

Reviewer

Login	<ol style="list-style-type: none"> <li>1. Click on login link provided in your RevCom assignment notification.</li> <li>2. Click on the Reviewers button.</li> <li>3. Your email address is your username. You do not need a password.</li> <li>4. If you have not used RevCom before or if you have a new email address, you may be prompted to select your organization from a list provided.</li> </ol>
Review the Draft and Make Comments	<ol style="list-style-type: none"> <li>1. On the document list the documents that are assigned to you for review will be shaded in yellow. Click on the Activity link for the document.</li> <li>2. Use the Section List on the left side of the screen to view a section and make comments.</li> <li>3. To view the full document, click on the Entire Document link on the upper left portion of the screen just under the RevCom menu bar.</li> <li>4. Click on the Add Comment button at left under a pertinent segment.             <ol style="list-style-type: none"> <li>a. Use standard text editing tools to make a comment or to edit text.</li> <li>b. Type your comment or use the Copy Text button to load the text from the segment above for editorial changes.</li> <li>c. Classify your comments as “Major” or “Minor”.</li> <li>d. Click on Save when you’re finished with the comment or Cancel.</li> </ol> </li> <li>5. DO NOT put more than one comment in the comment entry box. Your PPC and the writer will review each comment individually.</li> </ol>
Submit	<ol style="list-style-type: none"> <li>1. Click Submit when finished. You can resubmit up until your due date if you make a mistake or have additions.</li> <li>2. Choose to Notify certain review participants of your completion.</li> <li>3. Choose either Submit Package or No Comments, or Cancel.</li> </ol>
USQ/USI Review	<ol style="list-style-type: none"> <li>1. Log in.</li> <li>2. In the Open for Comment section, click on a USQ/USI activity.</li> <li>3. The Section List will display a single section for concurrence instructions.</li> <li>4. To review a redline strikeout version of the activity or other pertinent information select References from the Document menu.</li> <li>5. Click the Answer Question button at the top of the screen and record your answer. Add Justification in the Notes box if requested.</li> <li>6. Save your answer</li> <li>7. Submit your response</li> <li>8. Choose reporting option below to view organizational level responses.</li> </ol>
Get Reports	<ol style="list-style-type: none"> <li>1. Select a document and choose Reports menu.</li> <li>2. Click on Quick to select from a list of standard reports.             <ol style="list-style-type: none"> <li>a. My Organization Comments – All local level included comments and posted responses (some comments on this report may be excluded at some level in the review structure.)</li> <li>b. All Comments – All Org level included comments and posted responses.</li> <li>c. Comment Disposition – Track your own comments up the organizational chain and display any posted responses.</li> <li>d. Answer Summary/Detail – View concurrence answers for all reporting organizations.</li> </ol> </li> <li>3. Click on Build a new report to build your own report.</li> </ol>