

Creating eFiles Listing for Special Provision Appendix

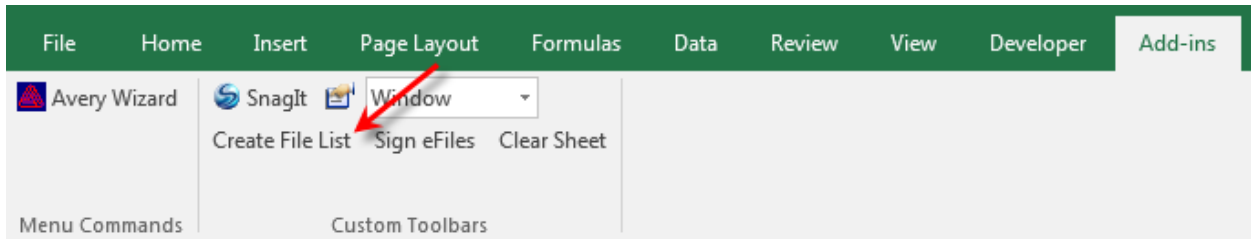
Design Manual
Chapter 21
Automation Tools
Instructions
Originally Issued: 07-17-18

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 compiled 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 be used for complex projects.

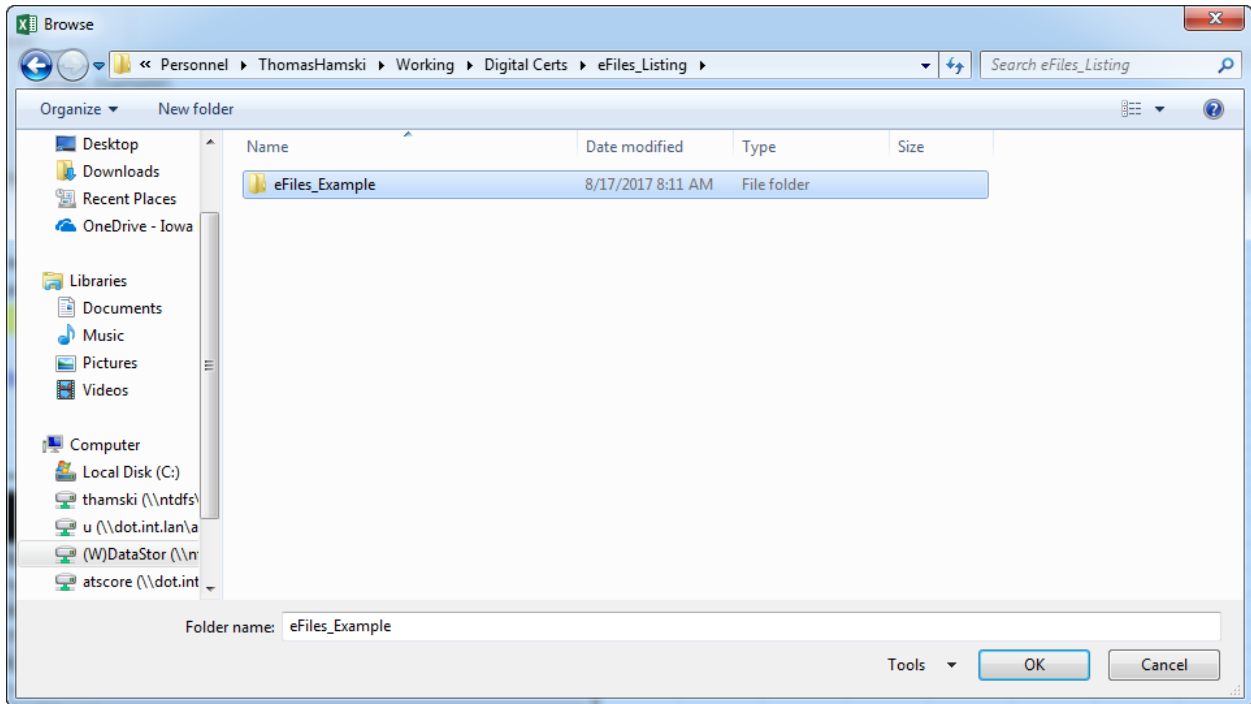
Download the eFiles List tool from the Plan Turn in Documentation webpage:
<https://iowadot.gov/design/plan-turn-in-documentation>

