QSS Seminars and Webinars for 2011-12
(revised 12/28/11)

***QSS* is pleased to offer the following online webinars and all-day in-person seminars during the 2011-2012 fiscal year.**

Workshop	Day/Date	Time (Pacific)	Location	Prerequisites (Workshop#)	Title/Description
1 (free!)	Wednesday, July 20, 2011 (also offered 2/7/12)	10 a.m.-12 noon	online	none	**Introduction to QSS ControlCenter (QCC) and QCC Print Manager** -- a non-technical introduction for end-users who are new to QCC
2 (free!)	Tuesday, July 26, 2011	10:00-11:30 a.m.	online	none	***QSS* Advanced Reporting Platform (QARP)** -- The new QARP product offers powerful ad hoc reporting of QSS/OASIS human resources, finance and payroll data via a web-based interface. Using Jaspersoft's business intelligence software, power users can build sophisticated, print-ready, complex reports and ad hoc queries without having to rely on programmers or other IT staff. Attend this webinar to see samples of what can be done with QARP, and to see QARP in action.
3 (free!)	Tuesday, August 9, 2011 (also offered 3/15/12)	10 a.m.-12 noon	online	none	***QSS* Customer Forums** -- tips and tricks for technical staff using the support forums to communicate with *QSS* staff on support issues and to discuss items with other *QSS* customers
4	Wednesday, August 24, 2011 (rescheduled for Wednesday, April 4, 2012)	9 a.m.-4 p.m.	Sacra-mento COE	1	**Payroll Introduction and Overview**, including Master Files and Rate Tables, Employee Maintenance (W4/Control Data, Pay Lines, Pay Deductions, Time Card Data, Payroll Information, Termination), Mass Updates to Pay Lines and Pay Deductions, Auto-Pay Deposit, Payroll Prelist Reports, and introduction to reporting/downloading payroll information
5	Thursday, August 25, 2011 (rescheduled for Thursday, April 5, 2012)	9 a.m.-4 p.m.	Sacra-mento COE	1, 4	**Intermediate Payroll**, including Hand and Canceled Warrant options, Labor/Benefits and Payroll History Inspection, Payroll Totals, Deferred Payrolls, Benefits-Only Payrolls, Payroll Encumbering, and Payroll Production Reports (both production and post-production)

6	Wednesday, September 14, 2011	10 a.m.-12 noon	online	1	**In-depth QCC Print Manager**, including exporting and downloading print files and viewing $Stdlists
7	Wednesday, September 21, 2011	10 a.m.-12 noon	online	none	**Introduction to Linux for QSS/OASIS System Administrators and System Operators**, including Version L operations approximately equivalent to what one would do logged on as OPR or MGR on an HP e3000 (Version H) QSS/OASIS system
8 (free!)	Wednesday, October 5, 2011	10:00-11:30 a.m.	online	none	**Employee Self Service (ESS)** -- This web-based system from *QSS* allows an employee to inspect their personnel, payroll and leave information on-file with the district. District staff with appropriate access can use ESS to inspect personnel, payroll and leave information for any district employee. The district can maintain ESS users and security, customizing the system for their needs. Also see a preview of the new web-based absence tracking software (WebABT) that's included with ESS.
9	Tuesday, October 18, 2011	10 a.m.-12 noon	online	7	**PostgreSQL**, focusing on skills needed to administer a QSS/OASIS system based on this open source database, including the psql command-line program, the pgAdmin front-end administration tool, DbVisualizer, the VACUUM command, backup and restore procedures, and configurable server options
10 (free!)	Wednesday, October 26, 2011	10:00-11:30 a.m.	online	none	**Professional Development System (PDS)** -- This new web-based system from QSS allows a user to browse offerings and register online for courses in the district's catalog of professional development opportunities. The district can maintain PDS users and security, customizing the system for their needs, while maintaining details regarding the teachers, facilities and topics that comprise their professional development courses. Various reports and automatic e-mail notifications are built into PDS.
11	Friday, December 9, 2011	9 a.m.-4 p.m.	Sacra-mento COE	1	**W2 and 1099 Processing for 2011**
12	Tuesday, December 13, 2011	10 a.m.-12 noon	online	1	**W2 Processing for 2011**

