In-depth QCC Print Manager
A QSS Webinar

To: New, prospective or experienced users of QCC who want an in-depth tutorial on the various features of the QCC Print Manager module

Information Systems Department

(Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **Wednesday, September 14, 2011**, from 10:00 a.m. to 12:00 noon Pacific time, **QSS** will present a two-hour on-line seminar to provide participants with an in-depth look at the features incorporated into the QSS Control Center (QCC) Print Manager module, the graphical user interface (GUI) replacement for the LSPOOL module incorporated into the traditional version of QSS/OASIS. This "webinar" is designed for both end-users and technical support staff. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

The anticipated audience for this two-hour webinar includes:
- Staff new to QSS/OASIS who have already participated in the "Introduction to QSS ControlCenter (QCC) and QCC Print Manager" webinar
- Staff familiar with the traditional version of QSS/OASIS who want an in-depth tutorial on the QCC equivalent of LSPOOL
- Information Systems staff who provide technical support for users of QSS/OASIS

Topics to be covered during this webinar include:
- The purpose of Print Manager
- Configuring user preferences within Print Manager
- Using Print Manager to view files created by other users
- The Spool Files/$STDLIST, Local Print Files and Server Commands tabs
- Viewing and managing print files from reports created with QSS/OASIS
- Printing, routing, and deleting print files
- Exporting a print file to PDF, Word, Excel, or a plain text file
- Using the Grid Output option
- Basic use of the Download File option

If you wish to participate in this seminar, please respond with a completed registration form (printed on the reverse side of this page) **and purchase order ($250 per person) no later than Tuesday, August 23, 2011**. Thank you.

QSS In-depth QCC Print Manager Webinar — Registration Form

Please pre-register the following individual from my organization for the **QSS** In-depth QCC Print Manager Webinar to be held on-line on **Wednesday, September 14, 2011** from 10:00 a.m. to 12:00 noon Pacific Time.

Organization Name: _____

Your Name: _____

Telephone #: _____   Purchase Order #: _____   **(REQUIRED)**

E-mail address: _____ **(required for registration confirmation, which will be sent upon receipt of this form and your approved purchase order)**

QSS In-depth QCC Print Manager Webinar — 10 a.m., Wednesday, September 14, 2011

Individual registering: _____

(Please list name and title)

1. Each **QSS** customer may pre-register as many people as they wish for this webinar. Multiple staff from one customer organization may view the webinar from one registration. Complete a separate registration form for each individual who wants to connect to this webinar, each of which must include a unique e-mail address.
2. Cost is **$250.00 per registration**.
3. An e-mail address (above) is required in order to receive the confirmation message that will enable your participation. A high-speed internet connection and a phone line are required to view the video and hear the audio portion of the webinar.
4. No refunds will be made for cancellations received after Tuesday, August 23, 2011.
5. Your purchase order number **must** accompany this registration form to reserve your seats for this webinar. The purchase order must be received by **QSS** by Tuesday, August 23, 2011 or your registration will be disabled.
6. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Wednesday, August 24, 2011. You may check the status of any seminar at any time at:
   http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
7. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

Please fax your completed registration form to **QSS** at **(888) 601-3786**.

NOTE: If you have any particular topics or questions you would like the QSS presenter to address during this seminar, please e-mail them in advance to Gary@QSS.com.