

# Message Maker

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The instructions in this article relate to **Message Maker**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The **Message Maker** is for creating a message that can be displayed on Levy Notices, Arrears Notices, Ledger Cards and Invoices. The message may be changed to suit a particular situation or even for an individual owner. It is important to review the template currently selected to ensure there is room for a message to display.

The instructions in this article relate to StrataMax Version 5.6.155 onwards. Refer to **Legacy Message Maker** below for prior versions.

## Message Maker

The **Message Maker** is used to create, edit, or delete custom messages both Global and Local for Levy Arrears and Levy Notices when issuing notices through Report Distribution.

1. Search or select **Levy Management**.
2. Select *Reports* and select *Distribute Levies*.
3. Click on the cog wheel to open the Configuration and select *Message Maker*.
4. From the drop-down arrow beside Custom Messages to select Levy Notices or Levy Arrears Notices.
5. Select the *Add* button under Global or Building Override windows to add a new message line item.
6. Click into the *Description* field and click again to activate the cursor and add a Description for the Message.
7. Click into the Message field and click again to activate the cursor and add the message.
8. Click the *Save* icon to save the message.
9. Click the *Star* icon to set the message as active. Toggling this icon will remove the Active status if required.
10. Click the delete icon to remove a message if required.
11. Click *Close* to exit the screen.

Report Distribution - STRATAMAX ONLINE HELP KEEP 250925

### Levy Arrears Notice

Building: STRATAMAX ONLINE HELP KEEP 250925

Report Set:     Page Numbers  Consolidate by Contact

Distribution Method:  Post Stratamax

Levy Arrears Notice 1-levyarr\_adbcarr1\_ABN, 2-levyarr\_adbcarr2\_ABN, 3-levyarr\_waarle

Filters

<input checked="" type="checkbox"/>	Account	Lot	Unit	Name
<input checked="" type="checkbox"/>	02100001	1	1	Blue Skies
<input checked="" type="checkbox"/>	02100002	2	2	Adrian Peter Egan
<input checked="" type="checkbox"/>	02100003	3	3	Jacinta C Healy
<input checked="" type="checkbox"/>	02100004	4	4	Blue Skies
<input checked="" type="checkbox"/>	02100005	5	5	Danielle Louise Outra
<input checked="" type="checkbox"/>	02100006	6	6	Blue Skies
<input checked="" type="checkbox"/>	02100007	7	7	Blue Skies
<input checked="" type="checkbox"/>	02100008	8	8	Blue Skies

#### Configuration

##### Arrears Setup

Arrears Notice Setup:

Message Maker:

##### Settings

Include Current

Arrears Output in Due Date Order

Include Other balance in Arrears

Skip Lots In Legal Action

Check Account Balance For Anomalies

New Owner Arrears Days:

Arrears Days Key Field:

##### Template

Use Override Letterhead

Override Letterhead:

Message Maker - STRATAMAX ONLINE HELP KEEP 250925

Custom Messages For: Levy Arrears Notice

Active	Description	Message	Active
<input checked="" type="checkbox"/>	Arrears Notice Global	If you need to enter into a Payment Plan please contact our office.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Office Closure	Please note we are closed 01/12/26 for Staff Day.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Arrears		<input checked="" type="checkbox"/>

#### Building Overrides for STRATAMAX ONLINE HELP KEEP

Active	Description	Message	Active
<input type="checkbox"/>	Local	This is the message	<input type="checkbox"/>

Print Message from Arrears Notice will need to be ticked and Set as Default to display the active

message from Message Maker.

Levy Arrears Notice STRATAMAX ONLINE HELP KEEP 250925 01 June 2026

File Options Goto Tools Help

Screen  Printer

Template Use Tools / Arrears Notice Setup

Printer

Paper Source Copies

Letterhead Default

Deposit Reference

Building Details

Regulation	CTS No	Type	Plan
Accommodation	250925	B.F.P.	250925

Select Lots Conditions

Report Order

Account Code

Print Message

Include Current

Ignore A/c Balance

Advise if in Legal

Process Fees and Log

Minimum Arrears \$5

Show Anomalies

Email Where Set

Email/Mail as per Contact Preferences

Set as Default

Set Local Paper Source

Message Maker

Change Building

Proceed

Close

View Log

Message:

- Existing messages from Arrears Notices will be automatically migrated to Levy Management during upgrade to this version.
- Post-upgrade changes are not synchronised across modules.

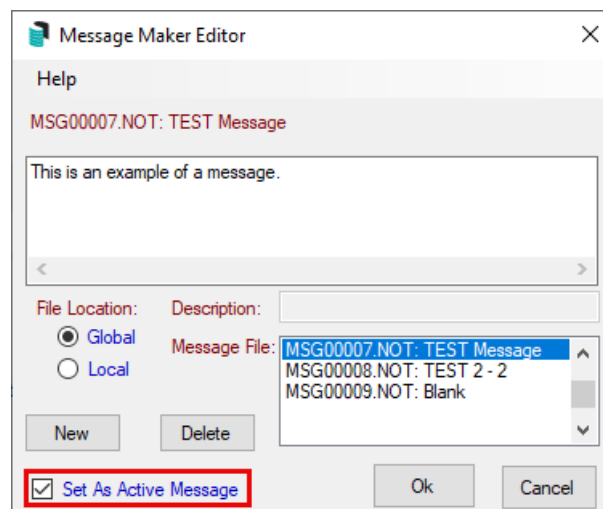
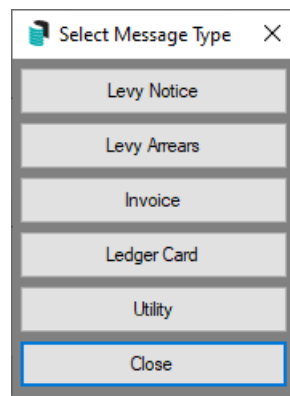
## Legacy Message Maker

The **Message Maker** is for creating a message that can be displayed on Levy Notices, Arrears Notices, Ledger Cards and Invoices not issued via Report Distribution.

