How To Use the
STORES System

Users must be assigned a QSS login to use the Stores system

How to Obtain a QSS Log In

ACCESS POINT
REGISTRATION

Users must register with Access Point and QSS before accessing the database to input requisitions. Please note, to go-to Access Point, user must utilize Internet Explorer 5.0 or greater. Should you have any questions, call the Help Desk at 408-453-6666.

To register for Access Point, go to http://accesspoint.sccoe.org and follow the instructions to successfully register on Access Point. See sample #1 below:

QSS REGISTRATION

Before accessing QSS, the user will need to fill out a QSS Security Form and submit the completed and signed form to the Help Desk. Go to the following link to access the QSS Security Form: https://accesspoint.sccoe.org/pdfs/default.asp . See sample #2 below:

QSS HIERACHY / ROUTING

Once the user receives his / her login and password from RTC, the user needs to advise Purchasing so that the hierarchy can be build specific to the user's requirement. The following information is needed for the correct hierarchy routing to be build:

1) Complete Name
2) Email address
3) Department Name
4) Supervisor / Manager Name

To get access to the QSS Purchasing menu, user must first log into:
1) Access Point (See Figure #1)
2) Click "Go To QSS" (See Figure #2)
3) To login into to QSS, the "Login ID" can not be more than eight (8) characters long.
4) The user has up to seven (7) digits on your last name and the first letter of the user's first name.
   A. Ie. Last Name: Smith   First Name: John   Login Id: SMITHJ
5) To login, the user should type HELLO then your login id, dot (.)SCCOE2
Ie: HELLO SMITHJ.SCCOE2
After the login id, QSS should prompt the user for the password (see Figure #3);
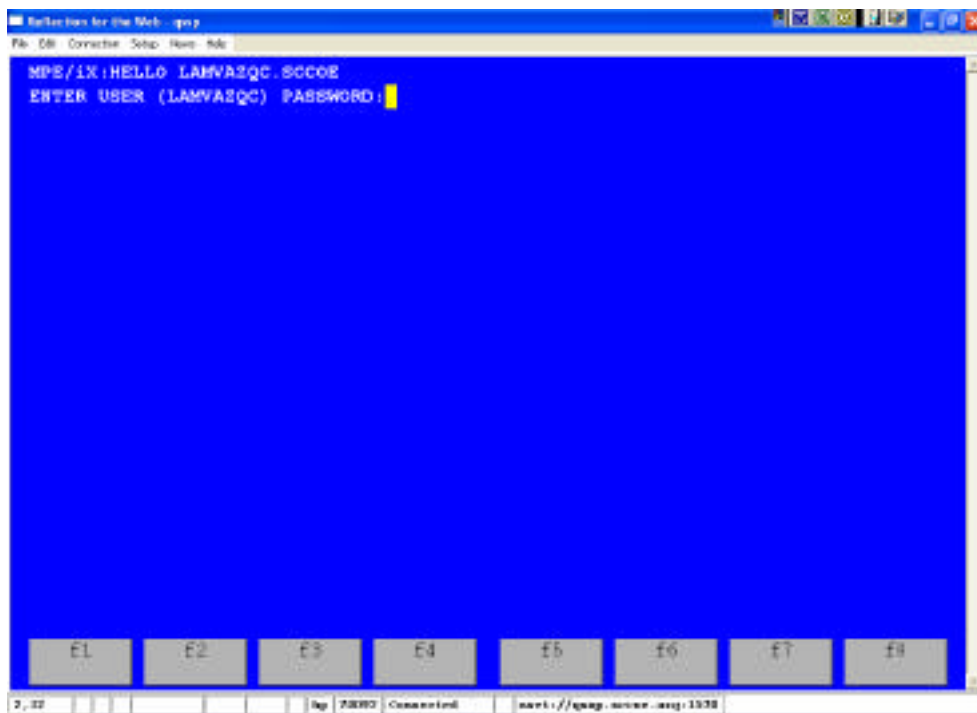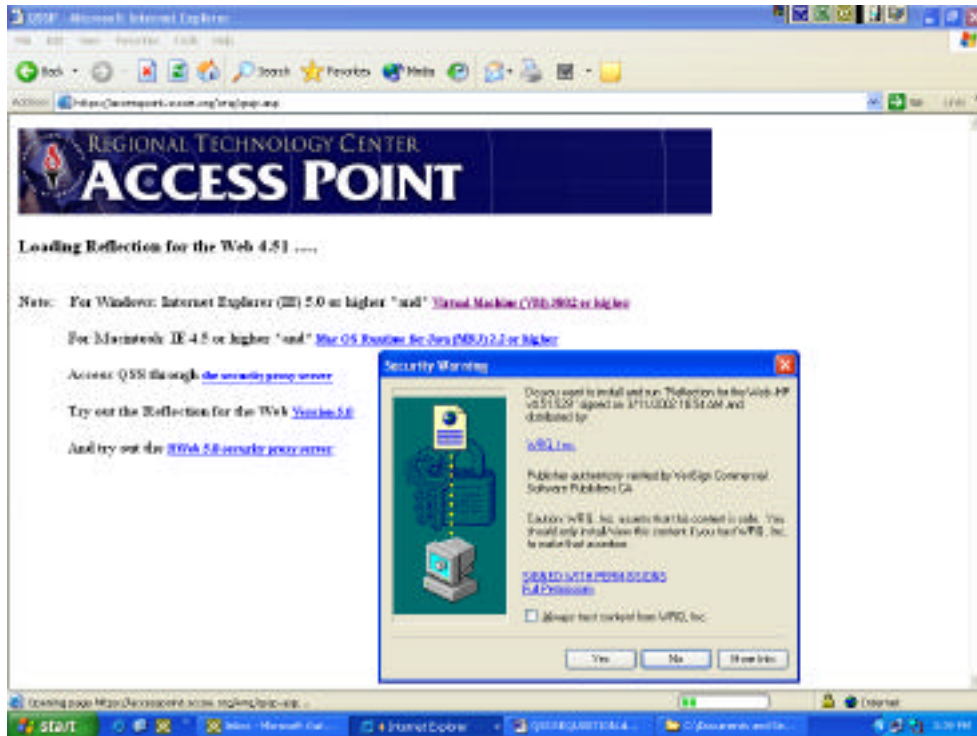Put in your password and hit <Enter>

