

# **Comment Resolution Tool**

## ***User Guide***

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## 1 Introduction

The Comment Resolution Tool has been developed to facilitate the offline handling of the comment resolution process. It can import comments either from a File-Maker tool, generally used for Working Group balloting and other document review, from myProject™ formatted Excel spreadsheets or from the myProject™ system for Sponsor balloting.

The application has two modes of operation, Single Editor Mode and Multiple Editor mode. In Single Editor Mode, once the comments are imported the comment resolution is performed. In Multiple Editor mode, once the comments are imported by the Chief Editor they are distributed to a number of Clause Editors, who then use the tool to perform comment resolution on their set of comments. The responses developed by the Clause Editors are then imported and merged by the Chief Editor. Once comment resolution is complete, the responses can be printed for distribution, and in the case of sponsor ballot, can be output for upload back to myProject™.

The basic process that is followed for a Single Editor project is:

- a) The project is configured using the "Utilities" screen
- b) The comments are imported using the "Input" screen. This step can be repeated so that comment input and resolution can start prior to close of the ballot.
- c) Comment resolution is performed using the "Comment Resolution Screen".
- d) The comment responses can be reported using the "Reports" screen.
- e) The comment responses can be exported using the "Output" screen.

For a Multiple Editor project, step c) above is expanded as follows:

- a) The Chief Editor distributes the comment to each editor using the "Output" screen.
- b) Each Editor imports their comments using the "Input" screen.
- c) Each Editor performs comment resolution using the "Comment Resolution Screen".
- d) Each Editor outputs the comments responses using the "Output" screen.
- e) The Chief Editor merges the comment responses from each Editor using the "Input" screen.

## 2 Getting Started

### 2.1 System Requirements/Preparation

This application has been tested to run on the following operating system versions, but should function on any system with the Java Runtime Environment Installed:

Windows (XP, 7, 8)  
Mac (OSX 10.4 and later)  
Linux

In order to run this application, you must have Java 2-1.5 or later installed on your computer. Please go to <http://www.java.com/en/download/installed.jsp> to see if you need to update or download Java. You can download Java from <http://java.com/en/download/index.jsp>

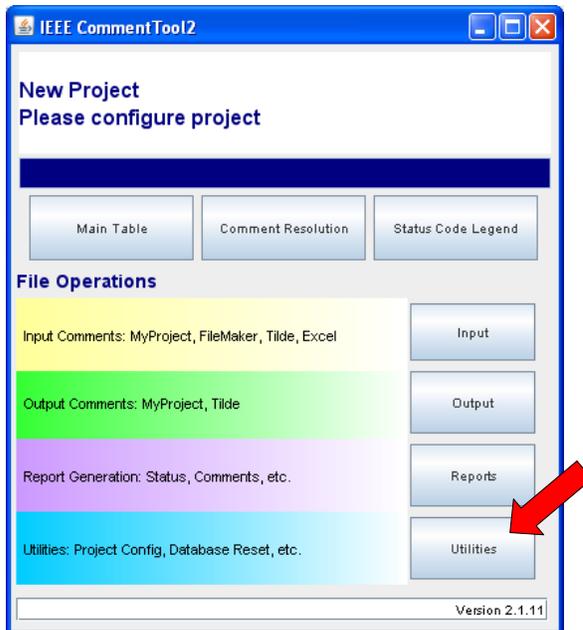
### 2.2 Installation

The Comment Resolution Tool does not actually require installation onto your computer, but there are some directions you need to follow in order to properly use the application.

1. Download the .Zip file
2. Open the .Zip file. This should show you the file's contents using your default .Zip file utility.
3. Copy the main "comment tool" folder to your computer. **DO NOT** attempt to run the application without first copying the folder.
4. Open the folder that you copied to your computer.
5. Open the "CommentTool2.jar" file to run the application.

### 2.3 Setting up your project

Before importing your comment file(s), it is recommended that you first configure your project. You can access the project configuration from the "Utilities" button



### 2.3.1 *Global settings*

This panel provides the basic configuration of the project.

- **Project designation and draft & Project Title**
  - These two fields are used to form the title displayed on the START screen as well as the header text that is printed on the comment reports. In addition, the "Project designation and draft" text is used to form the default file name for the Export function found on the "Utilities" screen as well as the output function found on the "Output" screen.
- **Clause/Annex checking**
  - Generally this function is only enabled for projects that have multiple editors. When enabled, the list of Clauses, Subclauses and Annexes provided in the "Clause/Annex/Subclause" panel is used for two functions. First, to qualify the Clause and Subclause fields during comment input, and second, to allocate the comments to each Editor.
- **Report header text - top left & Report header text - top right**
  - These two fields simply provide text that is printed in the top left and top right of comment reports. This can, for example, be used to add a document number to the comment reports before they are posted on a Working Group web site.

