

## **Falcon Database Information**

This document was generated using Falcon documentation and information initially compiled by the L&D AES group. The content has been modified to be applicable to the Structure and Bridge division processes.

### **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 uses for the Falcon database information are:

- **Producing an Index of Files**
  - Status = index
  
- **Archiving files at different stage of Concurrent Engineering Project Development**
  - Public Hearing
  - Field Inspection
  - Right of Way Partial
  - Right of Way Total
  - Final Submission
  - Pre Award Revision
  - Construction Revision
  - As Built Plans

S&B will always archive files at Final Submission, Revisions and As Built and may occasionally need to archive files at one of the other stages, depending on the project.

- **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. Falcon settings will be changed December 1, 2001 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.

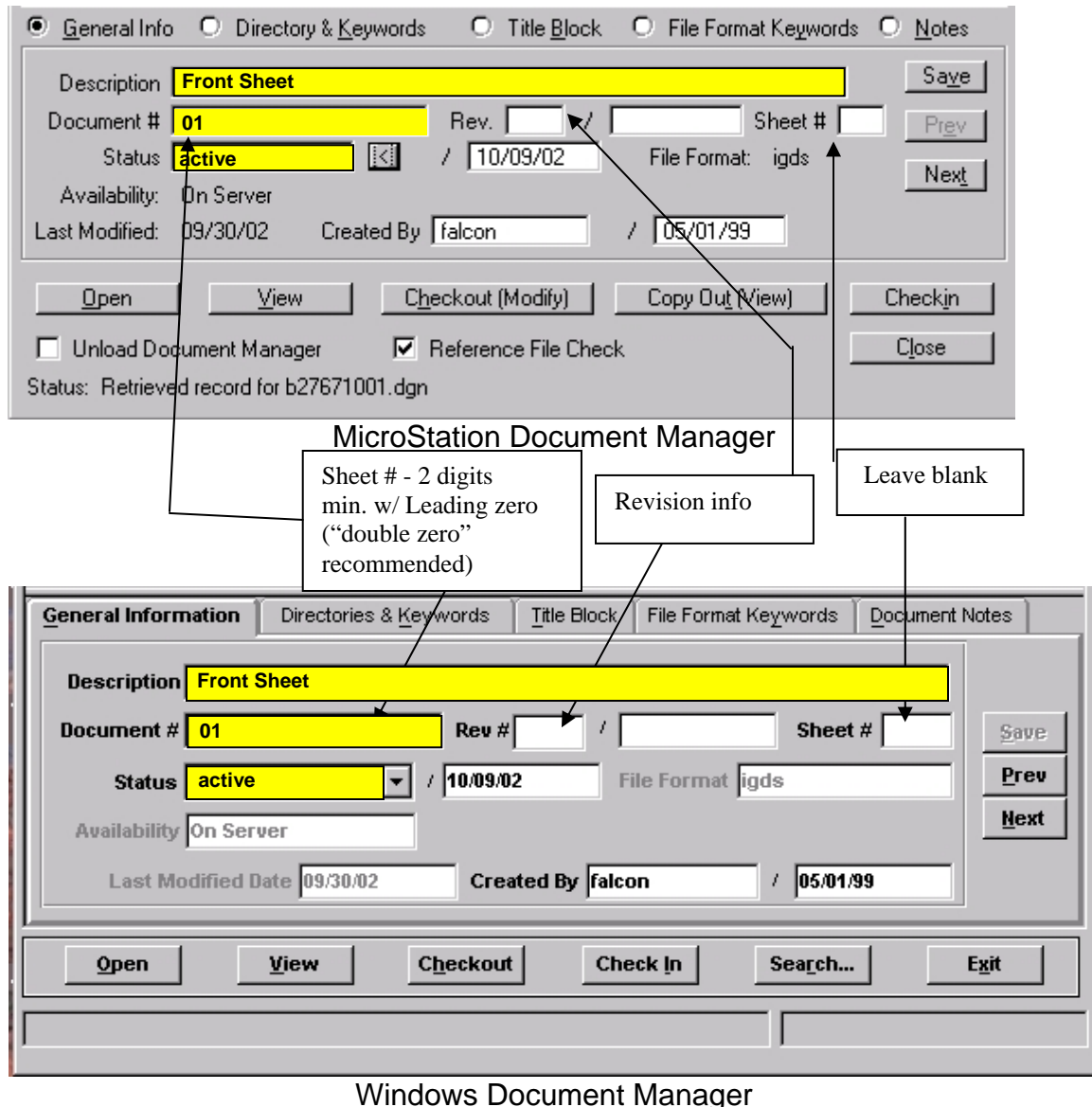
The remaining portion of this document provides illustrations and procedures to follow when filling out the **required** database fields. If you need more assistance or have questions that were not answered, please call the **CADD Helpdesk at 786-1280**.

