RevCom Quick Tips
Writer

Login	1. Click on the login link provided in your RevCom Email notification 2. Click on the **Writers** button. Some installations use different labels (i.e., Author, Primary Author, PA or OPI) 3. Enter your RevCom username and password (Your login information will be provided by your RevCom administrator).
Review Comments from Reviewers	1. In the Comment Resolution section, click on the title of your document. 2. See the code **[(M(R):m]** to the left of each title in the **Section List** on the left side of the screen to identify where and how many comments have been made by Headquarters offices. a. **M** = Number of Major or Essential/Substantive Comments b. **(R)** = Number of responses to "Major" comments c. **m** = Minor or Suggested/Editorial Comments submitted to you 3. Click on a title to view and respond to comments in that section. 4. Scroll down to view the section text and embedded comments. 5. To view the **full document**, click on the title of the document in the upper left portion of the screen. 6. Generate a Top Organization Custom report to compare with your response screen. **Reports>>Custom**
Respond to **Comments**	1. Choose a section on the **Section List** where there is at least one comment (number of comments is indicated in brackets next to the section title). 2. Comments submitted to you are displayed under pertinent segments in the body of the text. 3. Click the **Respond button** beside each comment to enter a response. 4. . You must choose one of the response options available (i.e., Accept, Accept with modifications, Reject) 5. You may wish to add some explanation in the text editing box provided. 6. Click on **Save Response** at the top of the text editing box to save your work. You can always edit your response by clicking on **Respond** again. 7. You must respond to **all** Major comments to activate submission
Submit Your Response Package	8. Click on the **Submit Responses** button near the top left of the screen or choose **Version** and click **Submit Package**. 9. On the **Submit Package** screen: d. Press **Submit** e. Press **Notify** only once to notify reviewers that you have submitted responses to their comments.
Get **Reports**	1. Select your document activity from the documents list and choose the **Reports** menu on the RevCom Menu Bar. 2. Click on **Quick** to select from a list of standard reports. a. All Comments - All comments submitted by all Coordinators, even if top-level coordinators did not include these comments in their packages to you. **Do not** use this report to compare with the comments sent for response b. Answers Summary/Answers Detail – Use these reports for survey question or concurrence results.

Technical Support: 505-663-1302; support@doxcelerate.com
Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)
After hours, leave message

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Get **Reports**	3. Click on **Custom** to build your own **Comments-Response Report**. Use this report to compare with the comments sent to you for response by top level organizations. In the list of options, select the following: *1-Both* *2-Top Organizations* *3-None* *4-Yes* *5-All Paragraphs (or preference)* *6-No (or preference)* *7-Onscreen or Download spreadsheet (your choice)* ***Submit***