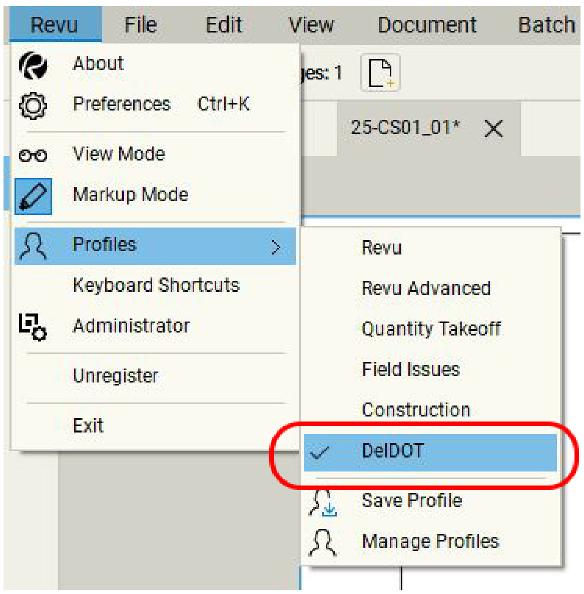
This document provides instructions for creating *Department Wide Electronic Plan Distributions* through Bluebeam Studio. This document is intended to be utilized solely by the Administrative Specialists. For *Internal Electronic Plan Distributions*, see PM-19-004.

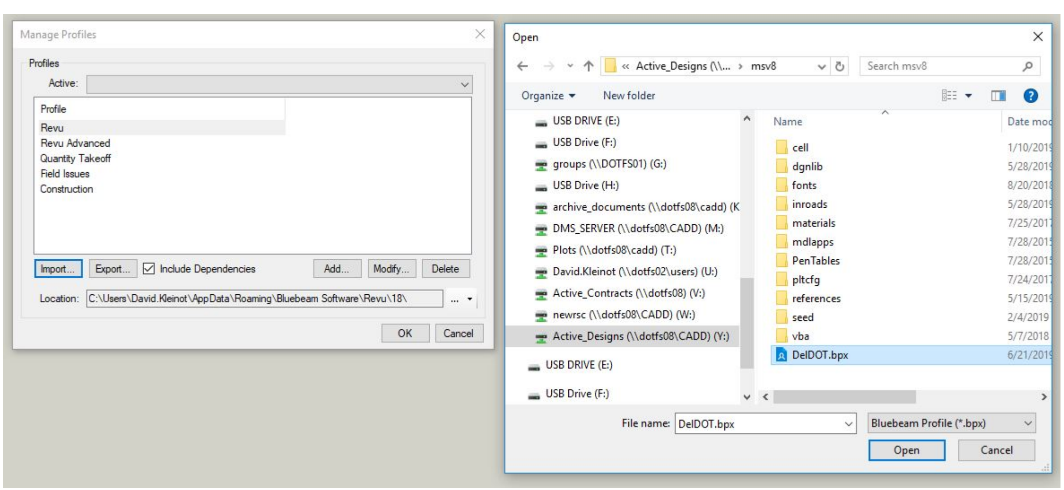
The below process requires the Engineer to use the Plan Submission templates on the DRC.

1) Launch Bluebeam Revu.

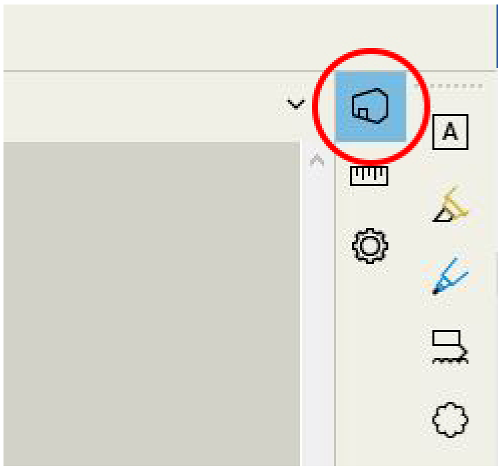
2) Set the ***DelDOT*** Profile active.



