Office Bearers

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Office Bearers may be located on your StrataMax Desktop or found using the StrataMax Search.

Office Bearers

Each building has a number of owners that may hold positions on the committee. These are called "<u>office</u> <u>bearers</u>" and the information relating to their date of appointment and what position they hold needs to be entered into StrataMax. As office bearers are usually lot owners, their information can be added from the *Roll* directly into *Office Bearers*.

Any changes made in *Office Bearers* will trigger an automatic upload to our StrataMax server - this is to ensure that any updated details are reflected on the *Invoice Hub* and *StrataMax Portal*.

StrataMax has restrictions on duplicate executive committee positions (Chairperson, Secretary and Treasurer), meaning two office bearers cannot hold the same position. This can be an issue when there is a committee member that remains on the committee after an AGM, but changes their position on the committee.

In this situation you will need to resign all committee members that are no longer on the committee, then allocate the positions accordingly. There may be a situation where committee members swap executive roles, in this instance change the position of one of them to "Committee Member" first before assigning the executive role for the other members.

Office Bearers | Overview

Office	Contact	Appointed	Resigned	Owner of Lot	Nominated By	Approver	
🖁 Body Corp. Manager	Jess Large Management Company	04/08/2021				3	
Chairperson	Original Owner	04/08/2021		02100001		3	
Committee Member	Original Owner	04/08/2021		02100004			/ 🖹
Secretary	(IA) Stuart Castricum	01/09/2021	30/11/2021		02100001		/ 0 ×

- 1. Configuration: Click to open the Configuration screen.
- 2. Help: Open the online help article for Office Bearers (this one).
- 3. **Approver:** If a clip board icon is displayed, it means this office bearer has been configured to *approve invoices on the Invoice Hub*.
- 4. Buttons/Icons:
 - Pencil: Opens the Office Bearer Details screen where the details can be edited.
 - Note: Opens the Notes screen to add, edit, and remove notes for this office bearer.
 - Info: Opens the office bearer's Contact Details.
 - Warning: Hover your mouse cursor over the icon to display a tool tip, which describes the required action, which should also be displayed in the yellow warning box in the bottom left of the Office Bearer screen.
- 5. Yellow warning message: Displayed when one of the office bearers needs a change made.
- Show Resigned: Ticked to display any resigned office bearers in this screen. Note that the icons for these will be grey.
- 7. **Appointments:** Used as a quick way to update the *Appointed Date* field for all office bearers except for the position of Body Corp. Manager, and any resigned officers. See *AGM Appointments* further down this page.
- 8. Email: Will open the *Communication* compose screen prepopulated with all the current officers email addresses, so that they can be e-mailed.
- 9. Report: Opens the Office Bearers Report.
- 10. Add Officer: Open the Office Bearer Details screen to add a new office bearer.
- 11. **Save:** Saves any changes made to any of the office bearers. If changes are made, and this is not clicked, you will be prompted to save.
- 12. **Close:** Closes the Office Bearers screen. If changes were made, and the *Save* button was not clicked, you will be prompted to save.

Office Bearers | Configuration

The configuration screen (Office Bearers > File > Configure) will allow user preferences to be set.

These settings are user specific and will need to be configured on each computer, allowing each user to chose their preferred view.

- 1. Search or select Office Bearers.
- 2. Click the Configure button (cog wheel in the top right).

K Co	nfiguration	—	×
Offic	e Bearers		
✓	Show Resigned Officers		
Offic	e Bearers Report		
✓	Include Contact Info Include Resigned Officers		

Show Resigned Officers

If set, this will display resigned office bearers. The effect is the same as ticking the *Show Resigned* box in the main window.

Include Contact Info (User Setting)

Will include the contact details column in the Office Bearers Report.

Include Resigned Officers (User Setting)

Tick to display these in the Office Bearers Report.

Add an Office Bearer

This section covers the different methods of adding an office bearer to a building in StrataMax. It is important to note that when adding members to this area and if the **Roll** is in joint ownership, an individual contact can be added and linked via the *Owner of Lot* field. This area works from the same contact cards in the **Roll**, and changes made in the **Office Bearers** record will update the Roll.

Select From Roll

This section steps through how a contact in the **Roll** can be selected. If you need to select a contact from the Roll, but the contact contains two people (such as a married couple) and only one of the individuals is an Office Bearer, then you must first split the contact from within in the **Roll** or using **Contact Management** OR use the **Select Contact** method below and add a single contact for the member.

