Global Environment Outlook Review Editing Analytical Database

(GEO-READ)

User Manual

and

Frequently Asked Questions

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A. General

What is the GEO-READ portal?

The Review Editing Analytical Database of the Global Environment Outlook (GEO-READ) is the United Nations Environment Programme's (UNEP) digital portal for managing the review of GEO reports. The system provides different services and privileges to different users; whether they are report authors, reviewers, review editors, members of GEO advisory boards, or members of the GEO secretariat.

GEO-READ supports and enhances the rigor, credibility, and transparency of the assessment's review process. It also provides review editors and other stakeholders with various analytical tools to guide and supplement their work as they analyse the large numbers of comments provided by peer and government-nominated reviewers. This digitizing of the review process responds to the UN Secretary General's '**Our Common Agenda**' by fostering increased digital cooperation through a new governance and administrative model for GEO, and is an example of UNEP's ongoing **digital transformation**.

How do I access the portal?

For instructions on how to become a report reviewer on the portal, please check this section **below**. For all other inquiries regarding access to the system, please contact: **unep-ewad-geohead@un.org**.

If I have any problems using the portal, who do I contact?

For technical support or questions about using the system, please contact: **georead@cedare.int**.

What is a review cycle?

A 'review cycle' is the timeframe during which reviewers and other stakeholders with reviewer privileges are allowed to submit comments on a particular draft of a report. Review cycle timeframes are set by the GEO advisory bodies at the beginning of the production process and are designed to facilitate the production of the report in a timely manner.

What is a response cycle?

A 'response cycle' is the timeframe during which authors and co-chairs are allowed to submit responses to reviewer comments on a particular draft of a report. Response cycle timeframes are set by the GEO advisory bodies at the beginning of the production process and are designed to facilitate the production of the report in a timely manner.

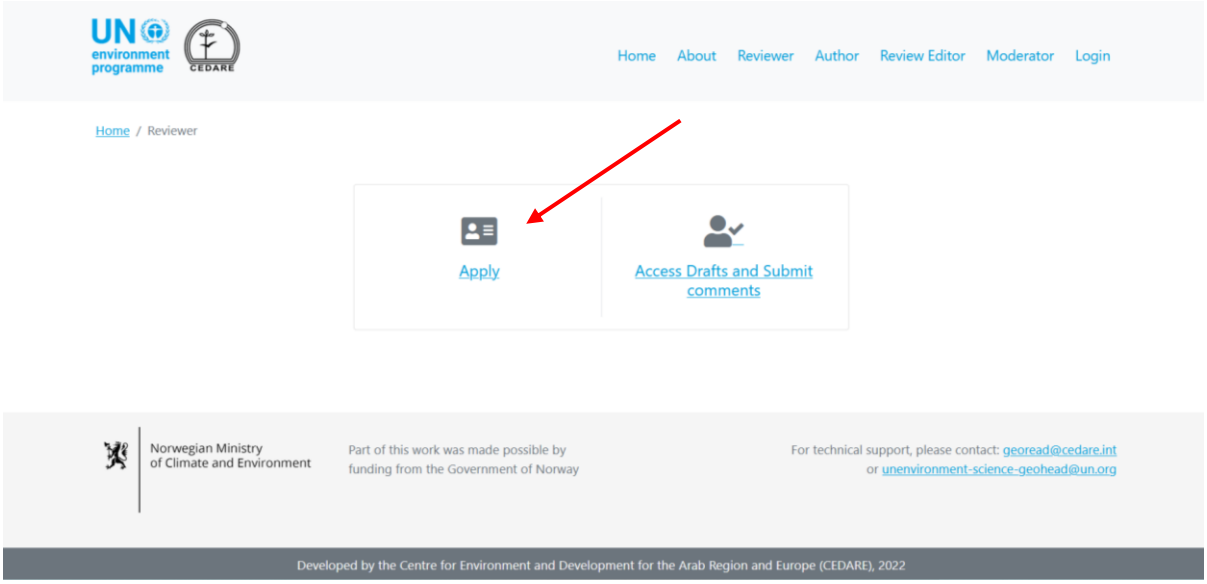
What is a review editor?

Within the framework of the GEO report production process, review editors are key resource persons in ensuring the integrity of the review process, by checking that all substantive expert and government review comments are afforded appropriate consideration by the authors, advise authors on how to handle contentious or controversial issues.

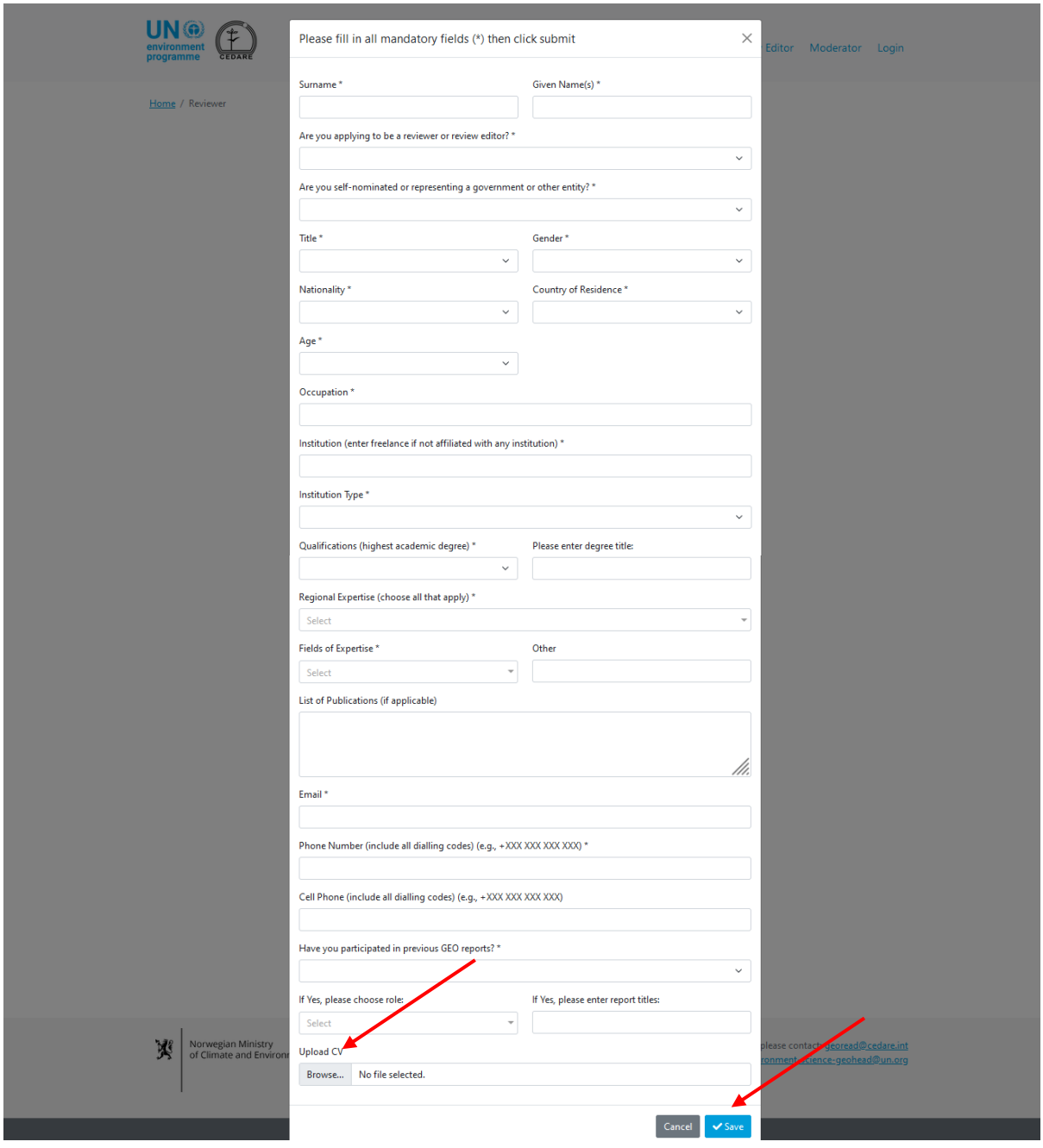
B. Reviewer

How do I apply to become a reviewer?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Apply**:



Fill in the reviewer form, paying particular attention to required fields marked with *. If you wish, you may also **upload** a detailed CV. Click **Submit** to add your application to the database.



Please make sure you fill in your application accurately, especially the nomination box, as you cannot edit it once you have submitted it. If you wish to submit a new application, you will need to use another email address as your application is tied to the email address used on it. You may contact the secretariat (**mailto:unep-science-geohead@un.orgunep-ewad-geohead@un.org)** for assistance in deleting an application from the system so you can submit a new one using the same email address.

Once you are verified by the secretariat as a reviewer, whether self-nominated or government-nominated, you will receive a username and password at the email you provided in your form from the GEO-READ mailbox (**georead@cedare.int**). Please note that if you have never received emails from the system before, your email provider may send this email to your spam/junk folder, so please check that regularly.

Who can see all the information I submit in my reviewer profile?

Until you are approved as a reviewer by the GEO secretariat and receive a username and password, only the system moderators can see your reviewer profile and all the information on it.

Once you are approved as a reviewer (peer or government-nominated) and receive your username and password, the information you submitted in your reviewer profile will be automatically linked to any comments you submit, and that information will be visible to any portal users who can access those comments.

Are my comments anonymised in any way or can authors and/or other users see who has submitted any comments?

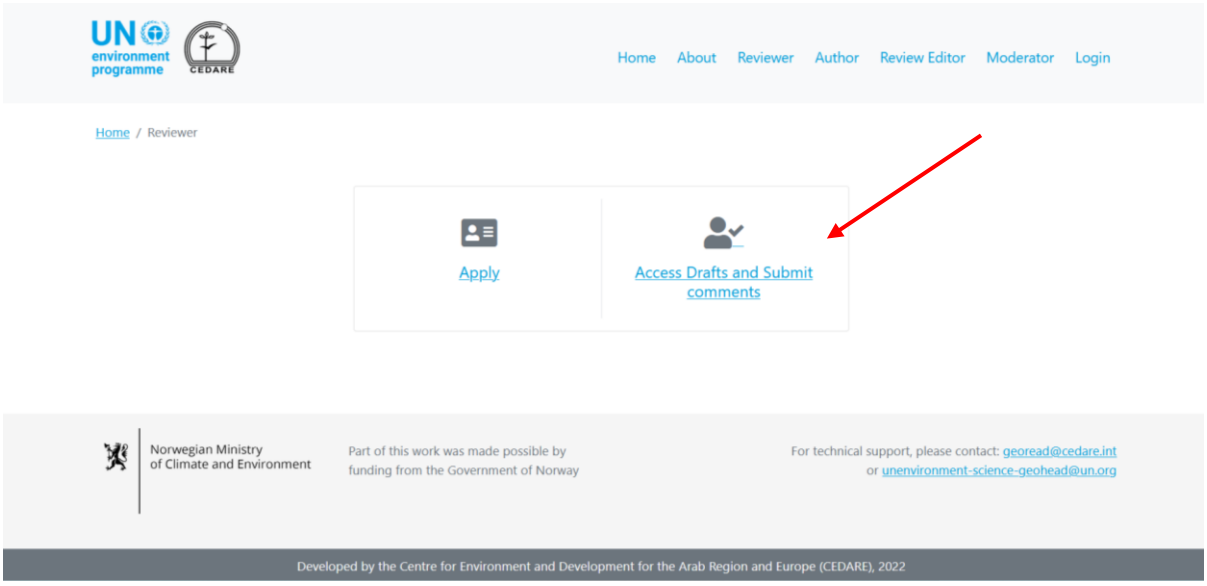
Comments submitted for any draft GEO document or report are not anonymised. Report authors, co-chairs, review editors, the GEO secretariat, and members of some GEO advisory bodies can see who submitted a comment and access their full reviewer profile.

I have already been nominated by my government or organisation to be a reviewer, how can I access the portal and submit comments?

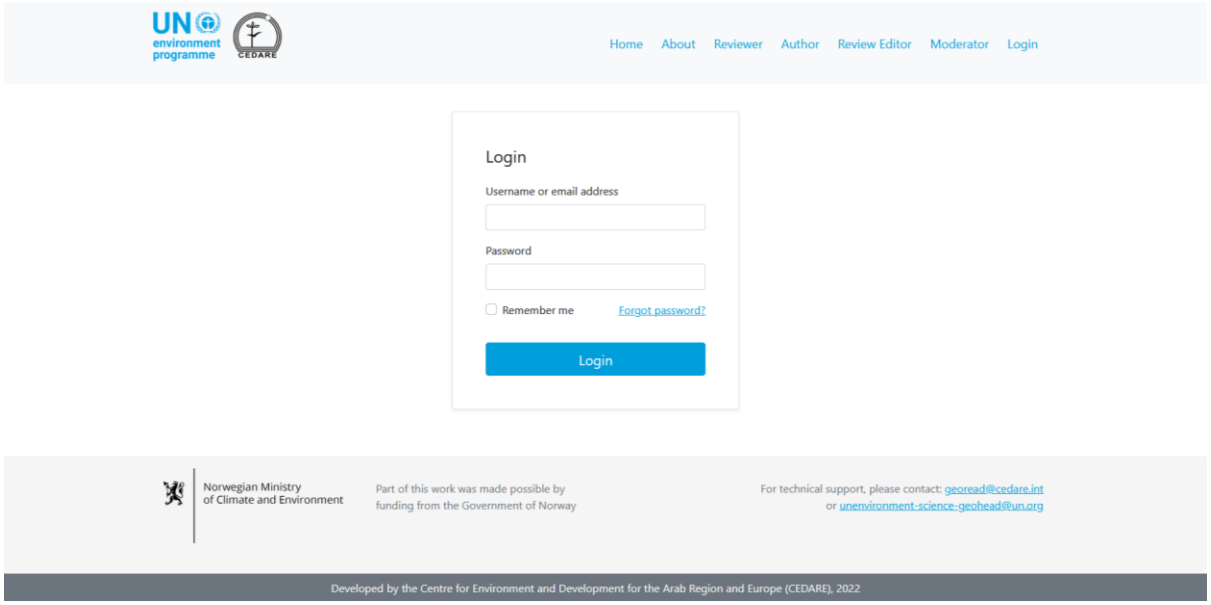
After the GEO secretariat receives your government nomination, you must submit a reviewer profile using the 'apply to be a reviewer' function on the portal (please see this **section**). You will then be automatically approved by the secretariat as a government-nominated reviewer and receive a username and password. Subsequently, the comments you submit will be marked as official comments submitted by your country/territory.

How can I access the draft under review?

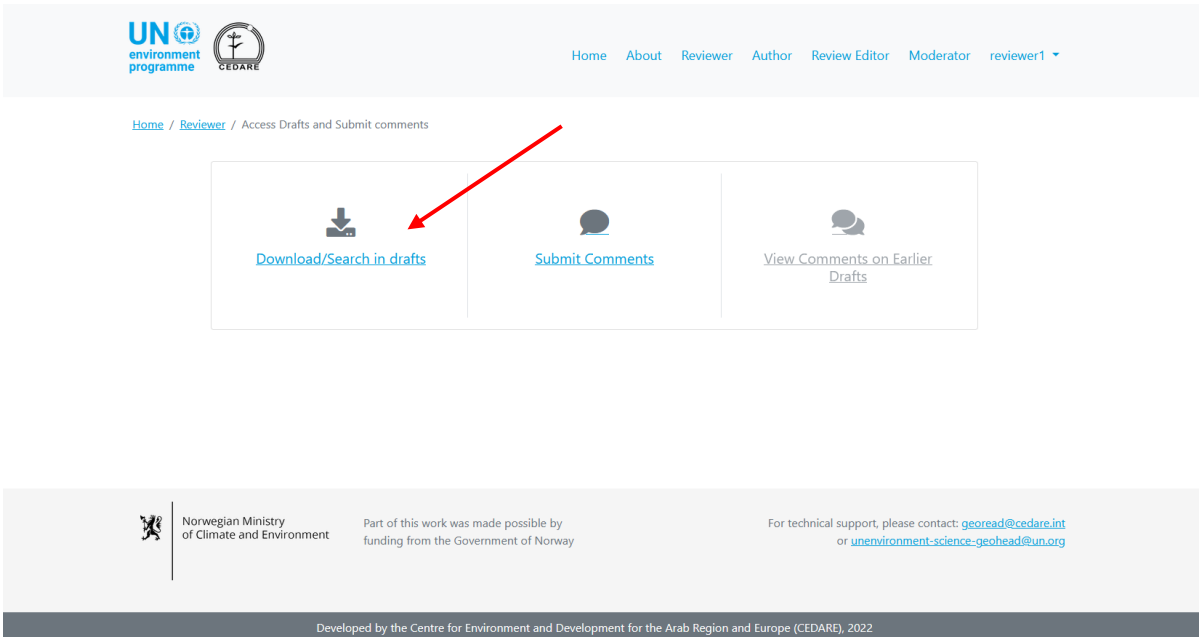
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comment**:



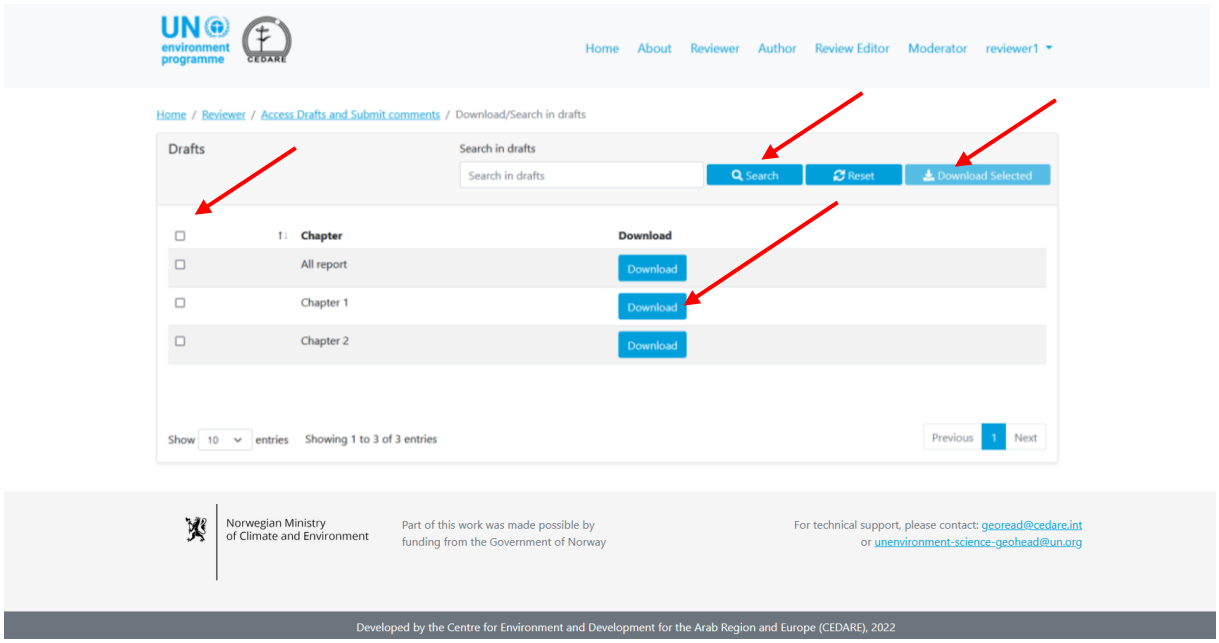
You will then be prompted to log in using the username and password provided by the GEO secretariat:



Once you have logged in, click **Download/Search in Drafts**:

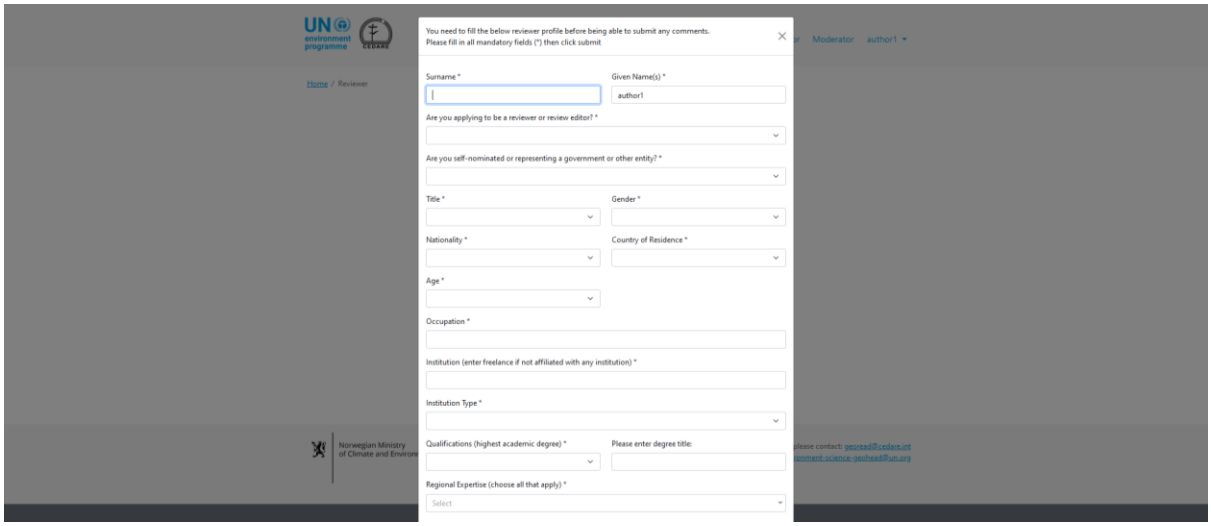


You will arrive at a screen displaying the list of all current chapter drafts available. Click **Download** next to the draft chapter you wish to download, or select several chapters from the selection boxes on the left and download those in one zipped folder using the **Download Selected** button. You will then be prompted to choose the folder on your desktop device where the file or folder will be saved. You can also search the files for any keyword you choose, to locate the specific chapters where it is mentioned.



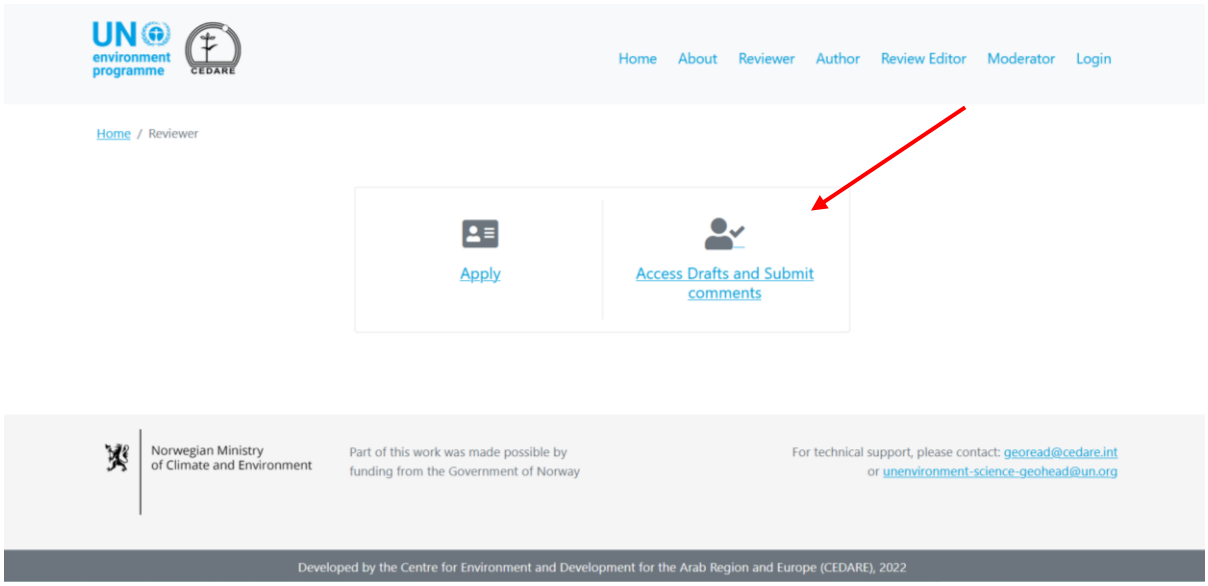
Who can submit review comments?

Whether you would like to participate in reviewing a GEO report as a self-nominated reviewer, or you have been nominated by your government to do so; in order to submit comments on any draft, you must submit a reviewer profile and receive a username and password from the GEO secretariat (see this section **above**). If you are a GEO author, co-chair, editor, GEO secretariat member, or GEO advisory board member, log in to the system using the credentials provided by the GEO secretariat, then follow the **steps** for submitting comments and the system will automatically prompt you to fill out a reviewer profile:

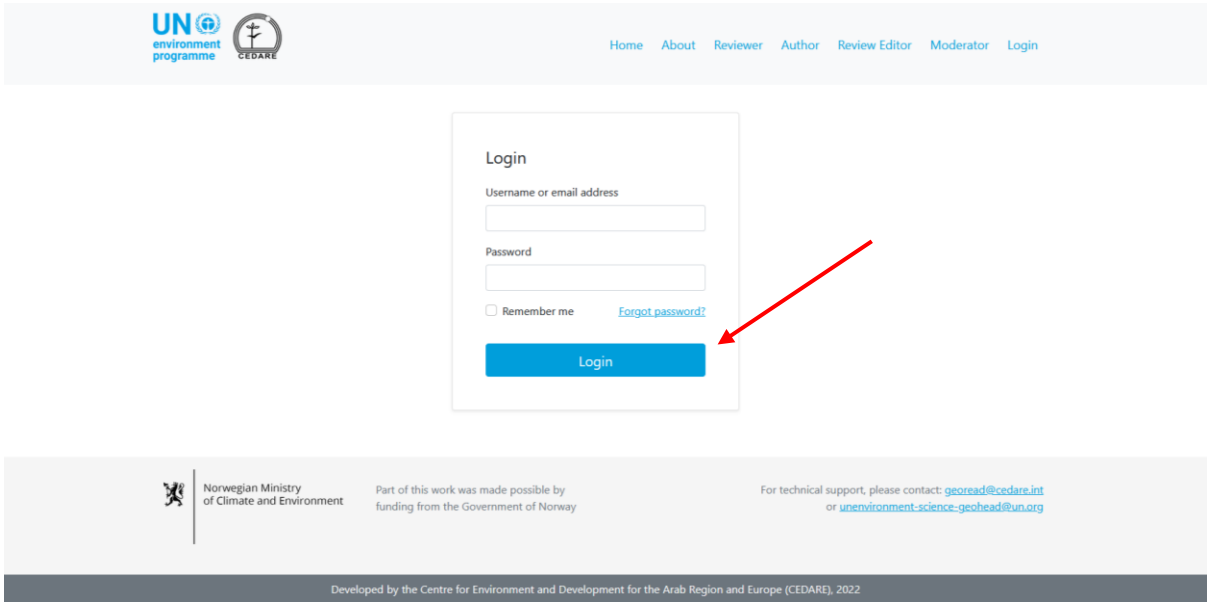


How do I submit comments while reading the drafts?

