Map Center

Guide to Searches

ODOT Enterprise Content Management System

Oregon Department of Transportation

Created Date: 08/18/2009
Last Updated: 11/01/2024

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About This Document

The **Map Center** system provides users with the ability to search for, view, download and print Right of Way maps, contract plans, transit notes and related highway information.

This document introduces the **Map Center** search function, including step-by-step directions to using the system to complete a search for Right of Way maps, contract plans, transit notes and related highway information.

*Note: This document **does not** address the features and functions used to capture and store Right of Way maps, contract plans, transit notes, and related highway information or for other system administration. It only addresses the document search capabilities.*

About the Map Center

Map Center provides ODOT employees with the ability to search for and view Right of Way maps, contract plans, transit notes and related highway data. On **Map Center**, you may search for a map, contract plan or transit note to view, print, or save the document.

This user guide introduces the functions and features of **Map Center**, including step-by-step directions to completing a search for Right of Way maps, contract plans and transit notes.

Getting to the Map Center

Accessing **Map Center**

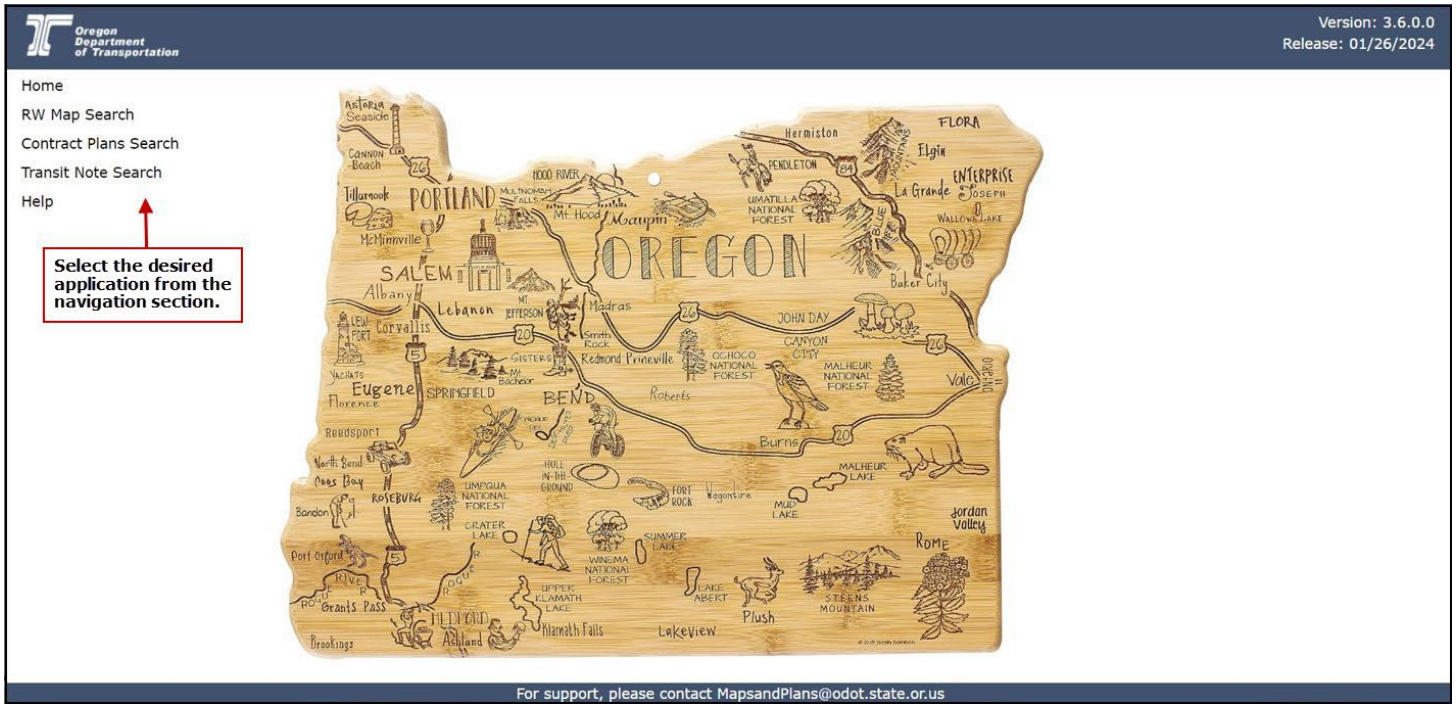
1. Once you have navigated to the *Map Center* Home page, you may want to add this page to the **Favorites** list on your Internet browser. Refer to Figure 1 below.
2. On the *Map Center* Home Page, you may:
   - Click **Contract Plans Search** to open the *Contract Plan Search* page. Go to Contract Plan Search for more information.
   - Click **RW Map Search** to open the *Right of Way Search* page. Go to Right of Way Map Search for more information.
   - Click **Transit Note Search** to open the *Transit Note Search* page. Go to Transit Note Search for more information.
3. Close your Internet browser to close and exit *Map Center* after completing your **Map Center** search.

Technical Support

For issues with **Map Center**, contact your Map Center Admin user first. If the issue is not resolved, the Admin user will then contact the Enterprise Content Management (ECM/FileNet) support team. If the Admin user is not available, please contact the Computer Support Desk at (503) 986-3800.

Your view of the Map Center Home Page may be different from the view shown below which is the view of the FileNet user. The functions available are based on permissions granted to each specific user. The Admin user has access to entry pages to allow for uploading documents.

Figure 1. Map Center Home Page



Search Tips

When searching for maps and contract plans, keep these simple suggestions in mind:

- Enter sufficient search criteria to identify the desired document(s) without returning too many or too few results. You will get better search results when entering more specific search criteria.
- The search process looks for all documents that contain **all** of the search criteria you enter. For example, if you enter a **Map Name**,**County**, **Highway Number** and **Route Number**, then the search results will include each document that contains **all** of these entered criteria.
- The search value you enter is not case sensitive. For example, entering "SMITH" or "smith" or "SmiTH" in the **Map Name** field will produce the same search results.
- You may enter a partial value, but the search results will include all documents with this partial value in the searched field. For example, if you only enter "1" in the Right of Way Map Number field, the search will return all records, which contain a "1" anywhere in the Right of Way Map Number. If you are not specific enough, this could result in too many matching results.
- If your search results in no matching documents or very few matching documents, reduce your search criteria. For example,search only on **Map Name**, instead of **Map Name**, **County**, **Highway Number**, and **Route Number**.
- If your search results in too many matching documents, increase the number of search criteria used in the search. For example, search on **Map Name**, **County** and **Route Number** instead of just **Map Name**.
- If Max Rows is set to 500, a maximum number of 500 results may be returned with any one search. Matching results more than this will not be displayed. You may also select 10, 50, 100, or 200 Max Rows.

