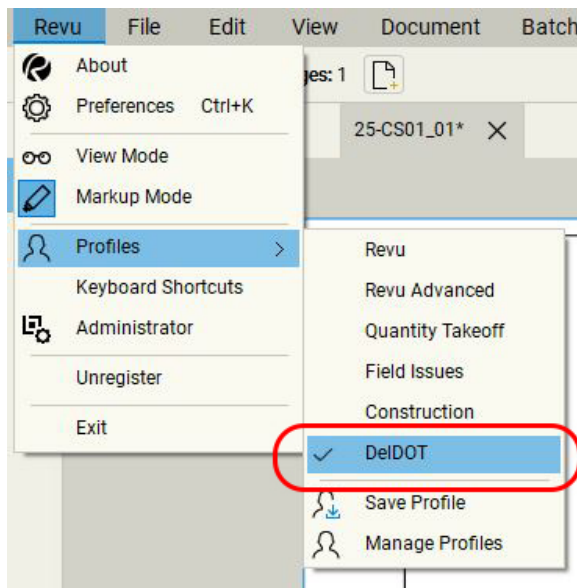




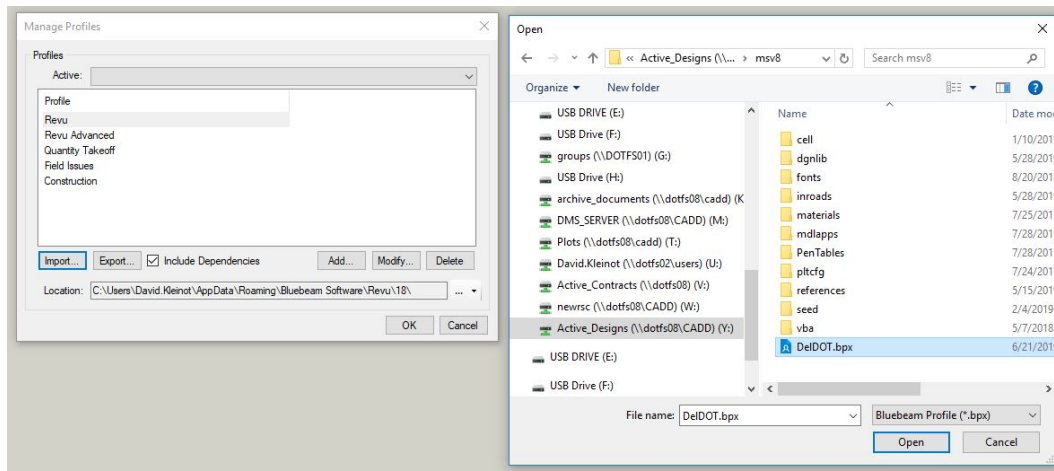
This document provides instructions for creating *Department Wide Electronic Plan Distributions* through Bluebeam Studio. This document is intended to be utilized solely by the Administrative Specialists. For *Internal Electronic Plan Distributions*, see PM-19-004.

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.

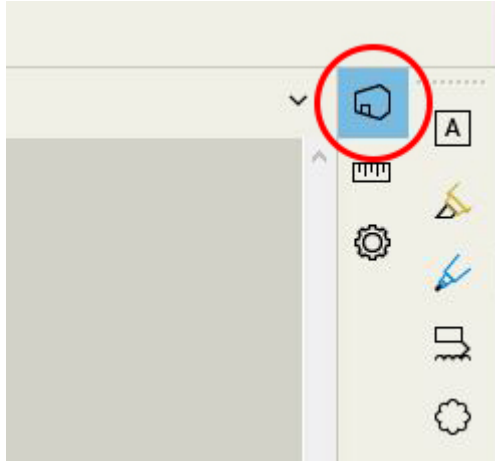


If you do not see this profile, click **Manage Profiles**, select **Import...** and load [\\dots08\CADD\Active Designs\msv8\DelDOT.bpx](#). Once loaded, set it active.
Note: If you have opened this document in Bluebeam, click the above link to load the profile and set it active.

