



NDOR SiteManager Materials Management

Laboratory and Field Personnel
Instructions

Attach a File to a Sample Record

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Modification Tracking Summary

Summary of Changes	Date	Author
Updated information/Screenshots	05-23-11	Trevor Hasenkamp
Instructional document created	6-13-11	Andi Clark
Updated Roles & Responsibilities	5-23-2012	Andi Clark

1. Purpose:

This document is intended to be used in conjunction with the existing training materials provided by the NDOR (Nebraska Department of Roads), M&R (Materials & Research) Division. Questions concerning initialization of the SMGR (SiteManager) application are addressed in this existing training material.

The purpose of this instructional document is to provide the steps necessary to successfully attach a file(s) to a sample record in SMGR.

1.1 Roles and Responsibilities:

SiteManager Staff: 402.479.4760, DOR.SiteManagerMaterials@nebraska.gov.

1.2 Abbreviations:

ID: Identification Number

M&R: NDOR Materials & Research

NDOR: Nebraska Department of Roads

RUG: Report and Utility Generator

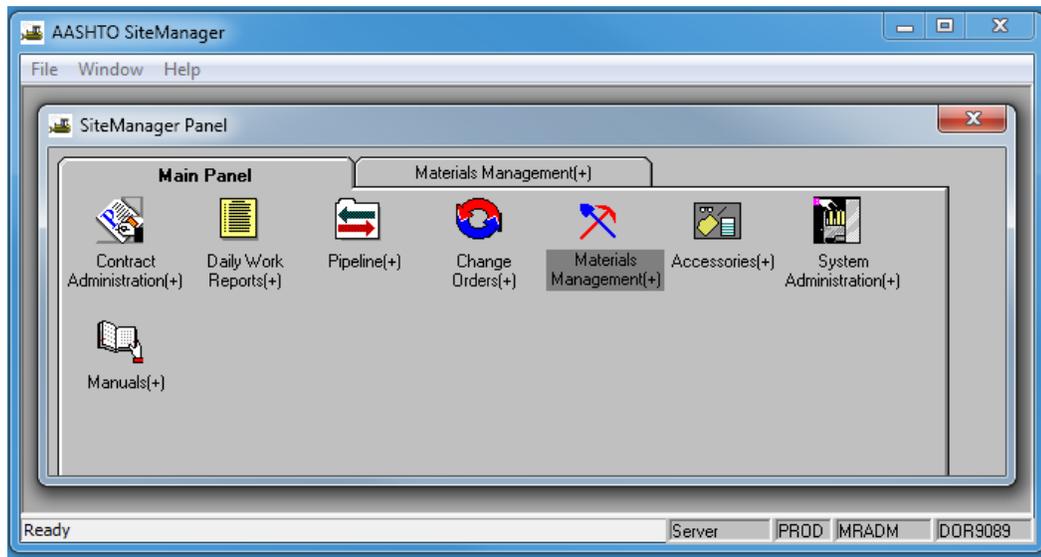
SMGR: SiteManager

2. Operational Instructions:

These instructions will provide the steps necessary to assist personnel to attach a file(s) to a sample record in SMGR.

