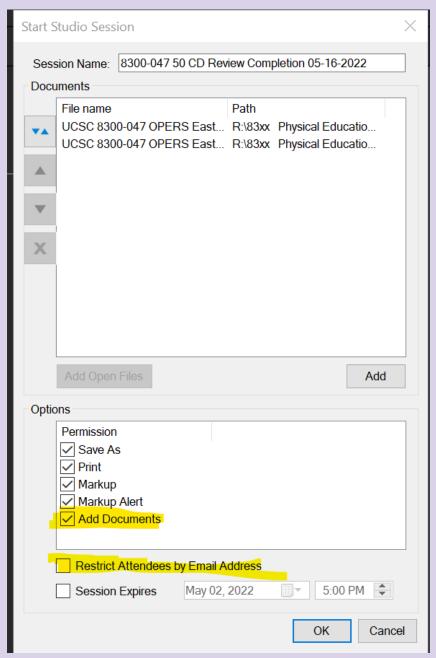
Overview

This is where we get requests in the constdoc inbox to send out documents for review in bluebeam. Very similar process to reviewing submittals (and sometimes work management may even request submittals be sent for review using this process.)

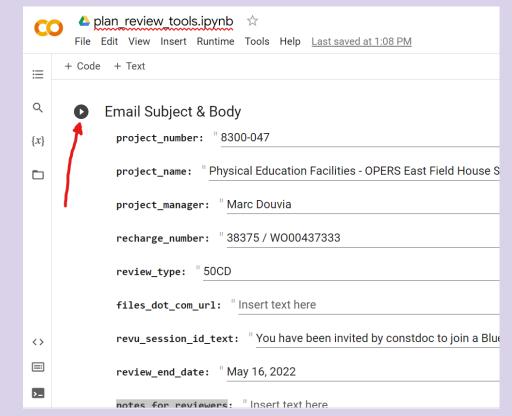
Process

- Create a new bluebeam review session with a project name including the project number, review type, and review end date (completion date). (eg 5200-055 95CD Review Completion 05-17-2022) Retrievethe session id.
 - a. Make sure to tick the boxes such that attendees are *not* restricted and can add documents.
 - b. Add the pdf files under review
 - c. Session ID text cant be copied from the invite or session settings (Three dots in the upper right corner of the 'Invite User' window.)



2. If the files are too big to be sent as email attachments, we need to upload them to files.com and create a sharelink to entered in the colab notebook form

- 3. Use the colab notebook to create the email subject line and email body:
 - a. https://colab.research.google.com/drive/11BiU8z4auR2h9UhV4RN-CYS5FixhWF n4?usp=sharing
 - b. After filling out the form, 'run' the form cell:



- ii. Note: Double clicking around the form will reveal the underlying code.Double click in the form to hide the code again.
- c. Copy the resulting email subject and email body into the thunderbird email.
- 4. Add reviewer emails to the Thunderbird email

i.

- a. Can use 'Email Address Scraper' to parse emails from a block of text.
 - i. Copy the email text into the form field and run using the run button.
- b. Don't forget to remember the PM \'s email.

Attach reviewer comments excel sheet to email before sending along with original attachments from email