



EASA Comment/Response Tool

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You are **not** logged in

Comment Response Tool



easa.europa.eu
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[Home](#) | [View documents](#) | [User guide](#) | [Register](#) | [Login](#)

[right-click on any row for available actions](#)

Show only documents in status: (all)

Showing documents 1-10 from a total of 14

1 2 > >>

Commenting / Reaction
period

▲ Status	Task numbers	Title	Number	Affected rules & codes	Begin	End
	ETSO.002	Systematic review and transposition of existing FAA TSO standards for parts and appliances to be used on civil aircraft into EASA ETSO.	NPA 2007-14	CS-ETSO	2007-09-12	2007-12-12
	MDM.007	Authorised Release Certificate EASA Form 1	NPA 2007-13	Part 145 Part 145 AMC/GM Part 21 Part 21 AMC/GM Part M Part M AMC/GM	2007-09-12	2007-12-12
	22.004	Cockpit crashworthiness	NPA 2007-12	CS-22	2007-08-31	2007-12-01
	MDM.040	De-icing/anti-icing fluids	A-NPA 2007-11	Part 145 AMC/GM Part M AMC/GM	2007-07-31	2007-10-31
	145.012	Part-145 single and multiple releases	NPA 2007-09	Part 145 Part 145 AMC/GM Part 66 Part 66 AMC/GM Part M Part M AMC/GM	2007-06-28	2007-10-28
	M.005 M.017	Revised Part-M requirements for aircraft not used in Commercial Air Transport and Pilot owner maintenance	NPA 2007-08	Part 21 Part M Part M AMC/GM	2007-06-28	2007-10-13
	66.006 66.009 66.011	Privileges of B1 and B2 aircraft maintenance licenses and Type and group ratings and Type training	NPA 2007-07	Part 145 Part 145 AMC/GM Part 147 Part 147 AMC/GM Part 66 Part 66 AMC/GM	2007-06-28	2007-10-28
	ETSO.001	Validation of existing national equipment specifications	NPA 2007-10	CS-ETSO	2007-07-05	2007-10-05
	20.006	Miscellaneous improvements to AMC-20 (Part 1: ADS-B-NRA)	NPA 2007-05	AMC-20	2007-05-31	2007-09-07
	MDM.002	Electrical Wiring Interconnection System	NPA 2007-01	AMC-20 CS-25 Part M Part M AMC/GM	2007-03-10	2007-06-13

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1 Introduction

1.1 Welcome

Welcome to the **Rulemaking Comment/Response Tool User's Guide**.

The [EASA](#) Rulemaking Comment/Response Tool ([CRT](#)) is a web-based application which facilitates the workflow of **NPA** (Notices of Proposed Amendment) documents issued by EASA, allowing users to review these NPAs, add comments to them, view the corresponding responses in the **CRD** (Comment/Response Document) and add their reactions before the final publication of the document.

1.2 Document workflow and terminology

NPAs

Documents begin their lifecycle within the system as NPAs (Notices of Proposed Amendment).

Segments

The NPA is divided into segments to facilitate the automatic creation of the CRD later in the workflow. Each segment has a description which will appear in the CRD document to identify the part of the document on which users have commented.

Commenting Period

Once an NPA is "ready for comments", [registered](#) users can start [placing comments](#) on it using the CRT application. During the Commenting Period, they can always go back and [edit](#), [delete](#), or add more comments.

Response Phase

When the commenting period is over, users can no longer add or edit their comments. The document will now be in the **Response Phase**, while EASA staff will be adding their responses to the comments and preparing for the publication of the CRD.

CRDs

CRDs (Comment/Response Documents) are documents which list all the comments made on an NPA with their associated responses by EASA and the resulting, modified text of the NPA (if the comment was accepted and a modification of the text was deemed necessary).

Reaction Period

When the CRD is published, the **Reaction Period** starts, during which users can [add their reactions](#) to the responses in the CRD.

Preparation for publication






The end of the Reaction Period is followed by a brief period while EASA staff prepare the final publication(s).

Final publication

The workflow ends when the final document(s), decision or opinion, is published .

Document status

The workflow described above is represented within the CRT application by the following icons, describing each status:

Icon	Description
 CMT	Document is ready for comments
 RSP	Document is awaiting responses to comments
 CRD	CRD is published and awaiting reactions
 PRP	Document is being prepared for publication
 PUB	Document is published

1.3 Using the CRT application

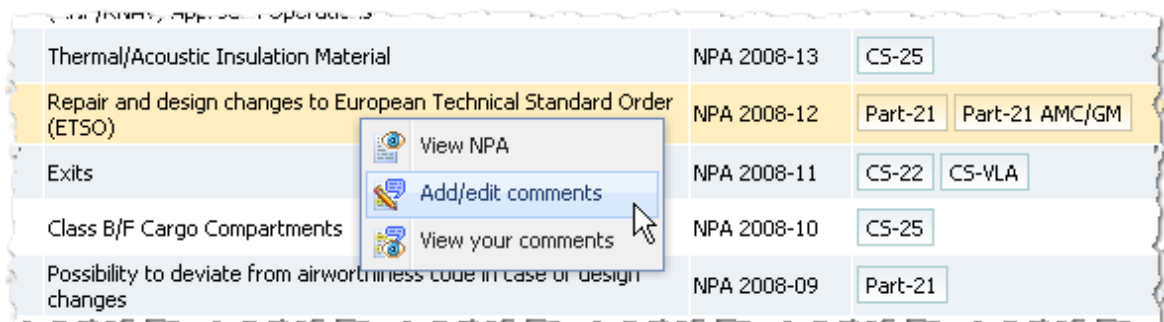
The CRT application is a web-based application. Although it should work in most modern browsers, it has been tested on Microsoft Internet Explorer 6+ (Service Pack 2 must be installed), Mozilla Firefox 2.x & 3.x, Opera 9.x, Safari 3.x and Google Chrome.

You will need to have Javascript and cookies enabled on your browser. You will also need to make sure that you have the free Adobe [Flash Player](#) and [Reader](#) installed.

Within the application, most actions on tabular data (documents, segments, comments, etc.) are accessible through a right-click context menu on a particular row.

