

PowerStrata Resident's Guide

Power Strata Systems Inc. support@powerstrata.com

STRATA MANAGEMENT SOFTWARE

Additional Resources

Refer to the **PowerStrata Manuals** section of your Documents library for additional documentation.

To contact us:

- Send an email to support@powerstrata.com
- Send a Message to Technical Support (PowerStrata)

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quently Asked Questions

Welcome to PowerStrata

About This Document

PowerStrata is a web-based portal that allows strata property managers, strata councils, homeowners, and tenants to quickly and easily share or access important information and documentation.

You can configure your PowerStrata profile to automatically send you email notifications for strata updates, upcoming events, new messages, and more.

This document provides an overview on the following features of the PowerStrata system:

- The PowerStrata Dashboard
- Setting up your PowerStrata account
- Viewing and changing your profile and preferences
- Viewing and sending messages
- Discussions
- Strata documents
- Unit-specific information and documents
- Calendar of events
- Strata notes

IMPORTANT: Some of the features and screenshots in this document may not be available in your PowerStrata implementation. Your exact configuration is set up by your strata council or strata management company.

The PowerStrata Dashboard

PowerStrata Dashboard features

Your PowerStrata Dashboard consists of one or more of the following elements:



- **1** Sidebar: Navigate PowerStrata using the side menu panel.
- 2 Your strata.
- **3** Search: Use this to search for owners, tenants, service providers, or properties.
- 4 Profile: Click here to see your profile information and preferences, or log out.
- 5 Help: Use this to search or browse support articles.
- 6 Menu button: Open or close the Sidebar.
- 7 Messages: View your message inbox.
- 8 Contacts: Select a contact or group to begin composing a message.
- 9 Recent Documents: See the latest additions to the strata document library.
- **10** Requests and Notifications: Choose a template to begin composing a message.
- **11** Upcoming Events: Click to view information on upcoming strata events in the calendar.
- **12** Units in Arrears: Click to see all units in arrears.

Account Setup

How to set up your PowerStrata account

To use PowerStrata you will need to set up your user profile.

Use the email invitation from your strata management company or strata council to set up your account. If you haven't received an invitation, please contact your strata management company or strata council.

To set up your PowerStrata account:

1. In the email body, click on the invitation link. This will open a form in your web browser.

Invitation	
	Unit #16, Lynn Court
Dear Henry McDonald,	
Lynn Court uses PowerStrata - a highly secure web portal - which fac homeowners, the strata council, and the property management team shop to view upcoming events in your strata and view important docu minutes of meetings and the strata insurance policy - and more. You are invited to join the Lynn Court web portal and choose to recei strata via email or receive paper copies, or both. Please click <u>here</u> to register.	. The web portal is your one-stop uments including the bylaws,

- 2. In the form, enter a unique username and password.
- 3. Review the Terms of Use and check the checkbox.
- 4. Click **Register**.

egistration	Required fiel				
Register Cancel					
t you are aiready a registere	d user, you can log in by visiting <u>https://ams.powerstrata.com</u>				
Invitation					
nvitation Code	5W36S5J3U0RAVR49				
Email	someone@somewhere.com				
Isername	one ward, ajpha numeric				
Username	one word, alpha numeric				
Password	case sensitive, minimum 8 characters				
Repeat Password					
	I have read and agree to the <u>Terms of Use</u>				
	4 IMPORTANT NOTICE				
	By registering with this online web portal, you consent to receive notices, records and documents via email as set out in <u>Section Bi(1)(b)(vii</u>) of the Strata Property Act.				
	You can request to receive notices by mail in addition to ar instead of email after completing your registration.				
	Register S Cancel				

Once you've registered you will receive a confirmation email confirming that your profile has been successfully created:

Registration Confirmation	
	Unit #16, Lynn Court
Dear Henry McDonald,	
Congratulations! Your registration on PowerStrata web port please follow these steps:	al is now completed. To access your account,
 Using your web browser, visit <u>https://pms.powerstra</u> Enter your username (henrymacdonald) Enter your password (If you ever forget your passw Login page, or by clicking <u>here</u>.) 	
Press "Login" button	
For more information on how to use PowerStrata web porta Guide" from <u>here</u> .	l, you can download a copy of our "Resident's

You can now access PowerStrata from any web browser by going to <u>https://pms.powerstrata.com</u> and entering your username and password.

