

Change Building Name or Number

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Instructions in this article relate to **Change Building Number**. The icon may be located on your *StrataMax Desktop* or found using the [StrataMax Search](#).

Change Building Number

NOTE: Before changing the building number, ensure that any current EFT's and TRMax entries are processed.

Often the Building Number for a plan needs to be changed. StrataMax allows this by conducting the Change Building Number process. The Building Number for the Current, Old and Historical Year data will be changed, but any stored data (i.e. on a disk, or another backup location) will NOT be changed. This is important if there is a need to restore Historical Years.

In addition to the below steps; if a lot or lots need their specific Plan Number changed this can be done following the steps [available here](#).

1. Search or select **Change Building Number**.
2. Click the *Change Building* button, and select the building to be adjusted, click *OK*.

A screenshot of a software dialog box titled 'Change Building Number'. It has a menu bar with 'File' and 'Help'. Below the title bar, there is a message: 'This program is for changing the directory number of a Building. Current and last year data will be changed but any stored data will NOT be changed.' The dialog contains several input fields: 'Name' (with a text box), 'Current Number' (with a text box), and 'New Number' (with a text box). A red box highlights the 'Change Building' button. Below the 'Current Number' field, there is a label 'will be changed to' in red. Below the 'New Number' field, there is a checkbox labeled 'Change CTS Number to New Number'. At the bottom right, there are two buttons: 'Proceed' and 'Close'.

3. Enter the New Number (Tick the CTS Number option (QLD) if you wish to change the CTS as well as building (plan) number.
4. Then click *Proceed*.

Change Building Number

File Help

This program is for changing the directory number of a Building. Current and last year data will be changed but any stored data will NOT be changed.

Name TRAINING MANUALS Change Building

Current Number 77889 Proceed

will be changed to

New Number 77888 Close

Change CTS Number to New Number

5. Click Yes to proceed with changing building number message.

Change Building Name

If the name of a building needs to be changed (spelling/typing error etc...) this is completed in **Building Information** and the name will be changed on the building selection list as well as on reports.

1. Search or select **Building Information**.
2. Locate the *Body Corporate Name* field.
3. Type the desired new name for the building (overwriting the existing name), click *Save*.
4. Review *Building Long Name* field and adjust if required as this field displays on reports, click *Save*.
5. Click *Yes* to change Sub-Groups as well (if asked).

The adjustment will be applied throughout StrataMax and the building will be saved under it's new name. Details of the change can be located in the *History* button in **Building Information** menu.