

AI DocQuery

Last Modified on 29/07/2026 10:38 am AEST

StrataMaxAI DocQuery is here to transform the way you find information. A new AI-powered feature designed from the ground up for StrataMax clients to search and interrogate meeting documentation using natural language. With every query, it navigates large volumes of meeting notices and minutes and identifies relevant information to present it to the user in a clear, structured format. Users can ask questions about their building's meeting documentation and receive written responses that are directly supported by the underlying source documents.

StrataMaxAI Doc Query is in the early stages of rollout which will continue throughout the later stages of 2026.

How StrataMaxAI DocQuery Works

Documents in Building Information

In order for StrataMaxAI DocQuery to include answers and results from a specific meeting, the finalised meeting notices and minutes are uploaded to the 'Meetings' fields in *Building Information*. Documents are automatically synchronised on a daily basis.

Meetings

Annual General Meetings

Nominations Sent

Minutes Approved

Linked Documents:

AGM Notice 29-09-2025

Meeting Type

Annual General Meeting

Date

14/11/2024

10 : 00

Comments

Location

15 Smith Street

Timezone

Notice Sent

10/10/2024

Minutes Sent

19/11/2024

Nominations Sent

Minutes Approved

Linked Documents:

Notice of Annual General Meeting 14/11/2024

Minutes of Annual General Meeting

Meeting Type

Annual General Meeting

Date

15/09/2022

00 : 00

Comments

Save

Add Meeting

AI Chat Internal Process

When a question is asked, StrataMaxAI DocQuery works through the following steps:

1. Identifies which meeting documents are relevant based on the following selections:
 - Building
 - Meeting date range
 - Meeting types
2. Searches within those documents to locate the most relevant excerpts (referred to as *chunks*).
3. Generates a written response using only the information found in those excerpts.
4. Presents the answer together with:
 - The source documents used
 - The specific excerpts/chunks that support the response
 - Clear references back to the original material

Getting Started with StrataMaxAI DocQuery

Current documents are only uploaded and included in StrataMax Ai DocQuery if they are assigned a specific agreed upon category, and they will need to be added to a meeting in Meeting Hub.

Grant Permission in Security Setup

To grant access to StrataMaxAI DocQuery, the permission must be configured for each individual user.

1. Search or select **Security Setup**.
2. Right-click a user and select 'Edit User Profile & Manager Account'.
3. Under StrataMaxAI DocQuery, select *Standard Privileges*.
4. Click *Save*, and close **Security Setup**.

User Profile & Manager Account

Username

Title: Miss, First Name: , Surname: , Key: JC

Email Address: accounts@gmail.com

Extension: , Department: StrataMax, Access Code:

Manager Accounts

StrataMax Portal
 Administrator Privileges: The user has access to all areas of the Manager Portal Website, including Reports & Documents pricing and CMS pages.

StrataMax MeetingHub
 Administrator Privileges: The user has access to Meeting Hub allowing them to create meetings and agendas and manage standard meeting templates.

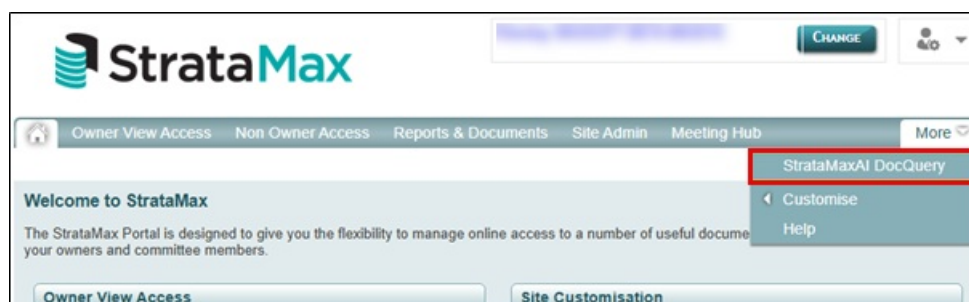
StrataMaxAI DocQuery
 Standard Privileges: The user can access StrataMaxAi DocQuery to query meeting documentation.

