




Using DOTD's Plan Room (Falcon)

1. A Username 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 Username will be sent to you.
2. **DOTD Employees**, if not migrated to the **SWE Domain**, use their **DOTD Domain User ID** and assigned password to log on. Otherwise, **DOTD Employees** who have migrated to the **SWE Domain**, use **their SWE Domain User ID** and assigned password to log on. If you are having issues logging on, please email DOTDFalconRequest@la.gov.
3. Once you log in 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 an Available Environments screen for access as as 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, Description, Question Cutoff, or Letting Date. 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, addenda, and other relevant documents for a particular project.
 - Project Properties : Displays the Project #, Project Name, Description, Publication Date, Bid Opening 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 posting 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 to 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 avoid opening multiple PDF files at the same time.

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