

QSS Customer Education



Welcome to the **QSSUG-sponsored** 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, **February 1, 2017**, 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, January 18, 2017.**
- Include with the registration form **one** check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

Where's the seminar?

Sacramento County Office of Education
David P. Meaney Education Center – Room C
10474 Mather Blvd.
Mather, CA 95655
Contact: **Marie Wagnon -- (916) 228-2343**