Save

Accessing StrataMaxAI DocQuery

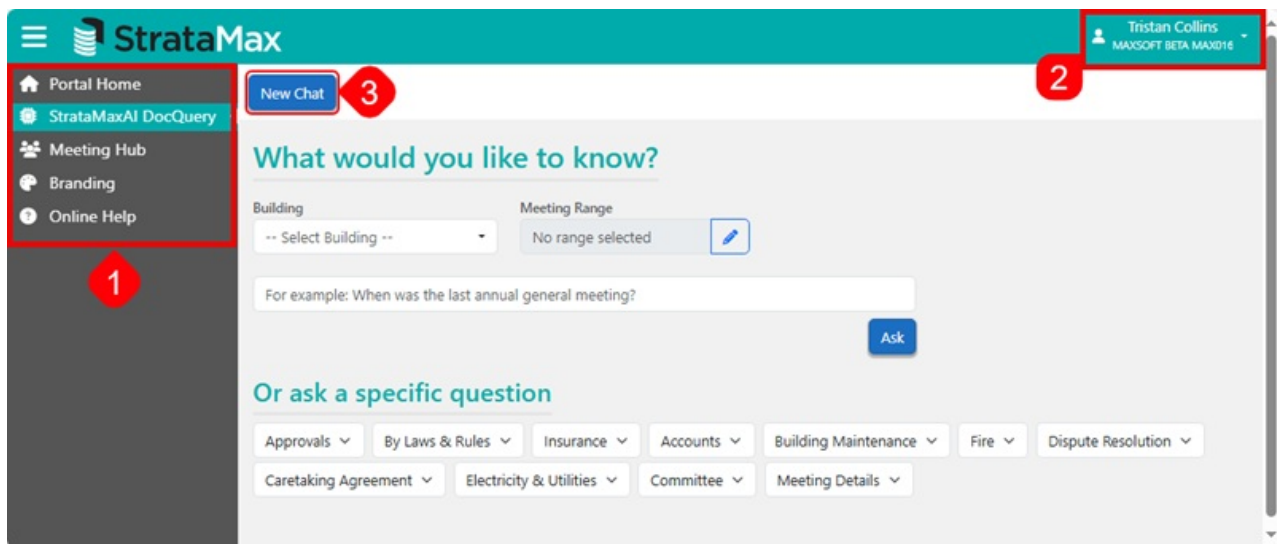
StrataMaxAI DocQuery is accessed via the StrataMax Portal. A dedicated StrataMaxAI DocQuery option is available in the Portal navigation bar, under the *More* drop-down menu.

1. Open and log onto the StrataMax Portal: <https://www.stratamax.com.au/Portal/login.aspx>
2. Click the *More* drop-down menu on the right and select *StrataMaxAI DocQuery*.



Screen Overview

This section of the article provides brief explanations of some of the various elements on screen in StrataMaxAI DocQuery that don't relate to the process of AI chats/queries (those are covered further down this article).



1. Navigation menu:

- StrataMax AI DocQuery: clicking this is the same as opening a new chat.
- Chat History: Provides a list of all the previous chats. Selecting a recent chat reloads the response, including the supporting documents, excerpts, and citations associated with that query.
- Meeting Hub: Opens *Meeting Hub*.
- Online Help: Opens the StrataMax Online Help website.

2. User Profile: Portal functions to change profile, password, and to log out.

3. New Chat: Opens a new AI chat and adds the existing chat to the chat history in the navigation menu.

AI DocQuery Chats

This section explains the process of start new chats, including how to interpret, review and validate of the AI response.

New Chat

When starting a new chat, there are two ways that users can ask questions about a building's meeting documentation; by manually typing in a question, or by selecting a predefined question from the available drop-down menus, which are grouped by category. These questions provide a quick way to explore commonly requested information without needing to manually phrase a query.

1. Type your question in the question field.
2. Select the 'Ask' button.

or

3. Use one of the predefined questions, grouped by category, by simply selecting a question from

appropriate drop-down.

4. Once a response has been generated, users can ask another question to refine or rephrase their question without needing to reselect predefined questions.

Please note that during the pilot phase of the StrataMax AI DocQuery each question is processed as a new chat/query. Previous questions and responses remain visible on the screen for reference, however contextual understanding between the questions is not retained.

Responses and Supporting Evidence

Each StrataMaxAI DocQuery response is presented with four key components.

