

Quadpro Works Orders Dashboard Guide



Introduction

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

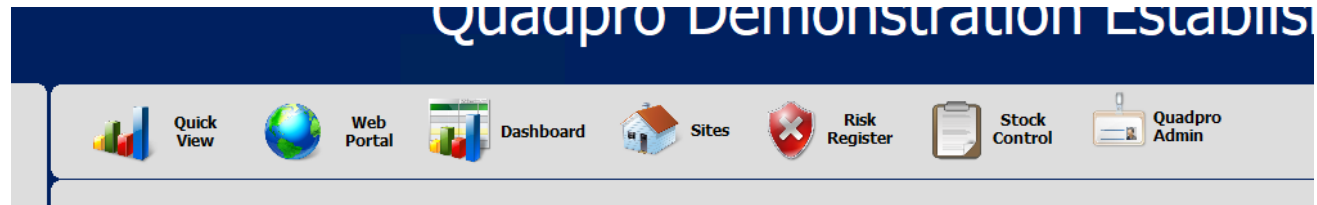
The Dashboard gives users up to date information regarding Works Orders issued within chosen time frames. The dashboard runs in Microsoft Excel v2013 and above and requires the installation of an ODBC driver on each client PC to link it to the Quadpro system.

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.

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



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:

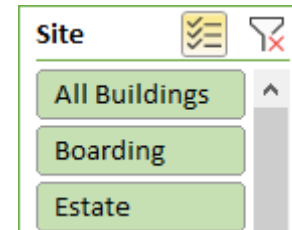
This button clears the filters that have been set in this slicer and resets to the default view.



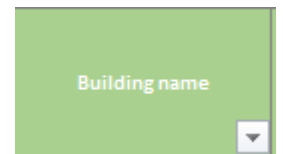
When pressed this button allows the selection of multiple items in the list below i.e Boarding and Estate properties.



Features of the Filter



Many of the fields have drop down lists which enable you to customise selections for each individual category

