

# **USER'S GUIDE**



CommentCounts is an online database of the public comments received in response to the **Control of Air Pollution from Aircraft Engines: Emission Standards and Test Procedures (EPA-HQ-OAR-2019-0660).** Comment Excerpts from the public comment text is organized in CommentCounts by outline headings. CommentCounts also contains all significant comment document files from the docket. Use this User's Guide to get started using CommentCounts.

Depending on your access level, you can use CommentCounts to:

- Search the database of organized comment excerpt text in many different ways
- View, download, and print the original comment document files
- Generate MS Word or Excel reports of the categorized comment excerpt text or of statements of concern/responses
- Move comment excerpt text from one outline section to another
- Draft, edit, and finalize responses to comment excerpts (NOTE: the Response Module will remain closed until the text of the public comments is added to the database. The "What's New" alert on the Comment Counts homepage will let you know when the response module opens.)

Please submit all questions to David Cooley, Abt Site Administrator, who can be reached at <u>David Cooley@abtassoc.com</u> or (919) 294-7793.

## Abt Associates, August 2018



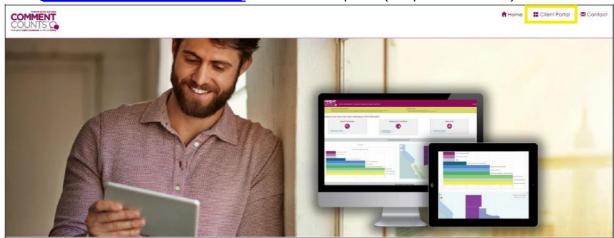
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## **LOGGING IN**

Go to: https://www.commentcounts.com and select 'client portal' (see yellow box below).



#### Select EPA (EPA-HQ-OAR-2019-0660).

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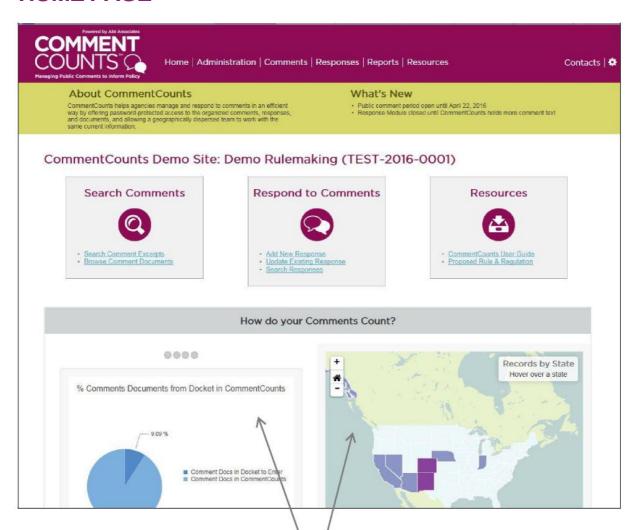
## Abt Associates, August 2018



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Please Login Below  Email:  Password:	Email – your agency email address Password – use the temporary password located in your new account email for initial login, then create a unique password  Use this link if you forget your password.  The User Guide will help you get started.
Request Password Reset   Quick Start Guide	



## **HOME PAGE**



These graphics display summary info about the comments received. Toggle through the charts on the left using the gray buttons.

The map shows the states where the commenting organizations are based.

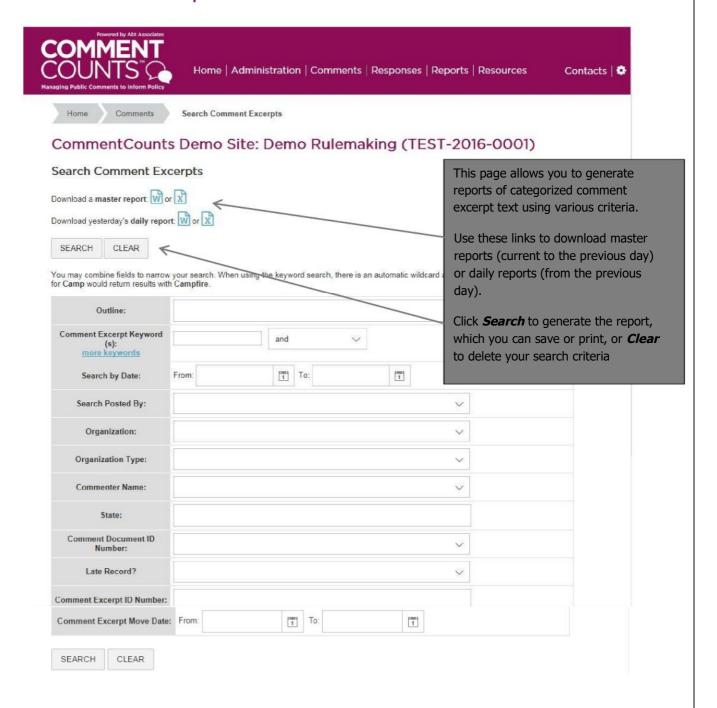
All of these graphics are dynamically updated as the database is populated.