Figure #1

Figure #2

Once this screen come on, click "Yes" for Access Point to install
"Reflection"

How To Use the Stores System

Insufficient Quantity Message

If an insufficient quantity message appears after entering the item and pressing <enter>, there are three options:

1. Change the quantity to one that is less or equal to the quantity in stock.
   - Place the cursor at the item's quantity field and enter the adjusted quantity.
   - Press <enter>, continue entering items or press "F7" to end your Stores Issue.
2. By pressing the space bar, delete the stock item. Proceed with the remainder of your order.
3. Disregard the insufficient quantity message and order the quantity desired. Press <enter>, continue entering items or press "F7" to end your Stores Issue.

Whatever quantity the warehouse has in stock will be sent to the requester. The remainder of the request will be back-ordered. When the warehouse staff receives a new shipment of the item, the backordered quantity will automatically be filled and shipped to the requester.

Inspect Order

To inspect your Stores Issue:
Press "F2" "Select Option"
Enter "H" in option field to view menu.
Enter "I" to inspect your Stores Issue.
Type in your issue number. Press <enter>.
When finished viewing your Stores Issue, press "F8" to return to the menu.
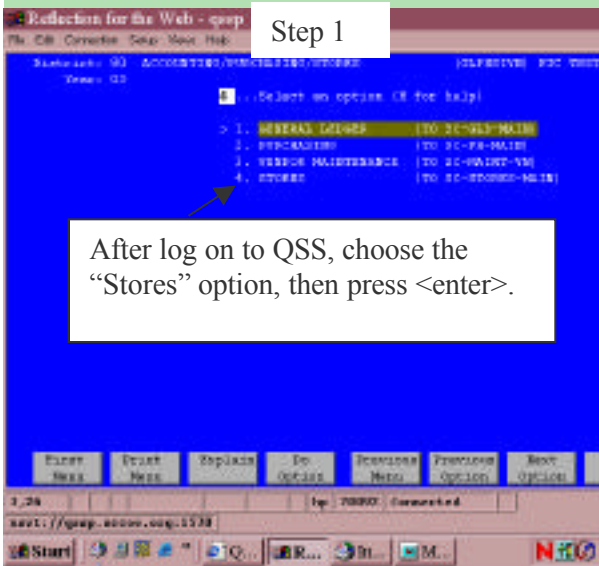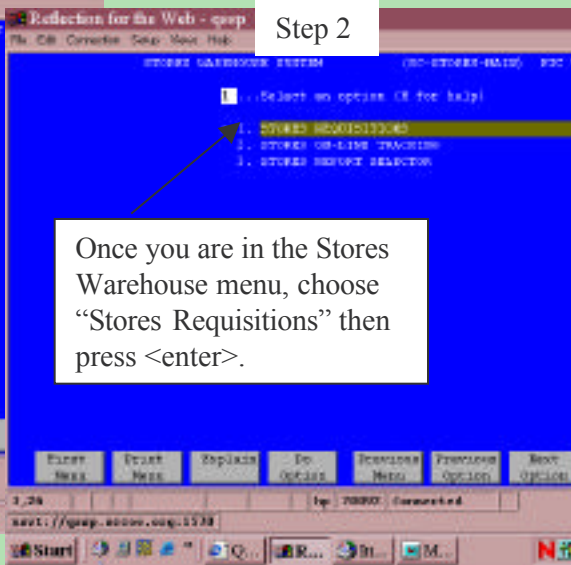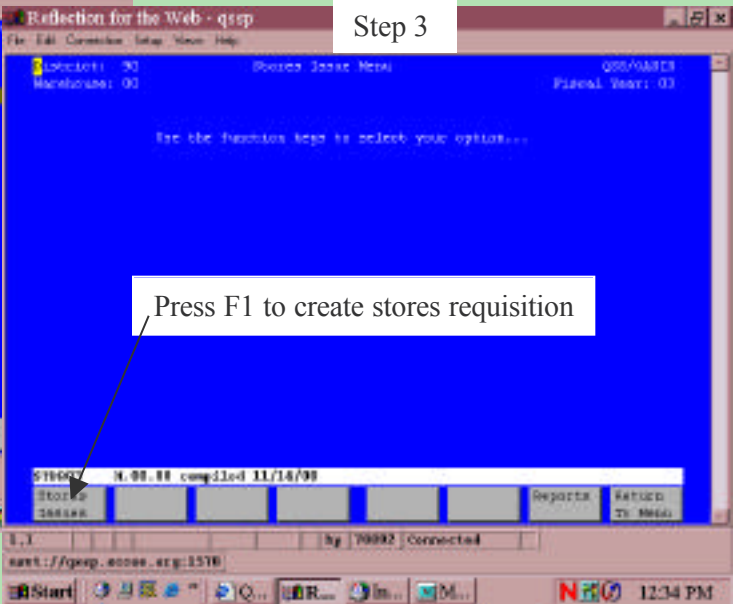
STORES REQUISITION

