

Falcon Web Instructions

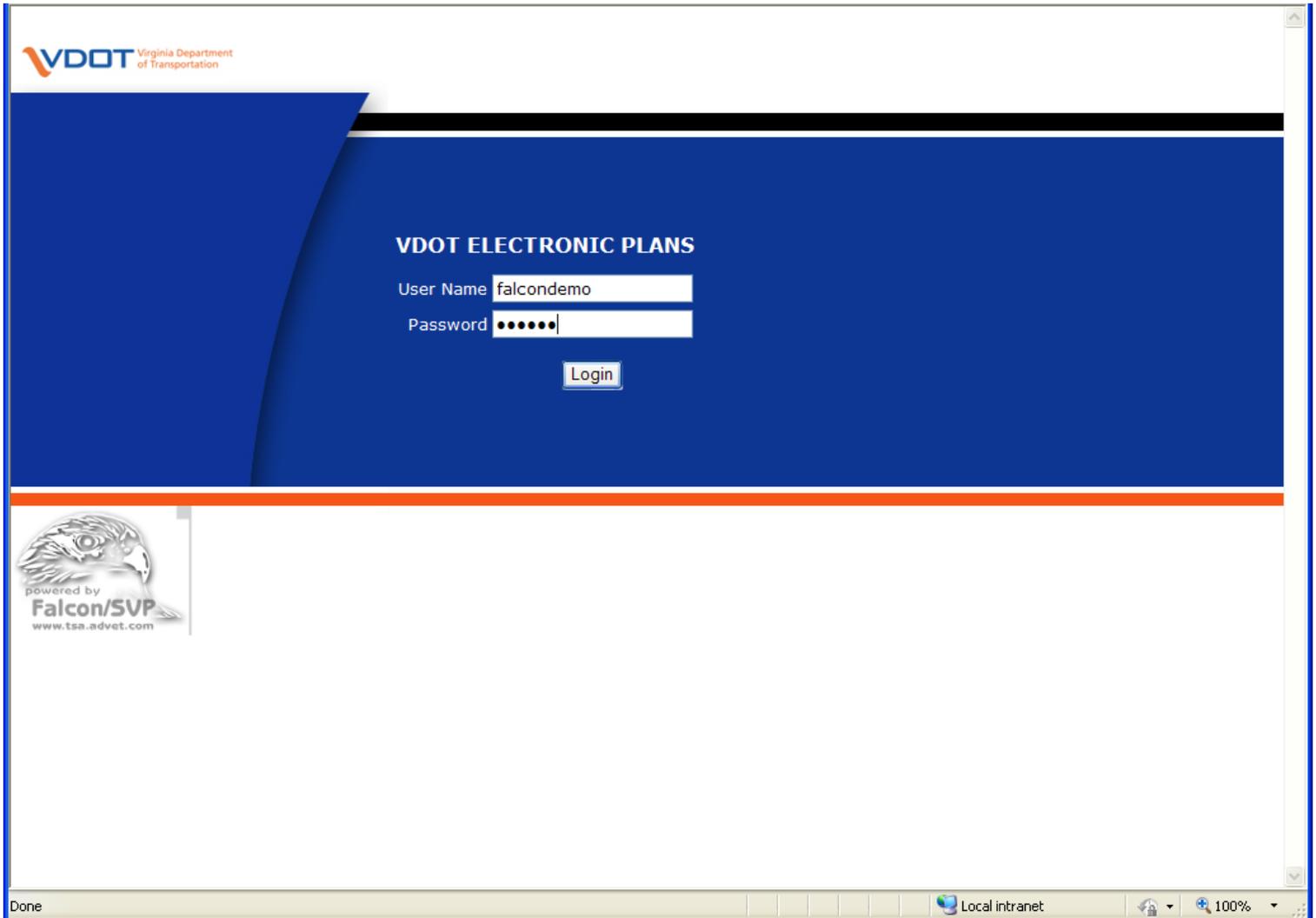
Viewing and Downloading Files

July 2012

After you have applied for Falcon Web Access and received your “User Name and Password”, you will be able to see the projects that are on Advertisement or have been awarded in the past year.

Using Internet Explorer as your web browser enter this URL: <http://falcon.virginia-dot.org/falcon/>

This window will appear. Enter the User Name and password. The password is case sensitive.



This is the next window.

The screenshot shows a web browser window displaying a search interface for 'Advised Electronic Plans'. At the top left, the VDOT logo (Virginia Department of Transportation) is visible. The main content area has a blue background with a white-bordered search box. Inside the search box, there are four input fields: 'UPC', 'Types of files', 'Filename', and 'File Format'. Each of these fields has a folder icon to its right, indicating a pick list. Below the fields is a 'Submit Search' button. At the bottom of the search box, a red text note reads: 'Required Fields - Click icons next to field for pick lists'. The browser's address bar shows 'Local intranet' and the zoom level is set to 100%. The taskbar at the bottom of the window shows 'Done' and several application icons.

