

Falcon Database Information

Purpose

This document provides standard procedures for filling in the Falcon Document Management System's required database fields and shall be used in all cases. These standard procedures are **effective October 18, 2001**.

Scope

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

- **Producing an Index of Files**
 - Status = index

- **Archiving files at different stage of Concurrent Engineering Project Development**
 - As Built
 - Construction Revision
 - Field Inspection
 - Plan Submission
 - Pre Award Revision
 - Preliminary Field Inspection
 - Public Hearing
 - R/W Partial
 - R/W Total

- **Automatic tif file generation for Electronic Plan Submission**
 - Tif files created by designer is 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 projects schedule. Falcons settings will be changed in the near future statewide which will force/require all the fields indicated in these instructions to be filled in for creation, checkout and check-in of files. . All database information on new projects from receipt of these instructions **must** have the information keyed in as the files are created.

Falcon has been implemented statewide and 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.

Both the Falcon Windows Document Manager and Falcon MDL Document Manager can be used to key in the information. To update an existing project, the Windows Document Manager would be the best tool to use because the "cut" and "paste" method can be utilized. The Windows Document Manager has another tool to update database fields for multiple files; this tool is called Mass Update. This command is found under Database --> Mass Update. To run the

Windows Document Manager go to Start -> Programs -> Falcon_DMS -> Doc. Manager.

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 **AES Helpdesk at 888-683-0345 or 786-1280.**

Illustrations & Procedures

The following screen captures show the **required** fields highlighted in yellow, however there are times when the field may be left blank. Please read the following carefully.

All Files

General Information Tab

The screenshot shows the 'General Information' tab of a document management interface. The fields are as follows:

- Description:** sheet 24 Sta. 91+00 to Sta. 95+00
- Document #:** 24
- Rev #:** /
- Sheet #:** /
- Status:** index
- File Format:** igds
- Availability:** On Server
- Last Modified Date:** 09/25/01
- Created By:** bultje_w
- Created Date:** 10/22/00

Navigation buttons at the bottom include: Open, View, Checkout, Check In, Search..., and Exit. A status bar at the bottom indicates: Retrieved database record for <d1662224.dgn>...

In the “**Document #**” field, place the sheet number. 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 Document # should be 02e.) If the file is not a plan sheet (IGrds files, CAiCE files, etc.), then the field should be blank. The “**Status**” field has three 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, a reference file, IGrds and CAiCE files, or GEOPAK files relevant to the design of the project. 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.

Directories and Keywords Tab

General Info Directory & Keywords Title Block File Format Keywords Notes

PPMS#: 16622 Stage: [] < 07/02/2001 Save
 Division: d16622 Route: 0123 < 10/02/2002 Prev
 SubDirectory: County/City: 029 < 07/03/2001 Next
 SubDirectory: Section: f28 < 07/02/2001
 SubDirectory: SB Plan #: [] < []
 SubDirectory: C# or M# etc: c501 < 10/02/2002

Unload Document Manager Reference File Check

Status: Retrieved record for d1662224.dgn

The “**Stage**” 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 “**Stage**” field are shown in more detail on page 7. All files with the “**Status**” set to index must have the **Route**, **County/City**, **Section**, and **C# or M# etc** filled in. These should match the project number exactly. **The route number will always be four digits**. The Structure & Bridge # (**SB Plan #**) is used for Bridge Plans only.

