

Quadpro Help Desk

Creating a Job Request

Adding Spaces to Buildings

Once you have now added a new building, you will then be able to add a new space to it.

If you are still in the process of adding a new building, Click on the 'Space' button via the bottom toolbar. Alternatively, you can access this page from the home screen by selecting 'Property and then 'Space' which displays all spaces within a Site.

You will then be shown a blank screen with a list to enter spaces on.

The screenshot shows a software window titled "New Building for Alpha Academy". The window has a yellow header bar with the time "4:32 PM" and date "Thursday, 5 April 2018" in green, and an orange button labeled "Building" on the right. Below the header is a table with the following columns: "o", "Space", "Space Name", "Fl.", "Department", "Space Category", "Space Use", ".", and "Area". The table is currently empty. Below the table are several input fields and buttons. On the left, there are two input fields, one with the number "0". In the center, there are two buttons: "Add" and "Delete". On the right, there is an input field with "0.0m2" and a "Print Options" button. At the bottom of the window, there is a tabbed interface with tabs labeled "General", "Space", "Plans & Photos", "Maintenance", "Assets", and "Notes & Documents". The "Space" tab is currently selected. Below the tabs are two navigation buttons (left and right arrows), a "Save" button, and an "Exit" button. A small number "2" is visible in the bottom right corner of the window.

To add a new space to this list, click 'Add' via the bottom tab.

The following screen will appear for you to then start inputting information about the space.

New Space for

Room2 4:38 PM
Thursday, 5 April 2018 Space

Space: 4764 Site: Scotts Academy Building: Barts Sports Hall Name: Room2 Floor:

Usage

Department:

Space Category:

Space Use:

Custom Fields

WALL AREA: Space Ref: 4764

Power Points:

Network Points: 0

Phone Points: 0

Last Redec.: 00/00/00

Physical Attributes

Length: 0.00m Width: 0.00m

Height: 0.00m

Area: 0.00m2

Wall Area: 0.00m2

Capacity: 0

Floor Finish:

Wall Finish:

Ceiling Finish:

Inspection Reference:

Risk Present: ☐

General
Assets
Security
Plans & Photos
Notes & Documents

◀
▶
Save
Exit
Print

Please enter the details about the space you are looking to enter in the designated fields.

Headings:

You can select the site, building, name and floor through the top bar.

Under usage you can allocate the space to its department, i.e sports or science etc, a category and its use.

All headings in green can be customised and renamed to your choosing.

By entering a date in the 'Last Redec' (last redecoration) box you will be able to keep track of the history of any changes or upgrades made to a space.

The finishing of the floor, wall and ceiling can also be entered into their relative boxes.

Using the dimensions from plans that you have, enter this information into the boxes underneath the Physical Attributes heading.

Highlighting Risks

To highlight any risks such as Asbestos or an uneven surface, you may enter this into 'Inspection reference. To make this appear on any orders or job requests, tick the 'Risk Present box'