



Add a Register Contract Item in Strata Master

Summary

Learn how to use the Contract Register to record details of items that will need to be followed up in the future. This can include a function test on the Pool pump or Garage door maintenance.

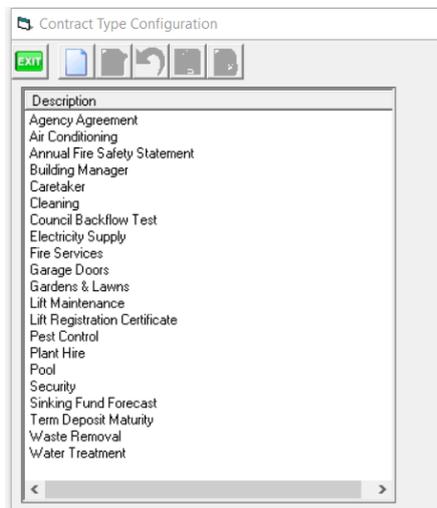
This article will take you through the steps to create a Register Contract item and then review your reminders for follow up:

- [Contract Types](#)
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Contract Types

There are many types on Contract that can be entered in Registers. The Contract type are set in Configure > Register Types > Contract Types.

Add a type if you need by clicking the Add button and entering a relevant name, then click the Save button.

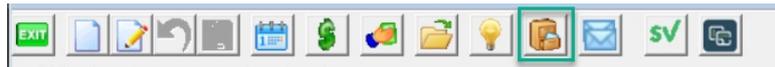


Add a Register Contract Item

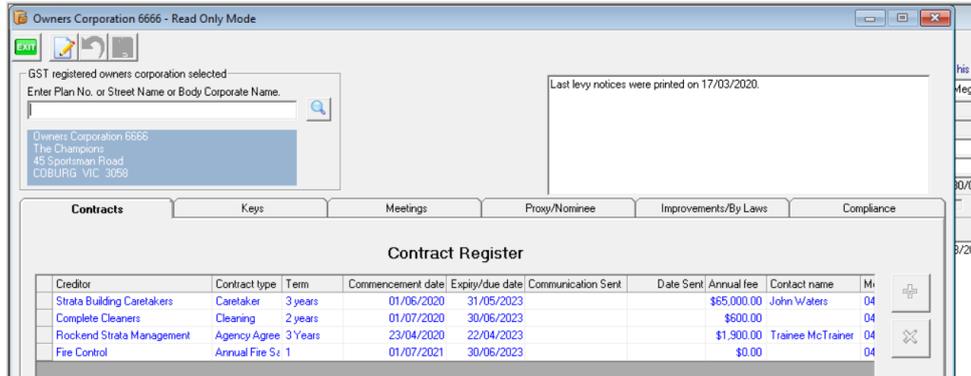
1. Select the Registers icon form the toolbar or navigate to **Manage > Registers**.



You are also able to select the Registers icon in the Corp screen.



2. Select the **Contracts** tab. If necessary, enter the Plan number.



3. Click the edit button and the green cross becomes visible on the right hand side of the screen. This will then provide a blank line in the Register.

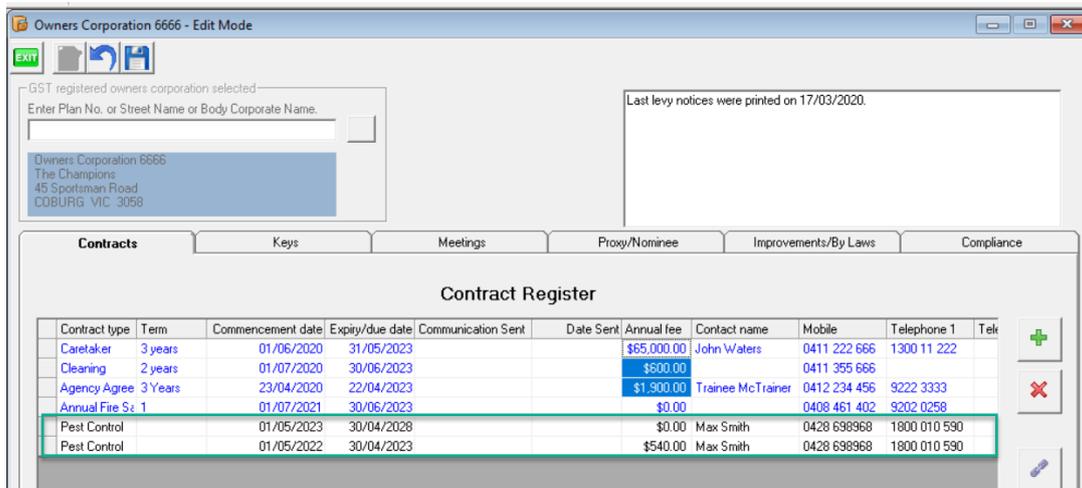


In this example we are adding a contract for Termite Treatment valid for 5 years.

4. Enter the contract type and any other relevant information.

Note: The expiry date can be the date you wish to review the item or the date you want it to appear in your reminders.

If you want to use reminders to list this item towards the Expiry/Due Date, select 'No' under Communication Sent column or leave blank as below.



5. Scroll across and enter contact details and any relevant notes.

You will note in this case I have listed the Contract and the individual inspections separately so that I can receive separate reminders for both.

Contract Register						
Date Sent	Annual fee	Contact name	Mobile	Telephone 1	Telephone 2	Notes
	\$65,000.00	John Waters	0411 222 666	1300 11 222		
	\$500.00		0411 355 666			
	\$1,900.00	Trainee McTrainer	0412 234 456	9222 3333		
	\$0.00		0408 461 402	9202 0258		
	\$0.00	Max Smith	0428 698968	1800 010 590		Inspection each year to maintain validity
	\$540.00	Max Smith	0428 698968	1800 010 590		

Reminder of The Register Contract Item

Using the reminder screen, you can check to see if any contract items are due for action.

1. Ensure the Contract item has either a 'No' or a blank Communication Sent field as in step 4 above. This should be done at the time of entering the item into the Register.

Communication Sent	Date Sent

2. Select the Reminder icon in the tool bar or navigateto **View > Reminders**
3. Filter to all Plans or the required Plan and filter Function as 'contracts'. Filter by entering details in the blank fields.
4. Enter a date range to cover all required due dates. The list shows as below.

This example, 6666 and contracts was keyed in to these blank fields

Name	Manager Name	Function	Detail	Due Date
The Owners Corporation of SP 6666	Meg Manager	Contracts	Agency Agreement	22/04/2023
The Owners Corporation of SP 6666	Meg Manager	Contracts	Caretaker	31/05/2023
The Owners Corporation of SP 6666	Meg Manager	Contracts	Cleaning	30/06/2023
The Owners Corporation of SP 6666	Meg Manager	Contracts	Annual Fire Safety Statement	30/06/2023