



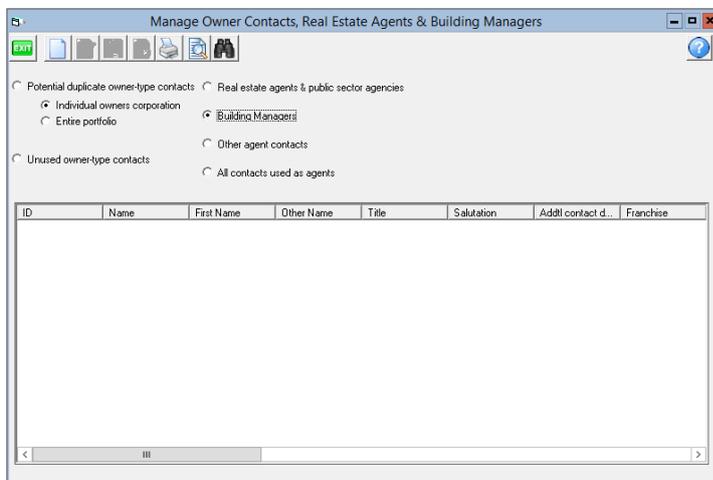
Building Managers in Strata Master

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.

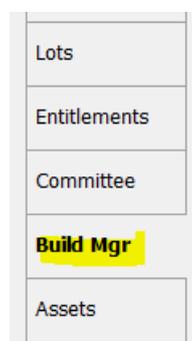


2. Click edit and the Contact Editor Opens.

3. Enter all relevant contact details and click Save.

Assigning the Building Manager to a Corporation

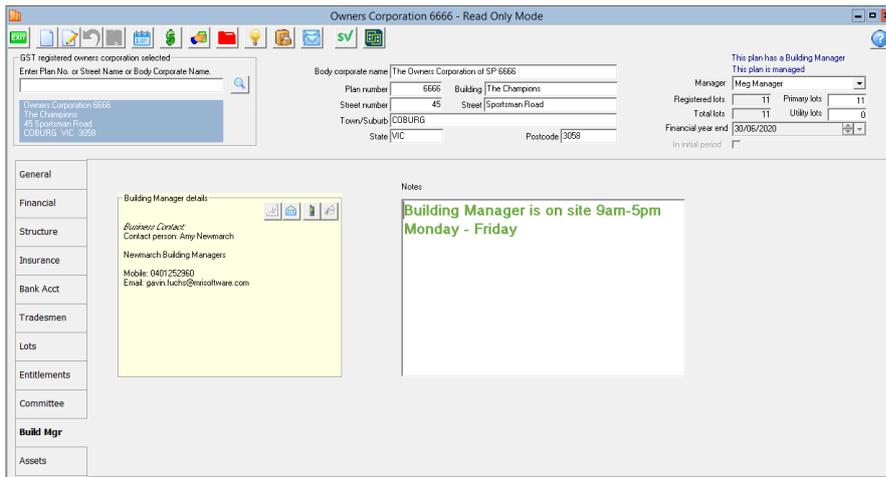
1. Once you have added a Building Manager you can assign them to a corporation by navigating to the new Building Manager tab.



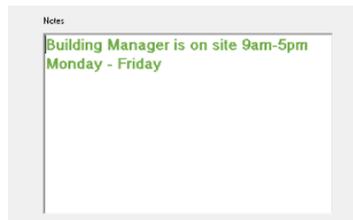
2. Click edit and use the binoculars to select the correct Building Manager and click Save.



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.

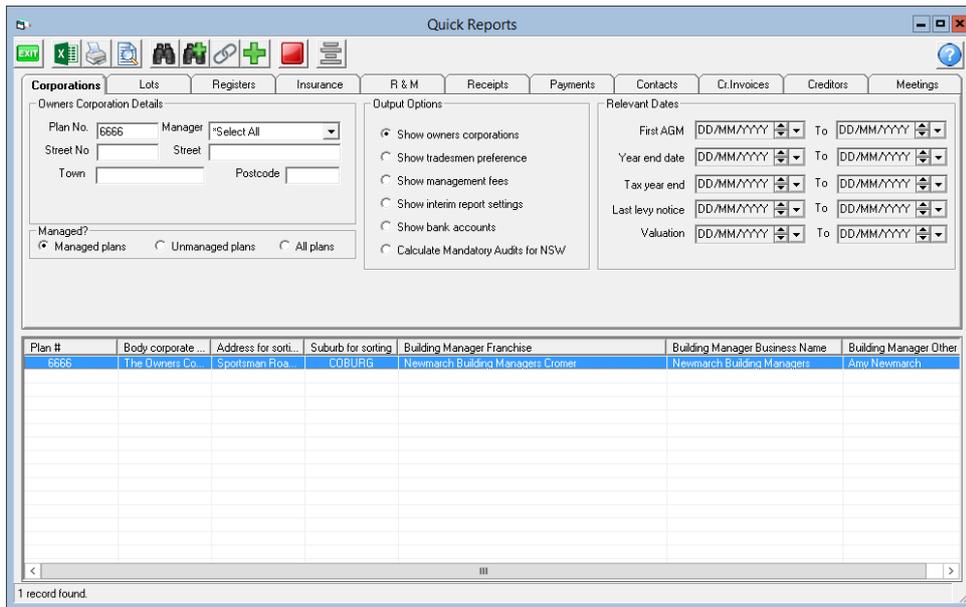


4. A note section is also available on the Building Manager tab should you wish to record any further information relating to the Building Manager for that specific corporation.



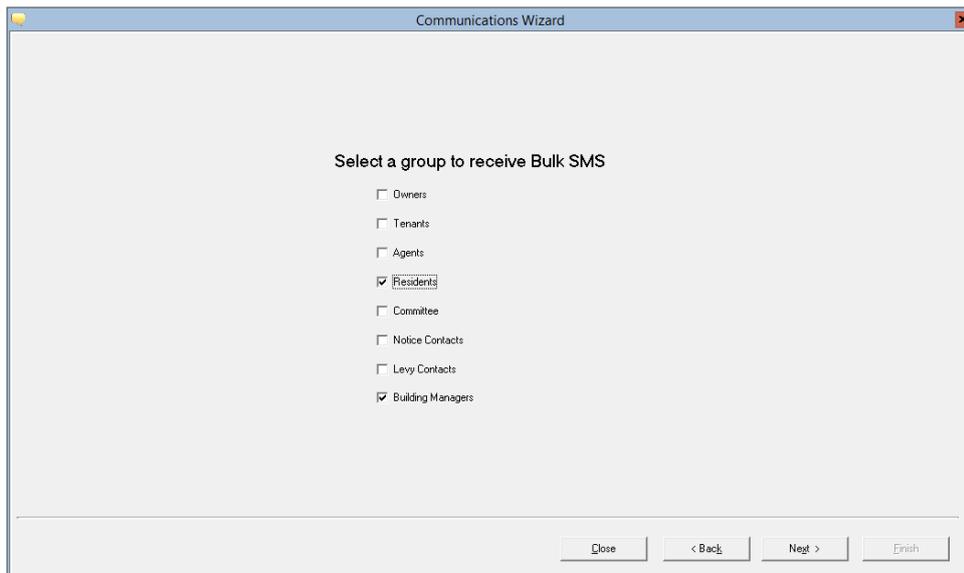
Searching for Building Managers

Apart from viewing the list 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.



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.



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

Owners Corporation 6666 - Read Only Mode

GST registered owners corporation selected
Enter Plan No. or Street Name or Body Corporate Name.

Owners Corporation 6666
The Champions
45 Sportsman Road
COBURG VIC 3068

Body corporate name: The Owners Corporation of SP 6666

Plan number: 6666 Building: The Champions
Street number: 45 Street: Sportsman Road
Town/Suburb: COBURG
State: VIC Postcode: 3068

This plan has a Building Manager
This plan is managed by
Manager: Meg Manager
Registered lots: 11 Primary lots: 11
Total lots: 11 Utility lots: 0
Financial year end: 30/06/2020
In initial period:

General

Building Manager details
Business Contact:
Contact person: Amy Newmarch
Newmarch Building Managers
Mobile: 0401252960
Email: gavan.fuchs@missoftware.com

Notes
Building Manager is on site 9am-5pm
Monday - Friday

Financial

Structure

Insurance

Bank Acct

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 & Maintenance - Edit Mode

GST registered owners corporation selected
Enter Plan No. or Street Name or Body Corporate Name.

Owners Corporation 6666
The Champions
45 Sportsman Road
COBURG VIC 3068

Cost limit

Work order cost limit: \$300.00
Authorised cost limit: \$1,000.00

R&M default access contact

Access contact: Newmarch Building Managers
Address line 1:
Address line 2:
Address line 3:
Home phone:
Work phone:
Mobile: 0401252960
Fax:
Email: amy.newmarch@missoftware.com

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 pre-populated for you. Now, when you select the email icon on the committee tab, the Building Manager will be included in the cc field.

Number 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, Treas	Yoko Ono	None	<input checked="" type="checkbox"/>	Email	Liverpool House, 1/22 Penny Lane, Perth \		Coral.Conrad@missoftware.com	(02) 4568 23
2, Lot 2	Secretary	Paul McCartney	None	<input checked="" type="checkbox"/>	Email	Liverpool House, 2/22 Penny Lane, PERTH	0428 698 968	Coral.Conrad@missoftware.com	(02) 1236 85
None	Building Manag	Fix It Pro	None	<input checked="" type="checkbox"/>	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