

Oregon Department of Transportation

RAIL Order Electronic Content Management (ECM) System

P490S User Guide

Final Version 1.0

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Glossary

| | |
|----------------|---|
| Agency | <i>The Oregon Department of Transportation state government agency that enacts and enforces Oregon Administrative Rules (OAR) relating to transportation. Also referred to as ODOT.</i> |
| Content Engine | <i>The content engine handles library services (content and versioning) for the FileNet P8 platform. Generally, it stores and processes content-related data.</i> |
| Crossing | <i>A permanent structure that is located on, over, or under the tracks where pedestrians or vehicles must cross.</i> |
| Docket | <i>An electronic or paper copy of a folder that contains the documented history of the Order. A docket file includes all documents leading up to the signed Order.</i> |
| Document | <i>A generic term for a set of information designed and presented as an individual entity. Document formats can be, for example, print publications (books, reports, maps, etc.) or electronic publication (electronic books, electronic journals, etc.).</i> |
| Document Class | <i>This is a term in FileNet's nomenclature. Document Classes are used to determine the initial properties and behaviors of the respective objects. All objects within one class will be identical in their makeup and behavior, but each instance of an object will have its own set of property (i.e., attribute) values.</i> |
| ECM | <i>Electronic Content Management, specifically ODOT's IBM FileNet P8 System.</i> <i>It also refers to Enterprise Content Management for strategies and technologies that are used to manage the capture, storage, security, revision control, retrieval, distribution, preservation, and destruction of documents and content. These technologies are capable of managing structured as well as unstructured content, email, images, raw data, and other digital assets.</i> |
| FileNet P8 | <i>Refers to an enterprise platform of software tools that are licensed by FileNet and used to automate business processes, manage all forms of content, and automate records management to meet compliance needs.</i> |

| | |
|----------|--|
| Index | <i>Refers to a process to collect data about content (e.g., a document) that will be used to facilitate the future search and retrieval of said content.</i> |
| Metadata | <i>Refers to the definition and description of data. Metadata consists of pre-determined values that describe various attributes of a document.</i> |
| OAR | <i>Oregon Administrative Rules. Rules that have been written to enforce Oregon Revised Statutes.</i> |
| Object | <i>Any item that can be individually selected or manipulated, for example a picture, data file, or piece of text.</i> |
| ODOT | <i>Oregon Department of Transportation. A state government agency that enacts and enforces OAR relating to transportation. Also referred to as Agency.</i> |
| Order | <i>Legal authority from the State setting provisions regarding established OAR and ORS.</i> |
| ORS | <i>Oregon Revised Statutes. Laws that have been enacted by Oregon government.</i> |
| PDF | <i>Portable Document Format. Refers to a file format created by Adobe Systems for document exchange. This format is a standard for representing electronic documents and allowing them to be transmitted and reproduced accurately.</i> |
| Railroad | <p><i>As defined by ORS 824.020 means all corporations, municipal corporations, counties, companies, individuals, associations of individuals and their lessees, trustees or receivers, that:</i></p> <ul style="list-style-type: none"> <i>a) Own, operate by steam, electric or other motive power, manage or control all or part of any railroad or inter-urban railroad as a common or for hire carrier in this state, or cars or other equipment used thereon, or bridges, terminals or sidetracks used in connection therewith, whether owned or operated under a contract, agreement, lease or otherwise.</i> <i>b) Are engaged in the ownership, management or control of terminals in this state, which corporations, municipal corporations, counties, companies, individuals and associations hereby are declared to be common and for hire carriers, or the transportation of property within this state by express.</i> |

| | |
|-----|---|
| TAD | <i>Transportation Application Development. Refers to the group within ODOT responsible for the development of new and maintenance of existing applications.</i> |
|-----|---|

Search Application Data Fields

The following data fields are available on the Rail Order Search screen.

| | |
|----------------------------------|--|
| Order Type | An 'exact' choice list search for a sub-class of a Rail Order type. When no selection is made, then all sub-classes under Rail Safety Order and Crossing Order are searched, and the default value is blank. |
| Docket Number | A 'like' text search for the docket number identifying the legal case or cases. When no selection is made, the default value is blank. |
| Order Number | A 'like' text entry search for a unique identifier associated with the scanned order. When no selection is made, the default value is blank. |
| Signed Date: On or After | The on or after date of signed document(s). A calendar is available for selecting the date or it can be entered manually. When no selection is made, the default value is blank. |
| Signed Date: On or Before | The on or before date of signed document(s). A calendar is available for selecting the date or it can be entered manually. When no selection is made, the default value is blank. |
| Rail Division Section | An 'exact' choice list search for documents related to a specific section within the Rail Division. When no selection is made, the default value is blank. |
| Rail Division Program | An 'exact' choice list search for documents related to a specific program within the Rail Division. When no selection is made, the default value is blank. |

| | |
|--------------------------|---|
| Railroad | An 'exact' choice list search for the acronym associated with a railroad company. When no selection is made, the default value is blank. See Appendix A on page 40. |
| Railroad Line | An 'exact' choice list search for the ODOT assigned designation for sections of track. This is an Alpha or Numeric/Alpha character. When no selection is made, the default value is blank. See Appendix B on page 42. |
| Railroad Milepost | A 'like' text entry search for the multi-valued version of milepost property. Can contain multiple markings of distance on a roadway. When no selection is made, the default value is blank. |
| City | An 'exact' choice list search for the name of a city, populated place or urbanized area. When no selection is made, the default value is blank. |
| County | An 'exact' choice list search for the name of the county or counties to which the file or document applies. When no selection is made, the default value is blank. |
| Street Name | A 'like' text entry search for the name of a street to which the file or document applies. |
| Document Type | An 'exact' choice list search for documents associated with a document type. |
| Industry Number | A 'like' text entry search for the industry number associated with a specific business identifier assigned by ODOT. This number is a combination of Alpha and Numeric characters. |

| | |
|------------------------------|---|
| Industry Name | A 'like' text entry search for the industry name associated with a specific business. |
| Address | A 'like' text entry search for the address associated with a specific business. |
| ODOT Crossing Number | A 'like' text entry search for the unique identifier associated with the assigned ODOT crossing number within the state. This number is a combination of Alpha and Numeric characters using railroad line(s), milepost(s) and an optional alpha-suffix. i.e. <i>C-691.50</i> |
| USDOT Crossing Number | A 'like' text entry search for the unique identifier assigned to each crossing by the US government. This number contains six Numeric characters followed by a single Alpha character. i.e. <i>760064H</i> |
| Road Authority | An 'exact' choice list search for documents associated with a governing body responsible for the road at the highway/railroad crossing. |

Administration Application Data Fields

The following data fields are available on the Rail Order Administration screen for Add New Order Document. A red asterisk (*) indicates a required field.

