



## Pātaka Whenua Step-By-Step Guides

# Download a List of Current Owners Report

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This guide covers the steps to download a List of Current Owners 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

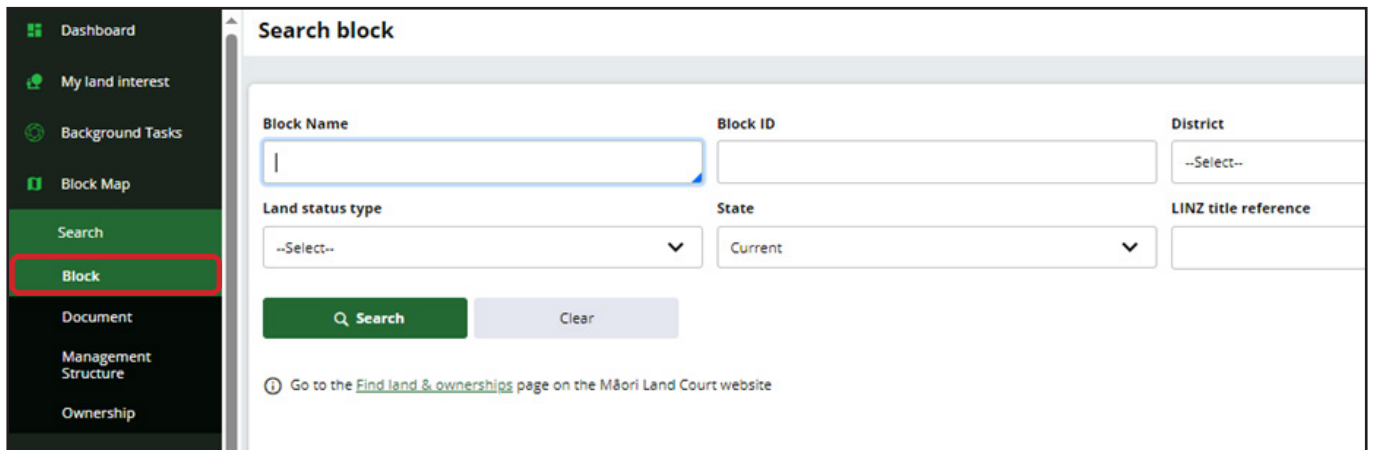
### Step 1

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 menu contains several options: Dashboard, My land interest, Background Tasks, Block Map, and Search. The 'Search' option is highlighted with a red rectangular box. The main content area is titled 'Pātaka Whenua' and features 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 green bar indicates 'Unsubmitted' (0) and 'Submitted' (8) items. A 'Refresh' button is located above a table with columns for Case ID, Type, Subject of the case, Creation date, and Status. The table is currently empty, displaying 'Nothing but space'.

## Step 2

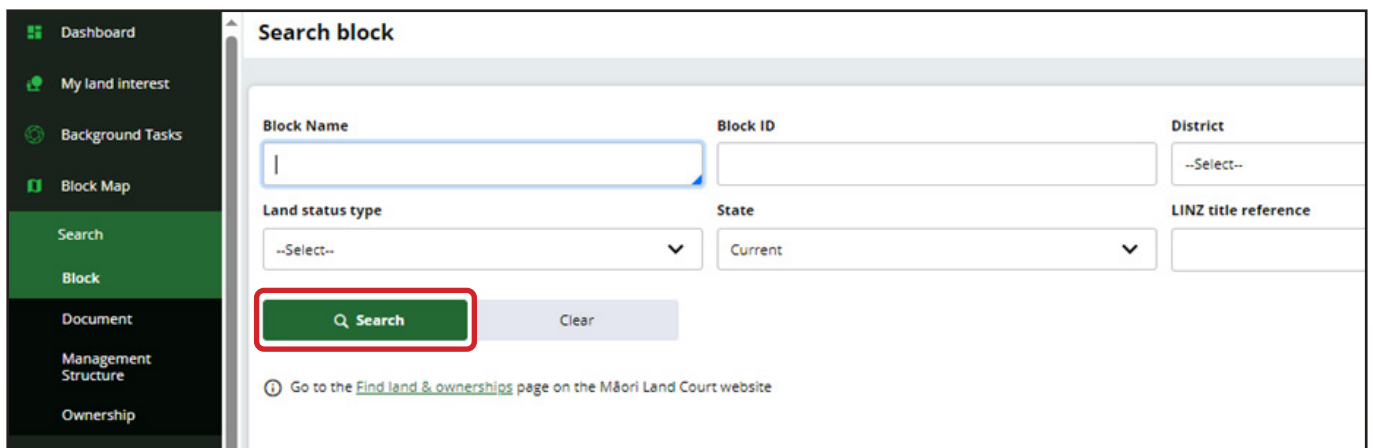
This will expand the Search menu. From the displayed options click on **“Block”**, which will open the **Search block** page.



