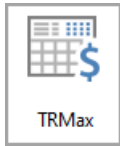


# TRMax Reporting

Last Modified on 22/10/2024 1:41 pm AEST



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

There are a number of reports that are available for TRMax depending on the information required. All of the reports mentioned in this article are accessed from within TRMax, except for [Search Recoveries](#), which has its own icon and menu.

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## Search Recoveries

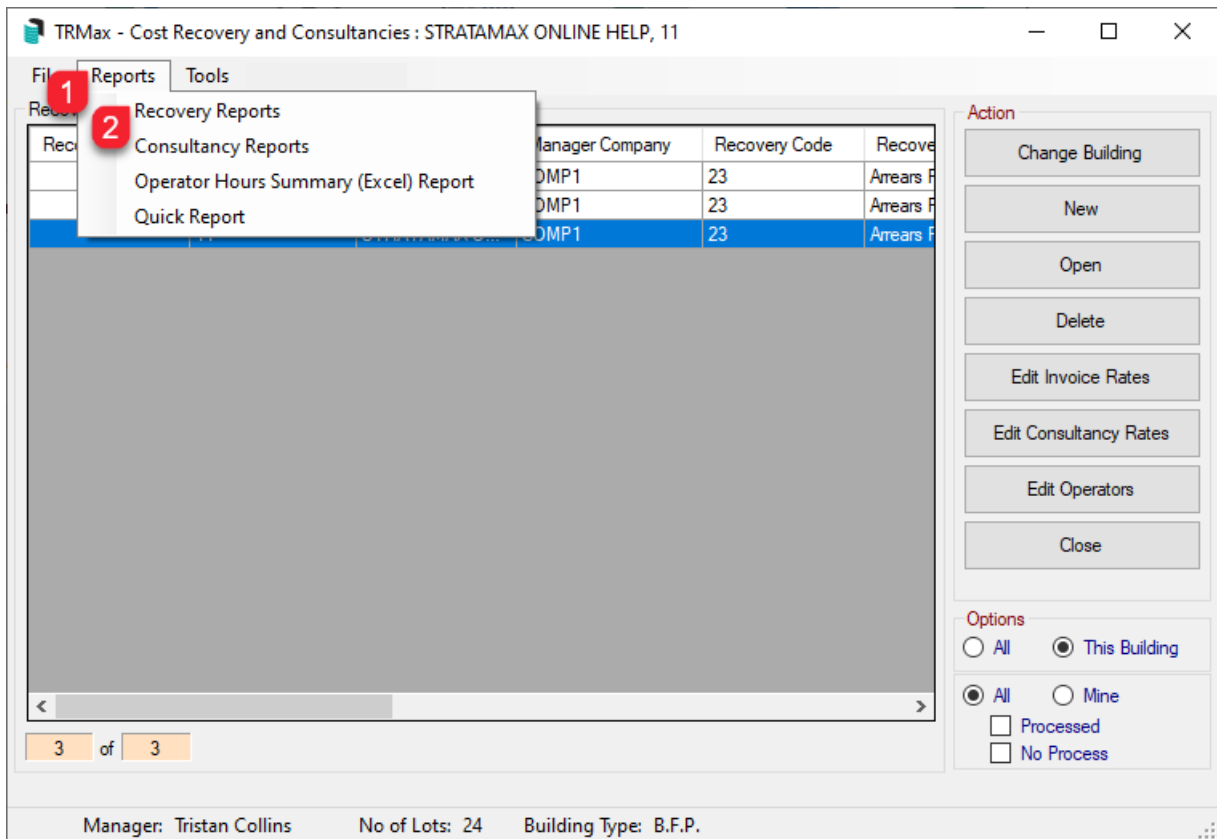
Please see [Search Recoveries](#) for a very robust and simple way to display, extract, and report **TRMax** recovery data in StrataMax.



