Tutorial on Comment Ballot Tool

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Step 1 – Get the tool and install it …

▸ Fetch the tool from the location indicated in the ballot announcement, save it locally

Name	Date modified	Type	Size
📚 Generic_Commenting_Tool	29/01/2010 00:16	WinRAR ZIP archive	2,297 KB

▸ Decompress into the current folder

  ▸ Remember the location since there is where the comments will be saved to

Name	Date modified	Type	Size
CLLNGENU.DLL	14/07/2006 07:27	Application extens...	136 KB
CLPROOF.DLL	14/07/2006 07:27	Application extens...	284 KB
Comment_Tool_Generic	05/03/2008 20:52	FileMaker Pro 5.0 ...	110 KB
Comment_Tool_Generic_Solution	14/07/2006 07:27	Application	1,664 KB
CTL3D32.DLL	14/07/2006 07:27	Application extens...	27 KB
FM_USR.DLL	14/07/2006 07:27	Application extens...	752 KB
FMCON10.DLL	14/07/2006 07:27	Application extens...	24 KB
FMCOR10.DLL	14/07/2006 07:27	Application extens...	84 KB
FMENG10.DLL	14/07/2006 07:27	Application extens...	156 KB
FMFC10.DLL	14/07/2006 07:27	Application extens...	280 KB
FMGFX10.DLL	14/07/2006 07:27	Application extens...	116 KB
FMINT10.DLL	14/07/2006 07:27	Application extens...	84 KB
FMML10.DLL	14/07/2006 07:27	Application extens...	164 KB
FMNSV14.DLL	14/07/2006 07:27	Application extens...	44 KB
FMOLE10.DLL	14/07/2006 07:27	Application extens...	68 KB
FMPRT50	14/07/2006 07:27	Help file	135 KB
FMQTE10.DLL	14/07/2006 07:27	Application extens...	100 KB
FMWFC10.DLL	14/07/2006 07:27	Application extens...	80 KB
MFC42.DLL	14/07/2006 07:27	Application extens...	973 KB
MSVCRT.DLL	14/07/2006 07:27	Application extens...	261 KB

Step 2 – Start the tool ...
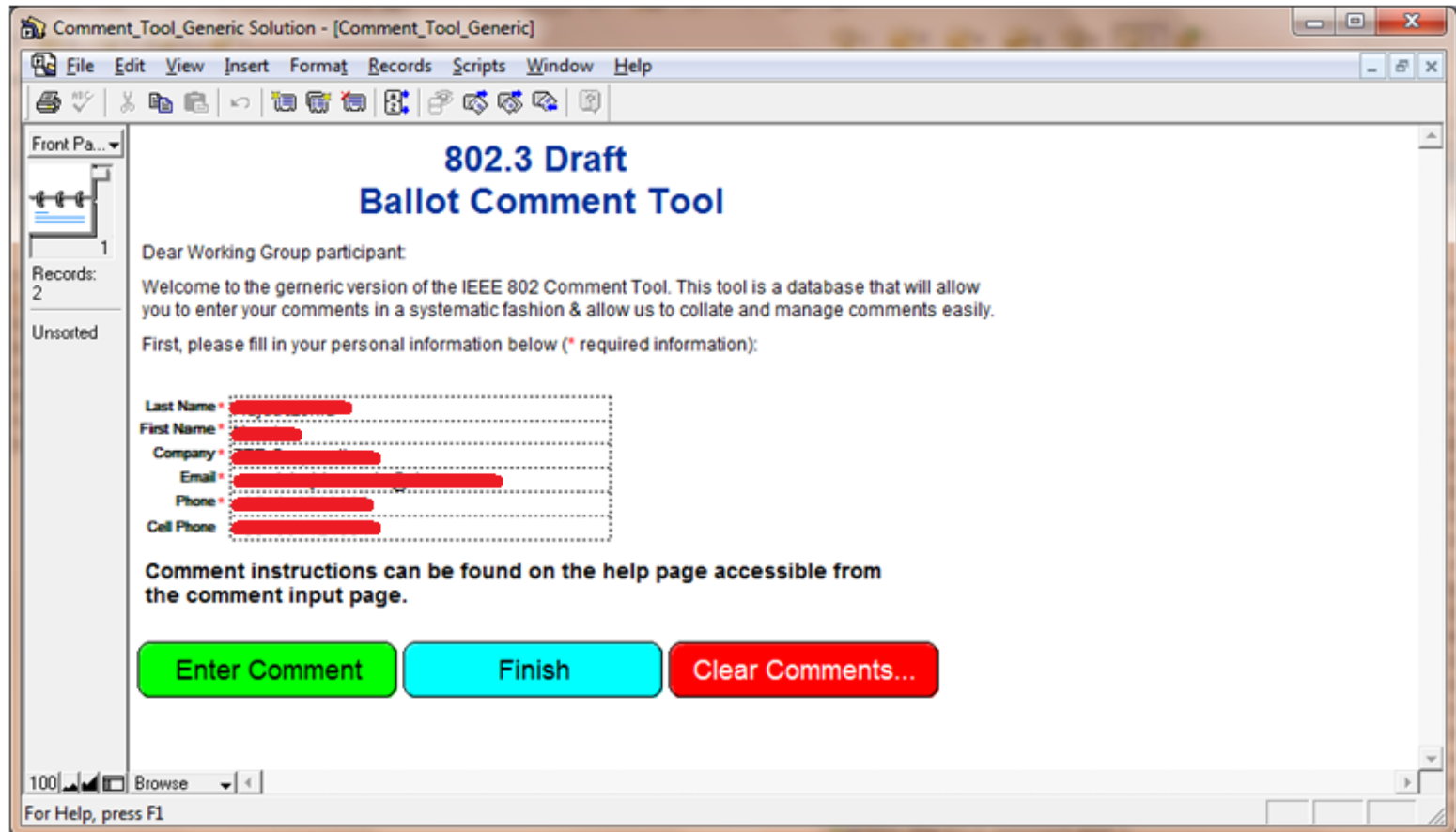
▸ Run **Comment_Tool_Generic_Solution.exe**

