

Quadpro Help Desk

Creating a Group of Assets

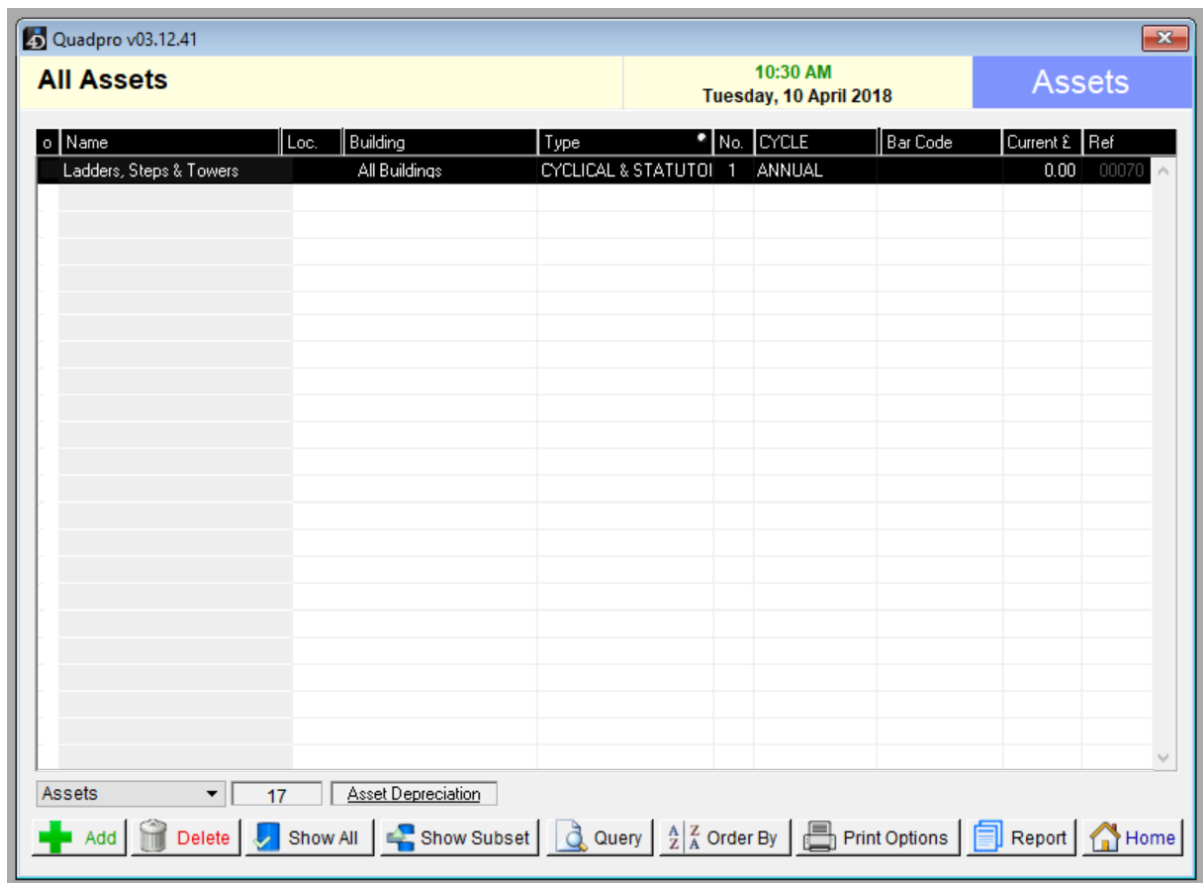
Creating a group of Assets

Assets are the items within each space in your buildings and sites. They range from boilers, to sprinklers to computers and fire alarms.

Creating a group of assets makes it much easier to manage than many individual assets of the same appliance.

To add a new asset to your site, select **Assets > Asset Register** from the Home Screen.

Click **'Add'** to open up a dialogue box where you can enter information relative to that asset.



When you choose to add a new asset, the following screen will then appear.

Quadpro v03.12.41

10:51 AM
Tuesday, 10 April 2018

Assets

General Photo Documents

Asset Name Ref Current Value Bar Code Disposed ☐

Type Automatic Job Requests ☐ CYCLE
 Category Generate ☐ COST

Attribute

Department Staff

Building Space

Location

Purchase Date Cost Estimated Life
 Guarantee Date Number of

Notes

o	Date	Comment	Type	By	Cost	P	Date Done

Add Delete 0 Print Options

Save Exit Print

Enter the asset's information in the designated boxes. You will be able to categorise the assets in groups, such as fire alarms, ladders, boilers.

The box titled as 'cycle' is for how often the maintenance on that group of assets should be carried out. Once the information has been populated you can select save to add these assets to the system.

If you wish to add an automatic job request which can remind your teams that they need to be checked on these dates. Click '**Add**' to open up an automatic job request for cyclical maintenance and works.

Department: Chichester Staff: Nick Davis

New Asset Maintenance Details for Fire Alarm

Date Due	10/04/2018	Auto JR lead time (in days)	0	ID	2591
Comment					
Type	every 0 for 0 Years				
Cost	£0.00	Associated File(s)			
By					
		Upload Doc Delete Doc Open Doc Folder			
Passed	<input type="checkbox"/>	Date Done	00/00/00	Next Date	00/00/00
Notes					

Navigation: Previous Next Save Exit

This box allows you to set up job requests for this asset in advance. You can also upload any documents to it that are relative to its upkeep, such as warranty documents and a list of parts.

From here you can also generate automatic job requests that are sent to your operatives and external contractors in advance of the due date in 'Auto JR lead time'.