Comment Collation Tool for Office 2003 - 2010

User guide v2.0

Table of Contents

1 Introduction

The ISO Comment Collation Tool has been developed to support secretaries of ISO committees, convenors of working groups and project leaders in the collation of comments which have been submitted during balloting and/or commenting processes by participants in committees or working groups. Applying the collation tool results in the generation of an output file which contains all the individual comments on a ballot document which have been submitted in a single sorted output file with the same tabular structure as the comment files. The inputs for the collation tool are comments submitted with the ISO Commenting template. The commenting template and a guide to its use are available at www.iso.org/e-guides.

For a satisfactory use of the ISO Comment Collation Tool, please only use the authorized version of the commenting template for the submission of comments and do not modify the commenting template in any form (e.g. by deleting or adding columns or merging cells).

This user guide to the ISO Comment Collation Tool describes how to install and use the Comment Collation Tool. **In case you need any further assistance, please contact the International Helpdesk in the ISO Central Secretariat (e-mail: helpdesk@iso.org).**

⚠ *The ISO Comment Collation Tool **is not compatible with Mac**, and hence it cannot be used on by Mac users.*

2 How to install the Comment Collation Tool

2.1 Download & install the tool

The Comment Collation Tool can be found under www.iso.org/e-guides in folder *02 – Electronic Balloting/ Commenting template and Comment collation tool*.

The direct link is:
http://isotc.iso.org/livelink/livelink?func=ll&objId=5156909&objAction=browse&viewType=1

To download the tool, click on the *"Comment Collation Tool"* file. In the dialog that opens, choose **save**.

Save the *CCTool.dot* file to a location on your computer. It is recommended to save it under "*My Documents*". At the first run of the tool, a folder called "*Comments*" will be created at this location (under My Documents).

3 How to use the Comment collation tool

Step 1 – Download the comment files

Download the comment files from the balloting portal and save them into a folder of your choice on your computer. Please ensure you have extracted the files into a folder from the .zip archive.
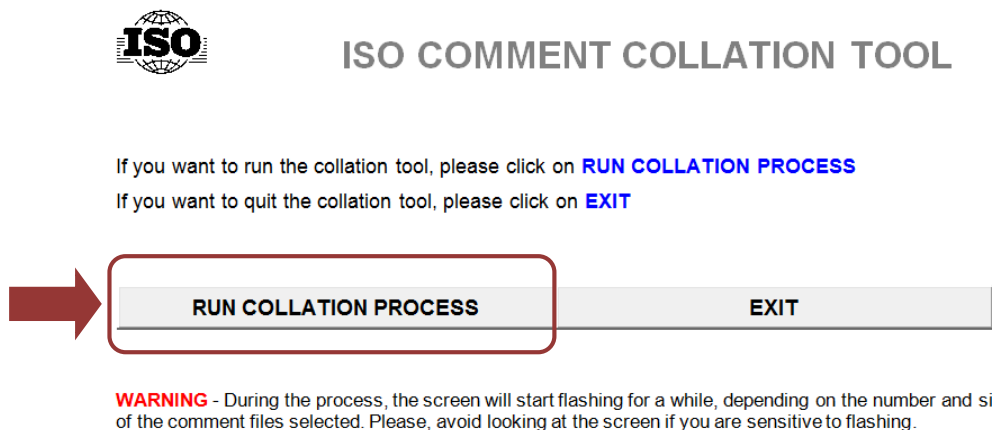
It is recommended to save the comments into a folder under *My Documents\Comments* for easy access by the comment collation tool.

Step 2 – Open the comment collation tool

Open the tool by double-clicking on the file "*CCTool.dot*".

Step 3 – Click on 'Run Collation Process'

Click on the **Run Collation Process** button to start the collation process.

