Label Printing

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The instructions in this article relate to *Label Printing (Debtors)*. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Label Printing can also be opened from within other menus in StrataMax such as*Roll Reports, Creditors*, or *Office Bearers*. The *Label Printing* menu is primarily used to print labels on a label sheet. There are various options available including another menu icon for *Label Printing (Creditors)* and labels can be customised to size prior to printing if required.

Please note: *Label Printing* does not support the new contact management areas.*Merge Letters* should be considered for use instead or *Search Roll* which can assist with exporting contact information including all address information.

Label Printing Configuration

This section covers the configuration for the Label Printing menu, including, *Owners, Office Bearers, Creditors, Mortgagees, Mortgagee Reference Labels*, and *Real Estate Agents*.

🥗 Configuration				×
Labels	Label Title for Residents			
	Global	The Resident		
	This building only	The Resident		
	Settings			
	Delimit Email List with (enter) Note: Not	valid for BCMax Email Client (Email/Fax/Sms)		
	Exclude Unresolved Returned Mail Add	resses (Labels / Levies / Arrears)		
			Close	

Label Title for Residents

Global

If the *Resident* checkbox is ticked, it will use the details in this field when creating labels addressed to the residents as long as the details in This Building Only is the same.

This Building Only

If the *Resident* checkbox is ticked, it will use the details in this field when creating labels addressed to the residents. This setting will override the above Global setting.

Settings

Delimit Email List with (enter)

When the *Separate Email List* box is ticked, this will show the email address for the next lot on the next line of the text document instead of being in one continuous line.

Exclude Unresolved Returned Mail Addresses (Labels / Levies / Arrears)

Ticking this excludes any lots that have been added to the *Returned Mail Register* menu from producing a label, a levy notice, or an arrears notice.

Change the Type for Labels

This process allows you to switch the type and print labels from any other label file in BCMax regardless of the Label Printing area you are in ie. Roll Reports, Creditors, Office Bearers, etc.

- 1. Search or select Label Printing (Debtors).
- 2. Select the Options menu.
- 3. Click the source/type you wish to produce labels for:

📄 Ad	Address Labels Owners STRATAMAX ONLINE HELP 11 31 December 2019					
File Tag	Options Own Offi Crea Mor Real 02100006	Is Owners STRATAMAX Help hers ce Bearers ditors tgagees tgagee Reference Label Estate Agents F TERRACE		P 11 31 Decemb Report Order © Code Numbe Alphabetical Priority Address S © Levy Notice / Notice Addre Residential A Notice Not Le	er 2019 er Order Order Selection Address Priority ddress Priority evy Addre	X Remove Duplications C Label Ref iority Process Process ority Process ss Priority
< < 1 Cr	02100007 02100008 02100009 02100010 02100011 02100012 02100013 02100014 of 24 nange Buildir	FRY G SPARK H I CIVITELL T A S COLLINS K Sullivan L CHAN M SPICER N PARENDON	> Y	Options All Owners Committee Mail Committee Mail Committee Mail Residents Or Building Name Include 2nd A Separate Email Use Correspond Include Non-A Label Title 	eeting Not eeting Min Ny e on Resid Addressee ail List undence N Owner Off The Res	Plan Num in Ref ices utes Owner if no tenant dent Labels Adv. Only Not Committee lail Out Register icers ident Close

Label Printing (Owners/Debtors)

1. Open the *Label Printing (Debtors)* menu from within the required building.

] A	Address Labels Owners OCEANIA KEEP 10075 31 August 2024					
File	Options Ta	Help g Codes for Report	Report Order	s		
Tag	Code 02100001 02100002 02100004 02100005 02100006 02100007 02100008 02100009 02100010 02100011 02100011 02100012 02100014 of 50	Description	Alphabetical Order Alphabetical Order Priority Address Selection Levy Notice Address Priority Process Notice Address Priority Process Residential Address Priority Process Notice Not Levy Address Priority Options Image: All Owners Plan Num in Ref Committee Meeting Notices Committee Meeting Notices Committee Meeting Notices Committee Meeting Minutes Residents Only Owner if no tenant Building Name on Resident Labels Include 2nd Addressee Adv. Only Separate Email List Not Committee Vuse Correspondence Mail Out Register Include Non-Owner Officers Label Title The Resident			
C	hange Buildir	ng	Proceed Close			

a) Report Order

- Code Number Order will order the labels based on the Account Code number.
- Alphabetical Order will order the labels based on Surname if labels for Office Bearers or Owners and Company name for Creditors.

