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.