

2026

DOCUMENT REVIEW TOOL

USER GUIDE

WORLD HEALTH ORGANIZATION

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Introduction

The **WHO Document Review Tool** ensures that your documents adhere to predefined WHO style guidelines, improving professionalism across your content. This tool identifies deviations from important WHO style rules. It can be used as a consistency checker with your identified repository of previously published documents.

This add-in integrates seamlessly into Microsoft Word to provide real-time feedback, actionable suggestions, and rule enforcement for tone, formatting, grammar, and style, helping save time and improve quality.

Think of it as an advanced spell checker designed to elevate the quality of your writing with minimal effort. Whether you're crafting a report, editing content for a website, or preparing a proposal, this tool improves quality while keeping things simple.

Let's get started and take your content to the next level!

Pre-requisites

Before using the Document Review Tool, ensure the following requirements are met:

- **VPN Access:**
VPN should be enabled to securely access the plugin and related services if the user is not in the WHO network.
- **System Access to Tool URL:**
Ensure that the following site is accessible from your system:
<https://documentreview.who.int/login>
- **Plugin Availability:**
You must be added to the required Entra ID group **AZGLF-OfficeAddin-DocumentreviewtoolUsers** to access the plugin. The plugin named **“Document Review Tool”** should be visible when you open a document in:
 - Microsoft Word (desktop application), or
 - Microsoft Word Online (via OneDrive/SharePoint)

Notes:

- **Accuracy:** Expect 70%+ accuracy, as the system uses an LLM to generate responses. Results may vary since the system is non-deterministic in nature.

Available Templates for Testing

Once the prerequisites are met, you can use the following templates within the Document Review Tool to validate documents against WHO style guide rules:

- WHO Name Usage - Checks correct naming of WHO, its governing bodies, leadership titles, regional offices, and country offices.
- Hyphenation and Dashes - Checks correct use of hyphens, en dashes, and compound words throughout the document.
- Spelling Consistency - Ensures consistent spelling throughout the document, including WHO preferred spellings and common variants.
- Abbreviations_User Defined - Checks that abbreviations are defined before use, used consistently, and not duplicated or orphaned.
- Numbers - Verifies WHO formatting for dates, ranges, units, percentages, time, temperature, currency, decades, and ages.
- Punctuation - Verifies correct use of commas, colons, semicolons, quotation marks, apostrophes, and other punctuation per WHO style.

- Non-discriminatory Language - Flags language that may be discriminatory regarding age, disability, ethnicity, gender, or sexual orientation.
- Highlight Entities – Highlights entities of type person, organization and products
- Structural Analysis Report
- System Defined - Abbreviations Rules
- Unmatched Brackets and Unmatched Quotations

