

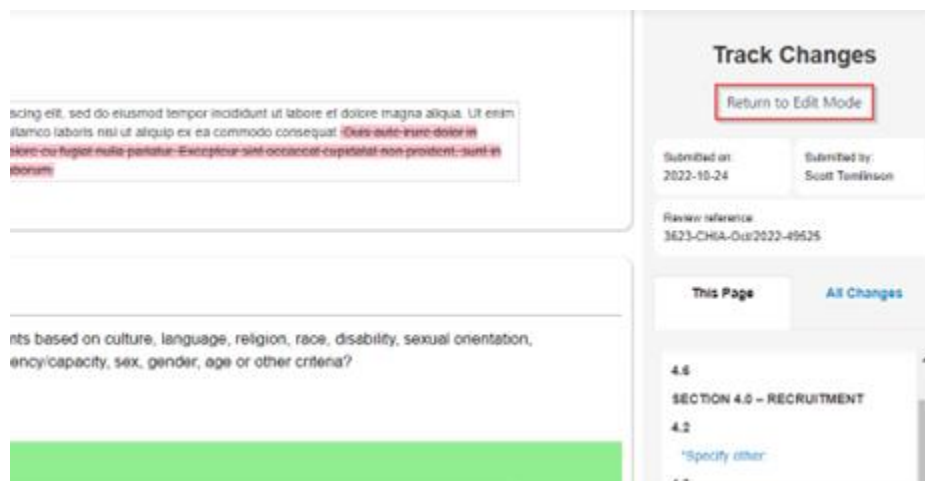
Quick Guide: Using Tracked Changes in WREM Application forms

A WREM system update has come out with the ability for research teams to be able to track changes within their submitted applications. This new feature will allow applicants to compare the current state of a form being edited to the previous submission of the form, in tracked changes format. This new feature is only applicable to forms that have been previously submitted and are currently returned to the research team for changes.

If the form you are working on has been previously submitted and is currently unlocked, a new button called **‘Compare with Previous Submission’** will be visible at the top right-hand corner of the page while inside any section of the form, below the Project ID number.

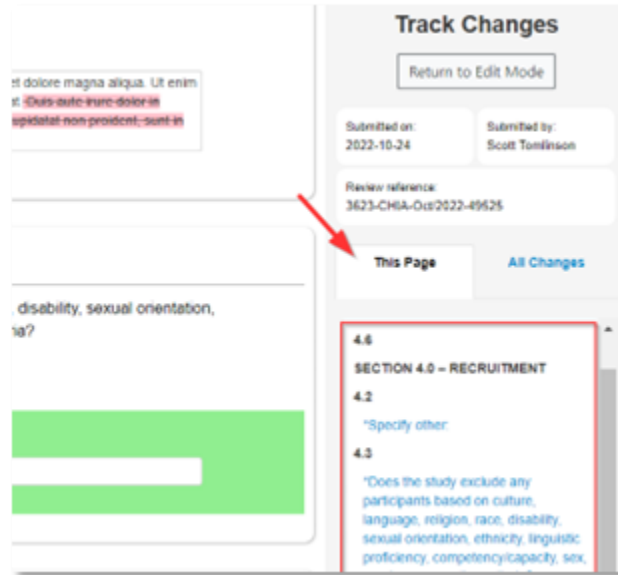


Clicking **‘Compare with Previous Submission’** automatically saves any changes made to the questions on the current page and compares them to the responses provided on the previous submission. No further edits can be made to the application form while viewing tracked changes. If any edits are required to the application, users can press the **‘Return to Edit Mode’** to turn off tracked changes mode.

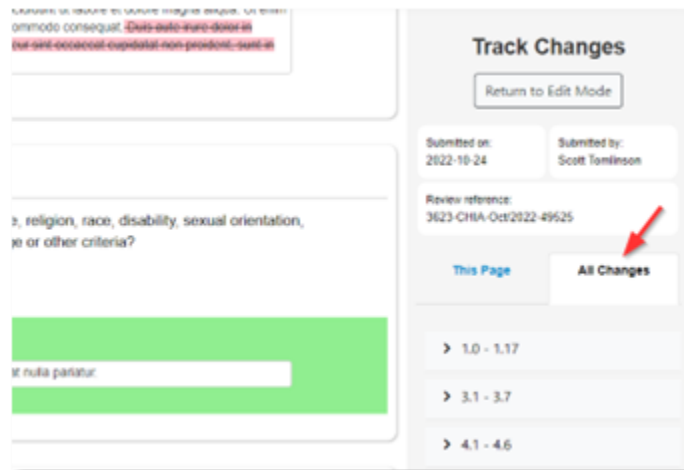


The 'Compare with Previous Submission' also brings a side bar into view on the right-hand side of the page to allow applicants to navigate through their changes via two tabs.

The first tab called, 'This Page' shows a list of all questions that have changes in the current section of the application, while the 'All Changes' tab displays the changes made throughout the entire application form to the previous submission.



On the 'All Changes' tab, each page can be expanded to view changes within it, making it easier to quickly access different parts of the form to see changes there. Applicants can click on any question title to navigate straight to that question and view the changes. The question will be highlighted with a red outline to clearly denote the change in question.



Changes to the text are noted to make it easy to see even relatively minor changes within text bodies. Deselected items are highlighted in red, such as the radio button shown below, whilst new questions appear highlighted in green to clearly denote that they need the attention of the

applicant. Other question types such as lists, signatures and document questions are also compared against the previous submission to indicate any changes in their content.

The screenshot displays a form with several sections:

- Other**: A section header.
- 4.2.1 *Specify other:**: A text input field containing placeholder text. A red highlight is visible at the bottom of the text.
- 4.3**: A section header.
- 4.3 *Does the study exclude any participants based on culture, language, religion, race, disability, sexual orientation, ethnicity, linguistic proficiency, competency/ceacity, sex, gender, age or other criteria?**: A question with two radio buttons: Yes and No.
- 4.3.1 *Describe and justify**: A green highlighted section header.
- 4.4**: A section header.
- 4.4 *Describe the overall strategies for minimizing coercion or undue influence for the population(s) included in the study:**: A question with a text input field. A red highlight is visible at the top of the text.

The Clinical Trials Ontario (CTO) team has also put together a [video tutorial](#) for these upcoming changes. Please note that Western’s REBs and CTO use the same Infonetica Platform, so the update will function the same in our WREM system as presented in the video.

If you have any Questions please reach out to wrem@uwo.ca.