


# 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
 CLNGENU.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 ...

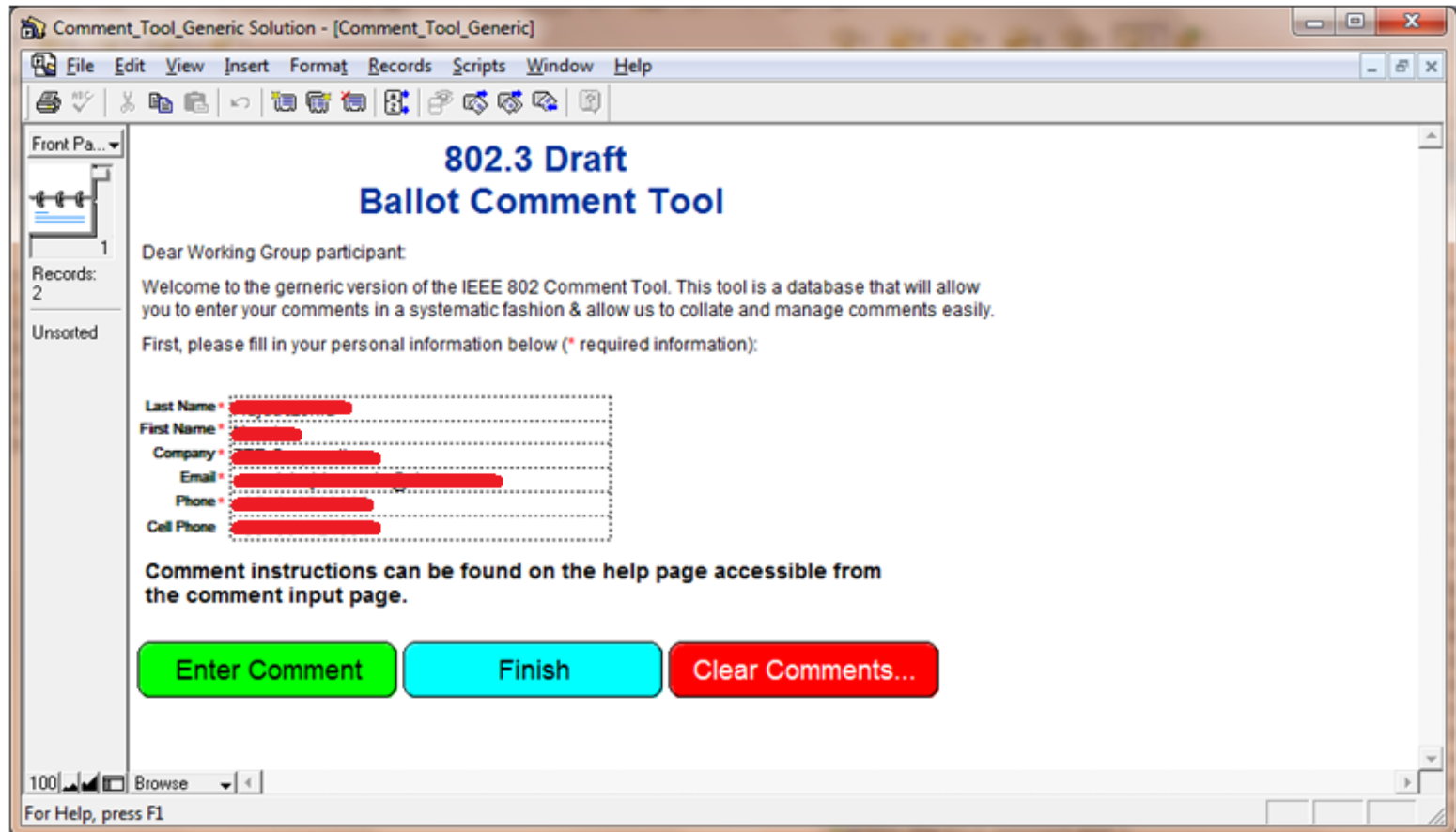
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## ▶ Run **Comment\_Tool\_Generic\_Solution.exe**

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
 <b>Comment_Tool_Generic_Solution</b>	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
 <b>FMNSV14.DLL</b>	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

# Step 3 – Fill in contact information ...

- ▶ Introduce your personal contact information & press „Enter Comment” button



The screenshot shows a web browser window titled "Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic]". The browser's menu bar includes "File", "Edit", "View", "Insert", "Format", "Records", "Scripts", "Window", and "Help". The main content area displays the following:

**802.3 Draft  
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):

Last Name: [Redacted]  
First Name: [Redacted]  
Company: [Redacted]  
Email: [Redacted]  
Phone: [Redacted]  
Cell Phone: [Redacted]

Comment instructions can be found on the help page accessible from the comment input page.

At the bottom, there are three buttons: "Enter Comment" (green), "Finish" (cyan), and "Clear Comments..." (red).

On the left side, there is a sidebar with "Front Pa..." at the top, a tree view, "Records: 2", and "Unsorted".

