Quadpro

Stock Management App

Log & Track your Inventory Stock Items from your desktop or mobile devices.

What is Quadpro?

Quadpro Demonstration School

As your estate or organisation grows, so do your financial and operational pressures. The Quadpro Stock App now adds the management of materials and stock to the system.

It is vital that estates and organisations have robust, consistent, and compliant systems for managing their estates and maintenance across all of their buildings and sites.

Quadpro, our estates management solution provides all you need to keep your staff and visitors safe, your buildings well maintained, and your budgets and performance under control.

Quadpro already has the ability to set up maintenance profiles for assets such as boiler plant, external fabric maintenance, and other regularly maintained assets. These profiles can be used to generate job requests at specified dates which are then distributed to operatives via emails and the Quadpro web portal.

We have now created a powerful stock app which you can use to itemise your site materials, and track their levels and how much are being withdrawn for use – or replenished.

This feature also links in with your Job Requests modules allowing you to directly relating items to specific Job Requests.

Manage your suppliers and order directly for when supplies are low.

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?

Quadpro Stock provides a detailed library of your items stored on site.
This could range from 9mm nails, plug fuses and door hinges, to vital PPE equipment and any other stored items you wish to manage (e.g stationary, tools, art equipment, sports items).

Using our handy creator tool, you can set up and log an item in just a few steps as well as capturing important information such as:

Cost

Quantity

Stock In & Stock Out

Supplier

Low Stock Level Warning

**Item image**

Log and Track Stock Items.

The Stock App provides a live stock level and audit trail on all stock items logged within the system. Using the system Stock in/out feature you can ensure that a record is kept of when changes to the items stock level is made. You can even utilise our built in barcode scanner to track and update items.

Directly Order from Suppliers

When a stock item is low, you can press the send email button to contact the supplier of that item and inform then that you would like to raise a purchase order for that specific item.

Link with Quadpro Job Requests

Each Stock Item change can be directly associated with a Job Request. If you have used 4 hinges to replace the door on JR #1234 then you can pop the number in and that record in the audit trail will be associated with it. Handy for reporting!
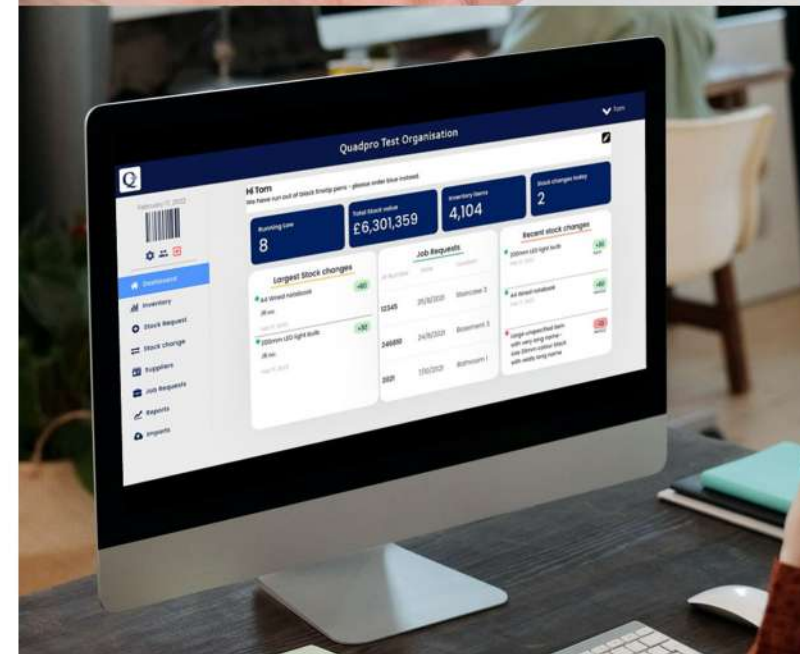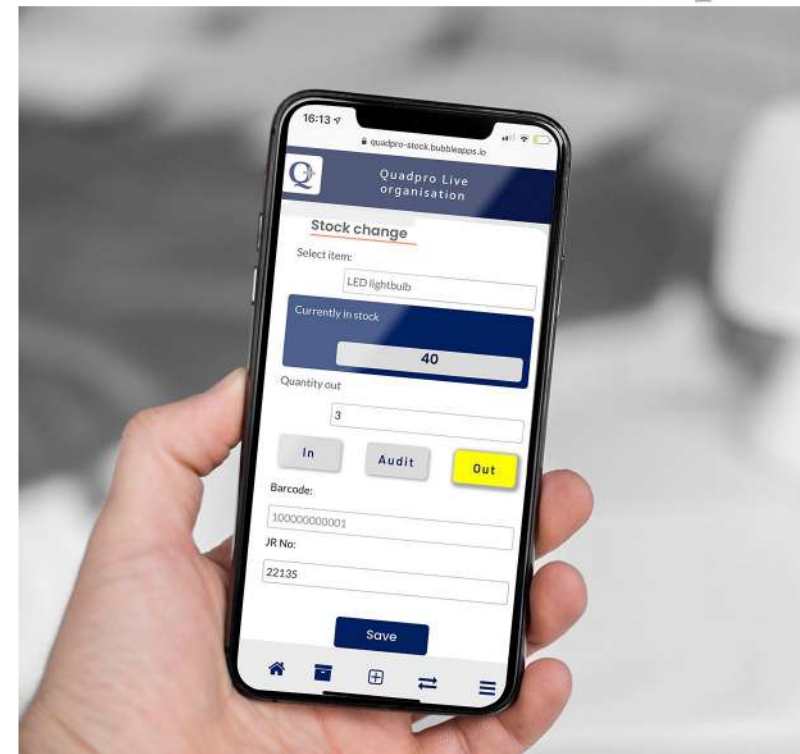
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The Quadpro Stock App has a range of important features that can assist requestors access the items they need, storekeepers to manage and supply their stores and managers to oversee their day to day stock operations within the organisation.

