

CONTRACTOR/SUPPLIER DOC EXPRESS COOKBOOK – IOWA STYLE

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Instr Guide

- 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 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 To see 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 somewhat depending on whether you're in the list of contracts or in a drawer
 - Go to Doc Express screen
 - Click on the "X" 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.

- 12 Viewing Locked Contracts
 - Go to Doc Express screen
 - At the list of contracts, open the filter (click on "X" 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 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 the 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
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
The other report shows only those contracts' submittals marked as your Favorite

- 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
Shows a graph of contracts, documents, and supporting documents during a given time period
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
- 16 Drawer Structure
Informational only
- 18 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 is the file name of the document submitted)
- 20 Initial Submittal Screens
Informational only
- 21 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
- 22 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

- 22 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
- 23 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
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.

- 25 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
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.

- 29 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
Click Save
Sign your name & also put a checkmark in front of the signature statement
Click Save

- 33 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
Save

If the Payrolls drawer doesn't have a type for a specific contractor
Contact Janet (641-782-2096) or Dean (712-202-0818) 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.

- 35 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
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
- 37 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
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

Sign your name & also put a checkmark in front of the signature statement
Click Save

- 39 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
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

- 41 **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 Wastenev – janet.wastenev@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

To Remove a submittal

If you submitted and no other activity has occurred even by you, (no comment, transition, etc.) you can delete it by clicking on Remove to the far right of the submittal.

Only the submitter has the right to remove a document they submitted

To Have a Document Hidden

If a document is wrong but can't be removed, it can be archived by either Dean or Janet. 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"

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

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

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

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

50 The types found in each drawer

54 Materials Documentation Clarification