

Traffic Plan Search Guide

ODOT Enterprise Content Management System



Oregon Department of Transportation

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About This Document

The **Traffic Plan** tool within the ODOT Enterprise Content Management (ECM) system provides users with the ability to search, view, download and print drawings, plan sets and traffic plans.

This document provides an introduction to the **Traffic Plan** search function, including step-by-step directions to using the tool.

Note: *This document does **not** address the features and functions used to capture and store drawings, plan sets and traffic plans or for other system administration. It only addresses the document search capabilities.*

About Traffic Plans

The **Traffic Plan** tool provides ODOT employees and other individuals with the ability to search, download, view, and print drawings, plan sets and traffic plans.

Traffic Plan documents are divided between four disciplines:

- The **Illumination** discipline provides engineering expertise and maintains standards for highway illumination.
- The **Intelligent Transportation System (ITS)** discipline provides engineering expertise for specialized design area including system engineering, electrical, communications and software elements not associated with normal Statewide Transportation Improvement Program (STIP) projects.
- The **Signals** discipline provides engineering expertise for temporary traffic signals, permanent traffic signals, flashing beacons, ramp meters and some portions of weigh stations.
- The **Signs** discipline provides engineering expertise and maintains standards for all highway signs.

This search guide provides an introduction to the functions and features of the **Traffic Plan** search tool, including step-by-step directions to completing a search for drawings, plan sets and traffic plans.

Note: *The Traffic Plan files are for reference and historical drawing look-up only. It is the user's responsibility to verify the accuracy and correctness of the information with the ODOT Traffic Plans Section before use.*

Getting to Traffic Plans

The website address to access the online **Traffic Plan** search tool varies whether you are a **Traffic Plan User** or a **General User**.

The Traffic Plan search tool was designed and developed for use on a desktop. If you use a smart device to access the application, you may notice a slight difference in the appearance of the tool as compared to that illustrated in this guide.

Note: *Users accessing the application through an ODOT Smart Device may not be able to download content to view due to standard configuration restrictions.*

Traffic Plan Users

Traffic Plan users are internal ODOT employees assigned to specific user roles. These users have access to more features and tools than General Users.

General Users

General Users are external users who can access to the web application through an external website and other ODOT users who can access the web application through an internal website. General Users only have permissions to search, view, download and print drawings, plans sets and traffic plans from the Traffic Plan search tool. The external website address is <https://ecmnet.odot.state.or.us/TrafficPlans/TrafficPlanSearch>

Note: *Your view of the default window may be different than the figure below. The functions and tools available are based on the permissions granted to each specific user.*

Browser Interface Differences

There are different web browsers available and each serve the same fundamental purpose. However, there are key differences that may attract users to use one over the other. The following are some of the more obvious interface differences when using Google Chrome or Internet Explorer as your browser.

Fields	Google Chrome	Internet Explorer																																										
<p>Drawing Year Fields</p>	<p>There are incremental pickers available to allow users to select the up arrow to increase the year and the down arrow to decrease the year.</p> <p>Drawing Year From</p> <input data-bbox="760 491 971 548" type="text" value="1923"/> <p>Drawing Year To</p> <input data-bbox="760 611 987 667" type="text" value="1923"/>	<p>There are no incremental pickers available.</p> <p>Drawing Year From</p> <input data-bbox="1092 491 1339 548" type="text" value="1923"/> <p>Drawing Year To</p> <input data-bbox="1092 611 1349 667" type="text" value="1923"/>																																										
<p>Date Fields</p>	<p>There are date pickers available to allow users to select a date from a calendar.</p> <p>Last Update Date From</p> <input data-bbox="760 856 1057 890" type="text" value="mm/dd/yyyy"/> <p>November, 2018</p> <table border="1" data-bbox="768 932 995 1052"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	<p>There are no date pickers available. Users must manually enter the date.</p> <p>Last Update Date From</p> <input data-bbox="1092 821 1390 848" type="text" value="11"/>
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																						
28	29	30	31	1	2	3																																						
4	5	6	7	8	9	10																																						
11	12	13	14	15	16	17																																						
18	19	20	21	22	23	24																																						
25	26	27	28	29	30	1																																						


Access

1. Launch your internet browser and enter the website address in the browser address field and select the enter key.

Note: *You may want to bookmark or add this page to the **Favorites** list on your internet browser for easy access in the future.*

2. You will be directed to the **Traffic Plan Search** window. This is the default window for the application. Refer to **Figure 1** and **Figure 2**.
3. Close your internet browser to close and exit application.

