

Oregon Routing Information Online (ORION) Permitting System

County Routing Reviews Training Material



February 2025



**Commerce and Compliance Division
Over-Dimension Permit Unit**

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Salem, Oregon 97301
503-373-0000

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Processing a Routing Review

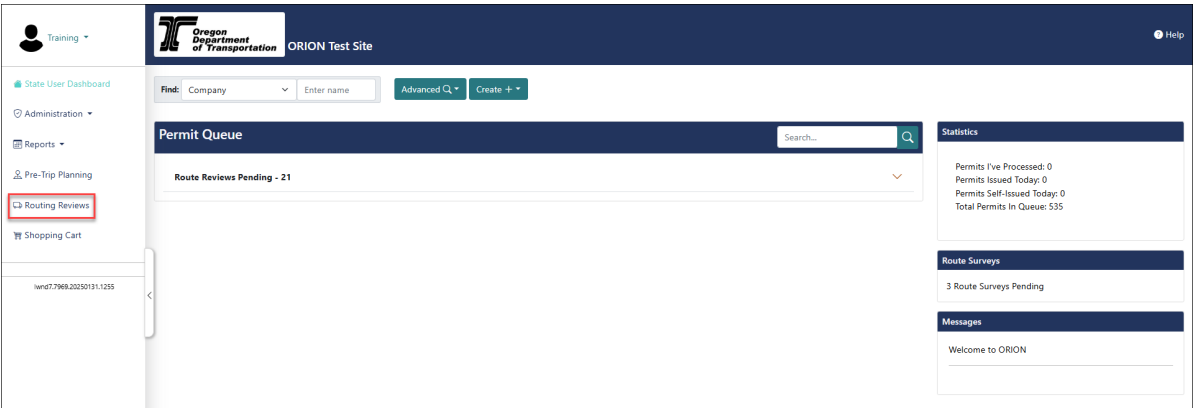
This Training Packet details the steps needed for a District or Local Entity to process a Routing Review.

Note: The ability to process a Routing Review is dependent on the Login Role and Permissions assigned to the user’s profile.

When a permit application that requires a District/Regional Electric/County Review has been submitted and pending review, ORION will send an email notification to the applicable Review Entity. The steps below outline the process to follow once the Review Entity has received the email notification.

Routing Reviews

1. Click the **Routing Reviews** link in the **Administrative Panel** on the **State User Dashboard**.



Note: The links displayed are dependent on the permissions assigned to the user’s profile.

2. The **Routing Review** screen will be displayed.

The screenshot shows the 'Routing Review' screen. At the top, there's a 'Find:' dropdown set to 'Review Status' and a 'Pending' filter. A toggle switch 'Only Include Permits Ready for Route Review' is turned on. Below is a table of permits:

Permit ID	Submit Date	Customer Name	Permit Length	Permit Height	Permit Width	GVW	Actions
4961	1/7/2025 10:11:19 AM	JACK QUEST TRUCKING LLC	60'	14'	12'	Weight Table 1	[Icon]
5086	1/9/2025 1:49:08 PM	PAYTON LOGISTICS LLC	60'	20'	14'	Weight Table 1	[Icon]
5088	1/9/2025 2:14:32 PM	FRANK BROCK DBA CAROLINA TRUCK AND TRAILER	59'	10'	10'	Weight Table 1	[Icon]
5090	1/9/2025 2:15:24 PM	FRANK BROCK DBA CAROLINA TRUCK AND TRAILER	59'	10'	10'	Weight Table 1	[Icon]
5091	1/9/2025 2:23:23 PM	FRANK BROCK DBA CAROLINA TRUCK AND TRAILER	59'	10'	10'	Weight Table 2 - Less than/Equal to 98000 lbs	[Icon]

Note: Permits requiring a Routing Review will be displayed on this screen.

- The **Find: dropdown list** will default to Review Status. Expand the dropdown list to search utilizing a different Find: option.
- Applications can be searched using the following list of options:
 - Review Status
 - Permit ID
 - Permit Number
 - Company
 - Reviewing Entity

Note: Toggle **Only Include Permits Ready for Route Review** off to view all Permits.

Find: Review Status Pending Only Include Permits Ready for Route Review

Permit ID
Permit Number
Company
Reviewing Entity
Review Status

4961 9 AM

3. **Search** for the desired Routing Review using one of the search options listed above.
 - The search results will be displayed.
 - Click the **Manage** icon in the **Actions** column for the record that you would like to review.

