



HARRIS
School Solutions

QSSUG Finance/Personnel Committee Webinar

Personnel Downloader

October 16, 2019

Personnel Downloader (PDL)

What is Personnel Downloader?

Features & Security

Personnel Downloader (PDL)

You have choices:

- HR Report Selector
 - Predefined reports
 - Variety of selection criteria
 - “It is what it is”!
- Personnel Downloader
 - Easier than HR Query to use, as long as the fields you need are available
 - No account selection
 - Fixed output data; cannot sort output data
 - Retrieved data can be saved for reuse
- HR Query
 - Most fields are available
 - Can select accounts
 - Can reformat output data; can sort output data
 - Allows “find” using a specific character string
 - Cannot save retrieved data

Personnel Downloader (PDL)

Application Features

- A tool to select data from the database and create a comma/tab separated file which can be imported into 3rd party applications such as Excel
- Easy navigation between categories, download definitions and data files
- Drop down list integration of setup values
- Fields categorized for easy access

Personnel Downloader (PDL) Application Features

- Immediate export of download data files to QSS grid/MS applications
- User settings (options) for enhanced productivity
- Fully supports Payroll/Absence Tracking/ Comment data with appropriate security
- SSN can be secured

Personnel Downloader (PDL) Security Settings

See the Module, Task and User Security (MTUS) manual, section 5.32, for information on security settings for PDL. These settings allow you to:

- specify the files and data that users can select
- block access to downloading SSNs
- allow downloading SSNs and data from one or more categories (PD, PH, AB, CO, PR)

Personnel Downloader (PDL) Security Settings

Table 5-16: PDL010 USERSEC parameters for the DOWNLOAD module

COL	CONTROLS	DESCRIPTION
01	Not used	Leave blank.
02	Download files to view on the Data tab	<p>0 The user can view data files that are not otherwise restricted by the Download Definition. For example, the user cannot view files flagged as "Private" (default).</p> <p>1 Users can view only the data files that they have created.</p> <p>2 The user can view all available data files, including those flagged as "Private."</p>
03	Categories that user can update	<p>0 No update (default). This setting blocks the ability to change district and global categories.</p> <p>1 Ability to change district categories only.</p> <p>2 Ability to change district and global categories.</p>
04 - 60	Not used	Leave blank

Personnel Downloader (PDL) Security Settings

Table 5-17: PDLDEF USERSEC parameters for the DOWNLOAD module

COL	CONTROLS	DESCRIPTION
01	Whether to apply the PDLSEC user security	<p>N No (default). Users have access to downloading SSNs. They do not have access to the following categories of data: PD Screen Data, Payroll History, Absence Transactions, Employee Comments, and PR Screen Data. The system ignores the PDLSEC user security record.</p> <p>Y Yes. Block access to downloading the SSN. Define the PDLSEC user security to control access to the SSN and categories of data.</p>
02 - 60	Not used	Leave blank

