

E-Plans

User Guide for Electronic Plans Review



Version 1.02

Kansas Department of Transportation-Bureau of Local Projects
<http://www.ksdot.org/burLocalProj/BLPDocuments/KDOTBLPEplans.pdf>
January 28, 2011

E-Plans User Guide

<http://www.ksdot.org/burLocalProj/BLPDocuments/KDOTBLPEplans.pdf>

Contents

Editing with Acrobat

Combine and Edit PDF's	3-6
Working with Thumbnails	7
Add Bookmarks	8
Toolbars	9
Placing PDF Stamps	10

Working with Acrobat Comments

About the Comment Tools	11
Sticky Notes	12
Stamps	12
Highlight & Cross Out Tools	12
Call Out & Textbox Tools	13
Line, Arrow & Shapes Tool	13-14

Review

Show Comments	15
Show Comment List	16
Comment Preferences	17-18

Terms

KDOT = Kansas Department of Transportation

BLP = Bureau of Local Projects

PDF = Portable Document Format

Project Manager=Member of BLP responsible for set-up and initiation of Shared Review

Plans Technician= Member of BLP responsible for logging in e-plans, plan filing, and checking of standards.

Shared Review

Shared Review Overview	19
Setting up a Shared Review	20-25
Checking for New Comments	25
Review Tracker	26-27
Participating in a Shared Review	28
Reply to Comments	29
* Sorting Comments	30
* Marking Comments w/ Checkmarks	31
* Summarizing Comments	31-34
* Returning Comments to Consultant	35

*= Intended for BLP Project Manager

BLP Checking Process & Procedures

Field Check	36
Office Check	36
Final Check	37
Preliminary Plans (PS&E)	37
Final Plans for Letting	38

E-plans Quick Reference – Sheet 1	39
---------------------------------------------------	----

E-plans Quick Reference – Sheet 2	40
---------------------------------------------------	----

BLP Checking Process Flowchart	41
------------------------------------------------	----

Note: All screen captures are taken from Adobe Acrobat Professional

Combine and Edit PDF's

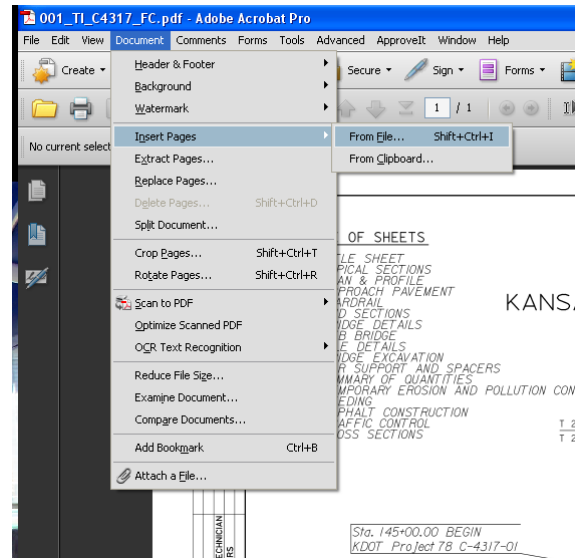
All singular PDF's must be combined so that a single PDF will be provided for plan review. Sets of plans in separate volumes should be saved as such.

Refer to the instructions on the following pages for inserting and editing pages as needed. The general sequence is as follows:

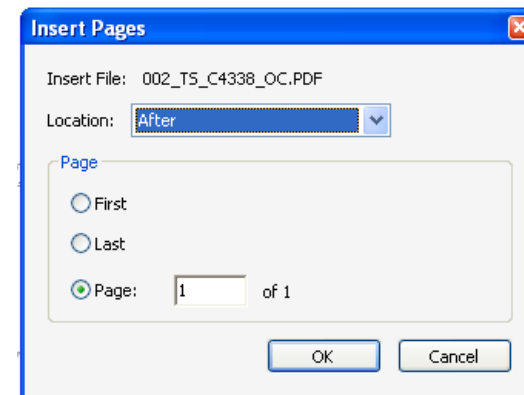
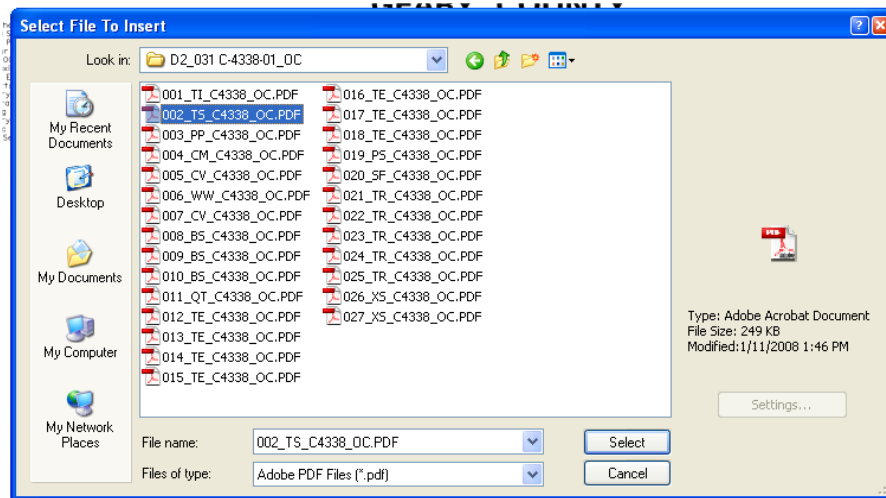
- 1) Open the Title Sheet PDF
- 2) Following the KDOT Design Manual-order of Plan Sheets, go to **Document > Insert Pages**. Browse to the next PDF sheet (Numerical page order) and insert it after the last page.
- 3) In the same manner, insert subsequent sheets until current PDF document includes all sheets in plans.
- 4) Create Thumbnails
- 5) Create Bookmarks
- 6) Add Document Info
- 7) Save As (See **E-Plans PDF Directory and File Name Convention** in <http://www.ksdot.org/burLocalProj/BLPDocuments/EplansDocReq.pdf>)

Insert

1) Pages can be inserted from other PDF files. In Acrobat, go to **Document > Insert Pages > From File...**

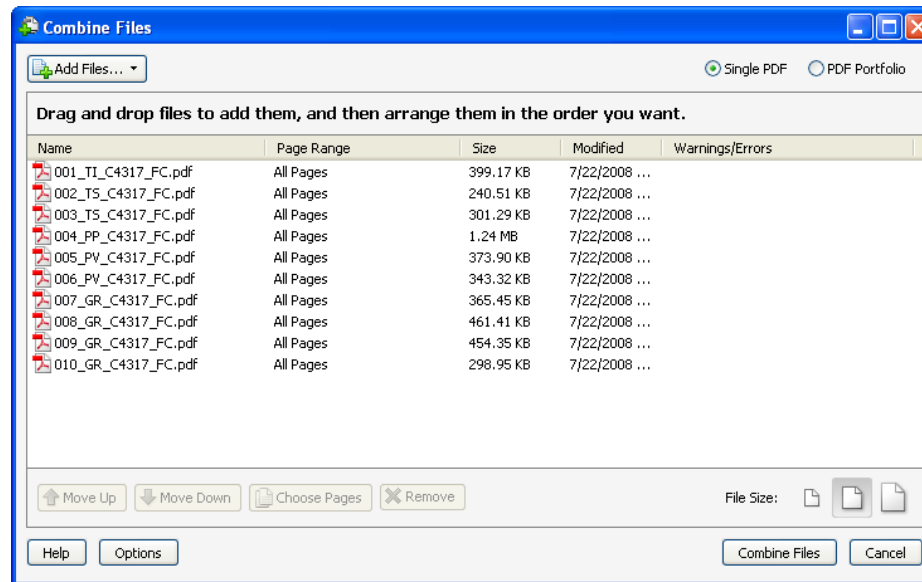
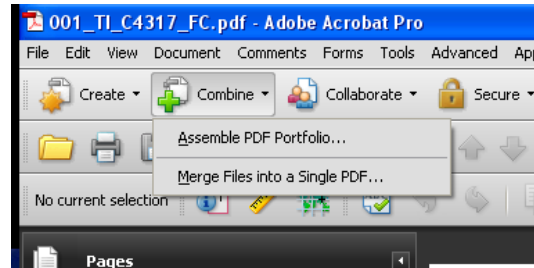


2) Browse to the PDF file to insert and specify the insertion point.



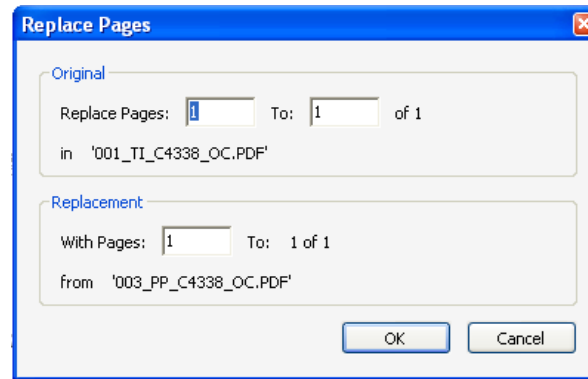
Combine Files

To combine PDF files into one new file, go to **File > Combine Files** or hit the **Combine Files Tab**; then select what files you want to use and select **Next** to **Merge Files into Single PDF** or **Assemble files into a PDF package**. **Merge files into a Single PDF** works well for merging several PDF's into one inclusive PDF unit. **Assemble files into a PDF package** works well if you want to merge multiple files from various formats and created in different applications into an integrated PDF unit.



Replace

When replacing pages in a file; only content is replaced, not the link layer. This layer remains unchanged when you replace pages, making it convenient to update a document if the formatting remains the same.



Delete

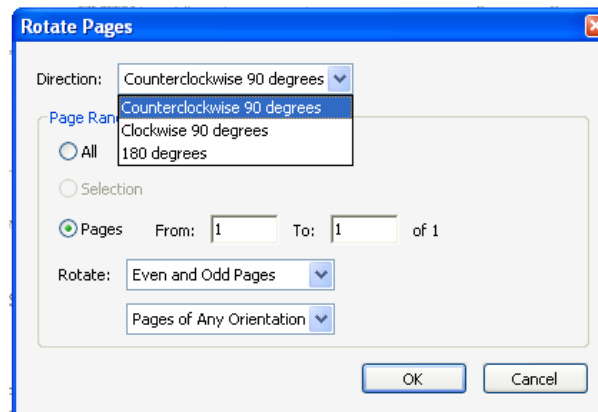
Pages can be deleted from a PDF by selecting **Document > Delete Pages**; and then specifying the pages to delete.

Extract

To pull pages out of a document choose **Document > Extract Pages**. After selecting a page range you have the option of deleting or not deleting the pages from the original document. After the Extract, you will have a second PDF consisting of the extracted pages.

Rotate

Pages are rotated in Acrobat in 90 or 180 degree increments by selecting **Document > Rotate Pages**.

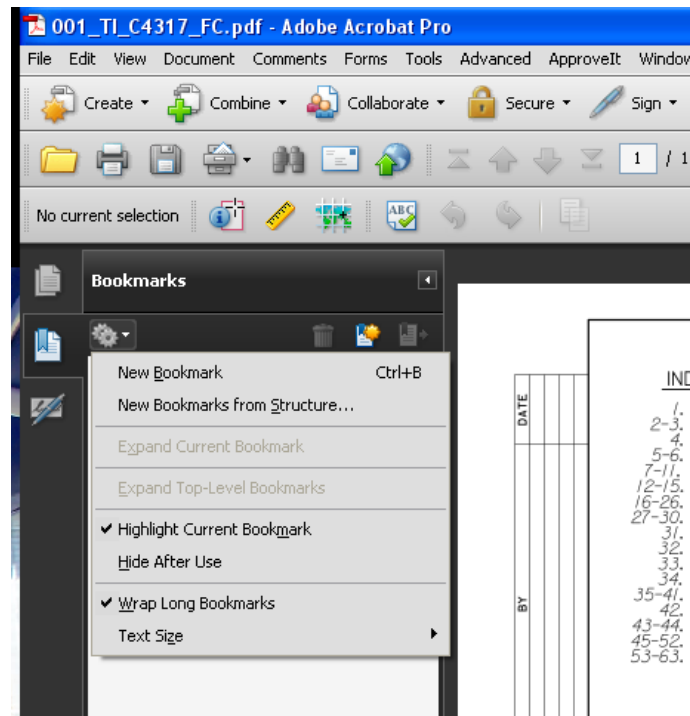


Add Bookmarks

Bookmarks are text links displayed in the Navigation Pane. Clicking on a bookmark will move you to the bookmarked page in the PDF file.

