

Appendix E

Falcon Document Manager

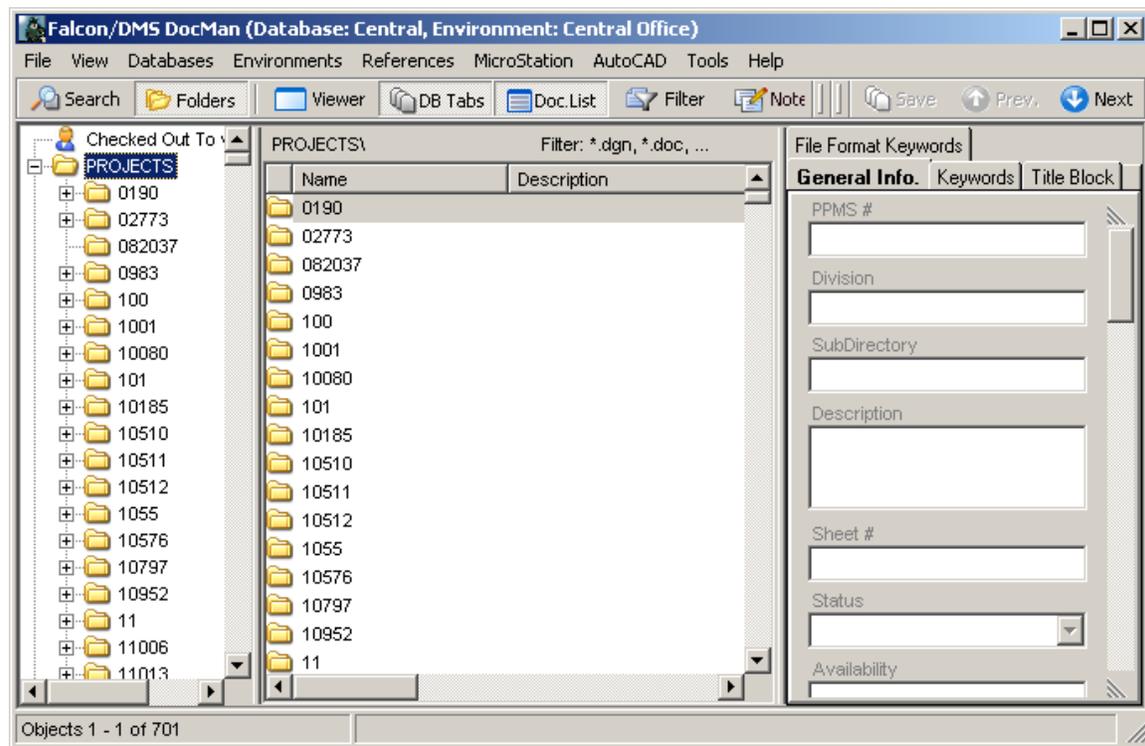
TABLE OF CONTENTS

| | |
|---|-----------|
| APPENDIX E | 2 |
| E.1 Instructions for Using Falcon V6 | 2 |
| E.1.1 Falcon/DMS DocMan (Overview) | 2 |
| E.1.1.1 The Toolbars | 3 |
| E.1.1.2 Panes Toolbars | 4 |
| E.1.2 Panes | 5 |
| E.1.3 Locating Documents (View/Search) | 6 |
| E.1.3.1 Folders View | 6 |
| E.1.3.2 Quick Search | 7 |
| E.1.4 Open & Checkout | 7 |
| E.1.4.1 Reference File Check and IGRDS Files | 8 |
| E.1.4.2 Checking In Files | 8 |
| E.1.4.3 Creating New Files | 8 |
| E.1.4.4 Add Local Document | 10 |
| E.1.5 Attaching Reference Files | 12 |
| E.1.6 Mass Update | 20 |
| E.2 Falcon Database | 21 |
| E.2.1 Falcon Database Information | 21 |
| E.2.1.1 Purpose | 21 |
| E.2.1.2 Scope | 21 |
| E.2.1.3 Information to Send with Submittal to CADD Support | 22 |
| E.2.1.4 Illustrations & Procedures for Filling out Database Information | 23 |
| E.2.1.5 File Format Keywords Tab | 24 |
| E.2.1.6 General Information Tab | 25 |
| E.2.1.7 General Information Tab Tips | 25 |
| E.2.1.8 Title Block Tab | 26 |
| E.2.1.9 Keywords Tab | 26 |
| E.2.2 Archiving Files | 27 |
| E.2.2.1 Archive Stages | 28 |
| E.2.2.2 Assessing Archived Files | 28 |
| E.2.2.3 Example Index of Files | 29 |
| E.3 Using Falcon to access C.O. Plan File Room | 30 |
| E.3.1 Falcon Plan File Room access thru Windows | 30 |
| E.3.2 Project Database Information | 35 |
| E.3.3 Search Engine | 36 |
| E.3.4 Viewing Projects | 38 |

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.



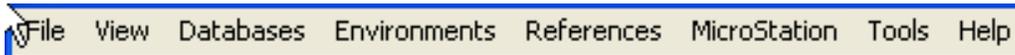
E.1.1 Falcon/DMS DocMan (Overview)

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**”.

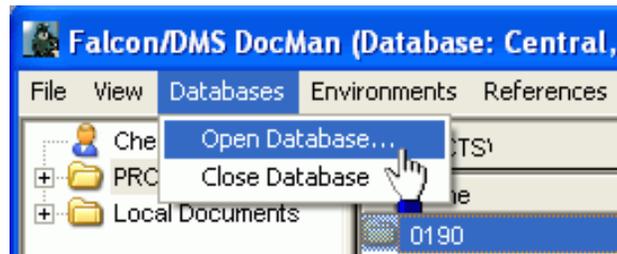
The interface components fall into three categories: **panes**, **toolbars**, and **menus** (shortcut- or context – and dropdown).

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.

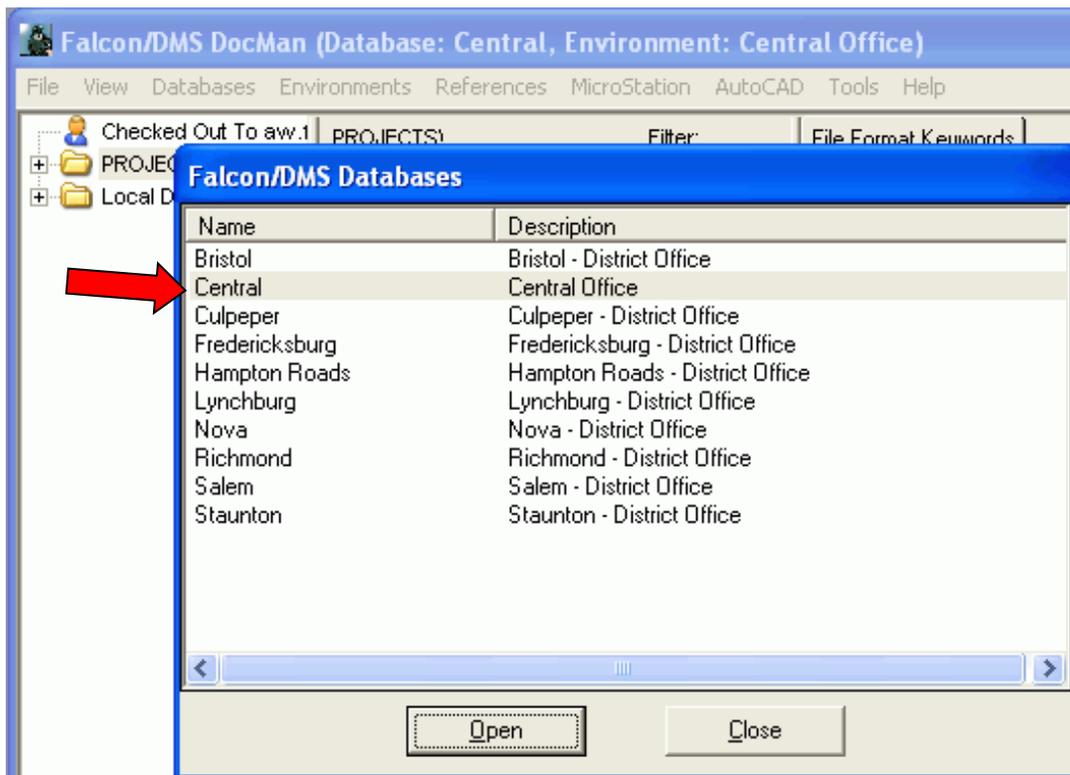
E.1.1.1 The Toolbars



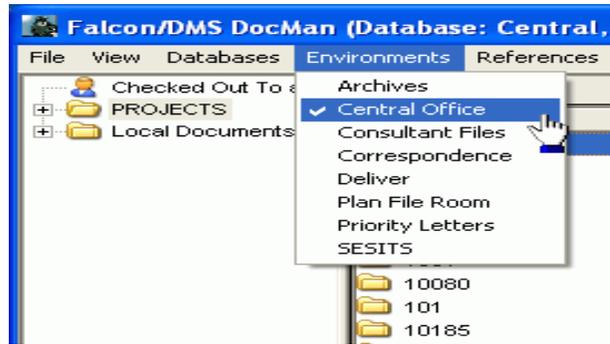
Under **File** you have all the document functions – open, check out, copy etc. Environments are now located under **Databases**.



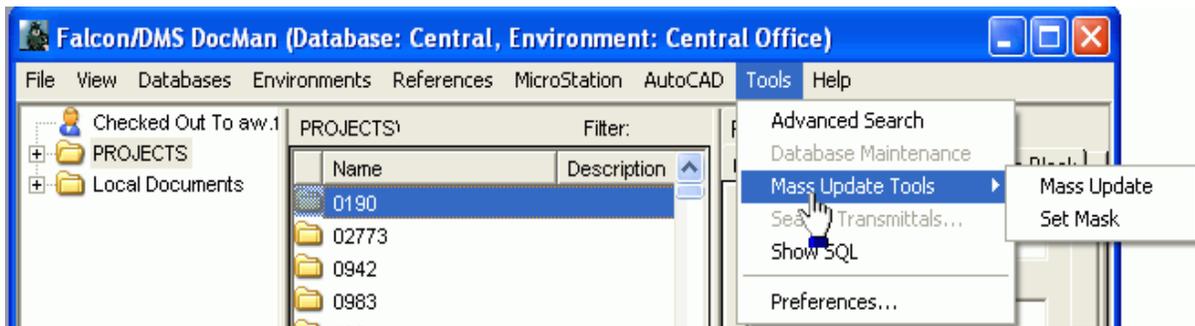
Under **Databases** pick the district you want.



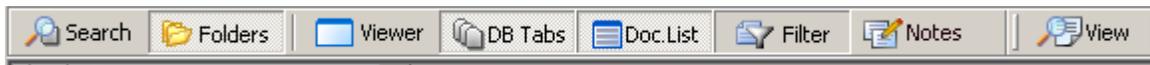
A dropdown for **Environments** appears only if you choose **Central Office** no other database i.e. district will cause it to become part of the toolbar. **Environments** is where you will find *Archives, Consultant Files, Plan File Room* ,Priority Letters, etc.



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



E.1.1.2 Panes Toolbars



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.

