

RL6 REPORT REQUEST

Who is the report for?		Date (mm-dd-yyyy):	
What is their position		Do they have an RL Account?	Yes No
Requestor:		Phone:	
Is this for internal/external use?	<input type="checkbox"/> Internal <input type="checkbox"/> External		
Is this for <input type="checkbox"/> CI (critical incident) <input type="checkbox"/> Occurrence <input type="checkbox"/> Feedback (complaint/compliment)	<input type="checkbox"/> Calendar Year <input type="checkbox"/> Fiscal Year	Date Range: (mm-dd-yyyy)	
Report Type? (choose one)	<input type="checkbox"/> Pie Chart <input type="checkbox"/> Bar Chart <input type="checkbox"/> Stacked Bar Chart <input type="checkbox"/> Line Chart	<input type="checkbox"/> Simple List Report (list all fields required in report) <input type="checkbox"/> Crosstab Report (list two fields required)	
What field(s) do you want in your report?			
Key words to search (optional)			
Report ID Number (optional, if known)			
Would this be a recurring report? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "YES" <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Other:		
Name you would like for your report?			
Comments/Special Instructions			
Report required by (mm-dd-yyyy)?	ASAP will not be considered as a valid date		

If you have any questions please contact RL Support at 204-926-1070 or RL_Support@wrha.mb.ca

Please send completed form to RL Support at RL_Support@wrha.mb.ca