QSS Customer Education

Welcome to the Stores Warehouse Webinar

You're invited to attend this webinar, offered by *QSS* and sponsored by the QSSUG Purchasing, Stores and Fixed Assets Committee.

The **Stores Warehouse** webinar will provide a brief overview of the **Stores Warehouse** module. The QSSUG Purchasing, Stores and Fixed Assets Committee (PSFA) invites members as well as non-members to attend this webinar.

When is it?

Thursday, June 21, 2012 from 10:00 am to 12 noon (PDT).

Who might be interested?

Warehouse Managers and Staff; Purchasing, Business and Accounts Payable Managers and Staff; Technical Support Staff; anyone else interested in the **Stores Warehouse** module.

Why attend?

This webinar will cover a brief overview of the following topics in the Stores Warehouse module:

- Maintaining QCC Stores Master Files
- Entering Orders and Receipts in QCC Stores
- Entering Adjustments and Transfers in QCC Stores
- Entering Issues and Credits in QCC Stores
- Performing Stock Inspect and Tracking in QCC Stores
- Producing Reports in QCC Stores

This webinar is an excellent refresher for current staff to review **Stores Warehouse**, as well as for new staff to become familiar with the main ideas of the **Stores Warehouse** module.

What does it cost to attend this webinar?

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.

- **Non-members** of the PSFA Committee: **$250** per registration that must be **pre-paid**. You'll need to mail a check to the *QSS* San Carlos office **prior** to the webinar. If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Rose Garcia, rosegarcia@berkeley.net or Linda Crawford lcrawford@stancoe.org.)

Self-Registration Instructions
Stores Warehouse Webinar
Thursday, June 21, 2012 from **10:00 am** to **12:00 noon**

How to register?

Participants must <u>self-register</u>. To self-register:

- The email you received from **QSS** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSS website at www.qss.com.

- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.

  - Please carefully check that you've provided your correct email address
  - And, if this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- **QSS** will give the PSFA Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- The **deadline for registrations** is **<u>9:00am</u> (PDT), Thursday, June 21, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking this link: https://www1.gotomeeting.com/register/911780009