

# **DOC EXPRESS FOR LOCAL PUBLIC AGENCIES**

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## **USER'S GUIDE**

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# Doc Express for Local Public Agencies

## Iowa Department of Transportation

Doc Express is required to be used on all Iowa Department of Transportation (DOT) let projects. This has been in place since the July 2018 letting.

Required use of the Naming Convention for all documents submitted for the contracted project in Doc Express. Use the correct Naming Convention for the construction season the project was let. More can be found in "How to submit documents" section of these instructions.

**DO NOT GO TO THE DOC EXPRESS WEB SITE AND REGISTER ON YOUR OWN. WAIT FOR FURTHER INSTRUCTIONS TO FOLLOW.**

### New to using Doc Express

The Local Public Agency (LPA) will need to provide some necessary information to Tammi Bell in the Local Systems Bureau. You will need to send an email or call Tammi to be informed of what information is needed to get set up to use Doc Express. This is only necessary for the first time, users. Contact Tammi at [tammi.bell@iowadot.us](mailto:tammi.bell@iowadot.us) or 515-509-9398. If the LPA has already been using Doc Express, can skip this section and proceed to page 3.

**DO NOT GO TO THE DOC EXPRESS WEB SITE AND REGISTER ON YOUR OWN, CONTACT TAMMI.**

### How to set up an account

Will need to work with Info Tech Support to create the business account. After the business account has been set up with an manager/administrator, the following will be the process. When you receive the email, in the body of the email, click on the "Create Account" link.

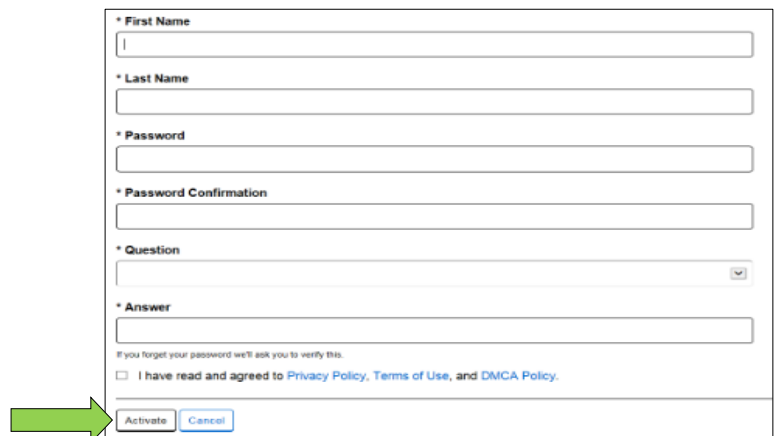
**NOTE:** If you do not receive the email from the system, that was for you to create your account, need to check your settings in your **junk/spam and quarantine folders** for the email sent from Info Tech Services.



**DO NOT GO TO THE DOC EXPRESS WEB SITE AND REGISTER ON YOUR OWN. WAIT FOR YOUR E-MAIL INVITATION FROM INFO TECH TO JOIN THE LPA BUSINESS GROUP.**

The following screen will be displayed. Complete all of the fields, and then click the “Activate” button. Some of the drawers will require electronically signing a document, how you enter your name in the “First Name” and “Last Name” fields, is how you will have to enter your name in the signature box. See the Signature Process section later in this User’s Guide.

**NOTE:** Be sure to click on the “I have read and agreed to” statement box.



Once logged into the Doc Express program you will need to notify Tammi of the account created. Then access will be given to see the contracts and drawers that you need to have access. If you feel you are missing contract(s) and/or drawer(s), contact Tammi at [tammi.bell@iowadot.us](mailto:tammi.bell@iowadot.us) or 515-509-9398.

**NOTE: DO NOT create the Digital ID option on the “My Account” section, this is for Bid Express only.**

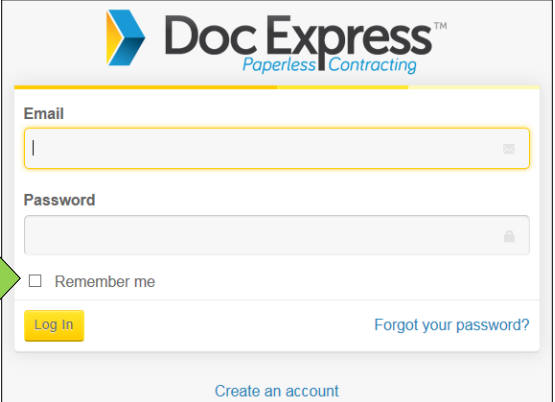
# Getting started

## Logging In

Once your account is created, as instructed above, go to <https://docexpress.com>. Click on the "Login to Doc Express" button in the top right of the page.

Login to Doc Express

Enter your Email address and password. If you want your email to remain in the Email field for future visits to this site, click in box to the left of "Remember me". Click on the "Log In" button.



The screenshot shows the Doc Express login interface. At the top is the Doc Express logo with the tagline 'Paperless Contracting'. Below the logo are two input fields: 'Email' and 'Password'. The 'Email' field has a small icon to its right. The 'Password' field has a small icon to its right. Below the password field is a checkbox labeled 'Remember me'. To the left of the 'Remember me' checkbox is a green arrow pointing towards it. Below the checkbox is a yellow 'Log In' button. To the right of the 'Log In' button is a blue link that says 'Forgot your password?'. At the bottom of the form is a blue link that says 'Create an account'.

Once logged in, the contract(s) that you have access to will be displayed. If you don't see any contract(s) this may mean that access has not yet been given. After the award, additional information will be added by Tammi (i.e. the Prime Contractor name and the contract items).

## Logging Out

The Logout option is available on all of the pages. It is available in the upper right side of the page. It is also available in the drop-down listing, displayed from the three horizontal lines in the upper left side of the page. It is always a good idea to log out of the program, but the program will automatically log you out if you are inactive for a period of time.

**NOTE:** When you log out, the page you are on, is the same page you will be on when you log back in. Example if you are on the contract listing page that is the web page you will see after you sign in. If you were at the "My Account" page, that is the web page you will see when you log back in.

Remember to get to the listing of contracts, need to click on the three horizontal lines in the upper left side of the page.

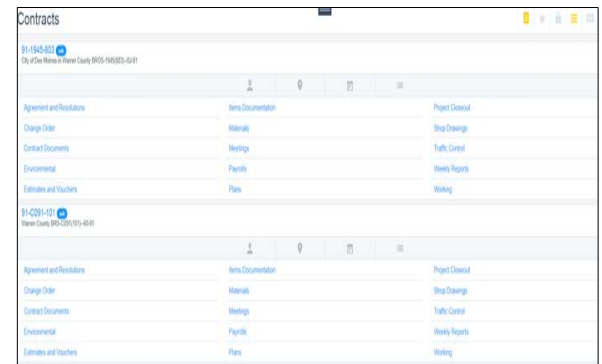
Click on “Doc Express” from the drop-down listing. This will take you to the Contracts page.

## Looking at the contract(s)

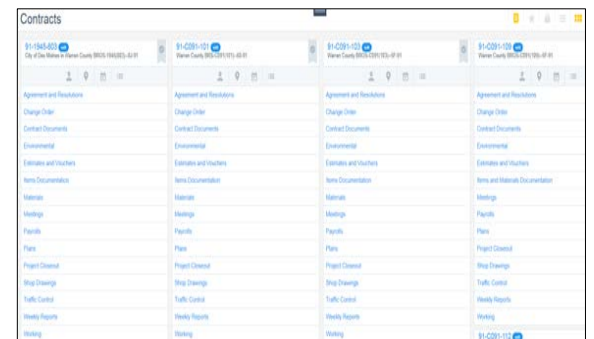
### To view the list of contracts

There are two ways to view the list of contracts.

The first (system default setting) is the list view. This has the contracts listed in rows.



Second option is the grid view, this has the contracts listed in a tile or block style.



Either view option can be selected, located on the right hand side, by clicking on the three horizontal lines or the tile squares.



The selected view option will be yellow colored. Gray colored when not selected as the view option.



The same contract information is displayed in the listed view, just a different format.

There is no right or wrong view choice – it's strictly a personal preference.