2.1 Main Panel:

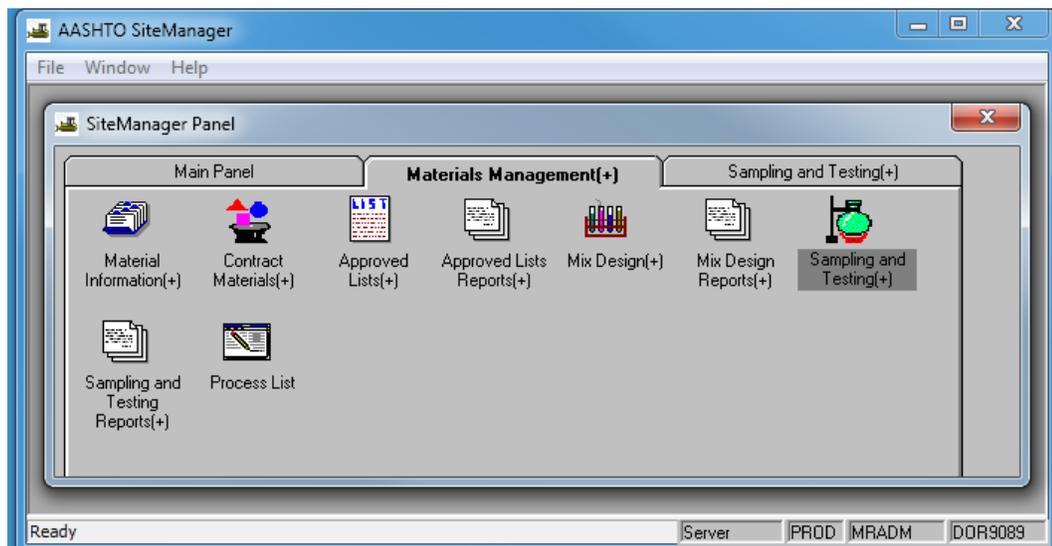
After successfully completing the log in process, SMGR will present the Main Panel. From the Main Panel, select Materials Management(+).



NOTE: The icons represented in these illustrations may differ based on the user's security group.

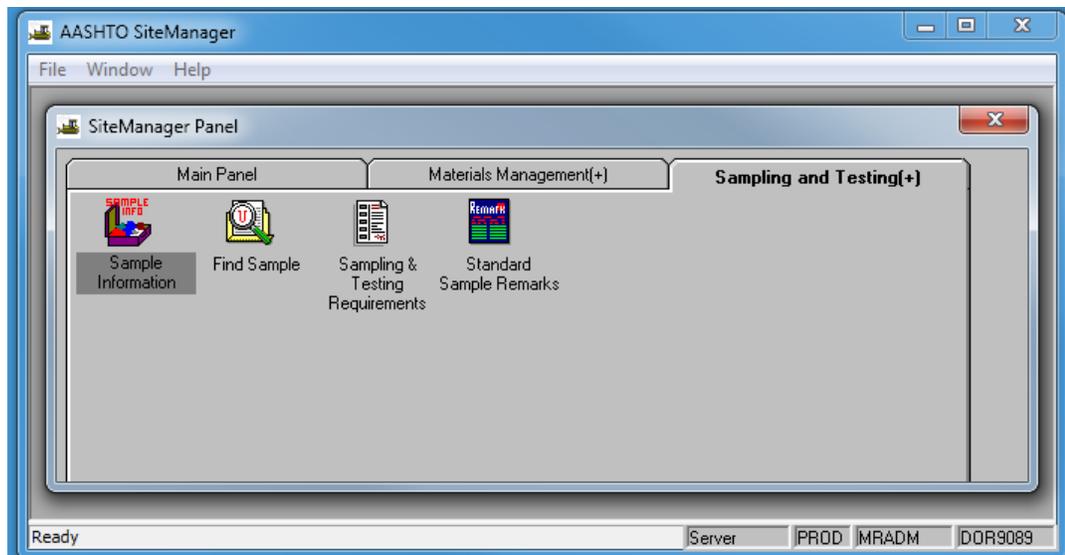
2.2 Materials Management:

Once selected, an array of Material Management(+) icons will be presented on the Materials Management(+) tab. From the Material Management(+) tab, select Sampling and Testing(+) icon.



2.3 Sampling and Testing (+):

Within the Sampling and Testing(+) Tab, select the Sampling Information icon by double clicking.



