

QSS Customer Education



Welcome to the Receiving Webinar

The **QSS**-sponsored **Receiving** webinar gives an in-depth look at how to use Receiving to receipt goods and services with an optional integration with **QSS/OASIS** Fixed Assets.

When is it?

Thursday, **April 3, 2014**, from **10:00 am** to **12:00 pm** (Pacific)

Who might be interested?

Purchasing Department staff, Budget and Accounting staff, Chief Business officials, and Technical Support staff

Why attend?

The **Receiving** webinar covers:

- An overview of QSS/OASIS Receiving features
- Using Receiving to receipt goods and services
- Using Receiving to create skeleton fixed asset records
- Using the Receipts Report Writer to requesting receiving reports
- Setting up security for fixed assets integration
- Other topics related to Receiving, as time allows

What does it cost to attend?

- **\$250** for each participant logging into the webinar.

How to register?

- Complete the registration form (second page) included with this flyer and return it to **QSS no later than March 27, 2014**.
- Include with the registration form a PO or check for **\$250** for each participant logging into the webinar.

How to attend online?

- Please refer to the registration form included with this flyer.

Registration Form — Receiving Webinar
Thursday, April 3, 2014 from 10:00 am to 12 noon (Pacific)

Please complete the **registration form for each participant logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

Register the following participant who is logging in to the **Receiving** webinar on **Thursday, April 3, 2014 from 10:00 am to 12 noon (Pacific)**:

Participant's Name: _____ **Title:** _____

Participant's Email Address: _____

The above email address is **required** to confirm registration. **QSS will send email confirmation once we receive this form.** If you haven't received confirmation from **QSS** after three business days, please contact **Yolanda** at **650.598.9500, ext. 600.**

Organization Name: _____

PO Number: _____

If **QSS** has questions, who does **QSS** contact if it's someone other than the above participant?

Contact's name: _____

Contact's phone: _____

Contact's email address: _____

1. Multiple staff from your organization may view this webinar, however you must **complete a separate registration for each participant logging in.**
2. Cost is **\$250 for each participant logging in.** A **PO number or check** must accompany this registration to guarantee your reservation. The **issued PO or check** must be received at **QSS** by **Thursday, March 27, 2014**, or your registration is subject to cancellation. **No refunds** will be made for cancellations received **after Thursday, March 27, 2014** unless authorized by **QSS.**
3. You'll need a PC with Microsoft Internet Explorer or other compatible browser for logging into a Citrix GoToWebinar session. Also, you'll need a high-speed Internet connection to view the webinar and a phone connection to listen to the presentation.
4. If this webinar is cancelled due to low registration, **QSS** will notify participants on Friday, March 28, 2014.
5. For any questions about registration, contact **Yolanda De La Paz** at **650.598.9500, ext. 600.**
6. If you have particular topics or questions you want addressed at the webinar, please email them to your presenter, Ronnie Steward, at ronnie@gss.com before Thursday, March 27, 2014.

Please **fax** your **completed registration form to QSS at 888.601.3786,**
or

Mail your **completed registration and PO or check** payable to **Quintessential School Systems** to the following address:

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070