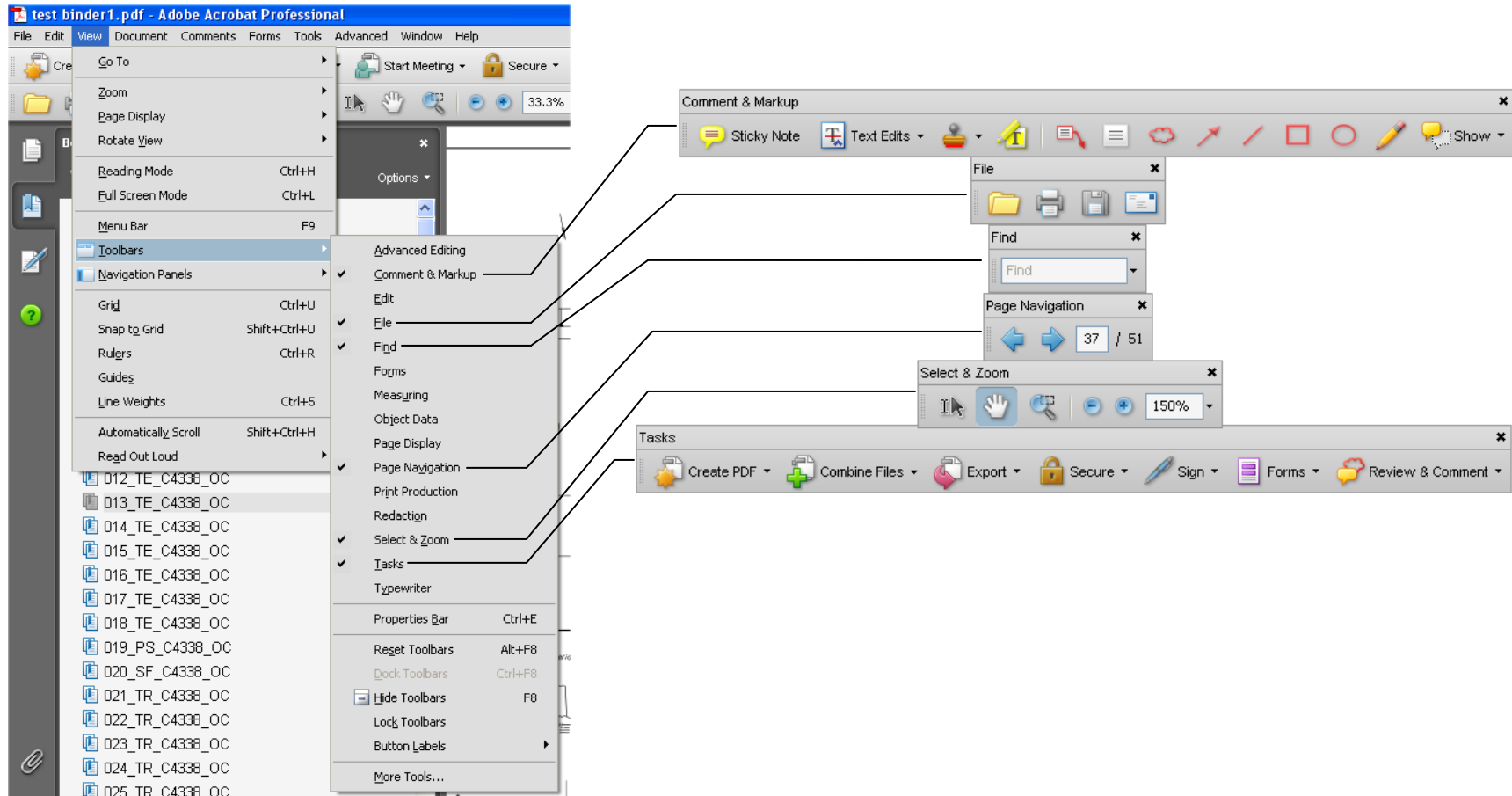
- 1) To add bookmarks, select the **Bookmarks** Tab in the Navigation Pane.
- 2) Move to the page you want to bookmark in the document pane and select the **New Bookmark** tab.
- 3) Name the new bookmark. In this example, a bookmark is placed for the Title Sheet.
- 4) Create bookmarks for these major plan sections: Title Page, Typical Sections, Plan and Profile, Bridge Sheets, Quantities, Standards, and Cross Sections at a minimum. Through the **Combine Files** tab and process, you can automatically create bookmarks for each sheet added or combined if desired.
- 5) To reorder bookmarks, you can drag and drop them.

You will also notice that within the Bookmarks Tab, you can Delete a selected Bookmark, Add a new Bookmark, and Expand a Bookmark. There is also an Options Tab within which you can make a new bookmark, expand current bookmark and perform various other functions of the bookmarks.



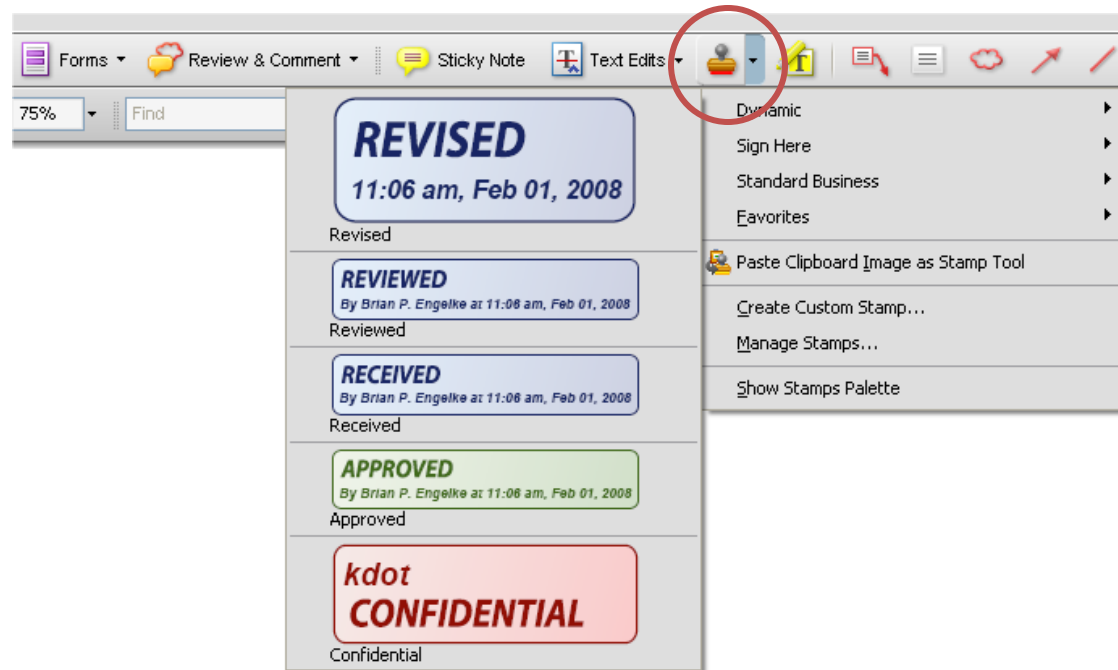
Toolbars

Some toolbars that are not on by default must be turned on. In Acrobat, select **View > Toolbars**. **Comment & Markup** must be turned on to perform checking. **File, Find, Page Navigation, Select & Zoom, and Tasks** are opened by default in Adobe Acrobat 9 Professional.



Placing PDF Stamps

- 1) Zoom in on the area where the stamp will be placed.
- 2) Click the down arrow to the right of the stamp tool.



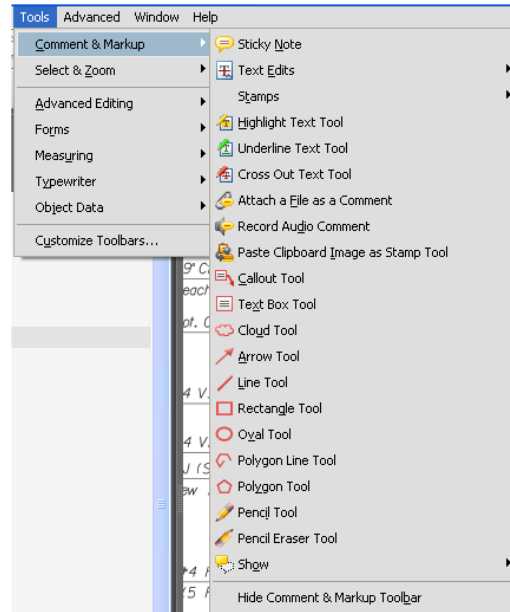
- 3) Select the desired category and stamp. Click on the stamp image to select it.
- 4) Define the size and location of the stamp by dragging a rectangle with the Stamp Tool.
- 5) Adjust the stamp by dragging if necessary.
- 6) Delete unwanted stamps by highlighting and pressing the Delete key on the keyboard.

Note: Stamps are Comments and are always visible in the electronic document. Control whether Stamps and/or Comments are visible on printed hardcopy by opening the **Show** tab within the **Comment & Markup** toolbar and selecting **Hide All Comments** or **Show All Comments**.

Working with Acrobat Comments

About Comment Tools

Adobe Acrobat provides many tools for Comment & Markup. To access these, go to **Tools > Comment & Markup** or to open up the toolbar, go to **View > Toolbars**, as described in [Toolbars](#), page 9. Acrobat includes many tools, but the most commonly used will be the ones discussed here.



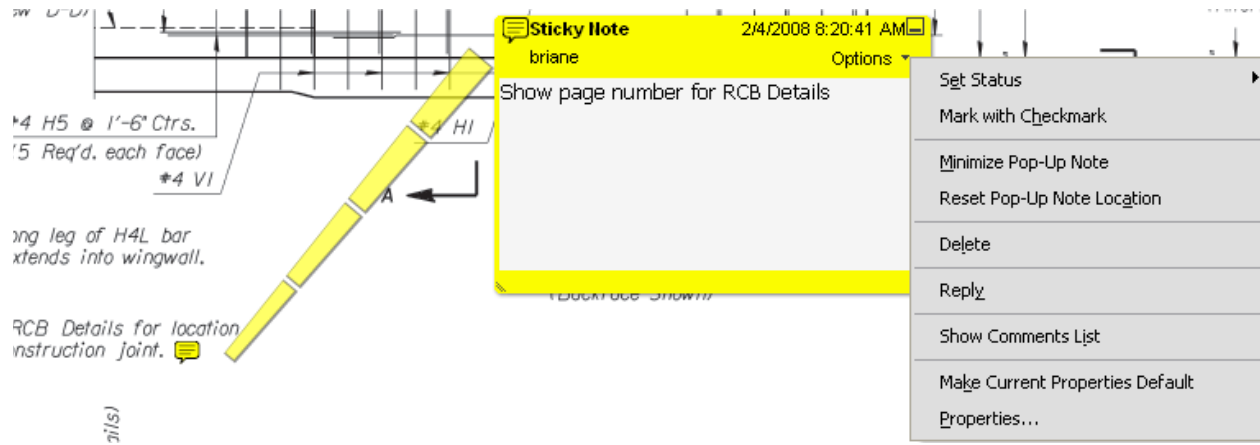
The Comment & Markup toolbar with the most commonly used tools would look like this. These tools will be explained and examples shown for each one in succeeding sheets.



- | | | | | | |
|----------------|---------------|------------------|------------------|-----------------|-------------------|
| 1= Sticky Note | 2= Stamp | 3=Highlight Text | 4=Cross Out Text | 5=Callout Tool | 6= Text Box |
| 7= Cloud | 8= Arrow Tool | 9= Line Tool | 10= Square Tool | 11= Pencil Tool | 12= Show Comments |

Sticky Note

The **Sticky Note** is not recommended for use in KDOT reviews. Since only the icon appears on a printed set of plans, and does not appear very large, they can be easily missed. A sticky note has a note icon that appears on the page and a pop-up note for your text message. You can add a sticky note anywhere on the page or in the document area. Select what you want to add a comment to, fill in the comments box within the pop-up note, and drag the pop-up box to your desired location. Within the pop-up note there is other information in addition to the main note. In the upper left hand corner you will find the author of the note. In the upper right hand corner you will find the date and time the comment was made and the Options button where different options of the sticky note can be invoked.

