

QSS Customer Education



Welcome to Employee Maintenance #1

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

The **Employee Maintenance #1** webinar is for the end-user who is already familiar with the traditional version of QSS/OASIS Employee Maintenance but who would like to see how it operates in the QCC environment or is interested in learning about the latest changes, as well as those who have no prior familiarity with QSS/OASIS Employee Maintenance.

When is it?

Tuesday, **August 14, 2012** from 10:00 am to 12 noon (PDT).

Who might be interested?

HR administrators and staff; Business Services administrators; Technical Support staff; any other staff interested in learning more about the QCC version of Employee Maintenance.

Why attend?

The following topics will be included in this webinar:

- Employee Searches: Simple and Advanced
- Grid Output
- Settings, Quik Peeks, Auto-highlighted required fields, Form Navigation
- Other local configuration options, Favorites, Hot Keys, SpeedLinks
- Employee History Lists, VCR Buttons
- Personnel Dataforms, Demographic (MA) Dataform, Name Change History, Add New Employee, Change SSN

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**. 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** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Cheryl Kelley, CKelley@mcoe.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
 - 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 **QSS**, to 867 American Street, San Carlos, CA 94070.
- The **deadline for registrations** is **9:00am** (PDT), **Tuesday, August 14, 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).

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/470117536>

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