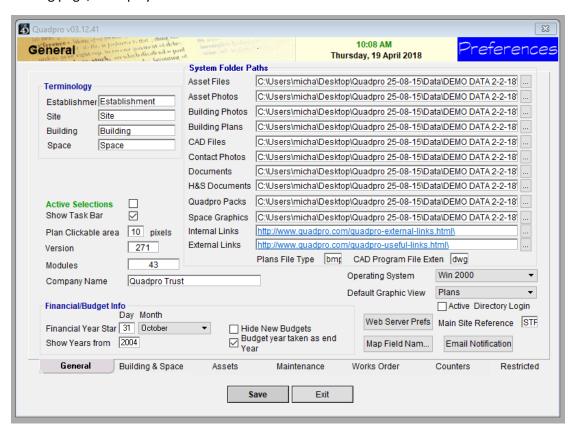
# Quadpro Help Desk

The Preferences – General Tab

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



# 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.** 

The 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 proginal 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 consistant 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:**

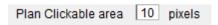
The Plans & Photos module displays plans and photographs separately but you can easily toggle between the two. This option controls whether you see Plans or Photographs when the module is first opened.

Select Plans OR Photographs from the drop down menu.

### **Plans Clickable Area:**

The site plan on the Home Screen and elsewhere can be sued 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:



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