

Installation instructions:

1. Download and unzip the file to your desktop
2. Launch Revu, go to **Markup > Stamp > Import Stamp** and select the Stamp from your desktop location
3. Once imported, you can access the Stamp under **Markup > Stamp > [Stamp name]**

Note: There are two stamps in the download: a Batch and Non-Batch version.

Submittal_Review_Batch.pdf: (*Green*) Use this Batch version only for batch stamping multiple pages or PDF's at once. You will only be asked to enter in the stamp information once. This will apply your choices and the stamp to all pages.

Submittal_Review.pdf: (*Blue*) Use this Non-Batch version for single PDF stamping.

Submittal_Review_Batch.pdf

Project Name		Company Logo	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED		
<input type="checkbox"/> REVISE	<input type="checkbox"/> NOT REVIEWED		
BY	DATE		
SUBMITTAL#	SPEC		
<small>This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve Contractor/Subcontractor from compliance with the requirements of the plans and specifications. Contractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site</small>			

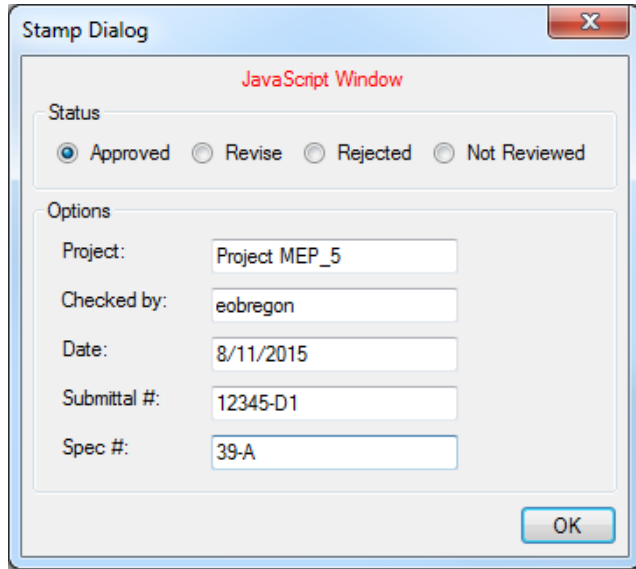
Submittal_Review.pdf

Project Name		Company Logo	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> REJECTED		
<input type="checkbox"/> REVISE	<input type="checkbox"/> NOT REVIEWED		
BY	DATE		
SUBMITTAL#	SPEC		
<small>This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve Contractor/Subcontractor from compliance with the requirements of the plans and specifications. Contractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site</small>			

Note: The Stamp can be customized by changing the colors and text and/or inserting a company logo in any edition of Revu. **However**, to edit existing form fields, add new form fields and edit JavaScript, requires the **Revu Extreme edition**.

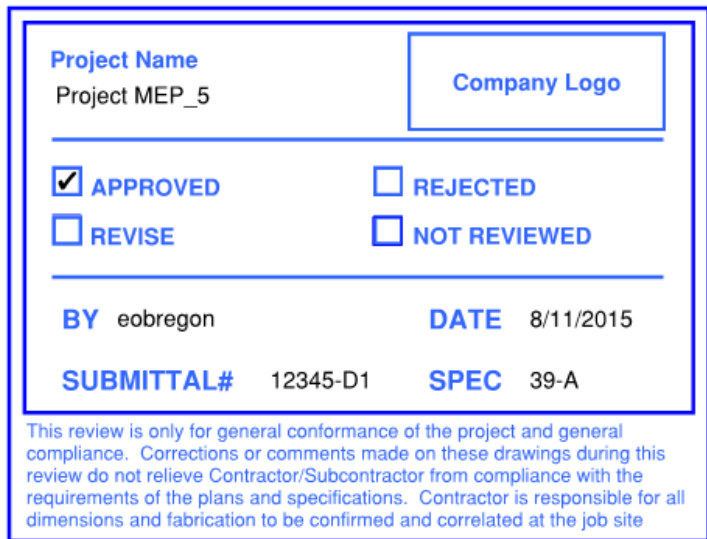
Using the Submittal Review Interactive Stamp

1. Click **Markup > Stamp > Submittal_Review.pdf**
2. Click, or click and drag, where you want to place the Stamp on your PDF
3. The Javascript **Stamp Dialog** will display



The screenshot shows a 'Stamp Dialog' window with a title bar and a close button. Inside, there's a 'JavaScript Window' header. The 'Status' section has four radio buttons: 'Approved' (selected), 'Revise', 'Rejected', and 'Not Reviewed'. The 'Options' section contains five text input fields: 'Project' (Project MEP_5), 'Checked by' (eobregon), 'Date' (8/11/2015), 'Submittal #' (12345-D1), and 'Spec #' (39-A). An 'OK' button is at the bottom right.

