

Search Inspections

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The instructions in this article relate to **Search Inspections**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Search Inspections is used to search data recorded in the **Inspections** register across your portfolio.

This search assists with quickly identifying and reporting on items such as upcoming or overdue inspection due dates. Results can be saved for ongoing use, exported to Excel, or produced as a PDF-style document.

It is recommended to use **Search Inspections** for all global reporting of the **Inspections Register** that *Group Reports* and *Custom Reports* may have previously been used for. Also note that only current year data will be displayed in the search results.

Searches

Many [search screens](#) use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

Search Inspections | Security

To access Search Inspections, the user must have permission set to Allow for *Search Inspections* under the *Building* category in **Security Setup**.

Search Inspections | What it can report on

Search Inspections can report on records in the **Inspection Register** across the portfolio. This includes inspection items filtered by fields such as **Current Building**, **Account Code**, and other inspection fields.

This is useful when you need to identify upcoming or overdue inspection dates, report on a specific inspection account code, or review inspection items across the full portfolio. This area will also allow for documents to be attached, contacts to be added as a reference point

Search Inspections | Recommended search examples

Find upcoming or overdue inspection due dates

This search can be used to identify inspection items with upcoming or overdue due dates.

1. Search for or select **Search Inspections**.
2. Review the default **Current Building** and **Account Code** fields.
3. Set the required **Condition** and **Value**.
4. Click *Refresh* to search for the records.

Report on a specific inspection account code

This search can assist with reporting on a specific Inspection Account Code in the 600 range.

1. Search for or select **Search Inspections**.
2. Use the default **Account Code** field.
3. Select the required **Condition** and **Value**.
4. Click *Refresh* to load the results.

The screenshot shows the 'Search Inspections' window with the following search criteria:

- Field: Account Code
- Condition: is equal to
- Value: [Empty]
- Field: Current Building

6354 records displayed

Account Code	Account Name	Category	Period	Next Due	Last Done	Inspected By Code	Inspected By Name	Result
600	ASBESTOS	ASBESTOS	Annually	11/04/2013	11/04/2012		Solutions in Engineering	ASBESTOS IDENTIFI
600	AFSS	AFSS	Annually	08/08/2023	08/08/2022			
600	AFSS	AFSS	Annually	04/08/2024	04/08/2023			
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	28/05/2019	28/05/2014		Seymour Consultants	
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	30/04/2026	17/08/2021		Seymour Consultants	
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	30/04/2026	17/08/2021		Seymour Consultants	
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	30/04/2026	17/08/2021		Seymour Consultants	
600	SINKING FUND FORECAST	SINKING FUND FORECAST	5 Yearly	30/01/2028	30/01/2023	08202958	SEYMOUR CONSULTANTS	
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	30/04/2023	30/04/2018		Seymour Consulting	See Report
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	30/04/2023	30/04/2018		Seymour Consulting	See Report
600	SINKING FUND FORECAST	SINKING FUND FORECAST	Once Only	31/08/2025	01/09/2020		Opteon	See Report
600	SINKING FUND FORECAST	SINKING FUND FORECAST	5 Yearly	31/08/2025	01/09/2020		Opteon	See Report

Search inspection items across the portfolio

This search can be used to review inspection items across the entire portfolio instead of the current building only.

1. Search for or select **Search Inspections**.
2. Remove the *Current Building* field or replace it with a different field.
3. Optionally remove or change the **Account Code** field to broaden the results.
4. Click *Refresh* to display inspection items across the portfolio.

Search inspection items due in the next 30 days

This search can be used to review inspections that are due within the next 30 days. This search can be handy as a dashboard item too.

1. Search for or select **Search Inspections**.
2. Remove the *Current Building* field or replace it with a different field.

3. In *Restrict To*, add:
 - Next Due, with the condition *is in the next 30 days*.
4. Click *Refresh*.

This will show inspection items due within the next 30 days.

Field	Condition	Value
Category	is equal to	Sinking Fund Forecast
Next Due	is in the next 30 days	

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Category
- Period
- Next Due
- Last Due
- Inspected By Code
- Inspected By Name
- Result
- Result Rating

Inspections using a Grouped View

Use *Grouped View* in **Search Inspections** to summarise inspection records in a saved search. This is useful when the search results include repeated detail rows, as *Grouped View* shows summarised results instead of each individual record. The Next Planned Date field can assist with viewing the most current or oldest date.

To use Grouped View in a saved search:

1. Search for or select **Search Inspections**.
2. Set the required filters in the *Restrict To* tab.
3. Change the view selector at the top of the screen from *List* to *Grouped*.
4. Select the *Columns* tab and add the fields you want to group by. For each column, select the required grouping option. For example, use *Grouped* to summarise by that field. You can add the same field twice:
 - Set the Category column to *Grouped*, using that same category column with a count type.
 - *Next Planned Date*:
 - *Grouped* will split each record and include all individuals' records.
 - *Maximum* will report the most current date.
 - *Minimum* will report the oldest date.
5. Click *Refresh* to display the grouped results.
6. If required, save the grouped search so it can be loaded again later.

Refresh Export Grouped Saved Search: Grouped Inspections

Restrict To

Available Columns

Filter

Columns

Sort Order

Advanced

- Account Group
- Account Manager
- Building Current Year End
- Building Current Year Start
- Building Locked
- Building Long Name
- Building Name
- Building Number
- Building Type
- Category
- Default Inspection Type

Add >
< Remove

Displayed Columns

- Building Name Grouped ▾
- Building Number Grouped ▾
- Next Planned Date Maximum ▾
- Category Grouped ▾
- Category Count ▾

↑
↓

Building Number is equal to 1521 STRATAMAX ONLINE HELP, Limited to 1,000 records

8 records displayed Find First Find Next

Building Name	Building Number	Next Planned Date (↑)	Category	Count
STRATAMAX ONLINE HELP	1521	01/03/2024	Fire Safety	1
STRATAMAX ONLINE HELP	1521	01/06/2024	Lifts/Elevators	1
STRATAMAX ONLINE HELP	1521	01/09/2023	Maintenance	1
STRATAMAX ONLINE HELP	1521	01/06/2026	Pests	2
STRATAMAX ONLINE HELP	1521	01/05/2026	Sinking Fund	1
STRATAMAX ONLINE HELP	1521	01/07/2024	Valuations	2
STRATAMAX ONLINE HELP	1521	01/11/2023	Water	1
STRATAMAX ONLINE HELP	1521	01/05/2024	Workplace H & S	1