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| **Report/Export Title:** |  |
| **Originator:** |  |
| **Customer:** |  |
| **Customer Liaison:** |  |
| **Date Submitted:** |  |
| **Report/Export Description:** | |
| *Please provide an overview of the aims of this report/export.* | |
| **Report/Export Layout:** | |
| *Please provide a layout of how you would like the report/export to print, including:*   * *All fields as you would like them displayed* * *Any font size/style information if required*   *A sketch that has been scanned/faxed and included with this specification may be sufficient.*  *Please be aware that due to technical limitations it may not be possible to always layout a report/export in the exact required format, but we will get as close as possible.* | |
| **Description of each field on the report/export:** | |
| *Many fields used in reports/exports are clear by themselves, e.g. Client first name, Staff Surname etc. However, where custom terminology is used, i.e. terminology not used in Webroster.net, or where client or staff Extra fields are used, these should be clearly indicated.* | |
| **Description of any calculations used in the report/export:** | |
| *Some report/export fields use calculations based on data within the database or data in other fields in the report. Wherever a calculation is used, please indicate which data is used, i.e which report field name or what data in Webroster, and what that calculation is.*  *Example:*  *The field called “bonus” is calculated by taking the individual staff payroll total for the period (displayed in field “pay”) and multiplied by 0.017* | |
| **Data Selection Criteria:** | |
| *Please provide the user input that will be needed to run this report/export.*  *Examples are:*  *Date From and Date To:*  *Area:*  *Please indicate which data these inputs refer to.*  *Example:*  *Selecting bookings between the entered Date From and Date To values* | |
| **Data Grouping:** | |
| *Please indicate how sections of the report/export are to be grouped. In many cases this will be clear from the example layout of the report/export you provide, but there may be times when the data used to group the sections is not clear. If in doubt, tell us explicitly how you would like it grouped.*  *Example:*  *The report/export is grouped by Client name. Each client then lists values grouped by the week number.* | |
| **Data Sorting:** | |
| *Please indicate the sort order for the report/export.*  *Example:*  *The report/export is sorted by Client surname and first name and for each client then sort by date* | |
| **Other Information:** | |
| *Any other information you would like to tell us about the report/export that is not included in the above sections. If you think that we might not be able to guess what you need then please tell us in as much detail as possible.* | |
| **Approved by (Originator):** | I confirm that representative test data is available in our database and I understand that failure to provide this may delay the delivery of services, or require them to be rescheduled.  **Sign:**  **Print:**  **Date:** |