

DOT DOC EXPRESS COOKBOOK – IOWA STYLE

Page in
Instr Guide

- 1 New user needing access to Doc Express
 - Contact Janet or Dean 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
 - Select your own password and security question and answer
 - Click Activate
 - Once activated, notify Janet or Dean 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 along with their status

- 4 View contracts
 - Go to Doc Express screen
 - All contracts to which you have access are displayed
 - You have a choice of line or grid view by selecting that icon located to the far right of the word Contracts

- 6 Mark a contract as a Favorite
 - Go to Doc Express screen
 - Click the word Favorite beside the contract of your choice
 - The contract will move to the top of your list of contracts

- 6 To remove a contract from being a Favorite
 - Go to Doc Express screen
 - Click the word Favorite
 - The contract will return to its normal order in the list of contracts

- 6 To see the number of submittals in a drawer that 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

- 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, and contract statuses like locked or favorite

- 7 Filter options
 - The filter options change depending on whether you're in the list of contracts or in a drawer
 - Go to Doc Express screen
 - Click on the "X" in the middle of the screen under the Search field
 - Can use 1 or multiple filters at 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.

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

- 8 Notifications
 - Go to Doc Express screen
 - Click on Preferences > Notifications
 - Ready to be progressed option
 - These are real time notifications
 - Select to be notified on a drawer by drawer basis
 - Rejected option
 - This is a real time notification
 - Automatically includes all drawers so a notice is sent any time a rejection of a document occurs
 - Summary options
 - These are sent daily
 - Every transition listed by contract and drawer that took place the preceding day are displayed
 - One summary option shows transitions from the previous day for every contract to which you have access
 - The other summary option shows only those contracts' transitions marked as your Favorite
 - Completed documents
 - These are real time notifications that can be turned off, turned on for all documents, for only documents that you have actively worked on, or for only selected drawers.

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

- 10 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 due soon – select time period in months or days
 - We use the late start date in this field so users can tell at a glance if their contract should be starting or is past the late start date
 - Shows the total number of contracts/documents submitted and also the number within the past number of months selected

- 11 Drawer Structure
 - Informational only

- 13 Submitting Multiple Documents at Same Time
 - Click on option to submit multiple documents at top of submittal screen
 - Browse to documents to submit
 - Choose appropriate type(s)
 - File name becomes title of submittal

- 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

- 18 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 done multiple times by multiple users

- 19 Submitting to the **Contract Documents** drawer
 - Go to Doc Express screen
 - Open the Contract Documents drawer by clicking on it
 - Click Submit
 - Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-16)
 - 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
 - Save

Enter or change a due date for a submittal
See #18 above for details

- 21 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
 - If document is OK, 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

- 23 Submitting to the **Pay Items** drawer
Go to Doc Express screen
Open the Pay Items drawer by clicking on it
Click Submit
Enter a title – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-16)
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
Sign by putting a checkmark in front of the signature statement
Save

Enter or change a due date for a submittal
See #18 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
If OK, 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 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 –
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

Viewing the Pay Items log
See #22 above

- 29 Submitting to the **Contract Modifications** drawer
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 – if a number, use 2 digits, if a date, use 6 digits (eg 09-15-16)
Suggested naming conventions can be found in Appendix A of the guide
In the Attachment field, browse to the location of the submittal
Add Supporting Documentation if desired
Enter a Comment if desired
Save (no signature is required to submit a cont mod)

Enter or change a due date for a submittal
See #18 above

- 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
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
Click Transition and select Completed
 Can mark it Completed at the same time you sign the cont mod

Viewing the Contract Modification log
See #22 above

- 38 Receiving in the **Payrolls** drawer
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
If OK, 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 Dean (712-202-0818) to add them

Viewing the Payrolls log
See #22 above

- 40 Submitting to the **Working** drawer
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 09-15-16)
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
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
Click Publish
Select the appropriate drawer
Select the appropriate type
Enter a comment if desired
Sign by putting a checkmark in front of the signature statement
Save

Go to the drawer selected above where document was published to

Transition to Received

Viewing the Working drawer document logs

See #22 above

- 45 Submitting to the **Shop Drawings** drawer
Only the 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 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 .
Save
- Viewing the Shop Drawings log
See #22 above
- 47 Shop Drawings Workflow
Information Only
- 51 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 09-15-16)
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
Save
Sign your name & also put a checkmark in front of the signature statement

Click Save

52 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

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

Viewing the Signature log

See #22 above

54 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 – do NOT put this in the title

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
Save
Repeat if necessary for multiple projects in the contract

- 54 Resubmitting to the Plans drawer
ONLY the Office of Contracts will re-submit the As-Let plans
Go to Doc Express screen
Open the Plans drawer by clicking on it
To the right of the document to be replaced, click Resubmit
Browse to the location of the replacement document
Enter a comment of As Let or Addendum, etc.
Save
**The most current set of plans should always be at the top of the list
and should be displayed when clicking on the title**
- Viewing the Plans log
See #22 above
- 55 Plans drawer workflow
Information Only
- 63 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
- 64 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
- 66 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

66 Hiding Documents

Call Janet or Dean to hide documents that were submitted in error and can't be removed.

Provide the contract ID, drawer, and document to be hidden

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 drawer 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

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 other activity has occurred (no comment, transition, etc.) 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