

Conducting Peer Reviews: Conduct Peer-to-Peer Review

In this lesson I will demonstrate how to successfully complete a peer review. In other words, how to comment electronically on a PDF document in ePlanning.

To begin, insure that you are operating within the ePlanning Webtop application. Once the team lead has enabled annotations for the project's PDF document reviewers will receive a task or notification in their ePlanning Inbox alerting them to the request for a review. Click on the Review Task notification in your Inbox and you will see details of that task. Down below, click on the folder in the Review Details located in the lower half of your screen. Clicking on that folder opens to the actual review PDF. You will also see an XML document, which contains content for the PDF. Ignore this XML file, as you will not ever need to access it.

For reviews that have been given to you from a project lead, keep in mind that reviewers will not need to check in, check out, or use the edit commands from the ePlanning toolbar up above.

In the case where you receive a review from an individual, here are the steps that you will need to take to utilize the comment tools in Adobe Acrobat. Reviewers should click on the filename of the PDF, which opens it up in Adobe Acrobat. Reviewers will enter comments into the file using selections from the Comment and Markup toolbar in Adobe Acrobat. There are many features available to you in this Comment and Markup toolbar. Most commonly used items might be the

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Sticky Note. If you select this you'll leave a Post-It-like note throughout the document or specific areas of the document where you can leave a comment. You may also use the Drawing tools located up here to highlight specific items that you may want the team lead or author who sent the review to notice. Additionally there is also a Text Edit tool, which you can use to make modifications to the document. More information on these and other commenting tools are available in your ePlanning workbook.

When reviewers finish commenting they should choose the Send and Receive Comments option on the Comment and Review toolbar located up here. This will send the comments back to the server where the document came from and will allow many reviewers to comment simultaneously. Reviewers will be able to see the comments that have been sent already when the comments synchronize and it helps ePlanning automatically compile all the comments from numerous individuals into one single document. What this means is that you will no longer have multiple versions of a reviewed document. You will now have one easy place to find all of the comments made from numerous individuals, which you can modify your original document from.

Once the reviewers have all finished their reviews, the author can summarize all of the comments and determine how to address them. If the author desires another peer review after the document has been originally revised they can initiate another review in the same way the original review was just conducted.