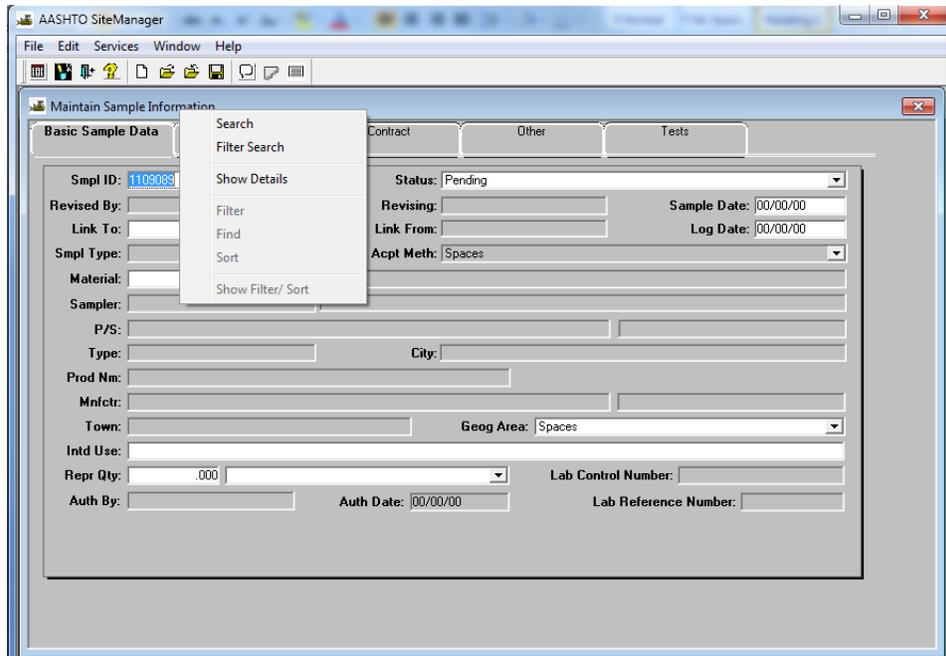
2.4 Maintain Sample Information:

The Maintain Sample Information tab will be displayed.

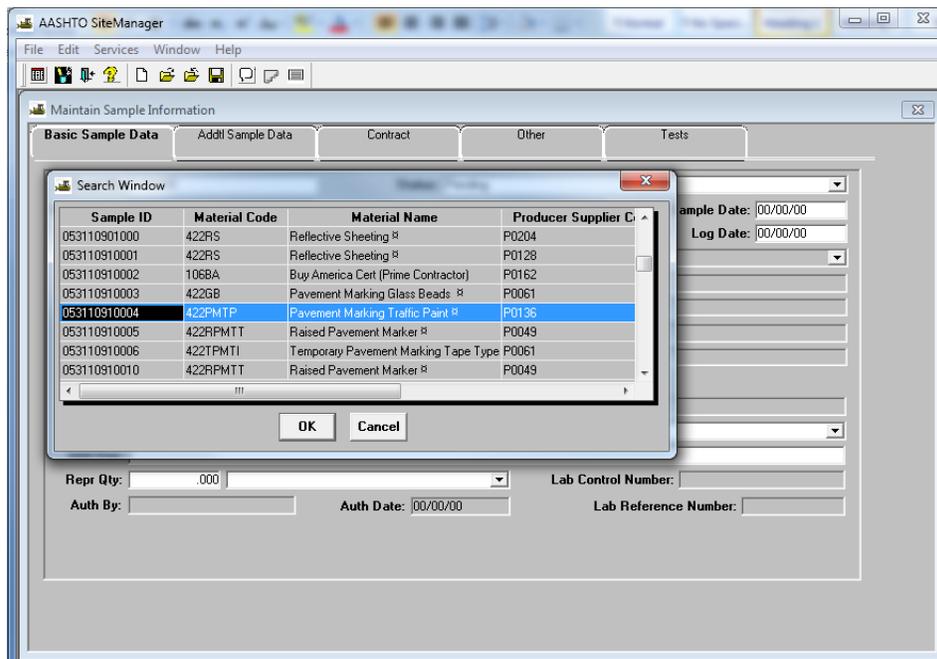
This screen will present five tabs: Basic Sample Data, Addtl Sample Data, Contract, Other and Tests.

2.4.1 Search/Open a Sample

To search for a sample, hover over the field until a "Search" lens  appears. Right click to select search and scroll until to find the appropriate sample. Alternatively, enter the Sample ID number and select enter to retrieve a sample.

