

STRATA IQ ACADEMY



POCKET

USER GUIDE

Quick help. Practical tools. Short learning.
Ready when the moment calls for it.

Your practical companion

Pocket brings together quick guidance, meeting support, useful calculations, legislation references, short learning, video, audio coaching and practice. It works with your STRATA IQ Academy membership and is designed for phones, tablets and computers.

Use this guide in two ways

Read the first four pages for a fast start. Keep the later pages for meeting workflows, offline use, safety and troubleshooting.

Open Pocket: strataiqacademy.com.au/member/pocket

1. Start here

Set Pocket up once, then return from the icon on your phone.

1	Open Pocket Use Safari on iPhone or Chrome on Android.	2	Sign in Use your existing Academy email and password.
3	Add the icon Choose Add to Home Screen or Install.	4	Check your name Signed in means member access and saving are connected.

Add the phone icon

- iPhone: tap Share, then Add to Home Screen, then Add.
- Android: open the Chrome menu, then choose Install or Add to Home screen.
- If Pocket opens inside another app, choose Open in browser first.

Home and Back

The red house always returns to the main Pocket screen. Back returns to the screen you just used. These controls stay available as you move through menus.

Your account

Open Account to check your membership, manage Academy access, set up offline reading, find this guide and share feedback. Pocket uses the same Academy account - there is no second membership.

2. Choose the right front button

Search sits under your name. The most useful actions come first; Saved, Home and Account stay at the bottom.

Quick help

Answer a practical question and see what to check next.

Meeting mode

Use larger text, check authority and plan the work after the meeting.

My Day

Keep personal appointments, notes and follow-ups in your Academy account.

Tools

Start with fast access, including Site Walk-Through, or search by task.

Find legislation

Search a reference and open current official NSW legislation.

Learn

Read short lessons, Quick Reads, guides and course pathways.

Listen

Play short coaching support from Silvestro.

What's new

Check current Academy notices and NSW strata changes.

Practise

Rehearse conversations, use HEAR and practise with a team.

Watch

Choose a practical video from a focused Pocket list.

Not sure where to start?

Use Quick help for the question in front of you, Tools for a calculation or site visit, and Learn when you have a few spare minutes. Account has What's in Pocket, a complete browsable catalogue.

3. Find help and trustworthy sources

Pocket gives you a short starting point, then lets you open the detail or source when needed.

Quick help

- Choose the topic, such as meetings, repairs, renovations or money.
- Choose the entity: owners corporation, association or BMC.
- Read What you need to know, What to check and Next step.
- Open the source or save the item if it may be useful again.

Find legislation

- Search in plain English, or use a familiar term such as quorum, proxy or access.
- Check the Act or regulation reference and review date.
- Open the official NSW legislation link before relying on the wording.

Official links

Quick help also links to NSW legislation, NSW Government strata guidance, Service NSW and Strata Hub. External services may need their own account. Your Academy sign-in is not shared with them.

Important

Pocket supports practical thinking. It is not legal advice. Check current law, scheme records, resolutions, delegated authority and appropriate professional advice before acting.

A good five-minute journey

- Search for the topic.
- Read the short answer first.
- Open the checks and source.
- Save the item or capture the next action.

4. Use tools and the Manager Calculator Desk

Calculators turn known information into a clear provisional result, with assumptions and checks shown beside it.

Area	Available checks
Meetings	Meeting notice, quorum and proxy, meeting result, follow-through
Money and planning	Special levy, levy notice, budget health, capital works, management fee
Decisions and business	Quote comparison, deadline planner
Committee training	Appointment deadline, reminder, completion and evidence

How to use a calculator

- Open Tools. Fast access appears above the job groups; Site Walk-Through is near the top.
- For calculations, open Manager Calculator Desk.
- Choose the calculator and enter the known information.
- Read the result together with its assumptions, checks and source note.
- Correct any missing or uncertain input before using the result.
- Use Copy calculation or Save as PDF when you need a record.

Use a neutral reference

For calculator records, use a scheme number or neutral file reference. Do not enter owner names, private lot addresses, passwords or confidential documents into tool notes.