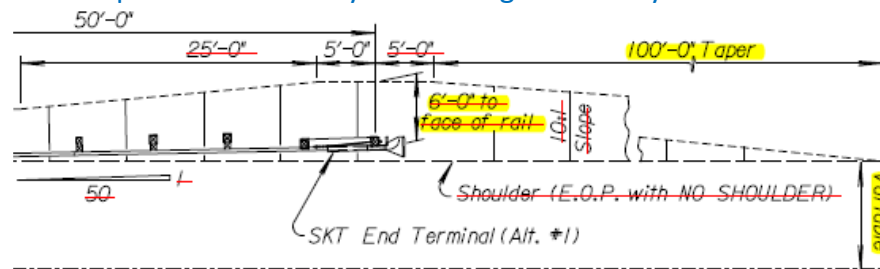


Stamps

Stamps can be chosen from a list of predefined stamps, or you can create your own stamps. For more information on stamps, please see [Placing PDF Stamps](#) on sheet 10.

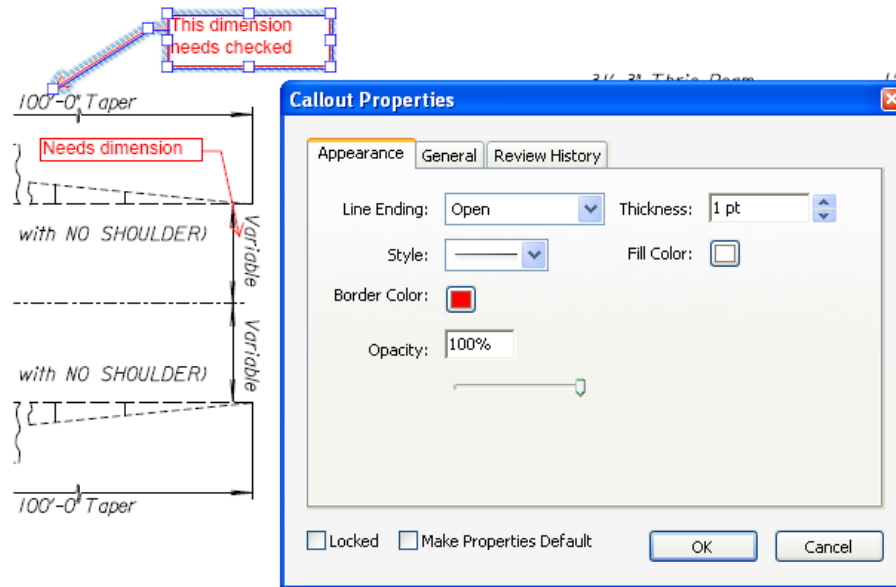
Highlight & Cross Out Text

Choose the **Highlight** or **Cross Out** tool, drag from the beginning of the text you want to mark up to the end. These can be used on horizontal, vertical or angular text. To add a note, double-click the markup to add text in a pop-up note. Right clicking on them will reveal their Properties and allow you to change them to your standards and/or preferences.







Callout & Textbox


The **Callout** and **Textbox** tools allow the reviewer to create boxes that contain text. The Callout tool allows the use of a leader in conjunction with a text box. Right clicking on the text box for both of these tools allows you to review the settings and properties of the text and box in addition to moving the end of the leader.



Line, Arrow & Shape

The **Rectangle** tool , **Oval** tool (not shown), **Line** tool  and **Arrow** tool  let you create simple shapes. To draw a rectangle, line, or arrow, either drag across the area where you want the markup to appear, or click twice: once to create the start point and once to create the end point. The **Line** and **Arrow** tools can also be used in conjunction with the **Callout** and **Textbox** tools to apply one comment to multiple locations.

The **Cloud** tool  and **Polygon** tool (not shown) create closed shapes with multiple segments. To create a cloud or polygon shape, click to create the start point, move the pointer, and click to create each segment. To finish drawing the shape, click the start point, or right-click/Control-click and choose Complete from the menu. Double-click to end a polygon line.

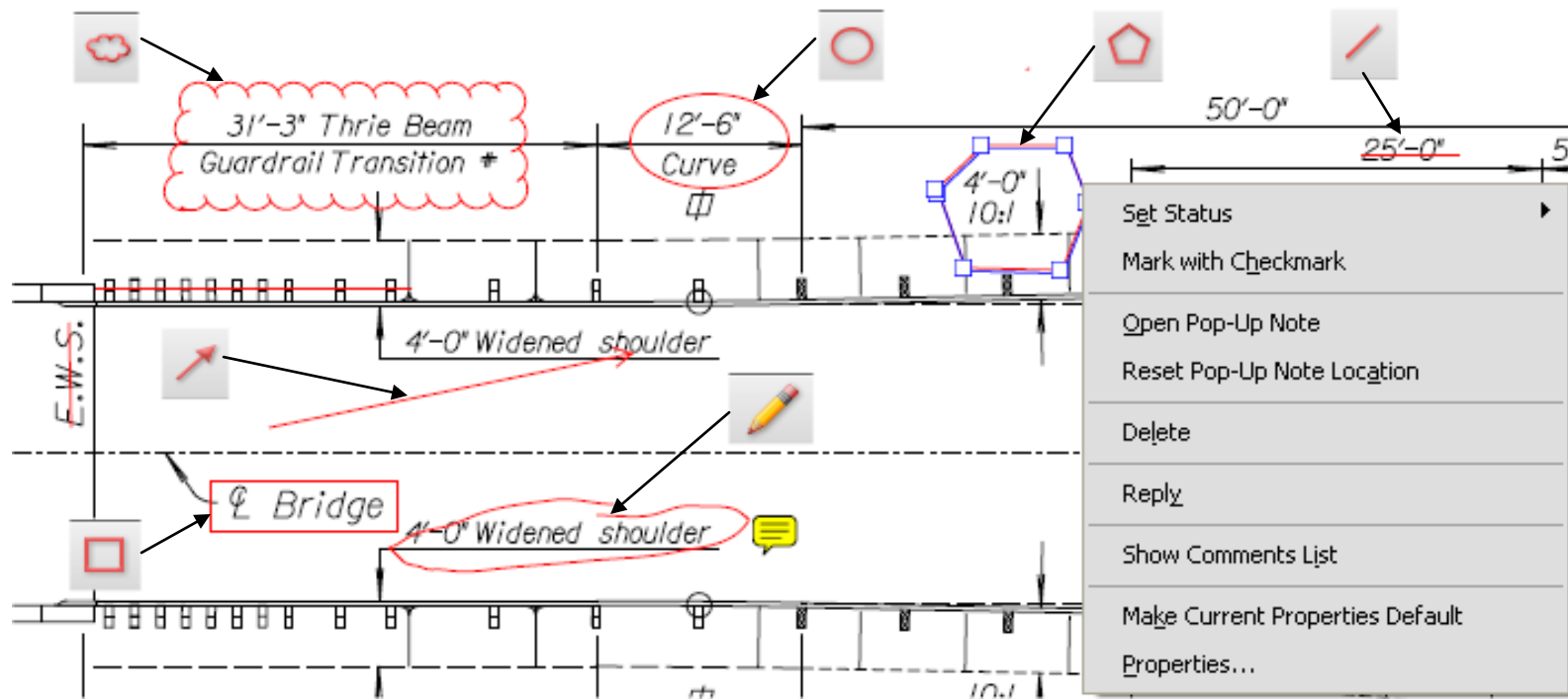
The **Pencil** tool  creates free-form drawings by using the mouse or a digitizer and stylus. To draw free-form lines, drag where you want to begin drawing. You can release the mouse button, move the pointer to a new location, and continue drawing.

Note:

To edit or resize the markup, select it and drag one of the handles to make your adjustments.

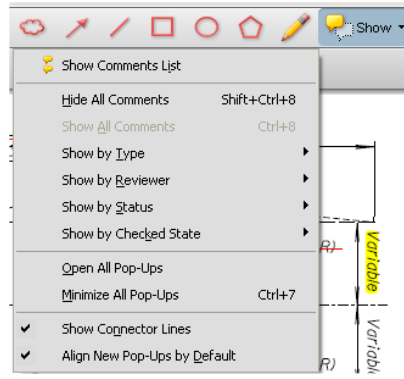
To add a pop-up note to the markup, select the Hand tool, and double-click the markup.

Click the close button in the pop-up note. A note icon appears to the right of the mark to indicate the presence of text in the pop-up note. Examples of all of these can be found in the following example.



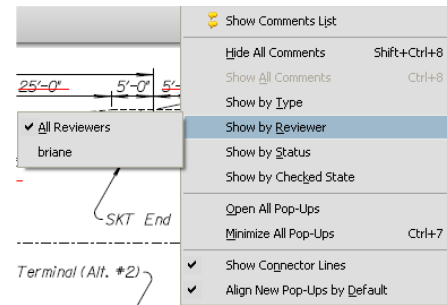
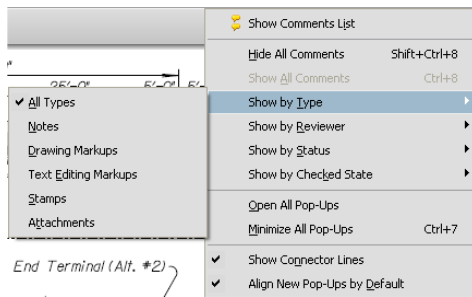
Show Comments

The **Show Comments** allows the reviewer to determine if their comments are to be shown or not, along with these options.



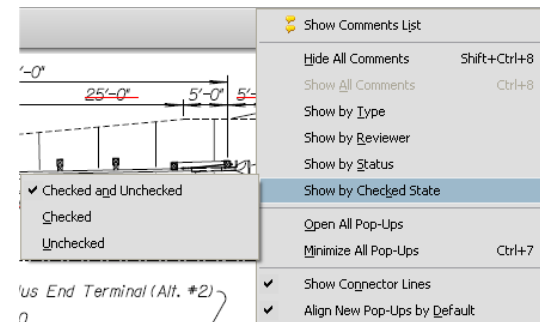
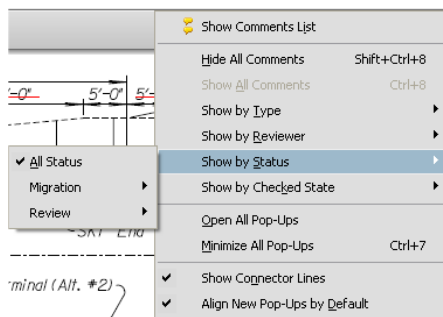
Show comments by type and type option

Show comments by reviewer, each or all.



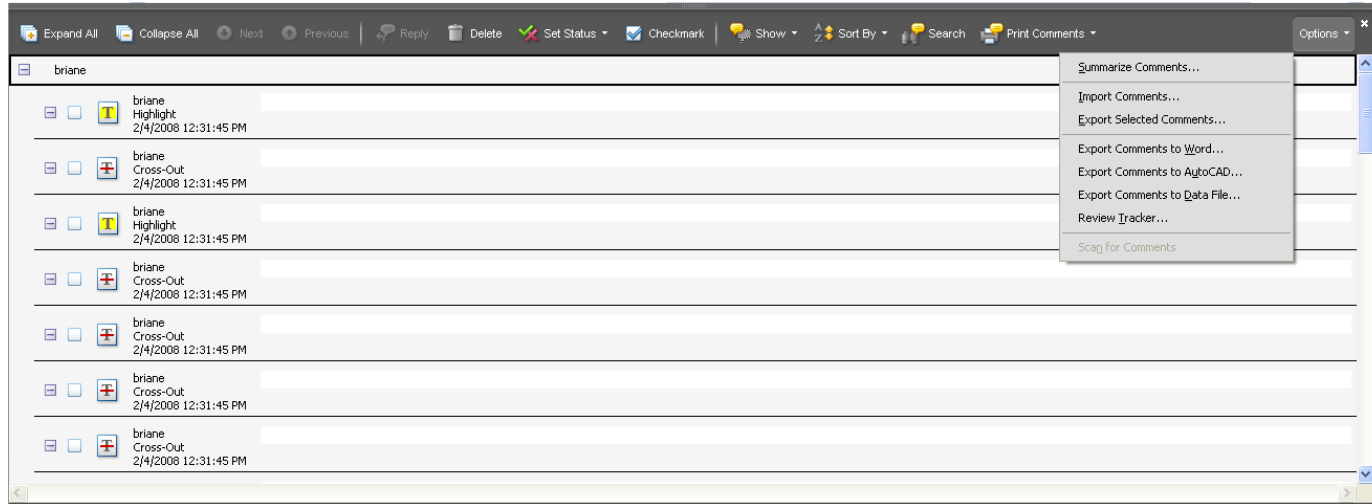
Show comments by status, migration, or review

