SiteManager Training Manual

Module G
Chapter 1

Accessories
In-Box

Section G-1
Using the Sitemanager Inbox

Student's Version

Indiana Department of Transportation
May 2007, Version 3.7b

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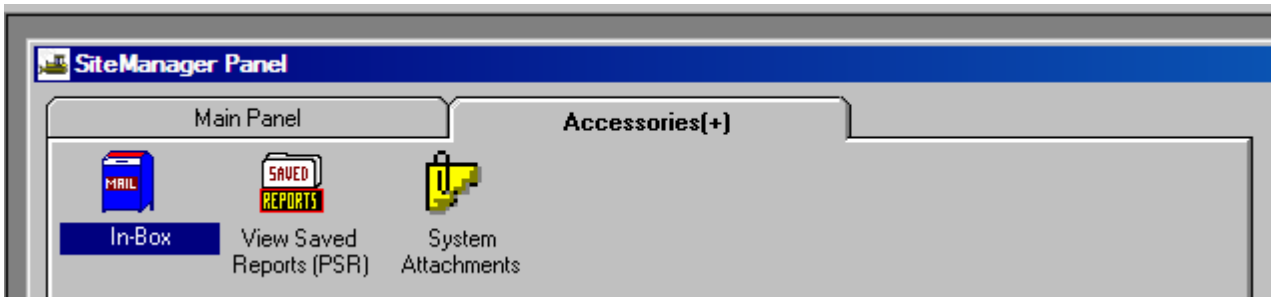
SiteManager In-Box

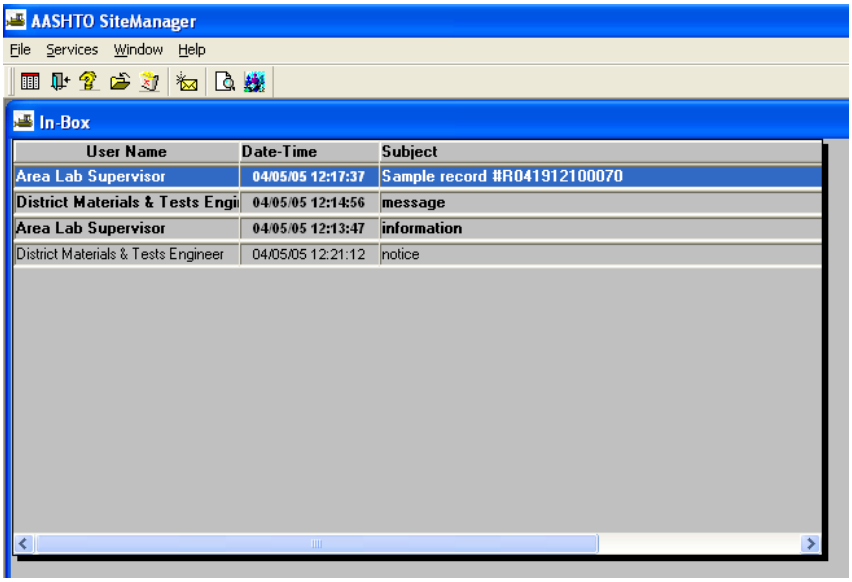
This module will explain how to open, reply to, forward, delete, compose and send messages in the SiteManager In-Box.

"Double-click" on the **Accessories (+)** icon located on the Main Panel.



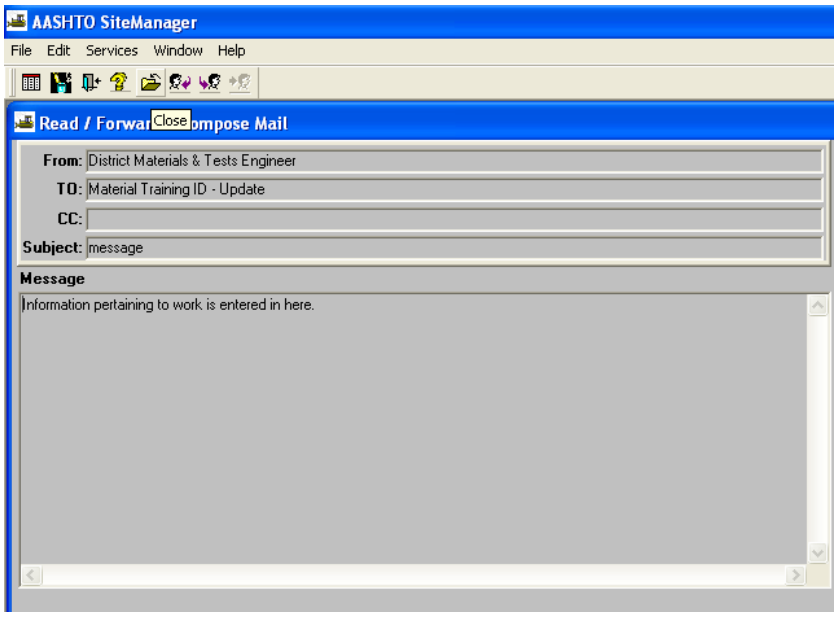
"Double-click" the **In-Box** icon.

