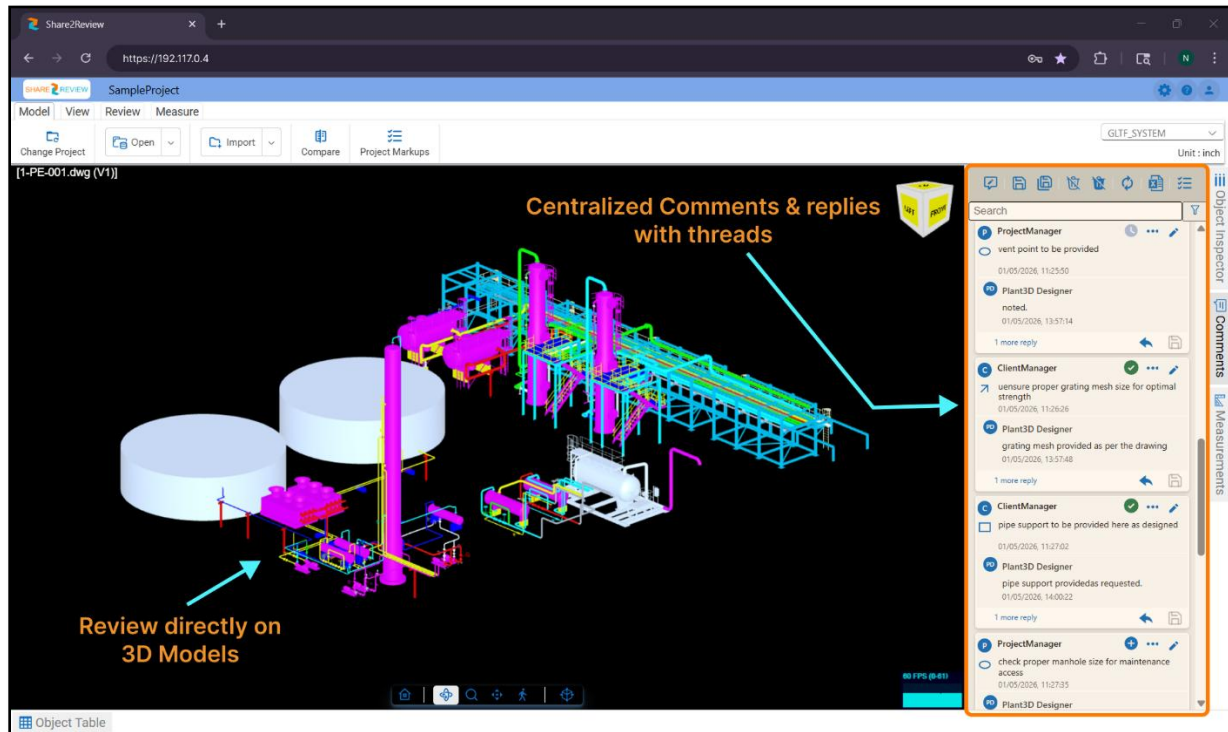


## SHARE2REVIEW – QUICK START GUIDE

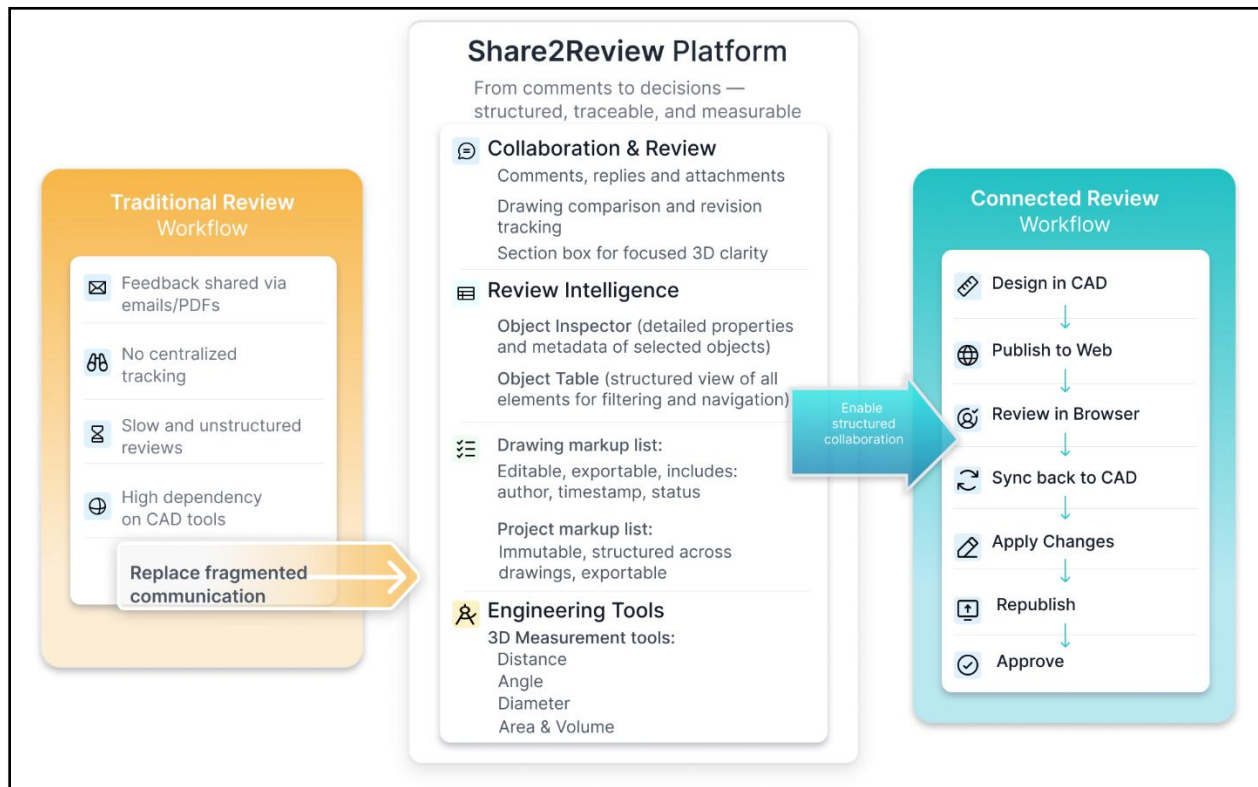
Start reviewing engineering drawings & models in minutes



### About Share2Review:

- **Share2Review** is a collaborative **review platform** that transforms **fragmented** design feedback into a **structured, traceable** workflow—from **markup** to **approval**.
- It enables teams to share drawings via **web** or **PDF**, capture **comments, replies**, and **attachments**, and **sync feedback** directly back into **CAD**—eliminating **scattered** communication.
- With built-in review intelligence, it **organizes markups** into structured lists with **author**, **timestamp**, and **status**, ensuring complete **visibility** and **revision** tracking.


