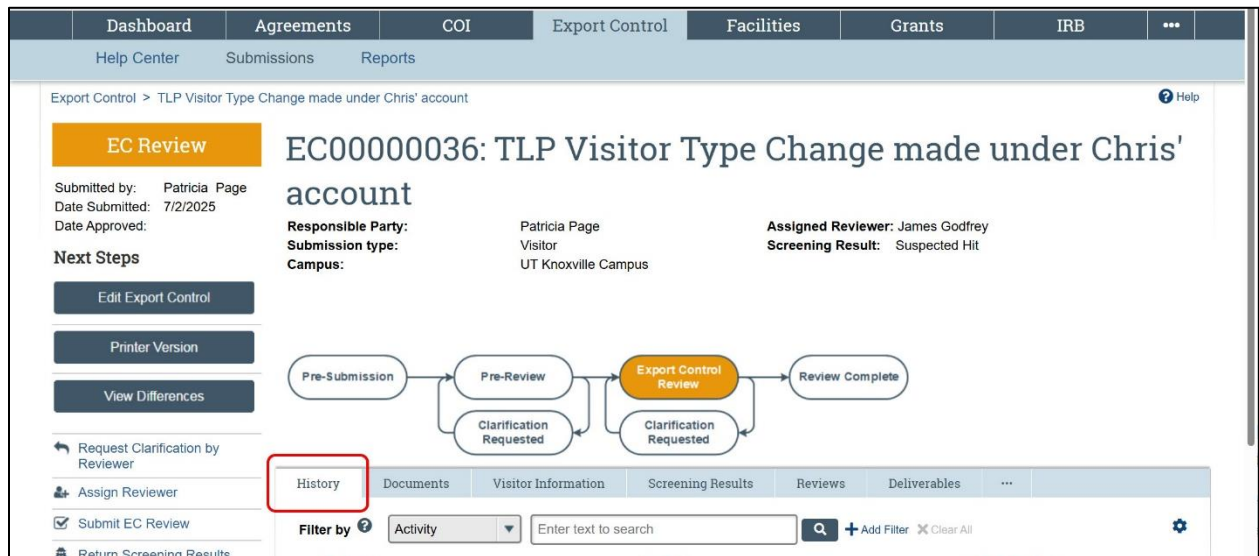


How to View SmartForm Change History (Administrator Instructions)

1. Access the Submission Workspace

- Navigate to the specific Export Control submission you want to review.



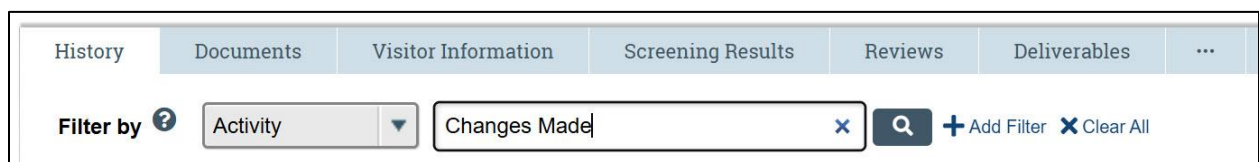
The screenshot shows the 'Export Control' workspace for submission EC00000036. The top navigation bar includes 'Dashboard', 'Agreements', 'COI', 'Export Control', 'Facilities', 'Grants', 'IRB', and a menu icon. Below this is a sub-navigation bar with 'Help Center', 'Submissions', and 'Reports'. The main header area displays the submission title 'EC00000036: TLP Visitor Type Change made under Chris' account'. On the left, there's a sidebar with 'EC Review' and 'Next Steps' (Edit Export Control, Printer Version, View Differences). The main content area shows submission details: Submitted by: Patricia Page, Date Submitted: 7/2/2025, Date Approved: [blank], Responsible Party: Patricia Page, Submission type: Visitor, Campus: UT Knoxville Campus, Assigned Reviewer: James Godfrey, Screening Result: Suspected Hit. A workflow diagram shows the process from Pre-Submission to Review Complete, with 'Export Control Review' highlighted. At the bottom, a navigation bar has tabs: History (highlighted with a red box), Documents, Visitor Information, Screening Results, Reviews, Deliverables, and a menu icon. Below the tabs is a filter section with 'Filter by' (Activity), a search input, and buttons for '+ Add Filter' and 'X Clear All'.

2. Open the History Tab

- Click on the “**History**” tab located in the workspace navigation bar.

3. Filter for “Changes Made” Activity

- Use the search or filter function to locate the activity labeled “**Changes Made.**”



The screenshot shows the 'History' tab selected in the workspace navigation bar. Below the tabs is a filter section with 'Filter by' (Activity), a search input containing 'Changes Made', and buttons for '+ Add Filter' and 'X Clear All'.

4. View Change Details

- Click on the “**Changes Made**” entry to open a summary of the modifications.

5. Expand for More Information

- In the upper-right corner of the screen, click “**View More Details**” to see a comprehensive list of changes, including field-level edits.

Summary of Changes Made

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Next →

View More Details

Changes Made

System activity used as project update activity to record changes made in the SmartForm

Summary

Aug

1

2025

Author:

James Godfrey (Office of Research Innovation and Economic Development)

Logged For (Export Control): TLP Visitor Type Change made under Chris' account

Activity Date:

8/1/2025 5:25 PM

6. Return to Workspace

- After reviewing, click **“Return to Workspace”** to go back to the main submission view.

Dashboard

Agreements

COI

Export Control

Facilities

Export Control > TLP Visitor Type Change made under Chris' account

<< Return to Workspace

← Prev

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Next →

Changes Made

System activity used as project update activity to record changes made in the SmartForm

Aug

1

2025

Author:

James Godfrey (Office of Research Innovation and Economic Development)

Logged For (Export Control): TLP Visitor Type Change made under Chris' account

Activity Date:

8/1/2025 5:23 PM

Property Changes	Documents	Notifications
Property	Old Value	New Value
dateActivated		12/31/1799
dateExpired		12/31/2499
Export Control		EC00000036
activityType		_ExportControl_ChangeTracking
owner		James Godfrey
author		James Godfrey
name		Changes Made
Export Control.name	TLP Visitor Type	TLP Visitor Type Change made under Chris' account
Export Control.contacts	Removed elements:	Added elements: