View order item resource history

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

**View the resource history for an order item**

1. Navigate to **Orders > Order Items**.
2. Click **Search** to view all order items.
   Or
   From the drop-down list, select an **index** and enter the **search term(s)**. Click **Search**.
3. Click the **Title** of the item whose resource history you want to view.
4. From the Order Item Details screen, click **Resource history**. The Resource History window appears.
5. Click **Close** to close the Resource History window.