Delaware Department of Transportation ENGINEERING INSTRUCTION



EI

PM-19-004

12/20/2019

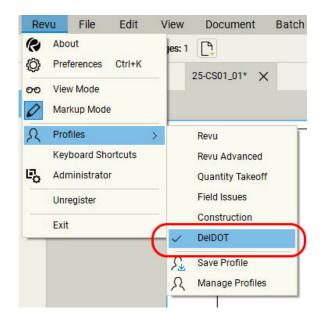
Title: Internal Electronic Plan Distributions

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.

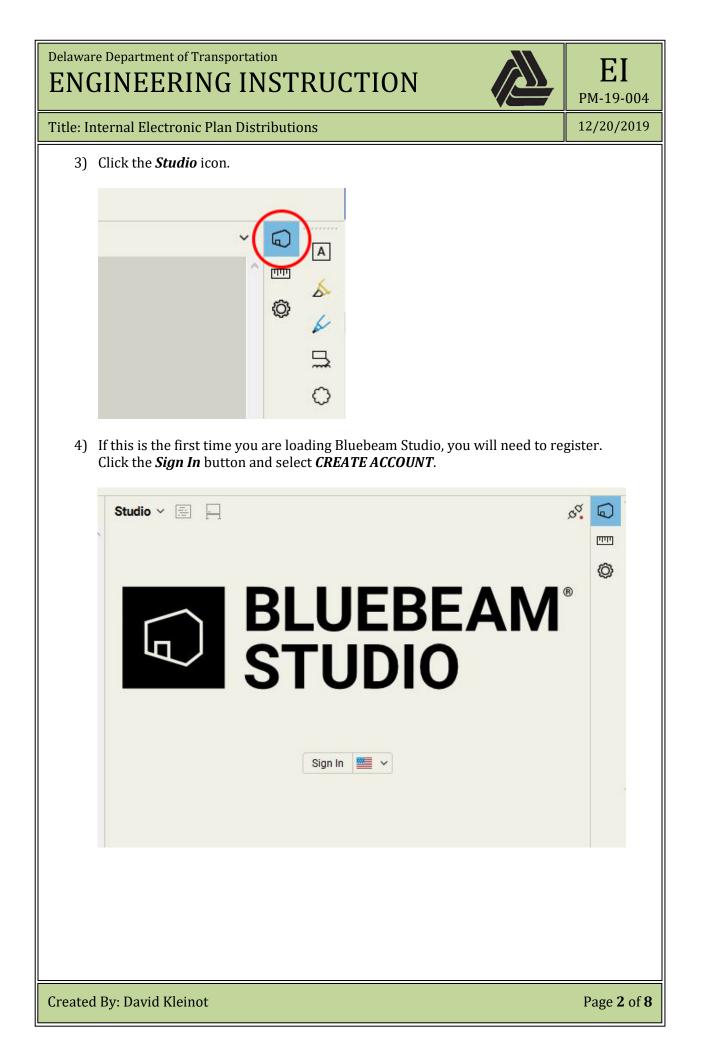
Cr

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



o. I	tornal Electronic Dian Distributions		PM-19-00
	ternal Electronic Plan Distributions		12/20/202
	Fill out all the fields. Your Bluebeam Display Name should be th address.	he same as	your email
	BLUEBEAM		
	Create your Bluebeam		
	account 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		

Delaware Department of Transportation ENGINEERING INSTRUCTION	EI PM-19-004
Title: Internal Electronic Plan Distributions	12/20/2019
 5) If you already have an account, enter your <i>Bluebeam ID</i> and <i>Password</i> and <i>In</i>. 6) Once logged in, select the Session Icon and click the "+" Icon and select <i>New</i> 	
Session Icon Create Se	
Session Lon Studio ~ E All Sessions T 201404101 - Preliminary Submission 799-720	ダ 〇 ア Em
Created By: David Kleinot	Page 4 of 8

Delaware Department of Transportation ENGINEERING INSTRUCTION	ЕІ РМ-19-004
Title: Internal Electronic Plan Distributions	12/20/2019
 7) Inside the <i>Start Studio Session</i> dialog: a. Enter the <i>Session Name</i>. This should be the [<i>Contract Number</i>] – [<i>S</i> For example, T201404101 – Semi-Final. 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> c. Choose the options shown below, enter an expiration date and hit <i>O</i> 	
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	
Created By: David Kleinot	Page 5 of 8

Delaware Department of Transportation ENGINEERING INSTRUCTION	EI M-19-004
Title: Internal Electronic Plan Distributions 12	/20/2019
8) The <i>Session Invitation</i> dialog will open next.	
 Click the <i>Address Book</i> button and select the appropriate people or group(s). 	
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 OK 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
Created By: David Kleinot Pa	age 6 of 8

Delaware Department of Transportation ENGINEERING INSTRUCTION	ЕІ РМ-19-004
Title: Internal Electronic Plan Distributions	12/20/2019
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	
Created By: David Kleinot	Page 7 of 8

Delaware Department of Transportation ENGINEERING INSTRUCTION	ЕІ ^{РМ-19-004}
Title: Internal Electronic Plan Distributions	12/20/2019
 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. b. Once all the above has been completed, hit OK on the Session Settine box and then leave the session. 	
Studio ~ E T201404101 - Seni-Final - 020-073-914 ~ My Status: Levve Session Attendees Attendees	×i ↓ ↓ ↓
Created By: David Kleinot	Page 8 of 8