Opening a Message



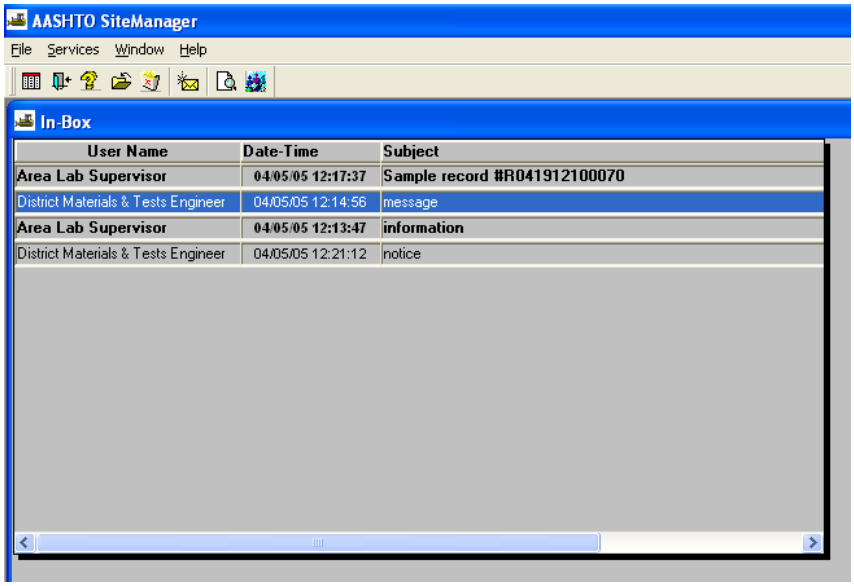
The **In-Box** window opens. If you have messages, they will be listed under **User Name** column. New messages will be **bold**. Messages that have already been opened will not be bold. Once a message has been read, the message will move to the top of the read (non bolded) portion of the list.

"Double-click" on the appropriate message to be opened.

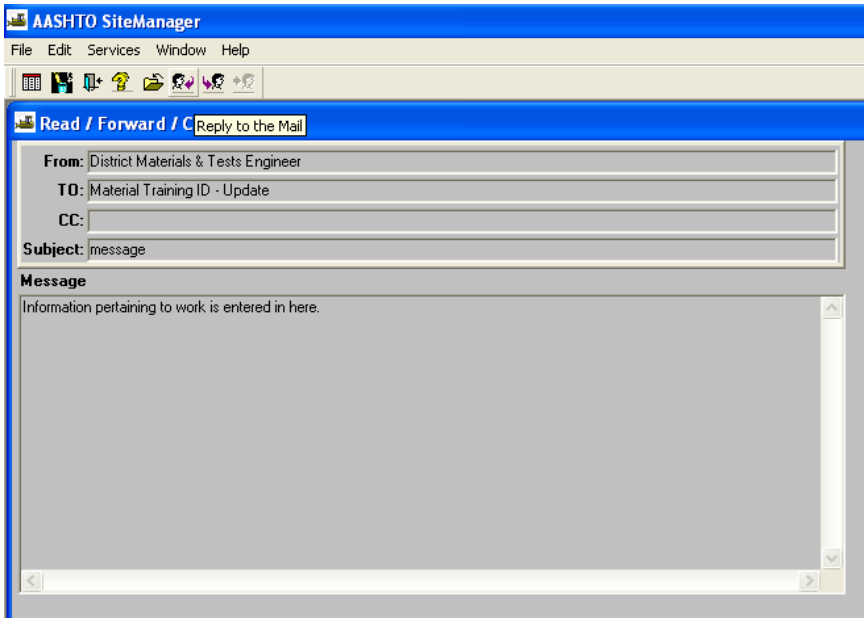


The selected message opens.
"Click" the **Close** button located on the toolbar to close the message.

