

Contracts

The screenshot displays the OPTIQO web application interface for the 'Contracts' tab. The sidebar on the left contains navigation links for Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts (highlighted), Inspections, Work orders, and Reports. The main content area is split into three panels:

- Contracts:** A table with columns 'Name' and 'Description'. It lists various contract types such as 'Monthly inspection', 'Security inspection', 'Fire Inspection', 'Snow Clearing', 'Office Cleaning for AG', and 'Equipment Maintenance'.
- Buildings:** A table with columns 'Building' and 'Address'. It shows 'Building 1' at '123 street' and 'Linkoping Office Building' at '123 Rock'.
- Units:** A table with columns: Unit number, Description, Unit size, m², Used area, Used size, m², Cleaning frequency, Insta size, m², Storey, and Quality. The bottom row shows values for Unit size (0.00 m²), Used area (0.00 m²), and Cleaning frequency (0.00).

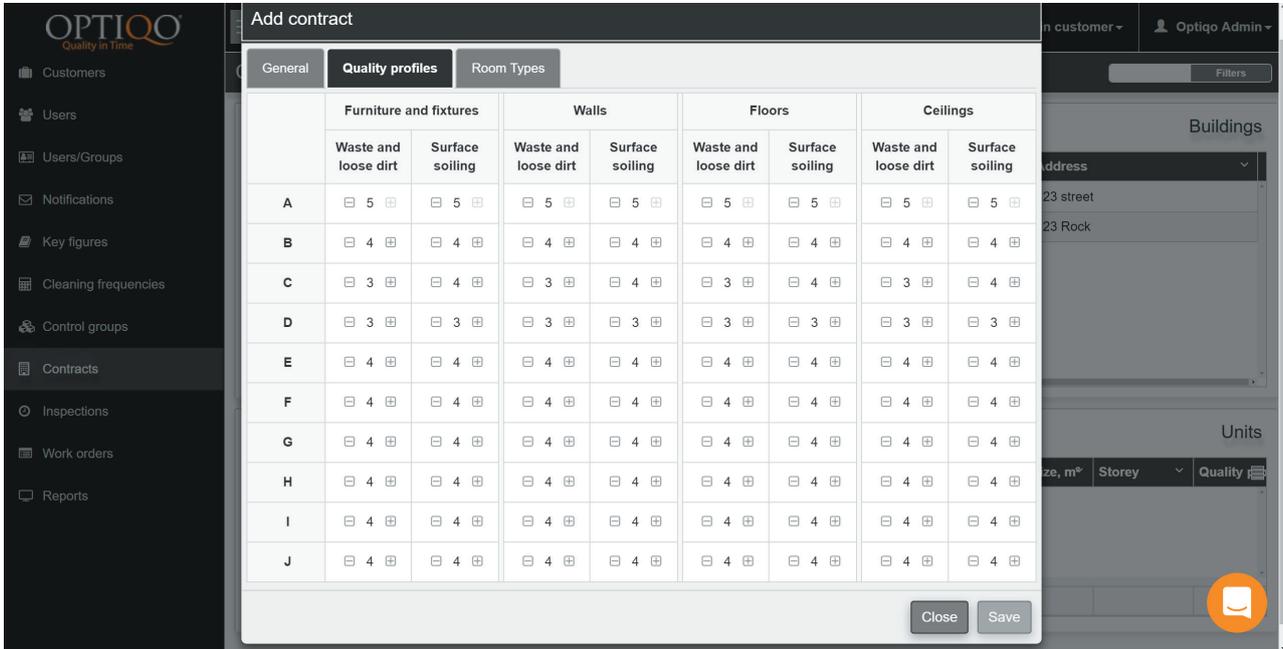
On this tab you can add contracts and then add buildings. After adding a building you can add rooms/units.

The screenshot shows the 'Add contract' dialog box in the OPTIQO application. The dialog is titled 'Add contract' and has three tabs: 'General', 'Quality profiles', and 'Room Types'. The 'General' tab is selected and contains the following fields:

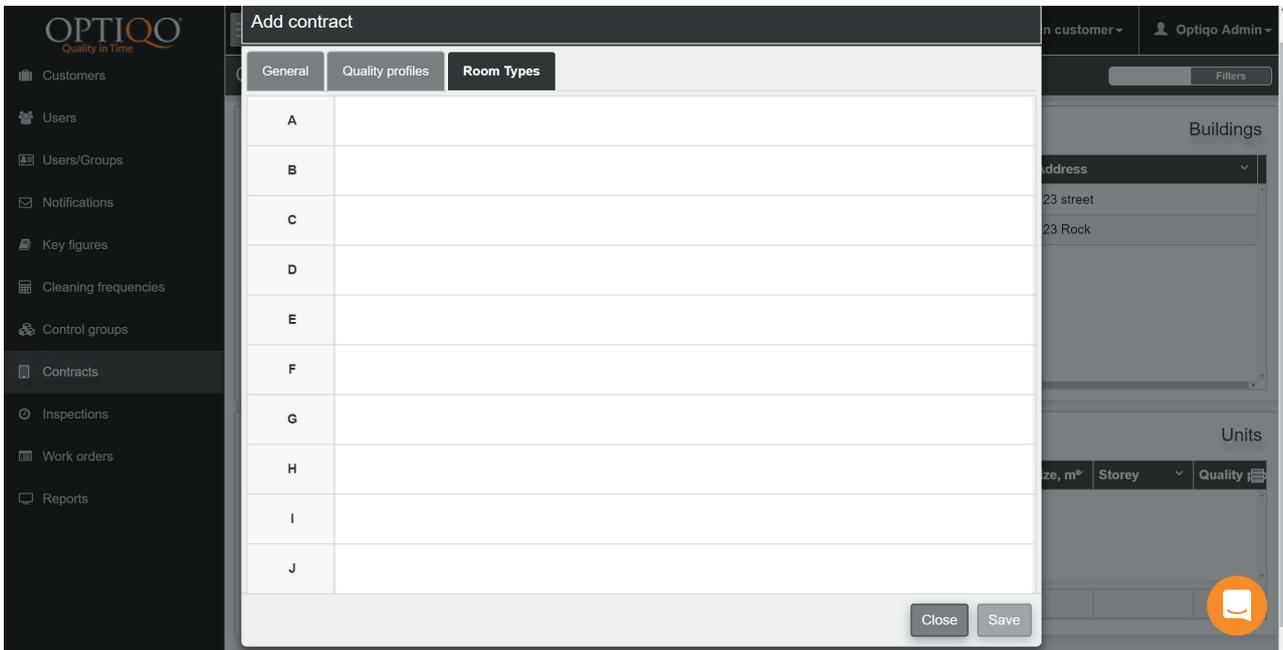
- Name:** A text input field with an 'AQL(%)' dropdown menu set to '4'.
- Description:** A large, empty text area for entering the contract details.

At the bottom right of the dialog, there are 'Close' and 'Save' buttons. The background shows a blurred view of the main application interface.

When adding a contract, first you'll choose a name and description.



Then you can change the quality profiles to match your needs. Double click the letters A-J to change name.



