Peerstorm Proofing Tool

## Getting Started...as a Facilitator

Reviewers: Adding and Removing Them

Adding Reviewers (at Document creations): Using the fields available in the initial form you can add up to 5 Reviewers when you upload the document.

Add Reviewer: This icon is used to add Reviewers to a Document at any point after its added to Peerstorm.

Add Reviewer: This appears beside each Reviewer in the Reviewer Table and is used to remove that Reviewer from the Document.
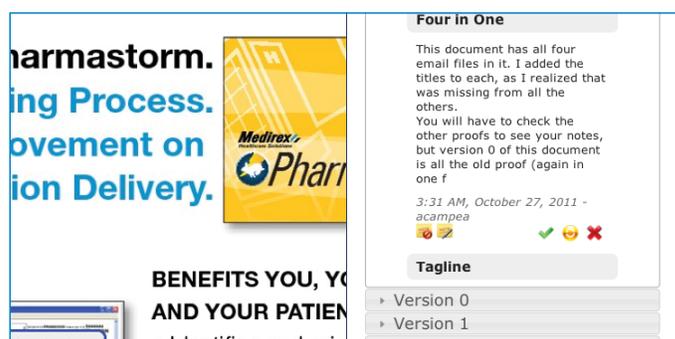
Additional Facilitator Tools

Add Version (Facilitator/Designer): This action can be undone for up to 15 minutes after uploading by using the Remove Version button.

Remove Version (Facilitator/Designer): This is permanent and the link sent out in the email will send all Reviewers to the previous version of the Document.

Close Document (Facilitator only) will mark it as closed in the Document view screen and send a message to all Reviewers. This will disappear after it is clicked and reappear when Open Document is clicked.

Open Document (Facilitator only) this will undo the Close Document. This will only appear after Close Document is clicked.

Download Archive (Facilitator only) will download all images, files, and activity logs.

Delete Document (Facilitator only) will only delete it from the "Your Documents" and "Documents for Review" tables. An Administrator can still access it from the Deleted Documents menu if necessary.

ver. 0 |

This document has been closed

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⚙ Document Settings

① **Activity Table** shows you all the activity (anything that you or a Reviewer does in or to the Document).

② **Search Bar** can be used to search anything with the Table it is attached to (for example: the one highlighted below will sort and find through the Activity Table).

③ **Document Name** can be changed at any time by clicking on the current name and then clicking the approve icon ✅ when finished.

④ **Target Date (Document)** use this calendar 📅 to set the target due date for the entire document.

⑤ **Target Date (Current Version)** use this calendar to set the target date for a version (when a new version is uploaded this will need to be set again).

⑥ **Set Reminder** clicking this will send an email reminder to all reviewers (you, the facilitator, will also receive and reminder email so you know it went through).

⑦ **User Title Table** is used to assign titles to the users in the document. Assign or un-assign Designers and Facilitators by checking the appropriate box.

⑧ **Approval History** lists the approvals by user.

History - *Back to Document*

Search: ☐ ①

User ⬍	Action ⬍	Time
acampea	started the document	8:58 AM Friday, April 13, 2012
acampea	added 'acampea' as a reviewer	8:58 AM Friday, April 13, 2012
acampea	added 'acampea' as a reviewer	8:58 AM Friday, April 13, 2012
acampea	added 'defind' as a reviewer	8:58 AM Friday, April 13, 2012
acampea	started a new version	8:58 AM Friday, April 13, 2012
acampea	added note 'Document Specification'	8:58 AM Friday, April 13, 2012
acampea	started a new version	9:03 AM Friday, April 13, 2012
acampea	added note 'Fuzzy' to version 0	9:04 AM Friday, April 13, 2012
acampea	added note 'Fuzzy' to version 0	9:04 AM Friday, April 13, 2012
acampea	added note 'Fuzzy' to version 0	9:04 AM Friday, April 13, 2012
acampea	added note 'Why is this red' to version 0	9:04 AM Friday, April 13, 2012
acampea	added note 'This is a Red Note' to version 1	9:08 AM Friday, April 13, 2012
acampea	added note 'This is a Green Note' to version 1	9:09 AM Friday, April 13, 2012
acampea	moved note 'This is a Green Note' on version 1	9:09 AM Friday, April 13, 2012
acampea	moved note 'This is a Red Note' on version 1	9:09 AM Friday, April 13, 2012
acampea	moved note 'Fuzzy' on version 0	9:09 AM Friday, April 13, 2012
acampea	scribbled on version 0	9:10 AM Friday, April 13, 2012
acampea	removed a scribble from version 0	9:10 AM Friday, April 13, 2012

