**SSRS Report Request Form**

To better understand your report need, complete this form and fill in as many fields as possible. Required fields are indicated with an asterisk (\*). If you have report examples or print screens, please provide those samples when submitting this request.

Submit Date: 11/3/2015

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| --- |
| **Contact Information** |
| \*Name: |       | \*Department: |       |
| \*Phone/Extension: |       | \*E-mail: |       |
| **Report Information** |
| \*Describe the business purpose of report: |
|       |
| \*List the fields to display on the report: |
|       |
| \*Page Orientation: |  | \*Page Size: |  | \*Letterhead: |  |
| Parameters (i.e., MNI = ‘127589’): |       |
| Filters (i.e., WHERE event\_code = ‘ACTIVE’): |
|       |
| Groups (i.e., GROUP BY Officer Name): |       |
| Sorting (i.e., ORDER BY Cause Number): |       |
| Summary/Total fields, indicate which fields will have a calculation or total and type of calculation: |
|       |
| **Report Deployment** |
| \*Reporting Services Folder where report will be located: |       |
| If a new folder is needed, complete the following: |
| Folder Name: |       | User Group: |       |
| \*Will this report be scheduled? |  |
| If scheduled, who needs to be the recipients? (Enter email addresses, separated by commas) |
|        |
| Scheduling Information: | Frequency:  |  |
| Execution Time: |       |
| Delivery format: |  |
| \*Requested report due Date: | Click here to enter a date. |
| ***Send completed form and document examples to the ITS Service Desk at:*** ***ITS.HelpDesk@traviscountytx.gov*** |