

PropertyIQ™

SMS

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INTRODUCTION

The SMS feature in PropertyIQ allows you to send SMS messages in bulk or individually to the following entities:

- Lot Owners
- Tenants
- Committee Members
- Suppliers

The SMS feature is an optional feature and must be enabled by the PropertyIQ team before you can use it. As part of the activation process, we'll arrange a dedicated service mobile number for sending SMS messages from your PropertyIQ.

To request activation of the SMS feature, please contact us at support@propertyiq.com.au.

SMS Charges

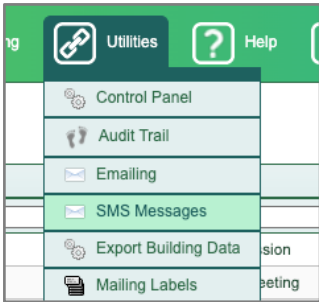
- SMS is an additional cost to your PropertyIQ subscription.
- SMS messages are charged at **\$0.06 per message**, with one message limited to 160 characters. For example, for a message of 200 characters you will be charged for two messages.
- An automatic signature *<Please do not reply>* is included in every message and counts towards the overall character count.
- To recover or charge SMS costs to your building/s you can setup a SMS Message variable charge, so a charge is incurred by the building when sending a message from the Lot, Committee Member and Work Order screen. See section [Variable charge for SMS messages](#).

GLOBAL LOG – SEARCH, VIEW & EXPORT

You can view a global log of SMS messages that have been sent from your PropertyIQ under *Utilities menu>SMS Messages*.

From this screen you can:

- **Search, sort and filter** all SMS messages by date and a range of different criteria.
- **Preview message details** such as recipient phone number, message content, message count, status, building/lot/supplier/committee member, user who created/sent the message, sent date and time.
- **View an individual message** by double clicking on one in the list.
- **Export** by selecting one, multiple or all messages from the list and downloading the details into an export file.



SMS Messages												
From 26/02/2024 To												
<input type="checkbox"/>	To	From	Message	Count	Status	S/Plan	Lot	Supplier	Committee Member	Created By	Sent	Created
<input checked="" type="checkbox"/>	0447842535	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:15 pm	25/03/2024 - 12:15 pm
<input checked="" type="checkbox"/>	0447842535	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:15 pm	25/03/2024 - 12:14 pm
<input type="checkbox"/>	0447842535	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:14 pm	25/03/2024 - 12:14 pm
<input type="checkbox"/>	0432061285	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:14 pm	25/03/2024 - 12:14 pm
<input type="checkbox"/>	0447842535	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:14 pm	25/03/2024 - 12:14 pm
<input type="checkbox"/>	0447842535	+614858658...	This is a message that will be excluded	1	Sent						25/03/2024 - 12:14 pm	25/03/2024 - 12:14 pm
<input type="checkbox"/>	0414973997	+614858658...	fee test	1	Sent						04/03/2024 - 2:57 pm	04/03/2024 - 2:57 pm
<input type="checkbox"/>	0414973997	+614858658...	exclude fees test 1	1	Sent						04/03/2024 - 2:46 pm	04/03/2024 - 2:46 pm
<input type="checkbox"/>	0414973997	+614858658...	me exclude fees	1	Sent						04/03/2024 - 9:57 am	04/03/2024 - 9:57 am
<input type="checkbox"/>	0404 004 004	+614858658...	jhihihi	1	Sent						29/02/2024 - 2:50 pm	29/02/2024 - 2:50 pm
<input type="checkbox"/>	0414973997	+614858658...	test msg	1	Sent						29/02/2024 - 2:03 pm	29/02/2024 - 2:03 pm
<input type="checkbox"/>	0424515115	+614858658...	test123	1	Sent						29/02/2024 - 1:53 pm	29/02/2024 - 1:53 pm
<input type="checkbox"/>	0414973997	+614858658...	testingntrialiesnitesnites	1	Sent						29/02/2024 - 1:52 pm	29/02/2024 - 1:52 pm
<input type="checkbox"/>	0414973997	+614858658...	testtest	1	Sent						29/02/2024 - 1:52 pm	29/02/2024 - 1:52 pm
<input type="checkbox"/>	0414973997	+614858658...	test message	1	Sent						28/02/2024 - 8:20 am	28/02/2024 - 8:20 am
<input type="checkbox"/>	0414973997	+614858658...	test message	1	Sent						27/02/2024 - 1:37 pm	27/02/2024 - 1:37 pm
<input type="checkbox"/>	0414973997	+614858658...	test message	1	Sent						27/02/2024 - 1:27 pm	27/02/2024 - 1:27 pm
Export SMS												

LOT OWNERS / TENANTS

VIEW SMS MESSAGES FOR A LOT OWNER OR TENANT

All SMS messages that have been sent will be automatically saved under the SMS tab on the lot card.

Lot/Owner

S/Plan*14 ST JAMES PARK 122 A/Beckett Road

Lot*4Unit 40Street No 122

CategoryPrimarySecondary

Street Name*White Hart Lane

Suburb*SYDNEY

Accessory Unit

UOE*250

CRN000000786

Owner Info

Owner Name*Theo Khan & Co

(Ah)12323Emailemail@email.com

(Bh)12332SalutationAS

Mobile99487847347Contact NameSB

Fax23434Paid to30/09/2018Last Settled16/07/2023

Committee Member: YCommittee Member Status: Active

Change Owner

Debt Collection

StageArrears

Exclude from Debt Collection ?

