Bluebeam Revu Offline
Administration Guide

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Bluebeam Revu Offline overview

Revu 21.4 and later offer Bluebeam Revu Offline as a subscription-based solution that doesn't require internet access. Offline functionality is supported on a designated machine, with collaboration tools disabled to ensure secure operation. With a Revu Offline subscription, you can leverage the latest features of Revu while maintaining operational efficiency where network connectivity in unavailable or restricted.

Before you begin

This guide is intended for IT professionals. To generate and install an offline licence, you'll need the following:

- Physical access to the machine receiving the offline licence
- Access to the Org Admin Portal with either an IT Admin or Org Admin permission level

Contact Bluebeam to set up offline licensing for your account. Once enabled, you'll be able to generate and install offline licences.

Generate and install an offline licence

After your account is set up for offline licensing, generate the offline licence in the Org Admin Portal and use Revu to upload it to the designated machine.
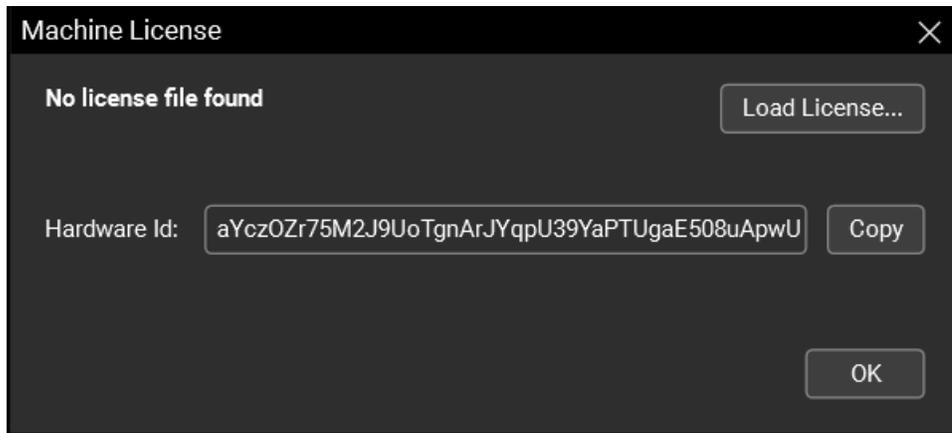
Retrieve the machine information

This procedure is performed on the machine receiving the offline licence.

1. In Revu 21.4 or later, go to **Revu** > **Preferences**.
2. On the **Admin** page, press and hold **Alt**.
3. Select **Machine Licence**.
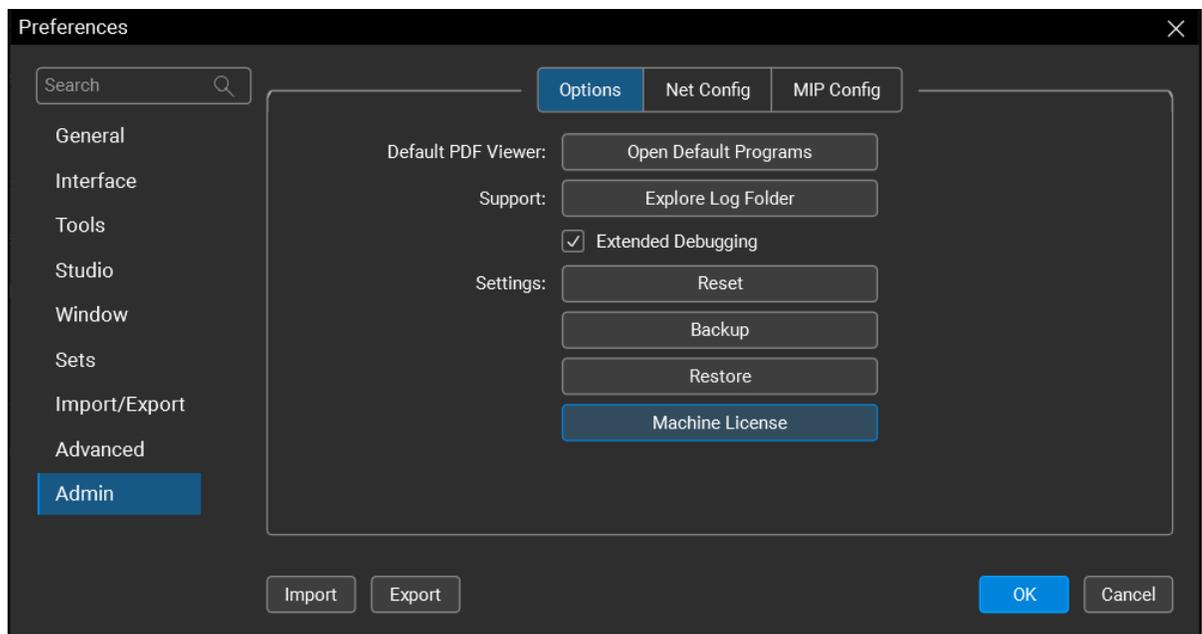
4. Select **Copy** to copy the **Hardware ID**.

