

Quadpro

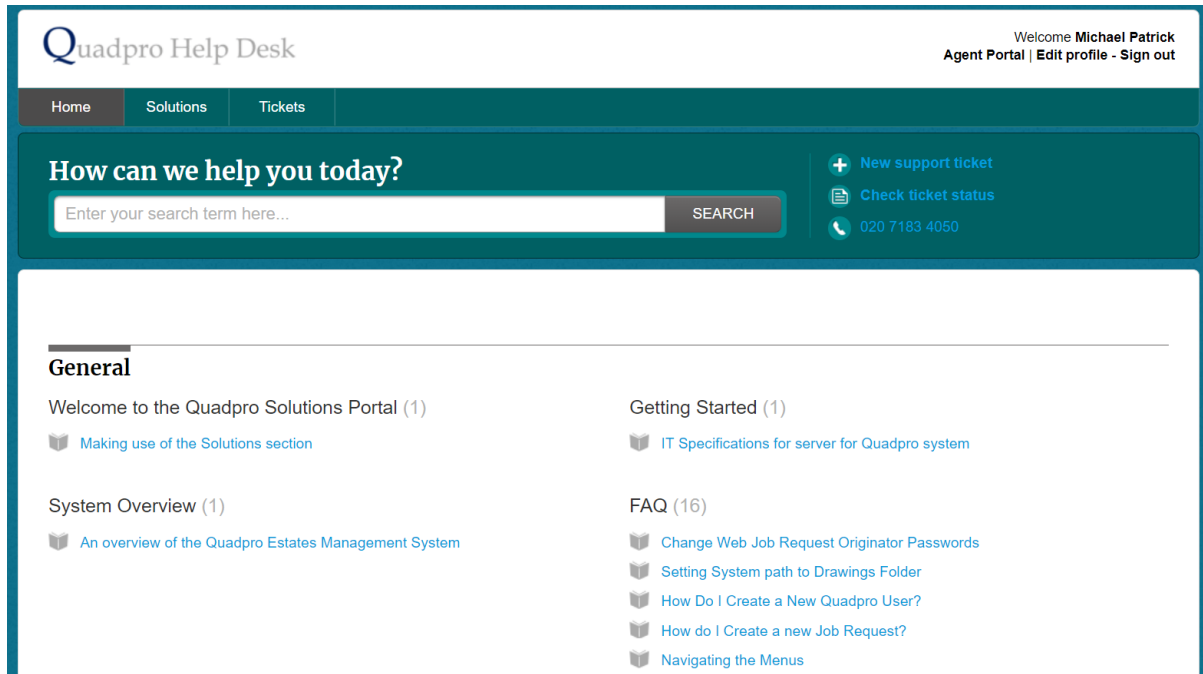
New Features and Additional Modules

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Quadpro Helpdesk Launched

As part of our continued development of Quadpro we have created a new Quadpro Help Desk which is accessible to all current and new users. This will allow you to quickly troubleshoot any problems you may be experiencing or learn new parts of the program at your own pace.



You are also able to log help tickets on the site and check up on the progress of your submitted tickets.

All users should have received an invitational email by now, if you did not receive one please let us know.

Document Management

Within Quadpro, users have integrated document management:

Quadpro has always had the capability to store documents related to each asset.

Now, there is a new feature in Quadpro allowing you to store and access documents at extra levels in the system.

On the Site, Building, and Space screens we have created a new tab each allowing access to a list of the folders and documents you have created. Each page shows the full list of folders at that level and the buildings and spaces related to it.

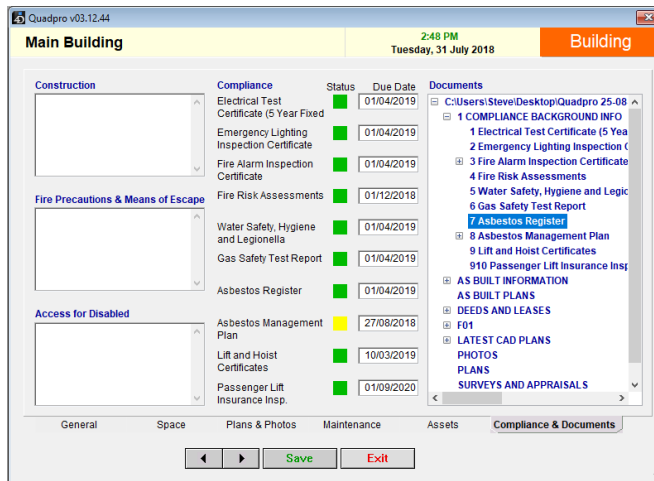
We have done the same for Job Request, Works Order and Project as well where you can now create folders and add files such as contract documents.

You can now create folders as required at each level and then use them to store documents such as contracts, surveys, insurance documents and any other relevant information. The system creates the folder for each level as soon as you access the tab within the record. It may be a good idea to create a standard set of folders for your organisation to be used consistently across all records. On the projects page you will find a documents tab has also been added. Here for each project you can store documents such as Gantt chart or programme, Brief, specification, risk assessments, task and to do lists process maps and Contracts associated with the project.

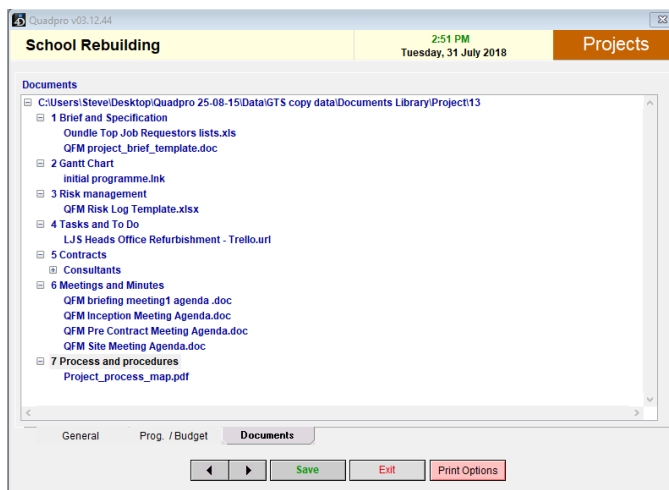
The documents are stored in the relevant folders within an overall document folder in the Quadpro data set, this will be created when Quadpro updates your system. You can search the folders utilising the normal windows search tools in the top right of the open window.

Users can drag and drop or copy and paste files into these folders as well as creating individual folders to help keep your documents organised.

