

## Let's Get Started!

There are many great things you'll discover as you begin using BluVue, like faster collaborative decisions in the field, saving money by reducing your printing costs, and reducing communication issues. But our primary goal is to make sure **everyone builds off the current set.**

Your construction plans and documents are securely stored in the cloud for easy management with a web-based dashboard. You and your team are able to access and markup plans using any iPad/iPhone, Android device, or web browser.

When plans are changed, any new replacement sheets are automatically synchronized to everyone within seconds, ensuring no one builds off the wrong version.



## Key Features

### OFFLINE USE

All functions and features are available without an Internet connection. When your device is next online, changes are automatically synchronized.

### VERSIONING AND REPLACEMENT SHEETS

The current plan set and all previous versions are available on your mobile device.

### TEAM MANAGEMENT

Centrally manage who has access to projects. Invite subs or external entities into your account to access projects as individuals or as a group.

### ANNOTATIONS & ATTACHMENTS

Make annotations using familiar tools for drawing lines, boxes, polygons, and text – similar to how you would annotate a paper sheet. Then, add file attachments: take a picture, record an audio note, make a short video clip, or attach a spreadsheet, a PDF of equipment specifications, or almost any other document to aid communication to your team.

### SHARING AND COLLABORATION

Create a screen snapshot and send to any stakeholder, engineer, or architect not using BluVue Plans. Enter and share collaborative Notes in real time, to discuss vital information right on each sheet.

### DOCUMENT MANAGEMENT

All your project plans, specs, manuals, photos, and media are stored in one convenient easily accessible location.

### DRAWING ORGANIZATION & ACCESS

Easily filter your most used drawings using Favorites, Filters, and Folders. Retrace your steps with viewing History, and jump to directly to callouts using links.

# ① Uploading and Managing Projects

## 1. SIGN IN TO THE BLUVUE PLANS WEB CONSOLE

The web console is the central location where you manage your projects, upload and publish plans sets, and invite and set permissions for your team.

## 2. CREATE A PROJECT AND IMPORT PLANS

Select 'Add Project' and name the project in the dialog box. Select your PDF plans and documents in the subsequent screen. Plans can be pulled from your desktop, network, or other sharing sites like Box, Dropbox or Google Drive.

## 3. AFTER UPLOADING - STAGING

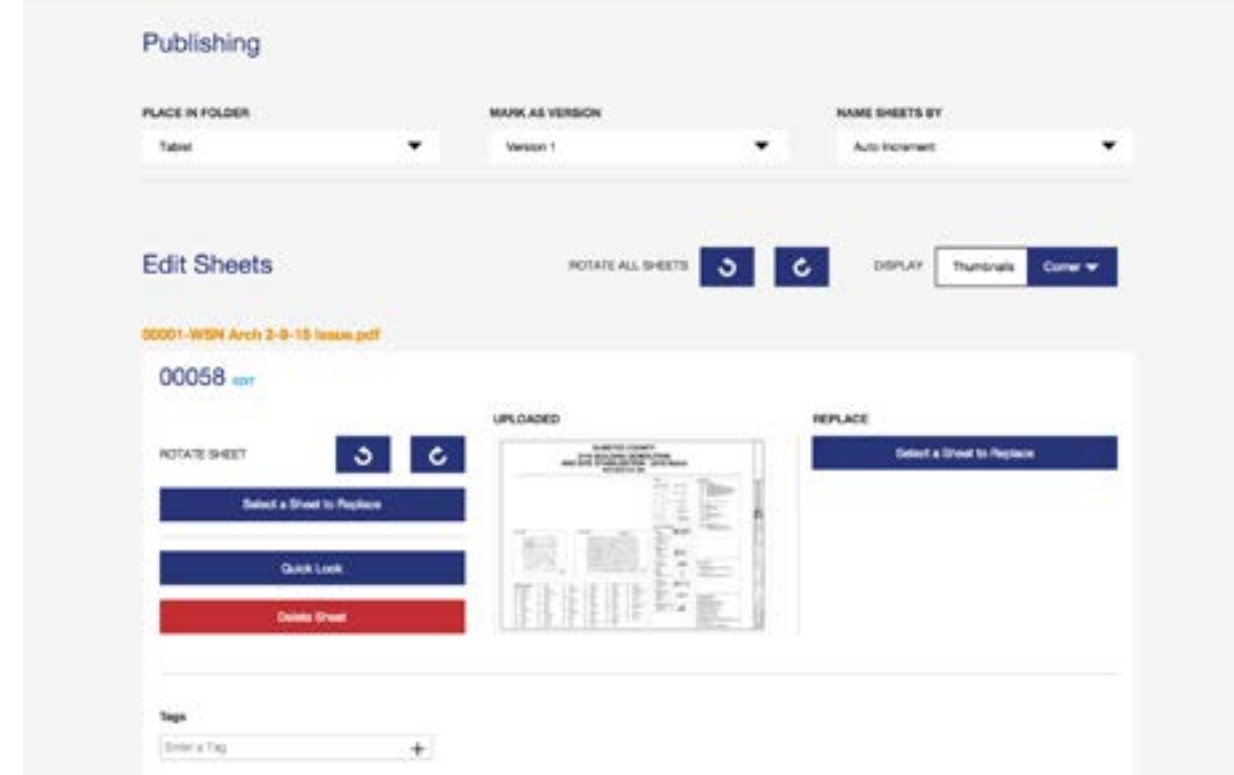
After your plans are loaded to BluVue, they are pre-processed and optimized, which can take a minute to over an hour depending on volume and detail. The account administrator who uploaded will receive an email when they are ready to be published.

