



## Set up your EROMM Request supplier account

Once you have received your login data for your EROMM Request supplier account, you should login and edit your settings to make sure that the system uses the right contact details and shows correct information about your institution.

These are the necessary first steps to take in the EROMM Request web interface; after you have done this minimal configuration you can receive and respond to requests without ever touching the web interface again – unless your contact details change, of course.

### 1. Login

The screenshot shows the EROMM Request web interface. At the top, there is a header with the EROMM logo and the text "European Register of Microform and Digital Masters". Below the header, there is a navigation bar with "You are not logged in" and "Help • Home". The main content area is divided into two columns. The left column contains the "Login" section, which includes a "Please note:" section, a "Your login:" field with the value "eromm", a "Your password:" field with masked characters, and a "Login" button. Below the login fields, there is a link to "Signup here." and a "Forgot your Password?" section with a "Submit" button. The right column contains a "What is EROMM Request?" section with text explaining the service. A callout box with a speech bubble points to the login fields and contains the text: "Login to the EROMM Request web interface with the login credentials you have received from the EROMM Secretariat." At the bottom of the page, there is a footer with the contact information for the European Register of Microform and Digital Masters.



## 2. Change your password

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**EROMM**  
European Register of Microform and Digital Masters

You are logged in as *eromm* (Supplier 2350) [Help](#) • [Home](#)

### Change the password for login eromm

Your new password:

Repeat your new password:

Change your password to something you can remember

**Your EROMM Request**

- New Requests
- Open Requests
- Cancelled Requests
- Old Requests
- Associated Users
- Edit your details
- Manage Mail Delivery
- **Change password**
- Logout

Digital Masters  
Göttingen • 37070 Göttingen • Germany

If you ever forget your password, please contact the EROMM Secretariat at [info@eromm.org](mailto:info@eromm.org), since the *resend password* function does work only for end user accounts, not for supplier accounts.

## 3. Change your supplier details

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**EROMM**  
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### Your Details

**EROMM Supplier Id:** 2350  
**Name:** EROMM TEST  
**ISIL:** DE-7  
**Website:** <http://www.eromm.org>  
**Address:** Platz der Göttinger Sieben 1  
3/0/3 Göttingen  
Germany  
**Info:** This is the test account of the EROMM Secretariat  
We do not deliver any items.  
**Contact Name:** Alex Jahnke  
**Contact Email:** [info@eromm.org](mailto:info@eromm.org)  
**Active:** Yes  
**Discount:**  
**Record created:** 2011-02-18  
**Last Changed:** 2011-09-06

Manage mail delivery details for supplier 2350

Click here to edit your information

**Your EROMM Request**

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Germany



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**EROMM**  
European Register of Microform and Digital Masters

You are logged in as *eromm* (Supplier 2350) [Home](#)

**Your Details**

Name: EROMM TEST  
 EIL: DE-7  
 Address: Platz der Göttinger Sieben 1  
 37081 Göttingen  
 Germany  
 Website: <http://www.eromm.org>  
 Info: This is the test account of the EROMM Secretariat  
 We do not deliver any items.

Contact Name: Alex Jahnke  
 Contact Email: [info@eromm.org](mailto:info@eromm.org)  
 Active: Yes

**Your EROMM Request**

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Put here any information you consider helpful for EROMM users (e.g. your price list for use copies etc.)

Give the name and the email address of a contact person.

This is only for the EROMM Secretariat to contact your institution; the email address to which requests are sent will be entered later.

Change this to "No" if you do not wish to receive any further requests via EROMM.

#### 4. Edit your mailing details

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**EROMM**  
European Register of Microform and Digital Masters

You are logged in as *eromm* (Supplier 2350) [Help](#) • [Home](#)

**Manage Mail Delivery**

EROMM Supplier Id: 2350  
 Send To: [info@eromm.org](mailto:info@eromm.org)  
 Allow also from: [info@eromm.org](mailto:info@eromm.org)  
 Active: Yes

**Your EROMM Request**

- New Requests
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Click here to configure the email notifications of new requests

European Register of Microform and Digital Masters  
 c/o Niedersächsische Staats- und Universitätsbibliothek Göttingen • 37070 Göttingen • Germany

If you are using the EROMM Request API or if you want to check your account regularly in the EROMM Request web interface, you should deactivate the mailing. If you no longer wish to receive EROMM Requests at all, don't deactivate the mailing, but deactivate your supplier account (see above).



The screenshot shows the 'Manage Mail Delivery' page in the EROMM user interface. The page includes a header with the EROMM logo and tagline, a user login status, and a navigation menu. The main content area is titled 'Manage Mail Delivery' and contains several input fields: 'Supplier Id' (2350), 'Send To' (info@eromm.org, request@eromm.org), 'CC' (info@eromm.org), 'Allow also from' (empty), and 'Active' (Yes). A 'Your EROMM Request' sidebar is visible on the right. Three callout boxes provide instructions: 1. Points to the 'Send To' field: 'This is the primary email address, to which your requests will be sent.' 2. Points to the 'CC' field: 'List here additional email addresses that will receive a copy of a new request, too.' 3. Points to the 'Allow also from' field: 'Add additional email addresses that are allowed to reply to a request by email. Addresses listed in Send To and CC are authorized already. This is useful if you internally forward requests to one or another colleague, who will then answer it.'

## 5. You're done

That's all there is to configure. Logout and wait for requests about your microfilm and digital collections to come.

If your institution has signed the *Memorandum of Understanding ... on a mutual discount ...* (see: [http://www.eromm.org/media/pdf:eromm\\_-\\_cooperating\\_libraries.pdf](http://www.eromm.org/media/pdf:eromm_-_cooperating_libraries.pdf)), you need to add users to your supplier account who shall be entitled to the reduced prices. Please see here how to do this: [http://www.eromm.org/get\\_involved-promote\\_your\\_collections-manual](http://www.eromm.org/get_involved-promote_your_collections-manual).

If you have any further questions,  
don't hesitate to contact us at [info@eromm.org](mailto:info@eromm.org).