

TRAINING REFERENCES


Quick Reports

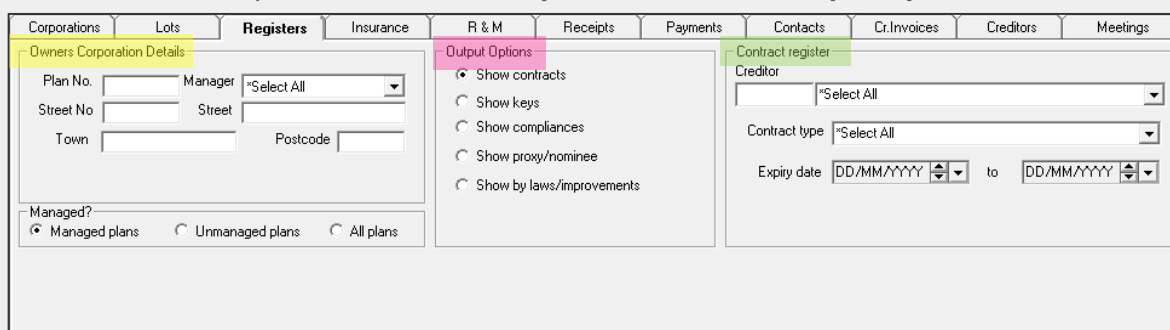
Use Quick Reports to search for and view information that has been previously entered into STRATA Master.

Use Quick Reports to search for:

- Outstanding Invoices
- Contact Information
- Meetings
- Work Orders
- Management Agreements

To Run Quick Reports:

1. Go to the **Quick Rpts** button on the toolbar 
2. Select the Quick Report you'd like to run from the tabs at the top of the screen.
e.g. To search for information about an Owners Corp, select the Corporations tab
3. For all searches complete the **Owners Corporation Details**, **Output Options** and **Filter** details



The screenshot shows the STRATA Master Quick Reports interface. At the top, there are tabs for Corporations, Lots, Registers, Insurance, R & M, Receipts, Payments, Contacts, Cr.Invoices, Creditors, and Meetings. The Corporations tab is selected, and the 'Owners Corporation Details' section is highlighted. This section includes fields for Plan No., Manager (with a dropdown menu set to '*Select All'), Street No., Street, Town, and Postcode. Below these fields are radio buttons for 'Managed?' with options: Managed plans, Unmanaged plans, and All plans. To the right of the Owners Corporation Details is the 'Output Options' section, which has a dropdown menu set to '*Select All' and a list of checkboxes: Show contracts (checked), Show keys, Show compliances, Show proxy/nominee, and Show by laws/improvements. To the right of the Output Options is the 'Contract register' section, which includes a dropdown menu for 'Creditor' set to '*Select All', a dropdown menu for 'Contract type' set to '*Select All', and two date pickers for 'Expiry date' in DD/MM/YYYY format.

4. Click the **Binoculars** button on the toolbar at the top of the screen to search

Navigating Quick Reports:



Use the toolbar at the top of the Quick Reports Screen to help you run and edit your Quick Reports.



Use the Stop button to stop a search before the results have been returned. This is helpful when you want to refine your search.



Use the Binoculars button to run your search



Use the Binoculars Plus button to add more criteria to you search



Use the Configuration button to select information that is returned in your search.



Use the Excel button to export your results to MS Excel