## 4. REVIEW/VERIFY SHEET NAMES AND PUBLISH

Publishing is a required step where you will verify the names of your sheets and set your replacements. Each of the uploaded plan sets is published individually. If you have a master plans set and several replacement sets, publish the master first, then return to publish the replacement sets. This will enable you to build the version stack so that previous versions are viewable. When done, press Publish to make these sheets available to you and your team.

## 5. REPLACING SHEETS

When you are uploading newly revised sheets into an existing project, you will need to select the sheet to replace. If your sheets are accurately named, BluVue will usually suggest the previous sheet automatically.



## OTHER PUBLISHING FEATURES

### Folders

BluVue Plans allows you to group your plan sheets into Folders.

### Tags

BluVue Plans allows you to assign any number of keywords to your plans for quick access to related documents. You can select multiple sheets in 'View Sheets' and tag for speedy entry.

### Auto Naming and Auto Callout Linking

BluVue Plans can automatically name your sheets in three ways: incremental numbers, the original file name with incremental numbers, or our advanced sheet-name recognition engine. This advanced text-recognition also automatically creates callout links between sheets.

### Filters

BluVue will let you filter your visible sheets based on Tags, Folders, and Favorited sheets.

**Remember:** Accurate sheets names help your field team to find files quickly.

## ② Set Up Your Team

### MANAGE YOUR ACCOUNT

Your first account automatically is the *Account Administrator*, which will be used to manage your subscription, invite your team, assign additional admins, and create groups.

