Message Maker

Last Modified on 14/08/2026 3:54 pm AEST

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

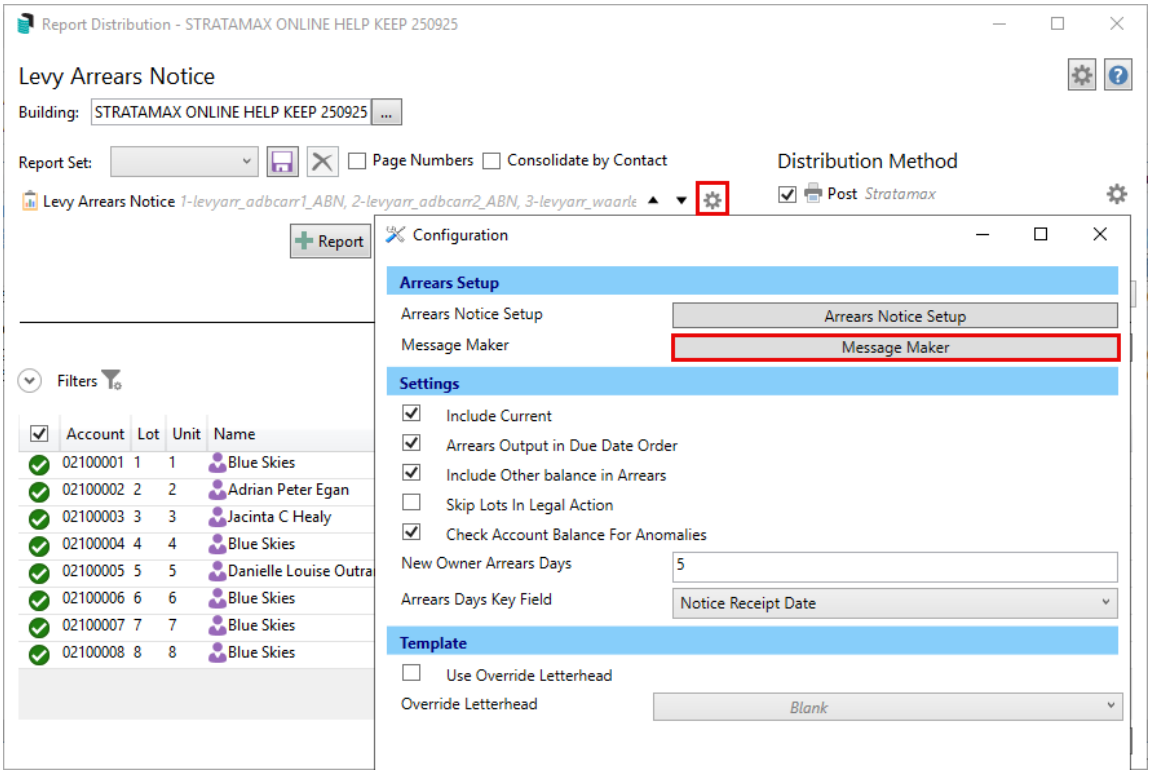
The ***Message Maker*** is for creating a message that can be displayed on Levy Notices, Arrears Notices, Ledger Cards and Invoices. The message may be changed to suit a particular situation or even for an individual owner. It is important to review the template currently selected to ensure there is room for a message to display.