Integrated **engineering tools** and **comparison** capabilities provide deeper context, helping teams **review faster**, measure accurately, and make confident **decisions**.



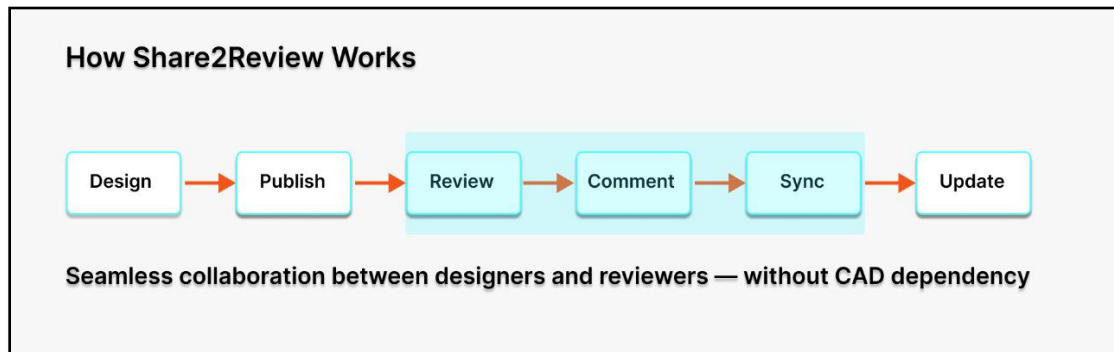
## What You'll Do

In just a few steps, you will:

- **Install** Share2Review add-ins & server(for web collaboration)
- **Open** a drawing or model
- **Add** review comments and markups
- **Share** feedback with the design team

 **Time required: ~10–15 minutes**

## Review Workflow



### OPTION A: OFFLINE PDF-BASED REVIEW(SUPPORTED BY BOTH THE ADD-INS)

1. Export drawing to PDF
2. Reviewer adds comments
3. Import back into CAD

### OPTION B: WEB-BASED REVIEW (AUTOCAD UNSUPPORTED FOR WEB)

1. Publish drawing
2. Review in browser
3. Add comments
4. Sync back to CAD

## Before You Start

### Make sure you have:

- **Administrator** access
- **Internet** connection
- CAD application closed

- Required **permissions** for installation

## Install the Necessary Tools

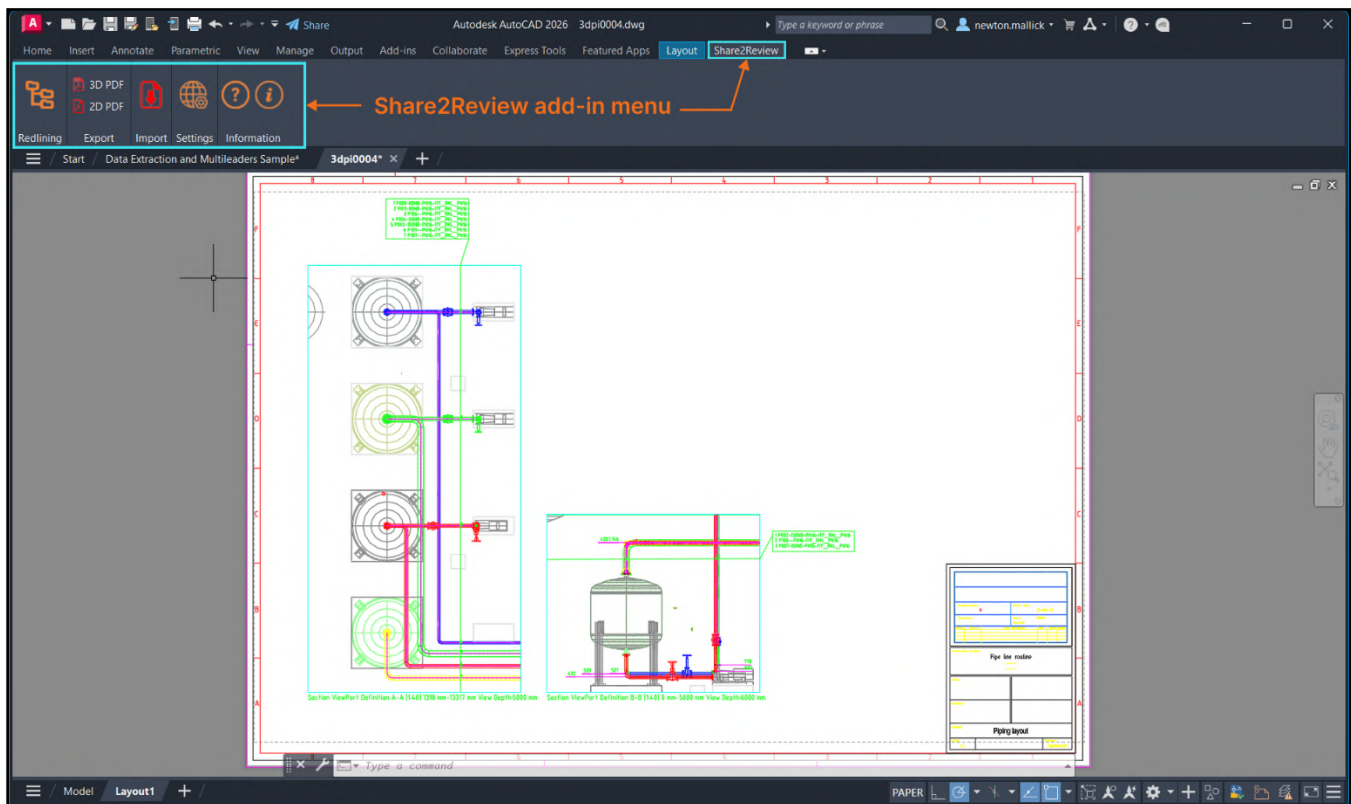
1. Select your CAD add-in (AutoCAD / Plant 3D ) installer
2. Run the installer.
3. Complete installation
4. Run the Share2Review Server installer

 (For enterprise setup & configuration(**server & Database**), contact **your IT/Admin**)

