

# Lock Building

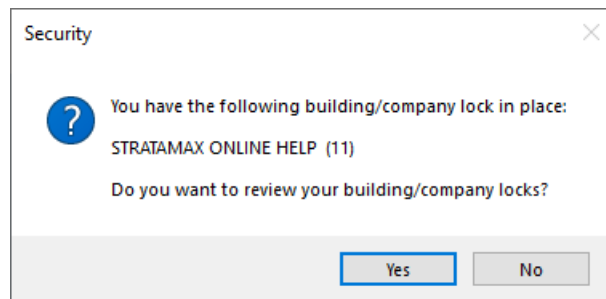
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The purpose of locking a building is to prevent other users from accessing the building and making changes to its data. This will prevent other users from adversely affecting a process or task that you are carrying out, which has a building-wide impact. For example, when you are performing a [Resubdivision](#), a change of [GST Reporting Style](#), or after you have just [created a new building](#), but still need to enter [Opening Balances](#).

When a building is locked, no other user can access the building and it will stop any scheduled tasks from completing until the lock is removed. There is a field to enter the Lock Reason to inform users why the building is locked. Locked buildings will be excluded from [SCM banking downloads](#), [payment process](#) or any [global reporting](#) as well as global Report Distribution processes, such as a global levy distribution or Report Set. There is a field to enter the Lock Reason to inform users why the building is locked.

Key facts to keep in mind:

- Locking a building prevents access by other users.
- You may lock more than one building.
- The lock stays in place until it is manually unlocked by either the person who locked it, or a StrataMax Administrator (more on this below).
- When you have locked a building in StrataMax and closing the application you will see this prompt to review and remove the lock.



## How to lock and unlock a building

1. From the *Building Selector Tool*, click the *Lock* button to lock the building. The button label will change to *Locked* with a pad lock icon.
2. A *Lock Reason* can be entered to inform users why a building is locked. If the building is locked by a system process such as Month End Rollover, this will also be noted. The reason will be displayed on the Lock Manager screen which can be accessed by clicking the ellipses beside the Lock option.
3. To unlock the building, click the *Locked* button.

Building: [REDACTED] Main A/c Manager: [REDACTED]  
 Current Year: 01/08/2016 to 31/07/2017 Locked ... Current Month: September 2016  
 Working Date: 07/10/2016

Add Building Lock - STRATAMAX ONLINE HELP ...

Lock Reason: Audit Adjustments

Lock Everything  
 Allow Searches Only

Save Close

Building: STRATAMAX ONLINE HE... 104105 Main  
 Current Year: 01/06/2020 to 31/05/2021 Locked ...

Locked Buildings

Current Building Locks:  Include locks by others

LANA RESORT X	(2021)	lana.clarke	27/04/2022	Lock Everything	General	Unlock
STRATAMAX ONLINE HELP	(104105)	lana.clarke	08/01/2024	Lock Everything	Audit Adjustments	Unlock

Unlock All Mine Refresh Close

In the building selector list, the building will also have a padlock icon in the left column. Hovering over this icon with your mouse cursor will confirm the user and the date & time it was locked. If the padlock has a blue person on it, a different user has locked it. A padlock without a blue person means the currently logged-in user locked it.

## Review all locked buildings

1. Click on the *Ellipse [...]* button next to the *Locked* button.
2. In this window you can also tick the box *Include locks by others*, which will display all locked buildings in the portfolio on this StrataMax drive.
3. If a property is locked and that staff member is available, you can ask them if they can remove the lock so you can work in the property. If the staff member is not available, and you need to unlock the building, it is important to identify if the staff member was in the middle of completing a process (refer to the Lock Reason or discuss with user or Supervisor); if they are not you can remove the lock yourself if you are a member of the [Administrators group in Security Setup](#)- or refer to your administrator to unlock.

Building: STRATAMAX ONLINE HE... 104105 ▾ Main ▾

Current Year: 01/06/2020 to 31/05/2021 ▾ Locked ...

**Locked Buildings** ✕

Current Building Locks:  Include locks by others

🔒	Imccoustra	21/12/2021	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	Imccoustra	21/12/2021	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	Imccoustra	21/12/2021	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	craig.jeffcoat	26/08/2021	Lock Everything	Month End	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	Imccoustra	21/12/2021	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	denise.williamson	06/07/2022	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	lana.clarke	27/04/2022	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	paul.beet	05/04/2022	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	lana.clarke	08/01/2024	Lock Everything	Audit Adjustments	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>
🔒	Imccoustra	21/12/2021	Lock Everything	General	<span style="border: 1px solid gray; padding: 2px;">✕ Unlock</span>

✕ Unlock All Mine
🔄 Refresh
Close

Unless you are a StrataMax Administrator, you cannot unlock buildings that have been locked by another user. Your office appointed StrataMax Administrator can click on *Unlock* to remove the lock.

