

SCOC Doc's Handbook

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Roles

SCOC applications have the following roles.

1. System Administrator
2. District Administrator
3. Enhanced Publisher
4. Compliance
5. Publisher
6. Contributor
7. Contributor
8. NOI Read
9. NOI User
10. Secure

For each role granted to a user, an access level must be assigned as well. This is managed by the District Administrator. Access levels can be District, Cost Center, or Contract

The process of assigning roles and access levels is outside the scope of this document and is covered in separate documents.

System Administrator

This role has full access to all sections of the application.

District Administrator

This role has access to:

- Assign roles and access level to users
- Edit or delete Documents
- Edit NOI data
- Delete NOI Record upon request

This should be limited to two per District

Enhanced Publisher

This role has access to:

- Upload, attribute, and publish documents
- Edit or delete documents not in published status
- Request a document in published status to be deleted

This should be limited to six per District (or HQ office, if split)

Compliance

This role has access to:

- Upload, attribute, and publish documents
- Edit or delete documents not in published status
- Request a document in published status to be deleted
- Can view and work with documents marked sensitive.

Publisher

This role has access to:

- Upload, attribute, and publish documents
- Edit or delete documents not in published status

Attributor

This role has access to:

- Upload and attribute documents, but can't publish
- Edit documents not in published status
- Delete documents only in pending status

Contributor

This role has access to

- Upload documents
- Delete documents that they uploaded and are still in pending status

Contractor

This role has access to

- Upload documents,
- Delete documents only in pending status that they uploaded.

This role uses Business to Customer (B2C) account to log in.

NOI Read

This role has "read only" access to NOI data.

NOI User

This role can create a new NOI record. Once a record is created only the admin roles can delete it. This role has full editing rights of NOI data.

Secure

This role has read access to all published documents and also has elevated rights to the report's menu, able to run additional reports that are marked secure.

Navigation

Menu

SCOC has two menus. The one along the top in blue is a menu common to department sites. The application menu is located below this menu and is the main navigation tool.

Most roles will see the following menu items.

Active Contracts

This is the main page of the application (aka, landing page) which is the default page when accessing the site.

This page consists of a grid that contains a list of active contracts and contracts that have been final accepted. See the [Grid](#) section for additional information.

Vendor Estimate

This page provides the user with the means to download and view estimates associated with contract.

Contract Analytics

This page provides the user with an overview of the contract status of the current active contracts being managed by FDOT.

Reports

This page provides the user with the means to run many different reports.

MyDashboard

This page provides the user with overview of all documents the user has access to work with.

MyReports

This page provides the user with the means to download reports that have been queued or deferred.

Help

This page provides the users with help. This is where this document can be found.

B2C Profile

This link is only seen by B2C users, providing a means to update the users B2C profile data.

Grid

The grid shows the data in a way that allows the user to quickly sort, filter and navigate through the data.

Paging

Paging is handled by buttons found above the grid on the far right of the screen. See below for a screen shot of what they look like.



There are four options, first page, last page, next page, and previous page.

Filtering

Each grid will have a row just above the first row of data that is used to filter the data. Below is a screen shot of what it could look like.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Some columns have a drop down and others are text box. If an entry is made into a text box, the grid data will filter based on that value. It will look for the text within the data column, e.g., if “E1” is entered in the Contract Id column the grid shows all records that start with E1 or has E1 contained in the data.

Selecting an item from the drop down will filter based on the selected value.

Multiple filters may be provided.

Links

Most of the grids also have links associated with the columns data. See screen shot below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC


Uploading Document

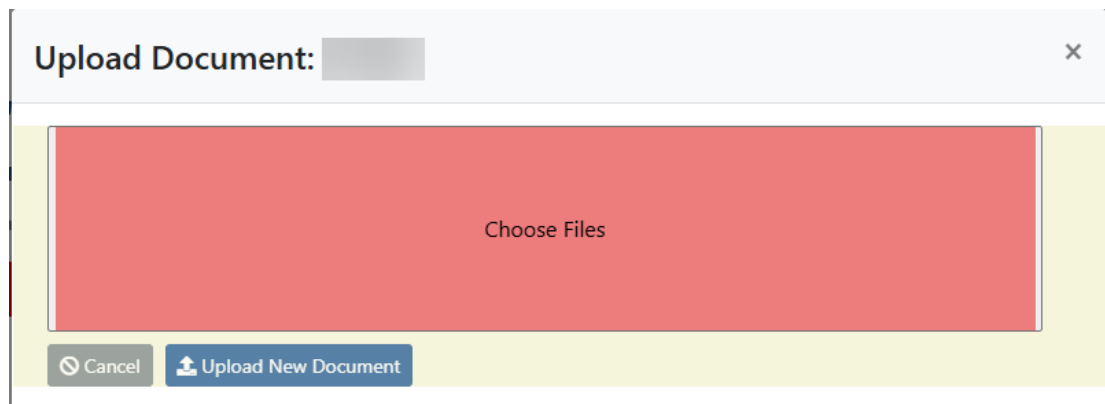
Once logged in with an assigned Doc's role that has access to upload documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

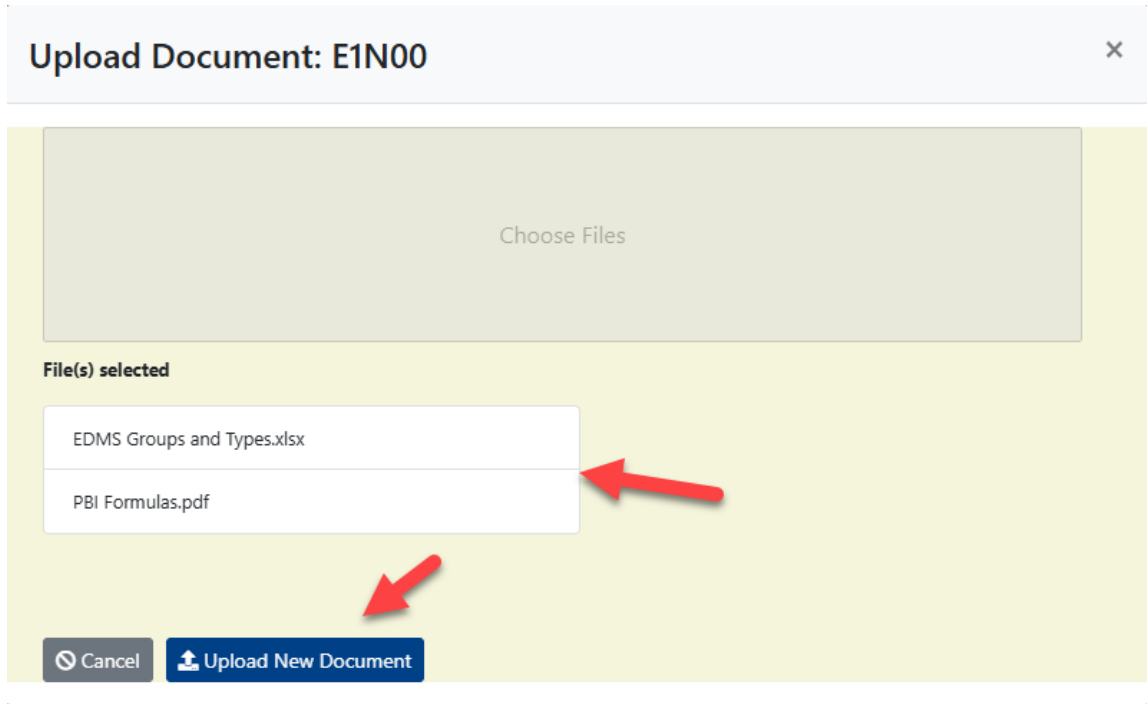
Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, will open the list of documents page.

