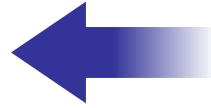



Comment entry tutorial

Topics

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



Three phases of review

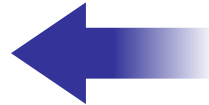
- Task Force review 
 - Working Group ballot
 - Sponsor ballot
- A summary of open reviews/ballots is maintained at <http://www.ieee802.org/3/ballots/index.html>

Task Force review

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

Topics

- Draft review process
- Form of a comment
- 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 \pm 5%” to “1 k Ω \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 Ω \pm 5%” to “2 k Ω \pm 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

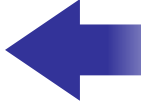
“Required” or “Must be satisfied”

- 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

- 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 NUM

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

Comment entry interface

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

Annotations with blue arrows point to various parts of the interface:

- "Rolodex"**: Points to a vertical list on the left side of the window.
- Comment location**: Points to the "Page:" and "Line:" input fields.
- Comment**: Points to the large text area for entering the comment.
- Comment type**: Points to the "Comment Type:" section with radio buttons for E, ER, T, and TR.
- Suggested remedy**: Points to the "Suggested Remedy:" text area.

Form fields and controls include:

- Comment Number:
- Clause:
- Subclause:
- Page: Line:
- Comment:
- Comment Type: E (Editorial) ER (Editorial R(equired)) T (Technical) TR (Technical R(equired))
- Suggested Remedy:
- Buttons: "Enter Another Comment" (green), "Help Page (?)" (yellow), "FINISH" (cyan)

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

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

Comment_Tool_Generic Solution - [Comment_Tool_Generic.USR]

File Edit View Insert Format Records Scripts Window Help

802.3 Draft
Comment Submission

Instructions for finishing up and submitting

Click on the "Print Comments" button to generate a printable comments. This will not delete the records in the database.

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.

The file: <ballot_comments.csv> will be written into the same folder as you unzipped the comment package. If you did not follow instructions for this, then it will all be in some default TEMP folder.

CAUTION: File write operations from this page (i.e. "Generate File") will overwrite earlier versions of generated files without warning. You are advised to save a separate storage area immediately upon generation.

Press the "Exit" button to QUIT the comment database. You can return 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**

BallotID 20080305GOT

100% Browse

For Help, press F1

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

- 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

The screenshot displays the Microsoft Excel interface for a file named "802d3_TFR_WGB_comments.xls [Compatibility Mode]". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home ribbon is active, showing options for Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet content is as follows:

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
6						
7						
8						
9						
10						
11						
12						
13						
14						

Annotations in the image include:

- A blue arrow pointing to the "Affiliation" header with the text "Contact information".
- A blue arrow pointing to the "Comment" header with the text "One comment per row".

The status bar at the bottom shows "Ready" and a zoom level of 100%.

Text (ASCII) form

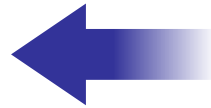
- Only when all else fails...
- Usually included with the review/ballot announcement
- 1 instance of the form for each comment
- Requires editor to transcribe the contents of the form to the comment database
 - Check the posted comment database for correct transcription
- Not an option for Sponsor ballot

Text (ASCII) form

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

Topics

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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 a 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?