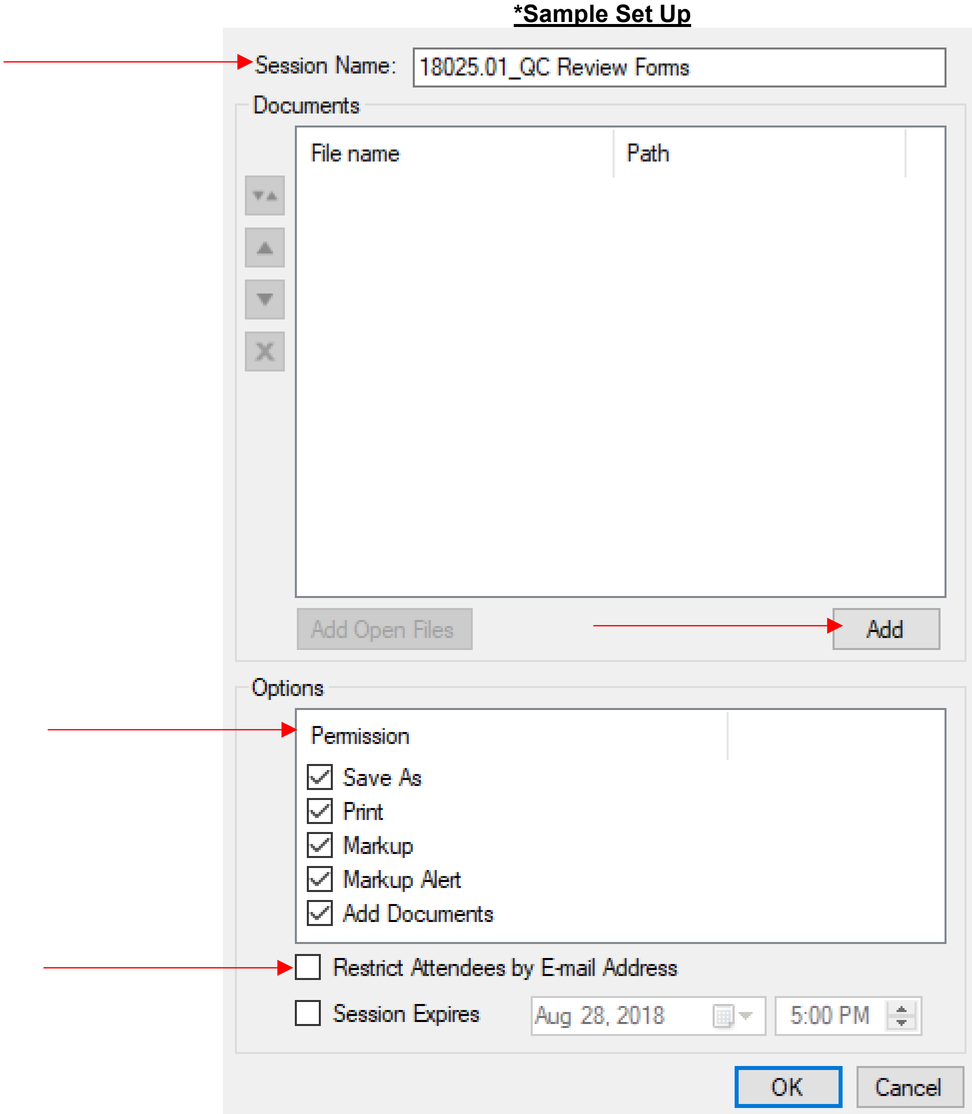
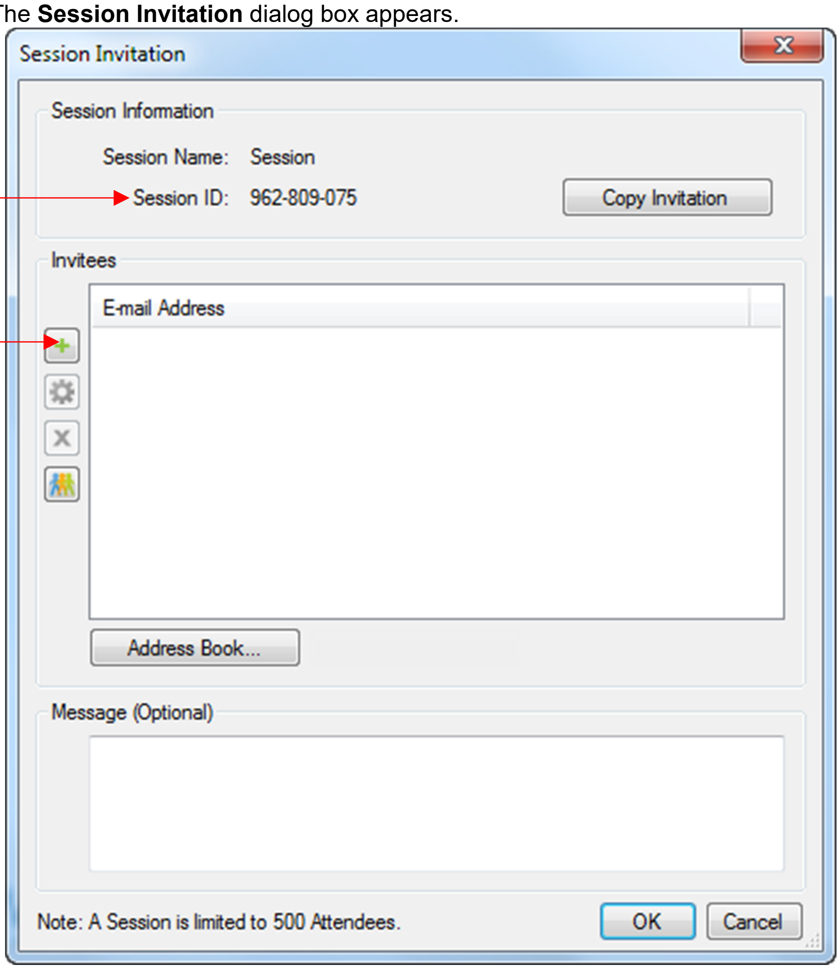
To start a new Session:

1. From the **Studio** tab, go to **Start** > **New Session**. The **Start Studio Session** dialog box appears.
2. Enter a name for the Session in the **Session Name** field.
    - Sample Naming Convention: 18025.01_QC Review Forms
    - This is the project's Master QC Review Session; each project will have one (1) session
3. Click **Add** to select PDFs to include in the Session, or click **Add Open Files** to add the files that are currently open in Revu.
4. Check ALL boxes in the **Permission** list.
5. Uncheck box **Restrict Attendees by E-mail Address**.
6. Click **OK** to save the settings and upload the files.

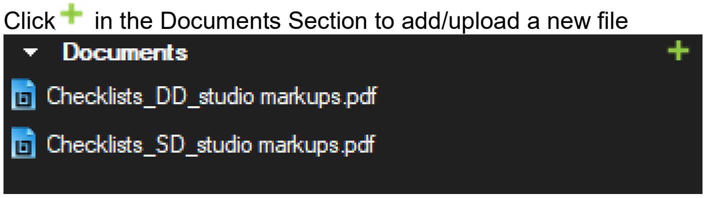
Sample Set Up



7. The **Session Invitation** dialog box appears.



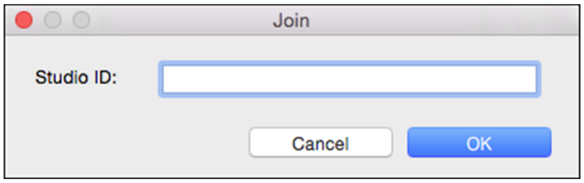
8. To add invitees manually, click + . When the **Add E-Mail Address** dialog box appears, enter the invitee's email address and click **OK**.
    - Whoever is starting the session should invite all required members
    - Employees can manually join the session at any time by entering the Session ID
9. Click **OK**. Email invitations will be sent to all the invitees
10. Add the Session ID # to the In-House folder name so employees can manually join the session
11. Add ALL QC/ Review Documents to this session as they are generated
    - DO NOT CREATE A NEW SESSION
12. Click + in the Documents Section to add/upload a new file



- Standardize the file Naming Convention in this folder:
    - o 2018_XX_XX_75 SD
    - o 2018_XX_XX_100 DD
    - o 2018_XX_XX_100 CD

How to Join a Session:

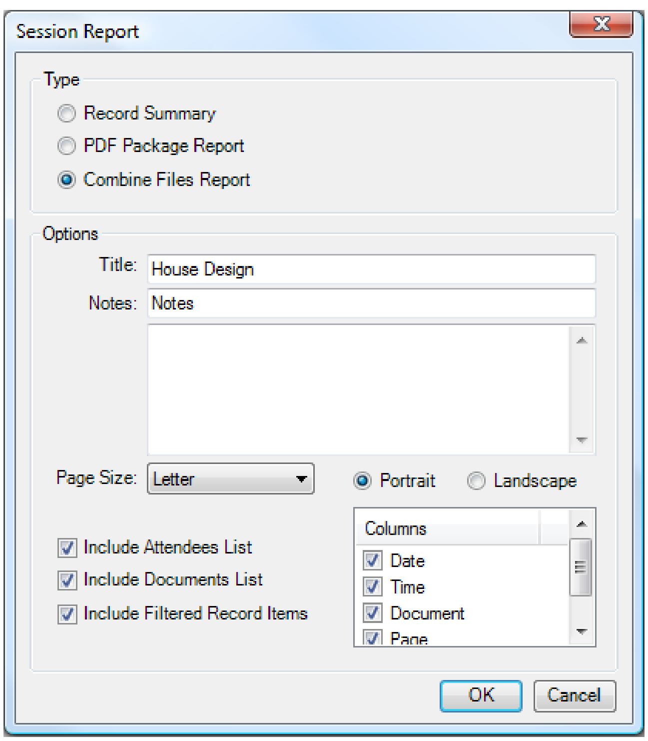
1. Select the **Studio** tab.
2. Click **Join**. The **Join** dialog box appears.



