# Appendix E

# Falcon Document Manager

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# Appendix E

# E.1 Instructions for Using Falcon V6

Falcon V6 now has a new look. If you are familiar with using Windows Explorer then you will not have any problems with the new Falcon. There is only one form of Falcon now called **DocMan**. It works inside MicroStation and outside as well.

Falcon/DMS DocMan (Database: Central, Environment: Central Office)								
File View Databases Environments References MicroStation AutoCAD Tools Help								
🔎 Search 🛛 🏷 Folders	Viewer 🕼 DB Tabs	Doc.List 🛛 😭 Filter	🛃 N	ote 🗍 🗍 🏠 Save 🕜 Prev. 🕓 Next				
Checked Out To	PROJECTS\	Filter: *.dgn, *.doc,		File Format Keywords				
	Name	Description		General Info. Keywords Title Block				
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Objects 1 - 1 of 701								

# E.1.1 Falcon/DMS DocMan (Overview)

The **DocMan** user interface for the Falcon/DMS document management suite is a "panes-based" application used to manage, search for and view documents. The panes can be resized and toggled on and off in various combinations to produce an interface that is easily configured for different document management tasks. The DocMan's Windows Explorer- like interface allows you to view both files and information stored in each document's database record and to easily identify a documents "Availability".

The interface components fall into three categories: *panes, toolbars*, and *menus* (shortcut- or context – and dropdown).

The toolbar contains commands that permit you to control the display of panes (that allows you to "organize" the interface). You should familiarize yourself with the toolbar operations first.

#### E.1.1.1 The Toolbars

File View Databases Environments References MicroStation Tools Help

Under *File* you have all the document functions – open, check out, copy etc. Environments are now located under *Databases*.

🎇 Falcon/DMS DocMan (Database: Central,								
File View	Databases	Environments References						
🛛 🔒 Che	Open Dal	tabase						
🗄 🧰 PRC	Close Da	tabase 🖑 ie						
	al Documents	0190						

Under *Databases* pick the district you want.

🕌 Falcon/Di	MS DocMan (Database: Ce	ntral, Environment: Cent	ral Office)
File View Da	tabases Environments Refer	ences MicroStation AutoCAD	) Tools Help
Checke	d Out To aw.1 PROJECTS)	Filter:	File Format Keuwords
E I PROJE	Falcon/DMS Databases		
	Name	Description	
	Bristol	Bristol - District Office	
	Central	Central Office	
	Culpeper Fredericksburg Hampton Roads Lynchburg Nova Richmond Salem	Fredericksburg - District Office Fredericksburg - District Office Hampton Roads - District Office Lynchburg - District Office Nova - District Office Richmond - District Office Salem - District Office Staupton - District Office	e
	<	penClose	>

A dropdown for *Environments* appears only if you choose Central Office no other database i.e. district will cause it to become part of the toolbar. *Environments* is where you will find *Archives*, *Consultant Files*, *Plan File Room*, Priority Letters, etc.



The **Tools** dropdown is where Mass Update is located. The others will be discussed in E1.1.2.

File       View       Databases       Environments       References       MicroStation       AutoCAD       Tools       Help         Image: Checked Out To aw.1       PROJECTS)       Filter:	📓 Falcon/DMS DocMan (Database: Central, Environment: Central Office) 📃 🗖 🔀							
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		02773		Show SOL	Deciridsk			
0942		0942			-			
Preferences		0983		Preferences				

#### E.1.1.2 Panes Toolbars

🔎 Search 🌔 Folders	Uiewer	C DB Tabs	Doc.List	🕎 Filter	🛃 Notes	🛛 🏸 View

The **Panes** toolbar (above) controls the display of the DocMan's panes and, in several cases, the type of information they contain. For example, pane 1 can display either a search form or a folder hierarchy; pane 2 can display the DocList by itself or with notes.

- *Search* Sets the mode for pane 1 to Quick Search.
- *Folders* Sets the mode for pane 1 to Folder View (the default).
- *Viewer* Toggles the display of the *Viewer* in pane 2. (When the *Viewer* is off, it is replaced by the *DocList*.)
- **DB Tabs** Toggles the display of the Database Property Tabs in pane 3.
- *Doc.List* Toggles the display of the DocList. (When the *Viewer* is off, the *DocList* displays in pane 2; when the *Viewer* is on, the DocList displays in pane 4.)
- *Notes* Toggles the display of *Notes* beneath the *DocList*.
- *View* The View Documents command displays the selected document in its own viewing window.

# E.1.2 Panes

The DocMan interface is comprised of panes that can be toggled on and off, replaced, and depending upon the pane, resized.

The default DocMan configuration (below) uses three panes. Because the Viewer is not active in the default configuration, the View command opens a floating window to display the selected document.

	File View Databases Environments Referen	, Environment: Central Office) nces MicroStation AutoCAD Tools Help			
	🔎 Search 🛛 🜔 Folders 🗌 🥅 Viewer 🕅	DB Tabs 📄 Doc.List 🔄 Filter 🛃 No	tes 🛛 🔎 View 🗍 🗋 More 🛛 🖗	🗋 Save 🕜 Prev. 🕓 Next	
		532\d13532	Filter: *.dgn, *.doc,	File Format Keywords	
		File State Description	<b>▲</b>	General Info. Keywords Title Blog	sk 🛄
	H ← 13526     H ← 13528     H ← 13528     H ← 13528	On Server Title sheet	Pane 2	PPMS # 13532	<u></u>
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Pane 1	d13532     d13532     d13532     d1353201d.d     d1353201e.d	On Server RW Data PE-100, RW-203 PPM On Server Sh 1E Old RW Data PE-100, RM	IS 13532 /V-201 PPMS 13532	SubDirectory	Pane 3
	s13532     S13532     S1353201f.dgn     ⊡     1353201g.d	On Server sh. 1F Old RW Data, PE-100, F On Server Sh 1G Old RW Data, PE-100, F	RVV-203 PPMS 13532 RVV-201 PPMS 13532	Description	
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	⊕      ☐ 13547     ☐ 1353201j.dgn     ☐ 13548     ↓	On Server old survey data sheet 3 of 3	(ph), PE-100, RVV-203, PPMS 13532 💌	Short #	
	⊕	Add Expand All Notes		1353201C	
		There are no notes assigned to select	ted document.	Status active	
	Objects 1 - 190 of 190				11.

#### **DocMan's Default panes configuration**

**Pane 1** is set to Folders mode – also referred to as Folders View; click Search to switch to Search mode.

Pane 2 contains the DocList (Document List).

