



Engineering Support Services

Continuous Improvement through Positive Action

Bluebeam Training

Starting a Studio Session and Inviting Users

ProjectWise Explorer V8i (SELECTseries 4)

Datasource Folder Document Export Send Links View Tools Window Help

Address Go

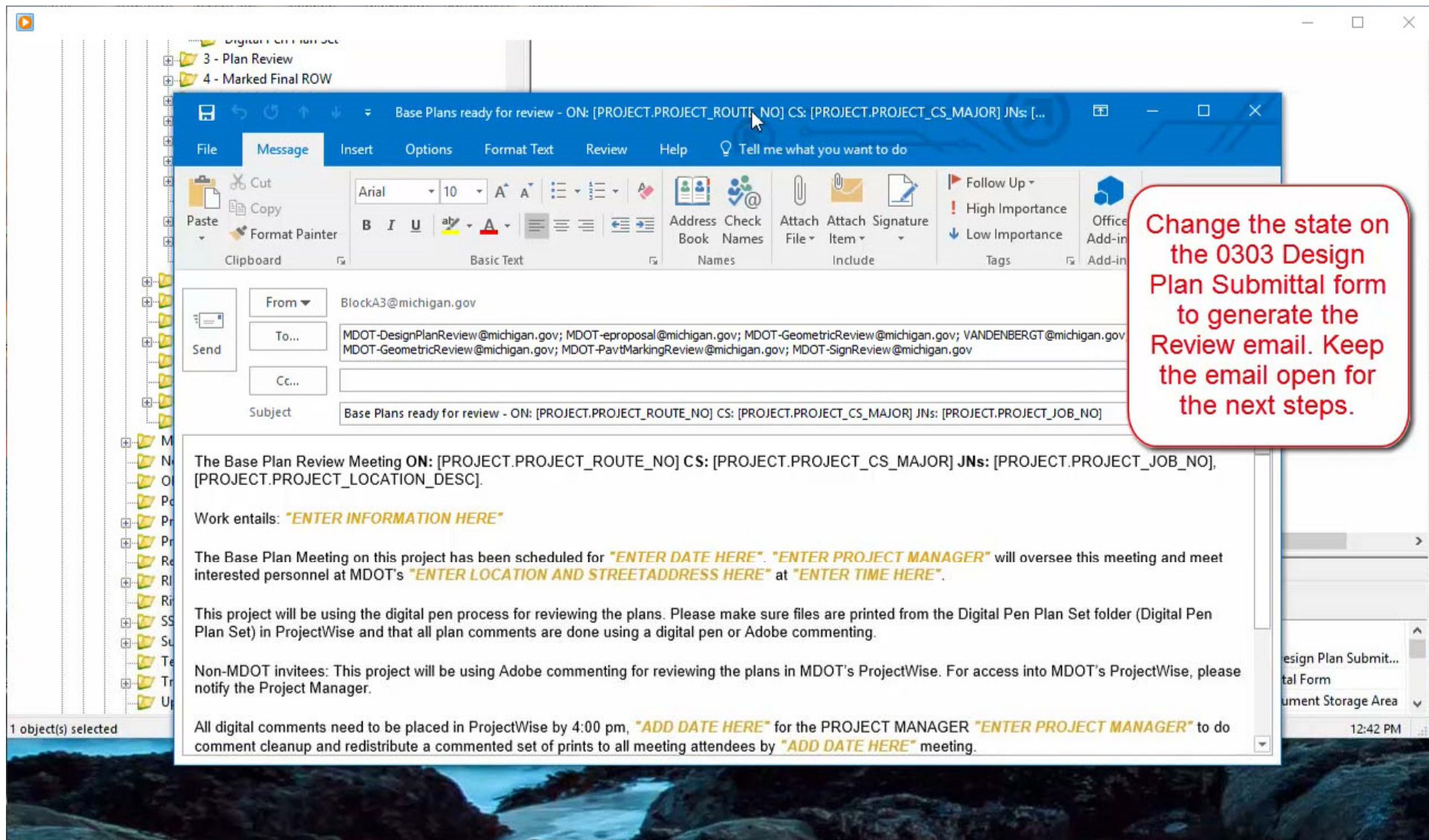
Interface Main View Block (Personal)

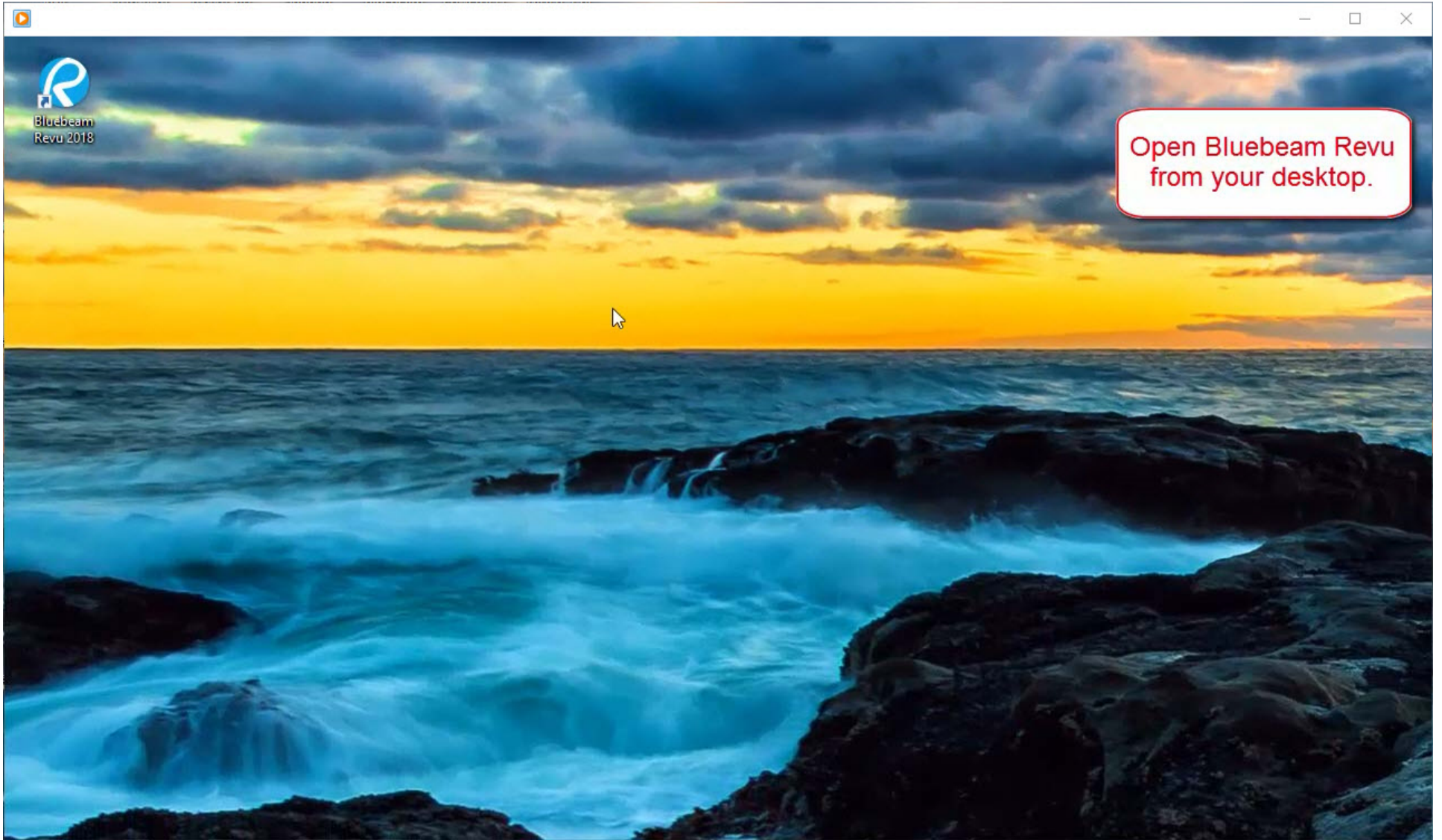
Name	File Updated	Out to	State
132412_Proposal_Base.pdf	12/12/2017 2:25:ssPM		
132412_Road_Base.pdf	12/12/2017 2:25:ssPM		
132412_Road_PlanView_Base.pdf	12/12/2017 2:25:ssPM		
132412_Road_ProfileView_Base.pdf	12/12/2017 2:25:ssPM		
132412_Supporting Docs_Base.pdf	12/12/2017 2:26:ssPM		

