

UCM

(File Management Application)

for SiteXchange

INDOT

What has changed?

- A contractor can now retrieve their contract file as soon as files are available in UCM.
- A contractor can view the file export status of their submissions.
- Email notifications will continue to indicate the file is available, but will no longer have the file attached.
- The contractor will be fully responsible for retrieving file, checking it out, editing, and checking file back in.

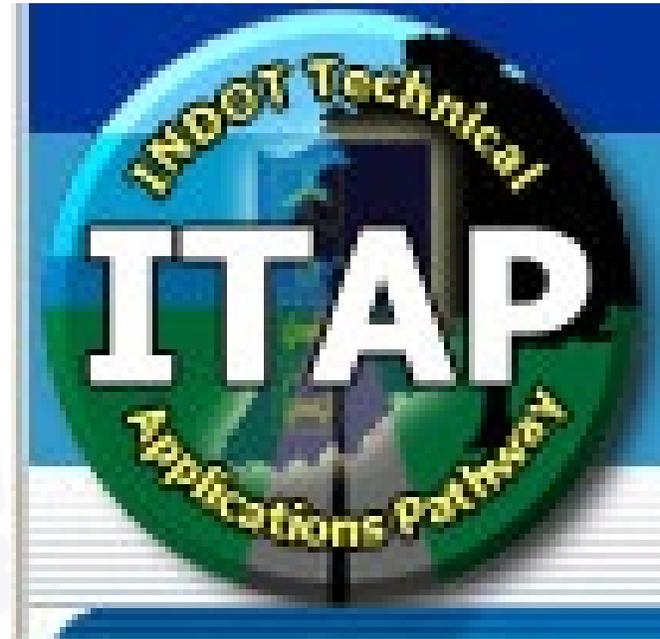
What did not change?

- There were no changes made to the SiteXchange program.
- Still use SiteXchange the same way to edit contract files.
- Process will still take the same amount of time (24-48 hours).

Getting to ITAP

direct url: <https://itap.indot.in.gov/login.aspx>

1. www.IN.gov
2. INDOT
3. Doing Business with INDOT
4. Contractors/Construction
5. Resources
6. SiteXchange
 1. <https://itap.indot.in.gov/login.aspx>



ITAP Sign In

ITAP - Login

INDOT Employees Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

Make sure you select "Others" provides the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)
Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. Please contact [ITAP Support](#) for any questions.

The UCM for SiteXchange will be broken down into steps with this presentation.

1. Retrieving your contract file
2. Checking out a contract file
3. Checking a contract file in

Step 1.

Retrieving a contract file

The following slides will walk you through the steps to locate a file.

Click on SiteXchange Contract File Access

The screenshot shows the Indiana Department of Transportation (INDOT) Technical Application Pathway website. The page features a blue header with the ITAP logo on the left and the Indiana Department of Transportation name on the right. A navigation menu on the left includes links for Home, Application, User, and Training Videos List. The main content area is titled 'Main Page' and contains a tree view of 'INDOT Applications' with the following items: Clean Answers, Human Resources, Safety Occurrence System, SiteXchange Contract File Access, and Situational Awareness. A red arrow points to the 'SiteXchange Contract File Access' link. To the right of the tree view is an 'Application Details' table with columns for Name, URL, Description, Abbreviation, Last Login Time, and No of Users Logged In Today. At the bottom of the page, there is a link that says 'Click here to request a new application' and the footer text 'Indiana Department of Transportation'.

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

INDOT Technical Application Pathway

Indiana Department of Transportation

Welcome!!! Michelle Hoos

Home

Application

User

Training Videos List

Main Page

- INDOT Applications
 - Clean Answers
 - Human Resources
 - Safety Occurrence System
 - SiteXchange Contract File Access
 - Situational Awareness

Application Details

Name	URL	Description	Abbreviation	Last Login Time	No of Users Logged In Today
------	-----	-------------	--------------	-----------------	-----------------------------

[Click here to request a new application](#)

Indiana Department of Transportation

100%

Click on UCM URL link

The screenshot shows a web browser window displaying the ITAP (Indiana Technical Application Pathway) interface. The browser's address bar shows the URL <http://www.in.gov/indot/itap/>. The page header includes the ITAP logo and the text "Indiana Department of Transportation". A navigation menu on the left lists "Home", "Application", "User", and "Training Videos List". The main content area is titled "Main Page" and features a tree view of "INDOT Applications" with "SiteXchange Contract File Access" selected. The "Application Details" section for this application is shown, containing the following information:

Application Details	
Name	SiteXchange Contract File Access
UCM URL	Click here to access application
Description	The SiteXchange® Application is an electronic system that allows the Prime contractor to add subcontractor data that was previously collected
Abbreviation	
Last Login Time	
No of Users Logged In Today	0

Below the application details, there is a link: [Click here to request additional roles](#). At the bottom of the main content area, there is a link: [Click here to request a new application](#). A red arrow points to the "Click here to access application" link in the UCM URL field.

Indiana Department of Transportation

Click the "Search" drop down menu

The screenshot displays the Oracle INDOT website interface. At the top, there is a navigation bar with the Oracle logo and 'INDOT' text. Below this, a secondary navigation bar contains several menu items: 'Search', 'New Check-In', 'ERMS User Manuals', and 'Helpdesk'. A 'Quick Search' input field is also present in this bar. The main content area is divided into two sections. On the left, there is a sidebar with expandable menu items: 'My Content Server', 'Browse Content', 'Search', and 'Content Management'. A large red arrow points to the 'Search' menu item in this sidebar. On the right, the 'Search' section contains a search form with the following fields: 'Title:', 'Content ID:', 'Release Date: From' and 'To' (with date pickers), and 'Full-Text Search:'. Below the search fields, there is a 'Sort By:' section with two dropdown menus set to 'Release Date' and 'Descending', and a 'Search' button. The browser's address bar and status bar are also visible.

