

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

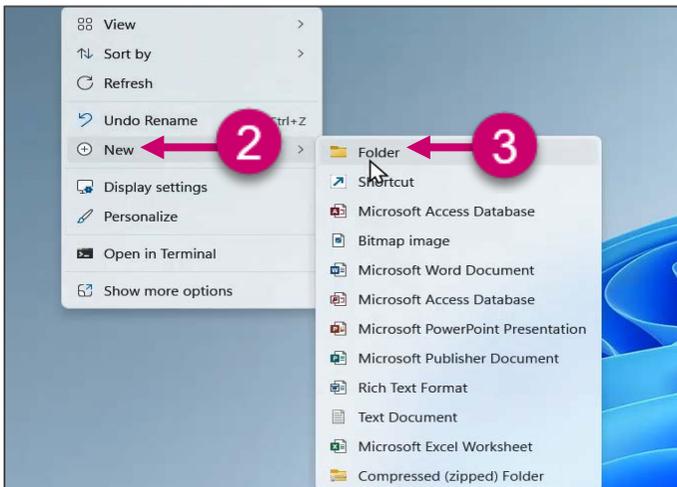
You need to complete this process only once using either SiteManager or SiteManager LIMS. In this guide, we will show how to set up printing in SiteManager. The steps are the same if you have access only to SiteManager LIMS.

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**.

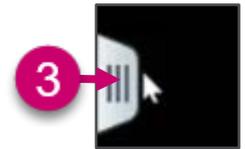


4. Enter a name for the new folder. For example: SiteManager_Upload_and_PrintFiles
5. Press **Enter** on your keyboard to finish creating the new folder.

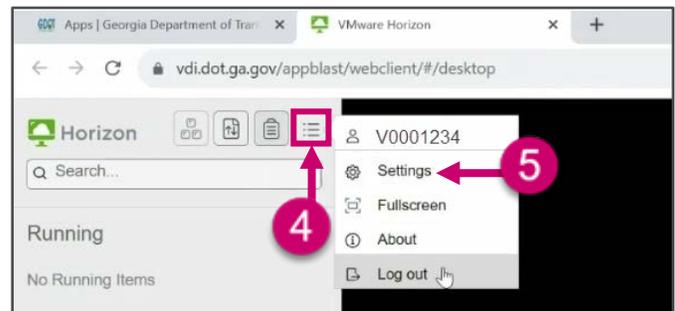


Enable Folder Sharing

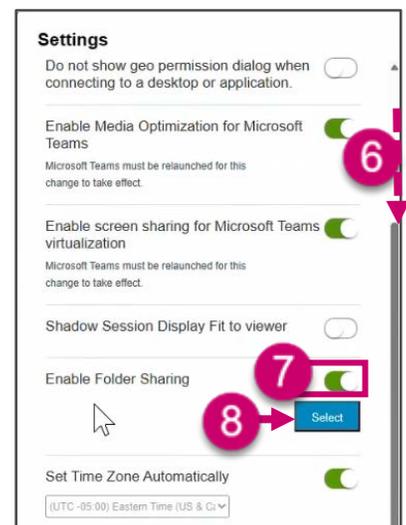
1. Sign into **VMware Horizon**.
2. Log into **SiteManager** or **SiteManager LIMS**.
3. If necessary, select the gray **tab** on the left side of the screen to expand the window.



