

Introduction

The directions below provide information on how to access the AORN Authoring System Public Commenting application. These comments will be reviewed by the document author(s) and considered for inclusion in the final published document.

Step 1: Accessing the site

Notification of the open public comment period is posted on www.aorn.org

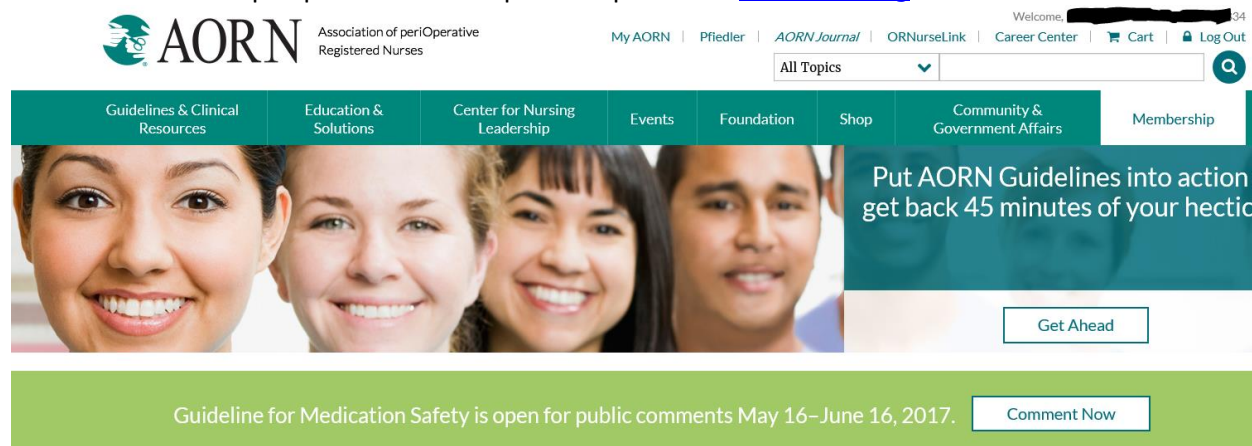


Figure 1

After you click the “Comment now” button, the following page will be displayed:

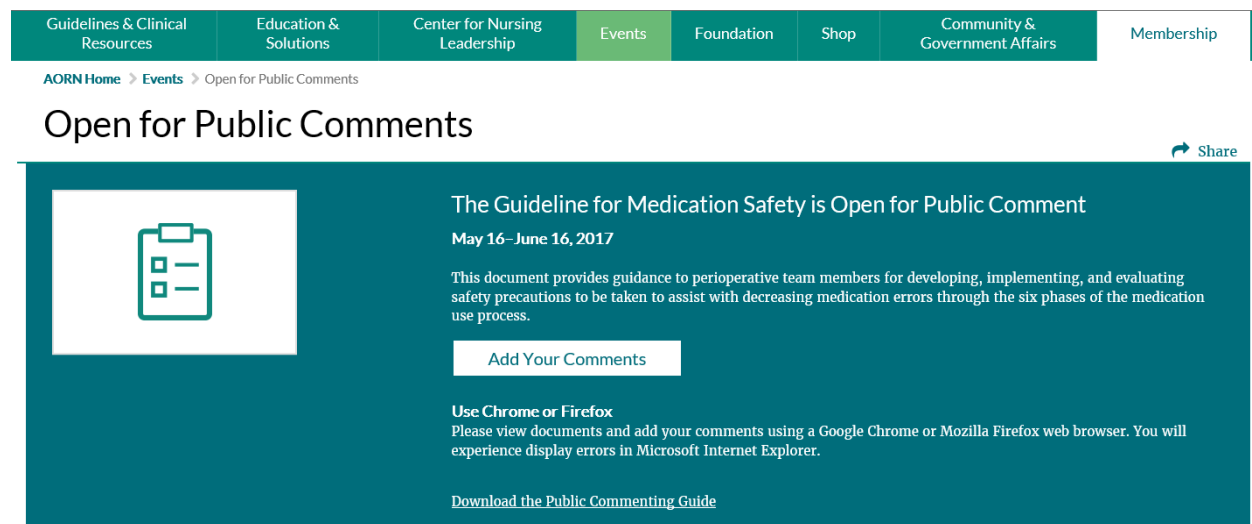


Figure 2

Log in using an AORN web login and password. If you don't have one, click “Proceed as Guest” to set up a login and password so that you can access the system. *Note: This login will be your personal AORN web account. It will allow you to comment on the current draft guideline as well as future draft guidelines.*