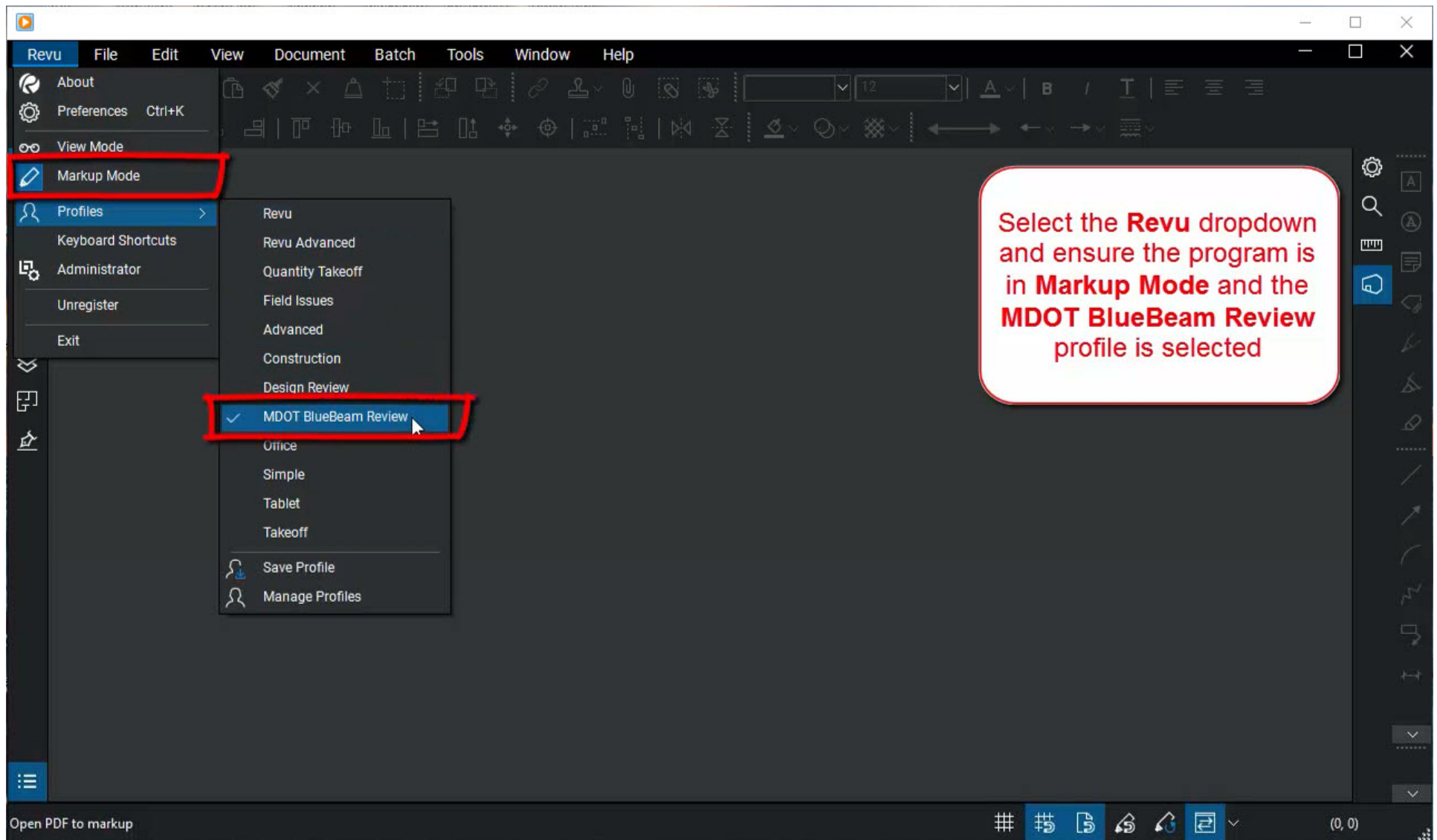
0 object(s) selected

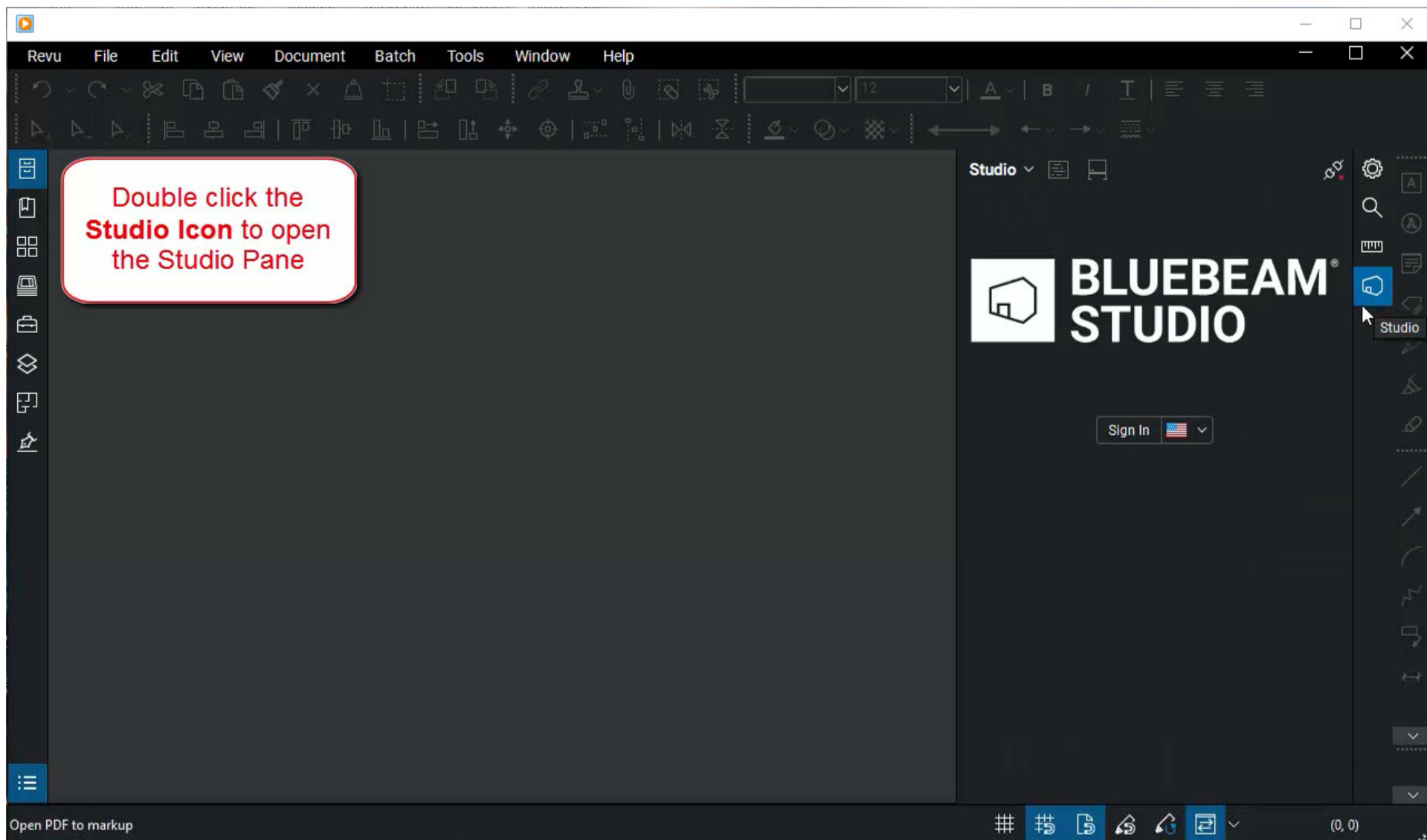
3:59 PM