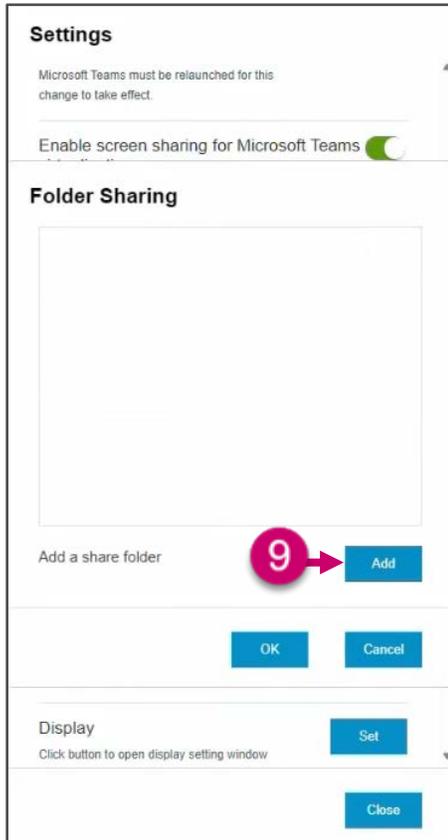
4. A pane will appear on the left side. Select the **menu stack** icon.
5. A dialogue box will appear. Select **Settings**.



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

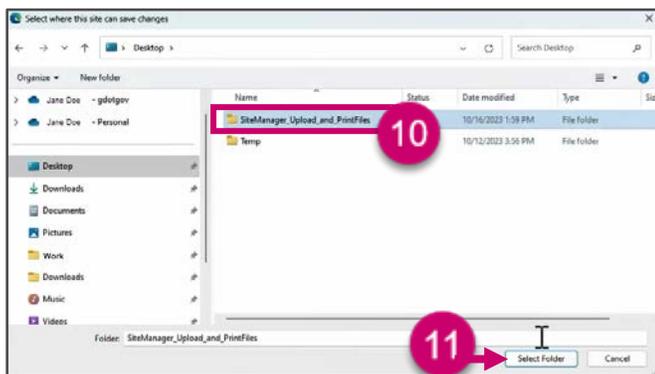


9. Select **Add** from the **Folder Sharing** window.

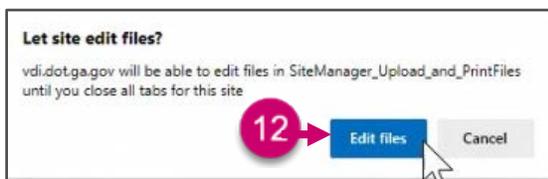


10. Select the folder you created on your computer.

11. Choose the **Select Folder** button.



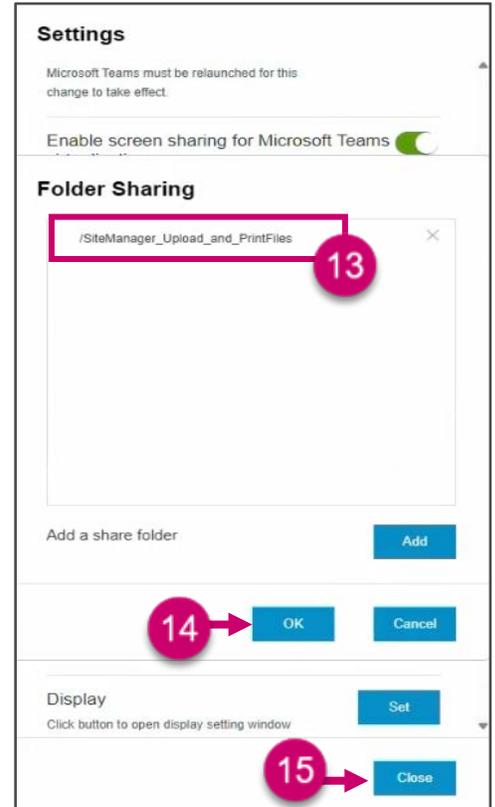
12. Select the **Edit files** button to confirm your selection.



13. Notice the new folder is added to the list.

14. Select **OK**.

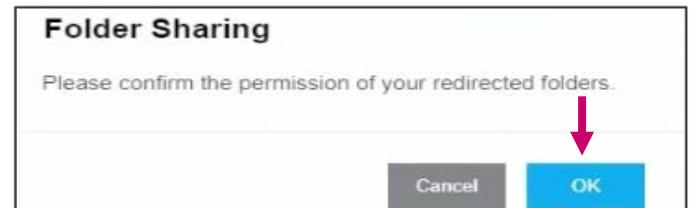
15. Select **Close**.