Building Debt Collection: YRepayment Plan: NLegal Action: N

Notes

Issued by: PIQ: Raj Naidu on 05/03/2024 - 3:51 pm - Post

ContactInfoDeliverySettingsLedgerNotesDocumentsAlertsSMSEmailsLog of Changes

From26/02/2024To

AllSentError

To	Message	Status	Sent	Created By
0414973997	fee test	Sent	04/03/2024 - 2:57 pm	Oscar Zhao
0414973997	exclude fees test 1	Sent	04/03/2024 - 2:46 pm	Oscar Zhao
0414973997	me exclude fees	Sent	04/03/2024 - 9:57 am	Oscar Zhao
0404 004 004	jhihihi	Sent	29/02/2024 - 2:50 pm	Oscar Zhao
0414973997	test msg	Sent	29/02/2024 - 2:03 pm	Oscar Zhao
0414973997	test message	Sent	28/02/2024 - 8:20 am	PIQ: Raj Naidu

Send SMS

View

Lot Owner Page

Email

Info Certificate

Last Info Certificate

Edit

Done

SEND INDIVIDUAL SMS MESSAGE TO A LOT OWNER OR TENANT



To get started, go to **File** and select Lots/Owners

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged In as: Training Manager
Role: Administrator
0.136.1.20/1/2017

Diary

Type: All Types User: All Users All Buildings Include Inactive Buildings Print

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		0810 - 0810 1 Berry - Financial Year End 10 - fix COMMON AREA TOILET - Estimated Completion 10 - fix COMMON AREA TOILET - Tenders Close 1285 - Bankwa Gardens, Jack of All Trades - Contract Termination 2 - fix the roof - Tenders Close 12a 10101 - 10101 Domino - AGM 3 05a 434544333 - Follow up on noise complaint 12p 0 - follow up chairperson	13 - Open Lane 1 - 3 Open Lane - Installment Due Date 15 - Paper Street House 537 Paper Street - Installment Due Date 6100 - Thompsonville 411 Thomas - Installment Due Date 6 - Solar Sheds 1 Vulkan Drive - Insurance Renewal 7-7 2-3 Lennox Street 1-3 Lennox Street - new	11a 10 - Reminder		

month week day

1. Enter some key letters to refine your search
2. You can either double click on the owner you want to send the SMS to or click once and then View. This opens the lot owner card.

PropertyIQ Strata

File To Do Processing Billing End of Period Utilities Log Out

Currently Logged In as: Training Manager
Role: Administrator
0.136.1.20/1/2017

Lots

C.T.S.	Lot	Unit	CRN	Owner	Street No	Street Name	Building Name	Strata Manager Name	Corr. Method	Delivery Method
				fu						
73074	2	2	0000000307	Manuel Fuentes	10	Shoreline Drive	Shoreline Towers	Training Manager	Owner	Post
434544333	2	2	0000000295	Maddison Furness	15	Florence	Hornby Towers	Training Manager	Owner	Post

1 selected

Import Link Lot Owners Change Owners Email Merge Export Data Source Add Mailing Labels Bulk SMS + Add View

1. Select *Send SMS*.
 2. All the mobile numbers recorded on the lot card appear on the list.
 - a. The primary lot owner will appear first.
 - b. If there is a joint lot owner, the joint owner's mobile will show next with **(J/O)** beside it.
 - c. If there is a tenant, the tenant's mobile will show with **(T)** beside it.
 - d. Double click on the row of the recipient you want to send a message to and the green ✓ will appear beside that number.

NOTE: You can only send an SMS to one number using this process. To send bulk SMS, see the section on Bulk SMS.
 3. Enter your message. Make sure you keep it brief (see note about pricing at the beginning of this manual).
 4. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
 5. The number of characters in your SMS shows here.
 6. The estimated total message cost shows here.
 7. If you wish to waive the SMS cost to the relevant building, tick this box to exclude it from the fee schedules run.
- NOTE:** You'll only see this option if you have the user permission enabled for *Utilities>SMS>Exclude from Fee Schedules*.
8. The number of messages shows here. In this case the number of characters is less than 160 so the charge is for 1 message.
 9. Select *Send Message*.

The screenshot shows the 'Lot/Owner' window with the 'SMS' tab selected. A 'Send SMS' dialog box is open, showing a list of recipients with their names and mobile numbers. The first recipient, '14 4/40 Theo Khan & Co', is selected, indicated by a green checkmark and a green circle with the number 2. The dialog box also shows the message content, signature, length, cost, and number of messages. A green circle with the number 1 is next to the 'Send SMS' button. A green circle with the number 3 is next to the 'Send Message' button. A green circle with the number 4 is next to the 'Exclude from Fee Schedules' checkbox. A green circle with the number 5 is next to the 'Signature' field. A green circle with the number 6 is next to the 'Length' field. A green circle with the number 7 is next to the 'Estimated Message Cost' field. A green circle with the number 8 is next to the 'Messages' field. A green circle with the number 9 is next to the 'Send Message' button.

