

PROPERTY SEARCH ORDERING SYSTEM

www.stlgroup.co.uk

SUPPORT HELPLINE: 01483 715355

Getting Started

IMPORTANT

Minimum Software Requirements

- Microsoft Internet Explorer Version 6 onwards
- Adobe Flash Player 9.0.124 minimum

You can view this user guide online at: <http://www.stlgroup.co.uk/demo/demoweb.html>

Microsoft Internet Explorer version 8 and Adobe Flash Player, can be installed at the same link.

Step 1

LOGIN

LOGIN - EXISTING USERS

no state left returned

complete searches on property online on time www.stlgroup.co.uk

Property Search Ordering System

Login

Please provide these details for assistance with online ordering

Login below if you have already registered. Go to the [registration page](#) if you have not registered and would like access to our secure website providing key property and environmental risk information, with no obligations.

Username	<input type="text" value="bois"/> <small>Enter User Name provided to you by STL Customer Services or your administrator</small>
Branch ID	<input type="text" value="10610"/> <small>Branch ID Number the number given by your admin user or STL Customer Services</small>
Password	<input type="password" value="*****"/> <small>Forgotten Password? Call STL on 0800 338611 if you have forgotten your login details</small>

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NEW USERS

NEW USERS : REGISTRATION

Registration is required prior to using the Property Search Ordering System:

Call 01483 715355 to register.
Or register online at
www.stlgroup.co.uk

PROCEED TO **STEP 1 - LOGIN**

Go to our website : www.stl-online.co.uk

Enter the following :

1. **Username** : (As provided by STL, following your registration)
2. **Branch ID** : (Use the number given by your admin user or STL Customer Services)
3. **Password** : (Call **STL** on **01483 715355** if you have forgotten your login details)

You might occasionally see a newsflash informing you about new products/prices or updates to the Online Order System.

Click continue or tick "do not show this newsflash"

TO CREATE A NEW CASE, PROCEED TO : STEP 2

Step2

EXISTING CASES

VIEWING AND UPDATING EXISTING CASES



This screen shows the following :

A list of your current cases.

You may view invoiced/uninvoiced/all cases by selecting the relevant option from the "status" drop-down, then click "Apply Filter"

You may also add searches to an existing order.

To add products to an existing case:
click on your reference, then click on **Add Products**.

Go to **Step 6** to select reports.

TO CREATE A NEW CASE GO TO : STEP 2.1

Step 2.1

NEW CASE

CREATING A NEW CASE

TO CREATE A NEW CASE:

CLICK ON NEW CASE BUTTON

Enter the following :

- 1. Case Reference :**
(Enter your **Case Reference**)
- 2. Panels :**
If applicable you will be prompted to select a panel from a drop-down list.
- 3. Property Type :**
(Select either a **Residential** or **Commercial** property type for the new case)

PRESS CONTINUE

TO CREATE A NEW SEARCH, PROCEED TO : STEP 3

Step 3

NEW SEARCH

PAGE TIP

PLOTS OR NEW BUILDS

For plots or new builds use option d) Unidentified Address.

CREATE NEW SEARCH

Define a new search from either of these options :

1. Search by Postcode :

(Enter postcode, or postcode and house number, if known)

PRESS SEARCH

2. Other Search Options :

- Search by Address
- Search by Grid Reference
- Search by Place Name
- Unidentified

PRESS CONTINUE

If you select option d) please type in the address you wish your searches to be performed on and select the Local Authority and Water Company. See step 5.

TO SELECT ADDRESS REQUIRED, PROCEED TO : STEP 4

Step 4

VERIFY MAP LOCATION

VERIFY MAP LOCATION



From the map location displayed :

- Check the **positioning** of the **blue cross** is **correct**.
- To **move** the **position** of the **cross**, **place** the **pointer on the correct location** and click once. Then click on the look up button to change the property address accordingly

PRESS CONTINUE

TO VERIFY REPORT ADDRESS , PROCEED TO : STEP 5

PAGE TIP

ZOOM FUNCTION

Use the Zoom in and Zoom out functions to view the map in greater or less details.

