

TRC SEARCH DATABASE USER INSTRUCTIONS

APRIL 2023

To access TRC Search: Navigator → Tools → Technical Reference Center

Instructions were created using IE 11. If using Chrome, some popups etc. might look a bit different than shown, however search functions operate the same across browsers.

If you do not have access you will need to email a request to: trcmail@portofportland.com

- This will include Port Employees not in a BU that has been pre-determined to have a business need for access and all contingent workers.

Note that due to IT Security requirements, outside access is not available. Consultants, contractors, and other parties doing business for the Port will need to request an appointment to visit the research station located in the Digital Center (aka TRC).

TRC HOME PAGE:

Technical Reference Center Home Facilities Advanced Search About Help Products

Technical Reference Center

Search for Engineering drawings and documents. [What's New »](#)

[Help »](#)

Facilities
Find drawings by geographic location.
[Facilities »](#)

Advanced Search
Enter detailed search criteria (all documents).
[Advanced »](#)

TRC Products
Find commonly requested TRC Documents.
[Products »](#)

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[Facilities:](#) This allows you to start with location and selecting grid maps.

[Advanced Search:](#) All search options (including grid maps) are available from this screen (**Recommended**).

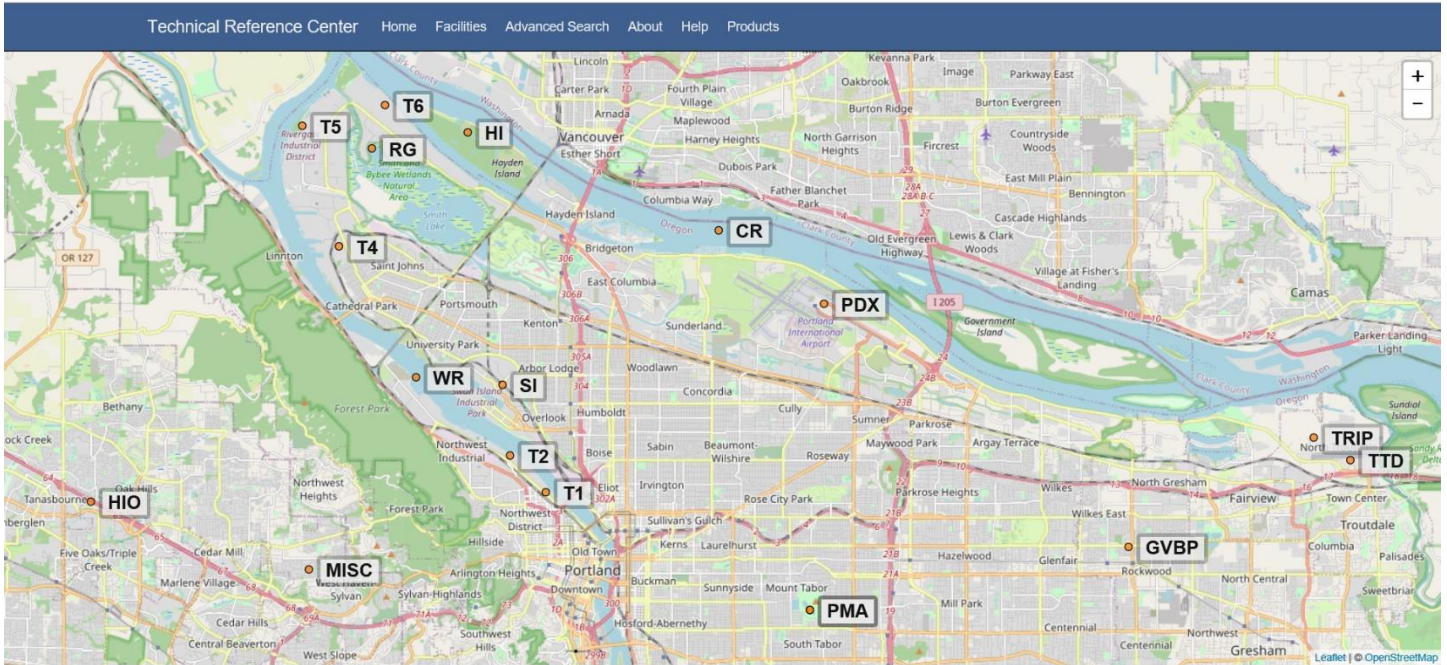
[About:](#) General TRC and contact information.

[Help:](#) Link to the TRC Sharepoint site that has several help documents.

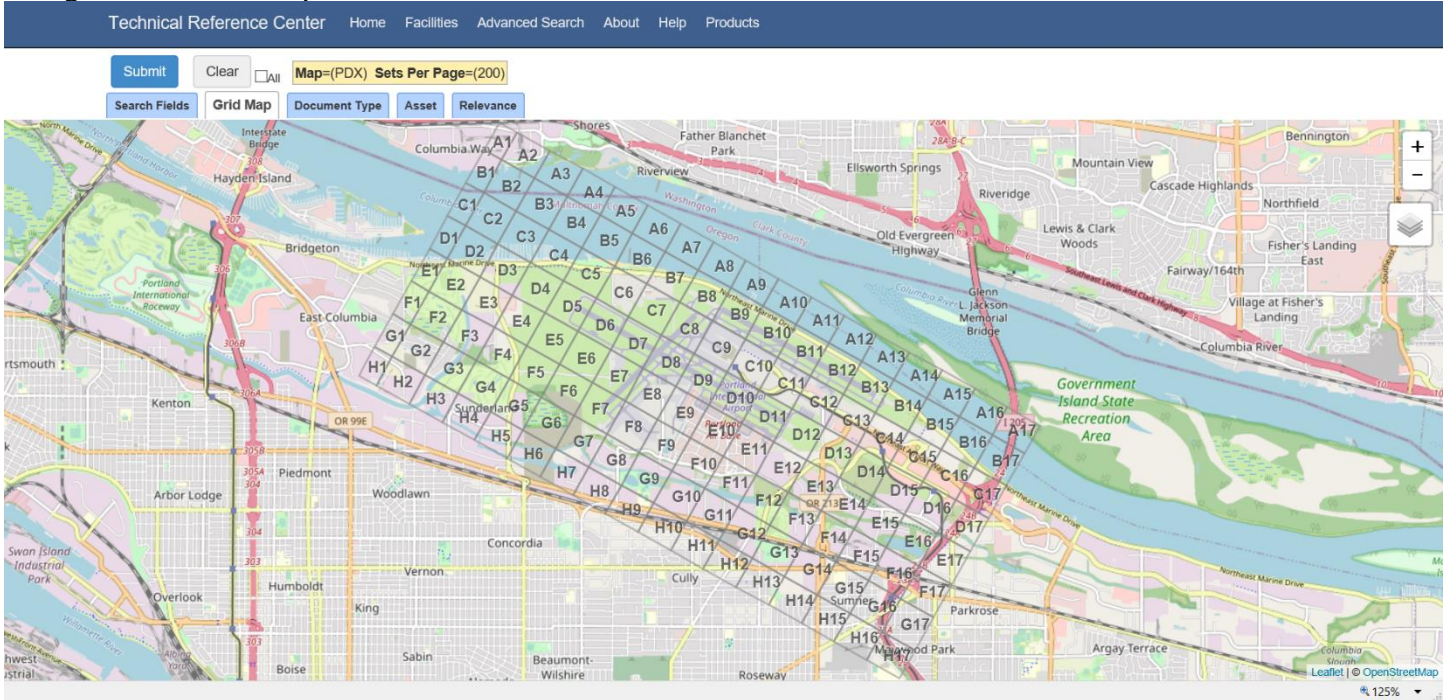
[TRC Products:](#) Quick access to Facility Maps, Address Maps, and Aerial Images (most updated yearly).

FACILITIES:

The Facilities page first brings you to a map of all facilities. Click on the desired location.



