



# RevCom Quick Tips Writer

<b>Login</b>	<ol style="list-style-type: none"> <li>1. Click on the login link provided in your RevCom Email notification</li> <li>2. Click on the <b>Writers</b> button. Some installations use different labels (i.e., Author, Primary Author, PA or OPI)</li> <li>3. Enter your RevCom username and password (Your login information will be provided by your RevCom administrator).</li> </ol>
<b>Review Comments from Reviewers</b>	<ol style="list-style-type: none"> <li>1. In the Comment Resolution section, click on the title of your document.</li> <li>2. See the code <b>[(M(R):m]</b> to the left of each title in the <b>Section List</b> on the left side of the screen to identify where and how many comments have been made by Headquarters offices. <ol style="list-style-type: none"> <li>a. <b>M</b> = Number of Major or Essential/Substantive Comments</li> <li>b. <b>(R)</b> = Number of responses to “Major” comments</li> <li>c. <b>m</b> = Minor or Suggested/Editorial Comments submitted to you</li> </ol> </li> <li>3. Click on a title to view and respond to comments in that section.</li> <li>4. Scroll down to view the section text and embedded comments.</li> <li>5. To view the <b>full document</b>, click on the title of the document in the upper left portion of the screen.</li> <li>6. Generate a Top Organization Custom report to compare with your response screen. <b>Reports&gt;&gt;Custom</b></li> </ol>
<b>Respond to Comments</b>	<ol style="list-style-type: none"> <li>1. Choose a section on the <b>Section List</b> where there is at least one comment (number of comments is indicated in brackets next to the section title).</li> <li>2. Comments submitted to you are displayed under pertinent segments in the body of the text.</li> <li>3. Click the <b>Respond button</b> beside each comment to enter a response.</li> <li>4. . You must choose one of the response options available (i.e., Accept, Accept with modifications, Reject)</li> <li>5. You may wish to add some explanation in the text editing box provided.</li> <li>6. Click on <b>Save Response</b> at the top of the text editing box to save your work. You can always edit your response by clicking on <b>Respond</b> again.</li> <li>7. You must respond to <b>all</b> Major comments to activate submission</li> </ol>
<b>Submit Your Response Package</b>	<ol style="list-style-type: none"> <li>8. Click on the <b>Submit Responses</b> button near the top left of the screen or choose <b>Version</b> and click <b>Submit Package</b>.</li> <li>9. On the <b>Submit Package</b> screen: <ol style="list-style-type: none"> <li>d. Press <b>Submit</b></li> <li>e. Press <b>Notify</b> only once to notify reviewers that you have submitted responses to their comments.</li> </ol> </li> </ol>
<b>Get Reports</b>	<ol style="list-style-type: none"> <li>1. Select your document activity from the documents list and choose the <b>Reports</b> menu on the RevCom Menu Bar.</li> <li>2. Click on <b>Quick</b> to select from a list of standard reports. <ol style="list-style-type: none"> <li>a. All Comments - All comments submitted by all Coordinators, even if top-level coordinators did not include these comments in their packages to you. <b>Do not</b> use this report to compare with the comments sent for response</li> <li>b. Answers Summary/Answers Detail – Use these reports for survey question or concurrence results.</li> </ol> </li> </ol>

Technical Support: 505-663-1302; [support@doxcelerate.com](mailto:support@doxcelerate.com)  
Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)  
*After hours, leave message*

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<b>Get Reports</b>	<p>3. Click on <b>Custom</b> to build your own <b>Comments-Response Report</b>. Use this report to compare with the comments sent to you for response by top level organizations. In the list of options, select the following:</p> <ul style="list-style-type: none"><li><i>1-Both</i></li><li><i>2-Top Organizations</i></li><li><i>3-None</i></li><li><i>4-Yes</i></li><li><i>5-All Paragraphs (or preference)</i></li><li><i>6-No (or preference)</i></li><li><i>7-Onscreen or Download spreadsheet (your choice)</i></li></ul> <p><b>Submit</b></p>
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