Right of Way Map Search

1. Open the *Right of Way Map Search* page. Refer to Figure 2 below.
2. Enter or select search criteria, as available, to narrow your search for the map you want to locate. Refer to Search Tips and to Table 1 for descriptions of the available search criteria.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the page. Refer to Figure 3 below.
4. Go to Right of Way Map Search Results for more information about the search results.
5. **Close** the *Right of Way Map Search* page and return to the *Map Center* Home page.

Figure 2. Right of Way Map Search Page

Table 1. Right of Way Map Search Criteria

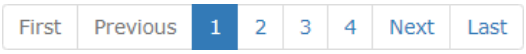
Field	Definition
Right of Way Map Number	The number assigned to the Right of Way map by the Maps and Plans Center.
Township	Township in which a parcel of land is located. See drop-down menu for all choices.
Range	Range in which a parcel of land is located. See drop-down menu for all choices.
Section	Section in which a parcel of land is located. See drop-down menu for all choices.
Highway Number	A unique number assigned to a section of road currently owned by ODOT and in use as a contiguous transportation corridor. It may contain the numbers of current ODOT highways as defined in ITIS as well as those not current. Choices include all highway numbers.
Beginning Milepoint	Estimate of the milepoint at the beginning of a highway segment depicted on a map.
Ending Milepoint	Estimate of the milepoint at the end of a highway segment depicted on a map.
Key Number	The unique numeric identifier assigned to ODOT projects as part of the State Transportation Improvement Plan (STIP) development process.
Transit Notes	A book number identifying the field journal maintained by engineers during a construction project to record engineering comments.
Right of Way Project Number	The Right of Way project number associated with the map. This field will not return search results for older project numbers (i.e.H2437) that were created with the conversion to RITS. It will only return results with newer project numbers like 7588.
Map Name	Name of the map. The name usually describes the location covered by the map (e.g., US26: MT Hood Hwy at Kelso Road).
County	The county or counties related to the Right of Way map. Choices include all counties in Oregon.
Route Number	The US, Oregon or Interstate highway related to the Right of Way map. Choices include all highways in Oregon
Non-ODOT Road Name	Name of a road depicted on a map that is not an Oregon state highway.Could include city street names, county road names, etc.
Latitude	A unit representing the GPS coordinates associated with a selected map. Measures north-south position between the north and south pole
Longitude	A unit representing the GPS coordinates associated with a selected map. Measure how far a location is east or west of the Prime Meridian.
Milepoint Criteria	• Default – Either Beginning or Ending Milepoint is within the given range of milepoint values. • Begin MP within Range – Only Beginning Milepoint is within the given range of milepoint values. • End MP within Range – Only Ending Milepoint is within the given range of milepoint values. • Begin & End MP within Range –Both Beginning and Ending Milepoint are within the given range of milepoint values.
Map Year	Enter 4 digits year number (e.g., 1992) to search

Right of Way Map Search Results

Once you complete a search, results are presented in a grid format in the lower portion of the *Right of Way Map Search* page. Refer to Figure 3 below. From here, you may:

1 View the total number of entries matching your search criteria.

2 Click on a column heading to sort the contents in ascending/ descending order.

3 Use navigation tools 

to move through the pages of search results, if applicable.

4 Select "Keep Open on Search" to always display the search criteria while searching.

5 Click the white arrow to hide the search criteria and view only the search results. Click the white down arrow to display the search criteria again.

6 Click the white arrow to hide the search results and view only the search criteria. Click the white down arrow to display the search results again.

7 Change Max Rows: and #Per Page: to provide different views of the search results. If Max Rows is set to 500, a maximum number of 500 results may be returned with any one search. Matching results more than this will not be displayed. You may also select 10, 50, 100, or 200 Max Rows.

8 Check the boxes in front of one or more search results and click Download to download the selected maps to your computer.

9 Click on a **Right of Way Map Number** to open the map as a PDF document that you may print or save to your computer.

10 Click the information icon next to the **Right of Way Map Number** to open the *Right of Way Detail* page for the selected map. Refer to Figure 4 for an example of this page.

11 Click Select All on Page to select all search results on current page.

12 Click Unselect All on Page to clear selected search results on current page.

Refresh/Reload the browser page to clear the search criteria and search results and perform another *Right of Way Map* search.

