

# DOT DOC EXPRESS COOKBOOK – IOWA STYLE

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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](http://www.docexpress.com) site and register
  
- 2 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
  
- 7 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 somewhat 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. This is especially important when filtering in a drawer and selecting a type in the Document Types field.
  
- 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 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 Submittal Screens
  - Informational only
- 15 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
- 16 Due Dates
  - Go to Doc Express screen
  - Submit a document as usual
  - Save
  - Click on either 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
- 18 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 09-15-15)

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 #16 above for details

20 Receive or Reject a Submittal in the Contract Documents drawer

Go to Doc Express screen  
Click on the title of the submittal in order to view it  
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

21 Viewing the Contract Documents log

If the document has a status other than Submitted -  
Click on the down arrow to the far right of the submittal  
EVERY transition that has occurred for that submittal is displayed along  
with date, time, organization, and user  
Click on the up arrow to condense the log so it displays only the most  
current transition

22 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 09-15-15)  
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 #16 above for details

- 25 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
- 27 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 #21 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 09-15-15)  
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 #16 above
- 30 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 other than Submitted or Reviewed by

Contractor

Click on the title to view the cont mod before signing

Select the Reviewed by Contractor status for the RCE to sign

Select the Reviewed by RCE status for the DCE to sign

Select the Reviewed by DCE status for Central Construction to sign

Select the Reviewed by Central Const 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 #21 above

36-37 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 #21 above

38 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 09-15-15)

In the Attachment field, browse to the location of the document

Add Supporting Documentation if desired

Enter a Comment if desired

Save

- 39 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

- 41 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 #21 above

- 43 Submitting to the **Shop Drawings** drawer  
The DOT does not submit the initial shop drawings
- 43 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
- 50 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 #21 above

- 52 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 09-15-15)  
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
- 53 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*  
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
- 53 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 #21 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

55 Resubmitting to the Plans drawer

**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 #21 above

65 Exporting Data

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

67 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

68 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 Remove which is located to the far right of the submittal.

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