Name	Date modified	Type	Size
📁 Comment resolution	20/01/2010 05:15	File folder	
CLLNGENU.DLL	14/07/2006 07:27	Application extens...	136 KB
CLPROOF.DLL	14/07/2006 07:27	Application extens...	284 KB
Comment_Tool_Generic	25/01/2010 00:29	FileMaker Pro 5.0 ...	122 KB
Comment_Tool_Generic_Solution	14/07/2006 07:27	Application	1,664 KB
CTL3D32.DLL	14/07/2006 07:27	Application extens...	27 KB
FM_USR.DLL	14/07/2006 07:27	Application extens...	752 KB
FMCON10.DLL	14/07/2006 07:27	Application extens...	24 KB
FMCOR10.DLL	14/07/2006 07:27	Application extens...	84 KB
FMENG10.DLL	14/07/2006 07:27	Application extens...	156 KB
FMFC10.DLL	14/07/2006 07:27	Application extens...	280 KB
FMGFX10.DLL	14/07/2006 07:27	Application extens...	116 KB
FMINT10.DLL	14/07/2006 07:27	Application extens...	84 KB
FMML10.DLL	14/07/2006 07:27	Application extens...	164 KB
FMNSV14.DLL	14/07/2006 07:27	Application extens...	44 KB
FMOLE10.DLL	14/07/2006 07:27	Application extens...	68 KB
FMPRT50	14/07/2006 07:27	Help file	135 KB

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Step 3 – Fill in contact information ...

▸ Introduce your personal contact information & press „Enter Comment" button

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Step 4a - Start commenting ☺

- Remember to provide:
  - Clause number
  - Subclause number
  - Page
  - Line

- „Comment" is where you describe the problem you found
  - Each comment has to have „Suggested Remedy" where you explain how to fix the problem you found …

Step 4b – Fill in the comment text

- Remember to:
  - Make sure that the comment is clear and concise
  - Unclear text may result in rejection of the comment
  - Provide clear and concise remedy – the Editor should know what to do as the result of the comment

Step 4c – Select comment type …

▸ **T/E or TR/ER ?**

Comment Type: ○ E   ○ ER   ○ T   ○ TR

         E(ditorial)   E(ditorial) R(equired)   T(echnical)   T(echnical) R(equired)

- ▸ **E** is an editorial comment (simple changes to language, missing comma, misspelled word, bad figure format etc.)
- ▸ **T** is a technical comment, which requires changes in the text which could not be suggested by a person without a technical background.
- ▸ In short, judge well: if your comment has technical background, use **T** type; otherwise **E** should be selected
- ▸ **R** type comments indicate a required comment;
  - ▸ such comments are necessary when submitting a negative vote in the ballot;
  - ▸ each such comment requires a public statement of satisfaction from the commenter (either by voice at the meeting or in writing / email)
  - ▸ such comments should be critical for the progress of the project (e.g. broken state diagram, incorrect numeric data, bad idea etc.)

