OKLAHOMA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION / TRNS*PORT BRANCH

Sitemanager Policy Manual

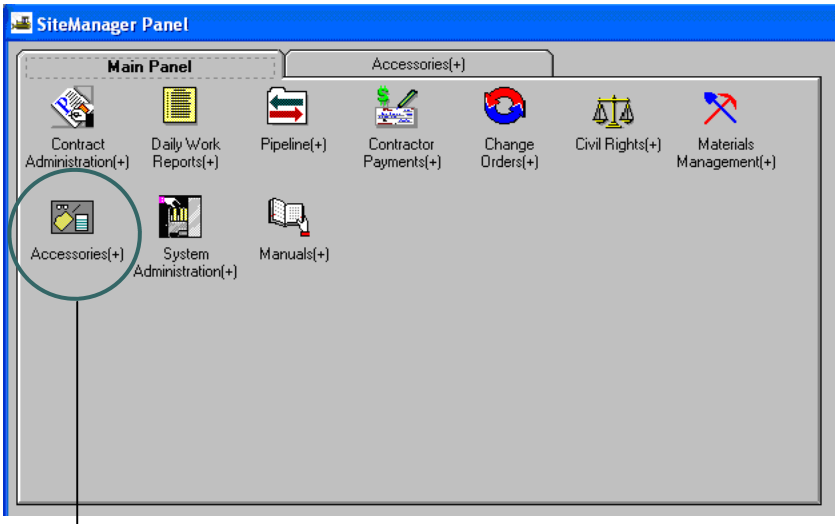
ACCESSORIES

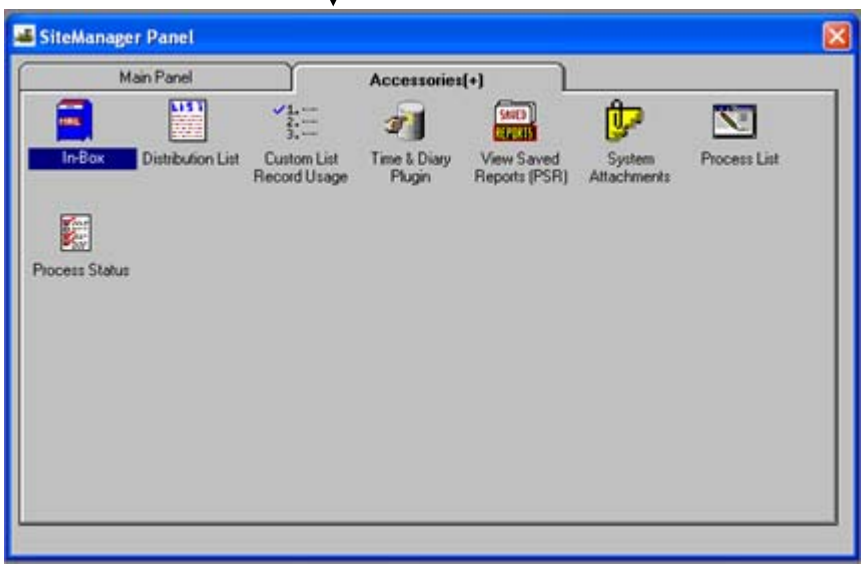
CONTAINS :

- 301.0 - In-Box
- 302.0 - Distribution List
- 303.0 - Custom List Record Usage
- 304.0 - ADHOC Query Tool
- 305.0 - View Saved Reports
- 306.0 - System Attachments
- 307.0 - Process List
- 308.0 - Process Status

ACCESSORIES

SCREENSHOT





AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

TABLE OF CONTENTS

- 301.0 - IN-BOX
- 302.0 - DISTRIBUTION LIST
- 303.0 - CUSTOM LIST RECORD USAGE
- 304.0 - ADHOC QUERY TOOL
- 305.0 - VIEW SAVED REPORTS
- 306.0 - SYSTEM ATTACHMENTS
- 307.0 - PROCESS LIST
- 308.0 - PROCESS STATUS