Show comments by Checked State

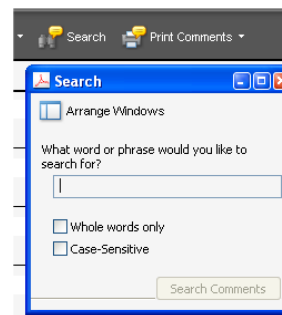
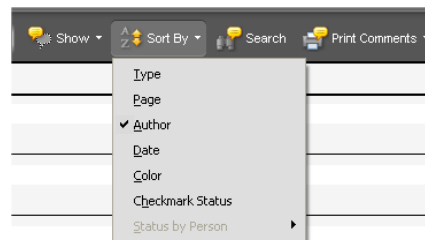
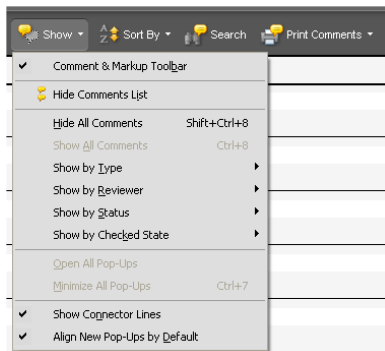


Show Comment List

Within the **Show Comment List** in the **Comment & Markup** toolbar there is an option to **Show Comment List**. After selecting this option, a Comment list will pop up on the screen. The comments will be shown by user. Along the top of the Comments Window are several useful options to use. You can **Expand** or **Collapse** the comment list. You can **Delete** and **Check Status of Comments**. On the right side of the menu bar in the Comments Window is an Options pull down. Within this list you can choose to **Summarize Comments, Import Comments, Export Selected Comments, Export Comments to Word, Export Comments to AutoCAD, or Export Comments to Data File, and Review Tracker**.

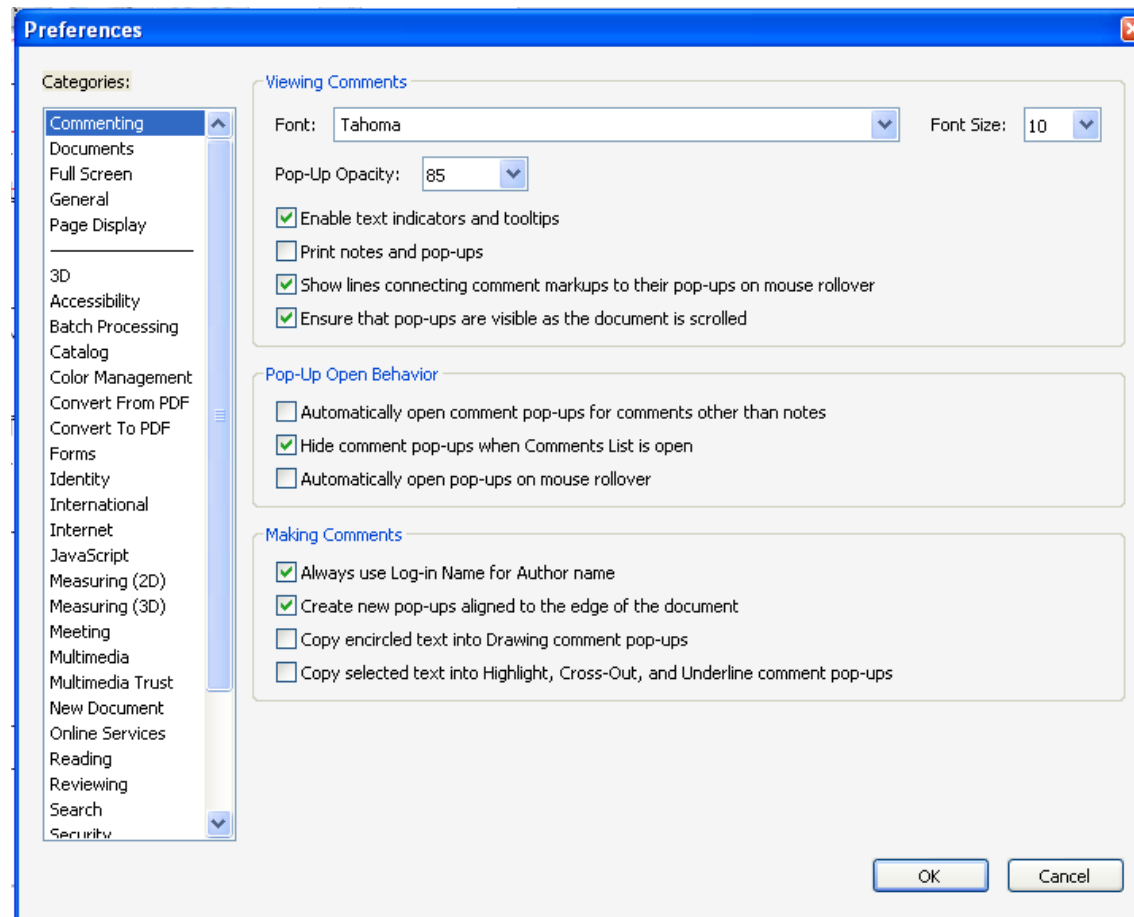


You can also **Show, Sort, Search, and Print Comments** by different options.



Comment Preferences

To change Comment Preferences go to **Edit > Preferences > Commenting**. Then select and set the desired options.



(See below for description of Comment Preference Options)

Comment Preferences (cont.)

Font Size & Type= Determines font size & type in pop-up notes.

Pop-up Opacity= Determines transparency of pop-ups in values of 1-100. “1” being the most transparent and “100” the least transparent.

Enable Text Indicator & Tooltips= Shows tooltip containing the author’s name, comment status, and two lines of text.

Print Notes & Pop-ups= Specifies that pop-up notes associated with comments print exactly as they appear on the page.

Show Lines Connecting Comment Markups to Their Pop-ups= When placing the pointer over a comment markup, the shaded connector line between the comment and the open pop-up note appears.

Ensure That Pop-ups Are Visible When Scrolling= Enables pop-up notes to shift and stay in view within the document as it is scrolled.

Automatically Open Comment Pop-ups for Comments Other Than Notes= A pop-up note appears when you create a new comment.

Hide Comment Pop-ups When Comments List Is Open= Helps reduce screen clutter when a page includes many comments.

Automatically Open Pop-ups on Mouse Rollover= When you place the pointer over a comment of any type, including drawing markups and stamps, the pop-up note opens.

Always Use Log-in Name for Author Name= Determines which name appears in the pop-up note you create.

Create New Pop-ups Aligned to the Edge of the Document= Aligns pop-up notes with the right side of the document window, regardless of where the comment markup is added.

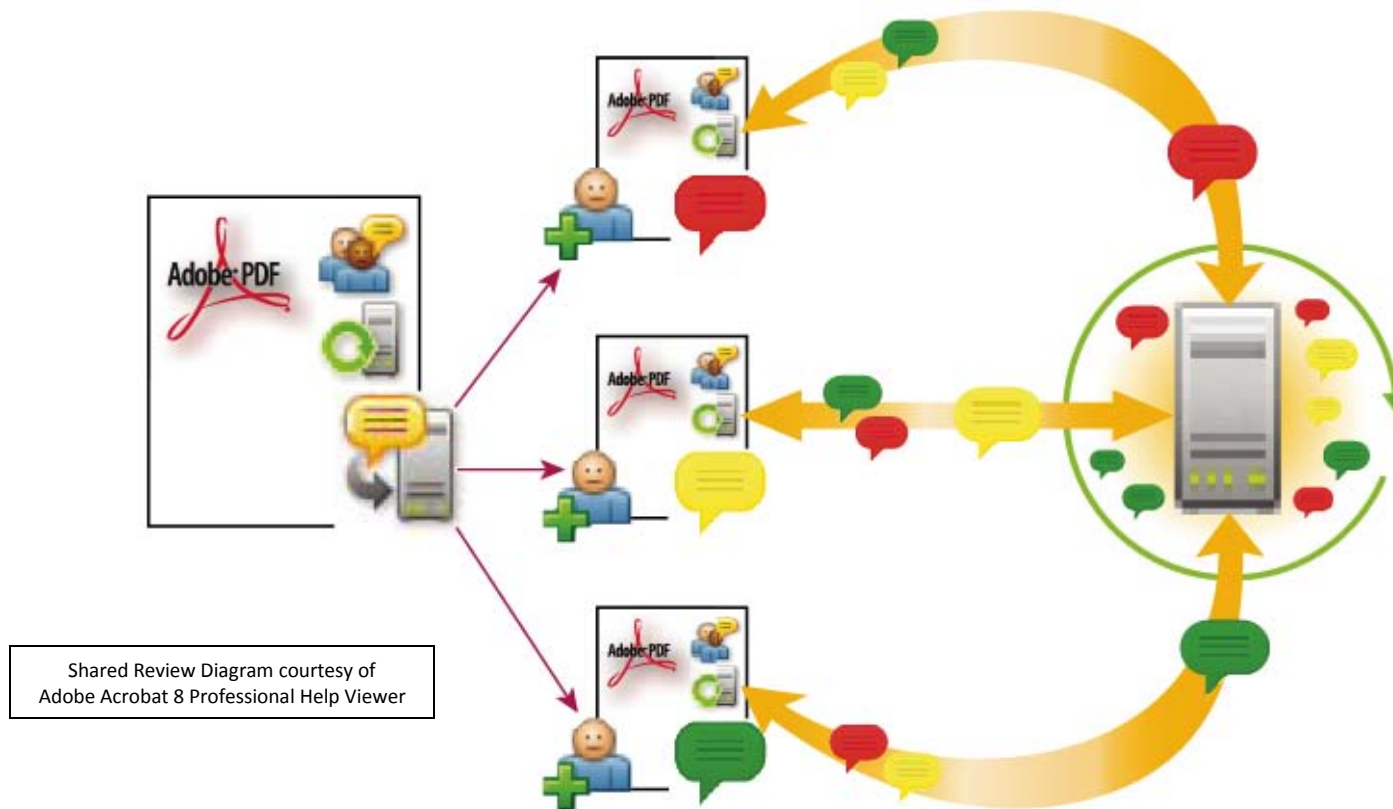
Copy Encircled Text into Drawing Comment Pop-ups= Copies text that you circle using the drawing tools in the pop-up note associated with the drawing markup.

Copy Selected Text into Highlight, Cross-Out, and Underline Comment Pop-ups= Copies selected text to the pop-up note associated with the text editing comments, such as those created by the Highlight Text Tool.

Shared Review

Shared Review Overview

Of the three managed reviews that Acrobat has to choose from, the Shared Review is the best option for Bureau of Local Projects plan reviews. Shared Reviews are the most collaborative form of review because participants can read and reply to each others' comments as they review the PDF locally. Shared Reviews also provide the most detailed information about the active review. A notification feature lets you know when new comments are available, even when Acrobat is closed, and you're informed of all recent review activity each time you open the PDF. Published comments are saved to the server and to the local hard drive, and Acrobat synchronizes comments between these two locations at regular intervals to download all the latest comments and changes.



To view other reviewers' comments in a shared review, you must use Acrobat 8.0 or Adobe Reader 8.0. Reviewers using Acrobat 6.0 or 7.0 must send their comments in email. Shared reviews do not support commenting in 3D files.

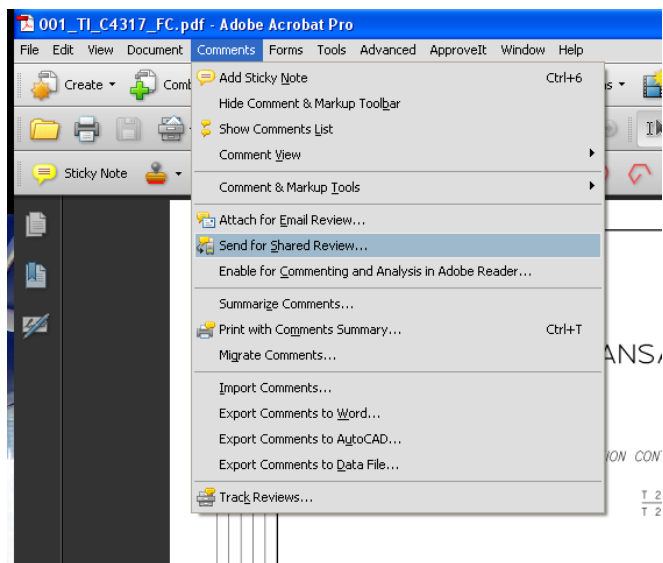
Setting up a Shared Review

Shared Reviews will be set-up and initiated by the responsible BLP Project Manager.