## Contract information

The first line will display the contract id. For example: cc-nnnn-ppp

Where:

cc - county number

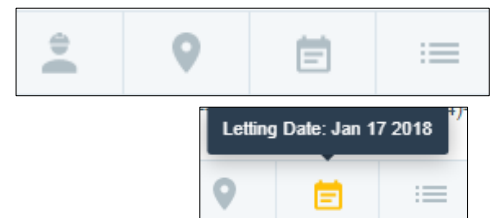
nnnn - county number beginning with C0, or the four digit city number

ppp - paran number of the lead project

The county or city name and project number is displayed on the second line. If there are multiple projects, all project numbers will be shown. Additional projects in the contract will be listed in their entirety.

The following information is also shown, (when the curser is hooved over the icon symbol):

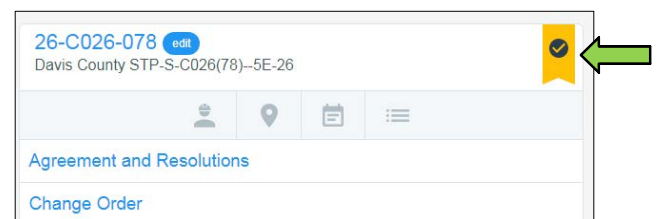
- Prime Contractor,
- The location of the project will be constructed,
- Date the contract was let, and
- Bid order number of the contract.



All the drawers available for that particular contract will be shown.

## Marking a contract(s)

If you have access to multiple contracts but you are only working with a few of them, you have the option to mark the contract(s) as your favorite(s) and they will automatically be at the top of your list. To do so, find the check mark flag to the far right of the contract id. When you click on it, it will turn yellow so you can easily see that it has been marked as a favorite.



The favorite contracts will be listed first out of all the contracts listed.

If you no longer want a contract marked as a favorite, simply click on the yellow check mark flag again and the contract will revert back to its original position in the list of contracts (by number and then alphabetically).



## What are “Drawers”?

Drawers are designed to organize different documents/files that different users will be submitting. A document/file can be linked to one or more drawers. Selected users have access to drawers according to their role in the contract administration process. If you do not see a drawer within the contract, then you do not have access to it. If you feel that you should have access to a drawer that is not visible, contact Tammi at [tammi.bell@iowadot.us](mailto:tammi.bell@iowadot.us) or 515-509-9398.

**NOTE:** it will be the user's responsibility to open each document/file and view it to determine if the document is correct or not. Keep this in mind as you move through the following instructions.

The users are defined as (for further defining the roles, see I.M. 6.000):

*Administering Office* - The Iowa DOT's representative who is responsible for oversight of the project. The representative may be a Region Local Systems Engineer, or their designee; or from the Systems Planning.

*Contracting Authority* - The governmental body, board, commission, or office having authority to award a contract.

*Contractor* - The individual, firm, corporation, or joint venture contracting with the Contracting Authority for performance of prescribed work.

*Engineer* - the Engineer is a Professional Engineer licensed in the State of Iowa and authorized representative of the Contracting Authority. The Engineer may act directly or through a duly authorized representative (see [Article 1101.03](#) of the Standard Specifications).

*FHWA* - Federal Highway Administration.

*Inspector* - An authorized representative of the Engineer (see [Article 1101.03](#) of the Standard Specifications).

*Person in Responsible Charge (PIRC)*: If the Contracting Authority uses a consultant to perform construction inspection services, the Contracting Authority is required to have a full time employee who is in responsible charge of the project. A consultant may not serve as the Person in Responsible Charge for a Federal-aid project.

*Subcontractor* - Any individual, firm, or corporation to whom the Contractor, with the written consent of the Contracting Authority, sublets any part of the contract.

## Agreements and Resolutions

If desired, this drawer can include the Agreements and Resolutions files for the project.

## Change Orders

( Contract Modifications on Iowa DOT contracts )

Change Order(s) that were created on Form 831240, Change Order for Local Public Agency Projects, are to be placed in this drawer. This drawer will require signatures.

## Contract Documents

All necessary contract documents can be placed in this drawer for easy reference (i.e. contract, specifications, Predetermined Wage Rates, etc.). A full list of contract document files that should be included in this drawer is available in the Appendix to this User's Guide. Adding or submitting contract document files to this drawer are typically done by the Contract Administrator. Others may also have submittal privileges to this drawer and can submit if appropriate.

## Contract Signing

The contract is placed in this drawer for a digital signature. The person authorized to sign the contract does this by creating a Digital ID in this drawer. Only the DOT Contracts and Specifications Bureau, and the Contractor can submit contract related documents. View access is given to everyone related to the project, for viewing of the signed contract and related contract documents.

## Environmental

All necessary environmental documents are to be placed in this drawer for easy reference.

## Estimates and Voucher

All Pay Estimates and vouchers must be placed in this drawer.

## Items and Materials Documentation

( Pay Items on Iowa DOT contracts )

This drawer is for documents that pertain to the contract items. At the completion of a contract, all item forms and support forms shall be scanned (if hardcopy) or saved as pdf files (if Excel documents) and attached to the appropriate contract item in this drawer.

This drawer also includes the files that pertain to the Material testing and Certifications for the contract items. There are a few regularly use Material types listed at the top for every contract with many of the other types being grouped by HMA, PCC Paving, Structures, etc. At the completion of a contract, all item forms and support forms shall be scanned (if hardcopy) or saved as pdf files (if Excel documents) and attached to the appropriate contract item in this drawer.

**NOTE:** Multiple Material Certifications can be one file and add all of the “Types” for the item(s) it covers. Then the “Tags” will show with the one document submit.

## Meetings

The minutes from all meetings related to this contract should be placed in this drawer.

## Payrolls

This drawer includes payroll documentation required on contracts that include Federal-aid funding.

## Plans

This drawer includes the plan files for the contract.

## Project Closeout

This drawer includes the files that are required to finalize and closeout a contract. This drawer will require signatures.

## Shop Drawings

This drawer includes the Shop Drawings files for the contract. Not all contracts require shop drawing submittals, but if desired all shop drawings may be placed in this drawer. Shop drawings that are required by the Iowa DOT will be automatically distributed to the appropriate Iowa DOT staff.

## Traffic Control

This drawer includes all documents that pertain to the traffic control on the contract, including the Contractor's Traffic Control Daily Diary.

## Weekly Reports

This drawer includes the files all weekly reports on the progress of the contract. This drawer will require signatures.

## Working Documents

This drawer is a place to work on a document before publishing it to another drawer. It does allow documents to be submitted, reviewed, modified, and resubmitted as it is being developed. The original document will remain in this drawer. The finalized document will be published to another drawer. PDF files should not be submitted to this drawer since they cannot be edited. Anyone with access to a contract can submit documents to this drawer to begin the review process.

## How to use the Drawers

Detail usage for the drawers, includes how to add documents, approving documents, receiving, rejecting, resubmitting, removing, and signing. Also use the "Comment" field and adding "Attachments".

### Drawers that do NOT require signatures

- Agreements and Resolutions
- Contract Documents
- Environmental
- Estimates and Vouchers
- Items and Materials Documentation
- Meetings
- Payrolls
- Plans
- Shop Drawings
- Traffic Control
- Working

### Drawers that DO require signatures

- Change Orders
- Project Closeout
- Weekly Reports

### Drawer that DOES require Digital Signature

- Contract Signing

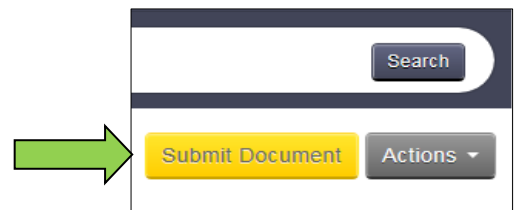
## How to submit documents

Required use of the Naming Convention for all documents submitted in Doc Express for the contracted project. Use the correct Naming Convention for the construction season for when the project was Let. The documents can be found in Doc Express under contracted project named "00 Doc Express Instructions". In the drawer title "Previous Construction Season's Instructions". Will have all Naming Convention documents used during that construction season.

**NOTE:** documents not named according to the Naming Convention when submitted into Doc Express are subject to be rejected.

## Adding a document

Begin by selecting which drawer you want to work under in your contract. Once in the selected drawer, click on the "Submit Document" button option.



Enter in the necessary information in all the required fields that appear (required fields have an asterisk by the title of the field).

Several drawers have drop-down listings in the "Types" field. Multiple items can be selected if needed. For the list of Types and the naming convention of files, see Appendix of this User's Guide. To add multiple Types" after making the first selection, just click in the same field again and the listing will appear again.

