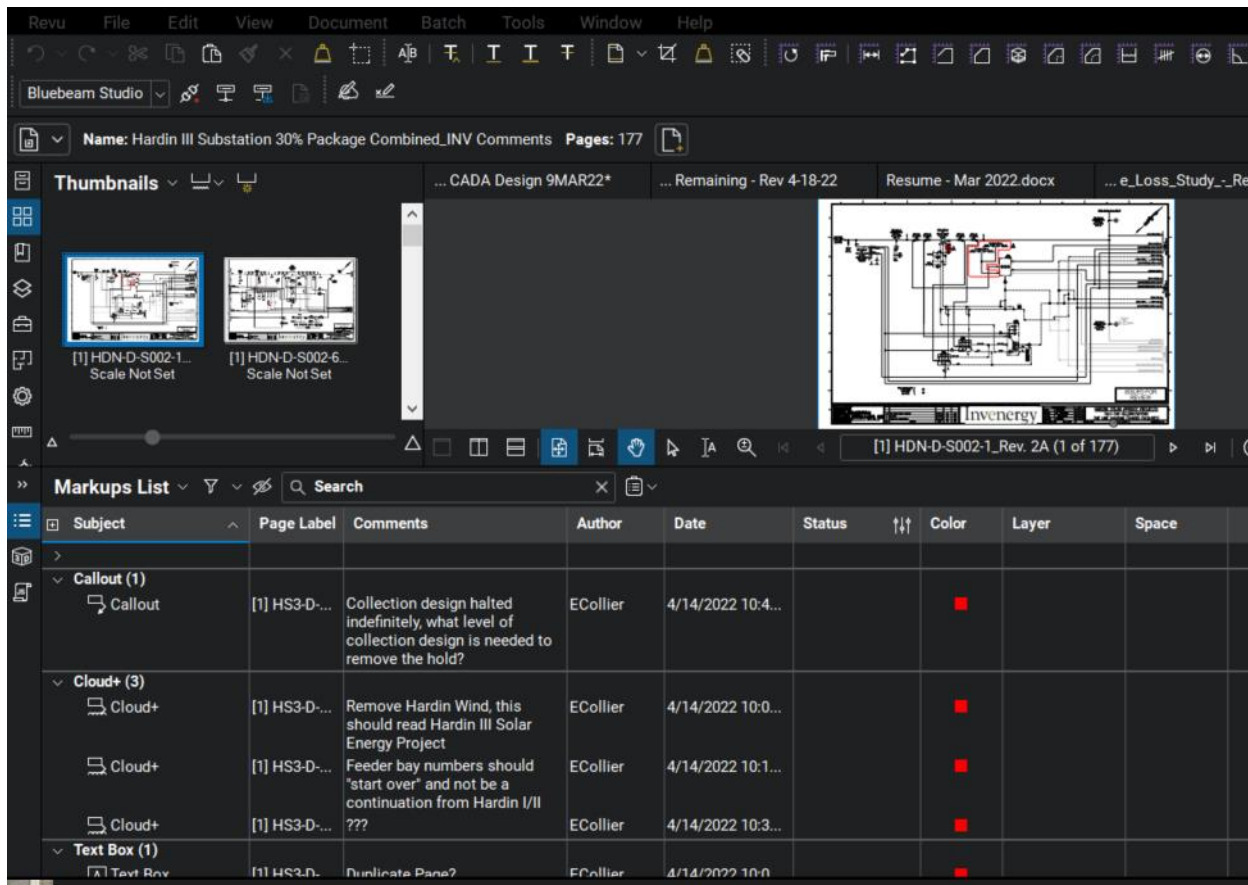


Design Review Comments – Bluebeam Import

An easy way to get your design review comments into ProjectTeam is doing a quick export from Bluebeam and then importing those comments into the ProjectTeam.com Design Review Comment form. This guide will walk you through those steps.

