DOC EXPRESS – IOWA STYLE

INSTRUCTION GUIDE
for
CONTRACTORS AND SUPPLIERS

OCTOBER, 2020

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DOC EXPRESS – IOWA STYLE
CONTRACTORS – SUPPLIERS

(OCTOBER, 2020)

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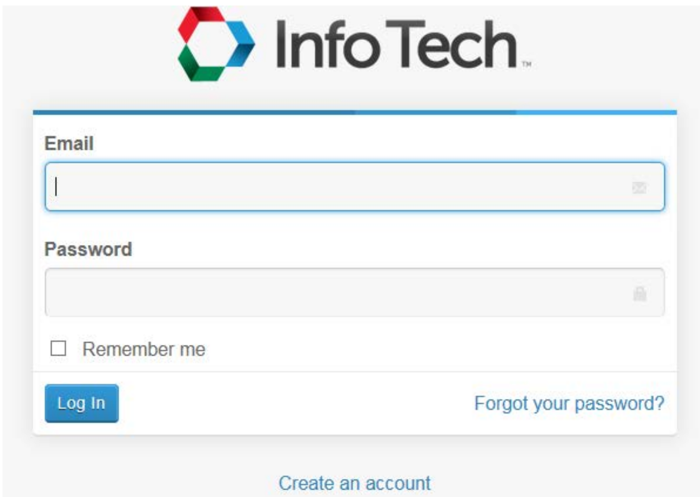
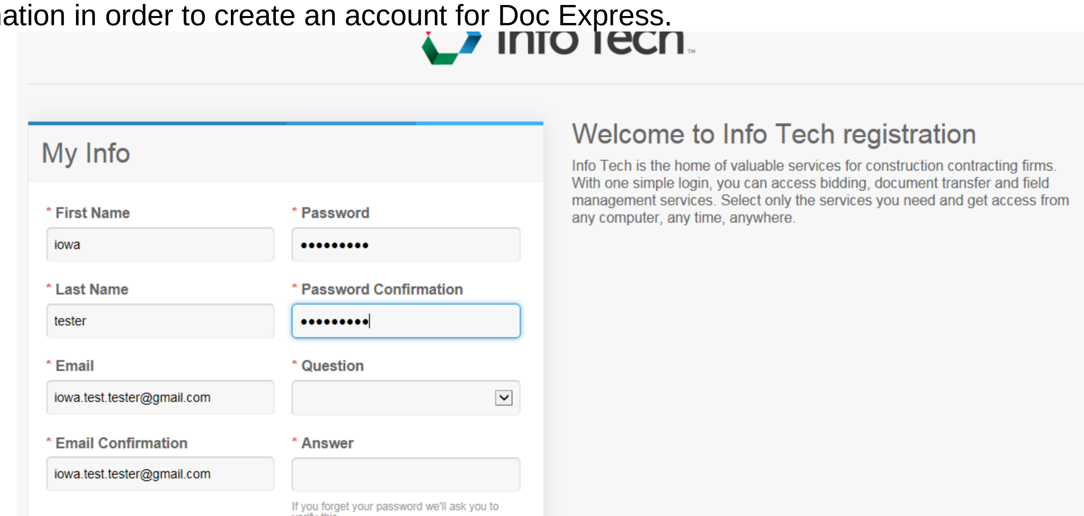
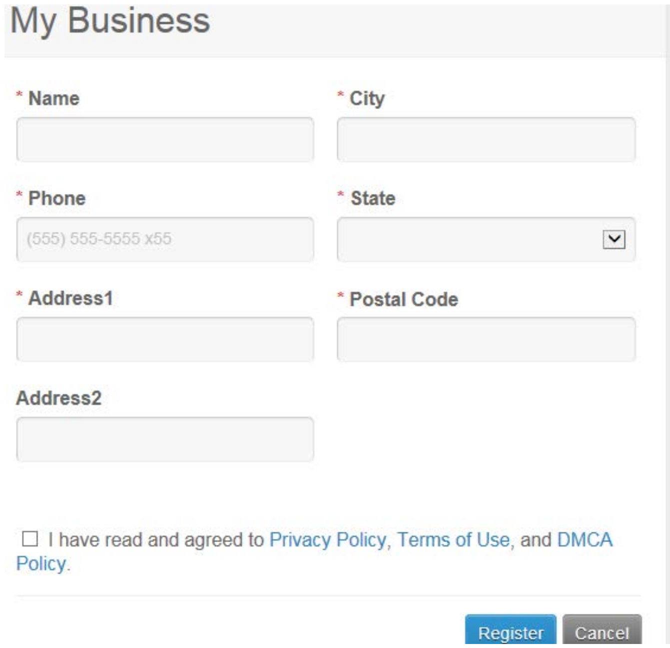
If you are a new company to the Doc Express world - - -

Only ONE user within the company should create an account. Do so by going to https://docexpress.com.

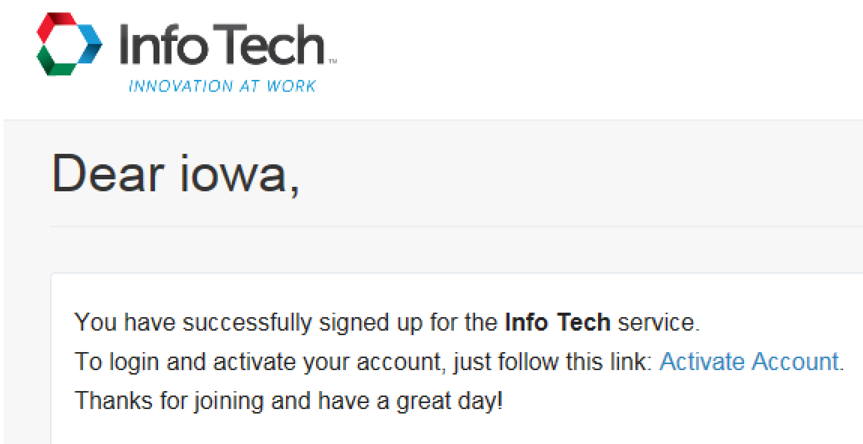


That one person should enter their e-mail address and password into the appropriate fields and then click Create an Account. The following 2 graphics will be displayed where they enter their information in order to create an account for Doc Express.

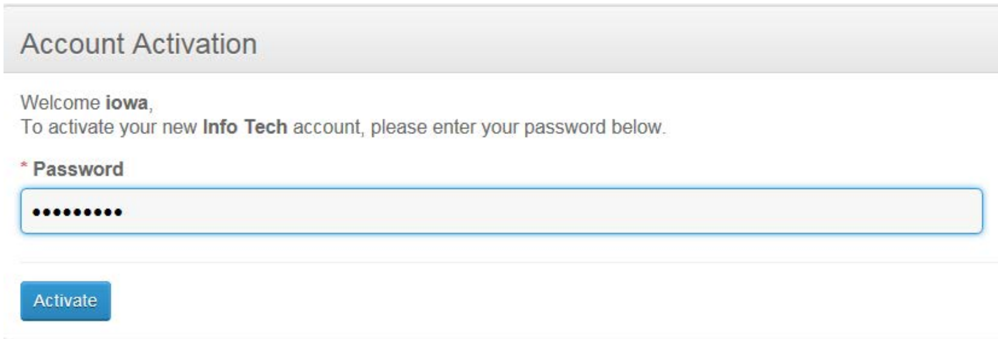




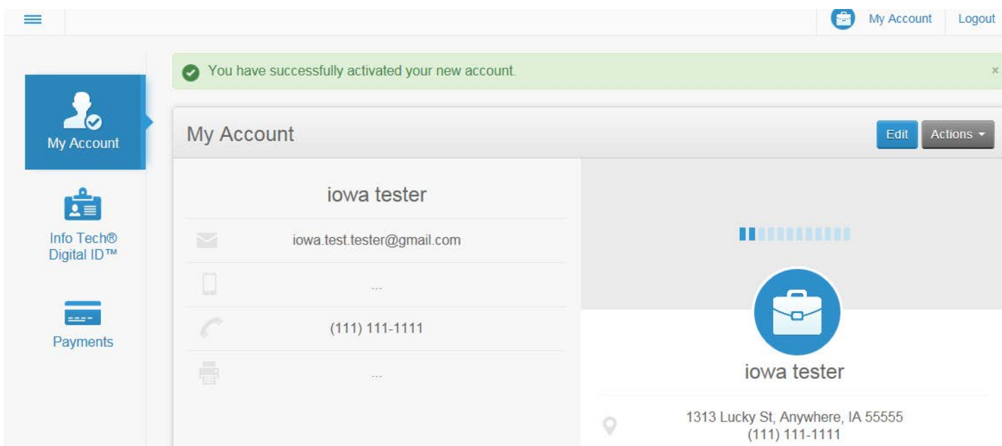
If you are the selected person for your company and have entered all the required information, put a checkmark in the “box” and click the Register button. An e-mail such as the one following will be sent to you where you should click the Activate Account link.



After you have activated your account, the following screen will be displayed where you enter your Doc Express password and then press the Activate button.



After activating, the following “My Account” screen will be displayed. IGNORE the InfoTech Digital ID icon and the Payments icon. We do NOT use them in Doc Express.

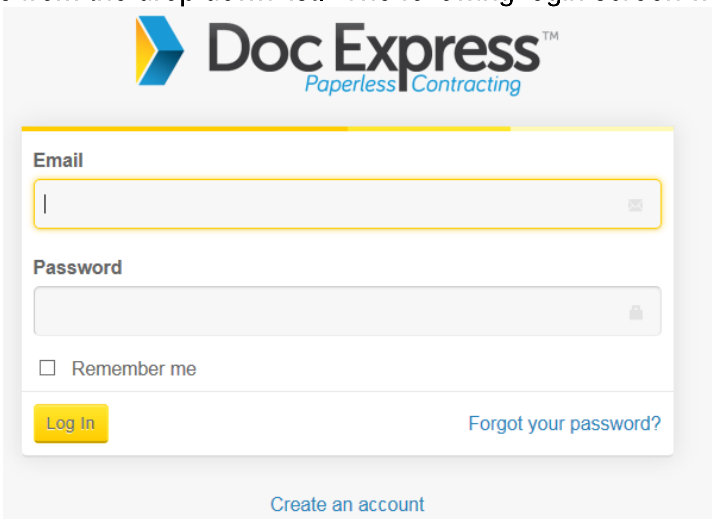


This screen shows your information and, by scrolling down, those members of your company who also can access the Doc Express program (none now since you are the first to register from your company).

Since you are the first Doc Express member of your company, you are listed as a Manager. **You should now invite others in your company to join. Other users in your company should NOT go to the website and register – they should be invited by you to join your organization.** Do so by clicking the Invite employee button and entering their e-mail address. They will receive an e-mail and have a limited amount of time to respond. Once they have accepted their invitation to join, you can assign them as either User or Manager security.

A manager can invite other employees to join the organization or can remove them. It’s a good idea to have 2 managers just in case 1 leaves the company.

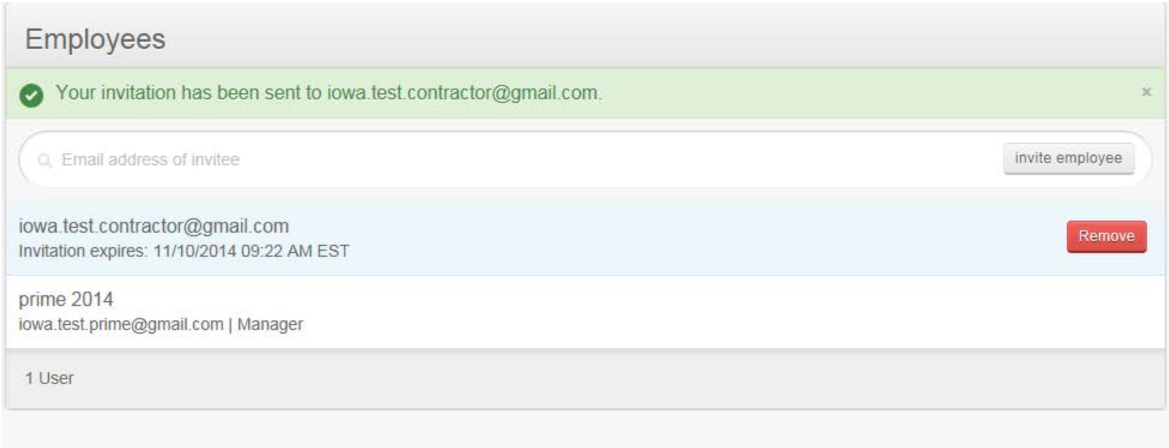
To enter the Doc Express program from the My Account screen, as shown in the above 2 graphics, click on the horizontal lines in the upper left corner of the screen and choose Doc Express from the drop down list. The following login screen will be displayed.



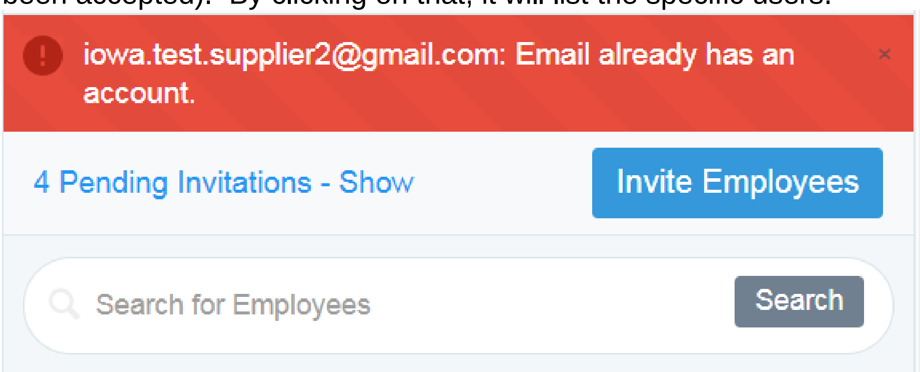
If you want your e-mail to remain in that field, click in the Remember me box.   After entering your email address and password, click the Log In button and you will see all contracts and drawers to which you have been given access.   If you don't see any contracts or don't see the contract you're looking for, 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)

If your company has access to the Doc Express program but you don't - -

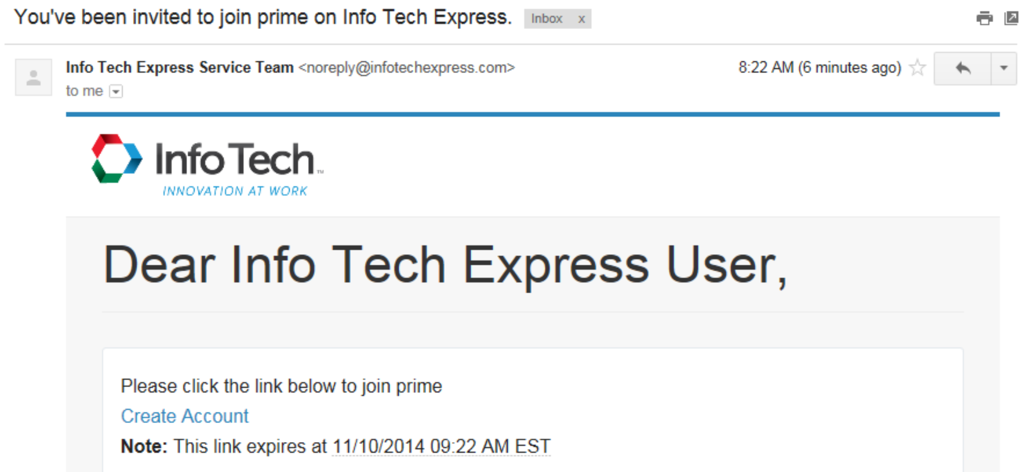
Do NOT go to the Doc Express website and register on your own. Instead, contact or send a note to the person in your company who has the Manager security level in Doc Express asking to get access. They will, in turn, send you an e-mail (which will actually come from InfoTech and could go to your Junk folder) inviting you to join the group. The result of their action is shown in the graphic below. As you can see, there is a limited time period for the invitee (in this case "contractor") to respond to the invitation before that invitation expires..



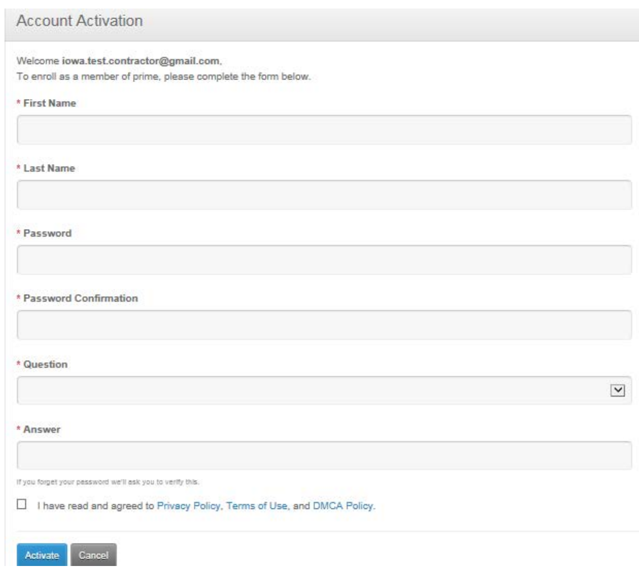
If the user's e-mail you invited to join already has access, the following will be displayed. Notice also in this graphic that it shows how many invites have been sent but are still pending (haven't been accepted). By clicking on that, it will list the specific users.



Once the invitation has been sent, the new invitee will receive an e-mail similar to the one following inviting you to join your company's group.



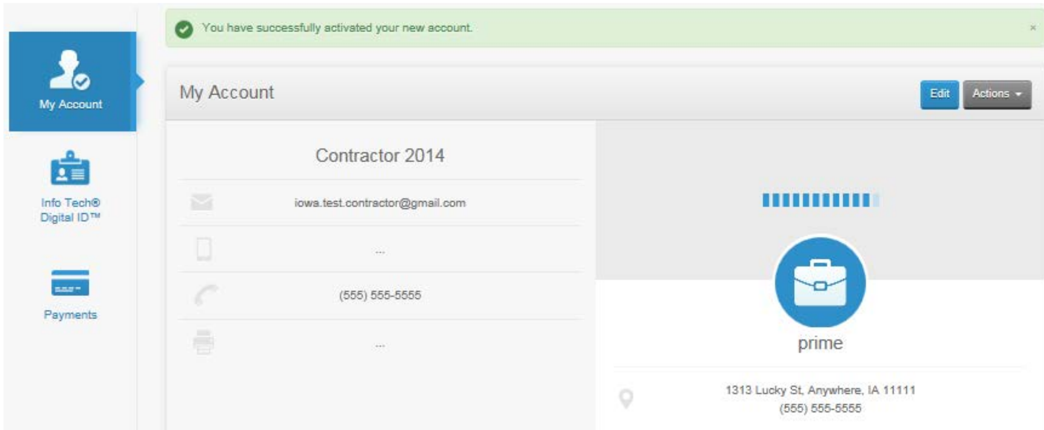
When you (new invitee) receive the e-mail, click on the Create Account link (as shown in blue above) and a screen similar to the one following will be displayed. Complete the form and then click Activate.



The first time you log into the Doc Express program you will see the My Acount screen. **Ignore the InfoTech Digital ID icon and the Payments icon. We do NOT use either of them in Doc Express.** To see the contracts and drawers to which your company has been given access, click on the 3 small horizontal lines in the upper left corner of the screen and choose Doc Express. If you feel you are missing one/some contracts and/or drawers, contact either the prime contractor or Janet Wasteney – janet.wasteney@iowadot.us (Office – 641-782-2096, Cell – 641-344-0044) or Jen Strunk – jennifer.strunk@iowadot.us (Office – 641-782-4518) from the DOT so they can give you the access you need. Prime contractors can give subs and suppliers access to contracts and drawers but either Janet or Jen must give the prime contractor access to the contract.