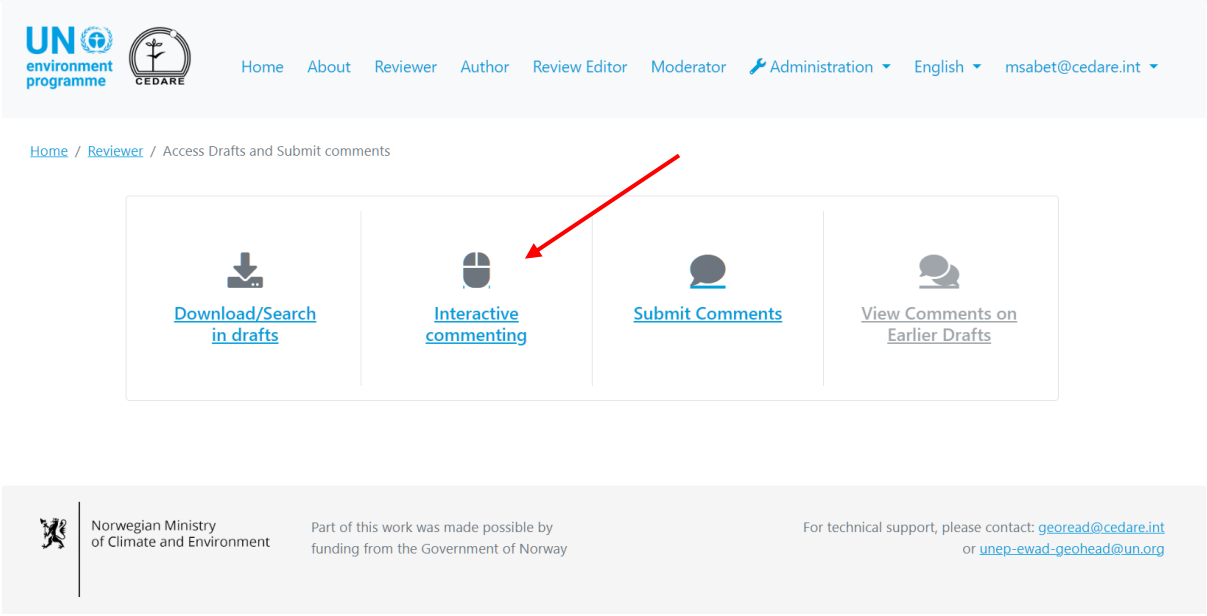
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



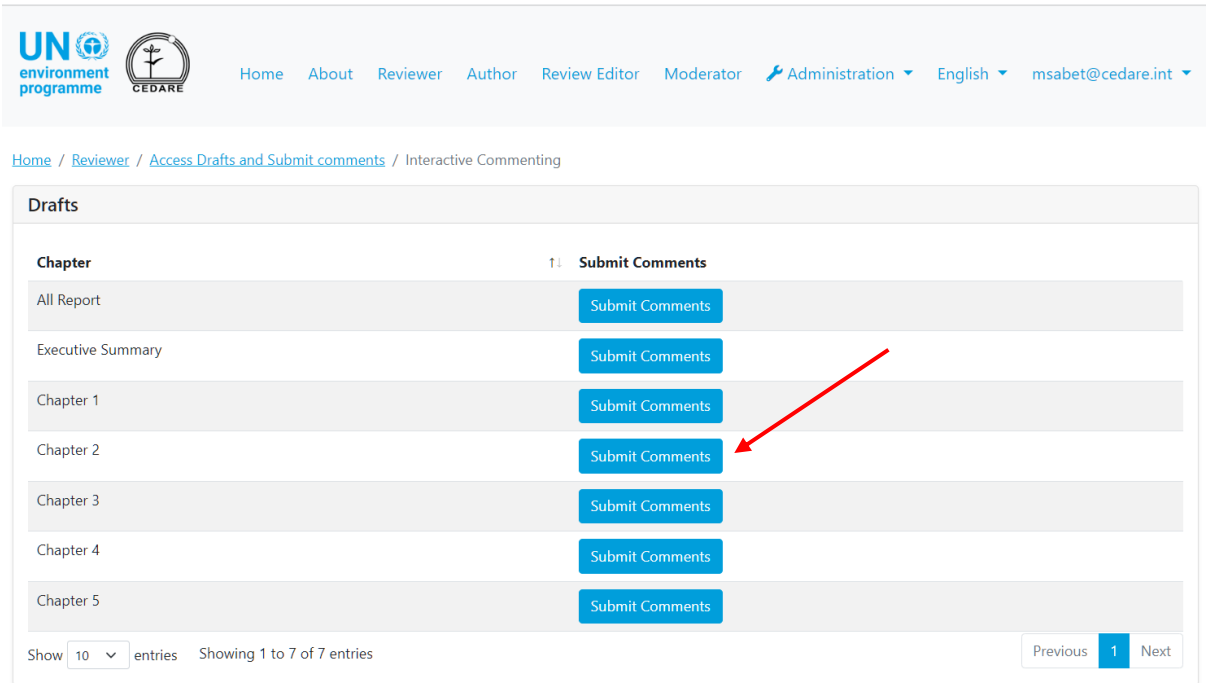
You will then be prompted to log in using the username and password provided by the GEO secretariat:



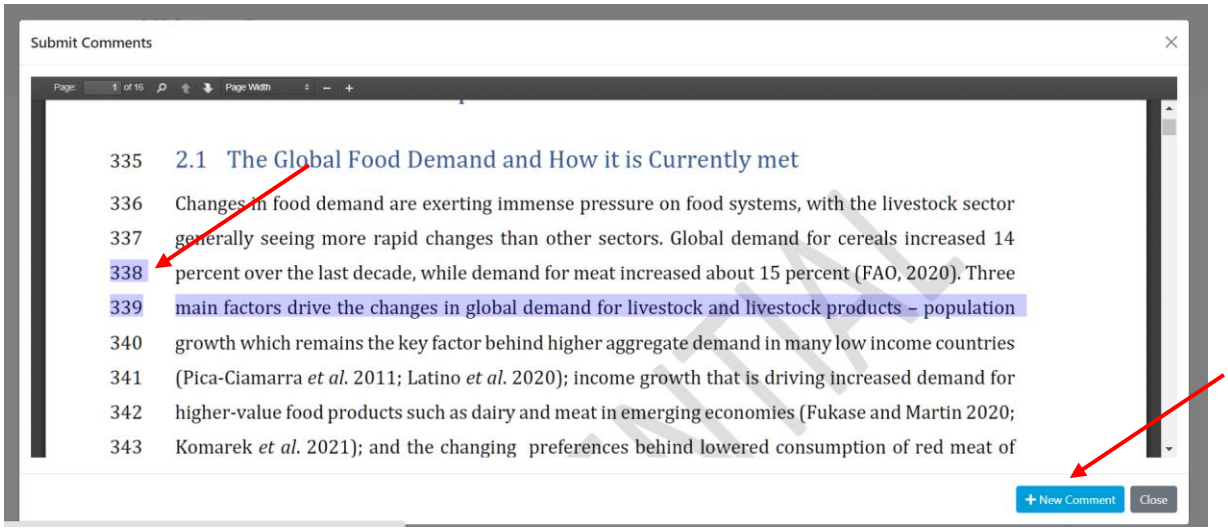
Once you have logged in, click **Interactive Commenting**:



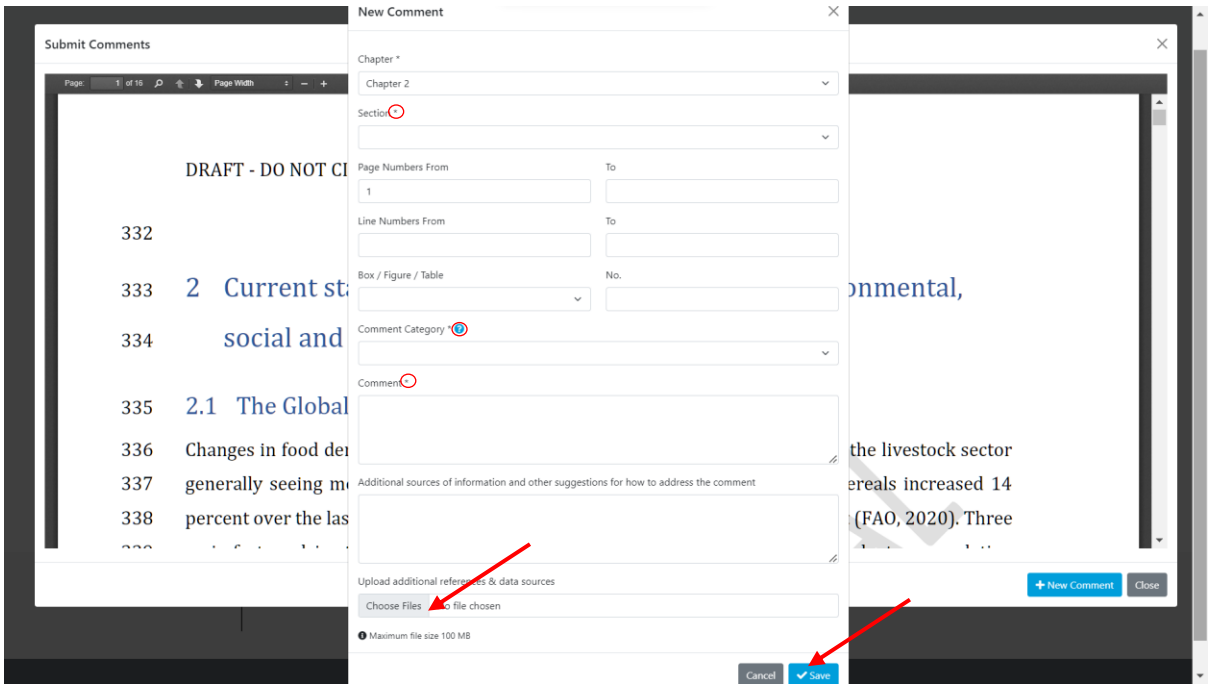
Click **Submit Comments** next to the chapter you wish to review:



The draft chapter will open in a reading screen. Select the text on which you wish to submit a comment, making sure your selection begins and ends with a line number, then click **"+ New Comment"**:



The comment submission form will pop up, prefilled with some of the location data for your comment. Please complete all missing data and provide as many details as possible on this form to assist the authors in locating your comment in the draft, and in understanding it fully, paying particular attention to the required fields marked with an asterisk (*). You can download the categorisation guide for comments from the '**?**' icon next to the 'Comment Category' dropdown menu. Additionally, you can suggest additional data sources to the authors using the 'additional references, data sources, and/or links' text box, or upload a file for that additional data source. Please note that if you choose the comment category 'additional references and data sources', the text box 'additional references, data sources and/or links' becomes required, so you will have to add some additional information to guide the authors on how to locate that additional data, such as providing the name of a report or a link to an online source. You can also upload one or more files for those additional data sources, in which case you may simply write 'please check attached file' in the text box so that the system allows you to save your comment:

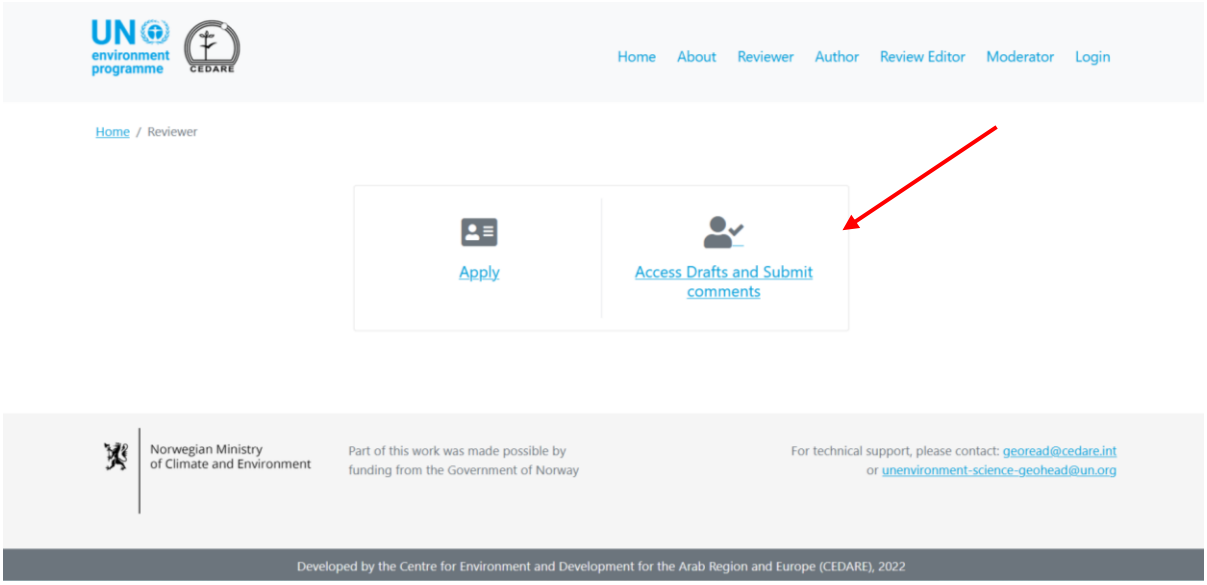


Once you have filled in all details, click **Save** to save your comment on the system. Please note that if you are submitting comments close to the review cycle deadline when the system is experiencing high traffic volumes, or if you are uploading additional materials to support your comment, saving the comment may take longer than usual.

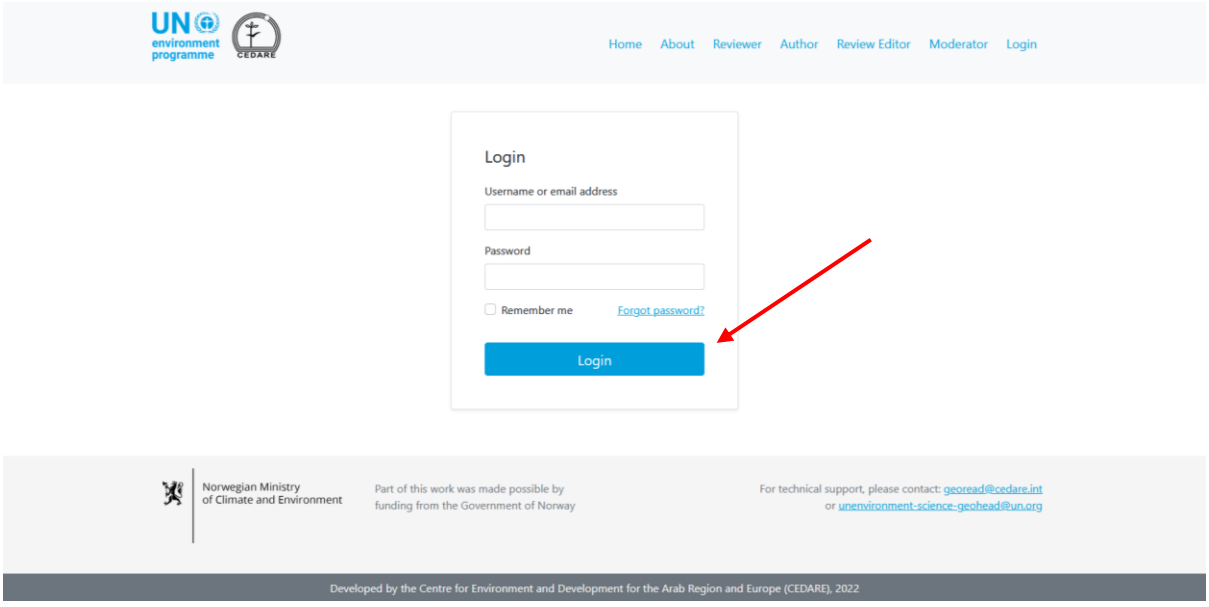
If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps **here** to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

How do I submit comments?

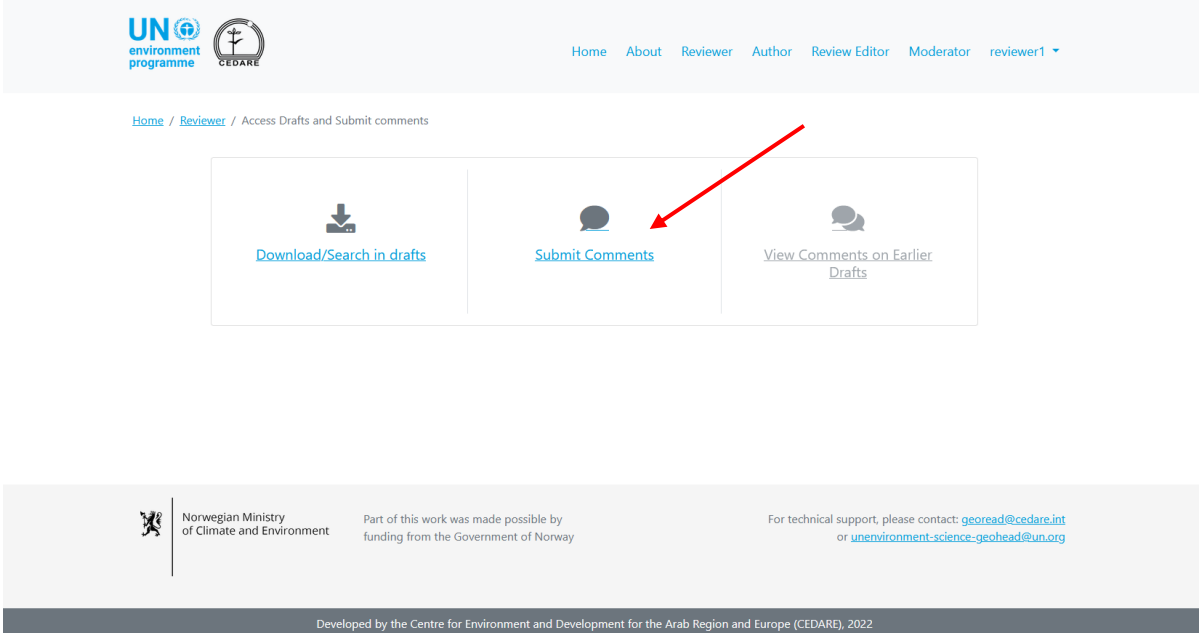
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



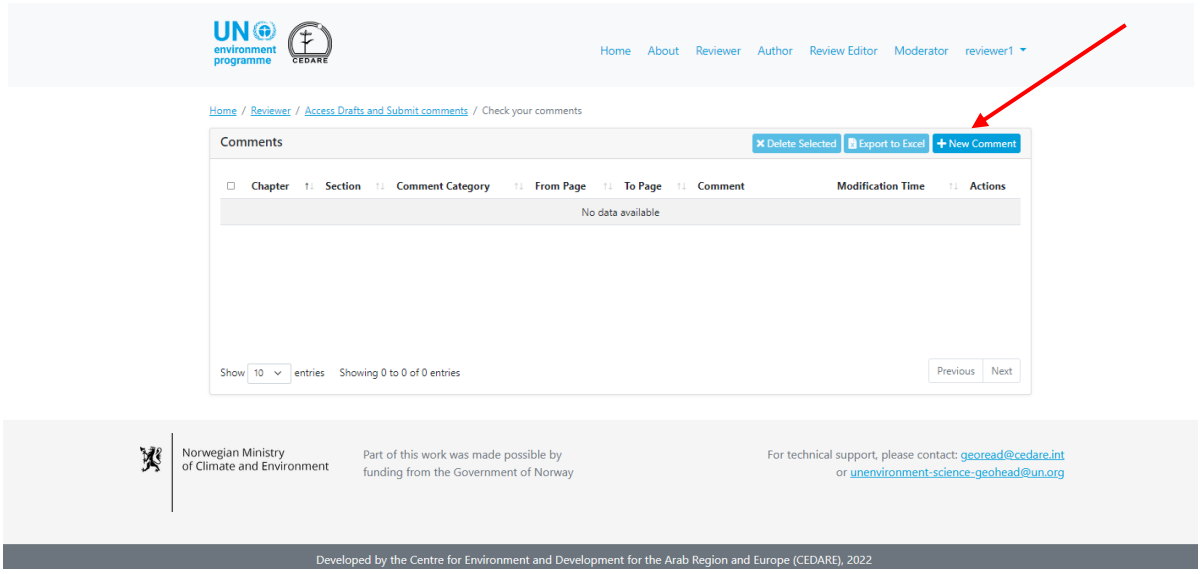
You will then be prompted to log in using the username and password provided by the GEO secretariat:



Once you have logged in, click **Submit Comments**:

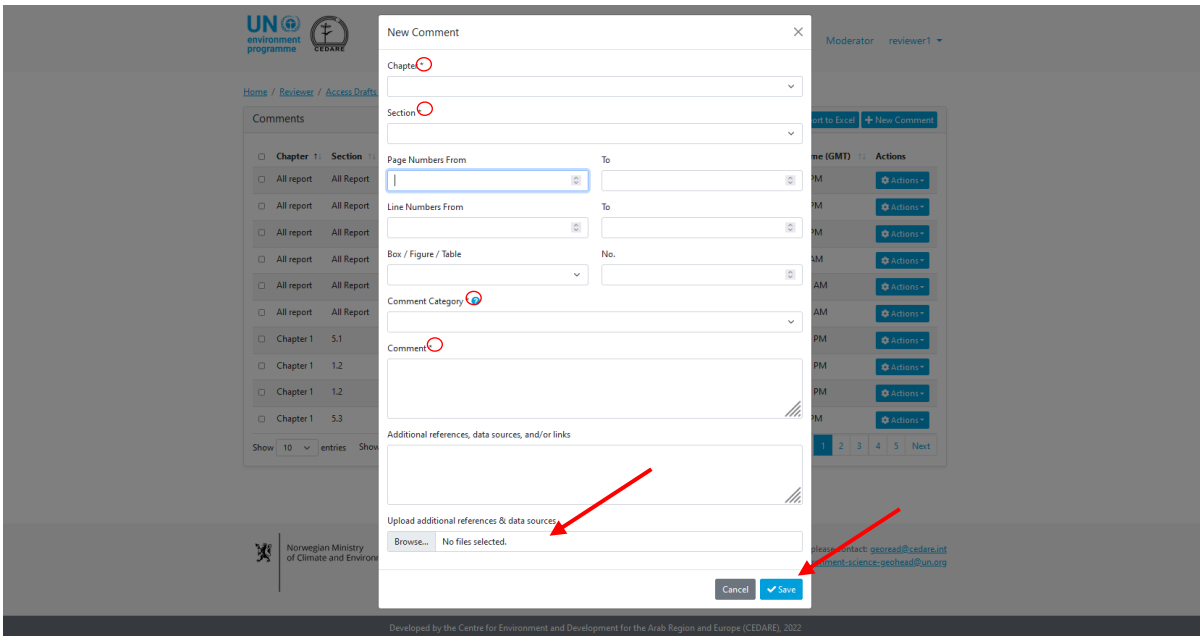


You will arrive at a screen displaying any comments you may have already submitted in the ongoing **review cycle**. To submit a comment, click **New Comment**:



The comment submission form will pop up. Please fill in as many details as possible on this form to assist the authors in locating your comment in the draft, and in understanding it fully, paying particular attention to the required fields marked with an asterisk (*). You can download the categorisation guide for comments from the '**?**' icon next to the 'Comment Category' dropdown menu. Additionally, you can suggest additional data sources to the authors using the 'additional references, data sources, and/or links' text box, or upload a file for that additional data source. Please note that if you choose the comment category 'additional references and data sources', the text box 'additional references, data sources and/or links' becomes required, so you will have to add some additional information to guide the authors on how to locate that additional data, such as providing the name of a report or a link to an online source. You can also upload one or more files for those additional data

sources, in which case you may simply write ‘please check attached file’ in the text box so that the system allows you to save your comment:

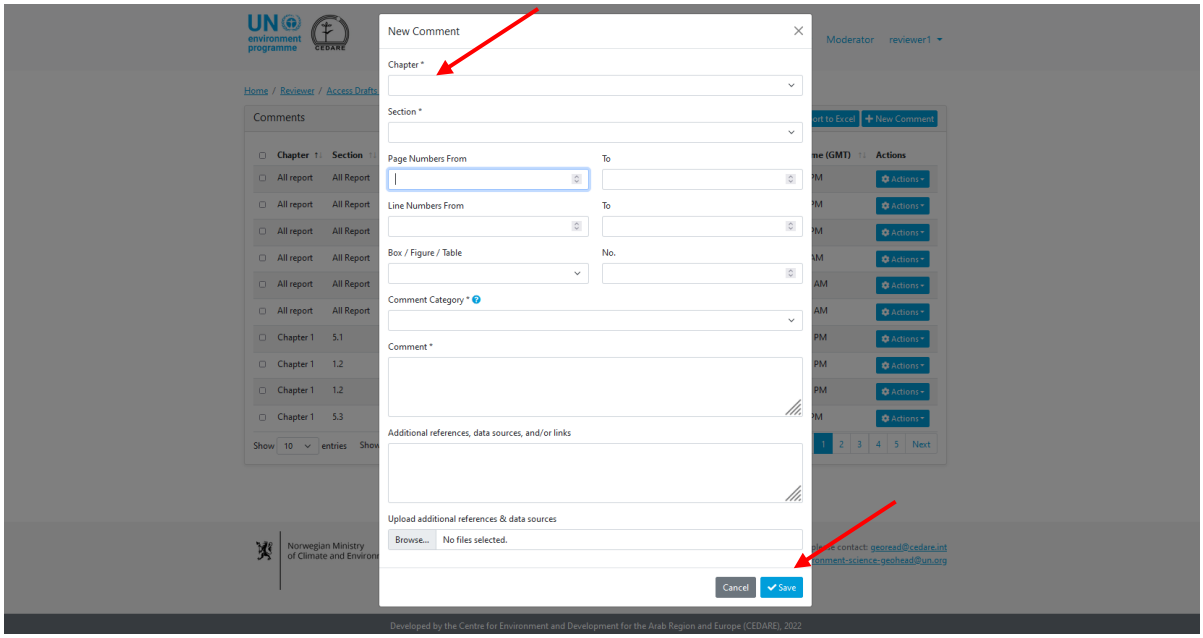


Once you have filled in all details, click **Save** to save your comment on the system. Please note that if you are submitting comments close to the review cycle deadline when the system is experiencing high traffic volumes, or if you are uploading additional materials to support your comment, saving the comment may take longer than usual.

If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps **here** to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

I have some feedback on the GEO process rather than the report itself that I would like to submit, how can I do so?

Follow the steps illustrated in the section **above** for submitting review comments, to get to the comment submission form:



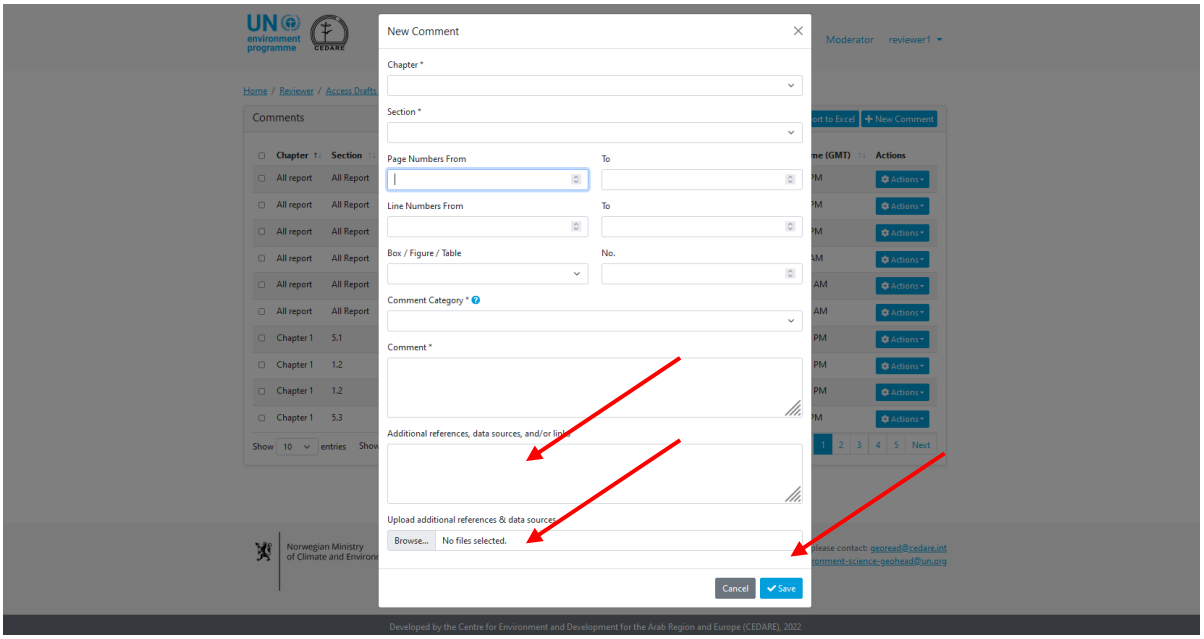
From the ‘Chapter’ drop down menu, rather than choosing a chapter number and title, choose ‘GEO Process’. Fill in the rest of the comment submission form, and click **Save** to save your comments to the system.

I am trying to submit a comment but when I click ‘Save’ on the comment submission form, it is not accepted or I get an error message; what should I do?

If you are logged in to the system and there are no problems with your internet connection, but the system refuses to save your comment, check that you have filled out all fields marked with an asterisk (*), as those are all required. Required fields are necessary for authors to be able to locate and understand your comment accurately.

How can I suggest additional reports, websites, or other data sources for authors to consult?