Profile and Preferences

How to manage your profile

You can access your profile settings using the top navigation bar. To open your profile:

1. Click on your name at the top right corner of the page. A menu will appear on screen.



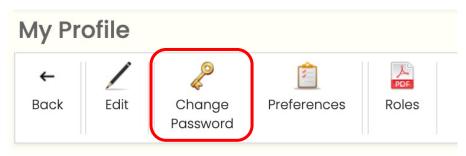
2. In the menu, click **My Profile**.

e 💄 Taylor	Smith	*
	🏅 My Profile	
e	Preferences	
ןג כ	Logout	

This will take you to **My Profile**. Here, you can edit your name and contact information, update your password, and edit your account preferences.

Changing your Password

To update your password:



- 1. Inside **My Profile**, click **Change Password**. You will be taken to a **Change Password** page.
- 2. In the Current Password field, type your current password.
- 3. In the **New Password** fields, enter the new password.
- 4. Click Save.

Updating your Preferences

In My Profile, click Preferences to:

- Synchronize the strata calendar to an external application such as iCalendar or Google Calendar. See <u>How do I share my strata events with other calendars and devices?</u> in this document for more information.
- Select which strata calendar events will be synchronized externally.
- Choose if you will be automatically bcc'd on your outgoing Messages.

And more.

Editing your Profile

Click Edit to:

- Update your contact information.
- Manage automatic forwarding of PowerStrata messages to an external email address.

IMPORTANT: By default, the email address used to create your PowerStrata account is the Primary Email field in your profile.

Contact Information			
Home Phone	778-555-5555	Ext:	
Cell Phone	778-555-5555		
Business Phone		Ext:	
Fax			
Primary Email	example@email.c	om	
Secondary Email			
Do Not Send Me Emails			

Once your account has been created you can change the Primary email address at any time. You can also add a Secondary email to your profile.

Do Not Send Me Emails is unchecked by default. This means that any strata correspondence will be automatically forwarded to the email address(es) in your profile. To ensure that you receive timely notification of important strata notices and updates, PowerStrata recommends that you keep this box unchecked.

If you need to reset your PowerStrata password or recover your username, you must use the Primary email address; you cannot perform these functions with the Secondary email address.

Messages

How to view your messages

You can view the messages you have received in your inbox. The number of unread messages in your inbox is shown next to the **Inbox** button. To view your messages:

1. In the Sidebar, click Inbox.



You will be taken to your inbox. To view other sections of your messages:

- 1. Inside the Sidebar, open the **Messages** dropdown.
- 2. Click on any of the menu items to go to that section.

Compose Message	Inbox					
inbox 2 Messages	Compose Message All All All Read					
Sent	Applied Filters:	Clear All Change				
Deleted	No filter is applied.					
Drafts						
Autoresponder	Taylor Smith Move-in notification	2022-03-05 3:51 PM				
🤦 Discussions		10				
	Taylor Smith	2022-03-05 3:50 PM				
Lynn Court	Maintenance notification	3.50 PM				
Units						

Message sections may include:

Name	Description
Sent	A list of all PowerStrata messages you have sent.
Deleted	A list of all PowerStrata messages you have flagged for removal.
Drafts	A list of saved messages that have been composed but not yet sent.
Autoresponder	Use the autoresponder to reply to incoming messages automatically.

Using an external email application with PowerStrata Messages

By default, PowerStrata will automatically forward any received messages to the external email addresses in your profile.

If you reply to a forwarded message using your external email application, the reply will also appear in your Sent messages in PowerStrata.

If you do not want PowerStrata to forward messages to your external email:

- 1. Navigate to **My Profile.**
- 2. Click Edit.
- 3. Under Contact Information, check Do Not Send Me Emails.

Contact Information			
Home Phone	778-555-5555	Ext:	
Cell Phone	778-555-5555		
Business Phone		Ext:	
Fax			
Primary Email	example@email.com		
Secondary Email			
🗌 Do Not Send Me Emails			

See the <u>How do I manage my profile?</u> section of this document for more information on editing your profile.

How to organize your messages

Messages can be organized in a number of ways:

- Filter by folder name, read status, or account.
- Mark selected messages as read or unread.
- Move selected messages to customizable folders.
- Delete selected messages from the Inbox.
- Tag messages with one or more searchable keywords.

