

# CONTRACTOR/SUPPLIER DOC EXPRESS COOKBOOK – IOWA STYLE

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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 Jen 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 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
- 10 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

- 11 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
  
- 12 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
  
- 12 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
  
- 13 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
  
- 13 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.
  
- 13 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

13 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

14 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

15 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*

- 16        **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
- 16        To See WorkFlow for a Drawer  
            Open the drawer  
            Click Actions > Details
- 16        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
- 17        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
- 17        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)
- 18        Initial Submittal Screens

## Informational only

- 20 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
- 21 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
- 21 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.

- 25 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.

29 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

33 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 (Office - 641-782-2096 or Cell – 641-344-004) or Jen (Office - 641-782-4518 or Cell – 641-202-0553) 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.**

35 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

36 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

37 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

- 39 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
- 40 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
- 43 **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 Jen Strunk – [jennifer.strunk@iowadot.us](mailto:jennifer.strunk@iowadot.us) (Office 641-782-4518, Cell – 341-202-0553)

#### 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 starting with the prime contractor  
The last to sign is to mark it Completed
  - Contract Signing –

Contractors must first verify the performance bond and then sign 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  
Can revert multiple times to get it back to the Submitted status  
BUT 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

#### 47 **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

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

52 The types found in each drawer

57 Materials Documentation Clarification