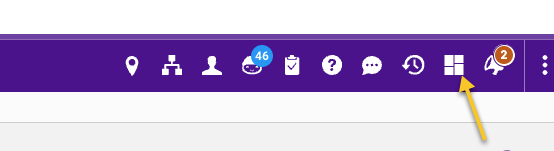
# Electronic Collection Quick Update or Change Electronic Collection information

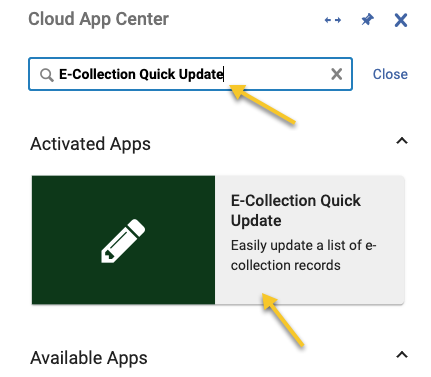
## Option 1 -Electronic Collection Quick Update:

There is an API that will help speed up the process of updated electronic collections, at the collection-level. This app will help quickly update the Internal Description for RapidILL lending status note. \*Highly recommend if the library has notes in Internal Description.

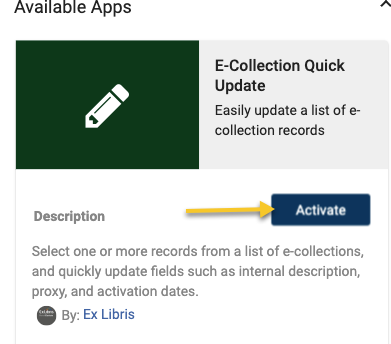
**Login to Alma and click on the Cloud Center App button:**



