Falcon Database Information

All Files

General Information Tab

In the "**Document #**" field, place the sheet number. If the sheet number is 1 thru 9 place a zero in front of the sheet number. (For example if the sheet number is 2e the Document # should be 02e.) If the file is not a plan sheet (IGrds files, CAiCE files, etc.), then the field should be blank. The "**Status**" field has three choices: index, active, and survey. The field must be set to "**index**" only when the file is going to be a part of the plan assembly, a reference file, IGrds and CAiCE files, or GEOPAK files relevant to the design of the project. 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

The "**Stage**" 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 "**Stage**" field are shown in more detail on page 7. All files with the "**Status**" set to index must have the **Route**, **County/City**, **Section**, and **C# or M# etc** filled in. These should match the project number exactly. **The route number will always be four digits.** The Structure & Bridge # (**SB Plan #**) is used for Bridge Plans only.
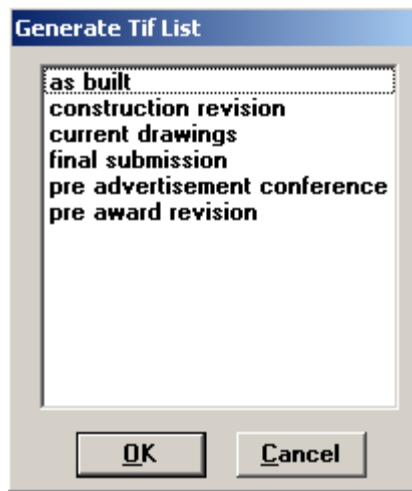
Title Block Tab
No data fields required

File Format Keywords Tab

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 "**Generate Tif**" field is required when tiff files are created so they are placed in the proper location within the Falcon Web Suite. The next page shows available choices.

Generate Tif List

as built
construction revision
current drawings
final submission
pre advertisement conference
pre award revision

OK   Cancel

Document Notes Tab

The Document Notes tab is used to place a note that will provide information about which files are attached to the sheet file drawings.

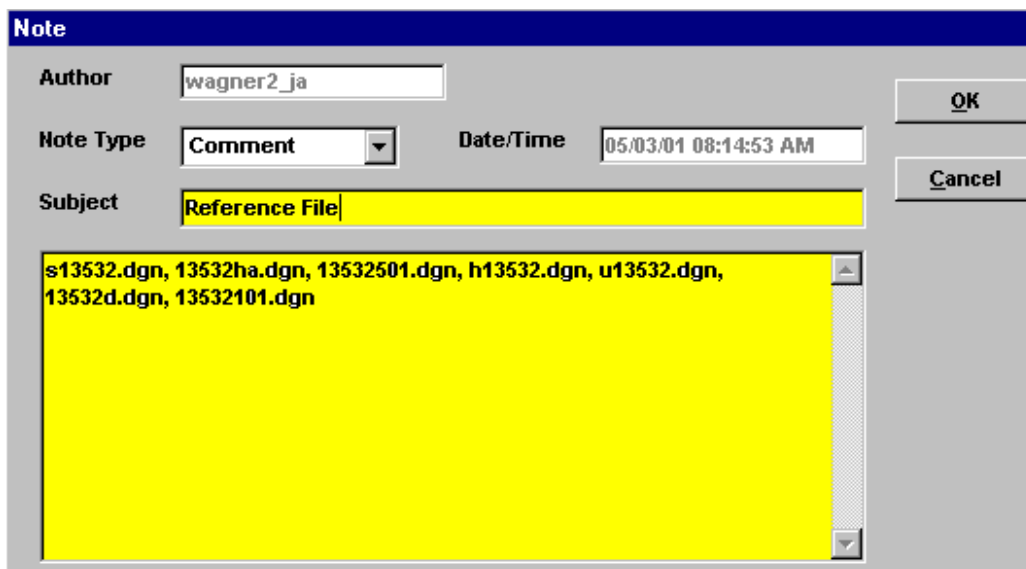| General Information | Directories & Keywords | Title Block | File Format Keywords | Document Notes |

Date/Time	Author	Type	Subject	
05/03/01 08:14:...	wagner2_ja	Comment	Reference File	

