CONTRACTOR/SUPPLIER
DOC EXPRESS COOKBOOK – IOWA STYLE
OCTOBER, 2020

1  New Company to get access to Doc Express
   
   ONE person in the company, go to www.docexpress.com
   Register
   Alert Janet or Dean if you are the prime so they can give you access to a contract(s)

5  New user to Doc Express but company already has access
   Do NOT go to www.docexpress.com and register
   Have another person in your company invite you to join
   Register after receiving their invitation e-mail
   Once registered you will automatically have the same access as other users in your company

7  Change Account Information
   Go to My Account screen
   Change personal information only

8  See other users in your organization
   Go to My Account screen
   Scroll down and all users will be listed along with their status

8  On-Line Help
   Click on Help in the lower right corner of the screen
   Options are available for the contract screen and the drawer screens

8  View contracts
   Go to Doc Express screen
   All contracts to which you have access are displayed
   You have a choice of line or grid view by selecting that icon located to the far right of the word Contracts

10 Tag field
   Go to Doc Express screen
   Click on Actions > Manage Tags
   This is a field where you can enter a job number or something that makes sense to you to describe the contract. DOT users cannot see this field
Enter your choice – more than 1 user in a company can enter a tag for the same contract and all will be displayed

Save

11 Mark a contract as a Favorite
Go to Doc Express screen
Click the banner to the far right of the contract ID beside the contract of your choice
The banner will turn yellow
The contract will move to the top of your list of contracts

11 To remove a contract from being a Favorite
Go to Doc Express screen
Click the banner to the far right of the contract ID beside the contract of your choice
The banner will turn lose the yellow color
The contract will return to its normal order in the list of contracts

12 Badges - the number of submittals in a drawer that have had no action taken since they were submitted
Go to Doc Express screen
The number inside the badge beside each drawer indicates the number of submittals made to that drawer that have had no action taken since the initial submittal
If no badge beside the drawer, either all documents have been transitioned at least once or there are no documents in the drawer

12 Search for a contract
Go to Doc Express screen
The search field is always seen – enter contract info of your choice
Can do an advanced search for prime contractors, letting dates, admin office, etc.

12 Filter options
The filter options change depending on whether you’re in the list of contracts or in a drawer
Go to Doc Express screen
Click on the 3 horizontal lines in the middle of the screen under the Search field
Can use 1 or multiple filters at the same time
If you filter on different types one right after the other, be sure to allow the list of submittals to refresh before selecting the next type to filter on in case you have a slow connection.
To close the filter, click on the “X” in the middle of the screen
12 Viewing Locked Contracts
   Go to Doc Express screen
   At the list of contracts, open the filter (click on the 3 horizontal lines in
   middle of the screen)
   Change the filter from All Contracts to Locked Contracts
   To see active contracts again, change the filter back to All Contracts

13 Enable Downloads - allow other subs/suppliers to view your submittals
   Go to Doc Express screen
   Open a contract
   Click on Actions > Manage Access
   Put a checkmark in Enable Downloads for whatever subs and/or suppliers
   you wish to allow to open the documents you submit in those
   specific drawers.
   No checkmark means that sub/supplier can see your document in the list
   of submittals but can’t open the document itself

14 Notifications
   Go to Doc Express screen
   Click on Preferences > Notifications
   **Progressed Document** option
      These are real time notifications
      Can select to be notified on a drawer by drawer &/or document by
document basis
   **Completed Document** option
      These are real time notifications
      Can select to be notified on a drawer by drawer &/or document by
document basis
   **Rejected Document** option
      This is a real time notification
      Can select to be notified on a drawer by drawer &/or document by
document basis
   *My suggestion for real time e-mails, especially for the prime contractor –
   Progressed – checkmark in All documents I have access to
      Select the Contract Signing and the Contract Modification in the
any drawers field
   Completed – checkmark in All documents I have access to
      Select the Contract Signing drawer in the any drawers field
   Rejected – checkmark in All documents I have access to
      Leave the drawers field as any drawers

**Document Submission Reports**
   These are sent daily
   Every submittal by contract and drawer that took place the
   preceding day are displayed
   One report shows submittals from the previous day for
every contract to which you have access
One report shows only those contracts’ submittals marked as your Favorite
The other shows documents with due dates within a time period of your choice

15 To See WorkFlow for a Drawer
   Open the drawer
   Click Actions > Details

15 Documents
   Click on the Documents button
   To see all documents submitted to all drawers in all contracts
   Have the option to filter several ways including by contract and document types

16 Dashboard
   Go to Doc Express screen
   Informational only
   Lists documents ready to be transitioned by contract and/or drawer
   Lists all documents that are past due
   IF there was a due date entered by a DOT user previously
   Lists all contracts due soon – select time period in months or days
   We use the late start date in this field so users can tell at a glance if their contract should be starting or is past the late start date
   Lists documents that have been idle in a contract or drawer for a given time period

