

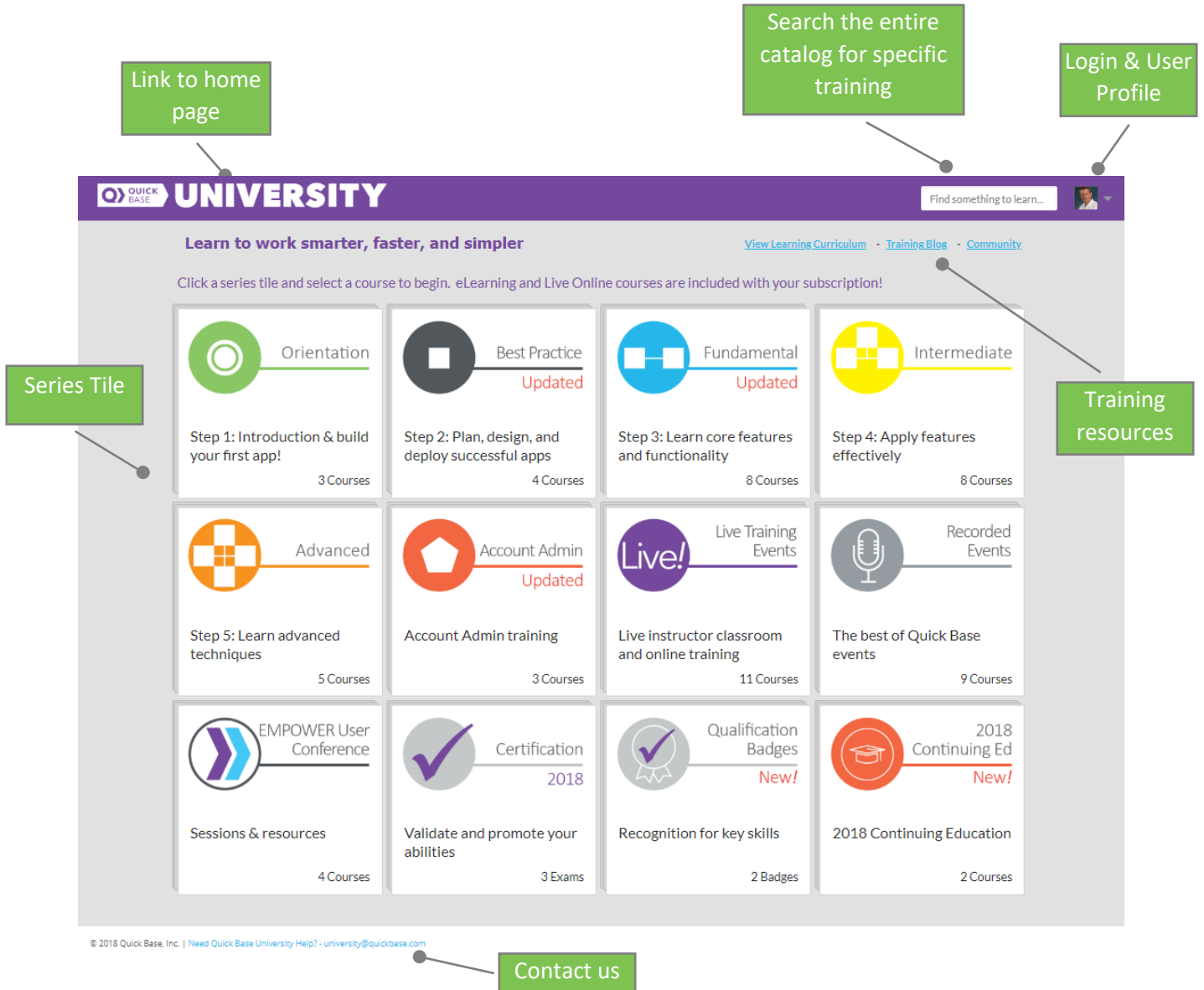
## Navigating Quick Base University

Quick Base University training and certification resources are included in your Quick Base subscription. You can access Quick Base University two ways:

- Click the Quick Base University link on your My apps page
- Go to <https://university.quickbase.com/> and log in using your Quick Base credentials.

Anyone can view the course catalog however, you must log in to register for a course.

**Catalog Home Page: click a series tile or search for a topic to begin**



The screenshot shows the Quick Base University Catalog Home Page. At the top, there is a purple header with the Quick Base University logo on the left, a search bar with the text "Find something to learn..." in the center, and a user profile icon on the right. Below the header, there is a navigation bar with links for "View Learning Curriculum", "Training Blog", and "Community". The main content area features a grid of 12 series tiles, each representing a different course or resource. The tiles are arranged in three rows and four columns. The first row includes "Orientation" (3 Courses), "Best Practice" (4 Courses, Updated), "Fundamental" (8 Courses, Updated), and "Intermediate" (8 Courses). The second row includes "Advanced" (5 Courses), "Account Admin" (3 Courses, Updated), "Live Training Events" (11 Courses), and "Recorded Events" (9 Courses). The third row includes "EMPOWER User Conference" (4 Courses), "Certification 2018" (3 Exams), "Qualification Badges" (2 Badges, New!), and "2018 Continuing Education" (2 Courses, New!). Callout boxes point to various elements: "Link to home page" points to the logo; "Search the entire catalog for specific training" points to the search bar; "Login & User Profile" points to the user icon; "Series Tile" points to the "Orientation" tile; "Training resources" points to the "Recorded Events" tile; and "Contact us" points to the footer text.

