

Falcon Database Information

Illustrations & Procedures

The following screen captures show the **required** fields highlighted in yellow, however there are times when the field may be left blank. Please read the following carefully.

All Files

General Information Tab

The screenshot shows the 'General Information' tab of a software interface. The fields are as follows:

- Description:** sheet 24 Sta. 91+00 to Sta. 95+00 (highlighted in yellow)
- Document #:** 24 (highlighted in yellow)
- Rev #:** (blank)
- Sheet #:** (blank)
- Status:** index (highlighted in yellow)
- Availability:** On Server
- Last Modified Date:** 09/25/01
- Created By:** bultje_w / 10/22/00

Buttons on the right side include Save, Prev, and Next. Buttons at the bottom include Open, View, Checkout, Check In, Search..., and Exit. A status bar at the bottom reads: Retrieved database record for <d1662224.dgn>...

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

General Info Directory & Keywords Title Block File Format Keywords Notes

PPMS#: 16622 Stage: [] < 07/02/2001 Save
 Division: d16622 Route: 0123 < 10/02/2002 Prev
 SubDirectory: County/City: 029 < 07/03/2001 Next
 SubDirectory: Section: f28 < 07/02/2001
 SubDirectory: SB Plan #: [] < []
 SubDirectory: C# or M# etc: c501 < 10/02/2002

Unload Document Manager Reference File Check

Status: Retrieved record for d1662224.dgn

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

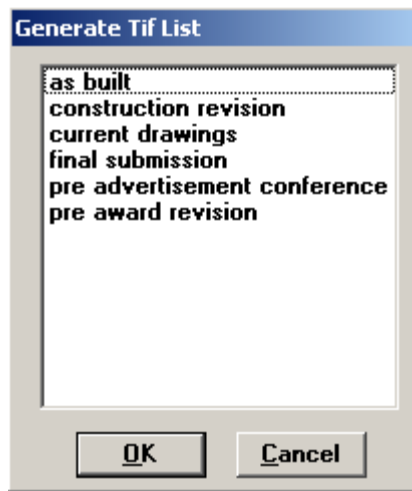
No data fields required

File Format Keywords Tab

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

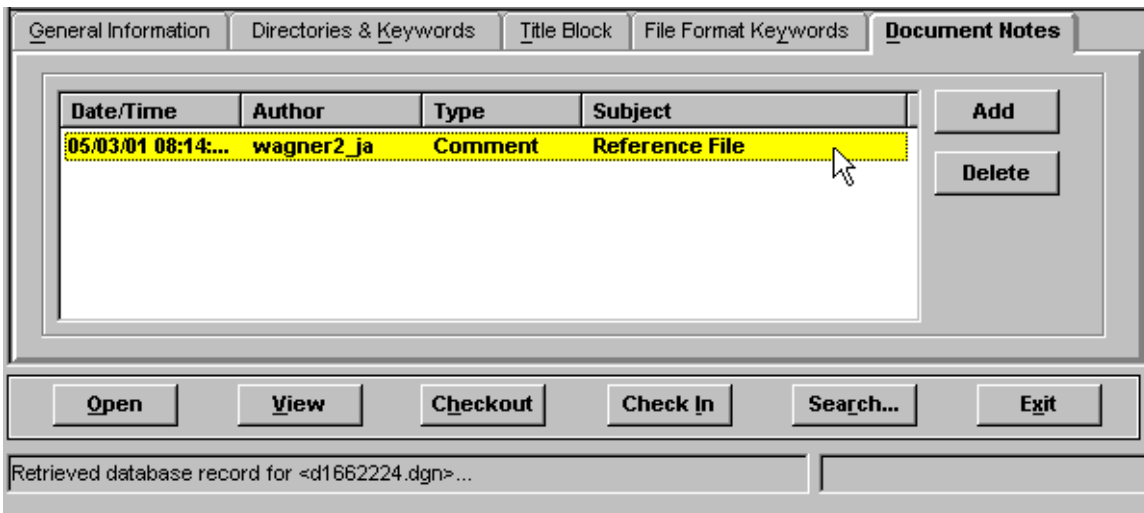
Engineer: Warren Bultje
 Designer: Vicky Cole
 District: nova V
 County: fairfax V
 Generate Tif: current drawings V

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.

