MONITOR GUIDE

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RevCom
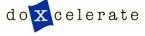
RevCom Roles

RevCom is used in several installations, each with its own nomenclature for the RevCom roles.

SME- Reviewer, Employee, User

Coordinator – DPC, TSM, PPC, PL

Writer – Author, PA, OPI

Monitor

For the Monitor, RevCom provides a birds eye view of all posted documents with detail on accesses, comments, and submissions for each document activity. A Monitor does not review documents. To participate in review, login as an SME using your email address. You do not need a password.

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Login

Login to the RevCom for your program

www.standards.doe.gov/login.jsp

Select Monitors

Subject Matter Experts
Review and comment on draft documents.

DPCs/Delegates
Review and consolidate comments from your organization.

Writers
Respond to reviewer comments.

Monitors
Track the status and metrics of documents in the system.

Username

Username

Password

••••••••••

Login

New Monitors receive email from Technical Support that includes username and a link to the page where you will set your password.

Passwords expire and need to be replaced every six months

PASSWORD RULES:
- Passwords cannot be reused
- Minimum length is 8 characters
- Must include at least one of each of the following:
  o Uppercase letter
  o Lowercase letter
  o Number
  o Special character (only $ or #)
- The $ or # cannot be in the last position

UNSUCCESSFUL PASSWORD CHANGE:
Errors include:
- Reuse of an old password
- Failure to retype the new password correctly
- A special character in the last position
- Too few letters
- Missing required elements (uppercase/lowercase letter, number, # or $)
- Entering the wrong special character
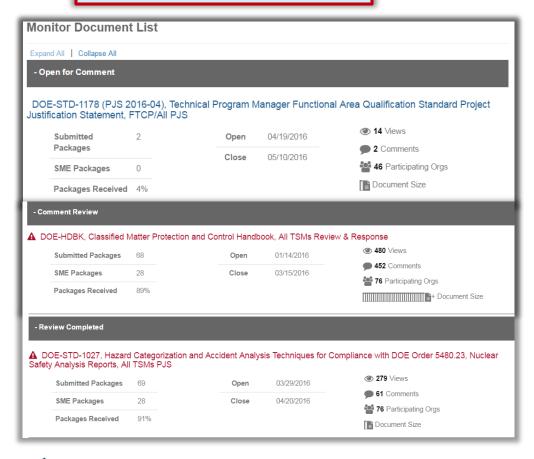
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Document List

The list is broken into

- Open for Comment
- Comment review (author responding to comments)
- Review Completed

A current review status of each document and related data is displayed in the columns to the right of the document title.

- Total Document Accesses to Date
- Total Comments Entered to Date (note: these may or may not yet be included in a package)
- Number of Organizations Assigned to the Document (coordinators)
- Total Coordinator Packages Submitted to Date
- Total SME Packages Submitted to Date (note: the comments in an SME package may or may not be included in a coordinator package)
- % of Total Packages Received Relative to the Number of Participating Organizations
- Graphic Depicting the Overall Size of the Document

Monitor Document List

Expand All | Collapse All

- Open for Comment

DOE-STD-1178 (PJS 2016-04), Technical Program Manager Functional Area Qualification Standard Project Justification Statement, FTCP/All PJS

Submitted Packages	2	Open	04/19/2016	👁 14 Views
SME Packages	0	Close	05/10/2016	💬 2 Comments
Packages Received	4%			👥 46 Participating Orgs
				📄 Document Size

- Comment Review

⚠ DOE-HDBK, Classified Matter Protection and Control Handbook, All TSMs Review & Response

Submitted Packages	68	Open	01/14/2016	👁 480 Views
SME Packages	28	Close	03/15/2016	💬 452 Comments
Packages Received	89%			👥 76 Participating Orgs
				▌▌▌▌▌▌▌▌▌▌📄+ Document Size

- Review Completed

⚠ DOE-STD-1027, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports, All TSMs PJS

Submitted Packages	69	Open	03/29/2016	👁 279 Views
SME Packages	28	Close	04/20/2016	💬 61 Comments
Packages Received	91%			👥 76 Participating Orgs
				📄 Document Size

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Reports

Select Reports to obtain more information about the reviews

Reports ▾
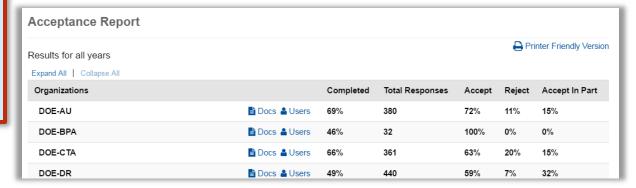
Acceptance Report
SME Main Contributors

The Acceptance Report shows level of participation and percentages of comments accepted, rejected and accepted in part for all years or for a specific period.