Filtering Messages

You can filter messages in the inbox or sent folder. To filter messages:

1. To the right of the **Applied Filters** heading, click **Change**. This will open the filter menu.

Applied Filters:	lear All	Change	
No filter is applied.			ĺ

2. Fill out the desired fields in the filter menu.

Modify Filters:	
Search	×
Folder	Inbox ~
Read/Unread	All ~
Flag	All ~
Attachments	All
	Apply Close

3. Click **Apply**.

Your filters will be applied to the list of messages.

Filters include:

Filter Option	Description
Search	Search for names, subjects, or message text.
Folder	Displays messages in the selected folder. Combined (Show All) displays all messages, regardless of folder.
Read/Unread	Displays all, read, or unread messages.
Flag	Select flagged, completed, or not flagged.
Attachments	Filter for messages with or without attachments.

Organizing Messages

To organize messages:

- 1. Select one or more messages using the check box associated with each message.
- 2. Click one of the organization buttons above the list of messages.

												box
					Delete	Download	Move to Folder	Mark as Unread	Mark as Read	Clear All	Select All	Compose Message
ar All Char	Clear All										blied.	plied Filters: No filter is app
22-02-10 11:12 PM											r Smith	
22-02-10 11:05 PM	2022-02									tification	n <u>g notes</u> r Smith enance no	
022-01-10 9:56 PM											<u>lanager</u>	Bob N
20	2									quest	<mark>lanager</mark> enance Re	

The organization action will be applied to the selected messages.

Organization actions include:

Button Name	Description
Mark as Read	Marks selected message(s) as read.
Mark as Unread	Marks selected message(s) as unread.
Move to Folder	Moves selected message(s) to a selected folder; messages in folders are not shown in the primary Inbox view.
	HINT: To move a message to an existing folder, type the folder's name or press the arrow-down key to display all existing folders. Typing a new folder name will create the folder and move the selected messages to the new folder.
Download	Generates a PDF file of the selected message(s). If multiple messages are selected, clicking Download will generate a single PDF file containing all selected messages.
Delete	Moves selected message(s) to the Deleted tab.
	IMPORTANT: Deleting messages from the Deleted tab will permanently remove them from your profile. Deleted messages cannot be restored.

Deleting & Renaming Folders

Message folders cannot be renamed. Instead of renaming a folder, move all messages to a new folder with the new name. Any folder that contains zero messages will be removed automatically.

To move messages to a new folder:

1. Using the **Modify Filters** menu, navigate to the folder you want to rename.

Modify Filters:		
Search	>	×
Folder	Maintenance ~	
Read/Unread	All	
Flag	All	
Attachments	All	
	Apply Close	

- 2. Click Select All to select all messages in the folder.
- 3. Click Move to Folder.
- 4. Type the name of the new folder.
- 5. Click Move.

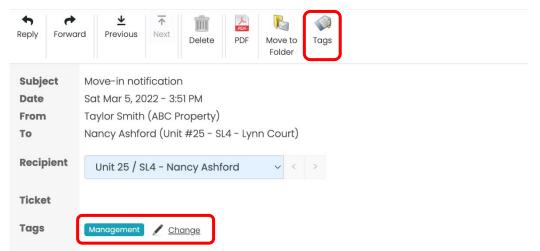
All messages will be moved to the new folder. The old folder will be removed automatically.

Tagging Messages

Use tags to help categorize your messages. Tags are customizable, searchable keywords or phrases. Some messages may be automatically tagged depending on the sender or recipient.

To tag a message:

- 1. Click on a message to open it.
- 2. Inside the message, click **Change** next to the **Tags** field, or click **Tags** in the top menu.



In the dialog box that opens, type a new tag or use the down arrow key to browse existing tags.
 Press the enter key on your keyboard or click the + button to add each tag.

Tags	*
× Management	
Please enter or look up tag	gs:+
Upde	ate Message Tags Cancel

- 4. Repeat step 3 to add additional tags. Click the **X** icon ⁽²⁾ to remove a tag if needed.
- 5. Click **Update Message Tags**.

The message tags will be updated.

How to search for messages

You can search your messages by applying filters. Your search terms will apply to message subjects, message body text, senders, recipients, and tags.

To search your messages:

1. To the right of the **Applied Filters** heading, click **Change**. This will open the filter menu.

Applied Filters:	Clear All	Change
No filter is applied.		

