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- 6.3.4.1.1.4. Enter the (9) digit Bluebeam Studio Project ID from email
- 6.3.4.1.1.5. Click Okay
- 6.3.4.1.1.6. Right Click on Project Name
- 6.3.4.1.1.7. Select Show Sessions
- 6.3.4.1.1.8. Click Join Revision Session
- 6.3.4.1.1.9. Right Click on session document and select open
- 6.3.4.1.2. Incorporate comments per Section 3.2
- 6.3.4.1.3. Return to Section 6.1 to prepare and resubmit a new version
- 6.3.5. Submittal Approved – If the documents are approved then the Design Professional of Record will receive a notice from DSABox that approved documents have been uploaded to the DSABox

7. ADDENDUM

NOTE: This procedure applies to both first time (V1) submittals and resubmittals (V2 and greater). If a resubmittal is required, then the upload of a new Version shall not occur until an email is received by the Design Professional of Record from the EPR Administrator indicating that all required DSA Reviews are complete.

7.1. Prepare Submittal

- 7.1.1. Addendum shall be separated into two separate files (1) Drawings/Specifications and (2) Supporting Documents (if any), as follows:
 - 7.1.2. Drawings and Specifications (if any) shall be combined into a single PDF file and prepared per Section 1, the sheet count per Section 1.2.2.1 is not required
 - 7.1.2.1. For resubmittals (V2 and greater), provide the entire document. Do not provide corrected sheets only
 - 7.1.2.2. Open all applicable files for this submittal in Bluebeam.
 - 7.1.2.2.1. Do not include previous versions
 - 7.1.2.3. Go to File Tab at the top of the Bluebeam interface
 - 7.1.2.4. Select Combine
 - 7.1.2.5. Select add open files
 - 7.1.2.6. Check the following boxes
 - 7.1.2.6.1. Include Bookmarks
 - 7.1.2.6.2. Use Filename as Page Label
 - 7.1.2.7. Click Okay
 - 7.1.3. Provide Supporting Documents (narrative, calculations, cut sheets, etc.) into a single PDF file and prepared per Section 1.2.5

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- 7.1.3.1. For resubmittals (V2 and greater), provide only the Supporting Documents requested by the DSA Plan Reviewer
- 7.1.3.2. Open all applicable files for this submittal in Bluebeam
 - 7.1.3.2.1. Do not include previous versions
- 7.1.3.3. Go to File Tab at the top of the Bluebeam interface
- 7.1.3.4. Select combine
- 7.1.3.5. Select add open file
- 7.1.3.6. Check the following boxes
 - 7.1.3.6.1. Include Bookmarks
 - 7.1.3.6.2. Use filename as Page Label
 - 7.1.3.6.3. Click Okay

7.2. Upload File to Bluebeam Studio Projects

- 7.2.1. Upload File to Bluebeam Studio Project
- 7.2.2. Join Bluebeam Studio Project
 - 7.2.2.1. Open Bluebeam Software
 - 7.2.2.2. Connect to Bluebeam Studio
 - 7.2.2.3. Under Studio tab select join
 - 7.2.2.4. Enter the (9) digit Bluebeam Project ID, this is the same number used during the Plan Review
 - 7.2.2.4.1. If the project has not participated in the Bluebeam Studio Electronic Plan Review process, email the DSA regional Office to request a Bluebeam Studio Project ID number
 - Oakland – OakEPR@dgs.ca.gov
 - Sacramento – SacEPR@dgs.ca.gov
 - Los Angeles – LAEPR@dgs.ca.gov
 - San Diego – SDEPR@dgs.ca.gov
 - 7.2.2.5. Click Okay
 - 7.2.2.6. Save File to Bluebeam Projects Addendum Folder (For Bluebeam Project folder content and description see table in Appendix A Section 3)
 - 7.2.2.6.1. Select Save As

NOTE: If Bluebeam Studio Project Folder does not show up refer to Appendix B Section 1.4

 - 7.2.2.6.2. For Projects without increments, double click on parent folder to expand “PROJECT: OFFICE-APPNO\0 Increments\A. Submission\2. Post Approval Document\C. Addendum”

