Hub Training Materials

QuickBase Basics

Version 1.1
About This Training

DC PCSB uses a custom QuickBase application called The Hub to facilitate data collection and reporting. The purpose of this training is to show how to perform basic operations common to all QuickBase applications.

Objectives

After completing this lesson, you will be able to:

- Sign in to the Hub
- Change your password
- Navigate the ribbon
- Set up personal notifications
QuickBase Basics

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Signing Into the Hub
Browse to the sign in page (http://www.dcpcsb.quickbase.com) and follow the instructions outlined here: https://www.quickbase.com/user-assistance/signing_in.html

Changing Your Password
If you have forgotten or would like to change your password, please see instructions here: https://www.quickbase.com/user-assistance/forgot_your_password.html

Navigating the Ribbon
For details on the layout of the ribbon at the top of the Hub, please see instructions here:
http://www.quickbase.com/user-assistance/about_quickbase_navigation.html
Setting up Personal Notifications
Notifications are emails that are sent when a specific action is taken on a record. To set up notifications for yourself, please follow the below steps:

1. Log in to the Hub
2. In the upper right hand side of the page you will see your name in a gray rectangular box, similar to this:

   ![Name in Gray Box]

   Or if your browser window is not wide enough, you may only see this:

   ![Name in Small Box]

   In either case, click the white downward pointing arrow

3. The following menu will appear:

   ![Menu with My personal settings in this app link]

4. Click the 'My personal settings in this app' link
5. You will be taken to the Personal Settings page, which will look something like this:

   ![Personal Settings Page]

6. Click the green + New Email button at the top right of the page
7. The following window will appear:

8. Choose the table you wish to create a notification for

9. Be sure that the **Notification** option is selected

10. Click the green **Create** button

11. You will then be taken to a page similar to this:

12. Give your notification a meaningful name in the **Notification Name** field

13. Follow the instructions beginning at step 5 on this link to set up the Notification: [https://www.quickbase.com/user-assistance/creating_a_notification.html](https://www.quickbase.com/user-assistance/creating_a_notification.html)