



# Oregon Department of Transportation

## Getting Started with Lab Report Searches

You can search, view, download and print Materials Laboratory Reports from the Oregon Department of Transportation's Enterprise Content Management (ECM) repository.

### Follow these steps to get started the first time:

**Step 1.** Click the link provided in the e-mail message to launch your default Internet browser. The first time you do this, the window below opens, immediately followed by a dialog box, asking if you want to install the Whale Communications' client components software.

This site is protected by the Intelligent Application Gateway Web site

Downloading Whale Component Manager...

Your user experience may vary depending on the download of these objects.  
Please wait, it should only be a few minutes at most...

**Internet Explorer - Security Warning**  
Do you want to install this software?  
Name: Whale Communications' Client Components  
Publisher: Whale Communications, Inc.  
More options

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

If this prompt appears, click "Install" to install the components.

This site is intended only for authorized users.  
If you encounter any problems with this site please contact your system administrator at [ODOT.SSLVPNAdmin@odot.state.or.us](mailto:ODOT.SSLVPNAdmin@odot.state.or.us)

**Step 2.** Click **More options** to expand the dialog box and view the available installation options.

**Internet Explorer - Security Warning**  
Do you want to install this software?  
Name: Whale Communications' client components  
Publisher: Whale Communications, Inc.

While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)

Click **More options** to expand the dialog box.

## Getting Started with Lab Report Searches

**Step 3.** If you have local administrator rights on your computer, select **Always install software** and then click **Install**.



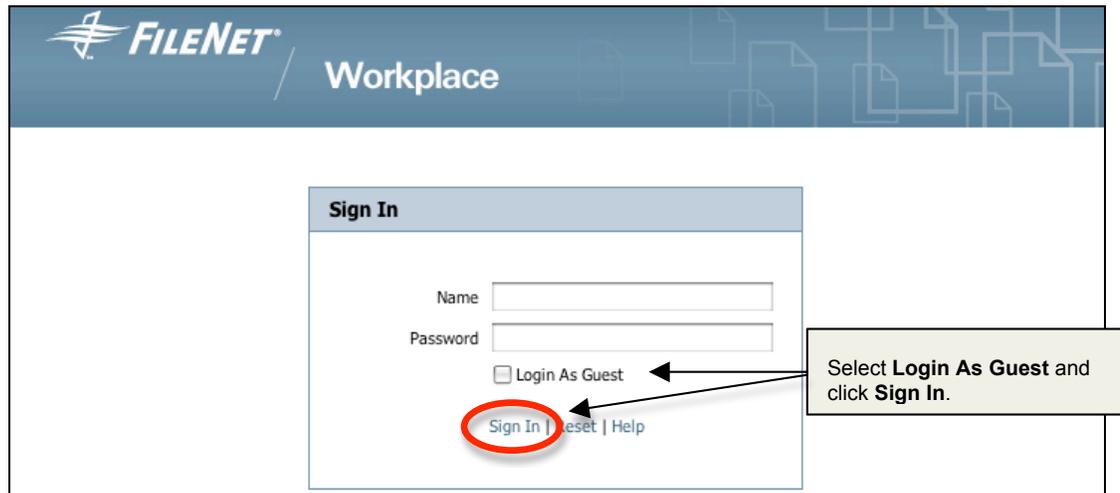
The Whale Communications client components are installed on your computer and the *Workplace Sign In* page opens. Go to Step 5.

If you do **not** have local administrator rights on your computer, then select **Never install software** and click **Don't Install**. The following window opens.

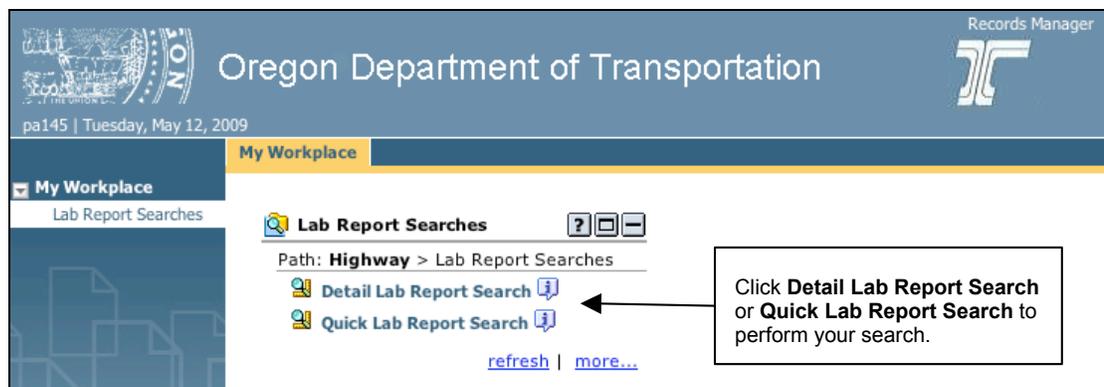
## Getting Started with Lab Report Searches

**Step 4.** Click **Continue with LIMITED functionality** to go to the *Workplace Sign In* page.

**Step 5.** Select **Login As Guest** and click **Sign In**. *My Workplace* opens.



**Step 6.** In the left-hand column, select **Lab Report Searches**.



**Note:** Your view of *My Workplace* may look different, as not all functions/tools are available to all users. Also, for quick access in the future, bookmark *My Workplace* or add it to your *Favorites* list on your Internet browser.

**Step 7.** Click **Detail Lab Report Search** or **Quick Lab Report Search** to search for specific lab reports. For assistance with your search, reference the *Lab Report Searches User Guide* available online.

**Step 8.** When finished, close your Internet browser to exit *My Workplace*.

**Note:** After you install the Whale Communications client components, in the future when you receive an e-mail message containing a direct link to a Lab Report, you can click on the link to open the Lab Report directly.

If you do **not** install the Whale Communications client components, when you receive an e-mail message containing a direct link to a Lab Report, you will need to follow Steps 3, 4 and 5 to open *My Workplace* and to access **Lab Report Searches**.

**If you encounter any difficulties with this site,  
contact the ODOT Materials Laboratory at [ODOT.LabReports@odot.state.or.us](mailto:ODOT.LabReports@odot.state.or.us).**