

# QInventory App

Quadpro

# Contents

- [Introduction](#)
- What is the Quadpro Inventory App
- [Logging in](#)

# Introduction

This app helps you itemise and track your properties at the beginning and end of their residence.

## Support

Should you encounter any issues setting up or logging in to the app, please contact the helpdesk.

If you need to contact us directly, please email our helpdesk [help@quadpro.com](mailto:help@quadpro.com) for any issues relating to using the web portal.

## What is the Quadpro Inventory App?

This App provides you with the ability to track and monitor items, furniture and finishings within your properties. Each property can be set up with its own records – along with associated rooms, items and finishes.

You can record the status of each listed record prior to an occupier moving in, and keep the report ready for when they move out. All information is then sent to the necessary parties involved.

# Logging In

We will set up your user account to begin with, and details will be provided via email.

To access the app, please visit the links below for your respective device operating system.

LINKS

URL

If you have forgotten your password, just choose the “**forgot password?**” option and fill out your details.



## Sign In

Email

Password

[Forgot password?](#)

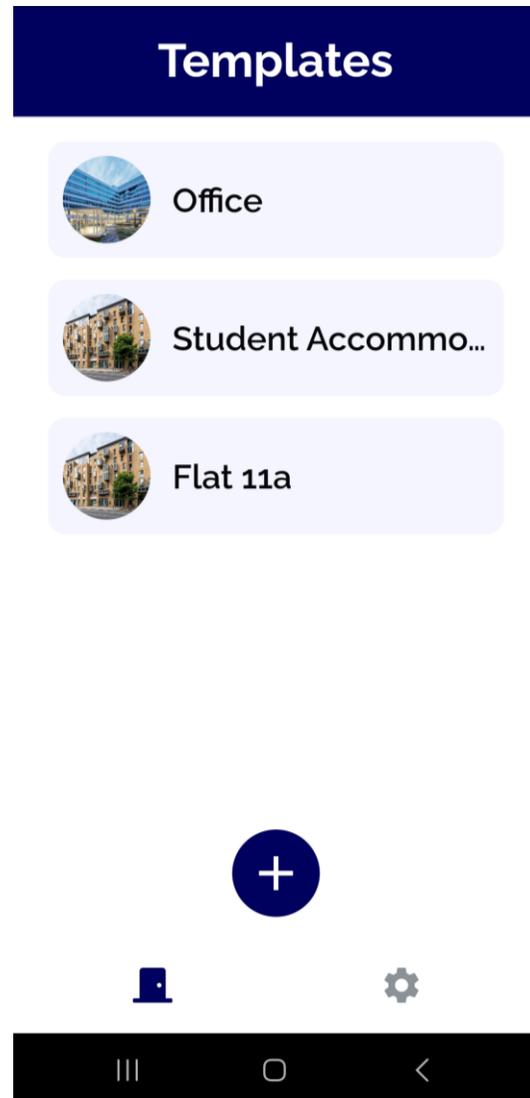
[Don't have an account? Sign up](#)

# Home Page

On the home page you will see your created templates for each building you have.

To add a new record just press the “+” icon.

The Cog icon will allow you to amend your account details.



Organisation  
Quadpro

First name  
Benjamin

Last name  
Warner

Save

# Creating a New Record

Press the “+” button and the form will appear for you to complete.

Enter the name of the building and press Create. If you have an image to upload, select the icon and choose a file to upload as the building image. If you do not have one, just create the record then add later.

Create new template

Title

Student Accommodation



Discard Create

You are then able to add occupiers to the record. Press the plus button and enter their details and choose if it is a move in or move out type. Press create to continue and the menu will then display your new additions.

Create new report

Occupier

Mark Trenton

Move out

Associated Report

Discard Create

- Occupier: Martin Wilson  
Not completed Move in
- Occupier: Mark Trenton  
Not completed Move out
- Occupier: Michael Scotland  
Completed Date: Aug 31, 2023 Move in
- Occupier: Michael Scotland  
Completed Date: Aug 31, 2023 Move out

# Move In Record

This next part will take you through each step of the move in process.



