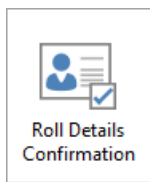


Roll Details Confirmation Form

Last Modified on 05/01/2024 5:28 pm AEST



The instructions in this article relate to **Roll Details Confirmation**. The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).


The Roll Details Confirmation is in the format of a letter to be sent to an owner regarding any changes made to their contact details in the strata roll and/or to a new owner to confirm that their contact details are correct. The letter will list their recorded details on the left half of the page and provide space for any corrections on the right half of the page. The letter can be customised, and changes made are global.

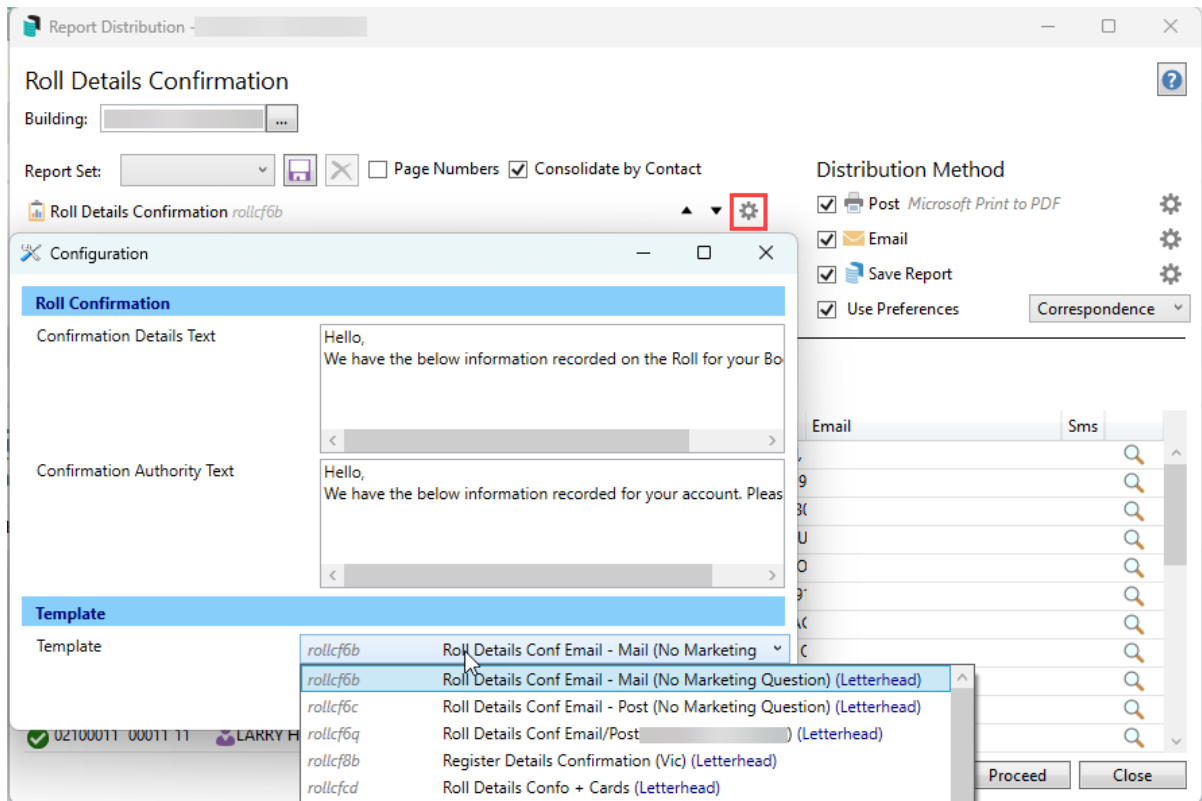
It may be printed manually following the process listed below. Alternatively, it can be set up to print automatically when the new details are recorded in the [Roll](#) menu. The [Roll Menu Configuration](#) article section has more information on this automatic process. It can also include the account manager's signature and name, provided it is set for the building in [Building Information](#).

Roll Details Confirmation is applied using two customisation methods for the introduction text. Using the menu icon for **Roll Details Confirmation** has access to the cogwheel, which will allow for its own *Confirmation Details Text* to be applied and, when used using the Reports Set method, can have its template and *Confirmation Details Text* included, which may be different and recommended to review.

Roll Details Confirmation Templates and Configuration


The following templates are available for owners' Roll Details Confirmation and can be configured using the steps below using the [Report Distribution](#) method.

1. Search or select **Roll Details Confirmation**.
2. Select the cogwheel to set the template and text. Set the *Confirmation Details Text*, *Confirmation Authority Text*, and *Template fields*.
 - Confirmation Details Text - text appearing in the top part of the Roll Confirmation form sent to Owners.
 - Confirmation Authority Text - text appearing in the top part of the Roll Confirmation form sent to Non-Owners.
 - Template options can be set using one of the available: [Roll Details Confirmation Templates.pdf](#) 
3. Click *Close*.



Roll Details Confirmation - Ownership or Change of Detail Report Set



A different Roll Details Confirmation template and text can be set from the system-generated Report Sets when completing a change of owner or detail in the Roll. This can also apply to any other Report Set configured using this report. The below instructions will assist with configuring this area.



1. Search or select **Merge Letters**. Click Cancel to the *Merge Letter Report Selection List*.
2. Select *Intro Letters - Change of Details* or *Intro Letters - Change of Ownership* from the Report Set dropdown. Each can be adjusted.
3. From each type, either *+Report* and untick *Merge Letters Only* to add the Roll Details Confirmation or
4. Select the cogwheel to set the template and text if the Roll Details Confirmation exists in the list. Set the *Confirmation Details Text*, *Confirmation Authority Text*, and *Template* fields.
 - Confirmation Details Text - text appearing in the top part of the Roll Confirmation form sent to Owners.
 - Confirmation Authority Text - text appearing in the top part of the Roll Confirmation form sent to Non-Owners.
 - Template options can be set using one of the available: [Roll Details Confirmation Templates.pdf](#) 
5. Click *Close*.
6. Repeat if required for the other type.

Report Distribution -

Roll Details Confirmation

Building:

Report Set:   Page Numbers Consolidate by Contact

 Roll Details Confirmation *rollcf6b* 

Configuration

Roll Confirmation

Confirmation Details Text

Confirmation Authority Text

Template

Template	
<i>rollcf6b</i>	Roll Details Conf Email - Mail (No Marketing Question) (Letterhead)
<i>rollcf6b</i>	Roll Details Conf Email - Mail (No Marketing Question) (Letterhead)
<i>rollcf6c</i>	Roll Details Conf Email - Post (No Marketing Question) (Letterhead)
<i>rollcf6q</i>	Roll Details Conf Email/Post (Letterhead)
<i>rollcf8b</i>	Register Details Confirmation (Vic) (Letterhead)
<i>rollcfcd</i>	Roll Details Confo + Cards (Letterhead)

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Distribution Method

Post *Microsoft Print to PDF*

Email

Save Report

Use Preferences Correspondence

Email	Sms
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
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	<input type="checkbox"/>
	<input type="checkbox"/>

Proceed Close