Frequently Asked Questions

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How do I access a document on CoMET?

Documents can be accessed from the Document Directory. Use the context search fields and filters to find the document you are interested in. If you have access to download the document there will be one or two icons to the left of the short name. You will be able to download the document in either PDF format or the format the document was originally uploaded in. The document summary will expand below the document line by clicking the arrow to the left of the Short Name.

You may also search for a document using the quick search field in the upper right or by accessing the Search tab. Enter the criteria you believe fits your document and press Search. Click on the Document results tab. The Document results tab is set up like the Document Directory tab.

If the download icons are not there, check your My Profile tab (under the Dashboard). If the document you want to access is listed in the Assigned Documents area, email your CMO to report a bug. If the document you want to access is not in the Assigned Documents area, request access to the document by clicking the Request Document Access link near the bottom of the page. Select the applicable document(s), fill out the justification field and click Request. An email will be sent to the CMO(s) for the documents selected. Giving access to must still be done manually by the CMO.

What is the difference between Adding a New Document and Initiating a CCR?

The Add New Document form is to be used if the document is brand new and

needs to be baselined. After the document is added and appears in your My Documents Tab a CCR must be opened on that document so it can be baselined. In the Affected Documents section of the CCR form, the new document in My Documents will be the last document in the list.

If the change requested is on a document that has already been baselined and is in CoMET, use the Initiate CCR form.

If you are still not sure which to use first, please contact your CMO.

How do I download a changed document from a CCR?

Only users that are control board members or assigned to the CCR as either a required assessor or information only may download a CCR changed document. This can be done from the My To Dos (depending on the status of the CCR and your relationship to the CCR) or the CCR Directory (if Released for Assessment). Click on the arrow to the left of the CCR name to expand the CCR Summary below. In the Overview section, to the far right there should be a download icon. If there is not, then you do not have access to the CCR. Request access using the Request CCR Form available from the My Profile tab. Select the applicable CCR(s) from the list, enter the justification and click Request Access. An email will be sent to the CMO(s) for the CCR(s) selected. Access will be granted manually by the CMO(s).

How do I assess or comment on a CCR?

If you are assigned to the CCR as either a required assessor or information only, the CCR will appear in your My To Dos during the assessment phase (one of the following statuses: Released for Assessment, Assessments Under Review or Overdue Assessment). Click on the Assess or Info link in the CCR Action column to go to the Assessment History page. Make your assessment or comment by clicking on the correct link below the Assessment Summary box on the right. If you are an assessor you will be able to click both the Assess and Comment links. Use the Assessment link and form to make your official assessment. If you are assigned to the CCR as information only, only the Comment link will be available. If you feel you should be a required assessor, contact the CMO.
The Assessment History page is also available from the CCR Summary that expands below when clicking on the arrow to the left of the CCR number. Click the Assessment header then click the More Info button on the right. That will bring up the Assessment History page.

What does "Proxy for another user?" in the Initiate CCR form mean?

CoMET allows for a user to initiate a CCR on behalf of someone else. When the Yes radial button is selected a list of users will display for the logged in user to select from. If the logged in user proxies for someone else, they will be known during the CCR process as the "Proxy User" while the selected user will be known as the "Initiator". The Proxy User, logged in user, can opt out of emails about this CCR by unchecking the email box in the Proxy User form.
Proxying is not necessary for every CCR. It does not need to be used, necessarily, if the logged in user is NOT the document sponsor for the document needed a change. Any user can open a CCR on any document regardless if they are the document sponsor or not. In practice, this is be most often used by a CMO for a user that is unable to open the CCR themselves.
As far as CoMET is concerned, the Proxy User and Initiator have the same permissions and responsibility throughout the CCR process. If you are still unsure if you should use this function, contact the CMO.

Can I edit a CCR once it's been initiated?

Ability to edit the CCR after it has been initiated depends on your relationship to the CCR and the status of the CCR. Editing the CCR may be updating any of the metadata fields, uploading a new version of the document or changing the required assessors.
The CMO or Alternate CMO may edit a CCR at any time during the process.
The Systems Manager, if assigned, may edit the CCR during their Validation phase or when Recommending for Disposition.
The Chairperson or Chair Designee may edit a CCR during their Validation or Disposition phase.
The Initiator may edit the CCR if it is sent back by the CMO, Systems Manager or Chair as "Requires Changes" or when in Disposition Review status.
No other user will be able to edit the CCR.

What is My Profile?

My Profile is a subtab of the Dashboard. It displays and allows some editing of a user's information such as name, email address, what organizations they are assigned to and documents they have access to. Access to documents and CCRs can also be requested from this area as well.

What is "Save as Draft?"

Both the Add New Document Form and Initiate CCR form have a "Save as Draft" option. This allows the user to save the form without submitting it. When either form is saved as a draft it will appear in the appropriate subtab under the

Dashboard in the bottom section for Drafts. The form can be saved as a draft with less required fields and be edited multiple times before it is saved or submitted officially.

What is the status of Cicero?

The ESDIS/ESMO instance of Cicero is being taken off line soon. There are no open CCRs in Cicero. All documents have been moved over to CoMET, as well. Some CCR data is still yet to move over but should be by the end of June. Once all data is moved over to CoMET Cicero will be taken off line and not be able to be accessed by the website. The database will be available to the CMOs for a yet to be determined time.

Are there printable versions of the Document and CCR Directory listings?

All listings of Documents and CCRs are available for download in CSV format. This includes My To Dos, My CCRs and My Documents in the Dashboard, the assigned documents area of My Profile, both search results areas, the Document Directory and CCR Directory. If the displayed list was filtered by any of the drop down fields or context search, only those items will be downloaded in the CSV file. The CSV file will contain what is displayed in the directory listing.

How does search work?

Documents and CCRs can be searched from two different areas in CoMET. A quick keyword search is available in the upper left of every page in CoMET. An advanced search is available by clicking the Advanced Search link next to the search field, by clicking accessing the Search tab and by clicking Refine Search in the search results.

The advanced search form allows for searching and filtering by document lifecycle, document sponsor, CCR initiator, board, organization, document expiration date, CCR closed date, etc…

The search results are divided into two tabs; CCRs and Documents. The results are available for download in CSV format.