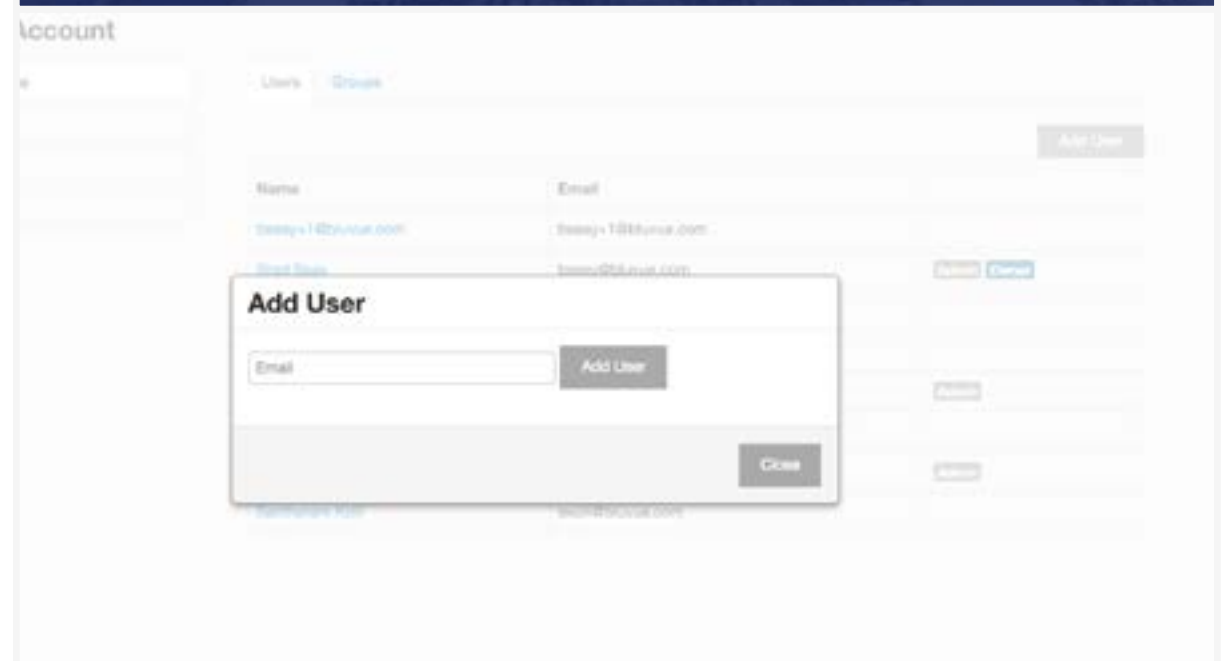
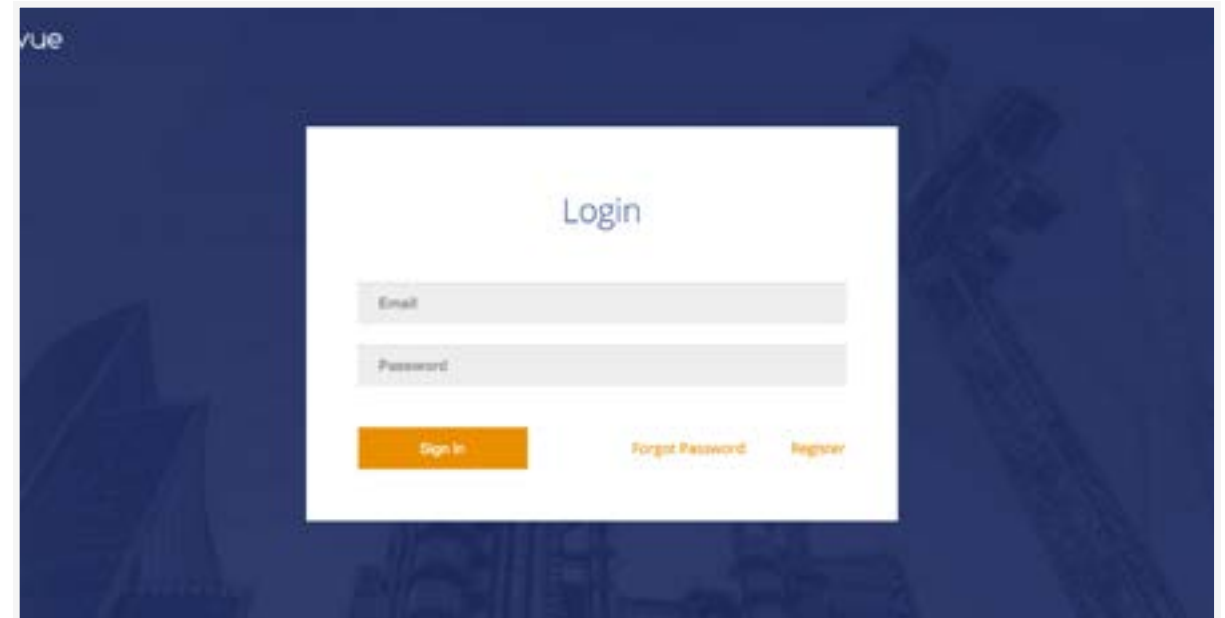
### HOW DO I ADD SOMEONE TO MY TEAM?

1. Log in to the BluVue Plans web console at [www.bluvue.com/login](http://www.bluvue.com/login).
2. Choose the user profile menu on the top right of the browser window and select Manage Account.
3. Select 'Add User' and enter the user's email address, which will act as the username. This will send an email with an invite to join your BluVue Plans project, linking them to your master account.

