



MEETING AGENDA – Cityworks Training

Day 1- Foreman/Supervisor/Dispatch Training

Date/Time	Topic	Participants
8:00a to 9:30a	Configuration Review <ul style="list-style-type: none">• Site Configuration• Groups & Security• Review of configuration<ul style="list-style-type: none">◦ Assets◦ GIS◦ Service Requests◦ Work Orders◦ Inspections◦ Custom Fields◦ Reports/ Printing• Changes	Quincy Stephen Washburn Jackie Devin Chris Newton Jim Mastroianni Shaun Brennan Frank McArdle Adam Valentino Nancy Ball Corrine Detoma WC Rachel Osborn
9:30a to 10:00a	Break	
10:00a to 12:00a	End User Training Respond Training <ul style="list-style-type: none">• Dashboards• Asset Selection/Map• Work Orders• Inspections• Service Requests	Same
12:00p to 1:00p	LUNCH	
1:00p to 4:00p	End User Training Office Training <ul style="list-style-type: none">• Reports• Admin Mobile Training <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync GIS Enterprise Training <ul style="list-style-type: none">• Portal login• Editing/ GIS Review Areas• Field Maps	Same



Day 2- Staff Training

Date/Time	Topic	Participants
8:30a to 10:00a	Group 1 – Jetting/ Heavy/ CCTV Cityworks Mobile Training <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync ArcGIS Field Maps Training <ul style="list-style-type: none">• Interface Overview• Asset Data• Attachments/ Documents	Quincy Stephen Washburn Jackie Devin Scott Alden Steve Bradley James McCue Alan Morano WC Rachel Osborn
10:00a to 11:00a	Group 2 – Field Staff 1 Cityworks Mobile Training <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync ArcGIS Field Maps Training <ul style="list-style-type: none">• Interface Overview• Asset Data• Attachments/ Documents	Quincy Stephen Washburn Jackie Devin Gerry Frawley Steve Kozlowski Edward Rowan WC Rachel Osborn
11:00a to 12:00p	Group 3 – Field Staff 2 Cityworks Mobile Training <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync ArcGIS Field Maps Training <ul style="list-style-type: none">• Interface Overview• Asset Data• Attachments/ Documents	Quincy Stephen Washburn Jackie Devin Cullen Maher Eric Malames Shaun Maloof WC Rachel Osborn
12:00p to 1:00p	LUNCH	



1:00p to 2:00p	<p>Group 4 – Meter/ Leak</p> <p>Cityworks Respond Training</p> <ul style="list-style-type: none">• Dashboards• Asset Selection/Map• Work Orders• Inspections• Service Requests <p>Cityworks Mobile Training</p> <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync	<p>Quincy Stephen Washburn Jackie Devin Jodi Bergstrom Kristina Galligan Brian Pekkinen</p> <p>WC Rachel Osborn</p>
2:00p to 3:00p	<p>Group 3 – Pump Stations</p> <p>Cityworks Mobile Training</p> <ul style="list-style-type: none">• Asset Selection• Work Order Creation• Sync <p>ArcGIS Field Maps Training</p> <ul style="list-style-type: none">• Interface Overview• Asset Data• Attachments/ Documents	<p>Quincy Stephen Washburn Jackie Devin Dave Tamulis Tim McCormack Rob Wright</p> <p>WC Rachel Osborn</p>
3:00p to 4:00p	<p>Group 5 – Storeroom</p> <p>Storeroom Training</p> <ul style="list-style-type: none">• Adding Users• Adding Inventory items• Mobile Interface	<p>Quincy Stephen Washburn Jackie Devin Eric Wood</p> <p>WC Rachel Osborn</p>

CITY OF QUINCY PUBLIC WORKS



CITYWORKS & ENTERPRISE TRAINING

Day 2: Staff Training

MEETING DATE: 2/1/2024

PRINTED NAME	TITLE	SIGNATURE
Steven Bradley	Heavy M.E.O	
GREG COOPER	WORKING FOREMAN	
Jim McCue	Video Tech	
Scott Alden	Special Heavy	
Jodi Bergstrom	LEAK Det. Supervisor	
Ed Rowan	w/s Craftsman	
Eric Malanes	w/s foreman.	
Kristina Galligan	water SV. inspec.	
Robert Wright	PUMP station operator	
Tina McGaugh	Pump Station Operator Laborer	
Shawn Malof	Craftsman	
Cullen Malof	Special Heavy M.E.O	

CITY OF QUINCY PUBLIC WORKS

The seal of the city of Quincy, Massachusetts. It is circular with a green border. The border contains the text "QUINCY" at the top and "MASS." at the bottom. The center of the seal features a landscape with a lighthouse on a cliff, a body of water, and a small town in the background.

CITYWORKS & ENTERPRISE TRAINING

Day 1: Foreman/Supervisor/Dispatch Training

MEETING DATE: 1/31/2024