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.

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.

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'