

## About this Guide

A Virtual Desktop Interface (VDI) allows users to remotely access different applications, servers, etc. GDOT's VDI is VMware Horizon.

The VMware Horizon provides access to the AASHTOWare SiteManager and SiteManager LIMS applications.

This guide is for external GDOT users (i.e., usernames that begin with "V"), and includes:

- Accessing VMware Horizon
- Logging Out
- Help

## Accessing VMware Horizon

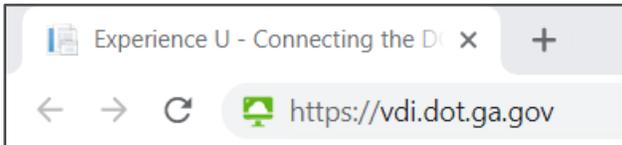
To access VMware Horizon, follow these steps:

1. Open a browser.

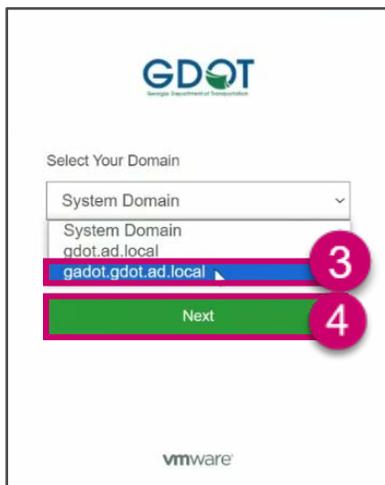
VDI works best in Edge or Google Chrome.

### Pro Tip

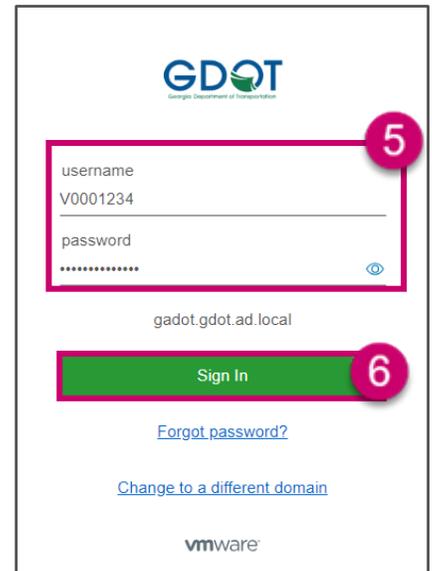
2. Go to the VDI website: <https://vdi.dot.ga.gov>.



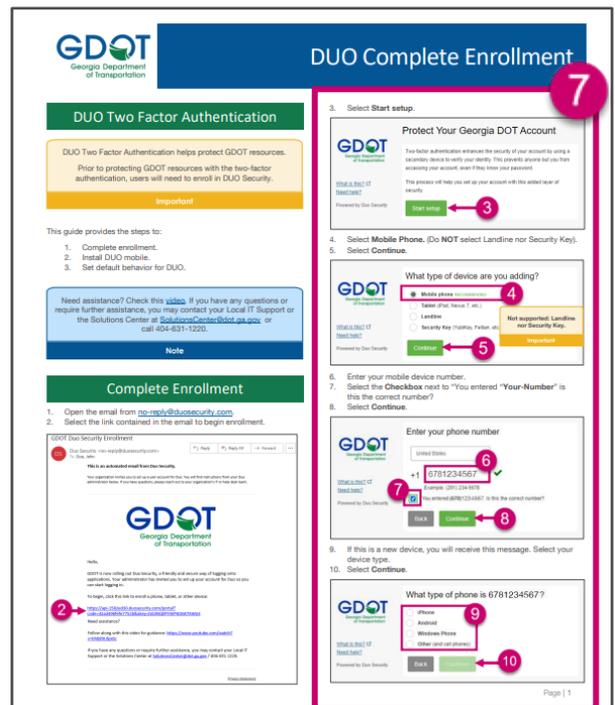
3. Select **gadot.gdot.ad.local** from the **System Domain** drop-down menu. This is the domain used by GDOT external users.
4. Select **Next**.



