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. 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.

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.

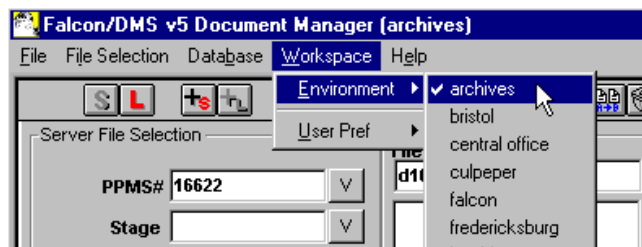**Constr. Revision** – **All revised files**

Pre Award Revision – **All revised files**

As Built – All Files
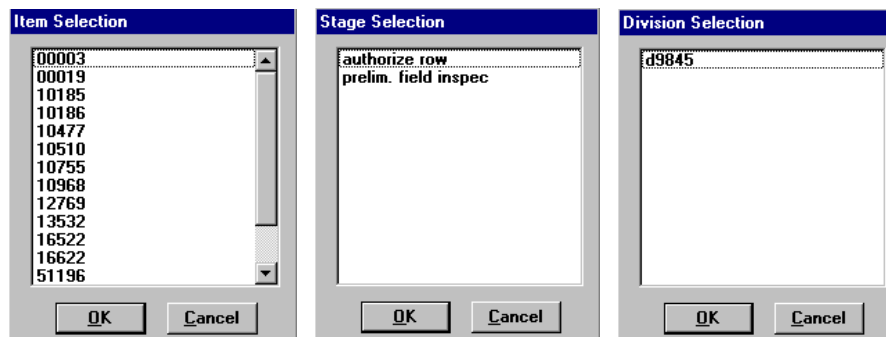* Note: Please contact AES Helpdesk to Archive any GEOPAK files.
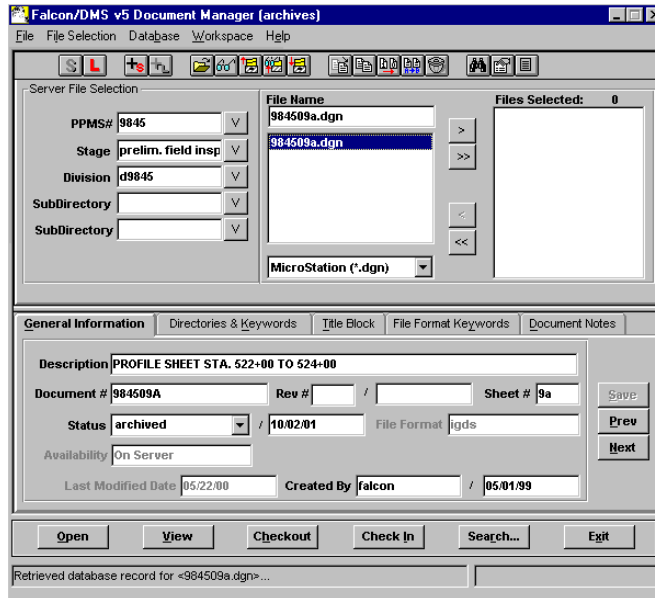

Accessing Archived Files

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,9845des.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	