



DIVISION OF INFORMATION TECHNOLOGY

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PeopleSoft Query Request Form

Please read prior to submitting form to DoIT to prevent delay in processing.

This form is required for all new query requests or any modifications to existing query. We will contact you with a determination of whether the query can be worked on, the priority rating of the request and with any questions we may have regarding the request.

Once completed, please submit this form to the Help Desk (helpdesk@bowiestate.edu) as a new ticket for processing.

First Name:

Last Name:

Position/Title:

Department:

Email Address:

Are you requesting a new or modification to an existing query?

What is the business need/use of the new or modified query?

Summarize the nature of your request. What business process will the data extract support? What question do you want to answer and/or what problem are you trying to solve?

Date Requested:

Date Needed:

Indicate the absolute date (month/day/year) by which you would like to receive the data. Due to the large volume of requests that are received we ask that you provide us with at least one week's advance notice. Please do not indicate "ASAP", as this doesn't help us to schedule the many requests that are received. Every effort will be made to process your request by the date that you provide.

Is it likely that you will be submitting a future request for this data? If so, indicate the frequency (i.e., the beginning of every term).

New Query Request (complete this section for new requests only)

What data are you attempting to return?

List the columns you would like to see (i.e. Student ID, Career)

List any prompts that would be needed (Prompt parameters allow the user to filter the returned results - i.e. College, Career)

Any totals or aggregation needed? (Please explain)

Any additional criteria, aggregation, status or date range needed? (Please explain)

Modified Query Request (complete this section for modified requests only)

What is the name of the query you would like to modify?

What additional data are you attempting to return?

List the additional columns you would like to see:

List any prompts that are needed (Prompt parameters allow the user to filter the returned results)

Any additional criteria, specific status or date range needed? (Please explain)