1. Select the Upload button located above the grid on the left side of page. 
2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file or files to be uploaded.
 3. Select the files and then select Open. Five documents can be uploaded at a time.
- b. Option two.
 - i. Open file explorer and navigate to the file or files to be uploaded.
 - ii. Select and drag the files into the Choose Files area.
- c. Using either option, the selected files to be uploaded will be listed below Choose Files area.



d. Click on Upload New Document button.



3. After the process is completed, the documents are shown in the list of documents page.


	File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By
	PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON
	EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON



Attributing Document

Once logged in with an assigned Doc's role that has access to attribute documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, will open the list of documents page. Select the Edit Icon  to the left of the document file name.

	File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By
	PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON
	EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON

Selecting the Edit Icon will open an edit dialog window. Gray boxes contain data that is retrieved from EDMS or AASHTOWare Project Construction (PrC). White boxes can be edited.

Edit Document Details: E1U56 ✕

File Name **Document Id** **EDMS Status**

PBI FORMULAS.PDF 18499753 Pending

Filters for EDMS Description Drop

EDMS Group Description EDMS Group Code Form Number

Select Group Descriptor Select Group Des Select Form Number

EDMS Description*

Select EDMS Description ↻

Subject Description*

Subject Description

Structure #	Roadway Id	Local Road Name	Addressed To
Enter Structure #	Enter Roadway Id	Enter Local Road Name	Enter Addressed To
Received From		QC Operator	
KNATCMJ		Enter QC Operator	
<input type="checkbox"/> Exempt	<input type="checkbox"/> Sensitive Document	<input type="checkbox"/> Secure Document	<input type="checkbox"/> Published
Project Id*	Doc Type	Doc Type Description	
44400825201	CONST162	PENDING	
Federal Aid Id	Doc Grp Cd	Doc Group Description	
N/A	CONST23	PENDING	
Letting Date	Executed Date	Received Date	Modified Date
2/17/2022	4/1/2022	2025-04-03	4/3/2025

*Denotes Required Fields ↻ Reset ⌛ Cancel 📄 Update

Information shown in the dialog window includes:

1. Along the top is the File Name, EDMS Document Id number, and EDMS Status.
2. Document Id is assigned by EDMS and cannot be changed.
3. EDMS status
 - a. Use the dropdown to assign the status (options depend on user assigned role):
 - i. Pending
 - ii. CEI Review
 - iii. Review
 - iv. Request to Delete
 - v. Published
 - b. CEI Review status was requested by District 2 to support their processes.
4. The next section is used to set the document’s meta data from the meta data source list.
 - a. Use the three dropdowns (EDMS Group Description, EDMS Group Code, Form Number) to filter the contents of the EDMS Description dropdown menu.
 - b. After selecting the description from the EDMS Description dropdown, the subject description text-area will be populated with the appropriate EDMS description and the form number if applicable. Additional text can be added to the text-area.
 - c. Select the project FPID number when the contract has more than one. The default is the lead project.
5. The remaining fields can be provided but are not required.




After completing the desired edits, select the Update button.

When the process is completed, the updated document is shown in the list of documents page with the proper attributes.

	File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By
	PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Review	CONTRACT DOCUMENTS	NOTICE TO PROCEED	NOTICE TO PROCEED; NTP	04/03/2025	MIKE JOHNSON
	EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON

Delete Document

Only the System and District Administrator roles have access to delete a document that has been published and will see the Delete Icon on the far right of the of the document .





Selecting the Delete Icon will open a confirmation dialog window.



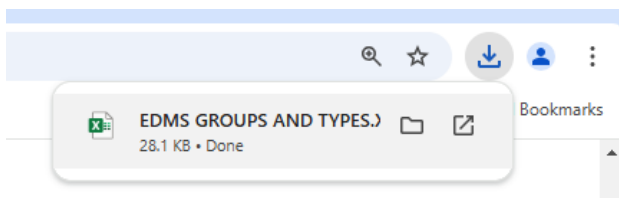
Select delete to permanently remove the Document from EDMS. This action cannot be undone.

Download Document

Download a document by clicking on the file name listed on the documents page. Documents that are marked “sensitive” can only be downloaded by the Compliance, System Admin, and District Admin roles.

	File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By	
	PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Review	CONTRACT DOCUMENTS	NOTICE TO PROCEED	NOTICE TO PROCEED; NTP	04/03/2025	MIKE JOHNSON	
	EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON	

In chrome, the file will show up far right in the browser menu.



MyDashboard

This page displays a list of contracts the user has access to along with a count of each document status and a total document count. It also displays notice of intent counts if the user has access to that information.

Contract Document Details:
 Back to Active Contract List
 Page 1 of 145

[Export to Excel](#) Clear Filters

Exports grid contents to excel. Can be used to perform additional analysis.

Each column header is clickable, which will sort the selected column ascending or descending order.

Active	District	Contract Name	Pending Documents	CEI Review Documents	Review Documents	Request Delete Documents	Published Documents	Total Documents	Open NOI	Closed NOI	Rescinded NOI	Total NOI
No	01	E1R18	1	0	1	0	0	2	0	0	0	0
No	01	E1R76	6	0	0	0	1	7	0	0	0	0
Yes	01	E1R87	1	0	0	0	0	4	0	0	0	0
Yes	01	E1S28	9	0	0	0	0	11	0	0	0	0
No	01	E1S66	0	0	0	0	0	0	0	0	0	0
No	01	E1S92	0	0	0	0	0	0	0	0	0	0

Selecting a number will take the user to the Contract Document page and set the filter according to the status. This link would set the filter to Pending

Selecting a number will take the user to the Contract NOI page and set the filter according to the status. This link would set the filter to Open

This page gives the user a quick way to see the status of documents and NOI records.

