

View Details of Changes

When a change is made to a PAF or its attached documents (in any state except Proposal Preparation), the details of the change are recorded and made available in a change log. A separate change log is created for each change made.

The change log contains:

- Name of person who made the change (change author)
- Content or type of change
- Time and date of change

PAF Workspace Change Tracking Tab

The screenshot shows the 'Change Tracking' tab selected in the navigation menu. The main content area displays the title 'Color Elasticity: Fuschia's Flexibility Qualities?' and DRDA # '09-PAF00158'. Below this is a 'Change Log' table with columns for Activity, Author, and Activity Date. The table lists several 'Change Log' entries by 'Pat Investigator' with various dates and times. A 'Change Log' link is highlighted in the first row.

Activity	Author	Activity Date
Change Log	Pat Investigator	11/7/2008 9:15 PM EST
Change Log	Pat Investigator	11/7/2008 9:14 PM EST
Change Log	Pat Investigator	11/7/2008 9:14 PM EST
Change Log	Pat Investigator	11/7/2008 9:13 PM EST
Change Log	Pat Investigator	11/7/2008 9:02 PM EST
Change Log	Pat Investigator	11/7/2008 8:52 PM EST
Change Log	Pat Investigator	11/7/2008 8:52 PM EST
Change Log	Pat Investigator	11/7/2008 2:26 PM EST

1. From the PAF Workspace, click on the **Change Tracking** tab.

2. View each change made (**Activity**) in its own change log line.

Note: When making changes, changes on different pages are logged in different change log lines.

3. View the name of person who made the change (**Author**)

4. View the time and date of change (**Activity Date**).

5. To view the details of a change, click **Change Log**.

Change Log Activity Details and Property Changes Tab

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The screenshot shows the 'Activity Details (Change Log)' page. It includes a breadcrumb trail: 'All PAFs > Color Elasticity: Fuschia's Flexibility Qualities? > Change Log details'. The 'Activity Details (Change Log)' section shows: Author: Pat Investigator (Regents of the University of Michigan), Activity Date: 11/7/2008 9:02 PM EST, For Person: (blank), Created Date: 11/7/2008 9:02 PM, and Logged For (PAF): Color Elasticity: Fuschia's Flexibility Qualities?. Below this is the 'Property Changes' tab, which has a sub-tab 'Documents / Tasks / Notifications'. A table shows property changes with columns 'Property', 'Old Value', and 'New Value'. A '7' is placed over the 'Old Value' column. The 'name' property shows a change from 'Color Elasticity: Blue's Flexibility Qualities?' to 'Color Elasticity: Fuchsia Flexibility Qualities?'. The 'name' property also shows a change from 'Change Log' to 'Change Log'.

Property	Old Value	New Value
activityType		_ProPack_Change Log
author		Pat Investigator
PAF		09-PAF00158
name	Color Elasticity: Blue's Flexibility Qualities?	Color Elasticity: Fuchsia Flexibility Qualities?
PAF.General Information.Long Title	Color Elasticity: Blue's Flexibility Qualities?	Color Elasticity: Fuchsia Flexibility Qualities?
PAF.General Information.Nickname	Color Elasticity: Blue's Flexibility Qualities?	Color Elasticity: Fuchsia Flexibility Qualities?

- Review the Activity Details (Change Log). Displayed you will see:
 - Author** - name of the person who submitted the change.
 - For Person** – Ignore this field.
 - Logged for (PAF)** - PAF Project Title (as entered in section 1.1 of the PAF worksheet).
 - Activity Date** - time and date that the author submitted the change.
- To determine the changes made, compare the items in the **Old Value** column against those in the **New Value** column on the **Property Changes** tab.

In the example shown, the **PAF.name** changed from “Color Elasticity: Blue’s Flexibility Qualities?” to “Color Elasticity: Fuchsia Flexibility Qualities?”

The use of ~~strike-through text~~ for the previous value and **highlighted text** for the new value provides assistance in identifying the content of the change.

If the change adds a value where none existed previously, the **Old Value** column will be blank and the **New Value** will contain highlighted information.

Note: Ignore the **Change Log Documents/Tasks/Notifications** tab.