

## Dashboard or Report Development Request Form

**Instructions:** Complete this form with as much detail and accuracy possible to optimally fulfill your intended reporting needs. Forms will be reviewed and discussed to create a plan of action agreed upon by the requester and the reviewer.

**Requester Contact Information**

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Contact Information \_\_\_\_\_

**Suggested Dashboard or Report Title** \_\_\_\_\_

Desired Dashboard or Report Delivery Date: \_\_\_\_\_

Level of Importance (Low, Medium, High, Critical): \_\_\_\_\_

Is this a new report or a modification? \_\_\_\_\_

If modification, which dashboard or report? If new, is there a similar report? \_\_\_\_\_

How is existing/similar report or dashboard currently accessed? \_\_\_\_\_

Audience and Estimated Number of Users Each		How often will the dashboard or report be accessed?	How often will the dashboard or report need to be refreshed?
<b>Audience</b>	<b>Est. # Users</b>		
<input type="checkbox"/> Self		<input type="checkbox"/> Daily	<input type="checkbox"/> Daily
<input type="checkbox"/> My Website		<input type="checkbox"/> Weekly	<input type="checkbox"/> Weekly
<input type="checkbox"/> Public		<input type="checkbox"/> Monthly	<input type="checkbox"/> Monthly
<input type="checkbox"/> Specific Users		<input type="checkbox"/> Year End	<input type="checkbox"/> Year End
<input type="checkbox"/> Other use		<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Other (specify)

**Describe the Purpose of the Dashboard or Report.**

*What questions will the dashboard or report answer? What will the information be used for? Please be specific.*

**In what scenarios will this dashboard or report be used?**

*Ex: "Need a report of all open mining positions as of specific date."*

*Ex: "Need a dashboard of all the OA suspected addresses and their transactions."*

**What conditions or criteria should the dashboard or report take into consideration?**

*Ex: "Limit to miners with 10,000 T-Shares or more; active in the last 30 days"*

**Please provide any additional comments such as what tool to use to develop the solution, mode of output or anything you think may be useful in fulfilling this request.**



**Report or Dashboard Layout** Draw or describe a mock-up of the desired dashboard or report layout. If you have multiple mock-ups, please attach them.

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