## **SEARCH COMMENTS**

To view categorized comment text or the original comment documents, use the links under the "Search Comments" on the home page. Comment documents can also be accessed under the "Comments" or "Reports" tabs on the top of the page.

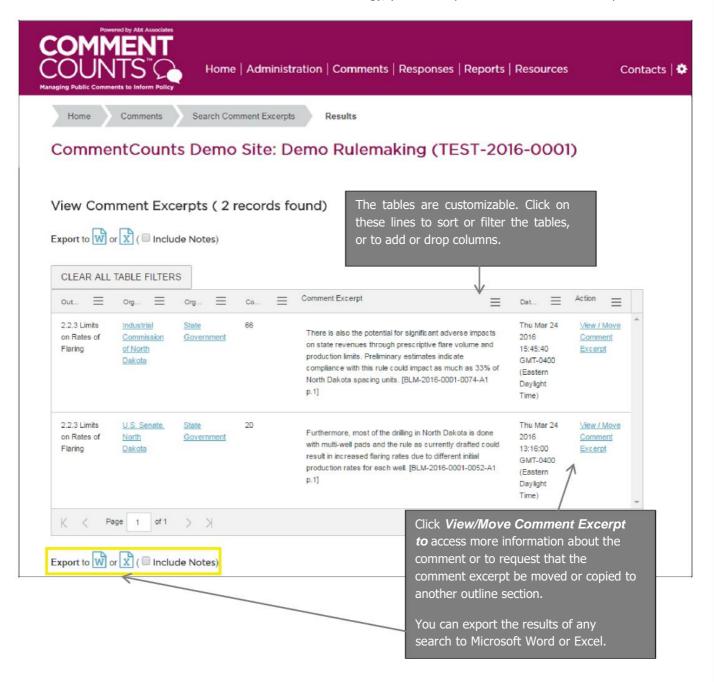
#### **Search Comment Excerpts**





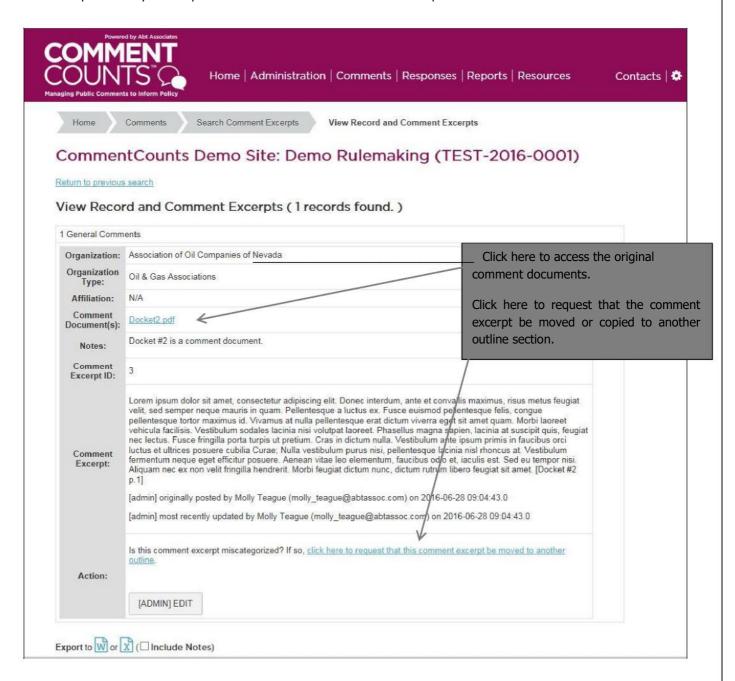
#### **View Comment Excerpts**

This page displays the results of your selected search criteria. You can export the search results to MS Word or Excel using the link at the bottom of the page (see yellow box below). If you notice that a comment excerpt is mis-categorized and would be more appropriate in another outline (or belongs in both its current outline as well as another outline heading), you can request that it be moved or copied.





