# Quadpro Help Desk

**Adding Plans & Photos**

Adding Plans & Photographs

To make the most of your Quadpro system, we recommend storing all of your plans and photographs in the designated data folders to ensure the quick access and reference of those documents as and when needed.

From the Home Screen select the **Property > Plans & Photographs** menu to display the plans list screen.

The following section will explain how the files work.
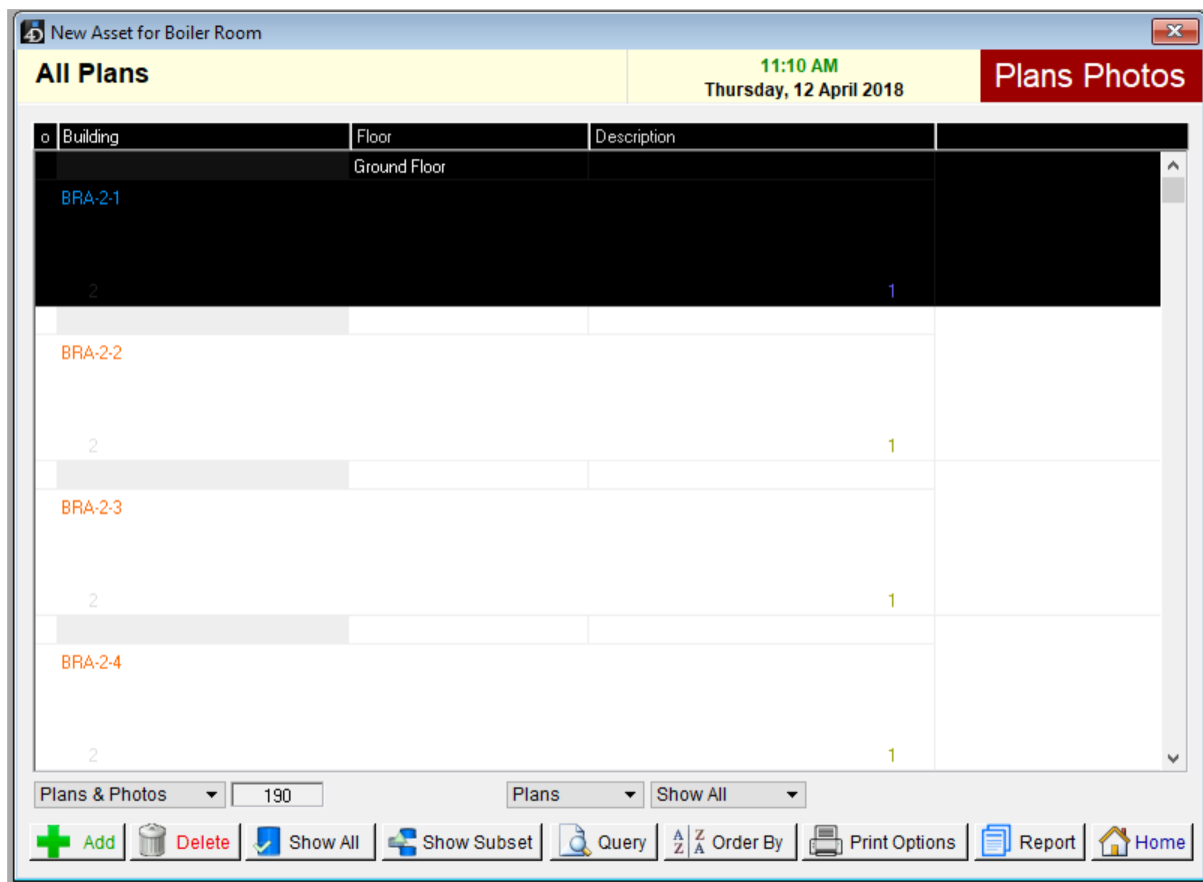
The list automatically shows plans when first opened. To change this view, select photos from the drop down menu below the list.
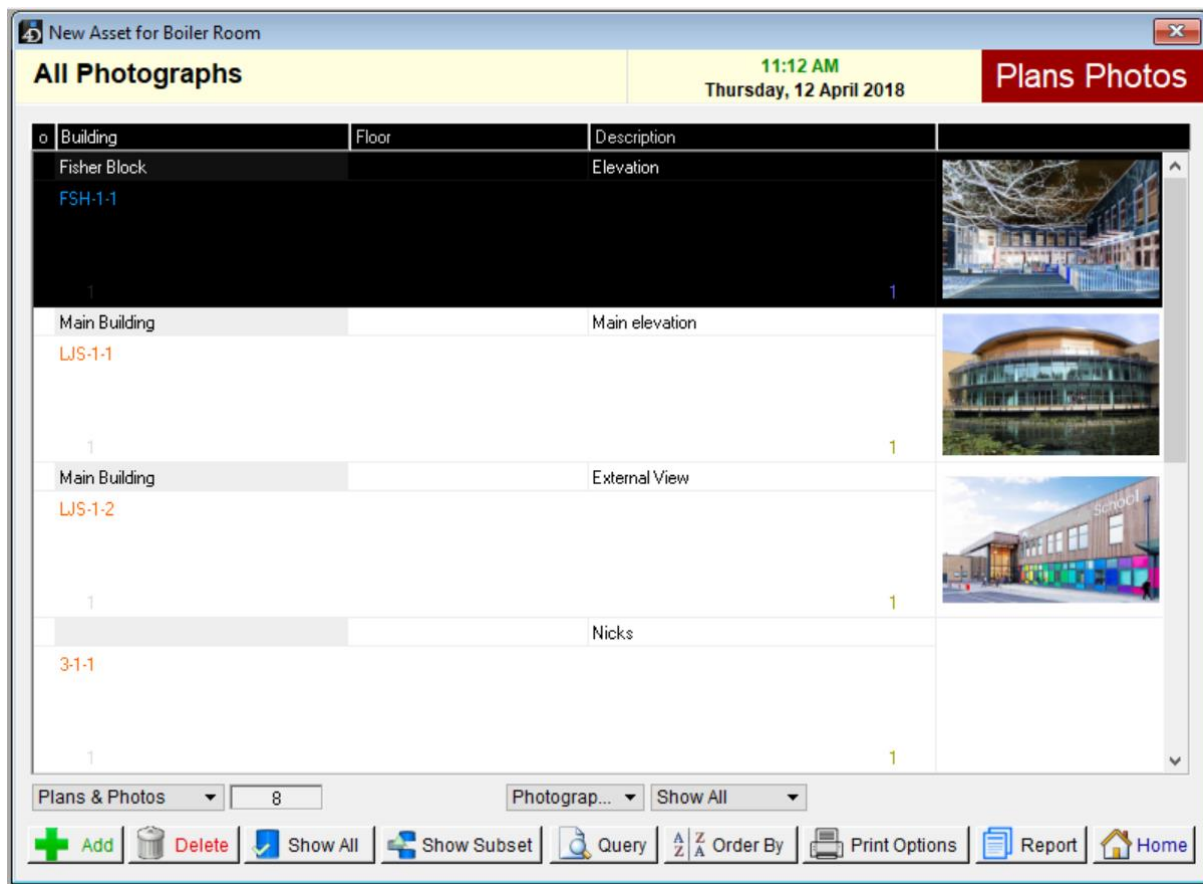
All graphic files should be saved as either PNG, JPEG or standard CAD file for plans. This is to ensure they can be opened easily across platforms.

