

# QSS Customer Education



## Welcome to the **QSSUG-sponsored** **Purchasing Tips & Tricks Webinar**

The **Purchasing Tips & Tricks** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate a variety of common and not-so-common purchasing tasks using the QSS/OASIS Purchasing software.

### **When is it?**

Tuesday, **November 15, 2016** from **10:00 am** to **12 noon** (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 Purchasing software.

### **Why attend?**

The **Purchasing Tips & Tricks** webinar covers:

- Copying a Requisition/PO across fiscal years
- Attaching a document to a requisition
- Adding/replacing an account code and redistributing encumbrances using POCO
- Adding and reviewing PR and PO notes
- Changing or adding items to a requisition
- Using Advanced Search to look up a requisition
- Looking up a vendor
- Reviewing and approving requisitions waiting for approval
- Deleting a requisition line item
- Using the requisition “draft” option & creating a requisition from a draft to encumber funds

### **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 must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**

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** (Linda Crawford, [LCrawford@stancoe.org](mailto:LCrawford@stancoe.org) or Keri Pintches, [KPintches@orangeusd.org](mailto:KPintches@orangeusd.org)).

### **Will this webinar be recorded?**

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC “Help+Video” menu.

## ***How to register?***

**Participants must self-register.** To self-register:

- Please use the link on this page to register. You can also find this flyer posted on the QSSUG listserv and at [www.qss.com](http://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
  - 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.
  - **Non-members** of the PSFA Committee: Mail a **\$250** check per registration, payable to:

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**Please reference the name and date of the webinar on your check.**

- The **deadline for registrations** is **9:00 am** (Pacific), **Tuesday, November 15, 2016**. 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 Mike Smith at [mike@qss.com](mailto:mike@qss.com).

**Register now by clicking the link below:**

<https://attendee.gotowebinar.com/register/7211550909272033538>

Please be sure to check your email for your registration confirmation.