

Quadpro Help Desk

Adding Spaces to Buildings

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Once you have now added a new building, you will then be able to add a new space to it.

If you are still in the process of adding a new building, Click on the 'Space' button via the bottom toolbar. Alternatively, you can access this page from the home screen by selecting 'Property and then 'Space' which displays all spaces within a Site.

You will then be shown a blank screen with a list to enter spaces on.

The screenshot shows a software window titled "New Building for Alpha Academy". The window has a yellow header bar with the time "4:32 PM" and date "Thursday, 5 April 2018" on the left, and an orange "Building" button on the right. Below the header is a table with the following columns: "o", "Space", "Space Name", "Fl.", "Department", "Space Category", "Space Use", ".", and "Area". The table is currently empty. Below the table are several input fields and buttons. On the left, there are input fields for "o", "Space", "Space Name", "Fl.", and "Department". To the right of these is a "0.0m2" input field. Below the input fields are "Add" and "Delete" buttons. To the right of these is a "Print Options" button. At the bottom of the window is a tabbed interface with tabs for "General", "Space", "Plans & Photos", "Maintenance", "Assets", and "Notes & Documents". The "Space" tab is currently selected. Below the tabs are navigation buttons: a left arrow, a right arrow, a "Save" button, and an "Exit" button. A small "2" is visible in the bottom right corner of the window.

To add a new space to this list, click 'Add' via the bottom tab.

The following screen will appear for you to then start inputting information about the space.

Please enter the details about the space you are looking to enter in the designated fields.

Headings:

You can select the site, building, name and floor through the top bar.

Under usage you can allocate the space to its department, i.e sports or science etc, a category and its use.

All headings in green can be customised and renamed to your choosing.

By entering a date in the 'Last Redec' (last redecoration) box you will be able to keep track of the history of any changes or upgrades made to a space.

The finishing of the floor, wall and ceiling can also be entered into their relative boxes.

Using the dimensions from plans that you have, enter this information into the boxes underneath the Physical Attributes heading.

Highlighting Risks

To highlight any risks such as Asbestos or an uneven surface, you may enter this into 'Inspection reference. To make this appear on any orders or job requests, tick the 'Risk Present box'