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.virginiadot.org/falcon/

This window will appear. Enter the User Name and password. The password is case sensitive.
This is the next window.
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)
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)
The list of files available will appear:
You can view a file by clicking the magnifying glass on the left.
To save files for future reference or including printing, select by clicking box to the left or “Select ALL”

Click “Copy Out”

This window will appear next

Copy Out
The file(s) are being copied out to a temporary directory on your Web server.
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

![Image of a window with loading and downloading text]

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

![Image of a window with a file list success message]

The following file(s) were successfully copied to the c:\dmsweb\ directory.
\c:\dmsweb\86904\tif\files\254-31a_001.pdf

OK
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