00:00:00.710 --> 00:00:04.280

In this module of the amendment

tracking system online training,

00:00:04.280 --> 00:00:08.207

we cover module 6 where we will

review and compare content.

00:00:09.210 --> 00:00:13.448

We will show you how you can use

the versions function in ATS

00:00:13.448 --> 00:00:16.382

authoring and he can make

previous versions as current.

00:00:16.940 --> 00:00:20.207

How you can copy content from a

previous version without losing

00:00:20.207 --> 00:00:23.474

all other changes and finally

will show you how you can

00:00:23.474 --> 00:00:26.444

create a PDF of the amendment

document and compare changes.

00:00:27.820 --> 00:00:30.238

Will be using the ATS authoring.

00:00:30.920 --> 00:00:32.616

part of amendment tracking

00:00:32.616 --> 00:00:37.014

system. And I forget that

online guides available on

00:00:37.014 --> 00:00:38.148

our DELWP website.

00:00:40.550 --> 00:00:44.792

And planning support are there

to

00:00:44.792 --> 00:00:45.499

assist.planning.support@delwp.vic.gov.au

00:00:45.499 --> 00:00:51.488

OK, so here I'm in

my dashboard in ATS

00:00:51.488 --> 00:00:56.020

authoring, so I would just enter

my amendment number and it'll

00:00:56.020 --> 00:00:57.256

take me to

00:00:58.130 --> 00:01:05.216

my amendment document straight

away. To look at the versions and

00:01:05.216 --> 00:01:06.788

the versions function.

00:01:07.570 --> 00:01:11.014

you have to work out of

view mode. It doesn't work out of

00:01:11.014 --> 00:01:15.032

the edit mode. So let's work in

the review mode. OK, so in our

00:01:15.032 --> 00:01:16.467

content just open up this

00:01:16.467 --> 00:01:19.158

content in another web browser.

00:01:19.950 --> 00:01:25.374

At this stage, we're not going

to click this to edit because

00:01:25.374 --> 00:01:30.346

versions only works when it's

out of edit mode, so the

00:01:30.346 --> 00:01:34.740

versions function is available

on these far right, so in the

00:01:34.740 --> 00:01:36.762

functions area. So if we just

00:01:36.762 --> 00:01:42.181

click versions. Let's have a

look what it shows us. It shows us a

00:01:42.181 --> 00:01:46.262

number of items and we can see

different versions, coming down.

00:01:46.262 --> 00:01:50.343

We can see if this system here

has generated a change.

00:01:51.010 --> 00:01:55.826

Or if a user has generated a

change and you can see on the

00:01:55.826 --> 00:02:00.298

8th of May train 1 user train

one did some changes in the

00:02:00.298 --> 00:02:03.050

content, saved the content which

created another version.

00:02:03.730 --> 00:02:09.697

On the 11th of May, at 308 again

user train one made some

00:02:09.697 --> 00:02:13.828

changes, saved the content and

another version is created.

00:02:13.828 --> 00:02:16.582

These versions occur at the time

00:02:16.582 --> 00:02:22.808

that the item is saved. So

what we might do, let's do a bit

00:02:22.808 --> 00:02:24.384

of a change, let's...

00:02:24.920 --> 00:02:28.772

I'll get out of my versions.

I'll actually go to the latest

00:02:28.772 --> 00:02:33.266

version so I can. I can Click to

open to edit. Let's make a

00:02:33.266 --> 00:02:37.118

slight change here. OK, so let's

insert some text here. We just

00:02:37.118 --> 00:02:41.933

type that in and just for the

sake of it, I might do some dot

00:02:41.933 --> 00:02:43.217

points here as well.

00:02:44.450 --> 00:02:47.230

What I'm going to do just

demonstrate how these versions

00:02:47.230 --> 00:02:50.844

work, so I'll just make those as

dot points as bullet points. I

00:02:50.844 --> 00:02:54.180

should say, and there we go and

I'll actually indent these

00:02:54.180 --> 00:02:55.570

these two bit further in.

00:02:56.280 --> 00:03:00.570

Increase the indent. Alright.

So as soon as I select save,

00:03:00.570 --> 00:03:01.857

what we'll do?

00:03:03.000 --> 00:03:07.260

I'll stay in these content

window. I'm not in edit mode.

00:03:07.260 --> 00:03:11.520

I will check my versions again.

So what we'll see is a new version

00:03:11.520 --> 00:03:15.425

that's been created today at

1009? If I have that unchecked

00:03:15.425 --> 00:03:19.685

it doesn't show me what changes

have been made between the

00:03:19.685 --> 00:03:23.235

version before. So once I select

show incremental difference what

00:03:23.235 --> 00:03:27.140

that is showing me is a

difference between my 1.15

00:03:27.140 --> 00:03:31.755

and 1.14, so

the difference between the 13th

00:03:31.755 --> 00:03:33.885

of May at 1009 and

00:03:33.910 --> 00:03:35.849

the 13th of May at 10:05.