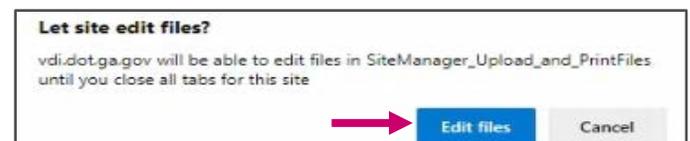
You might need to log out from SiteManager/LIMS and log back into the application for the folder to appear.

Important

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



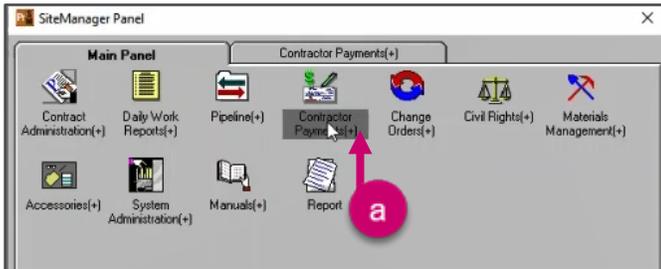
And then select **Edit files**.



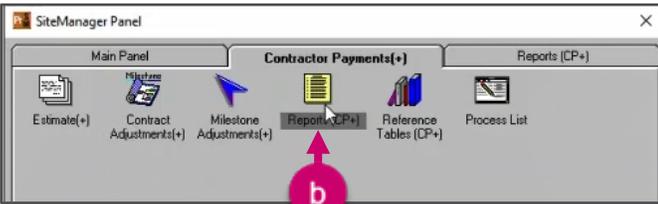
Print Documents

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

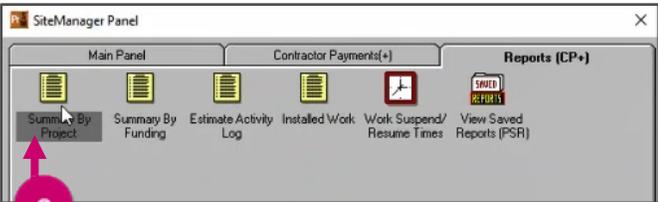
1. Navigate to the location where the file you would like to print is located. In this example, we select **Contractor Payments > Reports > Summary By Project**.



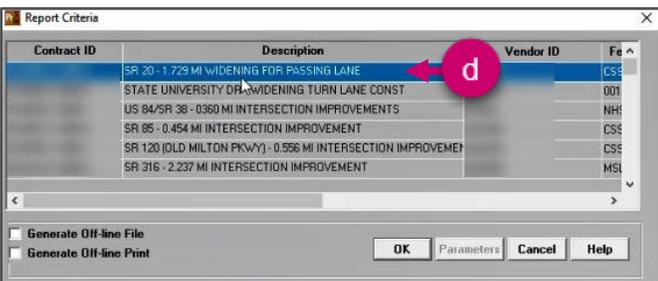
b. Select Reports.



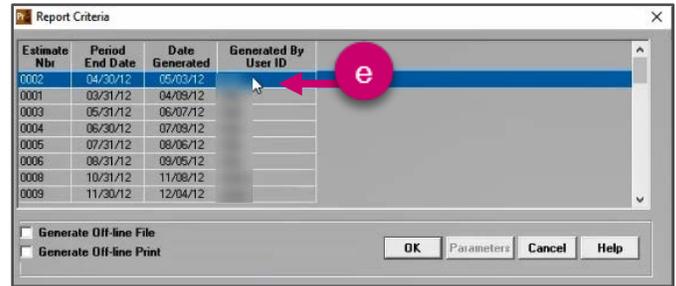
c. Select Summary By Project.



d. Select the contract from the list.

