



User Development Tutorial

PDF review interface (v6.0)

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What will we cover?

- The review interface
- How to make annotations and redactions
- The actions menu – replying, editing etc
- How to accept and close comments and proposed changes
- Download options



The review interface

The screenshot displays the PleaseReview web interface for document review. The main window shows a PDF document titled "Sample PDF policy document-for demo.pdf". The document content includes a header, a section titled "1 Policies, Procedures, Standards, Baselines, and Guidelines", and a section titled "2 PleaseReview vs Online meeting technology such as Webex, GoToMeeting, Breeze, etc.". The interface includes a left sidebar with a document tree, a top toolbar with navigation and editing tools, and a right sidebar with a list of review comments. The comments list shows several entries with user names, dates, and categories. The bottom of the interface features a footer with the PleaseReview logo and version information.

Document Content:

This is the header of the sample Policy document


1 Policies, Procedures, Standards, Baselines, and Guidelines

Security is truly a multilayered process. After an assessment is completed, policies will fall quickly in place because it will be much easier for the organization to determine security policies based on what has been deemed most important from the risk assessments.

For security to be effective, it must start at the top of an organization. It must permeate every level of the hierarchy. Senior management must make decisions on what should be protected, how it should be protected, and to what extent it should be protected. These findings should be crafted into written documents.

Before these documents are locked in as policies, they must be researched to verify that they will be compliant with all federal, state, and local laws. These documents should also clearly state what is expected from employees and what the result of noncompliance will be.

Image:



2 PleaseReview vs Online meeting technology such as Webex, GoToMeeting, Breeze, etc.

This section addresses the benefits of PleaseReview against standard 'web meeting' or 'online meeting' technology.

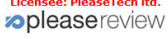
Online meeting technology uses webcast (aka webconference) technology with an accompanying conference call. A single participant in the webcast displays their computer screen to other participants. It is assumed that the document under review is displayed live while reviewers 'look on'.

2.1 Summary

Review Comments:

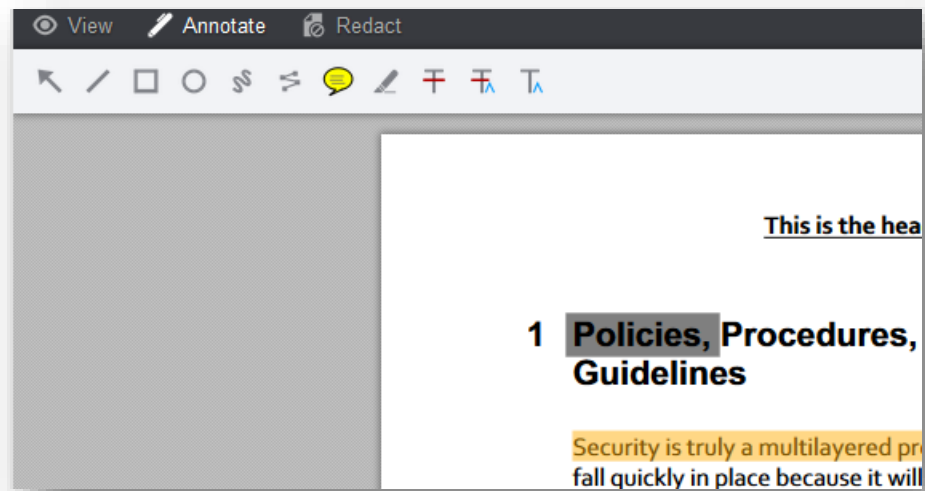
User	Date	Category	Comment
David Cornwell	29 Mar 2017 15:29	#8	Redacted
Zoe Wright	29 Mar 2017 15:16	#2	Category: Minor Should we update this?
Barry Lyne	29 Mar 2017 15:25	#4	Category: Typo -Senior- should be deleted
Barry Lyne	29 Mar 2017 15:25	#5	Category: Cosmetic can we discuss?
Zoe Wright	29 Mar 2017 15:16	#3	Category: Minor Logo should be updated
David Cornwell	29 Mar 2017 15:27	#6	discuss in review meeting?

Footer:

For Demonstration Purposes Only.
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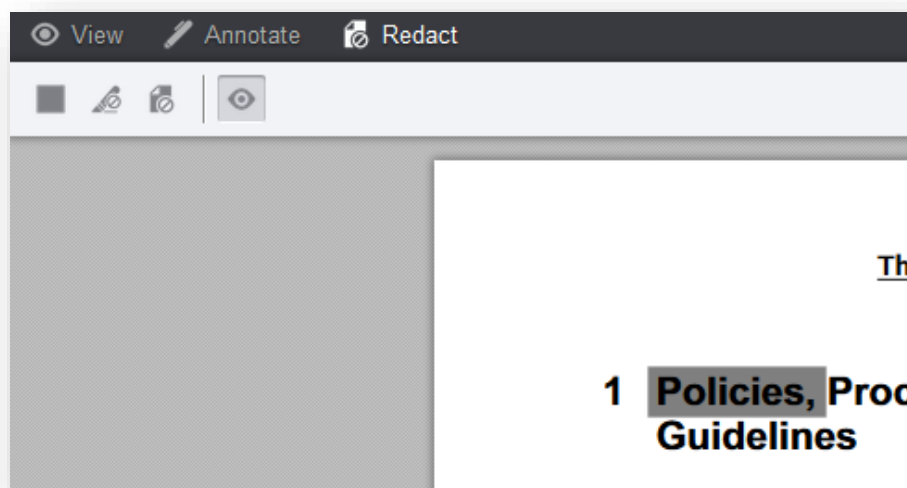


