

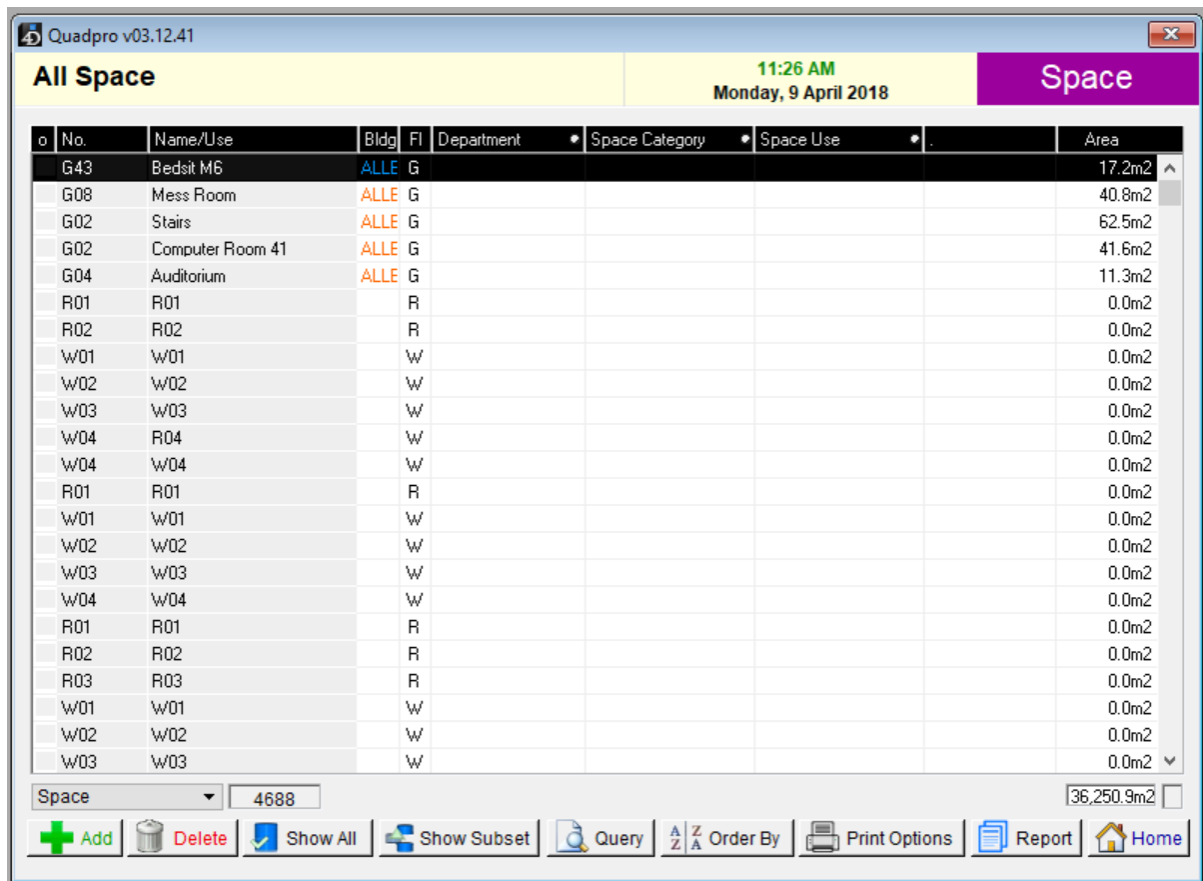
Quadpro Help Desk

How to use Space/Space Tab Summary

How to use Spaces

To access a list of all Spaces within your Sites, select property and then 'Space'

A list displaying all of the logged spaces will appear as below.



Quadpro v03.12.41

11:26 AM
Monday, 9 April 2018

All Space **Space**

No.	Name/Use	Bldg	Fl	Department	Space Category	Space Use	Area
G43	Bedsit M6	ALLE	G				17.2m2
G08	Mess Room	ALLE	G				40.8m2
G02	Stairs	ALLE	G				62.5m2
G02	Computer Room 41	ALLE	G				41.6m2
G04	Auditorium	ALLE	G				11.3m2
R01	R01		R				0.0m2
R02	R02		R				0.0m2
W01	W01		W				0.0m2
W02	W02		W				0.0m2
W03	W03		W				0.0m2
W04	R04		W				0.0m2
W04	W04		W				0.0m2
R01	R01		R				0.0m2
W01	W01		W				0.0m2
W02	W02		W				0.0m2
W03	W03		W				0.0m2
W04	W04		W				0.0m2
R01	R01		R				0.0m2
R02	R02		R				0.0m2
R03	R03		R				0.0m2
W01	W01		W				0.0m2
W02	W02		W				0.0m2
W03	W03		W				0.0m2

Space 4688 36,250.9m2

[Add](#) [Delete](#) [Show All](#) [Show Subset](#) [Query](#) [Order By](#) [Print Options](#) [Report](#) [Home](#)

The dropdown menu in the bottom left corner allows you to bring up selected categories.

To view a space, double click on its row and a new window will open containing information related to that space.

The above view displays the General information about that selected space. To amend any of this, simply change as needed and then save.

The bottom tabs for this screen are – General, Assets, Security, Plans & Photos, Notes & Documents.

Assets:

Assets is the category name given to items such as boilers, sprinklers etc within a space. When you click on this tab a full list of assets within that space. To view more information on any of those assets, double click on it and further information will be displayed.

New Asset for Landing

Landing 12:52 PM Monday, 9 April 2018 **Space**

o	N	Description

View: Plans

Add Delete Print

Plan File Name

CAD File

Find Edit

General Assets Security **Plans & Photos** Notes & Documents

◀ ▶ Save Exit

Learn more about adding plans and photos here – (XXXX) LINK

Notes & Documents:

To add any notes regarding this placequ, simply click and type information then select save to update the data. If you need to access all documents, double click on the link displayed in the document box to open the folder containing the files relative to the space.

