



# QSS – User Group Finance/Personnel

Employee Maintenance

Part 2 of 2

Webinar – August 21, 2012

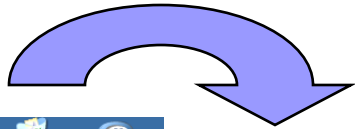
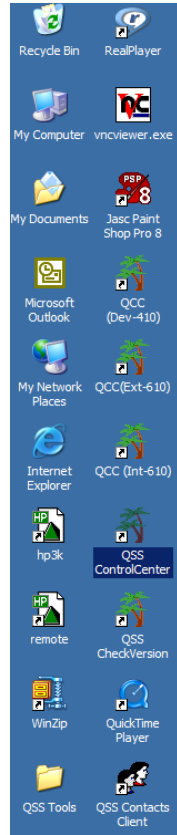
Presenter: Don Hemwall, QSS



# Feature Discussion

- ID Maintenance
- Personnel dataforms
- Emergency/Medical dataforms
- Professional dataforms
- Navigation Tools
  - Default Home Field
  - Custom Home Field
  - Region Home Fields
  - QuikTab Fields

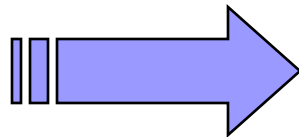
# Accessing QCC/Employee Maintenance



**Login to QSSControlCenter**

User Name:

Password:



The screenshot shows the QSS ControlCenter application window. The title bar reads "QSS ControlCenter 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS". The menu bar includes "File View Year Go Messages Window News Help". The main area displays a file tree structure with the following folders and items:

- Favorites
  - HR Report / Job Selector
  - AR (Invoicing and Billing Management - RI, RP)
  - Employee Maintenance
  - HR Code Maintenance
  - HR Code Maintenance #2
- Go
  - Print Manager / Job Menu / Utilities
    - Print Manager (LSPPOOL)
    - Job Menu
    - Upload / Download Files (QSSXFR)
  - System Admin
  - Finance
  - Fixed Assets / Stores
  - W2 / 1099
    - W2 / 1099 Processing
  - Human Resources / Payroll
    - Employee Maintenance**
    - Absence Tracking
    - CA Retirement
  - HR Reporting and Downloading
    - HR Report / Job Selector
    - Personnel Downloader
    - HR Query
      - Absence Tracking Job Menu
      - Benefits Management Job Menu
      - Payroll Job Menu
      - Position Control Job Menu
  - Master Files / Utilities
    - HR Code Maintenance
    - HR Code Maintenance #2
    - HR Utilities
  - Budgeted FTE
  - HR Work Flow
  - Professional Development [ruby / web - Lodi Only]
  - Substitute Teacher Tracking [Preview]
  - Employee Self Service

The status bar at the bottom shows "Last Run: 08/07/2012 15:36:41" and "Yr:2008 Dist:39 Site:1 GS: W 8/8/2012 8:16 AM".

# Employee Maintenance – Main Form

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Personnel

- Demographic (MA)
- Termination (TE)
- Employee ID Maintenance
- Comments (CO)
- Client Defined (CL)
- Name Change History
- Employment Verification (VE)
- Leave Information (LV)
- Benefits Management (BM)
- Applications (AP)
- Action Log (AL)
- Action Log History (AH)
- Search Action Log History
- View Audit Log
- Quick Label Print
- Employee Data Import
- Emergency/Medical
- Professional
- Position Control
- Payroll

Search Panel

By SSN By Ext Ref By Name By ID District: 39  Include Terminated  Add to grid

Selected Employee/List

SSN : Ext Ref # :

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	ID	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
------	----	---	----	------	----	----	----	------------	------------

Yr: 2008 Dist: 39 Site: 1 GS: W 8/8/2012 8:23:22 AM

# Employee Maintenance – By ID

Search Panel

By SSN By Ext Ref By Name By ID District : 39  Include Terminated  Add to grid

Selected Employee/List

SSN : Ext Ref # :

---

**Employee ID Maintenance** 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] [Icons] Switch to: v

**PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563999** ChangeMode

[DEA1-03/07/2012-13:48:47](#)

SSN: \*\*\*-\*\*-1111 Show SSN

ExtRef: 001003

Additional Employee ID Values

Description	Value	Action	Audit Info
SEID	5310563999	<a href="#">Change</a>	<a href="#">DAPX-01/10/2012-15:03:25</a>
CALPERS-ID	9500000010	<a href="#">Change</a>	<a href="#">DEA1-03/07/2012-13:48:47</a>

Yr: 2008 Dist: 39 Site: 1 GS: W 8/20/2012 12:20:14 PM

# Termination (TE)

Termination 39 - The Train USD QSS/OASIS

File Options Window

PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545 ChangeMode

?????-????????????-?????????

Termination reason:

Termination date:

OK to rehire?  Yes  Use termination date to end open assignments in fy 08?