Follow the steps **above** to submit a comment to arrive at the comment submission form. Fill in the necessary details and insert the names and/or links of additional sources for authors to consult into the ‘Additional Data Sources’ text box. You can also choose to upload a file using the upload function. To upload a file, click **choose files**, find and select the file you wish to upload on your desktop. Once you have uploaded one file, you will get a new blank box to upload another:



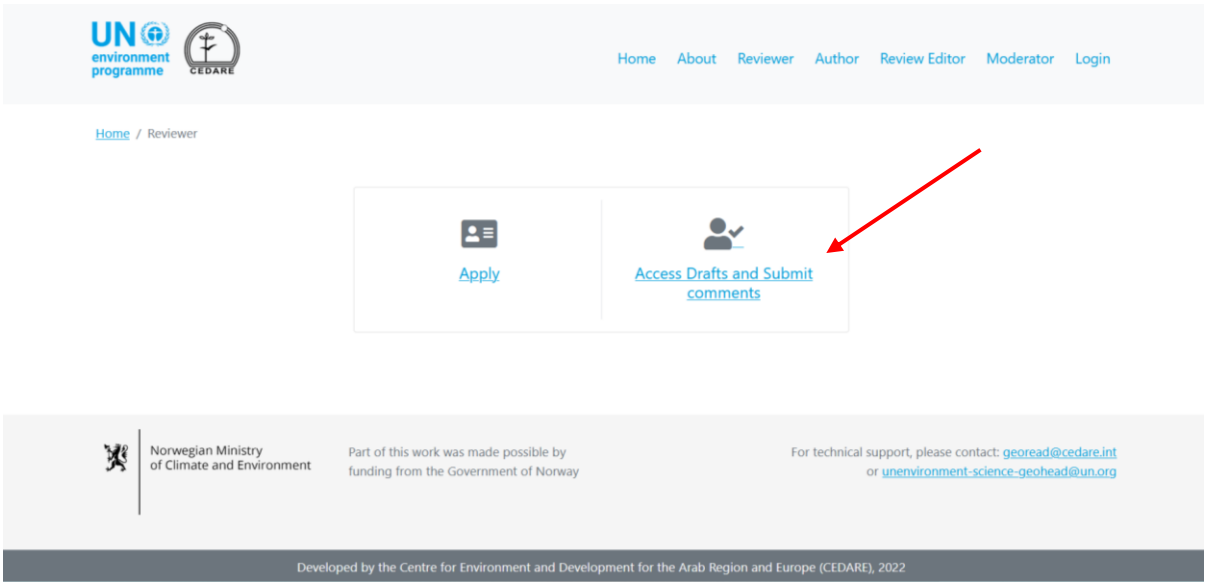
Click **Save** to save the comment with the uploaded file to the portal. Please note that if you are uploading multiple or large files, this step may take a few minutes. If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps **here** to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

When are my comments sent to the authors?

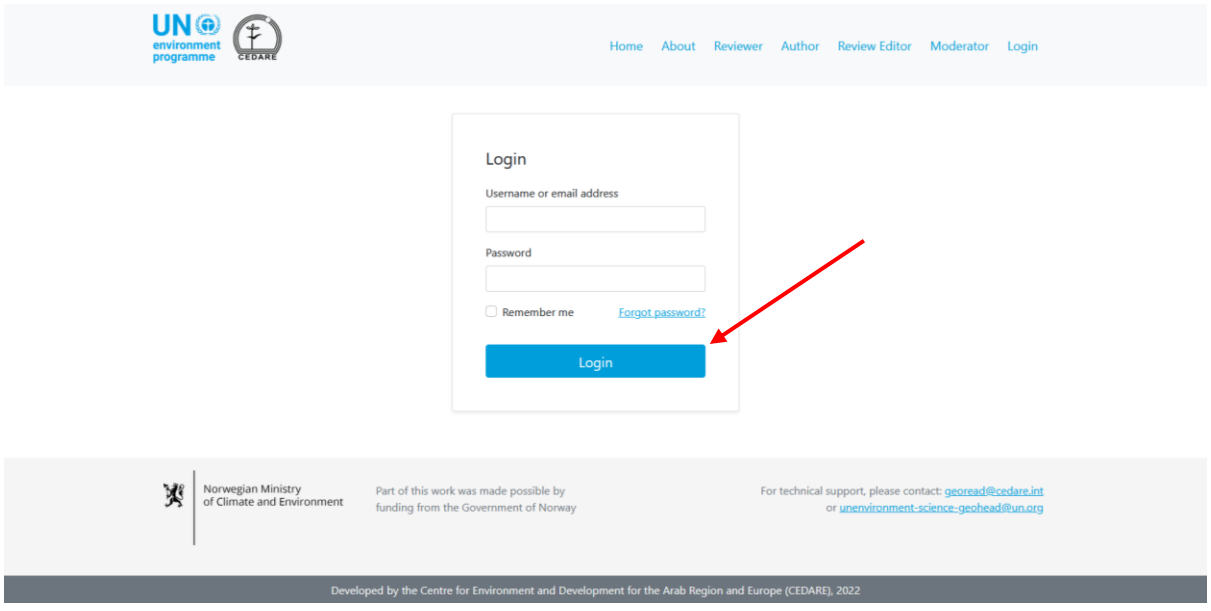
Your comments are automatically sent on your behalf to the respective chapter authors after the review cycle ends. While a **review cycle** is ongoing, your comments are kept in your account, and you can edit or delete them until the cycle ends. Once a review cycle ends, the system will no longer accept new comments nor allow you to edit the ones you already submitted. The comments on your account at the time the cycle ends are automatically sent to the authors then.

How do I check the comments I submitted during an ongoing review cycle?

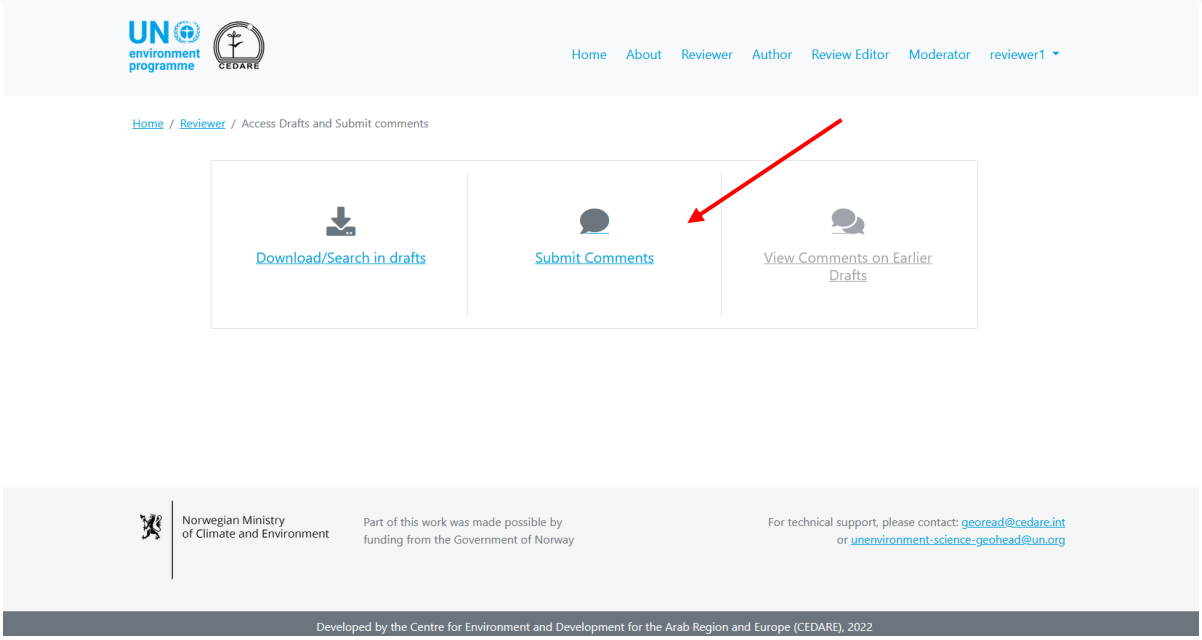
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



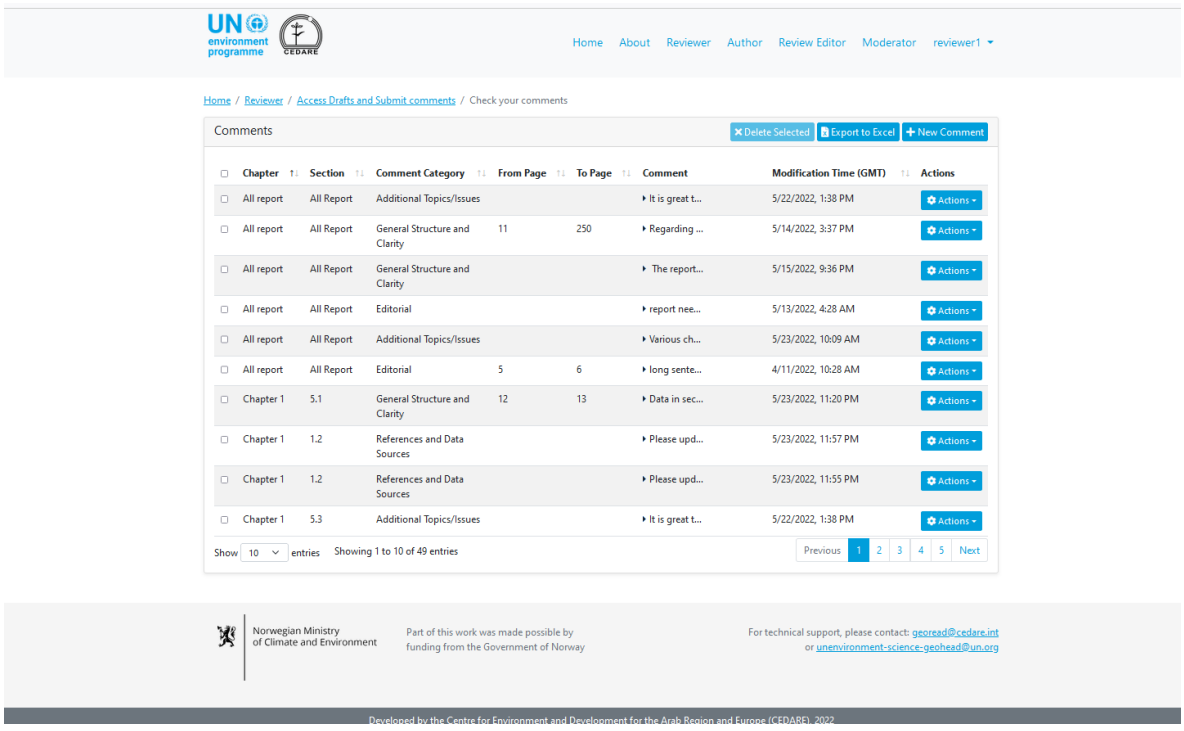
You will then be prompted to log in using the username and password provided by the GEO secretariat:



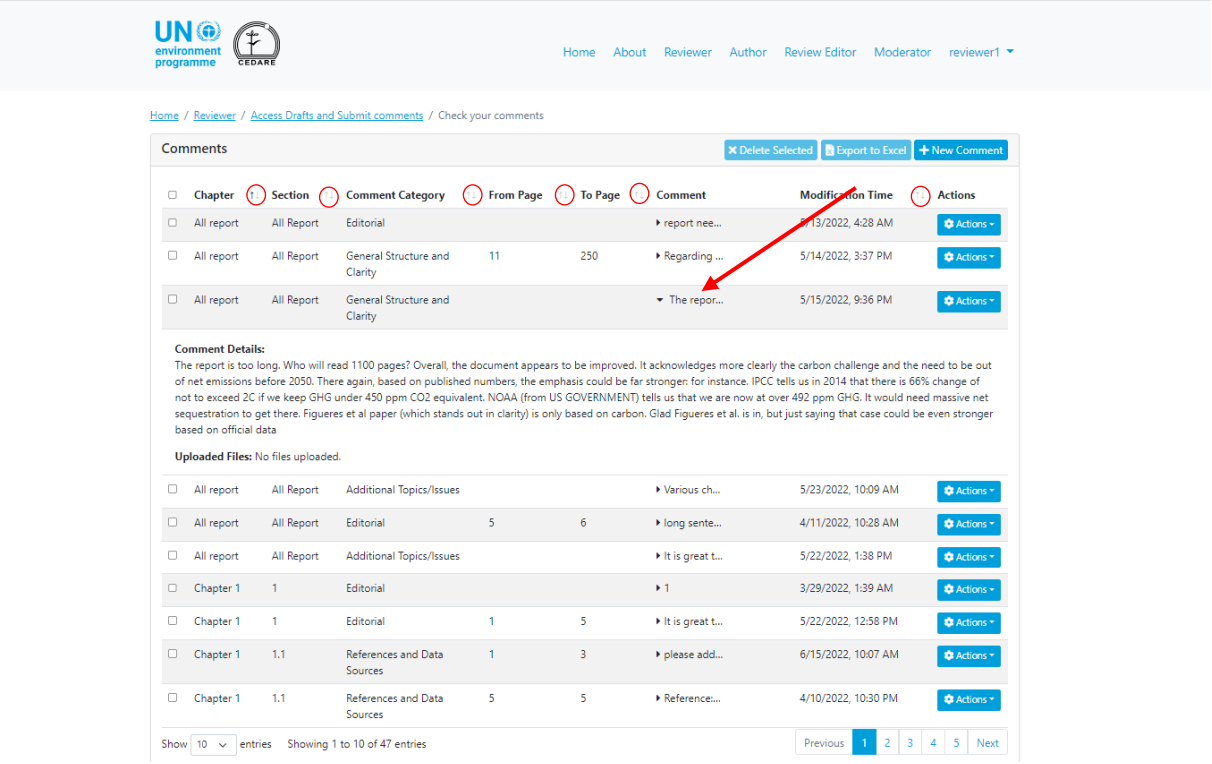
Once you have logged in, click **Submit Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**:



In the comments table on this screen, you can sort your comments according to any of the column labels with arrows beside them, or click on the comment text field in any row to see the full comment details:

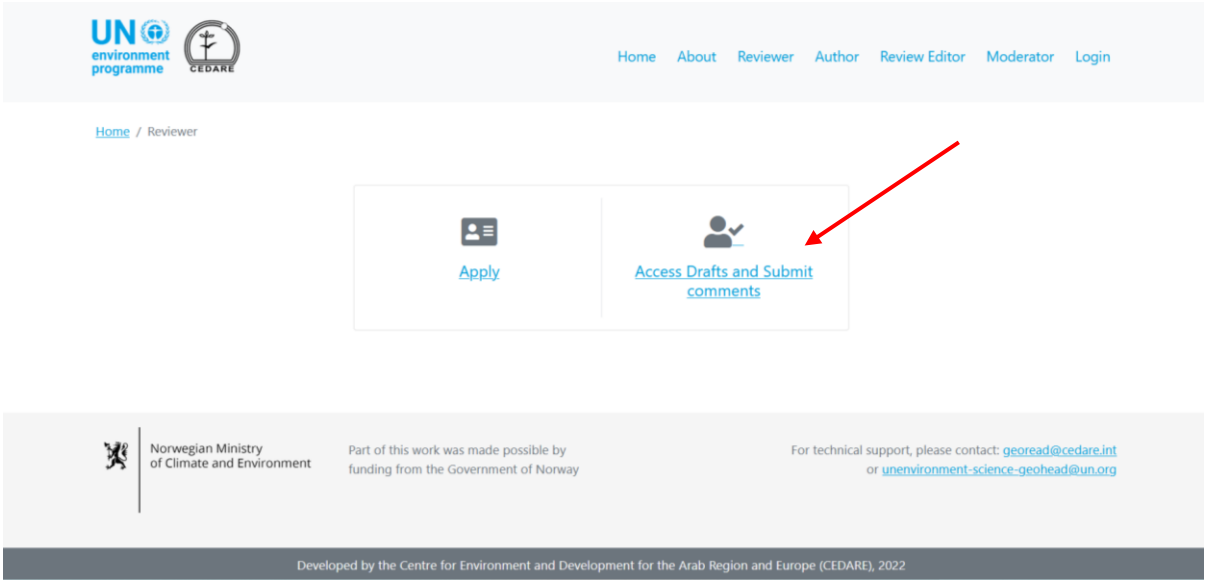


Can authors see all the data I submitted for a comment?

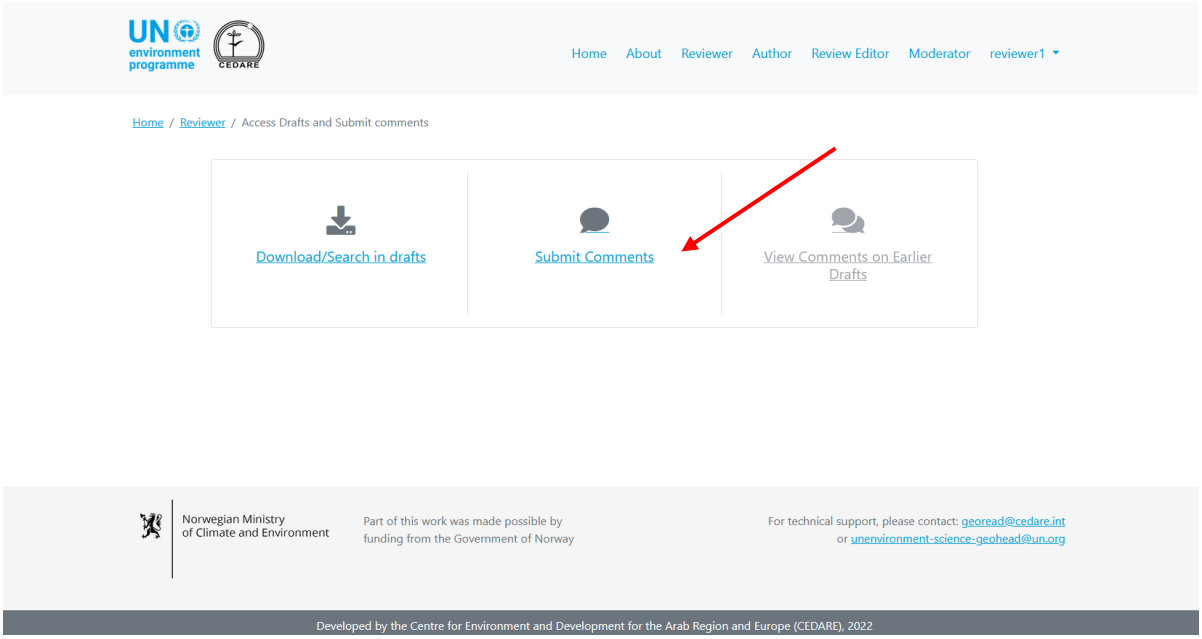
Yes, authors can see all the metadata you submit in any comment form.

How do I edit the comments I already saved during an ongoing review cycle?

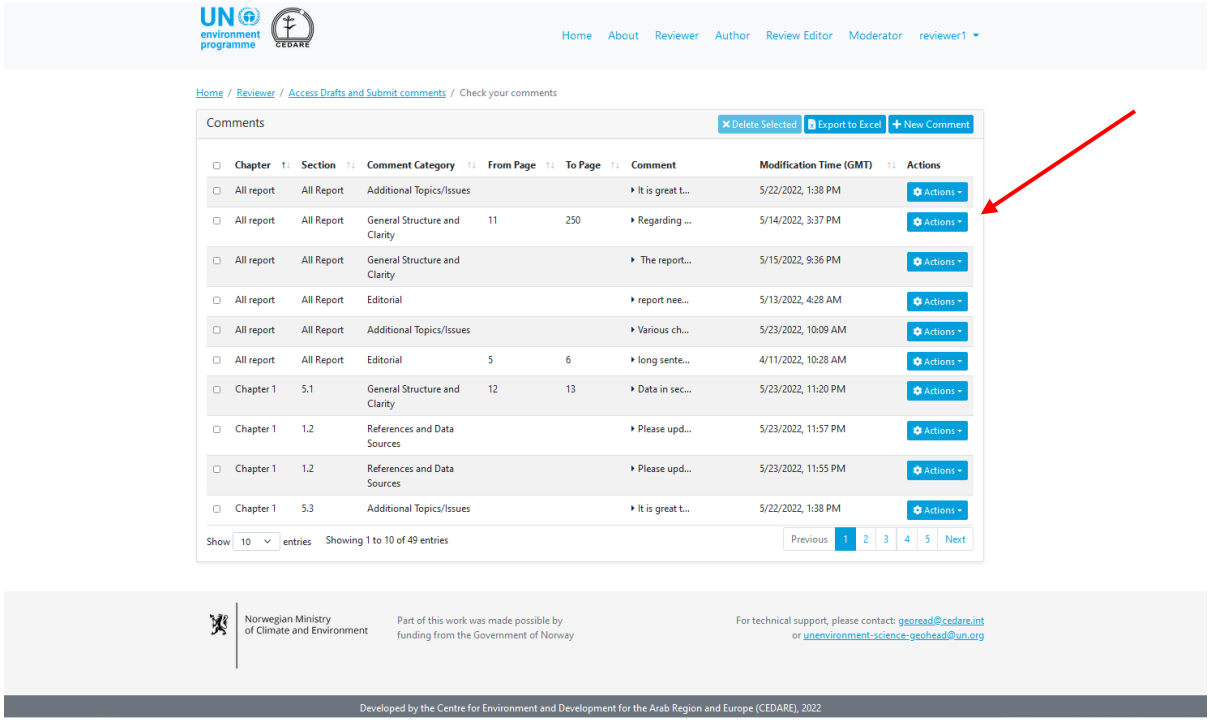
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



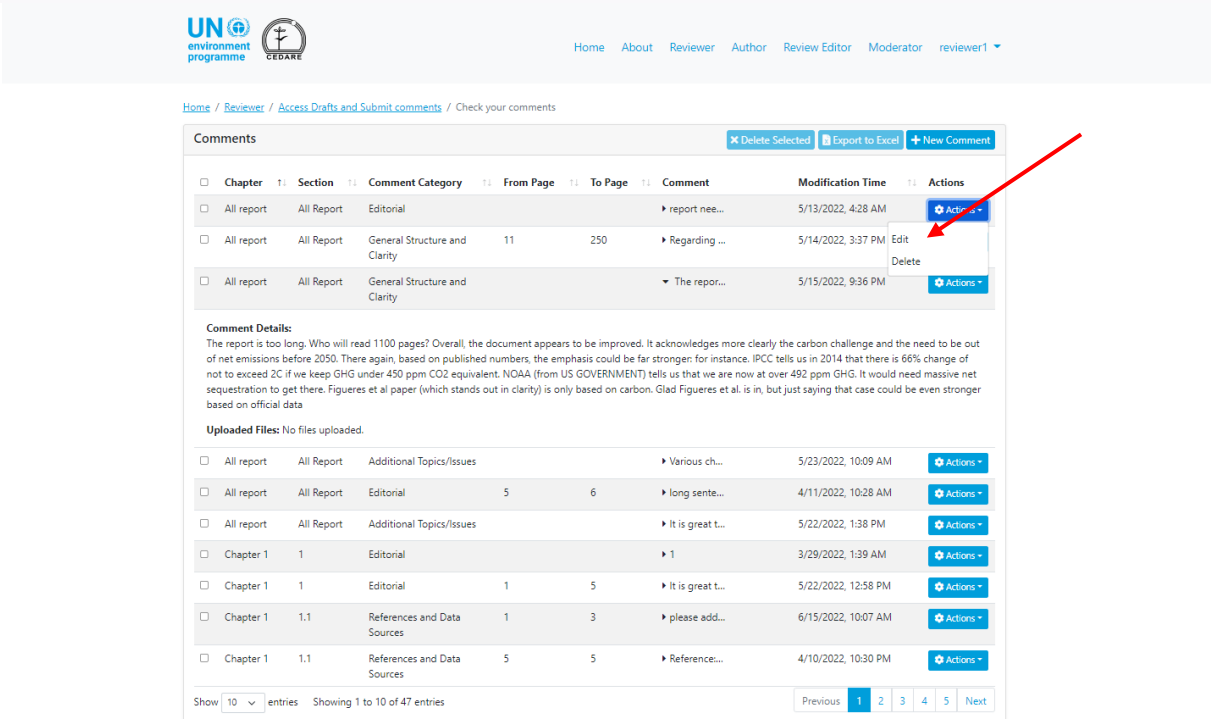
You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **Submit Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**. Click **Actions** next to the comment you wish to edit:



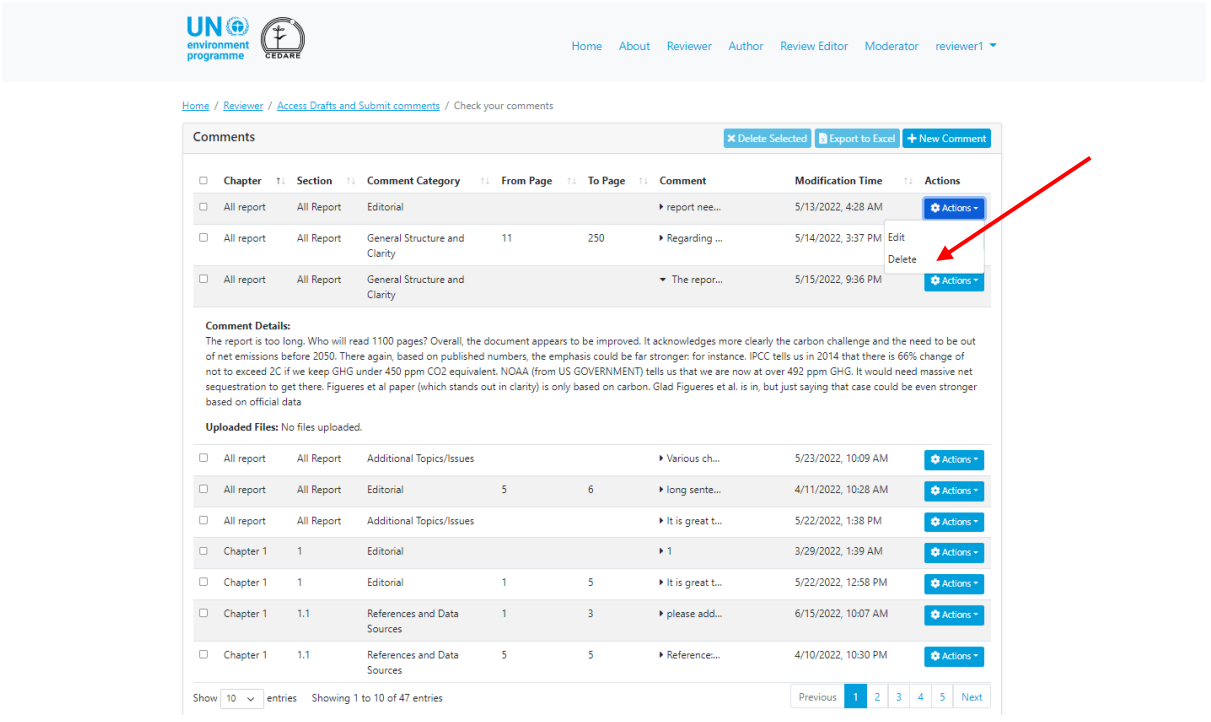
A menu of actions will appear, click **Edit**:



You may now make any changes or edits you like to the comment details in the comment form. Please note that any edits done to any previously saved comment will overwrite what was already saved. Any change will automatically overwrite what was previously saved, and the older version(s) of your comment will no longer be available on the system.

Can I delete comments after I have saved them to the system?

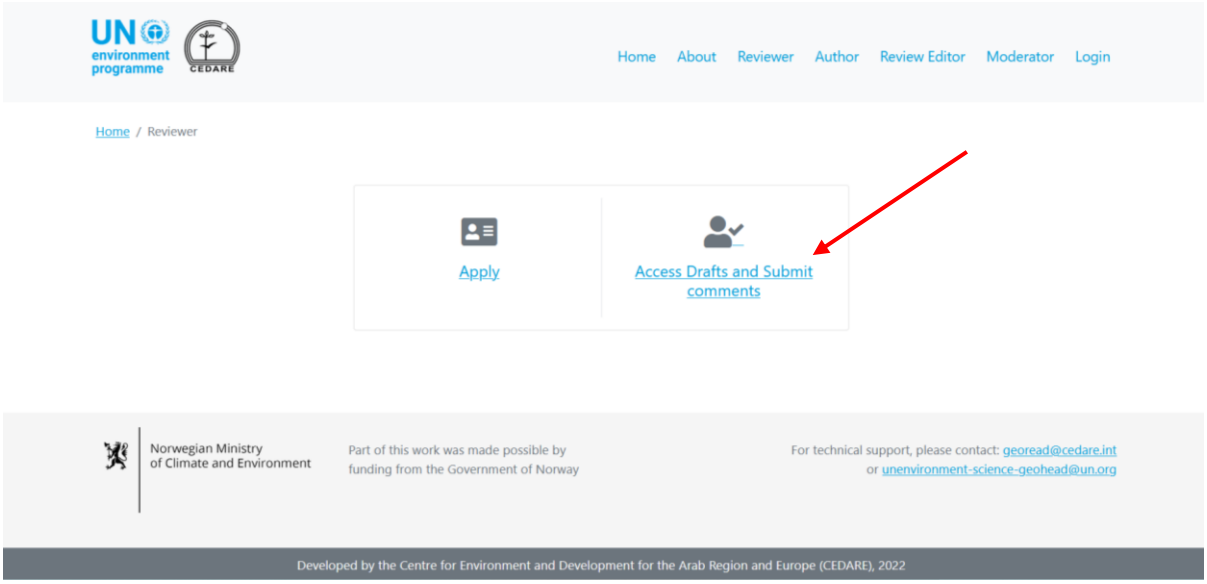
Yes, you can delete comments you already saved to the system, but only while their particular **review cycle** is ongoing. Follow the steps **above**, then click **Delete** in the 'Actions' menu next to the comment you wish to delete. Please note that once a comment is deleted from your account, it cannot be retrieved nor reinstated.



