

NC Department of Transportation



Bridge Maintenance Division



Bridge Document Management System User Guide

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Web Search

Step	Action	Result
1	In the address bar of your web browser, type: https://apps.dot.state.nc.us/Bridge/Plans/Default.aspx	
2	Click the  button or press the <ENTER> key.	If you are not logged into the NCDOT Intranet, this Login window will appear.



(Intranet Login Page)

NOTE: If you are already logged into the NCDOT Intranet and were taken directly to the **Bridge Document Management System** search page, proceed to the next page.

3	Type your <i>NCDOT email User ID</i> in the USERNAME field.	N/A
4	Type your <i>NCDOT email password</i> in the PASSWORD field.	N/A

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Web Search

(continued)

5	Click the LOG IN button.	The Bridge Document Management System search page will appear.
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Bridge Document Management System

Structure Number:

The first two digits of a structure number indicate the county number

Project Number:

TIP Number:

File Name:

Document Type:

File Date Range: Begin Date: End Date:

City Name:

Ordinance Number:

Micro Film Reel Number:

Micro Film Position:

(Bridge Document Management System Search Page)

You will be given the following search criteria:

NOTE: The fewer criteria you specify, the greater your results will be.

Structure Number: The first field is a drop-down containing the County names and 2-digit numbers.

The second field accommodates the 4-digit structure number.

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Web Search

(continued)

Project Number:	If you are looking for a document by a Project Number, you can type it in this field.																																						
TIP Number:	If you are looking for a document by the Transportation Improvement Project Number, you can type it in this field.																																						
File Name:	If known, type the name of the file you are looking for in this field.																																						
Document Type:	<p>You will be able to select the type of document you are looking for from a drop-down list.</p> <p>These include:</p> <table border="0"> <tr> <td>Analysis Sheet</td> <td>Posting Letter</td> </tr> <tr> <td>Bridge Replacement Notification</td> <td>Prompt Action</td> </tr> <tr> <td>City Bridge</td> <td>Recommendations and Surveys</td> </tr> <tr> <td>City Inspection Report</td> <td>Regulatory and Sign Notice</td> </tr> <tr> <td>Crash Report</td> <td>Route Change Letter</td> </tr> <tr> <td>Dead File</td> <td>Routine Inspection Report</td> </tr> <tr> <td>Deck Evaluation Report</td> <td>Scour Data File</td> </tr> <tr> <td>Expenditure Sheet</td> <td>Scour Report</td> </tr> <tr> <td>Final Acceptance Letter</td> <td>Shop Drawing</td> </tr> <tr> <td>Form 501</td> <td>Special Inspection Report</td> </tr> <tr> <td>Form 502</td> <td>Special Project</td> </tr> <tr> <td>Form BMD-9</td> <td>Structure Plans</td> </tr> <tr> <td>Machinery Inspection Report</td> <td>Supplemental Inspection Report</td> </tr> <tr> <td>Microfilm</td> <td>U/W Inspection Report</td> </tr> <tr> <td>Miscellaneous</td> <td>Ultrasonic Report</td> </tr> <tr> <td>Ordinance</td> <td>Underwater Inspection Report</td> </tr> <tr> <td>PD & E Reports</td> <td>Unknown</td> </tr> <tr> <td>Pile Tip Evaluation Sheet</td> <td>Update Sheets</td> </tr> <tr> <td>Posting Consideration</td> <td>Void File</td> </tr> </table>	Analysis Sheet	Posting Letter	Bridge Replacement Notification	Prompt Action	City Bridge	Recommendations and Surveys	City Inspection Report	Regulatory and Sign Notice	Crash Report	Route Change Letter	Dead File	Routine Inspection Report	Deck Evaluation Report	Scour Data File	Expenditure Sheet	Scour Report	Final Acceptance Letter	Shop Drawing	Form 501	Special Inspection Report	Form 502	Special Project	Form BMD-9	Structure Plans	Machinery Inspection Report	Supplemental Inspection Report	Microfilm	U/W Inspection Report	Miscellaneous	Ultrasonic Report	Ordinance	Underwater Inspection Report	PD & E Reports	Unknown	Pile Tip Evaluation Sheet	Update Sheets	Posting Consideration	Void File
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Ordinance	Underwater Inspection Report																																						
PD & E Reports	Unknown																																						
Pile Tip Evaluation Sheet	Update Sheets																																						
Posting Consideration	Void File																																						
Date Range:	These fields allow you to specify From and To dates to narrow your search.																																						
City Name:	If there is an associated city, you can type it in this field.																																						
Ordinance Number:	If you are looking for a document by an Ordinance Number, you can type it in this field.																																						
Micro Film Reel Number:	If the document resides on microfilm and you know the reel number; you can type it in this field.																																						

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Web Search

(continued)

Micro Film Position: If you know the position number of the image on the original microfilm, you can type it in this field.

6	Specify your search criteria, then click the SEARCH button. 📁 NOTE: If you wish to clear your search and start over, click the CLEAR button.	Your results will appear as a list of hyperlinks.
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End Date: 3/30/2007 ← Search Criteria

Structure # ^A	File Name	Type	Project #	TIP #	City	County
170291	170291005.tif	Routine Inspection Report				
170291	170291004.tif	Analysis Sheet				
170291	170291006.tif	Analysis Sheet				
170291	170291008.tif	Miscellaneous				
170291	170291007.tif	Miscellaneous				
170291	170291-Routine-1-20030811.pdf	Routine Inspection Report				
170291	170291-Analysis-3-20030811.pdf	Analysis Sheet				
170291	170291001.tif	Routine Inspection Report				
170291	170291003.tif	Routine Inspection Report				
170291	170291002.tif	Analysis Sheet				
170306	170306004.tif	Analysis Sheet				
170306	170306003.tif	Routine Inspection Report				
170306	170306005.tif	Routine Inspection Report				
170306	170306007.tif	Miscellaneous				
170306	170306006.tif	Analysis Sheet				

1 2 3 4 5 6 7 8 9 10 ...

(Bridge Document Management System Search Results Page)

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Web Search

(continued)

7	Click on the file you wish to open.	The file will open in the associated viewer. PDF: Adobe Acrobat TIF: Any image viewer
8	Repeat the search for any additional files you wish to view.	