

SiteNet Manager

Welcome to SiteNet™ Manager

Access to all request information is provided by SiteNet security.

While other parts of your home page may be open to anyone “surfing” the Internet, requests are only available to those individuals who are members of one of the pre-defined **SiteNet RequestLINE Groups**. There are three types of groups, each of which is explained below. These groups can be assigned through the Users screen in SiteNet Manager.

In addition to determining who can access specific forms and reports in SiteNet Maintenance Management RequestLINE, you can also choose what locations a user can work with (submit requests and receive requests). The locations available to a user will appear in the Location drop-down box on each of the forms and reports that he or she has access to. In order for a location to appear in the drop-down box, remote access rights must be given to the user. Remote Access will be discussed later.

Administrative privileges are individuals who are given total access to the SiteNet Maintenance Management RequestLINE, including Configuration features. The following SiteNet group should be assigned to each user with Administrative rights:

- **Snmmr1-Admin:** Provides total access. This includes sending requests and receiving reports for all four types of requests, along with customization through the Configuration Form. *Note: Configuration will only be available to members of the administrative group.

Users with **SnSystemAdmin** rights will inherit total access to SiteNet Maintenance Management RequestLINE products by default.

User Privileges. The majority of SiteNet **Maintenance Management RequestLINE** users will fall in the **User** category. There are four standard user groups, one for each type of request. These groups allow users to send and edit requests and receive reports. In order for a user to receive user privileges for a request type, he must be a member of one of the following SiteNet groups:

- **SnmMRI-WO-User:** Can send/edit work requests and receive a work order report.
- **SnmMRI-WO-Advuser:** Can send/edit and change the status of a work order and receive a work order report.
- **SnmMRI-CI-User:** Can send/edit custodial inventory requests and receive a custodial inventory report.
- **SnmMRI-II-User:** Can send/edit instructional inventory requests and receive an instructional inventory report.
- **SnmMRI-FS-User:** Can send/edit facility scheduling requests and receive a facility scheduling report.


Guest Privileges provide the ability to receive request information. Users assigned to this type of membership CANNOT send requests. Guests are typically administrators and people outside of the enterprise who are interested in the information. In order for a user to receive user privileges for a request type, they must belong to one of the following SiteNet groups:

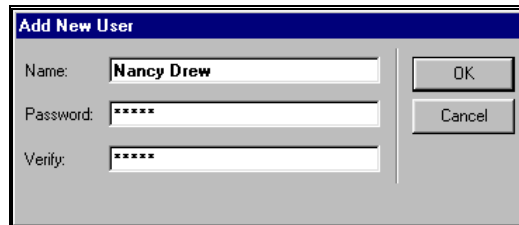
- **SnmMRI-WO-Guest:** Full work order reporting privileges.
- **SnmMRI-CI-Guest:** Full custodial inventory reporting privileges.
- **SnmMRI-II-Guest:** Full instructional inventory reporting privileges.
- **SnmMRI-FS-Guest:** Full facility scheduling reporting privileges.

Security Example: Joe at the fire station needs a monthly report on all fire-related work orders. He does NOT work for the Enterprise, nor does he need to be able to create work orders. By setting him up as a SiteNet User and assigning him to the work order Guest, he can retrieve this information.

Note: To use SiteNet Maintenance Management RequestLINE you must be a SiteNet User with membership to one of the pre-defined SiteNet Maintenance Management RequestLINE groups.

Setting up users

1. Open **SiteNet Manager** from the Internet.
2. Go to **Security → Users**.
3. Click  to create a new user.
4. Enter the user **Name**, **Password**, and **Verify** the password.



5. Click **OK**.
6. Select the **User** you just created.
7. Select the groups from the **Groups** window that you want that user to be a member of.
8. Click **Add**.
9. Repeat steps 3-8 to create other Users.
10. Click **Close**.

Level 4: View Only

Level 3: View and Write

Level 2: View, Write and Update

Level 1: View, Write, Update and Delete

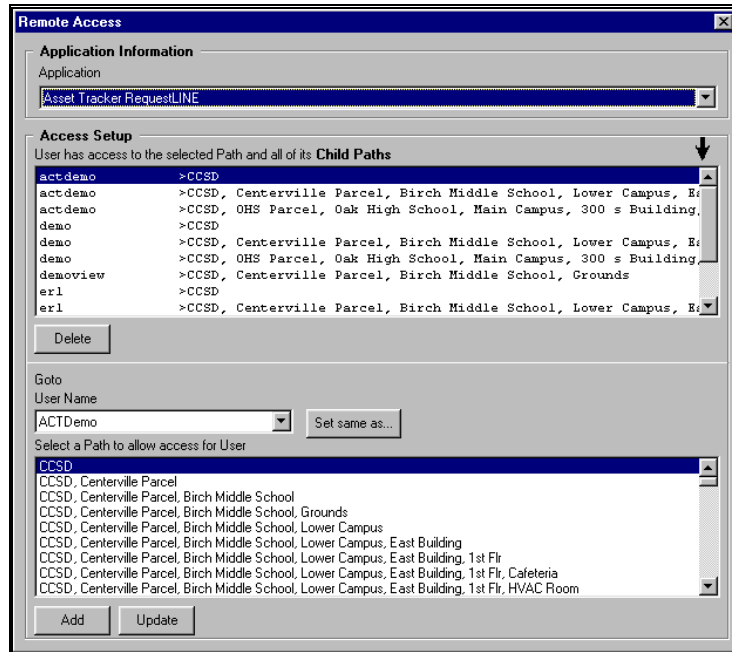
SNSystemAdmins gives you Administrative access to all SiteNet programs. SNMMRL-Admin gives you Administrative access to all RequestLINE programs.

