
Editing the Collection Table (B document)

The Color Review Ribbon works with an A and B document. The A document is the document being reviewed. The B document is the document that collects the information from the Proposal with the issues and recommendations from the evaluator.

When an evaluator is finished with a section, they need to:

- ▶ Save Both Documents
- ▶ Close the Documents
- ▶ Send the Documents to the Color Review Administrator or Proposal Manager

The file names should have the A and B in the file names along with the evaluators name and section or volume number if applicable.

The B document is a Word table. You can click over into this table to make any edits to your comments at anytime. You can run spell-check at the end of the process. This alleviates the need to correct typos as you make comments. You may also notice that some of your comments will change as you read more of the proposal. You can always open the B document to make any edits or changes. ***Just make sure to stay inside the table and do not type outside of the table.***