

DOT DOC EXPRESS COOKBOOK – IOWA STYLE

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Instr Guide

- 1 New user needing access to Doc Express
Contact Janet or Jen to invite you to the DOT Organization
Do **NOT** go to the www.docexpress.com site and register
- 1 To register for Doc Express
Register after receiving the invitation e-mail (it will come from InfoTech
and might go to your Junk folder)
Select your own password and security question and answer
Click Activate
Once activated, notify Janet or Jen as to the contract(s) you need
- 2 Change Account Information
Go to My Account screen
Change personal information only
- 3 See other users in your organization
Go to My Account screen
Scroll down and all will be listed with their status in the bottom right area
- 4 On Line Help
There is a button at the bottom of every screen
Suggested topics are dependent on whether you're at the contract screen
or in a drawer
You can enter a different topic in that field
- 5 View contracts
Go to Doc Express screen
All contracts to which you have access are displayed
You have a choice of line or grid view by selecting that icon
located under the Search field
- 6 Mark a contract as a Favorite
Go to Doc Express screen
Click the yellow banner with the checkmark in it to the right of the contract
The contract will move to the top of your list of contracts
- 7 To remove a contract from being a Favorite

Go to Doc Express screen
Click the yellow banner with the checkmark in it to the right of the contract
The contract will return to its normal order in the list of contracts

- 7 To see the number of submittals in a drawer that have been submitted but have had no action taken
 - Go to Doc Express screen
 - The number inside the badge beside each drawer indicates the number of submittals made to that drawer that have had no action taken since the submittal
 - If no badge, all submittals have had at least 1 transition made or there are no submittals yet

- 7 Search for a contract
 - Go to Doc Express screen
 - The search field is always seen – can enter contract info of your choice
 - Can do an advanced search for prime contractors, letting dates, contract statuses like locked or favorite, etc.by opening the filter area

- 7 Filter options
 - The filter options change depending on the screen you're in – the list of contracts or a drawer
 - Go to Doc Express screen
 - Click on the horizontal lines in the middle of the screen under the Search field
 - Can use 1 or multiple filters at a time
 - If you filter on different types one right after the other, be sure to allow the list of submittals to refresh before selecting the next type to filter on.

- 8 Viewing Locked Contracts
 - Go to Doc Express screen
 - At the list of contracts, open the filter (click on the horizontal lines in middle of the screen)
 - Change the filter from All Contracts to Locked Contracts
 - To see active contracts again, change the filter back to All Contracts

- 8 Notifications
 - Go to Doc Express screen
 - Click on Preferences > Notifications
 - Progressed Document** option
 - A real time notification
 - Select to be notified for all submittals or on a drawer by drawer and/or document by document basis when a document is transitioned
 - Completed Document** option

A real time notification
Select to be notified for all submittals or on a drawer by drawer
and/or document by document basis when a document is
marked completed

Rejected Document option

A real time notification
Select to be notified for all submittals or on a drawer by drawer
and/or document by document basis when a document is
rejected

- 10 Work Flow
 - Open a drawer in any contract
 - Click Actions > Details
 - Work flow will be listed in the lower part of the screen

- 11 Documents button
 - Displays every document submitted for every contract and drawer to
which you have access
 - Can filter for specific contracts, types, etc.

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

- 12 Submitting Multiple Documents at Same Time
 - Click on option to submit multiple documents at top of submittal screen
 - Browse to & highlight all documents to submit
 - Choose appropriate type(s)
 - File names becomes titles of submittals

- 14 Submittal Screens
 - Informational only

- 16 Viewing Submitted Documents
 - Go to Doc Express screen
 - Open the drawer of choice
 - Click on the title of the submittal
 - Choose to Open if you simply want to look at it now