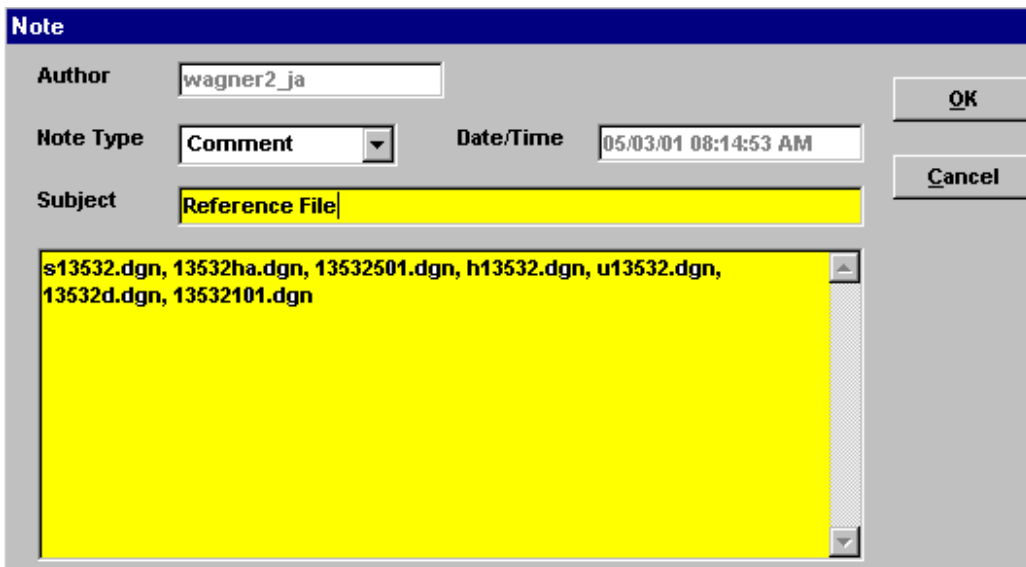


Document Notes Tab

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



Reference file note is **not applicable** for **Bridge Division**.



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

The screenshot shows a web-based interface for managing IGrds files. The 'General Information' tab is active. The 'Description' field is highlighted in yellow and contains the text 'IGrds Workig File Jaydee Blvd.'. Below it, the 'Document #' field is empty, followed by 'Rev #' and 'Sheet #' fields, also empty. The 'Status' dropdown menu is set to 'index'. To the right of the status is a date field containing '04/03/01'. The 'File Format' field contains 'igds'. Below these is the 'Availability' dropdown set to 'On Server'. At the bottom of the form, the 'Last Modified Date' is '06/06/01' and the 'Created By' field contains 'bultje_w' with a date of '03/27/01'. To the right of the form are three buttons: 'Save', 'Prev', and 'Next'. Below the form is a row of buttons: 'Open', 'View', 'Checkout', 'Check In', 'Search...', and 'Exit'. At the very bottom, a status bar reads 'Retrieved database record for <13532540.hal>...'.

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

The screenshot shows a web-based interface for managing CAiCE files. The 'General Information' tab is active. The 'Description' field is highlighted in yellow and contains the text 'CAICE PROJECT FILE'. Below it, the 'Document #' field is empty, followed by 'Rev #' and 'Sheet #' fields, also empty. The 'Status' dropdown menu is set to 'index'. To the right of the status is a date field containing '05/24/00'. The 'File Format' field contains 'igds'. Below these is the 'Availability' dropdown set to 'On Server'. At the bottom of the form, the 'Last Modified Date' is '05/01/99' and the 'Created By' field contains 'falcon' with a date of '05/01/99'. To the right of the form are three buttons: 'Save', 'Prev', and 'Next'. Below the form is a row of buttons: 'Open', 'View', 'Checkout', 'Check In', 'Search...', and 'Exit'. At the very bottom, a status bar reads 'Retrieved database record for <dt9845.g\$\$>...'.

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

General Information		Directories & Keywords	Title Block	File Format Keywords	Document Notes
Description	MASTER SURVEY FILE (Updated 9-05-2000) new property line added				
Document #	<input type="text"/>	Rev #	<input type="text"/>	Sheet #	<input type="text"/>
Status	index	/	10/17/01	File Format	igds
Availability	On Server				
Last Modified Date	10/17/01	Created By	falcon	/	05/01/99
<input type="button" value="Open"/> <input type="button" value="View"/> <input type="button" value="Checkout"/> <input type="button" value="Check In"/> <input type="button" value="Search..."/> <input type="button" value="Exit"/>					
Remove all of the files from the list of selected 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

General Information		Directories & Keywords	Title Block	File Format Keywords	Document Notes
Description	RIDGECREST AVENUE CROSS-SECTION PLOT FILE				
Document #	<input type="text"/>	Rev #	<input type="text"/>	Sheet #	<input type="text"/>
Status	index	/	05/23/00	File Format	igds
Availability	On Server				
Last Modified Date	06/11/01	Created By	falcon	/	05/01/99
<input type="button" value="Open"/> <input type="button" value="View"/> <input type="button" value="Checkout"/> <input type="button" value="Check In"/> <input type="button" value="Search..."/> <input type="button" value="Exit"/>					
Retrieved database record for <9845902plt.dgn>...					

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**”.