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 green 'Search' button and a grey 'Clear' button are visible. Below the buttons is a link: 'Go to the [Find land & ownerships](#) page on the Māori Land Court website'.

## 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. The 'Search' menu in the sidebar is still expanded.

## 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

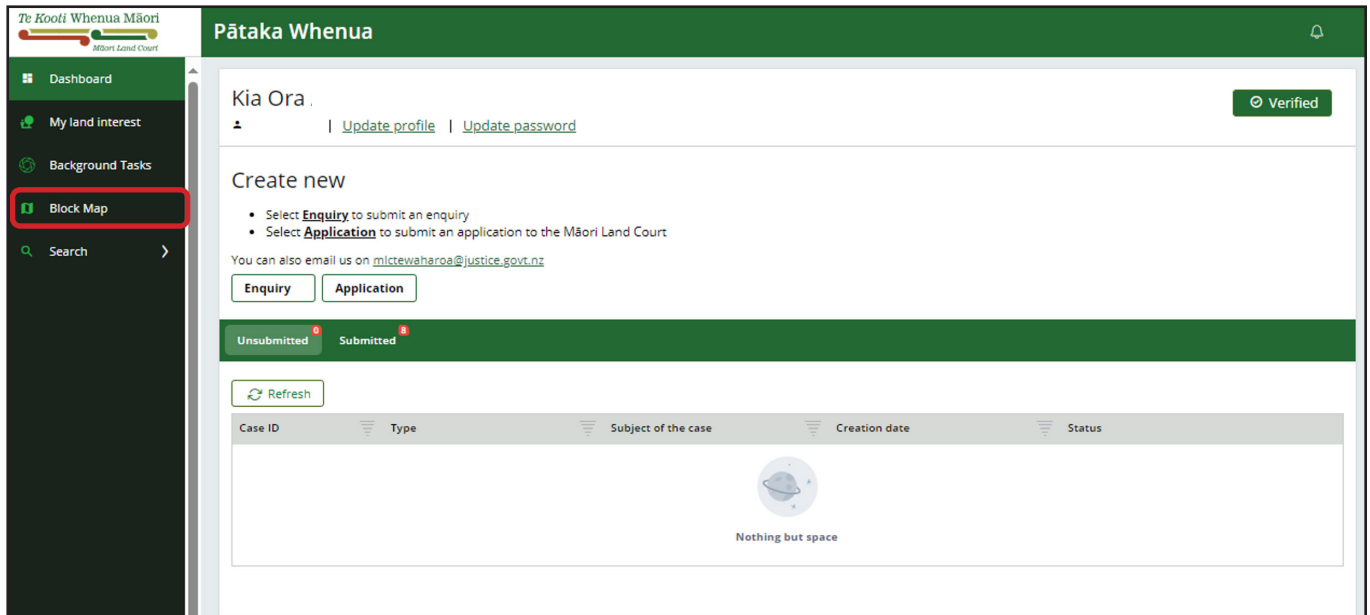
To look at finding a block with the Block Map, please continue to the **next page**.

