![Iowa DOT logo]

**Office of Design**

# Creating eFiles Listing for Special Provision Appendix

**Design Manual**
**Chapter 21**
**Automation Tools**
**Instructions**
Originally Issued:   07-17-18

This section provides guidance for creating the list of digital files that will be contract documents for Appendix A of the digital contract documents Special Provisions for Digital Contract Documents.  This tool should be run after the files that will be used as contract documents as specified in the Special Provision have been complied and grouped in folders appropriately by file type: LandXML Alignments, LandXML surfaces, and three dimensional CADD Files.  The tool will read subfolders so further organization under the three main folders can used for complex projects.

Download the eFiles List tool from the Plan Turn in Documentation webpage:
https://iowadot.gov/design/plan-turn-in-documentation

Open the eFiles_Listing_Seed.xlsm file with Excel

Select the **Create File List** tool from the Add-ins ribbon.
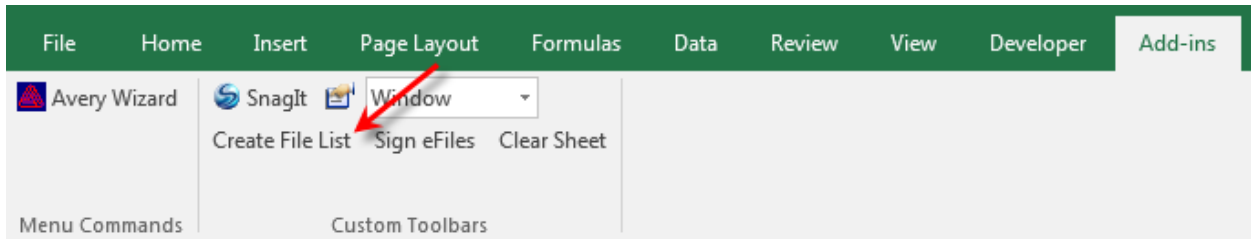