In the "Attachment" field, click on the "Browse . . ." button to find the file on any drive for which you have access. Select the document and click "Open".

**NOTE:** only pdf files should be attached as they cannot be modified and is the desired format for archiving. When not attaching a file, click on "Enter text instead of attaching a document?" to enter text for the document in place of a file. This option may not be available in all drawers for "Submit Document".

**SPECIAL NOTE:** Certain PDF files created in Adobe programs can only be opened in Adobe Reader and Adobe Acrobat. When trying to open the file in another PDF viewer, in Doc Express you will see in place of the correct page, a message "Please wait.....If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document." If this happens the creator of the original form will need to re-create the form using options that do not restrict which PDF viewers can open and display the document. **(See Instructions for creating a pdf file starting on page 34 in this user's guide).**

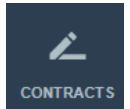
If additional files are needed to support the main document, click on "Add a supporting document?" Additional fields will appear for the "Supporting Documents" area. Multiple files can be added. Supporting Documents can be attached either at the time of the submittal or at any transition, but none is required.

In the "Comment" field, add any additional comments. This can be added either at the time of the submittal or at any transition, but none is required.

When finished, click on the "Save" button option. If you don't click on the save option, the actions will not be processed. **Do Not "Transition"** after you have done the submittal option,

unless you are the person that is next according to the “Workflow” for the drawer you are working in.

When you are working in a drawer and need to return to your Contracts list, just click on the “Contracts” header of the page. This option can be done at any time.



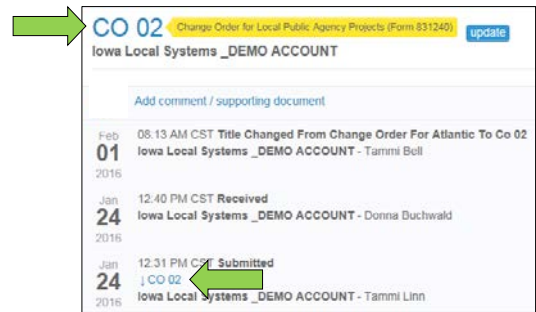
**NOTE:** Before moving on and performing any “Transition” of a document(s), check the “Workflow” for the drawer you are working in. (Detailed instructions are available on page 14).

## Open submitted documents

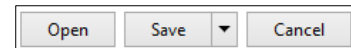
Under every drawer is the option to open and view a document that has been submitted for that contract.

**NOTE:** The option to view a document is suggested before a “Status” action is performed.

Review the document by clicking on the name of the document in either of the two locations.



Message box should pop-up asking if you want to “Open”, “Save” or “Cancel” for the document title you clicked on to open for review.



## Payrolls

Submittals in this drawer can only be made by the Prime Contractor, after they have reviewed and signed them (see [I.M. 6.000, Attachment D](#), for this process). If a payroll is incorrect for any reason, you should reject it so the submitter can correct the issue and resubmit it correctly as a revised submittal. It is important to review the first 3-4 payrolls received from the Contractor and each subcontractor carefully to be sure information is complete and accurate. Once it is apparent that wage rates used are appropriate, it is not necessary to check each line of each payroll. However, occasional spot checks should continue to be made, paying particular attention to new crafts listed.

Since not every payroll needs to be checked, in the Comment field there should be a comment made stating they were checked and by whom for each payroll checked. This can be done at the time the status is changed to Received.

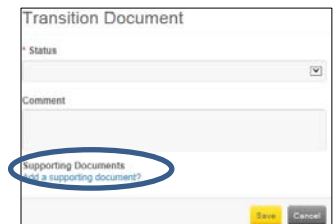
It must be obvious when looking at the submittals which payrolls were checked and which were not.

# What are Transitions

## Transition of documents

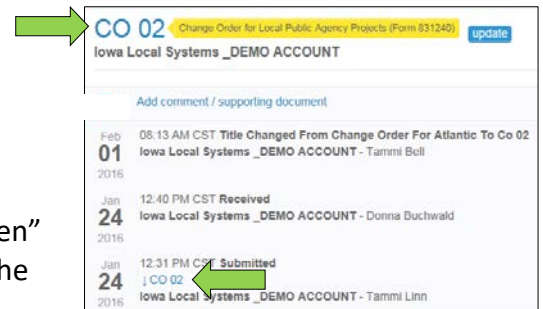
Documents move between users through transitions. When a transition occurs the status will change. Depending on which email notifications you selected (See the Notification section in this User's Guide, page 21), you will receive an email when a document is ready for your signature or to perform the review. Transitions between Doc Express users occur in the order in which the review approval is set in the drawer. Prior to selecting the transition, you should open the document and view it to determine if the document is correct or not.

Select the drawer under the contract. Click "Transition" then the transition dialog box will open. Click the down arrow for the "Status" field and select a status. Enter a comment, if any. Add any additional supporting documents, if needed. (This will not affect the original attachment.) Sign the document, if required.

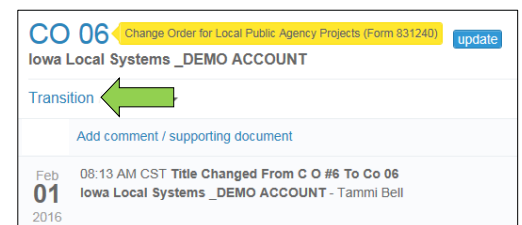
A screenshot of the "Transition Document" dialog box. It has a title bar "Transition Document". Below it is a "Status" field with a dropdown arrow. Below that is a "Comment" text area. At the bottom, there is a link "Supporting Documents" with a sub-link "Add a supporting document?". To the right of the dialog box are "Save" and "Cancel" buttons.

Review the document by clicking on the name of the document in either of the two locations.

**NOTE:** A message box may appear with the option to select Open, Save, or Cancel. Click on the proper action. Click "Open" to view the document. A new window will open displaying the document.

A screenshot of a document view for "CO 02 - Change Order for Local Public Agency Projects (Form 831240)". The title bar shows "CO 02" and "Iowa Local Systems \_DEMO ACCOUNT" with an "update" button. Below the title bar is a link "Add comment / supporting document". The main content area shows a list of events: "Feb 01 08:13 AM CST Title Changed From Change Order For Atlantic To Co 02 Iowa Local Systems \_DEMO ACCOUNT - Tammi Bell", "Jan 24 12:40 PM CST Received Iowa Local Systems \_DEMO ACCOUNT - Donna Buchwald", and "Jan 24 12:31 PM CST Submitted CO 02 Iowa Local Systems \_DEMO ACCOUNT - Tammi Linn". A green arrow points to the "Submitted" event.

If you are satisfied with the document and ready to approve it, to do this, click on the "Transition" link. If you are not satisfied with the document, you should "Reject" it so that the user can resubmit (see Rejecting Documents section in this User's Guide).

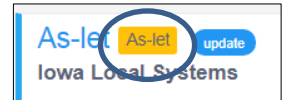
A screenshot of a document view for "CO 06 - Change Order for Local Public Agency Projects (Form 831240)". The title bar shows "CO 06" and "Iowa Local Systems \_DEMO ACCOUNT" with an "update" button. Below the title bar is a link "Add comment / supporting document". The main content area shows a list of events: "Feb 01 08:13 AM CST Title Changed From C O #6 To Co 06 Iowa Local Systems \_DEMO ACCOUNT - Tammi Bell". A green arrow points to the "Transition" link in the left sidebar.

The "Transition Document" dialog box will appear. Click on the drop-down arrow and select from listed options. Be sure to click "Save".

After a document has been transitioned, the next person in the process will be notified.

If you are authorized to complete both the second-to-last step and the final step, or if the second-to-last step is optional, you may see a check box to finalize the document.

**NOTE:** The gold color title is referred as a “Tag” for the type of a document that has been submitted in the contracted.



## Digital Signature

### Creating the Digital ID

Only the person who is authorized and normally signs the contract needs to go through the process to obtain a digital ID for signing the contract. **Do Not create the digital id from the “My Account” section, that is for Bid Express only, not Doc Express.**

For instructions related to the digital id and signing the contract, you will need to reference the “Contract Signing for Local Public Agency (LPA) In Doc Express Instructions” document. This document is sent to the LPA’s in the month the project is let.

