



## Working with Folios

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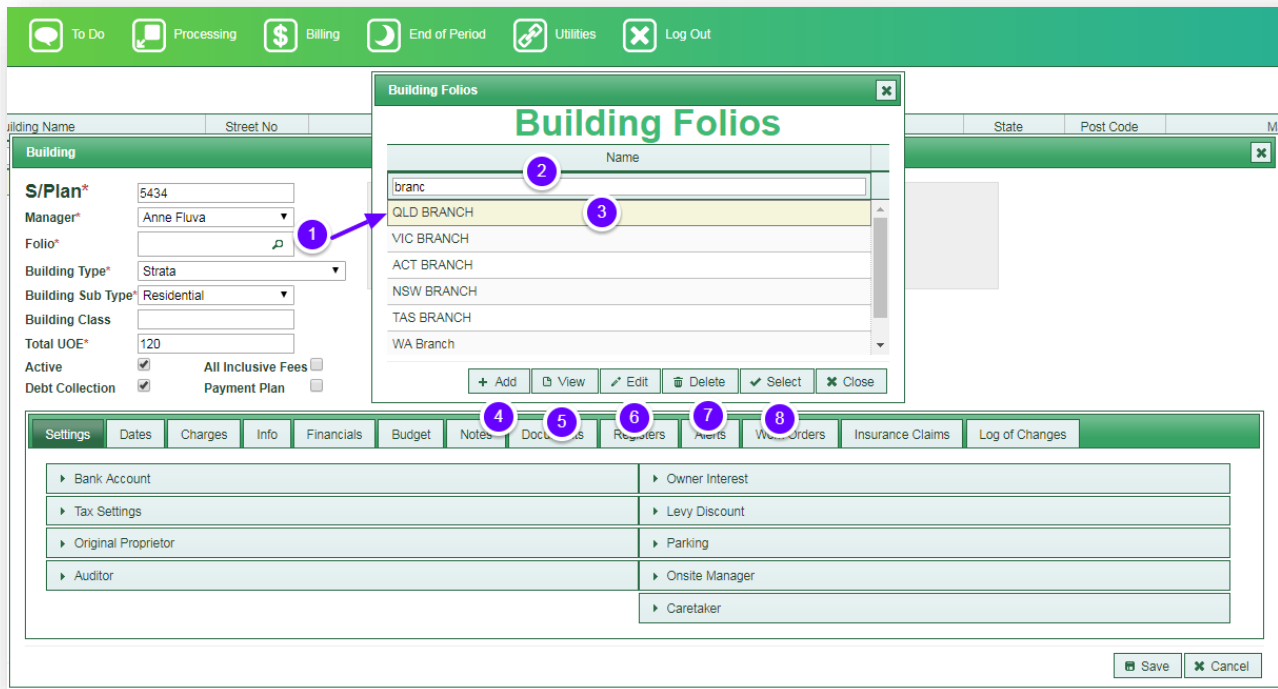
#### INTRODUCTION TO FOLIOS

The Folio functionality in PropertyIQ allows you to assign one or more strata managers and other users to a group of managed buildings. If you have a single office, you could assign teams to a folio. If you have multiple branches you can also utilise the folio functionality and set each branch up as a folio.