0300 ACCESSORIES

0301.0 IN-BOX

SCOPE

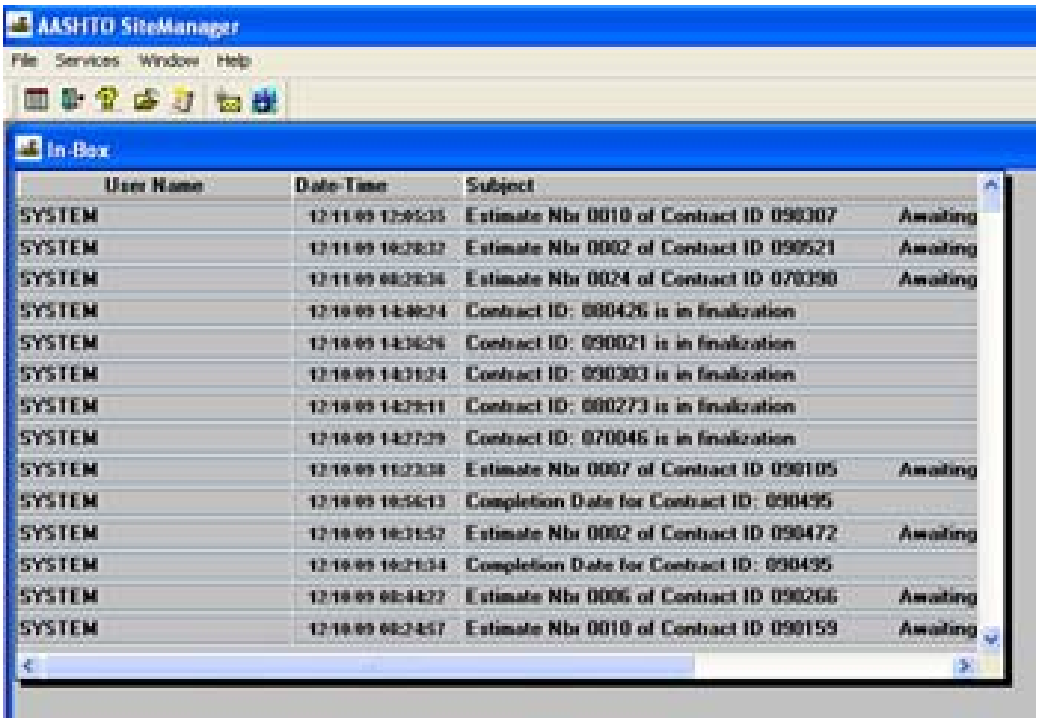
To setup policy for The Inbox.

GENERAL

All contract– related system messages appear in this section of Sitemanager.

External email message that are sent for Sitemanager can be located in this location.

