USING FALCON TO ACCESS CENTRAL OFFICE PLAN FILE ROOM FILES

Since the files that you will be accessing are TIFF image files, the following screen captures are showing the Windows version (Document Manager) of Falcon instead of the MicroStation MDL version.

To access Falcon, go to Start, then Programs, then Falcon_DMS, then Doc. Manager.
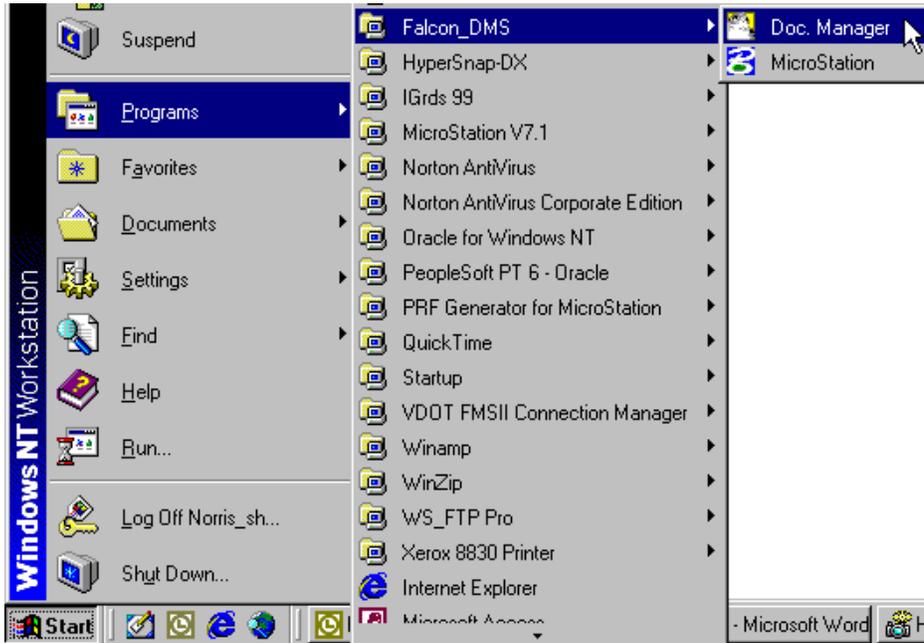
When the Falcon Dialog box opens up, click on Workspace, then Environments, then Plan File Room.
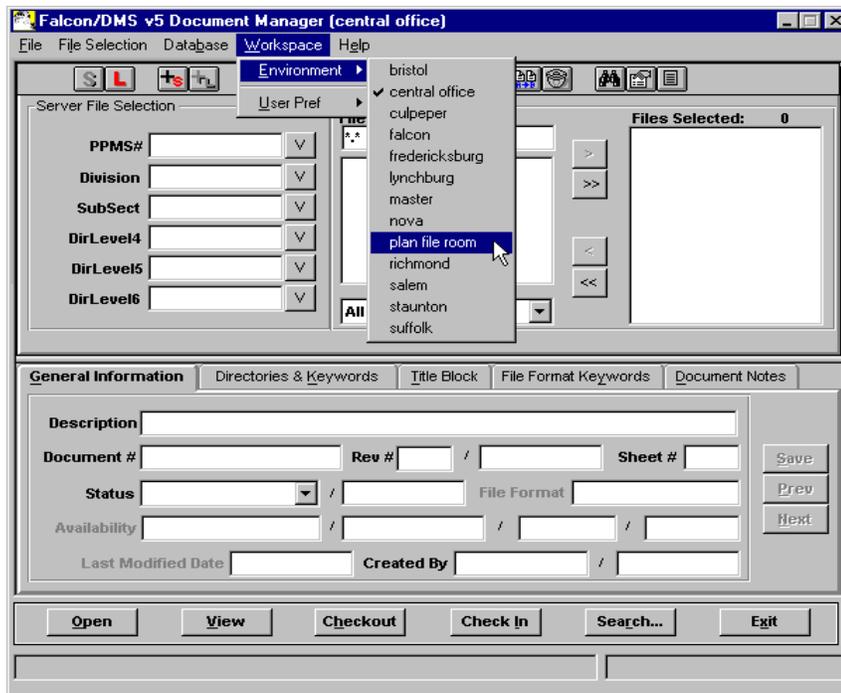
The dialog box will change to show choices for File Room, District, Projects, and Sub Projects. Click on the down arrow next to the File Room field. You will then see three choices for types of plans to view. Click on Road Plans, then click on the OK button.