#### CREATING AND EDITING FOLIOS

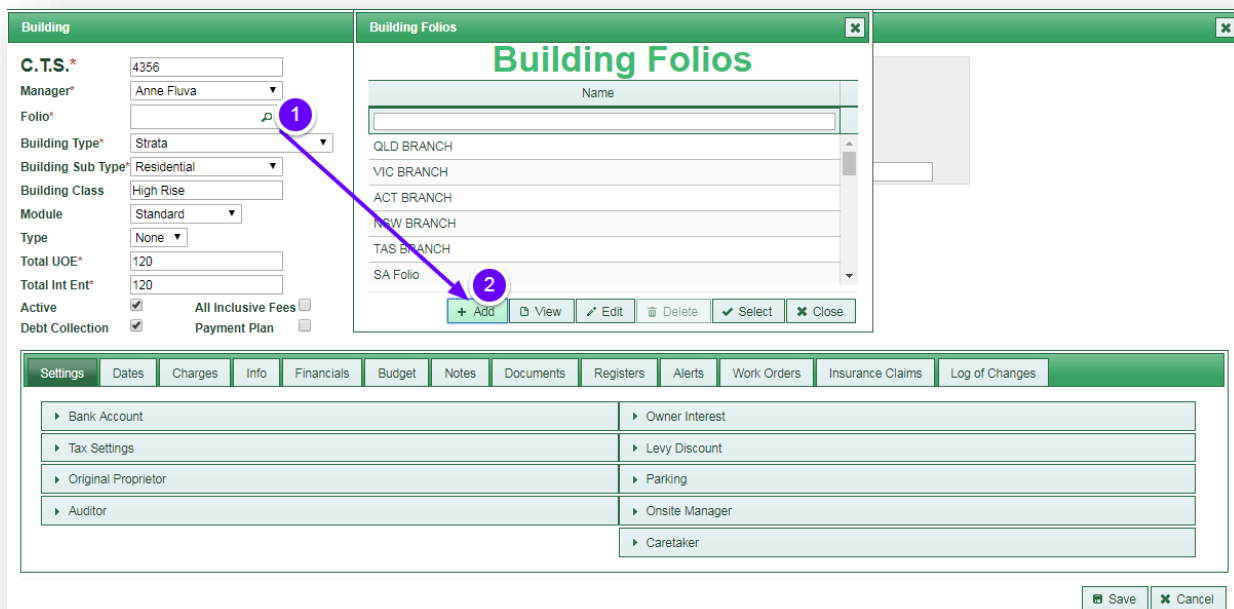
You can add, edit and delete folios from any building card.

1. From any building card, click on the search icon to look for a folio
2. Type some key letters in the empty box on the top line to refine your search
3. Click on a folio to highlight it, and then double click to open it.
4. Click on the *+Add* button to add a new Folio
5. Click on the *View* button to view a folio you have highlighted on the screen
6. Click on the *Edit* Button to edit a folio you have highlighted on the screen
7. Click on *Delete* to delete a folio. You will only be able to delete a folio that doesn't have any buildings attached to it
8. Click on the *Select* button to select a folio you have highlighted on the screen. The building will now be attached to the selected folio.