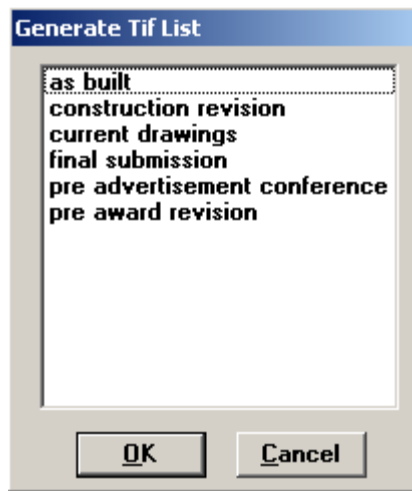
Title Block Tab

No data fields required

File Format Keywords Tab

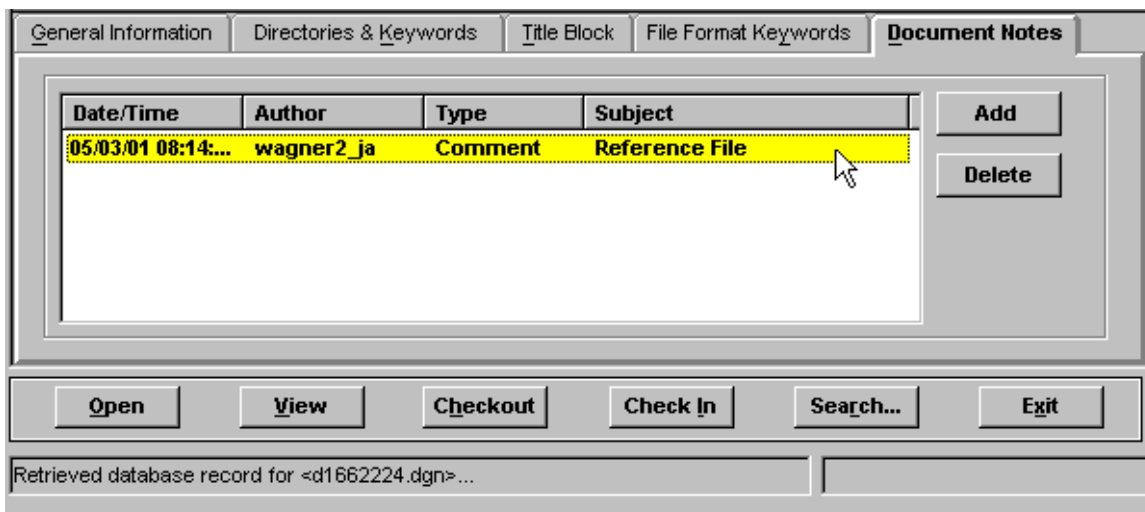
Engineer: Warren Bultje
 Designer: Vicky Cole
 District: nova
 County: fairfax
 Generate Tif: current drawings

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 “**Generate Tif**” field is required when tiff files are created so they are placed in the proper location within the Falcon Web Suite. The next page shows available choices.

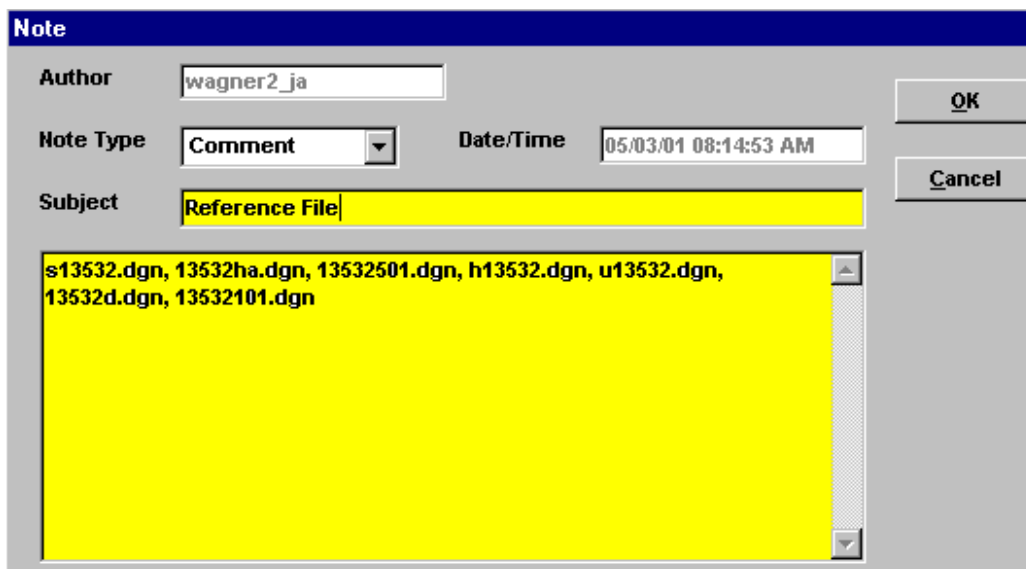


Document Notes Tab

The Document Notes tab is used to place a note that will provide information about which files are attached to the sheet file drawings.



Reference file note is **not applicable** for **Bridge Division**.



