



Pātaka Whenua Step-By-Step Guides

Download an Ownership Detail Report

Date produced: 22 January 2025

Last modified: 22 January 2025

This guide covers the steps to download an Ownership Detail 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 Ownership information page. If you only need guidance to request and download the report, this begins on page 3.

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

Find an ownership using the Search menu

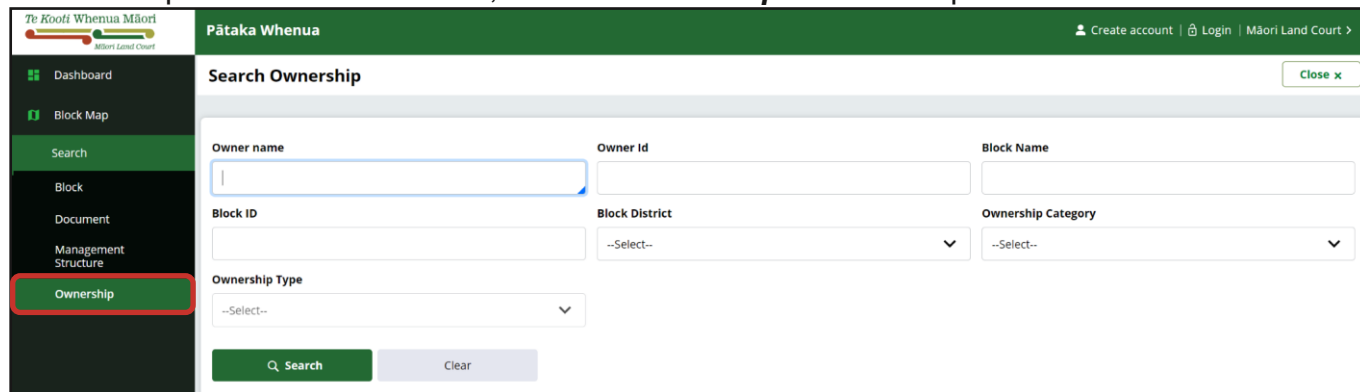
Step 1

In the Pātaka Whenua portal, use the menu on the left side of the screen to click **“Search”**.

The screenshot shows the Pātaka Whenua portal 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 box and a right-pointing arrow. The main content area is titled 'Pātaka Whenua' and shows a user profile for 'Kia Ora' with a 'Verified' status. Below the profile, there are options to 'Create new' with buttons for 'Enquiry' and 'Application'. A table below shows 'Unsubmitted' and 'Submitted' counts, a 'Refresh' button, and 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, select **“Ownership”** from the options shown.



The screenshot shows the Pātaka Whenua search interface. The left-hand navigation menu has the 'Ownership' option highlighted with a red box. The main search area is titled 'Search Ownership' and contains several input fields: 'Owner name', 'Owner id', 'Block Name', 'Block ID', 'Block District', 'Ownership Category', and 'Ownership Type'. Each field has a dropdown arrow. At the bottom of the search area are two buttons: a green 'Search' button and a grey 'Clear' button.

Step 3

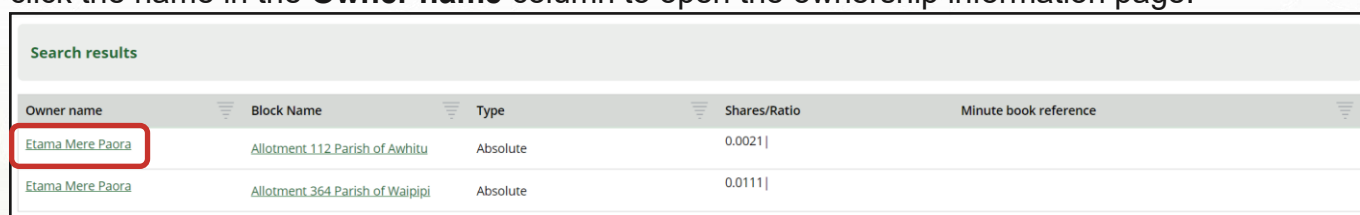
Enter the person’s name (or part of) into the **Owner name** box if known. You can also add in any other search criteria information that you know using the provided boxes and drop-down menus. Once you are ready, click **“Search”**.