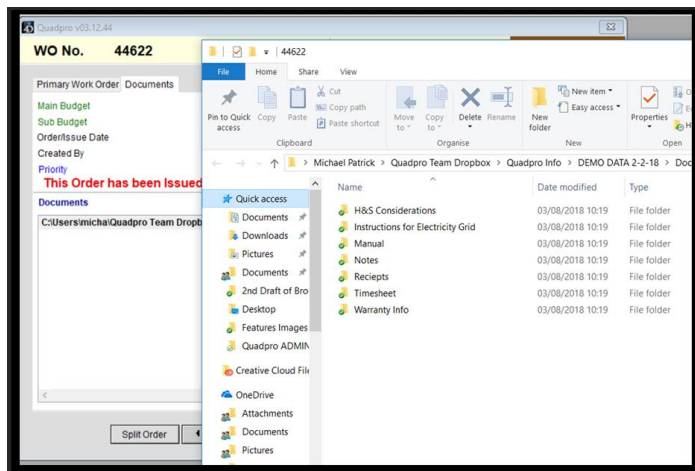
Documents are accessible at all levels ranging from assets to work orders.



Building Documents



Projects Documents



Multiple folders can also be created within a designated folder

Learn more about storing documents in Quadpro here:

['Storing Documents in Quadpro'](#)

Health and Safety Risk Markers

Health & Safety risk markers for each space: Quadpro includes two additional fields on the space record to allow users to add a reference for a health and safety hazard eg: an Asbestos report or a chemical storage hazard, and also a marker to create an alert when a Job Request or Work Order is raised which is related to the hazardous space.

In this situation when a Job Request or Work Order is raised relating to the space a note to this effect is printed on the Job Request or Work Order alerting the recipient contractor or operative to the potential hazard and the reference of the hazard report so they can acquaint themselves with the issue and take appropriate action.

An inspection reference and marker if the risk is still present for each space.

Ground Floor Reception

Space: GFR1 Site: Vauxhall Academy Tower 1

Usage

Department: Administration

Space Category: Administration

Space Use: Entrance

Physical Attributes

Length: 10.00m Width: 14.00m

Height: 2.00m

Area: 140.00m2

Wall Area: 96.00m2

Capacity: 0

Floor Finish:

Wall Finish:

Ceiling Finish:

Inspection Reference: 78654

Risk Present: ☒

General Assets Security

Learn how to add [Risk Markers](#)

KPI Reports for Work Orders

Quadpro has always enabled users to manage their work orders and to track progress and payment.

The KPI reporting feature allows the production of KPI reports to show team performance against the targets you have set yourselves

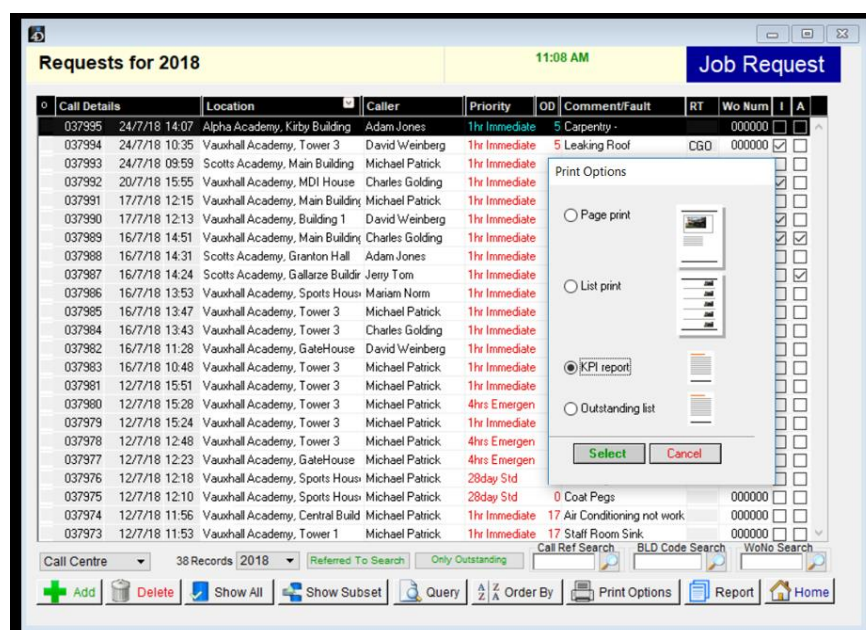
The report allows the choice of reporting period

Summaries can be generated for individual or all buildings.

Summaries of either Job request performance or Works orders is available

KPI shows on time performance and late against the priorities set in the system by the user

KPI menu item in work order print menu



KPI report: Works order performance within date range

The screenshot displays the 'Requests for 2018' window in the Quadpro software. A 'Print Options' dialog box is open, allowing users to filter the data for reporting. The dialog box includes fields for 'Report period start date' (01/07/2018) and 'Report period end date' (31/07/2018). It also has dropdown menus for 'Site' (All Sites) and 'Building' (All Buildings). Under the 'Report on:' section, there are two radio buttons: 'Job Requests' (selected) and 'WorksOrders'. The background window shows a table of requests with columns: Call Details, Location, Caller, Priority, OD, Comment/Fault, RT, Wo Num, and A. The table lists various requests from Vauxhall Academy, including issues like 'Leaking Roof', 'Generator Broken', 'Test', 'Carpentry - Shelves and I', 'Furniture', 'Catering', 'Food Storage', 'Special', 'Pc screen', 'Cracked Projector Bulb', 'Damaged Bed', 'Lights in classroom need', 'Desk Table Broken', 'Stain on carpet', 'Lock Broken on IT Laptc', 'Window Not Closing', 'Gatehouse External Hall', 'Coat Pegs', 'Air Conditioning not work', and 'Staff Room Sink'.

Find out how to create a KPI export here : [Quadpro KPI Export](#)

Improved Excel Reports

Excel exporting:

Quadpro has the capability to export to excel for analysis

Now, there is an enhanced feature in Quadpro allowing you to export more data relating to WO performance.

The export can be utilised to performance simple and complex analysis of the performance relating to Works Orders

Excel report print option

Quadpro v03.12.44

All Works Orders

Information

To export data, name and save the export file in the following dialog

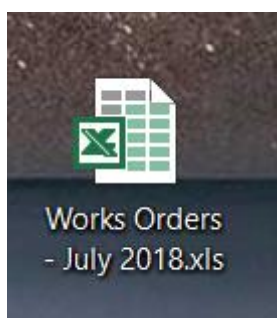
OK

12:04 PM
Thursday, 2 August 2018

Works Orders

B Code	Staff/Contractor	Crr	Iss	FP	Comm. Cost
TW3	Maintenance Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£800.00
MBD	Maintenance Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£10.00
LDR	Phil Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TW3	Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TW1	Maintenance Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£1,000.00
TW1	Bricklayers Bricks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£108,894.00
0 GHE	Project Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£3,900.00
0 TW1	Bricklayers Bricks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£5,000.00
0 CBV	BSS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£200.00
0 SPC	Ash Building Servic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£1,050.00
0	Bricklayers Bricks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£9,000.00
0 SPC	Bricklayers Bricks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£1,000.00
0 KBY	Ash Building Servic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£180.00
0 SPC	Briqstock Sawmill	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£180.00
0 FSH	Ability International	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£220.00
0 SPC	Hanworthy Heating	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
37942 FSH	A. F. Dickson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£7,800.00
37904	Advance Appliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
37908	City Plumbing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
37904	Advance Appliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Excel Report Print Options