Once installed and activated the Share2Review,

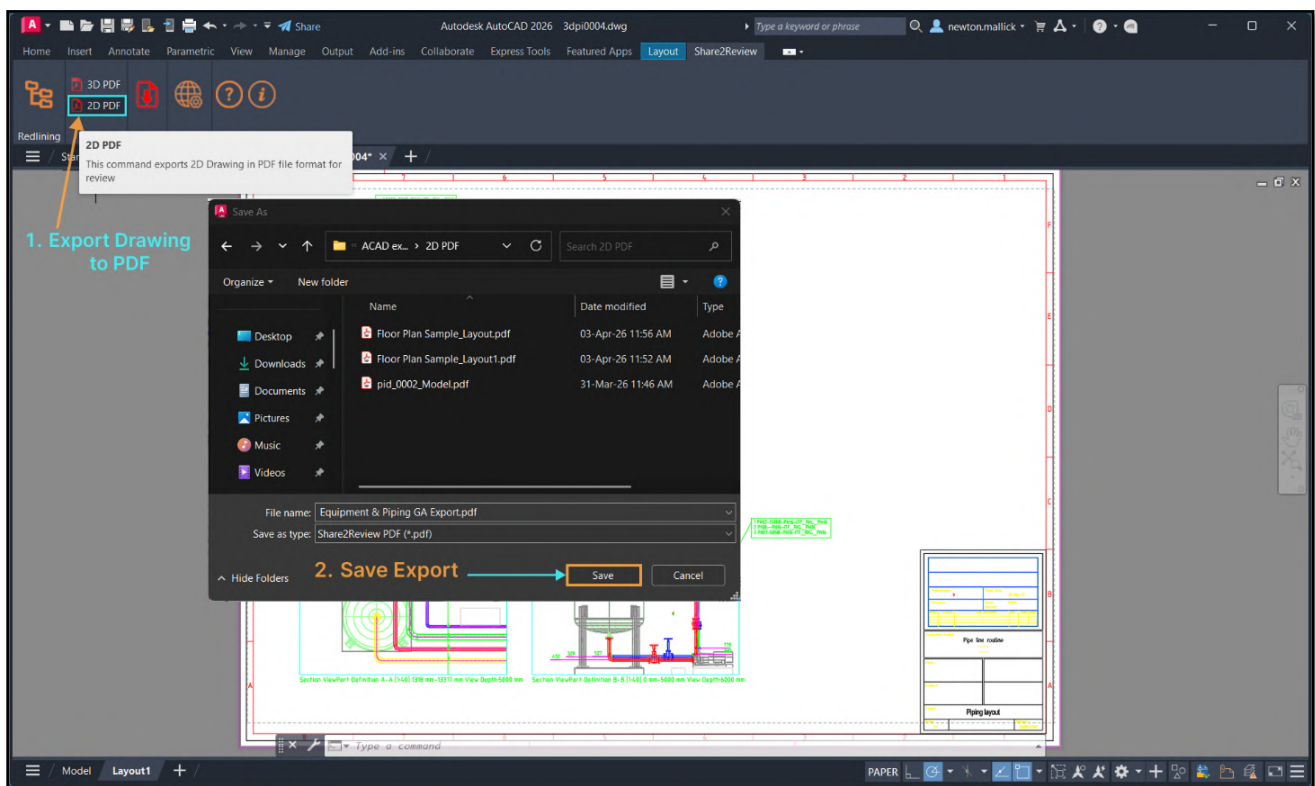
Choose your workflow method: **A. Offline**(PDF-based) or, **B. Online**(Web-based)

## Offline mode collaboration:(Works for both the Add-ins)



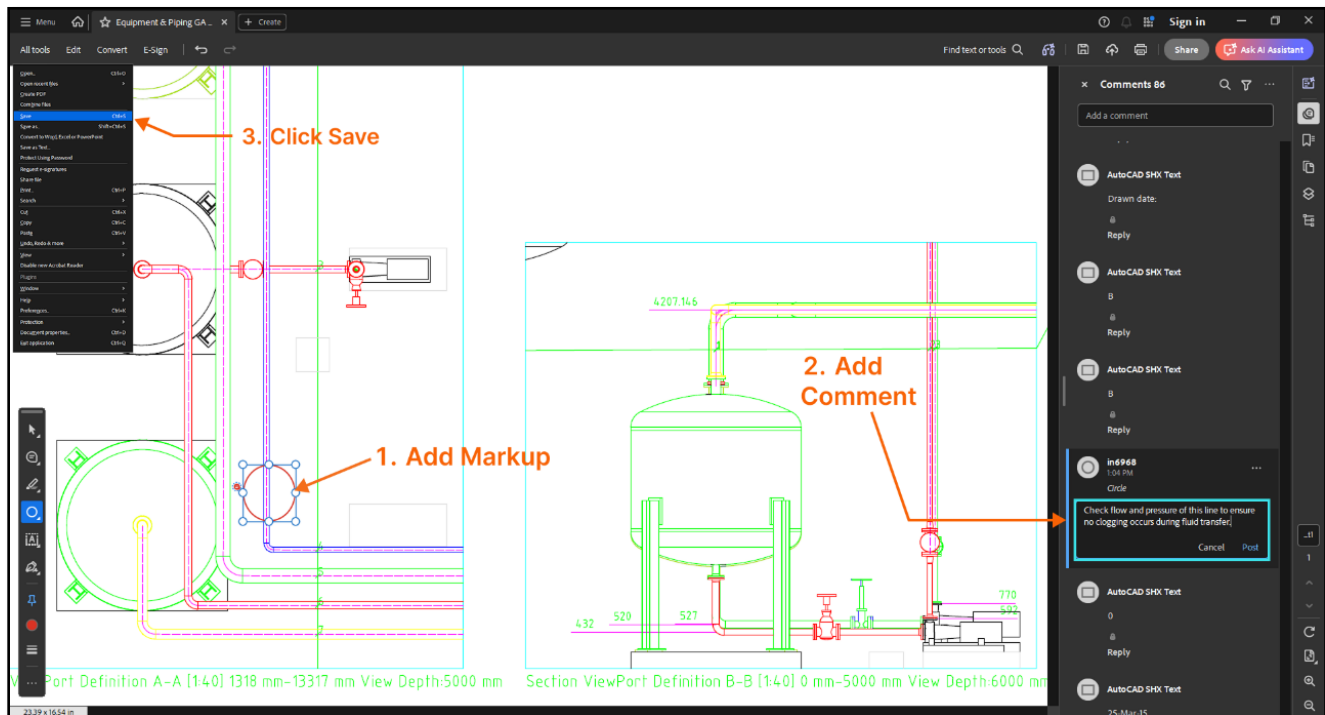
## STEP 1: OPEN YOUR DRAWING AND CREATE A PDF EXPORT FILE

- Launch your CAD tool
- Open any drawing or model
- **Export** your file to **PDF** using Share2Review add-in **Ribbon**
- **Save** the file