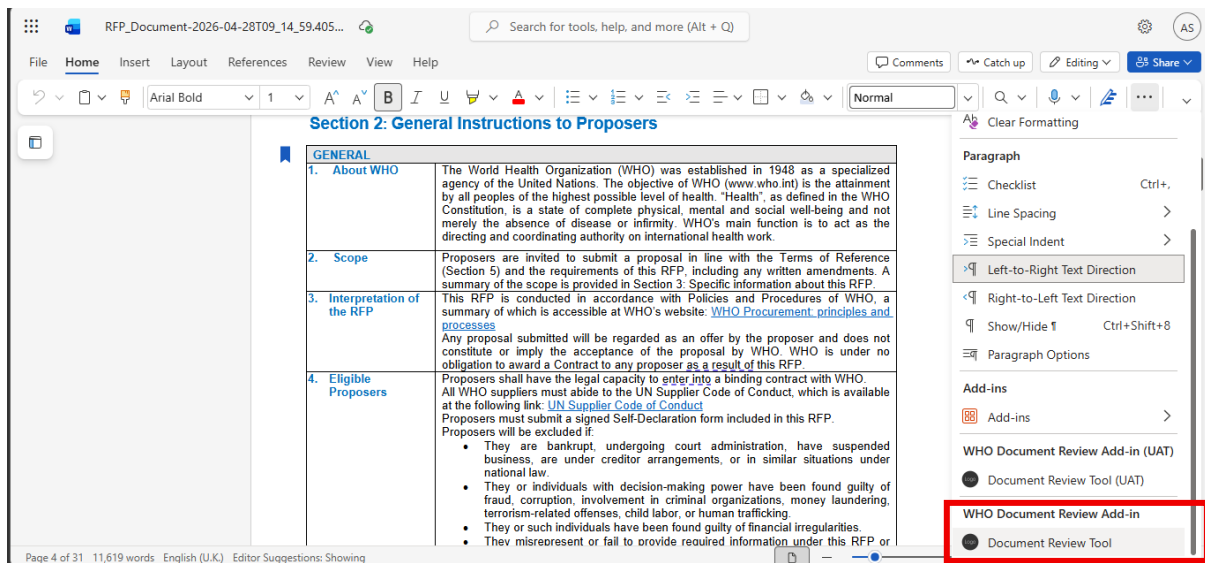
Steps to Use the Plugin

1. Open the Document

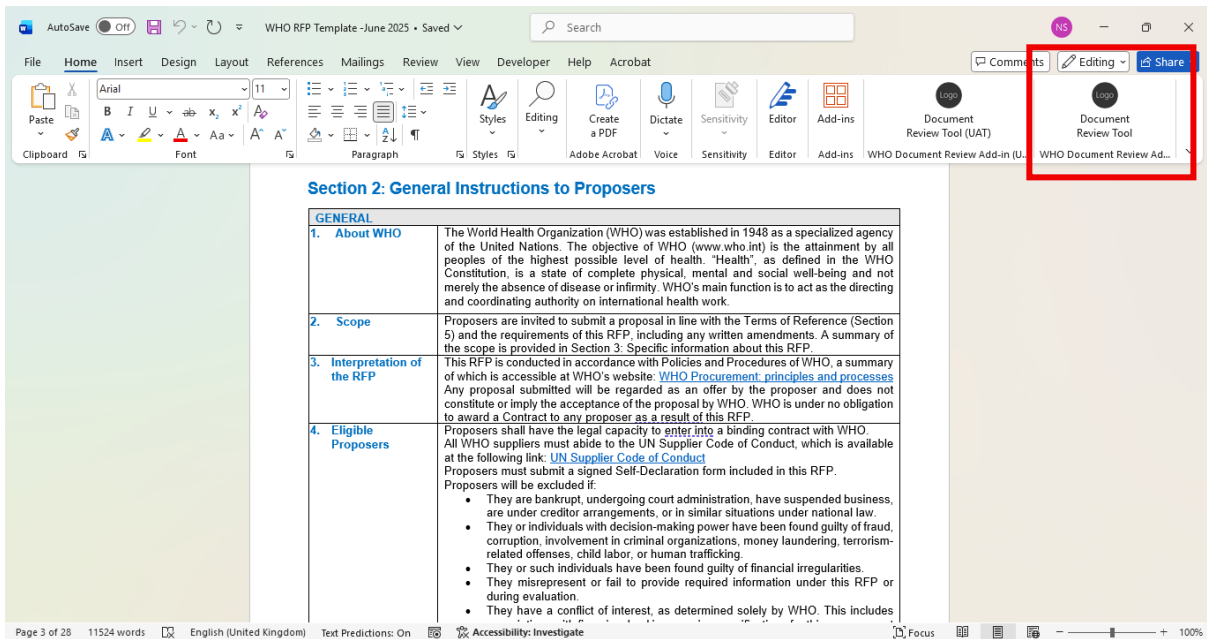
Open the document that you want to review in:
Microsoft Word (desktop application), or
Microsoft Word Online (via OneDrive or SharePoint)

