

Quadpro Help Desk

Adding a Building

From the Home Screen select '**Property > Building**' to display the Building List Screen.



Once open, the Building List Screen will be displayed as below:

Name	Code	Site Name	DDC	Storeys	NIA	U Area
All Buildings	439		0	0	0.0m2	0.0m2

Double Click on a record to view the details or click the 'Add' button to add a new building to the list.

General Information

Name: Code:
 Date Built: Bdg Ref:
 Site:

Address

Building:
 Street:
 Area:
 Town:
 County:
 Postcode:
 Latitude: Longitude:

Occupant

Name:
 Tel: Mobile:
 Email:

Space Analysis

No. of Spaces:
 Usable Spaces:
 Usable Area:
 Net Internal Area: Usable/NIA:

Custom Fields

Type:
 Roof:
 Walls:
 Windows:
 Listing:

General Space Plans & Photos Maintenance Assets Notes & Documents

Save Exit Print

Enter the building's data in headings outlined with each field.

You can select which site you want your new building situated on by clicking on the drop down menu next to the site field under general information.

You may also fill in custom fields for each section. Custom fields can be altered easily within **The Preferences**.

Note:

The Building Code cannot be more than 5 characters long and is mandatory.

The Building Ref number is automatically assigned by Quadpro and cannot be changed.

No. of spaces is automatically calculated.

You do not need to type...m2 in the area fields.

Teaching/NIA is automatically calculated

There are 5 tabs along the bottom of the screen where further detailed information for each building will be seen once entered:

Space (a list of the spaces in the building)

Plans & Photos (a list of the plans and photos in the building)

Maintenance (a list of the maintenance requirements in the building)

Assets (a list of the assets in the building)

Notes & Documents a list of the documents held related to the building)

You may switch between tabs by simply clicking on them