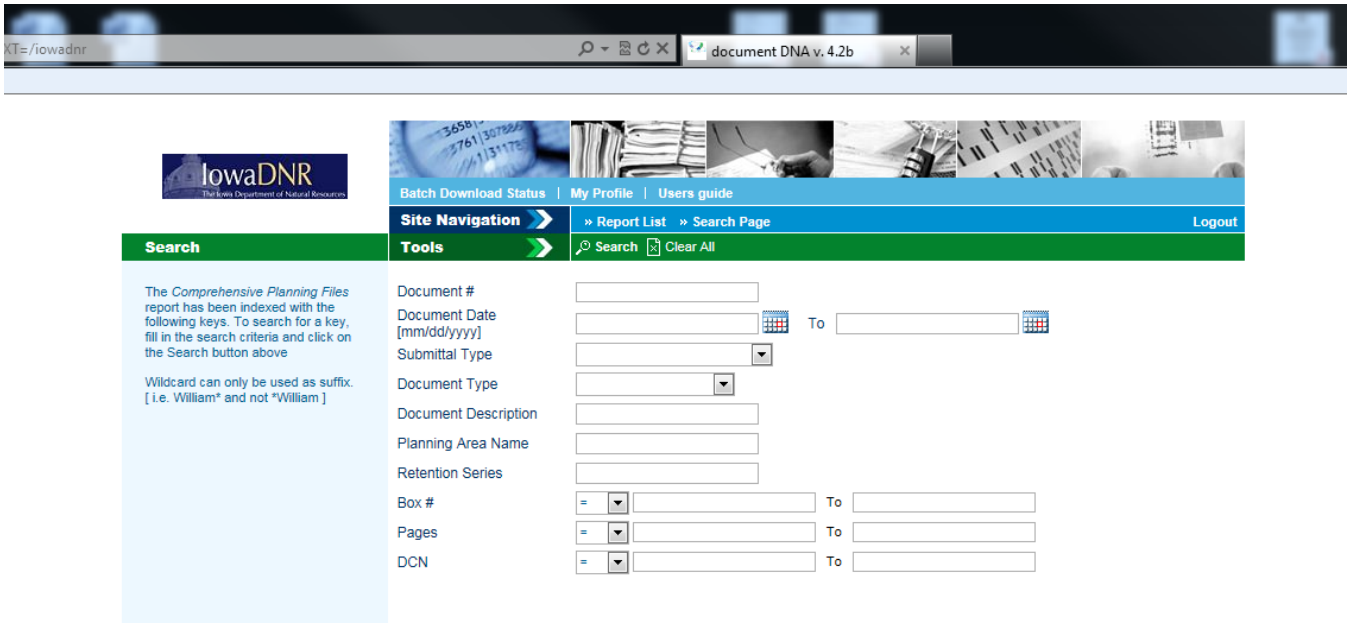
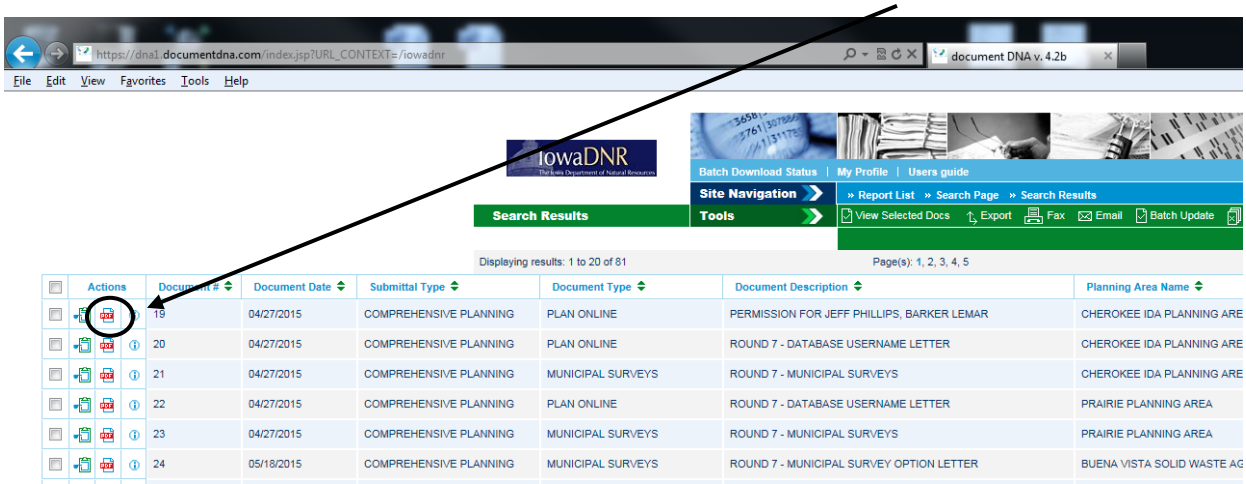
Document DNA – Electronic Comprehensive Planning, Solid Waste EMS, Waste Flow and Goal Progress Files

