

Monitor Quick Guide



RevCom Roles

RevCom is used in several installations, each with its own nomenclature for the RevCom roles.

SME- Reviewer, Employee, User

Coordinator – DPC, TSM, PPC, PL

Writer – Author, PA, OPI

Monitor

Monitor

The RevCom Monitor reports provide a birds eye view of all documents in a particular RevCom installation with detail on access and comment data, as well as up a submission report for each document activity.

Select Your Role

SMEs

Review and comment on draft documents open for comments.

TSMs/Delegates

Review and consolidate comments that have been submitted to you from your organization and create your comments packages.

PAs/Writers

Review and respond to comments on your documents that have been submitted to you from reviewers.

Administrator

Set up or change the review for one or more documents, set up user accounts, assign users and organizations to review documents, set or change due dates, send notifications to reviewers, and more.

Monitor

Track the status and metrics of documents in the system.

Help and Support

Read online help, download user guides, and contact Technical Support.

If you have not been assigned and notified via email,
choose your installation at
<http://www.revcom.doe.gov>

Login

Log in to RevCom with your Monitor ID and Password.
*(Contact your program manager or
RevCom support for login information)*

Login to the Review and Comment System. Or, return to the [RevCom Home](#).

Monitor	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Bird's Eye View

⚠ - Indicates that an organization's due date is coming up, or that not all expected packages have been submitted.

[Acceptance report SME Clusters](#) [Logout](#)

Open For Comment			Accesses	Comments	Orgs	Packages	Packages Received	Document
Open Date	Close Date							
11/16/2005	12/16/2005	xxx, Title, General Review	21	7	17	1	2	6%
11/14/2005	12/21/2005	Doc-03, Question Doc, Super Dpt Review	19	5	17	2	2	12%
11/11/2005	11/30/2005	⚠ Doc-02, Review, Super Dpt Review	10	0	17	0	0	0%
Comment Review			Accesses	Comments	Orgs	Packages	Packages Received	Document
Open Date	Close Date							
10/19/2005	11/16/2005	⚠ Doc-01, Document Title, All Departmet Review						
07/18/2005	11/01/2005	m345.2, Manual for the Safety, Review Process	18	12	2	2	1	100%
Review Completed			Accesses	Comments	Orgs	Packages	Packages Received	Document
Open Date	Close Date							
12/31/2005	01/14/2006	NA, Document for Review I, All Department Review2						
11/21/2005	11/30/2005	NA, Document for Review I, All Department Review	0	0	16	0	0	0%
11/21/2005	11/30/2005	JAC, TEST, Super Dpt Review	0	0	17	0	0	0%
10/31/2005	10/31/2005	⚠ Upload Wating Test, Upld Wating Test	10	1	16	1	1	6%

Documents in the comment entry phase

Documents closed for comment and in the writer review period

Completed documents - closed for comment and review










Document Status

A current review status of each document and related data is displayed in the columns to the right of the document title.

- Total Document Accesses to Date
- Total Comments Entered to Date (note: these may or may not be included in a package)
- Number of Organizations Assigned to the Document (coordinators)
- Total Coordinator Packages Submitted to Date
- Total SME Packages Submitted to Date (note: the comments in an SME package may or may not be included in a coordinator package)
- % of Total Packages Received Relative to the Number of Participating Organizations
- Graphic Depicting the Overall Size of the Document

e r g y

not all expected packages have been submitted. [Acceptance report SME Clusters](#) [Logout](#)

Document	Total Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
	21	7	17	1	2	6%	 +
	19	5	17	2	2	12%	 +
	10	0	17	0	0	0%	 +
Document	Total Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
	25	10	16	6	1	38%	
	18	12	2	2	1	100%	
Document	Total Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
	0	0	16	0	0	0%	
	0	0	16	0	0	0%	
	0	0	17	0	0	0%	
	10	1	16	1	1	6%	

Acceptance Report

RevCom Technical Support, Doxcelerate Technical Support - Monitor

- Indicates that an organization's due date is coming up, or that not all expected packages have been submitted.

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Open For Comment

Open Date	Close Date	Document Accesses	Total Comments	Participating Orgs	Submitted Packges	SME Packages Received	Size of Document
		005.0.413.28	Program and				

Acceptance Report

displays a list of final documents with data reflecting completion levels, and percentage of comments with writer acceptance. (By organization, document and user)

SME Clusters


Displays, by final document activity, SME/Reviewer comment tallies.







Document Detail

Click on any document title to view package submission detail

Logout



[Acceptance report SME Clusters](#)

 - Indicates that an organization's due date is coming up, or that not all expected packages have been submitted.






Open For Comment		Document Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
Open Date	Close Date							
02/10/2010	04/14/2010	 ID 222, Workflow Policy, Final Review - Screening Committee	5	4	6	5	0	83%
01/27/2010	10/08/2010	ID 333, Explicit Data Request, Applicability Certification	12	0	6	1	1	17%
01/27/2010	10/19/2010	ID 302, EDR Demonstration, Concurrence	10	0	1	0	0	0%
01/27/2010	10/05/2010	ID 302, EDR Demonstration, Survey	2	0	1	0	0	0%
01/19/2010	09/19/2010	ID 422, Policy Example, Comment Response Negotiation	18	7	4	2	4	50%
06/02/2009	09/09/2010	ID 100, RevCom Tutorial Training Document, Review & Comment	86	16	5	4	1	80%
06/17/2008	10/23/2010	ID 321, About RevCom Test Document, Concurrence	54	8	3	3	4	100%
Comment Review		Document Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
Open Date	Close Date							
03/18/2010	04/02/2010	 Sample, DHS-DRO Document, Review	21	26	4	2	5	50%
Review Completed		Document Accesses	Total Comments	Participating Orgs	Submitted Packages	SME Packages	Packages Received	Size of Document
Open Date	Close Date							
02/09/2010	03/10/2010	 ID 101, Coordinator Training, Preliminary Review 	2	1	2	1	0	50%
01/27/2010	02/26/2010	 ID 302, EDR Demonstration, Review and Comment	4	0	1	0	0	0%
01/22/2010	02/05/2010	 tricia, g413.3-4graphics, graphic only ie	2	1	2	1	0	50%
01/04/2010	01/29/2010	ID 234, Human Resource Policy, Review and Comment	1	3	3	3	0	100%

Document Detail (cont.)



This screen displays a detail of the comment submission status of a particular document by participating organizations




 - Indicates that comments have not been submitted.
 - Indicates that this organization has submitted all their comments on time.






Answers:

Organization Name	Comments Due	Comments Submitted	Submission Date
Program Office	12/11/2009		
ORG-A	12/04/2009		12/05/2009
ORG-A1	11/27/2009		11/28/2009
ORG-B	12/04/2009		12/05/2009
ORG-B1	11/27/2009		11/28/2009




Answers Reports

 - Indicates that comments have not been submitted.
 - Indicates that this organization has submitted all their comments on time.

Answers:  Summary  Details Classic  Details Table

Organization Name	Comments Due	Comments Submitted	Submission Date
Program Office	12/11/2009		
ORG-A	12/04/2009		12/05/2009
ORG-A1	11/27/2009		11/28/2009
ORG-B	12/04/2009		12/05/2009
ORG-B1	11/27/2009		11/28/2009

Explicit Data Request Responses (i.e. concurrences)

-  Answers **Summary** displays a chart of top organization response data
-  Answers **Detail Classic** displays answers from all participating organizations
-  Answers **Details Table** displays answers from Top organizations only

Questions?

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