

# CONTRACTOR/SUPPLIER DOC EXPRESS COOKBOOK – IOWA STYLE

OCTOBER, 2020

Page in

Instr Guide

- 1 New Company to get access to Doc Express  
**ONE person** in the company, go to [www.docexpress.com](http://www.docexpress.com)  
Register  
Alert Janet or Dean if you are the prime so they can give you access to a contract(s)
- 5 New user to Doc Express **but company already has access**  
Do **NOT** go to [www.docexpress.com](http://www.docexpress.com) and register  
Have another person in your company invite you to join  
Register after receiving their invitation e-mail  
Once registered you will automatically have the same access as other users in your company
- 7 Change Account Information  
Go to My Account screen  
Change personal information only
- 8 See other users in your organization  
Go to My Account screen  
Scroll down and all users will be listed along with their status
- 8 On-Line Help  
Click on Help in the lower right corner of the screen  
Options are available for the contract screen and the drawer screens
- 8 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
- 10 Tag field  
Go to Doc Express screen  
Click on Actions > Manage Tags  
This is a field where you can enter a job number or something that makes sense to you to describe the contract. DOT users cannot see this field

Enter your choice – more than 1 user in a company can enter a tag for the same contract and all will be displayed

Save

- 11 Mark a contract as a Favorite
  - Go to Doc Express screen
  - Click the banner to the far right of the contract ID beside the contract of your choice
  - The banner will turn yellow
  - The contract will move to the top of your list of contracts
  
- 11 To remove a contract from being a Favorite
  - Go to Doc Express screen
  - Click the banner to the far right of the contract ID beside the contract of your choice
  - The banner will turn lose the yellow color
  - The contract will return to its normal order in the list of contracts
  
- 12 Badges - the number of submittals in a drawer that have had no action taken since they were submitted
  - 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 initial submittal
  - If no badge beside the drawer, either all documents have been transitioned at least once or there are no documents in the drawer
  
- 12 Search for a contract
  - Go to Doc Express screen
  - The search field is always seen – enter contract info of your choice
  - Can do an advanced search for prime contractors, letting dates, admin office, etc.
  
- 12 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 3 horizontal lines in the middle of the screen under the Search field
  - Can use 1 or multiple filters 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 in case you have a slow connection.
  - To close the filter, click on the "X" in the middle of the screen

- 12 Viewing Locked Contracts  
Go to Doc Express screen  
At the list of contracts, open the filter (click on the 3 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
- 13 Enable Downloads - allow other subs/suppliers to view your submittals  
Go to Doc Express screen  
Open a contract  
Click on Actions > Manage Access  
Put a checkmark in Enable Downloads for whatever subs and/or suppliers you wish to allow to open the documents you submit in those specific drawers.  
No checkmark means that sub/supplier can see your document in the list of submittals but can't open the document itself
- 14 Notifications  
Go to Doc Express screen  
Click on Preferences > Notifications  
**Progressed Document** option  
These are real time notifications  
Can select to be notified on a drawer by drawer &/or document by document basis  
**Completed Document** option  
These are real time notifications  
Can select to be notified on a drawer by drawer &/or document by document basis  
**Rejected Document** option  
This is a real time notification  
Can select to be notified on a drawer by drawer &/or document by document basis

*My suggestion for real time e-mails, especially for the prime contractor –*

*Progressed – checkmark in All documents I have access to*

*Select the Contract Signing and the Contract Modification in the any drawers field*

*Completed – checkmark in All documents I have access to*

*Select the Contract Signing drawer in the any drawers field*

*Rejected – checkmark in All documents I have access to*

*Leave the drawers field as any drawers*

### **Document Submission Reports**

These are sent daily

Every submittal by contract and drawer that took place the preceding day are displayed

One report shows submittals from the previous day for

every contract to which you have access  
One report shows only those contracts' submittals  
marked as your Favorite  
The other shows documents with due dates within a time period of  
your choice

- 15 To See WorkFlow for a Drawer
  - Open the drawer
  - Click Actions > Details
  
- 15 Documents
  - Click on the Documents button
  - To see all documents submitted to all drawers in all contracts
  - Have the option to filter several ways including by contract and document types
  
- 16 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
    - Lists documents that have been idle in a contract or drawer for a given time period
  
- 16 Submitting Multiple Documents at the Same Time
  - At the submit screen click on “Want to Upload Multiple Documents?” sentence at the top of the page
  - Click in the arrow above Drag and Drop
  - Select the documents to upload
  - Choose the type and sign if required then Save
  - (The title of the document in Doc Express is the same file name of the document submitted)
  
