DOT
DOC EXPRESS COOKBOOK –
IOWA STYLE

September, 2021

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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   Chat
          There is a Chat option beside the On Line help at the bottom of the screen
          Click on Chat and then Start Conversation
          Enter your name and your organization then your remarks
          When finished, click on the 3 lines in the upper left of this section and then
               End Chat

6   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

7   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

8   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

8   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

8   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

8   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.

9   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

10   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

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

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

12   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
>> Idle documents – lists documents that have had no activity for selected number of days

13   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

15 Submittal Screens
    Informational only

17 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

19 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

19 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

19 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 #19 above for details

22   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

23   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

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 #19 above for details

28   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

29   Viewing the Pay Items log
      See #23 above

30   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

32   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)

34   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

38   Viewing the Contract Modification log
            See #23 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 #23 above

42   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

42   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

45   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

45   Viewing the Working drawer document logs
             See #23 above

47   Submitting to the **Shop Drawings** drawer
             A contractor normally submits drawings to this drawer

47   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

48   RFIs in Shop Drawing drawer
            RFIs must be handled using the e-mail system. There isn't a location
                within Doc Express for RFIs

49   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

49   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

50   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

51   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

52   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

53   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

54   **X SECTIONS**
Go to Doc Express screen
Open the Contract Documents drawer by clicking on it
Click on the type, Project Cross Sections – FINAL SET
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

54   Publishing the plans
                See #45 above

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

55   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

56   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

58   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

59   Hiding and Removing Documents
                Call Janet or Jen to hide or remove documents that were submitted in
                        error and can't be removed by the submitter
                Provide the contract ID, drawer, and document to be hidden

59   To return to contract or previous drawer

60   Adding subs to the Payroll drawer

60   Adding items to the Pay Items drawer

60   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