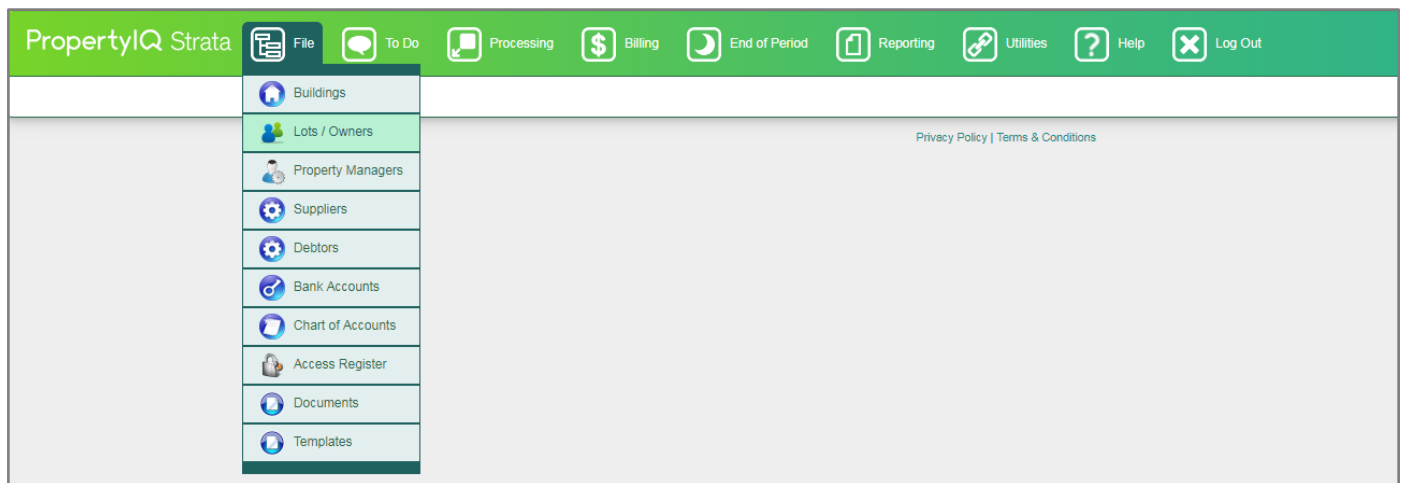
Confirm you wish to proceed.

A confirmation dialog box with a green question mark icon. The text reads: 'Are you sure you want to send this message?'. There are two buttons: 'Cancel' and 'Ok'.

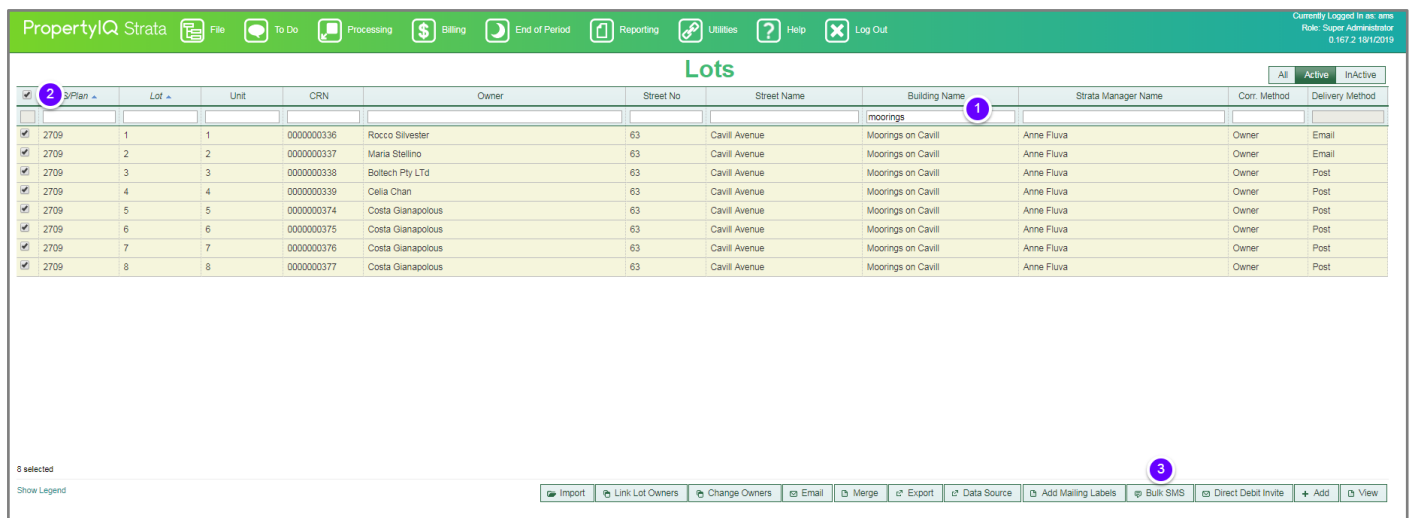
SEND A BULK SMS MESSAGE TO LOT OWNERS OR TENANTS



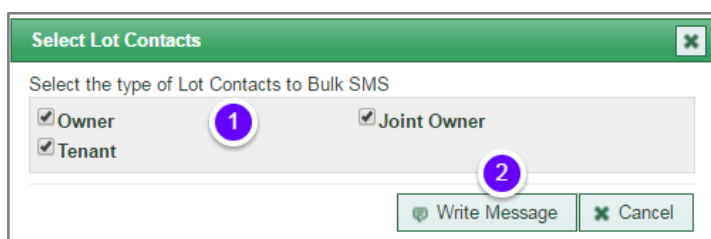
To get started, go to **File** and select Lots/Owners.



1. Enter some key letters to refine your search. This example shows how your screen looks if you are sending an SMS to all lot owners in a specific building.
2. Tick here to select all owners on the screen, or tick one by one if you only want to send a message to some of the owners.
3. Select **Bulk SMS**



1. Select the types of contacts you want to send the SMS to
2. Select **Write Message**



1. This message shows you the number of contacts with a valid mobile number. Note: The number shown will always be the first number for each lot owner.
2. This message shows you the number of contacts with a missing or invalid mobile number
3. Enter your message here. Make sure you keep it brief (see note about pricing at the beginning of this manual)
4. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
5. The number of characters in your SMS shows here. In this example, the message is less than 160 characters so the charge will be for one SMS.
6. The number of messages per recipient shows here
7. The estimated cost per recipient shows here
8. The total estimated cost for all messages shows here
9. If you wish to waive the SMS cost to the relevant building, tick this box to exclude it from the fee schedules run.
NOTE: You'll only see this option if you have the user permission enabled for *Utilities>SMS>Exclude from Fee Schedules*.
10. Select *Send Bulk Message*

Send Bulk SMS

Message will be sent to 17 recipients

Name	Mobile
14 230/23 Billy Dunne & Camilla Dunne	0447842535
14 45/234 Bob Bob	0414392000
14 4/40 Theo Khan & Co	99487847347
14 4/40 (T)	0400000000
14 4/40 (J/O)	0410111111

Message cannot be sent to 34 recipients

Name	Mobile	Reason
14 64/64 Billy Jones	0413 137 388; 0415 786 453	Mobile number not valid
14 64/64 (T)		Missing mobile number
14 64/64 (J/O)		Missing mobile number
14 230/23 tenant data (T)		Missing mobile number
14 230/23 (J/O)		Missing mobile number

Message*

+ Signature My Strata Co

Length: 34 # Of Messages Per Recipient: 1

Estimated Cost Per Recipient: \$0.06 Total Estimated Cost: \$1.02

Exclude from Fee Schedules ☐

Send Bulk Message

Close

Confirm you wish to send the message. The job is created and viewed in the job centre on the right side of your screen.

?

Are you sure you want to send this message?

Cancel

Ok

!

Bulk SMS Job has been created. View the progress of the job in the sidebar.

Ok

COMMITTEE MEMBERS

VIEW SMS MESSAGES FOR A COMMITTEE MEMBER

All SMS messages that have been sent will be automatically saved on the committee member’s card, and if the committee member is linked to a lot, it will also be saved on the SMS tab on the lot card.

Committee Member

Lot: 4/40 Theo Khan & Co

View Lot

Sync With Lot Owner

Name* Mary Dunne

Position Chairperson

Nominator 4/40 New owner

Schedule OC 1

Rep

Sub Rep

External Approver

Salutation Mr

Appointed* 08/07/2023

Resignation

Financial Reports Recipient

Work Order Recipient

Insurance Claim Recipient

Address

Address 18728 Kertzmann Road

51399 Aimee Street

Suburb CALDWELL

State

Post Code

Contact Details

Home

Work

Email email@email.com

Fax

Mobile 0414973997

Delivery Method

Email

Post

Note

SMS

From 26/02/2024 To

All Sent Error

To	Message	Status	Sent	Created By
0414973...	fee test	Sent	04/03/20...	Oscar Zh...
0414973...	exclude fees test 1	Sent	04/03/20...	Oscar Zh...
0414973...	me exclude fees	Sent	04/03/20...	Oscar Zh...
0414973...	test msg	Sent	29/02/20...	Oscar Zh...
0414973...	test message	Sent	28/02/20...	PIQ: Raj ...

Send SMS

View

Edit

Done

SEND AN INDIVIDUAL SMS MESSAGE TO A COMMITTEE MEMBER



Go to **File** and select buildings

1. Type some key letters to narrow your search
2. Highlight the building you are looking for and double click to open the building card or
3. **View**

PropertyIQ Strata

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

Buildings

✓	SI Plan	Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Folio
✓	2709	Moorings on Cavill	63	Cavill Avenue	SURFERS PARADISE	QLD	4217	Anne Fluvia	8	QLD BRANCH

1 selected

Show Legend

Export + Add View

1. Go to the **Info** tab
2. Select **Committee** accordion
3. Double click on the committee member to view, or highlight the member and click the **View** button.

Building

C.T.S.*

Manager* Anne Fluvia

Folio* QLD BRANCH

Building Type* Strata

Building Sub Type* Residential

Building Class

Module Accommodation

Type Mixed

Total UOE* 200

Total Int Ent* 200

Active ☒ All Inclusive Fees ☐

Debt Collection ☒ Payment Plan ☐

Address

Street No 63 Street Name Cavill Avenue

Address 2

Suburb SURFERS PARADISE State QLD

Building Name Moorings on Cavill P/Code 4217

Plan 270976 Parish SURFERS PARADISE County

Formal Tenancy 50%

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

Committee

	Position	Name	Lot	Appointed	Resigned	Status	Contact	Email	Type
<input type="checkbox"/>		Celia Chan	4	1/6/2017		Active	0414 323 434	113_email@deadend.piq	
<input checked="" type="checkbox"/>	Secretary	Costa Gianapolous	5	2/8/2017		Active	075746 8734	114_email@deadend.piq	
<input type="checkbox"/>	Secretary	Celia Chan	4	21/8/2017		Active	0434 265 765	115_email@deadend.piq	
<input type="checkbox"/>	Secretary	Boltech Pty Ltd	3	5/10/2017		Active	0411 232 242	124_email@deadend.piq	
<input type="checkbox"/>	Secretary	Rocco Silvester	1	23/10/2017		Active	0414 332 332	125_email@deadend.piq	

