

2/24/15

## SUMS Training

DAS will provide ongoing SUMS user training to any current and new users who would like to learn more about using, navigating and running reports in the SUMS billing application.

Users will learn:

- Logging in
- Coding structure
- Finding/printing invoices and charges
- Usage reports
- Supporting resource identifiers of usage reports
- DAS OIT quarterly invoicing structure/methodology
- Downloading reports to Excel
- 1 Hour open Q&A session

We currently have 4 classes scheduled for the rest of calendar year 2015. Space is limited to 15 students per class:

April 29<sup>th</sup> from 1:00 - 3:30 PM, DAS 40<sup>th</sup> Floor Computer Lab, Rhodes Tower

June 25<sup>th</sup> from 1:00 - 3:30 PM, DAS 40<sup>th</sup> Floor Computer Lab, Rhodes Tower

September 24<sup>th</sup> from 1:00 - 3:30 PM, DAS 40<sup>th</sup> Floor Computer Lab, Rhodes Tower

December 10<sup>th</sup> from 1:00 - 3:30 PM, DAS 40<sup>th</sup> Floor Computer Lab, Rhodes Tower

Please email Steve Dawson at to schedule classes via email [steven.dawson@das.ohio.gov](mailto:steven.dawson@das.ohio.gov) or by phone at 614-728-1963. If you need new user(s) added to SUMS, he/she can set up new users and reset passwords as well.