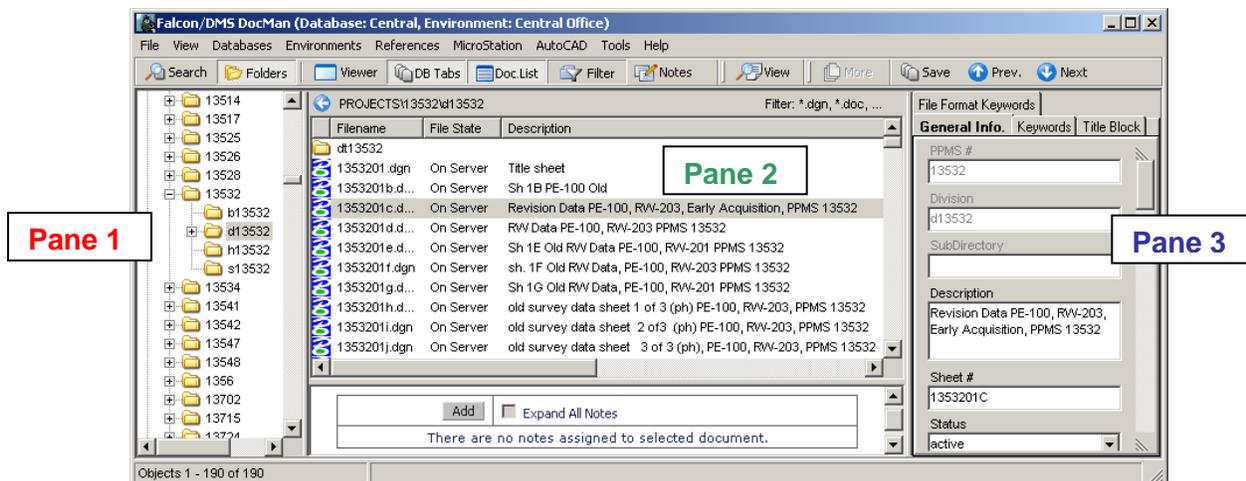
- Search** Sets the mode for pane 1 to Quick Search.
- Folders** Sets the mode for pane 1 to Folder View (the default).
- Viewer** Toggles the display of the **Viewer** in pane 2. (When the **Viewer** is off, it is replaced by the **DocList**.)
- DB Tabs** Toggles the display of the Database Property 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 Document** 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.

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).

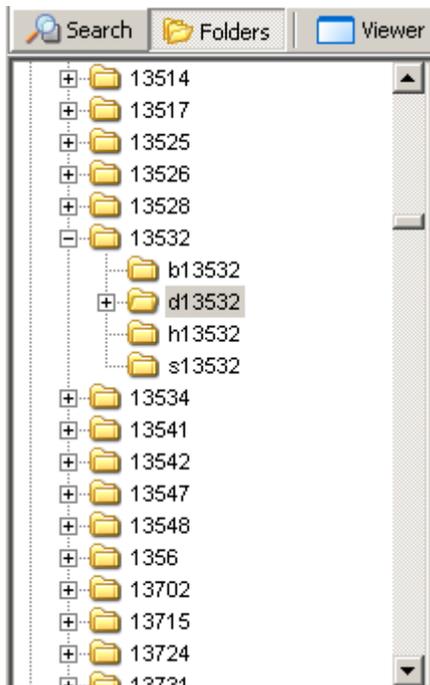
Pane 3 contains the Database Properties Tabs.

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

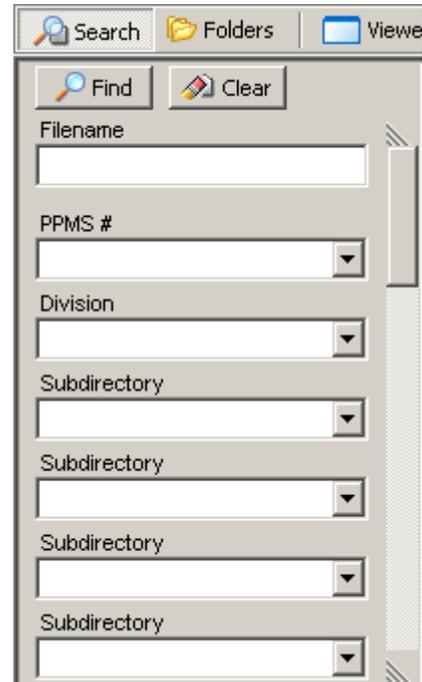
E.1.3 Locating Documents (View/Search)

The DocMan provides two methods for locating documents:

Folders View



Quick Search



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 Field

This field type allows you to key in a search value. UPC #, Description and File name are examples of Text fields.

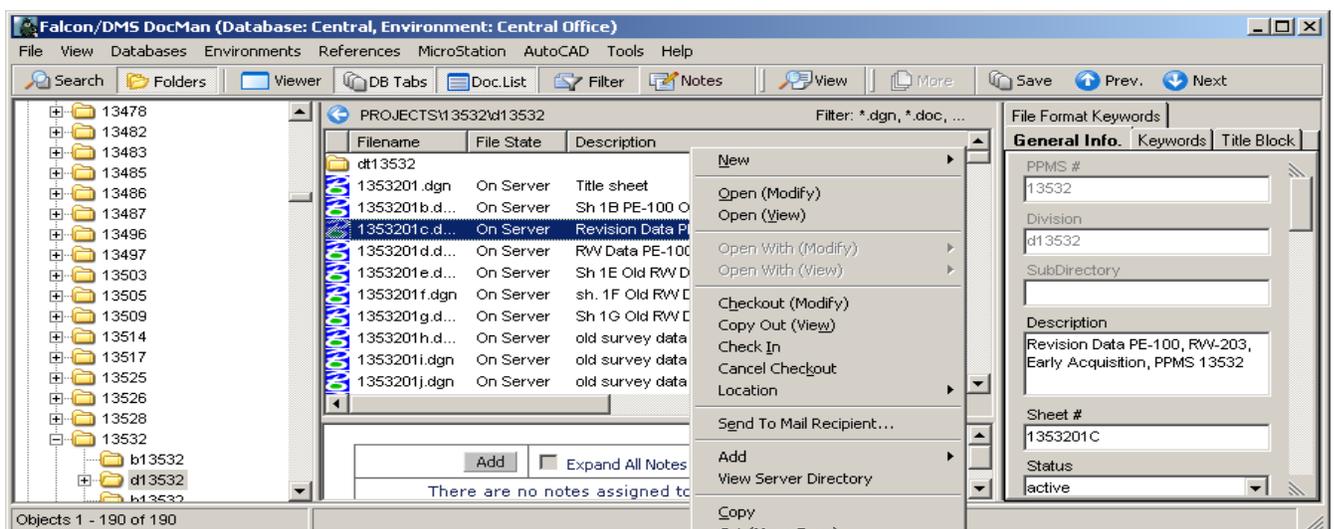
Drop-down menu

This field type allows you to enter a search value or select a value from a drop-down menu. UPC # is an example of a drop-down menu.

E.1.4 Open & Checkout

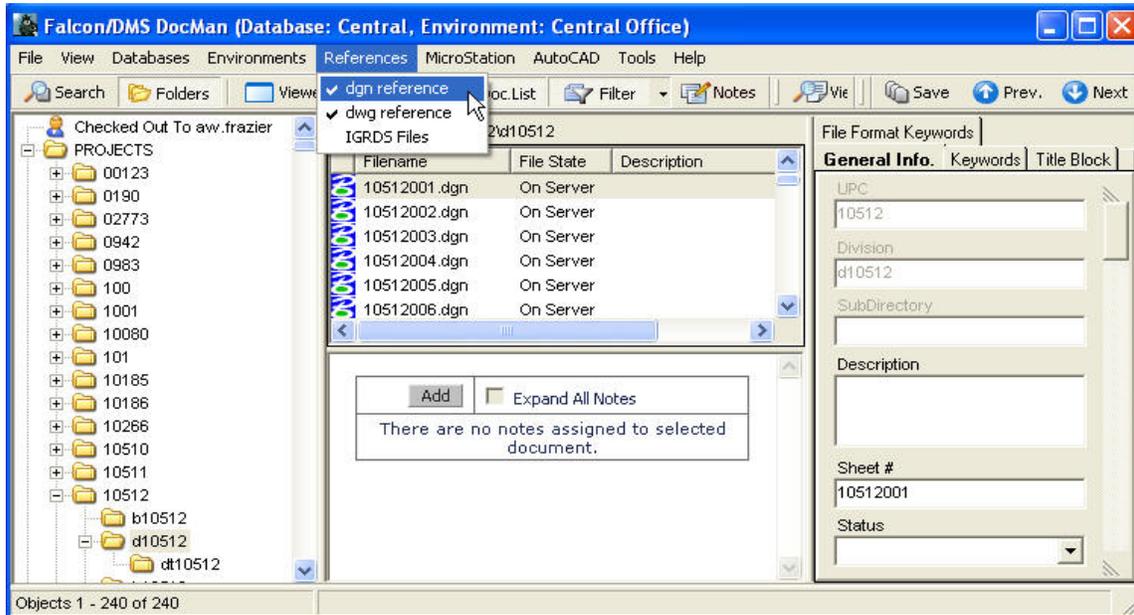
To open a file just highlight the file, right mouse click and select **Open (Modify)**.

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



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.

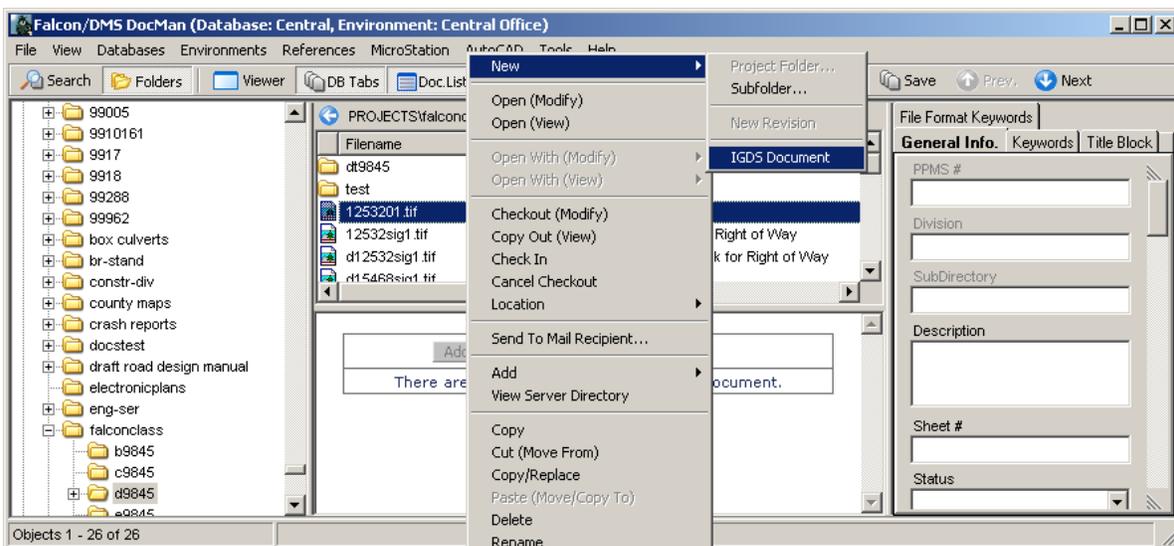


E.1.4.2 Checking In Files

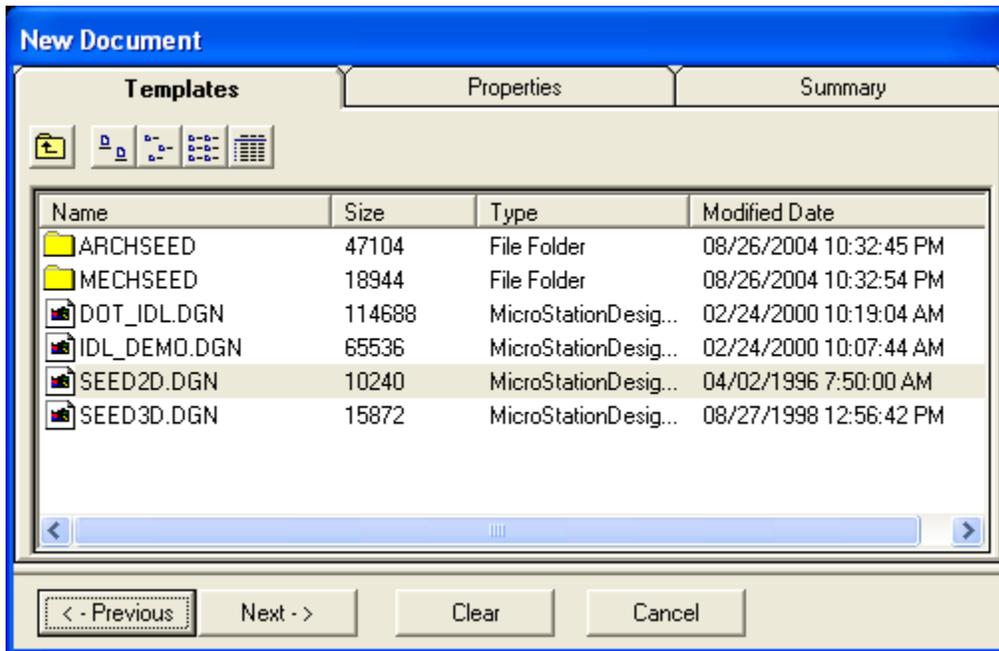
You can navigate to **Local Documents** or **Checked Out To** by highlighting the file or files and right mouse click and pick **Check In**.

