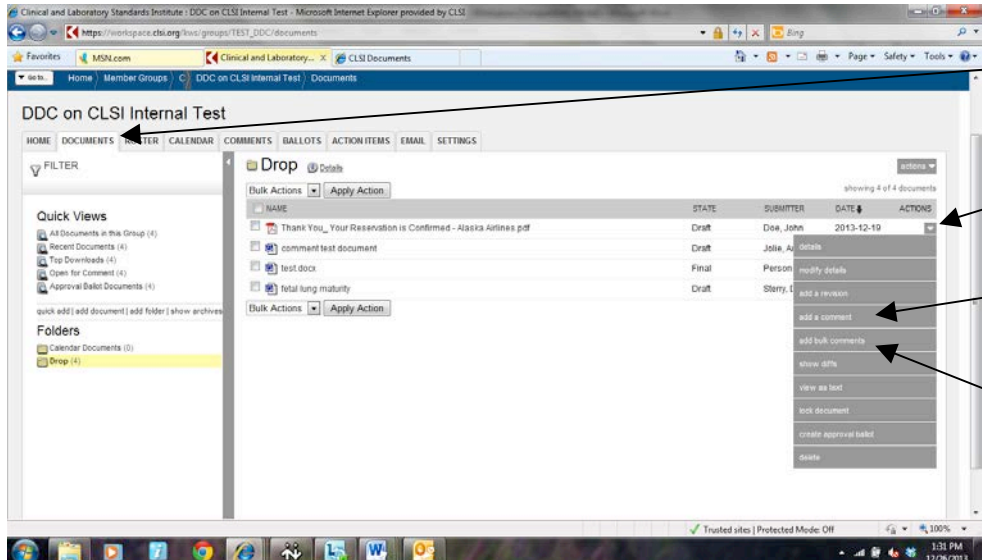


Commenting on Documents Using CLSI Workspace

Background Information:

There are two ways to comment on documents within the CLSI Workspace. The first is to submit individual comments using the "add a comment" option. The second is to submit multiple comments using the "add bulk comments" option.



The screenshot shows the 'Documents' tab in the CLSI Workspace. A table lists documents with columns for NAME, STATE, SUBMITTER, DATE, and ACTIONS. The ACTIONS column for the document 'test.docx' is open, showing options like 'add a comment' and 'add bulk comments'. Callouts provide instructions on how to interact with these elements.

NAME	STATE	SUBMITTER	DATE	ACTIONS
Thank You_ Your Reservation is Confirmed - Alaska Airlines.pdf	Draft	Doe, John	2013-12-19	...
comment test document	Draft	Jolie, A		...
test.docx	Final	Person		modify details
fatal lung morbidity	Draft	Sherry, S		add a revision

Callouts from the screenshot:

- View of the documents tab.
- Use drop down arrow to open this menu.
- Click here to submit a single comment.
- Click here to open bulk comment spreadsheet to add multiple comments.

Using the bulk comment option allows you to add your comments to a single spreadsheet (Excel). This option is very similar to using the Word comment table. The columns on the spreadsheet, marked with an asterisk, must be filled in to successfully submit your bulk comment spreadsheet directly back to Workspace.

You must save the spreadsheet to your computer in order to upload it to the committee's comment page.

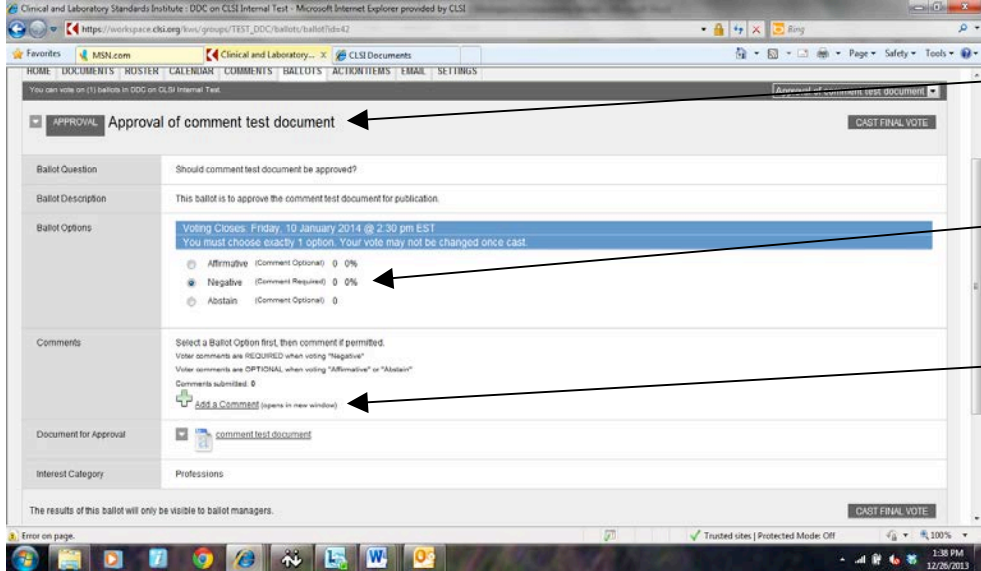
You will need to provide the same amount of information whether you use the single comment option or the bulk comment spreadsheet.

