

PubWorks / Leon Valley Training Schedule

TUESDAY, November 19th:

8:00-12:00 – Installation

- Work with the IT staff to install the database on the SQL server and install client software on PCs.
- Work with GIS to connect to spatial data

12:00-1:00 – Break

1:00-4:00 – Fleet Training

- Overview
- Equipment and Parts Inventory introduction
- Setting up PMs, entering Work Orders and handling Parts
- Work Order Status
- Reporting

WEDNESDAY November 20th:

8:00-12:00 – Overview

- **PubWorks** Basics
- Explanation and Demonstration of
 - Service Requests (demand maintenance)
 - Daily Activities (recording work for a single employee)
 - Crew Activities (recording for a crew of employees)
 - Work Orders (scheduled/planned maintenance)
 - User Powers and Preferences

12:00-1:00 – Break

1:00-4:00 – Service Requests and Daily Activities

- Creating, modifying and closing Service Requests
- Service Request status
- Creating Daily and Crew Activity entries
- Linking Activities and Service Requests

THURSDAY November 21st:

8:00-12:00 – Work Orders

- Asset-Task Plans
- To Do List
- Work Order creation and use
- Work Order status
- Asset Search

12:00-1:00 – Break

1:00-4:00 – Review, Reporting and Recap

- Review, Q&A on Activities, Service Request and Work Orders
- Running Management Reports
- Review Data Issues
- Review Next Steps