Shared Folder

Once logged in with an assigned Doc's role that has access to documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

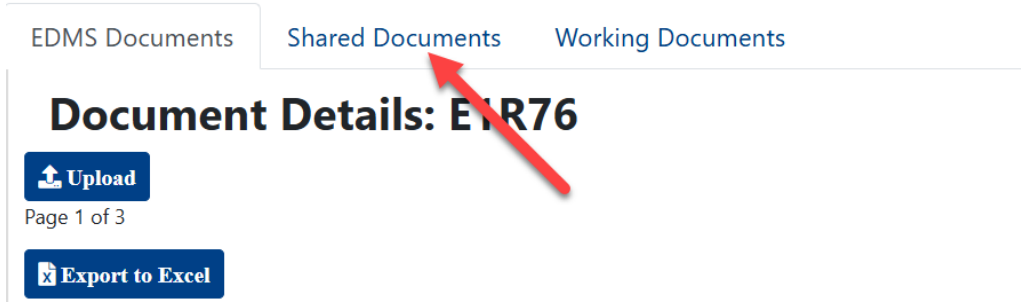
Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, it will open the list of documents tab, which is the default tab. Depending on access there can be up to three TABS.


- EDMS Documents (Default)
 - List of all EDMS documents
- Shared Documents
 - List of Files
 - All SCOC Doc roles have access. This includes contractor role
- Working Documents

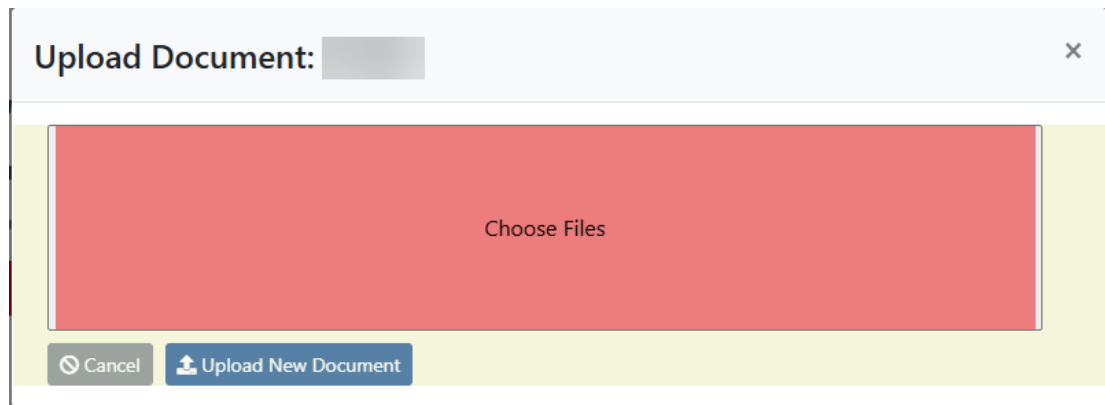
- List of files
 - All SCOC Doc roles have access. This excludes contractor role

Select the Shared Folder tab.

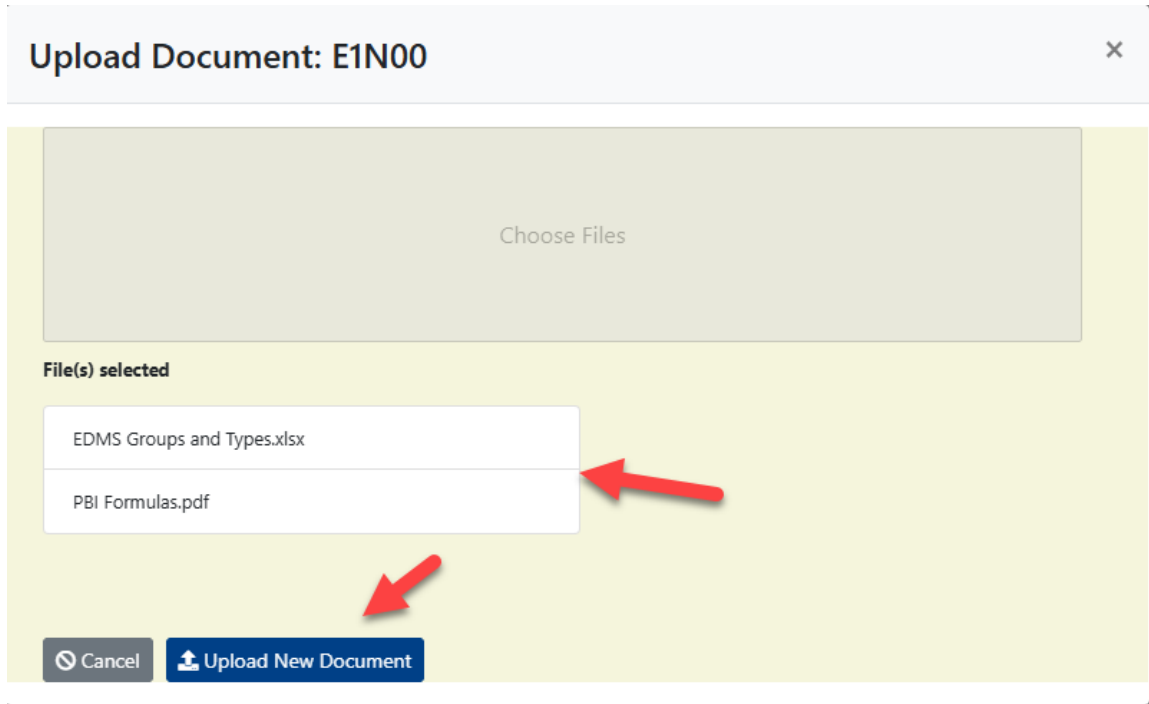


Uploading shared documents

1. Select the Upload button located above the grid on the left side of page. 
2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file or files to be uploaded.
 3. Select the files and then select Open. Five documents can be uploaded at a time.
- b. Option two.
 - i. Open file explorer and navigate to the file or files to be uploaded.
 - ii. Select and drag the files into the Choose Files area.
- c. Using either option, the selected files to be uploaded will be listed below Choose Files area.



d. Click on Upload New Document button.




4. After the process is completed, the documents are shown in the list tab of shared documents.

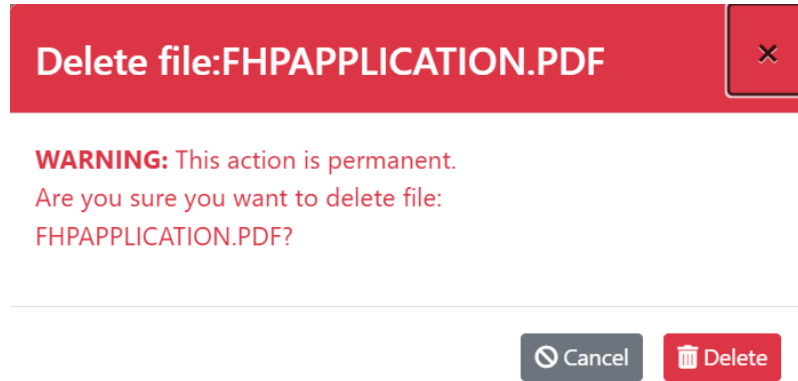
Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

Delete Shared documents

These roles have access to delete a shared file.

- System Admin
- District Admin
- Contributor
- Contributor
 - But only files they uploaded.
- Publisher
- Enhanced Publisher
- Compliance



- Only the roles listed above have access to delete a document and will see the Delete Icon on the far right of the of the document .
- Selecting the Delete Icon will open a confirmation dialog window.



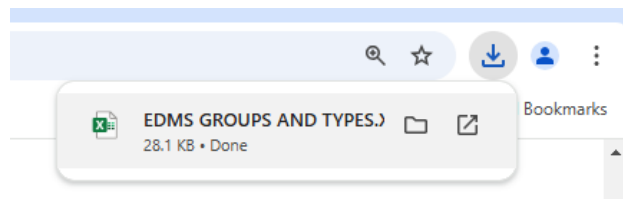
Select delete to permanently remove the Document from Shared Folder. This action cannot be undone.

Download shared document

Download a document by clicking on the file name listed on the shared documents tab.

Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

In chrome, the file will show up far right in the browser menu.



Shared Document Versioning

Shared folder supports file versioning. If a file with the same name is uploaded the system will compare the files and if different it will copy the existing file and make it a version and make the file upload the current. This will be reflected in the grid under the column version.

Version	File Name	Uploaded By	Uploaded
current	CHPAPPLICATION.PDF		10/16/2025
v0001	CHPAPPLICATION.PDF		10/16/2025
current	FHPAPPLICATION.PDF		10/15/2025

New file (points to current row)

Old file (points to v0001 row)

Working Folder

Once logged in with an assigned Doc's role that has access to documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

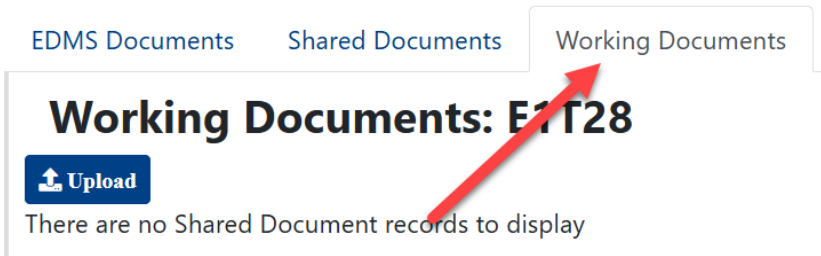
After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, it will open the list of documents tab, which is the default tab. Depending on access there can be up to three TABS.


- EDMS Documents (Default)
 - List of all EDMS documents
- Shared Documents
 - List of Files
 - All SCOC Doc roles have access. This includes contractor role
- Working Documents
 - List of files
 - All SCOC Doc roles have access. This excludes contractor role

Select the Working Folder tab.