## Creating a new Message



1. Search or select the area that the message has been created for i.e. **Levy Notice Reports, Arrears Notice, Invoice Printing, Ledger Card** or **Utility Billing**.
2. Click *Conditions* tab and click *Message Maker*.
3. Select either 'Global' to apply the new message to all properties in your portfolio, or 'Local' to add new message which will be unique to the selected building.

4. Click on the 'Message File' required.
5. Tag 'Set As Active Message'.
6. Click *OK*.
7. Click 'Yes' or 'No' to the message 'Do you want to alter the description for the message?'
8. If *Yes* was selected, this will put the message into an editable format. Edit as required and click *OK*.
9. From the 'Conditions' tab, ensure *Print Message* is ticked and tick *Set as Default* if required.
10. Preview a Levy Notice Reports, Arrears Notice, Invoice Printing, Ledger Card or Utility Bill to ensure there is space for the message prior to distributing. Adjust the Template if required (screen shot below).



Levy Arrears Notice STRATAMAX ONLINE HELP KEEP 300621 31 July 2025

File Options Goto Tools Help

Screen 
  
 Printer 

Template Use Tools / Arrears Notice Setup ...
   
 Printer ...
   
 Paper Source ... Copies
   
 Letterhead Default

Deposit Reference

**Building Details**

Regulation	CTS No	Type	Plan
Accommodation	1521	B.F.P.	1521

Select Lots Conditions

**Report Order**
  
 Account Code
   
 Process Fees and Log
   
 Minimum Arrears \$0.00

Print Message
   
 Include Current
   
 Ignore A/c Balance
   
 Advise if in Legal
   
 Show Anomalies
   
 Email Where Set
   
 Email/Mail as per Contact Preferences

Set as Default
   
 Set Local Paper Source
   
 Message Maker



Change Building
   
 Proceed
   
 Close

View Log

Message: This is an example of a message.

Levy Notice STRATAMAX ONLINE HELP KEEP 300621 31 July 2025

File Options Goto Tools Help

Screen 
  
 Printer 

Template Inote\_multioc208 Levy Notice + Extra Levies + 2nd DEPOSIT ...
   
 Printer Microsoft Print to PDF
   
 Paper Source Automatically Select Copies 1
   
 Letterhead Default

Deposit Reference

**Building Details**

Regulation	CTS No	Type	Plan
Accommodation	1521	B.F.P.	1521

Select Lots Select Levies Conditions

**Report Order**
  
 Account Code
   
 Process Fees and Log

Print Message
   
 Show Arrears
   
 Print Interest Words
   
 Email Where Set
   
 Email/Mail as per Contact Preferences
   
 Include Current

Set as Default
   
 Set Local Paper Source
   
 Message Maker

Change Building
   
 Proceed
   
 Close

View Log

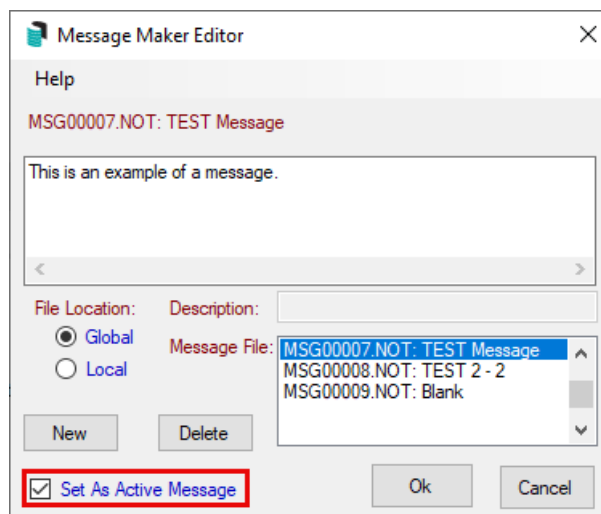
Message: This is an example of a message.

## Edit a Message

1. Search or select the area that the message has been created for i.e. **Levy Notice Reports, Arrears Notice, Invoice Printing, Ledger Card** or **Utility Billing**.
2. Click *Message Maker* on the 'Conditions' tab.
3. If an Active Message has been 'Set As Active Message' previously, it will be displayed.
4. Select 'Global' to select a message from the global list, or 'Local' to select a message unique to the

selected building.

5. Select the message to edit.
6. The contents of the message will be displayed, make changes as required.
7. Click *OK* when you have finished editing the message.
8. When asked: 'Do you want to alter the description for this message?' select *Yes* or *No*.
9. If you selected yes, then the text description box for the message will appear above the message file list, type in the new description then click *OK*.
10. This edited message will become the selected message for the levy/arrears or invoice. It does not become the active message (default message) unless you also specify 'Set As Active Message'.



## Delete a Message

1. Search or select **Message Maker**.
2. Select either 'Global' to display all messages globally, or 'Local' to display only messages unique for the selected building.
3. Select the message that is to be deleted, then click *Delete*.
4. When asked: 'Delete this message?' click *Yes*.

