TRMax Reporting

Last Modified on 03/05/2022 11:24 am AEST
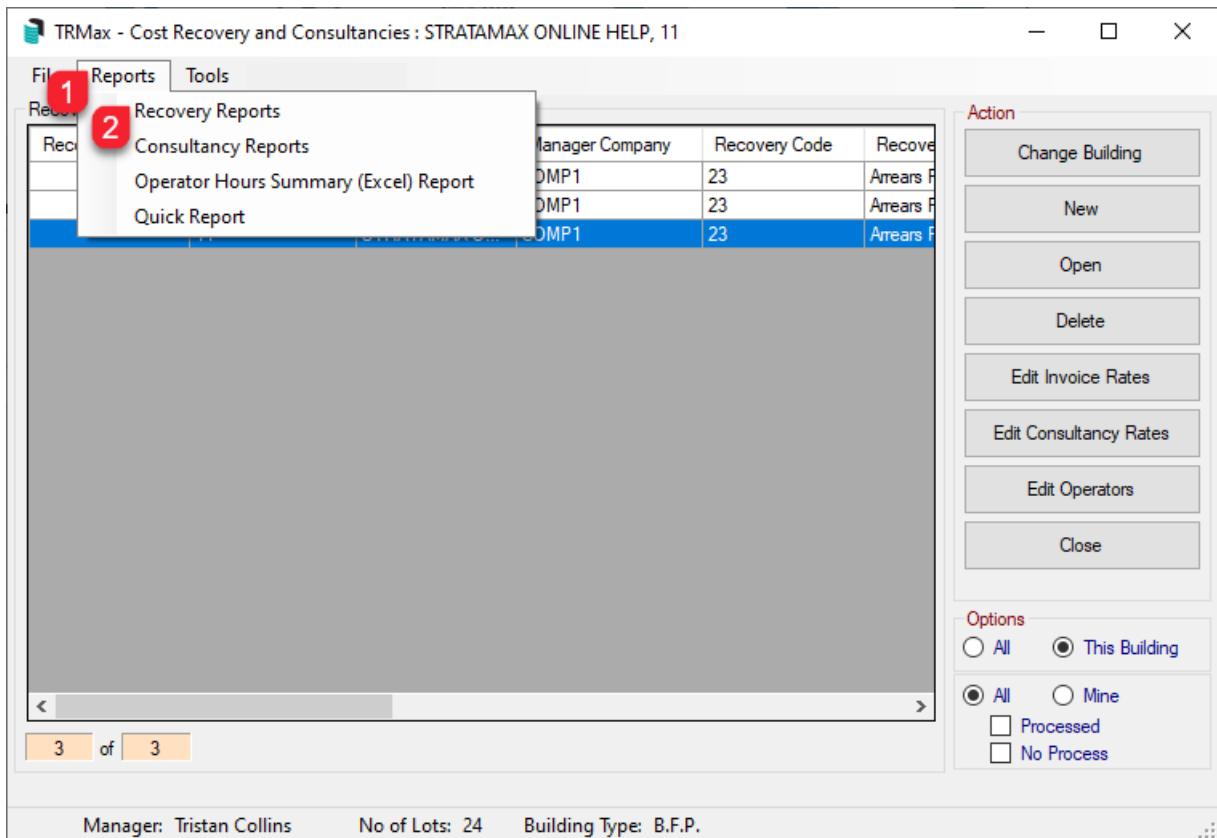
The instructions in this article relate to *TRMax.* The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

There are a number of reports that are available for TRMax depending on the information required.
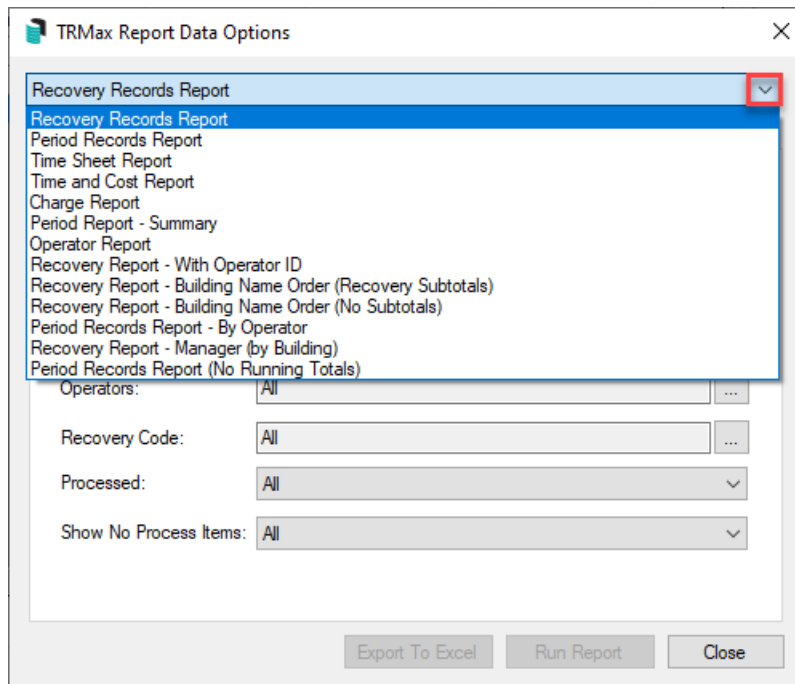

Recovery Records Report

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.

   o 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.
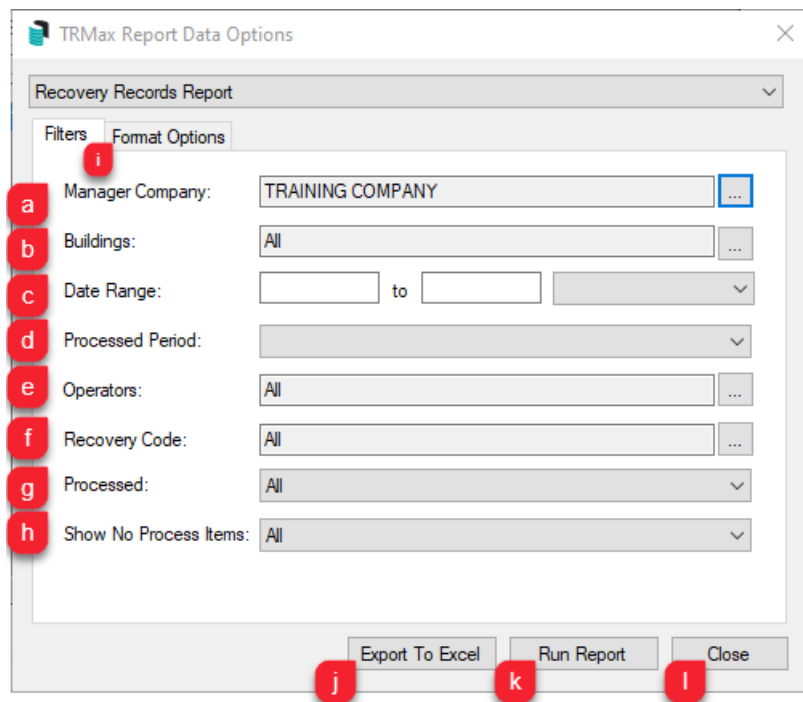
i. Click on the tab *Format Options* and tick selections as required.

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.