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| **Login** | 1. Enter the URL for the RevCom of interest:
	1. [www.directives.doe.gov/login.jsp](http://www.directives.doe.gov/login.jsp)(Directives)
	2. [www.standards.doe.gov/login.jsp](http://www.standards.doe.gov/login.jsp) (Technical Standards)
	3. [www.directives.nnsa.doe.gov/login.jsp](http://www.directives.nnsa.doe.gov/login.jsp) (NNSA)
	4. [www.lanl.revcom.doxcelerate.com/login.jsp](http://www.lanl.revcom.doxcelerate.com/login.jsp) (LANL).
2. Click on **Reviewers/Subject Matter Experts**.
3. Enter your e-mail address. No password needed.

If you have not used RevCom before or if you have a new e-mail address, RevCom will prompt you to select your organization from a list provided. |
| **Review the Draft and Make Comments** | 1. In the **Document List**, select the process (e.g., **Review and Comment/Concurrence**, etc.) in the bar at right of the title

*NOTE*: The **Document for Review** (a PDF of the draft) is available at upper right in the open document.1. Select from the **Section List** at left a section for your comments.
2. Below each paragraph of interest, click **Add Comment**.
	1. Classify your comment as **Major/Essential/Substantive** or **Minor/Suggested/ Editorial**.
	2. For a **Major/Essential/Substantive** comment, briefly define the issue in the box provided.
	3. Use the **Editing Tools** to comment or suggest text revisions.
	4. Use the **Copy Text** option to load the text from the paragraph and make editorial changes.
	5. Click on **Save** to keep the comment or on **Cancel** to delete it.
3. Click **Add Comment** for ***each*** comment. Select **Add Comment** *multiple times to make multiple comments,* to enable the writer to respond to each comment.
4. You do not have to enter all comments in one sitting. **Exit** RevCom to continue later.
5. For reviews where you are to answer a question, choose **Answer Question** and select from the available options.
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| **Submit your comments** | 1. Click **Submit** when finished.

You can re-submit your comments or change your question response until your due date.1. You can choose from available **Notification Options** and add comments to the notification (optional).
2. Choose either **Submit Package** or **No Comments**.
3. RevCom will notify you that your comment or question response has been submitted.
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| **Get** **Reports****Get Reports****(cont'd)** | 1. On the **Document List** page, to find a specific document that was processed in RevCom, enter title or number in the **Search** box. The display will include RevCom postings back to the first entry.
2. In an open document, choose the **Reports** menu.
3. Choose **Quick** to select from a list of standard reports.
	1. **My Organization Comments** includes comments posted by your organization (Delegates, SMEs, Reviewers, and the organization).
	2. **All Comments** includes comments submitted in the final comments package by all organizations assigned to the review.
	3. **Comment Disposition** includes writers' submitted responses to comments in your organization only.
	4. **Answers Table** includes responses to questions (concurrence, PJS, etc.).
	5. **Questions/Answers Graphics** displays the question responses in graphic format.
	6. **Answers Summary** displays the question and answer options with percentages of users selecting each choice.
	7. **Answers Details Classic** displays responses to the question listed by organization.
	8. **Answers Details Table** shows answers according to organization.
	9. Click on **Custom** to build your own report.
4. To find the submissions for a specific document:
	1. In the **Reports** menu, select **Monitor**.
	2. Select a document from the list provided.
	3. The list includes due date, submission status, and types of comments.
5. To find writer response to submitted comments:
	1. In the open document, select **Reports** and choose **Comment Disposition**. That will display your comments' submission movement from your organization to the author and submitted responses.
	2. **Acceptance** **Report** to see a listing by organization with the option to display the list by document or users who submitted comments; or
6. 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.
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