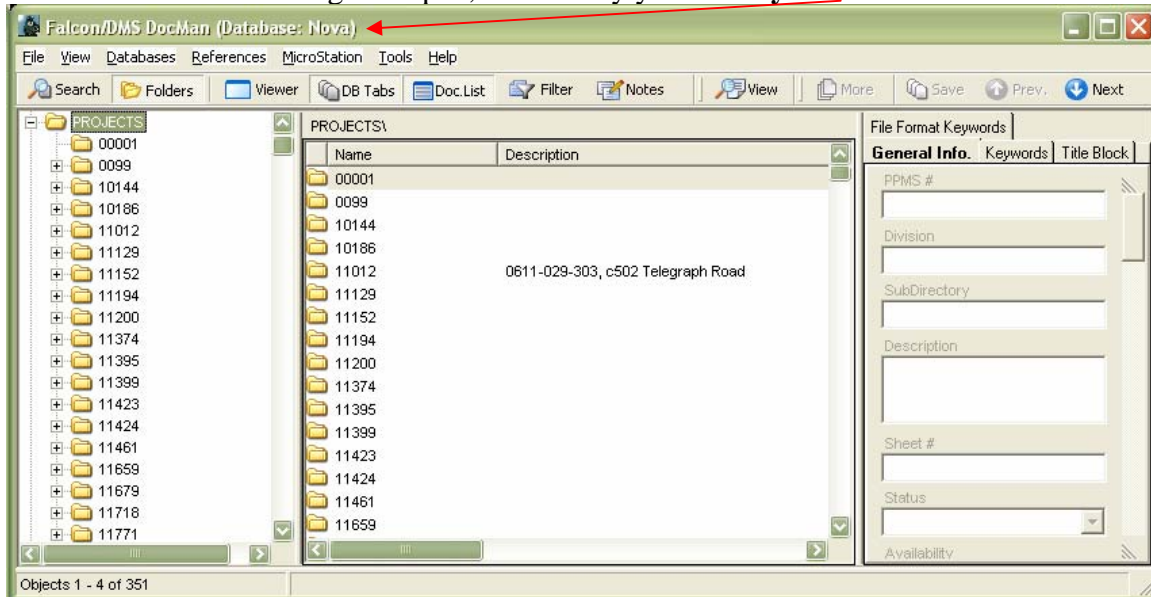
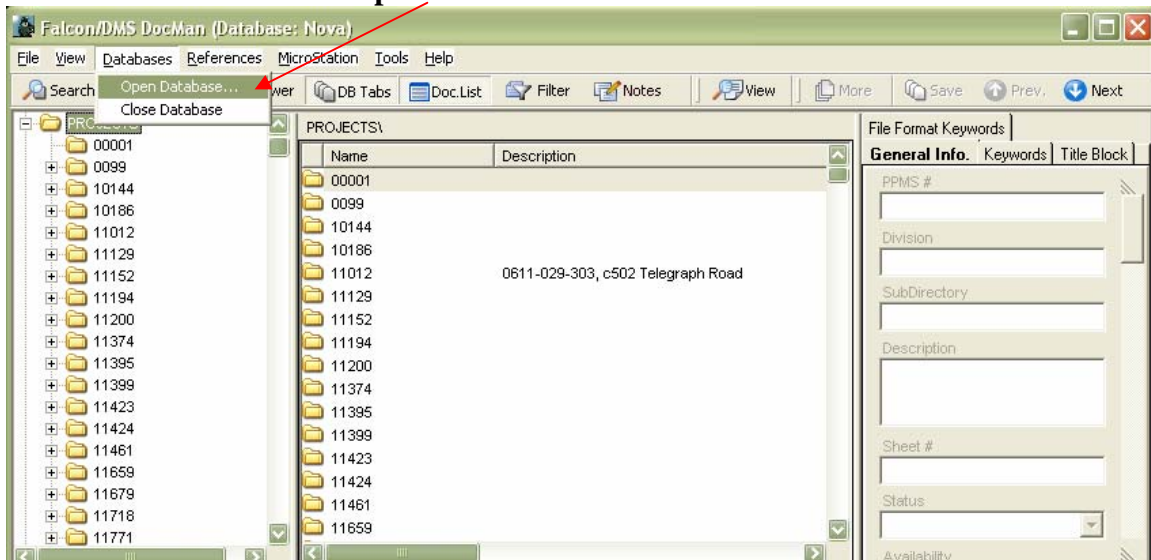