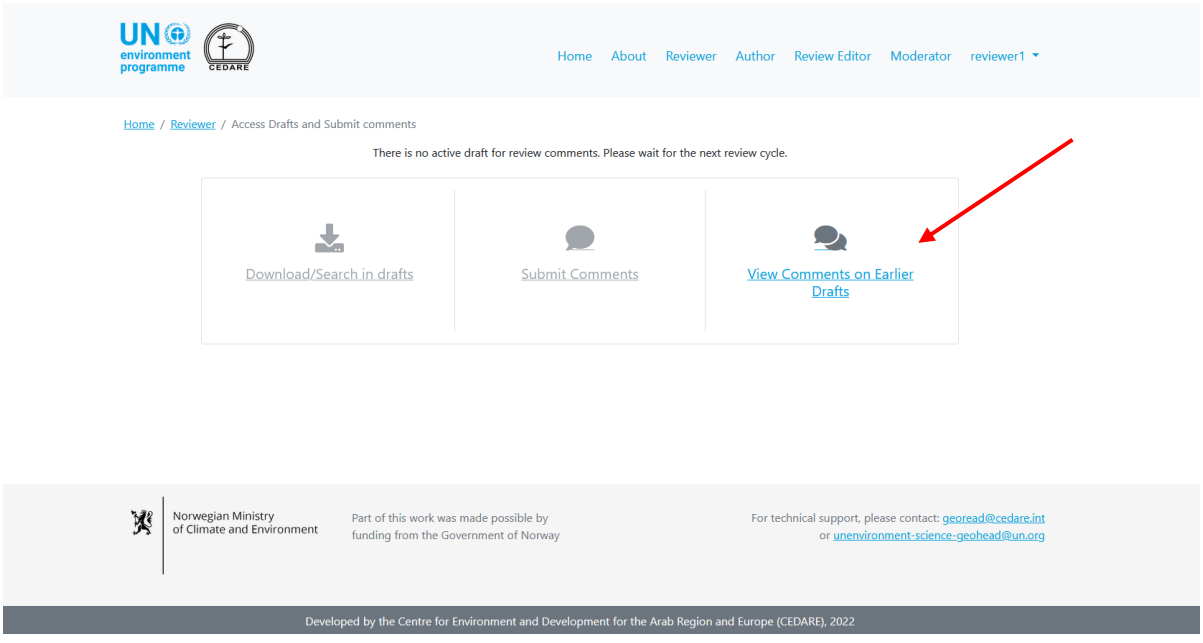
Once a review cycle ends, the comments that were saved on the system at the moment the review cycle ends are all moved to the author section for authors to access and you can no longer edit nor delete them.

How do I check the comments I submitted during a past review cycle?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



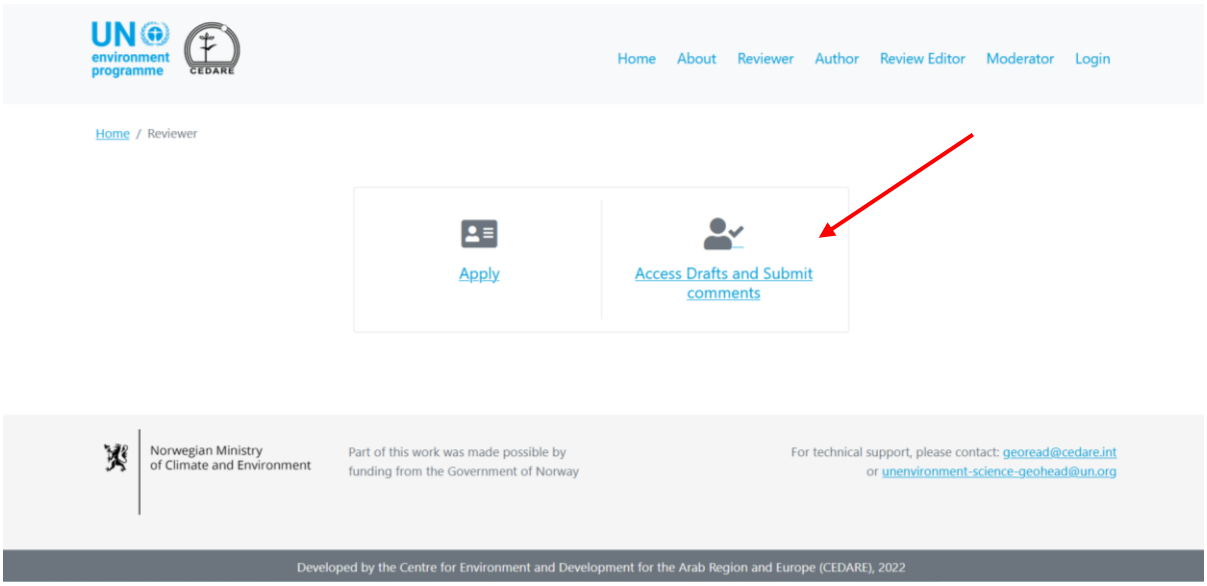
You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **View Comments on Earlier Drafts**:



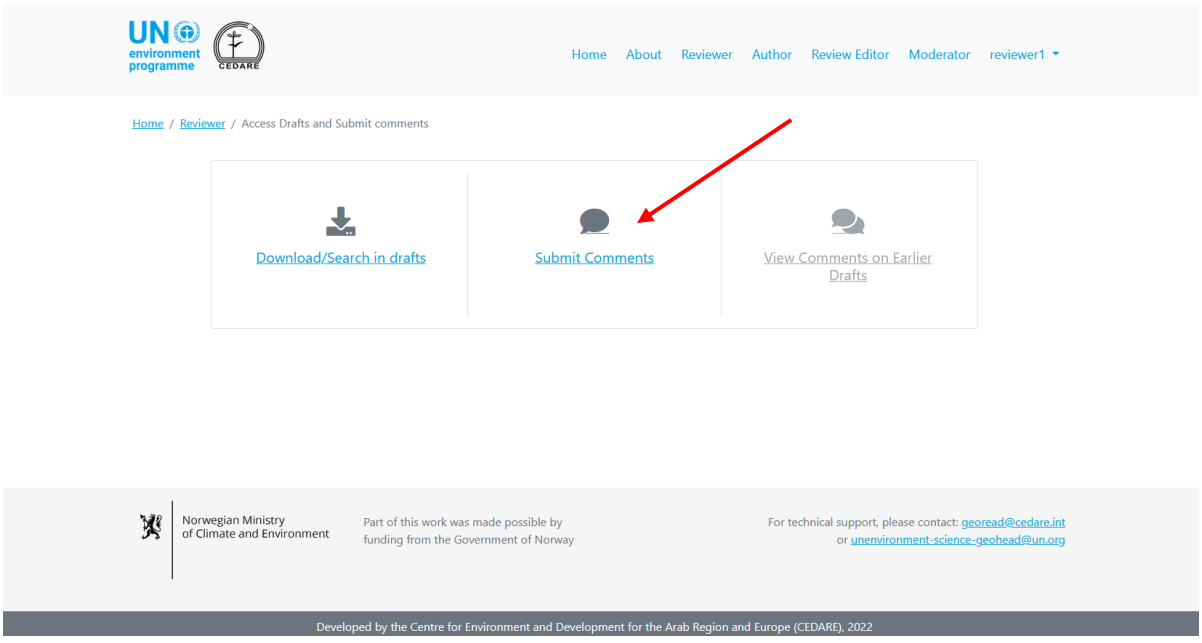
You will arrive at a screen with a table displaying all the comments you submitted on past drafts or **review cycles** that have already ended. Please note that you cannot edit or delete comments on earlier drafts or on review cycles that have ended.

Can I keep an offline copy of my comments?

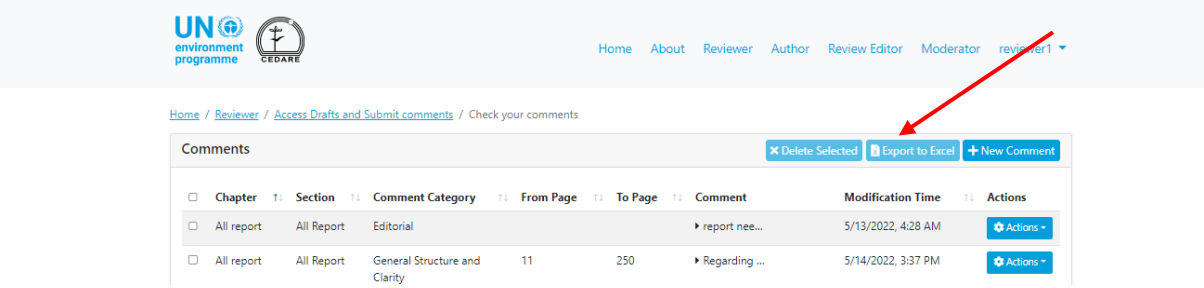
If you wish to save an offline copy of your comments, first click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. Then on the reviewer landing page, click **Access Drafts and Submit Comments**:



You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **Submit Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**. You can click **Export to Excel** to export a copy of the comments on display as a Microsoft excel file:



If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with your comments.

If you would like to save a copy of comments submitted on earlier drafts, follow the steps **above**, to arrive at the screen with your past comments, then click **Export to Excel** to export a copy of the comments on display in a Microsoft excel file. If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with your comments.

Why can't I submit, edit, or delete my comments?

If you can access your reviewer account using the reviewer username and password you received from the GEO secretariat, but cannot submit comments, then it is likely that there is no ongoing **review cycle** for you to participate in. Please check the inbox of the email you provided on your GEO-READ account for alerts and notifications about review cycle timeframes.

C. Author

I am a GEO author, how can I access the portal?

If you have not received a username and password from the system mailbox (**georead@cedare.int**) already, please email **unep-ewad-geohead@un.org** to request them. Please note that if you have never received emails from the system before, your email provider may send this email to your spam/junk folder, so please check that regularly.

The page numbers on some of the comments do not line up with my draft, why is that and how can I locate them properly?

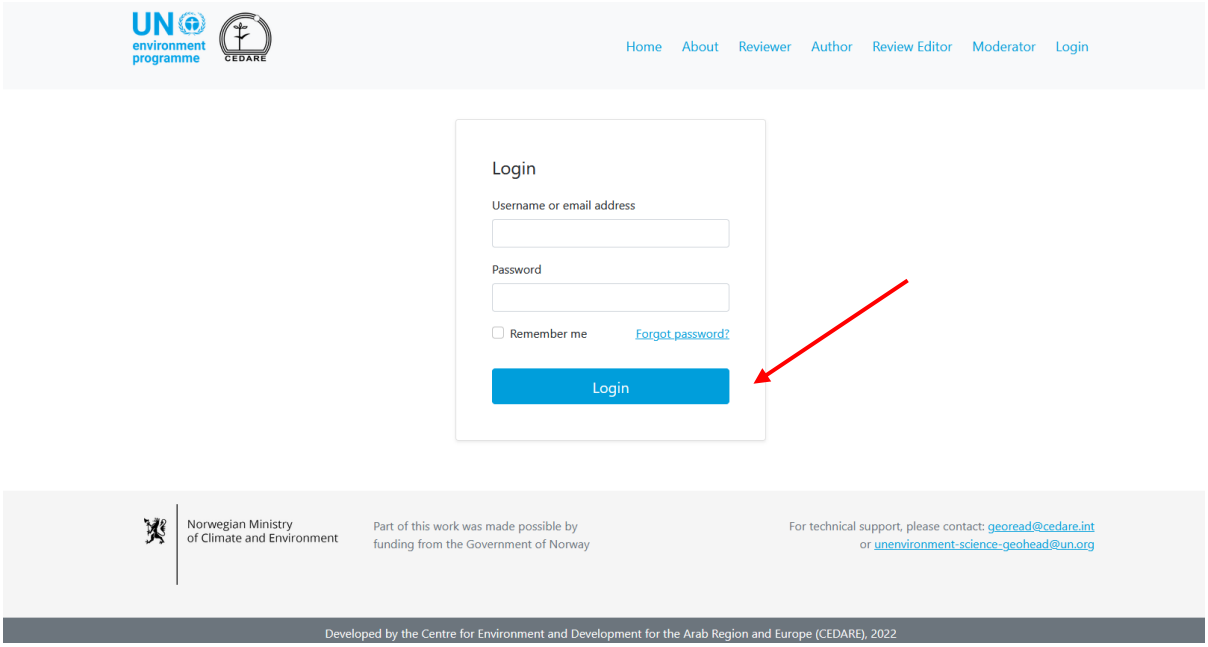
You draft chapter will have undergone some light copyediting before being uploaded to the portal to ensure consistency with the GEO style guide, and other draft chapters. This may have changed page numbering and some header numbers slightly, so please download the draft for your chapter that is available on the portal (by following these steps **below**) as it will be the one the reviewers are referring to and the right one for your to work on from now on.

When do I receive comments on my chapter(s)?

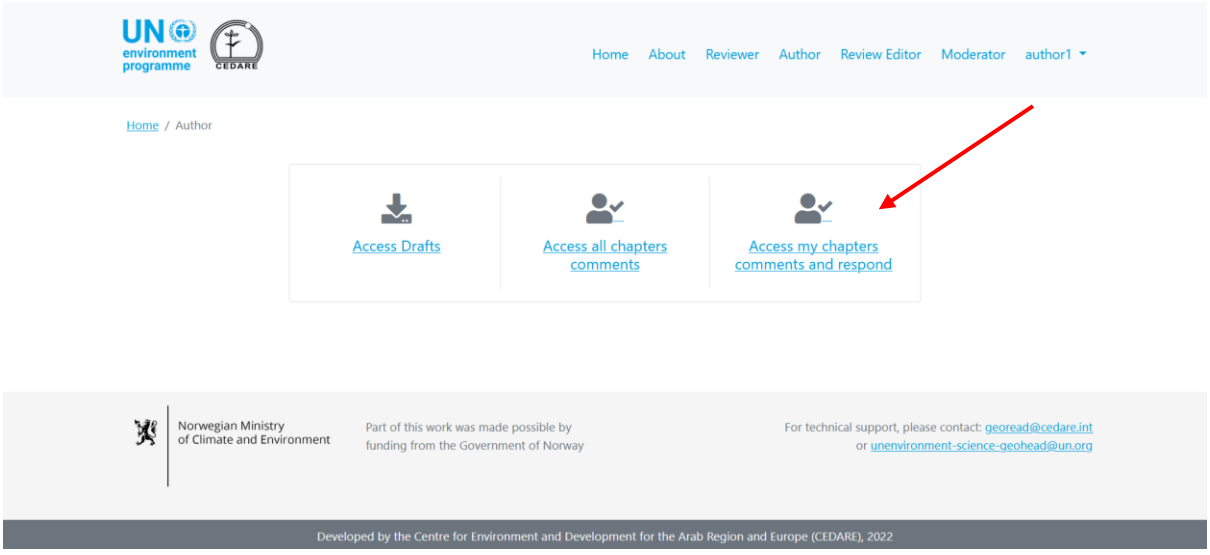
The comments submitted by reviewers on your chapter will be visible to you once the **review cycle** ends and a **response cycle** begins. Please check the inbox of the email you provided on your GEO-READ account for notifications and alerts on review and response cycle timeframes.

How can I see the comments on my chapter(s)?

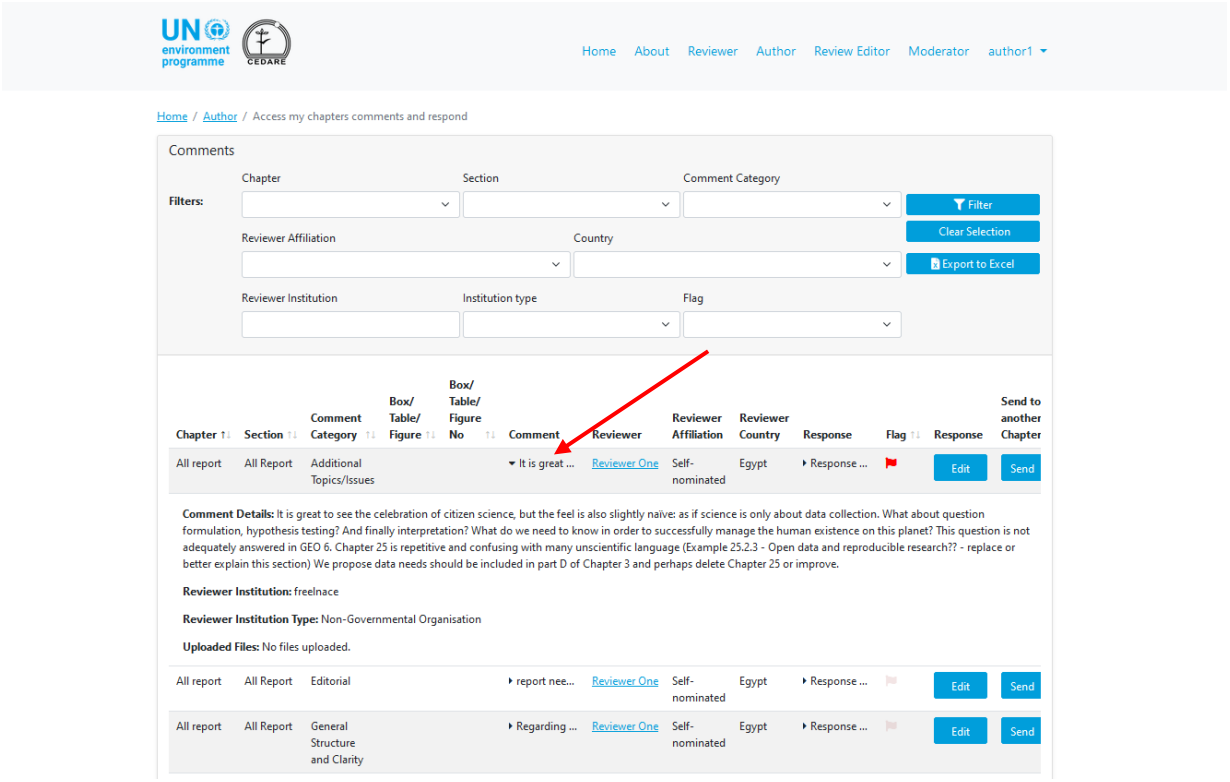
Click on the author tab at the top of any portal screen, or the Author icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:



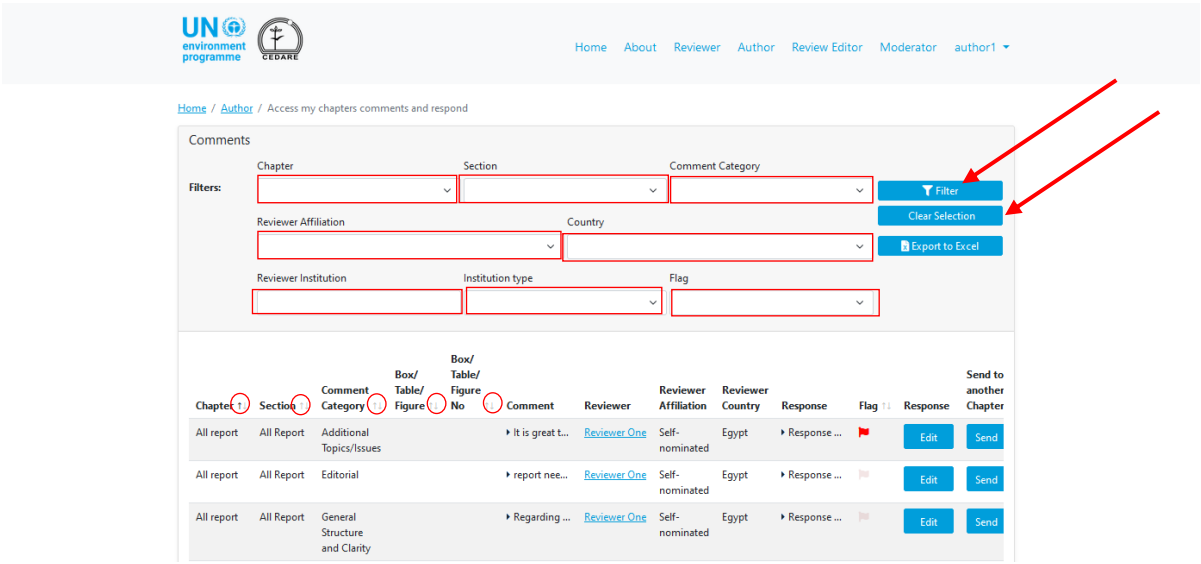
On the author landing page, click **Access my chapters comments and respond**:



On the next screen, you will find a table with all the comments on your chapter. You must scroll to the right to be able to see all the data and actions available for each comment. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row.

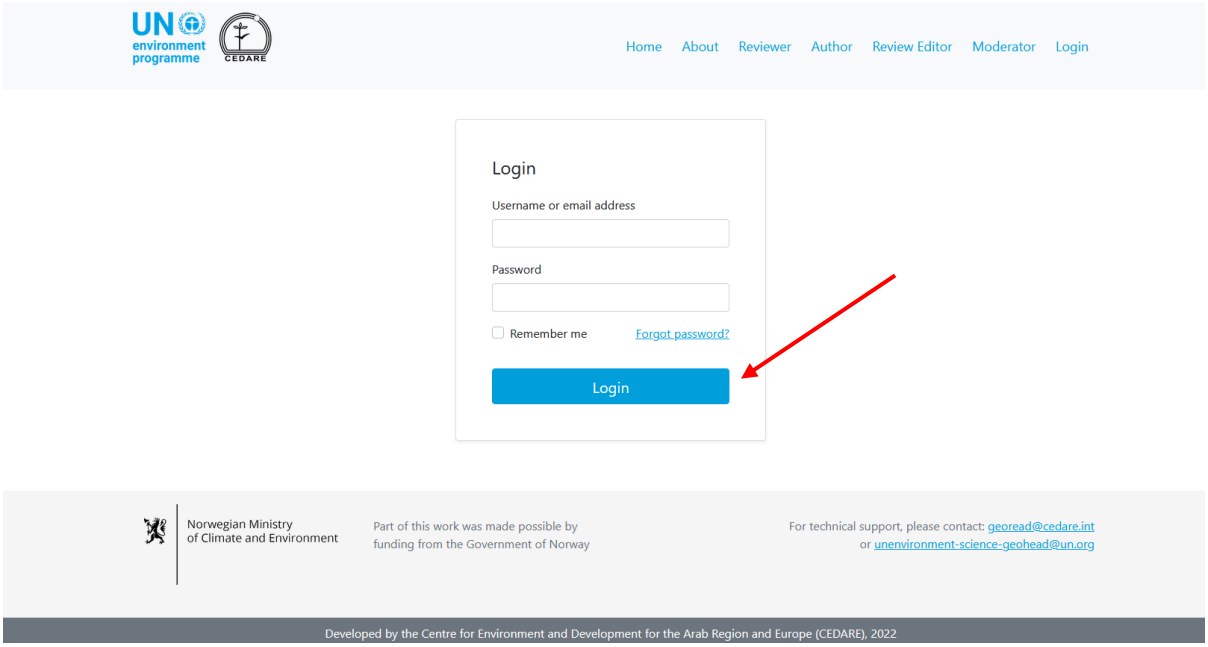


You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**.

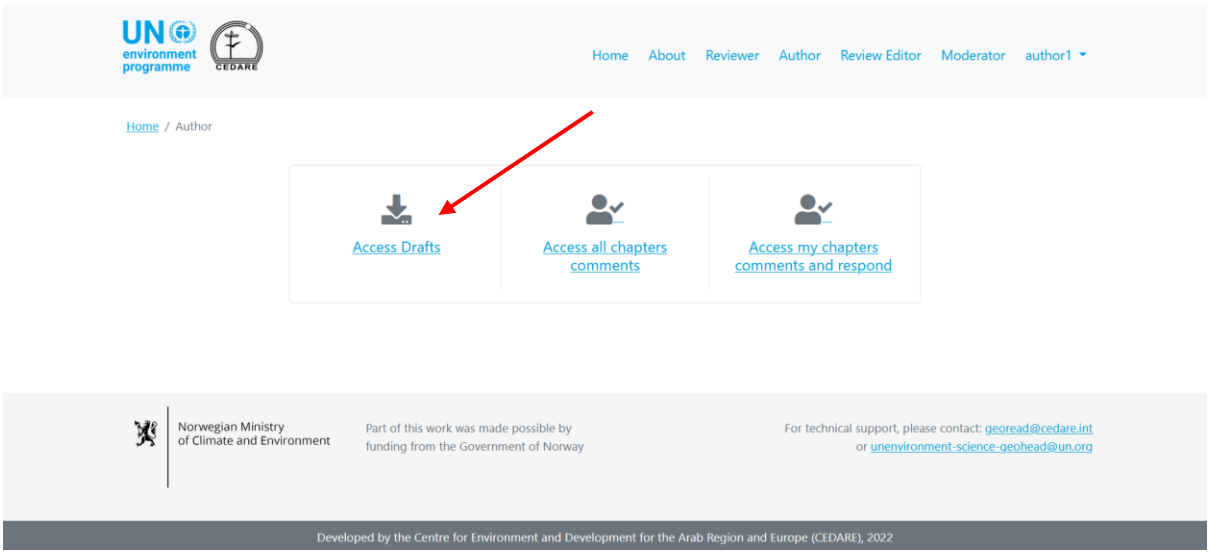


How can I see all chapter drafts?

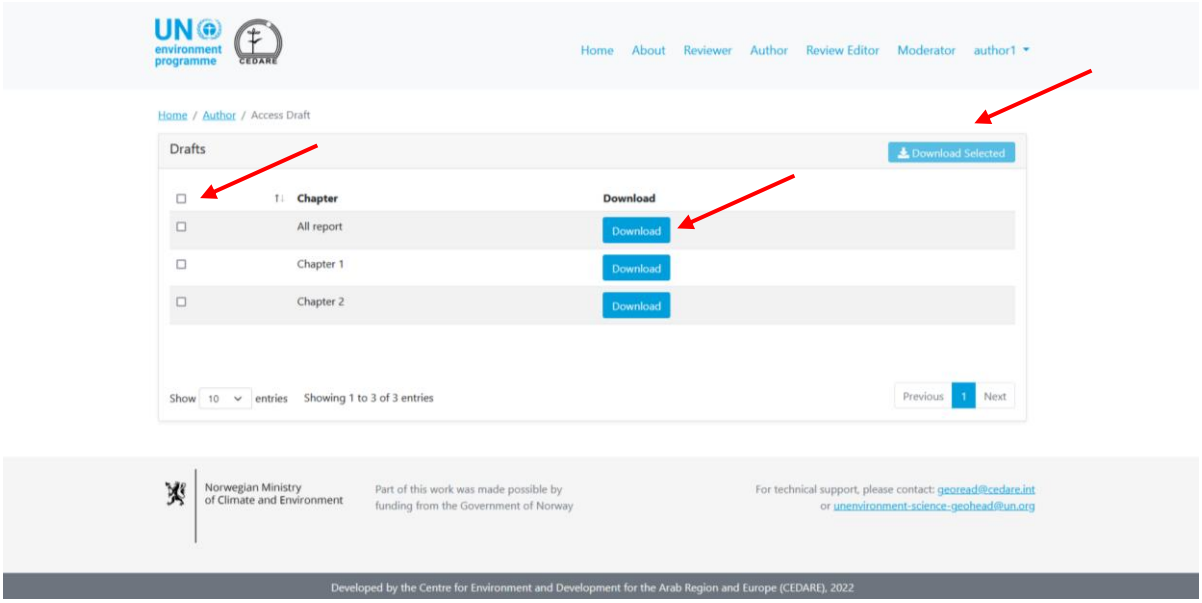
Click on the author tab at the top of any portal screen, or the Author icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:



On the author landing page, click **Access Drafts**.

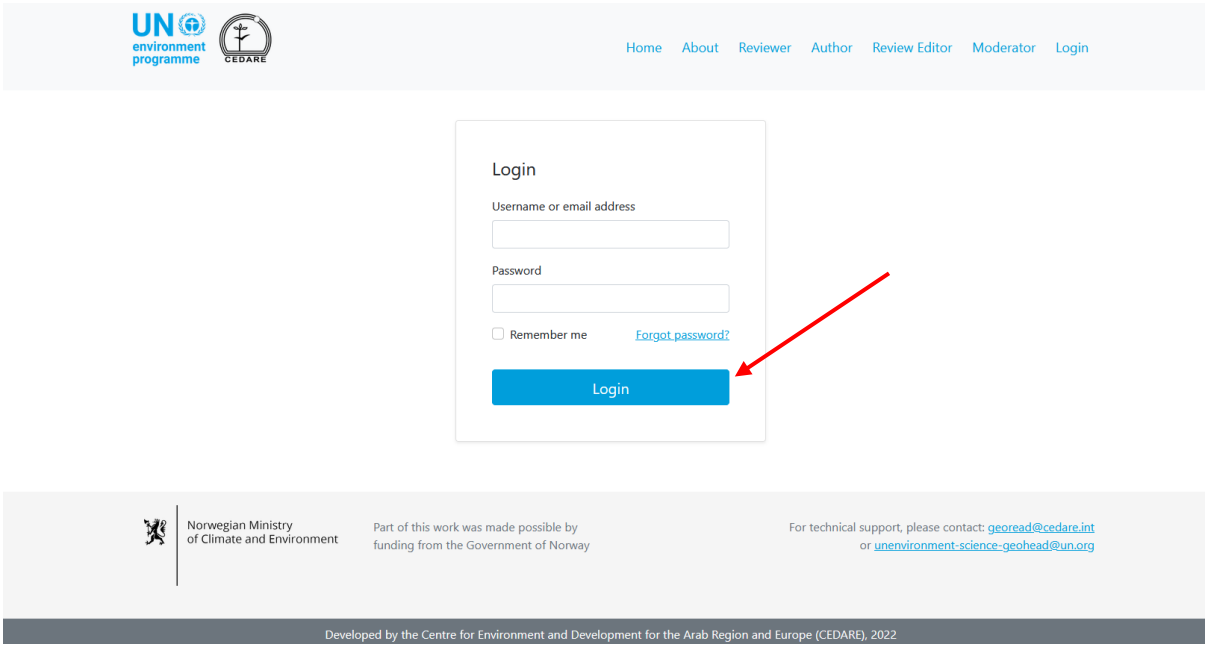


The screen will then display a list of all the current draft chapters available on the system. Click **Download** next to the draft document you wish to download, or select several chapters from the selection boxes on the left and download those in one zipped folder using the **Download Selected** button. You will then be prompted to choose the folder on your desktop device where the file or folder will be saved.