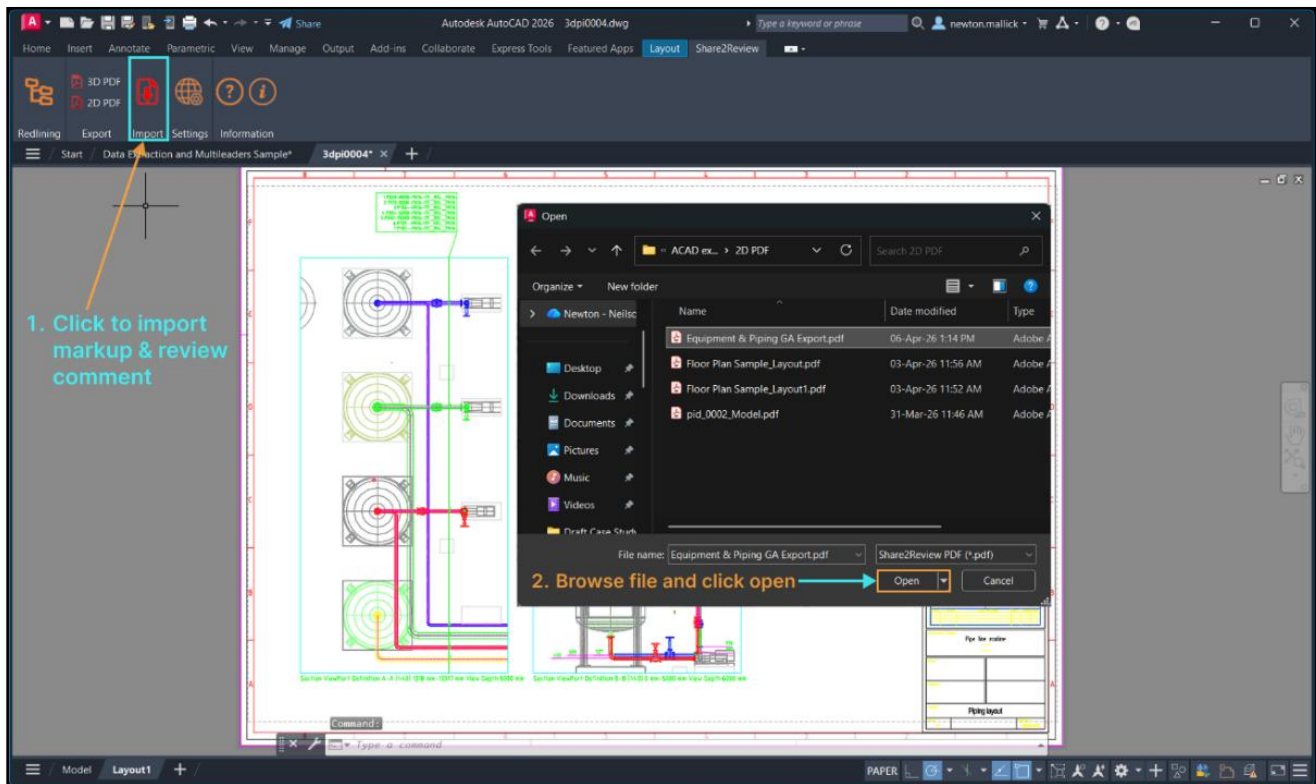
## STEP 2: OPEN THE EXPORTED PDF AND START MARKING UP & ADD COMMENTS

- Open the **exported PDF** file using any standard PDF viewer like: *Adobe Reader*
- Add **markup** and **comments**
- **Save** the file



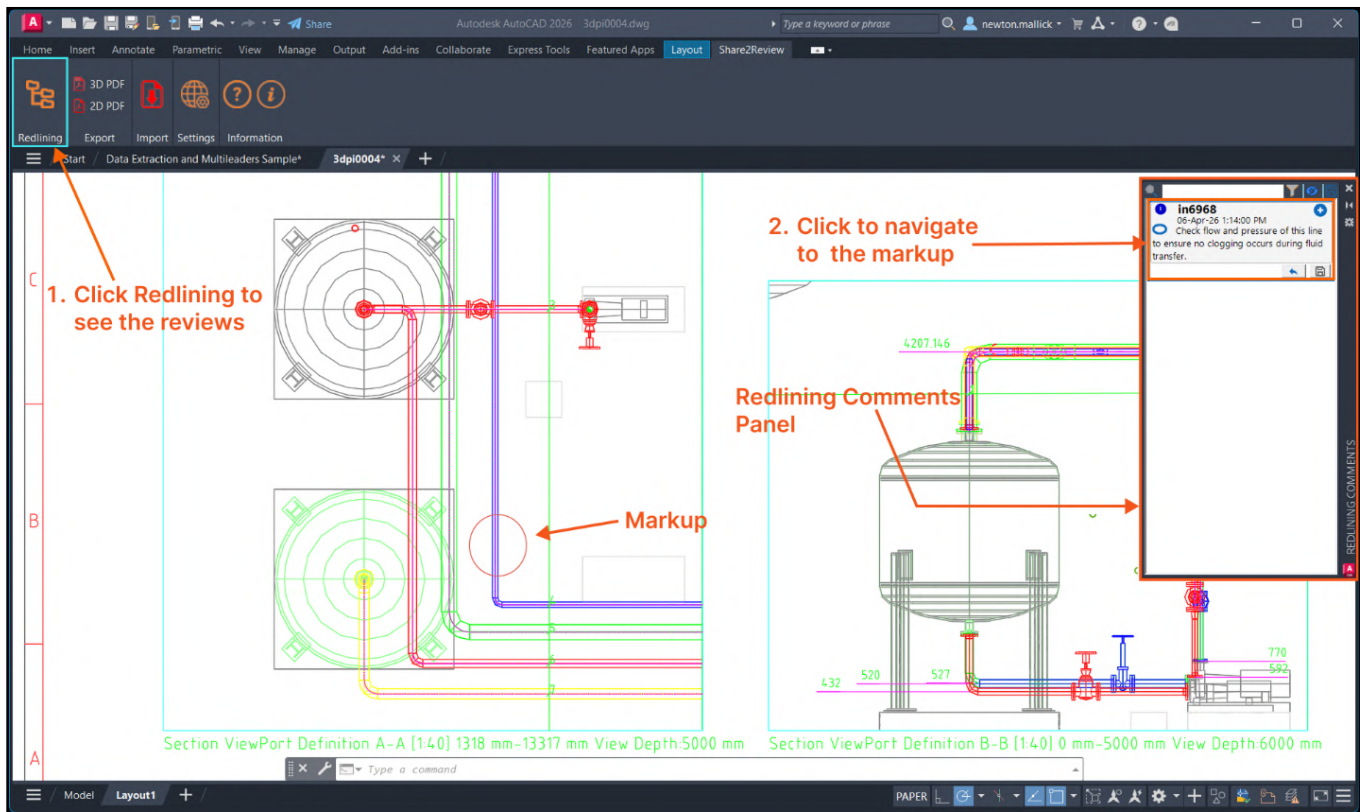
### STEP 3: IMPORT BACK ALL THE MARKUP & COMMENTS BACK TO CAD

- Open the CAD tool
- Open the Drawing file
- Click **Import** from the Share2Review Ribbon
- **Choose** the reviewed PDF file
- Click **Open** to receive all the markups & comments back in the CAD



- Click the **Redlining** button from the Share2Review **ribbon**
- The Redlining Comments panel becomes **active** and the review comment is visible
- Click on the **comment card** to navigate to the markup placed in the drawing

Make all the necessary design changes as per the comments.



