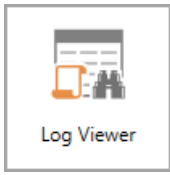


Log Viewer

Last Modified on 02/04/2026 3:22 pm AEST



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

Generally used by StrataMax Support to troubleshoot issues, however it can be a useful tool for determining when or who has completed certain processes in StrataMax. The **Log Viewer** in StrataMax has been designed to give users the freedom to apply more refined selections making searches quicker and results easier to review.

Log Viewer Video

Search Logs

Refresh Export Advanced

| Field | Condition | Value |
|-----------|----------------|--|
| Date/Time | is on or after | <input type="checkbox"/> Specific Dates 6 Months in the past |
| Category | is equal to | Print |
| Username | is equal to | |
| Building | contains | 1112 |

231 records displayed

| Date/Time | Log Level | Username | Description | Building | Category |
|------------------------|-----------|------------|---|----------|----------|
| 26/10/2020 1:36:52 PM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 1112 | Print |
| 26/10/2020 12:57:02 PM | Info | [redacted] | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap | 1112 | Print |
| 26/10/2020 12:53:17 PM | Info | [redacted] | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap | 1112 | Print |
| 26/10/2020 10:24:41 AM | Info | [redacted] | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Pap | 1112 | Print |
| 23/10/2020 2:39:24 PM | Info | [redacted] | Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages p | 11122 | Print |
| 23/10/2020 2:38:17 PM | Info | [redacted] | Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages p | 11122 | Print |
| 22/10/2020 10:45:10 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:45:03 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:44:55 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:32:23 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:32:16 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:32:09 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:29:59 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |
| 22/10/2020 10:29:52 AM | Info | [redacted] | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: I | 11122 | Print |

Search fields can be filtered by *Building*, *Category*, *Date | Time*, *Description*, *ID*, *Log Level* and *Username*. The term 'Table' has been replaced by the term 'Category' and can also be filtered. Some of the common categories used for searching includes:

- Crdent (Creditor invoices entered and edited).
- Invent (Invoices entered and edited).
- Genent (Journals entered and edited).
- Rolled (Roll Changes - however to view specific Contact Card fields that were changed select View

History in Contact Card).

- TaskMax (Finalised & Cancelled Work Orders).
- BankAccSetup (Bank Account Setup changes).
- Compliance (Changes to Compliance configuration and any overrides).
- Configuration (Changes to various Configuration settings).
- DocMax (Deleting of documents & Prefill confirmation).
- Invdupoverri (Invoice duplicate test override).
- InvoiceHold (Creditor Invoice on hold / Ok to Pay).
- Manfee (Management Fees entered, edited & charged and Disbursement setup).
- Officer (Office Bearer changes)

Tip: Perform the change (or complete the process), revert it if needed, and review the **Log Viewer** to see how it's logged.

| + | Field | Condition | Value |
|---|-----------|----------------|---|
| - | Date/Time | is on or after | <input type="checkbox"/> Specific Dates Yesterday |
| - | Category | is equal to | |
| - | Username | is equal to | |
| - | | | |

Print
PRORATA.LOG
RECENT.LOG
Recovery

Add or remove fields by clicking the plus and minus function buttons. Combinations of these fields conditions and values can be used to further drill down or return more results.

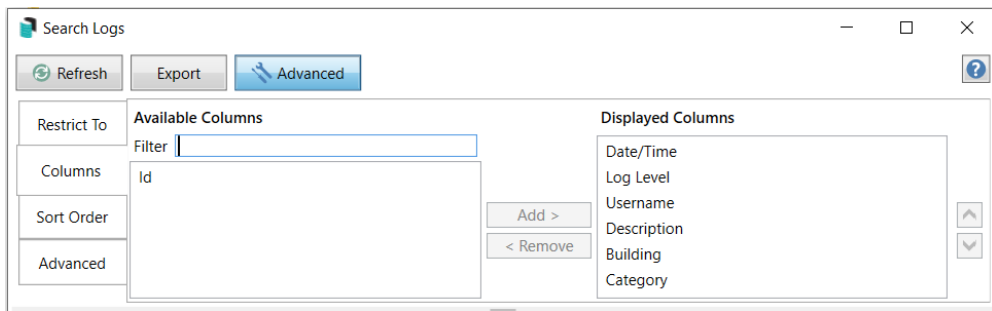
Search Logs - □ ×

Refresh Export Advanced ?

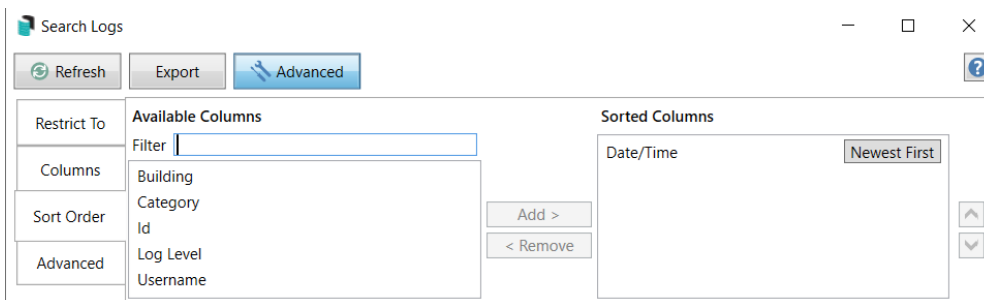
| + | Field | Condition | Value |
|---|-----------|----------------|---|
| - | Date/Time | is on or after | <input type="checkbox"/> Specific Dates 1 Month in the past |
| - | Building | is equal to | 11122 - RECOVERIES2 |
| - | Category | is equal to | Recovery |
| - | Username | is equal to | |

Select 'Advanced' to see the following options:

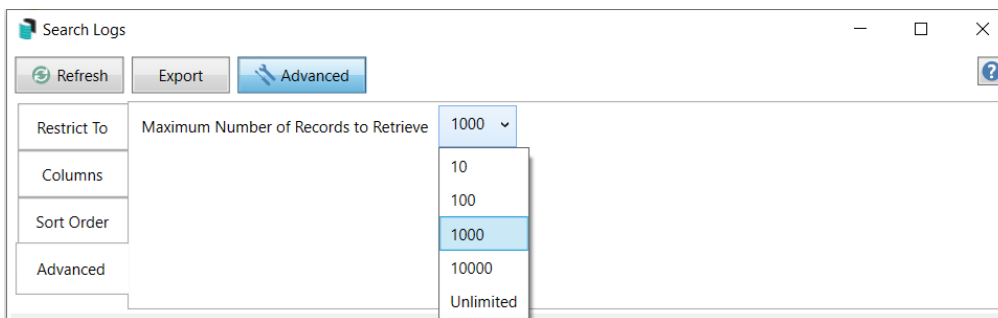
Add or Remove columns to be displayed in the results panel list:



Alter the sort order in the results panel list:



Change the number of records returned (default is 1000):



Click 'Export' to export results to Excel:

| Logs | | | | | | |
|------------|--------|----------|--|----------|----------|--|
| Date/Time | Log Lc | Username | Description | Building | Category | |
| 26/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Financial Statement 1112, Pages printed: 3 | 1112 | Print | |
| 26/10/2020 | Info | | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1 | 1112 | Print | |
| 26/10/2020 | Info | | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1 | 1112 | Print | |
| 26/10/2020 | Info | | Printing to EPSON XP-240 Series (redirected 5), With Custom Settings, Paper Source: Rear Paper Feed, Description: Quote Rejection 1112, Pages printed: 1 | 1112 | Print | |
| 29/10/2020 | Info | | Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2 | 11122 | Print | |
| 23/10/2020 | Info | | Printing to StrataMax, Paper Source: Automatically Select, Description: Cheque 11122, Pages printed: 2 | 11122 | Print | |
| 22/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6 | 11122 | Print | |
| 22/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6 | 11122 | Print | |
| 22/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6 | 11122 | Print | |
| 22/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6 | 11122 | Print | |
| 22/10/2020 | Info | | Printing to StrataMax, With Custom Settings, Paper Source: Automatically Select, Description: Pest Control 11122, Pages printed: 6 | 11122 | Print | |

Sorting via the results panel is disabled and should be set in the Advanced filter screen.

