

Creating a New User for Quadpro

Creating a new user for Quadpro

When first accessing your Quadpro system you will already have an account set up by ourselves which will be designated as your system administrator.

Additional Quadpro users can be set up from this account with varying levels of privileges.

From the Quadpro Home Screen select Admin > Glossary .

You will now be displayed with the following menu screen.

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>>>	47	>>>	17	
Accounts Administration	28	Access Accommodation		
Administration Admisssions	1	Accommodation	18	
Admisssions	33	Boarding	29	
Biology	3	Catering	4	
Boarding	26 ~	General Teaching	5 ~	
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	67 ^	Attic Space	AS 9 A	
>>>	33	Basement	B 1	
Art Gallery	33 47	Basement First Floor	B 1 1 3	
Art Gallery Barn	33 47 51	Basement First Floor Fourth Floor	B 1 1 3 4 6	
Art Gallery Barn Bathroom	33 47 51 19	Basement First Floor Fourth Floor Ground Floor	B 1 1 3 4 6 G 2	
Art Gallery Barn Bathroom Bedroom	33 47 51 19 21	Basement First Floor Fourth Floor Ground Floor Lower Ground	B 1 1 3 4 6 G 2 LG 8	
Art Gallery Barn Bathroom Bedroom Boiler Room	33 47 51 19	Basement First Floor Fourth Floor Ground Floor	B 1 1 3 4 6 G 2	
Art Gallery Barn Bathroom Bedroom	33 47 51 19 21 22	Basement First Floor Fourth Floor Ground Floor Lower Ground Mezanine	B 1 1 3 4 6 G 2 LG 8 M 7	

Using the arrows in the bottom , click through to 'Contacts and Users'

Displayed below is the menu screen for contacts and users within your establishment.

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The section you require to add a new user is identified under 'Users & Access'.

Click 'Add' to bring up a new dialogue box

New User								
	Administrator							
Access Deny login access								
Asset Maintenance	(9)							
Access No Access	 Apply All 							
Save	Exit							
1100000								

Within this box you will need to enter the details of that new user.

Names:

The First Name and Surname of that user is also their username for the Quadpro System.

Password:

Please use a secure and memorable password to ensure the safety of all your data

AD Login:

Log in using your windows account username

Type:

This is the type of access that you want to allocate the user

Access:

In this field you will be able to choose from a list, the sections of Quadpro that this user can access and use.

If you want to give this user full access, select 'apply all'.

Once you are happy with the selection and information made click **'Save'** to enter this user into your system.