**Locate the app:**

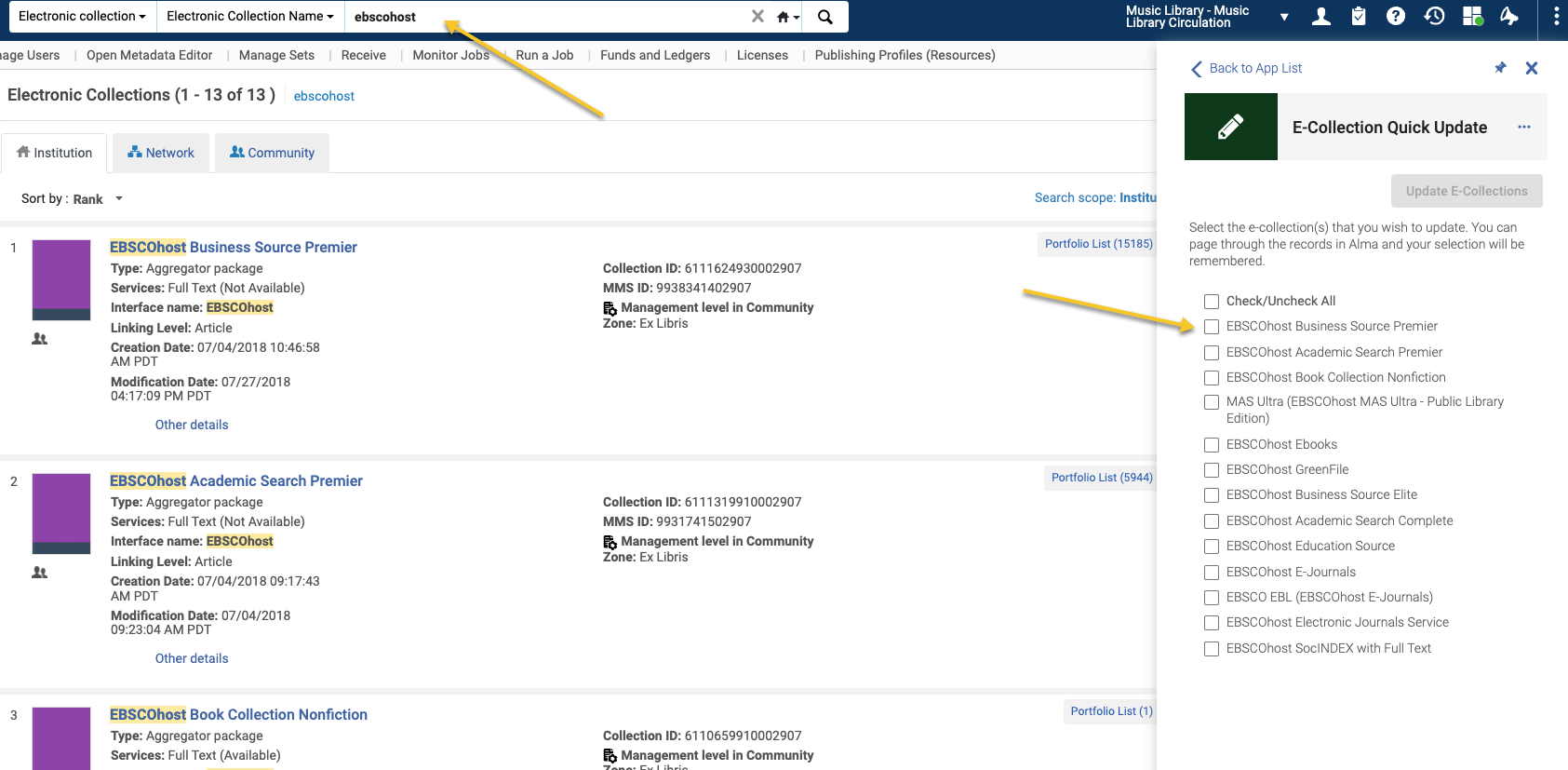


**Activate the app:**

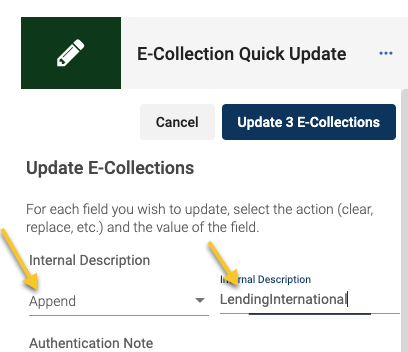
****

**Create list of collections to update:**

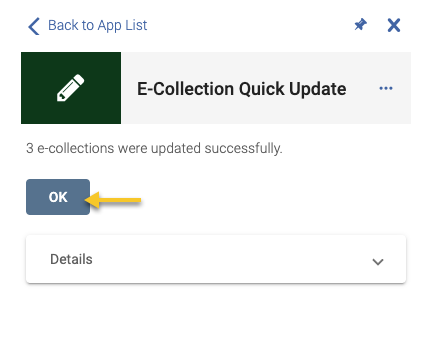
* **Search for a list of Electronic Collections**
* **Click on Cloud App button**
* **Open the E-collection Quick Update app**
* **Select collections to update**

****

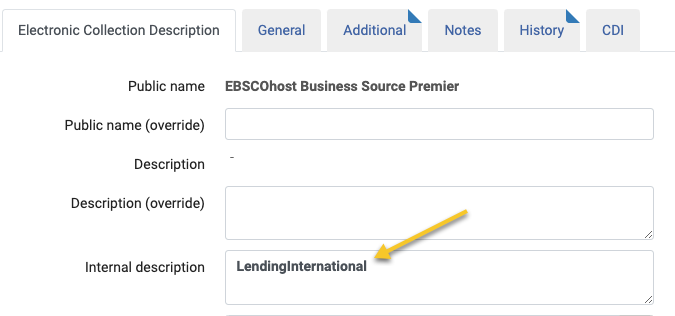
**Add the RapidILL status note to the Internal Description. Use “Append” because if there are notes in the Internal Description they won’t be lost. Click on Update E-collections button:**