The screenshot displays a user interface for a StrataMaxAI DocQuery response. At the top right is a 'View Citations' button. The main content area is titled 'Current electricity retailer'. It features a numbered list of items: 1. 'Embedded network retailer (the on-seller to lots and common property): Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031 [1] [2]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials [4] [5]'. 2. 'Parent meter retailer (wholesale supply to the site's parent meter): This is procured by Altogether on the body corporate's behalf and can change over time. The latest documentary evidence provided shows AGL supplying the parent meter for the period 31/12/2021–02/04/2022 (not necessarily current) [6] [7]'. Below this is a 'Notes:' section with a bullet point: 'Occupiers retain the right to choose a licensed electricity retailer even within an embedded network; however, Altogether is the default embedded network retailer under the ENMSA [8] [9]'. Underneath the notes is a 'Source Documents (4)' section with a 'Collapse' link. It lists four documents: '56418-20200218 1st AGM Notice', '754557-20211021 AGM Notice', '942618-20220531 EGM Notice', and '1725253-20221018 AGM Notice'. Each document has a download icon and a search icon. Below the source documents is a 'Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks)' section with a 'Review Chunks' button. At the bottom is a 'Citations (9 Total) (0 Accepted, 0 Rejected & 9 Incomplete)' section with a 'Complete Review' button and three icons: a document, a thumbs up, and a thumbs down.

View Citations

Current electricity retailer

1 **Embedded network retailer (the on-seller to lots and common property):** Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031 [1] [2]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials [4] [5].

• **Parent meter retailer (wholesale supply to the site's parent meter):** This is procured by Altogether on the body corporate's behalf and can change over time. The latest documentary evidence provided shows AGL supplying the parent meter for the period 31/12/2021–02/04/2022 (not necessarily current) [6] [7].

Notes:

- Occupiers retain the right to choose a licensed electricity retailer even within an embedded network; however, Altogether is the default embedded network retailer under the ENMSA [8] [9].

Source Documents (4) Collapse

2 56418-20200218 1st AGM Notice

754557-20211021 AGM Notice

942618-20220531 EGM Notice

1725253-20221018 AGM Notice

Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks) 3 Review Chunks

Citations (9 Total) (0 Accepted, 0 Rejected & 9 Incomplete) Complete Review

1. Response Text is a written answer generated in response to the question asked.
2. Source Documents are the meeting documents identified as relevant and reviewed when generating the response.
3. Relevant Excerpts (chunks) are specific content and sections of source documents that was reviewed more closely by the system to support the response.
4. Citations are markers within the response that show where information has been sourced from the meeting documents. Or in other words, specific excerpts that were directly used to support

information in the response text.

Response Text

The response text provides a written answer to the question asked, presented in a clear and structured format.

Where applicable, responses will reference relevant dates, meeting types and outcomes, as well as clearly identify quoted text taken directly from source documents. However, if no relevant information is found in the available meeting documentation, StrataMaxAI DocQuery will clearly state this in the response.

In addition, the response text can be copied to the local clipboard by clicking the 'copy' button in the bottom right of window.

The screenshot shows a user interface for reviewing a response. At the top right is a 'View Citations' button. The main content area is titled 'Current electricity retailer' and contains two bullet points:

- Embedded network retailer (the on-seller to lots and common property):** Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031 ^[1] ^[2]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials ^[4] ^[5].
- Parent meter retailer (wholesale supply to the site's parent meter):** This is procured by Altogether on the body corporate's behalf and can change over time. The latest documentary evidence provided shows AGL supplying the parent meter for the period 31/12/2021–02/04/2022 (not necessarily current) ^[6] ^[7].

Below the bullet points is a 'Notes:' section with one bullet point:

- Occupiers retain the right to choose a licensed electricity retailer even within an embedded network; however, Altogether is the default embedded network retailer under the ENMSA ^[8] ^[9].

At the bottom of the response text area is a 'Source Documents (4)' section with an information icon. To the right of this section is an 'Expand' link. Below the 'Source Documents' section is a 'Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks)' section with an information icon. To the right of this section is a 'Review Chunks' button. Below the 'Relevant Excerpts' section is a 'Citations (9 Total) (0 Accepted, 0 Rejected & 9 Incomplete)' section with an information icon. To the right of this section is a 'Complete Review' button and a 'Copy' button (highlighted with a red box), along with 'Like' and 'Dislike' buttons.