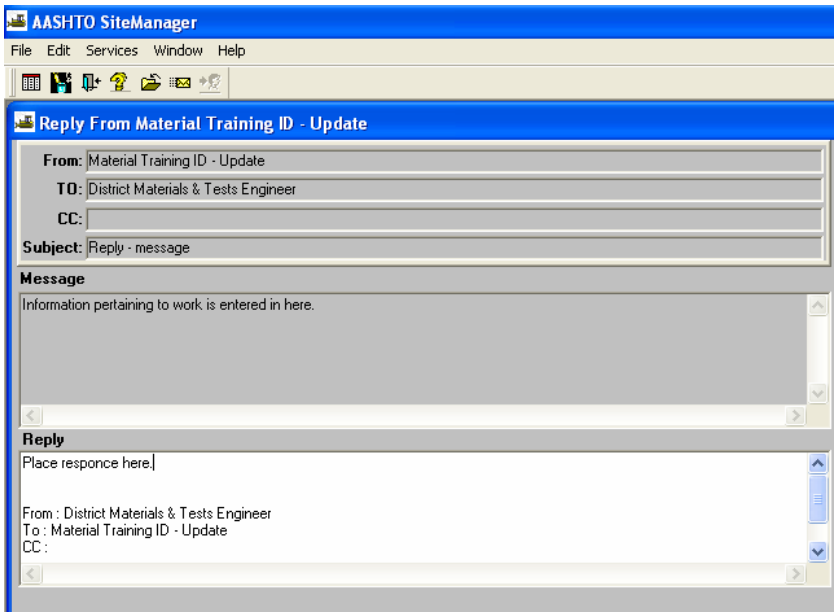
Replying to a Message



"Double-click" on the appropriate message that will have a reply sent.

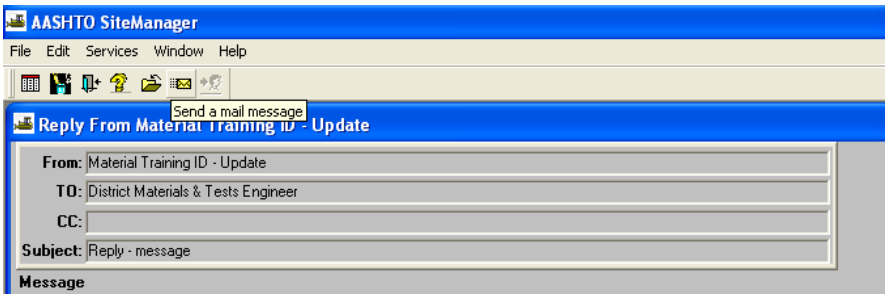


Reply to the sender of the opened mail by clicking on the **Reply to the Mail** button located on the toolbar.



The **Reply From…** window opens. "Type" the message in the **Reply** field.

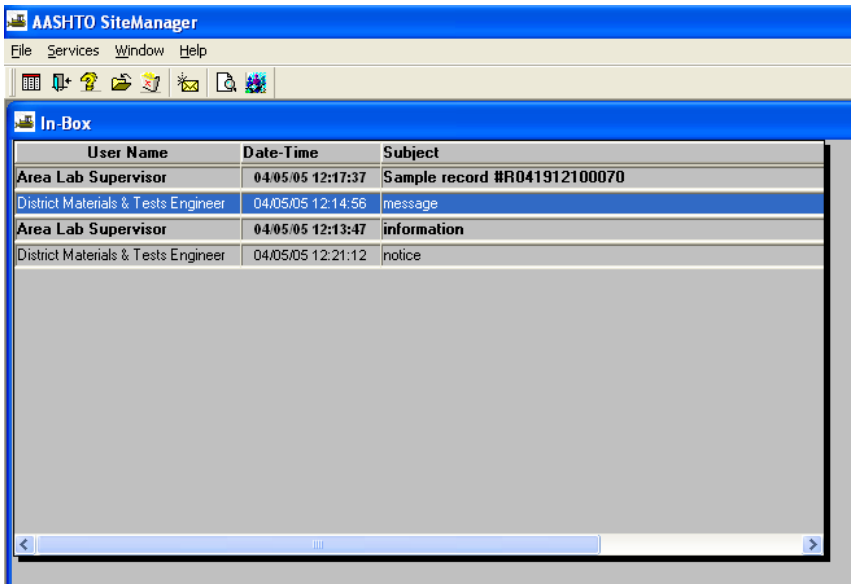
> **Trainer's Note**: The cursor automatically appears in the upper left corner of the Reply field. This may be in front of the "From". Press the enter key to place a row between message and "From"



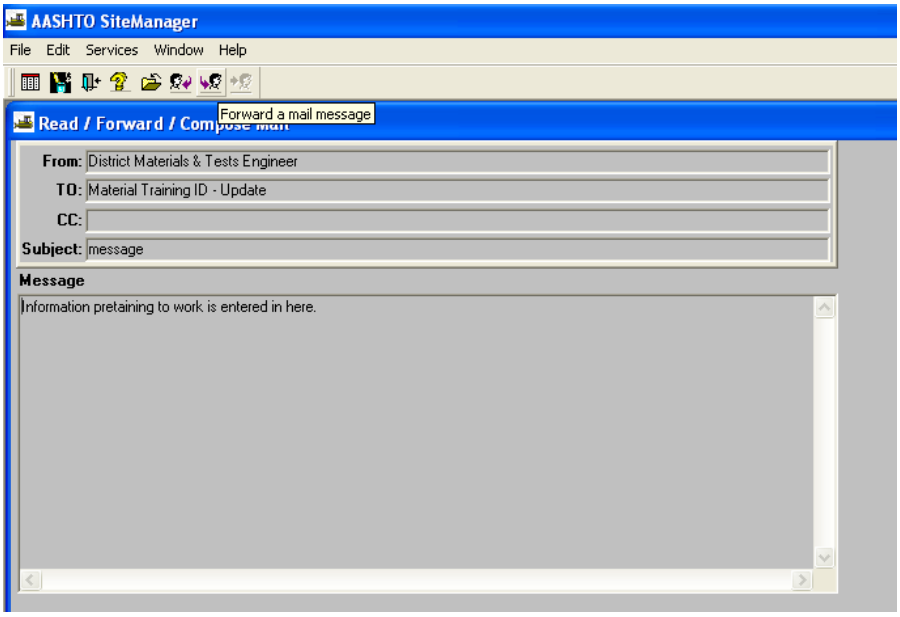
"Click" the **Send a mail message** button located on the toolbar.

Mail Message pop-up box opens with a **Mail sent** message.
"Click" the **OK** button. The message will be sent.

