QuickGuide: Viewing Tracked Changes

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.

<u>To view tracked changes:</u>

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 right-hand corner of the page while inside any section of the form, below the Project ID number.
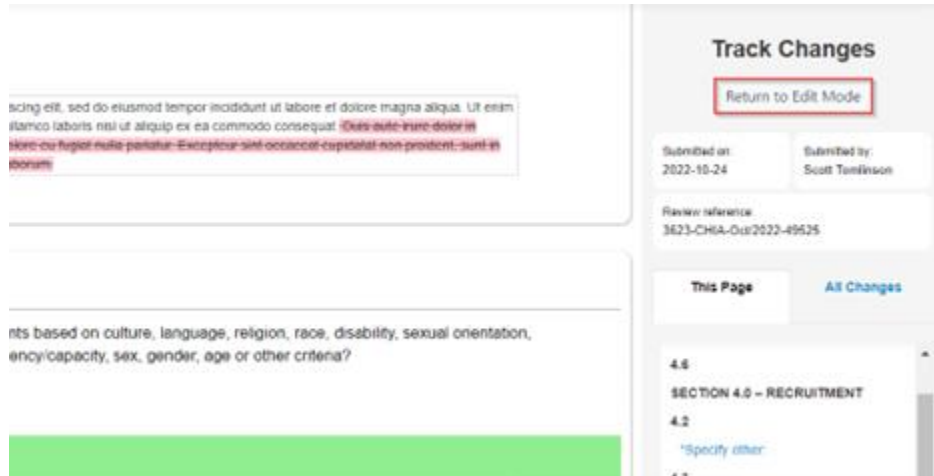
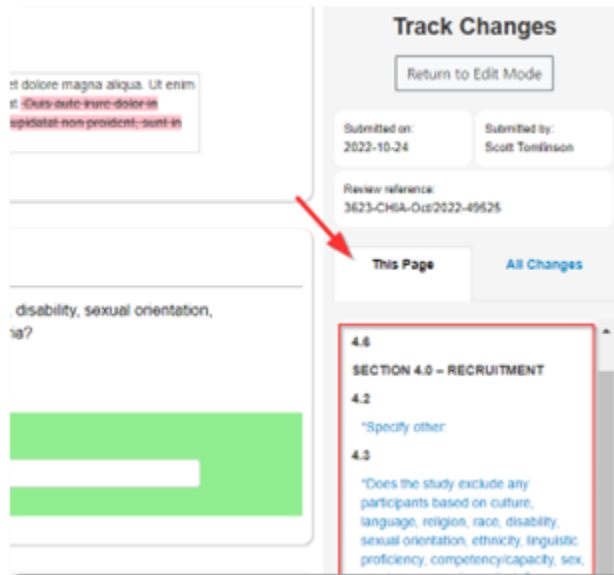Clicking '**Compare with Previous Submission**' automatically saves any changes made to the questions on the current page and compares them to the responses provided on the previous submission. No further edits can be made to the application form while viewing tracked changes. If any edits are required to the application, click '**Return to Edit Mode**' to turn off tracked changes mode.
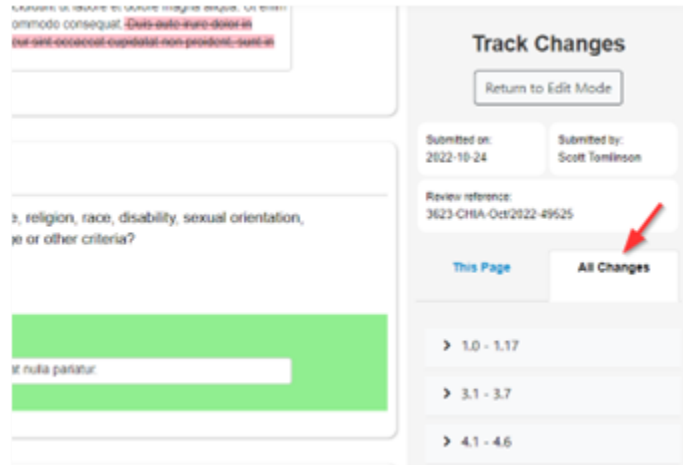
The '**Compare with Previous Submission**' also brings a side bar into view on the right-hand side of the page to allow applicants to navigate through their changes via two tabs.
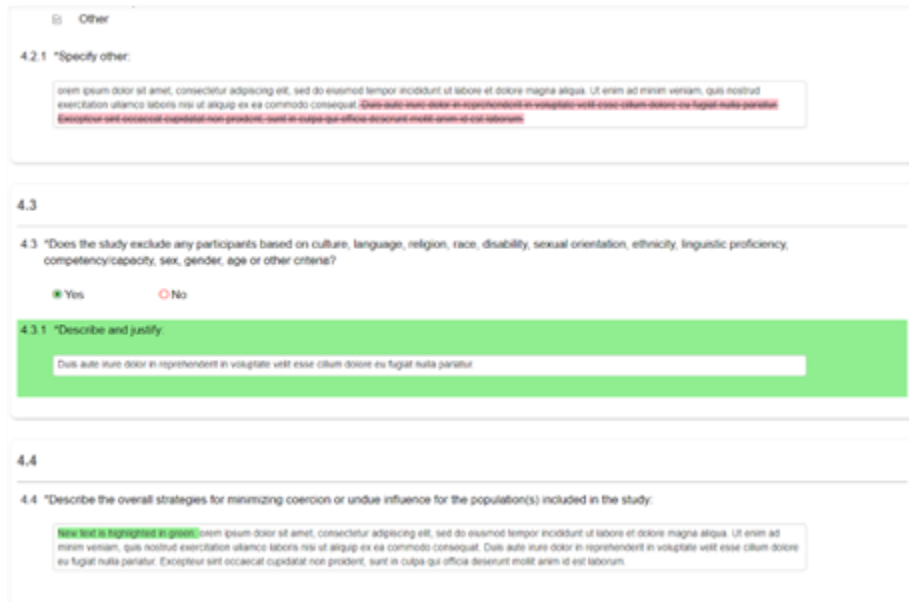
The first tab called, '**This Page**' shows a list of all questions that have changes in the current section of the application, while the '**All Changes**' tab displays the changes made throughout the entire application form to the previous submission.

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.

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.

Questions?
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