Add
Delete

Open   View   Checkout   Check In   Search...   Exit

Retrieved database record for <d1662224.dgn>...
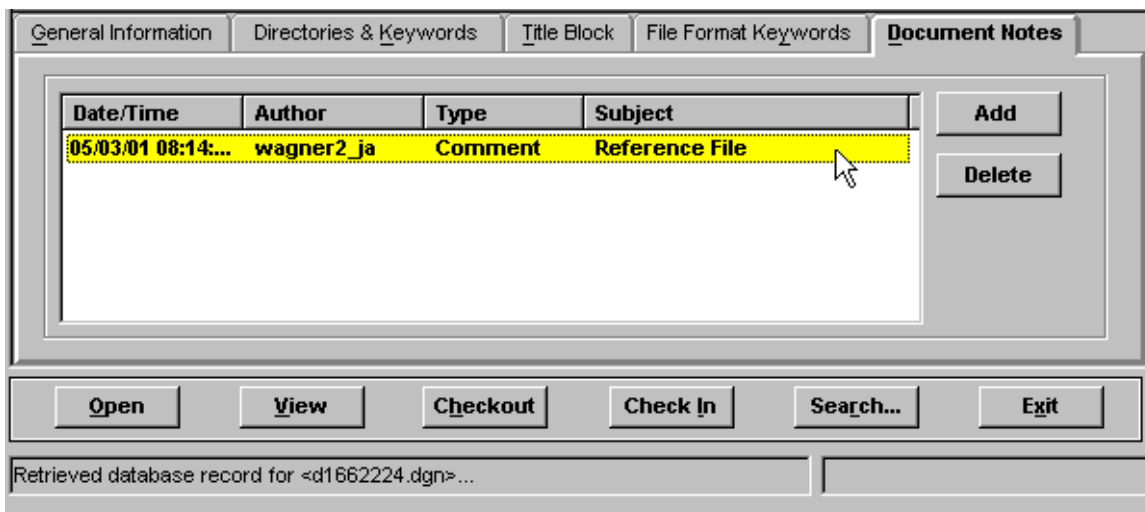
Reference file note is **not applicable** for **Bridge Division**.

Note

Author   wagner2_ja

Note Type   Comment ▼   Date/Time   05/03/01 08:14:53 AM

Subject   Reference File

OK
Cancel

s13532.dgn, 13532ha.dgn, 13532501.dgn, h13532.dgn, u13532.dgn, 13532d.dgn, 13532101.dgn

Enter the Subject line as **Reference File.** Only enter the reference files that have the display turned on when the sheet is plotted.

IGrds Files

All IGrds files must have the "**Description**" and "**Status**" fields filled in. The "**Status**" should be set to "**index**" for all usable sets of working files. This does not include working files used for alternate scenarios or test files. IGrds reports and list files should be renamed and saved in accordance with **IIM-118**. The description should include the type of report and the roadway name. "**Status**" field should also be set to "**index**".

CAiCE Files

All CAiCE files must have the "**Description**" and "**Status**" fields filled in. If you have multiple surfaces, give detailed descriptions for each surface. "**Status**" field should also be set to "**index**".

Survey Files

All Survey files must have the "**Description**" and "**Status**" fields filled in. The Survey Section will enter information for Survey files. If the "**Status**" field is set to "**survey**" do not change it. If the field is set to "**active**" the designer must change it to "**index**".

Cross Section Plot Files

All Cross Section Plot files must have the "**Description**" and "**Status**" fields filled in. If you have multiple files, the descriptions should contain road name(s) or route number(s). "**Status**" field should also be set to "**index**".

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:

Preliminary Field Inspection – **IGrds/GEOPAK*** and **DGN** files
Public Hearing – **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.