'Select from Roll' should not be used if the Committee Member is not recorded on the roll as an individual contact. If selecting a contact card that contains multiple names and editing; this will also change the names of the contact associated to the lot in the Roll.

- 1. Search or select Office Bearers, then click the Add Officer button.
- Click the Select From Roll button and the Account Code List window will appear with the list of owners. Select the required account.
- 3. From the list of contacts associated with the account, select the appropriate contact.
- 4. In the *Contact Details* screen, you can make any necessary changes before clicking the *Save* button to close the *Contact Details* screen.

- If there is a co-owner, split combined owners first so the single contact record can be applied.
- Tick the Surname first box to display the surname at the beginning of the Name field.
- Click the button with the two blue arrows to swap the contents between the two fields.

P Contact Details	5			_		×
Name	Mr DANGER DAVE				Surnan	ne first
Title Mr v	Given Names DANGER	name	DAVE			
Type Reference Name	Individual Mr DANGER DAVE					~
Address Title (1)	Mr DANGER DAVE					
Letter Title	Mr DANGER DAVE					
Postal Addre	\$5					+
			Canc	el	Sa	ve

- 5. Click the Office drop-down menu and select the position.
- 6. Change the Appointed date if necessary.
 - You can retrospectively add the Resigned date as well if you are adding historical data.
- 7. Click the *Nominated by Lot* ellipsis button to display the list of owners, then double-click the required owner or single click the required owner and click *OK*.
- 8. Click the *Creditor Code* ellipsis button to display the list of creditors, then double-click the required creditor or single click the required owner and click *OK*.
 - You can also click the Master Chart button in the top right, to select a creditor from the Master Chart.
 - You can click the green 'plus' (+) button in the top right to quickly add a new creditor as well.
 - The creditor is used to determine transactions that will appear on the Committee Expenditure report.
- 9. If necessary, type anything relevant into the *Comments, Registration Details & Payment Conditions* fields (limited to 30 characters each).
- 10. Click the Status Reports drop-down menu to select a preference for when the Status Report is sent:
 - Use Report Default will observe the settings configured in Default Office Bearer Recipients in the Status Report screen.
 - Always Send Report will always send the Status Report regardless of the settings configured in the cogwheel configuration in the Status Report.
 - *Never Sent Report* will never send the status report regardless of the settings configured in the cogwheel configuration in the *Status Report*.
- 11. Click the OK button to close the Office Bearer Details screen.
- 12. Click the Save button in the bottom right of the Office Bearers screen.

Select Contact

Use this option to select a single contact to add to the Office Bearer area. This can be useful when the **Roll** contains more than one person (such as a married couple), and only one of the individuals is an **Office Bearer**. The other category of contacts that this area can be helpful for includes a non-owner such as a building manager or nominated contacts on behalf of a lot.

- 1. Search or select Office Bearers, then click the Add Officer button.
- 2. Click the Select Contact button and the Contact Selection window will appear with the existing contacts list.
- 3. Use the *Search* field to locate and double-click the required contact, or single-click the required contact and click *Select*.
- 4. In the *Contact Details* screen, you can make any necessary changes before clicking the *Save* button to close the *Contact Details* screen.
 - If there is a co-owner, it is essential to make changes to the *Given Names* and *Surname*, which will adjust the *Name* field.
 - Tick the Surname first box to display the surname at the beginning of the Name field.
 - Click the button with the two blue arrows to swap the contents between the two fields.

Contact Details	5				_		\times
Name	Mr DANGER DAV	E				Surnam	e first
Title Mr v	Given Names DANGER	र	📄 🔁 Surname	DAVE			
Туре	Individual						~
Reference Name	Mr DANGER DAVE						
Address Title (1)	Mr DANGER DAVE						
Address Title (2)							
Letter Title	Mr DANGER DAVE						
Postal Addre	255						+
				Canc	el	Sav	/e

- 5. Click the Office drop-down menu and select the position.
- 6. Change the Appointed date if necessary.
 - You can retrospectively add the Resigned date as well if you are adding historical data
- 7. If the contact is an Owner of a lot in the *Roll*, select the *Owner of Lot* field and select the associated lot account.
- 8. Click the *Nominated by Lot* ellipsis button to display the list of owners, then double-click the required owner or single click the required owner and click *OK*.
- 9. Click the Creditor Code ellipsis button to display the list of creditors, then double-click the required creditor

or single click the required owner and click OK.