2. Ensure that the document is fully loaded before proceeding.

3. In the Word toolbar under “**Home**” Tab, look for the **Document Review Tool** plugin.

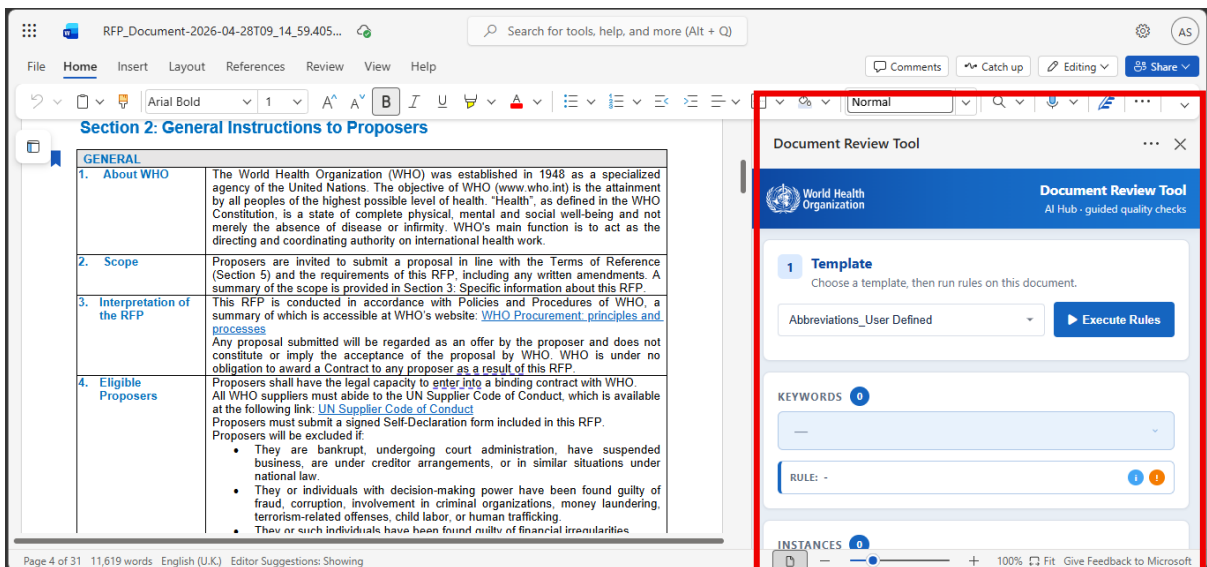


Plugin located in Microsoft Word Online



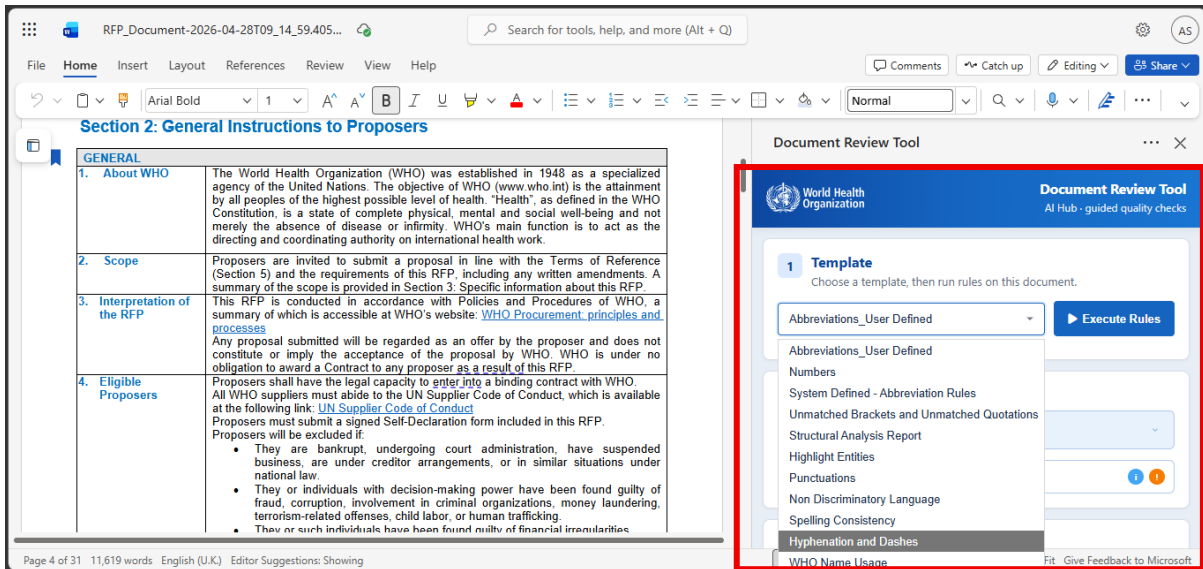
Plugin located in Microsoft Word Offline

- The plugin will only be visible if all prerequisites are met (VPN enabled, access provided, and plugin assigned). If the plugin is not visible, please verify your access or contact the administrator.
- Click on the plugin to open it.
- The plugin will appear as a panel on the right side of the document. This panel is where you will perform all review actions.

