

HOW TO ACCESS IMPORTANT DOCUMENTS

The Documents section is where you can find all building-related documents like Levy Notices, AGM Minutes, Invoices etc.

1

How to: View Files

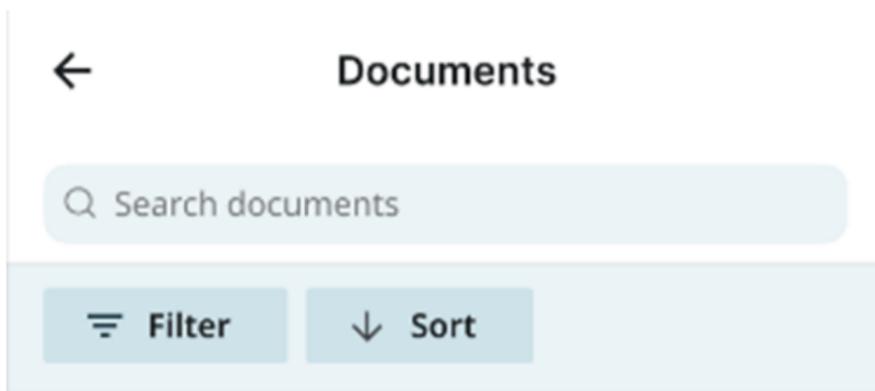
- Tap the 'More' icon at the bottom of the app and select 'Documents.'
- Choose a file to preview it.
- Tap 'Details' to see more information, like document type, lot number, tags, and who the document is shared with.



2

How to: Search for Documents

- Use the search bar to find documents by keyword.
- Filter results by document type, tags, or favourite documents.

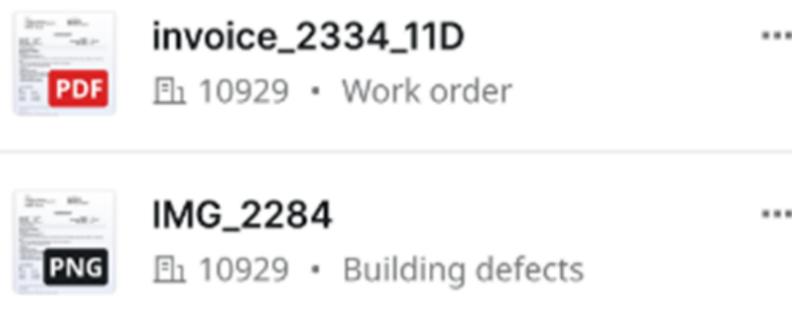


3

More Actions

Tap the three dots next to a document to:

- Share the document (save it or share it through other apps)
- Message users with a link to the document
- Add the document to your favourites for quick access.



For more detailed instructions, please refer to the 'Help' section on the Strata Connect Owners website.