The New Task Management

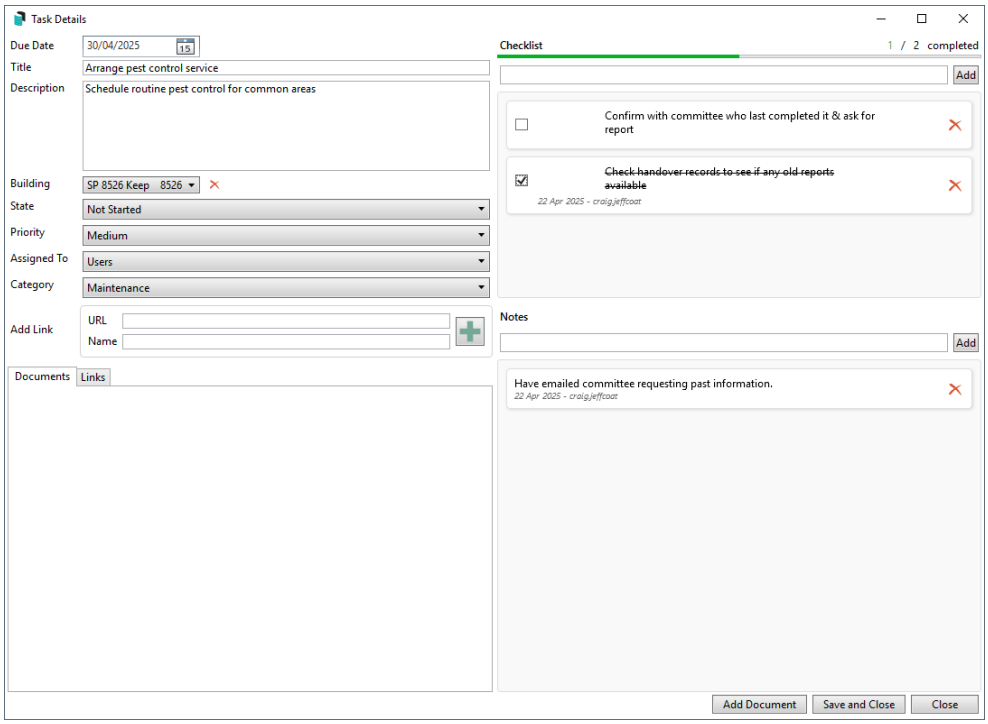
Last Modified on 10/07/2025 9:14 am AEST