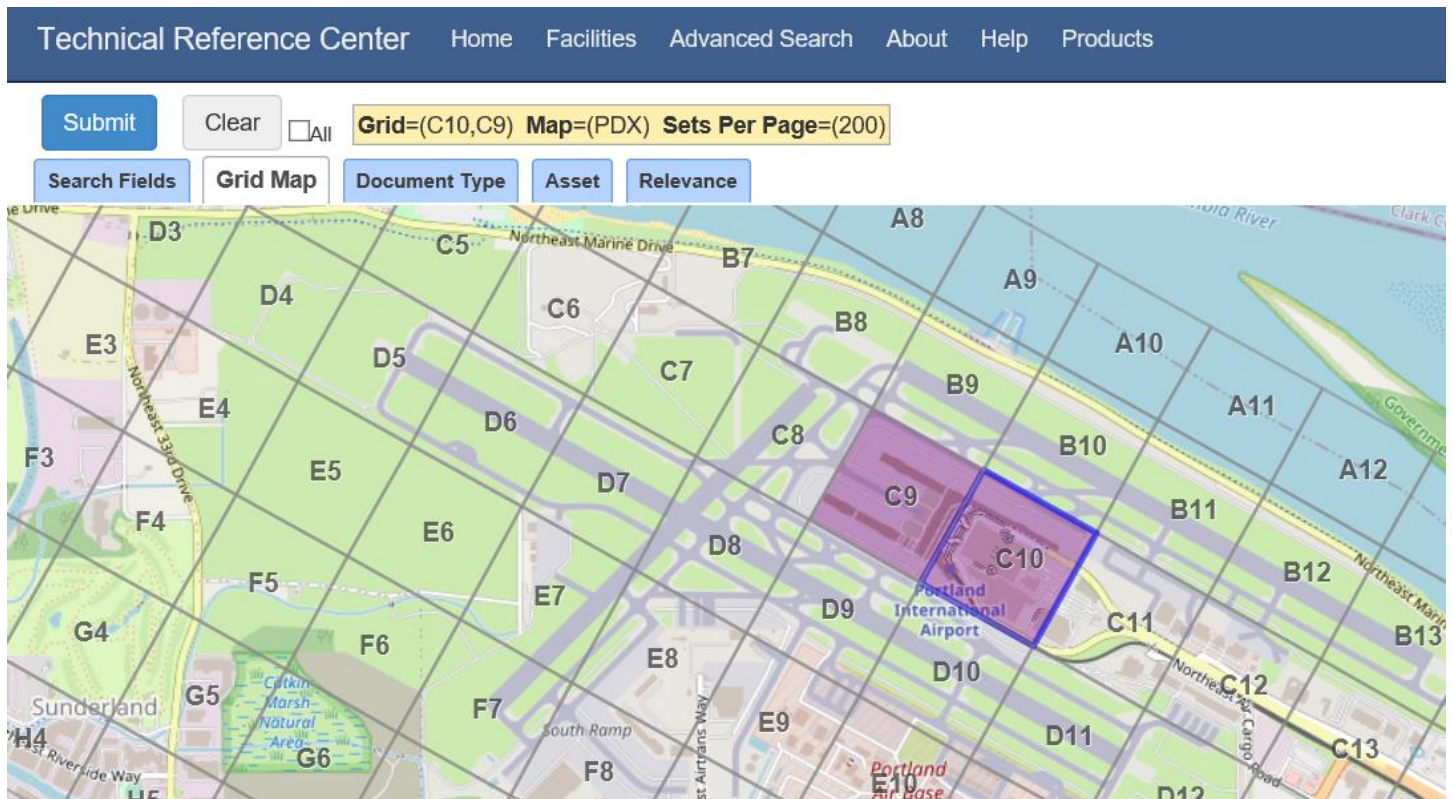
Using PDX as an example...



You can zoom in and out using the buttons in the upper right or with your mouse wheel (if applicable). You may also toggle between street view and aerial for the background using the layers button in the upper right.

Note: Only drawings are coded to the grid map and all other document types will be excluded in the search results. Use the EAN # associated with the drawing set to locate the other project documents.

Zoom in as needed. Click on the grids you would like to include in your search. They will be highlighted in purple and listed in the yellow box (top center). The yellow box includes all current search criteria selected. To unselect a grid, click it again.



From here you can select the other tabs (Search Fields, Document Type, etc.) and add additional search criteria. (See [ADVANCED SEARCH](#) for instructions on each tab).

Choose the blue SUBMIT button from any tab screen to retrieve results based on current search criteria. (See [SEARCH RESULTS](#) for further instructions).

ADVANCED SEARCH:

Advanced search gives you access to all search options. There are five tabs to choose from to narrow your search results.

Search Fields:

Here you can add facility (location), keywords, year range, etc. If you already have some information such as the EAN or the DOC ID, you can use that information here as well.

Keyword: This is an exact match field. If you type in DEMO PLAN and the title is actually PLAN DEMO or DEMOLITION PLAN it will not return a result. However if using the previous example you type in just DEMO you will get all three returned (DEMO PLAN, PLAN DEMO, DEMOLITION PLAN).

