

Overview of the “Review” functionality in DITAworks

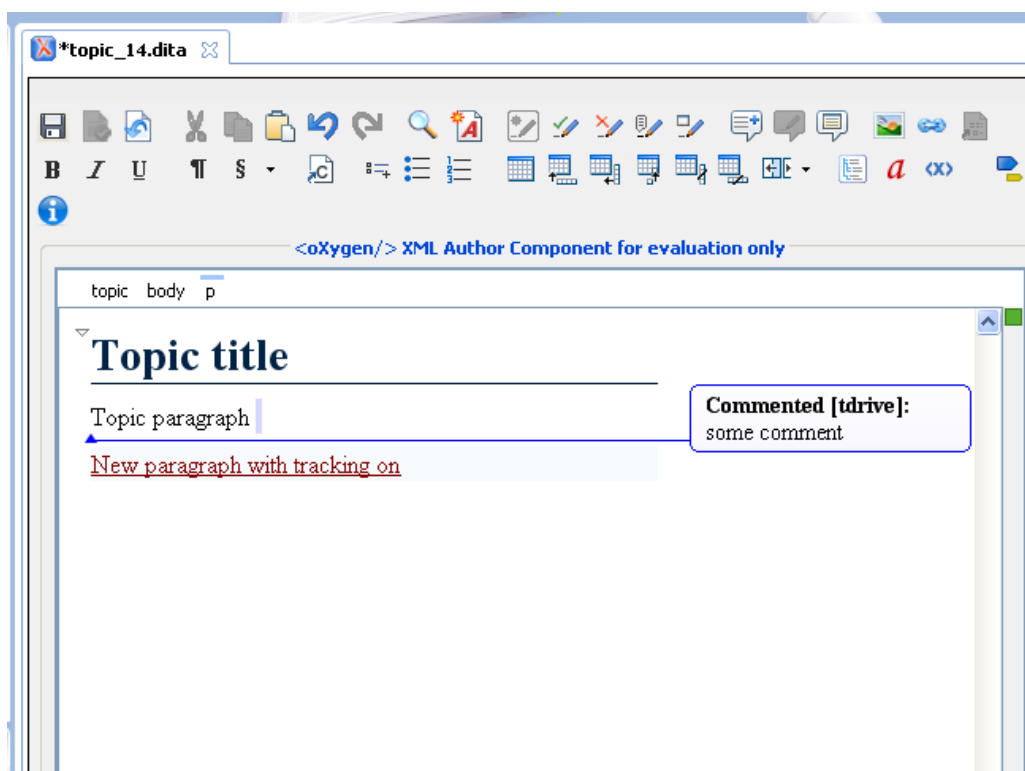
Review functionality allows content editors to send a set of documents (topics and maps) to one or more reviewers - **DITAworks** system users and also external users via email.

