## IRB Staff – How to View Changes

This document is intended to assist the IRB staff with viewing versions of documents as they are changed during review. Once a submission is approved, the previous and final versions are always visible in the View Differences and Snapshot views.

These steps provide greater visibility into the mid-review changes.

1) Log in to irb.harvard.edu

2) Navigate to the in-review submission workspace

3) Select the 'View Differences' silver button on the left.
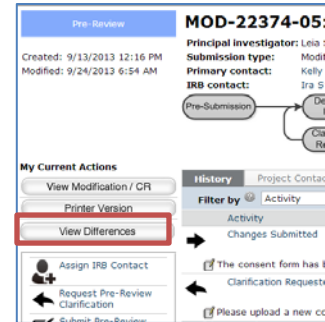
4) View changes as part of the review: View the first version submitted or previously approved versions compared to the last version submitted for review by opening the detailed differences after taking one or both of the following steps:

Select the **SmartForm version** from the dropdown: "Show changes made between current version and"	OR	Selecting the **SmartForm page** from the dropdown: "Change Steps"

5) Close the window (by clicking 'close' at the upper right of the screen) when done.