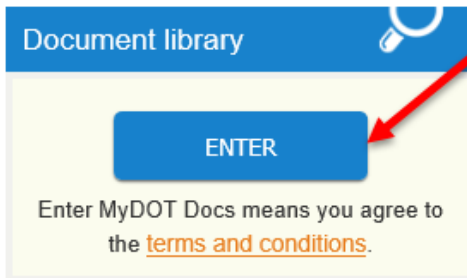# ♦ Quick Guide for **MyDotDocs.iowadot.gov**

myDOT Docs Basics

Use this link to open mydotdocs.iowadot.gov

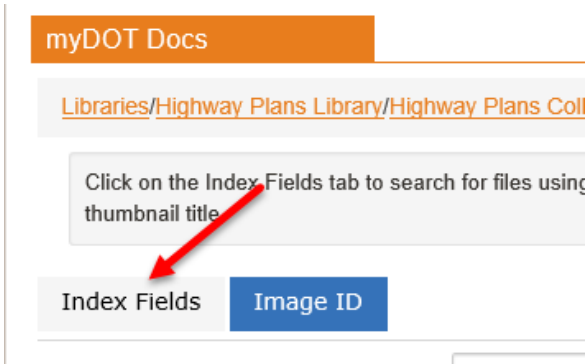1. Click on the Enter button to open the site:

2. Find the Highway Plans Collection and Click on the link:

3. Locate the Search option and click:

4. The Index Fields button is the preferred option for finding the desired plan sets:

Searching for Documents

The method used to fine tune the search result is to use the following index fields
- "All Counties"
- "All Routes"
- "Township"
- "Range"
- "Project Type"
  - Limit the search to Grade and Pave projects with %GRAD%.OR.%PAV%
  - Add .OR.%WID% to include widening

ALL COUNTIES	%82%
ALL ROUTES	%67
RANGE	%4%
BEG MP	
PROJECT TYPE	%GRAD%.OR.%PAV%

1. Using the examples above (note the "%" wild card) will return all plan sets with index values matching or containing the values entered.

2. Once these values are entered select the Search button to retrieve a list of plan sets matching the index values supplied.

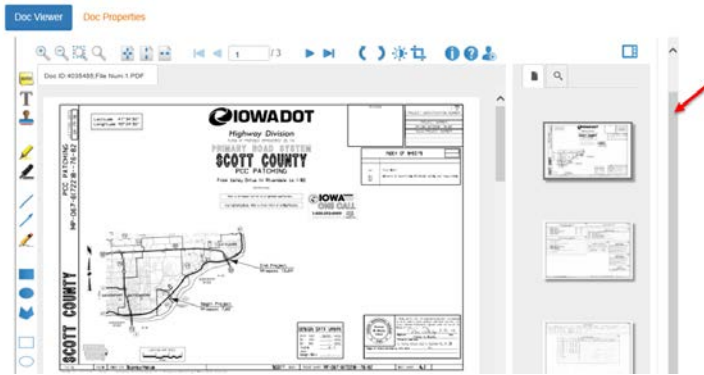3. Select the plan set from the list returned by clicking on the link under the thumbnail picture:

NOTE: Mouse over the Plan Set and the Project Description will appear. This will help with finding your document.
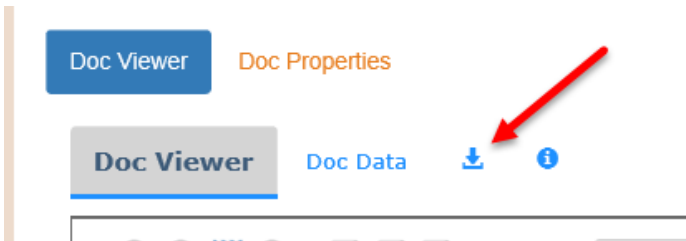
4. It may take a minute for the document to open.
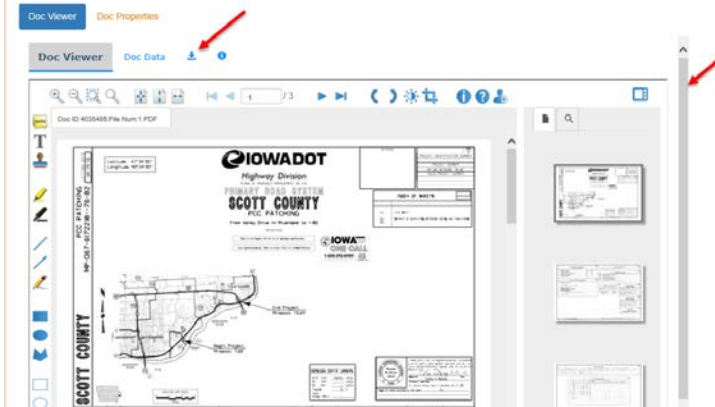
Downloading your document

Use the far-right scroll bar to move to the top of the viewer.

5.   Slide up to see the download icon:

6.   Click this icon to download the pdf document.

7.   Select the Open button