CONSER Members: Submitting CONSER Requests

This documentation is for CONSER members who need instructions on submitting CONSER ISSN requests or submitting a request to have a prepub ISSN record updated.

Submitting CONSER ISSN Requests

1. Click on "Start a new CONSER request."
2. In the "Request type" dropdown choose "CONSER request."
3. Choose your CONSER team from the dropdown

> ⓘ All team members receive emails and notification about every set of requests. It is best to keep teams small for this reason. For information on managing teams, click here.

4. Add a batch note if you choose. This can be a note for ISSN staff regarding the entire batch, or it can be a note that you add for your own internal tracking purposes.
5. Add all titles, OCLC numbers, notes in the table. Use the + sign to add a new row.
6. Uplink will only allow 20 requests per batch.
7. You can save your batch and come back to it using the "Save draft" button. Once finished you can submit your batch using the "Submit" button.

> ⓘ Once your batch has been submitted, ISSN staff will leave the ISSN field blank for those where they can't assign ISSN. If you choose, you can resolve any issues and resubmit these with a new batch.

Prepub Record Updates

1. Click on "Start a new CONSER request."
2. In the "Request type" dropdown choose "Prepub records to be updated."
3. Choose your CONSER team from the dropdown

> ⓘ All team members receive emails and notification about every set of requests. It is best to keep teams small for this reason. For information on managing teams, click here.

4. Add a batch note if you choose. This can be a note for ISSN staff regarding the entire batch, or it can be a note that you add for your own internal tracking purposes.
5. Add all titles, OCLC numbers, notes in the table. Use the + sign to add a new row.
6. Uplink will only allow 20 requests per batch.
7. You can save your batch and come back to it using the "Save draft" button. Once finished you can submit your batch using the "Submit" button.