Pane 3 contains the Database Properties Tabs.

The floating *Viewing Window* opens when you select a document and then choose View.

# E.1.3 Locating Documents (View/Search)

The DocMan provides two methods for locating documents:



**Folders View** – (above, left) pane 1 displays the hierarchical structure of folder and files in a fashion similar to that of the Windows Explorer.

**Quick Search** – (above, right) pane 1 displays a form which allows you to use the descriptive information stored in each document's database record.

#### E.1.3.1 Folders View

When in Folders View (or Folders mode) the DocMan is similar in both appearance and behavior to the Windows Explorer.

**Checked Out to User** – Click this item to display all the documents checked out to you. This feature is especially useful when you have checked out files from multiple folders. You can perform all the management commands valid for checked out documents from this list.

**Projects** – Expand the Projects folder to display all the projects to which you have access. As with the Explorer, you can expand project folders to show their subfolders.

**Local Documents** – Expand the Local Documents folder to display all the folders located in the area on your workstation to which the DocMan has access. This is used primarily for creating database records for local documents. When local files are added to the database the selected files are automatically moved to user-designated folders on the file server.

#### E.1.3.2 Quick Search

While Quick Search can produce results based on as little as a portion of a filename (e.g. \*.dgn) and perhaps some location information (e.g. project folder), Falcon makes a lot of descriptive information available in order to produce increasingly refined results. The categories of descriptive information include an actual document description, status information, access information, and keywords, among others. Typically, the Quick Search form contains fields representing the most common criteria for documents controlled by Falcon; the number and types of fields differ substantially or only slightly between environments.

**Database Keyword** – An important element in defining or redefining search criteria is the database keyword. A keyword is an attribute assigned to a document's database and grouped by category. A database keyword category can present a list of predefined keywords on a drop-down menu (e.g. Sheet Type), or can appear as a text field. A keyword category that appears as a text field (e.g. Contract #, Plat #) usually indicates a category for which a list would be too long and cumbersome to manage or use.

The search forms use two field types:

Text FieldThis field type allows you to key in a search value. UPC #,<br/>Description and File name are examples of Text fields.Drop-down menuThis field type allows you to enter a search value or select a<br/>value from a drop-down menu. UPC # is an example of a<br/>drop-down menu.

### E.1.4 Open & Checkout

To open a file just highlight the file, right mouse click and select **Open (Modify**).

To check out to modify you would highlight all the files you want to check out, then right mouse click and select *checkout (Modify).* 

🙀 Falcon/DMS DocMan (Database: Central, Environment: Central Office)							
File View Databases Environments References MicroStation AutoCAD Tools Help							
A Search 📴 Folders 🔲 Viewer 🕼 DB Tabs 🗐 Doc.List 🔄 Filter 🛃 Notes 🛛 🖓 View 🗍 🕒 More 🏠 Save 🕜 Prev. 🔇 Next							
13478		PROJECTSV135	532\d13532		Fitter: *.dgn, *.	doc,	File Format Keywords
13482		Filename	File State	Description		<b>•</b>	General Info. Keywords Title Block
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		3 1353201.dgn	On Server	Title sheet	One (Madified)		13532
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		1353201e.d	On Server	Sh 1E Old RW D	Open With (View)	- F	SubDirectory
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Objects 1 190 of 190		·			⊆opy		
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### E.1.4.1 Reference File Check and IGRDS Files

The reference file check is under *References* at the top of the **DocMan** screen. It is turned on when the check is shown to the left.

Search 🕞 Folders 🗌 🗔 Views	✓ dan reference	🛛 💷 🕼 Save 🕜 Prev. 🙆 Next
Checked Out To aw.frazier PROJECTS PROJECTS 0123 00123 00123 0042 00512 00512 00512 00512 00512	dwg reference IGRDS Files     2wd10512     2wd10512     Filename     File State     Description     10512002.dgn     On Server     10512003.dgn     On Server     10512005.dgn     On Server     10512006.dgn     On Server     10512006.dgn     On Server     10512006.dgn     On Server     There are no notes assigned to selected     document.	File Format Keywords General Info. Keywords Title Block UPC 10512 Division d10512 SubDirectory Description Sheet # 10512001 Status

#### E.1.4.2 Checking In Files

You can navigate to *Local Documents* or *Checked Out To* by highlighting the file or files and right mouse click and pick *Check In.* 

#### E.1.4.3 Creating New Files

To create a new file, navigate to your project and the division, then right mouse click. Select *New* – *IGDS Document.* 

Ealcon/DMS DocMan (Database: Central, Environment: Central Office)						
File View Databases Environments Re	eferences MicroStation	utoCAD Tools Help New	Project Folder	L		
🔎 Search 🛛 🜔 Folders 📃 🥅 Viewer	DB Tabs Doc.List	INCOV	Subfolder	n Save 🕜 Prev. 😍 Next		
		Open (Modify) Open (View)	New Revision	File Format Keywords		
⊕ 9917     ⊕ 9918     ⊕ 9918	Filename	Open With (Modify) Open With (View)	IGDS Document	General Info. Keywords Title Block     PPMS #		
●	1253201.tif 12532sig1.tif	Checkout (Modify) Copy Out (View)	Right of Way	Division		
⊕-	d125328ig1.tif	Check In Cancel Checkout Location	k for Right of Way	SubDirectory		
crash reports     docstest	Adc -	Send To Mail Recipient		Description		
electronicplans ⊕ ☐ eng-ser	There are	Add View Server Directory	ocument.			
i⊟ - i falconclass i b9845		Copy Cut (Move From)		Sheet #		
		Copy/Replace Paste (Move/Copy To) Delete		Status		
Objects 1 - 26 of 26		Rename		//.		

You will get the box below.	Pick the correct seed file.	Then click Next.
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New Document							
Templates	Γ F	Properties	Summary				
Name	Size	Туре	Modified Date				
ARCHSEED	47104	File Folder	08/26/2004 10:32:45 PM				
MECHSEED	18944	File Folder	08/26/2004 10:32:54 PM				
DOT_IDL.DGN	114688	MicroStationDesig	02/24/2000 10:19:04 AM				
DL_DEMO.DGN	65536	MicroStationDesig	02/24/2000 10:07:44 AM				
SEED2D.DGN	10240	MicroStationDesig	04/02/1996 7:50:00 AM				
SEED3D.DGN	15872	MicroStationDesig	08/27/1998 12:56:42 PM				
<		Ш	<u>&gt;</u>				
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You will get the box below. Fill in the *Filename, Document Number* and *Description* and any other information you may know. Then click *Next.* 

New Document				
Templates	ľ	Propertie	s	Summary
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File Format Keywords General Info. Ke	; ] ywords   Title Bl	ock)		
Description				». 
Status	•			<u></u>
< - Previous	Next ->	Clear	Cancel	

VDOT CADD Manual

At the bottom you have Options to **Create Document, Create/Checkout Document** or **Create/Open Document**. Pick one and then click **Finish**.