Figure 3. Right of Way Search Results Page

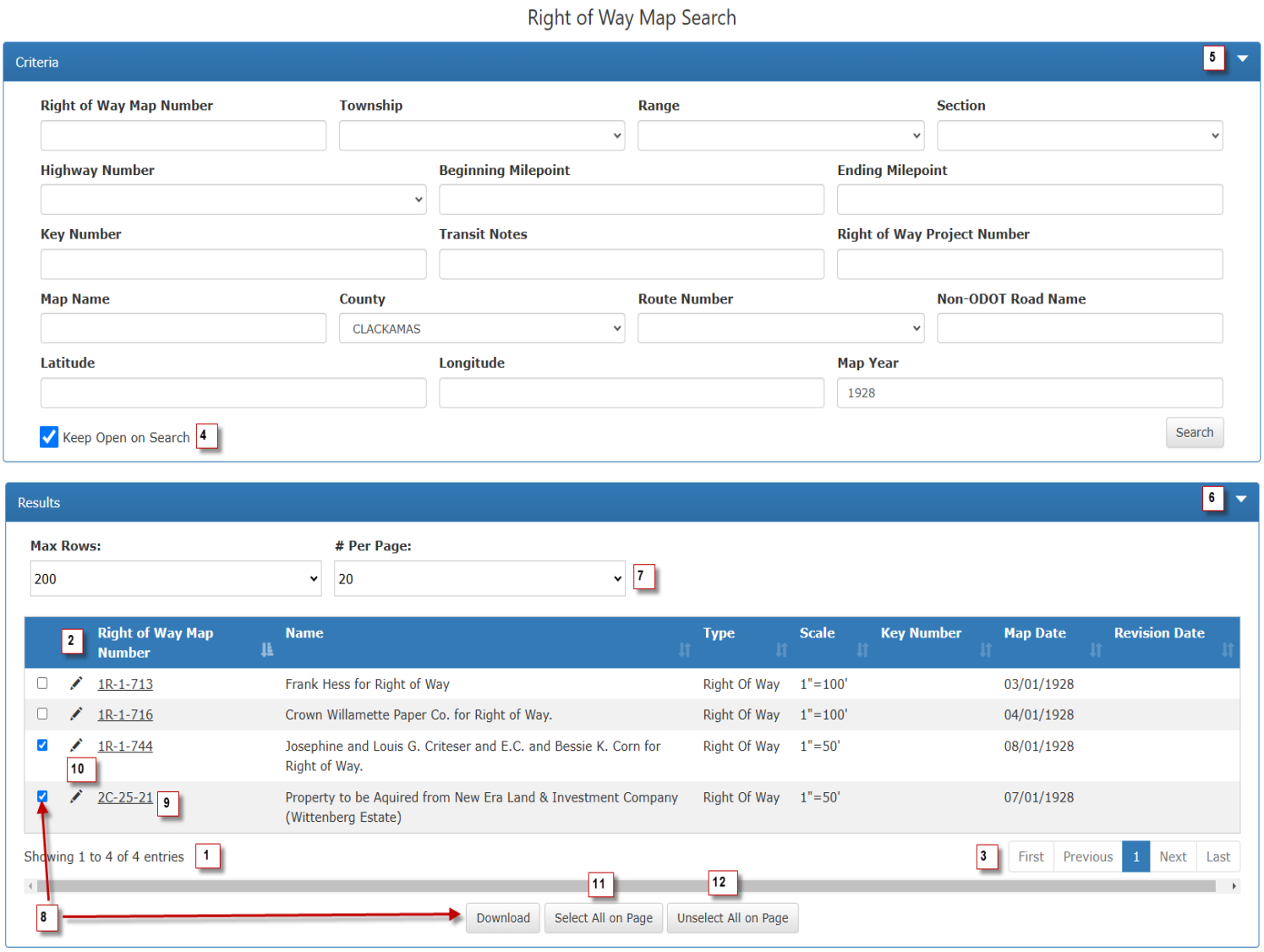
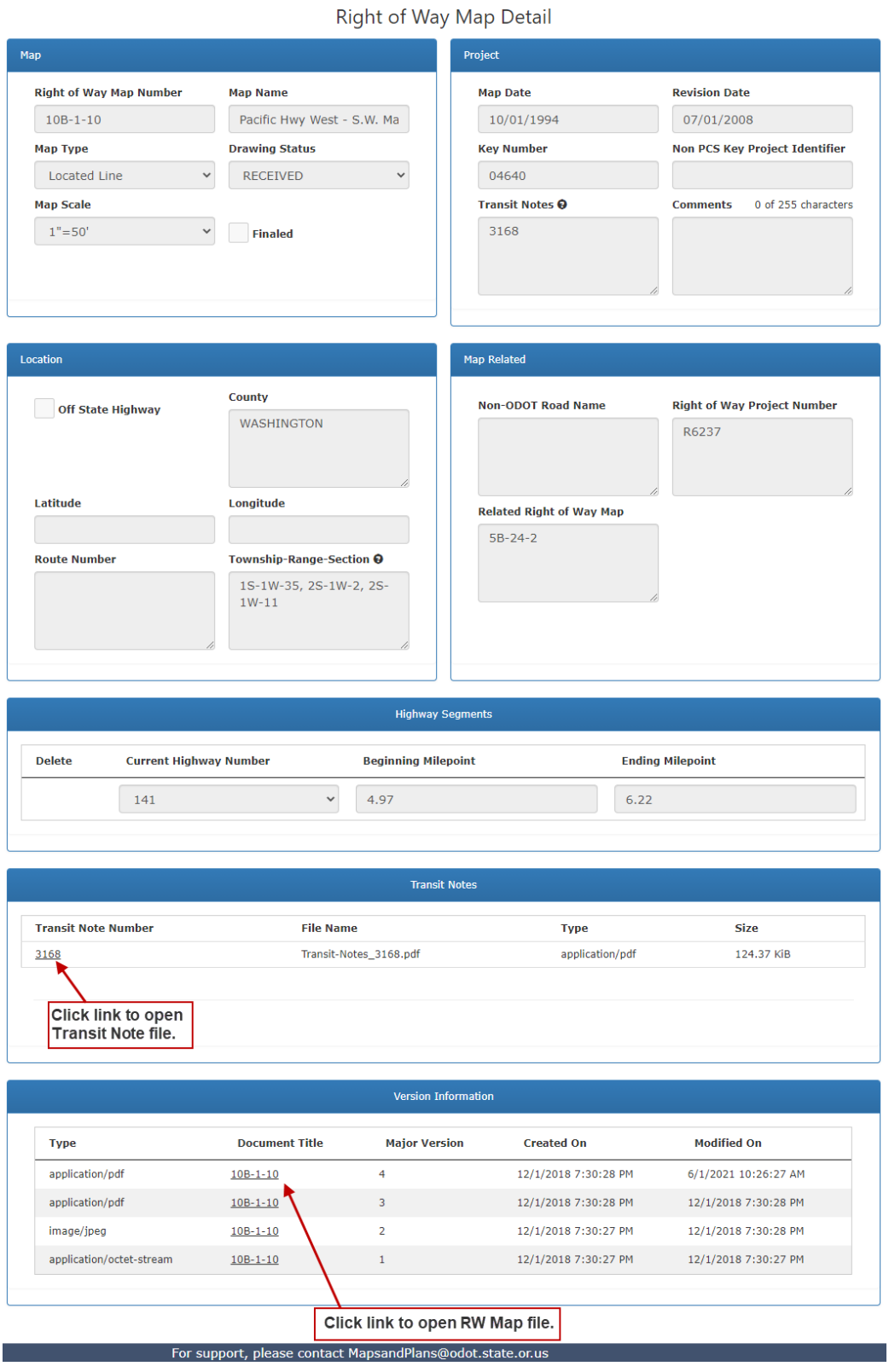


Figure 4 Right of Way Detail Page



Contract Plan Search

1. Open the *Contract Plan Search* page. Refer to Figure 5 below.
2. Enter or select search criteria, as available, to narrow your search for the contract plans you want to locate. Refer to Search Tips and Table 2 for descriptions of the available search criteria.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the page. Refer to Figure 6.
4. Go to Contract Plan Search Results for more information on the search results.
5. **Close** the *Contract Plan Search* page and return to the *Map Center* Home page.