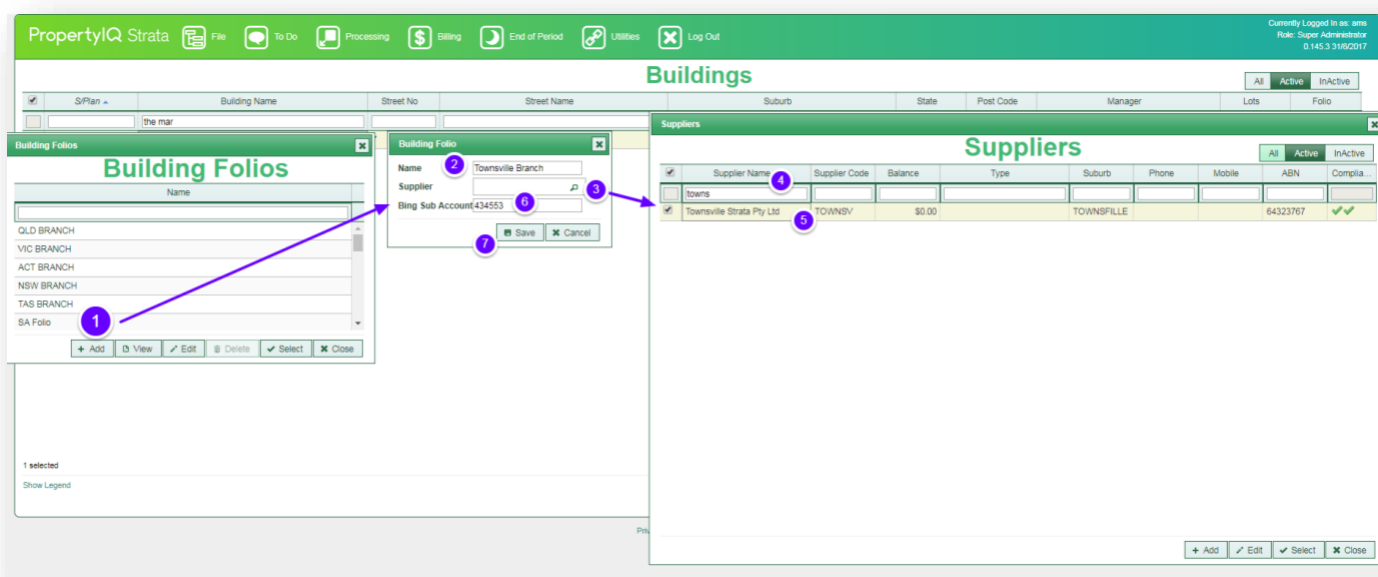


## ADDING A NEW FOLIO

1. Click on the search icon from the folio box
2. Click on the **+Add** button



1. When you click on the **+Add** button, the folio card will pop up
2. Type a name for the new folio
3. If the folio is actually another entity, for example a branch office that has a different ownership, you can select a supplier to receive all management fees for that Folio. Click on the search icon to look for the supplier you want. This will open the suppliers screen.
4. Type some key letters in any of the empty boxes on the top line to refine your search. If your supplier is not already recorded, you can add suppliers from the the suppliers screen here. For information about adding suppliers, see the manual "Supplier Card"
5. Click and then double click on the supplier you want, to select them
6. If this folio is actually another entity, and has its own account with [Bing Mailing Service](#) you can enter the Bing account number here.
7. **Save.** You will now be able to attach any building you choose to the new folio.



## EDITING AN EXISTING FOLIO

1. From any building card, click on the search icon to search for the folio you want to edit
2. Click on the folio you want to edit, to highlight it
3. Click on the *Edit* button
4. Type any changes you want to make
5. Click *Save* to save your changes.

The screenshot displays the PropertyIQ Strata software interface. The main window is titled 'Building Folios' and shows a list of folios. The 'QLD BRANCH' folio is selected and highlighted. The 'Edit' button is visible at the bottom of the list. A callout box on the right shows the 'Building Folio' form with fields for Name, Supplier, and Billing Sub Account. The 'Save' button is also visible in this form. The interface includes a sidebar with building information and a top navigation bar with various tabs like Settings, Dates, Charges, etc.

## SETTINGS FOR FOLIOS

The folios functionality allows you to set up a number of specifications and defaults for each folio. This is really useful if your folios are actually separate entities.



The ability to edit settings is usually restricted to the administrator role, but permissions can be edited for each user.

To get started go to the Utilities menu and select *Settings*.

The company details tab is the default tab. Click on the *Edit* button to start editing your settings.

Click on the folios dropdown list and select the folio that you want to create settings for, from the list.

A screenshot of the PropertyIQ Strata web application's 'Settings' page. The page has a green header with the 'PropertyIQ Strata' logo and navigation icons for File, To Do, Processing, Billing, End of Period, Utilities, and Log Out. The 'Utilities' icon is highlighted. Below the header, the 'Settings' title is centered. A horizontal tab bar contains various settings categories, with 'Company Details' selected. On the left, a 'Folio' dropdown menu is open, showing a list of folios including 'Global Settings', 'OLD BRANCH', 'VIC BRANCH', 'ACT BRANCH', 'NSW BRANCH', 'TAS BRANCH', 'SA Folio', 'NT Folio', 'WA Branch', '3546 Folio', 'Company Titles Folio', 'TEAM GREEN FOLIO', 'Group T Folio', 'Morgan & Soames Folio', 'A Group Office Folio', 'Brunswick Office Folio', 'Cairns Branch Folio', 'Paul and Anna's Folio', 'Folio 1', and 'Rohit's Folio Group A'. The main content area is divided into two sections: 'ABA Details' and 'Mailing Labels'. The 'ABA Details' section includes fields for 'Remitter' (Park Avenue Strata P/L), 'Timezone' (GMT+10:00 Brisbane), and 'Default Format' (Avery L7163). The 'Mailing Labels' section includes checkboxes for 'Annual Levy Notices' and 'Email Annual Levy Notices', both of which are checked. An 'Edit' button is located in the bottom right corner of the settings area.