### 2.3.2 *Clause/Annex/Subclause allocation*

This panel will only be available if the Clause/Annex checking is enabled in the Global settings panel. This section should only be used by the Chief Editor in projects that have multiple editors.

"The Editors Clause List" will be used to qualify the Clause/Annex/Subclause values during comment input. For a multiple editor project the "Editors Clause List" is also used to define which Clauses/Annex/Subclause each Editor owns. This list also appears in the "Tilde generation" area to allow the Chief Editor to generate tilde files for each of the editors, and the "Reports" area to generate reports for each editor. The "All" entry allows the generation of a tilde file, and reports, for the whole project. Both Clause and Subclause numbers can be entered in the "Editors Clause List" box. This is to support the case where there are individual editors for separate Subclauses within a Clause. For example, it is possible to configure an editor for Clause 55 and another editor for subclause 55.7. This will result in all comments related to Clause 55, with the exception of Subclause 55.7 comments, being sent to one editor, and all comments related to Subclause 55.7, and its Subclauses, being sent to another editor.

**Note:**

- The lists of Clauses/Annex/Subclauses has to be formatted as a comma separated, quoted list, for example "00","01","23","34".

#### 2.3.2.1 *Single Editor Project*

For a single editor project that has Clause/Annex checking enabled

- Use the "First" button to make sure the first record is being displayed.
- Edit the "ClauseList" field to enter the list of valid Clause, Annex and Subclause numbers.

- Edit the "Editor" field to enter the name of the editor.
- Edit the "Email" field to enter the editors email address.
- Make sure the "Owner" tick box is checked.
- Make sure the "Chief" tick box is checked.

### 2.3.2.2 Multiple editor project

Clause/Annex checking has to be enabled in the Global settings panel. The Chief editor then has to configure a copy of the Tool for their own use as well as a version for each of the other editors.

- Use the "First" button to make sure the first record is being displayed.
- In the "ClauseList" field, enter the list of Clause, Annex and Subclause numbers allocated to the Chief Editor. Usually at a minimum this will be Clause 00 for the global comments.
  - Enter the "Editors name" and "Editors email address" for the Chief Editor.
  - Check the "Owner" and "Chief" boxes.
- Click "Next" to move to the next editor record, or "Add" to add a new one.
- For each additional editor:
  - In the "ClauseList" field enter the list of Clause, Annex and Subclause numbers allocated to that editor.
  - Enter the "Editors name" and "Editors email address" for the editor.
  - Make sure "Owner" and "Editor" are unchecked.

At this point a blank database has to be distributed to each of the editors. This can be achieved by either:

- a) For each editor, make an individual copy with a check in the "Owner" box for the Clauses/Subclauses they are going to edit.

Or

- b) Send a copy with the "Owner" box blank for all, informing them that they have to check it for the Clauses/Subclause they are going to edit.

The result of this configuration should be:

- The "Chief" box is checked for the name of the chief editor in all databases.
- The "Owner" box is checked for the name of the person using each individual database.
- For the database used by the chief editor, his/her name will have both the "Chief" and "Owner" box checked. These boxes will be unchecked for all other names. This combination enables the ability to output multiple files to the Clause editors on the Output panel.
- For the databases used by the Clause editors, the chief editors name will only have the "Chief" box Checked and the "Owner" box will be checked only for the name for that particular Clause editor. This combination means that the only option enabled on the Output panel will be to output a file to send to the Chief Editor.

**Note:**

- If the same editor is working on two different sets of Clauses, you will need to set up the names in the "Editor" field in some way to distinguish between the clause sets, such as "John Smith 1" and "John Smith 2", since the name used here determines the naming of the tilde updates files produced for each editor and therefore each Clause set in the "ClauseList" needs a unique editors name in the "Editor" field.

### 2.3.3 *Table management*

#### 2.3.3.1 *Table export and Import*

The main function of the export and import functions is to move a comment database from one version of the tool to another during a project (e.g. due to a bug fix).

**For export:**

1. Click "Export all"; this will create four files.
2. A box will appear for you to select the location and name for each file. Confirm the name and location and click "open" for each file type.

**For Import:**

1. Click "Unlock Dangerous Import Buttons"
2. Click "Import All"
3. Click "Yes" to confirm overwrite of current records.
4. Click "OK" to confirm the file type.
5. Locate the appropriate exported file and click "Open"
6. Repeat for additional file types

#### 2.3.3.2 *Reset Buttons*

- **Unlock Dangerous Reset Buttons**
  - This button must be clicked to unlock all reset buttons, preventing you from accidentally clearing project data.
- **Clear ALL Project Data**
  - This button clears the Main Table as well as the various Comment Import tables, Rough Table and all the project configuration information found on the utilities panel.
- **Clear Main Table**
  - This button clears the Main Table which is where the comments are stored. It has no effect on the project configuration information.
- **Renumber Sequentially**
  - **This button will renumber all comments sequentially**

### 3 Inputting Comments

The comment input function can import comments in the following formats:

#### **myProject™ database format**

This format is used during Sponsor balloting to import an entire comment database downloaded from myProject™.

