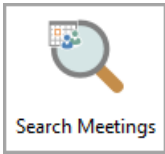


# Search Meetings

Last Modified on 09/06/2026 11:43 am AEST



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

**Search Meetings** is used to search meeting data recorded in *Building Information*, under the **Meetings & Voting** header, across your portfolio.

This search assists with identifying and reporting on items such as upcoming or overdue meeting dates. Results can be saved for ongoing use, exported to Excel, or produced as a PDF-style document. Saved searches can also be added to the StrataMax desktop as *Dashboard* items.

## 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 Meetings | Security

Security details for Search Meetings were not supplied in the source material provided for this article.

## Search Meetings | What it can report on

**Search Meetings** can report on meeting information recorded in *Building Information* under the **Meetings & Voting** header. This includes meeting dates and other meeting details that can be searched across one building or the full portfolio.

For any meetings that are being held in *Meeting Hub*, this information is populated back *Building Information* including the meeting documentation and can be searched using **Search Meetings**.

This is useful when you need to identify upcoming meetings, overdue meetings, review meeting details, open linked documents in *DocMax*, or print the results as a report.

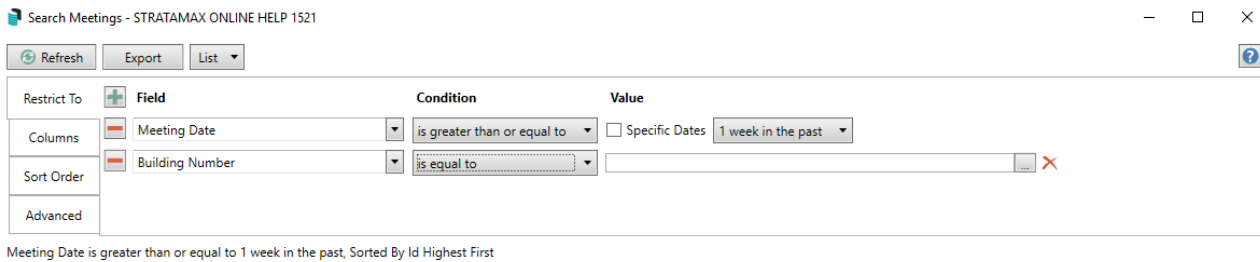
## Search Meetings | Recommended search examples

### Find upcoming or overdue meeting dates

This search can be used to identify upcoming or overdue meeting dates.

1. Search for or select **Search Meetings**.
2. Review the default *Current Building* and *Meeting Date* fields, with *1 week in the past* applied.

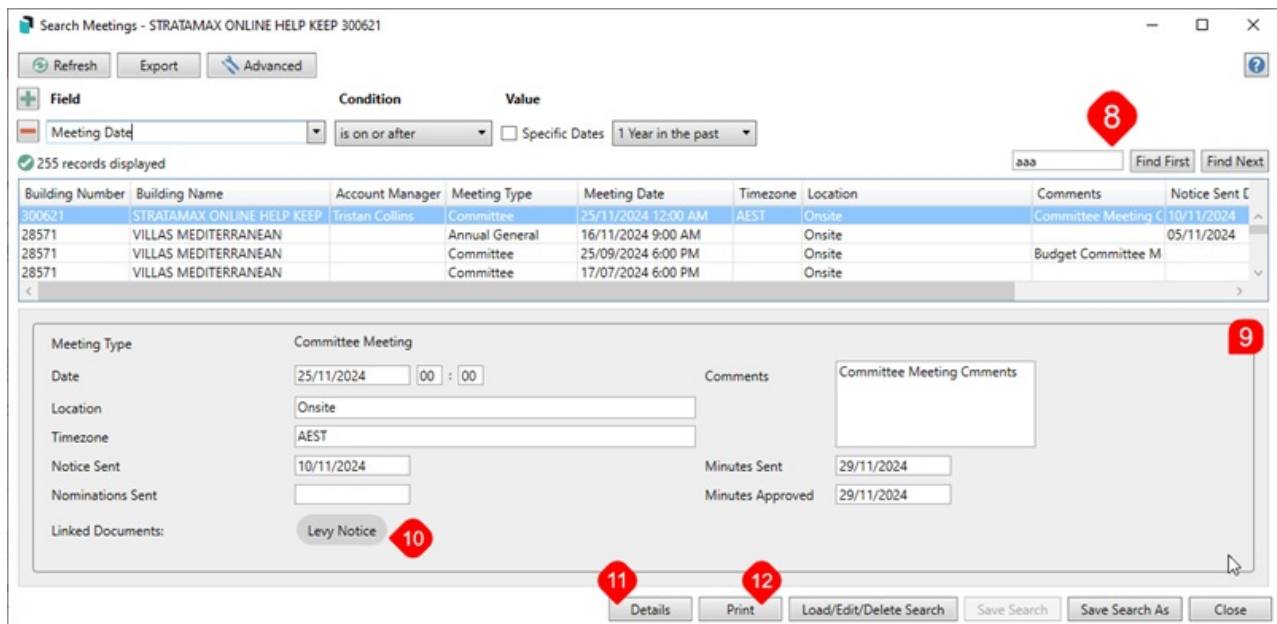
3. Adjust the fields, condition, or value if required.
4. Click *Refresh* to search for the records.