Find: Review Status Pending	Only Include Permits Ready for Route Review						
Permit ID	Submit Date	Customer Name	Permit Length	Permit Height	Permit Width	GVW	Actions
7509	2/1/2025 6:04:40 AM	PROMILES TEST 1	210'	18' 1"	13'	Engineering Review Required	

4. The **Manage Route Review** screen will be displayed.

Manage Route Review

Reviews

District 13
Submitted Date: 2/1/2025 5:33:09 AM
Status Name: Pending
Reviewed By: Not reviewed
Approved Date: Not reviewed
Review Note: No data
Actions: ✓ x

Region 5
Submitted Date: 2/1/2025 5:33:09 AM
Status Name: Pending
Reviewed By: Not reviewed
Approved Date: Not reviewed
Review Note: No data
Actions: ✓ x

Baker County
Submitted Date: 2/1/2025 5:33:09 AM
Status Name: Pending
Reviewed By: Not reviewed
Approved Date: Not reviewed
Review Note: No data
Actions: ✓ x

Permit Provisions
Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.

Trip Information

Permit id: 7509

Origin:
Latitude/Longitude
BURNT RIVER CANYON LANE,
1.0mi N of Bridgeport, OR

Via Points

Destination:
Latitude/Longitude
I-84, 0.6mi SE of Oaman, OR

Map

Route Description
==> BURNT RIVER CANYON LANE, 1.0mi N of Bridgeport, OR <== BURNT RIVER CANYON LANE, OLD HIGHWAY 30, Ramp, I-84==> I-84, 0.6mi SE of Oaman, OR <==

Turn by Turn Driving Directions

Miles	Route	Directions	Distance
19.36	BURNT RIVER CANYON LANE	Hard left onto OLD HIGHWAY 30	19.36
6.72	OLD HIGHWAY 30	Take Ramp	28.08
0.18	Ramp	Continue straight on I-84 (US-30), (OLD OREGON TRAIL, HIGHWAY)	28.26
5.88	I-84	Arrive at destination.	34.14
	Final Destination: I-84, 0.6mi SE of Oaman, OR		34.14

- The Manage Route Review screen consists of three (3) panels:
 - **Reviews** – Allows District/Local Entity Users to review and approve/deny the Routing Review or update notes.
 - **Trip Information** – The route is displayed on the map. The map can be navigated using the tools such as Drag Map, Satellite view, Zoom, and Full Screen View. Map layers such

as On System, Restriction, and Crossed Bridges can also be applied. The Trip Information Panel also displays the abbreviated driving directions, turn-by-turn driving directions, and the load dimensions.

- **Permit Provisions** – Allows District/Local Entity Users to view system applied Permit Provisions and add additional Permit Provisions.

Reviews Panel

The Reviews Panel allows District/Local Entity Users to review and approve or deny the Routing Review, as well as update notes.

The Reviews Panel will display the District/Local review that is associated to the users' District/Local Entity.

Note: If the user is assigned to multiple Districts or local entities, all Districts or local entities will be displayed.

The screenshot shows the 'Manage Route Review' interface. It has a dark blue header with the title 'Manage Route Review'. Below the header is a section titled 'Reviews' in teal. There are three review cards displayed side-by-side. Each card has a title (District 13, Region 5, Baker County), a 'Submitted Date' of 2/1/2025 7:28:19 PM, a 'Status Name' of Pending, 'Reviewed By' as Not reviewed, 'Approved Date' as Not reviewed, and 'Review Note' as No data. At the bottom of each card are three action icons: a checkmark (Approve), an 'x' (Deny), and a pencil (Update/Add Review Notes).

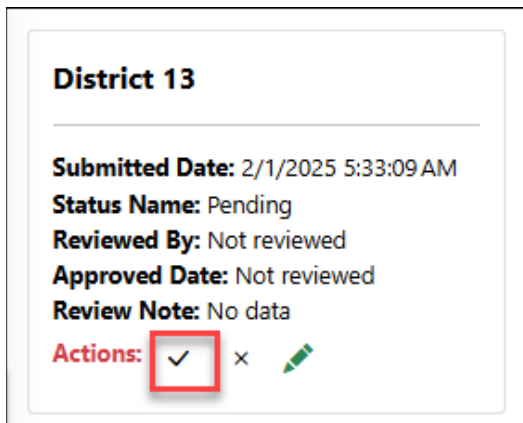
District 13	Region 5	Baker County
Submitted Date: 2/1/2025 7:28:19 PM	Submitted Date: 2/1/2025 7:28:19 PM	Submitted Date: 2/1/2025 7:28:19 PM
Status Name: Pending	Status Name: Pending	Status Name: Pending
Reviewed By: Not reviewed	Reviewed By: Not reviewed	Reviewed By: Not reviewed
Approved Date: Not reviewed	Approved Date: Not reviewed	Approved Date: Not reviewed
Review Note: No data	Review Note: No data	Review Note: No data
Actions: ✓ ✕ ✎	Actions: ✓ ✕ ✎	Actions: ✓ ✕ ✎

Note: Users can be assigned to Districts and/or local entities in the **User Management – User Info** screen. If a District and/or local entity is not assigned to a user, the user will not be able perform actions on the **Manage Route Review** screen.

