

Quadpro Supplier Approvals Dashboard Guide



Introduction

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

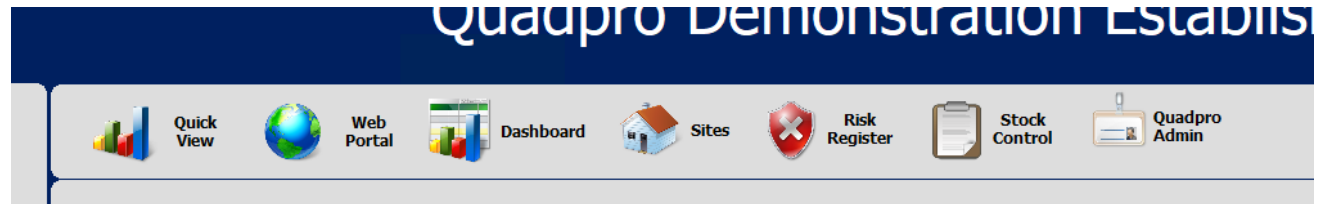
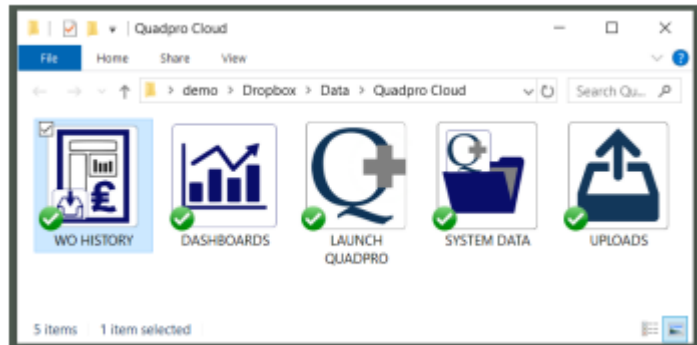
The Dashboard gives users up to date information regarding the approved spending limits, health and safety and ISO compliance of all suppliers that your site deals with.

The Dashboard is linked to the live data which needs to be refreshed at intervals to give the most up to date information for your suppliers. 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.

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 3 sheets of the dashboard

The dashboard has a number of constituent parts:

