

# 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 no later than Tuesday, January 12, 2016.**
- 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**

**Registration Form**  
**Requisition Routing Seminar**

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Please register the following people from my organization for the **Requisition Routing** seminar at Santa Clara County Office of Education, on **Tuesday, January 26, 2016** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

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1. Registrations will be accepted on a first-come, first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Stand-by registration will be taken on a space-available basis only. The applicable registration fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2<sup>nd</sup> floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

**Stand-By Registrations:**

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**NOTE:** If you have particular topics or questions you want addressed at this seminar, please email them in advance to JP Hollingsworth at [jp@qss.com](mailto:jp@qss.com).