Texas Department of Transportation
Digital Delivery Program

Bluebeam – TxDOT QC Check Profile

This document will introduce users to the standard TxDOT QC Check Profile that is used to review pdfs. It will instruct users on how to add the Bluebeam profile, display the available tools for review, and step through the comment review process.

Import TxDOT QC Check Profile to Bluebeam

1. To import the TxDOT QC Check Profile, first download and place the profile somewhere local on your machine (creating a folder on your desktop, for example).

2. Select Revu → Profiles → Manage Profiles
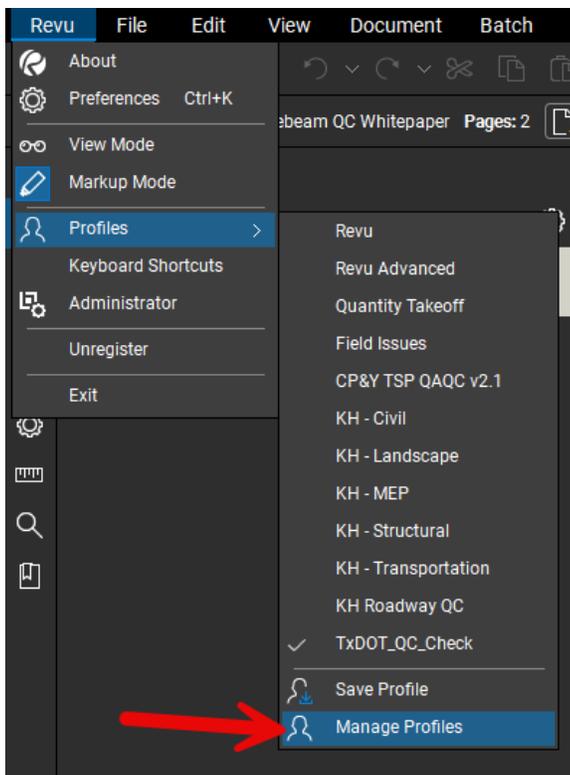
Import TxDOT QC Check Profile to Bluebeam

3. Select the drop-down next to 'Location' and navigate to the folder you placed the TxDOT QC Check Profile.
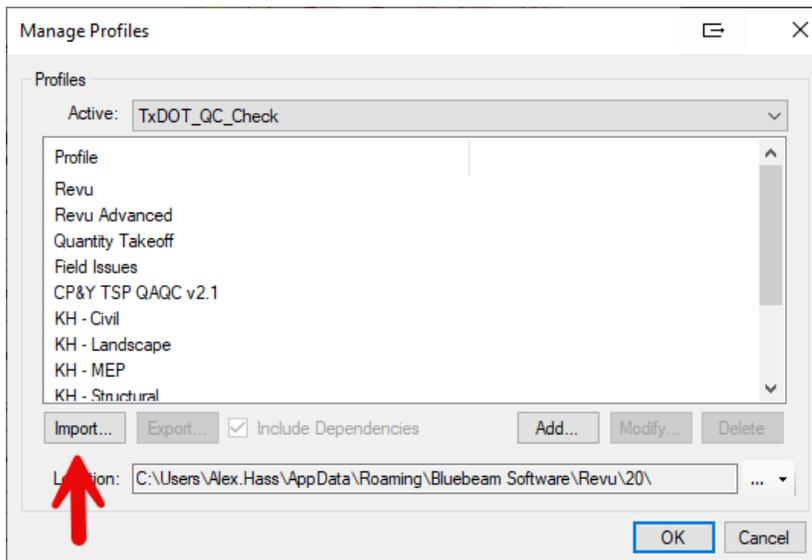
4. Set the TxDOT_QC_Check Bluebeam Profile as Active. Select OK.
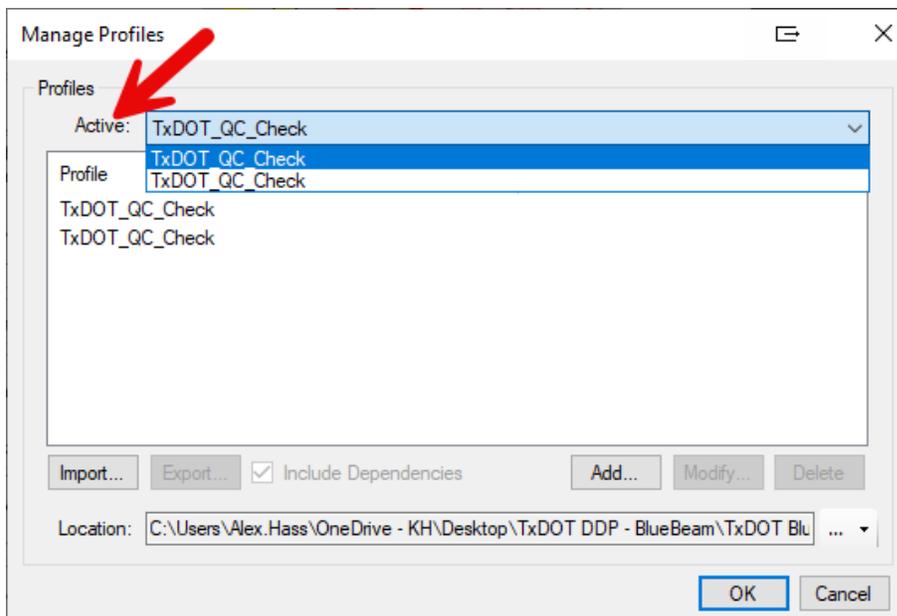
Overview of Toolbox