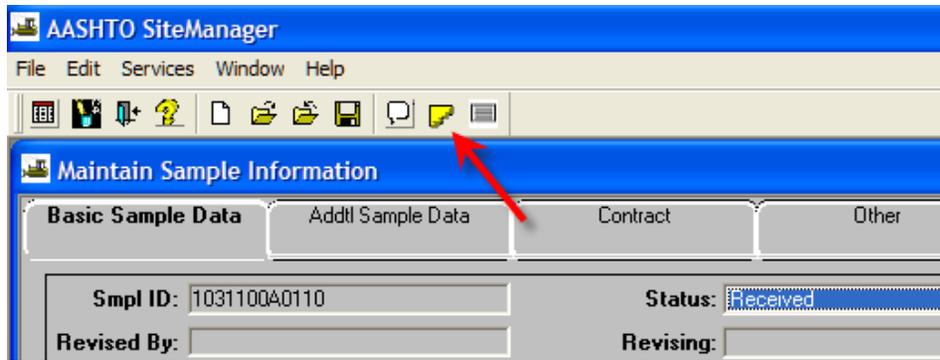


When the correct sample has been identified, highlight the sample and click OK.

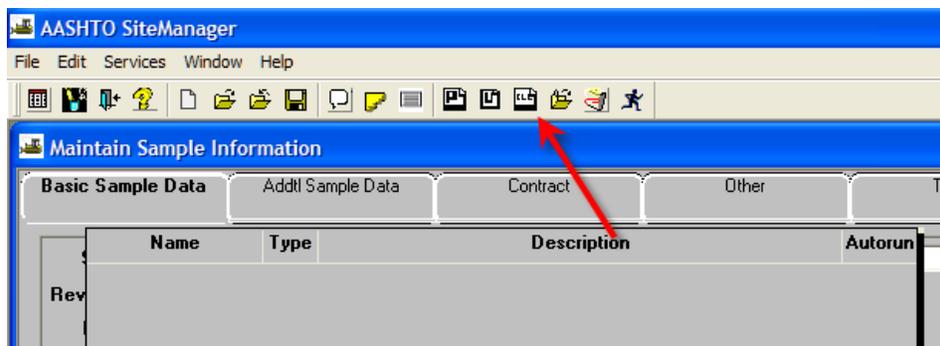


2.4.2 Attaching the File:

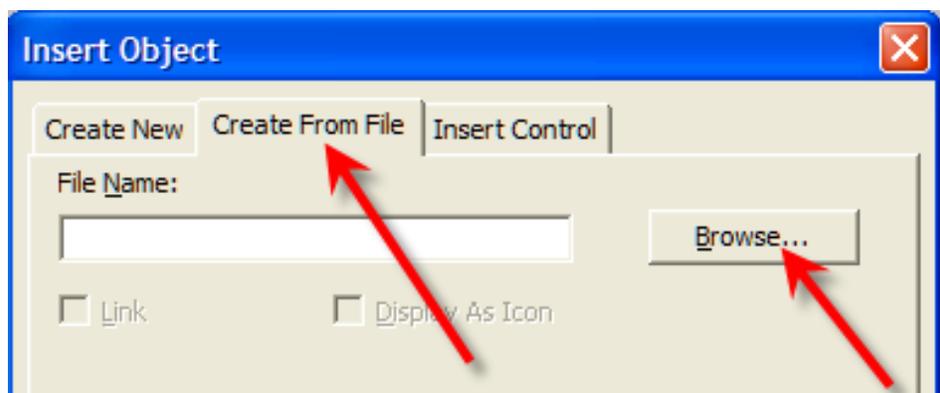
Click the attachment button.



Click the OLE button to open the Insert Object window.



Click the Create From File tab and then the Browse button.

