QSS Customer Education

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?

Wednesday, **December 2, 2015** 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).

Will this webinar be recorded?

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC "Help+Video" menu.