

Release Notes – Version 5.5.100

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the [StrataMax Online Help](#)



THE COMPLETE STRATA MANAGEMENT SOLUTION



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1. Meeting Hub – Email Template

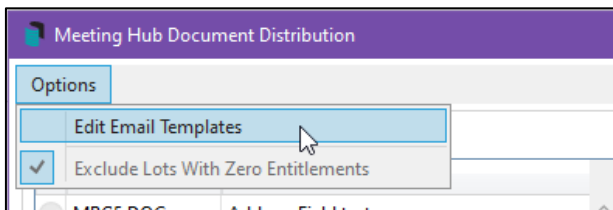
Email functionality has been enhanced to allow for the inclusion of tailored subject and body text in Emails sent from Meeting Hub/ Document Distribution.

This can be achieved by creating Local or Global email templates for automated emails.

To set up Local or Global Templates please follow the steps below:

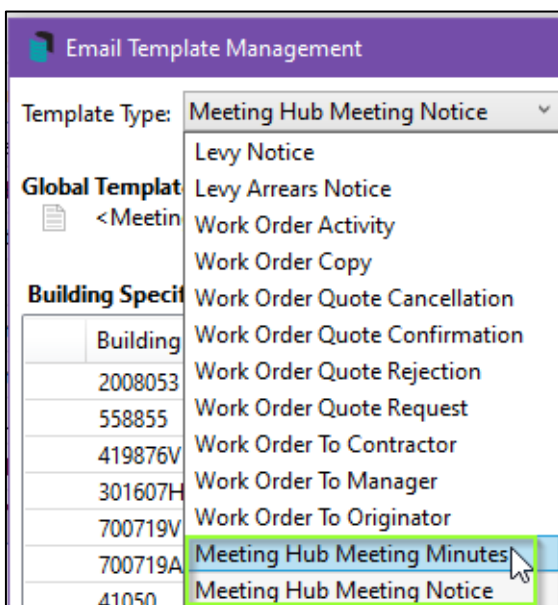
1.1 Email Template setup

1. Navigate to 'Meeting Hub'
2. Select 'Meeting Notice'
3. Select 'Distribute'
4. Click on 'Options'
5. Select 'Edit Email Templates'



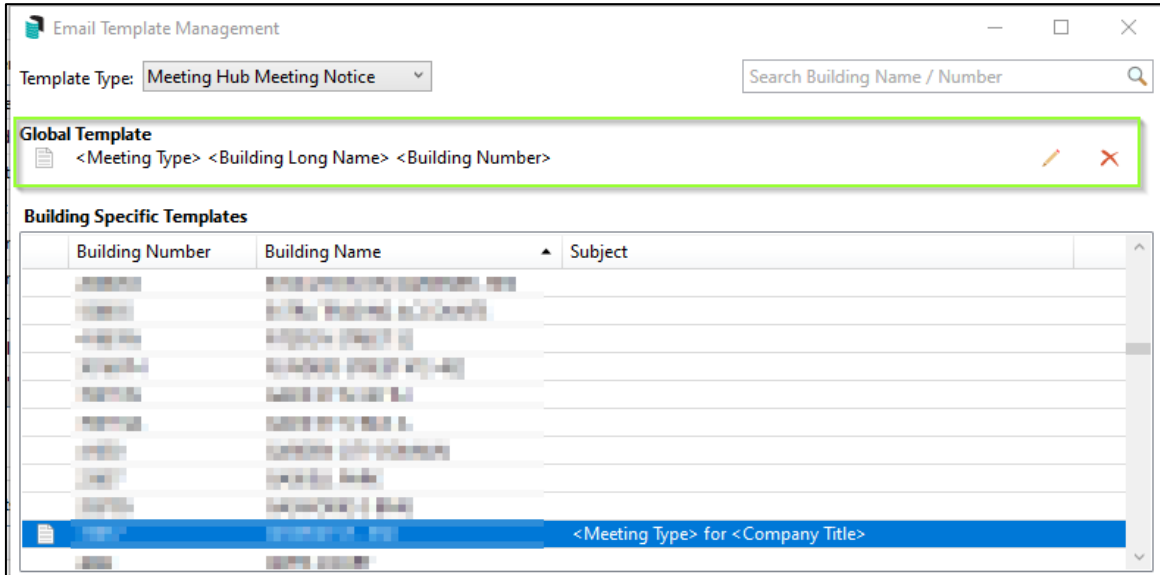
6. Click the drop-down arrow beside 'Template Type'
7. Select the type of email template you would like to create