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7.2.2.6.3. For Projects with increments, double click on parent folder to expand “PROJECT: OFFICE-APPNO\0# Increments\A. Submission\2. Post Approval Document\C. Addendum\Increment#”

7.2.2.7. Save file with Version Number (_V#) per table below with .pdf file extension:

Document Type	Naming Convention	Example Name (For no increment)	Naming Convention with Increment (Increment 1 example shown)
Addendum	ADD_##_V#	ADD_01_V1	INC 01_ADD_01_V1
	ADD_##_V#	ADD_02_V1	INC 01_ADD_02_V1

7.2.2.8. For Supporting Documents, the naming convention shall be the same as above, except provide “_Supporting Document” at the end of the filename (for example, “ADD_01_V1_Supporting Document”)

7.2.2.9. Click Okay

7.2.3. Close file

7.2.4. Bluebeam Notification of the upload will be provided to the DSA EPR Administrator for processing the submittal

7.3. EPR Administrator Notification

7.3.1. EPR Administrator will receive notification directly from Bluebeam of new upload and will notify Plan Reviewer to review

7.3.2. Incomplete Submittal – If the preparation is incomplete, the design professional will receive an email from the DSA EPR Administrator with instruction to resubmit the documents in accordance with Section 7

7.3.3. Submittal Rejected – If the submittal is currently being reviewed by DSA, then the Design Professional will receive an email from the DSA EPR Administrator indicating that the submittal is rejected and re-submittal per Section 7 shall not occur until all DSA review disciplines are complete

7.3.4. Submittal Disapproved – If the documents are disapproved, then the Design Professional of Record will receive an email notification from the DSA EPR Administrator indicating that the submittal is disapproved and all the comments have been added to Addendum Session document(s).

7.3.4.1. Incorporate Comments

7.3.4.1.1. Open Revision Document

7.3.4.1.1.1. Open Bluebeam Software

7.3.4.1.1.2. Connect to Bluebeam Studio

7.3.4.1.1.3. Under Studio tab select join

7.3.4.1.1.4. Enter the (9) digit Bluebeam Studio Project ID from email

7.3.4.1.1.5. Click Okay

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- 7.3.4.1.1.6. Right Click on Project Name
- 7.3.4.1.1.7. Select Show Sessions
- 7.3.4.1.1.8. Click Join Addendum Session
- 7.3.4.1.1.9. Right Click on session document and select open
- 7.3.4.1.2. Incorporate comments per Section 3.2
- 7.3.4.1.3. Return to Section 7.1 to prepare and resubmit a new version
- 7.3.4.1.4. Submittal Approved – If the documents are approved then the Design Professional of Record will receive a notice from DSABox that approved documents have been uploaded to the DSABox

8. CONSTRUCTION CHANGE DOCUMENTS

NOTE: This procedure applies to both first time (V1) submittals and resubmittals (V2 and greater). If a resubmittal is required, then the upload of a new Version shall not occur until an email is received by the Design Professional of Record from the EPR Administrator indicating that all required DSA Reviews are complete.

8.1. Prepare Submittal

- 8.1.1. Construction Change Document Submittal DSA shall be prepared as required per IR A-6. The documents shall be separated into two separate files (1) DSA140/Drawings/Specifications and (2) Supporting Documents (if any), as follows:
 - 8.1.2. DSA 140, Drawings (if any) and Specifications (if any) shall be combined into a single PDF file and prepared per Section 1, the sheet count per Section 1.2.2.1 is not required
 - 8.1.2.1. For resubmittals (V2 and greater), provide the entire document. Do not provide corrected sheets only
 - 8.1.2.2. Open all applicable files for this submittal in Bluebeam.
 - 8.1.2.2.1. Do not include previous versions
 - 8.1.2.3. Go to File Tab at the top of the Bluebeam interface
 - 8.1.2.4. Select Combine
 - 8.1.2.5. Select add open files
 - 8.1.2.6. Check the following boxes
 - 8.1.2.6.1. Include Bookmarks
 - 8.1.2.6.2. Use Filename as Page Label
 - 8.1.2.7. Click Okay
 - 8.1.3. Provide Supporting Documents (calculations, cut sheets, etc.) into a single PDF file and prepared per Section 1.2.5
 - 8.1.3.1. For resubmittals (V2 and greater), provide only the Supporting

