

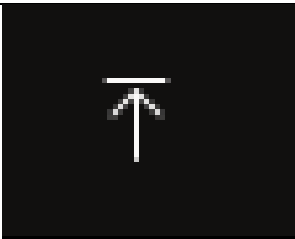
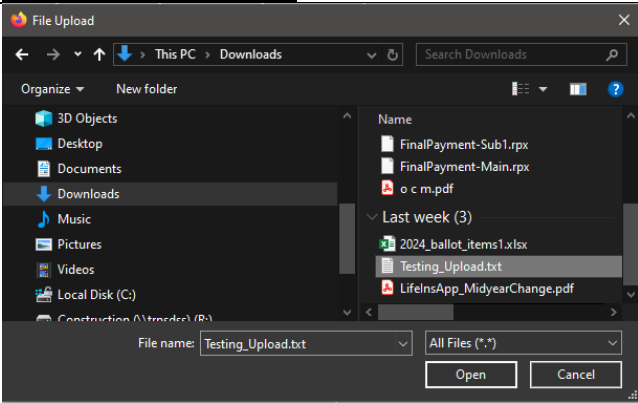


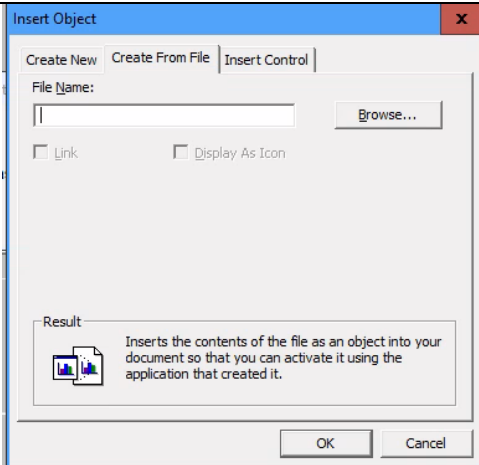
Quick Reference Guide

Attachments and Printing / Saving Documents

With the new ODOT SiteManager Portal:

Attachments:

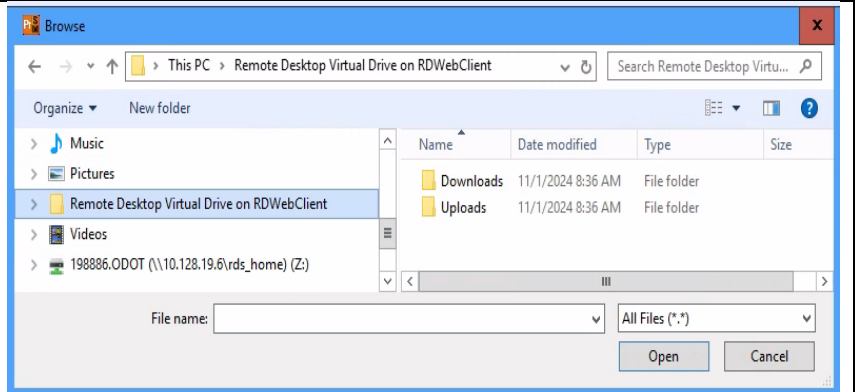
To attach any documentation, you must first Upload the document to the server:

<p>Make sure you are logged into SiteManager and where you are needing to make the attachment.</p>	
<p>Click the “Upload” button that is on the Portal’s task bar.</p> <p>This button is located on the right side.</p>	
<p>A “File Upload” window will open for you to locate and select the file(s) you are wanting to attach.</p> <p>After selecting the file(s) click the “Open” button. This will upload the file and close the window,</p>	
<p>In SiteManager, click the “Attachments” button. This opens the attachments menu.</p>	
<p>In the attachment’s menu, click the “New OLE” button. This will open a new pop up.</p>	
<p>Click on the “Create From File” Tab Then the “Browse” Button.</p> <p>A new window will open.</p>	

On the left side of the newly opened window, you will need to double click on "Remote Desktop Virtual Drive on RDWebClient"

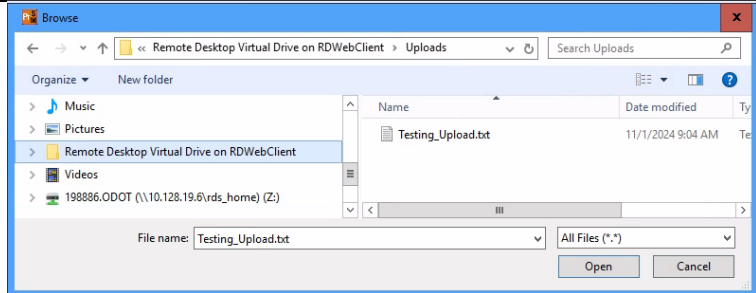
Then on the right side open the "Uploads" folder.

