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MEMORANDUM

Date: December 22, 2017
To: All BCOE Employees
From: Lisa Anderson *HAFA*
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.

Purchase orders/requisitions can now be entered in production. They may be submitted the **first week of January**. Enter the balance of 17-18 blanket purchase orders 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.

January working sessions, no registration necessary (all sessions are 9 am to 4 pm):

2, 3, 4, 9, 10, 16, 17, 25, 26, 30 & 31 - deRoco Conference Room

See link below for a link to BCOE's website for resources to assist you during this transition, including an updated org key crosswalk and newly added FAQ's:

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

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 and the BCOE website link above first. The FAQ's are designed to answer some basic questions, so refer to those first before contacting staff for help. System Support is not available for one on one training, so we encourage you to ask a co-worker or Financial Services staff for more personal assistance, if needed.

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

Papercut will move over to Escape accounts from BusinessPLUS org keys on January 2nd. Program names will continue to be listed to provide a reference.

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

cvb
FS-1718-036

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

"WHERE STUDENTS COME FIRST"