New Document		
Templates	Properties	Summary
Create Document Summary Template File: \\0501cc Filename: Test.dgn Document Number: 03 File Format: igds Database Tabs Information:	ocadd\falcon6\template\microstation	i\seed2d.dgn
Options		
C Create/Checkout Documer	ıt	
C Create/Open Document		
Keep New Document form	open	
< - Previous Finish	Clear Cance	

#### E.1.4.4 Add Local Document

You must navigate to the *Local Documents folder* - c:\documents\cfms\_local. The file must be in this directory. Highlight the file and right mouse click. Pick *Add* – *Add Local Document.* 



Then you will get the box below. The Filename will be filled in with the name of the file you are adding. *Document Number* must be the sheet number if the file is a sheet file. If not *Document Number* should be left blank. Then pick the correct *File Format*.

On the left side of the box double click on the **PROJECTS** folder and navigate to the UPC number and directory you want to add the file. You can fill in any of the tabs below then click **Next**.

Add Local Document	
Properties	Summary
Add To:	,
falconclass\d9845\	
P	
🗄 🚞 county maps 📃 🔨	Filename 57591ph2vp.dop
🖅 🛄 crash reports	or sorpressingr
	Sheet #
docstest     docstest     docstest	File Format igds
	File Format Keywords
	General Info. Keywords Title Block
— 🛅 Ь9845	PPMS #
c9845	
i⊒ i d9845	Division
	DIVISION
± — — e-mail	
	SubDirectory
	Description
r9845	
i rebarseed	
s9845	Status
19845	<b>v</b>
geo1/682	Availability
+ maeotest	Last Modify Date 70
plan library	
🗄 🛁 rdm 👘	Last Checked Out By
🗄 🗀 rebar 📃	
rebarseedfiles 🗸	Created On
📕 🖃 👘 relocation-sketches	
< - Previous	lext -> Clear Cancel

Make sure the file is going to the right place and toggle on the *Checkin Document* at the bottom of the box then click *Finish*.

Add Local Document	
Properties	Summary
Create Document Summary Add Local File: c:\documents\cfms_local\57581ph Destination: falconclass\d9845\ Filename: 57581ph2xs.dgn Document Number: File Format: tif Database Tabs Information:	ν2xs.dgn
Options C Add/Checkout Document Checkin Document	
< - Previous Finish	Clear Cancel

# E.1.5 Attaching Reference Files

Use *Falcon* to *open (modify)* the master file. Once you have the master file open in **MicroStation**, open *Falcon* and highlight the file you want to reference then click on **MicroStation** in the Falcon/DMS menu bar and select *Attach Reference* 



Then click on *attach reference*. The box below will open.

Fill in the *Logical name* by following the table on page E-17 to make sure that your Logical Name is the correct one for the type of file you are referencing, If not you file will not plot correctly. For more information on Logical Names see <u>Chapter 3 Section</u> <u>3.11.2.1</u>.

Make sure the following information is set:

**Orientation – Coincident – World** 

Scale (Master:Ref) – **1.000 : 1.000** 

Nested Attachments – (See options below)

Flie Name: Div	IS_v8itesting:s17682.dgn		
Full Path:\o	ath:\documents\cfms_local\v8itesting\dv8itesting\s17682.dgn		
<u>M</u> odel: Def	ault 🗸 🗸		
Logical Name: De	sign - Roadway		
Description: Glo	bal Origin aligned with Master File		
Orientation:			
View	Description		
Coincident	Aligned with Master File		
Coincident - World	Global Origin aligned with Master File		
Standard Views			
Saved Views (nor	e)		
Named Fences (n	one)		
Detail Scale	e: Full Size 1=1 ▼		
Detail Scale Sc <u>a</u> le (Master:Ref	e: Full Size 1=1   1.000000		
Detail Scale Sc <u>a</u> le (Master:Ref Named Group	E:     Full Size 1=1       1.000000     :       1.000000		
Detail Scale Sc <u>a</u> le (Master:Ref Named Grouy Revision Leve	Full Size 1=1     •       1.000000     :       1.000000     :       1.000000     :		
Detail Scale Sc <u>a</u> le (Master:Ref Named Grouj Revision Le <u>ve</u> Nested Attachment	e: Full Size 1=1   : 1.000000 : 1.000000  :		
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Detail Scale Scale (Master:Ref Named Group Revision Leve Nested Attachment Display Override: New Level Displa; Slobal LineStyle Scale	e: Full Size 1=1   : 1.000000 : 1.000000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.000000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.00000  : 1.000 : 1.0000  : 1.00000  : 1.000 :		
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Detail Scale Scale (Master:Ref Named Group Revision Leve Nested Attachment Display Override: New Level Display Global LineStyle Scale In Synchronize Toggles	e:       Full Size 1=1         1.000000       :         1.000000       :         2:       ▼         3:       No Nesting         4:       ▼         3:       No Nesting         4:       ▼         5:       Allow         7:       Never         9:       Master		
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Copy Attachments, Depth of 0 Copy Attachments, Depth of 1	A nesting depth of 0 displays no references from attached references. Only the reference you select is seen. A nesting depth of 1 attaches the files and
Live Nesting	Provides the ability to see the reference of a reference. The nesting level can be changed dynamically for each reference. <i>Only the references you select are seen. The reference of a reference attached this way does not display in the reference dialog box.</i>
No Nesting	Display no references from attached references. Only the reference you select is seen.

When using the live nesting option open the *Preferences* dialogue box in the Falcon/DMS menu bar by selecting *Tools>Preferences*.

