

REQUEST FOR NEW OR MODIFY SITE ACTION

New Site Action: _____ Modify Site Action: _____ Date: _____

Requester's Name: _____ Email: _____

Requesting Campus: _____ VDX Requesting Location Symbol: _____

NEW SITE ACTION

Description Name: _____

(Please start with your location symbol or campus acronym, i.e. "ULA1 CRL Alert",
"UCSC Media Received")

Indicate the ILL borrowing statuses you want this action to be available for (check all that apply):

Cancel Pending	Not Supplied	Renew/Overdue	Cancelled
Overdue	Renew / Pending	Conditional	Pending
Retry Pending	Idle	Recall	Returned
Lost	Received	Shipped	Not-Received/Overdue

Received by Email or FTP

I want this Site Action to be available to:

My ILL unit only (i.e. "ULA1")

All ILL units on my campus (i.e. "UCLA")

MODIFY SITE ACTION: Add or Delete statuses

Please request modification to your campus or ILL units' Site Actions only, or to generic Site Actions (Site Actions available to all campuses, i.e. "UC Loan Received"). **PLEASE NOTE: you may only ask to "Add" statuses to generic Site Actions. You cannot ask to "Delete" statuses from generic Site Actions.**

Site Action Name (i.e. ULA1 Progress Report, UC Loan Received) _____

Add

Delete "*****"O qf kh{ 'Go cki'O guuci g"Qpn{

The following ILL statuses:

Cancel Pending	Not Supplied	Renew/Overdue	Cancelled
Overdue	Renew / Pending	Conditional	Pending
Retry Pending	Idle	Recall	Returned
Lost	Received	Shipped	Not-Received/Overdue

Received by Email or FTP

Please include a document of how you want the email message to appear including the subject heading.
(PLEASE SUBMIT 'REPORT A PROBLEM' TICKET VIA VDX AND ATTACH THIS FORM.)