Select SiteXchange Document

The screenshot shows the Oracle INDOT website interface. At the top, there is a navigation bar with the Oracle INDOT logo on the left and user information 'Hoos, Michelle L | Logout | Help | Refresh Page' on the right. Below the navigation bar is a search bar with a 'Quick Search' dropdown and a search button. A search menu is open on the left side, listing 'Public Profile', 'SiteXchange Document', and 'Standard Search'. A large red arrow points to the 'SiteXchange Document' option. Below the search menu is a 'Content Management' section. The main content area contains search filters: 'Title:', 'Content ID:', 'Release Date: From' and 'To' (with input fields), 'Full-Text Search:', and 'Sort By: Release Date' (dropdown), 'Descending' (dropdown), and a 'Search' button. The browser's address bar at the bottom left shows 'javascript:' and the zoom level at the bottom right is '100%'.

To find contract file change “ContractID” drop down

The screenshot shows the Oracle INDOT search interface. The main heading is "Search for SiteXchange Document". Below this, there are search options: "Full-Text Search" and "Metadata Search". The "Metadata Search" section contains several fields with dropdown menus for search criteria. A large red arrow points to the "ContractID" dropdown menu, which is currently set to "Starts". Other dropdown menus include "Content ID" (Starts), "Title" (Starts), "Release Date" (From), "District" (Matches), "Security Group" (Matches), "Profile" (Matches), "Company Name" (Matches), and "Revision" (Starts). To the right of these fields are additional dropdown menus for "No Selection", "NET", "sitexchange_documents", and "No Selection". The interface also includes a "Quick Search" bar at the top right and a "Search" button.

Change "ContractID" drop down to "Substring"

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

ORACLE INDOT

Hoos, Michelle L | Logout | Help | Refresh Page

Search New Check-In ERMS User Manuals Helpdesk Quick Search

My Content Server
Browse Content
Search
Content Management

Search for SiteXchange Document

Search Reset Save

Full-Text Search

Enter search terms

Metadata Search

Content ID Starts

Title Starts

Release Date From To

ContractID Matches Starts Ends Substring Not Matches

District selection

Security Group NET NET

Profile Matches sitexchange_documents sitexchange_documents

Company Name Matches No Selection

Revision Starts

Results Options



Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange Documents'

100%

Enter contract number without the pre-fix

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

ORACLE INDOT Hoos, Michelle L | Logout | Help | Refresh Page

Search New Check-In ERMS User Manuals Helpdesk Quick Search

My Content Server
Browse Content
Search
Content Management

Search for SiteXchange Document

Search Reset Save

Full-Text Search

Enter search terms

Metadata Search

Content ID	Starts		
Title	Starts		
Release Date	From	<input type="text"/>	To <input type="text"/>
ContractID	Substring	34439	
District	Matches		No Selection
Security Group	Matches	NET	NET
Profile	Matches	sitexchange_documents	sitexchange_documents
Company Name	Matches		No Selection
Revision	Starts		

Results Options

Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange Documents'

100%

Find the most recent file

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

ORACLE INDOT Hoos, Michelle L | Logout | Help | Refresh Page

Search New Check-In ERMS User Manuals Helpdesk Quick Search

My Content Server
Browse Content
Search
Content Management

Search Results Found 31 items

Search Form --> Search Results

Content ID	Title	Release Date	ContractID	District	Security Group	Profile	Company Name	Revision
DOT 4816219	R__34439_20180314.C	8/21/18 9:43 AM			NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816218	R__34439_20180313.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816217	R__34439_20180307.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816216	R__34439_20180219.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816215	R__34439_20180206.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816214	R__34439_20180123.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816213	R__34439_20171221.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816212	R__34439_20171204.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816211	R__34439_20171030.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816210	R__34439_20171025.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816209	R__34439_20171023.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816208	R__34439_20171003.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816206	R__34439_20170818.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816207	R__34439_20170920.C	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1

Step 2.

Checking out a contract file

The following slides will walk you through the steps to check out a file.

Using scroll bar, scroll all the way to the right

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

ORACLE INDOT Hoos, Michelle L | Logout | Help | Refresh Page

Search New Check-In ERMS User Manuals Helpdesk Quick Search

My Content Server
Browse Content
Search
Content Management

Search Results Found 31 items

Search Form --> Search Results

Content ID	Title	Release Date	ContractID	District	Security Group	Profile	Company Name	Revision
DOT 4816219	R__34439_20180314.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816218	R__34439_20180313.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816217	R__34439_20180307.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816216	R__34439_20180219.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816215	R__34439_20180206.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816214	R__34439_20180123.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816213	R__34439_20171221.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816212	R__34439_20171204.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816211	R__34439_20171030.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816210	R__34439_20171025.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816209	R__34439_20171023.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816208	R__34439_20171003.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816206	R__34439_20170818.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1
DOT 4816207	R__34439_20170920.CI	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1

Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'

100%



Click on the “i” icon in Actions column

The screenshot shows the Oracle Indot web application interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a search bar with 'Quick Search' and a 'Change View' dropdown. The main content area displays a table of 31 items, with the first 15 rows visible. Each row contains columns for Title, Release Date, ContractID, District, Security Group, Profile, Company Name, and Revision. The 'Actions' column for each row contains a document icon and an information icon ('i'). A red arrow points to the 'i' icon in the first row. The bottom of the page shows a query string and a zoom level of 100%.

