

# Quadpro Help Desk

## **Navigating the Glossary – Works Orders**

## Navigating the Glossary – Work Order

The screenshot shows the 'Glossary' window in Quadpro v03.12.41. The window title bar includes the version number and a close button. The top status bar displays the time '9:45 AM' and the date 'Friday, 20 April 2018'. The main content area is divided into four sections: 'WO Source', 'WO Priority', 'Distribution List', and 'Risk'. Each section has a table and 'Add'/'Delete' buttons. The 'WO Source' table has columns for 'WO Source', 'Code', and a numeric value (4). The 'WO Priority' table has columns for 'WO Priority', 'Ord', 'Ref', and 'Days' (5). The 'Distribution List' table has columns for 'Distribution List', 'TS', and a numeric value (6). The 'Risk' section has a single text entry 'Asbestos Non Licensed - Plan of Wor'. At the bottom, there is a 'Work Orders' dropdown menu and 'Save'/'Exit' buttons. A small '5' is visible in the bottom right corner of the window.

WO Source	Code	4

WO Priority	Ord	Ref	Days	5
14day Routine	1	12	14	
28day Std	4	13	28	
48hrs Urgent	3	11	2	
4hrs Emergency	2	17	0	
Cyclic & Statutory	6	15	30	
Project Planned	5	14	365	

Distribution List	TS	6
Contractor	<input type="checkbox"/>	2
Maintenance	<input checked="" type="checkbox"/>	4
Office	<input type="checkbox"/>	1

Risk
Asbestos Non Licensed - Plan of Wor

Order Ref

Work Orders

Save Exit

### **Work Order Source:**

Enter the type of people who may request a work order

### **Work Order Priority:**

Enter the priorities here. They should be in either ascending or descending order of priority.

For example:

*28 day Standard*

*14 day routine*

*48 hours urgent*

*Emergency*

### **Distribution List:**

Enter the people or departments who need to receive a copy of the work order.

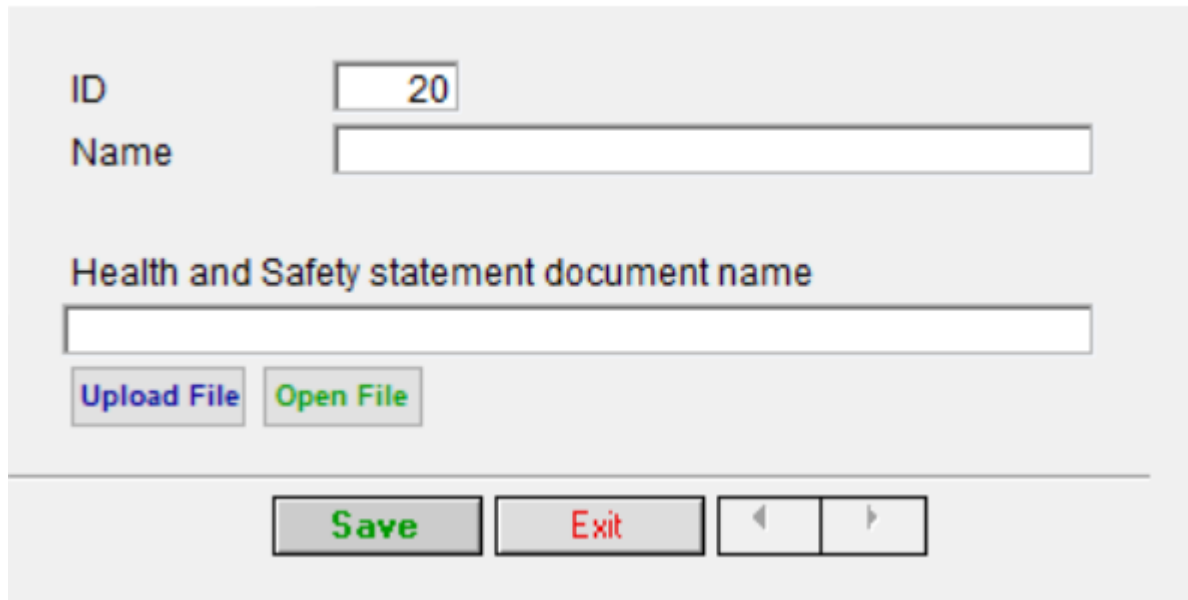
The TS check box is used to display a time sheet on the work order for a contractor to fill out the times spent on the work order.

### **Risk:**

In this section you will need to add a list of risks that will be applicable throughout your sites.

Click **'Add'** to open a new dialogue box

### New Risk

A screenshot of a 'New Risk' dialog box. It has a light gray background. At the top left, the label 'ID' is followed by a text input field containing the number '20'. Below this, the label 'Name' is followed by a larger, empty text input field. Further down, the label 'Health and Safety statement document name' is followed by another empty text input field. Below the third input field are two buttons: 'Upload File' with blue text and 'Open File' with green text. At the bottom of the dialog, there is a horizontal line, and below it are three buttons: 'Save' with green text, 'Exit' with red text, and a pair of left and right arrow buttons.

ID

Name

Health and Safety statement document name

In the first field please enter the name of the risk. To upload the Health and Safety document file, click **'Upload File'** once you have done this, select **'Save'**