To conduct a shared review, you and your reviewers must have read and write access to the server you use for storing comments.

The shared PDF that you send includes the **Comment & Markup** toolbar and instructions in the document message bar.

Start the setup wizard for a shared review by selecting the **Review & Comment** button in the **Task** toolbar, and choose **Send for Shared Review**.

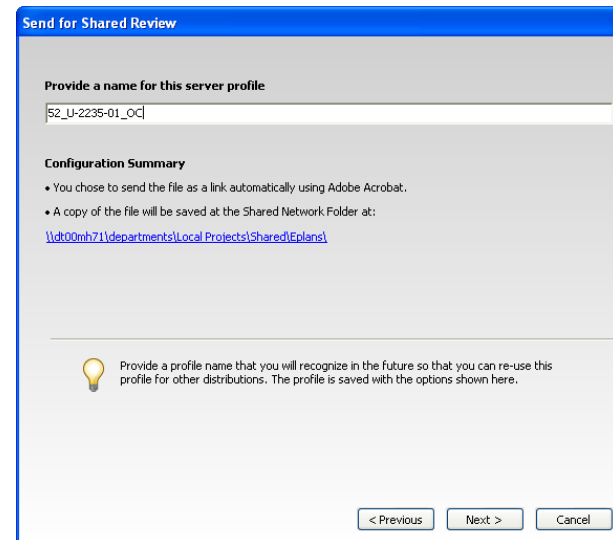
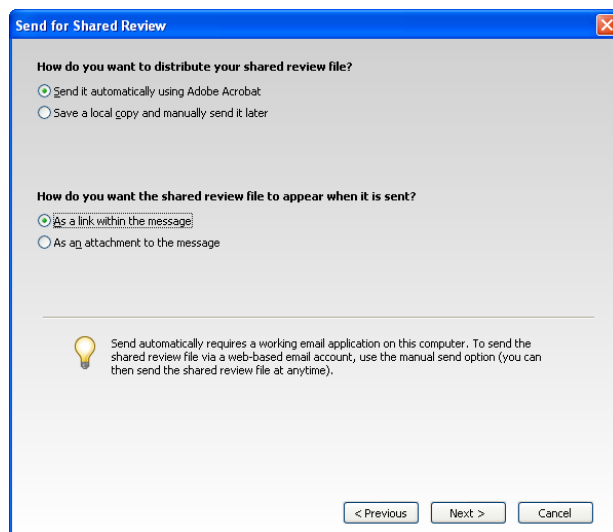
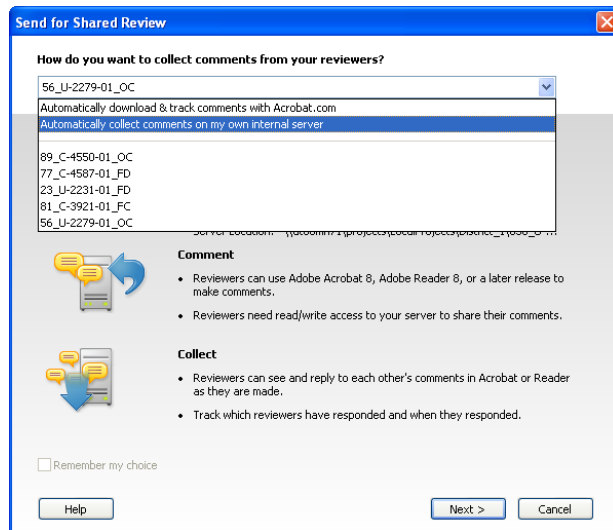


If prompted, type your name, email address, and job title in the **Review Profile** dialog box, and select **OK**.

Using the **Send PDF for Shared Review** wizard consists of a four step process listed in detail below.

Steps 1-4

1) In the Select Shared Location, choose the shared location that you'll use to store comments, or click **Automatically collect comments on my own internal server** and click **Next**. 2) If you set up a new location, Type the full path of the folder location, or browse to select the folder and click **Next**. 3) The Server location cannot be the same location as the file to be reviewed. A subfolder to the location of the file to be reviewed should be used. Select to send automatically using Adobe Acrobat and to appear as a link with in the message and click **Next**. 4) Type a descriptive name for the server, and select **Next**. The option to enable commenting for Reader users is selected by default.



Step 5

Specify reviewers by typing their email addresses, or by clicking Address Book and selecting email addresses from a Microsoft Outlook address book. Insert a semicolon or a return between each address. If you want to specify a date when the review ends, select **Review Deadline**, and select the date and time of the deadline. Be sure to include the deadline in the message. It is not included by default. Review the invitation, and select **Send**. (See below)

Send for Shared Review

Delivery Method: My Network Folder (send as link)

To...

Cc...

Subject: Please join the review of 001_TI_C4317_FC_review.pdf

Message: [Reset default message](#)

You are invited to review the document "001_TI_C4317_FC_review.pdf" located at: <\\dt00mh71\departments\Local Projects\Shared\Eplans\001_TI_C4317_FC_review.pdf>

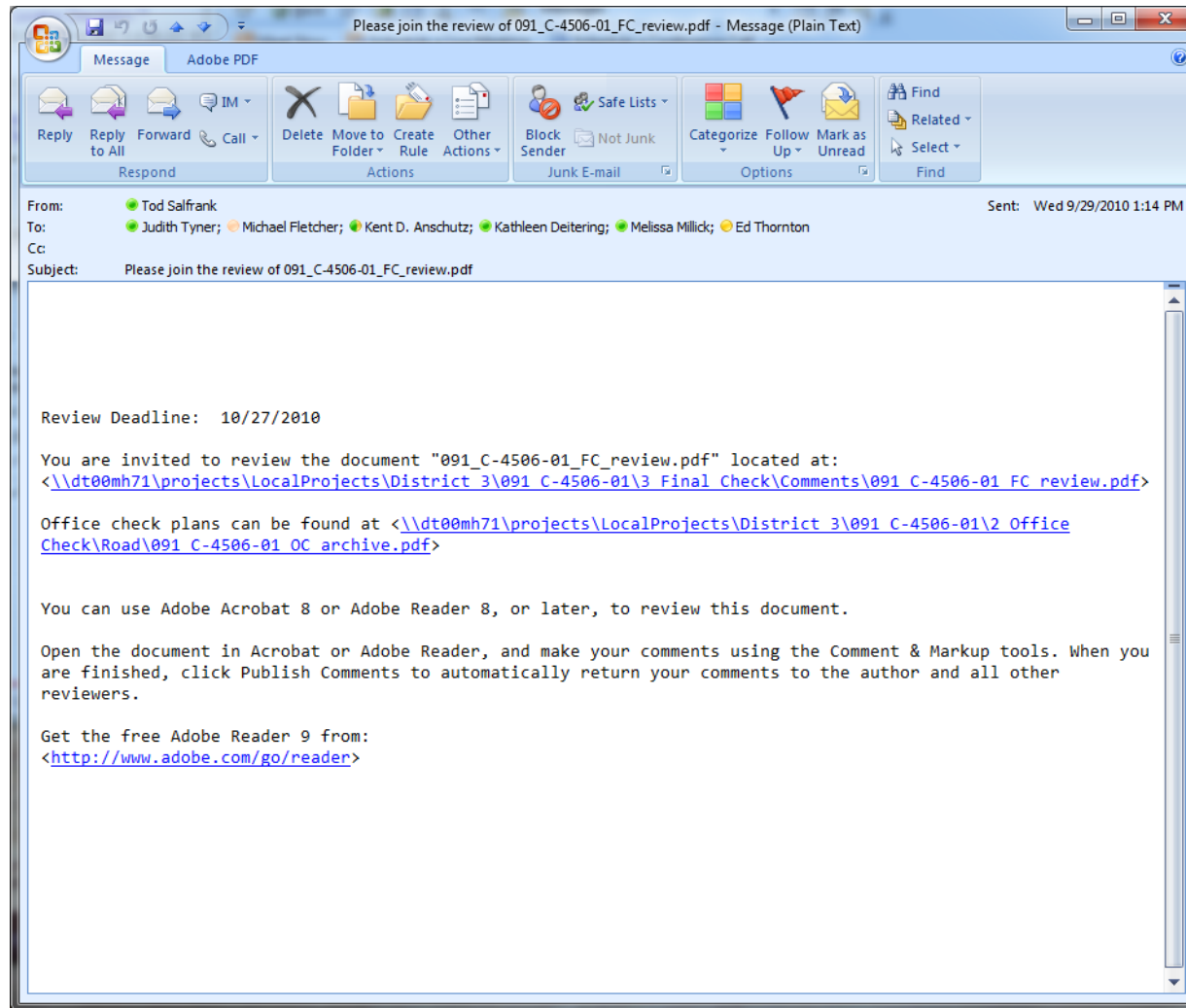
You can use Adobe Acrobat 8 or Adobe Reader 8, or later, to review this document.

Open the document in Acrobat or Adobe Reader, and make your comments using the Comment & Markup tools. When you are finished, click Publish Comments to automatically return your comments to the author and all other reviewers.

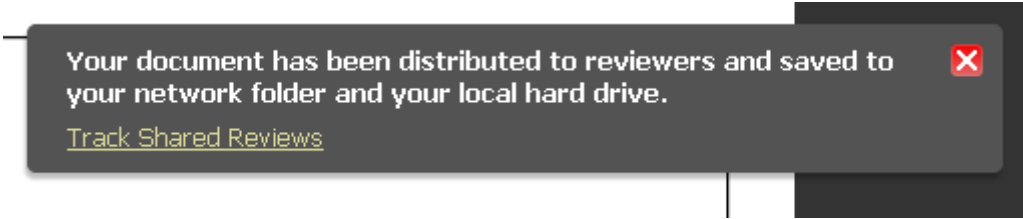
Review Deadline: 10/16/2009 12:00:00 AM

Help < Previous Send Cancel

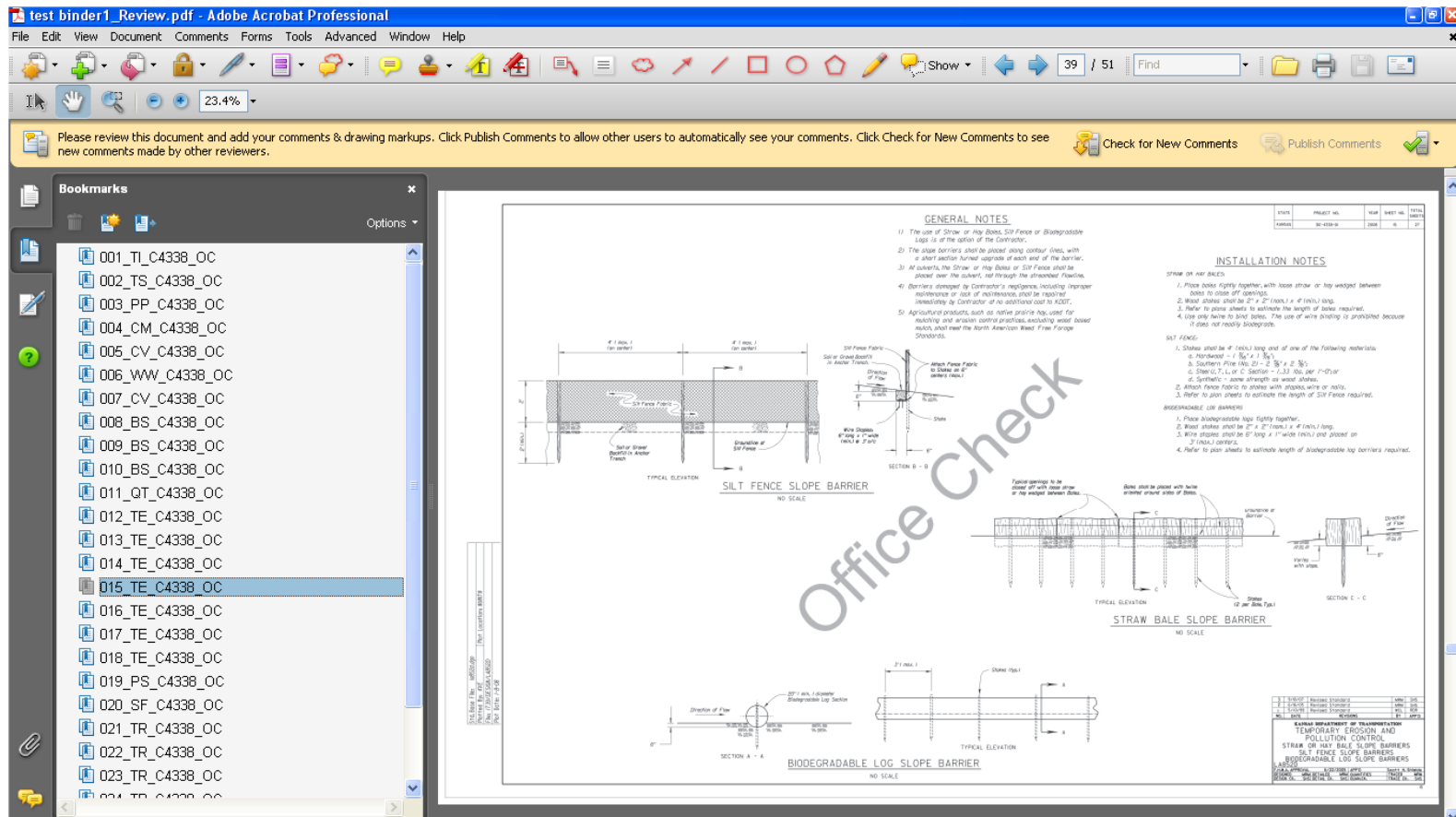
(Example of email invitation for a Shared Review)



After selecting **Send**, you will see the following if no comments have been published.



