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Employer

M E M O R A N D U M

Date: March 22, 2018
To: All BCOE Employees
From: Lisa Anderson
RE: Escape Software Implementation Update

We are live on the Escape software. Inventory is the newest training offered by Fiscal Staff and is scheduled as follows:

Inventory in Escape

3/29	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-146900
3/29	deRoco Conf Room	1-3:30	https://bcoe.k12oms.org/2221-146982
4/9	deRoco Conf Room	9-11:30	https://bcoe.k12oms.org/2221-146902
4/9	deRoco Conf Room	1-3:30	https://bcoe.k12oms.org/2221-146983

We will be reviewing purchase orders with receiving, how to track inventory, what information is needed to populate various fields in Escape, etc. We encourage you to attend one of these sessions to learn more about the inventory module, as this will replace BITS. It will also prepare you for the upcoming Physical Inventory Day on May 1, 2018.

BCOE will be examining current processes and procedures as we continue to implement Escape. Some procedures may go through several adjustments as we work through finding the right process for our organization. Inventory falls into this category.

The new Escape Employee Portal is ready for viewing and performing certain tasks. HR will be releasing instructions soon.

Ideas for future training topics are welcome, so please forward any suggestions to me.

If you need any assistance with logins, permissions, etc., email ss@bcoe.org. If you need Escape installed on your computer(s), email its@bcoe.org.

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

cvb
FS-1718-059

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

"WHERE STUDENTS COME FIRST"