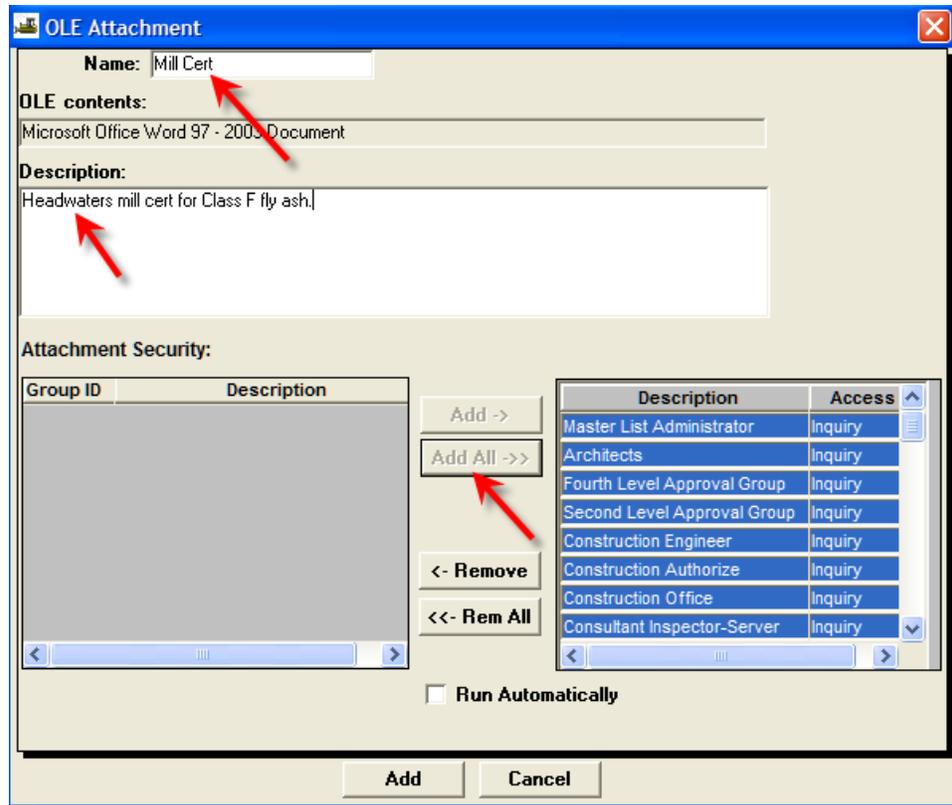


From the Browse dialog, find the selected file that will be attached to the sample and select Open.

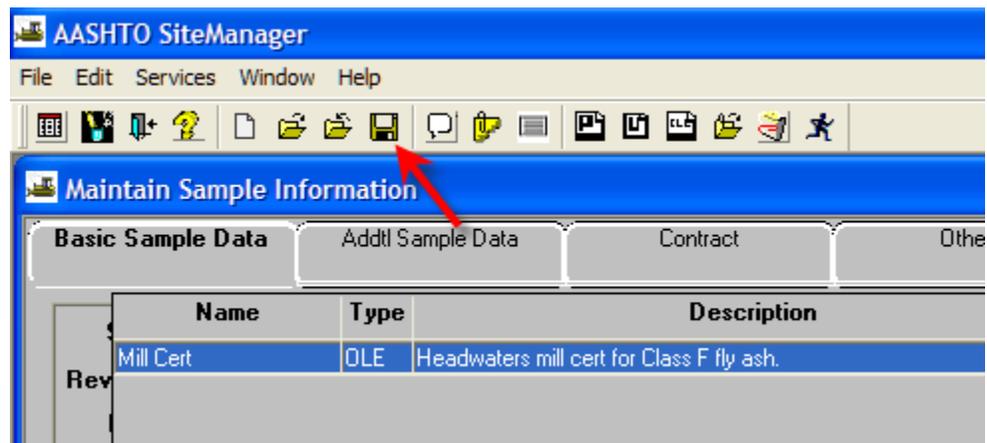
Click OK to return to the Insert Object window.

Enter the name of the attachment and a brief description.

Select Add All.



Click Save.

