

How to submit an Aleph Enhancement Request

Enhancement requests should be submitted online using the "New Request" form at <http://nt-server.unisi.it/sugg/>.

When submitting a request, please make sure to include all relevant details. That makes work easier: For other users when they review the request in order to vote for it. For the responsible module coordinator/s and Ex Libris staff, so that the request will be processed in the desired sense.

Before entering a new request, please evaluate the need for the request:

- Check the latest version that is available for you.
- Check the release notes for later Aleph versions on Ex Libris' Documentation Portal.
- Search the requests database for similar entries.
- Ask in mailing lists for functionality in latest version available.
- You may want to ask the Aleph PWG's working body if they have additional information.
Contact: aleph@igelu.org

If you decide to enter a new Enhancement request, the following guideline helps you to efficiently fill in the New Request Form:

- Enter the requested information about the submitter.
- Choose a module/application. If your issue isn't covered by one of the list items, choose "Any other function" and specify the area in the title.
- Enter an informative title. If you can summarise the purpose of the enhancement request in up to ten words (approximately) then it will help promote your suggestion to others and make it easier during the voting.
- Fill in a thorough description that addresses these questions:
 - Are there relevant entries in Ex Libris' eService system Pivotal that you could refer to?
 - What functionality is wrong or missing?
 - What functional behaviour do you want to bring about through the request?
 - Refer to any relevant communication you already had in that matter.
- Enter keywords that makes it easier to find the request when using the search function. This is especially relevant if you didn't use important keywords in the description. Use standard Aleph terms as used in the documentation. Example: Refer to *patrons* and not *readers*. Avoid referring to *users* as it's not clear whether they are staff or patrons.
- Give the Aleph version you are currently using (systems librarians can find this by invoking the 'ver' command in the shell. Otherwise refer to your systems librarian).

For modification to the request after you have submitted it, or to discuss it further, please contact the relevant module coordinator, listed on the Working Body page at <http://igelu.org/product-working-groups/aleph/working-body>