



## LOCAL SUPPORT NOTIFICATION

Use this form to notify EDINA of the electronic addresses to be used for supporting Digimap.

Users from your institution are able to send an email asking for assistance or advice from the Digimap service. These email messages are directed by Digimap to the email address that you give us here. You can then forward messages to [edina@ed.ac.uk](mailto:edina@ed.ac.uk) if you require assistance.

If you do not advise us of an email address to use, your users will see a message indicating that your institution has not yet set up local email support. We hope that you will be able to offer this support service to your users. If you are not able to do so, please advise us and we will arrange that your users see a message indicating that your institution does not intend to offer local email support.

Local email support address \_\_\_\_\_  
(You may wish to use an email account called [digimap@<your institution>.ac.uk](mailto:digimap@<your institution>.ac.uk) for this purpose.)

Users from your institution can view pages which you have constructed advising them on local matters such as contact names, printing arrangements, machine availability etc. Advice on creating these local support pages is included in the Digimap training materials, which are available on the EDINA website (<http://edina.ac.uk/digimap/support/training/>). If you do not advise us of a URL to use, your users will see a placeholder page advising them that local information for your institution is not available.

Local support pages URL \_\_\_\_\_

Please return this form to EDINA:  
EDINA, University of Edinburgh, Causewayside House, 160 Causewayside, Edinburgh, EH9 1R