You must know the UPC of the project for which you are searching.
Click on the folder next to "UPC"
Small window will appear: scroll down and select the "UPC" and click Ok
The number will appear in the box (see red arrow)

The screenshot shows the VDOT Virginia Department of Transportation website. The main content area is titled "Advised Electronic Plans" and includes navigation links for "Back", "Help", and "Logout". Below these links is a search form with the following fields:

- UPC: 86904 (with a folder icon and a red arrow pointing to it)
- Types of files: (with a folder icon)
- Filename: (empty)
- File Format: (empty)

A "Submit Search" button is located below the fields. A red message at the bottom of the form reads: "Required Fields - Click icons next to field for pick lists".

A small pop-up window titled "Falcon/Web - Windows Internet Explorer provided ..." is open, displaying a list of UPC numbers. The number "86904" is selected in the list. The list includes the following numbers:

- 86301
- 86491
- 86499
- 86514
- 86517
- 86607
- 86690
- 86810
- 86904 (selected)
- 8746
- 87505
- 87761
- 87994
- 88763
- 89149
- 89151

The pop-up window has "Ok" and "Cancel" buttons at the bottom.

Next select the type of files.

Click on the folder next to "Type of files"

Small window will appear: scroll down and select the type "TIF Files" and click Ok

The type will appear in the box (see red arrow)

Then click "Submit Search" (see yellow arrow)

VDOT Virginia Department of Transportation

Advertised Electronic Plans

Back Help Logout

UPC: 86904

Types of files: TIF FILES

Filename:

File Format:

Submit Search

Required Fields - Click icons next to field for pick lists

Falcon/Web - Windows Internet Explorer provided ...

[Clear Field]
TIF FILES
ADV. SUBMISSION
PRE AWARD REVISION
PROPOSAL

Ok Cancel

javascript:dmsJS_displayDirPickList('submitSearch','dir_level_2',3) Local intranet 100%

The list of files available will appear:

Click to view document. Click to view document's properties. [Set View Preferences for Tif Files](#)

Back Select All Deselect Copy Out Search

Search Results: 61 matches

Options	Filename	Description	Last Modify Date	UPC
<input type="checkbox"/>	254-31a_001.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	254-31a_002.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_003.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
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<input type="checkbox"/>	254-31a_005.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_006.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_007.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
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<input type="checkbox"/>	254-31a_012.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_013.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	254-31a_014.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	254-31a_015.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	254-31a_016.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	254-31a_017.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904

Local intranet 100%

You can view a file by clicking the magnifying glass on the left.

Click to view document. Click to view document's properties. [Set View Preferences for Tif Files](#)

Back Select All Deselect Copy Out Search **Search Results: 61 matches**

Options	Filename	Description	Last Modify Date	UPC
<input type="checkbox"/>	254-31a_001.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
<input type="checkbox"/>	View Document 254-31a_002.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_003.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_004.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_005.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_006.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/8/2012	86904
<input type="checkbox"/>	254-31a_007.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
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javascript:dmsJS_docView('1138919','3','pdf') Local intranet 100%

To save files for future reference or including printing, select by clicking box to the left or "Select ALL"

Click "Copy Out"

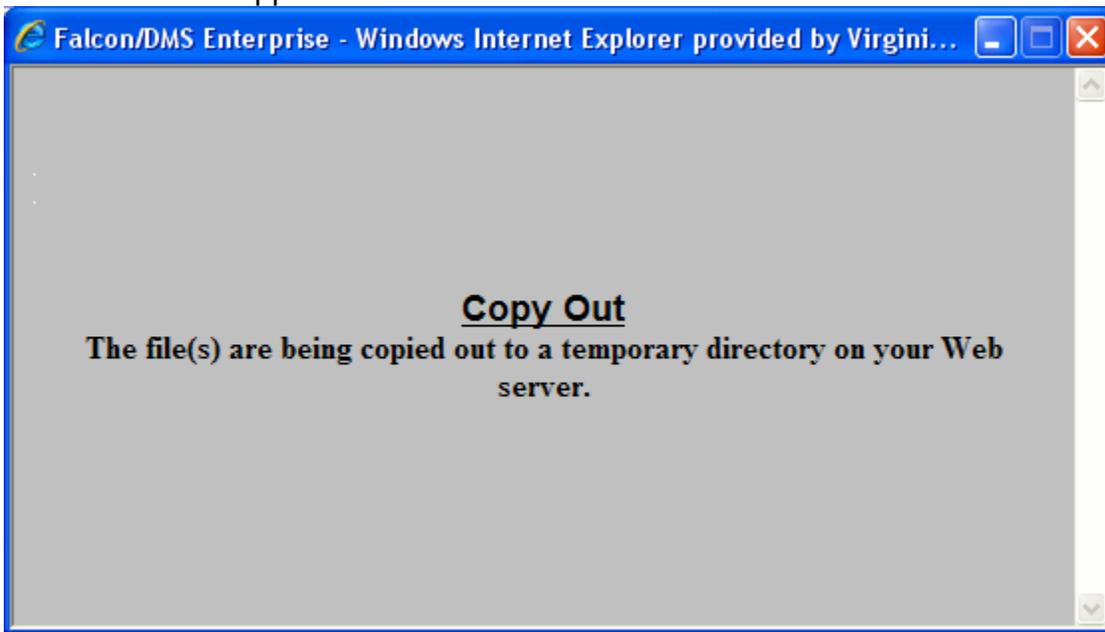
Click to view document. Click to view document's properties. [Set View Preferences for Tif Files](#)

