

S&B ELECTRONIC PLAN SUBMISSION
JULY, 2007

PRELIMINARY PLANS

Note: These directions are for the electronic handling of a preliminary set of plans and assume the preliminary plan sheets are in Falcon, have been reviewed and are ready for distribution. Preliminary plans should be complete on or before the Field Inspection stage shown on the **Electronic Plan Submission** summary chart.

#	Description
1	Fill in the required “data fields” in Falcon, and choose current drawings from the Generate Tif block under File Format Keywords. If the plan number has not been assigned, contact the Central Office S&B file room to obtain one.
2	Create .tif files utilizing the Bridge V8 Tif File Generator configuration. <ul style="list-style-type: none">• Fence file for plotting in normal manner.• Active CFG in the PRF Generator window must be changed to Bridge V8 Tif File Generator. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. This creates only an electronic .tif file. No hardcopy plot will be created.
3	Transmit the preliminary distribution form electronically <ul style="list-style-type: none">• Upon receipt, the generated .tif files will be renamed to XXX-XXx_YY.<ul style="list-style-type: none">a. XXX-XXx: Bridge Plan Number (little x is A, B etc.)b. YY: Sheet Number (may be YYY if over 99 sheets). NOTE: YYY format should be used for ALL sheets if the total is expected to be greater than 99. <p>A folder will be generated in the Falcon Web Current Drawings and the preliminary tif files will be added. <u>Preliminary and Pre Advertisement plans are the only stages that will be made available through Current Drawings.</u></p> <p>Renamed tif files for projects can be viewed in the Falcon electronic Plan File Room environment under Current Drawings.</p> <p>http://0501cocadd/falcon/archives2.htm</p>