A new screen will need to be opened for each comment you submit using the single comment option.

NOTE: You cannot access the bulk comment option from a ballot. However, you can still use the bulk comment spreadsheet to submit comments during voting periods. It can be accessed from the document posted for approval (see below).

To Submit Comments from a Ballot:

1. After you select your voting option, a link will appear in the comment area of the ballot. This link allows you to add individual comments. Comments are required for Negative votes, but optional for Affirmative and Abstain votes.

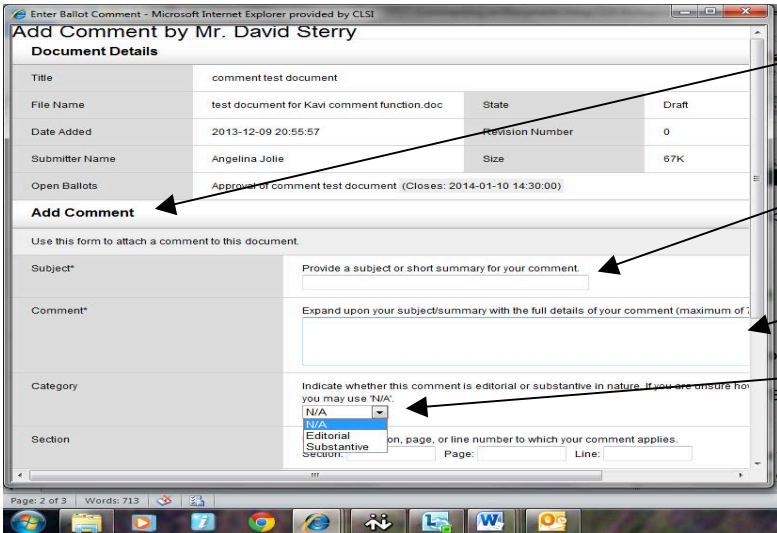


Title of ballot

After you select your voting option, the link to add a comment appears below.

Click on link to add a single comment. This appears after selecting your voting option.

2. Click on the "add a comment" link on the ballot, a form will open to enter a single comment.



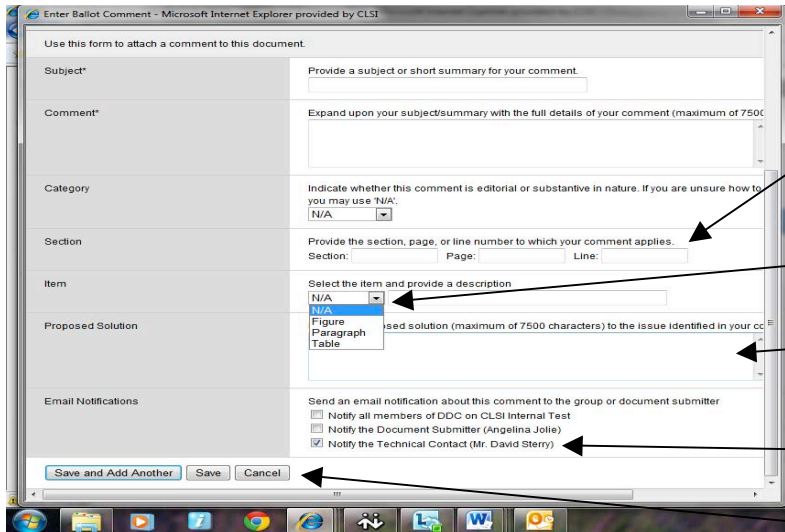
Single comment form. All fields marked with an asterisk are required fields.

You must provide a subject; a required field.

You must include your comment; a required field.

You must select a category from the drop down list or keep as N/A

Single comment form continued on next page:



Use this form to attach a comment to this document.

Subject* Provide a subject or short summary for your comment.