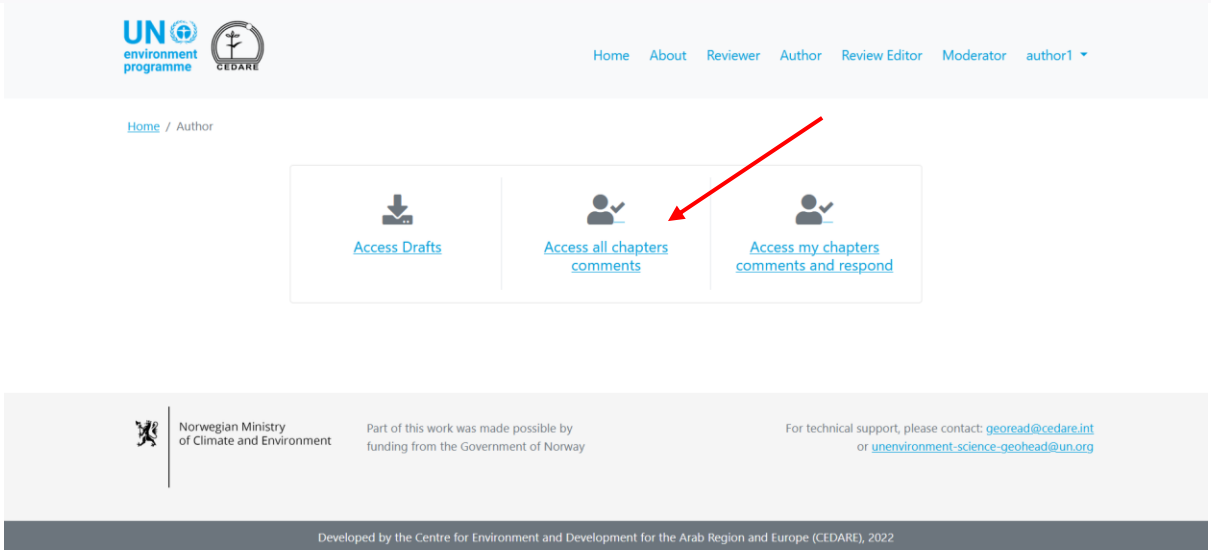


How can I see all comments on all chapters of the report?

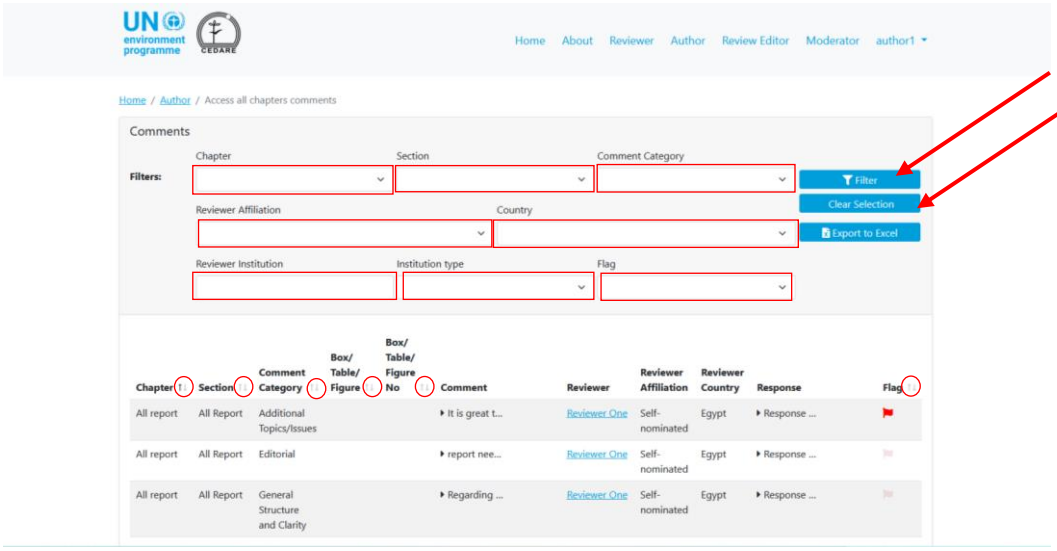
Click on the author tab at the top of any portal screen, or the Author icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:



On the author landing page, click **View All Chapter Comments**:



On the next screen, you will find a table with all the comments submitted for the report. You must scroll right to see all the details for each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. Click **Clear Selection** to return to the full set of comments. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row.

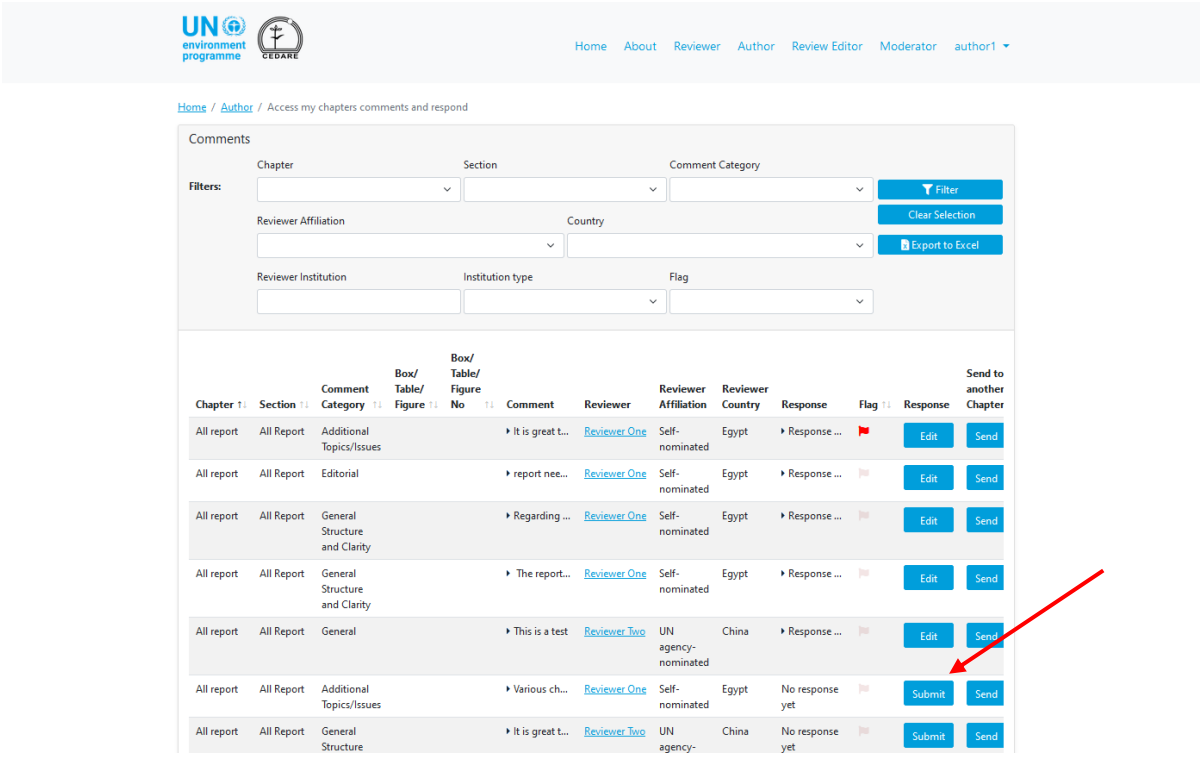


Can I export an offline version of the comments received on my chapter(s)?

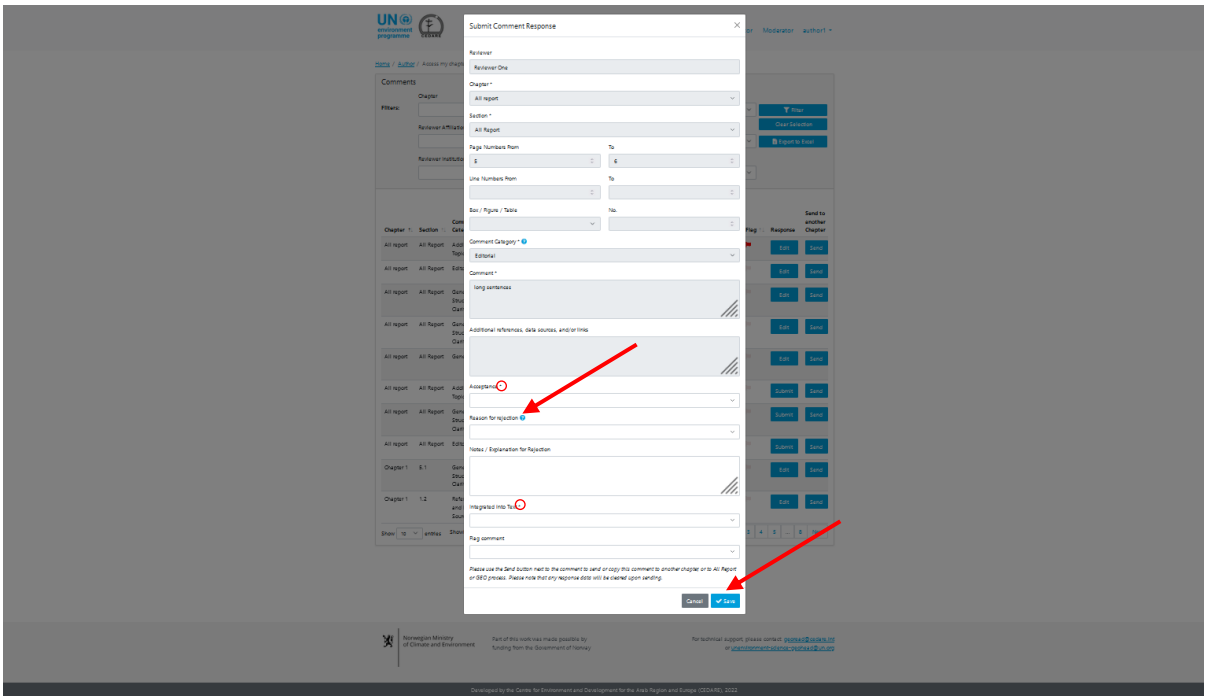
Yes, you may export an offline version of the comments received on any chapter for which you are an author. Follow the steps **above**, then click **Export to Excel**. If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with your comments. Please note however, that you still need to submit your responses to these comments online on the portal.

How can I respond to the comments on my chapter(s)?

Follow the steps **above**, then click **Submit** under the Response column for the comment to which you wish to respond.



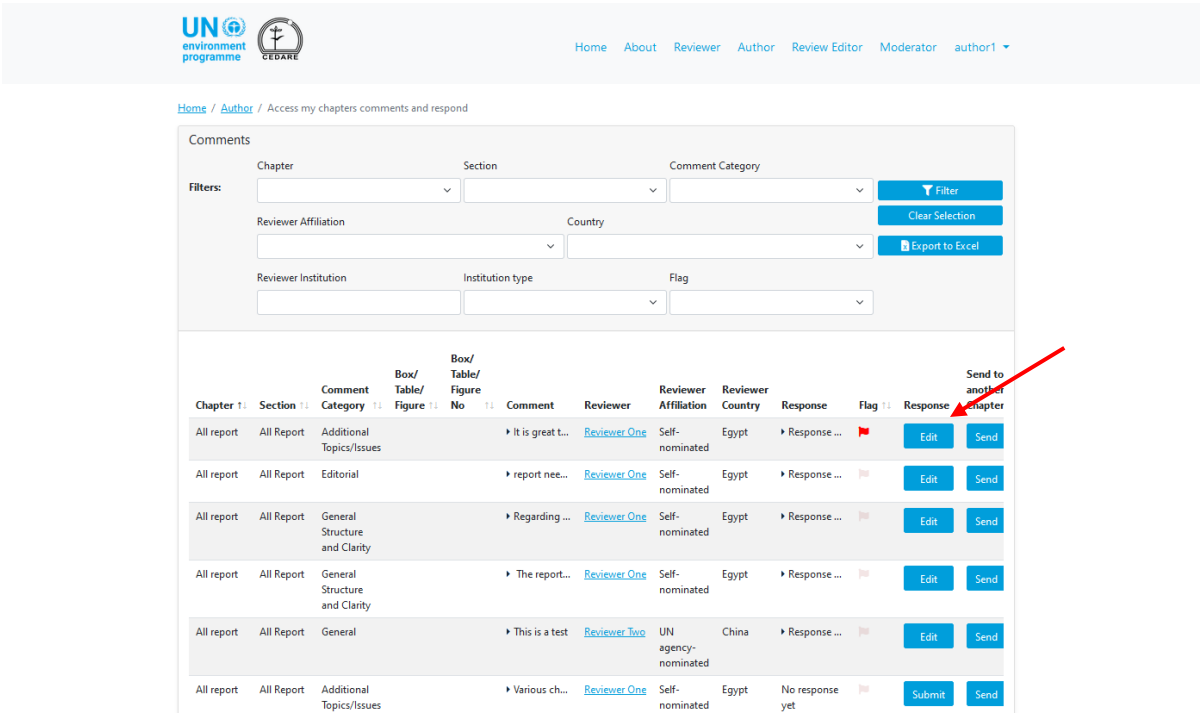
A response submission form will pop up in which all comment details are displayed in grey boxes, and in which you need to enter your response. Enter all details of your response, paying special attention to the required fields marked with and asterisk (*). You must enter these fields for your response to be counted. These fields are necessary to ensure the transparency and integrity of the review process, and to facilitate the work of the review editors. Please note that you may check the categorization guide for Reasons for Rejection from the **?** icon next to the 'Reasons for Rejection' dropdown menu.



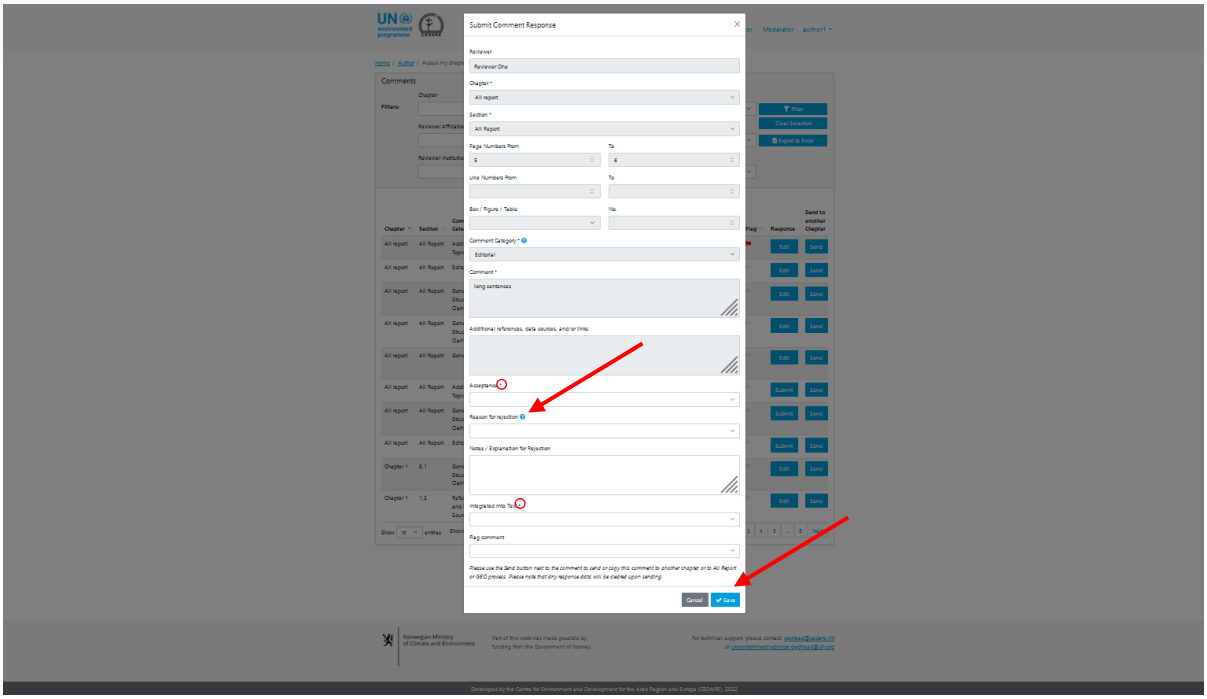
You can also use this form to flag comments that are particularly problematic, or requiring the attention of the copy editors. Please note that the black flag is disabled as a choice as it is only to be used by the GEO READ system itself to mark comments that have been redirected from another chapter. Once you have entered all the relevant data, you must click **Save** to save your response to the system.

How can I edit a response already submitted to the comments on my chapter(s)?

Follow the steps **above**, then click **Edit** under the Response column for the comment to which you wish to respond. A response submission form will pop up in which all comment details are displayed, including previously saved response details which you can now edit:



Pay special attention to the required fields marked with an asterisk (*). You must enter these fields for your edits to be saved. These fields are necessary to ensure the transparency and integrity of the review process, and to facilitate the work of the review editors. Please note that you may check the categorization guide for Reasons for Rejection from the **?** icon next to the 'Reasons for Rejection' dropdown menu. Once you have entered all the relevant data, you must click **Save** to save your edited response to the system.



Please exercise caution when saving edits to a response, as this will automatically override your previous response details and they can no longer be retrieved.

How long can I keep editing the responses to comments my chapter(s) received?

You can keep editing any responses to the comments your chapter received while the **response cycle** is still active. Once the response cycle ends, you can no longer edit or delete any responses and the responses you already added will be automatically sent on your behalf to the review editing section of the portal.

I am an author on multiple chapters, how can I access the comments on all of them?

Your account on the portal will be set by the secretariat to ensure that you can respond to the comments on all chapters for which you are an author. If the portal does not allow you to respond to any comment to which you should be able to respond, please contact the secretariat at: **unep-ewad-geohead@un.org**.

There are many authors working on my chapter, can we all respond to comments at the same time? How does the portal manage this?

Each author on any chapter has their own username and password that they can use to access all the comments on their chapter. While multiple authors can view the same comments at the same time, no two authors can respond to the same comment at the same time. In other words, once one authors opens any particular comment's response form, none of their co-authors on the same chapter can open the same comment's response form at the same time. Once the author responding to the comment closes the response form, it becomes available for their co-authors to edit once again. Please also note that the system also automatically closes the response form for any comment after 60 minute, at which time, the response becomes available for editing once again.

What happens if I edit or delete a response submitted by another author on a comment in my chapter?

The portal allows all authors for the same chapter to access, edit, and delete any author response submitted for any comment. Accordingly, please be cautious handling comments on which some action has already been taken, as any change you make, will overwrite any previous inputs.

When are my responses to the comments sent to the GEO secretariat and other users?

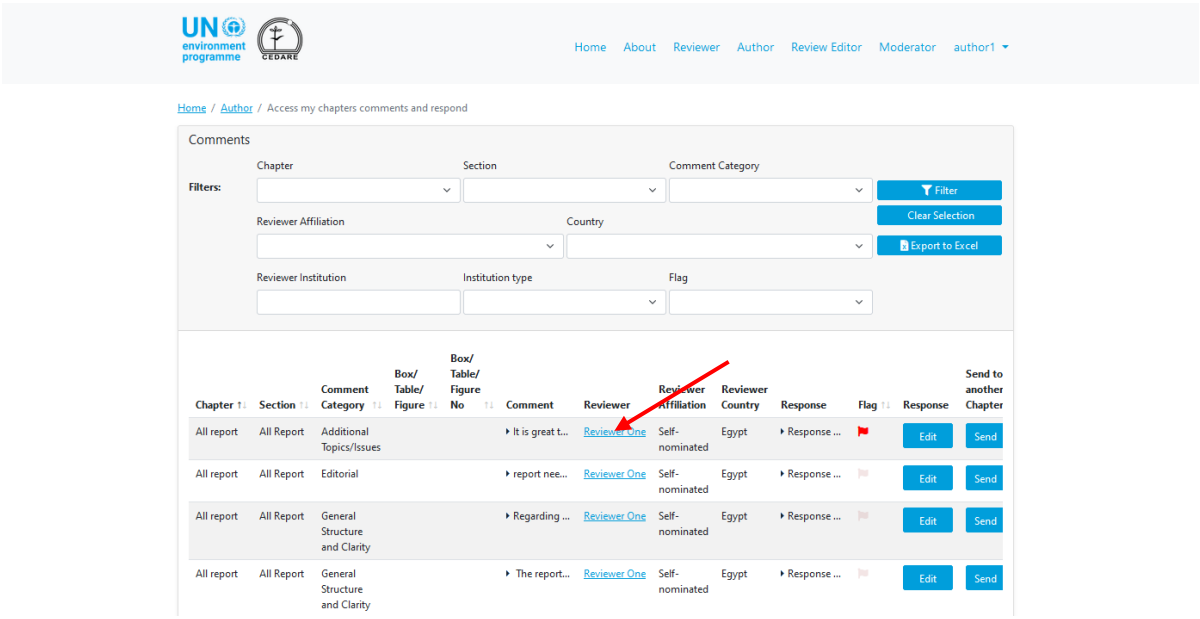
Your responses are automatically sent on your behalf to the review editing sections of the portal as soon as the **response cycle** ends. While a response cycle is ongoing, your responses are kept in your account, and you can edit or delete them until the cycle ends, but are visible to all other authors on the GEO READ system. This is designed to encourage interaction among authors on comments of mutual concern during the drafting of the subsequent order draft. Once a response cycle ends, the system will no longer accept new responses nor allow you to edit the ones you already submitted. The responses on your account at the time the cycle ends, are automatically sent to the secretariat and review editing section then.

Why can't I submit my responses to comments?

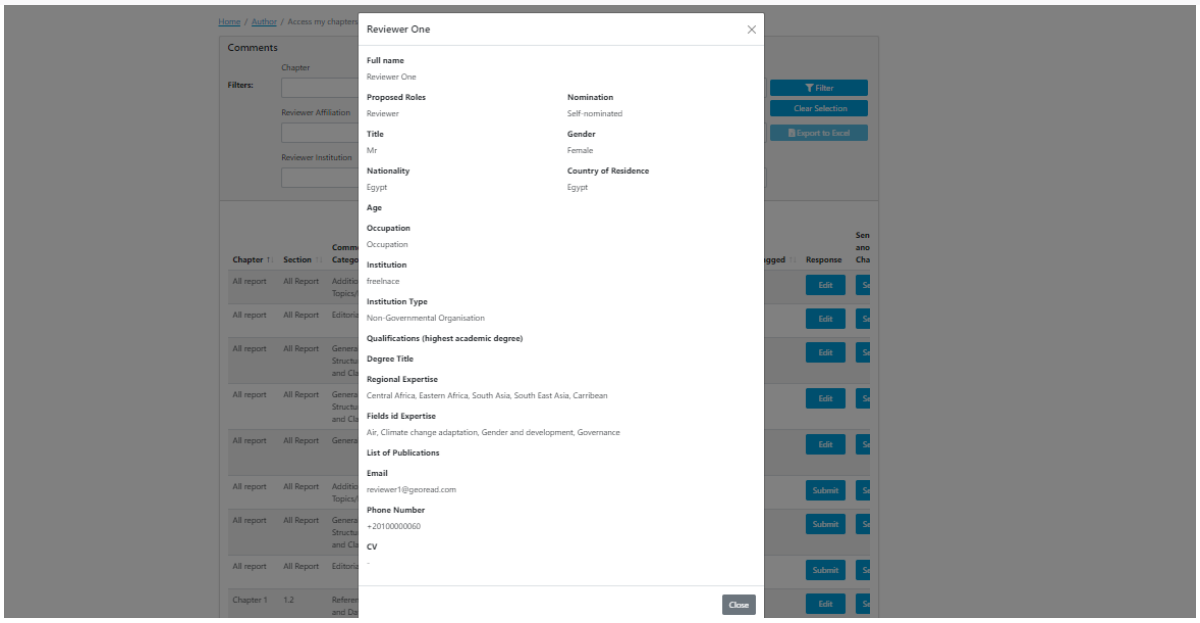
If you can access your author account using the author username and password you received from the GEO secretariat, but cannot submit your responses, then it is likely that there is no ongoing response cycle for you to participate in. Please check the inbox of the email you provided on your GEO-READ account for alerts and notifications about response cycle timeframes.

I need some additional context or clarification on a comment I received, how can I find out more about the reviewer who submitted it and/or contact them?

To access the details of the reviewer who submitted any particular comment, click on their name next to the comment.

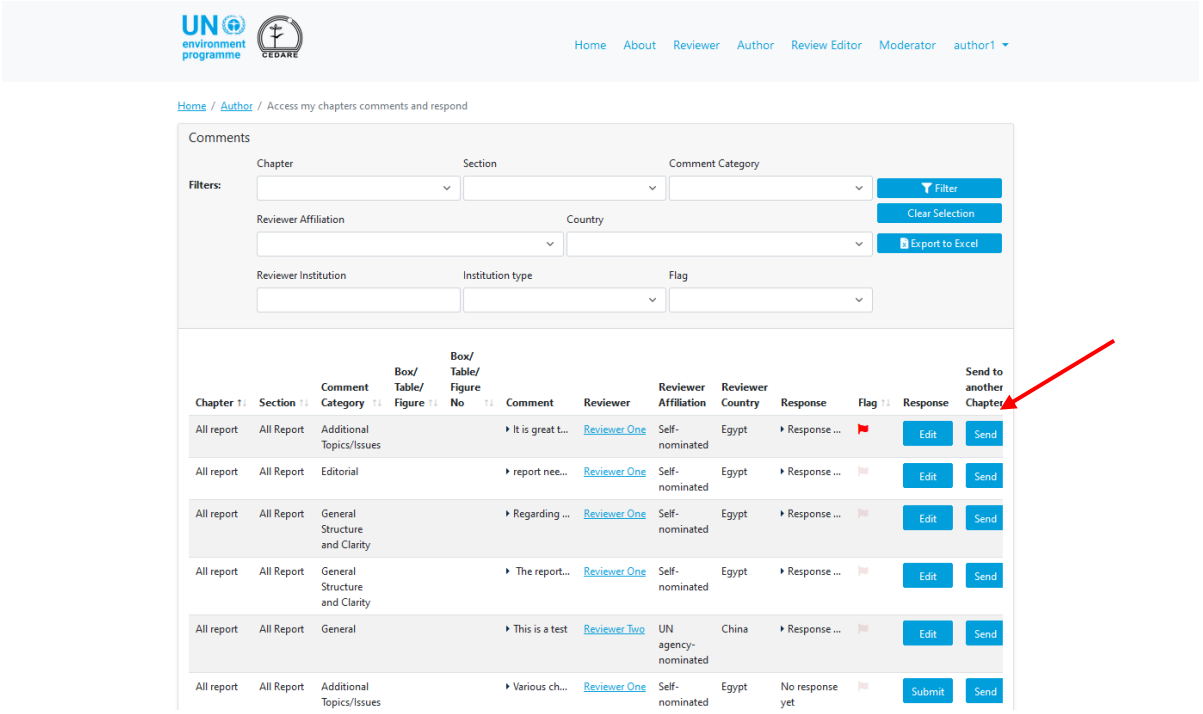


A popup screen will display the complete reviewer details.