## Review meeting details from the results list

This search can assist with reviewing a held meeting and opening the meeting details for update.

1. Search for or select **Search Meetings**.
2. Set the required fields, conditions, and values.
3. Click *Refresh* to load the results.
4. Select a meeting in the list to display its details in the bottom section of the screen.
5. Click *Details* to open the *Meetings* window and *Add Meeting* to update the next meeting date if required.



## Open linked documents for a meeting

This search can be used to open linked documents for a meeting in **DocMax**.

1. Search for or select **Search Meetings**.
2. Review the Restrict To tab and select the *Building Number* or any other field of restriction that will assist in the search. Example: *Meeting Date*.
3. Click *Refresh* to view the results. Select a meeting from the list, and the bottom area of the window

will contain the meeting information.

4. If there are any *Linked Documents*, click the document to open it in *DocMax*.

Search Meetings - STRATAMAX ONLINE HELP 1521

Refresh Export List

Restrict To **Field** **Condition** **Value**

Columns Building Number is equal to 220702 AQUA RESORT

Sort Order Meeting Date is less than  Specific Dates 6 Months in the past

Advanced

Building Number is equal to 220702 AQUA RESORT, Meeting Date is less than 6 Months in the past, Sorted By Account Manager A to Z

9 records displayed Find First Find Next

Building Number	Building Name	Account Manager	Meeting Type	Meeting Date	Timezone	Location	Comments	Notice Sent	Nominations
220702	AQUA RESORT	Bob Brown	Annual General	01/08/2022 12:00 AM		On-Site			
220702	AQUA RESORT	Bob Brown	Annual General	15/08/2023 12:00 AM		On-Site	MH Meeting set for th		
220702	AQUA RESORT	Bob Brown	Extraordinary General	18/09/2023 10:00 AM		Aqua Place, Ashmore	Comments	18/08/2023	
220702	AQUA RESORT	Bob Brown	Voting Outside Comr	01/01/2024 12:00 AM					
220702	AQUA RESORT	Bob Brown	Extraordinary General	30/04/2024 12:00 AM		Zoom Link: www.zoon		10/03/2024	
220702	AQUA RESORT	Bob Brown	Annual General	27/03/2024 12:00 AM		Zoom Link: www.zoon			
220702	AQUA RESORT	Bob Brown	Committee	04/08/2024 12:00 AM		Zoom Link: www.zoon			
220702	AQUA RESORT	Bob Brown	Annual General	15/08/2024 11:00 AM		Meeting Location - D		08/08/2023	
220702	AQUA RESORT	Bob Brown	Annual General	09/12/2024 5:00 PM		Meeting Location - M			

Meeting Type: Annual General Meeting

Date: 15/08/2024 11 : 00

Location: Meeting Location - Details

Timezone:

Notice Sent: 08/08/2023

Nominations Sent:

Minutes Sent: 21/04/2026

Minutes Approved:

Linked Documents:

- BYO MOWING 05/11/2022 \$120.00
- Levy Notice
- GOLD COAST CITY COUNCIL 15/12/2022 \$214.00
- GOLD COAST CITY COUNCIL 15/12/2022 \$214.00
- Notice of Annual General Meeting
- Minutes of Annual General Meeting

Details Print Load/Edit/Delete Search Save Search Save Search As Close