What features can I expect to see in the Quadpro Stock App?

Notifications

Communication is important in any working environment and Quadpro Stock uses that to your advantage by advising you when items are running low, when an update has been made to your request and when the storekeeper has complete your order.

User Management

Your organisation's staff can register their account via self sign up or be manually created by your management team, who oversee each user account created. All users created can then request stock items from the listed stores.

Easy Inventory Management

Your stock inventory can be imported straight into the system ready to use with the ability to create new records as and when needed. Our handy barcode scanner provides you a quick option to find, add or remove stock. Utilising the fast search and filter functionality, you can locate the items you need quickly.

Responsive Web Based System

Quadpro Stock is entirely web based and can be accessed from Desktop, Tablet and Mobile devices with access to a browser. Our responsive design means it automatically adjusts to your device providing a smooth user experience.
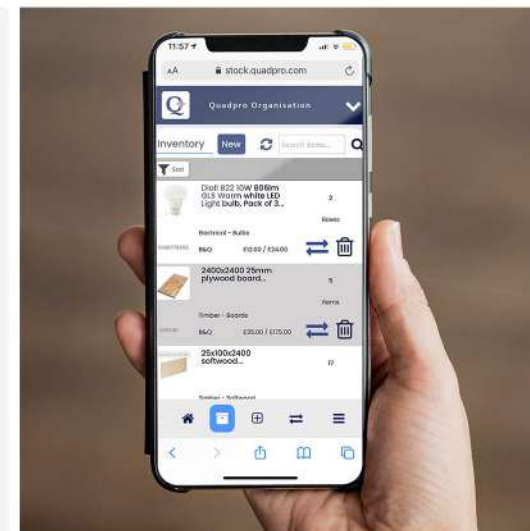
Staff requiring stock from the store room can also utilise the easy picture interface to create their orders for their requirement.

Helping them get their request in quickly and efficiently.

Store the suppliers you trade with in the Supplier Management area. Items purchased from a supplier can be linked to their record and when stock levels are low you can reorder directly via email.

The Dashboard

The Dashboard is your home screen, from here you can create and manage your inventory, users & suppliers as well as view live updates on your inventory system.

The Quadpro Stock dashboard displays a wide range of data at your disposal.

Lists at the bottom of the dashboard detail the largest stock changes as well as active Stock-Related-Job Requests and the most recent inventory movements.

The Side Menu provides a shortcut to the handy barcode scanner as well as profile and application settings – allowing your system administrators the option to control users, notifications and more. Access your inventory, stock changes, suppliers and Job Requests as well as creating any New Item records for your inventory.

Data Reporting:

The Data reporting feature offers you a detailed look at your stock and inventory changes over a period of time. The information is exported into a filterable excel file you can download directly to your PC.

Status Tabs:

Tabs displaying low stock, total stock value, number of items and changes made today offer a live insight on what is happening within your stores.

Clicking on a tab will take you to a detailed look at all records associated with each filtered option.

How Does it Work?

The process of creating a stock item is quick and easy.
The below images detail how simple it is for you to begin building your inventory and utilise the Stock Request feature.

New item

In just a few simple steps, stock items can be set up and stored in your system straight away. Information ranging from quantity to supplier can be logged.