16 Submitting Multiple Documents at the Same Time
   At the submit screen click on “Want to Upload Multiple Documents?” sentence at the top of the page
   Click in the arrow above Drag and Drop
   Select the documents to upload
   Choose the type and sign if required then Save
   (The title of the document in Doc Express is the same file name of the document submitted)

17 Initial Submittal Screens
   Informational only

19 Viewing Submitted Documents
   Top line is the title and just to the right is the type it’s linked to
   Next line displays the organization who submitted the document
   The number of comments and supporting documents are indicated just below the title
Next is the date and time of the submittal along with the submitter’s company and name
To the far right is the status of the document
Below the status is the log
For documents with a status of Submitted, there is no log yet

20 Revert Transition Option
To “un-do” a transition you made, click Actions > Revert Transition
Cannot revert if there is a comment or a supporting document
Only available if you are the last one to transition the document
Can have multiple users revert to get it back to the Submitted status
Cannot revert document back to Submitted status and then Remove it
if there is a comment or supporting document

20 Due Dates (we do not use this much)
Must be entered by a DOT user (is optional)
If a submittal is overdue, will be noted under the title of the document
These overdue documents, if any, are displayed in the Dashboard

21 Submitting to the Contract Documents drawer
Go to Doc Express screen
Open the Contract Documents drawer by clicking on it
Click Submit
Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**
Select the appropriate type
In the Attachment field, browse to the location of the submittal
Add Supporting Documentation if desired
Enter a Comment if desired
(Remember if you enter either, you can no longer remove the document yourself)
Save

If a submittal is rejected, correct it and resubmit it so it “replaces” the original submittal.
Do NOT submit the corrected document as though it were new.

24 Submitting to the Pay Items drawer
Go to Doc Express screen
Open the Pay Items drawer by clicking on it
Click Submit
Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**
Select the appropriate type  
In the Attachment field, browse to the location of the submittal  
Add Supporting Documentation if desired  
Enter a Comment if desired  
  (Remember if you enter either, you can no longer remove the document yourself)  
Sign by putting a checkmark in front of the signature statement  
Save  

If a submittal is rejected, correct it and resubmit it so it "replaces" the original submittal. Do NOT submit the corrected document as though it were new.

28  Signing a **Contract Modification**  
Go to Doc Express screen  
Open the Contract Modification drawer by clicking on it  
Find cont mods with a status of Submitted  
Click on the title to view the cont mod before signing  
Click on the word Transition  
Select the Reviewed by Contractor status to give your "approval"  
Enter a Comment if desired  
  (Remember if you enter one, you can no longer remove the document yourself)  
Click Save  
Sign your name & also put a checkmark in front of the signature statement  
Click Save

32  Submitting to the **Payrolls** drawer  
**ONLY THE PRIME CONTRACTOR IS TO SUBMIT TO THIS DRAWER**  
After you have already checked the payrolls received from the subcontractor(s) and signed them as usual  
Go to Doc Express screen  
Open the Payrolls drawer by clicking on it  
Click Submit  
Enter a title – PR followed by report number followed by week ending date  
  (e.g. PR 01 w/e 06/25/18) is the suggested naming convention  
Select the appropriate type – there is a type for each contractor associated to the contract  
In the Attachment field, browse to the location of the payroll  
Add Supporting Documentation if desired  
Enter a Comment if desired  
  (Remember if you enter either, you can no longer remove the document yourself)  
Save

If the Payrolls drawer doesn’t have a type for a specific contractor  
Contact Janet (641-782-2096) or Jen (641-782-4518) to add them
If a payroll is rejected, correct it and resubmit it so it “replaces” the original submittal. Do NOT submit a corrected payroll as though it were new.

34 Submitting to the Working drawer
   Go to Doc Express screen
   Open the Working drawer by clicking on it
   Click Submit
   Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**
   In the Attachment field, browse to the location of the payroll
   Add Supporting Documentation if desired
   Enter a Comment if desired
   (Remember if you enter either, you can no longer remove the document yourself)
   Save

35 To change and re-submit a document to Working drawer
   Go to Doc Express screen
   Open the Working drawer by clicking on it
   Click title of the document and save it to a location such as your hard drive
   Edit the document as desired and save it
   Beside the original submittal, click Resubmit document
   Browse to the location of the edited submittal
   Enter a comment if desired
   Save

36 Submitting to the Shop Drawings drawer
   Go to Doc Express screen
   Open the Shop Drawings drawer by clicking on it
   **Enter a title for the document using this naming convention-**
   paren number of the PROJECT (not the contract in case of tied projects) followed by the county name & design number (if applicable) followed by a description of the submittal
   Select the appropriate type
   In the Attachment field, browse to the location of the shop drawing
   Add Supporting Documentation if desired
   Enter a Comment if desired
   (Remember if you enter either, you can no longer remove the document yourself)
   Save