Falcon/DMS DocMan (Database: Central, Environment: Central Office)					
File View Databases Environments References MicroStation AutoCAD Tools Help					
electronicplans	Projects\v8itesting\dv8itesting	Database Maintenance	Format Keywords		
	Filename	Database Verification	eral Info. Keywords Title Block		
	bridgetest.dgn	Export	°C		
⊕	iis02_01.pdf	Mass Update Tools	itesting		
in inff5	insertable sheet test3.dgn	Show SQL	vision		
⊕ mgeotest	Mitesto5.dgn	Preferences	Bitesting		
🛯 🗉 🖂 🗖 Dian library	Idtact0C dan	Or U			

Once the **Preferences** dialogue box is opened, make sure the **Download Nested References** is turned on and **Levels of Nested References** is set to 2. As shown below. Now click **OK**. All users associated with project need to turn on these options.

references				
General Preferences				
Minimize Document Manager on Open				
Maximum Number of Records Displayed 2000				
Load the Last Selected Folder				
Document List View				
Set Double-click to: Open (Modify)				
Reference File Dialogs				
☑ Display Reference Dialog Box for Reference File Tagging				
✓ Display Post Reference Dialog Box				
Download CADD Reference files for preview window				
Download Nested References				
2 Levels of Nested References (1-5 Levels)				
I/RAS				
Checkout Attached Raster Files (Microstation)				
View Window				
IE Browser ActiveX Plugin				
Default View Option C Falcon/Spicer ActiveX				
C No Viewer				
By Extension				
Extension View Option				
Disable Viewer Pane Clear When a Set Is Selected				
OK Cancel				

Now click **OK** on the *Reference Attachment Settings* dialogue box. The file(s) will be attached.

	Reference Attac	hment Settings for DMS_falconclass:
Remember: Logical Name has to be filled in if you are referencing, If not your file will not plot correctly	<u>F</u> ile Name: I Full Path: <u>Model:</u> Logical Name: D <u>e</u> scription: 7	DMS_falconclass:d1768206.dgn c:\documents\cfms_local\ref\d1768206.dgn Default
	Orientation:	
	Name	Description
	Coincident Coincident - World	Aligned with Master File Global Origin aligned with Master File
	TRAN1	TRANSITION
	Тор	Standard View
	Scale (Master:	Ref) <b>[1.000000] : [1.000000] I⊄</b> <u>T</u> rue Scale
	<u>N</u> ested Attachma	ents: <u>No Nesting</u> ▼ <u>D</u> epth: 1 References Cancel Options

The command for detaching a reference file is found under the MicroStation menu bar. *File > Reference > Tools*.

VDOT File Referencing for Plotted Files				
File Name	Description	Logical Name	How the file is Plotted with the Pen Table	
d + UPC#.dgn	Roadway Design File	Design - Roadway	Modifies the Line Weight (2) and shades the file (approximately 75%).	
h + UPC#.dgn	Drainage Design File	Design - Drainage	Modifies the Line Weight (2) and shades the file (approximately 75%).	
	For all other design files	Design - XXX (where XXX is a description of the file) (Examples include Alignment, Baseline, Notes, Pattern, Proposed R/W, etc.)	Modifies the Line Weight (2) and shades the file (approximately 75%).	
s + UPC#.dgn	Survey File	Survey	Modifies the Line Weight (0) and shades the file (approximately 50%)	
su + UPC#.dgn	Survey Utility File	Survey - Utility	Modifies the Line Weight (0) and shades the file (approximately 50%)	

VDOT File Referencing for Plotted Files					
File Name	Description	Logical Name	How the file is Plotted with the Pen Table		
	For all other survey files	Survey - XXX (where XXX is a description of the file) - (Examples include Existing R/W, Existing Easements, Underground Utility, etc.)	Modifies the Line Weight (0) and shades the file (approximately 50%)		
t + UPC# + ts.dgn	Traffic Signal Master Design File	TS Master			
t + UPC# + lt.dgn	Lighting Master Design File	LT Master			
t + UPC# + tms.dgn	ITS/TMS Master Design File	TMS Master			
t + UPC# + si.dgn	Signing Master Design File	SI Master			
t + UPC# + pm.dgn	Pavement Marking Master Design File	PM Master	Shades the existing Pavement Markings (approxmately 45%).		
t + UPC# + pm.dgn	If you would like the Pavement Markings to be Shaded (i.e. in a Signal Sheet File)	Shade - PM Master	Shades the file (approximately 75%).		
t + UPC# + pmleg.dgn	Pavement Marking Legend File	Legend - PM			

VDOT File Referencing for Plotted Files				
File Name	Description	Logical Name	How the file is Plotted with the Pen Table	
t + UPC# + XXX.dgn	Any general traffic reference required to complete the design plans	TRAF - XXX (where XXX is a description of the file) - (Examples include Sign Figure Details, Pavement Marking Details, etc.)		
t + UPC# + XXleg.dgn	Any other Legend File required to complete the design plans	Legend - XX (where XX is a description of the file)		

# E.1.6 Mass Update

The following steps can be used to update multiple database fields for multiple files in Falcon. Activate **DocMan**, and then navigate to the appropriate UPC folder. Select the files you wish to update. Then go to **Tools –Mass UpdateTools- Mass Update** 



The box below will open. You can move this box out of the way if necessary. Click in the blank field under one of the database tabs (*General Information, Directories & Keywords*, etc.) that you wish to update. Key in the information and then click the *Process* button.



Then you will get this box, just click OK.



The information will be saved

# E.2 Falcon Database

## E.2.1 Falcon Database Information

#### E.2.1.1 Purpose

This document provides standard procedures for filling in the Falcon Document Management System's required database fields.

#### E.2.1.2 Scope

The database information that Falcon provides will be extracted and used by other programs in the electronic plan process. The major uses for the Falcon database information are:

#### Producing an Index of Files

Status = index

#### > Archiving files at different stages of the Project Development Process

- Preliminary Field Inspection
- Public Hearing
- Right of Way Total
- Field Inspection
- Right of Way Partial
- Adv. Submission
- Pre Award Revision
- Construction Revision
- As Built Plans

S&B will always archive files at Plan Submission, Revisions and As Builts and may occasionally need to archive files at one of the other stages, depending on the project.

#### > Automatic PDF file generation for Electronic Plan Submission

 PDF file created by designer are automatically renamed and placed into Plan File Room environment.

It is very important to follow these instructions and complete the database information as soon as possible so it does not cause any delays to a project's schedule.

Falcon is used statewide. It is used to share files between multiple disciplines. Designers should be as informative as possible when entering descriptions since someone searching for a document may use the descriptions.

