

Quadpro

Compliance Dashboard Guide



Introduction

The Quadpro Compliance Dashboard works in conjunction with the Quadpro Estates management system.

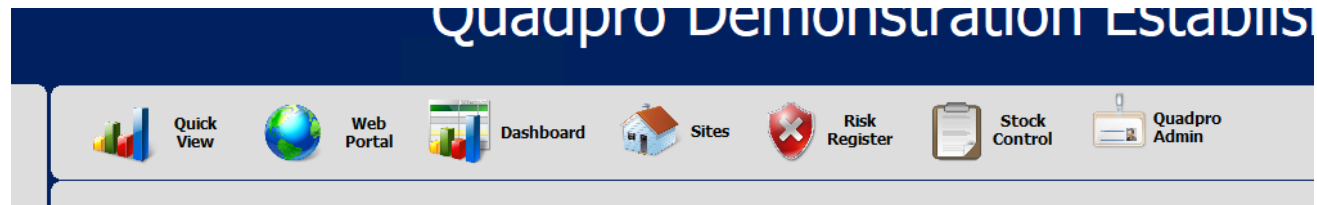
The Dashboard gives users up to date performance information regarding compliance management of your buildings and assets. The dashboard runs in Microsoft Excel v2013 and any newer releases. It requires the installation of an ODBC driver on each client PC to link it to the Quadpro system.

The Dashboard is linked to the live data which needs to be refreshed at intervals to give the most up to date information. This is achieved via the **Data> Refresh all** button in the Excel tool bar or by pressing **Ctrl:Alt:F5** key combination whilst the dashboard is open, one Quadpro client license needs to be available at the moment of refresh for the refresh to proceed.

Introduction

On your desktop, you will have Quadpro Cloud. Click on this Icon to bring up the access window which displays five accessible areas. Open the Dashboards shortcut and any Dashboards you have purchased will display within that folder.

If your system is not hosted by a Quadpro server, you can access Dashboards via the icon on the Quadpro home screen



Introduction – The Compliance Dashboard

The dashboard has a number of constituent parts:

1

- Down the left hand side of the dashboard are the filter sections for each of your sites and buildings. These can be selected in any combination to display specific results within the dashboard.

Compliance Documentation Dashboard											
22/01/2019		Refresh = Ctrl-Alt-F5		Overdue	Due < 60 Days		Due > 60 days				
Site Name		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
Alpha Academy											
London											
MDI Site One											
North London											
Scotts Academy											
NAME											
Aldgate											
All Buildings											
Angel House											
Barts Sports Hall											
Borough											
Building 1											
Burton Block											
Central Building											
Cobbler Building											
Fisher Block											
Gallarze Building											
GateHouse											
Granton Hall											
Gridiron Building											
Henry Wood House											

Parts of the dashboard – Header

The dashboard has a number of constituent parts:

2

Number 2 is the header section which contains today's date and the designation of the warning markers. To display the latest data set, simply click 'refresh data' under the data tab, or key combination Ctrl+Alt+F5

Compliance Documentation Dashboard											
<div>Site Name</div> <div>Alpha Academy</div> <div>London</div> <div>MDI Site One</div> <div>North London</div> <div>Scotts Academy</div>	22/01/2019										
	Refresh = Ctrl-Alt-F5										
<div>NAME</div> <div></div> <div>Aldgate</div> <div>All Buildings</div> <div>Angel House</div> <div>Barts Sports Hall</div> <div>Borough</div> <div>Building 1</div> <div>Burton Block</div>	Overdue										
	Due < 60 Days										
	Due > 60 days										
	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
Aldgate		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
All Buildings		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Angel House		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Barts Sports Hall		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Borough		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Building 1		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/09/2018	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Burton Block		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Central Building		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Cobbler Building		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Fisher Block		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Gallarze Building		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
GateHouse		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Granton Hall		10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019	10/10/2019
Gridiron Building		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900
Henry Wood House		00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900	00/01/1900

Parts of the dashboard – Main Dashboard

The dashboard has a number of constituent parts:

3

The main dashboard displays all compliance data for each building. The compliance documents you have set up are shown along the top of the list. They are shown via the top of each column in green which signify the name of the compliance standard.

Below these green headers you will see the markers on each building, showing if it is over due, nearly due or in compliance and the date it will need to be reviewed.

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22/01/2019		Refresh = Ctrl-Alt-F5		Overdue		Due < 60 Days		Due > 60 days			
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Features of the Filters

By clicking on the various buttons, selections can be made such as for instance only show 4hr urgent priority for the boarding site or only show plumbing trade requests.

At the top of each slicer there are two buttons:

This button clears the filters that have been set in this slicer and resets to the default view.



When pressed this button allows the selection of multiple items in the list below i.e Boarding and Estate properties.



Features of the Filter

