Using DOTD's Plan Room (Falcon)

1. A User Name and Password is required 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.

2. **DOTD Employees** only use their **DOTD Domain User ID** to log on.

3. Once you log on to the DOTD Plans Room (Falcon), you will be presented with different views depending on your access:

   Contractors (Non DOTD Employees): will have access to the ==*current available advertised projects*== for letting, containing the proposals, addendum, plans, permits, etc...

   Employees: will have access to all Falcon projects.

   Administrators: will see a pick screen for access to Administrators, Contractors or Employees.

4. On the Project's screen, you have the following options:

   - Sort the List: Click on any of the column names to sort by either Project Number or Description. The first click sorts the list in ascending order and the second click sorts the list in descending order.
   - Question Mark : Ask/Display project questions and answers.
   - Document List : Displays the plans, proposals, and addendum for a particular project.
   - Project Properties : Displays the Publication Date and the Bid Letting Date.
   - Project Number: Click the project number to search for a particular document within the Project.

5. In the Plans Room, we are currently publishing two types of documents:

   - Zip Files (.zip): Contain all plan sheets or all revised plan sheets for a project.
   - PDF Files (.pdf): Usually contain the proposal or addendum, and\or individual plan sheets.

6. 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 your local PC instead of View or Open. Caution: Pressing View or Open may take an extremely long time to process.
   - To view multiple PDF files, place a check in the box to the left of the Sheet Number, and press **Merge**. Note: The system will perform better if you open the PDF files by clicking the magnifying glass and do not try to open multiple PDF files at the same time.

DO NOT try to view a Zip file by clicking View PDF. It is not compatible with the system.