

Quadpro Help Desk

Editing User Accounts

Editing User Accounts:

If you would like to edit, add or delete a User account select **Admin > Glossary** from the Home Screen toolbar.

From the dropdown menu select **'Contacts and Users'** to bring up the screen for User and Provider accounts.

Editing a User Account:

To make a change to a User Account's permissions or information, select the account name you wish to edit and double click to open a dialog box as displayed below.

User Profile

First Name 54

Surname Administrator

Password

AD Login

Type

Text Scaling Enter value from Windows Control Panel

Access Deny login access

Asset Maintenance	<input checked="" type="checkbox"/>
Assets	<input checked="" type="checkbox"/>
Budgets	<input checked="" type="checkbox"/>
Building	<input checked="" type="checkbox"/>
Call Centre	<input checked="" type="checkbox"/>
Call Centre Manager	<input checked="" type="checkbox"/>
Elements	<input checked="" type="checkbox"/>
Glossary	<input checked="" type="checkbox"/>
Minor works	<input checked="" type="checkbox"/>
Plans & Photos	<input checked="" type="checkbox"/>
PM Work Items	<input checked="" type="checkbox"/>
Preferences	<input checked="" type="checkbox"/>
Projects	<input checked="" type="checkbox"/>
Schedule of Rates	<input checked="" type="checkbox"/>
Security - Doors	<input checked="" type="checkbox"/>
Security - Keys	<input checked="" type="checkbox"/>
Security - Sensors	<input checked="" type="checkbox"/>
Service Providers	<input checked="" type="checkbox"/>
Site	<input checked="" type="checkbox"/>
Space	<input checked="" type="checkbox"/>
Tasks	<input checked="" type="checkbox"/>

Access

To make any changes to the logged information , simply click on the boxes to then enter new information.

You may introduce a password to accounts that have unrestricted access to ensure the protection of important data stored on the system. Enter a secure but memorable password in the designated box.

AD LOGIN:

This field allows you to log in to Quadpro using your windows account.

Please contact us to find our more regarding this setting.

Editing Permissions:

If you would like to change a permission a user has you simply need to click on a desired row and then using the drop down menu title **'Access'** select either **'No Access'** , **'View Only'** or **'Unrestricted'**

To make one type of access the same for each permission select the one you would like to designate for the user and click **'Apply All'** to make the change.

Once you have updated the information for that User Account, click save to finalise the changes.