

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?

Wednesday, **March 30, 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 Wednesday, March 16, 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?

Sutter County Superintendent of Schools
970 Klamath Lane
Yuba City, CA 95993
Contact: **Catherine Hawes -- (530) 822-2942**