CHANGING YOUR ACCOUNT INFORMATION –

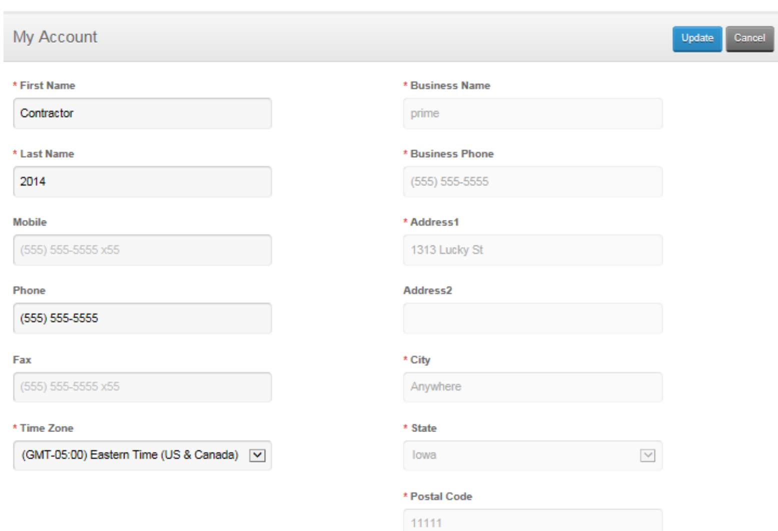
When you first log in to Doc Express, your account information will be the first thing you see. As stated previously, <u>do NOT ever use the InfoTech Digital ID or the Payments icons</u>.



The address and phone number displayed on the right of the screen is the main company's address and is not to be changed by individual regular users. It was originally entered by the first person who registered as a user for your organization. If you have the Manager security level, you can change these fields.

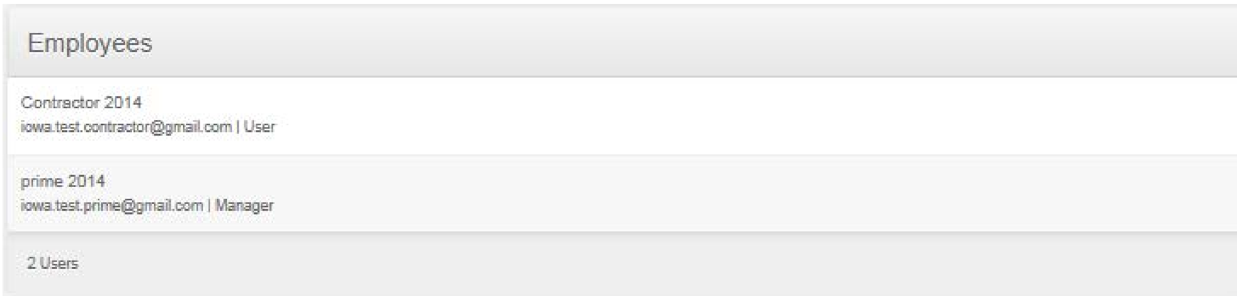
Users have the option to change their own e-mail address, their security challenge question and their password at any time. Do so by clicking the Actions button in the upper right area and a drop down list will be displayed. Simply select the one you want to change and the appropriate screen will be displayed for you to enter your changes.

If you want to change some personal phone and fax numbers (shown on the left side of the screen), click the Edit button and then make the desired changes in the screen displayed (example below). Once again, do not change the business name, address, or time zone but you can change your personal information such as the mobile, phone, and fax number fields shown on the left side of the screen



SEE OTHER USERS IN YOUR COMPANY -

To see others in your company who have access to Doc Express, go to your My Account screen and scroll to the bottom of the screen. A list of users, their e-mail address, and their status (Manager, User, or Reviewer) for your company is displayed. An example is shown below –



ON-LINE HELP -

There is on-line help within the program that you can access by clicking on the word "Help" in the lower right corner of every screen once you are in the Doc Express program. What is first displayed when you click Help is dependent on the screen open at that time. If you are at the list of contracts, see Figure 1. If in a drawer, see Figure 2. And so on….

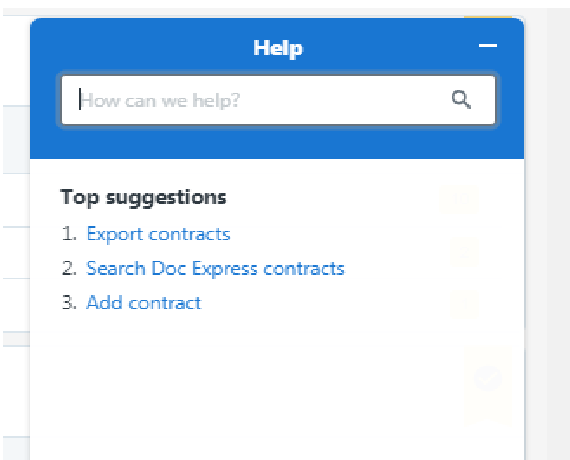


Figure 1

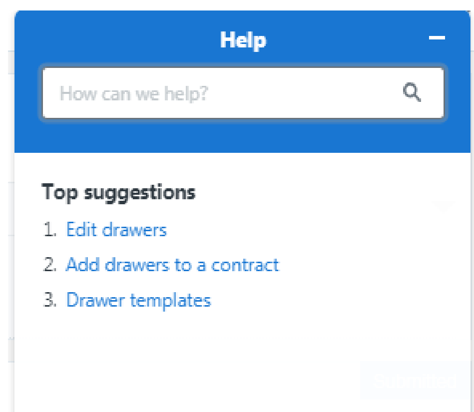
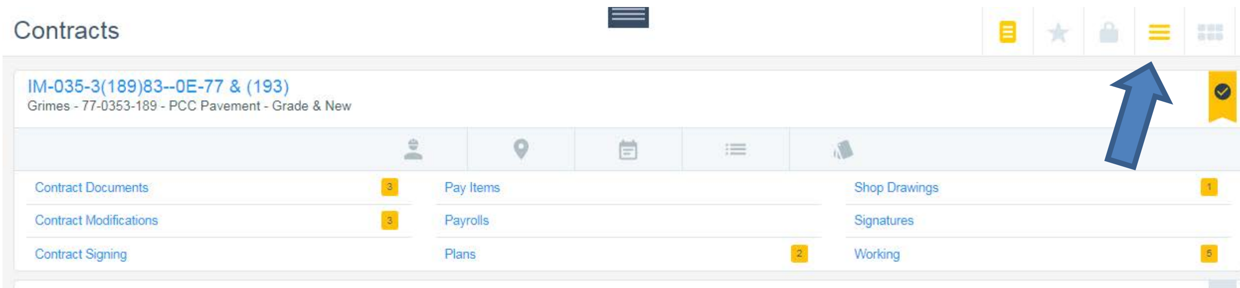


Figure 2

Although this is an excellent resource, if you need to talk to a local support person, contact either 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).

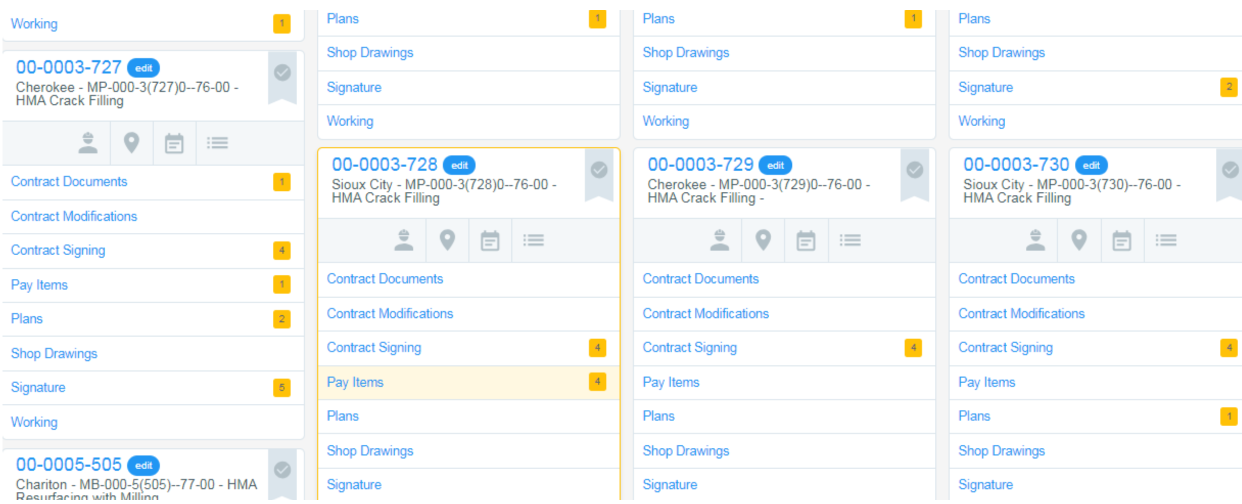
VIEWING CONTRACTS -

There are 2 options from which to select when viewing the list of contracts. The first (shown below) displays the contracts listed in rows, one below the other. The type of view displayed is due to the icon choice selected (shown in yellow) in the upper right area, just below the Search button.



There are some icons (where the arrow is pointed) displayed just below the search field when in the row view. These icons represent the same options as what you would find in the Filter area – just an easier and quicker way to select them.

The other choice for viewing the contracts, shown below, is the grid view. This option displays the contracts in grid style with all information within that contract's block. With this view, the drawers are displayed below the contract information.



There is no right or wrong view choice – it's strictly a personal preference.   The same contract information is displayed no matter which view is selected, just with a bit different look.

In the both views -
The contract ID is displayed first. Below the contract ID is the DOT Residency in charge of the contract followed by the main project number shown in its entirety with any additional tied projects being displayed by the highway number (if different from the main project number) and paren number for each project.   Next displayed is the description of the contract as shown on the contract document and, if applicable, FHWA numbers.

Additional details shown in the icons just above the drawers are the prime contractor's name, the county name, highway number, letting date, bid order number, and contractor's TAG field. Sometimes displayed is the End Date field which the DOT uses as the Late Start Date.   All the drawers available for that particular contract to which you have access are displayed below the contract information.

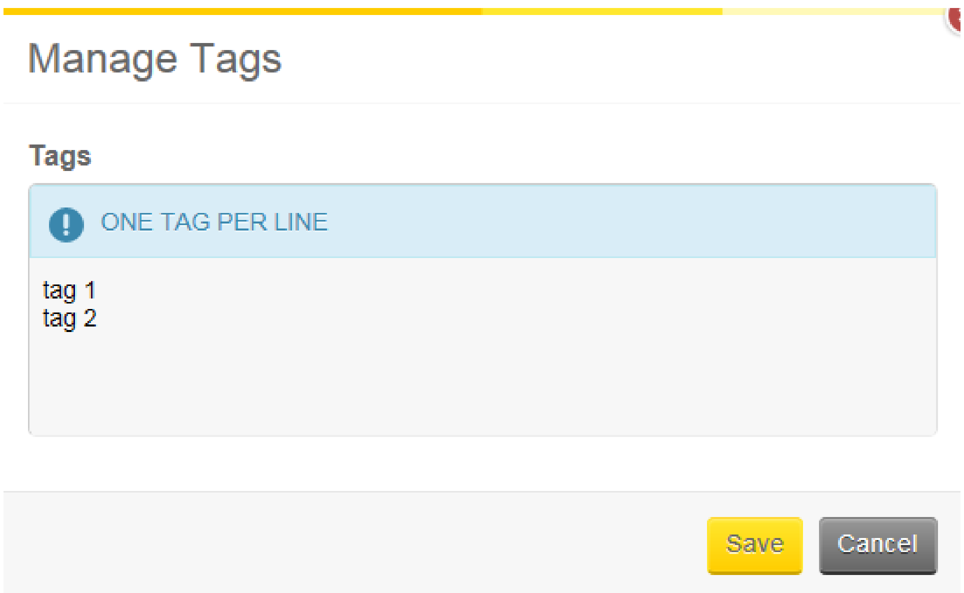
TAG FIELD –

This field is strictly for non-DOT use and, in fact, DOT users cannot even see this field when they view the contract. It's a free form field where data can be entered that distinguishes the contract for the contractor such as the job number. The tag field icon is displayed just to the right of the Bid Order Number icon.

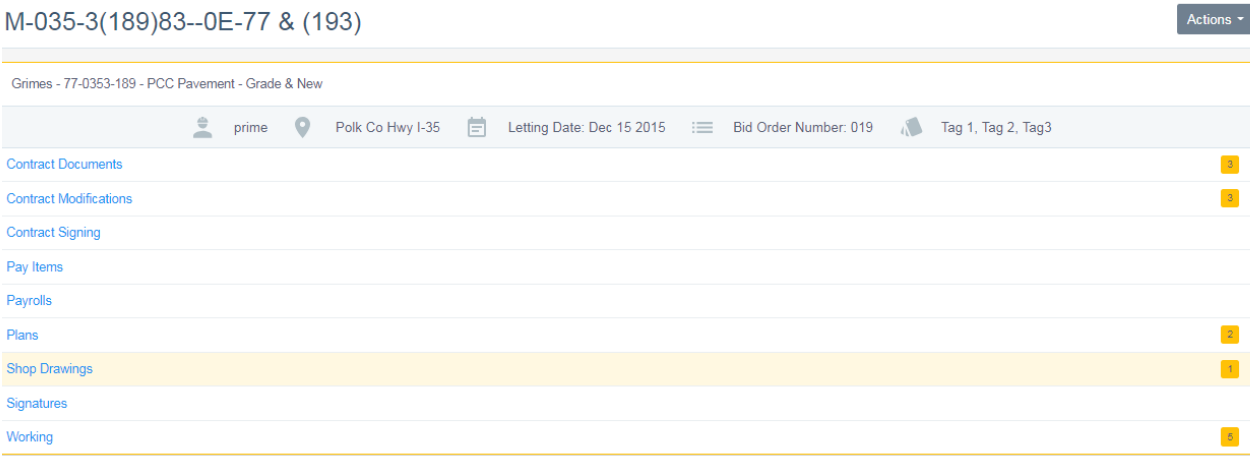
In the sample below, the prime entered "tag 1" and also "tag 2" in the tag field. (see graphic following the one below)

Each company associated to this same contract can enter their own preference for a tag. Each company will see only their own tag when they open the contract. In other words, Company A will see only what they entered and not what Company B entered in the same field. Different users within the same company cannot have their own unique tag for the same contract. The tag field is company specific, not user specific but since there can be multiple tags, different users can add their own tag which will be displayed along with the others entered.

To enter a tag – Open the contract and then click Actions and choose Manage Tags



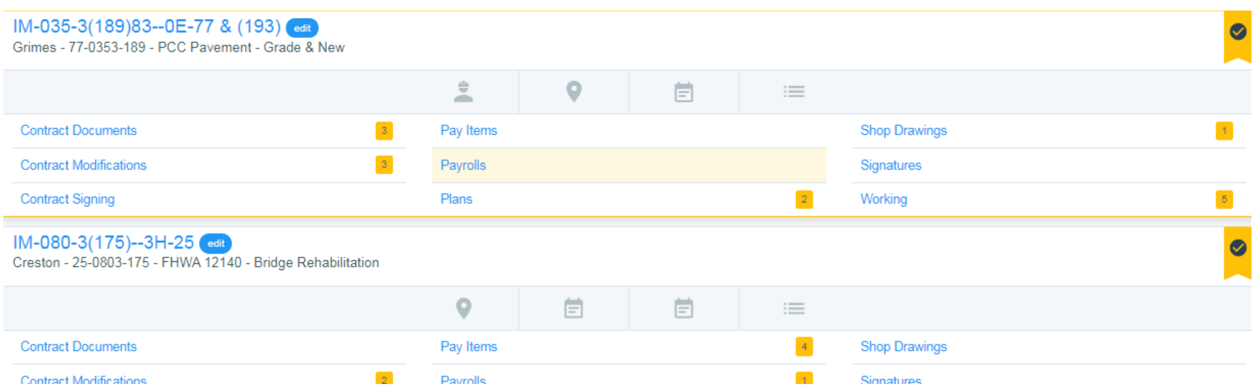
Enter what you and/or your company wants to see displayed and then click the Save button. Remember, this is company specific - each company can see what their users entered in this field but not what a different company entered for this same contract.



The TAG field can be seen just to the right of the Bid Order Number. Reminder – this field cannot be seen by DOT users – it's strictly for the use of the contractors.

FAVORITE CONTRACT –

If you have a list of contracts but you are working with only 1 or just a few of them all the time and really don't need or want to see the others, you have the option to mark one or more contracts as your favorite. To do so, find the banner with the checkmark in it to the far right of the contract title. When you click on it, it will turn yellow so you can easily see that it has been marked as a favorite. See below.



Contracts marked as a favorite will automatically be moved to the top of the list of contracts. When viewing the list of contracts, one of the filters available allows you to display only the contracts marked as a favorite. By using that filter option, the favorite contracts will be displayed and the others will be hidden.

If you no longer want a contract marked as a favorite, simply click on the "favorite" banner again and it will revert back to its original position in the list of contracts and no longer be marked as a favorite.

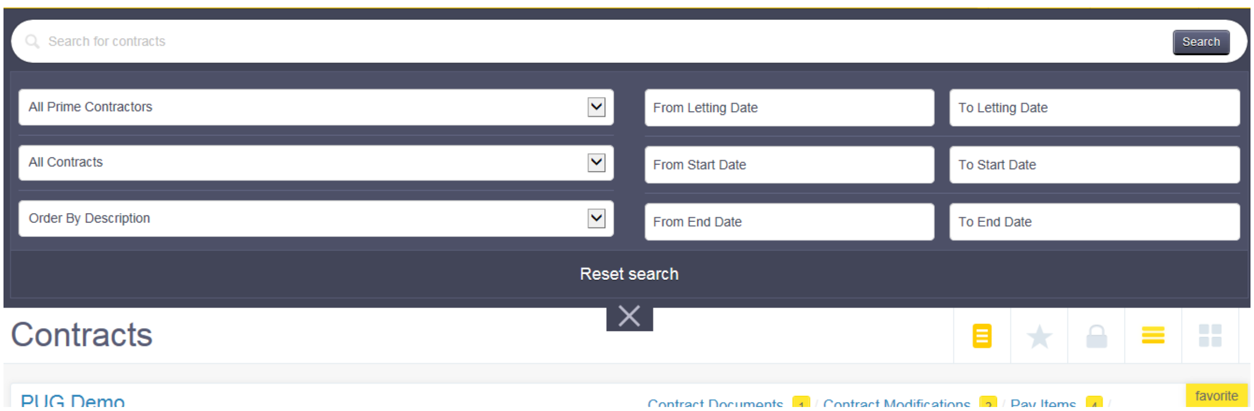
There is a summary e-mail notification that will display data for only the contracts you have marked as your favorite. More on that in the Notification section.

BADGES -
If you see a badge with a number in it to the right of a drawer (see previous graphic), there are submittals within that drawer that have been submitted but no further action has been taken. For instance, if the badge has a 2 in it, there are 2 different submittals that have had no transitions made since the document's original submittal. This is an easy way to see what contracts and what drawers have a need for some initial action to be taken. **This may or may not mean that any action is required of you – that depends totally on the submittal and the drawer.** Having this badge displayed is automatic and is not dependent on any other choices made within the program.

SEARCH and FILTER -
Filter fields are dependent on the screen you are viewing. The search field is visible on most screens but, by default, the filter fields are hidden. By clicking on the horizontal lines (where the X is now shown below), the filter fields will be displayed. You can filter on 1 or more fields at the same time.

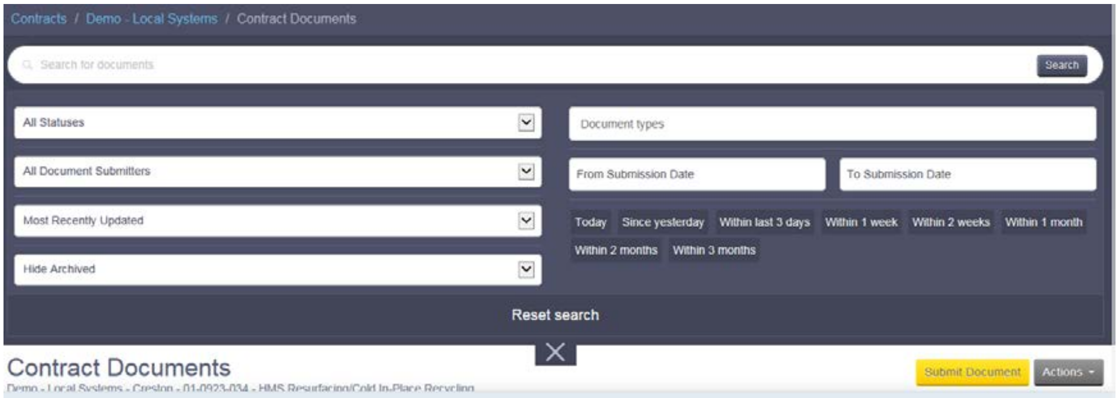
The graphic below displays the search and filter fields available when viewing the list of contracts.

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.



SEEING LOCKED CONTRACTS -
By default, the list of contracts will show only active contracts. If you want to see only the locked contracts, simply change the filter field from All Contracts to Locked. That is also the field where you can select to see only the contracts marked as favorites. (See above graphic)

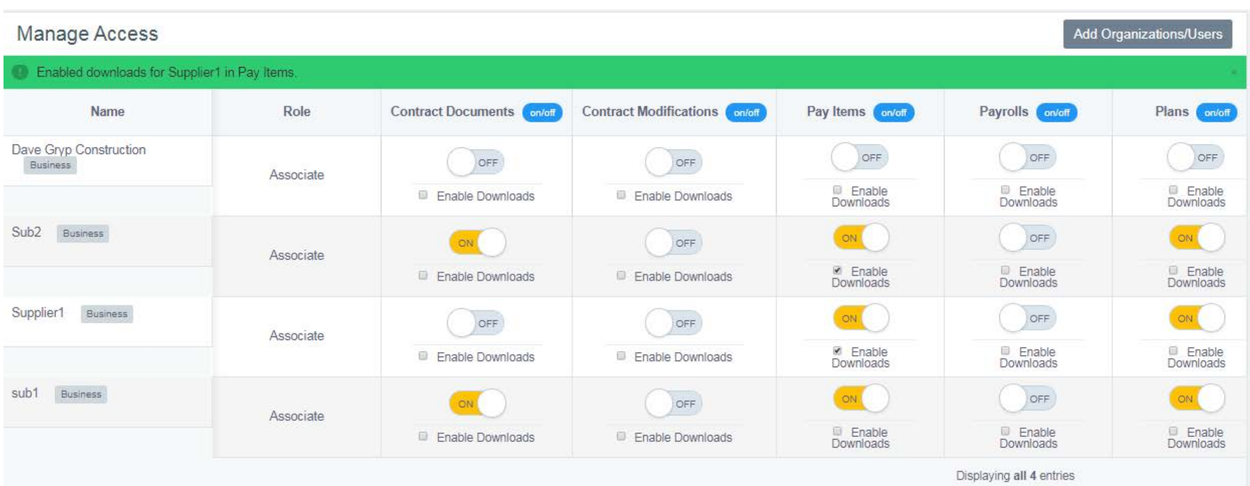
As stated previously, the filter fields available are dependent on the screen you are viewing. The following graphic displays the search and filter fields available when viewing a drawer. By clicking in <u>the Document Types field, only those types in that drawer that have had a submittal made will be displayed</u>. The only way to see the entire list of possible types in a drawer is to pretend to submit a document and click in the Types field.



If you choose to no longer have any of the filter fields visible, click on the X below them and they will be hidden once again. The search field will remain visible.

ENABLING DOWNLOADS (Allowing Others To Open Your Submittals) –

The prime contractor can open any document that has been submitted into any drawer in Doc Express. Unless given the option to do so, Associates (subcontractors and suppliers) can open only documents their own organization submitted. **HOWEVER** - - If you, as the prime or as an Associate (sub or supplier), want to allow another Associate to open your company's submittals (& only your company's submittals), you can grant that option for a specific drawer(s). To do so, open the contract and then click the Actions button and select Manage Access which displays a screen listing Associates (subs and suppliers) with access to the contract - similar to the following graphic.



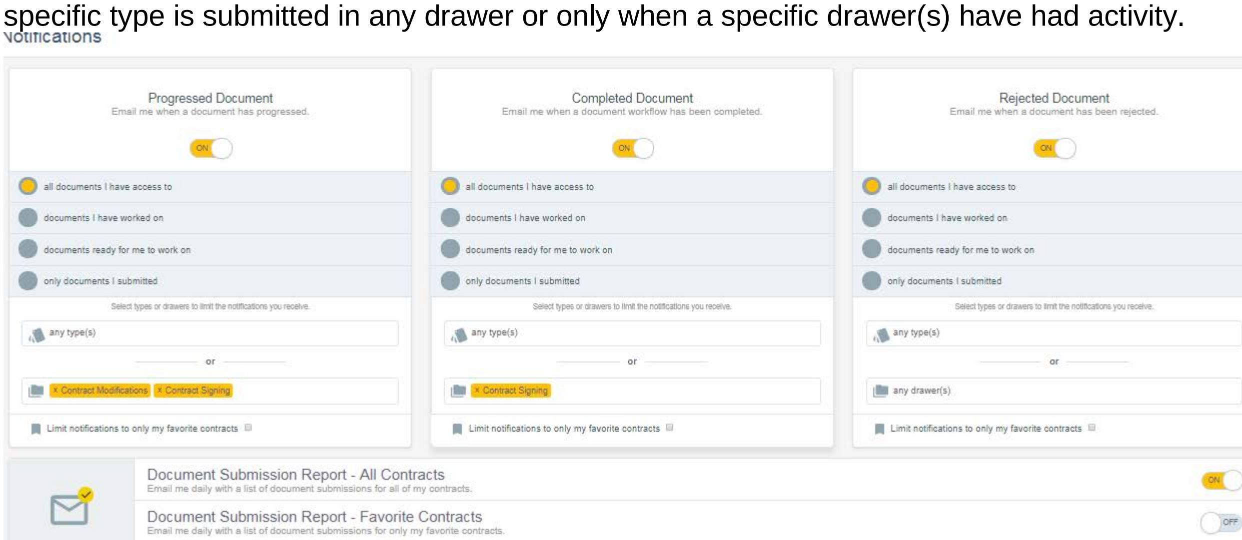
All drawers available for that contract are displayed. Depending on whether the drawer is turned "ON" or "OFF" determines whether that Associate has access to it. (Remember, the prime has automatic access to all drawers) All contractors/suppliers are listed either as the prime or as an associate (sub and/or supplier).

By Sub1 (who is logged into the program) putting a checkmark in the Enable Downloads option for both Sub2 and Supplier1for the Pay Items drawer, those 2 organizations can open any document Sub1 submits into the Pay Items drawer. They cannot, however, open documents submitted by this contractor in the other drawers since the Enable Downloads is not checked for them. They also cannot open documents submitted by any other contractor in this drawer unless given specific permission to do so by them.

NOTIFICATION –

When a submittal is made, you have the option to be notified in real time for each drawer you choose. You also have a choice of receiving notifications when documents are rejected and/or also to be notified daily for either all submittals or only for submittals made to contracts marked as your favorite. These notifications are strictly your choice and can be changed as you wish. Realize these are global preferences which means what you set is for all your contracts. To find the location for notifications, click on the Notifications button. A screen as shown below will be displayed.

You can choose the specific drawers for which you want to be notified real time when a document within it is Ready to be progressed (left option) or when it is a Completed document (middle option) or when it is Rejected (right option). Likewise, you can be notified only when a specific type is submitted in any drawer or only when a specific drawer(s) have had activity.



The graphic above shows that the **<u>Progressed Document</u>** section is turned “ON” and that the option for all documents I have access to is chosen for all types but in ONLY the Contract Signing and Contract Modifications drawers. You can select multiple drawers if you choose and could select only specific types about which to be notified. By selecting specific types, that will narrow down your notifications. **BEWARE – If you have the all documents I have access to as the choice but no specific drawer or type, you will probably be bombarded with real time e-mails!!!**

Also in the above graphic the **<u>Completed Document</u>** section is turned on with the “all documents I have access to” selected and the Contract Signing drawer selected to spur a notification when a document in the Contract Signing drawer is marked completed. Knowing the contract is marked Complete allows you to talk to the RCE about the contract.

And lastly, the **<u>Rejected Document</u>** section is turned “ON” with all documents I have access to in all drawers spurring a notification, There are 3 **Document Submission Reports** (All contracts, favorite contracts, and due date for all documents) which, when turned on, will send an e-mail very early in the morning displaying by contract and drawer all submissions that took place the previous day on contracts to which you have access. The All submissions option includes every contract while the Favorite submissions contains only those contracts that you have marked as your favorite. The due date includes all documents with a new due date. These summary notifications are an excellent way to see in 1 e-mail all submittals made during the previous day. This does NOT include transitions – only initial submittals.

***The graphic above is my suggestion for prime contractors – they will be notified when the contract has been put into the Contract Signing drawer for them to sign and when a contract modification has been put into that drawer for them to review and sign. They will also be notified when the contract has been marked completed by the Office of Contracts so it is safe without penalty to talk to the administering office about the contract work.

All these choices can be changed at any time and from that point forward the notifications will reflect the new choices.

Once again, there is no right or wrong – these are strictly personal preference. What might be helpful to you might not be helpful to another user.

WORKFLOW –

There is a specific workflow for each drawer. This can show, for instance, what steps must be taken for the contract to be marked completed. To find the workflow, open the drawer and then click Actions > Details. Below is the workflow for the Contract Signing drawer showing each step along the way (and the color code of the status) to getting the contract signed and marked completed.

Document Workflow Order

Status	Executed By	Signature	Required?	Allow Document Replacement?	Allow Markup?	Publish?	Bond Validation?
Submitted	Agency Managers, Contract Signing, Primes	No signature required	Yes	No	No	No	No
Verify Performance Bond	Primes	No signature required	Yes	No	No	No	Yes
Signed by Contractor	Primes	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Checked by Office of Contracts Personnel	Agency Managers, Contract Signing	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Signed by Office of Contracts	Agency Managers, Contract Signing	User types name and selects check box to confirm electronic signature	No	No	No	No	No
Marked Completed Office of Contracts	Agency Managers, Contract Signing	User selects check box to confirm electronic signature	Yes	No	No	No	No

Document Resubmissions

Status
Rejected - SEE COMMENTS

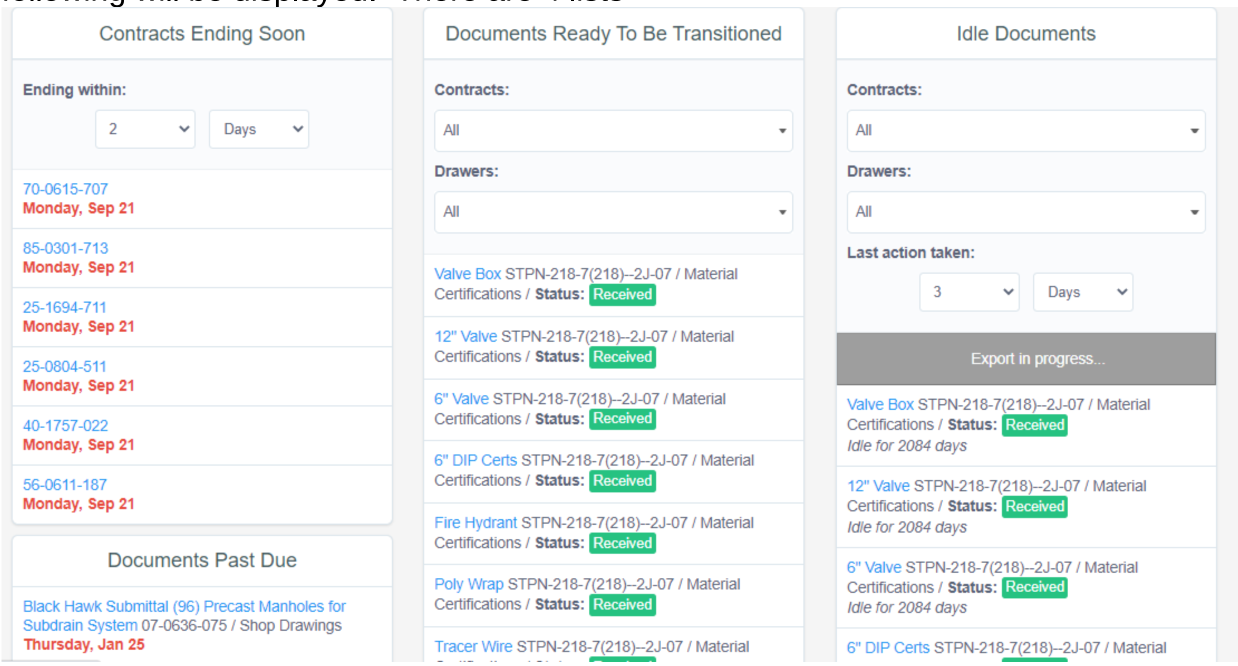
Once the contract has been marked Completed by the Office of Contracts, the prime contractor is removed from the Submitted step in the workflow for this drawer.

DOCUMENTS –

By clicking on the Documents button, every document that has been submitted to every contract to which you have access will be displayed in chronological order with the most current being shown first. By opening the filter, you have the option to limit the documents displayed to a specific contract as well as other filter options. REMEMBER, this is global so the initial results could be very big depending on the number of contracts you have.

DASHBOARD –

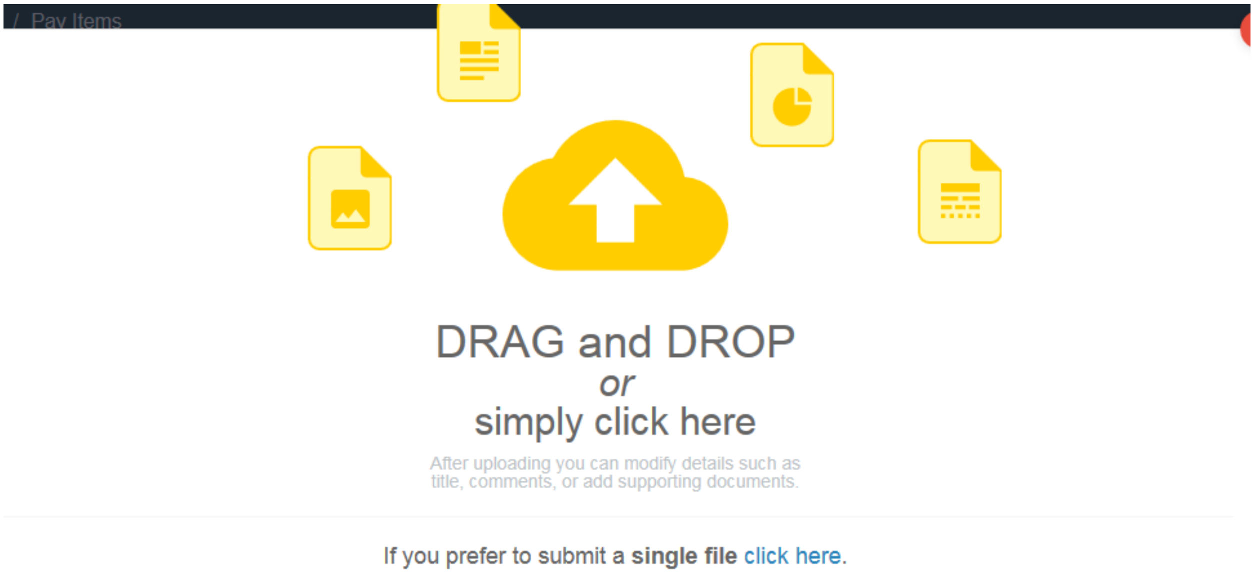
If you click on the Dashboard button, a partial screen (missing the graph) similar to the following will be displayed. There are 4 lists –



- 1 for contracts ending soon which is what we're using to display the Late Start Date – you can determine the number of months or days to include
- 1 showing all documents ready to be transitioned. This, by default, includes all documents in all contracts in your list that are not completed. Displayed along with the contract information is the status of the document – color coded, no less!! You can filter this list to a specific contract and/or drawer.
- 1 showing all documents that are past due. This list includes only those contracts/drawers/documents where a due date has been entered. More on due dates starting on Page 20.
- 1 showing all contracts and/or drawers that have been idle for the determined number of months or days of your choice

SUBMITTING MULTIPLE DOCUMENTS AT THE SAME TIME

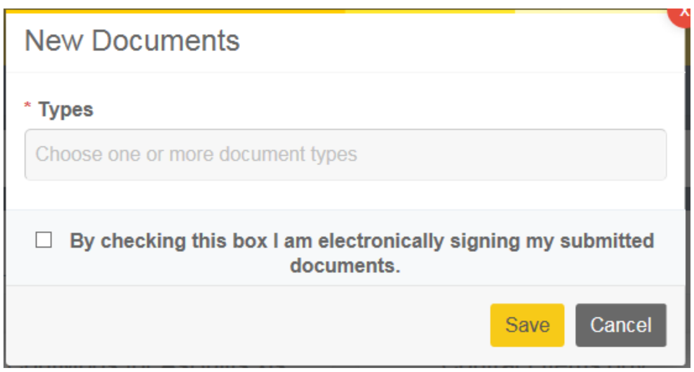
In many of the drawers, you have the option to submit 1 document and link it to multiple types. You can now submit multiple documents at once and link them to one or multiple types. When doing this, the file name of the document becomes the title of the document in Doc Express. To submit multiple documents at once, click on the Submit Document button and then click on the "Want to Upload Multiple Documents?" The following graphic will be displayed. Click on the arrow to choose to submit multiple documents at once.



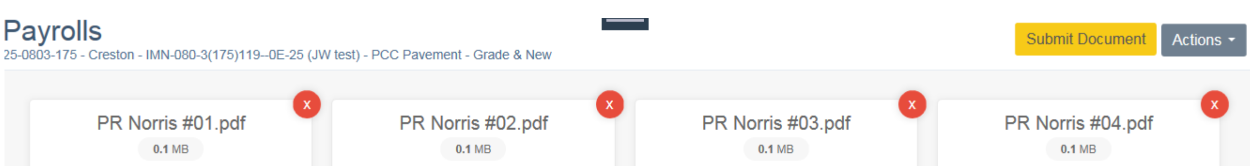
Go to and highlight the documents to submit, then click Open.

The file name of the document will become the title of each document in Doc Express

Select the type(s) and then "sign" by checking the box and click Save.



While they are being submitted, each of the multiple documents will be shown (see below) and then will disappear as they are displayed as individual submittals in the drawer. Each will have a status of Submitted.

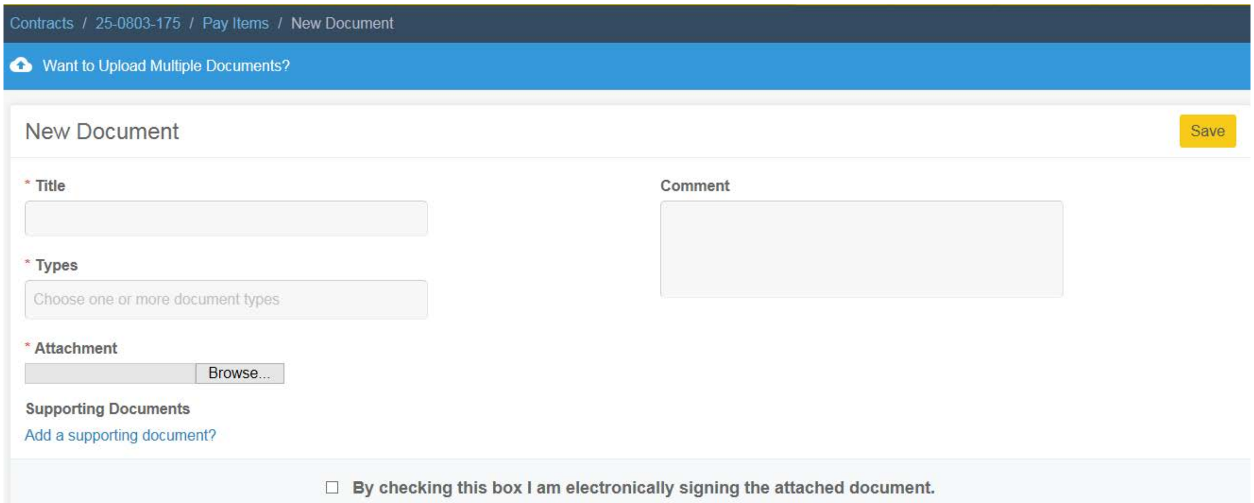


INITIAL SCREENS WHEN SUBMITTING A DOCUMENT - -

Notice that with all submittal screens you have an option to make a comment and to add supporting documents. A supporting document is simply additional documentation for the original submittal. If there is a supporting document added, it will be included in the log when viewing the list of documents. Also, the number of supporting documents for that submittal will be displayed under the title of the document.

Pay Items drawer submittal screen -

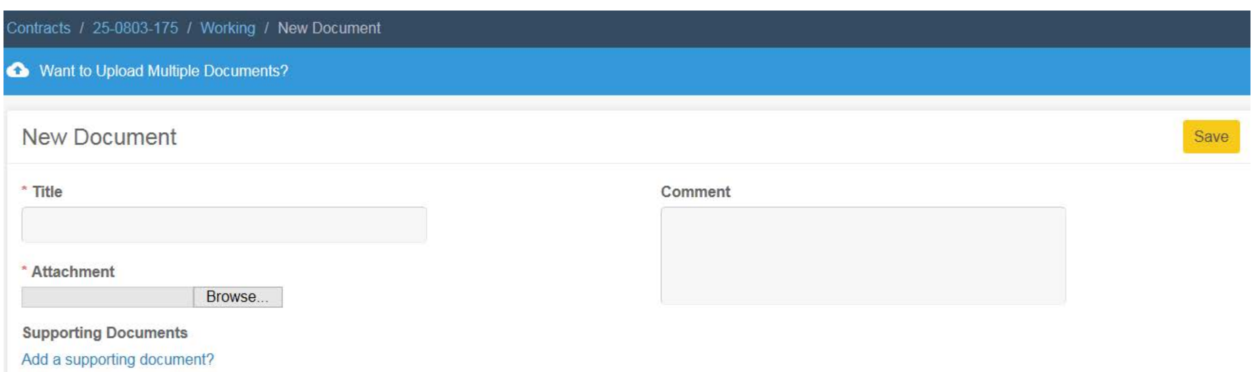
To submit a document, first select the contract and the appropriate drawer and then click the Submit Document button. After you click the Submit Document button, the screen below will be displayed.



Contract Documents & Payrolls & Shop Drawing drawer submittal screen –

The submittal screen for these 3 drawers looks the same as above but without the signature line.

Working Drawer submittal screen –

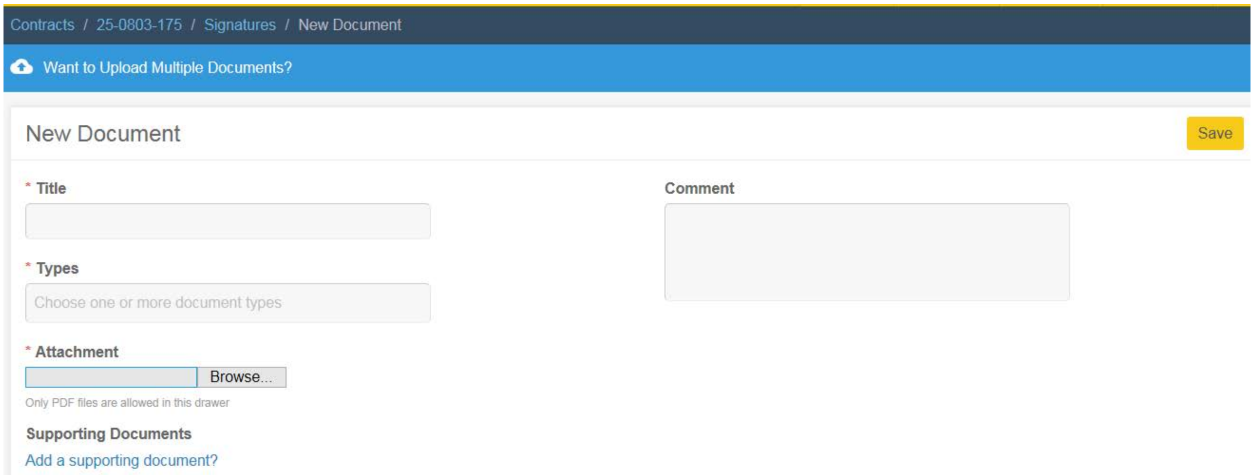


As seen above, this drawer has no type and no signature is required when submitting a new document.

Contract Modifications and Plans drawer submittal screen –

Because the DOT will always be the original submitter of documents into these drawers, contractors and suppliers will never see the submittal screens.

Contract Signing and Signature drawers submittal screen -



This submittal screen is very similar to the Contract Documents, Payrolls, and Shop Drawing drawers EXCEPT only PDF files are allowed in the drawer.

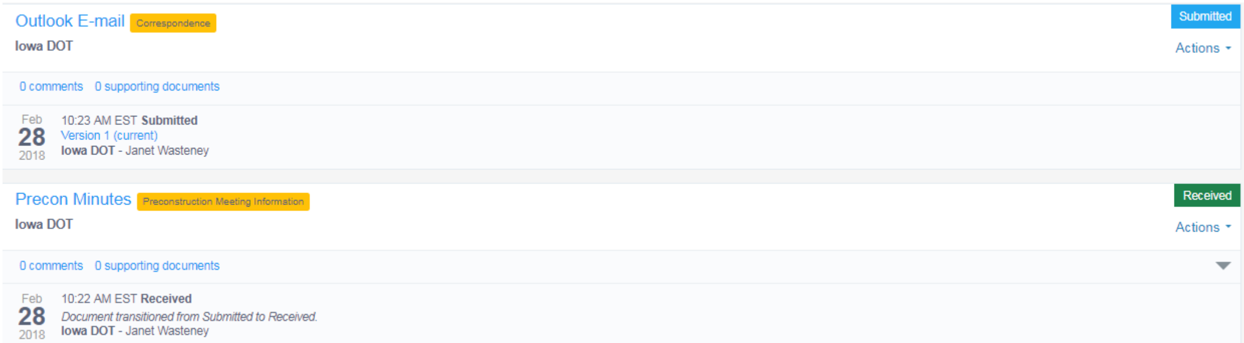
VIEWING SUBMITTED DOCUMENTS -

When viewing the list of submittals, the top line of each submittal displays the title given to the document by the submitter and just to the right (in a yellow banner) of that name, the type in which the submittal has been placed. If the original submittal has been changed and re-submitted, when you click on the title, the title will remain the same but it will display the most current submittal. Just below the title is the company responsible for the submittal.

No one, including the submitter, can change the contents of the document in most drawers while it is in Doc Express. If a change to the document is needed, the document must be saved to a different location outside of Doc Express, updated, saved, and then re-submitted. However, certain drawers have been given a markup option. In those cases, the original document can be marked up within the Doc Express program. If that is done, the document is marked up and it overwrites the original document. There is no log of the changes. The instructions on how to do this can be seen under the Pay Items – Submittals & Transitions area (Page 25)

Just above the submittal date/time information for each document, the number of comments and the number of supporting documents are displayed. In order to see the entire log of all activity, click the arrow on the right side of the screen just under the status.

In the far left column is the date the submittal or the transition took place. Just to the right of that date is the time and the status of the submittal. Just under that are the comments, if any, that were made during that particular transition of the document. And, finally, on the bottom line is the company name followed by the user name of the person responsible for that transition.



To the far right, in color, is the status of the submittal – the status options vary depending on the drawer and the access of the user. Below the status is a possible transition which is dependent on the current status of the submittal as well as the access of the user who is logged in to the program. If you see the word "Transition", then you potentially have another action available to you. If no "Transition", there is nothing more for you to do for that particular submittal.

If the status is Received, that's the "end of the road" in most drawers. The Pay Items drawer may also have an Audited status following the Received status so after Audited there will be no more possible transitions shown. However, if the status is, for instance, Rejected, then there is a transition option to Resubmit Document.

If the status is anything other than Submitted or if there has been any activity that has taken place, there will be an arrow below the status. By clicking on that arrow, the log of all activity on the left side of the screen will be expanded. If the status is Submitted, the submittal shown on the left side of the screen is the only activity so there is no arrow displayed.

By default, the most current transaction is always displayed with the rest "hidden" until the arrow expands the list to display the entire log. If the list is expanded, you can hide the log by simply clicking on the arrow once again.

REVERT TRANSITION –

If the status is Submitted, the submitter (& only the submitter) can remove the document if no transitions have taken place by anyone (including the submitter) and there are no comments and no supporting documents. To remove the document, click on Actions > Remove. If the status is anything other than Submitted, the document cannot be removed.

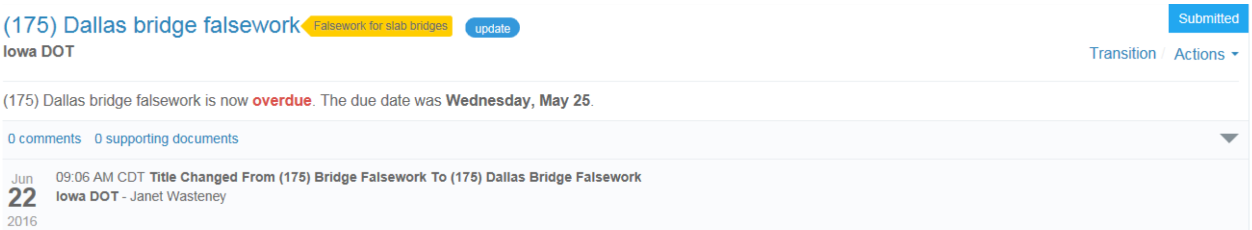
However, if the document status is anything but Submitted, the person who last transitioned the document can revert the transition – similar to an un-do. This will revert the document back to the previous status. The Revert Transition option can be done multiple times if necessary but the document cannot be removed even if reverted back to Submitted status if there is a comment or supporting document.

The Revert Transition option is available for any document not in the Submitted status by clicking on Actions.

DUE DATES – (this is not something the DOT uses very much)

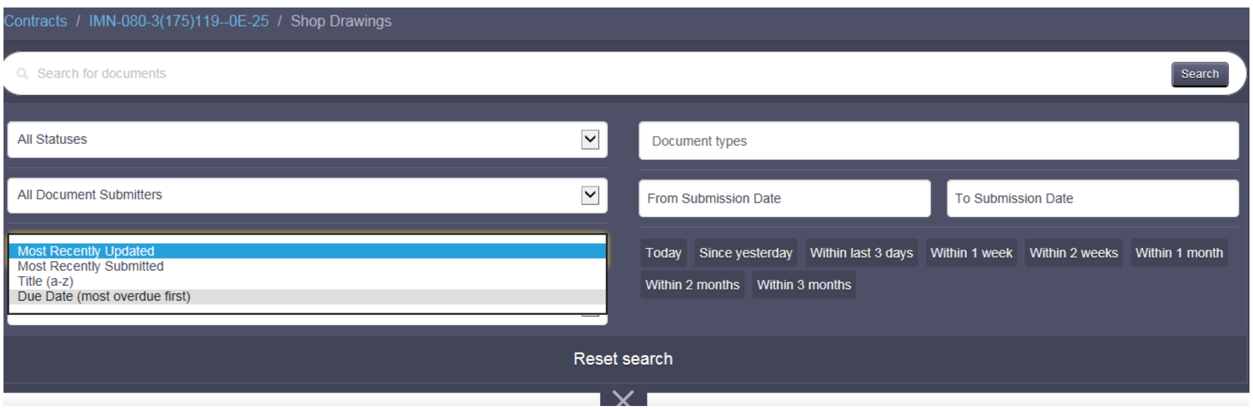
A DOT user can enter a due date for a document that anyone submits in a drawer. After the date has been entered and saved, it becomes a part of the activity log for that submittal.

The due date may be changed several times but each time it is changed that activity will be included in the log for that document.   The due date and other details are displayed below the title of the document when viewing the submittals for a drawer.



As shown previously, the Dashboard contains a list of documents with past due dates for every contract to which you have access.

There is also a filter where you can select to see the order by due date with the most overdue listed first followed by others with a due date and lastly by those with no due date.



CONTRACT DOCUMENTS DRAWER -

DRAWER STRUCTURE -

Holds all files in their appropriate type that are necessary for project files

The Submit process is typically done by a DOT user although others who have access to this drawer can also submit if appropriate.

A submittal can be linked simultaneously to 1 or more types in the drawer

The Receive process must be done by DOT personnel.

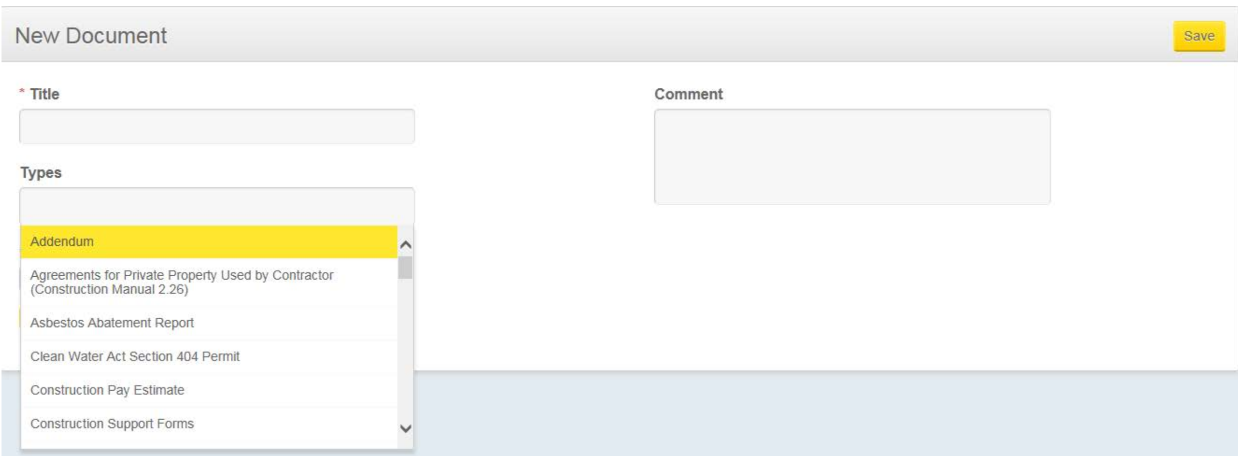
SUBMITTAL & TRANSITIONS -

Although most of the time a DOT user submits documents to the Contract Documents drawer, there are a few times when the contractor, especially the prime, might submit so we'll go through those steps just in case you should need to do so.

Click on the Contract Documents drawer of the appropriate contract.   A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

SUBMIT -
Click the Submit Document button and enter the appropriate information in the title field and then select the appropriate type(s). **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar is on the right to see additional types). You can multi-select types so if, for instance, a submittal should be linked to more than 1 type, you can select all types at once during this process.

Types in this drawer are the same for every contract. If you wish to see all the types in this drawer, look in Appendix B of this user guide or in Doc Express click Submit Document and put the cursor in the Types field then scroll down.

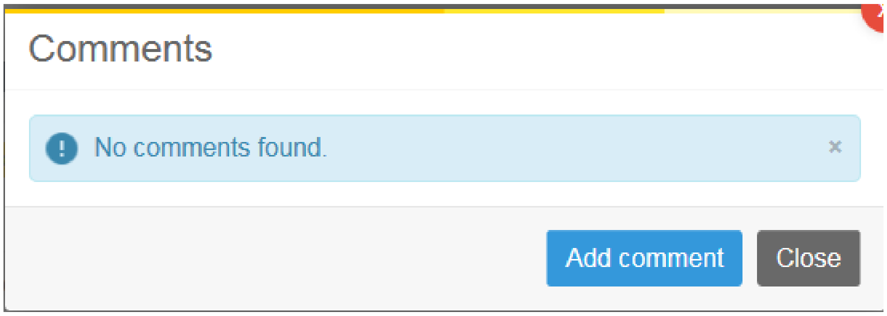


Browse to the location of the attachment and select it. Add Supporting Documentation (additional information for the submittal) if desired. Make a comment if desired and then click the Save button. Saving the document will return you to the list of submittals with this new one being, by default, at the top of the list.

At this point you as the submitter can remove the document if you wish. However, once any activity such as a comment is made by anyone including yourself or a supporting document has been added, neither you nor anyone else can delete it. If the document should be removed, contact Janet or Jen to do so for you.

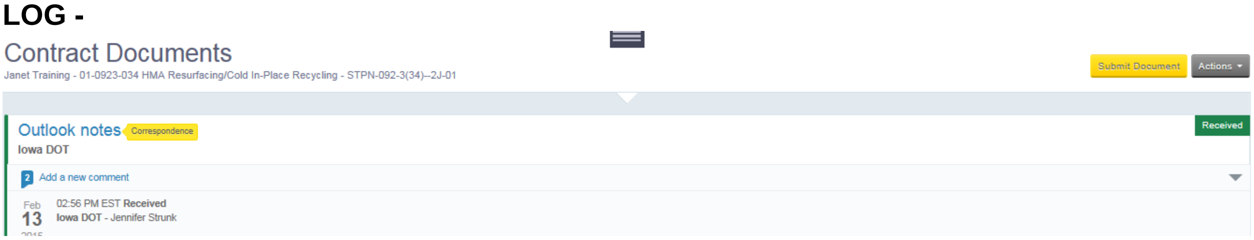
If you are the submitter and the document hasn't been transitioned to the final step, no comments have been made, and no supporting documents have been added there is still a process where you as the submitter can remove the document. As long as the status is prior to the final step, the last user to transition must Revert Transition (Actions > Revert Transition) followed by the next and so on until the submittal is back to a Submitted status. Then you as the original submitter can remove the document.

If you or someone else wants to make an additional comment to this submittal, click on the word "comment" and another window (shown below) will be displayed where you can see previous comments, if any, and add your comment. Comments can be added at any time but they do NOT trigger a notification.



If a submittal is Rejected, you should Resubmit a corrected one so it “replaces” the original one rather than submit the corrected one as a new submittal.

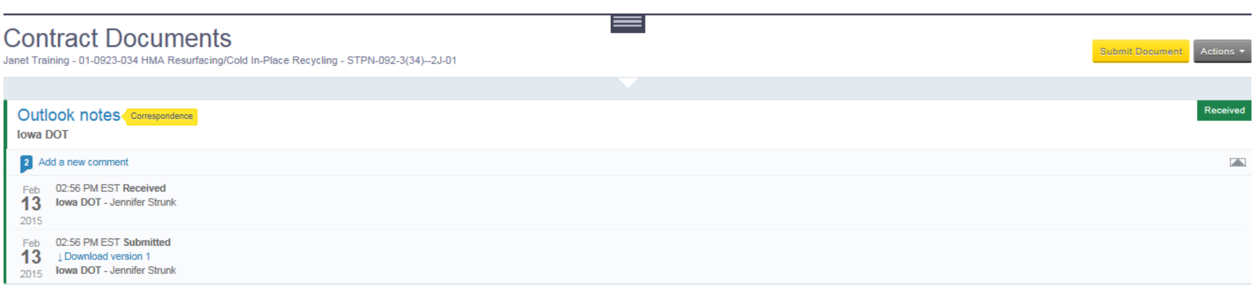
LOG -



Above is an example of a submittal in a collapsed view. Notice the arrow to the far right of the submittal is pointed down. That means the submittal is being displayed in a collapsed view.

If the submittal had been linked to more than 1 type, all types are listed following the title. In the example above, Correspondence is the type displayed and, if there was another type linked to this same submittal, it would be displayed just to the right of the Correspondence type.

Below is an example of the same submittal but with all transitions (in this case, just 2) being displayed. When all the transitions are displayed, the arrow mentioned above is pointed up.



PAY ITEMS –

DRAWER STRUCTURE –

Holds all documents pertaining to pay items in the project

There are a few routine types listed first in this drawer for every contract with the rest of the types being totally dependent on the bid items in the contract. Each bid item in the contract is included as a type in this drawer.

If needed, a grouping of PCC Structure, HMA, PCC Pavement, or Pile Driving Information or Beam Shot Elevations are included following the bid items.

A submittal can be linked simultaneously to 1 or more types

The Submittal of documents is done by any user (contractor, supplier, or DOT user) with access to the drawer

The Receive process of documents is done by an RCE user

The transition to Audited is done by the materials personnel in the DOT

SUBMITTALS & TRANSITIONS

Click on the Pay Items drawer. A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

SUBMIT -

Click the Submit Document button and enter a descriptive title **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** and then select the appropriate type(s). To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right to see additional types). You can multi-select types so if, for example, a submittal should be linked to 2 types, you can select both types at once during this process. The top few types in this drawer are the same for every contract with the rest of the types being totally dependent on the contract.

