

Generating Active Materials Report

Follow these few steps to generate the Active Materials report in SiteManager.

1. From the Main Panel, select **Materials Management(+)** and then **Process List**.
2. The Process List will open, scroll down to Process ID **MSX00007 - M&R: Active Materials List**
 - Double click.
3. Confirm Process Submission will open. Click **Submit**.
 - A series of two dialog boxes will appear.
 - The Client Job Monitor will confirm the generation process has begun. Click **OK**.
 - The DPS Status Monitor will indicate the generation process has completed. Click **OK**.
4. In the event the report doesn't open after the completion prompt, the report can be opened by selecting the **Services** menu and the **Process Status** from the menu.
5. Double click the selected process (review the time stamp to determine the most recent process).
6. Double click **Output.html**

If you have any questions, please feel free to contact the SMGR Material staff at DOR.SiteManagerMaterials@Nebraska.gov or by phone at 402.479.4760.