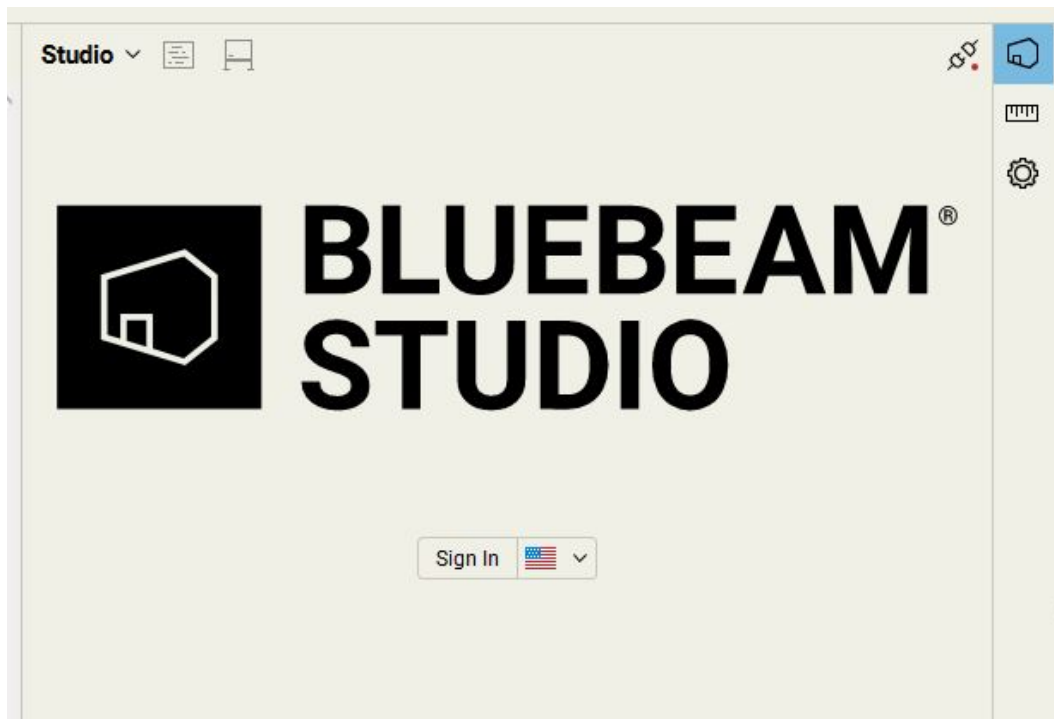




- 3) Click the **Studio** icon.



- 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.

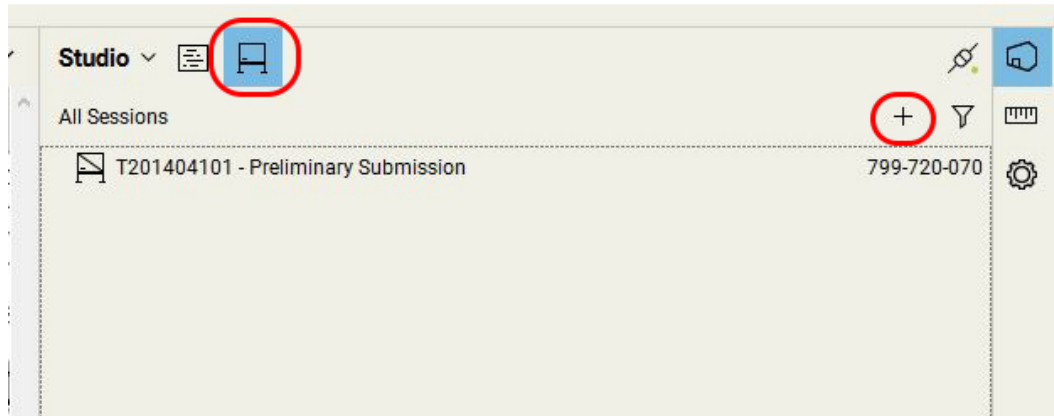
The screenshot shows the Bluebeam account creation interface. At the top is the Bluebeam logo and the heading "Create your Bluebeam account". Below this is a sub-heading: "What's my Bluebeam ID? It's the email used to sign in to Studio and the Gateway. (?)". There are two tabs: "SIGN IN" and "CREATE ACCOUNT", with "CREATE ACCOUNT" being the active tab. The form contains several input fields: "First Name" (John), "Last Name" (Jingleheimer-Schmidt), "Bluebeam Display Name (?)" (John Schmidt), "Email (This will be your Bluebeam ID)" (John.Schmidt@Delaware.gov), "Password" (masked with dots), and "Confirm Password" (masked with dots). Each field has a green checkmark indicating it is valid. At the bottom is a blue "Create Account" button.



