

ePM Quick Reference Guide #91

ePM Viewing and Redlining

WHAT IS...

The ePM Document Management “View & Redline” tool is powered with the Brava! ® product family by Informative Graphics Corporation (IGC), a leading provider of commercial software for content visualization, web publishing and collaboration. The ePM Document Management “View & Redline” tool is a solution for ePM documents including Design Documents, Submittals, and Catalog Cards.

Brava! requires a desktop client to be installed. When needed, this install will automatically trigger. If you have admin rights on your computer, follow the prompts for install. If you have a GSA computer are not prompted to install the software, you can submit a request for the software through ServiceNow.

For a list of supported file formats, please visit Informative Graphics Corporation's [website](#).

WHO USES...

- General Contractor
- Construction Manager
- Architect / Engineer
- Project Manager and Staff
- Contracting Officer and Staff
- GSA Executive
- Owner Representative

HOW TO

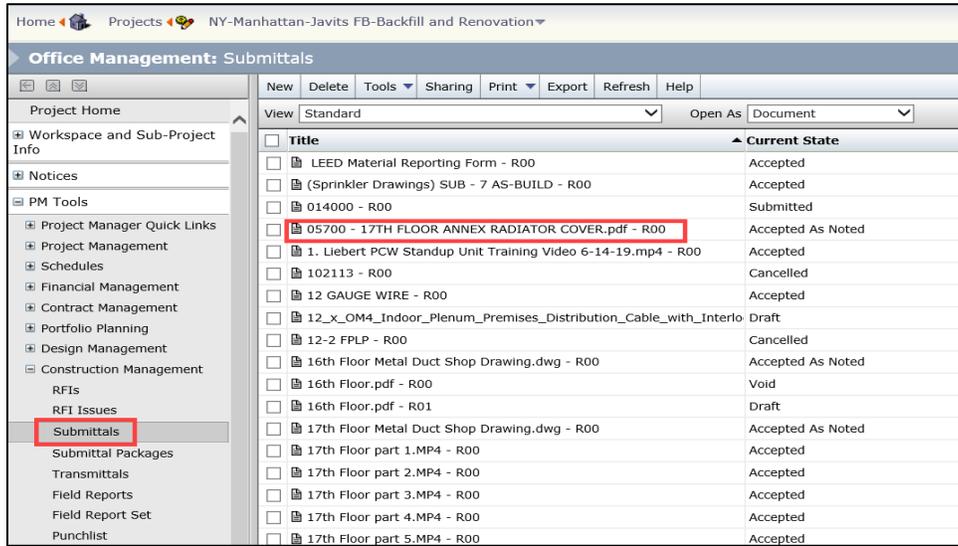
A. INSTALL BRAVA VIEWER

External Users

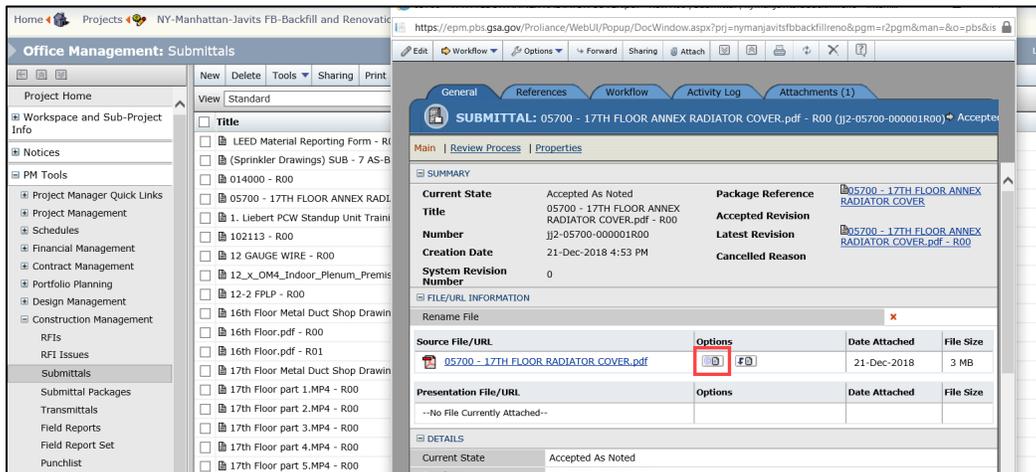
1. Login to ePM, and navigate to the desired project.
2. Navigate to the module that contains the file that you wish to view.

