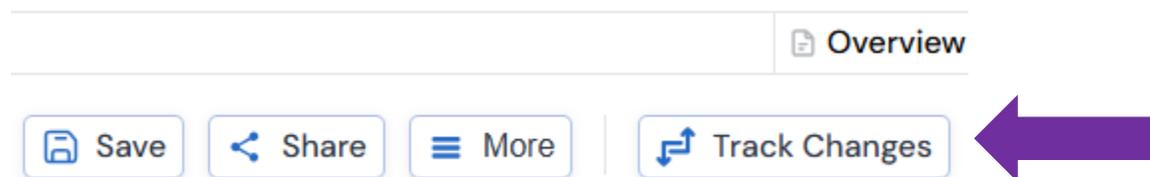


Quick Guide: Using Tracked Changes in WREM Application forms

WREM allows research teams to be able to track changes within their submitted applications. This feature allows applicants to compare the current state of a form being edited to the previous submission of the form, in a tracked changes format. This 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 previously been submitted and is currently unlocked (i.e., has been returned to you as incomplete or with recommendations), you can access the **'Track Changes'** button in the top right-hand side of the screen within the application form.



Clicking **'Track Changes'** automatically saves any changes made to the questions on the current page, and compares them to the responses provided on the previous submission. Changes to the text are noted to make it easy to see even relatively minor changes within text bodies. Deleted text is highlighted in red, whilst added text appears highlighted in green..

2.15

2.15 *Does this study include a non-patient group (e.g., healthy volunteers, subject matter experts, caregivers, students, etc.)

- Yes
 No

*For all non-patient participants, please describe **ALL** study related procedures and any study specific testing that will be performed. For multiple groups you describe all study related procedures for each group:

Test Lorem for ipsum WREM dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occididunt non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Changes to selections made in questions will be flagged as well. 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.

*Can all questions be skipped by the participant?

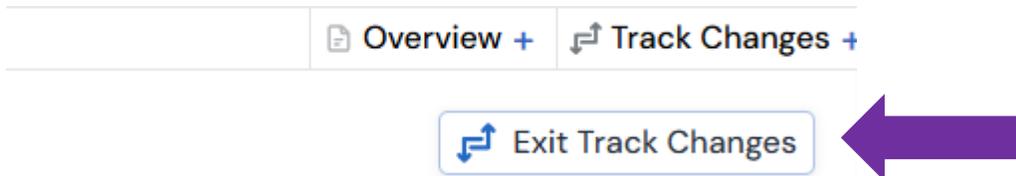
Yes

No

*Specify which questions are not able to be skipped and provide justification:

Test

Note that no further edits can be made to the application form while viewing tracked changes. If edits are required to the application, users can press the '**Exit Track Changes**' button in the top-right hand corner of the screen to turn off tracked changes mode.



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