



QuickGuide: Viewing Tracked Changes

SHORES

This QuickGuide outlines steps for viewing tracked changes in application forms in SHORES.

This feature allows applicants to compare the current state of a form being edited to the previous submission of the form, in tracked changes format. This feature is only applicable to forms that have been previously submitted and are currently returned to the applicant for changes.

To view tracked changes:

If the form you are working on has been previously submitted and is currently unlocked, a button called '**Compare with Previous Submission**' will be visible at the top righthand corner of the page while inside any section of the form, below the Project ID number.



Clicking '**Compare with Previous Submission**' automatically saves any changes made to the questions on the current page and compares them to the responses provided on the previous submission. No further edits can be made to the application form while viewing tracked changes. If any edits are required to the application, click '**Return to Edit Mode**' to turn off tracked changes mode.



SHORES Sinci H Online Ethics

scing eff, sed do eiusmod tempor incididunt ul labore el doixre magna aliqua. Ut enim lamos laboris nisi ul aliquip ex ea commodo consequat "Outs auto-trune doixr in don contrejet nuña partatur Execptiour sint occasces expiratati non proident-sunt en bonum	Track Changes	
	Submitted an 2022-19-24 Review Inference 3623-CHIA-Out2022	Submitted by Scott Temlinson
	This Page	All Changes
nts based on culture, language, religion, race, disability, sexual orientation, ency/capacity, sex, gender, age or other criteria?	4.6 SECTION 4.0 – R 4.2 'Specify other	ECRUITMENT

The '**Compare with Previous Submission**' also brings a side bar into view on the right-hand side of the page to allow applicants to navigate through their changes via two tabs.

The first tab called, '**This Page**' shows a list of all questions that have changes in the current section of the application, while the '**All Changes**' tab displays the changes made throughout the entire application form to the previous submission.

	Track Changes	
t dolore magna aliqua. Ut enim t. Duis auto iruro dolor in	Return to Edit Mode	
upidatat non proident, sunt in	Submitted on: Submitted by: 2022-10-24 Scott Tomlinson	
	Review reference: 3623-CHIA-0ct/2022-49525	
	This Page All Changes	
disability, sexual orientation, ia?	45	
	SECTION 4.0 - RECRUITMENT	
	42	
	"Specify other:	
	43	
	"Does the study exclude any participants based on outhure, language, religion, race, disability, sexual orientation, ethnicity, leguistic proficiency, competency/capacity, sex,	

On the '**All Changes**' tab, each page can be expanded to view changes within it, making it easier to quickly access different parts of the form to see changes there. Applicants can click on any question title to navigate straight to that question and view the changes. The question will be highlighted with a red outline to clearly denote the change in question.





Sinai Health Online Research Ethics System

Anuario acute to outre impresentation or terminimente operatione de la companya de la Companya de la companya d		Return to Edit Mode	
	Submitted on: 2022-10-24	Submitted by: Scott Tominson	
e religion, race, disability, sexual orientation, or other criteria?	Review reference: 3623-CHIA-Oct/2022-49525		
	This Page	All Changes	
nulla pariatur.	> 1.0 - 1.17		
nara panana.	> 3.1 - 3.7		
	> 4.1 - 4.6		

Changes to the text are noted to make it easy to see even relatively minor changes within text bodies. Deselected items are highlighted in red, such as the radio button shown below, whilst new questions appear highlighted in green to clearly denote that they need the attention of the applicant. Other question types such as lists, signatures and document questions are also compared against the previous submission to indicate any changes in their content.

4.2.1	"Specify other:
	orem psum door sit amet, consectetur adgesong etti, sed do exismod tempor incodunt ul tabore et doore magna alique. Ut enim ad minim venam, quis nostrud exercitation ultance taboni mis ul arquip ex es commodo conseque. (Dass auto nuno dator a repositionadori in volgatato vetti coso citium dotore ou Tugat nuta parellate Decoprour set eccecad cupitation no product, ount in cupa qui effica-docoruit molti anni ac ou taborim:
1.3	
	Does the study exclude any participants based on culture, language, religion, race, disability, sexual orientation, ethnicity, linguistic proficiency, competency/capacity, sex, gender, age or other oriens? # Yes ONo
13.1	"Describe and justify.
	Dus aute inne door in reprehendent in volugtate velit esse cilium doore en fugiat nulla paratur.
1.4	
	Describe the overall strategies for minimizing coercion or undue influence for the population(s) included in the study.

Questions?

T: 416-586-4875 E: <u>REB.Office@sinaihealth.ca</u>





ACKNOWLEDGEMENT:

We acknowledge and thank the University of Western Ontario Research Ethics Board for generously sharing and allowing the use of their educational materials, upon which our guides are largely based.