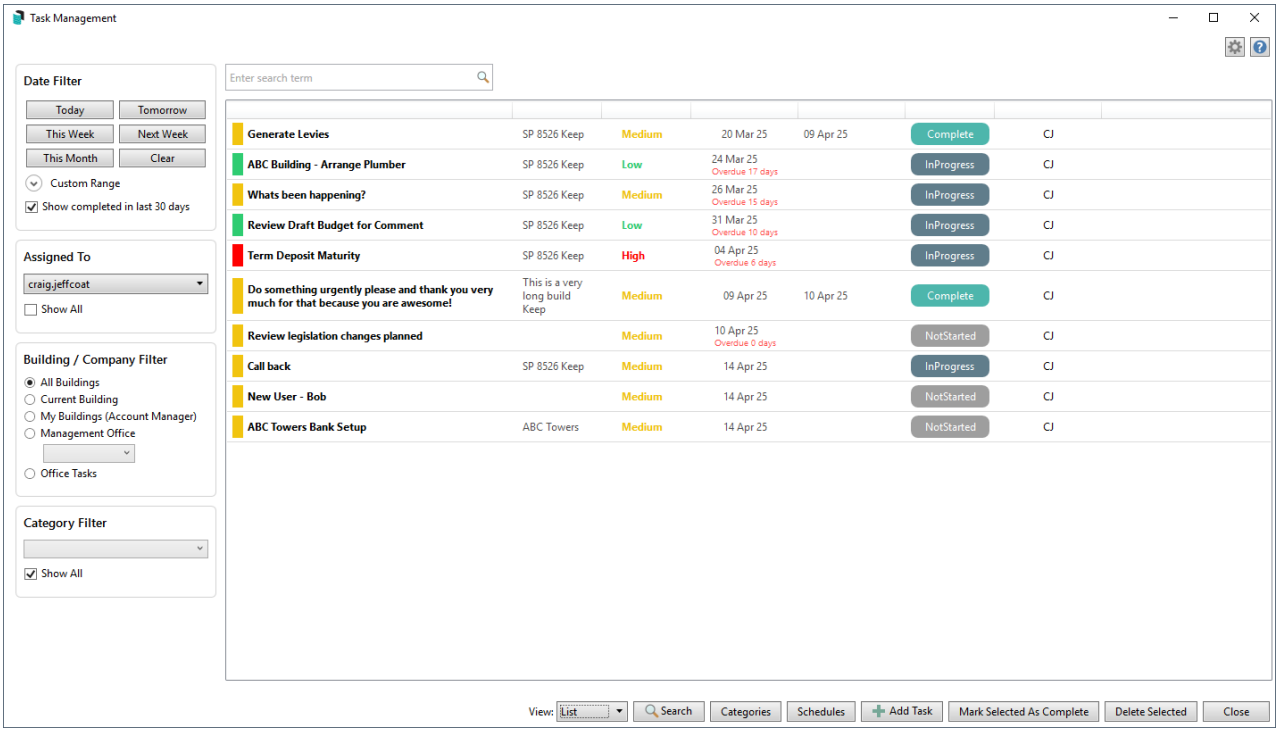
This page contains information relating to the Task Management module being added to the StrataMax application. The Task Management module will provide team members with the tools to efficiently manage the varying tasks associated with strata management ensuring nothing is missed.

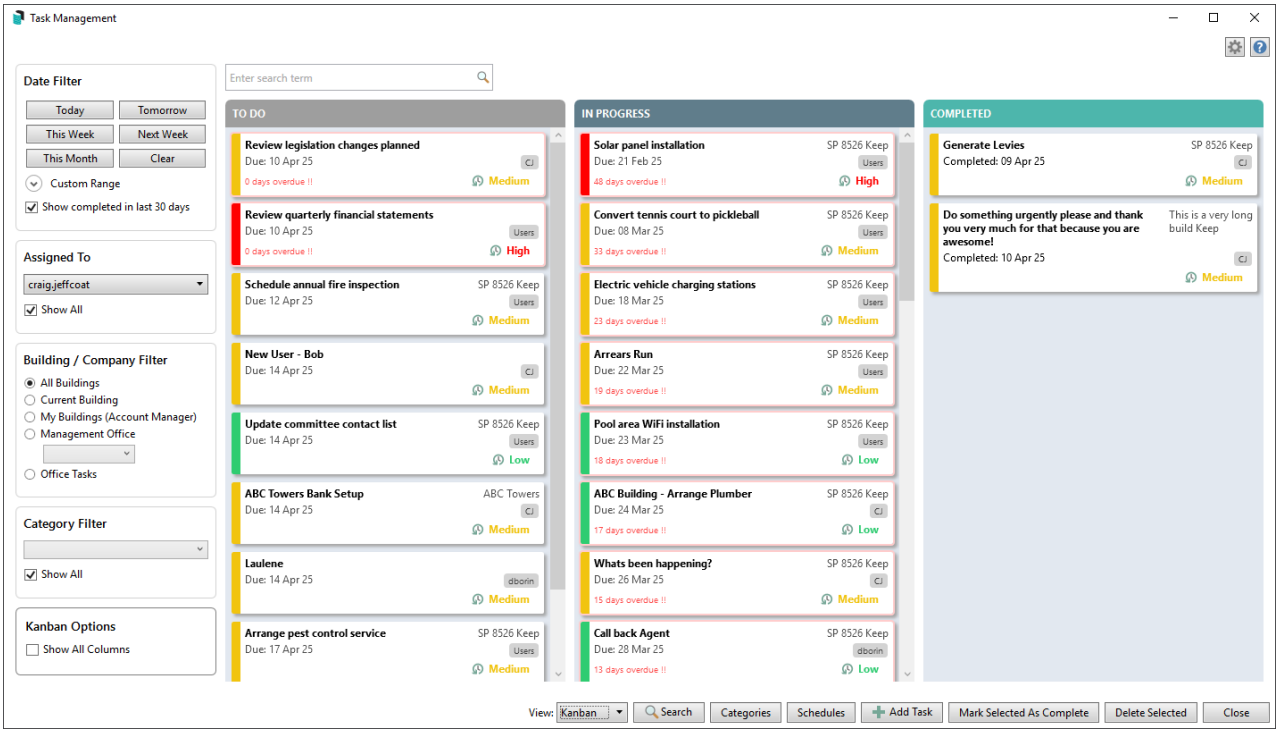
Some of the functions initially planned for the Task Management module include:

- Ability to create one off & recurring tasks
- Ability to have tasks created automatically based on StrataMax data
- Ability to create tasks specific to buildings & recurring office tasks
- Ability for tasks to be created based on data from StrataMax
- Assign tasks & / or view your tasks as an Account Manager or Assistant Account Manager
- Manage priority of tasks based on due dates & the priority field
- Create tasks from shortcut icons in various StrataMax interfaces such as Building Information, Office Bearers, Invoice Hub etc
- Link documents, files & URL links to tasks such as help pages, draft emails or company procedures
- Various task interfaces including list view, board view & search style
- Use Search Tasks to create reports based on any fields, date ranges & create dashboards for a quick overview

Screenshots & functions may vary as the project remains in development.




Task Management
Date Filter
Today
Tomorrow
This Week
Next Week
This Month
Clear
Custom Range
Show completed in last 30 days
Assigned To
craig.jeffcoat
Show All
Building / Company Filter
All Buildings
Current Building
My Buildings (Account Manager)
Management Office
Office Tasks
Category Filter
Show All
Enter search term
Generate Levies SP 8526 Keep Medium 20 Mar 25 09 Apr 25 Complete CJ
ABC Building - Arrange Plumber SP 8526 Keep Low 24 Mar 25 Overdue 17 days InProgress CJ
Whats been happening? SP 8526 Keep Medium 26 Mar 25 Overdue 15 days InProgress CJ
Review Draft Budget for Comment SP 8526 Keep Low 31 Mar 25 Overdue 10 days InProgress CJ
Term Deposit Maturity SP 8526 Keep High 04 Apr 25 Overdue 6 days InProgress CJ
Do something urgently please and thank you very much for that because you are awesome! This is a very long build Keep Medium 09 Apr 25 10 Apr 25 Complete CJ
Review legislation changes planned Medium 10 Apr 25 Overdue 0 days NotStarted CJ
Call back SP 8526 Keep Medium 14 Apr 25 InProgress CJ
New User - Bob Medium 14 Apr 25 NotStarted CJ
ABC Towers Bank Setup ABC Towers Medium 14 Apr 25 NotStarted CJ
View: List
Search
Categories
Schedules
Add Task
Mark Selected As Complete
Delete Selected
Close


