

# How to Make a Report Request

Ver. 1.1

10October2018

1. Navigate to [aits.uark.edu](https://aits.uark.edu).

The screenshot displays the University of Arkansas website's 'University Advancement' section. The header includes the university logo, a search bar, and navigation links: HOME, FEATURES, OFFICES, ABOUT, and DIRECTORY. A 'GIVE TODAY!' button is also present. The main heading is 'Information and Technology Services', with a breadcrumb trail: U of A / University Advancement / Offices / Information and Technology Services. The content area describes the services provided, including system maintenance, security, training, and data retrieval. It lists various systems like Advance, Crystal Reports, NOS, and Blackbaud. To the right, a 'Training Documents' sidebar lists links for Advanced, BlackBaud, Crystal, How to files, Notice of Student Support, and Training Overview. Below the main content, there are two columns of links: 'Quick Links' and 'Request Forms'. The 'Quick Links' column lists links for Advance for General Users, Advance for Central Development Users, Advance for Alumni Association Users, Advance TRAIN (For Training Purposes), Crystal Reports on the EDGE Server, and Blackbaud. The 'Request Forms' column lists links for Report Request Form, NOSS- Notice of Student Support ID Request Form, and Blackbaud ID Request Form. At the bottom, a 'STAFF' section lists five individuals with their titles, email addresses, and phone numbers.

University Advancement

HOME FEATURES OFFICES ABOUT DIRECTORY

GIVE TODAY!

## Information and Technology Services

U of A / University Advancement / Offices / Information and Technology Services

Information and Technology Services is responsible for University Advancement information data systems and user computing hardware and software.

The information or data side includes all on-line system maintenance, security, training, and data retrieval. Its main duties include ID setup, security, and training for on-line systems including Advance, Crystal Reports Server, NOS and Blackbaud; database and on-line system upgrades and enhancements for Advance, CRS, and the NOS; data imports and exports to and from other systems; and data retrieval and distribution from all data systems involved. We are here to help.

### Quick Links

- [Advance for General Users](#)
- [Advance for Central Development Users](#)
- [Advance for Alumni Association Users](#)
- [Advance TRAIN \(For Training Purposes\)](#)
- [Crystal Reports on the EDGE Server](#)
- [Blackbaud](#)

### Request Forms

- [Report Request Form](#)
- [NOSS- Notice of Student Support ID Request Form](#)
- [Blackbaud ID Request Form](#)

### Training Documents

- [Advanced](#)
- [BlackBaud](#)
- [Crystal](#)
- [How to files](#)
- [Notice of Student Support](#)
- [Training Overview](#)

## STAFF

Jamie Dixon Director <a href="mailto:jamiee@uark.edu">jamiee@uark.edu</a> 479-575-6745	Tate Neyman System Analyst <a href="mailto:cneyman@uark.edu">cneyman@uark.edu</a> 479-575-5626	Caleb Mikles Report Writer <a href="mailto:jmikles@uark.edu">jmikles@uark.edu</a> 479-575-3520	Daniel V. McClelland Systems Analyst <a href="mailto:dvmcclel@uark.edu">dvmcclel@uark.edu</a> 479-575-3530	Christopher M. Farris Trainer & Security Officer <a href="mailto:cmfarris@uark.edu">cmfarris@uark.edu</a> 479-575-4135
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## 2. Click on Report Request Form.

The screenshot shows the University of Arkansas Information and Technology Services website. The header includes the University of Arkansas logo, the text 'University Advancement', a search bar, and a 'GIVE TODAY!' button. The main heading is 'Information and Technology Services'. Below this is a breadcrumb trail: 'U of A / University Advancement / Offices / Information and Technology Services'. The main content area describes the services and lists 'Request Forms' with a green box highlighting the 'Report Request Form' link. A green arrow points from the instruction 'Click on Report Request Form.' to this link. Other links include 'Advanced', 'BlackBaud', 'Crystal', 'How to files', 'Notice of Student Support', and 'Training Overview'. The footer lists staff members: Jamie Dixon, Tate Neyman, Caleb Mikles, Daniel V. McClelland, and Christopher M. Farris.

