



UC25 | April 8th - 10th 2025

# Google Suite Integration *(The SQL)*

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*FOP Systems Coordinator,  
Greece Central School District*

**Wendy Scavuzzo**

*Data Management Specialist,  
Greece Central School District*

**Kendall Perrone**

*Client Success Manager,  
TMA Systems*

UC  
25 YEARS  
OF COMMUNITY, PARTNERSHIP, AND GROWTH

# Agenda



1. About Us
2. About Greece
3. What Led Us to Begin This Process Improvement
4. Brief G - Suite / Google Workspace Introduction
5. Linked Documents We Store in Google Drive
6. Our Process
7. How Our Data & Google "Come Together"
8. Reporting and Data Analysis With Looker Studio
9. What's Next

# About Us



**Brent Critchley**

F.O.P. Systems Coordinator

Greece Central School District



**Wendy Scavuzzo**

Data Management Specialist

Greece Central School District



**Kendall Perrone**

Client Success Manager

TMA Systems





## Brent Critchley

FOP Systems Coordinator

[brent.critchley@greececsd.org](mailto:brent.critchley@greececsd.org)

- Began my career with Greece, January 1988 with the Facility Operations department .
- Transportation Network Coordinator that oversaw fleet operations and bus routing until 2000.
- Sr. Network Technician with the Information Technology team until 2005
- Returned to Facility Operations and Planning department as the Systems Coordinator and CMMS administrator in 2005.
  - TMA administrator from initial implementation of Enterprise Desktop Enterprise through current version of WebTMA 7 On Premise





## **Wendy Scavuzzo**

Data Management Specialist

*[wendy.scavuzzo@greececsd.org](mailto:wendy.scavuzzo@greececsd.org)*

Began career at Greece in 1992 as a JV Cheerleading Coach for two seasons. Returned in 2004 as an Office Technology Instructor in the Workforce Development program through Greece Community Education.

In 2014, transitioned to Human Resources as Data Management Specialist and then moved to Facility Operations in 2021 to learn everything possible about TMA to backfill Brent's position as he retires in November.





## Kendall Perrone

Client Success Manager

[kendall.perrone@tmasystems.com](mailto:kendall.perrone@tmasystems.com)

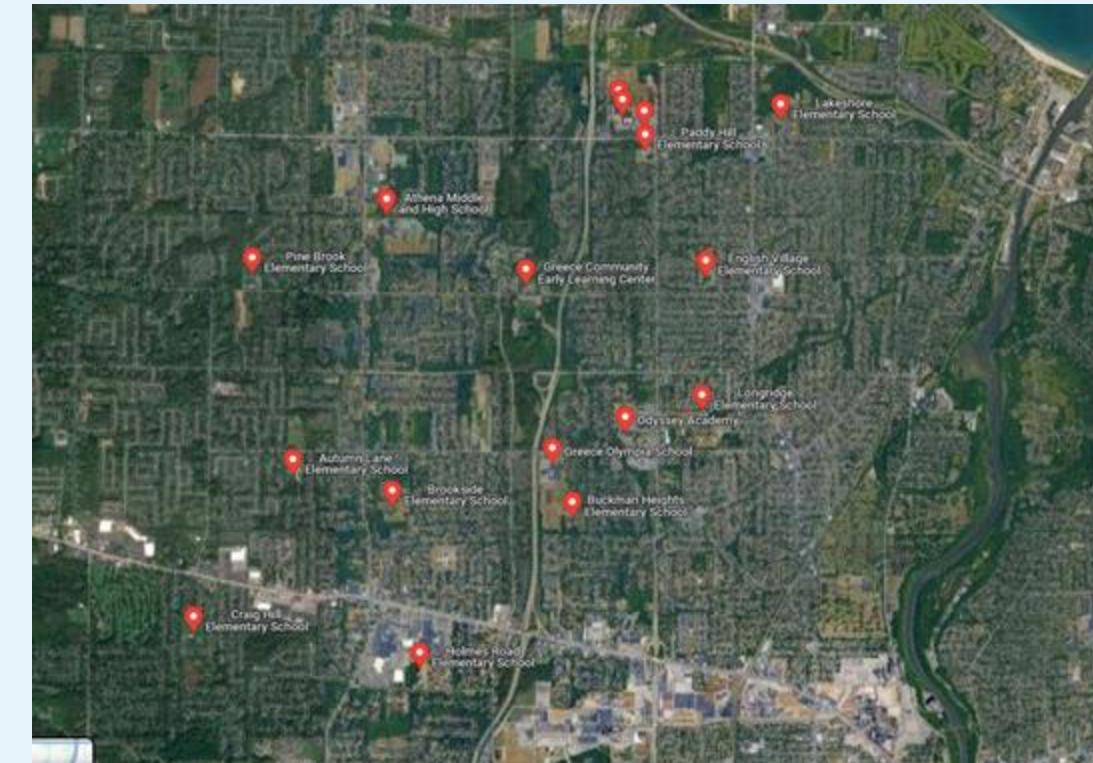
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Kendall joined TMA Systems in March 2022 and has been a Client Success Manager for three years. As a part of the Client Success team she works with both SaaS and On-Premise clients to ensure they are satisfied with all items related to TMA.



# About Greece Central Schools

- Greece is a suburb of Rochester, NY at 51 Sq Miles and a population of just under 100,000
- 10th largest district in NY State with 18 Schools and 10,500 students
- Maintenance worthy items
  - Just over 2,000,000 square feet of maintained space
  - 446+ acres of maintained property
  - 250+ vehicle fleet
- Staffing from Facility Operations, Facility Planning, Transportation and Central Stores
  - 60+ Maintenance team members
  - 121 Custodial team members
  - 22 Administrative team members



# What Led Us to Our Archival and Storage Process Improvement?

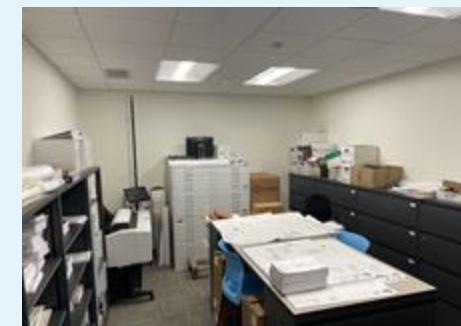
- Document archival projects - Google met the needs and the price was right.
  - Human Resources (Personnel file archives)
  - Accounts Payable (Payment archives)
  - Planning (Projects, design documents)
- Document searchability (\**File naming is key*)
- Document Index / OCR capability (50MB/500pg guideline)
- Anywhere / Anytime access



Drive details	
Type	Shared drive
Owner	Greece Central School District
Storage used	<div style="display: flex; align-items: center;"><div style="width: 80%;">100.43 GB of 200 GB</div><div style="margin-left: 20px; font-weight: bold;">149.67 GB</div></div>



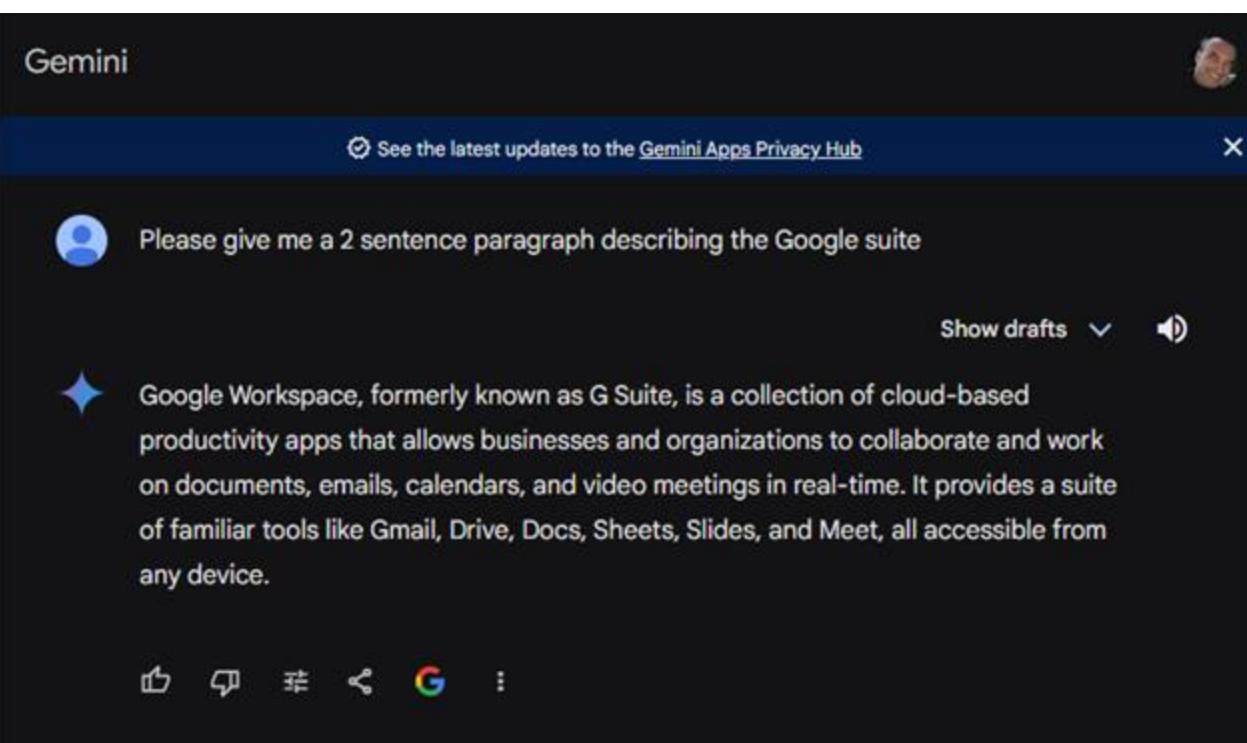
Drive details	
Type	Shared drive
Owner	Greece Central School District
Storage used	<div style="display: flex; align-items: center;"><div style="width: 80%;">36.9 GB of 100 GB</div><div style="margin-left: 20px; font-weight: bold;">74.56 GB</div></div>



Drive details	
Type	Shared drive
Owner	Greece Central School District
Storage used	<div style="display: flex; align-items: center;"><div style="width: 80%;">36.81 GB of 100 GB</div><div style="margin-left: 20px;"></div></div>



# What is the Google Workspace, Formerly G Suite?



Gemini

See the latest updates to the [Gemini Apps Privacy Hub](#)

Please give me a 2 sentence paragraph describing the Google suite

Show drafts

Google Workspace, formerly known as G Suite, is a collection of cloud-based productivity apps that allows businesses and organizations to collaborate and work on documents, emails, calendars, and video meetings in real-time. It provides a suite of familiar tools like Gmail, Drive, Docs, Sheets, Slides, and Meet, all accessible from any device.

gemini

- 2015 - Google was introduced in Greece as a “Free to Educational Institutions” tool for students.
- 2018 - Non-Instructional staff were implemented.



- And though not part of the Google Workspace, these 2 Google products have become invaluable in our tool belts.

# Leveraging Google Drive Functionality by Utilizing It to Store TMA's Linked Documents



## Equipment & Assets

When new items arrive in district, the originating documents are part of the initial creation process

## PM Routines & Tasks

PM tasks have relevant information tied to them for field technician access

## Buildings & Projects

Construction Documents, Building plans, and Capital Project historical items

## Vehicles

Folders are created and linked to TMA for each new vehicle when it arrives that contains the Accident Photos, Origination documents, Titles, Registrations and Insurance documents.