OK to pay?  N

Date	Comments
------	----------

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:29:45 PM

# Comments (CO)

The screenshot displays a software application window titled "Comments" with a menu bar (File, Options, Window) and a toolbar. The main area shows a user profile for "PERSON-SMITH, DARRYL" with ID "1002 XXX-XX-4445 ID: 4545454545" and a "ChangeMode" button. A date stamp "DEA1-03/04/2010-14:54:02" is visible. A modal window titled "MA comment for PERSON-SMITH, DARRYL" is open, featuring a "File" menu with "Save", "Delete", and "Close" options. The comment text area contains the text "No problem, there won't be any increases anyway." and a date field set to "08/22/2011". The status bar at the bottom indicates "Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:36:33 PM".

# Comments (CO) (cont.)

The screenshot shows a software application window titled "Comments" with the following details:

- Window Title: 39 - The Train USD QSS/OASIS
- Menu: File Options Window
- Toolbar: Includes icons for adding, deleting, navigating, and switching users.
- User Information: PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545
- Buttons: ChangeMode, DEAI-08/22/2011-13:37:15
- Form: Comment Type: MA - MAIN DEMOGRAPHIC COMMENTS [Select]
- Table: MAIN DEMOGRAPHIC COMMENTS

Date	Comments
03/04/2010	Do not notify ex-spouse when increases take effect.
08/22/2011	No problem, there won't be any increases anyway.

Footer: Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:40:11 PM



# Client Defined (CL)

**Client Defined** 39 - The Train USD QSS/OASIS

File Options Navigation Window

PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545 ChangeMode

DEA1-02/22/2011-08:52:05

2-Character		
Web 2 Char	<input type="text" value="02"/>	Field-2 (2) <input type="text"/>
Field-2 (4)	<input type="text"/>	Field-2 (5) <input type="text"/>
		Da field <input type="text"/>
		Field-2 (6) <input type="text"/>
4-Character		
Web 4 Char	<input type="text" value="Any4"/>	Field-4 (2) <input type="text"/>
Field-4 (4)	<input type="text"/>	Field-4 (3) <input type="text"/>
		Field-4 (5) <input type="text"/>
		Field-4 (6) <input type="text"/>
6-Character		
Web 6 Char	<input type="text" value="UpTo 6"/>	Field-6 (2) <input type="text"/>
Field-6 (4)	<input type="text"/>	Field-6 (3) <input type="text"/>
		Field-6 (5) <input type="text"/>
		Field-6 (6) <input type="text"/>
8-Character		
Web 8 Char	<input type="text" value="ThisIs 8"/>	Field-8 (2) <input type="text"/>
Field-8 (4)	<input type="text"/>	Field-8 (3) <input type="text"/>
		Field-8 (5) <input type="text"/>
		Field-8 (6) <input type="text"/>
10-Character		
Web 10 Char	<input type="text" value="Anything10"/>	My Date <input type="text" value="06/12/1967"/>
Field-10 (4)	<input type="text"/>	Their Date <input type="text" value="02/22/2011"/>
		Field-10 (5) <input type="text"/>
		Field-10 (6) <input type="text"/>

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:40:57 PM

# Employment Verification (VE)

**Verify Employment** 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] Switch to: ▾

**PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545** InspectMode

Address : 1234 S. MAIN STREET  
SAN MATEO, CA 94403

Phone : (650) 555-1212

Date of Birth : 07/31/1956

Memo:

Status : FT - FULLTIME Bargaining Unit : 04 - MGMNT Salary : 9,503.52

Hire : 04/24/2000 Location : UNION MI Last Check :

Rehire : \_\_\_/\_\_\_/\_\_\_ Retire Code : PERS Annual Contract : 2,800.00

Separated : \_\_\_/\_\_\_/\_\_\_ Reason : YTD Earnings : 0.00

**Position Assignments**

	Type Code	Position Name	Pay Cycle Code	Pay Rate	Start Date	End Date	FTE	Days Per Year	Hours Per Day	Days Per Week
▶	NML	INSTRUCTIONAL AIDE, RSP	L	666.82	07/01/2002		0.1550	193.00	2.50	5
	NML	RESOURCE SPECIALIST	L	8836.70	07/01/2002		1.0000	185.00	6.50	5
	NML		H	50.00			0.0000	0.00	0.00	0

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:44:58 PM

# Leave Information (LV)

Leave Information 39 - The Train USD QSS/OASIS

File Options Window

Close [Navigation Icons] Switch to: ▾

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451 InspectMode

DAPD-11/10/2007-11:16:38

Leave Group: AV ADMIN/12MO/8HR/V

Membership: 11/21/2007 End:

Leave Base: Service Years: Y4 {07/01/1998 Hire}

Leave Status: Active employee Start:

Hours/Day: Return:

Days/Year: 0.00 Leave Group Pay Rate: 25.00

Months/Year: 0.00 Employee Pay Rate: 0.00 Freeze Pay Rate

Balance as of: \_\_\_/\_\_\_/\_\_\_ Refresh

Leave Bucket	Balance	Over	ACC Hours	Calc	FTE	Prob	Prob End
VACATION	0.00	N	0.00	AP	0.0000	N	
SICK LEAVE	80.50	N	0.00	AP	0.0000	N	
PERSONAL NECESSITY	0.00	N	0.00	AP	0.0000	N	
DIFFERENTIAL SICK LEAVE	0.00	N	0.00	AP	0.0000	N	
COMPENSATORY TIME	0.00	N	0.00		1.0000	N	
INDUSTRIAL LEAVE	0.00	N	0.00	AP	0.0000	N	
FLOATING HOLIDAY	0.00	N	0.00	AP	0.0000	N	
DAY OF CHOICE	0.00	N	0.00	AP	0.0000	N	

