Accessing the Change Log/Audit Trail from Reviewer Checklists

This document outlines the steps to access information in the Change Log/Audit Trail of Reviewer Checklists.

Reviewer Checklist workspace

1. Click **Change Log for Submission**.
   
   **Note**: This will open one page listing all of the changes.

   Alternatively, follow the steps below to view the saved changes made for each page.

Reviewer Checklist workspace

1. Click on the link to the left of Reviewer Checklist name in the breadcrumb trail.

2. Find the change log at the following locations based on the type of submission:

Amendment workspace

a. If the submission is an Amendment (Ame), click **Amendment Audit Trail**.
b. Otherwise, if the submission is a new application (HUM), Continuing Review (SCR), or Adverse Event/ORIO (ADV), click the **Change Tracking** tab.

3. Each row of the table lists changes saved on a particular page. Click on the appropriate **Change Log: Page #** link to open the log you wish to view.

The **Activity Details** page displays the following information:

- The **Author** is the person who made the change to and saved the application.
- The **Activity Date** represents the date and time the change was made.
- The **Property Changes** tab displays the Property, Old Value and New Value that was changed when the page was saved.

4. Click the **<Prev and Next>** buttons to navigate through the various changes.
5. Click your browser’s Back button to return to the Reviewer Checklist workspace when you’ve finished viewing the Change Log (not shown here).