#### **Tilde format**

This format is used for exchange between the Chief Editor and the Clause Editors in a Multiple Editor project.

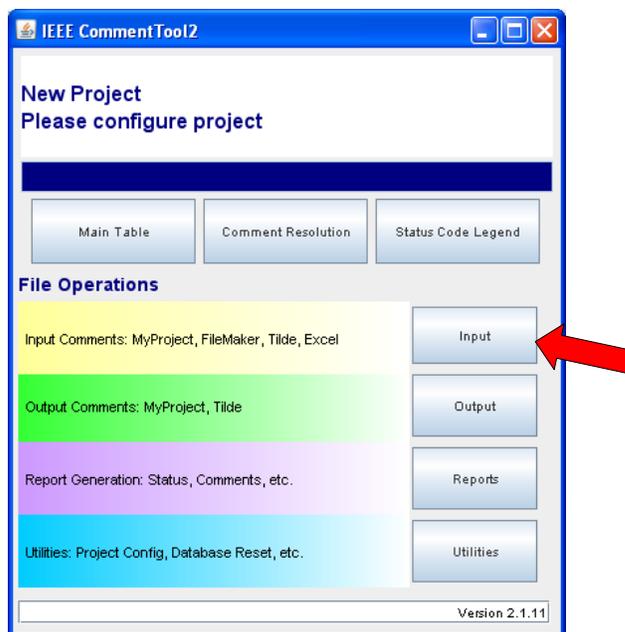
#### **FileMaker format**

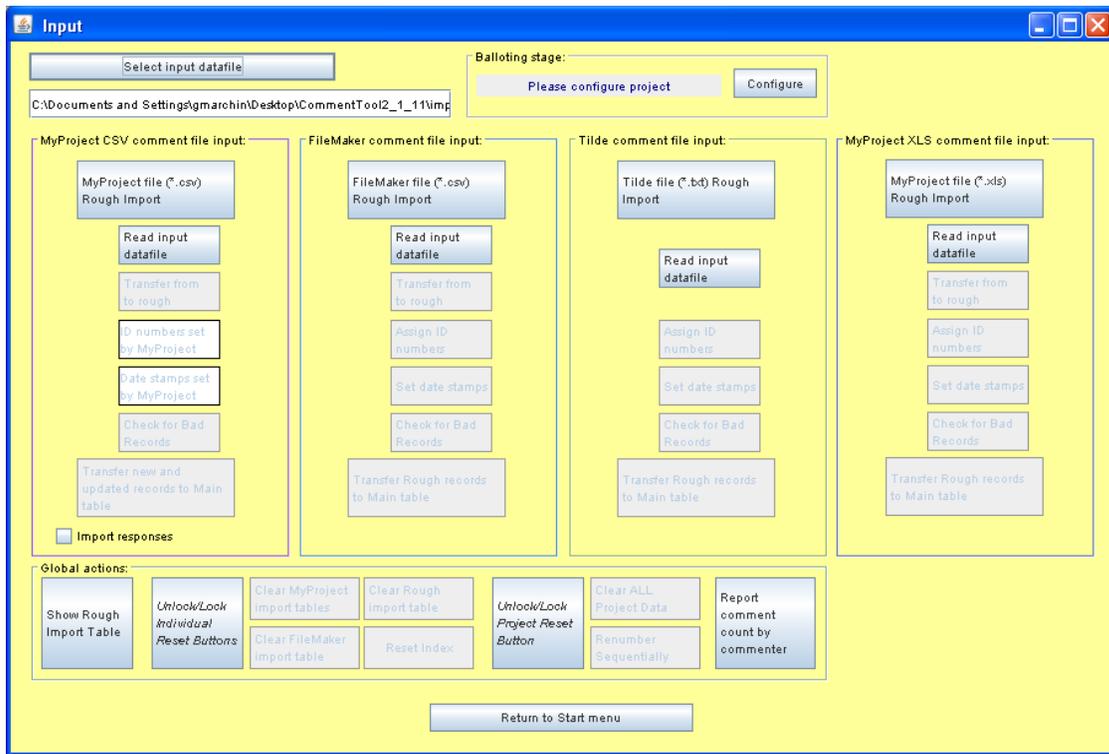
This format is output by a stand-alone FileMaker comment entry tool, maintained by the IEEE 802.3 Working Group, and can be obtained from [http://www.ieee802.org/3/WG\\_tools/filemaker/index.html](http://www.ieee802.org/3/WG_tools/filemaker/index.html)

#### **myProject™ comment format**

This format is an Excel spreadsheet supplied for use with myProject™ to allow offline comment entry. The advantage with using this format is that it allows the same comment entry format to be used throughout a project rather than different tools for Working Group and then Sponsor ballot.

