Bluebeam Training
Finishing a Studio Session
Select the Studio Icon and sign in to your Studio Account
From the Sessions Pane, select the session you would like to finish
In the Save Options section, select Save In Folder option.
Save the files to a location on your computer
An optional report will be generated if the "Generate Report" option is checked.
Select OK in the dialog that appears.
Please Note this project will be Adobe Comment review only. A digital fix will not be issued. Please utilize Adobe Comment tools for your review.

### Milestone Checklist

**Job Number(s):** 132412  
**Date:** 10/9/2017

<table>
<thead>
<tr>
<th>Base</th>
<th>Included</th>
<th>Comments</th>
<th>Order #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Yes</td>
<td>Adobe Comment Review Only - Pilot Project for 2018 Project PDF Format (One Sheet PDF)</td>
<td></td>
<td>PLANS</td>
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<td></td>
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<tr>
<td>X</td>
<td>Yes</td>
<td>Included in Mobility Analysis</td>
<td>3</td>
<td>MOT Concept Information</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>Project Coordination Clause</td>
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<tr>
<td></td>
<td></td>
<td>SUPPORTING DOCUMENTS</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td>Yes</td>
<td>1a Milestone Checklist - Place a PDF copy in the milestone review folder. Except 6-</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Yes</td>
<td>2 List of Outstanding Questions and/or Considerations</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td>Yes</td>
<td>3 TRNS.POR.T Cost Summary at Proposal Level if multiple job numbers</td>
<td></td>
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<tr>
<td>X</td>
<td>Yes</td>
<td>6a Scope Verification held on 5-16-17</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>N/A</td>
<td>8a Design Exceptions (EC28 - include file only and approved copies)</td>
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</table>

The files are saved in the specified location and can be closed in Bluebeam.
Session files are saved on your computer in the selected location and must be loaded back to ProjectWise.
Open ProjectWise and Navigate to the Project Folder. The files should still show as checked out.
Select all of the files, right click and select Free from the list that appears.
Select Yes when prompted to free the documents.
Select the first file in the list, right click and select Properties.
The File Properties window will open, ensure the **General** tab is selected at the top of the window.
Select Import from the Advanced dropdown
Select Yes in the alert popup that opens.
Navigate to the folder where the Studio Session files were saved on your computer.
Select the file to import, ensuring it matches the file selected in ProjectWise.
Select Save to upload the new file.
Move to the next file in the folder by clicking the arrow button in the bottom right of the window.
Repeat the import process for each of the remaining files.
Select Close when all files have been updated.
The files in ProjectWise will now be updated with all comments that were recorded during the Studio Session.
Video Provided By:

Engineering Support Services
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