- 17 Initial Submittal Screens
  - Informational only
  
- 19 Viewing Submitted Documents
  - Top line is the title and just to the right is the type it's linked to
  - Next line displays the organization who submitted the document
  - The number of comments and supporting documents are indicated just below the title

Next is the date and time of the submittal along with the submitter's company and name

To the far right is the status of the document

Below the status is the log

For documents with a status of Submitted, there is no log yet

20 Revert Transition Option

To “un-do” a transition you made, click Actions > Revert Transition

Cannot revert if there is a comment or a supporting document

Only available if you are the last one to transition the document

Can have multiple users revert to get it back to the Submitted status

Cannot revert document back to Submitted status and then Remove it if there is a comment or supporting document

20 Due Dates (we do not use this much)

Must be entered by a DOT user (is optional)

If a submittal is overdue, will be noted under the title of the document

These overdue documents, if any, are displayed in the Dashboard

21 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 – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**

Select the appropriate type

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

Add Supporting Documentation if desired

Enter a Comment if desired

(Remember if you enter either, you can no longer remove the document yourself)

Save

If a submittal is rejected, correct it and resubmit it so it “replaces” the original submittal. Do NOT submit the corrected document as though it were new.

24 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 – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**

Select the appropriate type  
In the Attachment field, browse to the location of the submittal  
Add Supporting Documentation if desired  
Enter a Comment if desired  
(Remember if you enter either, you can no longer remove the document yourself)  
Sign by putting a checkmark in front of the signature statement  
Save

If a submittal is rejected, correct it and resubmit it so it “replaces” the original submittal.  
Do NOT submit the corrected document as though it were new.

28 Signing a **Contract Modification**

Go to Doc Express screen  
Open the Contract Modification drawer by clicking on it  
Find cont mods with a status of Submitted  
Click on the title to view the cont mod before signing  
Click on the word Transition  
Select the Reviewed by Contractor status to give your “approval”  
Enter a Comment if desired  
(Remember if you enter one, you can no longer remove the document yourself)  
Click Save  
Sign your name & also put a checkmark in front of the signature statement  
Click Save

32 Submitting to the **Payrolls** drawer

**ONLY THE PRIME CONTRACTOR IS TO SUBMIT TO THIS DRAWER**  
After you have already checked the payrolls received from the subcontractor(s) and signed them as usual  
Go to Doc Express screen  
Open the Payrolls drawer by clicking on it  
Click Submit  
Enter a title – PR followed by report number followed by week ending date (e.g. PR 01 w/e 06/25/18) is the suggested naming convention  
Select the appropriate type – there is a type for each contractor associated to the contract  
In the Attachment field, browse to the location of the payroll  
Add Supporting Documentation if desired  
Enter a Comment if desired  
(Remember if you enter either, you can no longer remove the document yourself)  
Save

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

If a payroll is rejected, correct it and resubmit it so it “replaces” the original submittal. Do NOT submit a corrected payroll as though it were new.

- 34 Submitting to the **Working** drawer
  - Go to Doc Express screen
  - Open the Working drawer by clicking on it
  - Click Submit
  - Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**
  - In the Attachment field, browse to the location of the payroll
  - Add Supporting Documentation if desired
  - Enter a Comment if desired
    - (Remember if you enter either, you can no longer remove the document yourself)
  - Save
  
- 35 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 as desired and save it
  - Beside the original submittal, click Resubmit document
  - Browse to the location of the edited submittal
  - Enter a comment if desired
  - Save
  
- 36 Submitting to the **Shop Drawings** drawer
  - Go to Doc Express screen
  - Open the Shop Drawings drawer by clicking on it
  - Enter a title for the document using this naming convention- paren number of the PROJECT (not the contract in case of tied projects) followed by the county name & design number (if applicable) followed by a description of the submittal**
  - Select the appropriate type
  - In the Attachment field, browse to the location of the shop drawing
  - Add Supporting Documentation if desired
  - Enter a Comment if desired
    - (Remember if you enter either, you can no longer remove the document yourself)
  - Save
  
- 37 Re-submitting a shop drawing
  - Go to Doc Express screen

Open the Shop Drawings drawer by clicking on it  
Find the document to be edited and re-submitted as per the status  
If there is a marked up copy, double click on that submittal to view it  
Make the corrections noted and save it  
Click Resubmit  
Attach your edited document  
Enter a comment if desired  
Save