### Contract Signing Drawer Workflow

- Submit (Contracts and Specifications Bureau and Prime Contractor)
- Local Public Agency Award Contract (by Local Public Agency)
- Contractor Verify Performance Bond (by Contractor)
- Signed by Contractor (Digital ID) (by Contractor)
- Received by Local Public Agency (by Local Public Agency)
- Local Public Agency View and Sign Performance Bond (by Local Public Agency)
- Local Public Agency Signed Contract (Digital ID) (by Authorized Signatory)
- Checked by Contracts and Specifications Bureau Personnel (DOT)
- Signed by Contracts and Specifications Bureau (DOT)
- Marked Completed by Contracts and Specifications Bureau (DOT)

**NOTE:** When creating the digital id you need to allow time for system approval, which can take up to 24 hours, before being able to sign the contract in Doc Express.



# Who is first, second, and third

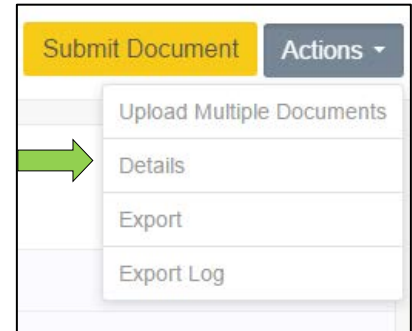
## The “Workflow”

Each drawer has its own Workflow process. If you have submitted a document and you want to know who is next to receive it or do an approval here is how you can find out.

After you have submitted/transitioned the document, select the “Actions” button option.

From there select “Details”.

The whole Workflow process for the Drawer you are working in will be shown.

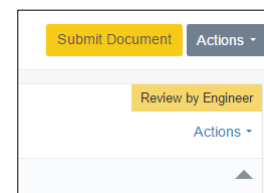


The Workflow Order does vary depending on the Drawer.

You may have noticed that there are “Badges” indicating an transition needs done. It may be at the person before you to make the transition option.

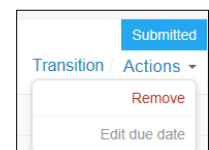
Document Workflow Order	
Status	
Submitted	●
Review by Engineer	●
Approved by Contractor	●
Recommended by Engineer	●
Approved by PIRC (when applicable)	●
Approved by District Materials Engineer	●
Approved by Administering Office or designee	●
Approved by FHWA (When applicable)	●
Completed	●
Document Resubmissions	
Status	
Rejected	

**NOTE:** The Status of the transition that has been performed will appear on the right side and will be in the action log. The Status title is stating who did the last transition, it is not indicating who is next to do a transition.

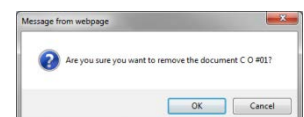


## Removing a Document

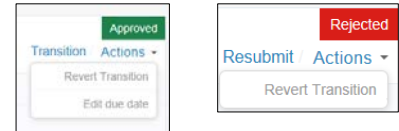
If you find the need to remove a document that you have added to a contract in error, as long as there haven't been any comments done, you can remove the document by clicking on “Actions” then selecting “Remove”.



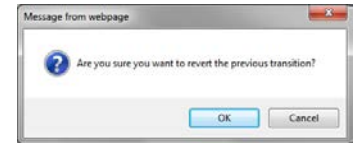
A message box will appear asking “Are you sure you want to remove the document title?” Click on “OK” will delete the document or “Cancel” will stop the removal of the document.



If a comment has been done on the document, you are not able to remove this document. If the Status is "Submitted" there is no action that can be taken. The option of "Revert Transition" is available for an "Approved" or "Rejected" document.



Message box will ask "Are you sure you want to revert the previous transition?" Click on the option needed.



The action will be shown in the log of actions performed under the title of the document.

## Resubmit

This option is available in some of the drawers. If this option is available anyone can enter documents and begin the review process. If an attachment needs to be added to the draft document, click on the "Resubmit" option.

Then a dialog box will appear that will allow a document to be added at this time. A comment may also be added.



Click on the "Save" button when finished.

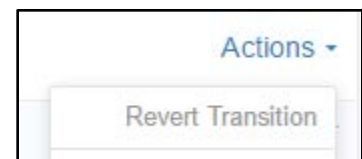
When performing a "Resubmit" option, a signature will be required (see Signature Process in this User's Guide).

## Revert Transition (undo)

A transition can be undone; if you find that what you did it was an error.

Select the drawer that needs this transition done.

Select "Action" button option, then select the "Revert Transition".



A confirmation window will appear to confirm the transition, select "Ok".

## Final Transition

Some users will need to approve documents that are being submitted. Note if you are the last one to do any approval, need to be sure and check the box to indicate "Transition document to final status of Completed?"

The screenshot shows a 'Transition Document' dialog box. At the top, there's a 'Status' dropdown menu with 'Approved by Administering Office' selected. Below it is a 'Comment' text area. Further down is a 'Supporting Documents' section with a link 'Add a supporting document?'. The bottom section is a dark blue box with the text 'Sign this document' in a script font. Below that, there's a checkbox labeled 'By checking this box and entering my name above, I am electronically signing the attached document.' which is currently unchecked. At the very bottom, there's another checkbox labeled 'Transition document to final status of Completed?' which is also unchecked. A green arrow points to this checkbox. To the right of the bottom checkboxes are 'Save' and 'Cancel' buttons.

## Signature Transition

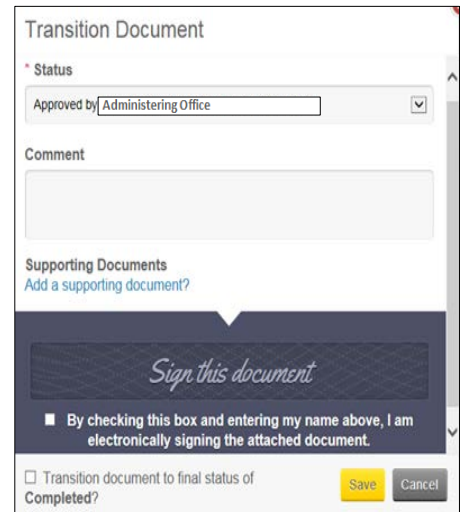
Some of the drawers will require a submittal to be electronically signed. Who signs a submittal is dependent on the form that is submitted. Some forms will require only one signature and others will require multiple signatures. This will be accomplished by marking the check box acknowledging that you intend to electronically sign the document. This may also require the individual to check a box and type their name in the field shown "By checking this box I am electronically signing the attached document". When typing in the name, Doc Express will then verify that the name signed matches the name that is registered with Doc Express.

The screenshot shows a 'Transition Document' dialog box. At the top, there's a 'Status' dropdown menu with 'Received' selected. Below it is a 'Comment' text area. Further down is a 'Supporting Documents' section with a link 'Add a supporting document?'. The bottom section is a dark blue box with the text 'By checking this box I am electronically signing the attached document.' which is currently unchecked. A green arrow points to this checkbox. To the right of the bottom checkbox are 'Save' and 'Cancel' buttons.

Once the dialog box appears, select the "status" and check the box acknowledging that you intend to electronically sign the document.

You may also be required to type your name; if so, type your ***name exactly as you registered with Doc Express***. Optionally, you may also enter comments or add supporting documentation. Click Save in the pop-up.

It is very important that when typing in the name that it matches EXACTLY that of the user logged into the program. For example, if Shannon Westwood would enter "Shannon D Westwood", "shannon Westwood", "shannon westwood", none would be accepted since they do not match the name per the account. The account name and signature are case sensitive. For the signature to be official, must check the box for the following statement "By checking this box and entering my name above, I am electronically signing the attached document". If the signature is entered and this box is not checked, an error message will appear.



## Rejecting Documents

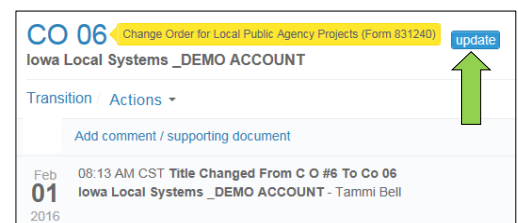
You have the option of rejecting it is incorrect or not filed properly. In some cases, you may be both the Submitter and the Receiver of the document.

**NOTE:** documents not named according to the Naming Convention when submitted into Doc Express are subject to be rejected.

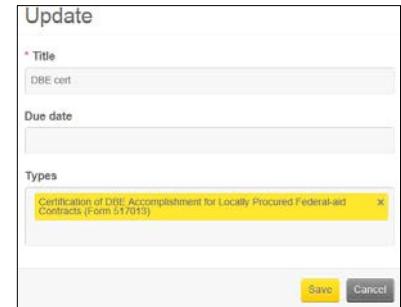
You have the option until the status is "Received" to change some parts of a document no matter who originally submitted it. For instance:

- If the document was submitted to the wrong type in the drawer and/or should be added to another, you can move and/or add it to the appropriate type IN THE SAME DRAWER.
- If the title of the document is incorrect and should be changed, you can change it.
- If the due date should be changed, you can change it.
- If the document was submitted to the incorrect drawer, it must be rejected and then resubmitted in the correct drawer.

To do so, click on the word "update" just to the right of the type.



The following screen will be displayed where you can change the title of the document; change the due date; and the types by either change, add to additional types, or remove types for the submittal. Be sure to click on the “Save” button option.

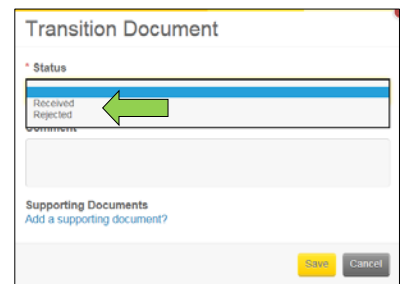


If the submitted document is not correct AND there has not been a comment made, here are the options:

- If you were NOT the submitter, reject the submittal – everyone with access to that drawer will automatically be notified of the rejection (if they have that notification option set).
- The person who submitted the document will need to remove it and re-submit it correctly. Need to remember, this can only be done by the submitter if **no comments or transitions have occurred**.
- If you were the submitter, click on the “Remove Document” and re-submit it correctly.

### **Do NOT receive it if it's incorrect!**

If you want to “Receive” or “Reject” the submittal and possibly make a comment during that process, click “Transition” link. “Remove” is an option available only if you were the original submitter and there has been no comment made or transition done.



Once you select either “Received” or “Rejected” then click “Save”, the submittal is a “done deal” – no changing it or removing it.

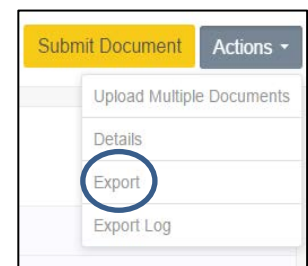
## Exporting All Documents

At any time, you can export all of the documents related to the contracted project. Be sure to export all of the documents when the project is completed for your own record retention period.

Start by selecting the contract that you are wanting to export. This can be done by clicking on the contract ID name.

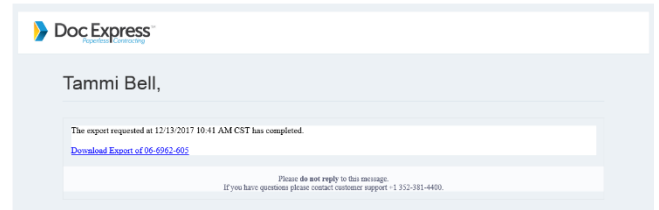
From the Actions button option select “Export”.

Message will appear across the Doc Express header stating “Export is in progress. You will receive an email with a link to download the export once it is done.



Export is in progress. You will receive an email with a link to download the export once it is done.

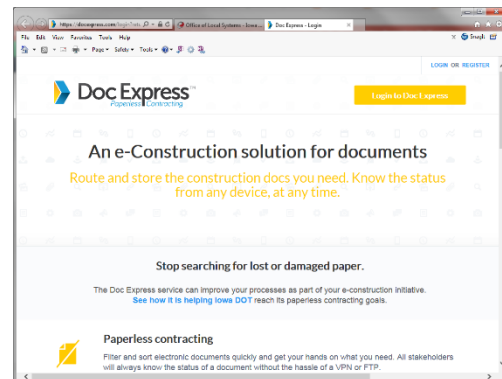
When you receive the email, there is a link in the email to click on.



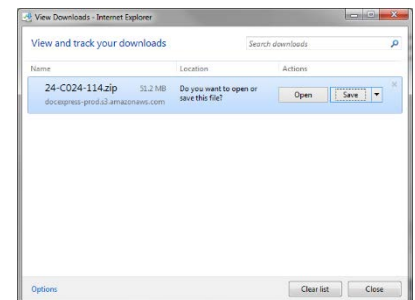
This will take you to docexpress.com website to log in.

Log in by selecting the “login to Doc Express” option.

Enter your email address and password.

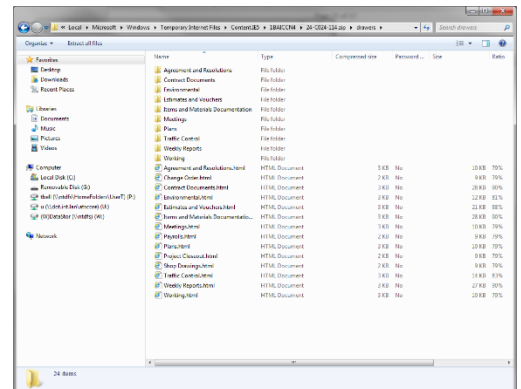


Zip Window option should open up for you to “Open” or “Save” the files.

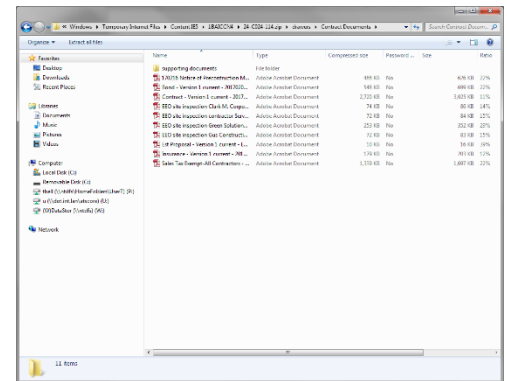


Then you will see the file path to the documents that were downloaded. This is usually placed in a “Temporary Internet File” location.

It will show the contract folders, just like in Doc Express. In each folder will show the documents.



After you click on one of the folders, then all the pdf files will be available. A folder will be included for any “Supporting Documents”.



## Project is Completed

When a project is all completed with all of the forms/reports in Doc Express. The project will still appear in your listing of contracts in Doc Express until it is locked for archiving. Once the contracted project is locked it can still be access by using the paddle lock icon on the navigation bar.



The steps for when a project is closed out will be for the Local Systems Field Engineer/Technician to notify Tammi to lock the project for archiving purpose. When it is locked is when it will not appear in the active contract project listing.

**NOTE:** All documents can still be exported for the contracted project after it is locked.

# When something needs done

## Badges and Number Indicators

A badge with a number in it beside a drawer reflects the number of documents in that drawer with a “Transition” status. For instance, if the badge has a 4 in it, there are 4 different submittals needing transitions. This is an easy way to see what contracts and what drawers have a need for some action to be taken. Having this badge displayed is automatic and is not dependent on any other choices made within the program.

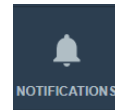
Change Orders	4
Contract Docs	1
Estimates & Vouchers	1
Working	1

**NOTE:** This will be displayed whether or not the “Transition” option is for you or someone else to “Transition” the document in that drawer.

## Notifications

You can set notifications to have the Doc Express service send an email to you when there are changes to your contract documents. This is for all contracts you are assigned to. You do not have to submit a document to receive notifications.

To set your notification options, click on “Notifications”.



Then select which process best fits your need.

- Progressed Document – You will receive an email when a document has progressed to the next step in its workflow.
- Completed Document - You will receive an email immediately when the final transition of a document has been executed.
- Rejected Document - You will receive an email immediately when a document has been rejected.

Select which documents you want to get notified about:

- All documents I have access to - Receive notification when any document to which you have access progresses to another step in the workflow.
- Documents I have worked on - Receive notification when any document you worked on progresses to another step in the workflow.
- Documents ready for me to work on - Receive notification when you are the user assigned to the next step in the document workflow.
- Only documents I submitted - Receive notification when any document you submitted progresses to another step in the workflow.



**NOTE:** Related to the “Contract Signing” drawer, notifications should be set in order to be informed when the contract is placed in Doc Express and when transitions occur.