Added Fields in Excel Export for easier analysis across different periods

WO No.	Order Date	Issue Date	Start Date	Finish Date	Created By	Contact	Main Budget
44626	26/07/2018	26/07/2018	26/07/2018	26/07/2018	Adam Norris	Admin Team	2018 Budget
44625	20/07/2018	20/07/2018	20/07/2018	20/07/2018	Adam Norris	Admin Team	Lantern Junior
44624	11/07/2018	11/07/2018	11/07/2018	11/07/2018	Adam Norris	Admin Team	2018 Budget
44623	11/07/2018	11/07/2018	11/07/2018	11/07/2018	Adam Norris	Admin Team	2018 Routine Maintenance
44622	04/07/2018	04/07/2018	04/07/2018	04/07/2018	Adam Norris	Admin Team	2018 Budget
44621	04/07/2018	05/07/2018	04/07/2018	04/07/2018	Juan Ramirez	Admin Team	2018 - 19 Budget
44620	03/07/2018	03/07/2018	03/07/2018	03/07/2018	Charles Golding	Admin Team	2018 Budget
44619	03/07/2018	03/07/2018	03/07/2018	03/07/2018	Charles Golding	Admin Team	2018 - 19 Budget
44618	26/04/2018	26/04/2018	26/04/2018	26/04/2018	Charles Golding	Admin Team	2018 Routine Maintenance
44617	23/04/2018	24/04/2018	23/04/2018	23/04/2018	Charles Golding	Admin Team	2018 - 19 Budget
44616	12/04/2018	12/04/2018	12/04/2018	12/04/2018	Charles Golding	Admin Team	Planned Site Works
44615	11/04/2018	11/04/2018	11/04/2018	11/04/2018	Charles Golding	Admin Team	2018 Routine Maintenance
44609	10/04/2018	10/04/2018	10/04/2018	10/04/2018	Charles Golding	Admin Team	2018 Routine Maintenance
44608	10/04/2018	10/04/2018	10/04/2018	10/04/2018	Charles Golding	Admin Team	2018 Routine Maintenance
44607	10/04/2018	10/04/2018	10/04/2018	10/04/2018	Charles Golding	Admin Team	2018 Routine Maintenance
44606	10/04/2018	00/00/00	10/04/2018	10/04/2018	Juan Ramirez	Admin Team	Planned Maintenance
44604	03/04/2018	25/04/2018	03/04/2018	03/04/2018	Juan Ramirez	Admin Team	2018 Routine Maintenance
44603	08/09/2017	10/08/2017	00/00/00	00/00/00	Juan Ramirez	Admin Team	2018 Routine Maintenance
44602	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	Staff Property
44601	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	2018 Routine Maintenance
44600	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	2018 Routine Maintenance
44599	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	2018 Routine Maintenance
44598	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	2018 Routine Maintenance
44597	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	2018 Routine Maintenance
44596	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	Revenue Projects
44595	10/08/2017	10/08/2017	10/08/2017	10/08/2017	Juan Ramirez	Admin Team	Planned Staff Property
44594	09/08/2017	09/08/2017	09/08/2017	09/08/2017	Juan Ramirez	Admin Team	Staff Property
44593	09/08/2017	09/08/2017	09/08/2017	09/08/2017	Juan Ramirez	Admin Team	Staff Property

Find out more about exporting data to Microsoft Excel here – [Data Exports](#)

Supplier Approved List Certification

A supplier approved list data set has been added to Quadpro allowing each supplier to be monitored in terms of the certifications they require to be on an approved list and also to enable reports to be produced of the renewal dates for certificates.

Learn how to approve a supplier here! – [‘Approving a Supplier’](#)

Service Provider

Name:

Type:

Approved Contractor: ☒

Approval Review Date:

Permitted Services

Approvals	Required	Next Review Date
Insurance	<input checked="" type="checkbox"/>	<input type="text" value="10/10/2018"/>
Financial	<input type="checkbox"/>	<input type="text" value="10/10/2018"/>
Health & Safety	<input checked="" type="checkbox"/>	<input type="text" value="10/10/2018"/>
Child Protection	<input checked="" type="checkbox"/>	<input type="text" value="10/10/2018"/>
ISO 9001	<input checked="" type="checkbox"/>	<input type="text" value="10/10/2018"/>
ISO 14001	<input checked="" type="checkbox"/>	<input type="text" value="10/10/2018"/>

Annual Spend Limit: Current Spend:

Maximum Contract Value:

Details Approvals Documents

Learn about supplier approvals here - [Approving a Supplier](#)

Enhanced Building Inspector

We have greatly enhanced the building inspector module to give quick access to all data related to a single building by clicking its hotspot. This now includes projects, assets, budgets, planned maintenance, works orders and documents.

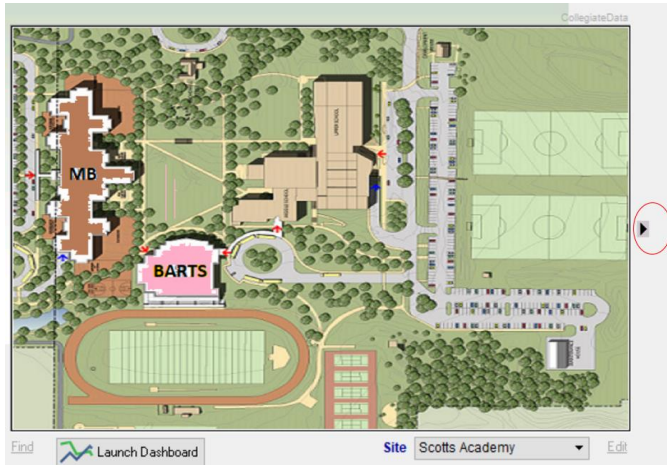
This is set up by using the following method – [‘Creating Hotspots’](#)

legiate - Quadpro Trust (System Admin)

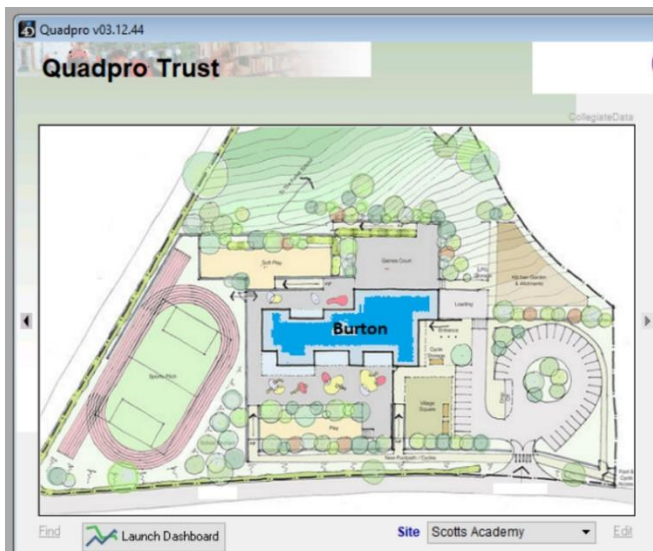


Two Screen Site Plans

It is now possible to have a double sized plan for your site plans, this enables users with large sites to add an additional image to each site plan. Moving between the plans is via the small arrows at the sides of the plans.



