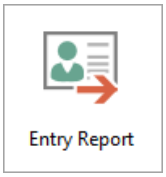
Entry Report (Owner, Tenant & Agents)

Last Modified on 02/01/2024 2:41 pm AEST



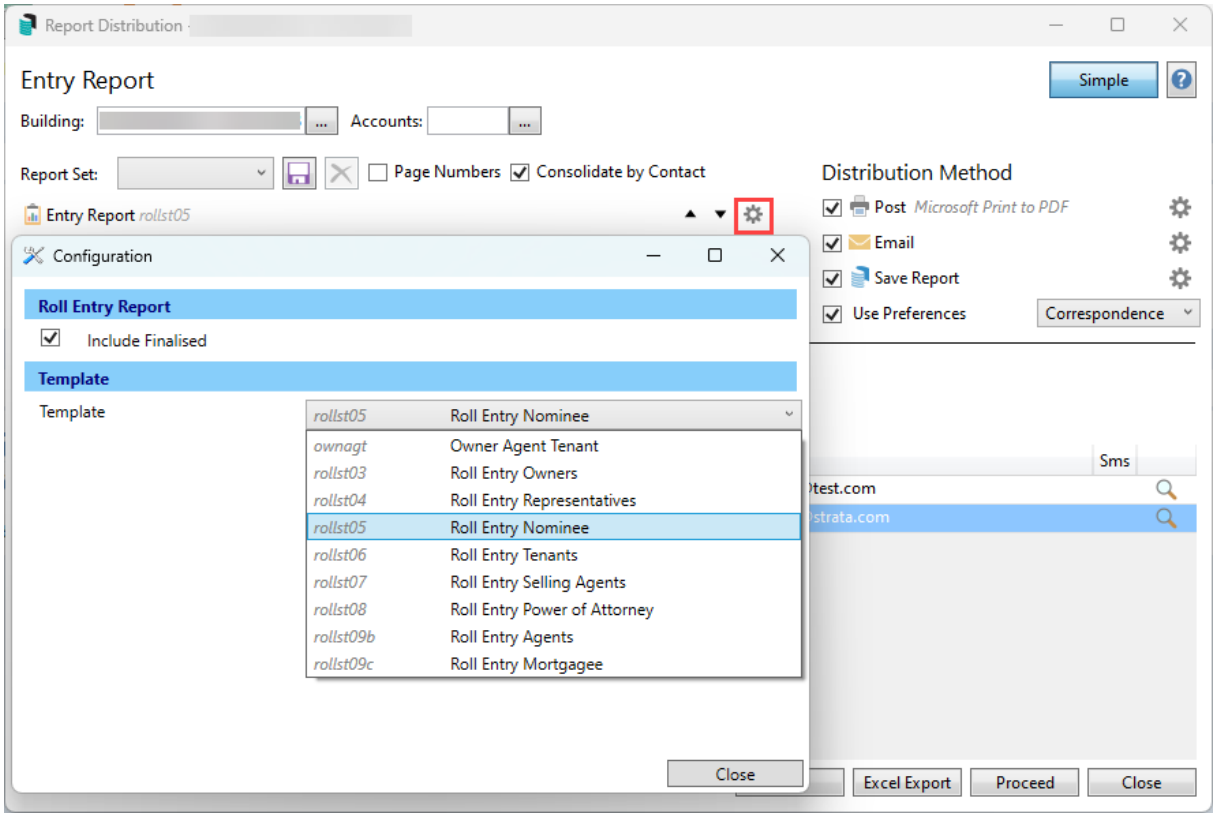
The instructions in this article relate to the ***Entry Report***. The icon may be located on your ***StrataMax Desktop*** or found using the ***StrataMax Search***.

The ***Entry Report*** is helpful when reporting a property Owner, Representative, Nominee, Power of Attorney, mortgagee, Lessee, Letting Agent (Real Estate Agent), or Selling Agent lists. This report is determined as an internal report, and when using the *Report Distribution* window, it will select the internal user to distribute to.

Entry Report Templates and Configuration

These internal reports can be applied using the Report Distribution method and include the templates and configuration below.

1. Search or select ***Entry Report***.
2. The Entry Report template will be available from the Report Distribution window, and the internal user will be pre-tagged.
3. Select the cogwheel to set the template and entry report settings.
    - *Include Finalised* - When selected, any records marked with a date of retirement / terminated position will be included for the relevant category (available from the templates below)
4. Template:
    - Ownagt - Owner Agent Tenant
    - Rollst03 - Roll Entry Owners
    - Rollst04 - Roll Entry Representatives
    - Rollst05 - Roll Entry Nominee
    - Rollst06 - Roll Entry Tenants
    - Rollst07 - Roll Entry Selling Agents
    - Rollst08 - Roll Entry Power of Attorney
    - Rollst09b - Roll EntryAgent
    - Rollst09c - Roll Entry Mortgagee
5. Click *Close*.


Report Distribution
Entry Report
Simple
Building:
Accounts:
Report Set:
Page Numbers
Consolidate by Contact
Entry Report rollst05
Distribution Method
Post Microsoft Print to PDF
Email
Save Report
Use Preferences
Correspondence
Configuration
Roll Entry Report
Include Finalised
Template
Template
rollst05 Roll Entry Nominee
ownagt Owner Agent Tenant
rollst03 Roll Entry Owners
rollst04 Roll Entry Representatives
rollst05 Roll Entry Nominee
rollst06 Roll Entry Tenants
rollst07 Roll Entry Selling Agents
rollst08 Roll Entry Power of Attorney
rollst09b Roll Entry Agents
rollst09c Roll Entry Mortgagee
Close
Sms
Excel Export
Proceed
Close