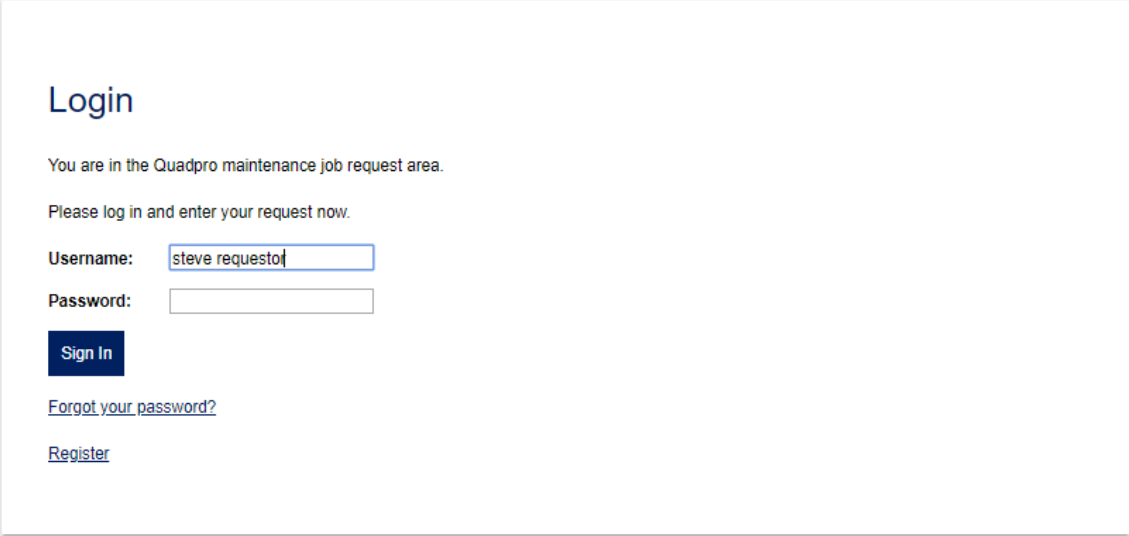


Creating a new Job Request:

Using your browser, search 'Local Host' or your dedicated URL. This will take you to the following screen which is dedicated to your establishment.



The screenshot shows a login interface with the title 'Login'. Below the title, it states 'You are in the Quadpro maintenance job request area.' and 'Please log in and enter your request now.' There are two input fields: 'Username:' with the text 'steve requestor' and 'Password:'. Below the password field is a blue 'Sign In' button. At the bottom, there are two links: 'Forgot your password?' and 'Register'.

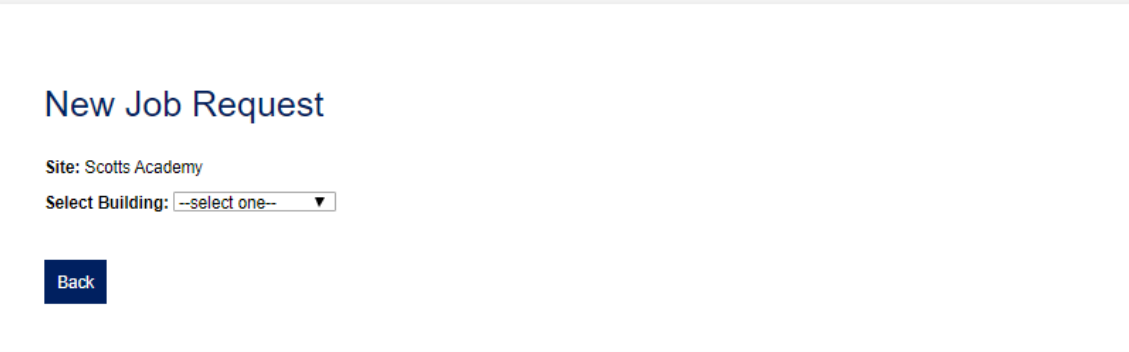
Log in using your given account name by your Quadpro Administrator. This will most likely be your first and last names. For example 'Steve Requestor'. *If you do not have an account, select register and your details will be set up and approved by your local administrator.*

Once you have logged in the following screen will be displayed for you – the Job Request Portal.

