
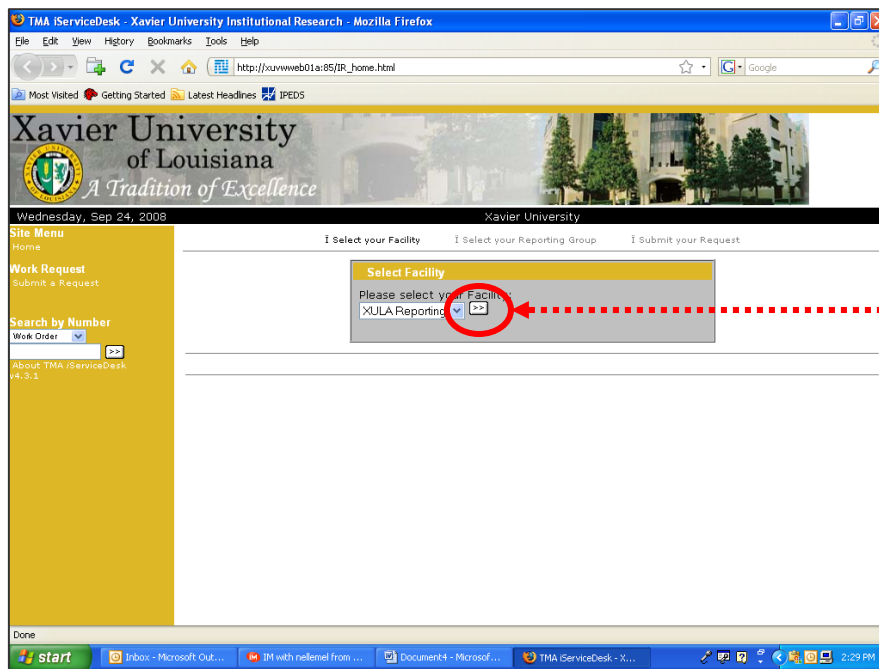



Instructions for Planning/Institutional Research Data Request & Ticketing System

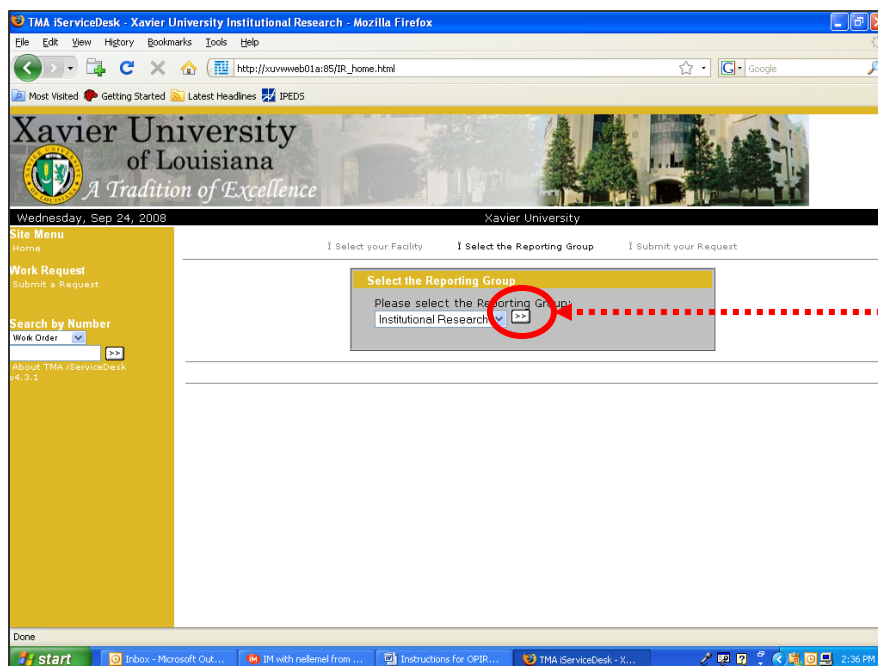
Updated: 9/25/08

1. Go to: http://xuvvweb01a:85/IR_home.html to access OPIR Data Request/Ticketing System!

2. Click the  button to proceed to next screen.



3. Click the  button to proceed to next screen.



Instructions for Planning/Institutional Research Data Request & Ticketing System

Updated: 9/25/08

4. Input requestor contact and “Information/Data Analysis Requested” in the appropriate fields, being sure to indicate the date the information/analysis is needed!

Name:
Phone:
E-Mail Address:
Report Name:
Priority:

Information/Data Analysis Requested
(Include Requested Completion Date):

Click  to continue to next screen.

5. **YOU'RE FINISHED!** ...Your request has been submitted once you receive a ticket number.

Request # 31440
Important
Request information is provided in real-time and is subject to approval. Upon approval, you will receive an email notification.
Current Status: Pending

Building: Planning & Institutional Research
Location ID: PIR-100

Tag #:
Item Description:

Accept Date:
Work Order #:

Reject Date:
Area Description: Office - 100

Reject Reason:

Requested Action: Test ProjRptName: Test Priority: Normal