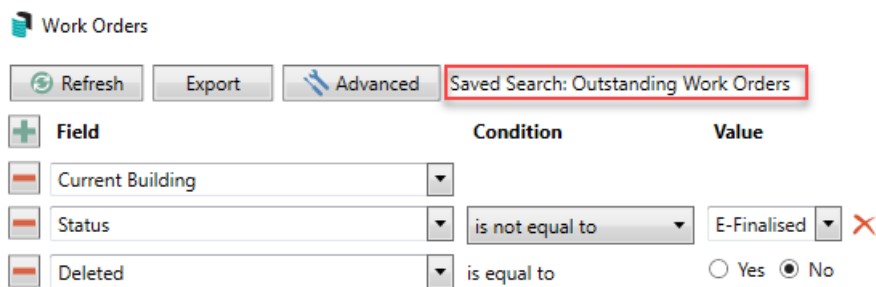
Log Viewer | Saved Searches

'Saved Searches' are designed for convenience so that you can save a selection of fields, columns, and a specific sort order so that it can be loaded later. There is also a tool to assist with quick-finding fields of text information. Use the top right corner and enter text into this field to search. Click *Find First* or *Find Next* to locate results.

'Saved Searches' can also be set as the 'default' search for the selected screen. This means that the selection of fields, columns, and specific sort order will be the one chosen whenever the menu screen/icon is selected.

'Saved Searches' can be saved for the current user, globally (accessible to all users), or for a specific user group.

If a Saved Search is loaded/opened this will be noted at the top of the search screen.

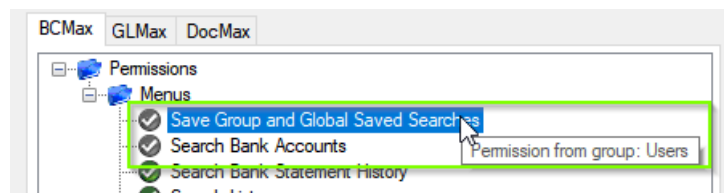


The screenshot shows the 'Work Orders' search interface. At the top, there are buttons for 'Refresh', 'Export', 'Advanced', and a highlighted 'Saved Search: Outstanding Work Orders'. Below this is a table with columns for 'Field', 'Condition', and 'Value'. The table contains three rows of filters: 'Current Building' (no condition), 'Status' (is not equal to, E-Finalised), and 'Deleted' (is equal to, Yes/No).

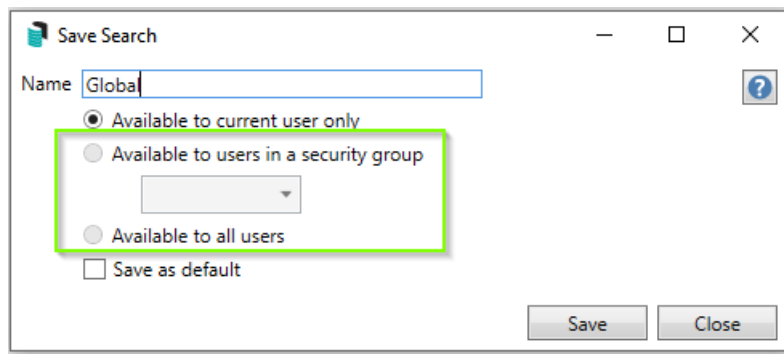
| Field | Condition | Value |
|------------------|-----------------|---|
| Current Building | | |
| Status | is not equal to | E-Finalised |
| Deleted | is equal to | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Saved Searches | Security Setup Permissions

A security permission will either allow or deny individual *Users* or *User Groups* access to create or delete a search. The permission is called 'Save Group and Saved Searches' under the 'Menus' category in **Security Setup**. You can also type the word 'Search' into the filter field and click the *Filter* button to see the permission.