Main Site map (second image can be accessed by clicking the circled arrow to the right-hand side)



Second Image for Site Plan.

Budget Alterations to Issued Work Orders

We have now added the ability to re-allocate a WO to a different budget and sub-budget even if it has been issued. This is a powerful facility and it is only available if the preference for it is set and this can only be done by users with the correct access level. The facility can be switched on and off as required via the **Admin > Preferences** menu.

Work Order Title Work Order Ref Lab

Work Order Completion Note

Work Order Note

Work Order Note

Approve WO before issuing ☐ [Update WO Issue Date](#)

Default Work Order Type

Default Job Request / Work Order Location Format

Job Type Mandatory ☒

Allow budgets to be changed on issued WOs? ☐ WARNING! Allowing budgets to be changed on issued Works Orders affects the auditability of the system. Use with caution.

Send to BCC

Email Body Text

Send internal / timesheet WO by email? ☐

General Building & Space Assets Maintenance **Works Order** Counters Restricted

Whilst the option is enabled it is possible to go the issued Works Order and reallocate it to a different budget. The system will adjust the budgets accordingly. There is no audit check in this function so users must decide on their suitability of this function for their organisation.

Additional Amend Options for Work Item Management

When managing works items in the planned maintenance module we have added two new options; first if a building element such as windows or roof have just been renewed there is now a single button option to replace the works items in accord with the maintenance profile for the element. Second when manipulating works programmes to smooth the expenditure profile we have added an option which allows movement of the replacement year and automatic creation of the revised maintenance regime both before and after the replacement year. Both options are available at whole stock and individual building level.

You can select a number of work items and then amend their information to reflect a choice from the list shown in the second image below. If these items have been replaced then you can restart their life cycle

o	Bd C	Ref	Element	Attribute	Description	Work Item	C	E	Yr	Qty	Cost	Pr	St
	SND	B02	Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	6727	C	6	36.9	£55 0		
	DRY	B02	Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	6727	C	14	36.9	£55 0		
	SND	B02	Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	6727	C	16	36.9	£55 0		
	DRY	B02	Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	6727	C	24	36.9	£4,612 0		
	SND	B02	Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	6727	C	26	36.9	£4,612 0		
	DRY	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	4	54.12	£173 0		
	SND	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	6	54.12	£173 0		
	DRY	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	14	54.12	£173 0		
	SND	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	16	54.12	£173 0		
	DRY	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	24	54.12	£1,894 0		
	SND	B02	Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	6727	C	26	54.12	£1,894 0		
	BYS	B02	Room Wall Finish	Painted Plaster	Room Wall Finish	Inspect and repair as ne	6727	C	7	22.08	£574 0		
	BYS	B02	Room Wall Finish	Painted Plaster	Room Wall Finish	Inspect and repair as ne	6727	C	17	22.08	£574 0		
	BYS	B02	Room Wall Finish	Painted Plaster	Room Wall Finish	Inspect and repair as ne	6727	C	27	22.08	£1,391 0		
	DRY	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Inspect and repair as ne	6727	C	4	36.9	£442 0		
	BYS	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Inspect and repair as ne	6727	C	7	5.28	£63 0		
	DRY	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Inspect and repair as ne	6727	C	14	36.9	£442 0		
	BYS	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Minor repairs, prepare ar	7710	C	17	5.28	£63 0		
	DRY	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Overhaul plaster and red	6455	C	24	36.9	£2,066 0		
	BYS	B02	Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Overhaul plaster and red	7710	C	27	5.28	£295 0		
	SND	B02	Room Ceiling Fini	Timber Panels	Room Ceiling Finish	Inspect, repair and treat	6947	C	9	36.9	£55 0		
	SND	B02	Room Ceiling Fini	Timber Panels	Room Ceiling Finish	Renew timber panels	6947	C	19	36.9	£1,291 0		
	SND	B02	Room Ceiling Fini	Timber Panels	Room Ceiling Finish	Inspect, repair and treat	6947	C	29	36.9	£55 0		

Work Item Amend Options

Action

Make Year equal

Make Year equal

Move Year back

Bring Year forward

Make Quantity equal

Make Type equal

Make Budget Type

Make Status equal

Clear Status

Change Attribute to

Items have just been replaced

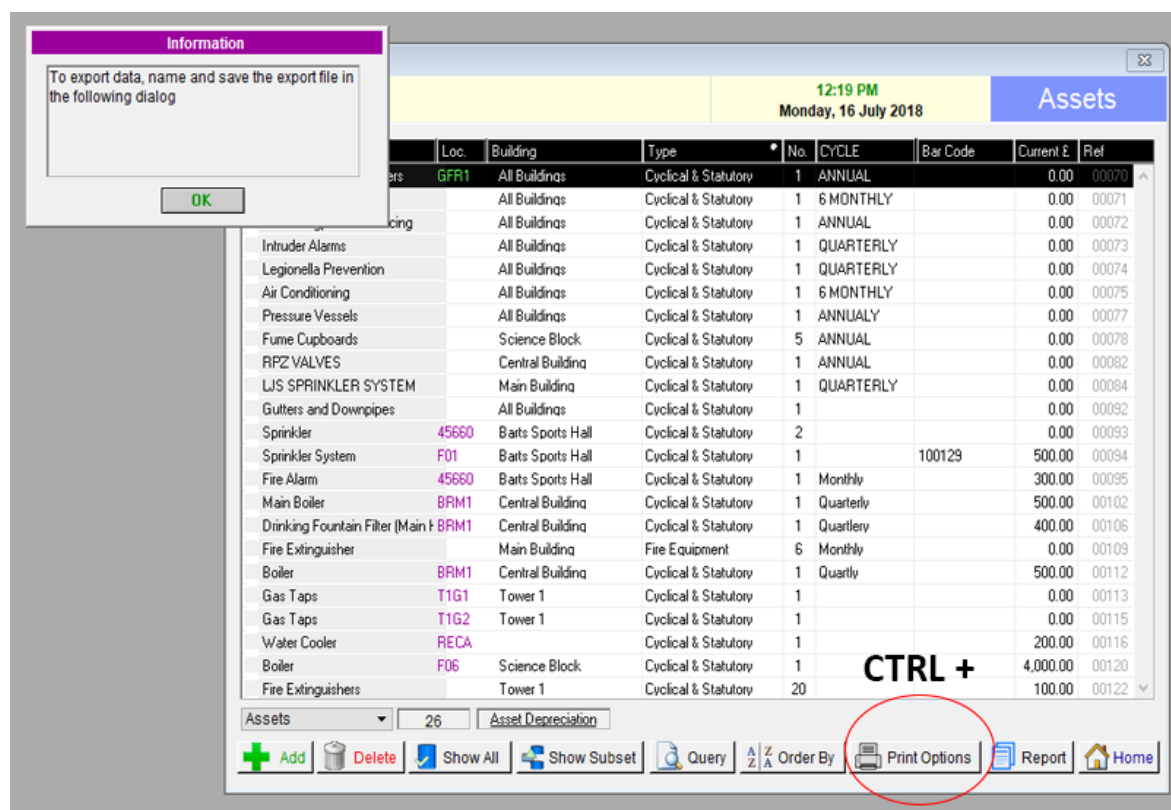
Replace in year

Amend Cancel

To make these amendments , click here – [Work Items Amendments](#)

New Project and Asset Exports to Excel

We have added options to export data from the assets, asset maintenance and project listings to excel. Just hold down the 'CTRL' and click the print options button on each of these 3 list screens. This allows you to review all of your data clearly and use it for any external tasks.



