Student Data Warehouse Request for Services

Requestor Information

Primary Contact Name: [_____]   College: [_____]

Phone Number: [_____]   Email Address: [_____]

Type of Request

Please choose one: ○ Problem   ○ Modification to Report   ○ New Report   ○ Cancel Request

Problem: Problem that is currently preventing users from fulfilling their job responsibilities.

Modification to Report: Modify a current report to better fit the users needs.

New Report: Create a new report.

Cancel: Cancel a previous request.

Prioritization Information

Priority: [_____]   Date Submitted: [_____]   Target Date: [_____]

If primary focus was selected, please provide written justification. [_____]

Description of Request

This is for a summary description only. Please put details on page 2. [_____]

Other Details

Report Name: [_____]

☐ Problem: I have saved a copy of my report in the Development folder.

☐ Modify Report: I am stunting to change a current Library report and have emailed my changes to datawarehouse@utah.edu

☐ New Report: I have created a mock-up of what I want the new report to look like, and emailed it to datawarehouse@utah.edu

Provide Additional Details/Comments

Provide the details regarding the request, whether it is a problem, a modification to a report, or a new report. Be sure to include the object(s) name(s), the view type, and the filter(s) you are using.

Report Details

Question being answered with report/Business Process need being met:

Objects and Measures to include/add in the report:

Layout of Report: ◯ Portrait   ◯ Landscape

Be sure to attach a mock-up of the new report, with specifications of how you want it to look, the format, and any charts/graphs you want included. Email it to datawarehouse@utah.edu. Provide the name of the file.