

SHARP REPORT REQUEST

REQUEST INFORMATION:

DATE REQUESTED		DATE NEEDED	
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REQUESTED BY	PHONE NO.	DEPARTMENT ID	DEPARTMENT NAME

REPORT

REPORT TITLE	
DATA ELEMENTS TO INCLUDE (List below in order they should display in report header)	

SELECTION CRITERIA (List below any criteria to be used in selecting data such as agencies to include, time period covered, job codes to include, etc.)
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OTHER REQUIREMENTS:

SORT ORDER Specify sort order _____

CALCULATIONS Specify calculations required _____

SUBTOTALS/TOTALS Specify requirements _____

PAGE BREAK LEVELS: AGENCY DIVISION OR BUREAU SECTION OR UNIT

OTHER Please specify _____

ONE TIME REPORT	<input checked="" type="radio"/> Yes <input type="radio"/> No	If no, answer the following questions.
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PUT REPORT ON MENU	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, who should have access to report?
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IF POSSIBLE, DO YOU WANT TO MANIPULATE DATA ON YOUR WORKSTATION?	<input checked="" type="radio"/> Yes <input type="radio"/> No	IF YES	<input checked="" type="radio"/> Crystal <input type="radio"/> Spreadsheet
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