| Delaware Department of Transportation **ENGINEERING INSTRUCTION**		**EI** PM-19-004
Title: Internal Electronic Plan Distributions		12/20/2019

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.

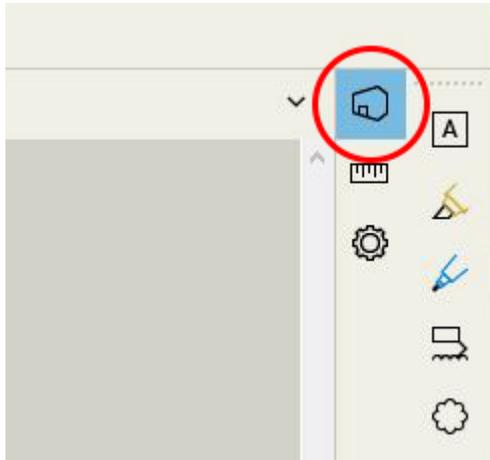1) Launch Bluebeam Revu.

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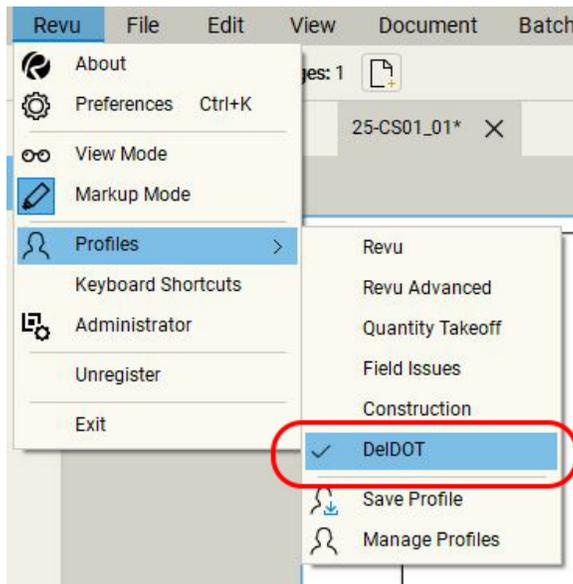
If you do not see this profile, click ***Manage Profiles***, select ***Import…*** and load *\\dotfs08\CADD\Active_Designs\msv8\DelDOT.bpx*. Once loaded, set it active.
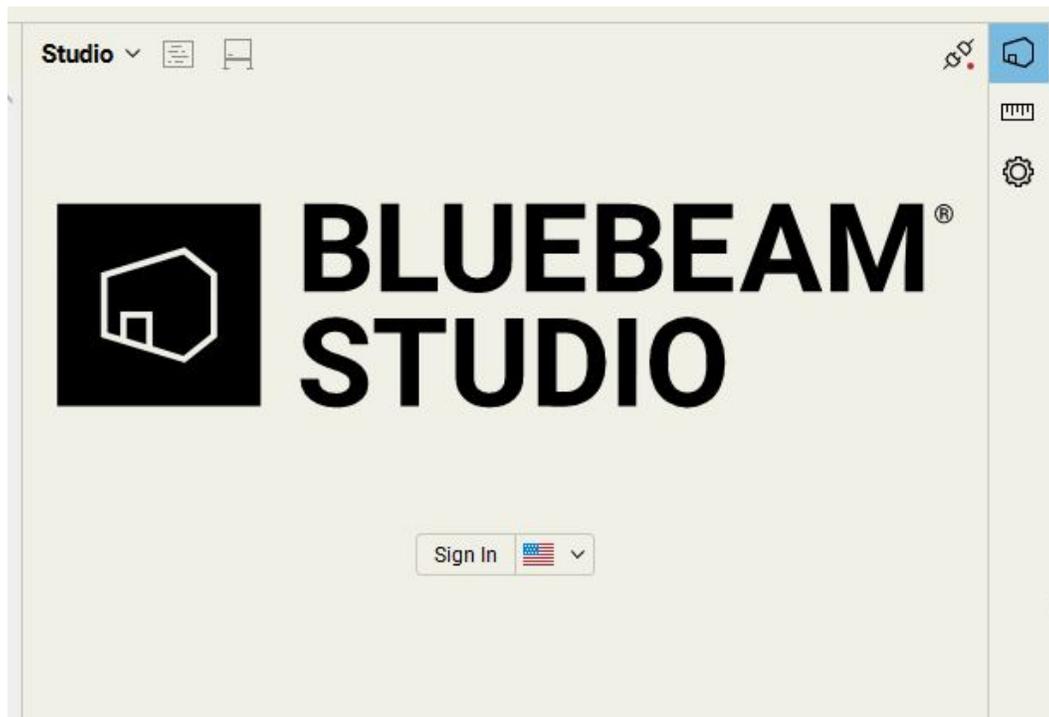*Note: If you have opened this PDF in Bluebeam, click the above link to load the profile and set it active.*
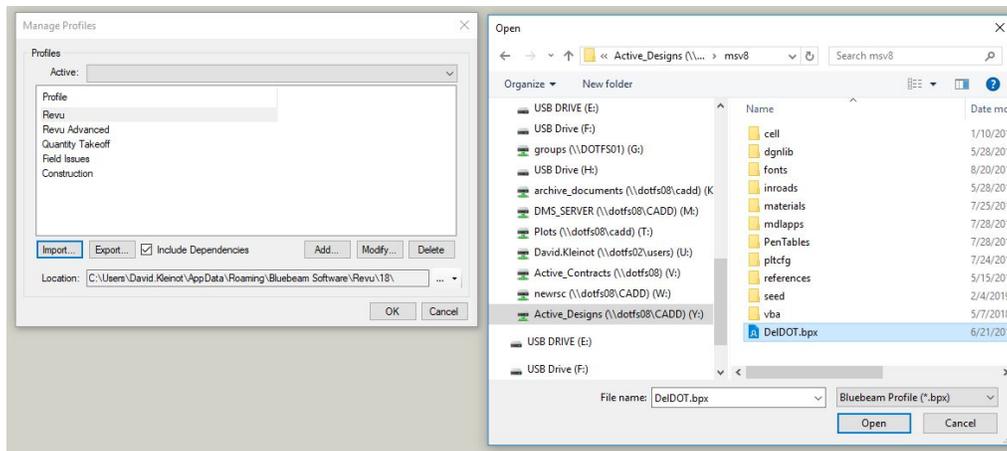
3) Click the *Studio* icon.

