

QSS Customer Education



Welcome to the Fixed Assets Webinar

You're invited to attend this webinar, offered by QSS and sponsored by the QSSUG Purchasing, Stores and Fixed Assets Committee.

The **Fixed Assets** webinar will provide an overview of the **Fixed Assets** module. The QSSUG Purchasing, Stores and Fixed Assets Committee (PSFA) invites members as well as non-members to attend this webinar.

When is it?

Thursday, May 24, 2012 from 10:00 am to 12 noon (PDT).

Who might be interested?

Purchasing Managers and Staff; Business and Accounts Payable Managers and Staff; Technical Support Staff; anyone else interested in the **Fixed Assets** module.

Why attend?

This webinar will cover a brief overview of the following topics in the Fixed Assets module.

- Master Files used by the Fixed Assets module
- User preferences and settings
- Searching for Fixed Assets records
- [Using the Grid Output feature](#)
- Adding, Changing, Copying, Deleting Fixed Asset records
- Fixed Asset reports

This webinar is an excellent refresher for current staff to review **Fixed Assets**, as well as for new staff to become familiar with the main ideas of the **Fixed Assets** module.

What does it cost to attend this webinar?

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.
- **Non-members** of the PSFA Committee: **\$250** per registration that must be **pre-paid**. You'll need to mail a check to the **QSS** San Carlos office **prior** to the webinar. If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Rose Garcia, rosegarcia@berkeley.net or Linda Crawford lcrawford@stancoe.org.)

Self-Registration Instructions
Fixed Assets Webinar
Thursday, May 24, 2012 from 10:00 am to 12:00 noon

How to register?

Participants must self-register. To self-register:

- The email you received from **QSS** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSS website at www.qss.com.
- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.
 - Please carefully check that you've provided your correct email address
 - And, if this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com
- **QSS** will give the PSFA Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.
- The **deadline for registrations is 9:00am (PDT), Thursday, May 24, 2012.** Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking this link: <https://www1.gotomeeting.com/register/636439737>