00:03:36.370 --> 00:03:41.024

So if I wanted to see the

difference in a version that was

00:03:41.024 --> 00:03:44.962

created a few days ago, I'll

Scroll down and here's a version

00:03:44.962 --> 00:03:46.752

created on the 11th of May.

00:03:47.350 --> 00:03:49.611

And I've got that check of show

00:03:49.611 --> 00:03:54.778

incremental difference. And you

can see the difference was, I

00:03:54.778 --> 00:03:57.283

added some note boxes there.

00:03:58.160 --> 00:04:00.851

But that difference is only

between - It's an incremental

00:04:00.851 --> 00:04:03.542

difference that shows the

difference between 1.9

00:04:03.542 --> 00:04:09.060

and 1.8. It doesn't show me the

difference between 1.9

00:04:09.690 --> 00:04:13.902

And 1.15. So just

understand that, that's what it's

00:04:13.902 --> 00:04:14.955

showing. It's incremental.

00:04:15.860 --> 00:04:20.312

Say for example, if a change

has occured or I've done some

00:04:20.312 --> 00:04:24.393

errors and I've saved over my

work, you haven't lost that

00:04:24.393 --> 00:04:27.361

work, so you can come back to a

00:04:27.361 --> 00:04:31.327

previous version. And say, for

example, these changes done

00:04:31.327 --> 00:04:36.381

between 1.9 and what are we

now 1.15, If I've done all these

00:04:36.381 --> 00:04:40.713

changes and I've done the wrong

thing, I've made changes to the

00:04:40.713 --> 00:04:45.045

wrong part of content. I can

always come back to a previous

00:04:45.045 --> 00:04:49.016

version or to the original

version that was created at the

00:04:49.016 --> 00:04:51.904

time that the amendment

instruction list sent through

00:04:51.904 --> 00:04:57.319

to ATS Authoring. That's what we see

here. When you see.. a when it's a

00:04:57.319 --> 00:04:59.485

system local, it's like a system

00:04:59.485 --> 00:05:02.959

change. That usually occurs

when a change has occured in the

00:05:02.959 --> 00:05:06.369

instruction list, and so this

is basically what the master

00:05:06.369 --> 00:05:10.120

the master would look like. And you can

you actually bring that through

00:05:10.120 --> 00:05:13.871

and it's all green because it's

been added into your document

00:05:13.871 --> 00:05:17.281

and that's come from the

instruction list and this is

00:05:17.281 --> 00:05:21.373

what is in the master planning

scheme at this stage.

00:05:21.373 --> 00:05:24.101

Because my amendment hasn't been

processed through yet.

00:05:25.240 --> 00:05:30.790

So if I want to go back to to

the master in its original form,

00:05:30.790 --> 00:05:35.230

I would come back to the first

major and select make current.

00:05:35.230 --> 00:05:39.670

Be mindful you'd have to have a

look at what differences occured

00:05:39.670 --> 00:05:43.370

between these system ones, so

scrolling through it looks like

00:05:43.370 --> 00:05:47.504

there's nothing. That's really

changed their. So look at the

00:05:47.504 --> 00:05:52.340

next one. Yeah, there's no major

changes there, so if I wanted

00:05:52.340 --> 00:05:57.344

to. I could step through and

find the changes.

00:05:57.920 --> 00:06:01.404

And so, for example, if I want

to revert back to its original

00:06:01.404 --> 00:06:04.888

form and this is one that user

train one has been working on.

00:06:05.730 --> 00:06:07.146

And you can say there's some

00:06:07.146 --> 00:06:09.694

tables added. So I could easily

00:06:09.694 --> 00:06:13.170

come back to the version

00:06:14.580 --> 00:06:18.243

of the original master at the

point in time that that

00:06:18.243 --> 00:06:21.906

instruction list was created and

click make current. So if I

00:06:21.906 --> 00:06:25.569

click make current the current,

it's actually taken out, all of

00:06:25.569 --> 00:06:29.898

my changes. So what that would

do, it takes out all of the

00:06:29.898 --> 00:06:31.230

changes that I've done.

00:06:31.790 --> 00:06:37.553

Between 1.15 and the

version that I brought through

00:06:37.553 --> 00:06:41.981

1.14. OK so you can say

there's some tables there, it'S taken

00:06:41.981 --> 00:06:43.457

all of that out.

00:06:44.010 --> 00:06:48.267

Say for example, I've got

that current now... that's fine.

00:06:49.370 --> 00:06:52.791

And I'll come back onto the

latest version. Click on that

00:06:52.791 --> 00:06:54.657

now I've got the latest version

00:06:54.657 --> 00:06:59.700

to work from. And I can open

that in edit and do my changes. But

00:06:59.700 --> 00:07:03.540

say for example I did want to

have some of the content brought

00:07:03.540 --> 00:07:07.700

across in this latest version

and I need it to bring it across

00:07:07.700 --> 00:07:10.900

because there's some changes here,

from this version, there's

00:07:10.900 --> 00:07:15.060

some items here that I want to

bring through. So I can highlight

00:07:15.060 --> 00:07:18.860

those items. Copy. Turn off

the versions.

