

AI DocQuery

Last Modified on 18/08/2026 1:57 pm AEST

StrataMaxAI DocQuery is here to transform the way you find information. This AI-powered feature has been 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 Meetings Summary or the meetings section of ***Building Information***.

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.

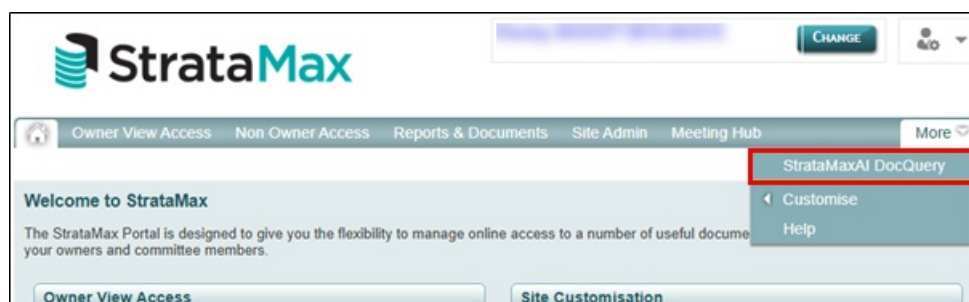
StrataMaxAI DocQuery
Standard Privileges: The user can access StrataMaxAi DocQuery to query meeting documentation.

Save

Accessing StrataMaxAI DocQuery

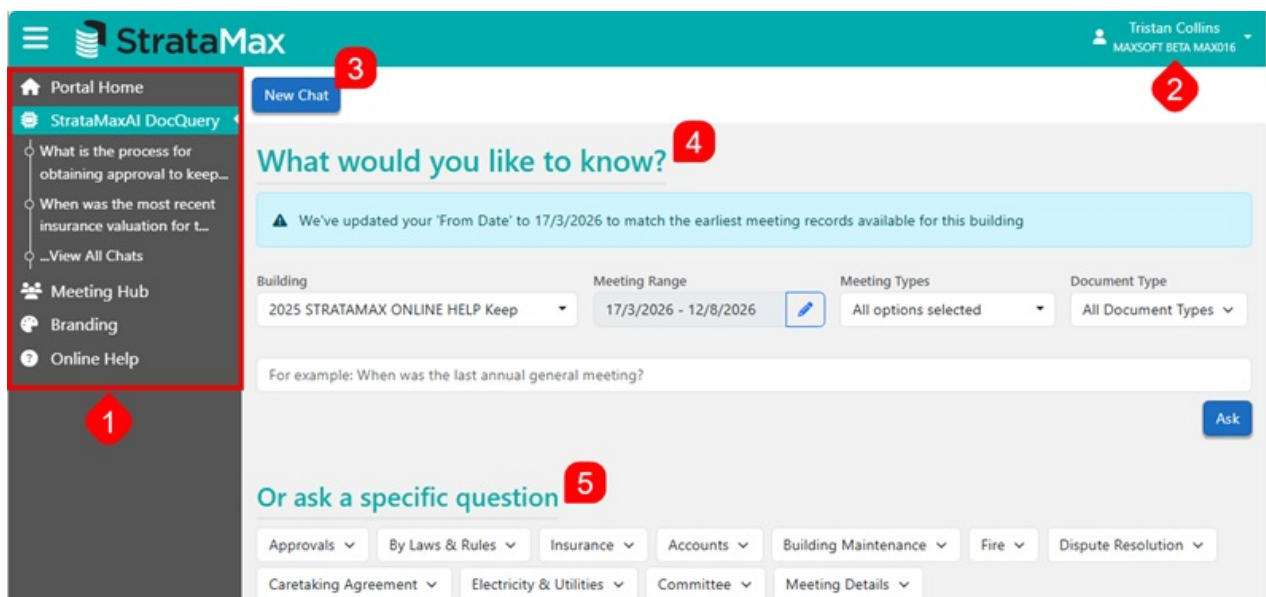
StrataMaxAI DocQuery is accessed via the StrataMax Portal. A dedicated StrataMaxAI DocQuery option is available in the Portal navigation bar, under the *More* drop-down menu.

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*.
- Branding: Can be used to select specific logos, colours, and themes for your AI DocQuery page.
- Online Help: Opens the StrataMax Online Help website.

