

Property Details

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The instructions in this article relate to *Property Details* located by searching or selecting from StrataMax.

The *Property Details* menu is used to record information about a building, which is then used by *TaskMax* to distinguish between items being maintained by the body corporate or the owner.

Examples of property could be (but not limited to):

- Outdoor Furniture
- Ride on Lawn Mowers
- Gardening Equipment
- BBQ's
- Pool Equipment

Property Details Configuration

New Property Details

There is only one configuration setting in the Property Details menu, which is whether or not to display the code selection list upon opening the *Property Details* menu.

1. Open the *Property Details* menu and if the code selection list appears, click *Cancel*.
2. Click the *New* button.
3. The *Code* field in the top left will automatically populate with the next available code, and each field can then be filled in.
 - Some fields will have a drop down list with options to choose from.
4. Notes can also be added for this item by clicking the *Notes* button.
5. When done, click *Save* and the *Exit* to close the menu.

Edit Property Details

1. Open the *Property Details* menu and if the code selection list appears, select the required item and click *OK*.

2. Edit each field as required.
3. When done, click *Save* and the *Exit* to close the menu.

Delete Property Details

1. Open the *Property Details* menu and if the code selection list appears, select the required item and click *OK*.
2. Click *Delete*, and when prompted to confirm (twice), click *Yes*.
3. When done, click *Exit* to close the menu.

Property Report

1. Open the *Property Details* menu and if the code selection list appears, click *Cancel*.
 2. Click the *Report* button.
 3. Select the required radio button to change the output; *Screen*, *Printer*, or *Excel*.
 4. The *Template* cannot be changed, but the printer and paper source can be by clicking the *ellipsis* button next to the *Printer* field.
 5. Choose a specific printing order by clicking *Options* > *Code Number Order* or *Name Order*.
 6. Click *File* > *Configure* to amend other report options as preferred then click *OK*.
 7. Click the *Preview* button before clicking *OK* to display all items in a table, where it can be printed, shown in Excel, or exported to a .txt file.
 8. Click the *OK* button to produce the report.
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