

Reports / Utilities (Global) | Custom Reports

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The instructions in this article relate to **Reports / Utilities Global** and custom reports that have been created within. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The creation of Custom Reports is no longer applicable and alternative reporting options are available. Refer to the [Search Buildings](#) article and [Building Information](#) article and the option to produce a [Building Information Report](#) into Excel across your portfolio of all information recorded within [Building Information](#).

Generate Custom Report

1. Search or select **Reports/ Utilities (Global)**.
2. Click *Custom* to view the list of existing custom reports that have previously been created.
3. Select the report to generate and click *OK*.
4. In the *Print to* section, select your output method: *Screen, Printer, or File* (for Excel but may not be always available).
5. Click *Edit Limits*.
6. Double click in the field (or click the field and press Edit), some fields have a drop down to select or tag items and others will require a date.
7. Click *OK* when finished.
8. Tag the required buildings and click *OK*.
9. Click *Proceed* to produce report.