E.1.4.3 Creating New Files

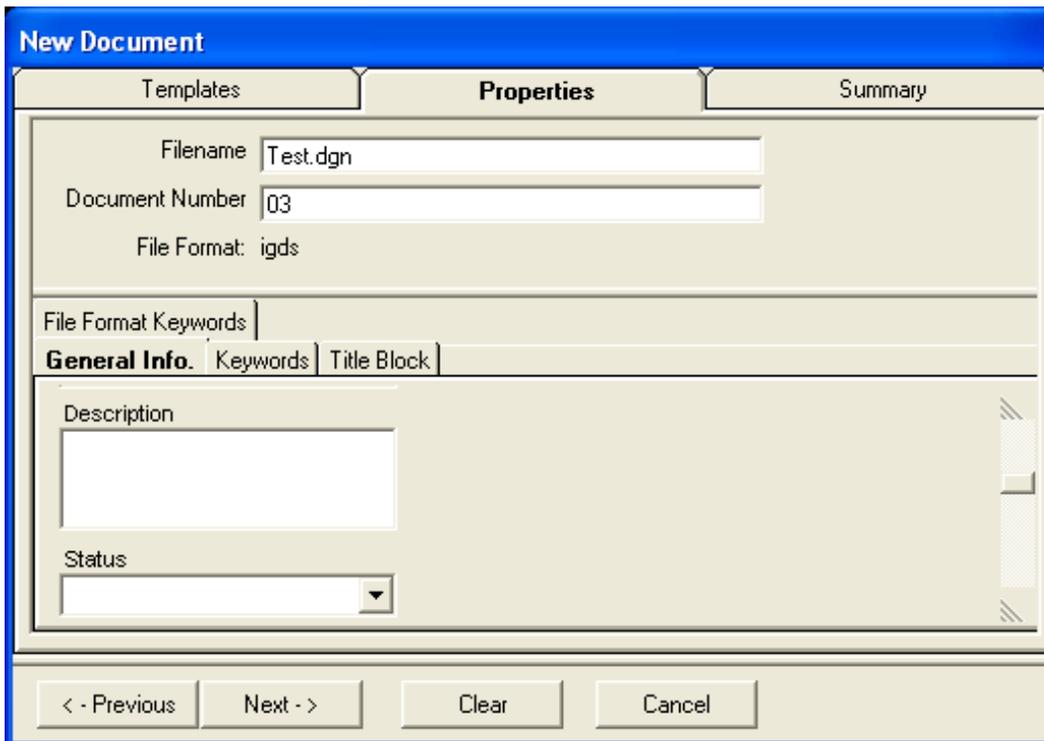
To create a new file, navigate to your project and the division, then right mouse click. Select **New – IGDS Document**.



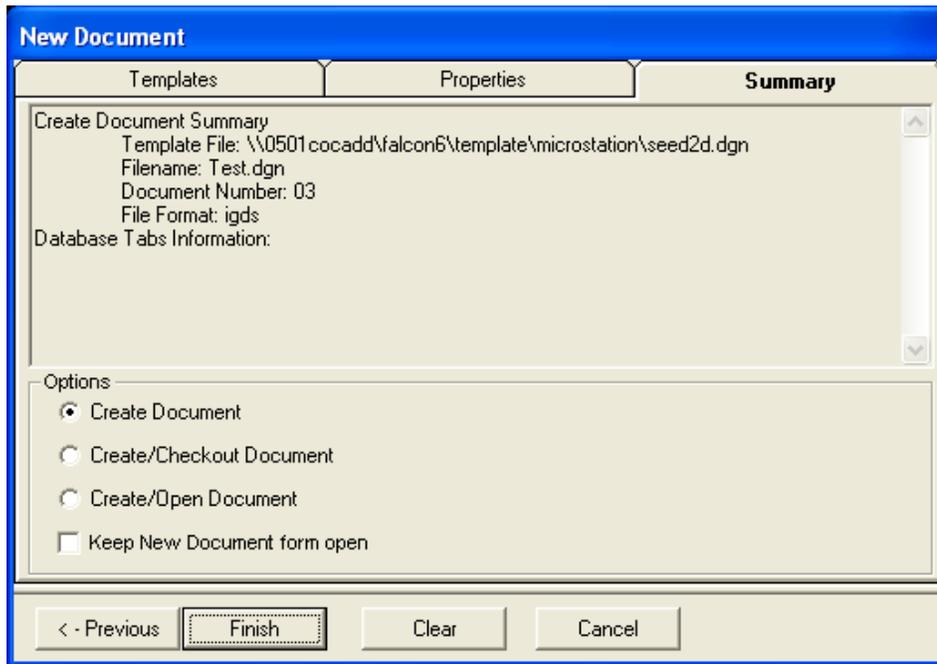
You will get the box below. Pick the correct seed file. Then click **Next**.



You will get the box below. Fill in the **Filename**, **Document Number** and **Description** and any other information you may know. Then click **Next**.

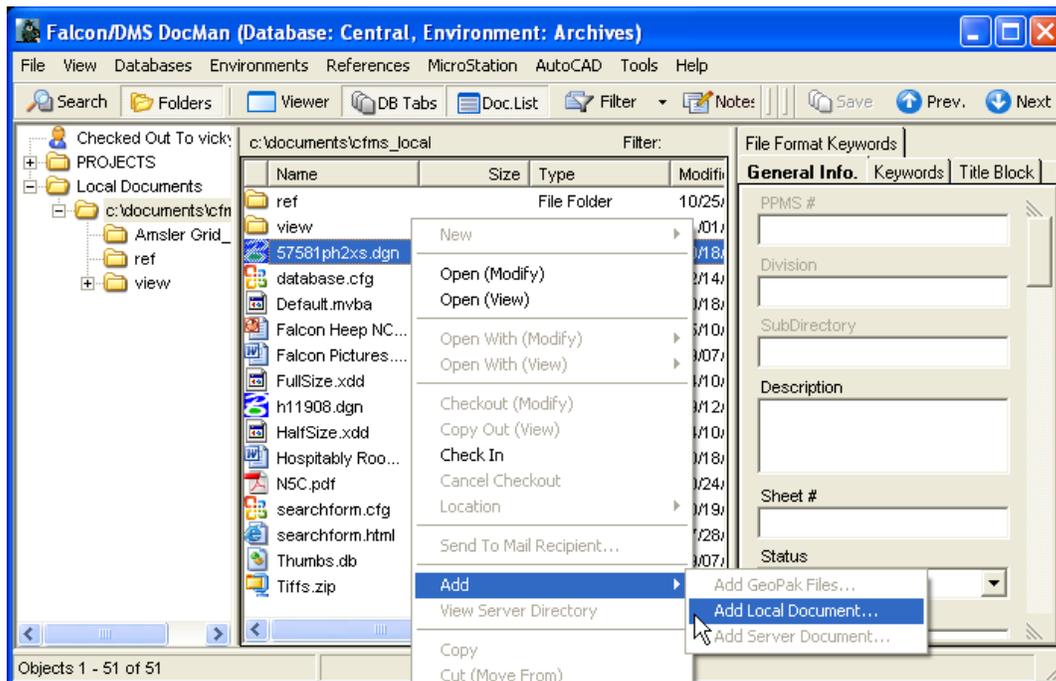


At the bottom you have Options to **Create Document**, **Create/Checkout Document** or **Create/Open Document**. Pick one and then click **Finish**.



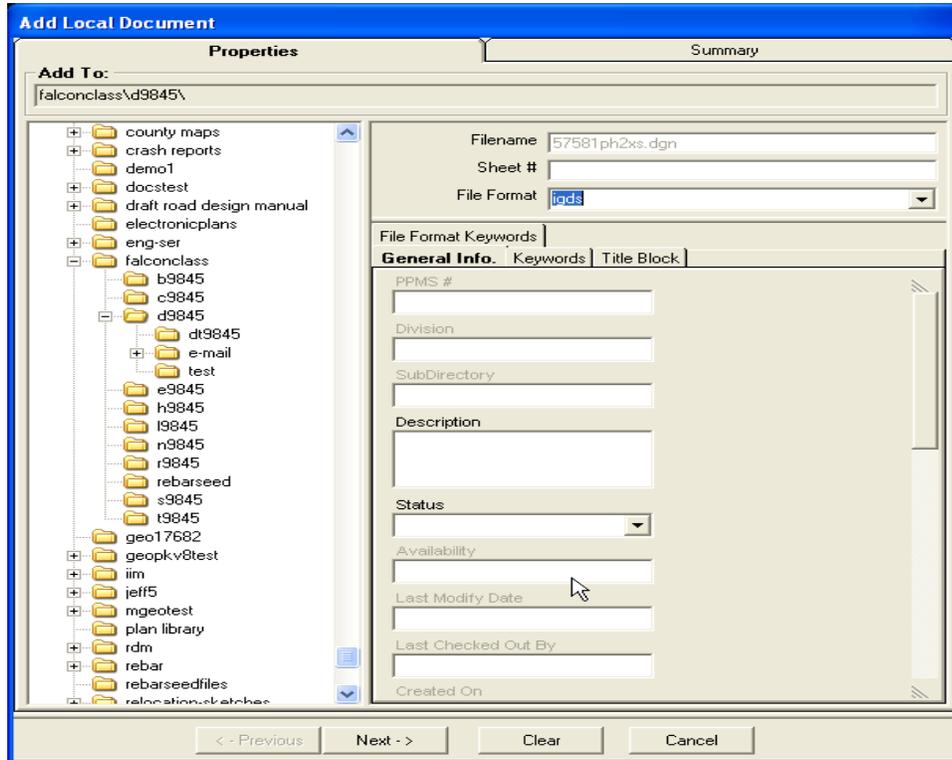
E.1.4.4 Add Local Document

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**.