If Clause/Annex checking is enabled, then the Clause/Annex and Subclause for each comment will be validated against the configured list. If there are any invalid values found, the "Rough Import" table will be opened with the problem comments displayed along with the valid list of Clause/Annex and Subclauses. These comments can then be edited to correct the errors. Note that if changes are made during a myProject input, the edits as well as the existing myProject value will be preserved. This will ensure that on the next import of myProject comments, an error will not be reported.





### 3.1 Inputting from a myProject™ database file

Comment databases can be downloaded and imported into the comment tool and responses worked on at any time during the ballot period; this does not have to wait until the ballot closes. After an initial download and import, the myProject™ database file can be downloaded and imported again at any time. Since the myProject™ database file always contains all comments, the tool checks which comments in the imported file are new and which are existing. New comments are simply added. Existing comments have the “Must be Satisfied” status checked and updated if required, as myProject™ allows a commenter to change this throughout the balloting period. Other fields will not change in myProject™, therefore an error will be reported for any other field that has changed.

#### myProject™ database importing process:

1. Download a comment resolution ZIP file from myProject™. Detailed instructions can be found in the [myProject™ User Guide](#)
2. Extract the CSV file from the downloaded ZIP
3. Click “Input” on the main screen of the Comment Resolution Tool
4. Click “Select input datafile” and select the downloaded CSV file.
5. If you wish to import comment responses from myProject™, check “import responses from myProject™”.
6. Click “myProject™ database file rough import”. **Note: It may take several minutes for the software to process the file.** Upon import, the number of comments merged into the Rough Table will be reported.
  - a. If Clause/Annex checking is enabled and there are any invalid values, the “Rough Import” table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and Subclauses. These values should then be corrected before proceeding to the next step.
7. Click “Transfer new and updated...” **Note: It may take several minutes for the software to process the file.** Upon successful transfer, a report will give the total number of comments, the number of new comments transferred to the Main Table, the number of existing comments that were updated in the Main Table, and the number of existing comments that were not transferred to the Main Table.
8. If the Project name has not been configured in the “utilities” screen, you will be given the option of setting it to the name of the input datafile.

### 3.2 Inputting from a FileMaker comment file

1. Click “Input” on the main screen of the Comment Resolution Tool
2. Click “Select input datafile” and select the FileMaker CSV file.
3. Click “FileMaker file rough import”. **Note: It may take several minutes for the software to process the file.** Upon import, the number of comments merged into the Rough Table will be reported.
  - a. If Clause/Annex checking is enabled and there are any invalid values, the “Rough Import” table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and Subclauses. These values should then be corrected before proceeding to the next step.
4. Click “Transfer Rough records to Main table” **Note: It may take several minutes for the software to process the file.**

### 3.3 *Inputting from a tilde delimited file*

1. Click "Input" on the main screen of the Comment Resolution Tool
2. Click "Select input datafile" and select the tilde delimited TXT file.
3. Click "Tilde file rough import". **Note: It may take several minutes for the software to process the file.** Upon import, the number of comments merged into the Rough Table will be reported. Comment ID numbers will be assigned and Date stamps set if required.
  - a. If Clause/Annex checking is enabled and there are any invalid values, the "Rough Import" table will be opened with the problem comments displayed as well as the valid list of Clause/Annex and Subclauses. These values should then be corrected before proceeding to the next step.

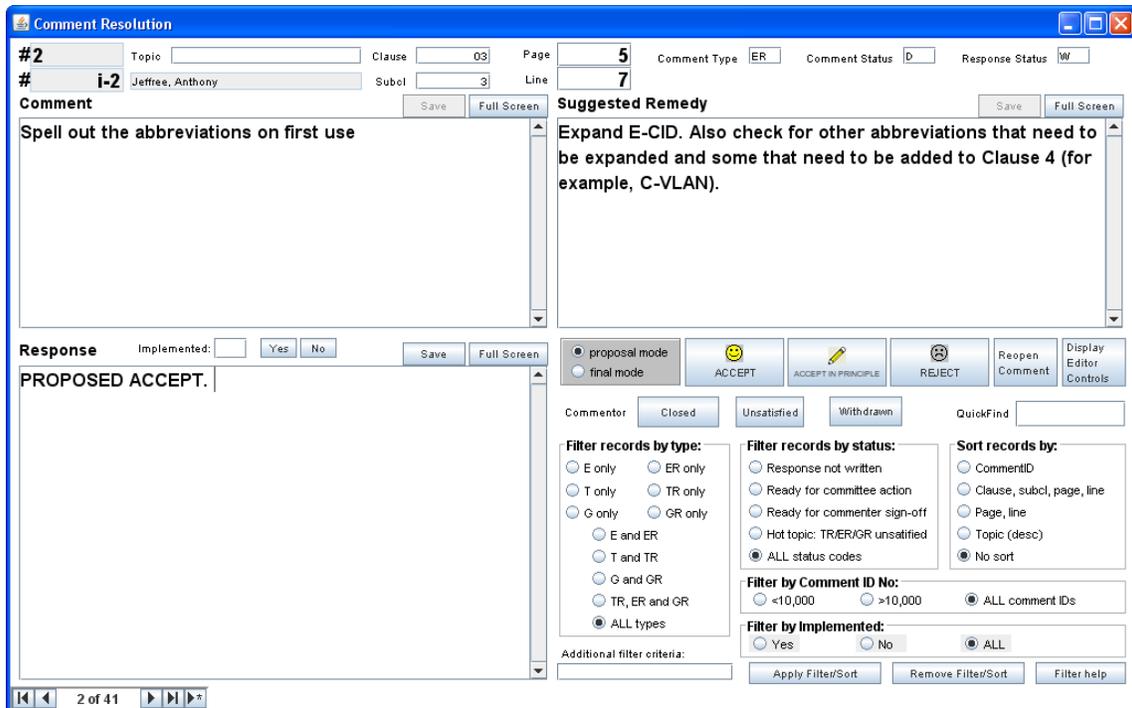
Click "Transfer Rough records to Main table" **Note: It may take several minutes for the software to process the file.**