The remaining portion of this document provides illustrations and procedures to follow when filling out the **required** database fields. If you need more assistance or have questions that were not answered, please call the **CADD Support Helpdesk at** (804)786-1280 or send an e-mail to: mailto: <u>CADDSupport@VDOT.Virginia.gov</u>

#### E.2.1.3 Information to Send with Submittal to CADD Support

The Project Manager or Designer should send an e-mail to the Helpdesk prior to submitting PDF's for the first time. Since Tier 1 projects do not go through Plan Coordination Review, this allows CADD Support to get the files in the right location on Falcon Web. This is an example of the information that should be included in the email.

- Description rte. #### over ABC river, etc
- Project location District and county
- Project #
- UPC # (File location in Falcon if different from UPC#)
- Plan #
- Bridge # (Federal Structure # is a five digit number)
- Point of contact
- Stage of Project PAC/PRELIMINARY, PLAN COORDINATION REVIEW, ADVERTISEMENT SUBMISSION, CONSTRUCTION REVISION, or AS-BUILT

### All subsequent e-mails need only reference the UPC# or Bridge Plan #.

The following links provide additional guidance.

#### **Projects Submitted For Advertisement**

Tier 1 Projects

#### Tier 2 Projects

#### **Projects Submitted For Pre-Award Revisions**

#### Tier 1 Projects

#### Tier 2 Projects

#### **Projects Submitted For Construction Revisions**

#### Tier 1 Projects

#### Tier 2 Projects

#### Bridge Plans As Builts Tier 1

#### Bridge Plans As Builts Tier 2

### E.2.1.4 Illustrations & Procedures for Filling out Database Information

The following screen captures show the **required** fields as they will appear in Falcon DocMan. There are times when the field may be left blank. Please read the following carefully.

# Most of the fields are self-explanatory. However, a few do require examples:

🙀 Falcon/DMS DocMan (Database: Nova)					
File View Databases References MicroStation Tools Help					
🖻 🧰 bnv-bridge 🛛 🔼	📀 PROJECTS'nv-bridge'bnv-brid	ge\p213-20b		File Format Keywords	
	Filename	File State	Description	General Info. Keywords Title Block	
p13821a	b21320b001.dgn	On Server	Front sheet	Engineer	
- p13821aold	🔟 b21320b002.dgn	On Server	ESTIMATED QUANTITIES AND INDEX OF SHEETS	KHOSSROW BABAEI	
- 🛅 p14120b	🔟 b21320b003.dgn	On Server	SUBSTRUCTURE REPAIRS DEREVERSIBLE LANES, ABUTMENT AD DELAN AND E	Designer	
- 🛅 p15204c	b21320b004.dgn	On Server	SUBSTRUCTURE REPAIRS DI395 SBL, ABUTMENT ADDPLAN AND ELEVATION	CONSULTANT	
- 🚞 p16118a	b21320b005.dgn	On Server	SUBSTRUCTURE REPAIRS DI-395 SBL, ABUTMENT BODPLAN AND ELEVATION	District	
p20005a	b21320b006.dgn	On Server	SUBSTRUCTURE REPAIRS DEREVERSIBLE LANES, ABUTMENT BOOPLAN AND E	NOVA	
□ p213-20b	b21320b007.dgn	On Server	BEARING SEAT REPLACEMENT DESECTION AND SETAILS		
253150	b21320b006.dgn	On Server	DEARING DETAILS	County	
p234614	b21320b009.dgn	On Server	CONCRETE REPAIR DETAILS	ARLINGTON	
- <b>b</b> p27616	Es b210200010.ugn	011361961		Generate Tif	
				PRE ADVERTISEMENT CONFEI	
🕀 🧰 p27905				UnitWeasure	
				IMPERIAL 🔻	
□ p28519				Scale Factor	
= p20571					
- 🔁 s27-1					
🛅 s28-daar					

#### **Falcon General Screen**

#### E.2.1.5 File Format Keywords Tab

All files with the status set to "**Index**" must have Engineer, Designer, District, and County filled in. If the Engineer and Designer are the same person, then the "**Designer**" field is not required and may be left blank.

The "**Engineer**" field should be filled in with the name of the Supervisor of the section or the Sr. Engineer who is overseeing the design.

The "Generate PDF" field should be filled in when pdf files are to be generated. The appropriate project stage should be chosen from the list shown.

Generate PDF
ADV. SUBMISSION
AS BUILT
CONSTRUCTION REVISION
CURRENT DRAVINGS
PLAN COORDINATION REVIEW
PRE AWARD REVISION
RIGHT OF WAY
RIGHT OF WAY REVISION

File Format	Keywords		
General Info.	Keywords	Title Block	
Engineer THOMAS T	HOMPSON (	(804)	
Designer WAYNER.	TOWNS (80	4)	
District STAUNTON	4	•	
County ALLEGHAN	IY	•	
Generate P	DF	•	
Unit/Measu	re		
Scale Facto	or		
003 1.0001	15 ALLEGH/	ANY 👻	

#### E.2.1.6 General Information Tab

The "Description" field must be filled in and for S&B plans should be filled in with the title of the sheet (ex. Abutment A). For L&D plans should be filled in with the sheet description (ex. Sheet No. 3 Sta. 100+00 to Sta. 500+00). The "Sheet #" should ALWAYS be filled in with the FINAL sheet number that applies to the plan unless the sheet is a worksheet or a file that will not be included in the plans, in which case it should be left blank. This may require that the number be modified prior to indexing or archiving. If the sheet number is 1 thru 9 place a zero in front of the sheet number. (For example if the sheet number is 2e the Sheet # should be 02e.)

The "**Status**" field has several choices: index, active, and survey. The field must be set to "**index**" only when the file is going to be a part of the plan assembly. Otherwise set the field to "**active**". The "**survey**" setting is for locking down the survey file when it is being edited. Do not change status field if set to survey.

#### E.2.1.7 General Information Tab Tips

File Format Keyw	ords	
General Info.	Keywords	Title Block
PPMS #		
nv-bridge		
Division		
bnv-bridge		
SubDirectory		
p213-20b		
Description		
Front sheet		
0		
Sheet #		
0.4		
Status		-
Jindex		<u> </u>
Availahility		

L&D uses a leading 0 (01-09)

S&B uses a leading 00 (001-009)

**SHEET #** - Use "leading" zeroes to allow all plan sets to be uniformly numbered and sequentially displayed.

(Also to be used to indicate a Revision or As-Built)

- If sheet one is "at 2<sup>nd</sup> revision", this would be **001r2**.
- If sheet one is "at As-built", the field would be **001rab**.

**STATUS** – All sheets to be included in the plan set should be set to INDEX. (Scratch sheets, etc. should NOT be set to INDEX.) Otherwise set the field to "active". The "survey" setting is for locking down the survey file when it is being edited. Do not change status field if set to survey.