Figure 1: Traffic Plan Search Window for Traffic Plan Users



Traffic Plans

Version: 3.0.0.0
 Release: 11/09/2018

Traffic Plan Search

Traffic Plan Entry

External Resources

Search Guide

Reports

Choice List Updater

Administrator Guide

Traffic Plan Search

Plan Type Information

Traffic Plan Disciplines
 ▼

Drawing Type
 ▼

Project Title

Drawing Number From **Drawing Number To** **Drawing Year From** **Drawing Year To**

Misc Info

Work Area **Comments**

Key Number **Key Number Status** **TSSU ID** **TSSU ID Status**

CAD File Name

Highway Information

Highway System Search Type
 ▼

Various Highway Numbers

Various Route Numbers **Route Number** **Highway Number Name**

Milepoint From **Milepoint To** **Milepoint Search Type** ▼

Beginning Milepoint Status **Ending Milepoint Status** **Roadway ID** **Mileage Type**

Location and Engineering

City **Various Cities**

County **Various Counties**

Engineer of Record **Engineer of Record Employer**

Additional Search Criteria

Last Updated By **Last Update Date From** **Last Update Date To**

Reset

 Max Results Returned Search

Results: N/A Results Per Page: Jump to Page:

<input type="checkbox"/>	Drawing Number	Discipline	Drawing Type	Project Title	Work Area	Route Number	City	County	Drawing Year	Highway Number - Name	Milepoints
No results found.											

Select All Records
Delete
Download
Edit Selected En Masse
Edit Selected Serially
View Selected Documents
Page 0 of 0

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Figure 2: Traffic Plan Search Window for General Users

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Traffic Plans

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 Release: 11/19/2018

[Traffic Plan Search](#)
[External Resources](#)
[Search Guide](#)

Traffic Plan Search

Plan Type Information

Traffic Plan Disciplines

Drawing Type

Project Title

Drawing Number From

Drawing Number To

Drawing Year From

Drawing Year To

Misc Info

Work Area

Comments

Key Number

Key Number Status

TSSU ID

TSSU ID Status

CAD File Name

Highway Information

Highway System Search Type

Various Highway Numbers

Various Route Numbers

Route Number

Highway Number Name

Milepoint From

Milepoint To

Milepoint Search Type

Beginning Milepoint Status

Ending Milepoint Status

Roadway ID

Mileage Type

Location and Engineering

City

Various Cities

County

Various Counties

Engineer of Record

Engineer of Record Employer

Reset

Max Results Returned Search

 Results: N/A Results Per Page: Jump to Page: Page 0 of 0

Select All Records

Download

View Selected Documents

Page 0 of 0

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Search Tips

When searching for Traffic Plan documents, keep these search guidelines and suggestions in mind:

- Enter sufficient search criteria to identify the desired document(s) without returning too many or too few results. The more specific criteria you enter, the better your search results.
- The search process looks for all documents that contain **all** of the search criteria you enter. For example, if you enter a **Drawing Number, City, County** 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 **Project Title** field will produce the same search results.
- In search fields with drop-down lists, such as **Engineer of Record**, you can enter the first letter of the desired item and the list automatically scrolls to the first item on the list with the corresponding first letter. Continue pressing the first letter or use the down arrow to scroll through the list of items with the same first letter until you locate the item you want to select.
- Some search criteria allow you to enter and search on a partial value. For example, if you enter “lan” in the **Project Title** field, the search will return all records that contain “lan” anywhere in the **Project Title** value, including results like “Portland,” “Lancaster” and “passing lanes.” If you are not specific enough, this could result in too many matching results.
- Some search fields are only active when you select a specific option in another search field. For example, if you select **Off State System** as the **Highway System Search Type**, then the **Highway Number, Route Number, Milepoint, Roadway ID** and **Mileage Type** fields become disabled.
- The search criteria fields for the **City, County and Highway Number** are independent from each other. For example, if you select a **County**, this does not narrow the choices on the **City** or the **Highway Number** drop-down list to only those cities or highway numbers located in the selected **County**.
- If your search returns no matching documents or very few matching documents, reduce your search criteria. For example, search only on **City**, instead of **City, County** and **Route Number**.

- If your search returns too many matching documents, increase the number of criteria used in the search. The search uses an “AND” operation and not an “OR” operation. For example, search on **Traffic Plan Discipline, Drawing Type and Drawing Year** instead of just **Drawing Year**.
- A maximum number of **500** results may be returned with any one search. Matching results in excess of **500** are not displayed. The 500 displayed results includes the oldest drawings first. For example, if 425 documents entered in 2016 meet the search criteria, 75 documents entered in 2017 meet the search criteria and 50 documents entered in 2018 meet the search criteria, only the 500 entered in 2016 and 2017 will be included in the displayed search results.
- The application only contains drawings from 1923 to the current year. When searching for drawing year older than 1923 in the **Drawing Year From** field, the application will automatically update the value to **1923**. When searching for a drawing year greater than the current year in the **Drawing Year To** field, the application will automatically update the value to the current year.