This is where the file(s) you uploaded earlier will be.

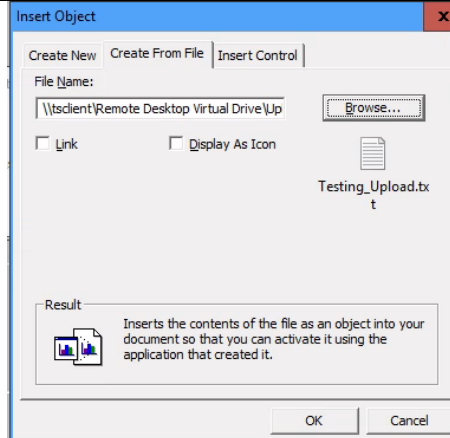


Select the file(s) you are needing to attach and click the "Open" Button.

This will close the window and add the file(s) to the Insert Object window.

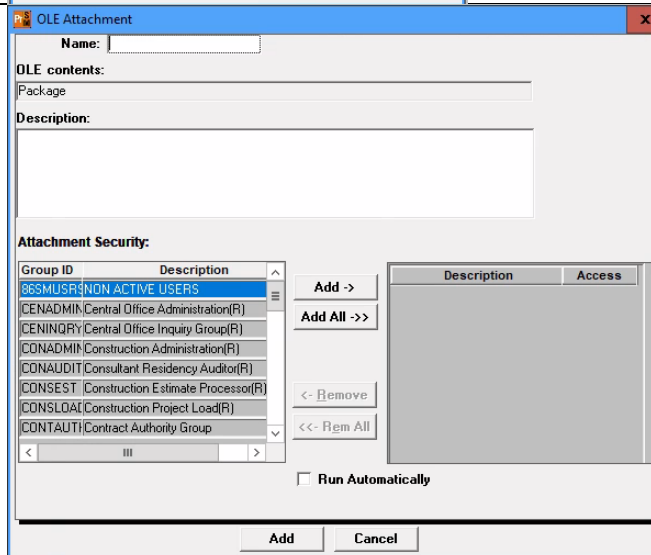


Click the "OK" button on the Insert Object pop up window.



On the next window select what you would normally select when making a attachment.

Then click the "Add" Button.



Printing and Saving from SiteManger:

There is no more printing directly from SiteManger, you will have to print from your local computer:

First you will need to make sure you have the new print setup defaulted on SiteManger.

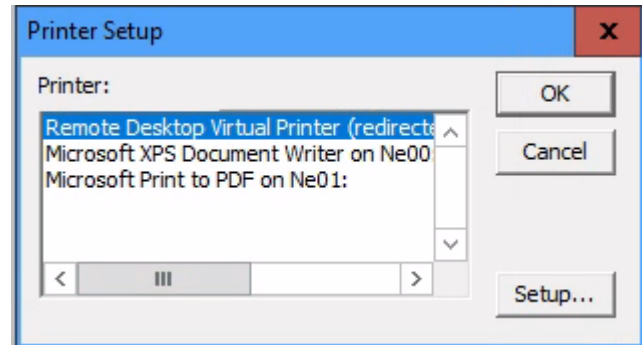
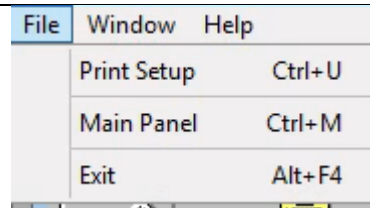
From the main screen, after you login, click “File” then “Print Setup”

This will open the Printer Setup window.

You will need to select the “remote Desktop Virtual Printer” and click the “OK” button.

This will set the default SiteManger Printer.

If you “print” from a SiteManger Screen this will download a PDF to your local computer for you to print, save and/or move to a network drive. You should rename the file as needed.



