

Quadpro Help Desk

The Preferences – General Tab

The Preferences – General Tab

From the Home Screen, select the **Admin > Preferences** menu. This will open the Preferences landing page, as displayed below.

Quadpro v03.12.41

General

10:08 AM
Thursday, 19 April 2018

Preferences

Terminology

Establishment: Establishment
Site: Site
Building: Building
Space: Space

System Folder Paths

Asset Files: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Asset Photos: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Building Photos: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Building Plans: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
CAD Files: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Contact Photos: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Documents: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
H&S Documents: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Quadpro Packs: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Space Graphics: C:\Users\micha\Desktop\Quadpro 25-08-15\Data\DEMO DATA 2-2-18' ...
Internal Links: <http://www.quadpro.com/quadpro-external-links.html> ...
External Links: <http://www.quadpro.com/quadpro-useful-links.html> ...

Plans File Type: bmp CAD Program File Exten: dwg

Active Selections ☐
Show Task Bar ☒
Plan Clickable area: 10 pixels
Version: 271
Modules: 43
Company Name: Quadpro Trust

Financial/Budget Info

Day: 31 Month: October
Financial Year Star: 2004
Show Years from: 2004
☐ Hide New Budgets
☒ Budget year taken as end Year

Operating System: Win 2000
Default Graphic View: Plans
☐ Active Directory Login
Web Server Prefs: Main Site Reference: STF
Map Field Nam... Email Notification

General Building & Space Assets Maintenance Works Order Counters Restricted

Save Exit


Terminology:

Enter your preferred description for Establishment, Site, Building and Space. These choices will appear in the menus and descriptions elsewhere on the system.

For instance, your establishment may be a college, so enter 'College' in the **Establishment** field. Otherwise just use the defaults of Establishment, Site, Building and space or edit as desired.

System Folder Paths:

These are the locations where you must store site and building plans and photographs. These folders will automatically be set up on your computer when Quadpro is installed and **SHOULD NOT BE MOVED OR RENAMED.**

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

Plans File Type:

Quadpro needs to know what type of file format your building plans are saved in. This is usually bitmaps of JPEGs – both standard windows formats.

The Site Plan for your home screen should be saved as 'BMP'

Enter 'BMP' for bitmaps or 'JPG' for JPEGs.

The Site Plan for your home screen should be saved as 'BMP'

CAD Program File:

Quadpro can link the plans stored with the data file to their original CAD Files. If you have CAD plans, you can enter the file format extension for CAD plans.

Enter DWG for AutoCAD, for example.

Active Selections:

The Establishment Inspector selections can be set to highlight as the mouse passes over.

Tick the check box to enable this feature.

Show Task Bar:

Other commonly used programs can be opened from Quadpro Home Screen, so long as they are held in a constant location for all users. See the section on the **Task Centre** below for more information.

Tick the check box to enable this feature.

Default Graphic View:

The Plans & Photos module displays plans and photographs separately but you can easily toggle between the two. This option controls whether you see Plans or Photographs when the module is first opened.

Select Plans OR Photographs from the drop down menu.

Plans Clickable Area:

The site plan on the Home Screen and elsewhere can be used to jump straight to building data by click on the buildings' images. This option defines the size of the 'click hotspot' that is clickable on the building plans.

Enter the size of the hotspot in pixels:

Plan Clickable area pixels

If you have a only a few buildings on your site plan this can be set to a larger value, say 100 – 150 pixels. If you have many buildings close together, this can be set to a smaller value, say 15 – 25 pixels.

The smaller the click hotspot gets, the more accurately you will have to click on the plan to select a building.

Main Site Reference:

A site plan can be displayed on the Home Screen to help navigate around the system. This defaults to main site with a site reference of 'MS'

Enter the Site Reference of the site you wish to appear on the Home Screen when Quadpro starts up. The Site Reference can be found on the **Site Screen** menu.

Find out more about the Site Screen by clicking here – (XXXXXXX)

Financial/Budget Information:

Financial Year Start:

The day and month of the first day of your financial year.

Enter this information by using the drop down menu.

Show Years From:

Quadpro can hold budget data over many years, usually from the current year onwards.

Enter the earliest year you wish to record and hold budget data – usually the year you first start using Quadpro unless you are loading up historic data.

Hide New Budgets Alert:

An alert message about the need to set up new budgets can be given near the end of the financial year.

Tick this check box to suppress the alert.

Budget Year Taken as End Year:

The financial (or budget) year can be described in two ways:

Financial year 1 September 2004 to 31 August 2005 could be called Year **2005**

Otherwise: Financial Year 1 September 2004 to 31 August 2005 could be called year **2004**

Tick this check box to identify budget years by the END year