Task Management
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Show completed in last 30 days
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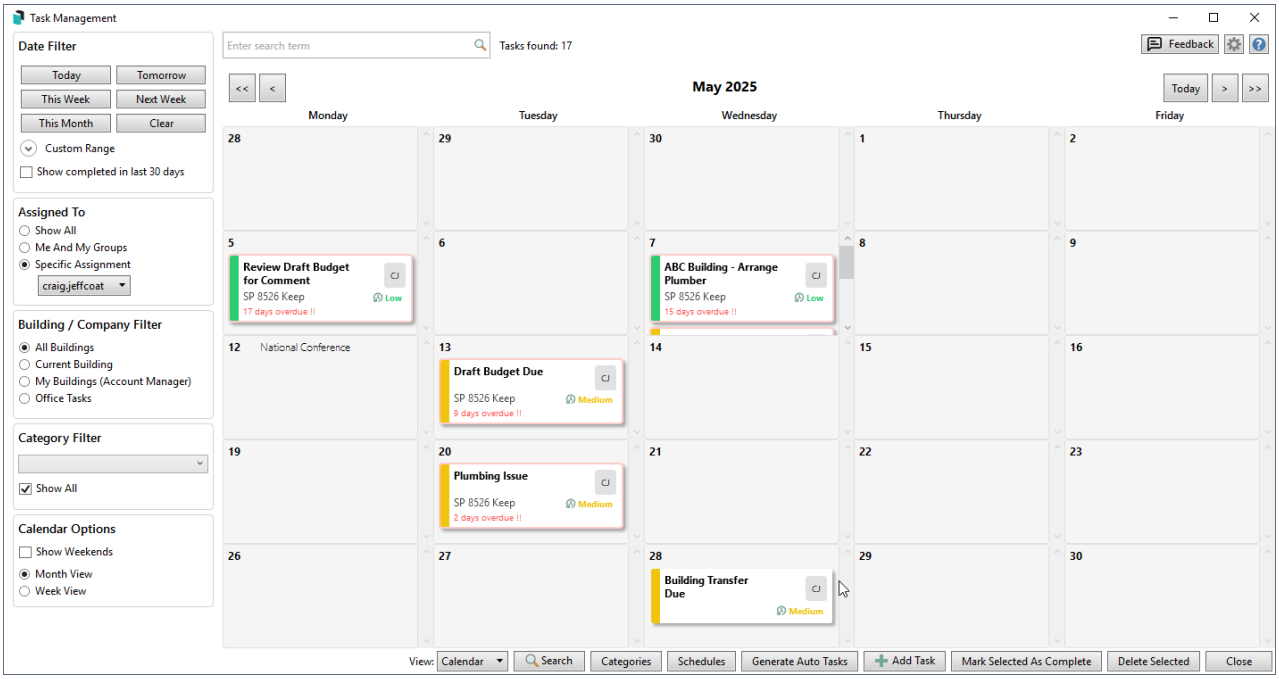
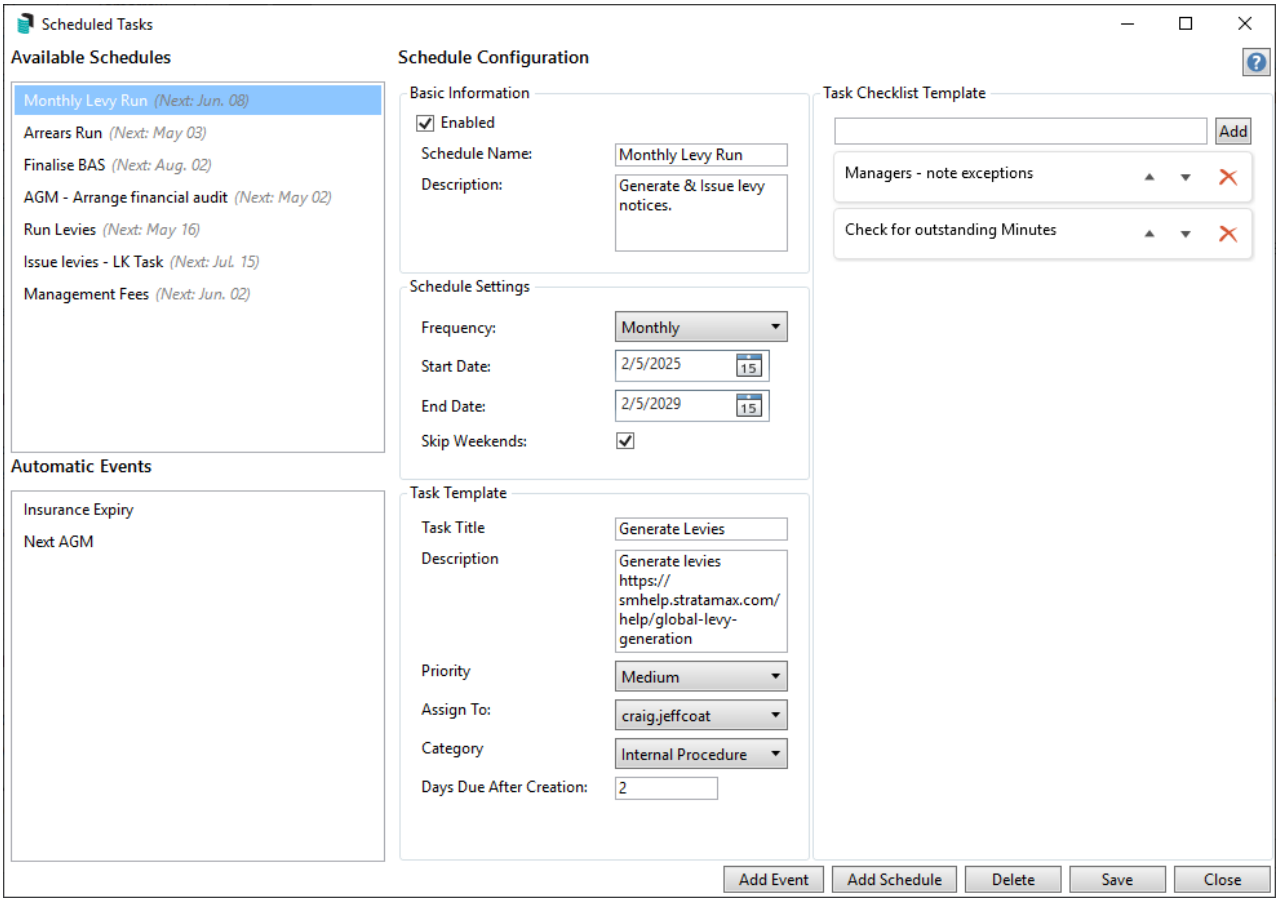
craig.jeffcoat
Show All
Building / Company Filter
All Buildings
Current Building
My Buildings (Account Manager)
Management Office
Office Tasks
Category Filter
Show All
Kanban Options
Show All Columns
Enter search term
TO DO
Review legislation changes planned Due: 10 Apr 25 0 days overdue !! Medium
Review quarterly financial statements Due: 10 Apr 25 0 days overdue !! High
Schedule annual fire inspection SP 8526 Keep Due: 12 Apr 25 Medium
New User - Bob Due: 14 Apr 25 Medium
Update committee contact list SP 8526 Keep Due: 14 Apr 25 Low
ABC Towers Bank Setup ABC Towers Due: 14 Apr 25 Medium
Laulene Due: 14 Apr 25 Medium
Arrange pest control service SP 8526 Keep Due: 17 Apr 25 Medium
IN PROGRESS
Solar panel installation SP 8526 Keep Due: 21 Feb 25 48 days overdue !! High
Convert tennis court to pickleball SP 8526 Keep Due: 08 Mar 25 33 days overdue !! Medium
Electric vehicle charging stations SP 8526 Keep Due: 18 Mar 25 23 days overdue !! Medium
Arrears Run SP 8526 Keep Due: 22 Mar 25 19 days overdue !! Medium
Pool area WiFi installation SP 8526 Keep Due: 23 Mar 25 18 days overdue !! Low
ABC Building - Arrange Plumber SP 8526 Keep Due: 24 Mar 25 17 days overdue !! Low
Whats been happening? SP 8526 Keep Due: 26 Mar 25 15 days overdue !! Medium
Call back Agent SP 8526 Keep Due: 28 Mar 25 13 days overdue !! Low
COMPLETED
Generate Levies SP 8526 Keep Completed: 09 Apr 25 Medium
Do something urgently please and thank you very much for that because you are awesome! This is a very long build Keep Completed: 10 Apr 25 Medium
View: Kanban
Search
Categories
Schedules
Add Task
Mark Selected As Complete
Delete Selected
Close



Recurring Office Tasks will automatically be created based on start and end dates and frequency. These style of tasks will help ensure no recurring processes are missed; instructions & help links can be included in the task description to assist users.

Event tasks can be setup to automatically be created based on data from within StrataMax such as Financial Year dates, Insurance dates, Contract dates, Inspections and Work Orders etc.