Use the Any Types or Any Drawers fields to limit your notifications to documents only of the selected types or in the selected drawers. You can select as many or as few types or drawers as you want.

Use the check box to limit the notifications to your favorite contracts.

Limit notifications to only my favorite contracts ☒

The Document Submission Report is run nightly and contains a list of document submissions over the past 24 hours. You can determine whether you want to see the report for all your contracts or solely for your favorites.

If there are no changes to the documents, you will not receive any notifications.

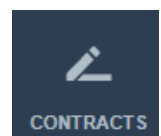
The following picture shows that the option to receive notifications is turned off for every drawer and contract(s). Only the Daily Submission option is turned “On”.

The following picture shows examples of using the “any Type” selection and “any Drawer” options.

**NOTE:** when making your selected notification options, the message in the green color bar states that the change was successfully updated.

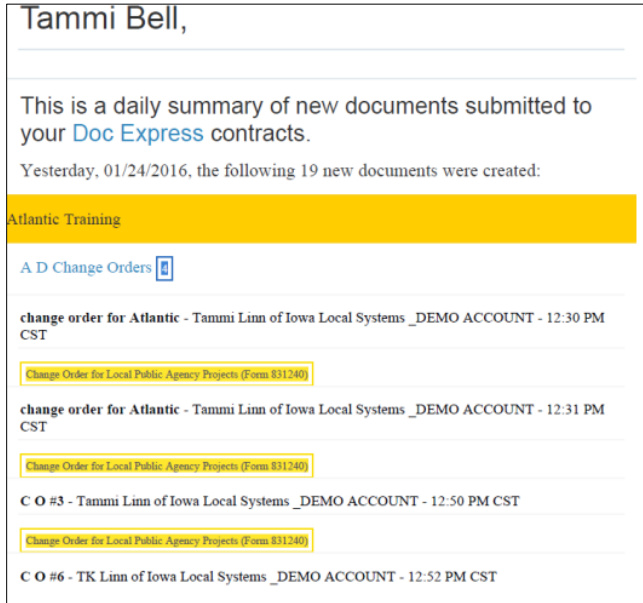
There is no right or wrong – these are strictly personal preference and there are many options.

When you are done making your notification preference, click the “Contracts” heading icon to return to the listing of Contracts page.

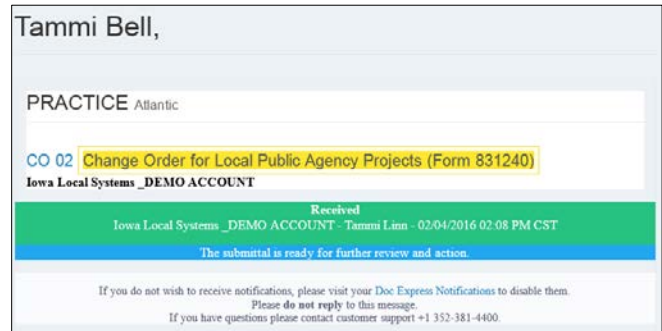


## Email Examples

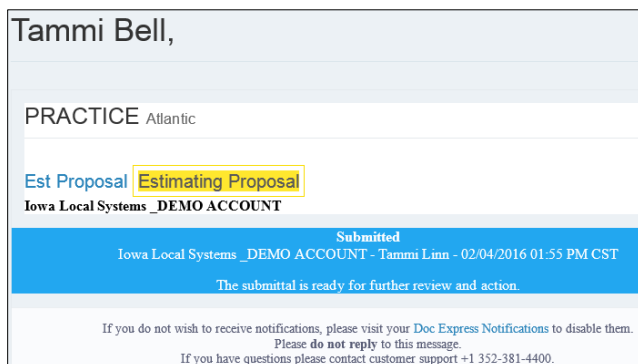
The following are a few examples of what the notification emails look like.



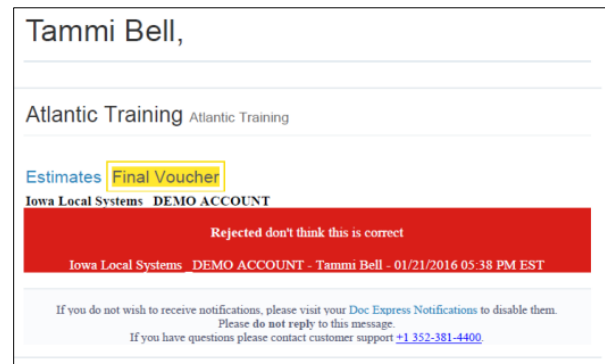
Example of a “Daily Summary”



Example of a “Received”



Example of “Submitted”



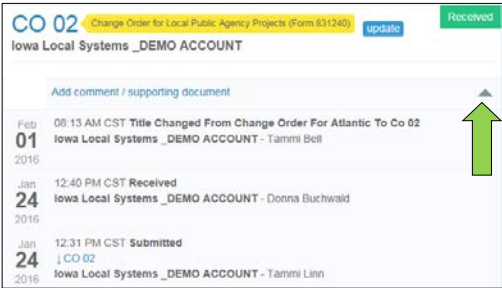
Example of “Rejected”

# When did that happen

## Activity log

This is the action that had been performed on a document in a drawer for a contract.

The screen shot shows the log of transitions for a submittal in expanded view. This is confirmed by the gray arrow head to the right. If the arrow head is pointing up (as shown), the view is expanded; if the arrow is pointing down, the view is collapsed. Click on the arrow head to toggle between the collapsed and expanded views.



Information that is shown is the date of the submittal or transition. Next to the date is the time of the submittal or transition, and the status. Just below that are the comments, if any that were made during that particular transition of the document. On the bottom line is the company/organization/agency name followed by the person name responsible for that transition.

The log includes the original document that was submitted and all additional supporting documents.

When viewing the document, the signature history page will be displayed. The Doc Express Document Signing History page automatically becomes part of the document once the first signature has been obtained in Doc Express. As signatures are obtained, the names and dates are added to the appropriate level.

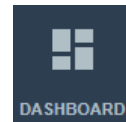
Doc Express Document Signing History	
Contract: 69-C069-052 Document: 436 - Final Payment	
This document is in the process of being electronically signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.	
Date	Electronically Signed By
09/04/2015	Jeff Skalberg Iowa Local Systems (Signed by Engineer or designee)
	(Signed by Contractor)

# At a glance

## Dashboard

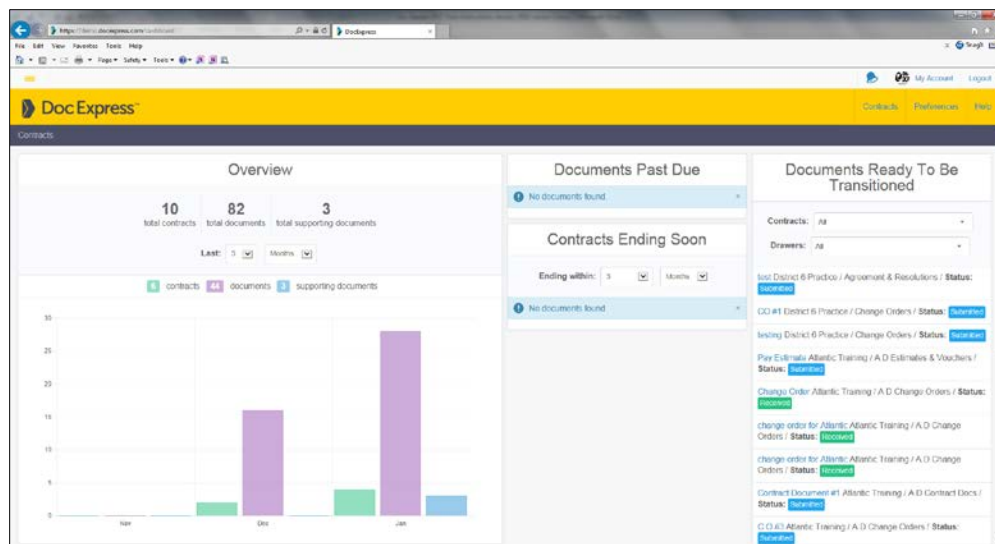
The Dashboard gives you an overall view of information related to your documents in each drawer. You can see an overview, past due documents, documents ready for a transition, and contracts ending within a set time frame.

The Contract page, click on the “Dashboard” option.

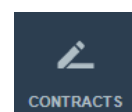


The information that is displayed.