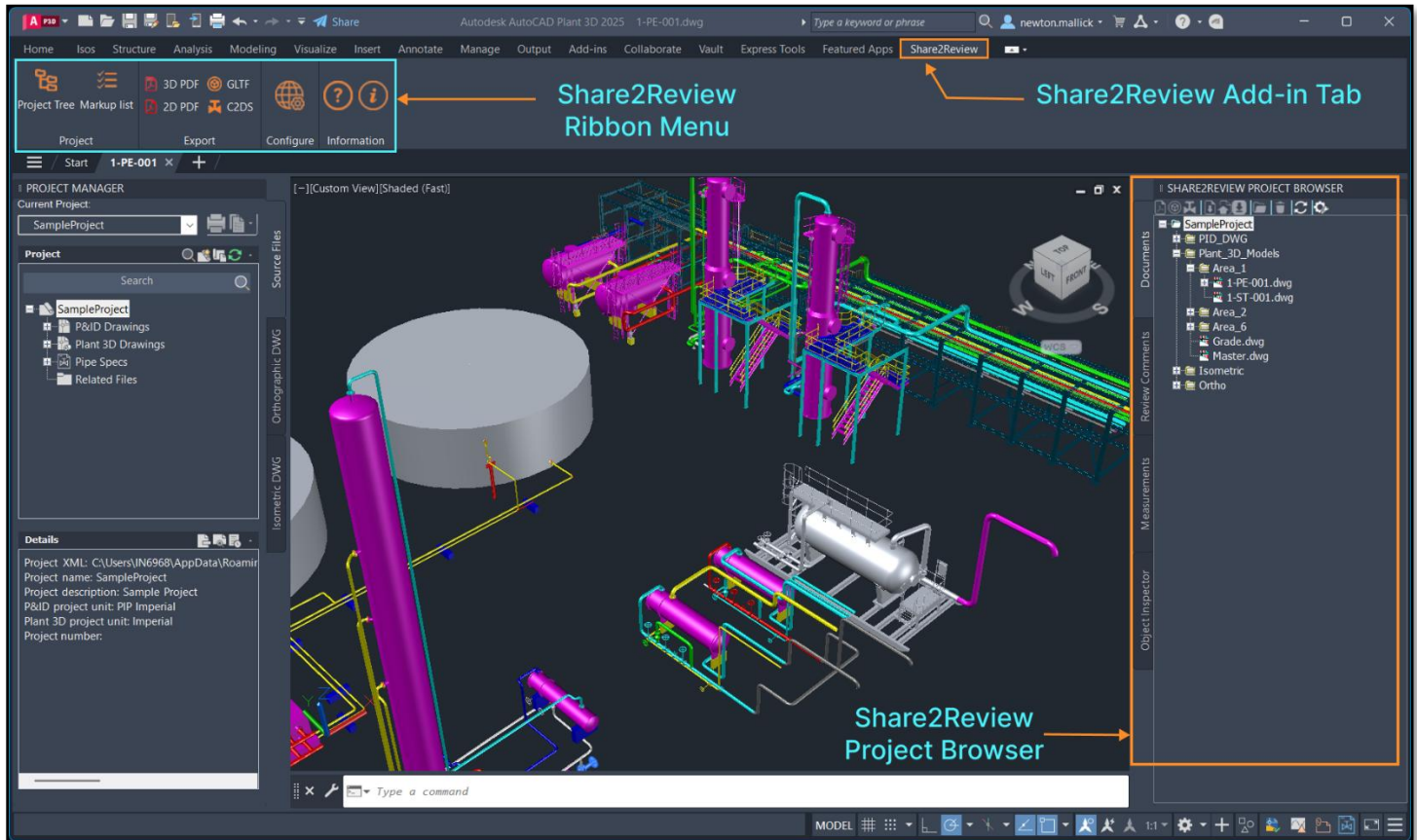
And this is how the loop continues till the reviewer is **satisfied**.

## Benefits

- **Fully paperless** review
- All markups and comments are stored inside the PDF — **no data loss**, **no sync issues**
- Create a **single source** of truth for all feedback and documentation
- Work seamlessly **without internet** connectivity — perfect for on-site engineers and remote reviewers

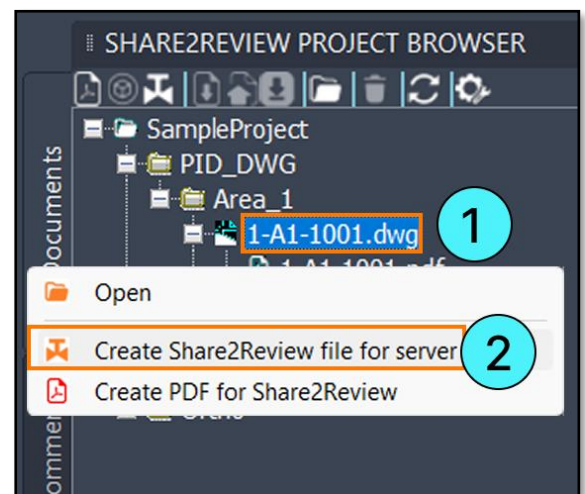
Online collaboration:(Works only for Plant 3D and not for AutoCAD)

User Interface of AutoCAD Plant 3D Add-in

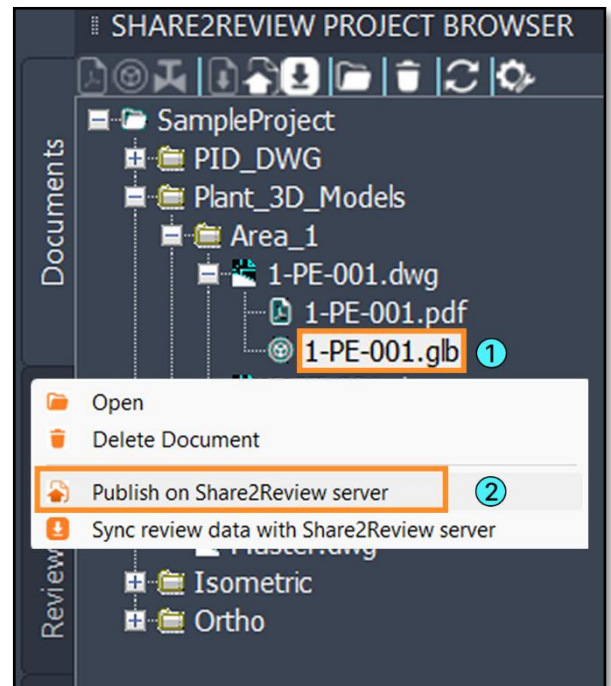


STEP 1: OPEN A DRAWING & PUBLISH (WEB COLLABORATION)

