QSS Customer Education

Welcome to the Requisition Routing Seminar

The **Requisition Routing** seminar, sponsored by the QSSUG PSFA Committee, will train technical staff on creating and maintaining Requisition Routing master files.

When is it?

Tuesday, **January 26, 2016**, from **9:00 am** to **4:00 pm** (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 Routing software.

Why attend?

The **Requisition Routing** seminar covers:

• A high level review of the Requisition Routing system and how it functions
• The Master Files including Users, Queues, Rules, Nodes, Routes, and Groups
• Tools for showing and evaluating established Routes
• Creating sample requisitions to illustrate the routing process
• Open question & answer discussion, if time permits

Bonus: Craig Grilley, QSS Requisition Routing Developer, will be present at this seminar to answer technical questions.

What does it cost to attend?

$25 for each participant attending the seminar employed by organizations that are current QSS Users Group PSFA Committee members, or **$250** for non-members.

How do I register?

• Complete the registration form included with this flyer and return it to *QSS* <u>no later than Tuesday, January 12, 2016</u>.
• Include with the registration form a check made payable to *QSS* for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**