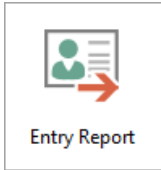


Entry Report (Owner, Tenant & Agents)

Last Modified on 28/07/2025 9:11 am 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*.

The screenshot shows the 'Report Distribution' window with the 'Entry Report' configuration. The 'rollst05' report is selected. The 'Distribution Method' is set to 'Post Microsoft Print to PDF'. The 'Configuration' dialog is open, showing the 'Roll Entry Report' template list. The 'rollst05' template is selected, which is 'Roll Entry Nominee'.

Report Distribution

Entry Report

Building: [] Accounts: []

Report Set: [] ☐ Page Numbers ☒ Consolidate by Contact

Entry Report rollst05

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

Distribution Method

☒ Post Microsoft Print to PDF

☒ Email

☒ Save Report

☒ Use Preferences

Correspondence

test.com

strata.com

Sms

Close

Excel Export

Proceed

Close