Browse to the location of the main folder that contains the sub-folders of files to be listed as contract documents.  D**o not** include digital files that will not be used as contract documents in the listing.
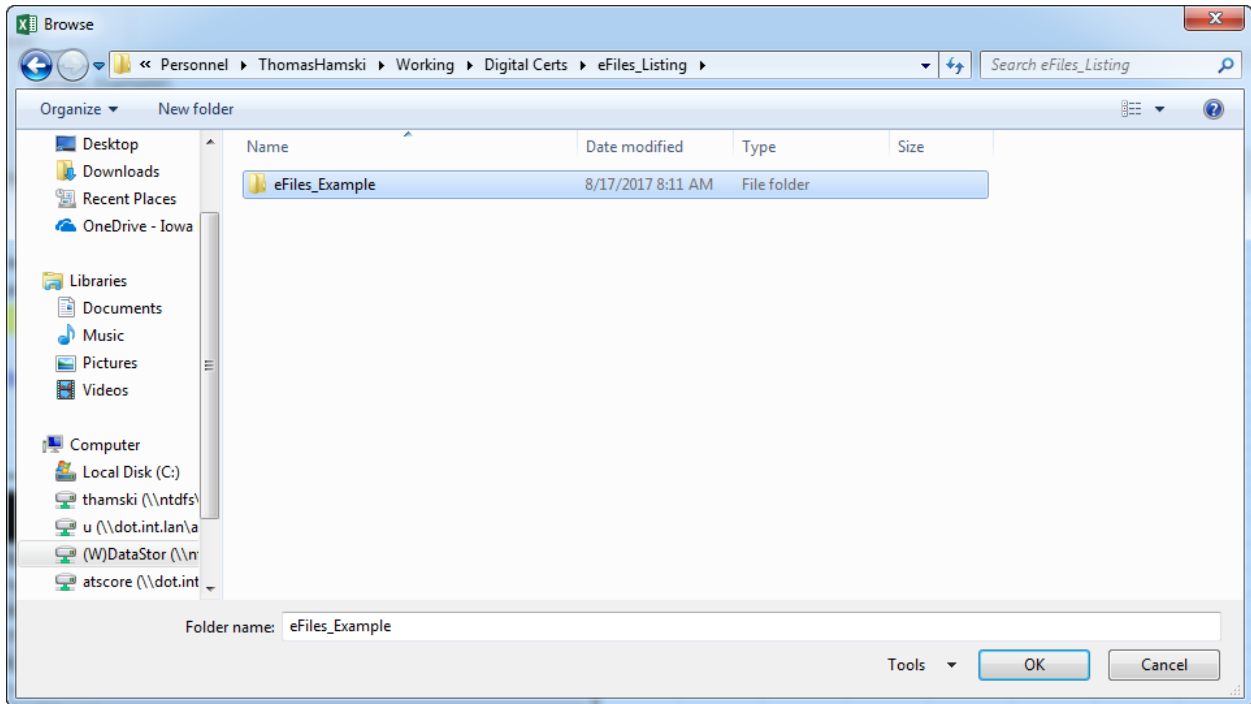
Fill in the project number, Engineer of Record's seal expiration year, and the pages of the Appendix (all pages of the listing) covered by the seal.  These fields will be colored yellow until they are filled in.  After the Engineer of Record has signed the listing the worksheet is locked and these fields will not be able to be modified.
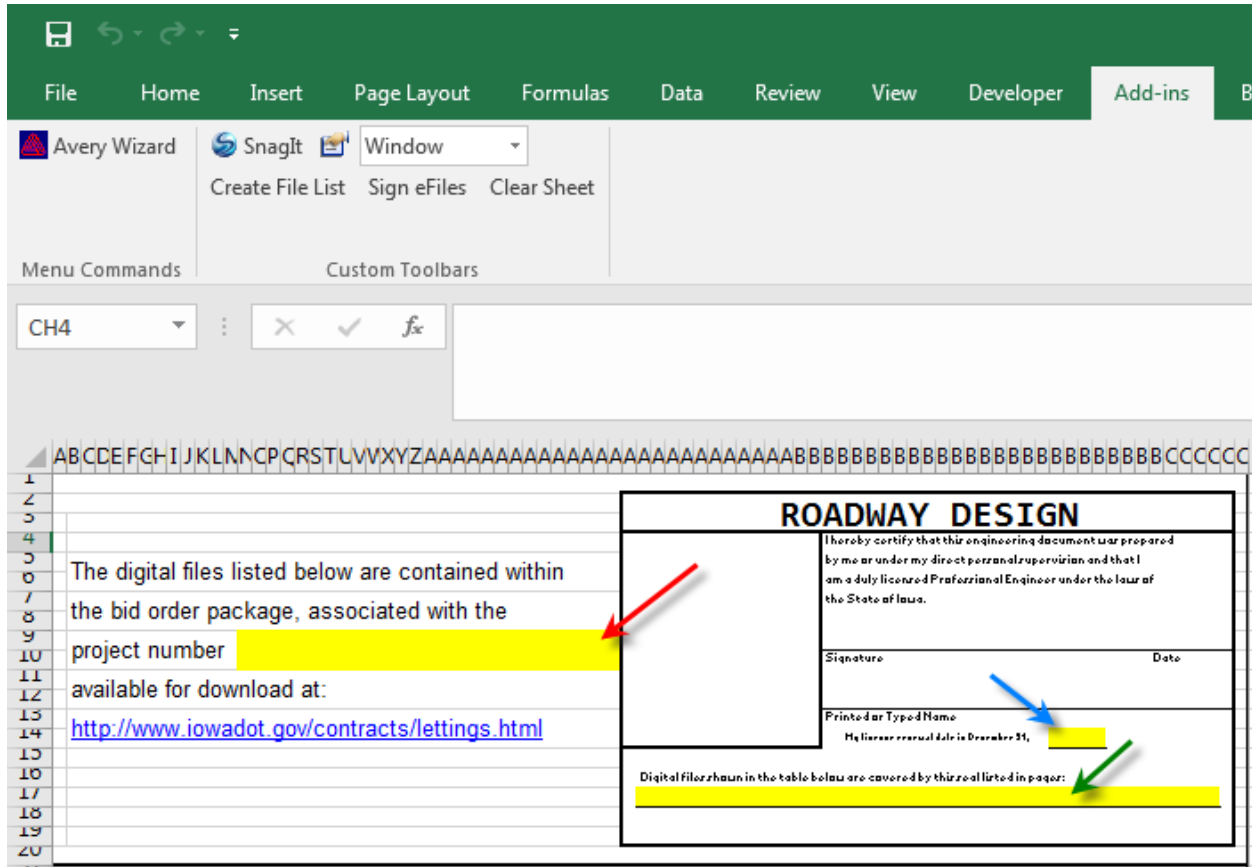