05 PM

# Benefits Management (BM)

**Benefits Management** 39 - The Train USD QSS/OASIS

File Options Window

PAIN, TRUE 1006 XXX-XX-0000 ID: 0000123456 Change

Employee Information

Address: 867 American Street  
San Carlos, CA 94070

Sex: Female Employee Type: FT FULLTIME

Cust ID: Bargaining Unit: 04 MGMT

Age: 54y 9m S: Hm: (650) 777-7777 Wk: (650) 372-0200 Rep Code: 02 CLASS

DOB: 11/21/1956 Hire: 01/24/2000 Rehire: // Ann Base: 04/24/2000 Term: //

Pos: P 000024 COUNSELOR Job Code: 000010 COUNSLR Location: 0026 UNION MI

Start: 07/01/2002 End: // Hrs: 6.50 FTE: 1.0000 Total FTE: 1.0000

Benefit Information

Package: BP Basic Package Level: FAM FAMILY Ben Status: FT

Elig: 02/01/2000 End: // Elect: 07/01/2007 Exit: // Sect 125:  Pri:  Cobra:

FTE rule: AP L FTE: 1.0000 Alloc: Empe %: 100.00 Empr %: 100.00 M: R:

Sal rule: AP L Sal: 0 Wrk Sp: NP: 3

Plan Information | Dependents | Customer Information | Quick Change | Comments | Payroll Information

+ Add Plan X Remove Plan Recalculate Inactive Maintain Delete Reactivate

Level	Override	Employee	EE Rule	Employer	ER Rule	Total Ded.	Total %	Units
FAM - FAMILY	<input type="checkbox"/>	265.00	L - Locked	425.00	L - Locked	690.00	0.00	0.00
FAM - FAMILY	<input type="checkbox"/>	0.00	L - Locked	69.00	L - Locked	69.00	0.00	0.00
FAM - FAMILY	<input type="checkbox"/>	0.00	L - Locked	46.00	L - Locked	46.00	0.00	0.00

Employee Totals: 265.00 0.00 % Employer Totals: 540.00 0.00 % Totals: 805.00 0.00 %

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:53:01 PM

# Applications (AP)

**Job Applications** 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Accept Close Add Delete Switch to: ▾

**PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545** ChangeMode

DEA1-03/04/2010-15:23:31 ▾

	Position	Job Code	Posting ID	Date Applied	Application Expires
▶ 1	000025 - CUSTODIAN-DAY	64 - CUSTODIAN, DAY	4445	03/04/2008	03/08/2008

**Position**

Year  Position   Notice

Job Code

Posting ID

Date Applied  Application Expires

**Evaluator**

Comment

Evaluator   Eval Date  Rating

Letter  Sent  Application Status

All Paperwork Complete  Paperwork Status

**Offer**

Offer Date  Reserved By  Until

Fututre Consideration  Refusal

**Employment History**

Previous Employer	Start	End	Exp	Type	Reason for leaving

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:55:01 PM

# Action Log (AL)

Log PAF Action 39 - The Train USD QSS/OASIS

File Options Window

Save Save and Close Close [Navigation Icons] Switch to: [User Icon]

PERSON - SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545 ChangeMode

[Masked] [Masked]

PAF Action : [Dropdown] Select

Position : 000216 - TCHRRSP [Dropdown]

Effective Date : 08/22/2011 Clear Board Date : [Date] Clear

[Empty Box]

[Empty]	:	[Empty]
[Empty]	:	[Empty]
[Empty]	:	[Empty]
[Empty]	:	[Empty]
[Empty]	:	[Empty]
[Empty]	:	[Empty]

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:57:32 PM

# Action Log History (AH)

PAF Log History 39 - The Train USD QSS/OASTS

File Option Window

Select Close [Navigation Icons] [Calendar Icon] [Computer Icon] Switch to: ▾

PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545 ChangeMode

???-????????-???????? ▾

PAF	Action	Effect Date	Board Date	Position	Printed BA	Printed AF	Entry Date ▾	Oper ID	SRC
	--- No Records Found ---								

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 1:58:59 PM

# Emergency (ME\*)

Emergency 39 - The Train USD QSS/OASIS

File Options Navigation Window

Save Open Print Refresh Back Forward Stop Switch to: ▾

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451 ChangeMode

DAPX-05/25/2011-17:58:10 ▾

Doctor:	<input type="text" value="HOUSE"/>	Phone:	<input type="text" value="(650) 555-1212"/>	Ex:	<input type="text" value="123"/>
Contact person:	<input type="text" value="NOTSO PERSNIKITY"/>	Phone:	<input type="text" value="(650) 555-2121"/>	Ex:	<input type="text"/>
Relationship:	<input type="text" value="SUNSUN"/>	Last physical:	<input type="text" value="__/__/__"/>		
Spouse name:	<input type="text" value="DEFINITELY PERSNIKIT"/>	Medication:	<input type="text" value="TOO MANY TO LIST HERE"/>		
Preferred Hospital:	<input type="text"/>				
Insurance Carrier:	<input type="text"/>				
Account:	<input type="text"/>				

