

Office of Finance and Administration
Production Support Services

2008 N.E. Waldo Rd.
P.O. Box 113359
Gainesville, FL 32609
Telephone: (352) 392-1285
FAX: (352) 392-6635

REPORT ACCESS REQUEST FORM: INFOPAC-Report Distribution System

TO: Bridges Production Support

FROM: _____
Requestor's Name (print)

Check One Only: Add Report Change Report Delete Report

Reserved for Dean/Director/Chairperson/or Supervisor:	
_____ Dean/Director/Chairperson/or Supervisor's Signature	_____ Date
Name and Title (Please type or print)	
<i>Bridges Production Support may sign this request if it is for an existing report and the recipient is a group and not an individual.</i>	

Recipient ID: (UFID for Individual Recipient)

Recipient Name: _____

Report ID: *Please contact Bridges Production Support if you do not know the Report ID.*

Distribution Type: P = Paper
O = On-line
B = Both

Number of Paper Copies:

Copy Request: F = Full
P = Partial

Hierarchy Code: _____

Report Name: (60 Characters) _____

Request for Default View: Yes No

Please specify the column numbers that you wish to see below:

- - -

- -

Contact Person: _____
(Please print name)

Do not write below this line

Reserved for Bridges Production Support	
Processed by: _____	
_____ Signature	_____ Date
Campus Phone: (Omit area code for SUNCOM) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
_____ Name (Please type or print)	

PURPOSE

The purpose of this form is to request access to a specific report in the INFOPAC-Report Distribution System (RDS). Users may request to add, change, or delete a report. Please use the instructions provided below to complete the reverse side of this form.

INSTRUCTIONS

1. Check the appropriate box indicating whether you wish to add, change or delete a report.
2. Recipient ID: Enter up to 8 characters as your recipient ID. Use your UFID, without the dashes, to request an on-line view of reports. Health Center users should provide their six-character postal ID.
3. Recipient Name: Enter your name (35 characters maximum) in the following format: Last name (comma) First name (space) Middle Initial. If the report does not go to a particular individual, enter an appropriate name for the area to which the output is to be provided.
4. Enter the Report ID in the space provided. If you do not know the Report ID, contact Information Systems.
5. Enter the Distribution Type in the space provided. Distribution types are:
 - P = Paper
 - O = On-line
 - B = Both
6. Enter the Number of Copies needed in the space provided, if paper is requested.
7. Enter the Copy Request in the space provided. Copy request codes are:
 - F = Full
 - P = Partial
8. The thirty-character hierarchy code (control breaks) specifies access to a certain portion of the report for partial copies.
9. Enter the Report Name (maximum 60 characters) in the space provided.
10. Request for Default View: Enter Y (yes) to request the default view to reports. Enter N (no) if you wish to restrict the view of specific columns of the report. If N is entered complete Step 11 below.
11. If you entered N in Step 10 above, specify the columns that the user will be allowed to view on the report.
12. Contact Person for Questions: If necessary, enter the name and phone number of the person whom the INFOPAC-RDS administrator may contact if there are any questions or problems.
13. Have the form signed and dated in the shaded box at the top of the form by your dean, director, department chairperson, or supervisor.
 - ☞ *Bridges Production Support may sign this request if it is for **an existing report and the recipient is a group** and not an individual.*
14. Submit this request to Bridges Production Support.

Please contact Bridges Production Support at (352) 392-1285 if you have any questions regarding the use of this form. Thank you.