Traffic Plan Search

1. Open the *Traffic Plan Search* window. Refer to **Figure 3** below.
2. Enter or select your search criteria. To narrow your search for the traffic plan document(s) you want to locate, refer to the [Search Tips](#) and **Table 1**.
3. Select a value in the **Maximum Results Returned** field to indicate the maximum amount of records you want to return. Available selection values are **50, 100, 200** and **500**.

Max Results Returned

50
100
200
500

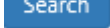


4. Click on the  button to execute the search.
5. If there are results returned, the results will display in the lower portion of the *Search* screen in the *Search Results* section. The default display is in descending order by **Drawing Number**.
6. Go to [Traffic Plan Search Results](#) for more information about the search results.
7. Click on the  button to clear the search fields for another search.

Figure 3: Traffic Plan Search Window



Traffic Plan Search

External Resources

Search Guide

Traffic Plans

Traffic Plan Search

Version: 3.0.0
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Plan Type Information

Traffic Plan Disciplines
Select One

Drawing Type
Select Plan Discipline

Project Title

Drawing Number From **Drawing Number To** **Drawing Year From** **Drawing Year To**

Misc Info

Work Area

Comments

Key Number **Key Number Status** **TSSU ID** **TSSU ID Status**

CAD File Name

Highway Information

Highway System Search Type
On and Off State Highway

Various Highway Numbers

Various Route Numbers **Route Number** **Highway Number Name**

Milepoint From **Milepoint To** **Milepoint Search Type**
All

Beginning Milepoint Status **Ending Milepoint Status** **Roadway ID** **Mileage Type**

Reset Click on the **Reset** button to clear the search fields.

Location and Engineering

City **Various Cities**

County **Various Counties**

Engineer of Record **Engineer of Record Employer**

Select the number of search results to display.

Max Results Returned 500 **Search**

Enter your search criteria and click on the **Search** button to execute your search.

Results: N/A Results Per Page: 200 **Jump to Page:** Page 0 of 0

<input type="checkbox"/>	Drawing Number	Discipline	Drawing Type	Project Title	Work Area	Route Number	City	County	Drawing Year	Highway Number - Name	Milepoints
<p>Select All Records Download View Selected Documents</p> <p style="text-align: right;">Page 0 of 0</p>											

For support, please contact ODOT Support Desk Here or call 503-986-3355

Search Fields

Table 1 lists the searchable fields available within the application and provides a brief description of each field.

Table 1: Traffic Plan Searchable Fields

FIELD	DESCRIPTION
PLAN TYPE INFORMATION	
Traffic Plan Disciplines	The traffic discipline to which a Traffic Plan drawing pertains. Choices include Illumination, ITS, Sign and Signal .
Drawing Type	<p>The type of drawing based on the selected Traffic Plan Discipline. You must select a Traffic Plan Discipline in order to select a Drawing Type.</p> <p>Choices for Illumination include:</p> <ul style="list-style-type: none"> • Illumination Details • Illumination Legend and Light Pole Table • Illumination Modification Plan • Illumination Plan • Illumination Removal Plan • Legend • Miscellaneous • Navigation Light Plan • Temporary Illumination Plan • Temporary Illumination Spec and Legend • Tunnel Illumination Plan • Underdeck Electrical Plan • Underdeck Illumination Plan • Wiring Diagram <p>Choices for ITS include:</p> <ul style="list-style-type: none"> • Details • Legend • Plans • Structure • Wiring Diagram <p>Choices for Sign include:</p> <ul style="list-style-type: none"> • Bridge Rail Mount Details • Cantilever Details • Flasher Details • Median Mounted Sign Support Details • Miscellaneous • Sign & Post Data Table • Sign Bridge Details • Sign Details • Signing Details & Sign and Post Data

FIELD	DESCRIPTION
-------	-------------

- Sign Installation Plan
- Sign Legend
- Sign Removal Plan
- Signing & Striping Details
- Signing & Striping Legend
- Signing & Striping Plan
- Signing Plan
- Signing Plan and Sign Details
- Signing Plan, Sign Details & Sign and Post Data
- Striping Details
- Structure Mount Details

Choices for **Signal** include:

- Automated Traffic Recorder Plan
- Details
- Detector Plan
- Existing Utilities
- Fire Signal Plan
- Flashing Beacon Plan
- Illumination
- Interconnect Plan
- Legend
- Miscellaneous
- Pedestrian Signal Plan
- Railroad Preemption Plan
- Ramp Meter Plan
- Red Light Enforcement Plan
- Removal Plan
- Signal Plan
- Temporary Detector Plan
- Temporary Ramp Meter Plan
- Temporary Signal Plan
- Variable Message Sign

Project Title Name of a construction project for which Traffic Plan drawings are created; it is based on the location and/or general area of the project. The maximum character limitation for this field is 128.