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Course Page: Search for a course/lesson or click a course tile to view details.

The screenshot shows the 'Intermediate Training Series' page on the Quick Base University platform. The page features a purple header with the 'QUICK BASE UNIVERSITY' logo and a user profile icon. Below the header is a search bar and a 'Back to Catalog' link. A left sidebar contains a search box and a 'CATEGORIES' section with radio buttons for 'Forms (1)', 'Tables (1)', and 'Relationships (1)'. The main content area displays a grid of eight course tiles, each with a numbered yellow circle, a title, and a duration. Callouts with green boxes and arrows point to various elements: 'Link to home page' points to the 'QUICK BASE UNIVERSITY' logo; 'Enrollment Status Bar' points to a purple diagonal banner on the top right of the first three tiles; 'Search the Series for specific training' points to the 'Relationships (1)' category option; and 'Course Tiles' points to the first tile in the grid.

Link to home page

Enrollment Status Bar

Search the Series for specific training

Course Tiles

Course registration page: View course details. Click Get Started! to register

The screenshot shows a course registration page for 'II17: Working with Automations'. The page has a purple header with a 'Back' button and the 'QUICK BASE UNIVERSITY' logo. Below the header, there is a large yellow circle with the number '7' and the word 'Intermediate'. To the right of this, the course title 'II17: Working with Automations' is displayed, followed by a brief description: 'In this course you will learn about the basic components of an automation as well as how to create them.' A purple 'Get Started!' button is located below the description. Below the main content area, there are two columns: 'About this course' and 'Curriculum (18 min)'. The 'About this course' section contains a list of four questions. The 'Curriculum' section lists several topics with their respective durations. Callout boxes are placed over the page to identify key elements: 'Back to course page' and 'Link to home page' point to the top navigation; 'Registration button' points to the 'Get Started!' button; 'Course details' points to the 'About this course' section; and 'Course curriculum' points to the 'Curriculum' section.

Back to course page

Link to home page

Back QUICK BASE UNIVERSITY

## 7 Intermediate

### II17: Working with Automations

In this course you will learn about the basic components of an automation as well as how to create them.

Get Started!

Registration button

#### About this course

This course "Working with Automations" will answer the following questions.

- What are the components of an automation?
- What permissions are needed to create an automation?
- Where do you access and manage automations?
- How do you create triggers and actions for an automation?

Course details

#### Curriculum (18 min)

##### Working With Automations

- What is an Automation? (1 min)
- Creating an Add Records Automation (6 min)
- Creating a Find and Update Automation (3 min)
- Creating a Scheduled Table-to-Table Import Automation (5 min)

##### Course Assessment

- Assessment: Working With Automations (2 min)

##### What Do You Think?

- Please Rate This Course - II17 Working With Automations

Course curriculum

Course page: Course overview and progress details

The screenshot shows the course page for 'II17: Working with Automations' in the Quick Base University interface. The page features a purple header with the 'QUICK BASE UNIVERSITY' logo and a user profile icon. Below the header, a yellow circle with the number '7' and the word 'Intermediate' indicates the course level. The course title 'II17: Working with Automations' is displayed, along with a progress indicator showing '3 of 6 lessons completed (50%)' and a corresponding progress bar. Two tabs are visible: 'Curriculum' (selected) and 'About this course'. The 'Course Overview' section is expanded, showing a list of lessons and an assessment. The lessons are: 'What is an Automation?' (completed), 'Creating an Add Records Automation' (completed), 'Creating a Find and Update Automation' (completed), and 'Creating a Scheduled Table-to-Table Import Automation' (not completed). The assessment is 'Assessment: Working With Automations' (not completed). There is also a 'What Do You Think?' section with a 'Please Rate This Course - II17 Working With Automations' link (not completed). Callouts point to the 'Curriculum & About tabs', the 'Course progress bar', the 'Course outline & links to content' (pointing to the lesson list), and the 'Completion status' (pointing to the checkmarks).

QUICK BASE UNIVERSITY

7 Intermediate

II17: Working with Automations

3 of 6 lessons completed (50%)

Curriculum About this course

Curriculum & About tabs

Course progress bar

Course Overview

- Working With Automations
  - What is an Automation?
  - Creating an Add Records Automation
  - Creating a Find and Update Automation
  - Creating a Scheduled Table-to-Table Import Automation
- Course Assessment
  - Assessment: Working With Automations
- What Do You Think?
  - Please Rate This Course - II17 Working With Automations

Completion status

Course outline & links to content

Lesson Page: Content and resources

The screenshot shows a lesson page titled "Creating a Scheduled Table-to-Table Import Automation" within the Quick Base University interface. The main content area has a purple background and contains the text: "Working with Automations", "Creating A Scheduled Table-to-Table Import", "You have a choice. We can show you how to do it or you can try it yourself. You can do both or just one. It is up to you." Below this text are two buttons: "Continue to Show Me" and "Continue to Try it".

Callouts in the image point to the following elements:

- Open course menu:** Points to the hamburger menu icon in the top left corner.
- Learn More tab and linked documents:** Points to the "Learn more" link and a "download" icon in the top right sidebar.
- Media navigation:** Points to the video player controls at the bottom of the page.