



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

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 Malames	w/s foreman.	
Kristina Galligan	water sv. inspec.	
Robert Wright	pump station operator	
Tim McGonack	Pump Station ^{LABORER} OPERATOR	
Shaun McLoof	Craftsman	
Cullen Malles	Special Heavy MEO	

MEETING DATE: 1/31/2024

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