Drawing Number From/To The unique sequential number for identifying a drawing within each Traffic Plan discipline. The format for Drawing Numbers is as follows: I-##### for **Illumination**, ITS-##### for **ITS**, S-##### for **Sign**, and ##### for **Signal** drawings.

Note: *You can search on a partial value. If a Traffic Plan Disciplines is not selected, then the search will look for the value entered in all disciplines.*

Drawing Year From The year a drawing was entered into the Traffic Plan database or it was assigned a Drawing Number. The year must be equal to or greater than 1923 and less than or equal to the current year. If you only enter a Drawing Year From value, the search

FIELD	DESCRIPTION
	will return only drawings with a drawing year beginning with the year entered. The format is YYYY.
Drawing Year To	The year a drawing was entered into the Traffic Plan database or it was assigned a Drawing Number. The year must be equal to or greater than 1923 and less than or equal to the current year. If you only enter a Drawing Year To value, the search will return only drawings with a drawing year up to the year entered. The format is YYYY.
MISCELLANEOUS INFORMATION	
Work Area	The area where the work is performed according to the drawing sheet. Typically, this is the most commonly known name for the location, and could be a cross street, portion of a highway, or a major roadway feature. The maximum character limitation for this field is 64.
Comments	Comments concerning a specific Traffic Plan document. The maximum character limitation for this field is 255.
Key Number	The unique numeric identifier assigned to ODOT projects as part of the State Transportation Improvement Plan (STIP) development process.
Key Number Status	<p>The status of the verification of the Key Number property against the ECM Data Warehouse during the upload to the Traffic Plans database. Available selection values are:</p> <ul style="list-style-type: none"> • Unverified: This searches for Traffic drawings where the Key Number has not verified against the identified database. • Verified: This searches for drawings where the Key Number has been verified against the identified database. • Administrative Override: This searches for drawings where the Key Number value has been manually overridden.
TSSU ID	The unique code identifying a Traffic Signal Services Unit (TSSU) location. You may only search on this field if you select Signal as the Traffic Plan Discipline .
TSSU ID Status	<p>The status of the verification of the TSSU ID property against the Innovus database during the upload to the Traffic Plans database. You may only search on this field if you select Signal as the Traffic Plan Disciplines. Available selection values are:</p> <ul style="list-style-type: none"> • Unverified: This searches for drawings where the TSSU ID has not verified against the identified database. • Verified: This searches for drawings where the TSSU ID has been verified against the identified database. • Administrative Override: This searches for drawings where the TSSU ID value has been manually overridden.
CAD File Name	The name of the CAD drawing file. The maximum character limitation for this field is 255.

FIELD	DESCRIPTION
HIGHWAY INFORMATION	
Highway System Search Type	<p>Select whether to include documents for projects that are on or off the state highway system. Available selection values are:</p> <ul style="list-style-type: none"> • On and Off State Highway (default): This searches for Traffic Plan drawings that are both on and off the State highway system • On State Highway: This searches for only Traffic Plan drawings that are on the State highway system • Off State Highway: This searches for only Traffic Plan drawings that are off the State highway system
Various Highway Numbers	<p>When there is more than one Highway Number associated to the drawing. Available selection values are:</p> <ul style="list-style-type: none"> • Yes: Select to search for drawing numbers with Various Highway Numbers • No: Select to search for drawing numbers without Various Highway Numbers.
Various Route Numbers	<p>When there is more than one Route Number associated to the drawing. Available selection values are:</p> <ul style="list-style-type: none"> • Yes: Select to search for drawing numbers with Various Route Numbers • No: Select to search for drawing numbers without Various Route Numbers.
Route Number	The US, Oregon or Interstate highway related to the Traffic Plan document.
Highway Number/Name	A unique number assigned to a contiguous highway corridor and within the ODOT maintenance jurisdiction. It may contain the numbers of current ODOT highways as well as those not current. The choice list includes all highway numbers.
Milepoint From	The milepoint at the start of the highway segment depicted on the traffic plan document. Format is 999.99.
Milepoint To	The milepoint at the end of the highway segment depicted on the traffic plan document. Format is 999.99.
Milepoint Search Type	<p>Specify how to include milepoints in the search. Available selection values are:</p> <ul style="list-style-type: none"> • All (default): Beginning, ending or any milepoint in between is within the given range of milepoint values. • Both: Both beginning and ending milepoints are within the given range of milepoint values • Beg Only: Only the beginning milepoint is within the given range of milepoint values • End Only: Only the ending milepoint is within the given range of

FIELD	DESCRIPTION
-------	-------------

milepoint values

Beginning Milepoint Status

The status of the verification of the Milepoint From property against the HTDR1 database during the upload to the Traffic Plans database. Available selection values are:

- **Unverified:** This searches for drawings where the Beginning Milepoint Status has not verified against the identified database.
- **Verified:** This searches for drawings where the Beginning Milepoint Status has been verified against the identified database.
- **Administrative Override:** This searches for Traffic Plan drawings where the Beginning Milepoint Status has been manually overridden.

