

# PleaseReview v5.2 Guide to creating and managing ReviewZones

This quick guide provides an overview of creating and managing ReviewZones from a Review Owners perspective.

## Overview

ReviewZones are areas of a Word document which the review Owner can setup to assign different reviewer permissions to different users. This could be to prevent individual users from commenting or marking-up changes to specific zones, or even prevent users from viewing certain zones.

## Creating ReviewZones

ReviewZones can be enabled at step 4 of the new review wizard by clicking on the 'ReviewZone Options' tab:

**new review step 4 : review options**

Review Options | Email Options | **ReviewZone Options**

Enable ReviewZones  Make read only for everyone

Name	Email	Permission
Ben Demo	ben.demo@pleasetech.com	Reviewer
Daniel Demo	daniel.demo@pleasetech.com	Reviewer

Annotations: Check box to enable ReviewZones; Set participant default permissions for the entire review

At step 5, ReviewZones can be set by clicking the 'Preview/ReviewZones' link:

Link to set ReviewZones

**new review step 5: verify details and start review or put it on hold**

**review details** [Edit]

Title	Policy Review
Description	
Status	Not Started
End Date	3 Oct 2016 23:45

**participants** [Edit]

Name	Email	Role
Adam Demo	adam.demo@pleasetech.com	Owner
Ben Demo	ben.demo@pleasetech.com	Reviewer
Daniel Demo	daniel.demo@pleasetech.com	Reviewer
Ephraim Demo	ephraim.demo@pleasetech.com	Reviewer

**documents** [Edit]

File name	Title	Preparation	
Sample policy document.docx	Sample policy document.docx	Successful	<a href="#">Preview/ReviewZones</a>

After clicking the 'Preview/ReviewZones' link, the document for review will open in 'Preview' mode:

ReviewZones ▾

Sample policy document.docx

2.1 Summary

2.2 Analysis

3 PleaseReview vs Generic Collaborative port

1 Policies, Procedures, Standards, Baselines, 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 and permeate every level of the hierarchy. Senior management must make what should be protected, how it should be protected, and to what extent protected. These findings should be crafted into written documents.

Annotations: 'Preview' mode; Navigate by ReviewZones; ReviewZone indicator

To set the first ReviewZone, click the paragraph where you would like the ReviewZone to start. Your selected paragraph will display a red line to the left which indicates the start of the ReviewZone. PleaseReview may select associated paragraphs (if, for example, you start the ReviewZone at a heading level) to be included in the zone - these will be indicated by a blue line to the left of the paragraph as shown in the image above. The comment window will open with the 'Zones' tab automatically selected. At this point, you can set the end point of the ReviewZone and assign the ReviewZone permissions:

Ensure 'ReviewZones' selected

ReviewZone range selected

Click 'Edit' to change the ReviewZone range.

Permission settings for selected ReviewZone

- Reviewer = Can add comments/proposed changes as normal.
- Viewer = Read-only access to this ReviewZone.
- Hidden = Unable to see the ReviewZone.
- Author = Can accept/close comments on this ReviewZone.

### Managing ReviewZones

It is possible to set ReviewZones once the review has started, or add more ReviewZones. Once set, the review Owner can also edit or delete zones using the 'Zones' tab of the comment window.

To delete a ReviewZone, simply click 'Delete'.

To change the range of a ReviewZone, or change participant permissions, click 'Edit'. The comment window will update to enable editing and all options available when setting ReviewZones (shown above) will be available.

Use the 'Delete' and 'Edit' buttons to manage ReviewZones