You can select data specific to an organization and either documents or users

Acceptance Report

🖶 Printer Friendly Version

Results for all years

Expand All | Collapse All

Organizations			Completed	Total Responses	Accept	Reject	Accept In Part
DOE-AU	📄 Docs	👤 Users	69%	380	72%	11%	15%
DOE-BPA	📄 Docs	👤 Users	46%	32	100%	0%	0%
DOE-CTA	📄 Docs	👤 Users	66%	361	63%	20%	15%
DOE-DR	📄 Docs	👤 Users	49%	440	59%	7%	32%

The SME Main Contributors Report lists participants who have submitted major comments for all years or for a specific period.

SME main contributors

Results for all years

Showing 1 to 50 of 1,172 entries

Show 50 ▾ entries

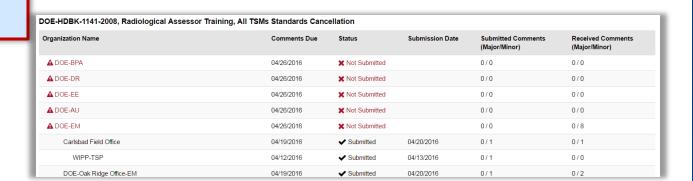| SMEs by Documents	Nb Major Comments
2015-18, DOE Canine Performance Testing Protocol Standard, All TSMs PJS	
3006 -OPER-0005, Planning and Conducting Readiness Reviews, All TSMs - Concurrence	
3006 -OPER-0005, Planning and Conducting Readiness Reviews, All TSMs Review & Response	
carol.sohn@pnso.science.doe.gov : DOE-SC	29
johnsone@y12.doe.gov : CNS Y-12 TSP	20
don.nichols@nnsa.doe.gov : DOE-NA	14

Search SMEs

Search by Document Title or SME Name

Enter Name 🔍

View SMEs by Date

All Years ▾

All Quarters ▾

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Details

Select a specific document to see details about submissions

- Open for Comment

DOE-STD-1178 (PJS 2016-04), Technical Program Manager Functional Area Qualification Standard Project Justification Statement, FTCP/All PJS

Submitted Packages	2	Open	04/19/2016	👁 **14** Views	
SME Packages	0	Close	05/10/2016	💬 **2** Comments	
Packages Received	4%			👥 **46** Participating Orgs	
				Document Size	

P2015-03, The Department of Energy System Analysis and Evaluation of the Intrusion Detection and Assessment Systems Technical Standard, All TSMs - Concurrence

This screen displays the comment submission status for assigned organizations.

DOE-HDBK-1141-2008, Radiological Assessor Training, All TSMs Standards Cancellation

Organization Name	Comments Due	Status	Submission Date	Submitted Comments (Major/Minor)	Received Comments (Major/Minor)
⚠ DOE-BPA	04/26/2016	✖ Not Submitted		0 / 0	0 / 0
⚠ DOE-DR	04/26/2016	✖ Not Submitted		0 / 0	0 / 0
⚠ DOE-EE	04/26/2016	✖ Not Submitted		0 / 0	0 / 0
⚠ DOE-AU	04/26/2016	✖ Not Submitted		0 / 0	0 / 0
⚠ DOE-EM	04/26/2016	✖ Not Submitted		0 / 0	0 / 8
Carlsbad Field Office	04/19/2016	✔ Submitted	04/20/2016	0 / 1	0 / 1
WIPP-TSP	04/12/2016	✔ Submitted	04/13/2016	0 / 1	0 / 0
DOE-Oak Ridge Office-EM	04/19/2016	✔ Submitted	04/20/2016	0 / 1	0 / 2

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Questions

Questions?

Need assistance?

Would like to schedule training?

Email: support@doxcelerate.com

Call: 505-663-1302

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