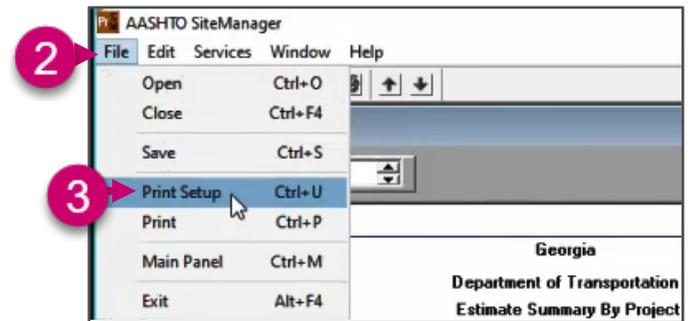


e. Select the **Date Generated** row you are interested in.



2. Once you have the document you want to print displayed, select **File**.

3. Select **Print Setup**. Alternatively use **Ctrl + U**.

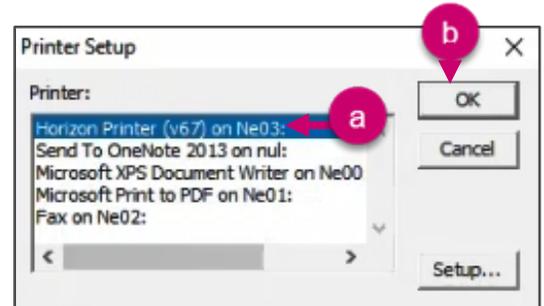


From here, you have two options:

- 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

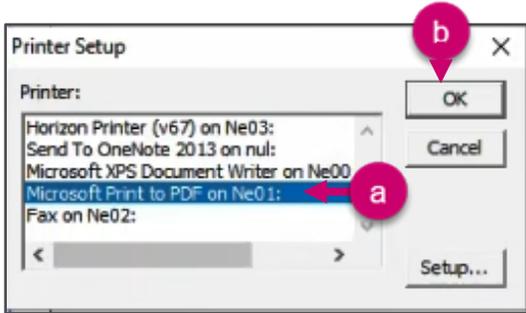
- a. Select **Horizon Printer**.
- b. Select **OK** to proceed.



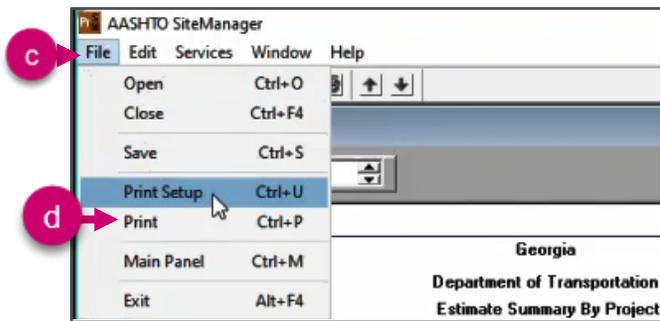
The document will start printing.

B – Print to PDF

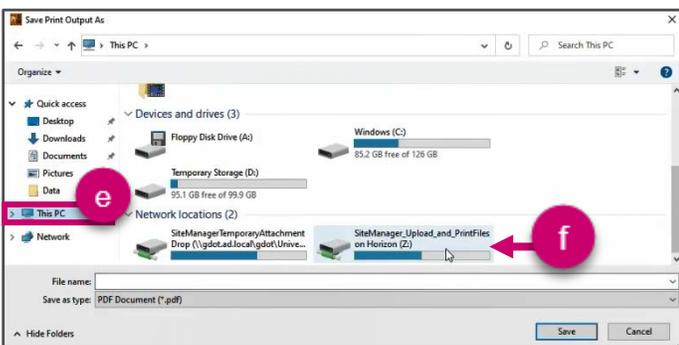
- a. Select **Microsoft Print to PDF**.
- b. Select **OK** to proceed.



