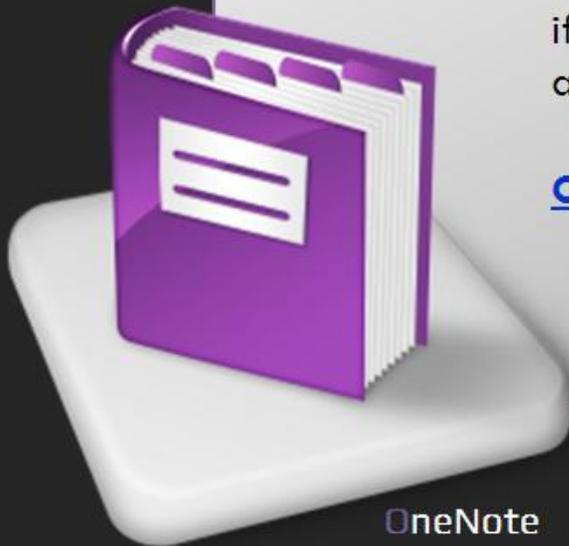


Tracking Activity in Shared Notebooks

OneNote is a great tool for sharing information with the team. While this is incredibly useful, how can one determine if someone made changes to a particular note? Who, when and what were the changes made?

[Click here](#) to view tips on how to control these things.

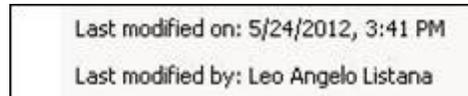


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Tracking Activity in Shared Notebooks

To monitor and track the changes on shared notebooks in OneNote, simply:

1. Right-click on a note to see the changes made.
2. You'll see a menu appear. Look at the last 2 items at the bottom of the menu.



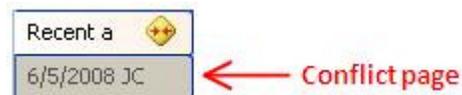
3. This menu contains the date and time the note was last modified. And the name of the person who made the change.

If there are many persons who made the changes on the same file, a conflict occurs. OneNote's behavior creates and hides a page, a conflict page, containing all unmerged changes. When this happens, a notification will appear at the top of the page.

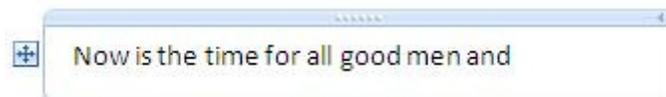
4. Click on the notification to reveal the page containing the unmerged changes or click the icon that appears on the page tab itself.



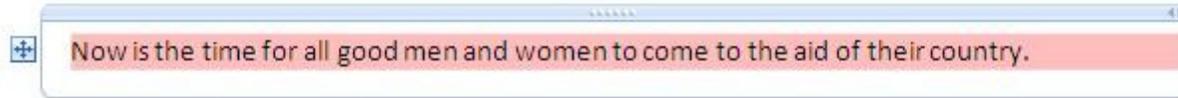
5. When you click the notification or the icon, the page expands to reveal the hidden page.



6. You'll see the final note that made it onto the actual page of notes.



7. When you click on the conflict page, you'll see the note that didn't make it onto the page.



8. Now, you may want to salvage the conflicting notes. To do that, simply copy the contents of the conflict page to the actual page.
9. Or if you decide that the contents of the conflict page are unnecessary, you can delete the conflict page.
10. To delete the conflict page, select the page and press the <Delete> key, or right-click the page and select Delete from the menu.

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