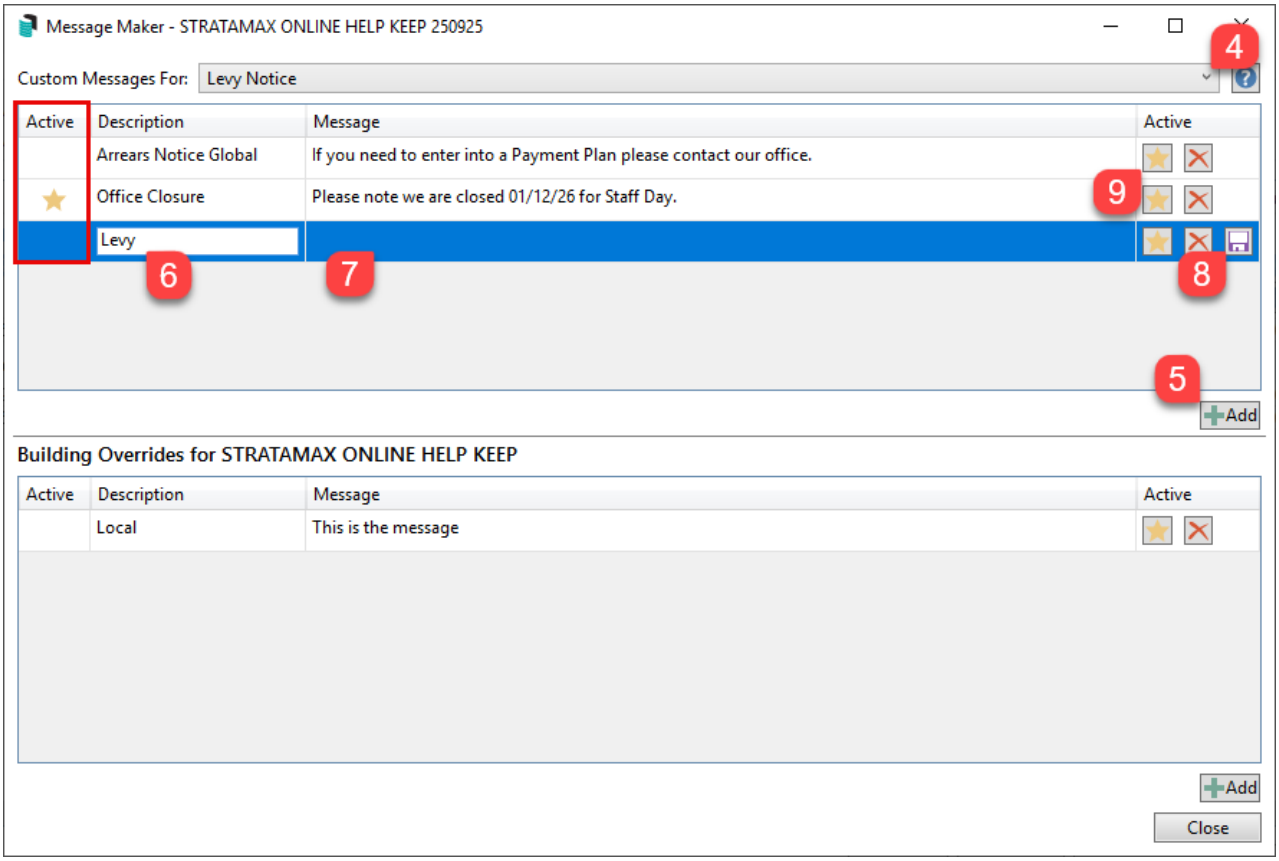
The instructions in this article relate to StrataMax Version 5.6.155 onwards. Refer to***Legacy Message Maker*** below for prior versions or if not using Report Distribution.

Message Maker

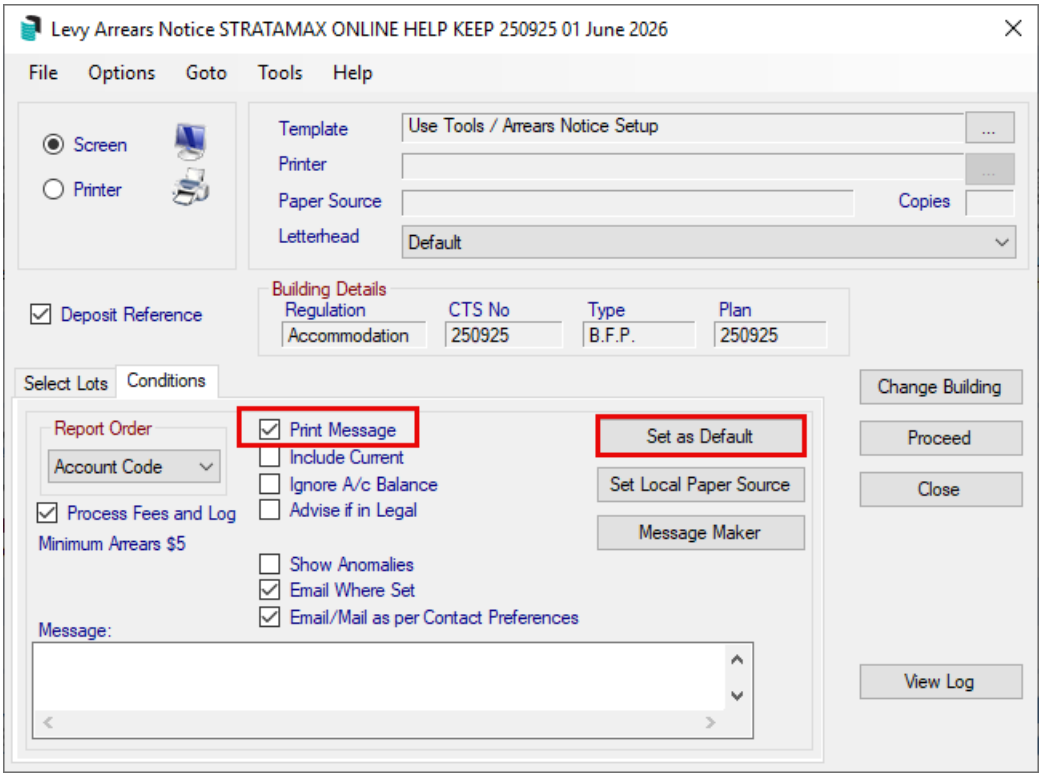
The ***Message Maker*** is used to create, edit, or delete custom messages both Global and Local for Levy Arrears and Levy Notices when issuing notices through Report Distribution.