3. Enter the **Studio ID**
    - o The Session ID is found on the In-House Plan Check Folder: In-House - **XXX-XXX-XXX**
4. Click **OK**.

Save a copy of the Session after each review:

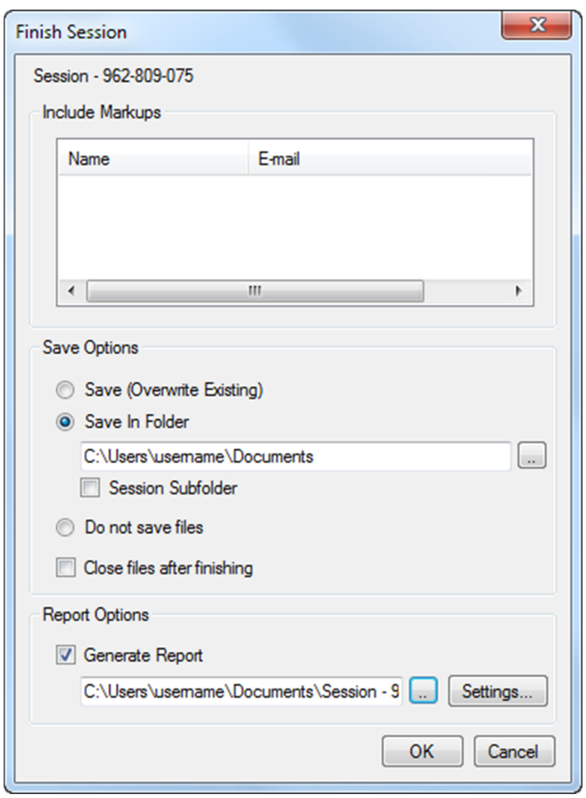
1. Review Milestones:
    - o 100% SD
    - o 100% DD
    - o 40% CD (MF / Amenity / Custom)
    - o 50% CD (SF)
    - o 80% CD (MF / Amenity / Custom)
    - o 100% CD (SF)
2. Click **Report** in the Record section of the Studio tab. The **Session Report** dialog box appears.



3. Select **Combine Files Report**:
   - o **Combine Files Report** creates a single PDF that contains the Record Summary and all of the documents in the session. This Report contains hyperlinks in the Record Summary that link to the corresponding markup in the document.
4. Enter a **Title** for the PDF file or package that will be created (2018_XX_XX_75 SD).
5. Enter a heading for any **Notes** you wish to include in the report and add the notes in the field immediately below.
6. Select the **Page Size** and orientation (**Portrait** or **Landscape**).
7. Select all of the following options:
   - o **Include Attendees List** will include a list of the Attendees in the Report Summary.
   - o **Include Documents List** will include a list of the Documents in the Report Summary.
   - o **Include Filtered Record Items** will include all Records in the Summary.
9. Select all the **Columns** from the Session's Records tab to be included in the report.
10. Click **OK** to create the Report.
11. Save the report: R:\18xx-Projects\180XX\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX
12. Click **OK** after report is created.

Save a copy of the Session after all reviews are complete

1. It is the Senior Project Director's responsibility to save a copy of the entire Session after the final review by Principals/Directors.
2. Click **Finish** on the Studio tab. The **Finish Session** dialog box appears.



3. Include the markups of all Attendees in the Session documents by selecting those Attendees in the **Include Markups** list.
4. Choose **Save In Folder** :
   - R:\18xx-Projects\180XX\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX
5. Select **Close files after finishing** to automatically close any Session files that are currently open in Revu when the Session is finished, otherwise they will stay open.
6. Select **Generate Report** to generate a Session Report before finishing the Session. To specify the Session Report settings, click **Settings** and the **Session Report** dialog box will appear.
7. Title: (example 2018_XX_XX_75 SD).
   - To change the default folder location, click  and navigate to: R:\18xx-Projects\180XX\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX

7. Click **OK** to finish the Session.

Note: The Session and all of its files are permanently removed from the Studio server when the Session is finished. This cannot be undone.