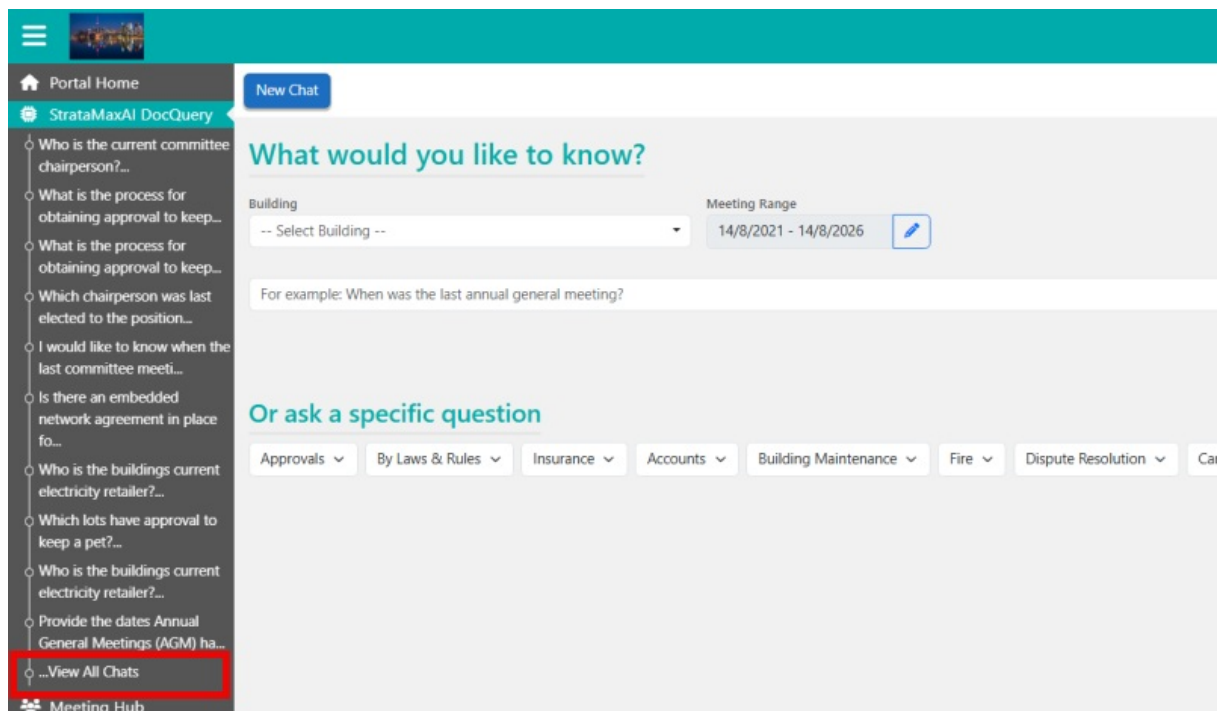
2. User Profile: Portal functions to change profile, password, and to log out.

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

4. What would you like to know?: Filters and free-text field to narrow down results for your questions. Explained in more detail below.

5. Or ask a specific question: A series of preset questions, accessible by clicking the relevant drop-down buttons.

6. Chat History: In the Navigation menu, previous chats will be listed. At the bottom of the list, users can click the *View All Chats* link to open the *Chat History* screen. See the Chat History section below for more details.



AI DocQuery Chats

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

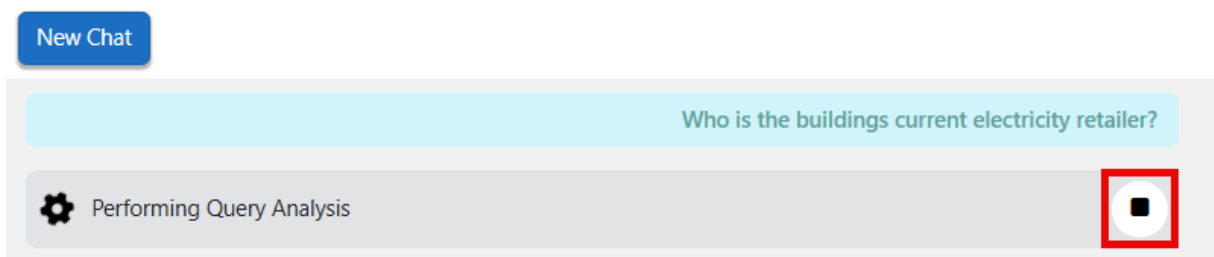
New Chat

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.