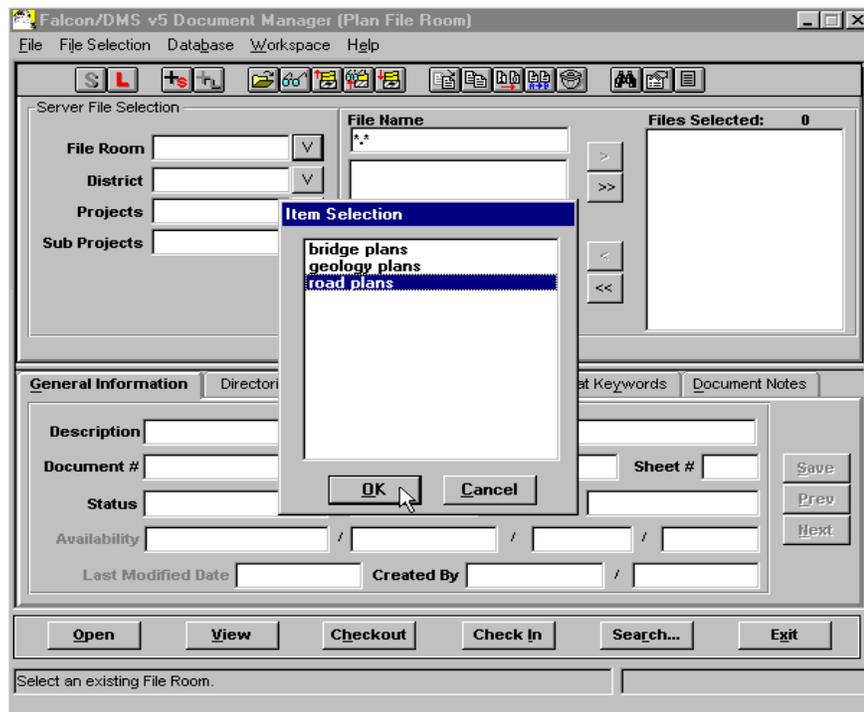
Next, click on the down arrow next to the District field. Select the District that the project is located in, then click on the OK button.
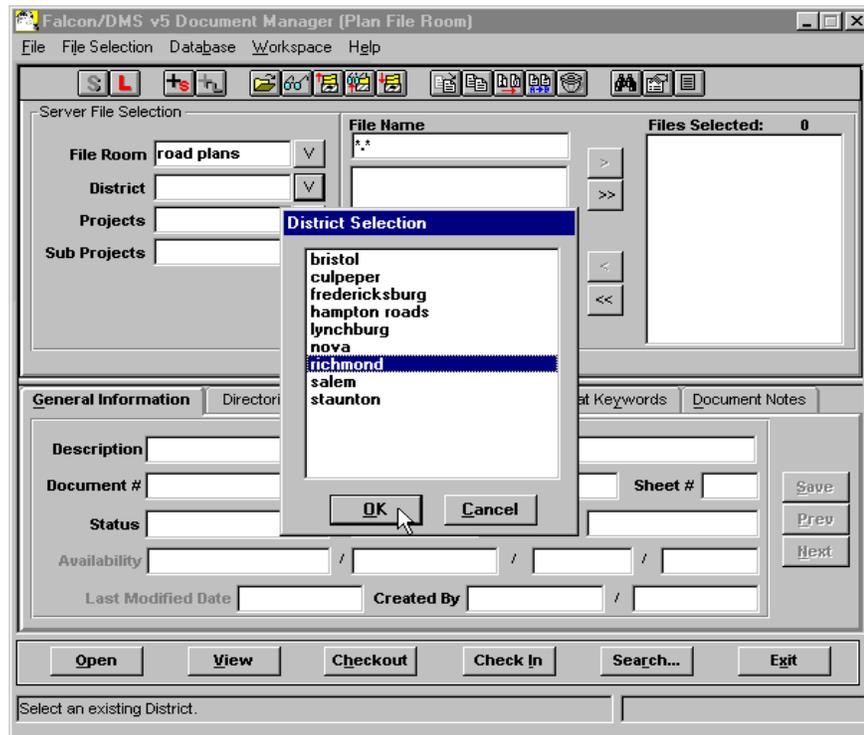
Next, click on the down arrow next to the Projects field. Select the project that you are interested in, then click on the OK button.
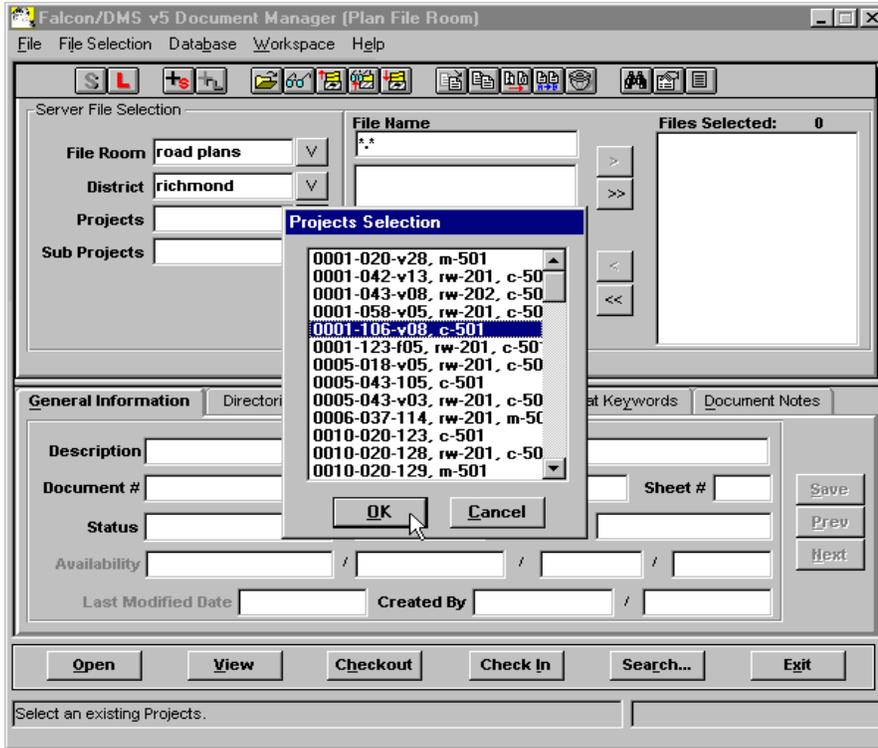
Files should show up in the File Names field. File names are set up using the base project number, the sheet number, and the .tif extension. When you select a file the database tabs at the bottom will show appropriate information.