Figure 5. Contract Plan Search Page

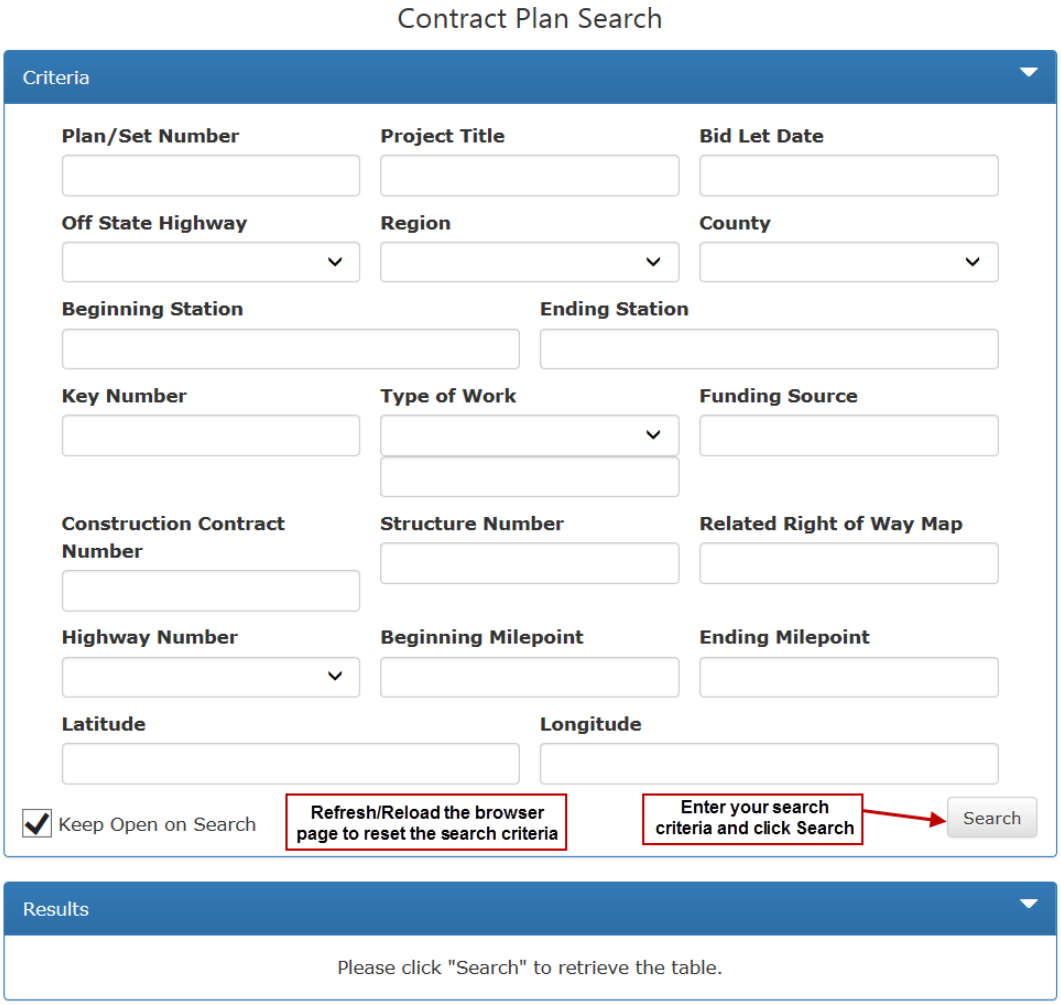


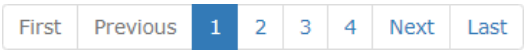
Table 2. Contract Plan Search Criteria

Field	Definition
Plan/Set Number	The number assigned to the drawing set or map. Also known as the V- number. Format is ##V-###.
Project Title	Name of a construction project for which a plan set is created; it is based on the location and/or general area of the project.
Bid Let Date	The date a contract solicitation document is released for bid. This date, if in the future, is anticipated and subject to change. If the bid let occurs in the past, this is the actual date.
Off State Highway	A roadway that is not part of the Oregon state highway system. Choices include True and False.
Region	The ODOT region related to the map or contract plan set. Choices include 1, 2, 3, 4, and 5.
County	The county or counties related to the Right of Way map. Choices include all counties in Oregon.
Beginning Station	Engineering station at the beginning of a highway segment that's depicted on a contract plan.
Ending Station	Engineering station at the end of a highway segment that's depicted on a contract plan.
Key Number	The unique numeric identifier assigned to ODOT projects as part of the State Transportation Improvement Plan (STIP) development process.
Type of Work	The work performed under the contract for which a plan set has been created. See drop-down menu for all work type choices.
Funding Source	The source of funding with regard to a construction project.
Construction Contract Number	The number assigned to a construction contract by the ODOT Procurement Office before a project is let.
Structure Number	Code number (e.g., BR 01607A or OT18985) that represents a structure (bridge, culvert, etc.) that is depicted in a specific set of contract plans and which will be affected by the work identified within the plan set.
Related Right of Way Map	Right of Way Map within the system that has some relationship to the current contract plan set.
Highway Number	A unique number assigned to a section of road currently owned by ODOT and in use as a contiguous transportation corridor. It may contain the numbers of current ODOT highways as defined in ITIS as well as those not current. Choices include all highway numbers.
Beginning Milepoint	Estimate of the milepoint at the beginning of a highway segment depicted on a map.
Ending Milepoint	Estimate of the milepoint at the end of a highway segment depicted ona map.
Latitude	A unit representing the GPS coordinates associated with a selected map. Measures north-south position between the north and south pole
Longitude	A unit representing the GPS coordinates associated with a selected map. Measure how far a location is east or west of the Prime Meridian.

