

June 10, 2011

# Introduction to QSS ControlCenter (QCC) and QCC Print Manager

## A Free QSS Webinar

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

Information System Department

**(Please copy and distribute this notice as appropriate)**

**From:** *Quintessential School Systems*

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On **Wednesday, July 20, 2011**, from 10:00 a.m. to 12:00 noon Pacific Time, **QSS** will present a free online seminar to introduce participants to the features incorporated in QSS ControlCenter (QCC), the gateway to the graphical user interface (GUI) version of QSS/OASIS, and Print Manager, the QCC version of the LSPool print file management utility. This "webinar" will provide a non-technical introductory presentation for end-users. 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 the QSS/OASIS financial, human resources and payroll systems
- Staff familiar with the traditional version of QSS/OASIS who want a basic introduction to the new graphical user interface (GUI) version of the software
- Information Systems staff who provide technical support for users of QSS/OASIS

**Topics to be covered during this free webinar include:**

- The purpose of QCC
- Logging on and logging off QCC
- Exploring the QCC View Menu
- Selecting commands from the pull-down menus with the mouse and keyboard
- Understanding the purpose of each command on the QCC menu
- Selecting QSS/OASIS programs from QCC
- Basic use of 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, with basic PDF, Word and Excel options

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**If you wish to participate in this workshop, please respond with a completed registration form (on the next page) no later than Monday, July 11, 2011. Since QSS is offering this webinar tuition-free, no purchase order is required.** Thank you.

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## QSS Introduction to QCC Webinar — Registration Form

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Please pre-register the following individual from my organization for the **Introduction to QSS ControlCenter (QCC) and QCC Print Manager** webinar to be held on-line on **Wednesday, July 20, 2011** from 10:00 a.m. to 12:00 noon Pacific Time.

Organization Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ **(required for registration confirmation, which will be sent upon receipt of this form)**

**QSS Introduction to QCC Webinar — 10:00 a.m.-12:00 noon, Wednesday, July 20, 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. **QSS** is not charging tuition for this webinar – participation is free.
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. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Tuesday, July 12, 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](http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1).
5. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

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

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**NOTE: If you have any particular topics or questions you would like the QSS presenters to address during this webinar, please e-mail them in advance to [Gary@QSS.com](mailto:Gary@QSS.com).**

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