Sheet 1 – Supplier Approvals

Sheet 2 – Suppliers Order Detail

Sheet 3 – Suppliers Orders by Building

Supplier Type	Supplier Approvals Details				Today's Date: 18/05/2018	Due Date is:															
Supplier	Address	Telephone	Email	Appt Yes or No	Appt Breakdown	Spent Limit	Max Cont. Value	% Limit Remaining	Committed Spend	Inv. Req.	Inv. Rev.	Inst. Date	Fin. Req.	Fin. Rev.	Date	M&S Req.	Inst&G Req.	SC0001 Rev.	SC0001 Rev.	SC0001 Rev.	SC0001 Rev.
1st Call	Unit 99, Oakley Road, Luton, Beds LU5 4JY	01733334151	tnb1961@googlemail.com	N	0	0	0	0.0%	0												
361 Degrees	26a Perry Road, Buckden, Huntingdon, Cambs, PE19 5XG	01582 471999	only.green@btopenworld.com	N	0	0	0	0.0%	12,042												
A & H Supplies	73 Ulcar Road, Dogthorpe, Peterborough, PE1 4PS	01733 703307	andypross@hotmail.com	N	0	0	0	0.0%	0												
A & L Fencing		01832 735887	lan@atdickson.co.uk	N	0	0	0	0.0%	0												
AAA Training				N	0	0	0	0.0%	0												
A. F. Dickson	Ability International Ltd, Warrington, Peterborough, PE8 6TZ	01832 26545	sales@abilityint.com	N	0	0	0	0.0%	0												
AAA Training	ADT Fire and Security, Bridge Park Plaza, Thurmarston, Leicester, LE4 8BL	01162603792	robhardy@tycoint.com	Y	0	90,000	20,000	2.4%	87,796												
Ability International Ltd	Advance Appliances, Skeffington Mill, A47 Uppingham Rd, Skeffington, Leicestershire, LE7 9YE	0844 844 9949	seananton@btinternet.com	Y	0	20,000	1,000	86.8%	2,650												
ADT Fire and Security	Aerial Masters, Air Plant Ltd, Unit 5, Goosey Lodge Farm, Wymington, Northants, NN10 9LU	01933 438860		N	0	0	0	0.0%	5,376												
Advance Appliances	AGA Service Centre, 112 Wingfield, Orton Goldhay, Peterborough, Cambs PE2 5TJ	01733 232244	office@allintegratedsystems.com	N	0	0	0	0.0%	0												
Advanced Machinery Services LTD	Alarm Radio Monitoring, Brunei Road, Leominster, Herefordshire HR6 0LX	01536762085		N	0	0	0	0.0%	4,789												
Aerial Masters	Air Systems, 12 Boston Road, Gorsehill Industrial Estate, Leicester, LE4 1AU	01162607918	rachel_mcclean@bagnalls.co.uk	N	0	0	0	0.0%	0												
AGA Service Centre	Air Plant Ltd, 112 Wingfield, Orton Goldhay, Peterborough, Cambs PE2 5TJ	01733 232244	office@allintegratedsystems.com	N	0	0	0	0.0%	121												
Air Plant Ltd	Alliance Painting Ltd, Ja Bonington Road, Mapperley, Nottingham, NG3 5JR	0115 9620787	info@alliancepainting.co.uk	N	0	0	0	0.0%	29,059												
AIS	Alfred Bagnall and Son, Unit 74, Lakes Industrial Park, Lower Chapel Hill, Braintree, CM7 3SS	01376 322938	gary.west@fumeupboard.co.uk	N	0	0	0	0.0%	3,870												
Alarm Radio Monitoring Ltd	All Integrated Systems, 1 Moulton Court, Anglia Way, Moulton Park, Northampton, NN3 6JA	01604645788	sales@ambivent.co.uk	N	0	0	0	0.0%	0												
Air Systems	Alliance Painting Ltd, Martin Close, Bleasheim Ind Estate, Bulwell, Nottingham NG6 6UW	08706692101	paul.crowe@bssgroup.com	N	0	0	0	0.0%	33												
AIS	AMS PUMPS, Bank House, 171 Midsummer Boulevard, Milton Keynes, MK9 1ER	0190808833	David.Bell@Amtech.co.uk	N	0	0	0	0.0%	0												
Alarm Radio Monitoring Ltd	Amtech, Suite 2, Middlesex House, Meadow Corporate Centre, Stevenage SG1 2EF	01763 276200	contact@amwell-systems.com	N	0	0	0	0.0%	8,081												
Air Systems	Anchorfast Ltd, Doranda Way, West Bromwich, West Midlands, B71			N	0	0	0	0.0%	420												
AGA Service Centre	Andrew Bowen, St Davids Court, Union St, Wolverhampton, WV1 3JE	0800211611		N	0	0	0	0.0%	0												
Air Plant Ltd	Andrew Brackley, St Davids Court, Union St, Wolverhampton, WV1 3JE	0800211611		N	0	0	0	0.0%	0												
AIS	Andy Knott Construction, Unit 30, Green End Ind Est, Gamlingay, Sandy, Bedfordshire, SG11 6JY	01767 654117	jennyhuil@btconnect.com	N	0	0	0	0.0%	0												

Features of the Filters

By clicking on the various buttons, selections can be made such as through a combination of Works orders by Supplier, Budget Year, Priority and whether they are complete or outstanding.

At the top of each slicer there are two buttons:

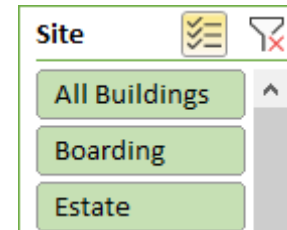
This button clears the filters that have been set in this slicer and resets to the default view.



