

IEEE Standards Association

Public Review System

User Guide

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Introduction

IEEE has developed an online, web-based public review system for the general public to review and comment on initial draft standards within 60 days from the start of the initial ballot.

This User Guide is to provide and describe the steps needed to complete functions within the Public Review (PR) system. The system is currently independent of other IEEE systems, i.e., myProject, IEEE Xplore.

This guide will help serve the Public Review Commenters and the Sponsor/Ballot Designee on the Public Review process. Please note that each clause has the applicable user(s) listed (Sponsor/Ballot Designee or Public Review Commenter).

1. Create an IEEE Account

Applicable Users:

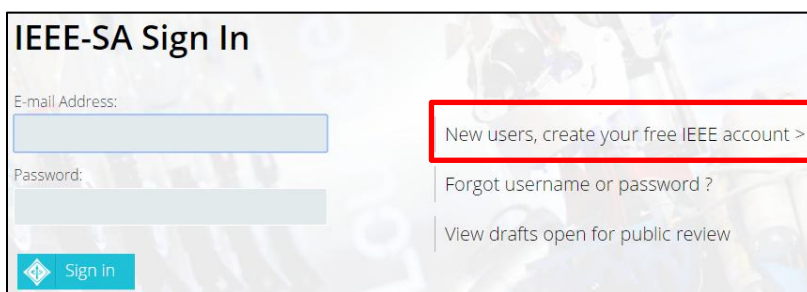
All Public Review System users

An IEEE Account username and password is needed to access the Public Review system. If you do not have an IEEE Account, it can be created by following the steps below. If you already have an IEEE Account see clause 2.

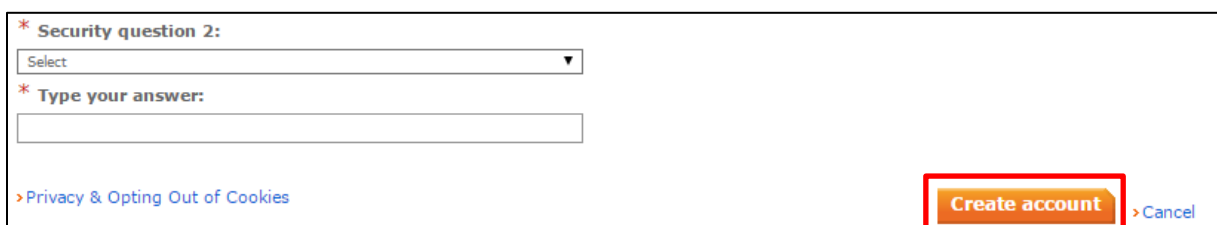
1. Go to the [Public Review Website](#)
2. Click the “Sign In” button



3. Click “New users, create your free IEEE account”



4. Complete the form completing at least all required fields with a red asterisk
5. Click the “Create Account” button in the bottom right hand corner



6. Once complete, you will be redirected back to the Sign In screen

2. Sign-In

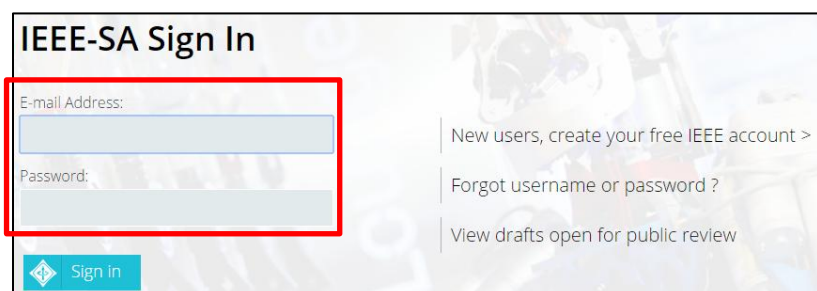
Applicable Users:

All Public Review System users

1. Go to the [Public Review website](#)
2. On the Homepage of the Public Review system, click the “Sign In” button

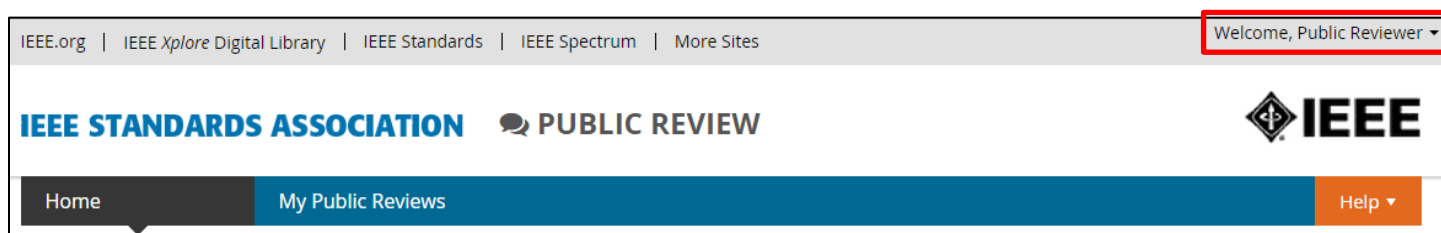


3. Enter your IEEE Account E-mail Address and Password



The screenshot shows the IEEE-SA Sign In form. The form has a title 'IEEE-SA Sign In'. Below the title, there are two input fields: 'E-mail Address:' and 'Password:'. Both input fields are highlighted with a red rectangular box. To the right of the input fields, there are three links: 'New users, create your free IEEE account >', 'Forgot username or password?', and 'View drafts open for public review'. At the bottom left of the form, there is a blue 'Sign In' button with the IEEE logo.

4. Click “Sign In”
5. A welcome message in the top right hand corner



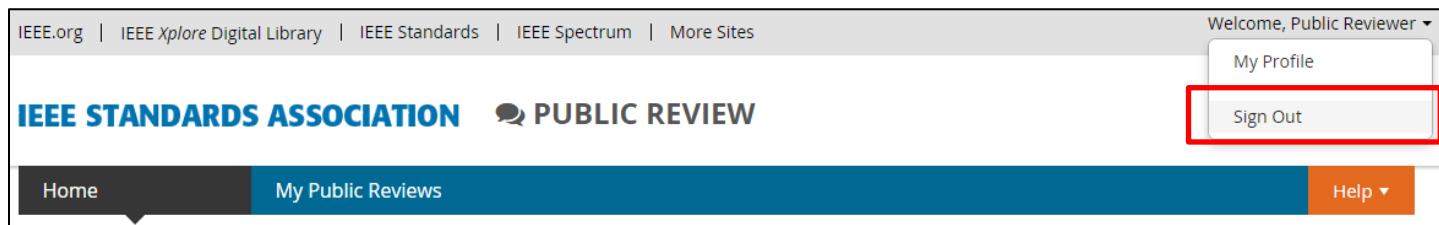
6. If login is unsuccessful, the system will provide more information and allow the user to attempt to login again

3. Sign-Out

Applicable Users:

All Public Review System users

1. Click your name in the top right hand corner and select “Sign Out” from the dropdown menu.



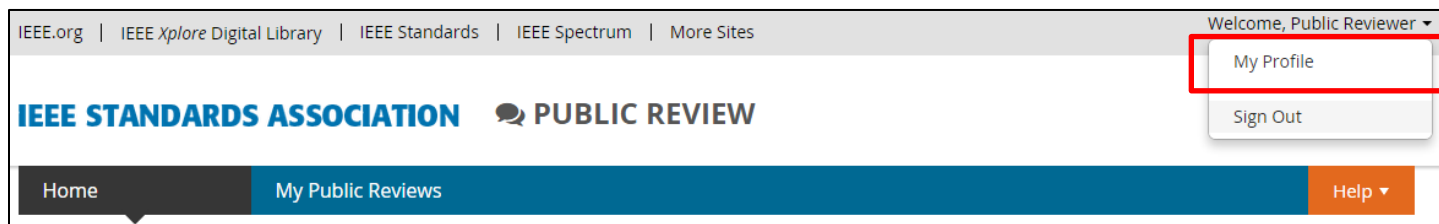
2. Upon signing out of the Public Review system, you are taken back to the Public Review System Homepage; your name should no longer appear in the top right hand corner.

4. My Profile

Applicable Users:

All Public Review System users

1. Click your name in the top right hand corner and select “My Profile” from the dropdown menu.



2. Enter your IEEE Account E-mail and Password to access your profile settings.

5. View Listings of Public Review Opportunities

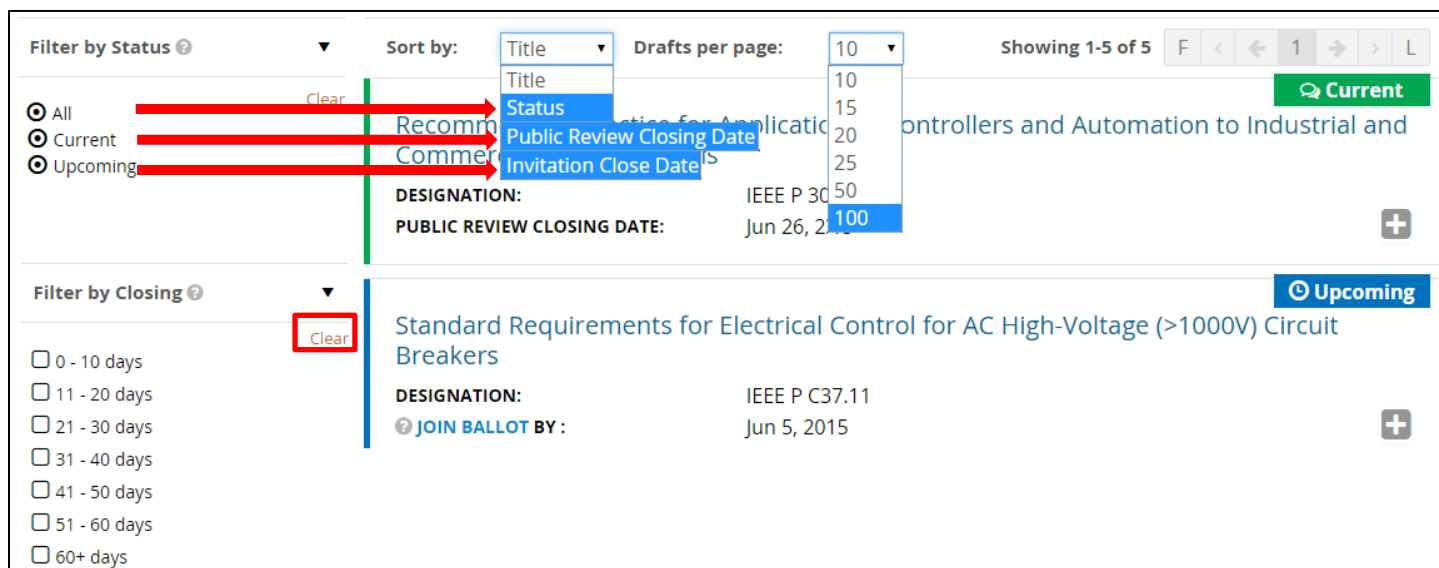
5.1. Homepage

Applicable Users:

All Public Review System users

On the Homepage of the [Public Review website](#), the system will display the default view showing All current and upcoming drafts for Public Review

- Filter your search results by selecting either ‘Current’ or ‘Upcoming’
- Clear any selected filters by using the “Clear” link
- You can select various combinations of the following criteria:
 - Filter by Status effects the available Sort By options
 - i. All
 - 1. Sort By Title and Status
 - ii. Current
 - 1. Sort By Title and Public Review Closing Date
 - 2. Filter by Closing Date
 - iii. Upcoming
 - 1. Sort By Title and Invitation Close Date
 - Drafts per page



The screenshot displays the Public Review System homepage. At the top, there are filters for 'Filter by Status' (All, Current, Upcoming), 'Sort by' (Title, Status, Public Review Closing Date, Invitation Close Date), and 'Drafts per page' (10, 15, 20, 25, 50, 100). A 'Clear' link is visible next to the 'Filter by Status' dropdown. The main content area shows two draft listings. The first listing is for 'Standard Requirements for Electrical Control for AC High-Voltage (>1000V) Circuit Breakers' with a designation of IEEE P 30 and a public review closing date of Jun 26, 2015. The second listing is for 'Standard Requirements for Electrical Control for AC High-Voltage (>1000V) Circuit Breakers' with a designation of IEEE P C37.11 and a join ballot by date of Jun 5, 2015. Both listings have a 'Current' or 'Upcoming' status indicator and a '+' button for more details.

5.2. My Public Reviews

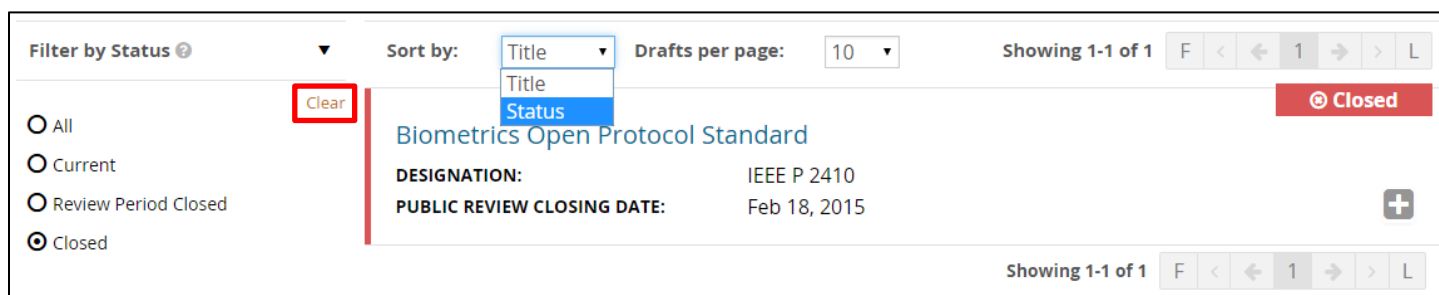
Applicable Users:

Public Review Commenters

From the Homepage, click the “My Public Reviews” tab at the top of the page. My Public Reviews shows all public reviews in which you are participating.

Drafts will only appear in “My Public Reviews” after you have selected them from the homepage for commenting.

- You can select the following Filter criteria:
 - Filter by Status
 - a. Current
 - b. Review Period Closed
 - c. Closed
 - Sort by Status only
 - Drafts per page
- Clear any selected filters by using the “Clear” link



The screenshot displays the 'My Public Reviews' interface. On the left, there is a 'Filter by Status' section with radio buttons for 'All', 'Current', 'Review Period Closed', and 'Closed' (which is selected). A red box highlights a 'Clear' button next to the filter section. To the right of the filters, there is a 'Sort by' dropdown menu currently showing 'Title', with 'Status' also visible in the dropdown. Further right is a 'Drafts per page' dropdown set to '10'. At the top right, it says 'Showing 1-1 of 1' with navigation buttons (F, <, <<, 1, >>, >, L). Below the filters, a review entry is shown for 'Biometrics Open Protocol Standard'. It includes the 'DESIGNATION: IEEE P 2410' and 'PUBLIC REVIEW CLOSING DATE: Feb 18, 2015'. A red button with a circled 'X' and the text 'Closed' is visible next to the review title. At the bottom right, there is a plus icon in a square. The bottom of the interface shows 'Showing 1-1 of 1' with navigation buttons.

5.3. Manage Public Reviews

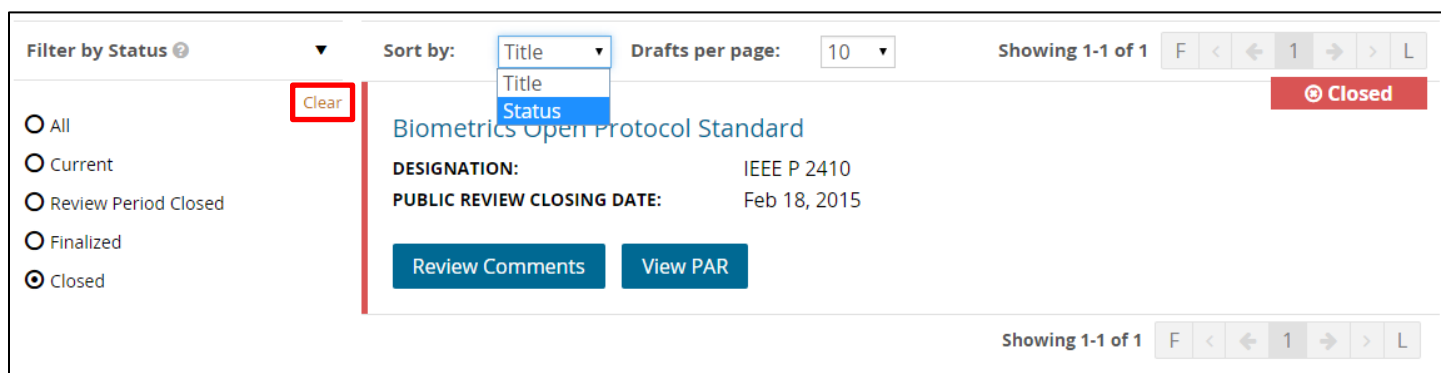
Applicable Users:

Sponsor/Ballot Designee

Manage Public Reviews shows all public review drafts for which you have Sponsor/Ballot Designee responsibility.

From the Homepage, click the Manage Public Reviews tab at the top of the page.

- You can select the following Filter criteria:
 - Filter by Status
 - a. Current
 - b. Review Period Closed
 - c. Finalized
 - d. Closed
 - Sort by Status only
 - Drafts per page
- Clear any selected filters by using the “Clear” link



The screenshot displays the 'Manage Public Reviews' interface. On the left, under 'Filter by Status', there are radio buttons for 'All', 'Current', 'Review Period Closed', 'Finalized', and 'Closed'. A red box highlights a 'Clear' link next to the filter options. The main content area shows a draft titled 'Biometrics Open Protocol Standard' with a status of 'Closed'. Below the title, it lists 'DESIGNATION: IEEE P 2410' and 'PUBLIC REVIEW CLOSING DATE: Feb 18, 2015'. There are two buttons: 'Review Comments' and 'View PAR'. The top navigation bar includes 'Filter by Status', 'Sort by: Title', 'Drafts per page: 10', and 'Showing 1-1 of 1'.


6. View Details of the Public Review Draft

Applicable Users:

All Public Review System Users

From the Homepage, locate the desired draft then click the “Plus Sign” button in the bottom right hand corner of the draft description area.


Note: The “Plus Sign” button is only available for drafts in Upcoming and Current status

 **Current**

Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems


DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015



The follow information should be displayed:

1. Title
2. Designation
3. Public Review Closing Date, if applicable
4. Date the invitation period closes, if applicable
5. Scope of the proposed standard
6. Button to either “Add Comments” or “View/Edit Comments”
7. Button to Purchase/Access this Draft, if applicable
8. Button to View PAR

 **Current**


Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015

SCOPE:

This recommended practice covers the selection and application of controllers and automation to industrial and commercial power systems. It is likely to be of greatest value to the power-oriented engineer with limited experience with this equipment. It can also be an aid to all engineers responsible for the electrical design of industrial and commercial power systems.



View / Edit Comments

Purchase/Access this Draft

View PAR

Click the “Minus Sign” to collapse the details.