### 3.4 *Inputting from a myProject™ comment file*

1. Click "Input" on the main screen of the Comment Resolution Tool
2. Click "Select input datafile" and select the myProject™ comment file.
3. You will be prompted to enter the name of the commenter that supplied the file. Enter this information and click "OK". If you click OK without entering any information, the name will be set to "None entered".
4. You will be prompted to enter the name of the company the commenter is affiliated with. Enter this information and click "OK". If you click OK without entering any information, the name will be set to "None entered".
5. Review the information and click "Yes" to verify or "No" to correct.
  - a. The comments will now be imported into the Rough Table. Comment ID numbers will be assigned and Date stamps set. Once the process is complete, the number of comments merged into the Rough Table will be reported.
  - b. If there are any errors in the imported file, such a misspelling of the Comment Type or the Must be satisfied field, they will be reported. The rough table will then be presented and any errors highlighted with a red background. All errors must be corrected before proceeding to the next step.
6. Click "Transfer Rough records to Main table" **Note: It may take several minutes for the software to process the file.**

## 4 Comment Processing

The comment resolution screen, accessible from the main screen by clicking the "Comment Resolution" button, is used to view comments (with various sort and filter options) and input the resolution.



## 4.1 *Simple Comment Processing*

1. Select either "Proposal Mode" or "Final Mode"
  - a. Proposal mode is typically for the editor to work with prior to the meeting to generate proposed response. At the actual comment resolution meeting the mode is set to Final mode.
2. Click the appropriate response type button (Accept, Accept in Principle, Reject).
3. Enter the desired response in the "Response" box.
  - a. The response type will automatically be added to this box before any entered text.
4. To browse through the comments, use the arrows in the bottom left corner. If a particular comment number needs to be accessed, enter that number in the "QuickFind" window and hit return.
5. To see the full text of the Comment, Suggested Remedy or Response hit the "Full Screen" button associated with the particular panel.

## 4.2 *Detailed comment processing*

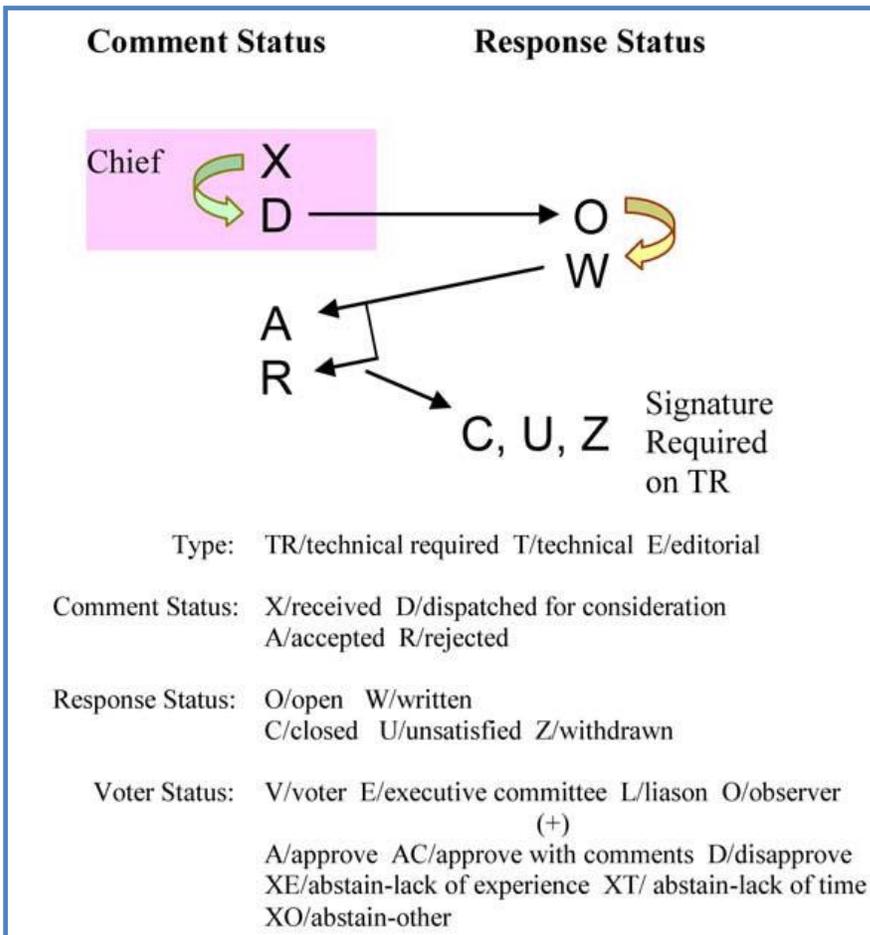
When a comment is first imported, its Comment Status is set to "X" (received) and its Response Status to "O" (Open). In Multiple editor mode, when the Tilde file is generated, all comments assigned to a Clause editor will have their Comment Status set to "D" for Dispatched.

