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TYPE	Process
<b>ID</b>	WYOPNP-6
<b>Title</b>	Data Request - WyoCloud
<b>Version</b>	1.0
<b>Status</b>	Published
<b>Release Date</b>	2022-11-01
<b>Author</b>	Meredith Bickell, Senior Director of Systems & Business Optimization

**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:**

Campus users who identify a need for specific data from WyoCloud send an email to [WyoCloud-Data@uwyo.edu](mailto:WyoCloud-Data@uwyo.edu) with the following details.

The WyoCloud Analytics & Reporting Team (ART) is responsible for fulfilling data request submitted by campus users. The ART member (Data Modeler/Report Designer) who creates the reports is responsible for completing initial validations such as record counts or comparisons against similar report results. Once they have confirmed 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 accessible to the requestor.

**Details:**

When emailing [WyoCloud-Data@uwyo.edu](mailto:WyoCloud-Data@uwyo.edu) include the following details and attach an example if appropriate/available:

1. Purpose
  - a. Examples – Reconciliation, Research, Survey
2. Audience/Consumer
  - a. Examples – Campus Users, College of Education, US Department of Education
3. Area
  - a. Examples – Expenses, Purchase Orders, Grants Management
4. Frequency
  - a. Examples – One time, Once a year, Monthly, As needed
5. Description
  - a. A list of data values
  - b. Examples – Accounting Date, Organization Code, PO Number, Project Number,
6. Needed By
  - a. Examples – 2 weeks, 10/31/2022