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:02:10 PM



# Immunizations (ME\*)

The screenshot shows a software window titled "Immunizations" with the following details:

- Window Title: 39 - The Train USD QSS/OASIS
- Menu: File Options Window
- Toolbar: Includes icons for file operations (Save, Open, Print, Copy, Paste), a green plus sign for "Add", a red X for "Delete", an orange cube for "Delete All", navigation arrows, a printer, a calendar, and a monitor.
- Record Information: PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545
- Buttons: ChangeMode (with a three-dot menu icon)
- Dropdown: A dropdown menu with a checkmark icon and the text "????-????????-????????".
- Table: A table with the following structure:

	Immunization	Expiration Date
▶ 1	TB - TB TEST	
- Status Bar: Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:05:34 PM

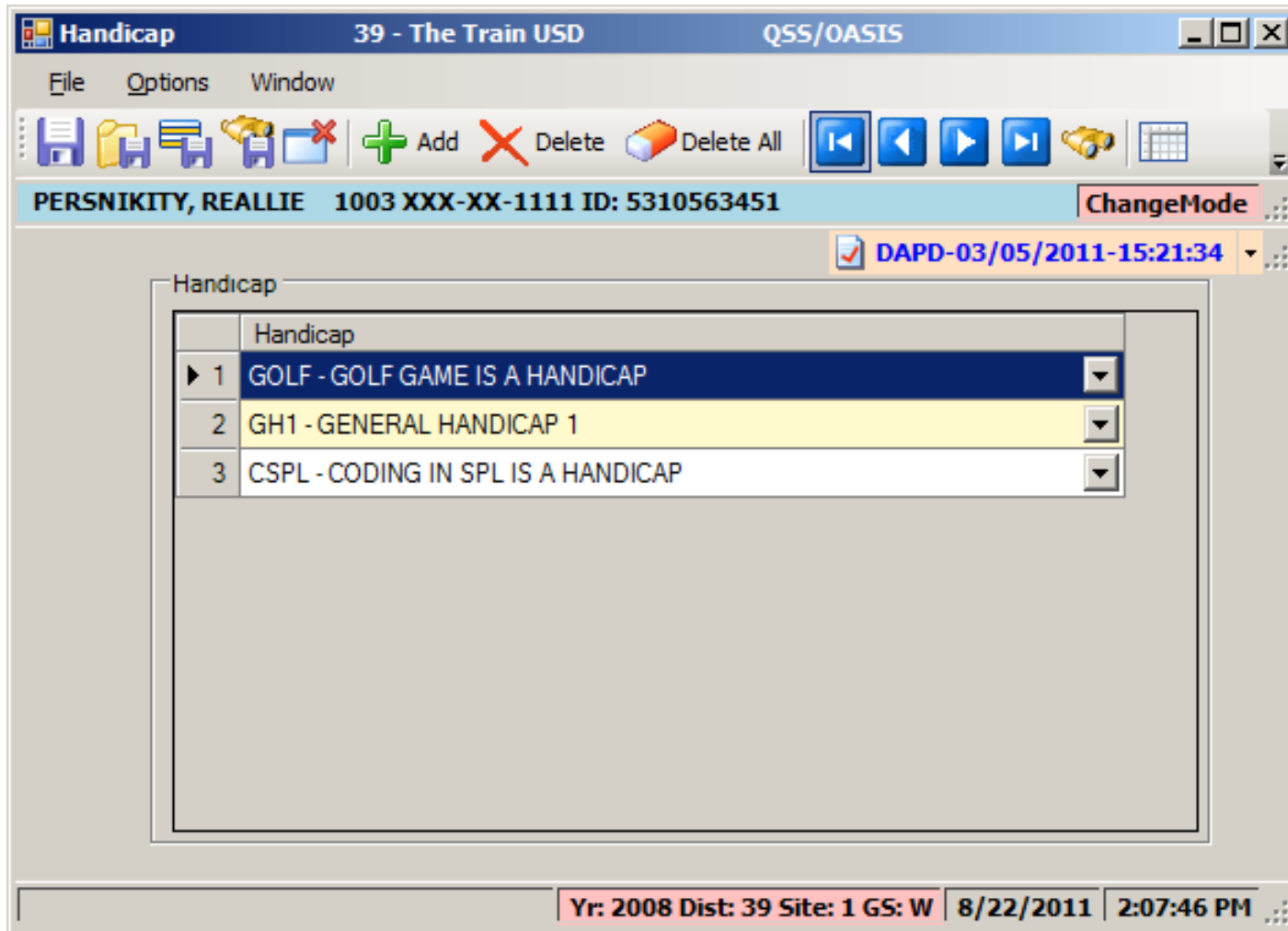
# Medical (ME\*)

The screenshot shows a software window titled "Medical" with a menu bar (File, Options, Window) and a toolbar containing icons for save, print, add, delete, and navigation. The patient information bar displays "PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451" and a "ChangeMode" button. A date/time stamp "DAPD-03/05/2011-15:20:30" is visible. The main area is a table with the following data:

Medical	
1	HNL - HANG NAIL
2	BRKA - BROKEN ARM
3	CCOD - CANT CODE PER DR'S ORDERS

The status bar at the bottom shows "Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:06:40 PM".