https://dna1.documentdna.com/index.jsp?URL_CONTEXT=/iowadnr
Login ID: CPlanning
Password: cpdocdna1

Searching for files:
Once you have logged on, click "Comprehensive Planning Files", this will take you to the search screen. Enter search criteria in the appropriate field(s) and click "Search". If search criterion is unknown, leave the search criteria fields blank and click "Search". When searching, the wildcard function can only be used as suffix. [i.e. William* and not *William]



Viewing a document:
Click on the "View Image" icon of the document you want to open.

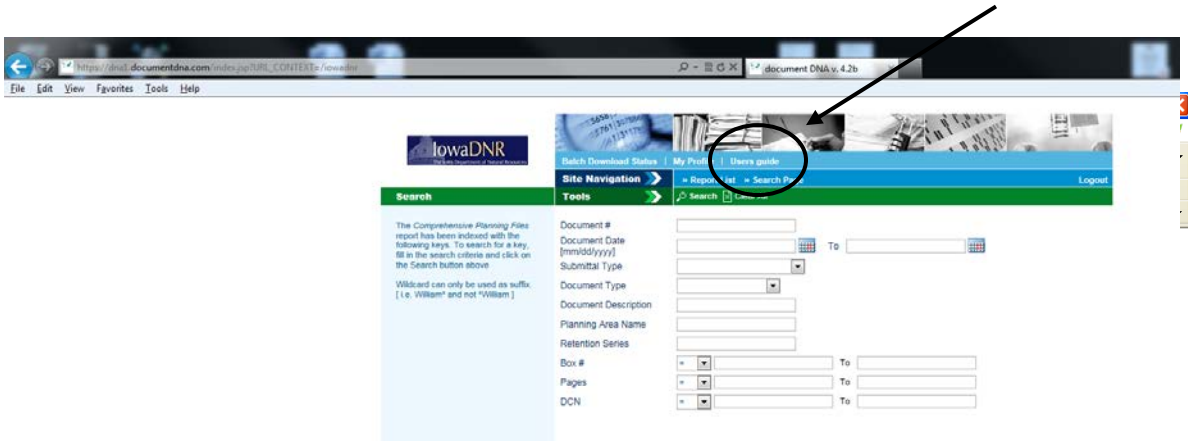


***Faxing and Emailing from DocDNA**:*
To fax or email a document, click “Fax” or “Email” at the top of the screen. Follow the instructions on the screen, fill out the appropriate fields. (To, Subject, Comments, etc…) and click “Send”. This function is not available for documents larger than 500 pages.

***Printing from DocDNA**:*
To print the current page, click the “Print” icon. To print the entire document follow the instructions above regarding “To view all pages of a document” before clicking the “Print” icon. *Note:* These nstructions may vary depending on the Internet browser.

Adobe Acrobat Reader:
https://get.adobe.com/reader/

There are many other options and functions of the website. For more information or additional guidance for the functions above, please refer to the Users Guide (https://dna1.documentdna.com/dnamanual/UserManual42b.pdf).



If you have any questions, please feel free to contact Becky Jolly at 515-725-8308 or becky.jolly@dnr.iowa.gov or Angie Clark at 515-725-8301 or angie.clark@dnr.iowa.gov.