| | |
|-------------------------------|--|
| Order Type* | A sub-class of a Rail Order type to which the file or document applies. A selection must be made. |
| Docket Number | A number identifying a legal case or cases to which the file or document applies. This field can be left blank, or one or more numbers can be entered. |
| Order Number* | A unique identifier associated with the Rail Order to which the file or document applies. |
| Signed Date* | Date of signed document. |
| Rail Division Section* | A specific section within the Rail Division to which the file or document applies. |
| Rail Division Program* | A specific program within the Rail Division to which the file or document applies. |
| Railroad* | An acronym associated with a railroad company to which the file or document applies. See Appendix A on page 40. |
| Railroad Line* | The ODOT assigned designation for sections of track to which the file or document applies. See Appendix B on page 42. |

| | |
|--|--|
| Railroad Milepost* | A multi-valued version of milepost property to which the file or document applies. The railroad milepost can contain multiple markings of distance on a roadway. |
| City | A name of a city or cities, populated place or urbanized area to which the file or document applies. |
| County* | A name of the county or counties to which the file or document applies. |
| Street Name* | A name of a street to which the file or document applies. |
| Document Type* | A category for the type of document to which the file or document applies. |
| Industry Number* (Appears as a required field when the Order Type is Railroad Safety Order) | A number assigned by ODOT specific to the industry to which the file or document applies. |
| Industry Name* (Appears as a required field when the Order Type is Railroad Safety Order) | A name of the industry associated with a specific business to which the file or document applies. |
| Industry Address (Appears as an optional field when the Order Type is Railroad Safety Order) | An address associated with a specific business to which the file or document applies. |

| | |
|--|--|
| <p>ODOT Crossing Number* (Appears as a required field when the Order Type is Crossing Order)</p> | <p>An ODOT crossing number to which the file or document applies. The number is a unique identifier associated with the assigned ODOT crossing number within the state. This number is a combination of Alpha and Numeric characters using railroad line(s), milepost(s) and an optional alpha-suffix. i.e. <i>C-691.50</i></p> |
| <p>USDOT Crossing Number* (Appears as a required field when the Order Type is Crossing Order)</p> | <p>A USDOT crossing number to which the file or document applies. The number is a unique identifier assigned to each crossing by the US government. This number contains six Numeric characters followed by a single Alpha character. This field has been configured to only recognize this format, and an error message will display when this format is not used. i.e. <i>760064H</i></p> |
| <p>Road Authority* (Appears as a required field when the Order Type is Crossing Order)</p> | <p>A city, county or governing body responsible for the road at the highway/railroad crossing to which the file or document applies.</p> |

Rail Order

About Rail Order

Rail Order is the Rail portion of the Oregon Department of Transportation (ODOT) Enterprise Content Management (ECM) system master registry. It is a system used to capture, store, preserve and deliver Rail Order documents. The document storage system is ODOT's IBM FileNet P8 Content Engine version 4.5 Repository. This system allows users to access and manage electronic Rail documents including upload, index, store, search, retrieve and print depending on access rights.

Objective

The purpose of the Rail Order system is to provide a central repository to store Rail Safety and Crossing orders. This allows the documents to be stored in a central location, and made available from a single online access point to users inside and outside of the Rail Division and ODOT.

About this Document

This document provides an introduction to the functions and features of the Rail Order system and includes step-by-step procedures for accessing and managing documents.

Functions

The Rail Order system offers the following functions and features for the user roles listed.

Rail Order Internet Users:

- **Rail Search** – provides online access to Rail Crossing Orders and Rail Safety Orders
 - Search and View
 - Download and Print

Rail Order Intranet Users:

- **Rail Search** – provides online access to Rail Crossing Orders and Rail Safety Orders
 - Search and View
 - Download and Print
- **Rail Admin** – provides ability to add new documents and maintain existing documents in the Rail Order System
 - Search and View
 - Download and Print
 - Add
 - Update
 - Delete

***NOTE:** This user guide may not address all of the features and functions of the Rail Order web application. It only addresses the features and functions available in the system at the time of this writing. Other functionalities may be added in a later version, see the appropriate user guide or contact the FileNet Administrator.*

Users

General Rail Order User

A user inside and outside of ODOT needing to search for and view Rail Order documents.

For *Internet* users, the application will not recognize an individual to a particular security group. All Internet General Users are treated as anonymous, and are allowed access for search, view, download and print functionality.

For *Intranet* users, the application will recognize an individual's network login ID and allow access for search, view, download and print functionality.

Rail Order System Administrator

An agency employee in the Rail Division with administrative access to add and update documents and its metadata in the FileNet system. The Rail Admin is an Intranet user, and will be identified as having administrative access based on their network login ID. The Rail Admin provides document add and update access, as well as search, view, download and print functionality.

FileNet Administrator

An employee in the Transportation Application Development (TAD) unit of ODOT who supports FileNet. These administrators are not users. They are support services for the FileNet system.

Security

Application

- The ODOT Computer Security Unit is responsible for setting permissions and security profiles for users.
- Access and usage of the *Intranet* application is available to all ODOT staff and recognizes Rail Administrators.
- Access and usage of the *Internet* application is available to all users including the public.

Document

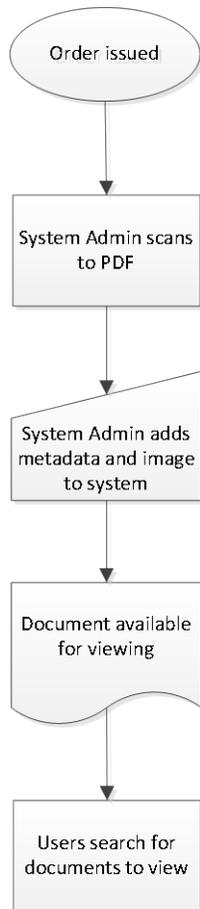
- Viewing, downloading, saving and printing documents is available to the Rail Order System Administrators and General Users including the public.
- Adding, deleting and updating documents, including the entry of metadata, are restricted to Rail Order System Administrators.

System Performance

System Support System support is available Monday through Friday from 8:00AM to 5:00PM.

Backup The file store is backed up incrementally each day and in full monthly, and retained for 90 days.

Business Process

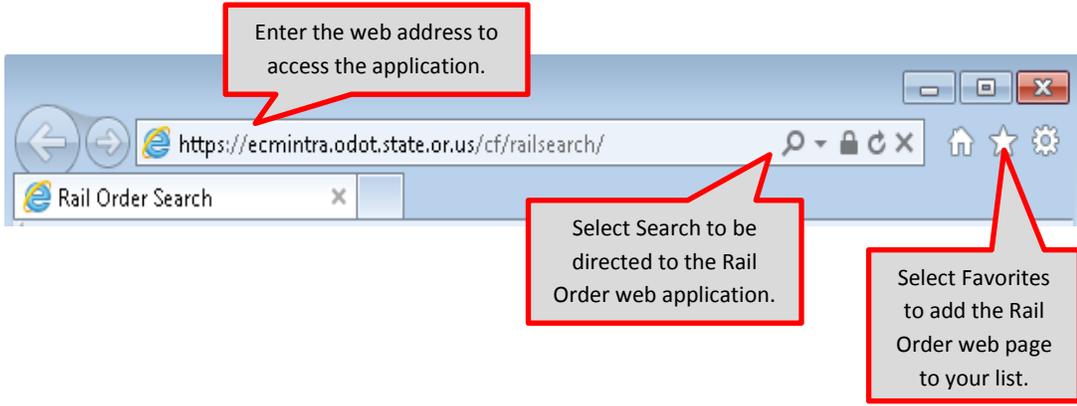


1. An Order has been issued.
2. The Rail Order System Administrator scans the Final Order as a PDF.
3. The Rail Order System Administrator provides metadata and the scanned document to load it into the system via the Rail Order Administration screen for Add New Order Document.
4. The document is now available for viewing via the Rail Order Search screen.
5. Users access the web-based application to locate documents for viewing, downloading and printing via the Rail Order Search screen.

