Manage Entity Collections

You will need to manage an entity collection if entities are being added or removed from it while it's being assessed. The most obvious situation is linking a dynamic group to an entity collection. Because the number of entities fluctuate in a dynamic group, new entities may become members of a linked dynamic group, or the existing entities may no longer be a part of a linked dynamic group after an entity collection assessment has started. For this reason, you must manage such entities to run your entity collection assessments in a meaningful way.

To manage an entity collection:

1. Go to **Assessments > Programs**, and select the appropriate program to open.

2. Click the Assessments tab, then click the entity collection type of assessment and perform the following tasks:

- Click **More Actions > Manage entities moved into entity collections**. Select the newly added entities on the **Entities moved into entity collections** dialog, and click **OK** to add those entities to the entity collection assessment.

- Click **More Actions > Manage entities moved out of entity collections** Select the appropriate entities on the **Entities moved out of entity collections dialog** using Ctrl+click to select multiple entities. Click **OK** to remove those entities from the entity collection assessment.

For information about how a dynamic group and its members function when added to an entity collection, see Using Entity Collections .