Comment* Expand upon your subject/summary with the full details of your comment (maximum of 7500 characters)

Category Indicate whether this comment is editorial or substantive in nature. If you are unsure how to you may use 'N/A':
N/A

Section Provide the section, page, or line number to which your comment applies.
Section: Page: Line:

Item Select the item and provide a description
N/A
Figure
Paragraph
Table

Proposed Solution Proposed solution (maximum of 7500 characters) to the issue identified in your comment

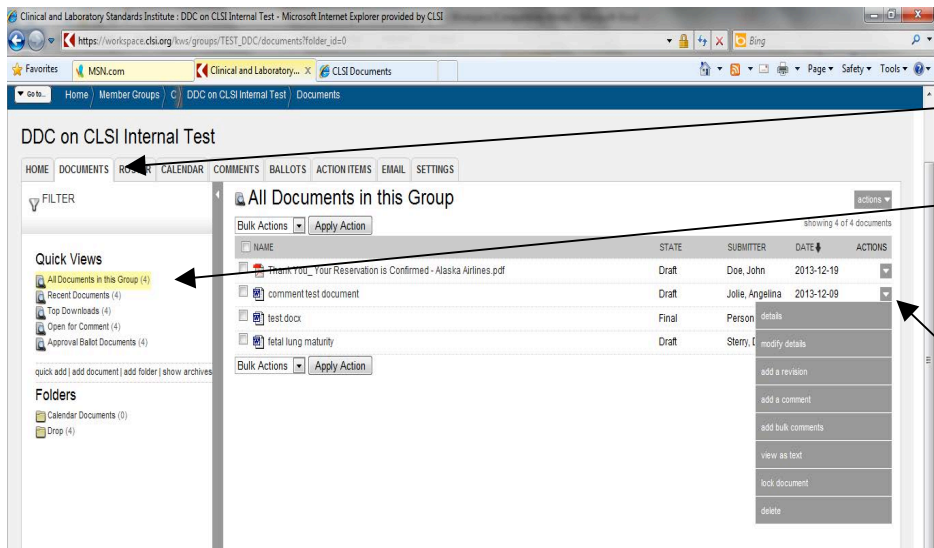
Email Notifications Send an email notification about this comment to the group or document submitter
 Notify all members of DDC on CLSI Internal Test
 Notify the Document Submitter (Angelina Jolie)
 Notify the Technical Contact (Mr. David Sterry)

Save and Add Another Save Cancel

3. Fill in all fields on the comment form. The fields marked with an asterisk need to be completed to successfully submit your comment.
4. You should complete the "Proposed Solution" box for your comment before submitting.
5. Please check the "notify the technical contact" option for the "Email notification" field at the bottom of the form.
6. When you have completed the form you have the option to "save" or to "save and add another". You will need to complete the same information on each form for each comment.

To Submit Comments from a Document:

1. Click on the "Documents" tab on the committee home page.
2. In the Quick Views area, click on the "All Documents in this Group" list to display all posted documents.
3. Click on the drop down arrow (far right side) under the "Actions" heading to comment on that document.

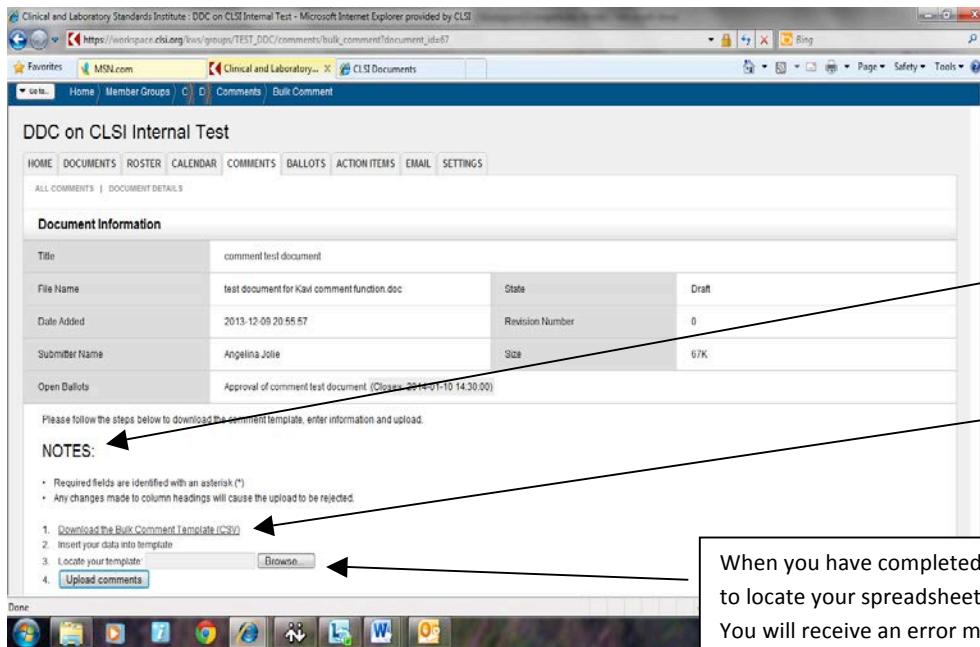


Documents tab for the committee.

