2020 CIMS User Conference
Agenda – Day 1
June 18, 2020

Day 1	
8:15 – 8:45am	Registration
8:45 – 9:00am	Welcome & Introductions
9:00 – 10:15am	Session 1 – General Topics Overview & Discussion Best Practices for Computers & Networks Getting started using CIMS Navigating the CIMS system Modules: Basic Modules, Report Manager, Admin, Utilities
10:15 – 10:30am	Morning Break
10:30 – 11:45am	Session 2 – Job Costs & Projects Capturing daily job costs Setting up & using projects Analyzing job cost information Modules: Job Cost, Projects, Management
11:45 – 1:15pm	Lunch (on your own)
1:15 – 2:45pm	Session 3 – Problems & Workorders Capturing problem requests Processing CIMS mobile app reported problems Generating workorders Modules: Problems, Mapping, Mobile App
2:45 – 3:00pm	Afternoon Break
3:00 – 4:30pm	Session 4 – Equipment, Garage & Fuel Tracking equipment Capturing service & repair costs Capturing fuel costs Modules: Equipment, Garage, Inventory, Fuel
4:30 – 5:00pm	Day 1 Wrap-Up

2020 CIMS User Conference
Agenda – Day 2
June 19, 2020

Day 2	
8:15 – 8:45am	Arrival
8:45 – 10:15am	Session 5 – Mapping Updating GPS info for mapping Mapping data from various modules Modules: Mapping, Bridges, Roads, Signs
10:15 – 10:30am	Morning Break
10:30 – 11:45am	Session 6 – Budgets & Purchases Setting up & tracking budgets Generating & tracking purchases Modules: Budget, Purchases, Expenses
11:45 – 1:15pm	Lunch (on your own)
1:15 – 2:45pm	Session 7 – Miscellaneous Capturing & using accident info Collecting herbicide info Capturing & using inspection data Modules: Accidents, Herbicides, Inspections
2:45 – 3:00pm	Afternoon Break
3:00 – 4:30pm	Session 8 – Miscellaneous Generating permits Capturing & using subdivision data Modules: Permits, Subdivisions
4:30 – 5:00pm	Day Wrap-Up