7. Access a Public Review Draft

Applicable Users:

Public Review Commenters

1. From the Homepage, locate a draft you would like to purchase and/or access
2. Expand the draft details by clicking the “Plus Sign” button
3. Click the “Purchase/Access this Draft” button

Current

Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

DESIGNATION:

IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE:

Jun 26, 2015

SCOPE:

This recommended practice covers the selection and application of controllers and automation to industrial and commercial power systems. It is likely to be of greatest value to the power-oriented engineer with limited experience with this equipment. It can also be an aid to all engineers responsible for the electrical design of industrial and commercial power systems.

View / Edit Comments

Purchase/Access this Draft

View PAR

Note: If the draft is not available for Purchase/Access, a message will indicate, “Please try again on the next business day.” You may also search here <<http://www.techstreet.com/ieee>> for draft availability.

Purchase and pricing options are temporarily unavailable. Please try again on the next business day. Email any questions to standards-support@ieee.org

Close

8. Specifying Affiliations

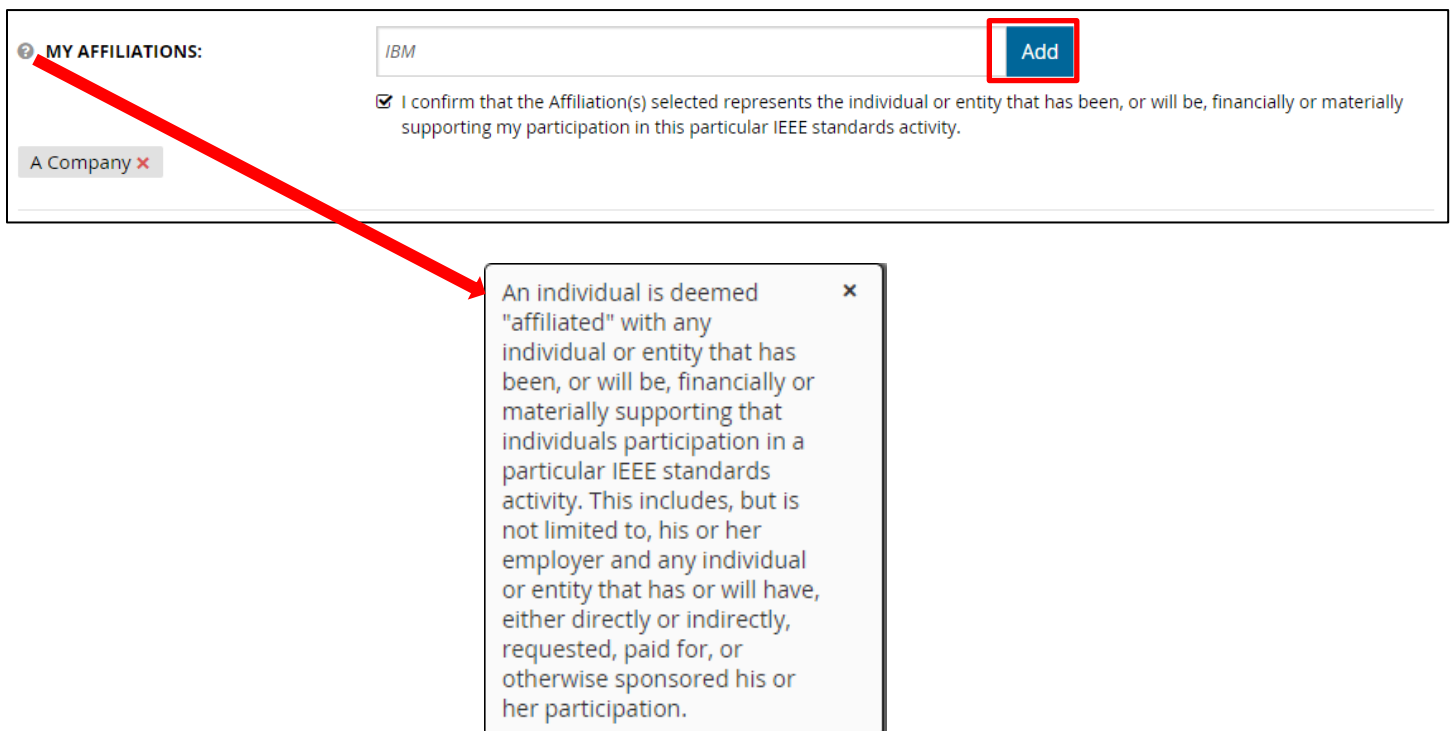
Applicable Users:

Public Review Commenters

Before you can enter comments, the system will require you to declare your affiliation. You must enter at least one (1) organization/company/entity with which you are affiliated in the My Affiliations text box at the top of the comments window. If you do not have an entity affiliation, you may enter “Self” (e.g., if you are not employed or affiliated with any entity, and/or if you are retired). For more information, click the grey circle with a “?” at the bottom left corner for guidance on the term *Affiliation*

8.1. Add Affiliation(s)

1. From the Homepage, locate the draft for comment and expand the details by clicking the “Plus Sign” button.
2. Click the “Add Comments” button
3. Enter your affiliation into the text box next to “My Affiliations”
4. Click the verification check box to confirm your entered affiliation
5. Click the “Add” button
6. Repeat steps 3-5 for additional affiliations



MY AFFILIATIONS:

IBM

☒ I confirm that the Affiliation(s) selected represents the individual or entity that has been, or will be, financially or materially supporting my participation in this particular IEEE standards activity.

A Company x


An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation.

8.2. Remove or Update Affiliation(s)

The system requires at least one affiliation be recorded in order to use the delete function.


If you are attempting to correct a previously entered affiliation, add in the correct affiliation and then remove the incorrect affiliation.

1. From the Homepage, locate the desired draft to update your affiliation(s) and expand the details by clicking the “Plus Sign” button
2. Click the “View/Edit Comments” button
3. Affiliation(s) can be removed by clicking on the red “X” next to the affiliation

 MY AFFILIATIONS:

Add

☒ I confirm that the Affiliation(s) selected represents the individual or entity that has been, or will be, financially or materially supporting my participation in this particular IEEE standards activity.

A Company 

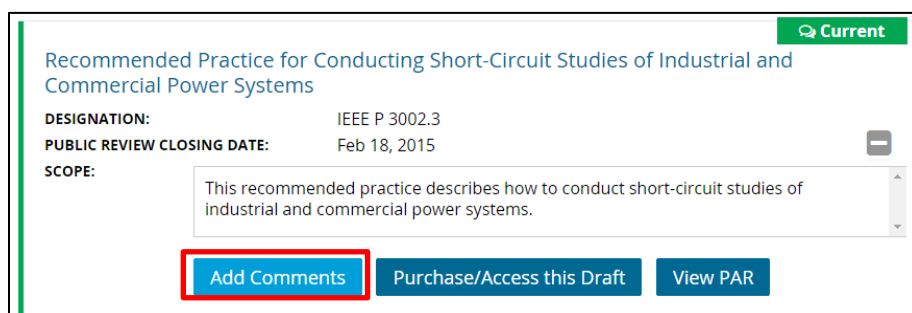
9. Commenting on a Public Review Draft

Applicable Users:

Public Review Commenters

9.1. Individual Comment Entry

1. From the Homepage, locate a draft you would like to comment on.
2. Click the “Plus Sign” button to expand details
 - a. If this is the first time you are entering a comment on this draft, the “Add Comment” button will be displayed.
 - i. Click the “Add Comments” button



Current

Recommended Practice for Conducting Short-Circuit Studies of Industrial and Commercial Power Systems

DESIGNATION: IEEE P 3002.3

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

SCOPE: This recommended practice describes how to conduct short-circuit studies of industrial and commercial power systems.

Add Comments Purchase/Access this Draft View PAR

- b. If you have previously entered comments on this draft, the “View/Edit Comments” button will be displayed.
 - i. Click the “View/Edit Comments” button to submit additional comments or edit existing comments



Current

Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

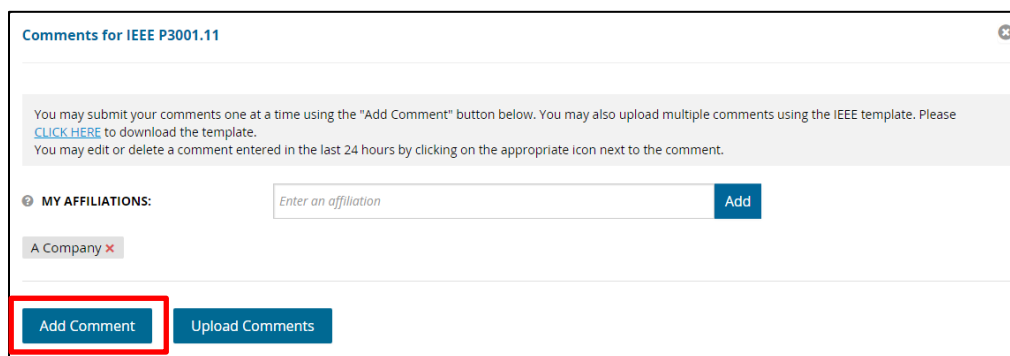
DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015

SCOPE: This recommended practice covers the selection and application of controllers and

View / Edit Comments Purchase/Access this Draft View PAR

3. Once on the comments page, read the message bar at the top of the page for important information. Then click “Add Comment”



Comments for IEEE P3001.11

You may submit your comments one at a time using the "Add Comment" button below. You may also upload multiple comments using the IEEE template. Please [CLICK HERE](#) to download the template.

You may edit or delete a comment entered in the last 24 hours by clicking on the appropriate icon next to the comment.

