

## Falcon Database Information

### 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 when you reach one of the appropriate concurrent engineering stages. In the “**Directories & Keywords**” tab, set the “**Archive**” to the appropriate concurrent engineering stage for all project files. Only change the Archive when you are ready to archive the file, otherwise leave it blank.

The screenshot shows the Falcon Database software interface. The 'Directories & Keywords' tab is active. An 'Archive List' dialog box is open, showing a list of stages: 'as built', 'constr. revision', 'field inspection', 'plan submission', 'pre award revision', 'public hearing', 'right of way partial', and 'right of way total'. The 'as built' option is selected. The main window shows fields for 'Archive', 'Route', 'County/City', 'Section', 'SB Plan #', and 'C# or M# etc', each with a dropdown menu and a date field set to 10/09/2002. Buttons for 'Save', 'Prev', 'Next', 'Open', 'Unload', 'Checkin', and 'Close' are visible.

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 different 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.

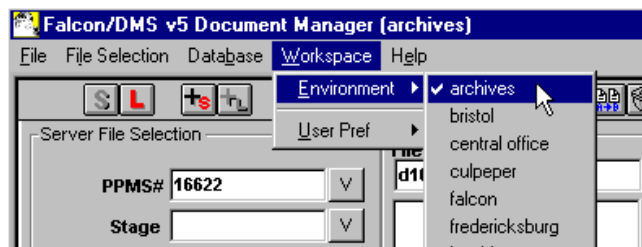
The following is an example of what types of files should be archived in the respective concurrent engineering stages:

- Public Hearing – DGN files**
- Field Inspection Stage – IGrds and DGN files**
- Right of Way Partial – IGrds and DGN files**
- Right of Way Total – IGrds and DGN files**
- Plan Submission – IGrds, CAiCE, DGN, and all related files**  
necessary for the contractor build the project.
- Pre Award Revision – All revised files**
- Construction Revision – All revised files**
- As Built Plans – All plan DGN files for the project**

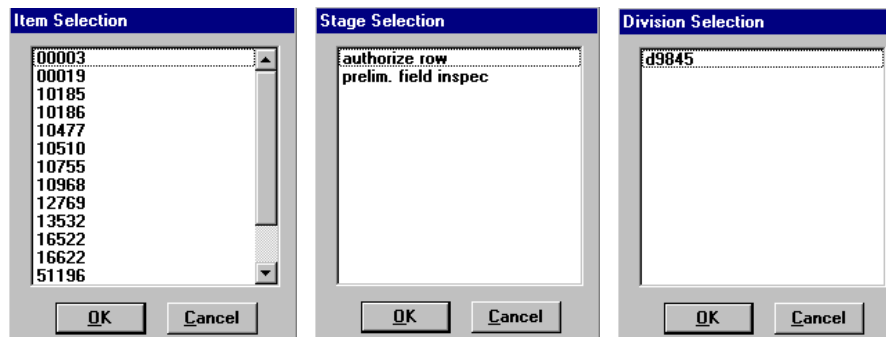
S&B will always archive files at **Final** Plan Submission, Revisions and As Built  
and may occasionally need to archive files at one of the other stages, depending  
on the project

## Accessing Archived Files

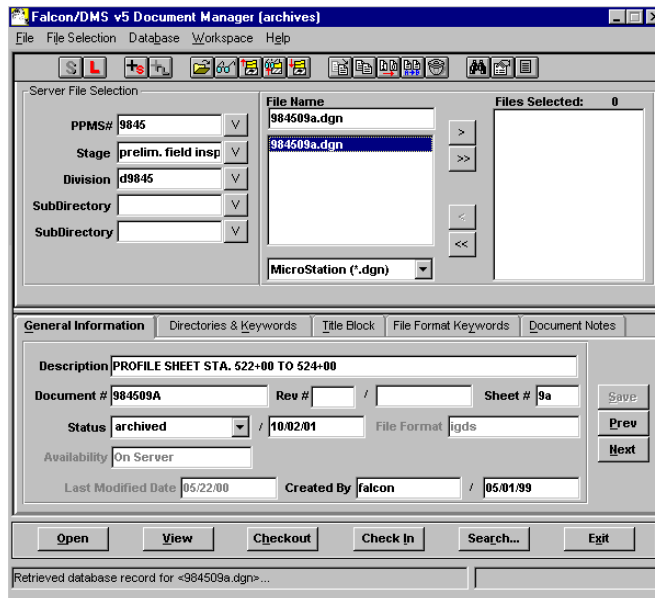
The next few screen captures show how to access the archived files.



In the Falcon Document Manager under “**Workspace**”, “**Environment**”, there will be a choice for “**archives**” .



After setting the environment to **Archives**, choose “**PPMS#**”, then “**Stage**”, then “**Division**”. Stage may 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 as shown above. These files are read only and cannot be edited. Use the **View** button to access these files for reviewing and plotting.

### Example Index of Files

An Index of S&B plans would show the information entered on the General Information Tab. The Reference File column will be blank unless the designer has inserted notes.

This is an example of a S&B index.

Filename	Drawing Number	Description
b2816201a.dgn	01A	0724-035-171,B623 - Front Sheet
b2816202a.dgn	02A	0724-035-171,B623 - Substructure Layout
b2816203.dgn	3	0724-035-171,B623 - Transverse Section & Deck Details
b2816204.dgn	4	0724-035-171,B623 - Superstructure (spans a, b, & c)
b2816205.dgn	5	0724-035-171,B623 - Superstructure (spans d & e)
b2816206.dgn	6	0724-035-171,B623 - Railing & Bearing Details
b2816207.dgn	7	0724-035-171,B623 - Pier 1 Modifications
b2816208.dgn	8	0724-035-171,B623 - Pier 2
b2816209.dgn	9	0724-035-171,B623 - Pier 3 Modifications
b2816210.dgn	10	0724-035-171,B623 - Pier 4 Modifications
b2816211.dgn	11	0724-035-171,B623 - Abutment A
b2816212.dgn	12	0724-035-171,B623 - Abutment B Modifications
b2816213.dgn	13	0724-035-171,B623 - Reinforcing Steel Schedule
b2816214.dgn	14	0724-035-171,B623 - Reinforcing Steel Schedule
b2816215.dgn	15	0724-035-171,B623 - Geology
b2816216.dgn	16	0724-035-171,B623 - Silt Fence Details