Warning: users of the Opera browser should use a standard left-click because custom context menus are not supported on this browser.

When you right click on any row, a different menu of actions will appear depending on where you clicked and what your user rights are.



Some actions (for example, adding a comment) require that some data be sent to the application database. In many cases, while such communication is taking place, the screen will be grayed out and a "**Please wait...**" message will appear with a progress bar. You will not see the results of your action until this message disappears. The waiting time depends on your connection speed, the load on the application server, etc.

Hint: To ensure that you are taking advantage of all the available screen space, particularly when working in the [comments view](#), you can **press the F11 key**, which on many browsers will result in the web page window taking up the whole screen. The CRT application will automatically scale to the width and height of your browser window.

Please bear in mind that, as with all web applications, some of the images used in this guide may not reflect exactly what you see in your browser/operating system.

2 How to...

2.1 Register


In order to add comments to NPAs or reactions to CRDs and generally to access the advanced functionality of the application, you need to login as a registered user.

To register for the CRT application, you need to point your web browser to the following URL:

<http://hub.easa.europa.eu/security/?app=crt&act=register>

You will be presented with a form which you are required to fill in. Some fields will have a question mark icon next to them. Moving your mouse over that icon will display a brief explanation for that field.

Please fill in the form below. Mandatory fields are **emphasized**.

User ID (e-mail)	<input type="text" value="jane.doe@easa.europa.eu"/>	?
Repeat User ID (e-mail)	<input type="text" value="jane.doe@easa.europa.eu"/>	
Password	<input type="password" value="....."/>	
Repeat Password	<input type="password" value="....."/>	
First Name	<input type="text" value="Jane"/>	
Surname	<input type="text" value="Doe"/>	
User description	<input type="text" value="Aviation expert"/>	?
Organisation	<input type="text" value="EASA"/>	?
Phone number	<input type="text" value="+49-221-1234567"/>	
Commentator Identity	<input type="text" value="Jane DOE"/>	?
Official Position	<input type="text" value="Personal View"/>	?
Get notification emails	Yes <input checked="" type="radio"/> No <input type="radio"/>	?
Terms of use	<input type="text" value="Accept"/>	?
Verification	Please type the 5 characters within 0..9 and A..F that you see in this image in the text box to the right.	
		<input type="text" value="08418"/>
	<input type="button" value="Register"/>	

Please provide either your company/organisation name or your own name, this will be published with the comments. For more information hover over the ? icon.

Specify whether you want to receive notification emails

Read the [CRT terms of use](#)

Please check the e-mail address you entered for typos before you submit the form.
Upon clicking the Register button, a verification e-mail will be sent to the e-mail address you specified.
If you do not receive a verification e-mail within a reasonable time, please first make sure that no spam filter on your part has intercepted the message, and then contact us.

You will have to read and accept the CRT terms of use.

At the bottom of the form, you are presented with a random image, displaying 5 characters, digits or letters and you are required to enter these characters in the text box below, as a security measure. You can read more about why we do this on this URL: <http://en.wikipedia.org/wiki/Captcha>.

Once you click on the Register button, if all fields were filled in correctly, a verification e-mail will be sent to the e-mail you provided as your User ID. **It is therefore important to use a valid e-mail address.** This verification e-mail will contain a link on which you have to click to activate your account. If the process is completed successfully you will again be notified by e-mail.

You are now ready to login!

Warning: Please make sure you provide a correct e-mail address. If you provide an invalid e-mail address or make a typo while entering it (that's why we ask you to enter it twice), you will not get the verification e-mail and thus will not be able to login and place comments.

Hint: If you are already registered in another EASA web-based application, you will be prompted to enter your existing password and submit only the application-specific required information. You can use the same credentials across all EASA web-based applications.

Hint: Several users can be logged in from different workstations with the same User ID simultaneously. This way all users from one organisation can see what comments their colleagues have entered.

Hint: Users can have different User IDs but the same "Commentator Identity", because on the CRD only the Commentator Identity will be shown.

2.2 Login

To login to the CRT application, you need to point your web browser to the following URL:

<http://hub.easa.europa.eu/security/?app=crt&act=login>

Alternatively, you can point your web browser to the main CRT application URL (<http://hub.easa.europa.eu/crt>) and click on the Login button.

You will then be presented with the following screen, where you can enter the credentials you specified when you registered.

If you check the "Remember me on this computer" option, next time you go to the login page you will not have to type your e-mail again, only your password.

Hint: If you forgot your password, you can click on the related link shown above, and you will have an automatically generated password sent to your e-mail address.

2.3 View the list of documents

To view the current list of documents, you must click on the "View documents" link on the top of the page.


right-click on any row for available actions		Showing documents 1-34 from a total of 34		Show 50 documents per page	Show only documents in status: (all)	Commenting / Reaction period (yyyy-mm-dd)	
Status	Task numbers	Title	Number	Affected rules & codes	Begin	End	
CMT	BR.004	Essential Requirements for Civil Aviation Environmental Protection	NPA 2008-15	Basic regulation CS-34 CS-36 Part-21	2008-05-30	2008-08-30	
CMT	20.003	Airworthiness and Operational Approval for on board equipment related to Required Navigation Performance/Area Navigation (RNP/RNAV) Approach Operations	NPA 2008-14	AMC-20	2008-05-28	2008-09-09	
CMT	25.006	Thermal/Acoustic Insulation Material	NPA 2008-13	CS-25	2008-05-21	2008-08-21	
CMT	21.027	Repair and design changes to European Technical Standard Order (ETSO)	NPA 2008-12	Part-21 Part-21 AMC/GM	2008-05-19	2008-08-19	
CMT	VLA.004	Exits	NPA 2008-11	CS-22 CS-VLA	2008-05-16	2008-08-16	
CMT	25.041	Class B/F Cargo Compartments	NPA 2008-10	CS-25	2008-05-07	2008-08-07	
CMT	21.038	Possibility to deviate from airworthiness code in case of design changes	NPA 2008-09	Part-21	2008-05-07	2008-08-07	
CMT	23.001	Stall speed greater than 113 Km/H (61 knots)	NPA 2008-08	CS-23	2008-04-30	2008-07-30	
CMT	MDM.032	"ELA process"; Standard Changes and Repairs" and "Certification Specifications for Light Sport Aeroplanes"	NPA 2008-07	Part-21	2008-04-18	2008-07-19	
RSP	MDM.022b	'Fuel Tank Safety'	NPA 2008-16	Part-145 Part-147 Part-21 Part-66 Part-M	2008-05-30	2008-07-11	
RSP	21.023(b)	Restricted type-certificates and restricted certificates of airworthiness	NPA 2008-06	Part-21 Part-21 AMC/GM	2008-04-10	2008-07-10	
RSP	25.008(c)	Flight in Icing Conditions	NPA 2008-05	CS-25	2008-04-10	2008-06-10	
RSP	25.040	Type III emergency exit access and ease of operation	NPA 2008-04	CS-25	2008-04-10	2008-07-10	
RSP	66.022	Licences for non-complex aircraft maintenance engineers	NPA 2008-03	Part-145 Part-145 AMC/GM Part-147 Part-66 Part-66 AMC/GM	2008-03-28	2008-06-28	

