Bluebeam Training
Starting a Studio Session and Inviting Users
All files to be included in the Milestone Review must be uploaded onto ProjectWise in the applicable folder.
Change the state on the 0303 Design Plan Submittal form to generate the Review email. Keep the email open for the next steps.
Select the Revu dropdown and ensure the program is in Markup Mode and the MDOT BlueBeam Review profile is selected.
Double click the **Studio Icon** to open the Studio Pane.
Login to your Bluebeam Studio Account.

Email: blocka3@michigan.gov

Password: [hidden]

SIGN IN

Keep me signed in

Don't have an account? Create one
Select the **Add** icon, then select **New Session**
Enter the Job Number and Milestone review for the Session Name. Select Add to upload the files from ProjectWise.
Select ProjectWise V8i in the Open From Window. Then sign into ProjectWise.
Select all files that will be included in the review, then click Open.
Leave the Permission check boxes default.
Un-check the "Restrict Attendees by E-mail Address" option. Select OK when complete.
Documents are uploaded from ProjectWise to Bluebeam Cloud storage for the duration of the review session. It may take a few moments before showing the changes.
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.
The Base Plan Review Meeting ON: [PROJECT PROJECT_ROUTE_NO] CS: [PROJECT PROJECT_CS_MAJOR] JNs: [PROJECT PROJECT_JOB_NO].

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 STREET ADDRESS 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:

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.
Select OK in the Session Invitation window to dismiss.
Documents that are part of the session are located in the Documents portion of the Studio Pane. Click on the document name to open.
All files will be stored and any markups saved automatically in the Bluebeam Cloud until the session is Finished.
To access other Studio Sessions, select the **Leave Session** icon.
All sessions that you have started or participated in will be listed in the Studio Pane. Re-enter an active session by clicking the session name.
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.
Video Provided By:

Engineering Support Services
MDOT-EngineeringSupportTraining@michigan.gov