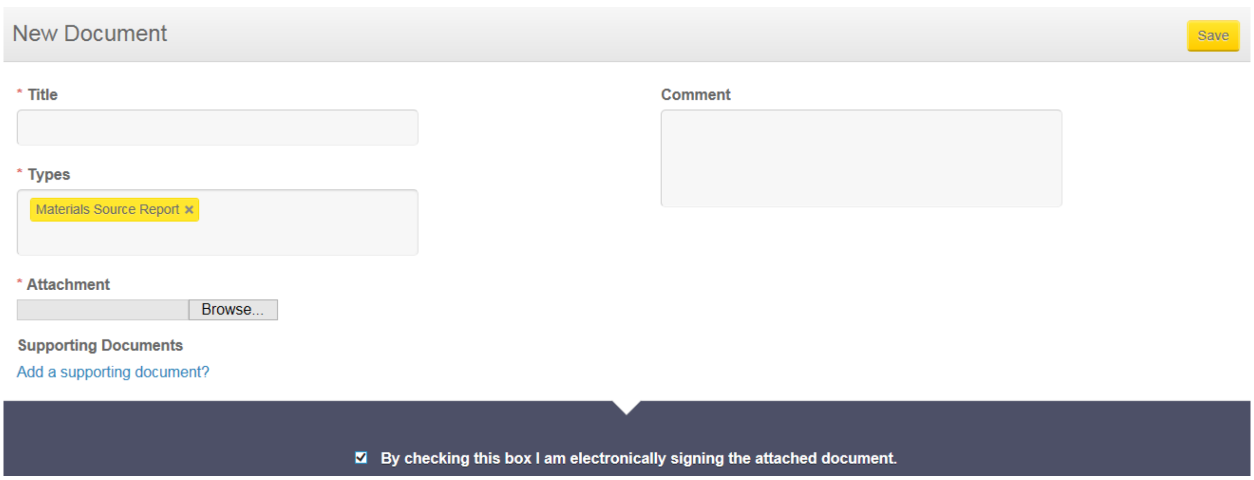
Remember, you can submit multiple documents at once to the same type(s) if you wish. Details on Page 16.

Following those top few routine types is every pay item (proposal line item number with item description) in the contract. Those items are followed by "groupings" for HMA Items, PCC Paving, PCC Structure, Pile Driving Information, and Beam Shot Elevations if appropriate. Since the types vary with each and every contract, if you wish to see all the types in this drawer, click Submit Document and put the cursor in the Types field then scroll down.

Add Supporting Document (additional information for the submittal) if desired and also make a comment if desired. Neither is required. Once you or anyone does either, remember once you or anyone does either, remember that no one can remove the document.

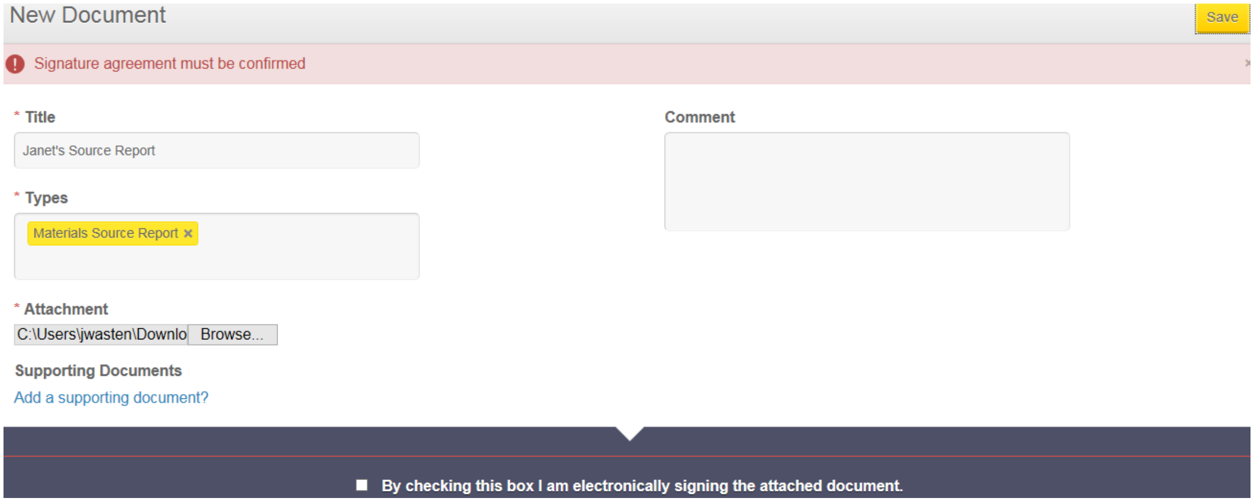
If you submitted a document into this drawer but wanted to mark it up prior to submitting, you don't need to remove the document from Doc Express but, instead, can add the mark up right within the program. Do so by opening the document then clicking Edit. Select the markup tool from the markup toolbar on the left. When finished, click Save. **BEWARE** – once you markup the document in Doc Express , that **overwrites** the original iteration – it does not save as a new version of that document. This does not keep a history of any and/or all changes made to the document.

Before the submittal can be saved, you must electronically sign the document by checking the "box". See below –



If a submittal is Rejected, you should Resubmit a corrected one so it "replaces" the original one rather than submit the corrected one as a new submittal.

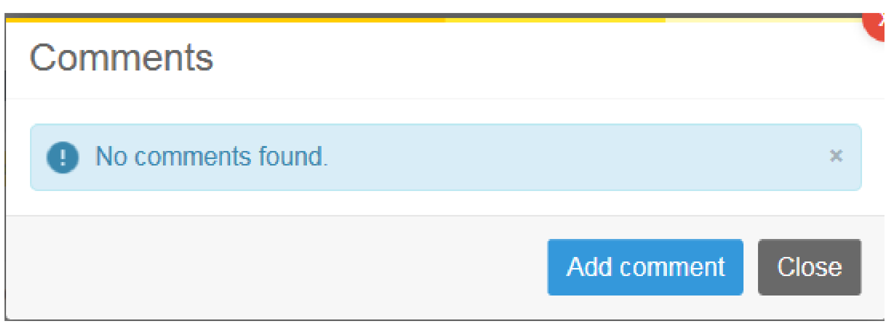
If you click the Save button without "signing" the submittal, the following screen will be displayed. If this happens, simply check the box for the signature and then click Save again.



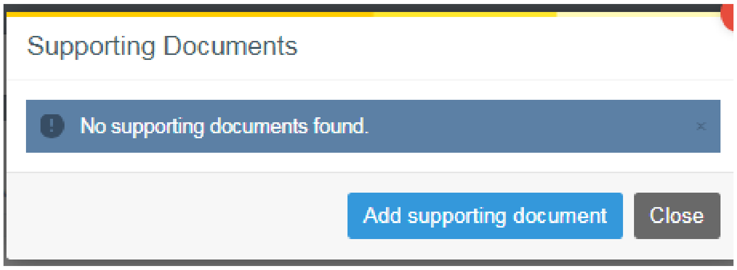
Even after you have submitted and signed your approval, you (and ONLY you) because you were the submitter can remove the document if you wish. Do so by clicking on the word Action > Remove. However, once any activity such as a comment is made by anyone including yourself or a supporting document has been added, you can't delete it. If it's something that should be removed, contact Janet or Jen to do it for you.

If the document hasn't been transitioned to the final step (Audited is the final step for the Pay Items drawer) and no comments have been made and no supporting documents have been added there is still a process where the submitter can remove the document. The last user to transition must Revert Transition (Actions > Revert Transition) followed by the next and so on until the submittal is back to a Submitted status. The original submitter can remove the document.

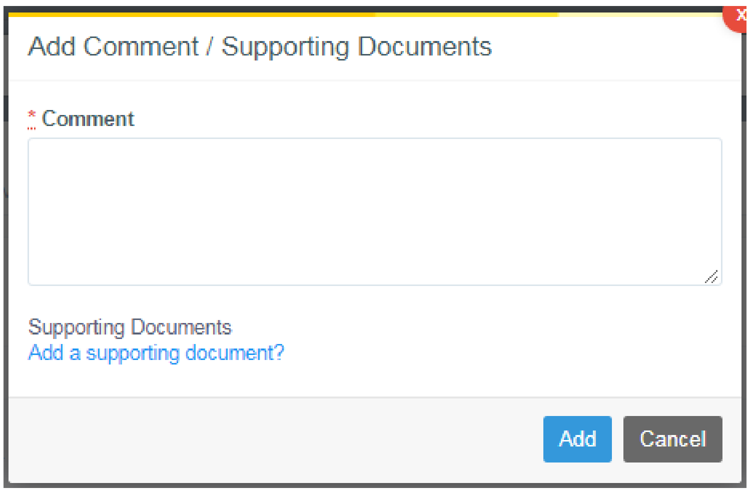
If you or someone else wants to make an additional comment to this submittal, click on the word "comment" and another window (shown below) will be displayed where you can see previous comments, if any, and add your comment. **Comments can be added at any time BUT they do NOT trigger a notification.**



If you want to add a supporting document, click on Add Supporting Document and a window (shown below) will be displayed.



Click on Add supporting document and the following screen will be displayed.



Make a comment if desired and then browse to your supporting document. **Adding a supporting document does NOT trigger a notification.**

It is the responsibility of the DOT users to transition the submittals to Received and/or to Audited in the Pay Items drawer.

LOG -
See the following graphic with the submittals in the collapsed view (showing only the most current action) -

If you notice that a submittal has a status of Audited, that means that a materials user has already audited that item and has marked it as such so they won't need to check it again when the project work is finished.

To see all activity for a given submittal, click the down arrow (under the status button) and every transaction will be displayed for only that specific submittal.

If the submittal is linked to more than 1 type, each type is listed to the right of the title.

CONTRACT MODIFICATIONS DRAWER –

DRAWER STRUCTURE –

Holds the contract modifications that were created in FieldManager and submitted to this drawer to be signed.

Document is submitted by the RCE Office Staff – no signature is required for this step

There is a specific order in which cont mods must be signed

When the cont mod is initially submitted, the contractor will be notified immediately of such so they can sign (assuming they have their real time progressed drawer notification turned on for this drawer). If they have the summary notification turned on, they will receive an e-mail notification the following morning.

With each additional signature, a notification is automatically sent to those with their notifications turned on for this drawer.

Once the last required signature (DCE) or the last optional signature (Central Construction or FHWA) is obtained, they will mark the cont mod Completed.

When the status is transitioned to Completed by a DOT user in Doc Express, the cont mod should be approved in the FieldManager program by a DOT user

The cont mods remain in the Contract Modifications drawer along with the log of activity and signatures.

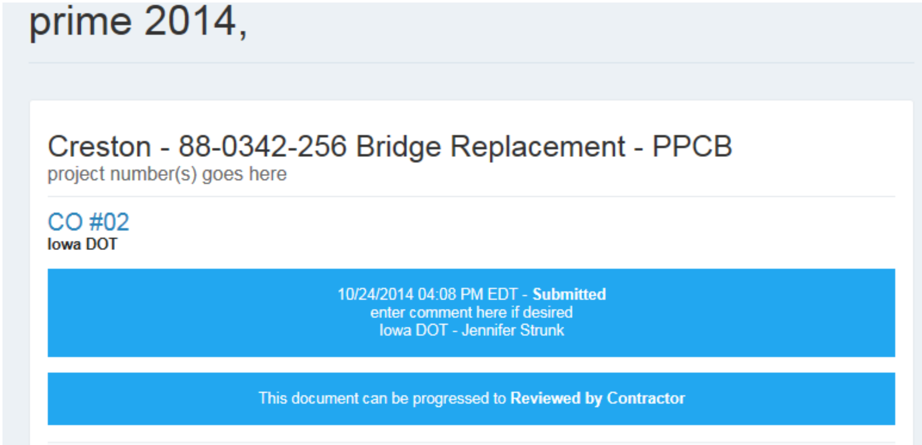
Whether viewing or printing the cont mod, a Signature History page that displays, among other things, everyone who signed it and when they signed it is permanently attached.

SUBMITTALS & TRANSITIONS

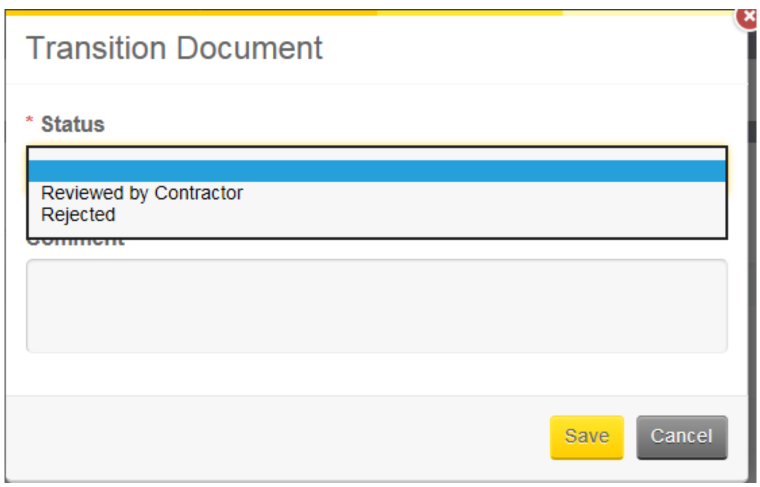
Cont mods are created in the FieldManager program and then are submitted to the Contract Modification drawer by a DOT user where they are signed by all appropriate people. Once all the required signatures are obtained in Doc Express, the cont mod is approved in FieldManager.

SIGNING -

When the cont mod is first submitted to the Contract Modifications drawer, notifications are sent by e-mail to everyone with access to that drawer unless they have opted out of receiving them. Notifications, as explained earlier, make the users aware there is a cont mod to be transitioned. The e-mail notice is similar to the following –

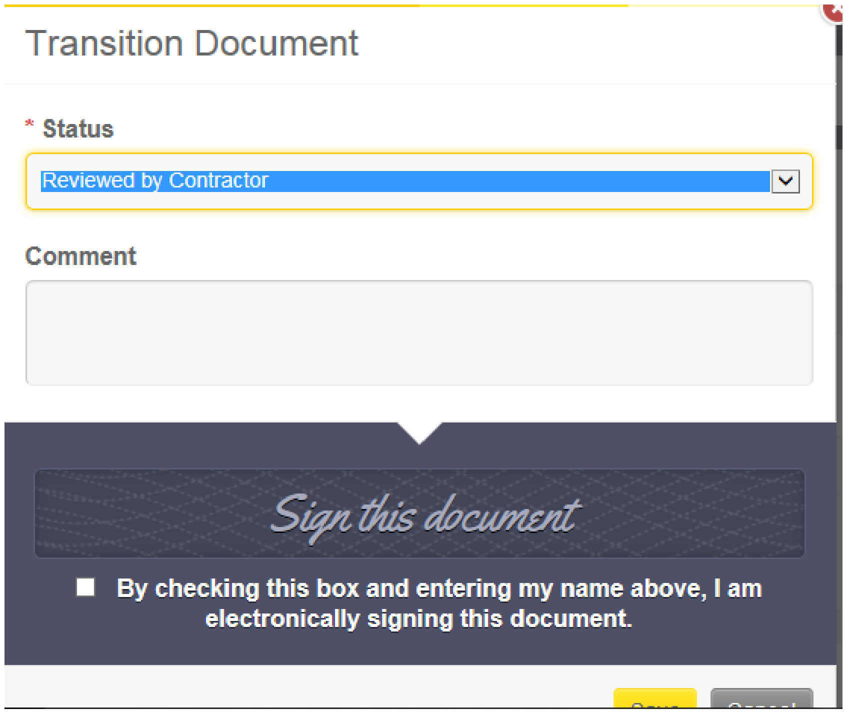


In the previous example, the prime's name is prime 2014. It is now the prime's responsibility to open and look at the cont mod and then transition it. To do so, click on the word Transition and the following graphic will be displayed. The prime contractor's transition options are either to "approve" it by choosing the Reviewed by Contractor option or to reject it by clicking on the Rejected option. The following graphic shows those transition options.

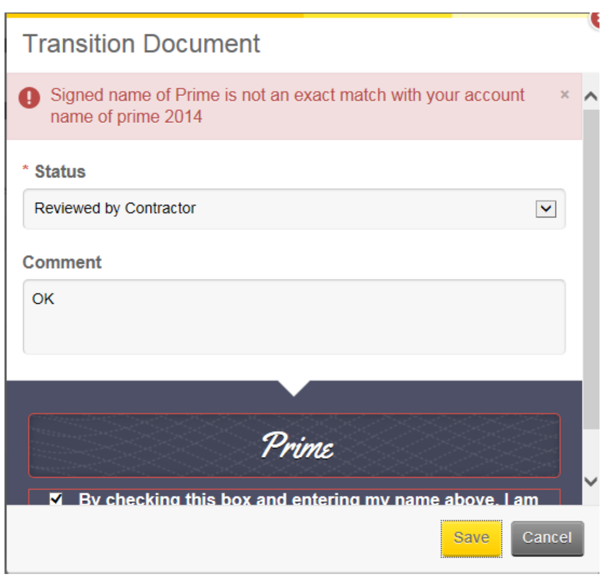


If the contractor selects Rejected, everyone with access to that drawer (unless they have opted out of the notifications) will receive notice that the cont mod has been rejected. Even though comments are optional, they are highly recommended when the Rejected option is selected.

If the contractor chooses the Reviewed by Contractor option and then Save, the following screen will be displayed where they must sign their name.



<u>This signature does NOT require a digital ID</u>. When signing the cont mod, the name typed in as the signature MUST match EXACTLY the name of the user logged into the program at that time. If they are not an exact match – and it is case sensitive – a screen similar to the following will be displayed. If you get such a screen, just re-type the name correctly and Save.



Once the contractor signs and then saves the cont mod, the status of the cont mod will change to Reviewed by Contractor and a notification stating that the contractor has signed the cont mod is automatically sent to others with access to that drawer.

If a signature is inadvertently added to a contract modification, that person can click on Actions and then Revert Transition to remove their signature and put the status back to what it was prior to their signature.

Notice the Supporting Document field. A file can be "attached" to the contract modification at any time. This file will remain in Doc Express as a permanent part of the contract modification. Reminder – the supporting documentations can be seen by everyone with access to that drawer.

LOG -
The expanded log of activity for the cont mod is easily accessible by clicking the down arrow on the right side of the screen, directly across from the submittal. Every transaction, including the date, time, person responsible, and more is listed. To see only the most recent transaction, click the arrow again and the log will be collapsed. Following is an expanded log.

SIGNING HISTORY -
When viewing the contract modification document, the signature page is automatically attached as a legal part of the document as soon as the first signature has been obtained in Doc Express. As additional signatures are obtained, the names and dates are added to the appropriate level. A sample of a signature page follows

When the cont mod is marked Completed in Doc Express by a DOT user, the status of that same cont mod should then be changed to Approved in the FieldManager program by a DOT user.

Doc Express Document Signing History

Contract: August Letting Document: CO #01

Date	Electronically Signed By
12/02/2014	prime 2014 prime (Reviewed by Contractor)
12/02/2014	Tester RCE Iowa DOT (Reviewed by Resident Engineer)
12/02/2014	Test dce Iowa DOT (Reviewed by District Construction Engineer)
12/02/2014	Test Central Iowa DOT (Reviewed by Central Office)
12/02/2014	Reviewer1 2014 reviewer1 (Reviewed by FHWA)

PAYROLLS DRAWER

DRAWER STRUCTURE –

Holds payroll documentation required on Federal Aid projects

The Submittal of payrolls is done only by the Prime Contractor, not subs

Submittals are made to the appropriate type, with the prime and each subcontractor having a type in that drawer. If a type (contractor's name) is missing, contact Janet, Dean, or Jen to have it added.

Prior to Receiving, the RCE Office Staff enters a comment in the Comments field that the payroll has been checked

The Receive process is done by the RCE Office Staff

The mark up option has been included for this drawer so documents can be marked up without removing them from Doc Express. More on the mark up option on Page 25.