Personnel Downloader (PDL) Security Settings

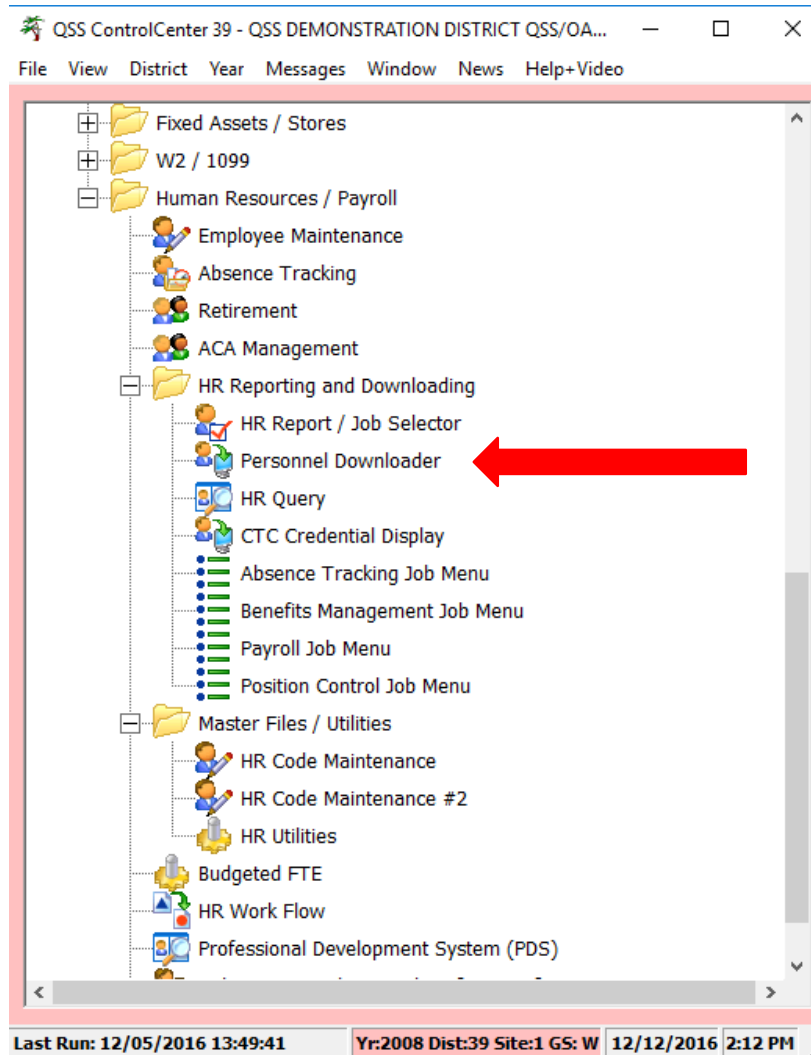
Table 5-18: PDLSEC USERSEC parameters for the DOWNLOAD module

COL	CONTROLS	DESCRIPTION
01 - 60	Access to SSNs and categories on the <u>F</u> ield Selection subtab	<p>Type up to 30 codes. Columns 01 - 02 are the first code, 03 - 04 the second, 05 - 06 the third, and so on.</p> <p>SSAllow downloading the SSN.</p> <p>PDAllow access to the fields in the PD Screen Data category.</p> <p>PHAllow access to fields in the Payroll History category.</p> <p>ABAllow access to fields in the Absence Transactions category.</p> <p>COAllow access to fields in the Employee Comments category.</p> <p>PRAllow access to fields in the PR Screen Data category.</p> <p>NOTE: These categories always display in the Categories list. If you do not allow access to them, nothing displays in the Field column after you click a category.</p>

Personnel Downloader (PDL)

Working with PDL

Personnel Downloader (PDL)



Your QCC Main
Menu may be
different!

Personnel Downloader (PDL) Opening Window

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

SubSet

Include Global: Include District: Owner: Category:

Name	Description	Owner	Category	Type	Audit Date
▶ ABCOM	AB- Comment #1	DEA 12	KAREN	Global	7/31/2012
APD	append	DEA 12	KAREN	Global	12/19/2008
APPT	APTRACKING	DEA 12	KAREN	Global	12/18/2008
COM	AB-Comment information	DEA 12	KAREN	Global	1/19/2016
DAYS	DAY	SYSMGR	PERSONNL	Global	2/25/2008
DEGDRH	Degree / Units Report	IEA06	JL	Global	12/2/2015
DEGREE	Degree / Units Report	IEA06	JL	Global	7/7/2011
DEM1	for webinar demo	IEA 18	PERSONNL	Global	12/1/2008
DISP 1	Display 1	DEAAJL	PERSONNL	Global	10/11/2013
EMISC	MISC Emp Data for Karen	DEA 12	KAREN	Global	8/26/2015
EMISC2	MISC Emp Data for Karen	DEA 12	KAREN	Global	8/26/2015
EMPL	Employee Data	MGR	SAMPLE	Global	2/8/2016
FFTEST	TEST FOR FRANK	MGR	PERSONNL	Global	10/2/2009
FROG	test for bart	MGR	PERSONNL	Global	6/8/2016
GAJTST	GAJTST	DEA07	PERSONNL	Global	8/27/2015
GARY	gary test	SYSMGR	PERSONNL	Global	5/25/2010
GARY2	gary test	SYSMGR	PERSONNL	Global	5/14/2010

PDL010 [02]: View - Any file. Update - Any file. Yr:2008 Dist:39 Site:1 12/12/2016 2:31 PM

Personnel Downloader (PDL)

Existing Definitions

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition | Data | Categories | Inspect

Select Download Download/Global Settings Field Selection

SubSet

Include Global Include District Owner: Category:

Name	Description	Owner	Category	Type	Audit Date
▶ ABCOM	AB- Comment #1	DEA12	KAREN	Global	7/31/2012
APD	append	DEA12	KAREN	Global	12/19/2008
APPT	APTRACKING	DEA12	KAREN	Global	12/18/2008
COM	AB-Comment information	DEA12	KAREN	Global	1/19/2016
DAYS	DAY	SYSMGR	PERSONNL	Global	2/25/2008
DEGDRH	Degree / Units Report	IEA06	JL	Global	12/2/2015
DEGREE	Degree / Units Report	IEA06	JL	Global	7/7/2011
DEM1	for webinar demo	IEA18	PERSONNL	Global	12/1/2008
DISP1	Display 1	DEAAJL	PERSONNL	Global	10/11/2013
EMISC	MISC Emp Data for Karen	DEA12	KAREN	Global	8/26/2015
EMISC2	MISC Emp Data for Karen	DEA12	KAREN	Global	8/26/2015
EMPL	Employee Data	MGR	SAMPLE	Global	2/8/2016
FFTEST	TEST FOR FRANK	MGR	PERSONNL	Global	10/2/2009
FROG	test for bart	MGR	PERSONNL	Global	6/8/2016
GAJTST	GAJTST	DEA07	PERSONNL	Global	8/27/2015
GARY	gary test	SYSMGR	PERSONNL	Global	5/25/2010
GARY2	gary test	SYSMGR	PERSONNL	Global	5/14/2010

PDL010 (02): View - Any file. Update - Any file. Yr:2008 Dist:39 Site:1 12/12/2016 2:31 PM

- Submit definition directly with Submit icon
- Open definition to view or change with Folder icon
- Add a new definition with Plus icon
- Filter by owner and/or category

Personnel Downloader (PDL) Filter by Owner

Personnel Downloader 82 - QSS DEMO DISTRICT #82 QSS/OASIS

File Options Help

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

SubSet

Include Global: Include District: **Owner:** Category:

Name	Description	Owner	Category	Type	Audit Date
DAYS	DAY	DEA03			
DEGREE	Degree / Units Report	DEA08	DNNL	Global	2/25/2008
FFTEST	TEST FOR FRANK	DEA09			
RFTEST	This is a complete test	DEADAP		Global	9/26/2006
SENIOR	Seniority listing ??	IEA06	DNNL	Global	5/22/2006
SENTST	Seniority listing ??	IEA09			
TEST	TEST	IEA18	DNNL	Global	2/25/2008
BMDSBG	bm ded sched test for bill	SYSMGR	PERSONNL	Global	2/25/2008
CDG1	TEST FOR CRAIGG	SYSMGR	PERSONNL	Global	3/1/2005
CRAIG	CRAIG	SYSMGR	ABC	Global	4/21/2005
DAPLV1	Dap's Leave Tracking Test #1	MGR	PERSONNL	District	4/2/2001
DAPN01	DAP NEW #01	DEA08		District	3/1/2007
DAPPD	DAP TEST FOR PAY-DEDUCTIONS	MGR	TEST2	District	1/31/2005
DAPPDX	DAP - FEWER PD FIELDS	DEADAP	LEAVE	District	1/21/2008
DAPPHA	DAP'S PH TEST 'A'	DEADAP	PAYROLL	District	2/28/2008
DAPPYA	DAP'S PAYROLL TEST	DEADAP	PAYROLL	District	2/25/2008
DAPT01	DAP TRAINING #1	DEA09	TEST001	District	4/3/2007
DAPT02	DAP TRAINING #1	DEA09	TEST001	District	2/6/2007
DAPT05	TEST FOR DAP	DEA09	TEST001	District	2/22/2007
DAPT06	DAP TEST #6	DEA09	TEST001	District	2/28/2007
DAPT07	DAP TEST NUMBER 7	DEA09	TEST001	District	2/28/2007

Yr:2002 Dist:82 Site:0 2/28/2008 9:50 AM

Personnel Downloader (PDL) Filter by Category

Personnel Downloader 82 - QSS DEMO DISTRICT #82 QSS/OASIS

File Options Help

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

SubSet

Include Global Include District Owner: Category:

Name	Description	Owner	Category	Type	
DAYS	DAY	SYSMGR	PERSONNL	Global	ABC
DEGREE	Degree / Units Report	IEA06	ABC	Global	FTEST
FFTEST	TEST FOR FRANK	MGR	PERSONNL	Global	LEAVE
RFTEST	This is a complete test	IEA18	PERSONNL	Global	PAYROLL
SENIOR	Seniority listing ??	SYSMGR	PERSONNL	Global	PERSONEL
SENTST	Seniority listing ??	SYSMGR	PERSONNL	Global	PERSONNL
TEST	TEST	SYSMGR	ABC	Global	2/25/2008
BMD5BG	bm ded sched test for bill	MGR	PERSONNL	District	3/1/2005
CDG1	TEST FOR CRAIGG	DEA08		District	4/2/2001
CRAIG	CRAIG	MGR	TEST2	District	4/2/2001
DAPLV1	Dap's Leave Tracking Test #1	DEADAP	LEAVE	District	1/31/2005
DAPN01	DAP NEW #01	DEADAP	PERSONEL	District	1/21/2008
DAPPD	DAP TEST FOR PAY-DEDUCTIONS	DEADAP	PAYROLL	District	2/28/2008
DAPPDX	DAP - FEWER PD FIELDS	DEADAP	PAYROLL	District	2/25/2008
DAPPHA	DAP'S PH TEST 'A'	DEADAP	PAYROLL	District	1/27/2008
DAPPYA	DAP'S PAYROLL TEST	DEADAP	PAYROLL	District	1/28/2008
DAPT01	DAP TRAINING #1	DEA09	TEST001	District	2/25/2008
DAPT02	DAP TRAINING #1	DEA09	TEST001	District	4/3/2007
DAPT05	TEST FOR DAP	DEA09	TEST001	District	2/6/2007
DAPT06	DAP TEST #6	DEA09	TEST001	District	2/22/2007
DAPT07	DAP TEST NUMBER 7	DEA09	TEST001	District	2/28/2007

Yr:2002 Dist:82 Site:0 2/28/2008 9:50 AM

Personnel Downloader (PDL)

Starting with an Existing Definition

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

Download Definition | Data | Categories

Select Download | Dwnload/Global Settings | Field Selection

SubSet

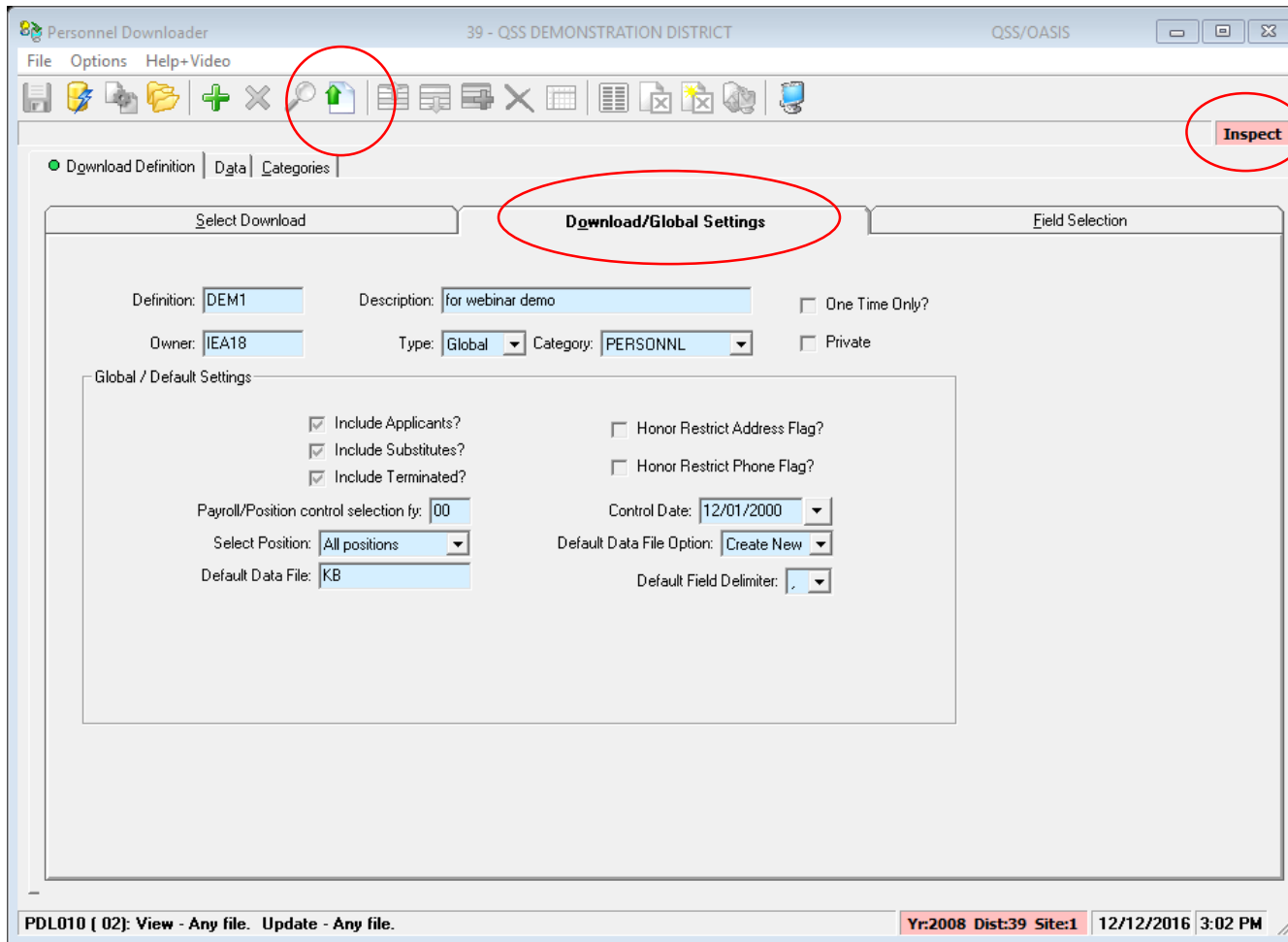
Include Global: Include District: Owner: Category:

Name	Description	Owner	Category	Type	Audit Date
ABCOM	AB- Comment #1	DEA12	KAREN	Global	7/31/2012
APD	append	DEA12	KAREN	Global	12/19/2008
APPT	APTRACKING	DEA12	KAREN	Global	12/18/2008
COM	AB-Comment information	DEA12	KAREN	Global	1/19/2016
DAYS	DAY	SYSTEMGR	PERSONNL	Global	2/25/2008
DEGDRH	Degree / Units Report	IEA06	JL	Global	12/2/2015
DEGREE	Degree / Units Report	IEA06	JL	Global	7/7/2011
▶ DEM1	for webinar demo	IEA18	PERSONNL	Global	12/1/2008
DISP1	Display 1	DEAAJL	PERSONNL	Global	10/11/2013
EMISC	MISC Emp Data for Karen	DEA12	KAREN	Global	8/26/2015
EMISC2	MISC Emp Data for Karen	DEA12	KAREN	Global	8/26/2015
EMPL	Employee Data	MGR	SAMPLE	Global	2/8/2016
FFTEST	TEST FOR FRANK	MGR	PERSONNL	Global	10/2/2009
FROG	test for bart	MGR	PERSONNL	Global	6/8/2016
GAJTST	GAJTST	DEA07	PERSONNL	Global	8/27/2015
GARY	gary test	SYSTEMGR	PERSONNL	Global	5/25/2010
GARY2	gary test	SYSTEMGR	PERSONNL	Global	5/14/2010

PDL010 (02): View - Any file. Update - Any file. Yr:2008 Dist:39 Site:1 12/12/2016 3:00 PM

Personnel Downloader (PDL)

Verify Download/Global Settings



- Notice screen is in “Inspect” mode
- Click the Change icon to enter “Change” mode

Personnel Downloader (PDL)

Modify the Field List

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

Definition: DEM1 Total Length: 59 # Fields Output: 5

Output

Field	Len	Type	Out	OP	From	To
Emp name, last	20	Char	Yes			
Gender	01	Char	Yes			
Birth date	08	Date	Yes			
Finger print date	08	Date	Yes			
TB expiration date	08	Date	Yes			

PDL010 [02]: View - Any file. Update - Any file. Yr:2008 Dist:39 Site:1 12/12/2016 3:14 PM

- Select category to view fields
- Select fields (can select multiple at once)
- Fields are added to end of list by default - use Up/Down icons to reposition
- Click Save icon (diskette)

Personnel Downloader (PDL) Enhanced Settings

The screenshot shows the Personnel Downloader (PDL) application window titled "82 - QSS DEMONSTRATION DISTRICT". The interface includes a menu bar (File, Options, Help), a toolbar, and a main window with a "Field Selection" tab. The "Field Selection" table lists fields with their lengths, types, and output options. The status bar at the bottom shows "Yr:2006 Dist:82 Site:0 3/3/2007 10:59 AM".