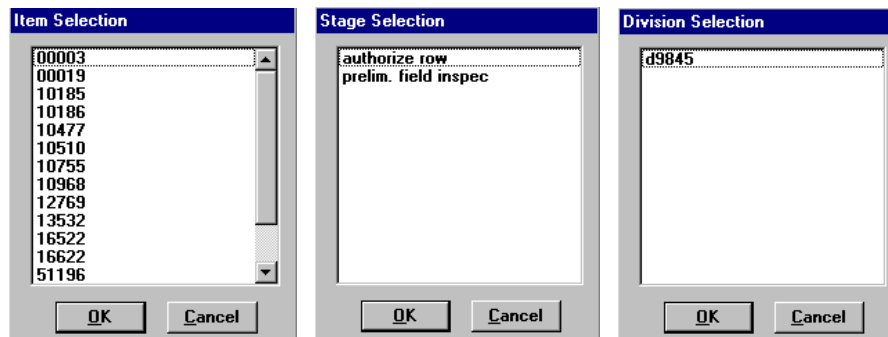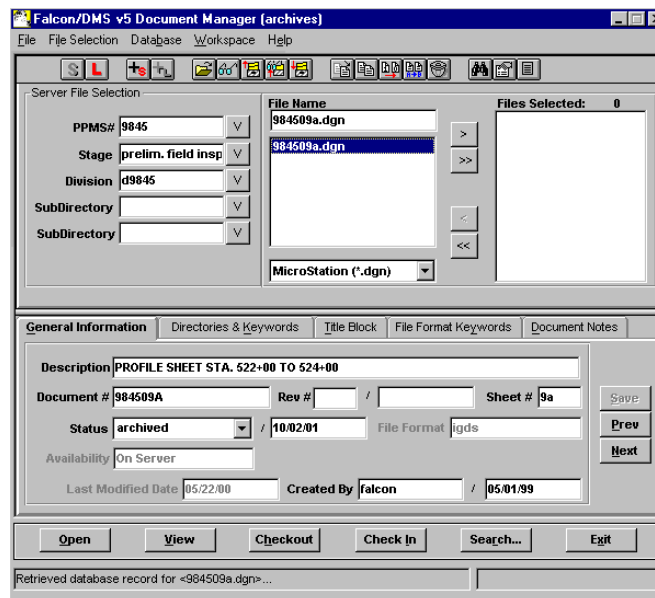**Accessing Archived Files**

The next few screen captures show how to access the archived files.
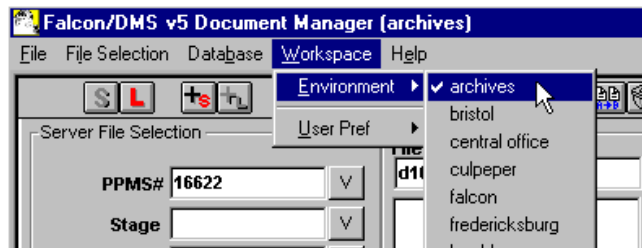
In the Falcon Document Manager under "**Workspace**" , "**Environment**" , there will be a choice for "**archives**".

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	

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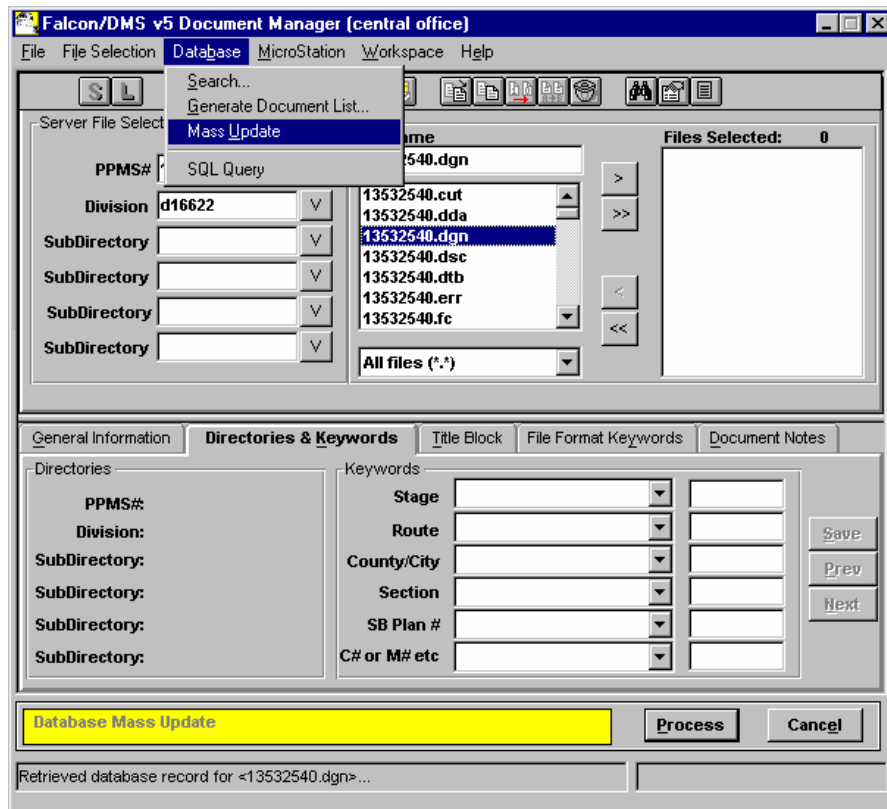
The **Mass Update** tool can be used to change database information on multiple files. Place the files in the Files Selected window and go to **Database --> Mass Update**. A **yellow** bar will appear at the bottom of the Document Manager when in Mass Update mode. This only changes the database fields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