5. Enter your **username** and **password**.
6. Select **Sign In**.



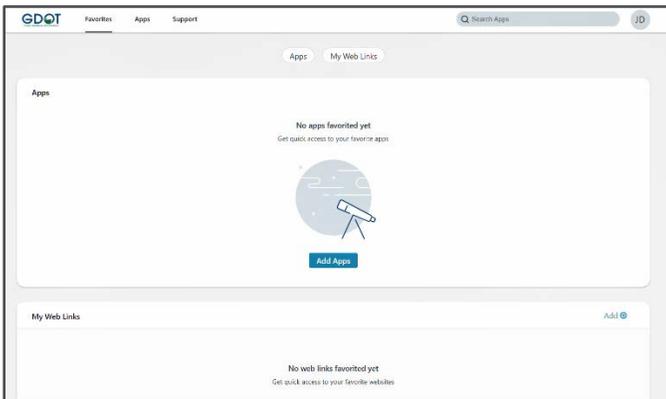
7. If you have set up DUO, skip to step 8. If you need to set up DUO 2-factor authentication, please follow the instructions outlined in either of the guides starting on **page 1 step 3 (Select start setup)** which are located in the [DUO Authentication](#) page. After you have set up DUO, you can continue to step 8 in this guide.



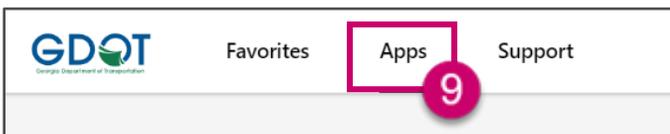
8. If prompted, authenticate your account using DUO.



You will be taken to your **Favorites** tab.



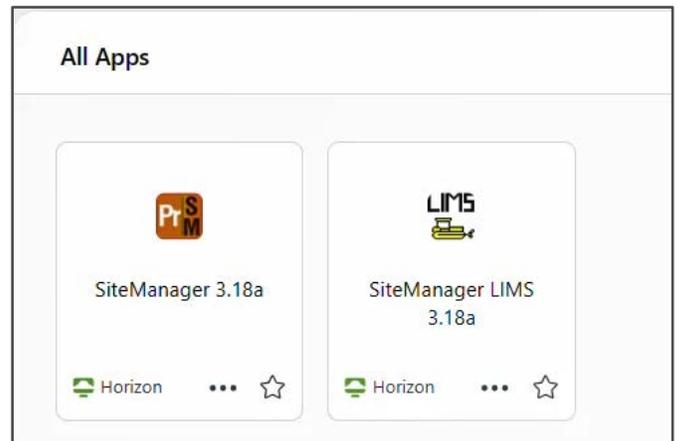
9. Select the **Apps** tab.



Depending on your access, you may see **SiteManager**, **SiteManager LIMS** or both apps.

You may only run one session at a time within VMware Horizon; meaning you cannot have a session with SiteManager and another session open with SiteManager LIMS at the same time.

**Important**

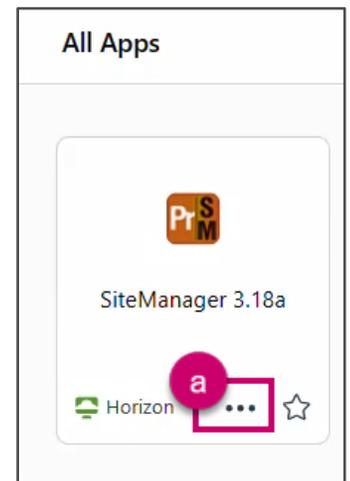


Follow the instructions below to access the application you need.

- To access **SiteManager**, continue with the steps shown in the [A – Access SiteManager](#) section.
- To access **SiteManager LIMS**, continue with the steps shown in the [B – Access SiteManager LIMS](#) section.

## A – Access SiteManager

a. Select the **ellipsis** on the **SiteManager** app.



b. From the menu, select **Launch from Browser**.



To have access to the latest version, GDOT recommends selecting **Launch from Browser**. If you selected **Launch from Client** or the icon, select **Cancel** to close the window



and select **Launch from Browser**.

### Important

Wait while the application loads. This may take a few minutes as it creates/configures the desktop.



### Application is Launching...

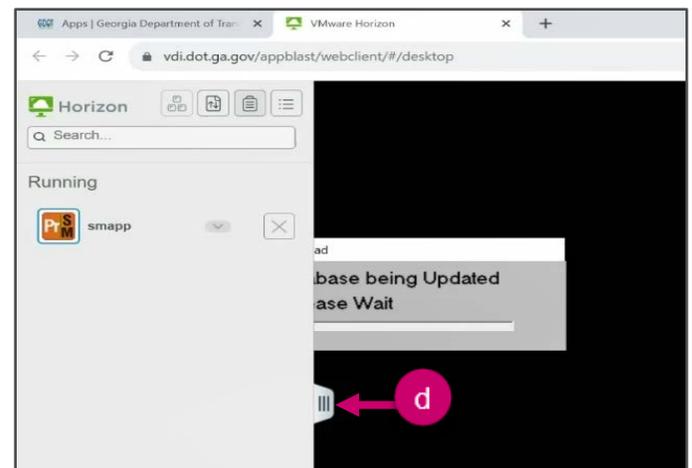
This may take up to a couple of minutes. Clicking app icon again will interrupt the existing session.

c. Once loaded, select **OK**.