- 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**.

Session Icon

Create Session





- 7) Inside the **Start Studio Session** dialog:
- Enter the **Session Name**. This should be the [Contract Number] – [Submission]. For example, T201404101 – Semi-Final.
 - Click the **Add** button and load all files in the **For Review** folder.
 - Choose the options shown below and enter the date per the email and hit **OK**.

Start Studio Session

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

- 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.

The screenshot shows a dialog box titled "Session Invitation" with a close button (X) in the top right corner. The dialog is divided into three main sections:

- Session Information:** Contains the text "Session Name: T201404101 - Semi-Final" and "Session ID: 020-073-914". A "Copy Invitation" button is located to the right of the Session ID.
- Invitees:** Features a large text area labeled "Email Address". To the left of this area are four icons: a green plus sign (+), a grey gear (settings), a grey X, and a group of three people icon. Below the text area is an "Address Book..." button.
- Message (Optional):** A large empty text area for entering a message.

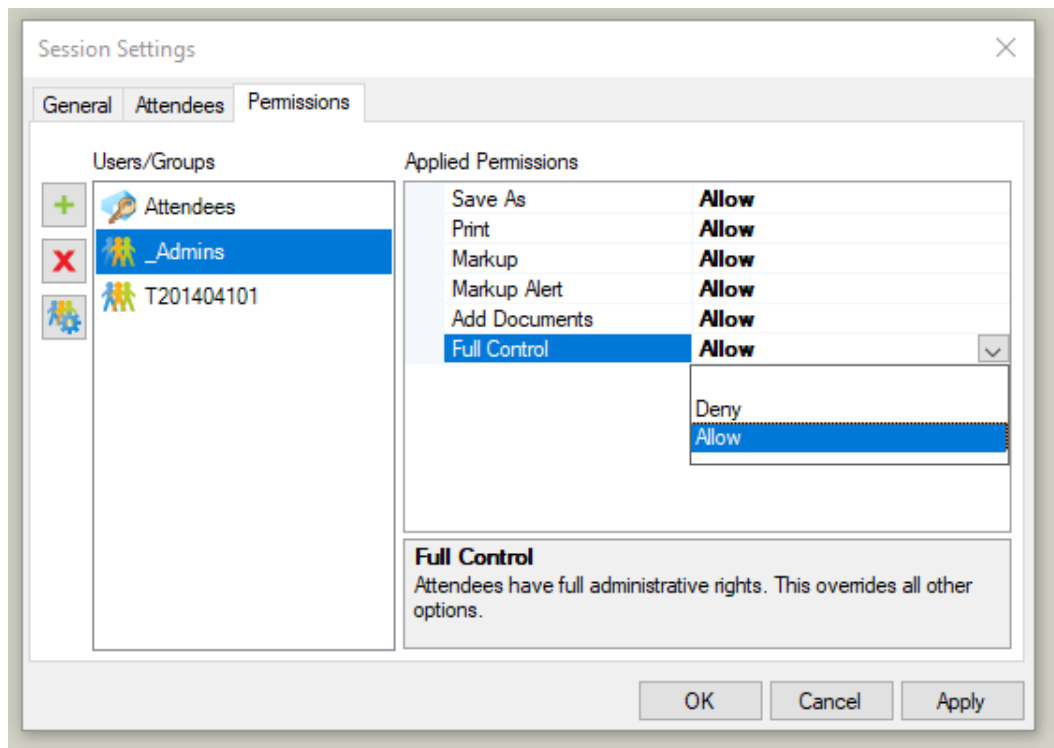
At the bottom of the dialog, there is a note: "Note: A Session is limited to 500 Attendees." and two buttons: "OK" and "Cancel".



