

VDOT Web Portal Falcon/WebSuite – Enterprise Edition Demonstration Video Companion Document



powered by

Falcon/WebSuite

Falcon/SVP

Falcon/Enterprise

Note: This document assumes this is the first time you have visited VDOT’s Falcon/Enterprise website for the expressed purpose of performing any Enterprise document management operation.

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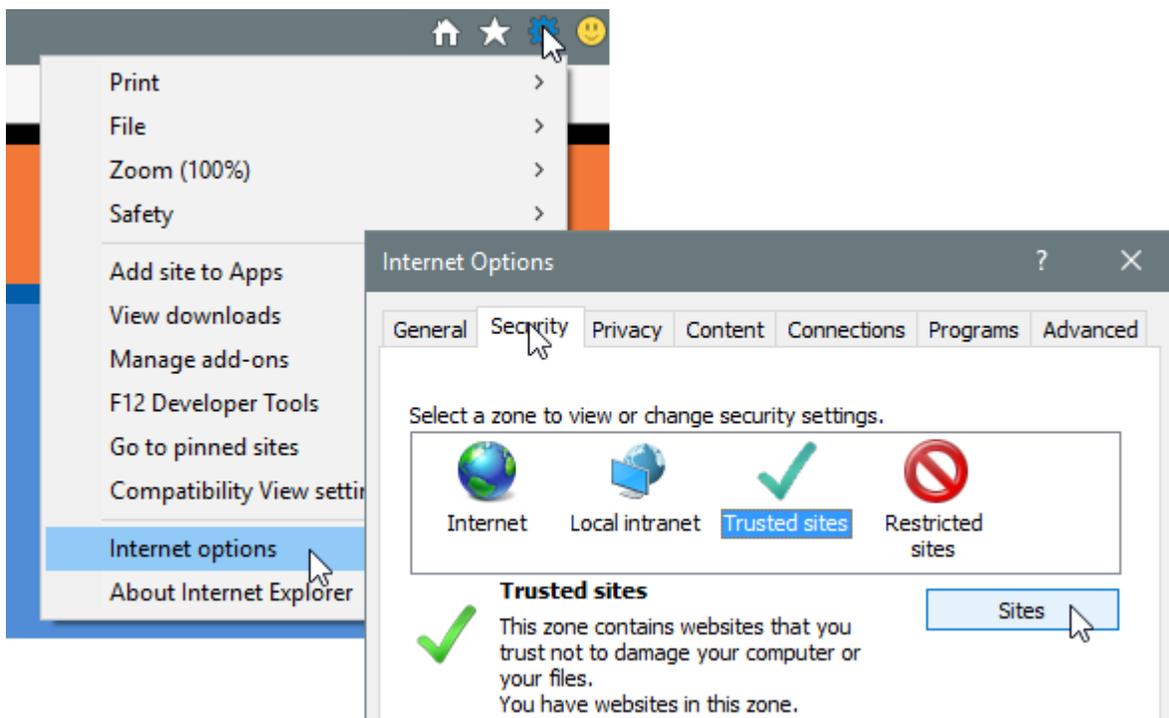
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Section 1: Defining VDOT's WebSuite Implementation as a 'Trusted Site'

A trusted site in Internet Explorer is a website you trust not to deliver potentially malicious software to your computer. In preparation for using Falcon/WebSuite's Add Documents, Copy Out, Checkout, Cancel Checkout, Check In, and Delete operations, it is recommended that you identify VDOT's WebSuite implementation as a trusted site. It is necessary to do this so that Internet Explorer allows WebSuite to install and use the ActiveX components required by the indicated operations.

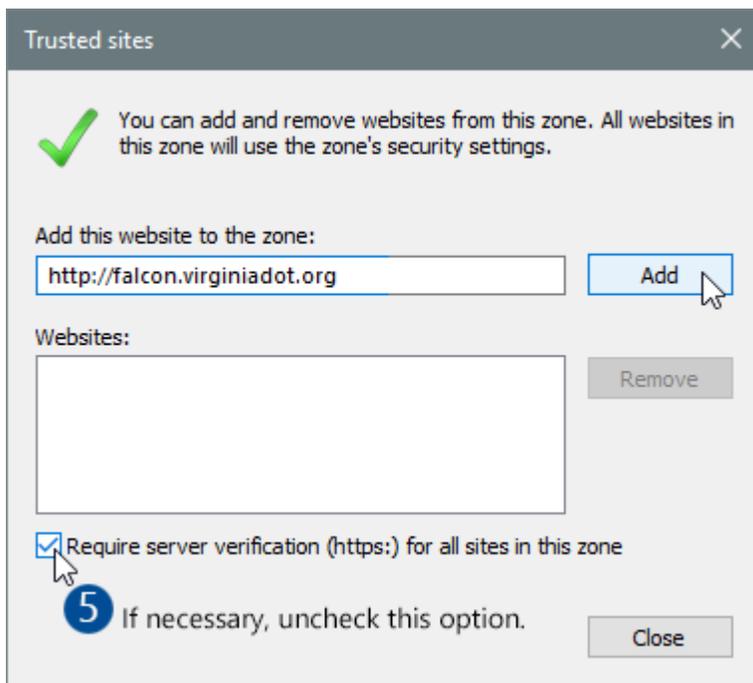
To specify VDOT's Falcon/WebSuite as a trusted site:

1. Open VDOT's Falcon/WebSuite page (<http://falcon.virginia-dot.org/falconwebv3/>).
2. In Internet Explorer, click Tools, and then click Internet Options, or click the Tools icon, as indicated below.