### PERMISSIONS

BluVue has two levels of permissions:

1. Administrators (sometimes called Editors) and Users. Administrators can create projects, promote annotations to be Master (which visible to everyone), and manage users.
2. Users can view their projects, see Master annotations, and create personal annotations viewable only by them.



# 3 Viewing and Annotating

## DOWNLOAD AND OPEN A PROJECT

Tap the Project name and confirm to download to your device.

*NOTE: You can still tap to use your plans while downloading; sheets will become visible when available.*

## MOVING BETWEEN SHEETS

On a mobile device, use the swipe gesture to slide sequentially between sheets. Or go back to the Project Dashboard to access any sheet.

On a web browser, simply click the arrows on the sides of the screen to move between adjacent sheets. Go back to the Project Dashboard to access any sheet directly.



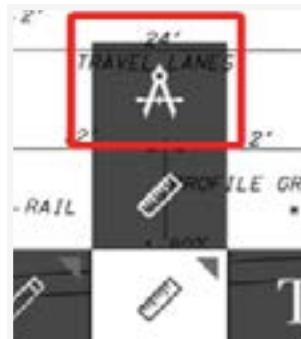
## OPEN YOUR SHEET OF INTEREST

Select a sheet and use pinch and swipe gestures to pan and zoom on mobile devices.

On a web browser, use a mouse or touch pad to zoom in and out on the sheet.

## MEASURING AREA AND PERIMETER

First calibrate the sheet to measure any polygon or line. Pan the sheet to either the scale or any object with a known length. From the ruler tool, select the compass tool item. Tap and drag the scale over the known length on the plan. Enter the distance and units for the scale. Next select any polygon, circle, or rectangle annotation and tap the lined square for area or ruler for perimeter.



## ANNOTATIONS AND MARKUPS

The toolbar at the bottom of the screen displays a variety of common tools. Once a tool is selected, tap or tap drag to place it on the sheet.



**Delete** any annotation by selecting it and tapping this icon.



**Set the color** of a selected annotation by tapping the color swatch in the lower right.



**Duplicate** any annotation by selecting it and tapping this icon.



**Set the annotation fill color** for shapes using the paint can icon that appears at the lower right of the display.



**Attach** nearly any file type to your annotations to keep information at your fingertips.



**Links** are supported to jump to any sheet, in any project, or even to Internet URLs.



**Auto Callout** creation at publishing, with manual callout page link support.



Select several annotations to edit by using the **lasso tool**.

## VIEWING & OTHER TOOLS



**View Full Screen:** tap on the top right.



**Ellipsis Menu:** access the ellipsis menu in the upper right of the display on any device or web.



**View a Previous Sheet Version:** tap and select a version. Out-of-date revisions are indicated by a diagonal grey pattern.



**Share a Sheet/Rotate a Sheet:** access this feature by tapping the ellipsis menu in the upper toolbar.



**Create interactive Notes:** between your team members with just a tap, including name and time stamps. display.



**Favorites:** Tap the Star at the top of a sheet to add to Favorites.



**Hide the Toolbar:** tap the caret on the lower toolbar.



**History:** Tap the ellipsis menu to view recently viewed pages.

## ④ Collaboration

BluVue Plans facilitates three primary collaboration work flows between project stakeholders, supervisors, and crew:

### 1. PROJECT MANAGER TO CREW

Annotations can be made “Master” by the Project Administrators/project managers. Select the annotation of interest, tap Master, and in seconds it will be become visible to all BluVue users, on all devices, on that sheet.

### 2. REAL-TIME BETWEEN ANY BLUVUE TEAM MEMBERS OR STAKEHOLDERS

All team members can immediately create and share comments with the entire team right from each sheet, using the new Notes feature. In addition, users can sign in using the same account on multiple devices, and markups can be made in real time and viewed nearly instantly on all a user’s devices, without making them master.

### 3. TO EXTERNAL PARTIES NOT USING BLUVUE PLANS

Screen snapshots can be taken from within the open sheet, at any zoom level, and emailed as a PDF attachment to any individual not using BluVue Plans. Tap the ellipsis menu on the upper right of the display and choose Share Sheet to send by email.

