

ReviewLink™

Help

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Welcome to the ReviewLink Help

This Help was designed so that you can quickly find the information you need and continue working with ReviewLink.

The Help is divided into the following main sections:

- [Getting started](#)
View important information that you should know before using ReviewLink.
- [Adding and managing your content](#)
Learn how to navigate and manage the your published content, including updating content and assigning reviewers.
- [Adding and managing reviewers](#)
Learn how to add and remove reviewers, create reviewer groups, and import and export reviewer lists.
- [Adding and managing comments](#)
View the steps in adding review comments, viewing the list of comments, verifying fixed comments, and archiving comments.
- [Configuring notifications](#)
Settings are available for reviewers and publishers to automatically receive email messages when content is being processed. For example, reviewers can be automatically notified when content is closed for comments. View these topics to see which settings are available and how to set them.
- [Managing your account settings](#)
Update your credentials and notifications.
- [Exploring the Appendix](#)
View additional topics that you will find useful.

What's new in this release

The following updates are available in this release (Version 3.5.2):

New Feature	What's in it for you
Content item host limit changed to 10 content items	Lectora Inspire and Lectora Publisher users can host 10 courses on ReviewLink at one time. Users can upgrade subscriptions if additional requirements are necessary.

What's New in 3.5

New Feature	What's in it for you
View responsive content in device views	Click among the device icons to show responsive content in the proper view. You can also specify a custom view. When comments are provided, the device view is saved and can be used to filter the list of comments.
Filter comments by device view	Filter comments by the responsive device view. For example, you can select to view only comments posted for desktop views. Comments can also be filtered by a custom view.

What's New in 3.4

New Feature	What's in it for you
Mark comments as global	Use the Global indicator to specify to the publisher that the comment globally affects the entire document.
Agree button for Reviewers	Reviewers can indicate agreement with another reviewer's comment, improving tracking and decreasing review time.
Prioritize comments	Publishers and reviewers can indicate a priority for each comment.
Enhanced statuses for publisher	Publishers can select from an expanded list of predefined statuses or add their own unique status, facilitating improved communication with reviewers and stakeholders.

What's New in 3.3

The following updates are available in this release (Version 3.3):

New Feature	What's in it for you
Add markup comments	<p>Draw directly on the page to add visual comments:</p> <ul style="list-style-type: none">• Highlighter• Pencil• Arrow• Ellipse <p>For each tool, select the desired color and thickness. You can use the tools on any device. Your drawn comments will be</p>

	saved as an image attachment and indicate in which device and orientation they were added.
Support for Lectora 17	<p>Here's what you get with support for Lectora 17</p> <p>Seamless Play publish option: Titles published with this option will smoothly flow from page to page, eliminating the screen wipe commonly associated with HTML pages.</p> <p>Auto-play media on mobile devices: When published using the Seamless Play option, media files will honor the Auto-Start selection on mobile devices.</p> <p>Persisting background audio: Background audio files will play continuously across pages.</p> <p>Anchored position of objects: Anchored objects will maintain their location on the page within the view, even when the view is scrolled.</p> <p>BranchTrack scenario-based simulations: Titles containing BranchTrack exercises will run flawlessly in ReviewLink™.</p> <p>SVG rendering of shapes and buttons: Using scalable vector graphics technology, published content will remain crisp and scalable on high-resolution displays.</p>

What's New in 3.2

New Feature	What's in it for you
SCORM 2004 support	ReviewLink supports SCORM 2004. You can upload and test SCORM 2004 content from Lectora®, Lectora Online®, Storyline®, and Captivate®. While not specifically supported, SCORM content created in other tools can be uploaded as well.

What's New in 3.1

New Feature	What's in it for you
SCORM 1.2 support	ReviewLink supports SCORM 1.2. You can upload and test SCORM 1.2 content from Lectora®, Lectora Online®, Storyline®, and Captivate®. While not specifically supported, SCORM content created in other tools can be uploaded as well.

What's New in 3.0

Administration

New Feature	What's in it for you
Upload Captivate and Storyline courses	You can upload Adobe Captivate and Articulate Storyline content directly to ReviewLink.
Add more content!	Included content item counts have been increased for Lectora Publisher and Inspire users. Lectora Inspire users can host 50 courses on ReviewLink at one time. Lectora Publisher users can host up to 10 courses.
Manage subscriptions	You can manage your subscription, including viewing your current plan and upgrading to a new one.
Performance enhancements	Performance enhancements have been included to improve response times for users with large numbers of content, reviewers and comments.

What's New in 2.0

The following updates are available in this release (Version 2.0):

Administration

New Feature	What's in it for you
Security enhancements	A number of security improvements were made in this release, specifically as it relates to the distribution of user passwords.
Performance enhancements	Performance enhancements have been included to improve response times for users with large numbers of content, reviewers and comments.
Responsive Interface	The ReviewLink site is designed to provide an optimal viewing experience across all devices - from mobile phones to desktop computer monitors.
Improved email reliability	Updates were made behind the scenes to improve email reliability.
Brazilian-Portuguese language available	Among the languages that you can change your default setting to is Brazilian-Portuguese.

Getting started

This chapter presents information to help you get started with ReviewLink!

