

# QSS Customer Education



## ***Welcome to the End-User Routing Webinar***

The **End-User Routing** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate how to enter a requisition using the QSS/OASIS requisition entry process, and how to monitor routing for a requisition.

### ***When is it?***

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

### ***Who might be interested?***

Purchasing Administrators and staff; Business Administrators and staff; Site Administrators and staff; Technical Support staff; other staff interested in learning more about the QSS/OASIS requisition and routing process.

### ***Why attend?***

The **End-User Routing** webinar covers:

- Entering a requisition
- Checking requisition status
- Monitoring routing for your requisitions
- Managing your approval queue

### ***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@stanceo.org](mailto:LCrawford@stanceo.org) or Rose Garcia, [rosegarcia@berkeley.net](mailto:rosegarcia@berkeley.net)).