**Report Requirements Identification Form**

|  |  |
| --- | --- |
| **Report Name:** |  |
| **Delivered On:** |  |

**Fields Index**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Field name** | **Field Description** | **Required (Y/N)** | **Comments** |
| 1 |  |   |   |   |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

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| --- |
| **Please fill the following table with user information that needs ACCESS privilege to the requested report:** |
| **SN** | **SiS System ID** | **KSAU Domain Account** | **College/Department** | **Campus** |
| 1 |  |   |   | 🗌 Riyadh🗌 Jeddah🗌 Al Ahsa |
| 2 |  |  |  | 🗌 Riyadh🗌 Jeddah🗌 Al Ahsa |
| 3 |  |  |  | 🗌 Riyadh🗌 Jeddah🗌 Al Ahsa |
| 4 |  |  |   | 🗌 Riyadh🗌 Jeddah🗌 Al Ahsa |

|  |  |  |
| --- | --- | --- |
| **Requested by** | **Signature** | **Requested Date** |
|  |  |  |
| **Approved by: (Department Head)** | **Signature** | **Approved Date** |
|  |  |  |
| **Approved by: (Dean College)** | **Signature** | **Approved Date** |
|  |  |  |

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| --- |
| **SIS TEAM USE ONLY** |
| Implemented On: |  |
| Received By: |  |