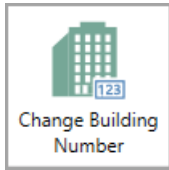


Change Building Name or Number

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Instructions in this article relate to **Change Building Number**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Change Building Number

NOTE: Before changing the building number, ensure that any current EFT's and TRMax entries are processed.

Often the Building Number for a plan needs to be changed. StrataMax allows this by conducting the Change Building Number process. The Building Number for the Current, Old and Historical Year data will be changed, but any stored data (i.e. on a disk, or another backup location) will NOT be changed. This is important if there is a need to restore Historical Years.

In addition to the below steps; if a lot or lots need their specific Plan Number changed, this can be done following the steps [available here](#).

1. Search or select **Change Building Number**.
2. Click the *Change Building* button, and select the building to be adjusted, click *OK*.

A screenshot of a software dialog box titled 'Change Building Number'. At the top, there are 'File' and 'Help' menu options. Below them is a descriptive text: 'This program is for changing the directory number of a Building. Current and last year data will be changed but any stored data will NOT be changed.' The main area contains several input fields: 'Name' with an empty text box, 'Current Number' with an empty text box, and 'New Number' with an empty text box. A red box highlights a 'Change Building' button next to the 'Name' field. Below the 'Current Number' field, there is a label 'will be changed to' in red. At the bottom left, there is a checkbox labeled 'Change CTS Number to New Number'. On the right side, there are two buttons: 'Proceed' and 'Close'.

3. Enter the New Number (Tick the CTS Number option (QLD) if you wish to change the CTS as well as building (plan) number.
4. Then click *Proceed*.

Change Building Number

File Help

This program is for changing the directory number of a Building. Current and last year data will be changed but any stored data will NOT be changed.

Name TRAINING - KEEP Change Building

Current Number 12588 Proceed

will be changed to

New Number 12589 Close

Change CTS Number to New Number

5. Click *Yes* to proceed with changing building number message.

Change Building Name

If the name of a building needs to be changed (spelling/typing error etc...) this is completed in **Building Information**, and the name will be changed on the building selection list as well as on reports.

1. Search or select **Building Information**.
2. Locate the *Body Corporate Name* field.
3. Type the desired new name for the building (overwriting the existing name), click *Save*.
4. Review *Building Long Name* field, and adjust if required as this field displays on reports, click *Save*.
5. Click *Yes* to change Sub-Groups as well (if asked).

The adjustment will be applied throughout StrataMax and the building will be saved under it's new name. Details of the change can be located in the *History* button in **Building Information** menu.