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**

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.
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: 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.