

QSS Customer Education



Welcome to the In-Depth Routing Rules Webinar

The **In-Depth Routing Rules** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will explore designing approval processes in the latest version of QSS Control Center (QCC) using different routing rules.

When is it?

Tuesday, **January 15, 2013** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Purchasing administrators involved in designing, planning, setting up and maintaining routing rules; Technical Support staff; other staff responsible for designing, planning, setting up and maintaining routing rules. This webinar is not designed for end-users.

Why attend?

The **In-Depth Routing Rules** webinar covers:

- Recreating manual routing and approval processes in QCC
- Understanding the relationship between the various routing master files
- Understanding the available options when defining routing rules
- Tying it all together and rolling it out in QCC

NOTE: If you have a specific approval process step that you suspect may be challenging to integrate into the QCC process, you may email the information to mike@gss.com on or before Wednesday, January 9, 2013. Include a brief paragraph describing the scenario along with an explanation of how you are handling it now.

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 must be **pre-paid**. 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** (Linda Crawford, LCrawford@stancoe.org or Rose Garcia, rosegarcia@berkeley.net).

How to register?

Participants must self-register. 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 QSSUG listserv and 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
 - 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.
- **Non-members of the PSFA Committee:** Mail a **\$250** check per registration, payable to:

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070
- The **deadline for registrations** is **9:00 am** (Pacific), **Tuesday, January 15, 2013**. 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 Mike Smith at mike@qss.com.

Register now by clicking the link below:

<https://www1.gotomeeting.com/register/640560321>

Please be sure to check your email for your registration confirmation.