Product Vendor	Product	Custodian	Purpose	Type of Data	Frequency of updates
Accelerated Technology Laboratories, Inc.	Sample Master (LIMS)	Lab	Lab test results	Electronic records, reports	Daily
Adobe	Adobe Acrobat	All	Document review and creation	Documents	Daily
Adobe	Creative Suite	EA	Media content creation	Electronic records	Daily
Autodesk	AutoCAD	ENGR	Construction project design	Documents, electronic records	Daily
Bluebeam	Bluebeam Revu	ENGR	Construction project design and inspection	Documents, electronic records	Daily
CAPO	CPMaxis	ENGR	Construction project schedulemanagement	Electronic records, reports	Daily
CIPO	CIPO Cloud	ENGR	Construction project correspondent management	Documents, electronic records	Daily
Cisco	Unified Communication Manager	IT	Telephone System	Employee name, department, and phone number	Weekly
DocuSign	DocuSign	IT	Electronic signature	Documents, records	Daily
eCivis	eCivis	Grants	Grant research, grant tracking and management	Documents, electronic records, reports	Daily
Equifax	The Work Number	HR	Digital employment verification	Electronic records	Daily
Esker	Esker On Demand	Accounting	Unified platform for processing invoices	Documents, electronic records, reports	Daily
ESRI	ArcGIS Online ArcGIS Professional	IT	Geographic Information System	Spatial data	Daily
Granicus	Government Transparency Suite Open Platform Suite Peak Agenda Meeting Efficiency	ADMIN	Board meeting video record andarchive	Video	Weekly
Granite	Granite XP	OPS (Collections)	Inspection and video of sewer system	Videos, electronic records	Daily
Innovyze	InfoWater and InfoSewer	ENGR, SP	Simulation and modeling tools	Electronic records	Daily
IT Vizion	CIPO	ENGR	Construction project management	Electronic records, reports	Daily
Linko Technology Inc.	Linko / Linko Exchange	OPS	Field sample record tracking	Electronic records, reports	Daily
Microsoft	Exchange	IT	Email	Email, calendar, contacts	Daily
Microsoft	File Server	IT	File storage	Documents and digital media files	Daily
Microsoft	SQL Server	IT	In-house database storage	Electronic records	Daily
Microsoft	Office 365	All	Communication and collaboration	Electronic records	Daily

Product Vendor	Product	Custodian	Purpose	Type of Data	Frequency of updates
NeoGov	Insight & Onboard	HR	Recruitment and onboarding new employees	Documents, electronic records, reports	Daily
Netfile	Netfile	ADMIN	Statement of Economic Interest Disclosure filing	Documents, Electronic Records	Monthly
Oracle	Primavera	ENGR	Construction project management	Electronic records, reports	Daily
OrgChart	OrgChart Now	HR	Organizational structure visualization tool	Electronic records, reports	Daily
PaSTA	PaSTA	OPS	Scheduling and planning	Electronic records, reports	Daily
PlanetBids	Vendor Management Bid Management eBidding Public Works Evaluation Management Business & Insurance Certification Management	CAP	Procurement solicitation, insurance management	Request for proposals and responses	Daily
Prism Enterprise	WeighMaster	OPS (IERCF)	Measure truck weights	Electronic records, reports	Daily
RIO	Laserfiche	RM and IT	Electronic content management system	Documents, Agency records	Daily
RockDove Solutions	In Case of Crisis	HR	Disaster Response planning and notification	Documents	Monthly
Sage	ABRA	HR	Training record management Historical employee data (before 2013)	Electronic records	Daily
SAP	BusinessObjects Enterprise	IT	Enterprise reporting tool	Documents, interactive reports/dashboards	Daily
SAP	SAP ERP Business Suite	IT	Financial, HR and logistics for business processes	Electronic records (transactions and master data)	Daily
Techsmith	Camtasia	IT	Training material development	Media files	Monthly
Techsmith	SnagIt	IT	Documentation tool	Documents	Daily
VEEAM	VEEAM Backup	IT	Backup and restoration for Office365 and OneDrive	Emails and files	Daily
VMWare	AirWatch	IT	Mobile device management	Electronic records	Daily
Winshuttle	Winshuttle	IT	Process automation	Electronic records (transactions and master data)	Daily
WordPress	Agency's external website	EA and OPS	Public communication	Documents, web content and media files	Daily
Zoom	Zoom	All	Communication and collaboration	Electronic records	Daily
SkillSurvey	Electronic Reference Check	HR	Online reference check	Electronic records, reports	Daily

Glossary

All   All Staff

ADMIN   Administration

AP   Accounting

CAP   Contract & Procurement

EA   External Affairs

ENGR Engineering

HR   Human Resources

IERCF Inland Empire Regional Compost

Facility IT   Information Technology

LAB   Laboratory

OPS   Operations

RM   Records Management

SP   Strategic Planning