#### E.2.1.8 Title Block Tab

#### No data fields required for L&D

The Title Block provides six additional fields that can be used by S & B for indexing.

File Format Keywords						
General Info.	Keywords	Title Block				
Road Projec	Road Project#					
0095-96A-104						
Bridge #						
14264						
FHVVA Scour Code						
X071-S5						
Checker(s) Initials						
НИТВ						
Record Series #						
501-005-1016						

Federal Structure # - (a five digit identifier)

See Mass Update information on Page 8 of this document.

#### **RECORD SERIES #**

Road plans 501-003-1336

http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx Bridge plans 501-016-1016 http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx District SAAP & RAAP 501-003-1060 http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx

#### E.2.1.9 **Keywords Tab**

The "Archive" field is required to be used only when you are ready to archive a set of files, otherwise it should be left blank. Instructions about the "Archive" field are shown in more detail below. All files with the "Status" set to index must have the Route, County/City, Section, SB Plan #, and C# or M# etc filled in. The route number will always be four digits. The Structure & Bridge # (SB Plan #) is used for Bridge Plans only.

File Format Ke	eywords			
General Info.	Keywords	Title Block		
Archive				
PRE AWAR	•			
Route				
0395				
County/City				
000	•			
Section				
194, 196				
Struct/Bridg	je Plan #			
213-20B				
C # or M #,	etc.			
C501				

**ARCHIVE** – To be used by S&B for projects at the following stages:

- Adv Submission
- Pre Award Revision
- Construction Revision
- As-Built

ROUTE # should be four digits

(e.g. Interstate 395 would be 0395)

These fields are used to re-name the PDF files to the project number.

### E.2.2 Archiving Files

The following instructions are for archiving your files. Archiving your files will give you a complete copy of your project at that particular stage of development. After all of the "**required**" database fields are filled out, you are ready to archive the project. In the "**Keywords**" tab, set the "**Archive**" to the appropriate project development stage for all project files. <u>Only change the Archive when you are ready to archive the file, otherwise leave it blank.</u>

Falcon will copy all of the files that have the "**Archive**" field set to an **Archives** environment on a Falcon server. This process will run nightly. <u>When the process has</u> <u>finished, the "**Archive**" field will automatically return to a blank status. This will allow for files to be archived at different stages. These files can be accessed for viewing and printing but cannot be changed when in the **Archives** environment.</u>

Files archived at Advertisement Submission, Revisions (Pre-Award or Construction) are available to the contractors on the external Falcon Web. So it's very important to archive files at these stages.

#### E.2.2.1 Archive Stages

The following shows what types of files shall be archived for the respective Project Development stages:

# Preliminary Field Inspection – GEOPAK\* and DGN files

# Public Hearing – GEOPAK\* and DGN files

# Right of Way Total – GEOPAK\* and DGN files

# Field Inspection Stage – GEOPAK\* and DGN files

**Right of Way Partial – GEOPAK\*** and **DGN** files

**#** Adv Submission – GEOPAK\* and DGN, and all related files necessary for the contractor to build the project.

Pre Award Revision – All revised files

**Construction Revision – All revised files** 

As Built Plans – All plan DGN files for the project

# Note: See VDOT Drainage Manual <u>Section 3.3.3</u> schedule for additional Hydraulic Files to be archived.<sup>\*</sup>

\* Note: Please contact CADD Support Helpdesk to Archive any GEOPAK files.

S&B will always archive files at **Advertisement Submission, Revisions (Pre-Award or Construction)** and **As Builts** and <u>may occasionally need to archive files at one of the other stages</u>, depending on the project. See <u>Chapter 1 Section 1.6.2</u> for more information on Archiving As-Builts. Please note that only DGN files are archived.

#### E.2.2.2 Assessing Archived Files

Databases should be set to Central.

Environments should be set to archives.

After setting the environment to **Archives**, choose "**UPC#**", then "**Stage**", then "**Division**". Stage could be any of the plan stages noted in the Archive choices described previously.

The files that have been archived for that stage will be available. These files are read only and cannot be edited. Use the **View** button to access these files for reviewing and plotting.

<sup>\*</sup> Rev 1/17

### E.2.2.3 Example Index of Files

An Index of files should be requested for all projects and will show the information entered on the General Information Tab. The Reference File column will show the files attached as reference.

This is an example of a structure & bridge index.	This is an exam	ple of a Struc	ture & Bridge	index <sup>*</sup> .
---	-----------------	----------------	---------------	----------------------

		107796_index	Defense Files
Filename	Sheet No	Description	Reference Files
anu//eouon.agn	01	Plan Sheet 1 (Title Sheet)	d107796.dgn, su107796_sealed.dgn, d107796pat1.dgn, d107796work.dgn, h107796des.dgn, d107796.dgn, d107796001g.dgn
d107796001a.dgn	01A	Plan Sheet 1A (Location Map)	henrico.dgn, s107796.dgn, su107796_sealed.dgn, d107796work.dgn, d107796001.dgn, d107796.dgn
d107796001b.dgn	01B	Plan Sheet 1B (Plan Sheet Index)	d100702001b.dgn, d107796001.dgn
d107796001i02.dgn	01102	Sheet 1i(02) (Typical Sections- Phase 1 Construction)	d100702001b.dgn, d100702002a.dgn, d100702typsectwsw.dgn, d107796001.dgn, d107796002a.dgn, d107796.dgn, d107796001k02.dgn, d107796001j02.dgn, d107796001l02.dgn
d107796003.dgn	03	Plan Sheet 3 (Sta.89+50 to 96+50)	s107796.dgn, sc107796.dgn, sdt107796.dgn, su107796.dgn, spo107796_sealed.dgn, d107796pat1.dgn, h107796des.dgn, su107796a_sealed.dgn, spo107796a_sealed.dgn, d107796.dgn, d107796tmpconstrph2.dgn, d107796tmpconstrph2.check.dgn, d107796des.dgn, r107796003rw.dgn, r107796rw3.dgn
d107796003a.dgn	03A	Profile Sheet 3A (Sta.89+50 to 96+50)	d107796pro.dgn, d107796004a.dgn
d107796004.dgn	04	Plan Sheet 4 (Sta.96+50 to103+50)	s107796.dgn, sc107796.dgn, sdt107796.dgn, su107796.dgn, spo107796_sealed.dgn, d107796_sealed.dgn, d107796pat1.dgn, h107796des.dgn, su107796a_sealed.dgn, d107796a_sealed.dgn, d107796.dgn, d107796des.dgn, r107796004rw.dgn, r107796drw3.dgn
d107796004a.dgn	04A	Pirofile Sheet 4A (Sta.96+50 to103+50)	d107796pro.dgn, d107796003a.dgn, d107796005a.dgn
d107798des.dgn		DESIGN FILE FOR OPEN ROADS UPDATE	s107798.dgn, sc107798.dgn, su107798.dgn, d107798.pat1.dgn, d107798.work.dgn, h107798.dgn, d107798003.dgn, d107798.dgn, d107798005.dgn, d1077980pradedetails.dgn, d1077980pradignment.dgn, old_r107798003nw.dgn, old_r107798004nw.dgn, old_r1077980nw3.dgn, d1077980nterbangec500buff3.dgn, d1077980nterbangec500buff3.dgn, d1077980nterbangecsridor.dgn, d1077980maintaccesstudy.dgn, d1077980maintaccesstudy.dgn, d1077980xsheetrampboverlstudy.dgn, d107798xsmetaetagn
s107796_sealed.dgn		Sealed Location Survey by H&B 11-10-15	
s107796a_sealed.dgn		Sealed Additional Survey	
sdt107796a.dgn		Sealed Additional Survey	
spo107796_sealed.dgn		Sealed Property Owner File by H&B 02-09-16	
spo107798a_sealed.dgn		Sealed Additional Property Owner	c107708 dec
su107796a_sealed.don		Sealed additional utility survey by Accumark 10-13-18	storreo.agn
Isu tor raoa_sealed.ogn		Dealed additional utility survey by Accumark 10-13-16	