# Handicaps (ME\*)



# Credentials (SK\*)

**Credentials** 39 - The Train USD QSS/OASTS

File Options Window

Save Save and Close Close Add Cr Del Cr Del All Cr's Switch to: ▾

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451 ChangeMode

DEA1-04/08/2011-16:47:26

**Credentials**

	Credential Description	Certificate Level	Certificate Type	Expiration Date	Lifetime	Certificate #
1		03	P1		<input checked="" type="checkbox"/>	123454
▶ 2				12/15/2005	<input type="checkbox"/>	45678
3		05	NK		<input checked="" type="checkbox"/>	5678
4					<input checked="" type="checkbox"/>	123456789

**Subject**

+ Add Sub X Del Sub Del All Sub's

	Subject Description	Certificate Level
1	0004 - Spanish	
▶ 2	0001 - Algebra	

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:11:50 PM

# CA-CTC Credentials View

CA-CTC Credentials View 39 - The Train USD QSS/OASIS

File Options Window

Close Search Navigation Switch to: ▾

**PERSON, REAL 1000 XXX-XX-5555 ID: 7676767699** InspectMode

Not available ▾

Last Name: PERSON First Name: REAL I:

CBEST:  Status:  First Registered:

Hire:  Rehire:  Original Hire:  Date of Birth:

	Credential	Credential Name	Level	Type	Document	Start Date	Expiration Date	Reg Date	Original Date
▶ 1	RYADMSVS	ADMINISTRATIVE SERVICES							
2	BCLAD	BILINGUAL CC LNG & ACADEMIC DE							

Subject/Codes Expanded Subject Description Comments Districts

Type1	Type2	Subject Code	Subject Name

Authorization Codes	Authorization Code Name

Renewal Codes	Renewal Code Name

Most Recent Comment:

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:15:53 PM

# Degrees (SK\*)

Degrees 39 - The Train USD QSS/OASIS

File Options Window

Icons: Add, Delete, Navigation, Print, Switch to: Prime Posn

PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545 ChangeMode

????-??????????-?????????

Education	Institution	Major	Minor	Date	Units
BS - BACHELOR OF SCIENCE	000071 - NORTHERN ILLINOIS UNIVERSITY				0.00
MA - MASTERS DEGREE	000027 - SAN JOSE STATE UNIVERSITY				0.00

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:17:24 PM

# Skills (SK\*)

Skills 39 - The Train USD QSS/OASIS

File Options Window

Save Copy Paste Add Copy Delete Delete All Print A+ Navigation Search Switch to: ▾

PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451 ChangeMode ⋮

DAPD-04/04/2011-12:13:49 ⌵ ⋮

Skill	Awarded	Expires	Type	Cert. #
▶ AID - First Aid Training ▾		12/31/2008	01 - Sample Name 01	Y
TY60 - TYPE 60 WORDS A MINUTE ▾	01/01/2009	01/01/2011	05 - Sample Name 02	1234
TY60 - TYPE 60 WORDS A MINUTE ▾	02/21/2008			34545
TY99 - TYPE 99+ WORDS A MINUTE ▾			1Y - ONE YEAR NON-RENEWABLE EMRGNCY	123456

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:20:43 PM ⋮

# Inservice (SK\*)

The screenshot shows the 'Inservice' application window. The title bar includes '39 - The Train USD' and 'QSS/OASIS'. The menu bar has 'File', 'Options', and 'Window'. The toolbar contains icons for file operations, a '+ Add' button, a '- Delete' button, navigation arrows, a printer icon, a calendar icon, a computer icon, and a 'Switch to:' dropdown. A status bar at the top displays 'PERSNIKITY, REALLIE 1003 XXX-XX-1111 ID: 5310563451' and a 'ChangeMode' button. Below this is a 'Not available' dropdown. The main area features a table with the following data:

Inservice Comp	Start	End	Institution	Subject	Hours
00000005 - ADVANCED RUBY	03/07/2011		000013 - DE ANZA COLLEGE		0

The bottom status bar shows 'Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:23:26 PM'.



# Educational Units (EU)

**Educational Units** 39 - The Train USD QSS/OASIS

File Options Window

Save Print Add Delete Navigation Switch to: ▾

PERSNIKITY, REALIE 1003 XXX-XX-1111 ID: 5310563451 ChangeMode

DEA1-02/22/2011-09:53:34 ▾

All Course Duplicate Course

	Submit Date	Course	Title	College	R	Completed Date	QTR Units	Sem Units	E	L	Audit Date	Audit Time & User
▶ 1	07/01/2007	RUBY	Learning Ruby	000099 - MENLO COLLEGE ▾		08/31/2007		3.00			04/07/2008	09:58:13 by DAPD
2	10/01/2007	ADVRUBY	Advanced Ruby	000099 - MENLO COLLEGE ▾		11/30/2007		3.00			04/07/2008	09:58:13 by DAPD
3	04/01/2008	RRAILS	Ruby and Rails	000099 - MENLO COLLEGE ▾	R	11/30/2007		3.00			04/07/2008	09:58:13 by DAPD
4	10/20/2009	DFD	DOS For Dummys	000028 - SANTA CLARA UNIVERISTY ▾		09/30/2009		1.00			07/27/2010	10:09:49 by DEA1