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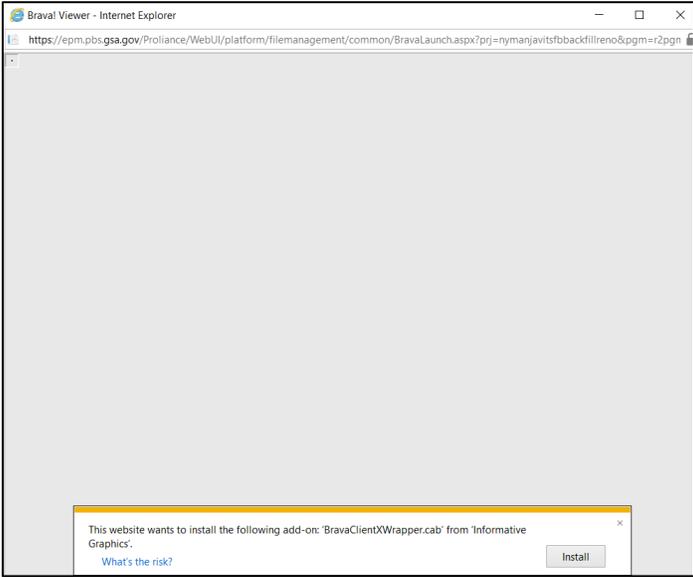
3. Click the **document's name** to open the document window.
4. In the Source File/URL Information section, click the **"View this file using Proliance's viewer"** icon.



5. Click **Install** on the pop-up window that says "This website wants to install the following add-on: 'BravaClientXWrapper.cab' from 'Informative Graphics!'."

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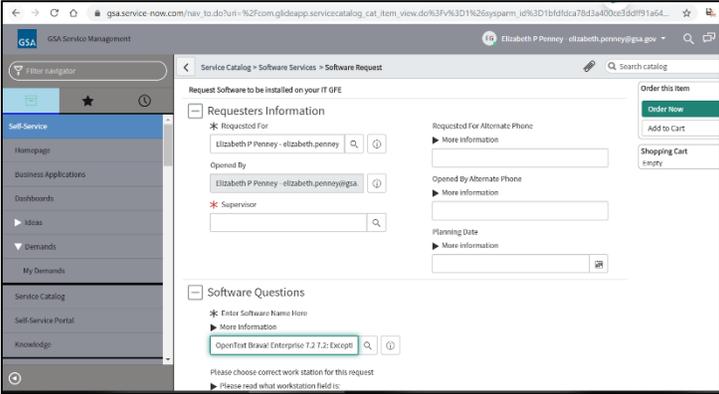


6. Click **Yes** on the window that asks if you want to allow the computer to install the Brava application.
7. The Brava window will open with the appropriate file so you can begin annotating the file.

Note: Autodesk Architecture Revit (.rvt) and Industry Foundation Classes (.ifc) files cannot be opened in Brava! viewer.

