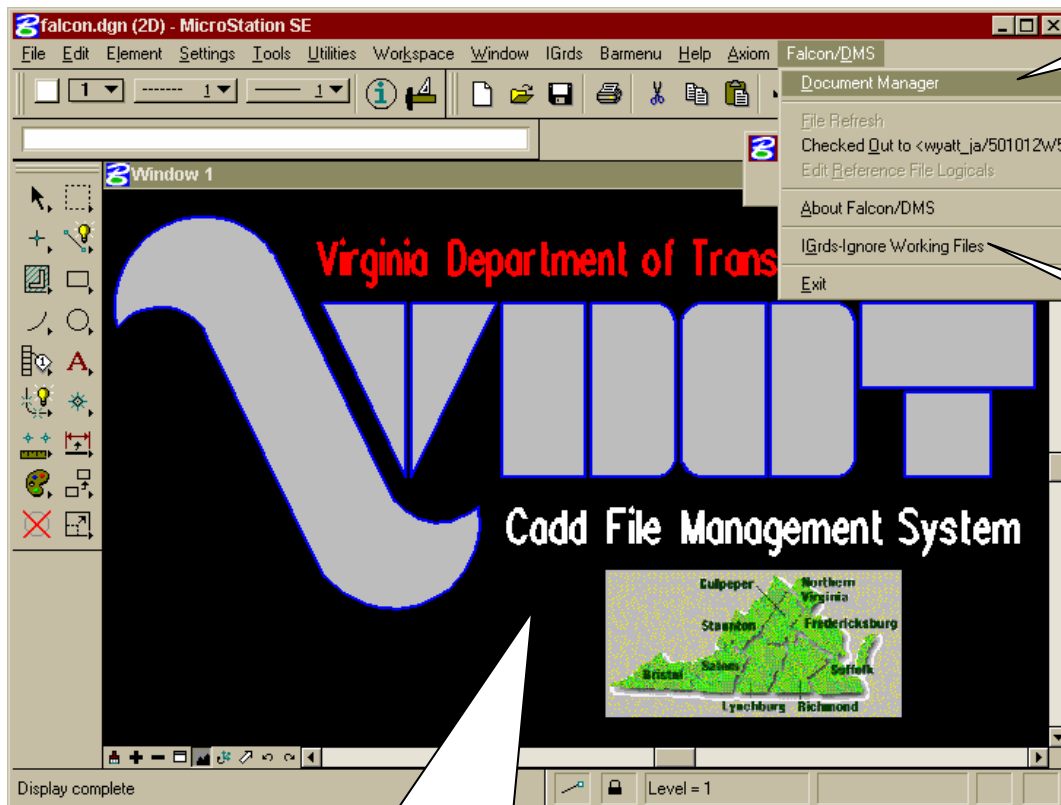


Cadd File Management System – FALCON

These Instructions have been developed to guide users through using Falcon in conjunction with MicroStation, IGrds and CAiCE in order to manage Cadd files. The following topics will be covered:

- **Document Manager** – pages 1 & 2
- **User Preferences, File Selection** (Local and Server) – page 2
- **MicroStation DGN files Check out / Check in** (single and multiple files) – pages 3 & 4
- **Checking files out for view only** – pages 5 & 6
- **Creating new files** – pages 6 & 7
- **Deleting files** – page 8
- **IGrds Working files Check out / Check in** – pages 9, 10 & 11
- **CAiCE files Check out / Check in** – pages 12 & 13
- **Refreshing files** (local, reference and server files) – pages 13 & 14
- **Attaching Reference files** – pages 14 & 15
- **Adding Local files** – pages 16 & 17
- **Falcon Local Directory Structure** – page 18

The Falcon/DMS Document Manager can be activated from the MicroStation Menu bar. First, datapoint on Falcon/DMS and then Document Manager as shown below.

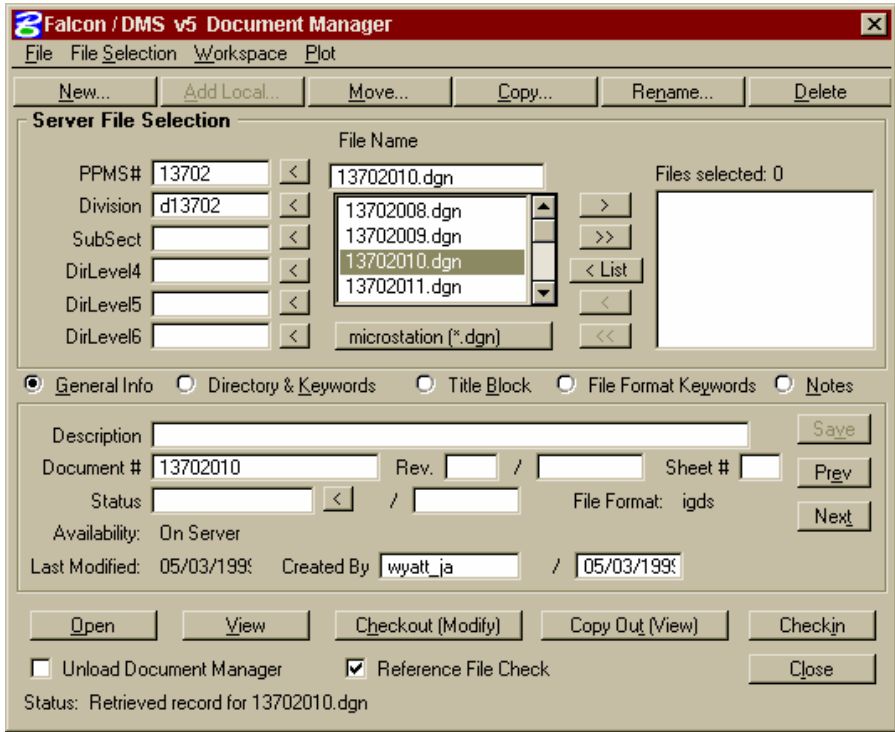


Click here to activate Document Manager

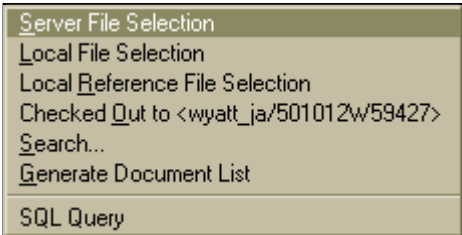
This is the IGrds hook function that will be explained later.

This is referred to as the Falcon file. It is a dgn file that MicroStation is configured to into automatically.

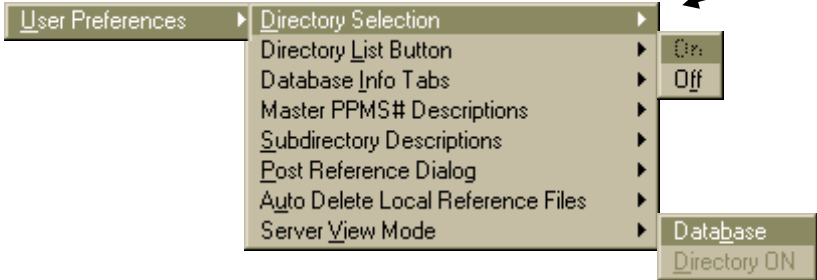
Shown below is the **Falcon/DMS Document Manager**.



There are two File Selection modes. **Server File Selection** mode allows the user to obtain a list of stored files on the server for the selected PPMS# directory. **Local File Selection** mode allows the user to obtain a list of files that are currently checked out to their workstation.