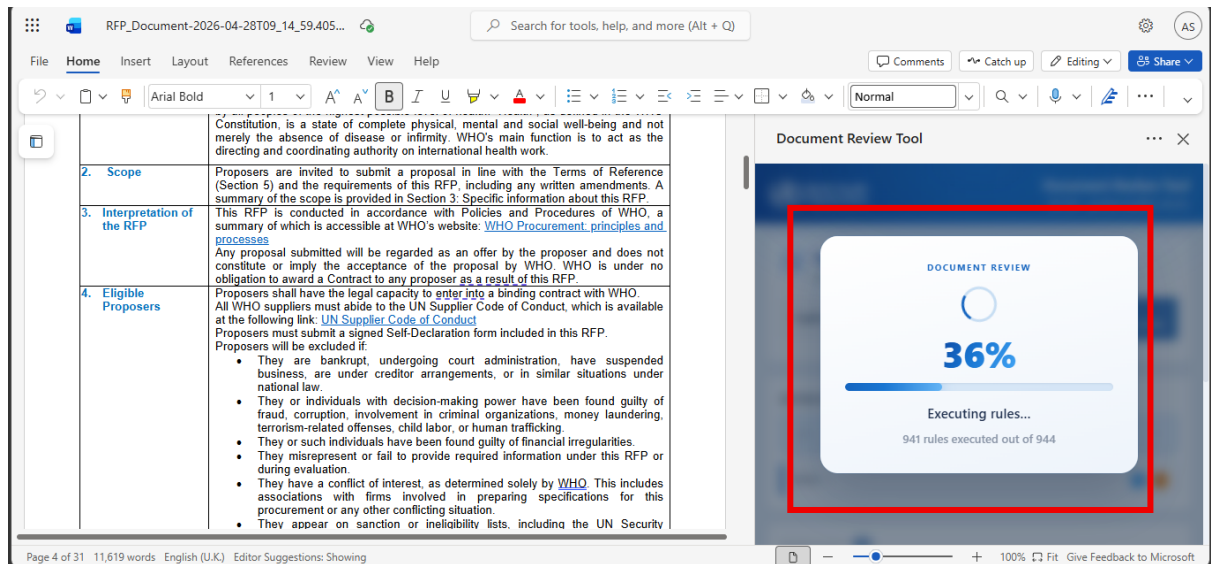


7. From the plugin panel, select the appropriate template based on the type of review you want to perform.

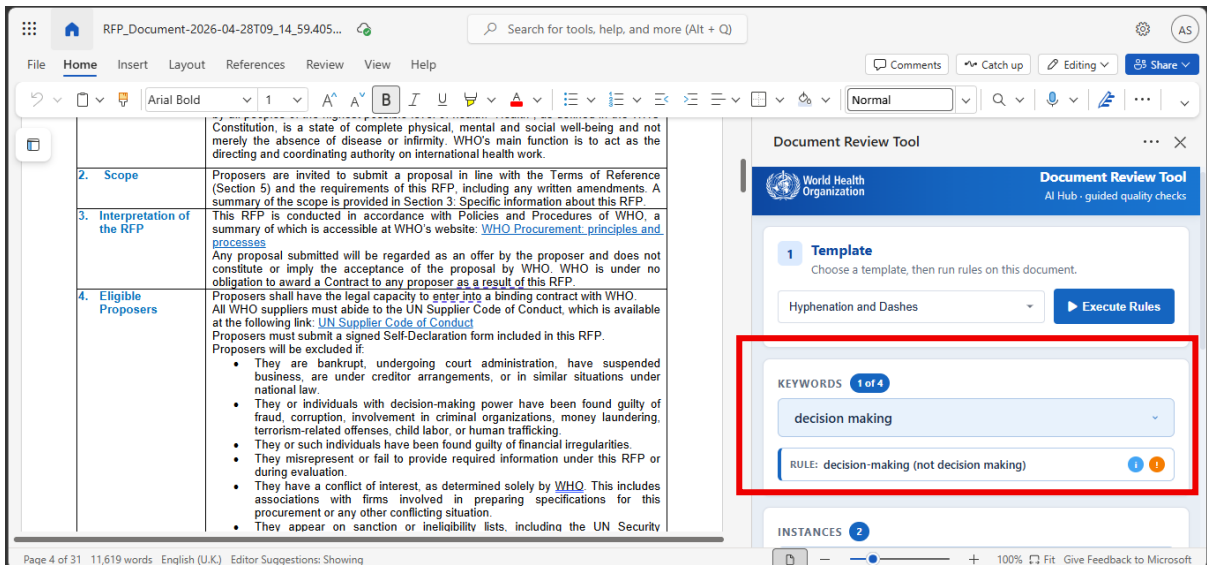
8. Click on “Execute Rules” to start the document analysis.