## Show Users

The *Show Users* screen can be accessed from most menus in StrataMax by clicking *File > Show Users*. This screen displays any properties that have been locked, and who in your office has locked them, even if they aren't logged into StrataMax at that moment in time.

## Lock All

1. Click on the *Ellipse [...]* button next to the *Locked* button.
2. Under *Options >* clicking *Lock All* displays the *User Lock Manager* window with a list of every building in the portfolio.
  - To select multiple buildings separately, press and hold the *Ctrl* key on your keyboard whilst mouse clicking on each building.
  - To select a range, click the first building then press and hold the *Shift* key, and click the last building.
  - To select all buildings press *Ctrl + A* keys on your keyboard.

3. Click *OK* and the building(s) will now be in the list of locked buildings.

## Unlock All

1. Click on the *Ellipse [...]* button next to the *Locked* button.
2. Under *Options >* clicking *Unlock All* will unlock all buildings that have been locked with your user name under the *User Name* column.

Example of message when locked buildings selected during global Report Distribution processes:

The screenshot shows a 'Building Selection' dialog box with a table of buildings. An 'Access Denied' error message is displayed over the table, listing locked buildings: 32174 (BUILDING 62 - KEEP) and 55072 (HABITAT ON KERSLEY (33) KEEP). The dialog box has 'OK' and 'Cancel' buttons.

<input checked="" type="checkbox"/>		Number	Name	Year Start	Year End	Account Manager
<input checked="" type="checkbox"/>		2206	BUILDING 1 - KEEP	01/02/2026	31/01/2027	
<input checked="" type="checkbox"/>		6082	BUILDING 10 - KEEP	01/08/2025	31/07/2026	
<input checked="" type="checkbox"/>		6848	BUILDING 11 - KEEP	01/01/2026	31/12/2026	
<input checked="" type="checkbox"/>		6940	BUILDING 12 - KEEP	01/04/2025	31/03/2026	
<input checked="" type="checkbox"/>		7232	BUILDING 13 - KEEP	01/11/2025	31/10/2026	
<input checked="" type="checkbox"/>		7586	BUILDING 14 - KEEP	01/02/2026	31/01/2027	
<input checked="" type="checkbox"/>		7720	BUILDING 15 - KEEP			
<input checked="" type="checkbox"/>		7891	BUILDING 16 - KEEP			
<input checked="" type="checkbox"/>		8794	BUILDING 18 - KEEP			
<input checked="" type="checkbox"/>		8914	BUILDING 19 - KEEP			
<input checked="" type="checkbox"/>		2765	BUILDING 2 - KEEP			
<input checked="" type="checkbox"/>		8947	BUILDING 20 - KEEP			
<input checked="" type="checkbox"/>		9224	BUILDING 21 - KEEP			
<input checked="" type="checkbox"/>		9459	BUILDING 22 - KEEP			
<input checked="" type="checkbox"/>		10129	BUILDING 27 - KEEP			
<input checked="" type="checkbox"/>		10165	BUILDING 28 - KEEP	01/08/2025	31/07/2026	
<input checked="" type="checkbox"/>		10200	BUILDING 29 - KEEP	01/08/2025	31/07/2026	
<input checked="" type="checkbox"/>		4560	BUILDING 3 - KEEP	01/07/2025	30/06/2026	
<input checked="" type="checkbox"/>		10256	BUILDING 30 - KEEP	01/10/2025	30/09/2026	
<input checked="" type="checkbox"/>		10404	BUILDING 31 - KEEP	01/04/2025	31/03/2026	
<input checked="" type="checkbox"/>		11055	BUILDING 32 - KEEP	01/09/2025	31/08/2026	
<input checked="" type="checkbox"/>		12062	BUILDING 34 - KEEP	01/12/2025	30/11/2026	

Access Denied

Buildings which are locked:

- 32174 BUILDING 62 - KEEP
- 55072 HABITAT ON KERSLEY (33) KEEP

Count: 85

Select Base Building Select Master Chart Building

Select Cancel