## How to access Plan File Room in Falcon 6.5.08

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

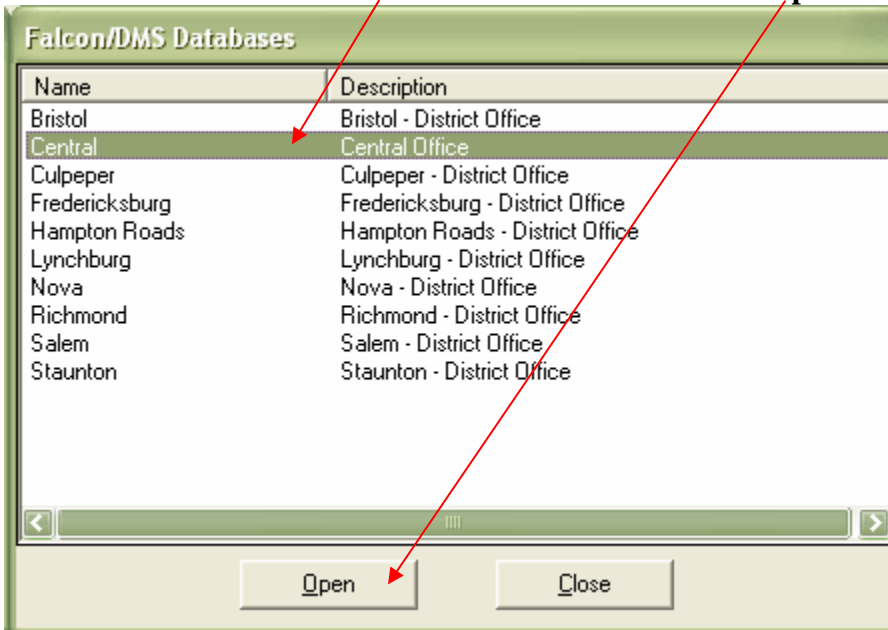


2. Click Databases>Select **Open Database...**

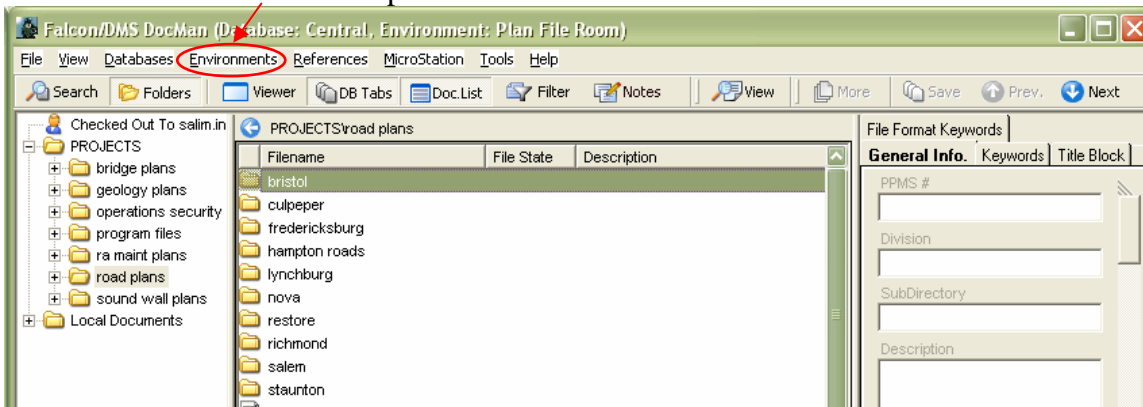


Falcon/DMS Databases	
Name	Description
Bristol	Bristol - District Office
Central	Central Office
Culpeper	Culpeper - District Office
Fredericksburg	Fredericksburg - District Office
Hampton Roads	Hampton Roads - District Office
Lynchburg	Lynchburg - District Office
Nova	Nova - District Office
Richmond	Richmond - District Office
Salem	Salem - District Office
Staunton	Staunton - District Office

