

Technology Available to Staff

Software/Equipment Name	Description	Main Contact for Questions
Adobe Acrobat	Used to create and edit PDF files for displaying on the web and eliminating the use of paper when possible. This software is made available on local computers to employees whose job functions require its use.	Michael Papa , IT Manager
AppliTrack	Used for recruiting, screening, tracking, and hiring job applicants as well as onboarding new employees and managing related forms and files. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. The software can be accessed on any device with internet access and a browser.	Paula Bickel , Director of HR & Risk Management
Barracuda Message Archiver	Used to store a copy of all e-mails sent and received through District e-mail addresses on a separate server as required by Illinois law in case of a Freedom of Information Act request.	Michael Papa , IT Manager
Basecamp	Used for basic project management tasks including communication, assigning tasks, creating calendar dates, and storage of documents. Any employee currently working on a "project" in Basecamp has the ability to invite another user to participate in that project. Staff are granted permission to create new projects based on their position at the Park District. The software can be accessed on any device with internet access and a browser with apps available for mobile devices.	Bobbi Nance , Project Manager
Constant Contact	Used for e-mail marketing campaigns and community e-mail newsletters. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. The software can be accessed on any device with internet access and a browser.	Diane Stanke , Director of Marketing & Customer Service
Employee Service Portal (ESP)	Used to post employee paycheck stubs as well as W-2s. Important documents and announcements are also posted to ESP to keep staff informed. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. All staff are required to create a user account on ESP software upon hiring. The software can be accessed on any device with internet access and a browser at https://mypaydocs.harriscomputer.com/espemployee/ .	Tracy Domino , Payroll Assistant

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HelpGizmo	Used for the creation, storage, and communication of Park District knowledge bases which include policies, procedures, plans, manuals, and other useful information (known as "The Hub"). A username and password is required for administrative access to this software and a limited number are given to staff based on their position at the Park District. The software can be accessed on any device with internet access and a browser at http://www.helpgizmo.com , although it is not optimized for mobile devices. All Park District staff and Board members are issued a password to access the knowledge bases appropriate to their position as a reader upon hiring/election.	Bobbi Nance , Project Manager
Honeywell Key Card/Fobs	Used for security access at the Ridgeland Common Recreation Complex. Designated staff are issued a card or key fob to access certain portions of the facility based on their position at the Park District. A username and password is required for administrative access to manage the software and are given to staff based on their position at the Park District. The software can be accessed on local computers connected to the District's network.	Michael Lushniak , Programs & Operations Manager
iDashboards	Used to display dashboards related to the Park District's performance measurement program, MPOWER, as well as other data useful to staff. A username and password is required for administrative access and a limited number are given to staff based on their position at the Park District. The software can be accessed on local computers, terminal servers connected to the District's network on a web browser at http://mpower.pdop.org:8080/idasboards/ and iPads connected to the District's network through an app.	Bobbi Nance , Project Manager
MicroMain	Used for maintenance work order creation, assignment, and completion; the inventory of Park District parks, facilities, equipment, and supplies; and to query data from these processes for reporting purposes. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. The software can be accessed on local computers connected to the District's network. A limited version of the software can be accessed on any device with access to the internet and a web browser.	Patricia Schneider , Building & Grounds Assistant

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Microsoft Office Suite	Used for many clerical functions, the suite of Office programs including Word, Excel, PowerPoint, Publisher, and Outlook can be accessed on District local computers and terminal services. All staff who are assigned a Park District e-mail account are expected to keep their calendars up-to-date in Outlook in order to allow for more efficient scheduling of meetings. A web version of Outlook can be accessed on any device with internet access and a browser.	Michael Papa , IT Manager
MSI	Used for the processing of Accounts Payable and Payroll, General Ledger maintenance, Purchase Order requests, Human Resource tracking, Budget management, and to query data from these processes for reporting purposes. A username and password is required for administrative access to this software and a limited number are given to staff based on their position at the Park District. The software can be accessed on local computers and terminal servers connected to the District's network.	Mitch Bowlin , Finance Manager
Musco Lighting	Used to control the lighting systems and schedules for Maple Park, RCRC, and Taylor Park. A username and password is required for administrative access to this software and a limited number are given to staff based on their position at the Park District. The software can be accessed on any device with internet access and a browser. Authorized users can also turn the lights on and off via a telephone number.	Mike Grandy , Superintendent of Buildings & Grounds
RecTrac	Used for the processing of Program Registration, Pass Sales, Facility Reservations, Leagues, Point of Sale purchases, scholarships, and donations, and the ability to query data from these processes for reports. All customer financial transactions are entered through RecTrac with Business Operations staff creating files from RecTrac to import into MSI for cash receipts and refunds. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. The software can be accessed on local computers, terminal servers, and mobile devices connected to the District's network. Limited versions of the software can be accessed through a District website on any device with access to the internet and a web browser.	Scott Sekulich , Customer Service Manager

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SurveyGizmo	Used for the creation, distribution, and reporting of surveys, forms, and polls for internal (staff) and external customers. A username and password is required for administrative access to this software and a limited number are given to staff based on their position at the Park District. The software can be accessed on any device with internet access and a browser at http://www.surveygizmo.com , although is not optimized for mobile devices.	Bobbi Nance , Project Manager
TimeClock Plus	Used for all timekeeping functions including Clocking In and Out, Requesting and Approving Days Off, Scheduling Staff, and the ability to query data from these processes for reports. Punch information is imported into MSI by Business Operations staff for accounting purposes. All staff have access to the software to submit time off requests using their employee ID and hourly employees can also clock in and out using their employee ID. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District. The software can be accessed on local computers, terminal servers, and designated mobile devices with access to the app.	Tracy Domino , Payroll Assistant
UserEcho	Used to manage the Park District's "Launch Pad" idea collection program. A user name (e-mail) and password is require for general access to the site and administrative access is granted to the Innovation Committee Chair.	Bobbi Nance , Project Manager
Watch Fire	Used to program the marquee at Ridgeland Common Recreation Complex. A username and password is required for administrative access to this software and are given to staff based on their position at the Park District.	Diane Stanke , Director of Marketing & Customer Service
Wireless Internet Access (Wi-Fi)	The Park District provides free public wireless internet access at certain Park District parks and facilities including GRC, RCRC, and Scoville Park. A username and password is required for administrative access to this software and a limited number are given to staff based on their position at the Park District.	Michael Papa , IT Manager