Email Merge Committee Letter Add Mailing Labels Bulk SMS + Add View

Spending Limits

Committee Expenditure \$500.00

Major Spending \$2,000.00

Date of Resolution 06/06/2017

Tradespeople

Insurance

Investment Accounts

Community Association / Precinct Association / Building Management Committee

Opening Balances

Schedules Financial Reports Edit Done

1. Select SMS
2. Send SMS

Committee Member

Lot: 5/5 Costa Gianapolous

View Lot

Sync With Lot Owner

Name* Costa Gianapolous

Salutation Mr

Position Secretary

Appointed* 02/08/2017

Rep

Resignation

Sub Rep

Financial Reports Recipient

External Approver

Work Order Recipient

Insurance Claim Recipient

Address

Address PO Box 256

Suburb SURFERS PARADISE

State QLD

Post Code 4217

Contact Details

Home 075746 8734

Fax 07564 7688

Work 073948 9845

Mobile

Email* 114_email@deadend.piq

Delivery Method

Email

Post

Note

SMS

To	Message	Status	Sent	Created By

Send SMS

Edit

Done

1. If the Committee member has a valid mobile number, it will be selected automatically and will appear with a green ✓ (If not you will receive an error message and will need to edit the Committee member's card and add a mobile number before you can proceed.)
2. Enter your message. Make sure you keep it brief (see note about pricing at the beginning of this manual)
3. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
4. The number of characters in your SMS shows here
5. The number of messages shows here. In this case the number of characters is less than 160 so the charge is for 1 message
6. The estimated total message cost shows here
7. If you wish to waive the SMS cost to the relevant building, tick this box to exclude it from the fee schedules run.
NOTE: You'll only see this option if you have the user permission enabled for *Utilities>SMS>Exclude from Fee Schedules*.
8. Select *Send Message*

Send SMS

Name	Mobile	Send to
Mary Dunne	0414973997	✓

Message*

This is a SMS message.

?

+ Signature My Strata Co

Length: 34

Messages: 1

Estimated Message Cost: \$0.06

Exclude from Fee Schedules ☐

Send Message

Close

Confirm that you want to send the message

?

Are you sure you want to send this message?

Cancel

Ok

SEND A BULK SMS MESSAGE TO COMMITTEE MEMBERS



To send an SMS to more than one committee member, go to **Buildings** and select Buildings

PropertyIQ Strata

Buildings

#	C.T.S.	Building Name	Street No	Street Name	Suburb	State	Post Code	Manager	Lots	Units	Folio
434544333	1	Hornsby Towers	15	Florence	HORNSBY	NSW	2077	Training Manager	12	12	Rohit's No

1 selected
Show Legend

Export Add View

1. Select the *Info* tab on the building card
2. Click on the small arrow next to *Committee*
3. Click in the top box to select all committee members or tick one by one if you only want to send to some committee members.
4. Select *Bulk SMS*

Building

S/Plan* 434544333
Manager* Training Manager
Folio* Rohit's New Folio
Building Type* Strata
Building Sub Type* Residential
Building Class
Total UOE* 200
Active ☒ All Inclusive

Address
Street No 15 Street Name* Florence
Address 2
Suburb HORNSBY State* NSW
Building Name Hornsby Towers P/Code 2077

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

Committee

	Position	Name	Lot	Appointed	Resigned	Status	Contact	Email	Type
<input checked="" type="checkbox"/>	Chairperson	Franca Swindells	1	1/7/2016		Active	0411 243 545	mystrataclients@gmail.com	Rep
<input checked="" type="checkbox"/>	Secretary	Sally Bennett	4	1/7/2016		Active	0432 343 434	mystrataclients@gmail.com	Rep
<input checked="" type="checkbox"/>	Treasurer	Bailey Brown	8	1/7/2016		Active	0412 544 344	mystratacustomers@gmail.com	Rep

Spending Limits
Committee Expenditure \$100.00
Major Spending \$0.00
Date of Resolution

Email Merge Committee Letter Add Mailing Labels **Bulk SMS** + Add View

1. The committee members that will receive the message show here
2. Any committee members that have a missing or invalid phone number show here
3. Enter the message here
4. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
5. The number of characters in your SMS shows here
6. The estimated total message cost shows here
7. The number of messages per recipient shows here. In this case the number of characters is less than 160 so the charge is for 1 message
8. The total estimated cost shows here
9. If you wish to waive the SMS cost to the relevant building, tick this box to exclude it from the fee schedules run.
 NOTE: You'll only see this option if you have the user permission enabled for *Utilities>SMS>Exclude from Fee Schedules*.
10. Select *Send Message*

Send Bulk SMS

Message will be sent to 1 recipients

Name	Mobile
Mary Dunne	0414973997

Message cannot be sent to 1 recipients

Name	Mobile	Reason
Faith Lin		Missing mobile number

Message*

This is a SMS message.

+ Signature My Strata Co

Length: 34

Of Messages Per Recipient: 1

Estimated Cost Per Recipient: \$0.06

Total Estimated Cost: \$0.06

Exclude from Fee Schedules ☐

Send Bulk Message

Close

Confirm that you want to send the message. The job is created and viewed in the job centre on the right of your screen.

?

Are you sure you want to send this message?

Cancel

Ok

!

Bulk SMS Job has been created. View the progress of the job in the sidebar.

Ok

SUPPLIERS

VIEW SMS MESSAGES FOR A SUPPLIER

All SMS messages that have been sent will be automatically saved under the SMS tab on the supplier card, and if the SMS message was sent to a supplier from the work order screen, it can also be viewed under the SMS tab of the work order.