4. Choose a **Status** and enter in any applicable optional information in the dialog box
5. Click **Ok** and the Stamp will be placed on your PDF with the information entered/selected




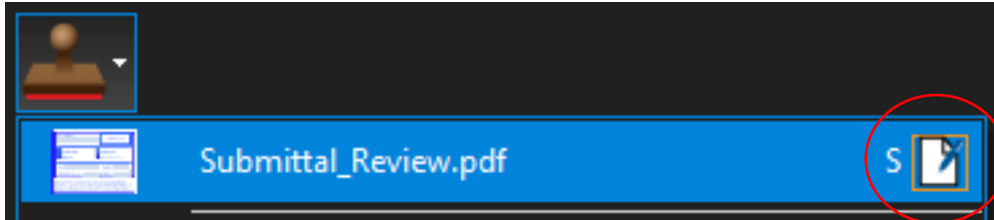
The screenshot shows the final stamp layout. It includes a 'Project Name' field with 'Project MEP_5' and a 'Company Logo' box. Below these are four checkboxes for status: 'APPROVED' (checked), 'REJECTED', 'REVISE', and 'NOT REVIEWED'. A horizontal line separates the status section from the details section. The details section includes 'BY eobregon', 'DATE 8/11/2015', 'SUBMITTAL# 12345-D1', and 'SPEC 39-A'. At the bottom, there is a disclaimer text: 'This review is only for general conformance of the project and general compliance. Corrections or comments made on these drawings during this review do not relieve Contractor/Subcontractor from compliance with the requirements of the plans and specifications. Contractor is responsible for all dimensions and fabrication to be confirmed and correlated at the job site'.

Note: For batch processes and to apply an Interactive Stamp to all pages, use the batch version of the Stamp included as part of the Stamp package

Customize the Submittal Review Interactive Stamp

The Stamp can be customized by changing the colors and text and/or inserting a company logo in any edition of Revu.

1. Go to **Markup > Stamp**, hover over the Submittal Review Interactive Stamp and select the  **Edit** button next to the Stamp name




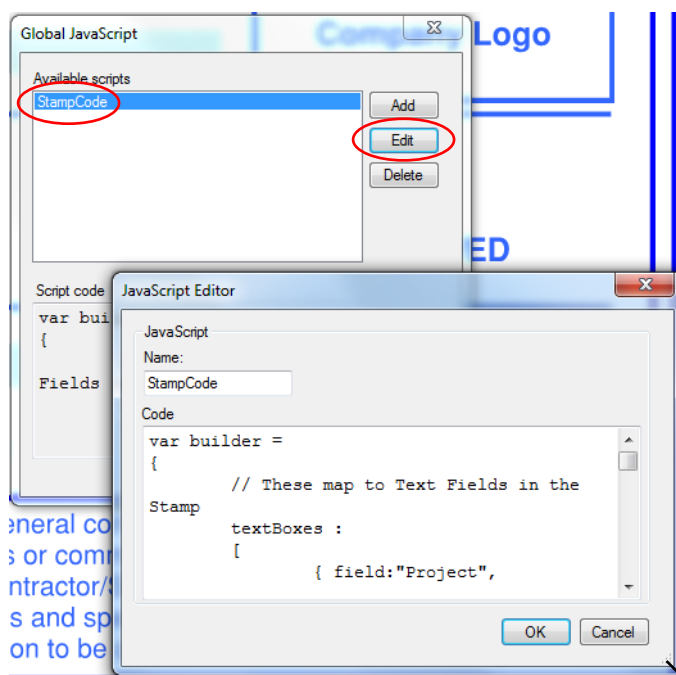
2. Select any markups you want to change and edit them.
3. Save the Stamp

Edit the Stamp Properties *(Note: The following steps require Revu Extreme edition)*

You can create a new Stamp by using the available interactive options of this Stamp as a template.

