

Alberta Land Titles Online (ALTO)

eForm Collaboration Training Module

Land Titles

Date - TBD



Introduction

This module is to help you learn how to use the collaboration feature in ALTO. Collaboration allows for multiple users to work on the same eForm. The users can be within the same office or with another office completing the eForm for submission to the Land Titles Office.

It is recommended that you complete the **Getting Started Module** prior to reviewing this training module.

In this module, you will learn about:

- Accessing a Shared eForm
- Start Collaboration
- Who can edit the shared eForm
- Who made changes to an eForm
- Managing a Shared eForm
- Who to contact for questions

Note:

The following slides will use the scenario of two Law Firms collaborating on an eForm. The “Creator” is the 1st Firm and the “Receiver” is the 2nd Firm.

Accessing a Shared eForm

Start a New eForm »

TFLA.20190910.717 Open

ALL EFORMS		MY EFORMS	OTHER EFORMS			
eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated ▾	Created	
	<input type="text"/>					
CAVE.20190906.716	Test Sept 2019	Universal Form - Not Applicable	A002D6A Version 1	Sep 06, 2019 08:43:50 AM	Sep 06, 2019 08:43:50 AM	
CAVE.20190906.715	Test Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 08:39:15 AM	Sep 06, 2019 08:39:15 AM	Actions ▾
INST.20190906.714	Sign Multiple Test Sept	Universal Form - Not Applicable		Sep 06, 2019 08:08:41 AM	Sep 06, 2019 08:08:41 AM	Actions ▾
CAVE.20190906.713	Sign Multiple Test Sept	Universal Form - Not Applicable		Sep 06, 2019 08:08:02 AM	Sep 06, 2019 08:08:02 AM	Actions ▾
CAVE.20190906.712	Multiple test Sept	Universal Form - Not Applicable		Sep 06, 2019 08:07:09 AM	Sep 06, 2019 08:07:09 AM	Actions ▾
CAVE.20190906.711	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:40:23 AM	Sep 06, 2019 07:40:23 AM	Actions ▾
CAVE.20190906.710	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:38:13 AM	Sep 06, 2019 07:38:13 AM	Actions ▾
TFLA.20190905.709		Universal Form - Not Applicable		Sep 05, 2019 12:26:24 PM	Sep 05, 2019 12:26:24 PM	Actions ▾
TFLA.20190905.708		Universal Form - Not Applicable		Sep 05, 2019 10:03:00 AM	Sep 05, 2019 10:03:00 AM	Actions ▾
MORT.20190904.707	Training 101	972 025 472		Sep 04, 2019 09:09:05 AM	Sep 04, 2019 09:09:05 AM	Actions ▾

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- The 1st Firm creates the eForm and enters all of the information.
- They then provide the eForm Identifier number to the 2nd Firm.
- The 2nd Firm must enter the eForm Identifier number in the search field and click **Open** to access the eForm.
- This process may also be used to share uForms.

Start Collaboration

The screenshot shows a web interface for managing eForms. At the top, there is a search bar with the text 'tfla.20190910.717' and an 'Open' button. Below this is a table with columns: 'ALL EFORMS', 'MY EFORMS', and 'OTHER EFORMS'. The table has columns for 'eForm Identifier', 'Your File Number', 'Titles / Instruments', 'Linked to RR', 'Last Updated', and 'Created'. A modal dialog titled 'EFORM COLLABORATION' is open, showing the eForm identifier 'TFLA.20190910.717 (ALTO User ID Law Firm #1)' and the title 'Title Number: 012 278 690'. A red box highlights a '+' icon next to the title, with a red arrow pointing to the right. At the bottom of the modal, there is a 'Warning' message and 'Cancel' and 'Open' buttons.

eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated	Created
CAVE.20190906.716	Test Sept 2019	Universal Form - Not Applicable	A002D6A Version 1	Sep 06, 2019 08:43:50 AM	Sep 06, 2019 08:43:50 AM
CAVE.20190906.715	Test Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 08:39:15 AM	Sep 06, 2019 08:39:15 AM
INST.20190906.714	Sign Multiple Test Sept	Universal Form - Not Applicable		Sep 06, 2019 08:08:41 AM	Sep 06, 2019 08:08:41 AM
CAVE.20190906.713	Sign Sept			19 08:08:02 AM	
CAVE.20190906.712	Multi			19 08:07:09 AM	
CAVE.20190906.711	Test			19 07:40:23 AM	
CAVE.20190906.710	Test			19 07:29:29 AM	
TFLA.20190905.709				19 12:26:24 PM	
TFLA.20190905.708				19 10:03:00 AM	
MORT.20190904.707	Train			19 09:09:05 AM	

The screenshot shows a detailed view of the 'EFORM COLLABORATION' modal. It displays the eForm identifier 'TFLA.20190910.717 (ALTO User ID Law Firm #1)' and the title 'Title Number: 012 278 690'. The 'Legal Land Description' is expanded, showing the full text: 'THE SOUTH WEST QUARTER OF SECTION FIVE (5) TOWNSHIP FIFTY TWO (52) RANGE TWENTY SEVEN (27) WEST OF THE FOURTH MERIDIAN, SHOWN TO BE COVERED AND OF LILLY LAKE, AS SHOWN ON A PLAN OF SURVEY OF THE SAID OTTAWA ON THE 5TH DAY OF MARCH A.D. 1883, CONTAINING 65 MORE OR LESS'. A red box highlights a '+' icon next to the title, with a red arrow pointing to the right. At the bottom, there is a 'Warning' message and 'Cancel' and 'Open' buttons.

