

## **View Changes**

View Changes is an audit feature that provides a timeline of changes made to the data in your Registers and Forms entries, and an audit trail of who has made changes.

You can now view all changes through the details tab on each instance of a particular Register and Form by clicking the 'View Changes' button shown below.

Home / Registers and Forms / List / INC-3	
INC-3   Burn from Bunsen Burner	
Details Tasks Checklists Attachments History	
Image: Comparison of the PDF     Close     Move to Next Stage     Image: Bookmark     Image: Comparison of the PDF	
Details	-
Details of Incident	,
Location of Incident Science Lab - E4	

When View Changes is active the button will be blue and new icons will appear on screen next to the field/areas of the form that changes have been made to:

talls Tasks Checklists Attachments History	Stage 2/3 Incident Management	
lidit @jCapy Export to PDF Close Move to Note Stage Reactimark @Yew Changes	O Changes Made By	
tails	Shayan Khoshab 20/07/2018     Kim Wilson 14/09/2015	
ails of Incident	Approval History	
tion of Incident ce Lab - 64	Notes	
that incident occurred w2015. With incident occurred 0.26050218	Q	
ription of Incident 1 2001/2014 axter (year 11) was attending science class and conducting an experiment when he knocked the bunsen burner and in the process burnt his hand not too badly. ediate Action Taken 3 2001/2018	Add the first note	

These icons indicate that a change has been made to the field after its original creation. If there is no icon, then the field has not been changed.

The circle indicates *who* made the <u>latest change</u> with a blue time stamp showing *when* the change was made. You can hover over the icon to see the user's full name or view the full list of users who have made changes in order of most recent to oldest:



Home / Registers and Forms /, List /, 192-3			Prev   View List
INC-3   Burn from Bunsen Burner			
Details Tasks Checklists Attachments History		Stage 2/3 Incident Management	
27 Edit: @Copy Exports PDF Close Move to NoteStage REpolynamic Overs Charges	1	© Changes Made By	^
Details	^	Shayan Khoshab         20/07/2018           (K) Kim Wilson         14/09/2015	
Details of Incident	^	Approval History	÷
Location of Incident Science Lab - E4		Notes	^
Date that incident occurred 02/09/2015 Taugue Koldana			
Time that incident acc and a source		2	
Description of Incident 🚺 2013/2018		Add the first note	
leff Baxter (year 11) was attending science class and conducting an experiment when he knocked the bunsen burner and in the process burnt his hand not too badly.			
Immediate Action Taken G 1007/2018 1. Taken to the First Aid Room.			
2. Burns were treated and hand covered. 3. Jeff was sent home to recuperate.			
4. Called his parents.			

When you click on either the circle or the date stamp, a popup will appear that shows a timeline of all the changes made to that field. If the field is a short or long text field, underneath the previous changes will be a 'Restore' (1) button, which allows restoring to a previous version of that entry into that field. Additionally, short and long text fields have a 'Highlight Changes' (2) button at the top left-hand side of the popup, which will highlight exactly what was added (in green) or removed (in red) (3) between changes to that field.

Shayan Khoshab			
© 20/07/2018 12:18 PM	S		
1. Taken to the First Aid Room.			
2. Nurse attended.			
<ol> <li>Burns were treated and hand covered.</li> <li>Jeff was sent home to recuperate.</li> </ol>			
5 Called his parents	more		
	s	Shayan Khoshab	
		© 20/07/2018 12:18 PM	
		1. Taken to the First Aid Room.	
		<ol> <li>Nurse attended.</li> <li>Burns were treated and hand covered.</li> </ol>	
		<ol> <li>Jeff was sent home to recuperate.</li> </ol>	
		5. Called his parents.	
			less
		13 Restore	
Kim Wilson	к		
@ 14/09/2015 02:54 PM			
1. Taken to the First Aid Room.			
<ol> <li>Nurse attended.</li> <li>Burns were treated and hand covered.</li> </ol>			
4. Jeff was sent home to recuperate.			



## **Draft Collaboration**

We have made enhancements to the Draft Registers and Forms feature introduced in release 210 with the introduction of Draft Collaboration. This allows you to invite other users to collaborate on a draft you have created before you publish it into the system as an official Registers and Forms entry. To do this, navigate to the draft you want:

& Forms	Registers & Forms	View all Registers & Fo	rms View Drafts View Risk	Reviews Create New ×
	Risks	Hazards	Incidents	Forms
0 M-1 / Com aches Not K-1 / Boarc ft-511 / Jol plication A-1 / Boarc	Risk Registers	Hazard Registers	Safety Incident Form Student Behaviour - Bullying Report Form	SA Team Form
A-1 / Board Nagement		1 2	1. →	
			1200	Ni. N. M.

