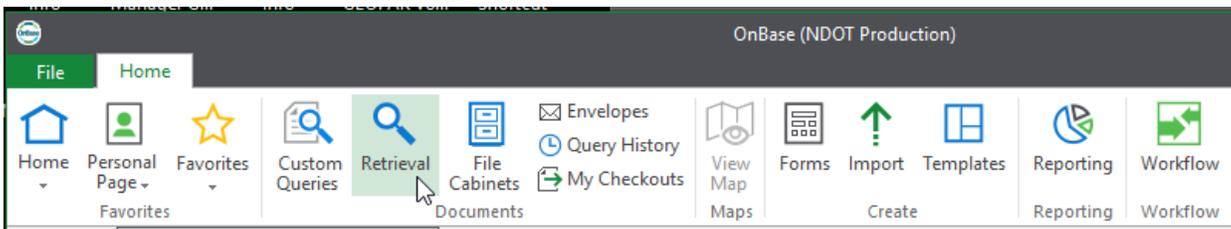
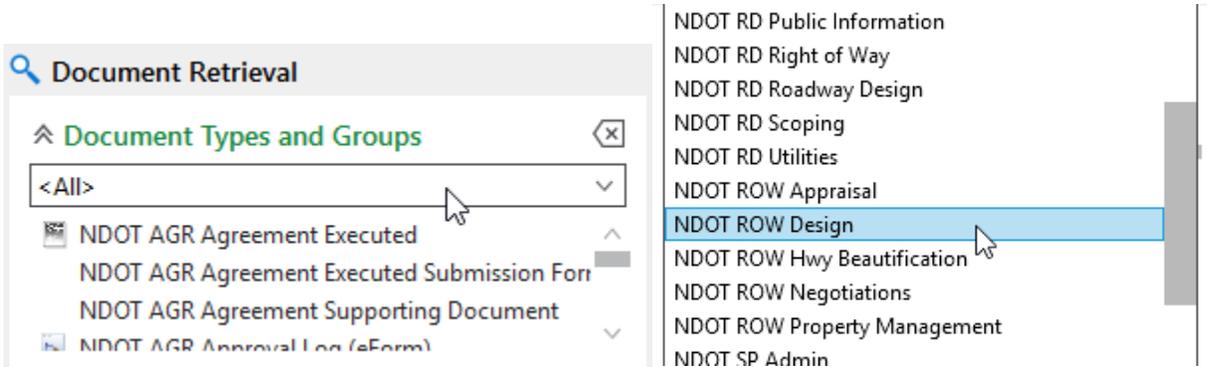


## Retrieving Existing ROW Archived Plans from OnBase

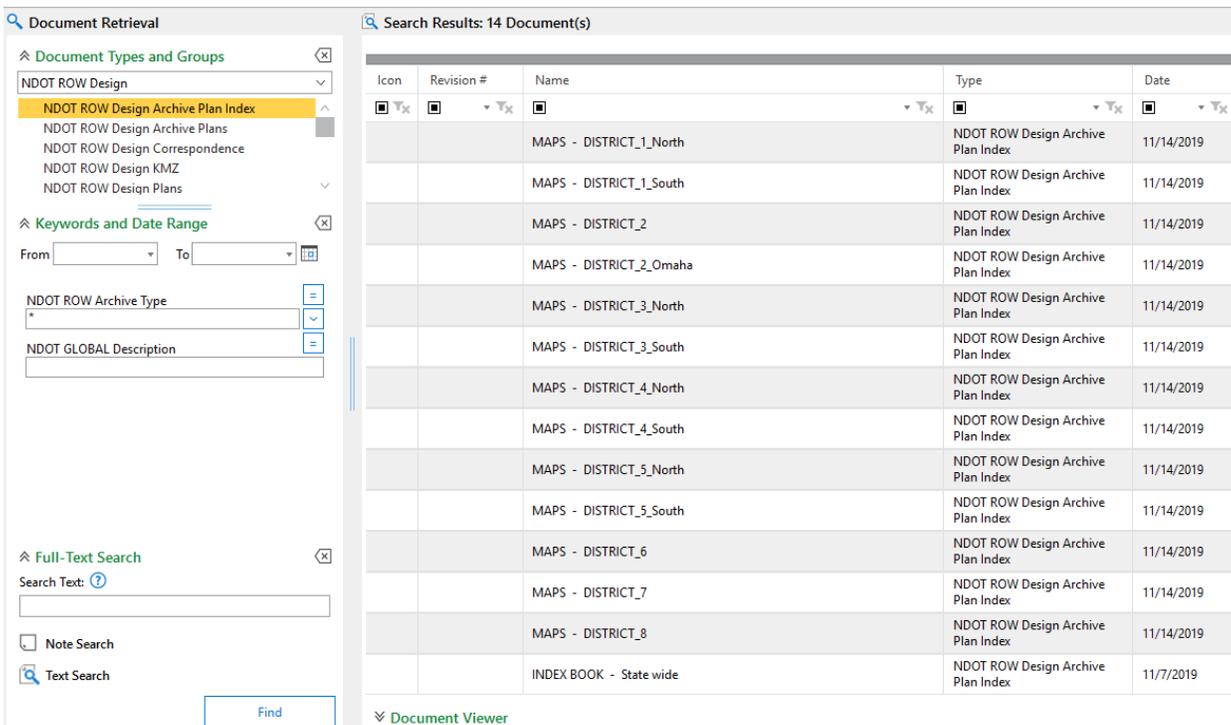
1) Open OnBase and go to 'Retrieval':