When you click on *View/Move Comment Excerpt*, you can see more information about the comment excerpt, including links to the original comment document, which can provide context to the comment excerpt. You may also request that the comment text be moved or copied to another outline section.





#### **Move Comment Excerpt Request**

If you click on the link shown on the previous page to request the comment be moved, you are taken to the screen shown on the next page, which is CommentCounts' *Move Comment Excerpt Request* Function. This section explains how you can request that all or part of the comment excerpt text be moved or copied to another outline section.

#### Do you want to Move or Copy the comment excerpt text?

- Moving the comment excerpt text removes it from the current outline section and puts it into a different outline section.
- Copying the comment excerpt text keeps it in the current outline section and also adds it to another outline section.

#### Do you want to Move all of the comment excerpt text or only part of the comment excerpt text?

- A *Full Move* means all the comment excerpt text will be moved. Select this option if all of the comment excerpt text is in the wrong outline section.
- A Partial Move means only some of the comment excerpt text will be moved. Select this option if
  only some of the comment excerpt text is in the wrong outline section.

#### Do you want to Copy all of the comment text or only part of the comment text?

- A *Full Copy* means all of the comment excerpt text will be copied to another outline section. Select this option if all of the comment excerpt text applies to another outline section.
- A Partial Copy means some of the comment excerpt text will be copied to another outline section. Select this option if only some of the comment excerpt text applies to another outline section.

**Note:** The comments are not moved instantly after the requests are submitted, but the requests are filled as promptly as possible.





