Catalog of Enterprise Systems

VENDOR AND PRODUCT:	**Microsoft, Office 365 Suite**
SYSTEM PURPOSE:	To create administrative and project documents
CATEGORIES/TYPES OF DATA:	Agendas, minutes, budgets, administrative and project spreadsheets, email correspondence, contracts, presentations, administrative and project documents
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Intuit, QuickBooks**
SYSTEM PURPOSE:	Accounting software to track accounts receivable, accounts payable, payments, aging
CATEGORIES/TYPES OF DATA:	Accounting records, project and vendor information
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**ESRI, ArcGIS**
SYSTEM PURPOSE:	Geographic Mapping System
CATEGORIES/TYPES OF DATA:	Electronic representation of geographic information
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Microsoft, Access**
SYSTEM PURPOSE:	To track contacts and contract information.
CATEGORIES/TYPES OF DATA:	Project and contact information
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

Catalog of Enterprise Systems, cont.

VENDOR AND PRODUCT:	**Autodesk, AutoCAD Civil 3D**
SYSTEM PURPOSE:	Electronic drafting of engineered designs, plans, and documents
CATEGORIES/TYPES OF DATA:	Engineered design documents
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Kofax Power PDF**
SYSTEM PURPOSE:	Electronic document creation, editing, and signing
CATEGORIES/TYPES OF DATA:	Standard portable document files (PDF)
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	**Adobe, InDesign 2023**
SYSTEM PURPOSE:	Electronic creation of documents
CATEGORIES/TYPES OF DATA:	Standard portable document files (PDF) and InDesign files (INDD)
DEPT./PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed