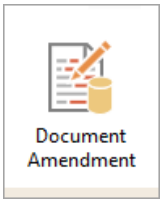
Document Amendment Register

Last Modified on 04/08/2025 4:37 pm AEST



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

This register is available for any document amendments that may need to be recorded. Examples of these include By-Laws & Community Management Statement.

Create Document Amendment

1. Search or select ***Document Amendment*** >*Cancel.*
2. Click *New.*
3. The Account Code will populate and you will need to add the Description (Examples: By-laws, CMS or Rules) and click *Add This One.*
4. Complete all the details, Category is a drop list of CMS, Rules or By Laws.
5. To link to a document in DocMax, right click in field 8 Doc ID to launch DocMax and search for document.
6. Click *Select Document* and *Save* (an Id number will be entered into field 8).
7. Click *Save* and *Exit.*

Document Amendment Register Report

1. Search or select ***Document Amendment.***
2. Click *Report*.