Ending Milepoint Status

The status of the verification of the Milepoint To property against the HTDR1 database during the upload to the Traffic Plans database. Available selection values are:

- **Unverified:** This searches for drawings where the Ending Milepoint Status has not verified against the identified database.
- **Verified:** This searches for drawings where the Ending Milepoint Status has been verified against the identified database.
- **Administrative Override:** This searches for drawings where the Ending Milepoint Status has been manually overridden.

Roadway ID

The Roadway ID code determines the alignment when there is a separated highway alignment. Available selection values are:

- **I – Increasing (default):** Use this value for a primary alignment that increases with the milepoint.
- **D – Decreasing:** Use this value for an alignment that decreases with the milepoint.

Mileage Type

The type of mileage associated with the drawing. Available selection values are:

- **None:** There is no mileage type associated to the drawing.
- **0 (Zero):** Regular mileage where there is no overlap of milepoints.
- **Z:** There is an overlap in the milepoints due to realignment that lengthens the highway.
- **A:** The intersection is a part of the highway transferred to local government jurisdiction.

LOCATION AND ENGINEERING

City

The city or urban area associated with the Traffic Plan document. The available selection values include all cities and urban areas in Oregon.

Various Cities

When there is more than one City associated to the drawing.

FIELD	DESCRIPTION
County	The county or counties related to the Traffic Plan document. The available selection values include all counties in Oregon and some counties in bordering states.
Various Counties	When there is more than one County associated to the drawing.
Engineer of Record	The legal Engineer of Record who is responsible for the development of the drawing sheet and signing them. The list is in alphabetical ascending order by the engineer's first name.
Engineer of Record Employer	The organization or company employing the legal Engineer of Record who is responsible for the development of the drawing sheet. The list is in alphabetical ascending order.
ADDITIONAL SEARCH CRITERIA Note: <i>These search fields are only available to Traffic Plan users.</i>	
Last Updated By	The name of the user who last updated the record.
Last Update Date From	The beginning date range of the date the record was last updated.
Last Update Date To	The ending date range of the date the record was last updated.

Traffic Plan Search Results

Once you complete a search, the search results will be displayed in the **Search Results Section** in a grid format below the searchable fields in the lower portion of the *Traffic Plan Search* window. See **Figure 4**.

The **Results: ### records found** field provides a count of the number of records matching your search criteria. When finished searching, close your internet browser to close and exit the application.

Figure 4: Search Results Section

The screenshot displays a search results interface. At the top, it shows 'Results: 200 records found' and 'Results Per Page: 10'. A message states: 'Your search exceeded the maximum results displayable. Either increase your max results or refine your search criteria.' Navigation buttons for 'Jump to Page: 1' and 'Page 1 of 20' are visible.

The table below contains the following columns: Drawing Number, Discipline, Drawing Type, Project Title, Work Area, Route Number, City, County, Drawing Year, Highway Number - Name, and Milepoints. The table lists several records, including those for 'ILLUMINATION' and 'MULTINOMAH'.

Callouts provide instructions:

- 'Select the number of records to display in each page.' points to the 'Results Per Page' dropdown.
- 'Select the page number to display.' points to the 'Jump to Page' dropdown.
- 'Click on a Drawing Number Hyperlink to download and open the selected drawing.' points to a drawing number in the table.
- 'Click a column heading to sort the search results in ascending/descending order.' points to the 'Drawing Number' column header.
- 'Click on the Download Content (down arrow) to download and open the selected drawing.' points to a download icon in the table.
- 'Click on the View Details (eye icon) to open the Traffic Plan Details View for the selected drawing.' points to an eye icon in the table.
- 'Use the navigation buttons to go to other pages of the search results.' points to the 'Page 1 of 20' navigation buttons.



At the bottom, there are buttons for 'Select All Records', 'Download', and 'View Selected Documents', along with another 'Page 1 of 20' navigation button.

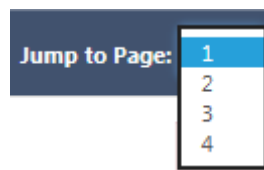
Sort Search Results

Click on a column heading to sort **the entire** search results (not just those displayed on the current page) in ascending or descending order by the column category.

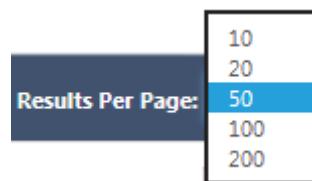
Navigate Search Results

If your search returns multiple pages of records matching your search criteria, you can navigate through the various pages by using the **Previous** and **Next** navigation buttons located at the bottom right corner of the Search Results section or the **Jump to Page** navigation field located at the top right corner of the Search Results section.