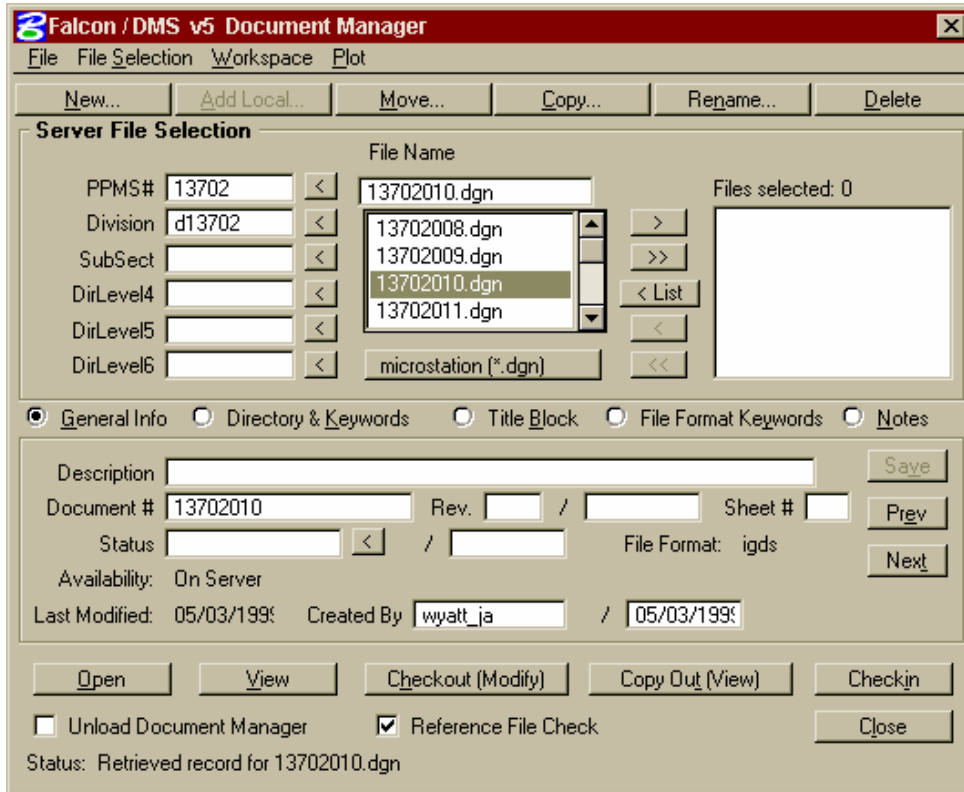


Under **Workspace** → **User Preferences** is a list of items that the user can set as their own preferences. The most commonly used item is the **Directory List Button**, which inserts a list button on the Document Manager that the user datapoints on to manually generate the list of files. If this is turned off, the list is automatically generated. Another commonly used item is **Server View Mode**, which allows the user to generate a list for directory or database. **Directory mode** gives a list of the files on the server whether they have database records or not. **Database mode** provides a list of files that contain records in the database.



MicroStation DGN files Check out / Check in (single and multiple files)

Note: Use the following instructions for MicroStation **dgn** files only and **not** IGrds or CAICE files.

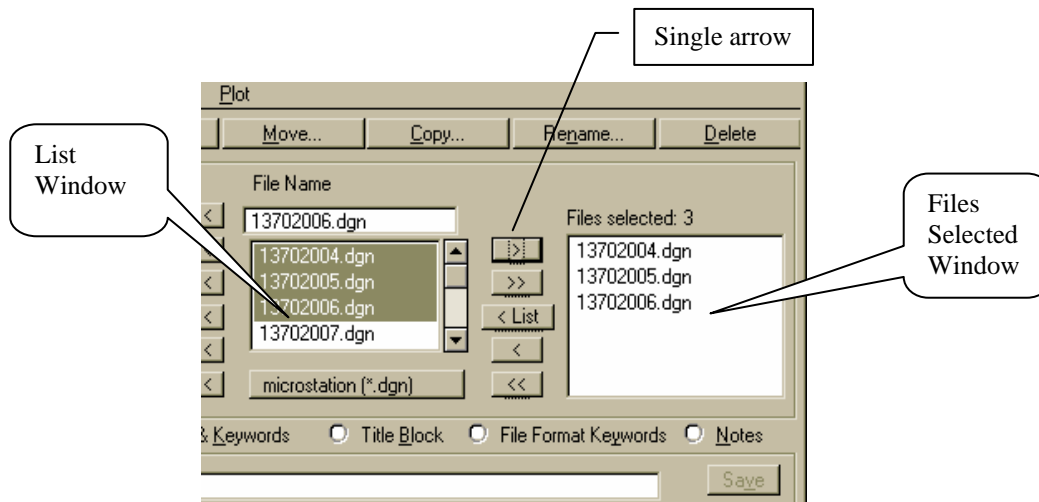


Single File – Check out / Check in

1. Set the **File Selection** to **Server File Selection**.
2. Change to the directory where the files are located. Choose the **PPMS#** first and then the **Division**. If the file name list does not automatically appear, datapoint on the list button and this will populate the list of files.
3. **Reference File Check** should have a check in the box. This will copy down the reference files automatically for view only. The software verifies every time the user checks out a file that the most up-to-date reference files are on the local workstation. This verification only occurs when the check is in the box. The user should select “**All**” for all reference files and “**OK**” on the **Post Reference** dialog box.
4. Highlight the file and select **Open**. This will check out the file and open it in MicroStation.
5. After the needed changes have been made to the file, highlight the file and datapoint on **Checkin**; this places the file back on the server.

Multiple Files – Check out & Check in

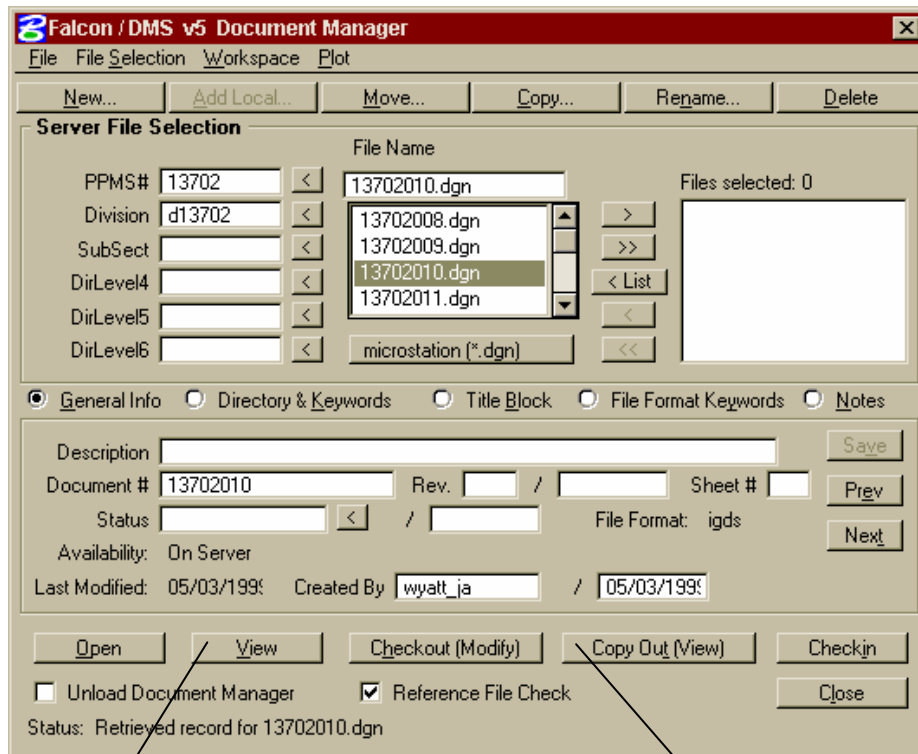
1. Set the **File Selection** to **Server File Selection**.
2. Change to the directory where the files are located. Choose the **PPMS#** first and then the **Division**. If the file name list does not automatically appear, datapoint on the list button and this will populate the list of files.
3. **Reference File Check** should have a check in the box. This will copy down the reference files automatically for view only. The software verifies every time the user checks out a file that the most up-to-date reference files are on the local workstation. This verification only occurs when the check is in the box. The user should select “**All**” for all reference files and “**OK**” on the **Post Reference** dialog box
4. Highlight the needed files and select the single arrow to move them from the **List Window** to the **Files Selected Window** as shown below. Datapoint on **Checkout (Modify)** button. This will check the selected files out to the local workstation.