Field	Len	Type	Out	OP	From	To
Employee ExtRef	06	Num	Yes			
Emp name, first	12	Char	Yes			
Emp name, last	20	Char	Yes	IB	A	BZ
Bargaining unit	02	Num	Yes			
Barg unit name	30	Char	Yes			
Gender	01	Char	Yes			
Address, city	18	Char	Yes			
Address, state	02	Char	Yes			
Address, street	30	Char	Yes			
Address, ZIP + 4	10	Char	Yes			

- Automatically submit job to create data file when saving a new definition
- Automatically submit job to create data file when existing definition updated
- Include field headings in data file output

Personnel Downloader (PDL)

Data Tab

File Name	Name	Description	Records	Owner	Category	Access
CDG1	CDG1	TEST FOR CRAIGG	2,551	DEA08		District
DAPT99	DAPT01	DAP TRAINING #1	242	DEA09	TEST001	Owner
DPD001	DAPT01	DAP TRAINING #1	243	DEA09	TEST001	District
DPD002	DAPT01	DAP TRAINING #1	243	DEA09	TEST001	Owner
DPD004	DAPT01	DAP TRAINING #1	243	DEA09	TEST001	District
DPD005	DAPT5T	NEW DOWNLOAD - TRAINING	0	DEA09	TEST3	District
DPD80A	DAPT80	DAP Test download #80	0	DEA09	TEST001	Owner
DPD80B	DAPT80	DAP Test download #80	242	DEA09	TEST001	District
DPDA01	DAPT01	DAP TRAINING #1	240	DEA09	TEST001	District
DPDX01	DAPT80	DAP Test download #80	242	DEA09	TEST001	Owner
DPDX02	DAPT01	DAP TRAINING #1	242	DEA09	TEST001	District
DPDX88	DAPT×2	DAP TEST ×2	2,551	DEA09	TEST016	District
DPDX99	DAPX01	DAP TEST X 02	2,551	DEA09	TEST016	District
DPT009	DAPT01	DAP TRAINING #1	240	DEA09	TEST001	District

Yr:2006 Dist:82 Site:0 3/3/2007 11:05 AM

- Filter by owner and/or category
- Choose data file, then click on output method (Grid, Excel, Excel Wizard, Desktop Data File)
- Field headings will be included if you selected that option and they are available
- Use “Lines to retrieve” to limit download size to check your data

Personnel Downloader (PDL)

Sample Grid Output

OFDPD80B.PPDNLD82

Options

Emp name, last	Emp name, first	Gender	Bargaining unit	Barg unit name	Birth date
"	"SUZANNE"	"F"	01	"TEACHERS"	06/02/1977
"	"LINDA"	"F"	02	"CLASSIFIED"	04/15/1936
"	"ANNE"	"F"	02	"CLASSIFIED"	10/08/1953
"	"JOANNE"	"F"	01	"TEACHERS"	01/01/1954
"	"LAURANCE"	"M"	01	"TEACHERS"	06/15/1942
"	"RICHARD"	"M"	02	"CLASSIFIED"	01/17/1949
"	"ANDREA"	"F"	02	"CLASSIFIED"	11/17/1947
"	"KATHLEEN"	"F"	01	"TEACHERS"	08/09/1940
"	"BARBARA"	"F"	02	"CLASSIFIED"	07/28/1947
"	"WILLIAM"	"M"	02	"CLASSIFIED"	07/03/1943
"	"CARL"	"M"	01	"TEACHERS"	04/18/1958
"	"FRANCINE"	"F"	01	"TEACHERS"	05/17/1955
"	"GLORIA"	"F"	01	"TEACHERS"	11/12/1943
"	"JUNE"	"F"	01	"TEACHERS"	11/14/1946
"	"ROSE"	"F"	03	"MANAGEMENT"	08/10/1951
"	"G. DIANE"	"F"	03	"MANAGEMENT"	12/29/1943
"	"BETH"	"F"	02	"CLASSIFIED"	10/17/1957
"	"DIANE"	"F"	01	"TEACHERS"	03/19/1952
"	"ISABELL"	"F"	02	"CLASSIFIED"	10/03/1934
"	"ANNA"	"F"	02	"CLASSIFIED"	07/10/1955
"	"SHIRLEY"	"F"	02	"CLASSIFIED"	07/23/1946
"	"ELIZABETH"	"F"	01	"TEACHERS"	02/23/1960
"	"BETH"	"F"	01	"TEACHERS"	05/20/1950
"	"SUZANNE"	"F"	01	"TEACHERS"	09/29/1950

