

# QSS Customer Education



## ***Welcome to the Beginning Purchasing Webinar***

The **Beginning Purchasing** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will present end-users with an **introduction** to the QSS/OASIS Purchasing software.

### ***When is it?***

Wednesday, **November 5, 2014** from **10:00 am** to **12 noon** (Pacific).

### ***Who might be interested?***

Purchasing end-users, administrators and staff; Business and Accounts Payable administrators and staff; Technical Support staff; end-users and other staff interested in learning more about QSS/OASIS Purchasing.

### ***Why attend?***

The **Beginning Purchasing** webinar covers:

- Requisition entry and a brief introduction to Requisition Routing
- Vendor and Account Code lookup
- An introduction to Purchase Order Change Orders (POCO)
- Purchase Order Receipts and PO Receipt Report Writer
- Viewing and printing Purchase Orders
- Running Purchasing reports

### ***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)).

## ***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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- The **deadline for registrations** is **9:00 am** (Pacific), **Wednesday, November 5, 2014**. 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://www1.gotomeeting.com/register/305841801>

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