## Illustrations & Procedures

The following screen captures show the **required** fields highlighted in yellow as they will appear in both the Microstation Document Manager (DM) and the Windows DM. There are times when the field may be left blank. Please read the following carefully.

### All Files

#### General Information Tab



Windows Document Manager

The "Description" field for S&B plans should be filled in with the title of the sheet (ex. Abutment A). The "Document #" should ALWAYS be filled in with the FINAL sheet number that applies to the plan unless the sheet is a worksheet that will not be included in the plans, in which case it should be left blank. This may require that the number be modified prior to indexing or archiving.

The "**Status**" field has several choices. The field must be set to "**index**" only when the file is going to be a part of the plan assembly. Otherwise set the field to

“**active**”. The “**survey**” setting is for locking down the survey file when it is being edited. Do not change status field if set to survey.

## Directories and Keywords Tab

MicroStation Document Manager interface showing the Directory & Keywords tab. The form includes the following fields and values:

Field	Value	Date
Archive		
Route	0360	10/09/2002
County/City	041	10/09/2002
Section	E15	10/09/2002
SB Plan #	276-71	10/09/2002
C# or M# etc	C501	10/09/2002

Buttons: Open, View, Checkout (Modify), Copy Out (View), Checkin, Close

Checkboxes:  Unload Document Manager,  Reference File Check

Status: Retrieved record for b27671001.dgn

MicroStation Document Manager

Windows Document Manager interface showing the Directories & Keywords tab. A callout box labeled "Plan #" points to the SB Plan # field. The form includes the following fields and values:

Field	Value	Date
Archive		
Route	0360	10/09/2002
County/City	041	10/09/2002
Section	E15	10/09/2002
SB Plan #	276-71	10/09/2002
C# or M# etc	C501	10/09/2002

Buttons: Open, View, Checkout, Check In, Search..., Exit

Windows Document Manager

The “**Archive**” field is required to be used only when you are ready to archive a set of files, otherwise it should be left blank. Instructions about the “**Archive**” field are shown in more detail on page 8. All files with the “**Status**” set to index must have the **Route**, **County/City**, **Section**, **SB Plan #**, and **C# or M# etc** filled in.

## Title Block Tab

The Title Block provides six additional fields that can be used for indexing. The current version of Falcon does not allow renaming of the left hand captions, however the user can still search on these fields as they are labeled **Title Block 1**, etc. on the Database Search window.

MicroStation Document Manager

MicroStation Document Manager

Windows Document Manager

Windows Document Manager

The items shown in the two views, as identified by the information in parenthesis, will be included for all S&B plans. The **Record Series #** shown applies for all CADD plans.

## File Format Keywords Tab

General Info  
  Directory & Keywords  
  Title Block  
  File Format Keywords  
  Notes

Engineer:  Save  
 Designer:  Prev  
 District:  < Next  
 County:  <  
 Generate Tif:  <

Unload Document Manager  
 Reference File Check  

Status: Retrieved record for b28195001.dgn

MicroStation Document Manager

Windows Document Manager

All files with the status set to “Index” must have Engineer, Designer, District, and County filled in. If the Engineer and Designer are the same person, then the “**Designer**” field is not required and may be left blank.

The “Engineer” field should be filled in with the name of the Supervisor of the section or the Sr. Engineer who is overseeing the design.

