6.8 Enabling and Disabling Track Changes

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NOTE: The DPS has conditional formatting built into the spreadsheet to quickly identify changes. Track Changes is a feature that provides additional change tracking capabilities that may be useful to some users.

Overview

Excel has a feature called Track Changes that highlights changes made to cells in a worksheet. Changes to cells are identified with a blue indicator in the corner of a modified cell. Moving the cursor over the modified cell will make a comment box appear that shows information related to the change made to the cell. See example below.

The Track Changes feature is a useful tool to track changes made to the DPS and you want to keep a history of the changes made. If a detailed history is not required, do not enable the track changes and skip this chapter.

There are a few drawbacks to enabling the Track Changes feature. When track changes are enabled, users will not be able to use the Macros or Pivot Tables in the DPS. In order, for users to regain this functionality, it is recommended that users save a copy of the DPS spreadsheet and disable the Track Changes feature on the copy. The spreadsheet copy can then be used to run macros and view pivot tables. Detailed instructions on enabling and disabling Track Changes are described below.
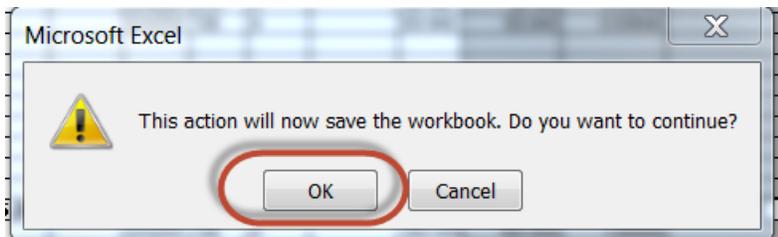
Enabling Track Changes

1. On the "Review" tab, click on the "Track Changes" dropdown menu and select "Highlight Changes"
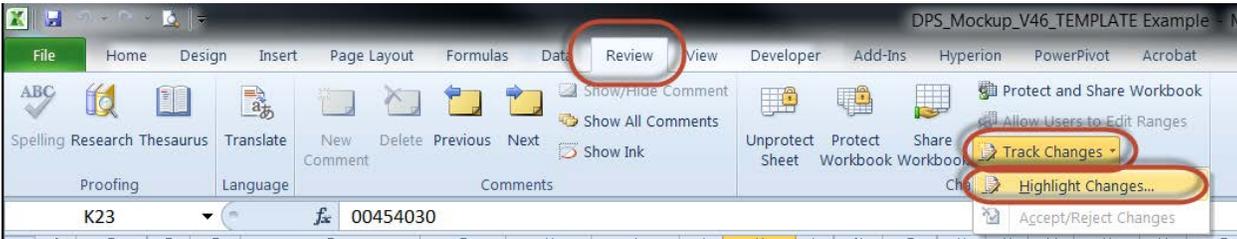

2. Next, check the box labeled "Track changes while editing. This also shares your workbook."
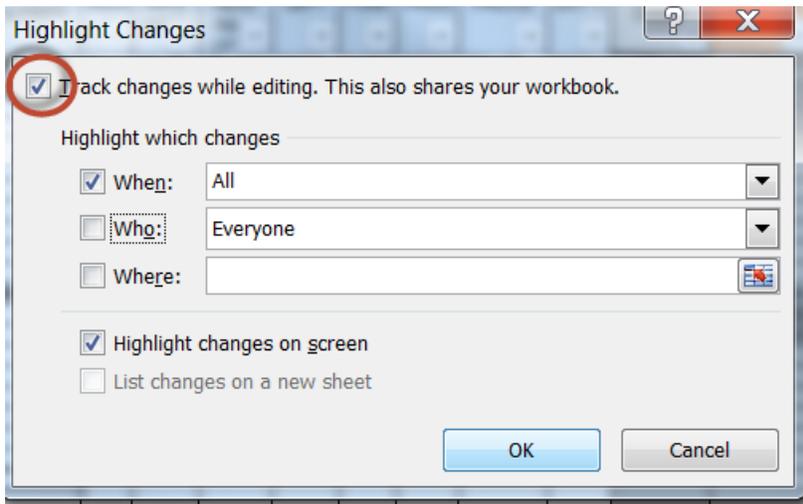
3. A dialog box will pop up stating, "This action will now save the workbook. Do you want to continue?" Select OK.

4. Another dialog box will pop up stating, "This workbook contains macros recorded or written in Visual Basic. Macros cannot be viewed or edited in shared workbooks." Select OK.
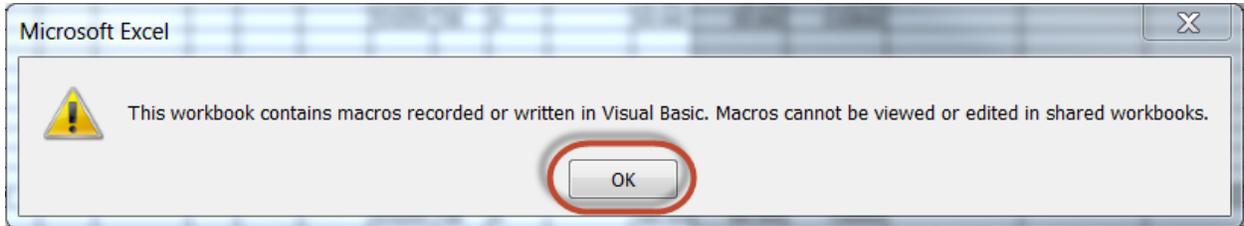

5. Now, changes to the workbook will be identified with a blue triangle in the upper left corner of the cell. You can also move the cursor over the cell to see more information on the change.