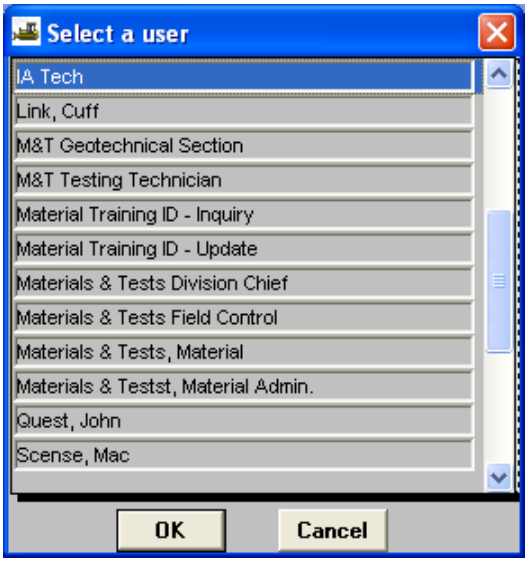
Forwarding a Message



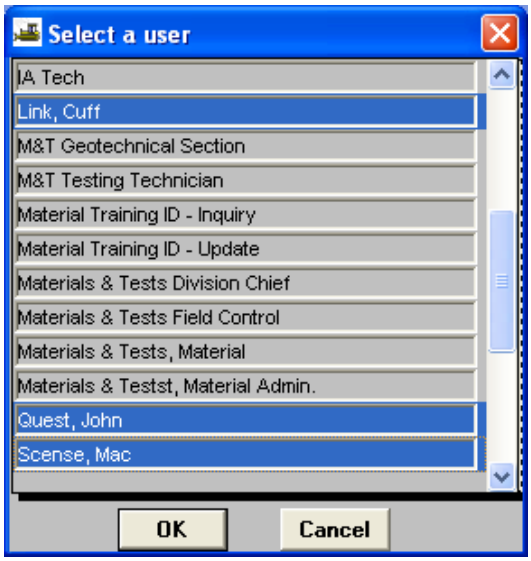
"Double-click" on the appropriate message to be forwarded.



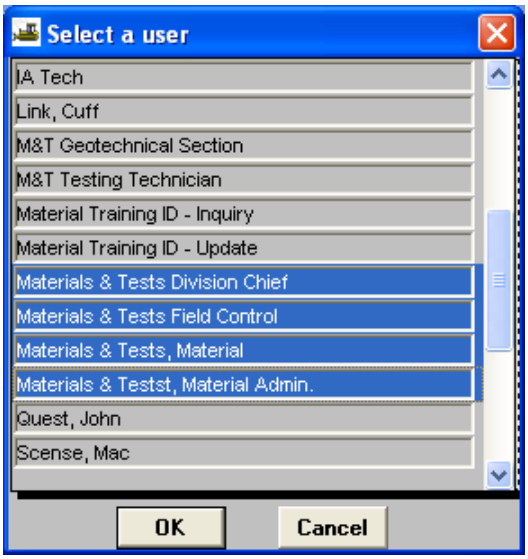
"Click" the **Forward a mail message** button located on the toolbar to forward a mail message.



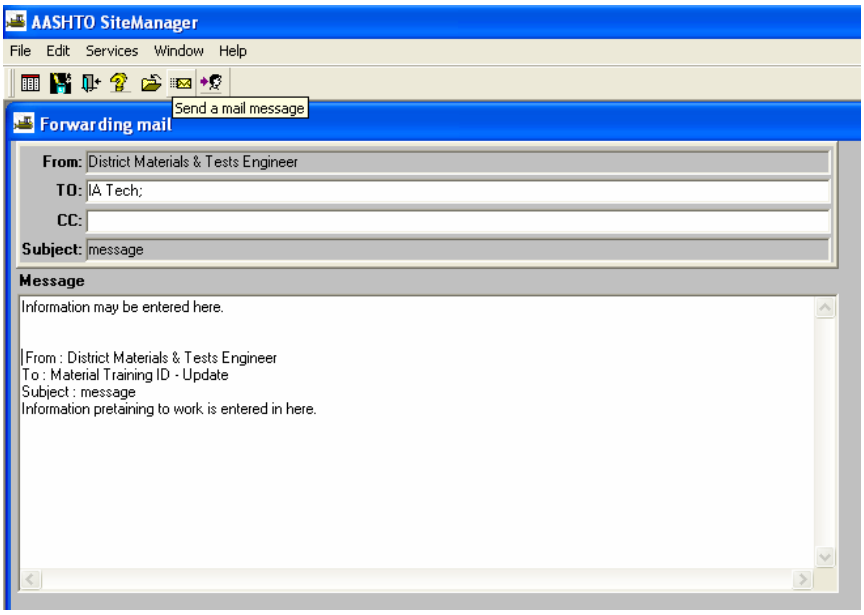
Select a user window opens.
"Click" the appropriate user name of the person to whom you want to forward the message.
"Click" the **OK** button.



Multiple user names can be selected at one time by "pressing" the **Ctrl** key while "clicking" each user name.



