Search for a constant data record

Discover how to search for a bibliographic constant data record in WorldShare Record Manager.

1. In the left navigation, click Toolbox. The Constant Data tab > Bibliographic constant data records screen opens by default.
2. Select one of the following from the Filter by drop-down list:
   ○ Constant Data Record Name (default) - The name of the constant data record
   ○ My Status - Note or identifier that you assign to a constant data record
3. In the search field, enter your search terms.
4. (Optional) If you want to add another filter to your search, click the Add icon. In the second filter, select a Boolean operator, filter, and then enter your search terms.
5. Click Apply Filter(s).