The QSS Users Group Purchasing, Stores, and Fixed Assets Committee (PSFA) invites its members to participate in an on-line **QSS** webinar titled "**Requisition Routing**" beginning at 10:00 a.m. Pacific Time on Thursday, February 9,2012. This webinar will provide a quick overview of Requisition Routing with a focus on end-users and requisitions approvers. It is expected to last approximately two hours, ending about 12:00 noon Pacific Time. A high-speed internet connection and a phone line are required in order to participate in this webinar.

Due to the PSFA Committee's sponsorship of this webinar, tuition will be free for participants employed by school organizations that are current paid members of the PSFA Committee. Participants that are not employed by current paid PSFA Committee member organizations are required to pre-pay $250 per webinar registration. Checks payable to **QSS** for $250 should be mailed to the **QSS** San Carlos office prior to the webinar. (If you're in doubt about your organization's PSFA Committee membership status, please check with a member of your technology support staff or contact one of the PSFA Committee co-chairs.) Registration information for all participants appears at the end of this announcement.

The anticipated audience for this webinar includes:
- Purchasing Administrators
- Business Services Administrators
- Purchasing, Business, and Finance Staff
- Technical Support staff
- Anyone else who would like an overview of the QCC version of the QSS/OASIS Requisition Routing software

End-users who have no prior familiarity with QSS/OASIS Requisition Routing are encouraged to participate in this webinar. The **QSS** instructors will assume that participants already do have a basic familiarity with QCC and its features, as well as with QCC's Print Manager module. Per direction from the PSFA Committee, this webinar will focus on the QCC Requisition Routing software, not on introducing participants to the basic features common to all QCC modules.

The following topics will be included in this webinar:
- A high level review of the Requisition Routing system and how it functions
- Requisition Routing Master Files including Users, Queues, Rules, Nodes, Routes, and Groups
- Testing the Requisition Routing setup with Show Route and Eval Route
- Requisition Entry for Remote Users in Requisition Routing
- Queue Maintenance for Approvers in Requisition Routing

Please keep in mind that due to the broad nature of this webinar's agenda the **QSS** presenters will not be able to cover any of the topics listed above in great depth. Additional topics such as general Requisition/Purchase Order entry, Printing Purchase Orders, Purchase Order Change Orders, and Purchase Receipts will not be covered in this webinar.

Please register for this webinar as soon as possible – at least two business days prior to the start of the webinar.

In order to reduce the administrative overhead (and expense) associated with the webinar registration process, the PSFA Committee has arranged the following registration procedures for this webinar:

1. **QSS** provides the link to the on-line webinar registration web site in this invitation, distributed via e-mail to all **QSS** customers and posted on the QSS Users Group listserv.
2. The webinar registration web site is configured to automatically accept all registration requests, immediately sending confirmation messages to each person completing the registration form. (Be sure your firewall and spam-checking software allow you to receive the return messages from CitrixOnline.com or GoToMeeting.com.) There will be no monitoring by **QSS** of valid e-mail addresses or current PSFA Committee membership.

3. Prior to the webinar, **QSS** will submit to the PSFA Committee co-chairs a list of all webinar registrants and all non-member tuition checks received. The co-chairs will be responsible for following up directly with the registrants if they notice any discrepancies.
4. No registration requests for the webinar will be processed once the webinar broadcast is initiated (approximately 30 minutes prior to the scheduled beginning of the webinar).

Please refer to the message below for more details, and for the link that will allow you to register for the Webinar.

We anticipate that some customers will want to register individually in order to view this webinar at their desks, whereas others may wish to submit a single registration but gather a group of end-users in a computer lab in order to view the webinar together. Please distribute this message throughout your organization however you deem appropriate.

Please note ➔ participation in a webinar includes both a video component and an audio component – the e-mail message that confirms your webinar registration will contain both the web-link for the video component of the webinar and the phone number and access code for the audio component of the webinar – you must connect to both in order to receive the full content of the webinar.

Supporting materials, such as PDFs of slides scheduled to be used during this webinar, should be available on the QSS/OASIS Training Notes page of the Secure Support Area of our web site 48 hours prior to the start of this webinar. (Look for the "Webinars" link at http://www.qss.com/webdocs/TrainIndex.htm. Talk to your technology support staff if you don't have the logon ID and password to gain access to this web page.)

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current PSFA Committee members. Non-members must forward a $250 check made payable to **QSS** (no purchase orders accepted or invoices issued) per registration for this webinar to:

> **Quintessential School Systems**
> 867 American St., Second Floor
> San Carlos, CA 94070

… along with a note specifying the date of the webinar and the name of the person registering, in order for their webinar registration to be allowed.

This message is being disseminated via e-mail distribution lists for customers identified as **QSS** contacts for QSS/OASIS seminars, support and software releases. If you feel you should not have received this message, please contact your **QSS** Account Manager so she or he can update our e-mail list accordingly. Thanks!

Karen Brown – karen@qss.com

QSS Account Manager

QSS/OASIS Training -- QCC Requisition Routing -- sponsored by the QSS Users Group's PSFA Committee

Join us for a Webinar on February 9

QSS webinar titled "Requisition Routing" This webinar will provide an overview of Requisition Routing with a focus on end-users and requisitions approvers. Please refer to the flier for additional description.

Tuition will not be charged for participants employed by school organizations that are current paid members of the PSFA Committee. Participants that are not employed by current paid PSFA Committee member organizations are required to pre-pay $250 per webinar registration. Checks payable to QSS for $250 should be mailed to the QSS San Carlos office prior to the webinar.

Please register for this webinar as soon as possible – at least two business days prior to the start of the webinar. Once you have registered a confirmation message containing the web link and phone access number and code for your webinar participation will automatically be sent to the email address you provided.

Go GUI QSS

REGISTER NOW

Title: QSS/OASIS Training -- QCC Requisition Routing -- sponsored by the QSS Users Group's PSFA Committee

Date: Thursday, February 9, 2012

Time: 10:00 AM - 12:00 PM PST

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements
PC-based attendees
Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees
Required: Mac OS® X 10.5 or newer

Space is limited.
Reserve your Webinar seat now at:
https://www1.gotomeeting.com/register/416910481