Back Select All Deselect **Copy Out** Search

Search Results: 61 matches

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<input checked="" type="checkbox"/>	254-31a_001.pdf	Fr: 0.557 Mi. E. Int. Westmoreland Street To: 1.065 Mi. W. Int. Kirby Road	3/14/2012	86904
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This window will appear next

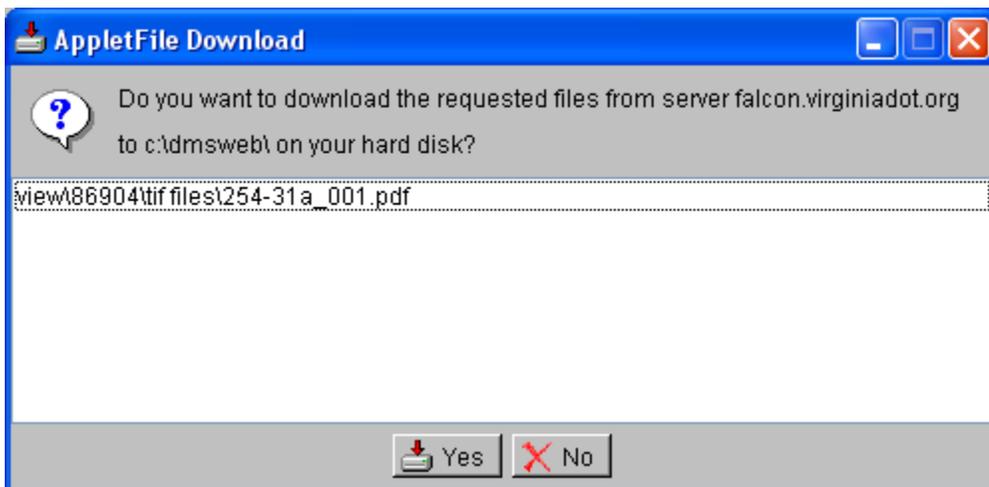


Then this window appears. If you select “Always trust content from this publisher” it will not appear again.



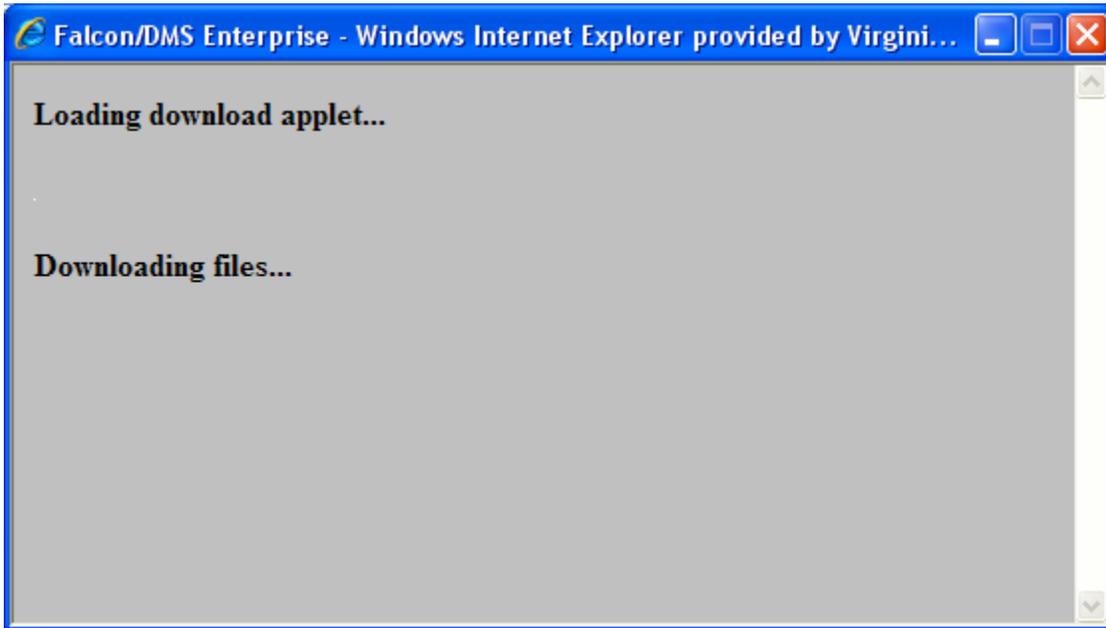
Note the address in the next window:

C:\dmsweb\

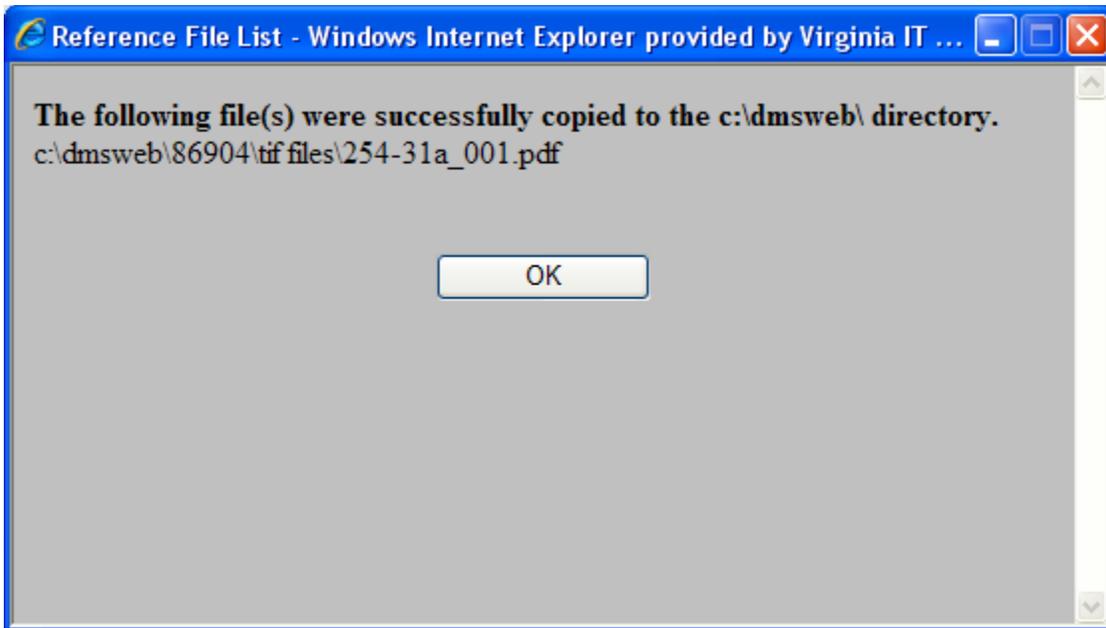


Click “Yes”

