## Delaware Department of Transportation ENGINEERING INSTRUCTION



EI

PM-19-004

12/20/2019

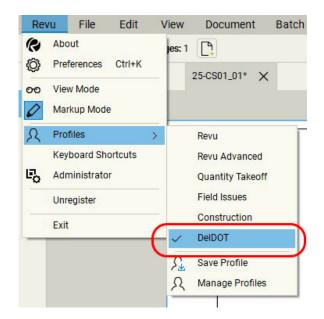
Title: Internal Electronic Plan Distributions

This document provides instructions for creating *Internal Electronic Plan Distributions* through Bluebeam Studio. This document is intended to be utilized by Designers and Project Managers for creating internal plan reviews. For *Department Wide Electronic Plan Distributions*, see PM-19-003.

1) Launch Bluebeam Revu.

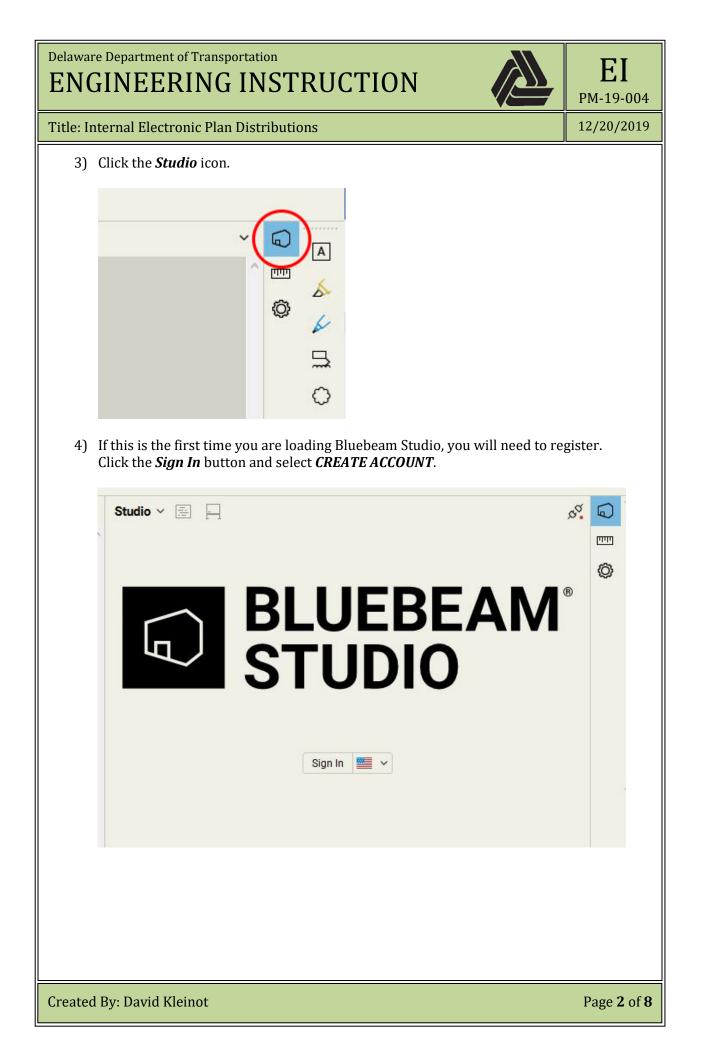
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2) Set the *DelDOT* Profile active.



If you do not see this profile, click *Manage Profiles*, select *Import...* and load <u>\\dotfs08\CADD\Active Designs\msv8\DelDOT.bpx</u>. Once loaded, set it active. Note: If you have opened this PDF in Bluebeam, click the above link to load the profile and set it active.

Profile       USB DRIVE (E:)       Name       Date mo         Prevu Advanced       USB Drive (F:)       If all construction       If construction	Active:	← → · ↑	
	Revu         Revu Aroned         Quanty Takedf         Field Issues         Construction         Import       Export	USB DRIVE (E) Name USB Drive (F) Groups (NDOTFSD) (G) USB Drive (H) archive_documents (\\dotfs08\cadd) (K DMS_SERVER (\\dotfs08\cadd) (K) DMS_SERVER (\\dotfs08\cadd) (G) Plots (\\dotfs08\cadd) (G) Active_Contracts (\\dotfs08\(CADD) (W)) Active_Designs (\\dotfs08\CADD) (W) Active_Designs (\\dotfs08\CADD) (W) USB DRIVE (E) USB Drive (F) File name: DelDOT.bpx VB Blueb	eam Profile (*.bpx) V



