QSS/OASIS Requisition Routing Seminar
sponsored by the QSSUG Finance/Personnel Committee
hosted by Santa Clara County Office of Education

Requisition Routing – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A technical seminar focusing on creating and maintaining QSS/OASIS Requisition Routing Master Files:

- High level review of the Requisition Routing system and how it functions
- The Master Files: Users, Queues, Rules, Nodes, Routes, Groups
- Tools for showing and evaluating established routes
- Creating sample requisitions to illustrate the routing process
- Open question and answer discussion, as time permits

When and Where

- Tuesday, November 14, 2017 from 9:00am to 4:00pm (Pacific)
- **Santa Clara County Office of Education, 1290 Ridder Park Dr., San Jose, CA 93131**
- Contact Cindy Patterson at 408-453-6726 with questions about the San Jose, CA area

Intended Audience

Purchasing administrators and staff; Business administrators and staff; Site administrators and staff; Technical Support staff; other staff interested in learning more about the technical aspects of the QSS/OASIS Requisition Routing software.

Cost

- **Members** of the QSSUG F/P Committee: **$25** per participant.
- **Non-members** of the F/P Committee: **$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org**.**

Registration and Payment

- Complete the registration form included with this flyer. *Registration deadline is Friday, November 3, 2017*. Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction**. Last-minute substitutions permitted. **No refunds made for cancellations**.
- Prior to the seminar:
    - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484**.
    - *Before mailing, write the name and date of the seminar on your check, and e-mail scanned copies of the check and registration form to: MSmith5@HarrisComputer.com*.

For more information
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