View these topics for more information:

- [What is ReviewLink?](#)
- [What you need](#)
- [Getting access and logging in](#)
- [Managing your subscription](#)
- [Using ReviewLink with Lectora and Lectora Online](#)
- [Accessing Help](#)
- [Logging out](#)

What is ReviewLink?

ReviewLink is an online review tool developed by Trivantis. ReviewLink allows you to share titles with online reviewers and capture their feedback. Reviewers can add comments and attach files to reviewed pages to provide feedback. Comments and attachments are tabulated and presented to both publishers and reviewers so they can manage the status of the comments and complete the review cycle.

You must provide your ReviewLink user ID and password to publish titles to ReviewLink.

Content is added to ReviewLink using Lectora and Lectora Online. Lectora and Lectora Online are award-winning solutions developed by Trivantis. Lectora and Lectora Online provide the tools needed to develop, share, and publish captivating and effective content. For details about Lectora and Lectora Online, visit <http://www.trivantis.com>.

What you need

ReviewLink roles	Operating system, browser, and additional requirements
Accessing and Reviewing	<ul style="list-style-type: none">• An Internet browser• Users are required to activate the product using the Internet within 30 days of installation. Once the product is purchased and installed, online product activation is mandatory within 30 days. Activation is by the Internet only.
Publishing to ReviewLink from Lectora and Lectora Online	<ul style="list-style-type: none">• Lectora X.6 or newer; Lectora Online 3.4 or newer

Getting access and logging in

Point your Web browser to the URL provided by your administrator to access the ReviewLink home page.

You must successfully log in to begin using ReviewLink.

Type your user ID and case-sensitive password into the appropriate fields and click **Login**.



Contact your administrator if you experience problems logging in.

Managing your subscription

You can manage your subscription settings including viewing your current plan and upgrading to a new plan.

To manage your subscription:

1. Log in to ReviewLink.
2. On the **My Published Content** tab, click **Manage Subscription**. The Manage Subscription window opens.
Your current plan is selected.
3. To upgrade, select a new plan, provide your billing information, and click **Upgrade**.

Using ReviewLink with Lectora and Lectora Online

Lectora and Lectora Online are award-winning authoring solutions developed by Trivantis. Lectora and Lectora Online provide the tools needed to develop, share, and publish content. Along with publishing to all of today's popular formats, you can publish titles developed in Lectora and Lectora Online directly to ReviewLink for review. You can also invite reviewers and set review deadlines within Lectora and Lectora Online as well.

For more information about Lectora and Lectora Online and the other leading software solutions provided by Trivantis, visit <http://www.trivantis.com>.

Content from Articulate Storyline® 1 and 2 and Adobe Captivate® (versions 8 or newer) can be uploaded directly from within ReviewLink. For details, see [Using ReviewLink with Storyline and Captivate Courses](#) in our [Trivantis Community](#).

Accessing Help

The ReviewLink Information Center is a browser-based system that provides Help topics of the tasks you can complete using ReviewLink. To access the Help, click the 

help pull-down list where available.

Navigating the Information Center

To navigate the Information Center, click the closed book  to the left of the section name to expand the section. Click the title of the topic to display the topic. Click the opened book  to collapse a section.

Click the **Search** tab to enter words or phrases to quickly find topics. Topics containing the search words or phrases appear in the navigation pane. Click the title of the topic to display the topic.



To improve your search, use quotation marks around a phrase, such as “Group Object”. Only those topics containing all words in the phrase are displayed.

Other ways to get help:

Here are other ways to get additional help:

- **Overview Video**
View the Overview Video for introductions and overviews of ReviewLink features. To launch the video, open the Help drop-down list and select **Overview Video**.
- **Publisher Video**
View the Publisher Video for information and tips for using the Publisher features. To launch the video, open the Help drop-down list and select **Publisher Video**.
- **Reviewer Video**
View the Reviewer Video for information and tips for using the Reviewer features. To launch the video, open the Help drop-down list and select **Reviewer Video**.
- **Take the Tour**
Launch a quick tour that introduces you to the program. You will learn about each part of the interface, along with tips for using ReviewLink. To start the tour, open the Help drop-down list and select **Take the Tour**.
- **Contact Support**
In a jam? You can get support help from the Help drop-down list. Click **Contact Support** to display our online Support form. Complete the form if you would like to be contacted by one of our support representatives.
- **Help**
Opens the Information Center. Use the Contents to view the topics or use the **Search** field to find specific information. To launch the Information Center, open the Help drop-down list and select **Help**.

Logging out

Logging off removes your access to ReviewLink. When you log off, you are offline. This means you will appear offline to your contacts and you cannot perform any online tasks, such as providing viewing and providing comments.



Contact your administrator if you experience problems logging in.

To log out, click **Log Out** located in the upper-right corner of the Home Page.

Adding and managing your content

Content can be added and removed as necessary. When you have added a published content item, you can launch it, add reviewers, and manage when comments are due. You can sort the list of content and use search terms to find specific content.

Click the **My Published Content** tab to view the fields and controls for managing your published content. Your published content items are listed chronologically, newest first. For each item, you can add reviewers, see who the current reviewers are, the comments-due status, and the number of review comments. You can launch and delete each item.



