

# Falcon Database Information

## **Purpose**

This document provides standard procedures for filling in the Falcon Document Management System's required database fields.

## **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 stages of the Project Development Process**
  - Preliminary Field Inspection
  - Public Hearing
  - Right of Way Total
  - Field Inspection
  - Right of Way Partial
  - Adv. Submission
  - Pre Award Revision
  - Construction Revision
  - As Built Plans

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

- **Automatic pdf file generation for Electronic Plan Submission**
  - Pdf file created by designer are 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 project's schedule.

Falcon is used statewide. It 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.

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 Support Helpdesk at 804-786-1280** or send an e-mail to [CADDsupport@VDOT.Virginia.gov](mailto:CADDsupport@VDOT.Virginia.gov)

## Notification to CADD Support

The Project Manager or Designer should send an e-mail to the Helpdesk prior to submitting PDF's for the first time. Since Tier 1 projects do not go through Plan Coordination Review, this allows CADD Support to get the files in the right location on Falcon Web. This is an example of the information that should be included in the email.

- Description – Rte. #### over ABC river, etc
- Project location – District and county
- Project #
- UPC # (File location in Falcon if different from UPC#)
- Bridge Plan #
- Bridge # - (Federal Structure # is a five digit number)
- Point of contact
- Stage of Project – PAC/PRELIMINARY, PLAN COORDINATION REVIEW, ADVERTISEMENT SUBMISSION, CONSTRUCTION REVISION, or AS-BUILT

**All subsequent e-mails need only reference the UPC# or Bridge Plan #.**

The following links provide additional guidance.

### Projects Submitted For Advertisement

[Tier 1 Projects](#)

[Tier 2 Projects](#)

### Projects Submitted For Pre-Award Revisions

[Tier 1 Projects](#)

[Tier 2 Projects](#)

### Projects Submitted For Construction Revisions

[Tier 1 Projects](#)

[Tier 2 Projects](#)

[Bridge Plans As Builts Tier 1](#)

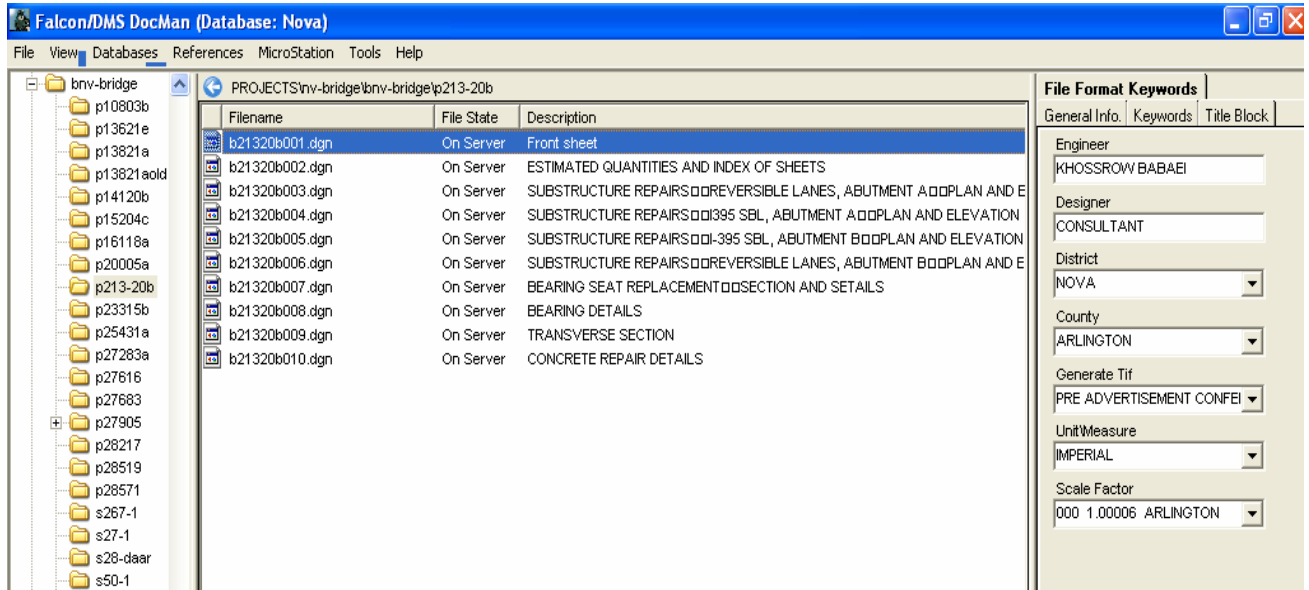
[Bridge Plans As Builts Tier 2](#)

## Illustrations & Procedures

The following screen captures show the **required** fields as they will appear in Falcon DocMan. There are times when the field may be left blank. Please read the following carefully.

Most of the fields are self-explanatory. However, a few do require examples:

### Falcon General Screen

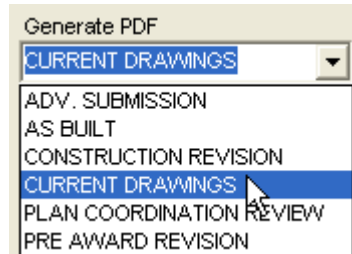


## File Format Keywords Tab

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 “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 PDF” field should be filled in when pdf files are to be generated. The appropriate project stage should be chosen from the list shown.

A screenshot of the "File Format Keywords" tab in a software application. The tab is active, and the "Keywords" sub-tab is selected. The form contains the following fields:

- Engineer: THOMAS THOMPSON (804)
- Designer: WAYNE R. TOWNS (804)
- District: STAUNTON
- County: ALLEGHANY
- Generate PDF: (empty dropdown)
- Unit Measure: IMPERIAL
- Scale Factor: 003 1.00015 ALLEGHANY

GENERATE PDF - Several choices – Choose the “stage” that applies to your current submission.