Second Keyword (in additional fields): You can filter your first keyword results with a second keyword.

Keywords are the most common method of research. This is why concise and unique set and sheet titles are important when creating documents!

All
 Sets Per Page=(200)

Port Location

Keyword


Year From Year To

Document No. Version

Sheet No. Start End

EAN Project

Discipline


 Additional Fields

Note: At the bottom there is a drop down titled Additional Fields. Click to reveal additional (but less used) search fields such as contractor submittal # and an additional keyword.

Grid Map: See instructions under [FACILITIES](#)

Document Type:
 You can narrow your search to return only a specific document type. Select as many as you want to include.

Technical Reference Center Home Facilities Advanced Search About Help Products

All
 Sets Per Page=(200)

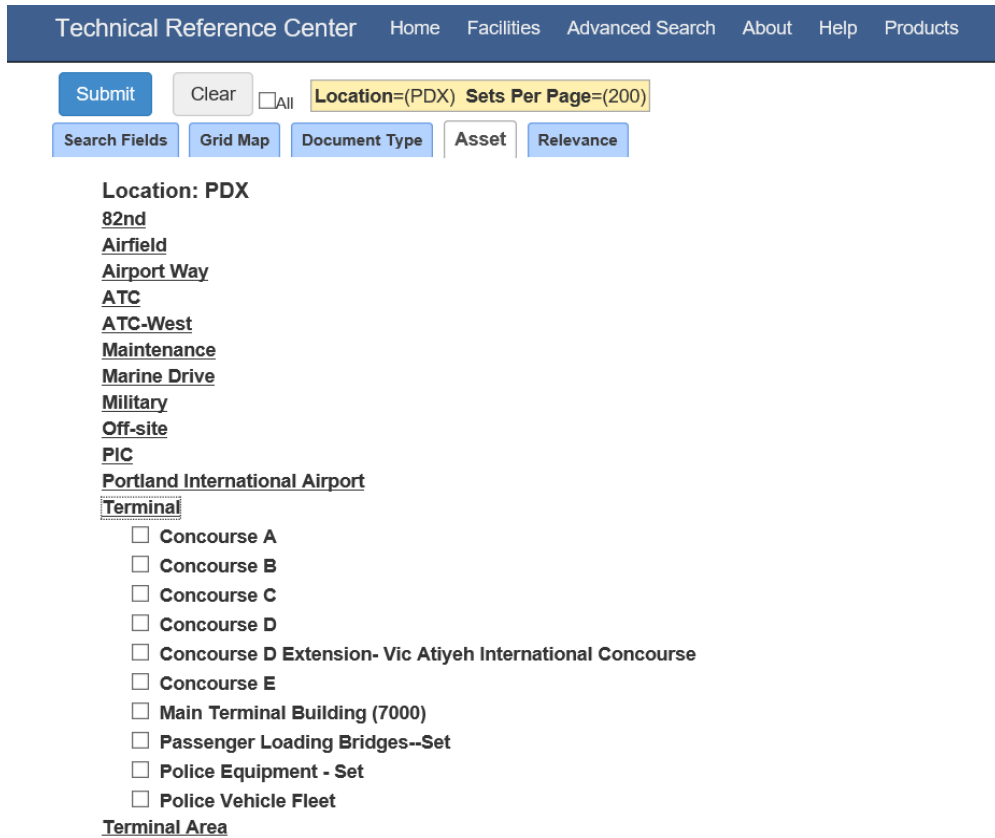
<input type="checkbox"/> All (Except Shop)	<input type="checkbox"/> All Survey	<input type="checkbox"/> Calculations (CA)
<input type="checkbox"/> All Drawings	<input type="checkbox"/> Boundary (BS)	<input type="checkbox"/> Electronic Media (EM)
<input type="checkbox"/> Com Public Docs	<input type="checkbox"/> Exhibit Plat (EP)	<input type="checkbox"/> Material Descriptions (MT)
<input type="checkbox"/> Contract (CD)	<input type="checkbox"/> General	<input type="checkbox"/> O and M Manuals (OM)
<input type="checkbox"/> Lease Plat (LP)	<input type="checkbox"/> Hydrographic (HS)	<input type="checkbox"/> Photos (PH)
<input type="checkbox"/> Maintained (MD)	<input type="checkbox"/> Lease Plat (LP)	<input type="checkbox"/> Project Set
<input type="checkbox"/> Maps	<input type="checkbox"/> Site Proposal	<input type="checkbox"/> Reference Material
<input type="checkbox"/> Master Utility Map	<input type="checkbox"/> Topography (TS)	<input type="checkbox"/> Specifications (SP)
<input type="checkbox"/> Permits & Certificates (PC)		<input type="checkbox"/> Studies & Reports (SR)
<input type="checkbox"/> Proposal (PD)		
<input type="checkbox"/> Shop (SD)		
<input type="checkbox"/> Tenant (TD)		

