
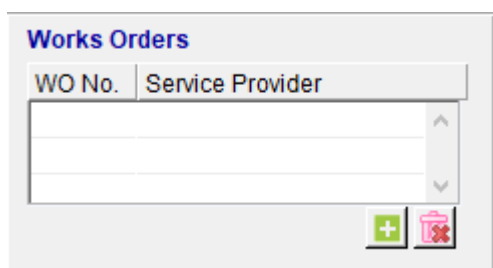
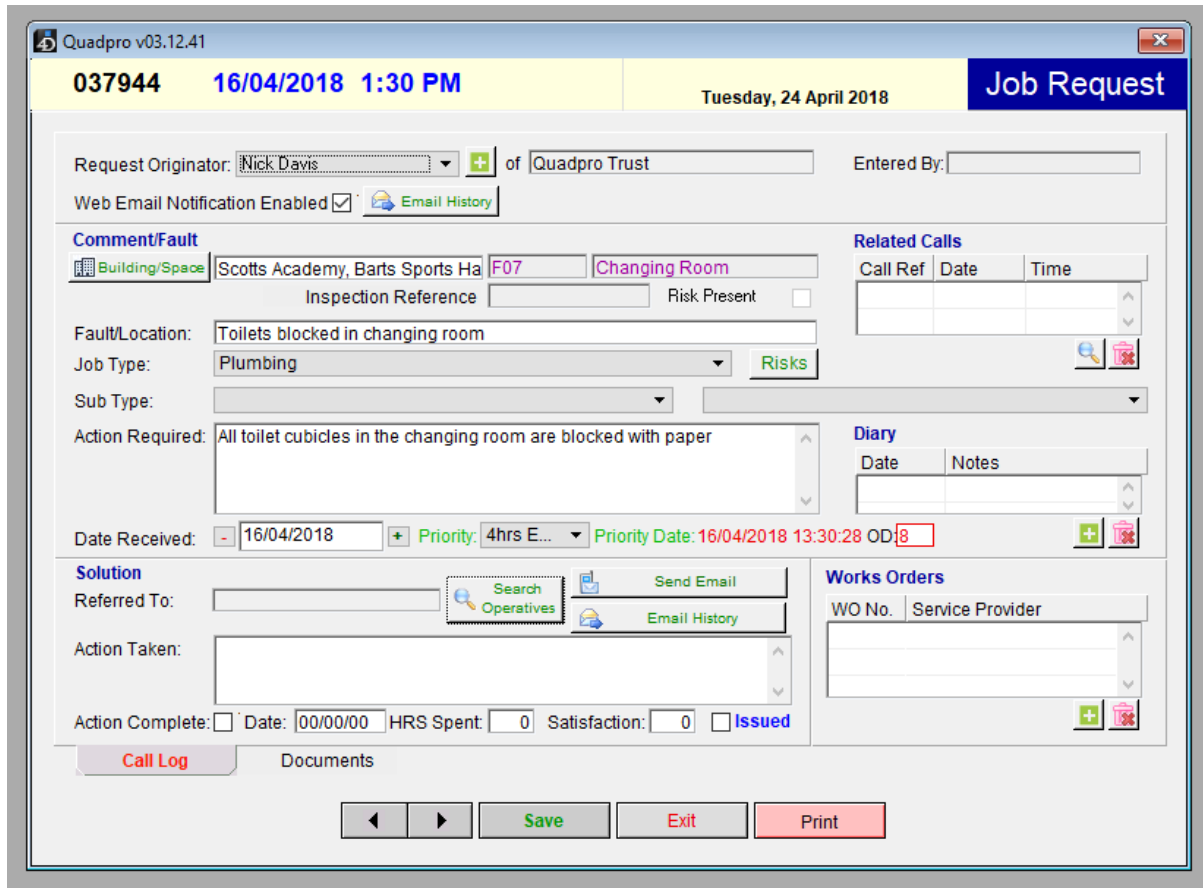


Quadpro Help Desk

Creating a Works Order from a Job Request

Creating a Works Order from a Job Request:

If you need to create a works order from a Job Request, you can do so by clicking  under the Works Order section.



This will bring you to the Works Orders section.

Information from the Job Request will already be populated within the Works Order form, such as the location and description of the issue.

Select the **Main Budget** and **Sub Budget** that will apply to this work order.

If a contractor is required, simply select them using the '**Contractor**' button to find the relevant option.

Should you need to create a new Risk, please contact your administrator.

Under **WO Items/ Estimates** you can enter the information about items or works needed that will have a cost applied to them.

The reference number will be in order, so 1, 2, 3 and so on.

In this box enter the details about the item or works needed. For instance if you need spare parts for the Job Request you could put 'White Toilet Seat'. If it is requiring labour , put 'Plumber'.

How much of the item do you need? If it is a labour charge, leave blank.

Enter the weight/ number of boxes required.

Enter how much the items or work is estimated to cost.

Estimated Cost - this allows you to enter the quoted cost received for the goods or services. The cost is then deducted from the budget you have allocated the order to.

Once you have filled out all information needed for this Works Order, select **'Save'**.

To then issue this work order to your team or contractors, select **'Issue'**.

This will give you a few options to choose from.

You have the following options to proceed with.

The **Health & Safety** risks will appear on all document options.

Quote:

Select this option if you are sending this off to a contractor for an estimation on the works required.
No costs will appear on the document

Draft Preview:

To preview the Works Order select this option. This can be used if you would like to review the order internally before issuing it.

Initial Order:

Use this option to send you order out, the costs will appear on it.

Issue Order:

Selecting this option will send out a final order to the recipient, this will include costs and safety details for the contractor or operative to review

To send your completed order out, select this option. If you have selected the recipients of the Works Order, this will print separate copies with specified information for them individually.

You may also choose to print a copy for the contractor, maintenance team and the office. If you want to send an email to the contractor, simply tick the box as noted above.

Select which one you need to use then select **'OK'**.

Once you have issued the order it will appear like this:

'This Order has been issued'

Quadpro v03.12.41

WO No. 44617 2018 11:47 AM Tuesday, 24 April 2018 Works Orders

Primary Work Order Documents

Main Budget 2018 - 19 Budget Location Scotts Academy, Barts Sports Hall BLDG

Sub Budget Day To Day Maintenance Space 45600 Landing Area Est. Cost £1,050.00

Order/Issue Date 23/04/2018 24/04/2018 Contractor Ash Building Services Start Date 23/04/2018

Created By Nick Davis Operative Not Specified Finish Date 23/04/2018

Priority 14day Routine From Call Ref 0 Project Ref 0

This Order has been issued

Description Replacement of Main Door to landing area

Instructions & H&S Considerations

Contact Nick Davis Risks

Purchase Order No. 1801 ☐ Completed Inspection Reference Risk Present ☐

WO Items/Estimates

Ref	Item	Qty	Unit	Rate	Est. Cost
1	New Glass Doors	1	Item	£800.00	£800.00
2	New Door Window	1	Each	£150.00	£150.00
3	Door Scanner Lock	1		£100.00	£100.00

Total Actual Costs £0.00 Total Estimates £1,050.00

Payments/Invoices

Type	Invoice	Date Paid	Amount
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Split Order Save Exit Issue