#### Mass Update Tool in Windows Document Manager

The **Mass Update** tool can be used to change database information on multiple files. Highlight the files in the Files Select window and go to **Tools > Mass Update**. This only changes the database fields that you enter data into. All other fields remain as they are. Once all the data is entered, select **Process**.

Refer to the Instructions for **Mass Update in Falcon** in <u>Section E 1.5</u> for more information.

<sup>\*</sup> Rev 2/18

# E.3 Using Falcon to access C.O. Plan File Room

# E.3.1 Falcon Plan File Room access thru Windows

Completed plans are accessed through the Plan File room, since the files that you will be accessing are *TIF* and *PDF* image files; the following screen captures are showing the Windows version (*Document Manager*) of *Falcon* instead of the MicroStation MDL version.

To access *Falcon*, go to *Start*, then *Programs*, then *FalconDMSv6*, then Doc.Man



When the Falcon Dialog box opens up, click on Databases, then Open Databases.



#### Then choose Central Office.

Falcon/DMS Data	bases
Name Bristol Culpeper Fredericksburg Hampton Roads Lynchburg Nova Richmond Salem Staunton	Description Bristol - District Office Central Office Culpeper - District Office Fredericksburg - District Office Hampton Roads - District Office Lynchburg - District Office Nova - District Office Richmond - District Office Salem - District Office Staunton - District Office
	<u>O</u> pen <u>C</u> lose

Once you are in the Central Office Database go to *Environments*, then *Plan File Room*.

Falcon/DMS Dock	Aan (Database: Central, Environment: Plan File Ro 🔲 🕻			
File View Databases	Environments References MicroStation AutoCAD Tools Help			
Checked Out To a	Archives Central Office Consultant Files Correspondence Deliver Plan File Room Priority Letters SESITS road plans sound way ans Project # Sheet # Status	ock		

When the window opens click on the little pulse beside *Projects*, then pick *road plans.* 

📓 Falcon/DMS DocMan	(Database: Central, Er	nvironment: Plan Fil 🔳 🗖 🔀			
File View Databases Env	ironments References M	licroStation AutoCAD Tools Help			
Checked Out To aw.1		File Format Keywords			
	Name	General Info. Keywords Title Block			
	🛅 Intelligent Transporte	Plan File Room			
	🚞 bridge plans				
	🚞 geology plans	District			
	🚞 operations security	District			
	🚞 program files				
	🚞 ra maint plans	Project #			
	road plans				
	🚞 sound wall plans	Description			
		Sheet #			
< · · · >		- Choose -			
Objects 1 - 10 of 10					

And then click on the *District* that the project is located in.

🌇 Falcon/DMS DocMan (Database: Central, Environment: Plan Fil 🔳 🗖 🔀						
File View Databases Env	ironments References N	licroStation AutoCAD Tools Help				
📃 Checked Out To s 🔼	0	File Format Keywords				
PROJECTS	Filename	General Info. Keywords Title Block				
	bristol	Plan File Room				
E in age plane	🚞 culpeper					
🗄 🛅 operations se 📄	C fredericksburg	District				
🕀 🧰 program files	hampton roads					
🕀 🧰 ra maint plans	Unchburg	Project #				
- Oad plans	i nova					
		Description				
E C fredericks	alem	Description				
🕀 🚞 hampton r	🛅 staunton					
🛨 🛄 nova 🔽		Sheet #				
Objects 1 - 10 of 10						

When the projects show up in the window, use the down arrow to find the *project* that you are interested in and then double click on that folder.



Files should show up in the *File Names* field. File names are set up using the base project number, the sheet number, and the *.tif* extension for the older projects and a *.pdf* extension for projects entered into the Plan File room after. When you select a file the *database tabs* at the right will show appropriate information.

📓 Falcon/DMS DocMan (Database: Central, Environment: Plan File Room) 👘 🔲 🔀						
File View Databases Enviror	nments References MicroStation	AutoCAD Tools Help				
- 🔁 0745-0 🔼 🔇	P	File Format Keywords				
	Filename 🔼	General Info. Keywords Title Block				
0753-0	0762-086-155 c502_01.tif	Plan File Room				
- 🔂 0762-0	🖞 0762-086-155 c502_01a.tif 📃	road plans				
	0762-086-155 c502_01b.tif	District				
	0762-086-155 c502_01c.tit	bristol				
	0762-086-155 c502_02.tit	Project #				
	0762-086-155 c502_02b.tif	0762-086-155, c502				
🛅 0879-0	0762-086-155 c502_02c.tif	Description				
	0762-086-155 c502_02d.tif	From: 1.438 MI N Int Rte 600 To:				
	0762-086-155 c502_02e.tif	East Ramp Rte I-81				
	0762-086-155 c502_02f.tif					
	9 U762-U86-155 C5U2 U3.tif	Sheet #				
Objects 1 54 of 54						
Objects 1 - 54 01 54						

