

# Creating Requests

What mode should I use?

Task	Simple	Direct	Batch Import
Modify, retire, or, create a single Concept	x	x	x
Make more than one change to an existing Concept		x	x
Retire more than one more component to an existing Concept		x	

## What is Simple mode used for?

In **Simple Mode**, a user can create a request to perform a single action on one concept:

- create a new Concept
- Add a new Description to an existing concept
- Add a new Relationship to an existing concept
- Modify an existing Description of an existing concept
- Change a Relationship of an existing concept
- Retire a Description of an existing concept
- Retire Relationship of an existing concept
- Change or Retire an existing Concept
- Other - all requests not covered by the above types

## What is Direct mode used for?

In **Direct Mode**, a user can create a request to perform a multiple actions on a single concept:

- create a new Concept
- Add a new Description to an existing concept (s)
- Add a new Relationship to an existing concept (s)
- Modify an existing Description of an existing concept (s)
- Change a Relationship of an existing concept (s)
- Retire a Description of an existing concept (s)
- Retire Relationship of an existing concept (s)
- Change or Retire an existing Concept
- Other:
  - Request for new attributes to be introduced
  - Request for existing attributes to be removed
  - Request for existing Refsets to be amended (new members or changes)
  - Request for enhancement (clean-up) of areas of SNOMED CT
  - Request for changes to the concept model
  - Changes to editorial policy statements
  - Changes to text definitions (e.g. "surgical procedure")
  - Request for Quality initiative to address specific quality issues within the Terminology

## What is Batch mode used for?

In **Batch Mode**, a user can create a request to perform a multiple (typically) related actions

## Form Fields

In each of the Simple and Direct modes, there are certain fields which are mandatory and need to be completed on each request:

Field	Description	Mandatory	Notes
Topic	From the dropdown, choose the relevant area/domain for the request	Y	
Summary	Provide a short summary which will help staff identify and triage the request	Y	
Proposed Use Case	Provide justification on why the content should be added or changed	Y	

Reference	Provide references which can be verified to confirm the need to add or change the content	Y	
Local SNOMED CT Code	Add the local valid SNOMED CT identifier of the content to be added if one exists		
Local Code	Add any other local code identifiers for your own reference		
Definition	Precise meaning of the requested content addition or change		
Notes	Any extra notes which will help the triage of the request		
Namespace	Add the namespace of the content, if applicable		
UMLS CUI	Add the UMLS Concept Unique Identifier if one exists		
Originating Organization	Choose the organization from the drop down that is requesting the change or addition	Y	<i>International CRS only</i>
Collaboration Agreement	If relevant, select the collaboration agreement under which the request is being made		<i>International CRS only</i>