2. In the **Search** field, type your search terms.

Search	Maintenanc	e		×
Folder	Inbox		~	
Read/Unread	All	~		
Flag	All	~		
Attachments	All		~	
	Apply Clo	ose		

IMPORTANT: You can only search messages in the currently displayed folder. To search your entire mailbox, including all folders, select **Combined (Show All)** from the **Folder** dropdown menu.

3. Click Apply.

The message list will show your search results. The search terms will be highlighted.

oplied Filters:	Clear All Change
Search X	
Maintenance	
Taylor Smith	2022-02-10
Maintenance notification	11:05 PM
	10
Bob Manager Maintenance Request	2022-01-10 9:56 PM
Maintendrice Request	0.00 1 M

How to print messages

You can print important messages by saving them in a printer-friendly PDF format. There are two ways to create PDFs: from an individual message, and from a message folder.

Creating a PDF of an individual message

- 1. Open the message you want to print.
- 2. Inside the message, click **PDF**.

Reply	Forwar	nd Previous	⊼ Next	Delete	PDF	Move to Folder	W Tags	
Subje	ct	Move-in not	ificatior	٦				
Date		Sat Mar 5, 20)22 - 3:5	51 PM				
From		Taylor Smith	(ABC P	roperty)				
То		Nancy Ashfo	ord (Uni	t #25 - S	L4 - Lyni	n Court)		

Your browser will download a PDF copy of the message.

Creating a PDF of multiple messages in a folder

1. In the list of messages, select one or more messages using the check boxes.

Image: Wark as Read Image: Wark as Mark as Unread Image: Wark as Move to Folder Image: Wark as Delete	
lied Filters:	Clear All Change
o filter is applied.	
Taylor Smith Meeting notes	2022-02-10 11:12 PM
Taylor Smith	2022-02-10
Maintenance notification	11:05 PM
Bob Manager	2022-01-10
Maintenance Request	9:56 PM

2. Click Download.

Your browser will download a PDF copy of the messages. If multiple messages are selected, a single PDF file containing all selected messages will be created.

How to create a new message

Create new messages from the **Compose** tab.

To compose a new message:

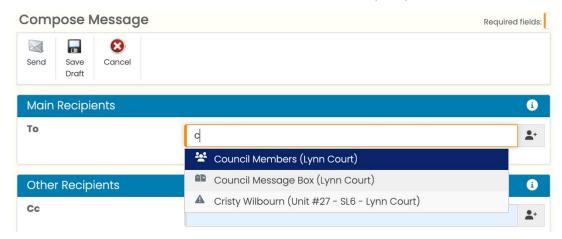
1. In the Sidebar, click **Compose Message**.



- 2. Choose your message recipients.
- 3. If applicable, select file(s) to attach to your message.
- 4. If applicable, select a message template.
- 5. Type your message.
- 6. Click one of the delivery buttons at the bottom of the message screen.

Choosing Message Recipients

Under **Main Recipients**, type a recipient's name, role, unit number, strata lot number, or group name into the search field to search the accounts that are available for your profile.



IMPORTANT: You cannot send messages to an email address. Entering an email address into one of the recipient fields will result in an error.

Uploading Message Attachments

To attach a file to your message:

 Under Attachments, drag a file to the drag & drop box or click Upload New File to select a file from your computer, OR click Choose From Library to select a file from your PowerStrata Documents library (see the <u>STRATA DOCUMENTS</u> section of this document for more information).

Subject										
Attachment Max. 20 files	s (0 KB)			Drag & Dr Here to U		OR	Upload	d New Fi	le OR	Choose From Library
Message Ed	it Table T	emplate								
wiessage Lu										
	BI	⊻ S ≣	F a	= =	iΞ ~	i= ~		77	5 0	8 8

Using Message Templates

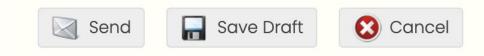
Your council or strata manager may give you access to message templates. If a template is available:

1. Select a template from the **Template** dropdown menu above the message body:

subject					
Attachments (0 KB) Max. 20 files	Drag & Drop Files Here to Upload	OR	Upload New F	ile OR	Choose From Library
lessage Edit Table	Template				
2 🗈 🕓 🖪 I	AGM Notice		፸ ፸ "	€ ∂	8 B.
A 🗸 🖍 🖍 sans-:	Lynn Court AGM Signature Welcome Letter	-			

Message Delivery Options

You can choose to send a message immediately, cancel it, or save it for later. Message delivery buttons can be found at the top left corner of the page, or directly below the message body.