On the right side of the screen under Collaborators, click on the blue Invite Collaborators link:

Draft-511   John Smith Leave Application		
Details Attachments History		
DF Edit Export to PDF Publish Delete Draft: @ View Changes	Collaborators	
Details	G	
erson Responsible omplispace Admin		

This will open a popup where you can select the users you want to invite as collaborators (note: only Full Users can be invited as collaborators and they must have edit right access to the relevant Registers and Forms template before being able to be selected). There is also a comment field, which will be included in the email sent out to the invited user(s) together with a link to the relevant draft.

s 👽 Check -511	Collaboration	×	۹
imith L	Invite Collaborators * Bob Smith x David Mahon x		
lete Draft	Comments		ors
	Hi David and Bob, please review this leave application form.	ncel	Ę
		ncer	Invite C



Invited collaborators are listed on the right-hand side. The icons next to the user names are used to distinguish users for the Track Changes feature. Whenever a collaborator makes a change to a field it will be recorded by Track Changes.

Draft-511   John Smith Leave Application			
Details Attachments History		Collaborators	^
C Edit     Export to PDF     Publish     Delete Draft     Ø View Changes	^	K Invite	
Person Responsible CompliSpace Admin		C CompliSpace Admin Creator B Bob Smith	less than a minute ago No updates
Your Details Empty		David Mahon	No updates
Type of Leave Requested Empty		Notes	

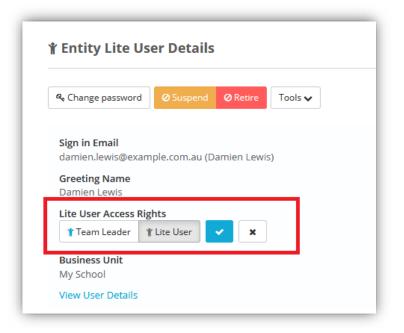
When hovering over a user row two icons will appear: a handshake and a rubbish bin. The handshake icon is used to re-invite the user by re-sending them an invitation email. The bin icon is used to remove the user as a collaborator, which means they will no longer be able to access this draft.

Collaborators		^
Invite		Ĺ
C CompliSpace Admin Creator	less than a	V
B Bob Smith	No updates	<b>()</b>
David Mahon	No updates	



# **Multiple Lite Users per Entity**

In this release we have changed the way Lite Users work so that they can now be attached to Contacts on an Entity. An Entity can now have multiple Lite Users as long as there is a separate Contact for each one. There are also two options for setting up a Lite User: **Team Leader**, which means this Lite User has access to every Action/Checklist assigned to **any Lite User associated with this entity** AND **Lite User**, which means the user has rights only to Actions/Checklists assigned to them.



### Locate Addresses on Google Maps

Address Fields in Assurance now have a View Map button next to them, which will open the address in Google Maps:

Email damien.lewis@example.com.a	iu
<b>Address</b> 179 Elizabeth Street Sydney NSW 2000, Australia	🔇 View map
Postal Address Australia 🔇 View map	



### **Retire Attachments**

Attachments on Assurance can no longer be deleted, instead they are retired and can be accessed through the Attachments tab of each Register and Form entry:

SAFETY-3   Jack S								Stage			
Details Tasks Checklist	Attachments Histor	ry .						2/2	Management	~	
New * Fiter * Active Filters Status : Re	tired x							Status bir ope		in	
					21	esults	Columns 🗘	Approv	al History		
· ·											
<i>\(\begin{aligned}                                     </i>								Notes	(3)		
No v	file Name	Created	Uploaded by	File Sice	Netlred	Retired By		Notes	(3)		

#### **Changing Ownership of Custom Reports**

When a new custom report is created the owner is set as the user who created it. Unless the report is shared they are the only person who can access it. However, ownership of a report can now be changed from the User screen:

C Edi	t 🗳 Copy 🔩 Change password	X Leave Management         Tools ∨			
Repoi	rts Ownership (14)				
Replac	e CompliSpace Admin			14 results	Columns 🏟
Nan	пе	Description	Shared With	Subscribers	
	ne cutive Team Risk Footprint Report	Description This is a list of all risks.			
Exe			With		

### **User Interface Enhancement for Linked Registers and Form**

We've enhanced the UI for linking Register and Forms to each other to make the experience easier and more intuitive:

nked Registers & Forms (5)	~
Q Filter View All	
Hazard Registers	••••
Safety Incident Form	0
Risk Registers	••••