🌃 Falcon/DMS DocMan (Database: Central, Environment: Plan File Room) 📃 🗖 🔀						
File View Databases Environments References MicroStation AutoCAD Tools Help						
🔎 Search 🌔 Folders 🛛 🔄 Viewer 🕼 DB Tabs 🚍 Doc.List 🖾 🖓 Fi 🗍 🕼 Save 🕜 Prev. 🔇 Next						
🛅 U000-127-119, C501 🛛 🔼 🔇	Proje	File Format Keywords				
C U000-127-123, C501	Filename	General Info. Keywords   Title Block				
0000-127-148, C501	u000-301-110 c501_01.pdf	Plan File Room				
au u000-127-159, m-501	u000-301-110 c501_01a.pdf 📃	road plans				
🛅 u000-127-164, m-501	u000-301-110 c501_01b.pdf	District				
- 🛅 U000-127-754, C501 🛛 🛛 🔼	u000-301-110 c501_01c.pdf	richmond				
户 🗀 u000-127-v20, rw-201, c-🗧 [ 🚬	u000-301-110 c501_01d.pdf	Duningt #				
u000-127-v21,c501	u000-301-110 c501_01e.pdf	0000-301-110_c501				
0000-142-102, C501	u000-301-110 c501_011.pdf	1000-001-110,0001				
- U000-186-101, C501	u000-301-110 c501_01g.pdf	Description				
🔁 U000-186-102, C501	u000-301-110 c501_01i.pdf	From: Int Rtes 1 & 58 To: 0.398 Mi N Rte 1 & 58				
🛅 u000-186-103, rw-201, c-t📥 菁	u000-301-110 c501 01k.pdf	Artic F d dd				
🛅 u000-301-106, rw-201, c-5 🕙 📑		Charles and Charle				
	<b>&gt;</b>	Sneet #				
Objects 1 - 77 of 77						

For additional information on File naming conventions for the Plan file room see <u>Chapter 1 Section 1.5</u>.

# E.3.2 Project Database Information

Filled out Database information should be as shown below. This information is necessary for an accurate and fast search.

File Format Keywords		
General Infor Keywords Title Block		
Plan File Ro		
road plans		
District		
bristol		
Project #		
6019-092-f07, c505		
Description		
From: 5.223 MiVV. Va-West Va.		
Va. S.L.	File Format Keywords	File Format Keywords
, Closet #	General Info. Keywords Title Block	General Info. Keywords Title Block
6019-092-E07 C505_01	PPMS #	Road Project #
Status	A24750	1
	County/City	Bridge Project #
Ausilahilitu	TAZEWELL	Elland Design Cente
On Server	Advertisment #	FHWA Scour Code
Last Modify Data	230-93A	Route Number
10/14/2003	RMA( Approval Date	Rte. 6019 (Bluefield By-Pass)
Last Checked Out By		Designer
	Con Approval Data	LA Newton
Created Op	08/11/93	Record Series #
10/14/2003	Anastria blumbar	501-003-1336
Created By	A24750	Federal Aid Proj. #
david.layn	Frank Market	
File Format	Frame Number	Bridge Number
tif	1	
,		

Note: PPMS # has been replaced by the name UPC#.

# E.3.3 Search Engine

If you are not sure of the project District, number, etc., then you can use *Falcon's search* engine to find it. To start the search, click on the *Search*:

🎇 Falcon/DMS DocMan (Database: Central, Environment: Plan File Room)								
File	View	Databases	Environments	References	MicroStation	AutoCAD	Tools	Help
R	Search	n 🜔 Folder	rs 📔 🧰 Viewe	er 👘 DB Ta	abs Doc.Li	st 🗳 F	ilter 👻	- 🛃 Notes

You may search the database by choosing any one of the fields and keying-in known information in the blank field. The following screen captures show an example:

📓 Falcon/DMS DocMa	ın (Databa
File View Databases E	nvironments
Search 👂 Folders	Viewe
🔎 Find 🛛 🔌 Clear	
Filename	<b>\</b>
Plan Room Type	
	•
District	
	_
Project #	
County/City	<b>_</b>
Route #	
95	-
PPMS #	_
Aperture Number	
	_
Description	
	_
Con. Approval Date	_
Sheet #	
oneet #	
Drawing Status	
	•

Once you have filled in the appropriate field, click on the *Find* button to initiate the search. If the search is successful, Falcon should give you a choice list of all the files that match your search request.

S	Search Results						
	Filename	File State	Description	^			
	0000-008-none_01.tif	On Server	Metes & Bounds Nature Interpretive Ctr Smith Mtn Lake State Pa	_			
	0000-085-01 ind pk_01.tif	On Server	From: Int Rte 730 To: Int Rte 720 - Industrial Park Road				
	0000-085-01 ind pk_02.tif	On Server	From: Int Rte 730 To: Int Rte 720 - Industrial Park Road				
	0000-088-none_03.tif	On Server	Proposed Right of Way for Lake Anna State Park Access Road				
	0000-088-none_04.tif	On Server	Proposed Right of Way for Lake Anna State Park Access Road				
	0000-088-none_05.tif	On Server	Proposed Right of Way for Lake Anna State Park Access Road				
	0000-969-101 rw201_01.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				
	0000-969-101 rw201_02.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				
	] 0000-969-101 rwຊໄຫຼ03.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				
	) 0000-969-101 rw2🖬_04.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				
	0000-969-101 rw201_05.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				
	0000-969-101 rw201_06.tif	On Server	Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park				

# E.3.4 Viewing Projects

When you have found the project information you were looking for, click on the *file* that you wish to view, then right mouse click on the *Open (View) for older projects in .tif format. For pdf's just click on the image to open, make sure you have a pdf reader installed Instructions below are for TIFFS only..* 

G	Projects\road p Filter:	*.*	File Format Keywords			
	Filename		General Info. Keyw			
	0001-020-127 m501_01.tif		Plan File Room			
	0001-020-127 m501_02.tit	N	lew			
	0001-020-127 m501_02a.i	0	)nen (Modify)			
	👌 0001-020-127 m501_02b.t		Open (Mourry)			
ð	0001-020-127 m501_02c.1		spen (view)			
	0001-020-127 m501_03.tit	0	Open With (Modify)			
		C	Open With (View)			

A **Select Application** dialog box will appear. Select **imag\_office2003**, and then click on the OK button.



The file will open in an application called *Imaging*, which will view and print the file only. These are TIFF image files and they are not editable.



PDF files will open when you click on them.

