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An Equal Opportunity
Employer

M E M O R A N D U M

Date: December 12, 2017
To: All BCOE Employees
From: Lisa Anderson *YAAA*
RE: Escape Software Implementation Update

The Butte County Office of Education (BCOE), districts and other local education agencies will go live onto the Escape software the first week of January 2018.

Working sessions are available (9 am to 4 pm) on December 13, 19, 20 and 21 at the deRoco Conference Room and December 14 at the Lincoln Center Conference Room for those users that need to enter live data, with help from Escape staff. No registration is necessary for the working sessions. Purchase orders/requisitions can now be entered in production, but **do not submit** them yet. Escape will give us the go-ahead as to when we can move to that next step. Plan on entering the balance of blanket purchase orders from 17-18 and any future purchase orders/requisitions you will need. If you need to purchase any goods and services that will not be received by the end of December, create the purchase order/requisition in Escape only. We recommend using December 22nd as a "cutoff" date.

Working sessions for January (all sessions are 9 am to 4 pm):

2, 3, 5, 8, 9, 10, 16, 17, 24, 25, 26, 30 & 31 - deRoco Conference Room
4 - deRoco Conference Room and CfTE-Mandarin Room
23 - Palermo Board Room, Palermo Union Elementary

See link below for a link to BCOE's website for resources to assist you during this transition:

<https://www.bcoe.org/escape-technology>

An org key crosswalk is one resource that is available in the above link. We have revised the crosswalk, so disregard any previous versions and use the current one.

We encourage you to log into Escape in TEST and spend at least 15 minutes a day practicing until we go live January 2nd. If you need any assistance with logins, contact the System Support Help Desk at ss@bcoe.org. If you need Escape installed on your computer(s), contact the Information Technology Services Help Desk at its@bcoe.org.

Since the Escape software has many user resources, both within the software and online, all users will be directed to these resources first when contacting System Support for help.

Users outside of Fiscal/Payroll/Human Resources will not have access to BusinessPLUS after December 28, 2017.

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

cvb
FS-1718-035

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

"WHERE STUDENTS COME FIRST"