EDMS Documents Shared Documents Working Documents

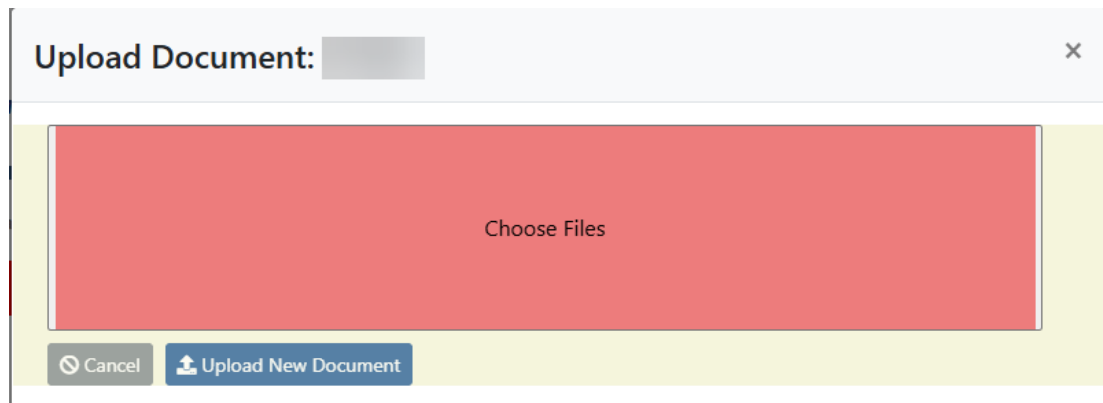
Working Documents: E1 T28

 Upload

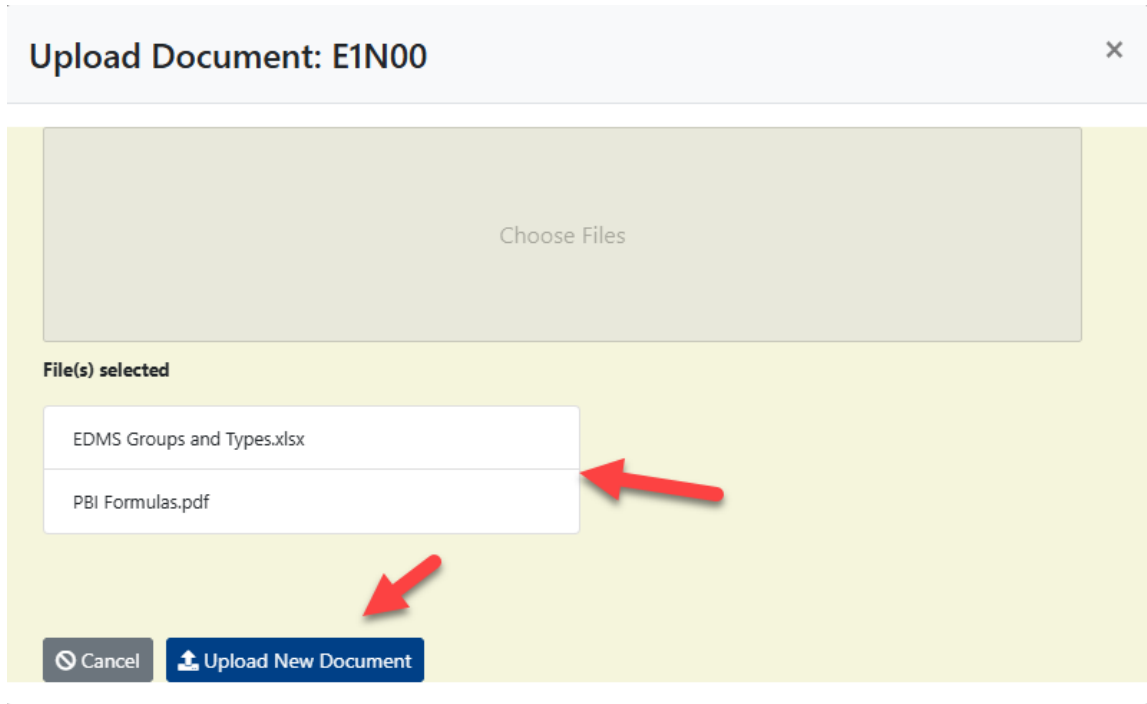
There are no Shared Document records to display


Uploading working documents

1. Select the Upload button located above the grid on the left side of page. 
2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file or files to be uploaded.
 3. Select the files and then select Open. Five documents can be uploaded at a time.
- b. Option two.
 - i. Open file explorer and navigate to the file or files to be uploaded.
 - ii. Select and drag the files into the Choose Files area.
- c. Using either option, the selected files to be uploaded will be listed below Choose Files area.




- d. Click on Upload New Document button. 
- 5. After the process is completed, the documents are shown in the tab of working documents.

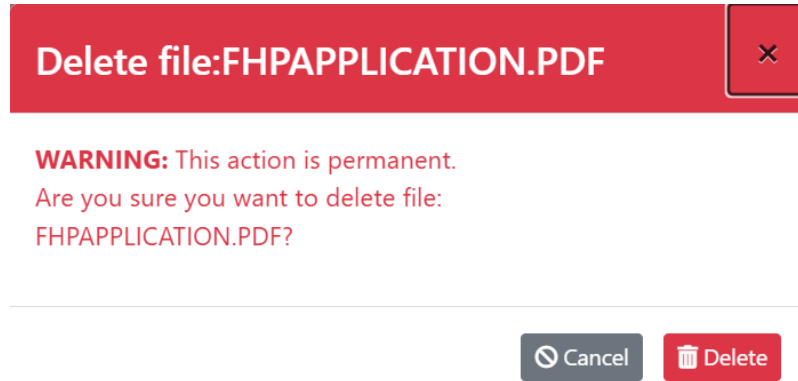
Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

Delete working documents

These roles have access to delete a working file.

- System Admin
- District Admin
- Contributor
- Contributor
 - But only files they uploaded.
- Publisher
- Enhanced Publisher
- Compliance



- Only the roles listed above have access to delete a document and will see the Delete Icon on the far right of the of the document .
- Selecting the Delete Icon will open a confirmation dialog window.



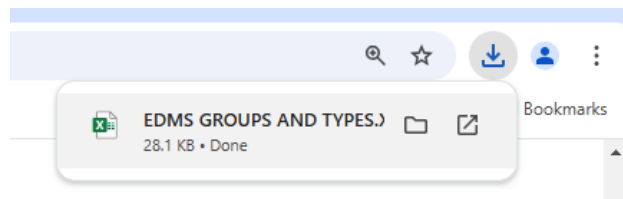
Select delete to permanently remove the Document from Working Folder. This action cannot be undone.

Download working document

Download a document by clicking on the file name listed on the working documents tab.

Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

In chrome, the file will show up far right in the browser menu.



Working Document Versioning

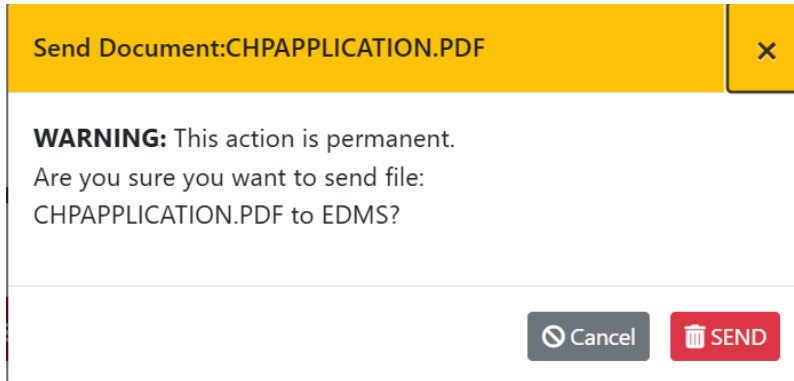
Shared folder supports file versioning. If a file with the same name is uploaded the system will compare the files and if different it will copy the existing file and make it a version and make the file upload the current. This will be reflected in the grid under the column version.

Version	File Name	Uploaded By	↑↓ Uploaded
current	CHPAPPLICATION.PDF		10/16/2025
v0001	CHPAPPLICATION.PDF		10/16/2025
current	FHPAPPLICATION.PDF		10/15/2025

Note: Red callouts in the original image point to the 'New file' label for the current CHPAPPLICATION.PDF and the 'Old file' label for the v0001 CHPAPPLICATION.PDF.

Send Working Document to EDMS



Working documents supports a feature that allows users to select a document to send to EDMS. Selecting the to the right of the file will open a dialog window.