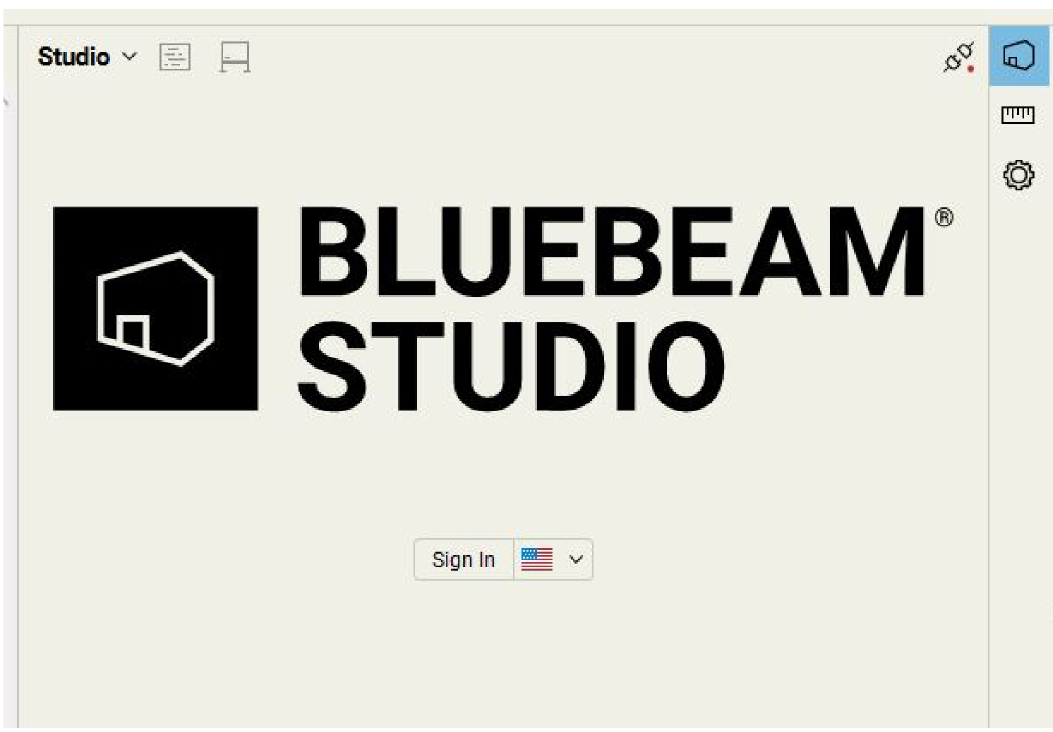
If you do not see this profile, click ***Manage Profiles***, select ***Import…*** and load *\\dotfs08\CADD\Active_Designs\msv8\DelDOT.bpx*. Once loaded, set it active. *Note: If you have opened this document in Bluebeam, click the above link to load the profile and set it active.*