Up to 10 content items can be added. For additional requirements, use the **Manage Subscription** link to view and upgrade your subscription. For details, see [Managing your subscription](#).

Version information and the last-update time-stamp for each item is also displayed. Publishers can republish new versions of the content as needed. By default, reviewers are notified when new versions are updated on ReviewLink.

You can sort the list of content items on the **My Published Content** tab. To sort the list, specify the sort condition as one of the following:

Sorting Condition	Sorting Result
Most Recent Activity	Chronological order with the most recent activity first
Due Date	By Comments Due Date
Content Name	Alphabetically by the name of the Content Item
Open Before Closed	Chronological order with the content items that have comments open before the content items that have comments closed
Closed Before Open	Chronological order with the content items that have comments closed before the content items that have comments open

Use the **Search** field to use keywords to find specific content items.



You can set notifications to send and receive automated emails when content and comments are processed, such as when someone responds to a comment and when content is closed for comments. For details about setting notifications, see [Configuring notifications](#).

View these topics for more information about adding and managing your content on ReviewLink:

- [Adding content](#)
- [Launching content](#)
- [Adding and managing reviewers](#)
- [Sending Email messages to reviewers](#)

- [Hiding comments from other reviewers](#)
- [Controlling whether reviewers are notified of updated content](#)
- [Managing when comments are due](#)
- [Inviting reviewers to review a content item](#)
- [Viewing the list of current reviewers](#)
- [Deleting content](#)
- [Viewing your subscription settings](#)

Adding content

To add content, use the built-in Publish-to-ReviewLink publishing options available in Lectora® and Lectora Online. Lectora and Lectora Online are award-winning solutions developed by Trivantis. Lectora and Lectora Online provide the tools needed to develop, share, and publish effective content. For details about Lectora and Lectora Online, visit <http://www.trivantis.com>.

Have your ReviewLink credentials handy when you are ready to publish in Lectora and Lectora Online. Options are available to indicate whether to update existing content, notify specific reviewers, and indicate when comments are due. Be sure your courses are SCORM 1.2 and SCORM 2004-compliant before publishing them to ReviewLink

Content from Articulate Storyline® 1 and 2 and Adobe Captivate® (versions 8 and 9) can be uploaded directly from within ReviewLink.

Captivate and Storyline content must be uploaded in *.zip* bundled format for proper upload. For details, see [Using ReviewLink with Storyline and Captivate Courses](#) in our [Trivantis Community](#).

- In Captivate, if you are uploading SCORM-compliant courses, you must turn on Quiz Reporting; otherwise Quiz Reporting must be turned off. To turn on Quiz Reporting, select the **Quiz** category under **File > Publish Settings** and check the option **Enable reporting for this project**. Select the desired SCORM standard from the **Standard** drop-down as either **SCORM 1.2** or **SCORM 2004**. On the Publish to My Computer dialog, enable the **Zip Files** check box and select the **HTML5** output format before clicking **Publish**.
- In Storyline, select either the **Web** or **LMS** publishing targets. To upload SCORM-compliant courses, select **LMS**, then check the boxes for **Include HTML5 output** and **Use Articulate Mobile Player for iOS or Android**. Under **Output Options**, select the appropriate SCORM compliancy as either **SCORM 1.2** or **SCORM 2004**. Otherwise, select **Web**, and check the box for **Include HTML5 output**. Click **Publish** to publish your content. After publishing, on Publish Successful dialog, click **Zip** to create the *.zip* file.

To upload valid Captivate and Storyline content:

1. Click the **My Published Content** tab and click **Upload Content**. The Upload Zip File window opens.
2. Click **Browse** to navigate and select the content. Click **Upload**.



If you receive an error, click **Cancel** to close the dialog box. Resolve the issue and re-try the upload.

3. If the content is new, specify the email addresses for the reviewers of the content. Separate multiple reviewers with commas. Use the **Comments Due** field to specify the date on which comments are due. Specify the date in the field or use the calendar button to select the date. Click **Submit**.

If the content is an update, you can choose to update the existing content with the new version or publish the content as a new content item. Additionally, you can choose whether to notify reviewers that the content has been updated and select whether to update the status of all *New* and *Not OK* comments to *Fixed*— you can also choose to update the status of comments individually after uploading.

If you are updating existing content, enable the upload options as follows:

Update Existing Content	<p>This option is enabled when your sign-on credentials and title name is recognized by ReviewLink. Select this radio button to publish the title as a revision to an existing content item. Optionally you can update the status of existing comments within the content and notify your reviewers of the update.</p> <ul style="list-style-type: none"> • Select Update status of “New” and “Not OK” comments to “Fixed” to inform reviewers that they can verify the changes for your update. • Select Notify reviewers of updated content to send a notification email to reviewers specifying that the content has been updated.
Publish as New Content	<p>This option is enabled when your sign-on and title name is recognized by ReviewLink. Select this radio button to publish the title as a new content item.</p>

4. Click **Submit**.

The content is added to the **My Published Content** tab.

Launching content

You can launch content. When launched, the content is displayed in a special browser window containing ReviewLink controls for viewing and providing comments.

To launch a content item:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Launch Content** button.

The content item is launched in a separate browser window.

Sending Email messages to reviewers

You can communicate with your current reviewers with email messages from within ReviewLink.