Asset:

You can further narrow your search by asset. Note that this list will be restricted by the facility you have chosen and any grids you many have chosen (it will only show assets that meet those criteria). Additionally, as only drawings are coded to an asset, only drawings will be returned in the search results. You can use the EAN # of the drawings to locate additional documents from that project.

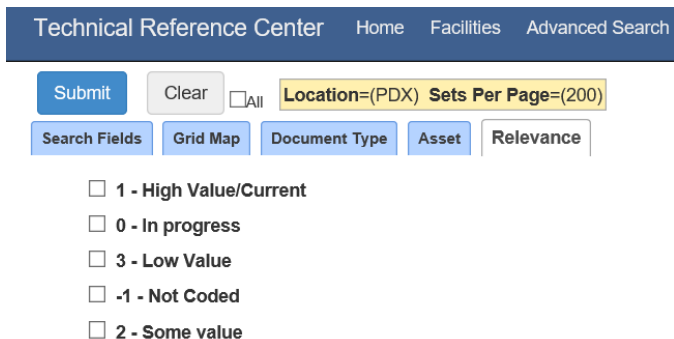
Each underlined item can be clicked on to expand the list of assets under that location. Select as many assets as you like. Click again to de-select an asset.

Reminder that all currently selected search criteria will appear in the yellow box (top center).



Relevance:

This search tab is rarely used. However, it is important to note that a drawing set that is listed as “IN PROGRESS” is most likely a construction version – NOT a record drawing version (unless updating this field was missed in the final coding process). VERIFY the version you are looking at.



1 - Most final versions of drawings

0 – Construction Version sets

3 or 2 – Some older, less detailed, etc

-1 (Not Coded): Default setting for all TRC documents until coding is added.

SEARCH RESULTS



After you have selected all your search criteria and pressed the blue SUBMIT button a results page will be returned.

Along the top will be the yellow box that shows your search criteria.

You will also still see your five advanced search tabs along the top. You can select any of the tabs to take you back to the advanced search options. All your currently selected criteria will remain and can be edited as needed.

Technical Reference Center Home Facilities Advanced Search About Help Products

Results Asset=(Concourse B) Document Type=(Contract (CD)) Keyword=(Plan) Location=(PDX) Sets Per Page=(200) Sheet Type=(True) Year From=(2015)

Search Fields Grid Map Document Type Asset Relevance

5 Sets Select Actions:

Document Title	Document <input checked="" type="radio"/> Type <input type="radio"/> ID	EAN	Project	Sheet	Relevance	Select
POST SECURITY CONCESSIONS - TENANT METERING SYSTEM	CD PDX 2015 0503 00	2014D007	100977	(37)	High Value/Current	<input type="checkbox"/>
TBAL - CONCOURSE E EXT - SEAPORT, KIOSKS, & COMMON USE MILLWORK (CC#1)	CD PDX 2015 0510 00	2014D013	101888	(114)	High Value/Current	<input type="checkbox"/>
POST SECURITY CONCESSIONS - UTILITIES PHASE 3 AND GREASE SEPARATION	CD PDX 2015 0518 00	2015D019	100977	(386)	High Value/Current	<input type="checkbox"/>
TERMINAL AND CENTRAL UTILITY PLANT SUBSTATION UPGRADES	CD PDX 2015 0519 00	2015D020	102430	(57)	High Value/Current	<input type="checkbox"/>
SIEMENS MASTER FIRE ALARM PLAN	CD PDX 2015 0523 00	2011A013	1329	(276)	High Value/Current	<input type="checkbox"/>

Document title:

This column will list all document sets that meet your search criteria.

