




RevCom Quick Tips Coordinator (AC, TSM, PPOC, Alternate)

Login	<ol style="list-style-type: none">1. Enter the URL for the RevCom of interest:<ol style="list-style-type: none">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 password4. 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	<ol style="list-style-type: none">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:<ol style="list-style-type: none">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	<ol style="list-style-type: none">1. On the Document List, select the process (e.g., Review and Comment/Concurrence) in the bar at right of the title. <i>NOTE:</i> 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. <i>NOTE:</i> 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.<ol style="list-style-type: none">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 <i>each</i> comment (e.g., select Add Comment multiple times to make multiple comments), to enable the writer to respond to each comment.



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Review Comments Submitted by SMEs/ Reporting Organizations	<ol style="list-style-type: none">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).<ol style="list-style-type: none">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 <i>not</i> 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	<ol style="list-style-type: none">1. Click on Submit above the Section List or open the Version menu and select Submit Package.2. On the Submit Package screen:<ol style="list-style-type: none">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:<ol style="list-style-type: none">(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 <i>all</i> comments that have been submitted to you. or(5) Click Question Response OR No Comments to <i>exclude</i> 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	<ol style="list-style-type: none">1. In an open document, choose the Reports menu.2. Choose Quick to select from a list of standard reports.<ol style="list-style-type: none">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)	<ul style="list-style-type: none">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:<ul style="list-style-type: none">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:<ul style="list-style-type: none">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; orb. 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.
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