- Send will send the message immediately.
- Save Draft will save a copy of the message to your Drafts list.
- **Cancel** will discard the message and return you to your inbox.

Discussions

How to view discussions

PowerStrata's **Discussions** feature is a forum where residents, council members, and strata management can hold informal conversations.

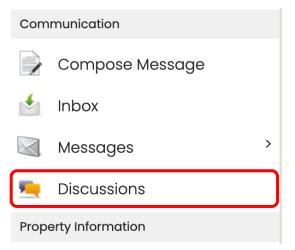
Discussions are organized into rooms and topics:

- Discussion rooms are folders containing one or more related topics.
- Topics are where conversations take place. Each topic may contain one or more posts.
- Posts in a topic are displayed in reverse-chronological order.

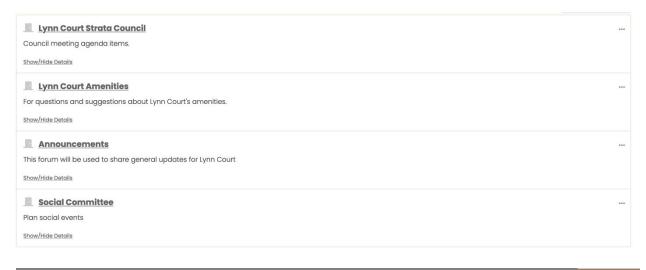
Rooms and topics that contain unread posts will display a coloured discussion icon 🔼.

To see discussions:

1. In the Sidebar, click **Discussions**.



You will be taken to a list of discussion rooms.



To view a discussion topic:

- 1. While inside **Discussions**, click on a room title. You will be taken to the list of topics in that room.
- 2. Click on a topic to see the discussion posts.

Lynn Court Amenities/Recreation Room			
+			PDF
Back	Post New Message	Goto Room	Download Script

When inside a topic, the page header will show what room and topic you are viewing.

Finding a Discussion Topic

You can use the **Search** function to look for a discussion topic and/or text within a discussion post. To search for a topic:

- 1. Navigate to the **Discussions** page.
- 2. In the search bar, type your search terms.

Discussion Rooms		
Add Discussion Room		
Search:	×	Q

3. Click the magnifying glass, or press the **Enter** key on your keyboard.

The list of results will be displayed below the search bar. Your search terms will be highlighted.

Subscribing to Discussions Rooms

You can configure discussions to send you notifications via email whenever a discussion room or topic is updated.

To subscribe to notifications for a discussion:

- 1. Navigate to the discussion room or topic.
- 2. Click the three-dot menu *** on the discussion room or topic title.

Lynn Court Amenities	
For questions and suggestions about Lynn Court's amenities.	🔎 View
Show/Hide Details	Email Preferences
Lynn Court Strata Council	🖉 Edit
Council meeting agenda items.	Delete
Show/Hide Details	

3. In the dropdown menu, click **Email Preferences**. A menu will appear.

Not	ification Preference *				
My Notification Preference for "Lynn Court Amenities"					
\oslash	O Do not send me notification emails for these topics.				
C	Send me only one notification email for each topic at the end of each day.				
*	Send me a notification email immediately when a new message is posted on these topics.				
1	Update all existing topics in this discussion room.				
	Update Cancel				

4. Select a notification frequency.

IMPORTANT: If **Update all existing topics in this discussion room** is not selected, the notification preference you choose will only apply to topics created in the future. To update your preference for all current topics in the room, check **Update all existing topics in this discussion room**.

5. Click **Update**.

You will now receive email notifications according to the preference you chose.

How to create a discussion room

IMPORTANT: Discussion rooms can only be created by certain users. Contact your strata council or management company if you have an idea for a new discussion room.

If you have permissions to create a discussion room, to create a new one:

- 1. Navigate to the **Discussions** page.
- 2. Click Add Discussion Room.

Discussion Rooms



- 3. In the page that opens, add a room name, choose participants, and choose a default notification setting.
- 4. Click Save.

The discussion room will now appear in the list of rooms.

How to create a discussion topic

IMPORTANT: Depending on your PowerStrata implementation, you may not have the ability to create new discussion topics. Contact your strata council or management company if you have an idea for a new topic.

To create a new topic:

- 1. Navigate to the discussion room where you want to create a topic.
- 2. Click New Topic.

Discussion Room: Lynn Court Amenities



- 3. In the page that opens, choose a topic name, status, description, participants setting, and default notification setting.
- 4. Click Save.

