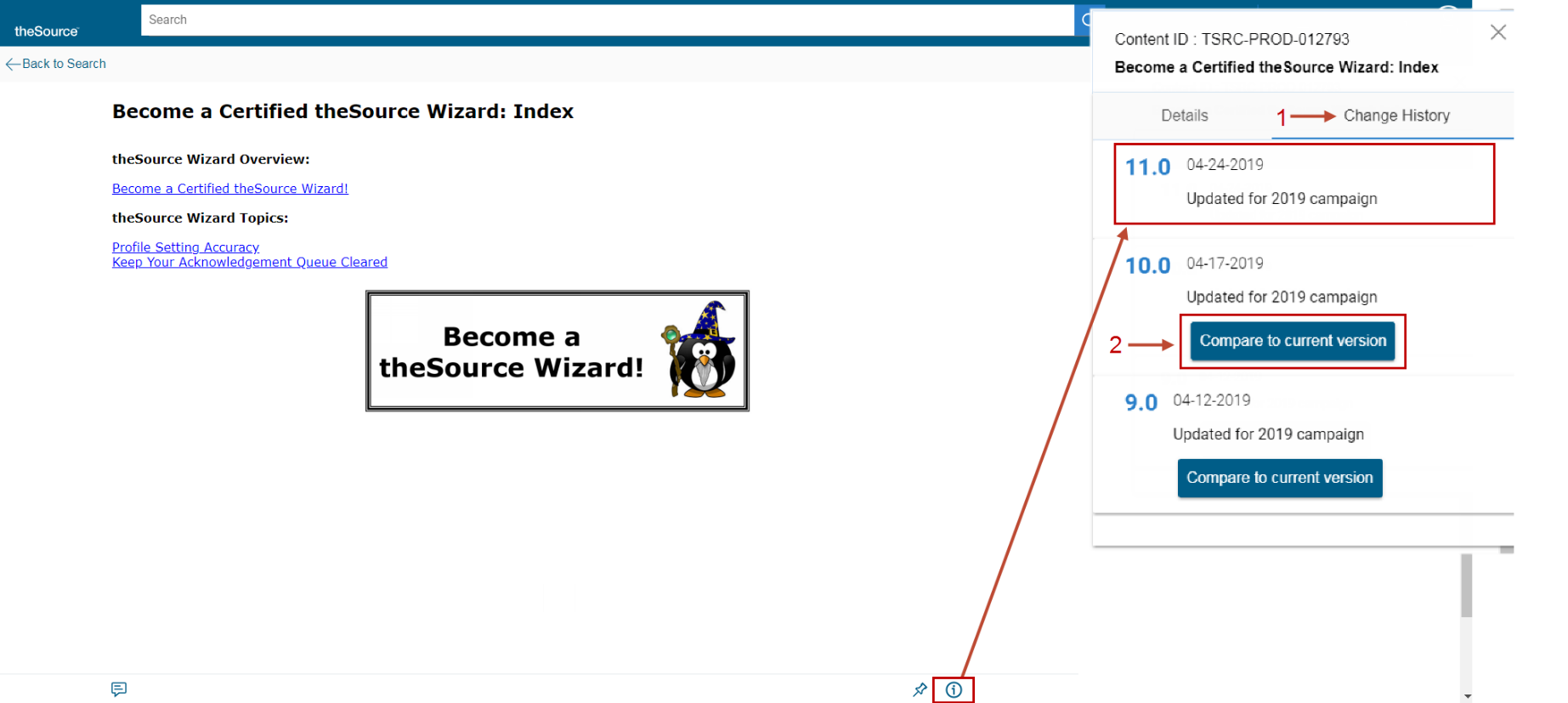


**Topic: Change History and Compare**

One of your job responsibilities is to make sure you review and understand changes to processes and documentation that you use.

When you click the information icon , theSource will provide you with [two features](TSRC-PROD-000828):

1. **Change History** is a summary of the changes that were most recently made to the document. This helps you to understand the changes and where in the document the changes were made.
2. The **Compare to current version** feature will show you a markup of the current document version compared to the last, similar to track changes in Microsoft Word. This can help you better understand extensive changes to the document.



**** Your next challenge on the quest to becoming a Certified theSource Wizard is to view the Change History on every document that you Acknowledge. Compare to the current version to have a clear picture of the changes.

Not to Be Reproduced or Disclosed to Others without Prior Written Approval

**ELECTRONIC DATA = OFFICIAL VERSION / PAPER COPY = INFORMATIONAL ONLY**