SCREENSHOT



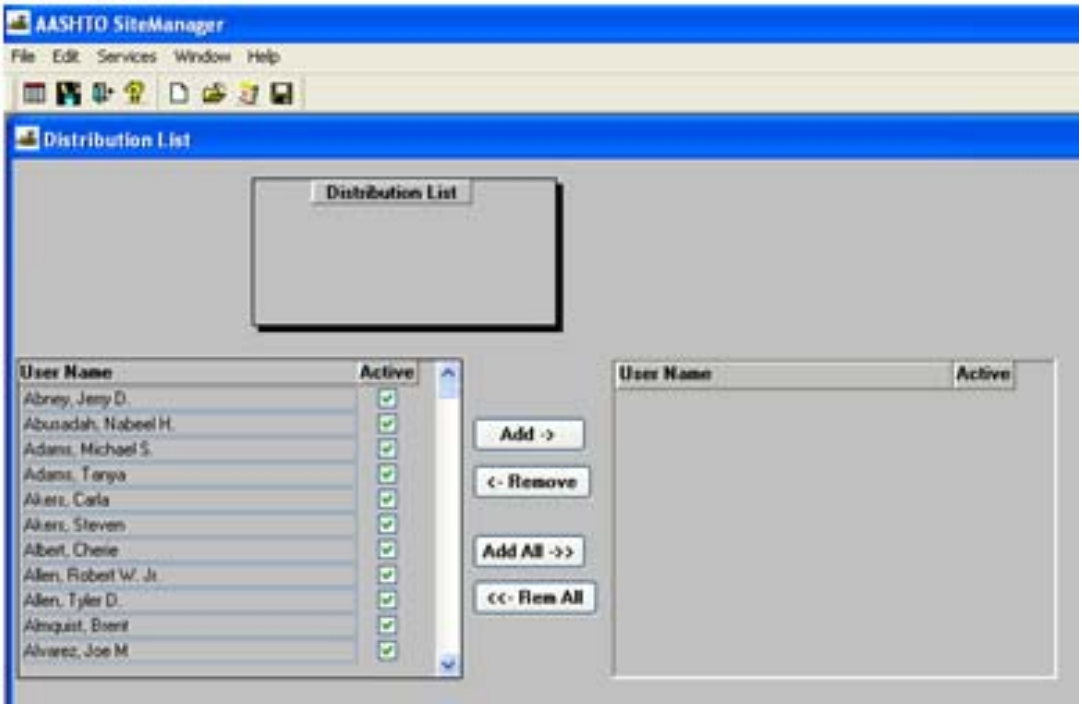
SCOPE

To setup policy for Distribution lists

GENERAL

All distribution lists will be created and maintained by Construction Division. Distribution lists are groups of Sitemanager users that can be found under a single identification code.

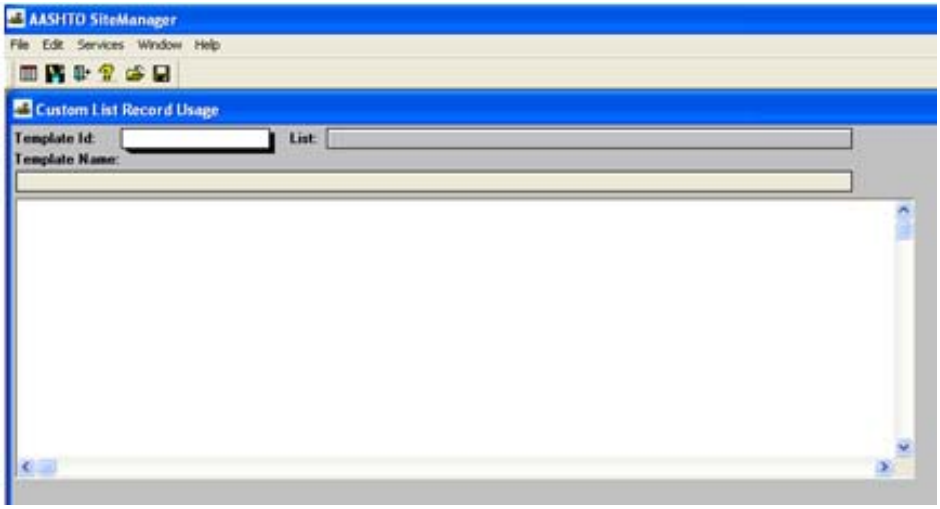
SCREENSHOT



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

Time and Diary Plugin

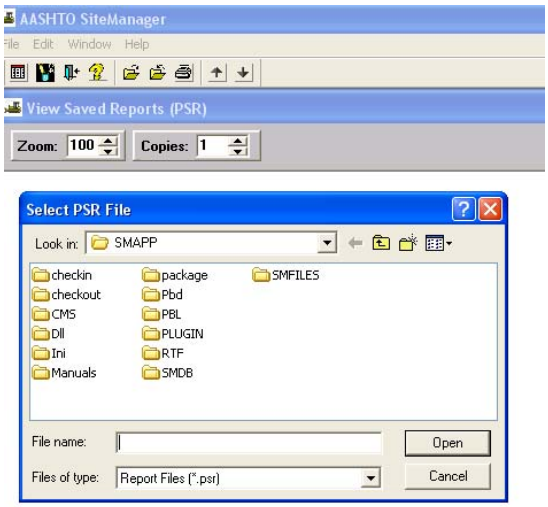
ADDITIONAL COMMENTS

EXTERNAL TIME AND DIARY PLUG IN WILL BE DISCONTINUED AND WILL NOT BE SUPPORTED AFTER AUGUST 1, 2010.

SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

SCOPE

To identify access to System Attachments and describe methods of activating an attachment made in this window

GENERAL

Although there are many other functional areas in SiteManager where attachments may be made, The System Attachments window is a separate central library where system attachments may be made and accessed. At this time, the types of attachments available here will primarily be URL's.

