

Quadpro Help Desk

Navigating the Glossary – Space Use

Navigating the Glossary: Space Use

To access The Glossary home page from the home screen , select **Admin -> Glossary**

Some of the glossary lists may have been filled in by Quadrant as part of the set up of your data file.

To add a new Space use, please see the following process:

Quadpro v03.12.41 11:05 AM
Tuesday, 17 April 2018 Glossary

Department	Space Category
>>> 48	>>> 20
Accounts 28	Access 1
Administration 1	Accommodation 18
Admissions 33	Administration 2
Art 2	Boarding 9
Biology 3	Catering 4
Boarding 26	General Teaching 5

Add Delete Add Delete

Space Use	Floor	Ab	Order	Ref
>>> 67	Attic Space	AS	9	
Art Gallery 47	Basement	B	1	
Barn 51	First Floor	1	3	
Bathroom 19	Fourth Floor	4	6	
Bedroom 21	Ground Floor	G	2	
Boiler Room 22	Lower Ground	LG	8	
Chemical Storage 57	Mezanine	M	7	
	Roof	R	10	

Add Delete Add Delete

Order Ref

Space Use

Save Exit

1

Department:

Here you will need to enter the names of the departments which have spaces within them.

Space Types:

Space Type 1 (Shown here as Space Category)

Space Type 2 (Shown here as Space Use)

- Please note that Space Types 1 & 2 are customisable descriptions. To learn how to customise these descriptions, click here (XXXXXX)

Floor:

Enter your descriptions for the floors in all the buildings.

Press Tab and enter a two character abbreviation code. Press tab again and enter an order number, this number determines the order that the floor names will appear in the drop down menus.

To delete any entries in each of the four fields, simply click on a selected line then press **'Delete'**

To find out how to create a new Space, click here (XXXXXX)