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.

Ocument Retrieval		🔍 Searc	h Result	s: 14 Do	ocument(s)		
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NDOT ROW Design	\sim	lcon	Revision	n #	Name	Туре	Date
NDOT ROW Design Archive Plan Index	^	T _X		$\star T_{\rm X}$	• • T _X	• • T _X	• • T _X
NDOT ROW Design Archive Plans NDOT ROW Design Correspondence	- 11				MAPS - DISTRICT_1_North	NDOT ROW Design Archive Plan Index	11/14/2019
NDOT ROW Design KMZ NDOT ROW Design Plans	~				MAPS - DISTRICT_1_South	NDOT ROW Design Archive Plan Index	11/14/2019
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From To	·				MAPS - DISTRICT_2_Omaha	NDOT ROW Design Archive Plan Index	11/14/2019
NDOT ROW Archive Type *	=				MAPS - DISTRICT_3_North	NDOT ROW Design Archive Plan Index	11/14/2019
NDOT GLOBAL Description	=				MAPS - DISTRICT_3_South	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_4_North	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_4_South	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_5_North	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_5_South	NDOT ROW Design Archive Plan Index	11/14/2019
 ♣ Full-Text Search Search Text: ⑦ 	$\langle \times$				MAPS - DISTRICT_6	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_7	NDOT ROW Design Archive Plan Index	11/14/2019
					MAPS - DISTRICT_8	NDOT ROW Design Archive Plan Index	11/14/2019
🔁 Text Search					INDEX BOOK - State wide	NDOT ROW Design Archive Plan Index	11/7/2019
F	Find	¥ Doc	ument V	iewer			

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:

) File Home Document	-			OnBase (NDOT Production)		- 6
Personal Favorites Personal Favorites Favorites	⊠ Envelo Query → My Cl	opes History heckouts	View Map Maps	Forms Import Templates Reporting Workflow		
Document Retrieval	🔍 Searc	h Result	s: 16 Do	cument(s)		
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NDOT ROW Design Archive Plan Index			$\tau \; T_X$	• • T _X	• • T _X	• • T _X
NDOT ROW Design Archive Plans NDOT ROW Design Correspondence				- 175-A - CHENEY EAST - 002 1927	NDOT ROW Design Archive Plans	4/8/2019
NDOT ROW Design KMZ NDOT ROW Design Plans				11797 - F-2-6(1012) - BENNET - PALMYRA - 002 - 471.400000 - 476.800000 - 1997	NDOT ROW Design Archive Plans	12/19/2018
Keywords and Date Range				12816 - MISC-2-6(1027) - 148TH ST/N-2, LINCOLN - 002 - 469.680000 - 469.680000 - 2009	NDOT ROW Design Archive Plans	3/28/2018
From To To				12667 - RD-2-6(1024) - N-2 @ 148TH STREET, LINCOLN - 002 - 469.690000 - 469.690000 - 2014	NDOT ROW Design Archive Plans	3/21/2018
NDOT GLOBAL Project Description				10103 - F-2-6(107 & F-2-6(1002) - N-2 Arapahoe St. to 24TH Street - 002 1982	NDOT ROW Design Archive Plans	3/21/2018
NDOT GLOBAL District				11242 - FF-2-6(108) - N-2 24TH ST TO 38TH STREET - 002 1985	NDOT ROW Design Archive Plans	3/21/2018
NDOT GLOBAL County				10103A & 11122 - F-2-6(1003) & M-5202(5) - N-2 38TH ST. TO OLD CHENEY ROAD - 002 1985	NDOT ROW Design Archive Plans	3/21/2018
NDOT GLOBAL Highway				11181 - F-2-6(1010) - OLD CHENEY RD - 84 ST - 002 - 462.580000 - 464.960000 - 1990	NDOT ROW Design Archive Plans	3/21/2018
NDOT GLOBAL Reference Post - Begin				11796 - F-2-6(1011) - 84ST - BENNET CORNER - 002 - 464.960000 - 471.400000 - 1996	NDOT ROW Design Archive Plans	3/21/2018
				10103A - M5202(5) - OLD CHENEY ROAD, 52nd TO 62nd - 002 - 457.000000 - 490.000000 - 1985	NDOT ROW Design Archive Plans	1/25/2018
Full-Text Search				10103 - F-2-6(107) - N-2 Arapahoe St To 24th Street - 002 1982	NDOT ROW Design Archive Plans	1/9/2018
Search Text: 🕜				11365 - F-RRS-2-6(112) - VAN DORN ST - LINCOLN - 002 - 455.140000 - 455.900000 - 1998	NDOT ROW Design Archive Plans	1/9/2018
Note Search				10103 - F-2-6(1002) - ARAPAHOE ST24TH ST., LINCOLN - 002 - 458.370000 - 459.700000 - 1982	NDOT ROW Design Archive Plans	1/9/2018
C Text Search				10103A - F-2-6)1003) - 38th Street To Old Cheney Rd 002 1985	NDOT ROW Design Archive Plans	1/9/2018

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.

