

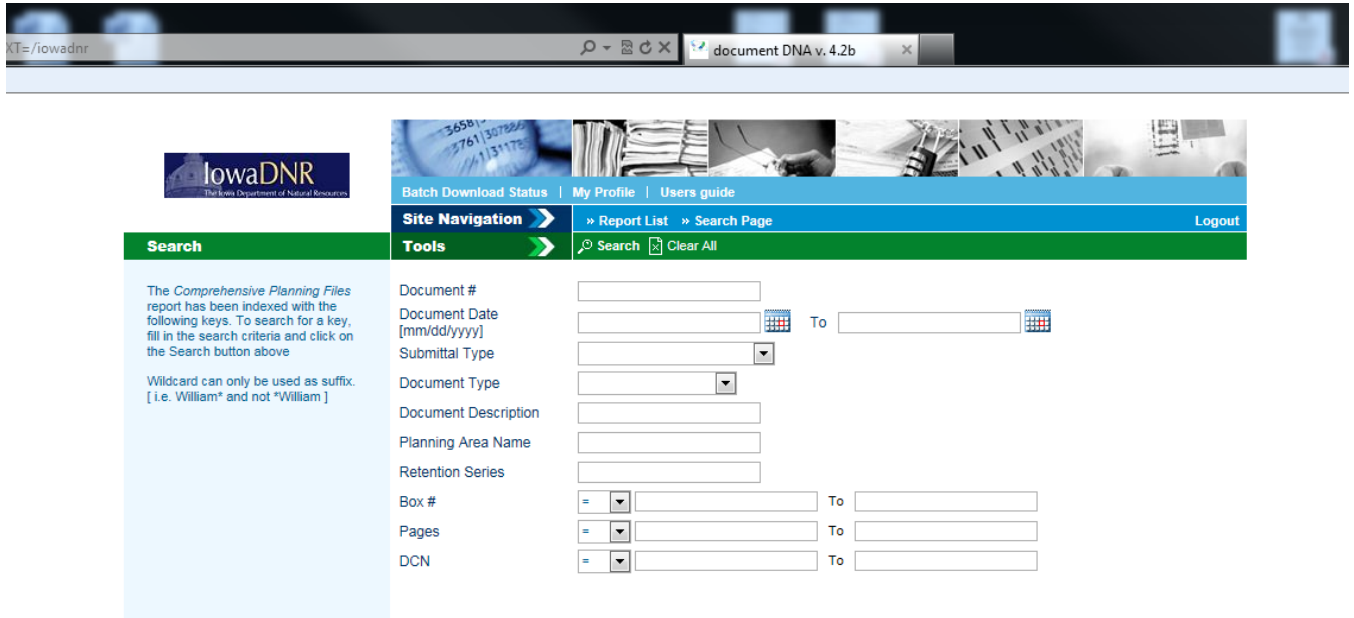
Document DNA – Electronic Comprehensive Planning, Solid Waste EMS, Waste Flow and Goal Progress Files

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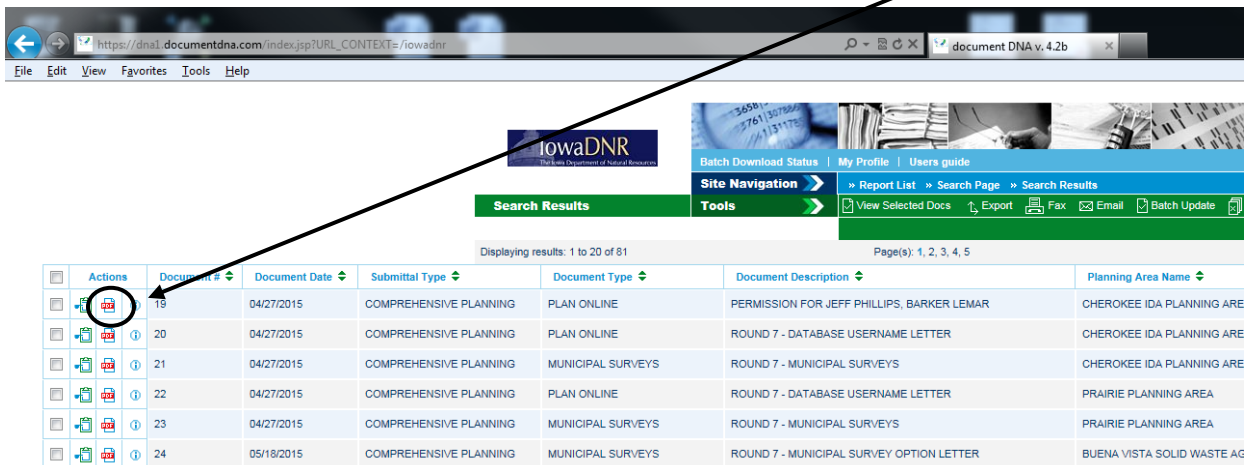
Searching for files:







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]



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Actions	Document #	Document Date	Submittal Type	Document Type	Document Description	Planning Area Name
	19	04/27/2015	COMPREHENSIVE PLANNING	PLAN ONLINE	PERMISSION FOR JEFF PHILLIPS, BARKER LEMAR	CHEROKEE IDA PLANNING ARE
	20	04/27/2015	COMPREHENSIVE PLANNING	PLAN ONLINE	ROUND 7 - DATABASE USERNAME LETTER	CHEROKEE IDA PLANNING ARE
	21	04/27/2015	COMPREHENSIVE PLANNING	MUNICIPAL SURVEYS	ROUND 7 - MUNICIPAL SURVEYS	CHEROKEE IDA PLANNING ARE
	22	04/27/2015	COMPREHENSIVE PLANNING	PLAN ONLINE	ROUND 7 - DATABASE USERNAME LETTER	PRAIRIE PLANNING AREA
	23	04/27/2015	COMPREHENSIVE PLANNING	MUNICIPAL SURVEYS	ROUND 7 - MUNICIPAL SURVEYS	PRAIRIE PLANNING AREA
	24	05/18/2015	COMPREHENSIVE PLANNING	MUNICIPAL SURVEYS	ROUND 7 - MUNICIPAL SURVEY OPTION LETTER	BUENA VISTA SOLID WASTE AG

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.

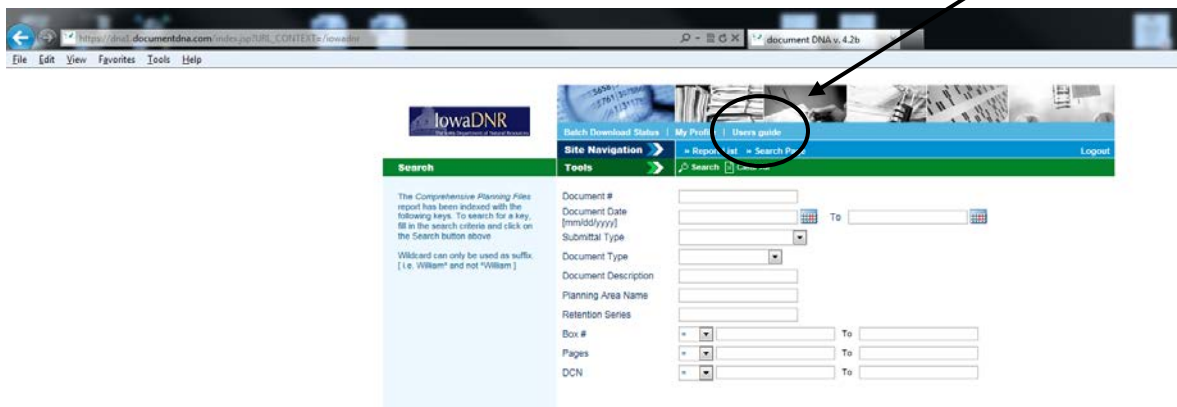
Printing from DocDNA:

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 instructions may vary depending on the Internet browser.

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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.