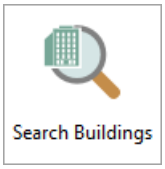
# Search Buildings

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

***Search Buildings*** is used to report on ***Building Information*** fields across all buildings in a portfolio, including Levy Year Start and Levy Year End Dates.

This search assists with reviewing building details for a single building, multiple buildings, or all buildings. Results can be saved for ongoing use, exported to Excel, or produced as a PDF-style document.

It is recommended to use ***Search Buildings*** for global reporting of ***Building Information*** fields that ***Global Reports*** (*Group* and *Custom Reports*) may have previously been used for.

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## Searches

Many search screens use the same layout and tabs, even though each one reports on a different area of data. Once you understand how the search screen works, the same process can be applied across a range of searches.

## Search Buildings | Security

To access Search Buildings, the user must have permission set to Allow for *Search Buildings* under the *Building* category in ***Security Setup***.

## Search Buildings | What it can report on

***Search Buildings*** can report on fields held in ***Building Information*** for buildings across the portfolio. This includes fields such as Building Name, Location information, ABN and GST registered status, Number of Lots, Meeting Dates, Account Manager, Legislation, Financial Years, Audit Information and Emergency contacts, to name a few.

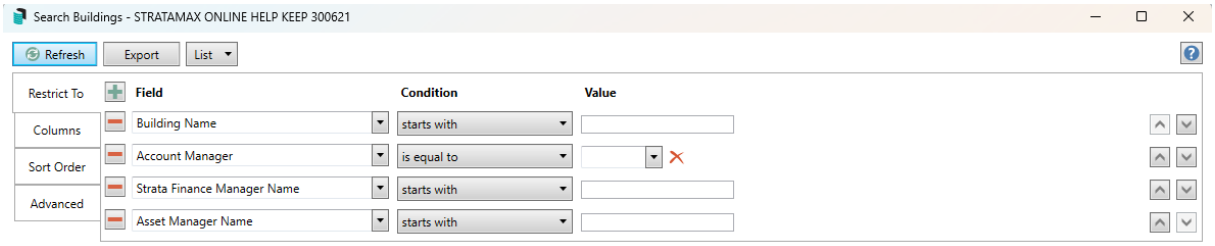
This is useful when you need to review building information across one or more buildings, compare key details across the portfolio, or produce a list for reporting and export.

## Search Buildings | Recommended search examples

### Report on buildings for assigned team members

This search can be used to list buildings assigned to a particular account manager for review or export.

1. Search for or select ***Search Buildings***.
2. From the *Restrict To* tab, add the *Account Manager* field. Add other team member fields if required.




3. Select the required *Condition* and choose the required *Value.*
4. From the *Columns* tab, there are additional team member fields that can be added:

**Displayed Columns**

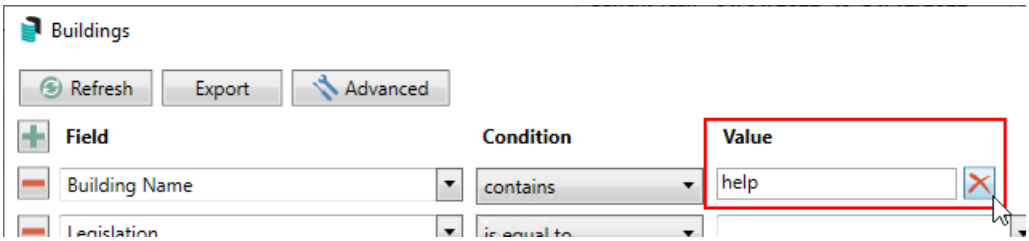
| |
|---|
| Building Number |
| Building Name |
| Account Manager |
| Account Manager Assistant Name |
| Strata Finance Manager Name |
| Asset Manager Name |

5. Click *Refresh* to load the results.
6. Optionally, click *Export* to export the results to Excel.

## Find buildings by legislation

This search can assist in identifying buildings recorded under a specific type of legislation.

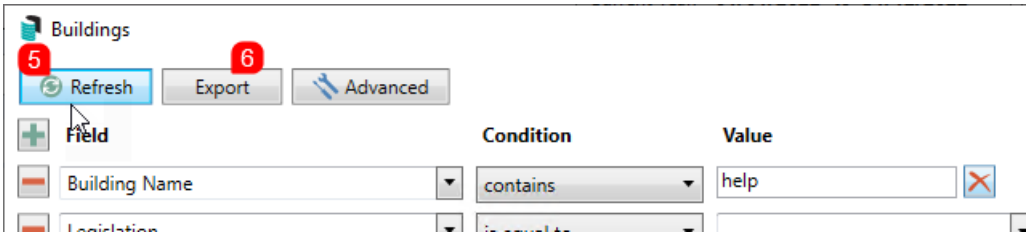
1. Search for or select ***Search Buildings***.
2. From the *Restrict To* tab, use the *Legislation* field.
3. Select the required *Condition* and choose the required *Value.*
4. Click *Refresh* to display the matching buildings.
5. Click a column header if you want to sort the results by that column.