How to make annotations



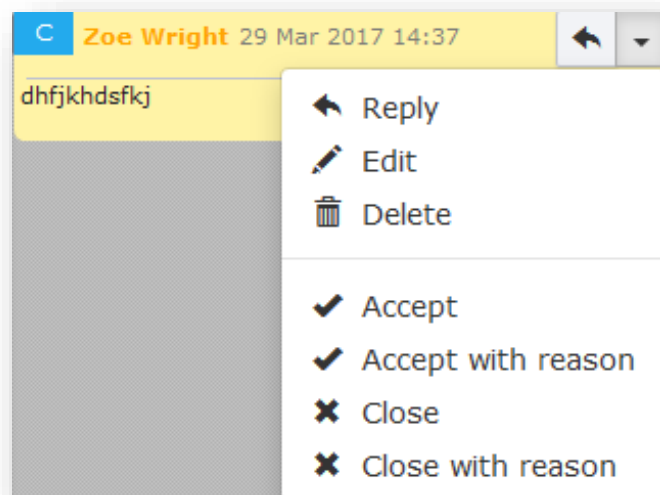


How to make redactions





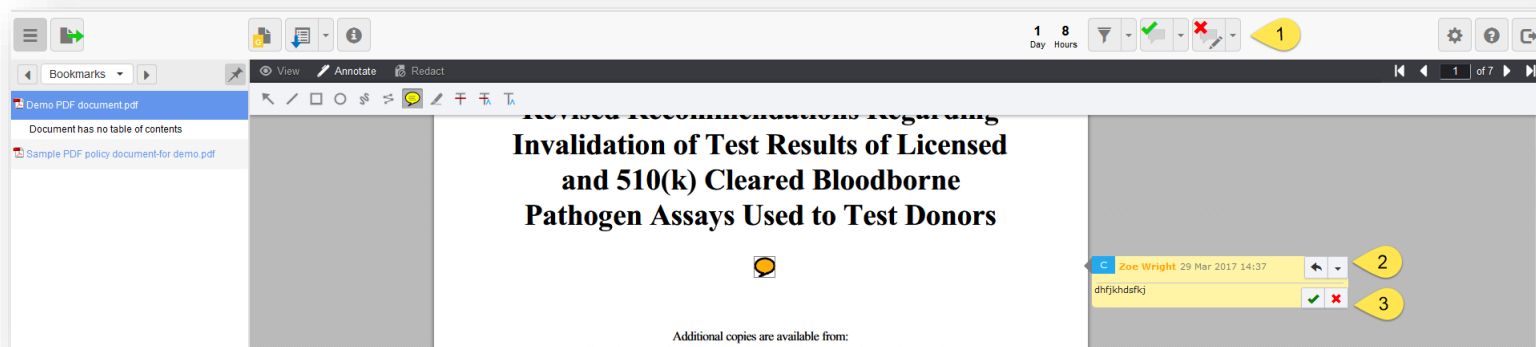
The actions menu – replying, editing etc





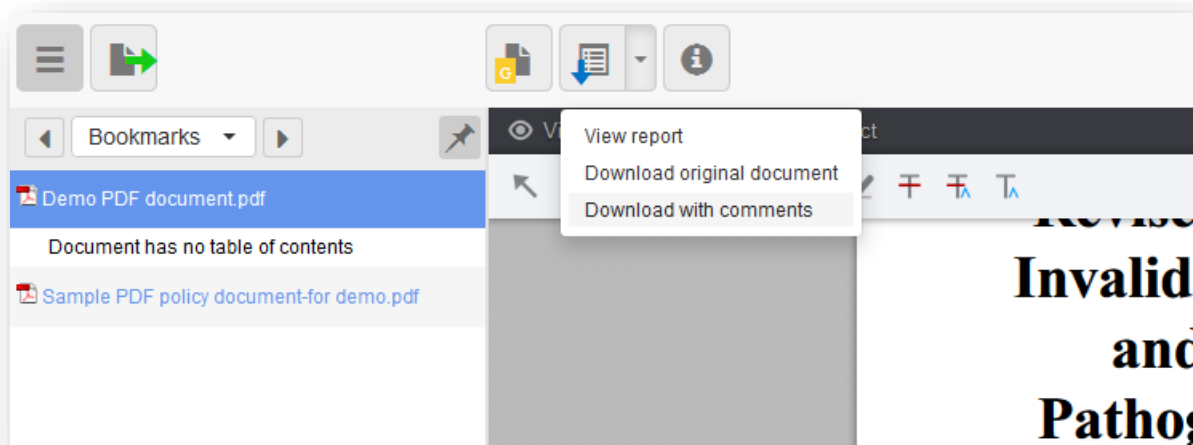
How to accept and close annotations and redactions

- 3 ways to accept and close





Download options





More information

- http://www.pleasetech.com/PleaseReview_v6.0.aspx



Any questions?

Future tutorials

http://www.pleasetech.com/user_development_tutorials.aspx

27th April – SubTeams

18th May – Redaction categorization to meet EU Policy 70 requirements