Access

To access the Rail Order, you must have access to an internet browser on your computer desktop. Access to the application is through a web browser. Access to the internet is necessary as the user interface is a web application. **Public users** will be able to access the application via the Internet. **Internal ODOT users** will access the application via the Intranet and must have an ODOT network ID.

For internal users, the application will verify the user by the user's browser using Integrated Windows Authentication. Contact ODOT Computer Support for installation and access information.

| | |
|----------------------|---|
| <p>Step 1</p> | <p>Open the internet browser.</p>  |
| <p>Step 2</p> | <p>Enter the web address for the application into the web address field.</p> <p>Use https://ecm.odot.state.or.us/cf/railsearch/ for public users.</p> <p>Use https://ecmintra.odot.state.or.us/cf/railsearch/ for internal ODOT users.</p> <p>Select Search  on the web address bar or click on the Enter key on your keyboard to open the Rail Order web application to begin Rail Order Search.</p>  <p>NOTE: For quick access in the future, add the Rail Order web page to the Favorites list on your internet browser.</p> |

Step 3

The Rail Order Search screen will appear, and you can begin your search.

Rail Order Search

Oregon Department of Transportation

Order Type Railroad Document Type

Docket Number Railroad Line Industry Number

Order Number Railroad Milepost Industry Name

Signed Date: On or After City Signed Date: On or Before

Rail Division Section County Address

Rail Division Program Street Name ODOT Crossing Number

USDOT Crossing Number

Road Authority

Search Reset Download

Rail Documents 0 documents showing

| <input type="checkbox"/> | Order Number | Industry Name | USDOT Crossing Number | Railroad | City | Document Type |
|--------------------------|--------------|---------------|-----------------------|----------|------|---------------|
| | | | | | | |

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To close and exit the Rail Order system, **close**  your internet browser.

Rail Order Tips

When using the Rail Order application, keep these tips in mind:

- Don't use your browser's back and forward navigation buttons to move between screens. Instead, use the links provided on each screen.
- If you need help with the Rail Order application, contact the ODOT Computer Support Desk at 503-986-3800.

Search Tips

When using the search functionalities, keep these tips in mind:

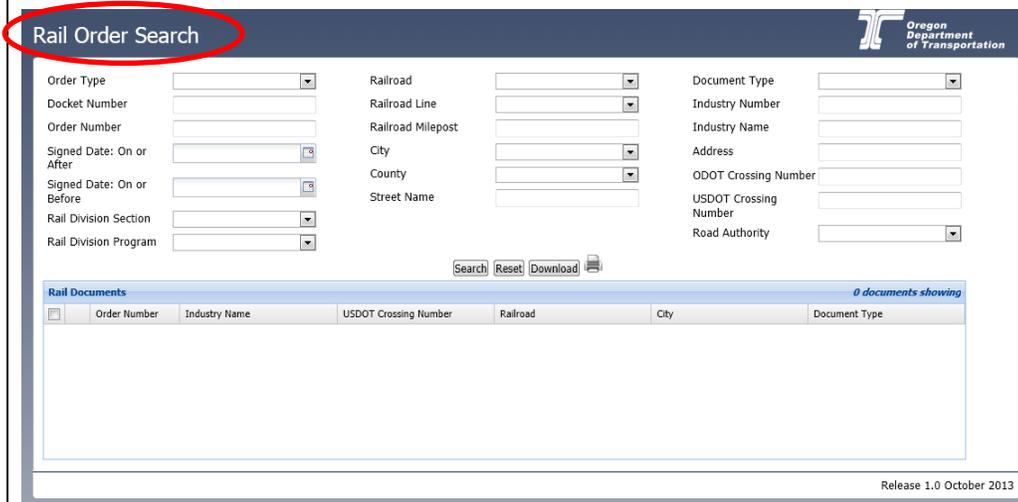
- The Search screen provides some required and some optional search criteria options.
- Enter sufficient search criteria to identify the desired Order without returning too many or too few results. The more specific criteria you enter, the better the search results.
- The search process looks for all documents containing **all** of the search criteria you enter. For example, if you enter an **Order Type** and **Railroad Line**, then the search results will include every document that contains **all** of these entered criteria.
- If your search criteria produce too few results, reduce your search criteria. For example, search only on **Rail Type**, instead of **Rail Type** and **Railroad Line**.
- If your search criteria produce too many results, increase the number of criteria used in your search. For example, search on **Rail Type** and **Railroad Line**, instead of just **Rail Type**.
- A maximum of 200 results may be returned with any one search.

Search

Step 1

Open the **Search** screen.

Access the Rail Order application. The application defaults to opening the **Rail Order Search** screen.

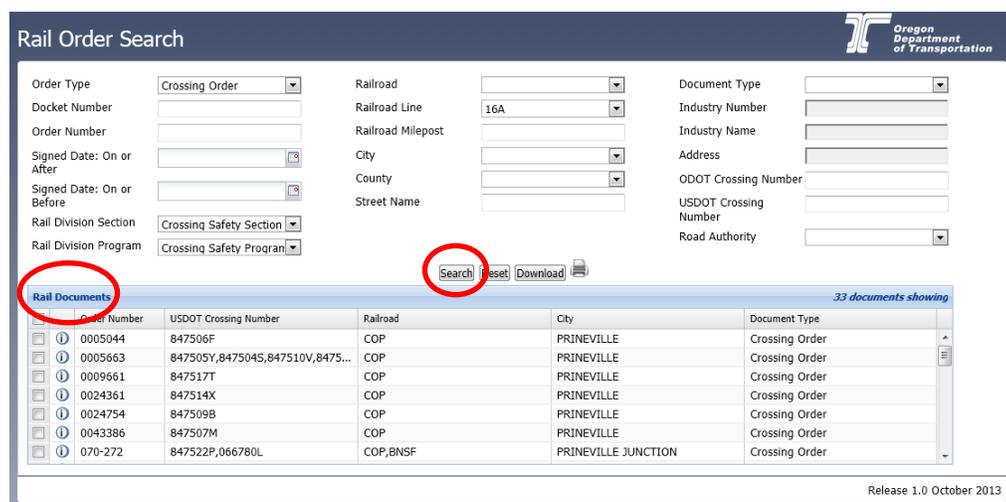


Step 2

Enter or select search criteria as applicable.

Step 3

Click on **Search** to execute the search. The application completes the search and displays the results at the bottom section of the screen under **Rail Documents**.