1. Search or select ***Levy Management***.
2. Select *Reports* and select *Distribute Levies*.
3. Click on the cog wheel to open the Configuration and select *Message Maker*.
4. From the drop-down arrow beside Custom Messages to select Levy Notices or Levy Arrears Notices.
5. Select the *Add* button under Global or Building Override windows to add a new message line item.
6. Click into the *Description* field and click again to activate the cursor and add a Description for the Message.
7. Click into the Message field and click again to activate the cursor and add the message.
8. Click the *Save* icon to save the message.
9. Click the *Star* icon to set the message as active. Toggling this icon will remove the Active status if required.
10. Click the delete icon to remove a message if required.
11. Click *Close* to exit the screen.





Print Message from Arrears Notice will need to be ticked and Set as Default to display the active message from Message Maker.



- Existing messages from Arrears Notices will be automatically migrated to Levy Management during upgrade to this version.
- Post-upgrade changes are not synchronised across modules.

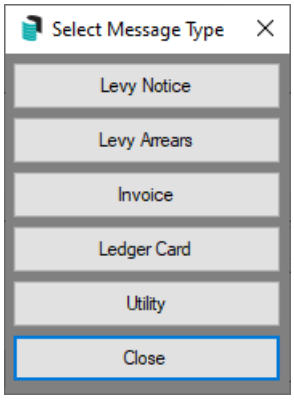
Legacy Message Maker

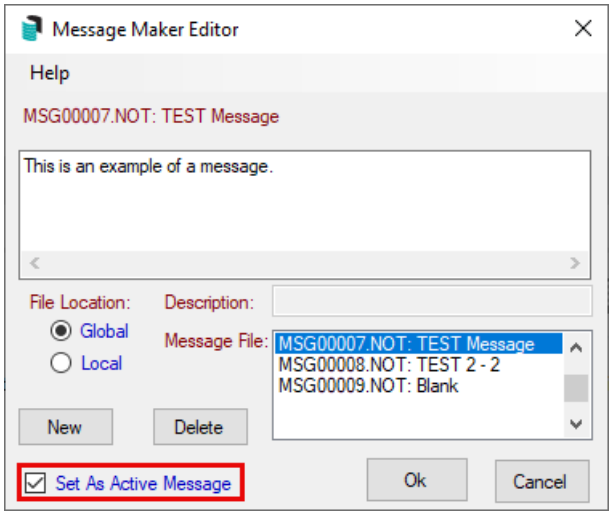
The ***Message Maker*** is for creating a message that can be displayed on Levy Notices, Arrears Notices, Ledger Cards and Invoices not issued via Report Distribution.

