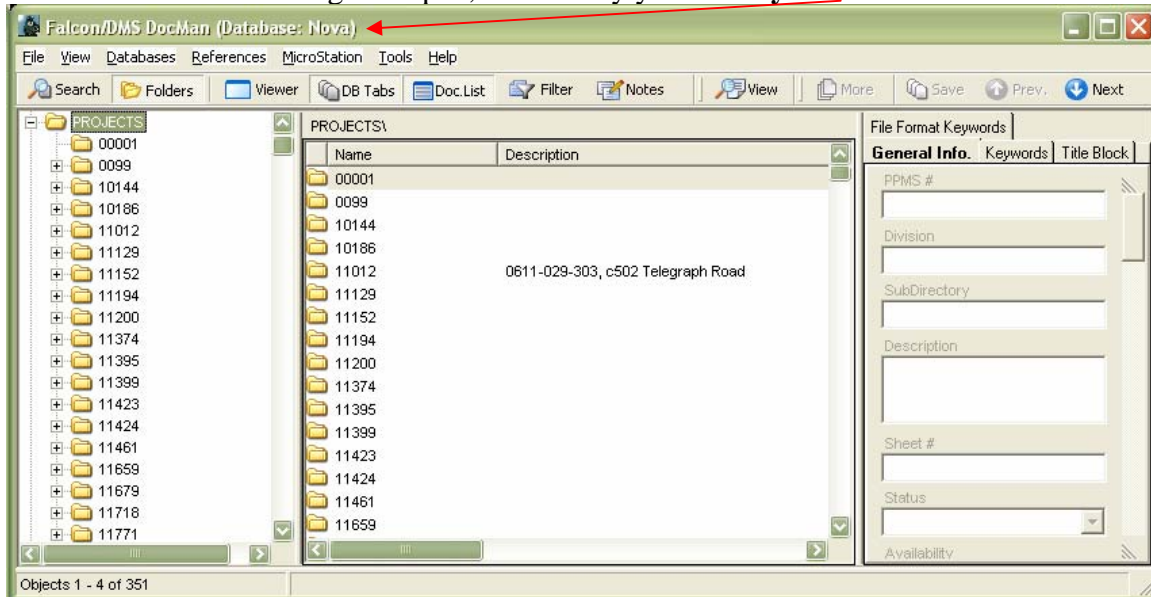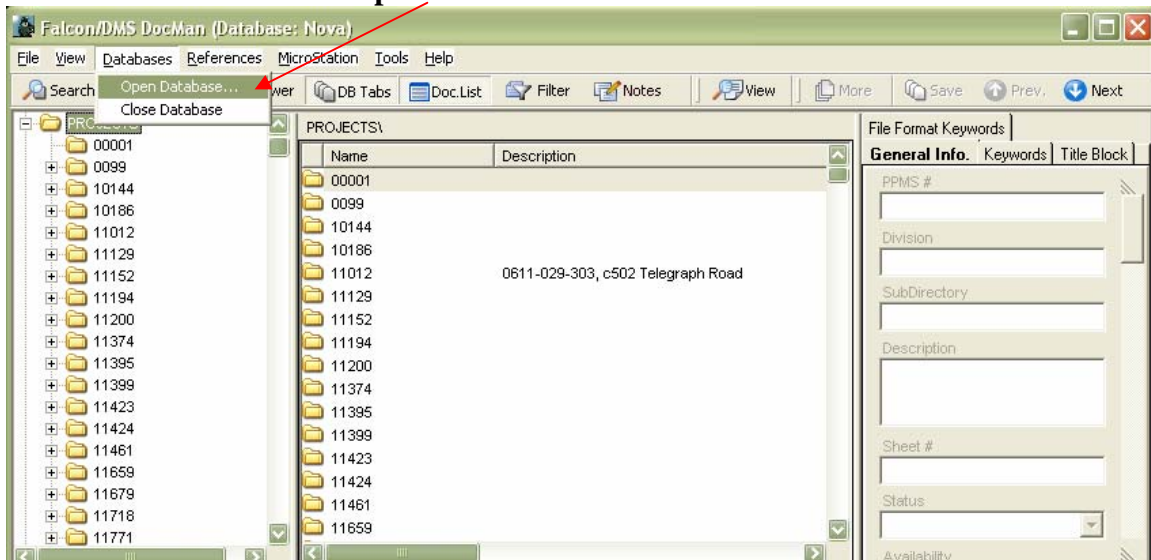# How to access Plan File Room in Falcon 6.5.08

