Using Jama

A Guide for Document Reviewers
Section 1

Obtaining a URS Account

If you already have a URS account, proceed to Section 2
Step 1: Link to EOSDIS Website
https://earthdata.nasa.gov/
Step 2: Choose “Register”
Step 3: Enter Required Information

Fill in required Fields

Scroll Down
Step 3 continued
Fill in required Information

Step 4: REGISTER
Section 2
Using Jama
Leaving Feedback
Step 1: Log in

Go to: [https://rms.earthdata.nasa.gov/](https://rms.earthdata.nasa.gov/)

- Enter Your URS Username and Password in the Space Provided
Step 2: Choose “Reviews”
Step 3: Select a Review
Note: Review May be Divided into Multiple “Items”

Feedback is Left for Individual Items
Step 4: Open the Comment Box

Click on the Balloon Icon by any Item to Open a Comment Box or Highlight Select Text and a Comment Box will Open Automatically
Note: Sometimes...

The Comment Box will Open like This:

Click in the Comment Bar and the Comment Box will Expand
Step 5: Type in Your Comment

Suggest this section be moved to the end of the document
Step 6:
Categorize the comment to help the moderator and participants understand the feedback.

To indicate a:

**General Comment:** Click on the button with the comment balloon icon. This is the default option.

**Question:** Click on the button with the question mark icon.

**Proposed Change:** Click on the button with the pencil icon.

**Indicate an Issue:** Click on the button with the exclamation icon.
Step 7: Save Feedback

Suggest this section be moved to later in the document

Click on the Submit Feedback button to save the comment
Saving vs. Submitting

Saving Your Comments
• Process described above saves your comments so you can stop and recommence reviewing the document throughout the duration the review is open

Submitting Your Comments
• When you have completed reviewing the document and entering all your feedback, you must “submit” the review in order to alert the administrators that your review is complete
• See next page for demonstration of how this is done
Submitting a Completed Review

When you are Finished Reviewing the Document, click the “I’m Finished” button and the administrators will be notified that you have completed your review.
Section 3
Using Jama

Agreeing with and/or Replying to other Reviewer Comments
Step 1: View Previous Comments

- Comments left by other reviewers can be viewed by clicking on the comment balloon for any section.
- The number of comments posted is displayed inside the balloon.
Step 2:

- Move the cursor over the comment you want to respond to and the “reply” and “agree” links will become visible.
Step 3: Agree and/or Reply

To Agree: Click Agree

To reply:
I. Click the Reply Link
II. Enter your response in the space provided
III. Click the Reply Button

Enter Response here
Section 4
Using Jama

Optional Tracking and Filtering Tools
Tool 1: Marking Completed Items

- Click on the check mark as you complete your review of each item
  - This allows you keep track of which items you’ve completed reviewing and how much of the document still requires review
Tool 2: Filters Panel

- To Open and Close the Filters Panel, Click on the Arrow in the Middle of the Division
Once filtered, you can click on any item and comment, agree, or reply as described in Sections 2 and 3.
To Close the Filter and Return to the Full Document...

Click here
Tool 3: Highlighter Toggle

Turn On or Off the Highlights left by any Reviewer by Clicking on the Highlighter Icon