If the *User* or *User Group* do not have the permission set to 'Allow', then the ability to save a search for all users or a user group will be inactive.



Saved Searches | Set up a new Saved Search

1. Configure the required fields and click the *Refresh* button to display the required data.
 - Optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
2. Click the *Refresh* button to display the data.
3. Click the *Save Search As* button, and the 'Save Search' window will appear.
4. Enter a 'Name'.
5. Select one of the three radio buttons, depending on your requirement:
 - *Available to current user only* will save the search for the current user only.
 - *Available to users in security group* will save the search for the *User Group* selected from the drop-down (this radio button is only available if you have the right permission, and the *User Groups* available in this list are limited to the *User Groups* that you are a member of).
 - *Available to all users* will save the search for all StrataMax users (this radio button is only available if you have the right permission).
6. Optionally tick the *Save as default* box to load this 'Saved Search' whenever the menu screen / icon is opened.

Saved Searches | Load or Delete a Saved Search

1. At the bottom of the screen, click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button to load the *Saved Search*, or click the red cross button to delete the *Saved Search*.
3. If you click the *Load* button, the 'Load Search' window will disappear, and the screen will refresh automatically and load the *Saved Search* data.
4. If you click the *Delete* button, a confirmation pop-up will appear; Click *Yes* to confirm the deletion.

When a Saved Search is loaded/opened, the Saved Search name will be noted at the top of the

search screen.

Saved Searches | Edit a Saved Search

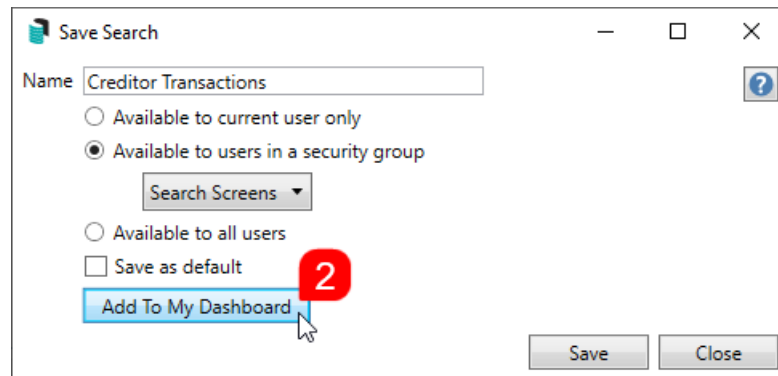
1. If the *Saved Search* you want to edit has been set as the default search, it should be on screen already, and you can proceed to the next step. Otherwise click the *Load/Delete Search* button.
2. In the 'Load Search' window, click the blue *Load* button.
3. Now make any changes required to the required fields, and optionally click the *Advance* button to also configure the displayed columns, and specific sort order.
4. Click the *Refresh* button to display and check the data.
5. Click the *Save Search* button to save the applied changes.

Saved Searches | Add To My Dashboard

There is the option to add certain searches to your own *Dashboard*. This is limited to your own *Dashboard* only (you cannot add it to the *Dashboard* of another user or group), and only available in these specific 'Search' screens:

- *Search Office Bearers*
- *Search Bank Accounts*
- *Search Creditor Invoice Items*
- *Search Work Orders*
- *Search Quotes*
- *Search Building*
- *Search Inspections*
- *Search Levies*
- *Management Fees Report*

1. Follow the steps to set up a new Saved Search, or edit a Saved Search (see the two relevant sections above).
2. In the 'Save Search' window, click the *Add To My Dashboard* button.



