

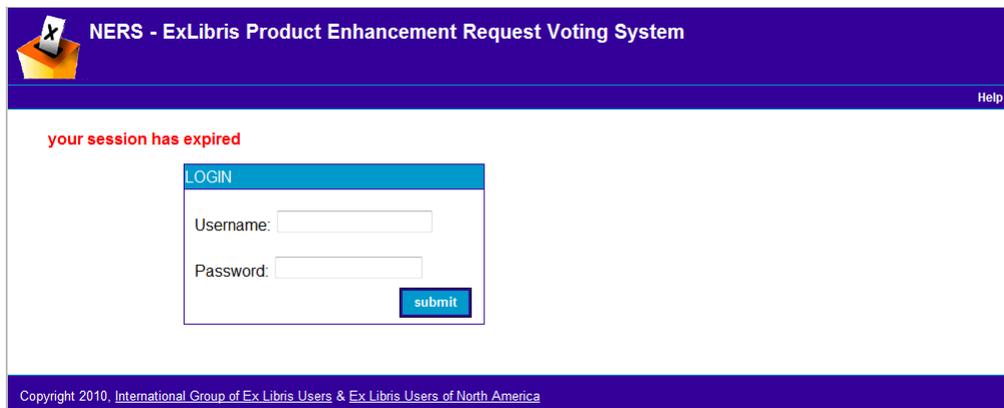
# How to submit an Aleph Enhancement Request

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

1. Check the latest version that is available for you.
2. Check the release notes for later Aleph versions on Ex Libris' Documentation Portal.
3. Search the requests database for similar entries.
4. Search in mailing lists for functionality in latest version available.

## Submitting a NEW request

1. Enhancement requests should be submitted online in <http://ners.igelu.org> website.
2. First you should authenticate with your NERS username and password. If you don't have one, please email [ners@igelu.org](mailto:ners@igelu.org) and ask for your credentials.



NERS - ExLibris Product Enhancement Request Voting System

Help

your session has expired

LOGIN

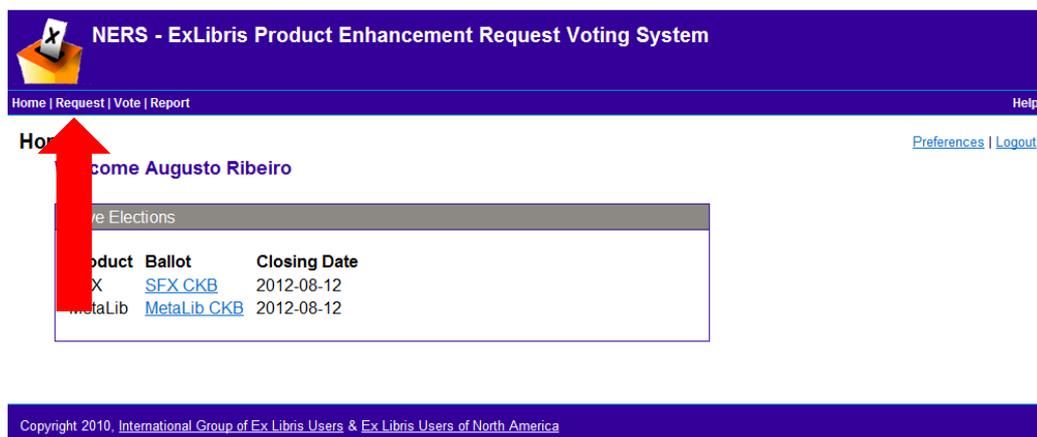
Username:

Password:

submit

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3. After authentication you should select the option "Request" from the menu.



NERS - ExLibris Product Enhancement Request Voting System

Home | Request | Vote | Report Help

Home Preferences | Logout

Welcome Augusto Ribeiro

Upcoming Elections

Product	Ballot	Closing Date
X	<a href="#">SFX CKB</a>	2012-08-12
metaLib	<a href="#">MetaLib CKB</a>	2012-08-12

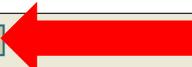
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4. Select the button "New Request" in the requests page.

 **NER - ExLibris Product Enhancement Request Voting System**

Home | Request | Vote | Report Help

**Request** [Preferences](#) | [Logout](#)

[NEW Request](#) 

Search:  

Limit by:

Product:

Request Type:

Request Status:

**2639 results** (results 1 - 15)

<< < 1 2 3 4 5 6 >> >>

Action	Product Title	Status	ExLStatus
	Aleph Include 856-Link functionality to AUT-Libraries	New	Pending

5. When you fill the request make sure that you include detailed information about it.
  - a. Requester email
  - b. Request type
  - c. Requester Title
  - d. Description – Summarize the purpose of the enhancement
  - e. Keywords – use standard ALEPH terms
  - f. Product Module – Select ALEPH and then the ALEPH module
  - g. Product Version
  - h. System OS
  - i. Client OS
  - j. Notes
  - k. Private Notes
  
6. Additionally, it's very important that you also include in fields Notes or Private Notes the following information:
  - a. Explanation of **why** the enhancement is required.
  - b. Detailed description of enhancement.

**This information is very important to makes work easier for module coordinators and for all users who review the request when voting.**

**For modification of the request after submission, please contact the ALEPH PWG ([aleph@igelu.org](mailto:aleph@igelu.org))**