Step 4 Double click on any line item under a category header in the **Rail Documents** list to view the document. For example, double click on to view the corresponding document.

| Order Number | USDOT Crossing Number | Railroad | City | Document Type |
|--------------|-----------------------|----------|---------------------|----------------|
| 0005044 | 47506F | COP | PRINEVILLE | Crossing Order |
| 0009661 | 847517T | COP | PRINEVILLE | Crossing Order |
| 0024361 | 847514X | COP | PRINEVILLE | Crossing Order |
| 0024754 | 847509B | COP | PRINEVILLE | Crossing Order |
| 0043386 | 847507M | COP | PRINEVILLE | Crossing Order |
| 070-272 | 847522P,066780L | COP,BNSF | PRINEVILLE JUNCTION | Crossing Order |

Step 5 A window is displayed asking if you want to open or save the document.



To open the document and view, select the button.

NOTE: Click on the  button to view the **Document Information** or metadata associated with the document. Then select the  button to close the **Document Information** window.

| | | | | | |
|------------------------|-------------------------|---------------------|------------|------------------------|----------------|
| Order Type: | Crossing Order | Railroad: | COP | DocumentType: | Crossing Order |
| Order Number: | 0005044 | Railroad Line: | 16A | ODOT Crossing Number: | 16A-018.20-C |
| Docket Number | | Railroad Mileposts: | 018.20 | USDOT Crossing Number: | 847506F |
| Signed Date | 11/01/1937 00:00:00 | City: | PRINEVILLE | Road Authority: | Crook County |
| Rail Division Section: | Crossing Safety Section | County: | CROOK | | |
| Rail Division Program: | Crossing Safety Program | Street Name: | Mckay Rd | | |

NOTE: When Crossing Order is selected on the Rail Order Search screen, the Rail Division Section and Rail Division Program auto-populate the appropriate options from the choice lists. Also, the Industry Number, Industry Name and Address fields become disabled.

Rail Order Search Oregon Department of Transportation

Order Type: Crossing Order

Railroad: [Dropdown]

Document Type: [Dropdown]

Industry Number: [Disabled]

Industry Name: [Disabled]

Address: [Disabled]

Rail Division Section: Crossing Safety Section

Rail Division Program: Crossing Safety Program

Search Reset Download

| Order Number | Industry Name | USDOT Crossing Number | Railroad | City | Document Type |
|---------------------|---------------|-----------------------|----------|------|---------------|
| 0 documents showing | | | | | |

Add a New Order Release 1.0 October 2013

NOTE: When Railroad Safety Order is selected, the Rail Division Section and Rail Division Program auto-populate the appropriate options from the choice lists. Also, the ODOT Crossing Number, USDOT Crossing Number and Road Authority fields become disabled.

Rail Order Search Oregon Department of Transportation

Order Type: Railroad Safety Order

Railroad: [Dropdown]

Document Type: [Dropdown]

Industry Number: [Disabled]

Industry Name: [Disabled]

Address: [Disabled]

ODOT Crossing Number: [Disabled]

USDOT Crossing Number: [Disabled]

Road Authority: [Disabled]

Rail Division Section: Rail Safety Section

Rail Division Program: Employee Safety Program

Search Reset Download

| Order Number | Industry Name | USDOT Crossing Number | Railroad | City | Document Type |
|---------------------|---------------|-----------------------|----------|------|---------------|
| 0 documents showing | | | | | |

Add a New Order Release 1.0 October 2013

Download and Print a Document

Step 1

Execute a Search from the **Rail Order Search** screen. The **Rail Documents** list will display at the bottom section of the screen. Select one or more documents by clicking the box next to the document you want to select.

The screenshot shows the 'Rail Order Search' interface. At the top right is the logo for the Oregon Department of Transportation. Below the header are several search filters: Order Type (Railroad Safety Order), Railroad Line (16A), Document Type, Docket Number, Railroad Milepost, Industry Number, Order Number, City, Industry Name, Signed Date: On or After, County, Address, Signed Date: On or Before, Street Name, ODOT Crossing Number, Rail Division Section (Rail Safety Section), USDOT Crossing Number, Rail Division Program (Employee Safety Progra), and Road Authority. Below the filters are buttons for 'Search', 'Reset', and 'Download'. The 'Download' button is circled in red. Below the buttons is a table titled 'Rail Documents' with 17 documents showing. The table has columns for Order Number, Industry Name, Railroad, City, and Document Type. The first three rows have checkboxes in the left margin, with the first and third rows checked. These checkboxes are also circled in red.

| Order Number | Industry Name | Railroad | City | Document Type |
|-------------------------------------|-------------------------------------|----------|------------|----------------|
| <input checked="" type="checkbox"/> | 37307 Consolidated Pine Co. | COP | PRINEVILLE | Variance Order |
| <input type="checkbox"/> | 72-857 Wood Grain Molding | COP | PRINEVILLE | Variance Order |
| <input checked="" type="checkbox"/> | 75-994 Consolidated Pine Co. | COP | PRINEVILLE | Variance Order |
| <input type="checkbox"/> | 76-045 Spur track has been removed | COP | PRINEVILLE | Variance Order |
| <input type="checkbox"/> | 83-074 City of Prineville Railway | COP | PRINEVILLE | Variance Order |
| <input type="checkbox"/> | 84-992 Clear Pine Mouldings | COP | PRINEVILLE | Variance Order |
| <input type="checkbox"/> | 85-1059 Spur track has been removed | COP | PRINEVILLE | Variance Order |

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When you have checked the box(es) next to the document(s) you want to download, click on the **Download** button to execute the command.

Step 2

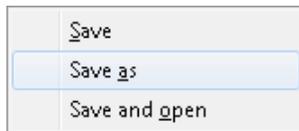
When downloading a document, a window is displayed asking if you want to open or save the document.



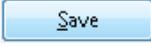
To open the document and view, select the  button. The document will open and can be printed.

To cancel the request to download the document, click on the  button.

To save the document, click on the **drop-down arrow**  next to the save button and select **Save as** from the drop-down list.



The **Save As** window is displayed. Select the folder or location to save the document.

Click on the  button to save the document to the selected folder. The exported document is successfully saved.

Click on the  button to cancel the request to save.

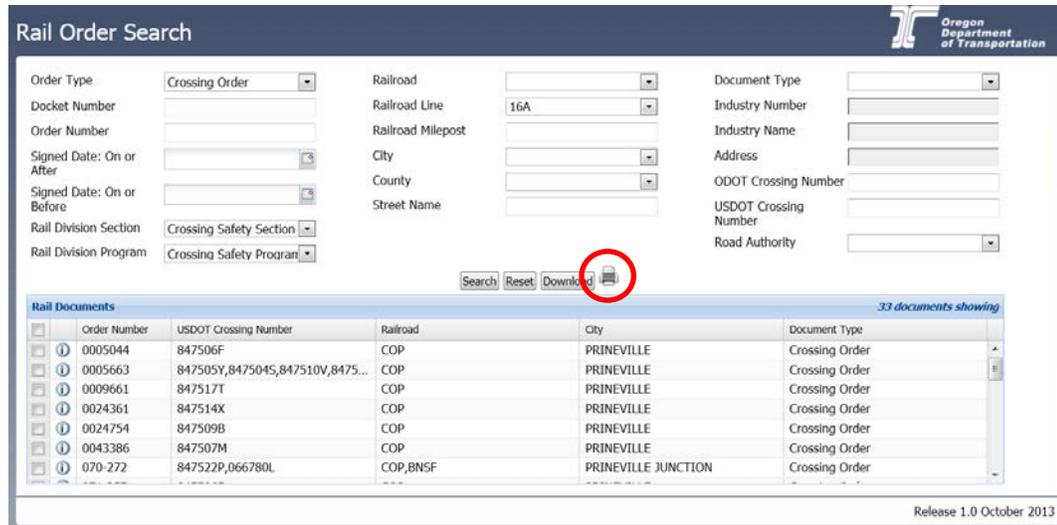
Export Search Results List

Step 1

Execute a Search from the **Rail Order Search** screen.