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Documents requested by the DSA Plan Reviewer

- 8.1.3.2. Open all applicable files for this submittal in Bluebeam
 - 8.1.3.2.1. Do not include previous versions
- 8.1.3.3. Go to File Tab at the top of the Bluebeam interface
- 8.1.3.4. Select combine
- 8.1.3.5. Select add open file
- 8.1.3.6. Check the following boxes
 - 8.1.3.6.1. Include Bookmarks
 - 8.1.3.6.2. Use filename as Page Label
 - 8.1.3.6.3. Click Okay

8.2. Upload File to Bluebeam Studio Projects

- 8.2.1. Upload File to Bluebeam Studio Project
- 8.2.2. Join Bluebeam Studio Project
 - 8.2.2.1. Open Bluebeam Software
 - 8.2.2.2. Connect to Bluebeam Studio
 - 8.2.2.3. Under Studio tab select join
 - 8.2.2.4. Enter the (9) digit Bluebeam Project ID, this is the same number used during the Plan Review
 - 8.2.2.4.1. If the project has not participated in the Bluebeam Studio Electronic Plan Review process, email the DSA regional Office to request a Bluebeam Studio Project ID number
 - Oakland – OakEPR@dgs.ca.gov
 - Sacramento – SacEPR@dgs.ca.gov
 - Los Angeles – LAEPR@dgs.ca.gov
 - San Diego – SDEPR@dgs.ca.gov
 - 8.2.2.5. Click Okay
 - 8.2.2.6. Save File to Bluebeam Projects Construction Change Documents Folder (For Bluebeam Project folder content and description see table in Appendix A Section 3)
 - 8.2.2.6.1. Select Save As

NOTE: If Bluebeam Studio Project Folder does not show up refer to Appendix B Section 1.4

 - 8.2.2.6.2. Double click on parent folder to expand “PROJECT: OFFICE-APPNO\0 Increments\A. Submission\2. Post Approval Document\D. Construction Change Documents”

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8.2.2.7. Save file with Version Number (_V#) per table below with .pdf file extension:

Document Type	Naming Convention	Example Name
Construction	CCD_###_V#	CCD_001_V1
Change Document	CCD_###_V#	CCD_002_V1

8.2.2.8. For Supporting Documents, the naming convention shall be the same as above, except provide “_Supporting Document” at the end of the filename (for example, “CCD_001_V1_Supporting Document”)

8.2.2.9. Click Okay

8.2.3. Close file

8.2.4. Bluebeam Notification of the upload will be provided to the DSA EPR Administrator for processing the submittal

8.3. EPR Administrator Notification

8.3.1. EPR Administrator will receive notification directly from Bluebeam of new upload and will notify Plan Reviewer to review

8.3.2. Incomplete Submittal – If the preparation is incomplete, the design professional will receive an email from the DSA EPR Administrator with instruction to resubmit the documents in accordance with Section 8

8.3.3. Submittal Rejected – If the submittal is currently being reviewed by DSA, then the Design Professional will receive an email from the DSA EPR Administrator indicating that the submittal is rejected and re-submittal per Section 8 shall not occur until all DSA review disciplines are complete

8.3.4. Submittal Disapproved – If the documents are disapproved, then the Design Professional of Record will receive an email notification from the DSA EPR Administrator indicating that the submittal is disapproved and all the comments have been added to Construction Change Documents Session document(s).