- You can also click the Master Chart button in the top right, to select a creditor from the Master Chart.
- You can click the green 'plus' (+) button in the top right to quickly add a new creditor as well.
- The creditor is used to determine transactions that will appear on the Committee Expenditure report.
- 10. If necessary, type anything relevant into the *Comments, Registration Details & Payment Conditions* fields (limited to 30 characters each).
- 11. Click the Status Reports drop-down menu to select a preference for when the Status Report is sent:
 - Use Report Default will observe the settings configured in Default Office Bearer Recipients in the Status Report screen.
 - Always Send Report will always send the Status Report regardless of the settings configured in the cogwheel configuration in the Status Report.
 - *Never Sent Report* will never send the status report regardless of the settings configured in the cogwheel configuration in the *Status Report*.
- 12. Click the OK button, to close the Office Bearer Details screen.
- 13. Click the Save button in the bottom right of the Office Bearers screen.

Create Contact | Individual

This section of the article steps you through how to set up an Individual as a contact.

- 1. Search or select Office Bearers, then click the Add Officer button.
- 2. Click the Create Contact button and the Contact Details window will appear.
- 3. The *Name* field will update automatically after entering the *Title, Given Names* and *Surname* (red outlines indicate this).
 - Tick the Surname first box to display the surname first in Name and other fields.
 - Use the 'switch' button (two blue arrows) to swap the contents of the *Given Names* and *Surname* fields.
- 4. The Type field should be left as 'Individual'.
- 5. The *Reference Name*, *Address Title* (1) (2), and *Letter Title* will also update automatically after entering the *Title*, *Given Names* and *Surname*, which will be displayed on correspondence and levies.
- 6. Click the green plus button to add the Postal Address, Phone Number, and Email Address.
 - If entering an email address, this can be assigned to its specific purpose. For example, using a specific email address for Levies, Correspondence or Invoice Hub. A separate email can be recorded for each type if needed. If all details should be sent to the one email address, this does not need to be changed.
 - Additional phone numbers and email addresses can be added by simply clicking the green plus button.
 - To delete them, click the **red minus** button.
 - A notification icon will appear if a duplicate email address is found in another contact.

- 7. The contact's *Bank Account* details can be optionally added here as well. However, these are currently not linked to any other areas of StrataMax.
- 8. Click the Save button, then Close to close the Contact Details screen.

? c	ontact Details	;	3			_		×
Nar	ne	Mr Edward	Eggs				Surnan	ne first
Title	Mr *	Given Names	Edward	ţ] Surname	Eggs		
Туре		Individual						4
Refer	rence Name	Mr Edward Eg	gs					
Addr	ess Title (1)	Mr Edward Eg	gs					
Addr	ess Title (2)							
Lette	er Title	Mr Edward Eg	gs					
ß	Postal Addre	SS						+
	1 Danger Str	reet				Residential/	Business A	-
	MOUNT DAI	NGER 2000 NS	N					
۰.	Phone							+
	0412 456 09	8				Business	Ŷ	-
	Email Addres	s						+
	danny@dan	ger.com						-
ŵ	Bank Accoun	ıt						
7	Branch		BSB		Account	t Number		
	Bank		098-456		123456	789		
					Γ	Cancel	Sa	8 ve

- 9. Back in the Office Bearer Details screen, click the Office drop-down menu and select the position.
- 10. Change the Appointed date if necessary.
 - You can retrospectively add the Resignation date as well if you are adding historical data.
- 11. Click the *Nominated by Lot* ellipsis button to display the list of owners, then double-click the required owner or single click the required owner and click *OK*.
- 12. Click the *Creditor Code* ellipsis button to display the list of creditors. Then double-click the required creditor or single-click the required owner and click *OK*.
 - · You can also click the Master Chart button in the top right, to select a creditor from the Master Chart.
 - You can click the green 'plus' (+) button in the top right to quickly add a new creditor as well.
 - The creditor is used to determine transactions that will appear on the Committee Expenditure report.
- 13. If necessary, type anything relevant into the *Comments, Registration Details & Payment Conditions* fields (limited to 30 characters each).
- 14. Click the Status Reports drop-down menu to select a preference for when the Status Report is sent:
 - Use Report Default will observe the settings configured in Default Office Bearer Recipients in the

Status Report screen.

