



Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

Submit your Work Order Request by email to
DATAWAREHOUSE@UTAH.GOV

For questions, please call (801) 957-7750

DATA WAREHOUSE WORK ORDER REQUEST

Requestor EIN _____ Requestor Name _____

Requestor Email _____ Requestor Phone _____

Department Name _____

Report Request Information		
<i>If you have an idea of how your report should look or a report in Access or Excel, please make a screen shot attach the file using the "Attach" button at the bottom of this form. This will be beneficial as we prepare your report within Data Warehouse. Save a copy of this request for your records.</i>		
<i>Submit your Work Order Request by emailing the completed form to: DATAWAREHOUSE@UTAH.GOV</i>		
Date Submitted	Dated Needed	
Request Type	System Involved	If other, please describe

For Modifications/References to an Existing Report
<i>Please provide the information below</i>
Report Name
Report URL/Path

Report Request Details
New Report Title
Description of Report Request (If you are able to create the query in Access or Excel, please attach SQL and/or table/field names used in the text box below, or use the attach button below.)

How are you obtaining this data currently?					
Frequency of Report?					
Who would require access to this report?					
Internal – State of Utah Employees		External		Other: Describe: _____	
Priority					
Priority Comments					
What formats need to be made available for this report					
PDF		HTML		Excel/Download	
How frequently will this report be run					
Daily		Weekly		Monthly	
Annually		Ad Hoc			
Will this report need to be scheduled, explain if so					
Yes		No			

For Division of Finance Use

Received by _____

Date Received _____

Comments/Clarifications

Initial Estimate Small Medium Large Extra Large

Estimated Hours _____

TEAMS Task Number _____

Path to Files _____

Approve/Reject

Date

Date email sent to requestor with approval/reject notice, time estimate, etc.