

December 6, 2011

Introduction to QSS ControlCenter (QCC) and QCC Print Manager

A Complimentary QSS Webinar

To: New and prospective users of the graphical user interface (GUI) version of the QSS/OASIS Financial, Human Resources, Payroll, Fixed Assets and Stores systems

Information System Department

(Please copy and distribute this notice as appropriate.)

From: *Quintessential School Systems*

On **Tuesday, February 7, 2012**, from **10:00am to 12:00 noon (PST)**, **QSS** will introduce features of:

- QSS ControlCenter (QCC), the desktop graphical user interface (GUI) version of QSS/OASIS, and
- Print Manager, the QCC version of LSPOOL

This webinar is a non-technical introduction for end-users.

You'll need both a high-speed Internet connection to watch the webinar and ask written questions, and a phone line to listen to the presentation.

For this webinar, we anticipate the audience will include:

- Staff new to QSS/OASIS
- Staff familiar with the traditional version of QSS/OASIS who want an introduction to the new GUI version
- Information Systems staff who provide support for users of QSS/OASIS

Topics include:

- What is QCC?
- Logging on and off QCC
- Exploring the QCC View Menu
- Selecting and using commands from the QCC menus
- Selecting QSS/OASIS icons from the QCC desktop
- Using the Job Menu to launch reports and process jobs
- Viewing and managing print files from reports you create with QSS/OASIS
- Printing, routing, and deleting print files
- Using PDF, Word and Excel with QCC Print Manager

To participate in this webinar, **complete and return the registration form to QSS** no later than **Monday, January 30, 2012**. The webinar is **complimentary**, no purchase order is required.

QSS Introduction to QCC Webinar — Registration Form

Please complete the **registration form for each participant who will be logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

Register the following participant who will be logging in to the **Introduction to QSS ControlCenter (QCC) and QCC Print Manager** webinar to be held on:

Tuesday, February 7, 2012, from 10:00am to 12:00 noon (PST)

Participant's Name: _____ **Title:** _____

Participant's Email Address: _____

This is **required** to confirm registration. QSS will send email confirmation once we receive this form. If you haven't received confirmation from QSS after three business days, please check with Yolanda at **(650) 598-9500, ext. 600**.

Organization Name: _____

If QSS has questions, who does QSS contact if **not** the above Participant?

Contact's name: _____

Contact's phone: _____

Contact's email address: _____

1. Multiple staff from one customer organization may view the webinar, however, you must **complete a separate registration for each participant logging in to the webinar**.
2. You'll need both a high-speed Internet connection to watch the webinar and ask written questions, and a phone line to listen to the presentation.
3. If this webinar is cancelled due to low registration, QSS will notify participants on Tuesday, January 30, 2012.
4. Any questions, contact **Yolanda De La Paz** at **(650) 598-9500, ext. 600**.

FAX: Please **fax** your completed registration form to QSS at **888.601.3786**.

Also, feel free to check the status of any webinar or seminar at any time at:
http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.

NOTE: If you have particular topics or questions you'd like the QSS presenter to address during this webinar, please email them in advance to gary@qss.com.