Assets.xls - Excel									
File Home Insert Page Layout Formulas Data Review View Help PDF Architect 4 Creator Design Tell me what you want to do									
<div> <div>Table Name: Table1</div> <div> <div> <div>Summarize with PivotTable</div> <div>Remove Duplicates</div> <div>Convert to Range</div> </div> <div> <div>Insert Slicer</div> <div>Export Refresh</div> <div>Unlink</div> </div> <div> <div>Properties</div> <div>Open in Browser</div> <div>Unlink</div> </div> </div> <div> <div>Header Row</div> <div>First Column</div> <div>Filter Button</div> </div> <div> <div>Total Row</div> <div>Last Column</div> <div>Banded Rows</div> <div>Banded Columns</div> </div> </div>									
F28 Staff Utilities									
Asset List	Asset Name	Space No	Building Name	Type	Category	Attribute	Department	Staff	No.
Ladders, Steps & Towers			All Buildings	Cyclical & Statutory	ACCESS EQUIPMENT	Ladders, Steps & Towers	Building Department	Charles Golding	1
Fire Alarm Servicing			All Buildings	Cyclical & Statutory	ALARM SYSTEMS	Fire Alarms	All	Charles Golding	1
Fire Extinguisher Servicing			All Buildings	Cyclical & Statutory	FIRE EXTINGUISHERS	co2	All	Charles Golding	1
Intruder Alarms			All Buildings	Cyclical & Statutory	ALARM SYSTEMS	Intruder Alarms	All	Charles Golding	1
Legionella Prevention			All Buildings	Cyclical & Statutory	LEGIONELLA PREVENTION	H&S	Maintenance	Charles Golding	1
Air Conditioning			All Buildings	Cyclical & Statutory	AIR CONDITIONING	AC Unit	Maintenance	Tim Stanley	1
Pressure Vessels			All Buildings	Cyclical & Statutory	PRESSURE VESSELS	H&S	Maintenance	Tim Stanley	1
Fume Cupboards			Science Block	Cyclical & Statutory	FUME CUPBOARDS	H&S	Maintenance	Tim Stanley	5
RPZ VALVES			Central Building	Cyclical & Statutory	RPZ VALVES	H&S	Maintenance	Tim Stanley	1
LJS SPRINKLER SYSTEM			Main Building	Cyclical & Statutory	LJS SPRINKLER SYSTEM	H&S	LJS	Tim Stanley	1
Gutters and Downpipes			All Buildings	Cyclical & Statutory	SLA	H&S	All	Tim Stanley	1
Sprinkler			Barts Sports Hall	Cyclical & Statutory	LJS SPRINKLER SYSTEM	H&S	LJS	Tim Stanley	2
Sprinkler System			Barts Sports Hall	Cyclical & Statutory	LJS SPRINKLER SYSTEM	H&S	LJS	Jason Holme	1
Fire Alarm			Barts Sports Hall	Cyclical & Statutory	HEAT DETECTORS	H&S	LJS	Jason Holme	1
Main Boiler			Central Building	Cyclical & Statutory	BOILERS COMMERCIAL	H&S	LJS	Jason Holme	1
Drinking Fountain Filter (Main Hall)			Central Building	Cyclical & Statutory	Water Filters	Drinking Fountain Filter	All	Jason Holme	1
Fire Extinguisher			Main Building	Fire Equipment		Freestanding/Resting In Holder	Accounts	Jason Holme	6
Boiler			Central Building	Cyclical & Statutory	BOILERS DOMESTIC	Boiler	Maintenance	Aaron Miles	1
Gas Taps			Tower 1	Cyclical & Statutory	INSPECTION	H&S	Chemistry	Aaron Miles	1

Job Requests and Project Maintenance Information at Building Level

At building level, we have added new lists of Job requests and projects for that building. You can now access all four types of information by selecting from the drop down on the maintenance tab for each building. Job Requests, Projects, Work Items and Works Orders.

The screenshot shows the Quadpro v03.12.44 interface for 'Tower 1' on Monday, 16 July 2018 at 11:59 AM. The 'Building' tab is selected. A table lists job requests with columns: CallRef, Date, Caller, Priority, OD, Comment/Fault, and W/O Num. Below the table, a dropdown menu is open, showing options: Job Requests, Job Requests, Projects, Work Items, Work Orders, and Budgets. The 'Job Requests' option is highlighted. The 'Maintenance' tab is also visible at the bottom.

CallRef	Date	Caller	Priority	OD	Comment/Fault	W/O Num
37973	12/07/2018	Michael Patrick	1hr Immediate Emerg	0	Staff Room Sink	00000
37969	05/07/2018	Michael Patrick	48hrs Urgent	9	Gas Tap damaged	00000
37967	05/07/2018	Adam Jones	1hr Immediate Emerg	7	Door not shutting	00000
37966	04/07/2018	David Weinberg	1hr Immediate Emerg	8		00000
37965	03/07/2018	Michael Patrick	1hr Immediate Emerg	9	DAMAGED FLOOR TILE	00000
37963	20/06/2018	Michael Patrick	1hr Immediate Emerg	0	Catering - Microwave Oven - Not Working	00000

The screenshot shows the Quadpro v03.12.44 interface for 'Tower 1' on Friday, 10 August 2018 at 12:05 PM. The 'Building' tab is selected. A table lists budgets with columns: Head Budget, Sub Budget, W/O Count, and Spent. Below the table, a dropdown menu is open, showing options: Budgets, Budgets, 2018. The 'Budgets' option is highlighted. The 'Maintenance' tab is also visible at the bottom.

Head Budget	Sub Budget	W/O Count	Spent
2018 - 19 Budget	Day To Day Maintenance	2	£113 894.00
2018 Budget	Maintenance 2018	1	£1 000.00

Project Links to Building and Budgets

When you add a project in Quadpro it can now be linked to a single building and a single budget. If this is done, then the project will appear in the building maintenance tab for the associated building and the latest budget position for the project will be available together with access to the works orders that have been placed relating to the project budget.