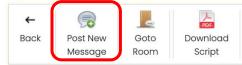
The topic will now appear in the discussion room.

How to post in a discussion

To add a post to a discussion:

- 1. Navigate to the desired discussion room.
- 2. Open the topic you want to post in.
- 3. Click Post New Message.

Lynn Court Amenities/Recreation Room



- 4. Enter your text in the message field.
- 5. Click Post.

How to edit a discussion topic

You can edit or delete topics that you have created.

Editing Discussion Topics

To edit a discussion topic:

- 1. Navigate to the topic in question.
- 2. Click Edit Topic.

Lynn Court Amenities/Recreation Room

- 3. Modify the topic subject, status, description, or settings.
- 4. Click Save.

Uploading Files

To upload a file to a discussion topic:

- 1. Navigate to the topic.
- 2. Under Documents, click Upload New File.

Documents				
This topic has no documents.				
Drag & Drop Files Here to Upload OR				
Upload New File OR				
Choose From Library				

- 3. In the uploader that opens, choose a file and add a description if desired.
- 4. Click Save.

The file will now be available in the topic under **Documents**.

Deleting Discussion Topics

IMPORTANT: Deleting a topic will permanently remove all discussion posts and any files uploaded to the topic.

To delete a topic:

- 1. Navigate to the topic in question.
- 2. Click Delete Topic.

Lynn Court Amenities/Recreation Room



3. In the pop-up confirmation box that appears, click **Delete**.

The topic, as well as all posts and documents inside it, will be deleted.

Deleting Discussion Posts

A discussion post cannot be edited once you have submitted it. It can only be deleted. To delete a post:

- 1. Navigate to the topic.
- 2. In the post you want to remove, click the trashcan icon $\overline{\mathbb{II}}$.

Feb 14, 2022 - 11:03 PM		Ē
Taylor Smith Property Manager	Thank you to all residents for your patience.	

3. In the confirmation pop-up, click **Delete**.

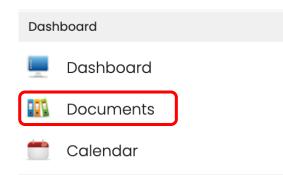
The post will be deleted.

Strata Documents

How to view your strata documents library

Your strata may maintain a library of documents with information about bylaws, reports, and more. You can view the documents as a list, or in folders. The list view is selected by default. To see your strata documents:

1. In the Sidebar, click **Documents**.



You will be taken to a list of document categories. Open a category to see the files inside.

To see the documents categorized in folders:

1. Click Folder View.

Docum	nents		
Folder View			

You will be taken to a list of document folders. Click a folder to see the documents it contains.

🖡 <u>Bylaws</u>	
1 Depreciation Reports	
🖡 <u>Meeting Minutes & Notices</u>	
🖡 PowerStrata Manuals	
I Projects	
📔 <u>Strata Plan</u>	

IMPORTANT: Documents that are unit-specific are located in the **Units** tab. See <u>How do I view unit-specific documents?</u> in this document for more information.

How to search for a strata document

Instead of browsing through categories, you can use the search bar to find a document.

Please note that document contents are not searchable. You can search for descriptions, filenames, categories, or subcategories.

To search for a document:

- 1. Navigate to **Documents**.
- 2. Type your search terms in the search bar.
- 3. Press Enter on your keyboard.

Your search results will appear below the search bar.

Search:		
	×	Q
Applied Filters: Clear All Default	Cha	nge
Archive X		
Unarchived		
🚳 Expand All 🛛 😭 C	Collapse	ə All
> Bylaws	\$	+
> Contracts	\$	+
> Depreciation Reports	\$	+
Engineering Reports	\$	+
	\$	+
> Invoices	\$	+
> Lists	\$	+
>	\$	+
Miscellaneous	\$	+
> DewerStrata Manuals	\$	+
>		
> 🖸 Strata Plan	\$	+

Unit Information

How to find information about your unit

You can see information about your unit inside PowerStrata. Your unit profile contains information unique to your unit and PowerStrata implementation, and may contain one or more of the following:

- General information, like buzzer number, unit-specific contact information, etc.
- Legal information, like unit entitlement, number of votes, strata fees, owner contact information, etc.
- Financial transaction history.
- Unit-specific documents, like alteration requests, pet registration forms, locker rental agreements, etc.