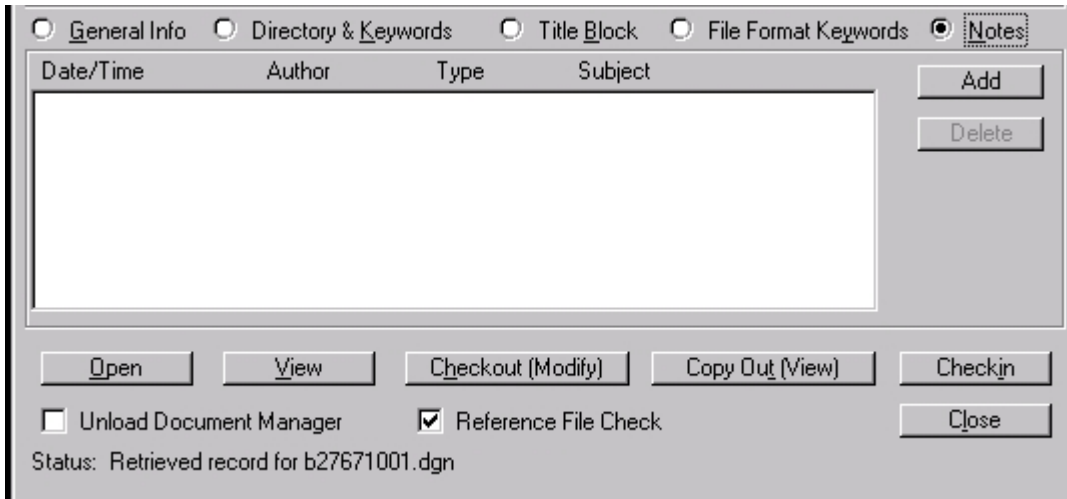
The “Generate Tif” field should be filled in when tif files are to be generated. The appropriate project stage should be chosen from the list shown. (Please note that First Submission has been renamed to **PAC Pre Advertisement Conference** and 2<sup>nd</sup> submission has been renamed to **Final**.)

Generate Tif List

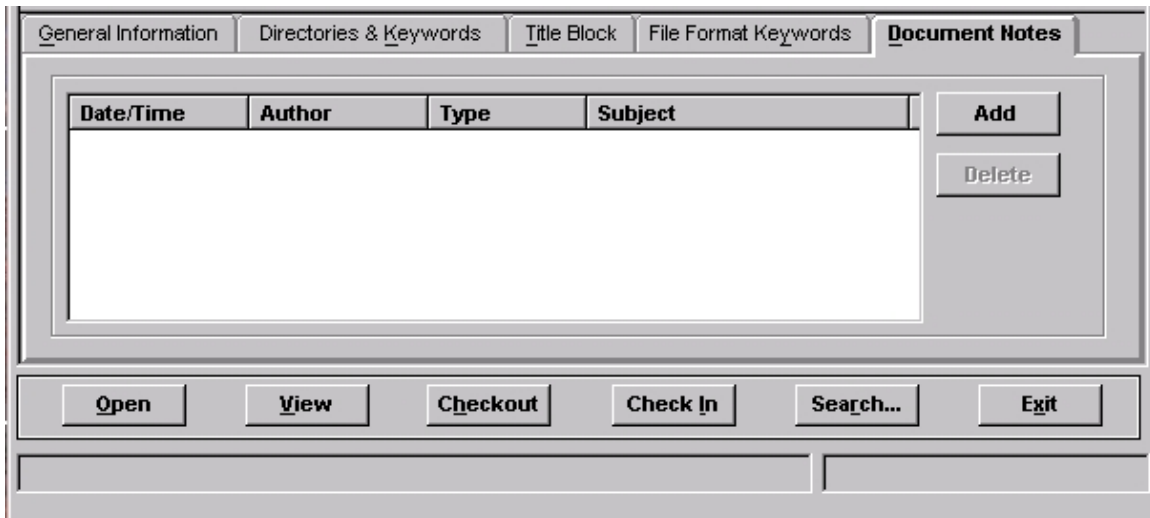
- as built
- construction revision
- current drawings
- first submission
- pre award revision
- second submission

## Document Notes

Completing the “Document Notes” is not required for projects in S&B, however it may be used by the designer for special notes that need to be preserved with the plan sheet.



MicroStation Document Manager



Windows Document Manager

The snapshot below is an example of how notes will appear once they have been entered into Falcon.

The screenshot shows a 'Note' dialog box with the following fields and content:

- Author:** horton\_dl
- Note Type:** Comment
- Date/Time:** 10/09/02 12:05:35 PM
- Subject:** Special Esthetics
- Text Area:** This structure will have exposed aggregate parapets for esthetics
- Buttons:** OK, Cancel

## 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. In the “**Directories & Keywords**” tab, set the “**Archive**” to the appropriate concurrent engineering stage for all project files. Only change the Archive when you are ready to archive the file, otherwise leave it blank.

The screenshot shows the 'Directories & Keywords' tab with an 'Archive List' dialog box open. The 'Archive List' dialog contains the following options:

- as built (selected)
- constr. revision
- field inspection
- plan submission
- pre award revision
- public hearing
- right of way partial
- right of way total

The background dialog shows the following fields and data:

- PPMS#:** [ ]
- Division:** [ ]
- SubDirectory:** [ ]
- SubDirectory:** [ ]
- SubDirectory:** [ ]
- SubDirectory:** [ ]
- Archive:** [ ]
- Route:** 360
- City:** 041
- Division:** e15
- Project #:** 276-71
- etc:** 501
- Date:** 10/09/2002
- Date:** 10/09/2002
- Date:** 10/09/2002
- Date:** 10/09/2002
- Date:** 10/09/2002

Buttons: Open, Unload D, Status: Retrie, OK, Cancel, Save, Prev, Next, (Modify), Copy Out (View), Checkin, Close.