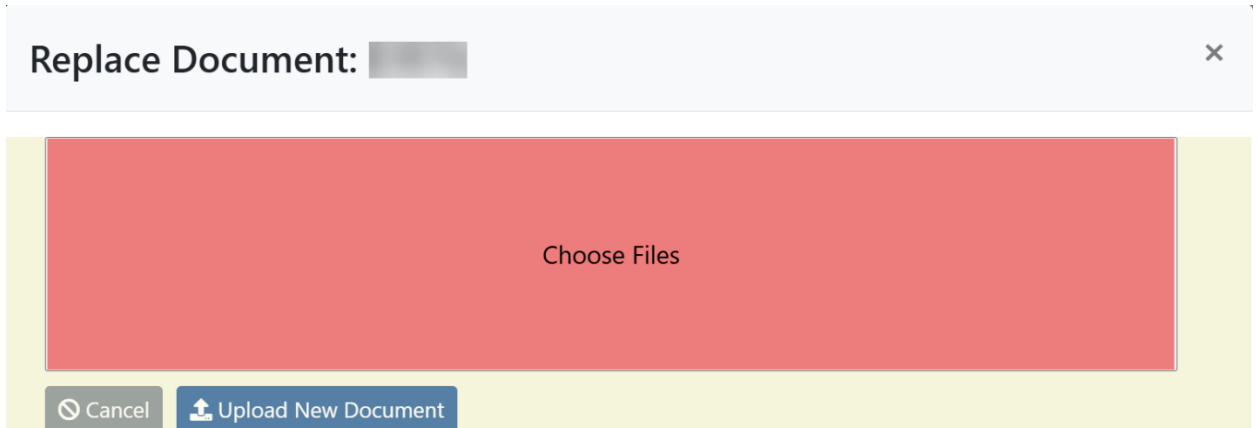


Selecting Send will send the file to EDMS with the default attributes, this action will also delete all version of the file in the working folder including the file selected. So be very sure before selecting Send.

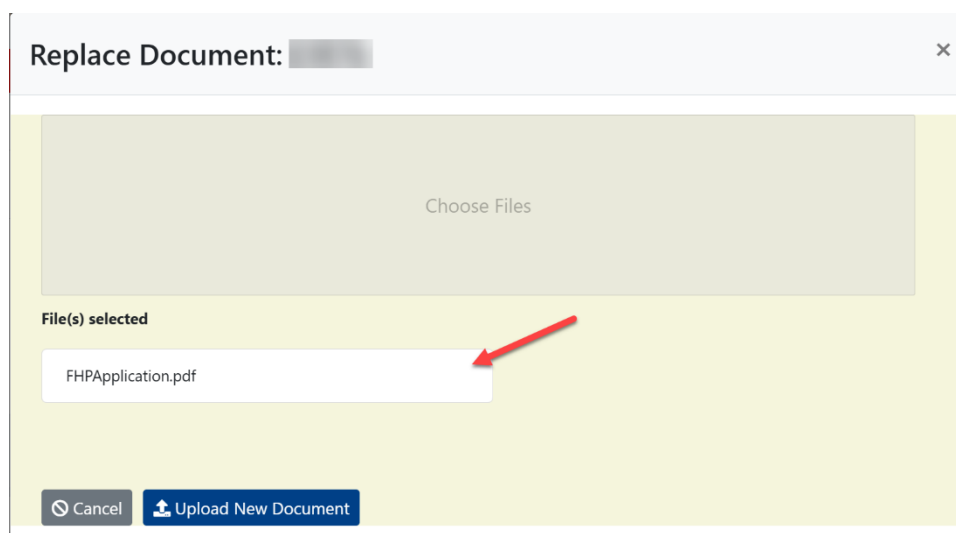
Replace EDMS Document

Only System Admin, District Admins, Enhanced Publisher, and Compliance roles have access to perform this operation.

1. Select the Replace icon  located in the grid on the left side next to the edit icon  of the file to be replaced.
2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file to be uploaded.
 3. Select the file and then select Open. Only one document can be uploaded for this operation.
- b. Option two.
 - i. Open file explorer and navigate to the file to be uploaded.
 - ii. Select and drag the file into the Choose Files area.
- c. Using either option, the selected file to be uploaded will be listed below Choose Files area.



- d. Click on Upload New Document button.
- 6. After the process is completed, a message will be shown.



Publish Multiples

Once logged in with an assigned Doc's role that has access to attribute documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
No	01	E1R18	FINAL PAYMENT MADE	2018-12-19	44078915201	DISTRICT-WIDE SAFETY D.B. PUSH BUTTON	9917-SAFETY PROJECT	DIST/ST-WIDE	AJAX PAWING INDUSTRIES OF FLORIDA LLC	No Map
No	01	E1R76	MATERIALS CERTIFIED	2020-08-16	20121535201	Design Build I-4 at SR 557	0231-INTERCHANGE IMPROVEMENT	POLK	SKANSKA USA CIVIL SOUTHEAST INC.	No Map 24
Yes	01	E1R87	TIME BEGUN	2021-03-01	20103255201	I-75 (SR 93) AT 301 Interchange	0236-INTERCHANGE - ADD LANES	MANATEE	AJAX-LEWARE JV	Map 15
Yes	01	E1528	TIME BEGUN	2020-08-16	41306515201	Design Build I-75 at Colonial	0236-INTERCHANGE - ADD LANES	LEE	AJAX PAWING INDUSTRIES OF FLORIDA LLC	Map 14

Only roles that allow publishing can complete this process, other roles such as **Attributor** will see the check boxes but will not see the Publish button, this is because the check boxes are also used to copy attributes which this role has access to do.

To publish more than one document, select each document by checking the check box under the column **S/A**.

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By	C/A	S/A
DWR SUMMARY (4)	08/27/2025	EDMS Migration	19444196	Published	PENDING	PENDING	COMMON CARRIER FREIGHT RATE	08/27/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTS BEHIND 1 YEAR OR MORE	07/24/2025	EDMS Migration	19293649	Published	PENDING	PENDING	MONTHLY ESTIMATES	08/07/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/11/2025	EDMS Migration	19112560	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	BASIS OF ESTIMATE	10/17/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
S-16 TO S-17(CCHIAPPONE@HWLOCHNER.COM)	06/10/2025	EDMS Migration	19112404	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	BASIS OF ESTIMATE	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
DAILY WORK REPORT (7)	06/10/2025	EDMS Migration	19112403	Published	PENDING	PENDING	BASIS OF ESTIMATE	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
REPORT LOG	06/10/2025	EDMS Migration	19112402	Pending	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
REPORT LOG	06/10/2025	EDMS Migration	19112399	Published	ESTIMATES	ESTIMATES	700-050-62 : CERT OF QUANTITIES (MOT, SIGNS)	08/07/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
FL0240259.PDF	05/09/2025	EDMS Migration	18746046	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	06/05/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
TSRT_outline.docx	05/07/2025	EDMS Migration	18746014	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
TSRT_outline.docx	05/07/2025	EDMS Migration	18746013	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>

Once a document is selected that meets the requirements the Publish button above the grid will activate, select it.