Internal Users

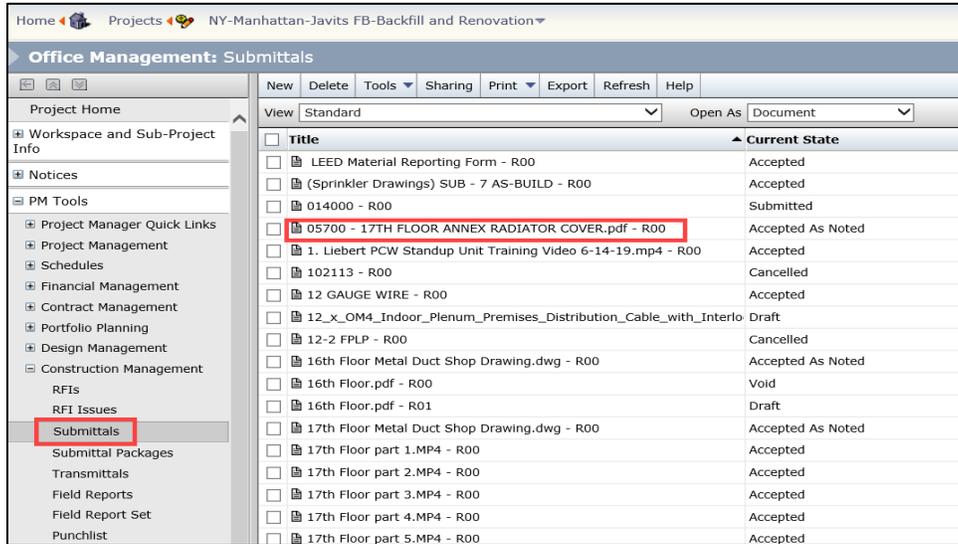
1. **Submit** a request for OpenText Brava! Enterprise 7.2 7.2: Exception to IT Support via [ServiceNow](#).



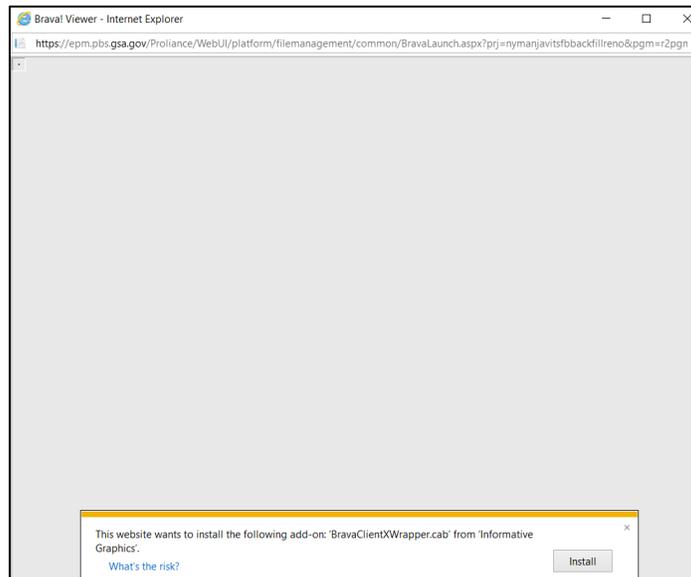
2. Upon approval, Brava! will be pushed to your laptop automatically through the IBM BigFix tool.
3. Once you have received confirmation from IT Support that Brava! Viewer has been installed, log into ePM, and navigate to the desired project.
4. **Navigate** to the module that contains the **file** that you wish to view.

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5. Click the **document's name** to open the document window.
6. Click the **"View this file using Proliance's viewer button"**.
7. Click **Install** on the pop-up window that says "This website wants to install the following add-on: 'BravaClientXWrapper.cab' from 'Informative Graphics'".



8. Click **Yes** on the window that asks if you want to allow the computer to install the Brava application.
9. The Brava window will open with the appropriate file so you can begin annotating the file.

Note: It may take 24 hours for the software to be pushed to your computer once the installation is approved.