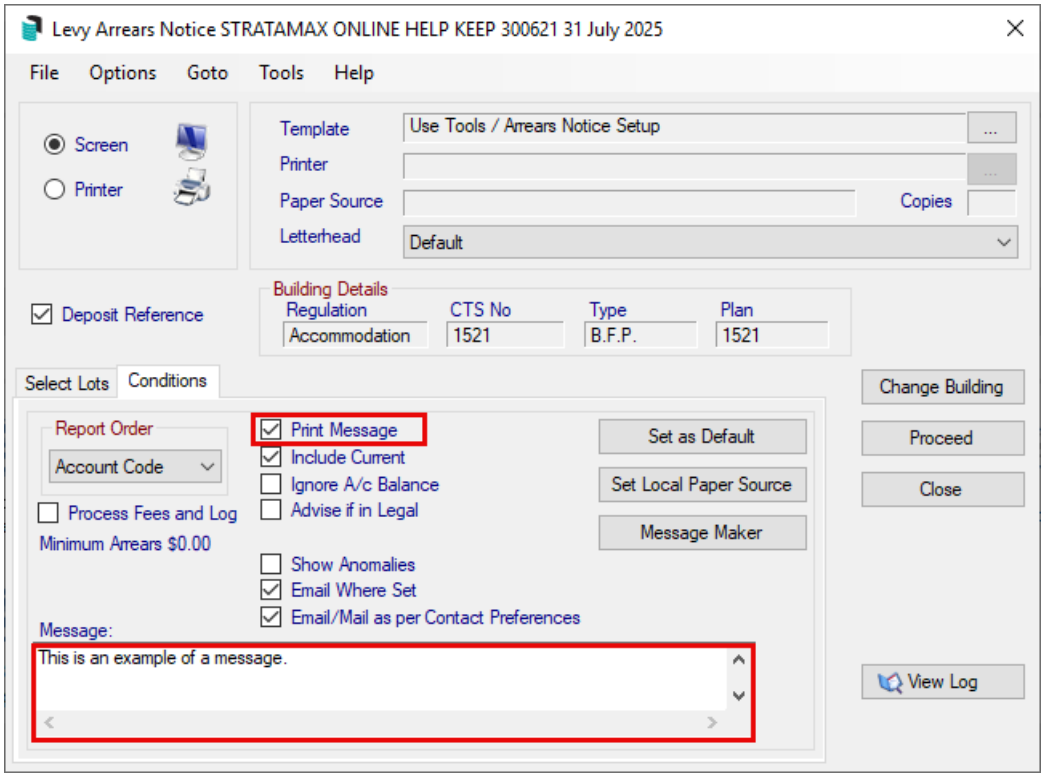
Creating a new Message

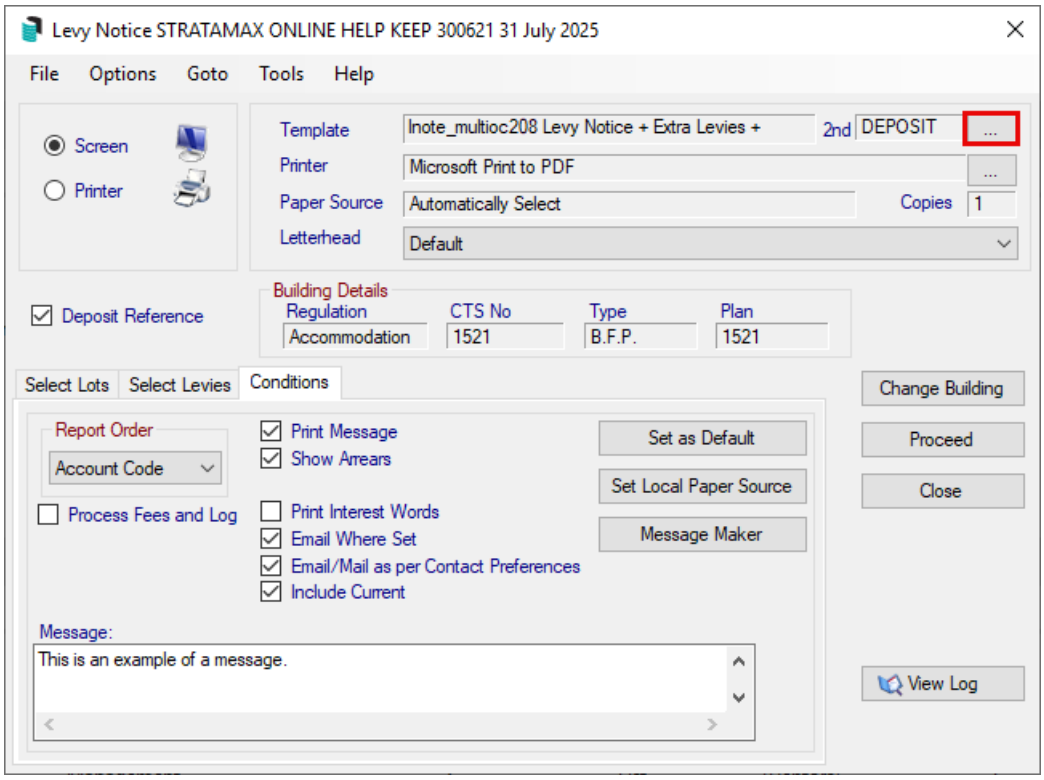
1. Search or select the area that the message has been created for i.e.***Levy Notice Reports***, ***Arrears Notice***, ***Invoice Printing***, ***Ledger Card*** or ***Utility Billing***.
2. Click *Conditions* tab and click *Message Maker*.
3. Select either 'Global' to apply the new message to all properties in your portfolio, or 'Local' to add new message which will be unique to the selected building.
4. Click on the 'Message File' required.