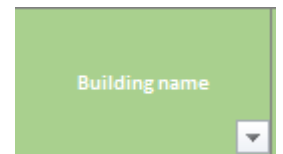
When pressed this button allows the selection of multiple items in the list below i.e Boarding and Estate properties.



Features of the Filter



Many of the fields have drop down lists which enable you to customise selections for each individual category through the click of an arrow.



Sheet One – Supplier Approvals

The dashboard has a number of constituent parts:

1)

There are a set of slicers on the supplier approval screen these are coloured **green**. They allow the filtering of suppliers. There are filters for Supplier and Supplier type.

By clicking on the various buttons selections can be made such as only show selected suppliers.

2)

The beige columns designate each compliance , budget or approval that the suppliers have.

The Red Amber and Green markers signify the status of each supplier's review.

Red – Overdue

Amber – Within the next 60 days

Green – More than 60 days

1

2

Supplier Type

SAC

ODS

JRC

Supplier

1st Call

361 Degrees

A & H Supplies

A & L Fencing

A. F. Dickson

AAA Training

Ability International Ltd

ADT Fire and Security

Advance Appliances

Advanced Machinery Services LTD

Advance Appliances

Advanced Machinery Services LTD

Aerial Masters

AGA Service Centre

Air Plant Ltd

Air Systems

AlS

Alarm Radio Monitoring

Albany Shed Co

Alfred Bagnall and Son

All Integrated Systems

Alliance Painting Ltd

ALS (UK) LLP

All Integrated Systems

Alliance Painting Ltd

ALS (UK) LLP

Ambivent Facilities Management

Amps Wines

AMS PUMPS

Amtech

Amwells Systems Ltd

Supplier Approvals Details

Today's Date:

15/11/2018

Address

Telephone

Email

Appr Yes or No

App Review

Spend Limit

Max Cont. Value

% Limit Remaining

Committed Spend

Inc. Req. Rev. Date

Fin. Req. Rev. Date

H&S Req. Rev. Date

H&S Rev. Date

Safeg. Req. Rev. Date

ISO9001 Req. Rev. Date

ISO14001 Req. Rev. Date

ISO18001 Req. Rev. Date

Due Date is:

Sheet Two – Suppliers Orders Details

The dashboard has a number of constituent parts:

- 1) The Green coloured Supplier list displays all suppliers listed on your Quadpro system. You can select any combination of suppliers to be displayed in the graph on the right hand side.
- 2) To further narrow down your results or to view for a specific building, you can use the beige fields along the top half of the screen to filter results.

