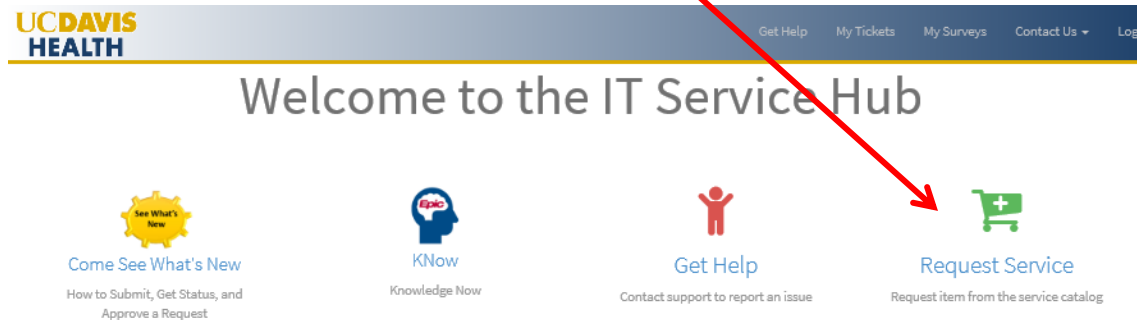


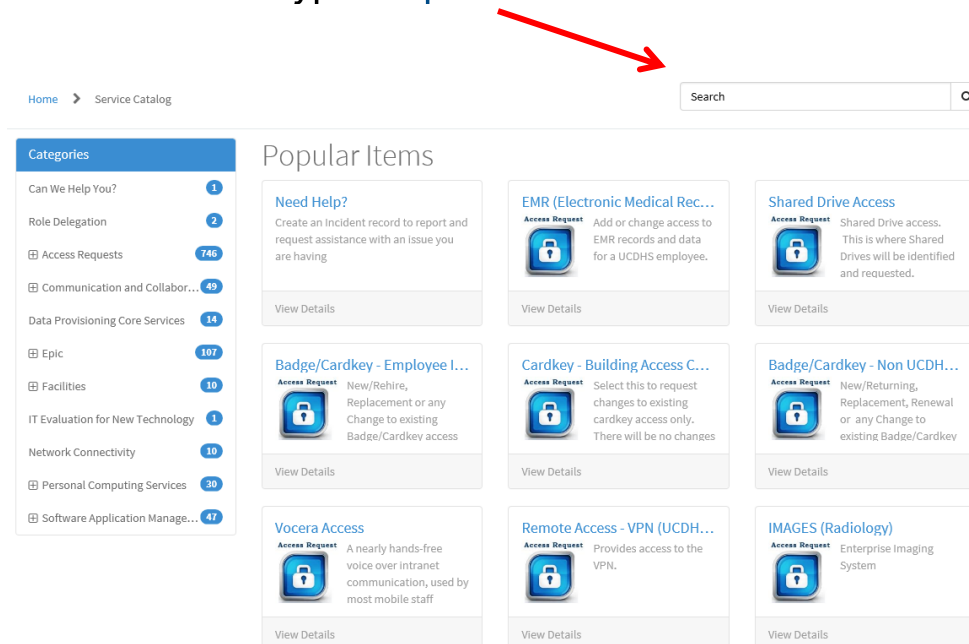
Process for Report/Data/Visualization Requests

1. Log in to ServiceNow by clicking this [link](#) or by typing “ITSS” on your Internet Explorer Browser.

Once logged in, click on “Request Service”.



2. On the “Search Box” type “Report/Data/Visualization”



3. Answer the question “Is This Research Related?”

Report/Data/Visualization

Request new EMR report, modification to existing report (including change in distribution), or removal of existing report



Submit this request for reports, data extracts, dashboards or other visualizations from IT Health Informatics.

This request includes new, modification, access and distribution of data/visualization/reports.

Is This Research Related? Yes No

What is considered research? Do you have an approved IRB protocol or "Preparatory to Research" request? Are you going to be publishing results of your work, presenting at a conference, or submitting the data for a grant proposal? If so, then it is considered research.

