Welcome to the Personnel Downloader (PDL) Webinar

The **Personnel Downloader (PDL)** webinar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users on using the QSS/OASIS PDL tool to select and download personnel data for use in other applications.

When is it?

Thursday, **December 4, 2014** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

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

Why attend?

The **Personnel Downloader (PDL)** webinar covers:

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

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**. Mail a check payable to:

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070

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 Lisa Knight, LKnight@ccoe.net).