



Processes and Procedures

WyoCloud Data Request

TYPE	Process
ID	WYOPNP-6
Title	Data Request - WyoCloud
Version	2.0
Status	Published
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Purpose:

Define the process of requesting a new report or an update to an existing report.

Scope:

Fulfilling requests for reports from data collected by and stored within WyoCloud.

Summary:

When a data request is submitted and received, the WyoCloud Analytics & Reporting Team (ART) is responsible for fulfilling data requests submitted by campus users. The ART Developer assigned to the request is responsible for completing initial validations such as record counts or comparisons against similar report results. Once the reports are working as expected, a functional lead is notified to complete the next level of validations and ultimately provide approval.

Once the reports have received approval, they will be moved into WyoCloud and made available to the requestor.

Details:

The requestor will complete the [Report Request](#) form, which will send an email to WyoCloud-Data@uwyo.edu automatically creating a Jira ticket for tracking purposes.

1. Name *
2. UW Email Address*
3. Request Type*
 - a. Data Request
 - b. New Report
 - c. Update Existing Report
4. Description of Purpose*
 - a. What will this report be used for? Examples include: Reconciliation, research, survey, etc.
5. Report Audience*
 - a. Who is this report for? Examples include: Campus Users, College of Education, etc.
6. Frequency of Report*
 - a. How often will you need this report? Examples include: One time, Once a year, Monthly, As Needed, etc.
7. WyoCloud Area*



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- a. Which area of WyoCloud is this report related to? Examples include: Expenses, Purchase Orders, Grants Management, etc.
8. Description of Data Needed*
 - a. Please include the columns or data that you would like included. Examples include: Accounting Date, Organization Code, etc.
9. Request Needed By*
10. Select the Submit button to complete request