



QSS/OASIS Requisition Routing Seminar

sponsored by the QSSUG Finance/Personnel Committee
hosted by Santa Clara County Office of Education



Requisition Routing – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A technical seminar focusing on creating and maintaining QSS/OASIS Requisition Routing Master Files:

- High level review of the Requisition Routing system and how it functions
- The Master Files: Users, Queues, Rules, Nodes, Routes, Groups
- Tools for showing and evaluating established routes
- Creating sample requisitions to illustrate the routing process
- Open question and answer discussion, as time permits

When and Where

- Tuesday, November 14, 2017 from 9:00am to 4:00pm (Pacific)
- **Santa Clara County Office of Education, 1290 Ridder Park Dr., San Jose, CA 93131**
- Contact Cindy Patterson at 408-453-6726 with questions about the San Jose, CA area

Intended Audience

Purchasing administrators and staff; Business administrators and staff; Site administrators and staff; Technical Support staff; other staff interested in learning more about the technical aspects of the QSS/OASIS Requisition Routing software.

Cost

- **Members** of the QSSUG F/P Committee: **\$25** per participant.
- **Non-members** of the F/P Committee: **\$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org).

Registration and Payment

- Complete the registration form included with this flyer. **Registration deadline is Friday, November 3, 2017.** Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction.** Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
 - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
 - **Before mailing, write the name and date of the seminar on your check, and e-mail scanned copies of the check and registration form to: MSmith5@HarrisComputer.com.**

For more information

MSmith5@HarrisComputer.com | 1.650.598.9500, x613

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Registration Form – Requisition Routing Seminar

QSS/OASIS Customer Education

Register the following people for the **Requisition Routing** seminar at **Santa Clara County Office of Education** on **Tuesday, November 14, 2017** from **9:00 am** to **4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: _____ Contact Person: _____

Phone w/Ext.: (_____) _____ Contact Email: _____

- 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____
- 7. _____ 8. _____ 9. _____
- 10. _____ 11. _____ 12. _____
- 13. _____ 14. _____ 15. _____

- Registrations are initially limited to 15 participants per QSSUG member.
- Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your check.
- Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
 - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
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Standby Registrations:

- 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____
- 7. _____ 8. _____ 9. _____
- 10. _____ 11. _____ 12. _____
- 13. _____ 14. _____ 15. _____

If you have specific topics or questions you want addressed at this seminar, e-mail them in advance to Don Hemwall at DHemwall@HarrisComputer.com.

For more information

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