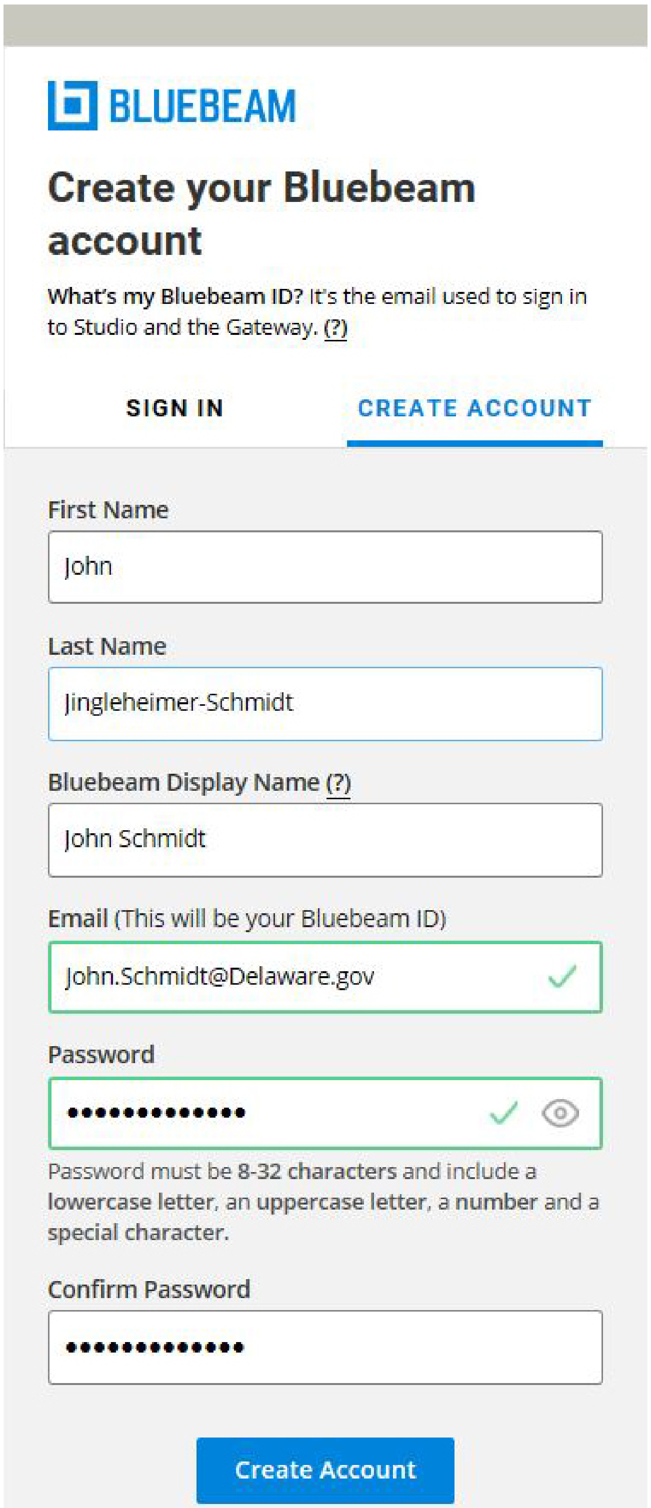
3) Click the ***Studio*** icon.



4) If this is the first time you are loading Bluebeam Studio, you will need to register. Click the ***Sign In*** button and select ***CREATE ACCOUNT***.

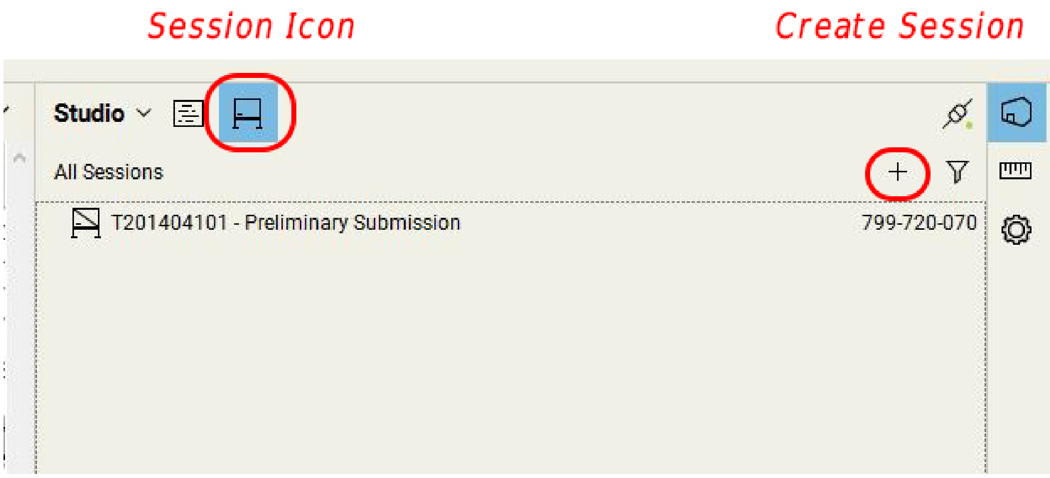


Fill out all the fields. Your ***Bluebeam Display Name*** should be the same as your email address.