When asking questions, think of the StrataMax AI DocQuery as an assistant rather than a Google or Web search. Here are some tips for asking questions and getting the best answers:

- Use full coherent language and be as specific as possible whilst keeping the question short.
- Instead of just using keyword searches such as 'Status Report' or 'Spend Limit', ask "Which Status Reports were uploaded the Portal?" or "Were any spend limits agreed upon during any of the AGMs?"
- If you don't get the answer you need, try rephrasing the question. Or if you need more details on an answer, feel free to ask follow-up questions.

1. Use the *Building* selector to select a building.
 - Upon selecting a specific building, AI DocQuery will automatically update the *Meeting Range* dates to match the earliest meeting records available for that building.
2. The *Meeting Range* field will be set by default to the earliest meeting records found across all buildings.
 - When a building is selected, it will automatically change to match the earliest meeting records available for that building.
 - Click the blue pencil button to manually adjust a *From Date* and *To Date*, click *Apply*.
3. Type your question in the question field and click the *Ask* button.
or
4. Use one of the predefined questions, grouped by category, by simply selecting a question from appropriate drop-down.
5. Responses are progressively generated so users can begin reviewing the response immediately. While being generated, a query can be cancelled/stopped by clicking the *Stop* button. Additionally, users can navigate away from StrataMaxAI DocQuery while a query is running. The query will continue processing in the background and, once complete, will be available from the user's previous chats.



6. Once a response has been generated, users can ask follow-up questions in the *What else can I help you with?* field. This can be done to refine or rephrase the question without needing to reselect predefined questions.
Responses to follow-up questions are displayed within the existing chat, creating a single conversation history for the topic.

New Chat

Building

82900 Aurora Heights KEEP

Meeting Range

18/8/2021 - 14/8/2026

Meeting Types

All options selected

Document Type

All Document Types

Does the building's insurance policy include coverage for flood damage?

View Citations

As per the 'Insurance Report', the building's insurance policy **does include flood damage cover**.

- **Building policy – flood cover present:** The insurance report shows a separate entry for "FLOOD COVER – Sub-limit \$1,000,000" under the Chubb Insurance policy, confirming that flood is an insured peril, subject to this sub-limit. ^[1] A later insurance listing also refers to "FLOOD COVER – Sub-limit \$1,000,000", again under the Chubb policies currently arranged for the scheme. ^[2]
- **Flood excess (deductible):** For the Building section, the insurance report notes an excess of "5,000 General Claim, 25,000 Flood", indicating that flood claims under the building policy attract a \$25,000 flood excess. ^[3] Committee insurance renewal minutes also record a flood limit of \$1 million and excess ... flood \$25,000.00 for the building cover, consistent with the report. ^[4]

Exclusions

- The provided insurance reports and minutes **do not set out any specific exclusions for flood damage**, other than:
 - The **flood sub-limit of \$1,000,000** applying to flood cover; ^[5]
 - The **flood excess of \$25,000** on the building cover (and similar flood excesses noted for other sections such as public liability and ancillary covers).
- No wording is provided in these documents that excludes particular types of flood events or locations; any detailed exclusions would be contained in the full policy wording/PDS, which is not included in the documents provided.

Source Documents (3)

Expand

Relevant Excerpts (4 Key Chunks & 70 Reviewed Chunks)

Review Chunks

Citations (5 Total) (0 Accepted, 0 Rejected & 5 Incomplete)

Complete Review

Chat History Reference: 019ffdec-f0df-7f06-b298-ef3855dc985e

What else can I help you with?

What date was this insurance report provided?

New Chat

Ask Follow Up

Responses and Supporting Evidence

Each StrataMaxAI DocQuery response is presented with four key components.

[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 software interface with a grey background. At the top right, there is a button labeled "View Citations". Below this, a red-bordered box contains the following text:

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:

- 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].

Below the red box, there are three sections:

- Source Documents (4)** with an information icon (i) and an "Expand" link.
- Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks)** with an information icon (i) and a "Review Chunks" button.
- Citations (9 Total) (0 Accepted, 0 Rejected & 9 Incomplete)** with an information icon (i), a "Complete Review" button, and three icons: a document icon (highlighted with a red box), a thumbs up icon, and a thumbs down icon.