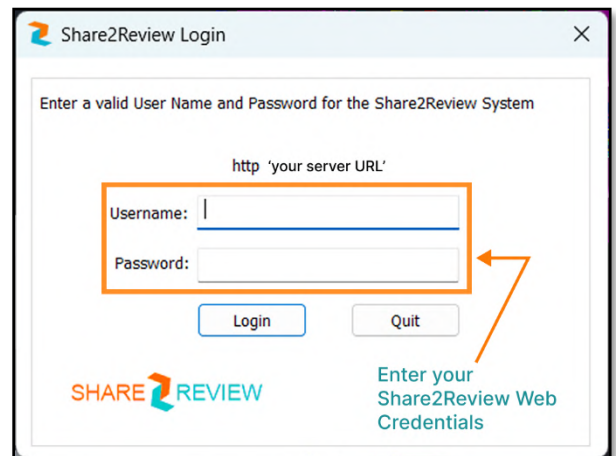
- Launch your CAD tool(Plant 3D)
- **Open** any drawing or model
- Access Share2Review **Project Browser** from the Share2Review ribbon
- **Select** the drawing file
- **Right Click to Create** the **publishable** file (C2DS for 2D and GLTF for 3D file)



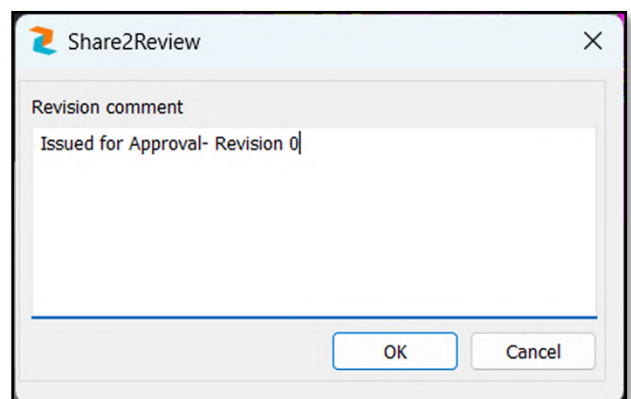
- Once created,
  - **Select** the publishable file (C2DS for 2D, GLTF for 3D file)
  - **Right Click** and select Publish to **Publish** your work



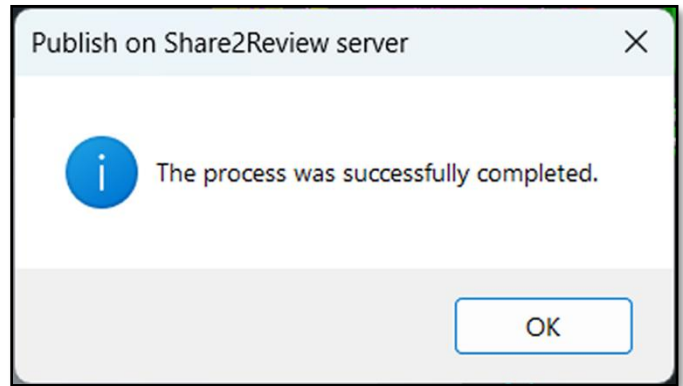
- While publishing, the system may prompt the designer to enter the log-in **credentials** for Share2Review.



- Add a **revision comment** to keep the publish context clear.

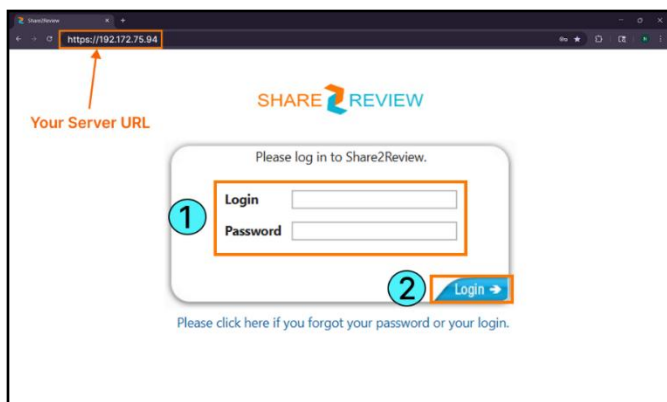


- Once the drawing is successfully published, a notification **message** will show up.
- An **email notification** about the published drawing (with link) will be sent to the reviewer.



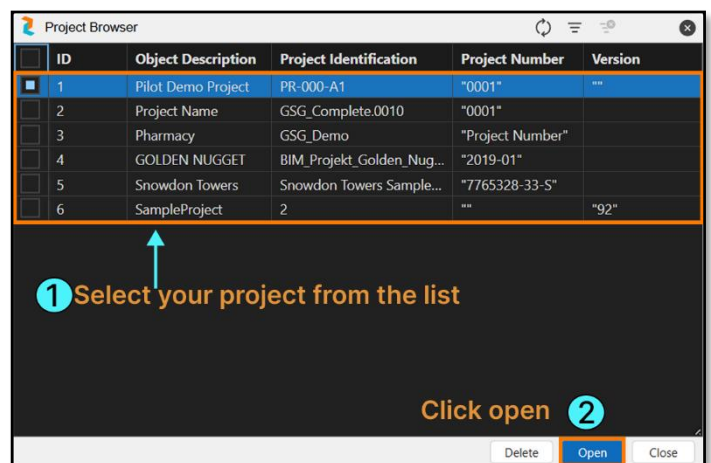
- For the new reviewers, an **account activation link** will be received in mail along with the **login ID**. The new users will then have to **activate** the **account** using the link and set a **password** to log-in to **Share2Review Web**.
- All the user creation, login credentials generation and project assignment are strictly controlled by the **Admin** and **Project Admin**.