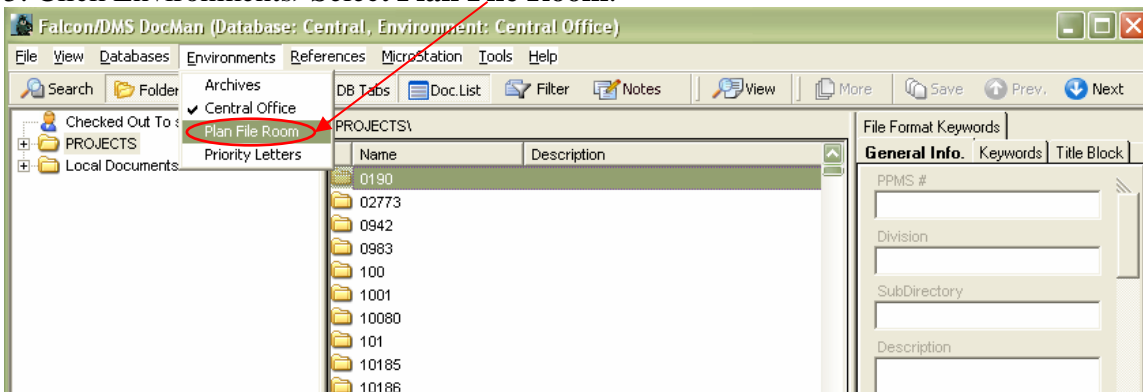
3. Select **Central** for Central Office environment and click **Open**.