- Meeting Hub Meeting Minutes
- Meeting Hub Meeting Notice



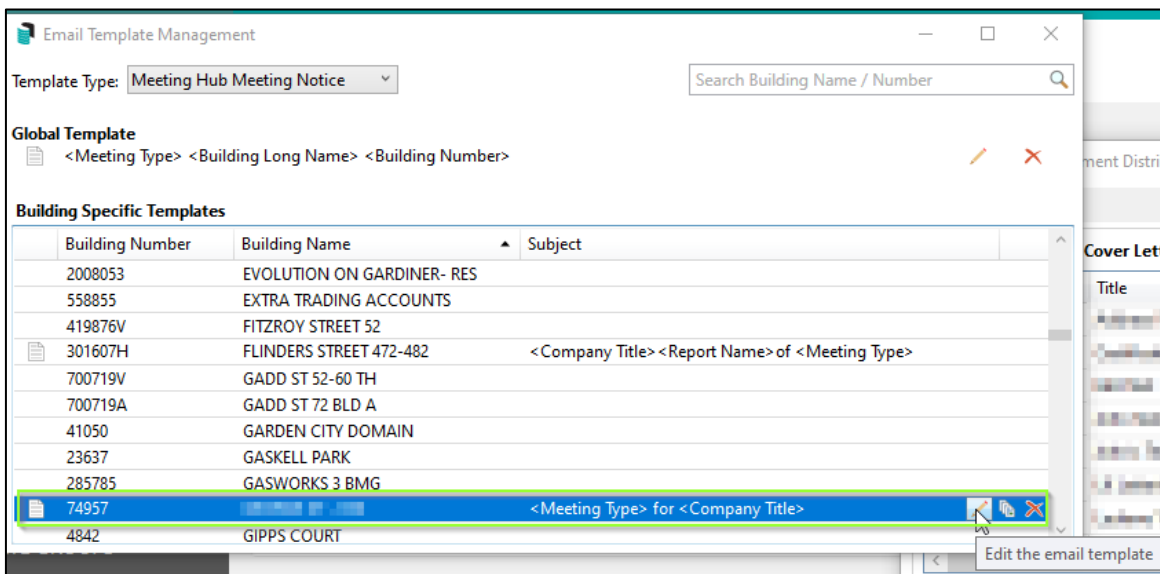
8. If creating a 'Global' Template, click the 'Edit' icon beside 'Global Template'

Please Note: The 'Template' icon will show next to 'Global Template' if one has been setup for the selected 'Template Type'

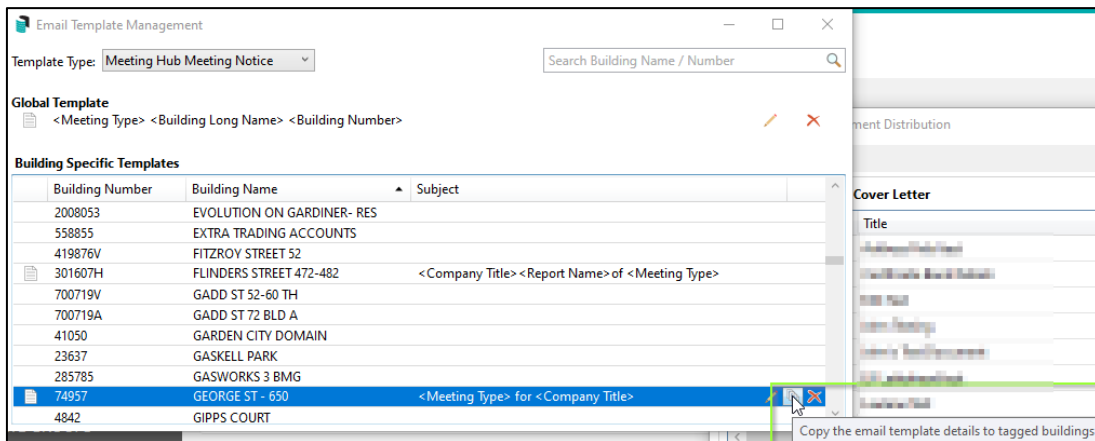


9. If creating a 'Local' Template (for a specific building) click the 'Edit' icon beside a specific building

Please Note: The 'Template' icon will show next to the building if a 'Local Template' has been set up for the selected 'Template Type'