Enter the Subject line as **Reference File**. Only enter the reference files that have the display turned on when the sheet is plotted.

IGrds Files

The screenshot shows a software interface for managing IGrds files. The 'General Information' tab is active. The 'Description' field is highlighted in yellow and contains the text 'IGrds Workig File Jaydee Blvd.'. Below it, the 'Document #' field is empty, followed by 'Rev #' and 'Sheet #' fields, also empty. The 'Status' dropdown menu is set to 'index'. To the right of the status is a date field containing '04/03/01'. The 'File Format' field contains 'igds'. Below these is an 'Availability' dropdown set to 'On Server'. At the bottom of the form, 'Last Modified Date' is '06/06/01' and 'Created By' is 'bultje_w' with a date of '03/27/01'. To the right of the form are three buttons: 'Save', 'Prev', and 'Next'. Below the form is a row of buttons: 'Open', 'View', 'Checkout', 'Check In', 'Search...', and 'Exit'. At the very bottom, a status bar reads 'Retrieved database record for <13532540.hal>...'.

All IGrds files must have the “**Description**” and “**Status**” fields filled in. The “**Status**” should be set to “**index**” for all usable sets of working files. This does not include working files used for alternate scenarios or test files. IGrds reports and list files should be renamed and saved in accordance with **IIM-118**. The description should include the type of report and the roadway name. “**Status**” field should also be set to “**index**”.

CAiCE Files

The screenshot shows a software interface for managing CAiCE files. The 'General Information' tab is active. The 'Description' field is highlighted in yellow and contains the text 'CAICE PROJECT FILE'. Below it, the 'Document #' field is empty, followed by 'Rev #' and 'Sheet #' fields, also empty. The 'Status' dropdown menu is set to 'index'. To the right of the status is a date field containing '05/24/00'. The 'File Format' field contains 'igds'. Below these is an 'Availability' dropdown set to 'On Server'. At the bottom of the form, 'Last Modified Date' is '05/01/99' and 'Created By' is 'falcon' with a date of '05/01/99'. To the right of the form are three buttons: 'Save', 'Prev', and 'Next'. Below the form is a row of buttons: 'Open', 'View', 'Checkout', 'Check In', 'Search...', and 'Exit'. At the very bottom, a status bar reads 'Retrieved database record for <dt9845.g\$\$>...'.

All CAiCE files must have the “**Description**” and “**Status**” fields filled in. If you have multiple surfaces, give detailed descriptions for each surface. “**Status**” field should also be set to “**index**”.

Survey Files

General Information		Directories & Keywords	Title Block	File Format Keywords	Document Notes
Description	MASTER SURVEY FILE (Updated 9-05-2000) new property line added				
Document #	<input type="text"/>	Rev #	<input type="text"/>	Sheet #	<input type="text"/>
Status	index	/	10/17/01	File Format	igds
Availability	On Server				
Last Modified Date	10/17/01	Created By	falcon	/	05/01/99
<input type="button" value="Open"/> <input type="button" value="View"/> <input type="button" value="Checkout"/> <input type="button" value="Check In"/> <input type="button" value="Search..."/> <input type="button" value="Exit"/>					
Remove all of the files from the list of selected files.					

All Survey files must have the “**Description**” and “**Status**” fields filled in. The Survey Section will enter information for Survey files. If the “**Status**” field is set to “**survey**” do not change it. If the field is set to “**active**” the designer must change it to “**index**”.

Cross Section Plot Files

General Information		Directories & Keywords	Title Block	File Format Keywords	Document Notes
Description	RIDGECREST AVENUE CROSS-SECTION PLOT FILE				
Document #	<input type="text"/>	Rev #	<input type="text"/>	Sheet #	<input type="text"/>
Status	index	/	05/23/00	File Format	igds
Availability	On Server				
Last Modified Date	06/11/01	Created By	falcon	/	05/01/99
<input type="button" value="Open"/> <input type="button" value="View"/> <input type="button" value="Checkout"/> <input type="button" value="Check In"/> <input type="button" value="Search..."/> <input type="button" value="Exit"/>					
Retrieved database record for <9845902plt.dgn>...					

All Cross Section Plot files must have the “**Description**” and “**Status**” fields filled in. If you have multiple files, the descriptions should contain road name(s) or route number(s). “**Status**” field should also be set to “**index**”.