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



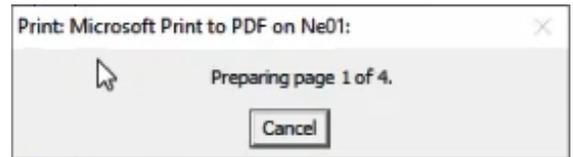
- e. Select **This PC**.
- f. Select the folder you created which should appear under your **Network locations**.



- g. Enter **File name**.
- h. Select **Save**.



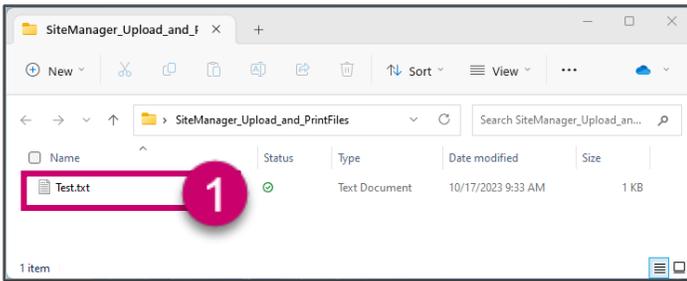
- i. Wait for the PDF to be created.



- 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

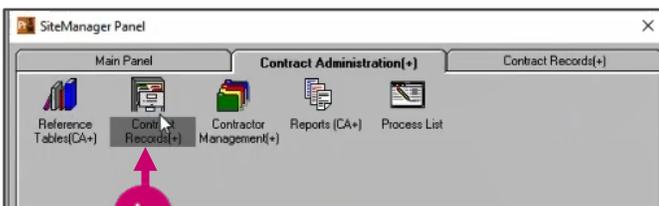
- Copy the file you want to upload to the folder you created to upload and print SiteManager/LIMS files. In this example, we have copied the Test.txt file.



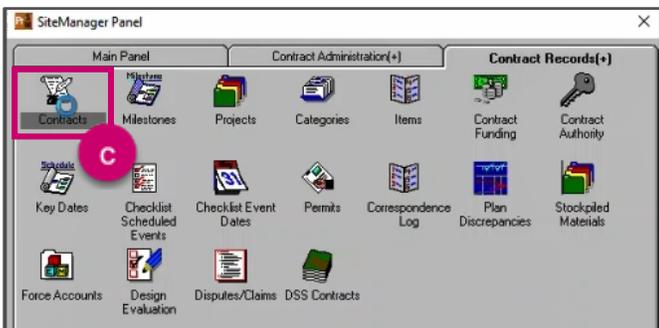
- Go to your session of VMware Horizon running either SiteManager or SiteManager LIMS. In this example we will upload a file to the **Contract Administration > Contract Records > Contracts** folder in SiteManager.
 - Select **Contract Administration**.



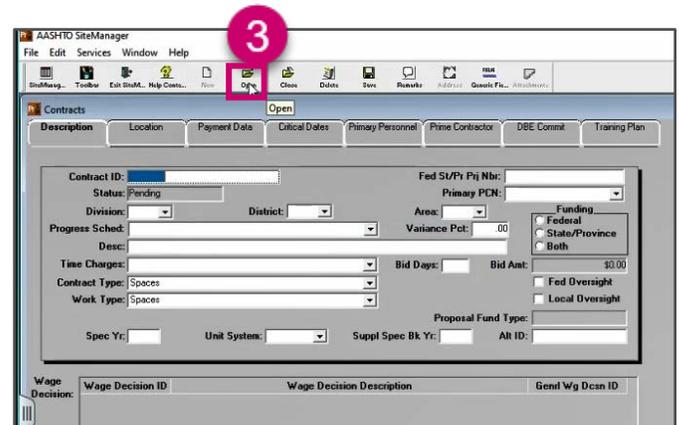
- Select **Contract Records**.