6. After changes are made to the workbook, and the file is saved and closed, the highlighted changes will be hidden the next time the file is opened. When you reopen the book, go back into the track changes options and change the "Since I last saved" field to "All". Select Ok.
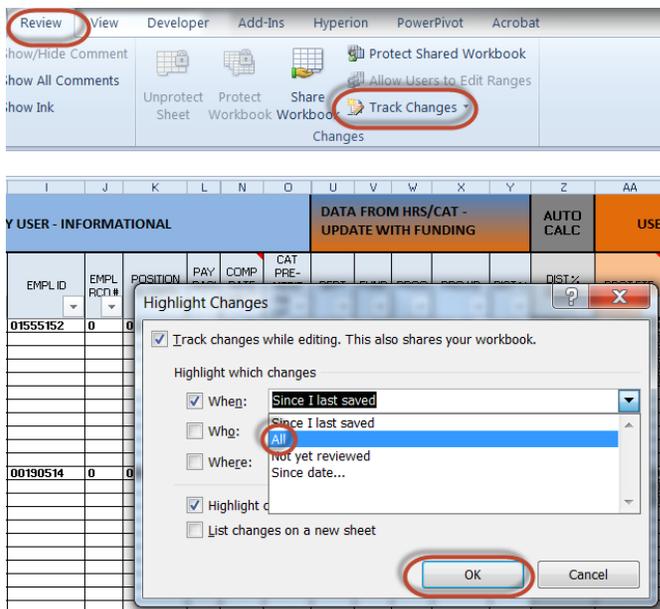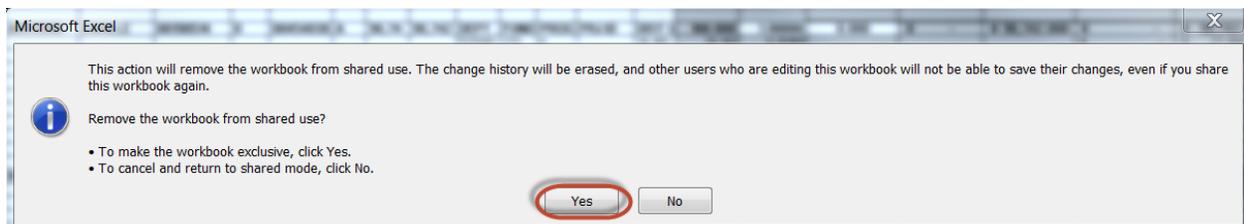
Disabling Track Changes

Although enabling track changes is very useful, the feature also disables the macros in the DPS and disables the pivot tables. In order to regain this functionality, after you complete all necessary DPS changes, save a copy of the DPS. Now, you can disable the track changes features on the copy to regain the rest of the DPS functionality. The purpose of saving a copy is to ensure you have a version of the DPS with the edits easily identifiable and a version with full DPS functionality.

1. Save a copy of your DPS and open the copy

2. Go back into the track changes options and uncheck the, "Track Changes while editing. This also shares your workbook." checkbox. Select OK.
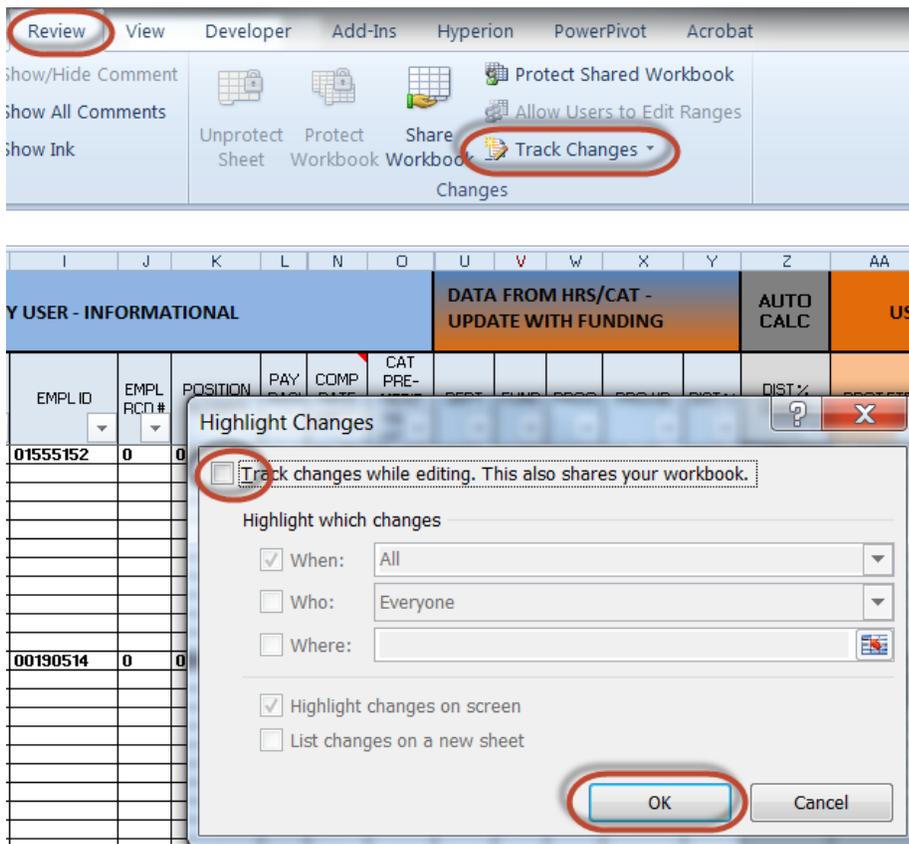
3. Select yes on the dialog box that appears.

4. Save the workbook