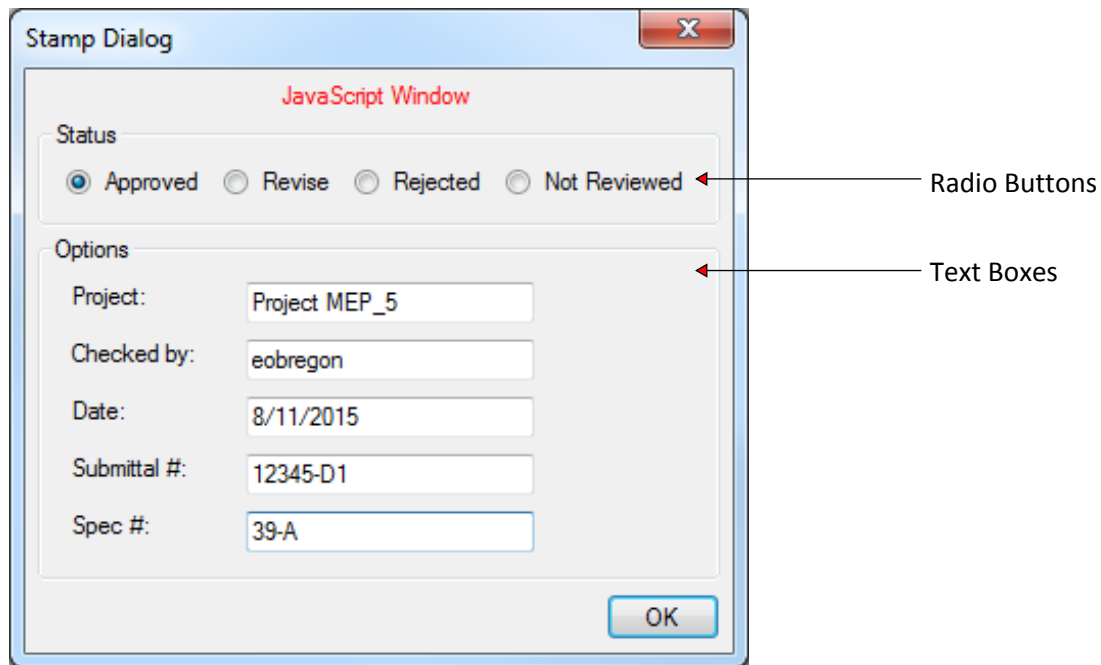
Please note that the names of the form fields, names of the PDF and names in the Stamp dialog box, must match exactly for the Stamp to work.

1. In Revu, go to **Form > Editor** or use shortcut "Alt+Q" to launch the **Forms** tab on the left panel
2. Next, click the  **JavaScript** button.
3. In the **Global JavaScript** dialog box, select "StampCode" in the list and then click **Edit**. The **JavaScript Editor** will open and display the JavaScript used in the Stamp.
4. Expand this window to view and edit the code, as shown below



Click to drag and expand editing window

The **StampCode** JavaScript is broken up into two portions. The first is to add Text Boxes, and the second is to add options for the Radio Buttons, as shown below.



The image shows a 'Stamp Dialog' window with a 'JavaScript Window' title bar. It contains two sections: 'Status' and 'Options'. The 'Status' section has four radio buttons: 'Approved' (selected), 'Revise', 'Rejected', and 'Not Reviewed'. The 'Options' section has five text boxes: 'Project:' (containing 'Project MEP_5'), 'Checked by:' (containing 'eobregon'), 'Date:' (containing '8/11/2015'), 'Submittal #:' (containing '12345-D1'), and 'Spec #:' (containing '39-A'). An 'OK' button is at the bottom right. Two arrows point to the radio buttons and text boxes respectively.

Section	Field	Value
Status	Approved	Selected
	Revise	Not Selected
	Rejected	Not Selected
	Not Reviewed	Not Selected
Options	Project:	Project MEP_5
	Checked by:	eobregon
	Date:	8/11/2015
	Submittal #:	12345-D1
	Spec #:	39-A