Download from Bluebeam

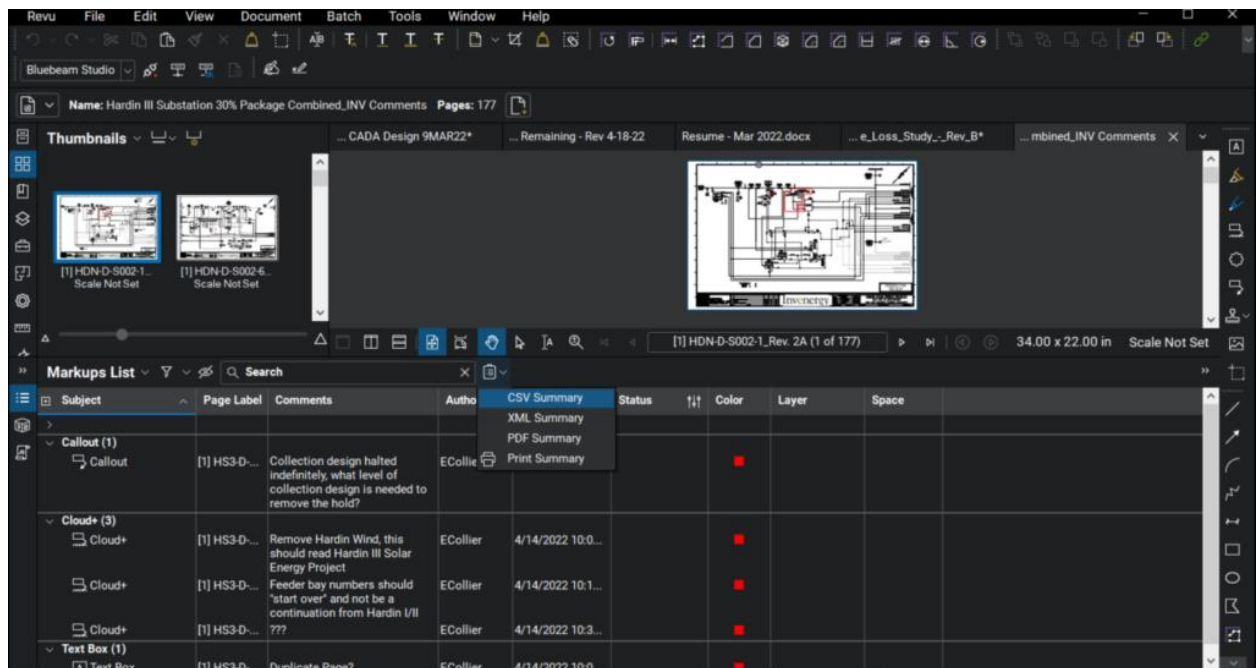


The screenshot shows the Bluebeam Studio interface. The main window displays a PDF document titled "Name: Hardin III Substation 30% Package Combined_INV Comments" with 177 pages. The left sidebar shows a Thumbnails panel with two thumbnails labeled "[1] HDN-D-S002-1..." and "[1] HDN-D-S002-6...". The right pane shows a detailed electrical schematic diagram. At the bottom, the Markups List is expanded, showing a table of design review comments.

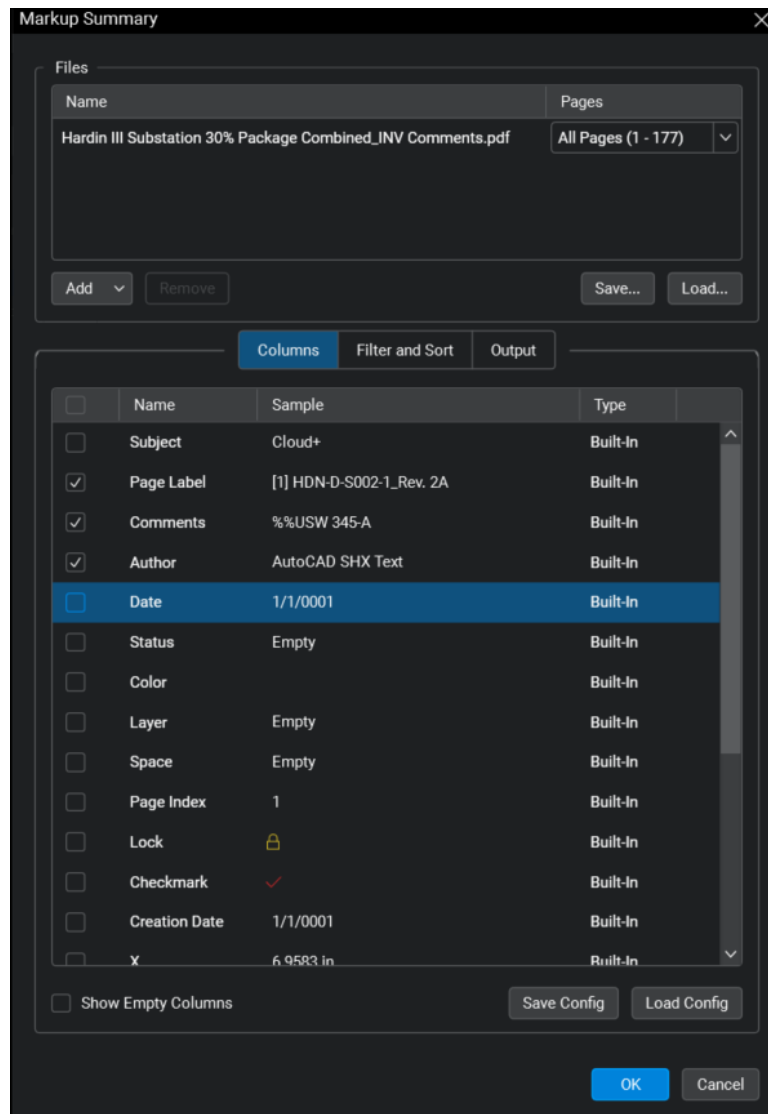
Subject	Page Label	Comments	Author	Date	Status	Color	Layer	Space
Callout (1)								
Callout	[1] HS3-D...	Collection design halted indefinitely, what level of collection design is needed to remove the hold?	ECollier	4/14/2022 10:4...		■		
Cloud+ (3)								
Cloud+	[1] HS3-D...	Remove Hardin Wind, this should read Hardin III Solar Energy Project	ECollier	4/14/2022 10:0...		■		
Cloud+	[1] HS3-D...	Feeder bay numbers should "start over" and not be a continuation from Hardin I/II	ECollier	4/14/2022 10:1...		■		
Cloud+	[1] HS3-D...	???	ECollier	4/14/2022 10:3...		■		
Text Box (1)								
Text Box	[1] HS3-D...	Duplicate Pane?	ECollier	4/14/2022 10:0...		■		

1.

Make all necessary comments on the desired PDF and expand the markups list at the bottom of the screen.



Click on the clipboard icon and select "CSV Summary".



3.

Select the columns "Page Label", "File Name", "Author", and "Comments". Deselect all other column fields.

The Markup Summary dialog box is shown with the 'Filter and Sort' tab selected. The 'Files' section at the top lists 'Hardin III Substation 30% Package Combined_INV Comments.pdf' with 'All Pages (1 - 177)' selected. Below this are 'Add', 'Remove', 'Save...', and 'Load...' buttons. The 'Filter and Sort' section contains a table with filters for 'Page Label', 'Comments', 'Author', and 'File Name', all currently set to '[All]'. Below the table is a 'Show All Columns' checkbox. The 'Sort' section shows 'Sort By' set to 'Page Label' (Ascending), 'Then by' set to 'File Name' (Ascending), and 'Then by' set to 'Author' (Ascending). There are 'Remove' buttons for the 'Then by' entries. At the bottom are 'Save Config', 'Load Config', 'OK', and 'Cancel' buttons.

Name	Filter
Page Label	[All]
Comments	[All]
Author	ECollier
File Name	[All]

☐ Show All Columns

Sort By: Page Label (Ascending)
Then by: File Name (Ascending) [Remove]
Then by: Author (Ascending) [Remove]

Save Config Load Config OK Cancel

4.

Apply a filter to the "Author" column to include only the comments created by the desired authors. Sort the columns in the following order "Page Label", "File Name", "Author", then "Comments".