1. Click the **Approve** icon to approve the review. Refer to [Approve a Routing Review](#) in this scenario for more information.
2. Click the **Deny** icon to deny the review. Refer to [Deny a Routing Review](#) in this scenario for more information.
3. Click the **Update/Add Review Notes** icon to update notes. Refer to [Update/Add Routing Review Notes](#) in this scenario for more information.
4. Click the **Permit Notes** button at the top of the **Manage Route Review** screen to add a note to the permit application. Refer to [Add a Note to a Permit Application](#) in this scenario for more information.
5. Click the **Documents** button at the top of the **Manage Route Review** screen to add a document to the permit application. Refer to [Add a Document to a Permit Application](#) in this scenario for more information.

Approve a Routing Review

1. Click the **Approve** icon in the **Actions** row.



District 13

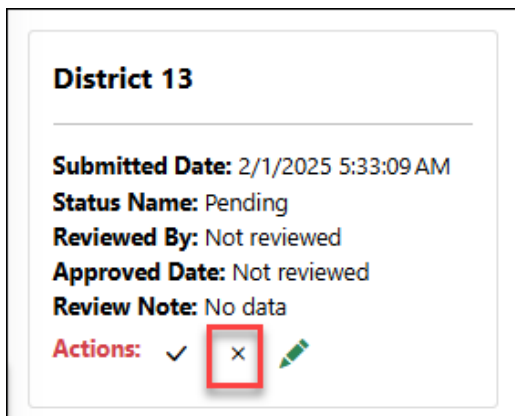
Submitted Date: 2/1/2025 5:33:09 AM
Status Name: Pending
Reviewed By: Not reviewed
Approved Date: Not reviewed
Review Note: No data

Actions: ☒ × 

Note: If the permit requires multiple reviews, the permit status will update to **Route Review In Progress** and the permit will remain in the **Route Review Pending** queue after the first review is completed.

Deny a Routing Review

1. Click the **Deny** icon in the **Actions** row.



District 13

Submitted Date: 2/1/2025 5:33:09 AM
Status Name: Pending
Reviewed By: Not reviewed
Approved Date: Not reviewed
Review Note: No data

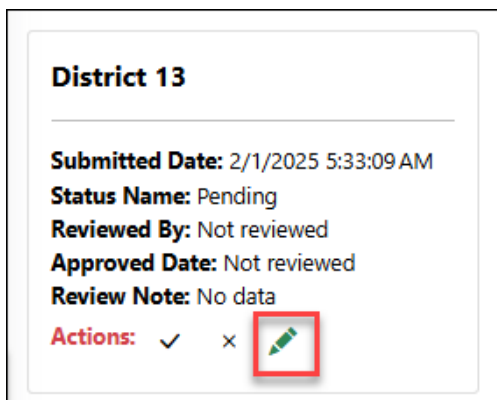
Actions: ☐ ☒ × 

Note: If a Review Entity denies a review, the permit is assigned the status of **Route Review Denied**. Additional approvals cannot be granted while the permit has a status of Route Review Denied.

2. The Permit Office will process the permit and generate a new route.
 - Any reviews associated to the original route, that are not impacted by the new route, will remain as is.
 - Any reviews associated to the original route, that are impacted by the new route, will be pending.
 - Any reviews associated to the original route, that are no longer applicable to the new route, will be removed.

Update/Add Routing Review Notes

1. Click the **Update Notes** icon in the Actions row.



- The **Update/Add Review Note** textbox will be displayed.



2. Enter a note and click the **Update Note** button.

Note: The note entered in the **Update/Add Review Note** field will be saved to the Route Review record. It can only be seen by users assigned to that Review Entity.

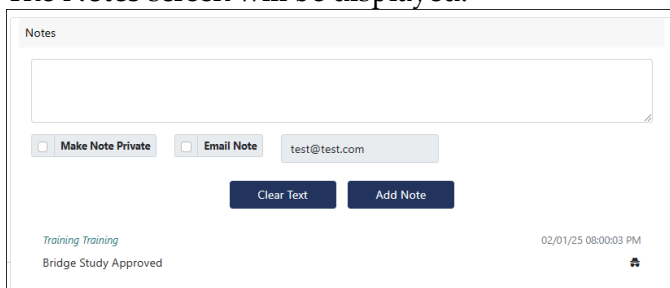
Add a Note to a Permit Application

State and Company Users can add and view notes for the permit application.