Open the eFiles_Listing_Seed.xlsx file with Excel

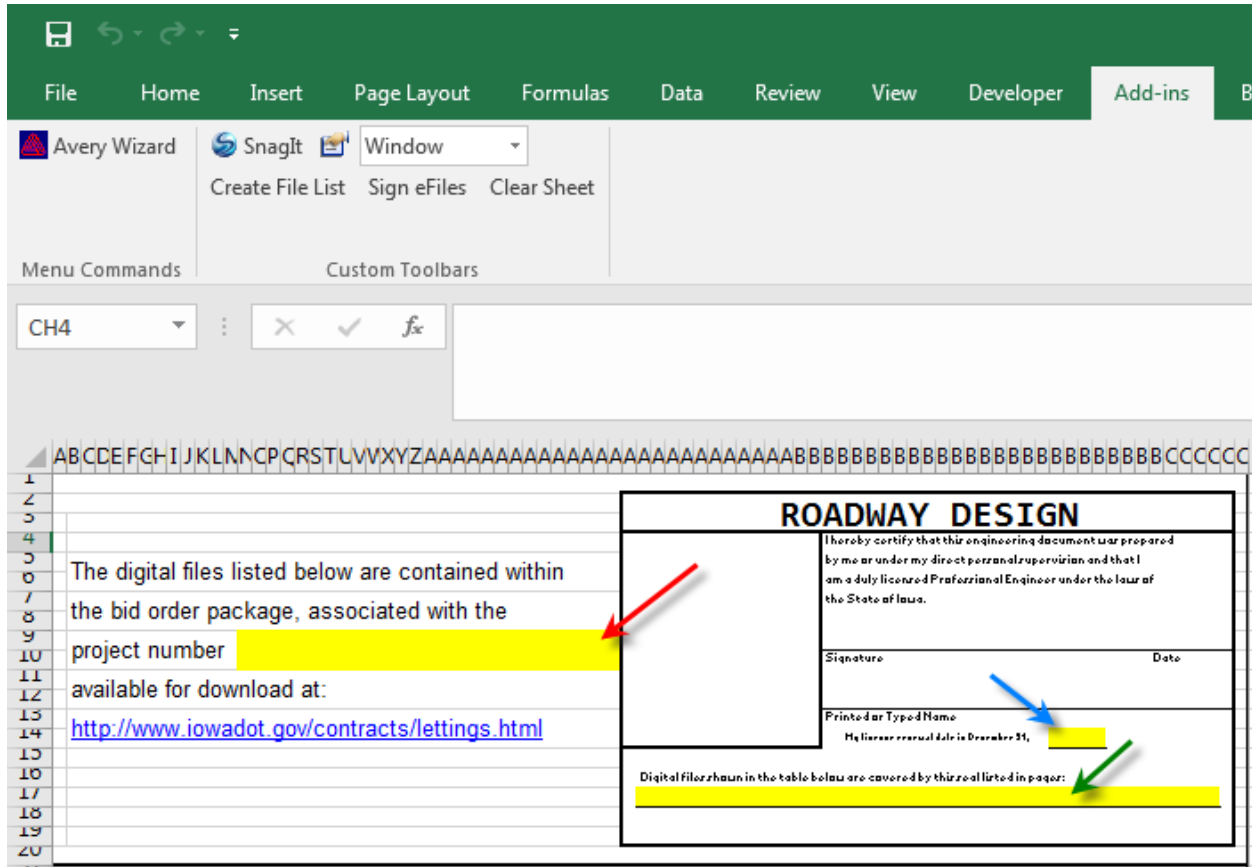
Select the **Create File List** tool from the Add-ins ribbon.



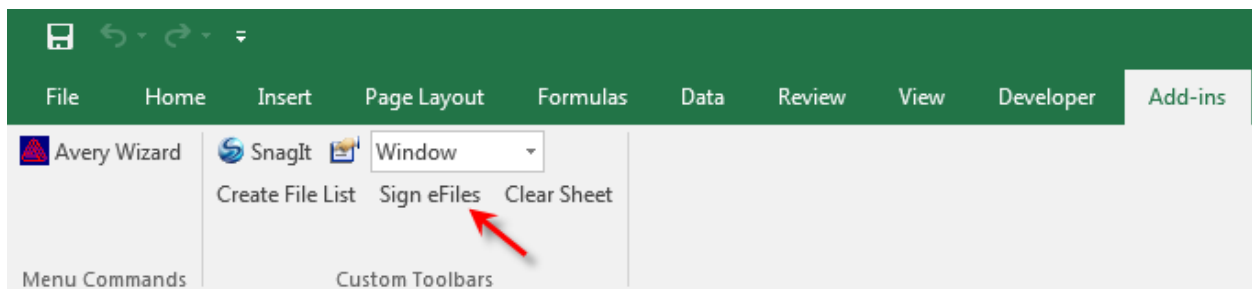
Browse to the location of the main folder that contains the sub-folders of files to be listed as contract documents. **Do not** include digital files that will not be used as contract documents in the listing.