The image shows a 'Markup Summary' dialog box with a dark theme. At the top, there's a 'Files' section with a table containing one row: 'Hardin III Substation 30% Package Combined_INV Comments.pdf' and 'All Pages (1 - 177)'. Below the table are 'Add' and 'Remove' buttons. To the right are 'Save...' and 'Load...' buttons. Below this is a tabbed interface with 'Columns', 'Filter and Sort', and 'Output' tabs. The 'Output' tab is active, showing 'Export as:' set to 'CSV', 'Export to:' set to 'C:\Users\ecollier\OneDrive - Invenergy LLC\Desktop', and 'File name:' set to 'Hardin III Substation 30% Package Combined_INV Comments'. There are checkboxes for 'Overwrite Existing File', 'Create Multiple Reports Per Page Label', 'Append Date to Title', 'Include:' (with radio buttons for 'Markups', 'Totals', and 'Markups & Totals'), 'Column Headers' (checked), 'ID Columns', 'Include Measurement Units', and 'Format Numbers' (checked). At the bottom left is a checked checkbox for 'Open File After Creation'. At the bottom right are 'Save Config', 'Load Config', 'OK', and 'Cancel' buttons.

Markup Summary

Files

Name	Pages
Hardin III Substation 30% Package Combined_INV Comments.pdf	All Pages (1 - 177)

Add Remove Save... Load...

Columns Filter and Sort Output

Export as: CSV

Export to: C:\Users\ecollier\OneDrive - Invenergy LLC\Desktop

☐ Overwrite Existing File

File name: Hardin III Substation 30% Package Combined_INV Comments

☐ Create Multiple Reports Per Page Label

☐ Append Date to Title

Include: ☒ Markups ☐ Totals ☐ Markups & Totals

☒ Column Headers

☐ ID Columns

☐ Include Measurement Units

☒ Format Numbers

☒ Open File After Creation

Save Config Load Config OK Cancel

5.

Ensure that the proper file type to export is selected (CSV) and that “markups” and “Column Headers” and “Format Numbers” is selected. When complete, click “OK”.

Page Label	File Name	Author	Comments
[1] HS3-D-P011-01_Rev. A	Hardin II Test Comments	ECollier	Collection design halted indefinitely, what level of collection design is needed to remove the hold?
[1] HS3-D-P003-03_Rev. A	Hardin II Test Comments	ECollier	Remove Hardin Wind, this should read Hardin III Solar Energy Project
[1] HS3-D-P004-06_Rev. A	Hardin II Test Comments	ECollier	Feeder bay numbers should "start over" and not be a continuation from Hardin I/II
[1] HS3-D-P003-03_Rev. A	Hardin II Test Comments	ECollier	Duplicate Page?

6.

The output CSV file should look similar to the CSV file above. If this is the case you are now ready to import the comments into ProjectTeam.

Note: CSV files are intended for importing and, therefore, do not take kindly to edits. Do not reorder or edit the column header titles or make any general edits to the file.

Import to ProjectTeam.com

1. Navigate to the **Design Review Comments form** in ProjectTeam.
2. Click the **New** button.

3. Fill out the **Package Description, Reviewer Company**, and other applicable information.

Invenenergy 200055 Hardin II - OH Solar Project

Support Page PT Administrator

New Design Review Comments

DETAILS

Subject * Required
Type the Subject

Reviewer Company:

Drawing Package Reviewed Add Existing Create New

☐ Subject General Notes

Specification Package Reviewed Add Existing Create New

☐ Subject General Notes

Design Comments Create New

	#	Page Label	File Name	Author	Comments	Priority	Quadrant/Section	Scope Impact	Schedule Impact	Cost Impact	Impact Notes	Considerations/Resolution	Due Date	Responder (Company)	Responder (Contact)	EOR Conclusions	CI
<input type="checkbox"/>																	

4. In the **Drawing Package Reviewed** collection, click the **Add Existing** button.

Invenenergy 08/2021 ProjectTeam Training Project

Support Page PT Administrator

Edit Design Review Comments

DETAILS

Package Description
SCADA 90% Design Review Comments

Reviewer Company:
Invenenergy LLC

Drawing Package Reviewed Add Existing Create New

☐ Subject General Notes

Specification Package Reviewed Add Existing Create New

☐ Subject General Notes

5. Select the **package** from the modal window, then click **Add**.

Add Drawing Package Reviewed

☐ Subject General Notes

☒ SCADA 90%

☐ PKG_06_INV_30% Electrical Design This is a test for the merge template

☐ Test 2

☐ Test for Studies Log

Cancel Add

6. In the **Design Comments** collection, click the **ellipses** (three dots) on the far right of that collection.

Invenenergy 200055 Hardin II - OH Solar Project - All Search project forms... Support Page PT Administrator