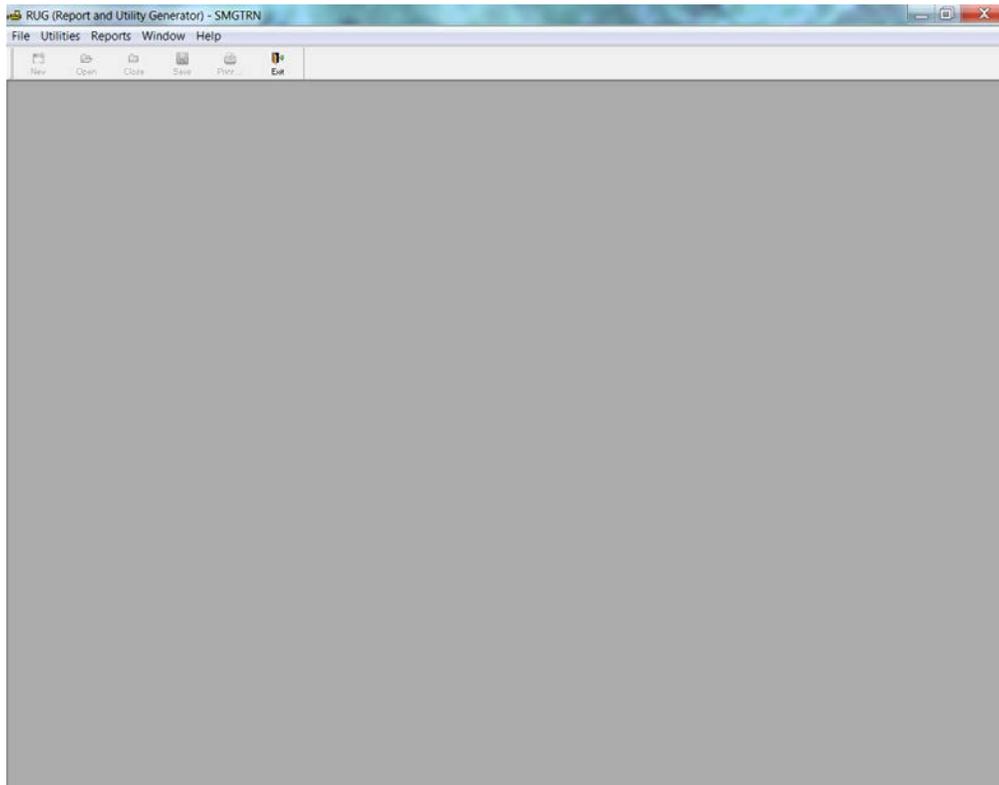


Notice the icon has changed and now displays with a paperclip.
A file has been successfully attached to this sample.

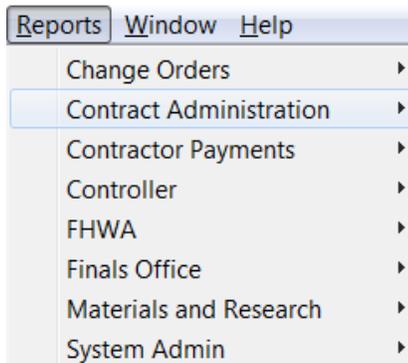
2.5 Report and Utility Generator (RUG):

Report and Utility Generator (RUG) provides the ability to review all of the attachments linked to a specific contract.

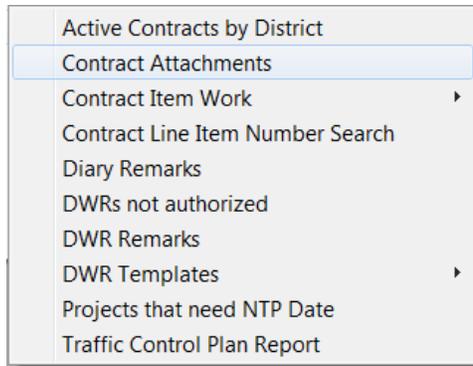
Open RUG to the home page.



