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An Equal Opportunity
Employer

M E M O R A N D U M

Date: October 25, 2017
To: All BCOE Employees
From: Lisa Anderson *YAA*
RE: Escape Software Implementation Update

The Butte County Office of Education (BCOE), districts and other local education agencies continue to train on the Escape software. Trainings in both payroll and finance have been taking place throughout the year.

A BCOE purchasing training is scheduled for October 31st in the deRoco Conference Room. Two sessions will be available: 9 am to 11:30 am and 1 pm to 3:30 pm. For those that cannot attend in person, the afternoon session will also be a webinar. Individual users were contacted by email with information on how to sign up. Please share this information with your manager so they can support you during this project.

More trainings and working sessions will be scheduled in the future, most likely December. Training will cover software navigation and reports. The working sessions will be for those users that want to enter live data (i.e., purchase orders/requisitions) with help from Escape staff.

We go live January 3, 2018! As this date draws nearer, we encourage you to log into Escape in TEST (login is the first initial of your first name and your entire last name; password will be "password" and you will then be prompted to change to your own) to see how the software looks. Do not log into the Production environment as it contains live data. BusinessPLUS users should have the Escape icon already on their desktop. If you need any assistance with logins, etc., contact the System Support Help Desk at ss@bcoe.org.

Tutorials are available for viewing, located in the Activity Tree on the left hand side of the screen under Online Resources. "Escape Basics" and "Keyboard Shortcuts" (under General Tutorials) are a good way to start to get familiar with the new software. The "New User" webinar (under Webinar Information, scroll down to the Previously Held Webinar section) is another great resource. Spending 15 minutes a day in the TEST system, whether it be watching a tutorial/webinar or practicing navigation, will help you to be prepared when we go live.

Contact me at 530-532-5617 or landerso@bcoe.org should you have any questions.

lb
FS-1718-027

cc: Tim Taylor, Butte County Superintendent
Mary Sakuma, Butte County Deputy Superintendent
Neil Meyer, District Support Services

"WHERE STUDENTS COME FIRST"