General Information	Directories & Keywords	Title Block	File Format Keywords	Document Notes																								
Directories <b>PPMS#:</b> 984 <b>Division:</b> b984 <b>SubDirectory:</b> p27671 <b>SubDirectory:</b> <b>SubDirectory:</b> <b>SubDirectory:</b>		Keywords <table border="1"> <tr> <td><b>Archive</b></td> <td></td> <td></td> </tr> <tr> <td><b>Route</b></td> <td>as built</td> <td>10/09/2002</td> </tr> <tr> <td><b>County/City</b></td> <td>constr. revision</td> <td>10/09/2002</td> </tr> <tr> <td><b>Section</b></td> <td>field inspection</td> <td>10/09/2002</td> </tr> <tr> <td><b>SB Plan #</b></td> <td>plan submission</td> <td>10/09/2002</td> </tr> <tr> <td><b>C# or M# etc</b></td> <td>pre award revision</td> <td>10/09/2002</td> </tr> <tr> <td></td> <td>public hearing</td> <td>10/09/2002</td> </tr> <tr> <td></td> <td>right of way partial</td> <td>10/09/2002</td> </tr> </table>			<b>Archive</b>			<b>Route</b>	as built	10/09/2002	<b>County/City</b>	constr. revision	10/09/2002	<b>Section</b>	field inspection	10/09/2002	<b>SB Plan #</b>	plan submission	10/09/2002	<b>C# or M# etc</b>	pre award revision	10/09/2002		public hearing	10/09/2002		right of way partial	10/09/2002
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	public hearing	10/09/2002																										
	right of way partial	10/09/2002																										
				Save Prev Next																								

Falcon will copy all of the files that have the “**Archive**” field set to an **Archives** environment on a Falcon server. This process will run nightly. When the process has finished the “**Archive**” 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**

**Field Inspection Stage – IGrds and DGN files**

**Right of Way Partial – IGrds and DGN files**

**Right of Way Total – IGrds and DGN files**

**Plan Submission – IGrds, CAiCE, DGN, and all related files** necessary for the contractor build the project.

**Pre Award Revision – All revised files**

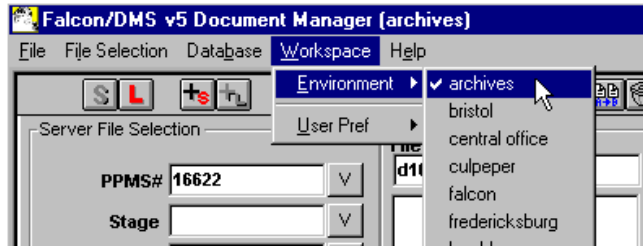
**Construction Revision – All revised files**

**As Built Plans – All plan DGN files for the project**

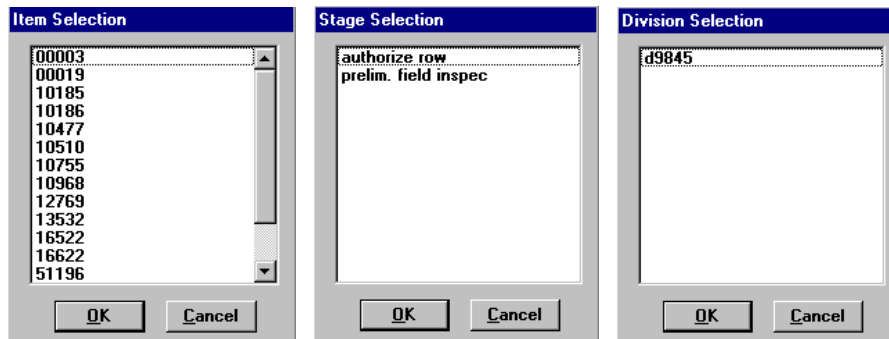
S&B will always archive files at **Final** Plan Submission, Revisions and As Built and may occasionally need to archive files at one of the other stages, depending on the project