This screenshot shows the search form with the 'Owner name' field populated with 'etama%paora'. The 'Search' button at the bottom left is highlighted with a red box.

Step 5

When you have located the correct owner name and it is displayed in the **Search results** area, click the name in the **Owner name** column to open the ownership information page.

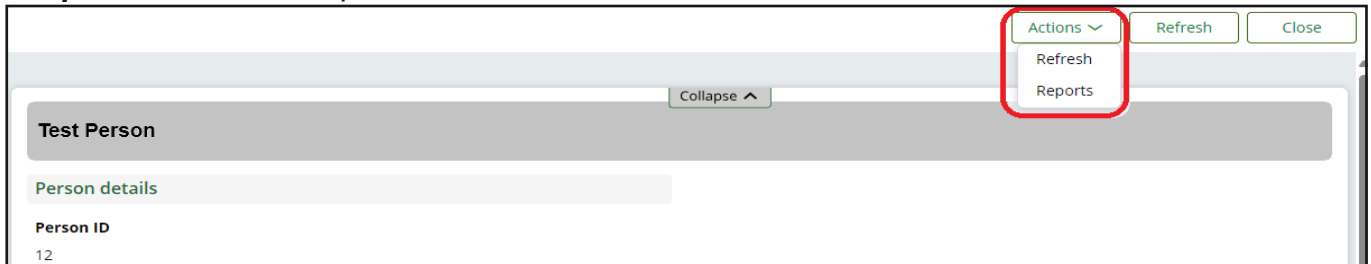


Owner name	Block Name	Type	Shares/Ratio	Minute book reference
Etama Mere Paora	Allotment 112 Parish of Awhitu	Absolute	0.0021	
Etama Mere Paora	Allotment 364 Parish of Waipipi	Absolute	0.0111	