Screen 1 — Directories & Keywords tab

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

Directories

- **File Room:** road plans
- **District:** richmond
- **Projects:** 0001-020-v28, m-501
- **Sub Projects:**
- **DirLevel5:**
- **DirLevel6:**

Keywords

PPMS/UPC	13843	04/05/01
County/City	chesterfield	04/05/01
Adv. No.	205-97a	04/05/01
R/W Appr.		
Const. Appr.	4/8/97	04/05/01
Plan Number		

Save | Prev | Next

Open | View | Checkout | Check In | Search... | Exit

Retrieved database record for <0001-020-V28_1.TIF>...

Screen 2 — Title Block tab

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

- (Undefined)
- (Undefined)
- (Undefined) Jim Bishop/ X C Keeton
- (Undefined) Rte. 1
- (Undefined)
- (Undefined) 501-003-1336

Save | Prev | Next

Open | View | Checkout | Check In | Search... | Exit

Retrieved database record for <0001-020-V28_1.TIF>...

Screen 3 — File Format Keywords tab

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

- Tax Map No.
- Res. Parcels   V
- Intersection alcott avenue, elliham ave.
- Revision   V
- SB Proj No.

Save | Prev | Next

Open | View | Checkout | Check In | Search... | Exit

Retrieved database record for <0001-020-V28_1.TIF>...

If you are not sure of the project District, number, etc. , then you can use Falcons search engine to find it. To start the search, click on the Search button at the bottom of the dialog box. You may search the database by keying-in info in one of the blank fields. The following screen captures show an example of the description field on the General Information tab and the PPMS number field in the Directories & Keywords Tab.