Total Units: 10

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:24:57 PM

# Evaluation (EV\*)

Evaluation 39 - The Train USD QSS/OASIS

File Options Window

Save Print Copy Paste Add Delete Navigation Print Switch to: ▾

PERSON, REAL 1000 XXX-XX-5555 ID: 76767699 ChangeMode

DAPD-09/26/2007-06:21:55 ▾

Evaluation

	Evaluator SSN	Evaluator Name	Position #	Position Name	Date	Rating	Year	Related Position	ABBR.	Type
▶ 1	222-22-2222	SENGUPTA SANDIP			07/01/2007	05	08	000213	TCHRRSP	X
2	111-11-1111	PERSNIKITY REALLIE			07/01/2006	04	08	000214	TCHRRSP	X

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:26:26 PM

# Test Results (EV\*)

The screenshot shows a software window titled "Test Results" with a menu bar (File, Options, Window) and a toolbar containing icons for file operations and navigation. The main area displays a table with the following data:

	Test	Date	Score
▶ 1	ACT - The ACT Test	03/03/2008	390

Additional interface elements include a status bar at the top with "PERSON-SMITH, DARRYL 1002 XXX-XX-4445 ID: 4545454545", a "ChangeMode" button, a date/time dropdown "DEA1-03/04/2010-16:11:35", and a bottom status bar showing "Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:27:25 PM".

# Quick Label Print

The screenshot shows the 'Quick Label Print' application window. The title bar includes '39 - The Train USD' and 'QSS/OASIS'. The menu bar has 'File' and 'Options'. The toolbar contains icons for 'Print Labels', 'Print Sample', 'Print Sample Without Borders', 'Preview', 'Preview Off', and 'Close'. A status bar at the top right shows 'Microsoft Sans Serif, 8.25' and 'InspectMode'. The main interface is divided into a settings panel on the left and a preview area on the right.

**Settings Panel:**

- Label Style: Employee Name and Address Labels
- Avery Label Number: Avery 5160 (3 x 10)
- Labels per Employee: 1
- Copies: 1
- Start at Label: 1
- Total Employees: 5
- Total Labels: 5
- Choose Employee(s):
  - Selected Employee
  - Listed Employees

**Sample Label:**

Employee W. Name  
2020 Fineview Blvd.  
Future City, CA 98765-2020

**Preview Area:**

TRUERAN, 827 American Street, SAN CARLOS, CA 94070	DEBRAE PERDON, 2121 G. CHARNOFF RD., SAN MATEO, CA 94403	R. SALLIE PERDONITY, 1224 S. MAIN, STR. 227, SAN MATEO, CA 12245
REAL PERSON, 1224 S. MAIN, ST. SAN MATEO, CA 94403	DARRYL PERDON-SMITH, 1224 S. MAIN, STR. 227, SAN MATEO, CA 94403	

**Status Bar:** Yr: 2008 Dist: 39 Site: 1 GS: W 8/21/2012 8:13:30 AM

# Navigation Tools (MA)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Navigation menu items:

- Default Home Field: Emp Title Ctrl+Alt+H
- Custom Home Field: <unassigned> Ctrl+Alt+C
- Region Home Fields
- QuikTab Fields

Emp Title Ctrl+0

Address, Mailing Ctrl+1

Address, Residence Ctrl+2

Date, Hire Ctrl+3

Hispanic/Latino Ctrl+4

ChangeMode

DEA1-08/18/2011-11:27:16

Show SSN

Title: MR Last Name: PERSNIKITY First Name: REALLIE

Mailing Address: 1234 S. MAIN STREET Restrict

City: SAN MATEO State: CA ZIP: 12345

Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: ( ) - T:

Work email: jeffv@qss.com

Home email:

Resident Address:

City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956

Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:

Fingerprint: 04/12/2000 Z Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007

Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMNT

Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:

Hispanic/Latino:  Disabled:  Veteran:  # Dependents: 0 Lang 2:

Ethnic/Race: FI - FILIPINO Fringe:  Loyalty:  Lang 3:

Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AI

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:30:18 PM

# Navigation Tools (MA) (continued)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Navigation menu items:

- Default Home Field: Emp Title Ctrl+Alt+H
- Custom Home Field: <unassigned> Ctrl+Alt+C
- Region Home Fields
- QuikTab Fields
  - Emp Title Ctrl+Alt+0
  - Emp Last name Ctrl+Alt+1
  - Emp First name Ctrl+Alt+2
  - Emp Middle initial Ctrl+Alt+3
  - Emp Preferred name Ctrl+Alt+4

MR PERSNIKITY, REALLIE

ChangeMode

DEA1-08/18/2011-11:27:16

Title: MR Last Name: PERSNIKITY First Name: REALLIE

Mailing Address: 1234 S. MAIN STREET

City: SAN MATEO State: CA ZIP: 12345

Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: ( ) - T: ( )

Work email: jeffv@qss.com

Home email:

Resident Address:

City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956

Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:

Fingerprint: 04/12/2000 Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007

Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMT

Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:

Hispanic/Latino:  Disabled:  Veteran:  # Dependents: 0 Lang 2:

Ethnic/Race: FI - FILIPINO Fringe:  Loyalty:  Lang 3:

Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AF

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:31:50 PM

# Navigation Tools (MA) (continued)

Demographic 39 - The Train USD QSS/OASIS

File Options Navigation Window

Settings Configure Field Navigation Ctrl+N Switch to: Prime Posn

Close F12 1003 XXX-XX-1111 ID: 5310563451 ChangeMode

DEA1-08/18/2011-11:27:16

Title: MR Last Name: PERSNIKITY First Name: REALLIE I: Preferred: SNIKSTER Name History \* Show SSN

Mailing Address: 1234 S. MAIN STREET Restrict

City: SAN MATEO State: CA ZIP: 12345

Hm: (650) 555-1212 T: M Restrict Wrk: (650) 372-0200 Ex: 608 T: B Oth: ( ) - T:

Work email: jeffv@qss.com

Home email:

Resident Address:

City: State: MT ZIP:

Hire: 07/01/1998 Rehire: Original Hire: 07/01/1997 Date of Birth: 07/31/1956

Long base: Ann base: 04/24/5011 TB Ex: 08/15/2014 Evaluation due:

Fingerprint: 04/12/2000 2 Seniority: 04/24/5011 Prev Seniority: Misc: 07/01/2007

Type: FT - FULLTIME Group: Gender: M 19: Bargaining unit: 04 - MGMT

Ethnicity: PI - PACISLND Rep code: 02 - CLASS Citizen: US - USA Lang 1:

Hispanic/Latino:  Disabled:  Veteran:  # Dependents: 0 Lang 2:

Ethnic/Race: FI - FILIPINO Fringe:  Loyalty:  Lang 3:

Race: 100 - AMERICAN 201 - CHINESE 301 - HAWAIIAN 206 - LAOTIAN 600 - BLACK/AF

Yr: 2008 Dist: 39 Site: 1 GS: W 8/22/2011 2:33:09 PM

# Navigation Tools (MA) (continued)

**File**

**Default Home Field**  
The field on which the cursor is placed by default when this dataform is activated.

Default Home field : Emp Title

**Custom Home Field**  
If 'Use Custom Home Field' is checked, the cursor is directed to the selected field when this dataform is activated.

Use Custom Home Field [Configure](#)

Custom Home field : <unassigned>

**Predefined Region Home Fields**  
The following represent home fields for pre-defined regions on this dataform. The cursor can be directed to these fields by pressing [Ctrl+<idx>] where idx is the number of the defined region.

- 0. Emp Title
- 1. Address, Mailing
- 2. Address, Residence
- 3. Date, Hire
- 4. Hispanic/Latino

**QuikTab Fields**  
Up to 10 fields on the screen can be defined so that the cursor can be directed to those fields by pressing [Ctrl+Alt+<idx>], where idx can be 0 through 9.

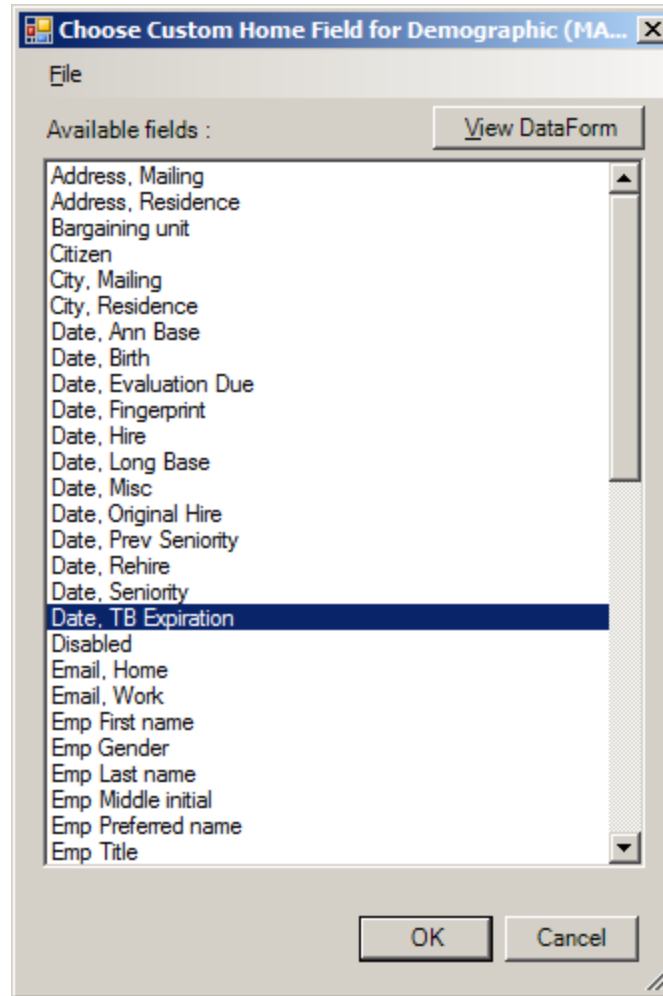
[Configure](#)

0. Emp Title	5. <unassigned>
1. Emp Last name	6. <unassigned>
2. Emp First name	7. <unassigned>
3. Emp Middle initial	8. <unassigned>
4. Emp Preferred name	9. <unassigned>