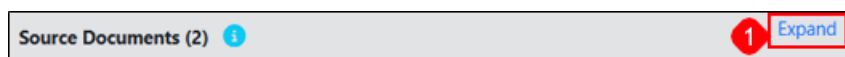
Source Documents

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

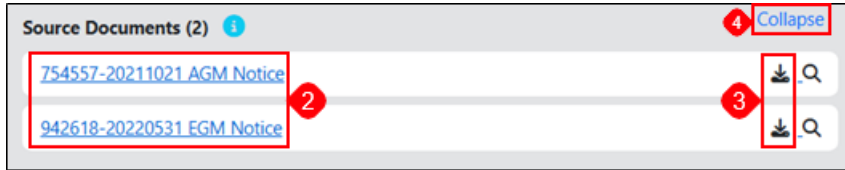
- Confirm which meetings contributed to the response
- Open and review the original source documents
- Verify that the response is based on documentation for the selected building

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.

Back

Relevant Excerpts

Filter Chunks ...

X

☐ Remember

Key Chunks (3)

Reviewed Chunks (162)

[2620465-20241017 VOC Minutes - Various Application](#) Document Id: 70102 Type: Voting Outside Committee Meeting

Date: 14/10/2024 Page: 0

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. 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.
- **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).

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.

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. 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.
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Notes:

1

Source Documents

Relevant Excerpts (9 Key Chunks & 76 Reviewed Chunks)

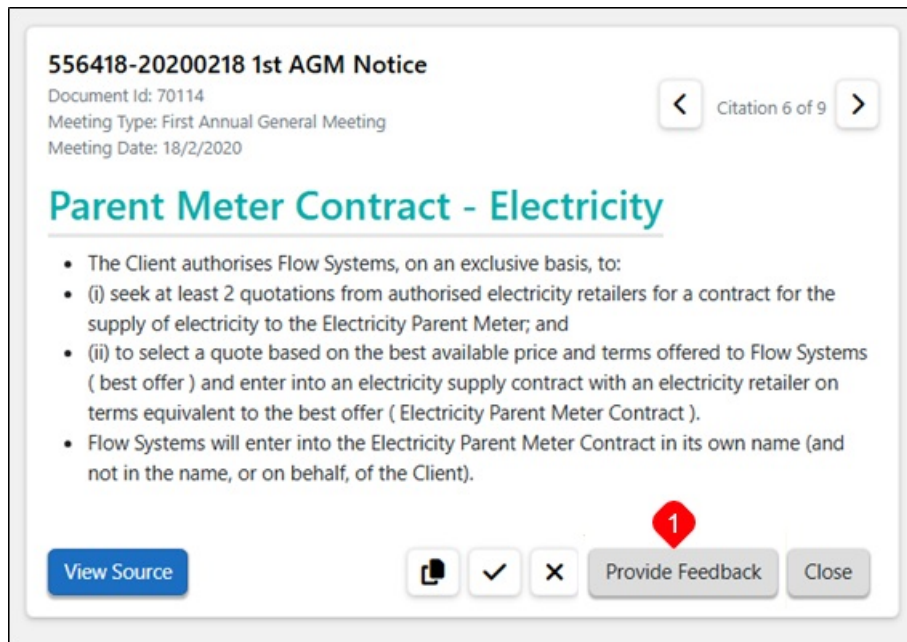
Citations (9 Total) (1 Accepted, 1 Rejected & 7 Incomplete)

Complete Review

Review Chunks

Provide Feedback

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.



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.

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) ⓘ

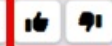
Expand

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

Review Chunks

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

Complete Review



Chat History

The *Chat History* screen has been designed for users to locate and view previous StrataMaxAI DocQuery chats. When first opening the Chat History, the most recent chats are displayed and sorted in date order without any filters applied.

Back

Chat History

Search
Search chat history...

Building
All Buildings

Chat Date Range
No range selected

104 chats found Clear All Apply Filters

Today

- When was the last fire safety inspection?... 14/8/2026

Older

- Who is the current committee chairperson?... 10/7/2026
- What is the process for obtaining approval to keep... 18/5/2026
- What is the process for obtaining approval to keep... 15/5/2026
- Which chairperson was last elected to the position... 12/5/2026
- I would like to know when the last committee meeti... 12/5/2026
- Is there an embedded network agreement in place fo... 19/3/2026
- Who is the buildings current electricity retailer?... 10/3/2026
- Which lots have approval to keep a pet?... 9/3/2026
- Who is the buildings current electricity retailer?... 9/3/2026
- Provide the dates Annual General Meetings (AGM) ha... 20/2/2026
- Does the building have a by-law that addresses smo... 20/2/2026
- Who is the buildings current electricity retailer?... 20/2/2026

Users can search across both the questions they have previously asked and the content of AI responses. Where matching text is found within a response, a short excerpt is displayed beneath the original question with the matching text highlighted, helping users identify the relevant chat before opening it.

