Requisition Routing-Setup sponsored by the QSSUG PSFA Committee
QSS/OASIS Customer Education

Summary
Learn how to set up the QSS/OASIS Requisition Routing module for the first time:

- Setting up access to Requisition Routing Master Files for the first time
- Defining user-level security settings: Setup security for user Requisition tasks, queue management tasks, etc.
- Setting up Purchasing roles for Routing Requisitions
- Setting up the Master Files for Users, Queues, Rules, Nodes, Routes, and Groups
- Other Requisition Routing tasks and roles as time permits

When and Where
- **Tuesday, January 15, 2019** from 10:00am to 12 noon (Pacific). Presenter: Don Hemwall.
- Online Webinar – Refer to the email you'll receive after you register for instructions
- This webinar is scheduled to be recorded for later viewing, and can be viewed by clicking the link on the QCC "Help+Video" menu approximately two (2) weeks after the live broadcast.

Intended Audience
IT/Technical Support staff; Purchasing Staff, Chief Business Officials; Fiscal Services/Business administrators; other staff interested in setting up the QSS/OASIS Requisition Routing module for the first time.

Cost (Members/Non-Members)
- **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 checks payable to **Harris School Solutions** to **PO Box 74008484, Chicago, IL, 60674-8484**, prior to the webinar. *Before mailing, note the name and date of the webinar on your check, and email a scanned copy of the check to HSSPSTeam@HarrisComputer.com*. For QSSUG **PSFA** membership inquiries, contact your IT staff or a **PSFA Committee co-chair** (Linda Crawford, LCrawford@StanCOE.org or Cindy Patterson, Cindy_Patterson@sccoe.org).

Register for the Webinar
- **Click here**:
  https://harriscomputer.webex.com/harriscomputer/k2/j.php?MTID=tfdc1c2df112034e4fa851b701d259f9a
- Downloadable PDFs of presentation slides are available by clicking the "Webinar Materials" link on the Customer Education page of QSS.com around 24-48 hours prior.
- Non-members of the QSSUG **PSFA** Committee: *Before mailing, email a scanned copy of the check to:* HSSPSTeam@HarrisComputer.com. Please note the name and date of the webinar on the check stub.