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.