Home | Administration | Comments | Responses | Reports | Resources

Contacts |

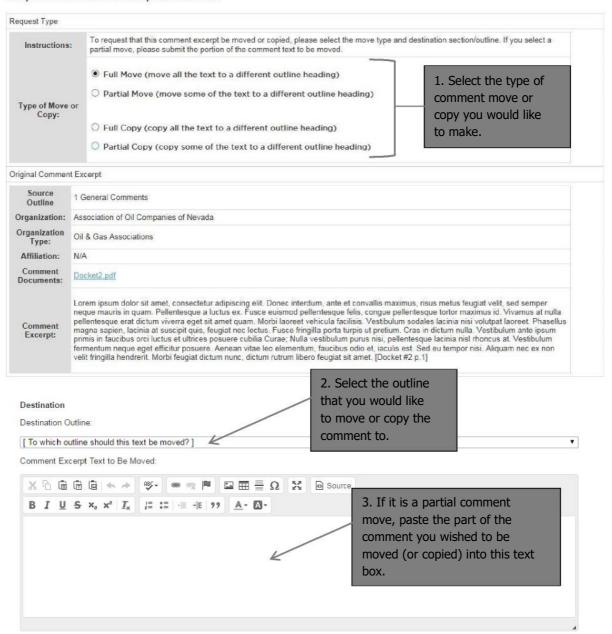
Home Comments

Move Comment Excerpts

#### CommentCounts Demo Site: Demo Rulemaking (TEST-2016-0001)

Return to previous search

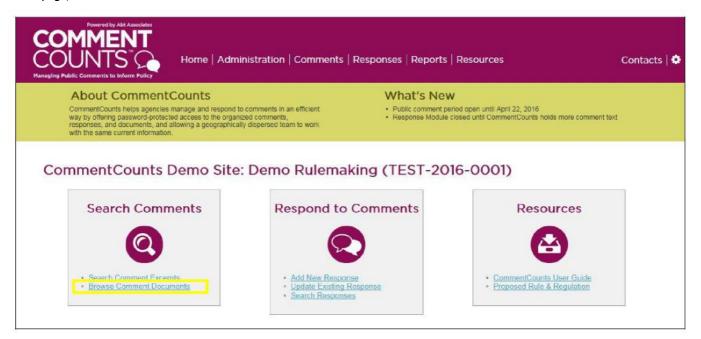
#### Request Comment Excerpt be Moved



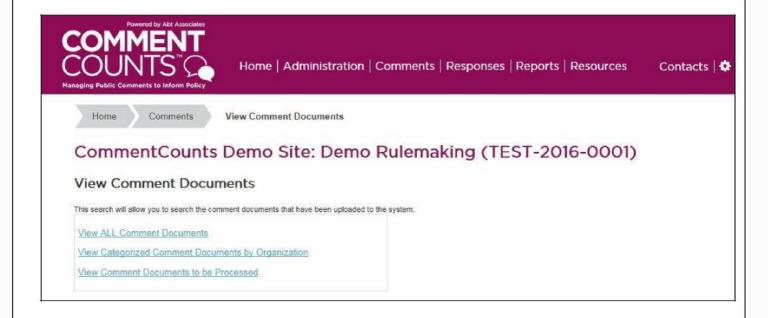


## **BROWSE COMMENT DOCUMENTS**

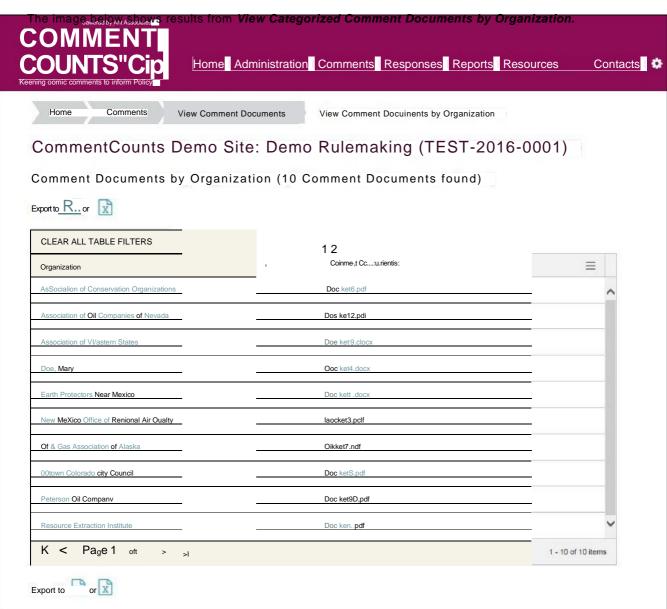
You have access to all comment documents and attachment files received in the docket. On the home page, click on *Browse Comment Documents*.



After clicking *Browse Comment Documents* on the home page, you have the option to view all comment documents, comments that have already been categorized, or comments that have yet to be categorized into outline headings.





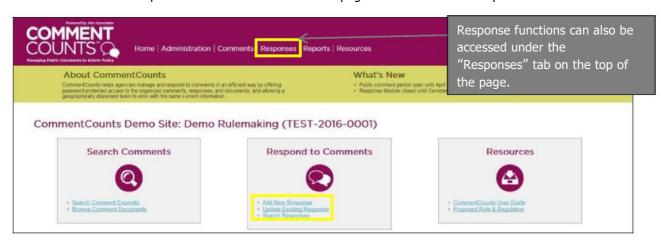




## **RESPOND TO COMMENTS**

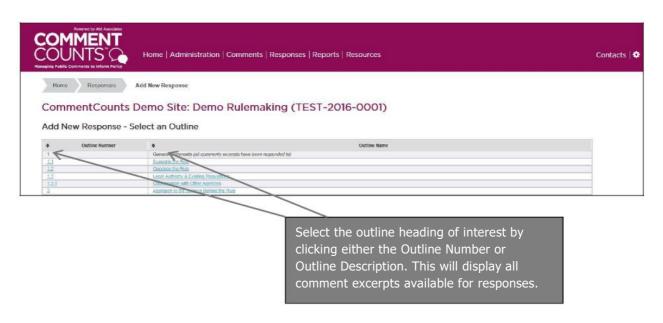
There are different levels of access for responding to comment excerpts. Your access level will determine how you can use the Response Module. Some users have read-only access to the comment excerpts and responses. Some users can create, edit, and submit draft responses. Other users can create, edit, and submit final responses.

Use the links under "Respond to Comments" on the home page to create or edit a response.



#### Add a New Response

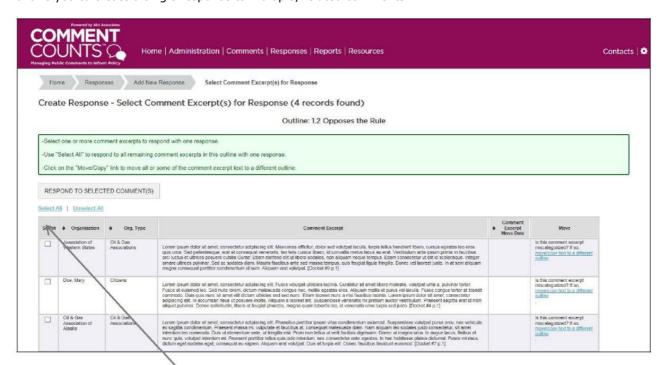
#### **Select an Outline**





## Select Comments Excerpt(s)

Select the comment or comments to which you wish to respond. Selecting two or more comments allows you to create a single response to multiple, related comments.