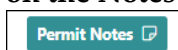
1. Click the **Permit Notes** button to add or view notes for the permit application.



The **Notes** screen will be displayed.



Note: If there was a previously added note, there will be an icon on the **Permit Notes** button letting the user know there is a note waiting. **Any previously added note(s) will be displayed on the Notes screen, with the Username, Time Stamp, and Note.**



2. Enter the text of the note in the free-form text box.
3. Select the **Email Note** checkbox to send the note to the customer via email.
Note: The **Email Address** field will auto-populate with the email address entered as the **Contact Email** on the first page of the permit application.
4. Select the **Make Note Private** checkbox to allow only State Users to see the note when logged into the Permitting System.
5. Click the **Clear Text** button to remove the note text entered.
6. Click the **Add Note** button to save and add the note to the permit application.
 - A confirmation message will be displayed.
7. Click the **Permit Notes** button to collapse the **Notes Panel**.
 - The added note will now be in **Permit Details** as part of the permit record and can be viewed by all State Users, regardless of the Review Entity they are assigned to.

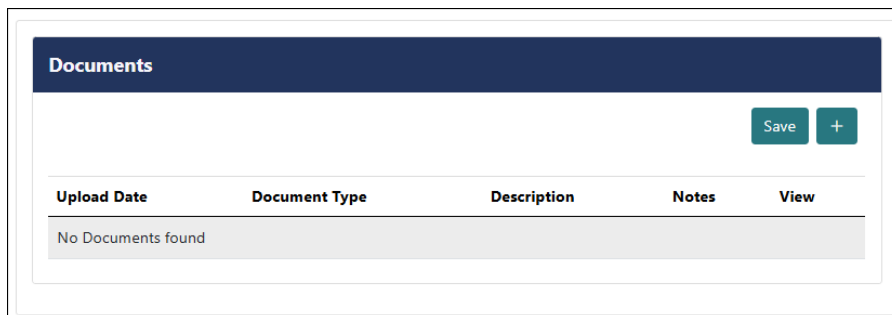
Add a Document to a Permit Application

State and Company Users can add or view documents. To add a document, it must already be saved to the user's computer. Users can browse computer files to locate the document, select it, and then upload it to ORION. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.

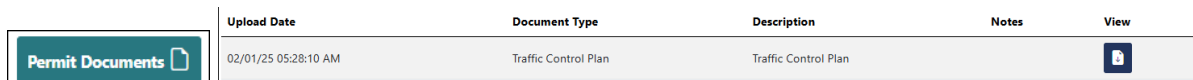
1. Click the **Permit Documents** button to add or view documents for the permit application.



- The **Documents** screen will be displayed.



Note: If there is a previously added document, there will be a **Document** icon on the **Permit Documents** button letting the user know there is a document waiting.

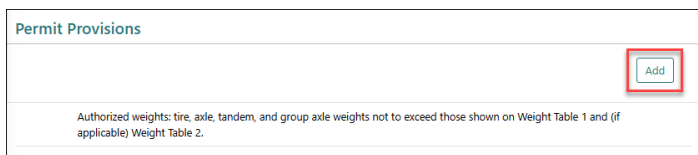


2. Click the "plus"  icon.
 - Additional fields will be displayed.
3. Select the type of document from the **Document Type** dropdown list.

4. Enter a description of the document in the **Description** field.
5. Enter any additional notes for the document in the **Notes** field.
6. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
7. Click the **Save** button to save and add the document to the permit application.
 - o A confirmation message will be displayed.
8. Click the **Permit Documents** button to collapse the **Documents Panel**.
9. The uploaded document will now be in **Permit Details** as part of the permit record.

Add Permit Provisions to a Permit Application

1. Click the **Add** button in the **Permit Provisions Panel** to add permit provisions to this permit.

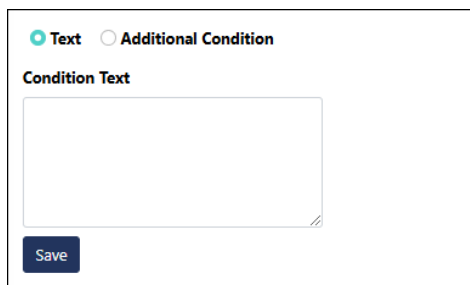


The screenshot shows a panel titled "Permit Provisions". At the bottom right of the panel, there is a small button labeled "Add" which is highlighted with a red rectangular box. Below the main content area, there is a note: "Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2."

