1. Verify **Study Staff** is displayed on the home workspace.

2. Note that the **Inbox** is active. The following tabs are available:
   - **My Inbox** – Displays items in your Inbox.
   - **In Progress** – Displays all Registrations that are currently in progress.
   - **Approved** – Displays all approved Registrations.
   - **Exempt and Not Regulated** – Displays all Exempt and Not Regulated Registrations.
   - **Archived** – Displays all Archived Registrations.

3. Click the **Approved** tab.

4. The Registration ID is displayed, along with the name of the Registration, date modified, type, owner, state, and last state change information.

5. Click the **Name** of the Registration to open the Registration Workspace.
6. All activities the Registration has been through are displayed under the Correspondence tab in the Project Log.

7. The following actions are available from the Approved screen:
   - **View IBC Registration** – Opens a read-only view of the Registration.
   - **Printer Friendly Version** – Opens a printer friendly version of the Registration.
   - **View Differences** – Shows all changes to the Registration between versions. (See the next section for View Differences information.) If no previous versions are found, no changes will be displayed.
   - **Last Approved Version** – Opens the last IBC approved version of the Registration.

8. Verify the current role is Approved.

9. To view the differences between the original Registration and the amended Registration, click **View Differences**.
Differences are displayed between the current version and previous versions.

10. Use the **Show Changes** drop-down menu to choose the previous version with which to compare the current version.

   **Note:** Changes are highlighted on the page in red; deleted items are crossed out; additions are highlighted in yellow.

11. Use the **Changed Steps** drop-down menu to jump to sections of the Registration that have changes.

12. Use the **Forward** and **Back** buttons to go to the next and previous pages with changes in the Registration.

13. Click **Close** after reviewing the differences in the Registration to go back to the Registration workspace.