5) If you already have an account, enter your ***Bluebeam ID*** and ***Password*** and hit ***Sign In***.

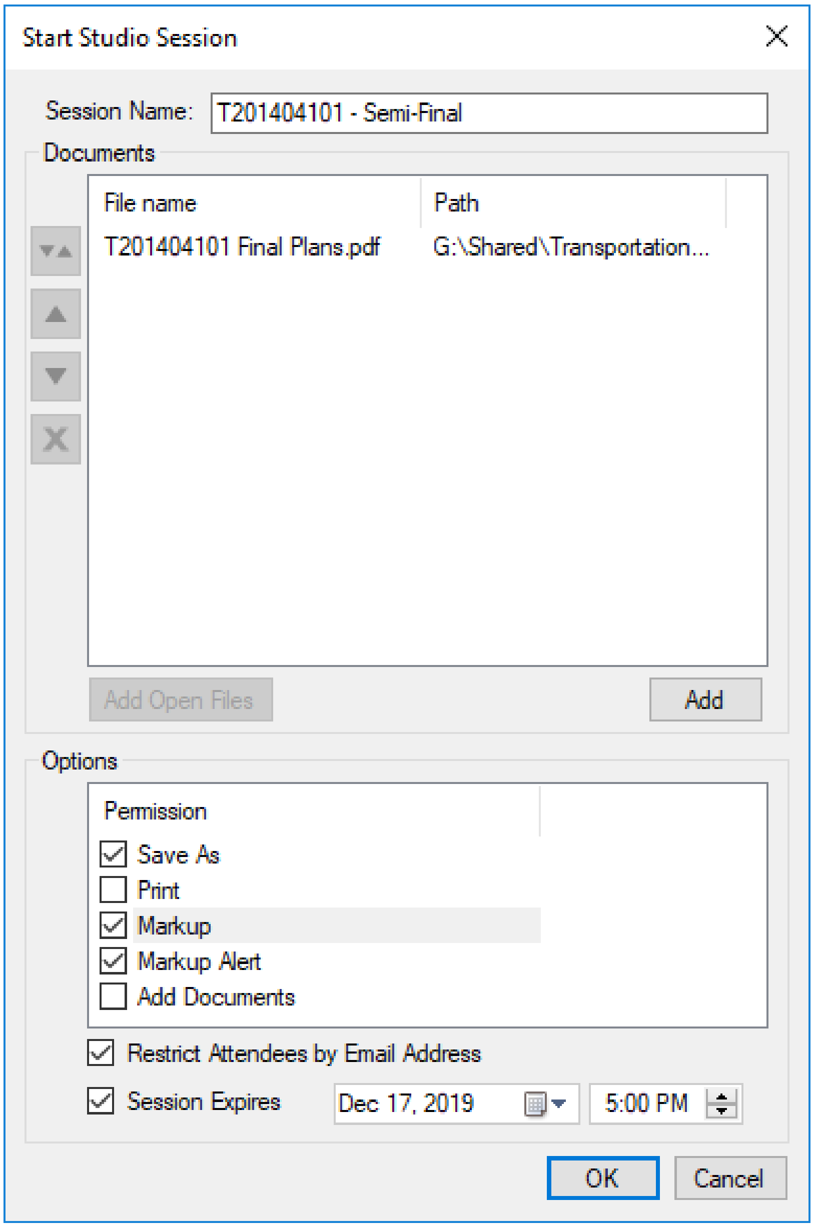
6) Once logged in, select the Session Icon and click the "+" Icon and select ***New Session***.



7) Inside the ***Start Studio Session*** dialog:
   a. Enter the ***Session Name***. This should be the [*Contract Number*] – [*Submission*]. For example, T201404101 – Semi-Final.

   b. Click the ***Add*** button and load all files in the ***For Review*** folder.

   c. Choose the options shown below and enter the date per the email and hit ***OK***.