- Clicking on this title will open a panel below that will show what sheets within the set match your search criteria. *Reminder:* Since these are only showing you the sheets that match search criteria you may not see all the sheets in the set (or you may see none). Click on the number of sheets to view all (see description below).

Document:

The TRC DOC ID for the set. You can sort on type or by ID. Type is default.

EAN (Engineering Assignment Number):

The number that is assigned to a specific project. All documents for that project will list this number.

- Clicking on this number will open a new window showing all documents for the project (regardless of the search criteria initially selected).

Project (PAN):

The finance charge number for the project.

Sheet:

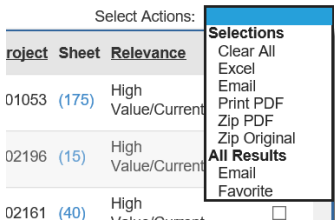
Number of sheets in the document set.

- Clicking on the number will open a panel below that will show ALL sheets in the set (regardless of the search criteria initially selected).

Select:

Check this box to select all sheets in the set. (Not to be confused with the Select Actions function)

Select Actions (drop down – upper right):

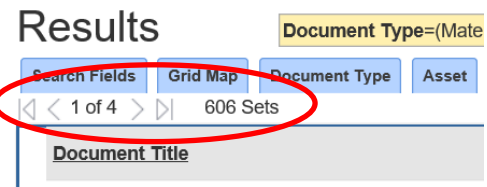


Clear All – will deselect all check marks. NOTE: This must be cleared after a download if you will be downloading more items from your current search. Downloading the item does not clear the check mark. (See also [NEW SEARCH](#) for additional information.)

ZIP Original – recommend always using this for downloads. The PDF versions are slow, crash often and sometimes downgrades the image.

**** Currently the email link function is not working correctly. Requested fix. -Christine**

Note: Only 200 sets are shown at a time. Use the arrows to scroll to the next page of documents.



SHEET RESULTS

Clicking on the document title or number of sheets will open the set’s sheet list in the panel below the set list.

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Results Document Type=(Contract (CD)) Location=(PDX) Sets Per Page=(200) Sheet Type=(True) Year From=(2015)

Search Fields Grid Map Document Type Asset Relevance

30 Sets 13 Sheets Select Actions: [dropdown]

Document Title	Document ID	EAN	Project	Sheet	Relevance	Select
TERMINAL GREASE SEPARATION	CD PDX 2015 0505 00	2013D049	102022	(113)	High Value/Current	<input type="checkbox"/>
BUILDING 7303 HVAC AND ROOF REPLACEMENT	CD PDX 2015 0506 00	2014D053	102164	(13)	High Value/Current	<input type="checkbox"/>
INTERNATIONAL ARRIVALS BUS CANOPIES	CD PDX 2015 0507 00	2014D046	102224	(30)	High Value/Current	<input type="checkbox"/>
CARGO CENTER - REVENUE CONTROL SPACE (#7804A, #7806) (CC#19.2)	CD PDX 2015 0508 00	2012D054	102165	(42)	High Value/Current	<input type="checkbox"/>
FIS WALL GRAPHICS	CD PDX 2015 0509 00	2014D024	101828	(13)	High Value/Current	<input type="checkbox"/>
TBAL - CONCOURSE E EXT - SEAPORT, KIOSKS, & COMMON USE MILLWORK (CC#1)	CD PDX 2015 0510 00	2014D013	101888	(114)	High Value/Current	<input type="checkbox"/>

Sheet	Sheet Title	Discipline	Section	Sheet Type	Contr Submtl	Select
0000	COVER AND INDEX					<input type="checkbox"/>
0001	SITE PLAN AND VICINITY MAP	General Information	GI-1			<input type="checkbox"/>
0002	DEMO PLAN	Architectural	A-1			<input type="checkbox"/>
0003	ROOF PLAN	Architectural	A-2			<input type="checkbox"/>
0004	DETAILS 1	Architectural	A-3			<input type="checkbox"/>
0005	DETAILS 2	Architectural	A-4			<input type="checkbox"/>
0006	DETAILS 3	Architectural	A-5			<input type="checkbox"/>
0007	STRUCTURAL NOTES	Structural	S-1			<input type="checkbox"/>

The set that is currently being shown in the lower panel will be highlighted in green in the set list.