A bar will flash by showing progress and then this window appears

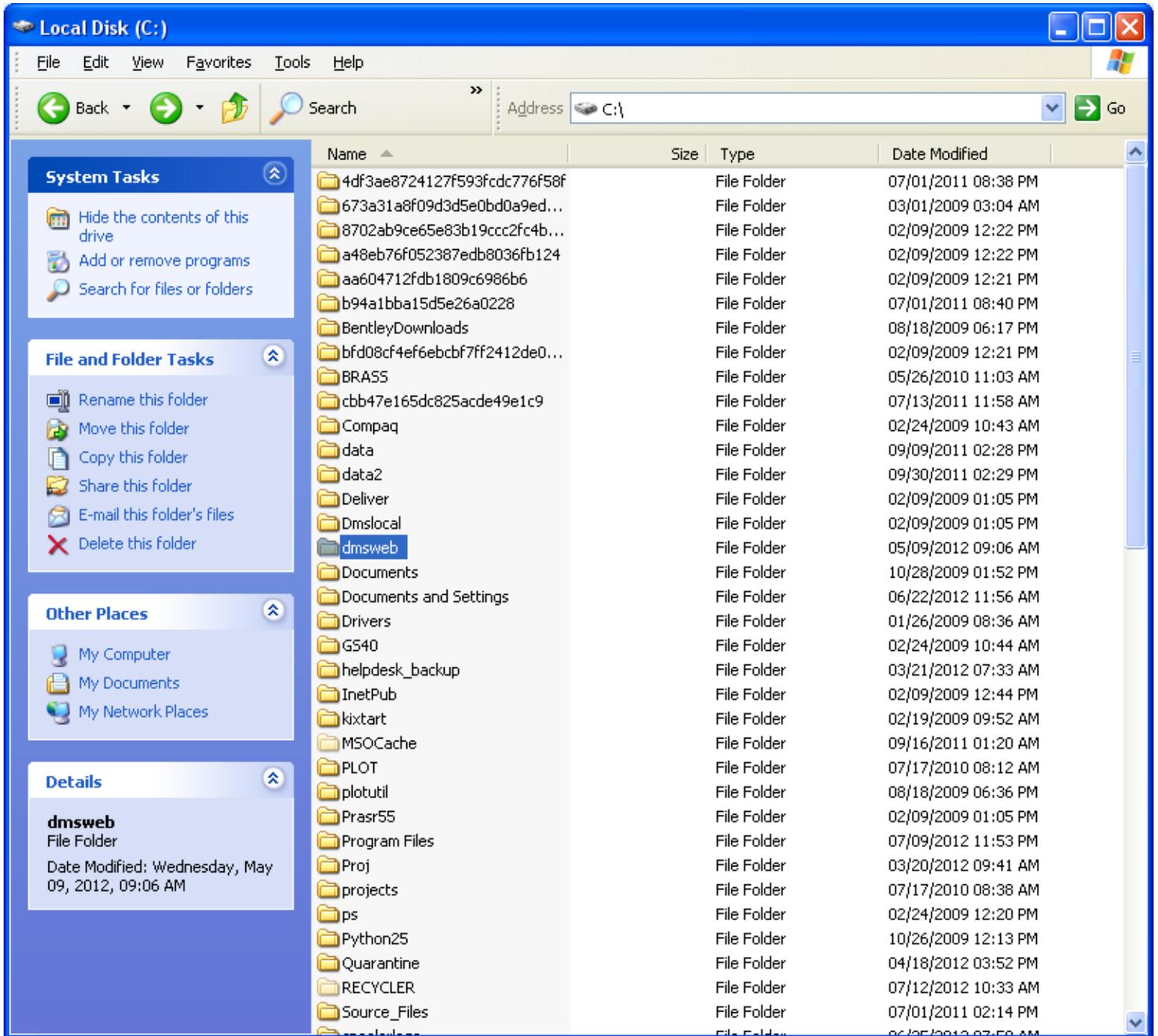


After the download is complete note the address again that now contains the UPC and the file number

