

QSS Customer Education



Welcome to the Personnel Downloader (PDL) Webinar

The **Personnel Downloader (PDL)** webinar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users on using the QSS/OASIS PDL tool to select and download personnel data for use in other applications.

When is it?

Thursday, **December 4, 2014** from **10:00 am to 12 noon** (Pacific).

Who might be interested?

HR administrators and staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about the QSS/OASIS Personnel Downloader.

Why attend?

The **Personnel Downloader (PDL)** webinar covers:

- Creating data definitions for selecting specific Personnel data from the database
- Creating a comma-separated value (CSV) file for use in other applications such as Microsoft Excel
- Saving data definitions for future use
- Setting user-security options to control access to SSNs, pay lines, absence tracking information and employee comment data

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 must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070**

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** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Lisa Knight, LKnight@ccoe.net).

How to register?

Participants must self-register. To self-register:

- Please use the link on this page to register. You can also find this flyer 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
 - 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.
 - **Non-members of the F/P Committee**: Mail a **\$250** check per registration, payable to:

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Please reference the name and date of the webinar on your check.

- The **deadline for registrations** is **9:00 am** (Pacific), **Thursday, December 4, 2014**. 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).

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 Mike Smith at mike@qss.com.

Register now by clicking the link below:

<https://www1.gotomeeting.com/register/675118376>

Please be sure to check your email for your registration confirmation.