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