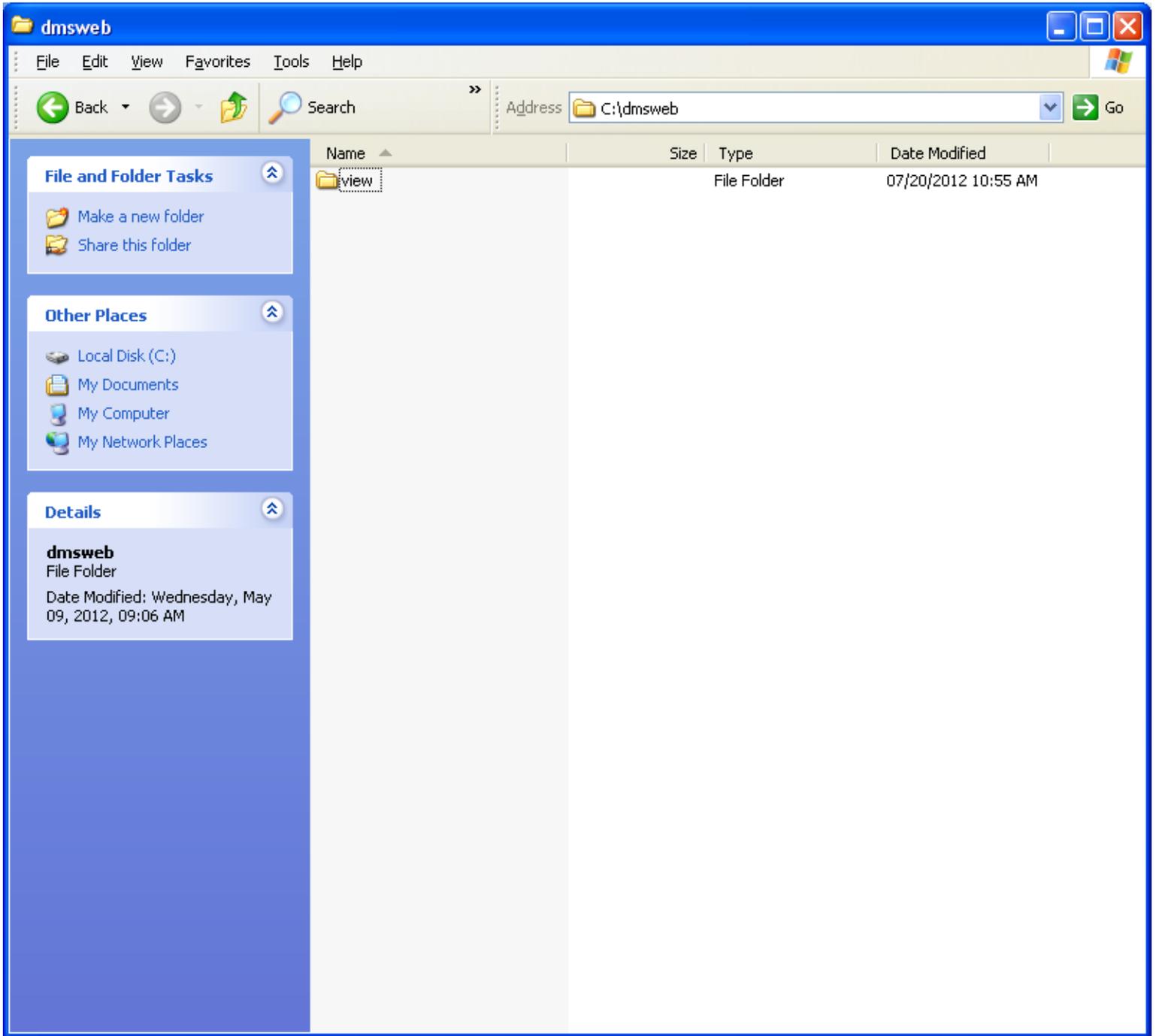


Go to Windows Explorer and select your "C" drive

Click on "dmsweb"