Suppliers Listing of Orders						
Financial Year		(All)		Printed 15/11/2018		
Supplier	Location	Order No.	Description	Est. Cost	Curr. Cost Est.	No. of Orders
1st Call	60 A East Road	37771	Please supply as per quotation THR/542853/1 Completed by Quadpro on 07/09/17 as requested	98	98	1
Total				85	0	1
				2		
1st Call	Boarding, Grafton House	31410	Please supply cooker hob as discussed with Nash Abdullah for £125 plus vat	0	150	1
	Boarding, Laundimer House	18241	Supply Steve tpo collect 6/12/13 AM	0	58	1
	Boarding, New House	29192	Cooker thermostat x 3	0	77	1
	Boarding, School House	24510	Hotpoint/creda top oven stat CUCINA C367EWH Completed by Quadpro on 07/09/17 as requested	0	839	1
	Boarding, Sidney House	11449	Laundry Supply Tumble Dry Part, Plate that holds extract hose to machine Comp	0	0	1
	School, Building Department	26810	Please supply Belling oven spares	0	47	1
		39617	Please supply 5 no Creda Bottom oven elements - as discussed with Nash!	0	66	1
		45497	Test	0	0	1
	School, CCF Armoury	45474	Project!	0	0	1
	School, Laxton Junior School	20625	Please supply full set of wheels for top and bottom trays. Completed by Quadpro on 07/09/17 as requested	0	0	1
	School, Old Dryden	45315	Kitchen righthand side just through computer room	0	0	1
	Staff Properties,	38484	Supply 2 no. Elements. 2no. fans Completed by Quadpro on 07/09/17 as requested	0	127	1
	Staff Properties, 1 Bramston Close	20965	Cooker keeps tripping power	0	52	1
	Staff Properties, 26 South Road	37084	Supply Cooker Element	0	40	1
	Staff Properties, 36 South Road	42461	Supply oven and grill elements for Creda Cucina cooker	0	69	1
	Staff Properties, 6 Milton Road	5718	Please supply Completed by Quadpro on 07/09/17 as requested by ND see tick	0	0	1
		27368	Please supply hotpoint oven fan	0	24	1
	Staff Properties, 7 Bramston Close	39630	Supply Element	18	18	1
	Staff Properties, Charybdis	22966	Faulty oven	0	106	1
	Staff Properties, Irelandes	31031	Please supply - 1no door latch assembly (hook) Indesit IW86123 UK/E LAVABIAN	0	17	1
	Staff Properties, Laundry Flat 1	21657	Please supply for Hotpoint Creda Cooker	0	25	1
	Staff Properties, The Manse	18025	Supply for collection Completed by Quadpro on 07/09/17 as requested by ND se	0	0	1
		32482	Please supply element Completed by Quadpro on 07/09/17 as requested by ND :	0	0	1
	Staff Properties, Yonges	31030	Please supply - 1no bottom oven fan motor Hotpoint Cucina HUE 61PS	0	67	1
1st Call Total						24

Sheet Three – Suppliers Orders by Building

The dashboard has a number of constituent parts:

1) As with the previous sheets, you can select any combination of suppliers or a single supplier to display in the graph on the right hand side.

2) Coloured Beige are filters for:

Supplier, Location, Order number and Description. These Filters allow you to specify Work Orders by Supplier and then separate them by Sub Budget or Building.

The option to select single or multiple financial years is available in the listed field.

1

2

Suppliers Listing of Orders						
Financial Year		2018	Printed 15/11/2018			
Location	Supplier	Order No.	Description	No. of Orders	Est. Costs	Current Cost Est.
+ All Buildings,				1	0	10
+ All Buildings, All Buildings				10	3,845	71,487
+ All Sites,				2	0	13
+ Boarding, Berrystead House				77	10,961	48,070
+ Boarding, Bramston House						
+ ADT Fire and Security		44717	Sounder in F05 not working - did not wake boys during fire alarm test	1	0	0
		44770	rear entrance fob unit not working	1	0	0
		44913	Contract No. BUL115193 Paxton Door Entry at rear entrance fob unit not working, thi	1	0	0
ADT Fire and Security Total				3	0	0
+ Benn Lock and Safe		45971	Bramston Lock Suite - retrospective - work already completed	1	783	783
Benn Lock and Safe Total				1	783	783
+ BSS		45093	Please supply Stokvis Transformer	1	219	219
		45108	Please supply stokvis	1	1,219	1,219
BSS Total				2	1,438	1,438
+ Buildbase (Corby)		44436	Attend to electronic gate	1	0	70
		44773	Supply	1	0	0
Buildbase (Corby) Total				2	0	70
+ City Plumbing		44761	Supply	1	0	58
		44799	Supply toilet pan	1	0	51
		44870	Staff room	1	0	145
		45500	Please supply 4 Corby Pushbutton (43314) and 4 Corby Pushbutton (43314)	1	0	0

Supplier

- 1st Call
- 361 Air Con
- 361 Degrees
- A & H Supplies
- A & L Fencing
- AAA Training
- ADT Fire and Security
- Advance Appliances
- Advanced Machinery Services ...
- Aerial Masters
- AGA Service Centre
- Air Plant Ltd
- Air Systems
- Alarm Radio Monitoring Ltd
- Albany Shed Co
- All Integrated Systems
- Alliance Painting Ltd
- ALS (UK) Ltd

Suppliers Approvals Suppliers Order details Suppliers Orders by building