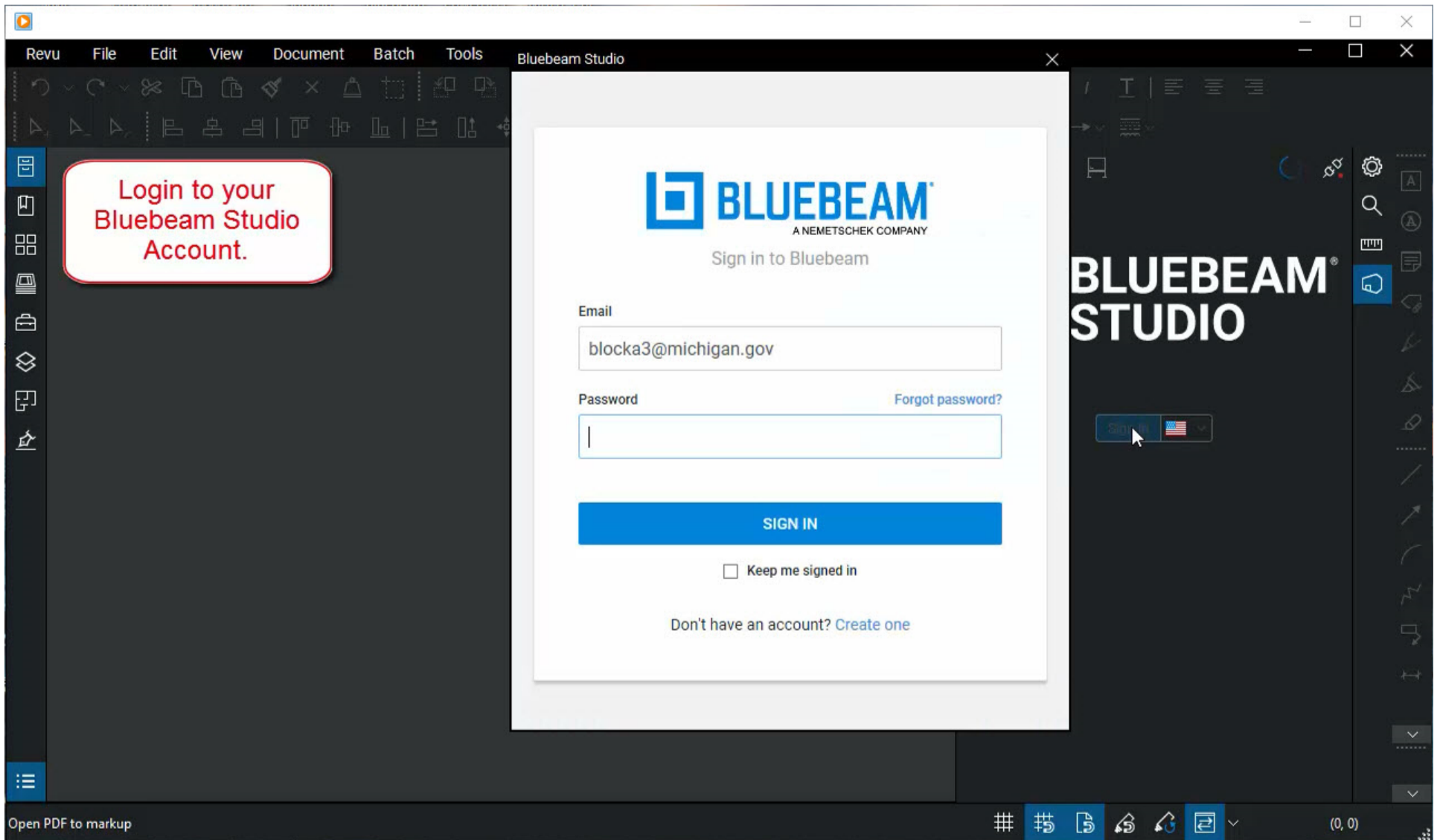
All files to be included in the Milestone Review must be uploaded onto ProjectWise in the applicable folder.