- Click the **Next** button  to navigate to the next page of search results, when applicable.
- Click the **Previous** button  to navigate to the previous page of search results, when applicable.
- Select the page number that you want to navigate to in the **Jump to Page** navigation field.




You can also change the number of results displayed on a page in the **Results Per Page** field. Available selection values are **10, 20, 50, 100** and **200**.



Download Traffic Plan Document

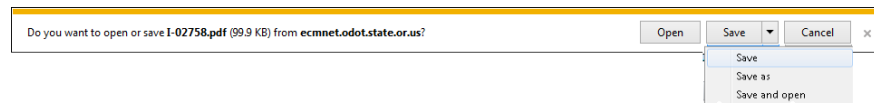
You must first download the document in order to save it. The file format will default to the format of the drawing file when it was uploaded into the system. There are two methods available for downloading documents. Users can download one single document at a time or multiple documents at the same time.


Download Single Document

1. Click on the downward arrow  icon or click on the Drawing Number hyperlink [I-02758](#) for the selected record. The download button cannot be used to download a single drawing and the button will not be enabled when there is only one drawing selected.

Note: When there is no drawing file associated to the record, the Drawing Number will **not** have a hyperlink and will look similar to this [I-02758](#) .

2. The **Windows Download** window will open asking you if want to open or save the drawing.

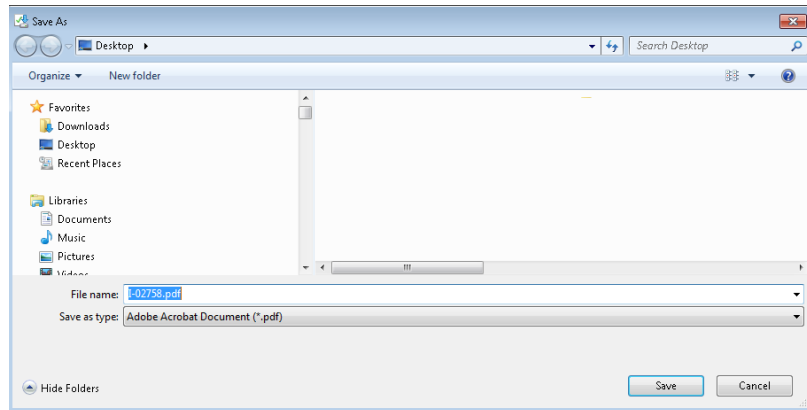


3. Click on the **Open** button to open the drawing. The drawing will open in its original uploaded format. Most of the drawings in the application are in PDF and TIFF file formats.
4. Click on the  downward arrow on the **Save** button to open the save options.
 - a. Click on **Save** to save the drawing to a default folder location. This may be your **Temporary Internet Files** folder located on your C drive. When the download is complete, another **Windows Download** window will open asking if you want to open the drawing or if you want to open the folder where the drawing file is saved.





- b. Click on the **Save As** option to save the drawing to a location of your choice. After you have selected the location where you want to save your drawing file, click on the **Save** button

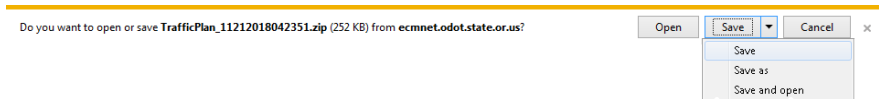
to save it to the selected location.



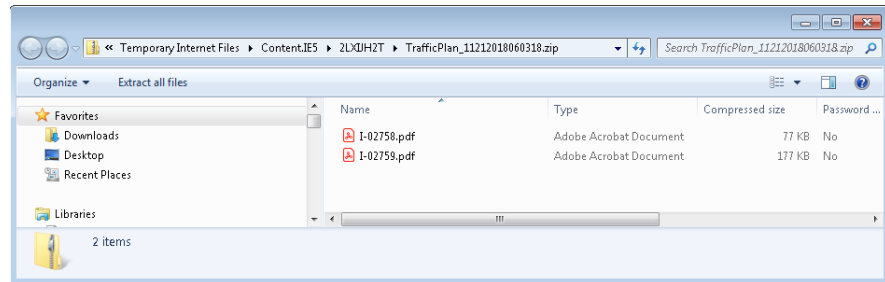
- c. Click on the **Save and open** option to save the drawing to your default folder location and automatically open the drawing.
5. Click on the **Cancel** button to cancel the download and close the window.


Download Multiple Documents

1. Place a checkmark in the checkbox in front of the **Drawing Number** of two or more records or click  to select all of the records available on the page and click . The download button will capture and display the number of records selected. The download button is only enabled when two or more records are selected.
2. The **Windows Download** window will open asking you if you want to open or save the zip file.