5. After this is complete the user can switch to **Local File Selection** or stay in **Server File Selection**, highlight the file and datapoint on **Open**. This opens up the file into MicroStation.
When switching between files, select the file and datapoint on **Open**.
6. After the revisions have been made to the files, place all the files that need to be checked in inside the **Files Selected Window**. Datapoint on **Checkin** and Falcon will place the files back on the server.

Checking Files out for View Only.

Note : View only means files are copied down to the local workstation with Read-Execute privileges. They can be used for plotting or plan checking. No changes or additions can be written to the file.



View – This copies down a single file for view purposes only.

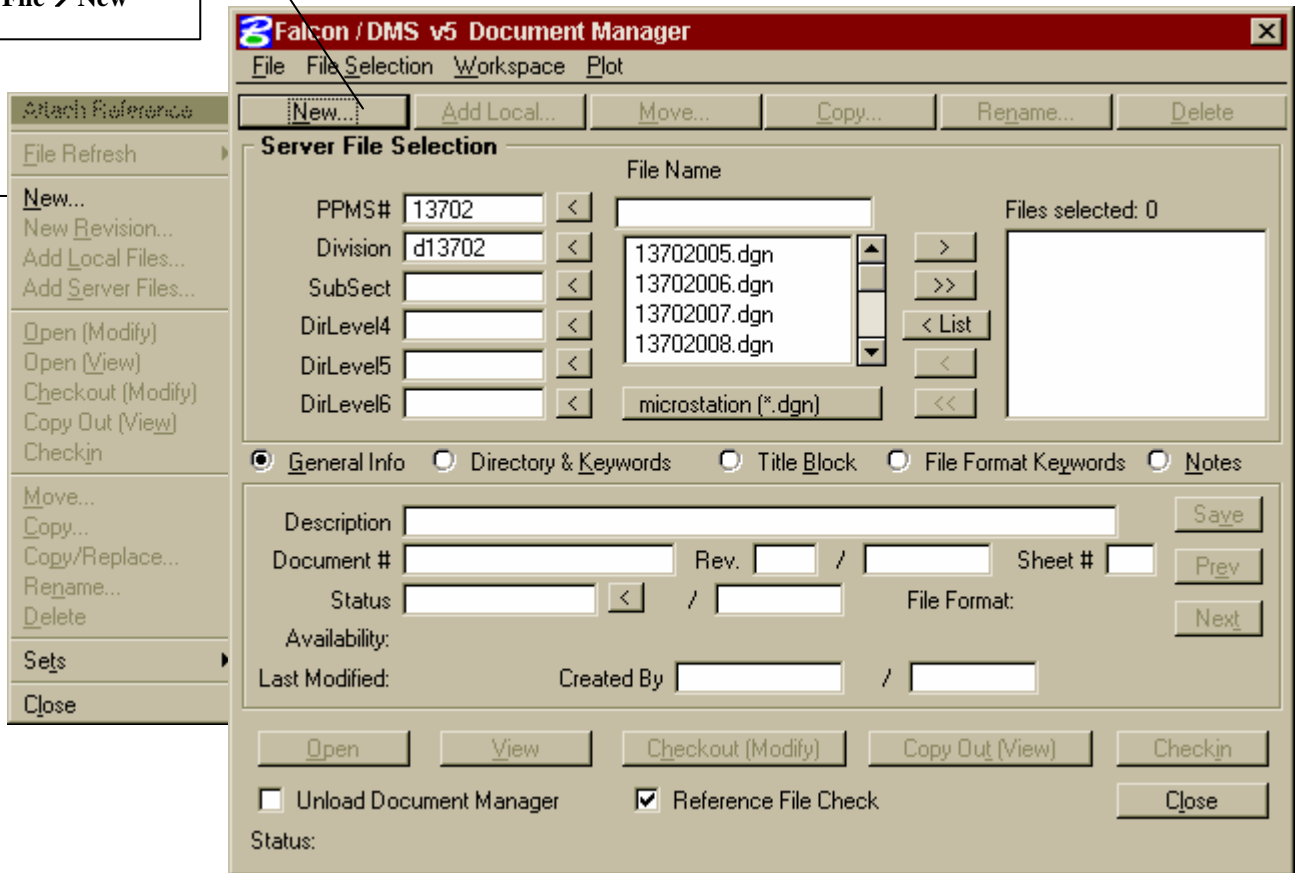
Copy Out (View) – This copies down multiple files for view purposes only.

- 1.** Set the **File Selection** to **Server File Selection**.
- 2.** Change to the directory where the files are located. Choose the **PPMS#** first and then the **Division**. If the file name list does not automatically appear, datapoint on the list button and this will populate the list of files.
- 3.** **Reference File Check** should have a check in the box. This will copy down the reference files automatically for view only. The software verifies every time the user checks out a file that the most up-to-date reference files are on the local workstation. This verification only occurs when the check is in the box. The user should select **“All”** for all reference files and **“OK”** on the **Post Reference** dialog box.

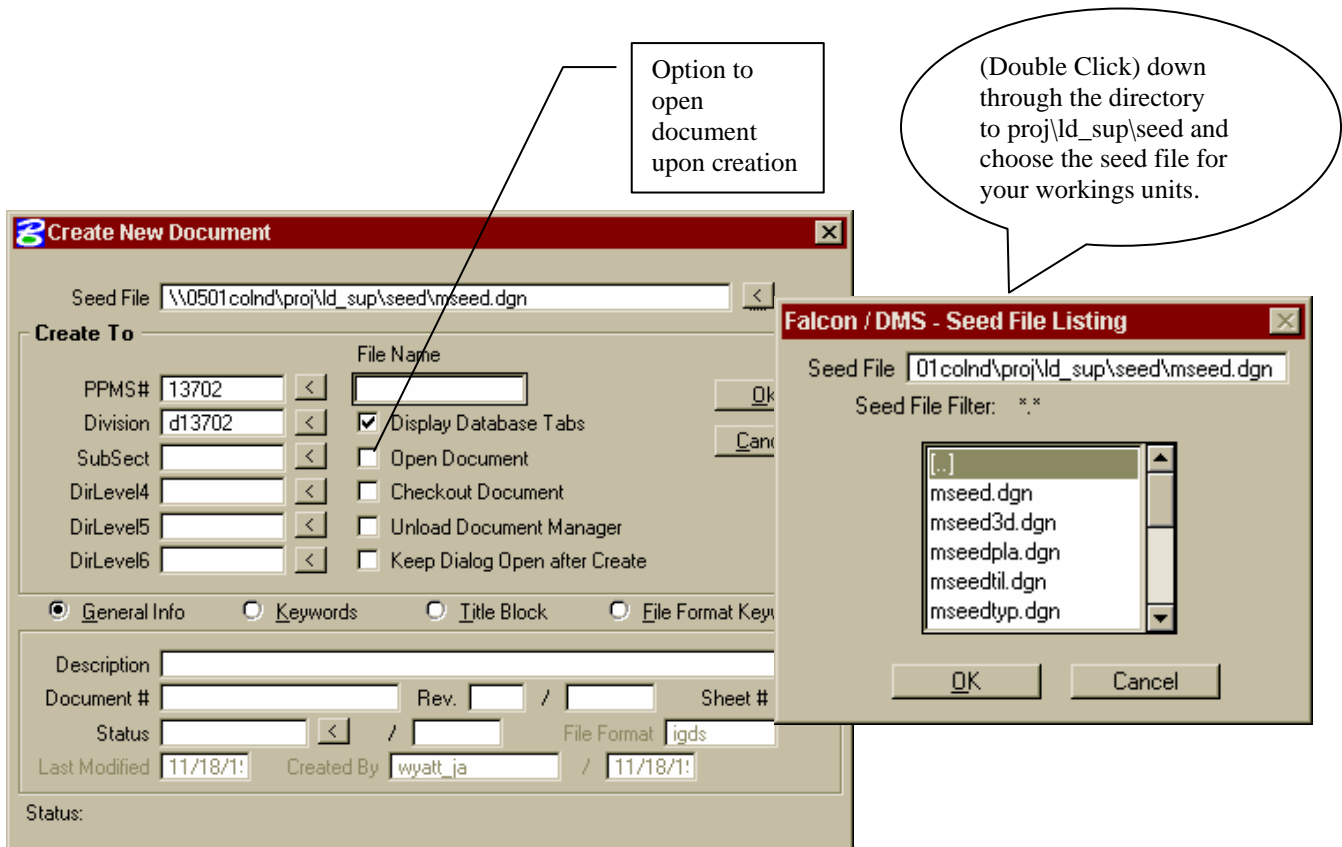
4. Highlight the file and select **View** for a single file and **Copy Out (View)** for multiple files. Multiple files need to be placed in the **Files Selected Window** as described in the previous section on page 4 before the **Copy Out (View)** command is selected.
5. Files that are copied out for view only cannot and will not check back in. These files reside on the local PC until manually deleted using Explorer. It is suggested to delete the files that are copied out for view only at least once a month.