The screenshot shows the 'Projects' window in Quadpro v03.12.44. The title bar indicates the time is 11:42 AM on Monday, 16 July 2018. The project name is 'Sports Centre Staffing Area Refurbishment'. The 'Contractor' is set to 'Maintenance Team' and the 'Building' is set to 'Barts Sports Hall'. The 'Start Date' is 17/10/2016 and the 'Finish Date' is 28/10/2016. The 'Notes' section contains two entries: 'Removing the kitchen area and resiting, removing the end timber stud office walls to retain one.' and 'Claire Goodall is ordering the desks, soft furnishings and choosing the colour scheme.' The 'Work Items' table has one entry: 'Minor Works' with a 'Work Item' of 'Waste skip', a quantity of 2, and a cost of £0. The 'General' tab is selected, and the 'Prog. / Budget' and 'Documents' buttons are visible at the bottom.

Ref	Order Ref	Element	Work Item	C	EOF	Year	Qty	Cost
13557	0	Minor Works	Waste skip			0	2	£0

Project linked to a building and contractor

The screenshot shows the 'Projects' window in Quadpro. The title bar indicates the time is 12:09 PM on Friday, 6 July 2018. The 'Budget Year' is set to 2017. The 'Main Budget' is set to 'E900 Revenue Proje...' and the 'Sub Budget' is set to 'Sports Centre Staff A...'. The 'Current Budget Position' button is visible at the bottom.

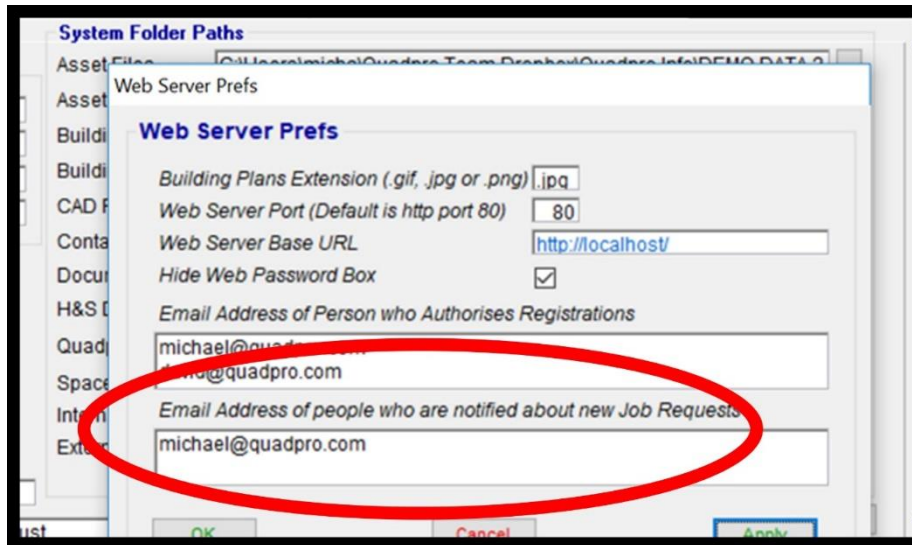
Project linked to a budget.

This button provides better access to the latest budget information.

Find out more about the Projects feature here! – [Quadpro Projects](#)

Email Notification of a Job Request Page

For some smaller client organisations, it is useful for the system to generate an email notification to a named person or group whenever a Job request arrives. Very useful when you are often away from the computer screen.



Job Request REF: 37985 Unblock and clean up soiled water

Inbox x

Maintenance@vauxhallacademy.com

to me

NOTE: Please do not reply to this email as we will not be able to respond

Dear Quadpro Maintenance,

The below job has been allocated to you. You can view or amend the job [here](#).

DETAILS

Job Request ID: 37985

Fault/Location: Unblock and clean up soiled water

STATUS: OPERATIVE NOTIFICATION

Requested By: David Weinberg

Date Received: 13/07/2018

Building: Tintagel House, Ground Floor

Space: RECA Reception Area

Fault/Location: Unblock and clean up soiled water

Job Type: Plumbing

Priority: 48hrs Urgent

Action Required: Manhole is overflowing

Referred To: Quadpro Maintenance

Kind Regards,

Quadpro Trust

POWERED BY QUADPRO

Quadpro Help Desk

New Features and Additional Modules

job request

log out

Quadpro

Practical solutions for property management

Quadpro Trust

Job Request - 037985!

Logged in as Quadpro Test
07 August 2018

Detail

Request Originator:

David Weinberg

Site:

Tintagel House

Building:

Ground Floor

Space:

RECA - Reception Area

Fault/Location:

Unblock and clean up soiled water

Job Type:

Plumbing

Priority:

48hrs Urgent

Action Required:

Manhole is overflowing

Action Taken:

Removed debris from the drain and washed down the pavement area.

Action Complete:

☒

Date Completed:

07/08/2018

Hours Spent:

0.75

<- Back

Update ->

Additional Modules

Direct Email of Orders To Suppliers

There is now the ability for Quadpro to send Works Orders by email direct to a supplier. This functionality requires the installation of an add-on module.

Once installed the user can choose to send direct to an email address stored in Quadpro for the supplier and also to print (or not) as many copies as required. The email that is sent accompanying the order can be tailored to suit your requirements and a copy of the email can be sent to an address of your choosing to keep a copy for your records.

Please call us if you are interested in learning more about this feature.

David Weinberg

to me 

Dear Mr Patrick,

Attached is Works Order #44628. Please carry out the work as specified.