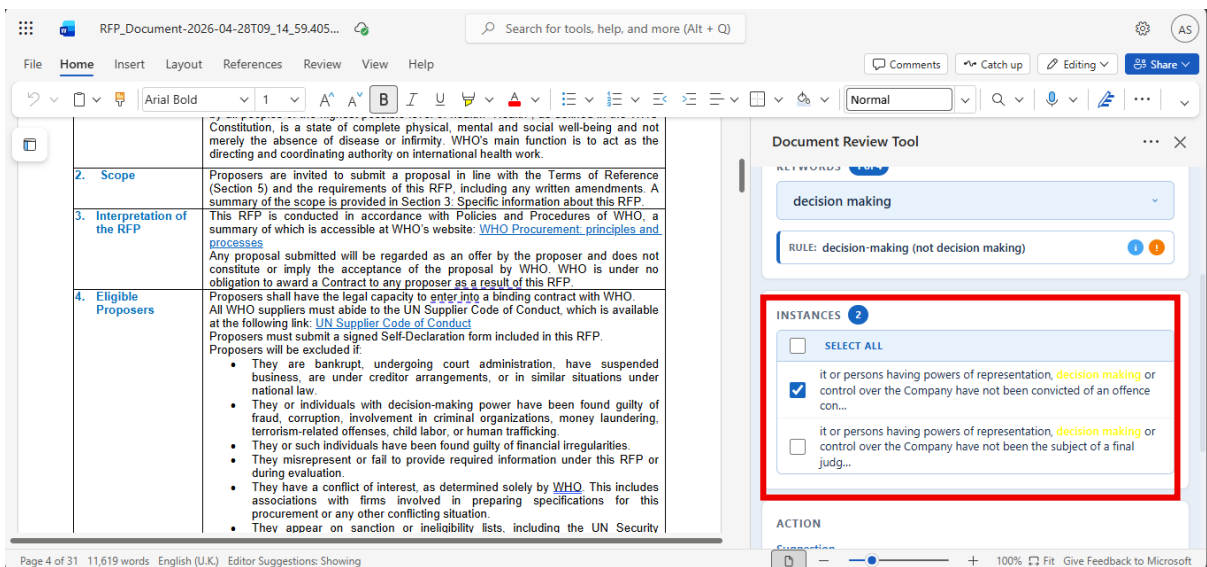
9. The system will scan the document and identify keywords based on the selected template. While the scan is in progress the plugin will show the progress done as below:



10. Once the analysis is complete, the plugin will display a dropdown list of keywords based on rule violations will be identified in the document.



