Collection History in Query collections

Last updated: Tue, 09 Nov 2021 21:17:03 GMT

Find information about using the Collection History in Query collections.

Access the Collection History

To view the Collection History for Query collections:

1. Navigate to the WorldShare interface > Metadata tab > Collection Manager.
2. Select a Scope from the drop-down list.
3. Leave My Selected Collections selected to search across your library-specific collections that you have created or selected.
4. In the Search Term(s) field, enter your terms or leave the field empty.
5. Click Search.
6. From the search results, use the Filter by drop-down to select Query collection.
7. Open the desired Query collection.
8. Select the Collection History accordion to view the activity history for the specific collection.

Collection History

Query collections can be deleted. When deleted, the change will show in the main Collection Manager Activity History.

From the Collection History screen, you can filter by the following options:

- Activity Date
- Collection Created
- Collection Updated

The Collection History screen includes the following columns:
### Search the Activity History for Query collections

Search the Activity History to see actions taken on Query collections.

1. Navigate to the **Metadata tab > Collection Manager**.
2. Select **Activity History** from the **Scope** drop-down menu.
3. In the **Search Term(s)** field, enter your terms or leave the field empty to return all Activity History.
4. Select **My Institution's History** to search across collections that relate to your library.
5. Click **Search**.
6. Use the **Filter by** drop-down and select **Collection Type**.
7. Select **Query collection**.

Search results will be ordered with the most recent activity first. Activities are tracked for 90 days