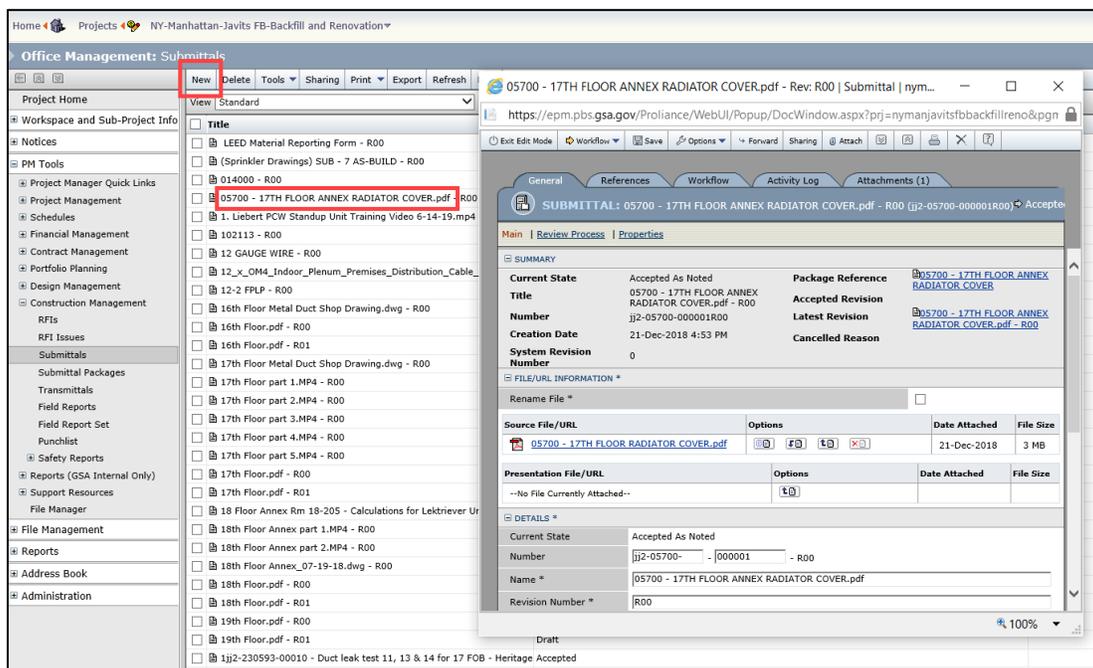
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B. CREATE A “VIEW AND REDLINING” SUPPORTED DOCUMENT

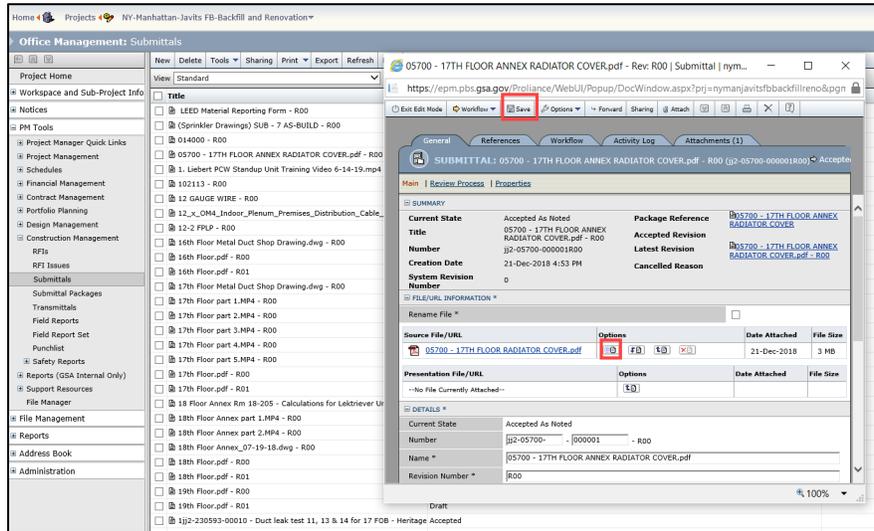
1. From the Project Workspace, navigate to one of the following documents.
 - a. PM Tools > Design Management > Design Documents
 - b. PM Tools > Construction Management > Submittals
 - c. File Management > Catalog Cards
2. **Open** an existing document from the register or click ‘New’ in the toolbar to create a new document.