At the bottom of the browser window, there is a status bar with "100%", "Browse", and "For Help, press F1".

# 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 ...

The screenshot shows a software window titled "Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic]". The window contains a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar with various icons. The main area is titled "802.3 Draft Comment Form".

On the left side, there is a sidebar with a "Commen..." dropdown, a list of records (3), and a status "Unsorted".

The main form fields include:

- Comment Number:
- Clause:
- Subclause:
- Page:
- Line:

Instructions in red text: "Please use '99' for comments on the front matter and '00' for comments on the entire draft." and "If referencing a Figure or Table, please enter the table or figure number in Comment." A note says: "Enter Page and Line number of the first occurrence. For multiple occurrences, list in Comment."

Comment:

Comment Type:  E (Editorial)  ER (Editorial) R(equired)  T (Technical)  TR (Technical) R(equired)

Suggested Remedy:

Buttons at the bottom: "Enter Another Comment" (green), "Help Page (?)" (yellow), and "FINISH" (cyan).

At the bottom of the window, there is a status bar with "100%", a "Browse" dropdown, and the text "For Help, press F1".

# 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

The screenshot shows the 'Comment Tool Generic Solution' window. The title bar reads 'Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic]'. The menu bar includes File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. The toolbar contains various icons for file operations and editing. The main window area is titled '802.3 Draft Comment Form'. It features several input fields: 'Comment Number' (01), 'Clause' (11), 'Subclause' (11.2.3.4.5), 'Page' (167), and 'Line' (32). A red warning message states: 'Please use "99" for comments on the front matter and "00" for comments on the entire draft.' Below this, a 'Comment:' text area contains the text 'This text is unclear.' The 'Comment Type' section has four radio buttons: 'E' (Editorial), 'ER' (Editorial Required), 'T' (Technical), and 'TR' (Technical Required). A 'Suggested Remedy:' text area contains the text 'Suggest to change to read like this "...'. At the bottom, there are three buttons: 'Enter Another Comment' (green), 'Help Page (?)' (yellow), and 'FINISH' (blue). The status bar at the bottom left shows '100%' zoom and 'Browse' mode, with the text 'For Help, press F1'.

# Step 4c – Select comment type ...

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## ▶ 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 ...

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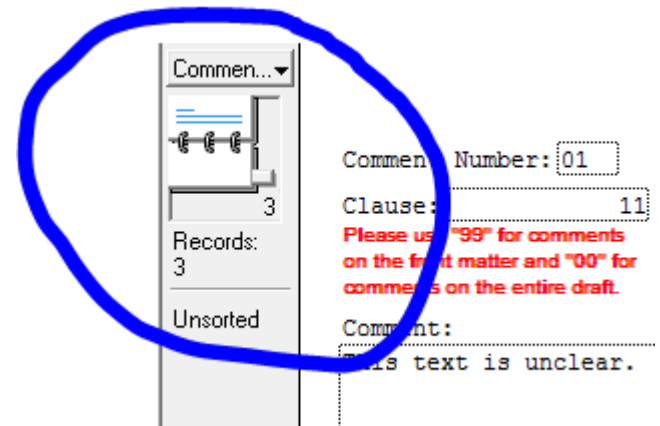
- ▶ Press „Enter another comment” and repeat step 4

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 ...

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- ▶ 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. Delete 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

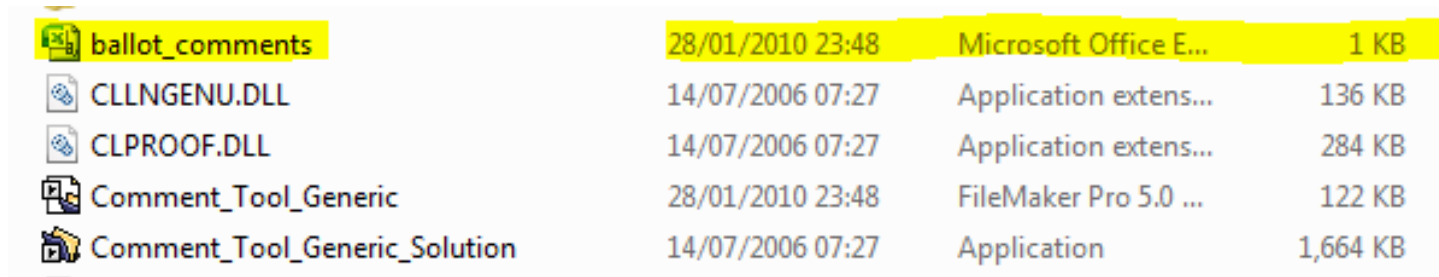
PRINT COMMENTS






EXIT

# Step 6b – commenting completed ...

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- ▶ Go to folder in which you have the tool installed



 ballot_comments	28/01/2010 23:48	Microsoft Office E...	1 KB
 CLLGENU.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 WGG review stage, comments are usually emailed to the ballot reflector according to specific instructions included in the ballot announcement