From left to right, the columns displayed show the document status, the task numbers associated with that document, the title, the NPA number given by EASA, the affected rules and codes, and the begin and end dates of the Commenting Period or the Reaction Period, depending on the document status. Clicking on the question mark next to the Status column header will bring up a popup window with an explanation of all the document status icons displayed below.

You can sort the list based on document status, document number, Commenting Period or Reaction Period begin and end dates by clicking on the corresponding highlighted column headers. Clicking twice on the same header will switch from ascending to descending order and vice versa, as indicated by the small arrow next to the sorted column.

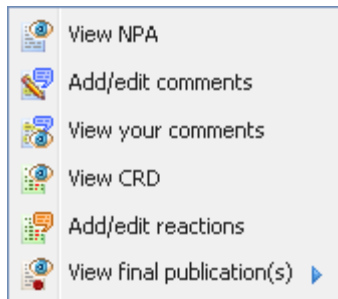
You can select the number of documents to see per page from the drop-down list on the top. Your setting will be remembered next time you login to the same computer.

You can also filter the list based on document status by making the appropriate selection from the drop-down list on the top-right corner.

If the end date of the Commenting Period appears in bright blue color, this means that it has been extended. Click on the  icon next to the date to read the reason for the extension.

Right-clicking on any document row, will bring up a popup menu with different actions. Click on any menu item below to get more information about that specific action.

(Note that some of these actions may not be available, depending on the document status)



2.4 Filter the list of documents

You can filter the list of documents based on a task number, any word in the title, or any affected rule & code of an NPA.

The table headers of the columns for the task numbers, the title and the affected rules & codes have a small "funnel" icon next to them. Clicking on this icon reveals an input box where you can enter your search term:



Type your search term in the input box and click on the little green check mark next to it to apply the filter:

any row for available actions Showing documents 1-6 from a total of 6 , with an NPA title that contains 'aircraft' Show 50 documents per page Show only

Task numbers ▾	Title	Number	Affected rules & codes ▾
66.022	Licences for non-complex aircraft maintenance engineers	NPA 2008-03	Part-145 Part-145 AMC/GM Part-147 Part-66 Part-66 AMC/GM
66.006 66.009 66.011	Privileges of B1 and B2 aircraft maintenance licenses and Type and group ratings and Type training	NPA 2007-07	Part-145 Part-145 AMC/GM Part-147 Part-147 AMC/GM Part-66 Part-66 AMC/GM

The list of documents is now filtered according to your search criteria. The table header of the filtered column now appears in bright blue and the "funnel" icon is changed to . Clicking on this icon will remove the filter.

You can do the same for task numbers and affected rules & codes, and you can combine multiple filters together.

Especially for affected rules & codes, as a convenience, there is an additional way you can specify a filter. If you hover your mouse over any affected rule & code in the list of documents, it becomes highlighted and you can click on it to set that rule as your filter:

Number	Affected rules & codes ▾	Begin
NPA 2008-15	Basic regulation CS-34 CS-36 Part-21	2008-05
PA 2008-14	AMC-20	2008-05

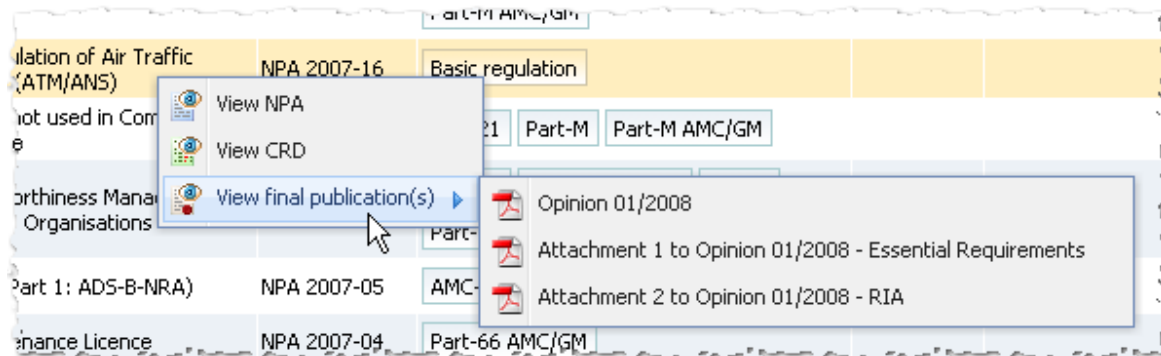
The documents with affected rules & codes which match your filter **exactly** will be displayed in a light blue color, and you can click on any one of these to remove your filter:

Number	Affected rules & codes	Begin
NPA 2008-15	Basic regulation CS-34 CS-36 Part-21	2008-05
NPA 2008-12	Part-21 Part-21 AMC/GM	2008-05
NPA 2008-09	Part-21	2008-05

2.5 View a specific document

To view a specific document, or download/save/print it, right-click on any document row in the [list of documents](#) and select "**View NPA**", "**View CRD**" or "**View final publication(s)**", depending on the document status. In the case of the NPA or CRD, a new browser window will open with the document in the Acrobat PDF format. You need to have the free [Adobe Reader](#) to view it. You can then use all the tools in the Reader interface to save a local copy, print the document, etc.