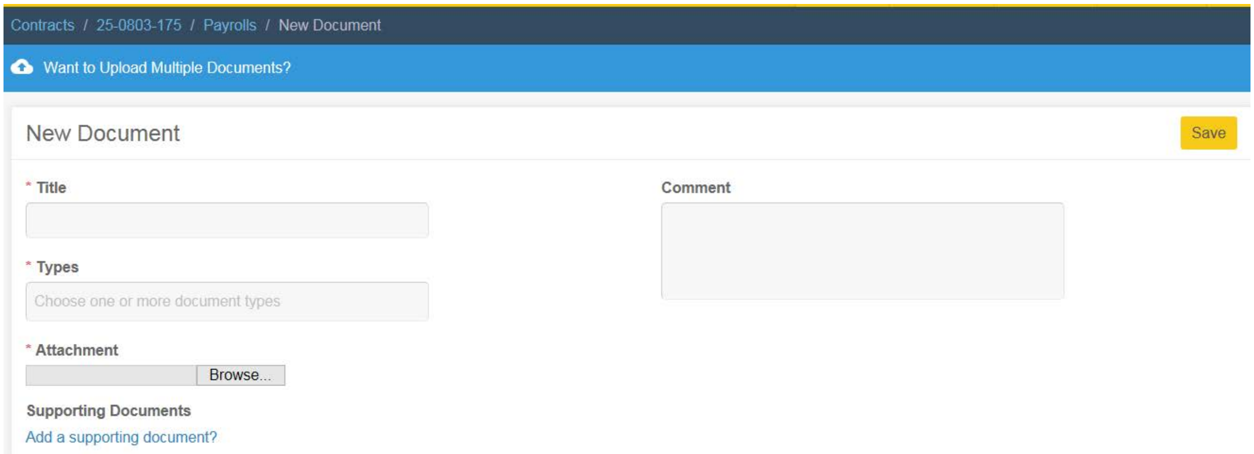
SUBMITTALS & TRANSITIONS

The prime contractor is the only organization that can submit certified contractor payrolls to the Payrolls drawer in Doc Express. Subcontractors continue to send their payrolls to the prime, the prime continues to certify by signing those payrolls, and then to submit them to the appropriate type in the Payrolls drawer. There is a unique type for every contractor associated to the contract.

When giving the payroll a title, remember that using 2 digits rather than 1 for the numbering system will allow the submittals to sort in a "normal" numerical order. For example, for the first payroll for a given type, instead of entering that it's PR 1 w/e 06/18/18, enter it as PR 01 w/e 06/18/18. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** **<u>BE CONSISTENT IN THE NAMING CONVENTION FOR ALL SUBMITTALS.</u>**

SUBMIT -

The submittal screen (shown below) is the same as for several other drawers. As stated previously, there is a type for each contractor associated to the contract.



The prime contractor submits the payroll, gives it a title as previously shown, selects the appropriate type (each type relates to a contractor's name), attaches the payroll, and enters a comment if desired then clicks the Save button. **If a contractor's name (type) isn't listed in the Payrolls drawer, contact Janet or Jen to have the name added to the list of types.** Supporting documents (additional notes, documents, etc for the submittal) can be added if desired. Once the submittal has been saved, the DOT user is required to check and then Receive the payrolls.

Only the first type, Predetermined Wage Rate, is the same for every contract. All other types are completely dependent on the contractors associated to the contract. If you wish to see all the types in this drawer for this contract, click Submit Document and put the cursor in the Types field. The prime contractor's name is listed first followed by subcontractors in alphabetical order.

If you want to add a supporting document, click on Add Supporting Document and then browse to the document you wish to add.

If you happen to submit the payroll to the wrong type, because you are the submitter, you can remove the document and resubmit it to the correct type as long as there has been no comment made or supporting document added. However, once the payroll has been Received, it cannot be removed. If it is accidentally submitted and received in the wrong contract, you can contact either Janet or Jen to remove the document so it is no longer displayed in the list of payrolls.

However, if the document hasn't been transitioned to the final step and no comments have been made and no supporting documents have been added there is still a process where the submitter can remove the document. The last user to transition must Revert Transition (Actions > Revert Transition) followed by the next and so on until the submittal is back to a Submitted status. The original submitter can then remove the document.

If a payroll is Rejected and you will be submitting a corrected document you should **RESUBMIT** a corrected one so it "replaces" the original one and becomes part of the log rather than submit the corrected one as a new submittal.

WORKING DRAWER

DRAWER STRUCTURE

Allows documents to be submitted, reviewed, modified, and re-submitted

PDF documents should not be submitted to this drawer since they can't be edited

Anyone can submit documents and begin the review process

Changing the submittal to Completed or Published is done only by a DOT user

The final iteration of the document is published (moved) to a drawer and type only by a DOT user where the document will initially have a status of Submitted.

The document just published to a different drawer that now has a Submitted status should be Received by a DOT user.

All iterations of the document and the log of activity remains in the Working drawer with a status of Published

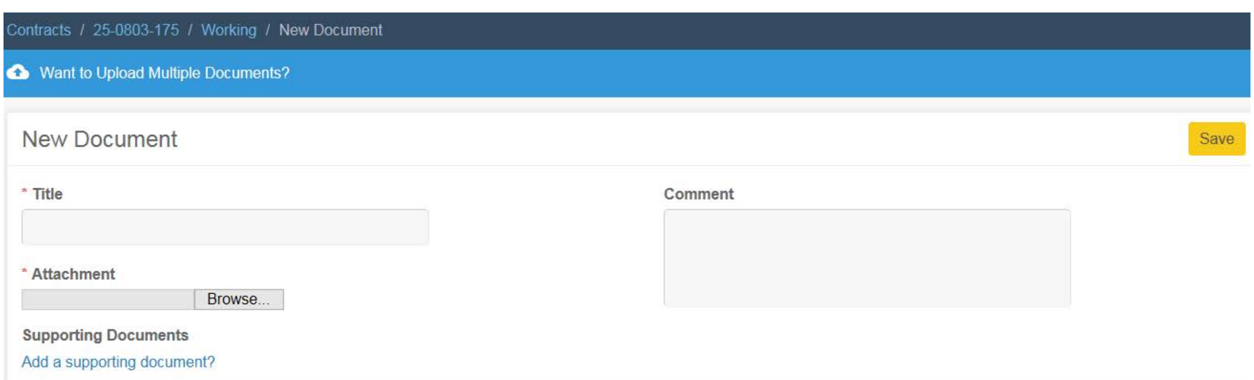
SUBMITTALS & TRANSITIONS

This is a staging drawer which means the intent of this drawer is to be used for documents that may be submitted, updated, re-submitted, changed again, re-submitted, etc. until the final iteration is obtained. At that point, the final document is published by a DOT user to a specific drawer and type where it will initially have a status of Submitted in the new drawer. The same or a different DOT user will change the status to Received and the submittal will remain in that location for the life of the contract. All iterations of the document as well as the log of all transitions will remain in the Working drawer.

SUBMIT -

Anyone can submit a document to this drawer and any user can update the document and re-submit it. A log of every transaction is maintained along with the date/time/user name, etc

The original submittal screen shown below is very similar to other submittal screens except this drawer has no types so there is no type field. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** You can submit multiple documents at the same time just as you can in the other drawers. More instructions on doing this on Page 16.



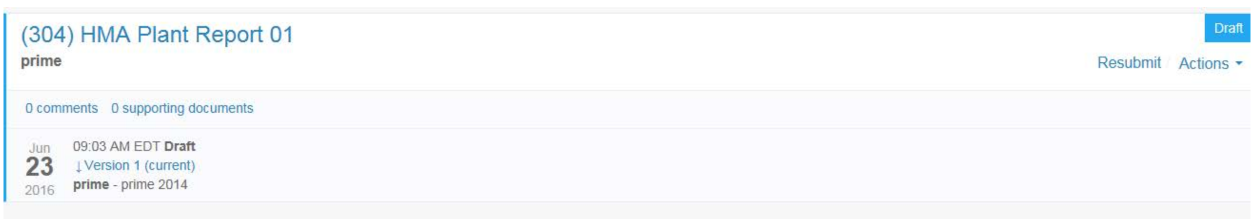
Notice there is an option to add Supporting Documents (additional notes, documents, etc.) for the submittal.

The document shown below was submitted by the prime contractor and has a status of Draft. They can remove the submittal (because they were the submitter and no other activity has occurred) by clicking Actions and choosing Remove.

Assuming they haven't opted out of receiving notifications, others with access to this drawer will receive notification when a submittal has been made. Anyone with access to this drawer can copy the submittal to their hard drive, make changes, and <u>re-submit</u> it to this same location. The original submittal will remain but the revised will be shown as the most current. Another option is to markup the document within Doc Express. (See Page 25) This will not trigger a notification.

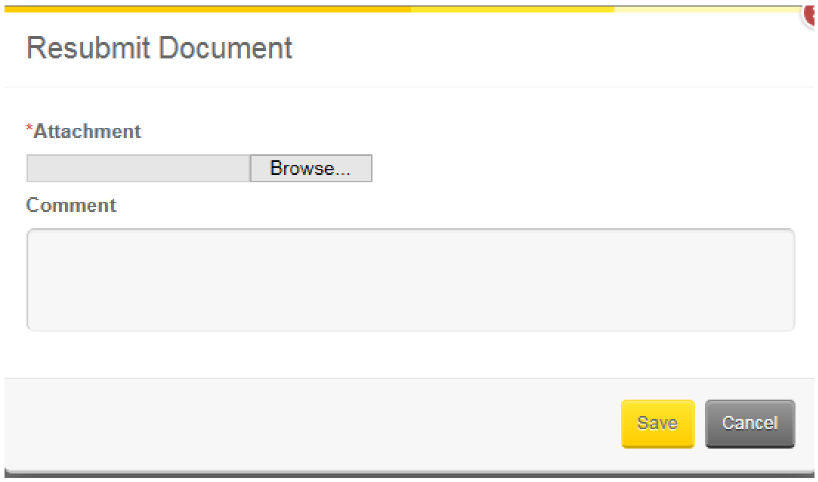
Even though the document itself may be changed, the title remains the same.

To look at and potentially change the document outside of Doc Express, open it by either clicking on the title or the most current Download version number and save it to a location of your choice. (If you click on the title, it will display the same document as the most current Download version number.) After making the changes/updates as needed, save the document, and then click Resubmit for that submittal. (See below)



<u>If changing the original document, do NOT submit it as a new document. Instead it should be re-submtted so al iterations of the document are together.</u>

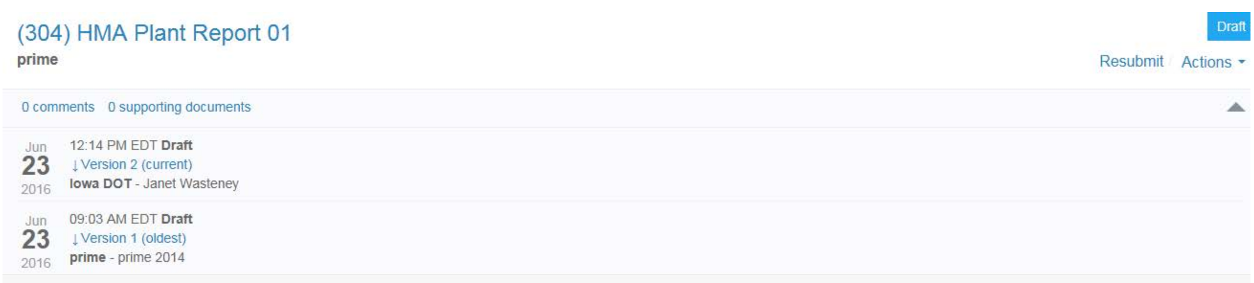
A resubmittal screen will be displayed where you browse to the appropriate location of the updated document and enter a comment if you wish then Save.



Once you click the Save button, this updated document will become the top submittal shown in the log. The log will include this and all previous documents submitted as well as the date/time/user details.

LOG -

Notice in the following graphic that user Janet copied the original document, made some changes, and then resubmitted it. The status is still Draft. The document can be copied again by another user, modified, and then resubmitted to the original location in Doc Express as many times as needed until the final iteration is agreed upon.



Once the document's final iteration has been determined, a DOT user should Publish the document to the chosen drawer and type where it will automatically have a status of Submitted in the new location. (Only DOT users are allowed to Publish documents) A DOT user will change the status to Received and the document will remain in this new drawer/type for the life of the contract. All previous iterations of the document remain in the log of the Working drawer for the life of the contract.

SHOP DRAWINGS DRAWER

DRAWER STRUCTURE

Allows shop drawings to be submitted, reviewed, modified, and re-submitted

The prime or the subcontractor submits documents to begin the review process

Use the naming convention for submittals as described on Page 49 & 50

Only DOT personnel (or a user acting on behalf of the DOT) can transition the status to anything other than Submitted

If a shop drawing needs to be re-submitted, it is done by clicking the Re-Submit button so the corrected version of it “overwrites” the previous submittal. **Do NOT submit the corrected document as a new submittal.**

Each time the submittal’s status changes or it is re-submitted, a notification is automatically sent to those with access to that drawer so they know the document is ready to be reviewed and/or transitioned.

A notification is NOT sent if just a comment is made or a supporting document is added

The final shop drawing submittal and all previous iterations of that document remain in the Shop Drawings drawer along with a log of all transitions.

The Audited status is used only by the materials personnel

There is no RFI option – those are to be handled through regular e-mail

SUBMIT -

To submit a shop drawing, click on the Shop Drawings drawer and then the Submit Document. Anyone can submit drawings.

The project number(s) of the contract will be listed first in the types. **The submitter is to select BOTH the appropriate project AND the appropriate type for the drawing**.

The naming convention to be used by the contractor for a submittal to the Shop Drawings drawer is as follows – the county name and design number (if applicable) followed by a description of the submittal.

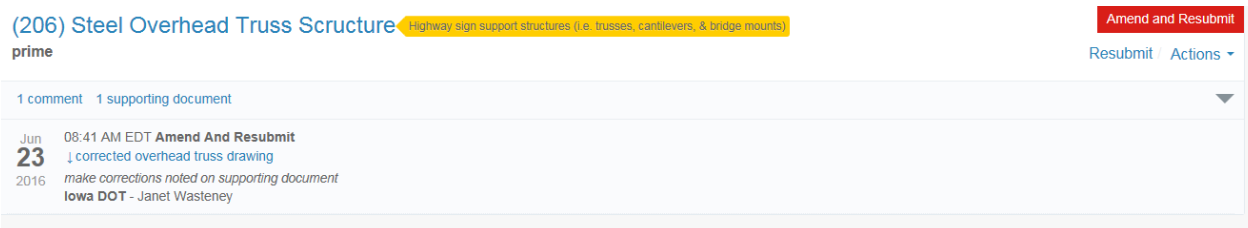
(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)

Except for the first 1 or few types which represent the project number(s), all types except the project number(s) in this drawer are the same for every contract. If you wish to see all the types in this drawer, look in Appendix B of this user guide or in Doc Express click Submit Document and put the cursor in the Types field then scroll down.

Multi-selecting from the list of types in this drawer is an option just the same as it is in all the other drawers. Whether the shop drawing is linked to 1 or many types, the process is the same. You can also submit multiple documents at once to the same type(s) – details on that starting on Page 16.

Like all other drawers, the original submitter has the option to remove (Actions > Remove) the document up until there has been a comment made or a supporting document added.

A DOT user or user acting on behalf of the DOT transitions the document (as seen below), which could result in the submitter either doing nothing more or making corrections and re-submitting. In the case below, the original submitter should make the changes requested and resubmit the document by clicking on Resubmit.



Unless they have opted out of receiving them, a notification is sent to those who have access to the Shop Drawing drawer as soon as a submittal has been made and a transition has been made. Whoever should review the document (a DOT user or someone acting on the DOT's behalf) can look at it by clicking on the title or the most current Download version and can also look at supporting documentation. They have the option to either Open or Save the document.

If the DOT or person acting on their behalf wants changes to be made to the document, they should note that in the comments before they transition the document. Their options to transition are –

Review Not Required
No Exceptions Taken
Make Corrections Noted – No Resubmittal Necessary
Amend and Resubmit
Rejected

The status that is selected by the DOT user during each process will determine how many future submittals and transitions will need to take place. There is no limit to that number.

As long as the document has a status of Submitted, you can mark up the document within the Doc Express program rather than downloading it, then correcting, saving, and re-submitting it. Do so by opening the document then clicking Edit. Select the markup tool from the markup toolbar on the left. When finished, click Save. **BEWARE** – once you markup the document, that overwrites the original iteration. This does not keep a history of any and/or all changes made to the document.

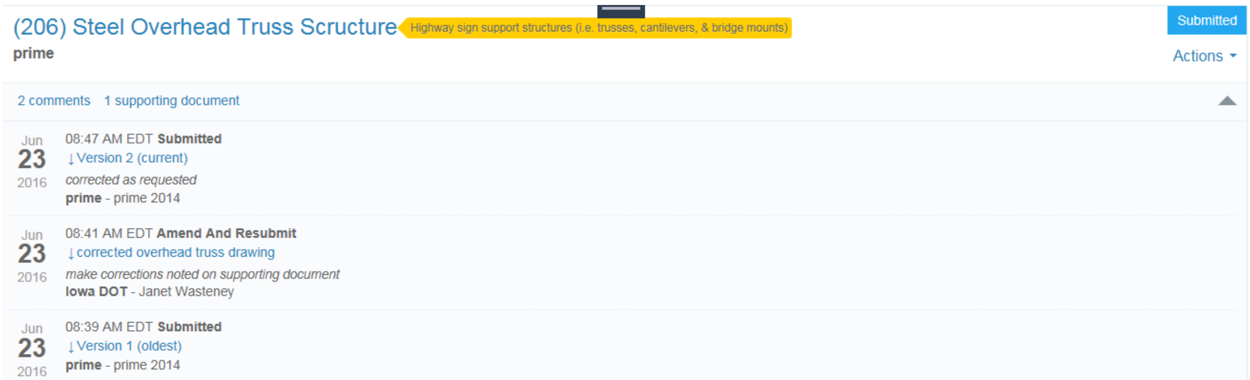
If changes and a resubmittal are required, the resubmitted document should NOT be submitted as a new document but rather should be resubmitted so it overwrites the original document. Do so by going to the original submittal and clicking Resubmit. By doing so, all iterations of the shop drawing are in the same location rather than having multiple entries for various versions of the same document.

Clicking on the title displays the most current version in the log. It does not display the Supporting documentation. To see the supporting documentation, open the log and select the supporting document you want to view OR click on "supporting documents" found just below the title of the submittal.

When the final iteration of the shop drawing is determined, the status should be either Review Not Required or No Exceptions Taken or Make Corrections Noted – No Resubmittal Necessary. The final drawing as well as all iterations of that drawing will remain in the Shop Drawings drawer for the life of the contract. After the final iteration of the document has been determined, a materials user will transition the document to an Audited status.

LOG -

Notice in the following graphic user Janet transitioned the original document to Amend and Resubmit and included a marked up copy as a supporting document. The document was then copied by the contractor, modified, and then resubmitted to the original location in Doc Express. This re-submittal process can happen as many times as needed until the final iteration is agreed upon. (The other option would be to mark it up within the Doc Express program as explained on the previous page but that overwrites the original document rather than creating another version,)



If you click on Version 1, you will see the original submittal. If you click on Version 2, because it is the most current, you will see the updated submittal which is the same thing as if you had clicked on the title of the document. The supporting document will never be viewed when clicking on the title of the document.

The shop drawings will remain in the Shop Drawings drawer throughout the life of the contract.

SIGNATURE DRAWER

DRAWER STRUCTURE –

Normally a DOT user submits the document to be signed although there are a few cases where another user can also submit

Who signs is dependent on the form to be signed and not all forms require a contractor's signature. Some forms will require only one signature and others will require multiple signatures

Unlike the Contract Modification drawer, there is no specific order in which signatures must be obtained.

The signed form remains in this drawer for the life of the contract

IF YOU DIDN'T SIGN THE FORM WHEN IT WAS PAPER, DO NOT SIGN IT HERE!

– SUBMITTALS & TRANSITIONS

The Signature drawer contains several forms that require one or multiple signatures. There is no specific signing order in this drawer. In other words, the contractor may or may not be required to sign a form first – and in many cases the contractor will not sign at all!!