- The 1st Firm's user name will display as the creator of the eForm.
- The Title can be expanded by clicking on the "+" to see the full Legal Description in order to verify that this is the correct eForm to open.
- To start collaborating, click on the **Open** button and the eForm will be added to the My eForms page.

Who can Edit the Shared eForm

The screenshot shows a web interface for an eForm. On the left, a sidebar contains the form ID 'CAVE_20190906.711' and a menu with 'File Attachment', 'Summary', and 'Activity'. A large blue button says 'CLICK HERE to Download the eForm PDF for digital signing'. The main area has a 'Close' button at the top left. A red-bordered box contains a 'Notice' that the eForm is locked by 'natalie bavin.'. Below this is a 'FILE ATTACHMENT' section with instructions and a file named 'Question Mark.pdf'. A white modal box in the foreground is titled 'EFORM COLLABORATION' and states 'The eForm is currently being edited by Created by User ID'. At the bottom of the modal are two buttons: 'View eForm in ReadOnly Mode' and 'Close eForm'. The background interface also has 'Summary' buttons with arrows.

- An eForm can only be edited by one user at a time. The RR is locked to all other users.
- If the eForm is already being edited by another user a message will be displayed with their ALTO User ID. The eForm can be read in Read Only mode or close it and wait for the other user to complete their changes.
- Only the “Creator” of the eForm can delete it. Click on the **Actions** button on the My eForms page or use the **Discard** button within the eForm.

Who Made Changes to an eForm

TFLA.20190910.717
[ADD YOUR FILE NUMBER]

Titles
Transferor Details
Affidavit of Attestation
Transferee Details
Affidavit re Value of Land
File Attachment
Summary
Activity

CLICK HERE
to Download the eForm PDF
for digital signing

Close Save Progress Check for Problems Related eForms

Summary

ACTIVITY

Received by User ID	Action	Timestamp
	Open	Sep 12, 2019 7:48:46 AM
	Open	Sep 11, 2019 3:20:04 PM
	Open	Sep 11, 2019 3:18:05 PM
	Search	Sep 11, 2019 2:52:06 PM
	Search	Sep 10, 2019 8:52:14 AM
	Save	Sep 10, 2019 8:36:50 AM
	Save	Sep 10, 2019 8:36:16 AM
	Save	Sep 10, 2019 8:35:47 AM
	Save	Sep 10, 2019 8:35:06 AM
	Open	Sep 10, 2019 8:34:35 AM
	Create	Sep 10, 2019 8:34:17 AM

Summary

- The Activity section is used to review when an eForm was created, opened, or saved and by which ALTO user ID

Managing Shared eForms

ALL EFORMS		MY EFORMS		OTHER EFORMS	
eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated	Created
TFLA.20190910.717 <small>(Created by User ID Law Firm #1)</small>		012 278 690			
CAVE.20190906.716	Test Sept 2019	Universal Form - Not Applicable	A002D6A Ve		
CAVE.20190906.715	Test Sept 2019	Universal Form - Not Applicable			
INST.20190906.714	Sign Multiple Test Sept	Universal Form - Not Applicable			
CAVE.20190906.713	Sign Multiple Test Sept	Universal Form - Not Applicable		Sep 10, 2019 08:36:50 AM	Sep 10, 2019 08:36:50 AM
CAVE.20190906.712	Multiple test Sept	Universal Form - Not Applicable		Sep 06, 2019 07:40:23 AM	Sep 06, 2019 07:40:23 AM
CAVE.20190906.711	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:38:13 AM	Sep 06, 2019 07:38:13 AM
CAVE.20190906.710	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:38:13 AM	Sep 06, 2019 07:38:13 AM
TFLA.20190905.709		Universal Form - Not Applicable		Sep 05, 2019 12:26:24 PM	Sep 05, 2019 12:26:24 PM
TFLA.20190905.708		Universal Form - Not			

ALL EFORMS		MY EFORMS		OTHER EFORMS	
eForm Identifier	Your File Number	Titles / Instruments	Linked to RR	Last Updated	Created
TFLA.20190910.717 <small>(Created by User ID Law Firm #1)</small>		012 278 690		Sep 10, 2019 08:36:50 AM	Sep 10, 2019 08:36:50 AM

CAVE.20190906.712	Multiple test Sept	Universal Form - Not Applicable		Sep 06, 2019 08:07:09 AM	Sep 06, 2019 08:07:09 AM
CAVE.20190906.711	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:40:23 AM	Sep 06, 2019 07:40:23 AM
CAVE.20190906.710	Testing Sept 2019	Universal Form - Not Applicable		Sep 06, 2019 07:38:13 AM	Sep 06, 2019 07:38:13 AM

- In the eForm Identifier column the shared eForm is quickly identified by the two way arrows and the name of the eForm creator.
- If the two way arrows appear without a name it is an eForm that the current ALTO User ID created.
- The Collaborated eForm will appear in the **ALL EFORMS** tab as well as the **OTHER EFORMS** tab.

Contact Us

For information regarding ALTO and the electronic submission process please contact: ALTO Client Team (ACT Team) at:

Email: ACT@gov.ab.ca

For immediate assistance please contact one of the numbers below and ask to speak with an ACT Team member.

Edmonton 780.427.2742

Calgary 403.297.6511

For ALTO technical support (resetting passwords, system outage, etc.) please contact Land Titles System Support Team at:

Email: LTSysSupport@gov.ab.ca

780.422.7874

To contact us toll-free within Alberta, dial 310.0000 then any of the phone numbers listed above.