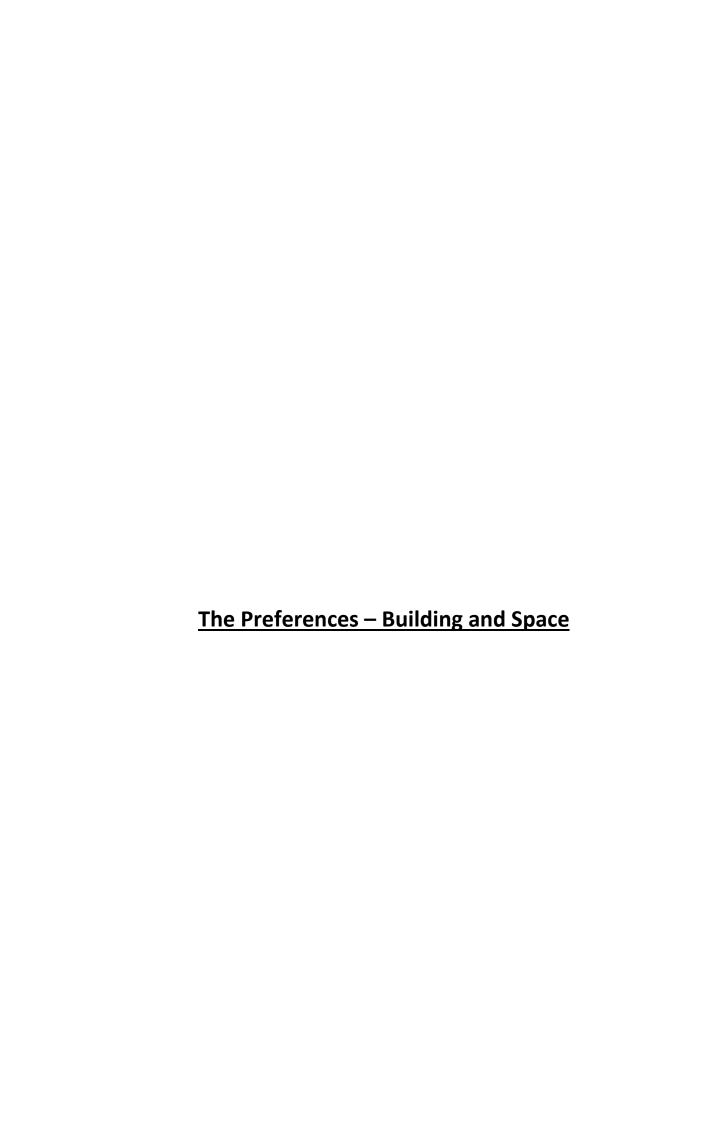
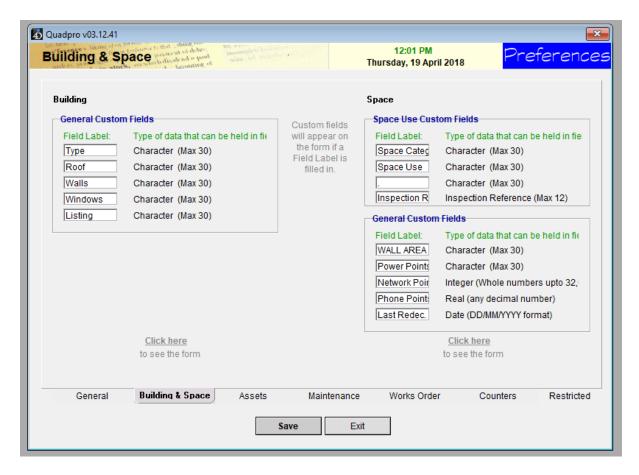
# Quadpro Help Desk

The Preferences – Building and & Space





## **Building**

#### **General Custom Fields:**

Enter your description labels for up to 5 custom fields. These labels and fields will appear on the Building Screen when a description is entered. By default, they will not appear.

## Space

### **Space Use Custom Fields:**

Enter your description for the two space-use drop down menus and one custom field. These labels and fields will appear on the Space Screen when a description is entered. By default they will not appear.

The two space-use drop down menus are populated from the Glossary Space Use Screen – (LINK XXXXX)

## **General Custom Fields:**

Enter your description labels for up to 5 custom fields. These labels and fields will appear on the Space Screen when a description is entered. By default, they will not appear.

Note the different field types.

To view the custom labels and fields, use the 'Click here' link to the Building or Space screens. Be sure to return to the Preferences by click the 'Exit' button on the <u>Building or Space screens so that</u> the new custom labels can be saved.

Use the 'Click Here' buttons to see the preview of these labels within your system.