Supplier

ABN9856324

Name*Adams Plumbing

CodeADAMS

Check Ref Inv.☒ GST Registered☒ Active☒ Sundry Supplier☐

License No.4573733

Balance\$352.00

Contact

Address45 James Ruse Drive

SuburbPARRAMATTAStateNSW

Postcode2150

Contact

Phone 1

Mobile0424515115

Accounts Emailmystrataclients@gmail.com.au

Work Orders Emailmystrataclients@gmail.com

Phone 2

Fax

☐ Email remittances

☐ Email Tender Requests

SettingsLedgerNotesDocumentsComplianceAlerts**SMS**EmailsLog of Changes

From26/02/2024To

AllSentError

To	Message	Status	Sent	Created By
0424515115	test123	Sent	29/02/2024 - 1:53 pm	Oscar Zhao

Send SMS

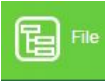
View

Email

Edit

Done

SEND AN INDIVIDUAL SMS MESSAGE TO A SUPPLIER

To get started, click on  and select Suppliers

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Reporting

Utilities

Help

Log Out

Buildings

Lots / Owners

Property Managers

Suppliers

Debtors

Bank Accounts

Chart of Accounts

Access Register

Documents

Templates

Privacy Policy | Terms & Conditions

PropertyIQ

SMS
26.03.2024
15

1. Enter some key letters to refine your search
2. Select the supplier you want to send an SMS to,
3. *View* (or double click on the Supplier name)

PropertyIQ Strata File To Do Processing Billing End of Period Reporting Utilities Help Log Out Currently Logged in as: ams Role: Super Administrator 0.167.2 19/1/2019

Suppliers

Supplier Name	Supplier Code	Balance	Type	Suburb	Phone	Mobile	ASN	Compliance
dal								
Dial a lady handy services		\$0.00	Handyman					✓✓

1 selected

Compliance Email Export Add Mailing Labels Add View

1. Select the SMS tab on the supplier card
2. The Supplier that is going to receive the SMS will appear here. If they have a valid mobile number, it will show here with a green ✓
3. Enter your message. Make sure you keep it brief (see note about pricing at the beginning of this manual)
4. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
5. The number of characters in your SMS shows here
6. The estimated total message cost shows here
7. The number of messages shows here. In this case the number of characters is less than 160 so the charge is for 1 message
8. Select *Send Message*

Supplier

ABN: 85975685212 ASIC

Name: Donna Scooby Electrical P/L

Code:

Check Ref Inv. ☐ GST Registered ☒ Active ☒ Sundry Supplier ☒ License No.:

Balance: \$19,065.86

Contact

Address: 82 Charter Road
Carlton VIC 3053

Suburb: State: Postcode:

Contact: Phone 1: 03 9856 5264 Phone 2: Mobile: +61414392000 Fax: Accounts Email: 100000000_email@deadend.piq Work Orders Email: 100000000_workOrdersEmail@deadend. Email remittances ☒ Email Tender Requests ☒

SMS

To	Message	Status	Sent	Created By
+61414392000	Sending Message to Quoting Tradespeople<Test Strata- Please do not reply>	Sent	31/10/2016 - 2:16 pm	ams
+61414392000				ams
0414392000				ams

Send SMS

Name	Mobile	Send to
Dean Scarce Electrical P/L	+61414392000	✓

Message: Hi Donna, please contact me urgently about the repairs to the garage door opener.

+ Signature: My Strata Co

Length: 93 Messages: 1

Estimated Message Cost: \$0.06

Send Message Close

Deactivate Save Cancel

SENDING A BULK SMS MESSAGE TO SUPPLIERS – QUOTE REQUEST



To send a bulk SMS to all quoting tradespeople for a particular Work Order, go to **File** and select *Work Orders*.

Note: to send a bulk SMS to quoting tradespeople, the status of the job must be *Quote*

1. Enter some key letters to refine your search
2. Highlight the work order you want. You can either double click on that work order or *View* on the bottom right of your screen

PropertyIQ Strata **File** **To Do** **Processing** **Billing** **End of Period** **Utilities** **Log Out** Currently Logged In as: Faye Goodman
Role: Administrator
0.136.1 20/1/2017

Work Orders

C.T.S.	Building Name	Street No	Unit Name	Manager	Job #	Summary	Status	Supplier	Date Issued	Est Complet...	Completed D...	Quotes Close...
65236	Avast	31	Malware Place	James Jannes	29	maintenance before inspection	Quote	ron a	16/12/2014			
270976	Moorings on Cavill	63	Cavill Avenue	Training Manager	252	Repairs to front fence	Quote		19/1/2017			19/1/2017

+ Add **View** **Job Register**

1. Select the *Quotes* tab from the work order card
2. You can either tick all, or individually tick all the quoting suppliers you want to send an SMS to
3. Select *Bulk SMS*

Work Order

C.T.S. 270976 Moorings on Cavill 63 Cavill Avenue

Job Number 252

Summary* Repairs to front fence

Full Description Two panels of the front fence have been damaged in storm and need replacing

Schedule* Moorings Standard Contribution Schedule

Status* Quote **1** My Estimation \$1,000.00

Job **Recipients** **Quotes** **Notes** **Documents** **Alerts** **SMS**

Quotes Close Date 19/01/2017

Supplier	Compliance	Phone	Mobile	Status	Quote	Delivered
Jack of All Trades	??		+61423945443	Pending		20/1/2017
Boris Venn Handyman Services	✓✓		0413434 345	Pending		20/1/2017

2

3

+ Add Supplier **View Details** **Generate Request** **Bulk SMS**

Print **Email** **Edit** **Done**

1. The quoting suppliers that will receive the message show here
2. Any quoting suppliers that don't have a valid phone number show here
3. Enter the message here
4. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
5. The number of characters in your SMS shows here
6. The estimated total message cost shows here
7. The number of messages per recipient shows here. In this case the number of characters is less than 160 so the charge is for 1 message
8. The total estimated cost shows here
9. Select *Send Bulk Message*

Send Bulk SMS

Message will be sent to 1 recipients

Name	Mobile
Deannas Electrical P/L	+61414392000

Message cannot be sent to 3 recipients

Name	Mobile	Reason
Locksmiths Supplies		Missing mobile number
Pest Removal		Missing mobile number
Fire Safety Australia		Missing mobile number

Message*

Hi please note changed access arrangements. Call Anna Simpson 0434 343 454

+ Signature My Co

Length: 87

Of Messages Per Recipient: 1

Estimated Cost Per Recipient: \$0.06

Total Estimated Cost: \$0.06

Send Bulk Message

Close

Confirm you want to send the message. A job is created and viewed in the job centre on the right of your screen.

