

# Alabama DOT UAS Section's cloud based document routing, notification & long term storage technology

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# Takeaways from this presentation

YOU KNOW WHEN  
YOU BUY A BAG  
OF SALAD & IT  
GETS ALL BROWN  
& SOGGY?

COOKIES DON'T  
DO THAT

J.D.  
Will now answer  
any questions

# No PowerPoint Parade

1. This will be a live demonstration of a work order being submitted and then routed, signed and filed with various notifications being produced along the defined workflow.
2. The following slides simply serve to document the material being presented during the live demonstration.

# Types of forms managed by the UAS Section

1. Certificate of Waiver or Authorizations (COAs)
2. Consultant/Contractor Check Lists
3. Risk Assessments
4. Site Survey's
5. Standard Operating Procedures (SOPs)
- 6. Work Order Forms**

# Challenges with managing forms manually

1. Thousands of paper documents in filing cabinets
2. Change hands multiple times
3. Only accessible to one person at a time
4. No audit trail of activities
5. No notifications
6. No after hours access to documents
7. No search capabilities
8. Difficult to find a specific document almost immediately
9. Valuable time spent scanning & filing documents

# ALDOT UAS Document Routing Overview

1. A document is submitted to the appropriate drawer
2. If a work order form, the UAS Manager & Senior Pilot are notified
3. The UAS Manager or Senior Pilot assigns the work order to a specific pilot
4. The document is relocated to that pilot's personal drawer
5. The pilot is notified and must acknowledge the work assignment
6. The pilot performs the work order and updates/signs the forms
7. The document is relocated to a completed drawer
8. The UAS Administrator, UAS Manager & Senior Pilot are notified of the completed work order & will review/archive the pilot's copy

# System features

- Task specific drawers
- Configurable workflow for each drawer
- Routing documents between drawers and sign off
- Automated notifications as documents are being routed
- Interaction with other applications
- Advanced Searching capabilities
- Long Term Archival (with audit trails)
- Free, configurable read-only access for authorized participants
- Shareable hyperlinks to specific documents can be generated

# Doc Express<sup>®</sup>

Also in use at:

- Arkansas DOT
- Iowa DOT
- Maine DOT
- Oregon DOT
- Vermont AOT

UAS Operations <a href="#">edit</a>	
Alabama DOT	
Consultant	
Risk Assessment & Site Survey	
SOP's, Waivers, COA's, Etc	5
Work Order Forms (ACTIVE)	
Work Order Forms (Assigned to Casey Asher)	
Work Order Forms (Assigned to Jonathan Woodham)	
Work Order Forms (Assigned to Kyle Clifford)	
Work Order Forms (Assigned to Mike Kyser)	
Work Order Forms (COMPLETED)	595

# Other Doc Express DOT Users

- While numerous other DOTs utilize Doc Express for contract document and related activities, ALDOT's use of Doc Express to manage the UAS program paperwork is unique.
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