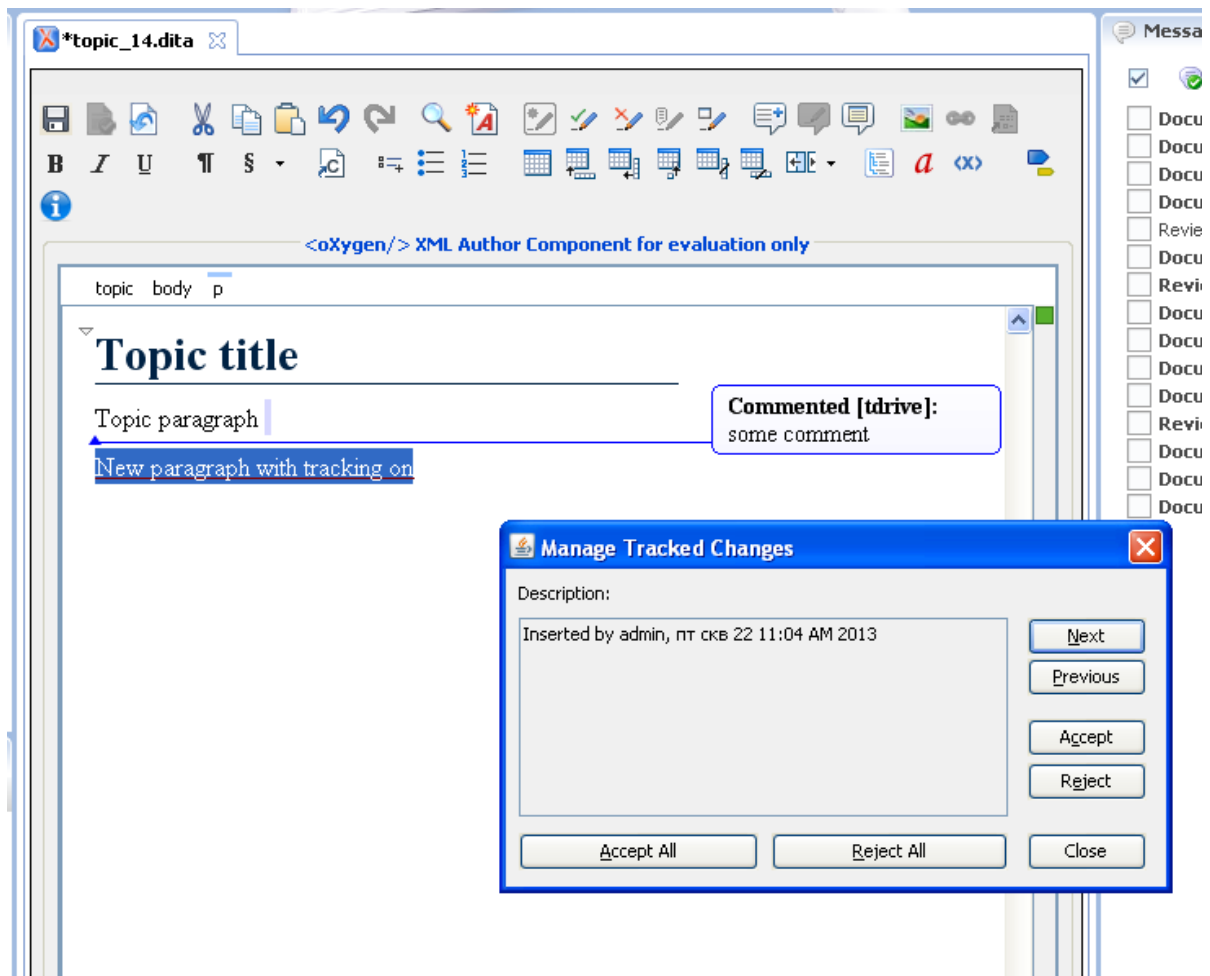
Short functionality description:

- Support of two modes of review:
 - o Commenting
 - o Commenting and editing with change tracking
- Support of internal **DITAworks** users and external users (not implemented yet but planned)
- Review View and Review Perspective for the whole review process management
- Task List view for user tasks monitoring
- Messages view and message control to easy track all new messages
- Generic task and notification management modules that support all kind of tasks and notifications

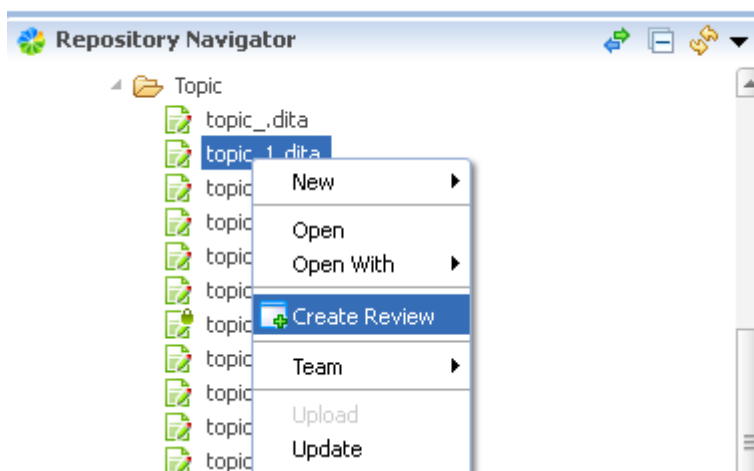
Short overview:

When the user gets a new review task (to review some topic) he opens this topic in Oxygen Editor in the review mode and starts the review. He can create comments and also make changes to content in track changes mode.

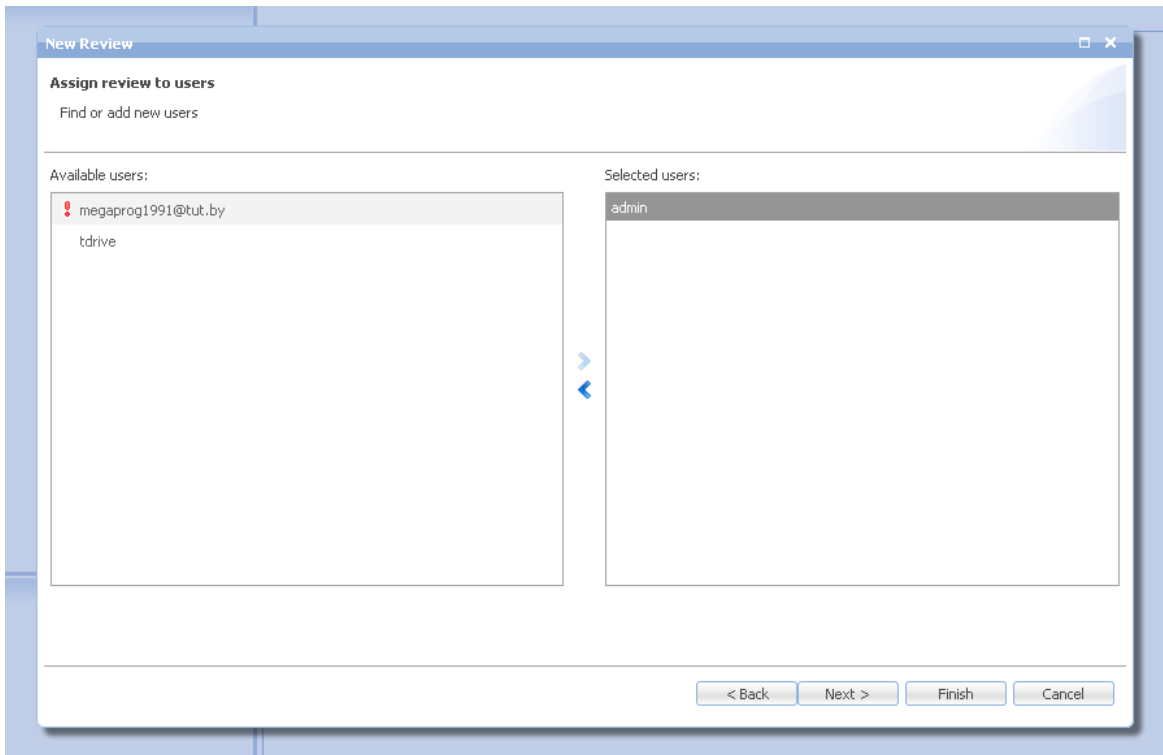
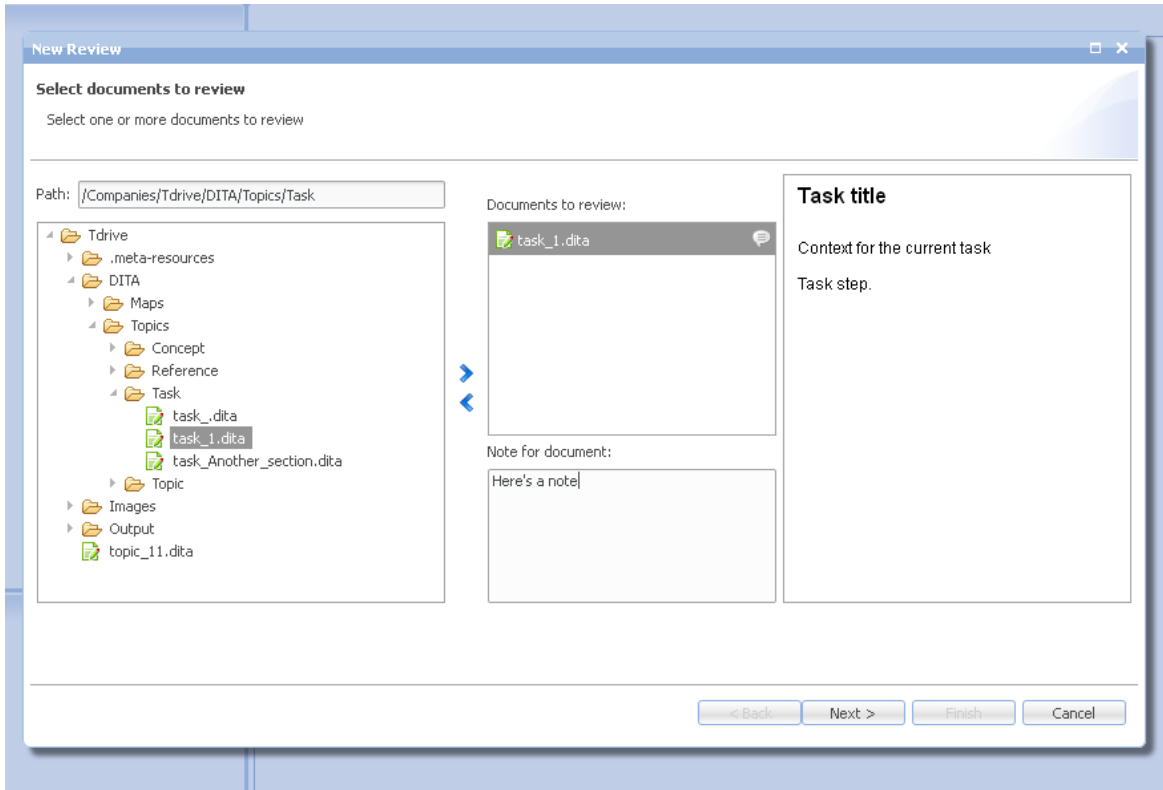