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.

1	ABCDEF GHI JKLMNOPQRSTUVWXYZAAAAAAAAAAAAAAAAAAAAAAAAABBXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2	
3	
4	
5	
6	The digital files listed below are contained within
7	the bid order package, associated with the
8	project number XXX-XXXX-999-9(999)999--99-99
9	available for download at:
10	http://www.iowadot.gov/contracts/lettings.html
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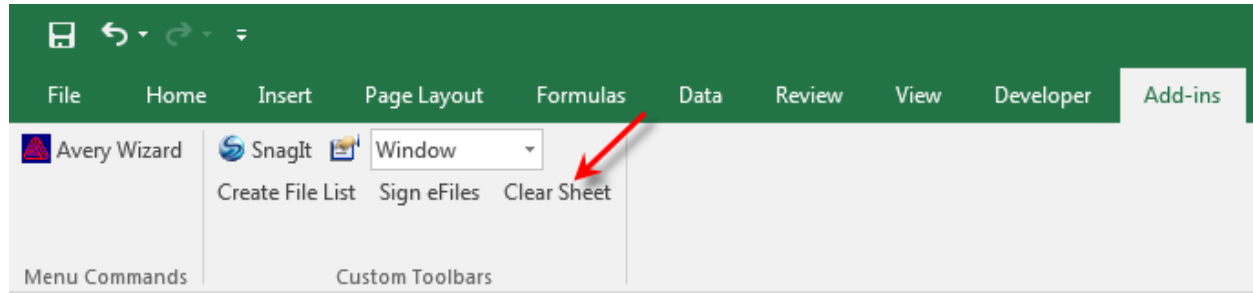
ROADWAY DESIGN



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.	
<i>Thomas M. Hamski</i>	8/17/2017
Signature	Date
Thomas M. Hamski	
Printed or Typed Name	
My license renewal date is December 31, 2017	

Digital files shown in the table below are covered by this seal listed in pages:

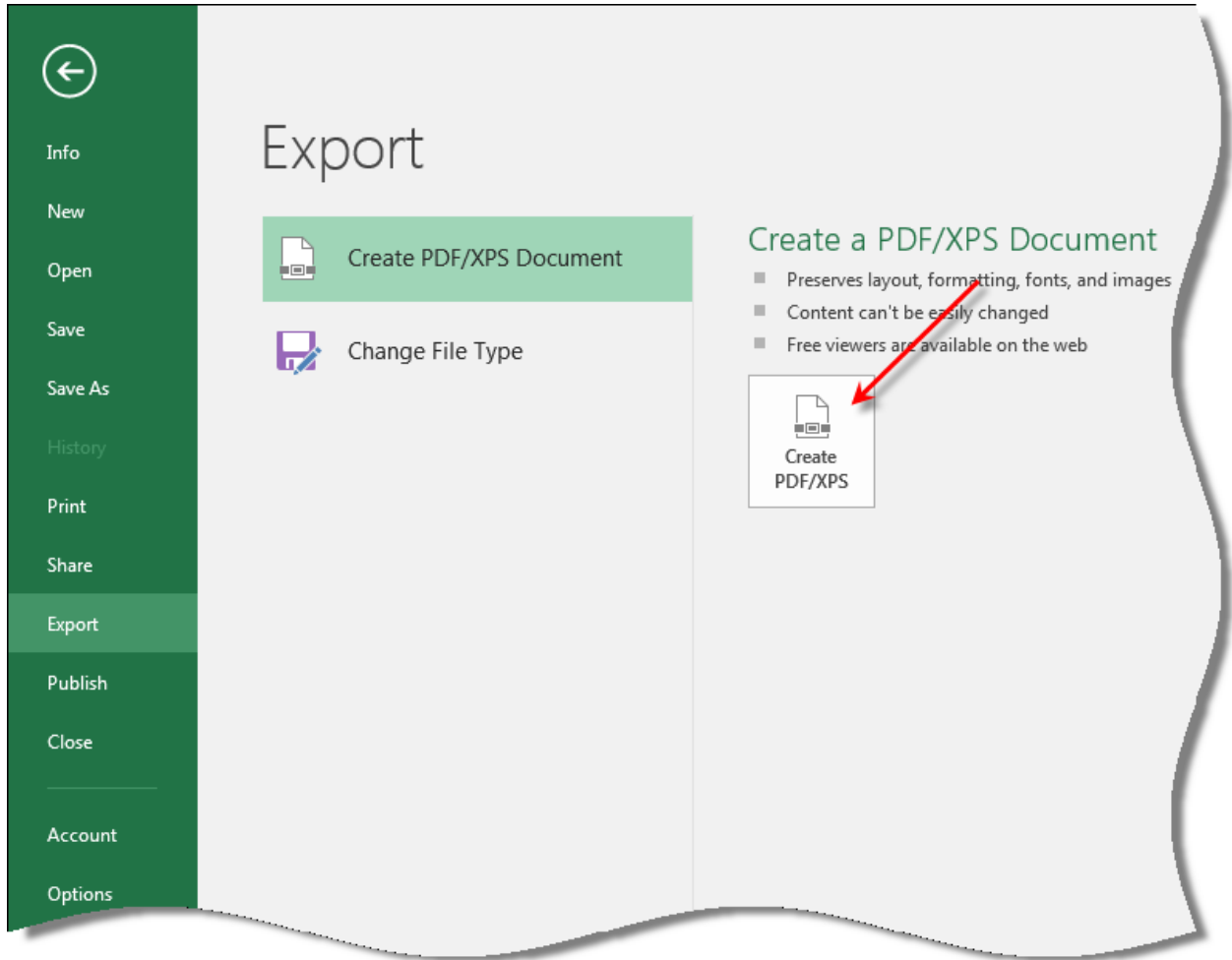
To edit the sheet after signing, the **Clear Sheet** tool must be used.



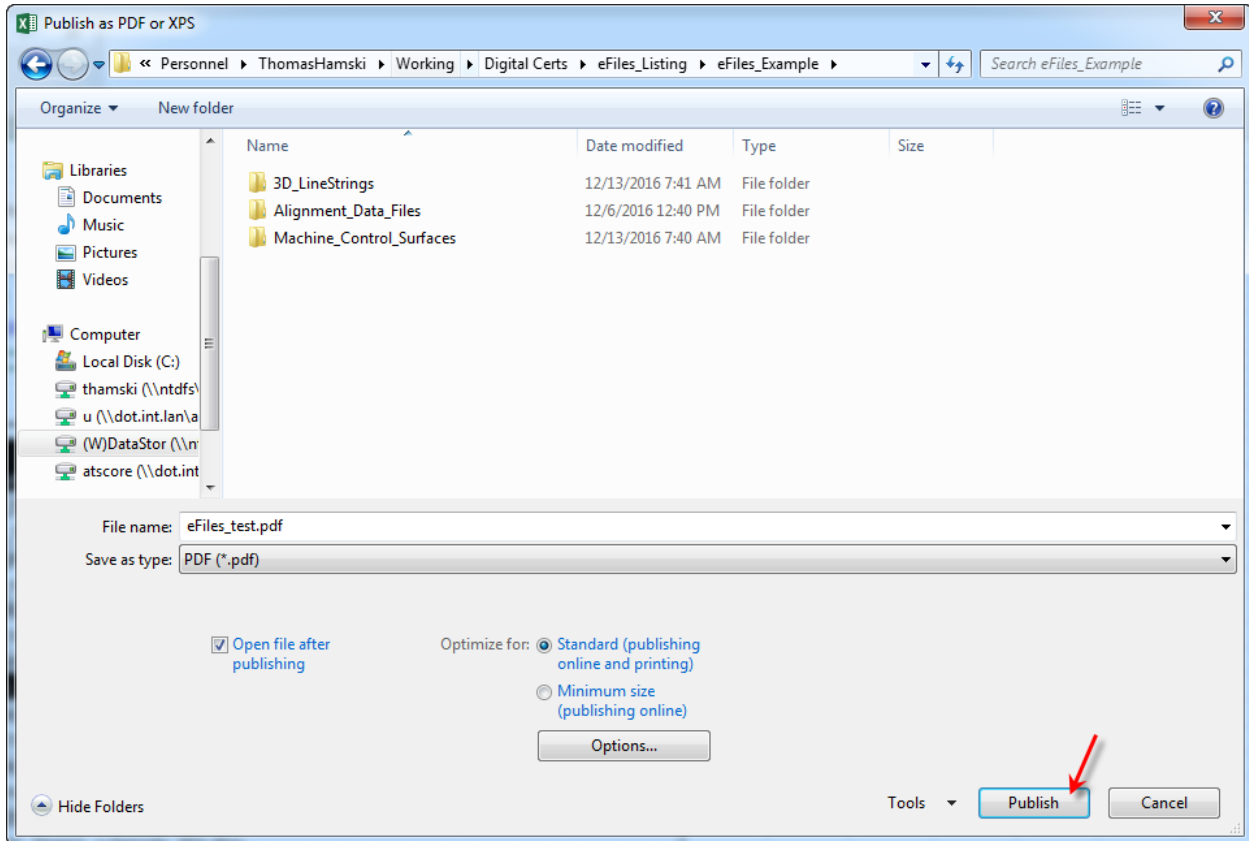
The image shows the Microsoft Excel ribbon interface. The 'Add-ins' tab is selected. Within this tab, there are three buttons: 'Avery Wizard', 'SnagIt', and a 'Window' dropdown menu. Below the 'Window' menu, three custom toolbar buttons are visible: 'Create File List', 'Sign eFiles', and 'Clear Sheet'. A red arrow points directly to the 'Clear Sheet' button.

