

# Quadpro Help Desk

## **Minor Works**

Minor Works Items can be created and stored in Quadpro to ensure quick access and reference when needed. These can also be added into Projects. This feature allows you to store specific information about a certain material item you need to fulfil a project.

To access the Minor Works Items menu from the **Home Screen** select **Minor Works** from the **Establishment Inspector** panel.

This list will display all created Minor Works Items that you have created.

To add a new Item to Quadpro, select '**ADD**' from below the list

11:11 AM											
Minor Works											
ID	Item	Cost	Unit	Rate	Qty	ORef	Pri Ref	W/Ref	Site Ref	BldRef	SpaceRef
0	[R01] Roof Type - Chimney -	85	Unit	85	1	5583	0				
0	Single D end table 1800x800	309	Each	154.5	2	41932	0				
0	450 mm drawer runners	0	Pr	0	4	23422	0				
0	Silicone spray	0		0	6	23422	0				
147	Actuator 96M cat No 30704:	147.36	Each	147.36	1	3111	0				
168	Emergency Light switches	0		0	0	3132	0				
176	Simplex 900 coded locks	0		0	2	3165	0				
177	Repair lead light	0		0	1	3166	0				
178	Quote for lead panel in stone	0		0	0	3166	0				
183	White Toilet seats	0		0	16	3182	0				
184	Chrome plated tap hole stopp	0		0	1	3182	0				
191	2 x Cartons of Cortega Ceiling	63.63	Each	63.63	1	3206	0				
204	White sanitary grade silicone	0		0	25	3213	0				
205	Silicone spray	0	cans	0	6	3213	0				
206	Ivory silicone	0		0	6	3213	0				
207	Stanley Claw Hammer	0		0	3	3213	0				
208	50mm PZ2 bits	0		0	0	3213	0				
209	Quick release bit holders	0		0	10	3213	0				
210	AA batterys	0	Pack	0	2	3213	0				
229	Silicone remover	0		0	8	3264	0				
233	4ft 36w tubes	0	Box	0	1	3278	0				
234	6ft 85w x 1.5" tubes	0	Box	0	1	3278	0				
235	6" 4w tubes	0		0	20	3278	0				

Minor works
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Add

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Delete

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Show All

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Show Subset

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Query

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Order By

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Print Options

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Report

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Home

A new dialog box will prompt you to fill out information about that item.

The following list will guide you on each field.

The screenshot shows a software dialog box titled "Add Minor Item". Inside, there's a section titled "Add New Minor Works". The fields are as follows:

- ID: 16191
- Project ID: 0
- Location, Site: Vauxhall Academy (dropdown menu)
- Building: Select a Building (dropdown menu)
- Space: (empty dropdown menu)
- Item: Ethernet Cables (text input)
- Quantity: 100
- Works Order Re: 0
- Unit: m
- Rate: 5
- Cost £: 0

At the bottom, there are two buttons: "Cancel" and "Save & Close".

#### **ID and Project ID:**

The ID number is automatically created when you create the new Item.

If you are adding this item from the Projects Module, it will create an ID specific to that Project.

#### **Location, Site, Building and Space:**

You can choose a specific **Space** or **Building** for this Item – or use it at **Site** level. Simply enter information as needed.

#### **Item:**

Enter the name of this item, for this example we have used ethernet cables.

#### **Quantity, Unit, Rate and Cost:**

You will need to enter how much of this item, its unit and its cost. The 'Cost' field will automatically generate once you have entered the information.

Once you have entered all information about the Item you can click '**Save & Close**'.

To add these entries to a project, please see our **Projects** article.