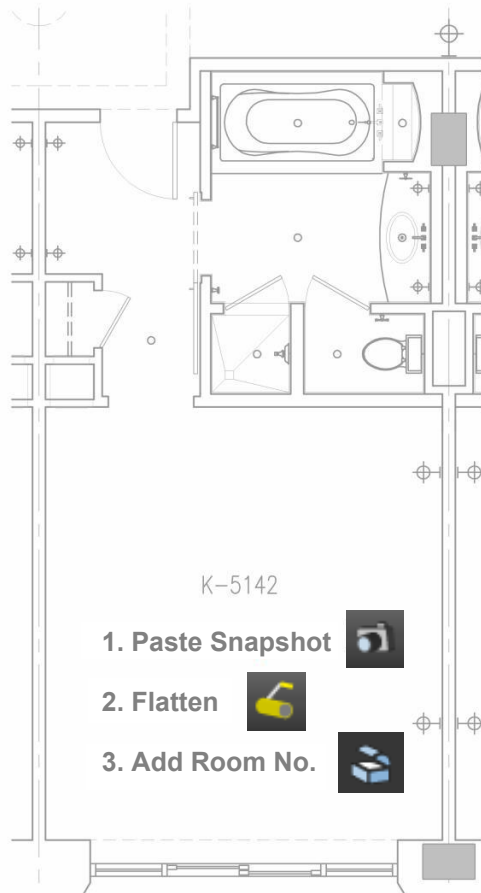


Electronic Punch

Create a Punch Sketch

YOUR LOGO | Sample Project E
PUNCH



1. Paste Snapshot

2. Flatten

3. Add Room No.

Project No.:
Punched By:

Room No.: 5142

Create symbols with preloaded notes of typical, repetitive punch items and store them as **Tool Sets** in your **Tool Chest** for easy reuse during the punch process.

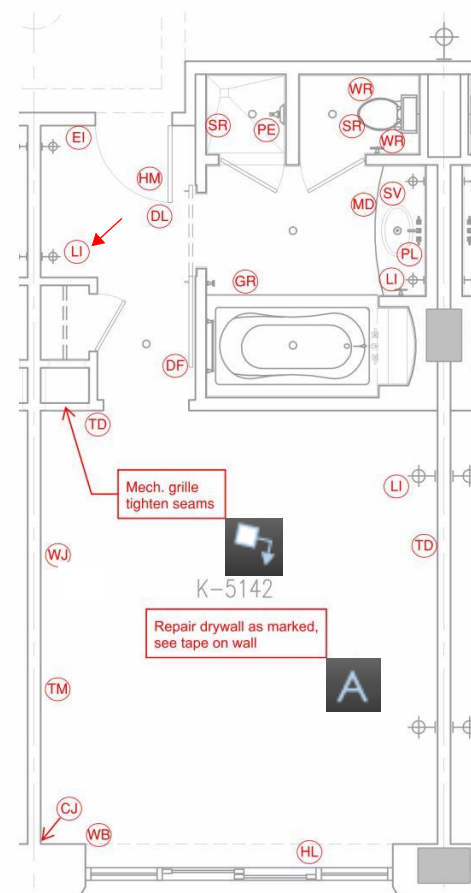
Click on a symbol in the Tool Chest and drop it onto the sketch.

All markups appear in the **Markups List**. Each symbols' preloaded notes will appear under the **Comments** column. Export a **Summary** of the Markups List to an XML file which can be opened in Excel. Issue sketches and an Excel matrix for a complete punch report.

Add Punch Symbols

Set Profile to Punch

YOUR LOGO | Sample Project E
PUNCH



Project No.:
Punched By:

Room No.: 5142



Punch Keys Plan

AT	CF	CJ	CO	CP
DA	DC	DF	DH	DL
DP	DS	DT	EI	FL
FC	FR	FW	GL	GR
LA	LB	LI	LR	LS
MA	MD	MI	MS	PE
PI	PL	PO	RP	SF
SM	SR	SV	TB	TD
TS	TR	TU	WB	WJ
WR	WC	WD	5142	