Creating New Files

Two Ways:
 - Select **New Button**
 - Go to **File → New**



1. Select **File → New** or select the **New button** on the **Document Manager**.
2. After **New** is selected the following **Create New Document** dialog box will appear.



3. Select the appropriate seed file from the **Seed File Listing** dialog box.
4. Key in the new file name. The first letter of the file should correspond to your division. (ie **b,d,s,t,r**). Following the first letter is the **PPMS#** then a trailing user description. (Example- **d13702des.dgn**)
5. Key in a brief **Description** and **Document #**. The document # should be the sheet number. If the sheet number is 1 thru 9 put a zero in front of the sheet number. (Example: **sheet 2a** should be **02a.**)

General Info
 Directory & Keywords
 Title Block
 File Format Keywords
 Notes

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

Unload Document Manager
 Reference File Check

Status: Retrieved record for d1662224.dgn

6. Fill in **Keywords**. This should **match** your **project number exactly**. Route number will **always** have **4 digits**. For a more detailed explanation of what **MUST** be filled in for database fields see [Falcon Database Information](#) .

7. Select **OK**.

8. If the **Open Document** was not checked inside the **Create New Document** dialog box, the user will need to select **Open** from inside the **Document Manager**.

Deleting Files

Falcon / DMS v5 Document Manager

File File Selection Workspace Plot

Server File Selection

PPMS#	13702	<	13702010.dgn	Files selected: 0
Division	d13702	<	13702008.dgn	<input type="button" value=">"/> <input type="button" value=">>"/> <input type="button" value="< List"/> <input type="button" value="<"/> <input type="button" value="<<"/>
SubSect		<	13702009.dgn	
DirLevel4		<	13702010.dgn	
DirLevel5		<	13702011.dgn	
DirLevel6		<	microstation (*.dgn)	

General Info
 Directory & Keywords
 Title Block
 File Format Keywords
 Notes

Description: _____

Document #: 13702010 Rev. _____ / _____ Sheet #: _____

Status: _____ / _____ File Format: igds

Availability: On Server

Last Modified: 05/03/1998 Created By: wyatt_ja / 05/03/1998

Unload Document Manager
 Reference File Check

Status: Retrieved record for 13702010.dgn

Delete Button

Files Selected Window

Availability needs to show "On Server"

1. Highlight the file that needs to be deleted
2. Make sure the availability shows “**On Server**”.
3. Select **Delete** Button. This will delete the file and database record. When a file is deleted it is moved to a deleted directory on the server. This directory is periodically cleaned out to conserve space.

Note: **Do not** use the Explorer to delete any local files in the c:\documents\cfms_local\ppms#\dppms# directory.

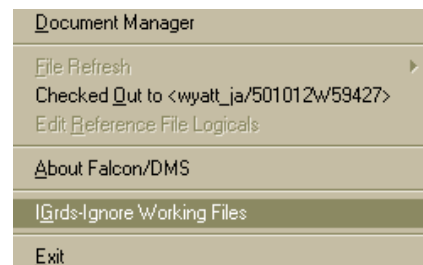
4. To delete multiple files, place the files in the **Files Selected** window and then select the **Delete** Button.

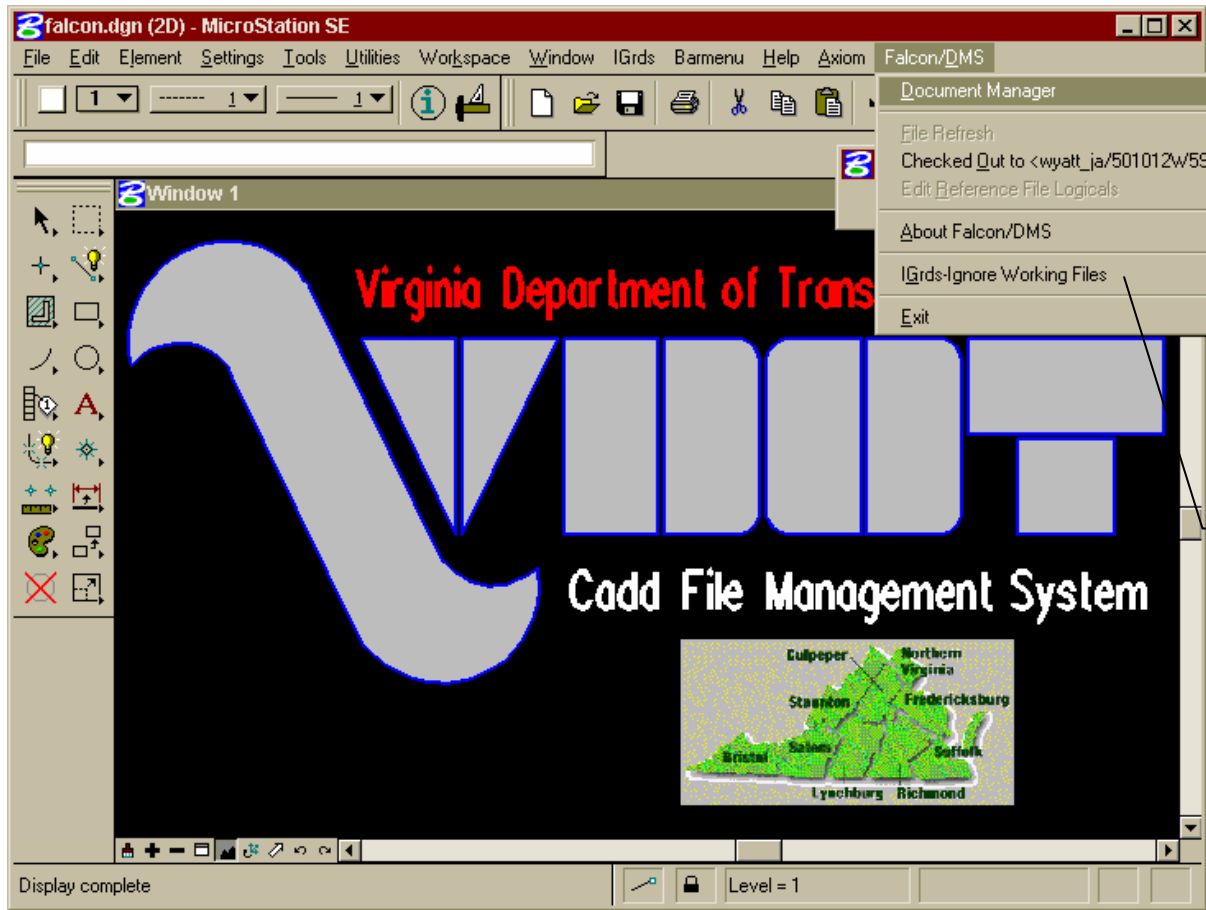
IGrds Working files - Check out / Check in

