Quadpro Help Desk

The Preferences – Assets & Works Orders

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To access this page from the Home Screen, select **Admin > Preferences** , once in this window select **Assets** from the bottom tab.

Assets

General Custom Fields:

Enter your description labels for up t o 2 custom fields. These labels and fields will appear on the asset screen when a description is entered. By default, they will not appear.

- To view the custom labels, use the 'Click Here' link to the Asset Screen, Be sure to return to the Preferences by clicking the Exit button on the Asset screen so that the new custom labels can be saved.

Asset Photo:

This sis the location where you can store asset photographs. This Folder will automatically be set up on your computer when Quadpro is installed and should not be moved or renamed.

To view the contents of the folder, click on the '...' button at the end of the path name.

Works Orders

Work Order Title:

Enter your preferred description for a Works ORDER.

Works Order Note 1 & 2:

Enter any general clauses or instructions that apply to any Works Order. These notes appear in the footer of the printed order.

Approve WO Before:

Works orders sometimes need to be independently checked and approved before issuing.

Tick this check box to require works orders to be approved before issuing.

Default Work Order Type:

Select internal or External from the drop-down menu if you predominantly issue one of other type of order. This saves having to select the type every time.

Default Job Request/ Work Order Location Format:

Ticking this option allows you to choose where works orders and job requests are directed to, there is a list which you can choose from.

Job Type Mandatory:

When filling out a Job Request, the Job Type can be required or not by ticking this box.

Allow Budgets to be change on Issued Works Orders?:

We strongly advise to leave this box blank, however should you need to please contact a senior administrator and then turn it off immediately after use to ensure no data is changed.

Send BCC:

If you would like to have works orders sent to the team who deals with them , please enter the emails required.

Email Body Text:

Here you can enter text which you want to accompany the email sent out with works orders.