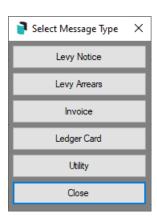# Message Maker

The instructions in this article relate to **Message Maker.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.
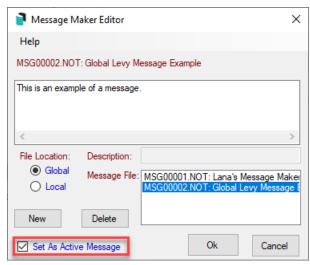
The **Message Maker** is for creating a message that can be displayed on Levy Notices, Arrears Notices, Ledger Cards and Invoices. The message may be changed to suit a particular situation or even for an individual owner. It is important to review the template currently selected to ensure there is room for a message to display.
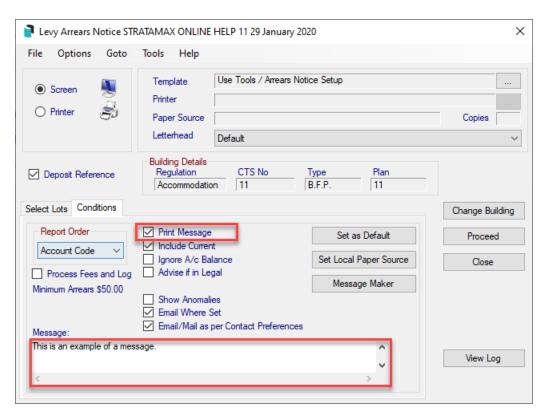
We also have the Message Maker Video, *Communicating Your Office Hours*, which covers the Message Maker process.
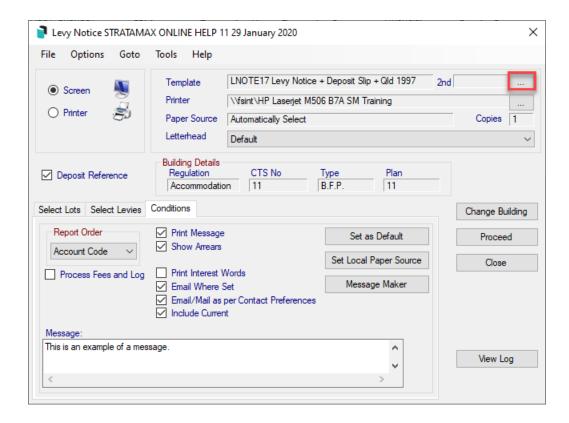
Creating a new Message

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).
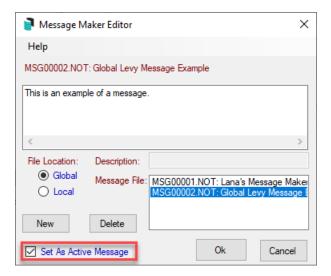
Edit a Message

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*.