Exhibit B Bluebeam Studio Account Setup

Table of Contents

1.0 UCSD Department Identification: Names, Abbreviations, and Colors ........................................... 1
2.0 New Bluebeam Studio Account: Setup & Sign In ........................................................................... 2
3.0 New Bluebeam Studio Account: Preferences ................................................................................. 3
4.0 Existing Bluebeam Studio Account: Setup & Sign In .................................................................... 4
5.0 Existing Bluebeam Studio Account: Preferences ............................................................................ 5
6.0 Install the UCSD Bluebeam Profile (UCSD Staff Only) .............................................................. 6
7.0 Join Demo Bluebeam Studio Session to Verify Display Name ..................................................... 6
### 1.0 UCSD Department Identification: Names, Abbreviations, and Colors

<table>
<thead>
<tr>
<th>Color of Markups</th>
<th>Department</th>
<th>Abbreviation</th>
<th>Division(s) if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPM</td>
<td>Capital Program Management</td>
<td>CPM</td>
<td>Project Manager</td>
</tr>
<tr>
<td>DDSE</td>
<td>Design and Development Services</td>
<td>DDSE</td>
<td>Engineering</td>
</tr>
<tr>
<td>DDSI</td>
<td>Design and Development Services</td>
<td>DDSI</td>
<td>Inspector</td>
</tr>
<tr>
<td>DDSA</td>
<td>Design and Development Services</td>
<td>DDSA</td>
<td>Architect</td>
</tr>
<tr>
<td>CPMC</td>
<td>Capital Program Management</td>
<td>CPMC</td>
<td>Contracts</td>
</tr>
<tr>
<td>IRPC</td>
<td>Independent Plan Review Consultant</td>
<td>IRPC</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Accessibility</td>
<td>CASP</td>
<td></td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environmental Health &amp; Safety</td>
<td>EH&amp;S</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>Fire Marshal</td>
<td>FM</td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>Client-Department</td>
<td>CD</td>
<td>(Name of Department)</td>
</tr>
<tr>
<td>FE</td>
<td>Medical Center</td>
<td>FE</td>
<td>UC Health or FE</td>
</tr>
<tr>
<td>FM</td>
<td>Facilities Management/Engineering</td>
<td>FM</td>
<td></td>
</tr>
<tr>
<td>LDSP</td>
<td>Landscape</td>
<td>LDSP</td>
<td></td>
</tr>
<tr>
<td>Planner</td>
<td>Project Planner</td>
<td>PP</td>
<td></td>
</tr>
<tr>
<td>PP</td>
<td>Physical Planning</td>
<td>PP</td>
<td></td>
</tr>
<tr>
<td>PPE</td>
<td>Physical Planning - Environmental</td>
<td>PPE</td>
<td></td>
</tr>
<tr>
<td>ITS</td>
<td>Information Technology Service</td>
<td>ITS</td>
<td></td>
</tr>
<tr>
<td>AS/VS</td>
<td>Audio Visual Systems</td>
<td>AS/VS</td>
<td></td>
</tr>
<tr>
<td>PK</td>
<td>Parking</td>
<td>PK</td>
<td></td>
</tr>
<tr>
<td>PD/PS</td>
<td>PD/Security</td>
<td>PS/DS</td>
<td></td>
</tr>
<tr>
<td>FM</td>
<td>Utilities &amp; Sustainability</td>
<td>US</td>
<td></td>
</tr>
<tr>
<td>RE</td>
<td>Real Estate</td>
<td>RE</td>
<td></td>
</tr>
<tr>
<td>CxA</td>
<td>Commissioning</td>
<td>CxA</td>
<td></td>
</tr>
<tr>
<td>HDH</td>
<td>Housing, Dining &amp; Hospitality</td>
<td>HDH</td>
<td></td>
</tr>
<tr>
<td>LRC</td>
<td>Licensing &amp; Regulatory Compliance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.0 New Bluebeam Studio Account: Setup & Sign In

2.1 Open Bluebeam
2.2 If License Agreement Window opens, click ‘I Accept’
2.3 Locate and click the “Studio” button
2.4 Within the Studio tab click the “Sign In” button
2.5 Click “CREATE ACCOUNT”

2.6 Add First & Last name and email
2.7 Add Bluebeam Display Name

2.7.1 UCSD staff, use: First Last
   Example: John Smith

2.7.2 Design Teams, use: First Last – Company
   Example: Mary Smith – AECOM
2.8 Create a password (Must be at least eight characters and include: uppercase, lowercase, number and special character)
2.9 Click “Create Account”
2.10 Click “I Accept” on Bluebeam Studio Terms of Use
2.11 The Bluebeam Studio account has now been created
2.12 Locate and open “Bluebeam Studio Welcome Email” from Outlook
2.13 Click “Validate Email”
2.14 Return to Bluebeam

3.0 New Bluebeam Studio Account: Preferences

3.1 In the Revu drop-down menu (upper left), Click “Preferences” (or press Ctrl-K)
3.2 Go to “General” tab
3.3 Confirm name in “User” box
   3.3.1 UCSD staff, use: First Last
       Example: John Smith
   3.3.2 Design Teams, use: First Last – Company
       Example: Mary Smith – AECOM
3.4 Click OK
4.0 **Existing Bluebeam Studio Account: Setup & Sign In**

4.1 Open Bluebeam

4.2 Look for the Studio button

4.3 Inside the Studio Tab click the “Sign In” button

4.4 Enter Bluebeam Studio Email and Password

4.5 Check “Keep me signed in”

4.6 Click “Sign In”
5.0 **Existing Bluebeam Studio Account: Preferences**

5.1 In the Revu drop-down menu (upper left), Click “Preferences” (or press Ctrl-K)
5.2 Go to “Studio” tab
5.3 Click the ‘Servers’ button
5.4 In the Display Name area, check name for proper naming convention

5.4.1 UCSD staff, use: First Last

Example: John Smith

5.4.2 Design Teams, use: First Last – Company

Example: Mary Smith – AECOM

5.5 Go to “General” tab
5.6 Set Name in “User” box to match name set in “Display Name” box in Studio tab (defined in Section 5.4)
5.7 Click OK
6.0 Install the UCSD Bluebeam Profile

6.1 For experienced users that have predefined custom tools and/or profiles, verify that those customizations have been saved in the current profile. Tool customizations must be saved before loading another profile.

6.1.1 Click the “Revu” drop-down menu
6.1.2 Hover over “Profiles”. Note the Profile that is checked, and click “Save Profile” in the submenu

6.2 Locate and load the UCSD Profile

6.2.1 For UCSD Staff, the profile is in the Bluebeam support folder titled “Bluebeam Templates” - on the UCSD Server, either in the Public network drive or other UCSD network drive:
Projects → Resources → Documents → Plan Review System (PRS)

6.2.2 In the subfolder titled “Profiles”, locate and double-click the Bluebeam Profile Specific to the corresponding UCSD department. Bluebeam profiles contain a “.BPX” extension

6.3 Double-clicking the .bpx file will open Bluebeam and load the profile.

7.0 Join Demo Bluebeam Studio Session to Verify Display Name

Note: The following procedures is a one-time process to verify the naming convention is correct.

7.1 In the Bluebeam Studio Panel, click the ‘+’ sign
7.2 Select ‘Join’
7.3 Enter Bluebeam Studio Session ID Number: __ __ __ - __ __ __ - __ __ __

7.4 Make test comment using any markup tool
7.5 Verify that the name associated with the test comment is displayed correctly in the Markups List

7.5.1 UCSD staff, use: First Last

   Example: John Smith

7.5.2 Design Teams, use: First Last – Company

   Example: Mary Smith – AECOM

7.6 If name is incorrect, go to Section 5.0 and follow instructions to correct Display Name and Username
7.7 If name is correct, leave session; setup has been verified.