Choose to Save if you want to save it & look at it in a different location

- 17 Due Dates
Go to Doc Express screen
Submit a document as usual
Save
Click on either Update or Actions > Edit Due Date
Enter a due date for that submittal
Save
Can change the date as many times as desired – each will be logged
If a submittal is overdue, will be noted under the title of the document
These overdue documents, if any, are displayed in the Dashboard
- 18 Revert Transition
Option is available only if status is not Submitted
Actions > Revert Transition
Allows to revert one transition at a time
Can revert only your own transitions
Can be reverted multiple times by multiple users
If reverted back to Submitted status can remove IF there have been no comments and/or if there are no supporting documents
- 18 Submitting to the **Contract Documents** drawer & seeing drawer structure
Go to Doc Express screen
Open the Contract Documents drawer by clicking on it
Click Submit
Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-18)
Suggested naming conventions can be found in Appendix A of the guide
Select the appropriate type
In the Attachment field, browse to the location of the submittal
OR
Enter text instead of attaching a file
Add Supporting Documentation if desired
Enter a Comment if desired
Remember – if comment or supplemental document is added, you can't remove it yourself
Save
- Enter or change a due date for a submittal
See #17 above for details
- 20 Receive or Reject a Submittal in the Contract Documents drawer
Go to Doc Express screen
Click on the title of the submittal in order to view it
Close it
Click on Transition

Select either Received or Rejected
Enter a comment if desired, for sure enter one if it is Rejected
Save

- 22 Viewing the Contract Documents log
If the document has a status other than Submitted -
Click on the down arrow to the far right of the submittal
EVERY transition that has occurred for that submittal is displayed along
with date, time, organization, and user
Click on the up arrow to condense the log so it displays only the most
current transition
- 22&23 Submitting to the **Pay Items** drawer & seeing drawer structure
Go to Doc Express screen
Open the Pay Items drawer by clicking on it
Click Submit
Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-18)
Suggested naming conventions can be found in Appendix A of the guide
Select the appropriate type
In the Attachment field, browse to the location of the submittal
OR
Enter text instead of attaching a file
Add Supporting Documentation if desired
Enter a Comment if desired
Remember – if comment or supplemental document is added, you
can't remove it yourself
Sign by putting a checkmark in front of the signature statement
Save
- Enter or change a due date for a submittal
See #17 above for details
- 26 Receive or Reject a Submittal in the Pay Items drawer
Go to Doc Express screen
Click on the title of the submittal in order to view it
Close the document
Click on Transition
Select either Received or Rejected
Enter a comment if desired, for sure enter one if it is Rejected
Save
- 28 Viewing the Pay Items log
See #22 above

- 29 Changing to Audited status in the Pay Items drawer
- One submittal at a time -
 - Go to Doc Express screen
 - Open the Pay Items drawer by clicking on it
 - Click on the title of a submittal with Received status in order to view it
 - If OK, close the submittal
 - Click Transition
 - Select Audited
 - Enter a comment if desired
 - Add supporting documents if desired
 - Several submittals at once –
 - Filter so only Received submittals are listed
 - Look at the submittals to determine they can be transitioned to Audited
 - Actions > Transition to Audited
 - Click in the circle to the left of all the documents to be transitioned
 - Click on Transition to Audited
- 31 Submitting to the **Contract Modifications** drawer & seeing drawer structure
- ONLY PDF files can be submitted to this drawer
 - Go to Doc Express screen
 - Open the Contract Modifications drawer by clicking on it
 - Enter a title – suggested naming convention – CM xx
 - More details for naming conventions can be found in Appendix A
 - In the Attachment field, browse to the location of the submittal
 - Add Supporting Documentation if desired
 - Enter a Comment if desired
 - Remember – if comment or supplemental document is added, you can't remove it yourself
 - Save (no signature is required to submit a cont mod)
- 32 Signing a Contract Modification
- SIGNATURES MUST BE OBTAINED IN A SPECIFIC ORDER**
- Go to Doc Express screen
 - Open the Contract Modification drawer by clicking on it
 - Find cont mods with a status Reviewed by Contractor
 - No transition button until contractor has signed first
 - Click on the title to view the cont mod before signing
 - Select the Reviewed by RCE status for the RCE to sign
 - Select the Reviewed by DCE status for the DCE to sign
 - Select the Reviewed by Central Const status for Central Construction to sign
 - Select the Reviewed by FHWA status for FHWA to sign
 - Click Transition
 - Add supporting documentation if desired

