## Announcement of ODOT Structure Management System (SMS) Open Labs

ODOT Office of Structural Engineering will be conducting SMS open labs on the following dates in the ODOT Central Office, 1980 W. Broad St., Columbus, Ohio.

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| Dates: | ~~March 3 (Monday); March 24 (Monday); April 9 (Wednesday),~~ May 2 (Friday), 2014 |
| Time: | 9:00 AM – 3:00 PM (Lunch 12:00 -12:30 PM); |
| Location: | Room GA, ODOT Central Office, Lower Level |
| Cost: | Free |
| Prerequisites: | 1. Bring your own laptop in full working condition. Please see ([http://www.dot.state.oh.us/Divisions/Engineering/Structures/Pages/Structure-Management-System.aspx](https://www.dot.state.oh.us/Divisions/Engineering/Structures/Pages/Structure-Management-System.aspx)) to ensure computer requirements are met. 2. It is recommended to have administrative access to your laptop if you want us to fix any technical issue. Have your user account and passwords set through MyODOT (<https://myodot.dot.state.oh.us/>) prior to the Open lab day 3. Check your password to ensure it is working on SMS online. Please note your on-line and off-line passwords are generally different. For any user account issues please contact [Kathy.Keller@dot.state.oh.us](mailto:Kathy.Keller@dot.state.oh.us) |
| Agenda: | 1. Overview of SMS-Web 2. Overview of Collector App 3. Overview of Key features of SMS 4. Open lab to resolve issues |
| Instructors: (Help will be available on-site during the open lab hours to resolve your technical issues) | Kathy Keller  Mike Brokaw, PE  Amjad Waheed, PE (Amjad.Waheed@dot.state.oh.us) |

The overviews will also be available as an On-line meeting on that date and time. A link to join the online meeting will be emailed to you. Please pre-register (on first come first serve basis) with Suzy at [Suzanne.Pettet@dot.state.oh.us](mailto:Suzanne.Pettet@dot.state.oh.us). If you plan to visit ODOT, we encourage you to pre-register early as the room has a seating capacity of only 40. All who register will get a chance to test their on-line webinar connection a day or two earlier.

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| **\*\* Registration Form (please fill out all fields) \*\*** | | |
| Name (Last, First): |  | |
| Agency/Company: |  | |
| Address: |  | |
| Phone ( area code) |  | |
| Email: |  | |
| Date of Open Lab: |  | Will attend on-line Will attend In-person |