?

Are you sure you want to send this message?

Cancel

Ok

!


Bulk SMS Job has been created. View the progress of the job in the sidebar.

Ok








The message is automatically saved in the SMS tab of the work order and also on the supplier card of each quoting tradesperson you sent the message to.

SENDING AN INDIVIDUAL SMS TO A SUPPLIER - WORK ORDER






To send an SMS to an individual supplier from a work order, go to  and select *Work Orders*.

1. Type some key letters to refine your search
2. Highlight the work order you want. View to open the work order. (or double click on the highlighted work order)

PropertyIQ Strata        Currently Logged In as: Faye Goodman
Role: Administrator
0 136.1 2014/2017

Work Orders

C.T.S.	Building Name	Street No	Street Name	Manager	Job #	Summary	Status	Supplier	Quote Date Issued	Pending Est Complet...	In Progress Completed D...	Complete Completed D...	Cancelled Quotes Close...	ALL
434544333	Hornby Towers	15	Florence	Training Manager	222	New door required for Main Foyer	Complete	Jack of All Trades	4/11/2016	10/11/2016	15/11/2016			
434544333	Hornby Towers	15	Florence	Training Manager	229	Repairs to front fence	Complete	Henry The Man	15/11/2016		16/11/2016			
434544333	Hornby Towers	15	Florence	Training Manager	231	Blocked drains - below unit 1	Complete	Perfect Plumbing Services	16/11/2016		16/11/2016			
434544333	Hornby Towers	15	Florence	Training Manager	239	Electrical repairs	Complete	Jack of All Trades	22/12/2016	22/12/2016	22/12/2016			

1. Select the SMS tab
2. Select *Send SMS*

NOTE: The supplier selected under *Job tab > Supplier accordion* must have a mobile number entered.

Work Order

C.T.S. 434544333 Hornby Towers 15 Florence

Job Number 222

Summary* New door required for Main Foyer


Full Description The front main entry door was damaged by vandals, will need to be replaced.





Schedule* Contribution Schedule

Status* Complete My Estimation \$2,000.00

Job Recipients Quotes Notes Documents Alerts SMS

To	Message	Status	Sent	Created By

 Send SMS

1. The Supplier shows here
2. Enter your message. Make sure you keep it brief (see note about pricing at the beginning of this manual)
3. The signature you set up for SMS shows here (this is set under Utilities>Settings>SMS).
4. The number of characters in your SMS shows here
5. The number of messages shows here. In this case the number of characters is less than 160 so the charge is for 1 message
6. The estimated message cost shows here
7. If you wish to waive the SMS cost to the relevant building, tick this box to exclude it from the fee schedules run.
NOTE: You'll only see this option if you have the user permission enabled for *Utilities>SMS>Exclude from Fee Schedules*.
8. Select *Send Message*

Send SMS

Name	Mobile	Send to
Deannas Electrical P/L (Supplier)	+61414392000	✓

Message*

This is a SMS message.

?

+ Signature My Strata Co

Length: 34

Messages: 1

Estimated Message Cost: \$0.06

Exclude from Fee Schedules ☐

Send Message

Close

VARIABLE CHARGE FOR SMS MESSAGES

SETUP A VARIABLE CHARGE FOR SMS

- You can set a variable charge for SMS messages in the variable charge schedules screen, under *Building card>Charges tab>Edit mode>Configure Charges button>Charge Schedule*.
- A variable charge to the building will be created when
 - the building has an SMS variable charge amount set that is greater than \$0.00; and
 - A SMS has been successfully sent from a **Lot**, **Committee Member** or **Work Order** screen as these are linked to an associated building and charge schedule.
- All SMS Charges will be recorded against the **Contribution Schedule** even if Split Fees mode is enabled for a building, as there's no option to relate a SMS to a schedule.
- SMS message charges will be automatically included in the Fee Schedule run, invoices and income reporting.

Charge Schedule

Name* Standard Schedule

	Amount	Posting Account	Category	Charge Back to Client	Charge Back Account
Receipt	\$0.00	A Administration Cost			
Payment	\$1.50	A Administration Cost			
Invoice	\$2.20	A Administration Cost			
Annual Levy Notice	\$10.50	A Administration Cost			
Due Notice	\$6.50	A Administration Cost			
Special Levy	\$5.50	A Administration Cost			
Arrears Notice	\$44.00	A Administration Cost		\$44.00	A Administration Cost
Final Notice	\$110.00	A Administration Cost		\$120.00	A Administration Cost
Legal Notice	\$88.00	A Administration Cost		\$88.00	A Administration Cost
Work Order	\$10.00	A Administration Cost			
Quote Charge Per Work Order	\$20.00	A Management Fee			
Quote Charge Per Quote Request	\$30.00	A Management Fee			
Meeting	\$199.00	A Administration Cost			
Insurance Claim	\$25.00	A Administration Cost			
Extra Meeting	\$360.00	A Administration Cost			
Info Certificate	\$150.00	A Administration Cost			
Electricity Notice	\$10.00	A Electricity	test	\$1.00	A Electricity Income (de
Gas Notice	\$0.00			\$0.00	A Gas Income
Water Notice	\$0.00			\$0.00	A Water Income
Other Utility Notice	\$0.00			\$0.00	A Utility Account
Mail Merge	\$0.00				
Cash Management Report	\$0.00				
Change of Owner	\$0.00				
Debtor Invoice	\$0.00				
Debtor Statement	\$0.00				
SMS Messages ?	\$10.00	A Management Fee	PAY2		

