

QRG – SITEMANAGER STONEMONT USERS PROCESS

LOGGING INTO SITEMANAGER

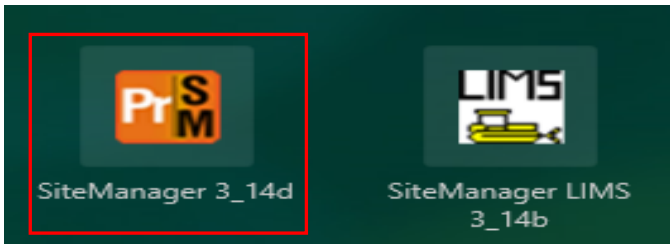
Logging into SiteManager

1. To log into SiteManager, enter the following web address into your browser address bar.

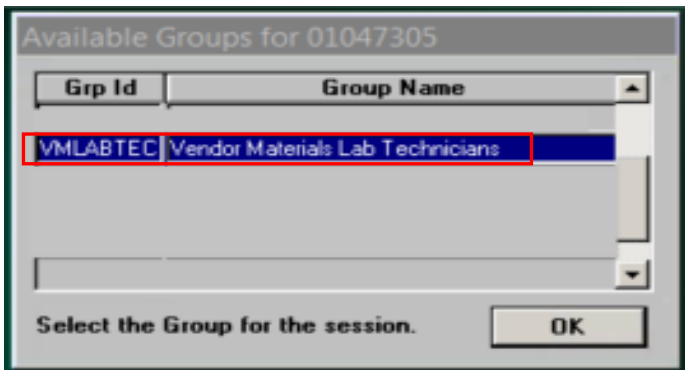
<https://gdotcitrix.dot.ga.gov/Citrix/GDOTAppsWeb/>



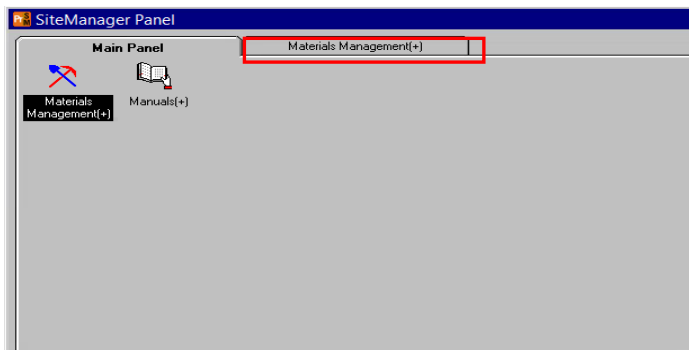
2. Enter **User name** and **Password**.
3. Double-click SiteManager 3_14d.



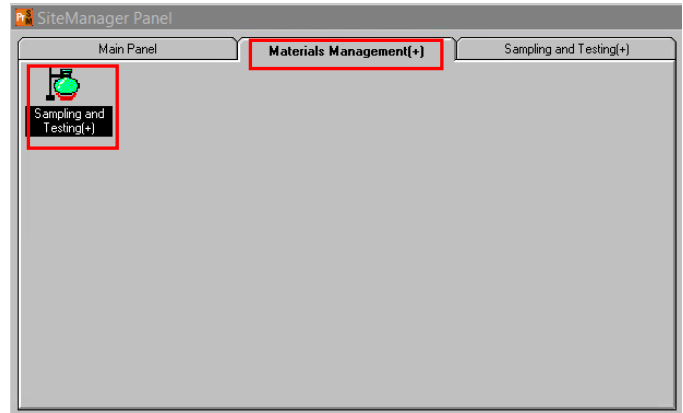
4. Select **Vendor Materials Lab Technicians** and click **OK**.