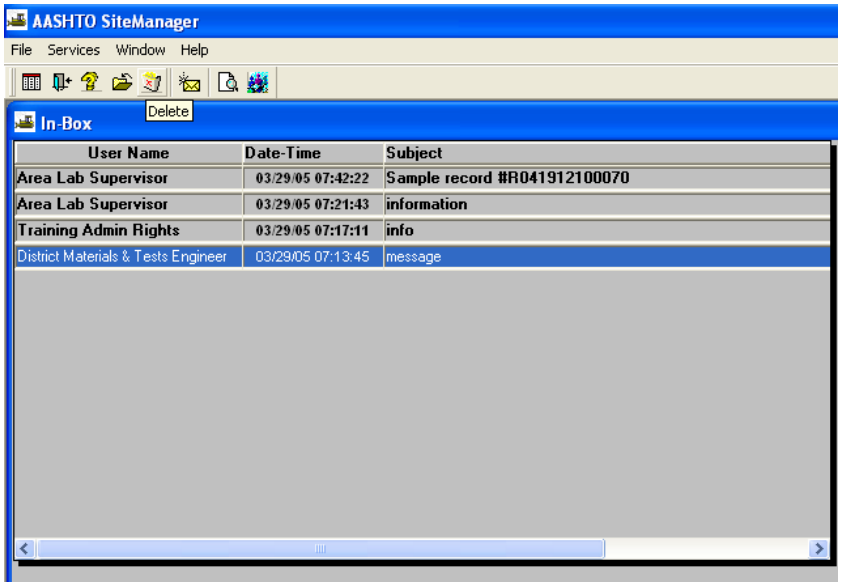
A block of user names can be selected at once by "Pressing" the **Shift** key and "clicking" the top and bottom user name in the block to be selected.



Forwarding mail window opens. Additional comments may be "entered" in the **Reply** field. "Click" the **Send a mail message** button located on the toolbar.

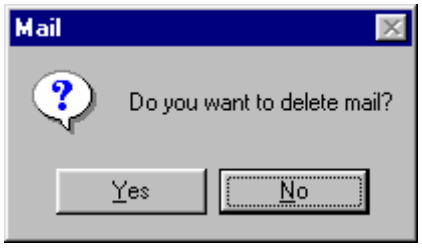
Mail Message pop-up box opens with a **Mail sent** message.
"Click" the **OK** button. The message will be sent.

Deleting a Message



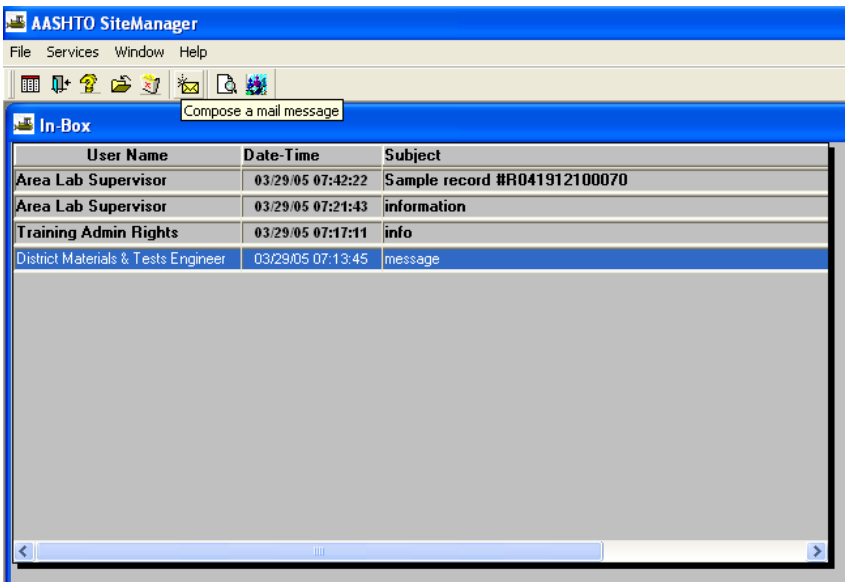
"Click" on the appropriate message that is to be deleted. "Click" the **Delete** button.

> **Trainer's Note**: Multiple messages can be chosen at one time by "pressing" the **Ctrl** key while you "click" on each message. A block of messages can be chosen at once by "Pressing" the **Shift** key and "clicking" the top and bottom e-mail message in the block to be deleted.

