Comment entry tutorial
Topics

- Draft review process
- Form of a comment
- Comment entry tools
  - Filemaker
  - Spreadsheet
  - Text form
- Comment resolution
Three phases of review

• Task Force review
• Working Group ballot
• Sponsor ballot

• A summary of open reviews/ballots is maintained at http://www.ieee802.org/3/ballots/index.html
Task Force review

• Typically follows the form used for Working Group ballot
• Typically includes multiple iterations of review
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• Comment entry tools
  – FileMaker comment entry tool
  – Comment entry spreadsheet
  – Text (ASCII) form
• Comment resolution
Comment structure

- Contact information
- “Category” or “Comment Type”
- Comment location (subclause, page, line)
- Comment
- “Proposed change” or “Suggested Remedy”
- “Required” or “Must be satisfied”
Contact information

• It helps to know who the comment is from
• It helps to know how to contact you if the editor has questions
“Category” or “Comment Type”

- “Editorial” or “E”
  - Spelling, punctuation, grammar, and style
  - Rewording without altering the technical meaning of the text
  - No change to technical content
  - Example 1: Change spelling of “wavelngth” to “wavelength”
  - Example 2: Change resistance from “1 k ± 5%” to “1 kΩ ± 5%”

- “Technical” or “T”
  - Affect the technical content of the document
  - Changes to parameters, values, tables, or figures that alter their meaning or substance
  - Example 1: Changes to functions or variables in state diagrams
  - Example 2: Change from “1 kΩ ± 5%” to “2 kΩ ± 5%”
Comment location

• Provide clause, subclause, page, and line
  – Use Clause “00” for comments that apply to the entire draft
  – Use Clause “FM” for comments against the frontmatter

• Otherwise, the editor may not know what you are talking about

• Follow the instructions provided with the review/ballot announcement
  – E.g., comment on clean or compare document
Comment

• Be specific
• Provide enough text to fully describe why you feel the draft is wrong
  – Especially important if you will not be at the meeting where the comment will be considered
• Try to stay within 1 issue per comment
• If you submit a presentation to support a comment, note that in the comment
“Proposed change” or “Suggested remedy”

- Again, be specific
- Whenever possible, provide the exact textual changes that you would like to be made to the draft as if you were providing editing instructions
- If you feel there are several ways to remedy a comment, list the options
- If you identify an area that is lacking text, provide some
“Required” or “Must be satisfied”

• During a ballot
  – Associated with a “disapprove” vote
  – Commenter applies designation to indicate the comment must be satisfied in order to change the “disapprove” vote to “approve”

• During Task Force review
  – Not a ballot, no votes
  – Commenter may apply this designation to indicate he/she feels more strongly about the comment

• “ER” is “Editorial Required”
• “TR” is “Technical Required”
Additional information

- Comments may be submitted in “batches” up until the time the review/ballot period closes
- Early submission of comments is encouraged to allow the editor to get head start on processing
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FileMaker comment entry tool

- Platform-specific (Windows)
- Not an option for Sponsor ballot
Start screen

Ballot Comment Tool

Dear Working Group participant:
Welcome to the generic version of the IEEE 802 Comment Tool. This tool is a database that will allow you to enter your comments in a systematic fashion & allow us to collate and manage comments easily.
First please fill in your personal information below (* required information):

• Complete contact information and click **Enter Comment** to begin
• Contact information is included in each comment generated by this tool

Contact information
Comment entry interface

“Rolodex”

Comment location

Comment

Comment type

Suggested remedy

Enter Another Comment

Help Page (?)

FINISH
Notes about Filemaker comment entry

- Comment number is automatically generated
- Include clause number in subclause field
  - Clause: 30, Subclause: 5.1.5  NO!
  - Clause: 30, Subclause: 30.5.1.5  YES!
- Click “Enter Another Comment” to continue entering comments
- Use the “Rolodex” to return to a previously entered comment for further editing
- Click “FINISH” when done
Final steps

PRINT COMMENTS (optional)
- Print comments for your records
- Does not remove them from database

Generate comment file
- Creates a file to mail to the editor
- Follow instructions in review/ballot announcement
- Removes comments from database

EXIT
- Leave the program
- Database state is preserved
Comment entry spreadsheet

- Platform independent
- Similar to method of “bulk comment entry” used during Sponsor ballot
Use of comment entry spreadsheet

Contact information

One comment per row
Text (ASCII) form

- Only when all else fails…
- Usually included with the review/ballot announcement
- 1 instance of the form for each comment
- Requires editor to transcribe the contents of the form to the comment database
  - Check the posted comment database for correct transcription
- Not an option for Sponsor ballot
Text (ASCII) form

CommentID: (Leave Blank)
CommenterName:
CommenterCompany:
Clause:
Subclause:
Page:
Line:
CommentType: (E, ER, T, or TR)
Comment:
CommentEnd:
SuggestedRemedy:
RemedyEnd:
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Comment resolution process

- Each comment is considered individually
  - Duplicate/similar comments are often grouped together and dealt with at the same time
- Comment database is usually published at various points within each review/ballot cycle
  - Comments received
  - Comments with proposed responses
  - Comments with final resolutions
  - Unsatisfied comments
Possible resolutions

- **Accept**
  - Agree with comment and proposed change is adopted without modification
  - Typically associated with a specific proposed change that the editor can use

- **“Accept in Principle” or “Revised”**
  - Agree with the comment but a different, amended, or expanded remedy is adopted

- **Reject**
  - Disagree with the comment and no change made to the draft

- **Withdrawn**
  - Commenter withdraws the comment and no change made to the draft
Commenter satisfaction

• During resolution of “must be satisfied” ballot comments, a pop-up window is displayed asking if the commenter is satisfied with the resolution
  – Comment may be satisfied or unsatisfied
  – If a commenter is not available at the moment the comment is resolved, the database includes a state that flags the comment for follow-up by the editor

• Unsatisfied comments are included with the draft at the next re-circulation ballot
Questions?