Inventory items can also be imported en mass using one of our prepared templates.

Now your item is stored in the system.
If a stock change is required, simply scan the barcode using the scanner or locate the record in your inventory.

Record information can be amended to reflect price or supplier changes.

Registered users can request items from a Store. Once the order is submitted, the Storekeeper can action as required and the items are either delivered or collected. Any update from the Stores is then sent across to the Requestor.

This page details the components of an inventory record and how each field can be used in managing your stock.

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Stock Item

Goldscrew GOLDSCREW PZ DOUBLE-COUNTERSUNK MULTIPURPOSE SCREWS
Item details

Name:	Goldscrew GOLDSCREW PZ D
Quantity	500
Price	5.39
Barcode	1000000000021
Category	Materials
Lead time:	2
Restock at:	50
Supplier:	Screwfix

Information
Recent changes
Supplier

In/Out

Inventory Records:

Each item entered in the inventory as their own record. Detailed information about this inventory item can be seen in the image above. Information such as price category and supplier can also be found in the record. Details can be amended if needed at any time.

Stock Alerts:

As soon as the stock level reaches the specified number, an alert is sent out to the team notifying them.

Stock In/ Stock Out:

In/Out

This option takes you to the process shown previously allowing you to adjust, add or remove stock.
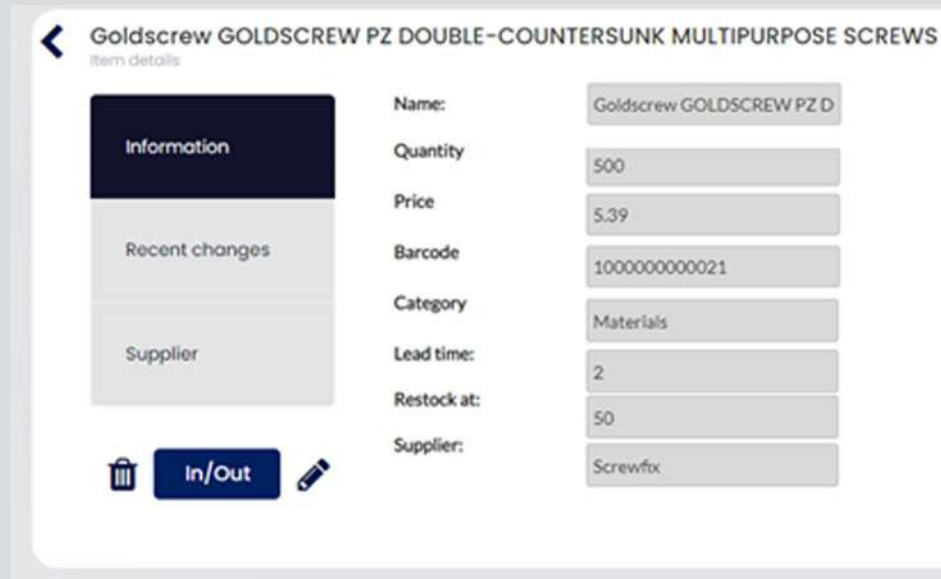
Recent Stock Changes:

Every Stock Item has their own audit trail inside their record so you can view an entire history of stock changes.

Supplier Information:

Information about the supplier can be entered here to ensure a quick reordering process if needed. Supplier information can also be accessed at via the Supplier tab.

Customised barcodes can also be created to use with you inventory items. The app's barcode scanner helps you track and update items via a mobile device. You can even scan multiple items in and out at the same time.

There are four types of users in the Quadpro Stock system and they utilise different functions in the running of the your inventory system. These are:

Requestor   **Storekeeper**   **Manager**   **Supplier**

Requestor:

Requestors are your most common system user, they are likely to be teachers, carers or operatives located in your organisation. Within Quadpro Stock, they can create orders to request items which will go straight through to the Storekeeper.

Storekeepers:

Storekeepers are assigned to each Store you create, such as stationary, estates or sports equipment. They are in charge of their assigned store and manage all of the Stock Requests that arrive in their inbox as well as distribute items that are on those orders to the requestors.

Managers:

Manager user types will have control over their entire organisation's Quadpro Stock system. They have the ability to create and manage users, update stock requests that can also link in with Job Requests and export system data reports.

Suppliers:

Suppliers are not active system users, but they can be useful in helping you find the items you require. Emails can be sent directly to suppliers if a stock replenishment is needed.

What are Stores?

Stores are where your inventory items are located. This feature helps you categorise your items by your own specified categories known as Stores. For example, you can have a Stationary Store, an Estates Store or a Food Store to keep items seperate and make it easier for users to locate what they need.