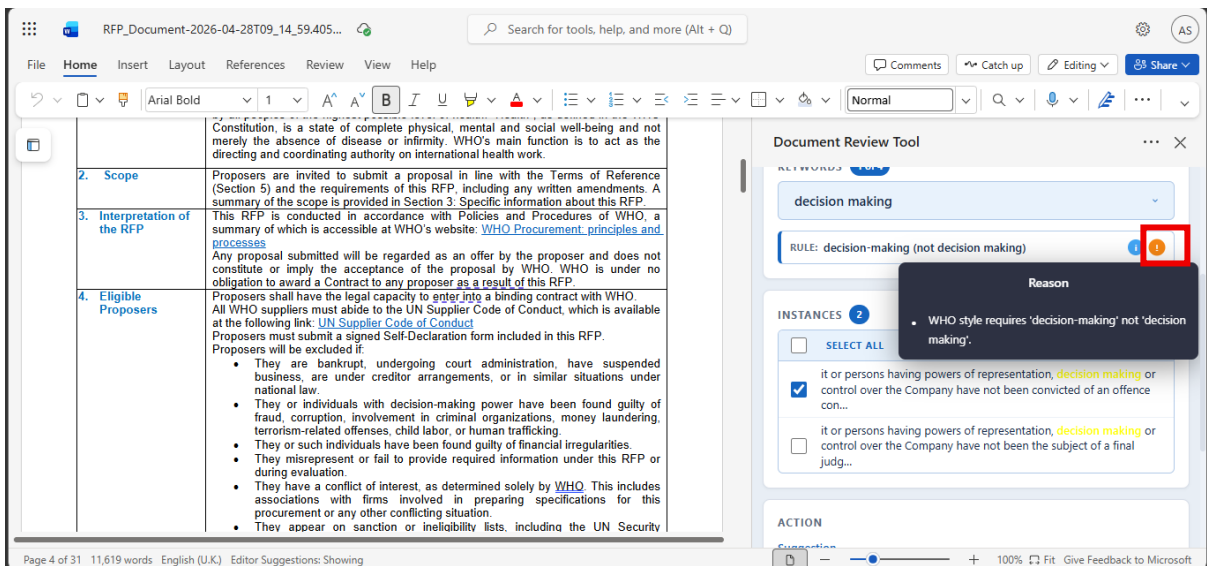
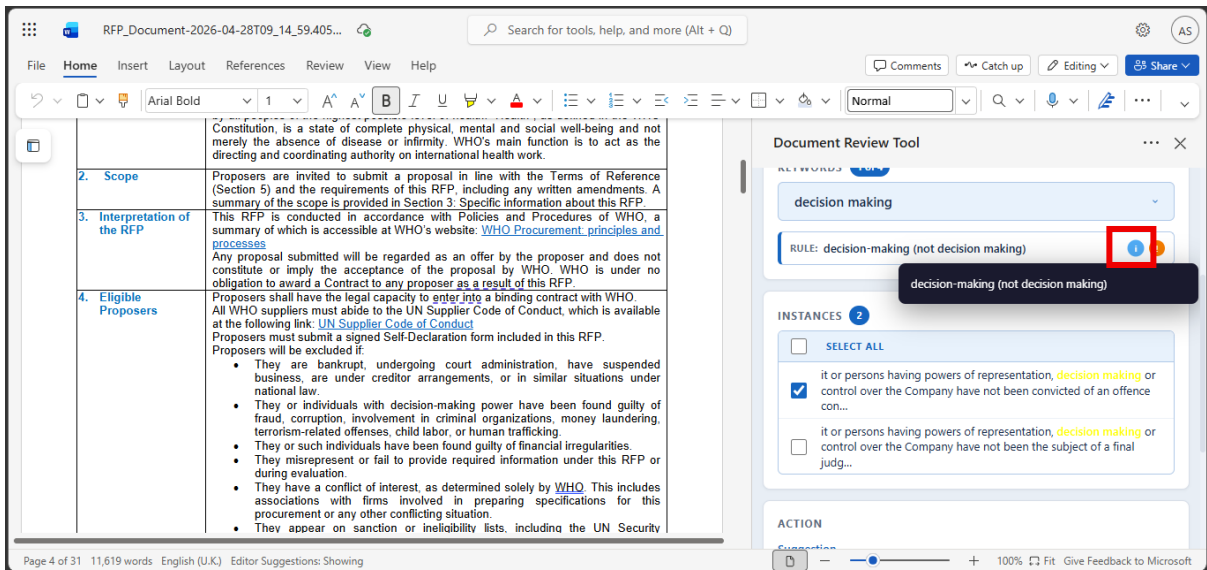
11. When you select a keyword, all its instances (occurrences of the selected keyword) will be listed below.



12. After selecting a keyword, you can view more details about the rule applied by hovering over:

- The blue info icon to see the rule name
- The orange icon to understand why the text was flagged

This helps you better understand the issue before taking action.