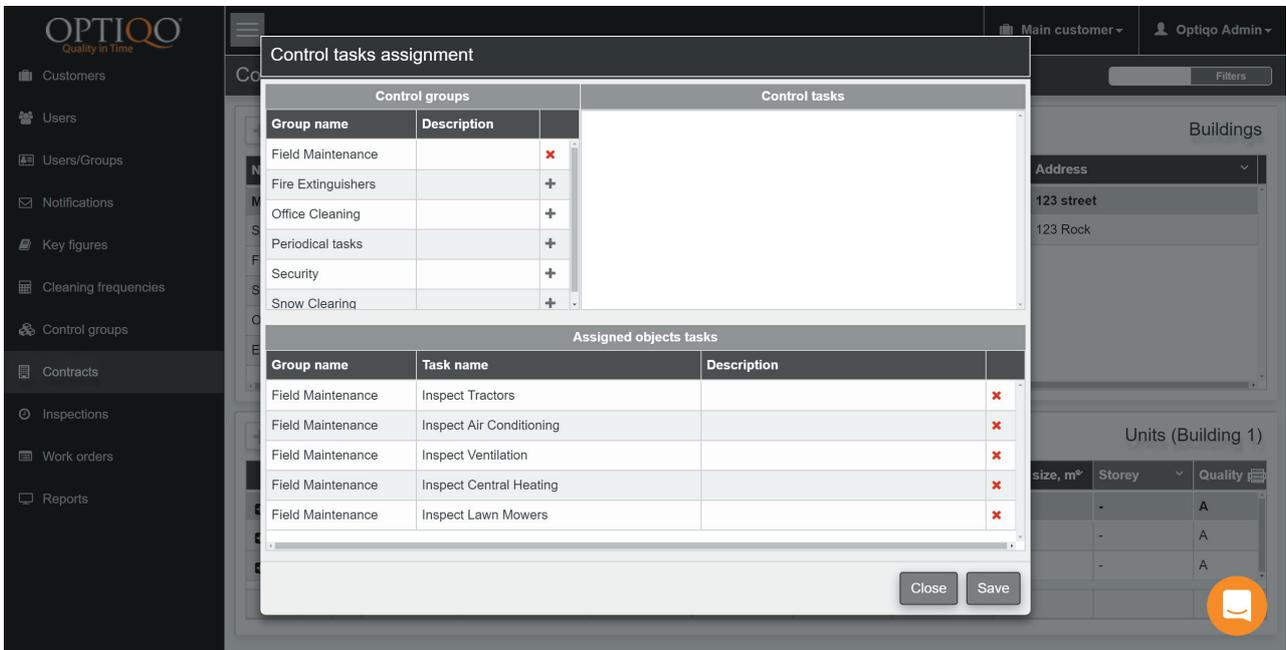
Here you can add room types to the quality profiles.

Unit number	Description	Unit size, m ²	Used area	Used size, ...	Cleaning ti...	Insta size, m ²	Storey	Quality
1	Room no.1	1 m ²	100%	1 m ²		0-15	-	A
2	Room 2	1 m ²	100%	1 m ²		0-15	-	A
3	Room 3	1 m ²	100%	1 m ²		0-15	-	A
		3.00 m ²		3.00 m ²	0.00			

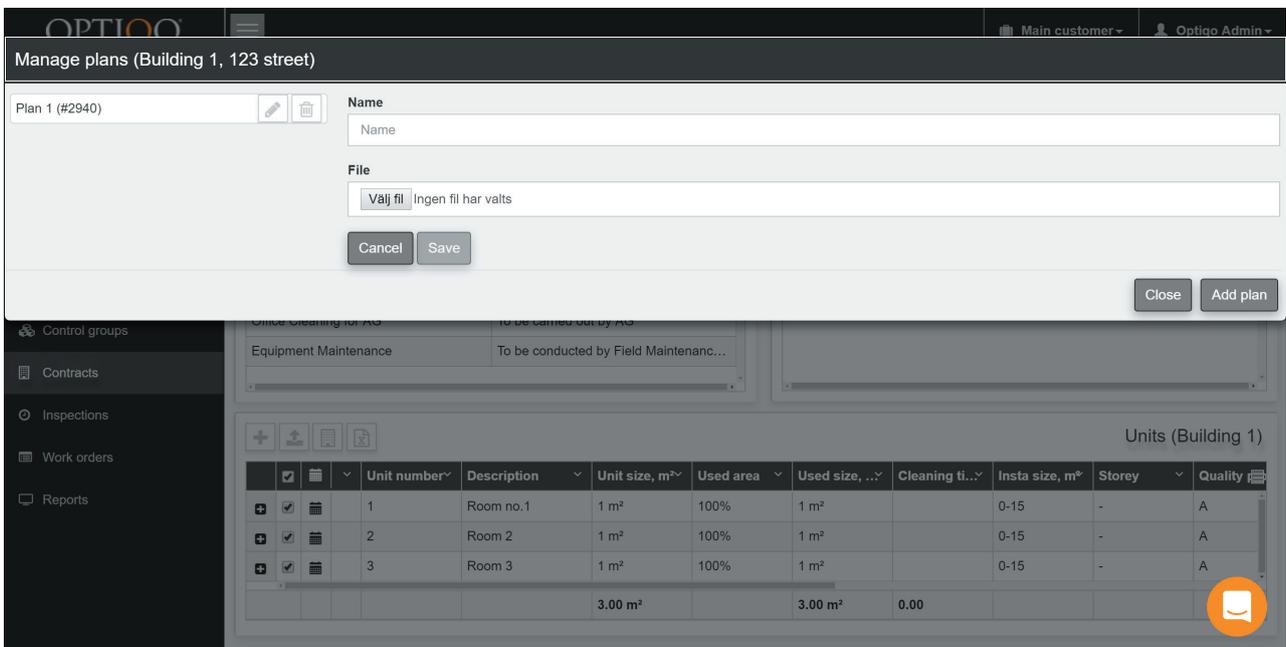
After you've created a contract, add a new building by pressing the "+" button. Choose a name and address. It is possible to import buildings together with units from a csv file. You'll want to press the little "+" button next to the building to add it to the selected contract. This needs to be done to make the buildings and rooms/units show up in inspections. By pressing the little red cross you can remove it from the selected contract. You can also use the button all the way to the right to add all buildings to the selected contract.

