

About this Guide

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

This guide is for SiteManager and SiteManager LIMS internal and external users, and includes:

- Set Up Printing
- Print Documents
- Upload Documents
- Help

The processes outlined in this guide assume you have successfully signed into VMware Horizon and logged into SiteManager or SiteManager LIMS.

Important

Set Up Printing

You need to complete this process only once using either SiteManager or SiteManager LIMS. In this guide, we will show how to set up printing in SiteManager. The steps are the same if you have access only to SiteManager LIMS.

Important

In general, to set up printing, you first need to create a folder that will be designated for files to print or upload to SiteManager/LIMS using VMware Horizon. Then, you will enable folder sharing, and link the folder you created. Below are the complete steps.

Create Folder for Files to Print and Upload

- 1. Right-click anywhere on your computer desktop.
- 2. Select New.
- 3. Select Folder.



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- 4. Enter a name for the new folder. For example: SiteManager_Upload_and_PrintFiles
- 5. Press **Enter** on your keyboard to finish creating the new folder.



Enable Folder Sharing

- 1. Sign into VMware Horizon.
- 2. Log into SiteManager or SiteManager LIMS.
- If necessary, select the gray tab on the left side of the screen to expand the window.



- 4. A pane will appear on the left side. Select the menu stack icon.
- 5. A dialogue box will appear. Select **Settings**.



- 6. Scroll down the Settings dialog.
- 7. Ensure the Enable Folder Sharing radio button is on (green).
- 8. Press the Select button.

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9. Select Add from the Folder Sharing window.

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Folder Sharing			
Add a share folder	9		dd
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Display			
Click button to open display setting v	window	Set	

- 10. Select the folder you created on your computer.
- 11. Choose the Select Folder button.

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Organize • New folder				± •	0
🗴 📥 Jane Doe 🛛 - gdotgov	Name	Status	Date modified	3ype	Si
) 🥌 Jane Doe - Personal	SiteManager_Upload_and_PrintFil	10	10/16/2023 1:59 PM	File folder	
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12. Select the Edit files button to confirm your selection.



- 13. Notice the new folder is added to the list.
- 14. Select OK.
- 15. Select Close.



Important

When you log back into the application, you should see the following message to which you will select **OK**.

Folder Sharing		
Please confirm the per	mission of your redirecte	d folders.
		+
	Cancel	ОК





Print Documents

To print a document, follow the instructions below. The steps shown are for SiteManager. The steps will be the same for SiteManager LIMS.

 Navigate to the location where the file you would like to print is located. In this example, we select Contractor Payments > Reports > Summary By Project.



b. Select Reports.

	er Panel					
M	lain Panel	C	ontractor Payme	ents(+)	Reports (CP+)
Estimate(+)	Contract Adjustments(+)	Milestone Adjustments(+)	Report XCP+)	Reference Tables (CP+)	Process List	

c. Select Summary By Project.

SiteManager	Panel					×
Mai	n Panel		Contractor Paym	ents(+)	Reports (CP+)	
Summer By Project	Summary By Funding	Estimate Activity Log	Installed Work	Work Suspend/ Resume Times	South Reports (PSR)	

d. Select the contract from the list.



e. Select the Date Generated row you are interested in.

Estimate	Period End Date	Date Generated	Generated By User ID	
0002	04/30/12	05/03/12	e	
0001	03/31/12	04/09/12		
0003	05/31/12	06/07/12		
0004	06/30/12	07/09/12		
0005	07/31/12	08/06/12		
0006	08/31/12	09/05/12		
8000	10/31/12	11/08/12		
0000	11/30/12	12/04/12		

- Once you have the document you want to print displayed, select File.
- 3. Select Print Setup. Alternatively use Ctrl + U.



From here, you have two options:

- A. Print to Paper, if you would like to print the document using a network printer or a printer connected directly to your computer.
- B. **Print to PDF**, if you would like to create a PDF file of the document.

A – Print to Paper

- a. Select Horizon Printer.
- b. Select OK to proceed.



The document will start printing.



B – Print to PDF

- a. Select Microsoft Print to PDF.
- b. Select **OK** to proceed.

Printer Setup		- 🙂 ×
Printer:		ОК
Horizon Printer (v67) on Ne03 Send To OneNote 2013 on nu Microsoft XPS Document Write	8: ^ I: er on Ne00	Cancel
Fax on Ne02:	1	
<	>	Setup

- c. Select File.
- d. Select Print.

C File	ASHTO SiteMana Edit Services	ger Window	Help
	Open Close	Ctrl+O Ctrl+F4	9 1
	Save	Ctrl+S	
d >>	Print Setup Print	Ctrl+U Ctrl+P	
-	Main Panel	Ctrl+M	Georgia Department of Transportation
	Exit	Alt+F4	Estimate Summary By Project

- e. Select This PC.
- f. Select the folder you created which should appear under your **Network locations**.

- → · ↑ 💻 ›	This PC >	~ 0	P Search This PC
Drganize 🕶			18° -
Quick access Desktop Downloads Documents Pictures Data This PC	V Devices and drives (3) Foppy Disk Drive (A) Temporary Storage (D) 95.1 GB free of 99.9 GB Network locations (2)	Windows (C;)	
Network	SiteManagerTemporaryAttachment	SiteManager_Upload_and_PrintFiles	
File name:			
Save as type: PD	F Document (*.pdf)		

g. Enter File name.