4. You will be asked to provide the necessary details for your request:

Required information

Description of request:

Business Unit

Type of Request

Report Name

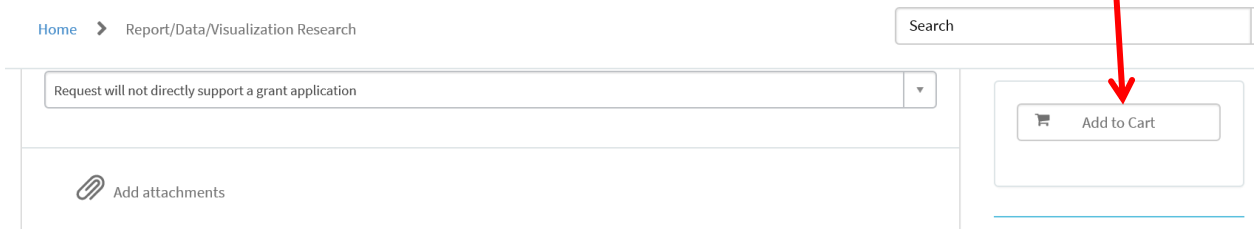
EMR data search date range:

Inclusion/Exclusion detail:

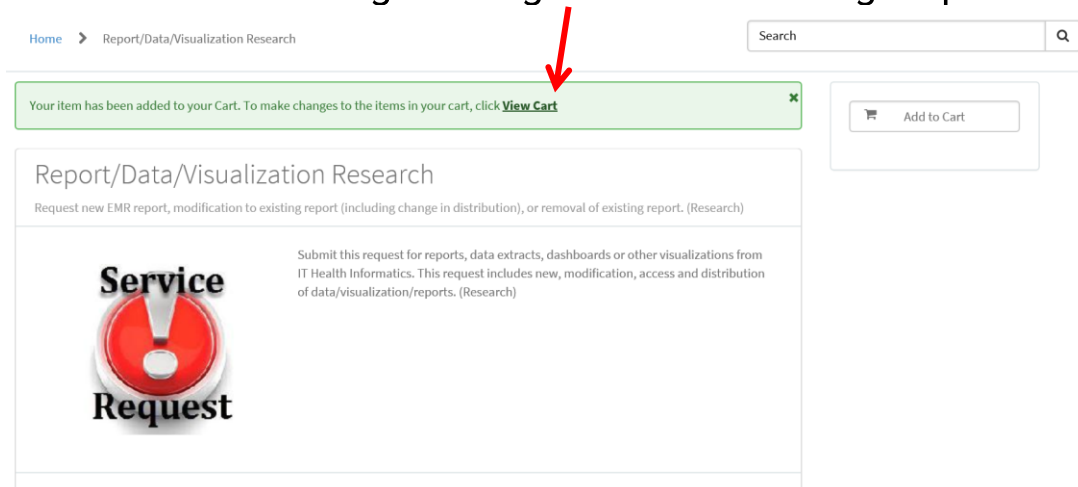
Will this data/report be shared w...

This is a request for (select all th...

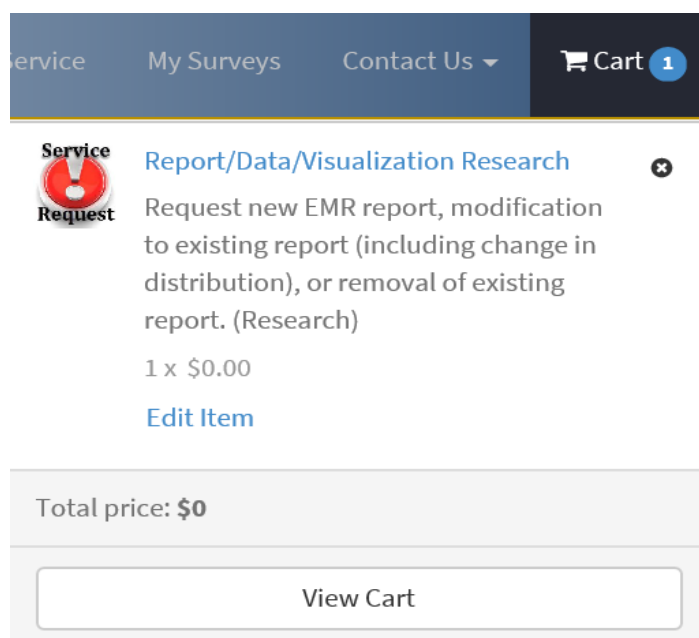
5. After providing all the information, add request to cart by clicking “Add to Cart”.



6. You should see the message in the green box confirming Step #5:






7. Click “View Cart”.



8. Provide the necessary information (Note: The approver should be a Manager or Supervisor from your department who is on the searchable list). Click “Checkout” to submit request.

You are ordering items for yourself. [Change This](#)

Your Cart

Product	Quantity
 Service Request Report/Data/Visualization Research Request new EMR report, modification to existing report (including change in distribution), or removal of existing report. (Research)	-  

* Please select an Approver

* Brief Cart Title (ex. Access for John Doe)

* Detailed Description of Cart Request

[Continue Shopping](#) [Save as Bundle](#) [Clear Cart](#) [Checkout](#)

9. Once your request has been routed to our team, a staff assigned to your project will contact you for further details.