****

**Click OK after update:**

****

**Check on Internal Description:**

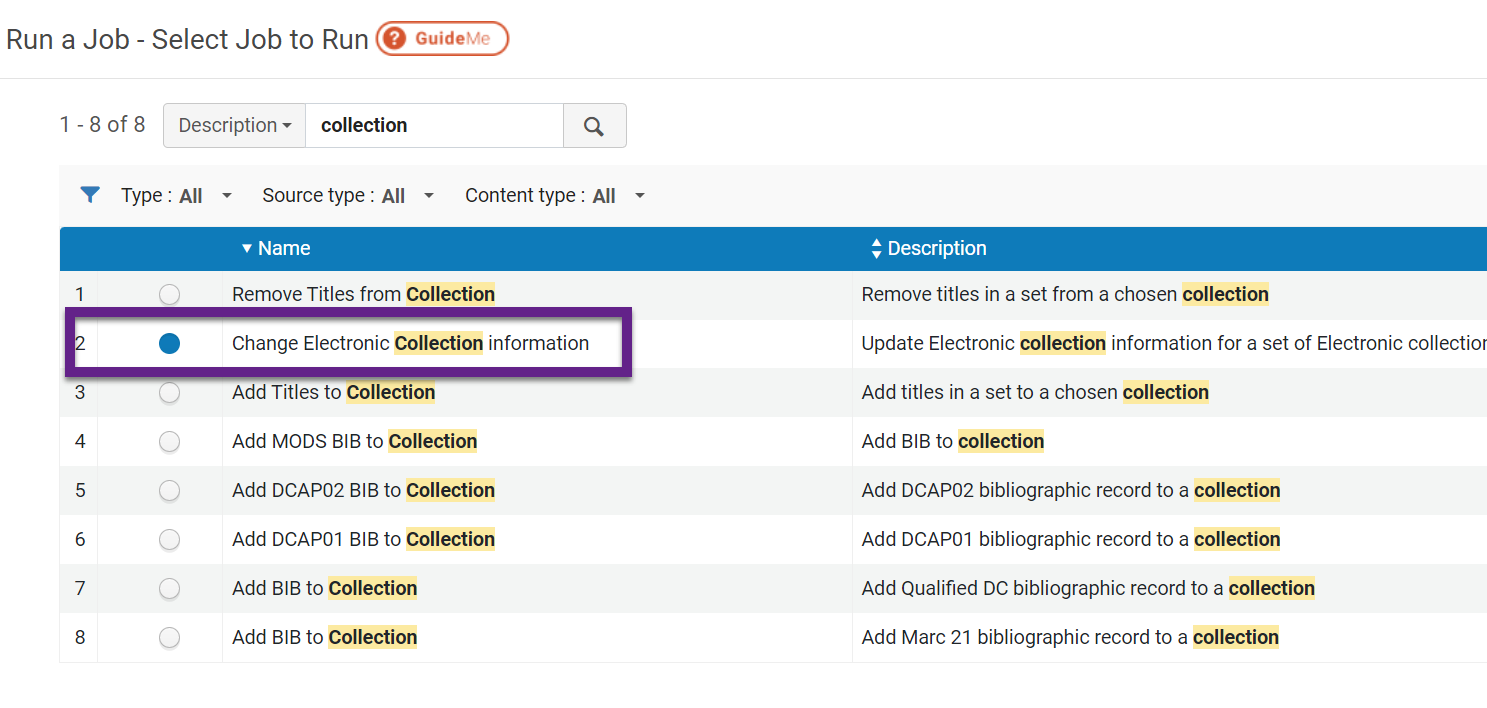
****

## Option 2 -Change Electronic Collection Information Job:

**Use if the Internal Description does not have an existing note.**

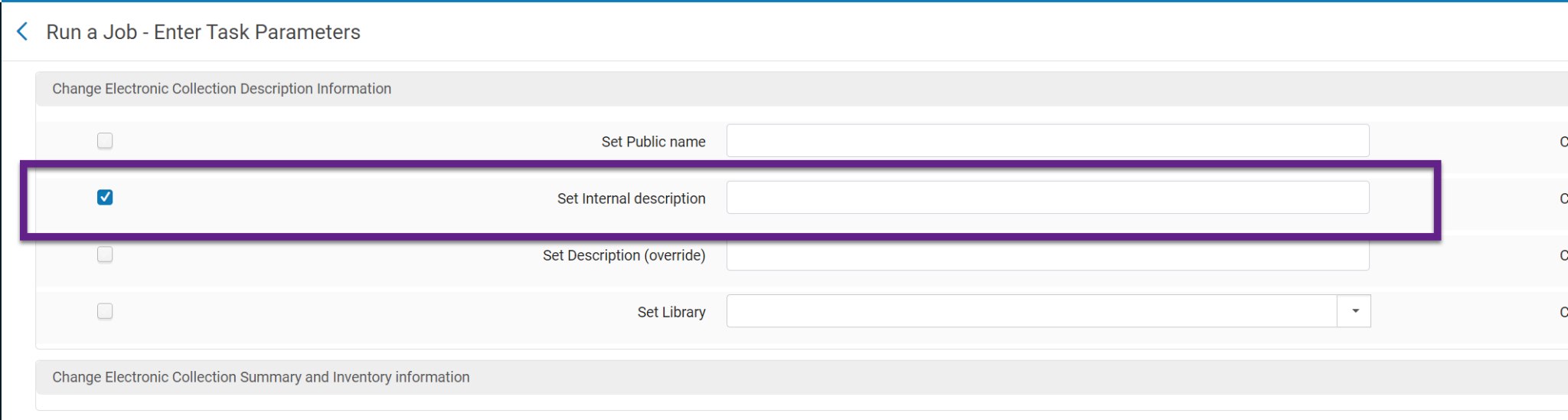
**A screenshot of a search engine

Description automatically generated**

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**A screenshot of a computer

Description automatically generated**

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**A screenshot of a computer

Description automatically generated**

**A screenshot of a computer

Description automatically generated**