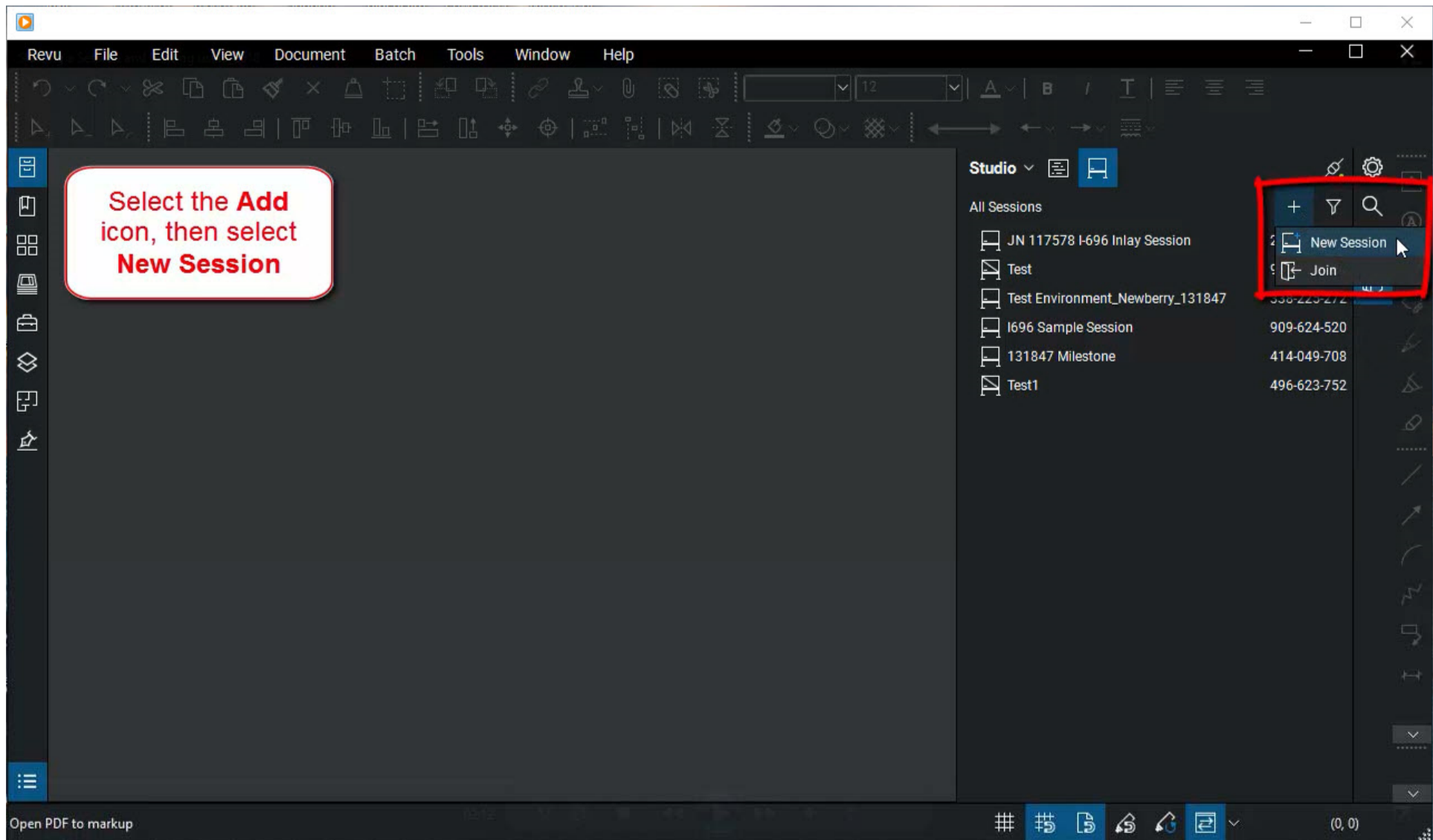












Revu File Edit View Document Batch Tools Window Help

Enter the Job Number and Milestone review for the Session Name.

Select Add to upload the files from ProjectWise

Start Studio Session

Session Name: 132412 Base Plan Review

Documents

File name	Path
-----------	------

Add Open Files Add

Options

Permission

- ☒ Save As
- ☒ Print
- ☒ Markup
- ☒ Markup Alert
- ☐ Add Documents

☒ Restrict Attendees by Email Address

☐ Session Expires Jul 16, 2018 5:00 PM

OK Cancel

Studio

All Sessions

Session Name	Session ID
JN 117578 I-696 Inlay Session	243-129-952
Test	930-524-920
Test Environment_Newberry_131847	338-225-272
I696 Sample Session	909-624-520
131847 Milestone	414-049-708
Test1	496-623-752

Open PDF to markup

(0, 0)

Select ProjectWise V8i
in the Open From
Window. Then sign
into ProjectWise.

Start Studio Session

Session Name: 132412 Base Plan Review

Documents

File name	Path
-----------	------

Open From

Type	Location	Status
ProjectWise V8i	HCS591PWISPA901.som.ad.state.mi.u...	Ready
My Computer	From Disk	