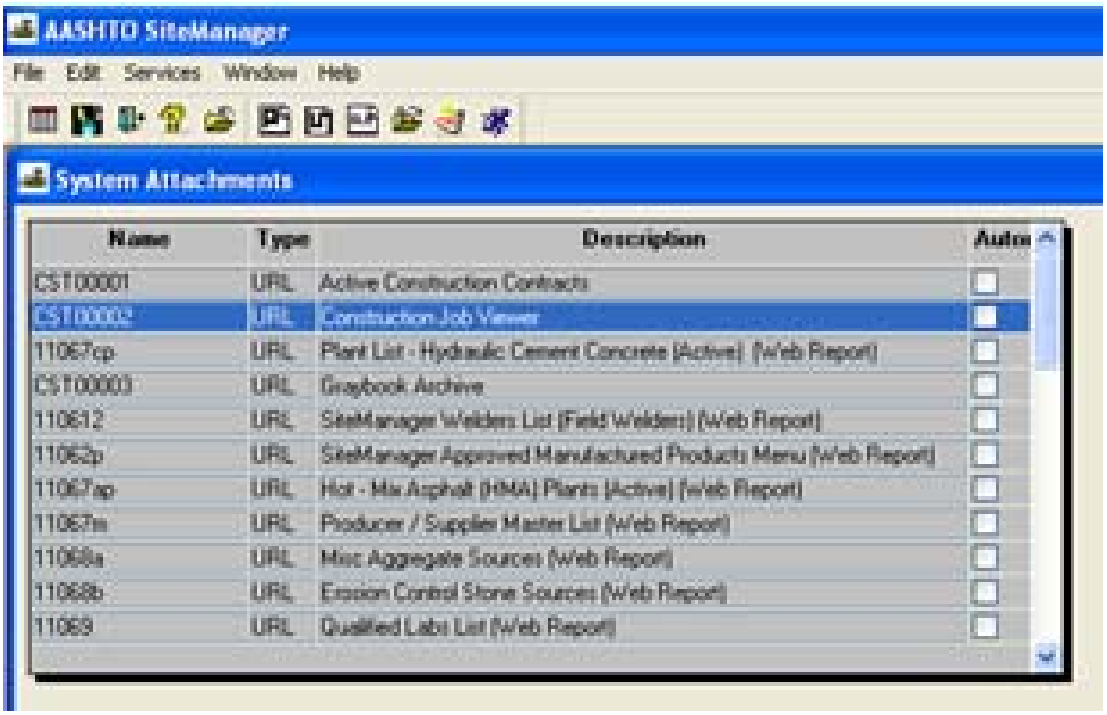
A URL attachment is simply an http:// link.

These links activate customized list and report producing or archive access facilities.

Many of the listed Materials Division report facility links (identified by MAT prefix in the Name column) are the ones used to produce reports seen in the Materials & Testing e-Guide on the Department's website. Some listed URL's will produce *.pdf documents and others will produce *.html with query or selection possibilities.

To activate an attachment in this window, double click on your selection, or single click your selection to highlight it and then click the little blue running man on the top tool bar.

SCREENSHOTS



CONSTRUCTION REPORTS

NAME	DESCRIPTION
ODOT_TOOLS	Oklahoma Custom Reports
CST00002	Construction Job Viewer
CST00003	Graybook Archive
Index_to_doc	Prints and Exports the Index to Documentation and the Cover Sheet
SSSPP	Policies, Procedures, QRG etc. (SSS via web browser)

MATERIAL CERTIFICATION

NAME	DESCRIPTION
MATLS_CERT	Materials Certification Process Utility Index
O_I_L_TOOL	Outstanding Item List etc. - Custom Pre-Materials Generation Tool
S&T Checklist	Sampling and Testing Checklist (MS Access)

APPROVED LIST

NAME	DESCRIPTION
110612	SiteManager Welders List (Field Welders) (Web Report)
11069	Qualified Labs List (Web Report)
QUAL_LABS	Qualified Labs Lists by Qualification Type (MS Access)
11062p	SiteManager Approved Manufactured Products Menu (Web Report)
Source of Matls	Source of Materials Report (MS Access)
SHP_INSP_PCBR	Shop Inspection of Pres. Conc. Br. Items

PLANTS / MIXES

NAME	DESCRIPTION
PLANT_LIST_UTIL	Active Conc. and Asphalt Plant Lists by P/S or Div (
11067cp	Plant List - Hydraulic Cement Concrete (Active)
11067ap	Hot - Mix Asphalt (HMA) Plants (Active) (Web Report)
AC Mix List	Asphalt Concrete Mix Design Lists (MS Access)
AC Mix Data	Asphalt Mix Design Data Report (MS Access)
11067m	Producer / Supplier Master List (Web Report)
P/S Materials	Producer/Supplier Materials Reports (MS Access)