1. Once Document Manager is open, most likely you are in **your district** environment.
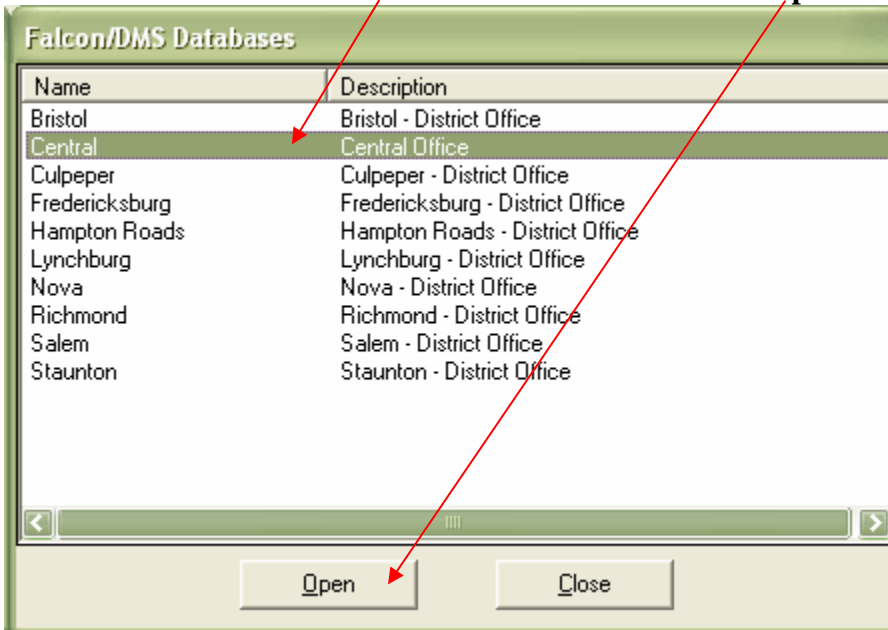