Login Logout OK Cancel

☒ Print
☒ Markup
☒ Markup Alert
☐ Add Documents

☒ Restrict Attendees by Email Address

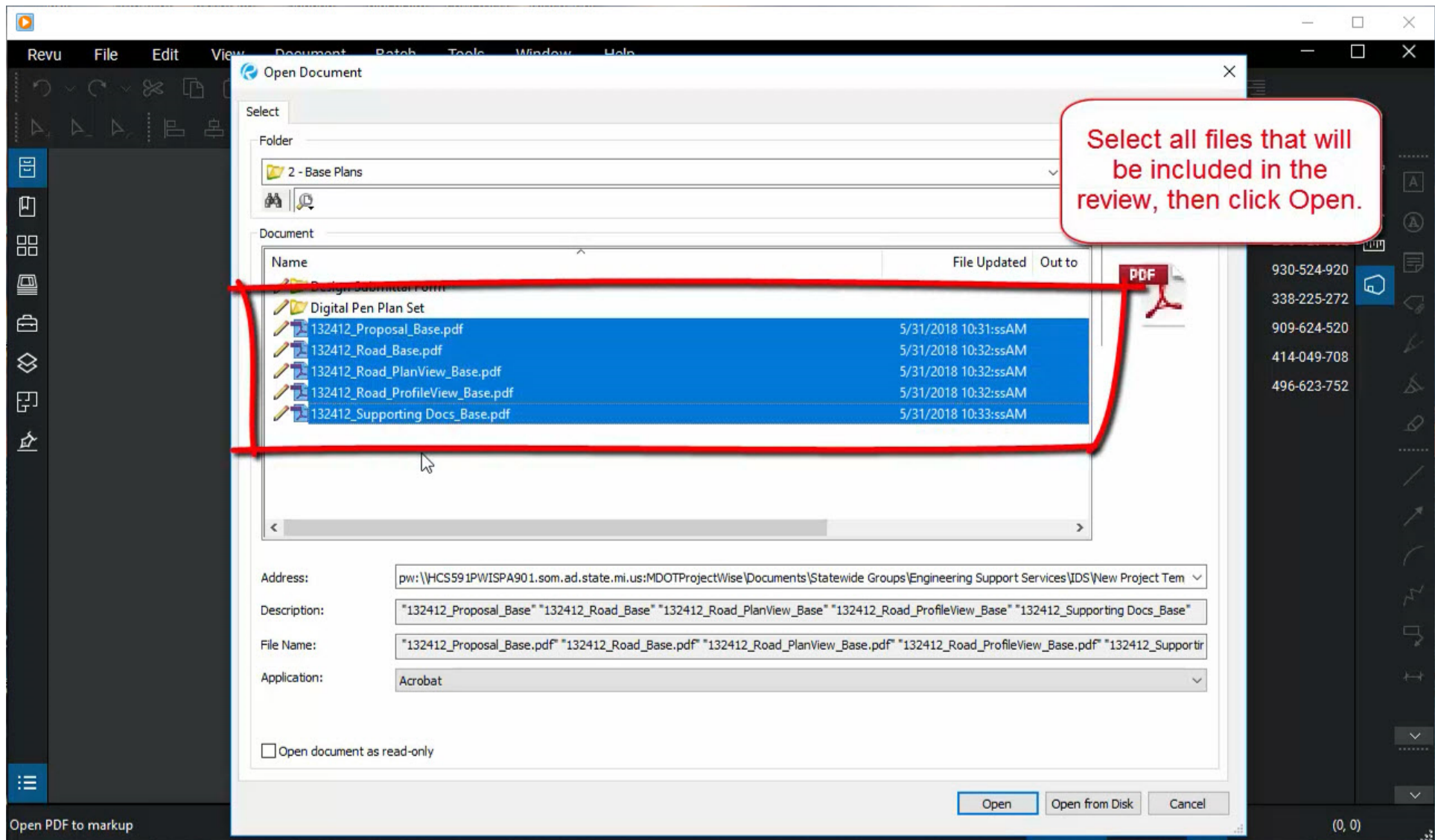
☐ Session Expires Jul 16, 2018 5:00 PM

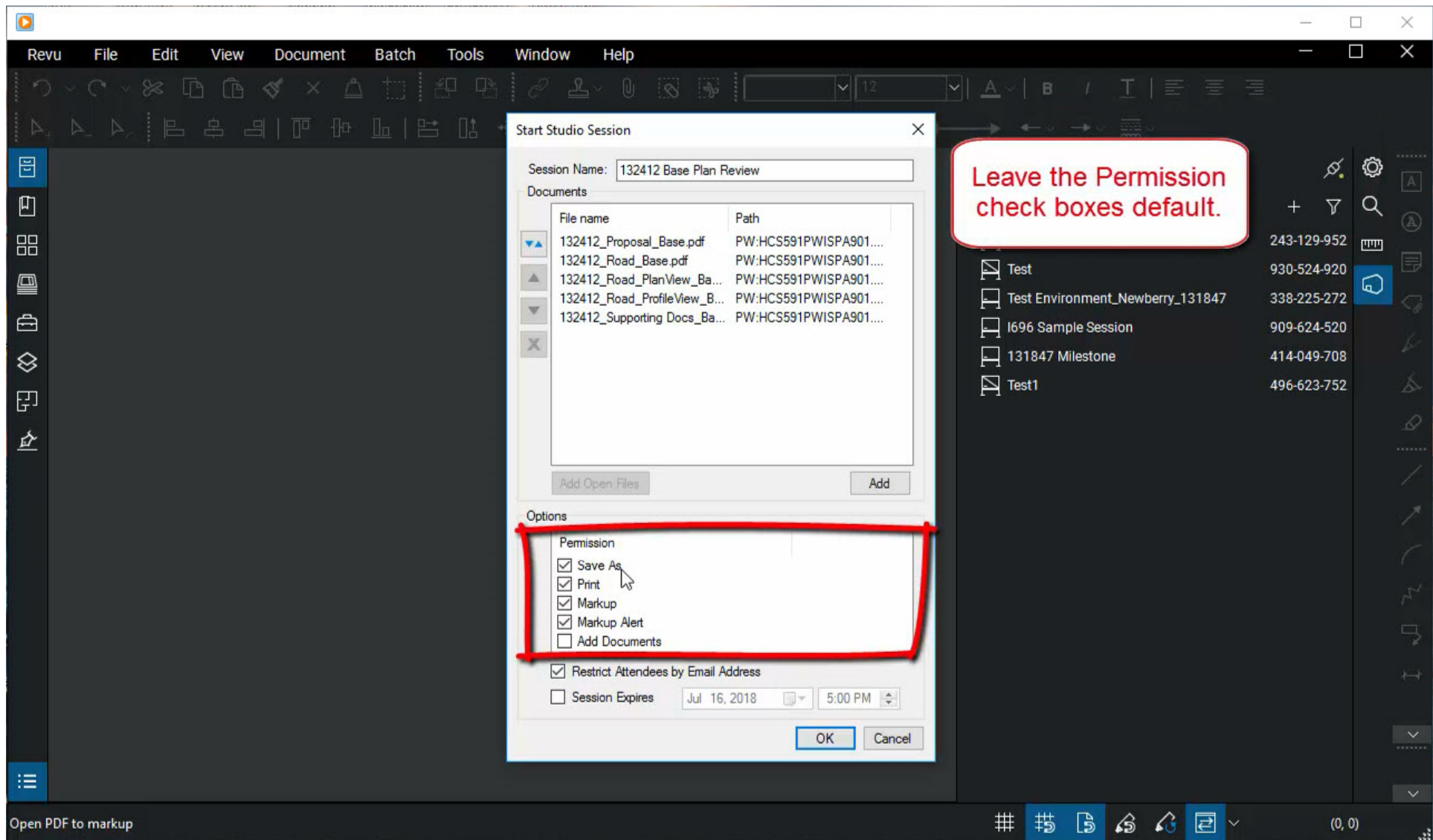
OK Cancel

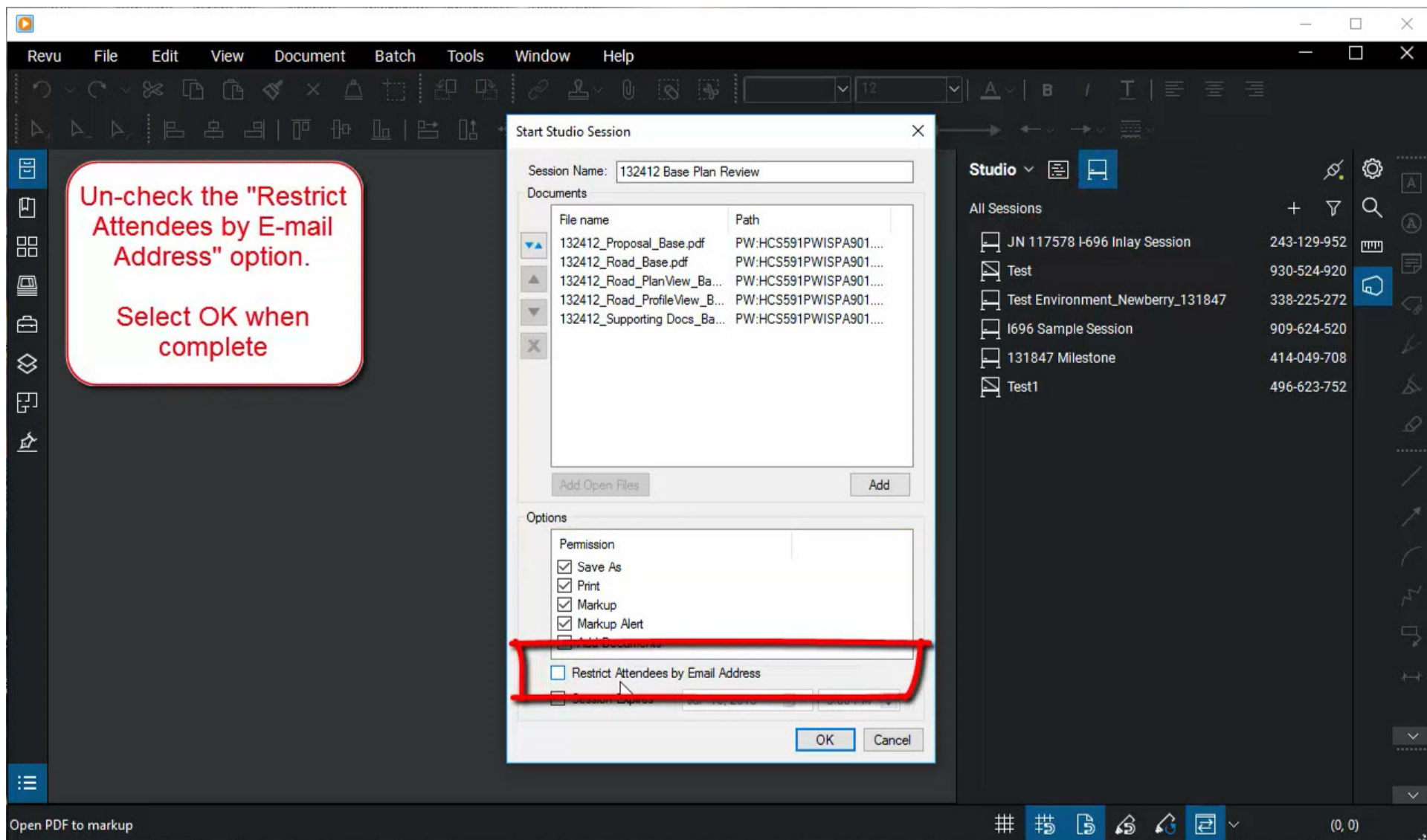
Studio

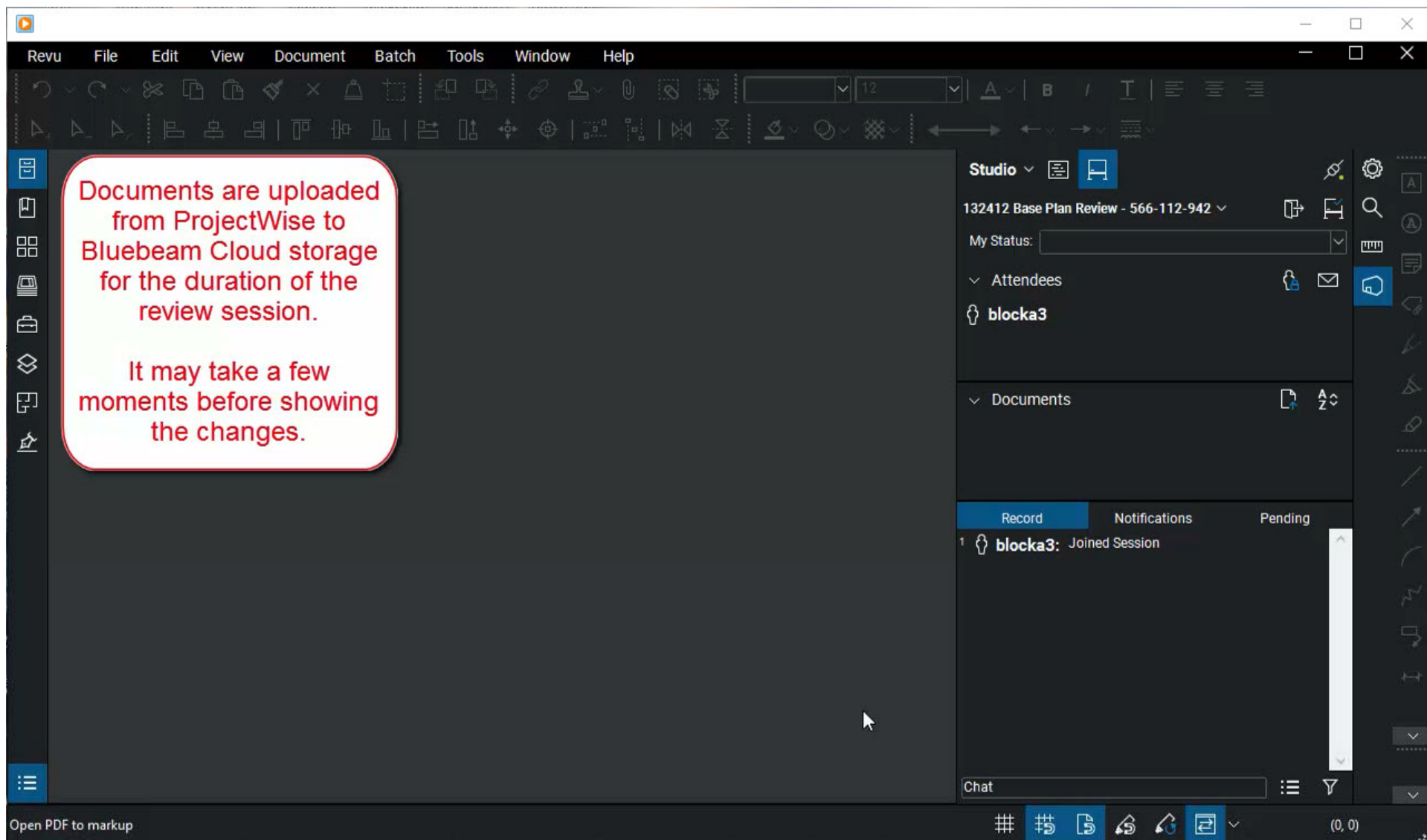
All Sessions

JN 117578 I-696 Inlay Session	243-129-952
Test	930-524-920
Test Environment_Newberry_131847	338-225-272
I696 Sample Session	909-624-520
131847 Milestone	414-049-708
Test1	496-623-752









In the Session Invitation window select "Copy Invitation". This will copy the link to the session that you will include in the review email.

Do not enter any email addresses or messages in this window. You will use the email generated from ProjectWise to invite users to the session.

Session Invitation

Session Information

Session Name: 132412 Base Plan Review

Session ID: 566-112-942

Copy Invitation

Invitees

