



# QSS/OASIS Personnel Downloader (PDL) Webinar

sponsored by the QSSUG Finance/Personnel Committee

## Personnel Downloader (PDL) – sponsored by the QSSUG Finance/Personnel Committee



QSS/OASIS Customer Education

### Summary

Learn how to use the QSS/OASIS Personnel Downloader (PDL) tool to select and download personnel data for use in other applications:

- Creating data definitions for selecting specific Personnel data from the database
- Creating a comma-separated value (CSV) file for use in 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

### When and Where

- Tuesday, January 30, 2018 from 10:00am to 12 noon (Pacific). Presenter: Mike Smith.
- Online Webinar – Refer to the email you'll receive after you register for instructions
- This webinar is scheduled to be recorded for later viewing, and can be viewed by clicking the link on the QCC "Help+Video" menu approximately one (1) week after the live broadcast.

### Intended Audience

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

### Cost (Members/Non-Members)

- **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 checks payable to **Harris School Solutions** to **PO Box 74008484, Chicago, IL, 60674-8484**, prior to the webinar. **Before mailing, note the name and date of the webinar on your check, and email a scanned copy of the check to [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)**. For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, [LKnight@ccoe.net](mailto:LKnight@ccoe.net) or Richard Aldover, [RAldover@sccoe.org](mailto:RAldover@sccoe.org)).

### Register for the Webinar

- Click here: <https://attendee.gotowebinar.com/register/8536394261638254850>
- Downloadable PDFs of presentation slides are available by clicking the "Webinar Materials" link on the Customer Education page of QSS.com around 24-48 hours prior.
- Non-members of the QSSUG F/P Committee: **Prior to mailing, email a scanned copy of the check to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)**. Please reference the name and date of the webinar on your check.

For more information

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