- *Always Send Report* will always send the Status Report regardless of the settings configured in the cogwheel configuration in the *Status Report*.
- *Never Sent Report* will never send the status report regardless of the settings configured in the cogwheel configuration in the *Status Report*.
- 15. Click OK to close the Office Bearer Details screen.
- 16. Click the Save button in the bottom right of the Office Bearers screen.
- 17. Once a contact has been added as an office bearer, the bottom of the contact card will indicate that they are an office bearer, as well as the building they are associated with.

 Utility Bill	Send by post 🕑 Send by email
itions Office bearer in 6	57794 STRATA PLAN 67794
	View History Edit Close

Create Contact | Company

This article section steps you through how to set up a Company as a contact.

- 1. Search or select Office Bearers, then click the Add Officer button.
- 2. Click the Create Contact button, and the Contact Details window will appear.
- 3. Change the Type drop-down menu to Company.

Contact Details			×
Name	Mr Edward Eggs		
Туре	Company		3
Reference Name	Individual		
Address Title (1)	Company		

- 4. Type the company's name into the Name field at the top, which is required in order to save the contact.
- 5. The *Reference Name, Address Title* (1) (2), and *Letter Title* will also update automatically after entering the *Title*
- 6. Enter an ABN and/or ACN if required. Both fields are validated.
- 7. Click the green plus button to add the Postal Address, Phone Number, and Email Address.
 - This can be assigned to its specific purpose if entering an email address. For example, using a specific email address for Levies, Correspondence or Invoice Hub. A separate email can be recorded for each type if needed. If all details should be sent to the one email address, this does not need to be changed.
 - Additional phone numbers and email addresses can be added by simply clicking the green plus

button.

- To delete them, click the **red minus** button.
- A notification icon will appear if a duplicate email address is found in another contact.
- The contact's *Bank Account* details can be optionally added here as well. However, these are currently not linked to any other areas of StrataMax.
- 9. Click the Save button, then Close to close the Contact Details screen.

] C	ontact Details						-		×
Nan		Edward's Egg	js						
Туре		Company							~
Refer	ence Name	Edward's Eggs							
Addre	ess Title (1)	Edward's Eggs	5						
Addre	ess Title (2)								
Letter	r Title	Edward's Eggs							
	Australian Bu	siness Number		6					
	Australian Co	mpany Number							
ß	Postal Addre	55							+
	1 Egg Street					Resider	ntial/Bu	siness A	-
7	HUMPTY'S V	VALL 2000 NSW							
6	Phone								+
	0412 456 09	8				Busine	ss	v	-
	Email Addres	s							+
	edward@eg	gs.com							_
Â	Bank Account	t							
8	Branch		BSB		Accoun	t Numbe	er		
	Bank		098-777		123456	5789			
					[Cane	el	9 Sa	ve

- 10. Back in the Office Bearer Details screen, click the Office drop-down menu and select the position.
- 11. Click the Office drop-down menu and select the position.
- 12. Change the Appointed date if necessary.
 - You can retrospectively add the Resigned date as well if you are adding historical data
- 13. Click the *Nominated by Lot* ellipsis button to display the list of owners, then double-click the required owner or single click the required owner and click *OK*.
- 14. Click the *Creditor Code* ellipsis button to display the list of creditors, then double-click the required creditor or single click the required owner and click *OK*.
 - You can also click the Master Chart button in the top right, to select a creditor from the Master Chart.
 - You can click the green 'plus' (+) button in the top right to quickly add a new creditor as well.
 - The creditor is used to determine transactions that will appear on the *Committee Expenditure* report. If necessary, type anything relevant into the *Comments, Registration Details & Payment*

Conditions fields (limited to 30 characters each).

- 15. Click the Status Reports drop-down menu to select a preference for when the Status Report is sent:
 - Use Report Default will observe the settings configured in Default Office Bearer Recipients in the **Status Report** screen.
 - Always Send Report will always send the Status Report regardless of the settings configured in the cogwheel configuration in the Status Report.
 - *Never Sent Report* will never send the status report regardless of the settings configured in the cogwheel configuration in the *Status Report*.
 - Click the OK button, to close the Office Bearer Details screen.
 - Click the Save button in the bottom right of the Office Bearers screen.
 - Once a contact has been added as an office bearer, the bottom of the contact card will indicate that they are an office bearer, and the building they are associated with.

	Utility Bill	Send by po	ost 🗹 S	Send by e	mail	
Positi Positi	ONS ice bearer in 677	94 STRATA PLAN				
			View H	listory	Edit	Close

Edit an Office Bearer

To be able to edit the *Office Bearer Contact Details*, you will need the following 'Edit' permissions under the 'Roll' category in *Security Setup*.