With the TxDOT_QC_Check Bluebeam profile loaded, there are five available tools to be used for plan review. A summary of the tools and their recommended uses:

1. Text Box: Used to comment on text that should be added/corrected or provide a general comment that might not be specific to one item.

2. Cloud+: Used to cloud the item with the comment displayed. This tool is most effective as it highlights the item that needs correction while also displaying the comment.

3. Callout: Used to point to an item with the comment displayed.

4. Highlight: Used to indicate that an item was reviewed and deemed correct. This is not a comment to be responded to, as the highlight indicates the review of the item is complete.

5. Double Callout: Used to point to two items with the comment displayed.
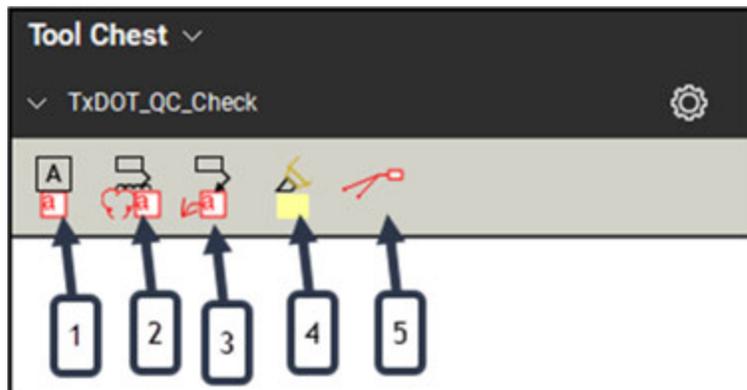
Overview of QC Steps

As comments are made, statuses can be set for each comment for each stage of the QC Process. Statuses can be set using three methods.