## STEP 2: OPEN DRAWING IN THE WEB TO ADD MARKUP & COMMENTS

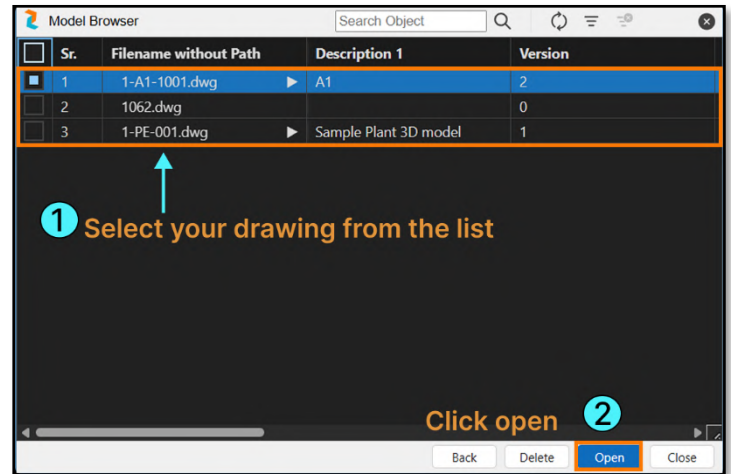


- Open Share2Review in the **Browser** and **log-in**

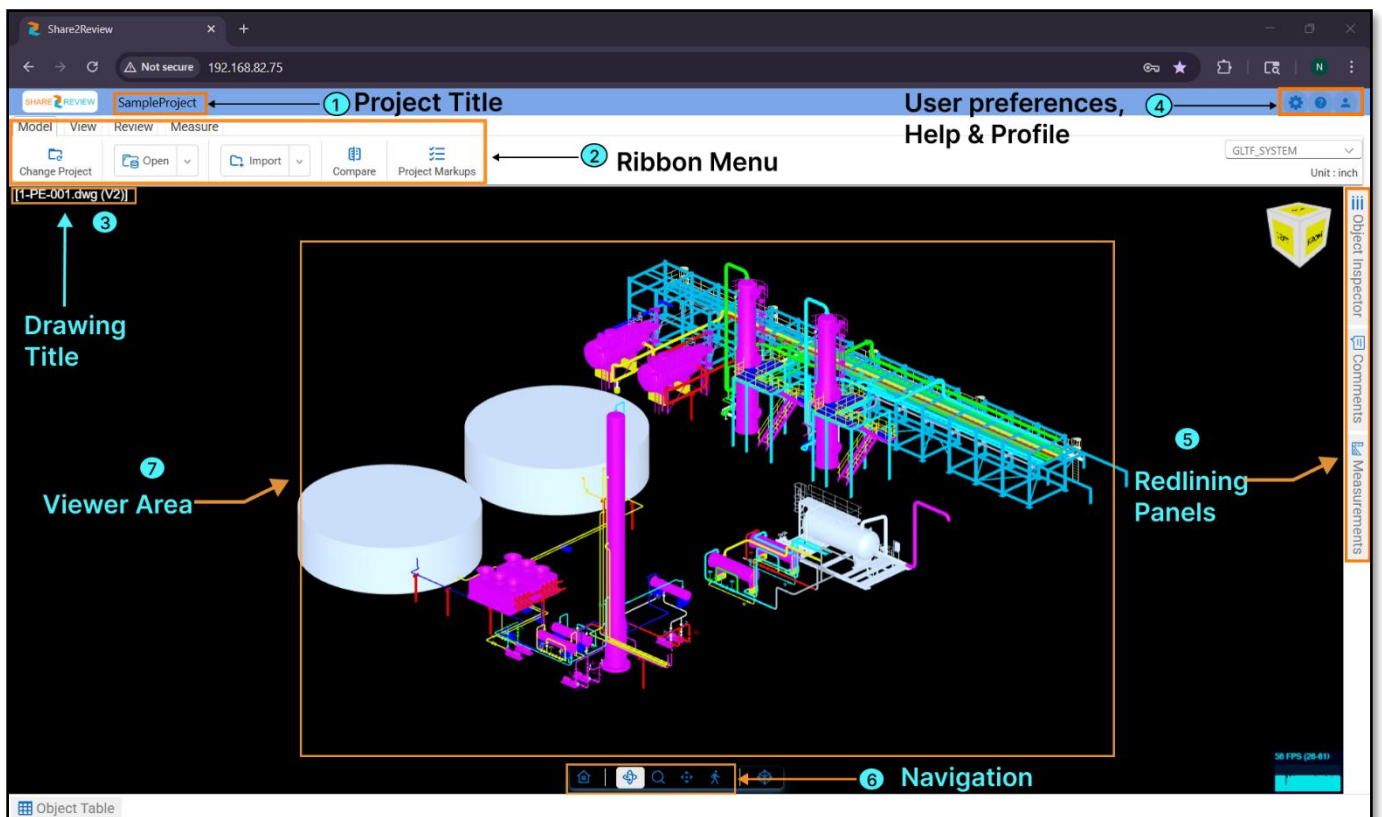
- **Select** your project from the **project browser** and click **Open**



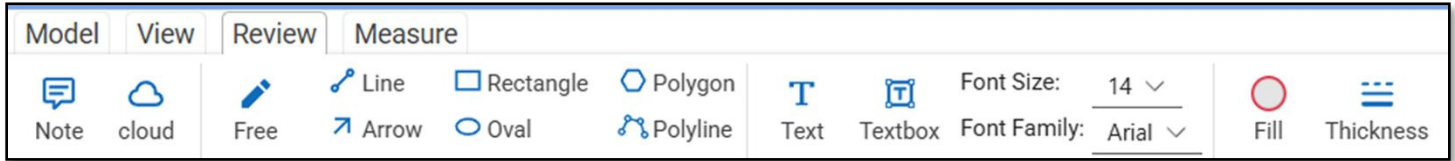
- **Select** your drawing or model from the **model browser**
- Click **Open** to open the drawing/model.



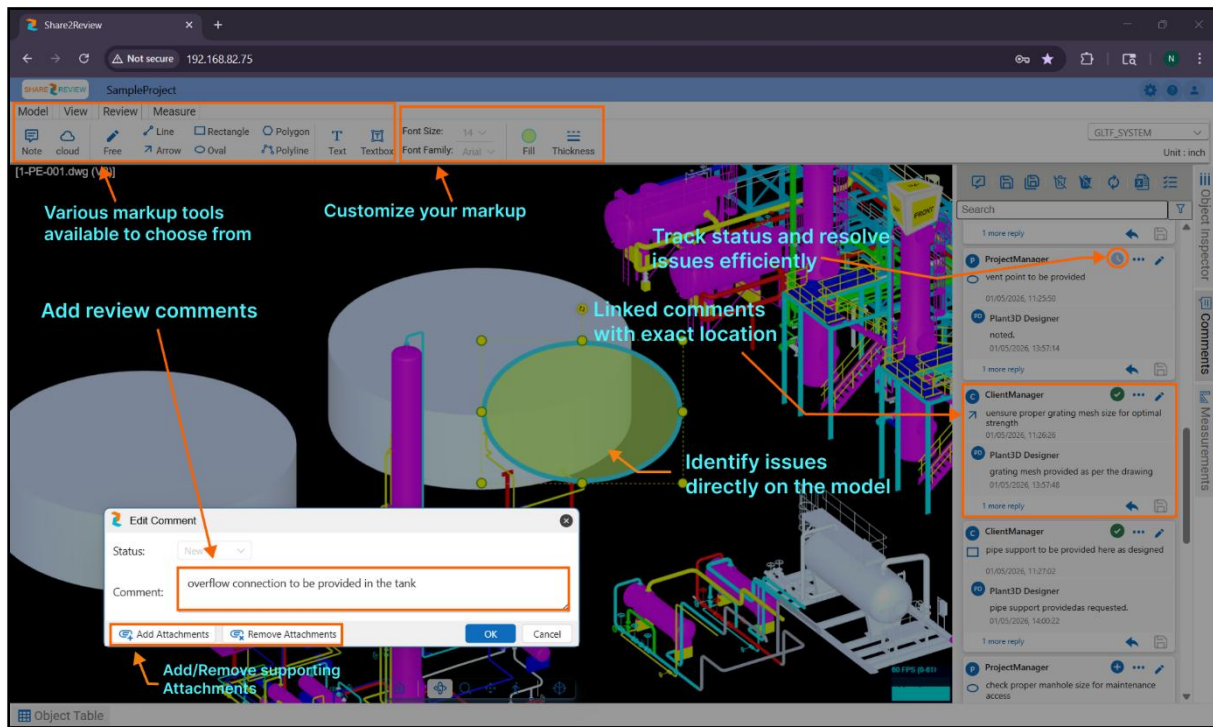
Share2Review Web User Interface:



Navigate to the Review Tab:



- Use **markup tools** to annotate and Markup
- Add **comments** to the markups (you may also add **Attachments**)
- Track review **status** in the comments panel



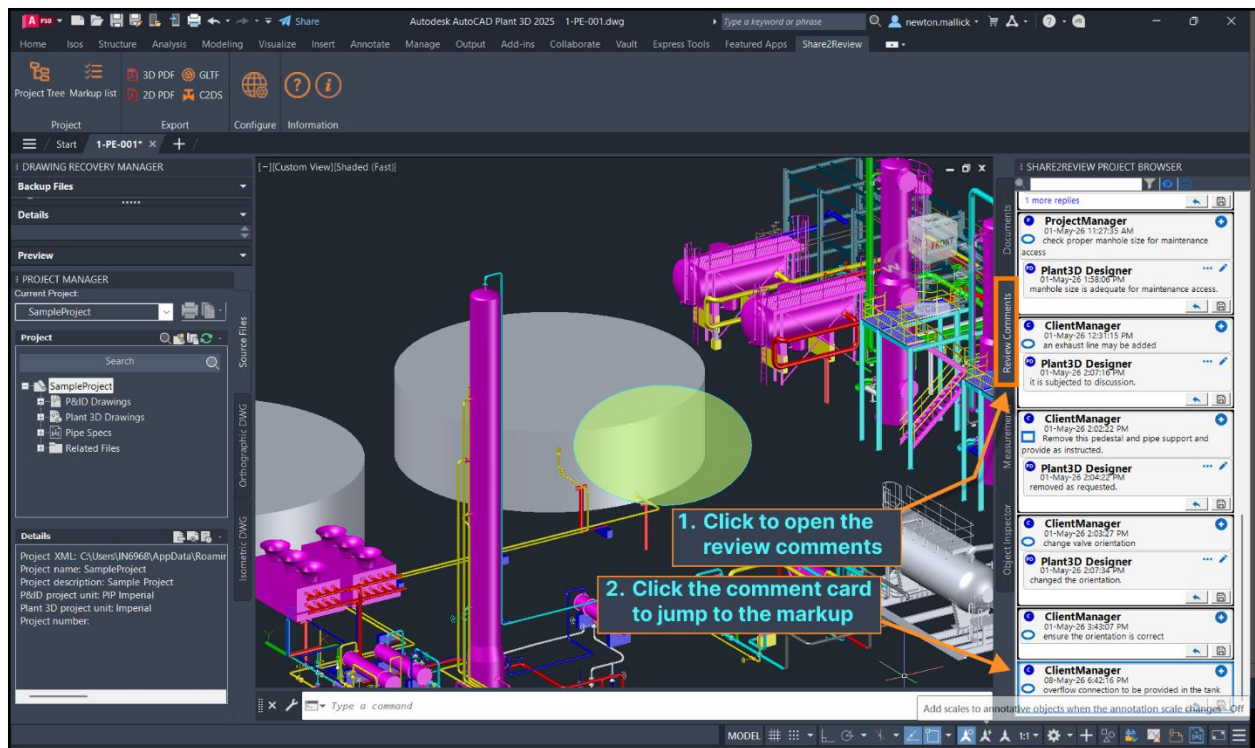
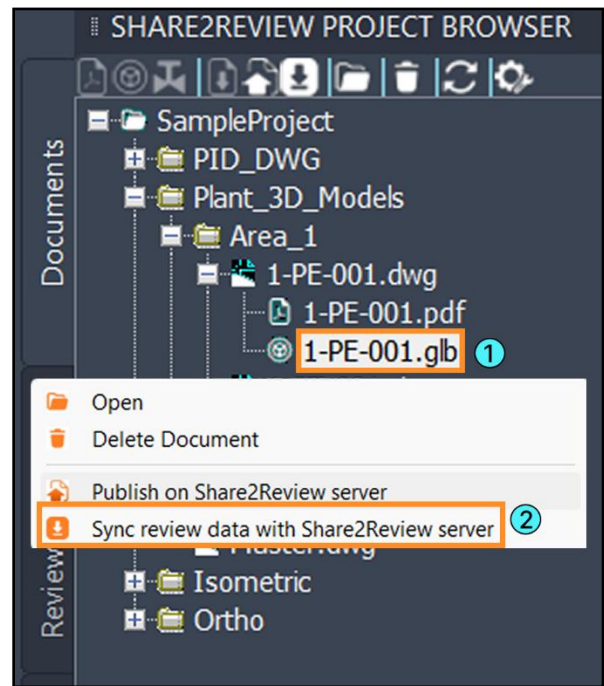
Once completed all the markup and review comments,

**Save** the actions from the **comments panel**.

Now, it's time to **sync** all the reviews back in the CAD software.

### STEP 3: SYNC MARKUP & COMMENTS BACK INTO THE CAD

- Open the CAD tool(Plant 3D/Revit)
- Go to the Share2Review **Project Browser** and select the **publishable** file.
- Right-Click and select **"Sync review data with Share2Review server"**.
- All the markup and comments appear in the **comments panel**, click on the comments to **jump** to the markups.



## What You Gain

- **No CAD** needed for **reviewers**
- **Centralized** feedback
- **Faster** review cycles
- **Complete** traceability

## Need Help?

Contact your IT/Admin or support team for setup assistance.

For more information, please visit our website: [www.Share2Review.com](http://www.Share2Review.com)

You can reach out to us at  [info@Share2Review.com](mailto:info@Share2Review.com)