Access comment resolution tool guide

Version 3.0, 12th August 2020

This user guide can be accessed at the following URL:-
http://www.ieee802.org/3/tools/access/index.html

Version history

Version	Date	Modified by	Description
V1.0	18-Aug-06	David Law	Initial version. This document was formed from an amalgamation of various emails sent over time to describe the use of the tools as well as the text that was placed on the tool download website.
V1.1	21-Aug-06	David Law	Editorial corrections, version sent out for review.
V1.2	13-Jul-07	David Law	Added support for myBallot comment format import. This is in addition to the myBallot database format import that was already supported.
V1.2.1	30-Jan-08	David Law	Correction to multi-editor project configuration.
V 2.0	9-Aug 16	Pete Anslow	Updated due to evolution of the tool to Version 6.4
V3.0	12-Aug-20	David Law	Updated as a result of the changes to support the new IEEE-SA myProject system

1. Overview

The comment resolution tool is a standalone Microsoft® Access® database. It can import comments either from a FileMaker®[1] tool or a Microsoft® Excel® spreadsheet, generally used for Working Group balloting and other document review, or from the IEEE-SA myProject system for Standards Association balloting.

It has two modes of operation, Single Editor mode and Multiple Editor mode. In Single Editor mode once the comments are imported the comment resolution is performed. In Multiple Editor mode once the comments are imported by the Chief editor they are distributed to a number of clause editors who then use the tool to perform comment resolution on their set of comments. The responses developed by the clause editors are then imported and merged by the Chief editor.

Once comment resolution is complete the responses can be compiled into a report for distribution and in addition for the case of Standards Association ballot, the comment responses can be output for upload to the myProject system.

The basic process that is followed for a Single Editor project is:

a) The project is configured using the 'Utilities' screen
b) The comments are imported using the 'Input' screen.
   This step can be repeated so that comment input and proposed response generation can start prior to close of the ballot.
c) Proposed responses are entered using the 'Comment Resolution Screen'.
d) The proposed responses can be reported using the 'Reports' screen.
e) Comment resolution is performed using the 'Comment Resolution Screen'.
f) The comment responses can be reported using the 'Reports' screen.
g) The comment responses can be output using the 'Output' screen (myProject only).

For a Multiple Editor project step c) above is expanded as follows:

c1) The Chief editor distributes the comments allocated to each editor using the 'Output' screen.
c2) Each Editor imports their comments using the 'Input' screen.
c3) Each Editor enters proposed responses using the 'Comment Resolution Screen'.
c4) Each Editor outputs the proposed responses using the 'Output' screen.
c5) The Chief editor merges the comment responses from each Editor using the 'Input' screen.

1.1 Start up

The comment resolution tool is an Access database (*.mdb). The latest version of the comment resolution tool is available at the URL - http://www.ieee802.org/3/tools/access/index.html where it will be in both a Microsoft Access Application (*.mdb) as well a as Zip (*.zip) format for faster download. This area of the IEEE 802.3 web site requires a Username and Password. To obtain this information if you do not know it please contact the IEEE 802.3 Webmaster whose email address will be listed at the bottom of the IEEE 802.3 Home page URL - http://www.ieee802.org/3/index.html.

When the tool is started the 'START' screen shown in Figure 1 will be displayed. The version and release date of the tool will be displayed in the bottom right of the screen.

[1]A copy of a generic FileMaker comment entry tool is available at the URL- http://www.ieee802.org/3/tools/filemaker/index.html.

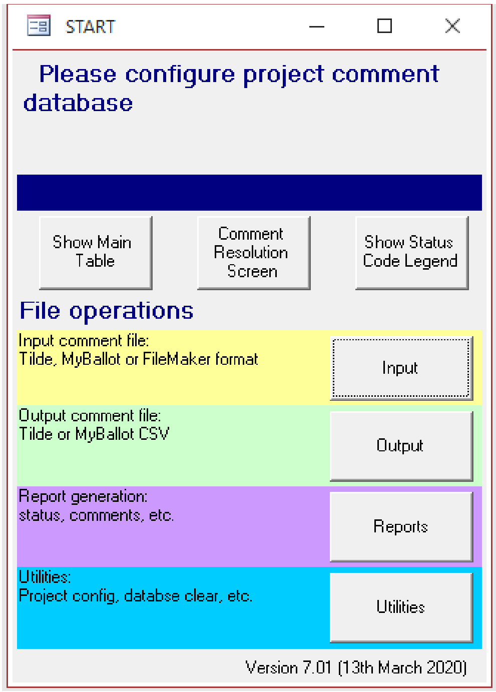

Figure 1 — START screen

1.2 Project configuration

The project configuration information is accessed through the 'Utilities' button on the START screen. When accessed the screen shown in Figure 2 will be displayed.

1.2.1 Global setting panel

This panel provides the basic configuration of the project. Once the 'Utilities' screen is open:

a) In the 'Global settings' panel.
   1) Enter the 'Project designation and draft' (e.g., IEEE P802.3xx D1.0).
   2) Enter the 'Project Title'.

      The above two fields are used to form the title displayed on the START screen as well as the header text that is printed on the comment reports. In addition the 'Project designation and draft' text is used to form the default file name for the Export function found on the 'Utilities' screen as well as the Output function found on the 'Output' screen.
   3) Using the drop down menu either Disable or Enable the Clause/Annex checking.

      Generally this function is only enabled for projects that have multiple editors. When enabled the list of Clauses, subclauses and Annexes provided in the 'Clause/Annex/Subclause' panel is used for two functions. First, to qualify the Clause and Subclause fields during comment input, and second, to allocate the comments to each Editor.
   4) If required enter the 'Report header text - top left'
   5) If required enter the 'Report header text - top right'

      The above two fields simply provide text that is printed in the top left and top right of comment reports. This can for example be used to add a document number to the comment reports before they are posted on a Task Force web site.

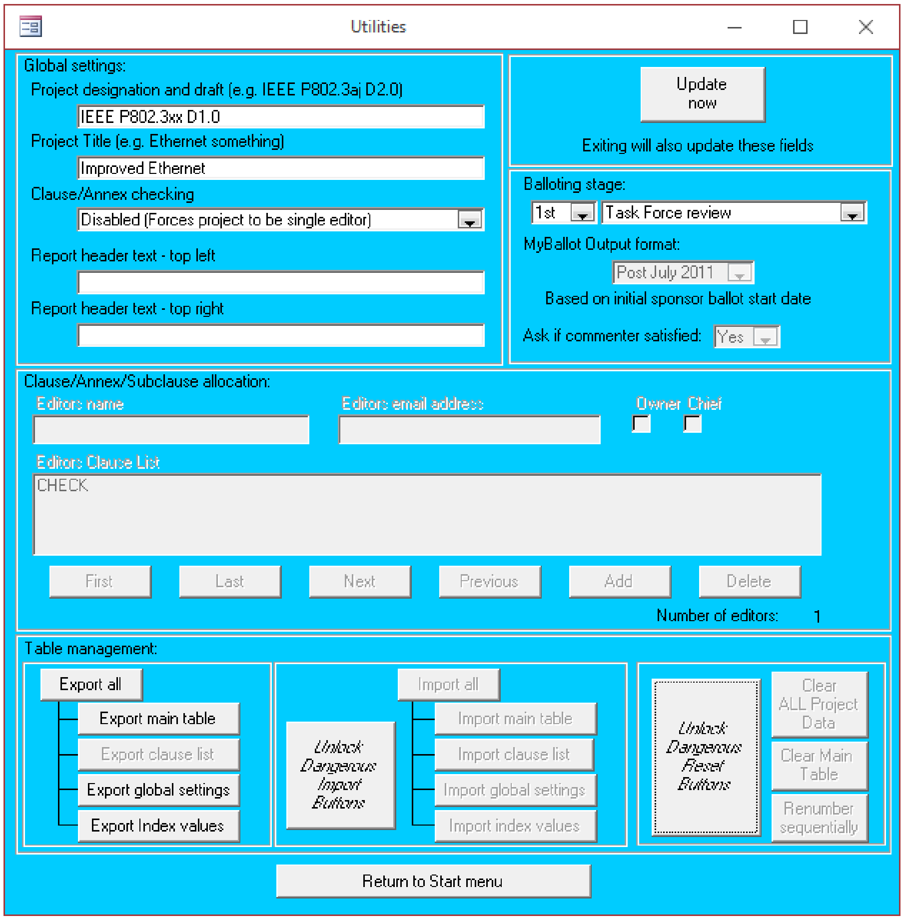

Figure 2 — Project configuration screen

1.2.2 Clause/Annex/Subclause allocation panel

This panel will only be available if the Clause/Annex checking is enabled in the Global settings panel (see 1.2.1). In addition this should only be configured by the Chief editor in projects that have multiple editors.

The ‘Editors Clause List’ will be used to qualify the Clause/Annex/Subclause values during comment input. For a multiple editor project the ‘Editors Clause List’ is also used to define which Clauses/Annex/Subclause each Editor owns. This list is then also used in the 'Tilde generation' area to allow the Chief editor to generate tilde files for each of the editors, and the 'Reports' area to generate reports for each editor. The 'All' entry allows the generation of a tilde file, and reports, for the whole project.

Both clause and subclause numbers can be entered in the ‘Editors Clause List’ box. This is to support the case where there are individual editors for separate subclauses within a clause. For example it is possible to configure an editor for Clause 55 and another editor for subclause 55.7. This will result in all comments related to Clause 55, with the exception of subclause 55.7 comments, being sent to one editor, and all comments related to subclause 55.7, and its subclauses, being sent to another editor.

