



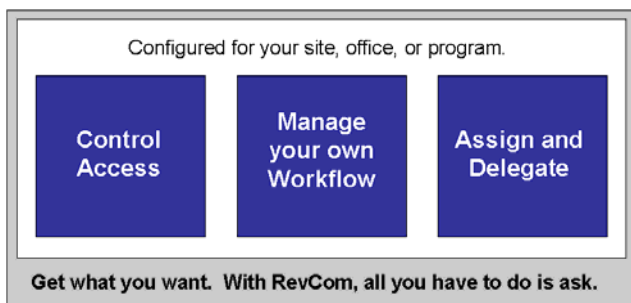
Uniquely adaptable to your site, office, or program needs.

RevCom for DOE Directives is uniquely adaptable to your particular site, office, or program needs. Within the context of the Directives development process, our Technical Support staff can help you take advantage of RevCom's flexibility and will configure the software to meet your needs. *This is a free service* and we can usually do this in less than a day.

Control Access

Have you ever wondered how some reviewers' comments get into RevCom? The system was designed to *encourage* participation in the development process for DOE Directives by making it easy for subject-matter experts (SMEs) to access the system and send comments to their local Directives Point of Contact (DPC) – even if they weren't actually assigned to a document. Since comments are automatically routed through the DPC for review and approval before being sent on up the chain, this arrangement works well in most cases.

On the other hand, what if you want to limit access to draft Directives to the reviewers that you *explicitly assign* to a draft document? Several organizations have recently requested more control over access to RevCom, so we have implemented a **new access control feature** that is now available in all RevCom installations. As a DPC or Program Manager, if you find that you need to limit access to only those reviewers and SMEs who you *assign* to a document, we can change your access control setting in a matter of minutes.



Manage Your Own Workflow

Standard Review Process. Traditionally, the review process for draft Directives has adhered closely to the DOE Organization Chart. RevCom handles this smoothly, by design. For situations that need more flexibility, there are other approaches we can apply.

Map your own review process. RevCom has the built-in capability to let you structure the review process to fit the unique needs of your program or office, yet remain fully within the context and requirements of the overall Directives process managed by the Office of Information Resources (MA-90). If you want to change the review process for your program or organization, this will not disrupt other programs and organizations that might be configured differently. The intent of the Directives development process is to develop the best possible Directives – not to tell you how to manage your review process.

Assign and Delegate

What do you do when you get the notice that a new draft has been posted to RevCom? Do you send a broadcast e-mail to everyone in your organization who might ever use a Directive? There are better ways to distribute a draft for review. You can assign by function and applicability. For that matter, you can even delegate the review and issue resolution process for each draft to the lead SME for the relevant functional area.

Planning Ahead

The RevCom Development Team is working on plans beyond the features we have mentioned in this flyer. We are looking at new features for quick reports, management review and approval, and interfaces to your favorite hand-held devices (cell phone, Blackberry, etc.). If you have suggestions or ideas, please get in touch with us.

Contact Us. For more information about how to adapt Directives RevCom for you site, office, or program needs, call or write Julie Campbell in Client Services. (505) 663-1302, Ext. 101 or support@doxcelerate.com