Field	Definition
Milepoint Criteria	• Default – Either Beginning or Ending Milepoint is within the given range of milepoint values. • Begin MP within Range – Only Beginning Milepoint is within the given range of milepoint values. • End MP within Range – Only Ending Milepoint is within the given range of milepoint values. • Begin & End MP within Range –Both Beginning and Ending Milepoint are within the given range of milepoint values.

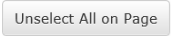
Contract Plan Search Results

Once you complete a search, results are presented in a grid format in the lower portion of the *Contract Plan Search* page. Refer to Figure 6 below. From here, you may:

1. View the total number of entries matching your search criteria.
2. Click on a column heading to sort the contents in ascending/ descending order.
3. Use navigation tools 

to move through the pages of search results, if applicable.
4. Select "Keep Open on Search" to always display the search criteria while searching.
5. Click the white arrow to hide the search criteria and view only the search results. Click the white down arrow to display the search criteria again.
6. Click the white arrow to hide the search results and view only the search criteria. Click the white down arrow to display the search results again.
7. Change Max Rows: and #Per Page: to provide different views of the search results. If Max Rows is set to 500, a maximum number of 500 results may be returned with any one search. Matching results more than this will not be displayed. You may also select 10, 50, 100, or 200 Max Rows.
8. Check the boxes in front of one or more search results and click

to download the selected maps to your computer.
9. Click on a **Plan/Set Number** to open the contract plan as a PDF document that you may print or save to your computer.
10. Click the information icon next to the **Plan/Set Number** to open the *Contract Plan Detail* page for the selected contract plan. Refer to Figure 7 for an example of this page.
11. Click

to select all search results on current page.
12. Click 

to clear selected search results on current page.

Refresh/Reload the browser page to clear the search criteria and search results and perform another *Contract Plan* search.

Figure 6. Contract Plan Search Results Page

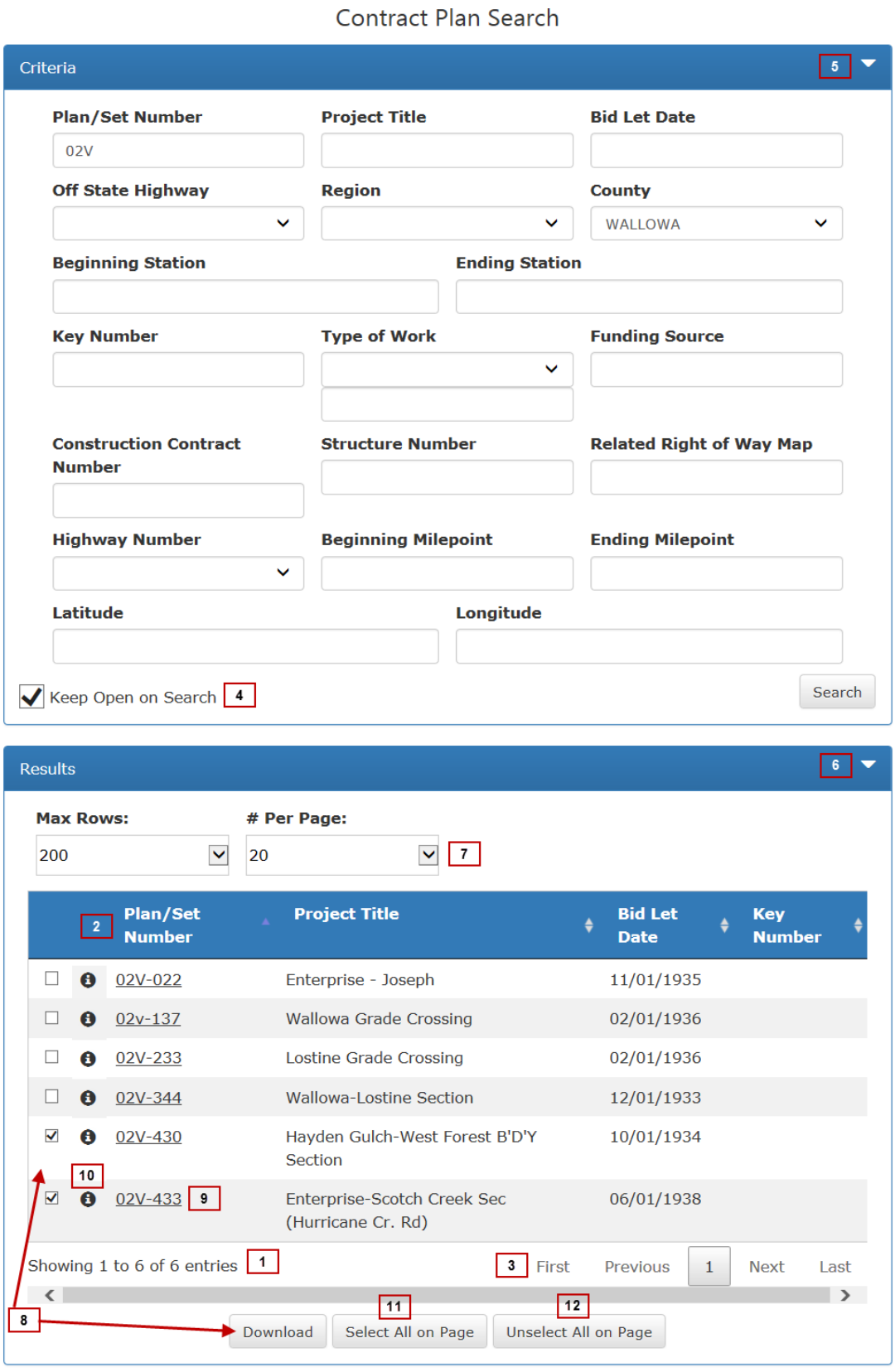
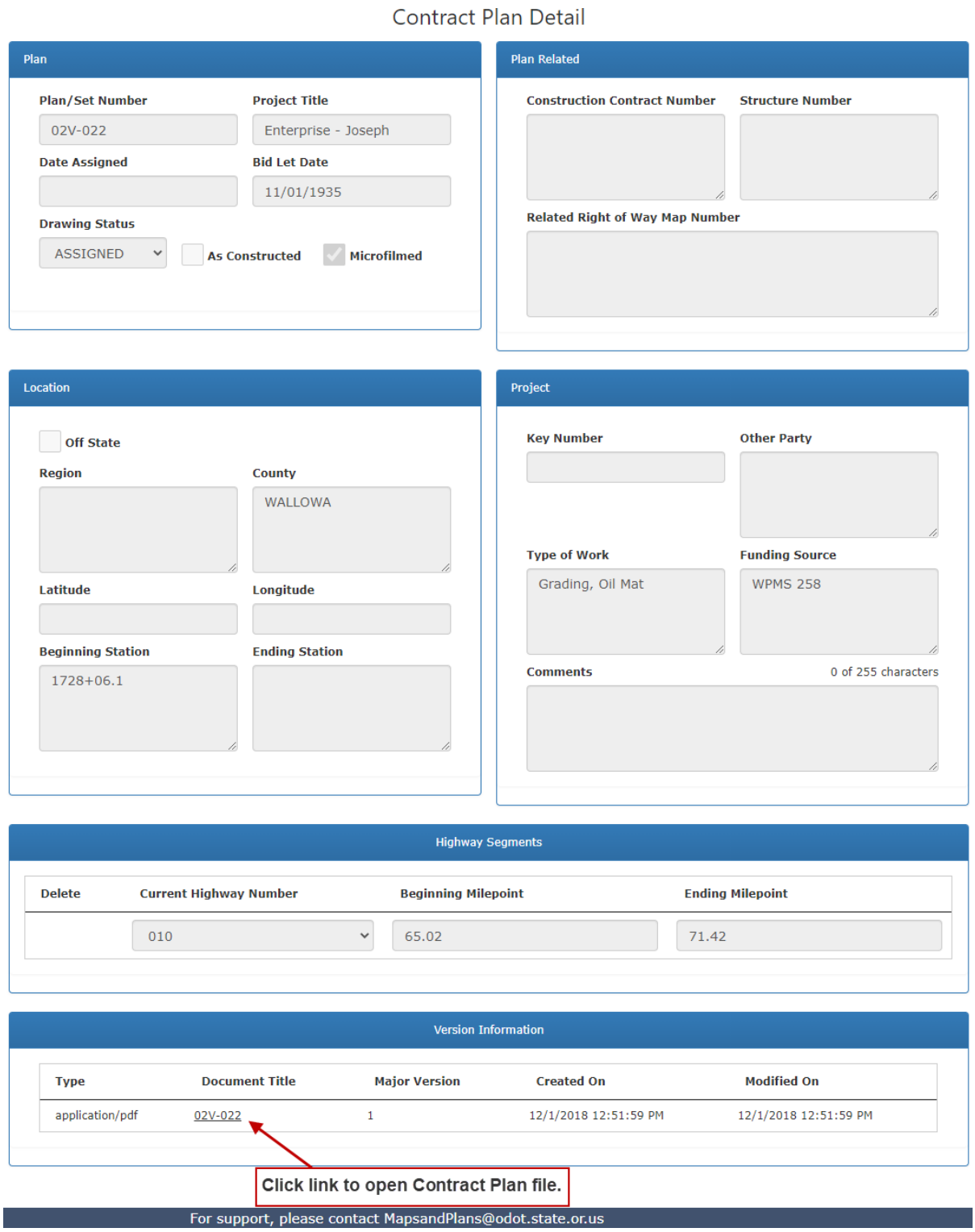