Back

Chat History

Search
committee

Building
All Buildings

Chat Date Range
No range selected

1 of 22 22 chats found Clear All Apply Filters

Older

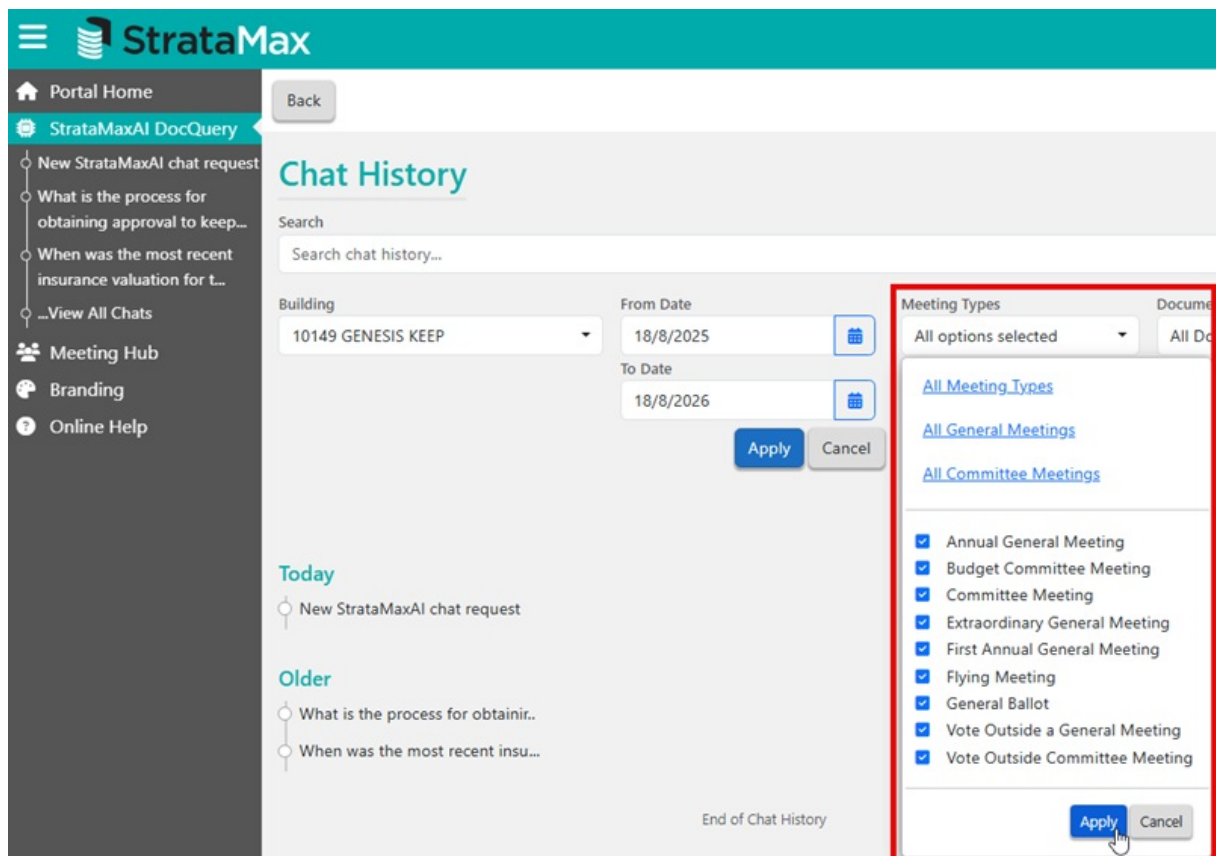
- Who is the current committee chairperson?... 10/7/2026
...Only notes that Michael Woods chaired the meeting; the elected committee chairperson is not visible in the excerpt. AGM Notice (same...
- What is the process for obtaining approval to keep... 18/5/2026
...tenant (this is a standard approval pre-condition used by the Committee). Lodge the application to the Body Corporate/Committee (administration is...
- What is the process for obtaining approval to keep... 15/5/2026
...to include in your application (by-law criteria); provide details the committee will consider, at minimum the animal's type/breed/age/sex, current and adult...
- Which chairperson was last elected to the position... 12/5/2026

