In this lesson I will demonstrate how to successfully respond to comments generated in peer-to-peer review as well as how to manage and handle those received comments. To begin, ensure that you are operating within the ePlanning Webtop application.

When all of the comments have been made in the system and combined into one PDF document on the ePlanning server, the team lead or the author of specific sections can look at them by opening up the document in Webtop, which will subsequently open up Adobe Acrobat Professional. Simply navigate to your Project folder and within your Project folder find your Review folder, which contains the review files. Once in the Review folder, clicking on the PDF document's name will allow you to see all of the documents that have been compiled thus far.

You can display all of the comments in your document in one easy-to-find location. To do this, select the Comment menu located right here and choose the Show Comments List option. The great thing about this is you can easily find where the comment is in a document and jump directly to it. You can track the status of a comment, and you can reply to the commenter indicating how that comment or issue was handled. When you see a specific comment that you wish to address, simply select it from the comment list. This will provide you with several new options. Useful options include the Reply to Selected Comments box as well as the Set Comment Status button.

The Set Comment Status option allows you to assign a preset status to a comment. For example, if you have rectified all of the issues identified in a particular comment you can then set its status to a variety of options, which include Accepted or Rejected. This lets other reviewers know that the document issues have been taken care of.

The other option that we discussed earlier was the Reply to Selected Comment button. Selecting this button will allow you to send a message directly back to the reviewer informing them how you handled the issue that they commented on. When all is said and done, don’t forget to hit the Send and Receive Comments button in your Comment and Markup toolbar.