The **Rail Documents** list will display at the bottom section of the screen. Select the

 button to export the search results.



Rail Order Search

Order Type: Crossing Order | Railroad Line: 16A | Document Type: []

Docket Number: [] | Railroad Milepost: [] | Industry Number: []

Order Number: [] | City: [] | Industry Name: []

Signed Date: On or After: [] | County: [] | Address: []

Signed Date: On or Before: [] | Street Name: [] | ODOT Crossing Number: []

Rail Division Section: Crossing Safety Section | USDOT Crossing Number: []

Rail Division Program: Crossing Safety Program | Road Authority: []

Search Reset Download 

Rail Documents 33 documents showing

| Order Number | USDOT Crossing Number | Railroad | City | Document Type |
|--------------|---------------------------------|----------|---------------------|----------------|
| 0005044 | 847506F | COP | PRINEVILLE | Crossing Order |
| 0005663 | 847505Y,8475045,847510V,8475... | COP | PRINEVILLE | Crossing Order |
| 0009661 | 847517T | COP | PRINEVILLE | Crossing Order |
| 0024361 | 847514X | COP | PRINEVILLE | Crossing Order |
| 0024754 | 847509B | COP | PRINEVILLE | Crossing Order |
| 0043386 | 847507M | COP | PRINEVILLE | Crossing Order |
| 070-272 | 847522P,066780L | COP,BNSF | PRINEVILLE JUNCTION | Crossing Order |

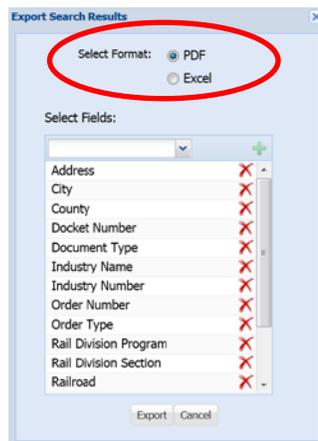
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Step 2

The Export Search Results window will display.

Click on PDF to export the search results to a PDF document.

Click on Excel to export the search results to an Excel spreadsheet.



Export Search Results

Select Format: PDF Excel

Select Fields:

- Address
- City
- County
- Docket Number
- Document Type
- Industry Name
- Industry Number
- Order Number
- Order Type
- Rail Division Program
- Rail Division Section
- Railroad

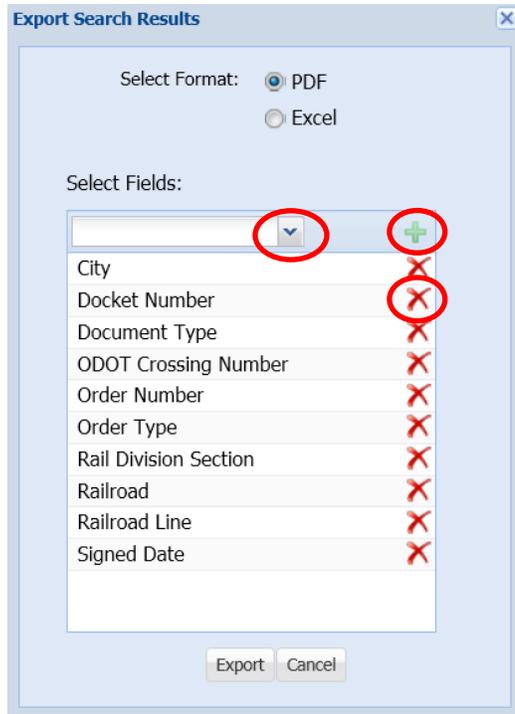
Export Cancel

Step 3

Eliminate category headers and information to display by selecting the  button next to the unwanted field.

Add a category back to the list using the  drop-down and  buttons.

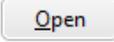
When the list contains the desired categories, select the  button.

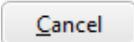


Step 4

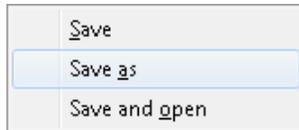
A window is displayed asking if you want to open or save the Search Results List.



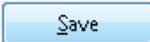
To open the list and view, select the  button. The list will open and can be printed.

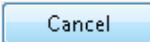
To cancel the request to download the list, click on the  button.

To save the list, click on the **drop-down arrow**  next to the save button and select **Save as** from the drop-down list.



The **Save As** window is displayed. Select the folder or location to save the list.

Click on the  button to save the list to the selected folder. The exported Search Results List is successfully saved.

Click on the  button to cancel the request to save.

Add a New Order

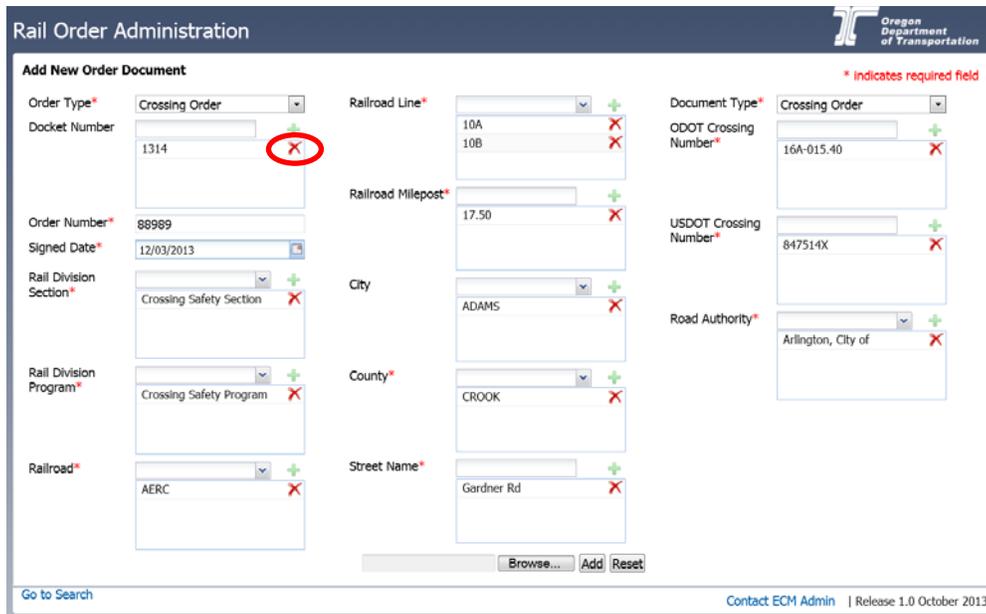
Step 1 Only the Rail Order System Administrator user role can add a new Order. An Order can be added by selecting the option to **Add a New Order** at the bottom left corner of the **Rail Order Search** screen.