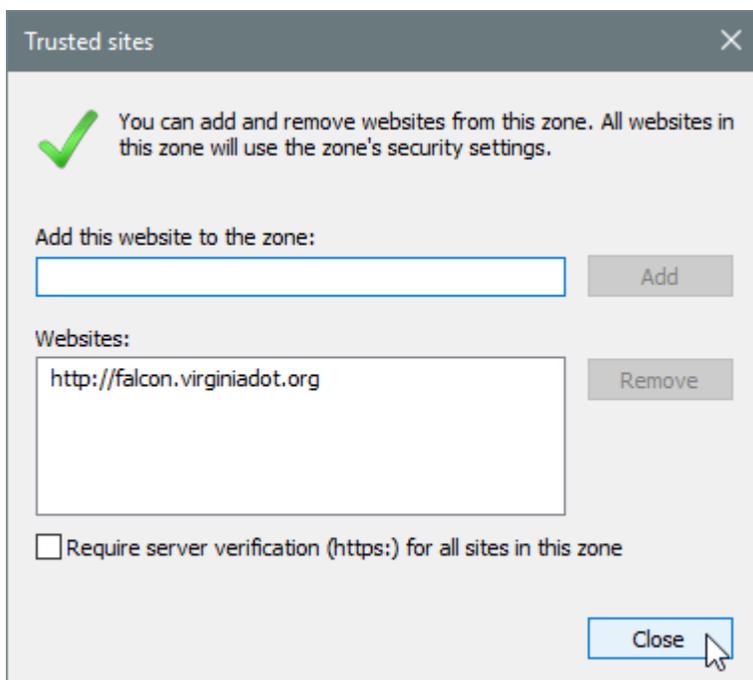


3. On the Internet Options form, click the Security tab to access the Trusted Sites option.

4. On the Security Tab, click Trusted Sites, then click the Sites button.



5. Because VDOT's Falcon/Enterprise does not require an encrypted channel, click to clear the "Require server verification (https:) for all sites in this zone" check box.
6. Because the Internet Options form was opened with VDOT's Falcon/Enterprise website as the current page, the URL (<http://falcon.virginiadot.org>) is automatically indicated in the "Add" field, click Add to move the URL to the Websites list, then click Close, and then click OK.

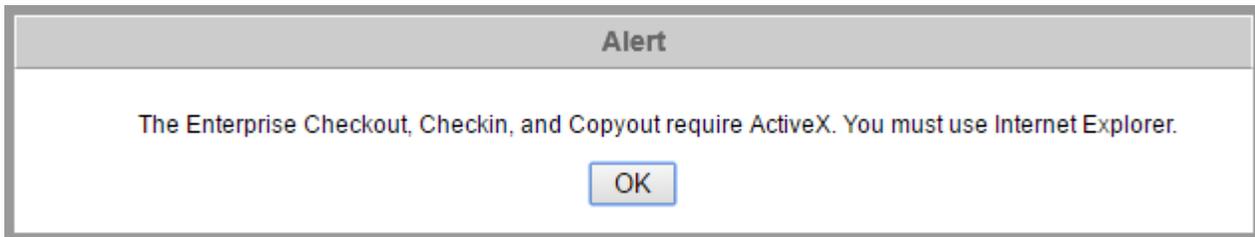


Section 2: WebSuite's Enterprise ActiveX Component & Internet Explorer

An ActiveX component is a small control or programs used as an "add on" to enhance the Internet Explorer browser. An ActiveX control allows an application to access a local File System in order to:

- Create folders
- Download and write files outside of the download folder
- Remove files and folders on check in

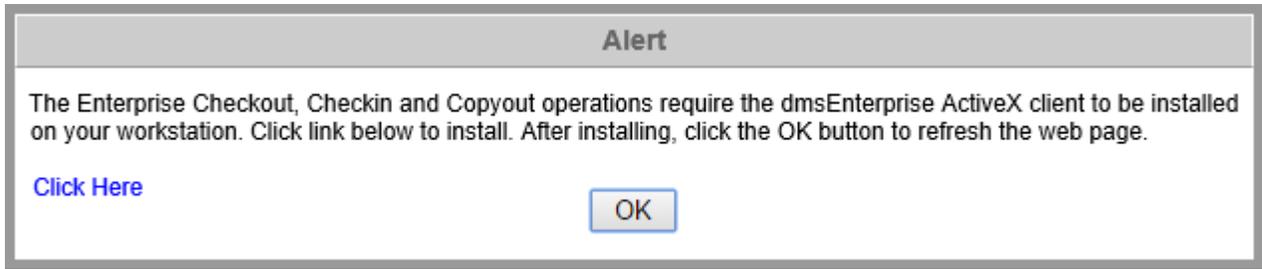
The Internet Explorer is now the only browser that uses ActiveX controls, so VDOT's Falcon/Enterprise installation requires that you use Internet Explorer. Use of any other browser produces the following error message:



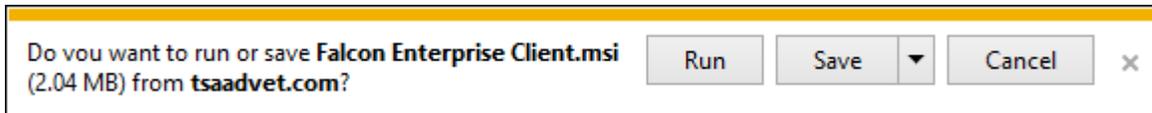
Section 3: Installation – WebSuite’s Enterprise ActiveX Component

This section walks you through the steps required to install the Enterprise ActiveX component. The component is automatically installed from WebSuite’s Search Result form, so Step 1 requires that you log on to Falcon/WebSuite and submit a search.

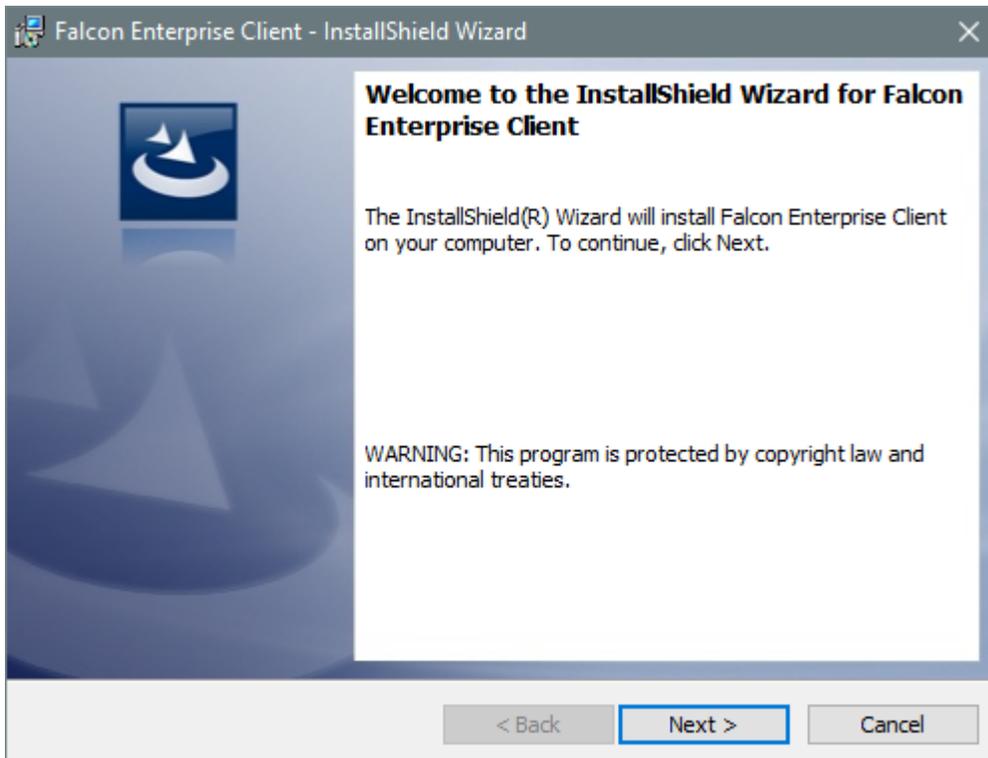
1. From a search result, click the checkbox associated with any document, and then click the Checkout command. Because this is the first time you have attempted any document management command available on the search form, Enterprise issues the following message.



2. Select the "Click Here" blue text to initiate the installation procedure.
3. Internet Explorer opens a Run/Save form at the bottom of the browser window.



4. Click the Run button to start the installation.



Click Next, accept the terms and click Next, click Install, Finish, OK, and Retry, to complete the installation.

Section 4: WebSuite Preferences

The final steps are to define the Enterprise Local Working Directory (this directory is the target folder for the Checkout and Copy Out operations) and enable the processing of external reference files for CADD documents.

1. On the Search Results form, click the Preferences command.
2. Locate the Enterprise Local Working Directory option at the bottom of the Preferences form.

Note: Though not explicitly required by Enterprise, VDOT recommends using C:\dmsweb as your target folder.

3. If a C:\dmsweb folder exists, you may enter that value in the text field. If it does not exist, use the Browse option to open the Browse For Folder form and use the Make New Folder option to create it.
4. In the Include MicroStation and AutoCAD reference files for Copy Out region (directly above the Enterprise Working Direction option, click the 'Yes' radion button to enable the processing of external reference file.
5. Click OK to save the changes and return to the Search Results form.

Falcon/WebSuite is now configured for the Enterprise document management operations.