



## RevCom Quick Tips Coordinator

A. <b>Login</b>	<ol style="list-style-type: none"> <li>1. Click on the login link in the footer of your RevCom email notification.</li> <li>2. Click on the <b>ACs (DPCs)/Delegates</b> button.</li> <li>3. Enter your RevCom username and password (send e-mail to <a href="mailto:support@doxcelerate.com">support@doxcelerate.com</a> if you need a RevCom account).</li> </ol>
B. <b>Assign</b> Reviewers and Delegate/Action Officers	<ol style="list-style-type: none"> <li>1. To add an SME or Delegate to your list of assignees, choose <b>Accounts&gt;&gt; Create User</b> from the RevCom Menu.</li> <li>2. From the <b>Document List</b> screen, select a document activity.</li> <li>3. Choose <b>Version&gt;&gt; Set Due Dates</b> from the RevCom Menu to <i>review</i> or <i>change</i> the default due date for your SMEs and reporting organizations.</li> <li>4. Choose <b>Version&gt;&gt; Assign User</b> from the RevCom Menu. <ol style="list-style-type: none"> <li>a. Select the <b>Group</b> or individual SMEs and/or Delegate that you wish to assign to the document activity.</li> <li>b. Click on the <b>Assign</b> button.</li> <li>c. Click on the <b>Notify Users</b> button to notify your assignees of their assignment. Add text to the e-mail message if you wish and scroll to click <b>Send</b>.</li> </ol> </li> </ol>
C. <b>Review</b> the Draft and Make Your Comments	<ol style="list-style-type: none"> <li>1. On the Active Calendar tab, click a document activity title.</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 suggested comments that have been submitted to you from your SMEs and from reporting Coordinators. (Some installations use other terminology, i.e.: Substantive or Editorial comments, etc.)</li> <li>3. Click on the <b>Document for Review</b> link in the upper right of the screen to view the unparsed version of the draft.</li> <li>4. To add a comment, click on the <b>Add Comment</b> button under a pertinent segment or graphic. <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 in the text box provided</li> <li>d. Classify your comment as <b>Major</b> or <b>Suggested</b>.</li> <li>e. Click <b>Save</b> when you're finished.</li> </ol> </li> <li>5. Click on the <b>Add Comment</b> button for <i>each</i> comment – <i>resist putting more than one comment in the comment entry box at a time. Each comment receives an individual response from the writer.</i></li> </ol>
D. <b>Review</b> <b>Comments</b> Submitted to You	<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 Major:suggested comments are indicated in brackets next to the section title). <ol style="list-style-type: none"> <li>a. SMEs', reporting organizations' and Delegate comments are displayed in the body of the text on the right side of the screen.</li> <li>b. Click the comment inclusion <b>check box</b> to <b>include</b> the comment in your comments package or click <b>Edit</b> to edit the</li> </ol> </li> </ol>



## RevCom Quick Tips Coordinator

	<p>comment.</p> <ul style="list-style-type: none"> <li>c. Comments are private to your organization until/unless you include them.</li> <li>d. Comments <b>recommended for inclusion</b> by one or more of your Delegate/Action Officers are marked. A <b>check box</b> is provided for you to include the comment at your discretion.</li> </ul> <p>2. Click on <b>Save Inclusions</b> at the bottom of the screen after you have finished reviewing comments in each section. (you can always come back later and make changes).</p> <p>Choose <b>Version&gt;&gt;Comment List</b> from your RevCom Menu for big jobs</p>
E. <b>Submit Your Comments Package</b>	<ul 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&gt;&gt;Submit Package</b> from the RevCom menu.</li> <li>2. On the <b>Submit Package</b> screen: <ul style="list-style-type: none"> <li>a. If applicable and/or required by your organization, enter the name of the <b>Approving Official</b> who approved the comments package.</li> <li>b. Choose one of 4 submission options. Choose <b>Question Response OR No Comment</b> for Concurrences.</li> <li>c. Type email addresses and click <b>Notify</b> to notify your up-line Coordinator, the Writer, yourself and others that you have submitted your comments package.</li> </ul> </li> </ul>
F. <b>Concurrence Reviews</b>	<ul style="list-style-type: none"> <li>1. Repeat steps A. &amp; B. for <b>Concurrence</b> activities.</li> <li>2. In the <b>Open for Comment</b> section, click on a <b>Concurrence</b> activity.</li> <li>3. The <b>Section List</b> will display a single section for concurrence instructions.</li> <li>4. To review a redline strikeout version of the activity click on the <b>Document for Review</b> link on the upper right on the screen.</li> <li>5. Review your local concurrence feedback chart and view detailed responses via the <b>View Details</b> link.</li> <li>6. Use your local feedback to prepare the official response for your organization. Click the <b>Answer Question</b> button at the top of the section to record your answer and any notes/non-concurrence justification.</li> <li>7. <b>Save your answer.</b></li> <li>8. <b>Submit</b> your response – See <b>Section E.</b></li> </ul>
G. <b>Get Reports</b>	<ul style="list-style-type: none"> <li>1. Select a document activity and choose the <b>Reports</b> menu options.</li> <li>2. Click on <b>Quick</b> to select from a list of standard reports. <ul style="list-style-type: none"> <li>a. <u>My Organization Comments</u> - Responses to comments were received by the writer will be listed once posted.</li> <li>b. <u>Comment Disposition</u> – Trace the disposition of your comments up the organizational chain</li> <li>c. <u>Answers Summary</u> – For use in <b>Concurrence</b> reviews to display all organization's concurrence results</li> </ul> </li> <li>3. Click on <b>Reports&gt;&gt;Custom</b> to build your own report.</li> </ul>