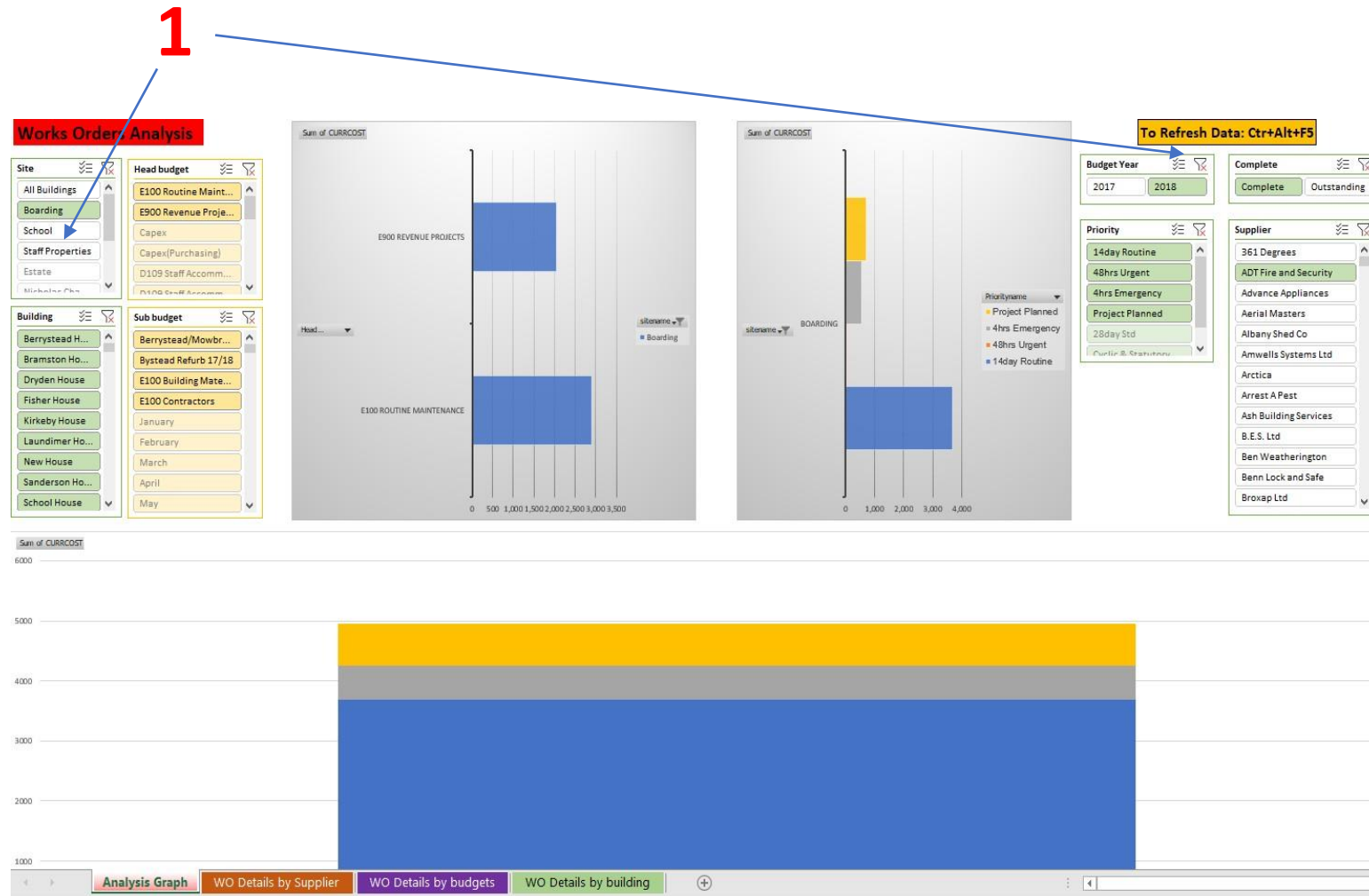


Sheet One – Analysis Graph

The Analysis graph provides a screen where a set of data can be chosen by filtering and the relevant data can be viewed in graph form. You can use the various filters (1) on either side of the central graphs to bring up specific data results.

The filters allow you to select data and choose specific time periods, budgets or suppliers to view.

The graphs below show the resulting data that has been selected.



3)

Using the beige drop down lists, you can filter and narrow down Works Orders by individual or number of suppliers.

[illegible]

Sheet Three – Details by Budget

This sheet displays all selected Works Orders by their designated budget.

Using the purple headings, you can choose any combination or individual set of budgets to view their corresponding Works Orders in the graph.

4

Works Order Details by Supplier				Printed	15/11/2018			
Sub budget	Supplier	Building name	Order No.	DESCRIPTION	Est. Cost	Curr. Cost Est.	Paid to Date	
Berrystead/Mowbrays Refurb	ADT Fire and Security	Berrystead House	44931	Berrystead/Mowbray Surgery Project ; Supply, Install & Commission an extension to an ADT Fire detection system	696	696	696	
Berrystead/Mowbrays Refurb Total					696	696	696	
Bystead Refurb 17/18	ADT Fire and Security	Berrystead House	44809	Adt invoice	0	1,360	1,360	
Bystead Refurb 17/18 Total					0	1,360	1,360	
E100 Building Material	ADT Fire and Security	Bramston House	44717	Sounder in F05 not working - did not wake boys during fire alarm test	0	0	0	
		Dryden House	44900	P/o required for call out on 15 Sept 17	0	144	144	
		Laundimer House	45432	Call out on 28.9.17	0	144	144	
		Sanderson House	45434	Callout on 20.11.17	0	144	144	
		St Anthony House	44713	Fault showing in F38 and panel beeping - requires engineer1000637519	0	144	144	
E100 Building Material Total					0	574	574	
E100 Contractors	ADT Fire and Security	Berrystead House	44588	Intruder alarm will not reset - showing a tamper on kitchen door	0	15	15	
			45968	Retrospective number for call out on 14 jan docket CR962511	0	156	156	
		Dryden House	45753	Works order number for Docket no CR789588	0	106	106	
		Fisher House	45596	Call out to MAG locks in 1000637393 PE8 4AG	0	163	163	
			45435	Fire alarm activated in error call out on 29.9.17	0	106	106	
		Kirkeby House	45068	Please attend to door release mechanism	0	654	654	
		New House	45676	Retrospective work order for Docket no CR8638	0	106	106	
			45969	Retrospective w/o for call out docket number 938298	0	189	189	
		Sanderson House	44679	Fire alarm system showing fault with sensor in 2nd floor old music room	0	144	144	
		School House	45860	Fire Alarm activation 3 times in Wash-Up.	0	254	254	
		St Anthony House	45433	Call out on 14.10.17	0	144	144	
			44719	Fire alarm sounder in F05 - not loud enough - did not wake boys during drill	0	181	181	
			44668	Please check timings on intruder alarm and adjust accordingly	0	106	106	
E100 Contractors Total					0	2,322	2,322	
Grand Total					696	4,951	4,951	