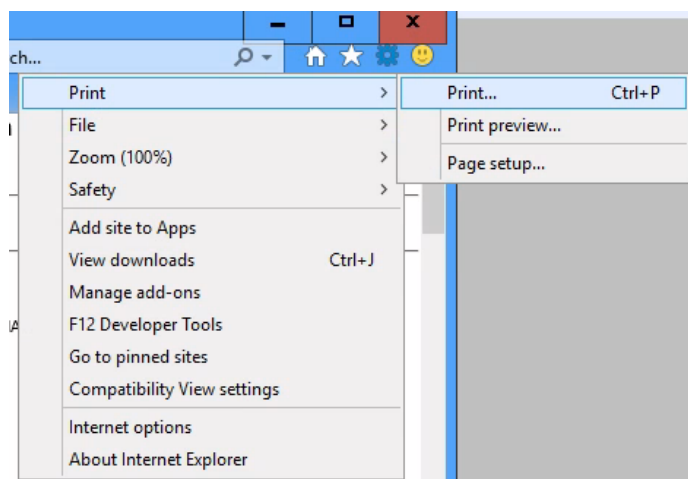
To print any report, (html, Access, Crystal) from SiteManger you will need to set the default printer to “Remote Desktop Virtual Printer” for each report type:

For (HTML, Crystal) Reports:

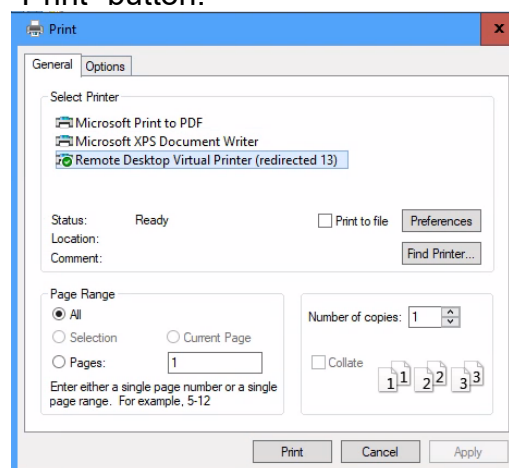
This will open either Internet Explorer or Microsoft Edge.

For Internet Explorer:

Click on the “gear” icon, hover on the “Print” menu and select the “Print...” button:



This will open the Print settings for IE, Select the “Remote Desktop Virtual Printer and click the “Print” button:



This will download a PDF to your local computer for you to print, save and/or move to a network drive. You should rename the file as needed.

For Microsoft Edge:

Click the “Printer” button.



This will open the “Print” window:

Print
Total: 18 sheets of paper

Printer
Remote Desktop Virtual Printe... ▾

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Color
Color ▾

Print Cancel

CONTRACT ITEMS SUMMARY REPORT

CONTRACT ID	REV	SAP	PROJECT NUMBER					
240228	04/20/24	SAP 40126151125						
DIVISION	ADMINISTERED BY	CONTRACTOR						
23	PAVILLERA RESIDENCY	LAGON CONSTRUCTION CO. LLC						
LINE	ITEM CODE	UNIT PRICE	UNITS	REQ QTY	Change Order QTY	CURRENT QTY	STATUS	PAI PLAN
0010								
0010	502/01320	50,000.00	LS	1.00	0.00	1.00	ACTV	
QUANTITY		SIGNATURE						
TOTAL QUANTITY:		0.00						

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Make sure the “Remote Desktop Virtual Printer” is selected in the “Printer” dropdown list:

Printer

Remote Desktop Virtual Printe... ▾

Save as PDF

Remote Desktop Virtual Printer (red... Ready

Microsoft XPS Document Writer Ready

Microsoft Print to PDF Ready

Add a printer

Then click the “Print” button:



This will download a PDF to your local computer for you to print, save and/or move to a network drive. You should rename the file as needed.

For Access Reports:

Click the “Print” button:



Print

This will open the “Print” window.

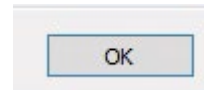
Make sure that “Remote Desktop Virtual Printer” is select form the “Name” Dropdown list:

Name: Remote Desktop Virtual Printer (redirected 45) ▾

Status: Microsoft Print to PDF
Microsoft XPS Document Writer

Type: Remote Desktop Virtual Printer (redirected 45)

Click the “OK” button:



This will download a PDF to your local computer for you to print, save and/or move to a network drive. You should rename the file as needed.