Enter a Comment if desired

Save

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

Save

IF YOU ARE THE LAST SIGNATURE NEEDED

When you sign, mark it Completed at that same time

- 36 Viewing the Contract Modification log
See #22 above

- 39 Receiving in the **Payrolls** drawer & seeing drawer structure
Go to Doc Express screen
Open the Payrolls drawer by clicking on it
Click on the title of the payroll submittal to view and check it
Close the document
Click Transition
Select either Received or Rejected
Enter a Comment indicating that you checked the payroll
Add supporting documentation if desired
Save

If a Payrolls drawer doesn't have a type for a specific contractor
Contact Janet (641-782-2096) or Jen (641-782-4518) to add them

Viewing the Payrolls log
See #22 above

- 40 Submitting to the **Working** drawer & seeing drawer structure
Go to Doc Express screen
Open the Working drawer by clicking on it
Click Submit
Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-18)
Suggested naming conventions can be found in Appendix A of the guide
In the Attachment field, browse to the location of the document
Add Supporting Documentation if desired
Enter a Comment if desired
Save

- 41 To change and re-submit a document to Working drawer
Go to Doc Express screen
Open the Working drawer by clicking on it
Click title of the document and save it to a location such as your hard drive
Edit the document outside of the Doc Express program
Save the edited document
In Doc Express, beside the original submittal, click Resubmit document

Browse to the location of the edited submittal
Enter a comment if desired
Remember – if comment or supplemental document is added, you
can't remove it yourself
Save

- 43 To Publish from the Working Drawer
Done ONLY when the final iteration of the document has been determined
Go to Doc Express screen
Open the Working drawer by clicking on it
Find the submittal to be published
Transition to Published
Select the appropriate drawer
Select the appropriate type
Enter a comment if desired
Remember – if comment or supplemental document is added, you
can't remove it yourself
Sign by putting a checkmark in front of the signature statement
Save

Go to the drawer selected above when the document was published
Transition to Received

- 42 Viewing the Working drawer document logs
See #22 above
- 45 Submitting to the **Shop Drawings** drawer
A contractor normally submits drawings to this drawer
- 45 Entering/Changing a due date for a shop drawing submittal
Beside the appropriate submittal, click Update or Edit Due Date
Enter a due date for that submittal
Save
Can change the date as many times as desired – each will be logged
If a submittal is overdue, will be noted under the title of the document
These overdue documents, if any, are displayed in the Dashboard
- 46 RFIs in Shop Drawing drawer
RFIs must be handled using the e-mail system. There isn't a location
within Doc Express for RFIs
- 47 Determining a status for a shop drawing submittal
Go to Doc Express screen
Open the Shop Drawings drawer by clicking on it

Find the document to be viewed
Click Transition to select the appropriate status for the submittal
If OK, click Save
If you mark up the original submittal to give back to the submitter,
choose the appropriate status and click to add supporting
documents
If you choose to mark up the document within the Doc Express program
when the status is Amend & Resubmit, remember that this process
overwrites the original document
Save

- 47 To Mark Up a Document –
Available only in certain drawers with certain workflow steps
Replaces the document being marked up – does NOT add it as a new version
Open the document
Click Edit
Select the markup tool from the markup toolbar on the left.
When finished, click Save
- 48 Submitting to the **Signature** drawer
Go to Doc Express screen
Open the Signature drawer by clicking on it
Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-18)
Suggested naming conventions can be found in Appendix A of the guide
Select the appropriate type
In the Attachment field, browse to the location of the submittal
ONLY PDF Files are allowed in this drawer
Add Supporting Documentation if desired
Enter a Comment if desired
Remember – if comment or supplemental document is added, you
can't remove it yourself
Save
Sign your name & also put a checkmark in front of the signature statement
Click Save
- 49 Signing in the Signature drawer
*The number and order of signatures is totally dependent on the
form being signed. Submitting and marking it completed are the
only 2 required steps*
There is no certain order in which signatures must be obtained
Go to Doc Express screen
Open the Signature drawer by clicking on it
Click on the title of the submittal to view it
If OK, click Transition
Select the appropriate "Signed by..." as the status
Enter a comment if desired

