





Using DOTD's Plan Room (Falcon)

1. A User Name and Password is required for **NON-DOTD** users to access the system. If you do not have a User Name, click [Request an Id](#). Fill out the form and your User Name will be sent to you using the password you provided. **DOTD Employees** should use their **DOTD Domain User ID** and **Password** to log on.
2. Once you log on to the DOTD Plans Room (Falcon), you will see a list of projects available to you.
3. On the Project List screen, you have the following options:
 - **Sort the List:** Click on any of the column names to sort either by Letting Date, Description, or Project Number. The first click sorts the list in ascending order and the second click sorts the list in descending order.
 - **Project Properties** :
 - **Question Mark** : Click the question mark to open the Question/Answer Module.
 - **List Icon** : Click the list icon to display Plans, Proposals, and Addendum and all necessary project related material.
 - **Project Number:** Click the project number to search for a particular document.
4. In the DOTD Plans Room (Falcon), we are currently publishing these types of documents:
 - **Zip Files** (.zip): Contains all the plan sheets or all the revised plan sheets for a project.
 - **PDF Files** (.pdf): Usually contain the proposal, addendum, and individual plan sheets.
5. On the Document List screen, you have the following options.
 - Click on the magnifying glass  to view PDF and Zip files.
 - For Zip files: after clicking the magnifying glass, click **Save** to copy the file to your local PC instead of View or Open. **Caution: Pressing View or Open may take a long time process that action.**
 - **DO NOT** try to view a Zip file by clicking View PDF. It is not compatible with the system.