Login	1. Enter the URL for the RevCom of interest: a. www.directives.doe.gov/login.jsp (Directives) b. www.standards.doe.gov/login.jsp (Technical Standards) c. www.directives.nnsa.doe.gov/login.jsp (NNSA) d. www.lanl.revcom.doxcelerate.com/login.jsp (LANL). 2. Click on **Reviewers/Subject Matter Experts**. 3. Enter your e-mail address. No password needed. If you have not used RevCom before or if you have a new e-mail address, RevCom will prompt you to select your organization from a list provided.
Review the Draft and Make Comments	1. In the **Document List**, select the process (e.g., **Review and Comment/Concurrence**, etc.) in the bar at right of the title *NOTE*: The **Document for Review** (a PDF of the draft) is available at upper right in the open document. 2. Select from the **Section List** at left a section for your comments. 3. Below each paragraph of interest, click **Add Comment**. a. Classify your comment as **Major/Essential/Substantive** or **Minor/Suggested/ Editorial**. b. For a **Major/Essential/Substantive** comment, briefly define the issue in the box provided. c. Use the **Editing Tools** to comment or suggest text revisions. d. Use the **Copy Text** option to load the text from the paragraph and make editorial changes. e. Click on **Save** to keep the comment or on **Cancel** to delete it. 4. Click **Add Comment** for *each* comment. Select **Add Comment** *multiple times to make multiple comments,* to enable the writer to respond to each comment. 5. You do not have to enter all comments in one sitting. **Exit** RevCom to continue later. 4. For reviews where you are to answer a question, choose **Answer Question** and select from the available options.
Submit your comments	1. Click **Submit** when finished. You can re-submit your comments or change your question response until your due date. 2. You can choose from available **Notification Options** and add comments to the notification (optional). 3. Choose either **Submit Package** or **No Comments**. 6. RevCom will notify you that your comment or question response has been submitted.
Get Reports	1. On the **Document List** page, to find a specific document that was processed in RevCom, enter title or number in the **Search** box. The display will include RevCom postings back to the first entry. 2. In an open document, choose the **Reports** menu. 3. Choose **Quick** to select from a list of standard reports. a. **My Organization Comments** includes comments posted by your organization (Delegates, SMEs, Reviewers, and the organization). b. **All Comments** includes comments submitted in the final comments package by all organizations assigned to the review. c. **Comment Disposition** includes writers' submitted responses to comments in your organization only. d. **Answers Table** includes responses to questions (concurrence, PJS, etc.). e. **Questions/Answers Graphics** displays the question responses in graphic format. f. **Answers Summary** displays the question and answer options with percentages of users selecting each choice.

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Get Reports (cont'd)	g. **Answers Details Classic** displays responses to the question listed by organization.
	h. **Answers Details Table** shows answers according to organization.
	i. Click on **Custom** to build your own report.
	4. To find the submissions for a specific document:
	a. In the **Reports** menu, select **Monitor**.
	b. Select a document from the list provided.
	c. The list includes due date, submission status, and types of comments.
	5. To find writer response to submitted comments:
	a. In the open document, select **Reports** and choose **Comment Disposition**. That will display your comments' submission movement from your organization to the author and submitted responses.
	b. **Acceptance Report** to see a listing by organization with the option to display the list by document or users who submitted comments; or
	4. In the **Reports** menu, select **SME Main Contributors**. In the **Search SMEs** list, enter a document title or SME name, and choose a date range.
	c.

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