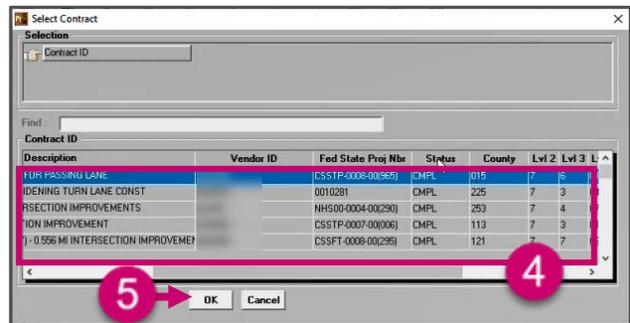
- Select **Contracts**.



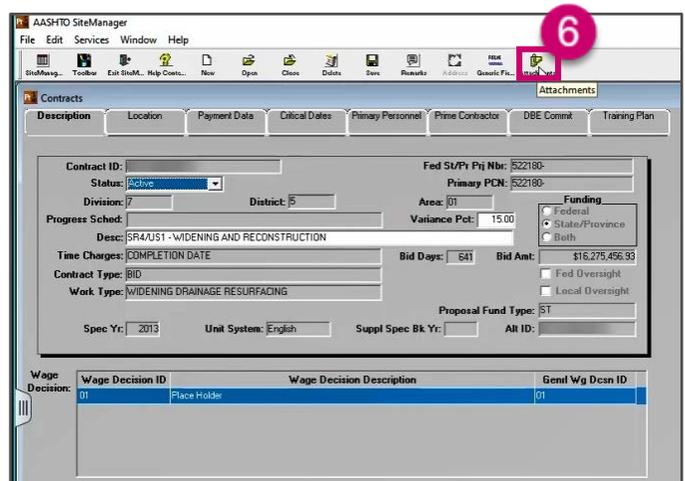
- Select **Open**.



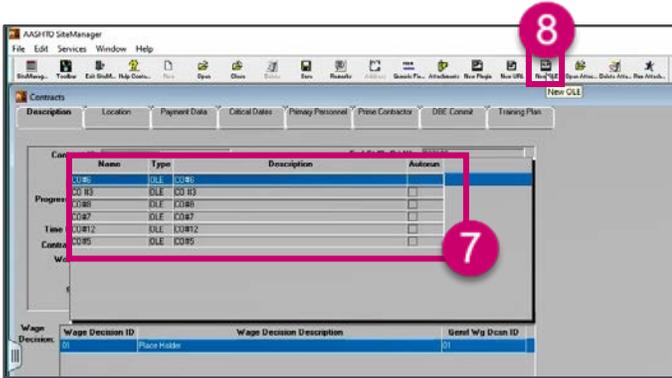
- Select the contract from the list.
- Select **OK**.



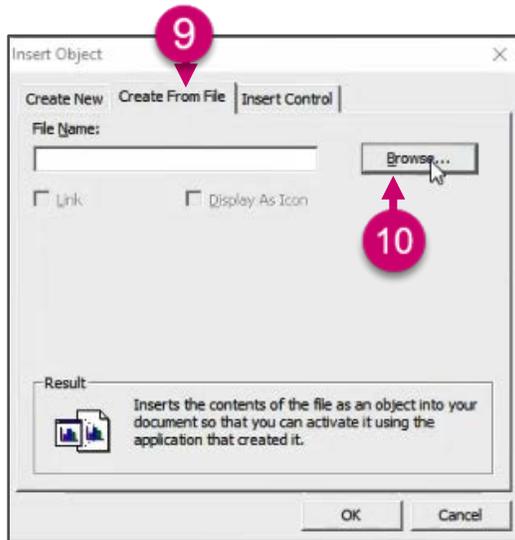
- Select **Attachments**.