## Purchase Orders

Vendor quotes and Bid information

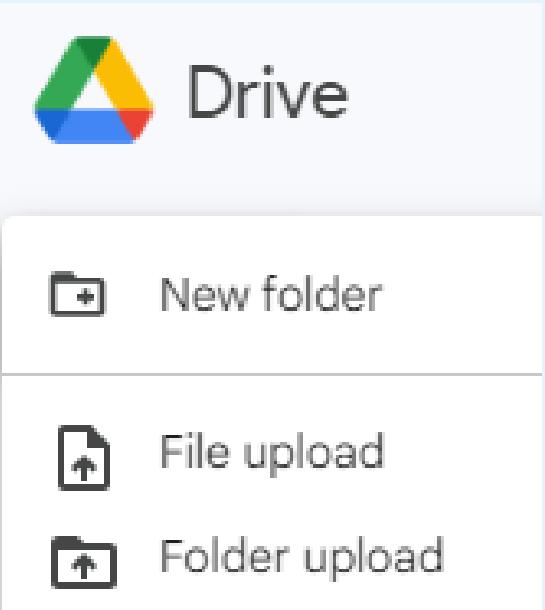
## Payments

Archive copies of payment supporting documentation (packing lists, payment vouchers, PO details)



# How We Store in Google Drive

- The 3 methods we use to move data to our cloud storage
  - iOS
    - Send to 
    - Drive Icon 
    - Follow the prompts to name and select the appropriate location
  - Drag and drop directly into Google Drive
  - File and Folder upload
    - From Google Drive



# Linking Files in WebTMA 5 Using URL's

- From Google Drive, Right click, share, copy link
- In TMA record, click “Linked Documents”
  - Click “Add Document”
    - Change the File Type to URL
    - Paste the link into the URL field at top
    - Choose appropriate document type (Optional)
    - Add Description (Optional)
  - Click “Save”

Document Entry

Title:

Document Type:

File Type:  Audio

Description:  Audio

Upload:

Document Entry

URI:  [https://drive.google.com/drive/folders/1t6u\\_agobhKp](https://drive.google.com/drive/folders/1t6u_agobhKp)

Document Type:  Vehicle Attachments

File Type:  URL

Description:  New Department

Save Cancel



# Linking Files in WebTMA 7 Using URL's

- From Google Drive, Right click, share, copy link
- In TMA record, click “Linked Documents”
  - Click “Add Document”
    - Change the Document Category to URL
    - Paste the link into the URL field
    - Add Description
  - Click “Save”

Manage Documents

Description\*

Suppress from Work Order

Document Category\*  URL

URL

Audio  
Document  
Image  
PDF  
URL **URL**  
Video

Save Cancel

Manage Documents

Description\*

Suppress from Work Order

Document Category\*  URL

URL

Save Cancel



# How Our Data & Google “Come Together”

## Invoices

*Our last statement from Grainger said that we still owe for invoice # 9825556211, can you check to see if that has been paid?*

[Google Drive search for 9825556211](#)

## Fleet Maintenance

*Our Fleet Maintenance staff noticed a large scrape on the rear passenger side of the vehicle and were concerned that this may be new damage.*

[Google Drive Search for 00384-18](#)

## Vehicles

*A resident reported that one of our vans with license plate BH2441 was speeding through their neighborhood. Do you know what vehicle that belongs to?*

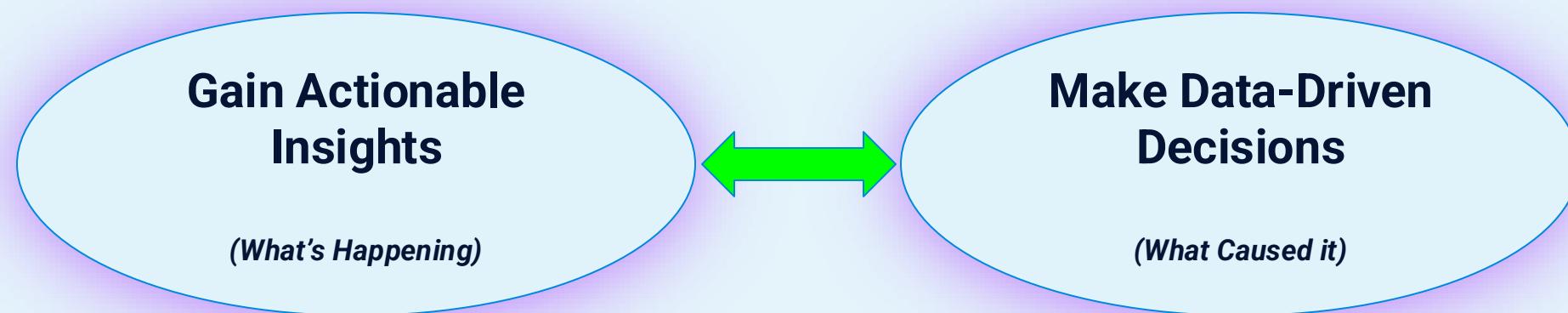
[Google Drive search for BH2441](#)