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. The nine stages for archiving are **Preliminary Field Inspection, Field Inspection, Public Hearing, Right of Way Partial, Right of Way Total, Final Submission, Construction Revision, Pre Award Revision, and As Built** as shown below. In the “**Directories & Keywords**” tab, set the “**Stage**” to the appropriate concurrent engineering stage for all project files. Only change the stage when you are ready to archive the file, otherwise leave it blank.

Directories	Keywords	Archive	Route	County/City	Section	SB Plan #	C# or M# etc	Date
PPMS#: 16622		as built						11/12/2003
Division: d16622		constr. revision						11/12/2003
SubDirectory:		field inspection						11/12/2003
SubDirectory:		final submission						
SubDirectory:		pre award revision						11/12/2003
SubDirectory:		prelim. field inspec						
SubDirectory:		public hearing						11/12/2003
SubDirectory:		right of way partial						

Falcon will copy all of the files that have the “**Stage**” field set to an **Archives** environment on a Falcon server. This process will run nightly. When the process has finished the “**Stage**” 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

Preliminary Field Inspection – IGrds/GEOPAK* and DGN files

Field Inspection Stage – IGrds/GEOPAK* and DGN files

Right of Way Partial – IGrds/GEOPAK* and DGN files

Right of Way Total – IGrds/GEOPAK* and DGN files

Final Submission – IGrds, CAiCE, GEOPAK*, DGN, and all related files necessary for the contractor to build the project.

Constr. Revision – All revised files

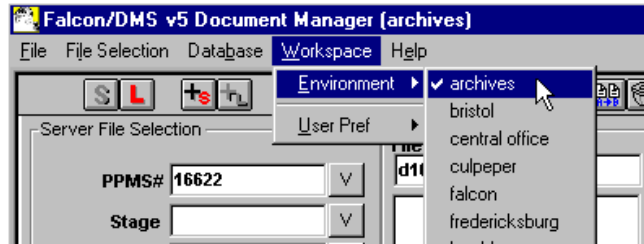
Pre Award Revision – All revised files

As Built – All Files

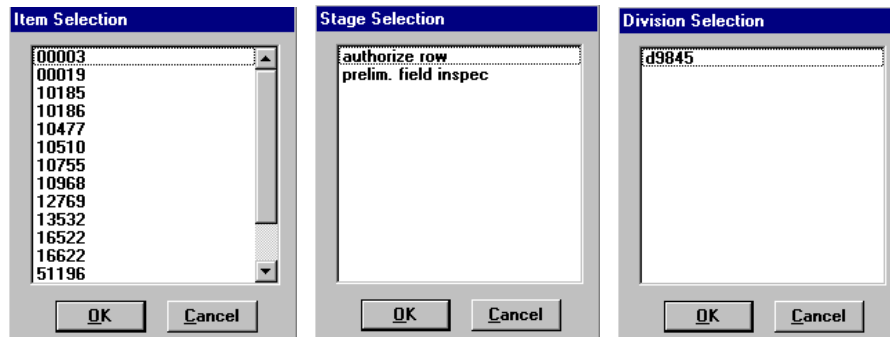
* Note: Please contact AES Helpdesk to Archive any GEOPAK files.

Accessing Archived Files

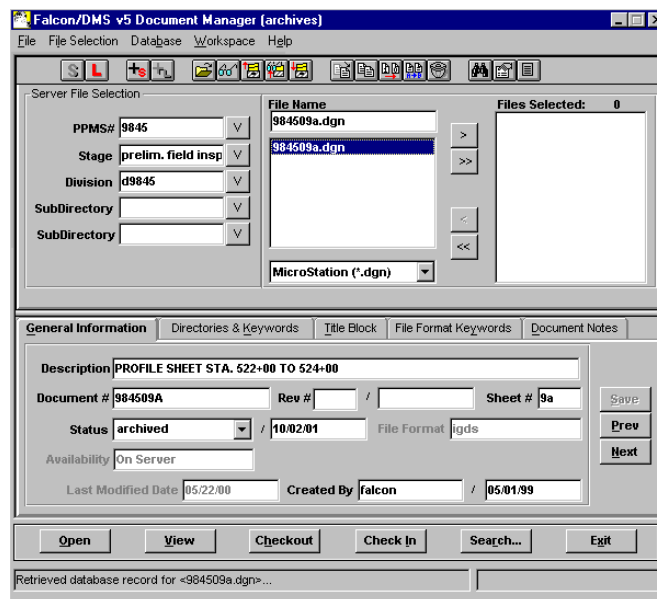
The next few screen captures show how to access the archived files.