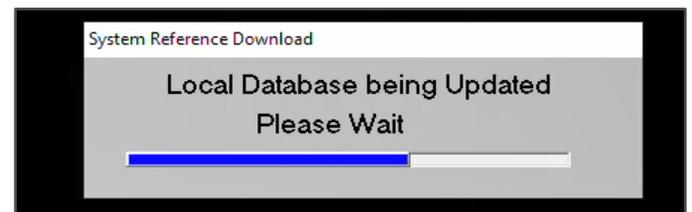


After a few minutes, the environment loads.

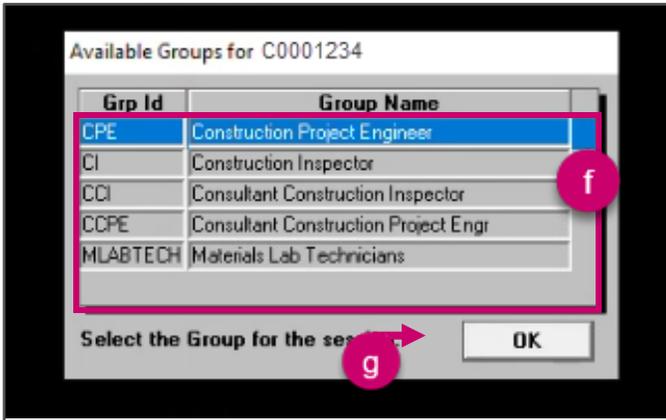
d. Select the gray tab with the three vertical lines to expand the view.



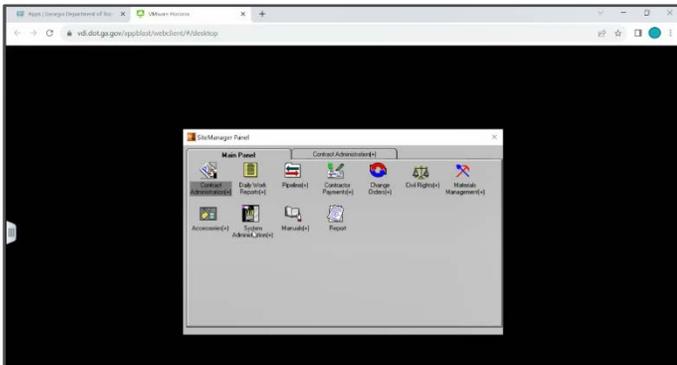
e. Wait while the database loads.



- g. Select **Group** from the list.
- h. Select **OK**.

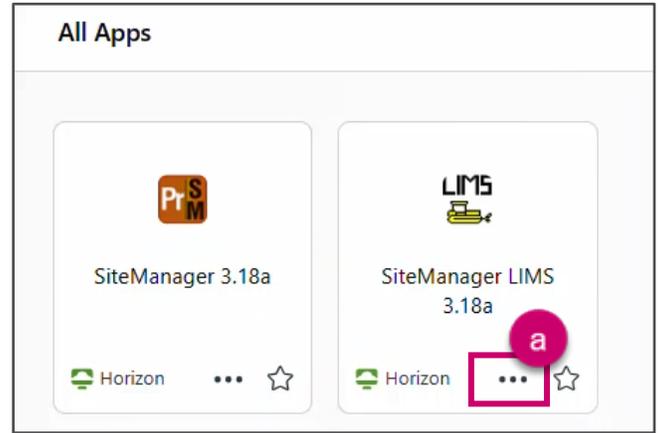


You now have access to SiteManager on the VMware Horizon environment.