# Looker Studio

- Powerful data visualization tool
- Available at no charge for creators and report viewers. (A *google account is needed to create*)
- Transform your data into informative and fully customizable dashboards and reports
- Create interactive charts, including line, bar, and pie charts, geo maps, area and bubble graphs, data tables, pivot tables, and more





# Looker Studio

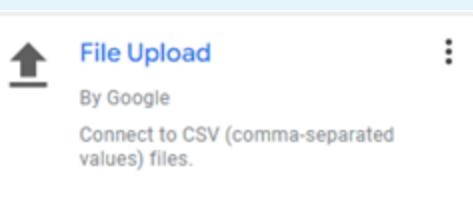


## *What makes up a Looker Studio Project*

### **Data**



### **Data Connector(s)**



### **Data Source(s)**

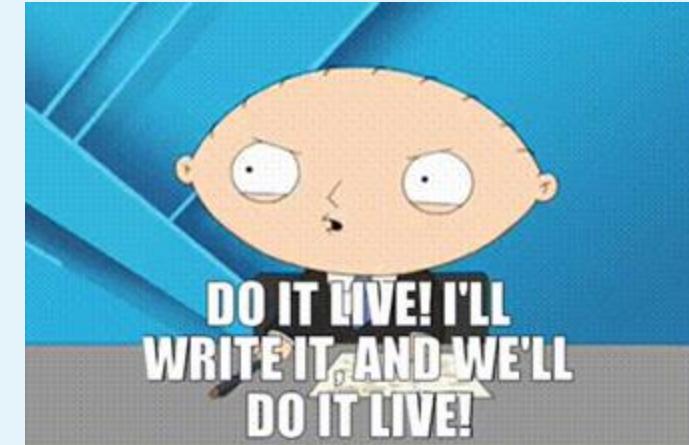


### **Data Visualization**



# Let's build a Looker Studio dashboard live, what could go wrong!

- Data
  - WebTMA Work Order Browse Query Export
- Data Connector
  - Microsoft Excel or Google Sheet
- Data Source
- Data Visualization in [Looker Studio](#) with the [WebTMA 7 Data](#)



- Some useful Looker Studio Dashboards that we have created
  - [WebTMA7 Custodial Work Request Lookup](#) - WebTMA7 dashboard for Service Request Form users to lookup up work request
  - [WinCap Budget Status](#) - GCSD Finance system account code and budget status
  - [WebTMA7 Vehicle list for Risk Management](#) - WebTMA7 dashboard for the Risk Management staff to verify vehicles to be insured
  - [WebTMA7 All Area Information](#) - WebTMA7 Facility, Building and Area square footage information
  - [WebTMA7 Fuel and Admin Dashboard](#) - WebTMA7 admin dashboard that we use to verify system imports of fuel daily.



# What's Next

- Gemini AI - Google Large Language Model (*LLM*) interface
  - Continue utilizing Gemini and Chat GPT to take some of the “Heavy Lift” out of data analysis and trend reporting.
    - [Obsolete parts check](#)
- MobileTMA GO from iPads
  - Successful in our Transportation department with Facility Operations pilot next
    - Technicians can save from iOS devices to Google drive and access through MobileTMA GO
- WebTMA 7
  - API's
    - Exchanging data between WebTMA and
      - Google Forms
      - Google Tasks
      - Our District's financial system



# Useful Links



**Introductory page for Google Workspace:**  
<https://workspace.google.com/>



**Siavash Kanani (Ahmad) - Master class with 17 sections and over 200 youtube tutorials:**  
<https://www.youtube.com/@siavashkanani>



**Looker Studio Home Page:**  
<https://lookerstudio.google.com/navigation/reporting>



**Gemini Home Page:**  
<https://gemini.google.com/>



# Thank You / Q&A

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