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

## Access block information using the Block Map

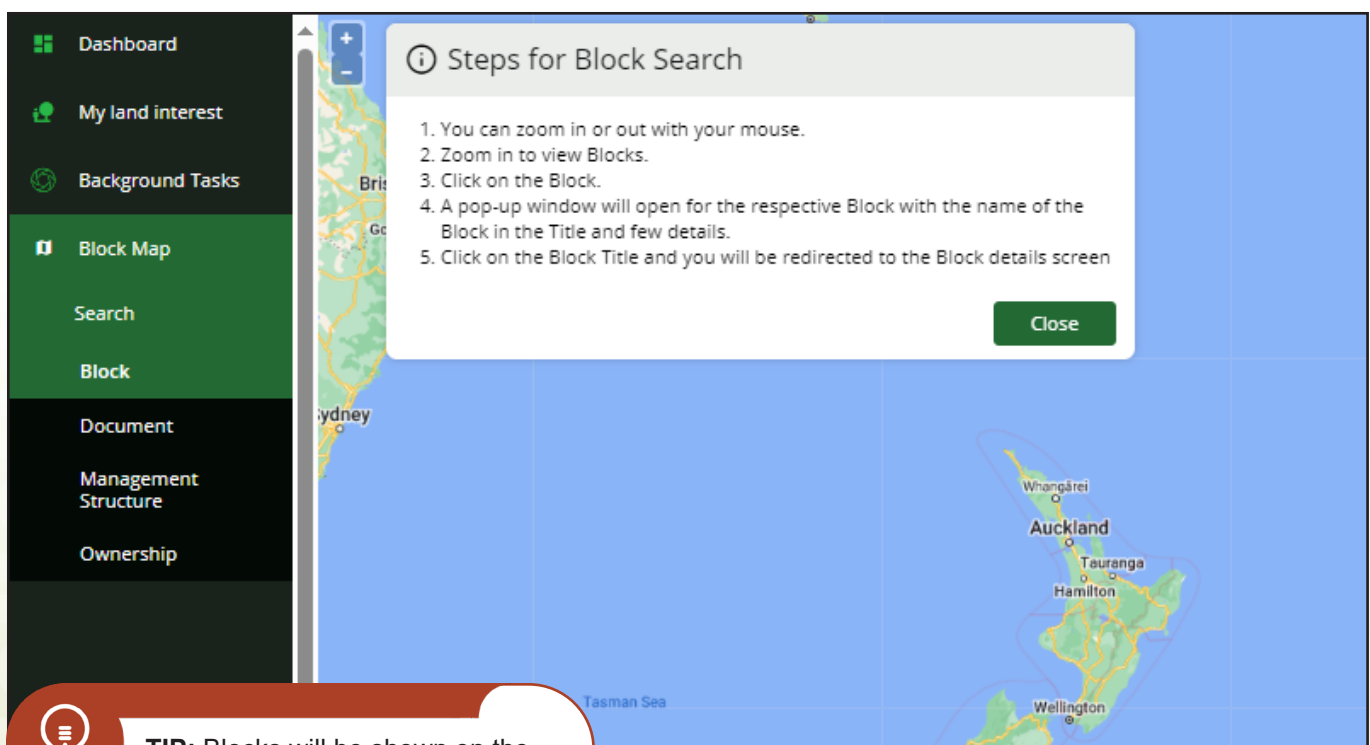
### Step 1

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



### Step 2

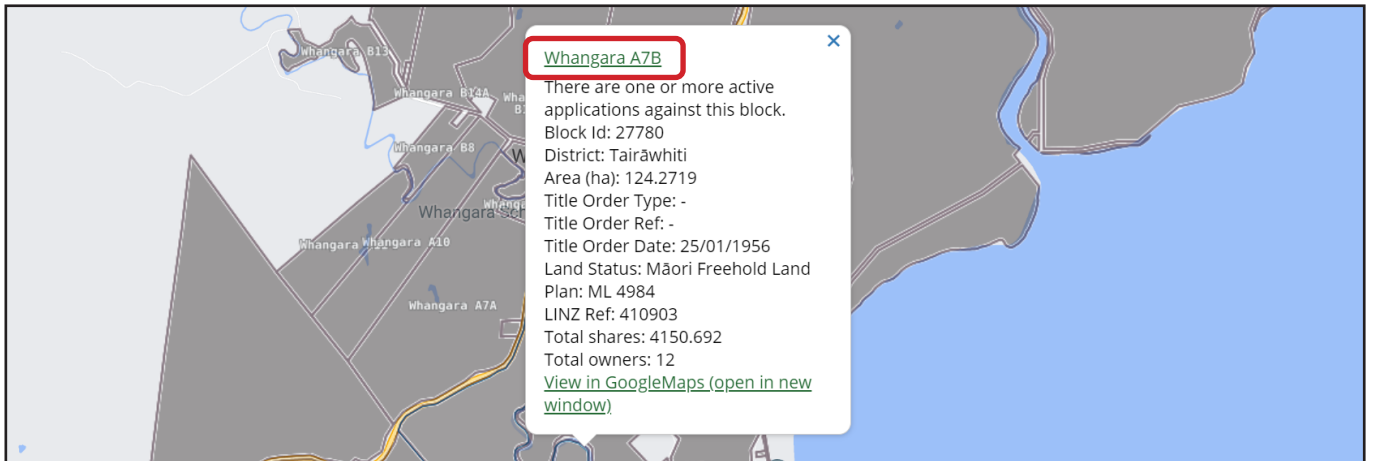
This will open an interactive map that you can use to locate blocks. To zoom in and out of the map, scroll up or down on your mouse