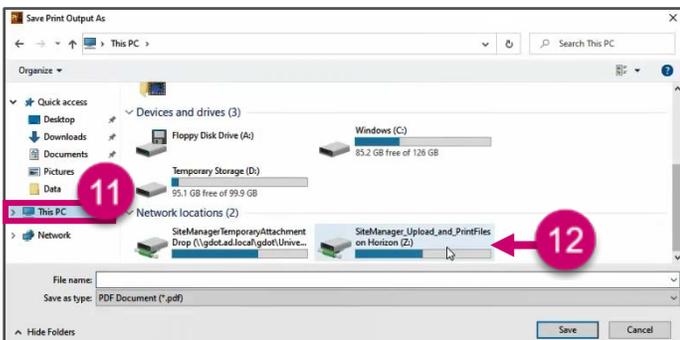
- The program will display the list of current attachments.
- Select **New OLE** to upload an attachment. Where OLE stands for Object Linking and Embedding.



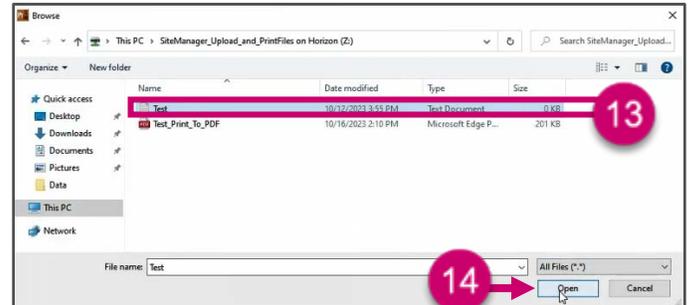
- Select the **Create From File** tab.
- Select **Browse**.



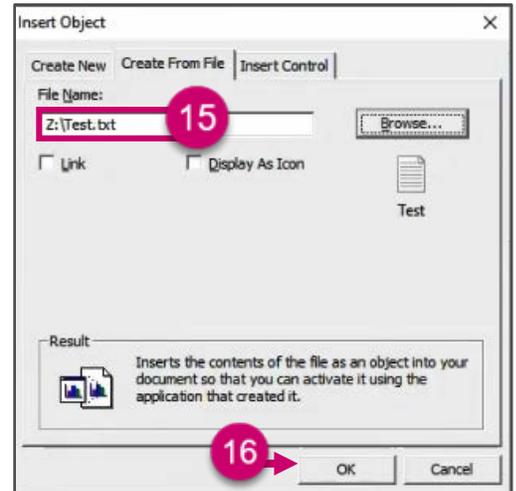
- Select **This PC**.
- Select the folder you created which should appear under your **Network locations**.



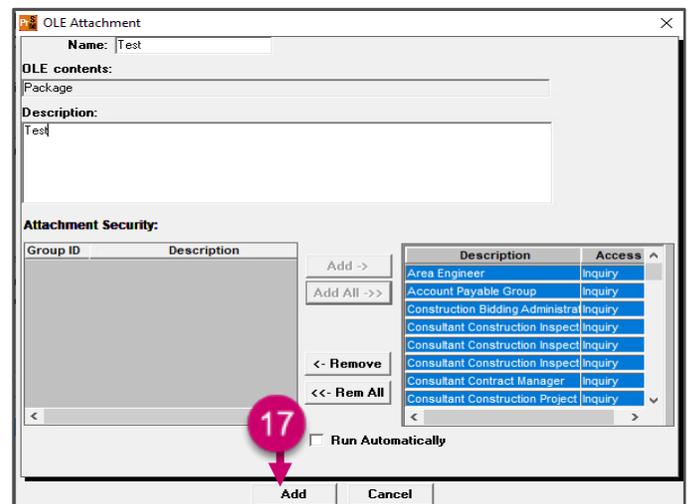
- Select the file you want to upload.
- Select **Open**.



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



- Select **Add**.



- Your file is uploaded.

Help

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

Note