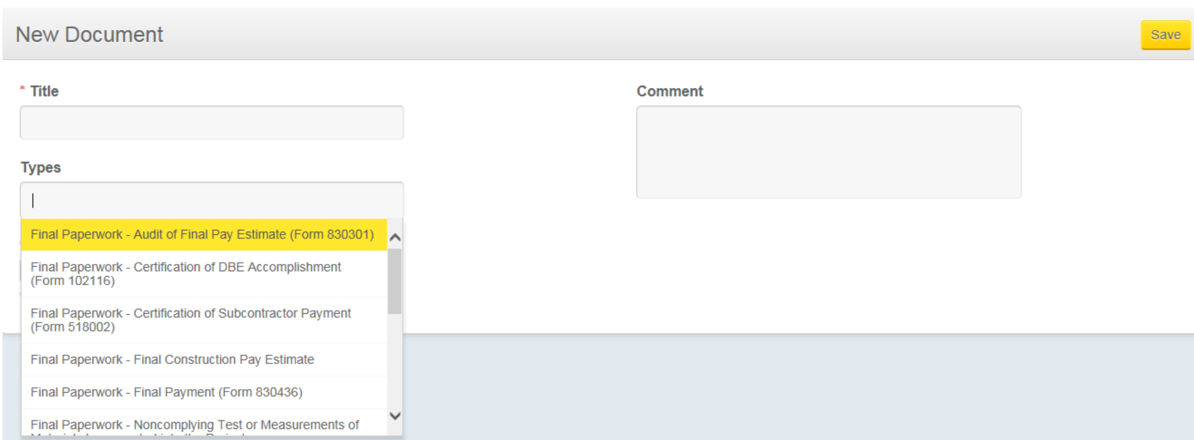
Most types in this drawer are unique to the DOT and do not require contractor signature; however, because a few do we'll go through the steps. Each type listed in the drawer is a form that requires an electronic signature(s) in Doc Express instead of a wet signature.

Just because you receive a notification that a document has been submitted to this drawer, that does NOT mean you need to sign it. IF YOU DIDN'T SIGN THE FORM ON PAPER, DON'T

SIGN IT HERE. If you have a question as to whether or not you should sign it, contact the RCE Office administering the contract.

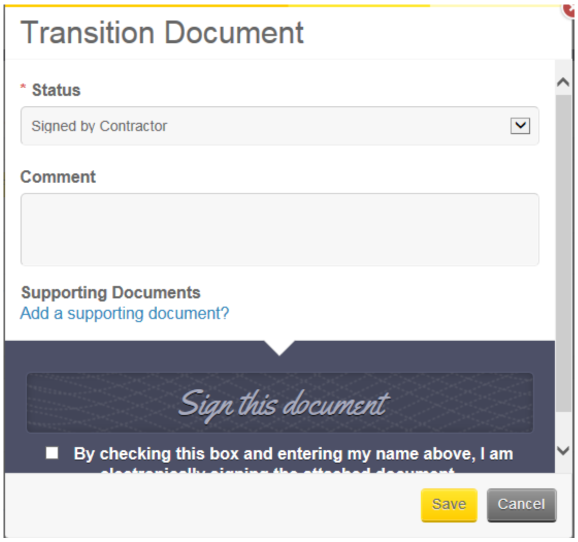
The types in this drawer are the same for every contract. If you wish to see all the types (forms) in this drawer, look in Appendix B of this user guide or in Doc Express click Submit Document and put the cursor in the Types field then scroll down.

SUBMIT -
Click the Submit Document button and enter the appropriate information in the title field. **(If a number is used in the title, it should be 2 digits and if a date is in the title, it should be 6 digits. Suggested naming conventions for documents submitted to this and other drawers are in Appendix A.)** Select the appropriate type. To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right)



Browse to the appropriate type and enter a comment if desired then Save. You as the submitter have the option to Remove it until someone, including yourself, either makes a comment or adds a supporting document. If either has taken place and you can no longer remove the document, contact Janet or Jen and they can hide or remove it for you.

If you are the first who should sign the document, click Transition and select the appropriate status.



Remember, the required number of signatures is dependent on the form. If you are a signer, type in your name and check the box then Save. If additional documentation should be attached to this document, click on Supporting Documents and browse to their location and then Save.

REMEMBER - - JUST BECAUSE YOU RECEIVED A NOTIFICATION OF ACTIVITY IN THIS DRAWER DOES NOT MEAN YOU HAVE SOMETHING TO SIGN. IF YOU DIDN'T SIGN IT ON PAPER, YOU DON'T SIGN IT HERE.

*****If you signed and shouldn't have, click Actions > Revert Transition. This will revert the status back to what it was prior to your signing.**

As shown in the following graphic where the form was completed requiring only 2 signatures, only those 2 are displayed. The number of signatures required is completely dependent on the form involved. When all signatures have been obtained, a DOT user marks it Completed.

Doc Express Document Signing History

Contract: BRFN-051-1(16)--39-03 Document: Items 0020 and 0110

Date	Electronically Signed By
09/16/2015	Jesse Delaney Skyline Construction (Signed by Contractor)
09/16/2015	Ron Loecher Iowa DOT (Signed by Resident Engineer or designee)

PLANS DRAWER

DRAWER STRUCTURE –

The RCE Office is responsible to submit the "As Advertised" set of plans to this drawer

If there are changes in the "As Advertised" set of plans, the RCE Office is to be notified so they can submit updated information to this drawer

SUBMITTALS & TRANSITIONS

Although only DOT users submit to and update this drawer, the intent of this drawer is that all users have access to the As Advertised set of plans and, if plan sheets are updated, they can be submitted to this drawer as well.

Once the project work is complete, the final set of plans are to be Published to the Contract Documents drawer, Project Plans – FINAL SET type. All iterations of the plans remain in the Plans drawer.

SUBMIT –

Only DOT organization users can submit to the Plans drawer. It is also the only organization that can transition a submittal. A log of every transition, including date/time/user name, etc. is maintained. **Every user and organization should have access to this drawer so everyone has access to the As Advertised set of plans**.

The "**As Advertised**" set of plans is to be **submitted** to the Plans drawer as soon as possible **by the RCE Office** but at a minimum of 2 weeks prior to the letting date. They should enter the project number in the title and then in the comments enter **"As Advertised". (**Other pre-contract details such as proposal, etc. are to be submitted by the RCE Office but to the appropriate type in the Contract Documents drawer instead of the Plans drawer.)

The RCE Office is to be notified of any revisions to the plans. Once notified, the **RCE Office** should resubmit the updated set of plans or plan sheets. They should enter a comment to describe the new submittal. If everyone has the notification option turned "on" for the Plans drawer, each time the plans are updated, they will be notified.

When the contract work is finished, the most current set of plans is to be Published by a DOT user. The published location is the Contract Documents > Project Plans – FINAL SET type where the plans will remain a permanent part of the contract records.

CONTRACT SIGNING

DRAWER STRUCTURE –

The Office of Contracts will submit all documents to this drawer instead of mailing hard copies to the bid winner

Only the prime contractor is given access along with certain DOT users

The bond is verified and the contract is signed here

If there is a storm water co-permittee form, the prime signs it here

All documents other than the contract and storm water co-permittee are left at the submittal status

This is the only drawer in Doc Express that requires a digital signature – BUT only the person who signs the contract will need one, no one else

The digital signature is only required to sign the contract and storm water co-permittee form but NOT to verify the performance bond

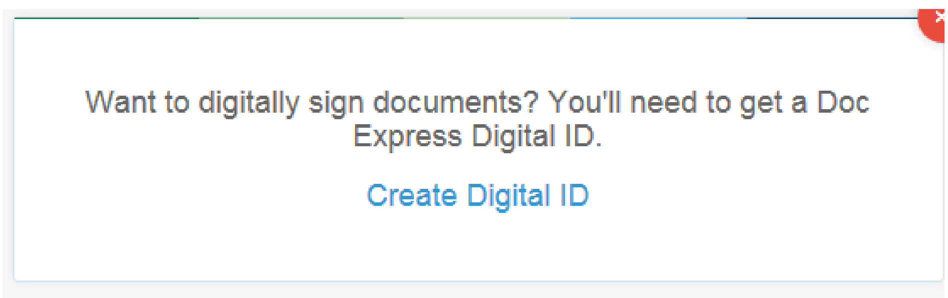
When you open this drawer, a wizard will help you through the process of getting a digital signature. If you don't need one, ignore the wizard. If you already have one, the wizard will disappear.

SUBMITTAL & TRANSITIONS

ONLY the prime contractor and a limited number of DOT users are given access to this drawer.

It is very important that you turn on the Progressed Document notifications for all documents to which you have access for the Contract Signing drawer in order to know when the Office of Contracts submits the contract documents. Even though you may already have had notifications set the way you want them, it's really important for you to re-visit the notifications (Preferences > Notifications) and select the Contract Signing drawer in the "any drawers" field under the Progressed Document section.

This is the only drawer that requires a digital signature BUT only the person(s) who actually sign the contract will need it. Others working within the drawer will not need the digital ID. The person(s) who verify the performance bond do NOT need a digital ID.



When you open the Contract Signing drawer, a wizard will help you obtain your digital ID if you don't have one already. **This Doc Express digital ID is different from the BidX digital ID**. If you do not need a digital ID, simply ignore wizard.

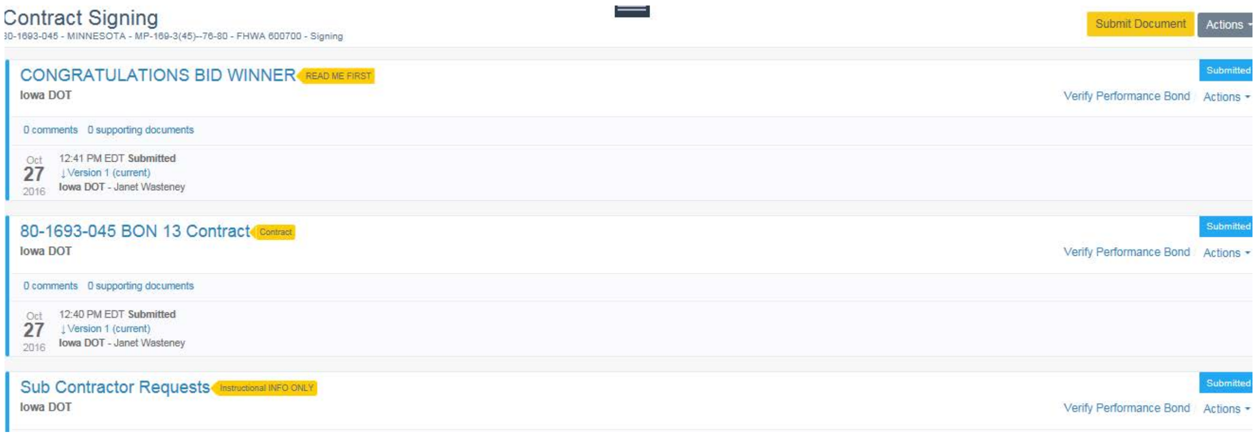
If you do need a Doc Express digital ID, click on Create Digital ID and follow the wizard. You don't need to wait until you must sign the contract to obtain the digital ID – this is something you can do once you have access to the Contract Signing drawer. **You will not need to do this each time you open the drawer.** Once you have a digital ID, the wizard will disappear when you open this drawer**.** You do need to renew your digital ID each year.

As part of getting your digital ID, you will be given a contractor number (business number) which you will need to furnish to your bonding company along with the contract ID who will work with Surety 2000 as part of verifying the performance bond within Doc Express. Surety 2000 will then furnish you with a bond ID for the contract. This contractor number (business number) will be the same for future contracts.

There is a charge for doing business with Surety 2000. It is fully expected that the charge will be reflected in the bid on future contracts.

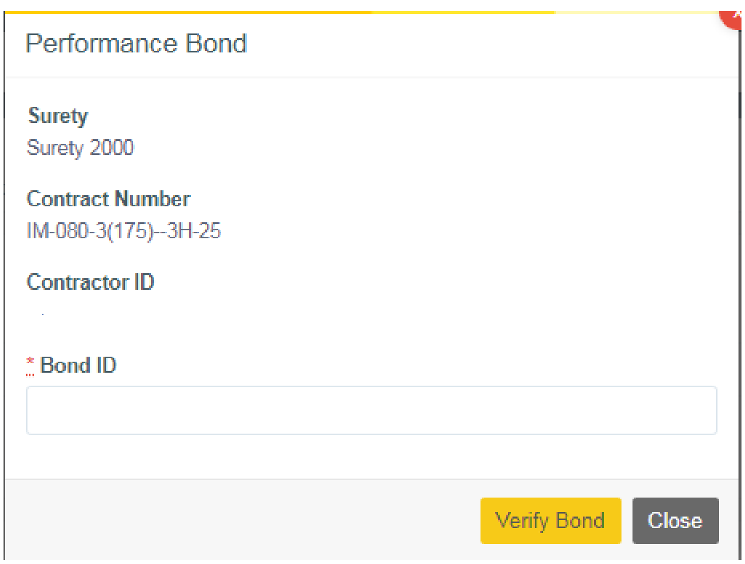
All contract documents are submitted to this drawer to be signed electronically instead of being mailed to the contractor.

There are limited types in this drawer. When you submit your insurance, the type you should select is "Insurance/Other Documents as Required (DO NOT TRANSITION OR DIGITALLY SIGN)"



When the prime contractor is ready to sign the contract, they are required to verify the performance bond first. Click on **Verify Performance Bond** beside only the submittals for the contract document and the storm water co-permittee, if applicable. You will need the bond ID which was furnished to you from Surety 2000. **DO NOT COPY AND PASTE THE BOND ID INTO THE DOC EXPRESS FIELDS.** Instead, type it in. A screen similar to the one below will be displayed when you click Verify Performance Bond.

During this step, 2 documents – Power of Attorney and Performance Bond - are attached as supporting documents.



The words “Verify Performance Bond” are now replaced by “Transition”. Click on the word Transition and select Verify Performance Bond from the drop down list. Enter the bond ID and then click **Verify Bond.** While the first time you “verified the performance bond”, you actually added the supporting documents, this time you are really verifying the bond.

After the bond has been verified, you’ll be able to digitally sign the contract by clicking on Transition once again but this time selecting Signed by Contractor from the drop down list.

If there is a **Storm Water Co-Permittee** document in the drawer, you must verify the performance bond for it and then sign it. This document and the contract are the only 2 submittals that need to have the performance bond verified and to be signed.

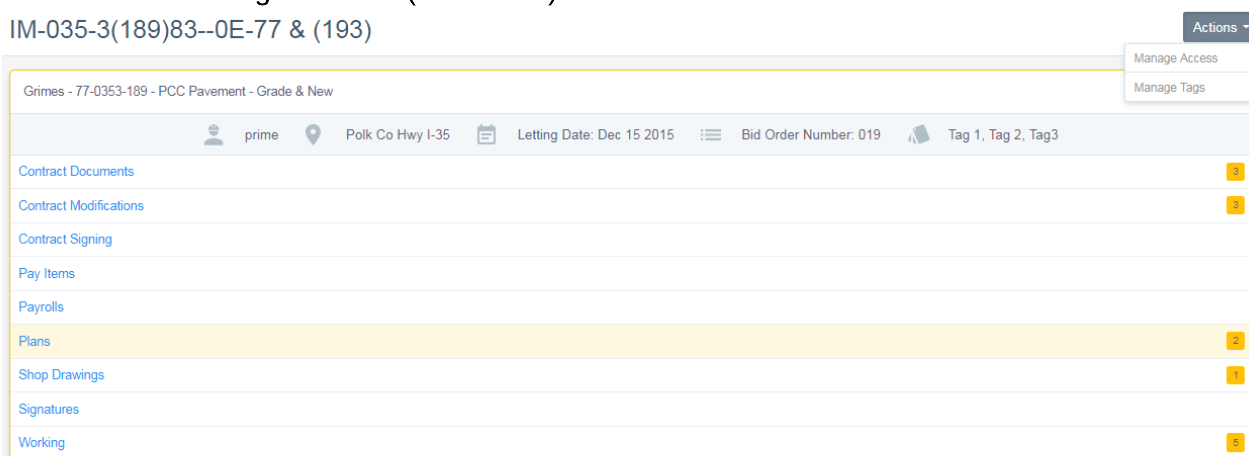
Before the Office of Contracts will sign the contract, the prime contractor must not only sign the appropriate documents, they must submit a copy of their liability insurance. A title of “Certificate of Insurance” is fine and link it to the “Insurance/Other Documents as Required (DO NOT TRANSITION OR DIGITALLY SIGN)” type.

Tax certs and other documents you formerly received with the signed contract will be placed in this drawer. All documents in the Contract Signing drawer will remain there for the life of the contract.

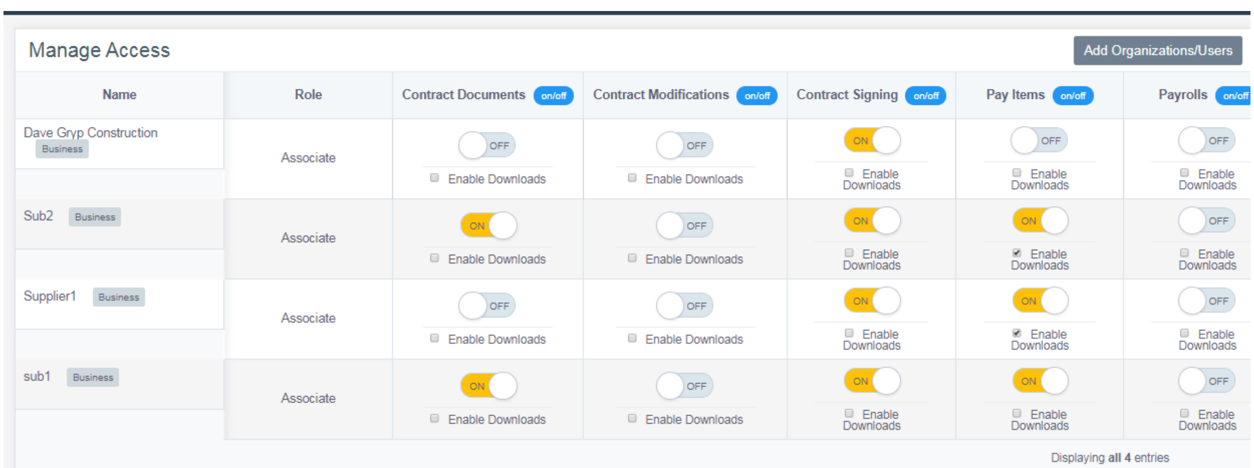
Once the contract has been signed by all parties and marked Completed by the Office of Contracts, the prime contractor will no longer have access to submit any documents to this drawer. They will still have the ability to see and to open all documents within the drawer.