To send an email message to reviewers:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.
3. Click the **Current Reviewers** tab.
4. Select the appropriate check boxes of the reviewers to which you want to send an email message.
5. Click **Send Message to Selected**. The Send Message dialog box opens.
6. Update the **Subject** field as necessary and specify your message in the **Message** field.
7. Click **Send Message**.

The message is sent.

Hiding comments from other reviewers

You can hide review comments so that other reviewers cannot see them.

To hide review comments from other reviewers:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.
3. Click the **Current Reviewers** tab if it is not already opened.
4. Unselect the **Reviewers can see each other's comments** check box.
5. Click **OK**.

Controlling whether reviewers are notified of updated content

You can control whether reviewers are notified when new versions of content are added to ReviewLink.

To not notify reviewers that new versions are added:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.

3. Click the **Current Reviewers** tab if it is not already opened.
4. Unselect the **Notify Reviewers when content is updated** check box.
5. Click **OK**.

Managing when comments are due

Comments-due dates can be set and modified for each content item you add to your list of publish content. Set the comments-due date to manage when reviewers' comments are due. Comments can no longer be added when the due date is reached. You can change due-dates and reopen items that you previously closed.

Only publishers can submit comments, respond to comments, and change the status of comments of closed content items.



To keep your reviewers notified of your comments schedule, you can send them messages without leaving ReviewLink. For details, see [Sending Email messages to reviewers](#).

To set the comments-due date for a content item:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item.
3. If the content item is closed for comments, select **Open** in the **For Comments** field. Confirm the change. This enables the **Comments Due** field.
4. Specify the date at which comments are due in the field or click the calendar graphic to select the date.

The comments-due date is set.

To close an item that is open for comments:

1. Scroll to the appropriate content item.
2. Select **Close** in the **For Comments** field. Confirm the change. This disables the **Comments Due** field.

The content item is closed for comments.

Inviting reviewers to review a content item

You can invite reviewers to review a specific content item. Reviewers are sent an email message with information about how to securely access your content using ReviewLink.

You can view the list of current reviewers, see [Viewing the list of current reviewers](#).

To invite a reviewer:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.

3. Use the **Invite Reviewers** box to specify the email addresses of the reviewers that you want to add. Separate each email address with a comma. Use the reviewers listed in the **Available Groups and Reviewers** list to add to your list of invited reviewers.
4. Click **Send Invitations**.

The reviewers you invited are added to the list on the **Current Reviewers** tab.

Viewing the list of current reviewers

You can view the list of reviewers. You can use the list to send messages to several reviewers or remove several reviewers at once.

You can invite reviewers to review a content item. For details, see [Inviting reviewers to review a content item](#).

To view the list of current reviewers:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.
3. Click the **Current Reviewers** tab. The list of reviewers is displayed. Click a column heading to resort the list.

Deleting content

You can delete published content as necessary.

To delete a content item:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Delete Content** button.
3. Confirm whether to delete the content item.

The content item is deleted.

Viewing your content subscription settings

You can view your subscription settings, specifically the number of currently published content items and your maximum allowed content items. This information is available under **Account Settings**.

To view your subscription settings:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.

Your subscription settings are displayed on the bottom of the **User Details** tab.

3. Click **Close**.

Adding and managing reviewers

You can add and remove reviewers as necessary. Reviewers are sent an email with information about how to securely access the content and begin reviewing using ReviewLink. You can also form reviewer groups.

View these topics for more information:

- [Adding and managing reviewers](#)
- [Assigning reviewers to content](#)
- [Viewing the list of current reviewers](#)
- [Forming reviewer groups](#)
- [Removing reviewers](#)
- [Importing and exporting reviewers](#)

Adding and managing reviewers

You can add and remove reviewers as necessary. You can assign new reviewers to groups when you add them. You can also edit reviewer details after you have added them.

To add a reviewer:

1. Click the **My Reviewers** tab.
2. Click the **Add**  button.
3. On the Add Reviewer window, specify the new reviewer's Email address and name.
4. To include the reviewer in a group, select the appropriate group from the Belongs to Groups list.
5. Click **OK**.

The new reviewer is added to the list.

To edit a reviewer's details:

1. Click the **My Reviewers** tab.
2. Select the reviewer by enabling the appropriate check box in list and click the Edit  button. The Edit Reviewer window opens.
3. On the Edit Reviewer window, update the Email Address and Name fields as necessary.
4. Click **OK**.

The reviewer's details are added.

To remove reviewers:

1. Click the **My Reviewers** tab.
2. Select the reviewers by enabling the appropriate check boxes in list and click the Remove  button.
3. Confirm the action.

The reviewers are deleted.

Assigning reviewers to content

You can add and remove reviewers as necessary. Reviewers are sent an email with information to securely access the content using ReviewLink.

To add a reviewer:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.
3. Click the **Invite Reviewers** tab.
4. Use the **Invite Reviewers** box to specify the email addresses of the reviewers that you want to add. Separate each email address and group name with a comma. Use the reviewers listed in the **Available Groups and Reviewers** list to add to your list of invited reviewers.
5. Click **Send Invitations**.
6. When you are finished adding reviewers, click **OK**.

