



Less time on tasks. More time for students.

Date: May 21, 2026

To: All Administrators  
All Admin Assistants

From: Steffany Ellsworth, Support Services Manager, Information Systems

Subject: **Got Qmlativ Questions? We've Got Answers!**

Our recent Qmlativ workshops have been a huge success, and we're keeping the momentum going by offering additional sessions throughout the summer! Drop in for help with creating journal entries, viewing your budgets, submitting a travel request, approving time off and time tracking submissions, and much more. You can also get help working through processes, setting up views and filters, and customizing your dashboard and dock. Once you feel comfortable navigating the system, we'll teach you how to submit a time off request to enjoy the hot summer days!

We are available between 9:00 am to 3:00 pm, no appointment needed. Just bring your laptop and drop in when it's convenient for you. Upcoming dates and locations for workshops:

- Friday, June 12th at the District Office, Room 129
- Friday, June 19th at the District Office, Room 129
- Thursday, June 25th at the District Office, Room 129
- Tuesday, June 30th at the District Office, Room 129
- Thursday, July 9th at the ASB, PDC 101
- Monday, July 13th at the District Office, Room 129
- Monday, July 20th at the District Office, Room 129
- Tuesday, July 28th at the District Office, Room 129