Request and download the report

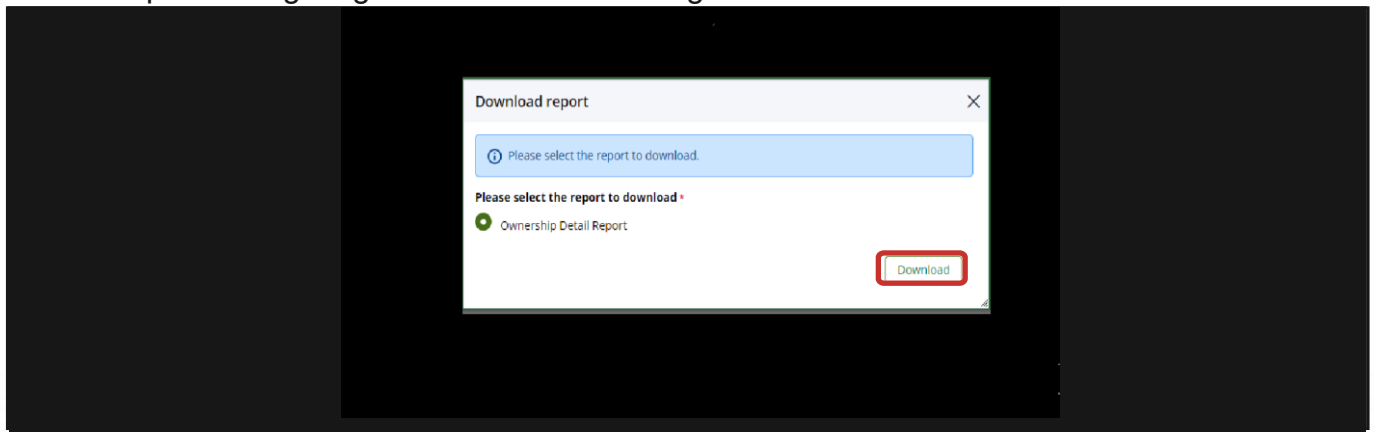
Step 1

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



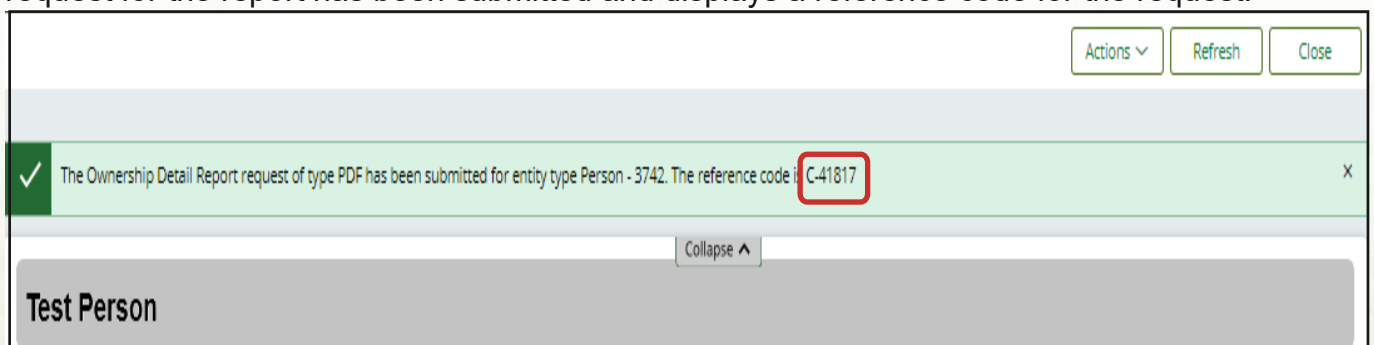
Step 2

A pop-up window will appear. Select **“Ownership Detail Report”**, then 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

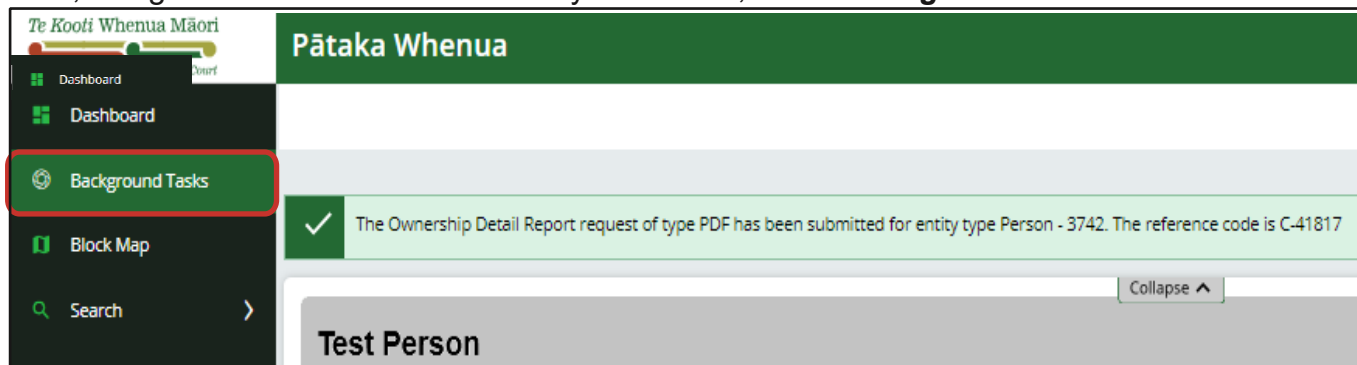
At the top of the ownership information page, a green confirmation bar will appear confirming the request for the report has been submitted and displays a reference code for the request.