Figure 1 - Run Collation Process

Step 4 – Select the files to collate

Navigate to the folder in which your files are located by selecting the drive letter and then selecting the folders through double-click:
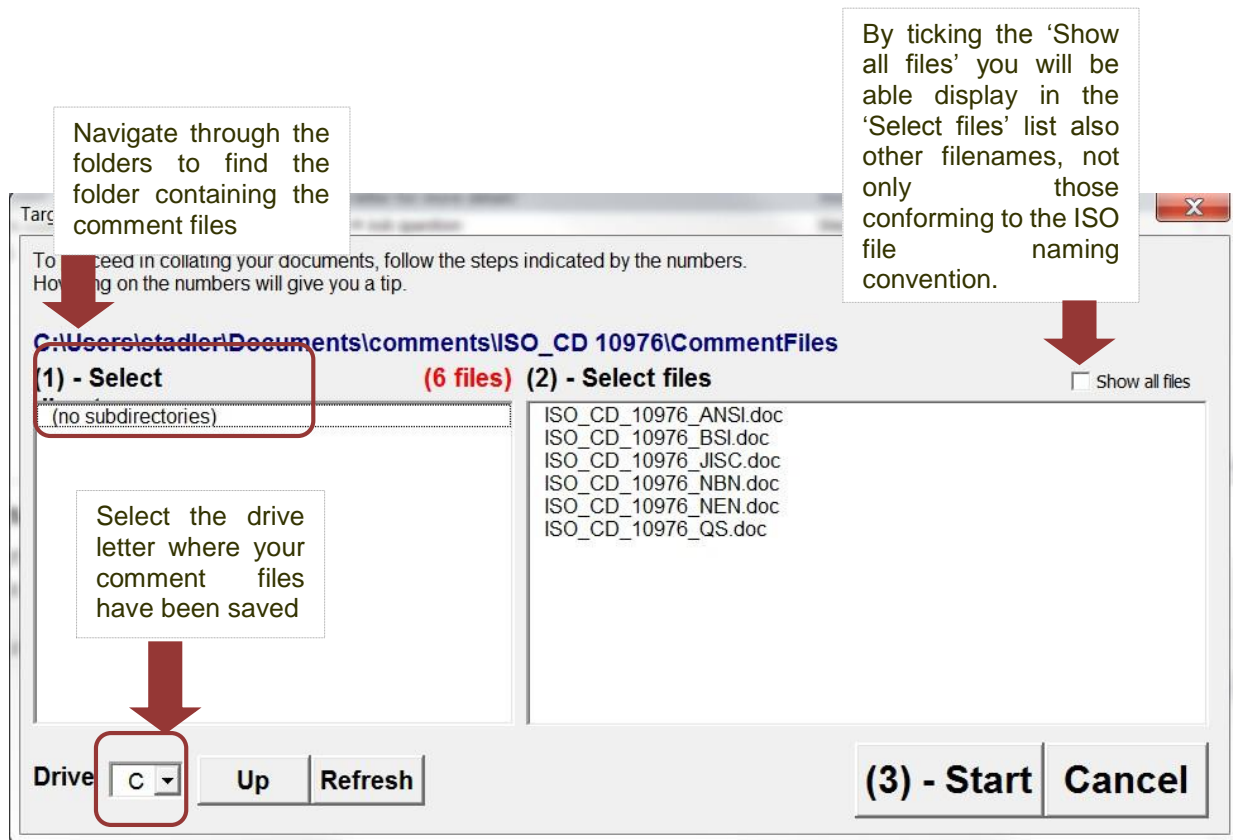
By ticking the 'Show all files' you will be able display in the 'Select files' list also other filenames, not only those conforming to the ISO file naming convention.

Navigate through the folders to find the folder containing the comment files

Select the drive letter where your comment files have been saved

Targ...

To ...ceed in collating your documents, follow the steps indicated by the numbers.
Ho...ng on the numbers will give you a tip.

C:\Users\stadler\Documents\comments\ISO_CD 10976\CommentFiles

(1) - Select   **(6 files)**   **(2) - Select files**   ☐ Show all files

(no subdirectories)

ISO_CD_10976_ANSI.doc
ISO_CD_10976_BSI.doc
ISO_CD_10976_JISC.doc
ISO_CD_10976_NBN.doc
ISO_CD_10976_NEN.doc
ISO_CD_10976_QS.doc

Drive [C ▾]   **Up**   **Refresh**   **(3) - Start**   **Cancel**

Figure 2 - Navigate folders

When you have navigated to the folder containing the files to collate, you will see the files appear in the right hand of the screen. Select the files you want to collate and click on **Start**:
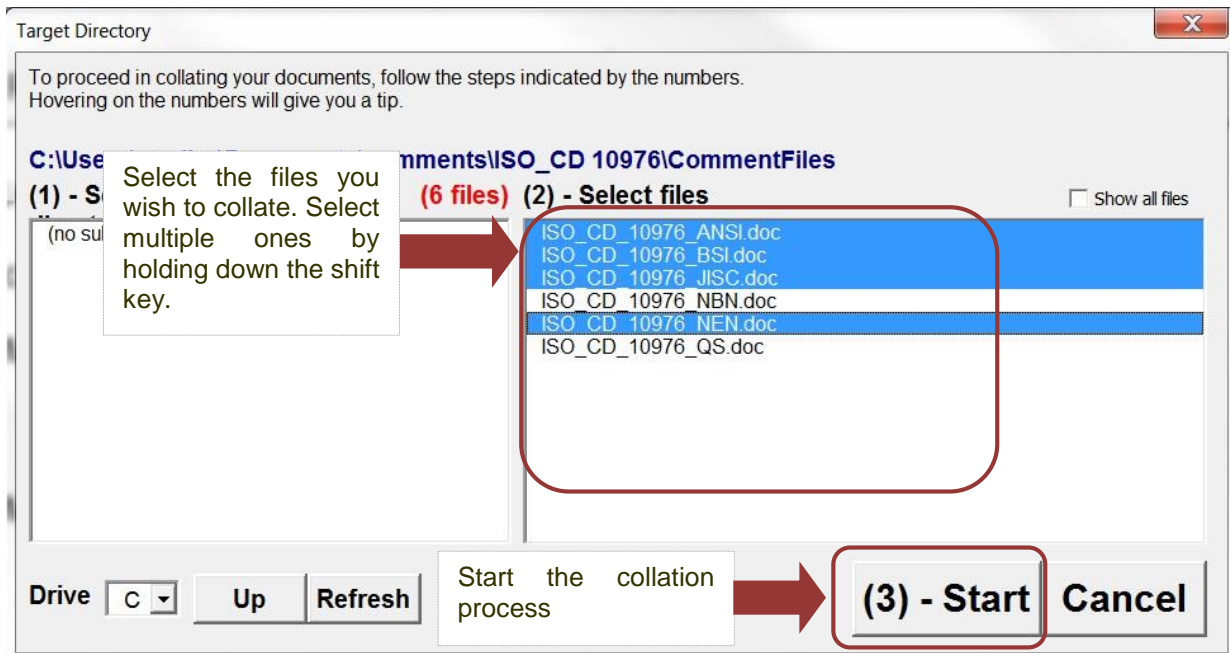
Figure 3 - Select files and start

