



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 "AdminBBMajor@ucsd.edu" and/or "AdminBBMinor@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