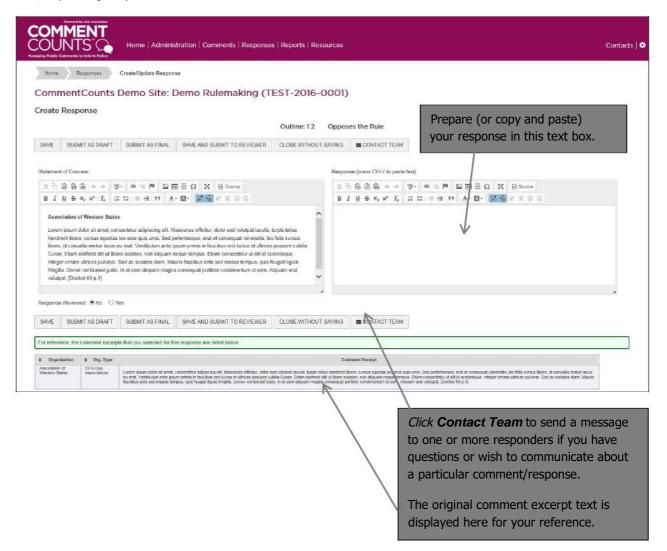
Check the box(es) next to your selected comment excerpt(s), then click *Respond to Selected Comment Excerpt(s)*.



#### **Create Response**

This page allows you to prepare a response to the selected comment excerpt(s) as well as edit the "Comment Excerpt(s)" text box on the left if you wish to provide a summary of comment text.

Once you've prepared your response in the right text box, you can save, submit as draft, or submit as final, depending on your user access level.



**NOTE:** If you feel that a comment does not belong in a particular group with other comment excerpts, you may request that it be ungrouped. At that point, you may respond to the comment excerpt individually, group it with other comment excerpts, or request that it be moved to another outline section

If you feel that the comment excerpt should not be associated with a response, it is important to ungroup the comment to ensure that it can be responded to elsewhere. The procedure for ungrouping a comment excerpt is discussed in more detail below.

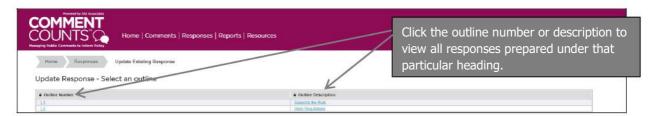


#### **Update Existing Response**

This function allows you to edit an existing response.

#### **Select an Outline**

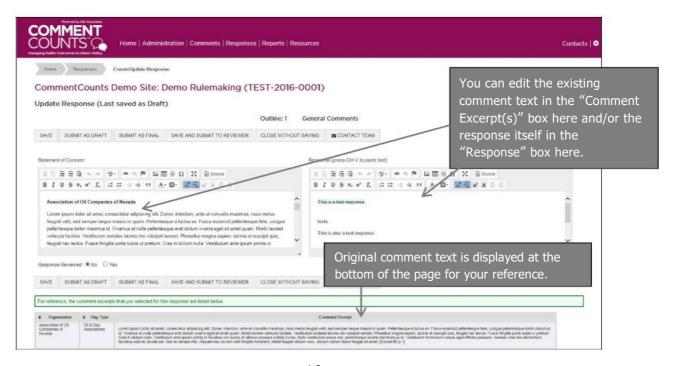
Click the **Update Existing Response** link on the home page (or **Update**, under the "Responses" tab), select the outline heading of the response you wish to update.



#### **Update Response - Select a response**



### **Update Response**





#### **Grouping and Ungrouping Comments to Responses**

When you select an outline heading, as part of the *Update Existing Response* function, you also the option to group or ungroup comments associated with a response.

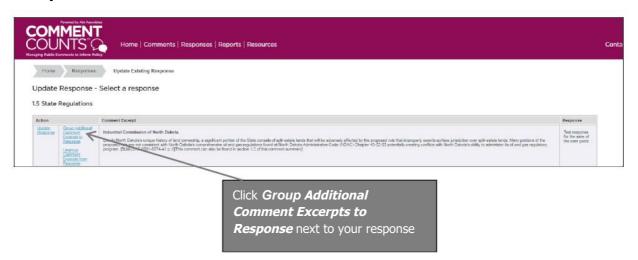


The **GROUPING** tool allows you to group additional like-comments to a response that has already been prepared. Keep in mind that only comments that are in the same outline heading and are not already linked to an existing response can be grouped using this tool.