The Engineer of Record for the project will need to sign the sheet using the **Sign eFiles** tool.
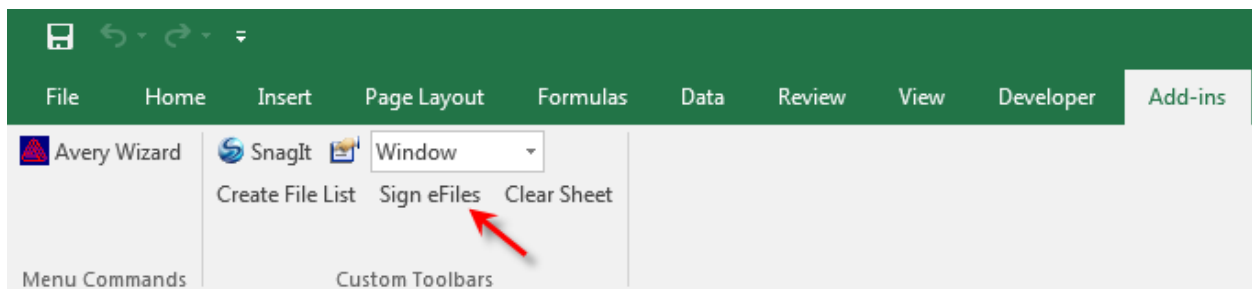
The tool will insert the engineer's seal and signature based on the user running the tool. After the signature has been applied to the sheet, it is locked and prevents any editing.



To edit the sheet after signing, the **Clear Sheet** tool must be used.