1. The folio you selected will now show in the dropdown list
2. Click here to enable using the details you are entering here on templates, ABA files etc.
3. Type the name of the folio company here
4. Type the ABN of the folio company here
5. Type the street address of the folio company here
6. Type the suburb of the folio company here
7. Type the state of the folio company here
8. Type the postcode of the folio company here
9. Type the main phone number for the folio company here
10. Type the main fax number for the folio company here
11. Type the main email for the folio company here. This will show on templates for this folio and will also be the default email when setting reply options for program generated emails.
12. Type the name of the folio company principal here
13. Click here to upload a logo from your computer. Take note of the recommended dimensions if you are going to use the owners portal for this company.
14. Type the remitter name to appear on any ABA files that are generated by this company to make supplier payments
15. Select the correct timezone for the folio company's location
16. If you are using mailing labels, select the default layout for any mailing labels that are created for the folio company. You can also add and edit mailing label formats from the mailing labels function. For full details, see the manual "Mailing Labels"
17. Click here if you want annual levy notices to be emailed out once a new budget is accepted and the levies are struck
18. Click here if you want the annual levy notices that were created when the new budget was accepted, to be attached as the front page of your AGM minutes.
19. Save when you are ready

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged in as: Faye Goodman  
Role: Administrator  
0.145.3.3146/2017

### Settings

Company Details Application Settings Supplier Compliance Mailing House Portal Integration Bank Settings Reminders File System Related Email Templates Cover Pages Mail Server Settings Licensing Connections SMS Statistics

Folio: Cairns Branch Folio

Company Details

Use Folio Company Details ☒

Company Name: Cairns Strata Pty Ltd

ABN: 34454054543

Address: 1 McLeod Street

Suburb: CAIRNS

State: QLD

Postcode: 4870

Phone: 07 7676 7834

Fax: 07 4765 7656

Email: info@cairnstrata.com.au

Principal: Belinda Morrison

Logo: Upload Logo Recommended dimensions for Portal are 250px by 65px

ABA Details

Remitter: Cairns Strata PT Ltd

Timezone: GMT+10:00) Brisbane

Mailing Labels: Default Format Avery L7163

Annual Levy Notices: ☒

Email Annual Levy Notices: ☒

Include Annual Levy Notices with Minutes: ☒

Save Cancel

If you have uploaded a logo, it shows here

PropertyIQ Strata

File To Do

Company Details Application Settings Supplier Compliance Mailing

Folio: Cairns Branch Folio

Company Details

Use Folio Company Details ☒

Company Name Cairns Strata Pty Ltd

ABN 34454654543

Address 1 Mcleod Street

Suburb CAIRNS

State QLD

P/Code 4870

Phone 07 7676 7834

Fax 07 4765 7656

Email info@cairnsstrata.com.au

Principal Belinda Morrison

Logo

Repeat this process for all your folios.

## OUTGOING MAIL SERVER SETTINGS FOR FOLIOS

If you use different mail servers for different folios, you can set them from the Settings>Mail Server Settings area. See the “Settings” manual for full details.

PropertyIQ Strata

File To Do Processing Billing End of Period Reporting Utilities Help Log Out

Currently Logged In as: Bella Cairns Role: Administrator 0.192.1 12/2/2020

Settings

Company Details Application Settings Meetings Supplier Compliance Mailing House Portal Integration Bank Settings Reminders File System Related Cover Pages Mail Server Settings Licensing

Connections SMS Statistics

Outgoing Incoming

Folio: ACT BRANCH

Mail Server Settings

## FOLIO SPECIFIC ROLES

You can give a user full or partial permissions to work within their own folio only.



The ability to edit roles and users is usually restricted to the administrator role only.

There are two steps to this process.