- Overview of contracts, documents, and supporting documents.
- Contracts Ending Soon, which should be the Late Start Date on your contract. You can determine the number of months to include.
- Documents Past Due. This list includes only those contracts/drawers/documents where a due date has been entered.
- Documents Ready To Be Transitioned. This includes all documents in all contracts in your list that need some kind of action to be completed. Displayed along with the contract information is the status of the document. Select a document to open by clicking on the document titled in blue.

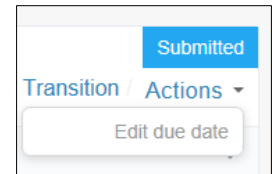


When you are done reviewing your Dashboard, click the Doc Express heading icon to return to the listing of Contracts page.



## Due date

A due date can be placed for a document that you or anyone else submits in a drawer. After the submittal is saved, you can enter and/or change a due date by either clicking on the “Edit due date” option under the “Actions” or by clicking on “Update” by the document title. Either method will take you to the “Update” pop-up window. Also the due date can be removed by “delete” if wanting it go be removed.



The due date can be changed as many times as needed. Each time it is changed that activity will be included in the log for that document. The due date is displayed below the title of the document when viewing the submittals in a drawer.

A screenshot of a 'Update' pop-up window. It has a title field with 'DBE cert' entered. Below it is a 'Due date' field. Under the 'Types' section, there is a yellow highlighted box with the text 'Certification of DBE Accomplishment for Locally Procured Federal-aid Contracts (Form 517013)'. At the bottom right are 'Save' and 'Cancel' buttons.

**DO NOT use this Due Date option for the contract signing process.**

## Trying to find something

### Filter and Search

One of the filters available allows you to display only the contracts marked as your “favorite”. By using the filter option, the favorite contracts will be displayed and the others will be hidden. To use this filter option, click on the “star” icon.

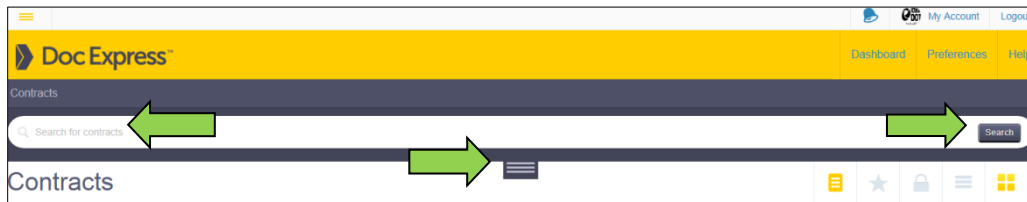


To convert back to being able to view all of your contracts, click on the “paper” icon.

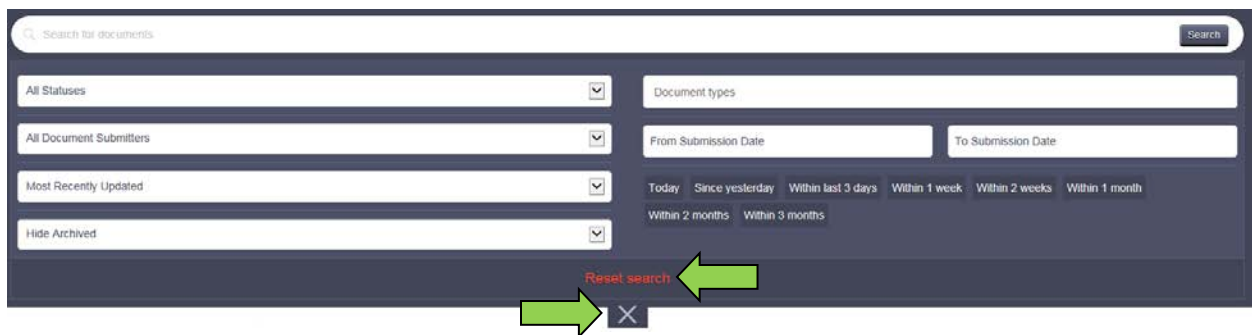


Filter fields are dependent on the screen you are viewing. The search field is visible on most pages but, by default, the filter fields are hidden.

For a basic search, click in the “Search for contracts” field. Type your parameters. Click on the “Search” button.



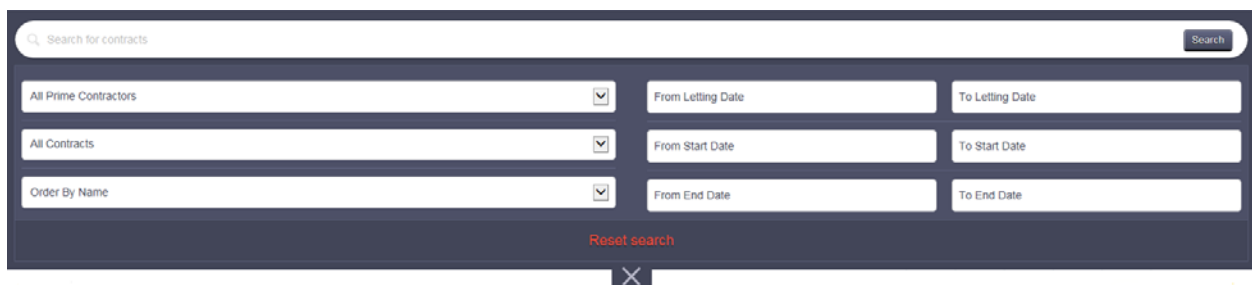
To expand your search options, click on the horizontal lines and then the filter fields are displayed. You can filter on one or more fields shown at the same time. If you filter on different types one right after the other, be sure to allow the list of submittals to refresh before selecting the next type to filter on. This is especially important when filtering in a drawer and selecting a type in the Document Types field.



If another search is to be performed, click on “Reset search” in red text, directly above the “X”.

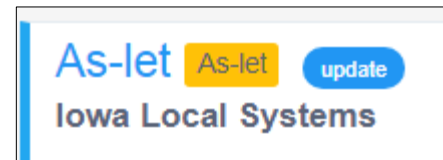
To collapse the search, click on the “X”.

There are many options to finding and organizing your search and view. The following is in a drawer under a contract.



The “Dashboard” can help when searching for a named document “Tag” type.

“Tag” is the gold colored title type of a document that has been submitted in the contracted document.



## Subcontractors

### Need added to a contract

The Subcontractors are added to the contract by the Prime Contractor and the Prime Contractor will give access to the correct drawers. All contractors will need to have created their accounts directly with Doc Express at [www.DocExpress.com](http://www.DocExpress.com)

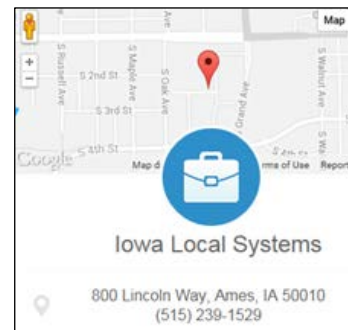
**NOTE:** Subcontractors **will not** have access to the “Payroll” drawer. Submittal is only done by the Prime contractor.

## How to update your account

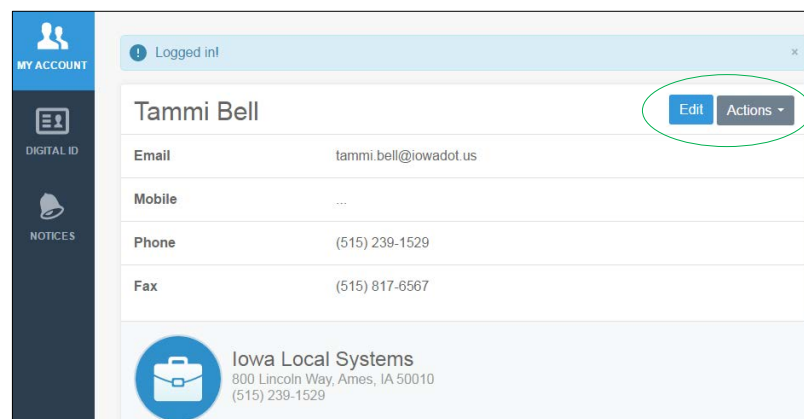
### Updating your account information

To get to your account information go to the “My Account” option in the upper right side of the page. Or click on the three horizontal lines in the upper left corner of the page and select it from the drop-down list.