2. Click Databases>Select **Open Database…**
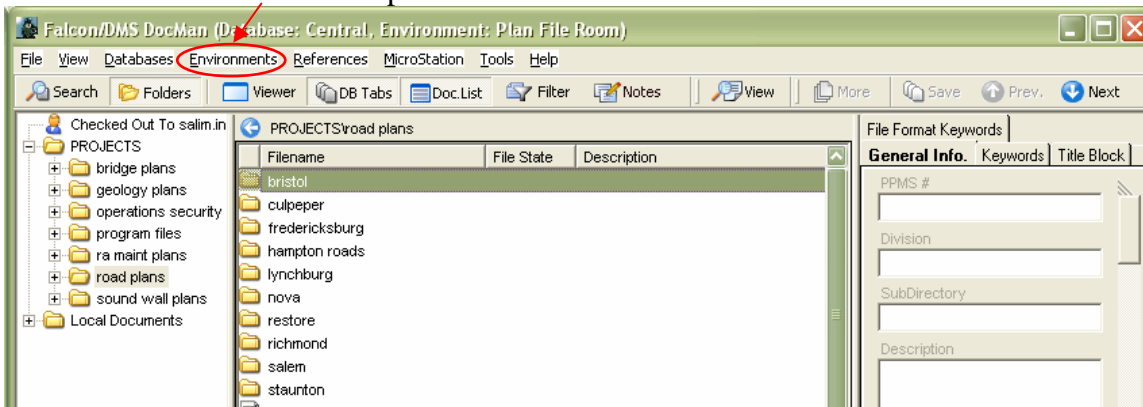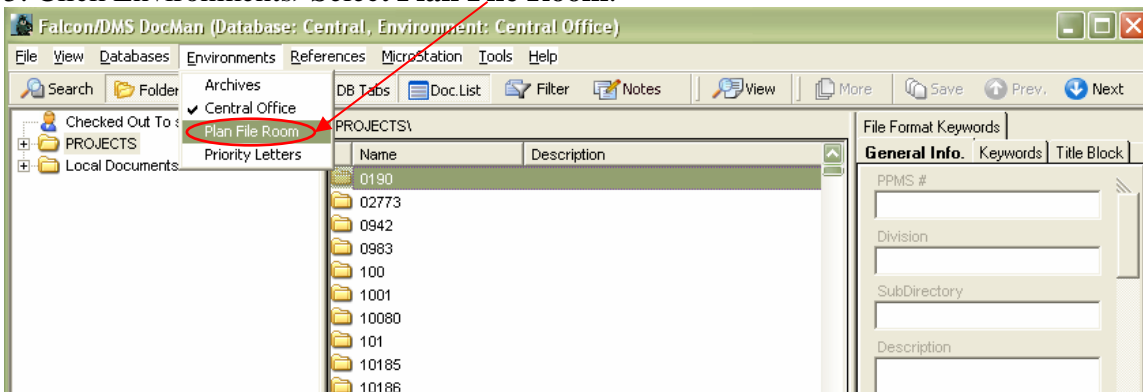
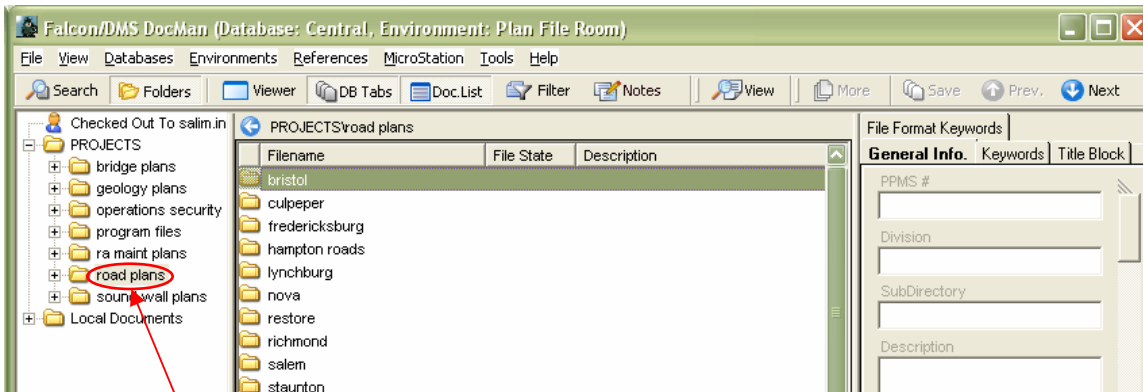3. Select **Central** for Central Office environment and click **Open**.