5. Tag 'Set As Active Message'.
6. Click *OK*.
7. Click 'Yes' or 'No' to the message 'Do you want to alter the description for the message?
8. If *Yes* was selected, this will put the message into an editable format. Edit as required and click *OK*.
9. From the 'Conditions' tab, ensure *Print Message* is ticked and tick *Set as Default* if required.
10. Preview a Levy Notice Reports, Arrears Notice, Invoice Printing, Ledger Card or Utility Bill to ensure there is space for the message prior to distributing. Adjust the Template if required (screen shot below).







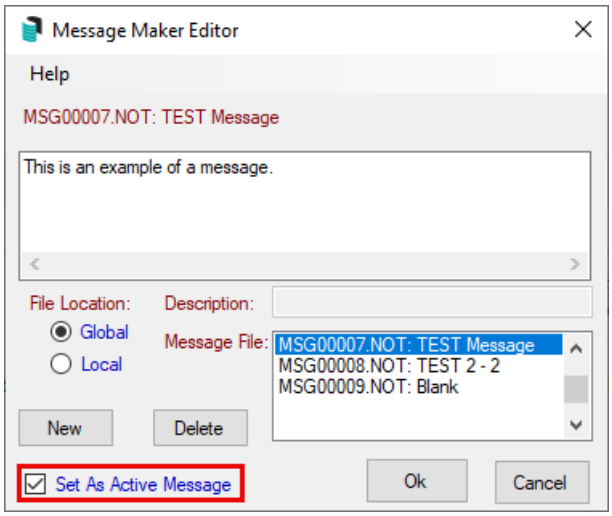


Edit a Message

1. Search or select the area that the message has been created for i.e***Levy Notice Reports***, ***Arrears Notice***, ***Invoice Printing***, ***Ledger Card*** or ***Utility Billing***.
2. Click *Message Maker* on the 'Conditions' tab.
3. If an Active Message has been 'Set As Active Message' previously, it will be displayed.
4. Select 'Global' to select a message from the global list, or 'Local' to select a message unique to the

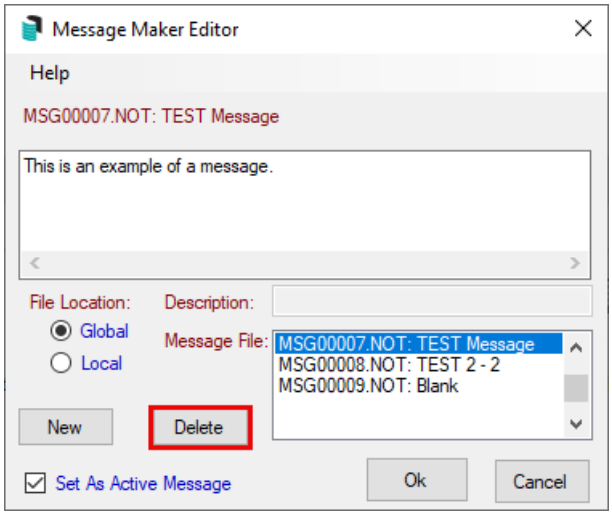
selected building.

5. Select the message to edit.
6. The contents of the message will be displayed, make changes as required.
7. Click *OK* when you have finished editing the message.
8. When asked: 'Do you want to alter the description for this message?' select *Yes* or *No*.
9. If you selected yes, then the text description box for the message will appear above the message file list, type in the new description then click *OK*.
10. This edited message will become the selected message for the levy/arrears or invoice. It does not become the active message (default message) unless you also specify 'Set As Active Message'.



Delete a Message

1. Search or select ***Message Maker***.
2. Select either 'Global' to display all messages globally, or 'Local' to display only messages unique for the selected building.
3. Select the message that is to be deleted, then click *Delete*.
4. When asked: 'Delete this message?' click *Yes*.


Message Maker Editor
Help
MSG00007.NOT: TEST Message
This is an example of a message.
File Location:
Global
Local
Description:
Message File:
MSG00007.NOT: TEST Message
MSG00008.NOT: TEST 2 - 2
MSG00009.NOT: Blank
New
Delete
Set As Active Message
Ok
Cancel