EDMS Documents | Shared Documents | Working C

Document Details: E1R76

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Export to Excel | Copy Attributes | Publish | 10 | Clear Filters

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By	C/A	S/A
DWR SUMMARY (4)	08/27/2025	EDMS Migration	19444196	Published	PENDING	PENDING	COMMON CARRIER FREIGHT RATE	08/27/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTS BEHIND 1 YEAR OR MORE	07/24/2025	EDMS Migration	19293649	Published	PENDING	PENDING	MONTHLY ESTIMATES	08/07/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/11/2025	EDMS Migration	19112560	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	BASIS OF ESTIMATE	10/17/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
S-16 TO S-17(CCHAPPONE@HWLOCHNER.COM)	06/10/2025	EDMS Migration	19112404	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	BASIS OF ESTIMATE	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
DAILY WORK REPORT (7)	06/10/2025	EDMS Migration	19112403	Published	PENDING	PENDING	BASIS OF ESTIMATE	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
REPORT LOG	06/10/2025	EDMS Migration	19112402	Pending	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
REPORT LOG	06/10/2025	EDMS Migration	19112399	Published	ESTIMATES	ESTIMATES	700-050-62 - CERT OF QUANTITIES (MOT; SIGNS)	08/07/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
FL0240259.PDF	05/09/2025	EDMS Migration	18746046	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	06/05/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
TSRT_outline.docx	05/07/2025	EDMS Migration	18746014	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
TSRT_outline.docx	05/07/2025	EDMS Migration	18746013	Published	FINAL ESTIMATES	NOTICE OF OVERPAYMENT	TEST	10/13/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>

Documents Published.

If all goes well a message will display showing a status of success, else an

Published Failed:Error: No documents in Review or CEI Review selected.

error message will be shown.

Copy Attributes

Once logged in with an assigned Doc's role that has access to attribute documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
No	01	E1R18	FINAL PAYMENT MADE	2018-12-19	44078915201	DISTRICT-WIDE SAFETY D.B. PUSH BUTTON	9917-SAFETY PROJECT	DIST/ST-WIDE	AJAX PAVING INDUSTRIES OF FLORIDA LLC	No Map 24
No	01	E1R76	MATERIALS CERTIFIED	2020-08-16	20121535201	Design Build I-4 at SR 557	0231-INTERCHANGE IMPROVEMENT	POLK	SKANSKA USA CIVIL SOUTHEAST INC.	No Map 24
Yes	01	E1R87	TIME BEGUN	2021-03-01	20103255201	I-75 (SR 93) AT 301 Interchange	0236-INTERCHANGE - ADD LANES	MANATEE	AJAX-LEWARE JV	Map 15
Yes	01	E1528	TIME BEGUN	2020-08-16	41306515201	Design Build I-75 at Colonial	0236-INTERCHANGE - ADD LANES	LEE	AJAX PAVING INDUSTRIES OF FLORIDA LLC	Map 14

Only roles that allow attribution can complete this process

Select the document's attributes to be copied.

EDMS Documents | Shared Documents | Working Documents

Document Details: E1T28

Page 1 of 1

Export to Excel | Copy Attributes | Publish | 10 | Clear Filters

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By	C/A	S/A
DAILY WORK REPORT (8)	09/05/2025	EDMS Migration	19444218	Pending	CONTRACT CHANGES	S.A./CHANGE ORDER	700-010-79 - CONTINGENCY SUPPLEMENTAL AGREEMENT	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
FUEL ADJUSTMENT	07/22/2025	EDMS Migration	19293645	Published	ESTIMATES	ESTIMATES	700-050-62 - CERT OF QUANTITIES (MOT; SIGNS)	07/22/2025	MIKE JOHNSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST CHANGEORDERDETAILS 3 MONTHS	07/11/2025	MIKE JOHNSON	19112562	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	700-010-79 - CONTINGENCY SUPPLEMENTAL AGREEMENT	07/11/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CEKCDSTONPASSEDPROJECTS_20250710_064153	07/10/2025	MIKE JOHNSON	19112559	Published	FINAL ESTIMATES	FORM21A	700-050-21 - FORM 21A (MODIFIED) SURETY TAKEOVER	07/10/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112557	Published	CONTRACT CHANGES	S.A./CHANGE ORDER	BASIS OF ESTIMATE	07/10/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112556	Published	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112555	Published	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	07/14/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
HNTB_AutoCADD.zip	03/25/2021	EDMS Migration	11491929	Published	BQA	SUPPORTING DOCUMENTATION	THIS IS A TEST	07/09/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>

Select all documents to which the attributes are to copy to. Select the Copy Attribute button.

EDMS Documents | Shared Documents | Working Documents


Document Details: E1T28

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Export to Excel

Copy Attributes Publish 10 Clear Filters

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By	C/A	S/A
DAILY WORK REPORT (38)	09/05/2025	EDMS Migration	19444218	Pending	CONTRACT CHANGES	S,A,/CHANGE ORDER	700-010-79 : CONTINGENCY SUPPLEMENTAL AGREEMENT	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
FUEL ADJUSTMENT	07/22/2025	EDMS Migration	19293645	Published	ESTIMATES	ESTIMATES	700-050-62 : CERT OF QUANTITIES (MOT, SIGNS)	07/22/2025	MIKE JOHNSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST CHANGEORDERDETAILS 3 MONTHS	07/11/2025	MIKE JOHNSON	19112562	Published	CONTRACT CHANGES	S,A,/CHANGE ORDER	700-010-79 : CONTINGENCY SUPPLEMENTAL AGREEMENT	07/11/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CEICOSTONPASSEDPROJECTS_20250710_064153	07/10/2025	MIKE JOHNSON	19112559	Published	FINAL ESTIMATES	FORM21A	700-050-21 : FORM 21A (MODIFIED) SURETY TAKEOVER	07/10/2025	MIKE JOHNSON	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112557	Published	CONTRACT CHANGES	S,A,/CHANGE ORDER	BASIS OF ESTIMATE	07/10/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112556	Published	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	10/06/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
CHANGEORDERDETAILS 3MONTHS	07/10/2025	EDMS Migration	19112555	Published	ESTIMATES	ESTIMATES	MONTHLY ESTIMATES	07/14/2025	MIKE JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>
HNTB_AutoCADD.zip	03/25/2021	EDMS Migration	11491929	Published	BQA	SUPPORTING DOCUMENTATION	THIS IS A TEST	07/09/2025		<input type="checkbox"/>	<input type="checkbox"/>

If all goes well a message will display showing a status of success,  else an error message will be shown.

Batch Jobs

Details for each batch job that supports SCOC application.

Update contracts

Run Time: 03:30am Eastern Standard Time

Frequency: Each Day

Performs the following.

1. Gets list of active contracts from PrC.
 - a. Adds contracts that don't exist in SCOC.
 - b. Updates contracts that already exist and something has changed.
2. Gets list of final accepted past 820 days.
 - a. Updates contracts where something has changed.
 - i. Example paid off date was added.