wheel or use the + and - symbols in the top left corner of the map. To move the map around, click and drag.



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

### Step 3

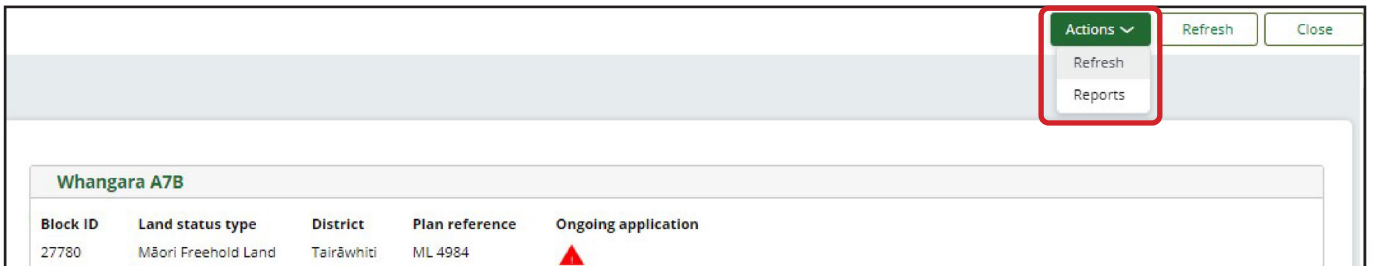
Once you've found the block you need, click on it to open an information bubble. Inside the bubble, click the **block name** in green text to access the block information page.