1.2.2.1 Single editor project

For a single editor project that has Clause/Annex checking enabled:

a) Use the ‘First’ button to make sure the first record is being displayed.

b) Edit the 'Clause List' field to enter the list of valid Clause, Annex and subclause numbers (e.g., "FM","00","1","200","200A").
c) Edit the 'Editor' field to enter the name of the editor.
d) Edit the 'Email' field to enter the editors email address.
e) Make sure the 'Owner' tick box is checked.
f) Make sure the 'Chief' tick box is checked.

1.2.2.2 Multiple editor project

For a multiple editor project the Clause/Annex checking has to be enabled in the Global settings panel (see 1.2.1). The Chief editor then has to configure a copy of the Tool for their own use as well as a version for each of the other editors.

a) Use the ‘First’ button to make sure the first record is being displayed.
b) In the 'Clause List' field enter the list of Clause, Annex and subclause numbers allocated to the Chief editor. Usually at a minimum this will be Clause 00 for the global comments and FM for the front-matter (e.g., "FM","00","1").
c) Edit the 'Editor' field to enter the name of the Chief editor.
d) Edit the 'Email' field to enter the Chief editor’s email address.
e) Make sure the 'Owner' tick box is checked.
f) Make sure the 'Chief' tick box is checked.

Then for each additional editor:

a) Use the ‘Add’ button to add another Editor to the project.
b) In the 'ClauseList' field enter the list of Clause, Annex and subclause numbers allocated to that editor (e.g., "200","200A").
c) In the 'Editor' field enter the name of the editor.
d) In the 'Email' field enter the editor’s email address.
e) Make sure the 'Owner' tick box is unchecked.
f) Make sure the 'Chief' tick box is unchecked.

At this point a blank database has to be distributed to each of the editors. This can be achieved by either:

a) For each editor make an individual copy with a check in the 'Owner' record for the Clauses/subclauses they are going to edit.

   or

b) Send a copy with the 'Owner' column blank for all informing them that they have to check it in the record for the Clauses/subclause they are going to edit.

The result of this configuration should be:

a) The ‘Chief’ tick box is checked for the name of the Chief editor in all databases
b) The ‘Owner’ tick box is checked for the name of the person using each individual database

For the database used by the Chief editor, that persons name will have both the ‘Chief’ and ‘Owner’ tick box checked. These boxes will be unchecked for all other names. That combination enables the ability to output multiple files to the clause editors on the Output panel.

For the databases used by the clause editors the Chief editor’s name will only have the ‘Chief’ tick box checked. The ‘Owner’ tick box will be checked only for the name for the particular clause editor. This combination means that the only option enabled on the Output panel will be to output a file to send to the Chief editor.

Notes:

(1) The 'Email' column can be left blank as this is no longer used.

(2) The lists of Clause/Annex/Subclause has to be formatted as a comma separated, quoted list, for example "00","FM","01","23","34".

(3) If the same editor is working on two different sets of clauses you will need to set up the names in the 'Editors name' column in some way to distinguish between the clause sets such as 'John Smith 1' and 'John Smith 2' since the name used here determines the naming of the tilde updates files produced for each editor and therefore each clause set in the 'Clause List' column needs a unique editor’s name in the 'Editors name' column.

1.2.3 Table management panel

1.2.3.1 Table export and Import

The main function of the export and import functions is to move a comment database from one version of the tool during a project for example due to a bug fix.

In the old version of the tool:

a) Go to the utilities page
b) Hit the 'Export all' button
c) This will create four files.

In the new version of the tool:

a) Go to the utilities page
b) Hit 'Unlock Dangerous Import Buttons'
c) Hit 'Import all'
d) Import the four files that were just exported
e) Hit the 'Update now' button

The tool now shows the updated fields.

1.2.3.2 Clear All Project Data

This button clears the Main Table as well as the various Comment Import tables, Rough Table and all the project configuration information found on this panel. This button has an associated 'Unlock Dangerous Reset Buttons' button associated with it to prevent unintended use.

1.2.3.3 Clear Main Table

This button clears the Main Table, which is where the comments are stored. It has no effect on the project configuration information. This button has an associated 'Unlock Dangerous Reset Buttons' button associated with it to prevent unintended use.

1.2.3.4 Renumber sequentially

This button renumbers the comments in the Main Table, removing any gaps in the numbering. This button has an associated 'Unlock Dangerous Reset Buttons' button associated with it to prevent unintended use.

2. Comment input

The comment input function can import myProject databases (see 2.1) as well as FileMaker (see 2.2), Tilde (see 2.3) and Ballot(see 2.4) comment format files.

The myProject database format is used during Standards Association balloting to import an entire comment database downloaded from the myProject system.

The Tilde format is used for exchange between the Chief editor and the clause editors in a Multiple Editor project.

The FileMaker and myBallot comment format can be used for Task Force review, Working Group balloting and other document review. The FileMaker format is output by a stand alone FileMaker comment entry tool. A generic version of the tool is available from the tools area of the IEEE 802.3 web site[2] however the tool can be customized for each project if desired. The myBallot comment format is an Excel (.XLS) spreadsheet supplied for use with the original myBallot system and can be obtained from the IEEE 802.3 web site[3] for comment entry.