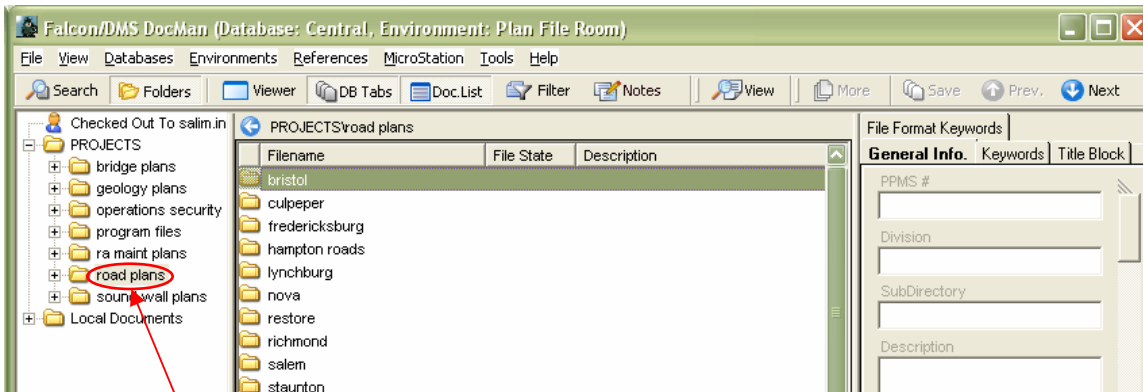


4. Notice that **Environments** pull down is added to the menu.

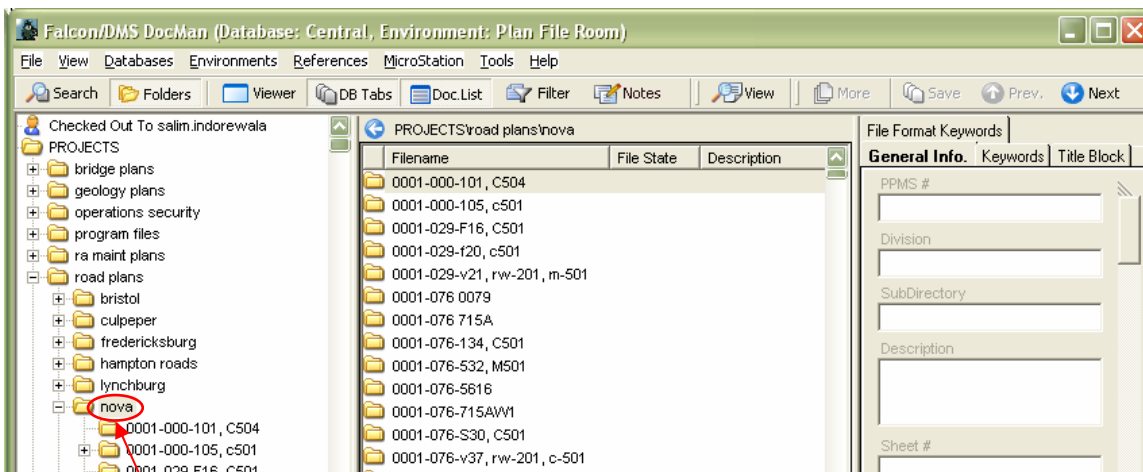


5. Click **Environments>Select Plan File Room**.

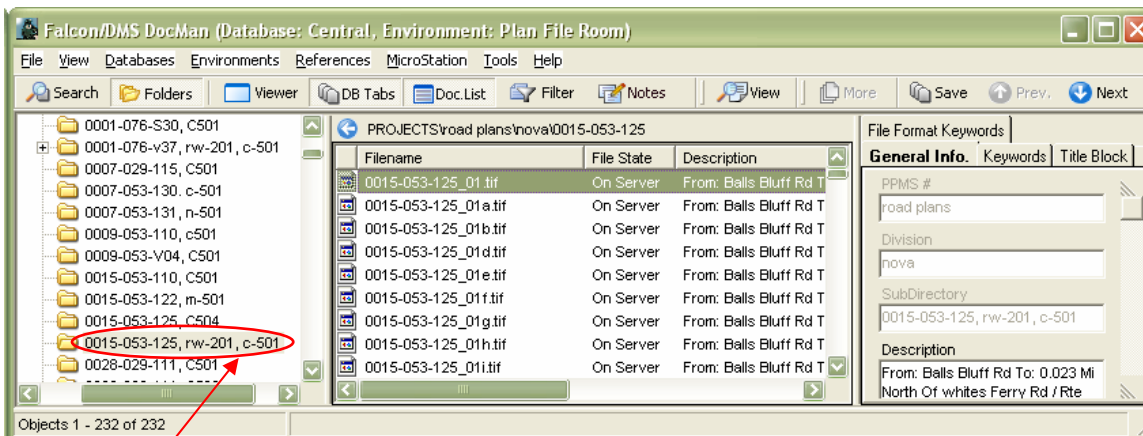




