View purchase request resource history

Discover how to view the resource history for a purchase request in WorldShare Acquisitions. You can view the resource history of a purchase request to see when the resource of a purchase request has been changed, who made the change, and what the previous resource title and ID were. This can help determine why a particular resource was ordered or if a patron requested a different item originally.

View the resource history for a purchase request

1. On the left navigation, click **Purchase Requests**.
2. Select a purchase request screen.
   - **Request Items** - Displays all purchase requests, including ones rejected for purchase
   - **Pending Requests** - Displays purchase requests that have a Review Status of "Pending" and have not yet been reviewed by anyone
   - **Approved Requests** - Displays purchase requests that have been approved but have not yet been placed on order
3. Click **Search** to view all purchase requests.
4. Click the **Title** of the item whose resource history you want to view.
5. From the Request Details screen, click **Resource history**. The Resource History window appears.
6. Click **Close** to close the Resource History window.