4. Notice that **Environments** pull down is added to the menu.
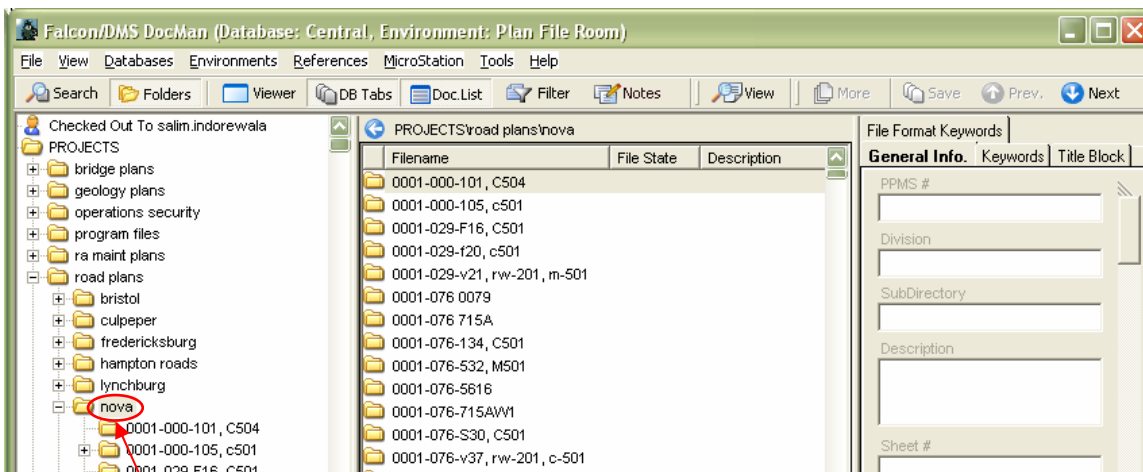

5. Click Environments>Select **Plan File Room**.
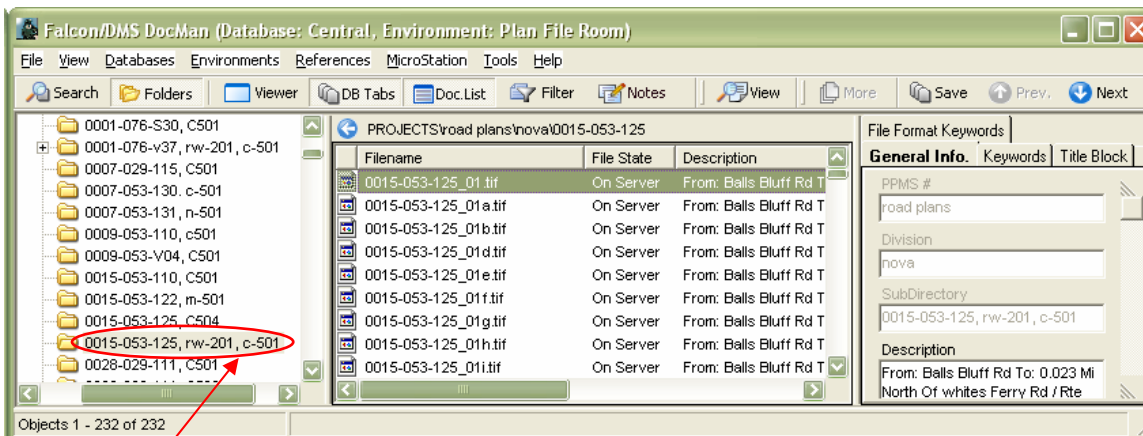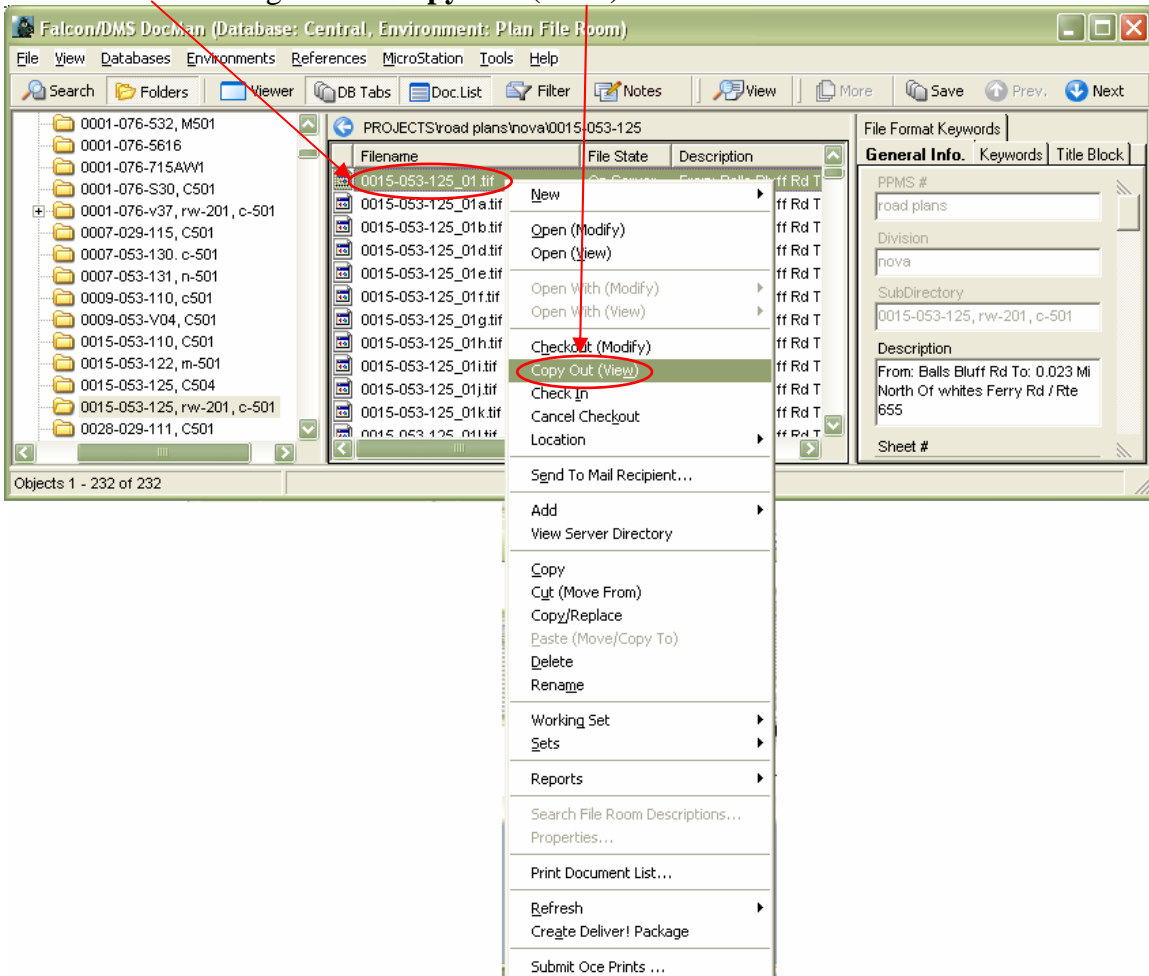
5. Click **road plans**.

