RE80: Maintain Property (Legalisation and Property Completion) Transaction Guide

This guide shows you how to use transaction RE80 (Real Estate Navigator) to maintain details for existing properties (architectural objects) that will be fully consumed by road, and is part of the PM5.4 Legalisation and Property Completion process.

Use either the short description quick-step procedure below or the follow the more detailed description with screen shots that follows.

Access the transaction using either:

- transaction code **RE80**, or
- the menu path: **Real Estate Management > Master Data > RE Navigator**.

Quick-step procedure
Follow the steps below to complete this transaction.

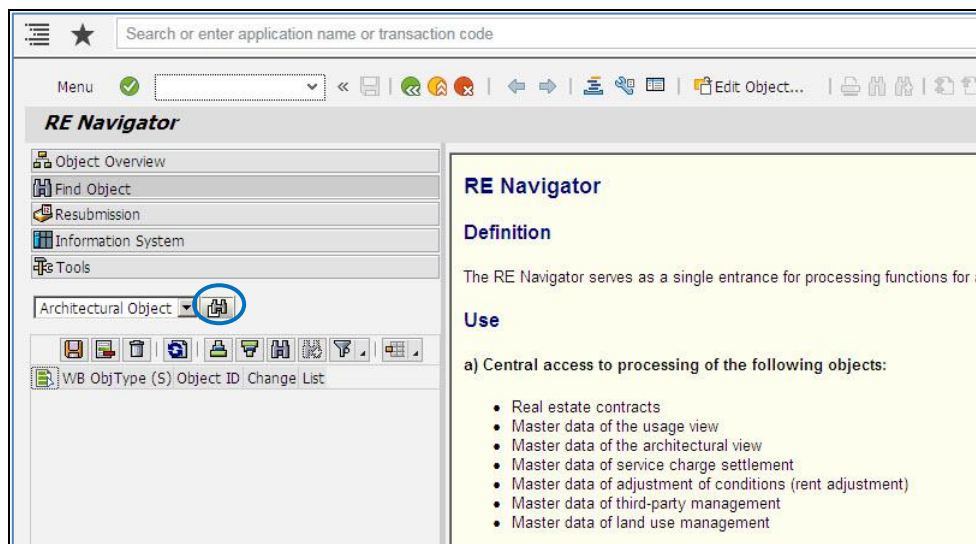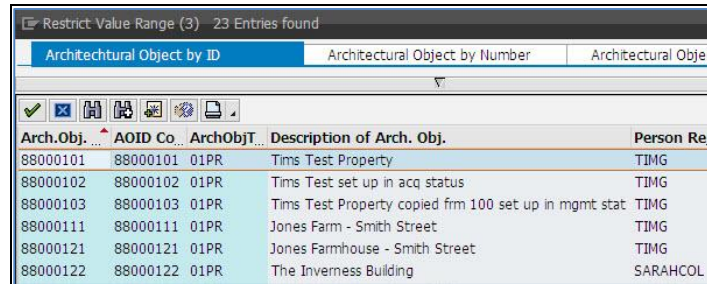| Step	Action
1.	On the **Object Overview** tab, select **Architectural Object** from the drop-down list and click the **Find** icon. **Result**: The **Restrict Value Range** dialog box displays.
2.	Select a suitable search (e.g. Architectural Object by Address).
3.	Enter search criteria (e.g. part of the address) and press Enter.
4.	Select the architectural object (property) from the displayed list by double-clicking on the item in the list that displays. **Result**: The **Architect. Object Property <88******> Display**: **General Data** screen displays. **Note**: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.
5.	Click the **Changes Between Display <-> Change** icon. **Result**: The **Architect. Object Property <88******> Change**: **General Data** screen displays (i.e. the property details can now be changed).
6.	Change the Acq/Disposal Status field (e.g. select either Formed as Road or Legalised as Road) in the **Property Reference Data** section of the screen.
7.	Change the User Status field (e.g. ACQ – Acquisition) in the **Status Display** section. **Note**: The User Status field impacts some fee calculations and checks for the business partners needed for the property.
8.	Add other types of measurements on the **Measurements** tab, if required, by doing the following: - Click on the **Add New Measurements** icon. - Select a measurement type from the **Permitted Measurement Types** dialog box and enter the measurement details. **Note**: If at any time, you wish to remove a measurement, select the line and click on the **Remove Measurements** icon.

Step	Action
9.	Add resubmission rules on the **Alerts/Milestones** tab, if required, by doing the following: • Click the **Create Reminder Rule** icon. • Select either 'One Time occurrence' or 'As of date…'. • Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. One Time Occurrence on 20.05.2013 – Survey and Legalisation). • Press Enter.
10.	Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.

Detailed procedure
Follow the steps below to complete this transaction.

1. On the **Object Overview** tab, select **Architectural Object** from the drop-down list and click the **Find** icon (circled in blue below).

Result: The **Restrict Value Range** dialog box displays.