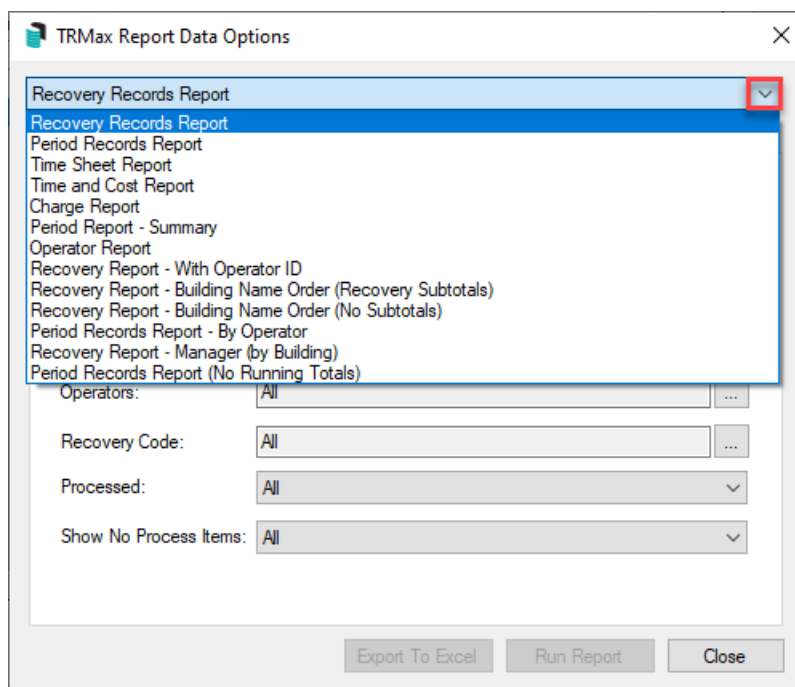
## Recovery Records Report

This report presents all recoveries that have been processed for a specific period.

1. Search or select **TRMax**.
2. Click *Reports*.
3. Select *Recovery Reports*.



4. Click the drop arrow to view reports available and select the appropriate report.

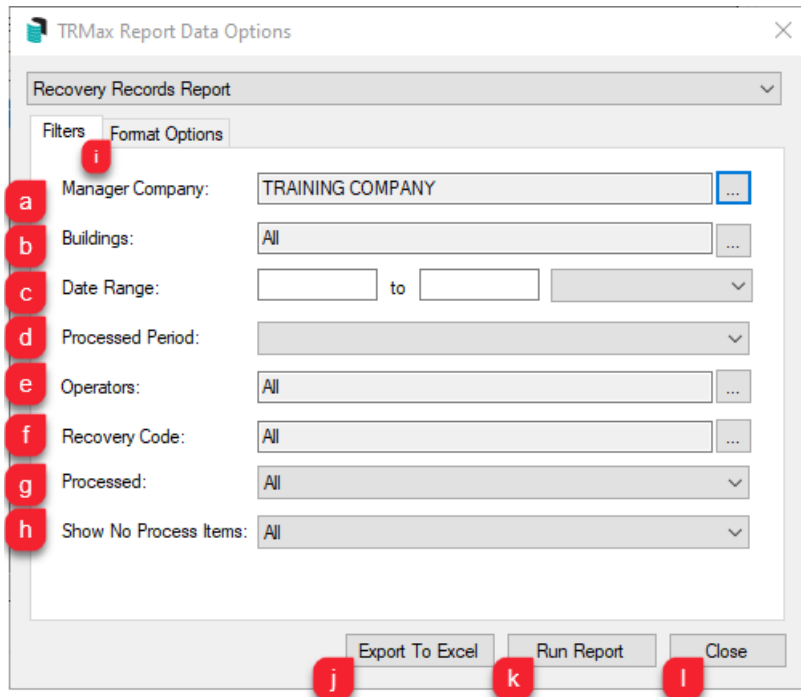


5. Enter the required criteria.

- Options available:

- a. Manager Company, select GLMax Company if there is more than one company.
- b. Buildings, tag buildings for report if required.
- c. Date Range either enter a date range or select predetermined from the drop list.

- d. Processed Period, select processed date if required.
- e. Operators, tag if required.
- f. Recovery Code, tag if required.
- g. Processed, select from the drop list.
- h. Show No Process Items, select from the drop list.



- i. Click on the tab *Format Options* and tick selections as required.
- j. There is an option to *Export To Excel*.
- k. Select *Run Report* to produce report to screen.
- l. Select *Close* to exit the Report Data Options.

## Consultancy Reports

This report details the records for consultancy against the actual cost.

1. Search or select **TRMax**
2. Click *Reports*.
3. Click *Consultancy Reports*.
4. Select *Consultancy Cost Report*.
5. Apply settings.
6. Click *Export to Excel* or *Run Report*.

## Operator Hours Summary (Excel) Report

1. Search or select **TRMax**.

2. Click *Reports*.
3. Click *Operator Hours Summary (Excel) Report*.
4. Enter 'Start Date' and 'End Date' and click *OK*.

## Quick Report

The quick report will report the information showing on your screen from 'Options', selected on the bottom right of your screen - 'All' / 'This Building' and 'All' / 'Mine', 'Processed', 'No Process'.

1. Search or select **TRMax**.
2. Select *Reports*.
3. Click *Quick Report*.

## Filtering and deleting multiple TRMax records

1. Search or select **TRMax**.
2. Set *Options* accordingly - Building and User selections.
3. Right click on any column and the option to filter will be displayed and you can then show all eg: Email and delete multiple records.
4. Click *Tools* and then 'Select Multiple Rows'.
5. Click the rows you want highlighted by using your mouse and the shift or control keys.
6. Click *Delete*.
7. Click Yes to the message.