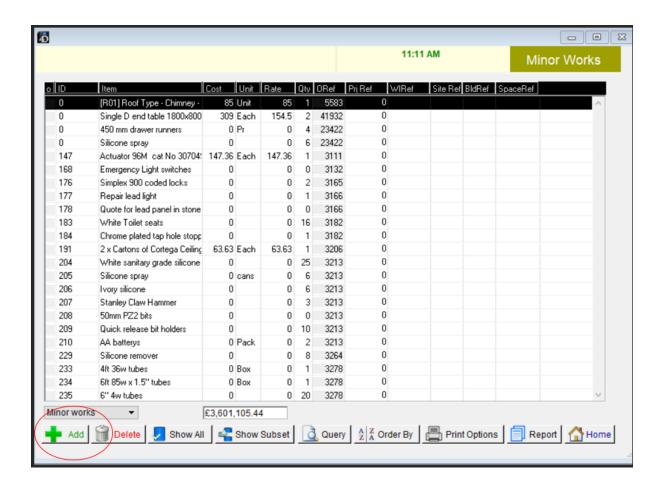# Quadpro Help Desk

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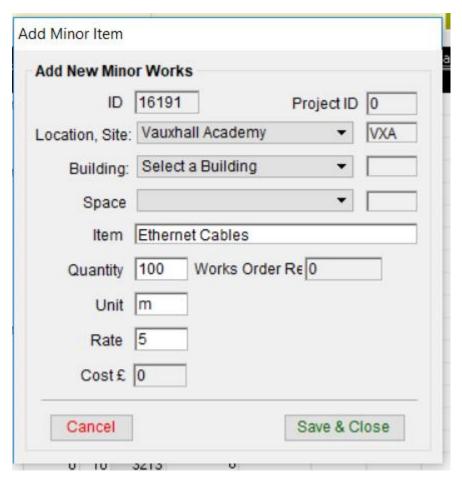
This list will display all created Minor Works Items that you have created.

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

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

The following list will guide you on each field.

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.