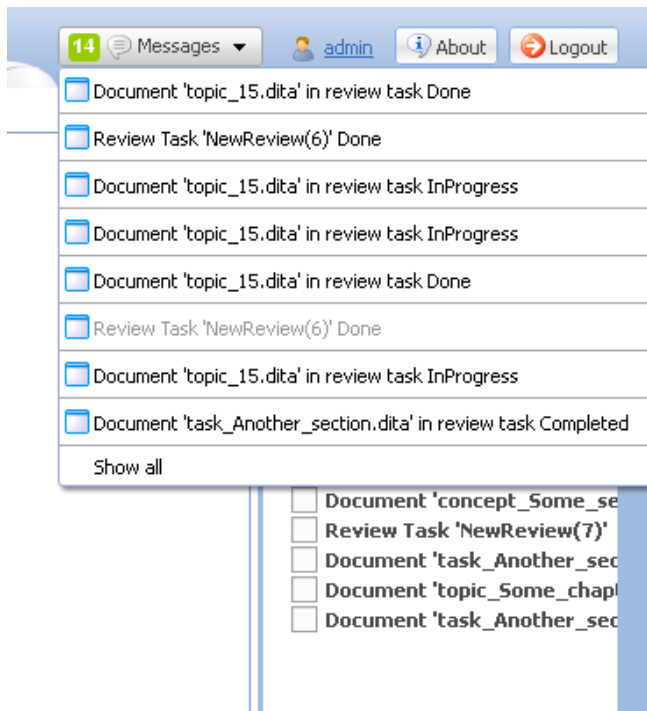
Editor can easily create a new Review task – just open the context menu on the topic(s) he wants to review:



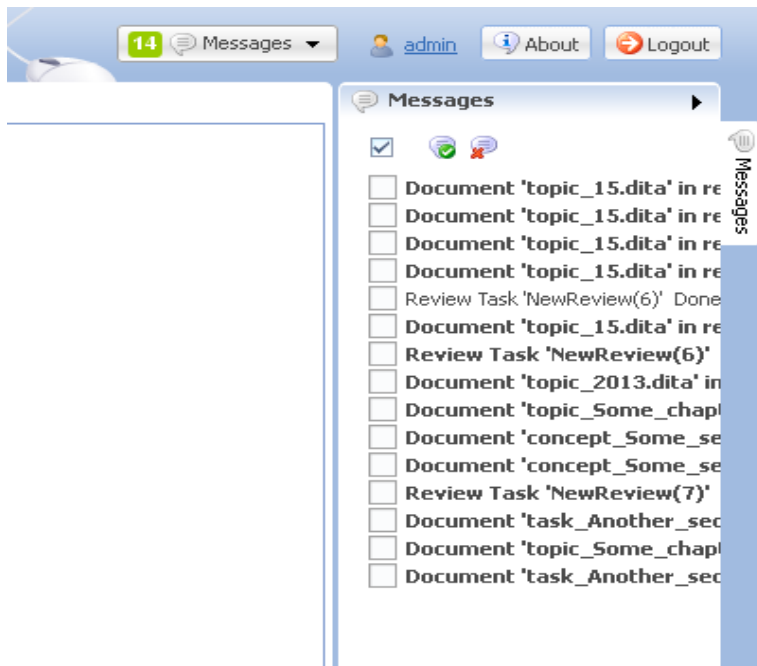
The Review creation wizard will open. In this wizard the editor can choose one document or several documents to review, put some notes and choose one or more reviewers and set some other options of the review process like review mode (allow only commenting or commenting and editing with changes tracking).



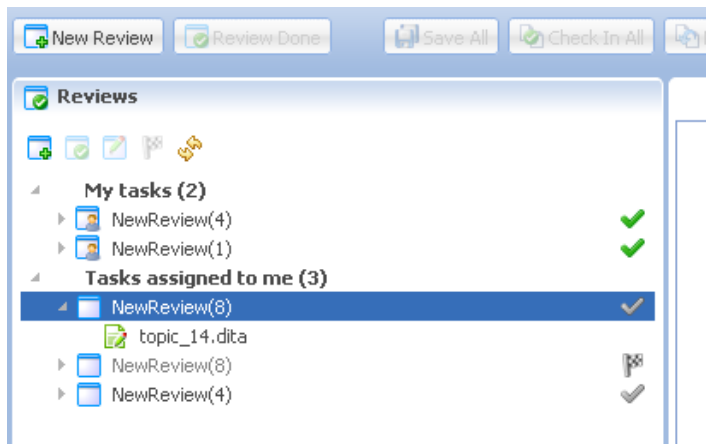
When the review task has been created, the reviewers get notification messages:



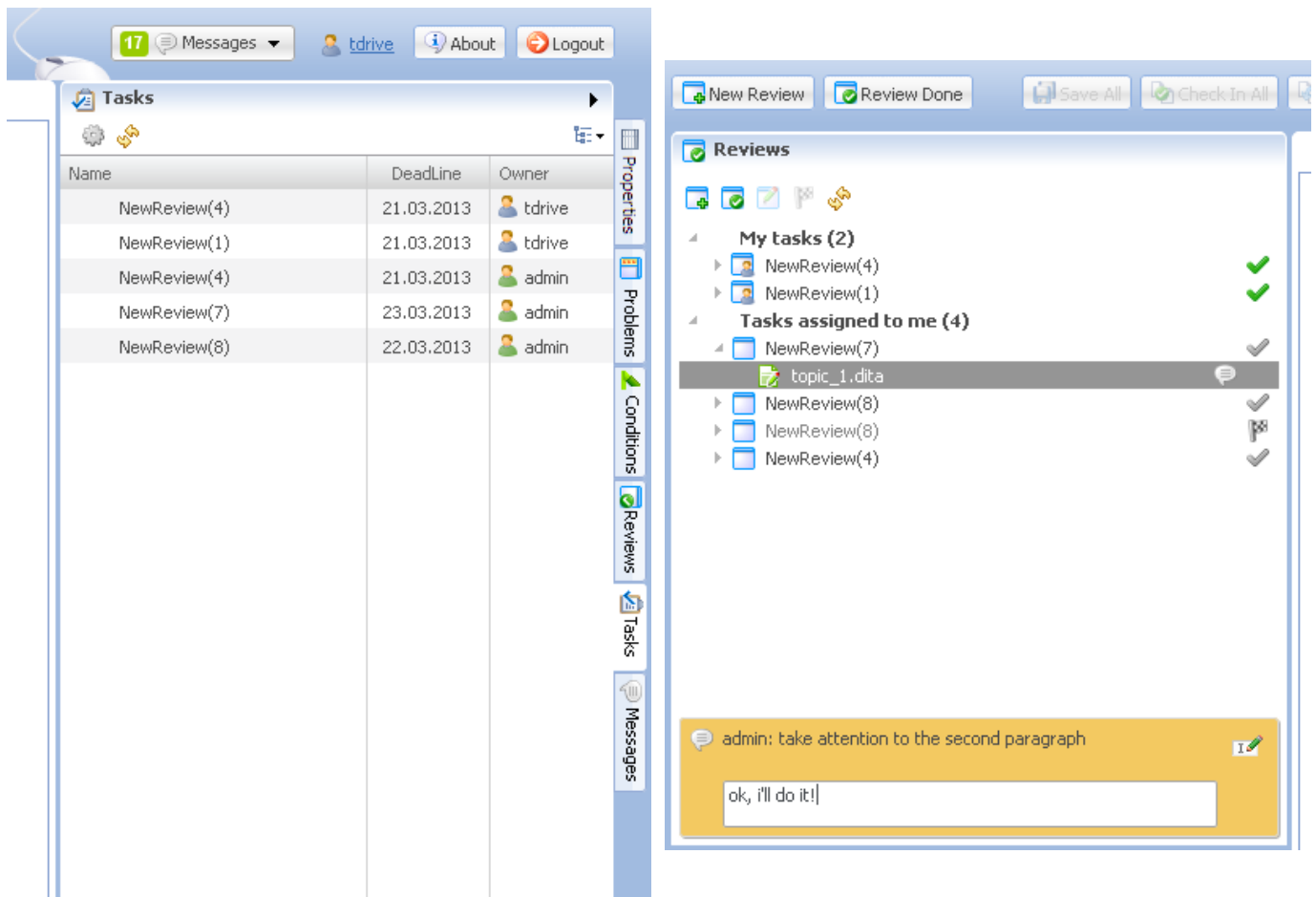
User can click on *document review message* and this document will automatically be opened on review in the Oxygen Editor. All messages user can see in the *Messages* view:



Review view and review perspective is implemented for the whole review process management:



Here you can create review, change review status (done, reopen, finish), add some messages:



Generally, we implemented a generic task management and notification management system, which is not only supporting the review task, but can support all kind of tasks in the future. On the Task List view the user can see all his tasks (tasks he creates and tasks assigned to him).