b) Remove Duplications - will prevent any duplicate labels from generating, for example, if there is a Lot Owner who owns two or more lots in a building and the addresses are identical, BCMax will only print one label.

c) Label **Ref** - if enabled, labels will print with the account number - lot number - unit number - building name on the label.

d) Priority Address Selection

- Levy Notice Address Priority Process will generate labels using the Levy Notice Address if
 present, if there is no Levy Notice Address labels will use the Service of Notice Address. If there is
 no Service of Notice Address labels will use the Residential Address.
- Notice Address Priority Process will generate labels using the Service of Notice Address, if there is no Service of Notice Address labels will use the Residential Address.
- Residential Address Priority Process will generate labels using the Residential Address.
- Notice Not Levy Address Priority will ignore the Levy Notice Address and generate labels using the Service of Notice Address, if there is no Service of Notice Address labels will use Residential Address.

e) Options

- All Owners will display All the Owners in the Label Printing screen if they are tagged.
- Plan Num in Ref is used in conjunction with 'Label Ref' this will put the Plan Number instead of the building name in the Label Reference.

The next two settings are based on the settings in the *Roll* for 'Send Notice of Committee Meeting' and 'Send Minutes of Committee Meeting'.

- Committee Meeting Notices if this is selected in the Label Printing screen, only Owners that are flagged 'Y' in the Roll for 'Send Notice of Committee Meeting' will have their labels appear. If an Owner is flagged 'N' in the Roll, their address will not appear in the Label Printing Screen.
- Committee Meeting Minutes if this is selected in the Label Printing screen, only Owners that are flagged 'Y' in the Roll for 'Send Minutes of Committee Meeting' will have their labels appear. If an Owner is flagged 'N' in the Roll, their address will not appear in the Label Printing Screen.
- Residents Only will address the label as 'The Resident' and will address the label to the Lot address.
- Owner if No Tenant is used in conjunction with the 'Residents Only' setting, this will address to the Lessee's address that is in the Roll, if a Lessee does not exists it will address the label to the Owner.
- Building Name on Resident Labels is used in conjunction with the 'Residents Only' setting, the name of the building will be included on the label.
- Adv. Only if selected, will exclude any Owners that have an 'N' flagged in 'Adv. OK' in the Roll.
- Not Committee will exclude any lots that are Committee Members for this building in the Label

Printing screen

- Include Non-Owner Officers will list any Office Bearers that are not Owners of any lots in the building.
- Label Title is the name that you will be addressing Labels sent using the 'Residents Only' setting. This can be edited in the Configuration option of the File menu.

f) Producing lists with emails and labels for post

- Separate Email List will produce a txt document with the email addresses of Owners that have an email address in the Roll based on the contact preferences setup.
- Use Correspondence Mail Out Register is used in conjunction with the above setting. If selected, it will produce a separate email list based on the Email/Mail Manager settings in the Roll. Note that labels will not be produced for Owners with an email address on this list.

If a lot is set up to send correspondence to an Agent, Mortgagee and others; the owner will not receive correspondence regardless of their email/mail preferences. If you need to send correspondence and include both the Agent and the Owner, it is recommended to use Merge Letters.

Printing Labels Owners

Label printing can include the contact preferences for the owner and agent when configured correctly, and produce lists for email and address based on each. Label printing window can also generate email lists based on multiple contacts on the Roll, and offer lists to cater for preferences for each type. The below instructions refer to generating these lists with contact preferences applied.

- 1. Search or select Label Printing (Debtors).
- 2. Tag any individual or all (CTRL + 'A') to tag all Owners etc.
- 3. Set the *Priority Address Selection* (Notice Address Priority Process is used for Service of Notice).
- 4. Select Remove Duplications to exclude any duplicate owners.
- 5. Tick Use Correspondence Mail Out Register to include the contact preferences.
- 6. Tick a Separate Email List to generate a separate email list.
- 7. Click Proceed.

P A	ddress Labe	Is Owners OCEA	NIA KEEP 1	0075 31 4	August 20	024			×
File	Options	Help							
	Ta Code 02100001 6 2 12 02100003 02100004 02100005 02100006 02100006 02100007 02100009 02100009 02100010 02100010 02100011 02100012 02100012 02100013 02100014	g Codes for Repo	rt	3	Report (Code Alph Priority A Cevy Notic Resi Notic Options Com Com Com Resi Build Inclu Sepz Use	Drder e Number labetical (Address S / Notice A ce Address dential Ac ce Not Le winers mittee Me mittee Me dents Onl ing Name ide 2nd A arate Ema Correspon	or of the section of	Remove Dup Label Ref Process Process ority Process s Priority Plan Num ir ces Uses Owner if no ent Labels Adv. Only Not Commit ail Out Register	n Ref tenant
1	of 50 Change Buildir	ng	7	Procee	Label T	ide Non-C	The Resid	dent Close	

- 8. If a separate email list was selected, the notepad window here contains the contacts that have *Email* set as their *Correspondence* preference.
- 9. This will take you to the Label Printing screen for contacts with Post set as their preference.
- 10. Click the label you wish the printing to start from, and click Print.