Once distributed to editors, it is normal practice for the editor to start to write proposed responses prior to the comment resolution meeting. To do this the "Proposal Mode" radio button is selected on the Comment Resolution Screen. When in Proposal Mode, all responses will be prefixed by the text "PROPOSED". Hitting the Accept button will enter "PROPOSED ACCEPT" in the response field. At this point the Response Status will be changed to "W" for "Written".

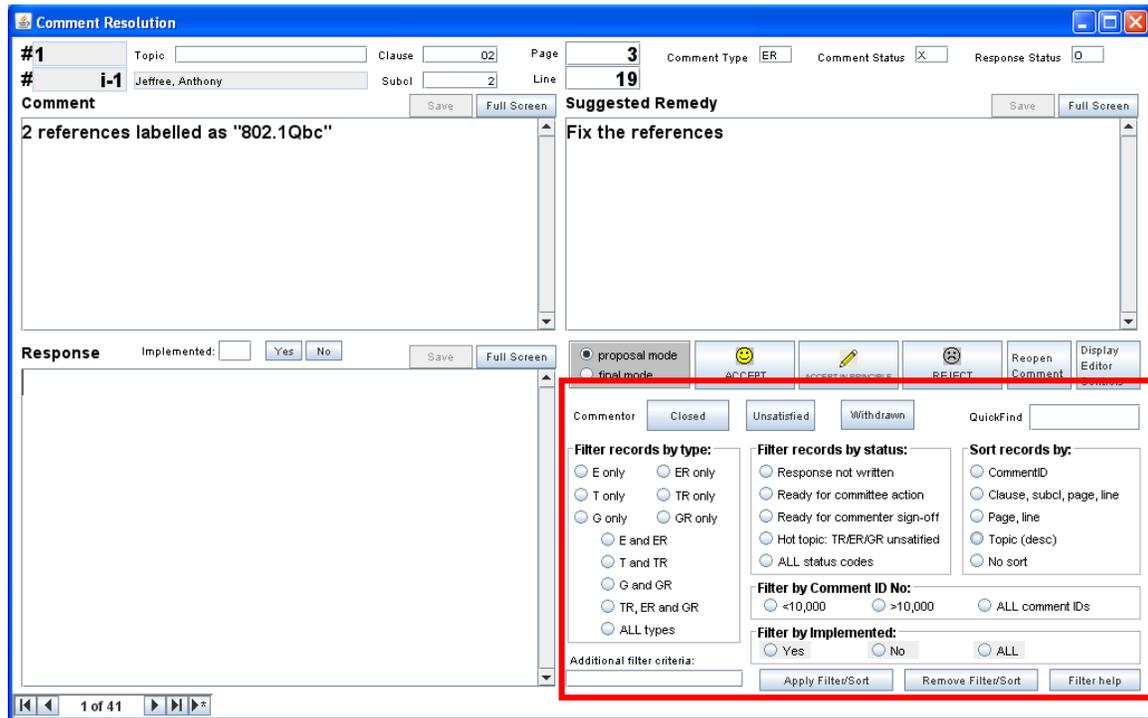
Final comment resolution typically occurs during a comment resolution meeting. To do this, the "Final Mode" radio button is selected on the Comment Resolution Screen. Entering a response will no longer be prefixed by "PROPOSED" and this text will be removed from proposed responses making them final. Clicking the Accept (Happy face icon) or Accept in Principle (Pencil icon) button will cause the Comment Status to be set to "A" for Accept. Clicking the Reject (Unhappy face) button will cause the Comment Status to be set "R" for Reject. If the comment is not a "Required" (Must be Satisfied) comment, the Response Status will be set to "C" for Closed. If, however, the comment is a "Required", a prompt will be presented to ask if the commenter accepts the response. This is provided as IEEE 802.3 avoids re-circulating Working Group ballot comments to which the commenter accepts the response. This approach however is not permitted at Sponsor Ballot and all "Required" comments have to be recirculated. Based on this the prompt can simply be cancelled, or if preferred, if the commenter is satisfied can still be recorded. If the commenter is satisfied, the Response Status will be set to "C" for Closed and if unsatisfied, it will be set "U" for Unsatisfied; cancelling will cause the status to be set to "W" for Written. Note that regardless of this status, the response will be uploaded to myProject.