This tool clears out any signatures, seal expiration year, pages covered by the seal, and the contents of the file listing.
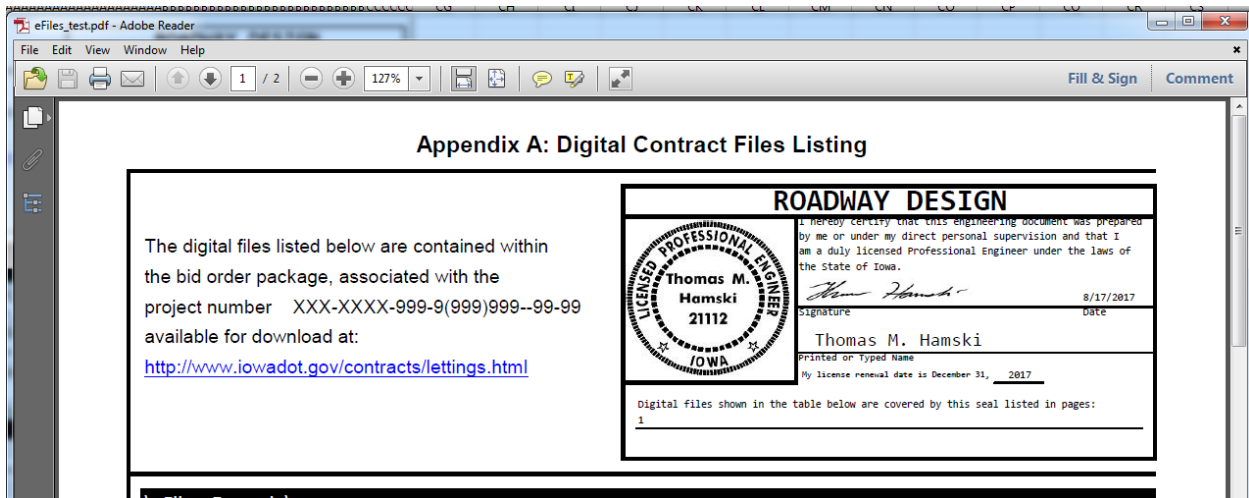
To Publish the listing to a PDF: *Click* **File>Export>Create PDF/XPS**
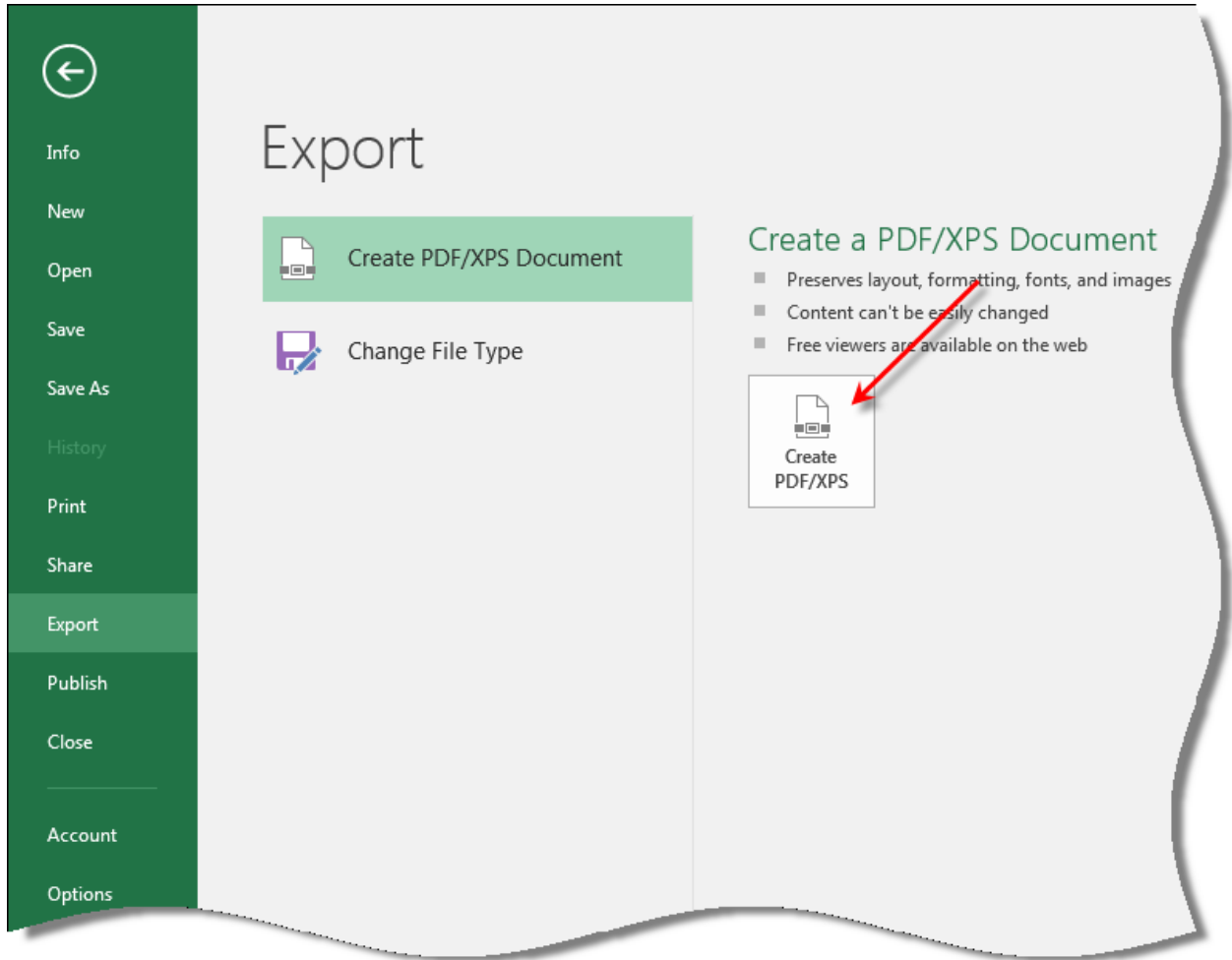