3. With the document in edit mode, find the “File/URL INFORMATION” section.
4. In the ‘Source File/URL’ or ‘Presentation File/URL’ field click the ‘Attach’ icon in the options column.
5. In the Attach File dialog box select ‘File Attachment’.
6. Click ‘Browse’.
7. Select a file from your local drive(s) and click ‘Open’.
8. Click ‘Attach’.
9. Click ‘Save’ (If you created a new document required fields must be populated).

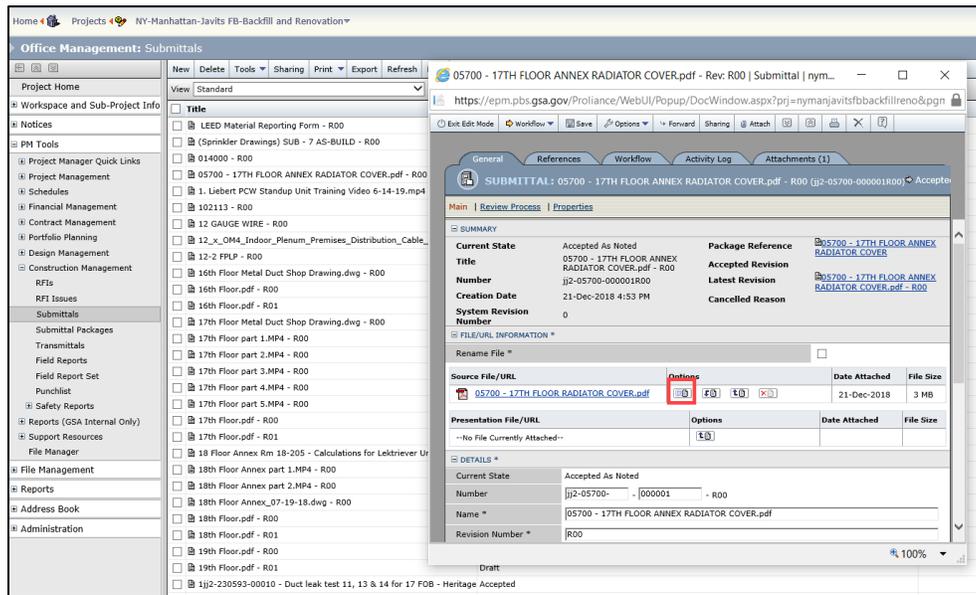
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C. OPEN A FILE FROM THE DOCUMENT

1. From the Project Workspace, navigate to one of the following documents.
 - a. PM Tools > Design Management > Design Documents
 - b. PM Tools > Construction Management > Submittals
 - c. File Management > Catalog Cards
2. Click on an existing document in the register.