8.3.4.1. Incorporate Comments

8.3.4.1.1. Open Revision Document

8.3.4.1.1.1. Open Bluebeam Software

8.3.4.1.1.2. Connect to Bluebeam Studio

8.3.4.1.1.3. Under Studio tab select join

8.3.4.1.1.4. Enter the (9) digit Bluebeam Studio Project ID from email

8.3.4.1.1.5. Click Okay

8.3.4.1.1.6. Right Click on Project Name

8.3.4.1.1.7. Select Show Sessions

8.3.4.1.1.8. Click Join Construction Change Documents Session

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- 8.3.4.1.1.9. Right Click on session document and select open
 - 8.3.4.1.2. Incorporate comments per Section 3.2
 - 8.3.4.1.3. Return to Section 8.1 to prepare and resubmit a new version
 - 8.3.5. Submittal Approved – If the documents are approved then the Design Professional of Record will receive a notice from DSABox that approved documents have been uploaded to the DSABox

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**APPENDIX A
NOMENCLATURE**

Bluebeam Studio Project	Digital space to manage project files and project review sessions.
Bluebeam Studio Session	Collaborative digital space for reviewing, commenting of documents and the closeout of comments.
Consultant Plan Reviewer	A plan reviewer hired and trained by DSA to preform document review and the back check with the design professional.
Design Professional	The design professional in responsible charge of the project, or his or her authorized representative.
DSAbbox	A cloud-based storage site where DSA project files are located.
DSA Point of Contact	DSA Employee assigned to a consultant reviewer to complete internal DSA tasks, uploading resubmittal documents, updating eTracker completion percentages, etc.
Electronic Back Check	A paperless DSA back check performed using a computer and monitors.
EPR Administrator	A DSA EPR Administrator will set-up Bluebeam Studio Projects and Session, and will assign collaborators in DSAbbox, Bluebeam Studio Projects and Sessions.
Lead Plan Reviewer	The DSA plan reviewer who arranges the back check with the design professional and the other plan reviewers, and notifies DSA EPR Administrator when the plan review documents are approvable, usually the structural reviewer.
OTC Review	DSA offers OTC project review for eligible projects to expedite the review and approval process. DSA's OTC process is primarily intended for single-story relocatable buildings, and other simple projects, utilizing designs that have been pre-approved in accordance with DSA procedure PR 07-01: Pre-Check Approval .
Plan Review Tracking Table	A document (<u>_PR Tracking Table.pdf</u>) that is placed in the Plan Review Session and is used to keep track of the plan review status of each document. This document is for DSA use only.
Record Set	The documents that get approved, stamped, and uploaded to the DSABox and Bluebeam Studio Project Approved folder.
Registration Administrator	The DSA Registration Administrator will monitor the initial submittals to DSABox and update eTracker after fees and submittal documents have been received by DSA.

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SETUP OF BLUEBEAM STUDIO ACCOUNT

A1. INSTALLING BLUEBEAM

- A1.1.** If you cannot procure Bluebeam Revu or eXtreme, then download the free Bluebeam software from the following link: <https://www.bluebeam.com/solutions/vu> and use the View Mode in Revu 2018

Note: Bluebeam eXtreme is necessary to prepare the PDF documents, see section 1.2 for additional information

A2. SETUP BLUEBEAM STUDIO ACCOUNT

- A2.1.1. First Time User – Section A2.2 – Setup with New Account
A2.1.2. Previous Bluebeam User – Section A2.3 – Setup/Verify Existing Account

A2.1. Setup with New Account

- A2.1.1. Open Bluebeam Studio Software
A2.1.2. Window will appear
 A2.1.2.1. Click I Accept
A2.1.3. Go to Studio Tab on left-hand column
 A2.1.3.1. Click Sign In
 A2.1.3.2. Bluebeam Studio window will open
 A2.1.3.3. Select Create one at bottom of screen
A2.1.4. Add your email
A2.1.5. Enter Display Name (First Last Company)
 A2.1.5.1. Example: John Doe ABC Company
A2.1.6. Create a password (Must include: upper case, lower case, # and special character)
A2.1.7. Confirm Password
A2.1.8. Click Create Account
A2.1.9. Click I Accept
A2.1.10. You have now created your Bluebeam Studio account
 A2.1.10.1. If you receive an error message please see Appendix B
A2.1.11. Open Welcome email from Bluebeam Studio
 A2.1.11.1. Click Validate Email
 A2.1.11.2. Return to Bluebeam
A2.1.12. Go to Revu menu > Preferences
A2.1.13. Go to General
 A2.1.13.1. Confirm name in user box (First Last, Company)
A2.1.14. Go to Tools
 A2.1.14.1. Click Markup at top of Preferences window

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A2.1.14.2. Check Autosize Text Box and Callout Markups

A2.1.15. Click Okay

A2.1.16. Proceed to Section 3.

A2.2. Setup/Verify Existing Account

A2.2.1. Open Bluebeam Studio Software

A2.2.2. Go to Revu menu > Preferences

A2.2.3. Go to General

A2.2.3.1. Confirm name in user box (First Last, Company)

A2.2.4. Go to Studio

A2.2.4.1. Click Login icon (arrow pointing left)

A2.2.5. Enter Email and Password

A2.2.5.1. Check Keep me signed in

A2.2.5.2. Click Sign In

A2.2.6. Click Servers at top of Preferences window

A2.2.7. Double left click email address

A2.2.8. Check name for proper naming convention

A2.2.8.1. First Last, Company

Example: John Doe, ABC Company

A2.2.8.2. If Incorrect go to Appendix B Section 1.3

A2.2.8.3. Click OK

A2.2.9. Go to Tools

A2.2.9.1. Click Markup at top of Preferences window

A2.2.9.2. Check Autosize Text Box and Callout Markups

A2.2.10. Go to General

A2.2.10.1. Confirm Name in user box (First Last, Company)

A2.2.11. Click Okay

A2.2.12. Proceed to Section 3.

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A3. DEMO BLUEBEAM STUDIO PROJECT/SESSION

(NOTE: The following procedure is a one-time process)

A3.1.1. Join Bluebeam Studio Project

A3.1.1.1. Click Join

A3.1.1.2. Enter Bluebeam Studio Project ID Number: **543-932-143**

A3.1.1.3. Bluebeam Studio Project Folder structure contains the following, to expand collapsed folders left click on parent folder on left-hand panel or double click folders on main screen

Bluebeam Project Folders	Description
Project Root – OFFICE_APPNO INC# PROJECT NAME	
Increment Number	
A. Submission	This is the Bluebeam Studio Project folder where the Design Professional submits Version 2 (_V2) and greater documents
1. Plan Review Documents	
2. Post Approval Documents	
A. Deferred Submittals	
B. Revisions	
C. Addenda	
D. Construction Change Documents	
B. DSA Review	This Bluebeam Studio Project folder is for DSA USE ONLY. The Design Professional and Consultant Reviewer (if applicable) will not see it listed in the Bluebeam Studio Project
1. Plan Review Documents	
2. Post Approval Documents	
A. Deferred Submittals	
B. Revisions	
C. Addenda	
D. Construction Change Documents	
C. Approval	This is the Bluebeam Studio Project folder where DSA places the approved documents
1. Plan Review Documents	
2. Post Approval Documents	
A. Deferred Submittals	
B. Revisions	
C. Addenda	
D. Construction Change Documents	

A3.1.1.4. Documents will be submitted to the submission folders by the Design Professional

A3.1.1.5. DSA Plan reviewers will copy documents from the submission folders to the DSA Review folders.

A3.1.1.6. Five DSA review Sessions will be set-up as needed to review submittals including the following:

A3.1.1.6.1. Plan Review

A3.1.1.6.2. Deferred Submittals

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- A3.1.1.6.3. Revisions
- A3.1.1.6.4. Addenda
- A3.1.1.6.5. Construction Change Documents
- A3.1.1.7. After joining the Bluebeam Studio Project there are several ways to join the Bluebeam Studio Sessions within each project
- A3.1.1.8. Open Bluebeam Software
- A3.1.1.9. Connect to Bluebeam Studio
- A3.1.1.10. Under Studio tab select Join
- A3.1.1.11. Enter Bluebeam Studio Session ID Number: **545-676-364**
- A3.1.1.12. Click Okay
- A3.1.2. Additional methods to join Bluebeam Studio Sessions
 - A3.1.2.1. Via Bluebeam Studio Project
 - A3.1.2.1.1. Right Click Project name
 - A3.1.2.1.2. Select Show Sessions
 - A3.1.2.1.3. Select Session to join
 - A3.1.2.2. Via Bluebeam Studio Session List
 - A3.1.2.2.1. Select session containing document for review
- A3.1.3. While in the Bluebeam Studio Session ensure online connectivity, under the Studio tab confirm that the plug icon is green and connected
- A3.1.4. Check that naming convention is correct under “Attendees”
 - A3.1.4.1. First Last, Company
- A3.1.5. Open test document listed under “Documents”
 - A3.1.5.1. DWG_V1
- A3.1.6. View Bookmarks
 - A3.1.6.1. Located under blue ribbon tab
 - A3.1.6.2. Select a Page

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APPENDIX B

B1. TROUBLESHOOTING IN BLUEBEAM

B1.1. Login Errors

- B1.1.1. IF - You created new account, email is already in use
 - B1.1.1.1. Close sign in page (X) top right corner
 - B1.1.1.2. Click Sign In on Bluebeam Studio tab
 - B1.1.1.3. Login using Company email
- B1.1.2. IF - Forgot Password, email or password provided is incorrect
 - B1.1.2.1. Click forgot password
 - B1.1.2.2. Enter email in Reset Password window
 - B1.1.2.3. Follow emailed instructions (Email is from Bluebeam, If it does not appear in in inbox, check spam or other folders)
 - B1.1.2.4. Return to Section A2.2.5
- B1.1.3. IF - Other Errors, the email or password provided is incorrect
 - B1.1.3.1. Confirm email and password were entered properly
 - B1.1.3.2. Clicked forgot password – no email received
 - B1.1.3.3. Confirm email was entered properly
 - B1.1.3.4. Check spam folder in email
 - B1.1.3.5. Account may not exist – Go to Section A2.2 To create account

B1.2. Incorrect Naming Convention

- B1.2.1. Your name in the edit server window is incorrect
 - B1.2.1.1. If it is selectable and you can edit it, do so at this time
 - B1.2.1.1.1. First Last, Company (Example: John Doe, ABC Company)
 - B1.2.1.2. If it is grayed out and cannot be selected, go to studio.bluebeam.com
 - B1.2.1.3. Login using @company.com email and Bluebeam password
 - B1.2.1.4. Go to My Profile
 - B1.2.1.4.1. Update Default Name
 - B1.2.1.4.2. First Last, Company
 - B1.2.1.4.3. Click Update Profile
 - B1.2.1.5. Return to Bluebeam Software
 - B1.2.1.5.1. Log out
 - B1.2.1.5.2. Return to Section 2.2.4

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B1.3. Change Bluebeam Default Save Location to Bluebeam Projects

- B1.3.1. Go to Revu menu > Preferences
- B1.3.2. In the preferences window on the left hand side bar, go to Studio
- B1.3.3. Select Studio
- B1.3.4. Uncheck the box "Open and save files to Studio from toolbar only"
- B1.3.5. Click Okay

B1.4. Send Bluebeam Studio Support Ticket

- B1.4.1. Across the top of the Bluebeam Window go to Help Menu
- B1.4.2. Click Report and Issue
- B1.4.3. Attach Log Files window will appear
 - B1.4.3.1. Click Yes to send all information to Bluebeam Studio
- B1.4.4. Email will open in local email application
- B1.4.5. Include a brief description of the issue and send

B2. DSA EPR PROCEDURE SUPPORT

- B2.1.1. Send Email to DSAEPRSupport@dgs.ca.gov

B3. BLUEBEAM STUDIO SWITCH USER ACCOUNT

Note: Switching Bluebeam Studio Users between Design Professional and Plan Reviewers maybe required on the back check computer.