If you wish to group a comment excerpt that is currently categorized in a different outline heading, it's necessary to first submit a request to move it to your current outline. Once the request is executed and the desired comment excerpt is in the same outline heading as the target response, you will be able to group the comment excerpt. If you want to change the grouping of a comment excerpt that is already linked to a response, you must first use the ungroup tool (as comments cannot be linked to multiple responses). See instructions "Ungroup Comments from Response" below.

NOTE: When you add an additional comment excerpt to a group, the verbatim text of that comment will be appended to the bottom of the text in the "Comment Excerpt(s)" text box. If you have already edited or summarized the comment text in this text box, you may need to edit it again after you group additional comment excerpts to a response.

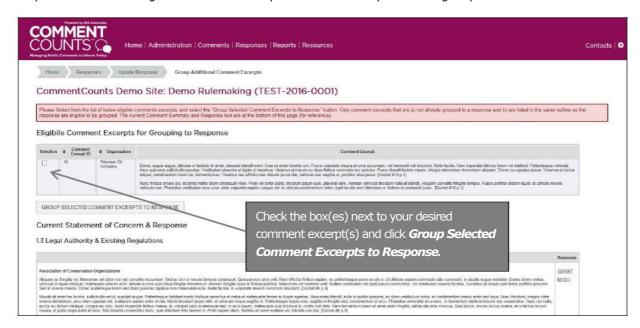
## **Group Additional Comments**





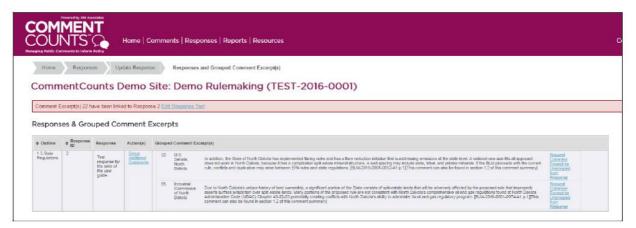
#### **Select Comments to Group**

This page displays all comment excerpts in the same outline heading that are not already linked to a response. Select the eligible comments that you wish to link to your existing response.



#### **Responses & Grouped Comment Excerpts**

This page displays a summary of all comment excerpts linked to the response, included those newly grouped.



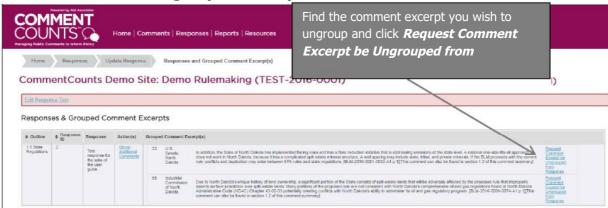


The **UNGROUP** feature allows you to request that a comment excerpt be un-grouped from the response to which it is currently linked. While your request will be executed promptly, please note that this is not an automatic function like the grouping feature.

#### **Ungroup Comments from Response**



#### **Select Comments to Ungroup from Response**



**NOTE:** You cannot select multiple comments to be ungrouped simultaneously. Ungrouping must be requested for each individual comment excerpt that you wish to ungroup from the response.

#### Response and Grouped Comment Excerpt(s)

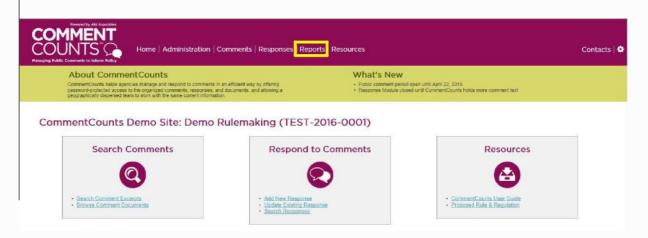
This screen confirms your submission and provides a summary of your request.





## **REPORTS**

You have the option to download reports of all comments, reports that contain responses and comments text/summaries, and reports that contain responses, comment summaries and the original comment text via "Downloads" under the "Reports" tab. Reports can be downloaded to either Microsoft Word or Excel.



Additional detailed reports (which may or may not have the option to download) can be found under the "Reports" tab at the top of the page. These include comment documents associated with each submitter, and counts of comments in each outline heading, and completed comment move requests and ungroup requests.



QUESTIONS? Use the *Contacts* link at the top right of the home page to send a message either to Abt's site administrators or to other users.