NOTE: If 'Separate Email Email List' and 'Use Correspondence Mail Out Register' is selected when clicking Proceed (step 3), the txt file that is produced are the Owners requiring email correspondence and can be copied and pasted into Outlook if needed. Once closed the next screen of labels are the Owners requiring mail.

Change the Label Size

The label size and layout options presented are 1, 2 or 3 columns. When you change the label size, the label grid will change to show you the selected size and layout.

- 1. Search or select Label Printing (Debtors).
- 2. Tag any individual or all owners (Ctrl+A).
- 3. Click Proceed.
- 4. This will take you to the *Label Printing* screen. In Label Sizes, select the label size. BCMax will change the size of the grid based on the selection. Use the scroll up and down arrows to view all available sizes.

Change the Printer Settings

The printer where the labels are printed to can be changed, or a specific paper tray used for labels.

- 1. Search or select the *Label Printing (Debtors)*.
- 2. Tag any individual or all (CTRL + 'A') to tag all Owners etc.
- 3. Click Proceed.
- 4. Click the *Change* button in the *Printer Setup* section.
- 5. Select the printer to use from the selection in your office set up for StrataMax.

📄 Label Printing			×
File Help			
Lana A Gates Unit 5 Strata Towers GOLD COAST, QLD, 4022 B Strata 12121 Resident Street Sydney NSW 2000 C Building 4 Tower Street	L Chan LJ Hooker Victoria Park 288 Albany Highway M Spicer Unit 14 187 Walcott Street MOUNT LAWLEY WA N Bamdon Accord Realty	W Candessa 81 Andrews Avenue YORK WA 6302 X Davis Realmark Realty 113 Newcastle Street 25	Address Source: Use Label/Envelope Printer \\fsint\\qdrive\BCMaxDrives\SupportAndTra Browse Label Sizes 98 x 25 mm 70 x 36 mm 97 x 38 mm
Penrith NSW 2145 D Gardens 1 Yes Street Brisbane E Pool	PO BOX 521 O Meyer My Realty Plus PO Box 88 P. McComick	26	100 x 34 mm 105 x 37 mm A4 A4 with Bar Code
4 Igloo Ave F Terrace 9 Gardens	Paragon Property 427 Fitgerald Street Q Gallaway Paragon Property 427 Fitgerald Street	28	Lana Custom 64 x 25 mm
G Fry Apt 135 580 Hay Street PERTH WA 6000	R Brereton L J Hooker City Residential Shop 30, 82 Royal Street	29	Printer Setup Printer \\fsint\HP Laserjet M506 B7A SM Training Branche \\depreciation k. Select
H Spark 70 Reynolds Street FORRESTFIELD WA	S Blaney Unit 20 187 Walcott Street MOUNT LAWLEY WA	30	Paper In Automatically Select Change Change
I Civitella 14 Meenaar Crescent COOLBINIA WA 6050	T A S Collins Training Agent Training Road	31	
T A S Collins Training Agent Training Road	U Smith Gow Property Anna Szczypczyk	32	Edit Create merge data
K Sullivan The Agency Property Management	V SHISHKINA Unit 2 125 Hastings Street SCARBOROUGH WA	33	Charge for Labels Printed Per Page Print Close Close Click to select start label

Customise Labels

Labels can be customised to suit various label types in your printer. This can be done for any type of label printing; Debtors(owners), Creditors, etc.

- 1. Search or select the *Label Printing (Debtors)*.
- 2. Tag any individual or all (CTRL + 'A') to tag all Owners etc.
- 3. Click Proceed.
- 4. Under the *Label Sizes* list on the right, select a comparative size. This will affect which fields can be amended in customisation screen (step 7 below).

