



Getting Started with Traffic Plan Searches

You can search, view, download and print Traffic Plan Drawings from the Oregon Department of Transportation's Enterprise Content Management (ECM) repository.

Follow these steps to get started the first time:

- Step 1. Click the link provided in the e-mail message to launch your default Internet browser. The first time you do this, the window below opens, immediately followed by a dialog box, asking if you want to install the Whale Communications' client components software.

This site is protected by the Intelligent Application Gateway Web site

Downloading Whale Component Manager...

Your user experience may vary depending on the download of these objects.
Please wait, it should only be a few minutes at most...

Internet Explorer - Security Warning
Do you want to install this software?
Name: Whale Communications' Client Components
Publisher: Whale Communications, Inc.
More options Install Don't Install

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

If this prompt appears, click "Install" to install the components.

This site is intended only for authorized users.
If you encounter any problems with this site please contact your system administrator at ODOT.SSLVPNAdmin@odot.state.or.us

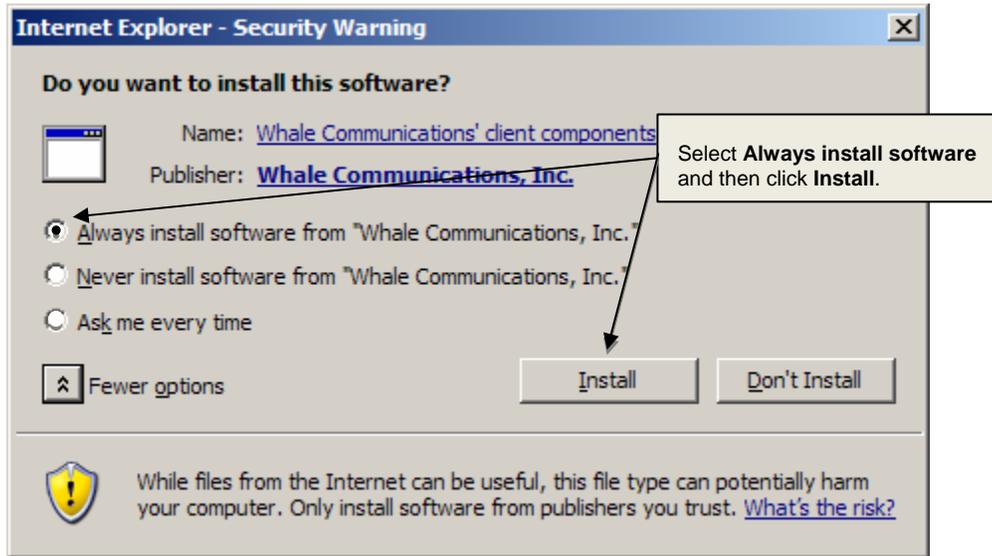
- Step 2. Click **More options** to expand the dialog box and view the available installation options.

Internet Explorer - Security Warning
Do you want to install this software?
Name: Whale Communications' client components
Publisher: Whale Communications, Inc.
More options Install Don't Install

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

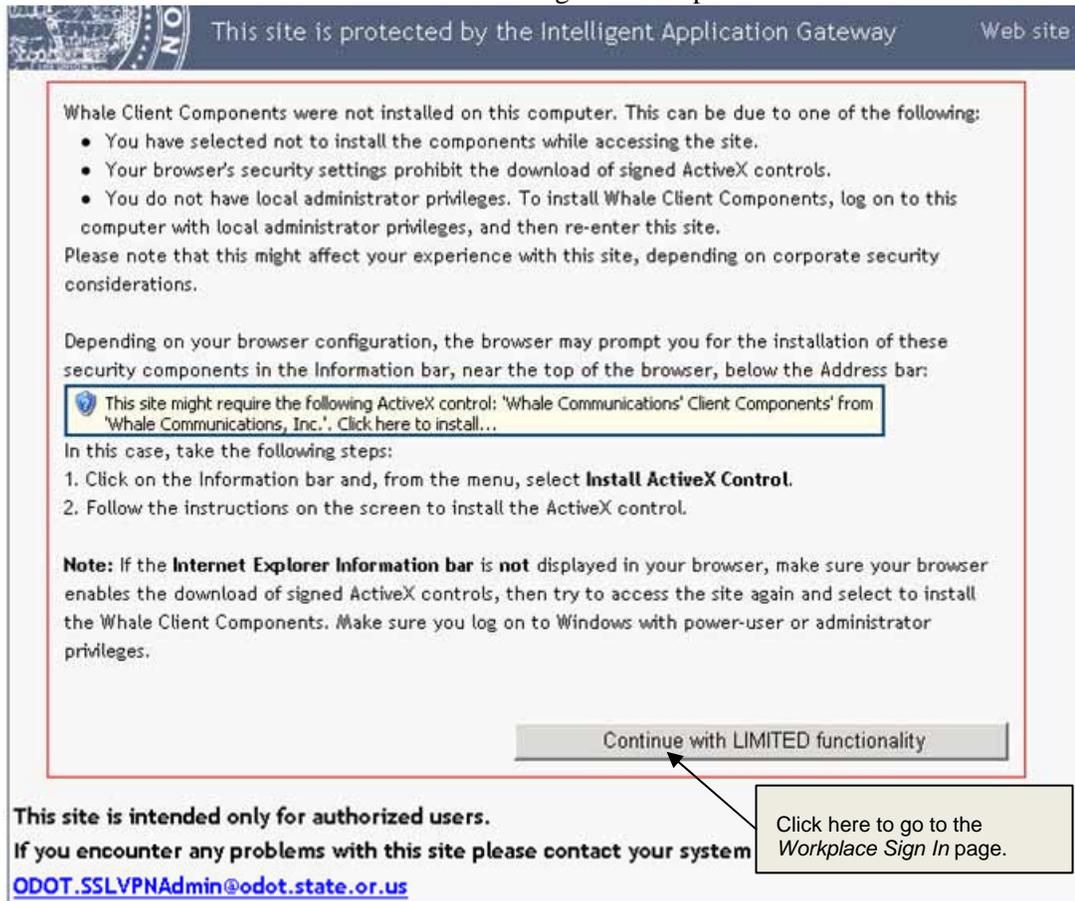
Click **More options** to expand the dialog box.

Step 3. *If you have local administrator rights on your computer, select **Always install software** and then click **Install**.*



The Whale Communications client components are installed on your computer and the *Workplace Sign In* page opens. Go to Step 5.

*If you do **not** have local administrator rights on your computer, then select **Never install software** and click **Don't Install**. The following window opens.*



Step 4. Click **Continue with LIMITED functionality** to go to the *Workplace Sign In* page.

Step 5. Select **Login As Guest** and click **Sign In**. *My Workplace* opens.



Step 6. In the left-hand column, select **Traffic Plan Searches**.



Note: Your view of *My Workplace* may look different, as not all functions/tools are available to all users. Also, for quick access in the future, bookmark *My Workplace* or add it to your *Favorites* list on your Internet browser.

Step 7. Click **Traffic Plan Search** to search for Traffic Plans.

Step 8. When finished, close your Internet browser to exit *My Workplace*.

Note: After you install the Whale Communications client components, in the future when you receive an e-mail message containing a direct link to a Traffic Plan, you can click on the link to open the Traffic Plan directly.

If you do **not** install the Whale Communications client components, when you receive an e-mail message containing a direct link to a Traffic Plan, you will need to follow Steps 3, 4 and 5 to open *My Workplace* and to access **Traffic Plan Searches**.