Email Address

Address Book...

Message (Optional)

Note: A Session is limited to 500 Attendees.

OK Cancel

Revu File Edit View Document Batch Tools Window Help

Base Plans ready for review - ON: [PROJECT.PROJECT_ROUTE_NO] CS: [PROJECT.PROJECT_CS_MAJOR] JNs: [...]

File Message Insert Options Format Text Review Help ADOBE PDF Tell me what you want to do

Paste Basic Text Names Include Attach File Attach Item Attach File via Adobe Send & Track Follow Up High Importance Low Importance

From: BlockA3@michigan.gov

To: MDOT-DesignPlanReview; MDOT-Eproposal; MDOT-GeometricReview; Urda, Steve (MDOT); MDOT-GeometricReview; MDOT-PlanningReview; MDOT-SignReview

Cc:

Subject: Base Plans ready for review - ON: [PROJECT.PROJECT_ROUTE_NO] CS: [PROJECT.PROJECT_CS_MAJOR] JNs: [PROJECT.PROJECT_JOB_NO]

The Base Plan Review Meeting ON: [PROJECT.PROJECT_ROUTE_NO] CS: [PROJECT.PROJECT_CS_MAJOR] JNs: [PROJECT.PROJECT_JOB_NO], [PROJECT.PROJECT_LOCATION_DESC].

