

### 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.



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



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



 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 <u>DUO Authentication</u> 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.

Apps My Web Links		
No apps favorited yet Get quick access to your favorite apps		
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Add Apps		
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9. Select the Apps tab.



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

LIMS A
SiteManager LIMS
3.18a

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.



Wait while the application loads. This may take a few minutes as it



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



After a few minutes, the environment loads.

 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.

Grp Id	Group Name	
CPE	Construction Project Engineer	
CI	Construction Inspector	
CCI	Consultant Construction Inspector	
CCPE	Consultant Construction Project Engr	
MLABTECH	Materials Lab Technicians	
Select the	Group for the sector	

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

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#### **B – Access SiteManager LIMS**

a. Select the ellipsis on the SiteManager LIMS app.

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Site <mark>M</mark> anager 3.18a	SiteManager LIMS 3.18a
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b. From the menu, select Launch from Browser.

LIMS Launch from Client SiteManage
SiteManage Launch from Broyn
3.18a View Details
Horizon ··· 🏠
ersion, GDOT recommends er. If you selected Launch Cancel to close the window × ter to open this application. Install the
Cancel Launch



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



After a few minutes, the environment loads.

Select OK. d.



- Enter your User ID. e.
- Select OK. f.

Do not change Password or Connect to information.

Important

AASHTOWare Project SiteManager		
	AASHID	1
R	elease 3.18a	
User ID:	е	
Password:	******	
Connect to:	Server	
б ок	Cancel	
Manager® is a registered traden Manager™ is a trademark of AA sociation of State Highway & Tra erved. This software or parts th hout written permission of AASH	mark of AASHTO, and AASHTOWare Project ASHTOCopyright © 2017, the American ansportation Officials, Inc. ("AASHTO"). All rights thereof may not be reproduced in any form HTO. Produced in the United States of America.	

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



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

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## 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

- 1. Select **File** from the menu on the top left.
- 2. Select Exit.



 Select the gray tab on the left side of the screen to expand the window.



5. A dialogue box will appear. Select Log out.



6. Select OK.



#### **B** - Log Out from SiteManager LIMS

 Select File from the menu on the top left.
 Select Exit Application.
 AASHTO SiteManager LIMS Close LIMS Navigation Panel



 Select the gray tab on the left side of the screen to expand the window.

Select OK

3



- 5. A pane will appear on the left side. Select the menu stack icon.
- 6. A dialogue box will appear. Select Log out.



7. 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.

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- 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.

#### Error

Your session has expired. Please re-connect the server.



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 <u>solutionscenter@dot.ga.gov</u> and <u>copy</u> SiteManager/AASHTOWare Support Team <u>aashtowaresupport@dot.ga.gov</u>.

Note