To view your unit profile:

1. In the Sidebar, click **Units**. This will take you to a list of your units.



2. Find a unit in the list and click on the unit number.

<u>#15</u> sl 24	Strata Fee: Unit Ent.:		Rented: Form K:	Parking: Storage:	
Lynn Court	Votes:	1	Buzzer:		

You will be taken to a page containing unit information.

How to view unit-specific documents

Unit-specific documents, like documents about alteration requests, owner correspondence, and bylaw enforcement, are available in the **Units** tab. These documents are private and are not available in the main document library.

You can only view documents related to your unit. You cannot view another unit's documents unless you have been granted access.

To view unit-specific documents:

- 1. In the Sidebar, click Units.
- 2. Click your unit number.
- 3. Click Unit Docs.

Unit #2	25 (SL-	-4)				
Unit Ledger	Unit Docs	Unit	Jnit Info ckets Sheet			
Lookup:						
Unit #						
Lot #						
Unit						
Block			Lynn Court			
Unit			25			
Lot			4			
PID			N/А			

You will be taken to a list of documents.

How to update your unit profile

You can update your emergency information in your unit profile.

Other fields in your unit profile cannot be edited. Contact your strata council or property manager if you find any incorrect information.

To update your emergency contact information:

- 1. Navigate to your Unit profile.
- 2. Under **Current Ownership** or **Current Tenancy**, click the three-dot menu in the top right corner.

Current Ownership <i>(since Jun 1, 2013)</i>							
Nancy Ashford		 Z Edit Emerg. Info					
Role	Owner	Edit Emerg. Into					
Primary Phone Secondary Phone	<u>(604) 474-2376</u> (604) 669-4232						
Emergency Information							
Emergency Notes	N/A						

- 3. Select **Edit Emerg. Info** from the dropdown menu.
- 4. In the **Emergency Contact** form, update your information as needed.
- 5. Click Save.

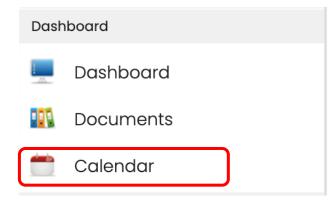
Your emergency information will be updated.

Calendar

How to view the strata calendar of events

Strata events will appear on the **Calendar** page. To see the calendar:

1. In the Sidebar, click **Calendar**.



You will be taken to a calendar showing the current month:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 Year-End ♠ Lynn Court Year-End ♠ Lynn Court	1	2	3	<u>4</u>	<u>5</u>
<u>6</u>	Ζ	<u>8</u>	8	10	n	<u>12</u>
13	14	15	<u>16</u>	12	18	<u>19</u>
<u>20</u>	21 Family Day	22	23	24	<u>25</u>	<u>26</u>
27	28	1	2	3	4	5

Click on an event to view additional details.

Contact your strata council or property manager if you would like to view or receive notification of additional events, or if you would like to add a new event to the calendar.

How to share your strata events with other calendars and devices

You can share your PowerStrata calendar to external applications, such as Microsoft Outlook or Google Calendar.

The strata calendar URL (webcal) is located in your profile. See the <u>Updating Your Preferences</u> topic of this document for more information.

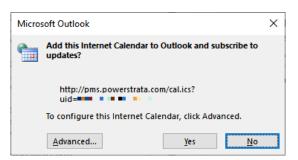
To import your PowerStrata calendar to another calendar application:

Microsoft Outlook

- 1. Click on your name in the top navigation bar.
- 2. In the menu that opens, click **Preferences**.
- 3. Under **Calendar**, click on the Subscription URL link.

Calendar	
Calendar Subse	cription URL
Subscription URL	webcal://pms.powerstrata.com/cal.ics?uid=b010f187d593b912

- 4. If your browser asks for a confirmation, click to confirm.
- 5. Select Outlook from the list of applications
- 6. Click **OK** to confirm. A pop-up box will appear in Outlook.
- 7. Click Yes to add the PowerStrata calendar to your account



Google Calendar

- 1. Click on your name in the top navigation bar.
- 2. Click **Preferences** in the menu.
- 3. Under **Calendar**, click on the Subscription URL. Google Calendar should open in your browser. If it doesn't, copy the link into your browser.
- 4. An Add calendar pop-up will appear. Click Add.

Add calendar		
webcal://pms.powerstrata.com/cal.ics? uid=b010f187d593b998989089089898		
	Cancel	Add

PowerStrata events will now be visible in your Google Calendar.

