



ASYCUDA WORLD REPORT REQUEST

(PLEASE SUBMIT COMPLETED FORM TO DCIR ICT SECTION)

To assist us with creating a report to fit your needs, please fill out the following details, where relevant.

A. Contact Details for Report Applicant			
Name:		Office (& Designation):	
Phone contacts:		Date:	
Email address:			
B. Report request			
1. State the purpose of the report:			
2. Who will use the report?			
3. Is there are any corresponding ASY++ report?		No	Go to question 4.
		Yes	What is the number of the ASY++ report? <input type="text"/>
4. Are you currently using other means of compiling this report?		No	Go to question 5.
		Yes	Please attached the SQL script from the compiler used.
C. Report format			
5. What should be the title of the report?			
6. What should be the parameters to request the report?			
7. What should be the Data Columns? State the name of the Columns:			
8. Sort by which Column?			
9. Group by (e.g. Office, Year etc.)?			
10. Total by (if any)?			
11. What format would you like the output of the report to be in?		PDF	<input type="checkbox"/>
		Excel	<input type="checkbox"/>
		Delimited (Text file)	<input type="checkbox"/>
12. Please provide any additional information?			

DCIR ICT Section use only	
Authorized By:	Date:
Report created By:	Date:
Where to access the report:	
<i>**The Information Technology Services Section will notify you once the report is created and ready for use.</i>	