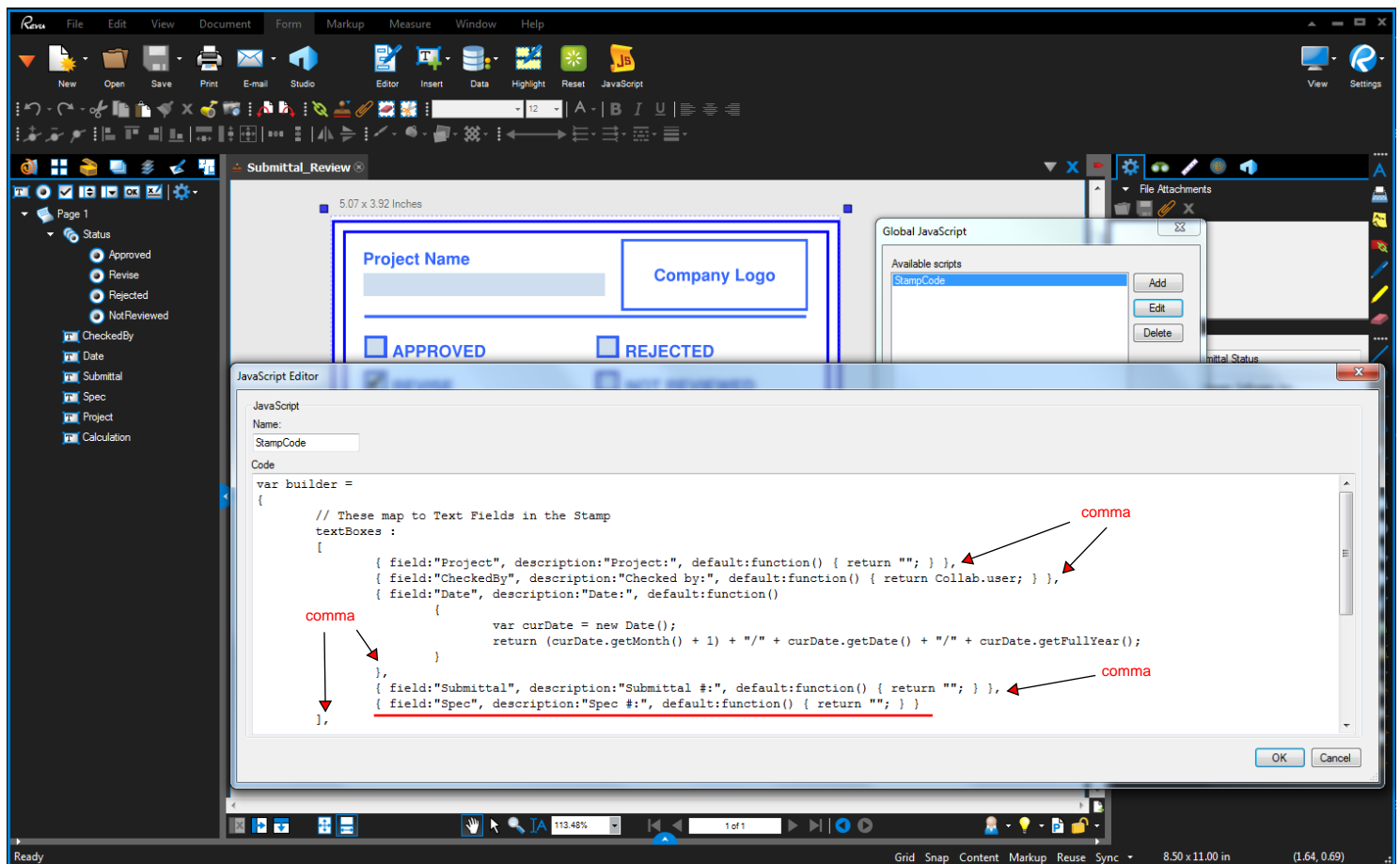
Steps to add Text Boxes

- Create a new text box by going to **Form > Insert > Text Box** and placing it in the Stamp area
- Go to the **Properties** tab and change the **Text Box Name** from "Text1", for example to "Spec"
- Add a Text Box field and enter the corresponding field name and place it to the left of the Text Box
- Go to **Form > JavaScript > StampCode > Edit** to launch the JavaScript Editor
- In the section labeled textBoxes, add the following code within the [] brackets

```
i.field:"Spec", description:"Spec #:", default:function() {return "";} }
```

Note: The field name in the JavaScript should match the form field name.

Note: There should always be a comma between each {field} attribute.