Name	Value

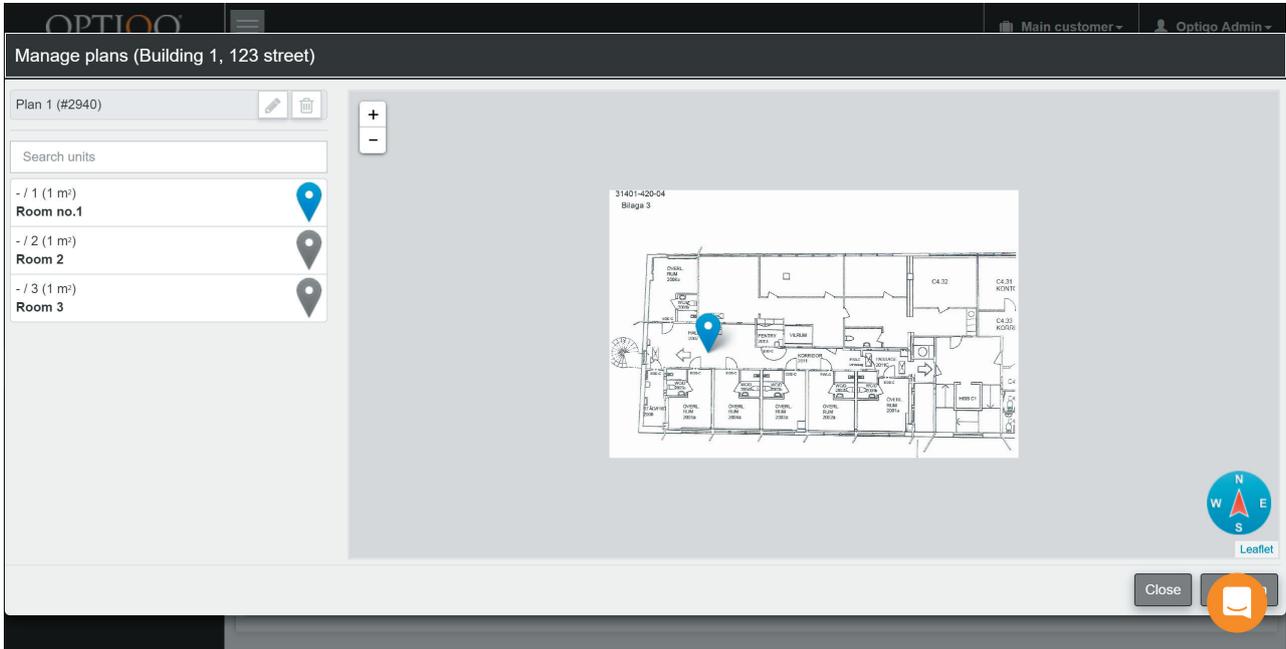
When a building is created you can add rooms/units. Number, size, storey, description, keyfigure and quality profile needs to be filled to add a room/unit. You can also add your own attributes to a room/unit. It is possible to import units from a csv file.