More checks in Tools

For meeting notices, enter the proposed meeting date and type. For special levy notices, check the approved contribution, purpose, written notice date and approved payment date. A claimed emergency building repair also needs a serious and imminent safety threat, supporting evidence and a manager or LIC review before using the shorter period. For committee training, enter the appointment date and evidence position; the checker shows the due date, reminder and next step. Check current NSW guidance before acting.

Site Walk-Through

Start a visit with the scheme reference, site name and date. Take a photo, choose the location and use your phone keyboard microphone to dictate a short observation. Check the dictated words, choose a proposed next action and priority, then review the draft site report. Correct a note before you mark the report reviewed and print or save it as a PDF for the normal scheme file. Refresh the offline pack before leaving a connection. If reception drops, save the visit on this phone and deliberately upload it when reconnected. Until uploaded, it has no office backup. Mark photos before saving if details need circling or covering. Give actions a responsible person, target date and status, then check the site details, observation order and photos on the report review screen. File the reviewed PDF in the scheme records. Urgent risks still need immediate action through the normal process.

5. Use Pocket around a meeting

Use the same simple sequence before, during and after the meeting.

BEFORE	DURING	AFTER
1. Open Meeting mode. 2. Check the notice date or preparation list. 3. Save the rule or prompt you may need.	1. Use Quick help or Find legislation. 2. Check who has authority. 3. Use calm conversation prompts.	1. Open Meeting Follow-Through. 2. Check the outcome and authority. 3. Assign each task, owner and date.

Useful meeting shortcuts

- Calculate the notice date for an IGM, First AGM, AGM, EGM or strata committee meeting.
- Check quorum, proxy limits and a provisional voting result.
- Use Who can approve this? before committing the scheme.
- Open Find the words when a calm response will help.

Meeting Follow-Through: after the meeting

- Choose the entity, then enter a neutral scheme reference, meeting type and date.
- Record whether each matter was carried, lost, deferred or needs checking.
- Check the actual authority before arranging approved work.
- Make separate actions for a report, valuation, quote or instruction. Assign an owner and follow-up date.
- Open Your action list to group by meeting, see overdue work and update a status.
- When finished, add a short note about where the result is recorded in the normal scheme file.

Do not rush an uncertain answer

A useful result may be: Check the resolution, delegation or source before committing.
Pocket is designed to help you identify what is missing.

Action dates are highlighted inside Pocket. It does not send notifications or replace approved minutes, instructions or the owners corporation's records.

6. Learn, save and work offline

Pocket supports short learning without replacing the full Academy experience.

Read	Open Quick Reads, practical guides and short learning. Increase text size where offered.
Listen	Choose a short coaching message for reassurance, preparation or reflection.
Watch	Open practical Academy videos. Video requires an internet connection.
Practise	Use HEAR, conversation prompts or a team exercise to build confidence.

Saved and progress

- Tap the bookmark beside an item to save it to your Academy account.
- Saved items can follow you between phone and computer.
- Available Academy course progress can appear in Pocket.
- Pocket practice remains separate from formal course completion and certificates.

Return to a course

Open Learn for Continue learning when you have a course in progress. Home stays focused on search and the ten buttons.

Offline public reading

- While online, open Account, then Offline public reading.
- Download or refresh the reading pack before travelling.
- Refresh it within 30 days.
- Videos, courses, member tools, official links and account records still need internet.

7. Safety, privacy and troubleshooting

Use Pocket confidently, while keeping personal and scheme information protected.

Protect privacy	Check before acting
- Do not enter owner names, private lot addresses or passwords. - Check site photos for people and private details. - Use neutral references in calculator notes. - Do not copy confidential records into a tool.	- Check current NSW law. - Check scheme records and resolutions. - Confirm delegated authority. - Use qualified advice when required.

Not signed in	Reconnect, open Account and sign in with your Academy email and password.
A recent change is missing	Reconnect and refresh Pocket. Close and reopen the phone icon if needed.
Offline reading will not open	Reconnect and download or refresh the reading pack from Account.
A video or official link will not open	Check your connection. External sites may need their own sign-in.
A member tool is unavailable	Check your sign-in and membership access, then try again online.

Get help or share feedback: strataiqacademy.com.au/contact