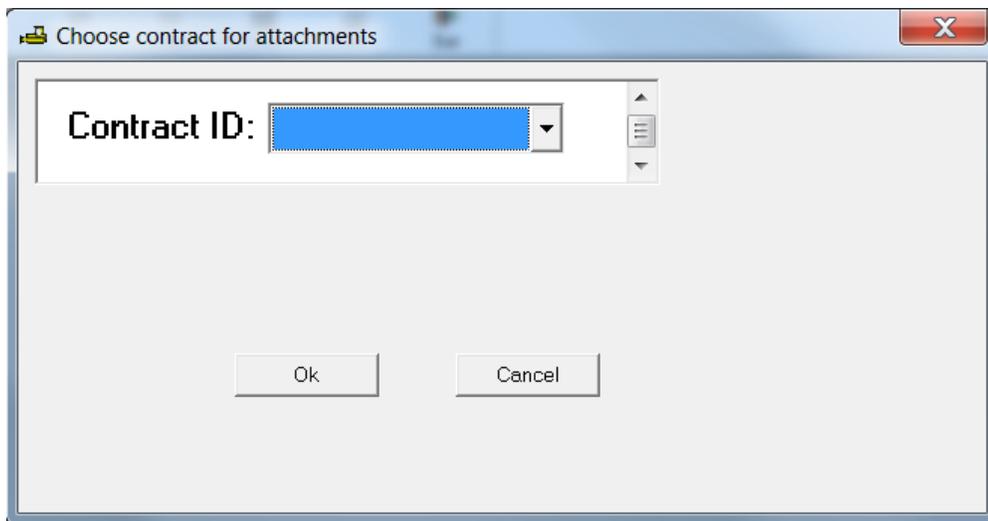
From the RUG home page, select the Reports menu.
From the Reports menu, select Contract Administration.



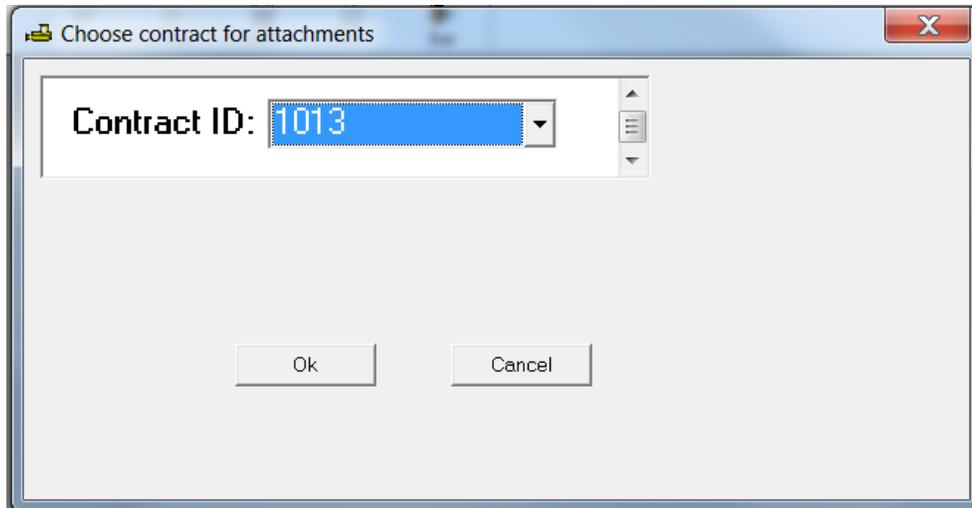
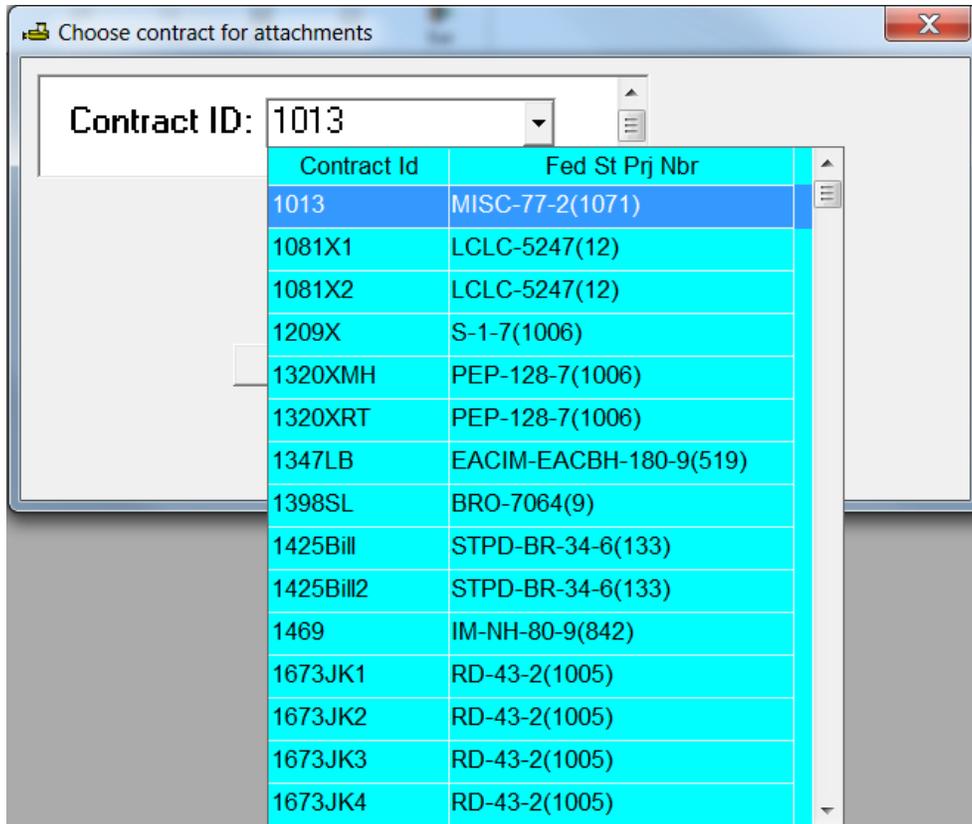
From the foldover menu, select Contract Attachments.