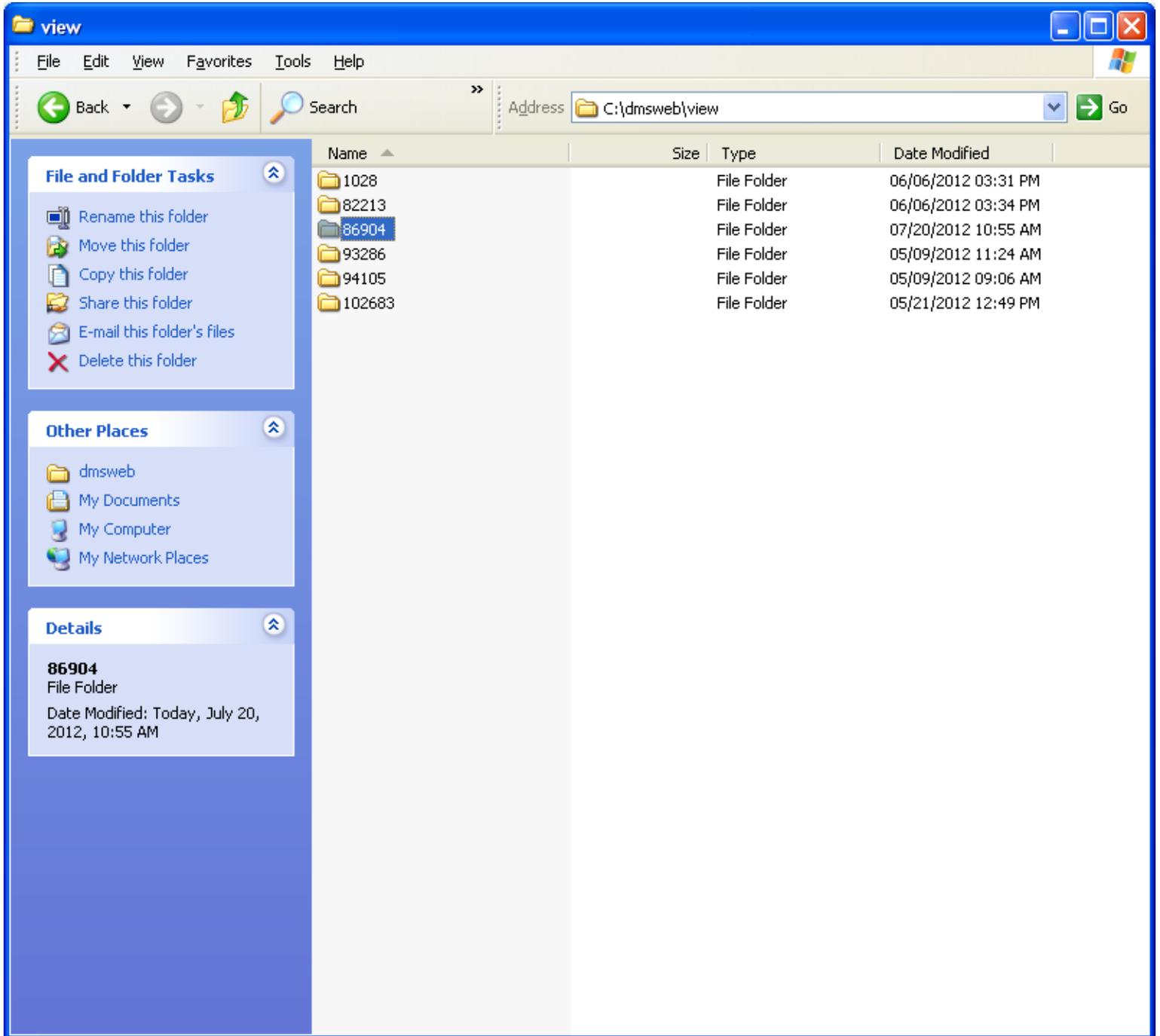


Then “view” folder will appear

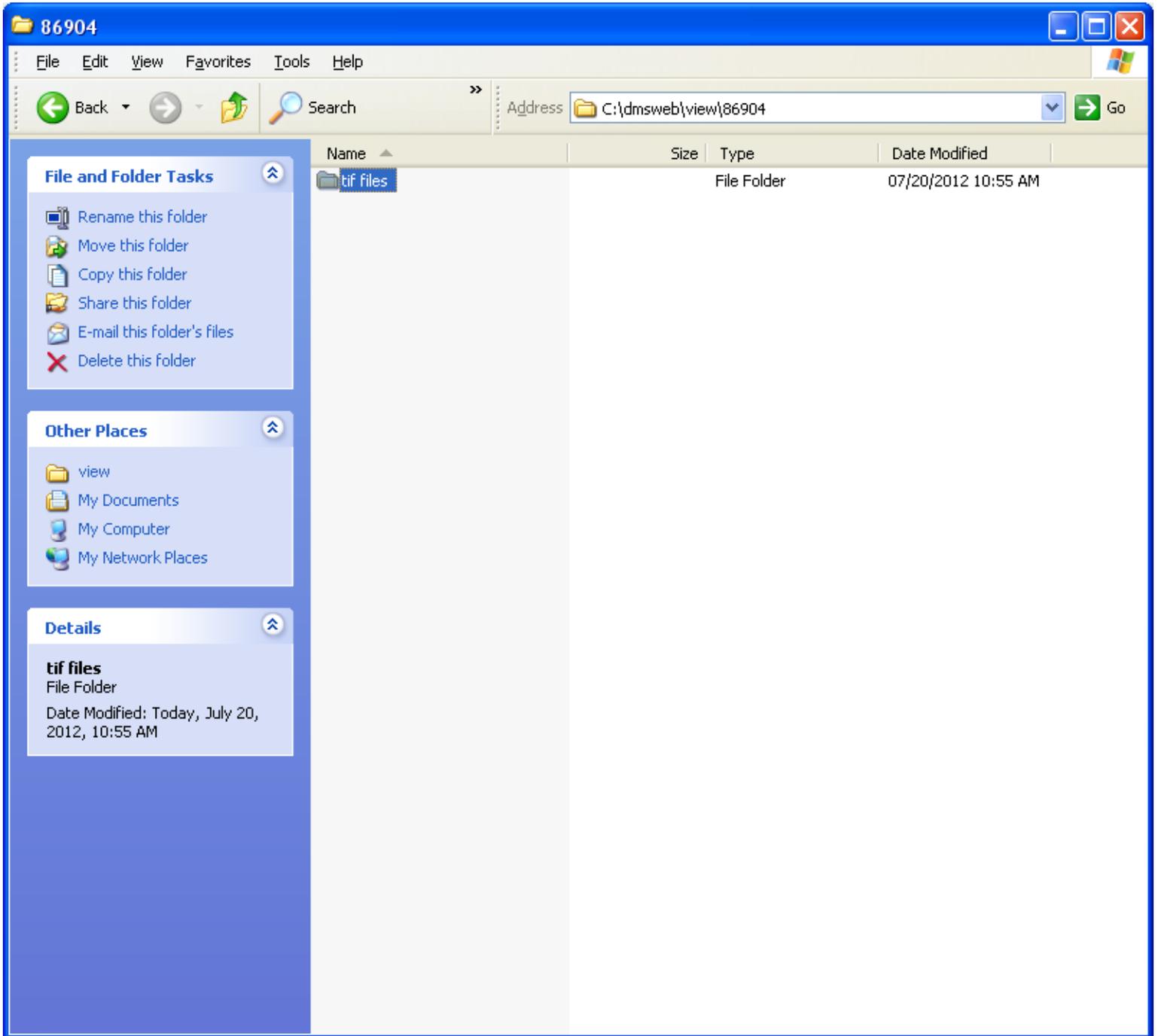


There will be more “UPC” after you have done this several times.

