UNIVERSITY OF CALIFORNIA

Cognos Report Request Form

Please visit the UC Information Center at https://www.universityofcalifornia.edu/infocenter to see if your request can be handled via self-service before completing this form.

Date _____   E-mail _____   Phone _____

User(s)/Requestor(s) _____

UCOP Division/Department   *Division*:_____   *Department:*_____

☐ **QUESTION ONLY** (No Report), explain: [ ]

☐ New/Ongoing Report   ☐ Ad-hoc Report   ☐ Existing Report Modification - *Report Name*: _____

If New/Ongoing report, what is the frequency of the report?
☐ Weekly   ☐ Monthly   ☐ Quarterly   ☐ Yearly   ☐ Other _____

Report Reason/Motivation: (*Example: Legislative Request, Policy Change, etc.*)

[ ]

☐   ☐

If yes, to whom and when? [ ]

TIME FRAME - Data Needed (MM/DD/YYYY)_____ *Draft*   Date of First Use (MM/DD/YYYY)_____ *Final*

REPORT CRITERIA **(If this is a question only and no report is requested, enter N/A in the remaining required fields)**

1. What data or changes would you like to see? (*Examples: 1) How many students graduated from UC by academic year? 2) How many students are currently enrolled in STEM programs? 3) How many freshmen and transfers have applied, been admitted and enrolled?*)

[ ]

2. Across what time period do you want the data to cover? (*Example: most recent fall, current academic year, previous academic year, etc.*)

[ ]

3. How will the report/data be used? (*Example: Program Evaluation, Trend Reports, Public Information, etc.*)

[ ]

4. Who will be using the data? (*Example: Managers, Supervisors, Line Staff, Public, etc.*)   [ ]

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5. List data fields/columns you would like displayed in the final report?

Output Column Name	Output Column Name	Output Column Name
e.g. Academic Period, Student Count, Ethnicity, Gender, Major etc.		
Academic Period	Age Band	Major
Entry Level	Gender	College
Ethnicity	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

6. List the summary information you need. For example, I need a count of all fall 2016 undergraduates by entry level, ethnicity and gender.

7. What data filters do you need in this report? Filters set limits to the data retrieved in a query. For example, Undergraduates, Graduates, Cumulative GPA >= 3.5

8. How do you want the report to be sorted? Specify the order the data should be sorted by.

9. List any prompts or parameters you want included in this report.

10. Parameters and prompts provide dynamic limits on a query. Parameters are placeholders that require a value to determine what data to report on, and prompts ask the user to provide a value or values for the corresponding parameter. For example, Academic Year, Term, College, Major e.g.

**Note**:

- _No detailed data for campuses other than your local campus will be provided._
- _If you have a mock-up of how you would like the report to be displayed, please send it as an attachment in the e-mail request._
- _If this form is not filled out completely, the form may be returned to you for completion._
- _Email the completed form to Data.Services@ucop.edu_