MY AFFILIATIONS: Enter an affiliation Add

A Company x

Add Comment Upload Comments

8.1 Individual Comment Entry (continued)

4. Complete the comment form

Comments for IEEE P3001.11

Category

Select

Page#

Select

Sub-clause

General

Technical

Editorial

Line#

Enter Line# here

Comment *

Enter comment here

Suggested Change *

Enter comment here

Save And Exit

Cancel

5. Click “Save and Exit” to submit or “Cancel” to Abort

6. Review your successfully entered comments in the comments page

Comments

+ Expand All

#	Category	Page#	Sub-Clause	Line#	Comment	Date	Suggested Change
	<input type="text" value="Search by category"/>	<input type="text" value="Search by page"/>	<input type="text" value="Search by sub-clc"/>	<input type="text" value="Search by lin"/>	<input type="text" value="Search by comment"/>		<input type="text" value="Search by suggested change"/>
1	General	1	1	1	Test	5/13/2015, 10:33:49 PM	Test

Pg. 1 of 1

Rows per page:

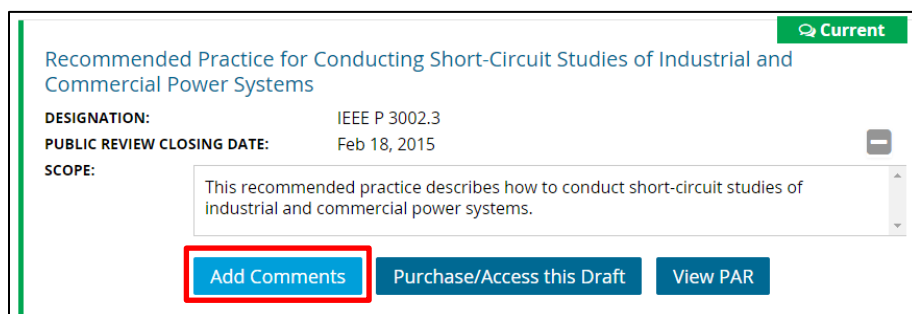
5
10
20
50
100

7. Click the “Show More” link per comment or “Expand All” link for all comments if the text entered is larger than the default window

Note: Comments are available for editing and/or deletion for 24 hours after entry or until the 60th day of the Public Review period has lapsed, whichever comes first.

9.2. Bulk Comment Upload

1. After logging into the [Public Review website](#), from the Homepage, locate a draft you would like to comment on.
2. Click the “Plus Sign” button to expand details
 - a. If this is the first time you are entering a comment on this draft, the “Add Comment” button will be displayed.
 - i. Click the “Add Comment” button



Current

Recommended Practice for Conducting Short-Circuit Studies of Industrial and Commercial Power Systems

DESIGNATION: IEEE P 3002.3

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

SCOPE: This recommended practice describes how to conduct short-circuit studies of industrial and commercial power systems.

Add Comments Purchase/Access this Draft View PAR

- b. If you have previously entered comments on this draft, the “View/Edit Comments” button will be displayed.
 - i. Click the “View/Edit Comments” button to submit additional comments or edit existing comments



Current

Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

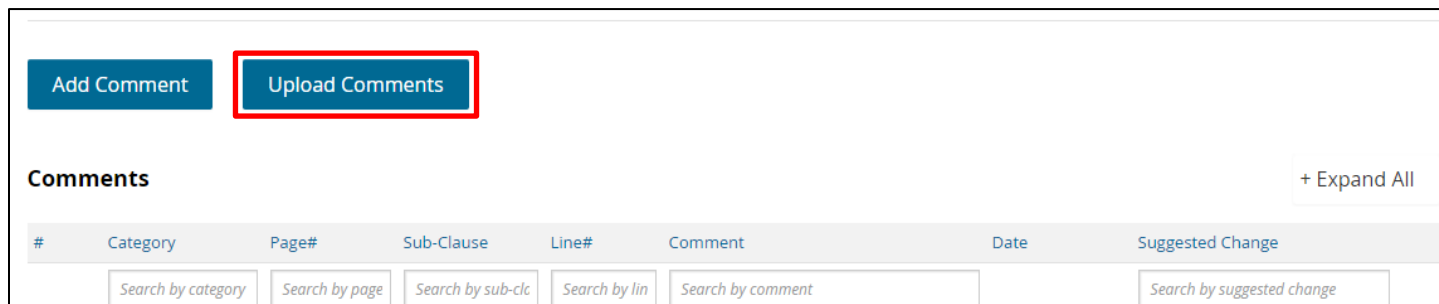
DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015

SCOPE: This recommended practice covers the selection and application of controllers and

View / Edit Comments Purchase/Access this Draft View PAR

3. On the comments page, click the “Upload Comments” button



Add Comment Upload Comments

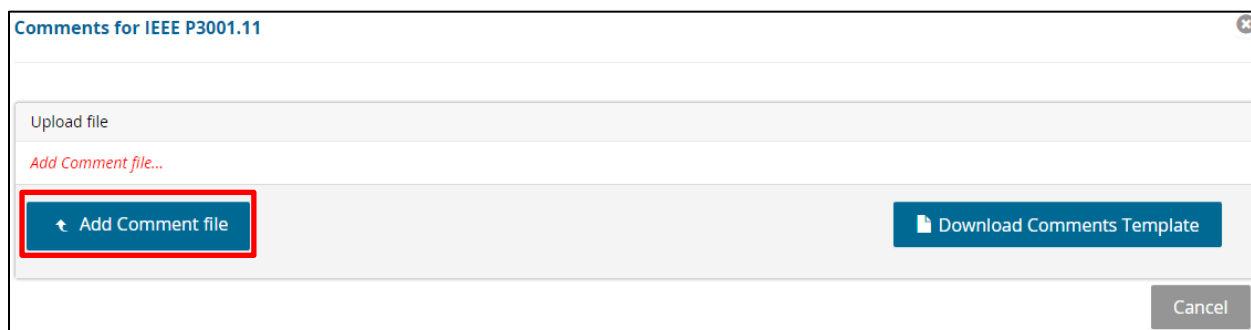
Comments + Expand All

#	Category	Page#	Sub-Clause	Line#	Comment	Date	Suggested Change
<div> <div>Search by category</div> <div>Search by page</div> <div>Search by sub-clc</div> <div>Search by lin</div> <div>Search by comment</div> <div>Search by suggested change</div> </div>							

4. Click the “Download Comments Template” button
5. Open and complete the template file with draft comments

9.2 Bulk Comment Upload (continued)

6. Click the “Add Comment File” button



Comments for IEEE P3001.11

Upload file

Add Comment file...

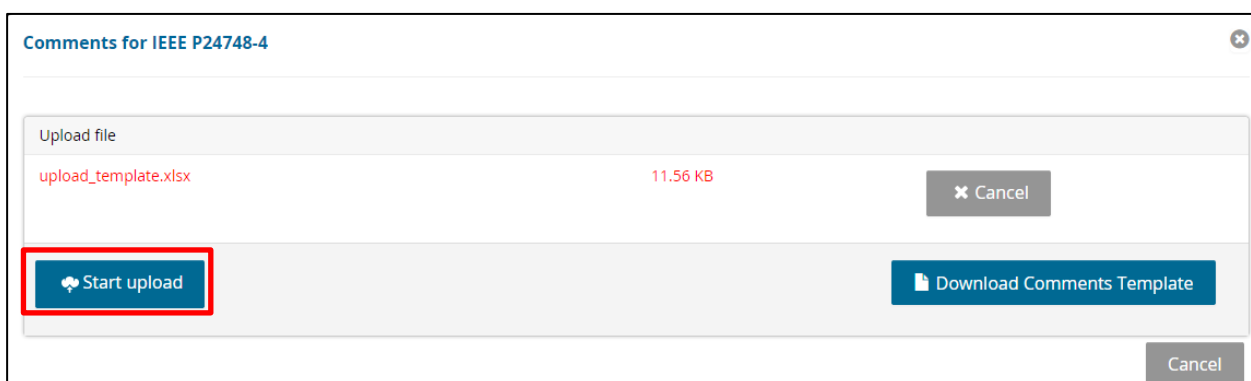
⬅ Add Comment file

Download Comments Template

Cancel

7. Browse to and select the comment file you would like to upload

8. Click the “Start Upload” button



Comments for IEEE P24748-4

Upload file

upload_template.xlsx 11.56 KB

✕ Cancel

☁ Start upload

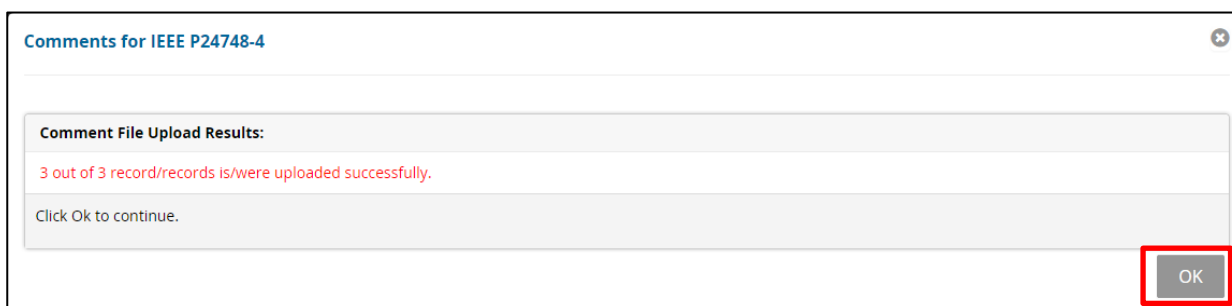
Download Comments Template

Cancel

9. Click the “OK” button once the upload has completed

10. The system will provide a message stating how many successful and unsuccessful lines have been uploaded and why any have failed to upload properly

Note: Repeat steps 6-9 to overwrite the previous upload and correct any errors received



Comments for IEEE P24748-4

Comment File Upload Results:

3 out of 3 record/records is/were uploaded successfully.

Click Ok to continue.

OK

Review your comments in the comments page.

Note: Click the “Show More” link per comment or “Expand All” link for all comments if the text entered is larger than the default window

9.3. Edit a Comment

Comments are available for editing and/or deletion for 24 hours after entry. or until the 60th day of the Public Review period has lapsed, whichever comes first.