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 PDFs to be reviewed.
       Note, all construction plan sheets should be in one combined PDF.

    c. Choose the options shown below, enter an expiration date 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) The *Session Invitation* dialog will open next.

    d. Click the *Address Book...* 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 *Message (Optional)* 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   Cancel

9) **(Optional)** Only the creator of the session (**Host**) will be able to add/remove documents, invite people, etc... If you would like to give other attendees access to do this, go to the Session Settings by selecting the Session dropdown and selecting **Settings**.

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

        i. If the *Contract Number* group does not exist, select the **Group Membership Management** icon.

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

        iii. On the right next to the **Members** section, select the green "+" icon and enter the desired users email addresses.
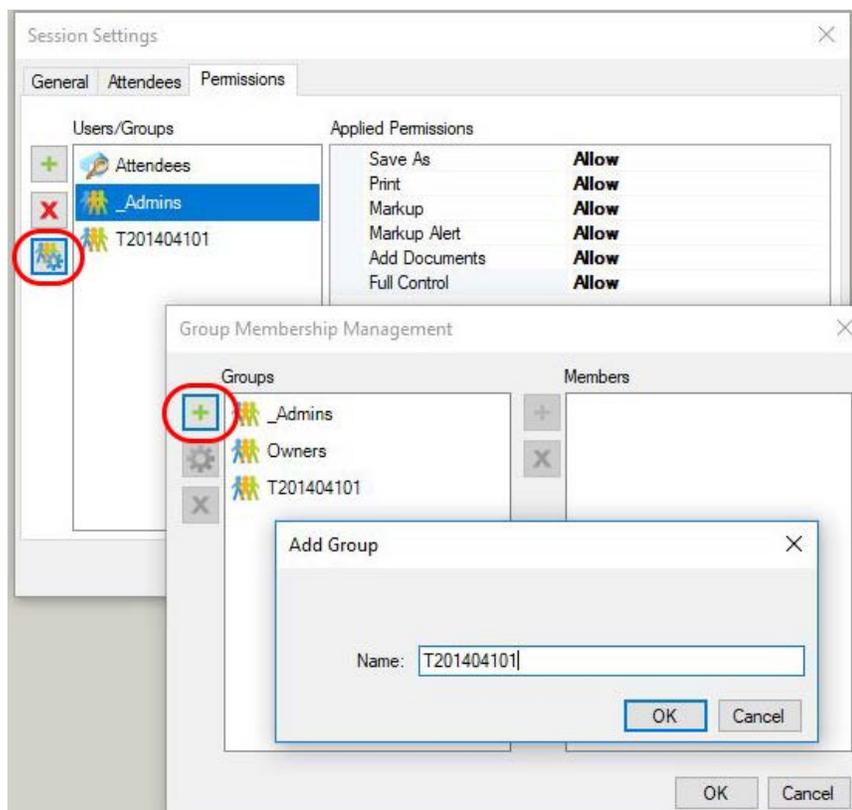
Note: Due to staff movement and turn over, confirm that the correct people are in the Contract Number Group whenever creating a new session for a contract.

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