Setting up Remote Access

Remote Access allows you to assign SiteNet **Maintenance Management RequestLINE** users locations that they are allowed to send to and receive requests from. For instance, Joe is a member of the Snnmrl-WO-User and Snnmrl-FS-User Groups in SiteNet. By setting up his remote access rights, he will be allowed to send and receive work requests and facility requests for each location (and its child paths) that is assigned. To assign locations to users:

1. Open **SiteNet Manager** from the Internet.

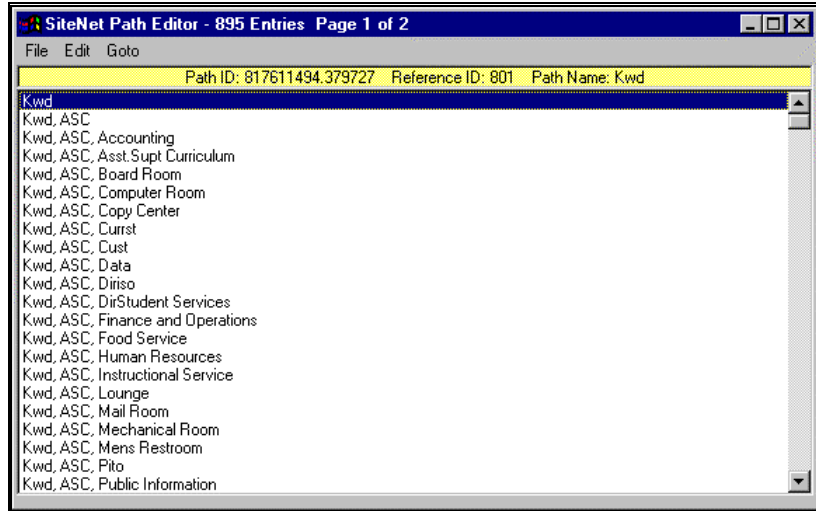
2. Go to **Tools** → **Remote Access**.



3. Using the drop-down box, choose **SiteNet Maintenance Management RequestLINE**.
4. Using the drop-down box at the bottom of the screen, choose a SiteNet user that has SiteNet Maintenance Management RequestLINE rights.
5. Choose a location that the user will have right to. When choosing a location, realize that a user has access to that location along with all of its child paths. (For example, if you choose the “Building” level, the user will have access to each room within that building.)
6. Click **Add**.
7. Choose any additional locations that the user will have access to. Be sure to click **Add** after each selection.
8. Continue this process for each person who will be using SiteNet Maintenance Management RequestLINE. (Remember: A user must have SiteNet Maintenance Management RequestLINE rights established in SiteNet Manager)
9. When all access rights have been assigned, click the close button in the upper right hand corner of the screen to exit.

The Path Editor

The Path Editor allows you to **create**, **move**, **edit**, and **delete** SiteNet paths. The Path Editor can be accessed through the Tools menu in the SiteNet Manager.



Sample Path Structure: Notice separate paths for individual buildings, rooms, and equipment.

Note about the Path Editor

The Path Editor shows 500 paths on each screen. If you have more than 500 paths, click **More . . .** at the bottom of the screen. If you want to see previous paths, click **Previous . . .** at the top of the screen.

File Choices

There is one choice under File from the Menu Bar on the Path Editor.

- **Close** -Exits the Path Editor and returns to the SiteNet Manager.

Edit Choices

There are several choices under Edit from the Menu Bar on the Path Editor.

- **Edit Selected Path** -Allows you to edit the information from the path selected. To select a path, click on it and it appears blue. The yellow box at the top of the screen identifies the path to be edited. Once you are in the Path Information screen you can add, change, or delete information about a path.
- **Add a New Child Path** -Used to create a new "child" to the path selected in the Source list. For example, "Board Room" is a child of Organization X.

- **Add a New Parent Path** -Used to create a new "parent." The new parent is added to your paths alphabetically. To link other parents and their children to the new parent, use the *Move Selected Path* command.
- **Move Selected Path** -This command moves the last child of the selected path to another path. For example, if you select **Organization X / East Building / Board Room**, ONLY the **Board Room** will be moved. After this option is selected, a screen appears. Choose the path to move *to* from this list. When a path is moved, it is deleted from the original path.
- **Show All Records** - By clicking this button (or F9), all paths reappear. Show All Records "refreshes" your paths.
- **Delete** -Allows you to delete the last child from a path selected. You are not allowed to delete a path with children because other paths are dependent on it.

Note: USE **DELETE** WITH CARE. Before deleting a path, make sure no other applications are referencing it. If it is being referenced, be sure to record the Path ID, Path Name, and Reference ID in case it needs to be re-entered.