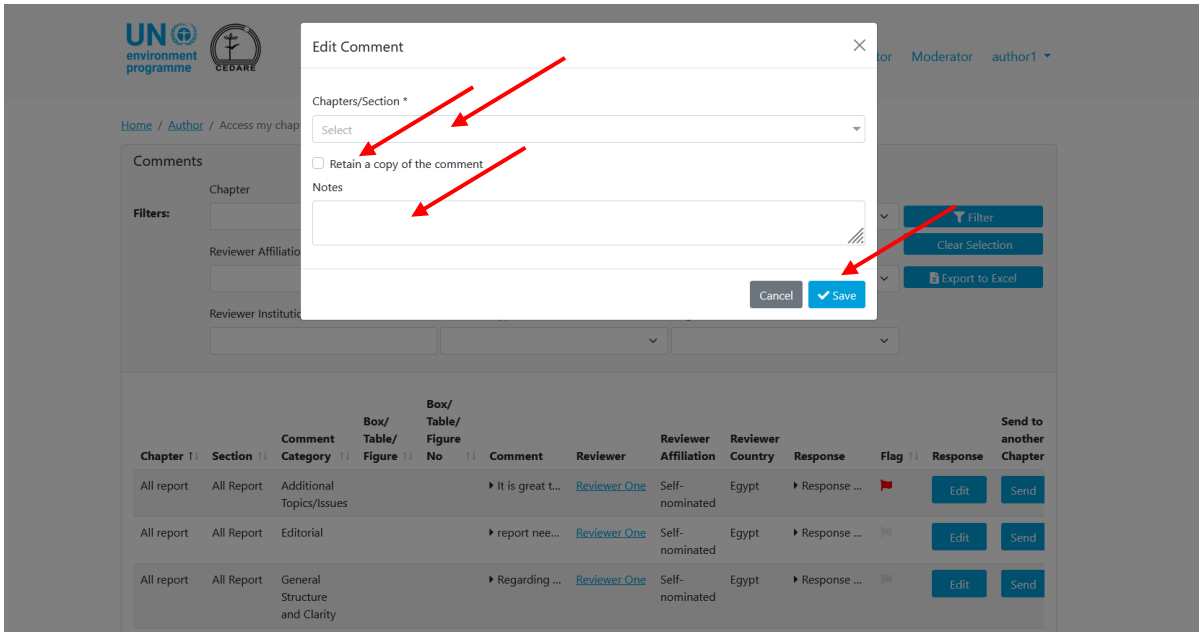
I received a comment that is relevant to another chapter, instead of, or in addition to the one it was directed, what should I do?

If you received a comment on one of your chapters, that you believe may be relevant to another chapter, in addition to or instead of your own, you may use the Send function to redirect it accordingly. On the 'Access my Chapters Comments and Respond' screen, click the **Send** button next to the comment in question:



The comment sending interface will pop up. Click the Chapters/Sections dropdown menu to choose the chapters and section to which you wish to redirect the comment, and choose whether you would like to retain a copy of the comment. You may also send a note that will be attached to the comment's details as part of the transfer log, for the benefit of the comment recipients. You may use this function to redirect comments to chapters on which you are an author, as well as to chapters on which you are not. You may also redirect a comment to 'GEO Process' if you believe it should be addressed by the GEO secretariat, or to 'All Report' if you

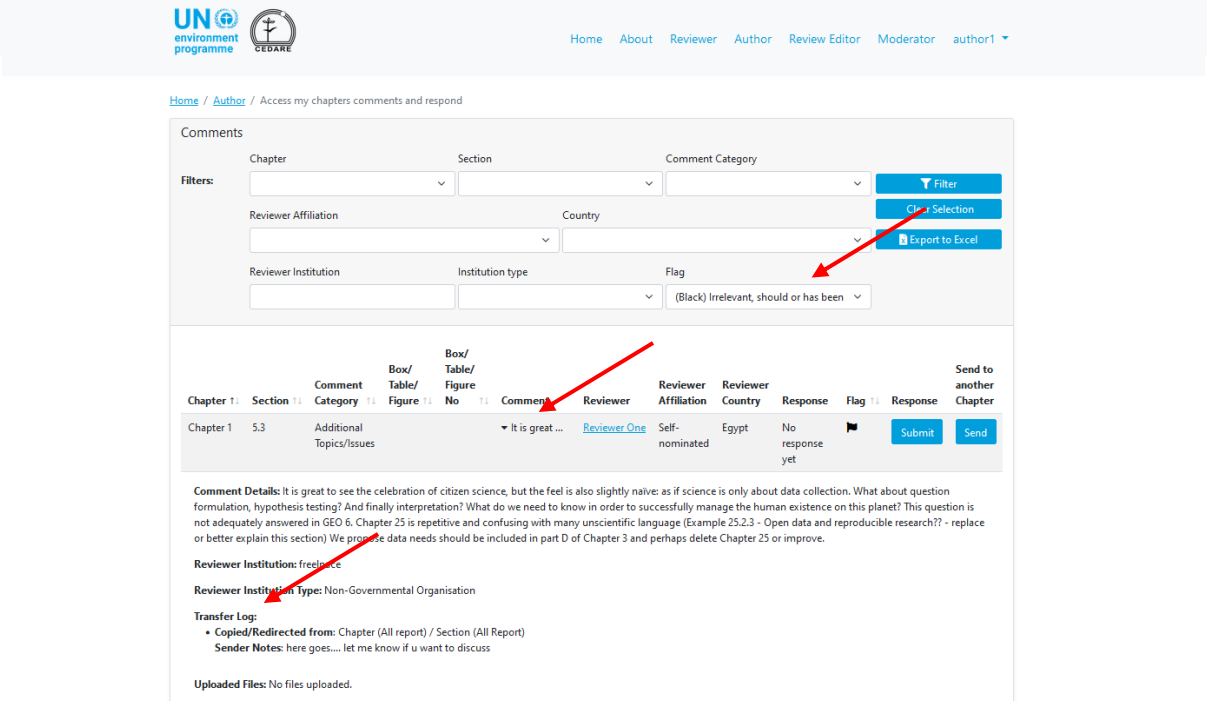
believe it should be addressed by the Co-Chairs. Once you have made your choices, click **Save** and the comment will be redirected. Please note that this action is not reversible (except by the recipient of the comment), and that if you do not choose to retain a copy of the comment, it will be removed from your chapter comments.



The new comment recipients will then receive an automatically generated email indicating that they have received comments redirected from another chapter, with instructions on how to locate them. Please remember to redirect irrelevant comments well before the response cycle ends so that the recipient chapter authors have time to see and respond to the comment adequately.

I have received an email from the system mailbox indicating that one of my chapters has received new comments redirected from another author, what does this mean and how can I locate them?

If you have received an email from the system mailbox (**georead@cedare.int**) indicating that one of your chapters has received redirected comments, this means that the author on another chapter has redirected comments originally received on one of their chapters to one of yours, in the middle of the response cycle. These comments would have been received during the most recent review cycle, and now require your attention and response. You may locate these comments by filtering the comments on your chapter using the flag filter and choosing the black flag 'has been redirected'.

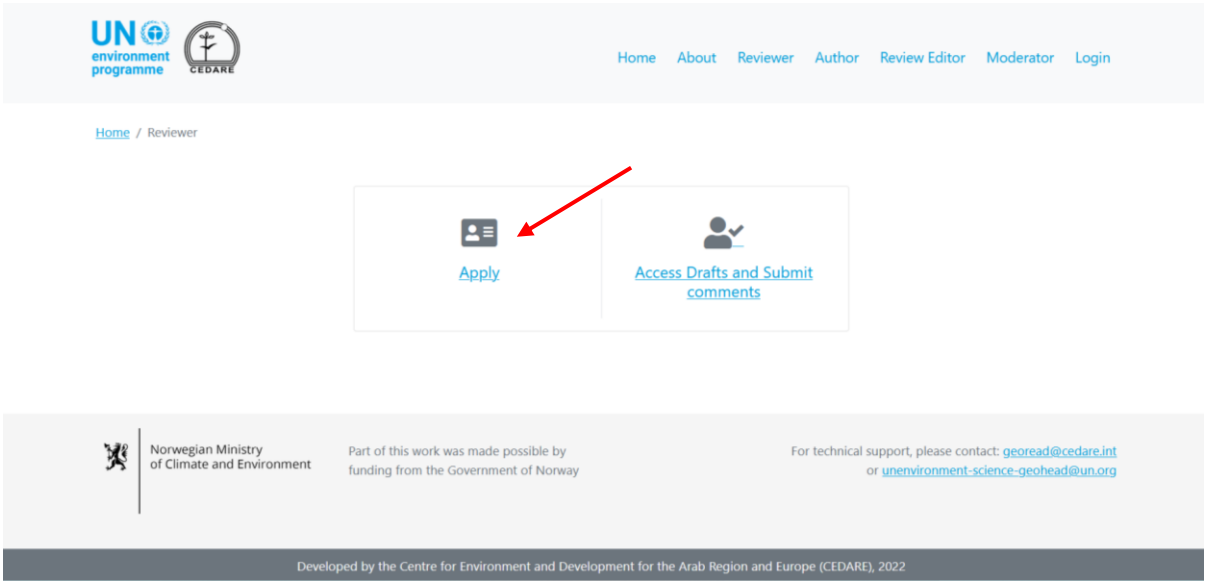


Once you have located the comments, click on the entry in the 'Comment' column, to view the comment details including the transfer log and any note from the sender.

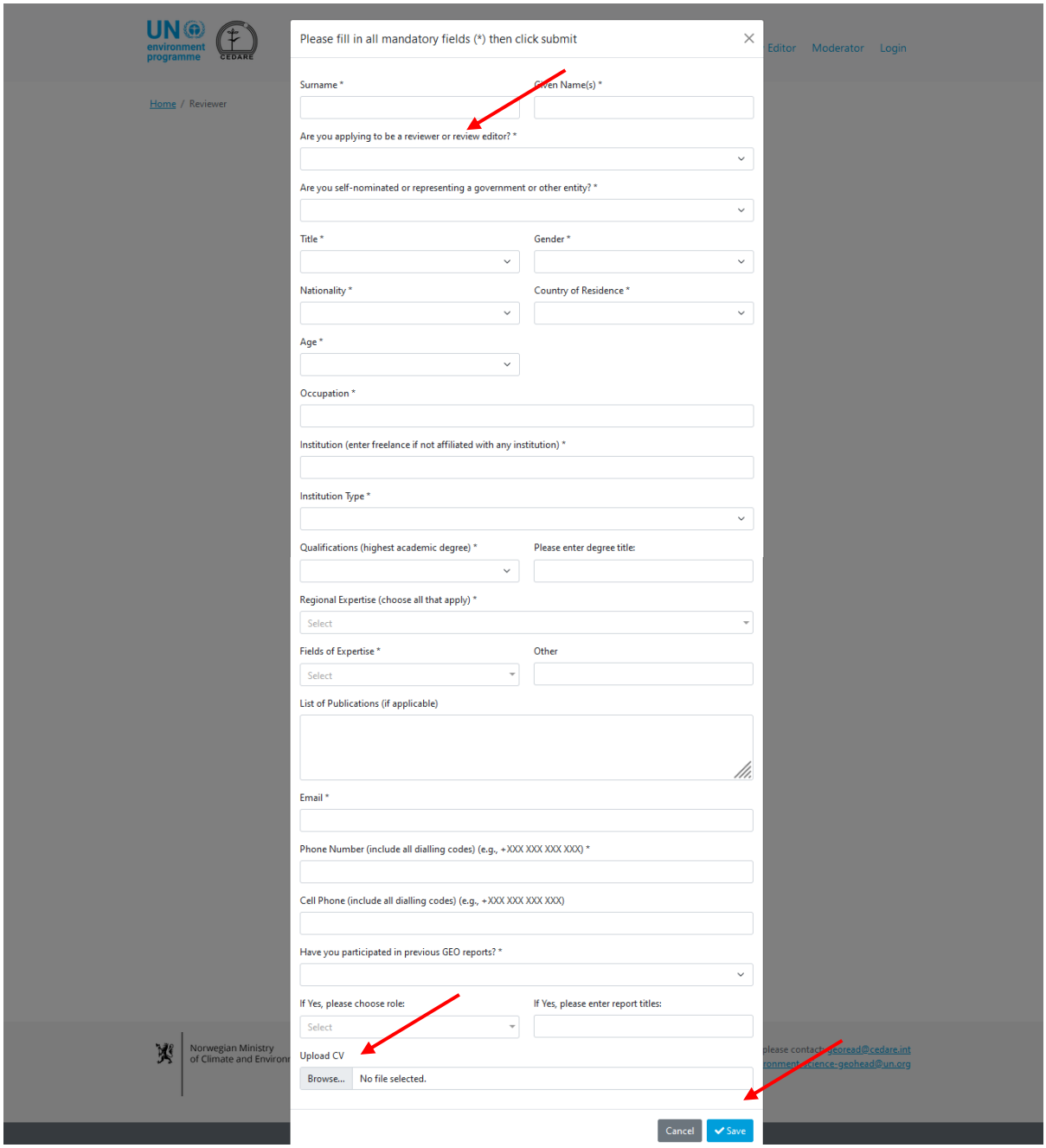
D. Review Editor

How do I apply to become a review editor?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Apply**:



Fill in the reviewer form, paying particular attention to required fields marked with *. If you wish, you may also upload a detailed CV. Make sure you choose ‘Review Editor’ when answering the question ‘Are you applying to be a reviewer or a review editor?’.



Click **Submit** to add your application to the database. If you are approved by the secretariat as a review editor, you will receive further instructions as well as a username and password at the email you provided in your form. Please note that if you have never received emails from the GEO-READ system (**georead@cedare.int**) before, then your email provider may send this email to your spam/junk folder, so please check that regularly.

Why can’t I submit comments on the draft?

In accordance with the guidelines set by the GEO advisory bodies, and to ensure the integrity of the review editing process, the roles of reviewer and review editor are mutually exclusive.

When can I see the comments that reviewers have submitted and their data?

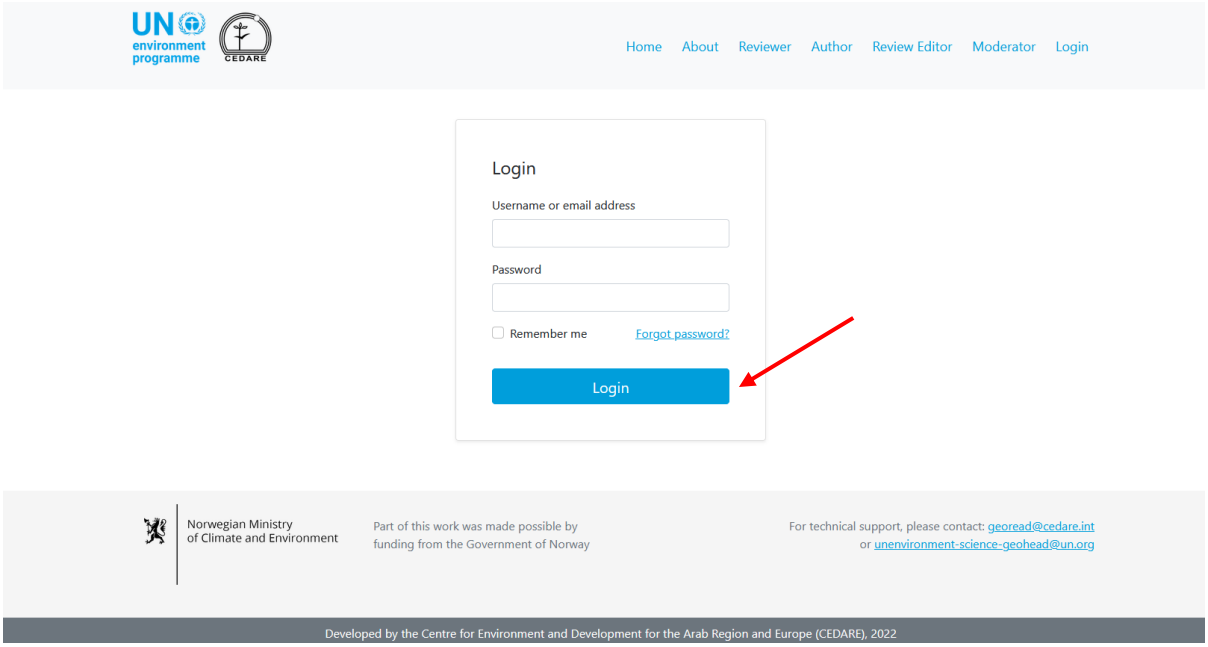
The moment a **review cycle** ends, all comments saved by the various reviewers on the system are moved to the author section to submit responses, and simultaneously to the review editing section for review editors to analyse.

When can I see the responses that authors have submitted?

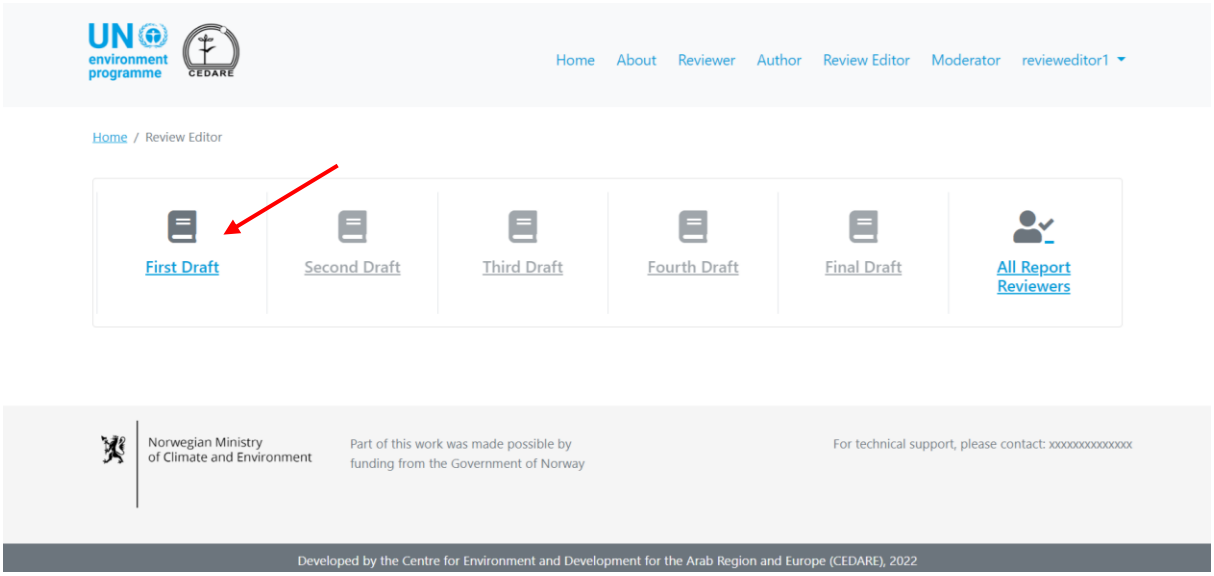
The moment a **response cycle** ends, all responses saved by the authors on the system are moved to the review editing section for review editors to analyse.

How can I see the comment data for any draft?

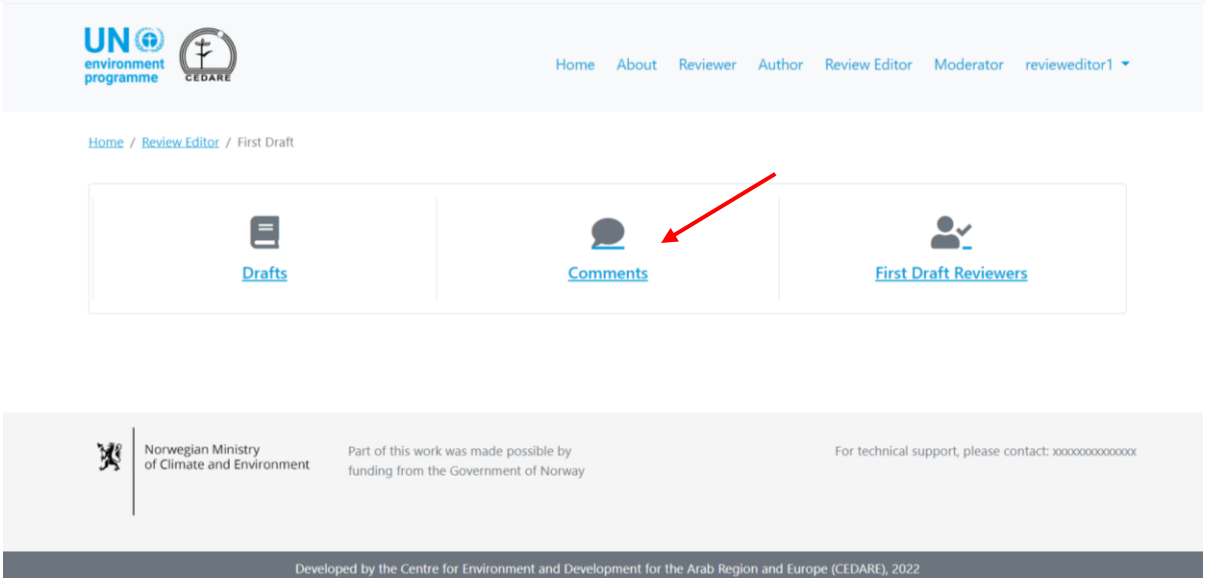
Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



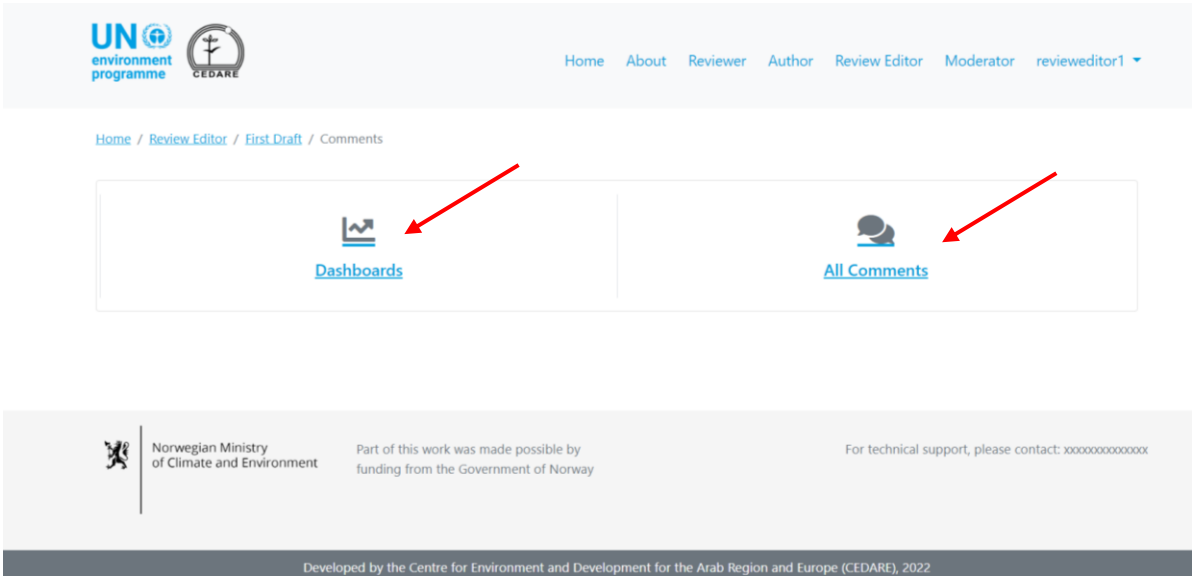
On the Review Editor landing page, after you have logged in, click the draft number you wish to analyse:



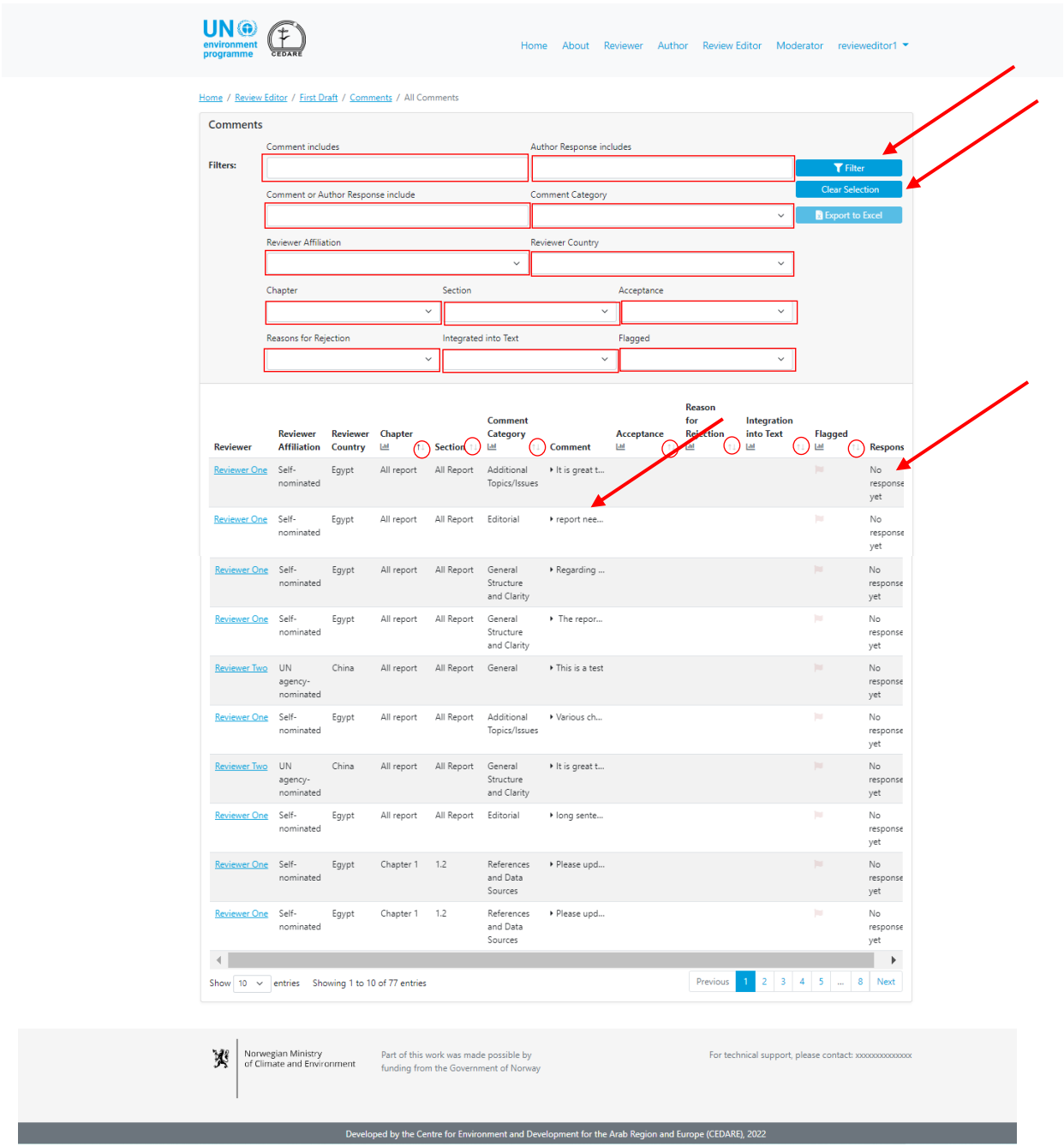
On the next screen, click **Comments**:



You can then either access the **dashboards** for the comment data for this draft, or click **All Comments** to see the complete comment data:

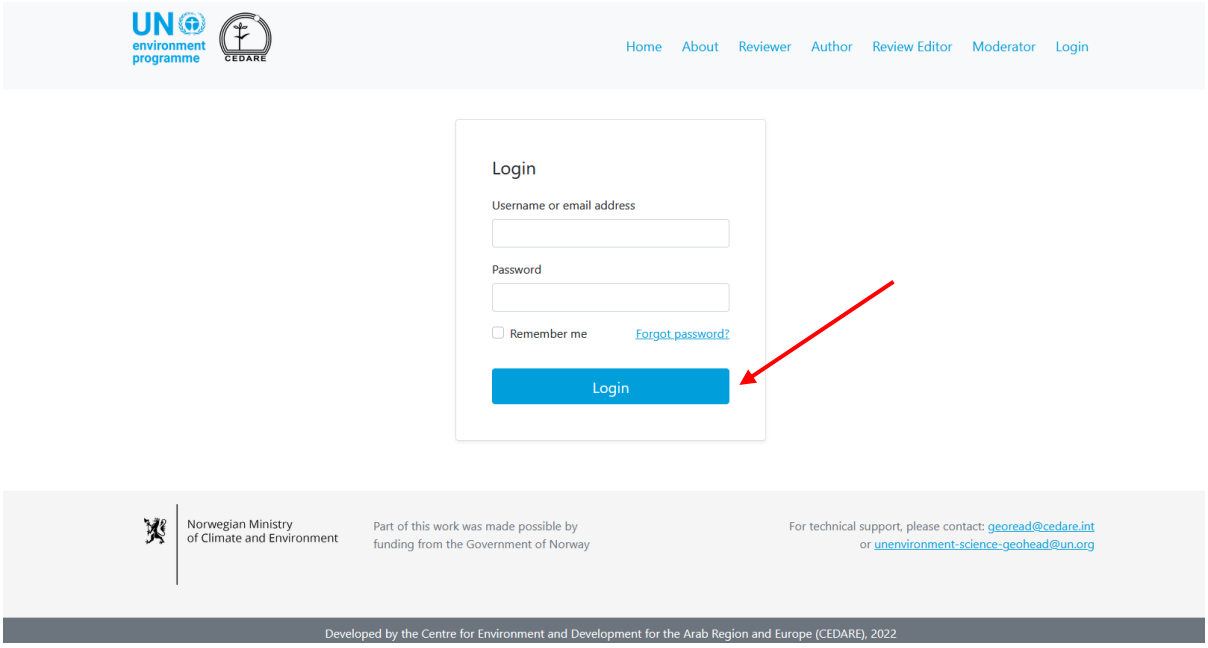


On the next screen, you will find a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row. To see more data on the author response to a comment, click the **author response** field for that comment.