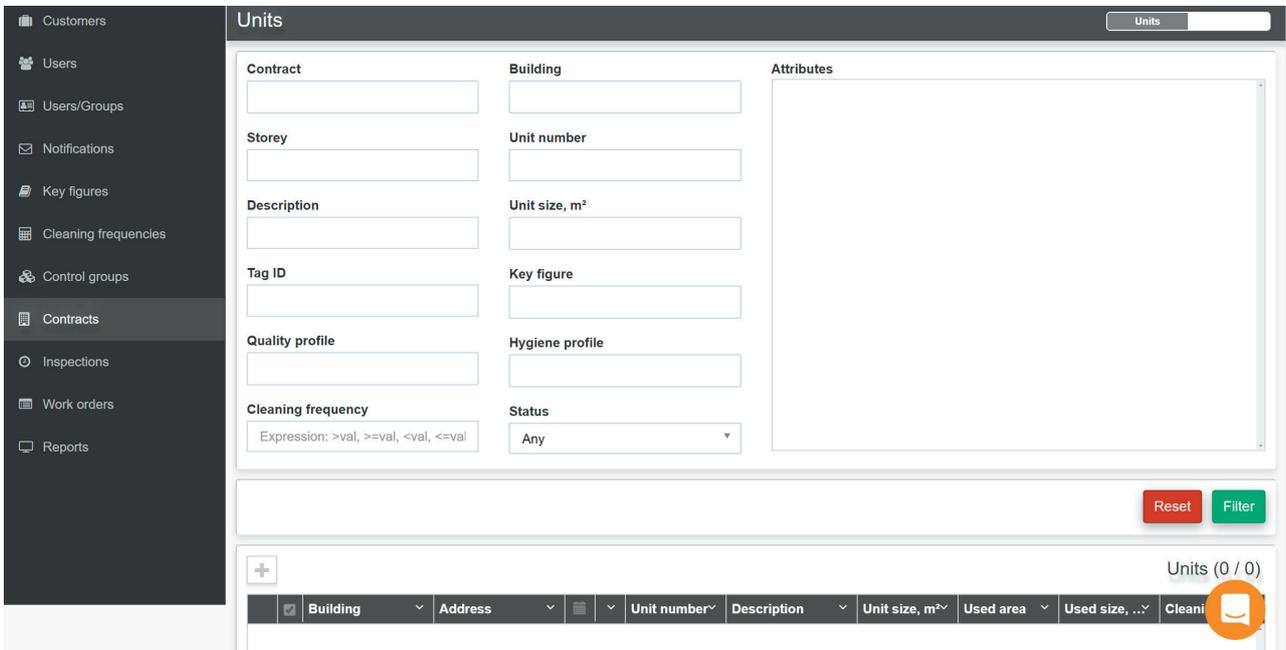
By pressing the three blocks icon called control groups assignments this view will show up. Here you can add desired control tasks to a room/unit. This needs to be done for the rooms/units to show up when making an inspection.



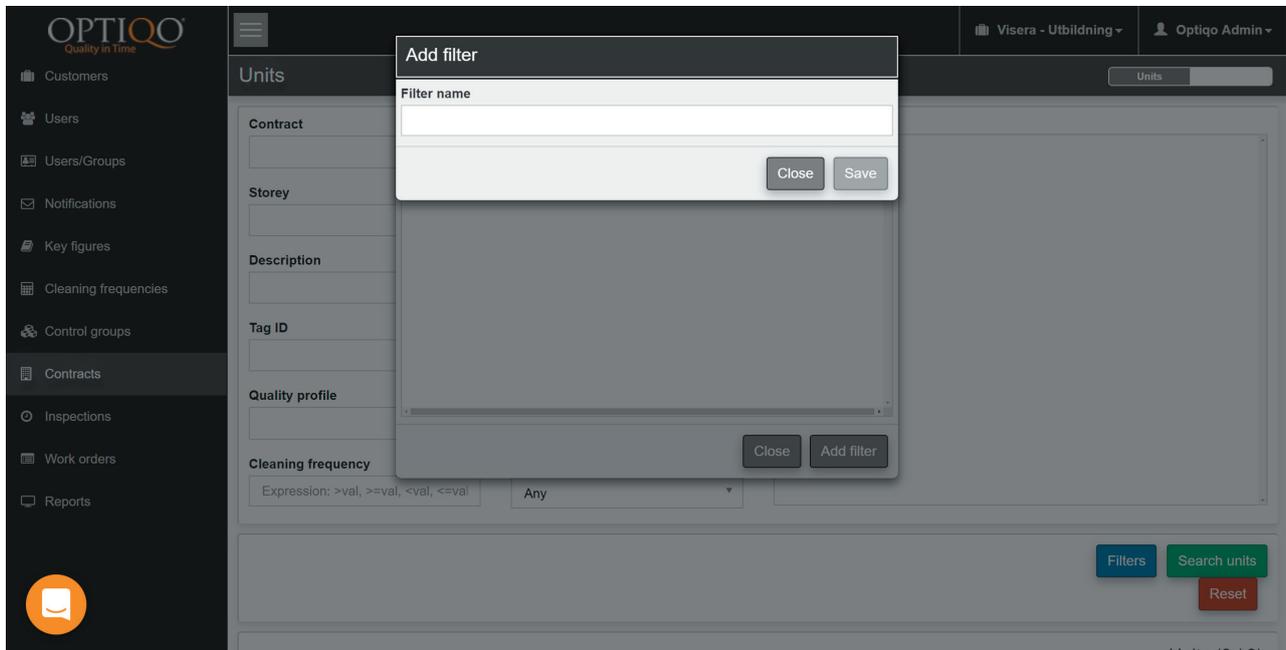
By pressing the building icon you can add plans. To the left you will see existing plans. When adding a plan you choose a name and a file. The file can be a pdf, jpg or png.