5. Click **road plans**.

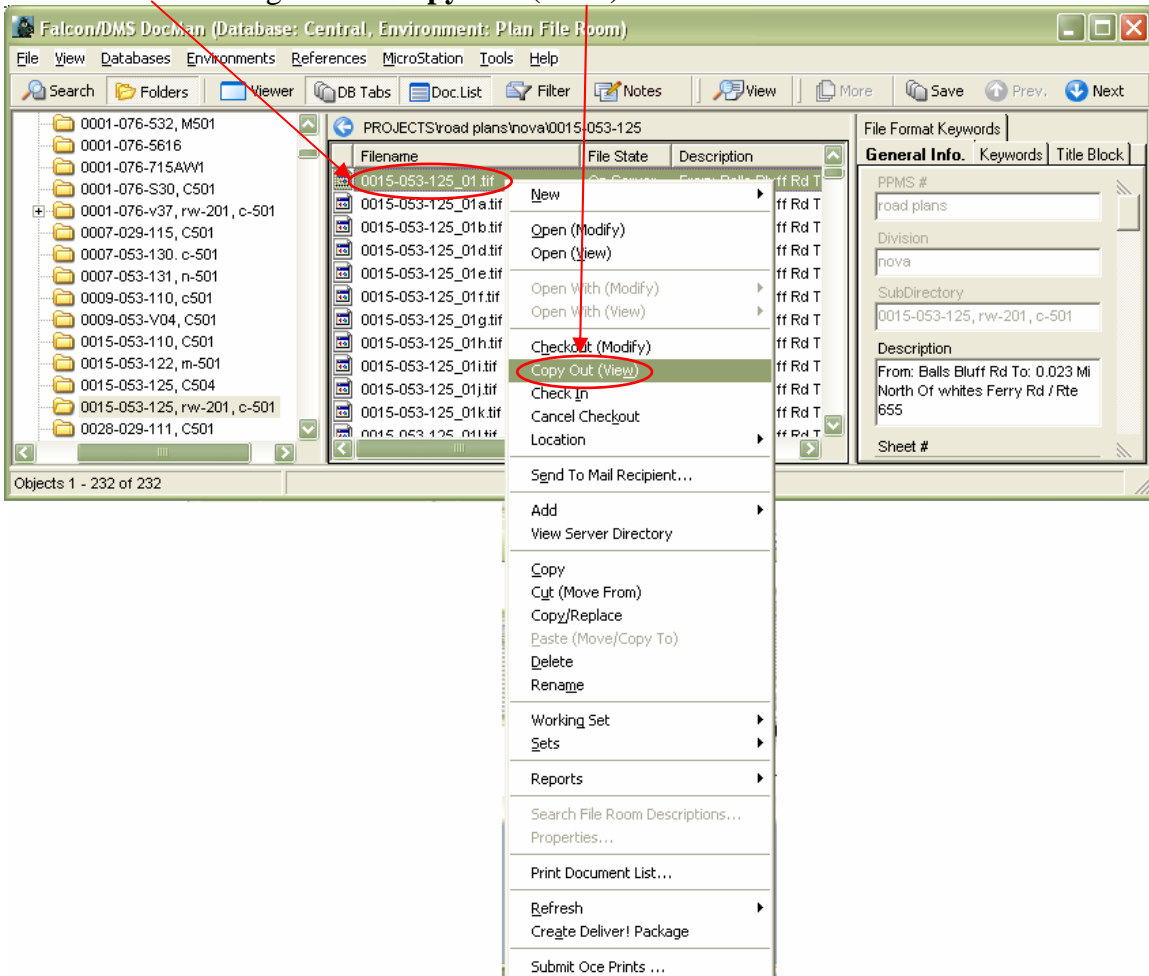


6. Click **nova** or other district.

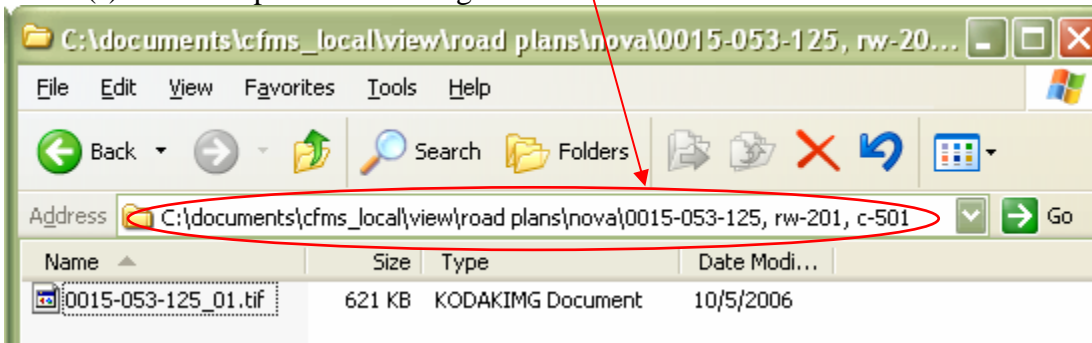


7. Select **Project** from the list.

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.