

# PCP - How to ... copy initial comments by others (not using pmodbase)

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You have a list of text items (observations, issues, comments) and your task is to add these text items as initial review comments into the pmodbase database.

- The list of text items should have the following information per item:
  - A *reference*: for a document should contain a page number, a chapter number, a table or figure reference: Some clue where exactly the observation, issue is located.
  - The *description* is the main text: an observation, an issue, or only a comment.
  - An *assessment* of the severity of this item: Is this a major or a minor problem?
- Then you need an account for the pmodbase application.
- After you have signed on to the system, you should find a button labelled My PCP Subjects (or use the previous link).
- Clicking on this button will lead you to a web page containing all PCP Subjects to which you have access to.
- This list should contain the PCP Subject (a document or another subject for review) for which you should enter the initial review comments. If you cannot find your PCP Subject there, you will need to speak to your manager, or the person you are working for: Ask him or her to give you access to the respective PCP Subject.
- For the purpose of adding initial review comments to this document, the entry of this PCP Subject should show a Status of new, and the Current Step should be Initial Review. If this is not the case, speak to your manager, or the person you are working for: The PCP Subject you are asked to add initial comments for is not in the correct state.
- Now go to the list of items (which is most empty as you will be creating it): The quick way is to click on the link under new (column Status); but you may also choose to click on the [Q] button on the right-hand side of the row, this will lead you to the details page of your PCP Subject: There you find on the bottom of the page a button labelled Items.
- Now you should see a table without any entries (the PCP Subject here is 'COM Document No 1 for Review:'):

All Items of PCP Subject **COM Document No 1 for Review**

Sequence Number	Reference	Description	Assessment	Reported in Step	Action
Nothing to display.					<a href="#">+</a>

- Now it is time to add the first item of your list: Click the [\[+\]](#) button in the right-most column: A new window opens where you can enter the information for the first item:

### Add new Item for PCP Subject [COM Document No 1 for Review](#)

Sequence Number	<input type="text" value="1"/>	Reported in Step	<input type="text" value="Initial Review"/>
Author	<input type="text" value="Admin (admin [1])"/>	Item Assessment	<input type="text" value="Minor/Open"/>
Reference	<input type="text"/>		
Description	<input type="text"/>		
<input type="button" value="Add now"/>		<input type="button" value="Cancel"/>	

- As you are making the input for someone else, you should input his name or initials into the Author field.
- Select the initial assessment of this item in the field Item Assessment.
- Add the reference information into the field Reference.
- Finally, copy the text of the observation, comment, or issue into the field labelled Description.
- Click Add now to add this item to the list of observations, comments, issues for the PCP Subject:

### Show Item Details for PCP Subject [COM Document No 1 for Review](#)

Sequence Number	<input type="text" value="1"/>	Reported in Step	<input type="text" value="Initial Review"/>
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<b>Author</b>	WR	<b>Item Assessment</b>	Minor/Open
<b>Reference</b>	Page 3, Figure 1 (top of page) + text below		
<b>Description</b>	This figure does not correspond to the information supplied in the text below, for example, ...		
<a href="#">Edit</a>		<a href="#">Next</a>	<a href="#">Go to Index</a>
<a href="#">Add Item</a>		<a href="#">Add Comment</a>	<a href="#">Publish</a>

- You should note the Sequence Number of this PCP Item in your list as this number now is the unique identifier of the item (within the given PCP Subject).
- If you need to make corrections, or add anything, click the Edit button which will present you again with a form allowing you to make changes to this item.
- To add more items, click the Add Item button, or go back to the list of items via the Go to Index button, and use any [+] button in the right-most column to add another item:

### All Items of PCP Subject COM Document No 1 for Review

Sequence Number	Reference	Description	Previous/New Assessment	Reported in Step	Action
1	Page 3, Figure 1 (top of page) + text below	This figure does not correspond to the information supplied in the text below, for example, ...	Minor/Open	Initial Review	<a href="#">Q</a> / - +

- On the List of Items for your PCP Subject, you can also view details on any previously entered item (using the button [Q] on the respective line); or go directly into the edit mode for this item (using the button [/]).
- If - for any reason - an item needs to be deleted, you need to speak to the owner of the PCP Subject you are working on: Only the owner or his deputy is permitted to remove items from this list.

- When you are done adding all items, you need to inform the owner of the PCP Subject: only he or his deputy is permitted to release the PCP Subject for the next step.
  - Finally, if will find more information on the forms regarding PCP Items on here, or via the Help link on the bottom of the All Items list for this PCP Subject.
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