If Clause/Annex checking is enabled (see 1.2) then the Clause/Annex and subclause for each comment will be validated against the configured list. If there are any invalid values found the ‘Rough Import’ table will be opened with the problem comments displayed along with the valid list of Clause/Annex and subclauses. These comments can then be edited to correct the errors. Note that if changes are made during a myProject input, the edits, as well as the existing myProject value, will be preserved. This will ensure that on the next import of myProject comments an error will not be reported.

2.1 myProject database import

Only the myProject Excel (*.XLSX) file formats are supported.

2.1.1 myProject database importing overview

Comment databases can be downloaded and imported into the comment tool, and responses worked on, at any time during the ballot period, this does not have to wait until the ballot closes. After an initial download and import, once further comments have been received, the myProject database file can be downloaded and imported again into the tool. Since the myProject database file always contains all comments, the tool checks which comments in the imported file are new and which are existing.

New comments are simply added. Existing comments have the ‘Must be Satisfied’ status checked and updated if required as myProject allows a commenter to change this throughout the balloting period. myProject however does not allow any other fields to be updated therefore an error will be reported for any other field that has changed.

A number of temporary tables are used during the importing process. If for some reason the import process is not completed (that is the transfer to the Main table does not occur) and another import is attempted an error will be reported and the option to clear the tables will be provided.

[2] A copy of a generic FileMaker comment entry tool is available at the URL- http://www.ieee802.org/3/tools/filemaker/index.html.

[3] A copy of the comment entry spreadsheet for use in Task Force review and Working Group ballot is available at the URL - http://www.ieee802.org/3/WG_tools/index.html.

2.1.2 myProject database importing process

To obtain a myProject (.XLSX) database file log into myProject and download the zip file containing the myProject (.XLSX) comment file (Menu >> Invitations/Ballots >> select the ‘Manage Ballots’ panel >> scroll to the project >> click on the comment count for the project >> Export Comments >> As Excel). Note that you have to have the correct privileges on the myProject system to be able to do this. Extract the myProject (.XLSX) comment file from the zip file.

The tool does offer the ability to import the comment responses from the myProject database file. While it is not normal for the responses from myProject to be imported, it is expected that this tool is providing the master of the responses, this option is useful to view a myProject Excel comment file used in RevCom submittals. This option may also be useful to import a project that for some reason has already had some resolutions entered into the myProject system. To use this option select the tick box titled ‘Import responses from myProject’. Note that this import will translate the myProject responses into the normal three responses.

To import a myProject database file, in the ‘myProject comment file input’ panel:

a) Select the comment file using the 'Select input datafile'.

b) Hit 'myProject database file (*.xlsx) Rough Import' button.

   The comment database will now be imported into the Rough Table. Once the process is complete the number of comments merged into the Rough Table will be reported.

   If Clause/Annex checking is enabled (see 1.2.2) and there are any invalid values the ‘Rough Import’ table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and subclauses. These values should then be corrected before proceeding to the next step.

c) Hit 'Transfer new and updated records' button.

   The comments will now be transferred into the Main Table of the tool.

   Once complete a report will give the total number of comments, the number of new comments transfer to the Main Table of the tool, the number of existing comments that were updated in the Main Table of the tool because of a change in their ‘Must be Satisfied’ status and finally the number of existing comments that were not transferred to the Main Table of the tool.

d) If the Project name has not been configured (see 1.2.1) the option of setting it to the name of the input datafile will be offered.

2.2 FileMaker format comment import

To import a FileMaker comment file, in the ‘FileMaker comment file input’ panel:

a) Select the comment file using the 'Select input datafile'.

b) Hit 'FileMaker file (*.CSV) Rough Import' button. Once complete the number of comments merged into the Rough Table will be reported.

   The comments will now be imported into the Rough Table, Comment ID numbers assigned and the Date stamps set.

   If Clause/Annex checking is enabled (see 1.2.2) and there are any invalid values the ‘Rough Import’ table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and subclauses. These values should then be corrected before proceeding to the next step.

c) Hit 'Transfer Rough records to Main table' button.

The comments will now be transferred into the comment database.

2.3 Tilde format comment import

To import a Tilde delimited comment file, in the ‘Tilde comment file input’ panel:

a) Select the comment file using the 'Select input datafile'.

b) Hit 'Tilde file (*.txt) Rough Import' button.

The comments will now be imported into the Rough Table. Comment ID numbers will be assigned and Date stamps set if required.

If Clause/Annex checking is enabled (see 1.2.2) and there are any invalid values the ‘Rough Import’ table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and subclauses. These values should then be corrected before proceeding to the next step.

c) Hit 'Transfer Rough records to Main table' button.

The comments will now be transferred into the comment database.