Step 5 – Collation process completed

When the system has finished collating the documents, you will receive a pop-up message alerting you:
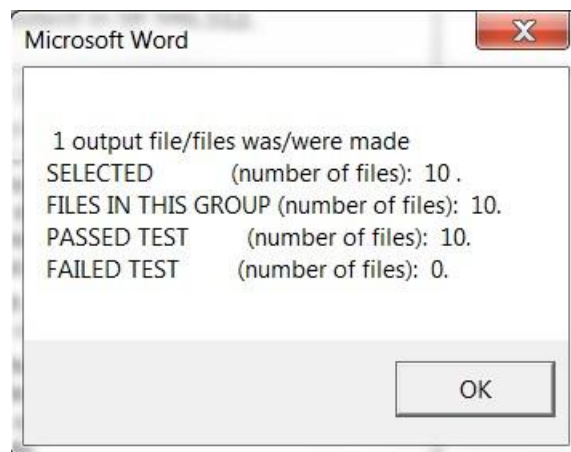

Figure 4 - Completion confirmation

You will find a document called *"Collated.doc"* in the folder where the original comment files are stored containing the collated comments.

Each group of comment files with the same prefix in the file name will be collated into a single, separate output file. This file has the same tabular structure as the input files and contains a summary at the end of which files were processed. The output file contains all the comments submitted for one ballot document and is sorted (1) by the column Clause in ascending order and (2) by the column MB. Empty rows or rows with other content than clause numbers will appear at the beginning of the table.
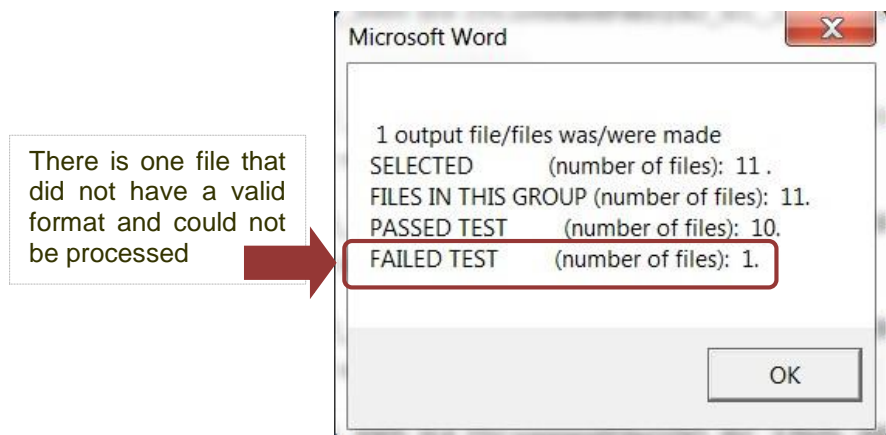
⚠️ *Do not run any other application or use the clipboard and do not obstruct the tool in any other way during the collation process, as this could produce unpredictable collation results.*

Microsoft Word will be unresponsive while the collation process is running.

Step 6 – Dealing with errors

The comment collation tool only processes files in the format of the commenting template. In case the template has been modified or there is a problem with the document content, the collation process will be aborted and the Log file will open to show you which files caused a problem. The Log file will be stored in the same location as your original comment files.

There is one file that did not have a valid format and could not be processed

> 1 output file/files was/were made
> SELECTED   (number of files): 11 .
> FILES IN THIS GROUP (number of files): 11.
> PASSED TEST   (number of files): 10.
> FAILED TEST   (number of files): 1.

Figure 5 - Completion confirmation with errors

Based on the information in the Log-file, changes required of the format of those comment files in which errors have been detected can be undertaken. After finalization of these changes, the collation process can be initiated again. Depending on whether or not all identified errors in the format of the comment files have been corrected, the process will be successfully concluded.

If there are errors which you can't solve by correcting the format of a particular comment, you may wish to consider unselecting the particular file and generating the collated output file without the file causing problems. You can then manually paste the comments contained in this file into the collated output file. Otherwise, please contact either the submitter of the file or the International Helpdesk in the Central Secretariat at helpdesk@iso.org.