Migrate EDMS documents

Run Time: 04:30am, 7am, 12pm, and 3pm Eastern Standard Time

Frequency: Each Day

Performs the following.

3. Add EDMS documents found in EDMS that do not exist in SCOC.
4. Update SCOC documents attributes if changes are made in EDMS by a user.
5. Remove document from SCOC if user delete document from EDMS.

60-day milestone

Run Time: 05:30am Eastern Standard Time

Frequency: Each Day

Performs the following.

1. Removes contract specific access for the Contractor, Contributor and Contributor roles for all contracts that have been final accepted for 60 days.

Note: Publisher, Enhanced Publisher, and District will keep access.

120-day milestone

Run Time: 05:30am Eastern Standard Time

Frequency: Each Day

Performs the following.

1. Removes contract specific access for the Publisher role for all contracts that have been final accepted for 120 days.
2. Note: Enhanced Publisher, and District will keep access.

Purge Log

Run Time: 04:30am Eastern Standard Time

Frequency: Each Day

Removes logs older than a year.

Pre-Filled Forms

Run Time: 04:30am Eastern Standard Time

Frequency: Each Day

This batch job checks if active contract was added today and if so, will create the 32 construction forms and save them in the shared folder for the associated contract.

Forms Details

Contract Document form

Field maximum lengths.

Edit Document Details: E1R18

File Name	Document Id	EDMS Status
PRR-2025-4665	19112428	Review

Filters for EDMS Description Drop

EDMS Group Description	EDMS Group Code	Form Number
Select Group Description	Select Group Desc	Select Form Number

EDMS Description*

Select EDMS Description

Subject Description*

ESTIMATES CORRESPONDENCE; HOLD/RELEASE LETTERS

Structure #	Roadway Id	Local Road Name	Addressed To
Enter Structure #	Enter Roadway Id	Enter Local Road Name	Enter Addressed To

Received From

KNATCMJ

QC Operator

Enter QC Operator

Project Id*	Doc Type	Doc Type Description
44078915201	CONST040	ESTIMATES

Federal Aid Id	Doc Grp Cd	Doc Group Description
D118063B	CONST06	ESTIMATES

Letting Date	Executed Date	Received Date	Document Date	Modified Date
2018-09-19	2018-11-19	2025-06-12	2025-06-10	2025-06-12

*Denotes Required Fields

Reset Cancel Update

Filed Restrictions:

1. File name
 - a. \"/[]:<> characters are not allowed.
2. Received From
 - a. Only alpha numeric characters allowed
3. Subject Description
 - a. \"/[]:<> characters are not allowed.
4. Roadway Id
 - a. Only alpha numeric characters allowed
5. Structure Number
 - a. Only alpha numeric characters allowed
6. Addressed To
 - a. Only alpha numeric characters allowed

Reported Work Items

Quantity	Ref Item Name	Description	Category	Location	Contract Line #	Project Line #	Attachments				
10	0160 4	TYPE B STABILIZATION	0200	test	0175	0005	Yes				
								Seq	Posting Location	Attachments	APL IDs
								1	test	Yes	123-567-098
											456-346-123



Total Reported Quantity: 10

NOI Form

Field maximum lengths.

Add Notice of Intent (NOI) Details: E1R18

NOI: # Received Date NOI Status*

Reason (Prime)*

Description* **Max length: 4000**

Response Escalation Level

Provide the following when appropriate and available

Docs Date Time Impacted Cost Impacted

Additional Description **Max length: 4000**

*Denotes Required Fields

No filed restrictions currently.

Reports

This document describes special features in certain reports that may otherwise go unnoticed, especially in DWR reports.

In the Central Office area, under **DWR/Diary Reports**, users can run the *Daily Work* report


by supplying their desired parameters. Once generated, the report includes a new column on each page — located along the top — labeled **Has Attachments**, next to the DWR Date, Authorized status, and Temperature. This column displays either **Yes** or **No**. Whenever **Yes** appears, it becomes a link. An example is shown below.

DwrDate	Authorized	AuthorizedDate	ContractorPresent	HighTemp	LowTemp	HasAttachments
9/8/2025 12:00:00 AM	True	11/25/2025 12:00:00 AM	True			Yes

AM Conditions: PM Conditions:

Remarks

Type	Remark
N/A	



Clicking this link opens the SCOC application and navigates to a page that displays all attachments associated with the DWR report. The **Type** column on that page indicates whether the attachment is at the *DWR report level* or at the *Work Item or Posting level*. The list clearly distinguishes these types in the first column. Example shown below.

DWR Details:

- Contract Id: [redacted] [Back to Active Contract List](#)
- DWR Date: 2025-09-08T00:00:00
- User Id: k[redacted]

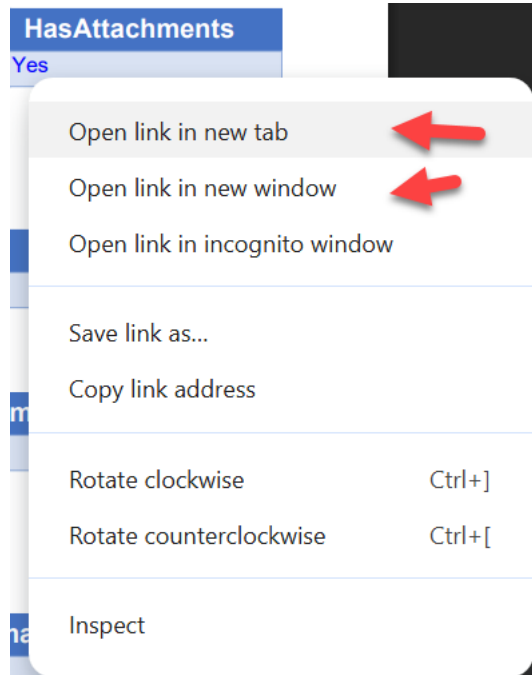
Page 1 of 1

 [Export to Excel](#)

Type	File Name	Description
Work Item	Daily Work Report (29).PDF	first one
Work Item	Buy America.pdf	second one
Posting	01-06-23-HWY-FL20230164 Duval.pdf	first one on posting

When a user clicks a link in the PDF report, how it opens depends on their browser settings or the PDF viewer they're using. The link may open in the same window or in a new tab or window. To ensure it opens separately, it is strongly recommended to **right-click** the link

and choose “**Open link in new tab**” or “**Open link in new window.**”



Additional information is displayed under the **Reported Work Item** section, including the following posting details:

- Sequence Number
- Location
- Has Attachments
- APL IDs

Further instructions on how to supply APL data will follow. An example is shown below.