2.4 myProject comment format import

a) Select the comment file using the 'Select input datafile'.

b) Hit 'myProject file (*.xls) Rough Import' button on the panel titled 'myProject comment file input:'.

c) If the .xls file does not contain this information, you will be prompted to enter the name of the commenter that supplied the file. Enter this information and hit 'OK'. If you hit ok without entering any information this will be set to 'None entered'.

d) If the .xls file does not contain this information, you will be prompted to enter the name of the company the commenter is affiliated to. Enter this information and hit 'OK'. If you hit 'OK' without entering any information this will be set to 'None entered'.

e) The information supplied in steps c) and d) above will be displayed for your review. If the information is correct hit 'Yes'. If not hit 'No' and you will be returned to step c) above to correct the information.

The comments will now be imported into the Rough Table. Comment ID numbers will be assigned and Date stamps set. Once the process is complete the number of comments merged into the Rough Table will be reported.

If there are any errors in the imported file, such a misspelling of the Comment Type or the Must be satisfied field, they will be reported. The rough table will then be presented and any errors highlighted with a red background These errors have to be corrected before proceeding to the next step.

f) Hit 'Transfer Rough records to Main table' button.

The comments will now be transferred into the comment database.

3. Comment resolution

The comment resolution screen is accessed thought the ‘Comment Resolution Screen’ button on the START screen. Figure 3 shows an example of a comment viewed thought the comment resolution screen.

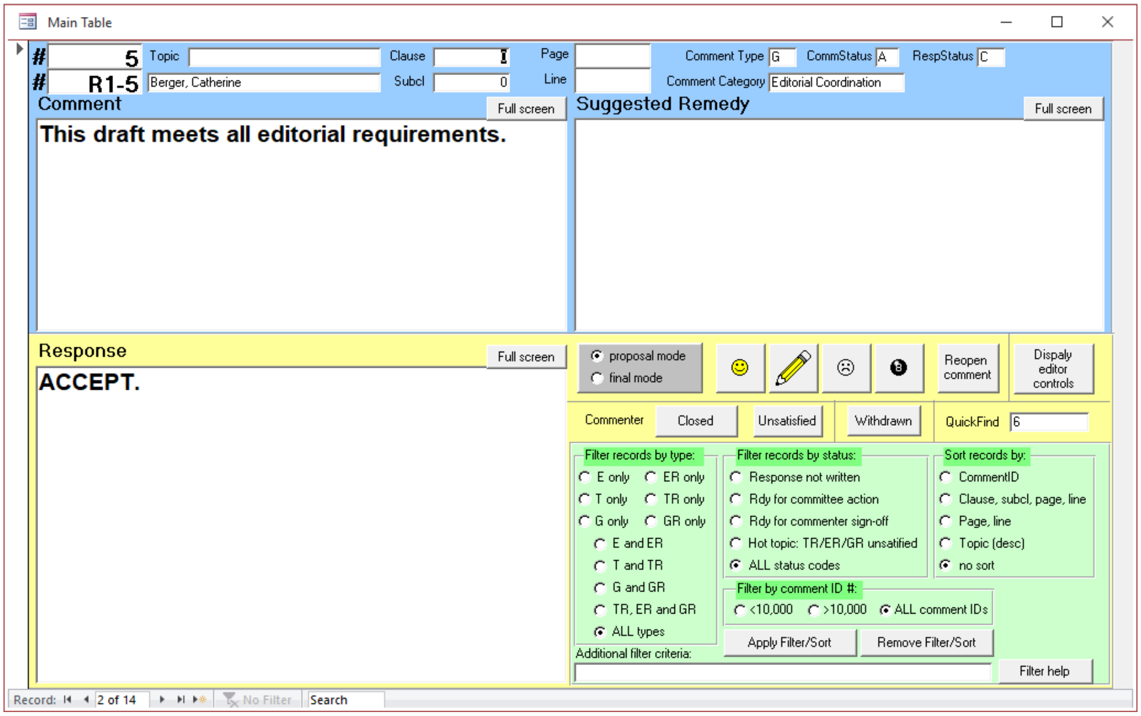

Figure 3 — Comment resolution screen

To browse through the comments use the 'Record' arrows in the bottom left corner. There are a number of options to control the sort order (see 3.2) and filter the comments (see 3.3) provided by the screen. If a particular comment number is to be accessed enter that number in the ‘QuickFind’ window and hit return. To see the full text of the Comment, Suggested Remedy or Response hit the ‘Full Screen’ button associated with the particular panel.

3.1 Detailed comment processing

This screen is where the actual comment resolution takes place. It has two modes, 'proposal mode' and 'final mode'. Proposal mode is for the editor to work with prior to the meeting to generate proposed responses. At the actual comment resolution meeting the mode is set to final mode.

When a comment is first imported its Comment Status is set to 'X' (received) and its Response Status to 'O' (Open). In Multiple editor mode when the Tilde file is generated, all comments assigned to a clause editor will have their Comment Status set to 'D' for Dispatched.