First you need to create a “folio specific” role

Go to the Utilities Menu and select *Security*

1. Click on the **+Add** button to add a new Role
2. Check to see if you already have any folio specific Roles set up
3. Click on **+Add** to add a new role

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged In as: Faye Goodman  
Role: Administrator  
ID: 145.3 21/6/2017

Name	Home Phone
Jack2	
Jeremiah Fulstone	
Jim Jam	
John Doe	
John Smith	
Joseph	
Josh	
Karen Carstairs	
Karen Thompson	
Karina	
Kimberley Johnstoon	
Lea Mac	
Lisa Kellerman	
Lisa Silvester	
Macquarie	
Maddy	
Manny Collington	
Mark Hamilton	

Name	Description
Access to all	
Accounts	Has ability to process transactions, a...
Administrator	The client administrator of the applic...
Assistant Strata Manager	Assists Strata Manager with Work O...
Client Test	This allows clients to get a feel for th...
Copy of Accounts	Has ability to process transactions, a...
Demo	Roles and permissions for demo login
Demo Account	Role used for prospective clients too...
Folio Admin	Full admin access but restricted to u...
Guest	A role without any permissions at all.
Manager	A building manager. Does not have ...
Manager Folio Only	Restrict Data in User Folio
OC Manager	
On Site Manager	This is a role to allow an onsite man...
Searcher	
Testing New Role	A building manager. Does not have ...
User_Spec_Folio	Restrict Data in User Folio

Role	Manager?	Active	Inactive
		✓	
		✗	
		✓	
		✓	
		✓	
		✗	
		✗	
		✓	
		✓	
		✓	
		✓	
		✗	
		✗	
		✓	
		✓	

+ Add Clone View

+ Roles + Add View



You can now define the permissions that will be attached to this role

1. Type a name for the new role
2. Type a description for the new role
3. Select "Restrict to Data in Users Folios"
4. Click to tick all the permissions you want the new role to have
5. Click Save when you are ready to save the new role

The screenshot displays the 'PropertyIQ Strata' Role Management interface. The 'Folio Manager' role is being configured. The interface includes a list of users on the left, a central permissions configuration area, and a list of roles on the right.

**Role Configuration:**

- Name:** Folio Manager (1)
- Description:** Can Manage Buildings within own Folio only. Can view Data within own Folio only (2)
- Permissions:** Restrict to Data in Users Folios (3)