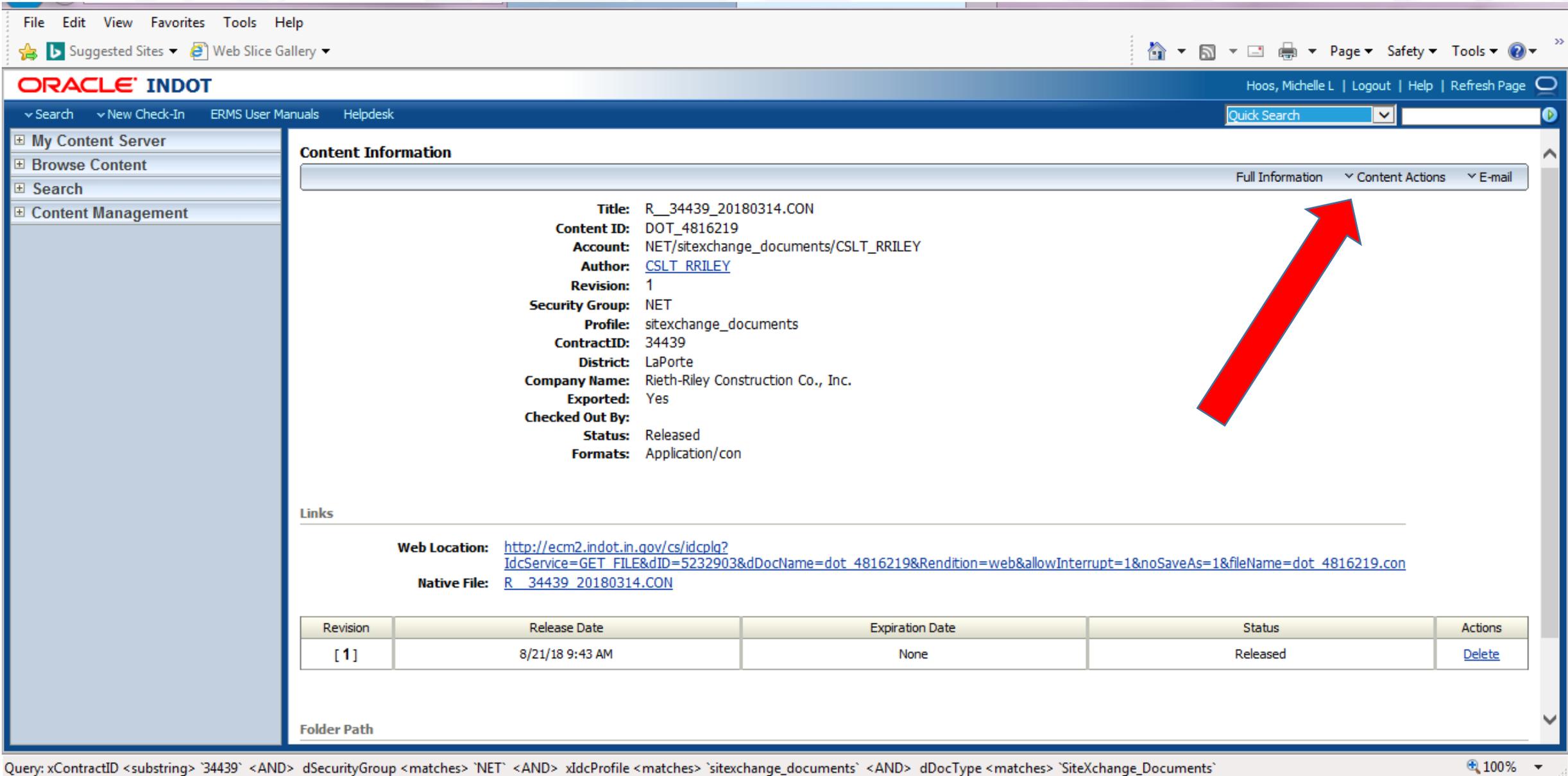
Title	Release Date	ContractID	District	Security Group	Profile	Company Name	Revision	Actions
__34439_20180314.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180313.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180307.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180219.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180206.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180123.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171221.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171204.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171030.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171025.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171023.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171003.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20170818.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20170920.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	

Query: xContractID <substring> `34439` <AND> dSecurityGroup <matches> `NET` <AND> xIdcProfile <matches> `sitexchange_documents` <AND> dDocType <matches> `SiteXchange_Documents`

“Checking Out” a file

- Checking out the file is similar to checking out a library book.
- The following slides are the recommended instructions for retrieving a file to modify your subcontractors.
- Once you click on the link for the native file you will be prompted to save it.
- You will have to save the file locally in order to make changes.
 - It is our recommendation that you create a location where you will save the files so you may find them later in order to make changes. This will be extremely important in order to check the same file back in to submit modifications.

