

IDX REPORT/ LABEL REQUEST FORM

USER PROFILE

Requested By: \_\_\_\_\_ IDX UserID: \_\_\_\_\_
Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
HEAT ticket #: \_\_\_\_\_

REPORT PROFILE

Priority (circle): HIGH MEDIUM LOW Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_ (not ASAP)
Business Purpose of Request:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Requirements:

Frequency: indicate days (i.e. M-F, Thursday, 1st of Month)
One Time \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_

Is this a Standard IDX Report (circle)? YES NO If yes, IDX Report Name: \_\_\_\_\_

Describe in detail below (data elements, sort/select values, labels, letters, page breaks, # of copies, title, column names, output-
greenbar, portrait/landscape, media type, file type, date range, distribution). If not a standard report, please diagram layout of report
and attach to this form: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Administrator Approval: \_\_\_\_\_

INFORMATION SYSTEMS USE ONLY

Date/ Time Received: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_
Actual Completion Date: \_\_\_\_\_ Estimated Time Spent on Issue: \_\_\_\_\_ Report #: \_\_\_\_\_
IS Comments: \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_