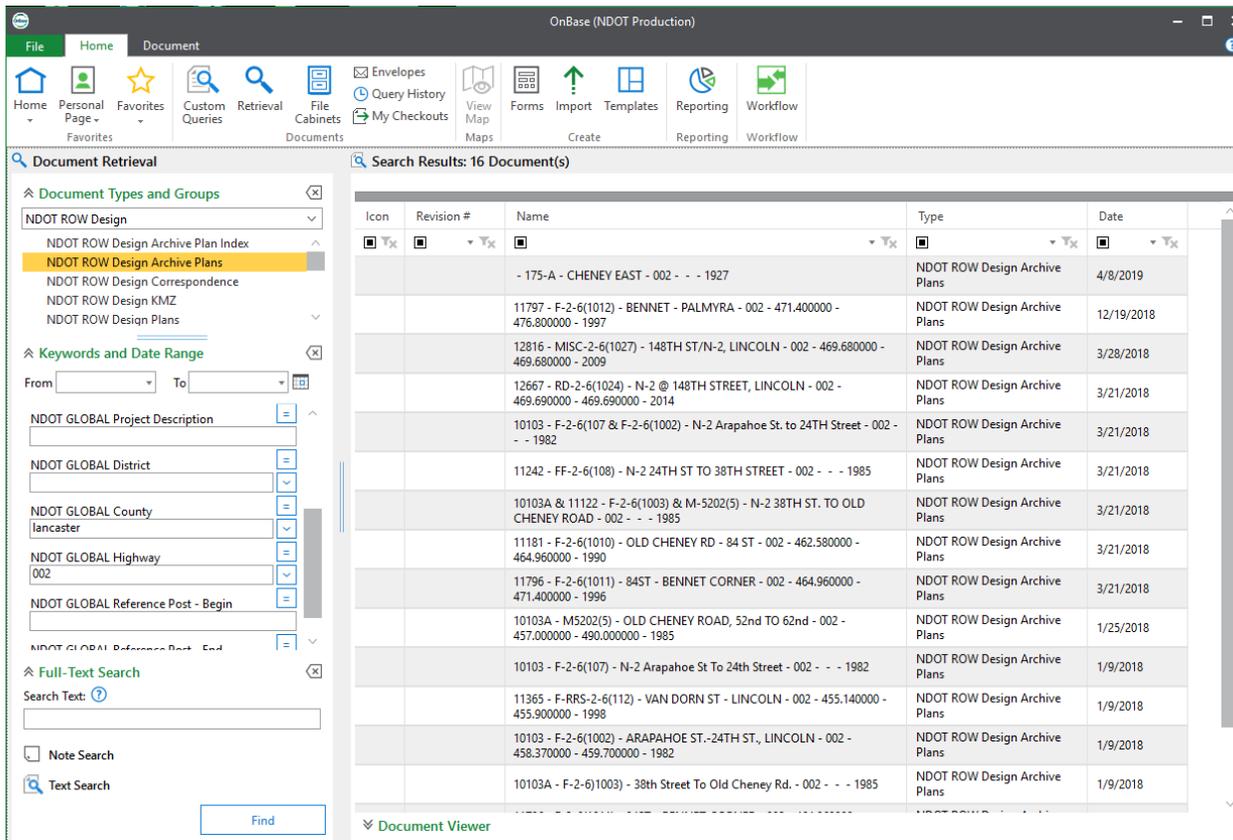
2) Switch <All> to NDOT ROW Design:



3) Select 'NDOT ROW Design Archive Plan Index', then type an \* into NDOT ROW Archive Type and press enter or click find. This will pull up our archive maps and index... Please use both the map and index to determine the plans you need. The index is sorted by district, then by county name, then by highway number, then roughly by reference post.



- 4) After you have found the project numbers you wish to research then select 'NDOT ROW Design Archive Plans'... from there it is recommended to scroll down in the keywords and search by County and/or Highway. Highways are coded by 3 digit numbers... so to search I-80 or Highway 2 you would key in 080 or 002 respectively:



- 5) From there double click any plans of interest to open... if needing to make a print, the print function from OnBase does not always work for 11x17 size prints and you may have to select 'SendTo>File' and open with Adobe Acrobat to make the desired pdf prints.