The address and phone number displayed on the right of the page (under the blue briefcase icon) is the Iowa Department of Transportation, Local Systems Bureau address and cannot be changed by individual users.



You have the option to change your e-mail address, security challenge question, and password at any time. Do this by clicking the “Actions” button in the upper right side of the page and a drop down list will be displayed. Simply select the one you want to change and the appropriate page will be displayed.



To change your mobile, phone, and fax numbers, click the “Edit” button and then make the desired changes (example shown). Again, you cannot change the business name, business phone, or address.

The most current document of the User's Guide can be found at the following website.  
[https://iowadot.gov/local\\_systems/Post-Letting-Resources](https://iowadot.gov/local_systems/Post-Letting-Resources)  
Scroll down to the section titled “Doc Express”.

## How to Create a PDF File

The following instructions are for creating a PDF file using the printing of a form/report as a PDF file to be submitted in Doc Express. These specific instructions are for creating the pdf file after using the Iowa DOT Form for the “Change Order” as the example. The first part of the steps are instructions for finding forms from the website. Those instructions can be skipped if all that is needed is to create a pdf file.

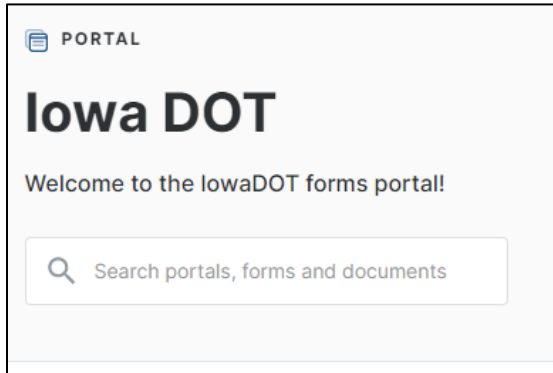
### Searching for Forms

When using one of the DOT forms from the website start by going to the Iowa Department of Transportation (DOT) web site <http://iowadot.gov> after arriving at the main home page, from the top navigation bar select “Forms”



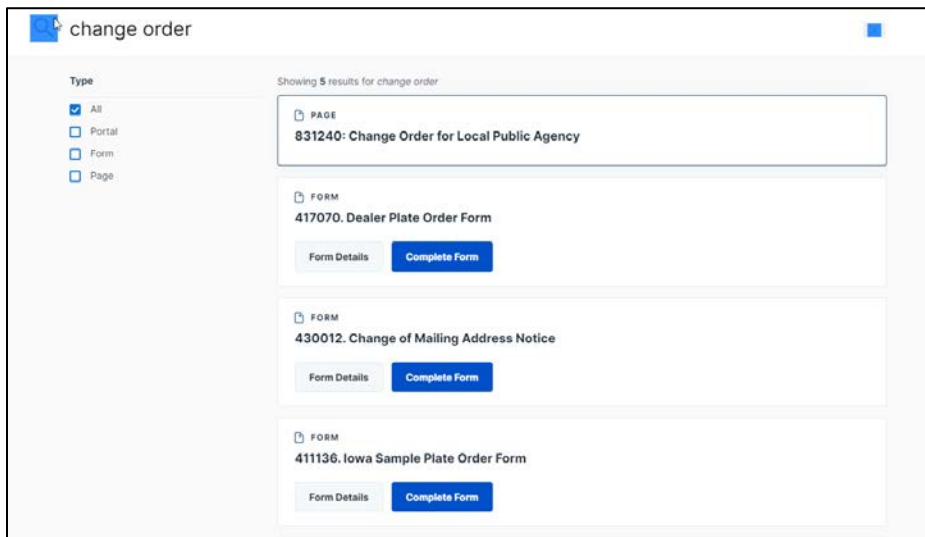
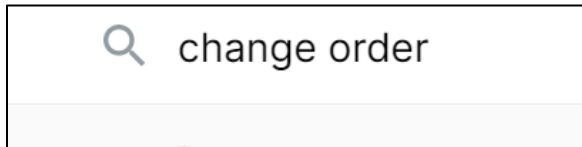
that will then direct the web page to the Iowa DOT Forms portal to search for the necessary form.





Search for the Change Order form from in the box section area where you see the magnifying glass of the Iowa DOT Forms portal.

Type in the "Search portals, forms and documents" magnifying glass box the words "Change Order" and hit enter to get search results.



From the listing of results select the "831240 Change Order for Local Public Agency" is the correct form to use.

PORTAL > LOCAL GOVERNMENT  
> 831240: CHANGE ORDER FOR LOCAL PUBLIC AGENCY

## 831240: Change Order for Local Public Agency

Search portals, forms and documents

Depending on the version of operating system your computer has, where you will find the form link. On most this can be found at the **bottom right corner**. Be sure to select the “831240: Change Order for Local Public Agency (Doc Express)”.

831240: Change Order for Local Public Agency

831240: Change Order for Local Public Agency (Doc Express)

Once the form opens up you will need to fill out the Change Order form with all the project information.

**IOWA DOT**  
Form 831240 (08-18)

**CHANGE ORDER**  
For Local Public Agency Projects

No.:  Non-Substantial: ☐   
Substantial: ☐ Administering Office  
Concurrence Date

Accounting ID No. (5-digit number):  Project Number:   
Contract Work Type:  Local Public Agency:   
Contractor:  Date Prepared:

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

**Note:** if when the report goes to open up and it doesn't open and you see the following message may need to use Internet Explorer as the web browser or work with your IT support on the issue.

To view the full contents of this document, you need a later version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

For further support, go to [www.adobe.com/support/products/acrreader.html](http://www.adobe.com/support/products/acrreader.html)



Completed the form starting at the top of the page all the way through the form to the signature(s).

Change Order No.:

Non-Substantial:

Substantial:

Accounting ID No. (-digit number):

Contract Work Type:

Contractor:

Project Number:

Local Public Agency:

Date Prepared:

A – Description of change to be made:

B – Reason for Change:

C – Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

D – Justification for cost(s) (See I.M. 6.000, Attachment D, Chapter 2.36, for acceptable justification):

E – Contract time adjustment:

F – Items included in contract:

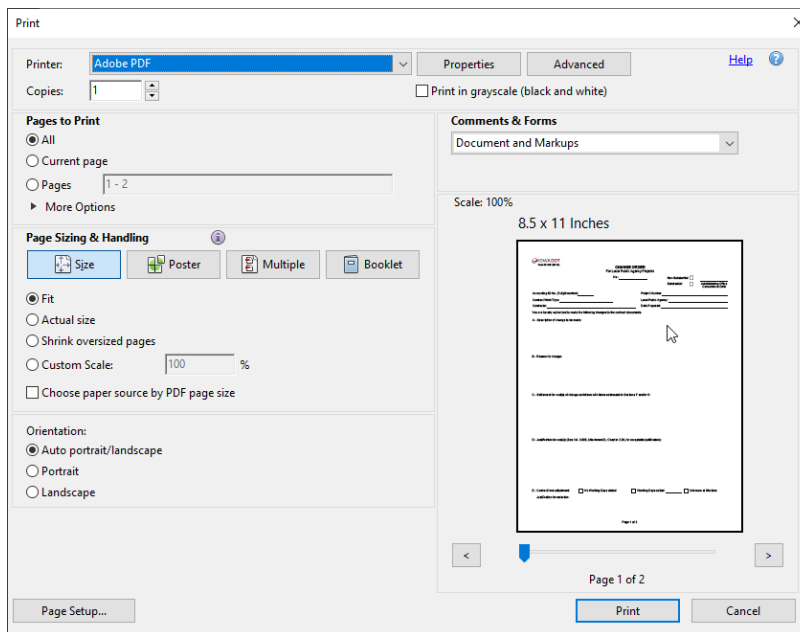
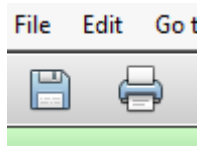
G – Items not included in contract:

H – Signatures (will be applied through Doc Express).

After completing the form with the project information might want to then save the completed form to your known location if desired.

## Creating the PDF File

Select the “File” then look for save as Adobe PDF option, if that is not in the listing select the print option. Then select the print to PDF instead of the office printer you have available.



Once the pdf file has been created it can be uploaded to Doc Express in the “Change Order” drawer and named according to the “Naming Convention” of CO *nn*. Then the necessary workflow steps will be completed a signature page will be created and will show as the last page of the Change Order document.