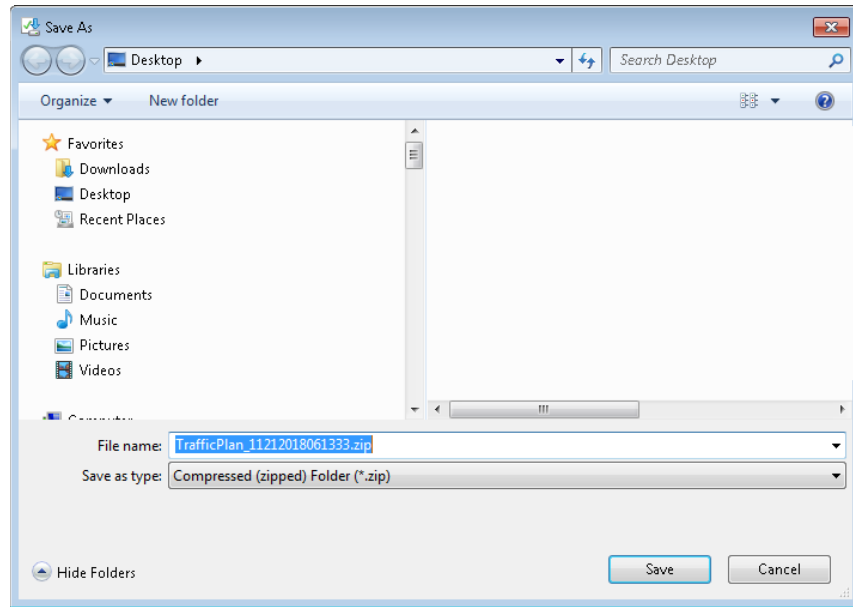
3. Click on the **Open** button to open the zip file. The drawings will be saved in its original uploaded format and saved to a default folder location. This may be your **Temporary Internet Files** folder located on your C drive. Click on a drawing to open it.



4. Click on the  downward arrow on the **Save** button to open the save options.
 - o Click on **Save** to save the drawing to your default folder location. This may be your **Temporary Internet Files** folder located on your C drive. When the download is complete, another **Windows Download** window will open asking if you want to open the zip file or if you want to open the folder where the zipe file is saved.



- a. Click on the **Save As** option to save the drawing to a location of your choice. After you have selected the location where you want to save your zip file, click on the **Save** button to save it to the selected location.




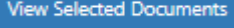
- Click on the **Save and open** option to save the zip file to your default folder location and automatically open the zip file.
5. Click on the **Cancel** button to cancel the download and close the window.

View Traffic Plan Details

The Traffic Plan *Details* page provides metadata details for records within the database. Refer to **Figure 5** and **Figure 6** for an example. Similar to the Download feature, there are two methods available for viewing the *Details* page. Users can view the *Details* page for one single record at a time or select multiple records to view at the same time.