Figure 7. Contract Plan Detail Page



Transit Note Search

1. Open the *Transit Note Search* page. Refer to Figure 8 below.
2. Enter or select search criteria, as available, to narrow your search for the transit note you want to locate. Refer to Search Tips and Table 3 for descriptions of the available search criteria.
3. Click **Search**. The system completes the search and displays the results in the lower portion of the page. Refer to Figure 9.
4. Go to Transit Note Search Results for more information on the search results.
5. **Close** the *Transit Note Search* page and return to the *Map Center* Home page.

Figure 8. Transit Note Search Page

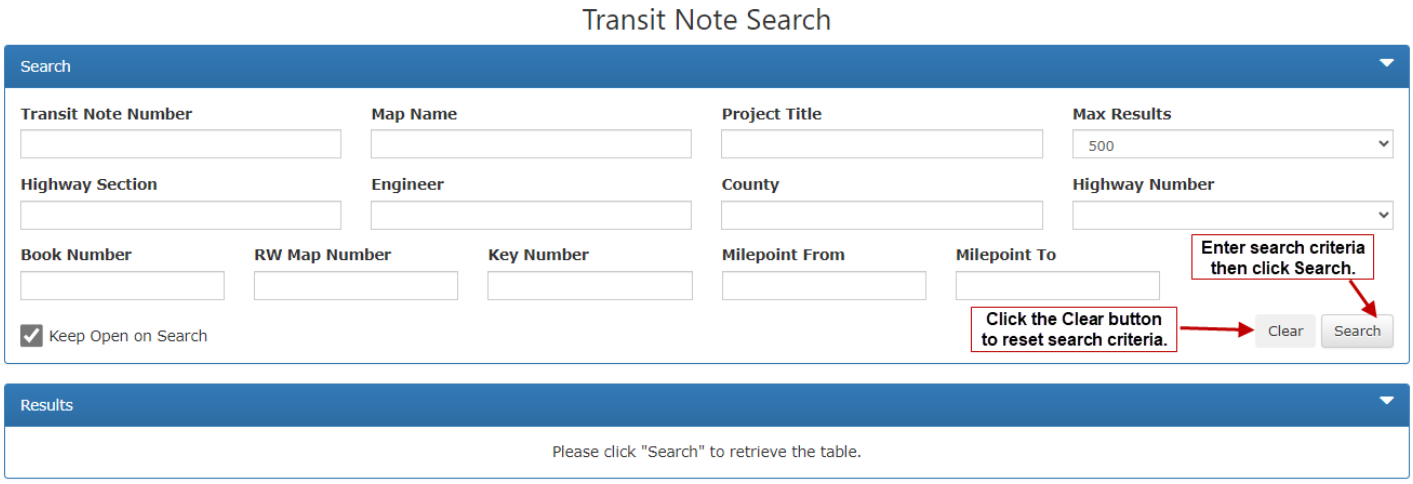
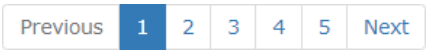


