

## How to Submit an Enhancement Request in the [Enhancements Portal](#)

Detailed instructions on how to create an Enhancements Portal account, navigate the system, etc., are provided in the *Ex Libris Users Enhancements Portal Manual*. The instructions below are a brief summary of that information.

To submit your enhancement request, first browse and/or search the enhancements already present in the system to find out if someone else has already submitted something similar.

1. Filter by Category to the desired product (example: Primo)
2. You can browse all entries or Filter by [Status](#)
3. You can also "Search all enhancements" and then filter by categories, browse, and filter by status

If you find one and the status is something other than "Archived", stop and consider: does what you want differ significantly from what's been requested? Duplicate requests do not encourage Ex Libris to implement the requested functionality any faster.

If you find one and the status is "Archived", that request is not active for the current voting round. You can copy the details, update as needed, and resubmit the request for voting or write your own new version of the request.

If you don't find one at all and want to submit a new request, follow these steps:

1. Click the "Add a New Enhancement" button.
2. Choose Primo as the product.
3. Fill out the enhancement request form, providing a Request name and Request description→Use the *Guidelines for Creating an Actionable Enhancement Request* document as a guide for what to include.
4. Attach files as desired to support your enhancement request.
5. Choose ELUNA from the Group drop-down list.
6. Add your Institution/Consortia Name.
7. Click the "ADD ENHANCEMENT" button.

For more resources, see the [ELUNA Primo Working Group](#) page.