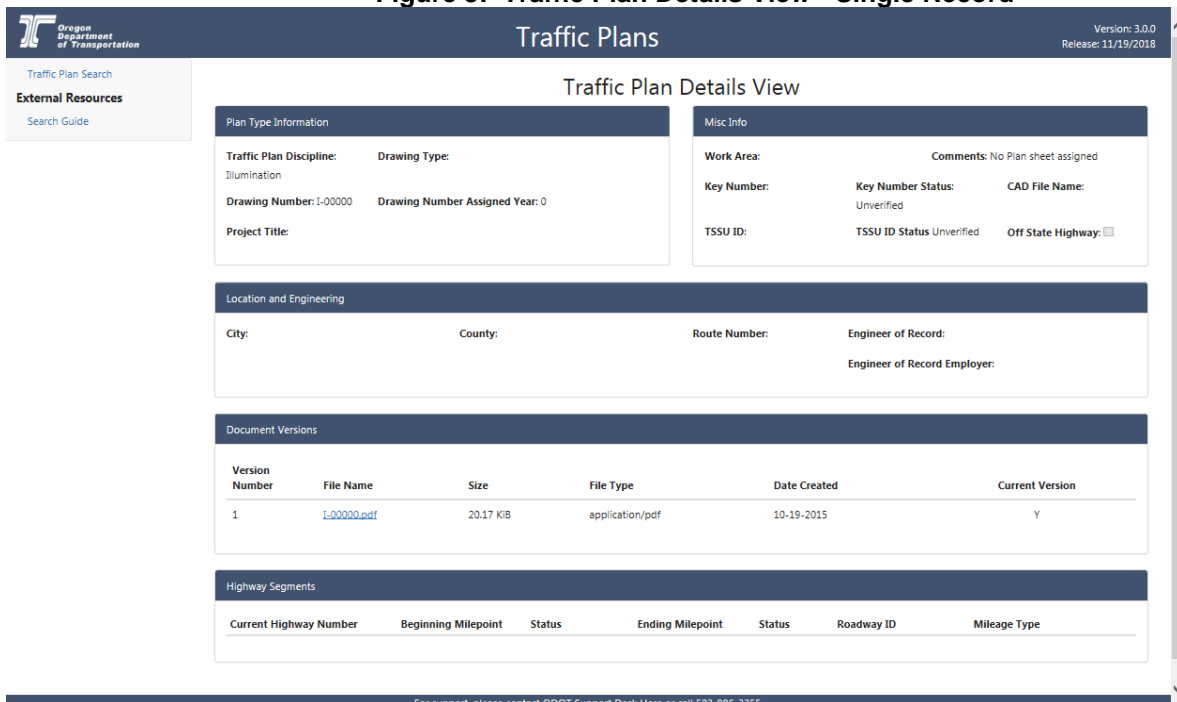
Traffic Plan Details View

1. Click the **View Details** icon  next to a specific **Drawing Number** to open the *Details* page for the selected document in a new tab.

Note: The  button cannot be used to view a single record and the button will not be enabled when there is only one record is selected.

2. When finished, click the **X** on the browser tab to close the window and return to the *Traffic Plan Search* window with the search results displayed.

Figure 5: Traffic Plan Details View - Single Record



The screenshot displays the 'Traffic Plan Details View' for a single record. The page is titled 'Traffic Plans' and includes a navigation sidebar with 'Traffic Plan Search' and 'External Resources'. The main content area is divided into several sections:

- Plan Type Information:** Contains fields for Traffic Plan Discipline, Drawing Type, Illumination, Drawing Number (I-00000), Drawing Number Assigned Year (0), and Project Title.
- Misc Info:** Contains fields for Work Area, Key Number, Key Number Status (Unverified), CAD File Name, TSSU ID, TSSU ID Status (Unverified), and Off State Highway (checkbox).
- Location and Engineering:** Contains fields for City, County, Route Number, Engineer of Record, and Engineer of Record Employer.
- Document Versions:** A table with columns: Version Number, File Name, Size, File Type, Date Created, and Current Version.

Version Number	File Name	Size	File Type	Date Created	Current Version
1	I-00000.pdf	20.17 KB	application/pdf	10-19-2015	Y
- Highway Segments:** A table with columns: Current Highway Number, Beginning Milepoint, Status, Ending Milepoint, Status, Roadway ID, and Mileage Type.

At the bottom of the page, there is a footer: 'For support, please contact ODOT Support Desk: Here or call 503-986-3355'.

Traffic Plan View

1. Select the checkbox in front of the **Drawing Number** of one or more records or click **Select All Records** to select all records on the search results section and click **View Selected Documents** to open the *Details* page for the selected document(s) in a new tab.

If you open more than one record at a time, then the *Details* page opens for the first selected document. Use the scroll bar located on the right of the screen to scroll through all of the selected records.

2. When finished, click the **X** on the browser tab to close the window and return to the *Traffic Plan Search* window with the search results displayed.

Figure 6: Traffic Plan Details View - Multiple Selected Records

The screenshot displays the 'Traffic Plans' interface. The top navigation bar includes the Oregon Department of Transportation logo, the title 'Traffic Plans', and version/release information (Version: 3.0.0, Release: 11/19/2018). The left sidebar contains links for 'Traffic Plan Search', 'External Resources', and 'Search Guide'. The main content area is titled 'Traffic Plan View' and shows details for drawing 'I-00000 -'. It is divided into several sections: 'Plan Type Information' (Traffic Plan Discipline: Illumination, Drawing Type: Drawing Number: I-00000, Drawing Number Assigned Year: 0, Project Title), 'Misc Info' (Work Area, Key Number, Key Number Status: Unverified, CAD File Name, TSSU ID, TSSU ID Status: Unverified, Off State Highway: , Comments: No Plan sheet assigned), 'Location and Engineering' (City, County, Route Number, Engineer of Record, Engineer of Record Employer), 'Document Versions' (a table with columns: Version Number, File Name, Size, File Type, Date Created, Current Version; one row: 1, I-00000.pdf, 20.17 KIB, application/pdf, 10-19-2015, Y), and 'Highway Segments' (a table with columns: Current Highway Number, Beginning Milepoint, Status, Ending Milepoint, Status, Roadway ID, Mileage Type). A scroll bar is visible on the right side of the content area. A callout bubble points to the scroll bar with the text: 'Use the scroll bar to navigate to the next record.' Another callout bubble points to the drawing number 'I-00000' with the text: 'The Drawing Number of the next record.' The bottom of the page shows a footer with support contact information: 'For support, please contact ODOT Support Desk Here or call 503-986-3355'.