

QSS Customer Education



Welcome to the Job History Webinar

You're invited to attend this webinar, offered by QSS and sponsored by the QSSUG Finance/Personnel Committee.

The **Job History** webinar gives an introductory overview of important features that are part of the **Job History** software. The QSSUG Finance/Personnel Committee (F/P) invites members as well as non-members to attend this webinar.

When is it?

Tuesday, **March 20, 2012** from 10:00 am to 12 noon (PDT).

Who might be interested?

Human Resources Manager and Staff; Staff who work with Position Control data; Technical Support Staff; anyone else interested in Job History.

Why attend?

If you're not already using **Job History**, this webinar will cover:

- An introduction to **Job History** and how it works
- A review of how to create **Job History** records via batch job
- How to inspect, add, change or delete individual records
- How to create reports
- Additional related topics, as time allows

If you're already using **Job History**, then this webinar will help new staff become familiar with the main ideas of **Job History**, and it can help current staff review their **Job History** rules and procedures.

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge; **compliments** of the Committee.
- **Non-members** of the F/P Committee: **\$250** per registration that must be **pre-paid**. You'll need to mail a check to the **QSS** San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Cindy Patterson, Cindy_Patterson@scooe.org or Linda Crawford LCrawford@stancoe.org).

How to register?

Participants must self-register. To self-register:

- The email you received from **QSS** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSSUG listserv and at www.qss.com.
- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.
 - Please carefully check that you've provided your correct email address
 - And, if this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com
- **QSS** will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.
- The **deadline for registrations** is **9:00am (PDT), Tuesday, March 20, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

To **cancel** your registration, please contact **Yolanda De La Paz** at yolanda@qss.com, **650.598.9500, ext. 600**.

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking the link below:

<https://www1.gotomeeting.com/register/864972249>

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements

PC-based attendees

Required: Windows(R) 7, Vista, XP or 2003 Server

Macintosh(R)-based attendees

Required: Mac OS(R) X 10.5 or newer

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***Thanks much for registering, and we look forward to seeing you at the Job History webinar!!***