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

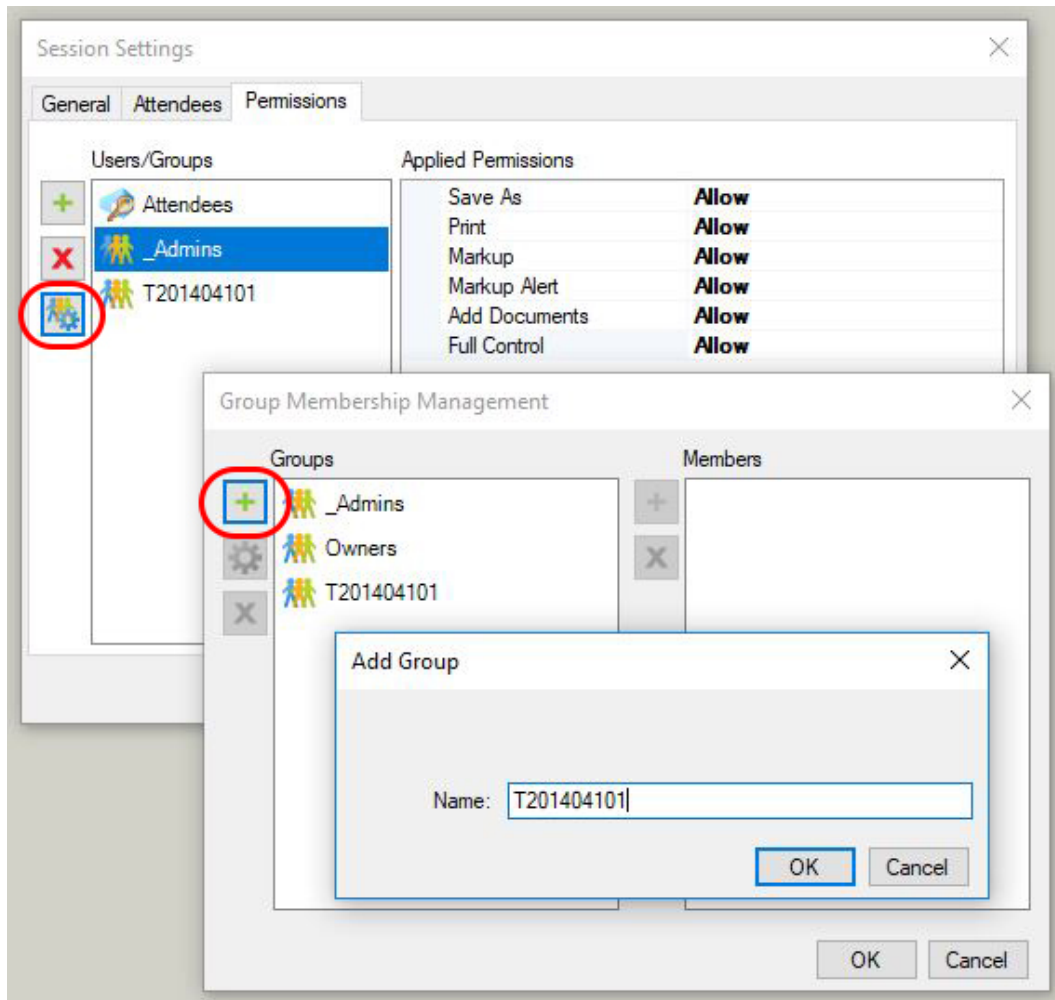


11) In the **Permissions** tab, click the green “+” icon and add the **_Admins** group and confirm that **Full Control** is set to allow.



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

- If the Contract Number group does not exist, select the **Group Membership Management** icon (see next page).
- On the left next to the **Groups** section, select the green “+” icon and create a new group.
- 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.