SCALE FACTOR – used by Survey only

\*See Mass Update information on Page 8 of this document.

## General Information Tab

The “Description” field must be filled in and for S&B plans should be filled in with the title of the sheet (ex. Abutment A). For L&D plans should be filled in with the sheet description (ex. Sheet No. 3 Sta. 100+00 to Sta. 500+00). The “Sheet #” should ALWAYS be filled in with the FINAL sheet number that applies to the plan unless the sheet is a worksheet or a file 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. 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 Sheet # should be 02e.)

The “**Status**” field has several 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. 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.

## General Information Tab

File Format Keywords
<b>General Info.</b>   Keywords   Title Block
PPMS # nv-bridge
Division bnv-bridge
SubDirectory p213-20b
Description Front sheet
Sheet # 001
Status index
Availability

L&D uses a leading 0 (01-09)

S&B uses a leading 00 (001-009)

SHEET # - Use “leading” zeroes to allow all plan sets to be uniformly numbered and sequentially displayed. (Also to be used to indicate a Revision or AsBuilt)

- If sheet one is “at 2<sup>nd</sup> revision”, this would be **001r2**.
- If sheet one is “at Asbuilt”, the field would be **001rab**.

STATUS – All sheets to be included in the plan set should be set to INDEX. (Scratch sheets, etc. should NOT be set to INDEX.) 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.

## Title Block Tab

No data fields required for L&D

The Title Block provides six additional fields that can be used by S & B for indexing.

File Format Keywords
General Info.   Keywords   <b>Title Block</b>
Road Project# 0095-96A-104
Bridge # 14264
FHWA Scour Code X071-S5
Checker(s) Initials HNTB
Record Series # 501-005-1016
Federal Structure #

Federal Structure # - (a five digit identifier)

\*See Mass Update information on Page 8 of this document.

### RECORD SERIES #

Road plans 501-003-1336

<http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx>

Bridge plans 501-016-1016

<http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx>

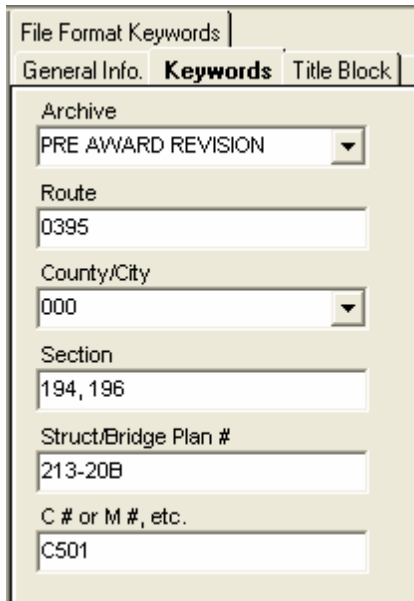
District SAAP & RAAP 501-003-1060

<http://bioapp13/RecordsRetention/Pages/SearchSeries.aspx>

5/27/11 by VCW  
Rev. 2/20/13 by JSS

## Keywords Tab

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 below. All files with the “**Status**” set to index must have the **Route, County/City, Section, SB Plan #, and C# or M# etc** filled in. **The route number will always be four digits.** The Structure & Bridge # (**SB Plan #**) is used for Bridge Plans only.



The screenshot shows a web form titled "File Format Keywords" with three tabs: "General Info.", "Keywords", and "Title Block". The "Keywords" tab is active. The form contains the following fields:

- Archive:** A dropdown menu with "PRE AWARD REVISION" selected.
- Route:** A text input field containing "0395".
- County/City:** A dropdown menu with "000" selected.
- Section:** A text input field containing "194, 196".
- Struct/Bridge Plan #:** A text input field containing "213-20B".
- C # or M #, etc.:** A text input field containing "C501".

ARCHIVE – To be used by L&D for projects at all stages and S&B at the following stages:

- Adv Submission
- Pre Award Revision
- Construction Revision
- As-Built

ROUTE # should be four digits  
(e.g. Interstate 395 would be 0395)

These fields are used to re-name the PDF files to the project number. These must be correct to avoid delays in uploading to Falcon Web.

\*See Mass Update information on Page 8 of this document.

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

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 for 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.

Files archived at **Advertisement Submission, Revisions (Pre-Award or Construction)** are available to the contractors on the external Falcon Web. So it's very important to archive files at these stages.

The following shows what types of files shall be archived for the respective Project Development stages:

**Preliminary Field Inspection – GEOPAK\* and DGN files**

**Public Hearing – GEOPAK\* and DGN files**

**Right of Way Total – GEOPAK\* and DGN files**

**Field Inspection Stage – GEOPAK\* and DGN files**

**Right of Way Partial – GEOPAK\* and DGN files**

**Adv Submission – GEOPAK\* and DGN, and all related files** necessary for the contractor to build the project.

**Pre Award Revision – All revised files**

**Construction Revision – All revised files**

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

**\* Note: Please contact the CADD Support Helpdesk to Archive any GEOPAK files.**

S&B will always archive files at **Advertisement Submission, Revisions (Pre-Award or Construction)** and **As Built**s and may occasionally need to archive files at one of the other stages, depending on the project. Please note that only DGN files are archived.

### **Accessing Archived Files**

**Databases** should be set to **Central**.

**Environments** should be set to **archives**.

After setting the environment to **Archives**, choose “**UPC#**”, then “**Stage**”, then “**Division**”. Stage could 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. 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 files should be requested for all projects and will show the information entered on the General Information Tab. The Reference File column will show the files attached as reference.

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. Highlight the files in the Files Select window and go to **Tools > Mass Update**. 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.