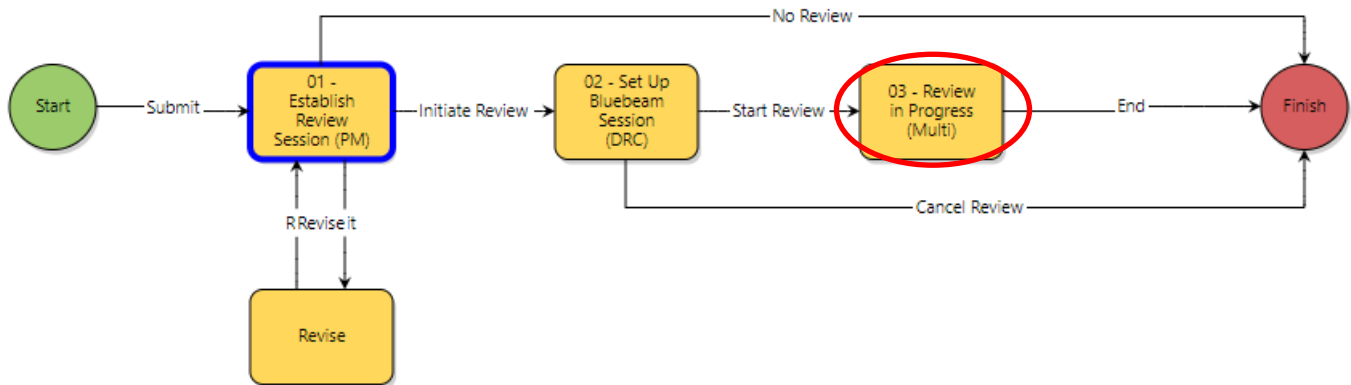


UNIVERSITY DESIGN REVIEW: BLUEBEAM SESSION PARTICIPANTS

Workflow Diagram:



Process Description:

Submission, review, and approval of Design Documents via the University Design Review Process.

Roles That Can Start the Process:

OSU Project Manager (PM), Architect / Engineer (A/E)

Process Participants:

OSU Project Manager (PM), Stakeholders (XXX), Architect / Engineer (A/E), Construction Manager (CM), Design-Build (DB)

Note: The following Bluebeam tutorial is based on Bluebeam Revu eXtreme v.2018.3.4. Depending on the version you are using, the interface may look different, but the tool names are generally the same.

Institutional Data Policy / Access Guidelines

Please follow OSU's Institutional Data Policy (<https://ocio.osu.edu/policy/policies/idp>) and access guidelines below:

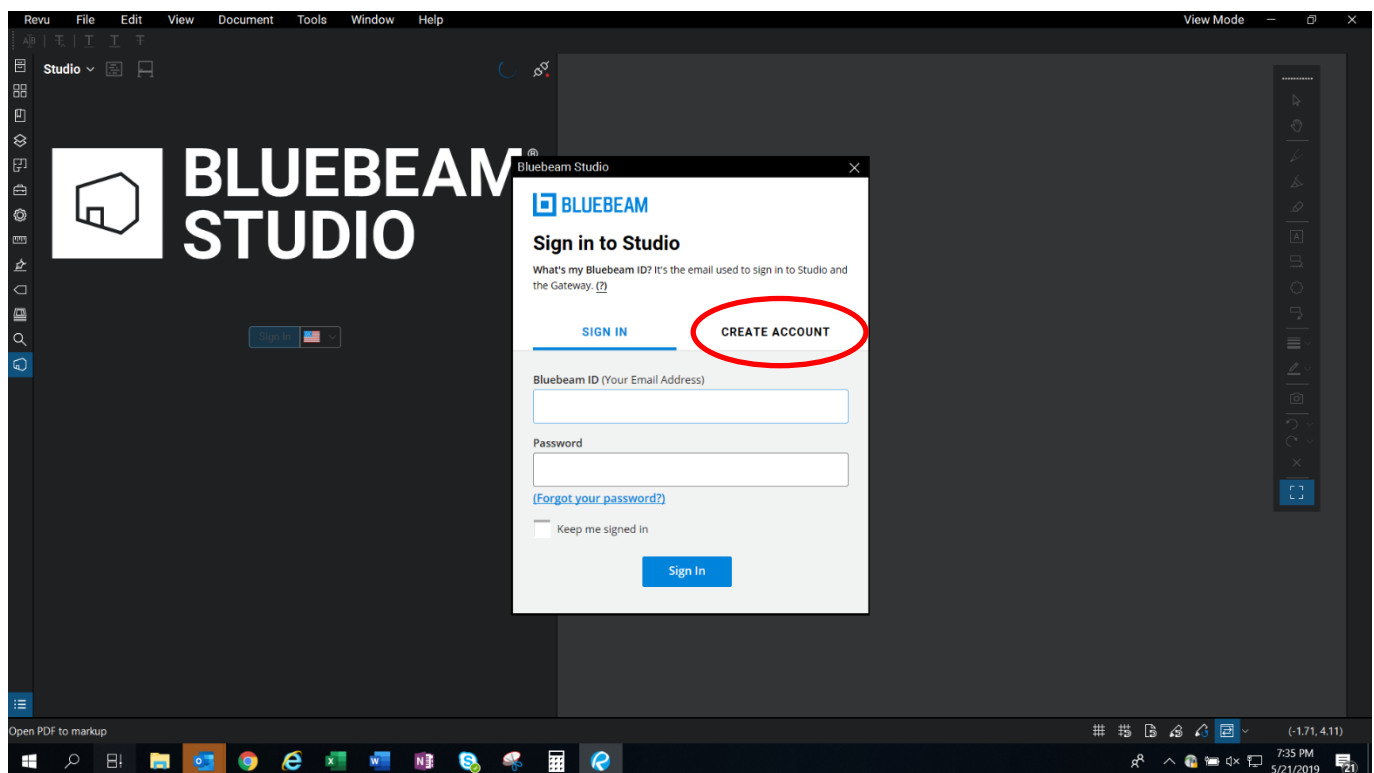
- Do not download S4 data (e.g. drawings, specifications, narratives etc.) to systems that are not approved for S4 data
 - Systems approved for S4 data includes eBuilder and BuckeyeBox (permitted only if security controls for data classification are followed)
- Do not access BlueBeam Studio Session unless the session was initiated in eBuilder

