

## 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 table.

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 the change details:

Property	Old Value	New Value
activityType	<b>7</b>	_ProPack_Change Log
author		Pat Investigator
PAF		09-PAF00158
name	<del>Color Elasticity: Blue's Flexibility Qualities?</del>	Color Elasticity: Fuschia Flexibility Qualities?
PAF.General Information.Long Title	Color Elasticity: Blue's Flexibility Qualities?	Color Elasticity: Fuschia Flexibility Qualities?
PAF.General Information.Nickname	Color Elasticity: Blue's Flexibility Qualities?	Color Elasticity: Fuschia Flexibility Qualities?

6. 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.
7. 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: Fuschia 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.