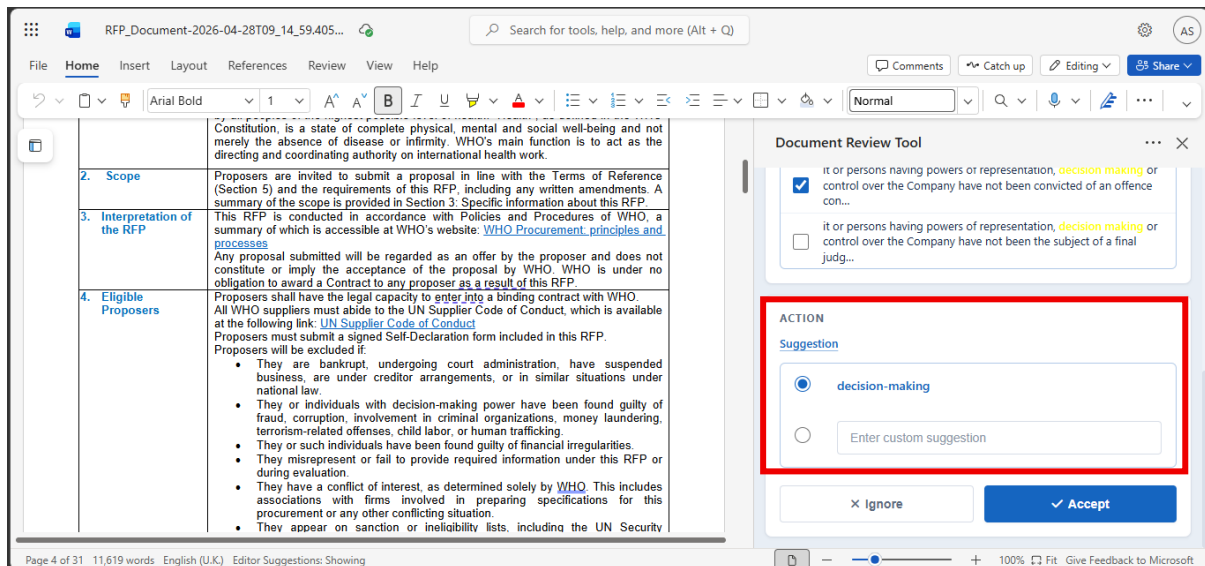


13. To navigate to specific instance, click on any instance listed in the panel. The document will automatically navigate to that exact location and select the keyword in the document making it easy to review the highlighted text in context.

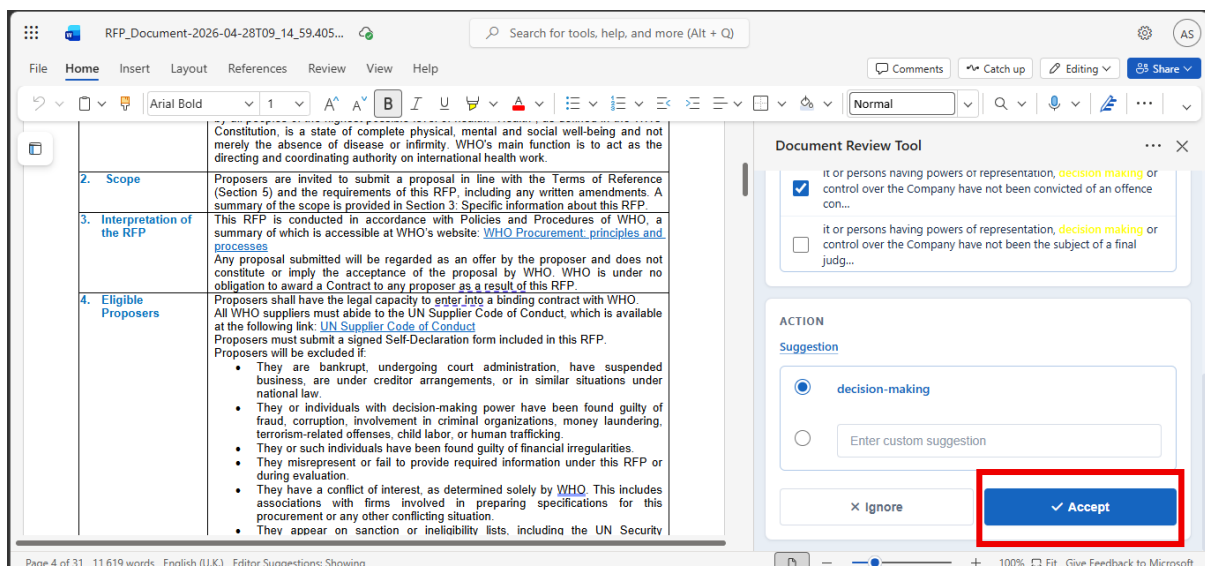
14. The suggestions provided by the tool depend on the rule type:

- **Hard Rules (yellow):** A single, fixed suggestion is provided
- **Judgmental Rules (lime):** AI-generated suggestions are provided for your consideration.
- **Regex Rules (blue):** No automatic suggestion is provided; you can manually enter a correction in the text box

