## USING FALCON TO ACCESS CENTRAL OFFICE PLAN FILE ROOM FILES

Since the files that you will be accessing are TIFF 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 Falcon\_DMS, then Doc. Manager.



When the Falcon Dialog box opens up, click on Workspace, then Environments, then Plan File Room.

💐 Falcon/DMS v5 Do	bcument Manager (central office)
<u>File</u> File Selection Data	ta <u>b</u> ase <u>W</u> orkspace Help
Server File Selection	Environment bistol User Pref culpeper Files Selected: 0
PPMS#	✓     Image: Arrow of the falcon       ✓     Image: Arrow of the falcon <t< th=""></t<>
DirLevel4	nova plan file room richmond <<
DirLevel6	All staunton suffolk
General Information	Directories & Keywords Title Block File Format Keywords Document Notes
Description	
Document #	Rev #         /         Sheet #         Save
Status	File Format
Availability	/ / <u>Hext</u>
Availability Last Modified	/     /     /     Hext       Date     Created By     /
Availability Last Modified	/     /     /     Hext:       Date     Created By     / <u>View</u> Checkout     Check in     Search

The dialog box will change to show choices for File Room, District, Projects, and Sub Projects. Click on the down arrow next to the File Room field. You will then see three choices for types of plans to view. Click on Road Plans, then click on the OK button.

🔁 Falcon/DMS	v5 Docume	nt Manager (f	<sup>9</sup> lan File F	loom)			_ 🗆 ×
<u>File</u> File Selection	n Data <u>b</u> ase	<u>W</u> orkspace	H <u>e</u> lp				
SL	<b>+</b> s +	<b>₩</b>		rie 4 # # *			
-Server File Sele	ction ———	(	File Name		File	s Selected:	0
File Room			*.*			oolootodi	
District					>		
District	<u> </u>				>>		
Projects	<u> </u>	Item Se	lection				
Sub Projects	I	bridg	e plans		<		
		road	plans		<<		
General Inform	ation Dir	ectori			t Keywords	L Document No	ntes
					ano <u>r</u> noido		
Description							
Document #					Sheet	t #	Save
		_	<u>o</u> k <sub>N</sub>	<u>C</u> ancel			Prev
Status			~~~~~				Howt
Availability		/		/	/ _		Trent
Last Mo	dified Date		Create	d By	/		
<u>O</u> pen	Vie	w C <u>ł</u>	eckout	Check In	Sea <u>r</u> ch	. E	<u>x</u> it
Select on existing 5	ile Room						
Jocider an existing r	iic Room.						

Next, click on the down arrow next to the District field. Select the District that the project is located in, then click on the OK button.

🔁 Falcon/DMS v5 Document Ma	anager (Plan File Room)	
<u>F</u> ile File Selection Data <u>b</u> ase <u>W</u> or	rkspace H <u>e</u> lp	
SL 😼 🖻	60 <mark>2 42 5</mark> 13 19 19 19	8 M28
Server File Selection	File Name	Files Selected: 0
File Room road plans	- v   **	
District		
Projects	District Selection	
Sub Projects	bristol	
	culpeper fredericksburg	
	hampton roads	
	nova	
	richmond	
	richmond salem	
General Information Directori	richmond salem staunton	at Keywords Document Notes
General Information Directori	richmond salem staunton	at Keywords Ŭ Document Notes
General Information Directori Description Document #	richmond salem staunton	at Keywords Document Notes
General Information Directori Description Document # Status	richmond salem staunton	at Keywords Document Notes Sheet # Prev
General Information Director	ichmond salem staunton	sheet # Save Prev
General Information Director Description Document # Status Availability Last Modified Date	fichmond       salem       staunton         OK         Created By	at Keywords Document Notes  sheet # Save Prev Next
General Information Directori Description Document # Status Availability Last Modified Date	Itichmond       salem       staunton         Image: Image of the stauton         Image: Image of the st	sheet # Save / Hext
General Information Director Description Document # Status Availability Last Modified Date	Itichmond       salem       salem       staunton       Image: Image of the staunton       Image	sheet # Save Prev / Hext
General Information     Director       Description     Document #       Status     Availability       Last Modified Date	fichmond         salem         salem         staunton	at Keywords Document Notes  sheet # Save Prev Next / Search Exit

Next, click on the down arrow next to the Projects field. Select the project that you are interested in, then click on the OK button.

Falcon/DMS v5 Document	Manager (Plan File Room)	_ 🗆 X
Server File Selection		
File Room road plans	V File Name A.* > V	ted: 0
Projects	Projects Selection	
Sub Projects General Information Description Document #	0001-020-v28, m-501 0001-042-v13, rw-201, c-50 0001-043-v08, rw-202, c-50 0001-058-v05, rw-201, c-50 0005-018-v05, rw-201, c-50 0005-043-v05, rw-201, c-50 0005-043-v03, rw-201, c-50 0006-037-114, rw-201, c-50 0010-020-128, rw-201, rw	nent Notes
Status		Prev
Availability Last Modified Date	Created By	
<u>O</u> pen <u>V</u> iew	Checkout Check in Search	E <u>x</u> it
Select an existing Projects.		

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. When you select a file the database tabs at the bottom will show appropriate information.