Email invitations are sent to the reviewers that you specified.

Forming reviewer groups

You can add and manage groups of reviewers. Add and remove reviewers from groups as necessary.

View these topics for more information:

- [Creating a group](#)
- [Adding and removing reviewers from groups](#)
- [Renaming a group](#)

Creating a group

Create groups of reviewers to manage your reviewers.

You can add and remove reviewers from existing groups. You can also create new groups when you add and remove reviewers from groups. For details, see [Adding and removing reviewers from groups](#).

To create a group:

1. Click the **My Reviewers** tab.
2. To select all reviewers in the list, select the check box next to the **Name** field in the table heading row. Otherwise, select the corresponding check boxes of reviewers you want to add to the group.
3. Click the **Add to Group** button. The Add to Group window opens.
4. Specify the name of the group in the **New Group** field and click **Save**.

The group is created.

Adding and removing reviewers from groups

Reviewers can be added and removed from reviewer groups as necessary. You can also create a new group when you add reviewers.



You cannot remove a reviewer that is assigned to review content.

To add a reviewer to the list:

1. Click the My Reviewers tab. The Add Reviewer window opens.
2. On the Add Reviewer window, specify the new reviewer's Email address and name.
3. To include the reviewer into a group, select the group from the Belongs to Groups list.
4. Click OK.

The review is added to the list.

To add reviewers to a group:

1. Click the **My Reviewers** tab.
2. Select the reviewers you want to add to the group. To select all reviewers in the list, select the check box next to the **Name** field in the table heading row. Otherwise, select the corresponding check boxes of the reviewers you want to add to the group.
3. Click the **Add to Group** button. The Add to Group window opens.
4. In the **Group** field, select the group into which you want to add the select reviewers and click **Save**.

The reviewers you selected are added to the group.

To remove a reviewer from a group:

1. Click the **My Reviewers** tab.
2. In the **Show** field, select **Groups**. The existing groups are displayed.
3. Select the check box corresponding to the group you want to edit. This enables the **Edit Group** button.

4. Click the **Edit Group** button. The Edit Group window opens.
5. Disable the check box corresponding to the reviewers you want to remove from the group.
6. Click **Save**.

The reviewers you selected are removed from the group.

To create a new group from an existing group:

1. Click the **My Reviewers** tab.
2. Select the reviewers you want to add to the group. To select all reviewers in the list, select the check box next to the **Name** field in the table heading row. Otherwise, select the corresponding check boxes of the reviewers you want to add to the group.
3. Click the **Add to Group** button. The Add to Group window opens.
4. In the **New Group** field, specify the name of the new group and click **Save**.

The new group is created.

Renaming a group

Rename groups as necessary.

To rename a group:

1. Click the **My Reviewers** tab.
2. In the **Show** field, select **Groups**. The existing groups are displayed.
3. Select the check box corresponding to the group you want to edit. This enables the **Edit Group** button.
4. Click the **Edit Group** button. The Edit Group window opens.
5. In the Group Name field, specify the new name for the group.
6. Click **Save**.

The group is renamed.

Removing reviewers

You can remove reviewers as necessary.

To remove a reviewer:

1. Click the **My Published Content** tab if it is not already opened.
2. Scroll to the appropriate content item then click the **Reviewers** button. The Reviewers dialog box opens.
3. Click the **Current Reviewers** tab.
4. Select the appropriate check boxes of the reviewers that you want remove.
5. Click **Remove Selected**.

The selected reviewers are removed.

Importing and exporting reviewers

You can import lists of reviewers into ReviewLink and export reviewer lists for use with other programs. The file to import must be a properly formatted comma-separated value (CSV) file.

To import a list of reviewers:

1. Click the **My Reviewers** tab.
2. Click the **Import**  button. The Import Reviewers window opens.
3. Use the fields to specify the reviewers file and click **Import**.

The reviewers from the file are added to the list.

To export a list of reviewers:

1. Click the **My Reviewers** tab.
2. To select all reviewers in the list, select the check box next to the **Name** field in the table heading row. Otherwise, select the corresponding check boxes of reviewers you want to import.
3. Click the **Export**  button. The Export Reviewers window opens.
4. Name the export file and click **Export**.

The reviewers you selected are added to the export file.

Adding and managing comments

Publishers and reviewers can provide comments on content items that are open for review. They can also add attachments to comments.

Comments can be promoted and tracked along a life cycle. Markup tools are provided for drawing comments directly on the content. Drawing markup comments is fully responsive. You can use the tools on any device. Your drawn comments will be saved as an image attachment and indicate in which device and orientation they were added.

Publishers can select from an expanded list of predefined statuses or add their own unique status, facilitating improved communication with reviewers and stakeholders. Reviewers can optionally verify each fixed comment and comments can be archived to complete the comment life cycle.

Publishers and reviewers can indicate a priority for each comment.

Comments provided by other reviewers are displayed so that you both do not leave the same comment. However, you can hide comments from other reviewers. For details, see [Hiding comments from other reviewers](#).



You can set notifications to send and receive automated emails when content and comments are processed, such as when someone responds to a comment and when content is closed for comments. For details about setting notifications, see [Configuring notifications](#).