Step 2 On the **Add New Order Document** screen, enter the data for the new Order. Enter or select the appropriate metadata or criteria associated with the document to be uploaded. A red asterisk (*) indicates required fields. Data must be entered into all required fields in order to add a new Order document.

Fields with the **+** button allow you to add one or more entries in that category.

Step 3

You can remove metadata entered in error with the  button located next to the incorrect entry.



Rail Order Administration 

Add New Order Document * Indicates required field

| | | | | | |
|------------------------|-------------------------|--------------------|------------|------------------------|--------------------|
| Order Type* | Crossing Order | Railroad Line* | 10A 10B | Document Type* | Crossing Order |
| Docket Number | 1314 | Railroad Milepost* | 17.50 | ODOT Crossing Number* | 16A-015.40 |
| Order Number* | 88989 | City | ADAMS | USDOT Crossing Number* | 847514X |
| Signed Date* | 12/03/2013 | County* | CROOK | Road Authority* | Arlington, City of |
| Rail Division Section* | Crossing Safety Section | Street Name* | Gardner Rd | | |
| Rail Division Program* | Crossing Safety Program | | | | |
| Railroad* | AERC | | | | |

Buttons:

Go to Search Contact ECM Admin | Release 1.0 October 2013

Step 4

When all appropriate metadata is entered on the **Add New Order Document** screen, select to choose a file to upload.

When the document has been chosen, it will appear in the browser bar. Select Add to upload the document into the FileNet system.

C:\Users\jsco997\Deskt

Step 5

The information was successfully uploaded when you see the following confirmation display.

The new Order document is now available for search and retrieval.

To return to the Search screen, click on the Go to Search link at the bottom left corner of your screen.

Click on to clear the entered information and start over to add a new document.

NOTE: When Crossing Order is selected on the Add New Order Document screen, the ODOT Crossing Number, USDOT Crossing Number and Road Authority appear as required fields.

Rail Order Administration Oregon Department of Transportation

Add New Order Document * indicates required field

Order Type* Crossing Order Railroad Line* Document Type*

Docket Number Railroad Milepost* ODOT Crossing Number*

Order Number* City* USDOT Crossing Number*

Signed Date* County* Road Authority*

Rail Division Section* Street Name*

Rail Division Program*

Railroad*

[Go to Search](#) Contact ECM Admin | Release 1.0 October 2013

NOTE: When Railroad Safety Order is selected, the Industry Number and Industry Name appear as required fields, and the Industry Address appears as an optional field.

Rail Order Administration Oregon Department of Transportation

Add New Order Document * indicates required field

Order Type* Railroad Safety Order Railroad Line* Document Type*

Docket Number Railroad Milepost* Industry Number*

Order Number* City* Industry Name*

Signed Date* County* Industry Address

Rail Division Section*

Rail Division Program*

Railroad*

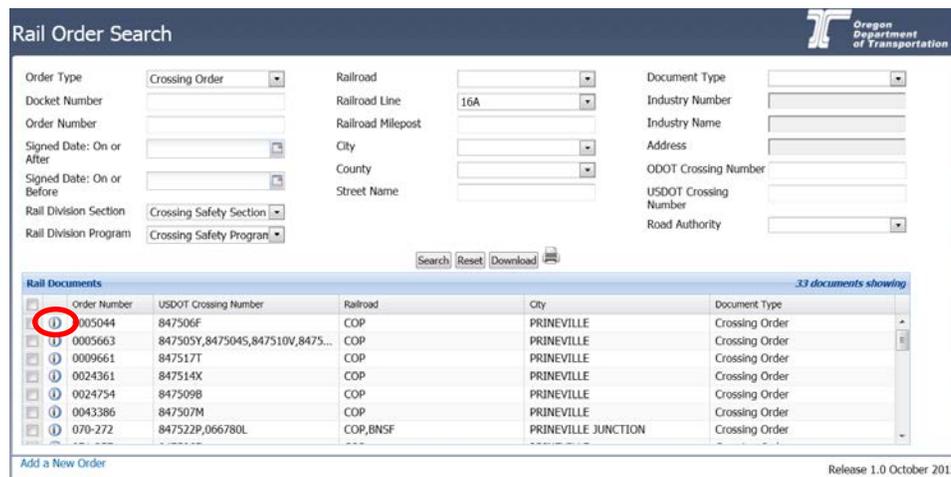
Street Name

[Go to Search](#) Contact ECM Admin | Release 1.0 October 2013

Update and Delete

Step 1

Execute a Search from the **Rail Order Search** screen. The **Rail Documents** list will display at the bottom section of the screen. Authorized users can select the  to delete the document or update the metadata associated with the document.



Rail Order Search

Order Type: Crossing Order | Railroad Line: 16A | Document Type: []

Docket Number: [] | Railroad Milepost: [] | Industry Number: []

Order Number: [] | City: [] | Industry Name: []

Signed Date: On or After: [] | County: [] | Address: []

Signed Date: On or Before: [] | Street Name: [] | ODOT Crossing Number: []

Rail Division Section: Crossing Safety Section | USDOT Crossing Number: []

Rail Division Program: Crossing Safety Program | Road Authority: []

Search Reset Download

Rail Documents 33 documents showing

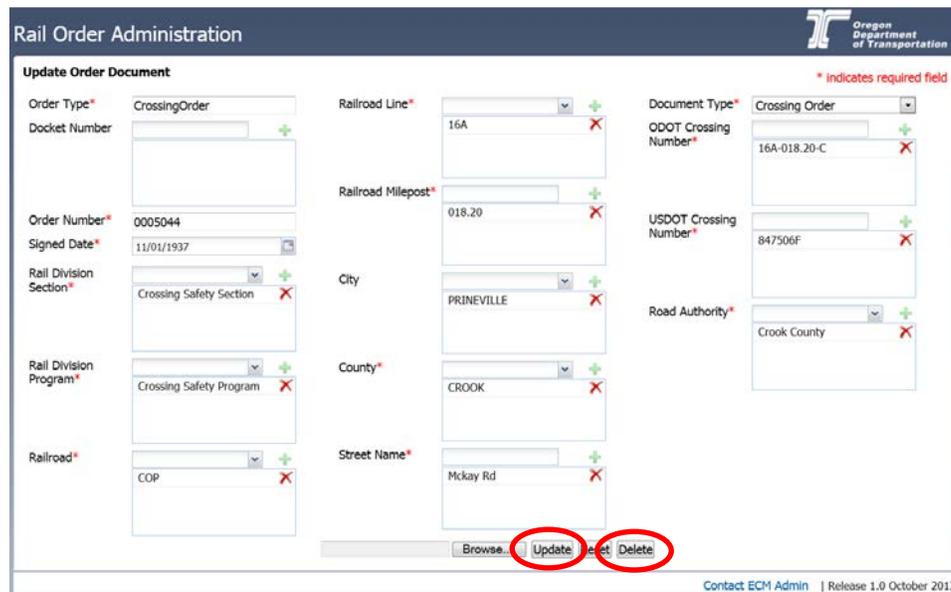
| Order Number | USDOT Crossing Number | Railroad | City | Document Type |
|--------------|---------------------------------|----------|---------------------|----------------|
| 005044 | 847506F | COP | PRINEVILLE | Crossing Order |
| 0005663 | 847505Y,8475045,847510V,8475... | COP | PRINEVILLE | Crossing Order |
| 0009661 | 847517T | COP | PRINEVILLE | Crossing Order |
| 0024361 | 847514X | COP | PRINEVILLE | Crossing Order |
| 0024754 | 847509B | COP | PRINEVILLE | Crossing Order |
| 0043386 | 847507M | COP | PRINEVILLE | Crossing Order |
| 070-272 | 847522P,066780L | COP,BNSF | PRINEVILLE JUNCTION | Crossing Order |

Add a New Order Release 1.0 October 2013

Step 2

To update information, make necessary changes and select the **Update** button.