🗃 Label Printing	×
File Help	
Label Printer 63 x 38 mm ABC Strata ABC Strata Pty Ltd PO Box 20	Address Source: Use Label/Envelope Printer \\fsint\qdrive\BCMaxDrives\SupportAndTra Browse
BURLEIGH HEADS	Label Sizes
2	Label Printer 63 x 38 mm
-	Label Printer 70 x 36 mm
	Label Printer 89 x 28 mm
	Label Printer 98 x 36 mm
3	Label Printer 99 x 38 mm
	Envelopes - DL 110 x 220
	Envelopes - DLX 120 x 235
	Envelopes - C6 114 x 162
4	Envelopes - C5 162 x 229
	Envelopes - C4 229 x 324 🗸
	Insert Address Bar Code Preview

5. In the top left of the Label Printing screen, click File > Customise Labels.

) L	abel Printing
File	Help
	Customise Labels
-15	Print
	Enable Print Charge Check Box
	Close

- 6. Click the required buttons.
 - Edit/Create Label Size. Opens the customisation screen.
 - Delete Current Label Size Removes any currently configured customisations.
 - Close: Close this menu.



7. After clicking the *Edit/Create Label Size* button above, the customisation screen will appear. All measurements in this screen are in millimetres, and which fields can be customised will depend on which *Label Size* was selected in the *Label Printing* screen (step4 above). You can adjust any of the measurements in the fields to suit your label, page, or envelope.

Custom 64 x 2	25 mm	\times
Description	Custom 64 x 25 mm	
Start Line	20.3	
Label Width	63.9	
Label Height	25.4	
Font Size	10.0	
Column 1 Start	0.0	
Column 2 Start	66.9	
Column 3 Start	135.5	
Measurements are	in millimeters	
	OK Cancel	
Ent	ry Assistant er any characters (40) Switch Overwrite	

8. Click OK to close the customisation screen.

Create a Merge Data file for Labels

From any of the label printing functions in StrataMax, you can create a mail merge data file for use with other programs, such as a word processor to create personalised letters and other documents.

- 1. Search or select *Label Printing (Debtors)*.
- 2. The directory path for the building's merge files is displayed. Make a note of this location.
- 3. Under the directory path, type in a name for the merge file and add it to your note about the directory path.
- 4. Click on Create Merge Data.
- 5. The merge file has now been created and is ready to be used. The name of the merged data file is what is entered into the *Merge Data File* field.

📄 Label Printing			×
File Help			
Lana			Address Courses Use Label/Envelope Printer
A Gates Unit 5 Strata Towers GOLD COAST, QLD, 4022	L Chan LJ Hooker Victoria Park 288 Albany Highway	W Candessa 81 Andrews Avenue YORK WA 6302	Visint\qdrive\BCMaxDrives\SupportAndTra Browse
B Strata 12121 Resident Street Sydney NSW 2000	M Spicer Unit 14 187 Walcott Street MOUNT LAWLEY WA	X Davis Realmark Realty 113 Newcastle Street	Label Sizes 98 x 25 mm
C Building 4 Tower Street Penrith NSW 2145	N Bamdon Accord Realty PO BOX 521	25	97 x 38 mm 100 x 34 mm
D Gardens 1 Yes Street Brisbane	O Meyer My Realty Plus PO Box 88	26	105 x 37 mm A4
E Pool 4 Igloo Ave	P McCormick Paragon Property 427 Fitgerald Street	27	A4 with Bar Code Lana Custom 64 x 25 mm
F Terrace 9 Gardens	Q Gallaway Paragon Property 427 Fitgerald Street	28	Custom of x 25 mm V Insert Address Bar Code Preview
G Fry Apt 135 580 Hay Street PERTH WA 6000	R Brereton L J Hooker City Residential Shop 30, 82 Royal Street	29	Printer Setup Printer \\fsint\HP Laserjet M506 B7A SM Training
H Spark 70 Reynolds Street FORRESTFIELD WA	S Blaney Unit 20 187 Walcott Street MOUNT LAWLEY WA	30	Paper In Automatically Select Change Change
l Civitella 14 Meenaar Crescent COOLBINIA WA 6050	T A S Collins Training Agent Training Road	31	24
T A S Collins Training Agent Training Road	U Smith Gow Property Anna Szczypczyk	32	Edit Create merge data
K Sullivan The Agency Property Management	V SHISHKINA Unit 2 125 Hastings Street SCARBOROUGH WA	33	Charge for Labels Printed Per Page Print Close
			← Click to select start label

Include Non-Owner Office Bearers in Label Printing

Address labels has been enhanced to allow the selection of non-owner officers (as well as Body Corporate Manager). The new 'Include Non-Owner Officers' option is available when the 'Owners' option is enabled (Options menu).

