

Kavi Comment Tracker

Kavi Comment Tracker extends your Kavi Workspace, adding powerful comment management features. By integrating with existing roles and permissions within committees and working groups, your organization can move its comment management process online.

Kavi Comment Tracker supports the collection and management of comments during public review, balloting, and other phases of the development and approval process. Comments are captured through a Web form, attached to a document, and stored in an online database where interested parties can review them.

The comment manager may update each comment's status, enter a response, contact the submitter by email, and assign an owner to address the comment. Bulk management interfaces allow comment managers to update multiple comments at once. All comments can be exported to a spreadsheet for offline use and permanent archival.

Collect Comments on Documents

All comments are associated with a specific document. Developers can open a document for comment during the entire development process or only for limited windows. Links to add a comment are available when viewing the document information and have fixed URLs that can be distributed by email.

Build a Comment Database

When a participant submits a comment, the participant's name, contact information, and company affiliation are automatically populated from the central database. The participant must enter a comment subject, text, and a category for their comment. A proposed solution and the applicable document's section, page, and line number may also be required. Files may also be submitted with comments.

When a document is made available for public comment, a publicly-accessible form is exposed for collecting comments. This form requires the submitter to enter their name, email address, and other contact information in addition to the information solicited from logged-in submitters. This form also requires the submitter to type in randomly generated letters shown on the screen to prevent automated spam comment submissions.

Collect Comments During Balloting

Comments can also be collected during the balloting process. Document approval ballots require comments with

negative votes. Comments submitted during voting are added to the central comment repository for the document and associated directly with the consensus body member's vote.

Review and Report on Comments

Submitted comments can be reviewed by all developing group participants starting on the Document Details page, the consensus body ballot, or on the Comments page. Multiple filter options at the top of the Comments page enable the reviewer to focus on comments from specific submitters, in specific states, or on those most recently submitted. After using the filters to narrow the number of comments displayed, the reviewer can click on a specific comment to read the full text or export all comments to a spreadsheet to work with offline.

Manage Comment Updates

Designated comment managers see fields for updating the comment with an owner, new status, resolution, and resolution response. The manager has the option to send an email about these updates. Comments are color-coded in the display to allow participants to easily scan the list of comments for new, updated, and resolved comments. Each comment can be updated individually, or multiple comments can be updated at once using the Bulk Update tools.

Take Comments With You

Kavi Comment Tracker allows managers to export a spreadsheet of comments for review offline, or for audit evidence. If your organization allows files to be uploaded along with comments, managers can easily generate a ZIP file of all pertinent files.

For More Information

Find out more about the Kavi application suite for standards organizations by calling us at 503.813.9397, or visit kavi.com