SOP Template

Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Add QB Time Calendar to Google	7/22/24	1

Process Frequency (Daily/Weekly/Monthly/Project Based)

Project Based

Process Description

Add QB Time Calendar to Google Calendar

Who's Involved		What are the inputs?
Name	**Department or Function**	**Documents, SOW, Approval, Labor, Software, Etc.**
	Techs	
	PM	
	Ops	
	Service Manager	

What are the sequential steps?

Step Description	Who is Responsible?
Login to QuickBooks Time	Ops
Login to Google Calendar on another Tab	Ops
On QuickBooks Time, Click On Schedule	Ops
Next, click on Actions - Subscribe to Calendar	Ops
When Subscribe to Calendar box appears, Click on My Schedule, then click Copy Link	Ops
Open Google Calendar	Ops
Click on Settings (Little Gear Icon on top right of page)	Ops
On left hand side, find Add Calendar and click on carrot to expand	Ops
Click on "From URL"	Ops
Paste the URL from QB Time and Click "Add Calendar"	Ops
Now, navigate back to your calendar, on the left hand side you should see the new calendar	Ops
You can click the 3 little dots next to it to change the color.	Ops

What are the outputs [Defined Standards of Completion or Deliverables]

Your QB Time Calendar will be added to your Google Calendar

Who does the process transfer to next?

Name	Department or Function	Milestone