37 Re-submitting a shop drawing
   Go to Doc Express screen
Open the Shop Drawings drawer by clicking on it
Find the document to be edited and re-submitted as per the status
If there is a marked up copy, double click on that submittal to view it
Make the corrections noted and save it
Click Resubmit
Attach your edited document
Enter a comment if desired
Save

39 Submitting to the **Signature** drawer
Go to Doc Express screen
Open the Signature drawer by clicking on it
Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**
Select the appropriate type
In the Attachment field, browse to the location of the submittal
Add Supporting Documentation if desired
Enter a Comment if desired
(Remember if you enter either, you can no longer remove the document yourself)
Sign your name & also put a checkmark in front of the signature statement
Click Save

40 Signing in the Signature drawer
Go to Doc Express screen
Open the Signature drawer by clicking on it
Beside the appropriate submittal with a Submitted status click Transition
Select Signed by Contractor as the status
Enter a comment if desired
Add supporting documentation if desired
(Remember if you enter either, you can no longer remove the document yourself)
Sign your name & also put a checkmark in front of the signature statement
Click Save
**REMEMBER- If you didn’t sign it on paper, don’t sign it in Doc Express**

42 **Plans** drawer
Only DOT users submit to this drawer
The As Advertised set of plans will be submitted at the latest by the RCE within 2 weeks of the letting

42 **Contract Signing** drawer
ONLY the prime contractor has access to this drawer
All contract documents are submitted here by the Office of Contracts
rather than being mailed to the contractor
Prior to signing the contract, the performance bond must be verified
A digital signature is NOT required to verify the performance bond
A digital ID is required to sign the contract
    The first time you open this drawer, a wizard will take you through
    the process of obtaining the digital ID
If you don’t need/want a digital ID, ignore the wizard

GENERAL INFO FOR ALL DRAWERS -
To view the log for a document –
    Go to Doc Express screen
    Open any drawer by clicking on it
    Click on the down arrow to the far right of any submittal
    The log for that specific submittal will be displayed

The Help feature –
    Is in the lower right of the screen
    Depending on what screen is active will determine the options listed when
    clicking on Help
For local help, contact Janet Wasteney – janet.wasteney@iowadot.us (Office –
    641-782-2096, Cell – 641-344-0044) or Dean Herbst –
    dean.herbst@iowadot.us (Office – 712-202-0818, Cell – 515-571-7073)
    or Jen Strunk – jennifer.strunk@iowadot.us (Office 641-782-4518)

To see the signature history (Contract Modifications, Contract Signing, & Signature
drawers only)
    Go to Doc Express screen
    Open any of the 3 drawers mentioned
    Select any submittal that has a status other than Submitted
    Click on the title of the document
    Choose to Open the document
    Scroll to the last page that is now attached to the document
    Contract Modifications –
        Signatures must be obtained in a specific order
        The last to sign is to mark it Completed
    Contract Signing –
        Contractors must sign first followed by the Office of Contracts who
        then transitions it to Completed status
    Signatures –
        There is no certain order required for signatures
        Different forms require different signatures

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To Remove a submittal
If you submitted and no other activity has occurred even by you, (no comment, supporting documents, etc) you can delete it by clicking on Remove to the far right of the submittals.
Only the submitter has the right to remove a document they submitted

To Have a Document Hidden or Removed
If a document is wrong but you can’t remove it –
1. it can be archived by either Janet or Jen. This will not delete the document but will “hide” it where it can be seen by opening the filter area of the drawer and change the “Hide Archived” to “Show Archived”
2. It can be removed entirely from Doc Express by Janet or Jen

Revert a Transition
If you need an “un-do” for a transition you made, click Actions > Revert Transition
The option is available only if you are the last one to transition the document
Cannot revert document back to Submitted status and then Remove it if it has a comment or a supporting document

To Mark Up a Document –
Available only in certain drawers
REPLACES the document being marked up – it does NOT create a new version
No log so no history of documents prior to the mark up
Open the document
Click Edit
Select the markup tool from the markup toolbar on the left.
When finished, click Save

IF YOU ARE THE PRIME CONTRACTOR
Giving access to subs and suppliers –
Go to Doc Express screen
Open the contract
Click on Actions > Manage Access
Click on Add Organizations
Enter the sub’s or supplier’s name or partial name and click on it when displayed
Do NOT go through and individually select all users in a company when giving access – just click on the company name.
Click Next
For access to all drawers, click in the all access “box” then click on their name
For access to only certain drawers, click only on the contractor’s name then at the Manage Access screen, put a checkmark

in only the drawers to which you want them to have access
Click Update

To change access for a sub or supplier
Go to Doc Express screen
Open the contract
Click on Actions > Manage Access
Beside the appropriate name, add or remove access to drawers
Click Update

To remove complete access to a contract for a sub or supplier
Go to Doc Express screen
Open the contract
Click on Actions > Manage Access
Click on the red “x” to the far right of the contractor’s name

49 Suggested Naming Conventions and the reasons why for some documents in each drawer

51 The types found in each drawer

55 Materials Documentation Clarification