Public Commenting Guide

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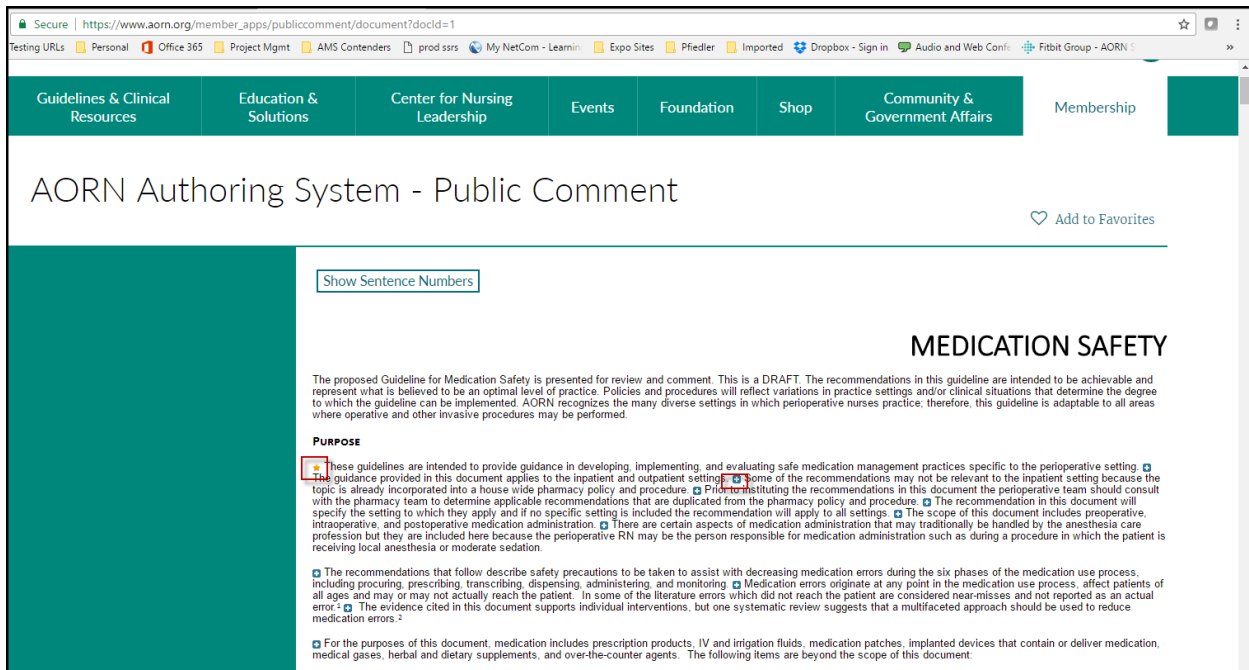


Figure 3

We recommend that you save the draft to your local pc, print a copy if you like, and review the entire draft guideline and make notes before you begin submitting your comments. When you offer a suggested change in the comment field, it is very important that you suggest alternate phrasing, cite evidence to support your change, and provide a rationale for your suggestion. Without these important pieces of information, the document author(s) may not be able to incorporate your suggested change.

Step 2: Navigate: Site Functions and Features

To submit a comment, simply click the plus sign (+) before the sentence in question. This will result in a pop-up where the comment can be entered and saved:

Public Commenting Guide

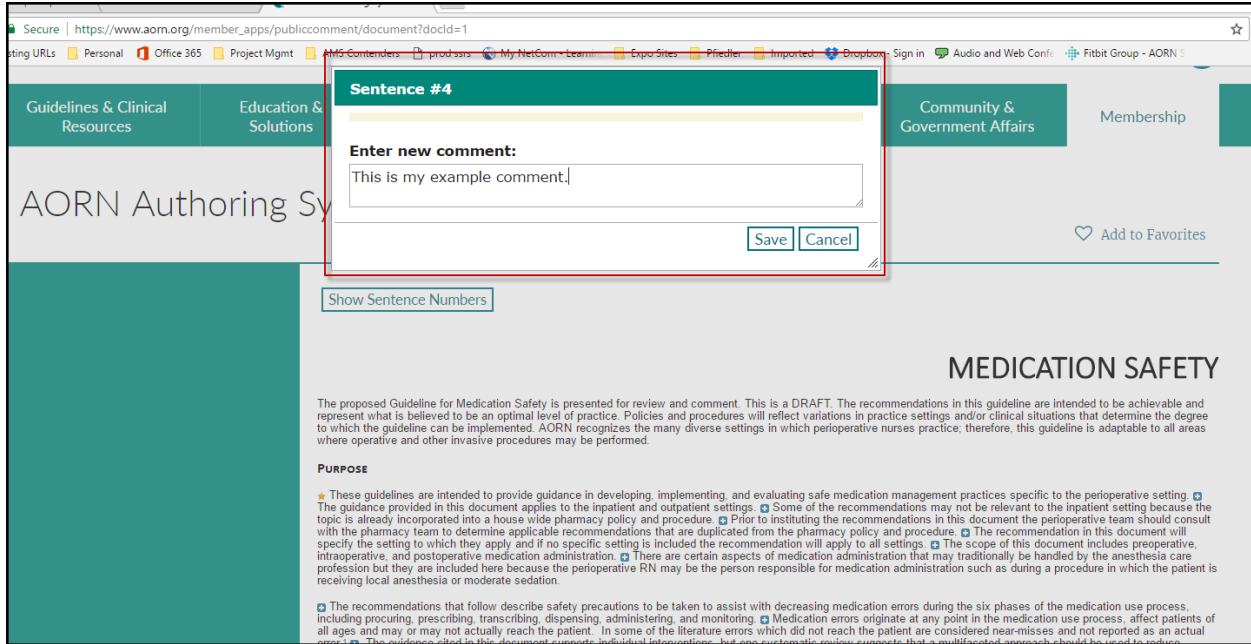


Figure 4

Once the comment is saved the plus sign changes to a star:

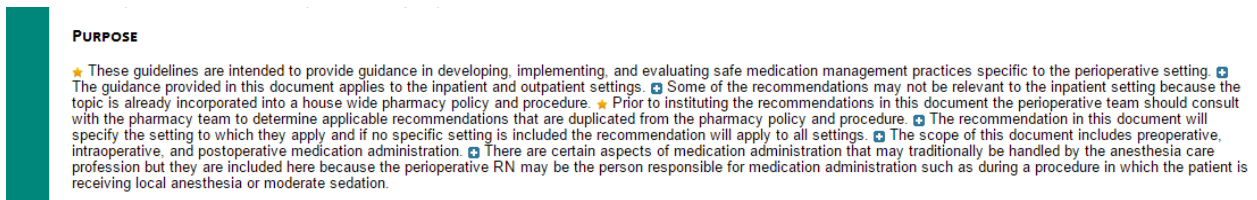
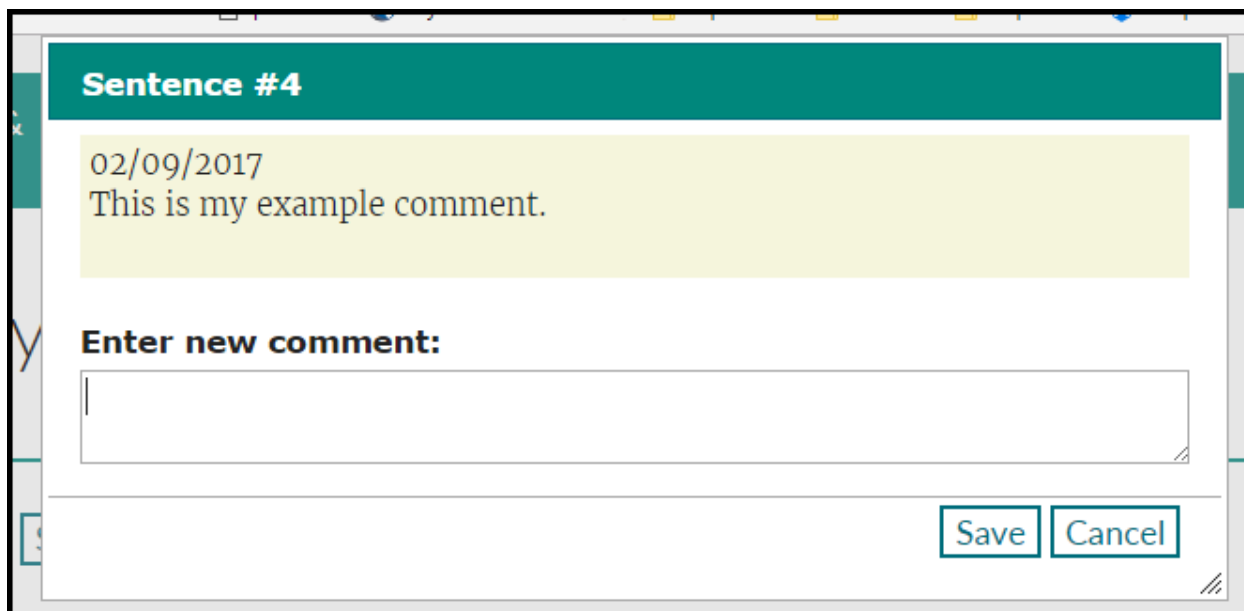


Figure 5

Public Commenting Guide

The comment can be viewed, as well as another comment added by clicking the star:



The screenshot shows a window titled "Sentence #4" with a teal header. Below the header, a yellow box contains the date "02/09/2017" and the text "This is my example comment." Below this, the text "Enter new comment:" is followed by a large text input field. At the bottom right of the window, there are two buttons labeled "Save" and "Cancel".

Figure 6

After you click "Save," the system will let you know that your comment was saved successfully. Note: *After you save your first comment, the system will automatically return to the location in the document where you left off, to add additional comments.*

If you have questions, please contact AORN Customer Service at custsvc@aorn.org or 800-755-2676.