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# Building Managers in Strata Master

A Building Manager contact type is available in Strata Master.

## Adding a Building Manager

1. Building Managers can be added in the same manner as Real Estate Agents by navigating to Manage > Contacts.

The screen below opens.



2. Click edit and the Contact Editor Opens.

3. Enter all relevant contact details and click Save.

## Assigning the Building Manager to a Corporation

1. Once you have added a Building Manager you can assign them to a corporation by navigating to the new Building Manager tab.

Lots	
Entitlements	
Committee	
Build Mgr	
Assets	

2. Click edit and use the binoculars to select the correct Building Manager and click Save.



3. Once saved, a message will display on the corporation screen to highlight to all users that a Building Manager is used by this building.

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General		Notes			
Financial	Building Manager details	Building Manager is on site 9am-5pm	_		
Structure	Busiteur Confact Confact person: Amy Newmarch	Monday - Friday			
Insurance	Newmarch Building Managers Mobile: 0401252360				
Bank Acct	Email: gavin.fuchs@misoftware.com				
Tradesmen					
Lots					
Entitlements		1			
Committee					
Build Mgr					
Assets					

4. A note section is also available on the Building Manager tab should you wish to record any further information relating to the Building Manager for that specific corporation.

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onday - Friday	

## **Searching for Building Managers**

Apart from viewing the lsit in Manage > Contacts > Building Managers, a new Building Manager column has been added to Quick Reports > Corporations. When 'Show owners corporations' is selected, the Building Manager column is available for selection, allowing you to produce a report on all Building Managers for your portfolio.

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Owners Corporation Details		Output 0	Options	Relevant Dates		
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Managed?		C Sh	now bank accounts	Valuation	DD/MM/YYY	DD/MM/YYYY 💭 🗸
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## **Communicating with Building Managers**

Building Managers have been added as a Contact group to the Bulk Communication Wizard, allowing you to easily include them in your bulk communication via both email and SMS.

🤤 Communications Wizard 💌
Select a group to receive Bulk SMS
Conners
Tenants
☐ Agents
Conmittee
Notice Contacts
Levy Contacts
Qlose <back next=""> Einiih</back>

You can also directly SMS Building Managers via the Building Manager tab by selecting the mobile phone icon.

•	Owners	Corporation 6666 - Read Only Mode	
Conversional Conversion Conversio	Im the sected area or Body Coparate Name.	Instee The Owners Corporation of SP 6666 Unible 66666 Building The Champions Unible 45 Steel Sportman Road UCBURG State V//C Postcode 3058	This plan has a Building Manager This plan in managed Manager Mag Manager Registered lots 11 Prinary lots 11 Total des 11 Utility lots 0 Financially ser end 3005/2020 11
General		Notes	
Financial	Building Manager details	Building Manager is on site 9ar	n-5pm
Structure	Business Contact: Contact person: Amy Newmarch	Monday - Friday	
Insurance	Newmarch Building Managers		
Bank Acct	Mobile: U4U1252950 Email: gavin.fuchs@mrisoftware.com		
Tradesmen			
Lots			
Entitlements			
Committee			
Build Mgr			
Assets			

#### **Work Orders and Building Managers**

Building Managers will be available for selection in both the 'reported by' and 'access contact' fields when sending Work Orders and Quote Requests. You can configure the Building Manager to be the default Repairs & Maintenance contact by navigating to Manage > Repairs & Maintenance.

Repairs & M	aintenance - Edit Mode 📃 🗖
GST registered owners corns	ration selected
Enter Plan No. or Street Nam	e or Body Corporate Name.
Dwnets Corporation 6666	
The Champions	
COBURG VIC 3058	
Cost limit	
	4200.00
Work order cost limit	\$300.00
Authorised cost limit	\$1 000.00
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R&M default access conta	act
Access contact N	ewmarch Building Managers
Address line 1	
Address line 2	×
Address line 2	
Address line 5	
Home phone	
Work phone	
Mobile 0	401252960
Fax	

## Adding the Building Manager to the Committee Tab

Building Managers can be added to the committee tab if you wish for them to be included in your committee communications. To add a Building Manager to the committee tab, enter edit mode followed by the green plus icon.

Select the Building Manager from the position column and their contact details will be prepopulated for you. Now, when you select the email icon on the committee tab, the Building Manager will be included in the cc field.

nber of members	2	Last meeting	DD/MM/YYYY 🚔	•					
-				-					
From Unit & Lot #	Position	Name	Nominated By	Reports	Method	Address	Mobile	Email	Home phone \
1, Lot 1	Chairman, Trea:	Yoko Ono	None	✓	Email	Liverpool House, 1/22 Penny Lane, Perth \		Coral.Conrad@mrisoftware.com	(02) 4568 23
2, Lot 2	Secretary	Paul McCartney	None	✓	Email	Liverpool House, 2/22 Penny Lane, PERTH	0428 698 968	Coral.Conrad@mrisoftware.com	(02) 1236 85
None	<b>Building Manag</b>	Fix It Pro	None		Print	150, Sydney NSW 6000	0400 111 222	bill@fixitpro.com.au	

If you wish for the Building Manager to receive Interim Reports, you must select the Reports checkbox, refer above screenshot.

You can provide access to the Strata Portal for Building Manager's for the purpose of Online Invoice Approval. To provide access, navigate to the web access wizard and follow the same process as if they were an owner.

Once you have granted the Building Manager web access you will be able to select them as an Approver on the Committee tab

# **Other Information Regarding Building Managers**

The Building Manager's contact details have also been added to Mail Merge in both the Owners/Lots data source and the Owners Corporation data source.

03/11/2022 6:41 pm AEDT