

QSS Customer Education



Welcome to the Requisition Routing Setup Webinar

The **Requisition Routing Setup** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will discuss setting up QSS/OASIS Requisition Routing from a technical perspective.

This webinar is designed for those developing Requisition Routing workflow rules and those entering the rules into the database.

When is it?

Thursday, **November 12, 2015** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Technical Support staff; Purchasing Administrators; other staff interested in learning more about setting up QSS/OASIS Requisition Routing.

Why attend?

The **Requisition Routing Setup** webinar covers:

- A brief overview of Requisition Routing components
- Designing and setting up the Requisition Routing master files
- An in-depth look into Requisition Routing Rules
- Additional features offered in the Requisition Routing module, as time permits

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 or Keri Pintches, KPintches@orangeusd.org).

Will this webinar be recorded?

This webinar is scheduled to be recorded for later viewing. The QSSUG PSFA Committee co-chairs will email members of the QSSUG PSFA Committee the link to the recording 2-3 days following the live broadcast.

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.
- **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), **Thursday, November 12, 2015**. 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.

Register now by clicking the link below:

<https://attendee.gotowebinar.com/register/7144445507018750721>

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