## Review levy year dates across buildings

This search can be used to report on Levy Year Start Date and Levy Year End Date for a single building, multiple buildings, or the full portfolio. Current Financial Year Start and Current Financial Year End Dates are also available.

1. Search for or select ***Search Buildings***.
2. From the *Restrict To,* add the *Levy Year Start Date* and/or *Levy Year End Date* fields as required.
3. Select the required *Condition* and enter or select the required *Value*.
4. Click *Refresh* to load the results.
5. Click *Export* if the results need to be reviewed or shared in Excel.




## Export a list of buildings

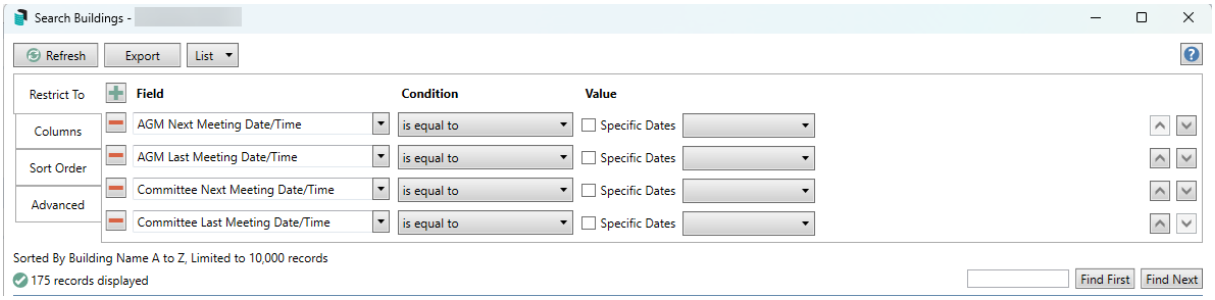
This search can be used to produce a list of buildings for reporting across selected ***Building Information*** fields.

1. Search for or select ***Search Buildings***.
2. From the *Restrict To,* select the fields needed for the report.
3. Click *Refresh* to display the results.
4. Click *Export* to export the list to Excel.

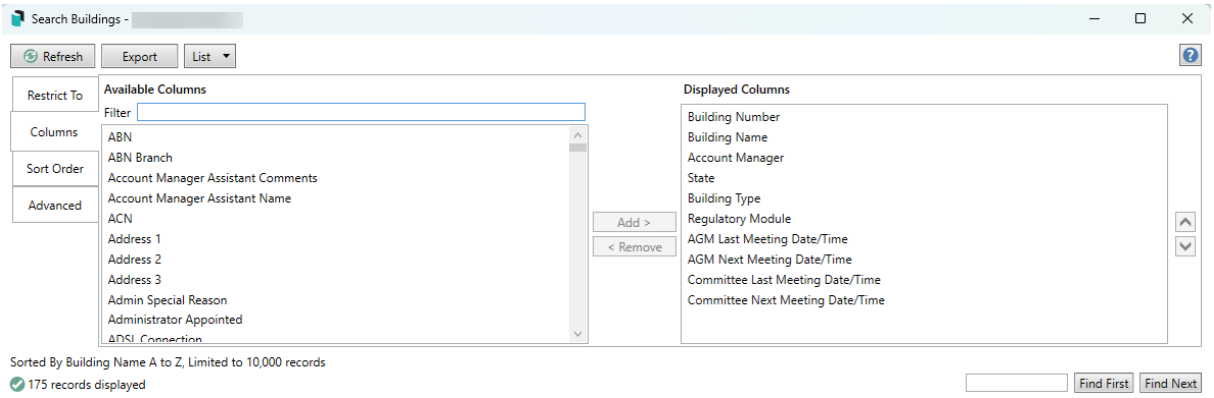
## Export Meeting Dates

This search can be used to produce meeting dates across all buildings. Meeting Information is also available in ***Search Meetings***.

1. Search for or select ***Search Buildings***.
2. From the *Restrict To,* select the fields needed for the report. For example:




3. From the *Columns* tab, make the required fields available for display. For example:

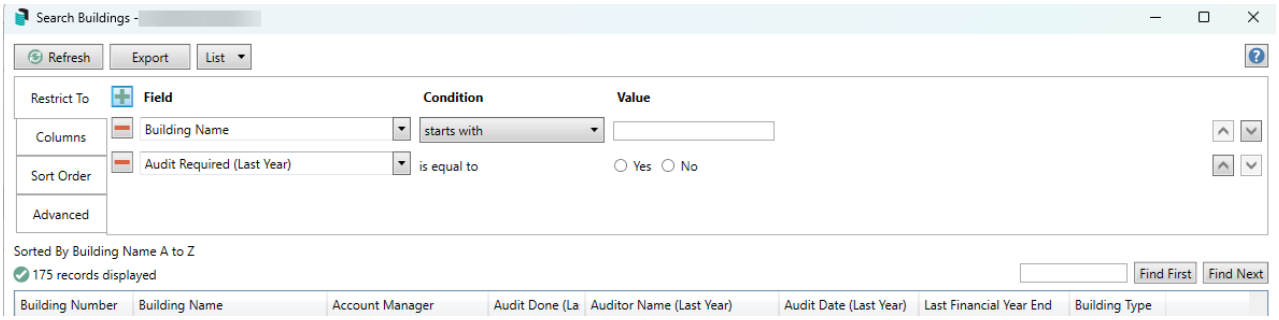



4. Click *Refresh* to display the results.
5. Click *Export* to export the list to Excel.

## Financials Audit saved search

A preset saved search titled ***Financials Audit*** is available in ***Search Buildings***. This search includes the relevant audit fields, along with other useful building and financial information.

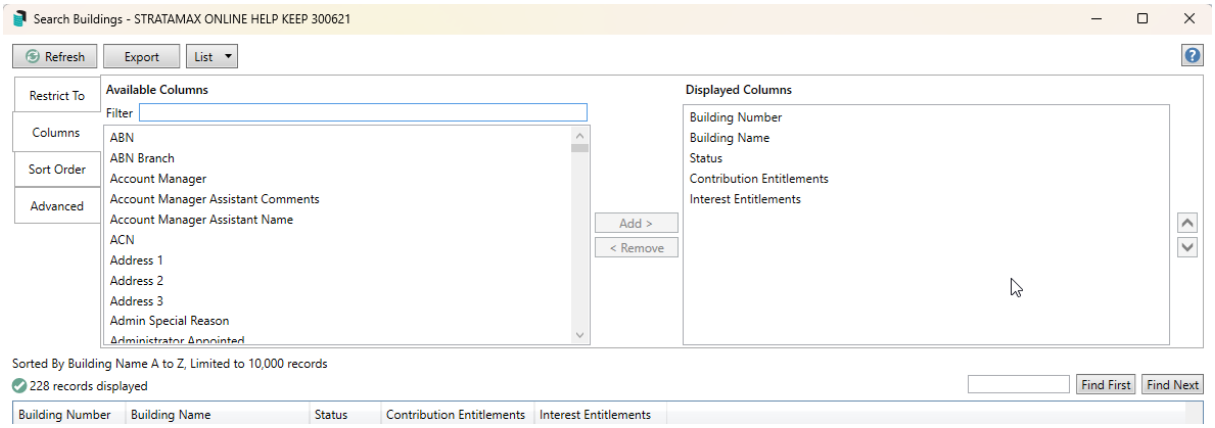
1. Search for or select ***Search Buildings***.
2. Click *Load/Edit/Delete Search* and select the *Financials Audit* saved search.
3. Add any further restrictions if you need to refine the results.
4. Review the *Columns* tab and add any required audit fields from *Available Columns* to *Displayed Columns*.
5. Click *Refresh* to display the updated results.



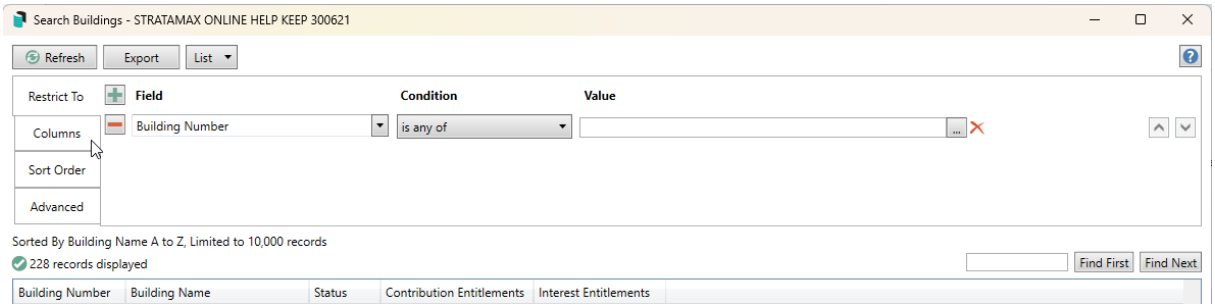

## Export Entitlements for a building

You can report and export building entitlements, including both the contribution and interest (or state equivalent) schedules, in ***Search Buildings***. Add these fields as columns to view the information, and restrict results from the Restrict To tab, for example by building.

1. Search for or select ***Search Buildings***.
2. From the *Columns* tab, make the required fields available for display. For example:




3. From the *Restrict To* tab, select the fields needed for the report. For example:




4. Click *Refresh* to display the updated results.
5. Click *Export* if required to export the results to Excel.