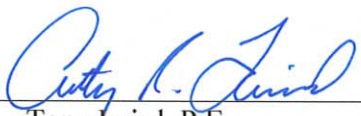


<b>WYOMING DEPARTMENT OF TRANSPORTATION</b>
<b>ROAD DESIGN MEMORANDUM #08</b>
<b>DATE OF ISSUE: July 18, 2014</b>



Approved by:   
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Issued by: Engineering Services, WYDOT, Cheyenne

<b>GENERAL TOPIC: FALCON DOCUMENT MANAGEMENT</b>
<b>SUBJECT: PROJECT DEVELOPMENT DOCUMENTS</b>

### General

WYDOT has instituted a document management system, Falcon DMS. Each program is responsible to enter certain documents it creates. The following link will take you to WYDOT's Falcon Management System Documentation:

<http://employees.dot.state.wy.us/cms/falcon>

This memorandum will describe the specific procedures for the Project Development Section.

### Access to Falcon

Each design team member should have access to the "DocMan" program to establish documents within Falcon.

### Directory Structure

The Information Technology (IT) Program will continue to establish project directories for each new design projects. Each includes a Pd directory and the following subdirectories:

- X Correspondence
- X Design
- X Drafting

- X PD Final
- X Plan Issuances
- X Reports
- X Sheets
- X Summary

Project Development will need to add the PD Final folder into Falcon on all existing projects. Additional directories may be established through Falcon if necessary. Any directories created in Windows Explorer will not be available under Falcon.

### **Falcon Documents**

The following documents should always be scanned and stored in Falcon, within the appropriate directory, following their creation:

- X Reports. Examples include: Draft Reconnaissance Reports, Final Reconnaissance Reports, Inspection Reports, and Value Engineering Reports. All reports will be sent electronically by email with a link to the file in Falcon.
- X Project correspondence issued by Project Development which may be of interest to other Departments.
- X External project correspondence received by Project Development which may be of interest to other Departments. Examples include: Game & Fish letters, design exception approvals from the FHWA, and sole source/proprietary item approvals from the FHWA.
- X Correspondence used to document design decisions.
- X PD Final folder. All project information needed by the District should be placed in this folder. This will include some of the documents already stored in Falcon as described above.

The "Document Description" field in DocMan may hold up to 60 characters and should be as descriptive as possible. In order to facilitate searching, plans should have their title, reports should be named, letters should contain the applicable name of the sender or recipient, etc. Abbreviations should be avoided.

### **Documents Added by Others**

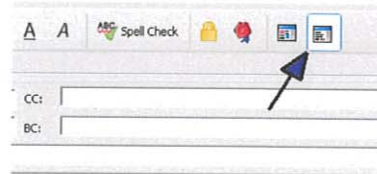
- X Preliminary, Grading, R/W & Engineering, R/W & Utility, Final Design, and Check Squad Plans and Cross Sections will be scanned and placed into Falcon by Office Services in the PD project directory. Project

- Development should rename these files in Docman so that the plans and cross sections can be easily identified.
- X Contract Plans, Proposals, & Cross Sections will be scanned and placed into Falcon by Office Services in the CE project directory.
  - X If appropriate items are not being added by other Programs, they should be contacted so they are aware of the need.

### Electronic Document Distribution via Falcon

Use the following procedure for establishing a link to Falcon:

1. Store the appropriate project *document* in Falcon. The file name **should not** contain any spaces. Use the underscore "\_" character or dashes for spaces
2. **Open a new e-mail** message. Under the *View* pull-down menu, select **Plain Text** or toggle the **Plain Text** icon along the top tool bar as shown. Your distribution e-mail has to be in plain text and not HTML format.
3. Type the body of your e-mail message as standardized by your Program/Section.
4. Copy one of the following links and paste it into your email. You will need to modify the links by replacing the **PROJECT** and the **FILENAME.XXX**.



