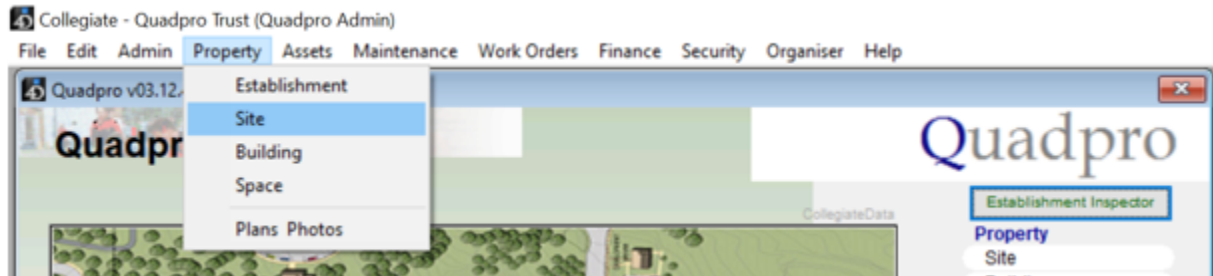# Quadpro Help Desk

**Creating a new Site**

# Creating Sites

From the home screen toolbar, select **'Property' > 'Site'**



The below image shows how the site box is displayed once opened.



To view details of a site, I.E 'Alpha Academy' simply double click on the row it is embedded within to then open a new box which contains the details of said site.

The below view will then appear.

The site details and a list of all the buildings on the site are displayed.

A new building can be added from here using 'Add' (or from the Building List screen on the Home Screen)

*Adding a Site*

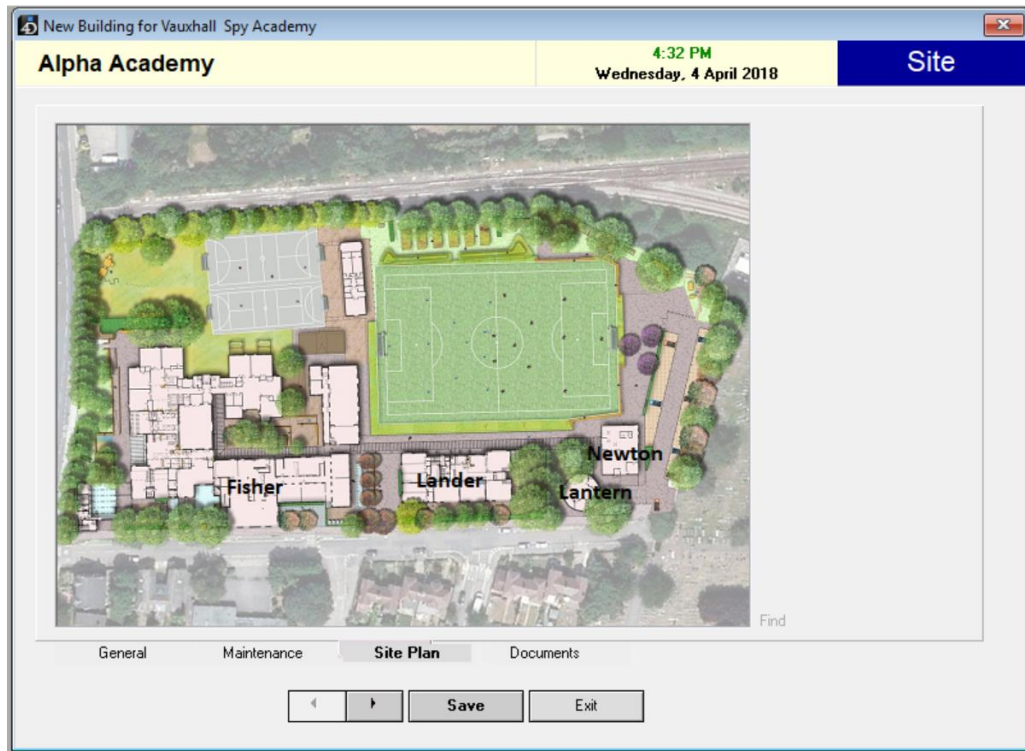Click the **'Add'** button below the main site list.

A new site screen is then displayed which is similar in appearance to the detail box mentioned in the previous guide.
Enter the Site Name, Code, Address and Site Area (if known in m2)

The site code cannot be more than 5 characters long and is mandatory. The Site Ref number is automatically assigned by Quadpro and cannot be changed.

'm2' does not need to be typed into the Site Area Field.

If the site address is the same as the establishment address, click on the button Address to copy the establishment address over.

### *Maintenance:*

*A list of all the planned maintenance work items from a condition survey for the site is displayed.*

*Double click a record to view the details of the planned maintenance work.*



### *Site Plan:*

The site plan is shown here and has the same functionality as the site plan displayed on the Home Screen – where a building can be clicked on and the Building Inspector displayed.

### *Documents:*

In this section you will be able to store relevant documents for the associated site.

They will all appear in categorised folders used from the Quadpro Data set which you will have set up.