In the case of final publications, one NPA can be associated with multiple publications. In this case links are provided to these publications as in this example:



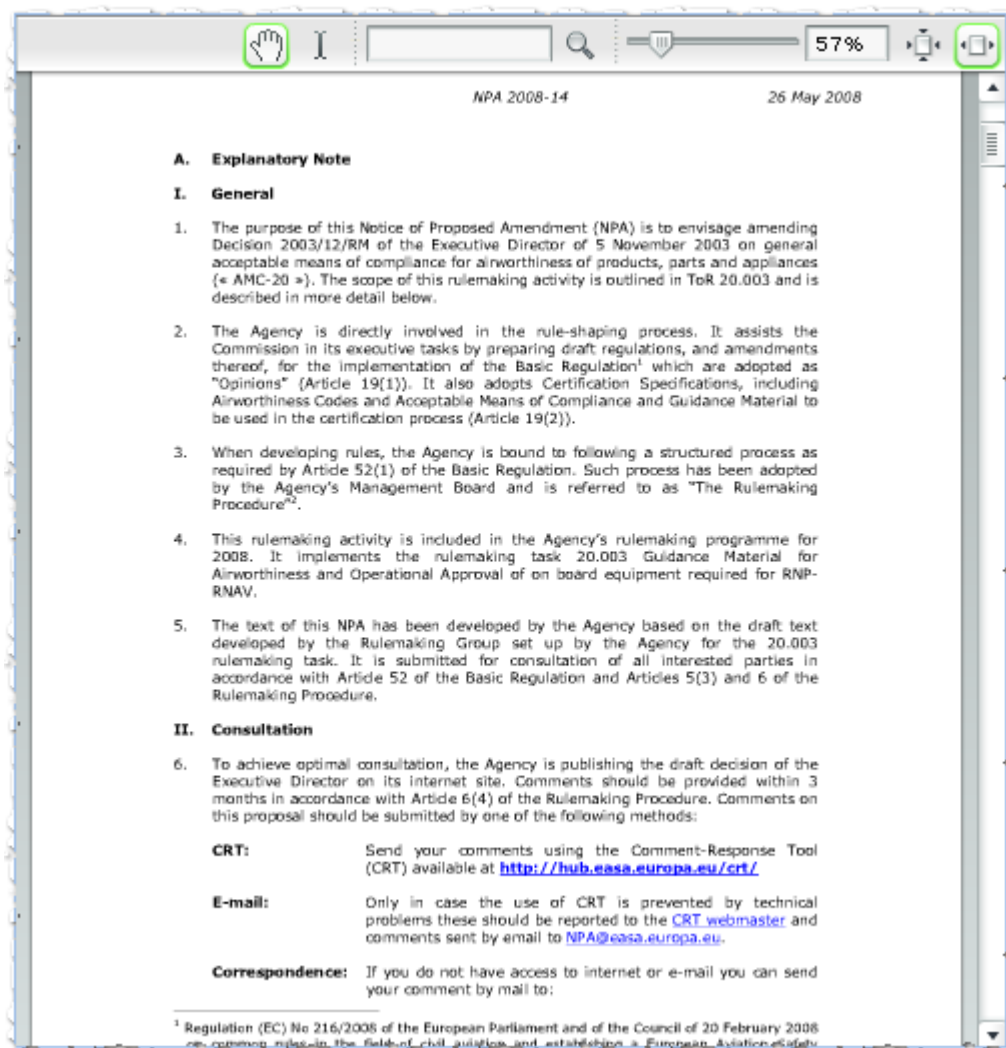
Different icons are used depending on the type of the link.

Hint: It is suggested that you save the PDF version locally for later printing and/or reading it at your leisure using the advanced functionality provided by the Adobe Reader. The FlashPaper version is only meant to be used for adding your comments, and depending on your screen resolution, it may not provide for comfortable reading.

Hint: If you are using Internet Explorer, the document may open in a window which is not resizable and therefore inconvenient to read. In this case, you can specify that Adobe Reader should open PDF links directly, instead of in a browser window, by going (in Adobe Reader) to Edit->Preferences and unchecking the "Display PDF in browser" option from the "Internet" category.

2.6 Use the FlashPaper interface

The FlashPaper interface is used throughout the CRT application to facilitate the commenting process.



On the top part of the interface, you can see the standard FlashPaper toolbar.

You can use the "Hand" tool to pan the page or the "Text selection" tool to select parts of the text. You can enter any word or phrase in the text box and click on the magnifying glass next to it to search within the document. You can change the zoom percentage using the slider provided, or by entering the exact percentage number in the text box next to it. The last two buttons allow you to fit a whole page or fit the width of the document to the view.

You can also use the scrollbars as well as the "Page Up" and "Page Down" buttons on your keyboard to navigate through the pages.

While an NPA/CRD is being loaded in FlashPaper, you will see a progress bar which indicates the progress of loading pages and processing the necessary meta data:



Warning: Before you take any action, please wait until this progress bar disappears.

Hint: You can use the familiar keyboard shortcuts [Ctrl]+C and [Ctrl]+V to copy and paste any selected text (highlighted in green) from the document to your description.

Hint: Sometimes clicking and dragging your mouse to select a portion of the text can be cumbersome or even impossible if your selection is contained within a highlighted segment. An alternative and perhaps more precise way of selecting text on any document is to click on the 1st character in your selection and then click on the last character while holding down the [Shift] key.

2.7 Add/edit comments

2.7.1 The comments view

The comments view is where you can manage your comments on an NPA.

The screenshot displays the FlashPaper interface for document NPA 2008-15, 'Essential Requirements for Civil Aviation Environmental Protection'. On the left, a preview of the document is shown. On the right, a table lists the document's segments and associated comments. A context menu is open over comment 27, which is linked to segment 4.