Select the “UPC” of current interest



The "tif files" folder will appear.

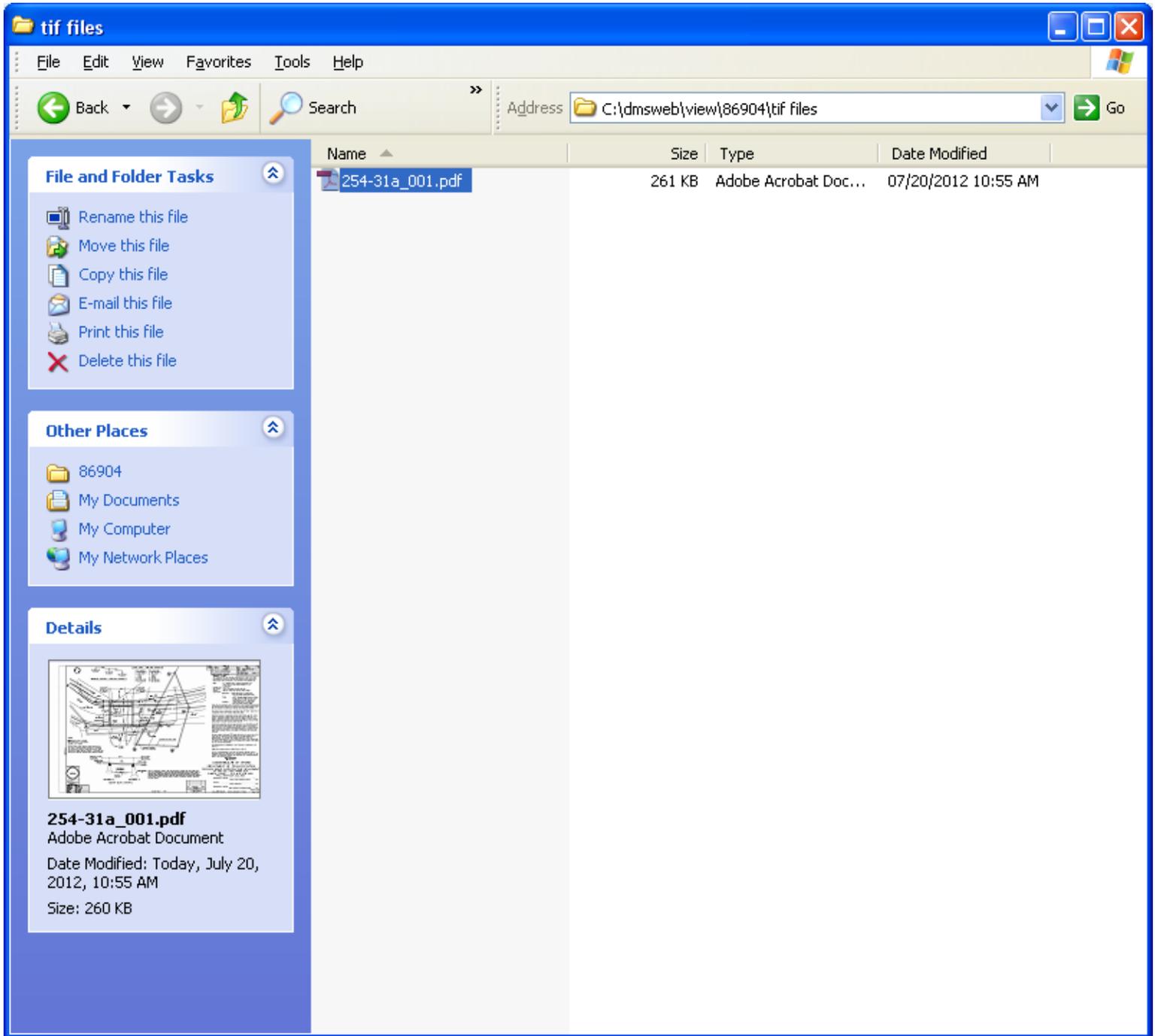


And finally you have the file that you sought.

These several steps work the same on all computers. Falcon runs these routines to make the files store in the same place.

If you have searched again for the same file a message will appear asking if you want to overwrite. They may be updates and you will want to overwrite.

You also can move the files to another storage place for future reference and the overwrite will not appear.



Call CADDsupport with questions at 1-804-786-1280 or write caddsupport@vdot.virginia.gov