- 1. Search or select Label Printing (Debtors).
- 2. Click the Options menu and select Owners.
- 3. Tick Include Non-Owner Officers.
 - This list will now only display Active Non Owner Officers.
- 4. Tag the required Non-Owner then click Proceed.
- 5. Make your print selections, and click Print.

Edit the Label List before Printing

You may wish to edit the labels list before printing it, e.g. add some more labels, change any already in the list or to delete any labels. You can do this before printing - these changes are only temporary and will not affect the main BCMax data files.

- 1. From inside any Label Printing (Debtors) window:
- 2. Click on 'Edit'.
- 3. The label file will open in notepad.
- 4. Make the changes as you require. Each label must end with a '#' at the end of the last line. This is how BCMax separates each label.
- 5. Click the 'X' once your changes have been made (to close the window).
- 6. Click 'Yes' to save changes.
- 7. You can now place your mouse inside the required label, and the change/s you made will now be reflected.
- 8. Print labels as usual.

Label Printing (Creditors)

To print labels for all or a selected number of Creditors used by this building.

- 1. Search or select Label Printing (Creditors).
- 2. Tag the Creditors to include in this set of labels. If none are tagged, then all will be assumed to be printed.
- 3. Tag the required Creditors to produce labels for.
- 4. From the Report Order area select Code Number Order or Alphabetical Order.
- 5. If there are likely to be any Creditors with label duplications and you wish to print only one label for each person, click on *Remove Duplications*.
- 6. Click Proceed.
- 7. Set any label printing options as you require, e.g. change the label size, select a printer etc. More about label printing options.
- 8. Click the label to start printing at. This is handy as it saves wasting labels by only being able to print from the 1st label.
- 9. Check that label pages are in the correct paper tray in the printer.
- 10. Click Print.
- 11. Click Close.

This will take you back to the Creditors Labels screen. From here you can change buildings to print Creditors labels from another building, or you can print labels from other areas of BCMax.

- 12. To change buildings from within Label Printing:
- 13. Click Change Building.
- 14. Select (Tag) a building from the list then click OK.
- 15. From this screen, you can also print other types of labels. Click on the Options menu then click on the label type. You may choose from:
 - Owners

- Office Bearers
- Creditors
- Mortgagees
- Mortgagee Reference Labels
- Real Estate Labels
- 16. Click *Close* to close the label printing screen.

Label Printing (Mortgagee)

These instructions are to be used for producing Mortgagee Labels and Mortgagee Reference Labels.

Mortgagee Label Printing

Below are instructions to print labels for mortgagees only where there is a mortgagee noted in the owners file. These may be used for Notices of Meetings.

- 1. Search or select Mortgagee Label Printing.
- Tag the lots to be included in this print. Note that this will only produce a label where the mortgagee details are present in the roll. If there are no details under the mortgagee tab, this will not produce a label for that lot.
- 3. The label printing order defaults to lot account number (Code Number) order. To change it to Alphabetical, tag the 'Alphabetical Order'. If you are printing every lot, you may want to initiate the 'Remove Duplications' feature.
- 4. Click 'Proceed'.

Set options and select the starting label to print as for normal label printing. Insert Label paper into your printer tray, and click 'Print'.

Mortgagee Reference Label

This action will produce a label to identify where a Mortgagee exists for a lot, the name of the Mortgagee and the name of the lot owner.

- 1. Search or select *Mortgagee Label Printing*.
- Tag the lots to be included in this print. Note that this will only produce a label where the Mortgagee details are present in the Roll. If there are no details under the Mortgagee tab, this will not produce a label for that lot.
- 3. The label printing order defaults to lot account number (Code Number) order. To change it to Alphabetical, tag the 'Alphabetical Order'. If you are printing every lot, you may want to initiate the 'Remove Duplications' feature.
- 4. Click Proceed.

P A	Address Labels Mortgagees STRATAMAX ONLINE HELP 11 31 December 2019 K File Options Help Report Order					
	la	ag Codes for Report		Code Number Order	Remove Duplications	
Tag	Code	Description	^		🖉 Lahel Ref	
	02100001	A GATES				
	02100002	B STRATA				
	02100003	C BUILDING				
	02100004	D GARDENS				
	02100005	E POOL				
	02100006	F TERRACE				
	02100007	FRYG				
	02100008	SPARK H				
	02100009	I CIVITELL				
	02100010	T A S COLLINS				
	02100011	K Sullivan				
	02100012	L CHAN				
	02100013	M SPICER				
1	00100014		× *			
1	of 24					
C	hange Buildi	ing	Proc	eed	Close	