Page	Description	Comment #
-	(General Comments)	
1	TITLE PAGE	
2	TABLE OF CONTENTS	22
3	A. EXPLANATORY NOTE	
3	A. EXPLANATORY NOTE - I. General	21
3 - 4	A. EXPLANATORY NOTE - II. Consultation	
4	A. EXPLANATORY NOTE - II. Consultation	20, 27
4	A. EXPLANATORY NOTE - II. Consultation	
4 - 5	A. EXPLANATORY NOTE - II. Consultation	
5 - 6	A. EXPLANATORY NOTE - II. Consultation	
6 - 7	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Scope - Aeronautical products	22
7	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Scope - Aeronautical products - Question 1	
7	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Scope - Aerodromes	22
8	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Scope - Aeronautical products - Aerodromes - Question 2	
	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Scope - Aerodromes - Question 2	

To the left you can see the NPA using the [FlashPaper interface](#). To the right, you can see the list of segments on which you can place comments, as well as the comments you already placed on this NPA, indicated by the small numbers in the "Comment #" column.

Hint: you can drag the splitter handle in the middle to optimally divide the width of the screen between the document and the list of segments.

Clicking on any segment row on this list will highlight that segment on the document. As you hover your mouse over the document, the defined segments will also be highlighted.

Right-clicking on any segment row will bring up a menu of actions which allow you to [add a comment](#) on that segment, [edit your comment](#), [assign your comment to multiple segments](#), or [delete a comment](#) (if you placed one).

Comment numbers are unique per NPA, starting from number 1 and increasing. However, as other users may be adding comments at the same time, your comment numbers will not always be sequential.

Clicking on any comment number will allow you to [edit that specific comment](#).

You can click on the "View your comments" button to get a page with all your comments listed in a table, which you can save or print.

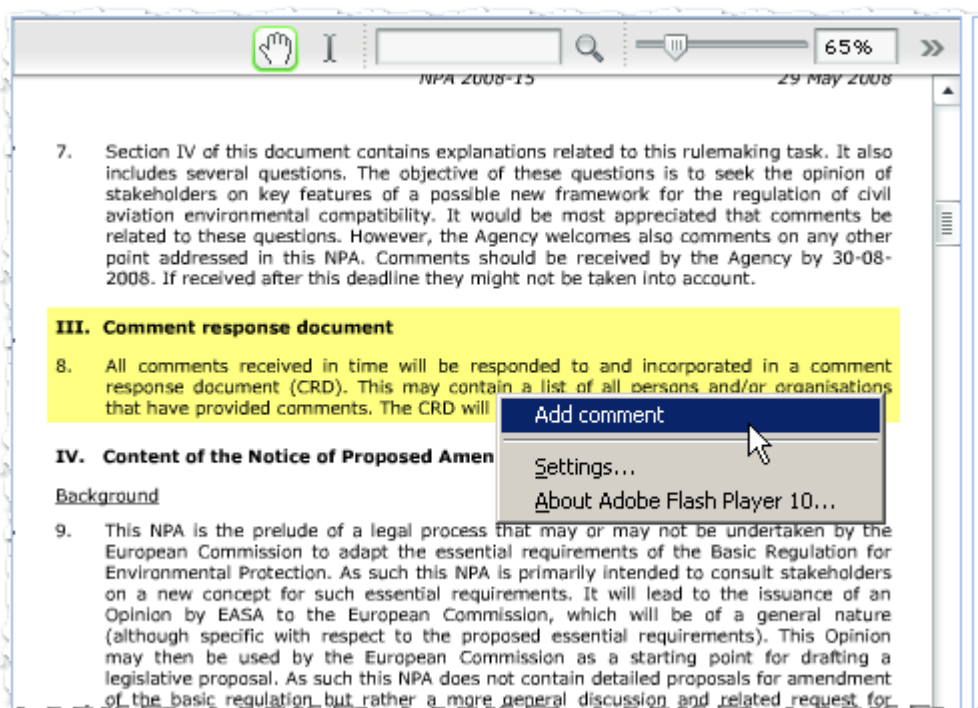
To get back to the list of documents, you can click on the "Back to the list of documents" button on the top right, or just click on the "back" button of your browser.

2.7.2 Add a new comment

To add a new comment on an NPA, you need to be in the [comments view](#).

You can add a new comment in two ways:

1. From within the [FlashPaper interface](#), hover your mouse over the segment you want to comment on (it will be highlighted), right-click and select **"Add comment"**.

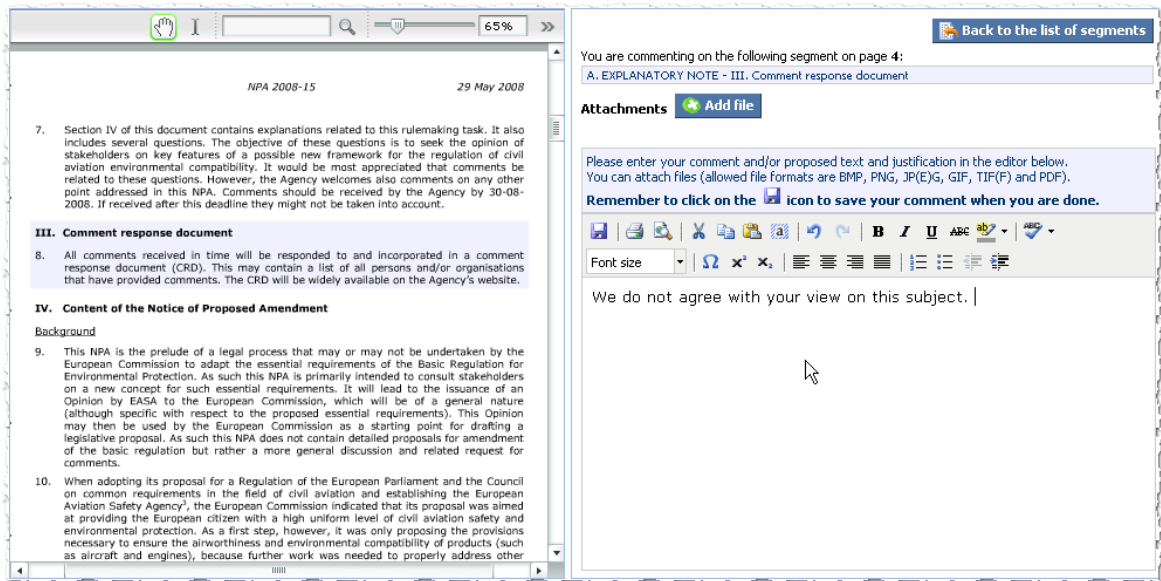


2. On the list of comments to the right, right-click on any segment row and select **"Add comment"**.

3	A. EXPLANATORY NOTE - I. General	21
3 - 4	A. EXPLANATORY NOTE - II. Consultation	
4	A. EXPLANATORY NOTE - III. Comment response document	20 27
4	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment	

A right-click context menu is open over the row for 'A. EXPLANATORY NOTE - III. Comment response document', showing the 'Add comment' option highlighted by the mouse cursor.

