PropertyIQ™

Release Notes

August 2023

This release includes platform changes to:

- PropertyIQ
- PropertyIQ Portal

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INFO CERTIFICATES

1. **New merge fields –** Three (3) new merge fields are now available for Info Certificate templates for all States.
    - Total Units of Entitlement {{Total_UOE}}/{{Total_UOL}}
        - This will merge the **total** entitlements for the Contribution schedule, or the total for the selected schedule if generating for a single schedule.
        - For VIC buildings, the merge field will appear as {{Total_UOL}} and will merge total UOL instead of UOE.
    - Lot's Unit of Entitlement {{Lot_UOE}}/{{Lot_UOL}}
        - This will merge the **lot's** entitlements for the Contribution schedule, or the lot's entitlements for the selected schedule if generating for a single schedule.
        - For VIC buildings, the merge field will appear as {{Lot_UOL}} and will merge the lot's UOL instead of UOE.
    - Unit number {{Unit}}: This will merge the value in the 'Unit' field from the lot card.
    - Owner Name {{Owner_Name}}: This will merge the value in the 'Owner Name' field from the lot card.

What you need to do

You'll need to manually update your Certificate template to include these merge fields. This can be done by editing the email template under *File>Templates>Standard Templates screen*.

BUILDING REGISTERS

2. **New register for leases and licenses –** You can now record important information on common property leases and licenses using a new register located under *File>Buildings>Building card>Registers tab*.
    - New register
        - The new register is called 'Leases and Licenses' and is positioned below the existing Funding Proposals register.
        - You can manage register entries using the Active/Inactive filter, and Add and View buttons as you can with existing registers.
        - You can record the following information for each lease/license in the register; Active status by checkbox, Lot number, Lessee Name and Address (where not linked to a Lot), Commencement date, Expiry date, Term, Rent, Description, Sublessee Name and Address.
        - Lessee/Sublessee/Term fields have a character limit of 100, and Address/Description fields have a character limit of 800. None of the fields are mandatory, however at least one of the fields must be completed to save a new entry.

- Register report: Using the *Print Registers* button located under *File>Buildings>Building card>Registers tab*, you can print a PDF report for the register which will display all **active** entries.

NOTE: Further improvements are planned for the Leases and Licenses Register, to assist with disclosure and reporting when generating Certificates and Strata Roll.

DOCUMENT PRINTING (DOUBLE-SIDED)

3. **New setting for double sided printing –** You can now enable a new application setting to make double-sided printing more manageable for certain printing jobs that are manually handled. This does not impact delivery via BING and email.
    - New setting: The setting is called 'Enable double-sided printing' and is located under *Utilities>Settings>Application Settings screen*. It is disabled by default.
    - Setting applies to: Printing jobs for Due/Fee Notices, Special Notices, Utility Notices, Arrears/Final/Legal Notices, Meeting Notices and Minutes, Mail merge letters (Lots & Committee), Utility debtor invoices, and Debtor statements.
    - Behaviour: When the setting is enabled, the system will apply padding/breaks within the PDF file used for manual printing between each recipient's notice. This will ensure that the last page of one notice isn't printed on the first page of the next notice. When the setting is disabled, the system will behave as it currently does. This does not impact delivery via BING and email.

What you need to do

You'll need to enable the setting 'Enable double-sided printing' under *Utilities>Settings> Application Settings screen*.

GENERAL

4. **New validation on data fields used for payment file generation –** To avoid any errors when uploading payment files to Macquarie Business Online, validation has been implemented on several data fields in PIQ to avoid the use of non-standard characters.
    - Data fields with validation
        - **Bank account name**: Under *File>Bank Accounts*, when adding or editing details in the Name field.
        - **Bank Settings**: Under *Utilities>Settings>Bank Settings>Macquarie Bank*, when adding or editing details in the BPAY Biller Ref, APCA Number, or APCA Name fields.
        - **Supplier Payment details**: Under *File>Suppliers>Supplier card>Payment Details*, when adding or editing details in the Biller Code (BPAY), Account Title (Direct), or Lodgement Reference (Direct) fields.
        - **Supplier Transactions details**: When entering a new invoice under *Processing>Supplier Transactions* or editing an existing invoice under *Processing>Supplier Payments*, when adding or editing details in the CRN, Reference, Supplier Account Title, or Supplier BPAY Biller Code fields.
        - **Company Details**: Under *Utilities>Settings>Company Details*, when adding or editing details in the Remitter field.

- Accepted characters: The system will accept the standard character set (alpha-numerical & spaces) and any of the following characters: @ # $ % ^ & * ( ) _ - / \ : ; " ' , . ? + [ ]
- Validation error: When any non-standard character is used, you'll see an error message "One or more invalid special characters detected" and it will list the forbidden characters.

5. **BAS > Settings screen** – A change has been made so that only active schedules within active buildings appear in the BAS Settings screen.
6. **Arrears list export file –** Changes have been made to the CSV export file of the Arrears list report to ensure that the 'Last Notice' date and time is the same as what is shown on the PDF report and on the Lot card.
7. **Work orders > Email distribution** - An intermittent issue has been fixed where emailing a work order with an attachment would make the screen appear like it hadn't emailed, allowing the user to click the email button again, resulting in it being issued multiple times. Now, once the email button has been clicked, a processing icon will appear over the screen until the email has been successfully sent.
8. **Utilities>Outgoing emails log -** An issue has been fixed where emails with a subject line containing more than 255 characters were being successfully sent but not recorded in the system under Utilities>Emailing>Outgoing screen. This is not a retrospective fix so this will only fix the issue for emails sent after release.

SMS – NOTIFICATION

Important notification for users of PIQ SMS feature

Please be advised that from **27 June 2023**, network operators in Malaysia will block any SMS containing URLs or phone numbers. Any SMS message sent using PIQ SMS feature that falls into this category will not be delivered.

PROPERTYIQ PORTAL

PASSWORD MANAGEMENT

1. **'Show password' option on password field –** When entering a password during change password, forgotten password or new account registration, you'll now see a 'show password' option that will allow you to view the password you've entered. This change has been made to improve the user experience and help to avoid incorrectly typed passwords.
2. **Forgotten password process –** As part of the forgotten password process, you'll now be asked to confirm you're not a robot using CAPTCHA. This change has been made to improve security.