Step 5

VERIFY REPORT ADDRESS

REPORT SELECTION

no share left authorized

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Property Search Ordering System

Please phone 01253 336131 for assistance with online ordering

New Case - Report Address User: Boris Toupinov (Admin)

File Reference: 450164260

Please supply the address as you wish it to appear on any printed reports purchased. Click the Continue > button to start selecting your reports, or the < Back button to select another address.

Address: T L Group Plc, Edbrooke House
Address: 11-12 St. Johns Road
Address:
Town: WOKING
Country: Surrey
Postcode: GU21 7SE
Local Authority: Woking Borough Council
Water Company: Thames Water

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Back Cancel Continue

Check the following details are correct:

1. Address :

The address details can be altered at this stage if necessary. e.g change 20 to 20a

2. Post Code :

Verify the post code is correct.

3. Local Authority :

Please ensure the correct authority is selected.

4. Water Company :

Please ensure the correct company is selected.

PRESS **CONTINUE**

TO SELECT REPORTS REQUIRED, PROCEED TO : **STEP 6**

Step 6

PRODUCT SELECTION

PRODUCT SELECTION

no share left authorized

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Property Search Ordering System

Please phone 01253 336131 for assistance with online ordering

Product Selection User: Boris Toupinov (Admin)

File Reference: 450164260

STL Reference: 1084543

Click the report category that you are interested in from the list below. This will reveal the reports available for that category which you can request by clicking the adjacent box. Click 'Checkout' to proceed. All prices are inclusive of VAT. Reports that are highlighted that you consider are marked with the R icon (R).

Total Purchased: £227.37

View Contracts

Cancel Checkout

Open >	Land Registry	Open >	Environmental
Open >	Indemnities	Open >	Local Authority
Open >	Planning	Open >	Official Local Authority Search £175.22
Open >	Chancel	Open >	Baseline - Premium Personal Search £281.45
Open >	Drainage	Open >	Standard Personal Search £124.70
		Open >	Right to Overlook 22 - Common Land, Trees & Wood Venues £17.65
		Open >	LI1 £33.38
		Open >	Highways £41.12
		Open >	Premium Personal Search £227.37
		Open >	Packs
		Open >	Services
		Open >	Performance

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Cancel Checkout

1. Select the Reports required from the various categories in the drop-down menus:

Main categories are :

- Packs
- Environmental
- Drainage & Water
- Mining
- Utilities & Misc
- Local Authority
- Chancel
- Land Registry
- Indemnities
- EPCs & Surveys

2. Select **View Contents** :

(to view or delete shopping basket contents)

PRESS **CHECKOUT**

PAGE TIP

RECOMMENDED REPORTS

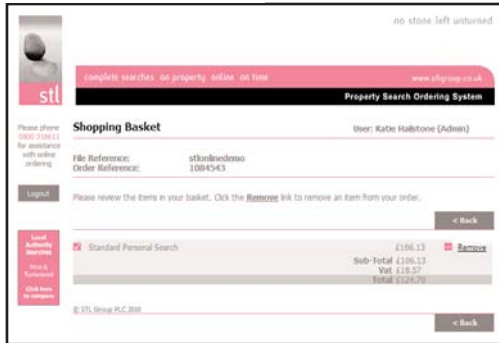
Reports that we recommend, dependent on Law Society guidelines and geographical location, are marked with the R icon (R), unless you have used the Unidentified Address option

TO VIEW THE SHOPPING BASKET, PROCEED TO : **STEP 7**

Step 7

SHOPPING BASKET

VIEW SHOPPING BASKET



REMOVING ITEMS FROM AN ORDER

Items can be removed as necessary

using:  **Remove Item**

Review the items in the Shopping Basket:

1. The tick indicates items selected.

PRESS **< Back**

Step 8

EXTRA INFORMATION

EXTRA INFORMATION



This section will require you to select and complete one of the following :

1. Plot Boundary (see Step 8.1)*
2. Upload Plan (see Step 8.2)
3. Fax Plan (see Step 8.3)
4. Order Title Plan - Adds LR plan to* your order.