Personnel Downloader (PDL)

Global Categories

Personnel Downloader 82 - QSS DEMO DISTRICT #82 OSS/OASIS

File Options Help

Download Definition Data Categories

Global Categories District Categories

Category	Description
PERSONNL	PERSONNEL
GMJ2	Testing Category
JL	JEFF'S GLOBAL CATEGORY for fun
GLELSAMP	GLOBAL SAMPLE FOR DOCUMENTATION
SAMPLE	Sample for Documentation
CAT10	Originally the 10th Category
11	11
12	12
14	14

Yr:2002 Dist:82 Site:0 2/28/2008 9:39 AM

- Maintenance security controlled
- Used in Global Definitions
- All districts have access

Personnel Downloader (PDL) Using the “@” Sign with Categories

- Putting the @ sign at the end of a category name (as in this example):

Payroll@

allows PDL to download data that is blank.

- Without the @ sign, each field selected must have data in order to be reported.

Personnel Downloader (PDL)

Using the “@” Sign with Categories

For example, if you want a report that shows all employees and their degree:

- With an @ in the Category name, all employees will show up and the degree data can be blank.
- Without an @ in the Category name, only employees with degree data will appear on the report.

Personnel Downloader (PDL)

SSN Access Control

Personnel Downloader 82 - QSS DEMO DISTRICT #82 QSS/OASIS

File Options Help

Download Definition Data Categories

Select Download Download/Global Settings Field Selection

Definition: DAPN01 Total Length: 203 # Fields Output: 22

Category Field

All fields
Employee Data
MA Screen Data
Demographic Dates
Client Defined Data
EC Screen Data
Position Control/PO
Position Control/EA
Payroll Data
Benefits Management
New Benefits Mgt
Cred/Subject/SK
New Credentials/CR
Degree Data
EU Screen Data
ME Screen Data
TS Screen Data
TE Screen Data
SK Screen Data
LV Screen Data
Inservice Data
Application Data
PD Screen Data
Payroll History
Absence Transactions

Address, city
Address, state
Address, street
Address, ZIP + 4
E-MAIL (home)
E-MAIL (work)
Emp name, first
Emp name, last
Emp name, middle
Emp name, prefer
Employee ExtRef
Gender
Home phone
Home phone type
SSN
Title
Work phone
Work phone type

Output

Field	Len	Type	Out	OP	From	To

Yr:2002 Dist:82 Site:0 2/28/2008 9:34 AM

- Downloading SSNs is controlled by security settings
- Access to the SSN field can be restricted by user
- In this example, the user DOES have access to SSN

Personnel Downloader (PDL)

SSN Access Control

Personnel Downloader 82 - QSS DEMO DISTRICT #82 QSS/OASIS

File Options Help

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

Definition: DAPN01 Total Length: 44 # Fields Output: 3

Output

Field	Len	Type	Out	OP	From	To
Emp name, last	20	Char	Yes			
Emp name, first	12	Char	Yes			
Employee ExtRef	06	Num	Yes			

Category Field

All fields
Employee Data
MA Screen Data
Demographic Data
Client Defined Data
EC Screen Data
Position Control/PO
Position Control/EA
Payroll Data
Benefits Management
New Benefits Mgt
Cred/Subject/SK
New Credentials/CR
Degree Data
EU Screen Data
ME Screen Data
TS Screen Data
TE Screen Data
SK Screen Data
LV Screen Data
Inservice Data
Application Data
PD Screen Data
Payroll History
Absence Transactions

