Discover how to extend, reactivate, remove, and deactivate a comparison in WorldShare Collection Evaluation. If you want a comparison not to show as an active comparison but you do not want to remove the comparison, you can deactivate it.

Deactivate a comparison

If you want a comparison not to show as an active comparison but you do not want to remove the comparison, you can deactivate it.

Note: You must be an administrator to deactivate a comparison.

1. Find the name of the comparison you want to deactivate in the Current Comparisons table.
2. Click Deactivate in the Actions column.

Extend a comparison

If you do not want a comparison to expire, you can extend the expiration date to 30 days from the current date.

1. Find the name of the comparison you want to extend in the Current Comparisons table.
2. Click Extend in the Actions column.

Reactivate a comparison

If a comparison is not used for 30 days, the comparison expires and, if you want to use it again, you must reactivate the expired comparison.

Note: You must be an administrator to reactivate an expired comparison.

1. Find the name of the comparison you want to reactivate in the Current Comparisons table. The expiration date is listed and the status is Expired.
2. Click Reactivate in the Actions column. After you reactivate the comparison, the status changes to Pending. The comparison will be Available in less than 24 hours.

Remove a comparison

Because your institution is limited to a maximum of 25 active comparisons, you may need to remove comparisons so that you can create new ones.
1. Find the name of the comparison you want to remove in the Current Comparisons table.
2. Click Remove in the **Actions** column.