New Design Review Comments Cancel Save & Start Workflow

DETAILS

Subject: General Package

Reviewer Company: Invenenergy LLC

Drawing Package Reviewed Add Existing Create New

Specification Package Reviewed Add Existing Create New

Design Comments Create New Import Rows

	Page Label	File Name	Author	Comments	Priority	Quadrant/Section	Scope Impact	Schedule Impact	Cost Impact	Impact Notes	Considerations/Resolution	Due Date	Responder (Company)	Responder (Contact)

7. Click the **Upload** button in **Step 3** to import your Bluebeam saved csv file.

Import Design Comments

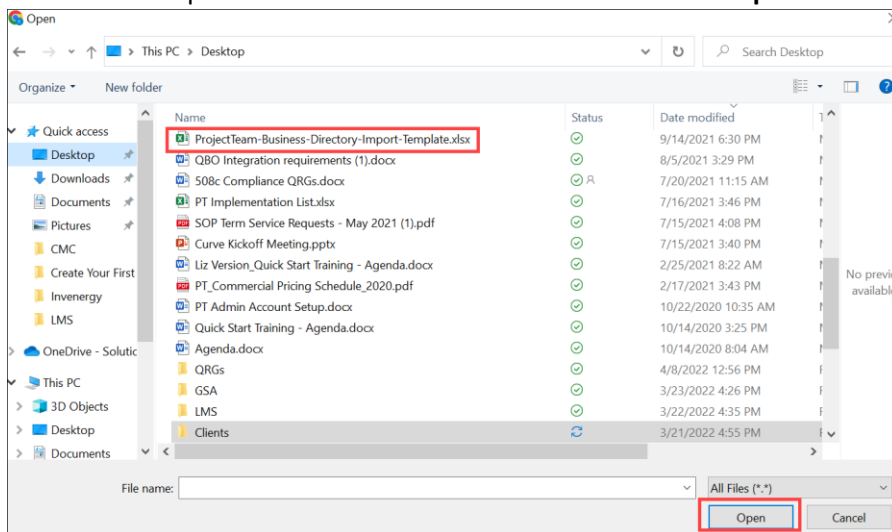
1 Download template
Download the template CSV file we've built which is ready for you to fill in.
Download

2 Prepare your data
Use the template to fill in all the rows of the collection.

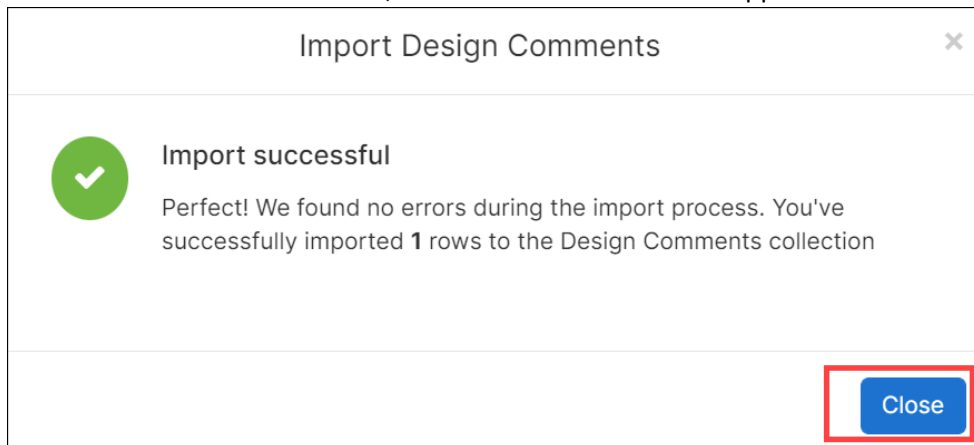
3 Import rows
Upload the CSV file into ProjectTeam.com.
Upload

Cancel

8. Locate the template. Click the **csv** title to select and click the **Open** button.



9. The data will import into your project. If any errors occur during the import, you will be notified. The error report shows which rows in the spreadsheet have incorrect or missing information. Note: if any error occur the entire import is aborted, and no records will import until all errors are corrected. When successful, a confirmation window will appear. Click **Close**.



10. Upon successful import you can view the imported records in the Design Comments section. Click **Save** to finish.