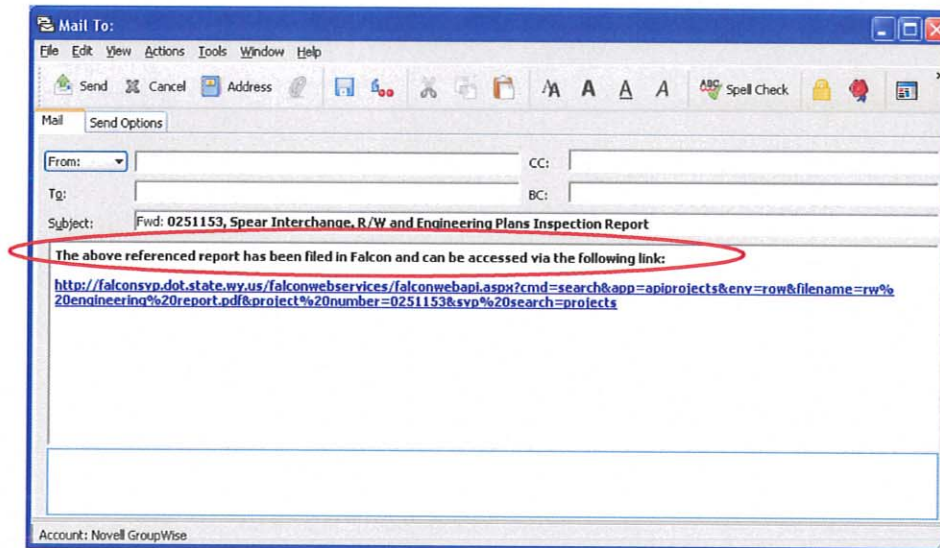
#### PD Final

<http://falconsvp.dot.state.wy.us/falconwebservices/falconwebapi.aspx?cmd=search&app=apiprojects&env=row&project%20number=PROJECT&DIR%20LEVEL%202=pd&DIR%20LEVEL%203=PD%20FINAL&svp%20search=projects>

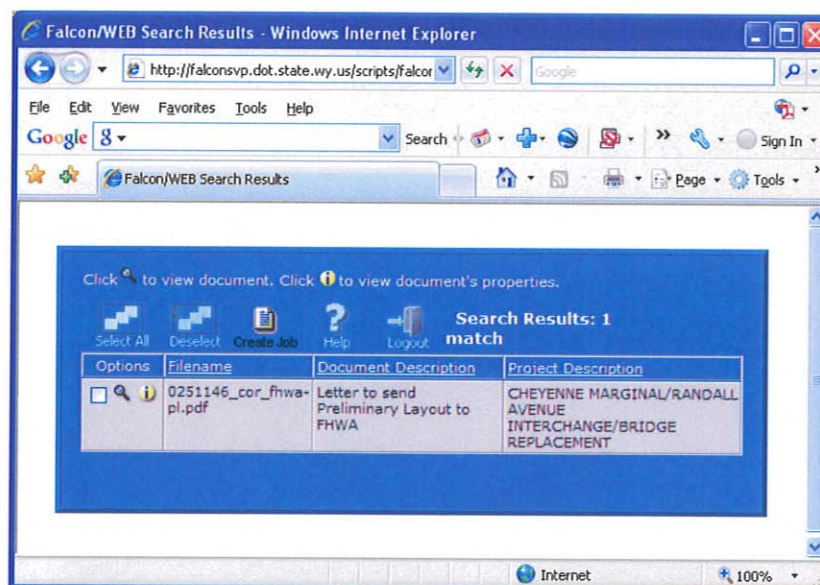
#### FILE

<http://falconsvp.dot.state.wy.us/falconwebservices/falconwebapi.aspx?cmd=search&app=apiprojects&env=row&filename=FILENAME.XXX&project%20number=PROJECT&svp%20search=projects>

The link will not work if it contains any spaces. If it does, replace all spaces with %20. This will tie the link together and allow it to work.



5. Test your link via Internet Explorer. **Open Internet Explorer** and **left-click** and **paste** the link into the URL address window as shown. If your document appears correctly similar to the Internet Explorer window shown below, your link is working. If your document does not appear correctly, redo step 4 and repeat the test.



6. Project Development's Standardized Distribution Messages:

For Reports:

The fully endorsed (*description of report*) for the above-referenced project is complete. The report can be accessed in Falcon by using the following link. A hard copy of the report will not be mailed.

For Documents:

The (*description of document*) for the above-referenced project can be accessed in Falcon by using the following link. A hard copy of the document will not be mailed.

For Plans:

The (*description of plan set*) for the above-referenced project are complete. The plans can be accessed in Falcon by using the following link. A hard copy of the plans will be mailed.

PD Final:

The project design files for the above-referenced project are complete. They can be accessed in Falcon by using the following link. A CD will not be mailed.

Contact Person:

Please contact (*squad leader or Project Development Engineer*) if you have any questions.

**Subject Matter Expert**

There will always be a person designated as the Falcon subject matter expert in Project Development and that person should be consulted as necessary for clarifications to these procedures.