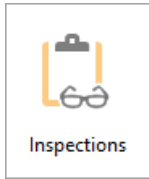


Inspections Register

Last Modified on 20/09/2023 3:56 pm AEST

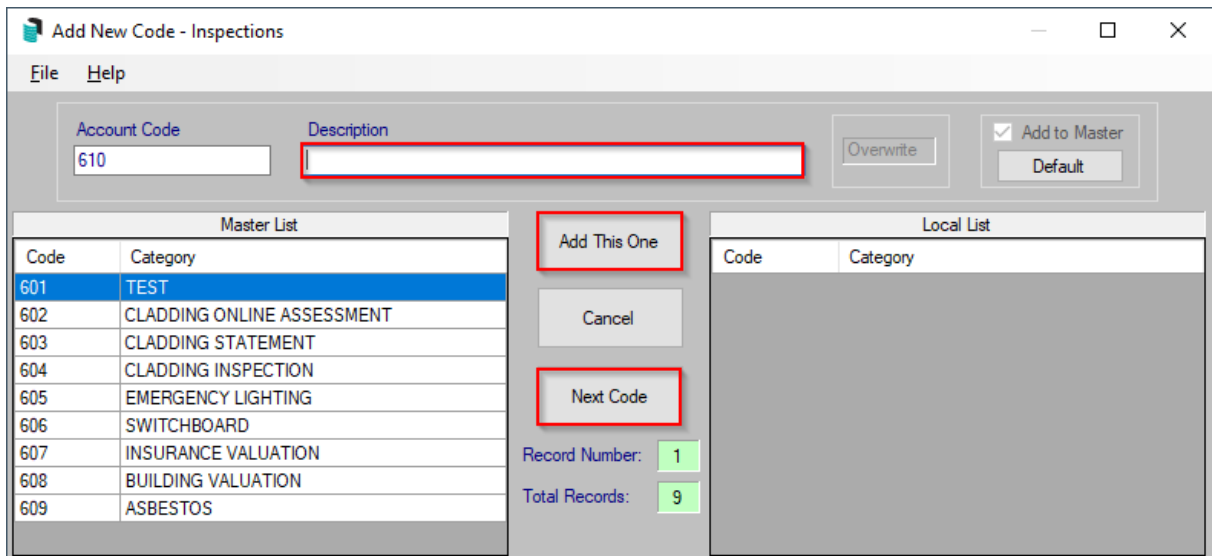


The instructions in this article relate to the **Inspections** register. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The Inspections Register can be used to record details of any inspections for the building/property, eg: Workplace Health and Safety or Pest Inspections. This register offers the linking of DocMax Documents for quick reference and reporting. Reports on upcoming inspection Due Dates for individual Buildings or across the full portfolio can be produced from [Search Inspections](#).

Creating New Inspection Type

1. Search or select **Inspections** > *Cancel*.
2. Click *New*.
3. If this is the first code to be entered into the Master List enter 601 and the description and click *Add This One*. If you are adding further codes continue adding by clicking *Next Code* and entering the description.



Master List	
Code	Category
601	TEST
602	CLADDING ONLINE ASSESSMENT
603	CLADDING STATEMENT
604	CLADDING INSPECTION
605	EMERGENCY LIGHTING
606	SWITCHBOARD
607	INSURANCE VALUATION
608	BUILDING VALUATION
609	ASBESTOS

Local List	
Code	Category

4. Click *Add This One*.
5. Complete the fields. The Period and Next Due are mandatory fields.
6. To link to a document in DocMax, right click in field 11 Report Doc ID to launch DocMax and search for document.
7. Click *Select Document* and *Save*. (An Id number will be entered into field 11).
8. Click *Save* and *Exit*.

Edit or Delete a Local Inspection Record

You can delete or edit an inspection record locally.

1. Search or select ***Inspections***.
2. To Edit; select the record and make the changes click *Save*.
3. To Delete; select the record and click the *Delete* button and answer yes to the questions, *Delete this record?*, *'Are you sure?'*

Inspection Register Report (Local)

1. Search or select ***Inspections***.
2. Select *Report*.
3. Select *Screen*, *Printer* or *Excel* and click *OK*.

Note: Some Inspection Register Category information is output to the [Building Information Report](#). You can also report Inspection details and upcoming inspection dates for individual Buildings from [Search Inspections](#).

Inspections Details Report (Global)

You can report Inspection details and upcoming inspection dates for individual Buildings or across the full portfolio from [Search Inspections](#).