



Business Services Argos Report Request

Requestor: _____

Exec Dir Approval: _____

Date Requested: _____

Date Needed: _____

1. Briefly describe your request.

2. What Banner tables or forms do you normally use to access your information?

3. How do you want to filter results?

4. How do you want to sort and group results?

5. Which fields do you want to see on the report? What order do you want?

6. What name do you think describes the report?

7. What info other than data is needed and where do you want it?

8. Are totals needed? If so, what totals are needed?