MATERIALS

NAME	DESCRIPTION
11062p	SiteManager Approved Manufactured Products Menu (Web Report)
11068-ALL	All Approved and Unexpired Aggregate/Stone (Web Report)
11068b	Erosion Control Stone Sources (Web Report)
11068c	Asphalt Concrete Aggregate, Coarse Sources List (Web Report)
11068d	HC Concrete Aggregate, Coarse Sources (Web Report)
11068e	HC Concrete Aggregate, Fine - Combined Sources (Web Report)
11068f	HC Concrete Aggregate, Fine - Natural Sources (Web Report)
11068a	Misc Aggregate Sources (Web Report)

INFORMATION REPORTS

NAME	DESCRIPTION
Sample Info	Sample Information Report (MS Access)
Vendors Info	Venders Information Report (MS Access)
Lab Log Info	Laboratory Log Information Report (MS Access)
STAT_MATLS	Materials Sampling and Testing Status Report (Monthly Counts etc.)
PASS_VS_FAIL	Sample Counts, Pass Vs. Failing Sample Information (MS Access)

TECHNICIANS

NAME	DESCRIPTION
DIV_RES_TECHS	Div. and Res. Technician Qualif. Query Tool (MS Access)
TECH_SELECT	Select a Technician, View History of Their OHCMTCB Certifications

IA

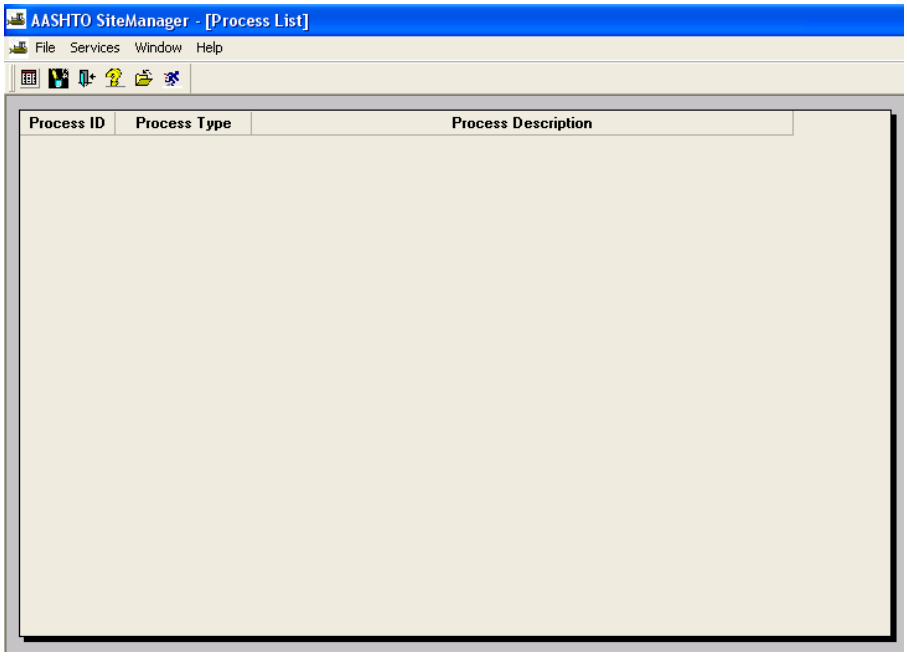
NAME	DESCRIPTION
IAS Summary	IAS Summary Report (MS Access)
C96008E	IA Technician Evaluations (MS Access)

SCOPE

The Process list window identifies processes that are available to the authorized user.

GENERAL

SCREENSHOT



REPORTS

REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
User Security Group Report	None	Division, Residency	Portrait Mode	This customized report will identify the users that have been established in the system for a selected office level. The report will indicate the users, userid, the date when the userid was created, if the user has office wide access, and which security groups the user has been assigned. This report has two parameters(Division and Residency) which must be input by the user. The default values are zero. To generate the report for all Level 1 users, both the Division and the Residency parameter fields 1. should contain the default. To generate the report for all Level 2 users assigned to a Division, input the Division number into 2. the Division parameter field. Leave the Residency parameter at the default. To generate the report for all Level 3 users assigned to a Residency, input both the Division and 3. Residency numbers in the appropriate parameter field

