

## Background

Most users are **Subscribers** (which only allows for symbols to be downloaded). But **Reviewers** have additional authority at this website.

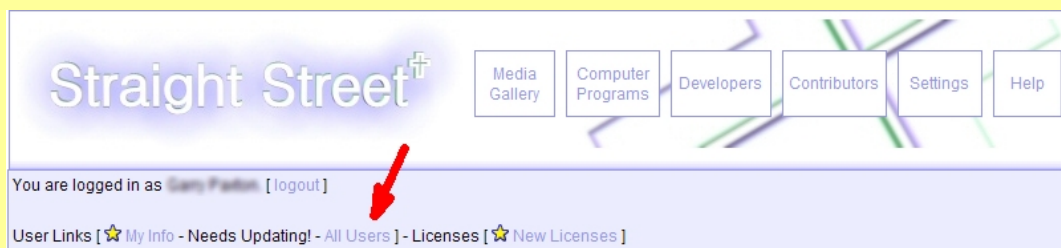
Our volunteer Reviewers tend to be speech and language therapists, teaching staff with a particular interest in the use of symbols in schools, and families and carers working with people with special needs.

Each month, Reviewers take part in a 15-min exercise to evaluate the next batch of symbols, before publication. After the review, we examine all the comments and based on that we will either:

- make the new symbols available on our website, or
- send a symbol back to the drawing board.



## Does my login have Reviewer authority?



When you have logged in, click "All Users" on your user panel, which will display the status of everyone registered at Straight Street. This doesn't show any personal information, just UserID. Find out which section contains your UserID, and then you will know the type of login you have.

## I'm just a Subscriber - how do I get upgraded to "Reviewer"?

Click on the **Contact** button on the left hand side of our Home Page to send us an email saying "I'd like to be upgraded to a Reviewer". This will send a message to [support@straight-street.com](mailto:support@straight-street.com) and we will respond within 24hours.



Reviewers have an additional section on their User panel.



## Open a Review

On the first day of each month, we open a new review and we inform the Reviewers by email. You have two weeks during which to do the review - it only takes a few minutes but your opinions are very valuable to us.

- On the User Panel, select "**1 Open Review**".



## Which review do I open ?

You are logged in as [Gary Padon](#) [ [logout](#) ]

User Links [ [My Info](#) - [All Users](#) ] - Licenses [ [★ New Licenses](#) ] - Reviews [ [★ 1 Open review](#) ]

Reviews

**Test - 100 items** [★](#)  
Status : **Open**

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In Progress : 1  
Completed : 0  
Your Status : In Progress

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[ [Do review](#) ] [ [View Summary](#) ]

**Review 003 - 0 items** [★](#)  
Status : **Closed**

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In Progress : 0  
Completed : 0  
Your Status : Not Started

List of Review

- [Willy Orl](#)
- [Sandra C](#)
- [Steve Le](#)
- [Gary Pa](#)
- [Steve W](#)
- [Caroline](#)

You will find only one Review which has a status of **Open** (it's at the top of the page and it's background colour is green). There will be many older reviews from the past which are now closed and those are coloured pink.

- Click on "**Do Review**".

The next page shows you the status which will say:

Status : Not Started - [\[Start Review\]](#)

- Click on **Start Review**".

This will take you to the Review page.

User Links [ [My Info](#) - [All Users](#) ] - Licenses [ [★ New Licenses](#) ] - Reviews [ [★ 1 Open review](#) ]

Review Media

← Back

Test  
Status : In Progress - [ [Complete Review](#) ]

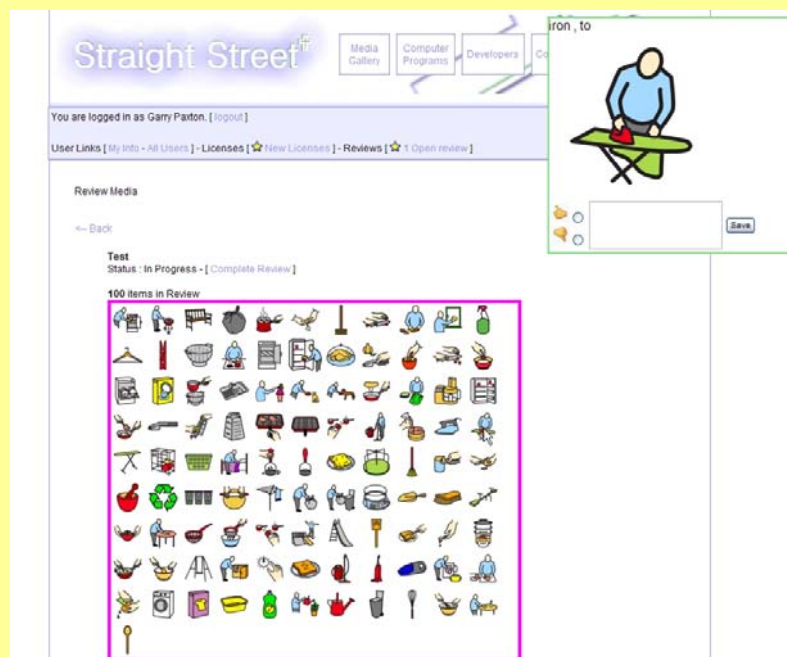
100 items in Review

## Move the mouse over the thumbnail pictures

As you move the mouse over each thumbnail image, you can examine a large version of the image in a pop-up. You will notice that the pop-up has a green border.



## How do I make my comments?



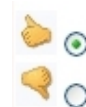
If you click on that thumbnail, it will freeze the image (and it gets a red border while frozen). Now you can:

- click on the **thumbs down** if you feel there is a problem with a particular symbol, or the **thumbs up** to accept it.
- And you can also leave comments in the text box.

Remember to click **Save** when you are finished.



You'll notice that the **thumbs up** is already set. The benefit of this is that you don't have to do anything at all if you are happy with all the symbols in this review. So, you only need to comment and vote when you think there is a problem with a symbol.



## Types of comments

Even though our symbols go through quality checking prior to the review, sometimes our Reviewers will spot a technical problem that slipped through.

But we also get suggestions on design improvements.

## And when you are finished...

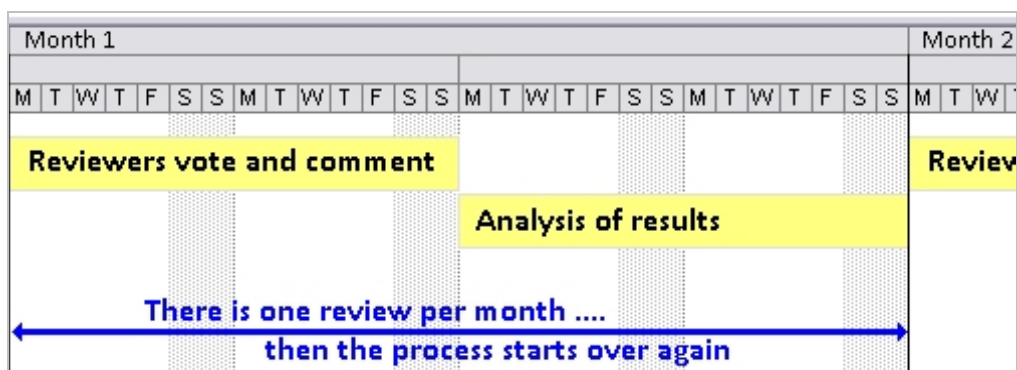
- Simply click on "**Complete Review**"



If you get interrupted, you can leave the Review and come back to it another day - all your votes and comments will be remembered. But, once you click on "Complete Review", that's it - your votes have been cast and you won't be able to reopen it. You can also click on "**View Summary**" on this review, or any of the older ones, to see a record of everyone's votes and comments.

## At the end of the two-week period...

We will send a reminder email when your two weeks is coming to an end - this will typically be around the 14th day of the month. And then the Review is closed to all further voting.



During the final two weeks, all the comments and votes are examined to make a decision about which symbols can go "public" and which must go back to the drawing board. Then the whole process starts again, having taken only a few minutes of your time.