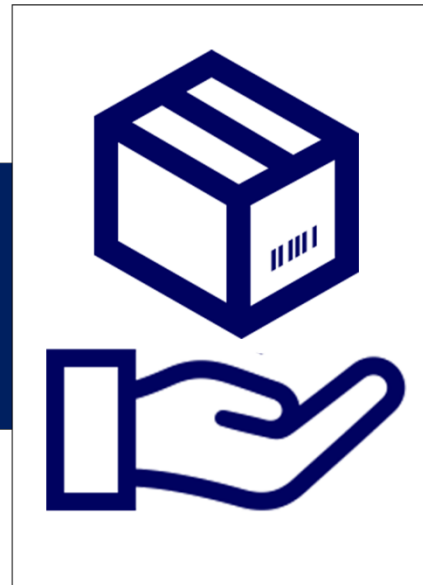# Quadpro

Stock App

User Guide

Version 1

Quadpro Solutions Portal:

This portal stores articles on each module of the Quadpro Stock system. These include step by step guides on different functions as well as help videos which you can follow along with whilst learning the system.

Quadpro Solutions Portal

If you have trouble logging in or do not have an account with us, please contact help@quadpro.com

Quadpro Support:

If you require assistance with a part of the system, or encounter any errors, you can create a ticket via the support portal by sending an email to help@quadpro.com.

We also offer short remote training sessions, where we offer best practice advise on using Quadpro as well as answering any questions you may have.
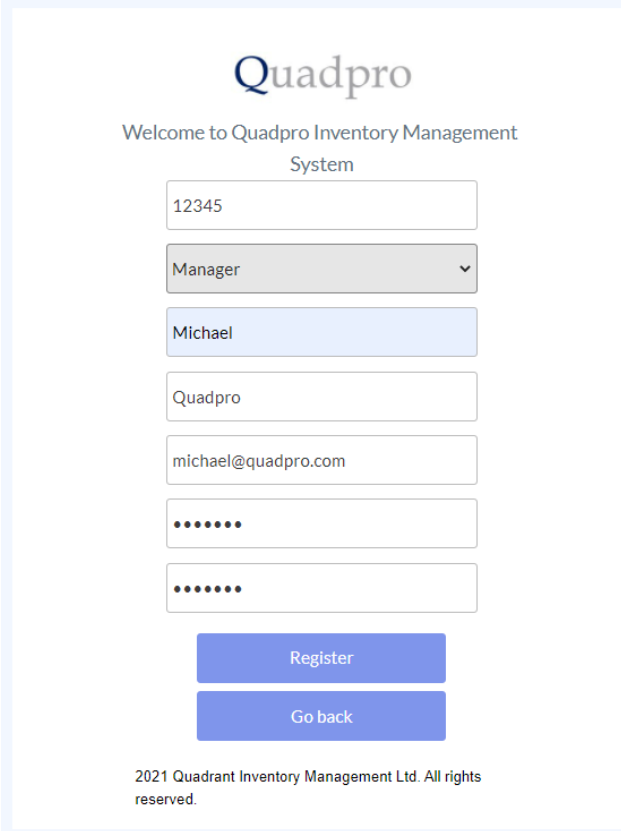
INTRODUCTION

The Quadpro Stock App is a standalone stock and inventory management system which can be used on mobile or desktop platforms. Aspects of the stock app also link directly to your main Quadpro system to assist with data reports and tracking works.

What does the Quadpro Stock App do?

Directly Order from your stores:

Within Quadpro Stock, you will be able to request items directly from your organisation stores.

Quadpro

Welcome to Quadpro Inventory Management System

| 12345 |

| Manager ▾ |

| Michael |

| Quadpro |

| michael@quadpro.com |

| •••••• |

| •••••• |

Register

Go back

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You will be given a direct link to the system where you can begin setting up.

Press **Sign Up** and fill out the Form, you will then be sent a confirmation email to click to access the system.

What Can I do in Quadpro Stock?:

<u>**Requestor:**</u> A requestor is able to make requests for stock via the Stock request page. This is the only page they can access. A requestor cannot make stock changes or see any other data in the app.

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USER SELF SIGN-UP

Quadpro

Welcome to Quadpro Inventory Management System

f4602a94-3914-4f73-94b6-de2a20e7f

Requestor

Estates

John

Smith

js@quadpro.com

•••••••••

•••••••••

Register

Go back

Via the direct link to stock.quadpro.com, new users can register their account with the system.

An organisation ID will be provided to you and all that is required is to fill out the fields with your details.

What details do I need to enter?

Your designated user type will need to be selected from the menu as well as the department you are associated with. Enter your name and email address (this will be used to log in to Quadpro Stock). Now create your own secure password for use with your account and press **Register** to submit your details.

Once registered, a confirmation email will arrive in your inbox.

Welcome to Quadpro! `External` ⅀ `Inbox ×`

Quadpro Inventory Management <quadpro-stock-no-reply@bubbleapps.io>
to me ▾

Thanks for signing up to quadpro inventory management!

Check out our quick start user guide or just jump straight in.

- Quadpro
...

[Message clipped] View entire message

↩ Reply   → Forward

AMENDING ACCOUNT DETAILS

Users can edit their own account details by going to their **user profile**. You will then be able to amend any details such as name, email or password. To confirm any changes, press **save.**

First name	John
Last name	Smith
Email	requestor@quadpro.com
Department	Art
Location	
Manager	☐
Storekeeper	☐
Active	☑

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STOCK REQUEST AREA

The Stock Request area has features for basic requestor users and those that manage the stock levels. The first past of this section will outline how basic requestors can access and request stock items.

All requestor users can log into their account on stock.quadpro.com, from there they can then create requests for stock items. They will be presented with the view as seen here.

A list of your created Stock Requests is shown in the table and you can filter between created, completed and part completed records.

Status Markers:

Each record will have a status marker against them:

Red – Record has not yet been submitted.

Amber – Record is in progress or part completed.

Green – Record is complete

To create a new Stock Request, select the new request button and complete the form. This is shown in more detail on the next page.

Stock Requests   [Your requests]   [New request]

All   Submitted   Completed   Part complete

	Request #28	£14.24	
○	Jan 31, 2022 11:34 am	Status: Submitted	View
○	Request #27	£13.42	View
	Jan 31, 2022 11:30 am	Status: Submitted	
○	Request #26	£24.00	View
	Jan 31, 2022 11:30 am	Status: Submitted	
○	Request #25	£20.27	View
	Jan 27, 2022 3:40 pm	Status: Submitted	

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After choosing to create a new Stock Request, you will then need to select which Storeroom you want to access, a Category and Sub Category to locate the items you require.

(These categories are based upon what you have already created in the system and are how your items are stored)

Click on an item tile and choose the quantity you require, then press add to confirm it in your list.

Repeat as necessary for each item.

You have selected item: Gel Pens - Black

If this Stock Request is associated with any Job Request, enter that number in the field and it will link directly to your Quadpro system. Choose the department this is for and add any comments that may be useful for the Storekeeper.

Once you have chosen all items that you need, press submit. Your Stock Request will go straight through to the Storekeeper and they will action accordingly. You will receive emails from the Storekeeper as and when your request is updated.