ONLY IF YOU ARE THE PRIME CONTRACTOR –

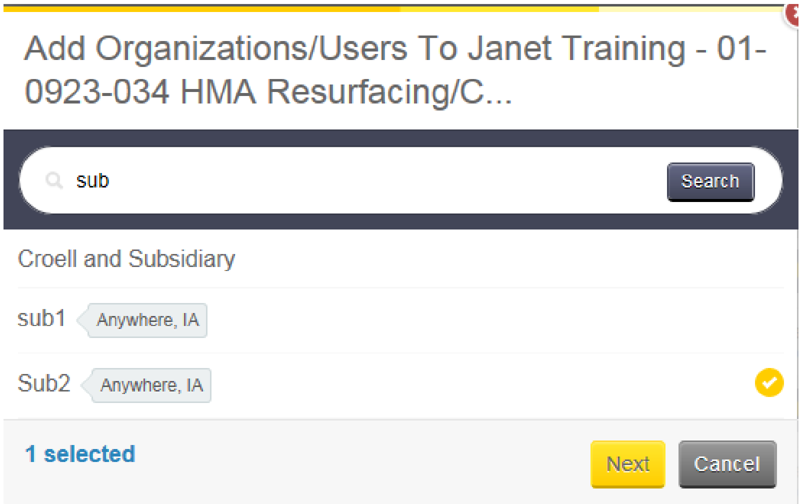
You as the prime contractor can give subcontractors and/or suppliers access to drawers in your contract. You can also enable them to download documents that your company submitted in any given drawer. You cannot give them permission to open documents (download) that other organizations submitted. For that to happen, that company must enable downloading for them. This access is given on a drawer by drawer basis. The ability to allow another organization to open their submittals can be given by any subcontractor or supplier, not just the prime contractor. Do so by opening the contract to which you want to give access and then clicking the Actions > Manage Access. (see below)



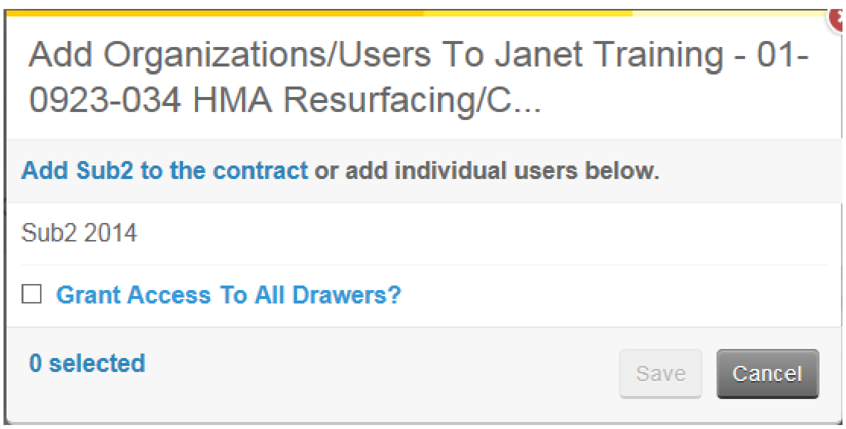
The Manage Access screen (Actions > Manage Access) as shown above will be displayed where you as the prime contractor can add, adjust, or remove access to drawers for subs and suppliers. As stated above, if you want an organization to be allowed to open your company's submittals (on a drawer by drawer basis), click in the Enable Downloads for those drawers and companies. Any contractor or supplier can "Enable Downloads" also if they wish.



Prime Only - To give access to a new subcontractor or supplier, click the Add Organizations button and the following screen will be displayed where you enter the sub's or supplier's name or a partial name then click Search. All possibilities of that name will be listed. By clicking on the appropriate company name, they will be checked. Only the prime contractor can do this.



Once you have selected the contractor, click Next and the following screen will be displayed which lists all users (only 1 in this company) for that organization. You can give access to only certain users within that company or the company as a whole **(Unless otherwise specifically requested, I always give access to the company as a whole NOT to individuals within the company**). **To give access to all uses in the company at once, click on the company name rather than clicking on each individual within the company.**



If you want to give them access to all drawers, put a checkmark in the Grant Access to All Drawers option. **EVERYONE should be given access to the Plans drawer**. **NO sub or supplier should be given access to the Contract Modifications, Contract Signing, or Payrolls drawers.**

When finished managing access, click the Update button.

FYI – When I initially set up a contract in Doc Express, if I know the subs at that time, I give them access to all drawers except the Payrolls, Contract Modifications, and Contract Signing drawers and also check the Enable Downloading option so they can open all DOT submitted documents. If I don't know the subs until later, I add them at that time giving them the same access as I would have earlier. The prime has the right to change their subs' and suppliers' access if they so desire. To do so, click on Actions > Manage Access and make adjustments at that screen.

If you want **to remove a contractor** entirely from having access to the contract, click on the red x to the far right of the organization's name, confirm that you want to remove their access to the contract, and then click the Update button. If you delete an organization and they had already submitted documents, those documents will remain in the drawer and contract where they were originally submitted.

If a subcontractor or supplier should be added but they don't have anyone with access to the Doc Express program, they must first create an account and register as explained in the first few pages of this guide. **Only the first person in each new organization should register to get access to the Doc Express program.** Once someone in the company has registered, they should contact either the prime or Janet so they can be given access to the contract and appropriate drawers. Once the first person has registered, that person should go to the My Account screen and invite the rest of the users in that organization to join so they will have the same access to contracts and drawers.

APPENDIX A – SUGGESTED NAMING CONVENTIONS

After the drawer has been filtered for a specific type, consistent naming conventions help users sort documents in a certain order if they are entered consistently. The letters in front of some of the titles are so when receiving a real time notification, you know what type (folder) that number or that week ending date is for. Without the letters, you can't determine from the real time notification whether it's, for instance, a cont mod or an estimate or whatever.

The reasoning for using the titles as suggested (very highly suggested!!) are in red below each.

In General for All Drawers -
Title – if entering a date, use 6 digits e.g. 02/10/18 Saturday should be the ending date
Title – if entering a number, use 2 digits e.g. 01
BE CONSISTENT in the title names

Contract Documents Drawer – (are normally submitted by a DOT user)
Title for Estimates
EST 01 - use EST followed by the number of the estimate
Estimates don't skip numbers but do skip weeks so using the estimate number makes it safer to determine if all estimates are there.

Pay Items Drawer – (submitted by either DOT or contractor or supplier)
Title for Traffic Control Diaries –
TC Jasper w/e 01/30/18 use TC for traffic control followed by the contractor's name followed by the week ending date (Saturday)
All of these submittals will be linked to the same type. This will sort first by contractor then by week ending date
Title for Materials Source Report –
Jasper Mtls Source Report - contractor's name followed by Mtls Source Report
All of these submittals will be linked to the same type. This will sort first by contractor

Contract Modifications Drawer – (are submitted by a DOT user only)
Title for Cont Mods
CM 01 - use CM for cont mod followed by the 2 digit number of the cont mod
Since only cont mods are in this drawer, the sort should be correct by the cont mod number as long as 2 digits are used in the title and the title was consistent using CM preceding the number

Seems kinda' silly to put CM in front when all submittals in this drawer are cont mods – but when receiving a real time notification, the CM will alert the user that it's a cont mod, otherwise they wouldn't know if it's a cont mod or an estimate

Payrolls Drawer – (are submitted by the prime contractor only)
Title for Payrolls
PR 01 w/e 01/09/18 - use PR followed by the report number followed by the week ending date (Saturday)
No need to enter the contractor's name in the title since it's in the link

Signature Drawer – (usually submitted by a DOT user)

Title for Working Day Reports

WDR 00 w/e 01/09/18 - use WDR followed by the Site Number followed by the week ending date (Saturday) If there is only one site, can eliminate that in the title.

The Site Number is used because of so many contracts having multiple sites. The weekly report number is not used because if a weekly report had to be deleted due to a time adjustment, unless the user remembered to change the report number back (& many times I've seen that it was forgotten) to what it was originally, the reports will be sorted completely out of order.

Plans Drawer – (are submitted by a DOT user only)

Title is the Project Number

Do NOT put As Advertised in the title

Shop Drawings Drawer – (are normally submitted by the prime or sub)

Title is the county name and Design Number, if applicable, followed by the description of the submittal

Users are to select BOTH the project number AND the appropriate type(s) in the Types field for every submittal

Working Drawer –title for plant reports

Title = PROJECT paren number (if a tied contract) followed by the contractor's name doing the work followed by the report number (using 2 digits) followed by date of report (use 6 digits) followed by the plant location

FOR PCC PLANT REPORTS -

Example if a tied contract – (304) PCI 03 02/25/18 Atlantic

Project paren number followed by contractor's name followed by report number followed by report date followed by plant location

Example if only 1 project in the contract - PCI 03 02/25/16 Atlantic

Contractor's name followed by report number followed by report date followed by plant location

FOR HMA PLANT REPORTS -

Example - (304) HMA Plant Report 01

Project paren number followed by HMA Plant Report followed by report number

APPENDIX B - As of August, 2020

Contract Documents Drawer Types

Addendum
Agreements for Private Property Used by Contractor (Construction Manual 2.26)
Asbestos Abatement Report
Clean Water Act Section 404 Permit
Construction Pay Estimate
Contract
Correspondence
Crash Reports
DBE Commercially Useful Function Checklist (Form 517014)
DBE Commitment Report
Developmental Specifications
ECIP - Erosion Control Implementation Plan
EEO/Wage Site Inspection
Environmental Clearances
Environmental Review Certification Form
Final Highway Funding Sources
Final Paperwork - Cost Sharing Memorandum
Final Paperwork - Interest Payment Information (Form 830235)
Haul Road Designation
Iowa DNR Abandoned Water Well Plugging Form
Iowa DNR Floodplain Permit
Iowa DNR Notification of Completion of Construction (DNR Form 37)
Meeting Minutes
Night Work Plan and Approval
Notice to Proceed (Form 830237, CM 2.32)
Notice of Suspension or Resumption of Work (Form 810036, CM 3.06)
Preconstruction Agreements
Preconstruction Meeting Information
Project Cross Sections - FINAL SET
Project Plans - FINAL SET
Project Schedule
Proposal
Registration of Minor, Nonrecurring Use of Water (DNR Form 20, CM 2.14)
Right of Way Certificate
RR Agreement
RR Data Sheet
Special Provisions
Storm Water Co-Permittee Certification Statement

Storm Water Notice of Discontinuation
Storm Water Permit
Subcontract Request and Authorization
Supplemental Specifications
Utility Bid Attachments

Pay Items Drawer Types

Amended PPP Site Map
Central Materials Input
Contract Modification Item Certs
District Materials Input
Materials Acceptance Report
Materials Source Report
Technician Certifications
following these 7 types will be listed all contract items and then groupings, if needed

Pay Items Drawer Groupings

PCC Paving – Mix Design
PCC Paving – Contractor Quality Control Plan
PCC Paving – Maturity (Curves & Verification)
PCC Paving – PCC Plant Report
PCC Paving – Plant Monitor Gradations
PCC Paving – (Form 115) Air & Slump Test Results
PCC Paving – (Form 114) Beam Break Results
PCC Structure - Mix Design
PCC Structure – PCC Plant Report
PCC Structure – Plant Monitor Gradations
PCC Structure – (Form 145) Air & Slump Test Results
HMA Items – Mix Design
HMA Items – HMA Base Plant Report
HMA Items - HMA Charts
HMA Items – HMA Intermediate Report
HMA Items – HMA Surface Report
HMA Items - Mix Temps (Small Quantities)
HMA Items – Verification Aggregate Gradations
Pile Driving Information
Beam Shot Elevations

Payrolls Drawer Type

Predetermined Wage Rate

There will be a type for every contractor associated to the contract

Shop Drawings Drawer Types

Project Number(s) (multiple rows if tied projects)

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Architectural mock-ups
Architectural paving
Architectural paint color samples and manufacturer data
Architectural concrete texture form liner samples and drawings
Architectural concrete sealer samples and manufacturer data
Architectural ornamental brick
Bridge components
Cofferdam design (when required)
Detail plans for falsework or centering support of steel structures (i.e. erection plans)
Falsework for slab bridges
Highway lighting
Highway sign support structures (i.e.bridge type trusses, cantilever trusses, & bridge mounts)
Highway signing steel breakaway posts
Highway signing - Type A & B signs
Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)
MSE, segmental, & modular block retaining walls (Prelim & final submittals
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch sections, etc.)
Pre-engineered steel truss recreational trail bridge
Reconstruction of substructure (detailed plans for supporting the superstructure)
Removal of box girder bridges
Safety grates for RCB culverts
Soil nail & tie-back retaining walls
Steel and aluminum pedestrian hand rails
Steel Structures
Weld Procedures
Structural erection manual
Temporary sheet pile retaining wall
Temporary shoring
Tower lighting
Traffic signalization
Contractor Borrow
Misc. Bridge
Misc. Soil Design
Other

Signature Drawer Types

Final Paperwork - Audit of Final Pay Estimate (Form 830301)
Final Paperwork - Certification of DBE Accomplishment (Form 102116)
Final Paperwork - Certification of Subcontractor Payment (Form 518002)
Final Paperwork - Contractor Evaluations
FInal Paperwork - Engineer's Material Cert
Final Paperwork - Final Construction Pay Estimate
Final Paperwork - Final Payment (Form 830436)
Final Paperwork - Final Quantities
Final Paperwork - Noncomplying Test or Measurements of Materials Incorporated into the Project
Final Paperwork - Statement of Salvaged Materials
Items Paid by Plan Quantity (Form 830230)
Noncompliance Notice (Form 830245)
Pre-Audit Agreement
Request for Early Release of Retained Funds
Statement of Completion and Final Acceptance of Work (Form 830435)
Storm Water Inspection Reports
Weekly Report of Working Days

Contract Signing Drawer Types

Contract
Insurance/Other Documents as Required (DO NOT TRANSITION OR DIGITALLY SIGN)
Storm Water Co-Permittee Form
Tax Certs and AA/EEO Poster (DO NOT TRANSITION OR DIGITALLY SIGN)

APPENDIX C - -DRAFT MATERIAL DOCUMENTATION CLARIFICATION

Single Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Mtls Acceptance Report	**Document**	**Comments**	**Examples**
Visual Approval by RCE	Document by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Burlap, Plastic film, Steel Posts for Silt Fence
As Per Plan	Compliance with the plans will be documented by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Guardrail Attenuators
Approved Source (Easily Identified)	Source of the material should be identified by the Project Inspector. Document by an entry in Doc Express.	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Engineering Fabric, Poured Joint Sealer, Wood Excelsior Mat, Silt Fence
Approved Source (Not Easily Identified)	Source of the material should be identified by the Project Inspector. This will require a document to be in Doc Express.	Products which cannot be easily identified in the field, such as traffic paint, will require a document in Doc Express. This should be entered by the Contractor or supplier.	Anti-strip Agent, Concrete Anchors, Concrete Sealer, Traffic Paint
Approved Source, Batch (Lot)	Verify that the material is from an approved source. Verify the Batch (lot) number. The information can be documented by an entry in Doc Express.	Check list maintained by Central Mtls, if the Batch (lot) has been previously tested a sample is not needed. District Mtls will sample if necessary & the report will be entered on Doc Express by the DME Batch numbers for admixtures will also be documented on plant report.	PCC Concrete admixtures
Batch (Lot) Acceptance	Record the batch or lot number by an entry in Doc Express. If sampled a test report will be entered as well.	Verify that batch or lot has been tested, a list is maintained by Ctl Mtls. Dist Mtls will secure a sample when required &	White Pigmented Curing compound.

		report results to Doc Express.	
Certification Statement	A copy of the certification will be in Doc Express	The documentation with the certification statement will be entered by the Contractor or supplier.	Lead Bearings
Test Report	A copy of the test report will be in Doc Express	The IM 204 will specify who is responsible for the testing. They will sample, test and report the results to Doc Express.	Cable Guardrail, Electric curcuit test, Torque wrench
Approved Catalog Cut	A copy of the reviewed Catalog cut will be in Doc Express.	The Catalog cut will be submitted for review by the contractor or supplier and entered in Doc Express according to the specification.	Lighting Materials, connectors and photoelectric controls
Fabrication Report	A copy of the fabrication report will be in Doc Express	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Structural Aluminum Fastners
Mill Test Report	A copy of the Mill test report will be in Doc Express.	The mill test report should be entered by the contractor or supplier. This may also be referred to as a mill certification. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel Guardrail posts

Multiple Document Basis of Acceptance

Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	**Document**	**Comments**	**Examples**
Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of certification will be in Doc Express.	The documentation with the certification statement will be entered by the Contractor or supplier. The Approved Source portion is included with the certification.	Concrete modular and segmental blocks
Approved Source, Fabrication Report	Verify that the material is from an approved source. A copy of fabrication report will be in Doc Express.	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME. The Approved Source portion is included with the Fabrication Report.	Neoprene Bearings
Approved Source, Mill Certifications	Verify that the material is from an approved source. A copy of the mill certifications will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel piling, uncoated rebar
Approved source, Catalog Cut	Verify that the material is from an approved source. A copy of the catalog cut will be in Doc Express.	A copy of the catalog cut should be entered on Doc Express by the contractor or supplier.	Steel castings
Approved Source, Certification Statement, Test Report	Verify that the material is from an approved source. A copy of the Certification Statement and the Test Report will be in Doc Express.	The documentation with the certification statement should be entered by the Contractor or supplier. The test report should be entered by the testing agency, either a third party Lab or the DME.	Asphalt binder and emulsion
Approved Shop Drawing, Catalog Cut	A copy of the approved shop drawing and catalog cut will be in Doc Express.	The shop drawing and catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications.	Structural Aluminum

Approved Catalog Cut, Certification Statement	A copy of the approved catalog cut and a copy of the certification will be in Doc Express.	The catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. A copy of the certification should be entered by the contractor or supplier.	Lighting materials wire and cable
Approved Shop Drawing, Fabrication report	A copy of the Approved shop drawing will be in Doc Express along with the Fabrication report.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Floor drains and steel expansion devices
Approved Source, Certified Truck Ticket or Form # 821278	Verify that the material is from an approved source. For aggregate paid by the ton collect certified truck tickets on the grade. A summary of aggregate shipments to the project should be submitted to Doc Express by the aggregate producer for non-proportioned aggregate .	It is not necessary to have a copy of a truck ticket in Doc Express. For proportioned aggregates verify the tickets at the plant site. Form #821278 may be used to certify aggregate that is not weighed over a scale.	Proportioned and Non-proportioned aggregate

Multiple Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	**Document**	**Comments**	**Examples**
Approved Shop Drawing, Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of the Approved shop drawing and the certification statement will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The documentation with the certification statement will be entered by the Contractor or supplier.	Aluminum lighting poles
Approved Source, Approved Shop Drawings, Fabrication Report, Mill Certifications	Verify that the material is from an approved source. A copy of the approved shop drawings, fabrication report, and mill certifications will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The mill certifications should be entered in Doc Express by the contractor or fabricator. The fabrication report will be entered into Doc Express by the DME.	Structural Steel
Approved Source, Approved Shop Drawings, Fabrication Report	Verify that the material is from an approved source. A copy of the Approved shop drawing and the fabrication report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Bridge railing
Approved Source, Fabricator's trademark, Date of Manufacture, Certified Stamp, Certification Statement	Verify that the material is from an approved source. Check for the trademark and certified stamp. A copy of the certification statement will be in Doc Express	For precast concrete pipe a certified summary of items delivered to the project site will be entered into Doc Express by the contractor or supplier.	Handholes and concrete pipe
Approved Source, Fabricator's trademark, Date of Manufacture, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the trademark and DOT inspection stamp.	The Fabrication report is generated by District Materials and will be	Prestressed Concrete Beams, Concrete piling

	A copy of the fabrication report will be in Doc Express	entered into Doc Express by the DME.	
Approved Source, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the DOT inspection stamp. A copy of the fabrication report will be in Doc Express	The Fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Precast permanent barrier rail.
Approved Source, Certification of Grade, and Treatment Test Report	Verify that the material is from an approved source. The certification of grade and treatment report will be in Doc Express.	The certification of grade and treatment report will be entered by the contractor or supplier.	Treated wood products
Approved Source, Test Report, Steel Mill Certification	Verify that the material is from an approved source. The test report and mill certification will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Samples are normally taken by District Materials and the test report will be entered in Doc Express by the DME.	Anchor Bolts

Multiple Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	**Document**	**Comments**	**Examples**
Mill Certification, Rotational Capacity Test, Test Report	The mill certification, rotational capacity test and test report will be in Doc Express	The mill certification and rotational capacity test should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Bolts, nuts and washers will be sampled by District Materials and the report will be entered on Doc Express by the DME. Check the IM's and specifications for field rotation capacity testing. If required this test report will also need to be filed in Doc Express by the RCE or DME.	Structural bolts nuts and washers
Approved Shop Drawing, Shipping Report	A copy of the approved shop drawing and shipping report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The shipping report is generated by the supplier and should be entered into Doc Express by the contractor or supplier.	Sign Panels
Approved Source, Shipping Report, Certification Statement	Verify that the material is from an approved source. A copy of the shipping report and Certification Statement will be in Doc Express.	The shipping report and Certification statement is generated by the supplier and should be entered into Doc Express by the contractor or supplier.	Finished signs

Mill Certifications, Test Report for Galvanizing	Mill Certifications and galvanizing test report will be in Doc Express.	Mill certifications should be entered in Doc Express by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Galvanized rebar
Approved Source, Mill Certifications, Epoxy Certifications, Test Report	Verify that the material is from an approved source. Mill certifications, epoxy certifications and a test report will be in Doc Express.	The mill certifications and epoxy certifications should be filed by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Samples will be taken by District Materials and reported by the DME.	Epoxy coated rebar
Approved Source, Approved Shop Drawings	Verify that the material is from an approved source. A copy of the approved shop drawing will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications.	Pre-engineered pedestrian bridge