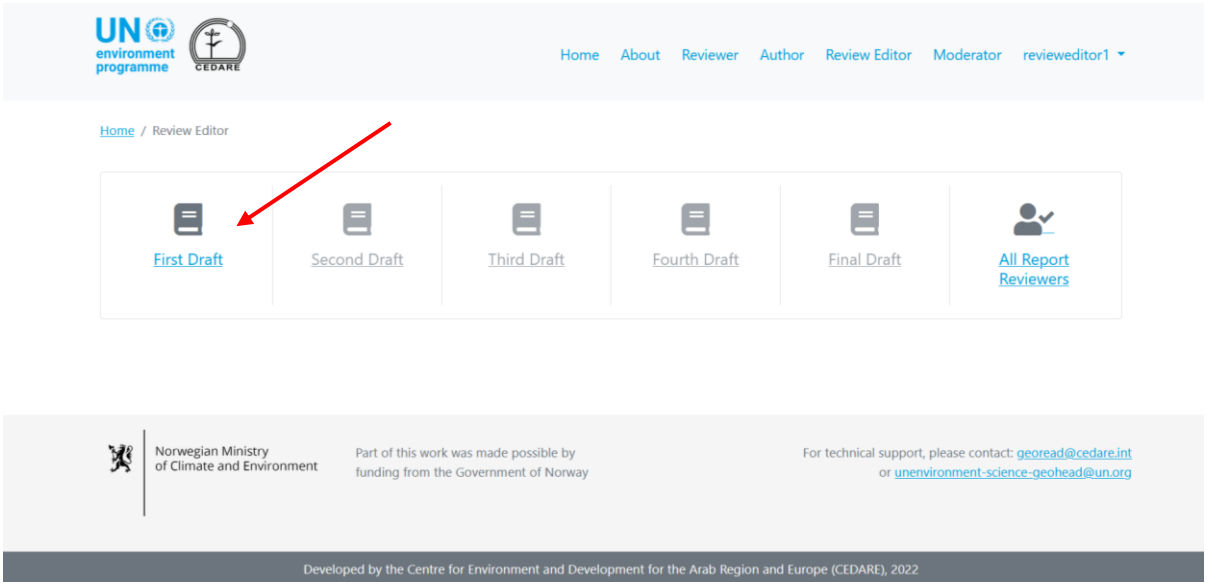


How can I see the reviewer data for any draft?

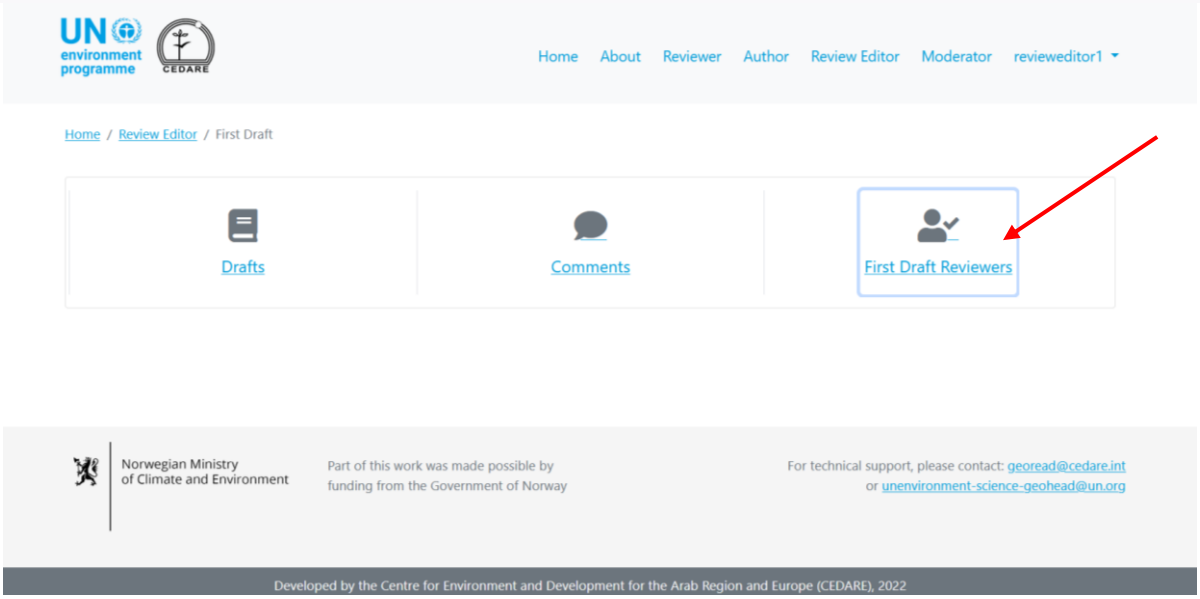
Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



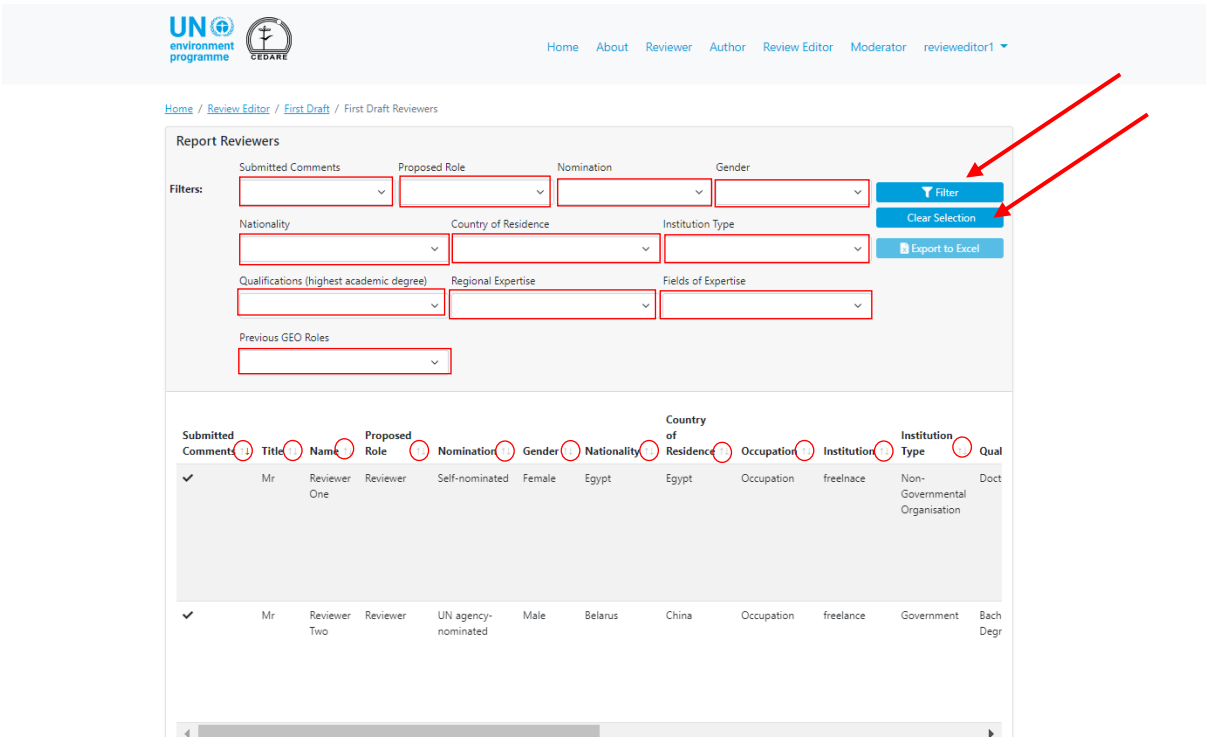
On the review editor landing page, after you have logged in, click the draft number you wish to analyse:



On the next screen, click **Reviewers**:

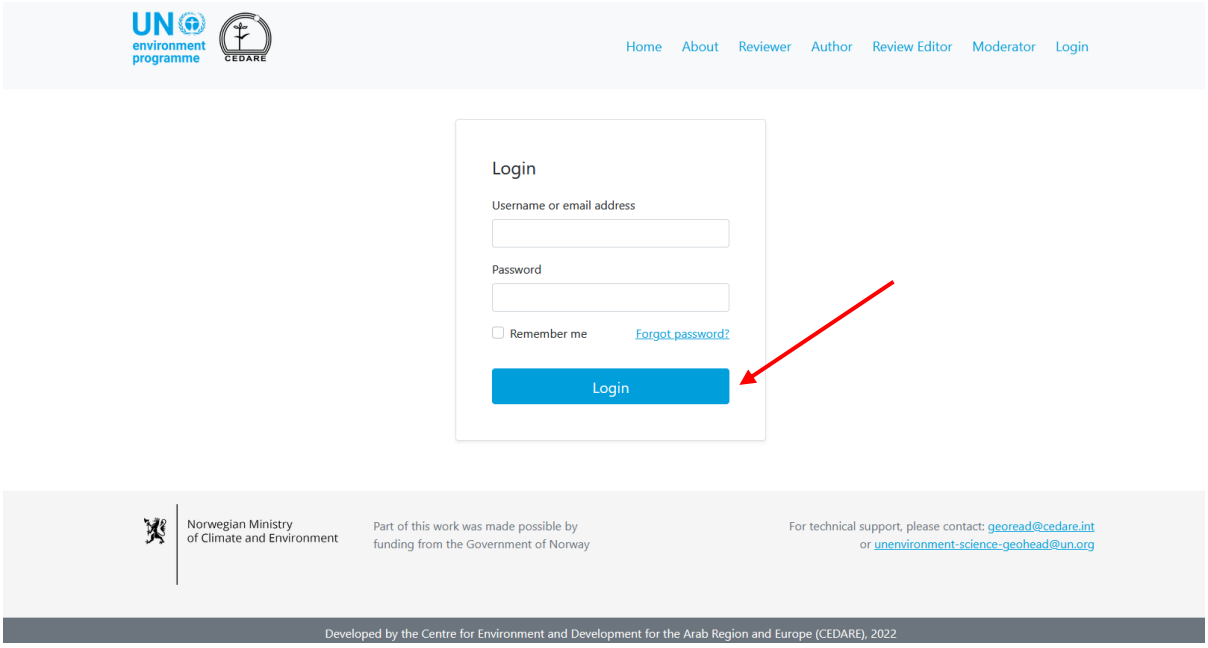


On the next screen, you will find a table with all the reviewers who submitted comments on the draft. You must scroll right to see all the data available on each reviewer. You can sort the reviewers from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the reviewers that match your filters. To return to the full set of reviewers, click **Clear Selection**.

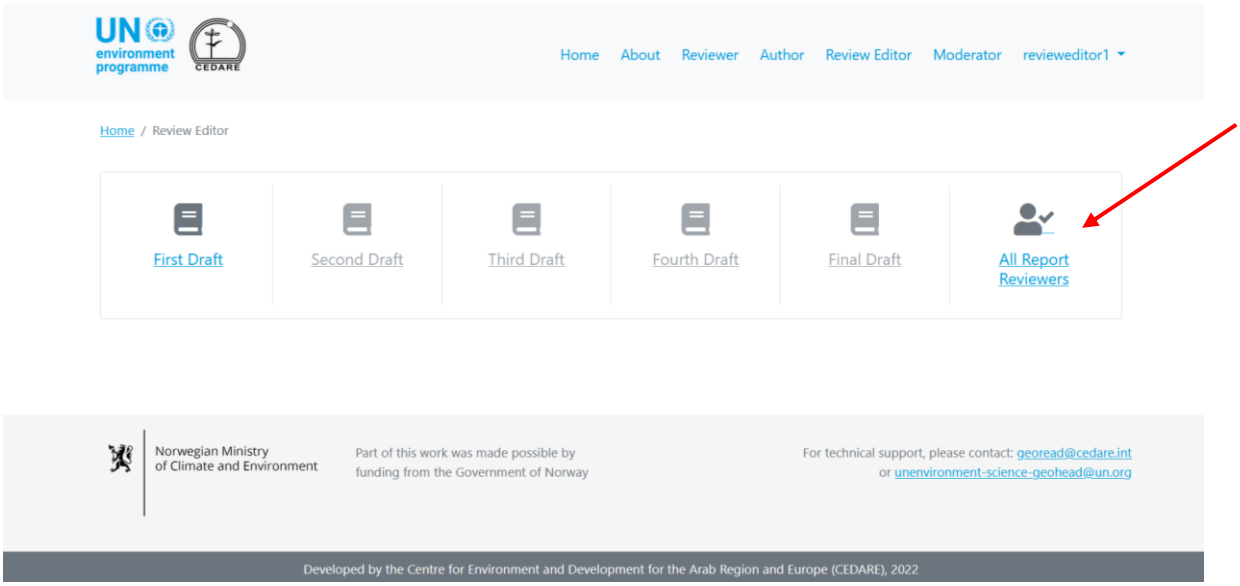


How can I see all the reviewer data for all drafts?

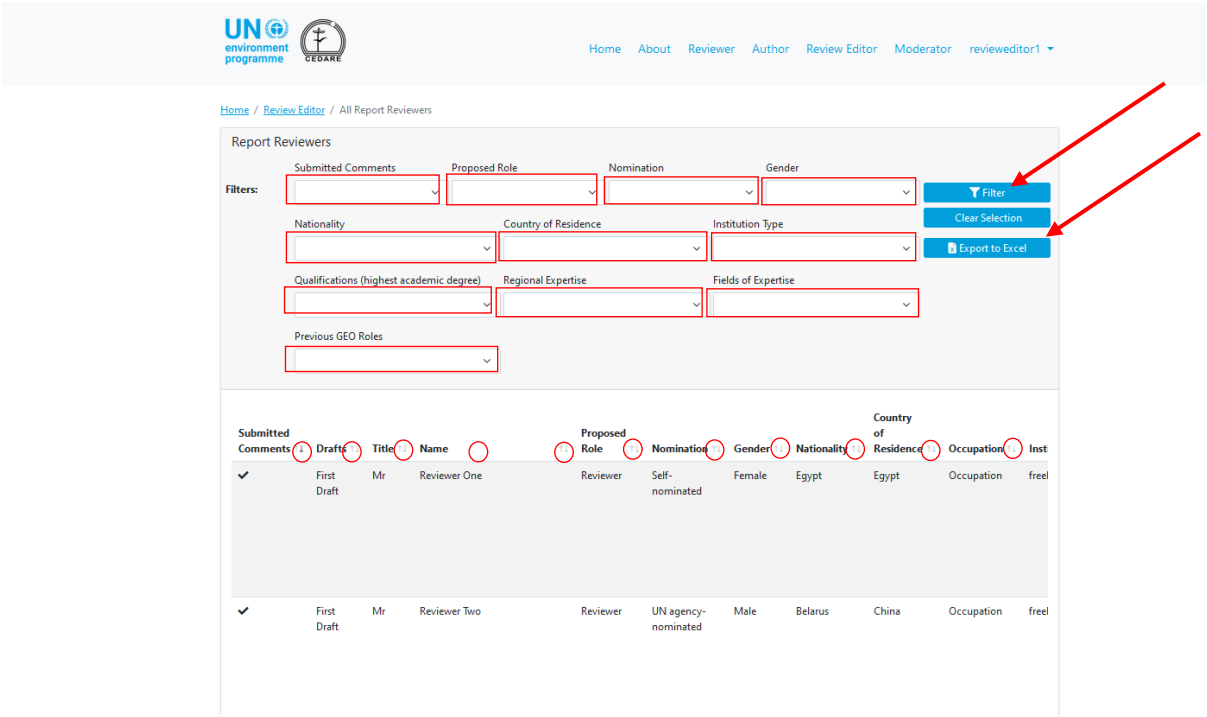
Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



On the review editor landing page, after you have logged in, click **All Report Reviewers**:

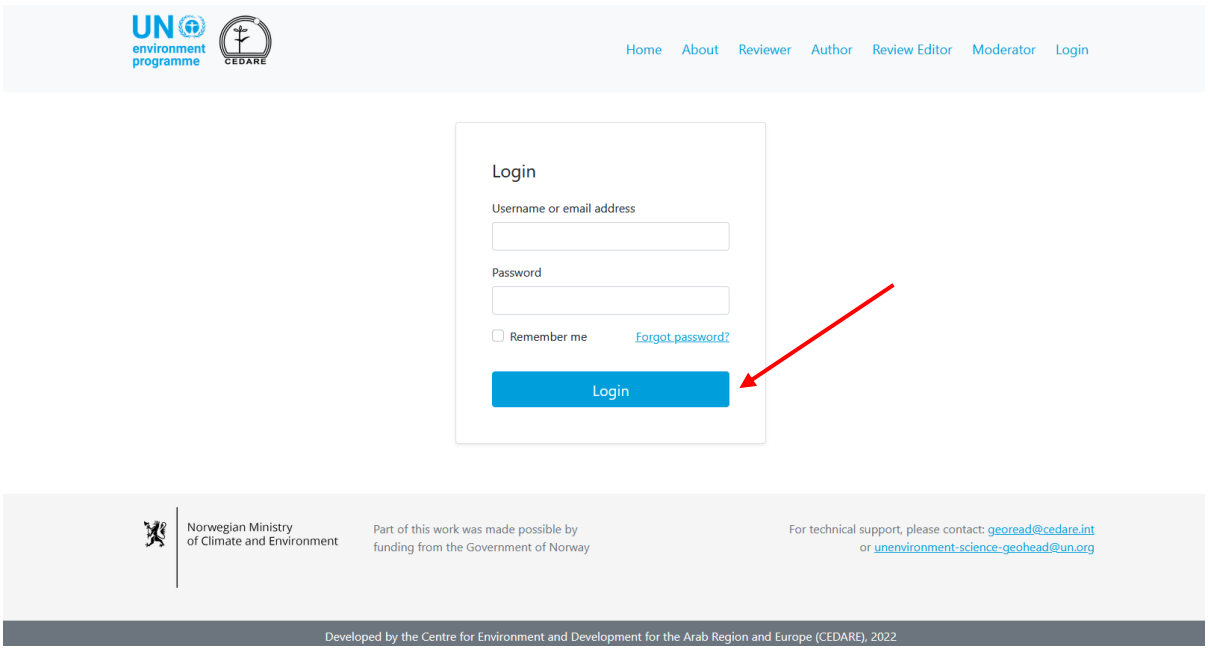


On the next screen, you will find a table with all the reviewers who submitted comments on the draft. You must scroll right to see all the data available on each reviewer. You can sort the reviewers from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the reviewers that match your filters. To return to the full set of reviewers, click **Clear Selection**.



How can I see all the comment data for all drafts?

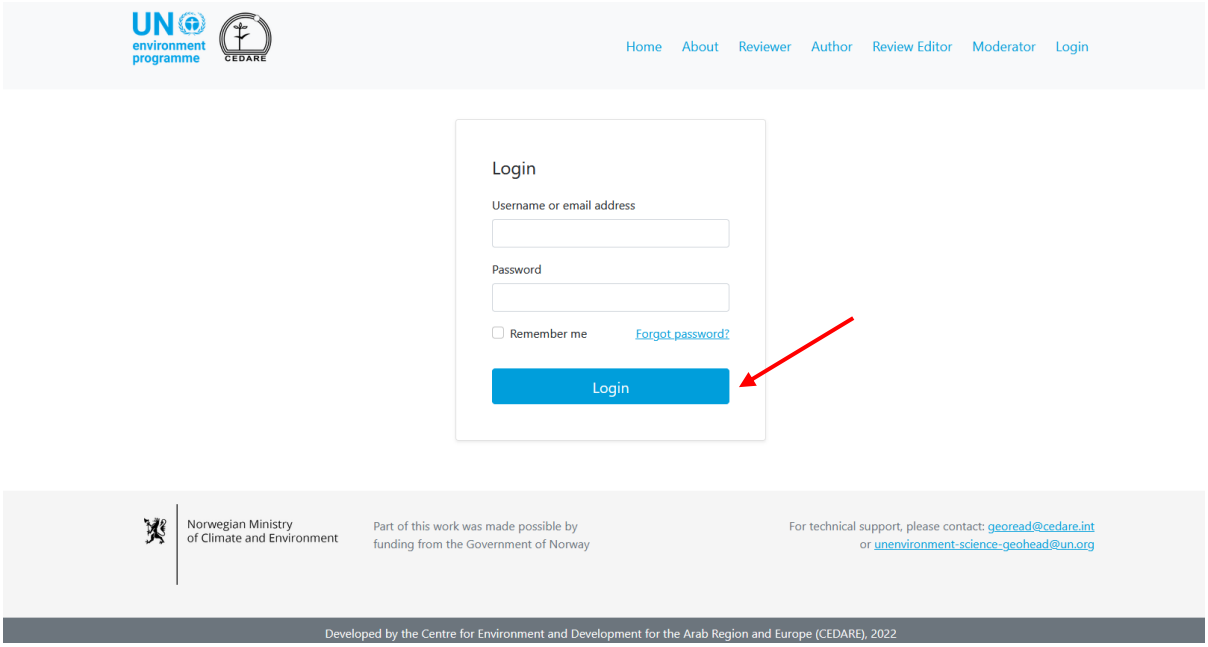
Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



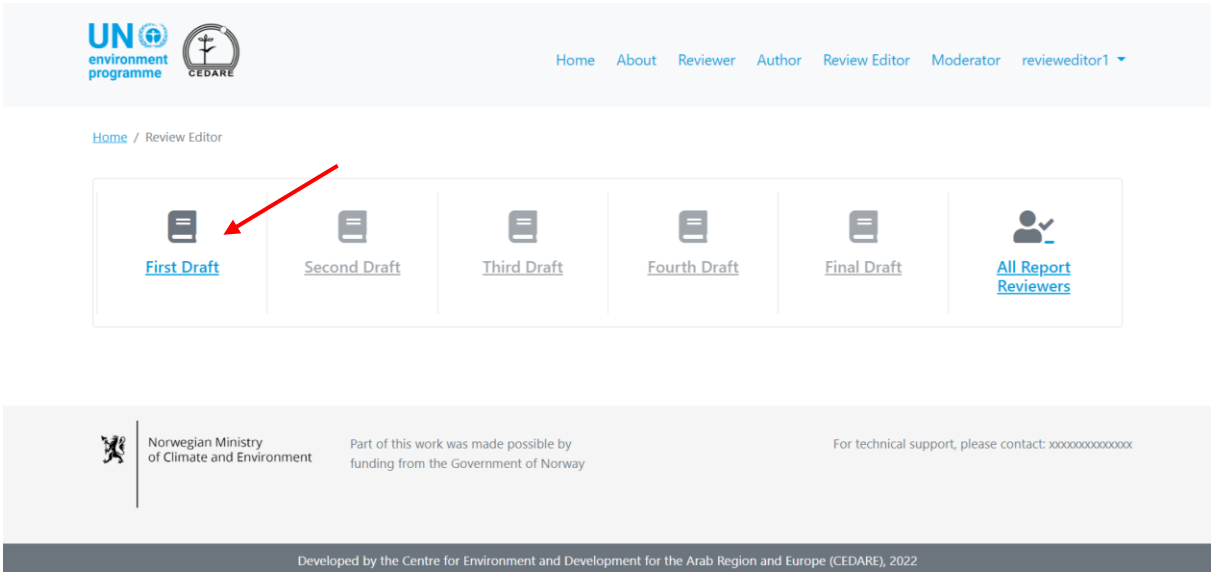
On the review editor landing page, after you have logged in, click **All Report Comments.** Follow the steps **above** to view, filter and sort the comments on the screen.

How can I use the system to conduct quantitative analysis and create tables and graphs?

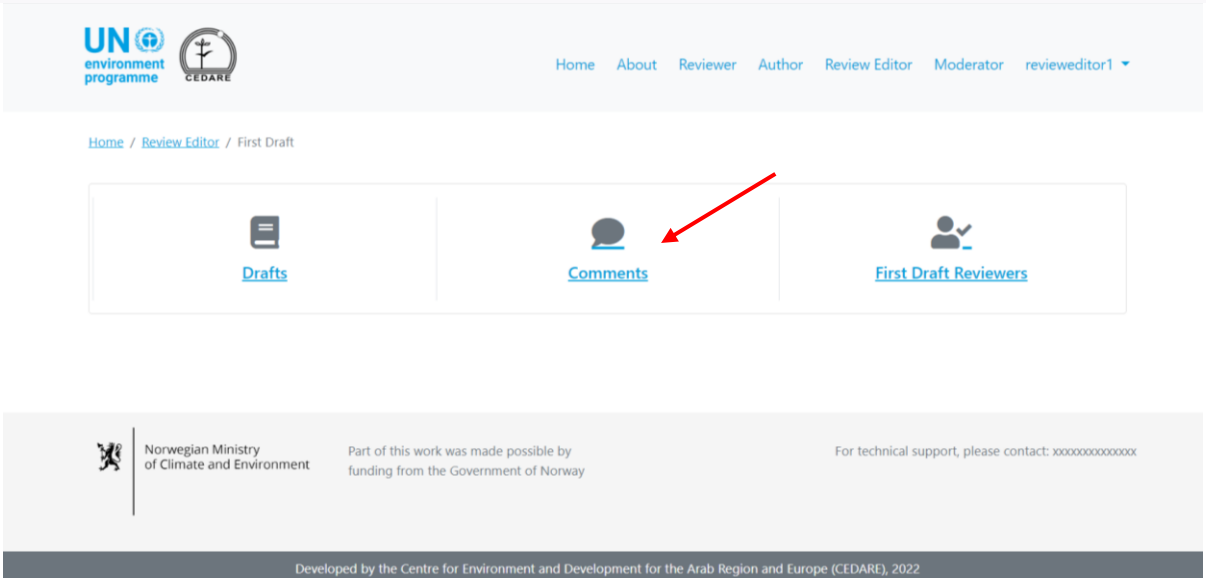
Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



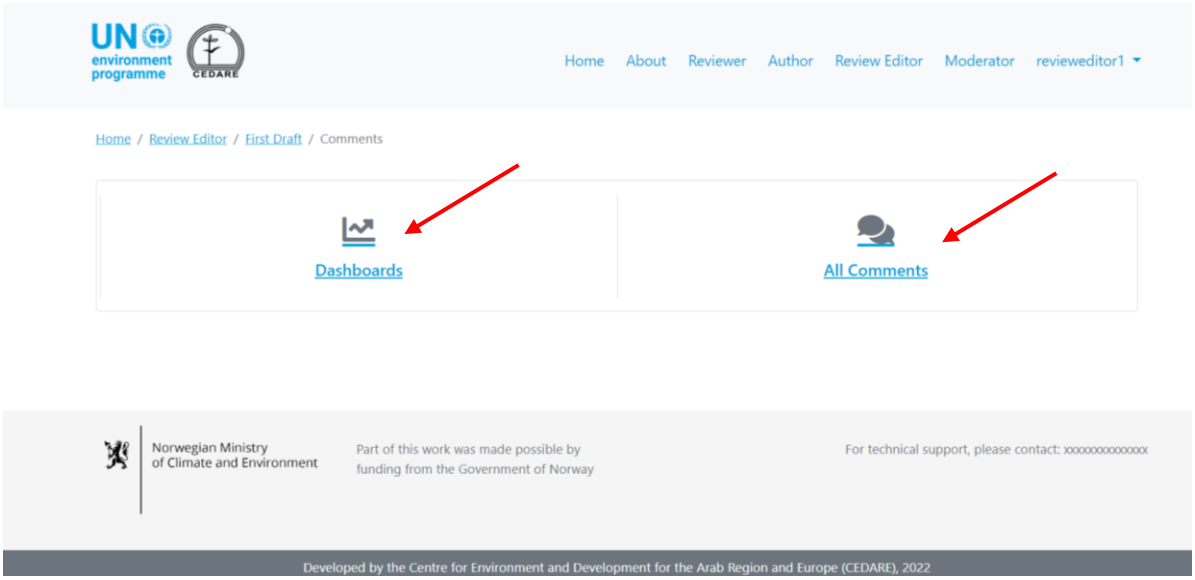
On the Review Editor landing page, after you have logged in, click the draft number you wish to analyse:



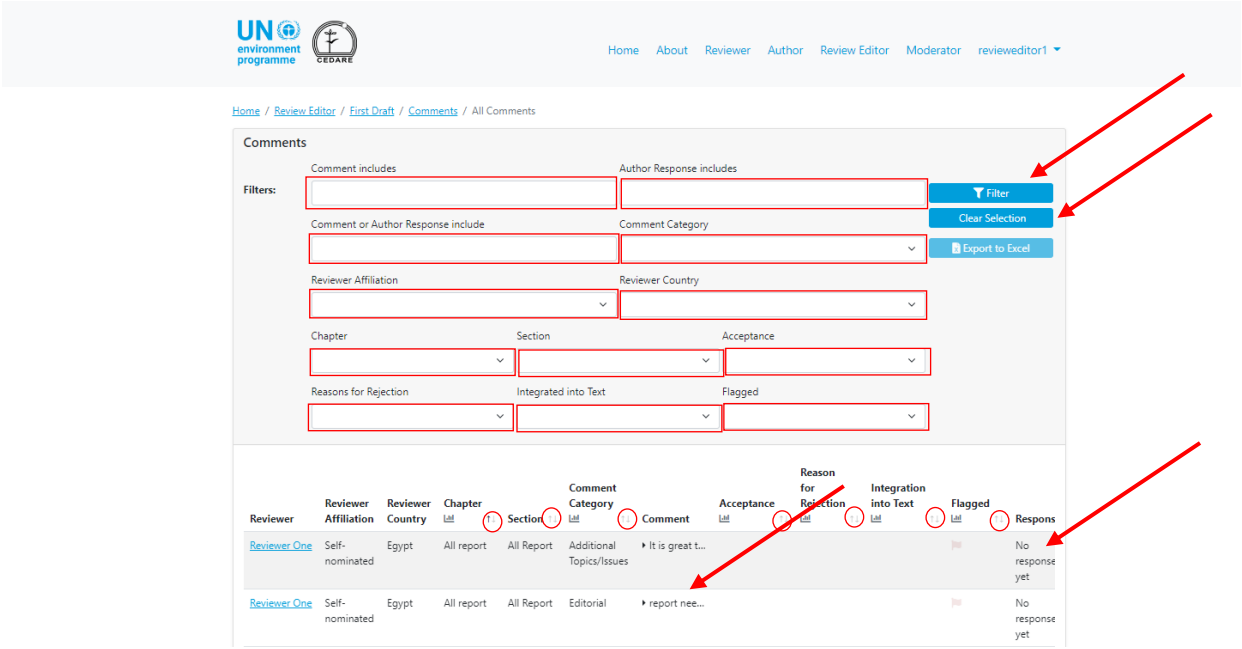
On the next screen, click **Comments**:



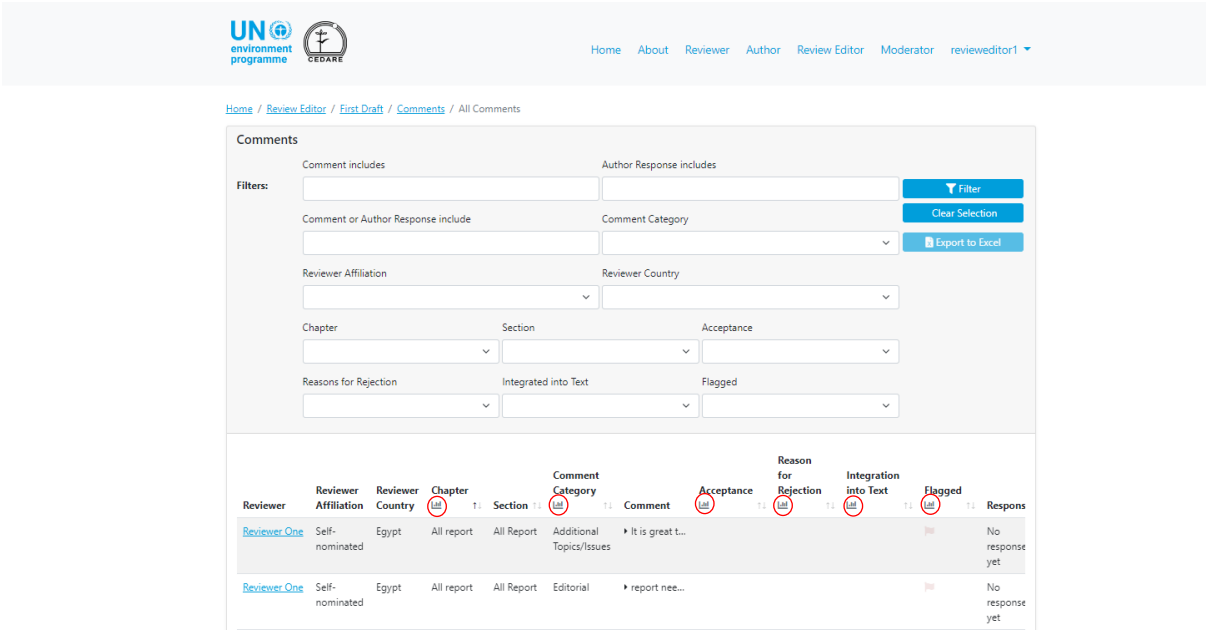
You can then either access the **dashboards** for ready-made analysis of the comment data for this draft, or click **All Comments** to generate your own:



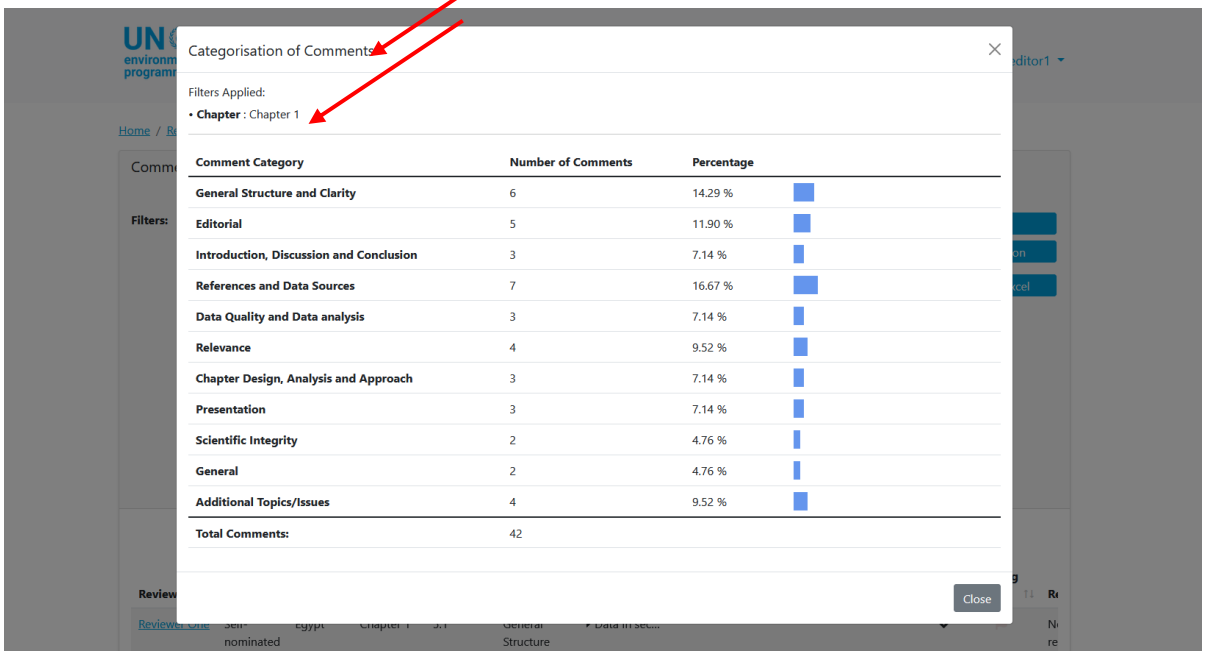
On the next screen, you will find a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row. To see more data on the author response to a comment, click the **author response** field for that comment.



Whether you are working with the full set of comments, or whether you have filtered the comments according to one or more criteria, you can click the 'graph' icon at the top of any of the columns with data that can be analysed to generate your specific table / graph.

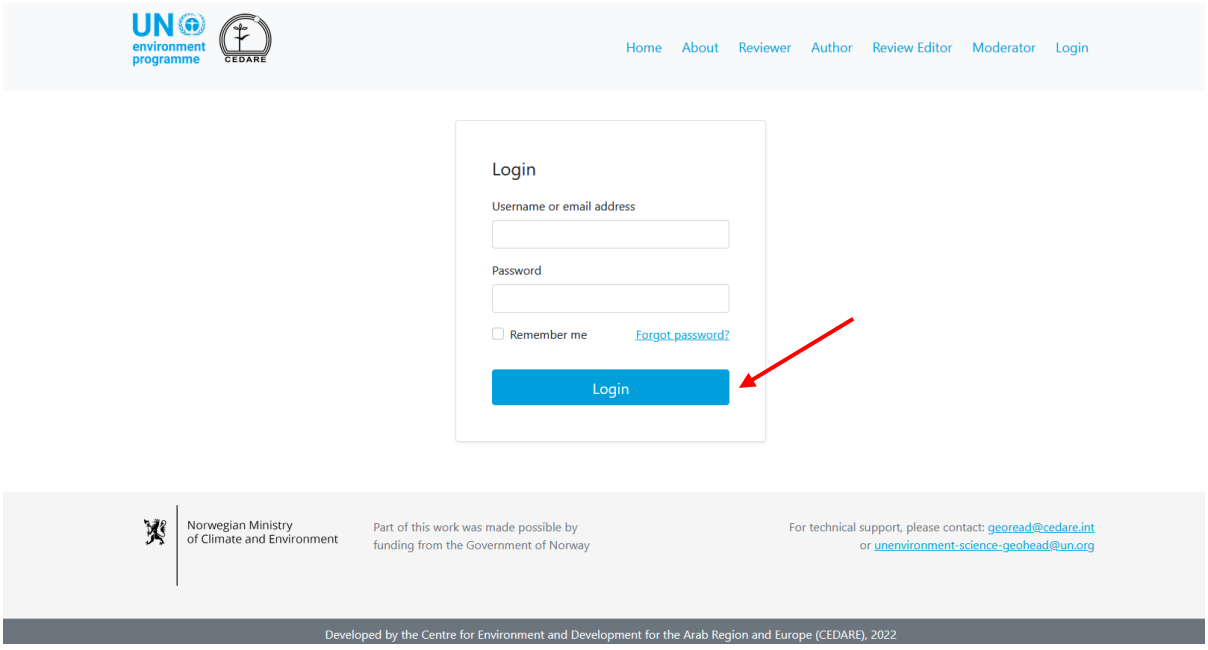


A pop-up with the data you requested will be displayed and will indicate what filters, if any, you have applied. Please note that you can run this analysis using as many criteria as you like, including the comment search function, and they will be indicated on the graph.

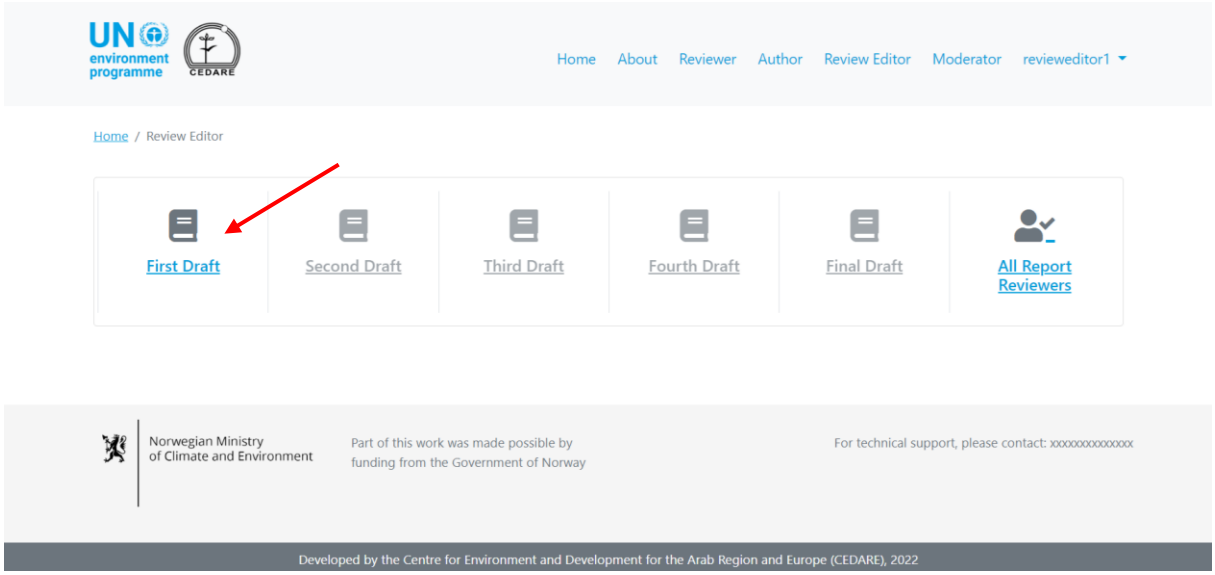


How can I locate comments on specific issues / topics?

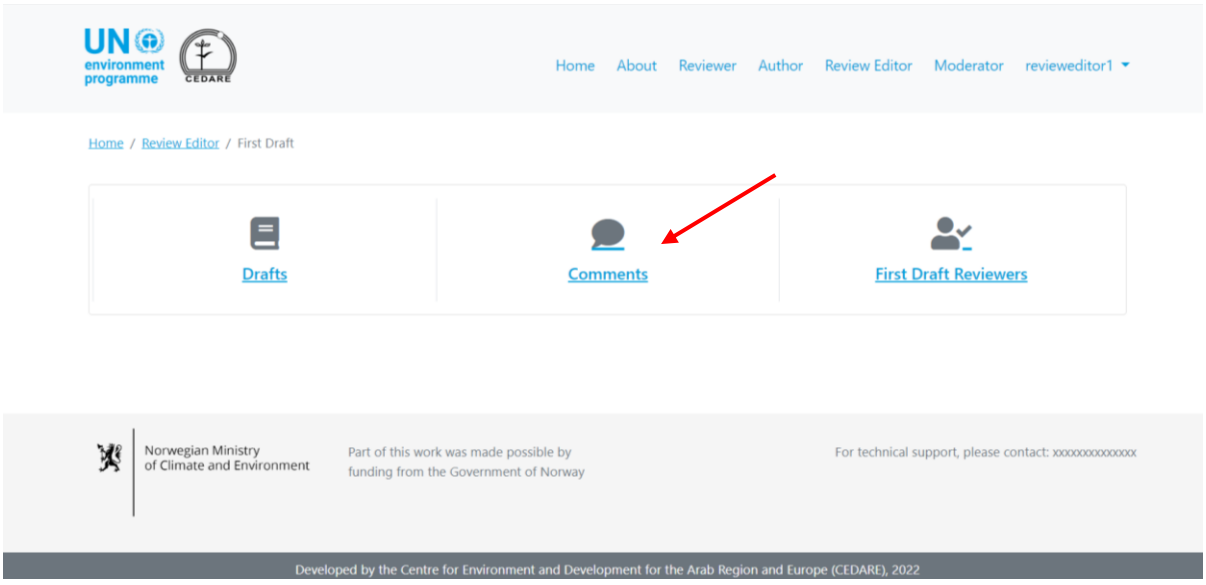
You can use the system to search the comments and / or author responses for specific issues or topics. Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:



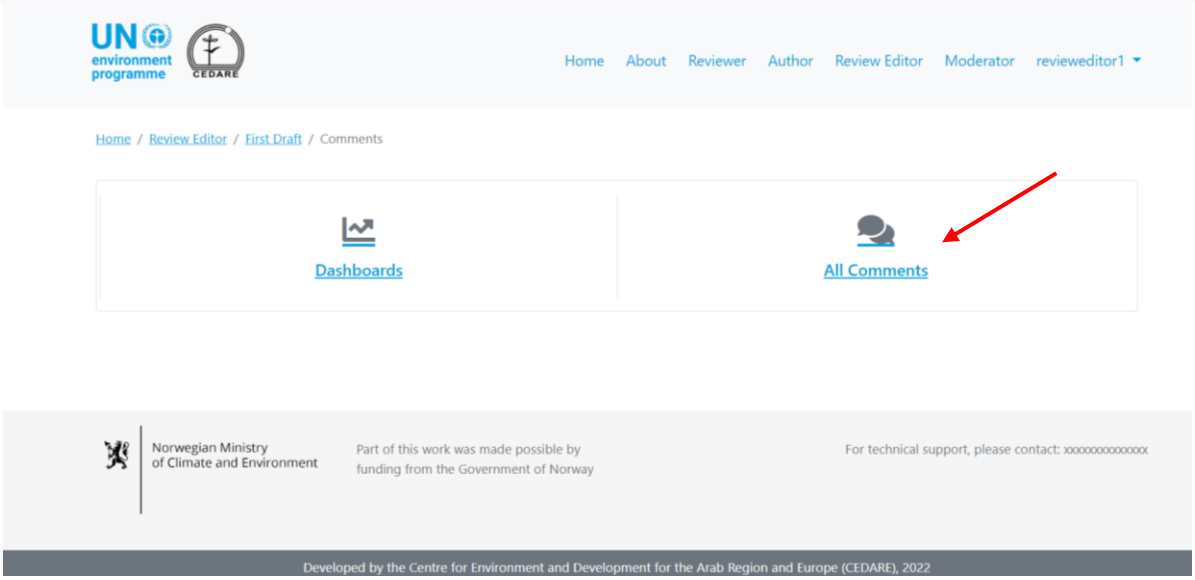
On the Review Editor landing page, after you have logged in, click the draft number whose comments you wish to search:



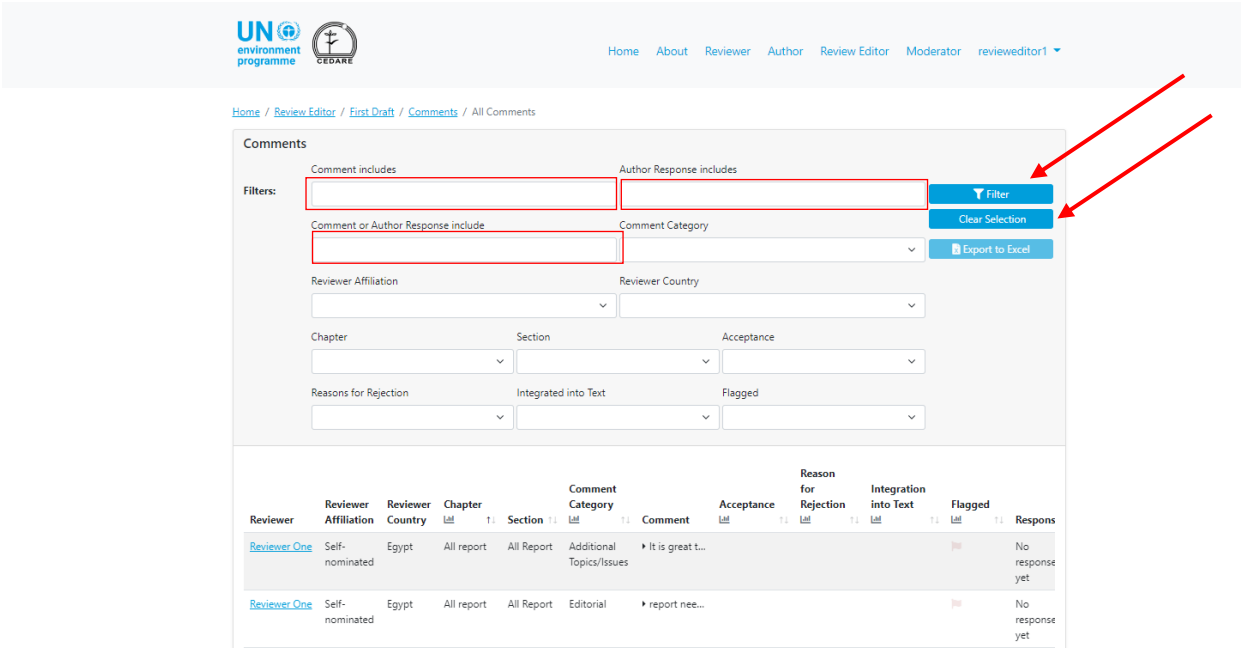
On the next screen, click **Comments**:



Then click **All Comments**:

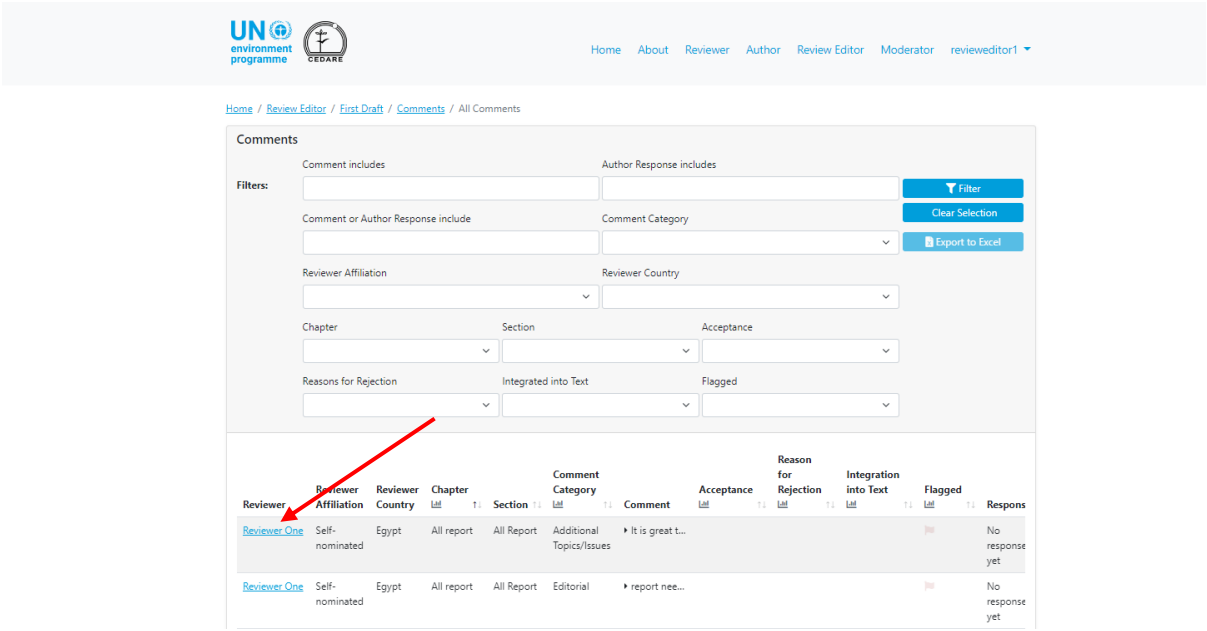


On the next screen, you will find a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. Use the search boxes at the top, in conjunction with any of the filters or on their own, to search the text of the comments, author responses, or both at the same time, for any words or statements of your choice. Click **Filter** to generate the search results, or **Clear Selection** to reset the comments.

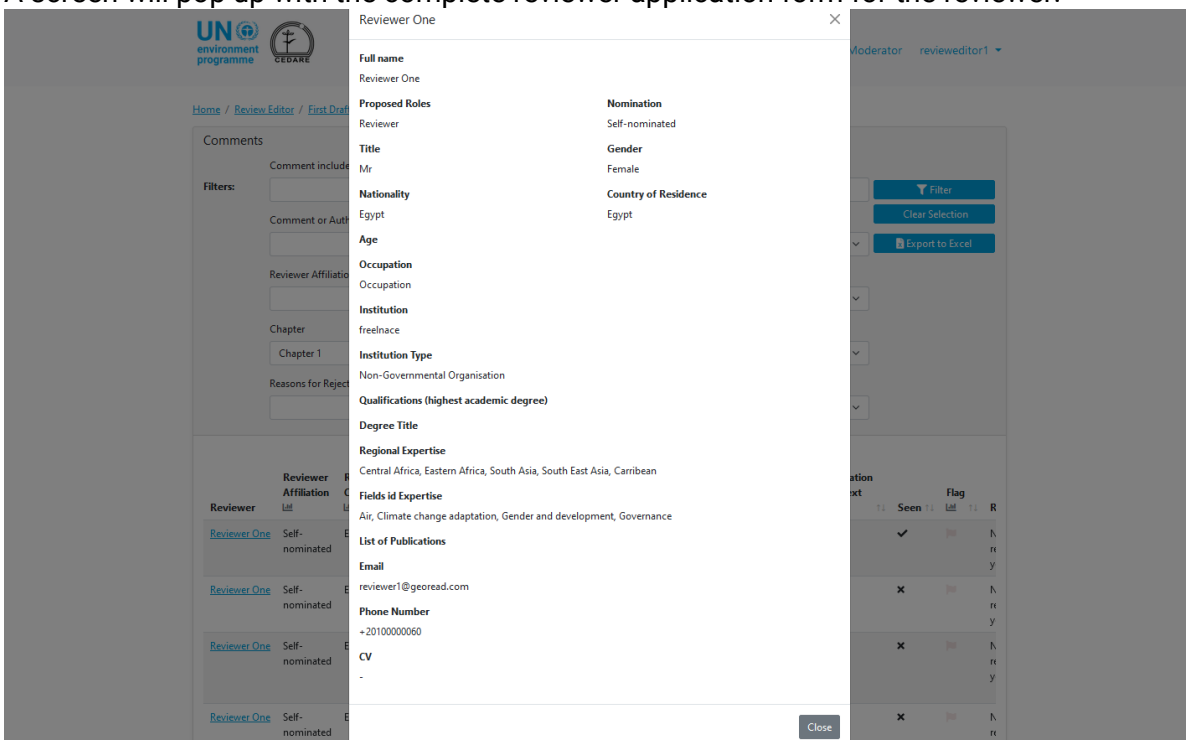


How can I find out more information about the reviewer who submitted a particular comment?

To find out more about the reviewer who submitted any specific comment, click the name of the reviewer next to the comment:

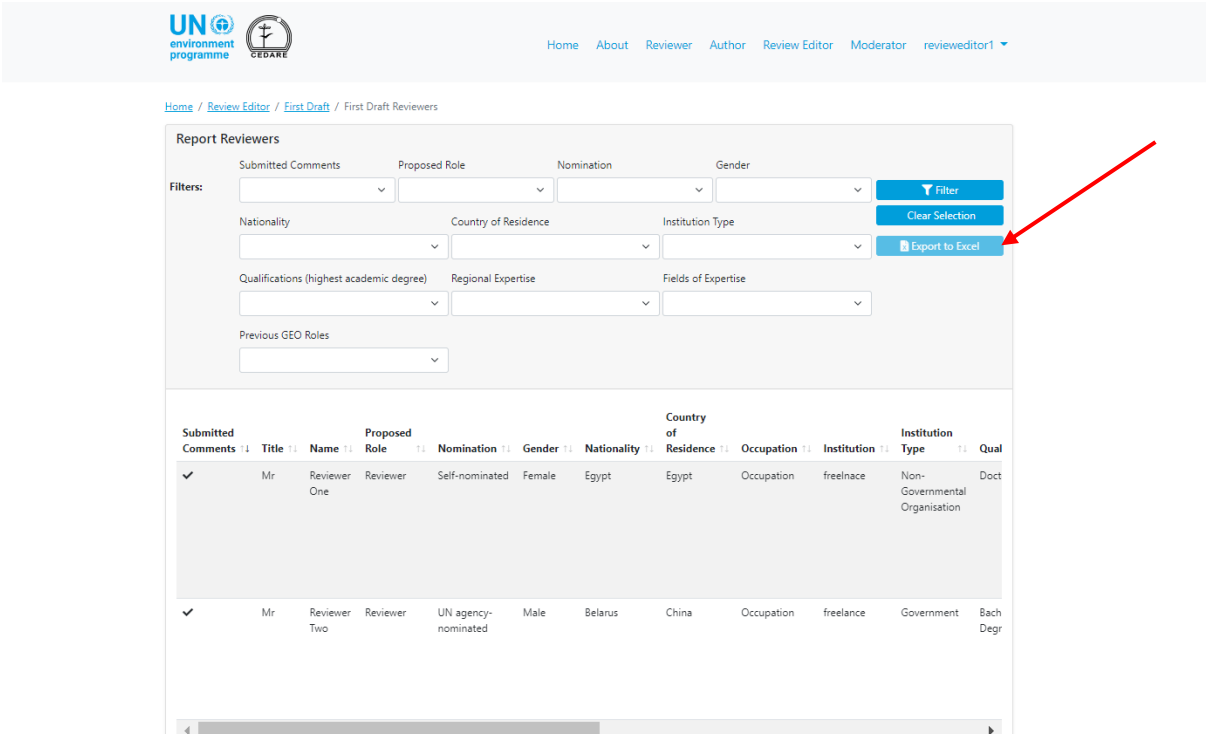


A screen will pop up with the complete reviewer application form for the reviewer:



How can I export an offline version of all/certain comments?

Follow the steps **above**, then once you have the comments for which you wish to export an offline version on display, click **Export to Excel**:



If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with the reviewers.