1. After logging into the [Public Review website](#), from the Homepage, locate the draft you have previously provided comments on from the “My Public Reviews” tab
2. Click the “Plus Sign” to display the draft details
3. Click the “View/Edit Comments” button



Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

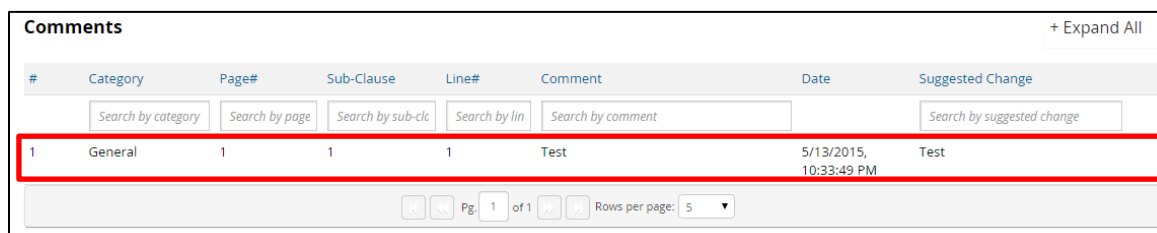
DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015

SCOPE: This recommended practice covers the selection and application of controllers and

Buttons: View / Edit Comments (highlighted), Purchase/Access this Draft, View PAR

4. Locate the comment you would like to edit
5. Click the comment in the comment page to open the comment form

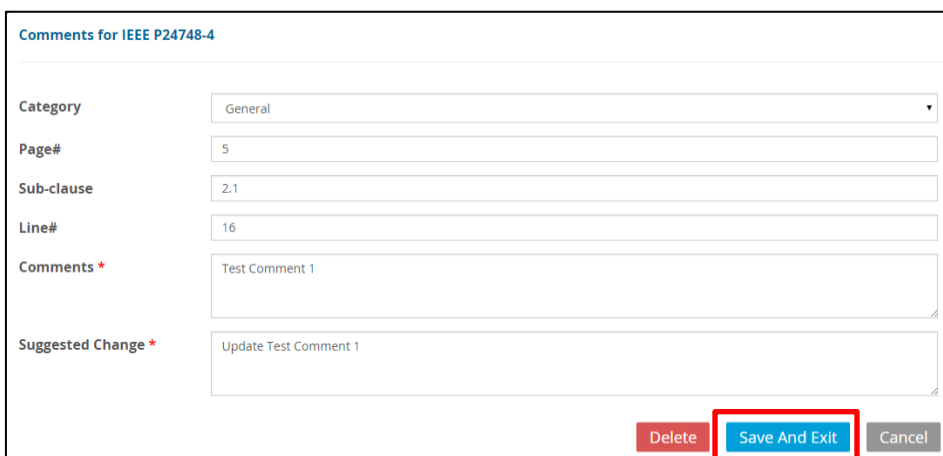


#	Category	Page#	Sub-Clause	Line#	Comment	Date	Suggested Change
1	General	1	1	1	Test	5/13/2015, 10:33:49 PM	Test

Search by category | Search by page | Search by sub-clc | Search by lin | Search by comment | Search by suggested change

Pg: 1 of 1 | Rows per page: 5

6. Make any changes to the entered text in the comments form
7. Click the “Save and Exit” button



Comments for IEEE P24748-4

Category: General

Page#: 5

Sub-clause: 2.1

Line#: 16

Comments *: Test Comment 1

Suggested Change *: Update Test Comment 1

Buttons: Delete, Save And Exit (highlighted), Cancel

9.4. Delete a Comment

Comments are available for editing and/or deletion for 24 hours after entry or until the 60th day of the Public Review period has lapsed, whichever comes first.

1. After logging into the [Public Review website](#), from the Homepage, locate the draft you have previously provided comments on from the “My Public Reviews” tab
2. Click the “Plus Sign” to display the draft details
3. Click the “View/Edit Comments” button



Recommended Practice for Application of Controllers and Automation to Industrial and Commercial Power Systems

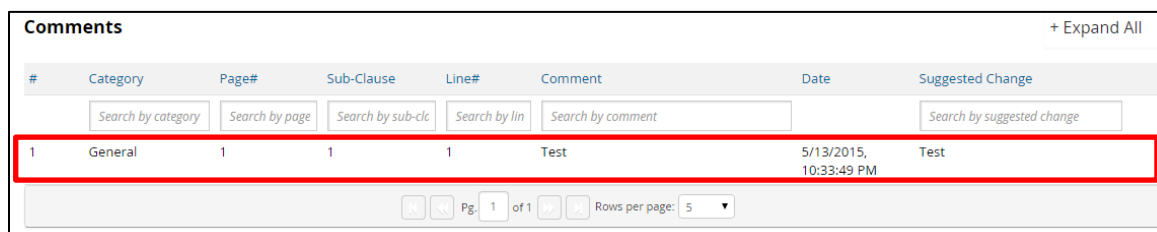
DESIGNATION: IEEE P 3001.11

PUBLIC REVIEW CLOSING DATE: Jun 26, 2015

SCOPE: This recommended practice covers the selection and application of controllers and

[View / Edit Comments](#) [Purchase/Access this Draft](#) [View PAR](#)

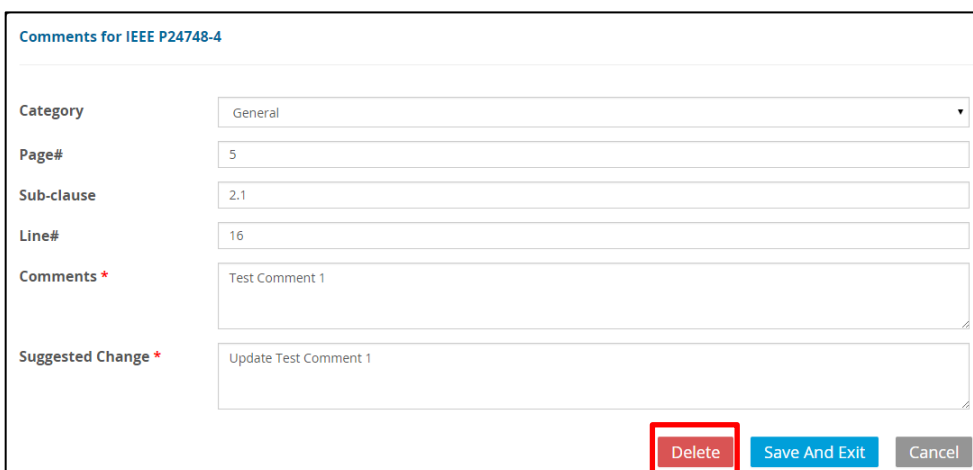
4. Locate the comment you would like to edit
5. Click the comment in the comment page to open the comment form



#	Category	Page#	Sub-Clause	Line#	Comment	Date	Suggested Change
1	General	1	1	1	Test	5/13/2015, 10:33:49 PM	Test

Pg: 1 of 1 Rows per page: 5

6. Click the “Delete” button in the bottom right hand corner
7. Click “Ok”



Comments for IEEE P24748-4

Category: General

Page#: 5

Sub-clause: 2.1

Line#: 16

Comments *: Test Comment 1

Suggested Change *: Update Test Comment 1

[Delete](#) [Save And Exit](#) [Cancel](#)

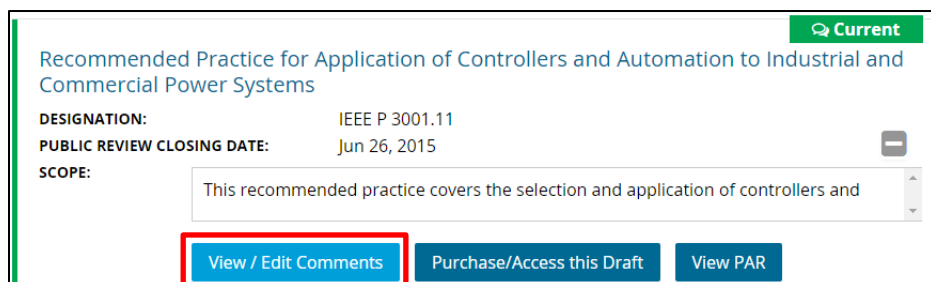
10. Download an Updated Draft Standard

Applicable Users:

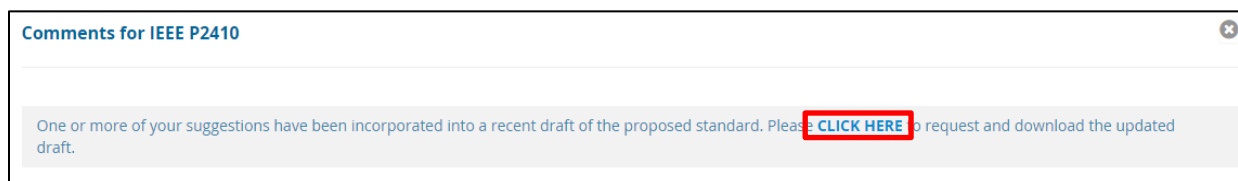
Public Review Commenter

Once the Public Review period is closed and if at least one of the responses to a public review comment you have submitted is identified as having caused a change to the draft, a revised draft may be requested and downloaded for review.