Here is where you will check the file out, Content Actions menu



The screenshot displays the Oracle INDOT web application interface. The top navigation bar includes the Oracle INDOT logo, user information (Hoos, Michelle L), and links for Logout, Help, and Refresh Page. A search bar is located on the right side of the navigation bar. The main content area is titled "Content Information" and displays the following details:

- Title:** R_34439_20180314.CON
- Content ID:** DOT_4816219
- Account:** NET/sitexchange_documents/CSLT_RRILEY
- Author:** [CSLT_RRILEY](#)
- Revision:** 1
- Security Group:** NET
- Profile:** sitexchange_documents
- ContractID:** 34439
- District:** LaPorte
- Company Name:** Rieth-Riley Construction Co., Inc.
- Exported:** Yes
- Checked Out By:**
- Status:** Released
- Formats:** Application/con

Below the content information, there is a "Links" section with the following details:

- Web Location:** http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
- Native File:** [R_34439_20180314.CON](#)

A table below the links section shows the revision details:

Revision	Release Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

At the bottom of the page, there is a "Folder Path" section and a query string: "Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'". A red arrow points to the "Content Actions" menu in the top right corner of the content area.

Select "Check Out"

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

ORACLE INDOT Hoos, Michelle L | Logout | Help | Refresh Page

Search New Check-In ERMS User Manuals Helpdesk Quick Search

My Content Server
Browse Content
Search
Content Management

Content Information

Full Information Content Actions E-mail

- Check Out
- Update
- Check In Similar
- Subscribe
- Add Attachments
- Add to Folder
- Add to Folder as Short Cut

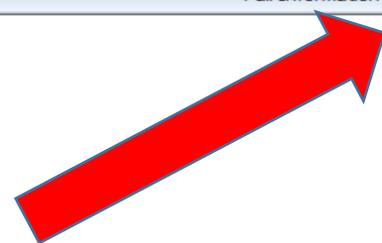
Title: R_34439_20180314.CON
Content ID: DOT_4816219
Account: NET/sitexchange_documents/CSLT_RRILEY
Author: [CSLT_RRILEY](#)
Revision: 1
Security Group: NET
Profile: sitexchange_documents
ContractID: 34439
District: LaPorte
Company Name: Rieth-Riley Construction Co., Inc.
Exported: Yes
Checked Out By:
Status: Released
Formats: Application/con

Links

Web Location: http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
Native File: [R_34439_20180314.CON](#)

Revision	Release Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

Folder Path



Save the file to a known location, then you can modify and save changes.

The screenshot shows a web browser window displaying the Oracle iNDOT application. The browser's address bar shows the URL `ecm2.indot.in.gov`. The application header includes the Oracle iNDOT logo and user information for Michelle L. Hoos. A navigation menu on the left contains links for 'My Content Server', 'Browse Content', 'Search', and 'Content Management'. The main content area displays a 'Check-Out Confirmation' message with the following details:

- Title: R_34439_20180314.CON
- Content ID: DOT_4816219
- Checked Out By: MHoos

The message includes a warning: "It is strongly recommended that you save the file(s) to a directory other than the browser's default directory. Use the right mouse button on the link(s) below to choose a save option." Below this, a blue hyperlink is provided: [R_34439_20180314.CON](#). A 'Check In' button is visible at the bottom of the message. A large red arrow points from the hyperlink down to a file save dialog box that has appeared at the bottom of the browser window. The dialog box contains the text: "Do you want to open or save R_34439_20180314.CON (22.4 KB) from ecm2.indot.in.gov?". The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button has a dropdown arrow next to it. The browser's status bar at the bottom right shows a zoom level of 100%.

Modifying the Subcon file

- At this point you will modify/add subcontractors using Subcon.exe utility.
- Remember to save the changes to the file. When saving the file **DO NOT** alter the file name. You will want to “Check In” the same file you originally “Checked Out”.

Checking out the wrong file

- Should you check out the wrong file, you can easily undo the action by following the next steps.



Undo a "Check Out"

Content Information

Title: R_34439_20180314.CON
Content ID: DOT_4816219
Account: NET/sitexchange_documents/CSLT_RRILEY
Author: [CSLT_RRILEY](#)
Revision: 1
Security Group: NET
Profile: sitexchange_documents
ContractID: 34439
District: LaPorte
Company name: Rieth-Riley Construction Co., Inc.
Exported: Yes
Checked Out By: [MHoos](#)
Status: Released
Formats: Application/con

Links

Web Location: http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
Native File: [R_34439_20180314.CON](#)

Revision	Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

Folder Path

Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'

Content Actions – “Undo Check-Out”

The screenshot shows the Oracle iMDOT web interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a search bar and a 'Quick Search' field. The main content area is titled 'Content Information' and displays the following details:

- Title:** R_34439_20180314.CON
- Content ID:** DOT_4816219
- Account:** NET/sitexchange_documents/CSLT_RRILEY
- Author:** [CSLT_RRILEY](#)
- Revision:** 1
- Security Group:** NET
- Profile:** sitexchange_documents
- ContractID:** 34439
- District:** LaPorte
- Company Name:** Rieth-Riley Construction Co., Inc.
- Exported:** Yes
- Checked Out By:** [MHoos](#)
- Status:** Released
- Formats:** Application/con

Below the content information, there is a 'Links' section with the following details:

- Web Location:** http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
- Native File:** [R_34439_20180314.CON](#)

At the bottom, there is a table with the following data:

Revision	Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

The 'Content Actions' dropdown menu is open, showing the following options:

- Undo Check-Out
- Check In
- Check In Similar
- Subscribe
- Add Attachments
- Add to Folder
- Add to Folder as Short Cut

A red arrow points to the 'Undo Check-Out' option in the dropdown menu.

“Check Out” undone

Content Information

Full Information | Content Actions | E-mail

Title: R_34439_20180314.CON
Content ID: DOT_4816219
Account: NET/sitexchange_documents/CSLT_RRILEY
Author: [CSLT_RRILEY](#)
Revision: 1
Security Group: NET
Profile: sitexchange_documents
ContractID: 34439
District: LaPorte
Company Name: Rieth-Riley Construction Co., Inc.
Exported: Yes
Checked Out By:
Status: Released
Formats: Application/con

Links

Web Location: http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
Native File: [R_34439_20180314.CON](#)

Revision	Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

Folder Path

And now the
“Checked Out By:” is blank

Step 3.