Step 1

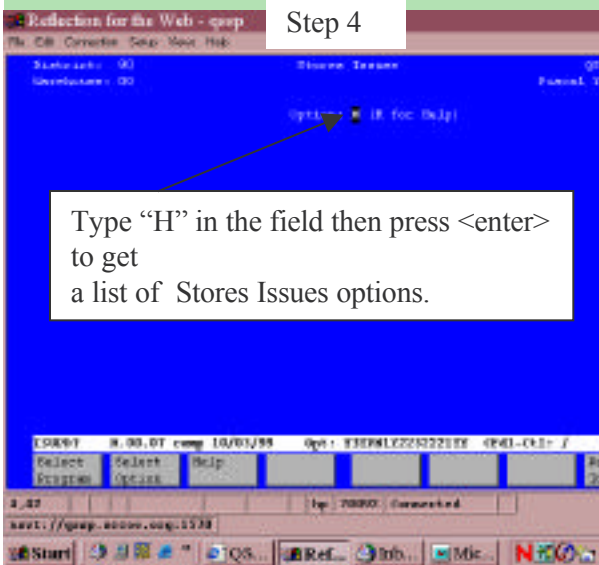After log on to QSS, choose the "Stores" option, then press <enter>.

Step 2

Once you are in the Stores Warehouse menu, choose "Stores Requisitions" then press <enter>.
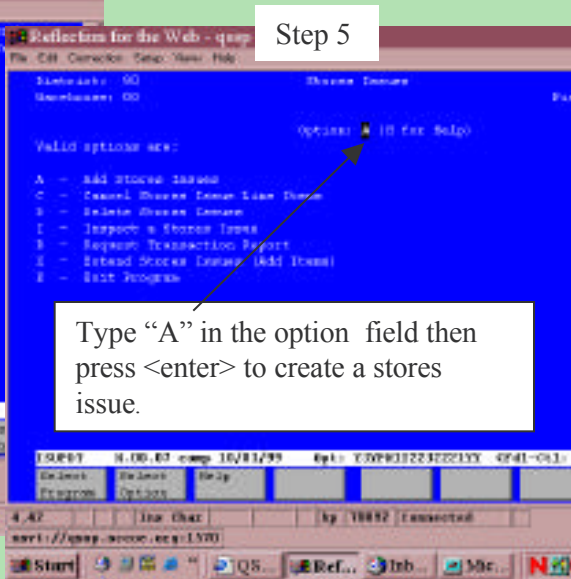
Step 3

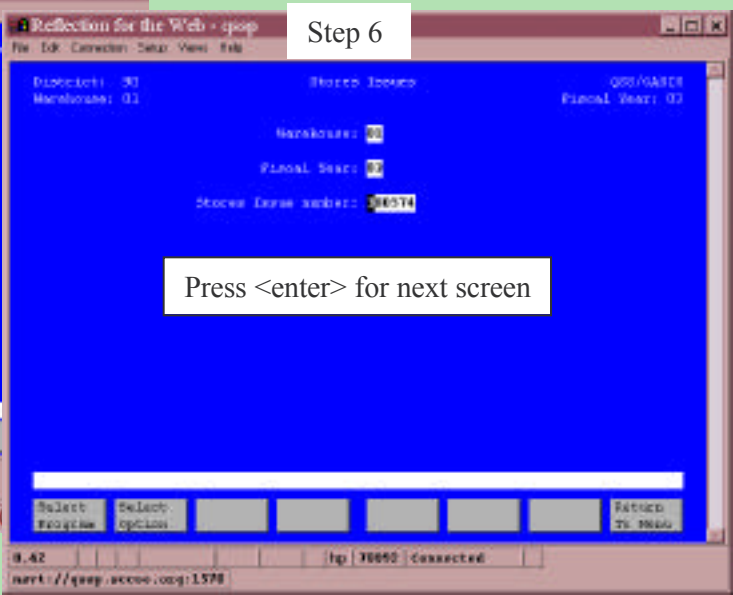Press F1 to create stores requisition

Step 4

Type "H" in the field then press <enter> to get
a list of Stores Issues options.

Step 5

Type "A" in the option field then press <enter> to create a stores issue.

Step 6

Press <enter> for next screen

Step 7

Mandatory Fields: site, issue description and account structure, then press <enter> + F7

Step 8

Step 9

Fill in the Stock No. and QTY, then press <enter> +F7 to update when finish with order.