- B3.1.1. Go to Bluebeam Studio tab
- B3.1.2. Click drop down arrow next to connectivity icon
- B3.1.3. Select Switch User
- B3.1.4. Enter email address and password (if password has been forgotten go to Section B1.2.2 for steps to reset password)
- B3.1.5. Click Okay

ELECTRONIC PLAN REVIEW FOR DESIGN PROFESSIONAL OF RECORD USING BLUEBEAM 2018**APPENDIX C
DOCUMENT NAMING TABLE**

	Document Type	Naming Convention (For no increment)	Naming Convention with Increment (Increment 1 example shown)
Initial Plan Review Submittal Docs with Version 1 (_V1) Identifier	Drawings	DWG_V1	INC 01_DWG_V1
	Specifications	SPC_V1	INC 01_SPC_V1
	DSA 103	103_V1	INC 01_103_V1
	Supporting Document Type (examples shown)	Structural Calcs_V1	INC 01_Structural Calcs_V1
		Hydraulic Calcs_V1	INC 01_Hydraulic Calcs_V1
		Geotechnical Report_V1	INC 01_Geotechnical Report_V1
		DSA1_V1	INC 01_DSA1_V1
		DSA1-MR_V1	INC 01_DSA1-MR_V1
A#_____ Existing Drawings	INC 01_A#_____ Existing Drawings		
Additional blank pages as required by DSA	DSA Additional Comments	INC 01_DSA Additional Comments	

	Document Type	Naming Convention	Naming Convention with Increment (Increment 1 example shown)
Resubmitted Plan Review Docs with Version 2* (_V2*) Identifier	Drawings	DWG_V2	INC 01_DWG_V2
	Specifications	SPC_V2	INC 01_SPC_V2
	DSA 103	103_V2	INC 01_103_V2
	Supporting Document Type (examples shown)	Structural Calcs_V2	INC 01_Structural Calcs_V2
		Hydraulic Calcs_V2	INC 01_Hydraulic Calcs_V2
		Geotechnical Report_V2	INC 01_Geotechnical Report_V2
		DSA1_V2	INC 01_DSA1_V2
		DSA1-MR_V2	INC 01_DSA1-MR_V2
A#_____ Existing Drawings	INC 01_A#_____ Existing Drawings		
Additional blank pages as required by DSA	DSA Additional Comments	INC 01_DSA Additional Comments	

*All documents submitted after the initial submittal must have sequential version numbers and the .pdf file extension

ELECTRONIC PLAN REVIEW FOR DESIGN PROFESSIONAL OF RECORD USING BLUEBEAM 2018

Document Type	Naming Convention	Example Name (For no increment)	Naming Convention with Increment (Increment 1 example shown)
Deferred Submittals	DS_Deferred Submittal Name_V#	DS_Access Floor Systems_V1	INC 01_DS_Access Floor Systems_V1
		DS_Bleachers_V1	INC 01_DS_Bleachers_V1
		DS_Elevator Guide Rails and Support_V1	INC 01_DS_Elevator Guide Rails and Support_V1
		DS_Exterior Wall Systems_V1	INC 01_DS_Exterior Wall Systems_V1
	DS_Deferred Submittal Name_V#	DS_Fire Pumps and Water Tanks_V1	INC 01_DS_Fire Pumps and Water Tanks_V1
		DS_Skylights_V1	INC 01_DS_Skylights_V1
		DS_Stage Rigging_V1	INC 01_DS_Stage Rigging_V1
		DS_Window Wall Systems or Storefronts_V1	INC 01_DS_Window Wall Systems or Storefronts_V1
Revisions	REV_##_V#	REV_01_V1	INC 01_REV_01_V1
	REV_##_V#	REV_02_V1	INC 01_REV_02_V1
Addendum	ADD_##_V#	ADD_01_V1	INC 01_ADD_01_V1
	ADD_##_V#	ADD_02_V1	INC 01_ADD_02_V1
Construction Change Document	CCD_###_V#	CCD_001_V1	
	CCD_###_V#	CCD_002_V1	

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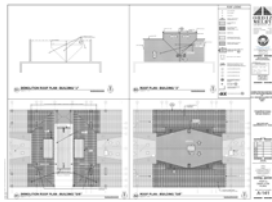
APPENDIX D

NOTE: These guidelines are provided to help develop consistent formatting across all disciplines. Design Professionals who submit electronic documents to DSA shall follow the guidelines below during the creation of PDF documents.