To delete the document, select the **Delete** button.



Rail Order Administration

Update Order Document * Indicates required field

Order Type* CrossingOrder | Railroad Line* 16A | Document Type* Crossing Order

Docket Number [] | Railroad Milepost* 018.20 | ODOT Crossing Number* 16A-018.20-C

Order Number* 0005044 | City* PRINEVILLE | USDOT Crossing Number* 847506F

Signed Date* 11/01/1937 | County* CROOK | Road Authority* Crook County

Rail Division Section* Crossing Safety Section | Street Name* Mckay Rd

Rail Division Program* Crossing Safety Program

Railroad* COP

Browse Update Delete

Contact ECM Admin | Release 1.0 October 2013

Step 3

When updating information, a pop-up confirmation will appear to process your changes. Select **Confirm** to complete the update, or **Cancel** to cancel the update.

The screenshot shows the 'Update Order Document' form in the Rail Order Administration system. The form contains various fields for document details, including Order Type, Docket Number, Order Number, Signed Date, Rail Division, Railroad Line, Railroad Milepost, City, County, Street Name, Document Type, ODOT Crossing Number, USDOT Crossing Number, and Road Authority. A red circle highlights a pop-up dialog box that says 'Press Confirm to process your changes.' with 'Confirm' and 'Cancel' buttons.

When deleting, a pop-up confirmation will appear to delete the document. Select **Confirm** to complete the command, or **Cancel** to cancel the command.

WARNING: While the Rail Order documents are backed up, it is not an easy process to recover. Please be certain when deleting.

This screenshot is identical to the one above, showing the 'Update Order Document' form. However, the pop-up dialog box now says 'You are about to delete this document. Press Confirm to proceed.' with 'Confirm' and 'Cancel' buttons. A red circle highlights this dialog box.

Step 4

You will receive verification that the document was successfully updated or deleted.

Rail Order Administration 

Success 

Document successfully updated for 0005044 - Crossing Order
You may close this browser window or go the search page at the link below.

[Go To Search](#) [Contact ECM Admin](#) | Release 1.0 October 2013

Rail Order Administration 

Success 

The document has been deleted.
You may close this browser window or go the search page at the link below.

[Go To Search](#) [Contact ECM Admin](#) | Release 1.0 October 2013

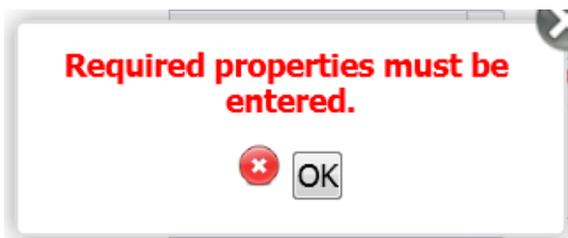
Common Errors

The following are common errors that may occur during the Rail Add or Update processes:

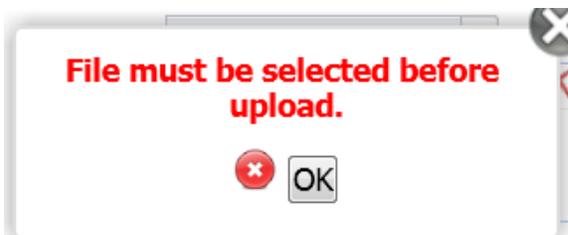
Data Entry Error: This type of error occurs when a System Administrator is adding or updating information, and the data entered is invalid. For example, the USDOT Crossing Number field has a required format and specified options, and the following error is received when an incorrect USDOT Crossing Number is entered.



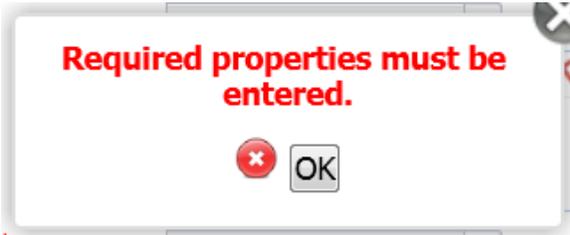
Required Data Missing: This type of error occurs when a System Administrator is adding or updating information, and the required fields are missing data. Required fields are identified with a red asterisk on the *Add a New Order* screen and the *Update Order Document* screen.



File Missing for Upload: This type of error occurs when a System Administrator does not select a file to upload when metadata is entered on the *Add a New Order* screen.



Each of the errors above can be corrected by selecting the  button on the error message, and correcting the indicated issue. For example, if you receive the following message:



Select  and review your entries for missing information in required data fields.

NOTE: Be sure that you have selected the  button to add information to the required data fields for all information you have entered and/or selected.

Technical Support

For errors associated with the Rail Order search, download, add, update or delete processes, please contact your Rail Order System Administrator first. If the issue is not resolved, the Rail Order System Administrator will then contact the Computer Support Desk.

For technical assistance, please contact the Computer Support Desk at (503) 986-3800.

Appendix A – Railroad Names

| Acronym | Railroad Company Name |
|----------------|---|
| AERC | Albany & Eastern Railroad Co. |
| BNSF | Burlington Northern & Santa Fe Railway Co. |
| CBR | Coos Bay Rail Link |
| COA | Astoria Riverfront Trolley |
| COP | City of Prineville Railway |
| COPX | Willamette Shore Trolley |
| CORP | Central Oregon & Pacific Railroad |
| HLSC | Hampton Railway, Inc. |
| INPR | Idaho Northern & Pacific Railway Co. |
| KNOR | Klamath Northern Railway Co. |
| LPN | Longview, Portland, & Northern Railway Co. |
| LRV | Lake Railway |
| MH | Mount Hood Railroad Co. |
| OCSR | Oregon Coast Scenic Railroad |
| OERR | Oregon Eastern Railroad |
| OPR | Oregon Pacific Railroad Co. |
| PCC | Palouse River & Coulee City Railroad |
| PNWR | Portland & Western Railroad |
| POMN | Port of Morrow |
| POPD | Port of Portland |
| POTB | Port of Tillamook Bay Railroad |
| PPC | Spaulding Railroad-Publishers Paper Company |
| PT | Peninsula Terminal Co. |
| PTC | Portland Traction Co. |
| PTO | Portland Terminal Railroad Co. |
| RVT | Rouge Valley Terminal Railroad |
| SRR | Santiam Railroad |
| SUVX | Sumpter Valley Railroad Restoration |
| TMEQ | Tri-Met Lightrail |
| VASR | Valley & Siletz Railroad, LLC |
| V&S | Valley & Siletz Railroad Co. |
| UP | Union Pacific Railroad Co. |
| VFRC | Venell Farms Railroad Co. |
| WCTR | WCTU Railroad Co. |
| WCTU | White City Railroad & Utility Co. |
| WPRR | Willamette & Pacific Railroad, Inc. |
| WST | Willamette Shore Trolley |

| | |
|-------------|-------------------------------|
| WURR | Wallowa Union Railroad Co. |
| WVRD | Willamette Valley Railway Co. |
| WYCO | Wyoming & Colorado Railroad |