The Share Review-Enabled PDF will open and resemble this example. It will have the Document Message Bar open in it with the instructions to add your comments & drawing markups, publishing comments, and how to see new comments.

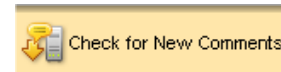


The shared PDF now contains the following information: the email addresses of reviewers, the path to the shared folder, and the initiator’s profile. No matter when or how you send this PDF, each recipient gets this information, which appears in the Welcome screen with news of recent activity when the PDF is opened.

Checking for New Comments

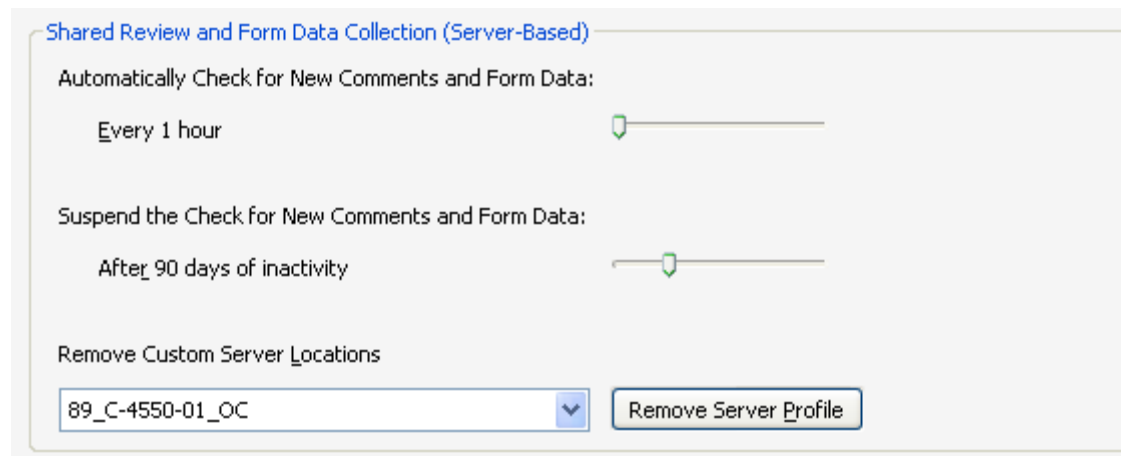
When you participate in a shared review, Acrobat synchronizes published comments on your local drive with those on the comment server, and then notifies you when new comments are available. Notifications appear as bezel-style messages in the open PDF. In Windows, notifications also appear as balloon-style messages in the notification area (System Tray). Because synchronization continues after the PDF is closed, you’ll continue to receive notifications.

Messages in the notification area inform you when new reviewers join the review, when updates occur (multiple reviews), and when synchronization attempts fail. They also inform you when a new broadcast subscription is added in the **Review Tracker**. You can change how often messages appear and how often comments are synchronized, and you can manually trigger the synchronization process.



To view new comments, select the **Check for New Comments** button.

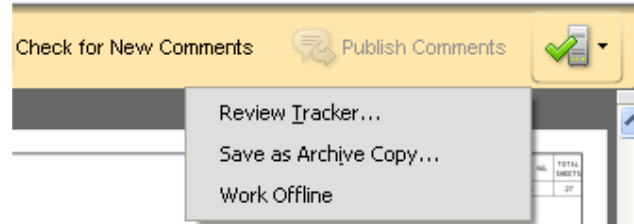
To change the frequency of synchronization and notification of comments, choose **Edit > Preferences > Tracker** and then adjust sliders to personal preference.



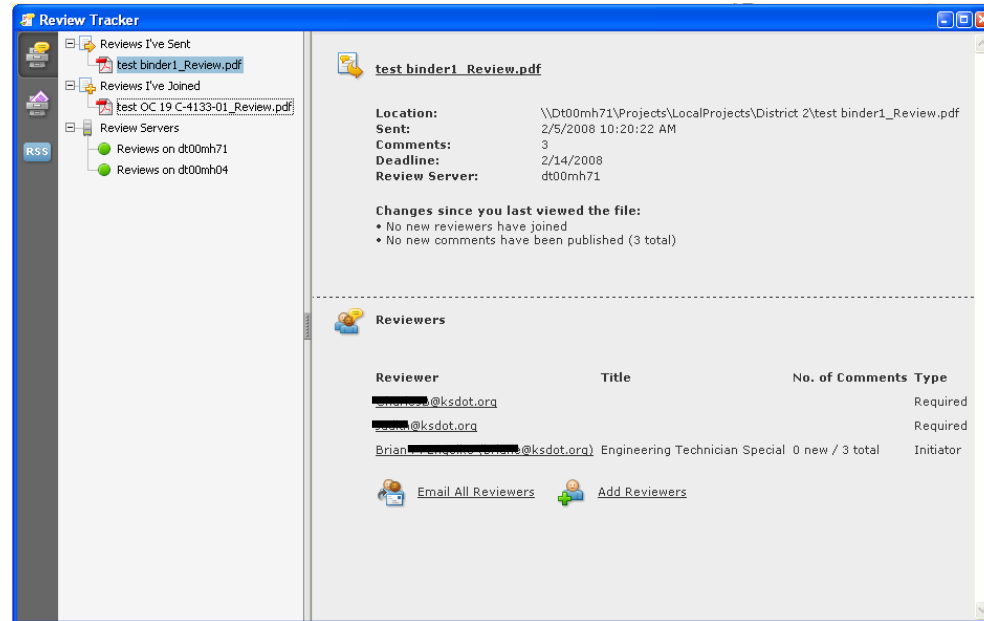
Review Tracker

The Review Tracker is used to manage your document reviews. From this window, you can see who's joined a shared review and how many comments they've published. You can also rejoin a review, access comment servers used in reviews, and email participants.

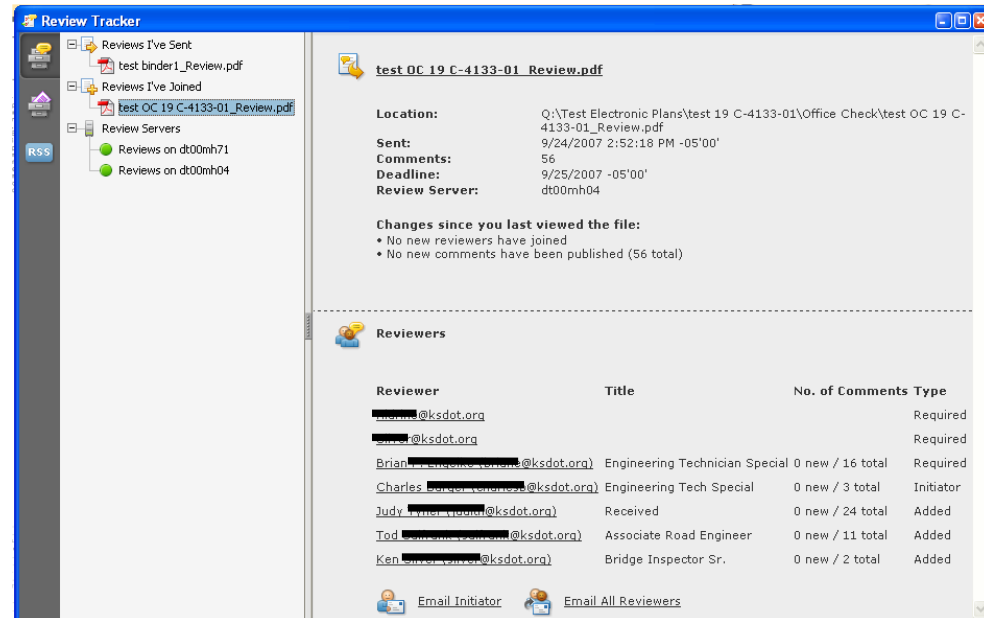
To access the Review Tracker go to **Comments > Review Tracker** or select the **Server Status** button in the Document Message Bar at the top of the Share Review-Enabled PDF and then select **Review Tracker**.



Once opened, the Review Tracker includes links to all PDF documents in managed reviews. Each link lists the date and time the PDF was sent and the list of invited reviewers. Links to shared PDFs provide additional information, including the deadline (if set) and the number of comments submitted per reviewer. Deleting a link in the Review Tracker doesn't delete the PDF file. (See below)



Example showing Reviews Sent



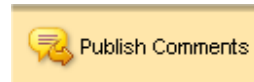
Example showing Reviews Joined

Participating in a Shared Review

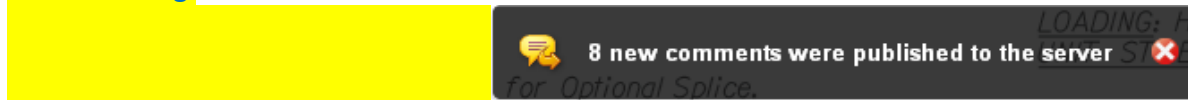
- 1) Open the Shared Review Email. See screen capture in lower right of Sheet 23 for example of Shared Review Email.
- 2) Open the PDF attachment or link. Once opened, commenting tools and a **Document Message Bar** with instructions opens.



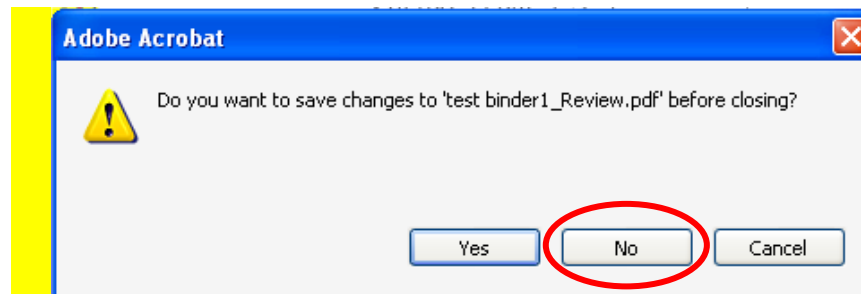
- 3) If prompted, type your name, email address, and job title to create a reviewer profile.
- 4) Add Comments.



- 5) When you want to share your comments, click **Publish Comments**. Once this has been done, a prompt will appear on your screen showing you that “X” new comments were published to the server. Make sure comments are published before exiting.