- Click **OK** twice to save and close the JavaScript Editor
- Use **Save As** to save the Stamp to a new name in the same folder

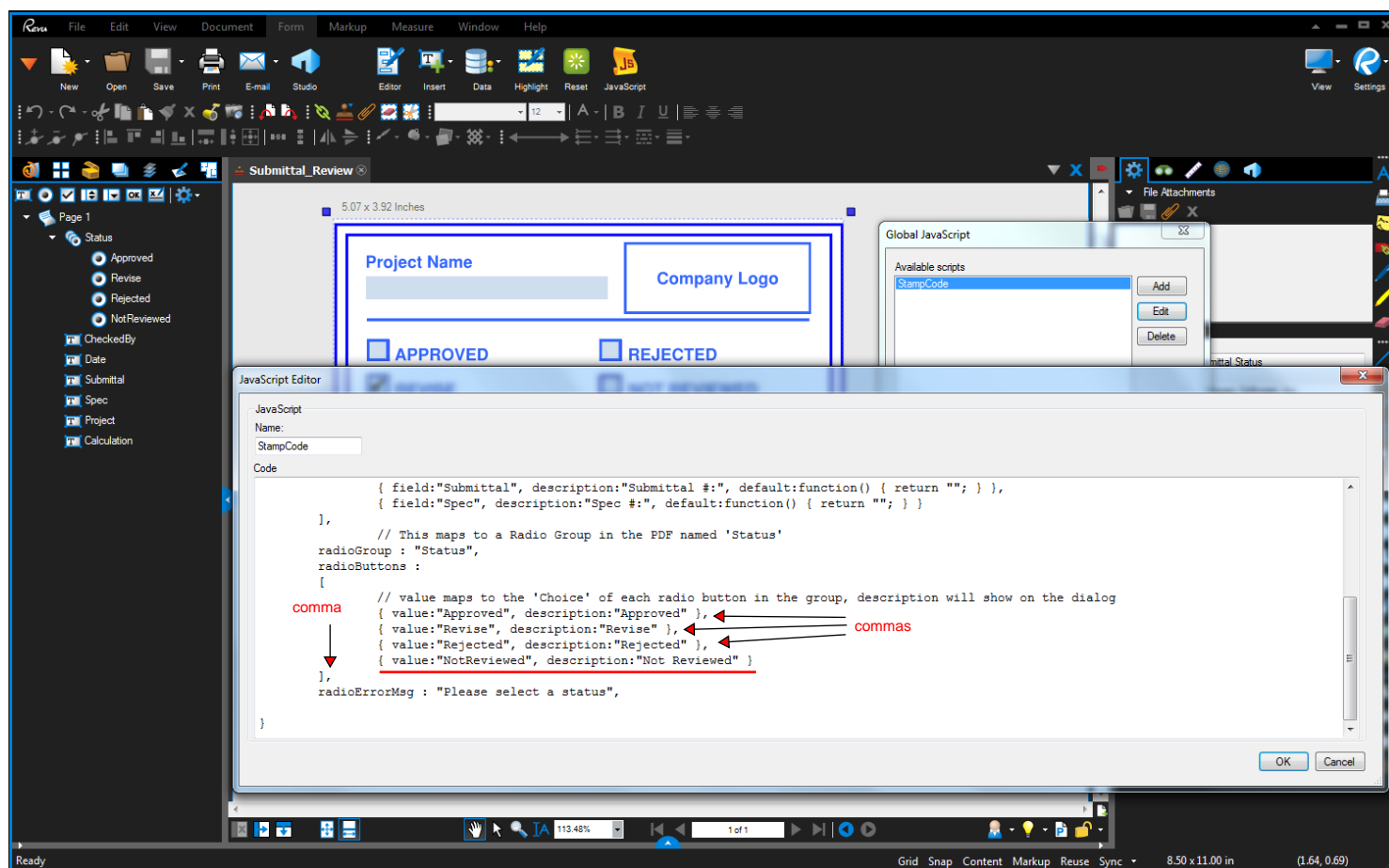
Steps to add additional Radio Button options

- Create a new Radio Button by going to **Form > Insert > Radio Button** or copy and paste one of the other check boxes to maintain the same color properties
- Go to the **Properties** tab and change the **Radio Button Name** to "Status" and the Choice under **Options** to "NotReviewed"
- Add a Text Box field and enter the corresponding field name and place it to the left of the Radio Button
- Click **Form > JavaScript > StampCode > Edit** to launch the JavaScript Editor
- In the section labeled radioGroup, add the following code within the radioButtons [] brackets
 - `{value:"NotReviewed", description:"Not Reviewed" }`

Note: The field name in the JavaScript should match the form field name.

Note: There should always be a comma between each {value} attribute.

- Click **OK** twice to save and close the JavaScript Editor
- Use **Save As** to save the Stamp to a new name in the same folder



Your Stamp is now ready to use