Source Documents

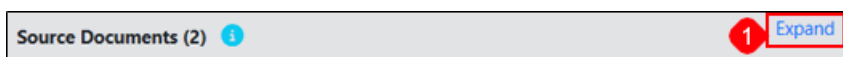
Below each response, users can see the meeting documents that were referenced. This allows users to:

- Confirm which meetings contributed to the response
- Open and review the original source documents
- Verify that the response is based on documentation for the selected building

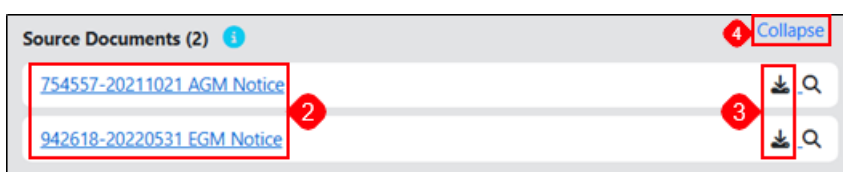
To view a source document:

1. Click the blue *Expand* text to the right of the **Source Documents** header to reveal the source

documents.



2. Once expanded, click the blue file name link or the magnifying glass button on the right side to view the source document in a new pop-up window.
3. The source document can also be downloaded by clicking the black 'Download' icon on the right side.
4. Click the blue *Collapse* text to the right of the '**Source Documents**' header to hide the source documents.



Once open, text from the source document can be copied to the local clipboard if needed too.

Relevant Excerpts (Chunks)

Relevant Excerpts display sections of meeting documents that were reviewed for relevance to the question asked and are grouped into two categories:

1. **Key Chunks** are excerpts that were considered highly relevant to the question and were prioritised during response generation.
2. **Reviewed Chunks** are additional excerpts that were reviewed by the system but may not have directly contributed to the final response.

Viewing Relevant Excerpts:

Relevant Excerpts can be viewed by selecting the *Review Chunks* button beneath the response.



When opened, excerpts are displayed in a dedicated view that lists the sections of meeting documents reviewed by the system, with the option to filter by the text or numbers found in the text of the documents.

StrataMax

Tristan Collins
MAXSOFT BETA MAX016

Back

Relevant Excerpts

Filter Chunks ... 1 X Remember 4

Key Chunks (3) Reviewed Chunks (162) 3

2620465-20241017 VOC Minutes - Various Application Document Id: 70102 Type: Voting Outside Committee Meeting 4

6 Date: 14/10/2024 Page: 0 5

7 ## THE BODY CORPORATE FOR Aurora Heights CTS 82900 ## 3. Pet Application - Lot 21203 ## MOTION CARRIED That the body corporate approves the application for keeping of a pet as received from the resident of Lot 21203 for a 16-year-old male cat (Shorthair Tabby), at approximately 5kg in weight. Approval is conditional upon the following terms - - i. Written consent has been obtained from the lot owner, if applicable; - ii. The animal must not cause a nuisance to or disturb any other Owner or Occupier; - iii. The...

2619453-Minutes of Vote Outside Committee Meeting Document Id: 70100 Type: Voting Outside Committee Meeting

1. Filter Chunks... can be used to search specific text or numbers within the source documents.
2. Source document name is the original file name of the document.
3. DocMax document ID refers to the number of the ID stored in DocMax.
4. Meeting type refers to the meeting type that the document belongs to, which is filtered from Meeting Hub.
5. Page indicates the page number of the source document where the chunk is located.
6. Date refers to the meeting date, which is obtained directly from Meeting Hub.
7. Contains the text from the section of the document that was reviewed.

Citations

Citations appear within the response text to indicate which parts of the answer are supported by the relevant excerpts. Each citation links the response back to the underlying excerpt and source document, allowing users to trace information in the response to its original context and review supporting material directly, as well as understand how the response has been constructed from the available documentation.

Citation Appearance and Status

Citation counts are provided on StrataMaxAI DocQuery to provide visibility over

Citations (9 Total) (1 Accepted, 1 Rejected & 7 Incomplete) ⓘ Complete Review

- The total number of citations in the response.
- The number of citations that have been inspected and accepted.
- The number of citations that have been inspected and rejected.
- The number of citations to be reviewed.

The colour of a citation number will vary based on its current review status.

[View Citations](#)

Current electricity retailer

- **Embedded network retailer (the on-seller to lots and common property):** Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031. [1] [2] [3]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials. [4] [5]
- **Parent meter retailer (wholesale supply to the site's parent meter):** This is procured by Altogether on the body corporate's behalf and can change over time. The latest documentary evidence provided shows AGL supplying the parent meter for the period 31/12/2021–02/04/2022 (not necessarily current). [6] [7]

Notes:

- Uninspected citation numbers appear black.
- The citation number currently being viewed will appear purple.
- A citation number that has been validated will appear green.
- Invalidated or flagged citation numbers appear red.