13	Thursday, December 15, 2011	10:00-11:30 a.m.	online	1	**1099 Processing for 2011**
14	Wednesday, January 18, 2012	10 a.m.-12 noon	online	1	**Budget Development #1**, including basic budget development processes, budget actions, and the Comparative Budget Report
15	Wednesday, January 25, 2012	10 a.m.-12 noon	online	1, 14	**Budget Development #2**, including importing data, working with ending/beginning balances, budget transfers, interfacing with Position Control, and calculation of benefits
16	Wednesday, February 1, 2012	9 a.m.-4 p.m.	Sacra-mento COE	1	**Purchasing**, including Requisitions, Purchase Orders, PO Change Orders, PO Receiving, Purchase Requisition Routing and Purchasing Reports
17 (free!)	Tuesday, February 7, 2012	10 a.m.-12 noon	online	none	**Introduction to QSS ControlCenter (QCC) and QCC Print Manager** -- a non-technical introduction for end-users who are new to QCC
18 (free!)	Wednesday, March 28, 2012	10 a.m.-12 noon	online	none	*QSS* **Customer Forums** -- tips and tricks for technical staff using the support forums to communicate with *QSS* staff on support issues and to discuss items with other *QSS* customers
19	Wednesday, April 4, 2012	9 a.m.-4 p.m.	Sacra-mento COE	1 or 17	**Payroll Introduction and Overview**, including Master Files and Rate Tables, Employee Maintenance (W4/Control Data, Pay Lines, Pay Deductions, Time Card Data, Payroll Information, Termination), Mass Updates to Pay Lines and Pay Deductions, Auto-Pay Deposit, Payroll Prelist Reports, and introduction to reporting/downloading payroll information
20	Thursday, April 5, 2012	9 a.m.-4 p.m.	Sacra-mento COE	1 or 17, 19	**Intermediate Payroll**, including Hand and Canceled Warrant options, Labor/Benefits and Payroll History Inspection, Payroll Totals, Deferred Payrolls, Benefits-Only Payrolls, Payroll Encumbering, and Payroll Production Reports (both production and post-production)
21	Wednesday, April 18, 2012	10 a.m.-12 noon	online	1 or 17	**Invoicing and Billing Management Introduction and Overview** -- IBM (formerly named Client-Server Accounts Receivable) enables you to print and process invoices, enter receipts against those invoices, and generate various reports.

22	Wednesday, May 2, 2012	9 a.m.-4 p.m.	Sacra-mento COE	1 or 17	**Fiscal Year Transition Tasks** for Finance, Accounts Payable, Accounts Receivable, Stores, Payroll, Position Control and Personnel, Retirement, Absence Tracking, Benefits Management and Job History

General Information

Location: All-day seminars will be held at facilities graciously provided by QSS customer Sacramento County Office of Education in Sacramento, California. Workshops with a location of "online" are webinars held via internet and telephone connections.

Cost: The **Introduction to QCC** (#1 and #17), *QSS* **Advanced Reporting Platform** (#2), *QSS* **Customer Forums** (#3 and #18), **Professional Development System** (#10) and **Employee Self Service** (#8) webinars are all offered by *QSS* without any tuition charge (free). Tuition for all other *QSS* workshops (both all-day on-site seminars and two-hour online webinars) is $250 per person or webinar registration. There is no limit on the number of people from one *QSS* customer organization who can view a webinar via a single registration. Pre-registration is required for all *QSS* workshops.

Registration: Announcements, including workshop descriptions and registration forms, will be e-mailed to all *QSS* seminar contacts approximately 10 weeks prior to each workshop. They will also be posted on the "*QSS* **Workshops (Seminars and Webinars)**" web page at the same time the e-mail is distributed. A contact e-mail address must be included on each completed registration form so *QSS* can confirm registration with each participant, and so the web link, phone number and access code can be sent via return e-mail for webinar registrations.

QSS reserves the right to cancel any of the above workshops if fewer than eight paid registrations have been received three weeks prior to the scheduled workshop date. A current list of the workshops, including enrollment/cancellation information, is posted for your reference at: http://www.qss.com/index.php?option=com content&view=article&id=69&Itemid=1.

For more information about any of these workshops, please contact your *QSS* Account Manager, or contact: Yolanda De La Paz at (650) 598-9500 extension 600, or e-mail CustomerEducation@QSS.com.

If your organization would like to have any of the workshops listed above presented at your district office, please e-mail your request to CustomerEducation@QSS.com.