

How to Comment and Vote on a Document in the ISO Online Standards Development (OSD) platform

1. You will receive a ballot notification from ASABE with a link to the Engage platform ballot to access any supporting documents for the ballot which are attached and the link to the online draft. Please note the due date as commenting windows are now shorter due to additional review work needed.

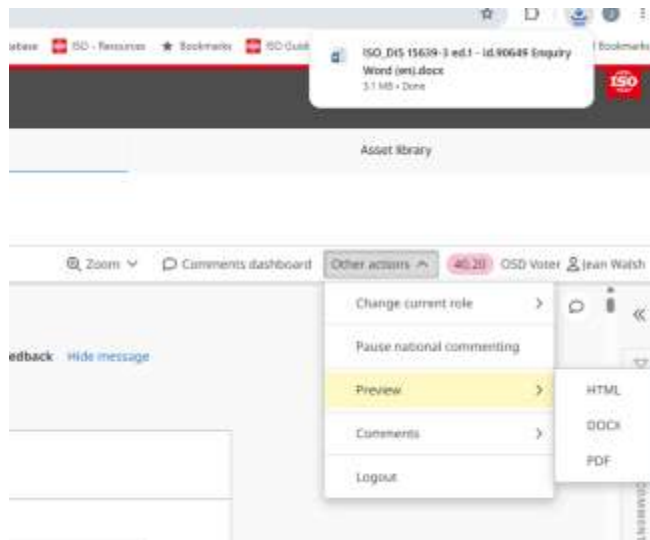
2. The link to the draft in the OSD will be found in the Ballot Directions box. You will need a separate [ISO portal login](#)* to access it.

*You should have received an email notification with directions for setting up your log in. Locate that email first. If you are still without access, email walsh@asabe.org



3. Once in the OSD you have the option to download a copy of the draft for personal use. No changes or comments marked on your copy will be registered. Comments will not show on the downloaded document.

This copy may be used for future comparison or for offline notes which you can refer to when you come back to register your comments.



a. In the menu above the draft, select “Other actions”, “Preview”, DOCX or PDF for download.

b. This document is for your personal use only and not available for sharing prior to DIS distribution outside of the Working Group.

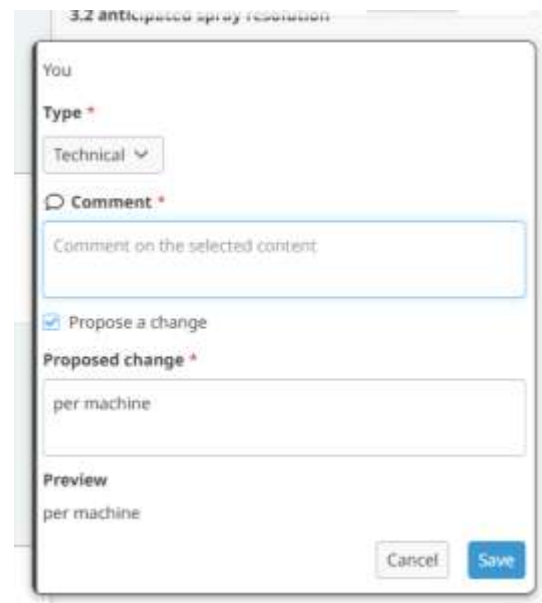
c. You can also select “Comments” to download comments from a previous review cycle for review to save for personal reference in the same manner.

4. **ALL COMMENTS** shall be placed in the OSD and linked to the highlighted the words or clause of concern.

a. A comment box will open. Fill in the Type of comment Editorial (grammar or punctuation or spelling), Technical (change ANY requirements, even a single number), or General (applies to multiple areas throughout).

b. Explain your comment reasoning and include possible suggested resolutions. Click Save to submit.

c. These comments will only be seen by your US committee members. If you see someone else’s comment with which you agree, mark your agreement on their comment.



5. After completing your comments, return to the Engage ballot and select your vote. Note in the comment box, “comments submitted on OSD” before submitting your vote as the ASABE admin needs that feedback.
 - a. Once the comment/ballot period closes, staff and officers/project leaders will review the comments for duplication and relevance. A call may be scheduled for the TAG to review and discuss comments to be submitted.
 - b. Once final comments are agreed upon, the comments will be submitted and join the other international comments. You will not be able to access results until they are communicated to you either by ASABE or the Working Group Convenor.

Please see the following link for the latest training sessions on the OSD: [ISO OSD training - STANDARDS Connect - ISO Connect](#)