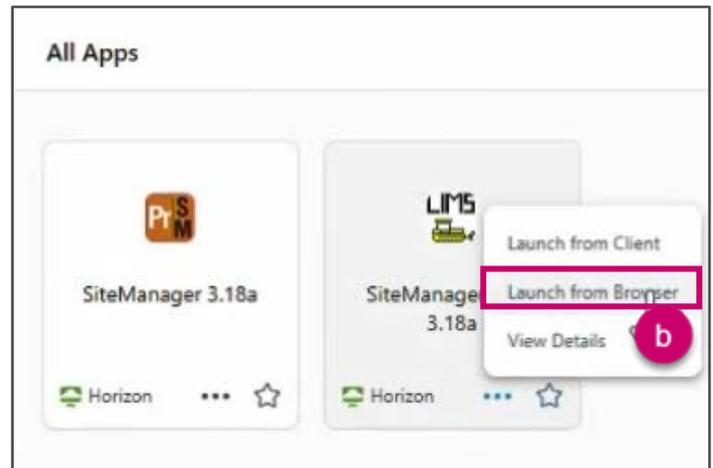


## B – Access SiteManager LIMS

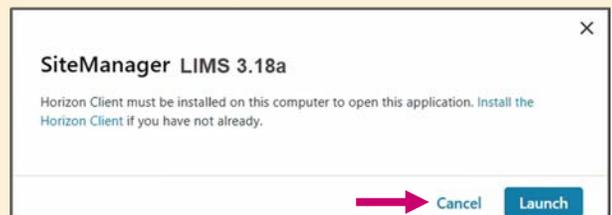
- a. Select the **ellipsis** on the **SiteManager LIMS** app.



- b. From the menu, select **Launch from Browser**.



To have access to the latest version, GDOT recommends selecting **Launch from Browser**. If you selected **Launch from Client** or the icon, select **Cancel** to close the window



and select **Launch from Browser**.

**Important**

Wait while the application loads. This may take a few minutes as it creates/configures the desktop.



c. Once loaded, select **OK**.



After a few minutes, the environment loads.

d. Select **OK**.



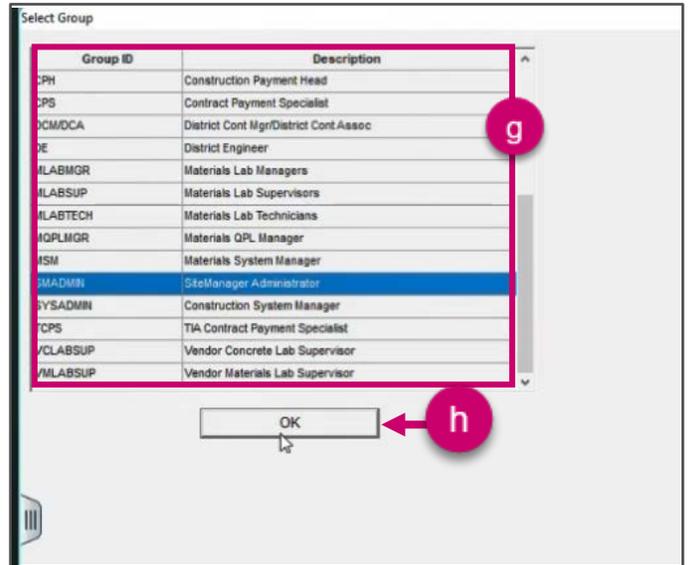
e. Enter your **User ID**.

f. Select **OK**.



g. **Select Group** from the list.

h. Select **OK**.



You now have access to SiteManager LIMS on the VMware Horizon environment.



## Logging Out

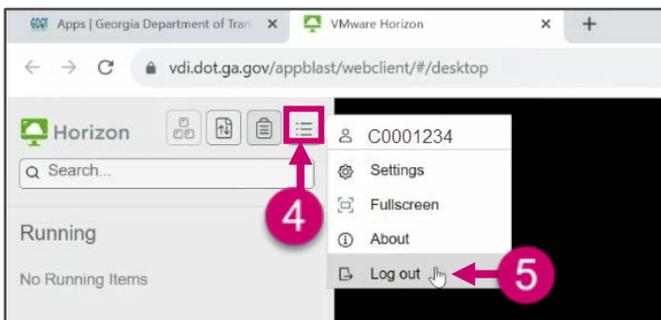
When you are finished working with either SiteManager or SiteManager LIMS you need to log out from the application and then sign out from VMware Horizons.

Follow the instructions below to log out from the application you chose:

- To log out from **SiteManager**, continue with the steps shown in the [A - Log Out from SiteManager](#) section.
- To log out from **SiteManager LIMS**, continue with the steps shown in the [B - Log Out from SiteManager LIMS](#) section.

### A - Log Out from SiteManager

- Select **File** from the menu on the top left.
- Select **Exit**.
- Select the gray **tab** on the left side of the screen to expand the window.
- A pane will appear on the left side. Select the **menu stack** icon.
- A dialogue box will appear. Select **Log out**.