In either case, you will next be presented with the following view:



On the [FlashPaper interface](#), the segment you selected to comment on will be highlighted now in a light blue color and on the right side of the screen you will get an editor which will allow you to enter your comment using a familiar interface, similar to a word processor application.

The segment description showing on the top of the right side will also appear on the final CRD, therefore you should not repeat this in your comment.

You can add [attachments](#) to your comment by clicking the **"Add file"** button. Click on the **"Browse..."** button next to the text box to select a file in your computer to attach to your comment. If you need to attach more than one file, click on the **"Add file"** button again and select another file. The allowed attachment formats are BMP, PNG, JP(E)G, GIF, TIF(F) and PDF.

When you are done with your comment, you have to click on the **"Save"** icon (little blue disk) to save your comment along with your attachments.

Upon saving your comment you will return to the [comments view](#), and your new comment will have been assigned a unique comment number.

You can add more than one comment on a specific segment. Your comment numbers will appear next to each other in the **"Comment #"** column.

2.7.3 Comment attachments

You can add a number of attachments to any of your comments. The allowed attachment formats are BMP, PNG, JP(E)G, GIF, TIF(F) and PDF.

When editing a comment with attachments, you will see the list of attachments on top of the editor. Next to each attachment you have information about the size of the file, as well as two icons which allow you to view your attachment or delete it.



You can add [attachments](#) to your comment by clicking the **"Add file"** button. Click on the **"Browse..."** button next to the

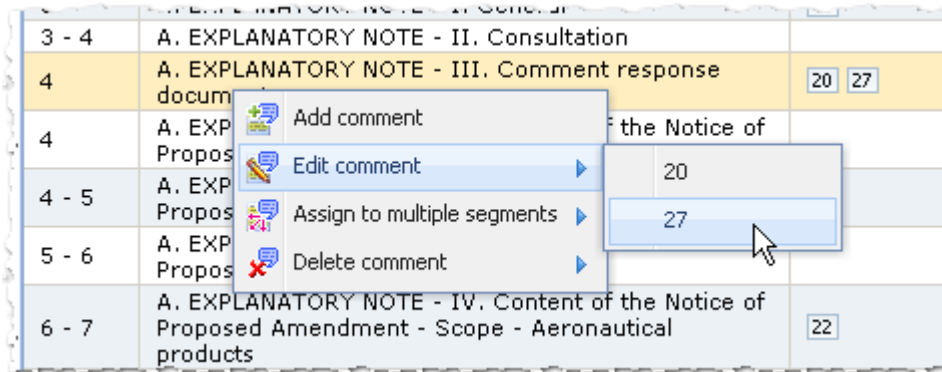
text box to select a file in your computer to attach to your comment. Click on the **"Remove"** button next to a new attachment to remove it.

2.7.4 Edit an existing comment

To edit one of your comments on an NPA, you need to be in the [comments view](#).

You can edit a comment in two ways:

1. Click on the comment number in the **"Comment #"** column, or
2. Right-click on a segment row and select **"Edit comment"**. If there are more than one comments on that segment, the menu item will be expanded so that you can select the comment number representing the comment you wish to edit.



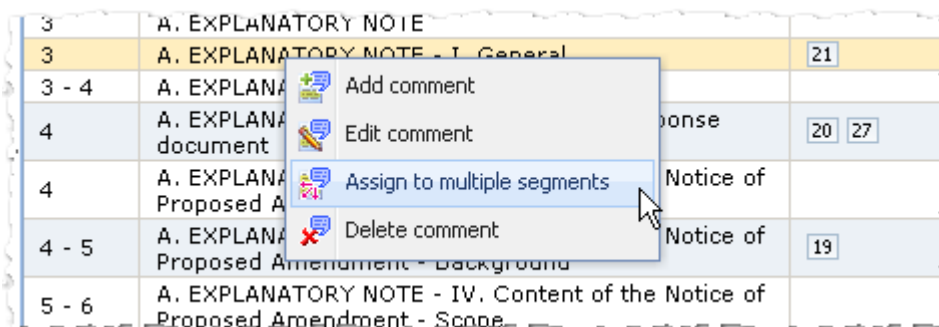
You will then be presented again with the editor view, where you can edit the text of your comment and/or add/manage your [attachments](#).

2.7.5 Assign a comment to multiple segments

A comment may apply to more than one segment. Instead of repeating your comment to all applicable segments, you can assign your comment to multiple segments.

To assign a comment to multiple segments, you need to be in the [comments view](#).

Right-click on any segment row with a comment and select **"Assign to multiple segments"**.



You will see a checkbox next to each segment to which you can assign this comment. Check the appropriate boxes and click on the green check icon to apply your changes or the red cancel button to return to the previous comments view.

2	TABLE OF CONTENTS	22	<input type="checkbox"/>
3	A. EXPLANATORY NOTE		<input type="checkbox"/>
3	A. EXPLANATORY NOTE - I. General	21	<input checked="" type="checkbox"/>
3 - 4	A. EXPLANATORY NOTE - II. Consultation		<input type="checkbox"/>
4	A. EXPLANATORY NOTE - III. Comment response document	20 27	<input type="checkbox"/>
4	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment		<input type="checkbox"/>
4 - 5	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Background	19	<input type="checkbox"/>

Your assigned comments will all have the same comment number.

Warning: Assigning a comment to multiple segments is not the same as making multiple copies of the comment. If you edit any of the comments with a given comment number, the changes will be automatically applied to all of them.

2.7.6 Delete a comment

To delete a comment, you need to be in the [comments view](#).


Right-click on any segment row with a comment, and select "Delete comment".







