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.

![Installation Dialog Box](image1.png)

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

![More Options Expanded](image2.png)
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.