

Shortcuts & Tips

Last Modified on 01/08/2025 4:37 pm AEST

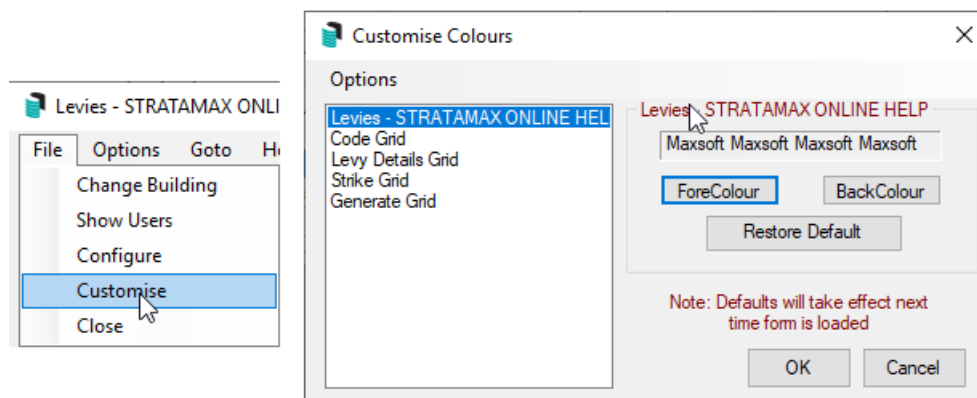
Keyboard Shortcuts

As with most software, there are a number of areas where keyboard shortcuts can be used in StrataMax. The standard windows keyboard shortcuts such as 'Copy & Paste' (Ctrl + C & Ctrl + V) still function in free text areas in StrataMax as well. For example, you can copy & paste the contents of an email into the *Notes* section of an owner's record in the **Roll** menu. The shortcuts below that relate to tagging are typically to tag or untag lots or buildings in the relevant lists.

- *Ctrl + T* will tag the current selection and then will drop to the next cell.
- *Ctrl + U* will untag the current selection and then will drop down to the next cell.
- *Ctrl + A* will tag all items.
- *Ctrl + X* will untag all items.
- Tagging an item, then pressing and holding down the *Shift* key and then tagging another item will, in a lot of cases, but not every case, tag all items between the first and second tagged item.
- Use the = (*equals symbol*) key to tick a box, and the - (*hyphen symbol*) key to remove a tick in a box. This can be especially useful in **DocMax** if using tab stops for data entry of invoices.
- Hold down the *Ctrl* key to select multiple separate items in a list.
- *Shift + 2* will insert the day's date in date field. In some cases *double-clicking* will also do this.
- *F3* will skip to the next field with the search term entered.

Menu Customisation

In certain menus of StrataMax, there are options to customise the appearance or colour of the menu. If available, this will be available under File > Customise.



Menu and Table Views

In many areas of StrataMax, it is possible to resize windows. This is useful for menus such as **Levy Management** or **Transaction List** where you would like to see all columns simultaneously.

It's also possible in some menus and tables to change the width of columns, and the height of the column headers, very much like MS Excel. This is useful when you want to view more text in a cell or fit more columns onto your screen.

Levies - STRATAMAX ONLINE HELP 11 11 June 2019

Default View

File Options Goto Help

Maintenance Strike Generate Resubdivision

Period
Financial Year: 01/01/19 to 31/12/19
Levy Year: 01/01/18 to 31/12/18

Total for Current Levy Year
Number of Instalments: 3
Gross: 201.57000000 Net: 201.57000000

Entitlements
Contribution: 240
Interest:

☐ Show All Levies

Invoice Code	Levy Name
01	Admin Fund
05	Admin Fund Special
07	Sinking Fund
11	Sinking Fund Special

01 Admin Fund

Number	Period	Rate per U/E	DueDate	Discount Date	Discount Rate
00001	01/04/18 to 30/06/18	67.19000000	30/04/18		0.00
00003	01/07/18 to 30/09/18	67.19000000	30/07/18		0.00
00005	01/10/18 to 31/12/18	67.19000000	30/10/18		0.00
00007	01/01/19 to 31/03/19	67.19000000	01/01/19		0.00

Edit New Delete Show All View

View Log Cancel Change Building Close

Levies - STRATAMAX ONLINE HELP 11 11 June 2019

Changed View

File Options Goto Help

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01 Admin Fund

Number	Period	Rate per U/E	DueDate	Discount Date	Discount Rate	Net Ent. Rate	Generation Date	Strike Date	Purpose/Reason	Entitlement Schedule
00001	01/04/18 to 30/06/18	67.19000000	30/04/18		0.00	67.19000000	16/02/18	16/02/18	Apr. May, Jun 2018 Quarterly A	Contribution
00003	01/07/18 to 30/09/18	67.19000000	30/07/18		0.00	67.19000000	16/02/18	16/02/18	Jul, Aug, Sep 2018 Quarterly A	Contribution
00005	01/10/18 to 31/12/18	67.19000000	30/10/18		0.00	67.19000000	16/02/18	16/02/18	Oct, Nov, Dec 2018 Quarterly A	Contribution
00007	01/01/19 to 31/03/19	67.19000000	01/01/19		0.00	67.19000000	30/11/18	16/02/18	Jan, Feb, Mar 2019 Quarterly A	Contribution

Edit New Delete Show All View

View Log Cancel Change Building Close