View these topics for additional information:

- [Adding review comments](#)
- [Viewing the list of comments](#)
- [Verifying fixed comments](#)
- [Changing the status of a comment](#)
- [Changing the priority of a comment](#)
- [Agreeing with a comment](#)
- [Indicating that you are done reviewing](#)
- [Adding attachments](#)
- [Viewing and downloading attachments](#)
- [Saving comments to PDF](#)
- [Saving comments to CSV](#)
- [Archiving comments](#)
- [Sending Email messages to a publisher](#)

Adding review comments

Content that you have been requested to review is displayed on the **My Content to Review** tab. You can sort the list or use keywords to search for specific content items. Comments you provide are immediately sent back to the publisher.

You can also assign priority levels to comments and mark comments as global when they affect the entire document.

You can add review comments two ways: by providing text-based comments containing a summary and the comment details or by using markup tools to draw directly on the content.



Draw comments are supported for Lectora and Lectora Online content only.

ReviewLink is fully responsive. You can enter text and use the tools on any device. The browser version, last-updated timestamp, and device and orientation in which the comments were added are displayed for each content item.

To review and add comments:

1. Click the **My Content to Review** tab if it is not already opened.
2. Locate the content item that you want to review from the list and click **Launch Content**. The content item is launched in a special browser window containing the ReviewLink comment pane. The comment pane is minimized when the window first opens. The comment pane displays the name of the content item, the publisher's email address, and the comments-due date. The total number of comments in the content item and the total number of comments on the current page are displayed.
3. Play the content.

Use the device views icons to display responsive content in the appropriate view:



Click this for the mobile portrait view. When you click the icon, it toggles between the mobile portrait view () and the mobile landscape view (.

Click  for the mobile landscape view.



Click this for the tablet portrait view. When you click the icon, it toggles between the tablet portrait view () and the tablet landscape view (.

Click  for the tablet landscape view.



Click this for the desktop view.



Click this to create a view with custom dimensions and rotation. You can also select from popular dimensions and specific device views.

4. At the appropriate page, decide whether you want to provide text-based comments, draw comments on the content, or both.

To provide text-based comments, click the **New Comment** button to expose the full comment pane. In the **New Comment** section, use the **Comment Summary** field to provide a short description of your new comment and use the **Comment Details** to describe your comment.



All comments must contain a **Comment Summary**. **Comments Details** are not required.

If desired, click the **Add Attachment** button to add attachments to your comment. The attachments that you add are listed in the box within the **New Comment** section

To draw a comment, click  **Draw**. This exposes the markup tools for drawing directly on the content. Select the tools as follows:



Click this to draw a line on the content.



Click this to draw an arrow on the content.



Click this to draw an ellipse on the content.



Click this to highlight part of the content.



To change the thickness and color, click the appropriate tool again and use the top-row of the dialog to select the thickness and the bottom row to select the color.

Next, position the mouse pointer on the content where you want to draw, and hold the left-mouse button down while drawing the line, arrow, ellipse, or highlight in the desired direction. (Hold down the Shift key while using the ellipse tool to draw a perfect circle.) When you are finished, release the left-mouse button. Click  to undo your last change to the markup. Click  to redo your last removed change to the markup.



A Comment Summary of `Page Markup` is provided by default. To change the summary and add a description for your changes, complete the **Comment Summary** and **Comment Details** fields in the **New Comment** box. (You may need to click  to expose these fields.)

- Comments are assigned the **Medium** priority by default. To change the priority level, click the priority indicator arrow  and select the appropriate priority from the drop-down list. Select from **Low**, **Lowest**, **Medium**, **High**, and **Highest**.
- Enable the Global Comments  button to designate the comment as a global comment. For more information, see
- When you are finished with all markup and text comments for the page, click  or

Submit Comment to save and submit your comments; otherwise, click  to cancel. Your drawn comments are saved as an image attachment.

Your comment is added to the **Comments on this Page** table. For details about managing comments, see [Adding and managing comments](#).

See also: [Agreeing with a comment](#)

Viewing the list of comments

Comments are compiled and listed in table format. You can search the list and sort the list based on one of the column headings. At a glance, you can see which content item the comment was added to, on which page, by who and when. You can also see the status of each comment and see the comment within the content.

To view the list of comments, click the **Comments** tab.

Click a column heading to re-sort the table.

You can narrow down the listings displayed in the table. For example, you can show only New comments. You do so using the five filter fields (**Status**, **Content**, **Reviewer**, **Priority**, and **View**). Use the **Status** field to select a comments status state by which to filter the table. Use the **Content** field to filter the listings for an individual content item or by the state of the content (open or closed for comments). Use the **Reviewer** field to filter the listings for an individual reviewer. Use the **Priority** field to filter the listings by the priority level. Use the **View** field to filter the listings by the view (device or custom).

Use the **Search** field to search for comments.

Click **View in Content** to view the corresponding comment in the content.

Verifying fixed comments

You can optionally verify comments that are fixed by the publisher. The publisher has completed updating the content based on your comment and he or she is ready for you to verify the changes. You can approve the changes or specify that further changes are required.

The publisher is immediately notified of your responses. He or she can archive approved comments or process comments requiring additional attention.