Checking in a contract file

The following slides will walk you through the steps to check in a file.

Checking In a file

- Files "Checked In" that are not ".CON" will be ignored by the SiteXchange import/export process.
- There are two different methods that can be used to "Check In" a file.
 - Recommended: check out, modify then check in immediately while UCM is still open.
 - There is a timeout in UCM of approximately 20 minutes.
 - 2nd: Can be utilized if the files are checked in at a later time.

It is recommended to modify a file and check in immediately while UCM is still open, to reduce the possibilities of forgetting to check the file back in.

Option 1: "Check In" from check out confirmation page

The screenshot shows a web browser window displaying the Oracle Indot interface. The browser's address bar shows the URL: `Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'`. The page title is "Check-Out Confirmation". The content includes the following text:

Check-Out Confirmation

Title: R__34439_20180314.CON
Content ID: DOT_4816219
Checked Out By: MHoos

It is strongly recommended that you save the file(s) to a directory other than the browser's default directory. Use the right mouse button on the link(s) below to choose a save option.

Native File Link: [R__34439_20180314.CON](#)

Click on the Check In button below when your edit is complete.

A yellow circle highlights the "Check In" button.

“Check In” continued from check out confirmation page

The screenshot shows the Oracle Indot web application interface. The browser address bar displays the URL: `https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_I`. The page title is "Home Page for MHoos". The Oracle Indot logo is visible in the top left corner. The navigation menu includes "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". A search bar is located in the top right corner.

The main content area is titled "Content Check-In Form". It contains the following fields and values:

- * Title: Placeholder
- Content ID: DOT_4888742
- Account: NET/sitexchange_documents/I
- No Selection (dropdown)
- * Author: MHoos
- * Revision: 2
- * Security Group: NET
- Profile: sitexchange_documents
- * ContractID: 34439
- * District: LaPorte
- Company Name: Rieth-Riley Construction Co., Inc.
- Has Been Microfilmed: No
- * Name: R_34439_20180314.CON
- * Primary File: [Empty field] Browse...

A red arrow points to the "Browse..." button next to the Primary File field. A blue text box with yellow text says: "Here is where you will attach your file from its previously saved location".

At the bottom of the form, there are buttons for "Check In", "Reset", and "Quick Help".

The footer of the page displays a query: `Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'`. The zoom level is set to 100%.

“Check In” confirmation

The screenshot shows a web browser window displaying the Oracle iDocpilot interface. The browser's address bar shows the URL: `https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_I`. The page title is "Home Page for MHoos". The Oracle iDocpilot header includes the logo, user name "Hoos, Michelle L", and links for "Logout", "Help", and "Refresh Page". The main navigation menu includes "Search", "New Check-In", "ERMS User Manuals", and "Helpdesk". A "Quick Search" box is visible in the top right. The left sidebar contains a tree view with "My Content Server", "Browse Content", "Search", and "Content Management". The main content area displays a "Check-In Confirmation for 'R__34439_20180314 (1).CON'" message. The message text is: "Content ID: DOT_4888742 [Content Info]", "Title: R__34439_20180314 (1).CON", and "Checked in by: MHoos". Below this, it says "You may check in a new document with similar attributes" and provides a "Check In Similar" link. A yellow circle highlights the "Title" and "Checked in by" information. The footer of the page shows a search query: "Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'". The zoom level is set to 100%.

ORACLE INDOT

Hoos, Michelle L | Logout | Help | Refresh Page

Quick Search

My Content Server

Browse Content

Search

Content Management

Check-In Confirmation for 'R__34439_20180314 (1).CON'

Content ID: DOT_4888742 [\[Content Info\]](#)

Title: R__34439_20180314 (1).CON

Checked in by: MHoos

You may check in a new document with similar attributes

[Check In Similar](#)

Query: xContractID <substring> '34439' <AND> dSecurityGroup <matches> 'NET' <AND> xIdcProfile <matches> 'sitexchange_documents' <AND> dDocType <matches> 'SiteXchange_Documents'

100%

Option 2: "Check In" from search

The screenshot displays the Oracle Indot web application interface. The browser address bar shows the URL https://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_I. The page header includes the Oracle Indot logo and user information: Hoos, Michelle L | Logout | Help | Refresh Page. The navigation menu includes Search, New Check-In, ERMS User Manuals, and Helpdesk. A red arrow points to the 'Search' menu item in the left navigation pane. The main content area is titled 'Search' and contains the following search criteria:

- Title:
- Content ID:
- Date: From To
- Full-Text Search:
- Sort By:

A blue callout box with yellow text states: "Follow the same steps you did to find your file originally."

Click on the “i” icon in the Actions column

The screenshot displays the Oracle iNDOT web application interface. The top navigation bar includes the Oracle logo, user name 'Hoos, Michelle L', and links for 'Logout', 'Help', and 'Refresh Page'. Below this is a search bar and a 'Quick Search' dropdown. The main content area shows a table with 31 items, filtered by 'Contracts'. The table has columns for Title, Release Date, ContractID, District, Security Group, Profile, Company Name, Revision, and Actions. A red arrow points to the 'i' icon in the Actions column of the first row.