Sia Selection Database Workspace Help	_ 🗆 X				
Server File Selection         File Name         Files Selected:         O           File Room         road plans         V         District         projects         0001-020-v28_1.tif         >           Projects         0001-020-v28_1.tif         >         >         >>         >>           Sub Projects         0001-020-v28_1.tif         >         >>         >>         >>           Multiple for the selected of the se					
General Information Directories & Keywords Title Block File Format Keywords Document Notes					
Description From:: Gayland Avenue (Left Turn Lanes) To: Park Lee Place (Tower Drive)         Document # 0001-020-V28_1         Rev #	ave				
Status     Image: Construction       Availability     On Server	rev lext				
Last Modified Date 04/05/01 Created By watkins1_d / 04/05/01					
<u>Open View Checkout</u> Check In Search Exit					
Retrieved database record for <0001-020-V28_1.TIF>					

General Information Directories & File Room: road plans District: richmond Projects: 0001-020-v28, m-501 Sub Projects: DirLevel5: DirLevel6:	Keywords <u>T</u> itl PPMS/UPC County/City Adv. No. R/W Appr. Const. Appr. Plan Number	e Block File Format 13843 chesterfield 205-97a 4/8/97	V         04/05/01         Save           V         04/05/01         Save           V         04/05/01         Prev           V         04/05/01         Next
Open         View           Retrieved database record for <0001-020-	Checkout	Check <u>I</u> n	Search Exit

General Information       Directories & Keywords       Title Block       File Format Keywords       Document         (Undefined)       (Undefined)	Notes Save Prev Next
Open         View         Checkout         Check In         Search           Retrieved database record for <0001-020-V28_1.TIF>	E <u>x</u> it

General Information	Directories & Keywords Title Block File Format Keywords Document Notes	
	Tax Map No.	
<b>Open</b> Retrieved database rec	View         Checkout         Check In         Search         Exit           ord for <0001-020-V28         1.TIF>	

If you are not sure of the project District, number, etc. , then you can use Falcons search engine to find it. To start the search, click on the Search button at the bottom of the dialog box. You may search the database by keying-in info in one of the blank fields. The following screen captures show an example of the description field on the General Information tab and the PPMS number field in the Directories & Keywords Tab.

Database Search			
File			
<u>General Information</u>	Directories & <u>K</u> eywords	<u>T</u> itle Block	Supplemental
General Info	·		
Description sgayland*			
Document #	Re	sv # S	heet #
Status	Locat	ion	User
Availability	✓ Created	l By State	Station
File Format	V File Nam	e	
	<u>S</u> ubmit SQL	<u>C</u> lear E <u>x</u> it	

Database Search				
File				
General Information	Directories & <u>K</u> eyw	vords	Title Block	Supplemental
Directory Levels	Кеу	words		
File Room	V	PPMS/UPC 13	843	▼ Date
District	V	County/City		▼ Date
Projects	V	Adv. No.		▼ Date
Sub Projects	$\vee$	R/W Appr.		▼ Date
		Const. Appr.		▼ Date
		Plan Number		▼ Date
	<u>S</u> ubmit SQL	<u>C</u> lear	E <u>x</u> it	1

Once you have filled the appropriate field, click on the Submit SQL 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.

Data	abase Search Results —		
	Records: 1 - 30 of 30	Mo <u>r</u> e	Ne <u>w</u> /Modify <u>P</u> rint Canc <u>e</u> l
Filen	ame	Document Number	Description
0001	1-020-v28_1.tif	0001-020-V28_1	From:: Gayland Avenue (Left Turn La 🔼
0001	1-020-v28_1a.tif	0001-020-V28_1A	From:: Gayland Avenue (Left Turn La 🔔
0001	1-020-v28_1b.tif	0001-020-V28_1B	From:: Gayland Avenue (Left Turn La
0001	I -020-∨28_2.tif	0001-020-V28_2	From:: Gayland Avenue (Left Turn La
0001	l-020-v28_2a.tif	0001-020-V28_2A	From:: Gayland Avenue (Left Turn La
0001	1-020-v28_2b.tif	0001-020-V28_2B	From:: Gayland Avenue (Left Turn La 🖵

When you have found the project information you were looking for, click on the file that you wish to view, then click on the View button at the bottom of the dialog box. A Select Application dialog box will appear. Select imaging if you are using a Windows NT machine or imaging\_win95 if you are using a Windows 95 machine, then click on the OK button.

Ralcon/DMS v5 Document Manager (Plan File Room) File File Selection Database Workspace Help	_ 🗆 X
Server File Selection         File Name         Files Selected:           File Room         road plans         V         0001-020-v28_1.tif         >           District         richmond         V         0001-020-v28_1A.TIF         >>           Ou01-020-v28_1B.TIF         0001-020-v28_1B.TIF         >>         >>           Sub Projects         V         0001-020-v28_2.TIF         >>           0001-020-v28_2B.TIF         V         0001-020-v28_2B.TIF         <	0
Select Application     <       Application     <       Imaging     OK       Imaging_win95     Cancel       Reywords     Document No       Imaging     Iace (Tower Drive)	utes ]
Document # 0001-020-V28_1         Rev #         /         Sheet #	Save
Status       Image: Constant in the second sec	<u>P</u> rev <u>N</u> ext
<u>Open View Checkout</u> Check In Search E	<u>x</u> it

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.

🖪 0001-020-V28_1.TIF - Imaging (Read Only)	
<u>File E</u> dit <u>V</u> iew <u>P</u> age <u>Z</u> oom <u>Annotation</u> <u>H</u> elp	
ATV. 2.05-914	
HIGG OF 94(1)5 SPEET FR. BECKNICK - BECK	COMMONVELATE OF VERCENIA DEPARTMENT OF TRANSPORTATION PLAN AND PROFILE OF PROPOSED STATE HIGHWAY CHESTERFIELD COUNTY FROM :GAYLAND AVENUE TO :PARK LEE PLACE (TOWER DR.)
Beneficial and the second	End Photo20001020V028.#200
For Help, press F1	3.60% Page 1 of 1