1. Type the keyword into the *Search* field.

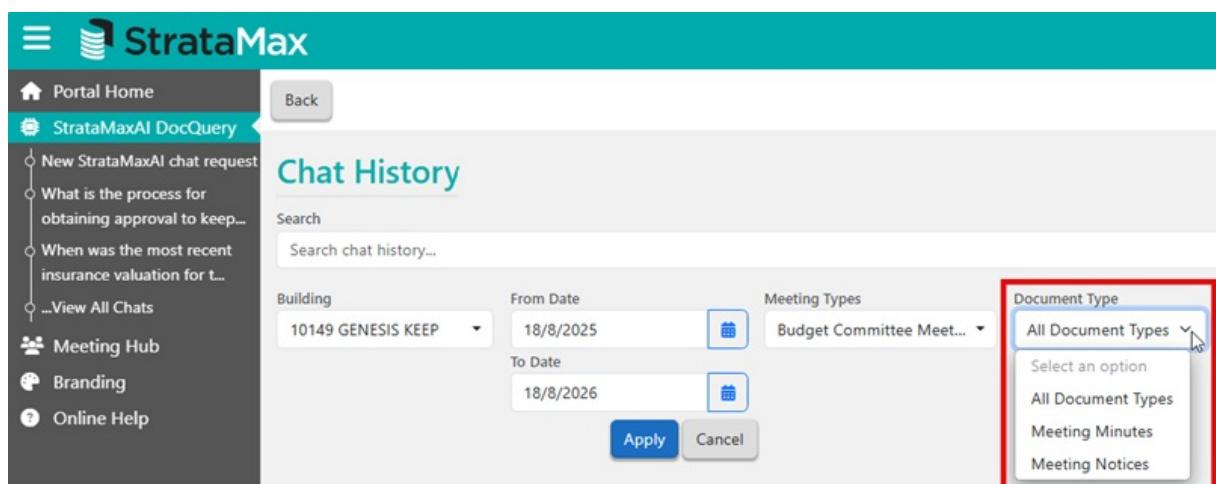
2. The *Building* drop-down menu can be used to select a specific building to search through.
 - Only one building can be selected for each search.
3. The *Chat Date Range* field can be used to enter a specific date range for when the chats were started. Click the pencil button, select the dates using the calendar drop-downs and click the *Apply* button to confirm the date range.

The screenshot displays the StrataMax web application interface. On the left is a dark sidebar with navigation links: Portal Home, StrataMaxAI DocQuery, New StrataMaxAI chat request, What is the process for obtaining approval to keep..., When was the most recent insurance valuation for t..., ...View All Chats, Meeting Hub, Branding, and Online Help. The main content area is titled 'Chat History' and includes a 'Back' button. Below the title is a search bar labeled 'Search chat history...'. A 'Building' dropdown menu is set to '10149 GENESIS KEEP'. To the right, a date range filter is highlighted with a red rectangle. It contains 'From Date' (18/8/2025) and 'To Date' (18/8/2026) fields, each with a calendar icon. Below these fields are 'Apply' and 'Cancel' buttons. A mouse cursor is pointing at the 'Apply' button.

4. The *Meeting Type* drop-down will only appear after a building has been selected and can be used to select from the available meeting types. Select the meeting types required and click the *Apply* button.



- Click the *Document Type* drop-down menu to choose between *Meeting Minutes* and *Meeting Notices*.



- Click the *Apply Filters* button and review the results.

StrataMax

Back

Chat History

Search

Search chat history...

Building

10149 GENESIS KEEP

From Date

18/8/2025

To Date

18/8/2026

Apply

Cancel

Meeting Types

Budget Committee Meet...

Document Type

Meeting Notices

0 chats found

Clear All

Apply Filters

7. Select a chat from the results to open the conversation in StrataMax AI DocQuery.
8. To go back to the search results in the *Chat History* use the *Back* button in your browser.

←

→

↺

🔒

https://[redacted]/docquery/chathistory

StrataMax

Portal Home

StrataMaxAI DocQuery

New StrataMaxAI chat request

What is the process for obtaining approval to keep...

When was the most recent

Back

Chat History

Search

Search chat history...