To verify a Fixed comment:

1. Click the **Comments** tab.
2. Locate the Fixed comment that you want to verify from the list.
3. To view the comment in the content and verify the comment, select the comment and click the **View in Content**. The content item is launched in a special browser window containing the ReviewLink comment pane. The comment pane is minimized when the window first opens. Click the expand icon  to show the full

comment pane. Click **OK** if you approve the changes made based on your comment or click **Not OK** if additional changes are required. Click the **Add Attachment** button to add attachments to your comment. Provide an optional response and click **Submit Response** when you are ready to submit your response.

4. To verify the comment within the **Comments** tab, select the comment and click **OK** if you approve the changes made based on your comment or click **Not OK** if additional changes are required. Click the **Add Attachment** button to add attachments to your comment. Provide an optional response and click **Submit Response** when you are ready to submit your response.

The status for the comment is updated based on your response.

Changing the status of a comment

You can optionally change of status of a comment. Select from the set of predefined status or specify a custom status.

To change the status of a comment:

1. Click the **Comments** tab.
2. Locate the comment that you want to change. For details, see [Viewing the list of comments](#).
3. Use the **Status** field to either select a predefined status or specify a custom status. The content in the field is filtered as you type. Clear the field, then use the drop-down to select from the following predefined statuses or begin typing to filter the list:
 - **Archived**
 - **Fixed**
 - **In Progress**
 - **More Info Needed**
 - **New**
 - **No Change**
 - **Not OK**
 - **OK**

Custom statuses are added to the list.

4. Click **Submit Response**.



- Custom statuses can contain the characters "A" through "Z" and "a" through "z", dash ("-"), underscore ("_"), dollar sign ("\$"), numbers, and spaces.
- Entering custom statuses is not supported on Apple iPad and iPhone iOS devices.
- If no status is specified, **New** is assigned.

- Click  to clear the field or delete a custom status from the list.

The status for the comment is updated based on your response.

Changing the priority of a comment

Publishers and reviewers can specify the priority of a comment.

To change the priority of a comment:

1. Click the **Comments** tab.
2. Locate the comment that you want to change. For details, see [Viewing the list of comments](#).
3. To change the priority level, click the priority indicator arrow  and select the appropriate priority from the drop-down list. Select from **Highest, High, Medium, Low, Lowest**. Comments are assigned the **Medium** priority by default.
4. Click **Submit Response**.

The priority is changed.

Agreeing with a comment

You can optionally agree with a colleague's comment. Agreeing with a comment is a shortcut equivalent to immediately submitting a response comment with the response text "I agree".

To agree to a comment:

1. Click the **Comments** tab.
2. Locate the comment that you want to change. For details, see [Viewing the list of comments](#).
3. Click **Agree**. (Optionally, use the **Respond** field to provide additional information before clicking **Agree**.)

The status for the comment is updated based on your response.

Indicating that you are done reviewing

You can notify the publisher that you are done reviewing an open content item and that they can no longer expect comments from you. The notification is sent as an email message that you can customize before sending.

To indicate that you are done reviewing:

1. Click the **My Content to Review** tab.
2. Locate the appropriate open content item and click the **I Am Done Reviewing** button. The Send Message window.
3. To carbon-copy the other reviewers, enable the **CC Other reviewers of this**

content check box.

4. Update the **Subject** field as necessary and customize your message in the **Message** field.
5. Click **Send Message**.

The done-reviewing message is sent.

Adding attachments

You can add attachments to a comment. Attachments can be added to new and existing comments.

To add an attachment to a comment:

1. Click the **Add Attachment** button. The Upload window opens.
2. Click **Browse** to locate and specify the attachment file.
3. Click **Save**.
4. In the comment pane, complete the **Comment Summary** and **Comment Details** fields and click **Submit Comment** to add the attachment to the comment. If you are adding an attachment to an existing comment, complete the **Respond** field and click **Submit Response**.

The attachment is added to the comment.

Viewing and downloading attachments

You can view individual attachments that are added to comments. For comments with multiple attachments, a zipped file containing the attachments can also be downloaded.



Drawn comments using the markup tools are saved as HTML page attachments that cannot be downloaded. For details about using the markup tools to add comments, see [Adding review comments](#).

To view an attachment, click the attachment in the comment thread. In most cases, the attachment is opened in another browser window.

To download a zipped file of all non-markup attachments associated with a comment, click the Download Attachments  button. Use the File Download window to open or save the file.

You can also export the comments to a PDF file. For details, see [Saving comments to PDF](#).

Saving comments to PDF

You can save the comments and the comment threads to a PDF file. Additionally, you can save an individual comment thread to a PDF file. The PDF file is displayed in a separate window.

To save the comments and the comment threads to a PDF file, follow these steps:

1. Click the **Comments** tab if it is not already opened.
2. In the Comments list, click the **PDF**  button.

The PDF file is downloaded to your browser's default download directory and opened in another window.

To save a comment thread to a PDF file, follow these steps:

1. Click the **Comments** tab if it is not already opened.
2. Locate the comment thread that you want to save to a PDF file and click the Exports Comments as PDF  button.

The PDF file is downloaded to your browser's default download directory and opened in another window.

Saving comments to CSV

You can save the comments to a comma-separated values (CSV) file. The report is saved as a CSV file that can be opened and viewed in tabular format in a program like Microsoft Excel. If attachments were added to the comment thread, you can select to have them included in the CSV file.

