

## Configuring Request Forms

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Hello, in this tutorial you will be introduced to how to configure request form fields that are displayed in Primo VE.

There are a variety of forms available to users in Primo VE, including: Purchase Request, Holding and Booking Request, Digitization Request, and Resource Sharing Request.

To customize any of these forms you need to login into Alma as a user with configuration privileges. Open Alma Configuration > and then Discovery. Under the GetIt Configuration section you can see each of these forms. When you open a configuration page you will have different options depending on the form selected.

After you choose a form to configure you can toggle which fields will be visible and whether or not they will be mandatory. If you want to add a checkbox for your own field, simply toggle it to display, and check the box if you want to make it mandatory. Click Save when you're done.

To update the label that is displayed with your new checkbox go to Discovery > Labels. Find the table of the labels for your form, in this case Digitization Labels... open the row action tool and select Customize. In this list find the new Generic Field... open the row action tool and click customize. Now you can change the description which will be the text displayed in Primo VE. Click Save when you're done.

Back in Primo when you open an item... and request a digitization. You'll see the new checkbox you just added... here. Additionally, please note that you can now configure the copyright statement to display as an out of the box option, and in this case it has been made a mandatory checkbox.

For more information on configuring forms for Primo VE please visit the Knowledge Center. Thanks for watching!