



Created On: 1-11-23

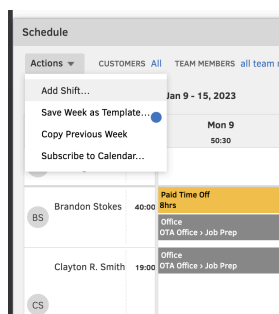
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Update QB Time OTA Job Prep

At the Beginning of the New Year, it is important to create a Job Prep Shift for the new Calendar Year. This will enable the Technician's to Clock in under OTA Job Prep when they arrive to work or when they are driving between projects.

Step 1: Open QuickBooks Time

Step 2: Click Actions - Add Shift



Step 3: Click the Check Box for All Day and Repeat

Step 4: Under Repeat, click Monday-Tuesday-Wednesday-Thursday-Friday

Step 5: Title - Office

Step 6: Color - Grey

Step 7: Start Date - Beginning of year or Today's Date

Step 8: Team Members - Include all production staff

Step 9: Customer - OTA Office - Job Prep

Step 10: Location - 139 Penn St.

Step 11: Class - Job Prep

Step 12: SI Entity - Company

Step 13: SI Entity Number - 1111

Step 14: SI Phase - Job Prep

Step 15: Publish