Title	Release Date	ContractID	District	Security Group	Profile	Company Name	Revision	Actions
__34439_20180314.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180313.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180307.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180219.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180206.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20180123.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171221.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171204.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171030.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171025.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171023.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20171003.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20170818.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	
__34439_20170920.CON	8/21/18 9:43 AM	34439	LaPorte	NET	sitexchange_documents	Rieth-Riley Construction	1	

Query: xContractID <substring> `34439` <AND> dSecurityGroup <matches> `NET` <AND> xIdcProfile <matches> `sitexchange_documents` <AND> dDocType <matches> `SiteXchange_Documents`

100%

Then select "Check In" under Content Actions

The screenshot shows the Oracle Indot web interface. The left sidebar contains navigation options: My Content Server, Browse Content, Search, and Content Management. The main content area displays 'Content Information' for a document with the following details:

- Title:** R_34439_20180314.CON
- Content ID:** DOT_4816219
- Account:** NET/sitexchange_documents/CSLT_RRILEY
- Author:** [CSLT_RRILEY](#)
- Revision:** 1
- Security Group:** NET
- Profile:** sitexchange_documents
- ContractID:** 34439
- District:** LaPorte
- Company Name:** Rieth-Riley Construction Co., Inc.
- Exported:** Yes
- Checked Out By:** [MHoos](#)
- Status:** Released
- Formats:** Application/con

Below the content information is a 'Links' section with the following details:

- Web Location:** http://ecm2.indot.in.gov/cs/idcplg?IdcService=GET_FILE&dID=5232903&dDocName=dot_4816219&Rendition=web&allowInterrupt=1&noSaveAs=1&fileName=dot_4816219.con
- Native File:** [R_34439_20180314.CON](#)

A table at the bottom shows the document's revision history:

Revision	Date	Expiration Date	Status	Actions
[1]	8/21/18 9:43 AM	None	Released	Delete

The 'Content Actions' dropdown menu is open, showing options: Undo Check-Out, **Check In**, Check In Similar, Subscribe, Add Attachments, Add to Folder, and Add to Folder as Short Cut. A red arrow points to the 'Check In' option.

Next, retrieve the SubCon file from the saved location

The screenshot shows the Oracle INDOT Content Check-In Form. The form includes fields for Title, Content ID (DOT_4816219), Account, Author (MHoos), Revision (2), Security Group (NET), Profile (sitexchange_documents), ContractID (34439), District (LaPorte), Company Name (Rieth-Riley Construction Co., Inc.), and Has Been Microfilmed (Yes). The Primary File field is currently empty, and the 'Browse...' button next to it is circled in yellow. A red arrow points from this button to a 'Choose File to Upload' dialog box. The dialog box shows a file explorer view of the 'MHoos' network drive, with the 'SubCon Files' folder selected. The dialog box also shows a search bar, file name input, and file type dropdown (set to 'All Files (*.*)').

Content Check-In Form

* Title Placeholder

Content ID DOT_4816219

Account NET/sitexchange_documents/ No Selection

* Author MHoos

* Revision 2

* Security Group NET

Profile sitexchange_documents

* ContractID 34439

* District LaPorte

Company Name Rieth-Riley Construction Co., Inc.

Has Been Microfilmed Yes

* Name R_34439_20180314.CON

* Primary File

Choose File to Upload

Com... > MHoos (\\state.in.us\fil... >

Organize > New folder

Name	Date modified	Type
Precon documents	10/5/2018 8:01 AM	File folder
Procedures	7/24/2018 1:31 PM	File folder
Safety	4/4/2016 11:02 AM	File folder
SiteXchange	6/27/2018 6:46 AM	File folder
Stationary	7/3/2018 10:12 AM	File folder
SubCon Files	10/15/2018 7:14 AM	File folder
Training	10/12/2018 10:11 ...	File folder
Travel	6/20/2018 7:01 AM	File folder
Unapproved sub work	10/10/2018 11:16 ...	File folder
Wage determinations	6/20/2018 7:10 AM	File folder

File name: All Files (*.*)

Check-In confirmation

The screenshot shows a web browser window displaying the Oracle INDOT application. The browser's address bar shows the URL <https://indot.oracle.com>. The application header includes the Oracle INDOT logo, a user profile for Michelle L. Hoos, and navigation links for Logout, Help, and Refresh Page. A search bar is also present.

The main content area is titled "Check-In Confirmation for 'R_34439_20180314.CON'". It displays the following information:

- Content ID: DOT_4888742 [\[Content Info\]](#)
- Title: R_34439_20180314.CON
- Checked in by: MHoos