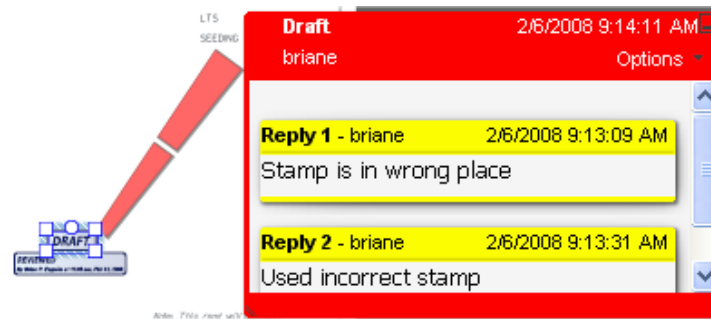
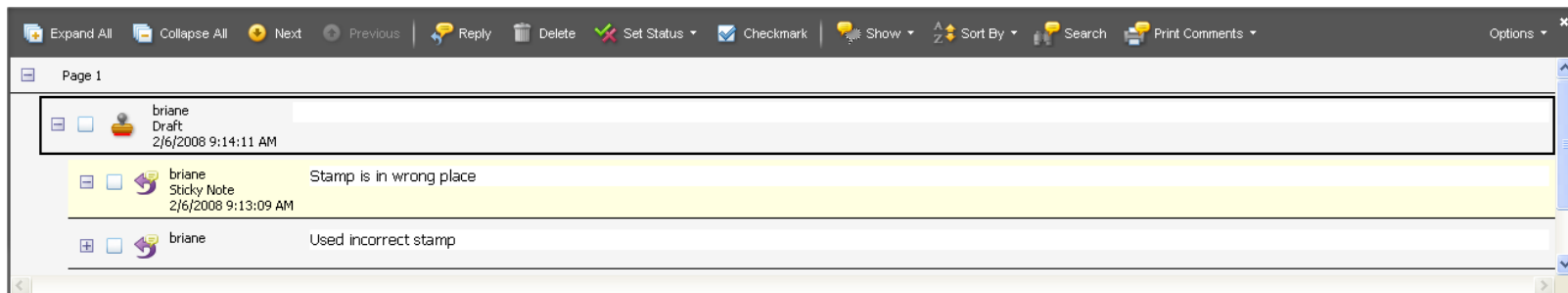
- 6) When exiting Shared Review, select **File** from the Menu Bar and then **Exit**. Upon selecting **Exit**, you will see a prompt asking “Do you want to save changes before closing”. While the first response would normally be “Yes”, ALWAYS select “No”. Selecting “Yes” will save a copy of the review to your local hard drive on your PC, eliminating valuable disk space over time, and not save the changes to the central server where the Shared Review resides.



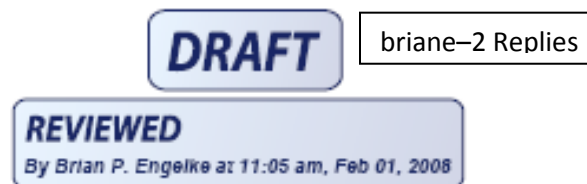
Note: In a Shared Review, you can see all reviewers’ comments that have been published.

Reply to Comments

Replies to comments are especially useful in Shared Reviews, when participants can read each others' comments. The Shared Review initiator can let the reviewers know how their suggestions are being implemented. When one or more reviewers reply to a comment, the set of replies is called a thread. All replies in a thread appear in the pop-up note and in the **Comments List**. Replies are indented below the original comment.



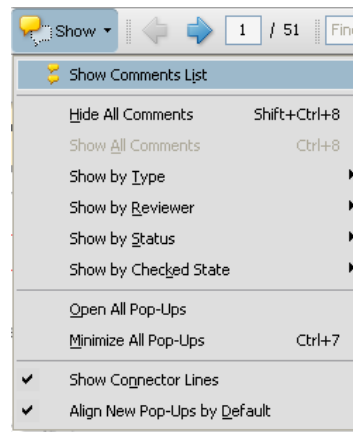
The number of replies that a comment has received appears in a box when you place the pointer over the comment.



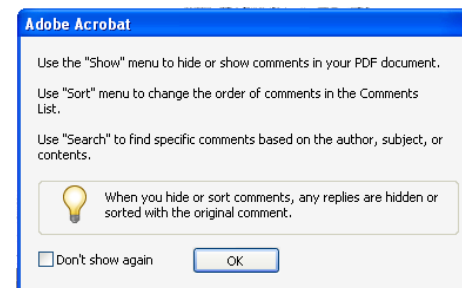
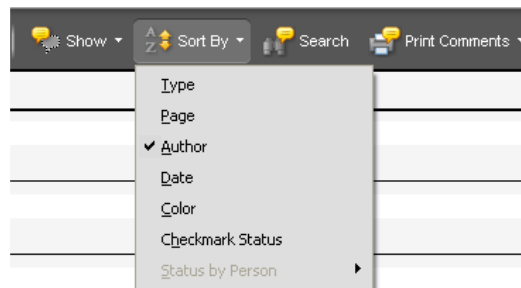
Sorting Comments

Note: This procedure is intended for the BLP Project Manager who is the initiator of the Shared Review.

Sorting comments was briefly covered in the [Show Comments](#) section. As a review, the Comment list is made available by selecting the **Show Comments** button in the **Comment & Markup toolbar**.



Comments can be sorted by **Type, Page, Author, Date, Color, and Checkmark Status.** (below left) The first time you change the sort settings, you will see this message (below right). If you don't want to be reminded about the difference between "Show", "Sort", and "Search", check **Don't show again** and select **OK**.

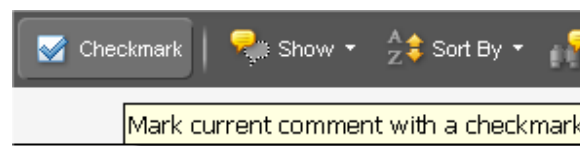
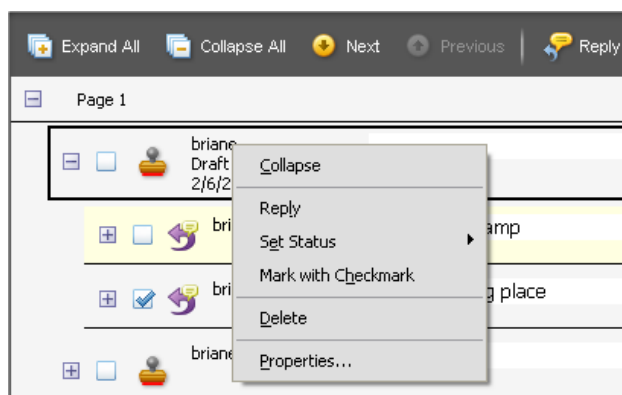


Marking Comments w/ Checkmarks

Note: This procedure is intended for the BLP Project Manager who is the initiator of the Shared Review.

Checkmarks can be used to indicate any number of things. You can checkmark the comments you have read, which comments have been addressed as a record, which are priority, or which comments have been resolved between the participants.

To mark a comment with a checkmark, right-click a comment in the comment window. Then select **Mark with a Checkmark**. (below left) You can also mark a comment with a checkmark by selecting the desired comment in the comment window and selecting the Checkmark button in the Comment Window Toolbar. (below right).

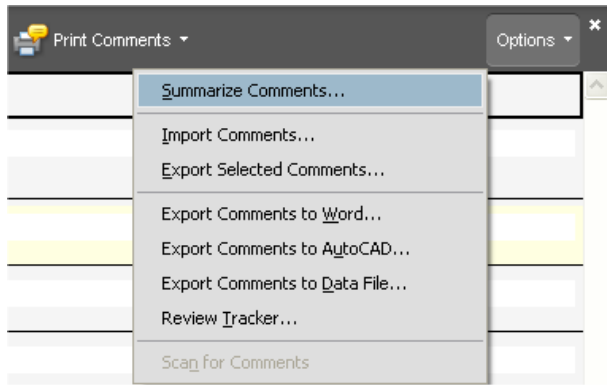


Summarizing Comments

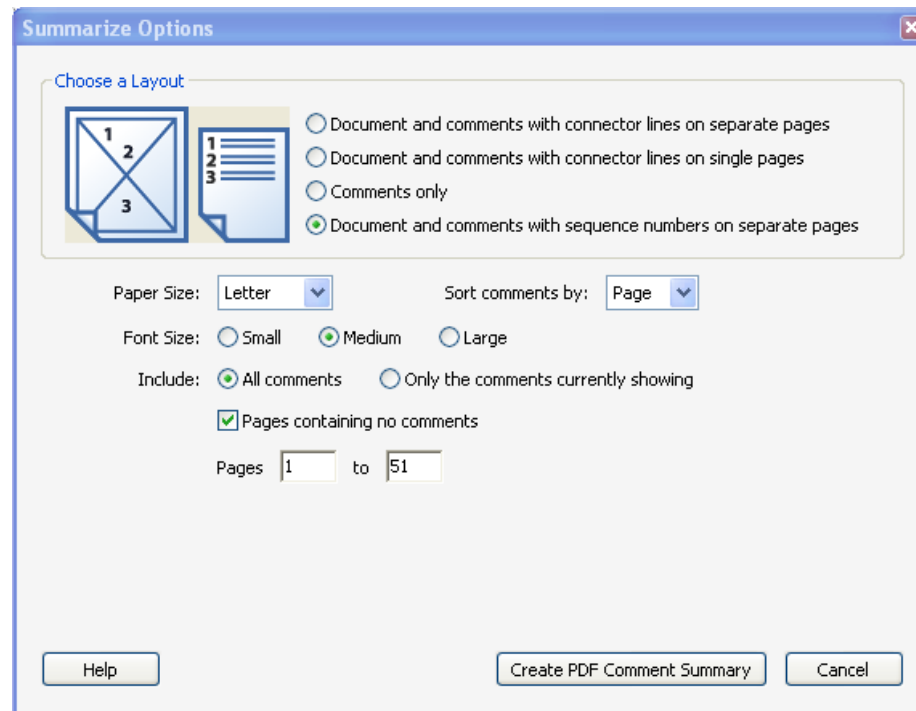
Note: This procedure is intended for the BLP Project Manager who is the initiator of the Shared Review.

Summarizing comments is a convenient way to get a synopsis of all the comments associated with a PDF. When you summarize comments, you can either create a new PDF with comments that you can print, or you can print the summary directly. The summary is neither associated with nor linked to the PDF that the comments are derived from.

To Summarize Comments, go to the extreme right hand side of the Comment Window toolbar to the **Options** button. Open the **Options** and select **Summarize Comments**. (See below)



Once **Summarize Comments** is opened, you will see the **Summarize Options** box. Page layout options for comment summaries are **Document and comments with connector lines on separate pages**, **Document and comments with connector lines on single pages**, **Comments only**, and **Document and comments with sequence numbers on separate pages**. Further options are Paper Size, Sort comments by, Font Size, Include All Comments or Include Only the Comments Currently Showing. Once Options have been set, select **Create PDF Comment Summary**. A separate PDF document will open containing a Summary of Comments by the options selected.