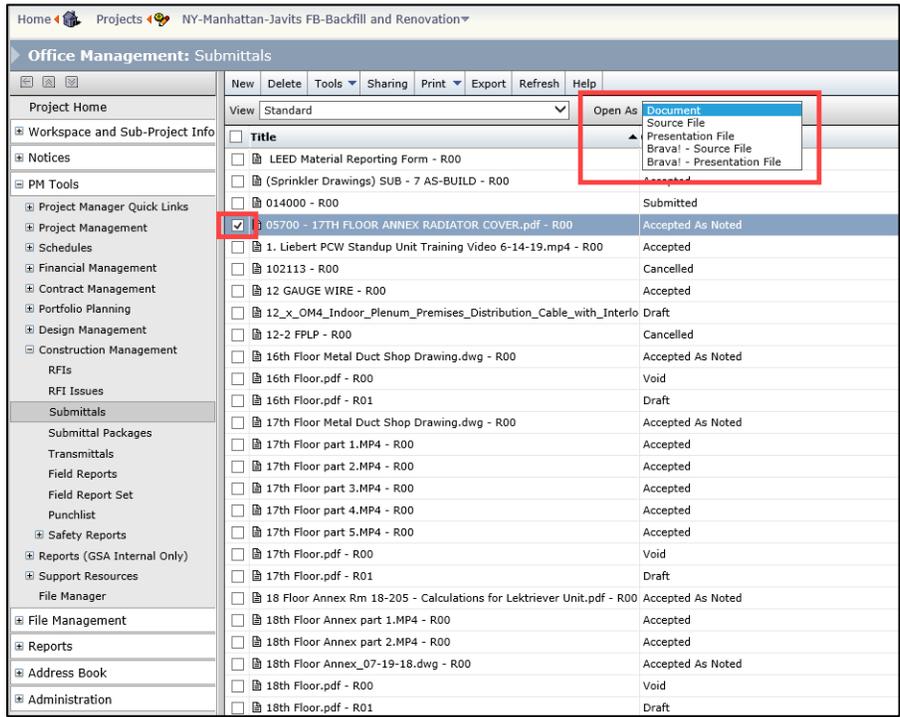
3. Next to the 'Source File/URL' or 'Presentation File/URL' field click the 'View' icon in the options column.

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D. OPEN A FILE FROM THE REGISTER

1. From the Project Workspace, navigate to one of the following documents.
 - a. PM Tools > Design Management > Design Documents
 - b. PM Tools > Construction Management > Submittals
 - c. File Management > Catalog Cards
2. In the register view header, toggle the 'Open As' picklist to 'Brava! Source File' or 'Brava! Presentation File' as appropriate.



3. Click on an existing document in the register.

E. ADD REDLINES TO A FILE

1. Following the instruction of section B or C above, open a file in the Brava viewer.
2. Click 'Annotate' in the top menu.

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Brava! Viewer - Internet Explorer

https://epm.pbs.gsa.gov/Proliance/WebUI/platform/filemanagement/common/BravaLaunch.aspx?prj=nymanjav

Annotate Review Takeoff Publish

prj=nymanjavitsfbackfillreno=ppspgm=rzpgmcardguid=40ed792c-2e6d-47bf-9b48-a2d975c

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE				DATE	TRANSMITTAL NO.		
For use of this form, see ER 415-1-15; the proponent agency is CECW-C-E.				2018-12-21	j2-05700-00001		
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)							
TO: GSA Northeast & Caribbean Region New York, NY 10278 (212) 264-5244		FROM: Volmar Construction Inc. 4400 2nd Avenue Brooklyn, NY 11232 (718) 832-2444		CONTRACT NO. 47PC0318C0002			
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 05 70 00 Induction Cover Shop Drawing		PROJECT TITLE AND LOCATION Backfill & Renovation of Floors 16 - 18		THIS TRANSMITTAL IS FOR: (Check one) <input type="checkbox"/> FID <input checked="" type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR <input type="checkbox"/> DA/CR <input type="checkbox"/> DA/GA			
ITEM NO. (See Note 3)	DESCRIPTION OF SUBMITTAL ITEM (Type size, model number/etc.)	SUBMITTAL TYPE CODE (See Note 6)	NO. OF COPIES	CONTRACT DOCUMENT REFERENCE (SPEC. PARA. NO. DRAWING SHEET NO.)	CONTRACTOR REVIEW CODE	VARIATION (Enter "Y" if requesting a variation (See Note 6))	USACE ACTION CODE (Note 9)
a.	b.	c.	d.	e.	f.	g.	h.
	17th Floor - Annex: New Induction covers	SD-02	1.04				
REMARKS				I certify that the above submitted items had been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications, or as otherwise noted. Volmar Construction Inc. NAME OF CONTRACTOR <i>George White</i> SIGNATURE OF CONTRACTOR			
ENCLOSURES RETURNED (List by item No.)		NAME AND TITLE OF APPROVING AUTHORITY		SIGNATURE OF APPROVING AUTHORITY		DATE	
SECTION II - APPROVAL ACTION							