University Advancement

HOME FEATURES OFFICES ABOUT DIRECTORY

GIVE TODAY!

### Information and Technology Services

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#### Request Forms

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#### Training Documents

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3. Fill out boxes with appropriate boxes. (See definitions below)

*Requestor	*Department
<input type="text" value="A"/>	<input type="text" value="B"/>
*Phone	*Email
<input type="text" value="C"/>	<input type="text" value="D"/>
*Date needed by	<i>Please allow 2 to 4 days for each request</i>
<input type="text" value="E"/>	
*Describe for what purpose your data will be used	
<input type="text" value="F"/>	
*Describe the data population you need	
<input type="text" value="G"/>	
*Describe the fields and type of output you need	
<input type="text" value="H"/>	
<b>University Advancement Policy Regarding Advancement Data</b>	
Entering your Name and Title below signifies that you have read and will abide by the Advancement Data Release policy. Summary listed below:	
<ol style="list-style-type: none"><li>1. Data for mailings should not be requested more than 10 days prior to that mailing.</li><li>2. Requestor will supervise the use of this data and will ensure that it will not be used for any other purpose than what is stated above.</li><li>3. Requestor will ensure that the data will NOT be released to a third party or off-campus agency without IS Director's knowledge and approval. (479) 575-6745</li><li>4. Requestor agrees the file or PDF will not be kept more than 30 days and will be destroyed after the project is finished. The requestor agrees to supervise the disposal of the file.</li></ol>	
*Name	*Title
<input type="text" value="I"/>	<input type="text" value="J"/>
Other Questions or Comments	
<input type="text" value="K"/>	
Contact Jamie Fields at (479) 575-6745 or <a href="mailto:jamiee@uark.edu">jamiee@uark.edu</a> with any questions regarding this form.	
<input type="button" value="Submit"/> <input type="text" value="L"/>	

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- A. **Requestor:** Name of the person requesting the form. This is the person that the report writer will call or email for any clarifying discussions.
- B. **Department:** Department of the requestor.
- C. **Phone:** Phone number that report writer should call for any clarifying questions.
- D. **Email:** Email address that report writer should use for any clarifying questions.
- E. **Date Needed By:** AITS receives many report requests a day and thus has a 2 to 4 day Service Level Agreement (SLA) in place for routine requests. Please place your request as early as possible to insure maximum attention to detail and correct output.
- F. **Describe for what purpose your data will be used:** This is where you define why you need the report. Examples would be research, mailings, email list, prospecting, newsletter, etc.
- G. **Describe the data population you need:** This is where you define the information for which you are looking. Examples would be All, Walton College of Business Donors, Alumni Under 25 Years Old, Donors who gave more than \$50k in the last 5 Years, etc...
- H. **Describe the fields and type of output you need:** How do you want your report to look? Examples would be PMD, PMD Lite, or I need these fields...Name, ID, Email Address, Previous Address, etc.
- I. **Name:** Enter name here to verify that you have read the below:

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### University Advancement Policy Regarding Advancement Data

Entering your Name and Title below signifies that you have read and will abide by the Advancement Data Release policy. Summary listed below:

1. Data for mailings should not be requested more than 10 days prior to that mailing.
2. Requestor will supervise the use of this data and will ensure that it will not be used for any other purpose than what is stated above.
3. Requestor will ensure that the data will NOT be released to a third party or off-campus agency without IS Director's knowledge and approval. (479) 575-6745
4. Requestor agrees the file or PDF will not be kept more than 30 days and will be destroyed after the project is finished. The requestor agrees to supervise the disposal of the file.

J. Title:

K. Other Questions or Comments:

L. Click the Submit Button:

Submit



**IMPORTANT!**