Note: Scroll to the bottom of the existing Permit Provisions list to see the new fields displayed.

Add a Free-Form Text Condition to a Permit Provision

2. The **Text** radio button will be selected by default. Leave this selection.
3. Type the desired condition wording in the empty text box.
4. Click the **Save** button.
 - o **Note:** Users can drag the lines in the bottom right corner of the text box to enlarge the box and allow more text.



The screenshot shows a form for adding a condition. At the top, there are two radio buttons: "Text" (which is selected with a blue dot) and "Additional Condition". Below the radio buttons is a label "Condition Text" and a large, empty text input box. At the bottom left of the form, there is a blue button labeled "Save".

5. A confirmation message will be displayed, and the added condition will be listed.
6. Repeat the above process until all desired conditions have been added to the permit.

Add a Permit Condition Saved in Table Maintenance to a Permit Provision

1. Select the **Additional Condition** radio button.
2. A dropdown list will be displayed.
3. Select the desired condition from the dropdown list.

4. Click the **Save** button.

☐ Text
 ☒ **Additional Condition**

Daylight Travel

Save

- A confirmation message will be displayed, and the added condition(s) will be listed.

Note: Any previously added Permit Conditions will be listed on this screen along with the newly saved permit condition. These conditions will print on the Permit PDF when the permit is issued.

Note: To delete a Permit Condition, click the **Delete** icon next to the Permit Condition. Users will only be able to delete conditions manually added by their assigned Review Entity.

Edit
Daylight travel is authorized Monday thru Friday 9:00 a.m. until 2:30 p.m.

Trip Information Panel

The **Trip Information Panel** displays the route on the map and also provides additional information under the map.

Note: The **Route Description** section will display an abbreviated description of the route.

Note: The **Turn by Turn Driving Directions** section will display turn-by-turn driving directions for the route.

Trip Information

Permit id: 7517

Origin:
Latitude/Longitude
BURNT RIVER CANYON LANE,
1.0mi N of Bridgeport, OR

Via Points

Destination:
Latitude/Longitude
I-84, 0.6mi SE of Ocmaw, OR

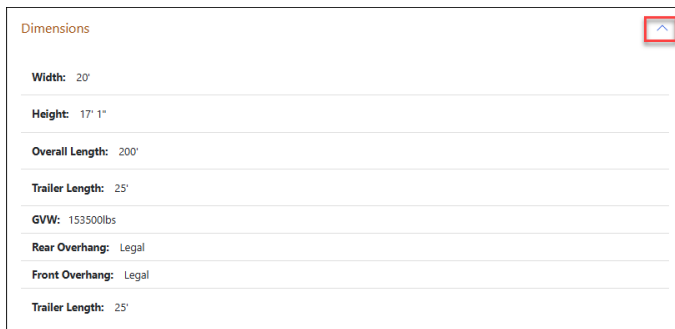
Map
Satellite

Route Description
==> BURNT RIVER CANYON LANE, 1.0mi N of Bridgeport, OR <== BURNT RIVER CANYON LANE, OLD HIGHWAY 30, Ramp, I-84==> I-84, 0.6mi SE of Ocmaw, OR <==

Turn by Turn Driving Directions

Miles	Route	Directions	Distance
19.36	BURNT RIVER CANYON LANE	Hard left onto OLD HIGHWAY 30	19.36
8.72	OLD HIGHWAY 30	Take Ramp	28.08
0.18	Ramp	Continue straight on I-84 [US-30] [OLD OREGON TRAIL HIGHWAY]	28.26
5.88	I-84	Arrive at destination.	34.14
	Final Destination: I-84, 0.6mi SE of Ocmaw, OR		34.14

1. Click the **Expand Chevron** icon to get more details for a section.
2. The **Dimensions** section will display the dimensions entered during the permit order process.



The screenshot shows a form titled "Dimensions" with a red expand/collapse icon in the top right corner. The form contains the following fields and values:

Field	Value
Width:	20'
Height:	17' 1"
Overall Length:	200'
Trailer Length:	25'
GVW:	153500lbs
Rear Overhang:	Legal
Front Overhang:	Legal
Trailer Length:	25'

3. Review the map and the route line that is represented by the blue highlight on the map.
4. Click the **State User Dashboard link** to return to the **State User Dashboard**.

Note: If the permit requires multiple reviews, the permit status will update to **Route Review In Progress** and the permit will remain in the **Route Review Pending** queue after the first review is completed.