QR2 Best Practices: Bluebeam Studio Project Creation

Note: For more detailed information, refer to the Electronic Plan Review Procedure - Studio Administrator

1.0 Log into Bluebeam Studio
1.1 (UCSD only) Use the “UCSDBluebeamAdmin@ucsd.edu” email address to login

2.0 Create a New Bluebeam Studio Project
2.1 Click Studio icon
2.2 Click Project icon
2.3 Click +
2.4 Click “New Project”
2.5 Name Project: Project #] [UCSD] [Project Name]
   Naming Examples (Major Cap): 4444_UCSD Altman Research Institute
   Naming Examples (Minor Cap): 55555_UCSD Altman Bldg AC System Update

3.0 Upload Bluebeam Studio Project Folder Structure
3.1 Right-Click and select "Upload Folder..."
3.2 Locate the UCSD EPR network location for the folder structure
3.3 Select “UCSD EPR”. Click “Select Folder”
3.4 Verify folder structure loads into the Bluebeam Project

4.0 Review Documents Submitted by Design Team (Once Design Team has Submitted)
4.1 Locate the Design Team’s submitted files in the “B.Design Team Submissions” folder
4.2 Right-click and Check Out..., and then right-click and Open
4.3 Refer to QR1 or Studio Administrator Procedure for PDF formatting verification

5.0 Set Permissions for EPR Project Admins and Attendees – REQUIRED FOR UCSD ACCESS
5.1 Click Project Settings icon
5.2 In the “User Access” tab, uncheck the “Restrict Users” checkbox
5.3 (UCSD only) In “Permissions” tab, click + and add a Project Admin Group if applicable (Note: individual emails cannot be added here, only Groups).
5.4 (Design Team only) In “Permissions” tab, click + and add a “UCSD Administrator” group containing the “AdminBMMajor@ucsd.edu” and/or “AdminBMMinor@ucsd.edu” email addresses
5.5 (Design Team only) In “Applied Permissions”, set “Full Control” permission to “Allow” for the “UCSD Administrator” group
5.6 Set all permissions to “Deny” for Attendees, except for “Send Invitations”
5.7 In “Folder Permissions” tab; Select “> Project Root”. Set “Applied Permissions” to “Read/Write”
5.8 Click “Apply” & “OK”

6.0 Invite additional Studio Administrators to the Project (as Applicable)
6.1 The Project Admin Groups should contain the admins’ emails. After adding that group to User Access and setting permissions for the group, invite the Group by email to the Project.
6.2 Click Invite icon next to project name
6.3 Click + to add single email address or Group – OR – click “Address Book” button to select Outlook Contacts/Outlook Groups from Address Book
6.4 To send Project Invitation immediately, click OK