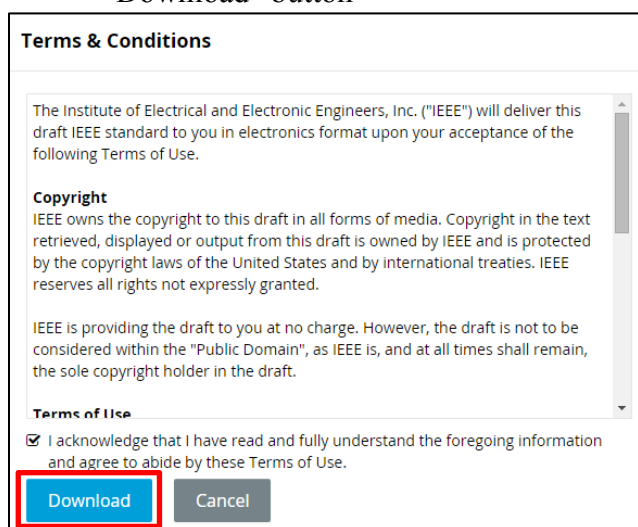
1. From the Homepage, click “My Public Reviews” and locate the draft to see the responses to your comments
2. Click the “Plus Sign” button to expand details and click the “View/Edit Comments” button



3. At the top of the comments window, a message will appear indicating that a revised draft has been uploaded as indicated in at least one (1) response to your Public Review comments
4. Click the “CLICK HERE” link to download the latest version of the draft standard



5. You will need to check the check box agreeing to the terms and conditions displayed before clicking the “Download” button



6. The updated draft can only be downloaded once. The system will display a message indicating when the updated draft was downloaded.

11. Review of Public Review Comments

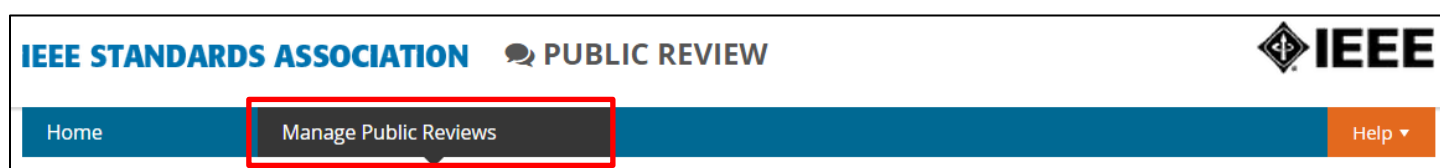
Applicable Users:

Sponsor/Ballot Designee

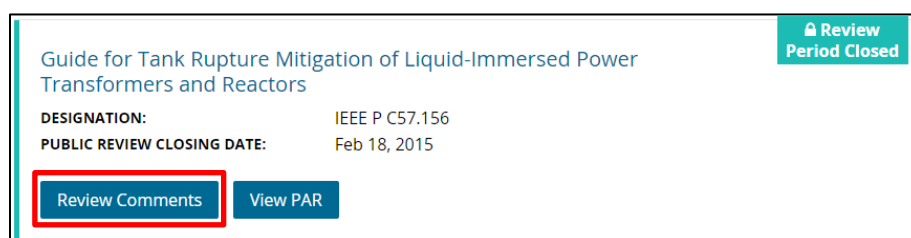
Note: Public Review Commenters have 24 hours to edit/delete a comment. The Sponsor/Ballot Designee is able to see comments after the 24 hour period and can review comments throughout the 60 day period. The Sponsor/Ballot Designee should download a full list of comments after the close of the Public Review.

11.1. View Received Comments

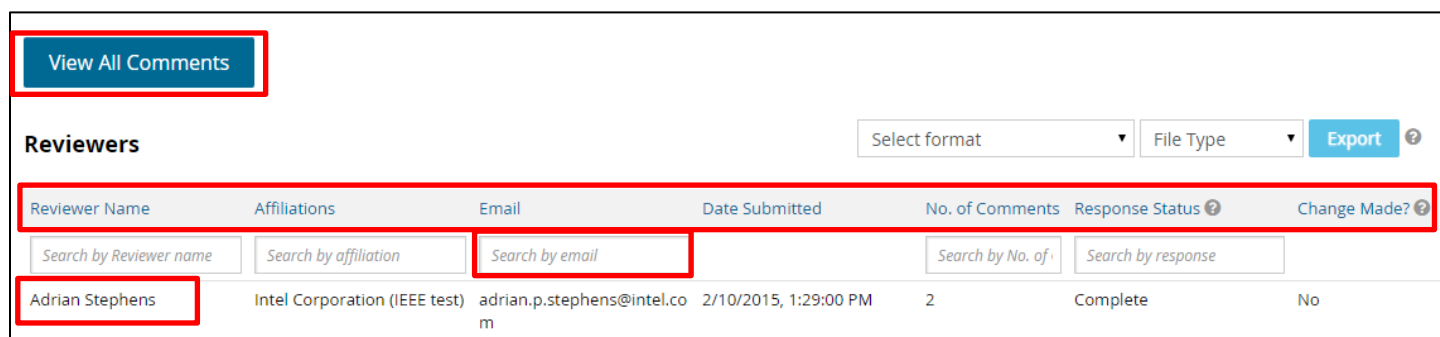
1. Log into the [Public Review website](#)
2. On the top of the page, select the “Manage Public Reviews” tab



3. A list of drafts (for which you are the Sponsor or Ballot Designee) that have received public review comments will be displayed on the Homepage
4. Click on the “Review Comments” button



5. By default, the received comments will be displayed grouped by Reviewer Name
6. Click the “View All Comments” button to display all received comments
7. All comments can be sorted by any of the column headings being displayed in either ascending or descending order and each column can be searched individually
8. Click on a Name to expand all of the comments entered by that Commenter



11.2. Exporting Comments

1. From the Homepage, click the “Manage Public Reviews” tab and locate the desired draft where you would like to export comments
2. Click the “Review Comments” button

Guide for Tank Rupture Mitigation of Liquid-Immersed Power Transformers and Reactors

DESIGNATION: IEEE P C57.156

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

Review Comments **View PAR**

Review
Period Closed

3. From the comments window, select the “format” for which comments are to be exported from the following options:
 - a. Public Review Format
 - b. myProject Format
4. Select a “File Type” either CSV or XLS
5. Click the “Export” button on the right side

View All Comments

Upload Responses

Reviewers

Select format

Select format

Public Review Format

myProject Format

File Type

File Type

CSV

XLS

Export

Change Made?

Reviewer Name	Affiliations	Email	Date Submitted		
Public Reviewer	A Company	public_reviewer@prmtest1.org	5/13/2015, 10:33:49 PM	1	1 Pending

Pg. 1 of 1

Rows per page: 5

Notes:

- The options to export by “Public Review Format” and “myProject Format” are available if the Public Review status is “Public Review Closed.”
- "myProject Format" includes all comments in a spreadsheet that is compatible with myProject import.
- "Public Review Format" includes all comments in a spreadsheet that can be imported back into this application.
- The Sponsor should select the “myProject Format” if they want to upload the Public Review Comment file in myProject as “Rogue Comments.” Please contact your IEEE-SA Program Manager if you have questions with this process.

12. Responding to Public Review Comments

Applicable Users:

Sponsor/Ballot Designee

12.1. Respond to Comments in Bulk

1. From the Homepage, click the “Manage Public Reviews” tab and locate the desired draft where you would like to respond to comments
2. Click the “Review Comments” button

Guide for Tank Rupture Mitigation of Liquid-Immersed Power Transformers and Reactors

DESIGNATION: IEEE P C57.156

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

Review
Period Closed

Review Comments

View PAR

3. From the comments window, export the comments by selecting “View All Comments” and choose a “File Type” (CSV or XLS format) and click the “Export” button

View All Comments

Upload Responses

Reviewers

Select format

File Type

Export

Select format

File Type

Public Review Format

CSV

myProject Format

XLS

Reviewer Name	Affiliations	Email	Date Submitted			Change Made?
Public Reviewer	A Company	public_reviewer@prmttest1.org	5/13/2015, 10:33:49 PM	1	1 Pending	

Search by Reviewer name

Search by affiliation

Search by email

Search by No. of

Search by response

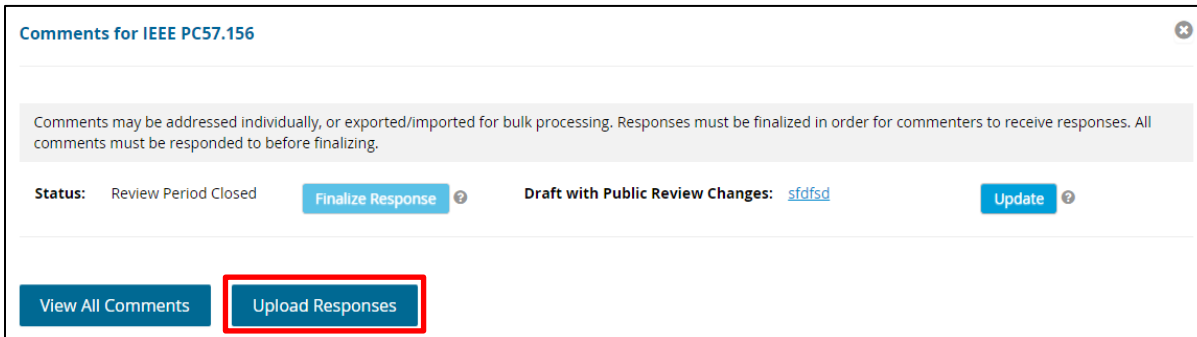
Pg. 1 of 1

Rows per page: 5

4. Once the comment response file has been exported, enter the following information
 - a. Enter Yes or No as to whether or not the comment resulted in a change to the draft in “Change Made?” column
 - b. Fill in the Response field for each comment
 - c. Enter Yes or No as to whether or not the comment has to be shown to the ballot group in the “Show to Ballot Group” column
 - d. Enter a “Y” in the “Update” column to state that this comment response should be uploaded

12.1 Respond to Comments in Bulk (cont'd)

5. From the “Review Comments” view, click “Upload Responses”



Comments for IEEE PC57.156

Comments may be addressed individually, or exported/imported for bulk processing. Responses must be finalized in order for commenters to receive responses. All comments must be responded to before finalizing.

