



Quick List for Checking Online Voting Set up in Strata Master

This article will assist when

- setting up online voting
- a Lot Owner or other registered voter claims they cannot vote online. Some items may not directly apply however is best to check all steps.
- a Lot Owner or other registered voter claims they cannot find the required meeting on the portal
- other queries above online voting. Note that if a voter cannot login refer to this article - <https://kb.rockend.com/help/owner-unable-to-login-to-owner-portal>

Note that this article is not for use when Voter cannot log in to the portal at all

There are a number of locations where items need to be actioned, ticked or otherwise enabled.

1. Navigate to Configure > Agency > Licencing

On this page, web access needs to be ticked.

Flags/Modules

- Demonstration Version
- Web Access
- Postal Barcode Module
- Submetering

2. Click on Corp icon > Select the Plan involved > General tab

On the General tab there should be a tick Online Voting Approved, with a date entered.

Approved for web access of report(s): Budget & Levy Schedule

Online Voting Approved 06/09/2022 [View Online Voting References](#)

3. Navigate to Meeting Register and select the relevant meeting

There needs to be a tick in "Allow Online Voting" column **and** also in column for "Open for Online voting

Meetings

Meeting Register

Meeting Time: 06:00 PM
 Allow Online Voting:

Pay Corp. Budget Owner Quick Rpt Form Rpts Diary WorkOrder Messages **Registers** Reminders SMS

Last levy notices were printed on 08/01/2018.
 Last levy notices were emailed on 08/07/2013.
 Four storey brick building with one lift.
 Restricted keys with ABC Locksmiths.
 No pets allowed.
 Foxtel installed. Owners need to pay for connection.
 Two quotes for repairs over \$2500.
 Code for security entry gate is #786#

Meetings Proxy/Nominee Improvements/By Laws Compliance

Meeting Register Create meeting in **sv**

on Items Recorded	Date Finalised	Open for Online Voting	Show on Portal	Notes
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	10/12/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Navigate to Strata\$ folder (on your server) and within that the Template Folder

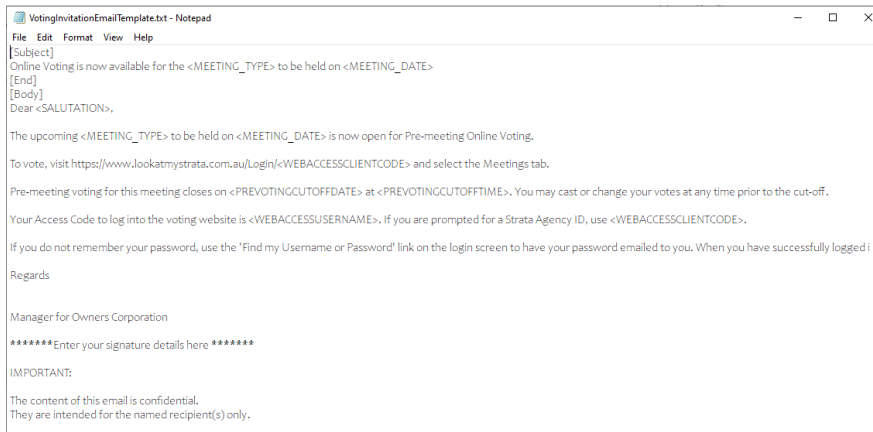
Within the template folder you should have a Voting Invitation template for Printing or Emailing.

Strata > Template

Name	Date modified	Type	Size
Section151.doc	30/01/2020 2:31 PM	Microsoft Word 9...	144 KB
Section151_2Lots.doc	30/01/2020 2:31 PM	Microsoft Word 9...	155 KB
Section151_2Lots_2022.doc	27/01/2022 8:42 AM	Microsoft Word 9...	176 KB
Section151_2022.doc	27/01/2022 8:42 AM	Microsoft Word 9...	159 KB
Section170.doc	27/01/2004 8:56 AM	Microsoft Word 9...	47 KB
Section174.doc	10/01/2022 12:09 PM	Microsoft Word 9...	74 KB
Section184.doc	30/07/2019 1:54 PM	Microsoft Word 9...	91 KB
Sections205&206.doc	15/04/2011 12:52 PM	Microsoft Word 9...	60 KB
SubmeterInvoiceEmailTemplate.txt	20/01/2015 1:56 PM	Text Document	1 KB
UnsuccessfulQuoteEmailTemplate.txt	12/06/2020 10:27 AM	Text Document	1 KB
VotingInvitationCoverLetterTemplate.rtf	18/12/2019 12:52 PM	Rich Text Format	42 KB
VotingInvitationEmailTemplate.txt	18/12/2019 12:52 PM	Text Document	2 KB
WebAccessNotificationEmailTemplate_re...	24/02/2020 9:15 AM	Text Document	2 KB