Appendix B – Railroad Lines

| Line Designation | Railroad Line |
|-------------------------|---|
| 10A | BNSF line from Bend to Chemult on the Oregon Trunk Sub. (z is used behind the milepost number by the railroad to differentiate between the 10A line and the 28T line). |
| 10B | BNSF Bieber line from Klamath Falls to California border on the Gateway Sub. |
| 16A | COP Railroad from Prineville Jct. on the BNSF to the city of Prineville. |
| 24A | MH Railway line from the UP at Hood River to Parkdale. |
| 28T | BNSF line from the Washington border (near The Dalles) to Bend, on the Oregon Trunk Sub. |
| 29A | PT yard tracks off of the BNSF in northwest Portland. (Near the Portland Expo center) |
| 2A | UP main line from Portland to Huntington, covering the Portland Sub., the LaGrande Sub., & a portion of the Huntington Sub. |
| 2AD | UP Seattle main from Portland to Washington border on the Portland Sub. |
| 2AE | UP Kenton line from Portland to Troutdale on the Portland Sub. |
| 2AH | UP Spokane main from Hermiston (Hinkle yard) to Washington border on the Ayer Sub. |
| 2B | UP Portland St. Johns branch line on the Portland Sub. |
| 2E | PCC line, off of the UP, from Arlington to Gilliam. |
| 2F | UP Heppner branch, MP 0.0 to MP 1.5 |
| 2G | INPR line, off of the UP, from LaGrande to Elgin (MP 20.5) |
| 2G | WURR line, off of INPR, from Elgin (MP 20.5) to Joseph. |
| 2H | PCC line from Weston to Washington border. |
| 2I | UP Pilot Rock line from Rieth to Pilot Rock on the LaGrande Sub. |
| 2J | UP main line from the Idaho border at Nyssa to Huntington on the Huntington Sub. |
| 2K | UP Homedale line from Nyssa to Adrian on the Huntington Sub. |
| 2O | UP Umatilla branch line from Hermiston (Hinkle yard) to Umatilla on the LaGrande Sub. |
| 35A | HLSC line, off of the PNWR, from Willamina to Fort Hill (WPRR operates the line). |
| 36A | KNOR line, off of the UP, from Gilchrist Jct. to Gilchrist. |
| 37W | RVT yard tracks in White City. |
| 38A | POTB line, from Tillamook yard (MP 856.18) to Blimp hangers |
| 38B | POTB line, off of PNWR, from Banks (MP 774.7) to Tillamook yard (MP 856.18). |
| 38B | PNWR Tillamook line MP 773.8 to MP 774.7 |

| | |
|------------|---|
| 3E | PNWR OE line from Portland to Eugene. |
| 3F | PNWR Forest Grove line from Hillsboro to Forest Grove. |
| 3S | PNWR Santiam branch, Albany MP 0.0 to MP 0.9 |
| 3S | AERC Sweet Home line from Lebanon (MP 14.5) to Foster (MP 31.9). |
| 44A | LRY line from California border to Lakeview. |
| 45A | OERR line, off of the UP, from Ontario to MP 26.0 (west of Vale). |
| 47A | WST Trolley line, old SP Jefferson St. branch, Lake Oswego to Portland |
| 4A | OPR Portland branch line, off of UP, from Portland to Milwaukie. |
| 5A | PNWR Astoria line, off of BNSF, from Portland to Astoria. |
| 5A | COA Astoria Trolley, MP 97.1 to MP 101.8 |
| 5D | BNSF Seattle main line from Portland to Washington border. |
| 7A | PTO yard and industry tracks (Location; near the start of Hwy 30) |
| 7B | PTO yard and industry tracks (Location; north side of Front St.) |
| 7E | PTO yard and industry tracks (Location; York St. line) |
| 7F | PTO yard and industry tracks (Location; Yeon Ave. line) |
| 8P | BNSF Pettygrove line in Portland on the Fallbridge Sub. |
| 8U | PNWR United Railways branch line from Bowers Jct (MP 17.1) to Banks. |
| C | CORP main line from Springfield (MP 644.3) to the California border (MP 403.2), south of Ashland. |
| C | UP main line from Portland (MP 770.30) to Springfield (MP 644.3) on the Brooklyn Sub. |
| CC | WVRD line, off of UP, from Woodburn to Stayton |
| CE | UP Marcola branch line in Springfield |
| CF | UP main line from the California border near Klamath Falls to Springfield on the Roseville Sub. The Cascade Sub, & the Brooklyn Sub. |
| CFA | UP Modoc line from the California border near Malone to Klamath Falls on the Roseville Sub. |
| CG | WVRD line, off of Woodburn/Stayton line at Geer (east of Salem). |
| CJ | OPR Molalla line, off of UP, from Canby to Liberal. |
| CK | PNWR Toledo line from Albany to Toledo. |
| CLA | AERC Mill City line, off of WPRR, from Albany to Tallman (line designation change) |
| CLB | AERC Mill City line from Tallman (line designation change) to Mill City. |
| CM | PNWR Dallas line from Thielsen (MP 728.5) to Dallas. |
| CO | CBR Coos Bay line, off of UP, from Eugene (MP 652.0) to Coquille. |
| CO | UP Coos Bay line from Eugene yard to MP 652.0. |
| CR | CORP White City line from Tolo to White City |
| F | PNWR Seghers line from Stimsom timber (MP 752.5) to Hillsboro. |
| F | PNWR west side branch line from Corvallis (MP 688.9) to St. Joseph |

| | |
|------------|--|
| | (MP 739.4) north of McMinnville. |
| F | VFRC west side branch line, off of WPRR, from Venell Farms (MP 682.25) to Corvallis (MP 687.6) |
| F | PNWR west side branch line from Monroe to Venell Farms (MP 682.25) & Corvallis MP 687.6 to MP 688.9 |
| FAA | PNWR Seghers line from Stimsom timber (MP 752.5) to Hillsboro. |
| FCA | PNWR Willamina line from Whiteson (MP 730.6) to Willamina. |
| FD | PNWR Willburg line from Milwaukie (MP 741.6) to Bonita (MP 750.0). |
| FD | PNWR Tillamook line from Beaverton (755.4) to Banks (MP 773.8). |
| FE | PNWR Bailey line from Alpine Jct. (MP 673.0) to Dawson. |
| P | PNWR West side branch line from St. Joseph (MP 739.4, north of McMinnville) to Lake Oswego. |