Note that the 'Edit contact delivery preferences' is not currently enabled for Office Bearers.

These steps are for updating/editing an office bearer or their contact details.

- 1. Search or select Office Bearers and click the Edit Details button (pencil) to edit the Office Bearer record.
- If you want to edit the contact details, click the View Contact (blue 'i') button to open the office bearer's Contact Details window. Then, click the Edit button in the Contact Details screen and make the necessary changes before clicking Save.
 - If entering an email address, it can be assigned to its specific purpose. For example, a particular email address can be used for Levies, Correspondence, or Invoice Hub. A separate email can be recorded for each type if needed. If all details should be sent to the one email address, this should not be changed.

Office Bearers - STRA	TA PLAN 6					-	- 🗆	×
								?
Office	Contact	Appointed	Resigned	Owner of Lot	Nominated By	Approver		
💄 Body Corp. Manager	New BC	15/09/2021					/ 🗎 🕕	
💄 Committee Member		27/09/2021		02100001			/ 🗎 🔴	
						Edit		w Conta
		Show Resigned	Appointments	🔆 Configure	+ Add Officer	- Sav	e 🗙 C	lose

Contact Deta	ils	-		Х
itle	Committee Co.			
/be	Company			
Utility Bill	Send by post 🗸	Send by email		
Utility Bill		Send by email	Clo	2

3. In the Office Bearer Details screen, make the necessary changes and click OK.

Office Bearer Details		_		×
C Select From Roll Select Contact Create Contact	Image: Committee Co. 1 Committee Street Image: test@committee.com.au BRISBANE QLD 4000 Image: O7 1234 9876			0
Office	Committee Member Y			
Appointed	27/09/2021 💌			
Resigned	•			
Owner of Lot	🗙			
Nominated by Lot	🗙			
Creditor Code	🗙			
Comments	This is the top comments			
	This is the bottom comments			
Registration Details	These is the registration			
Payment Conditions	These are the payment conditions			
Status Reports	Use Report Default			
			0	K

4. Click on Save when you have finished.

Resigning an Office Bearer

Office bearers cannot be deleted from StrataMax, but can be resigned and hidden from the office bearer selection list (remove the tick from the *Show Resigned* box). This ensures a clear history of those who have held office bearer positions.

Resigning an Office Bearer who is an Invoice Hub approver will disable the access to the Invoice Hub and prevent them from seeing any history. It will also automatically retract all invoices on the hub if there are an insufficient number of approvers on the Invoice Hub. Where an Office Bearer is changing position and is an Invoice Hub approver, it is highly recommended that the existing Office Bearer record is edited and the position changed rather than resigning them and adding them again.

If a *Change of Ownership* is performed in the *Roll*, a prompt will query if the office bearer should be resigned. Answering 'Yes' will insert the date into the *Office Bearers* record in the *Resigned* field. Answering 'No' will not update the *Office Bearers* record.

1. Search or select **Office Bearers** and click the *Edit Details* button (pencil) next to the required office bearer.

Office Bearers - STRATA PLAN 6						_	- 🗆	\times
								0
Office	Contact	Appointed	Resigned	Owner of Lot	Nominated By	Approver		
🚴 Body Corp. Manager	New BC	15/09/2021					/ 🖹 🚹	
🚨 Committee Member		27/09/2021		02100001				
						Edit	Details	
		Show Resigned	Appointments	🔆 Configure	+ Add Officer	Save	e 🗙 Clo	ose

2. The resignation date can be entered by either typing it into the field in a 6-digit format; '270921' for 27th September 2021 for example. Or by selecting it from the calendar drop-down menu.

Office Bearer Details								
C Select From Roll								
Q Select Contact								-
+ Create Contact								
				_				
Office				Co	mm	nitte	e M	emb
Appointed			[27/	09/2	2021		•
			l	-	-			
Resigned				270	921			R
	•	Se	epter			_	•	R
Resigned	∢ Mo		epter We	nbe	r 20	21	► Su	
Resigned Owner of Lo Nominated	▲ Mo 30			nbe	r 20	21	► Su 5	
Resigned Owner of L		Tu	We	nbe Th	r 20 Fr 3	21 Sa		
Resigned Owner of Le Nominated Creditor Co	30 6 13	Tu 31 7 14	We 1 8 15	nbe Th 2 9 16	r 20 Fr 3 10 17	21 Sa 4 11 18	5 12 19	
Resigned Owner of Lo Nominated	30 6 13 20	Tu 31 7 14 21	We 1 8 15 22	nbe Th 2 9 16 23	r 20 Fr 3 10 17 24	21 Sa 4 11 18 25	5 12	
Resigned Owner of Le Nominated Creditor Co	30 6 13 20 27	Tu 31 7 14 21 28	We 1 8 15 22 29	nbe Th 2 9 16 23 30	r 20 Fr 3 10 17 24 1	21 Sa 4 11 18 25 2	5 12 19 26 3	
Resigned Owner of Le Nominated Creditor Co	30 6 13 20	Tu 31 7 14 21	We 1 8 15 22 29	nbe Th 2 9 16 23	r 20 Fr 3 10 17 24 1	21 Sa 4 11 18 25 2	5 12 19 26	