Step 5 – next comments …

▶ Press „Enter another comment" and repeat step 4

Enter Another Comment	Help Page (?)	FINISH

▶ You can submit as many comments as you want

- ▶ You can check previously submitted comments using the sliding bar
- ▶ Experiment with the functionality
- ▶ The latest comment is always on the bottom
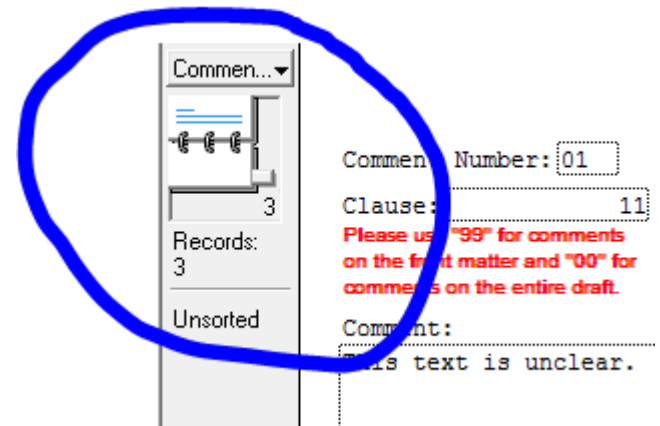
Step 6a – commenting completed …

▸ Press „Finish"

| Enter Another Comment | Help Page (?) | FINISH |

▸ A screen with comment submission instructions appears

  ▸ Click „Generate Comment File"

  ▸ Click „Exit"

  ▸ You're done ;)

Click on the "**Generate File**" button to perform the following:
1. Remove any blank comment forms.
2. Sort the comments sheets by comment number.
3. Generate the ballot and comment file (**ballot_comments.csv**).
4. <u>Delete</u> the records in the database.

Press the "**Exit**" button to QUIT the comment database. You can exit and come back later to generate more comments if you wish.

Please email the **ballot_comments.csv** file as an attachment to:
    To: (See instructions in ballot cover letter)
    Subject: (See instructions in ballot cover letter)
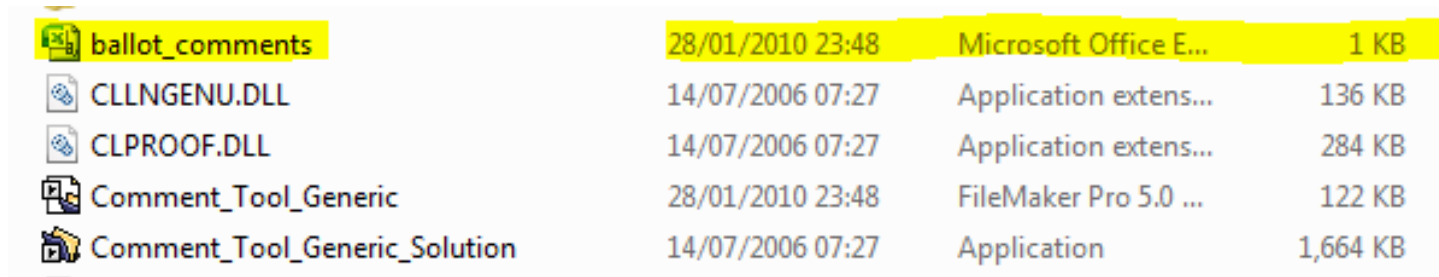
| Generate Comment File | PRINT COMMENTS | EXIT |

Step 6b – commenting completed …

‣ Go to folder in which you have the tool installed

ballot_comments	28/01/2010 23:48	Microsoft Office E…	1 KB
CLLNGENU.DLL	14/07/2006 07:27	Application extens…	136 KB
CLPROOF.DLL	14/07/2006 07:27	Application extens…	284 KB
Comment_Tool_Generic	28/01/2010 23:48	FileMaker Pro 5.0 …	122 KB
Comment_Tool_Generic_Solution	14/07/2006 07:27	Application	1,664 KB

‣ A new file called „ballot_comments" was generated

‣ Email this file together with the ballot form according to instructions provided in the ballot announcement

  ‣ During TF review stage, comments are usually emailed to the Chair and Editor(s)

  ‣ During WG review stage, comments are usually emailed to the ballot reflector according to specific instructions included in the ballot announcement