Select a Site:

Using the 'Select Site' drop down menu, choose the site which you are located in.

Once selected, click the **blue downward arrow** on the right hand side to proceed to the next step.



The screenshot shows a 'New Job Request' page. It has a title 'New Job Request'. Below the title, it says 'Site: Scotts Academy'. There is a 'Select Building:' label followed by a dropdown menu showing '--select one--'. At the bottom, there is a blue 'Back' button.

Select a Building:

New Job Request

Site: Scotts Academy

Building: Barts Sports Hall

Select Space: 

Using the 'Select Building' drop down menu, choose the building where the request is located. Once the correct building has been chosen, click the arrow to proceed to the next step where you will need to choose a space.

- **Selecting a Space (where the issue is located):**

Where the issue is located within that building you will need to identify this using the 'Select Space' drop down list. If you do not know the name of the space click on 'View Plan/s' to locate the given space name. You may also skip this section and enter the Job Request information by selecting '**Skip Space Detail**'

New Job Request

Site: Scotts Academy

Building: Barts Sports Hall

Select Space: 

- **Filling out the Job Request Detail Form:**

You will now need to enter the details of the Job Request using the three tier hierarchy section.

Using the Job Type drop down menu you will be able to select what category this comes under – for example; plumbing, carpentry, maintenance and so on.

The Sub Type is linked to the Job Type, for example if you chose plumbing, the Sub Types you can choose from will range from toilets and urinals to showers and sinks.

Using the problem drop down menu will give you options to choose from quickly, if the option you need is not there, leave blank and write the description in the Fault/Location box below.

The Fault/Location box is where you can quickly summarise the issue.

Action Required

Here you can write further information related to the job request so the operative dealing with your request can prepare to resolve the issue.

Priority:

In this drop down menu you can choose how urgent this Job Request is, so the receiver can prioritise this amongst their other jobs. Should you grant the operative unaccompanied access to your building or space, simply tick the box. If not, leave this blank and they will need to request permission firsts.

If you would like to receive updates related to this specific job request, simply tick the box located below.

New Job Request

Site: Scotts Academy

Building: Barts Sports Hall

Space: F02 - Gallery

Job Type:

Sub Type:

Problem:

Fault/Location:

Action Required:

1495 characters remaining

Priority

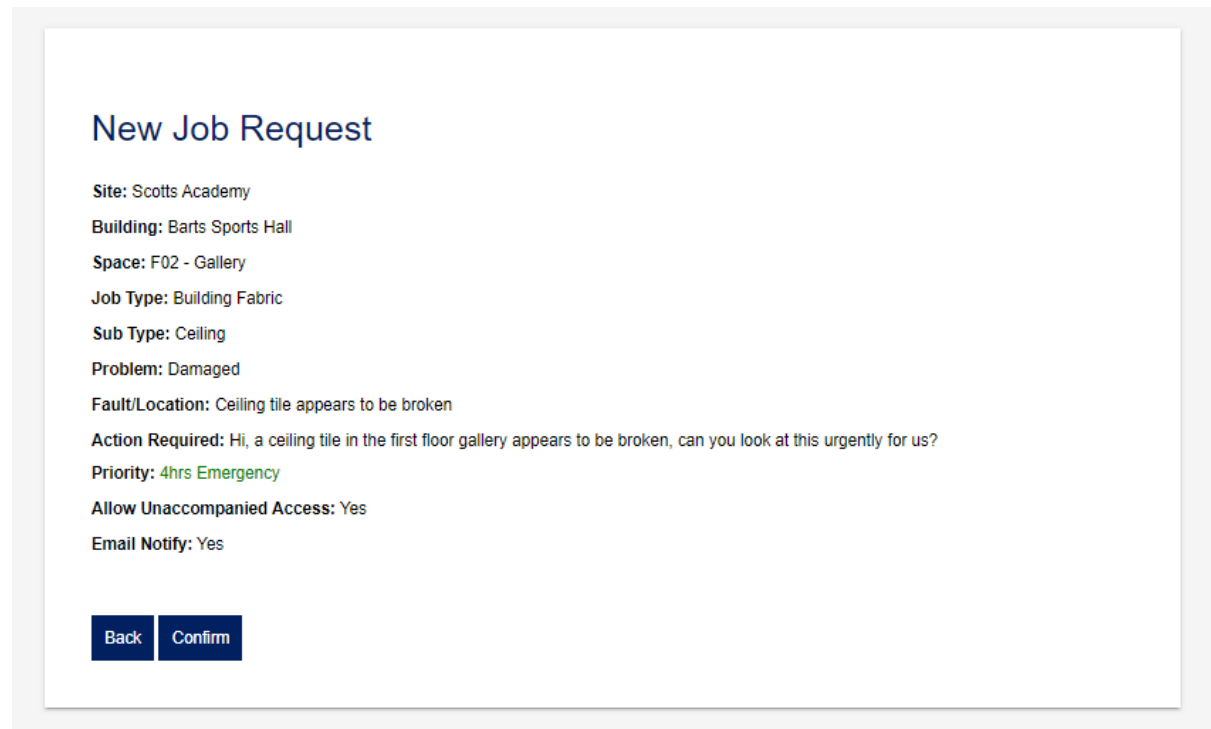
Allow Unaccompanied Access: ☒

Tick to receive emails updates: ☒

Once you are satisfied with the information you have entered into the job request, click the **arrow** to then proceed to the confirmation screen.

Confirming your Job Request:

On this page you can review your job request information before you send it. To confirm your Job Request and send it to the system, click '**Confirm**'



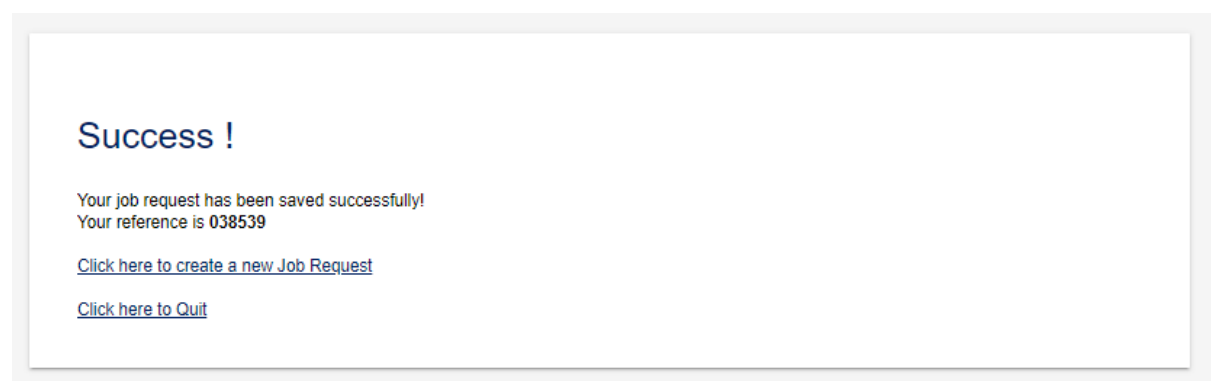
The screenshot shows a web form titled "New Job Request" in blue text. Below the title, the following information is displayed in a list-like format:

- Site: Scotts Academy
- Building: Barts Sports Hall
- Space: F02 - Gallery
- Job Type: Building Fabric
- Sub Type: Ceiling
- Problem: Damaged
- Fault/Location: Ceiling tile appears to be broken
- Action Required: Hi, a ceiling tile in the first floor gallery appears to be broken, can you look at this urgently for us?
- Priority: 4hrs Emergency
- Allow Unaccompanied Access: Yes
- Email Notify: Yes

At the bottom of the form, there are two blue buttons: "Back" and "Confirm".

Job Request Completed:

Once you have submitted your Job Request, the following screen will appear.



The screenshot shows a web page titled "Success !" in blue text. Below the title, the following information is displayed:

Your job request has been saved successfully!
Your reference is 038539

Below this, there are two blue links:

- [Click here to create a new Job Request](#)
- [Click here to Quit](#)

To add another request, select '**Click here to create a new job request**' which will have a new reference number.

To leave the portal, select **'Click here to quit'**

You may view all your Job Requests by selecting 'Requests' from the menu at the top of the screen.