## Request and download the report

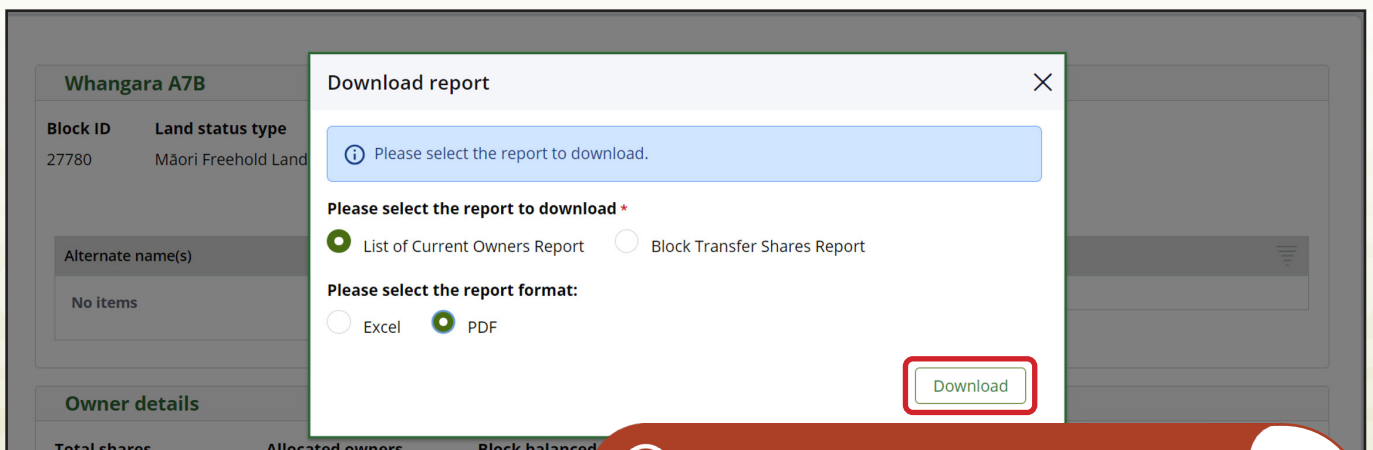
### Step 1

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



### Step 2

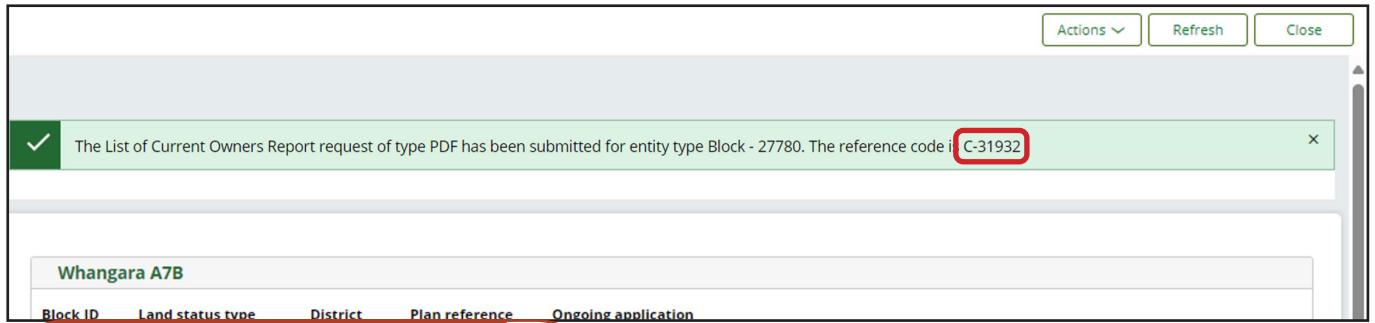
A pop-up window will appear with options for the report. Make sure you select **“List of Current Owners Report”**, then choose your preferred format type between Excel or PDF. Once you are ready, click the **“Download”** button. The system will begin to process your request and prepare the report. The next steps will cover the processing stages and file downloading.




**TIP:** For Excel files, you will need to have access to software that can view the file type. If you do not have any, try downloading the file as a PDF instead.

