

## Accessing the IT Clearinghouse

The IT Clearinghouse database is located on the LMNI2 Lotus Notes Server.

From Lotus Notes, go to File -> Database -> Open

Choose LMNI2/BLM/DOI from the drop down list under "Server"

Type "itc1-4.nsf" in the Filename field

***OR***

Scroll down and choose "IT Clearinghouse" from the Database list

Click on Open

The database will open and Lotus will insert an icon on your workspace

## Using the IT Clearinghouse

To View:

1. To view all BLM projects in the database, click on the All Projects view under the BLM Projects heading.
2. To view by organization or state code, click on the By Office view under the BLM Projects heading then click on the right arrow by your office.
3. To view existing projects, click on the Existing Systems view under the BLM Projects heading.
4. To view new projects, click on the New Projects view under the BLM Projects heading.
5. To view Project statistical information click on the Statistics view under the BLM Projects heading.
6. To view all Non-BLM projects in the database, click on the All Projects view under the Non-BLM Projects heading.

Simple Search:

1. Click on the Search button on the button bar at the top.
2. Enter the key word or phrase in the blank window at the top of the screen.
3. Press the Enter key.
4. The project(s) name and description which meets the selected criteria will be retrieved and viewed.

### Complex Search Using Search Builder:

1. Click on the Search button on the button bar at the top.
2. Click on the More button.
3. Select one of the search options: Date, Author, Field, Form, or Multiple Words.
4. Enter the search criteria and click the OK button.
5. Click on the Search button on the search bar.
6. The project(s) name and description which meets the search criteria will be retrieved and viewed.

### To Add a New Project:

1. Click on the “New Project” button on the button bar.
2. Enter as much information about the project as possible. Fields marked with an asterisk (\*) are required fields.
3. Field-level help text will be displayed at the bottom of the screen when available after your cursor is in the field.
4. When entering a value in the Name field under the Point of Contact (POC) section, an address book lookup will take place. Allow two to three seconds for the address book lookup. If the name can be found, the rest of the POC information will be entered automatically. If the name cannot be found, the POC information should be entered manually.
5. In the Project Planning section a proposed cost worksheet is available to itemize hardware, software, labor, training, and maintenance costs. You can access the worksheet by clicking “Proposed Cost Worksheet” button. After entering costs for each item, click the “Calculate” button to total all costs. When finished with the worksheet, click the “OK” button at the right and you will be brought back to the main project document. The calculated total cost from the worksheet will be entered into the proposed cost field of the project document.
6. The Document Authors field will, by default, contain the name of the user creating the document. If you wish others to have author-level access to your document, add their names to the list by clicking the down arrow and selecting their names from the address book. For more information on access control, see the Access Control section below.
7. Once the document has been completed, click on the “Save and Exit” button at the top of the project information document and then click Yes to confirm the save.

### To Edit a Record:

1. Double click on the record you wish to enter.
2. Click on “Edit Document” at the top of the project information document.
3. When you are done, click on the “Save and Exit” button at the top of the project information document and then click “Yes” to confirm the save.

### Access Control:

The default access level for this database is author. This gives all users the ability to create documents and edit only the documents they create. Authors also have the ability to delete their own documents.

All users will have read only access to documents not authored by them. If you wish others to have author-level access to your document, add them to the Document Authors field at the bottom of the project document. See item six in the To Add a New Project section above.