Status: Review Period Closed [Finalize Response](#) Draft with Public Review Changes: [sdfsd](#) [Update](#)

[View All Comments](#) [Upload Responses](#)

6. Click the “Add Response file” button and select the format of the completed comment resolution file (i.e., CSV or XLS)
7. Click the “Start Upload” button and the system will provide you with messaging as to which comments were successfully upload and which failed and why



Comments for IEEE PC57.156

Upload file

Add Response file...

[Add Response file](#)

Cancel

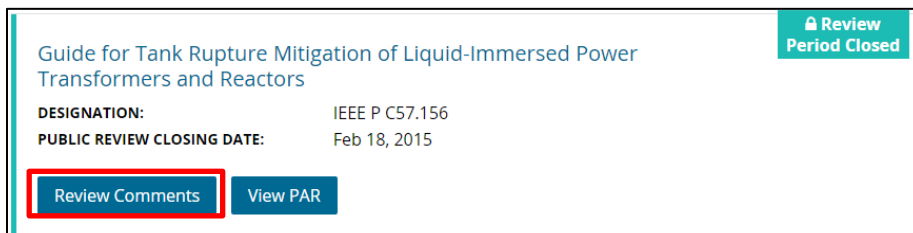
8. Click the “OK” button once complete
9. If necessary, correct the comment resolution sheet based on the messaging displayed and repeat until all comments have been successfully uploaded

12.2. Respond to Comments Individually

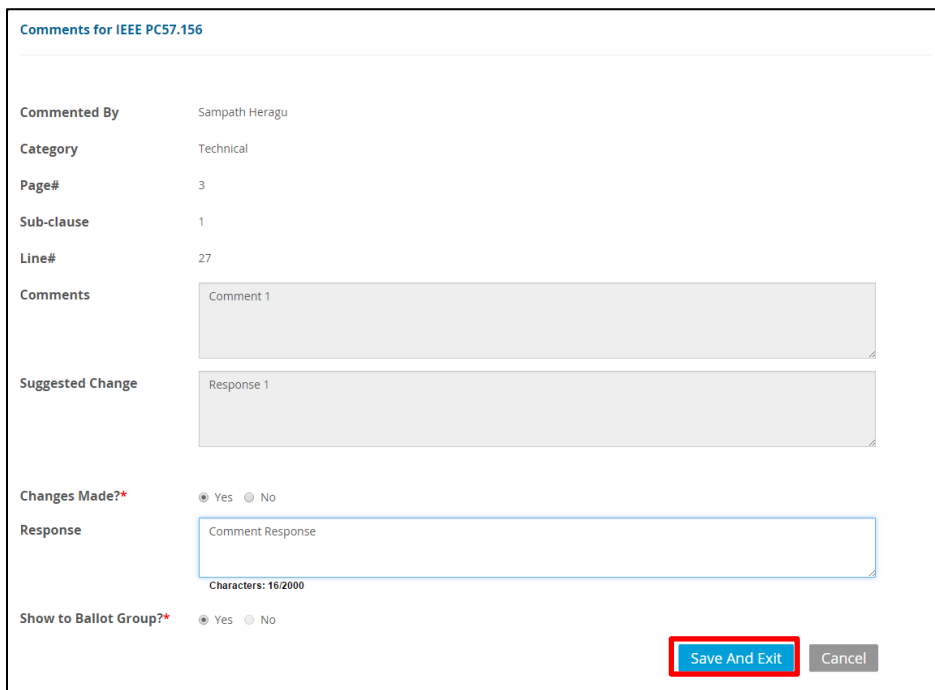
Applicable Users:

Sponsor/Ballot Designee

1. From the Homepage, click “Manage Public Reviews” and locate the desired draft where you would like to respond to comments
2. Click the “Review Comments” button



3. From the comments window, click the comment to enter a response.
4. Select Yes or No in the “Change Made?” section as to indicate whether or not changes will be made to the draft in response to the comment
5. Fill in the Response field for each comment
6. Select Yes or No as to whether or not the comment has to be shown to the ballot group in the “Show to Ballot Group?” section



7. Once complete, click the “Save and Exit” button to submit or “Cancel” to abort

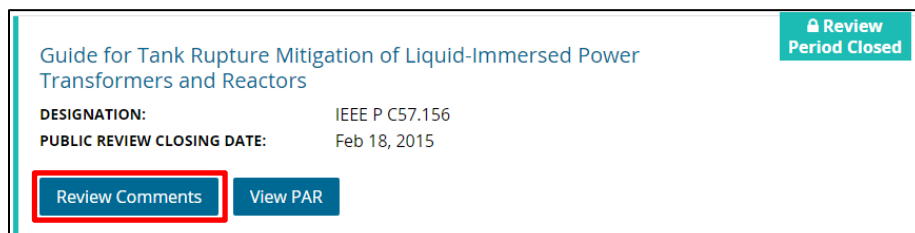
Note: A response of “Yes” to the “Changes Made?” section should be selected if a comment instigated or influenced a change to the draft.

13. Upload and Assign a Revised Draft to Public Review Commenters

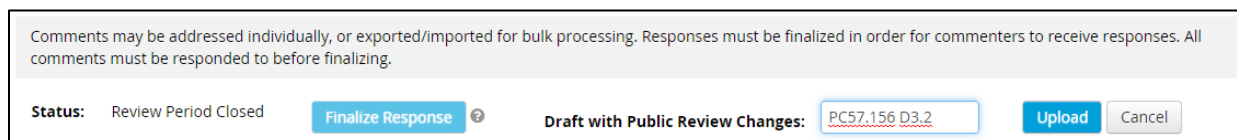
Applicable Users:

Sponsor/Ballot Designee

1. From the Homepage, click “Manage Public Reviews” and locate the desired draft where you would like to upload an updated draft
2. Click the “Review Comments” button



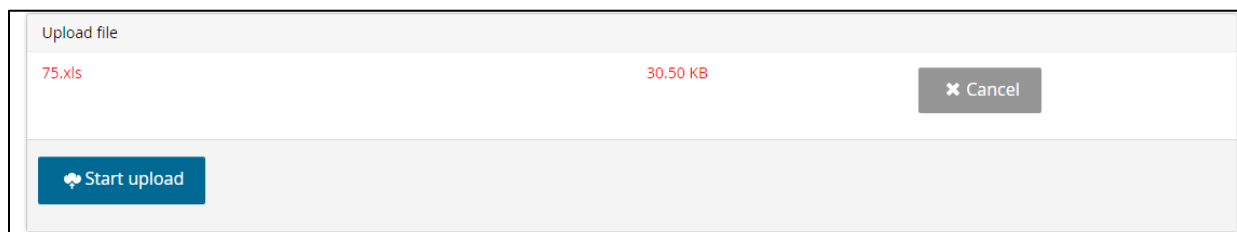
3. From the comments page, click the “Upload Revised Draft” button in the top right hand corner next to “Draft with Public Review Changes:”
4. Enter the revised draft name/ number in the “Revised Draft Name” textbox and click “Upload”



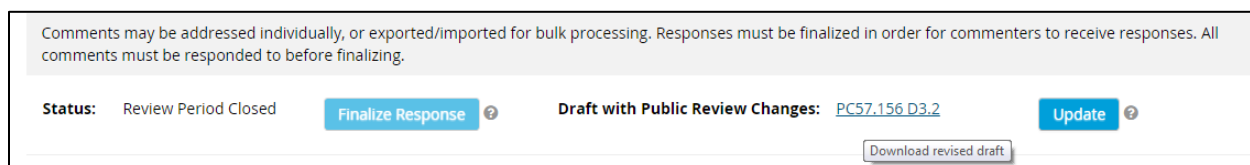
5. Click on “Add Revised draft file”



6. Browse to select the revised draft file and click “Ok”
7. Click “Start Upload” and click “Ok” once the operation has completed



8. A link to the uploaded revised draft will now be available



14. Finalize Public Review Responses

Applicable Users:

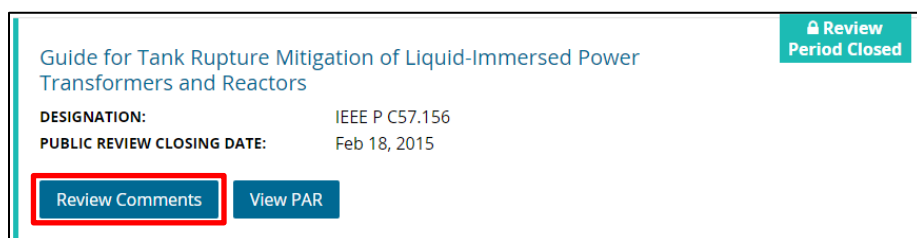
Sponsor/Ballot Designee

Note: After the Sponsor/Ballot Designee submits the request to finalize the Public Review it will go to the IEEE-SA Program Manager for review and closure.

1. , From the Homepage, click the “Manage Public Reviews” tab and locate the desired draft where you would like to finalize all comment responses

Note: This should only be completed once the public review period has closed and all comment responses have either been entered or uploaded into the Public Review system

2. Click the “Review Comments” button



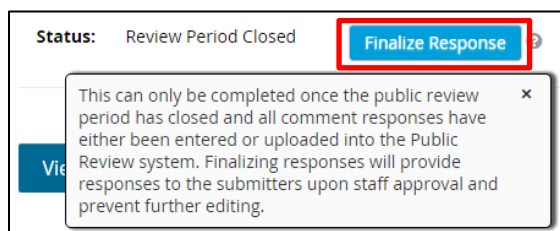
Guide for Tank Rupture Mitigation of Liquid-Immersed Power Transformers and Reactors

DESIGNATION: IEEE P C57.156

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

Review Comments View PAR

3. From the comments window click the “Finalize Response” button

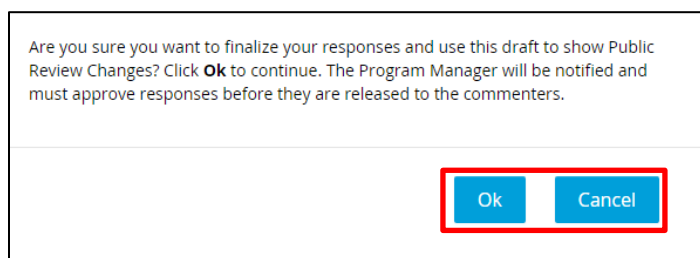


Status: Review Period Closed

Finalize Response

This can only be completed once the public review period has closed and all comment responses have either been entered or uploaded into the Public Review system. Finalizing responses will provide responses to the submitters upon staff approval and prevent further editing.