Select a location to save the PDF to and *Click* Publish.
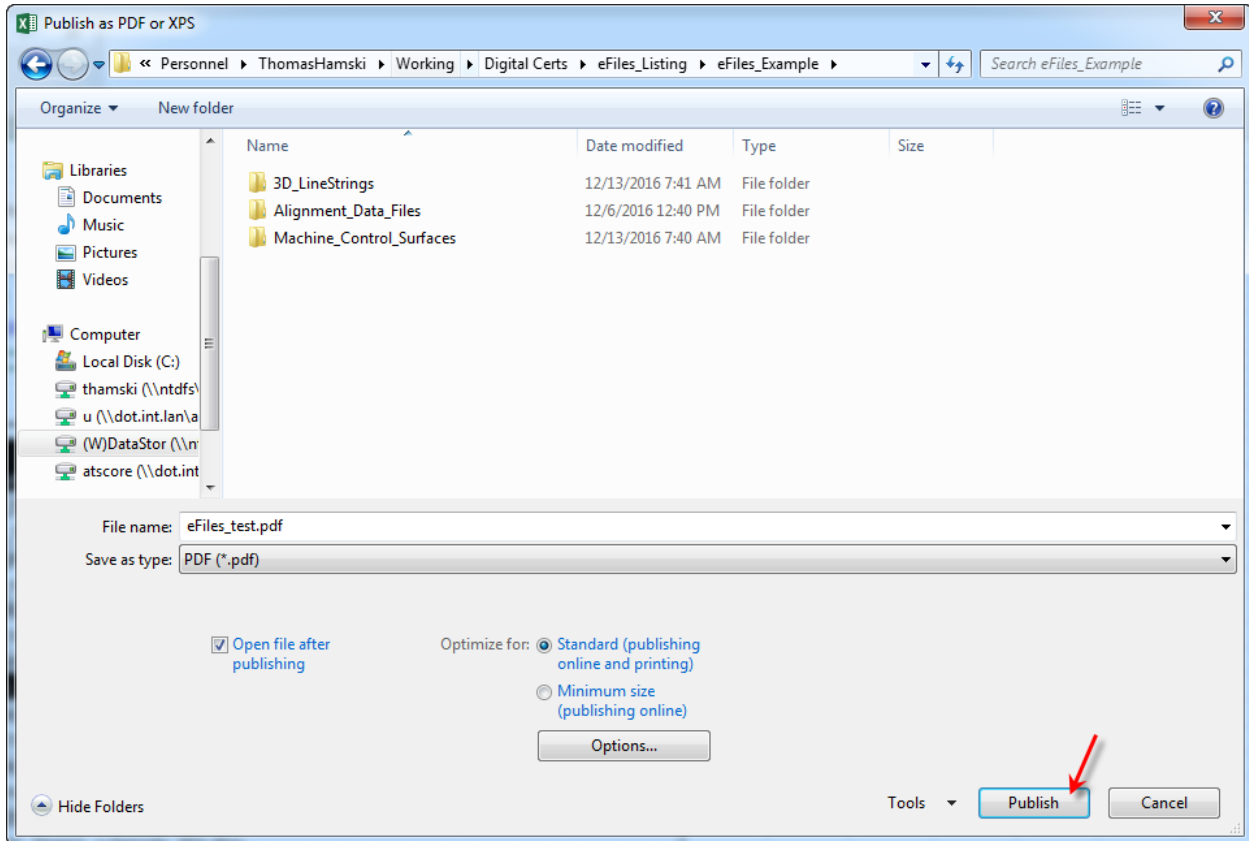


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# Chronology of Changes to Design Manual Section:

## 021M-102    Creating eFiles Listing for Special Provision Appendix

7/17/2018       NEW
                New.