1. Right-click on the comment, and hover the mouse over 'Select Status'
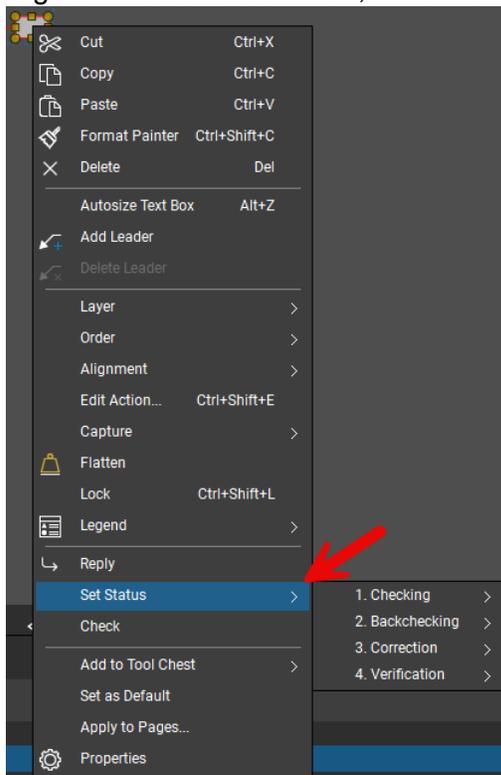
2. Select the Markups List, right-click on the comment, and hover the mouse over 'Select Status'.
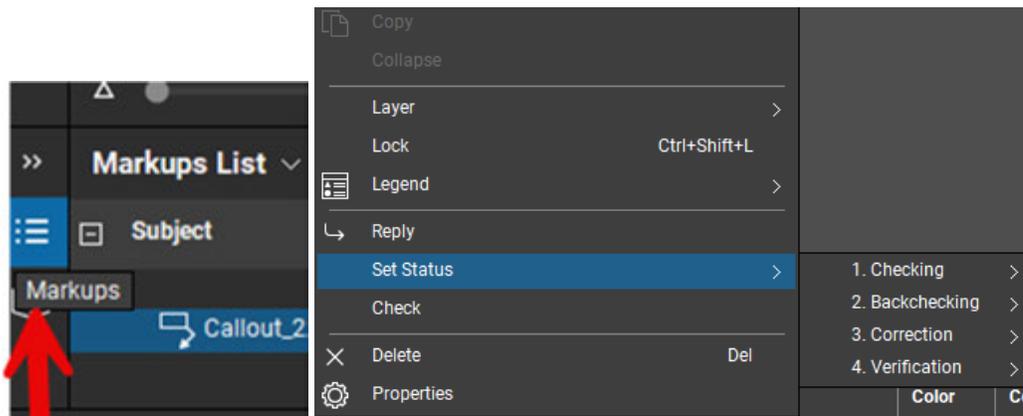
3. Select the Markups list and double-click in the 'Status' column.
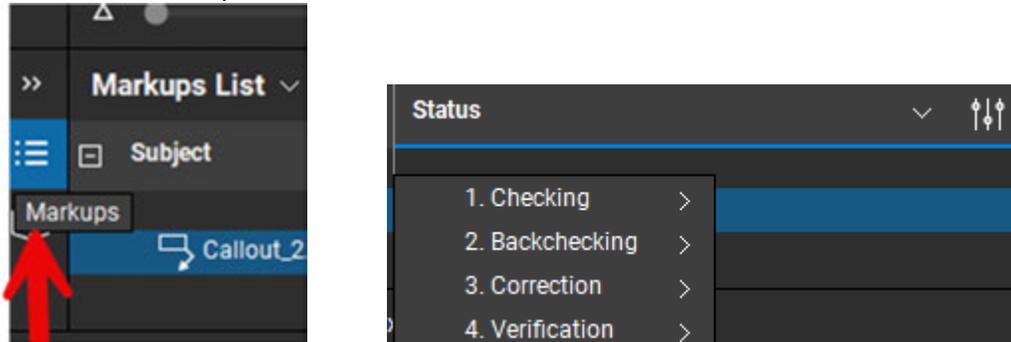
There are four steps of statuses, each indicating where in the QC process each comment is. The comments will change color, dependent on the option selected.

Step 1: Checking

Step 1 is intended to be used by the user generating the comments.
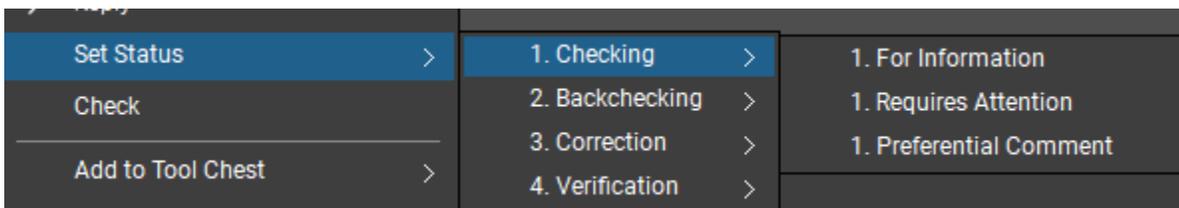
1. For Information: The comment is made for information purposes only.

2. Requires Attention: This is a comment that requires action to be resolved.

3. Preferential Comment: This is a comment that is preferential and may not require action to be resolved but should be considered.

Overview of QC Steps

Step 2: Backchecking

Step 2 is intended to be used by those reviewing the comments that were made in Step 1.

1. Agree: The comment reviewer agrees with the comment and will take action to resolve the comment.

2. Disagree: The comment reviewer disagrees with the comment. A reply to the comment should be made to justify this selection.

3. Not At This Stage: The comment reviewer concludes that the comment is not necessary to be resolved at this milestone and can be addressed in the future.

4. No Action Required: The comment reviewer concludes that no action is required at this time for the comment.

Overview of QC Steps

Step 3: Correction

Step 3 is intended to be used by those addressing the comments that were made in Step 1 and reviewed in Step 2.

1. **Corrected:** The comment has been addressed.

2. **Clarification Required:** Additional coordination is required for the comment to be properly addressed. A reply to the comment should be made to request further information.

Step 4: Verification

Step 4 is intended to be used by the user who generated the comments in Step 1 to verify that the comments were properly addressed.

1. **Addressed:** The commenter is satisfied with the comment addressal.

2. **Not Addressed:** The comment is not satisfied with the comment addressal and further action is required.