Kind Regards

Michael Patrick

Quadpro

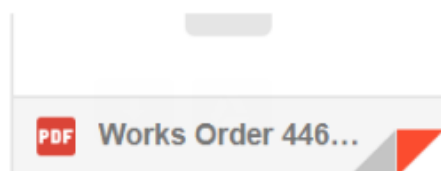
78 York Street,
London. W1H 1DP

Tel: +44 (0) 20 7183 4050

Email: michael@quadpro.com

Visit: **Quadpro** Website <http://www.quadpro.com>

Quadpro is a trading name of Quadrant Facilities Management Ltd



Cloud Hosting Option

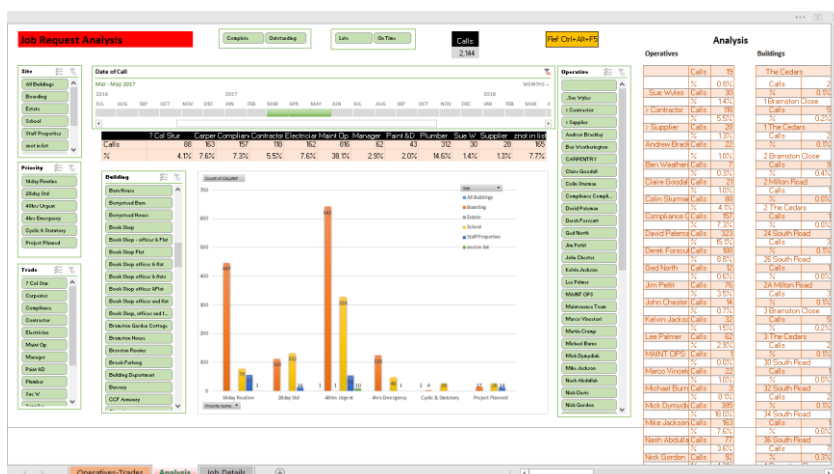
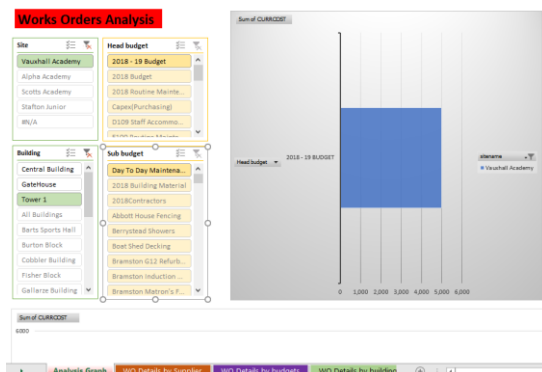
Quadpro can now host your system in the cloud for you. This removes the need for your own Quadpro server and gives access from any web enabled machine or mobile device. Please call if you are interested in having this feature installed.



System Dashboard Available for Budgets and Works Orders, Job Requests and Suppliers

We have created a series of dashboards in excel which allow quick analysis and viewing of the latest position regarding orders and expenditure and KPI performance information along with Supplier spends and compliance issues

Dashboards can be accessed via a dedicated button on the Quadpro home screen.



New Compliance and Planned Maintenance Dashboards

Quadpro now has linked excel dashboards for both compliance analysis and planned maintenance programme analysis. Both make it much easier to create reports which highlight any issues in these areas. Below are examples of some of the available reports:

Compliance:

Quadpro v03.12.44

Junior School

Monday, 21 January 2019

Building

Compliance

Electrical Test Certificate (5Yr Fix Wire) [Green] 01/07/2019

Emergency Lighting Inspection Certificate [Green] 01/07/2019

Fire Alarm Inspection Certificate [Green] 25/04/2019

Fire Risk Assessments [Red] 01/01/2019

Water Safety, Hygiene and Legionella [Green] 01/07/2019

Gas Safety Test Report [Yellow] 01/03/2019

Asbestos Register [Green] 01/07/2019

Asbestos Management Plan [Green] 01/07/2019

Lift and Hoist Certificates [Yellow] 01/03/2019

Passenger Lift Insurance Insp. [Green] 01/07/2019

Documents

C:\Users\steve\Desktop\Quadpro 25-08-15

General Space Plans & Photos Assets Compliance & Documents

Save Exit

Compliance Documentation Dashboard

21/01/2019 Refresh = Ctrl-Alt-F5 Overdue Due < 60 Days Due > 60 days

Site Name	Compliance Items	Water Safety, Hyg. Legionella	Passenger Lift Ins. Inspection	Lift and Hoist Certs.	Gas Safety Test Report	Fire Risk Assessments	Fire Alarm Insp. Cert.	Emergency Lighting Insp. Cert.	Elec. Test Cert. (5Yr Fix Wire)	Asbestos Register	Asbestos Management Plan
Lander House	01/07/2019	01/07/2019	01/07/2019	01/07/2019	01/07/2019	01/07/2019	10/04/2019	01/07/2019	01/07/2019	01/07/2019	01/07/2019
Lander Primary School	01/07/2019	01/03/2019	01/07/2019	01/07/2019	01/07/2019	01/07/2019	25/04/2019	01/07/2019	01/07/2019	01/03/2019	01/07/2019
Library	01/07/2019	01/03/2019	01/03/2019	01/03/2019	01/01/2019	01/03/2019	25/04/2019	01/07/2019	01/07/2019	01/07/2019	01/07/2019
Main Building	01/07/2019	01/07/2019	01/01/2019	01/03/2019	01/03/2019	01/03/2019	01/07/2019	01/02/2019	01/07/2019	01/07/2019	01/07/2019
Maintenance Building	01/07/2019	01/07/2019	01/07/2019	01/01/2019	01/07/2019	01/07/2019	06/04/2019	01/07/2019	01/07/2019	01/07/2019	01/03/2019

NAME

Grounds and Gard...

Health Centre

Lander House

Lander Primary School

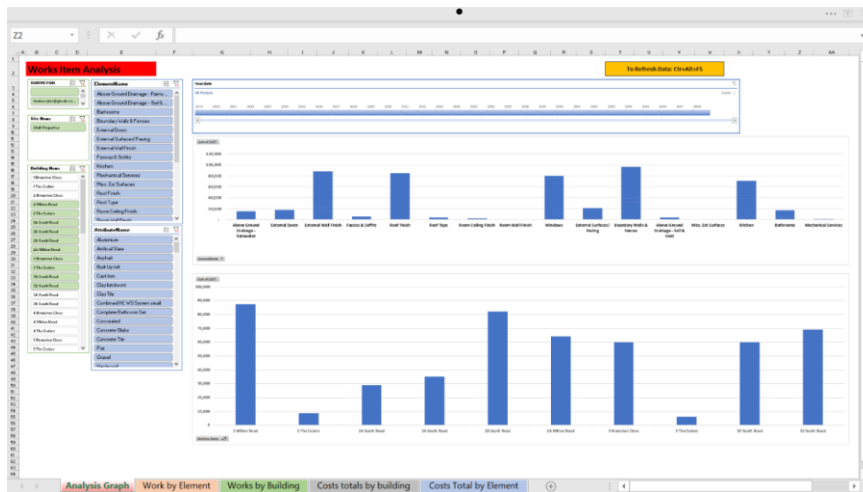
Library

Main Building

Maintenance Building

Nurses Office

Planned Maintenance:



Works by Element

COSTS	Years	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Grand Total
Row Labels														
■ Above Ground Drainage - Rainwater		2,210	4,418			20	54	1,131			420	54	400	8,706
■ External Doors		480			69	1,520	45	575			2,334	45		5,068
■ External Wall Finish		14,618	2,418	251		3,157	18	26	2,812	812	3,948	18	26	28,104
■ Fascias & Soffits		1,950	160			242					459		725	3,536
■ Roof Finish		15,318	2,300		359	943			1,530		8,913	390	100	29,853
■ Roof Type		2,400			100	0				100	0			2,600
■ Room Ceiling Finish		516			0	156	17			0	335	17		1,040
■ Room Wall Finish		550			0	0				0	0			550
■ Windows		14,220			143	7,706	42	4,500			15,259	42		41,911
■ External Surfaces/ Paving		2,952		1,632	30	1,331					1,869	79		7,893
■ Boundary Walls & Fences		950	880	11	1,189	28,264		180			8,175	1,800		41,449
■ Above Ground Drainage - Soil & Vent		200				5	97			5	1,167			1,473
■ Kitchen				4,500	4,200	12,000		3,600	6,600				4,200	35,100
■ Bathrooms		160	950	160	565	1,585	360	1,535	180	160	810	160	900	7,525
■ Mechanical Services		62	100	12	12	70	12	12	12	12	163	12	12	491
Grand Total		56,586	11,224	6,566	6,672	57,091	547	11,559	11,134	1,089	43,851	816	8,164	215,298