8) Delete the ***For Review*** folder.

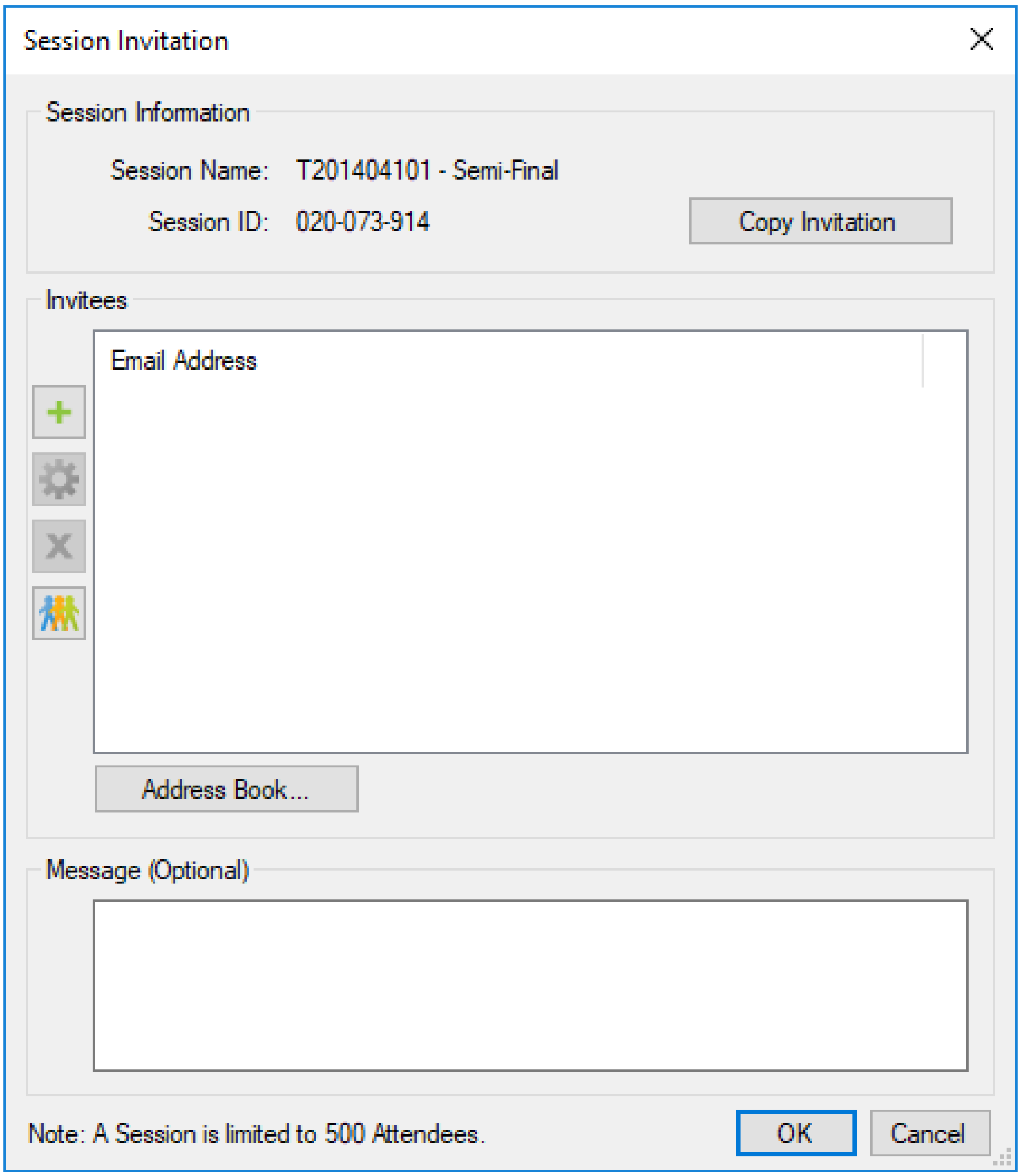
9) The ***Session Invitation*** dialog will open next.

   d. Click the ***Address Book…*** button and select the appropriate group(s).