Work entails: "ENTER INFORMATION HERE"

The Base Plan Meeting on this project has been scheduled for "ENTER DATE HERE". "ENTER PROJECT MANAGER" will oversee this meeting and meet interested personnel at MDOT's "ENTER LOCATION AND STREETADDRESS HERE" at "ENTER TIME HERE".

This project will be using the digital pen process for reviewing the plans. Please make sure files are printed from the Digital Pen Plan Set folder (Digital Pen Plan Set) in ProjectWise and that all plan comments are done using a digital pen or Adobe commenting.

Non-MDOT invitees: This project will be using Adobe commenting for reviewing the plans in MDOT's ProjectWise. For access into MDOT's ProjectWise, please notify the Project Manager.

All digital comments need to be placed in ProjectWise by 4:00 pm, "ADD DATE HERE" for the PROJECT MANAGER "ENTER PROJECT MANAGER" to do comment cleanup and redistribute a commented set of prints to all meeting attendees by "ADD DATE HERE" meeting.

Electronic plan and proposal documents can be viewed in MDOT's ProjectWise Base Plan folder at the following location:

Document Link: [132412_0303_Design Plan Submittal_Base.pdf](#)

Pending

pdf

_Base.pdf

Open PDF to markup

(0, 0)

Paste the invitation copied from the previous step into the ProjectWise generated email.

Revu File Edit View Document Batch Tools Window Help

Base Plans ready for review - ON: [PROJECT.PROJECT_ROUTE_NO] CS: [PROJECT.PROJECT_CS_MAJOR] JNs: [...]

File Message Insert Options Format Text Review Help ADOBE PDF Tell me what you want to do

Paste Arial 10 A A B I U Attach File Attach Item Attach File via Adobe Send & Track Follow Up High Importance Low Importance

Clipboard Basic Text Names Include Adobe Send & Track Tags

Send From BlockA3@michigan.gov To MDOT-DesignPlanReview; MDOT-Eproposal; MDOT-GeometricReview; Urda, Steve (MDOT); MDOT-GeometricReview; MDOT-SignReview Cc...

Subject Base Plans ready for review - ON: [PROJECT.PROJECT_ROUTE_NO] CS: [PROJECT.PROJECT_CS_MAJOR] JNs: [PROJECT.PROJECT_JOB_N]

All digital comments need to be placed in ProjectWise by 4:00 pm, "ADD DATE HERE" for the PROJECT MANAGER "ENTER PROJECT" comment cleanup and redistribute a commented set of prints to all meeting attendees by "ADD DATE HERE" meeting.

Electronic plan and proposal documents can be viewed in MDOT's ProjectWise Base Plan folder at the following location:

You have been invited by blocka3 to join a Bluebeam Studio Session:

132412 Base Plan Review

Session ID: 566-112-942

Session URL: <https://studio.bluebeam.com/join.html?ID=566-112-942>

Document Link: [132412_0303_Design Plan Submittal_Base.pdf](#)

Project Manager: "ENTER NAME HERE AND PHONE NUMBER"

If you have further comments or questions that require discussion, please contact me.

Pending pdf _Base.pdf

Open PDF to markup

(0, 0)

The copied information provides the session ID and a URL that will allow any user that receives this email to join session that was just created.

Fill out the remainder of the ProjectWise email as required and send.

Revu File Edit View Document Batch Tools Window Help

12

Revu Studio

132412 Base Plan Review - 566-112-942

My Status:

Attendees

blocka3

Documents

132412_Proposal_Base.pdf

132412_Road_Base.pdf

132412_Road_PlanView_Base.pdf

Record Notifications Pending

blocka3 Joined Session

blocka3: Added '132412_Proposal_Base.pdf'

blocka3: Added '132412_Road_Base.pdf'

blocka3: Added '132412_Road_PlanView_Base.pdf'

blocka3: Added

'132412_Road_ProfileView_Base.pdf'

blocka3: Added '132412_Supporting Docs_Base.pdf'

Chat

Open PDF to markup

0, 0

Select OK in the Session Invitation window to dismiss.