It is then normal practice for the Editor to start to write proposed responses prior to the comment resolution meeting. To do this the 'proposal mode' radio button is selected on the Comment Resolution Screen. When in proposal mode all responses will be prefixed by the text ‘PROPOSED’, hitting the Accept (Happy face icon) button will enter 'PROPOSED ACCEPT.' in the response field. At this point the Response Status will be changed to 'W' for ‘Written’.

Final comment resolution then occurs during a comment resolution meeting. To do this the 'final mode' radio button is selected on the Comment Resolution Screen. Entering a response will remove the prefix ‘PRO-

POSED' from proposed responses making them final. Hitting the Accept (Happy face icon) or Accept in Principle (Pencil icon) button will cause the Comment Status to be set to 'A' for Accept, either Reject (Unhappy face or 8 Ball) button or the Withdrawn button will cause the Comment Status to be set 'R' for Reject.

If the comment is not a 'Required' (Must be Satisfied) comment the Response Status will be set to 'C' for Closed. If however the comment is a 'Required' and the balloting stage is not set to Task Force review, a prompt will be presented to ask if the commenter accepts the response. This is provided as IEEE 802.3 avoids re-circulating Working Group ballot comments to which the commenter accepts the response. This approach however is not permitted at Standards Association Ballot and all 'Required' comments have to be recirculated. Based on this the prompt can simply be cancelled, or if preferred, whether the commenter is satisfied can still be recorded. If the commenter is satisfied the Response Status will be set to 'C' for Closed, if unsatisfied it will be set 'U' for Unsatisfied, cancelling will cause the status to be set to W for Written. Note that regardless of this status the response will be uploaded to myProject.

An important button to note is the 'Reopen comment' button. Very occasionally the comment resolution meeting may decide that the response they had agreed for a comment was wrong, for instance while resolving a later comment, and therefore want to reopen a comment for consideration again. To do this the 'Reopen comment' button has to be used. This ensures that the Response Status is changed back to 'O' (Open) as simply deleting the response text will not do this and will cause status of the comment to appear to be closed.

The states that the Comment and Response Status go through during comment resolution are summarized in a screen that can be accessed from the 'Show Status Code Legend' button on the START screen. This screen is shown in Figure 4.

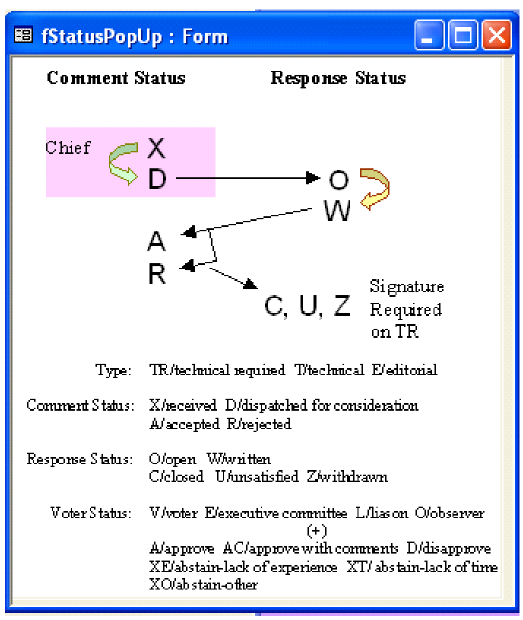

Figure 4 — Status codes

3.2 Comment Sorting

The 'Sort records by:' panel changes the order by which the comment records are sorted, hence changing the order that the 'Record:' arrows in the bottom left corner will step through the comments.

3.3 Comment filtering

The ‘Filter records by type’, ‘Filter records by status’ and ‘Filter by comment ID #[4]’ panels in the bottom right contain sets of radio buttons that can be used to select a subset of the comments. For example to select all 'Required' (Must be Satisfied) comments select the 'TR, ER and GR' radio button in the ‘Filter records by type’ panel and then hit the 'Apply Filter/Sort' button.

To apply a filter not available in the ‘Filter by’ panels hit the Access 'Filter by form' icon (see Figure 5). A drop down list for each field will be available. For the fields of interest use the drop down list to select the value. If more than one field has a value selected they will be applied as a logical AND - fields left blank will be treated as a Don’t Care. If OR terms are required hit the ‘OR’ tab in the bottom left. Note that the ‘OR’ tab will be greyed out until at least one field is selected on the current page. Each time an OR condition is added another ‘OR’ tab will appear.

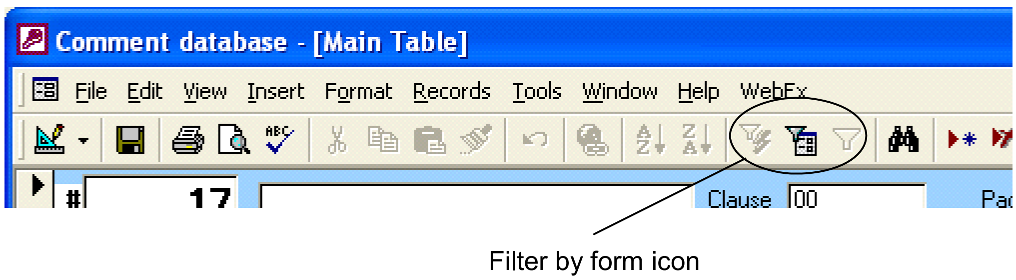

Figure 5 — Filter by form icon

Once the filter has been configured, to apply it hit the ‘Filter’ icon (see Figure 6). Once applied the text ‘(Filtered)’ will appear next to the 'Record:' arrows in the bottom left corner. To remove the filter hit the ‘Filter’ icon again.

