

Quadpro Help Desk

Using an Asset

Using an Asset

To view all Assets within an establishment, select – **Assets > Assets Register**. You can also access this menu by clicking **Assets Register** on the Establishment Inspector Panel.

A full list of all assets will then be displayed like the view below.

Quadpro v03.12.41

10:20 AM
Thursday, 12 April 2018

All Assets

No	Name	Loc.	Building	Type	* No.	CYCLE	Bar Code	Current £	Ref
	Ladders, Steps & Towers		All Buildings	CYCLICAL & STATUTOI	1	ANNUAL		0.00	00070
	Fire Alarm Servicing		All Buildings	CYCLICAL & STATUTOI	1	6 MONTHLY		0.00	00071
	Fire Extinguisher Servicing		All Buildings	CYCLICAL & STATUTOI	1	ANNUAL		0.00	00072
	Intruder Alarms		All Buildings	CYCLICAL & STATUTOI	1	QUARTERLY		0.00	00073
	Legionella Prevention		All Buildings	CYCLICAL & STATUTOI	1	QUARTERLY		0.00	00074
	Air Conditioning		All Buildings	CYCLICAL & STATUTOI	1	6 MONTHLY		0.00	00075
	Pressure Vessels		All Buildings	CYCLICAL & STATUTOI	1	ANNUALY		0.00	00077
	Fume Cupboards		Science Block	CYCLICAL & STATUTOI	1	ANNUAL		0.00	00078
	BMS System Sci-Tech		Science Block	CYCLICAL & STATUTOI	1	ANNUAL		0.00	00079
	LJS BMS SYSTEM		Main Building	CYCLICAL & STATUTOI	1	ANNUAL		0.00	00080
	RPZ VALVES			CYCLICAL & STATUTOI	1	ANNUAL		0.00	00082
	LJS SPRINKLER SYSTEM		Main Building	CYCLICAL & STATUTOI	1	QUARTERLY		0.00	00084
	BERRYSTEAD SPRINKLER S			CYCLICAL & STATUTOI	1	QUARTERLY		0.00	00085
	Compliance Test Berrystead			CYCLICAL & STATUTOI	1			0.00	00088
	Gutters and Downpipes		All Buildings	CYCLICAL & STATUTOI	1			0.00	00092
	Sprinkler	45660	Barts Sports Hall	CYCLICAL & STATUTOI	2			0.00	00093
	Sprinkler System	F01	Barts Sports Hall	CYCLICAL & STATUTOI	1		100129	500.00	00094
	Fire Alarm	45660	Barts Sports Hall	CYCLICAL & STATUTOI	1	Monthly		300.00	00095
	Boiler			CYCLICAL & STATUTOI	1			0.00	00096
	Kitchen Deep Clean	B23	Gallarze Building	CYCLICAL & STATUTOI	1	Quarterly		0.00	00097

Assets 20 Asset Depreciation

Add
 Delete
 Show All
 Show Subset
 Query
 Order By
 Print Options
 Report
 Home

To view an asset, double click on it to display the following view:

Quadpro v03.12.41

BERRYSTEAD SPRINKLER SYSTEM 10:29 AM Thursday, 12 April 2018 Assets

General Photo Documents

Asset Name **BERRYSTEAD SPRINKLER SYSTEM** Ref 00085 Current Value £0.00 Bar Code Disposed ☐

Type CYCLICAL & STATUT... Automatic Job Requests CYCLE QUARTERLY

Category BERRYSTEAD SPRIN... Generate ☒ COST

Attribute

Department Staff

Building Space

Location

Purchase Date 00/00/00 Cost £0.00 Estimated Life 0

Guarantee Date 00/00/00 Number of 1

Notes

o	Date	Comment	Type	By	Cost	P	Date Done
	22/06/2015	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input checked="" type="checkbox"/>	22/06/2015
	22/09/2015	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/12/2015	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/03/2016	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/06/2016	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/09/2016	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/12/2016	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00
	22/03/2017	Quarterly Inspection And Maintenance	Checks and Mainten	TYCO	£0.00	<input type="checkbox"/>	00/00/00

Add Delete 61 PrintOptions

Save Exit Print

You may make changes to the assets by simply changing the details in the chosen fields.

To add a new **Maintenance Item** to the list click '**Add**'.

If you want to delete a maintenance item, select 'Delete' from the menu once you have highlighted your chosen item.

To view the photo of the Asset, click '**Photo**' from the tab along the top of the dialogue box.

To view the documents for this Asset, select '**Documents**' From the following tab.