Database Search

File

| General Information | Directories & Keywords | Title Block | Supplemental |

General Info

Description `*gayland*`

Document #   Rev #   Sheet #

Status [ ] V   Location   User

Availability [ ] V   Created By   Station

File Format [ ] V   File Name

[Submit SQL]   [Clear]   [Exit]

Database Search

File

| General Information | Directories & Keywords | Title Block | Supplemental |

Directory Levels

File Room [ ] V

District [ ] V

Projects [ ] V

Sub Projects [ ] V

Keywords

PPMS/UPC `13843` [▼]   Date

County/City [▼]   Date

Adv. No. [▼]   Date

R/W Appr. [▼]   Date

Const. Appr. [▼]   Date

Plan Number [▼]   Date

[Submit SQL]   [Clear]   [Exit]

Once you have filled the appropriate field, click on the Submit SQL button to initiate the search. If the search is successful, Falcon should give you a choice list of all the files that match your search request.

Database Search Results

Records: 1 - 30 of 30   [More] [New/Modify] [Print] [Cancel]

Filename	Document Number	Description
0001-020-v28_1.tif	0001-020-V28_1	From:: Gayland Avenue (Left Turn La
0001-020-v28_1a.tif	0001-020-V28_1A	From:: Gayland Avenue (Left Turn La
0001-020-v28_1b.tif	0001-020-V28_1B	From:: Gayland Avenue (Left Turn La
0001-020-v28_2.tif	0001-020-V28_2	From:: Gayland Avenue (Left Turn La
0001-020-v28_2a.tif	0001-020-V28_2A	From:: Gayland Avenue (Left Turn La
0001-020-v28_2b.tif	0001-020-V28_2B	From:: Gayland Avenue (Left Turn La

When you have found the project information you were looking for, click on the file that you wish to view, then click on the View button at the bottom of the dialog box. A Select Application dialog box will appear. Select imaging if you are using a Windows NT machine or imaging_win95 if you are using a Windows 95 machine, then click on the OK button.
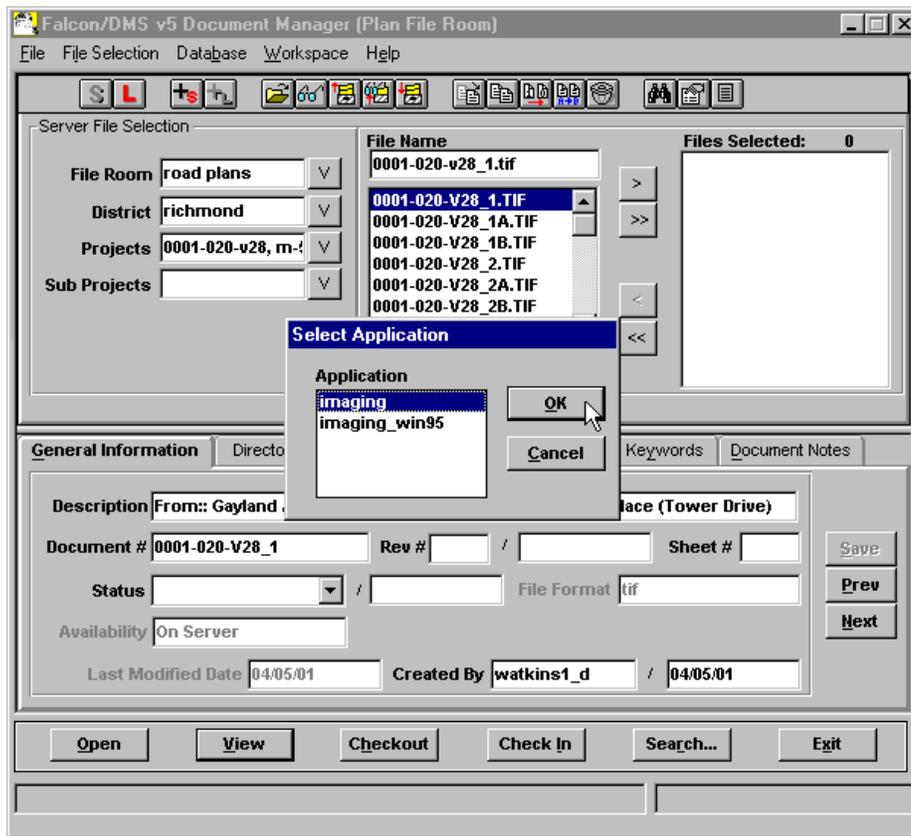
The file will open in an application called Imaging, which will view and print the file only. These are TIFF image files and they are not editable.