



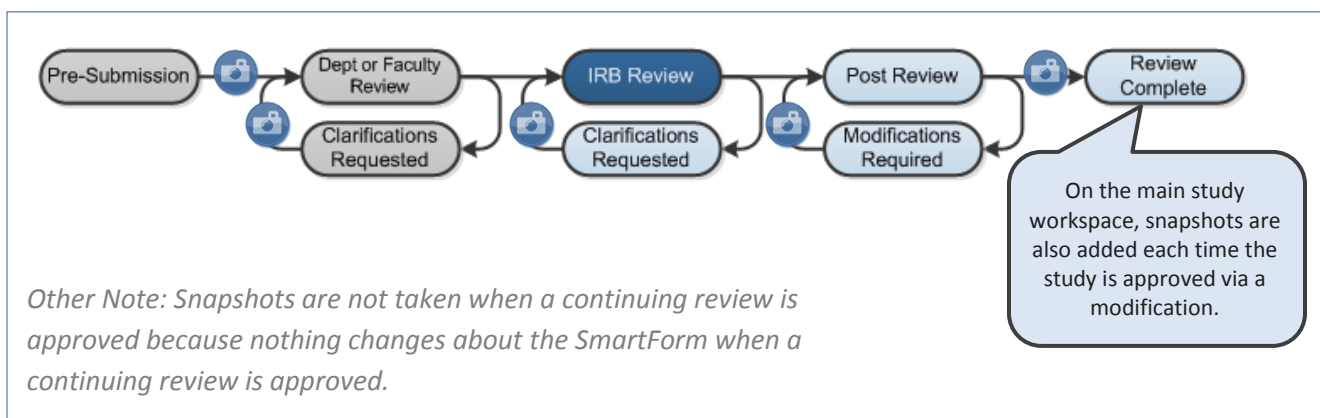
Snapshot and View Changes Overview

There are a few snapshots and view change options in the system. This overview looks at snapshots and change views which are useful references during the review of a submission.

Snapshots

A snapshot is a record of a submission at a particular point in history. The snapshot includes all SmartForm fields, along with attachments. Snapshots can be used to see what was previously reviewed or approved.

Snapshots (📷) are **taken at specific points during the review** of each submission:



Snapshots are taken at minor (ex. 0.1, 0.2, 0.3...) and major increments (ex. 1.0, 2.0, 3.0...). When viewing **snapshots on the tab in a workspace, it can be read:**

History	Project Contacts	Documents	Follow-on Submissions	Reviews	Snapshots
History of submission contents:					
Version	State During Snapshot				Snapshot Taken
Snapshot: 1.0	Approved				12/5/2013 1:35 PM
Snapshot: 0.9	Clarification Requested (Pre-Review)				12/5/2013 10:23 AM
Snapshot: 0.8	Clarification Requested (Pre-Review)				12/5/2013 10:22 AM
Snapshot: 0.7	Clarification Requested (Pre-Review)				12/5/2013 10:20 AM
Snapshot: 0.6	Clarification Requested (Pre-Review)				12/5/2013 10:18 AM
Snapshot: 0.4	Clarification Requested (Pre-Review)				12/5/2013 10:17 AM
Snapshot: 0.3	Pre-Submission				12/5/2013 10:16 AM

This snapshot was created when the submission was in...

...and an activity was completed to move it to the next state in the process.

Other Notes:

- When a printable packet is created, an additional link will appear here. It will be labeled "Smartform Pages as of..."
- Snapshots following a modification approval will appear as a major increment in the Approved state.



View Changes

Changes can be viewed during a review and are based on when a snapshot is taken. View changes can be used to see what has specifically changed about a SmartForm across difference stages of the submission. Click “view differences” in a submission workspace, to view the changes over time.

This is set up the same way as snapshots. Changes are relative to the individual submission; and after approval on the main study workspace, changes can be viewed as modifications are approved. **View changes can be read:**

I want to compare today's version....

...with the snapshot created when this activity took place.

View Changes to IRB Submission *testing document attachments on tab*

Show Changes made between Current Version (1.0) and **0.5 12/5/2013 10:18 AM Changes Submitted**

Changed Steps: Basic Information << >> Limited

Basic Information

- Title of study:**
testing document attachments on tab
- Short title: (80 Character limit. If you leave this question blank, it will be automatically defaulted to the first 80 characters of your study title. Note that the short title is the name that will appear in all workspaces)**
testing document attachments on tab
- Brief description or abstract: (255 word limit)**
change something here - what gets recorded?
[None]

Other Note: If anticipated changes are not visible, try selecting an earlier version to view.

Within each changed page, **the markup can be read:**

	Green highlight means something was added.
	Red highlight means something was removed.
	Pink highlighted text will indicate what was in a space before. For example “none” means nothing was in the space before the change occurred.
	This box, below an attachment space, means something about the attachments changed.
	Expand this section to see what has been updated. Each “Changed” arrow shows details for each updated attachment.
	Expand this section to see what has been newly added. Each “Added” arrow shows details for each attachment.
Deleted:	This will appear when a document is deleted and will not show any details about what was removed. Go to previous versions to see what was available there before.
View	Click “view” beside any document to see details about current and previous versions.