

Roll Submissions

Last Modified on 31/01/2023 10:15 am AEST

Online roll submissions have been redeveloped to accommodate the changes made to the roll in 2022; refer to the [release notes](#) for details of the changes. The update of roll submissions will be released in two stages which is detailed below; stage 1 has been prioritised to allow roll submissions to be accepted for a lot that includes multiple contacts.

Online Roll Submissions | Stage 1

Planned for release the night of Monday 30th January. This will include a new interface for owners to check, update and submit roll changes for a contact. In this stage there are several scenarios for who and how submissions may be made:

Scenario 1 – where the lot has a single contact card; anyone with access to that lot on the portal can make a roll change and submit this for approval; this remains consistent with the old roll submissions process.

Scenario 2 – where the lot has multiple contacts; a portal account will only be able to make a roll change if their portal account email address matches that of a contact for the lot/s they have access to. The account holder will only be able to update their contact details; not additional contacts that are owners. If additional contacts need to update their details, they would need to log onto the portal with their own account and a matching email for their record.

Stage 1 is being released now to reduce the number of submissions that cannot be processed due to differences in the old roll structure compared to now (ie. if they have been split or entered as multiple contacts under the new functionality). It is important to understand that prior to stage 2 being released; the user accepting the roll submissions should review the lot to identify whether there are multiple contacts for the lot and if so then determine whether the additional contacts need their details updating.

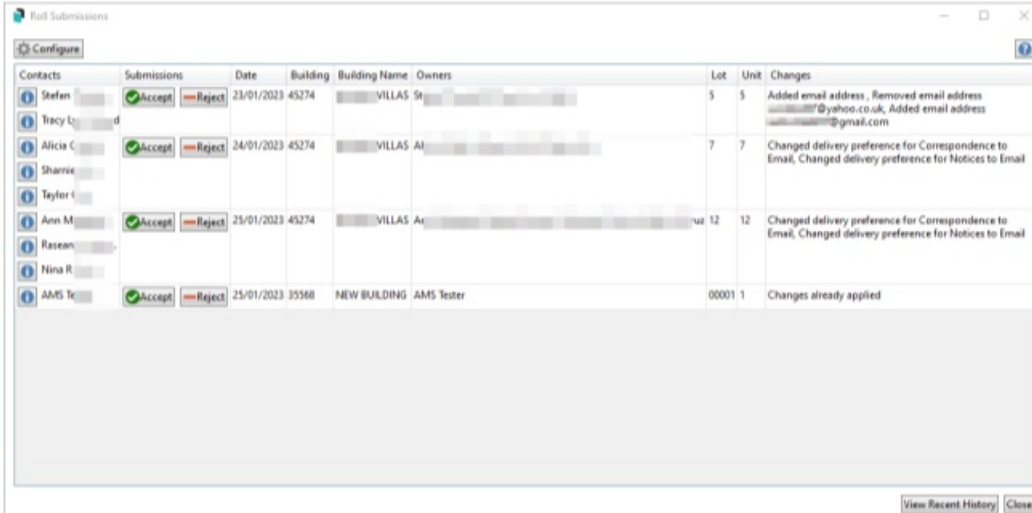
Online Roll Submissions | Stage 2

At this stage it will allow any portal account with access to the lot to make a roll change for any owner contact of the lot with the exception of a contact that owns another lot that does not have the same owners. As an example, if Mr A and Mrs B jointly own a lot and Mr A owns another lot separately, Mrs B will not be able to make a roll change for Mr A. In this example, Mr B will receive a message advising that Mr A will need to make the roll change online using his portal account or alternatively need to contact the Management Company to update the roll. Further details on stage 2 will be available later in February.

On Tuesday 31st of January the new interface to view, accept and reject roll submissions will replace the old interface. Important configuration settings (including new options) are available for this interface and it is recommended to review this on Tuesday 31st January. Please note that the security permission "Roll / Roll Submission Configuration" is required for the user to access these settings.

Please Note: The configuration options 'Enabled' and 'Allow Owners to Change Delivery Preferences' will only display if using StrataMax version 5.6.71 or above.

Please Note: The new Roll Submission module will not be switched on for clients who still have outstanding submissions in the old system. When those are processed, the new process will be switched on by the Development Team.



The screenshot shows a window titled "Roll Submissions" with a "Configure" button in the top left. The main area contains a table with the following columns: Contacts, Submissions, Date, Building, Building Name, Owners, Lot, Unit, and Changes. The table lists several submission records with their respective dates, building names, and changes.

Contacts	Submissions	Date	Building	Building Name	Owners	Lot	Unit	Changes
Stefan	Accept Reject	23/01/2023	45274	VILLAS St		5	5	Added email address, Removed email address
Tracy L								@yahoo.co.uk, Added email address @gmail.com
Alicia C	Accept Reject	24/01/2023	45274	VILLAS Al		7	7	Changed delivery preference for Correspondence to Email, Changed delivery preference for Notices to Email
Sharrie								
Taylor C								
Ann M	Accept Reject	25/01/2023	45274	VILLAS Ar		12	12	Changed delivery preference for Correspondence to Email, Changed delivery preference for Notices to Email
Raeon								
Nina R								
AMS Te	Accept Reject	25/01/2023	35568	NEW BUILDING	AMS Tester	00001	1	Changes already applied

At the bottom right of the window, there are buttons for "View Recent History" and "Close".

TIP: It's highly recommended that you add the 'Roll Unprocessed Submissions' to your [Dashboard](#) so that you don't miss any incoming owner submissions.