Joining Bluebeam Revu Sessions (PM, Stakeholders, A/E, CM, DB) from Outlook Calendar Invite

Click on the link to join the revue sessions

University Design Review Session Notification	
Review Details	
Please enter all your review comments/markups in Bluebeam; see Bluebeam Tools Guide	
Document Stage	
Session ID Link	https://studio.bluebeam.com/join.html?ID=XXX-XXX-XXX
Facility Maintenance / Operation Disciplines	

Once Bluebeam opens up, sign in to your account or create an account.

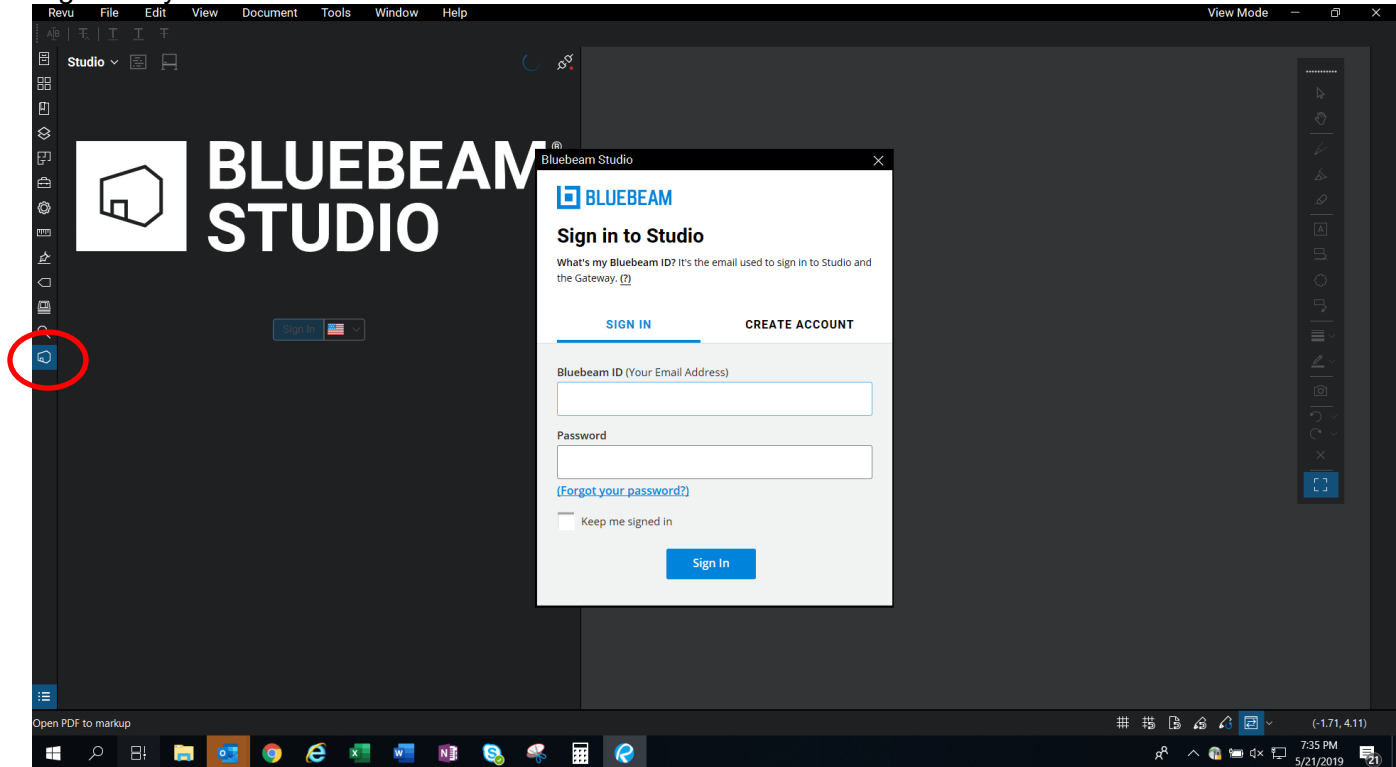


Joining Bluebeam Revu Sessions (PM, Stakeholders, A/E, CM, DB)