### Step 3

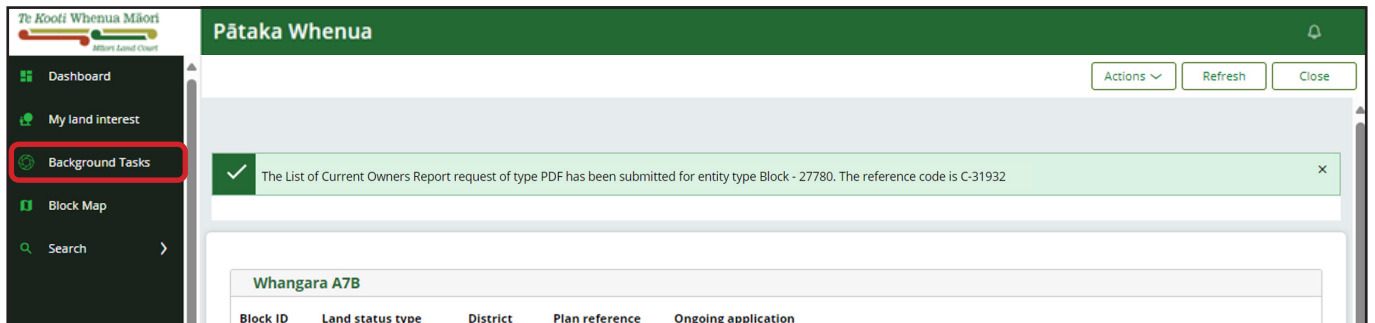
At the top of the block information page, a green confirmation bar will appear confirming the request for the report has been submitted and displays a reference code for the request.



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

### Step 4

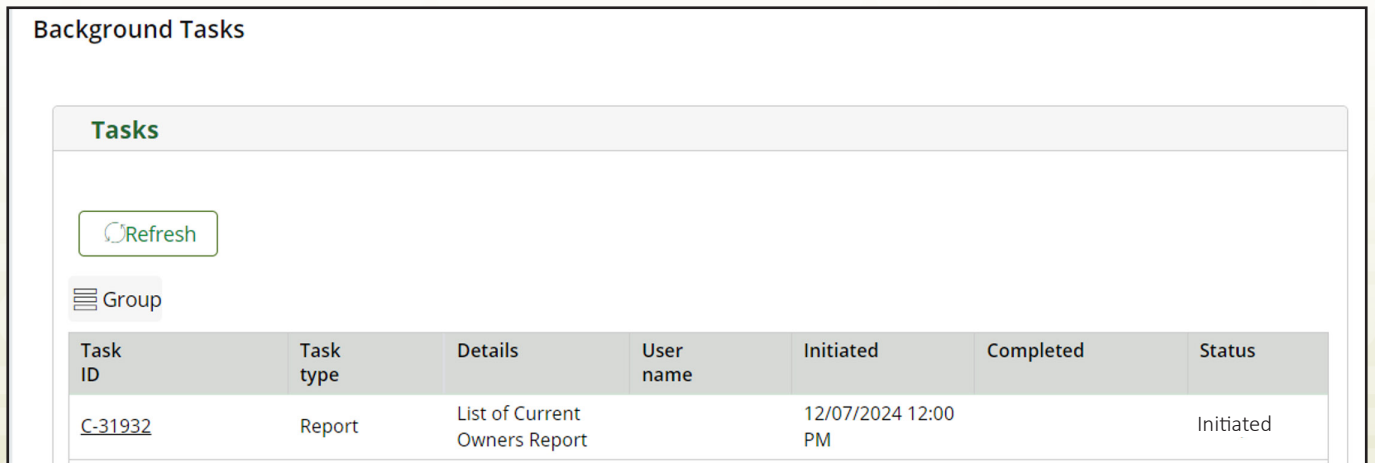
Next, using the menu on the left side of your screen, click **“Background Tasks”**.




### Step 5

In **Background Tasks**, you should see your request for the List of Current Owners 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.



 **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
<a href="#">C-31932</a>	Report	List of Current Owners Report		12/07/2024 12:00 PM		PROCESSING

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

Status

Initiated

Status

PROCESSING

Status

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
<a href="#">C-31932</a>	Report	List of Current Owners Report		12/07/2024 12:00 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
<a href="#">C-31932</a>	Report	List of Current Owners Report		12/07/2024 12:00 PM	12/07/2024 12:00 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-31932) RESOLVED-COMPLETED

Information Audit

<b>Search Report Name</b> List of Current Owners Report	<b>Report file type</b> PDF
<b>Entity Type</b> Block	<b>Entity ID</b> 27780

Recent content (1)

Block_27780.pdf • 12/07/2024 12:00:55 PM	<input type="button" value="Download"/>
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