on it to open an information bubble. Inside the bubble, click the **block name** in green text to access the block information page.



Request and download the report

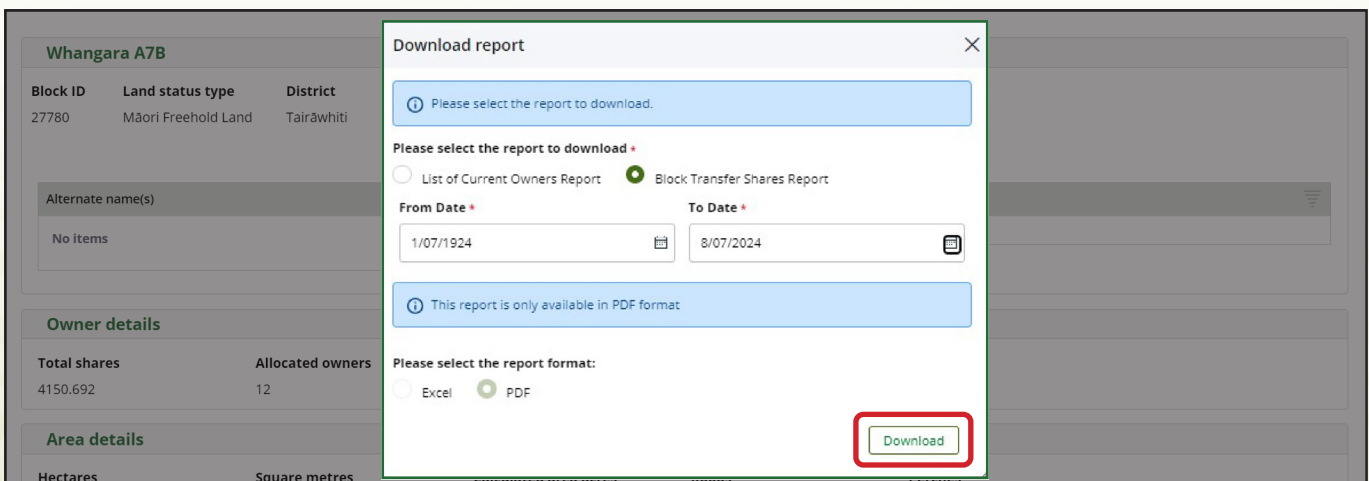
Step 1

On the block page, in the top right area, click **“Actions”** and then select **“Reports”** from the drop-down menu.



Step 2

A pop-up window will appear with options for the report. Make sure you select **“Block Transfer Shares Report”**, then enter the date range you would like by typing into the box or by clicking the calendar icon to select your preferred dates. This report is only available in PDF format. Once you are ready, click the **“Download”** button.



The system will begin to process your request and prepare the report. The next steps will cover the processing stages and file downloading.

Step 3

At the top of the block information page, a green confirmation bar will appear confirming the request for the report has been submitted and displays a reference code for the request.

The screenshot shows a green confirmation banner at the top with a checkmark icon and the text: "The Block Transfer Shares Report request of type PDF has been submitted for entity type Block - 27780. The reference code is C-31899". The reference code "C-31899" is highlighted with a red box. Below the banner is a table for "Whangara A7B".

Block ID	Land status type	District	Plan reference	Ongoing application
27780	Māori Freehold Land	Tairāwhiti	ML 4984	▲

IMPORTANT! Make sure that you take note of the reference code.

Step 4

Next, using the menu on the left side of your screen, click **“Background Tasks”**.

The screenshot shows the "Pātaka Whenua" interface. On the left sidebar, the "Background Tasks" menu item is highlighted with a red box. The main content area shows the same green confirmation banner and table as in Step 3.

Step 5

In **Background Tasks**, you should see your request for the Block Transfer Shares Report listed under **Tasks**. The reference code that was displayed in the green confirmation banner will be shown in the **Task ID** column.

If you have requested more than one report, they will all be displayed here. Reports are removed after 24 hours.

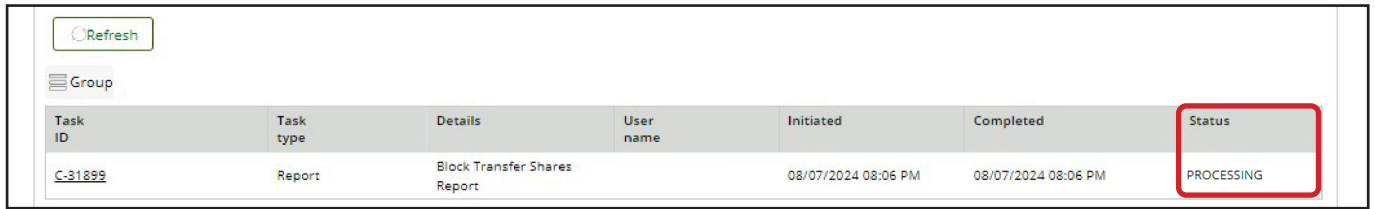
The screenshot shows the "Background Tasks" page. It features a "Tasks" section with a "Refresh" button and a "Group" dropdown. Below is a table listing the tasks.

Task ID	Task type	Details	User name	Initiated	Completed	Status
C-31899	Report	Block Transfer Shares Report		08/07/2024 08:06 PM		Initiated

TIP: If you requested multiple reports and have forgotten the reference codes, you may need to open each report using the Task ID to determine which one is which.