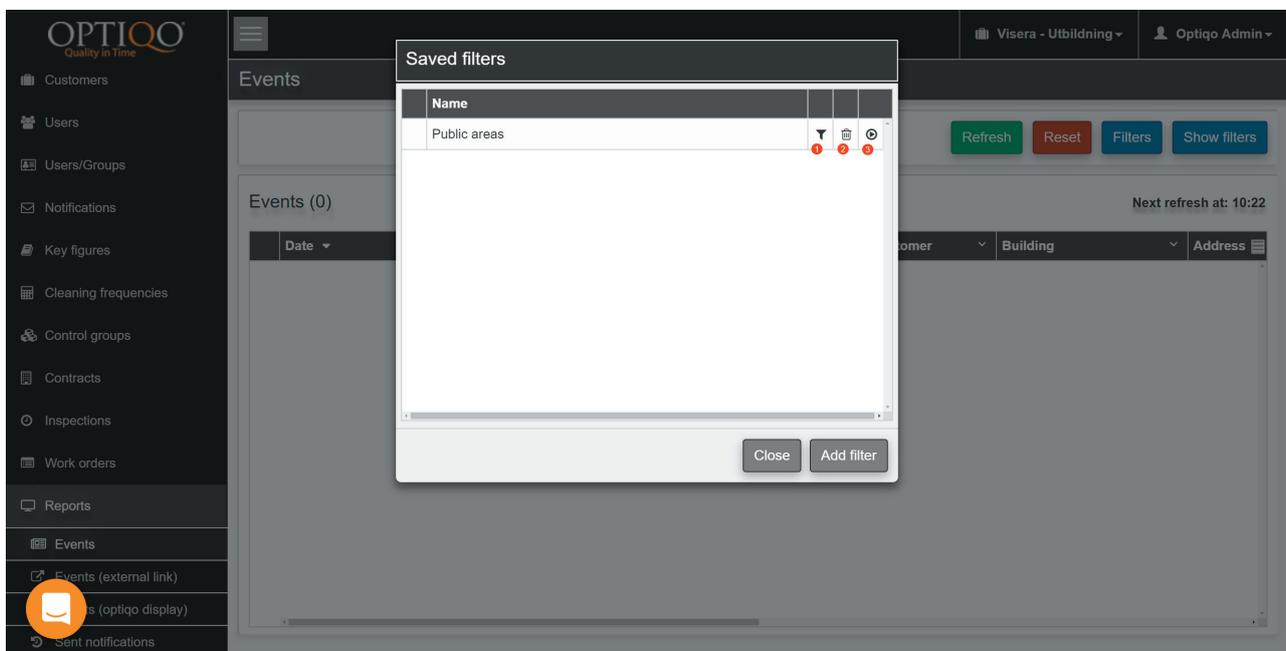
Press a plan and you will see your attached file. You can drag the grey markings to the image and they will change to blue. These markings will be shown in the Insta and Check apps. Right click the markings on the blueprints to remove them.



There's also a filter option to search for specific rooms/units.



Press the filters button and add filter to save current filter settings for future use. Choose a name and it will be saved permanently.



Here you will see all saved filters.

1. Hold your mouse over this symbol to see timeperiod for saved filter
2. Press this button to delete saved filter.
3. Press this button to apply saved filter.