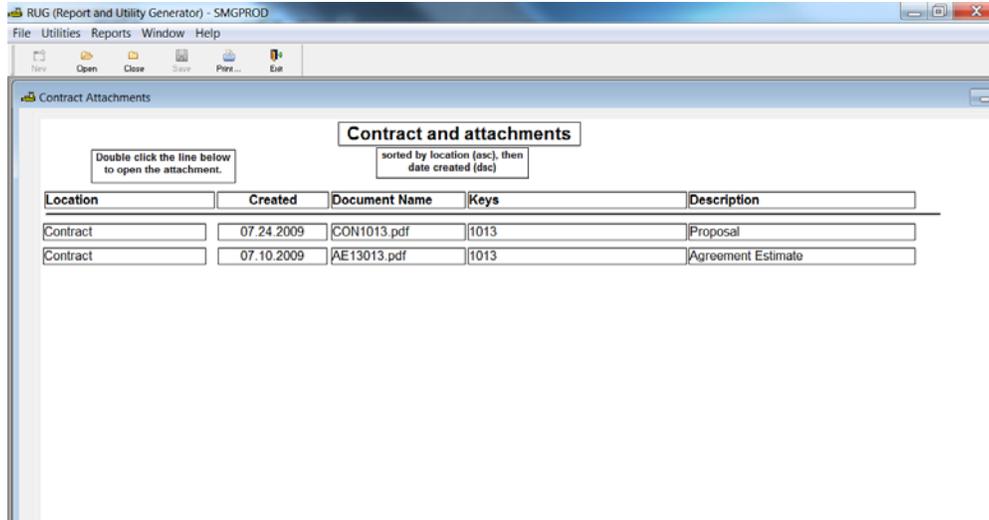
The Choose Contract for Attachments frame will open.



Using the drop down menu, select the desired Contract ID and click OK.



Contract Attachments will open and present a grid. This grid will identify the attachments linked to the contract.



To review the attachment, double click the desired attachment. The attachment will open.

BID PROPOSAL

NEBRASKA DEPARTMENT OF ROADS
LETTING DATE: June 25, 2009

ORIGINAL

CALL ORDER: 105 CONTRACT ID: 1013
 CONTROL NO./SEQ. NO.: 13013 /000 PROJECT NO.: MISC-77-2(1071)
 TENTATIVE START DATE: 11/02/09 CONTRACT TIME: 5 WORKING DAYS
 LOCATION: US-77, CERESCO SOUTH WETLAND BANK RESTORATION
 IN COUNTY: LANCASTER

BIDDER

GROUP 1 GRADING

1783
 VALLEY CORPORATION
 28001 IDA CIRCLE
 PO BOX 589
 VALLEY NE 68064

NOTES

THE TOTAL AMOUNT OF WORK WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO \$ _____.

THE NUMBER OF _____ CONTRACTS WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO _____.