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.**