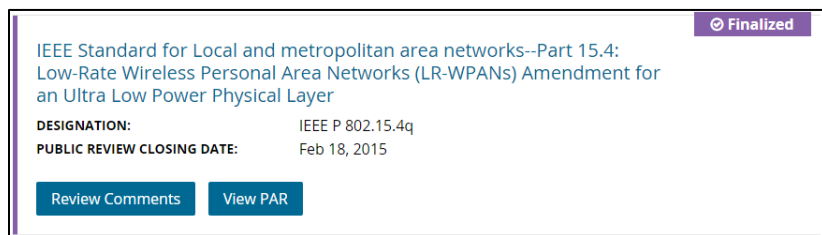
4. Click the “OK” button to confirm or “Cancel” to abort



Are you sure you want to finalize your responses and use this draft to show Public Review Changes? Click **Ok** to continue. The Program Manager will be notified and must approve responses before they are released to the commenters.

Ok Cancel

5. The status of the Public Review will change to “Finalized” in the top left hand corner



IEEE Standard for Local and metropolitan area networks--Part 15.4: Low-Rate Wireless Personal Area Networks (LR-WPANs) Amendment for an Ultra Low Power Physical Layer

DESIGNATION: IEEE P 802.15.4q

PUBLIC REVIEW CLOSING DATE: Feb 18, 2015

Review Comments View PAR

15. Export Public Review Comments and Inform the Ballot Group

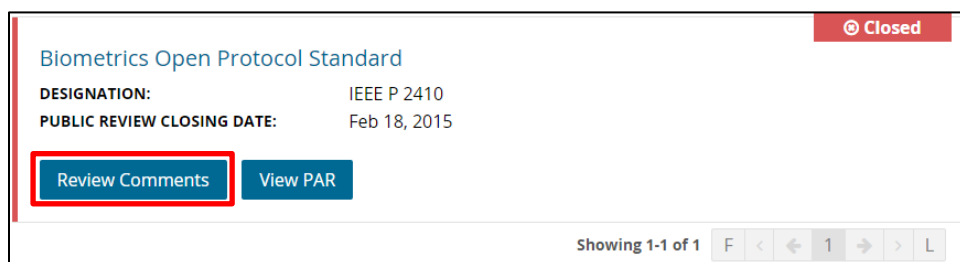
Applicable Users:

Sponsor/Ballot Designee

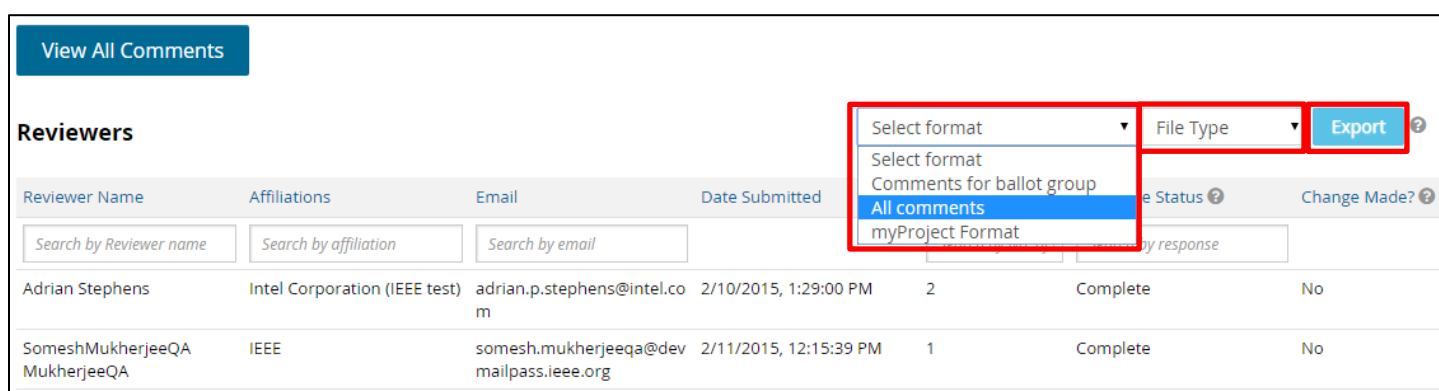
Once the Sponsor/Ballot Designee has finalized comment responses and the IEEE-SA Program Manager has closed the Public Review, indicated by the “Closed” status, all finalized comments can then be exported for the Ballot Group.

Notes: "All Comments" includes all comments. "Comments for Ballot Group" includes all comments marked as "Show to Ballot Group".

1. From the Homepage, click the “Manage Public Reviews” tab and locate the draft where you would like to export comments for the Ballot Group
2. Click the “Review Comments” button



3. Click the “Comments to Export” drop down menu in the top right hand corner
4. Select “Comments for Ballot Group”
5. Select the Format as either CSV or XLS
6. Click the “Export” button



Reviewer Name	Affiliations	Email	Date Submitted	Comments to Export	File Type	Export
Adrian Stephens	Intel Corporation (IEEE test)	adrian.p.stephens@intel.com	2/10/2015, 1:29:00 PM	2	Complete	No
SomeshMukherjeeQA MukherjeeQA	IEEE	somesh.mukherjeeqa@dev mailpass.ieee.org	2/11/2015, 12:15:39 PM	1	Complete	No

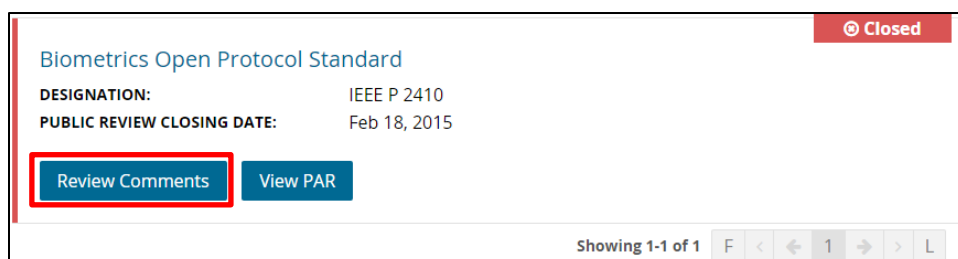
16. Export All Public Review Comments and Responses

Applicable Users:

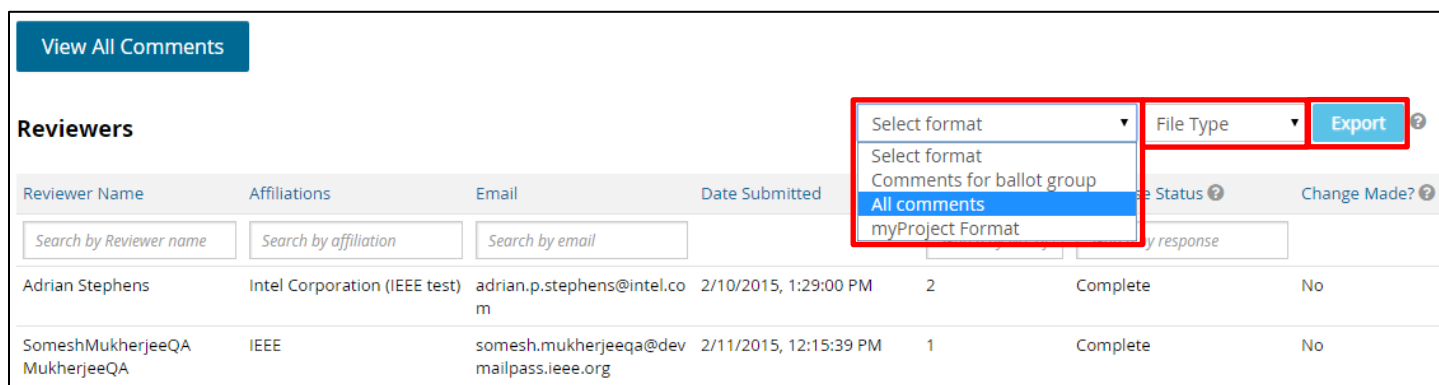
Sponsor/Ballot Designee

Once a Public Review period has closed, the Sponsor/Ballot Designee has finalized comment responses and the IEEE-SA Program Manager has released the Public Review, indicated by the “Released” status, all finalized comments can then be exported for RevCom.

1. From the Homepage, click “Manage Public Reviews” and locate the draft where you would like to export comments for RevCom
2. Click the “Review Comments” button



3. Click the “Comments to Export” drop down menu in the top right hand corner
4. Select “Comments for RevCom”
5. Select the Format as either CSV or XLS
6. Click the “Export” button



Reviewer Name	Affiliations	Email	Date Submitted	Comments to Export	Status	Change Made?
Adrian Stephens	Intel Corporation (IEEE test)	adrian.p.stephens@intel.com	2/10/2015, 1:29:00 PM	2	Complete	No
SomeshMukherjeeQA MukherjeeQA	IEEE	somesh.mukherjeeqa@dev mailpass.ieee.org	2/11/2015, 12:15:39 PM	1	Complete	No