Open Bluebeam, click on the Studio icon



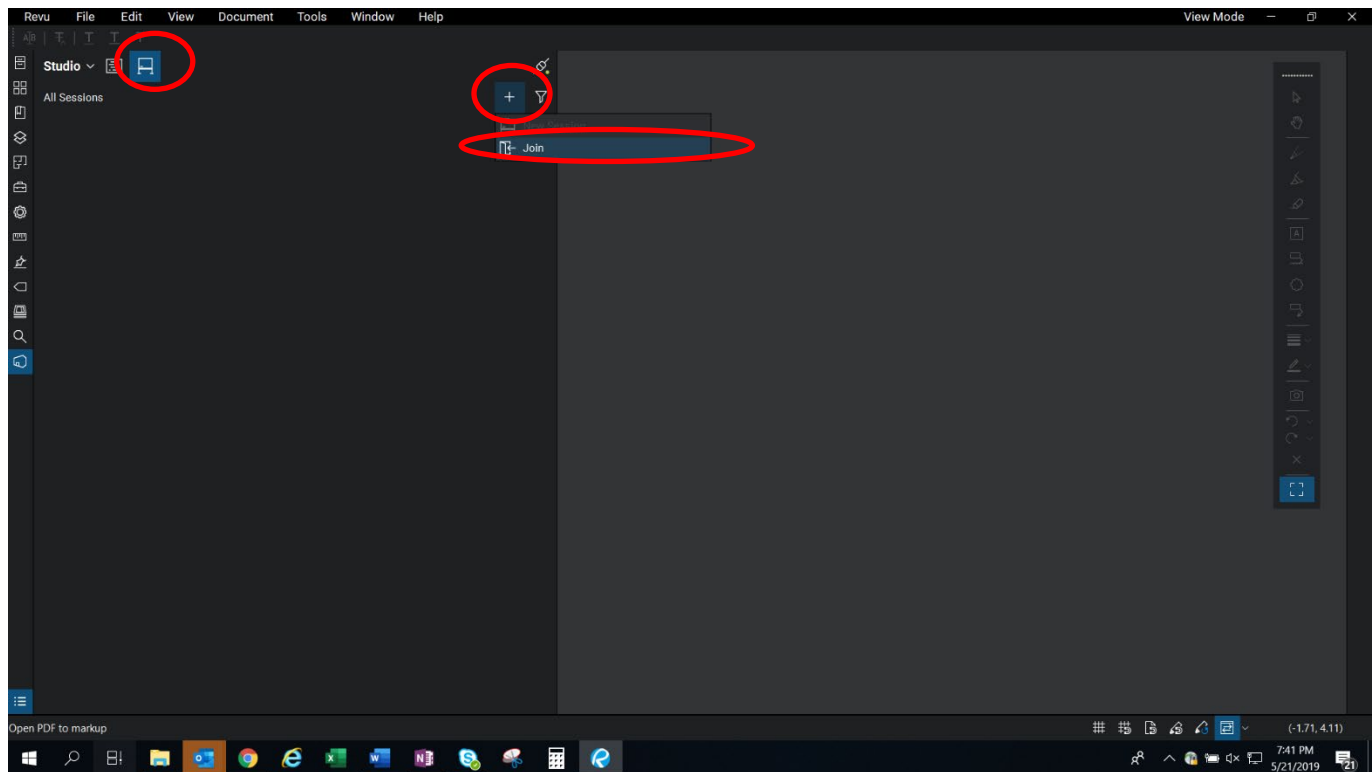
Sign in to your Bluebeam account or create one.