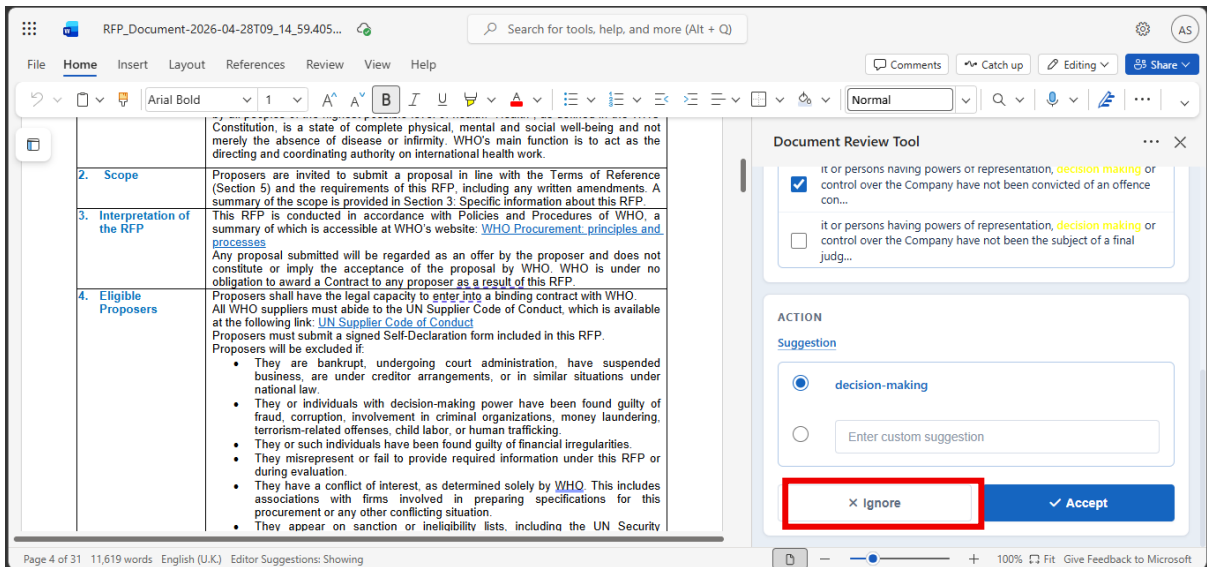
Note: If the user does not agree with the suggested correction, they can manually enter their own suggestion in the custom suggestion text box and click **“Accept”** to replace the keyword with the provided input.



15. To accept a suggestion, click on Accept to apply the suggestion. This will replace the highlighted text in your document with the suggested correction.

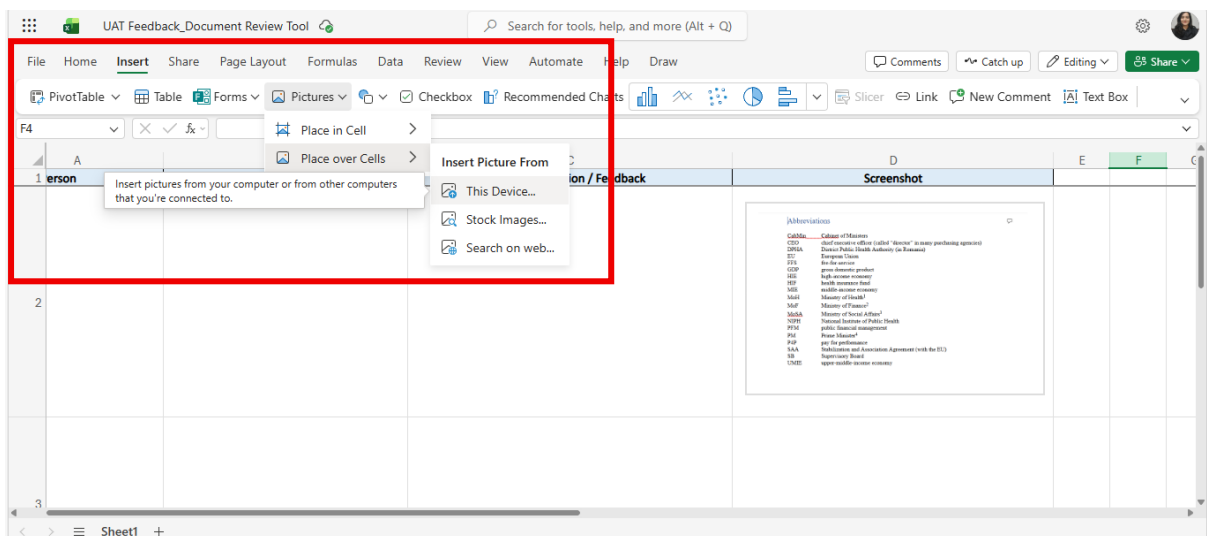


16. Click Ignore if you do not want to apply the suggestion. The selected keyword will remain as it is, and no change will be made.



Steps to Provide Feedback in the Shared Excel

1. Enter your feedback in the shared Excel file in the designated columns.
2. Add a screenshot of the issue in the cell provided.
3. To add a screenshot:
Go to **Insert** → **Pictures** → **Place Over Cells**



4. Select the screenshot from your device
5. The image will be added over the cell. Adjust the row height and column width to fit the image properly.
6. Ensure that the screenshot captures the following details:
 - a. Template name
 - b. Rule name
 - c. Rule description
 - d. Instance of the issue
 - e. AI feedback
7. You may add multiple screenshots for the same issue, if required.