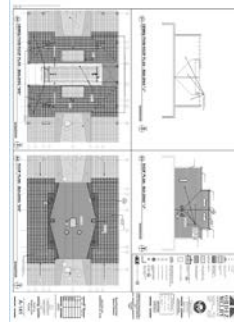
D1. PDF CREATION GUIDELINES

D1.1. Formatting

- D1.1.1. Alignment: plan drawings created in CAD program must line up when overlaid electronically.
- D1.1.2. Consistent plot location in paper space
- D1.1.3. Consistent gridline visibility across disciplines
- D1.1.4. Naming convention of structures shall be consistent across disciplines.
- D1.1.5. Sheet size and orientation of sheets shall be consistent



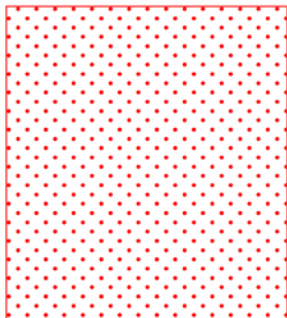
CORRECT



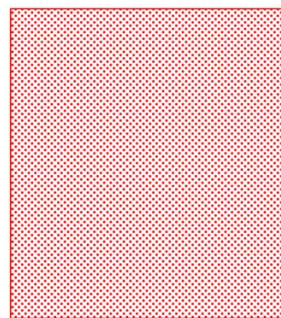
INCORRECT

- D1.1.6. All submittals should be black and white. The use of colors on PDFs shall be kept to a minimum as not to impact file size and rendering speed
 - D1.1.6.1. If colors are used they shall not be used in a way that will impact the content of the document if printed in black and white

- D1.1.7. Minimize the use of hatch fills. If hatch fills are used then provide efficient fills (see below) to prevent slowdown rendering speed and to reduce the file size



CORRECT



INCORRECT

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D1.1.8. Use true type font to allow search ability within the PDF document

D1.2. PDF Creation

D1.2.1. PDF's shall be created directly from authoring application

D1.2.2. Use Vector based lines. No Raster and no scanned documents except when documents are not available in their native format such as PC drawings and old referenced drawings, etc. Scanned documents shall be legible and free from streaks and shall be prepared as specified per Section 1.2.1

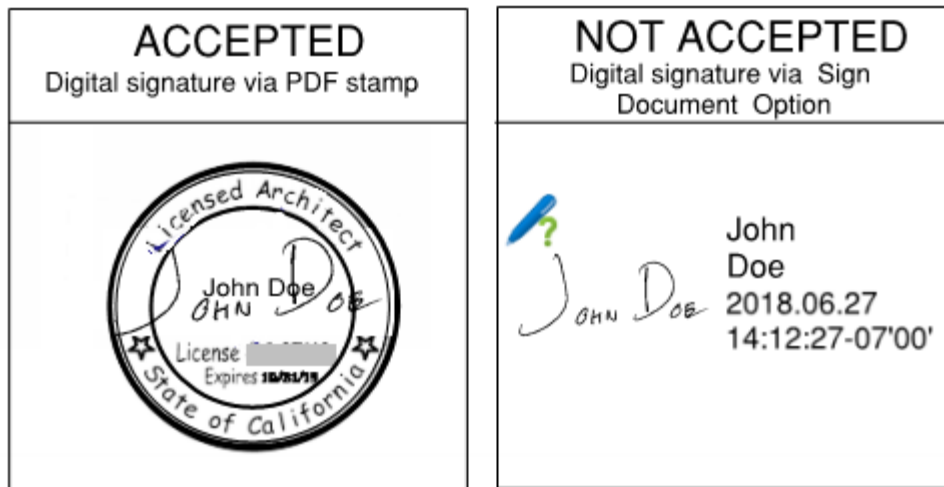
D1.2.3. Remove all unnecessary viewports.

D1.2.4. Remove all Meta Data

D1.2.5. Maintain output scale when printing to PDF. Use Print to Scale, do not Print to Fit Page.

D1.2.6. Do not submit password protected documents or 'Restricted' documents.

D1.2.7. Do not use digital signatures via Sign Document option. See images below for clarification of what is ACCEPTED and what is NOT ACCEPTED.



A Division of the State Architect (DSA) Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's plan and construction review programs