Once you are signed in, make sure the “Sessions” icon is selected,

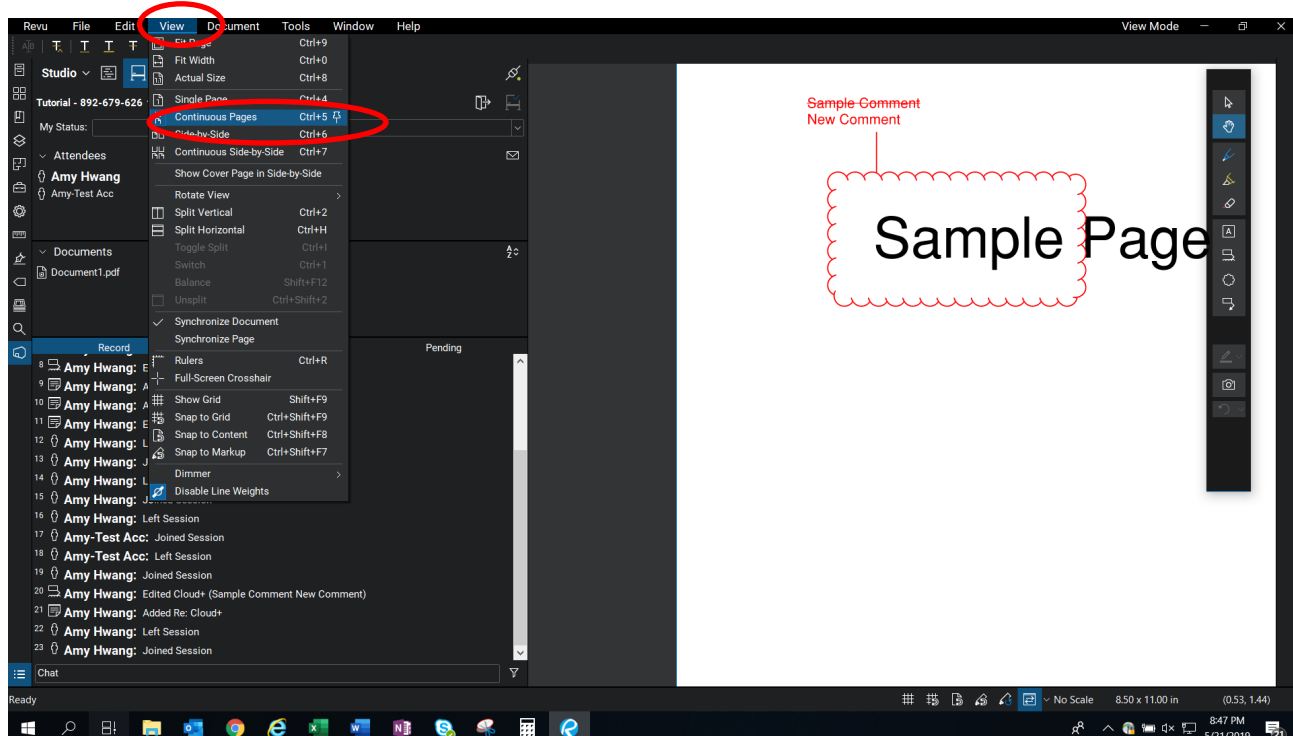


Click on the “+” icon and select “Join”. Then type in the 9-digit session ID number in the pop-up window.



Basic Navigation (PM, Stakeholders, A/E, CM, DB)

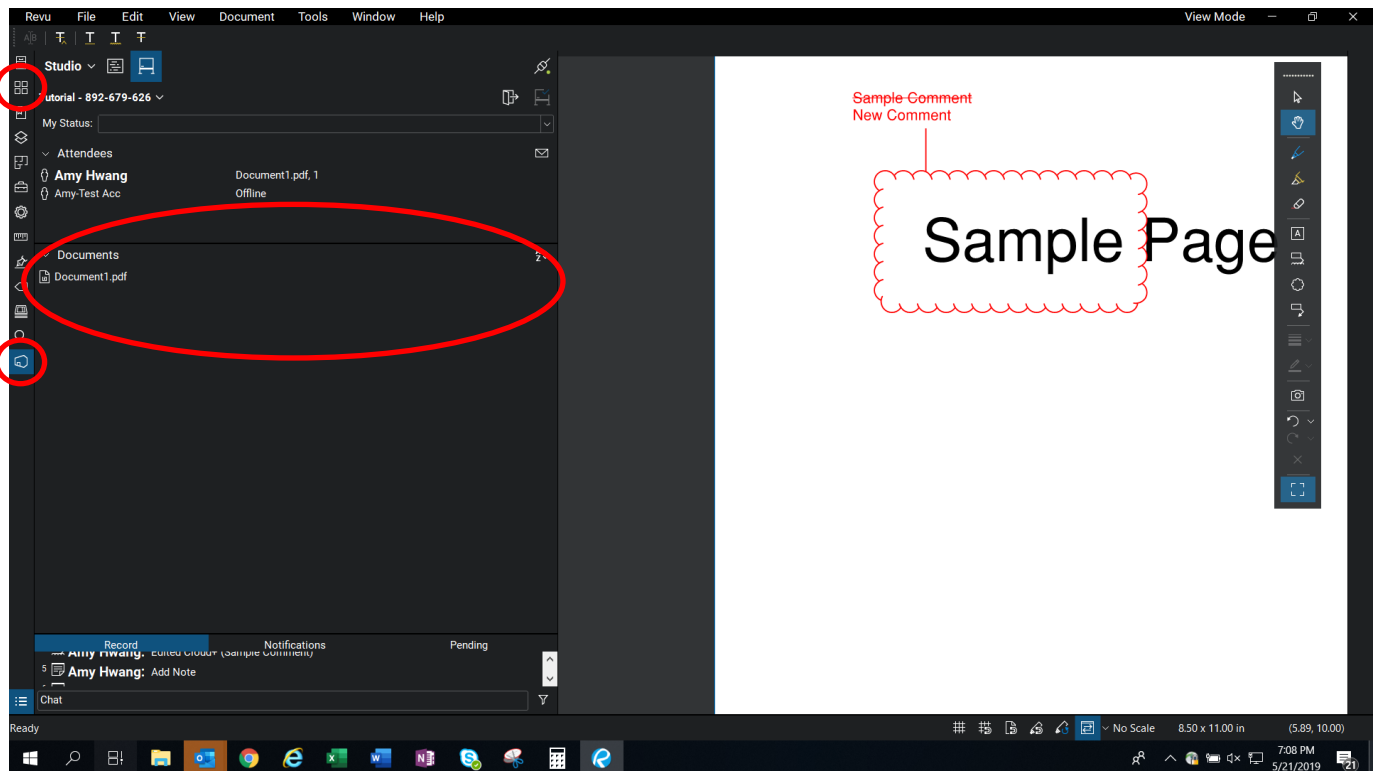
Set the "View" to "Continuous Pages" to scroll through all the pages. Hold "Ctrl" when scrolling to zoom in or out



View thumbnails and jump to any page via the “Thumbnails” icon

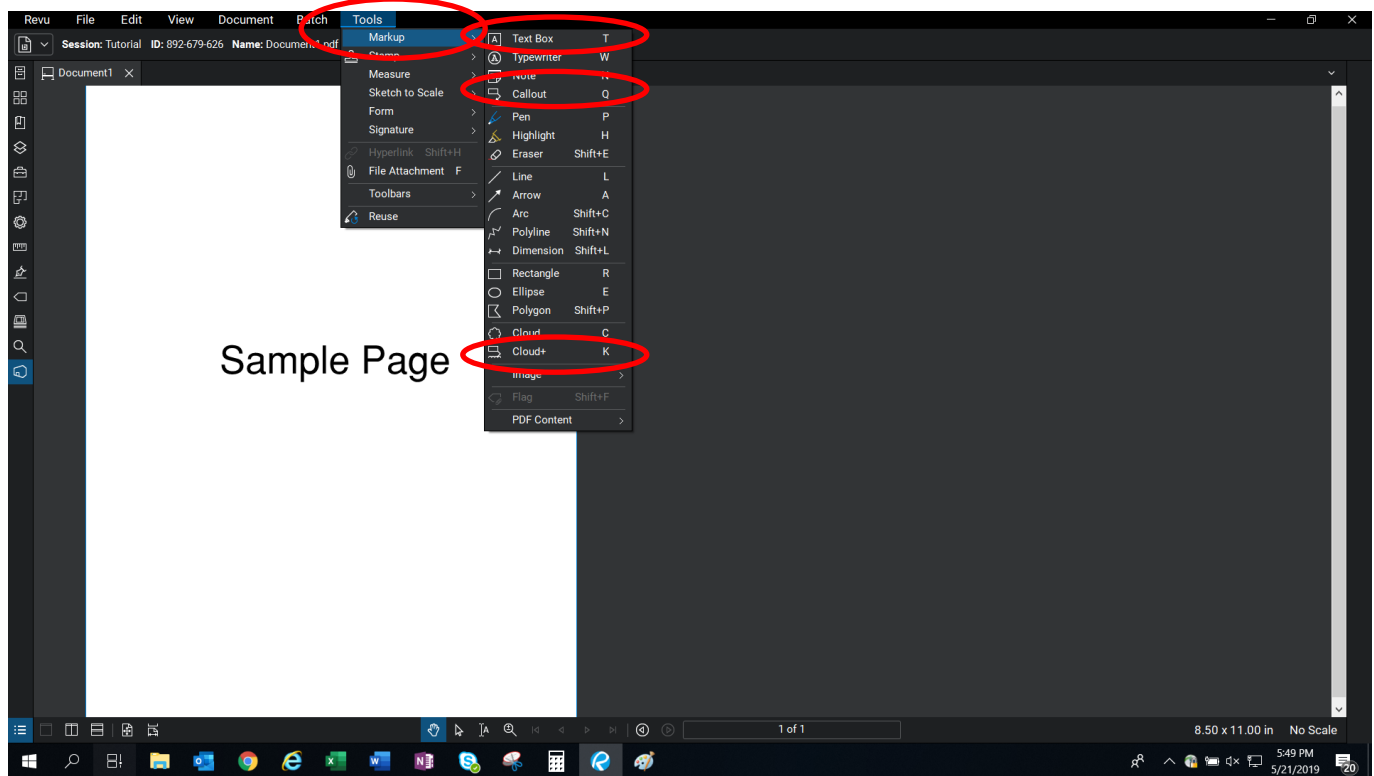


If there are multiple documents in the session, they will be listed in the “Documents” section. Click on each of the documents to open them. If you do not see the “Documents” section, click on the “Studio” icon.



Commenting on Revu Session (PM & Stakeholders)

All the tools mentioned below can be found under “Markup” in Tools



Use one of the following tools to make comments.



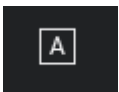
Cloud+



Callout

* If you have no comments, please use the Text Box tool to add “**Reviewed, no comment (First and Last Name)**” on the first page of the document. If there are multiple documents, please add the comment on the first page of each document.

If any data or necessary material are missing, use the Text Box tool to indicate which data/material is missing on the first page.

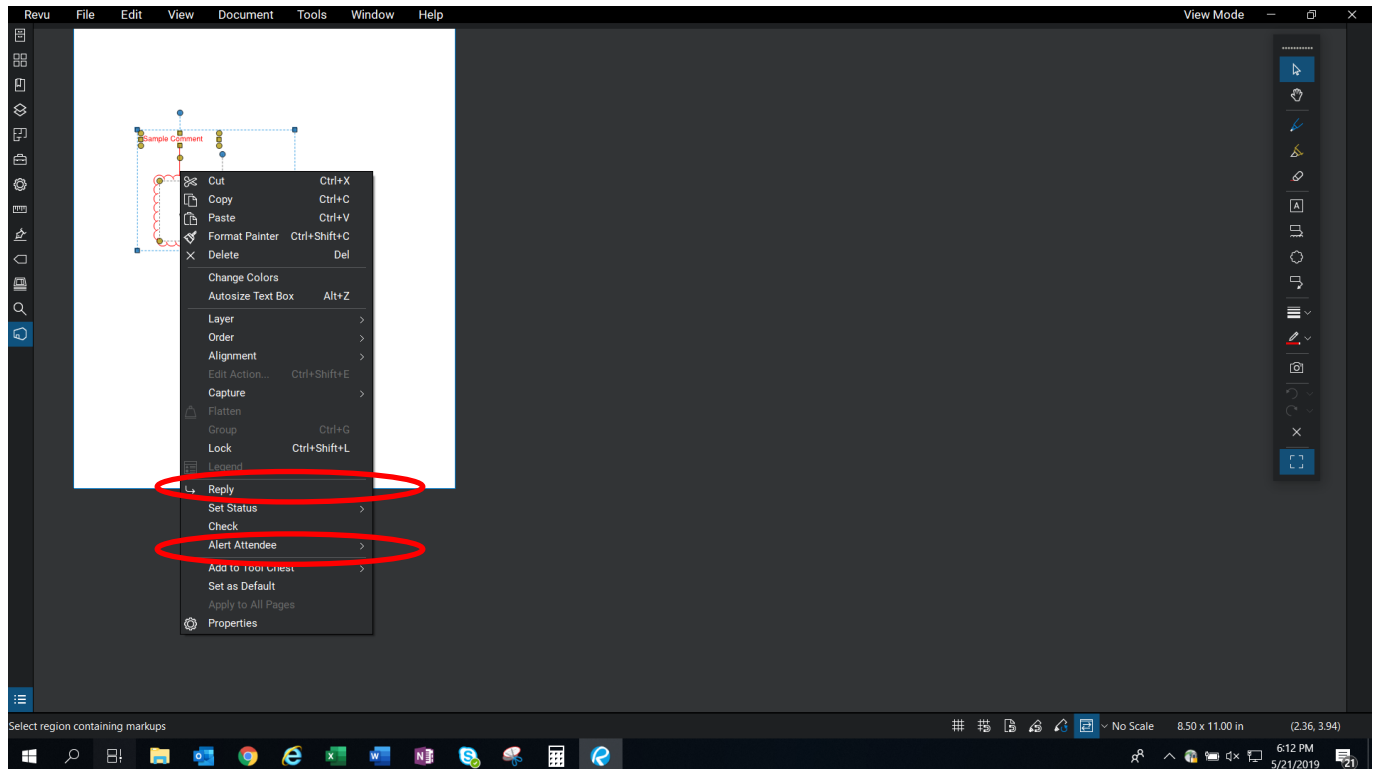


Text Box

If there are any comments you would like to be notified if the comments are modified, right click on the comment, select reply and type “**Agree**”

If there’s a comment you think another stakeholder should be aware of, right click on the comment, then select “Alert Attendee” (you can select multiple attendees)

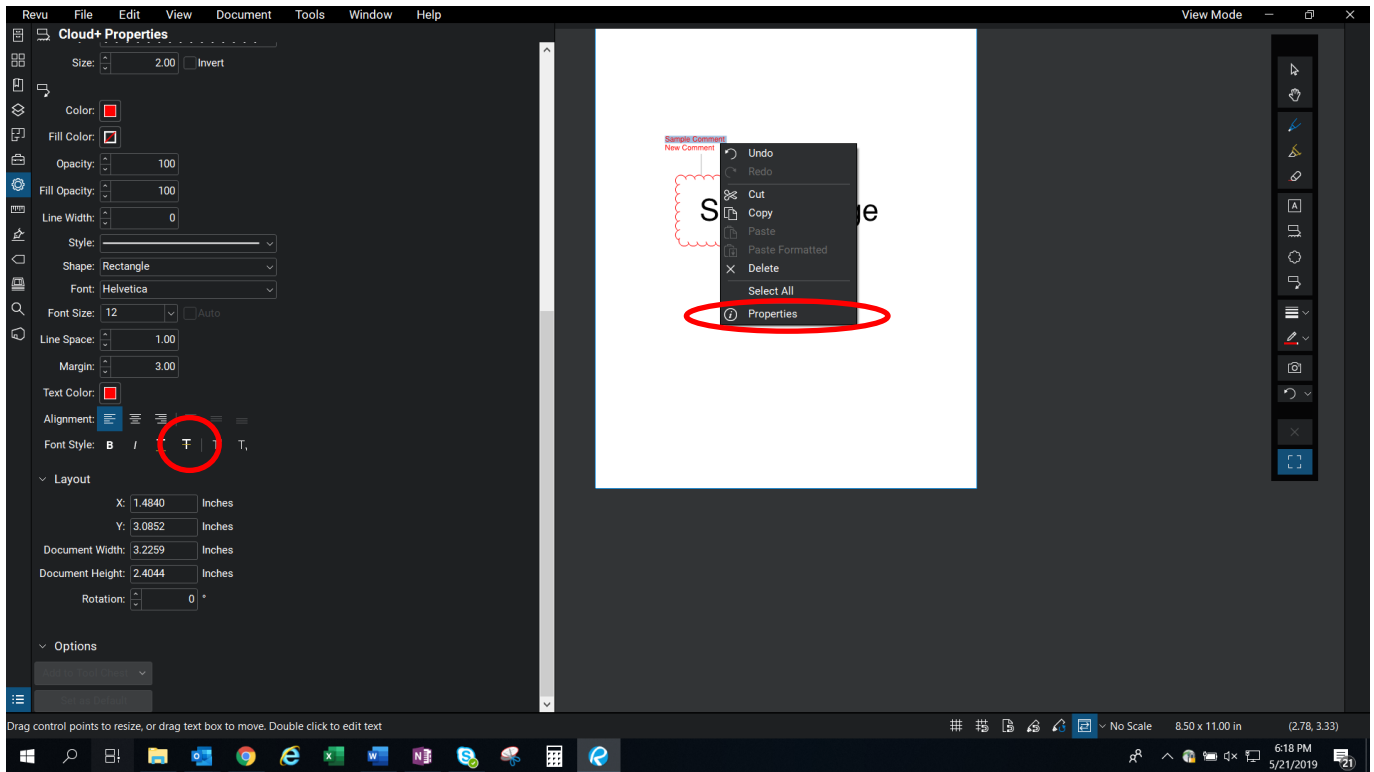
If you would like someone else to modify their comments, please right click on the comment, select reply and type in how you would like the comment modified, right click again and select “Alert Attendee” the comment author or any subsequent commenter(s). Only the original author can modify their comments.



If you accept your fellow stakeholder’s suggestions and needed to modify your comment. Please double click on the comment text, type in the new comment then highlight the original comment, right click, select properties, scroll down in the properties tool bar and select strikethrough under Font Style.

If you need to remove your comment completely based on your fellow stakeholder’s suggestion, please strike through your entire comment.

(Tip: You can quickly access the Font Style by selecting Tools → Toolbars → Advanced Text)



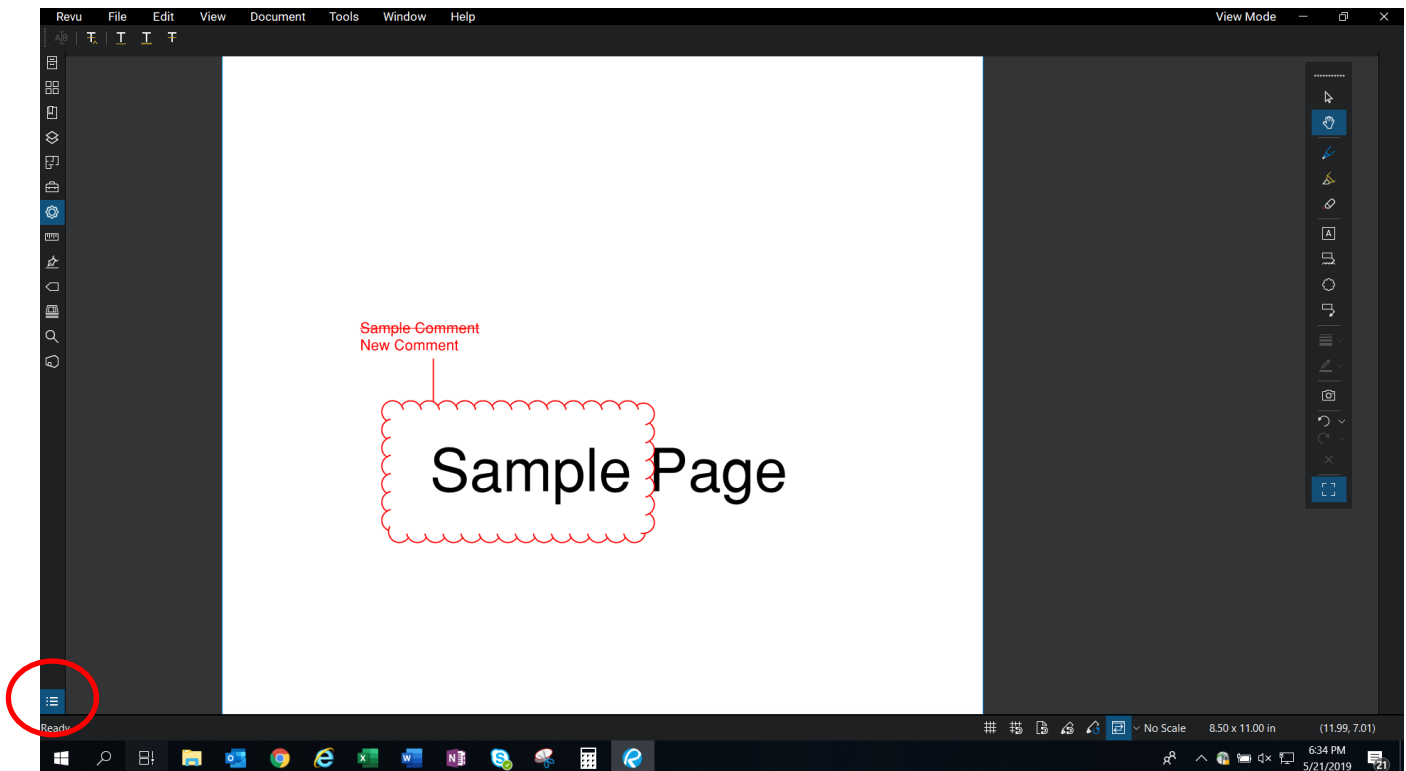
Sample Comment
New Comment



Responding to Stakeholder Comments (A/E, DB and/ CM)

Use the Markups List to review all markups/comments. To bring up the Markups List, click on the Markups icon.

Clicking on a comment in the Markup List would take you to the page in the document where the comment is placed.

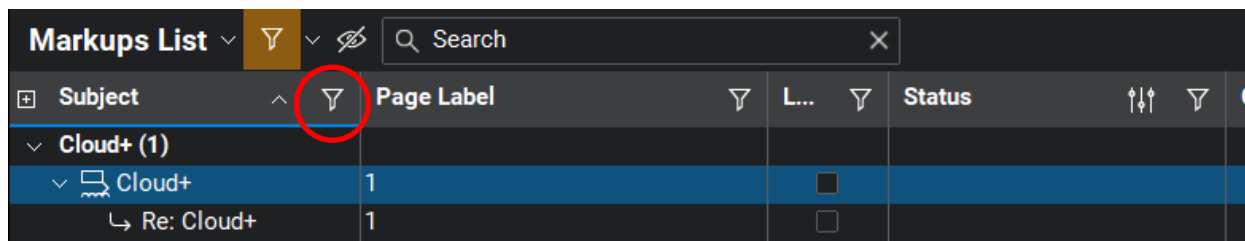
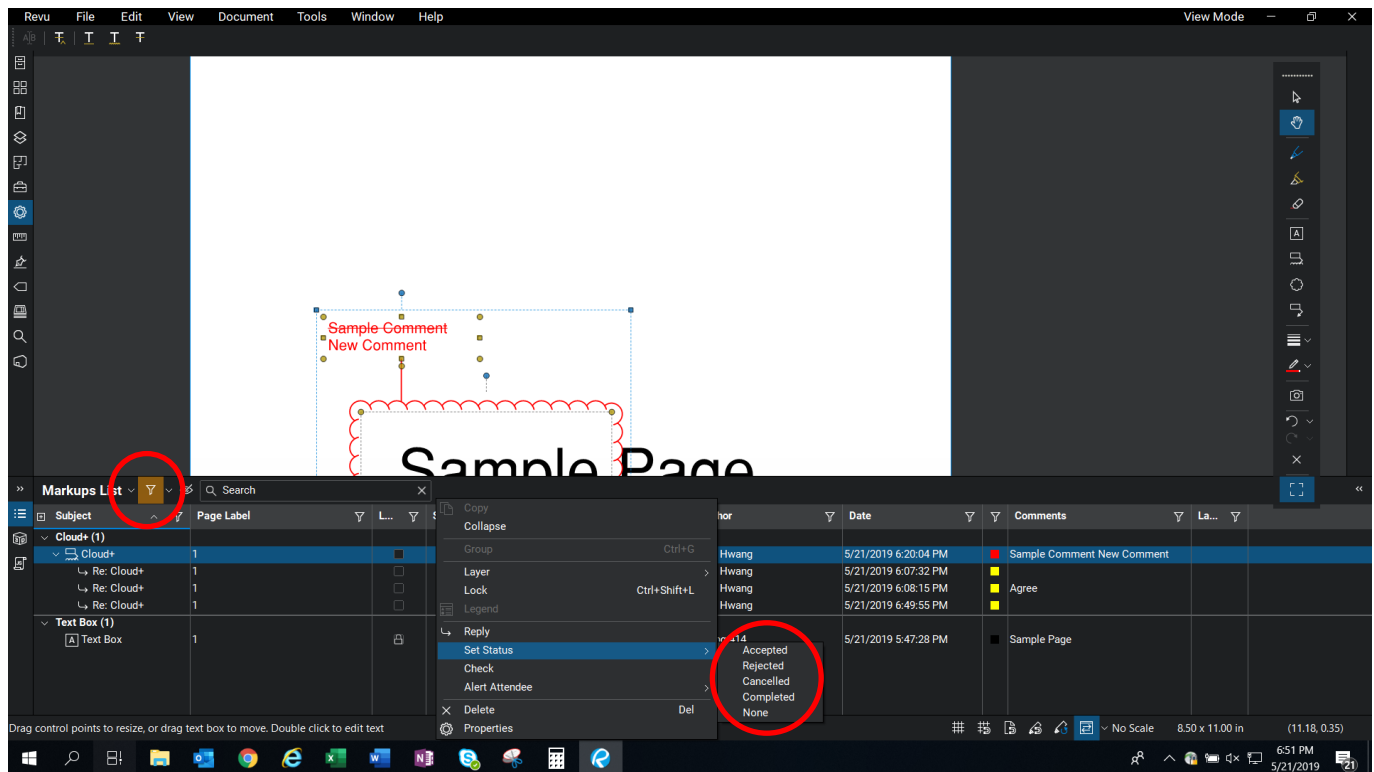


If the comment is accepted, select the comment either from the list or from the document, right click and select “Set Status,” then select “Accept”

If the comment was completely stricken through, set the status as “Cancelled”

If the comment is not accepted, set the status as “Rejected”, then right click, select “Reply” and type in the reasonings for rejection.

To filter the comments based on the subject (e.g. Room Numbering), page, status, author, etc. Click on the filter icon next to “Markups List”, then click on the filter icon on the column you would like to filter



Review A/E, DB and/ CM Comments (PM)

Use the “Filter” button on the Markups List to sort through comments rejected by the project team or does not have a status. (For step by step guide, see the previous section)

Work with the project team and stakeholders to resolve the issue(s)

Reply to the comment with the resolution. Set the status as “Accepted” or “Cancelled” pending on the resolution

All comments should have an “Accepted” or “Cancelled” status at the end of a review session.

Finish

Finalize the session in e-builder to check the review documents back into the project folder.