QSS Customer Education

Welcome to the Tips & Tricks Webinar

The **Tips & Tricks** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate a variety of common and not-so-common purchasing tasks using the QSS/OASIS Purchasing software.

When is it?

Tuesday, **January 7, 2014** 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 Purchasing software.

Why attend?

The **Tips & Tricks** webinar covers:

- Copying a Requisition/PO across fiscal years
- Attaching a document to a requisition
- Adding/replacing an account code and redistributing encumbrances using POCO
- Adding and reviewing PR and PO notes
- Changing a requisition
- Adding items to a requisition
- Using Advanced Search to look up a requisition
- Looking up a vendor
- Reviewing and approving requisitions waiting for approval
- Deleting a requisition line item
- Using the requisition "draft" option and resaving it as an encumbrance

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

- Please use the link on this page to register. You can also find this flyer posted on the QSSUG listserv and at <u>www.qss.com</u>.

- **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.

  - **<u>Non-members</u> 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 <u>**9:00 am**</u> (Pacific), **Tuesday, January 7, 2014**. 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 <u>mike@qss.com</u>.

Register now by clicking the link below:

<u>https://www1.gotomeeting.com/register/757017088</u>

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