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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

1. 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) Retrieve the 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 can't be copied from the invite or session settings (Three dots in the upper right corner of the 'Invite User' window.)

Start Studio Session ✕

Session Name:

Documents

File name	Path
UCSC 8300-047 OPERS East...	R:\83xx Physical Educatio...
UCSC 8300-047 OPERS East...	R:\83xx Physical Educatio...

Options

Permission

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

☐ Restrict Attendees by Email Address

☐ Session Expires

d.

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-CYS5FixhWFn4?usp=sharing>
 - b. After filling out the form, 'run' the form cell:

plan_review_tools.ipynb

File Edit View Insert Runtime Tools Help Last saved at 1:08 PM

+ Code + Text

Email Subject & Body

project_number: "8300-047"

project_name: "Physical Education Facilities - OPERS East Field House S"

project_manager: "Marc Douvia"

recharge_number: "38375 / W000437333"

review_type: "50CD"

files_dot_com_url: "Insert text here"

revu_session_id_text: "You have been invited by constdoc to join a Blue"

review_end_date: "May 16, 2022"

notes_for_reviewers: "Insert text here"

- i.
 - 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
 - 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