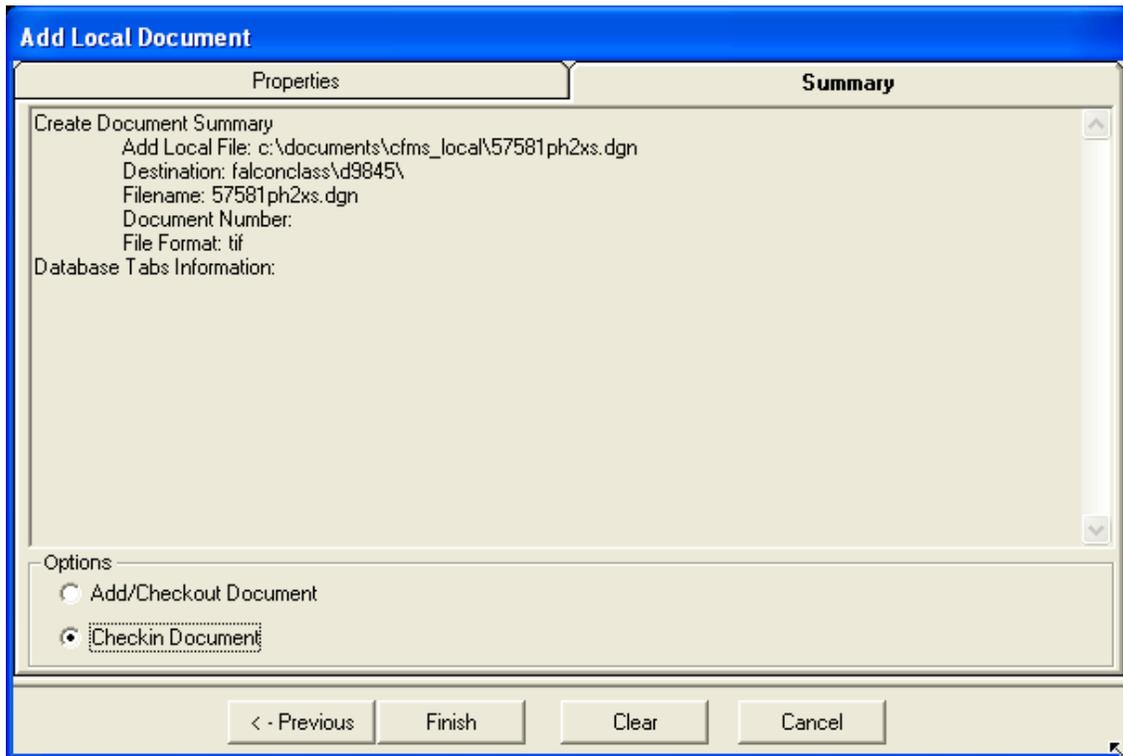


Then you will get the box below. The Filename will be filled in with the name of the file you are adding. **Document Number** must be the sheet number if the file is a sheet file. If not **Document Number** should be left blank. Then pick the correct **File Format**.

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**.

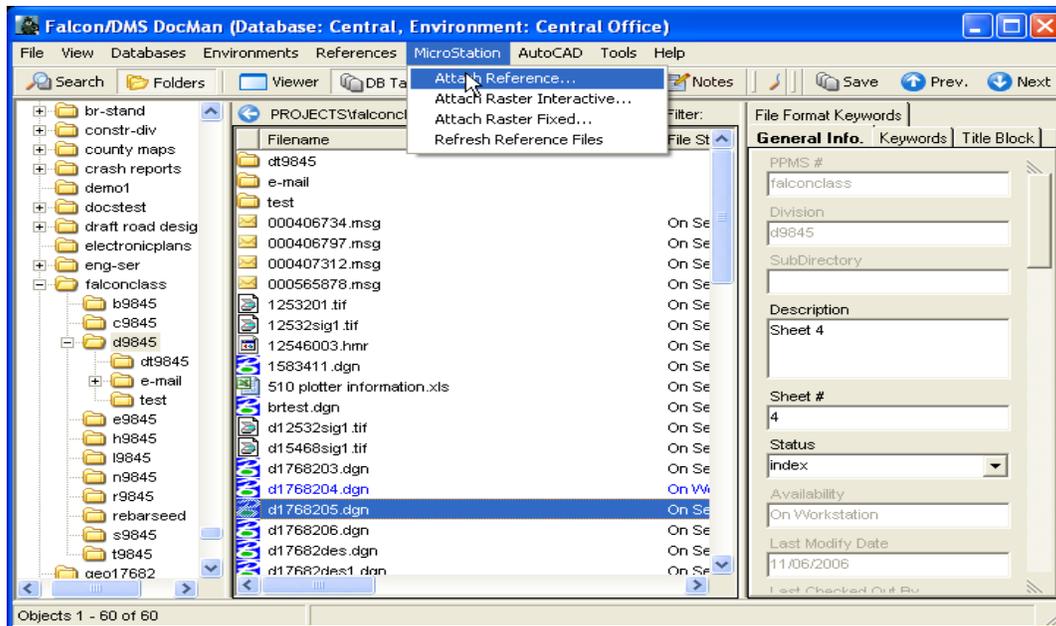


Make sure the file is going to the right place and toggle on the **Checkin Document** at the bottom of the box then click **Finish**.



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 [Chapter 3 Section 3.11.2.1](#).

Make sure the following information is set:

Orientation – Coincident – World

Scale (Master:Ref) – 1.000 : 1.000

Nested Attachments – (See options below)

Reference Attachment Settings for DMS_v8itesting:s17682.dgn

File Name: DMS_v8itesting:s17682.dgn
Full Path: ...documents\cfms_local\v8itesting\dv8itesting\s17682.dgn
Model: Default
Logical Name: Design - Roadway
Description: Global 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 (none) | |
| Named Fences (none) | |

Detail Scale: Full Size 1=1
Scale (Master:Ref): 1.000000 : 1.000000
Named Group:
Revision:
Level:
Nested Attachments: No Nesting Depth: 1
Display Overrides: Allow
New Level Display: Never
Global LineStyle Scale: Master
 Synchronize with Saved View

Toggles

Drawing Title
 Create
Name: Ref-1

OK Cancel

No Nesting

Display no references from attached references. Only the reference you select is seen.

Live Nesting

Provides the ability to see the reference of a reference. The nesting level can be changed dynamically for each reference. **Only the references you select are seen. The reference of a reference attached this way does not display in the reference dialog box.**

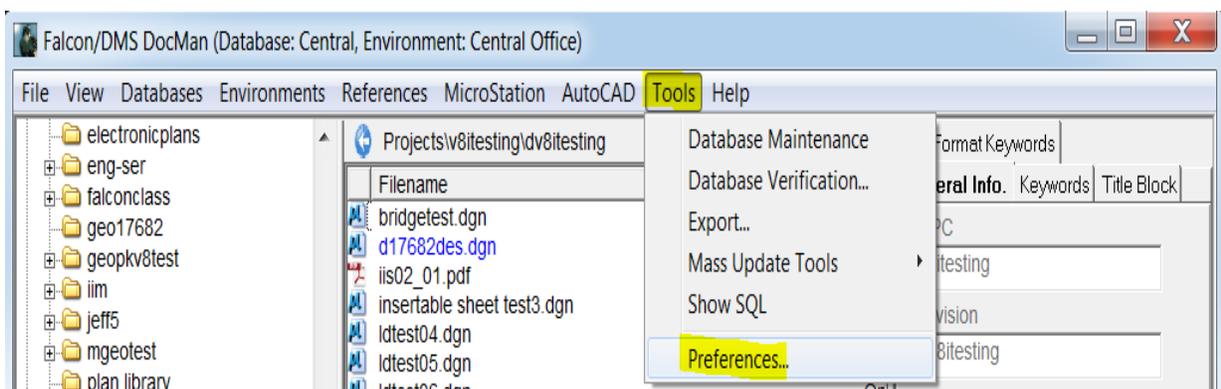
Copy Attachments, Depth of 0

A nesting depth of 0 displays no references from attached references. Only the reference you select is seen.

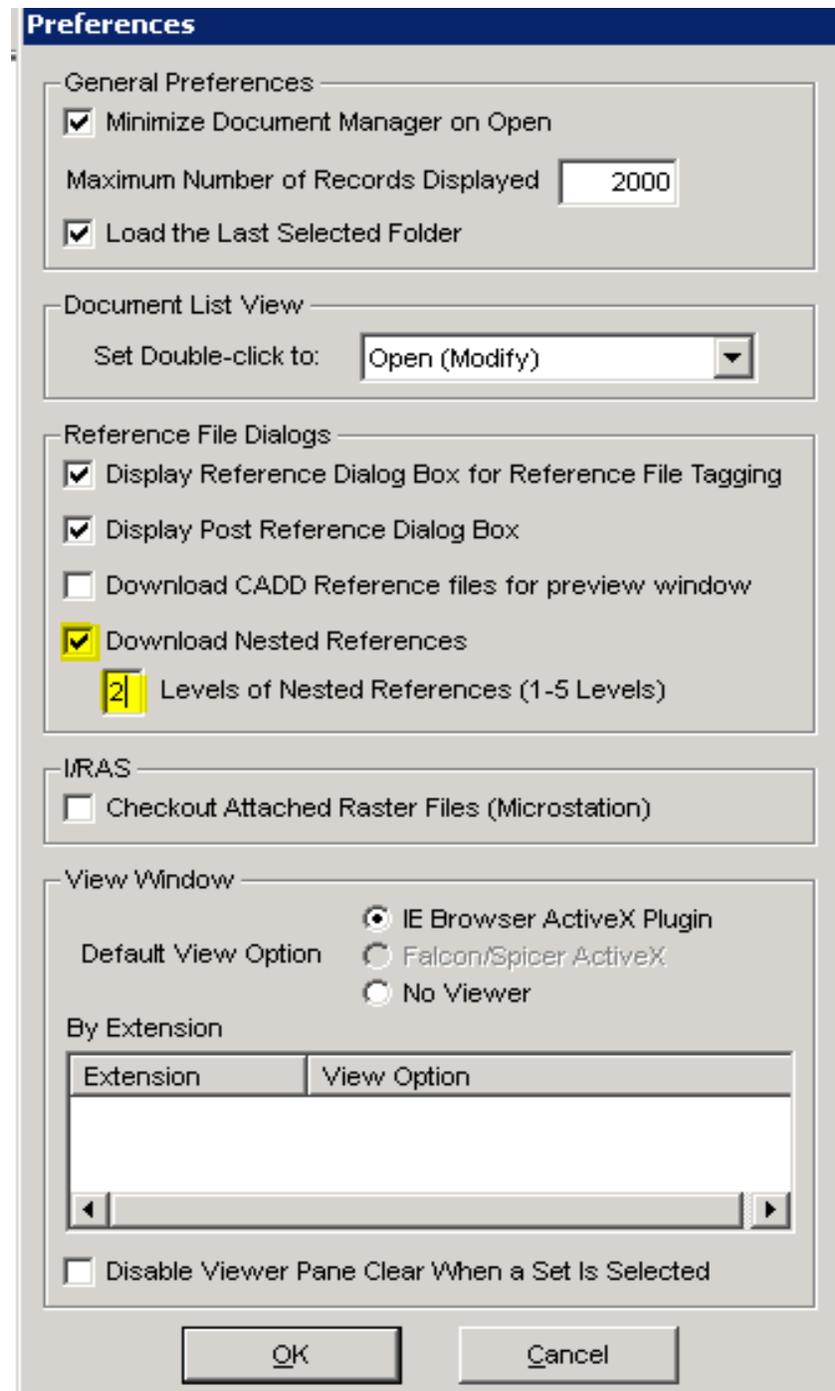
Copy Attachments, Depth of 1

A nesting depth of 1 attaches the files and also attaches the reference of the reference to the current file.