*Fees apply

ALSO REQUIRED:

You will be prompted to enter additional information e.g purchase price when applicable.

Step 8.1

PLOT BOUNDARY

PLOT BOUNDARY



Click a corner of the site boundary, then click each subsequent corner around the boundary (move round in a consistent direction - clockwise or anti-clockwise) until you have plotted the boundary exactly as shown on your plan.

If you do make a mistake, use **UNDO** or **DELETE**.

You may plot more than one boundary if, for example, there is a separate parcel of land belonging to the property by clicking **DISPLAY** and then **NEW** for each new boundary.

TO CONFIRM AN ORDER, PROCEED TO : STEP 9

Step 8.2

UPLOAD PLAN

UPLOAD PLAN



If you have an electronic copy of the plan, you may use this option to send it to us.

Click on **BROWSE**, then select the folder in which it is saved, e.g. My Documents.

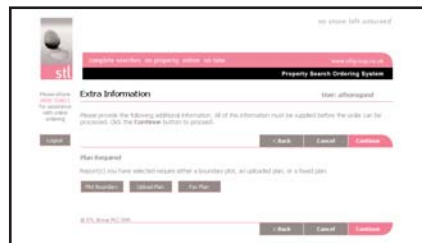
PRESS CONTINUE

TO CONFIRM AN ORDER, PROCEED TO : STEP 9

Step 8.3

FAX PLAN

FAX PLAN



Select this option if you wish to fax the plan. Print the cover sheet and send it to:

FAX : 01483 221854

PRESS CONTINUE

TO CONFIRM AN ORDER, PROCEED TO : STEP 9

Step 9

CONFIRM ORDER

CONFIRM ORDER

Case Summary

File Reference: J615017507
Address: 9 Fulbrook Avenue, Barton under Needwood, BARTONS CV35 9TQ, Staffordshire, DE13 9HD
Property Type: Residential
Date Created: 05/04/2012

Data Ordered	Order Ref	Search Type	Return Method	Expected Delivery	Status
SEARCHES	J615017507_1	Personal Local Authority Search	By Fax	12/04/2012	Completed
SEARCHES	J615017507_1	Local Authority Post Records	By Fax		Ordered

Extra Information

Associated Boundary

Local Authority Searches

Mortgage Lender: Bank of Cyprus Limited

PAGE TIP

COMPLETING THE ORDER

To place your order you **MUST** click on **FINISH**.

If you log out without clicking FINISH, your order will not be placed and will be shown as draft status.

Your preferred delivery method will be automatically selected.

1. Send reports by **EMAIL**.
2. Send reports by **FAX**.
3. Send reports by **POST** or **DX**.

You may change this or select one or more of these options at no extra cost.

PRESS FINISH

Step 10

CASE SUMMARY

CASE SUMMARY

Case Summary

File Reference: J615017507
Address: 2 T1, Crust Hill, Edwinstowe Woods, 11-13 St. Johns Road, WYKING, Surrey, GU24 7BE
Property Type: Residential
Local Authority: Woking Borough Council
Water Company: Thames Water
Date Created: 11/04/2012

Data Ordered	Search Type	Return Method
SEARCHES	Premium Personal Search	Email
SEARCHES	Highway	Email

This screen displays full details of the case just entered, including **EXTRA INFORMATION**.

From this screen you can select to do the following:

1. Click **ADD PRODUCTS**: this will allow you to add more products to the **CURRENT CASE**.
2. Click **EXISTING CASES**: this will allow you to view all your cases.
3. Click **NEW CASE**: this will allow you to create a completely new case.
4. You may print this summary. You will also receive an emailed order confirmation.

STL PROPERTY SEARCH ORDERING SYSTEM

Ordering Process Guide