5. Meeting Agenda > invitations have been issued

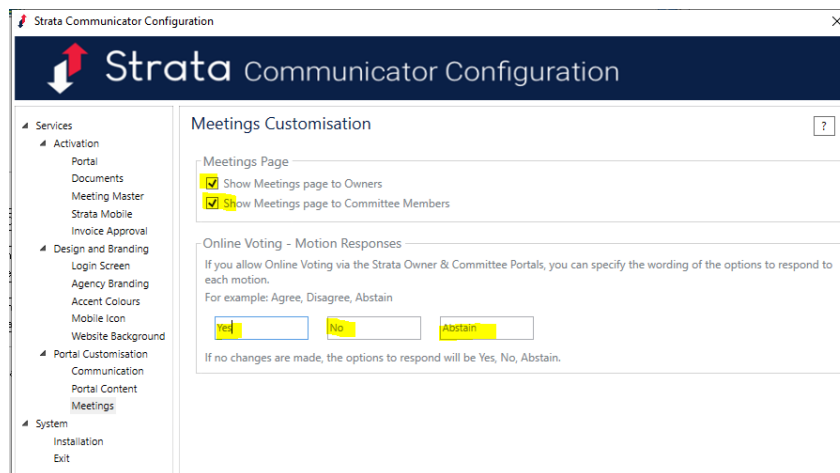
Check your document management or Outlook Sent box for copies of documents sent. Letters are sent via Reports > Mail Merge and the standard Template appears as below.



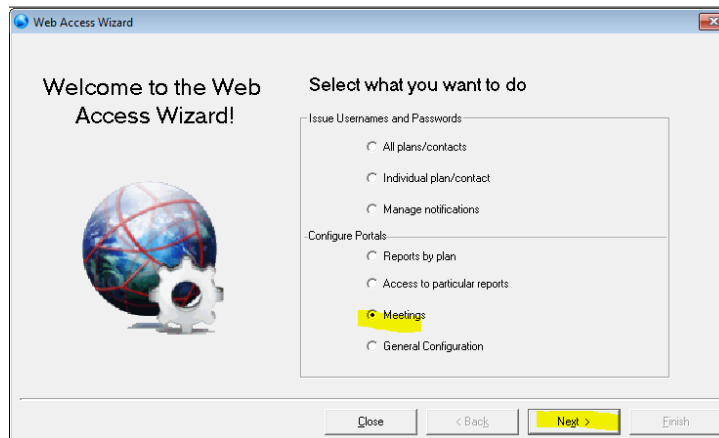
6. Navigate to Configure > Communicator Configuration > Meetings

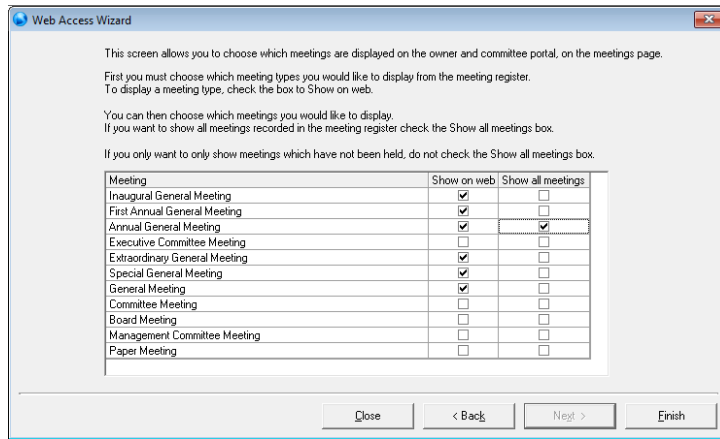
Ensure that this page is completed as required. You should have ticks in place for meetings to show for Owners and Committee.

Along with wording for Yes, No and Abstain



7. Navigate to Configure > Web Access Wizard > Meetings ticked





Useful Links

<https://kb.rockend.com/help/strata-master-top-tip-28---how-to-vote-online>

<https://kb.rockend.com/help/strata-master-top-tip-27---using-online-voting>

06/09/2022 6:49 pm AEST