Graphic Types:

The graphic types are as follows:

Photographs – Type 1

Plans – Type 2

Plans:

Plans should be at least 510 x 370 pixels in size and be 8 bit or 256 colours for colour plans or a 1 bit black and white for plans in black and white. Plans are scaled to fit the picture field if they are larger than 510 x 370 pixels. This may lead to some reduction in image quality but if will not affect the stored or printed image.

If the image not in a 510:370 ratio then there may be a whit space visible around the image.

Image and File Sizes

Graphics are stored on a folder on your PC or Server. Quadpro simply links to each folder so you can have quick access to each document as an when you need to bring it up.

<u>**Naming Conventions:**</u>

Plans are named in the following way:

Building Code

Graphic Type

Plan Number

An example will look like this:

LJS - is the building Code

1 - is the graphic type – Photograph

2 – is the plan number

Adding a Plan or Photograph

To add a new plan or photograph to a building select 'add' from the Plans and Photographs menu.

The following screen will appear allowing you to enter details about that selected file you wish to enter.

Drop Down Menu:

Type: Choose whether the fie is a plan or a photograph

Building: Select which building this file is linked to

Floor: Select which floor this file is based upon

Category: Select which category this falls under

Number:

In your designated folder you should have the photographs/plans listed under 'Building Code' then 1 or 2 followed by its order numerically.

For example if you have ten photographs in your designated folder, input 11 to add the new photograph to the system.

Once done click save to add this photo to your library