Generate the offline licence

This procedure is performed in the Org Admin Portal.

1. In the Org Admin Portal, on the **Users** page, select the **Offline Licences** tab.

2. Select **Add Machine**.

3. Enter a **Machine Name**. This is a name created by you that will help you identify the machine in the Org Admin Portal.

4. In the **Machine ID** field, paste the hardware ID you copied from Revu, and verify the Machine ID.

5. From the **Contract** dropdown list, select the serial number for the offline licence you want to use.

6. Select **Next**.

7. To continue adding machines, select **Add another machine**.

8. Select **Add** to add the machine to the **Authorisation Queue**.

9. Select the machine(s) you want to generate an offline licence for, and select **Generate Keys**. The offline licence is generated, the status for the machine(s) changes from **Pending** to **Authorised** and the machine(s) is/are moved to the **Authorised Machines** list.

> ⚠ An offline licence can only be generated once for a machine, unless the contract is updated or renewed. When generating a licence, make sure you know which offline licence belongs to which machine.

10. Move the licence to a portable storage device (USB, CD, etc.).

Install the offline licence

This procedure is performed on the machine receiving the offline licence.

1. Connect the portable storage device with the offline licence to the authorised machine.
2. In the Machine Licence dialogue, select **Load Licence**. If the Machine Licence dialogue is not open:
    a. Go to **Revu** > **Preferences**.
    b. On the **Admin** page, press and hold **Alt**.
    c. Select **Machine Licence**.
3. Browse for and select the offline licence, and select **Open**.
4. Select **OK**.

Manage offline licences

Use the **Offline Licences** tab in the Org Admin Portal to manage machines with offline licences.

Update a contract

You can update the contract(s) for pending, authorised or expired machines on the **Offline Licensing** tab.

1. Select the machine(s) and select **Update Contract**.
2. From the **Contract** dropdown list, select the new serial number, and select **Next**.
3. Select **Update**.

> **ℹ** When a contract is updated or renewed for an authorised or expired machine, the machine is moved back to the **Authorisation Queue**, and you must generate a new offline licence for that machine.

View and manage machines with an expired contract

Machines with an expired contract are hidden by default. To view machines with an expired contract, follow these steps:

1. In the **Authorised Machines** list, select **Filter**.
2. Select **Show Expired Only**.

Remove a machine

Machines can be deleted from the **Offline Licensing** tab if they are one of the following:

- Are in the **Authorisation Queue** and have a status of **Pending**
- Are in the **Authorised Machines** list and have a status of **Expired**

To remove a machine, follow these steps:

1. Select the machine(s) to remove, and select **Remove**.
2. Select **Remove** to confirm.

ℹ️ To remove or transfer a licence that has already been generated for a contract that has not expired, please contact Bluebeam.