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. Choose a Coordinator Role (**ACs/TSMs/PPOCs**).
	3. Enter your RevCom username and password
	4. Or send e-mail to support@doxcelerate.com to request a RevCom account.
	5. To add an **Alternate** coordinator to support your overall process, send e-mail to support@doxcelerate.com

Review, Add/Assign Reviewers/ Delegates	1. To review your current list of users, open the **Accounts** menu and select **View/Edit User**.
	2. To add an **SME** or **Delegate** to the current list, choose **Accounts,** select **Create User**, and follow onscreen instructions.
	3. To remove a user, select an SME, Reviewer, or Delegate from the list. Below the entry, click **Remove**.
	4. To review or change due dates for **SMEs/Delegates**, in the open document, choose the **Version** menu and select **Set Due Date**.
	5. To assign reviewers (**SMEs/Reviewers/Delegates**) to an open document, select a draft on the **Document List** screen.
	6. In the open document, choose the **Version** menu:
	   a. Select **Assign User** and select a **Group** or individuals (**SMEs/Reviewers/Delegates**) to assign.
	   b. To send e-mail notification to assigned users, click **Notify Users**.
	   c. (Optional) Add additional text to the e-mail message, in the space provided, before sending.
	   d. Scroll to the bottom of the notification page and click **Send.**

Review the Draft and Make Comments	1. On the **Document List**, select the process (e.g., **Review and Comment/Concurrence**) 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. In the open document, from the **Section List** at left choose a section for commenting. NOTE: Brackets to the right of the title for each section, display the numbers of major/essential/substantive and minor/suggested/editorial SME/suborganization comments submitted.
	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, 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 (e.g., select **Add Comment** *multiple times to make multiple comments),* to enable the writer to respond to each comment.

Review Comments Submitted by SMEs/ Reporting Organizations	1. Choose a **Section** on the list at left, where there is at least one comment (number of comments is indicated in brackets at right of the **Section** title). a. Comments submitted by SMEs/Reviewers and by reporting organizations will be displayed in the body of the text. b. Click the **check box** to **include** a comment in your **Comments Submission** or click **Edit** to edit the comment. c. Click **Exclude** for comments not to be included. Excluded comments will *not* be visible to the writer or to anyone outside the organization. d. Comments **recommended for inclusion** by one or more Delegates will display a ☞ **and check mark**. 2. Click on **Save Inclusions** displayed at the bottom of the screen for comments to be included. (The list of comments to be included can be revised before submission).
Submit the Comment Package	1. Click on **Submit** above the **Section List** or open the **Version** menu and select **Submit Package**. 2. On the **Submit Package** screen: a. If applicable and/or required by the organization, enter the name of the **Approving Official**. b. Add email addresses of individuals to receive notification. c. At the bottom of the submission screen, choose from one of the five blue boxes, as follows: (1) Click **Your Comments** to submit your comments and any comments you included, or (2) Click **Recommended Comments** to submit your comments and comments recommended for inclusion by Delegate(s), or (3) Click **All Comments but Excluded** to submit all comments EXCEPT those marked for exclusion; or (4) Click **All Comments** to submit your comments and *all* comments that have been submitted to you. or (5) Click **Question Response OR No Comments** to *exclude* all comments submitted to you and submit a notice that your organization has no comments on the document. (NOTE: **Question Response** applies only to a review that asks a question (e.g., concurrence, PJS, etc.), or (6) Click **Notify** to send email to your up-line Coordinator or the Writer that you have submitted your comments package.
Get Reports	1. In an open document, choose the **Reports** menu. 2. 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.

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.
	3. 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.
	4. To find writer response to submitted comments:
	   a. In the **Report** menu, select **Acceptance Report** to see a listing by organization with the option to display the list by document or users who submitted comments; or
	   b. 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.
	5. To find a specific document that was processed in RevCom, enter title or number in the **Search** box (on the **Document List** page). The display will include RevCom postings back to the first entry.