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

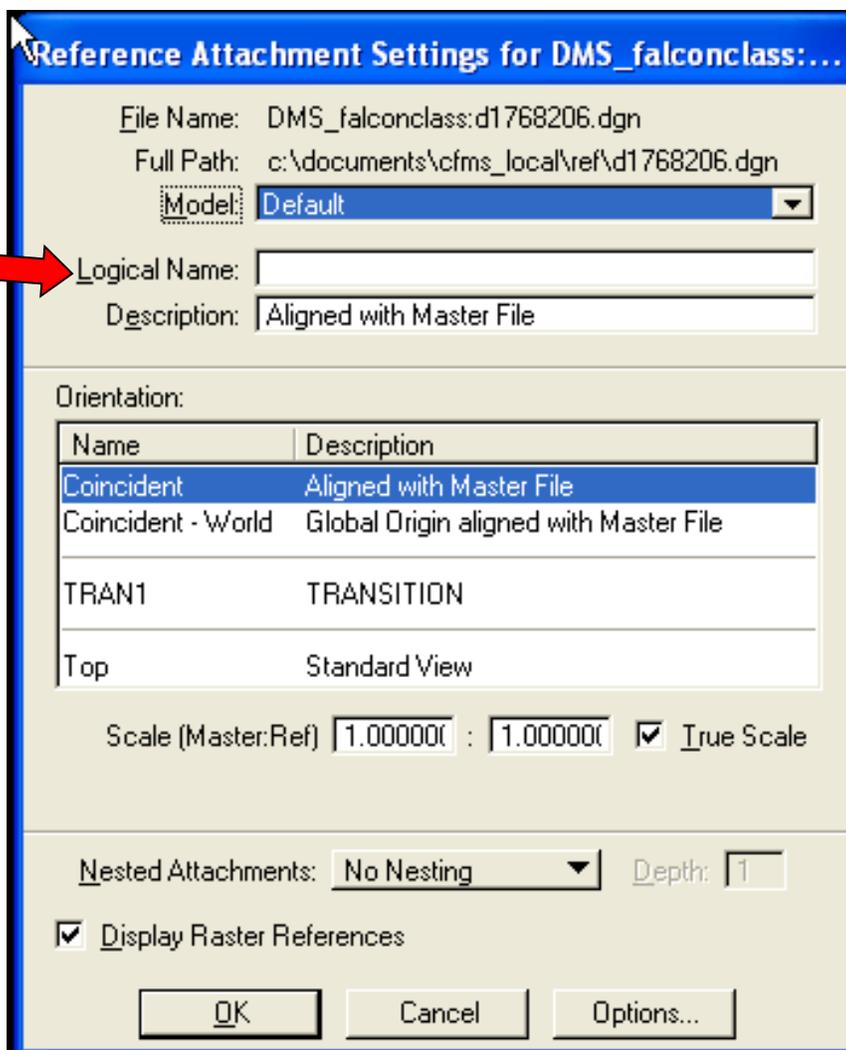


Once the **Preferences** dialogue box is opened, make sure the **Download Nested References** is turned on and **Levels of Nested References** is set to 2. As shown below. Now click **OK**. All users associated with project need to turn on these options.



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

Remember: Logical Name has to be filled in if you are referencing, If not your file will not plot correctly



The screenshot shows the 'Reference Attachment Settings for DMS_falconclass:...' dialog box. It contains the following fields and options:

- File Name: DMS_falconclass:d1768206.dgn
- Full Path: c:\documents\cfms_local\ref\d1768206.dgn
- Model: Default (dropdown menu)
- Logical Name: (empty text field)
- Description: Aligned with Master File

Orientation section:

| Name | Description |
|--------------------|--|
| Coincident | Aligned with Master File |
| Coincident - World | Global Origin aligned with Master File |
| TRAN1 | TRANSITION |
| Top | Standard View |

Scale (Master:Ref) 1.00000 : 1.00000 True Scale

Nested Attachments: No Nesting (dropdown) Depth: 1

Display Raster References

Buttons: OK, 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

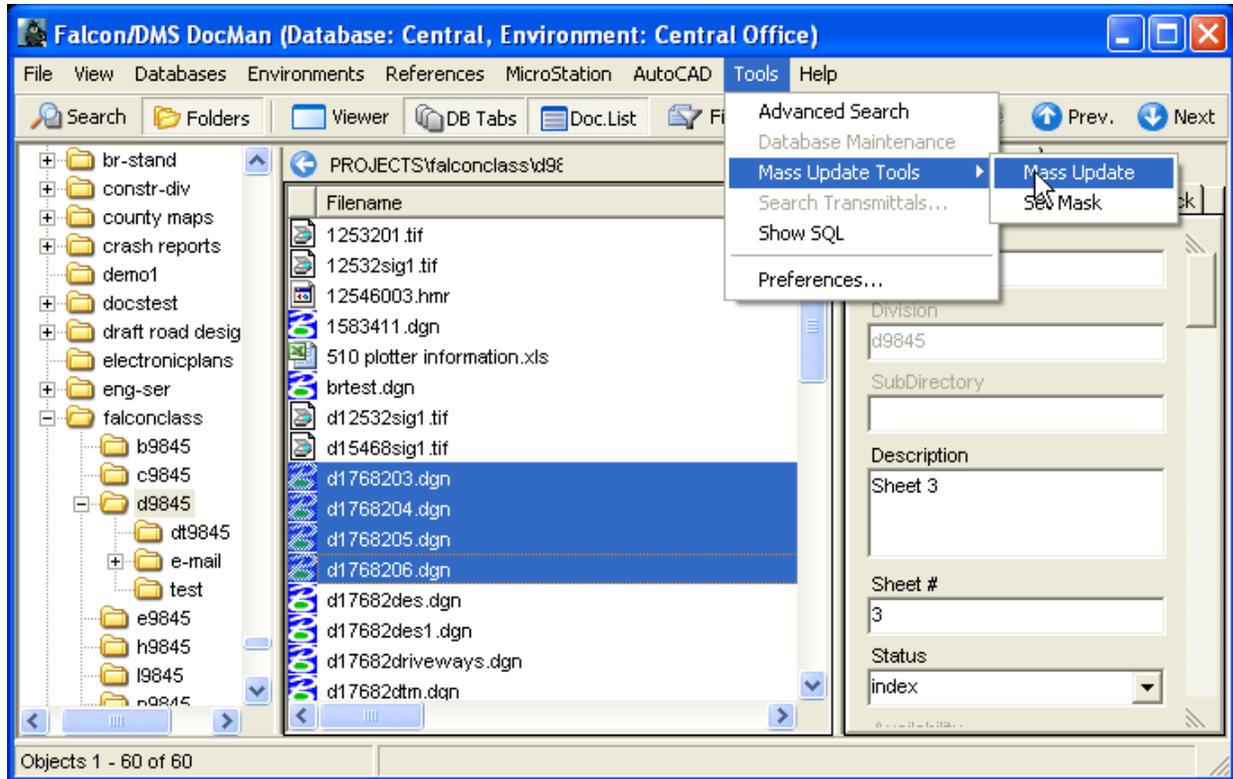
| File Name | Description | Logical Name | How the file is Plotted with the Pen Table |
|----------------------|--|---|--|
| | For all other survey files | Survey - XXX (where XXX is a description of the file) - (Examples include Existing R/W, Existing Easements, Underground Utility, etc.) | Modifies 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 (approximately 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

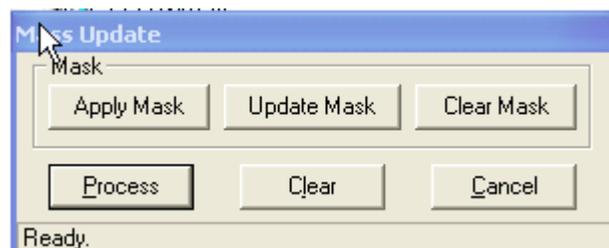
| File Name | Description | Logical Name | How the file is Plotted with the Pen Table |
|----------------------|---|--|--|
| t + UPC# + XXX.dgn | Any general traffic reference required to complete the design plans | TRAF - XXX (where XXX is a description of the file) - (Examples include Sign Figure Details, 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

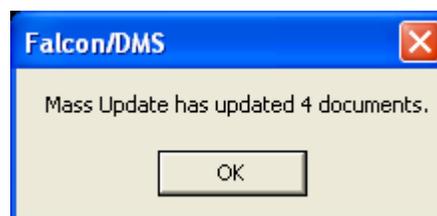
The following steps can be used to update multiple database fields for multiple files in Falcon. Activate **DocMan**, and then navigate to the appropriate UPC folder. Select the files you wish to update. Then go to **Tools –Mass UpdateTools- Mass Update**



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 Built 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: CADDsupport@VDOT.Virginia.gov](mailto:CADDsupport@VDOT.Virginia.gov)

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](#)

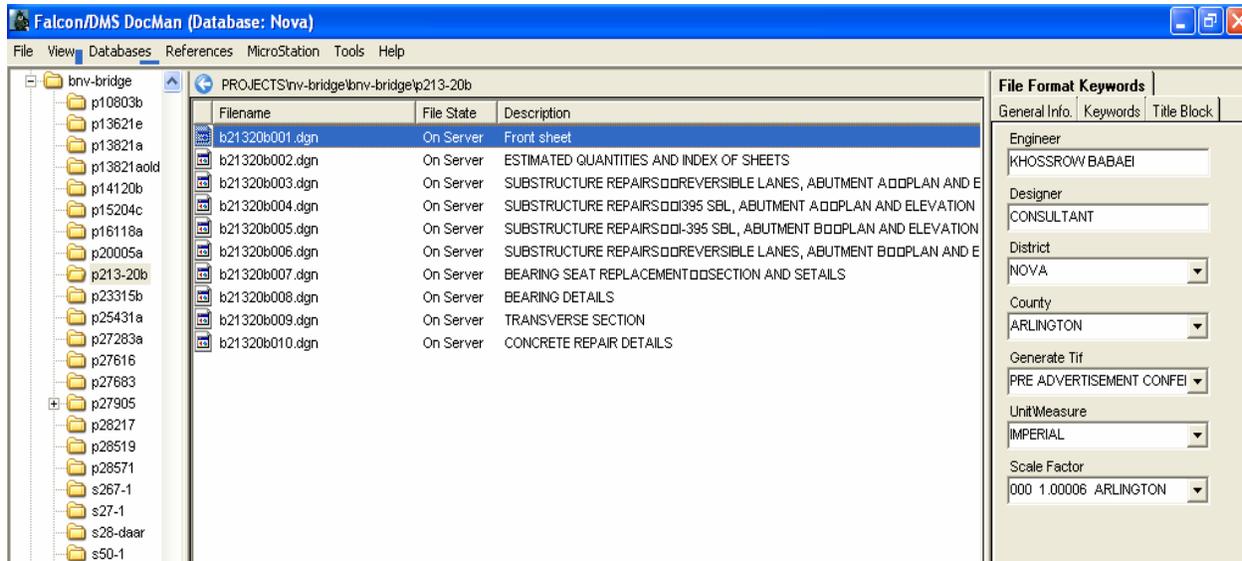
[Bridge Plans As Builts Tier 2](#)

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 General Screen

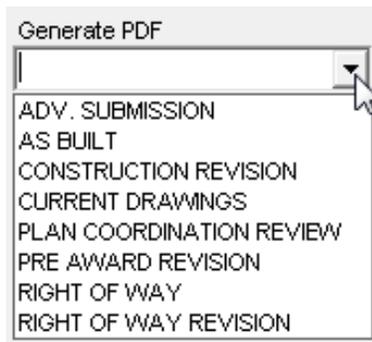


E.2.1.5 File Format Keywords Tab

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.



| File Format Keywords | |
|----------------------|-----------------------|
| General Info. | Keywords |
| Engineer | THOMAS THOMPSON (804) |
| Designer | WAYNE R. TOWNS (804) |
| District | STAUNTON |
| County | ALLEGHANY |
| Generate PDF | |
| Unit Measure | IMPERIAL |
| Scale Factor | 003 1.00015 ALLEGHANY |

GENERATE PDF - Several choices – Choose the “stage” that applies to your current submission.