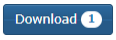
Table 3. Transit Note Search Criteria

Field	Definition
Transit Note Number	A book number identifying the field journal maintained by engineers during a construction project to record engineering comments.
Map Name	Name of the map. The name usually describes the location covered bythe map (e.g., US26: MT Hood Hwy at Kelso Road).
Project Title	Name of a construction project for which a plan set is created; it is based on the location and/or general area of the project.
Max Results	Max Results is the number of results that may be returned with any one search. Max Results is set to 500. More than 500 will not be displayed. You may also select 10, 50, 100, or 200 Max Results.
Highway Section	The highway section.
Engineer	The Engineer who wrote the field journal.
County	The county or counties related to the Right of Way map. Choices include all counties in Oregon.
Highway Number	A unique number assigned to a section of road currently owned by ODOT and in use as a contiguous transportation corridor. It may containthe numbers of current ODOT highways as defined in ITIS as well as those not current. Choices include all highway numbers.
Book Number	The book number associated to the field journal if it is a set.
RW Map Number	The number assigned to the Right of Way map by the Maps and Plans Center.
Key Number	The unique numeric identifier assigned to ODOT projects as part of theState Transportation Improvement Plan (STIP) development process.
Milepoint From	Estimate of the milepoint at the beginning of a highway segment depicted on a map.
Milepoint To	Estimate of the milepoint at the end of a highway segment depicted ona map.

Transit Note Search Results

Once you complete a search, results are presented in a grid format in the lower portion of the *Transit Note Search* page. Refer to Figure 9 below. From here, you may:

1. View the total number of entries matching your search criteria.
2. Click on a column heading to sort the contents in ascending/ descending order.
3. Use navigation tools 

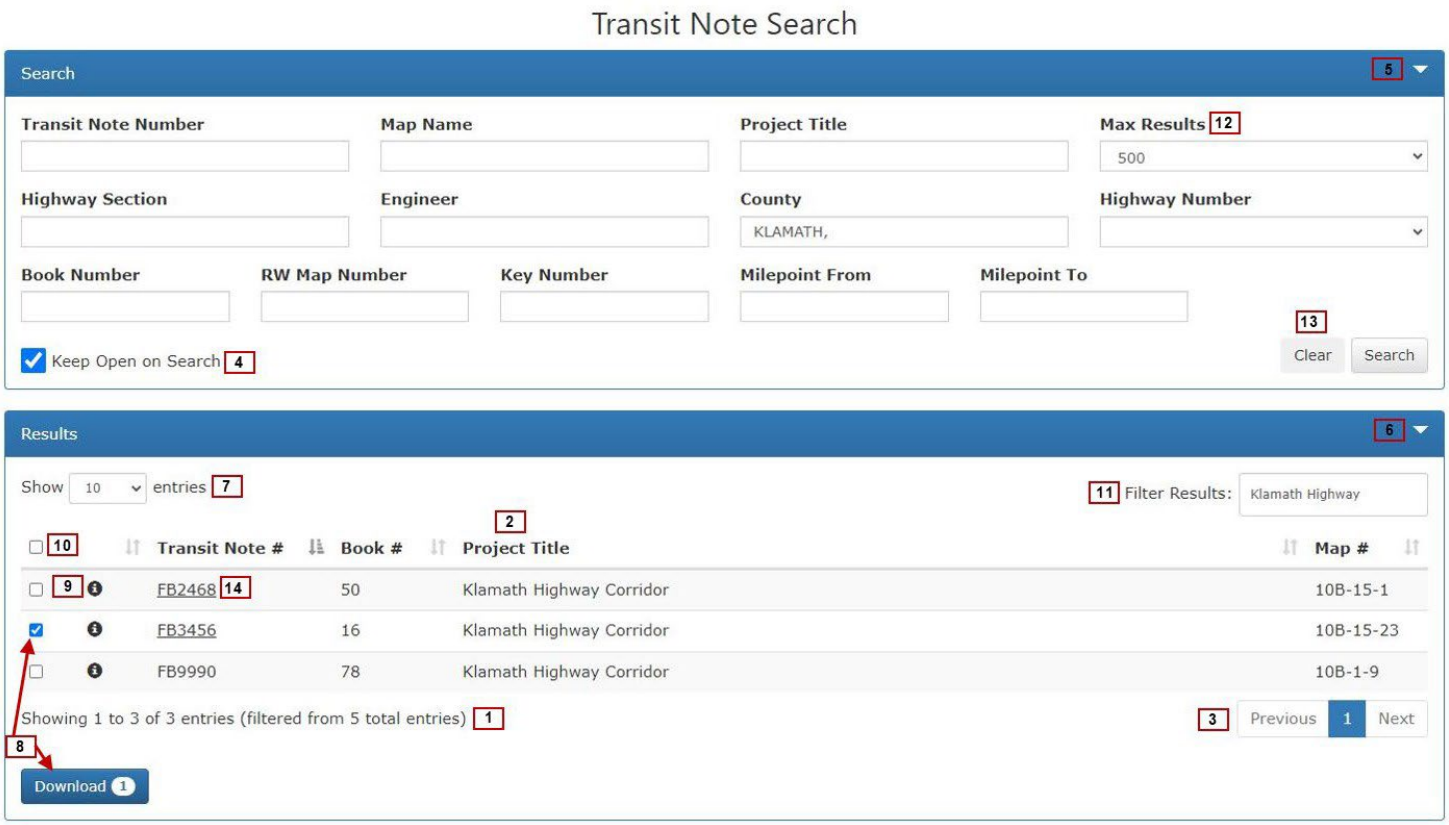
to move through the pages of search results, if applicable.
4. Select "Keep Open on Search" to always display the search criteria while searching.
5. Click the white arrow to hide the search criteria and view only the search results. Click the white down arrow to display the search criteria again.
6. Click the white arrow to hide the search results and view only the search criteria. Click the white down arrow to display the search results again.
7. Change Show entries to provide different views of the search results. This feature allows you to see the number of entries per page. You may also select to see 25, 50, 100 entries per page.
8. Check boxes in front of one or more search results and click 

to download the selected maps to your computer.
9. Click on a to open the Transit Note Details page for the selected Transit Note. Refer to Figure 10 for an example of this page.
10. Click

to select all search results on current page. To unselect all search results on current page, unselect the checkbox.
11. Enter text in Filter Results field to filter search results.
12. Change Max Results to provide different views of the search results. If Max Results is set to 500, a maximum number of 500 results may be returned with any one search. You may also select 10, 50, 100, or 200 Max Rows.
13. Click Clear to clear search criteria.
14. Click Transit Note # hyperlink to download Transit Note file.