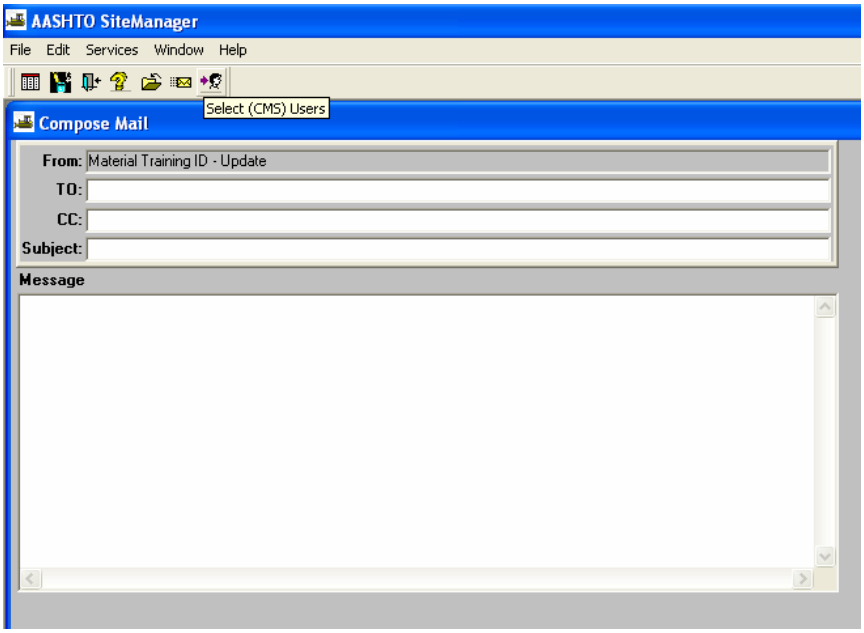


Message window appears. "Click" the **Yes** button. The message is deleted.

Composing and Sending a Message



"Click" the **Compose a mail message** button located on the toolbar.

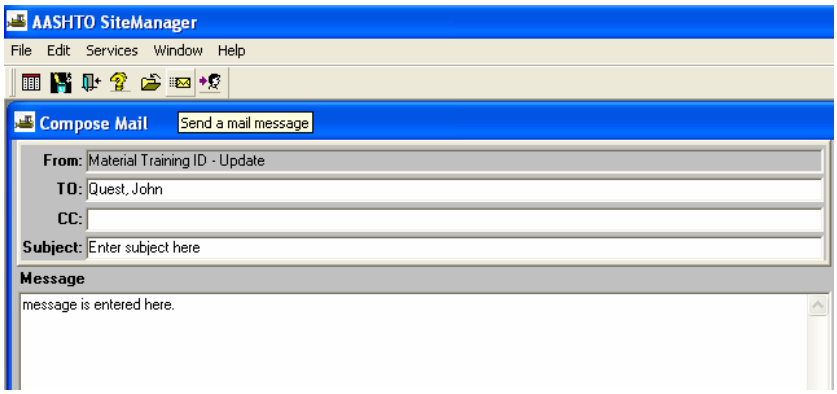


Compose Mail window opens.
"Click" on the **Select (CMS) Users** button located on the toolbar.

Trainer's Note: Multiple user names can be chosen at one time by "pressing" the **Ctrl** key while you "click" on each user name.

A block of user names can be chosen at once by "Pressing" the **Shift** key and "clicking" the top and bottom user name in the block to be chosen.

Select a user box opens. Select a user to whom the message will be sent.
"Click" **OK**.



Compose Mail window opens.

"Enter" the subject of the mail message in the **Subject** field.
"Click" in the **Message** field.
"Enter" the message in the **Message** field.
"Click" the **Send a mail message** button located on the toolbar.

Mail Message pop-up box opens with a **Mail sent** message.
"Click" the **OK** button. The message will be sent.

SiteManager In-Box

G-1 Group Exercise

In the following exercise you will forward an in-box mail message with the subject of Sample record #R041912100070 to Mac Scense.

Log into SiteManager as update
Password pass

Navigation from **Main Panel:**

Double-click: **Accessories (+)** icon
Double-click: **In-Box** icon

Subject: Double-click Sample record #R041912100070

Click on the **Forward a mail message** button located on the toolbar.

Select a User: Select Scense, Mac

Click **OK**

Message: Enter Forwarding for your information.

Click on the **Send a mail message** button located on the toolbar.

Click **OK**

"Click" the **Close** button located on the toolbar.

G-1 Individual Exercise

In the following exercise you will create and send an in-box mail message about approved materials to Sonny Dey. The message includes the following:

A sample of geotextile for underdrain for US Fabrics Inc, model US 80NW has been collected.