SCALE FACTOR – used by Survey only

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 Keywords |
|---|
| General Info. Keywords Title Block |
| PPMS # nv-bridge |
| Division bnv-bridge |
| SubDirectory p213-20b |
| Description Front sheet |
| Sheet # 001 |
| Status index |
| Availability |

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 2nd 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 Project# | | 0095-96A-104 |
| Bridge # | | 14264 |
| FHWA Scour Code | | X071-S5 |
| Checker(s) Initials | | HNTB |
| 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 Keywords | |
|----------------------|--------------------|
| General Info. | Keywords |
| Archive | PRE AWARD REVISION |
| Route | 0395 |
| County/City | 000 |
| Section | 194, 196 |
| Struct/Bridge 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. Only change the Archive when you are ready to archive the file, otherwise leave it blank.

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. When the process has 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.

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 [Section 3.3.3](#) schedule for additional Hydraulic Files to be archived.*

* **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 Built**s and may occasionally need to archive files at one of the other stages, depending on the project. See [Chapter 1 Section 1.6.2](#) for more information on Archiving As-Built's. **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.

* 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*.

| 107796 index | | | |
|-----------------------|----------|---|--|
| Filename | Sheet No | Description | Reference Files |
| d107796001.dgn | 01 | Plan Sheet 1 (Title Sheet) | s107796.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 | 01I02 | Sheet 1i(02) (Typical Sections- Phase 1 Construction) | d100702001b.dgn, d100702002a.dgn, d100702typsectwsw.dgn, d107796001.dgn, d107796002a.dgn, d107796.dgn, d107796001k02.dgn, d107796001j02.dgn, d107796001i02.dgn |
| d107796003.dgn | 03 | Plan Sheet 3 (Sta. 89+50 to 96+50) | s107796.dgn, scr107796.dgn, sdt107796.dgn, su107796.dgn, spo107796_sealed.dgn, d107796pat1.dgn, h107796des.dgn, su107796a_sealed.dgn, spo107796a_sealed.dgn, d107796.dgn, d107796tmpconstrph2.dgn, d107796tmpconstrph2check.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 to 103+50) | s107796.dgn, scr107796.dgn, sdt107796.dgn, su107796.dgn, spo107796_sealed.dgn, su107796_sealed.dgn, d107796pat1.dgn, h107796des.dgn, su107796a_sealed.dgn, spo107796a_sealed.dgn, d107796.dgn, d107796des.dgn, r107796004rw.dgn, r107796rw3.dgn |
| d107796004a.dgn | 04A | Profile Sheet 4A (Sta. 96+50 to 103+50) | d107796pro.dgn, d107796003a.dgn, d107796005a.dgn |
| d107796des.dgn | | DESIGN FILE FOR OPEN ROADS UPDATE | s107796.dgn, scr107796.dgn, su107796.dgn, d107796pat1.dgn, d107796work.dgn, h107796des.dgn, d107796003.dgn, d107796.dgn, d107796005.dgn, d107796gradedetails.dgn, d107796mpalignment.dgn, old_r107796003rw.dgn, old_r107796004rw.dgn, old_r107796rw3.dgn, d107796001g3b.dgn, d107796tmpconstrph2_500buff3.dgn, d107796interchangecorridor.dgn, d107796model.dgn, d107796maintaccessstudy.dgn, d107796maintaccessstudy2.dgn, d107796xsrbtbl2ovlymaintentrstudy.dgn, d107796xsheetrampboverstudy.dgn, d107796desswmacessand sagoverlay.dgn |
| 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 | |
| spo107796a_sealed.dgn | | Sealed Additional Property Owner | |
| su107796_sealed.dgn | | Sealed Survey Utility File by Accumark 11-10-15 | s107796.dgn |
| su107796a_sealed.dgn | | Sealed 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 [Section E 1.5](#) for more information.

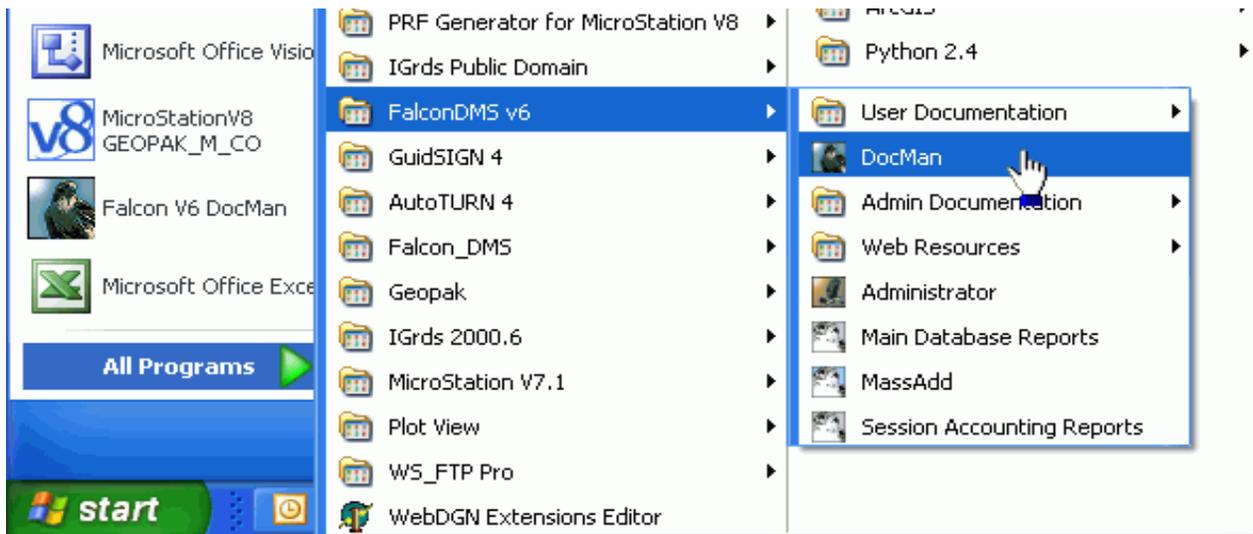
* Rev 2/18

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

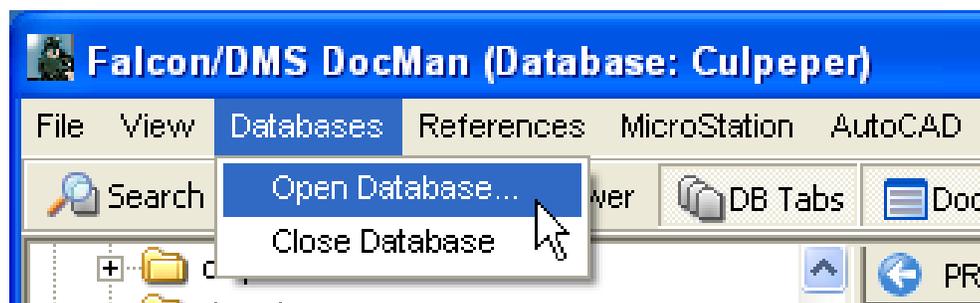
E.3.1 Falcon Plan File Room access thru Windows

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.

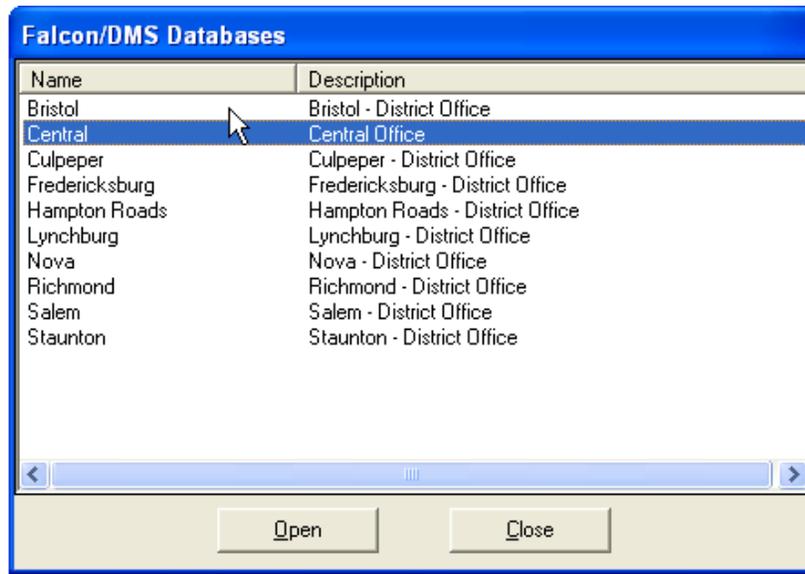
To access **Falcon**, go to **Start**, then **Programs**, then **FalconDMSv6**, then Doc.Man



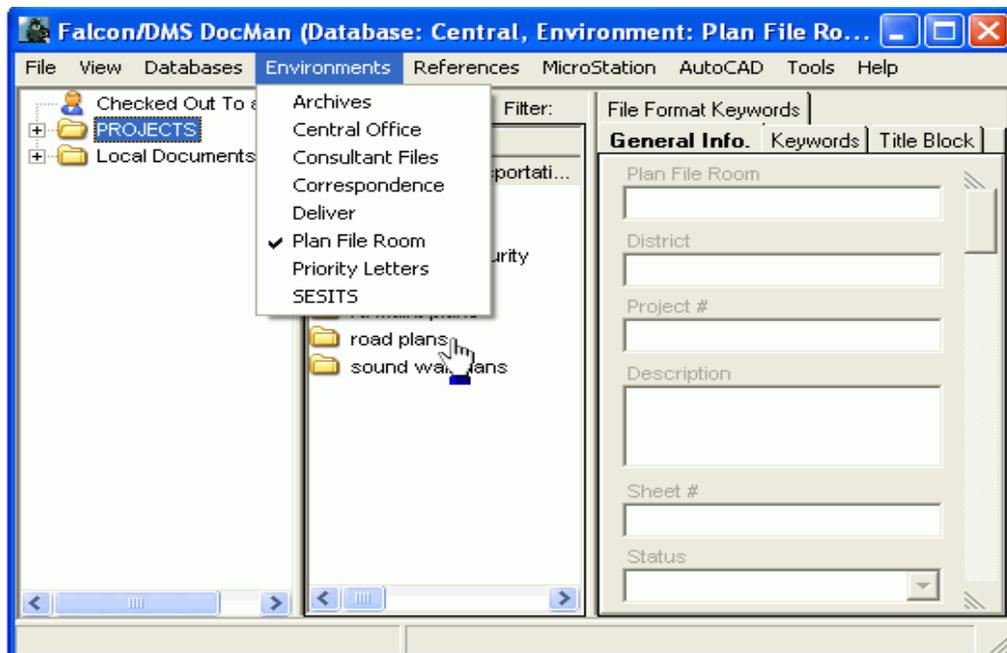
When the Falcon Dialog box opens up, click on **Databases**, then Open **Databases**.



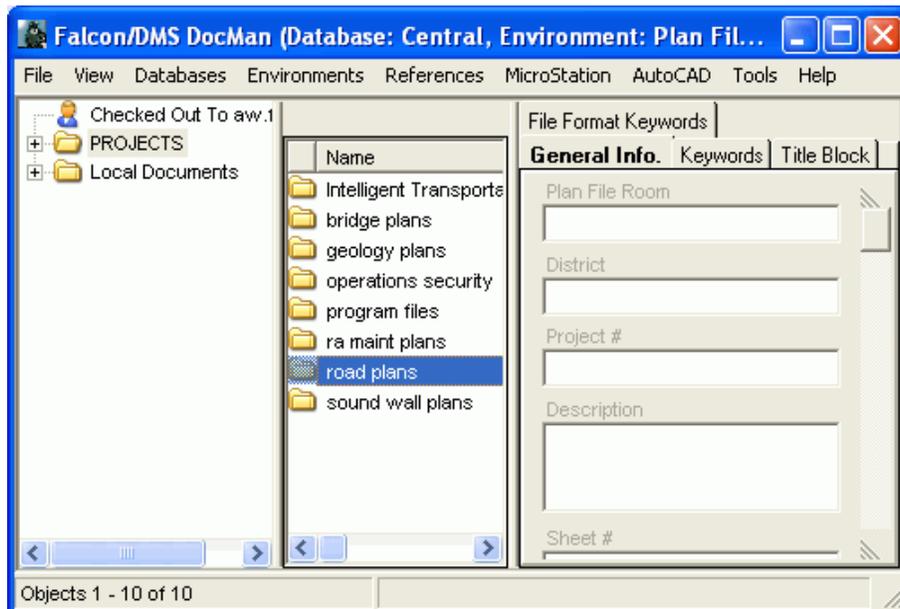
Then choose **Central Office**.