The CSV file includes the following columns:

Column name	Description
Type	The type of comment as either Comment or Response .
Status	The status of the comment.
Content Name	The name of the content item.
Version	The version number of the content item.
Comment Summary	The summary of the comment.
Comment Details	The short description of the comment.
Attachments	Included attachments.
Comment Location	Location of the comment.
User	Name of the reviewer.
Date and Time	Timestamp of the comment.
System Info	System information including operating system, IP address, and browser details.

To save the comments to a CSV file, follow these steps:

1. Click the **Comments** tab if it is not already opened.
2. Click the **Export**



button. The Export Comments window opens.

3. To include the attachments, enable the **Include all associated attachments** check box.
4. Click **OK**.
5. Save the zip file to a local directory.

The comments are exported as a CSV file.

Archiving comments

Publishers can archive comments to complete their life cycle.

To archive a comment:

1. Click the **Comments** tab.
2. Locate and select the comment that you want to archive from the list.
3. To view the comment in the content, click the **View in Content**.
4. Click the **Status** list and select **Archived**.
5. Click **Submit Response**.

The status for the comment is changed to Archive and is removed from the list of current comments.

Sending Email messages to a publisher

You can send email messages to a publisher from within ReviewLink.

To send an email message to a publisher:

1. Click the **My Content to Review** tab if it is not already opened.
2. Scroll to the appropriate content item then click the email  icon next to the publisher's name. The Send Message dialog box opens.
3. Update the **Subject** field as necessary and specify your message in the **Message** field.
4. Click **Send Message**.

The message is sent.

Setting notifications

Publishers and reviewers can be automatically notified as content is processed for review. Publishers can be notified when a reviewer submits a comment and when a reviewer updates the status of a comment. Reviewers can be notified when someone has responded to one of your comments and when content is open and closed for comments.

View these topics for additional information:

- [Setting reviewer notifications](#)
- [Setting publisher notifications](#)

Setting reviewer notifications

As a content reviewer, you can set notifications to receive automated Emails as content and comments are processed. The Emails are sent to the email address you use to log in to ReviewLink.

You can set the following notifications:

- When someone responds to one of your comments
- When content is opened or closed for comments

You can also control the frequency of notifications from on every occurrence to daily, weekly, and monthly activity reports.



Automatic Email notifications are sent to publishers and reviewers when the due date is one week away and when the due date is one day away.

Follow these steps to set reviewer notifications:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Click the **Notifications** tab.
4. Click the check boxes corresponding to the notifications you want to set.
5. Use the **Frequency** list to select how often you want to be notified.
6. Click **Save**.

Your notifications settings are updated.

Setting publisher notifications

As a content publisher, you can set notifications to receive automated Emails as content and comments are processed. The Emails are sent to the email address you use to log in to ReviewLink.

You can set the following notifications:

- When a reviewer submits a comment
- When a reviewer updates the status of a comment

You can also control the frequency of notifications from on every occurrence to daily, weekly, and monthly activity reports.

Reviewers can also set notifications, such as when comments are responded to and when content is opened or closed for comments.



Automatic Email notifications are sent to publishers and reviewers when the due date is one week away and when the due date is one day away.

Follow these steps to set publisher notifications:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Click the **Notifications** tab.
4. Click the check boxes corresponding to the notifications you want to set.
5. Use the **Frequency** list to select how often you want to be notified.
6. Click **Save**.

Your notifications settings are updated.

Changing your account settings

You can change your ReviewLink credentials as necessary, including your time zone and your language, and set notification settings to receive automated emails as content and comments get processed.

View these topics for detailed information:

- [Changing your ReviewLink password](#)
- [Changing your ReviewLink name](#)
- [Changing your Time Zone](#)
- [Changing your language](#)

Changing your ReviewLink password

You can change your ReviewLink password as needed. The password is used to log in to ReviewLink.

Follow these steps to change your ReviewLink password:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. In the **Change Password** field, specify the new password. Re-type the new password in the **Confirm Password** field.
4. Click **Save**.

Your ReviewLink password is changed.



Contact your administrator if you experience problems logging in.

Changing your ReviewLink name

You can change your ReviewLink name as needed. The name is displayed along with your role (Publisher or Reviewer) on the home page.

Follow these steps to change your ReviewLink name:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Change the name specified in the **Name** field as necessary.
4. Click **Save**.

Your ReviewLink name is changed.

Changing your Time Zone

You can change your Time Zone setting as needed. Your Time Zone is considered when sending notifications.

Follow these steps to change your Time Zone setting:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Use the **My Time Zone** list to select your new Time Zone setting.
4. Click **Save**.

Your Time Zone is changed.

Changing your language

You can change your default language setting as needed. Select from the following additional languages:

- German
- French
- Spanish
- Swedish
- Chinese

Follow these steps to change your language setting:

1. Log in to ReviewLink.
2. Click **Account Settings** in the upper-right corner of the window. The Account Settings window opens.
3. Use the **My Language** list to select your new language setting.
4. Click **Save**.

Your language setting is changed.

Appendix

You might also find these topics helpful.

- [Trademarks](#)

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