

Setting Up Default Schedules:

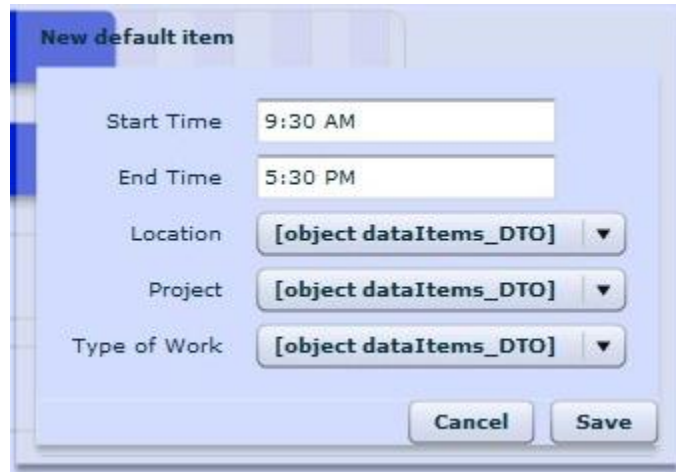
In order to set up default schedules that you can then define to your employee's, click On Schedule Place, then "Defined Schedules"

It is here where you can go in, and set up different defaults that your company may use. For example, if you generally work day shift 9am 5pm you can set that up as a default, so you do not have to go back and enter this information each week. Default schedules can be in place, and you can still edit them when needed.

To create default schedules Type in the Name, and the Schedule Start date that you would like. From there you can add weeks, days, and remove items when needed.

The screenshot shows the 'QuickBase Workplace' interface. The browser address bar displays the URL: <https://workplace.intuit.com/db/bdq3tunjsgl/bin-release/hermes.html#app=bd0089089-selectedIndex=0&fcae-selectedIndex=0>. The page title is 'QuickBase Workplace'. The navigation menu includes 'Start Place', 'Documents', 'People Place', 'Schedule Place', and 'System Space'. The 'Schedule Place' sub-menu is active, showing 'Schedule Place', 'Schedule Editor', 'Defined Schedules', 'Rules Engine', and 'Schedule Generator'. The main content area shows a form for creating a new schedule. The 'Name' field is set to 'Weekend' and the 'Schedule Start' dropdown is set to 'Thursday'. The schedule is visualized as a grid with blue bars representing work hours for each day of the week. The work hours are 9:00 AM to 5:00 PM. The interface includes buttons for 'Add Week', 'Add Day', 'Remove Day', 'Remove Week', and 'Save Default'. The footer contains links for 'null', 'Terms', 'Privacy', and 'Support', along with the 'intuit.' logo and 'Internet | Protected Mode: On' status.

In order to add a specific Item, click on one of the on the grid as shown on the screenshot on the previous page. When you click, you will see a window pop up looking exactly like the one below. Set the start time, End time, and whatever locations, types of work, and projects that you want associated with this default schedule (if any) then select save.



The screenshot shows a dialog box titled "New default item". It contains five input fields: "Start Time" with the value "9:30 AM", "End Time" with the value "5:30 PM", "Location", "Project", and "Type of Work", each with a dropdown arrow and the placeholder text "[object dataItems_DTO]". At the bottom right, there are two buttons: "Cancel" and "Save".

Once you are at this point, and have created the default schedules that work for you, you can go back to the People place, and define a person with their "usual" default schedule.

Setting and Employee to a Particular Default:

Click On “People Place” then “People Details”

You will see the window pop up like the one below. To define the default, click on “Add Defined Schedule” then, select the default that you had created in the defined schedule section.

An employee can have a few defaults if needed in case they rotate between two schedules.

The screenshot displays the QuickBase Workplace interface. At the top, the browser address bar shows the URL: <https://workplace.intuit.com/db/bdq3tunjsgl/bin-release/hermes.html#app=bd0087664-selectedIndex=0&444-selectedIndex=2>. The page title is "QuickBase Workplace". The navigation menu includes "Start Place", "Documents", "People Place", "Schedule Place", and "System Space". The current page is "People Details".

The main content area is divided into several sections:

- Person's Details:** A tabbed interface with "Person's Details", "Person's History", "Employment Details", and "Documents".
- Defined Schedules:** A table with columns "Rotation Name" and "Effective On". Below the table are buttons for "Remove Selected" and "Add Defined Schedule".
- Default Location:** A dropdown menu set to "Mount Prospect call Center".
- Available Locations:** A list of locations including "Location 1" and "Mount Prospect Call Center". Buttons for "Remove selected" and "Add Location" are present.
- Default Project:** A dropdown menu set to "Quality Assurance Testing".
- Available Projects:** A list of projects including "Quality Assurance Testing". Buttons for "Remove selected" and "Add Project" are present.
- Default Type of Work:** A dropdown menu set to "Support lvl 2".
- Available Types of Work:** A list of work types including "Support Rep". Buttons for "Remove selected" and "Add Type of Work" are present.

The footer of the page includes "null | Terms | Privacy | Support" and the Intuit logo. The browser status bar at the bottom shows "Internet | Protected Mode: On" and "100%".