This tool clears out any signatures, seal expiration year, pages covered by the seal, and the contents of the file listing.

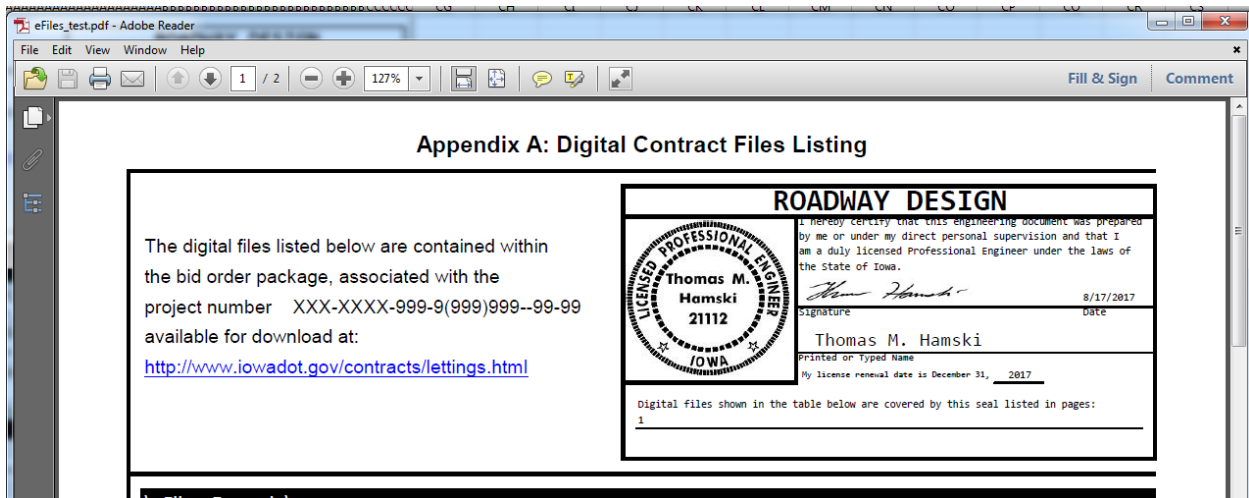
To Publish the listing to a PDF: *Click* **File>Export>Create PDF/XPS**



Select a location to save the PDF to and *Click Publish*.



The PDF will open automatically after publishing, if the **Open file after publishing** toggle was checked on, for review:



Chronology of Changes to Design Manual Section:

021M-102 Creating eFiles Listing for Special Provision Appendix

7/17/2018 NEW
New.