Analysis Graph

WO Details by Supplier

WO Details by budgets

WO Details by building

Sheet Four – Details by Building

5

This sheet displays all selected Works Orders by their designated building. If you have categorised your buildings by site, such as boarding, staff, teaching etc you can use the site column to filter these out.

Again much like the previous sheets, you can select and filter any combination of the headings listed.

Site	Building name	Sub budget	Supplier	DESCRIPTION	Order No.	Est. Cost	Curr. Cost	Paid to Date
Boarding	Berrystead House	Berrystead/Mowbrays Refurb	ADT Fire and Security	Berrystead/Mowbray Surgery Project : Supply, Install & Commission an extension to an ADT Fire detection system	44931	696	696	696
		Berrystead/Mowbrays Refurb Total		Berrystead/Mowbray Surgery Project : Supply, Install & Commission an extension to an ADT Fire detection system Total		696	696	696
		Bystead Refurb 17/18	ADT Fire and Security	Adt invoice	44809	0	1,360	1,360
		Bystead Refurb 17/18 Total		Adt invoice Total		0	1,360	1,360
		E100 Contractors	ADT Fire and Security	Intruder alarm will not reset - showing a tamper on kitchen door	44588	0	15	15
				Intruder alarm will not reset - showing a tamper on kitchen door Total		0	15	15
				Retrospective number for call out on 14 jan docket CR962511	45968	0	156	156
				Retrospective number for call out on 14 jan docket CR962511 Total		0	156	156
		E100 Contractors Total				0	171	171
	Bramston House	E100 Building Material	ADT Fire and Security	Sounder in F05 not working - did not wake boys during fire alarm test	44717	0	0	0
				Sounder in F05 not working - did not wake boys during fire alarm test Total		0	0	0
		E100 Building Material Total				0	0	0
	Dryden House	E100 Building Material	ADT Fire and Security	P/o required for call out on 15 Sept 17	44900	0	144	144
				P/o required for call out on 15 Sept 17 Total		0	144	144
		E100 Building Material Total				0	144	144
		E100 Contractors	ADT Fire and Security	Works order number for Docket no CR789588	45753	0	106	106
				Works order number for Docket no CR789588 Total		0	106	106
		E100 Contractors Total				0	106	106
	Fisher House	E100 Contractors	ADT Fire and Security	Call out to MAG locks in 1000637393 PE8 4AG	45596	0	163	163
				Call out to MAG locks in 1000637393 PE8 4AG Total		0	163	163
				Fire alarm activated in error call out on 29.9.17	45435	0	106	106
				Fire alarm activated in error call out on 29.9.17 Total		0	106	106
		E100 Contractors Total				0	269	269
	Kirkeby House	E100 Contractors	ADT Fire and Security	Please attend to door release mechanism	45068	0	654	654
				Please attend to door release mechanism Total		0	654	654
		E100 Contractors Total				0	654	654
	Laundimer House	E100 Building Material	ADT Fire and Security	Call out on 28.9.17	45432	0	144	144
				Call out on 28.9.17 Total		0	144	144
		E100 Building Material Total				0	144	144
	New House	E100 Contractors	ADT Fire and Security	Retrospective w/o for call out docket number 938298	45969	0	189	189
				Retrospective w/o for call out docket number 938298 Total		0	189	189
				Retrospective work order for Docket no CR8638	45676	0	106	106
				Retrospective work order for Docket no CR8638 Total		0	106	106
		E100 Contractors Total				0	294	294
	Sanderson House	E100 Building Material	ADT Fire and Security	Callout on 20.11.17	45434	0	144	144
				Callout on 20.11.17 Total		0	144	144
		E100 Building Material Total				0	144	144