IMPORTANT: Google Calendar fetches the list of events from subscribed calendars once or twice a day. You cannot force Google Calendar to manually re-synchronize with a subscribed calendar. As a result, changes made to the strata calendar in PowerStrata may not be immediately visible in Google Calendar.

iOS

- 1. From a mobile browser, go to <u>pms.powerstrata.com</u> and provide your login credentials.
- 2. Tap **My Profile** in the dashboard header next to your name.
- 3. Tap Settings.
- 4. Under **Calendar**, tap on the Subscription URL link.
- 5. When asked "Subscribe to the calendar PowerStrata?", tap **Subscribe**.

Android

Android mobile devices are linked to a Google account. To add the PowerStrata calendar to Google Calendar you will need to add it to your Google Account from a computer.

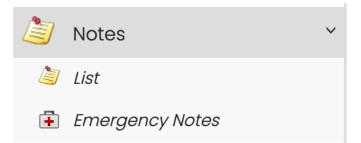
See the Google Calendar section of this document for instructions.

Notes

How to view strata notes

The **Notes** page may have information about amenities, garbage pickup, and more. To see your strata notes:

- 1. In the Sidebar, click **Notes**. This will open a dropdown menu.
- 2. In the dropdown menu, click List.



You will be taken to a list of note categories. Expand the categories to see individual notes.

	🔄 Expand All	Collapse All
> Amenities		
Garbage/Recycle		
Pickup Schedule		24
Garbage: Tuesdays and Fridays, 8:00 - 10:00 am.		
Organics: Mondays, 8:00 - 10:00 am.		
Recycle: Friday mornings.		
Public Notes		
Christmas Party Notice		24
Hose Bibs		£

Strata and Management Information

How to view your property information

Your property information may include details like the property's address, the number of units, owners and tenants, storage lockers, restrictions, and more. To find information about your strata:

1. In the Sidebar, click on the property name.



You will be taken to a page with more details about the property.

How to view property manager information

If your strata is managed by a company, you can find its details in PowerStrata. To find information about your management company:

1. In the Sidebar, click on the name of the management company.



You will be taken to a page with more details about the management company.

FAQ

Frequently Asked Questions

Q. I forgot my password, how do I reset it?

A. To reset your password:

- 1. Go to <u>https://pms.powerstrata.com</u> and click **Forgot your password?** on the login page.
- 2. Enter your username and the email address used to create your profile.
- 3. Click Reset.

You will receive an email containing a new password. If you do not receive the email, check your spam folder and make sure that the domain "pms.powerstrata.com" is whitelisted in your email client.

It is highly recommended that you change to a new password as soon as possible.

Q. I forgot my username, how do I get it back?

A. Perform the following steps to recover your username:

- 1. Go to <u>https://pms.powerstrata.com</u> and click **Forgot your username?** on the login page.
- 2. Enter your Primary Email address. This should be the same as the email address that was used to create your profile.
- 3. Click **Submit Request**.

You will receive an email containing your username. If you do not receive the email, check your spam folder and make sure that the domain "pms.powerstrata.com" is whitelisted in your email client.

Q. The strata calendar is no longer synchronized with my external calendar. What happened?

A. Updating your password will change the subscription URL for your profile. Go to your PowerStrata profile settings to find the new subscription link.

Refer to <u>How do I share my strata events with other calendars and devices?</u> in this document to re-share the strata calendar to your external calendar.

Q. Can I subscribe to receive notifications when a document gets added to the library, such as council meeting minutes?

A. Due to the large number of documents that may be uploaded in bulk (e.g. transferring prior-period documents) as well as uploading of draft documents, a document subscription model is not supported at this time.

The strata council can send notifications for meeting minutes. In addition, a list of Recent Documents is provided on the PowerStrata dashboard:

Rece	Recent Documents					
PDF	Requests and Notifications					
DOC	Polls					
PDF	<u>Test doc</u>					
PDF	<u>Strata Council Meeting Minutes</u> (Jan 2021)					
PDF	<u>Strata Council Meeting Minutes</u> (Nov 2020)					
	See all					

Q. Can I create a link to a file in my library?

A. Yes. Every document added to your library gets a unique URL. Right-click on any document description and select **Copy Link Address** (the exact wording will vary depending on your browser) to copy the URL to your computer's clipboard.

You will still need to log in to PowerStrata to access a document via its URL.