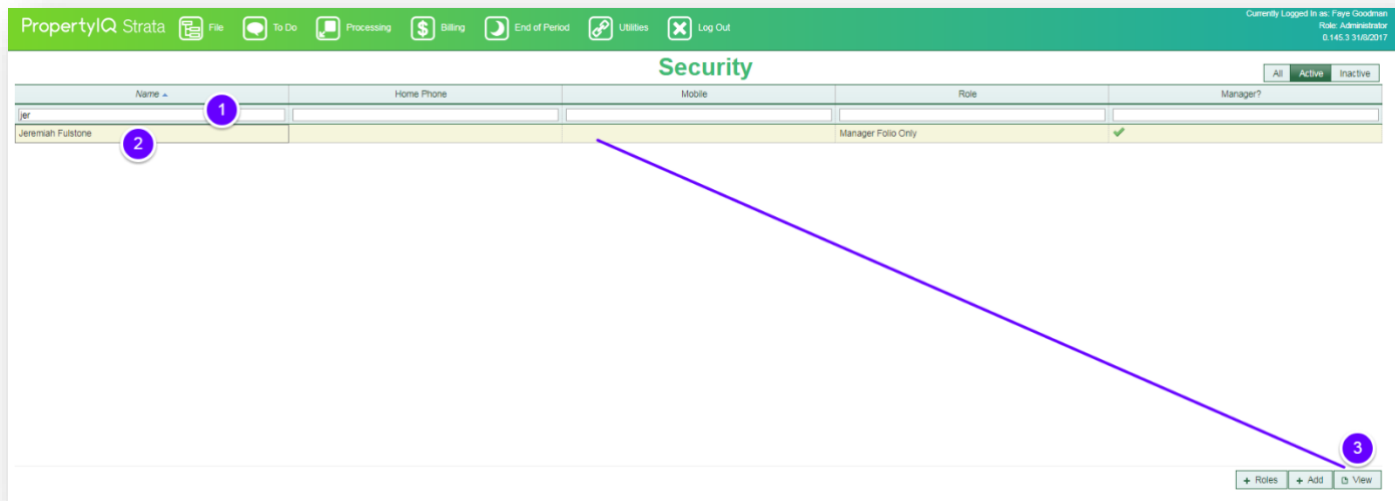
**Permissions List:**

- Data Access:**
  - File:**
    - Buildings: View, Add, Edit, Delete
    - Lots: View, Add, Edit, Delete
    - Property Manager: View, Add, Edit, Delete
    - Suppliers: View, Add, Edit, Delete
    - Debtors: View, Add, Edit, Delete
    - Bank Accounts: View, Add, Edit, Delete
    - Chart of Accounts: View, Add, Edit, Delete
    - Access Register: View, Add, Edit, Delete
    - Documents: View, Add, Edit, Delete
    - Templates: View, Add, Edit, Delete
  - To Do:**
    - Diary: View, Add, Edit, Delete
    - Work Orders: View, Add, Edit, Delete
    - Meetings: View, Add, Edit, Delete
    - Insurance Claims: View, Add, Edit, Delete
  - Processing:**
    - Manual Deposits: View, Add, Edit, Delete
    - Tax Processing: View, Add, Edit, Delete
    - Supplier Transactions: View, Add, Edit, Delete
    - Debtor Transactions: View, Add, Edit, Delete
    - Supplier Payments: View, Add, Edit, Delete
    - Adjustments: View, Add, Edit, Delete
    - Activity Logs: View, Add, Edit, Delete
  - Billing:**
    - Due Notices: View, Add, Edit, Delete
    - Special Levies: View, Add, Edit, Delete
    - Utility Invoices: View, Add, Edit, Delete
    - Fee Schedules: View, Add, Edit, Delete
  - End of Period:**
    - Reporting: View, Add, Edit, Delete
    - Other: View, Add, Edit, Delete
  - Utilities:**
    - Control Panel: View, Add, Edit, Delete
    - Scheduled Tasks: View, Add, Edit, Delete
    - Audit Trail: View, Add, Edit, Delete
    - Mailing Labels: View, Add, Edit, Delete
    - Motions Library: View, Add, Edit, Delete
    - Roles: View, Add, Edit, Delete
    - Users: View, Add, Edit, Delete
    - Settings: View, Add, Edit, Delete
    - SMS: View, Add, Edit, Delete
  - Alerts:**
    - Building Alerts: View, Add, Edit, Delete
    - Lot Alerts: View, Add, Edit, Delete
    - Work Order Alerts: View, Add, Edit, Delete
    - Supplier Alerts: View, Add, Edit, Delete
    - Debtor Alerts: View, Add, Edit, Delete
    - Insurance Claim Alerts: View, Add, Edit, Delete
    - Meeting Alerts: View, Add, Edit, Delete
    - Access Register Alerts: View, Add, Edit, Delete
  - Notes:**
    - Building Notes: View, Add, Edit, Delete
    - Lot Notes: View, Add, Edit, Delete
    - Work Order Notes: View, Add, Edit, Delete
    - Supplier Notes: View, Add, Edit, Delete
    - Insurance Claim Notes: View, Add, Edit, Delete
    - Meeting Notes: View, Add, Edit, Delete
    - Access Register Notes: View, Add, Edit, Delete

**Save:** (5)

Next, assign the role to the appropriate user(s)

1. On the *Security* screen, type some key letters to refine your search and find the user you want to assign the new role to. For full details on adding a new user, see the manual “Users, Roles and Permissions”
2. Highlight the user you want to work with and then double click to select them *or*
3. *View*



You can now view the user's card

1. Click the folio specific role you just created from the dropdown list
2. Click to choose their primary folio
3. You can also choose other folios for this user to be able to access. Click on each one you want to add to select them. You can add as many as you want.