Analysis Graph

Works by Element

Works by Building

Costs totals by building

Costs Total by Element

Buildings and Elements	Contributor	DESCRIPTION	SPOTW	Sum of COST
■ 2 Milton Road				
■ 2019				
■ Above Ground Drainage - Rainwater	■ PVCu	■ Drainage- RWG front elevation	Gully filled with vegetation. Requires cleaning	250
■ Above Ground Drainage - Soil & Vent	■ Cast Iron	■ Drainage- RWG timber lean-to	Downpipe bracket broken. Ensure discharge into centre of gully	50
■ Bathrooms	■ Complete Bathroom Set	■ Drainage- SV to rear	Faking to decorations- particularly at high level	200
	■ Toilet	■ Whole bathroom		30
	■ Tarmas	■ WC & WHB		1,575
■ External Surfaces/ Paving		■ External surfaces- tarmac driveway		
■ External Wall Finish	■ Shiplap	■ External walls- front elevation	Decorations deteriorated. Requires redecorating	200
■ Fascias & Soffits	■ Timber Fascia	■ External joinery- barge boards main building	Decorations deteriorated- redecorate	500
■ Mechanical Services	■ Small conventional boiler system (Up to 65kW)	■ Vaillant - Ecotec Exclusive B38 - 38kW combi		1
■ Roof Finish	■ Clay Tile	■ Roof- single storey rear extension	Several broken tiles. Masonry to chimney spalled at high level and cap to chimney	250
■ Room Wall Finish	■ Painted Paper Walls	■ Wall/ ceiling finish		-
■ Windows	■ SW Painted Casement (1.5m2 - 8.0m2)	■ Windows- front elevation	"Rotten timbers, deteriorated decorations. Allow for overhead of 2m large pa	1,750
	■ SW Painted Casement (to 1.5m2)	■ Windows- rear and side elevations	Missing lath	600
2019 Total			Allow for overhead of 2m casement to front elevation.	1,000
			Allow for redecoration to all 10 windows externally	6,986
■ 2020				
■ Above Ground Drainage - Rainwater	■ Cast Iron	■ Drainage- RWG front elevation		1,485
	■ PVCu	■ Drainage- RWG to timber lean-to		42
■ Mechanical Services	■ Small conventional boiler system (Up to 65kW)	■ Vaillant - Ecotec Exclusive B38 - 38kW combi		1
■ Roof Finish	■ Artificial Slate	■ Roof- timber lean-to		2,900
2020 Total				3,467
■ 2021				
■ Bathrooms	■ Complete Bathroom Set	■ Whole bathroom		30
	■ Toilet	■ WC & WHB		-
■ Mechanical Services	■ Small conventional boiler system (Up to 65kW)	■ Vaillant - Ecotec Exclusive B38 - 38kW combi		1
2021 Total				31
■ 2022				
■ Boundary Walls & Fences	■ One Blk thick	■ Boundary walls- front of site		22
■ Mechanical Services	■ Small conventional boiler system (Up to 65kW)	■ Vaillant - Ecotec Exclusive B38 - 38kW combi		1
■ Room Wall Finish	■ Painted Brickwork	■ Wall finish		23
2022 Total				23
■ 2023				
■ Above Ground Drainage - Rainwater	■ Cast Iron	■ Drainage- RWG rear and side elevation		-
	■ PVCu	■ Drainage- RWG front elevation		8

New Job Request/Allocation App

Quadpro has released a new App in 2018. The App allows key staff in the school to request repairs from their smartphones and for these to be allocated by managers and charge-hands via the App and then for operatives to receive and report back progress and completion all utilising the App.

The App is fully integrated with the Quadpro desktop and web portal system and the two will run in parallel. Shown below are some screen shots of the App.

A quick way to produce maintenance profiles for buildings and assets and process Job Requests

Survey & JR App

Charlton House

Description
Staff Property

BUCCode
CHH

No
1

FLRef
2

BURRef

Item Surveyed?
N Y

Survey DateTime
15/08/2018

Surveyed By
michael@quadpro.com

Description
Wash Basin

Site Ref*
Staff Properties

Building Ref*
Charlton House

Space Ref
F05 - Bathroom

Apply To Additional Spaces
N Y

Element
605 Bathrooms

Attribute Ref*
605.01 WHB

Condition (A=As new - E = Failed)*
A B C D E

Replacement in Year (Less than attribute life cycles of 20 years)*
19

Quantity (Leave blank to use Space areas of m2)
1

Unit
No.

Spot Items?
N Y

Photo1

Sketch

Cancel Save

Photo1

Sketch

Cancel Save

CallDate	CallRef	Fault/Description
15/08/2018	46052	Attend to touch up before...
15/08/2018	46051	Contract BUL115199
14/08/2018	46049	Repair damaged cable to...
14/08/2018	46048	Supply PPU
14/08/2018	46047	Wasp nest
14/08/2018	46041	Supply 3 No. Night Latch...
14/08/2018	46040	Cut Keys (G35) Katie At...
14/08/2018	46039	Refitting office for Bursa...
14/08/2018	46033	Roller Shutter Door Rep...
13/08/2018	46022	Please cut 4 keys for SD...
13/08/2018	46020	Smashed DGU in Patio D...
13/08/2018	46019	Void checks
13/08/2018	46018	Wasp nest
10/08/2018	46004	Seal AC pipes
09/08/2018	45997	Decorate & instal

Compliance Screen

Quadpro's compliance feature enables you to keep all compliance requirements in order.

From one screen you can customise and manage specific compliance modules. Our Red Amber Green system tracks each one and alerts you when they are overdue or up for review. Green signifies that the compliance item is in check.

You can also store important documents via the documents tab on the right hand side.

Quadpro v03.12.45

Aldgate 11:48 AM Monday, 4 March 2019 **Building**

Compliance	Status	Due Date
Electrical Test Certificate	Green	10/12/2019
Emergency Lighting Inspection	Green	10/12/2019
Fire Alarm Inspection Certificate	Green	10/12/2019
Water Safety, Hygiene and Legionella	Green	10/12/2019
Gas Safety	Green	10/12/2019
Asbestos Register	Red	01/01/2019
Asbestos Management Plan	Red	10/02/2019
Lift and Hoist Certificates	Amber	10/04/2019
Passenger Lift Insurance	Red	10/01/2019
Fire Risk Assessments	Red	10/02/2019

Construction
Building designed by A.Architects and constructed by Miles Construction

Fire Precautions & Means of Escape
Fire Plan located in documents

Access for Disabled
YES via RAMP and Access Lifts

Documents
C:\Users\micha\Quadpro Team Dropbo
Catering License
Fire Evacuation Plans
Health and Safety Certificates
Important Asset Documents

General Space Plans & Photos Maintenance Assets **Compliance & Documents**

Save Exit