Check out – IGrds files

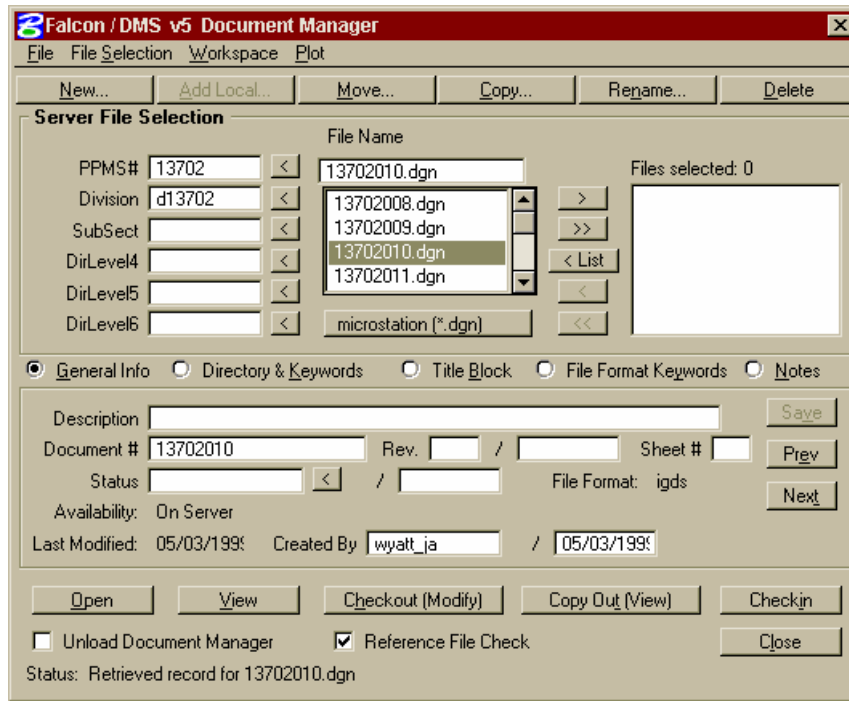
1. Select **IGrds-Include Working Files** from the Falcon/DMS menu. This option is referred to as the IGrds hook function. This hook function is a toggle switch and will either read IGrds-Ignore Working Files or IGrds-Include Working Files. If your PC has not been updated with the latest version of Falcon/DMS the hook function will read IGrds-On or IGrds-Off.

Note : This option should only be used when the user needs to open an IGrds working file in conjunction with a MicroStation graphics file or switching between graphics files and opening multiple working files. If this option is left on when not needed it will increase the time of check in and check out. This should be set to **IGrds-Ignore Working Files** when checking in and out only graphics files and there are no plans to open IGrds during that session.

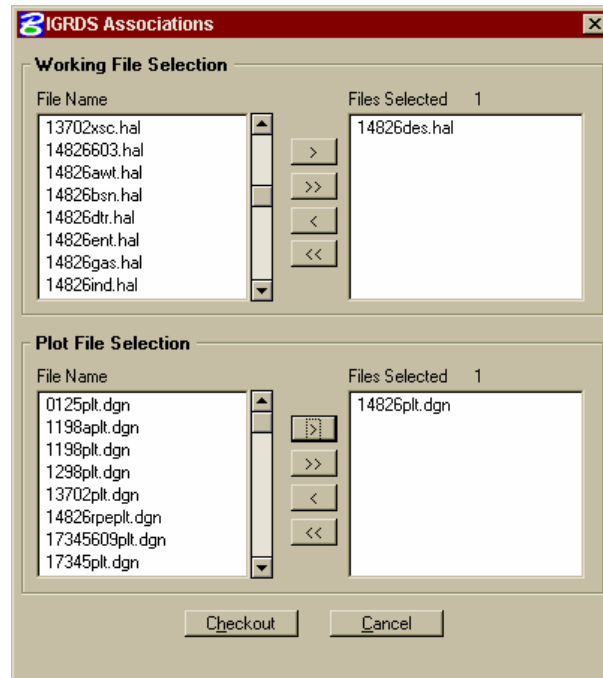




2. Select the Document Manager from the Falcon/DMS menu. The Document Manager will appear as shown on the next page.



3. Highlight **ONLY ONE** MicroStation graphics file (.dgn file) or place it in the Files selected window.
4. Select the **Open** button. This will start the check out process and scan the server directory for IGrds status files (.i01,.i02,.i03,etc). **The IGrds Hook function only works with Open, not View, Checkout (Modify) or Copy Out (View).**
5. If the **Reference File Check** is **On**, two additional dialog boxes will appear. The user should select **"All"** for all reference files and **"OK"** on the **Post Reference** dialog box.
6. The **IGrds File Associations** dialog box will appear as shown below.



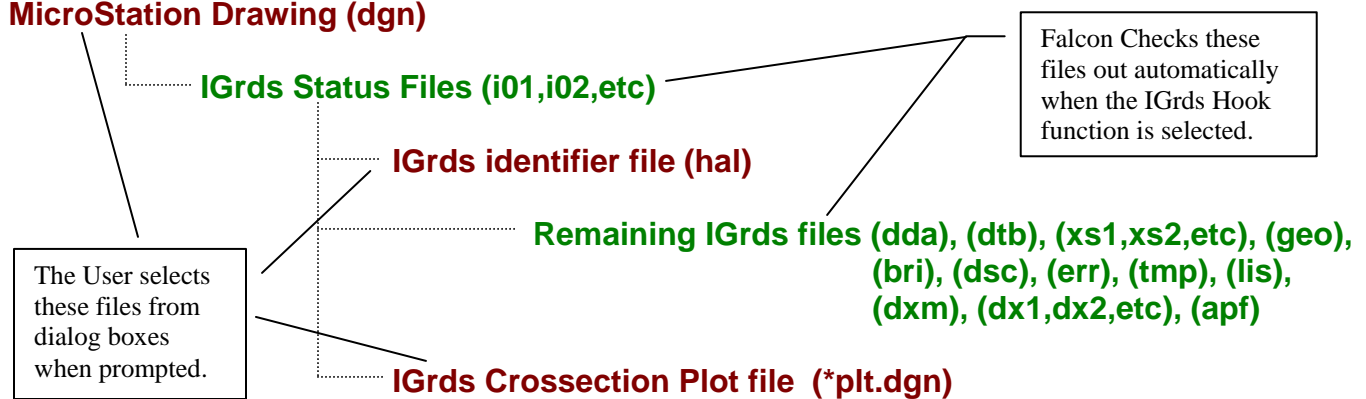
7. Place the **IGrds Working File (.hal)** into the Files Selected window. Place any **Crosssection plot files (*plt.dgn)** into the Files Selected window only if the crosssection sheets need to be updated during this session.
8. Select **Checkout**. This will check out all the files needed for the complete set of selected working files. The check out process is complete at this point.
9. Load IGrds from the MicroStation Menu bar and open the working file.