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**”.



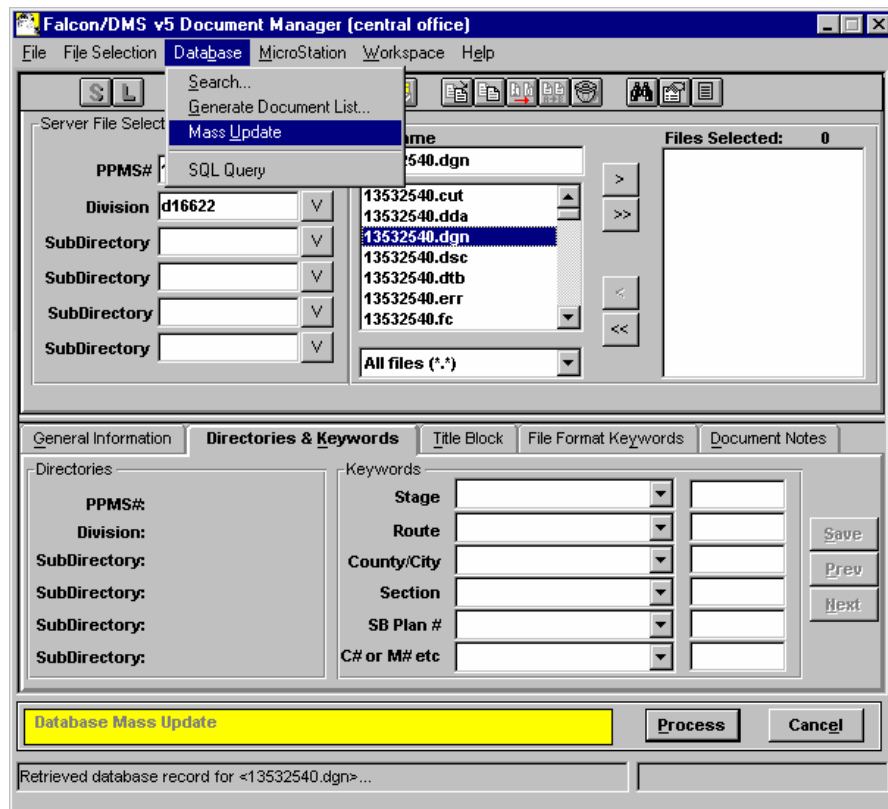
The files that have been archived for that stage will be available as shown above. These files are read only and cannot be edited. Use the **View** button to access these files for reviewing and plotting.

Example Index of Files

This is only an example. File names may or may not match the Cadd Manual.

Filename	SheetNo	DocumentNo	Description	ReferenceFiles
984509a.dgn	9a	984509A	PROFILE SHEET STA. 522+00 TO 524+00	none
d9845009.dgn	9	D9845009	plan sheet 9 sta. 522+00 to 524+00	s9845.dgn,98451000.dgn,dr9845009.dgn,9845.des.dgn,ud9845.dgn
372 9845700.bri		MOUNT HERMAN SCHOOL ROAD IGRDS WORKING FILE		
373 9845700.bx1		MOUNT HERMAN SCHOOL ROAD IGRDS WORKING FILE		
609 dt9845.pt4		CAICE PROJECT FILE		
610 dt9845.sr\$		CAICE PROJECT FILE		
611 s9845.bn#		CAICE SURFACE FILE		
612 s9845.cl!		CAICE SURFACE FILE		

Mass Update Tool in Windows Document Manager



The **Mass Update** tool can be used to change database information on multiple files. Place the files in the Files Selected window and go to **Database --> Mass Update**. A **yellow** bar will appear at the bottom of the Document Manager when in Mass Update mode. This only changes the database fields that you enter data. All other fields remain as they are. Once all the data is entered select **Process**. For more detailed instructions on using **Mass Update** click on the link below [Instructions For Mass Update in Falcon](#)