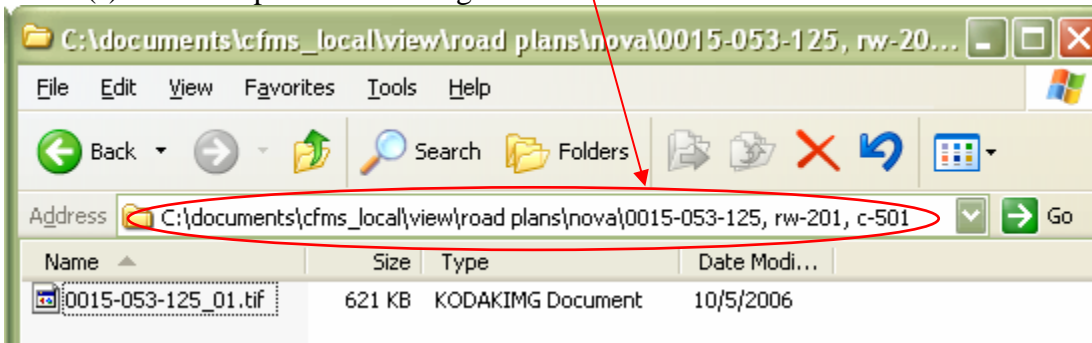6. Click **nova** or other district.

7. Select **Project** from the list.

8. Select **File** and Right-click **Copy Out (View)**.

9. File(s) will be copied at following location...

NOTE: **Xerox Document Submit** Tool can be used to print Tiff files.
Please refer to How to Print TIFF files using Xerox Document Submit.