Session Invitation

Session Information

Session Name: 132412 Base Plan Review

Session ID: 566-112-942

Copy Invitation

Invitees

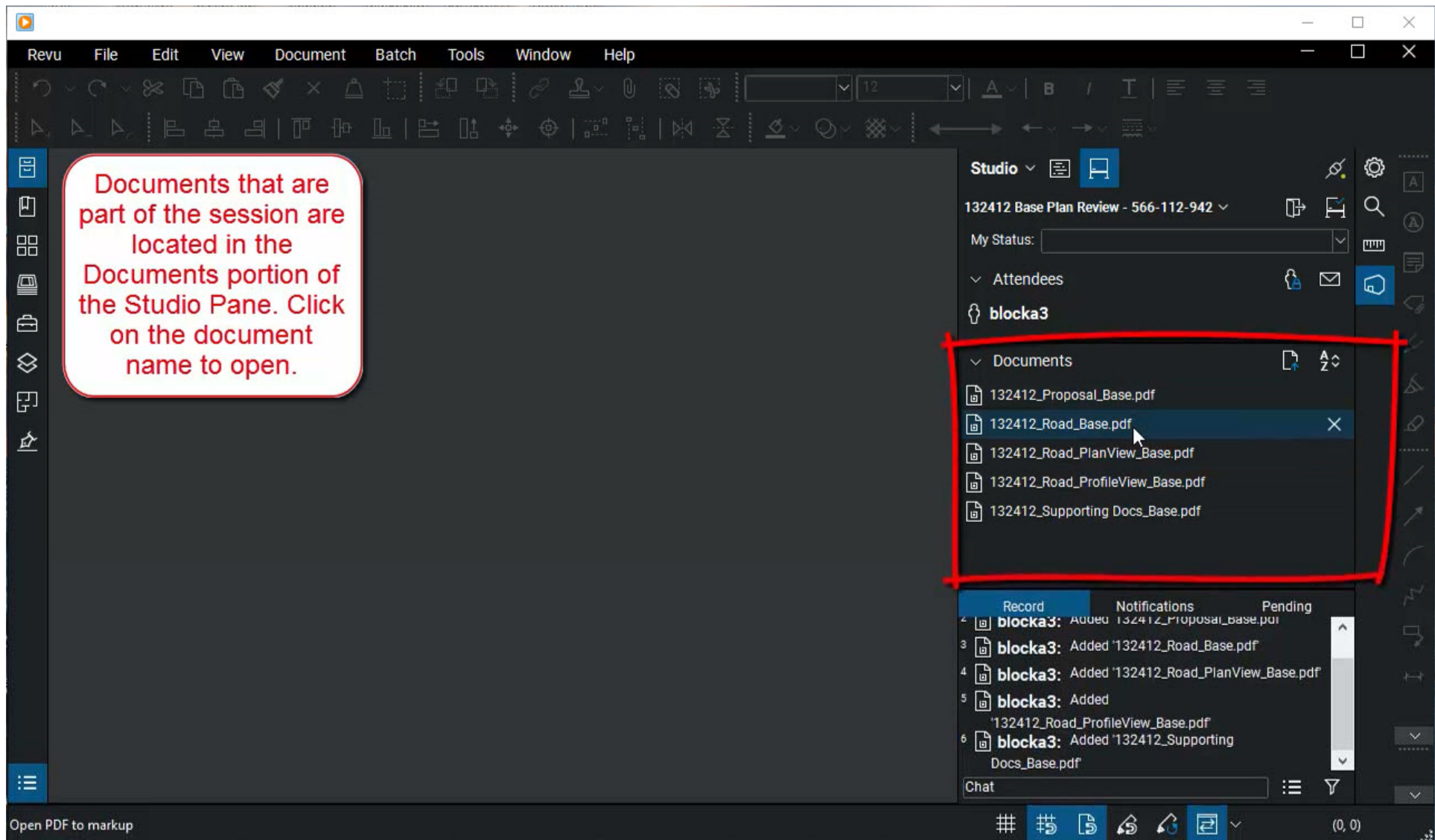
Email Address

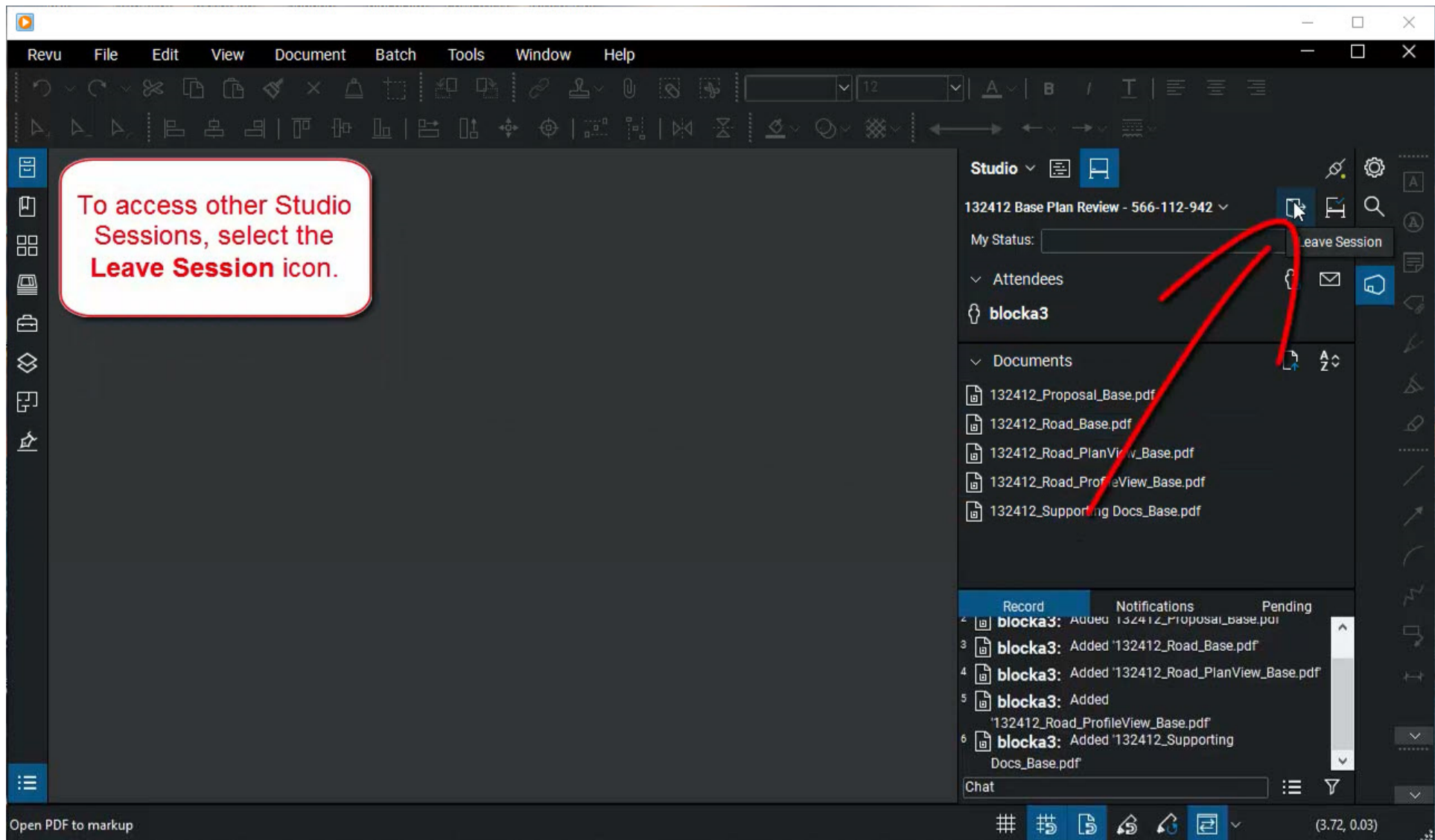
Address Book...

Message (Optional)

Note: A Session is limited to 500 Attendees.

OK Cancel





ProjectWise Explorer V8i (SELECTseries 4)

Datasource Folder Document Export Send Links View Tools Window Help

Address pwr:\HCS591PWISPA901.som.ad.state.mi.us:MDOTProjectWise\Documents\Statewide Groups\Engineering St

Interface Main View Block (Personal)

Go

The files that were uploaded to the session will be checked out to the user that started the Studio Session. When closing ProjectWise, do not check the files back in.

Name	File Updated	Out to	State
✓ 132412_Proposal_Base.pdf	12/12/2017 2:25:ssPM	BlockA3	Base Plan - Pending Submittal
✓ 132412_Road_Base.pdf	12/12/2017 2:25:ssPM	BlockA3	Base Plan - Pending Submittal
✓ 132412_Road_PlanView_Base.pdf	12/12/2017 2:25:ssPM	BlockA3	Base Plan - Pending Submittal
✓ 132412_Road_ProfileView_Base.pdf	12/12/2017 2:25:ssPM	BlockA3	Base Plan - Pending Submittal
✓ 132412_Supporting Docs_Base.pdf	12/12/2017 2:26:ssPM	BlockA3	Base Plan - Pending Submittal

Project Accounting

- Plans Preparation Training
- PQS
- RID Assistance
- Sample Plans
- SuperEI Test
- Title Sheet Update
- Workflows
- z_Test
- MediaWiki
- New Technologies
- Objectives & Timeline
- PowerGEOPAKTrainingSurveys
- Presentations
- Projects
- Research
- RID Assistance

Folder Properties Dependency Viewer

For Help, press F1

4:03 PM



Video Provided By:

Engineering Support Services
MDOT-EngineeringSupportTraining@michigan.gov

