Features you can utilise in Quadpro currently

1 ENHANCED BUILDING INSPECTOR

The building Inspector list which is accessed by clicking on a building on the site plan has been enhanced with many more functions. This now gives one click access to most of the data for a building. Of particular interest may be:

- budget spent to date this year,
- all documents in the documents folder,
- list of outstanding Job requests,
- list of assets,
- asset maintenance due this coming month etc

2 ADDITION OF MULTIPLE SITES

It is possible to add a number of sites with their own site plans to Quadpro. This can be useful to separate out sets of buildings such as Boarding and Teaching etc for easy access

3 TWO SCREEN SITE PLANS

For each site the site plan can now be 2 screens in extent making it easier to see larger sites

4 MOBILE WORKING

Quadpro can be set up to allow Job requests to be sent direct by email to operatives and for the operative to reply to the email once the job is complete so automatically updating the record with the completion and hours taken. This removes the need for paper job requests particularly if operatives have smartphones or mini tablets.

5 EMAIL NOTIFICATION OF JOB REQUEST ARRIVAL

Quadpro allows you to set up an email address which is notified every time a job request arrives. This is useful for the occasions when nobody is monitoring the system for a time.

6 COPY AND PASTE TO ACTION FIELDS

Quadpro supports both copy and paste and drag and drop functionality from documents and emails into the action fields on the job request screen. A history can therefore be built up for correspondence relating to a request if needed.

7   JOB CATEGORISATION

Job categorisation has been added to Quadpro for Job requests. All a requestor now needs to enter is Job type, sub type and problem, all from tailored pick lists, this speeds the process considerably and means searches for jobs of a type is easier. Additional descriptive information can also be added if required.

Ie:	Job Type	Plumbing
	Sub Type	Toilet
	Problem	Blocked

8   DOCUMENT MANAGEMENT

Quadpro has document management functionality at most levels, including:
Site, building, space, Job request, Works Order, planned maintenance survey item, project, asset, asset maintenance record.
The document tab in each case opens a window where a folder structure can be applied and where normal MS Windows functions of copy/paste and drag/drop apply from other folders in the network. A common and consistent folder structure should be utilised across each set of buildings, sites, projects etc.

9   ADDITION OF ASSETS

Quadpro can hold a list of assets in the estate such as boilers, lifts, fire safety equipment etc. These are allocated to buildings/spaces and can have asset maintenance profiles attached to them consisting of multiple regular events such as monthly tests, annual test etc. Documents such as user manuals and maintenance manuals can be held against assets.

10 AUTOMATIC JOB REQUESTS FOR MAINTENANCE TO ASSETS

Once assets are set up then the maintenance regimes for each can be used to generate automatic job requests at the appropriate date. Particularly useful for maintaining records of compliance testing

11 START TO UTILISE THE PROJECTS MODULE OF QUADPRO

Quadpro has a fully featured Projects module which allows recording of Project status and milestone dates. The addition of work items from the planned maintenance module, and it can also be used to monitor a project budget and see the works orders that have been placed against that budget.

There is a Projects Documents tab where all project documents can be kept in a set of folders. Including for example folders for:
- brief and specification,
- Gantt chart
- Risk management
- Tasks and to do
- Contracts
- Meetings and minutes
- Process and procedures

12 UPDATED SCHEDULE OF RATES FOR PLANNED MAINTENANCE

Quadpro includes a Schedule of rates for planned maintenance items; this has recently been updated to reflect price inflation and is a better guide to current likely costs for planned maintenance items

13 LINKS TO USEFUL WEB SITES (BOTH INTERNAL AND EXTERNAL)

Quadpro contains links to both internal web sites on your intranet and also useful links to external web sites for design, building regulations, regular suppliers etc. The lists can be tailored to suit you.

14 RISK ASSESSMENTS

A set of risk assessments can be set up in Quadpro and these can then be selected as appropriate for each job/works order and attached to the request or order, eg working at height, working with Asbestos etc

15 H&S FLAGS IN SPACES

Quadpro allows the addition of a flag at space level where a record can be made of a specific risk present in that space. Any order placed which relates to the space is then marked with an indicator of the risk warning the operative/contractor to check the risk register before proceeding

Features that require additional modules

1 TABLET BASED STOCK CONDITION SURVEY SYSTEM, INCLUDING IMPORT OF ASSETS

Quadpro has developed a tablet based App for collecting stock condition data to populate your system. The App supports both Apple and Android OS and can be utilised to quickly collect condition data for your estate. It utilises the Schedule of Rates in Quadpro and the building and space lists you have set up to provide a quick and easy method to collect and prepare a planned maintenance profile for the stock and assets. Most data entry is from pick lists and the import process adds all the maintenance profiling so making the App vary rapid in use.

Data can be transferred to the Quadpro database to provide your full 30 year planned maintenance profile by site, building etc and assets added to the tablet can be transferred to populate the asset list in the system. Photographs and small sketches can be collected as the survey is undertaken and added to your Quadpro database. The App can be used by works department staff or by surveying consultants dependent on resources available. The App costs vary depending on the support required and numbers to be deployed. Please ask if this is of interest and we can tailor a proposal for your specific needs.

2 EXCEL PERFORMANCE DASHBOARD

Quadpro reporting can be enhanced by the addition of the Excel dashboard. We have created a series of dashboards in excel which allow quick analysis and viewing of the latest position regarding orders and expenditure and comparison of spends between two periods, years, months weeks etc.

The dashboard is linked to the live data in your system and allows both tabular and graphical presentation of KPIs, performance and utilisation data. The dashboard costs £750+VAT to install and an additional £130+VAT per system for the annual licence.

3 STOCK CONTROL EXCEL WORKBOOK

Quadpro has a beta test version of a standalone stock control excel workbook which will be provided free of charge with the Excel performance dashboard installation. It allows a list of stock items to be kept and replacement stock levels to be set and monitored.

4 DIRECT WORKS ORDER EMAIL TO SUPPLIERS

There is now the ability for Quadpro to send Works Orders by email direct to a supplier. This functionality requires the installation of an add-on module.

Once installed the user can choose to send direct to an email address stored in Quadpro for the supplier and also to print (or not) as many copies as required. The email that is sent accompanying the order can be tailored to suit your requirements and a copy of the email can be sent to an address of your choosing to keep a copy for your records.

The cost of this is £175+VAT installation charge per user and an additional £150 + VAT per year per user licence fee and support for each user that has the additional functionality.

5 NEW JOB REQUEST AND JOB ALLOCATION SMARTPHONE APP

Quadpro is developing a new App for release in Q1 of 2018. The App will allow staff in the school to request repairs from their smartphones and for these to be allocated by managers and charge-hands via the App and then for operatives to receive and report back progress and completion all utilising the App.

The App is fully integrated with the Quadpro desktop and web portal system and the two will run in parallel.