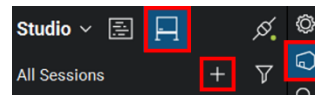


## QR5 Best Practices: Bluebeam Review Markup, Reconciliation and Back Check by both Reviewers and by the Design Team

Note: For more detailed information, refer to the EPR Procedures for the Technical Reviewer and for the Design Team

### 1.0 Join the Bluebeam Studio Review Session


- 1.1 Click on the email Session link, or Click the “+” in the Session Tab and enter the nine-digit Bluebeam Studio Session ID




### 2.0 Locate the Documents in the Session for Review

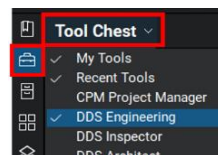
- 2.1 Locate the files in the “Documents” Section within the Session Tab
- 2.2 The latest documents are typically located at the bottom of the list. Click to Open

### 3.0 Navigate the Documents

- 3.1 Use Bookmarks: click  to view pages and locate the correct page
- 3.2 Use Hyperlinks: click on the page numbers (on the Sheet Index page and pages containing callouts) to hyperlink to that drawing page.

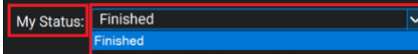
### 4.0 Add Review Comments (UCSD Reviewer)

- 4.1 Verify the UCSD Profile has been loaded in Revu (pull-down) → Profiles
- 4.2 Verify correct Dept’s Tool Chest for Markups is selected in Tool Chest drop-down
- 4.3 Write in complete sentences when adding markup comments
- 4.4 Review and Filter  markups in the bottom Markups List




### 5.0 Alert the Studio Administrator of Review Completion

- 5.1 In the Bluebeam Studio tab, click the down-arrow within the “My Status:” box
- 5.2 Set the “My Status” to “Finished”




### 6.0 Respond to Reviewer Comments (Design Team)

- 6.1 Join the Bluebeam Review Session and locate the documents. Navigate and Filter  the markups to locate Reviewer comments (follow instructions in the sections above)
- 6.2 Incorporate UCSD Reviewers’ Comments by double-clicking in the Status Menu
  - 6.2.1 Choose to Agree & Incorporate Comments
  - 6.2.2 Choose to Discuss Comments
  - 6.2.3 If a Comment is set for Discuss, Choose the outcome of that discussion once the Review Comment is reconciled



### 7.0 Back Check and Close Review Comments (UCSD Reviewer)

- 7.1 Rejoin the Session and locate the previous submittal and new submittal files in the “Documents” Section within the Session Tab
- 7.2 Use Hyperlinks and Bookmarks to navigate the documents
- 7.3 Review and Filter  your markups to locate comments
- 7.4 Verify the markups have been picked up. Double-click the Status Menu to apply a back-check status markup (Open/Closed)
- 7.5 If the markup is Open, Forward (copy/paste) the markup to the subsequent submittal and Apply an “OPEN” status to a comment