- 3. Click OK to close the Office Bearers Details screen.
- 4. Click Save in the main Office Bearers screen.

Office Bearer Notes

Office bearer notes can be accessed by clicking the *Notes* button. See the *Notes* article for information on how to add, edit, and delete notes.

Office Bearers - STRA	TA PLAN 677					-	- 🗆	×
								?
Office	Contact	Appointe	d Resigned	Owner of Lot	Nominated By	Approver		
👗 Committee Member	Debbie Vivia	27/09/202	:1	02100005			/ 🗎 🛈	
🏖 Committee Member								
							Notes	
		Show Resigned	Appointments	🔆 Configure	+ Add Officer	- Sav	e 🗙 Cl	ose

AGM Appointments

If some or all of the committee members do not change after an AGM you can simply update all members with the new date of appointment. Within *Building Information*, the *Last Annual General Meeting* field will allow for the date to pre-populate in this area, or it can be manually completed.

- 1. Search or select **Office Bearers**, then click the Appointments button.
- 2. If it's not populated already, enter the Last AGM Date (can be type or selected from the drop-down

calendar) and click OK.

3. In the Office Bearers screen, click the Save button, to save the Appointed date.

Non-Owner Office Bearer StrataMax Portal Access

Please refer to *StrataMax Portal* | *Non-Owner Office Bearers* and *Non-owner Office Bearer Approvers* for more information.

Office Bearers Report

This section explains how to produce an Office Bearers Report can be produced.

- 1. Search or select Office Bearers Report.
 - or search or select Office Bearers, then click the Report button in the bottom right.
- 2. Sort By: Click the drop-down arrow to select to sort by 'Office Held' or 'Contact Title'.
- 3. Include Contact Info: Tick to include the contact details column in the report.
- 4. Include Resigned Officers: Tick to show these in the report.
- 5. Set Appointment Date and/or Resignation Date to filter by these dates.
- 6. Click the Proceed button, and the Report Setup screen will appear.

Office Bearers Report - OFFICE BEARER TEST 12345						
Sort By:	Office Held					
•	3 🗸 In	clude Contact Info	D			
•	4 🗸 In	clude Resigned Of	fficers			
Appointment Date:	From	01/01/2021	- ×			
5	То	31/12/2021	- ×			
Resignation Date:	From	01/01/2021	- ×			
	То	31/12/2021	•			
		6 Procee	d 💦 🛛 Clos	e		

- 7. Select to print to Screen, Printer or Excel.
 - The 'Excel' option is the only method that displays the 'Reference' or 'Office Bearer Record' number.
- 8. Open the Template Selection screen to choose different templates:
 - OFFICER_DEFAULT is the default template, which contains comment/registration details, but omits the "Nominated By" field. This template will be set as default on update to this version
 - OFFICER_NC1 omits the comment/registration details fields.
 - OFFICER_NOM1 contains comment/registration details and includes the "Nominated By" field. It uses the Arial Professional font.
 - OFFICER_NOM2 omits the comment/registration details fields, but includes the "Nominated By" field. It uses the Arial Professional font.

- 9. Open the *Printer Setup* screen to configure the printer and paper source.
- 10. Click the *Preview* button to display the report in a separate window as a table, where it can then be printed or exported to *Excel*.

Report Setup - OFFICER_NOM1 Office Bearers + Nominated By OFFICE BEARER TEST 12345.03 Dec						
⊖ Screen		Template	OFFICER_NOM1 Office Bearers + Nominated By			
O Printer		Printer	Microsoft Print to PDF			
0		Paper Source	Automatically Select 9			
Excel			10			
7			Preview			
			ок			
			Cancel			

11. Click *OK* to produce the report, or *Cancel* to close the screen.