

Quadpro Help Desk

Navigating the Glossary: Assets

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To access Assets from the glossary , select the drop down menu at the bottom of the page and click 'Assets'

The following screen will be displayed:

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11:39 AM
Tuesday, 17 April 2018

Glossary

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Assets

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Quadpro can be supplied with a basic list of Asset Types, Categories and Attributes, but these can be modified, added to or deleted.

Information must be added in the order of:

- Asset Type
- Asset Category
- Asset Attribute .

The below image will give you more of an idea on what these will look like. For example we have used Fire Equipment in each field.

As Extinguishers are Cyclical and Statutory , they will be within that Asset Type field. Then in Asset Category , they are listed under Extinguishers followed by Asset Attributes which will define each type of extinguisher you have.

Asset Type	Asset Category	Asset Attribute
CYCLICAL & STATUTORY	FIRE EXTINGUISHERS	Water Extinguisher
Data	LEGIONELLA PREVENTION	CO2 Extinguisher
Fire Equipment	EMERGENCY LIGHTING	>
	BOILERS DOMESTIC	
	LIFTING EQUIPMENT	
	PAT TESTS	
	BOILERS COMMERCIAL	

To add a category you must first select an Asset Type. To add an attribute, you first must select a category.

To add a new Asset Type, Asset Category or Asset Attribute, click 'Add' , this will insert a new row into the list as 'Untitled'.

You can change the name of the Asset Type by double clicking on that row and inputting the desired name. To delete any entries, select them In the list and click 'Delete'.

Asset Maintenance Categories:

Enter the categories of Asset Maintenance such as PAT (Portable Appliance Testing) or H&S (Health and Safety).

This will appear in the Asset Maintenance category and will allow you to select that as applicable.

Asset Maintenance Categories
Checks and Maintenance
Fire Equipment Checks
H&S
Maintenance
PAT Testing

To add a new category to this list, click '**Add**' this will then add a new line with 'Untitled' , to enter your new category simply click on untitled and then change the name to the one you would like it to be.

To find out more about Asset Maintenance , click here (XXXXx)