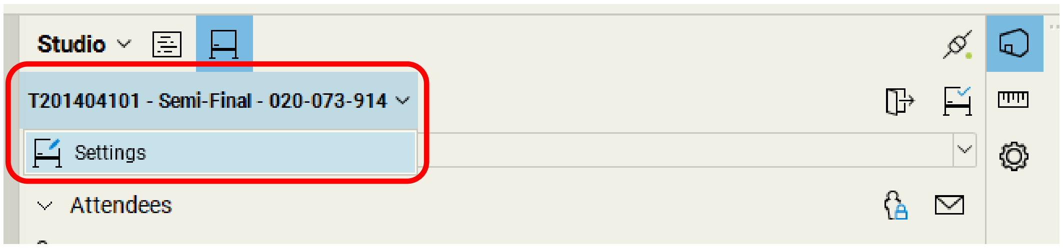
   e. Use the red "X" button to remove people from the list as necessary.

   f. In the ***Message (Optional)*** area, copy and paste the appropriate information from the email. *Note, there is a 500 Character limit; anything over is cut off.*

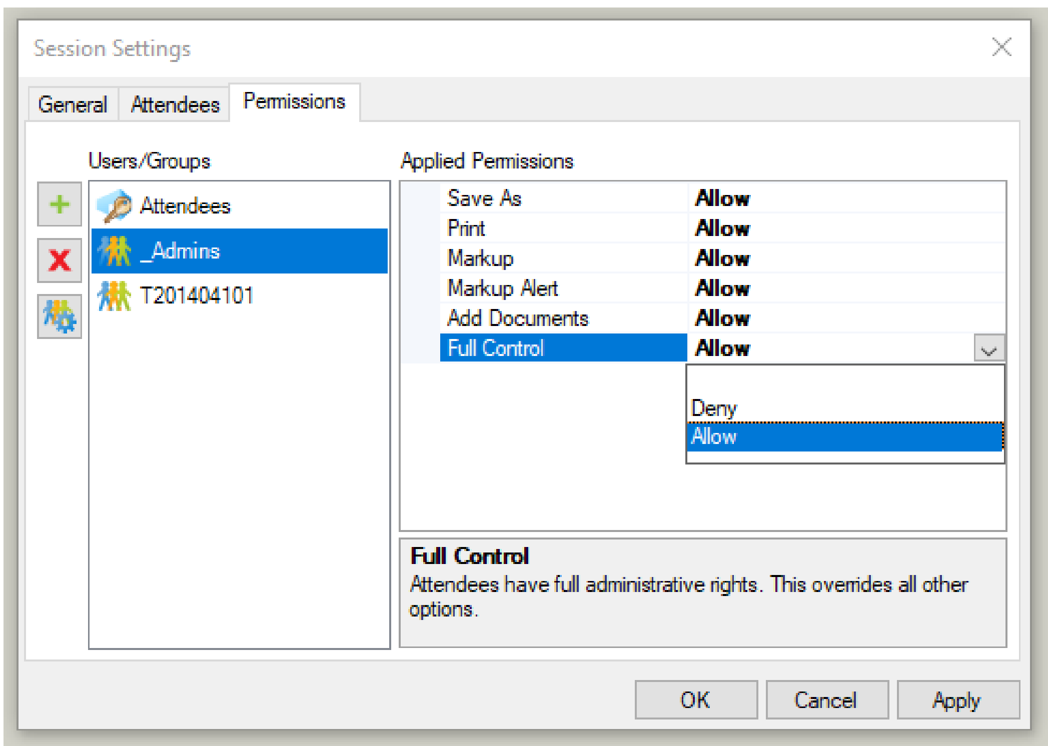
   g. Click ***OK*** to send the invitation out to all attendees listed.



10) Go to the Session Settings by selecting the Session dropdown and selecting ***Settings***.



11) In the ***Permissions*** tab, click the green "+" icon and add the ***_Admins*** group and confirm that ***Full Control*** is set to allow.