Reminder that if you click the document title, only sheets that meet the search criteria will be shown. To see all sheets regardless of the search criteria – click on the number of sheets in the set.

Sheet: Sequential sheet number

- Clicking on the sheet title will open the image of the sheet in the viewer. See [VIEWER](#) instructions for more information.

Sheet title: Individual sheet title

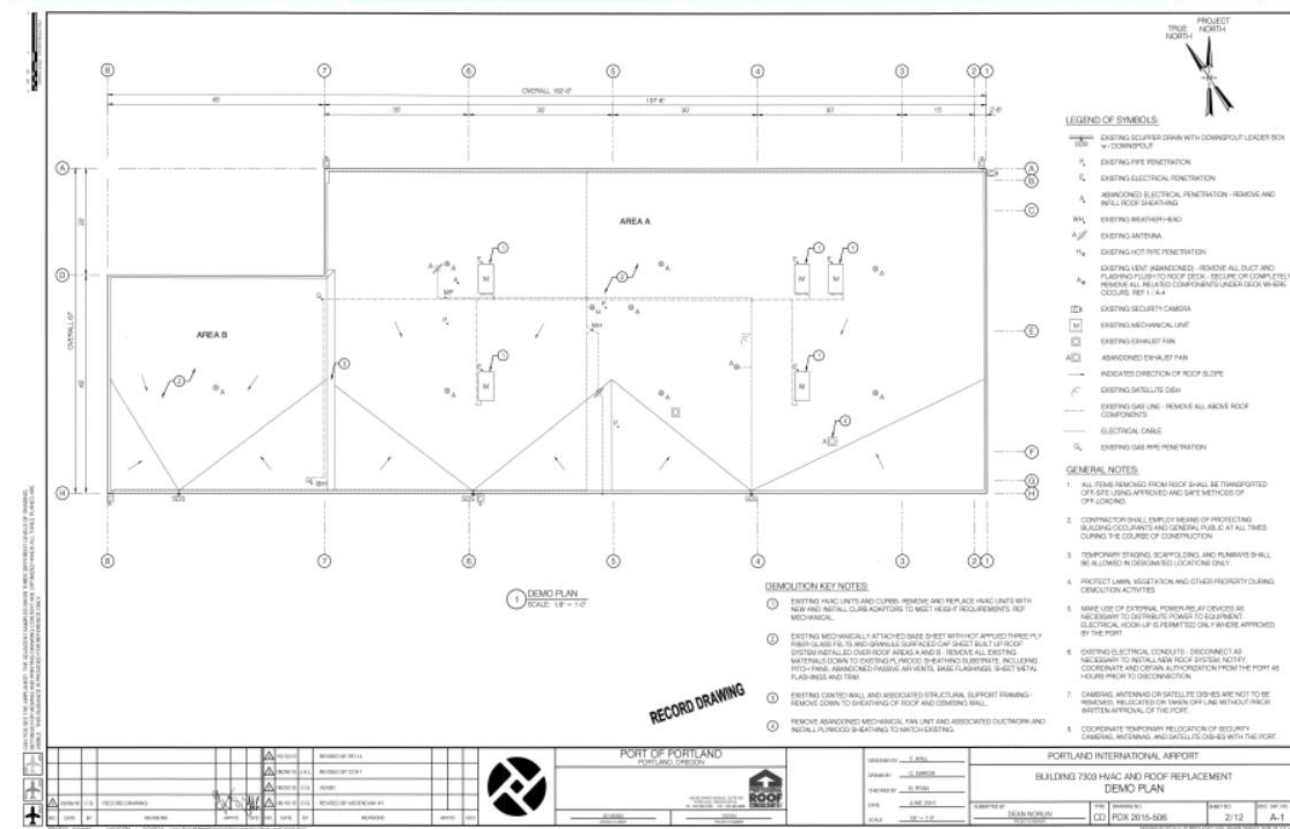
Discipline: Discipline based on discipline #

Section: lists the discipline # from the sheet.

Select: box to check to download sheets (see [SELECT ACTIONS](#) for more information). If instead of a box you see the text “Not Loaded” then the item you are looking for has not been scanned. There should be a hard copy of these items on the shelves in the TRC.