2. Select a suitable search (e.g. Architectural Object by Address).

3. Enter search criteria (e.g. part of the address) and press Enter.

4. Select the architectural object (property) from the displayed list by double-clicking on the item in the list that displays.
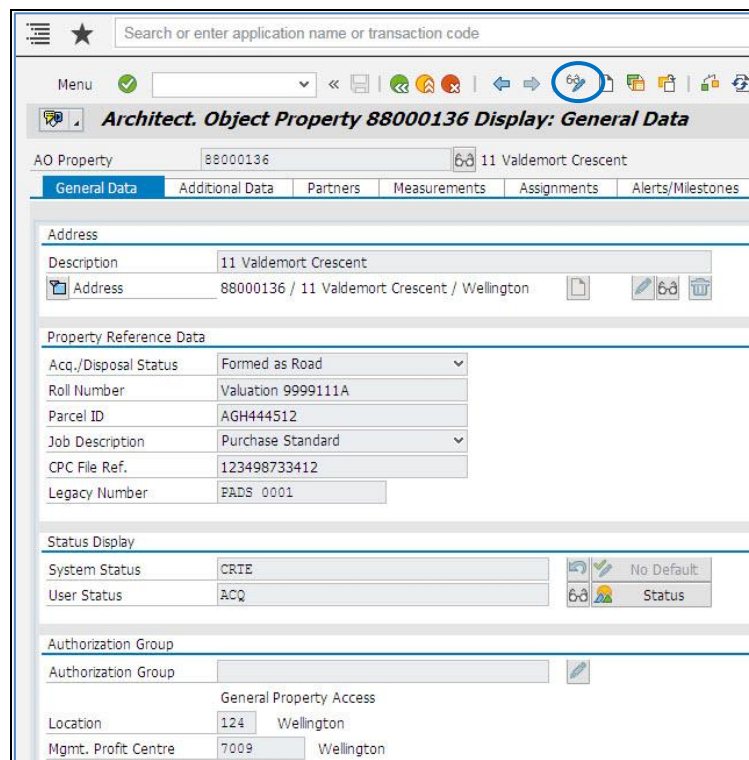

Result: The **Architect. Object Property <88******> Display**: **General Data** screen displays.

Note: If a search list does not display, review your selection criteria, make any changes and press Enter to search again.

5. Click the **Changes Between Display <-> Change** icon (circled below).

Result: The **Architect. Object Property <88******> Change**: **General Data** screen displays (i.e. the property details can now be changed).
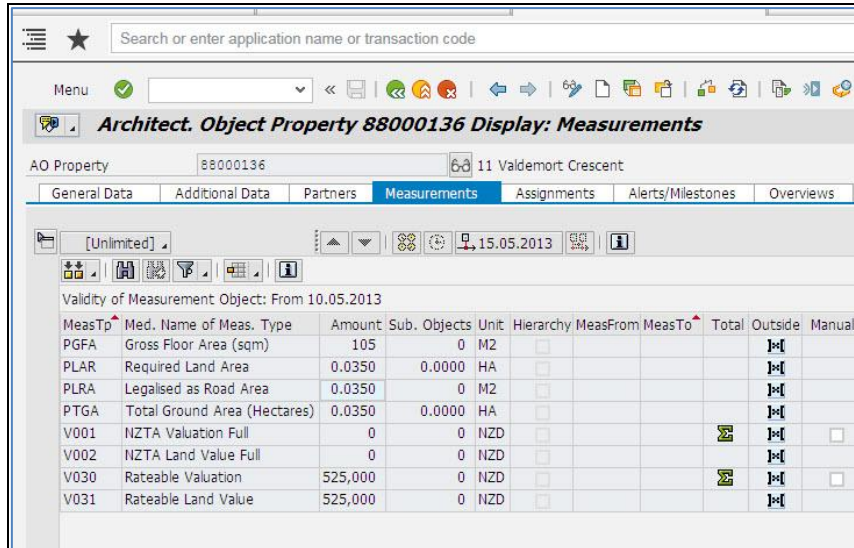

6. Change the Acq/Disposal Status field (e.g. select either Formed as Road or Legalised as Road) in the **Property Reference Data** section of the screen.

7. Change the User Status field (e.g. ACQ – Acquisition) in the **Status Display** section.

Note: The User Status field impacts some fee calculations and checks for the business partners needed for the property.

8. Add other types of measurements on the **Measurements** tab, if required, by doing the following:

- Click on the **Add New Measurements** icon.
- Select a measurement type from the **Permitted Measurement Types** dialog box and enter the measurement details.
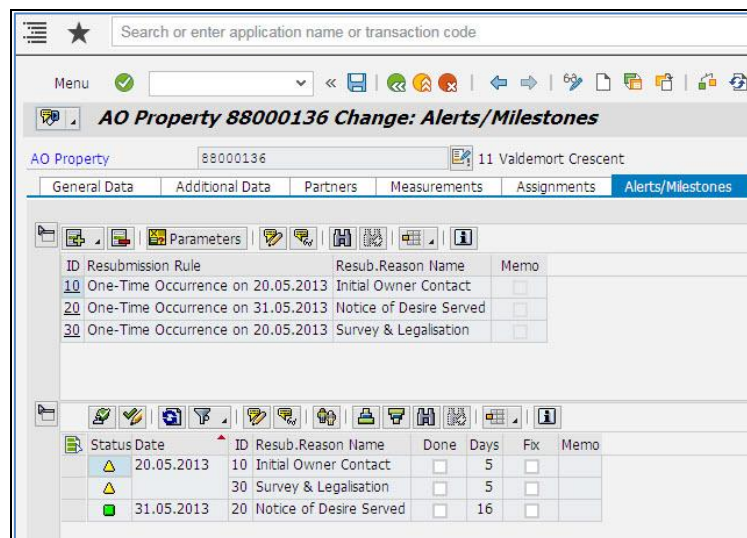
  Note: If at any time, you wish to remove a measurement, select the line and click on the **Remove Measurements** icon.

9. Add resubmission rules on the **Alerts/Milestones** tab, if required, by doing the following:

- Click the **Create Reminder Rule** icon.
- Select either 'One Time occurrence' or 'As of date…'.
- Enter a Resubmission Reason and Date in the **Create Reminder Rule** dialog box (e.g. One Time Occurrence on 20.05.2013 – Survey and Legalisation).
- Press Enter.

10. Click **Save**. The message *'Architect. Object no 88****** was changed'* displays in the bottom left-hand side of the screen.