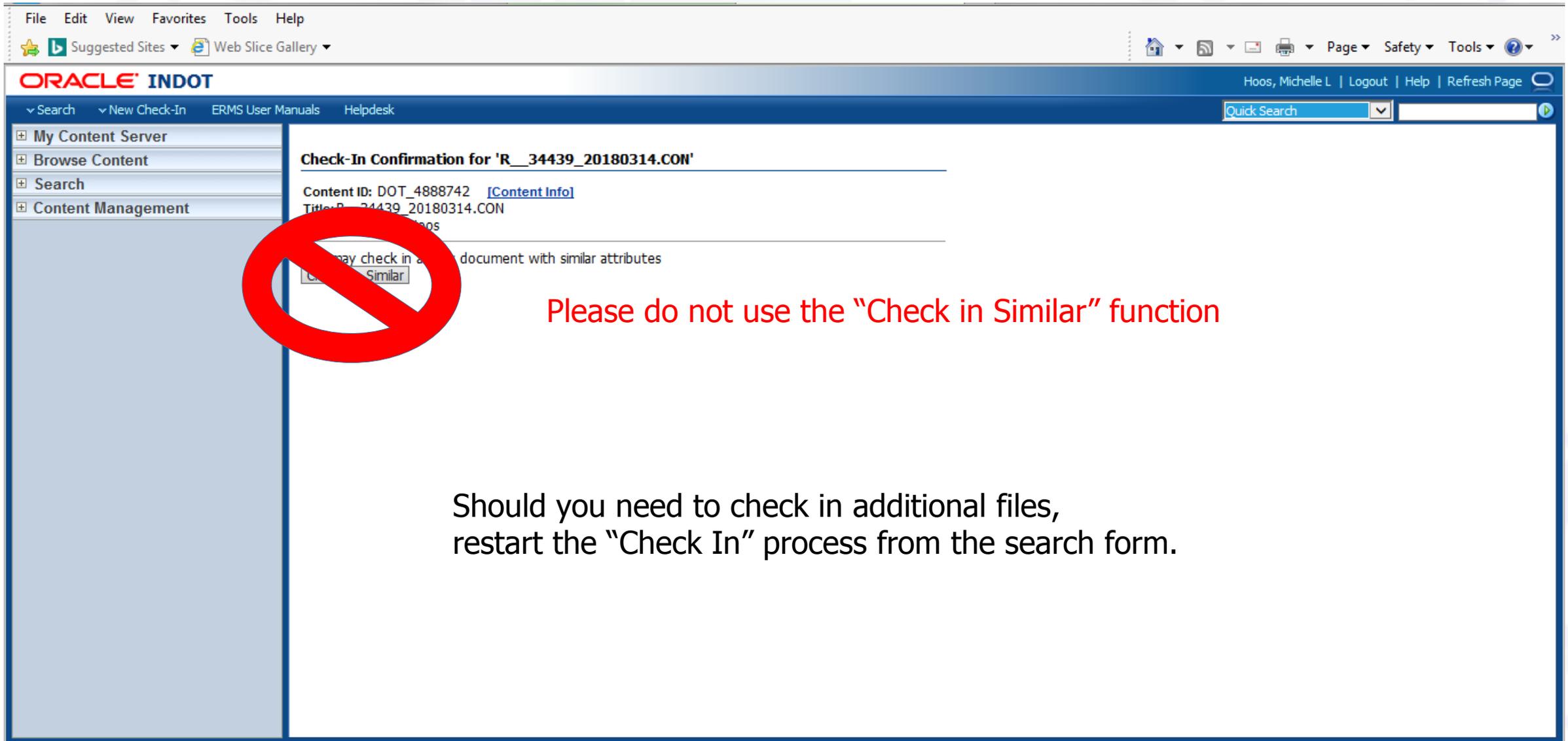
Below this information, a message states: "You may check in a new document with similar attributes". A button labeled "Check In Similar" is provided for further action.

The left sidebar contains a navigation menu with the following items:

- My Content Server
- Browse Content
- Search
- Content Management

The browser's status bar at the bottom right indicates a zoom level of 100%.

Do not use “Check in Similar”



The screenshot shows the Oracle INDOT web application interface. The page title is "Check-In Confirmation for 'R_34439_20180314.CON'". The content area displays the following information:

- Content ID: DOT_4888742 [\[Content Info\]](#)
- Title: R_34439_20180314.CON

Below this information, there is a message: "You may check in a document with similar attributes". A button labeled "Check in Similar" is visible, but it is circled in red with a large red prohibition sign (a circle with a diagonal slash) over it, indicating that this function should not be used.

Please do not use the “Check in Similar” function

Should you need to check in additional files,
restart the “Check In” process from the search form.

Important Information

- **There is one UCM SiteXchange profile account per company.**
 - Any ITAP, SiteXchange Contract File Access registered user can check in/out any file for their company.
- **Files cannot be deleted by a company user.**
 - Send an email to subcontractreview@indot.in.gov to request file deletion if necessary.
- **Files available in UCM**
 - Contract files created on or after November 25, 2014 should be available in UCM.
 - Send an email to subcontractreview@indot.in.gov to request an older file.
 - New contract files (imported) should be available in UCM after 5:00am (EST) daily.