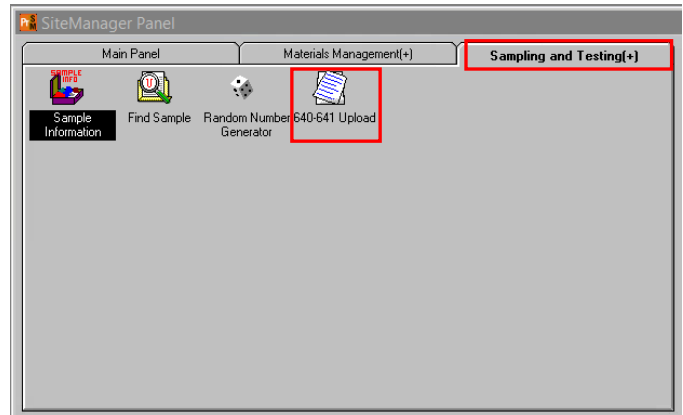
5. On SiteManager **Main Panel**, double click the **Materials Management** Tab.



6. On the **Materials Management** Tab, double click the **Sampling and Testing** icon.

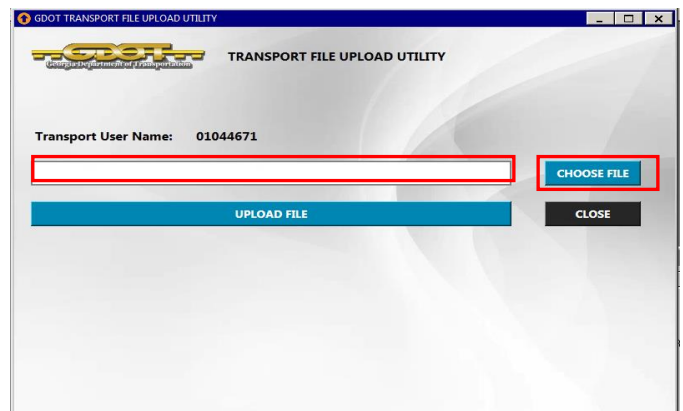


7. On the **Sampling and Testing** Tab, double click the **640-641 Upload** icon.



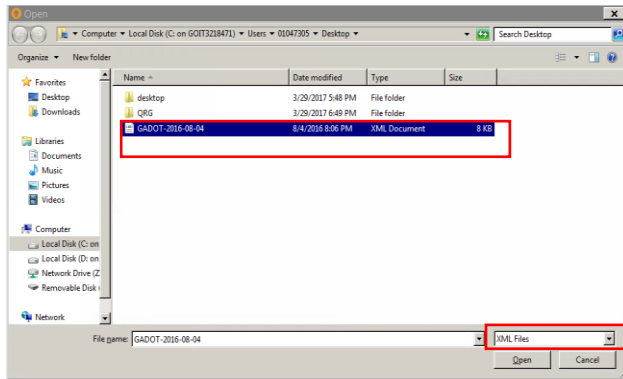
TRANSPORT FILE UPLOAD UTILITY

8. On the **Transport File Upload Utility** screen, select **Choose File**.

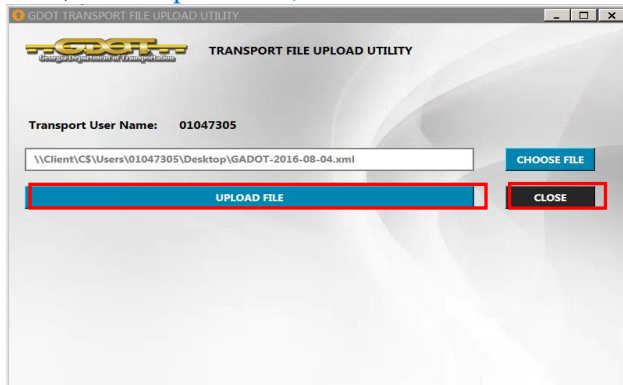


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9. On SiteManager **Open Window**, locate and double click the required **XML** file.



10. Now, select **Upload File**, and then **Close**.



11. Review the Transport File Upload Utility Screen for “**Upload Success!**”!