Viewing Citations

Citations can be expanded and viewed in the following ways:

1. Hover over a citation number within the response text to open the citation in a pop-up window.

Current electricity retailer

- **Embedded network retailer (the on-seller to lots and common property):** Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031. [1] [2] [3]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials. [4] [5]
- **Parent meter retailer (wholesale supply to the site's parent meter):** This is procured by Altogether on the body corporate's behalf and can change over time. The latest documentary evidence provided shows AGL supplying the parent meter for the period 31/12/2021–02/04/2022 (not necessarily current). [6] [7]

Notes:

1

6418-20200218 1st AGM Notice
Document ID: 70899
Meeting Type: First Annual General Meeting
Meeting Date: 18/02/2020

Parent Meter Contract - Electricity

- The Client authorises Flow Systems, on an exclusive basis, to:
- (i) seek at least 2 quotations from authorised electricity retailers for a contract for the supply of electricity to the Electricity Parent Meter; and
- (ii) to select a quote based on the best available price and terms offered to Flow Systems (best offer) and enter into an electricity supply contract with an electricity retailer on terms equivalent to the best offer (Electricity Parent Meter Contract).

Flow Systems will enter into the Electricity Parent Meter Contract in its own name (and not in the name, or on behalf, of the Client).

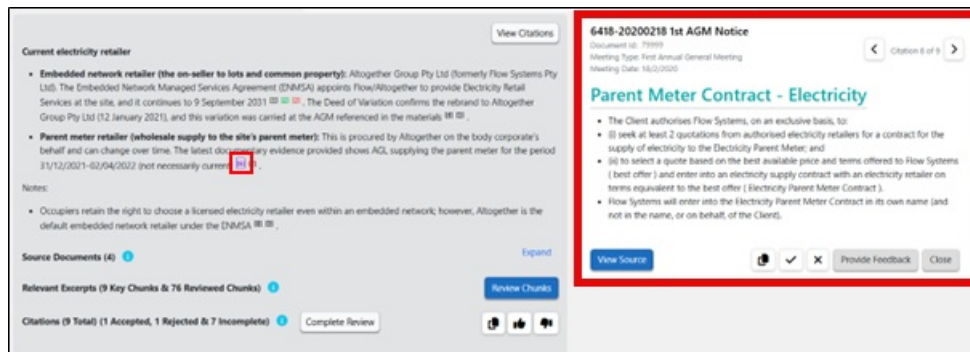
[View Source](#)

[Provide Feedback](#)

Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks) ⓘ [Review Chunks](#)

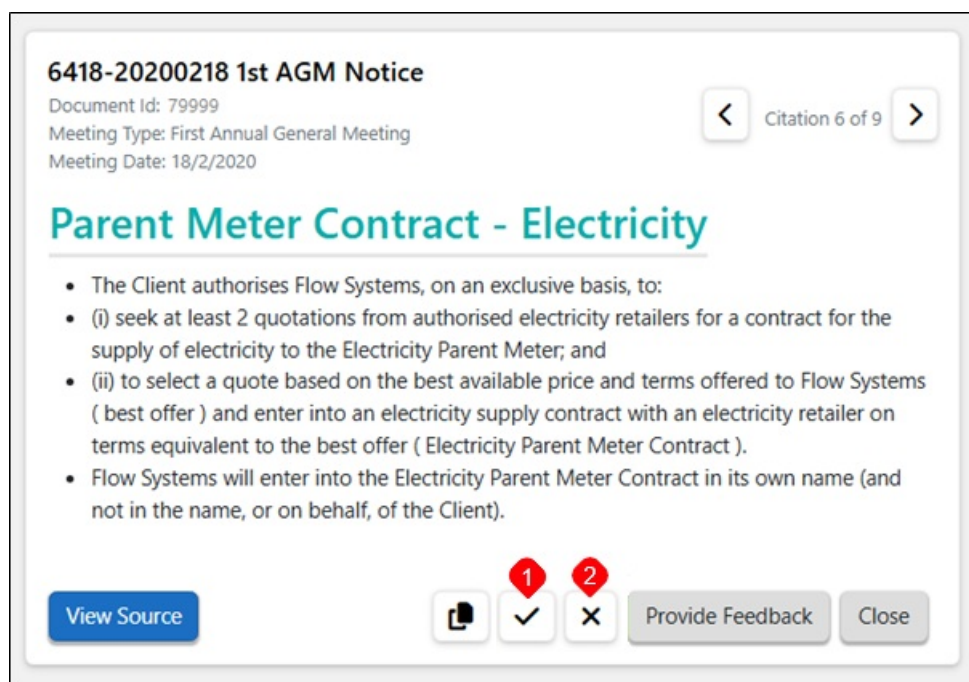
Citations (9 Total) (1 Accepted, 1 Rejected & 7 Incomplete) ⓘ [Complete Review](#)