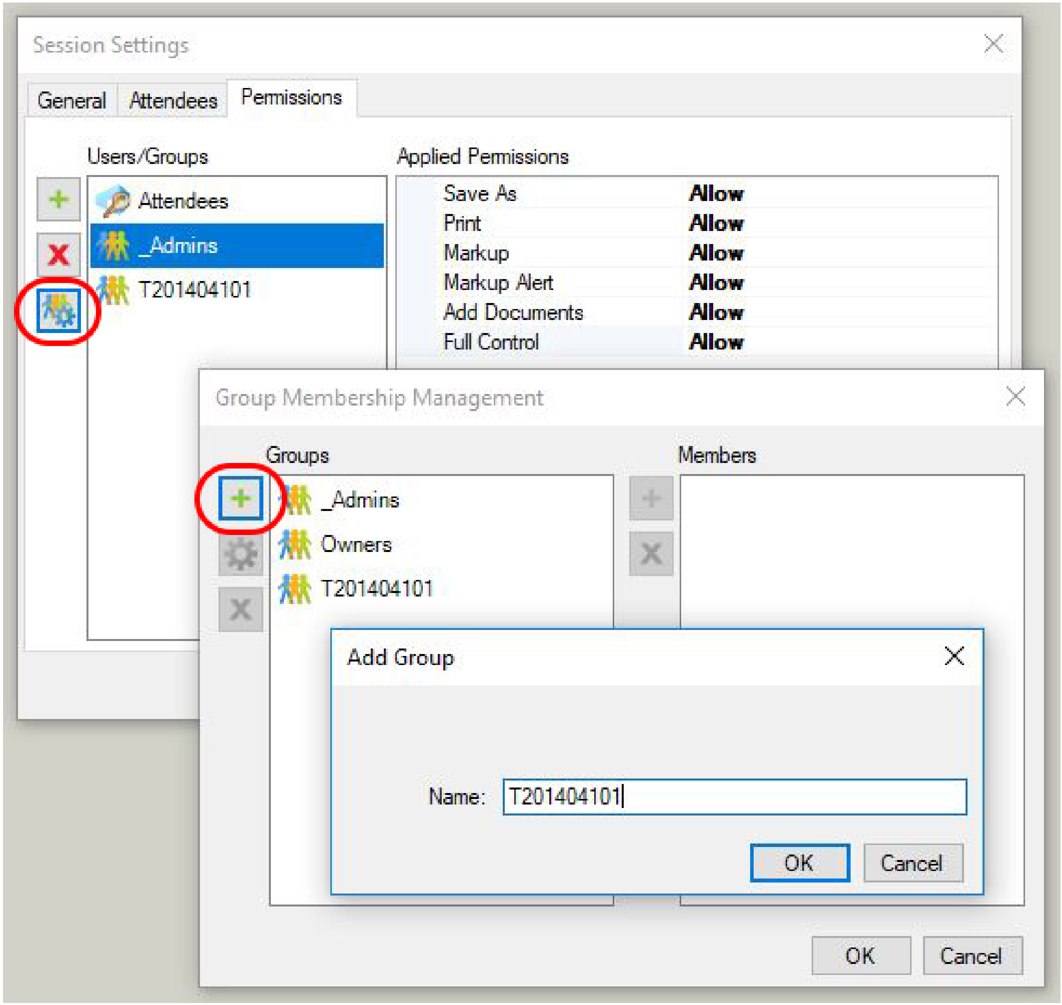


12) Add the Contract Number group and confirm that ***Full Control*** is set to allow.

a. If the Contract Number group does not exist, select the ***Group Membership Management*** icon (see next page).

b. On the left next to the ***Groups*** section, select the green "+" icon and create a new group.

c. On the right next to the ***Members*** section, select the green "+" icon and enter the email addresses from the email.



Note: Due to staff movement and turn over, confirm that the correct people are in the Contract Number Group whenever creating a new session for a contract.

13) Once all the above has been completed, hit ***OK*** on the ***Session Settings*** dialog box and then leave the session.