VIEWER

Document ID	EAN	Project#	Document Title	Sheet	Sheet Title	Discipline	Section	Set Detail
CD PDX 2015 0506 00	2014D053	102164	BUILDING 7303 HVAC AND ROOF REPLACEMENT	0002 0	DEMO PLAN	Architectural	A-1	Sheet Detail



Along the top will list the TRC sheet information including Doc ID, EAN, PAN, Set Title, Sheet#, Sheet Title, Discipline, and Discipline #. Additionally, there are two buttons for Set Detail and Sheet Detail.

Set Detail: Metadata (and coding) information for the set that the sheet belongs to.

Sheet Detail: Sheet only metadata. (Note: coding only at set level, we don't code down to the individual sheet).

Toolbar: right of the viewer. Hover over a button in the viewer to show a pop-up with description of action.

SAVING FILES:

Files may be saved by...

- Sheet by sheet via the viewer.
- In a group by selecting the check box at the set level for all sheets in a set. Multiple sets can be selected.
- In a group by individual checking the boxes at the sheet level. Multiple sheets within multiple sets can be selected.

All group saved files (See [SELECT ACTIONS](#) for more information) will be saved as a ZIP file. The zip file will contain a folder with the files and a txt document that is a list of the sheets saved in the folder.

Always choose SAVE AS from the pop-up that appears after selecting the ZIP Original action. The default name for the zip file is TRCDownload <Date><Time>. You may change the name during the save as process.

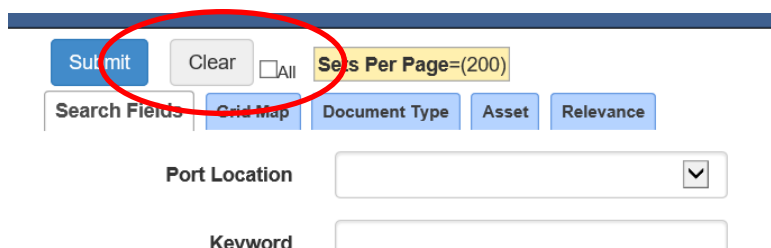
NEW SEARCH / CLEAR CRITERIA

You may start a new search (ALL previous selections and criteria will be lost) by clicking “Home” or “Technical Reference Center” in the blue strip along the top of the page.

You can also clear just criteria by using the “CLEAR” button (note that this will not clear any check marks you have made for downloading items).

To clear ALL current search criteria, check the all button first and then select the clear button. The Yellow box should reset and only show Sets=200 (the default).

If you only want to clear a single tab (ex. Asset) then just select the clear button (do not check the all box). The other tabs will retain the selections made.



The screenshot shows a search interface with a blue header bar. Below the header, there is a toolbar with several buttons: "Submit" (blue), "Clear" (grey), and "All" (checkbox). To the right of these buttons is a yellow box containing the text "Sets Per Page=(200)". Below the toolbar, there are several tabs: "Search Fields", "Grid Map", "Document Type", "Asset", and "Relevance". Below the tabs, there are two input fields: "Port Location" (with a dropdown arrow) and "Keyword".

SEARCH TIPS

- Reminder that keyword searches are exact. If you search for PLANS, you will not get “PLAN” as a result. However, it will search for partial words...so if you use PLAN you will get “PLANS” as a result.
- If a project spans several facilities, do a search for MISC as a facility. MISC covers projects that are either outside of a Port facility or a project that includes multiple types of Port properties (ex. T6 & PDX).
- Projects that cover multiple airports will use the facility GA “General Aviation” and ones that cover multiple terminals will use GT “General Terminals”. A new feature will return GT and GA results while searching for an individual facility (ex. Search for T6 will also include GT).
- POP = Old downtown Port of Portland building; not all Port.
- For definitions of terms used, click HELP along the top ribbon. This includes a list of facilities and their abbreviations.
- File types that are not imaged include:
 - EM (Electronic Media) – CAD files that are on CDs (filed on TRC shelves)
 - MT (pre-2014) – although some are imaged, most of these files have not yet been scanned. There should be a copy on the TRC shelves (labeled “Submittals”).
- If you get the results “0 Sets” – check your search criteria.
 - Ex. If you have doc type = O&M only, but you have also selected a grid, you will get no results since O&Ms are not coded to a grid.
 - If you still have issues – email or call!
- If you are having trouble locating what you are looking for, please ask!

For TRC Search assistance or questions, please email:
trcmail@portofportland.com

TRC Search Contacts

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