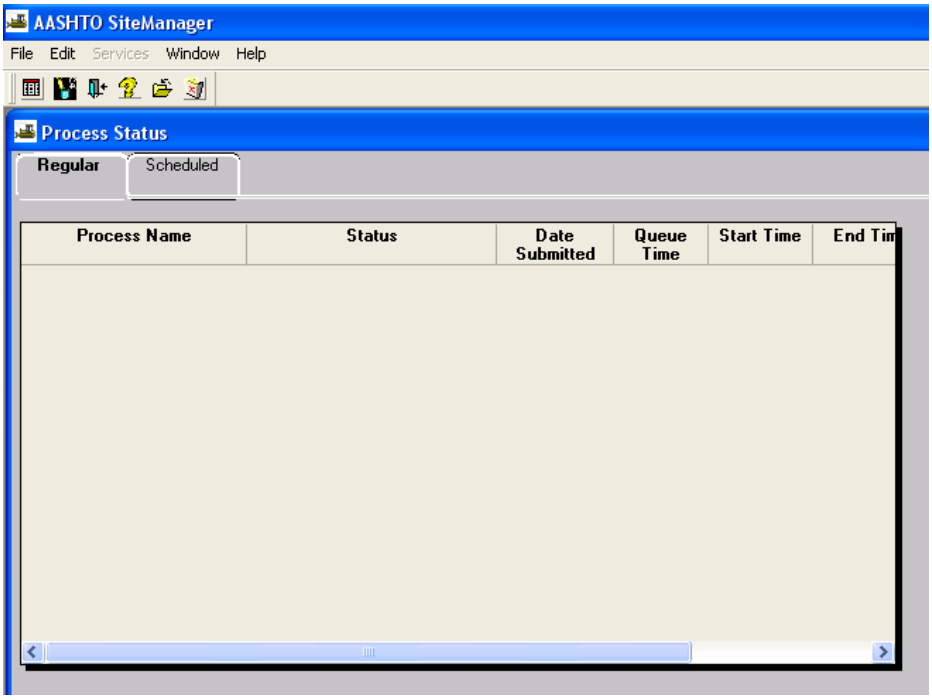
SCOPE

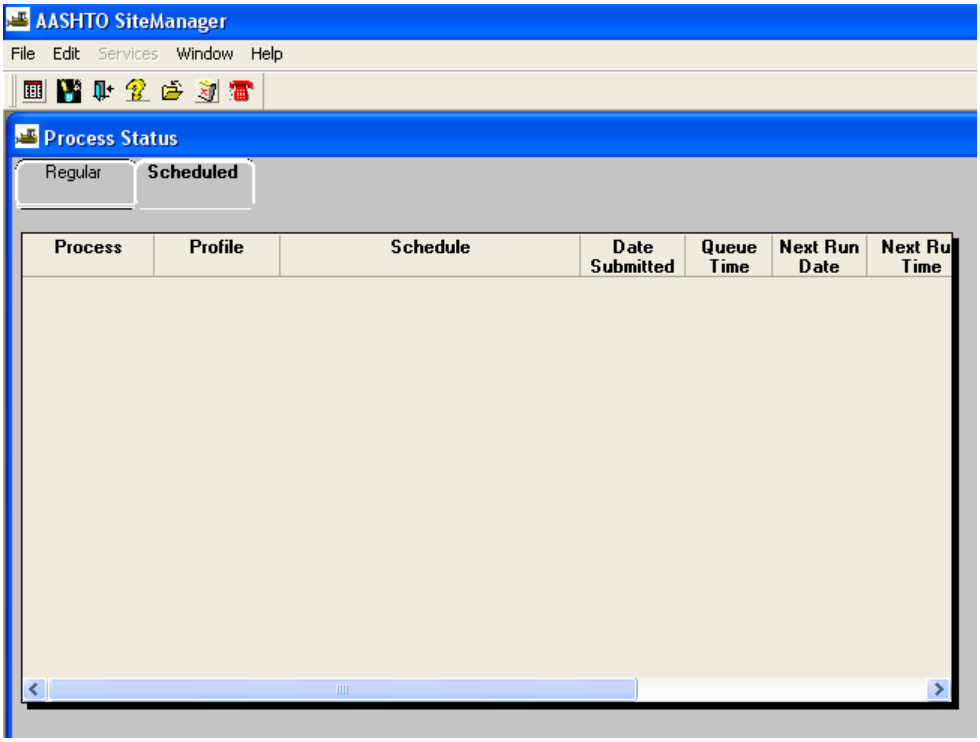
To identify and retrieve recently run processes in Sitemanager

GENERAL

In several of the Sitemanager menu there is an item that directs the user to this location to retrieve all reports process run in Sitemanager.

SCREENSHOTS





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