3. The 'Dashboard Configuration' window will then appear.
4. The *Report* drop-down menu cannot be changed from 'Saved Search'.
5. The *Display Title* can be changed to whatever is required.
6. Choose the *Display Type* that is preferred. See [Display Types](#) for more information.
7. Tick *Show On Desktop* if preferred.
8. Depending on which *Display Type* was chosen, the fields for the different number values will change. Observe the *Preview* to assist with picking the right number values suited to the *Display Type*.
9. Click the *Save* button.
10. Back in the 'Save Search' screen, there are now buttons to *Edit Dashboard* and *Delete Dashboard*.
11. Click the *Close* buttons on any remaining screens.

Export and Print

Each search can be exported to Excel or produced as a PDF-style report, and the column display for these reports will be included.

- *Export* - If there are more than 1000 results, Check the *Advanced* tab / Advanced area to report the maximum. Click Export for an Excel report.
- *Print* - Check the cogwheel from the Report Distribution screen to change fonts and set the letterhead style. This print style will produce the report based on the column width. Click Print for a PDF-style report.

Refresh Export Advanced Saved Search: Creditor Transactions

Field Condition Value

Current Building

On Hold is equal to Yes No

Contractor Industry is equal to

218 records displayed

| Building | Building Name | Reference | Paid Date | Paid | On Hold | Invoice Date | Invoice Amount | Invoice Number | Contractor Industry | Creditor Code | Creditor Name | Expense Code | Expense |
|----------|---------------|-----------|------------|-------------------------------------|--------------------------|--------------|----------------|----------------|---------------------|---------------|---------------|--------------|----------|
| | | D0000164 | 30/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 30/07/2024 | 39.86 | | | 08200002 | | 15020 | MANAGE |
| | | D0000163 | 30/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 30/07/2024 | 66.00 | | | 08200002 | | 14605 | LEGAL & |
| | | D0000162 | 26/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18/07/2024 | 2,654.65 | 3877987 | | 08200192 | | 14315 | INSURAN |
| | | D0000161 | 26/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18/07/2024 | 32,548.66 | 3877987 | | 08200192 | | 14310 | INSURAN |
| | | D0000160 | 30/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11/07/2024 | 176.00 | 12055 | Accountant | 08200202 | | 12510 | AUDITOR |
| | | D0000159 | 30/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 22/07/2024 | 957.00 | 148 | | 08200663 | | 24610 | LEGAL SE |
| | | D0000158 | 05/08/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 19/07/2024 | 5,247.00 | 1003 | Gardener | 08200683 | | 13905 | GARDEN |
| | | D0000157 | 05/08/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 19/07/2024 | 1,606.00 | 1004 | Gardener | 08200683 | | 14455 | IRRIGATI |
| | | D0000156 | 24/07/2024 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 17/07/2024 | 148.30 | 1636 | Handyman | 08200541 | | 13950 | GENERAL |

Edit Creditor View Creditor Contact Print Load/Edit/Delete Search Save Search Save Search As Close

Examples of Searches for Dashboard

The below are some examples of saved searches that can be used as a dashboard to either prompt based on particular dates or to provide quick access to information & reporting. Examples are reliant on fields being populated with data and information as part of your processes, and your particular setup of Restrict To, Display Columns and Sort Order may vary to suit your requirements.

All Overdue Tasks (Search Tasks)

Restrict To:

| Field | Condition | Value |
|------------|-----------------|--|
| Due | is on or before | <input checked="" type="checkbox"/> Specific Dates <input type="text"/> |
| Task State | is any of | <input type="text"/> Not Started <input checked="" type="checkbox"/> In Progress <input checked="" type="checkbox"/> |

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Title
- Assigned To
- Due
- Created
- Priority
- Task State
- Category

Last AGM where minutes have not been sent (Search Buildings)

Restrict To:

| Field | Condition | Value |
|--|-----------------|--|
| <input type="checkbox"/> Building Name | starts with | <input type="text"/> |
| <input type="checkbox"/> AGM Last Meeting Date/Time | is on or before | <input type="checkbox"/> Specific Dates <input type="text" value="2 weeks in the past"/> |
| <input type="checkbox"/> AGM Last Meeting Minutes Sent | is empty | |

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Account Manager
- AGM Last Meeting Date/Time
- AGM Last Meeting Minutes Sent

Assigned Team Members (Search Buildings)

Restrict To: No requirements, however you may filter by Account Manager for example.