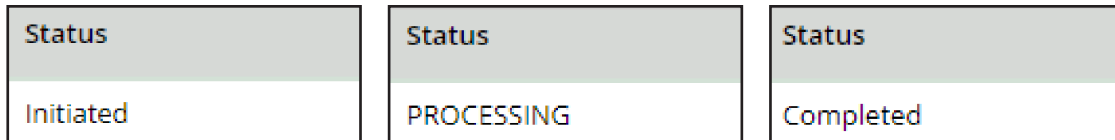
Step 6

As the system prepares the report, you can check the status column to see what stage your request is at.



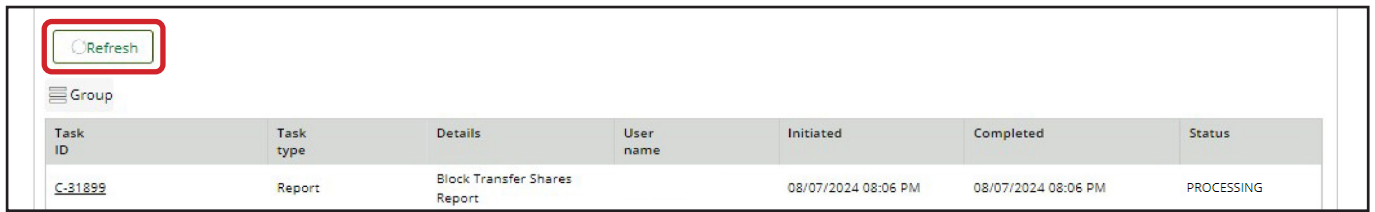
Task ID	Task type	Details	User name	Initiated	Completed	Status
C-31899	Report	Block Transfer Shares Report		08/07/2024 08:06 PM	08/07/2024 08:06 PM	PROCESSING

There are three stages the status column can show as the request is prepared, in order they are Initiated, PROCESSING, and Completed.



Step 7

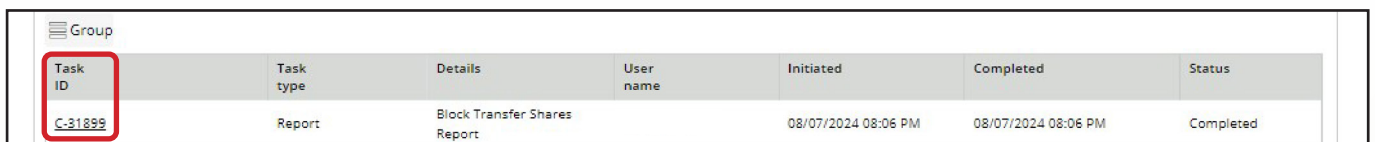
You can click the **“Refresh”** button to see the current status. Depending on the size of the report, you may need to wait a short time for it to reach the next stage when you press Refresh.



Task ID	Task type	Details	User name	Initiated	Completed	Status
C-31899	Report	Block Transfer Shares Report		08/07/2024 08:06 PM	08/07/2024 08:06 PM	PROCESSING

Step 8

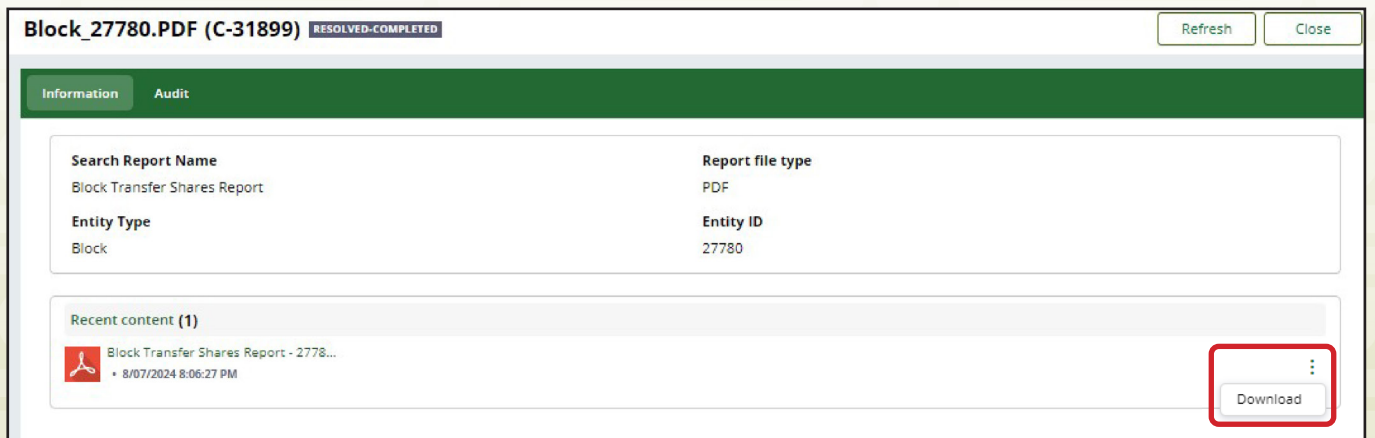
Once the status says **Completed**, click on the report’s reference number in the **Task ID** column.



Task ID	Task type	Details	User name	Initiated	Completed	Status
C-31899	Report	Block Transfer Shares Report		08/07/2024 08:06 PM	08/07/2024 08:06 PM	Completed

Step 9

You should now see the report information page. Click the three dots to the right of the file name and then select **“Download”**. The report will automatically download to the default download location for your computer/device. Usually, this will be your **Downloads** folder. Locate the report on your computer/device to open it.



Block_27780.PDF (C-31899) RESOLVED-COMPLETED

Refresh Close

Information Audit

Search Report Name	Report file type
Block Transfer Shares Report	PDF
Entity Type	Entity ID
Block	27780

Recent content (1)

- Block Transfer Shares Report - 2778...
8/07/2024 8:06:27 PM

Download