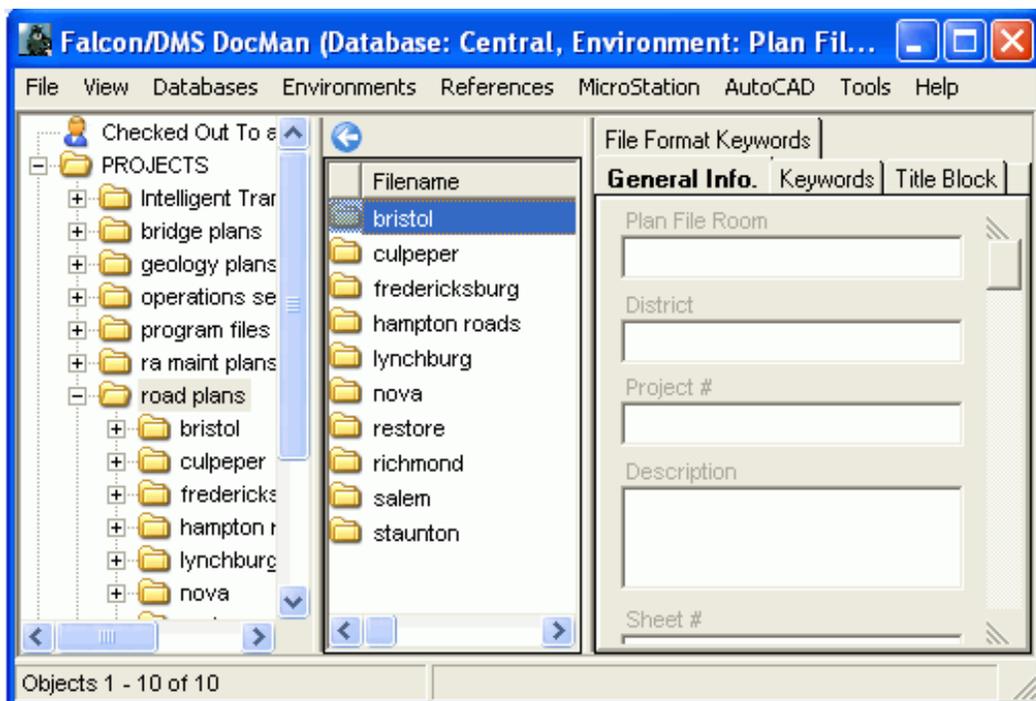
Once you are in the Central Office Database go to **Environments**, then **Plan File Room**.



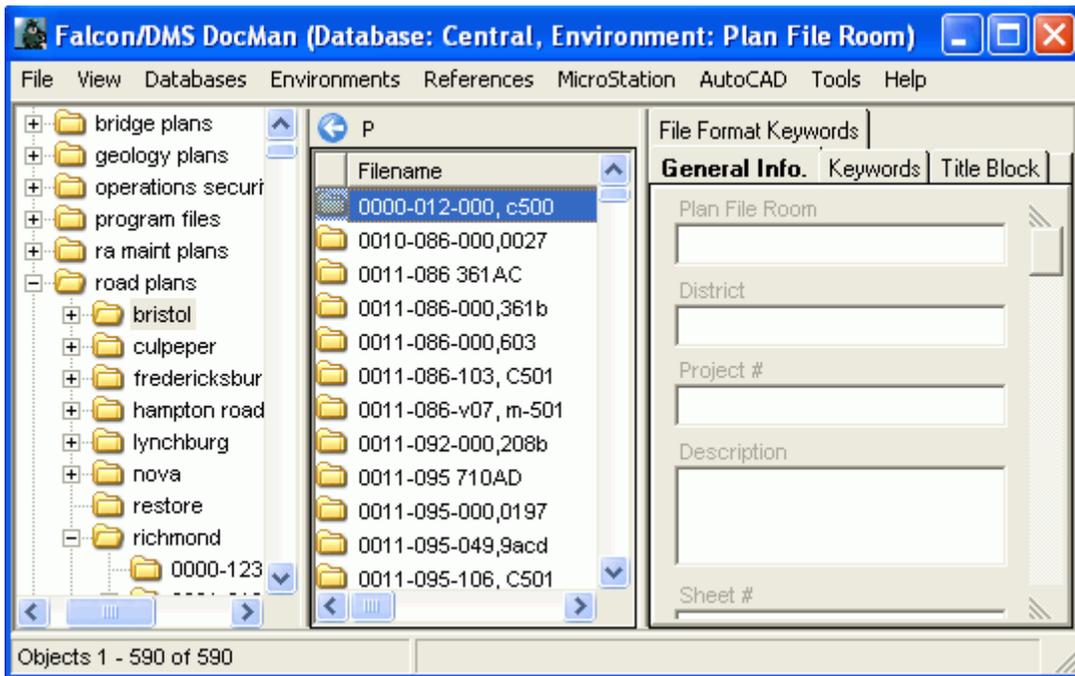
When the window opens click on the little pulse beside **Projects**, then pick **road plans**.



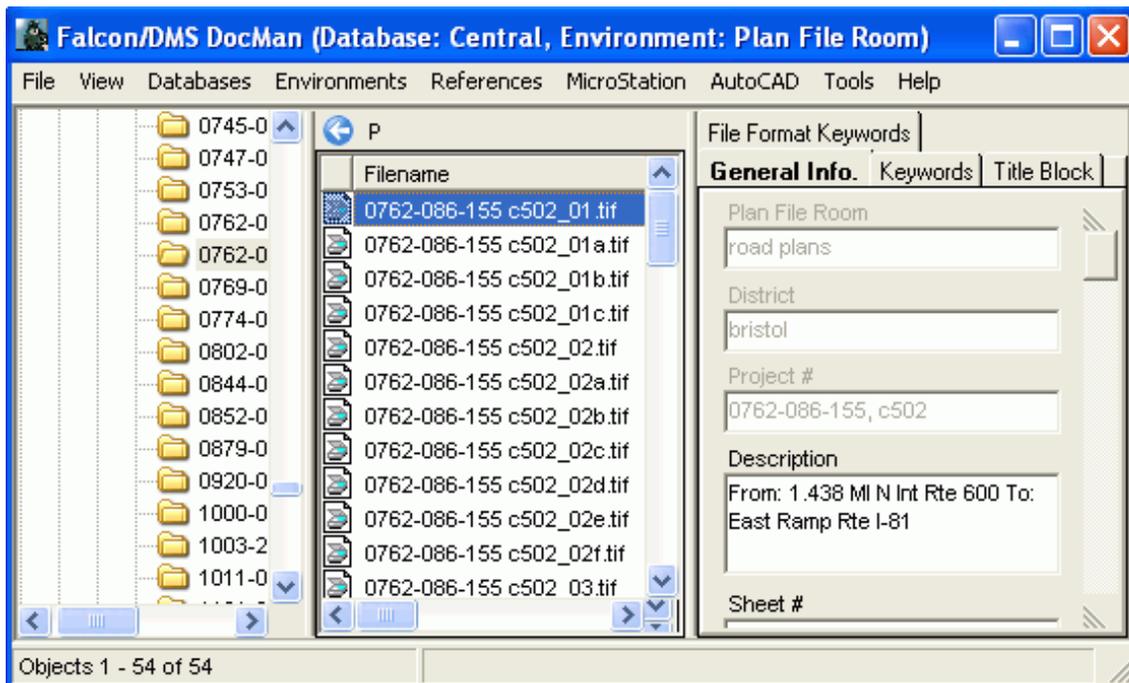
And then click on the **District** that the project is located in.

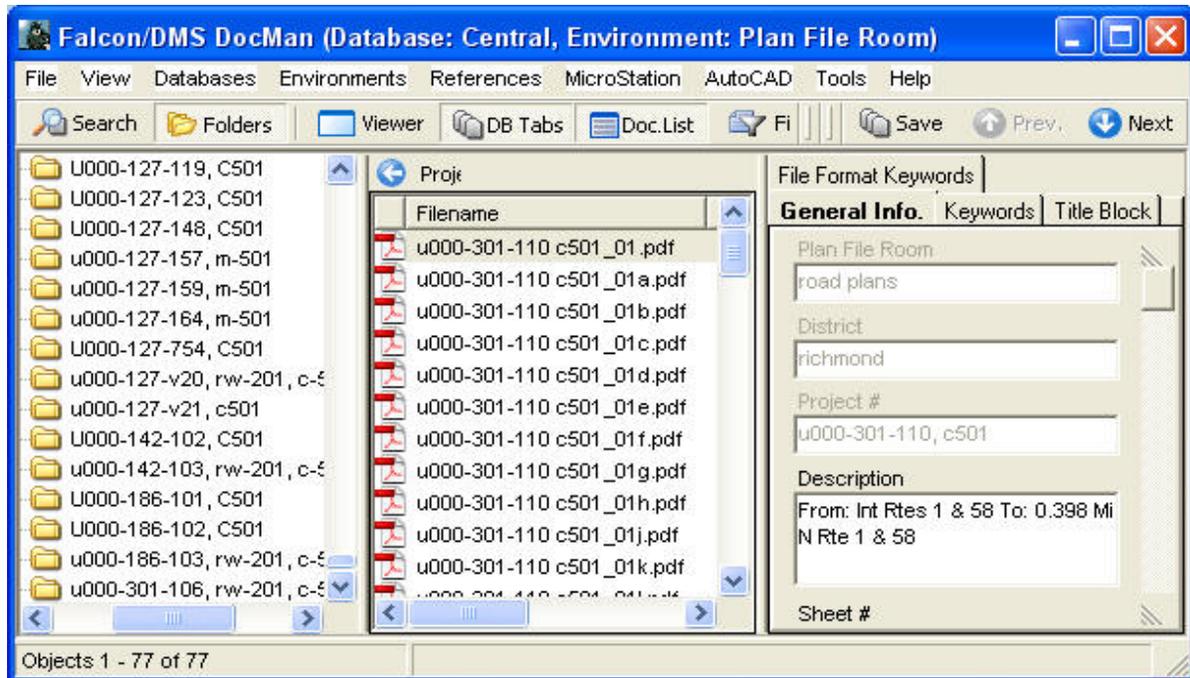


When the projects show up in the window, use the down arrow to find the **project** that you are interested in and then double click on that folder.



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.





For additional information on File naming conventions for the Plan file room see [Chapter 1 Section 1.5](#).

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.

The image displays three screenshots of a project database form, each showing a different tab selected in the top navigation bar.

