Policy and procedures for the Materials Management portion of SiteManager are maintained in the Department's Lotus Notes database system. These policies and procedures can be accessed by two different methods:

A: Within Lotus Notes on the SiteManager Support System (SSS) database for all Department employees.

B: Within SiteManager for all SiteManager users.

Directions for accessing the Policies and Procedures:

**A: In your Lotus Notes workspace, click on the SSS database icon:**

1. Select policies and procedures, and then click the dropdown arrow next to 1100: Materials Management.
2. Select the appropriate policy for display or printing.
   (Note: Quick reference guides can be accessed here also)
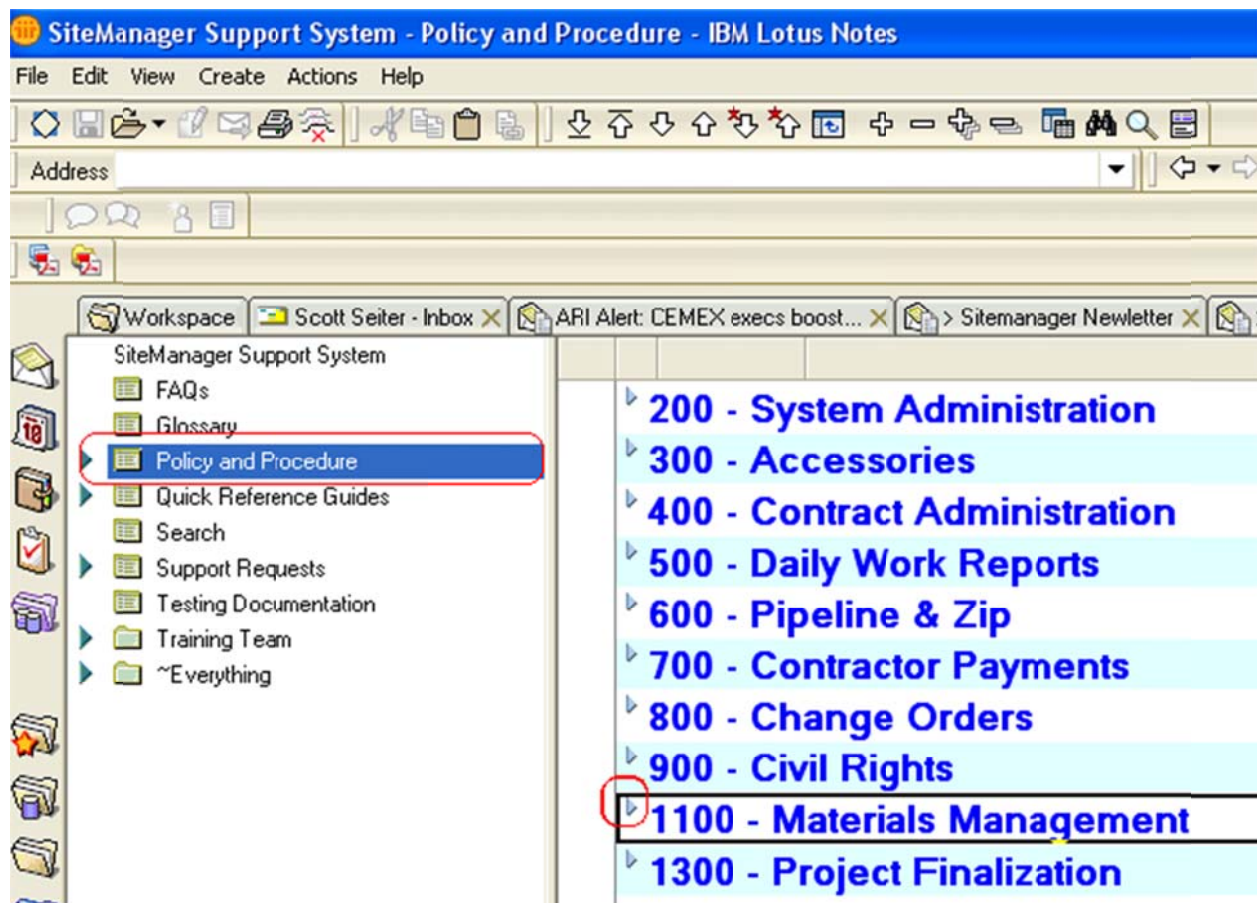
If you don't have the SSS database, it can be easily added to your lotus notes workspace.   Call the TransPort support staff for assistance or use the following directions.

1. In an empty portion of your lotus notes workspace, right click and select, "Open Database".
2. In the server dropdown box, select, "Notes9a/ODOT".
3. In the database selection window, scroll to the bottom and double click the "SiteManager" file.
4. In the database selection window, select, "SiteManager Support System"
5. The icon is now added to your lotus notes workspace.

B: In SiteManager, on the Main Panel, select the "Accessories" icon:
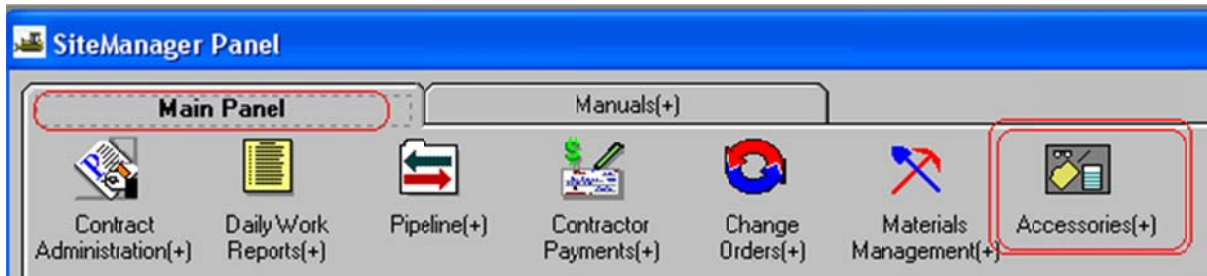
When the Accessories tab opens, select, "System Attachments":

Scroll down through the list of system attachments and double click on "Policies, Procedures, QRG…"

This will open a web browser and the following window where the policies, procedures, and QRG's are:

- FAQs
- Glossary
- ▶ 📖 Policy and Procedure
- ▼ Training Team
  - Current SiteManager Trainers
  - Meeting Questions
- ▼ ~Everything
- ▶ Policy and Procedure
- Quick Reference Guides

Policy and Procedure

- ▶ **100 - General**
- ▶ **200 - System Administration**
- ▶ **300 - Accessories**
- ▶ **400 - Contract Administration**
- ▶ **500 - Daily Work Reports**
- ▶ **600 - Pipeline & Zip**
- ▶ **700 - Contractor Payments**
- ▶ **800 - Change Orders**
- ▶ **900 - Civil Rights**
- ▶ **1100 - Materials Management**