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	ternal Electronic Plan Distributions		12/20/202
	Fill out all the fields. Your <b>Bluebeam Display Name</b> should be th address.	he same as	your email
	BLUEBEAM		
	Create your Bluebeam		
	<b>account</b> What's my Bluebeam ID? It's the email used to sign in		
	to Studio and the Gateway. (?)		
	SIGN IN CREATE ACCOUNT		
	First Name		
	John		
	Last Name		
	Jingleheimer-Schmidt		
	Bluebeam Display Name ( <u>?)</u>		
	John Schmidt		
	Email (This will be your Bluebeam ID)		
	John.Schmidt@Delaware.gov 🗸		
	Password		
	······ ✓ ◎		
	Password must be 8-32 characters and include a lowercase letter, an uppercase letter, a number and a special character. Confirm Password		
	Create Account		

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<ul> <li>5) If you already have an account, enter your <i>Bluebeam ID</i> and <i>Password</i> and <i>In</i>.</li> <li>6) Once logged in, select the Session Icon and click the "+" Icon and select <i>New</i></li> </ul>	
Session Icon Create Se	
Session Lon Studio ~ E All Sessions T 201404101 - Preliminary Submission 799-720	ダ <b>〇</b> ア Em
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<ul> <li>7) Inside the <i>Start Studio Session</i> dialog:</li> <li>a. Enter the <i>Session Name</i>. This should be the [<i>Contract Number</i>] – [<i>S</i> For example, T201404101 – Semi-Final.</li> <li>b. Click the <i>Add</i> button and load all PDFs to be reviewed. <i>Note, all construction plan sheets should be in one combined PDF.</i></li> <li>c. Choose the options shown below, enter an expiration date and hit <i>O</i></li> </ul>	
Start Studio Session X	
Session Name: T201404101 - Semi-Final  Documents  File name Path T201404101 Final Plans.pdf G:\Shared\Transportation  Add Open Files Add  Options  Permission Save As Print Markup Markup Alert Add Documents  Restrict Attendees by Email Address	
✓ Session Expires Dec 17, 2019 🗐 🕶 5:00 PM 🖨	
OK Cancel	
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8) The <i>Session Invitation</i> dialog will open next.	
<ul> <li>Click the <i>Address Book</i> button and select the appropriate people or group(s).</li> </ul>	
e. Use the red "X" button to remove people from the list as necessary.	
f. In the <i>Message (Optional)</i> area enter any special instructions. Note, there is a 500 Character limit; anything over is cut off.	
g. Click <b>OK</b> to send the invitation out to all attendees listed.	
Session Invitation	×
Session Information	
Session Name: T201404101 - Semi-Final	
Session ID: 020-073-914 Copy Invitation	
Invitees	
Email Address	
×	
Address Book	
Message (Optional)	
Note: A Session is limited to 500 Attendees. OK Cance	el
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9) (Optional) Only the creator of the session ( <i>Host</i> ) will be able to add/rer documents, invite people, etc If you would like to give other attendees this, go to the Session Settings by selecting the Session dropdown and se <i>Settings</i> .	access to do
Studio ∨         E         E           T201404101 - Semi-Final - 020-073-914 ∨         []	A T T
Fig. Settings	~ 🔯
✓ Attendees	
Membership Management icon.         ii. On the left next to the Groups section, select the green "+ create a new group.         iii. On the right next to the Members section, select the gree enter the desired users email addresses.         Session Settings	
General Attendees Permissions	
Users/Groups       Applied Permissions         Image: Attendees       Save As       Allow         Image: Admins       Print       Allow         Image: Admins       Markup       Allow         Image: Admins       Markup Allow         Image: Admins       Markup Allow         Image: Admins       Markup Allow         Image: Admins       Allow	
Groups Members Admins Admins Add Group Add Group Name: T201404101 OK Cancel OK Cancel	
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<ul> <li>Note: Due to staff movement and turn over, confirm that the correct people as Contract Number Group whenever creating a new session for a contract.</li> <li>b. Once all the above has been completed, hit OK on the Session Settine box and then leave the session.</li> </ul>	
Studio ~ E T201404101 - Seni-Final - 020-073-914 ~ My Status: Levve Session Attendees Attendees	×i ↓ ↓ ↓
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