1	TITLE PAGE		
2	TABLE OF CONTENTS	22	
3	A. EXPLANATORY NOTE		
3	A. EXPLANATORY NOTE	21	
3 - 4	A. EXPLANATORY NOTE		
4	A. EXPLANATORY NOTE - III. Comment response document	20 27	
4	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment		
4 - 5	A. EXPLANATORY NOTE - IV. Content of the Notice of Proposed Amendment - Background	19	

If a comment is [assigned to multiple segments](#), only the comment on the selected segment will be removed.

2.8 View your comments

During and after the Commenting Period of an NPA, you will be able to view all your comments in a table, with each row listing the comment id number, the segment description, the page, the content of your comment and the filenames of any attachments. You can save and print this page for reference at any time.

In order to view all your comments on an NPA, if you are in the [documents view](#), right-click on any document in the "Ready for comments" () status and select "View your comments":

	20.003	Airworthiness and Operational Approval for on-board equipment related to Required Navigation Performance/Area Navigation (RNP/RNAV) Approach Operations	NPA 2008-14	AMC-20
	25.006	Thermal/Acoustic Insulation Material	NPA 2008-13	CS-25
	21.027	Repair and design change Order (ETSO)	NPA 2008-12	Part-21
	VLA.004	Exits	NPA 2008-11	CS-22
	25.041	Class B/F Cargo Compartments	NPA 2008-10	CS-25
	21.038	Possibility to deviate from airworthiness code in case of design changes	NPA 2008-09	Part-21

Alternatively, if you are in the [comments view](#), click on the "View your comments" button:

The screenshot shows the 'View your comments' button and a table of comments. The table has three columns: Page, Description, and Comment #.

Page	Description	Comment #
-	(General Comments)	
1	TITLE PAGE	
2	TABLE OF CONTENTS	
3	A. Explanatory Note - I. General	7

Hint: If you want to edit this page in a word processor application like Microsoft Word, you can save the page as a web page (.html or .htm) and open it in Microsoft Word.

2.9 Add/edit reactions

2.9.1 The reactions view

The reactions view is where you can manage your reactions to a CRD.

The screenshot shows the 'View your reactions' button and a table of reactions. The table has two columns: NPA page(s) and reaction to.

NPA page(s)	reaction to
-	(general reactions)
15-17	the resulting text for segment "B. Draft Decision - CS-ETSO - ETSO-C100b: Appendix 1"
5-6	segment "A. Explanatory Note - IV. Content of the draft decision - ETSO-C100b: Child Restraint System (CRS)"
21-22	the response to comment #13 by European Cockpit Association on segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crewmember Oxygen Mask"
23-26	comment #22 by European Cockpit Association on segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crewmember Oxygen Mask"

To the left you can see the CRD using the [FlashPaper interface](#). To the right, you can see the list of reactions you have placed on this CRD. The table of reactions has two columns, the first column displays the page(s) where the segment corresponding to the entity you reacted to appears in the NPA and the second one describes the entity you reacted to.

Clicking on any reaction row on this list will highlight the entity you reacted to on the CRD. As you hover your mouse over the document, the various entities (segments, comments, responses and resulting text) to which you can react will be highlighted. These entities are coloured as such:

Colour	Reaction to a...
Light yellow	segment
Light blue	comment
Light green	response
Light brown	resulting text

Right-clicking on any reaction row will bring up a menu allowing you to [edit](#) or [delete](#) that reaction.

You can click on the **"View your reactions"** button to get a page with all your reactions listed in a table, which you can save or print.

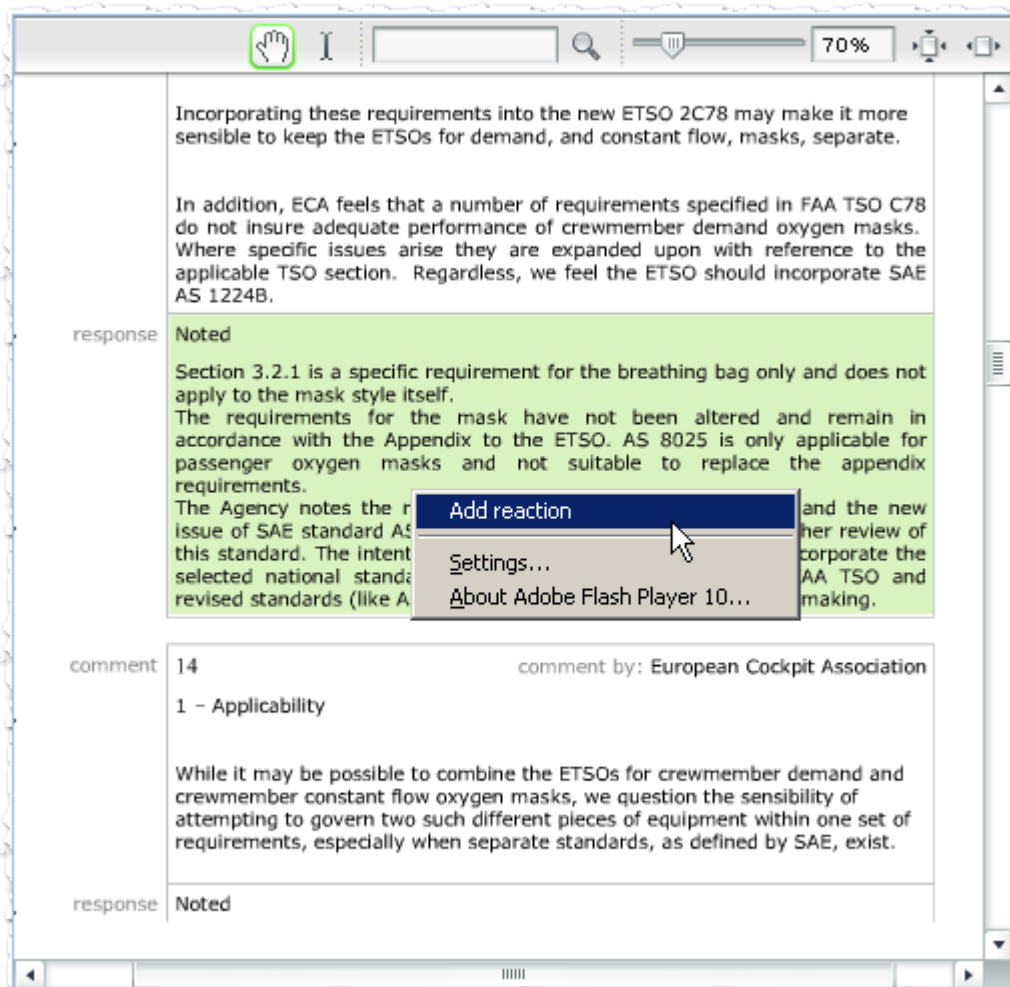
To get back to the list of documents, you can click on the "Back to the list of document" button on the top right, or just click on the "back" button of your browser.

2.9.2 Add a reaction

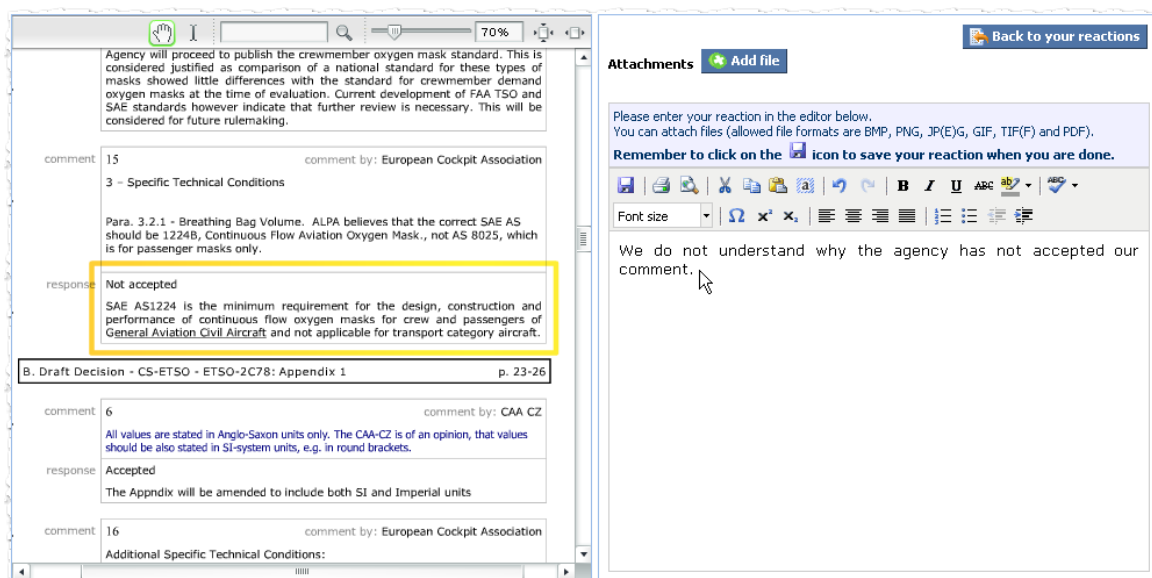
To add a reaction to a CRD, you need to be in the [reactions view](#).

From within the [FlashPaper interface](#) on the left, hover your mouse over the entity you want to react to (it will be highlighted), right-click and select **"Add reaction"**.

You can add reactions to segments, comments, responses and the resulting text.



You will then be presented with the following view:



On the [FlashPaper interface](#), the entity you selected to react to will be surrounded by an orange-yellow line and on the right side of the screen you will get an editor which will allow you to enter your reaction using a familiar interface, similar to a word processor application.

You can add [attachments](#) to your reaction by clicking the "Add file" button. Click on the "Browse..." button next to the text box to select a file in your computer to attach to your reaction. If you need to attach more than one file, click on the "Add file" button again and select another file. The allowed attachment formats are BMP, PNG, JP(E)G, GIF, TIF(F) and PDF.

When you are done with your reaction, you have to click on the "Save" icon (little blue disk) to save your reaction along with your attachments.

Upon saving your reaction you will return to the [reactions view](#), and you will see your new reaction in the list on the right.

You cannot add more than one reaction on a particular entity.

2.9.3 Reaction attachments

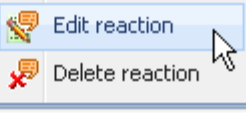
You can add attachments to your reactions, just as you do for comments. Please refer to the article [Comment attachments](#) for more information.

2.9.4 Edit an existing reaction

To edit one of your reactions to a CRD, you need to be in the [reactions view](#).

Right-click on a reaction row and select **"Edit reaction"**.

NPA page(s)	reaction to
-	(general reactions)
15-17	the resulting text for segment "B. Draft Decision - CS-ETSO - ETSO-C100b: Appendix 1"
5-6	segment "A. Explanatory Note - IV. Content of the draft decision - ETSO-C100b: Child Restraint System (CRS)"
21-22	the response to comment #13 by European Cockpit Association on segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crew"
23-26	comment #22 by segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crew"



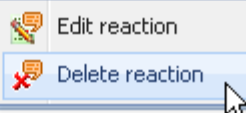
You will then be presented again with the editor view, where you can edit the text of your reaction and/or manage your [attachments](#).

2.9.5 Delete a reaction

To delete a reaction, you need to be in the [reactions view](#).

Right-click on any segment row with a comment, and select **"Delete reaction"**.

NPA page(s)	reaction to
-	(general reactions)
15-17	the resulting text for segment "B. Draft Decision - CS-ETSO - ETSO-C100b: Appendix 1"
5-6	segment "A. Explanatory Note - IV. Content of the draft decision - ETSO-C100b: Child Restraint System (CRS)"
21-22	the response to comment #13 by European Cockpit Association on segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crew"
23-26	comment #22 by segment "B. Draft Decision - CS-ETSO - ETSO-2C78: Crew"



2.10 View your reactions

During any time after the Reaction Period of an NPA, you will be able to view all your reactions in a table, with each row listing the page(s) where the segment corresponding to the entity you reacted to appears in the NPA, a description of the entity you reacted to, the content of your reaction and the filenames of any attachments.

You can save and print this page for reference at any time.

Hint: If you want to edit this page in a word processor application like Microsoft Word, you can save the page as a web page (.html or .htm) and open it in Microsoft Word.

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