

# Quadpro Help Desk

## **Exporting Quadpro Data to Microsoft Excel**

## How to Export Quadpro Data to Excel

Should you wish to export all of your Quadpro Site, Building, Space or Asset data into useful Microsoft Excel tables you may do so by following the steps below.

Go to one of the data lists , for example – Assets.

To export this data please hold CTRL and select '**Print Options**'

Quadpro v03.12.44

10:50 AM  
Wednesday, 18 July 2018

## All Assets

## Assets

No	Name	Loc.	Building	Type	* No.	CYCLE	Bar Code	Current £	Ref
	Ladders, Steps & Towers		All Buildings	Cyclical & Statutory	1	ANNUAL		0.00	00070
	Fire Alarm Servicing		All Buildings	Cyclical & Statutory	1	6 MONTHLY		0.00	00071
	Fire Extinguisher Servicing		All Buildings	Cyclical & Statutory	1	ANNUAL		0.00	00072
	Intruder Alarms		All Buildings	Cyclical & Statutory	1	QUARTERLY		0.00	00073
	Legionella Prevention		All Buildings	Cyclical & Statutory	1	QUARTERLY		0.00	00074
	Air Conditioning		All Buildings	Cyclical & Statutory	1	6 MONTHLY		0.00	00075
	Pressure Vessels		All Buildings	Cyclical & Statutory	1	ANNUAL		0.00	00077
	Fume Cupboards		Science Block	Cyclical & Statutory	5	ANNUAL		0.00	00078
	RPZ VALVES		Central Building	Cyclical & Statutory	1	ANNUAL		0.00	00082
	LJS SPRINKLER SYSTEM		Main Building	Cyclical & Statutory	1	QUARTERLY		0.00	00084
	Gutters and Downpipes		All Buildings	Cyclical & Statutory	1			0.00	00092
	Sprinkler	45660	Barts Sports Hall	Cyclical & Statutory	2			0.00	00093
	Sprinkler System	F01	Barts Sports Hall	Cyclical & Statutory	1		100129	500.00	00094
	Fire Alarm	45660	Barts Sports Hall	Cyclical & Statutory	1	Monthly		300.00	00095
	Main Boiler	BRM1	Central Building	Cyclical & Statutory	1	Quarterly		500.00	00102
	Drinking Fountain Filter (Main Hall)	BRM1	Central Building	Cyclical & Statutory	1	Quarterly		400.00	00106
	Fire Extinguisher		Main Building	Fire Equipment	6	Monthly		0.00	00109
	Boiler	BRM1	Central Building	Cyclical & Statutory	1	Quarterly		500.00	00112
	Gas Taps	T1G1	Tower 1	Cyclical & Statutory	1			0.00	00113
	Gas Taps	T1G2	Tower 1	Cyclical & Statutory	1			0.00	00115
	Water Cooler	RECA		Cyclical & Statutory	1			200.00	00116
	Boiler	F06	Science Block	Cyclical & Statutory	1			4,000.00	00120
	Fire Extinguishers		Tower 1	Cyclical & Statutory	20			100.00	00122

Assets 26 Asset Depreciation

Add
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Once you have done this step we you then be able to save the excel document and then view it.

To then make this data more dynamic you can select on a single cell and press CTRL + 'T' to then translate the data into a handy table.

Table Name: Table1

☒ Summarize with PivotTable
 ☐ Remove Duplicates
 ☐ Insert Slicer
 ☐ Export Refresh
 ☐ Open in Browser
 ☐ Unlink
 ☐ External Table Data

☒ Header Row
 ☐ First Column
 ☒ Filter Button
 ☐ Total Row
 ☐ Last Column
 ☒ Banded Rows
 ☐ Banded Columns

Table Style Options

Table Styles

Asset Name	Space No	Building Name	Type	Category	Attribute	Department	Staff	No.	Purchase Date	Cost	Estimated Life	Guarantee
Ladders, Steps & Towers		All Buildings	Cyclical & Statutory	ACCESS EQL	Ladders, Ste	Building Depart			1 00/00/00	0	0 00/00/	
Fire Alarm Servicing		All Buildings	Cyclical & Statutory	ALARM SYST	Fire Alarms				1 00/00/00	0	0 00/00/	
Fire Extinguisher Servicing		All Buildings	Cyclical & Statutory	FIRE EXTINGUISHERS					1 00/00/00	0	0 00/00/	
Intruder Alarms		All Buildings	Cyclical & Statutory	ALARM SYST	Intruder Ala	Accounts			1 00/00/00	0	0 00/00/	
Legionella Prevention		All Buildings	Cyclical & Statutory	LEGIONELLA PREVENTION					1 00/00/00	0	0 00/00/	
Air Conditioning		All Buildings	Cyclical & Statutory	AIR CONDITIONING					1 00/00/00	0	0 00/00/	
Pressure Vessels		All Buildings	Cyclical & Statutory	PRESSURE VESSELS					1 00/00/00	0	0 00/00/	
Fume Cupboards		Science Block	Cyclical & Statutory	FUME CUPBOARDS					5 00/00/00	0	0 00/00/	
RPZ VALVES		Central Building	Cyclical & Statutory	RPZ VALVES					1 00/00/00	0	0 00/00/	
LJS SPRINKLER SYSTEM		Main Building	Cyclical & Statutory	LJS SPRINKLER SYSTEM					1 00/00/00	0	0 00/00/	
Gutters and Downpipes		All Buildings	Cyclical & Statutory	SLA					1 00/00/00	0	0 00/00/	
Sprinkler		Barts Sports Hall	Cyclical & Statutory	LJS SPRINKLER SYSTEM					2 01/04/2012	5000	1	
Sprinkler System		Barts Sports Hall	Cyclical & Statutory	LJS SPRINKLER SYSTEM					1 10/11/1999	0	0	
Fire Alarm		Barts Sports Hall	Cyclical & Statutory	HEAT DETECTORS			Nick Davis		1 12/12/2010	500	10	
Main Boiler		Central Building	Cyclical & Statutory	BOILERS COMMERCIAL					1 20/10/2000	1000	20	
Drinking Fountain Filter (Main Hall)		Central Building	Cyclical & Statutory	Water Filter Drinking Fountain Filter					1 10/10/2010	600	10	
Fire Extinguisher		Main Building	Fire Equipment	Freestanding/Accounts					6 10/04/2018	500	10	
Boiler		Central Building	Cyclical & Statutory	BOILERS DO Boiler					1 10/05/2018	500	10	
Gas Taps		Tower 1	Cyclical & Statutory	INSPECTION		Chemistry			1 00/00/00	0	0 00/00/	
Gas Taps		Tower 1	Cyclical & Statutory	INSPECTION		Chemistry			1 00/00/00	0	0 00/00/	
Water Cooler			Cyclical & Statutory	Water Filter Drinking Fo	Administration	Jerry Tom			1 10/05/2018	200	3 00/00/	

Assets Export