An important button to note is the "Reopen comment" button. Very occasionally, the comment resolution meeting may decide that the response they had agreed for a comment was wrong, for instance while resolving a later comment, and therefore want to reopen a comment for consideration again. To do this, the "Reopen comment" button has to be used. This ensures that the Response Status goes back to "O" (Open), as simply deleting the response text will not do this and the status of the comment will continue to appear as "C" (closed).

The states that the Comment and Response Status go through during comment resolution are summarized in a screen that can be accessed by clicking "Show Status Code Legend" on the START screen. The legend is also provided below.



### 4.3 Comment Filtering and Sorting



1. Select the comment types you would like to display
  - a. E = Editorial, T = Technical, G = General
  - b. R = Required (Must Be Satisfied)
2. Select the comment statuses you would like to display
3. Select the Comment ID numbers to display
  - a. The "Filter by comment ID #" is provided as it is normal practice in IEEE 802.3 to include outstanding unresolved negative comments from all previous ballots in the comment database of subsequent ballots. These comments are identified by adding 10,000 x ballot number to the original comment number. For example in the 5th recirculation, unresolved negative comment #123 from the initial ballot would be comment 10,123 and unresolved negative comment #345 from the 2nd recirculation would be comment 30,345.
4. Select filtering by implemented
5. Select how you would like the comments to be sorted
6. Click "Apply Filter/Sort"
7. Click "Remove Filter/Sort" to remove

#### **4.4 Main Table**

The “Main Table” screen provides an alternative method of viewing comments. The main table screen is accessed by clicking “Show Main Table” on the START screen.

All fields can be viewed using this screen, including those used solely for myProject™. During myProject™ import, these fields are populated with the incoming data. After import, the fields are not accessed, or used, until the myProject™ upload file is created and they are merged with the response information.

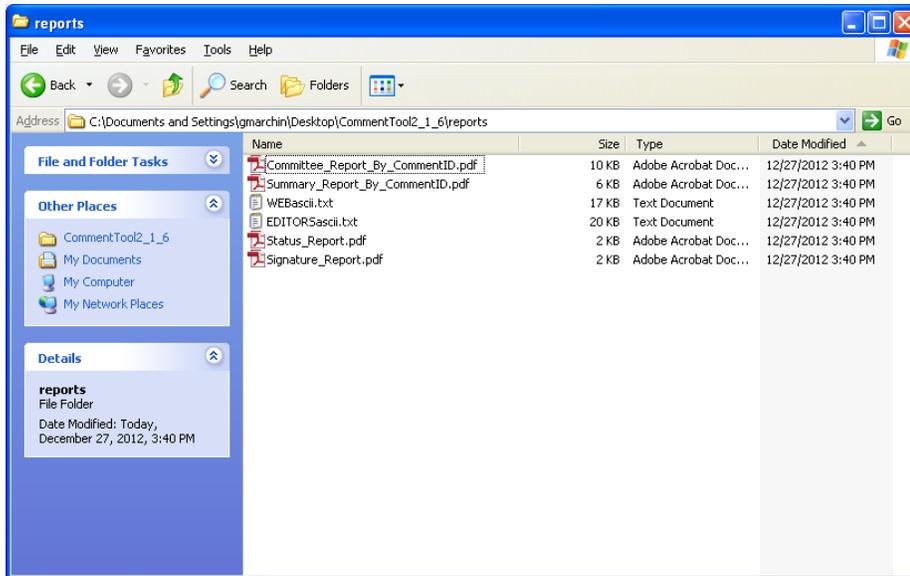
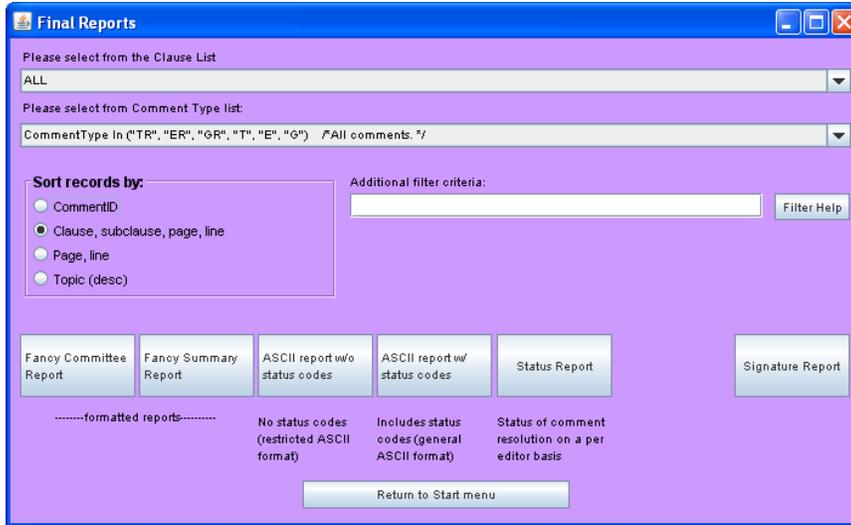
The main table enables fields used to control comment resolution to be edited (e.g. the commenter entered the incorrect clause number and the chief editor wants to change it to direct the comment to the right editor). These changes, however, will not be uploaded and therefore will not be reflected in myProject.