ENG FORM 4025-R, MAR 2012 REPLACES EDITION OF MAR 98, WHICH IS OBSOLETE. Page 1 of 2

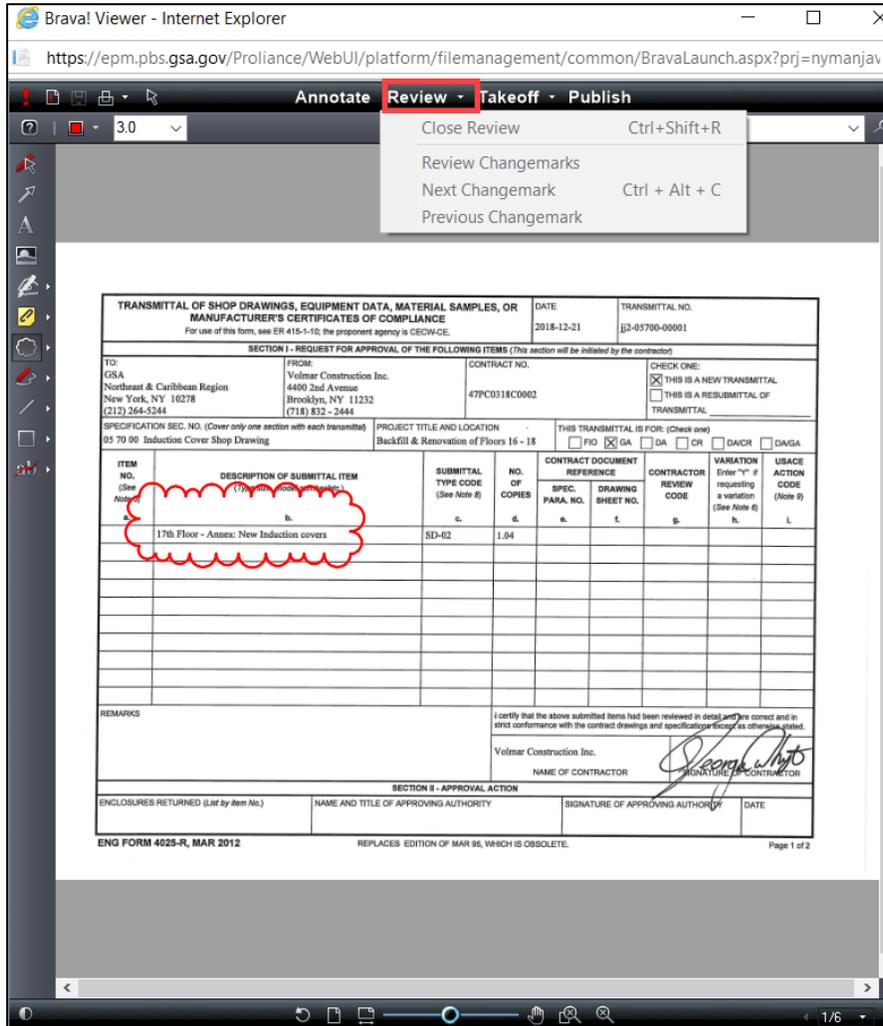
3. Add markups as appropriate. For more information about markup toolbars click on the help icon in the upper right of the screen.
4. Click the 'Save' icon in the top menu.
5. Enter your name in the 'Save As' dialog box.
6. Click 'OK'.

F. REVIEW REDLINES ON A FILE

1. Following the instruction of section B or C above, open a file in the Brava viewer.
2. Click 'Review' in the top menu.

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3. Click the markup to be reviewed.
4. Click 'OK'.
5. Repeat steps 2-4 to open additional markups.

REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the [ePM Portal](#).

- QRG 92 - ePM View and Redlining Toolbars & Icon Features
- QRG 93 - ePM View and Redline Supported File Formats