- 39 Submitting to the **Signature** drawer  
Go to Doc Express screen  
Open the Signature drawer by clicking on it  
Enter a title – suggested naming conventions for some documents in each drawer are in Appendix A of the user guide. If using a number, use 2 digits, if using a date, use 6 digits (eg 06/24/18) **Main thing – be consistent!!**  
Select the appropriate type  
In the Attachment field, browse to the location of the submittal  
Add Supporting Documentation if desired  
Enter a Comment if desired  
(Remember if you enter either, you can no longer remove the document yourself)  
Sign your name & also put a checkmark in front of the signature statement  
Click Save
- 40 Signing in the Signature drawer  
Go to Doc Express screen  
Open the Signature drawer by clicking on it  
Beside the appropriate submittal with a Submitted status click Transition  
Select Signed by Contractor as the status  
Enter a comment if desired  
Add supporting documentation if desired  
(Remember if you enter either, you can no longer remove the document yourself)  
Sign your name & also put a checkmark in front of the signature statement  
Click Save

REMEMBER- If you didn't sign it on paper, don't sign it in Doc Express

- 42 **Plans** drawer  
Only DOT users submit to this drawer  
The As Advertised set of plans will be submitted at the latest by the RCE within 2 weeks of the letting
- 42 **Contract Signing** drawer  
ONLY the prime contractor has access to this drawer  
All contract documents are submitted here by the Office of Contracts



rather than being mailed to the contractor  
Prior to signing the contract, the performance bond must be verified  
A digital signature is NOT required to verify the performance bond  
A digital ID is required to sign the contract  
The first time you open this drawer, a wizard will take you through  
the process of obtaining the digital ID  
If you don't need/want a digital ID, ignore the wizard

## **GENERAL INFO FOR ALL DRAWERS -**

### To view the log for a document –

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

### The Help feature –

Is in the lower right of the screen  
Depending on what screen is active will determine the options listed when  
clicking on Help  
For local help, contact Janet Wastenev – [janet.wastenev@iowadot.us](mailto:janet.wastenev@iowadot.us) (Office –  
641-782-2096, Cell – 641-344-0044) or Dean Herbst –  
[dean.herbst@iowadot.us](mailto:dean.herbst@iowadot.us) (Office – 712-202-0818, Cell – 515-571-7073)  
or Jen Strunk – [jennifer.strunk@iowadot.us](mailto:jennifer.strunk@iowadot.us) (Office 641-782-4518)

### To see the signature history (Contract Modifications, Contract Signing, & Signature drawers only)

Go to Doc Express screen  
Open any of the 3 drawers mentioned  
Select any submittal that has a status other than Submitted  
Click on the title of the document  
Choose to Open the document  
Scroll 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 –  
Contractors must sign first followed by the Office of Contracts who  
then transitions it to Completed status  
Signatures –  
There is no certain order required for signatures  
Different forms require different signatures

### To Remove a submittal

If you submitted and no other activity has occurred even by you, (no comment, supporting documents, etc) you can delete it by clicking on Remove to the far right of the submittals.

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

### To Have a Document Hidden or Removed

If a document is wrong but you can't remove it –

1. it can be archived by either Janet or Jen. This will not delete the document but will “hide” it where it can be seen by opening the filter area of the drawer and change the “Hide Archived” to “Show Archived”
2. It can be removed entirely from Doc Express by Janet or Jen

### Revert a Transition

If you need an “un-do” for a transition you made, click Actions > Revert Transition  
The option is available only if you are the last one to transition the document  
Cannot revert document back to Submitted status and then Remove it if it has a comment or a supporting document

### To Mark Up a Document –

Available only in certain drawers

REPLACES the document being marked up – it does NOT create a new version

No log so no history of documents prior to the mark up

Open the document

Click Edit

Select the markup tool from the markup toolbar on the left.

When finished, click Save

## 46 **IF YOU ARE THE PRIME CONTRACTOR**

Giving access to subs and suppliers –

Go to Doc Express screen

Open the contract

Click on Actions > Manage Access

Click on Add Organizations

Enter the sub's or supplier's name or partial name and click on it when displayed

**Do NOT go through and individually select all users in a company when giving access – just click on the company name.**

Click Next

For access to all drawers, click in the all access “box” then click on their name

For access to only certain drawers, click only on the contractor's name then at the Manage Access screen, put a checkmark

in only the drawers to which you want them to have access  
Click Update

To change access for a sub or supplier

Go to Doc Express screen

Open the contract

Click on Actions > Manage Access

Beside the appropriate name, add or remove access to drawers

Click Update

To remove complete access to a contract for a sub or supplier

Go to Doc Express screen

Open the contract

Click on Actions > Manage Access

Click on the red "x" to the far right of the contractor's name

49 Suggested Naming Conventions and the reasons why for some documents in each drawer

51 The types found in each drawer

55 Materials Documentation Clarification