Move-in date:



Notes:

Move in time: 1pm

Occupier:

Michael Scotland

Email:

michael@quadpro.com

Inspector:

Benjamin Warner

Add a photo using the image selector.

**Move-in Date:**

Using the date picker feature you can choose the moving-in date.

**Notes:**

Add any relevant notes in this field.

**Email:**

Add the email for the person who will be moving in.

**Inspector:**

The inspector is the user who will be undertaking the move-in checklist.

Using the dotted menu at the top, you can remove this record if needed.

# Move In Record

Utilities

Utilities

Keys

List of Rooms

There are three categories of items that you can monitor via the app.

**Utilities**

**Keys**

**Rooms**

Enter meter reading information and upload any relevant photographs.

Once finished, press **Save Changes**

## Gas

Supplier:

British Gas

Reading:

4835

Photo:



## Electric

Supplier:

Eon

Reading:

05468

Photo:



## Water

Supplier:

Thames Water

Reading:

150

Photo:



Discard

Save Changes

# Move In Record

Keys

**Front**

Type:

Mortice Lock

Quantity:

2

Photo:

Label the keys, from the front door, and back door, to utility room or windows.

Images can be added too.

Once the information has been added, you can save changes to complete the section.

# Move In Record

## List of Rooms

Under list of rooms, you can then add all necessary room records for the property. Just press the “+” button to create a new record.

Each record has the pre determined list below. All will display as red until they are filled out. Once completed and saved, they will transition to green.

- Bathroom/wc
- Bedroom
- Hallways
- Kitchen
- Living Room
- Porch

- Ceiling
- Doors
- Floor
- Walls
- Windows

Element:

Description:

Condition:

Photos:  


Notes:

- Ceiling

# Move In Record

Occupier signature:

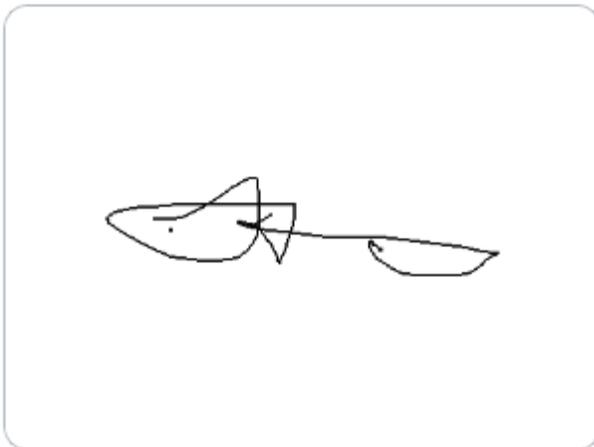


Once all records have been checked and updated, just head to the signature fields and complete as required.

You are able to preview the report, or send to occupier's email.

Save changes to come back to this at a later time, or press complete report to download a full itemised pdf of this move-in

Inspector signature:



Report Preview

Send Report to Occupier

Complete Report

Save Changes

 Download

Report Preview

[View sample report](#)

# Move Out

The moving out method is exactly the same as moving in, with a few small differences.

Once you have completed the checklist for moving in, you will be able to create a moving-out record.

When you go to create this record, enter the occupier's name and then just associate the record with them. All information will be copied across to the new record ready for you to complete.

Occupier  
Michael Scotland

Move out

Associated Report

Discard

Create

You will need to fill out the utilities in exactly the same way as before – with the new readings inputted.

Once you have completed all information, you can then sign in the associated fields. If the deposit is to be released, just tick the box to confirm.

Release deposit

Report Preview

Send Report to Occupier

Complete Report

Save Changes

You are able to preview the report, send it to Occupier, complete the report, or save changes to return at a later date.

A copy of the report is sent to the Occupier and the Inspector. Press the Download button to view a PDF copy of the report.

Completed date: Aug 31, 2023

Download

Report Preview