

Fleet Data Clean-Up Workshops



The following workshops are available for agencies to receive assistance in correcting Fleet Management data in MAGIC. Staff from DFA/Bureau of Fleet Management and DFA/MMRS will be available to assist users with questions regarding correcting data. These are not a training class.

Registration must be completed within LSO and is based on a **first-come first-served basis**. For instructions on how to use LSO, please refer to the *LSO Employee Self Service* instructions on the [LSO webpage](#). The workshop is listed in the *MAGIC* folder of the *Finance and Administration Catalog* in LSO.

Five registration slots are available for each workshop. Agencies should only have one employee register, but can bring up to four additional staff members. An employee with Property office roles and an employee with Fleet Coordinator roles should be present in order to correct data in MAGIC. Also, the agency should bring vehicle and maintenance data to the workshop. If you are unsure if you have the appropriate security roles and/or have questions about the workshop, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.

LSO Code	FLEETDATA
LSO Name	Fleet Data Clean-up Workshop
LSO Location	The MAGIC folder of the Finance and Administration course catalog.

Date	Time
* Wednesday, November 7 th	8:30 – 12:00
Thursday, November 8 th	1:00 – 4:30
Wednesday, November 14 th	8:30 – 12:00
Thursday, November 15 th	1:00 – 4:30

* The Wednesday, November 7th workshop will be held in Training Room 209 of the Woolfolk Building Annex.

All other workshops will be held in the Robert G. Clark Building at 301 North Lamar Street in Jackson. Entrance is only available via North Lamar Street. Parking is available on the 5th floor or above of the Robert E. Lee parking garage, the parking lot behind the old Wright and Ferguson Funeral Home (corner of High & Lamar street), or metered parking around the building. DFA does not validate or pay for parking.

Food and beverages will not be provided. There are vending machines available in the building. No food or beverages are allowed in the training rooms.

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IMPORTANT: You may receive several automatic emails from LSO. You are **not** officially booked in the workshop unless you receive an email similar to the one below.

Also, please know that if the maximum capacity for the workshop has been reached before you receive a confirmation you may receive an email / call from MMRS letting you know that you have not been booked in the workshop.

Dear

This is to confirm your booking for the course

Course	:	Reverse Auction
Reference number	:	E 50003257
Delivery method	:	Instructor-led Training
Start Date	:	December 05, 2017