

# PropertyIQ™

## Buildings – Notes tab

### NOTES TAB

The notes tab allows you to create and view notes relating to the building. Notes that have a reminder set will also show in the diary – the task will belong to the manager for that building. Some notes are created automatically, when certain actions are performed - for example when the building is created on PropertyIQ

The name/summary of the note shows here

1. The details of the note show in this column
2. The status of the note – whether pending or complete shows here
3. The time and date the note was created show here
4. The name of the user that created the note shows here
5. Click **+Add Note** to add a new note
6. To view an existing note, highlight the note you want to view and click **View Note** (Or double click on the note)
7. Click here to print a PDF report of all notes for the building. This will create a PDF in a new tab.

**Building**

**C.T.S.\*** 4356  
**Manager\*** Anne Fluva  
**Folio\*** Support Team Training  
**Building Type\*** Strata  
**Building Sub Type\*** Residential  
**Building Class** High Rise  
**Module** Standard  
**Type** None  
**Total UOE\*** 120  
**Total Int Ent\*** 120  
**Active** ☒ **All Inclusive Fees** ☐  
**Debt Collection** ☒ **Payment Plan** ☐

**Address**  
**Street No** 7 **Street Name\*** Mariners Drive  
**Address 2**  
**Suburb** TOWNSVILLE **State\*** QLD  
**Building Name** The Mariner **P/Code** 4165  
**Plan** 234 **Parish** Magnetic **County** Strathvern

Settings Dates Charges Info Financials Budget **Notes** Documents Registers Alerts Work Orders Insurance Claims Emails Log of Changes

1 Name	2 Details	3 Status	4 Created	5 Creator
Fire Sprinkler Inspection	Fire sprinkler inspection due	pending	18/09/2018 - 4:36 pm	Bella Carstairs
Building Created	Building 4356 Marine Place 7 Mariners Drive was created by Faye Goodman at 8th...	complete	08/08/2017 - 9:04 am	Faye Goodman

6 + Add Note

7 View Note

8 Print

**PropertyIQ Strata Testing**

PO Box 330 CANNING VALE QLD 4554 ABN: 123456789  
Ph: 1300 724 256 Email: stephanieb@propertyiq.com.au  
Printed: 30/01/2017 04:21 pm User: Training Manager

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**Notes Report****434544333 Hornsby Towers 15 Florence**

Name	Details	Status	Reminder Time
Building Created	Building 434544333 Hornsby Towers 15 Florence was created by Faye Goodman at 24th October 2016 07:42:25 am	complete	
AGM held to be held in our offices		complete	

**CREATING A NEW NOTE**

1. Enter a name for the note. This will appear in the summary line here and also in the diary reminder
2. Enter further details
3. The status of the note will default to *Pending*. If you just want to record a completed note for your records, you can choose *complete* from the dropdown list. Complete notes will not appear in your diary.
4. Click in the reminder box to open the calendar.
5. Select the date you want the reminder to appear in your diary
6. Use the sliders to select the time for the reminder. A pop up will also appear on your screen at that time
7. *Done* when you have finished creating the reminder
8. *Save* when you're ready

**Building**

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**Building Class** High Rise  
**Module** Standard  
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**Debt Collection** ☒ **Payment Plan** ☐

**Note**

**Name\*** Pool chair hazard  
**Details** Pool chairs may be too close to pool fence, should be inspected  
**Status** Pending  
**Reminder** 18/09/2018 - 12:30

**September 2018**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Time** 12:30  
**Hour** 00 04 08 12 16 20  
**Minute** 00 10 20 30 40 50

**Save** **Cancel**

**Done**

**Settings** **Dates** **Charges** **Info** **Financials** **Budget** **Notes**

Name	Details
Fire Sprinkler Inspection	Fire sprinkler inspection due
Building Created	Building 4356 Marine Place 7 Mariners Drive

**Alerts** **Work Orders** **Insurance Claims** **Emails** **Log of Changes**

Status	Created	Creator
pending	18/09/2018 - 4:36 pm	Bella Carstairs
complete	08/08/2017 - 9:04 am	Faye Goodman

**Opening Balances** **Schedules** **Financial Reports** **Edit** **Done**

## Pop Up Reminder:

