

Exhibit B Bluebeam Studio Account Setup

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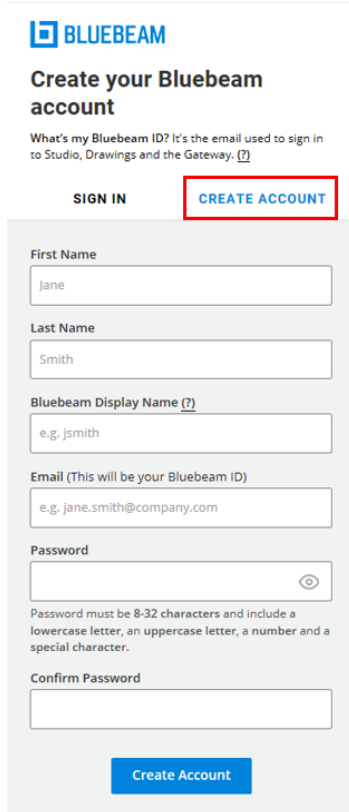
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1.0 UCSD Department Identification: Names, Abbreviations, and Colors

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

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"



BLUEBEAM

Create your Bluebeam account

What's my Bluebeam ID? It's the email used to sign in to Studio, Drawings and the Gateway. [?](#)

SIGN IN **CREATE ACCOUNT**

First Name

Last Name

Bluebeam Display Name (?)

Email (This will be your Bluebeam ID)

Password

Password must be 8-32 characters and include a lowercase letter, an uppercase letter, a number and a special character.

Confirm Password

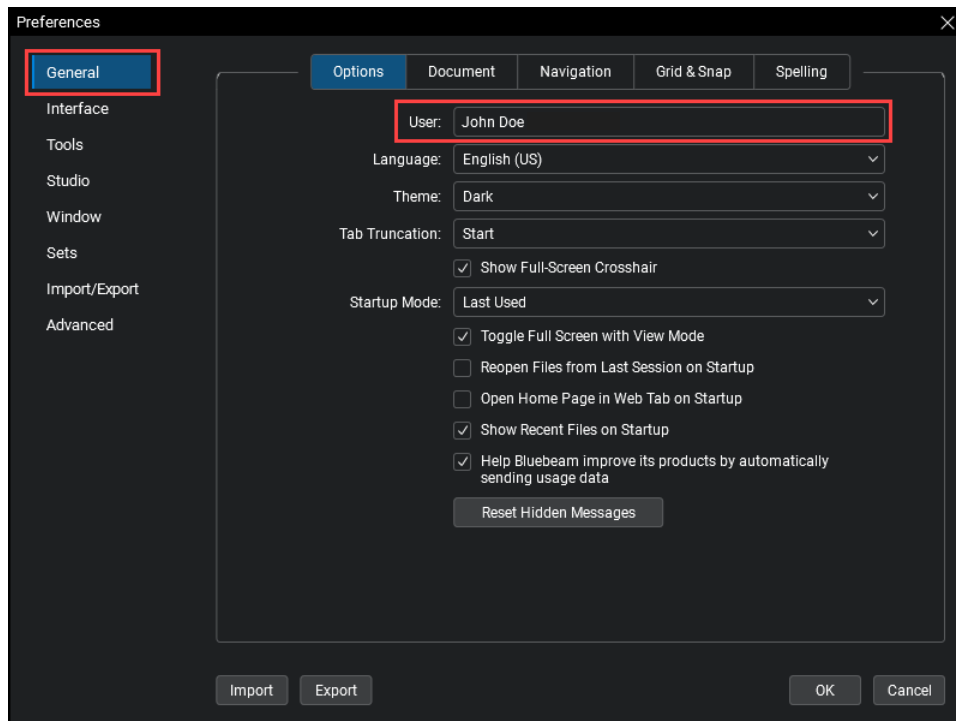
Create Account

- 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



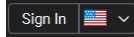
4.0 Existing Bluebeam Studio Account: Setup & Sign In

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”

A screenshot of the Bluebeam Studio sign-in page. At the top left is the Bluebeam logo. The main heading is "Sign in to Studio". Below this is a note: "What's my Bluebeam ID? It's the email used to sign in to Studio, Drawings and the Gateway. (?)". There are two tabs: "SIGN IN" (active) and "CREATE ACCOUNT". The "SIGN IN" section contains a text input field for "Bluebeam ID (Your Email Address)" with the value "john.doe@company.com", a password input field with masked characters, a "(Forgot your password?)" link, a checked checkbox for "Keep me signed in", and a blue "Sign In" button at the bottom.

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

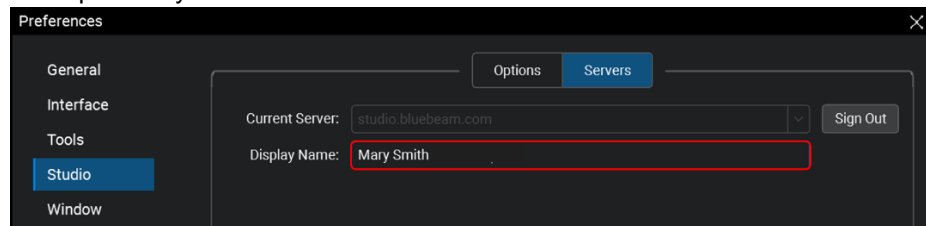
5.4 In the Display Name area, check name for proper naming convention

5.4.1 UCSD staff, use: First Last

Example: John Smith

5.4.2 Design Teams, use: First Last – Company

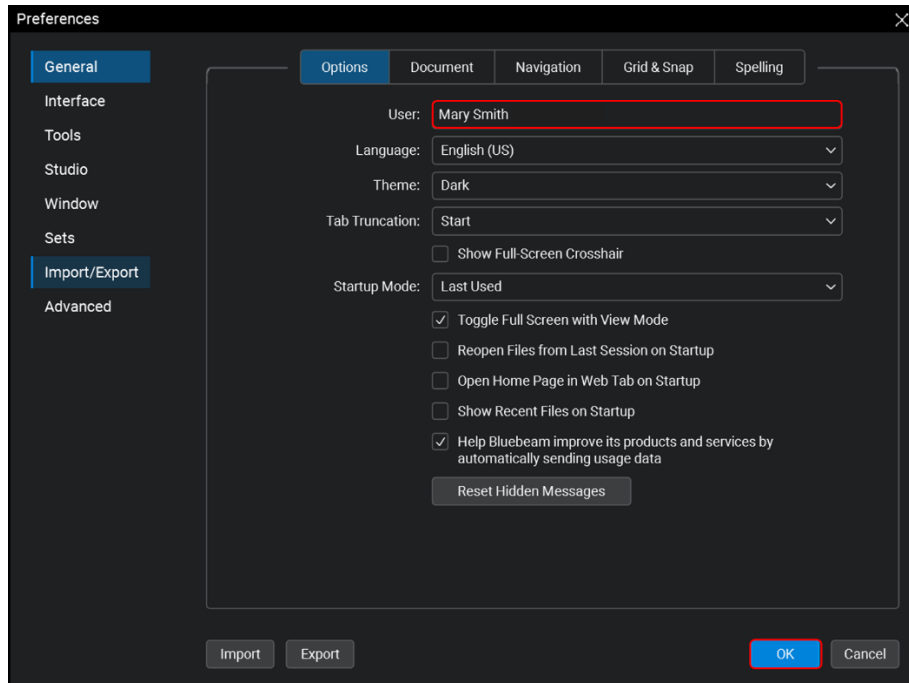
Example: Mary Smith – AECOM



5.5 Go to “General” tab

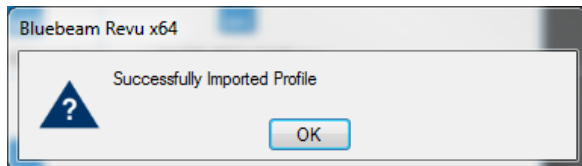
5.6 Set Name in “User” box to match name set in “Display Name” box in Studio tab (defined in Section 5.4)

5.7 Click OK



6.0 Install the UCSD Bluebeam Profile

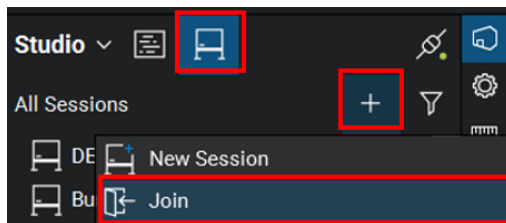
- 6.1 For experienced users that have predefined custom tools and/or profiles, verify that those customizations have been saved in the current profile. Tool customizations must be saved before loading another profile.
 - 6.1.1 Click the “Revu” drop-down menu
 - 6.1.2 Hover over “Profiles”. Note the Profile 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.