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Account Manager
- Account Manager Assistant Name
- Strata Finance Manager Name
- Asset Manager Name

Term Deposits maturing in next 30 days where no instruction has been provided (Search Bank Accounts)

Restrict To:

| Field | Condition | Value |
|---|------------------------|----------------------|
| <input type="checkbox"/> Building Number | is equal to | <input type="text"/> |
| <input type="checkbox"/> Status | is not equal to | Removed |
| <input type="checkbox"/> Account Code | is not equal to | 012 - CASH AT BANK |
| <input type="checkbox"/> TD Maturity Date | is in the next 30 days | |
| <input type="checkbox"/> TD Renewal Instruction | is empty | |

Displayed Columns:

| Displayed Columns |
|------------------------|
| Bank |
| Account Number |
| Building Number |
| Building Name |
| Account Manager |
| Bank Account Name |
| TD Maturity Date |
| TD Interest Rate |
| TD Start Date |
| TD Renewal Instruction |

Creditor Invoices Awaiting Invoice Hub Approval & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

| Field | Condition | Value |
|---|-----------------|--|
| <input type="checkbox"/> Invoice Hub Status | is equal to | Uploaded <input type="checkbox"/> ✗ |
| <input type="checkbox"/> Invoice Date | is on or before | <input type="checkbox"/> Specific Dates <input type="checkbox"/> 1 Month in the past |

Displayed Columns:

| Displayed Columns |
|--------------------|
| Building Number |
| Building Name |
| Reference |
| Invoice Date |
| Invoice Amount |
| Invoice Number |
| Invoice Hub Status |
| Creditor Code |
| Creditor Name |
| Expense Code |
| Expense Name |

Creditor Invoices on hold & dated more than 1 month in the past (Search Creditor Invoice Items)

Restrict To:

| Field | Condition | Value |
|---------------------------------------|----------------|--|
| <input type="checkbox"/> Invoice Date | is on or after | <input type="checkbox"/> Specific Dates <input type="checkbox"/> 1 Month in the past |
| <input type="checkbox"/> On Hold | is equal to | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Reference
- Invoice Date
- Invoice Amount
- Invoice Number
- On Hold
- Invoice Hub Status
- Creditor Code
- Creditor Name
- Expense Code

Inspections due in next 30 days (Search Inspections)

Restrict To: setting the category to specific values allows dashboards specific to inspection types.

| + | Field | Condition | Value |
|---|----------|------------------------|-------------------------|
| - | Category | is equal to | Sinking Fund Forecast ✖ |
| - | Next Due | is in the next 30 days | |

Displayed Columns:

Displayed Columns

- Building Number
- Building Name
- Category
- Period
- Next Due
- Last Due
- Inspected By Code
- Inspected By Name
- Result
- Result Rating

Identify expense account codes without a category (Search Global Accounts)

Useful for ensuring the NSW State of Key Financial Information is accurate; this relies on account codes having a category set in Account Maintenance.

Restrict To:

| + | Field | Condition | Value |
|---|------------------------------|-----------------|-----------|
| - | Account Type | is equal to | Expense ✖ |
| - | Financial Reporting Category | is empty | |
| - | Actual YTD | is not equal to | 0 ✖ |
| - | Actual YTD | is not empty | |

Displayed Columns:

Displayed Columns

Building Number
Building Name
Account Code
Description
Financial Reporting Category
