

Submission Comments: Quick Guide

1. To View Comments

To view comments, go to the **Protocol** tab and select:

1. The Expand button within the relevant sections or,
2. Switch to *Comments View* to see all comments.

The screenshot shows the submission interface with the 'Protocol' tab selected. The 'General' section is expanded, and a comment from Michael J. Keohane is visible. A red '1' points to the 'Reply' button, and a red '2' points to the 'Switch to Comments View' button.

2. To Reply Comments

Click the *reply* (3) button below the comment and reference the corresponding comment with your response (4).

The screenshot shows the submission interface with a comment from Michael J. Keohane. A red '3' points to the 'Reply' button, and a red '4' points to the 'Save' button.

3. Submit your response to COUHES

Remember to replace revised documents and upload new documents in the Attachments tab before you *Submit for Review*.

Which sections have comments?

The screenshot shows the submission interface with the 'General' section selected. The 'Comments(1)' label is highlighted in red.

Sections with comments are numbered and indicate the number of comments associated with a specific section.