Click on this link for the "All documents in this group" view. Identify the document on this list for submitting your comments.

Use drop down list for actions (eg, add a single comment or open bulk comment spreadsheet.)

4. You can select "add a comment" for the individual comment form or you can select "add bulk comments" to access the bulk comment spreadsheet.
5. If you select the "add a comment" option, the single comment form opens, then follow steps 3-6 listed above (see screen shots above).
6. If you select the "add bulk comments" option, a new screen opens containing a link to the "Bulk Comment Template".
7. Click on the "Bulk Comment Template" link to open the spreadsheet. You have the option to open the spreadsheet or save it. It is recommended that you save it to your computer.

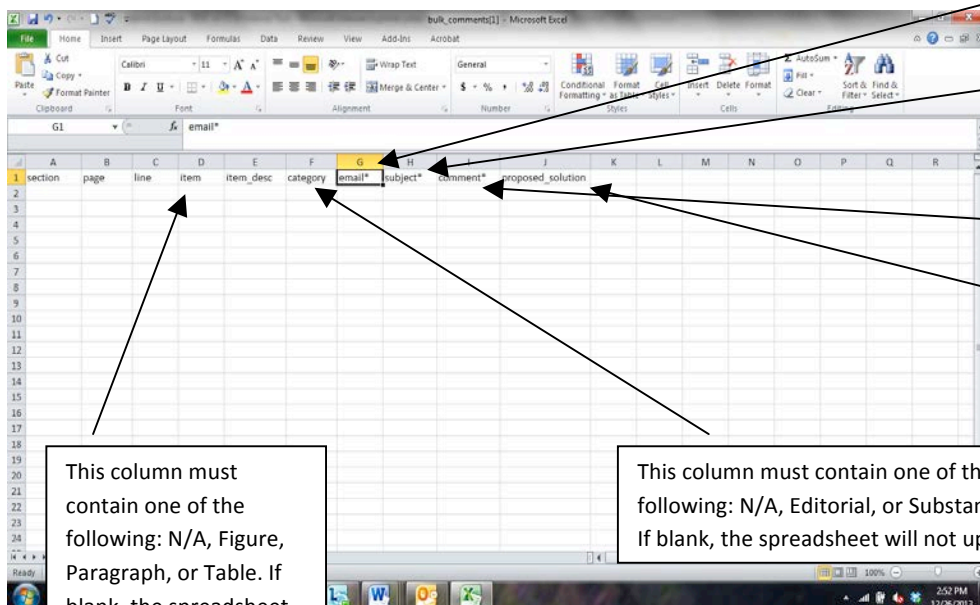


Important information for bulk comment spreadsheet.

Click on this link to open bulk comment spreadsheet and save to your computer.

When you have completed your spreadsheet, use the browse feature to locate your spreadsheet and click on the upload button to submit. You will receive an error message if the spreadsheet is not completed properly and was not uploaded successfully. See details below.

8. Add the requested information to the spreadsheet. Columns marked with an asterisk (*) are required fields.



This column may not be present on your spreadsheet; required if shown.

Required field for each comment on the form

Required field for each comment on the form

You should provide a proposed solution for each of your comments.

This column must contain one of the following: N/A, Figure, Paragraph, or Table. If blank, the spreadsheet will not upload.

This column must contain one of the following: N/A, Editorial, or Substantive. If blank, the spreadsheet will not upload.



9. The "item" column must be filled in with one of the following: N/A, Figure, Paragraph, or Table. This column cannot be blank.
10. The "category" column must be filled in with one of the following: N/A, Editorial, or Substantive. This column cannot be blank.
11. The bulk comment spreadsheet cannot be successfully submitted unless these columns are completed correctly.
12. You should complete the "Proposed Solution" column for each comment before submitting.
13. When your comment spreadsheet is complete, locate the spreadsheet on your computer using the browse button.
14. Upload your bulk comment spreadsheet.
15. If you don't receive an error message, your comments have been successfully submitted.
16. If you receive an error message when uploading your spreadsheet, please check that it is completed properly, fill in any missing or incorrect information, and resubmit.