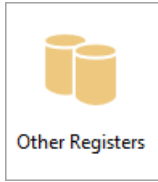


# Other Registers

Last Modified on 18/07/2024 12:03 pm AEST



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

The **Other Registers** menu offers a number of registers for recording the reference and location details for items such as Minute Book, Archive and Building Plans. Additional registers can also be created to record items such as Pet Approvals or a Pet Register and link **DocMax** documents for quick reference.

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## Other Registers Configuration

### Registers Work Queue

Select the **DocMax** Work Queue that will be used in the **Other Registers** menu.

## Create Other Registers

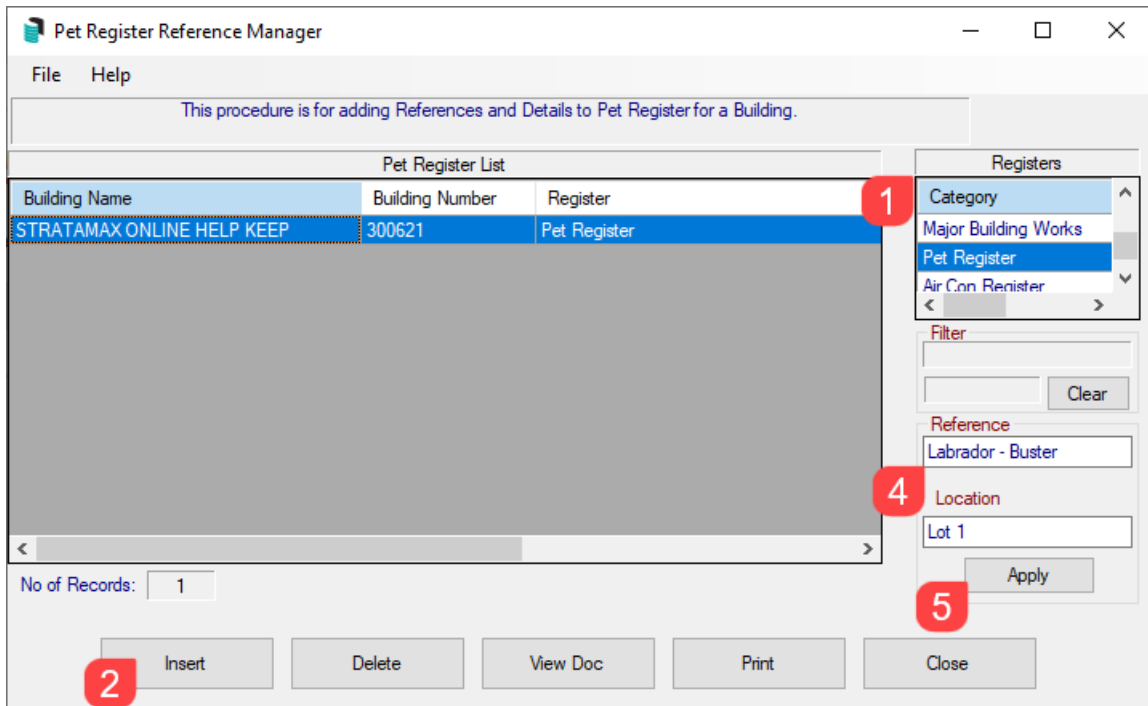
1. Search or select **Other Registers**.
2. Click *File > Add/Delete Register*.
3. Click *Add*.
4. Enter a name for the register, then click *OK*.
5. Select *Single* or *Multi* for style.
6. Click *Close*.

**Example** – *Minute Books Multi* – as you would have more than one, whereas *Building Plans* would be *Single* as there should only be one *Building Plan*.

## Add to Other Registers

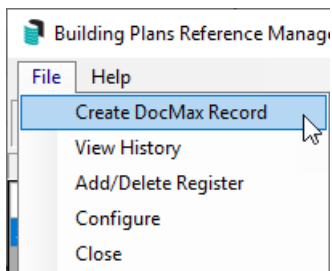
1. Search or select **Other Registers**.
2. Under the list of Registers select the relevant category then click *Insert*.
3. Choose the relevant building, then click *OK*.
4. In the *Reference* section, enter in a Reference and Location. The Reference field must be unique.
5. Click *Apply*.

The details can be edited by clicking on the record and making the relevant changes to the Reference and Location. Clicking *Apply* will save these changes.



## Create DocMax Record

1. Search or select **Other Registers**.
2. *Insert* a register from the *Category* list.
3. Populate the *Reference* and *Location* fields, and click *Apply*.
4. Click *File > Create DocMax Record*.



5. When the **DocMax Select Document** window appears, locate the required document and click *Select Document*.
6. To open the document again, click the *View Doc* button.

## Delete an Item from the List

1. Search or select **Other Registers**.
2. Click the appropriate *Category*.

3. Then select the Register Record and then click *Delete*.

## Other Register Report

1. Search or select ***Other Registers***.
2. Under the list of registers, select the relevant Category then click *Print*.
3. Select the sort order from the list.
4. Select *Screen*, *Printer* or *Excel* and click *OK*.