This variable charge will be triggered by SMS messages (per 160 characters) sent to lot owners, tenants and committee members.

Charges for SMS messages sent to suppliers cannot be recovered unless they were sent from a Work Order record.

All SMS Charges will be recorded against the Contribution Schedule even if Split Fees is enabled for this building.

Save

Cancel

WAIVE A SMS CHARGE

- When sending a SMS message from the Lot, Committee Member or Work Order screens, you'll see an option called 'Exclude from Fee Schedules'.
- When this is ticked, the building will **not** be charged and it will **not** appear in the Fee Schedule run, invoices or income reporting.
- You'll only see the option to 'Exclude from Fee Schedules' when sending a SMS if the user permission under *Utilities>SMS>Exclude from Fee Schedules* has been **enabled**. Refer [User permissions](#) below.

Send Bulk SMS

Message will be sent to 2 recipients

Name	Mobile
RTS	772343578
RTS CM	071017578

Message*

Length: 0

Of Messages Per Recipient: 0

Estimated Cost Per Recipient: \$0.00

Total Estimated Cost: \$0.00

Exclude from Fee Schedules ☐

Send Bulk Message

Close

USER PERMISSIONS

Once the SMS feature has been enabled for your PropertyIQ, you'll see three (3) user permissions related to SMS.

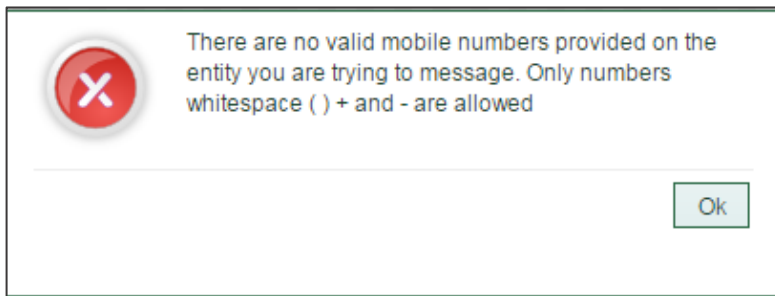
You'll need to enable and/or disable these permissions for your users and roles as required.

- **View:** Ability to view all SMS messages and SMS tabs throughout PropertyIQ – Lot card, Supplier card, Committee Member cards, Work order card, global SMS log under Utilities>SMS Messages.
- **Send SMS:** Ability to send SMS messages throughout PropertyIQ – File>Lots screen, Lot card, Building card>Committee accordion, Committee Member card, Supplier card, Work order card.
- **Exclude from Fee Schedules:** Ability to waive SMS charges when sending a SMS message. Refer [Waive a SMS Charge](#).

Billing				
Billing	<input checked="" type="checkbox"/>	Due Notices	<input checked="" type="checkbox"/>	Special Levies
Direct Debit	<input type="checkbox"/>	View Transactions	<input type="checkbox"/>	Process
Building Charges	<input type="checkbox"/>	Configure Charges	<input type="checkbox"/>	Reprocess
				<input checked="" type="checkbox"/> Fee Schedules
End of Period				
Reporting	<input checked="" type="checkbox"/>	Building	<input checked="" type="checkbox"/>	Lot
Other	<input checked="" type="checkbox"/>	Cash Book	<input checked="" type="checkbox"/>	BAS
			<input checked="" type="checkbox"/>	Income Tax Returns
			<input checked="" type="checkbox"/>	Building End of Year
Utilities				
Portal Control Panel	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Control Panel	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Run Tasks
Scheduled Tasks	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Edit
Audit Trail	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Run
Emailing	<input checked="" type="checkbox"/>	View All	<input checked="" type="checkbox"/>	View Emails For Entities
	<input checked="" type="checkbox"/>	Delete Incoming	<input checked="" type="checkbox"/>	Allocate Incoming Emails
Mailing Labels	<input checked="" type="checkbox"/>	Manage	<input checked="" type="checkbox"/>	Manage Formats
Motions Library	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Roles	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Users	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Settings	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Edit
Exports	<input checked="" type="checkbox"/>	Export Data	<input checked="" type="checkbox"/>	Assessors List
	<input checked="" type="checkbox"/>	Budget Reports	<input checked="" type="checkbox"/>	Building Data
SMS	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Send SMS
			<input type="checkbox"/>	Exclude from Fee Schedules
Alerts				
Building Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Lot Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Work Order Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Supplier Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Debtor Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add
Insurance Claim Alerts	<input checked="" type="checkbox"/>	View	<input checked="" type="checkbox"/>	Add

ERROR MESSAGES

If you don't have valid mobile numbers for an individual, you will see this message:



This message can indicate that there is no number in the mobile field or that the number recorded for your recipient has extra characters that aren't allowed.

If you see this message, you will need to go back to the lot, committee member or supplier card to correct the error, and then try again.