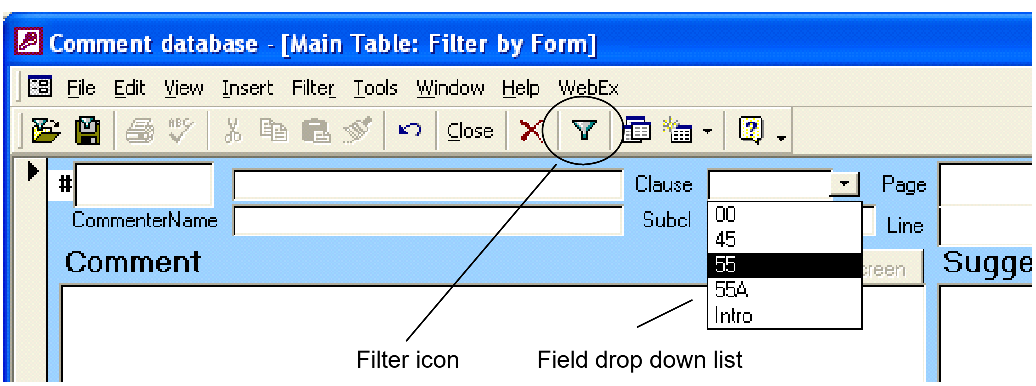

Figure 6 — Filter icon and example field drop down list

[4]The ‘Filter by comment ID #’ is provided as it is normal practice in IEEE 802.3 to include outstanding unresolved negative comments from all previous ballots in the comment database of subsequent ballots. These comments are identified by adding 10,000 x ballot number to the original comment number. For example in the 5th recirculation, unresolved negative comment #123 from the initial ballot would be comment 10,123 and unresolved negative comment #345 from the 2nd recirculation would be comment 30,345.

3.4 Show main table

The main table screen provides an alternative method of viewing a comment. The main table screen is accessed through the ‘Show Main Table’ button on the START screen. Figure 7 shows an example of a comment viewed thought the main table screen.

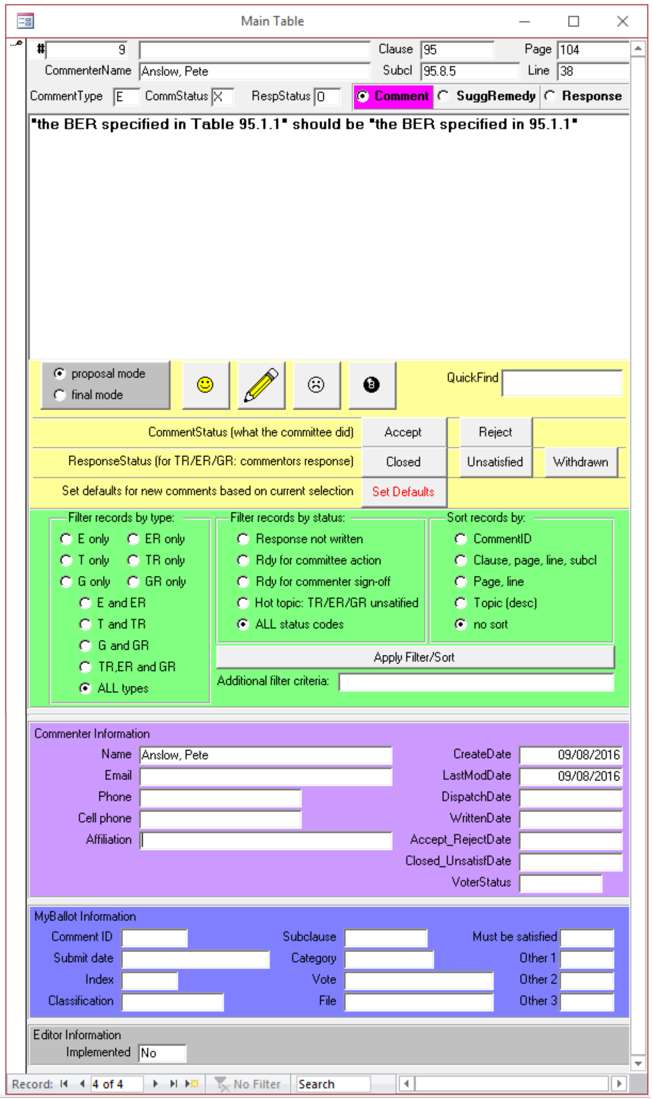

Figure 7 — Main table screen

From the ‘START’ form hit the 'Show Main Table' to access the Main table of the comment tool. The 'Record:' arrows in the bottom left corner can be used to step through the comments.

