



## RevCom Quick Tips Delegate

<b>Login</b>	<ol style="list-style-type: none"><li>1. Go to <b><a href="https://lanl.revcom.doxcelerate.com/login.jsp">https://lanl.revcom.doxcelerate.com/login.jsp</a></b></li><li>2. Click on the PPOC button. (*Coordinators are also called AOs, TSMs, PPOCs, ACs depending on the RevCom installation)</li><li>3. Enter your RevCom username and password (ask your Coordinator if you need your RevCom login information).</li></ol>
<b>Assign Reviewers and Delegates</b>	<ol style="list-style-type: none"><li>1. To add a Reviewer or another Delegate to your list of assignees, choose <b>Accounts</b> on the RevCom Menu and click on <b>Create User</b>.</li><li>2. On the <b>Document List</b> screen, select the draft that you want to assign Reviewers(SMEs) and/or Delegates to.</li><li>3. Choose <b>Version</b> on the RevCom Menu and click on <b>Set Due Date to review</b> or <i>change</i> the default due date for your Reviewers, Delegates, and reporting organizations that submit comments to you.</li><li>4. Choose <b>Version</b> on the RevCom Menu and click on <b>Assign User</b>.<ol style="list-style-type: none"><li>a. Select the <b>Group</b> or individual Reviewers and/or Delegates that you wish to assign to this document.</li><li>b. Click on the <b>Assign</b> button.</li><li>c. To send an e-mail message to your assignees, click on the <b>Notify Users</b> button. You may add text to the e-mail message before sending. (Scroll to the bottom of the notification page and <b>Send</b>)</li></ol></li></ol>
<b>Review the Draft and Make Your Comments</b>	<ol style="list-style-type: none"><li>1. In the <b>Open for Comment</b> section, click on the title of the document you want to review.</li><li>2. Use the <b>Section List</b> on the left side of the screen to view a section and make comments. Next to the title for each section, you will see the number of major and minor comments that have been entered by local Reviewers, other Delegates and the Coordinator. Coordinator's comment detail is not visible at this time on your comment entry screen. (Some installations use other terminology, i.e.: Essential and Recommended, etc.)</li><li>3. To view the <b>full document</b>, click on the title of the document in the upper left portion of the screen.</li><li>4. On the right side of the screen, click on an <b>Add Comment</b> button under the paragraph(s) or graphic for which you wish to add a comment.<ol style="list-style-type: none"><li>a. Use the editing tools to make a comment or make changes to the text.</li><li>b. Use the <b>Copy Text</b> button to load the text from the paragraph above and make editorial changes.</li><li>c. Type in any additional comments</li><li>d. Classify your comment as <b>Major</b> or <b>Minor</b>. (Some installations use other terminology, i.e.: Essential and Recommended, etc.)</li><li>e. Click on <b>Save</b> when you're finished or <b>Cancel</b>.</li></ol></li><li>5. Click on the <b>Add Comment</b> button for <i>each</i> comment – <i>please enter one comment at a time. Re-click Add Comment for multiple entries.</i> Your Coordinator will review and the writer will respond to each comments individually.</li></ol>

11/3/2021

Technical Support: 505-663-1302 or [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>Review Comments Submitted to You</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).<ol style="list-style-type: none"><li>a. Comments submitted by your Reviewers and by your reporting organizations will be displayed in the body of the text.</li><li>b. Click the <b>check box</b> to <b>recommend</b> the comment for inclusion by the Coordinator in your organization's official comments package.</li><li>c. Click <b>Edit</b> to make changes to a comment and make it your own.</li><li>d. Comments <i>not</i> included by your coordinator will <i>not</i> be visible to the writer or to anyone outside of your organization.</li></ol></li><li>2. Click on <b>Save Inclusions</b> at the bottom of the screen after you have finished reviewing comments in this section (you can always come back later and make changes).</li><li>3. Repeat this process for all sections.</li></ol>
<b>Submit Your Comments Package</b>	<ol style="list-style-type: none"><li>1. Click on the <b>Submit Comments</b> button near the top left of the screen or choose <b>Version</b> and click <b>Submit Package</b>.</li><li>2. On the <b>Submit</b> screen:<ol style="list-style-type: none"><li>a. Choose <b>Submit Comments</b> to submit your recommendations and your personal comments to the Coordinator for inclusion in your organization's official comments package, <b>or</b></li><li>b. Choose <b>No Comments and Submit</b> to record your participation with no comment recommendations.</li></ol></li></ol>
<b>Get Reports</b>	<ol style="list-style-type: none"><li>1. Once you have selected the document to work on, 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. <u>My Organization Comments</u> - Includes comments posted by you, Other Delegates, the Coordinator, and Reviewers from your organization. Responses to comments that were included in the comments package will be listed once they have been posted by the Writer.</li><li>b. <u>All Comments</u> – Includes all comments submitted in the final comments package by all organizations assigned to review this document. Responses to comments will be included once they have been posted by the Writer. (This report will display, to your org only, comments posted but not included in your comments package)</li></ol></li><li>4. Click on <b>Custom</b> to build your own report.</li></ol>

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