Punch Keys Ceiling

CA	CG	CM	CR	CT
FL	RP	SC	LT	ST
CD	TC			

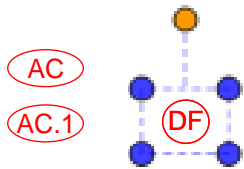
Subject	Page	Status	Date	Color	Comments	Responsibility
Room No.	Page 1	None	9/8/2009 10:37:27 AM		5142	
PE	Page 1	None	9/8/2009 12:03:38 PM		Plumbing: escutcheon or lever loose, adj., tighten.	Plumbing
LI	Page 1	None	9/8/2009 10:24:06 AM		Light incomplete installation.	Electrical
EI	Page 1	None	9/8/2009 10:24:10 AM		Electrical: item incomplete	Electrical
LI	Page 1	None	9/8/2009 12:03:59 PM		Light incomplete installation.	Electrical
MD	Page 1	None	9/8/2009 10:24:25 AM		Millwork damaged, scratched, or chipped, repair.	Millwork

Markups List

Punch

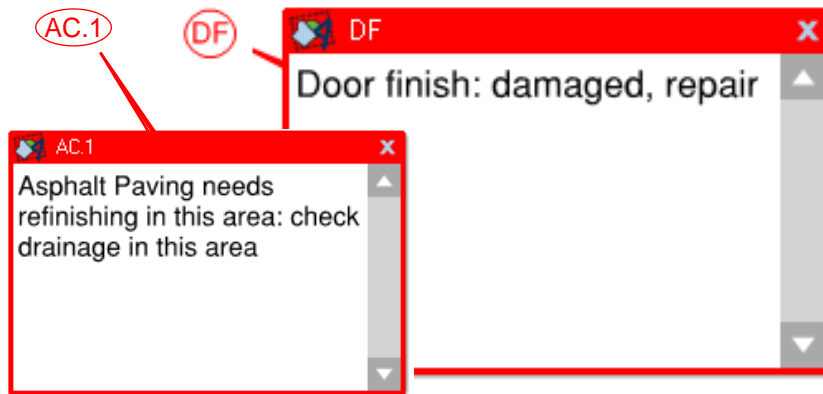
Punch: Creating New Symbols

Download Punch symbols from the resources section of Bluebeams Start Page and modify to create new symbols.



Select

1. Double click the center of the symbol to highlight the letters. Change the text to new symbol letters.



2. Double click at the perimeter of the symbol and a red text entry box will appear. Change the text to describe a new note.

Or, change the text in the corresponding cell under the *Comments* column in the *Markups List*, or in the *Properties* tab.

3. Change the Subject to match the new letters of the symbol, so that this is reflected when the list is exported as a *Summary*.

Properties Tab

Group Annotation

General

Author: elee

Subject: DF

Door finish: damaged, repair.

Modified: 10/10/2009 3:07...

☐ Lock [\[0\] Replies](#)

Appearance

Color: Change Colors

Fill Color:

Mask Color: ± 0

Opacity:

Fill Opacity:

Line Width:

Style:

Start:

End:

Font: Helvetica

Font Size: 10

Text Color:

Alignment:

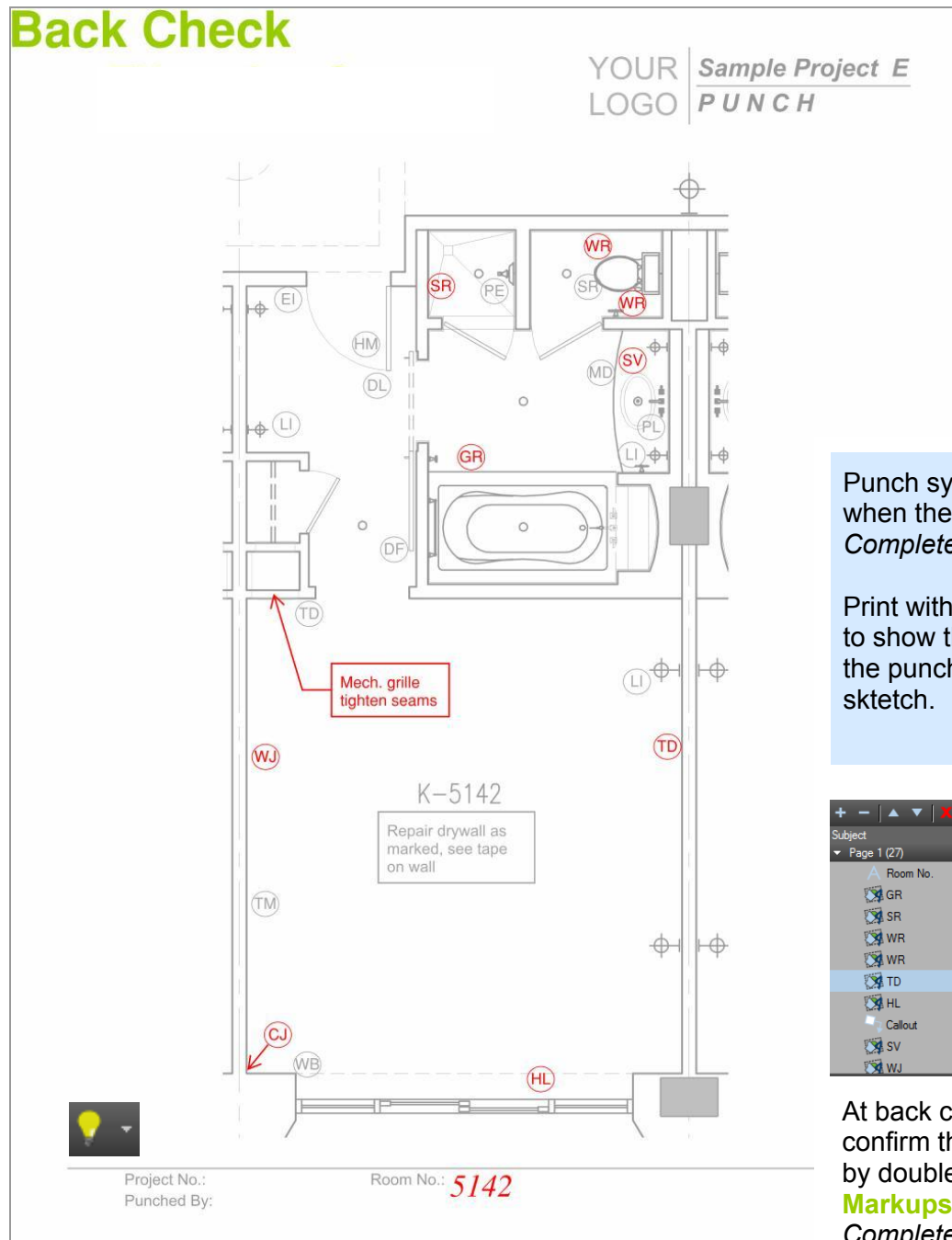
Font Style: **B** / U

Markups List Tab

Subject	Page	Date	Color	Responsibility
Page 1 (29)				
Room No.	Page 1	9/8/2009 10:37:27 AM		
DF	Page 1	10/10/2009 3:07:20 PM		Wood door
PE	Page 1	9/8/2009 12:03:38 PM		Plumbing
LI	Page 1	9/8/2009 10:24:06 AM		Electrical
EI	Page 1	9/8/2009 10:24:10 AM		Electrical
LI	Page 1	9/8/2009 12:03:59 PM		Electrical

Punch Back Check

Back Check



Set Profile to Punch



Filter the **Markups List** to view the status of the punch items.



Set Filter to **None** to view items not completed. Items with a different status appear gray. Update the punch **Summary** with a filtered list.



Punch symbols change to gray when their status is changed to **Completed**.

Print with **Dim Page Content** to show the current status of the punch as shown in this sketch.



Filter for Status Reports

Markups List

+ - ▲ ▼ 🔍 Reply Status Checkmark Filter Columns Search Import Export Summary						
Subject	Page	Status	Date	Color	Comments	Responsibility
▼ Page 1 (27)						
Room No.	Page 1	None	9/8/2009 10:37:27 AM	■	5142	
GR	Page 1	None	9/8/2009 12:03:41 PM	■	Grout repair: clean, smooth.	Stone & Tile
SR	Page 1	None	9/8/2009 12:03:36 PM	■	Sealant: repair or incomplete	Stone & Tile
WR	Page 1	None	9/8/2009 12:03:50 PM	■	Wall finish not smooth, repair	Drywall
WR	Page 1	None	9/8/2009 12:03:47 PM	■	Wall finish not smooth, repair	Drywall
TD	Page 1	None	9/8/2009 12:04:09 PM	■	Wood trim damaged, repair.	Running millwork
HL	Page 1	Accepted	9/8/2009 10:26:28 AM	■	Hardware: lock does not work, repair.	Hardware
Callout	Page 1	Rejected	9/8/2009 10:28:15 AM	■	Mech. grille tighten seams	
SV	Page 1	Cancelled	9/8/2009 12:03:54 PM	■	Stone top voids or scratches, fill or repair	Stone & Tile
WJ	Page 1	Completed	9/8/2009 10:29:15 AM	■	Tape Joint needs further work	Drywall

At back check, open the original punch sketches on your Tablet PC. As you confirm that items have been completed, you can change each items' status by double clicking the corresponding cell under the **Status** column in the **Markups List** tab, and then choosing the appropriate status title (i.e. **Completed**, **Accepted**, **Rejected**, etc.) from the drop down menu.