General Info Tab:

- Plan File Room: road plans
- District: bristol
- Project #: 6019-092-f07, c505
- Description: From: 5.223 Mi W. Va-West Va. S.L. To: 1.786 Mi W. Va-West Va. S.L.
- Sheet #: 6019-092-F07 C505_01
- Status: microfilm
- Availability: On Server
- Last Modify Date: 10/14/2003
- Last Checked Out By:
- Created On: 10/14/2003
- Created By: david.layn
- File Format: tif

Keywords Tab:

- PPMS #: A24750
- County/City: TAZEWELL
- Advertisement #: 230-93A
- R/W Approval Date:
- Con. Approval Date: 08/11/93
- Aperture Number: A24750
- Frame Number:

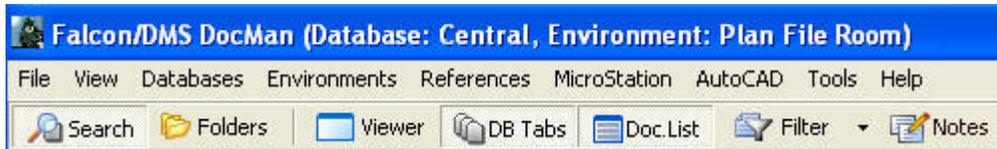
Title Block Tab:

- Road Project #:
- Bridge Project #:
- FHWA Scour Code:
- Route Number: Rte. 6019 (Bluefield By-Pass)
- Designer: LA Newton
- Record Series #: 501-003-1336
- Federal Aid Proj. #:
- Bridge Number:

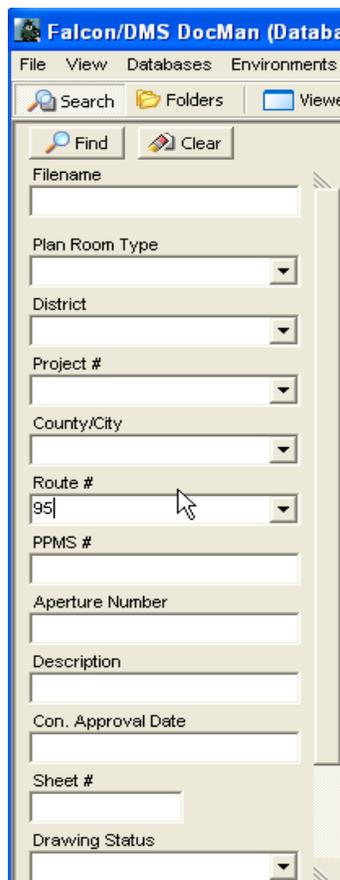
Note: PPMS # has been replaced by the name UPC#.

E.3.3 Search Engine

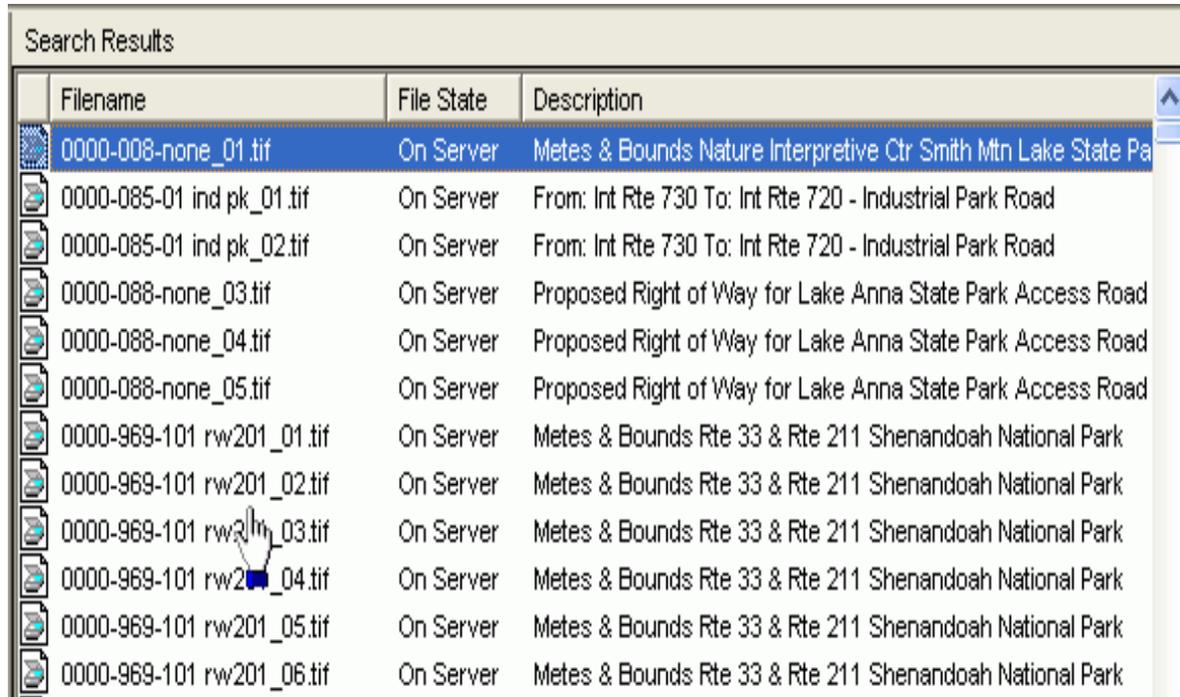
If you are not sure of the project District, number, etc., then you can use **Falcon's search** engine to find it. To start the search, click on the **Search**:



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:



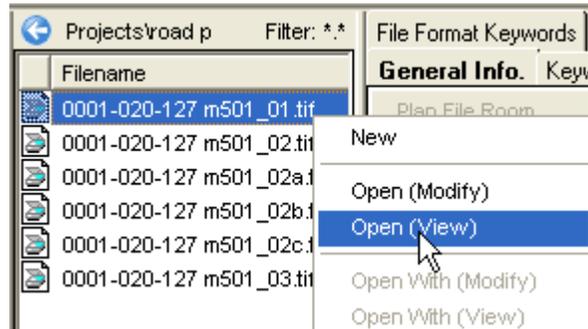
Once you have filled in the appropriate field, click on the **Find** button to initiate the search. If the search is successful, Falcon should give you a choice list of all the files that match your search request.



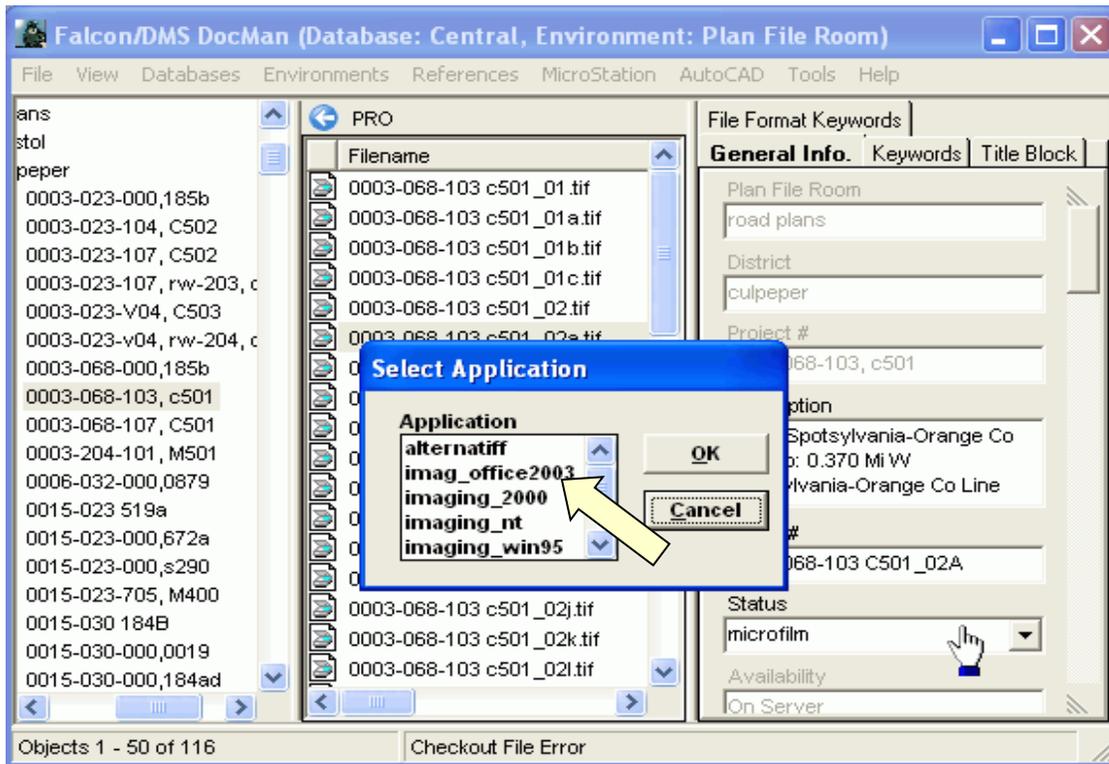
| Filename | File State | Description |
|---------------------------|------------|--|
| 0000-008-none_01.tif | On Server | Metes & Bounds Nature Interpretive Ctr Smith Mtn Lake State Pa |
| 0000-085-01 ind pk_01.tif | On Server | From: Int Rte 730 To: Int Rte 720 - Industrial Park Road |
| 0000-085-01 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 rw201_03.tif | On Server | Metes & Bounds Rte 33 & Rte 211 Shenandoah National Park |
| 0000-969-101 rw201_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

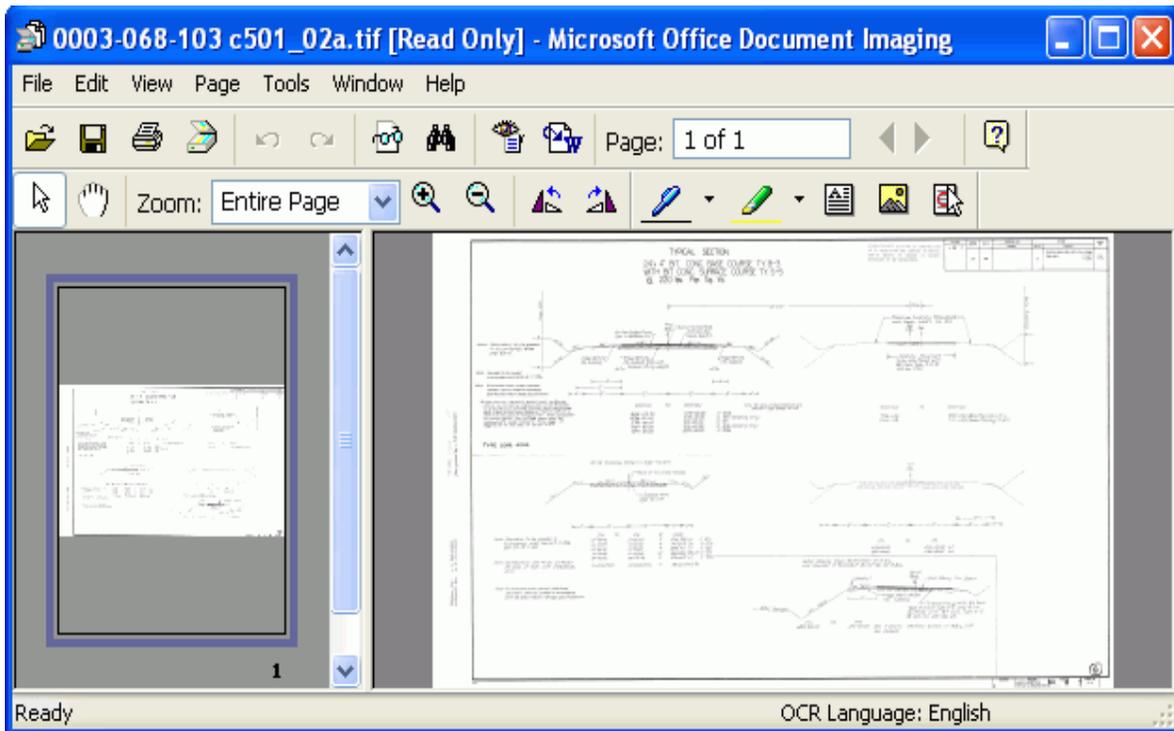
When you have found the project information you were looking for, click on the *file* that you wish to view, then right mouse click on the **Open (View) for older projects in .tif format. For pdf's just click on the image to open, make sure you have a pdf reader installed Instructions below are for TIFFS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



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.