Add supporting documentation if desired
Sign your name & also put a checkmark in front of the signature statement
Save
If an extra not required signature is obtained, no worries

- 50 Transitioning the submittal to Completed in the Signature drawer
The last user to sign should mark the submittal completed
This can be done at the time the submittal is signed or later
The last user could be the same as the original submitter

- 51 Initial Submittal to the **Plans** drawer
Only DOT users submit to this drawer

PLANS

Go to Doc Express screen
Open the Plans drawer by clicking on it
Click Submit
Enter a title – use the project number
In the Attachment field, browse to the location of the document
Add Supporting Documentation if desired
Enter a Comment of As Advertised
Remember – if comment or supplemental document is added, you
can't remove it yourself

Save

Repeat as necessary if multiple projects in the contract

X SECTIONS

Go to Doc Express screen
Open the Plans drawer by clicking on it
Click Submit
Enter a title – use Xsection in the title
In the Attachment field, browse to the location of the Xsection(s)
Add Supporting Documentation if desired
Enter a Comment if desired
Remember – if comment or supplemental document is added, you
can't remove it yourself

Save

Repeat if necessary for multiple projects in the contract

- 52 Publishing the plans
See #43 above

- 52 **Contract Signing** drawer & drawer structure
Who has access
Who signs and marks completed

- 54 Exporting Data (Export)

Go to Doc Express screen
Open the contract
Actions > Export
You will be notified by e-mail when the export is complete
The e-mail will contain a link to the export zip file

- 54 Viewing the Export Data
Go to the location of the zip file and double click on it
Double click on the drawers folder
There is a folder equivalent to each drawer in the contract
In a drawer's folder, every submittal made to that drawer is displayed, using the submittal's title as the name of the file
There is a .HTML file equivalent to each drawer in the contract
By double clicking on the .html file, the submittals are displayed just as they are within the Doc Express program
- 56 Exporting Data (Export – Log)
Go to Doc Express screen
Open the contract
Actions > Export Log
Immediately you'll have an Excel screen showing tabs for each drawer in the contract
Every submittal will be listed on separate rows in their specific tab
- 57 Hiding Documents
Call Janet or Jen to hide documents that were submitted in error and can't be removed.
Provide the contract ID, drawer, and document to be hidden
- 57 To return to contract or previous drawer
- 57 Adding subs to the Payroll drawer
- 57 Adding items to the Pay Items drawer
- 57 To gain access to a contract or drawer

To view the log in any drawer –
Go to Doc Express screen
Open any drawer by clicking on it
Click on the down arrow to the far right of any submittal
The log for that specific submittal will be displayed

To see the signature history
Go to Doc Express screen

Open either the Contract Modifications, Contract Signing, or the Signatures drawer

Select any submittal that has a status other than Submitted

Click on the title of the document

Scroll down to the last page that is now attached to the document

Contract Modifications –

Signatures must be obtained in a specific order

The last to sign is to mark it Completed

Contract Signing –

Signatures must be obtained in a specific order

Must have a digital ID to sign the contract and storm water co-permittee form

The Office of Contracts will mark the contract submittal Completed

Signatures –

There is no certain order required for signatures

Different forms require different signatures

The same person who submits may also sign and mark it Complete

To Remove a submittal

If you submitted and no comment has been made or supporting document added, you can delete it by clicking on Actions > Remove which is located to the far right of the submittal.

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

If a document needs to be removed but you can't, contact Janet or Jen