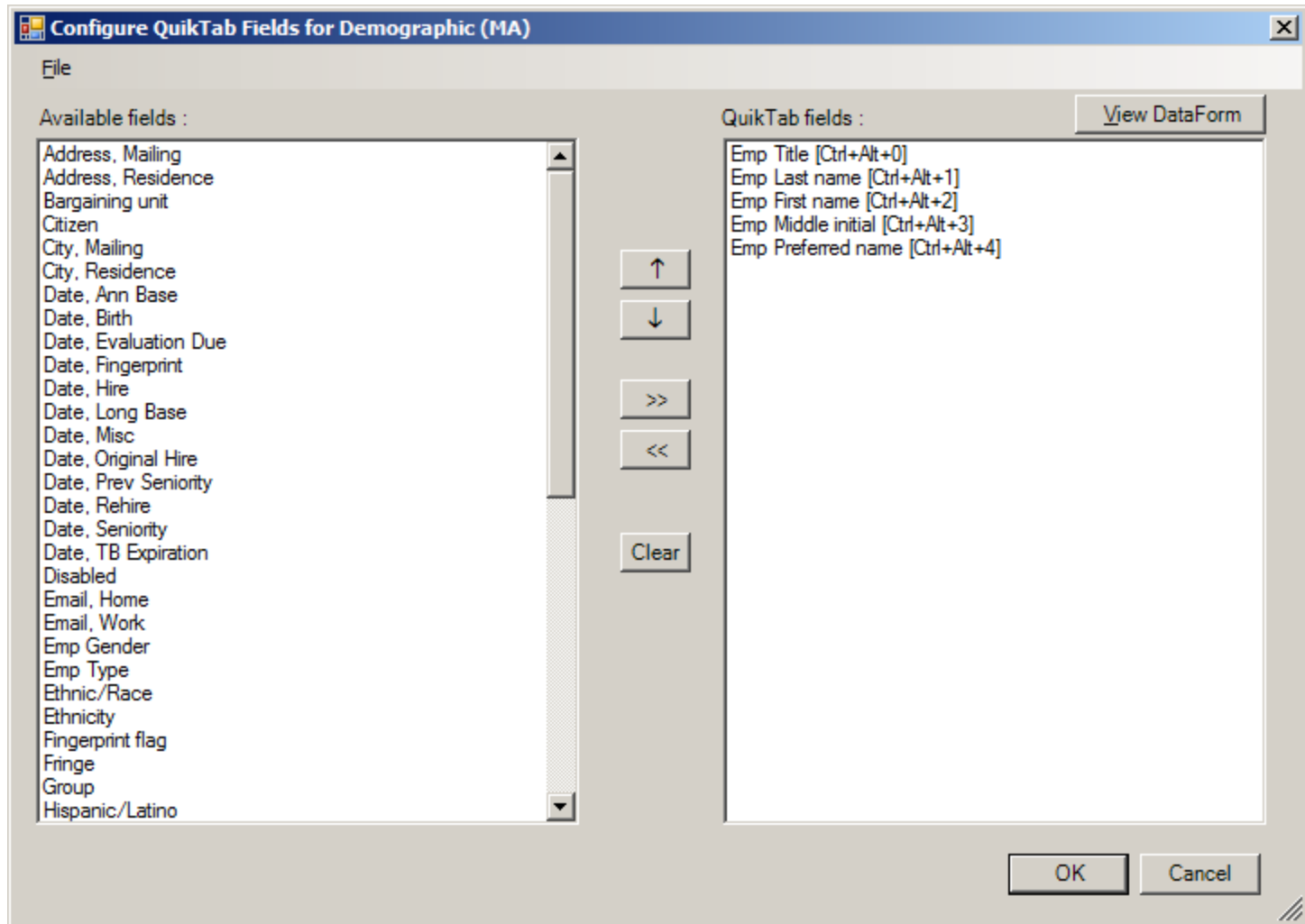
OK Cancel



# Navigation Tools (MA) (continued)



# Navigation Tools (MA) (continued)



# Bonus Feature – Added between Emp Maint #1 and Emp Maint #2

Employee Maintenance 39 - The Train USD QSS/OASIS

File Options Window Help Hot Keys

Search complete. 3 record(s) found.

Search Panel

By SSN By Ext Ref By Name By ID District: 39  Include Terminated  Add to grid

Selected Employee/List

persn PERSON, REAL

Ext Ref#: 001000 SSN : XXX-XX-5555 SEID: 76767699

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
PERSNIKITY, REALLIE (SNIKSTER)	001003	M	FT	0002	04	02	AV		555-1212 x143
PERSON, REAL (DAPINO)					04	02	A2		(650)372-0200 x608
PERSON-S					04	02	A2		(650)372-0200 x608

Demographic (MA) for PERSON, REAL  
 Assignments/ENH (EA) for PERSON, REAL  
 Pay Lines (PR) for PERSON, REAL  
 Deductions (PD) for PERSON, REAL  
 QuikPeek: All Posns  
 QuikPeek: Comments  
 QuikPeek: W4 Data  
 Remove PERSON, REAL from Grid

Yr: 2008 Dist: 39 Site: 1 GS: W 8/20/2012 12:14:48 PM