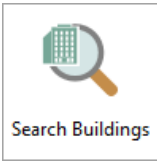


Search Buildings

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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.

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, 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 a specific account manager

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.
3. Select the required *Condition* and choose the required *Value*.
4. Click *Refresh* to load the results.
5. Optionally, click *Export* to export the results to Excel.

The screenshot shows the 'Buildings' search interface. At the top, there are buttons for 'Refresh', 'Export', and 'Advanced'. Below these is a table with columns 'Field', 'Condition', and 'Value'. The first row has 'Building Name' in the 'Field' column, 'contains' in the 'Condition' column, and 'help' in the 'Value' column. A red box highlights the 'Field' column header, and a red circle with the number '2' is placed over the 'Field' column header area. A mouse cursor is pointing at the 'Building Name' field.

Find buildings by legislation

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

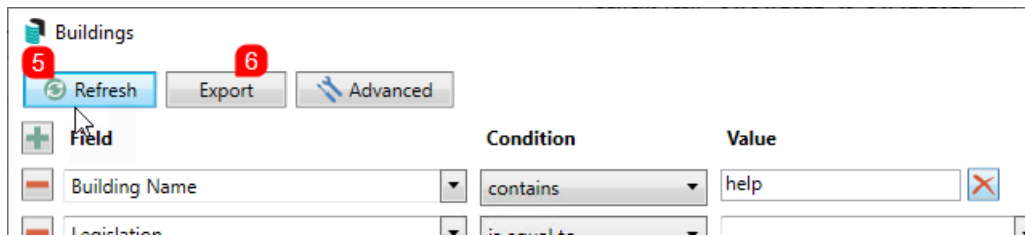
1. Search for or select **Search Buildings**.
2. From the *Restrict To* tab, use the *Legislation* field.
3. Select the required *Condition* and choose the required *Value*.
4. Click *Refresh* to display the matching buildings.
5. Click a column header if you want to sort the results by that column.

The screenshot shows the 'Buildings' search interface. At the top, there are buttons for 'Refresh', 'Export', and 'Advanced'. Below these is a table with columns 'Field', 'Condition', and 'Value'. The first row has 'Building Name' in the 'Field' column, 'contains' in the 'Condition' column, and 'help' in the 'Value' column. The second row has 'Legislation' in the 'Field' column, 'is equal to' in the 'Condition' column, and an empty field in the 'Value' column. A red box highlights the 'Value' column header and the 'help' value in the first row. A mouse cursor is pointing at the 'X' button next to the 'help' value.

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.

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.