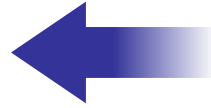


# Comment entry tutorial

# Topics

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



# Three phases of review

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- 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

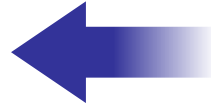
---

- Typically follows the form used for Working Group ballot
- Typically includes multiple iterations of review

# Topics

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- Draft review process
- Form of a comment
- Comment entry tools
  - FileMaker comment entry tool
  - Comment entry spreadsheet
  - Text (ASCII) form
- Comment resolution



# Comment structure

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

# Contact information

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- 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”

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- “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  $\pm$  5%” to “1 k $\Omega$   $\pm$  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 k $\Omega$   $\pm$  5%” to “2 k $\Omega$   $\pm$  5%”



# Comment location

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- 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”

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- 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”

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- 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”

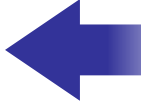
# Additional information

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- 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

# Topics

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- Draft review process
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  - FileMaker comment entry tool
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# FileMaker comment entry tool

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- [http://www.ieee802.org/3/WG\\_tools/filemaker/index.html](http://www.ieee802.org/3/WG_tools/filemaker/index.html)
- Platform-specific (Windows)
- Not an option for Sponsor ballot

# Start screen

Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic.USR]

File Edit View Insert Format Records Scripts Window Help

Front Pa...  
Records: 0  
Unsorted

## 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 \*  
First Name \*  
Company \*  
Email \* Do not populate this field  
Phone \* Do not populate this field  
Cell Phone Do not populate this field

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

Enter Comment Finish Clear Comments...

100% Browse  
For Help, press F1

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



# Comment entry interface

Comment\_Tool\_Generic Solution - [Comment\_Tool\_Generic.USR]

File Edit View Insert Format Records Scripts Window Help

802.3 Draft  
Comment Form

Comment Number: 1

Clause: Subclause: Page: Line:

Please use "FM" for comments on the front matter and "00" for comments on the entire draft. If referencing a Figure or Table, please enter the table or figure number in Comment. Enter Page and Line number of the first occurrence. For multiple occurrences, list in Comment.

Comment:

Comment Type: ☐ E ☐ ER ☐ T ☐ TR  
E(ditorial) E(ditorial) R(equired) T(echnical) T(echnical) R(equired)

Suggested Remedy:

Enter Another Comment Help Page (?) FINISH

100 Browse

For Help, press F1

"Rolodex"

Comment location

Comment

Comment type

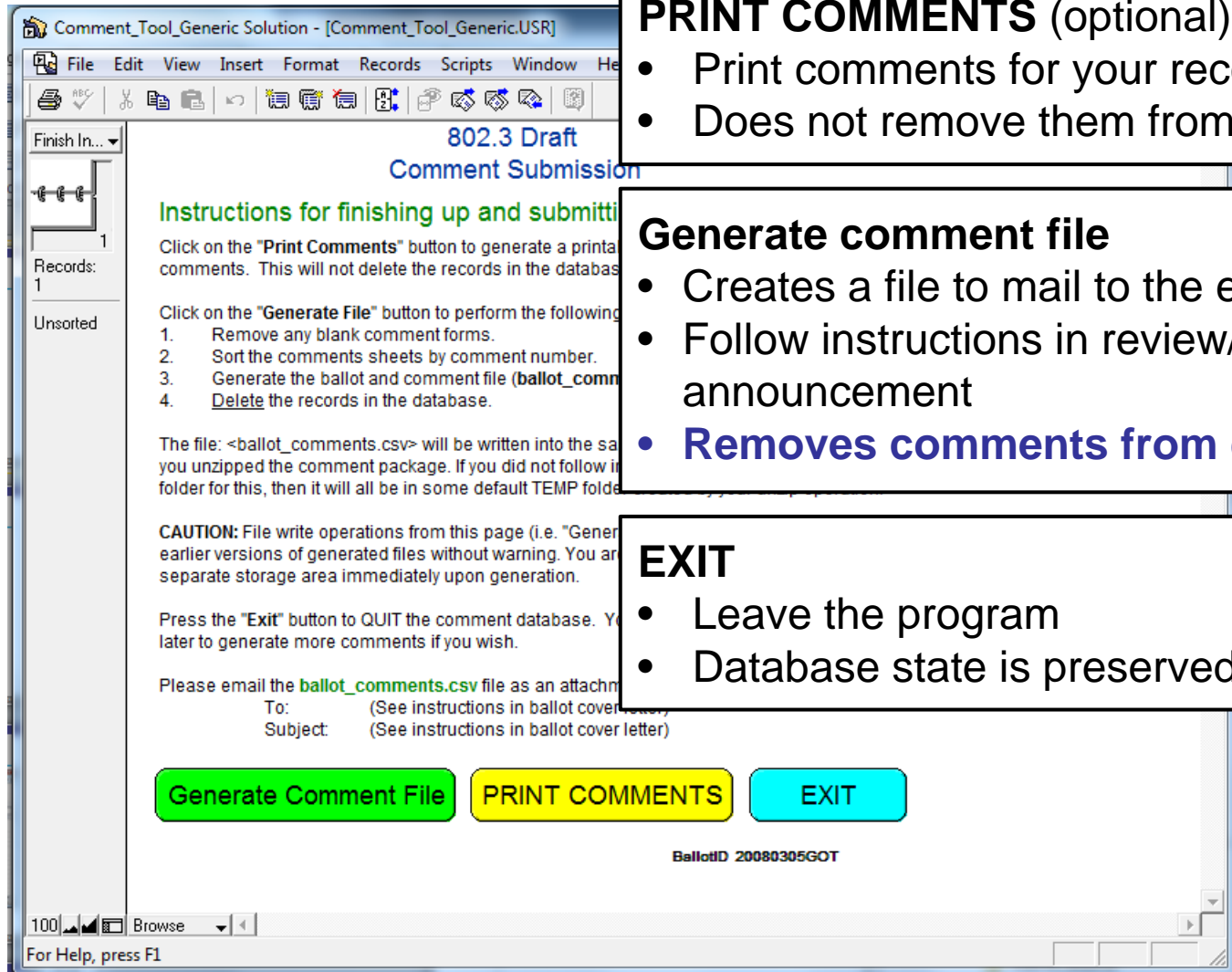
Suggested remedy

# Notes about Filemaker comment entry

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- 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

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- [http://www.ieee802.org/3/WG\\_tools/index.html](http://www.ieee802.org/3/WG_tools/index.html)
- Platform independent
- Similar to method of “bulk comment entry” used during Sponsor ballot

# Use of comment entry spreadsheet

802d3\_TFR\_WGB\_comments.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Paste Font Alignment Number Styles Cells Editing WebEx

A6 fx

Task Force Review and Working Group Ballot comment input form

1

2 First name Surname Affiliation

3

4 Click on column headers for help

5 Category Page Sub-clause Line # Comment Proposed Change Must Be Satisfied

6

7

8

9

10

11

12

13

14

Comments

Ready

100%

← Contact information

← One comment per row

# Text (ASCII) form

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- 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

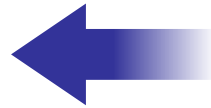
---

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

# Topics

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# Comment resolution process

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- 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

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- 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

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- 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?