2. Click the citation number within the response text, or click on an open pop-up window, and the citation will open in a persistent Citation Panel on the right-hand side of the page.



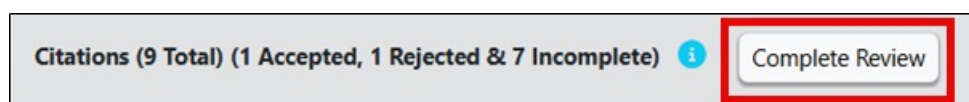
Reviewing Citations

While reviewing a citation, users can record their assessment using the available validation buttons. Selecting either option updates the citation's visual status. Selection can be changed at any time.



1. *Tick* confirms the citation supports the response
2. *Cross* indicates the citation appears incorrect, unclear or does not sufficiently support the response

Select the *Complete Review* button to mark all remaining uninspected citations as inspected. This action can be undone, in order to return to the individual citation review if required.



Providing Feedback on Citations

1. To provide written feedback on a citation using the *Provide Feedback* button.

556418-20200218 1st AGM Notice
Document Id: 70114
Meeting Type: First Annual General Meeting
Meeting Date: 18/2/2020

< Citation 6 of 9 >

Parent Meter Contract - Electricity

- The Client authorises Flow Systems, on an exclusive basis, to:
- (i) seek at least 2 quotations from authorised electricity retailers for a contract for the supply of electricity to the Electricity Parent Meter; and
- (ii) to select a quote based on the best available price and terms offered to Flow Systems (best offer) and enter into an electricity supply contract with an electricity retailer on terms equivalent to the best offer (Electricity Parent Meter Contract).
- Flow Systems will enter into the Electricity Parent Meter Contract in its own name (and not in the name, or on behalf, of the Client).

View Source

📄 ✓ ✕ **1** Provide Feedback Close

2. This opens the 'Provide Citation Feedback' pop-up where a selection from the drop-down must be selected, and comments can optionally be typed before clicking the *Submit* button.

Provide Citation Feedback

Please tell us if this citation correctly supports the response.

-- Select One --

- Select One --
- Supports the response
- Partially relevant
- Out of context
- Other

Comment (Optional)

2

Submit Cancel

Providing Feedback on Response

Providing feedback is an important part of the ongoing improvement of StrataMaxAI DocQuery. User feedback helps identify where responses may require refinement, where additional clarification is

needed, or where supporting evidence may be incomplete or unclear. Feedback is reviewed to improve response quality, evidence selection, and overall system behaviour over time.

StrataMaxAI DocQuery allows users to provide feedback indicating whether the overall response was helpful or not. Simply use the *Thumbs Up* or *Thumbs Down* buttons in the bottom right.

View Citations

Current electricity retailer

- Embedded network retailer (the on-seller to lots and common property):** Altogether Group Pty Ltd (formerly Flow Systems Pty Ltd). The Embedded Network Managed Services Agreement (ENMSA) appoints Flow/Altogether to provide Electricity Retail Services at the site, and it continues to 9 September 2031 ^[1] ^[2] ^[3]. The Deed of Variation confirms the rebrand to Altogether Group Pty Ltd (12 January 2021), and this variation was carried at the AGM referenced in the materials ^[4] ^[5].
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Notes:

- Occupiers retain the right to choose a licensed electricity retailer even within an embedded network; however, Altogether is the default embedded network retailer under the ENMSA ^[8] ^[9].

Source Documents (4) ⓘ

Expand

Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks) ⓘ

Review Chunks

Citations (9 Total) (1 Accepted, 1 Rejected & 7 Incomplete) ⓘ

Complete Review