Address, city
Address, state
Address, street
Address, ZIP + 4
E-MAIL (home)
E-MAIL (work)
Emp name, first
Emp name, last
Emp name, middle
Emp name, prefer
Employee ExtRef
Gender
Home phone
Home phone type
Title
Work phone
Work phone type

Yr:2002 Dist:82 Site:0 2/28/2008 9:38 AM

- In this example, the user DOES NOT have access to SSN
- Notice the SSN field is missing from the list

Personnel Downloader (PDL)

Select Download

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition | Data | Categories

Select Download Download/Global Settings Field Selection

SubSet

Include Global: Include District: Owner: DEAAJL Category:

Name	Description	Owner	Category	Type	Audit Date
▶ DISP1	Display 1	DEAAJL	PERSONNL	Global	10/11/2013
ADAM	Employee Data	DEAAJL	PAYROLL	District	9/18/2012

PDL010 [22]: View - Your own files or any set as 'Owner'. Update - Any file. Yr:2008 Dist:39 Site:0 10/14/2014 1:36 PM

Personnel Downloader (PDL)

Select Fields

The screenshot shows the Personnel Downloader (PDL) application window. The title bar indicates the user is logged in as 'QSS/OASIS' and is working in the '39 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video) and a toolbar with various icons. The main window is divided into three tabs: 'Download Definition', 'Data', and 'Categories'. The 'Field Selection' tab is active, showing a table of selected fields for definition 'DISP1'. The table has columns for Field, Len, Type, Out, OP, and From. A green box highlights the selected fields, and a green arrow points to the 'Inspect' button in the top right corner.

Definition: DISP1
Total Length: 124 # Fields Output: 6

Output

Field	Len	Type	Out	OP	From
▶ Emp name, last	20	Char	Yes		
Emp name, first	12	Char	Yes		
Emp name, middle	01	Char	Yes		
Employee ExtRef	06	Num	Yes		
E-MAIL (work)	60	Char	Yes		
SEID (CA)	10	Char	Yes		

PDL010 (22): View - Your own files or any set as 'Owner'. Update - Any file. Yr:2008 Dist:39 Site:0 10/14/2014 1:36 PM

Personnel Downloader (PDL) Data is Produced!

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition **Data** Categories

Data SubSet

Access: Owner: Category:

Lines to retrieve:

File Name	Name	Description	Records	Owner	Category	Access
ADAM	ABCOM	AB-Comment #1	0	DEAAJL	KAREN	District
▶ ADAM1	DISP1	Display 1	97	DEAAJL	PERSONNL	District
ADAM2	ABCOM	AB-Comment #1	0	DEAAJL	KAREN	District
TEST1	ADAM	Employee Data	49	DEAAJL	PAYROLL	District

PDL010 [22]: View - Your own files or any set as 'Owner'. Update - Any file. Yr:2008 Dist:39 Site:0 10/14/2014 1:35 PM

Personnel Downloader (PDL) Data in Excel

ExcelData0.0306927 - Microsoft Excel

	A	B	C	D	E	F	G
	Emp name, last	Emp name, first	Emp name, middle	Employee ExtRef	E-MAIL (work)	SEID (CA)	
1	WASH JR.	JAMES		1001		5312345679	
2	PERCOX	DEWAYNE		1004		929	
3	TESTER	IMA		1007			
4	TEECHUR	YURA	H	1009			
5	FERNDOCK	AVERY	P	1010			
6	EMPLOYEE	AMAZING		1011		8787343412	
7	PEABODY	PEPPER		1013		7830	
8	PEABODY	MR		1015		1414	
9	BUILDER	bob		1016			
10	Soft	JASPER	A	1020			
11	COAST	BARBARY		2000			
12	ATHENA	MARGARET		2001		7676767676	
13	NUMBER1021	MR		1021			
14	SMITH	JANE	A	2002			
15	JACKSON	JOSH	J	1022			
16	PREFECT JR.	FORD		1012			
17	CLEENUR JR.	CHAUNCEY	Q	1024			
18	ASTRONUT	NADATHE		1025		8091234567	
19	CLEANER	IMA	G	1008			
20	NEWBEE	CANBEE	A	1026	cnewbee@tusc	6578923412	
21							
22							

Personnel Downloader (PDL) Q & A / Live Demo

- Enter Your Questions
- Raise Your Hand
- Watch the Demo