A full set of myProject fields can be viewed using this screen. During myProject import these fields are populated from the incoming data. After import the myProject fields are not accessed, or used, until the myProject upload file is created where they are merged with the response information. This enables fields used to control comment resolution to be edited - the Clause number for example if the commenter has got this wrong and in a Multiple Editor project the Chief editor wants to direct the comment to the right editor. These changes however will not be uploaded, and therefore will not be reflected in myProject. This is because all that should be uploaded is the response, other than that the comment submitted is the comment submitted and it can’t be changed.

4. Comment reporting

The reports screen can be accessed through the ‘Reports’ button on the START screen. To print a detailed report:

a) In the ‘Sort records by’ panel select the comment order for the report.
b) For Multiple Editor project a ‘Clause list’ panel will be displayed, a single editor project will not provide this option. When displayed use this panel to select the Clauses for report.
c) In the ‘Comment Type’ panel select the comment types to report.
d) Hit the 'Fancy Committee Report' button.

Once displayed just use the normal Print (Ctrl+P) options to print the report to pdf as you would normally print any other document to pdf.

The “Additional filter criteria” box can be used to generate a report on a subset of comments that are not covered by one of the pre-defined list of filters. For example, to filter comments from only one commenter enter:

CommenterName In(“Smith, John”)

to generate a report of only comments from John Smith (useful to send to commenter for checking if the comments were transcribed from text).

5. Comment output

The comment output screen is accessed through the ‘Output’ button on the START screen. The comment output process is used for two purposes, to output Tilde files in a Multiple Editor project and to output a myProject (.XSLX) file with comment responses for upload to the myProject system.

The available buttons are grouped by project mode and then role, Single editor project, Multiple editor project - Chief editor and Multiple editor project - Clause editor. The Multiple editor related buttons are greyed out if the tool is configured for Single editor mode (see 1.2.2).

5.1 myProject upload format

On the comment output screen hit the ‘Output ALL comment - MyProject XSLX format’, select if comments without responses should be displayed, enter the file name in the dialog, the hit ‘save’ to export the comment response file. To upload a myProject (.XLSX) database file log into myProject and upload the myProject (.XLSX) comment file (Menu >> Invitations/Ballots >> select the ‘Manage Ballots’ panel >> scroll to the project >> click on the comment count for the project >> Upload Bulk Comments Response File >> Select Bulk Comment Response File >> select the file >> Start Upload). Note that you have to have the correct privileges on the myProject system to be able to do this.

5.2 Tilde format

The tilde exchange format used to exchange comments between the Chief editor and the clause editors does not support the hidden myProject fields. So, in a Multiple Editor project the clause editors do not have the myProject fields - as they are only required for myProject output. This does however mean that only the Chief editor’s file can be used to generate the file to upload to myProject - but this is a sensible restriction - apart from anything else it is likely the Chief editor will be the only one with the login privileges on myProject to perform this function.

Annex A

A.1 Steps to input and display myProject Excel comment files

This can be used to view the myProject files supplied in RevCom submittal packages.

A.1.1 Importing comments

a) From the START form hit the Input button

b) Hit the 'Unlock Project Reset button.

c) Hit the 'Clear All Project Data' button that is now enabled
At each prompt hit 'OK'/'Yes'

d) VERY IMPORTANT - Select the 'Import responses from myProject' tick box

e) Hit the 'Select input datafile' button

f) Using the file browser select the comment file you want to read in.

g) Hit the 'myProject database file (*.xlsx) Rough Import' button.
The number of comments imported to the rough table will be reported

h) Hit the 'Transfer new and updated records to Main table'
The number of comments transferred will be reported.

i) Hit 'Yes' when asked if you want to set the project name to the file name

j) Hit 'Return to Start menu'.

A.1.2 Viewing comments

You either view the comments within the tool or alternatively print out the comments in a report.

A.1.2.1 To print out a report

a) From the START form hit the 'Reports' button.

b) Hit the 'Fancy Committee Report' button.
Hit 'OK' when promoted that no comment type was selected.

A.1.2.2 Viewing comments within the tools

If you want to browse through the comments using the tool hit the 'Comment Resolution Screen' button. The 'Record:' arrows in the bottom left corner can be used to step through the comments. The 'Filter records by type' radio buttons can be used to select a subset of the comments such as all 'Required' (Must be Satisfied) comments by selecting the 'TR, ER and GR' button and then hitting the 'Apply Filter/Sort'. To select a particular commenter's name hit the 'Filter by form' icon, the funnel symbol with the form. A drop down list of the commenters will appear in the 'CommenterName' box. Select the name of the commenter of interest and then hit the 'Filer' icon, a funnel on it's own. To remove the filer hit the 'Filter' icon again. (Note the 'Filter by form' and 'Filter' icons are usually above the 'Clause' box (depending on your version of Access).