- Select **OK**.

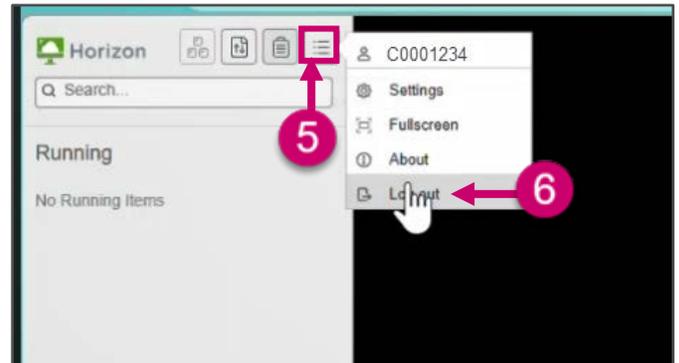
#### Log Out

Are you sure you want to log out of the Horizon Connection Server?



### B - Log Out from SiteManager LIMS

- Select **File** from the menu on the top left.
- Select **Exit Application**.
- Select **OK**.
- Select the gray **tab** on the left side of the screen to expand the window.
- A pane will appear on the left side. Select the **menu stack** icon.
- A dialogue box will appear. Select **Log out**.



- Select **OK**.

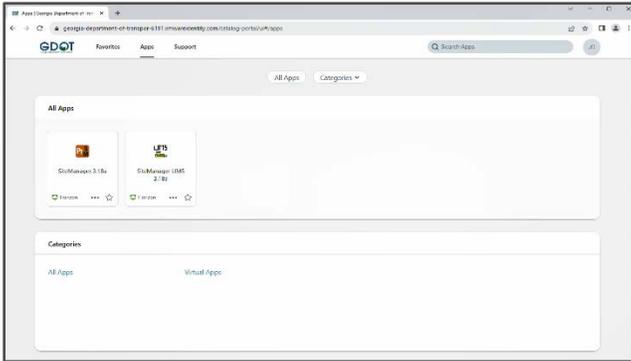
#### Log Out

Are you sure you want to log out of the Horizon Connection Server?

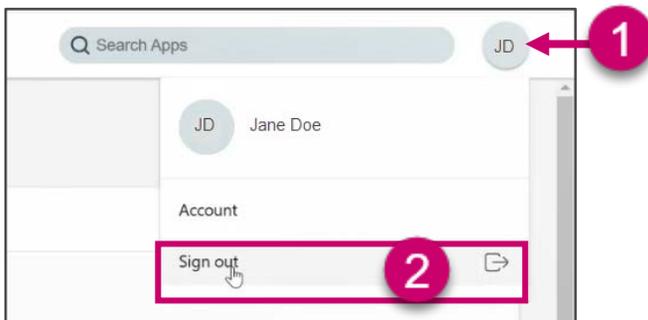


## Sign Out

Once you log out, you are taken to the VDI Apps tab. From here, you need to sign out.



1. Select the profile icon in the upper-right corner.
2. From the sub-menu, select **Sign out**.

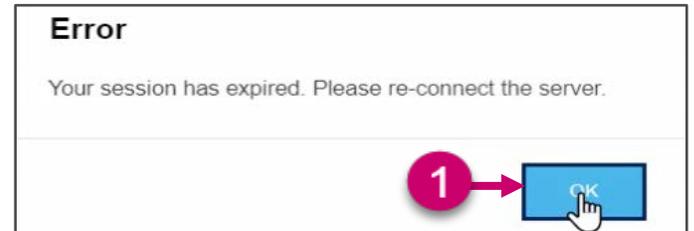


You will be logged out of VMware Horizon.

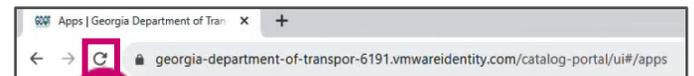
## Help

If you encounter the following error message: “Your session has expired. Please re-connect the server”.

1. Select **OK**.



2. Refresh the page by selecting the **Refresh** button on the browser.



3. Try to access the application again.

Please report issues to the Solutions Center 404-631-1220 or email [solutionscenter@dot.ga.gov](mailto:solutionscenter@dot.ga.gov) and **copy** SiteManager/AASHTOWare Support Team [aashtowaresupport@dot.ga.gov](mailto:aashtowaresupport@dot.ga.gov).

Note