00:07:20.840 --> 00:07:22.760

Open in content edit.

00:07:23.310 --> 00:07:28.029

Then wherever that content, what

was required to sit, I'll create

00:07:28.029 --> 00:07:31.890

any paragraph and all paste that

new content in.

00:07:32.790 --> 00:07:33.930

And I can save.

00:07:35.330 --> 00:07:39.464

And again, if there's a bit of

content. I've saved my changes, so

00:07:39.464 --> 00:07:43.280

I'm not in edit mode. I'll come

back to my versions again.

00:07:43.800 --> 00:07:47.496

And say for example, these are

some content in...If I just look

00:07:47.496 --> 00:07:50.884

at this one here 1.14, what

have we got there?

00:07:51.700 --> 00:07:55.288

Say for example, I did want to

bring these note boxes in.

00:07:55.850 --> 00:07:57.450

I could highlight them.

00:07:59.890 --> 00:08:06.030

Copy.

Get out of versions. Open my

00:08:06.030 --> 00:08:10.710

document in edit mode or my

content in edit mode. Come down

00:08:10.710 --> 00:08:13.440

to the area that I want these

00:08:13.440 --> 00:08:16.914

note boxes. I'll just create a

new paragraph and I'll paste

00:08:16.914 --> 00:08:20.939

them in. You can say there's

not boxes have appeared. So I'll

00:08:20.939 --> 00:08:22.223

just save those changes.

00:08:26.540 --> 00:08:31.220

That's an easy way where you can

work with versions and bring

00:08:31.220 --> 00:08:36.290

back part of content. Bring back

what the master was at the time,

00:08:36.290 --> 00:08:41.360

but you don't lose your changes,

so you can work back if needed

00:08:41.360 --> 00:08:45.650

and say for example. I'm not

happy with my most recent

00:08:45.650 --> 00:08:47.600

content. I can come back.

00:08:50.030 --> 00:08:52.388

Now let's close that browser?

00:08:52.920 --> 00:08:55.714

We've done our..we've saved

our changes. I can see I've

00:08:55.714 --> 00:08:57.746

saved them and we'll close at

browser now.

00:09:01.890 --> 00:09:07.047

So let's now print our amendment

document to PDF.

00:09:07.600 --> 00:09:11.155

So on our published tab, select

publish print PDF.

00:09:12.570 --> 00:09:14.430

And we select the RGB option.

00:09:14.970 --> 00:09:20.316

So that's created a print of my

document at 10:43 today.

00:09:21.150 --> 00:09:24.534

And when that's ready, that'll

give us the option to view or

00:09:24.534 --> 00:09:27.072

download, and I'll just will

view it on screen.

00:09:28.890 --> 00:09:32.090

Opening up another

browser window.

00:09:33.130 --> 00:09:37.459

And we'll see those dot points.

We can see those new dot points

00:09:37.459 --> 00:09:41.788

that have come across, but the

rest is the original form of the

00:09:41.788 --> 00:09:46.117

document. You see, there will be

no tables in here. Yeah, all the

00:09:46.117 --> 00:09:49.447

tables have gone. I'll just

close that browser window. Now I

00:09:49.447 --> 00:09:52.360

want to compare the version.

00:09:52.360 --> 00:09:55.968

So I might compare this

current version that I just

00:09:55.968 --> 00:09:59.301

printed to one that was

generated in the 12th of May.

00:10:01.210 --> 00:10:03.898

Selecting the one from the 12th

of May and I'll create a

00:10:03.898 --> 00:10:07.538

comparison. That will create

another PDF document showing me

00:10:07.538 --> 00:10:08.822

the track changes version.

00:10:09.520 --> 00:10:11.930

This will show me what the

document looks like now.

00:10:14.500 --> 00:10:18.922

With the changes marked up from

the 12th of May version.

00:10:19.500 --> 00:10:21.180

Let's bring that to screen.

00:10:21.780 --> 00:10:25.498

OK, and what we can see this is

the content that we're working

00:10:25.498 --> 00:10:28.644

with the version so you can see

the content I've included.

00:10:34.800 --> 00:10:38.390

Scrolling down that particular

content and you can see the

00:10:38.390 --> 00:10:40.185

tables that have been removed.

00:10:43.930 --> 00:10:45.834

Even the note boxes have

been removed.

00:10:47.920 --> 00:10:54.406

OK. Closing that, and that's how

you can have a look at your

00:10:54.406 --> 00:10:57.550

printed document and compare the

versions as well.

00:10:58.330 --> 00:11:01.906

In our next module we'll show

you how you can print an

00:11:01.906 --> 00:11:03.694

amendment document and

compare content and

00:11:03.694 --> 00:11:06.674

including that will have a

look at snapshot and how

00:11:06.674 --> 00:11:09.356

they are generated and how

we can view one.