Check In – IGrds files

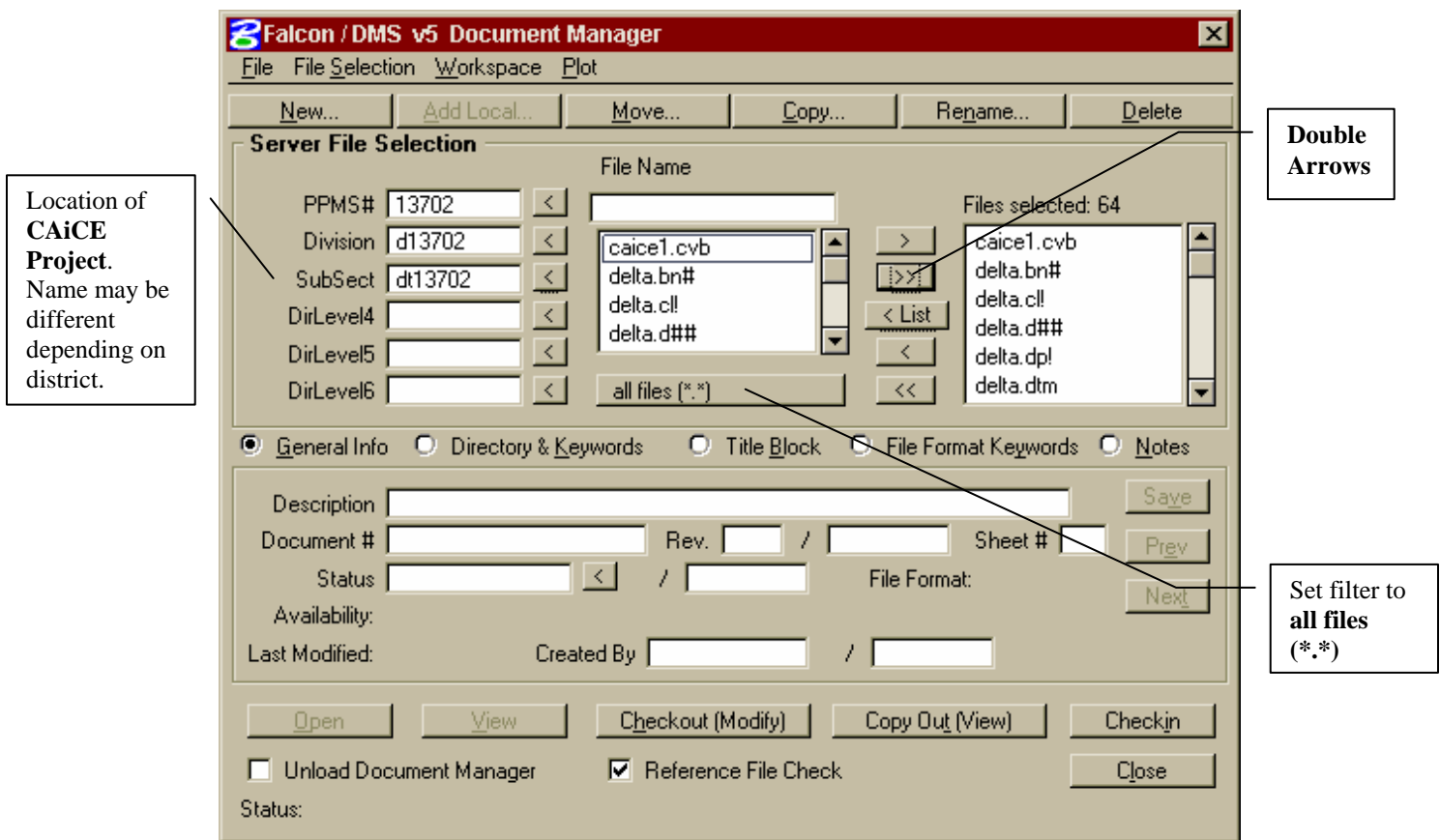
1. Close the working file and exit IGrds.
2. Select **IGrds-Include Working Files** if not already set from the Falcon/DMS menu. If your PC has not been updated with the latest version of Falcon/DMS the hook function should be changed to read **IGrds-On**.
3. Select the Document Manager from the Falcon/DMS menu.
4. Highlight **ONLY ONE** MicroStation graphics file (.dgn file) or place it in the Files selected window.
5. Select the **Checkin** button. This will start the check in process and scan the local directory for IGrds status files (.i01,.i02,.i03,etc). **The IGrds Hook function only works with Checkin.**
6. In the IGrds File Associations dialog box place the **IGrds Working File (.hal)** into the Files Selected window. Place any **Crosssection plot files (*plt.dgn)** into the Files Selected window that have been revised or created during this IGrds session.
7. Select **Checkin** again. This will check in all the files needed for the complete set of selected working files.

The following is a quick reference for IGrds Files and the actions Falcon is performing behind the scenes when the IGrds Hook function is selected.

MicroStation Drawing (dgn)



CAiCE Files – Check out / Check in



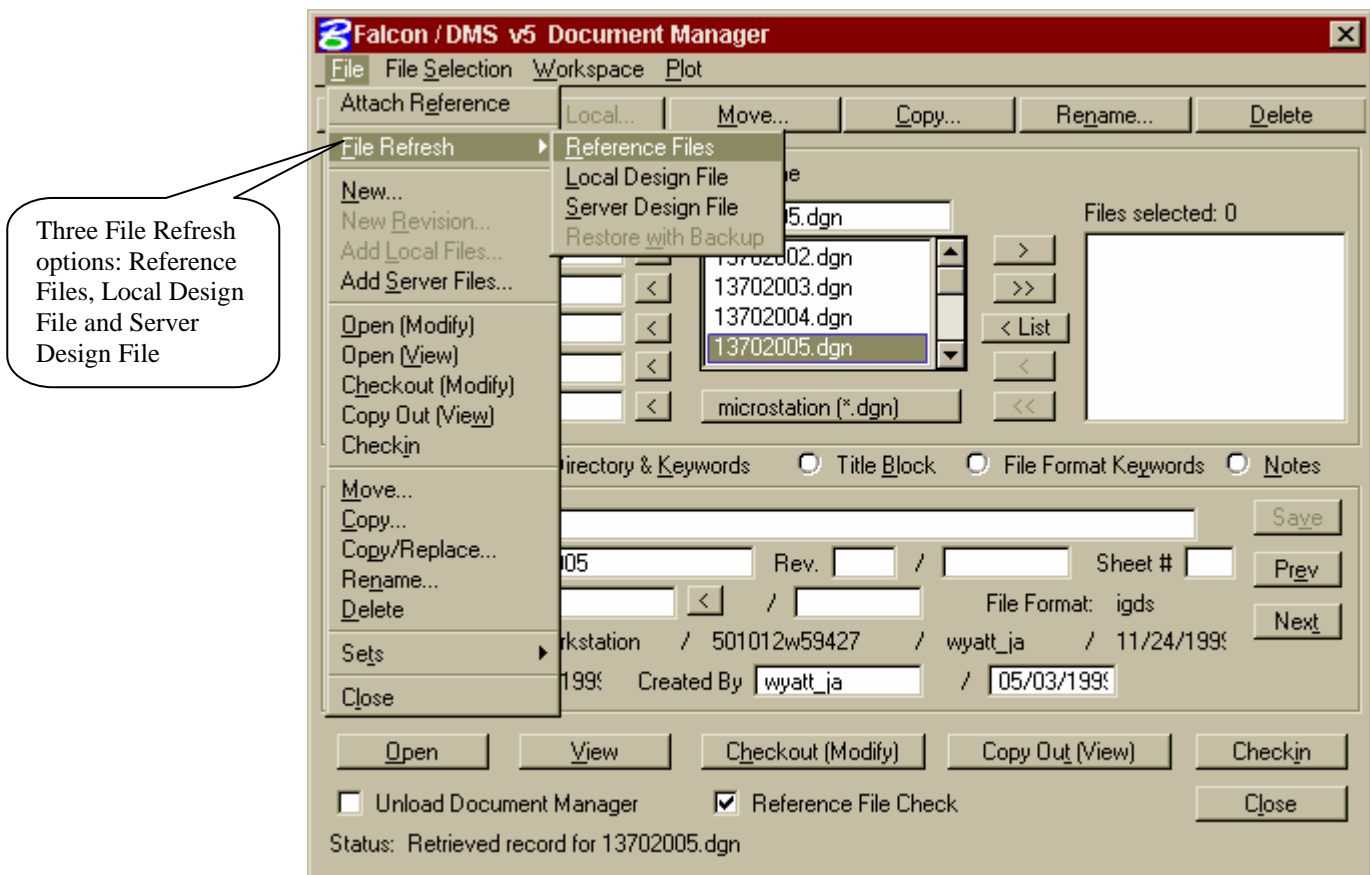
Check out

1. Set the **File Selection** to **Server File Selection**.
2. Change to the directory where the files are located. Choose the **PPMS#**, **Division** and **SubSect**. The name of the CAiCE project that appears in the SubSect box may vary from Central Office to District Office.
3. Change the filter to **all files (*.*)**. If the file name list does not automatically appear, datapoint on the list button and this will populate the list of files.
4. Select the **DOUBLE ARROWS** to move **all files** from the **List Window** to the **Files Selected Window**. Datapoint on the **Copy Out (View)** button. This will copy the selected files down to the local workstation for view only. This allows IGrds to perform all functions needed from a CAiCE project. (ie Extract Crosssections, Profile from DTM, Design Section Display)
5. If the CAiCE files need to be manipulated such as merging a surface or creating a contour file, use the **Checkout (Modify)** button to check out all the files selected to the local workstation.

Check in

1. The CAiCE files that were checked out for modify purposes are the only files that need to be checked back in. View only files will not check back in. Switch to **Local File Selection** and scroll down to the directory which contains the CAiCE Project.
2. Change the filter to **all files (*.*)**. If the file name list does not automatically appear, datapoint on the list button and this will populate the list of files.
3. Select the **DOUBLE ARROWS** to move **all** files from the **List Window** to the **Files Selected Window**. Datapoint on the **Checkin** button. If any files were created during this CAiCE session, Falcon will prompt the user to add the files. All new files should be added as an **IGDS** file format.

Refreshing files – Reference Files, Local Design File and Server Design File



The File Refresh options are only activated after a file is checked out to modify. They also **only** refresh **MicroStation DGN files**, not IGrds or CAiCE files.

Refresh Reference Files

This option checks to see if the reference files attached to the active Microstation DGN file are the most current files. If not Falcon will replace the DGN files in the c:\documents\cfms_local\ref directory with the most up-to-date. This option should be used if other users are making changes to the reference files and you need their changes before a plot is processed. However the other user must refresh their file back to the server first.

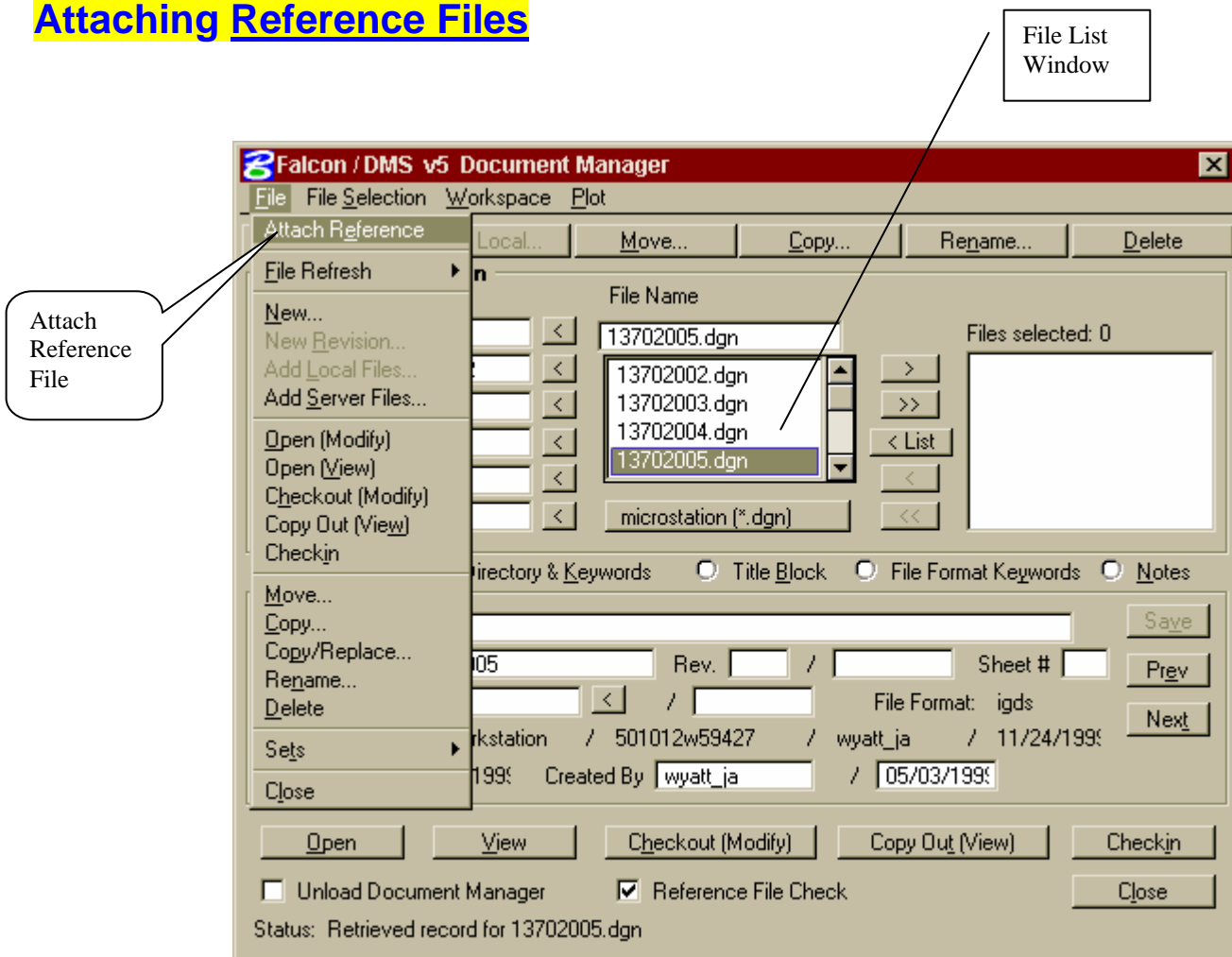
Refresh Local Design File

This option replaces the local design file that the user has checked out on the local directory with a copy of what is on the server. This can be used if the user corrupts the DGN files and needs the original file restored. If this does not correct the problem, files can still be recovered through other methods.

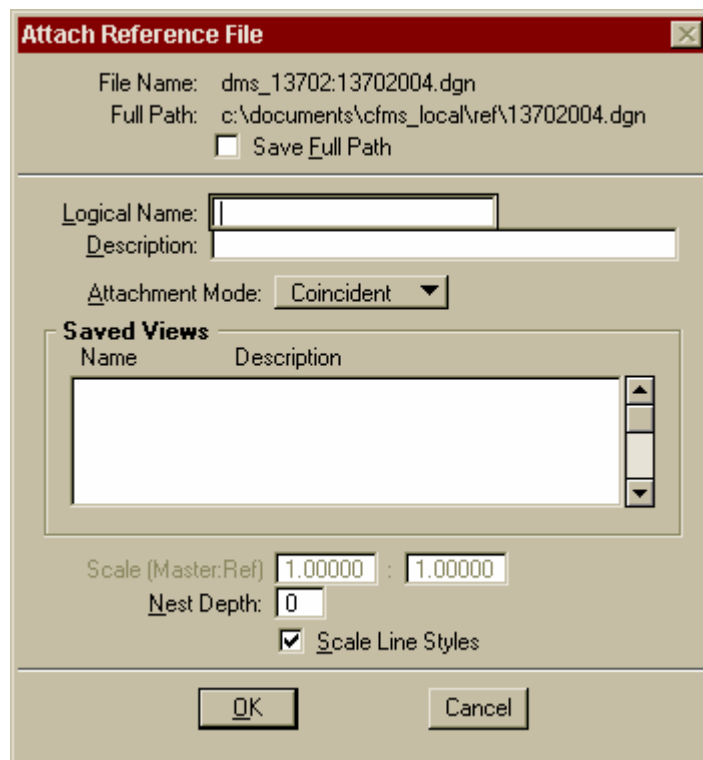
Refresh Server Design File

This option sends a copy of the file or files you have checked out back to the server without checking them back in. This can be used if another user needs your changes for plotting or viewing purposes.