## Accessing Archived Files

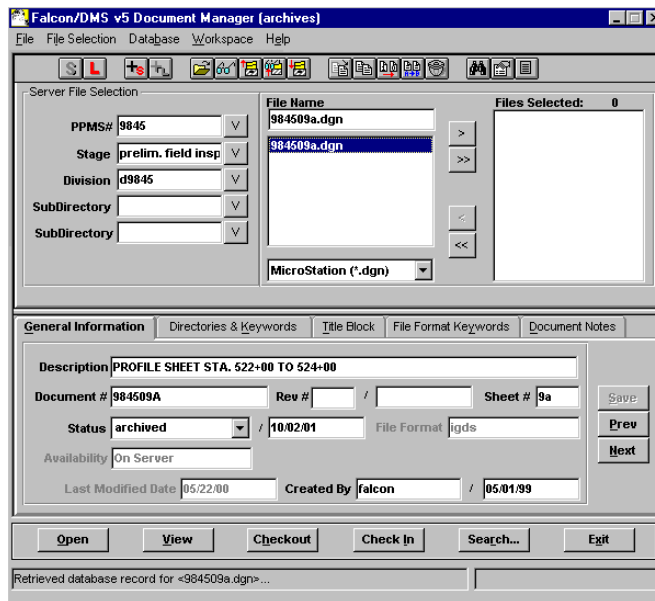
The next few screen captures show how to access the archived files.



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**”. Stage may be any of the plan stages noted in the Archive choices described previously.



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.

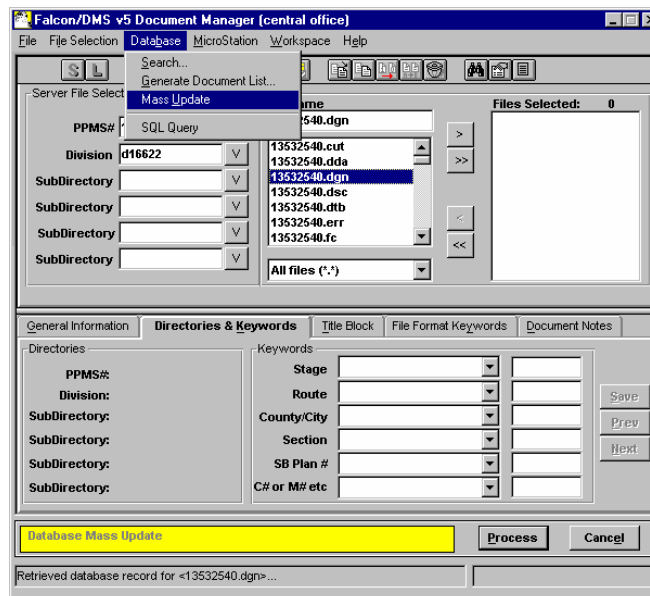
## Example Index of Files

An Index of S&B plans would show the information entered on the General Information Tab. The Reference File column will be blank unless the designer has inserted notes.

This is an example of a S&B index.

Filename	Drawing Number	Description
b2816201a.dgn	01A	0724-035-171,B623 - Front Sheet
b2816202a.dgn	02A	0724-035-171,B623 - Substructure Layout
b2816203.dgn	3	0724-035-171,B623 - Transverse Section & Deck Details
b2816204.dgn	4	0724-035-171,B623 - Superstructure (spans a, b, & c)
b2816205.dgn	5	0724-035-171,B623 - Superstructure (spans d & e)
b2816206.dgn	6	0724-035-171,B623 - Railing & Bearing Details
b2816207.dgn	7	0724-035-171,B623 - Pier 1 Modifications
b2816208.dgn	8	0724-035-171,B623 - Pier 2
b2816209.dgn	9	0724-035-171,B623 - Pier 3 Modifications
b2816210.dgn	10	0724-035-171,B623 - Pier 4 Modifications
b2816211.dgn	11	0724-035-171,B623 - Abutment A
b2816212.dgn	12	0724-035-171,B623 - Abutment B Modifications
b2816213.dgn	13	0724-035-171,B623 - Reinforcing Steel Schedule
b2816214.dgn	14	0724-035-171,B623 - Reinforcing Steel Schedule
b2816215.dgn	15	0724-035-171,B623 - Geology
b2816216.dgn	16	0724-035-171,B623 - Silt Fence Details

## Mass Update Tool in Windows Document Manager



The **Mass Update** tool can be used to change database information on multiple files. Place the files in the Files Selected window and go to **Database --> Mass Update**. A **yellow** bar will appear at the bottom of the Document Manager when in Mass Update mode. This only changes the database fields that you enter data into. All other fields remain as they are. Once all the data is entered, select **Process**. Refer to the **Instructions for Mass Update in Falcon** for more information.