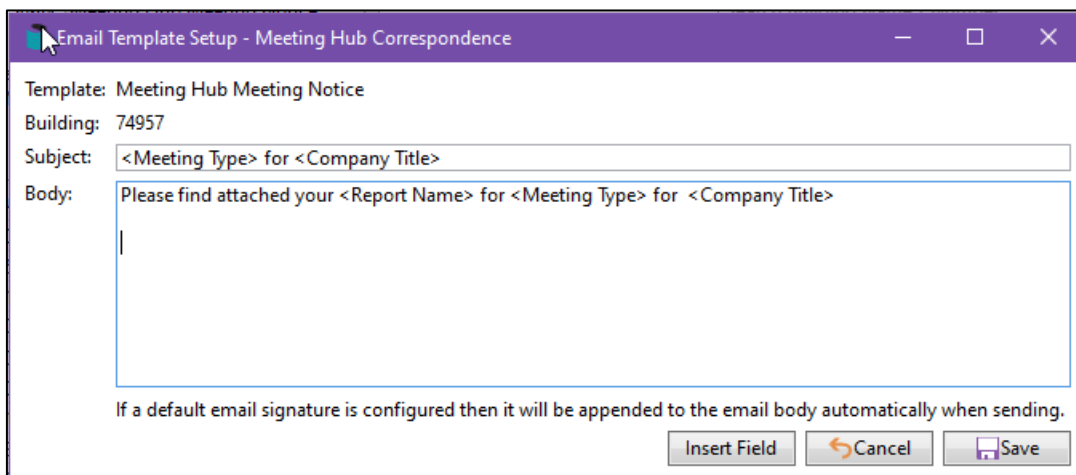
A local setup can also be copied to other buildings by clicking the ‘Copy the email template details to tagged buildings’ icon.



10. In the Email Template Setup screen, add ‘Subject’ and ‘Body’ text as required.

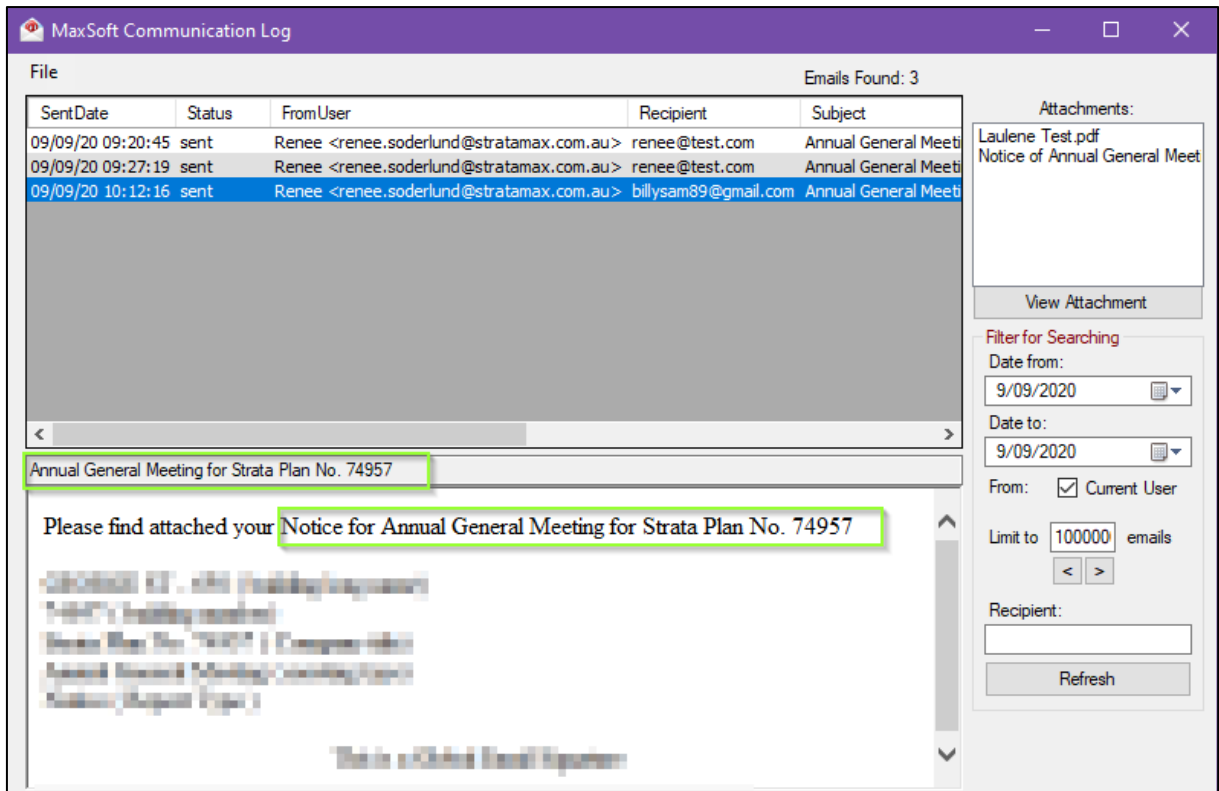
11. Click ‘Insert Field’ to add a data field. The following fields are available:

- Building Long Name
- Building Number
- Company Title
- Meeting Type
- Report Name



12. Click ‘Save’ to complete the setup

When an email is sent with an attachment for the set Template Type, the Subject and Body of the email will use the template text and added field data:



Important Note:

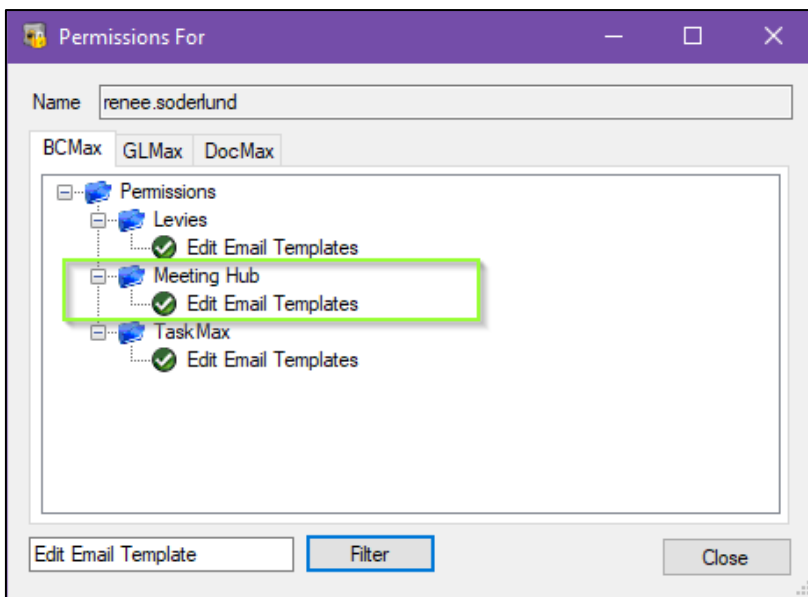
- Emails will include a Personal or Global signature if configured in Email Fax SMS / Communication Setup.
- Emails will honour Contact Preferences set for Owners and Office Bearers

2. Security Access – Meeting Hub Email Template Setup

Security settings to access the 'Email Template Setup' will need to be set up by the security Administrator for your organisation before use.

To set up 'Security' access for this feature, please use the steps below:

1. Navigate to 'Security'
2. Right click the 'User' or 'Group' you need to set permissions for
3. Click 'Edit Permissions'
4. Type 'Edit Email Templates'
5. Click 'Filter'
6. Right click the 'Edit Email Templates' option for 'Meeting Hub'
7. Set the relevant permission for the 'User' or 'Group'



8. Click 'Close'

Please Note: The security setting will take effect immediately after closing the 'Security' screen.