Refresh/Reload the browser page to clear the search criteria and search results and perform another *Transit Note* search.

Figure 9. Transit Note Search Results Page



When you click on a Transit Note # in Search Results with no hyperlink, the system displays a message indicating that there is no download file available for that Transit Note #. An example of this message is provided below.

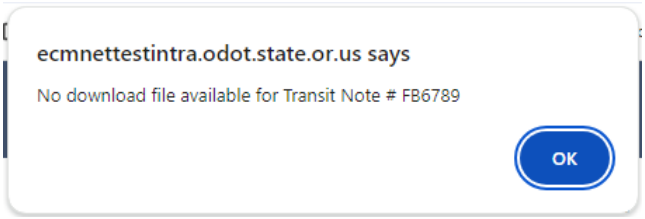
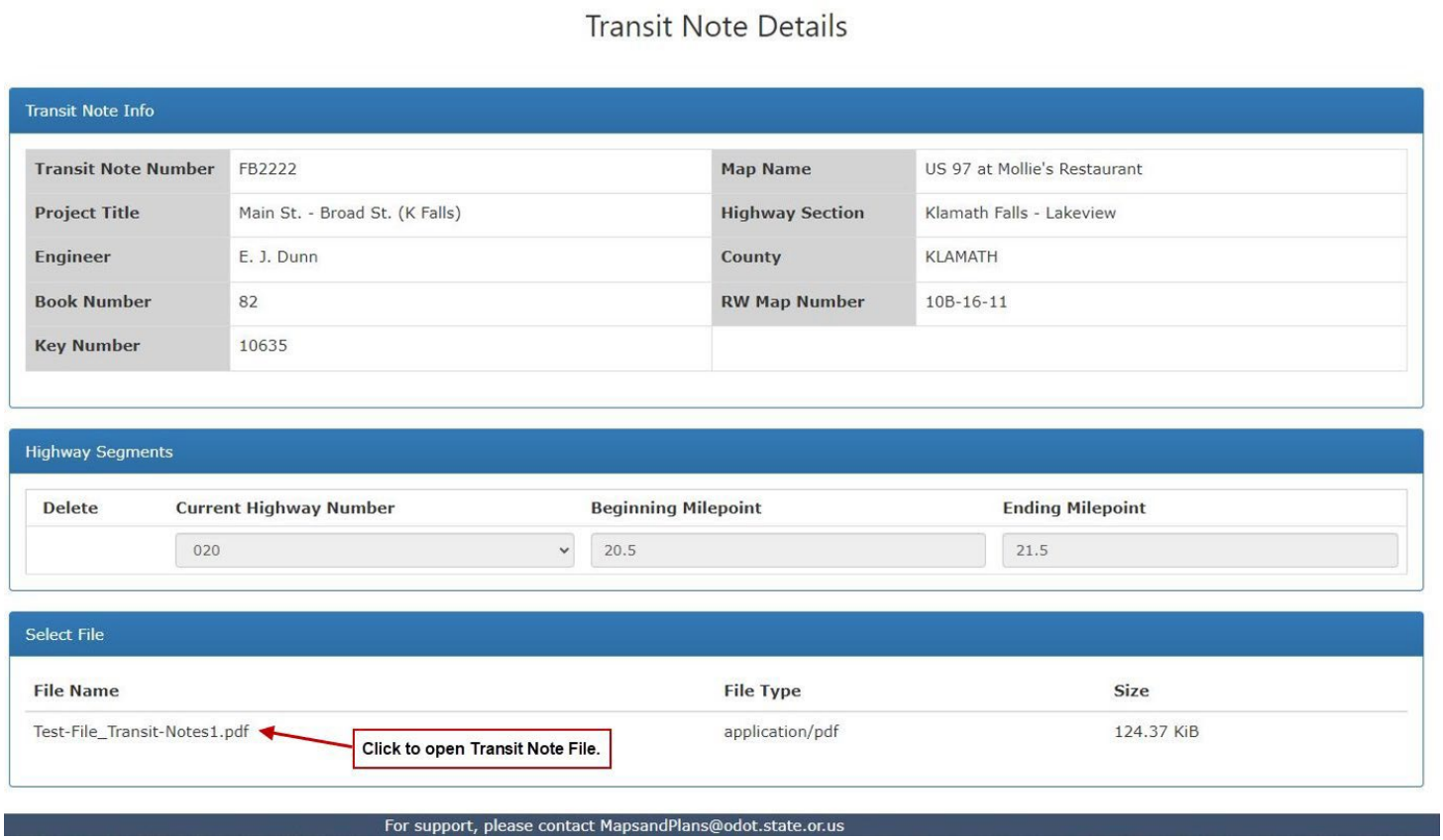


Figure 10. Transit Note Details Page



Appendix A. Map Types

Map Type	Map/Drawing Description
Constructed Line	Originally no Right of Way files (some have been modified). They show widths, but not origin of drawings. Generally, they are of a larger scale, 1" = 400'. Closed status.
Construction	Illustrates some type of construction feature or plans, but no taking of a right of way. Closed status.
Federal Exhibit	Right of way takings for a federal agency (e.g., BLM, Forest Service) requiring a separate exhibit.
Located Line	Main type of Right of Way drawing, illustrating Right of Way files on a relocated centerline. Map scale is usually 1"= 50' and 1"=100' English, or 1:500 and 1:1000 metric.
Miscellaneous Right of Way	A Right of Way that is not for highway use (e.g., quarry sites, maintenance yards).
Public Utilities Commission	Drawings that involve railroads, showing contours and including site distance table. Closed status
Railroad Encroachment	Usually an extra exhibit when railroads are involved, showing railroad right of way
Right of Way	Right of Way files with no centerline with distances measured from lot corners, or metes and bounds, or total takes.
State Parks	Property purchased for state parks. Closed status.
Survey	Copies of drawings filed with the county survey or some other type of survey such as a topographic drawing with no Right of Way noted. Closed status
Survey Approval	Exhibit map for the Transportation Commission when a highway is moved from its original roadbed
Other	Drawings that are not related to Right of Way (e.g., file cabinets, escape ramp). Closed status.