
Getting Started

Introduction

The purpose of this document is to provide you with an overview of the Rapido implementation process and explain the requirements necessary for implementation. This document discusses:

- Prerequisites
- Project Team Roles and responsibilities
- Implementation flow

Prerequisites

Implementing Rapido includes the following areas:

1. Configuring Rapido – The Ex Libris implementation team will guide you through the process of configuring Rapido.
2. Implementing RapidILL — Customers who are not existing RapidILL customers need to configure holding loads and participating pods.
3. Configuring the required logic in the discovery layer for the patron experience — Primo VE is a prerequisite for Alma customers. For non-Alma customers, the implementation includes the option to embed Rapido services in your discovery layer.
4. Configuring Alma resource sharing — This is required to work with libraries that are not part of Rapido as well as with other RS solutions as last resort.

Customer Project Team

Responsibilities

- Implement Rapido within the agreed upon timeframe, according to the agreed contractual scope.
- Form an institution implementation team of functional experts and appoint a project manager who serves as the primary contact for the Ex Libris project manager and manages the institution implementation team.
- Manage the internal institution implementation team.
- Be familiar with Rapido implementation process, functionality, and workflows to make informed configuration decisions, review the accuracy of configuration.

- Test workflows end-to-end in Rapido and provide feedback to the Ex Libris implementation team concerning any necessary configuration modifications.
- Coordinate participation in the resource sharing community pods.

Roles

The project manager has the following roles:

- Leads and coordinates activities related to the implementation of Rapido for the institution
- Responsible for ensuring that institutional staff resources are available to assist as necessary
- Manages internal and external communications regarding status and project priorities
- Keeps the project moving and on track
- Helps mitigate project risks
- Acts as a primary point of contact with the Ex Libris project manager – including the following specific activities:
 - Managing the institution implementation team in determining and reviewing configuration settings
 - Preparing, scheduling, and training the institution staff
 - Attending project meetings and reviewing project plans
 - Managing and overseeing the testing processes and providing feedback

The functional expert has the following role:

- Provides expertise for resource sharing, discovery, and some fulfillment areas such as digitization staff.

Rapido Implementation Process

Project Preparation

The Project Preparation (Onboarding) phase begins prior to implementation. This phase includes technical readiness for the institution and defines specific setup requirements, identifying project stakeholders and potential team members.

During this stage you will be asked to complete the implementation questionnaire and review it with the Ex Libris project team, to define the implementation scope and setup requirements for testing Rapido.

First Stage

Project begins with a Kickoff meeting and the customer is provided with a dedicated basecamp account to manage the project.

During the first stage, the Ex Libris project manager contacts the institution's implementation team to set up the project plan, agree on milestones, and define institutional requirements.

Second Stage

During the second stage, Rapido is activated, and the system is configured and tested.

Third Stage

During the third stage, which begins when Rapido is initially launched within the institution, Ex Libris provides support for the institution's implementation team until transitioning to the support team.

When implementation is complete, and your institution starts working with Rapido, you can continue learning about enabling new Rapido capabilities and implementing fresh workflows at your institution by checking out our eLearning catalog and Online Help in the Customer Knowledge Center.

Available Training

Recorded Rapido essentials training sessions are openly available in the Ex Libris Customer Knowledge Center (CKC).

- [01 Intro to Rapido](#)
- [02 Rapido Article Digital Request](#)
- [03 Rapido Physical Request](#)
- [04 Rapido Sets](#)
- [05 Rapido Borrowing Mediation Rules](#)

You are welcome to begin exploring these sessions as well as the Rapido online documentation, also available in the CKC.

Rapido training is an integral part of the implementation project and the recorded sessions, together with live review sessions, are scheduled as part of the project.

The Rapido training approach includes three stages:

- Learn
 - Review "Rapido Essentials" training videos
 - Attend live, webinar-based implementation training
- Practice
 - Perform exercises in an implementation mode directly on production
 - Learn and experiment with new workflows in Rapido
- Refine
 - Work with the Ex Libris team to refine workflows and configuration, and solidify understanding