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

Step 4

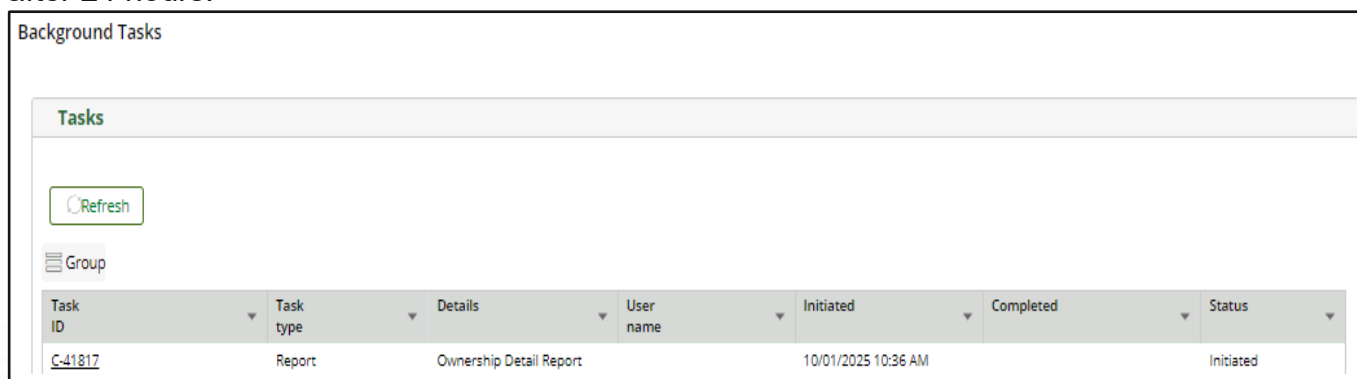
Next, using the menu on the left side of your screen, click **“Background Tasks”**.




Step 5

In **Background Tasks**, you should see your request for the Ownership Detail 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.

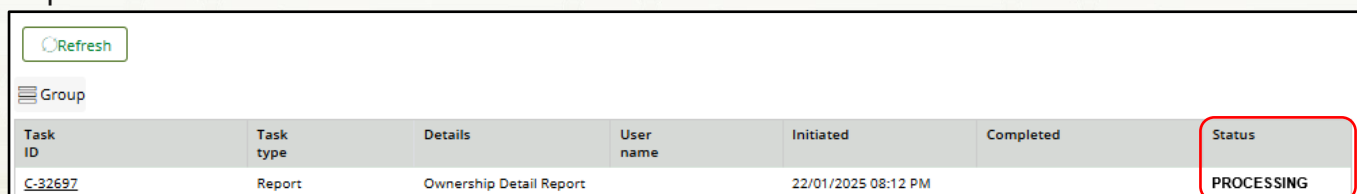


Task ID	Task type	Details	User name	Initiated	Completed	Status
C-41817	Report	Ownership Detail Report		10/01/2025 10:36 AM		Initiated

 **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-32697	Report	Ownership Detail Report		22/01/2025 08:12 PM		PROCESSING

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

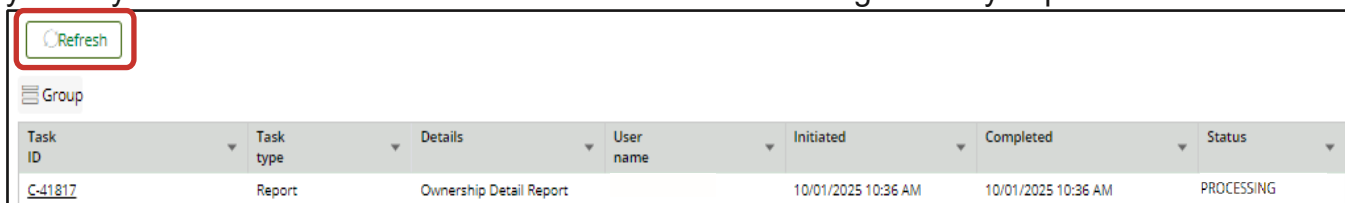
Status
Initiated

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.

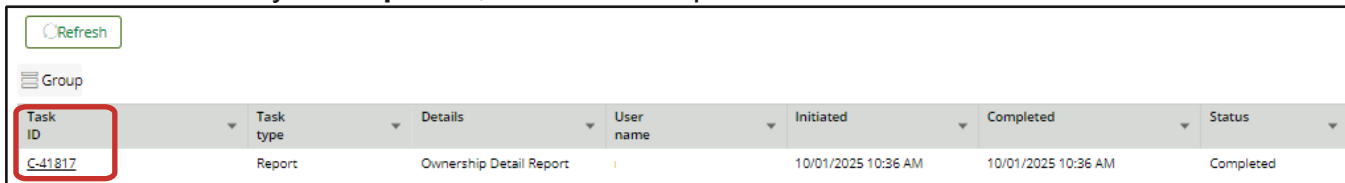


A screenshot of a web interface showing a task list table. At the top left, there is a 'Refresh' button with a circular arrow icon, which is highlighted with a red box. Below it is a 'Group' dropdown menu. The table has columns for Task ID, Task type, Details, User name, Initiated, Completed, and Status. The first row shows Task ID 'C-41817', Task type 'Report', Details 'Ownership Detail Report', and Status 'PROCESSING'.

Task ID	Task type	Details	User name	Initiated	Completed	Status
C-41817	Report	Ownership Detail Report		10/01/2025 10:36 AM	10/01/2025 10:36 AM	PROCESSING

Step 8

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

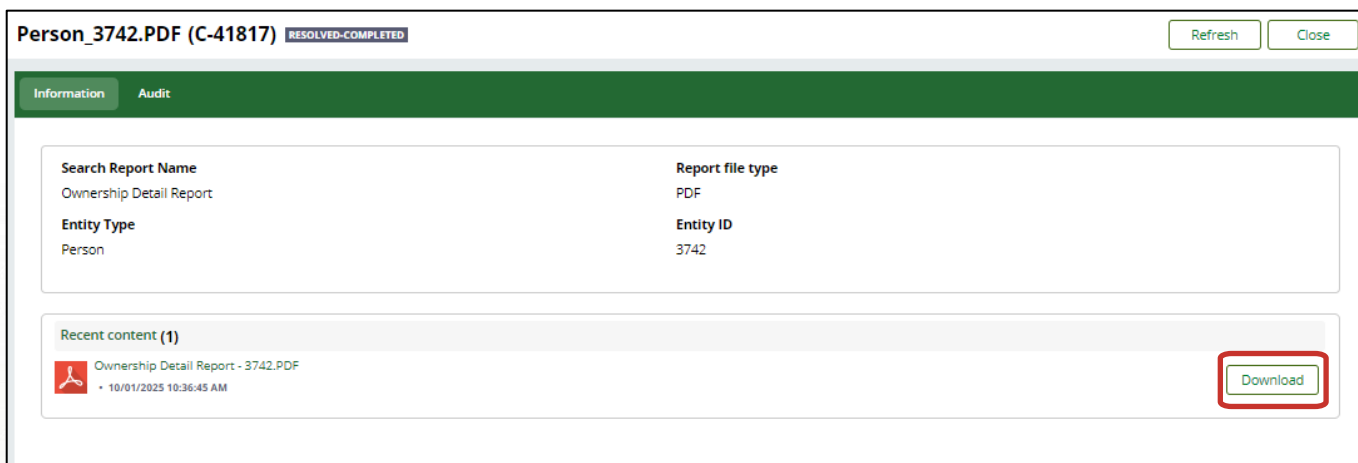


A screenshot of the same task list table as in Step 7. The 'Refresh' button is now disabled. The status of the task 'C-41817' has changed to 'Completed'. The 'Task ID' 'C-41817' is highlighted with a red box.

Task ID	Task type	Details	User name	Initiated	Completed	Status
C-41817	Report	Ownership Detail Report		10/01/2025 10:36 AM	10/01/2025 10:36 AM	Completed

Step 9

You should now see the report information page. Click the **“Download”** button. 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.




A screenshot of the report information page for 'Person_3742.PDF (C-41817)'. The page title is 'Person_3742.PDF (C-41817) RESOLVED-COMPLETED'. There are 'Refresh' and 'Close' buttons at the top right. The page has two tabs: 'Information' and 'Audit'. Under 'Information', there are two columns of details: 'Search Report Name' (Ownership Detail Report) and 'Report file type' (PDF); 'Entity Type' (Person) and 'Entity ID' (3742). Below this is a 'Recent content (1)' section showing a PDF file 'Ownership Detail Report - 3742.PDF' with a download icon and a 'Download' button highlighted with a red box.

Search Report Name	Report file type
Ownership Detail Report	PDF

Entity Type	Entity ID
Person	3742

Recent content (1)

 Ownership Detail Report - 3742.PDF • 10/01/2025 10:36:45 AM	Download
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