

Instructions for Subject Matter Experts (SMEs)

After successfully logging in, RevCom will check to see if you have been pre-assigned to comment on one or more documents. If so you will be asked to select the document to comment on. If not, you will be asked to select the document you wish to comment on and to select the organization to which you wish your comments to be sent. After you have made these selections, click on the Submit link and RevCom will display the Paragraph List page.

The **Paragraph List** page is used primarily to comment on individual paragraphs and to make an overall comment about the document. At the top of the page, you will see two rows of blue links that make up the RevCom toolbar. These links will change depending on what you are doing in RevCom; however, the meaning of the individual links always remains the same (e.g., the Home link will always return you to the Document List page).

The **Set Site Deadline link** will take you to the Document Due Dates page, which lists the Global Due Dates (the dates the entire review period begins and ends) and any due dates that have been set by individual sites.

The **Select a Paragraph link** will always return you to the Paragraph List Page, which displays links to all of the paragraphs in this draft document.

The **Submit Comments Package link** is not available to SME commentors. Your comments are automatically submitted when you enter them.

The **Comment Trail link** will take you to the initial Comment Trail of Comments page. Comments and responses are divided into Major and Suggested matrices, so you must select which Comment Trail you wish to review. Having selected a Comment Trail to view, you will see any overall comments plus a table which lists paragraph titles from the document, OPI responses listed by paragraph and HQ/Field Element comments by paragraph. Click on the link in any HQ/Field Element comment to view Labs/M&O contractor comments that were submitted to that HQ/Field Element. Click on the Draft link to return to the Paragraph List page.

On the Paragraph List page, you may either type a general comment into the box marked **Overall Comment**, or select a paragraph to review and comment on. Click on the link to any paragraph to go to the comment page.

The Comment page is divided into three parts:

- The top half of the page contains the RevCom toolbar, a link to the PDF version of the complete document, and the text of the individual paragraph.

- The bottom left corner of the page contains a list of all comments that have been submitted from other SMEs at your site (or other SMEs who are sending submitting comments to the same organization).
- The bottom right corner of the page contains the box for you to type your own comments.

After you have typed your comments, click on the Record link at the bottom of the page to record your comments; your comments will automatically be forwarded to either the DPC to whom you were assigned or to the organization you selected. You can always come back to this screen to change your comments, should you so desire. Click on the Draft link to return to the Paragraph List page.

If you are a pre-assigned SME, you will be notified via e-mail every time the due dates for the review cycle for this document are changed.