② ①

Name ③

PS-Proof_Beta_v0.2-release_notes.pdf
✅

Target Dates

Document	None Set	📅 ④
Current Version	None Set	📅 ⑤
ver. 0	None Set	

Reviewers - *Send Reminder* ⑥

Search: ☐

User ⬍	Designer? ⬍	Facilitator?	⑦
acampea	☑	☑	
acampea	☐	☐	
defind	☐	☐	

Save Changes

Approval History

Search: ☐

User ⬍	Version ⬍	Time	⑧
acampea	1	9:11 AM Friday, April 13, 2012	
acampea	1	9:12 AM Friday, April 13, 2012	

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# *Peerstorm* Proofing Tool

Getting Started...FAQ

Q. Why do I have to scroll all the way to the bottom of a Document/Proof before I can see the horizontal scroll bar at the bottom of the Document Pane?

A. Every web-browser (Internet Explorer, Firefox, Chrome, etc) has a scroll bar that will automatically appear when the page you are viewing is taller or wider than the size of your window. The Document Pane (area where you see the document/proof) and the Note Pane (where the General and Version notes appear) works the same way.

When your mouse cursor is over the Document Pane the wheel on the mouse will activate the Document Pane scroll bar(s). When your mouse is over the Note Pane on the side the wheel will control the note scroll bar, and when it is anywhere else on the page, it will control the browser scroll bar(s).

If you are scrolling and the browser bar is not moving (the page is not scrolling) then your cursor is likely over one of the Panes mentioned above.
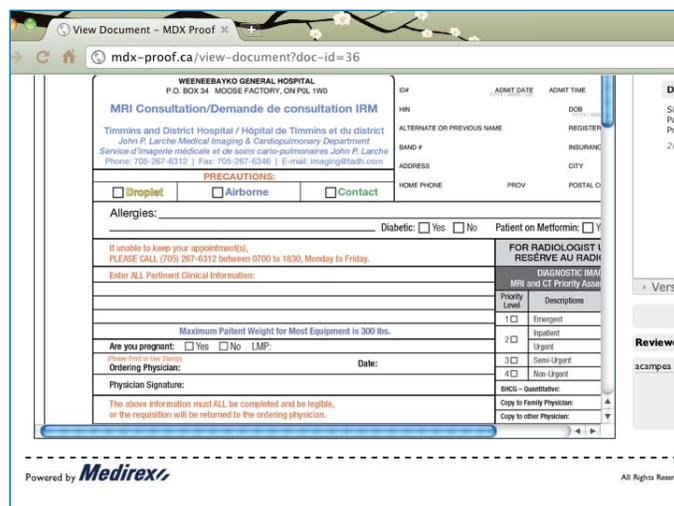
Q. How do I know where to put another User's note if I move it out of the way to see underneath it?

A. Do not worry about noting or marking down the original location. Unless you are the Owner, Facilitator, or Admin when you move another User's note it is only temporary. You see the note as moved, but the Tool has locked to its original location.

This means, once you exit the Document/Proof, Logout of the Tool, or close the browser, the notes you moved will return to where they were and the next time you open that same Document/Proof you will seem them in their original position.

Q. What do I do after I finish Proofing a Document/Proof?

A. After you finish proofing a Document/Proof you should upload a new version (icon within the pink circle) with all the approved changes or let the Designer know that she should upload the new version.

If the you have finished proofing the Document completely than close it and download the archive (the icon circled in purple) for your records.