Important information continued

- **UCM file export process**

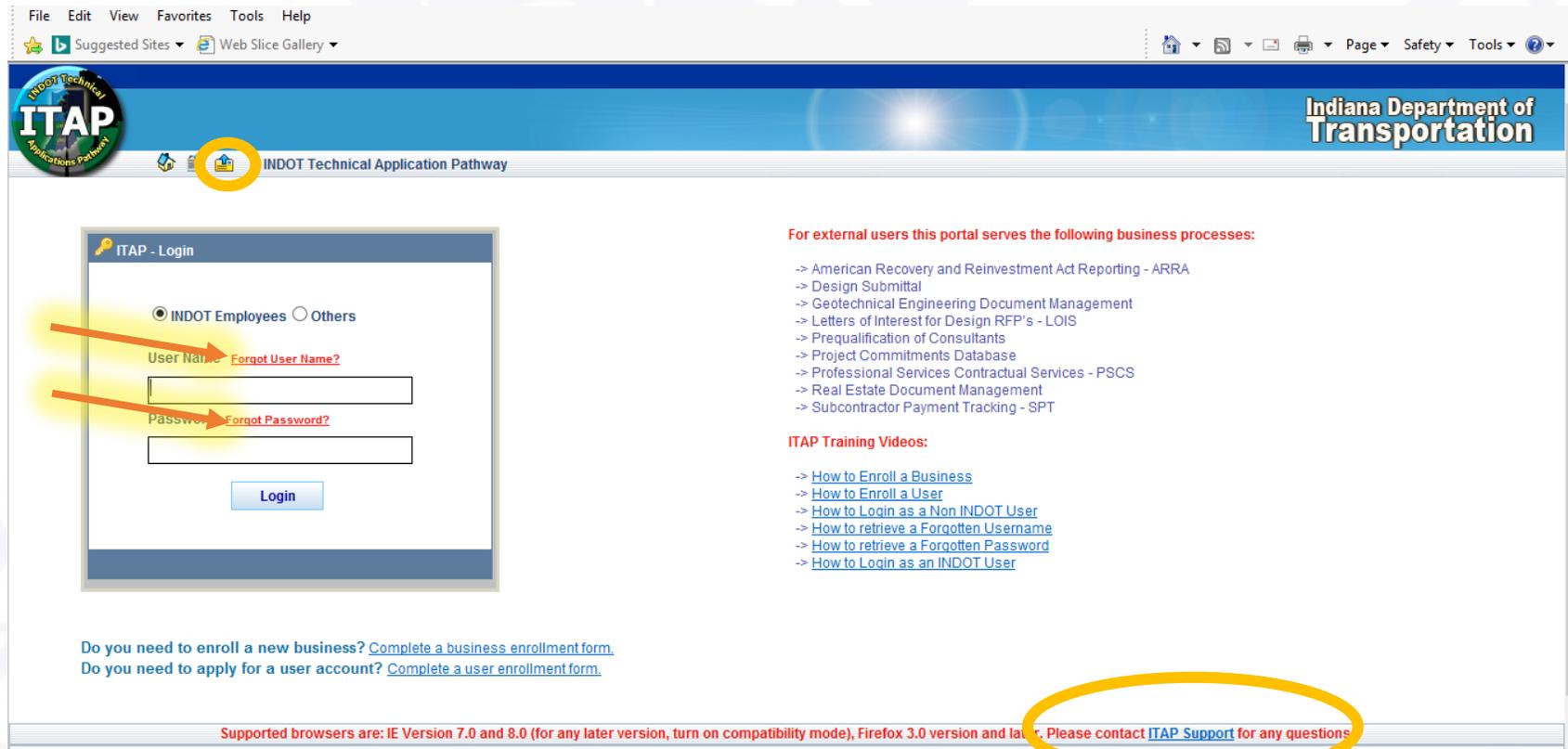
- The process will only export files with revision number (2) or greater of the latest contract files checked in daily.
- The process runs once after 6:00 pm (EST) daily.

- **UCM file Check In**

- **Do Not** use the “Check in Similar” option. This will create a new file with a revision number (1) that will **not** be exported.
- Files “Checked In” that are **not** “.CON” are ignored by the SiteXchange import/export process.

Frequently Asked Questions

- Who do I contact if I have lost my ITAP login or password?
 - There are links on the ITAP login page to assist with forgotten ID's and passwords. You can also create an ITAP support ticket using the help links provided.



The screenshot shows the ITAP login page in a web browser. The browser's address bar shows the URL. The page header includes the ITAP logo and the text "Indiana Department of Transportation". The main content area features a login form with the following elements:

- A radio button selection for "INDOT Employees" (selected) and "Others".
- A "User Name" field with a "Forgot User Name?" link.
- A "Password" field with a "Forgot Password?" link.
- A "Login" button.

Annotations include a yellow circle around the "INDOT Technical Application Pathway" link in the header, and two red arrows pointing to the "Forgot User Name?" and "Forgot Password?" links. A yellow circle highlights the "Please contact ITAP Support for any questions" link in the footer.

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)
Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. [Please contact ITAP Support for any questions](#)

Frequently Asked Questions continued

- **What if I want to make additions/correction to a file I already “Checked In” on the same day?**
 - This can be done but the “Exported” field must equal “No”.
 - 1st “Check Out” the previous file, then “Check In” the latest revision.
 - It must be before 6:00pm EST when you “Check In” the corrected file to be exported on that day.
- **What if the contract file I need is not displayed in the UCM search results?**
 - Review your search criteria and search again.
 - Your subcontract(s) may not yet be approved. Contact the appropriate district EO officer if it has been more than 3 business days since your submission.
 - Review next section concerning new SubCon files.
- **What generates a new SubCon file?**
 - An awarded contract after the Notice to Proceed is given and the date populated in the system.
 - A subcontract approval in the system.
 - Subcontract deleted in the system.
 - Change Order with new items has been approved in the system.

Frequently Asked Questions continued

- What if the “SiteXchange Contract File Access” application entry is not displayed after I login to ITAP?
 - You must request and be approved using the “Request New Application” option, under the “Application” menu on the ITAP home page after log in.
- **INDOT: Resources webpage**
 - [SiteXchange process Frequently Asked Questions.](#)
- **UCM/SiteXchange Technical Issue Support**
 - subcontractreview@indot.in.gov

For inquires regarding approvals contact your district's EEO

- Crawfordsville District- Jennifer Hicks, JHICKS2@indot.IN.gov
Office: (765) 361-5260
- Fort Wayne District- Diane Keefer, DKEEFER@indot.IN.gov
Office: (260) 969-8210
- Greenfield District- Sarah Reese, sreese@indot.in.gov
Office : (317) 467-3453
- La Porte District- Michelle Hoos, mhoos@indot.in.gov
Office: (219) 325-7548
- Seymour District- Dell Ballard, DBallard@indot.IN.gov
Office: (812) 524-3730
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