Examples of Comment Summary page layouts

Document and comments with connector lines on separate pages

Page 5

Author: [redacted]	Subject: Polygon	Date: 28/02/08 10:14:58 AM
Author: [redacted]	Subject: Oval	Date: 28/02/08 10:18:08 AM
Author: [redacted]	Subject: White Hole	Date: 28/02/08 10:18:07 AM
Author: [redacted]	Subject: Line	Date: 28/02/08 10:18:24 AM
Author: [redacted]	Subject: Line	Date: 28/02/08 10:18:24 AM
Author: [redacted]	Subject: Callout	Date: 28/02/08 10:17:09 AM

Need larger font size

Document and comments with connector lines on single pages

Page 5

Author: [redacted]	Subject: Polygon	Date: 28/02/08 10:14:58 AM
Author: [redacted]	Subject: Oval	Date: 28/02/08 10:18:08 AM
Author: [redacted]	Subject: White Hole	Date: 28/02/08 10:18:07 AM
Author: [redacted]	Subject: Line	Date: 28/02/08 10:18:24 AM
Author: [redacted]	Subject: Line	Date: 28/02/08 10:18:24 AM
Author: [redacted]	Subject: Callout	Date: 28/02/08 10:17:09 AM

Need larger font size

Comments only

Summary of Comments on test binder1.pdf			
Page: 1			
	Author Name	Subject: Draft	Date: 20/09/19 14:11 AM
	Author Name	Subject: Sticky Note	Date: 20/09/19 10:09 AM
	Author Name	Subject: Sticky Note	Date: 20/09/19 11:31 AM
	Author Name	Subject: Reviewed	Date: 21/09/19 11:05:43 AM
Page: 5			
	Author Name	Subject: Polygon	Date: 20/09/19 14:18 AM
	Author Name	Subject: Oval	Date: 20/09/19 16:09 AM
	Author Name	Subject: Sticky Note	Date: 20/09/19 15:07 AM
	Author Name	Subject: Line	Date: 20/09/19 15:24 AM
	Author Name	Subject: Line	Date: 20/09/19 15:11 AM
	Author Name	Subject: Callout	Date: 20/09/19 17:09 AM

Document and comments with sequence numbers on separate pages

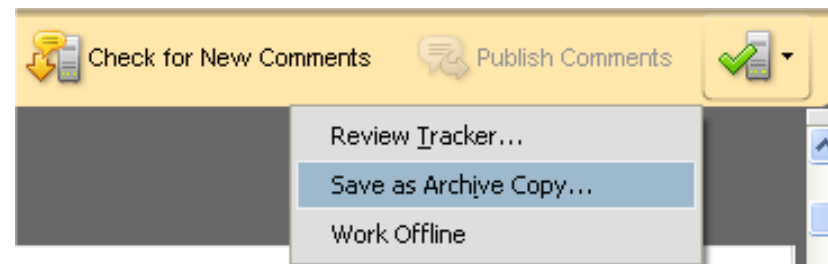
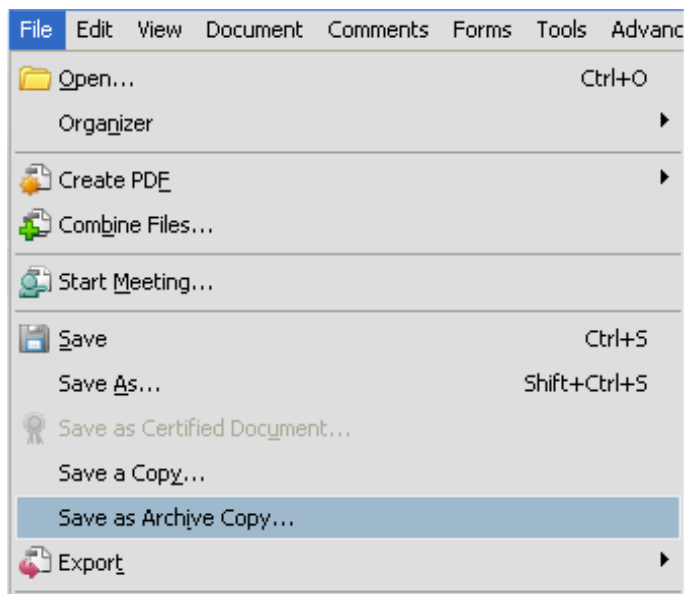
	Page: 5			
		Author Name	Subject: Polygon	Date: 20/09/19 14:18 AM
		Author Name	Subject: Oval	Date: 20/09/19 16:09 AM
		Author Name	Subject: Sticky Note	Date: 20/09/19 15:07 AM
		Author Name	Subject: Line	Date: 20/09/19 15:24 AM
		Author Name	Subject: Line	Date: 20/09/19 15:11 AM
		Author Name	Subject: Callout	Date: 20/09/19 17:09 AM

Returning Comments to Consultant

Note: This procedure is intended for the BLP Project Manager who is the initiator of the Shared Review.

Once the Shared Review is complete, you can save a copy of the review PDF that contains all the comments that reviewers have published or that you've imported (merged) by saving it as an Archive Copy. This copy is no longer connected to the Shared Review, and you can edit both content and comments in it.

For a shared review, choose **File > Save As Archive Copy**, or click the Status button in the document message bar and choose **Save As Archive Copy**. (See below)



After the Archive Copy has been saved, the Plans Technician is responsible for returning it to the Consultant by email, FTP site, or CD for their review and correction of comments.

BLP Checking Process & Procedures

Field Check

- 1) Consultant delivers electronic plans to KDOT BLP through the KDOT FTP site, or on CD.
- 2) The Plans File Technician will put the PDF's into the appropriate project directory on the central KDOT server and notify the responsible Project Manager of the electronic plans arrival.
- 3) The Project Manager will then attach the Plan Tracking Sheet to each volume of the PDF set and initiate a Shared Review, invite attendees, set a review deadline date, and coordinate the on-site Field Check.
- 4) At completion of the Shared Review, the Project Manager will coordinate the plotting half-size prints of the Field Check plans with comments.
- 5) The Field Check prints will be used at the on-site Field Check to record on-site comments and discussion.
- 6) The Project Manager will be responsible for bringing prints with electronic and hand written comments back to BLP.
- 7) The Project Manager, upon return to the BLP office, will add the handwritten comments to the electronic document or coordinate the scanning of the full size prints with electronic and handwritten comments for BLP use and records.
- 8) The Plans Technician will then return the electronic set with all comments to the Consultant through KDOT FTP site, or on CD for their review and correction of comments.

Office Check

- 1) Consultant delivers electronic plans and Form 1307 to KDOT BLP through the KDOT FTP site, or on CD.
- 2) The Plans File Technician will put the PDF's into the appropriate project directory on the central KDOT server, , and notify the responsible Project Manager of the electronic plans arrival.
- 3) The Project Manager then attaches the Plans Tracking Sheet to each volume of the PDF set and initiates a Shared Review, invite attendees, and set a review deadline date.
- 4) The Project Manager then creates an Archive Copy of the Shared Review for BLP use and records.
- 5) At completion of Shared Review, the Project Manager will review all comments for consistency and conformity.
- 6) The Plans Technician will then return the Archive Copy of the Shared Review to the Consultant by email, FTP site, or on CD for their review and correction of comments.

Final Check

- 1) Consultant delivers electronic plans and Form 1307 to KDOT BLP through the KDOT FTP site, or on CD.
- 2) The Plans File Technician will put the PDF's into the appropriate project directory on the central KDOT server, , and notify the responsible Project Manager of the electronic plans arrival.
- 3) The Project Manager then attaches the Plans Tracking Sheet to each volume of the PDF set and initiates a Shared Review, invite attendees, and set a review deadline date.
- 4) The Project Manager then creates an Archive Copy of the Shared Review for BLP use and records.
- 5) At completion of Shared Review, the Project Manager will review all comments for consistency and conformity.
- 6) The Plans Technician will then return the Archive Copy of the Shared Review to the Consultant by email, FTP site, or on CD for their review and correction of comments.

Preliminary Plans (PS&E)

- 1) Consultant delivers electronic plans and Form 1307 to KDOT BLP through the KDOT FTP site, or on CD.
- 2) The Plans File Technician will put the PDF's into the appropriate project directory on the central KDOT server, and notify the responsible Project Manager of the electronic plans arrival.
- 3) The Plans File Technician will notify the Program Technician that the plans are available. The Program Technician will create the PS&E worksheet, Form 235, and verify that all required permits, R/W, and Utilities have been cleared.
- 4) The Program Technician will send the completed forms to the Plan File Technician.
- 5) The plan file technician will obtain a "Stamp signature" from the Bureau Chief on the title sheet of the electronic plans. The Plan File Technician will also create a transmittal and obtain signatures from the Project Manager, The Bureau Chief, the Program Manager and Construction and Maintenance. When complete, the Plan File Technician will place the transmittal and Form 235 (electronic forms) on DMS and provide the links to the Plans and Proposal Coordinator of the Bureau of Construction and Maintenance via email, and send a copy of the plans to the City/County involved by through the KDOT FTP site, or on CD for their records.
- 6) The Plan File Technician will notify the Project Manager that the Shared Review for PS&E can be initiated.
- 7) The Project Manager will attach the PS&E tracking form to the back of the plans and then will initiate a Shared Review, invite attendees (positions to be provided by C&M), and set a review deadline date. The deadline date will be included in the body of the email but will not be set in the Shared Review process.
- 8) Construction and Maintenance will perform the PS&E process and notify the Project Manager when complete.
- 9) The Project Manager then creates an Archive Copy of the Shared Review for BLP use and records.
- 10) At completion of the Shared Review, the Project Manager will review all comments for consistency and conformity.
- 11) The Plan File Technician will then return the Archive Copy of the Shared Review to the Consultant through the KDOT FTP site, or on CD for their review and correction of comments, and will request Final Plans for Letting.

Final Plans for Letting

- 1) Consultant delivers electronic plans to KDOT BLP through the KDOT FTP site, or on CD. Consultant will send a paper copy of the Title Sheet with original signature and seal stamped.
- 2) The Plans File Technician will put the PDF's into the appropriate project directory on the central KDOT server. Verify that the original Title Sheet has also been received. Create a file to store the Title Sheet. Notify the responsible Project Manager of the electronic plans arrival.
- 3) The Plans File Technician will request the appropriate amount of copies from the Duplicating Department and distribute copies according to the distribution list. The Plans File Technician will have the Bureau Chief sign one copy of the plans and take to Construction and Maintenance for the Official Letting copy.

E-Plans Quick Reference -Sheet 1

Commonly Used Navigation Panel Buttons

Pages



Bookmarks



Comments



Commonly Used Toolbars

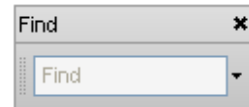
Comment & Markup



File



Find



Page Navigation



Select & Zoom



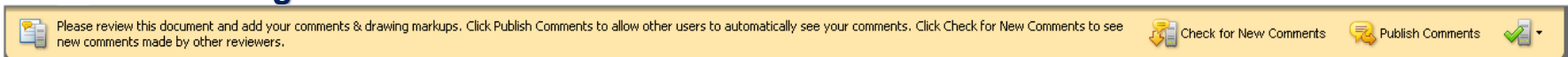
Tasks



Show Comments Bar

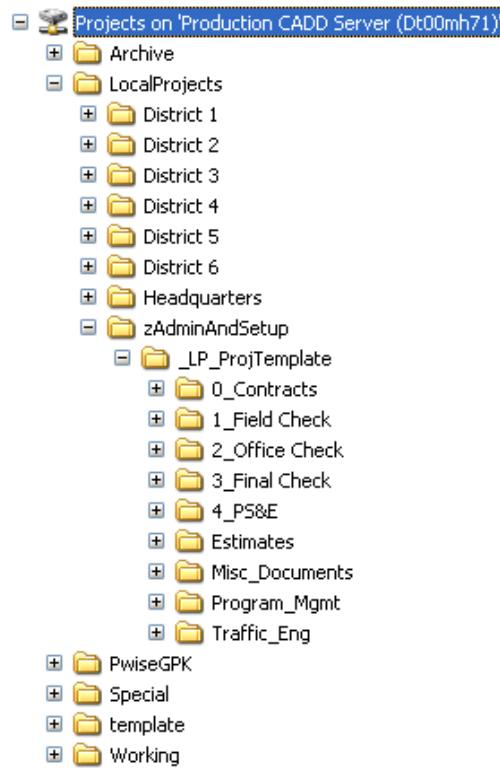


Document Message Bar



E-Plans Quick Reference –Sheet 2

Eplans Directory Structure



File Naming Abbreviation Convention

Title Sheet	TI	Pavement Details	PV	Temp. Erosion Control	WP
Index of Sheet	IS	Miscellaneous Details	MI	Permanent Seeding	PS
General Notes	GN	Inlet Details	IN	Roadside Improv.	RI
Project Overview	PO	Manhole Details	MH	Lighting	LI
Typical Sections	TS	Sewer Details	SD	Traffic Signals	TS
Intersection Details	ID	Erosion Control	EC	Signing	SI
Plan Details	PD	Guardrail	GR	Pavement Marking	PM
Joint Details	JD	Safety Barrier	SB	Traffic Control	TC
Contour Maps	CM	Retaining Walls	RW	Detour Plans	DT
Construction Layout	CL	End Sections	ES	Traffic Control Stds.	TE
Plan/Profile	PP	Drainage Sheet	DS	Surfacing	SF
Plan Sheets	PL	Culverts	CV	Cross Sections	XS
Profile Sheets	PR	Bridge Sheets	BR	Wingwalls	WW
Monument Details	MD	Bridge Standards	BS	Quantities	QT
Fencing	FC	Constr. Sequencing	CS		

Standard Sheet Sizes

ANSI	Inches
A	8.5"x11"
B	11"x17"
C	17"x22"
D	22"x34"
KDOT	22"x36"

Projects will be stored on CADD Server Dt00mh71 and sorted by District. Project PDFs within each District will follow the **E-Plans PDF Directory and File Name Convention** located in <http://www.ksdot.org/burLocalProj/BLPDocuments/KDOTBLPEplans.pdf>

BLP Checking Process Flowchart

