NC Department of Transportation



Bridge Maintenance Division



Bridge Document Management System User Guide

Table of Contents

Web Search 1

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 Go button or press the <enter> key.</enter>	If you are not logged into the NCDOT Intranet, this Login window will appear.	

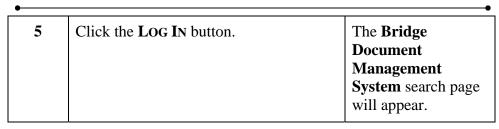


(Intranet Login Page)

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

(continued)



Bridge Document Management System

Structure Number:	N/A The first two digits of a structure number indicate the county number
Project Number:	
TIP Number:	
File Name:	
Document Type:	N/A
File Date Range:	Begin Date: End Date:
City Name:	
Ordinance Number:	
Micro Film Reel Number:	
Micro Film Position:	
(Bridge Docu	Search Clear ment Management System Search Page)
•	•
You will be given the fo	llowing search criteria:
◯NOTE: The fewer crit	eria you specify, the greater your results will be.
	The first field is a drop-down containing the County names and 2-digit numbers.
	The second field accommodates the 4-digit structure

number.

(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:	You will be able to select the type of document you are looking for from a drop-down list.		
	These include:		
	Analysis Sheet Bridge Replacement Notification City Bridge City Inspection Report Crash Report Dead File Deck Evaluation Report Expenditure Sheet Form 501 Form 502 Form BMD-9 Machinery Inspection Report Miscellaneous Ordinance Posting Letter Recommendations and Surveys Regulatory and Sign Notice Route Change Letter Routine Inspection Report Scour Data File Scour Report Scour Report Special Inspection Report Special Inspection Report U/W Inspection Report U/W Inspection Report Underwater Inspection Report Underwater Inspection Report Undate 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.		
•	•		

(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.

End Date: 3/30/2007 Search Criteria

Structure #^	File Name	Туре	Project #	TIP#	City	County
170291	170291005.tif	Routine Inspection Report				
170291	170291004.tif Files	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	<u>170291001.tif</u>	Routine Inspection Report				
170291	170291003.tif	Routine Inspection Report				
170291	<u>170291002.tif</u>	Analysis Sheet				
170306	170306004.tif	Analysis Sheet				
170306	<u>170306003.tif</u>	Routine Inspection Report				
170306	170306005.tif	Routine Inspection Report				
170306	170306007.tif	Miscellaneous				
170306	<u>170306006.tif</u>	Analysis Sheet				

 $1\ \underline{2\ 3\ 4\ 5\ 6\ 7\ 8\ 9\ 10\ ...}$

(Bridge Document Management System Search Results Page)

(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.	