S&B ELECTRONIC PLAN SUBMISSION
September, 2005

PRELIMINARY PLANS

Note: These directions are for the electronic handling of a preliminary set of plans and assume the preliminary plan sheets are in Falcon, have been reviewed and are ready for distribution. Preliminary plans should be complete on or before the Field Inspection stage shown on the **Electronic Plan Submission** summary chart.
http://www.virginiadot.org/business/locdes/e-plan-submission-index.asp

#	Description
1	Index the sheet in Falcon, inserting the document number (use 001, 002 etc. for this stage), plan number, sheet description, and choose **current drawings** from the Generate Tif block under File Format Keywords. If the plan number has not been assigned, contact the Central Office S&B file room to obtain one.
2	Create .tif files utilizing the **Bridge Tif File Generator** configuration. • Fence file for plotting in normal manner. • Active CFG in the PRF Generator window must be changed to **Bridge Tif File Generator**. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. This creates only an electronic .tif file. No hardcopy plot will be created.

3	Notify the Central Office Computer Operations section, using email, the project is ready to be placed in the Falcon Web Suite / Current Drawings as a preliminary.
	    John S. Halsey, Jr.: John.Halsey@VirginiaDOT.org 804-786-9189, or
	    Doug Horton: Douglas.Horton@VirginiaDOT.org 804-786-1315
	• A folder will be generated in the Current Drawings area of the Falcon Web Suite and the preliminary tif files will be added. Preliminary plans are the only stage that will be made available through Current Drawings at this time.

4	Transmit the preliminary distribution form electronically
	• Upon receipt by the Plan File Room, the generated .tif files will be renamed to XXX-XXx_YY.
	    a. XXX-XXx: Bridge Plan Number (little x is A, B etc.)
	    b. YY: Sheet Number (may be YYY if over 99 sheets). NOTE: YYY format should be used for ALL sheets if the total is expected to be greater than 99.
	Renamed .tif files for projects can be viewed in the Falcon Web Suite environment under Current Drawings or via Archives within Falcon.
	
	http://0501cocadd/falcon/archives.htm (Internal Link)