Save Print Output As										
⊢ → ヾ ↑ ┳ ▸ T	nis PC → SiteMana	ger_Upload_and_PrintF	illes on Horizon (Z:)		~	Ö	,e s	Search Site	Manager	_Upload
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Documents Pictures Data This PC Network File name: Test	Print To PDF	-0					G	1		

i. Wait for the PDF to be created.

Print: Microsoft	Print to PDF on Ne01:	×
5	Preparing page 1 of 4.	
	Cancel	

- j. The PDF is placed in the folder you created.
- k. You can then print the PDF or email it as an attachment.



Upload Documents

 Copy the file you want to upload to the folder you created to upload and print SiteManager/LIMS files. In this example, we have copied the Test.txt file.

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$\leftarrow \rightarrow \checkmark \uparrow$	🚞 > SiteManager	_Upload_and_Pri	ntFiles ~	C Search SiteMana	ger_Upload_an 🔎
Name	^	Status	Туре	Date modified	Size
Test.txt	_1	0	Text Document	10/17/2023 9:33 AM	1 KB
1 item					

- Go to your session of VMware Horizon running either SiteManager or SiteManager LIMS. In this example we will upload a file to the Contract Administration > Contract Records > Contracts folder in SiteManager.
 - a. Select Contract Administration.



b. Select Contract Records.

SiteManage	r Panel					×
Ma	ain Panel	Con	tract Administr	ation(+)	Contract Records(+)	
Reference Tables(CA+)	Contra A Record(+)	Contractor Management(+)	Reports (CA+)	Process List		
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c. Select Contracts.



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3. Select Open.

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Contracts			Open			
Description	Location	Payment Data	Critical Dates	Primary Personnel	Prime Contractor	DBE Commit Training Pla
Contract II): [1	Fed St/Pr Prj Nbr:	
Statu	s: Pending				Primary PCN:	•
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Contract Type	e: Spaces			•		Fed Oversight
Work Typ	e: Spaces			•		Local Oversight
					Proposal Fund Typ	e:
Spec Y	'r:	Unit System		Suppl Spec Bk	Yr: Alt II	D:

- 4. Select the contract from the list.
- 5. Select OK.

ind -							
Contract ID							
Description	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Ŀ^
OR PASSING LANE		(CSSTP-0008-00(965)	CMPL	015	7	6	
DENING TURN LANE CONST		0010281	CMPL	225	7	3	I.
ISECTION IMPROVEMENTS		NHS00-0004-00(290)	CMPL	253	7	4	
ON IMPROVEMENT		CSSTP-0007-00(006)	CMPL	113	7	3	
0.556 MI INTERSECTION IMPROVEMENT		CSSFT-0008-00(295)	CMPL	121	7	7	

6. Select Attachments.

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Contracts						Attachmen	8
Description	Location	Payment Data	Critical Dates	Y Primary Personnel	Prime Contractor	DBE Commit	Training Pla
Contract	ID:		-		Fed St/Pr Prj Nbr:	522180-	
Sta	itus: Active	•			Primary PCN:	522180-	
Divis	ion: 7	Dist	trict: 5	A	rea: 01	Fund	ing
Progress Sci	ned:			Va	iance Pct: 15.0	Federal Federal State/F	Tovince
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Time Char	ges: COMPLETION I	DATE		Bid D	ays: 641 Bio	I Amt: \$16	275,456.93
Contract T	ppe: BID					Fed Ov	ersight
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√age [₩an	e Decision ID		Wane Deci	tion Description		Geod Wa	Desn ID
ecision: 01	Plac	e Holder	in ago o con			01	



- 7. The program will display the list of current attachments.
- 8. Select **New OLE** to upload an attachment. Where OLE stands for Object Linking and Embedding.



- 9. Select the Create From File tab.
- 10. Select Browse.



- 11. Select This PC.
- 12. Select the folder you created which should appear under your **Network locations**.



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- 13. Select the file you want to upload.
- 14. Select Open.

- → × ↑ 至 > Thi	is PC > SiteManager_Upload_and_Pri	ntFiles on Horizon (Z:)	~ 0) D Sear	ch SiteManager_Upload.
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1 Quinterrore	Name	Date modified	Туре	Size	
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Downloads # Documents # Pictures # Data	Test_Print_To_PDF	10/16/2023 2:10 PM	Microsoft Edge P	201 KB	•
Network					
File na	ame: Test			~ All Files (*	.")

- 15. Verify the name of the file appears in the **File Name** field.
- 16. Select OK.

File Name:	Tease Holl He Insert Control	
Z:\Test.bxt	15	Browse
Г µnk	Display As Icon	Test
- Result	Inserts the contents of the file a document so that you can active application that created it.	as an object into your ate it using the

17. Select Add.

OLE Attachment			>
Name: Test			
OLE contents:			
Package			
Description:			
Test			
Attachment Counity			
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Group ID Description		Description	Access ^
	Add ->	Area Engineer	Inquiry
	Add All ->>	Account Payable Group	Inquiry
		Construction Bidding Administra	alInquiry
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18. Your file is uploaded.



Help

Please report issues to the Solutions Center 404-631-1220 or email <u>solutionscenter@dot.ga.gov</u> and <u>carbon copy</u> (cc) SiteManager/AASHTOWare Support Team <u>aashtowaresupport@dot.ga.gov</u>.

Note