## 5 Reports

The reports screen can be accessed by clicking the “Reports” button on the main screen.



1. To generate reports, click the “Reports” button on the main screen.
2. Select the clauses you would like to be included in the report or click “ALL” to include comments from all clauses.
3. Select the comment types you would like to be included in the report.
4. Select the sorting method for the report (comment ID, Clause, Page/Line, Topic)
5. Use the “Additional filter criteria” box to generate custom reports. Click on “Filter Help”, for more information on terms to use here.
6. Click on the type of report you would like to generate.
  - a. Fancy Committee Report – Formatted PDF report for presentation to ballot resolution committee
  - b. Fancy Summary Report – Formatted PDF report in a more compact summary format
  - c. ASCII report w/o status codes – Simple TXT report without status codes, only includes ASCII characters
  - d. ASCII report w/ status codes – Simple TXT report with status codes, only includes ASCII characters
  - e. Status Report – PDF Status report of comment resolution on a per-editor basis
  - f. Signature Report – PDF



## 6 Outputting Comments/Resolution

The output screen can be accessed by clicking “Output” on the main screen. The comment output features are used for two things, to output Tilde files in a Multiple Editor project and to output a CSV file with comment responses for upload to myProject™.



The available buttons are grouped by project mode and then role:

- Single editor project
- Multiple editor project
  - Clause editor
  - Chief Editor

Multiple editor options are grayed out if the tool is configured for Single editor mode.



## 6.1 Single Editor Projects

### 6.1.1 myProject™ Output

1. From the "Single Editor Projects" section, click "output ALL Comments: myProject™ CSV Format".
2. You will be prompted with the question "Display comments without response".
  - a. Click "Yes" to be shown any comments that are missing a response.
  - b. Click "No" to proceed with the file output.
3. Select the output file name and location and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application.

### 6.1.2 Tilde Output

1. From the "Single Editor Projects" section, click "output ALL Comments: TILDE Format".
2. Select the output file name and location and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application.

## 6.2 Multi Editor Projects

The tilde exchange format used to exchange comments between the Chief Editor and the Clause Editors does not support the hidden myProject™ fields. In a Multiple Editor project, the Chief Editor will be the only one to have the myProject™ fields (as these are only required for MyProject output). Only the Chief Editor's copy can be used to generate the file to upload to myProject™.

### 6.2.1 Tilde Output for Clause Editors

Editors can use this feature to send resolutions to the Chief Editor. Only clauses associated with the clause editor will be exported.

1. From the "Multi Editor Projects" section, click "output ALL Comments (TILDE) Send to Chief Editor".
2. Select the output file name and location and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application.

### 6.2.2 Tilde Output for Chief Editor

The Chief Editor can use this feature to export individual Tilde files for each of the clause editors.

1. From the "Multi Editor Projects" section, click "Send to Editors: New Comments Only". This will export all comments with the "X" status and then set the status to "D". If an export operation has not been performed previously, all comments should have the "X" status and will therefore be exported.
2. Select the output file name and location for each editor's tilde file and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application.
3. Click "OK" to accept the status change of all exported comments from "X" to "D".

To send all comments (or a filtered set of comments) to editors regardless of status:

1. From the "Multi Editor Projects" section, click "Send to Editors: All Comments (REFRESH)".
2. Select which comments to export from the dropdown menu.
3. Select the output file name and location for each editor's tilde file and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application. **NOTE:** This operation will NOT change the status of any exported comments. You may change the status of all comments by clicking "Send Set Status X -> D".

### 6.2.3 myProject™ Output

1. From the "Multi Editor Projects" section, click "output ALL Comments: myProject™ CSV Format".
2. You will be prompted with the question "Display comments without response".
  - a. Click "Yes" to be shown any comments that are missing a response.
  - b. Click "No" to proceed with the file output.
3. Select the output file name and location and click "open" to save the file. By default, files will be saved in the "export" subfolder of the folder containing the application.