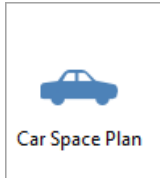
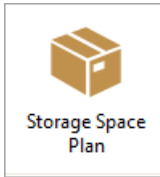


Car Space and Storage Space Plan

Last Modified on 26/06/2024 2:45 pm AEST



The instructions in this article relate to the **Storage Space Plan** and **Car Space Plan**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

The **Storage Space Plan** and **Car Space Plan** menus are for maintaining a list of units and any storage spaces & car spaces allocated to them if the building or body corporate specifically allocates storage spaces.

This article covers the set up and maintenance of both of these menus with the exception of recording them in the **Roll** menu.

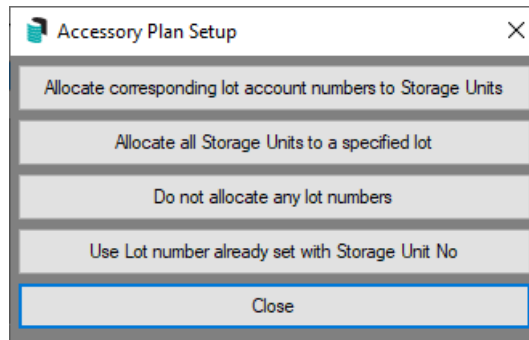
Please note that these menus are identical and functionality is the same so the information is combined in this article.

Storage/Car Space Plan Setup

1. Open the **Storage/Car Space Plan** menu.
2. Click *Tools > Re-initialise*.
3. A prompt may appear '*This Accessory Plan has already been set up, do you want to re-initialise it?*'
 - Click *Yes* to start with a blank list.
 - Click *No* to view the existing plan.
4. Type in the total number of available storage/car spaces then click *OK*.
5. Select one of the following buttons:
 - *Allocate corresponding lot account numbers to Storage/Car Units*: Creates a storage/car space for each unit up to the number of storage spaces typed in.
 - *Allocate all Storage/Car Units to a specified lot*: Creates the number of storage/car space records and allocates all of them to one lot specified.
 - *Do not allocate any lot numbers* : Creates the number of blank storage/car space records with no lot allocations.
 - *Use Lot number already set with Storage/Car Unit No*: Reads the storage/car space number from the

Roll menu (if entered).

- *Close*: Cancels the operation.

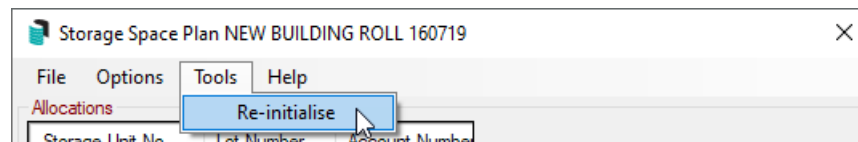


6. Each of the above buttons creates a list of completed or partially completed storage space records. The information in each record is 'Storage/Car Space No', 'Lot Number' and 'Account Number'.

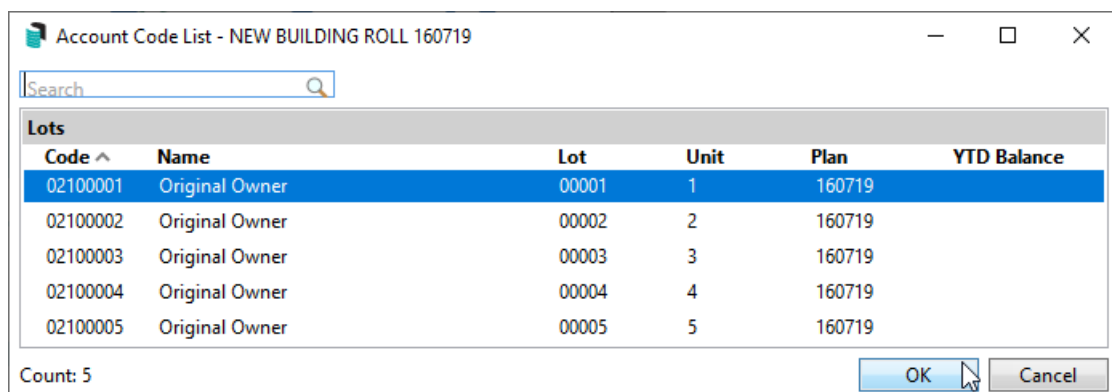
- Once the Storage Space has been set up, the below functions can then be done.

Add a Storage/Car Space

1. In the **Storage/Car Space Plan** menu, a list of existing storage space allocations will be displayed.
 - If a storage plan is already set up, click *Tools* > *Re-initialise*, then confirm the prompt by clicking *Yes* to start with a blank list, or *No* to view the plan already existing.



2. Click the *Add* button.
3. Type in the Storage Space number, then *OK*.
4. In the *Account Code List* window, select the lot to allocate this storage space to, then click *OK*.



5. The storage space you just added will be displayed at the bottom of the list.
6. In the **Roll** menu the storage space will be updated.

View Storage/Car Space Allocations

The allocations should display by default. If the transfers are showing switch to allocations by clicking *Options* then *View Allocations*.

Edit Storage/Car Space Plan

To retain a record of which storage spaces were previously allocated to another unit, it is recommended to transfer the storage space instead of editing it.

1. Open the **Storage/Car Space Plan** menu.
2. Click *Options > View Transfers*.
3. Select a transfer record, then click *Edit*.
4. Change the details or the lot number as required and click *OK*.
5. Click *Close*.

Transfer a Storage/Car Space

To retain a record of which storage spaces were previously allocated to another unit, transfer the storage space to another lot instead of editing it.

1. In the **Storage/Car Space Plan** menu select the storage space to transfer, then click *Transfer*.
2. Type in the *Date* of the transfer.
3. Select the lot to transfer it to.
4. In *Details* the word *Transfer* will be automatically entered, but this can be changed to suit requirements.
5. Click *OK*.
 - To see the transfer records, click *Options > View Transfers*.

Delete a Storage/Car Space

1. In the **Storage/Car Space Plan** menu select the storage space to delete, then click *Delete*.
2. When asked: *Delete this unit?* click *Yes*.
3. Click *Close* to exit.

Print Storage/Car Space Plan Allocation

1. In the **Storage/Car Space Plan** menu click *Options > Report*.
2. Select one of the following sort order options to print the report in, then click *OK*.
 - Storage Space No
 - Lot Number
 - Account Number
3. Set report options (click here for instructions) as you require then click 'OK'.

Page No 1	STORAGE SPACE PLAN			26 July 2014		
TRAINING MANUALS CTS 77889						
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Storage Space	Lot Number	A/c Number	Storage Space	Lot Number	A/c Number	
1A	5	02100005				
2A	2	02100002				
3A	3	02100003				
4A	4	02100004				
5A	1	02100001				