Attaching Reference Files

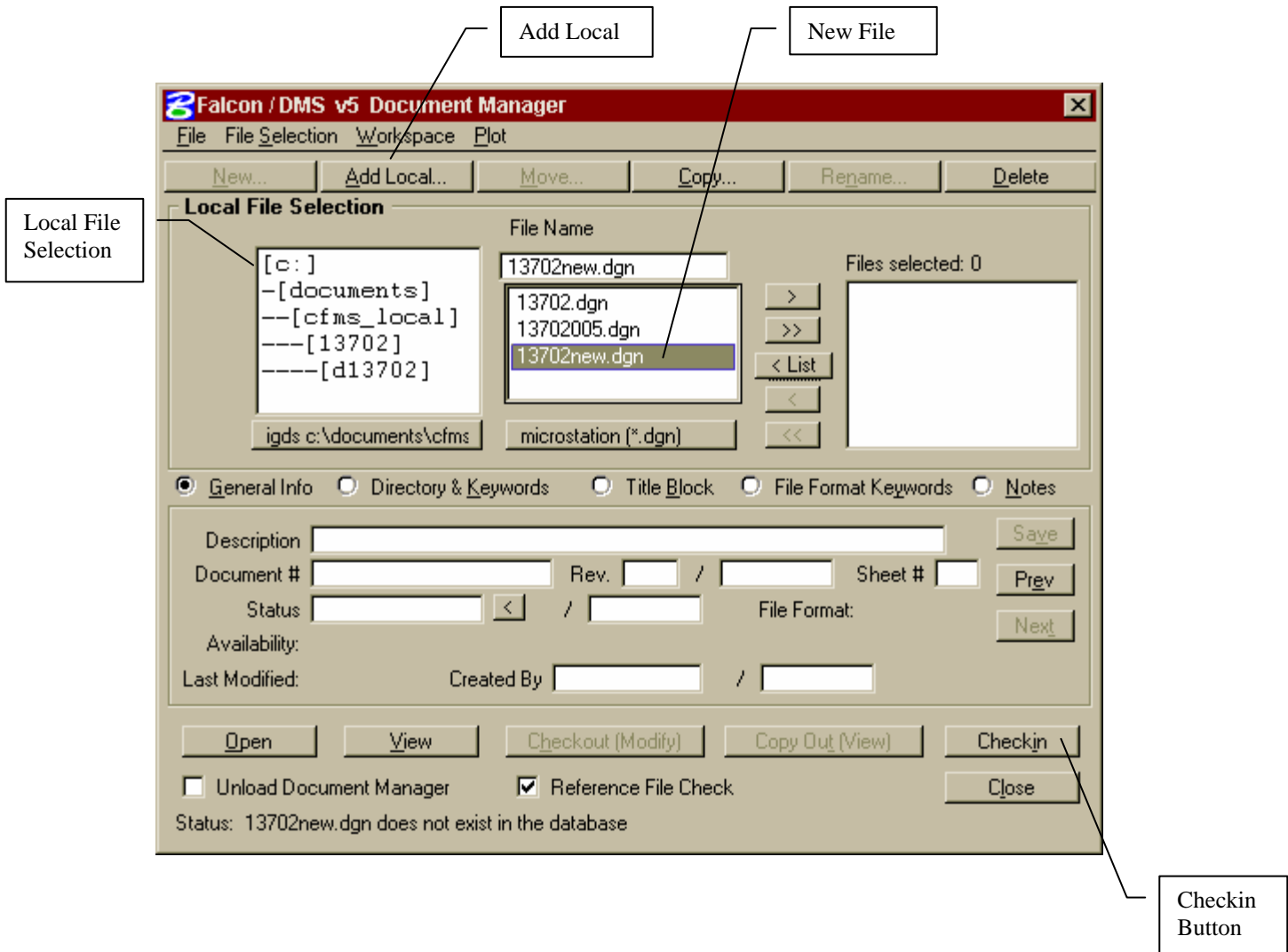


1. Highlight the file in the **File List Window** that needs to be attached to the active drawing.
2. Go to **File → Attach Reference** and the dialog box shown below will appear.



3. **Save Full Path** should **not** be checked and no logical name is required. Select “**OK**”. The reference file is now attached and will show up as a reference file the next time the file is checked out.
4. Detaching a reference file has not changed. This command is found under **MicroStation → File → Reference**.

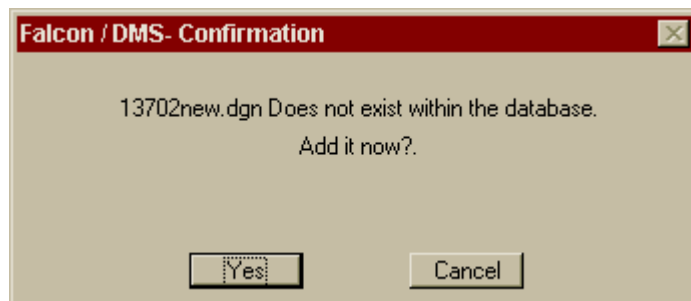
Adding Local Files- Such as Files received from a consultant on a floppy, CD or FTP Server.



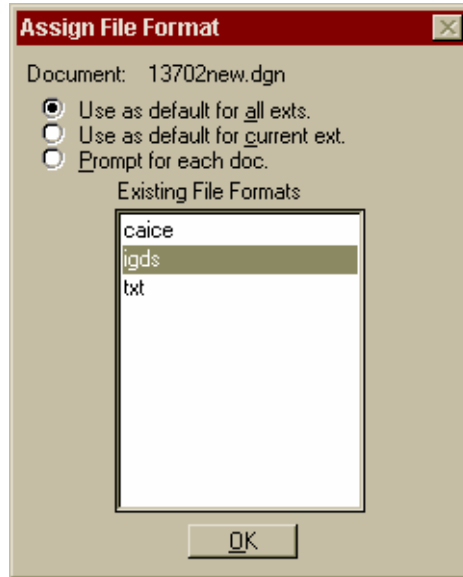
1. Place the new file in the Falcon local directory. The local directory path is:

c:\documents\cfms_local\ppms#\dppms#.

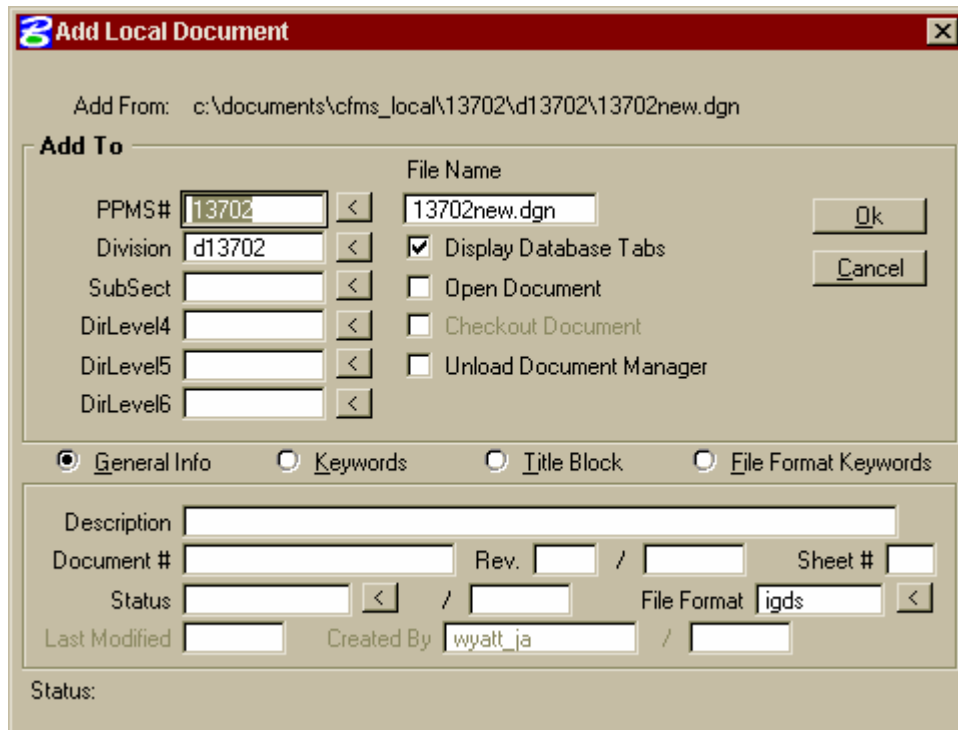
2. Highlight the file and select **Add Local** or **Checkin**. The dialog box shown below will appear:



3. Select “Yes” and the **Assign File Format** dialog box below will appear:



4. Select “Use as default for all exts.” and choose “igds” and the Add Local Document dialog box will appear:



5. Key in a **Description** and **Document#**. The Document# should be the sheet number. If the sheet number is 1 thru 9 put a zero in front of the sheet number. (Example: sheet 2a should be 02a.) . For a more detailed explanation of what **MUST** be filled in for database fields see [Falcon Database Information](#) .

6. Click on “OK”. The file has now been copied back to the server and a database record created.

Falcon Local Directory Structure

C:\documents

