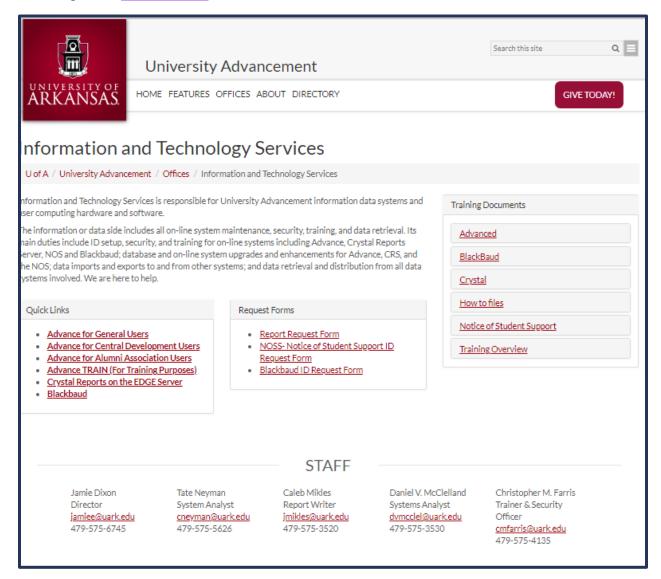
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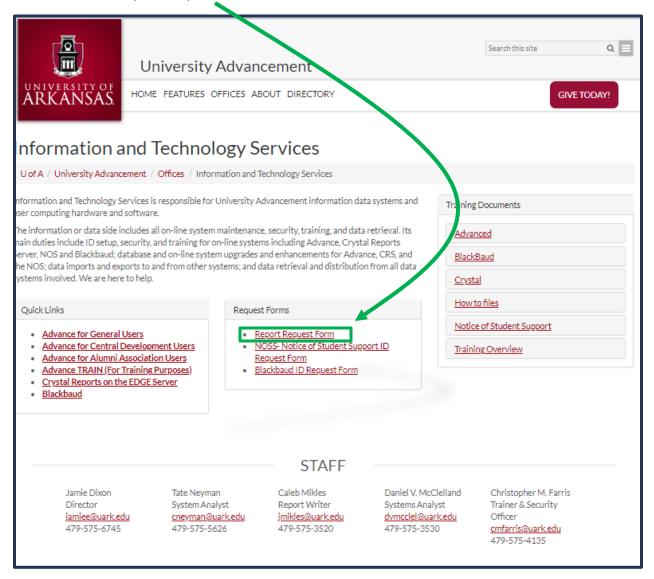
1. Navigate to aits.uark.edu.



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2. Click on Report Request Form.



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

*Requestor	*Department
A	В
*Phone	*Email
С	D
*Date needed by	Please allow 2 to 4 days for each request
E	
*Describe for what purpose your data will be used	
F	
*Describe the data population you need	
G	
*Describe the fields and type of output you need	
H	
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:	
 Data for mailings should not be requested more than 10 days prior to that mailing. 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. 	
 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 	
 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. 	
*Name	*Title
I	J
Other Questions or Comments	
K	
Contact Jamie Fields at (479) 575-6745 or <u>jamiee@uark.edu</u> with any questions regarding this form.	
Submit	

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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 us 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.
- 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.
- 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
- 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

