

Requesting Services from Information Systems Services

As of September, 2005 the procedure for defining and establishing priorities for Information Systems requests is as follows:

Everyday questions, problems and issues still should be reported by calling 760-8989 or sending an email to infosys@meredith.edu.

Programming changes, report creation and new project requests should be submitted using the Information Systems Request Form. The form must be completed by the director/department head of the office making the request.

The form may be submitted electronically via email (infosys@meredith.edu) or printed and sent to the Information Systems Team (109 Noel House), with a copy sent also to the appropriate vice president.

Any questions regarding the request that cannot be resolved by the submitting department head and the Information Systems Team will be addressed promptly by the Information Systems Committee.

Information Systems Request Form

Send requests to Information Systems, 109 Noel House

Requestor	Office making request: Person making request Signature of Director/Department Head:	Date Requested: Date Needed:
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Type	<input type="checkbox"/> Project	<input type="checkbox"/> Report	<input type="checkbox"/> Programming Change
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System	<input type="checkbox"/> Colleague <input type="checkbox"/> AdAstra <input type="checkbox"/> AS/400 Data	<input type="checkbox"/> Web Advisor <input type="checkbox"/> Informer <input type="checkbox"/> Recruitment Plus	<input type="checkbox"/> Powerfaids <input type="checkbox"/> Raiser's Edge <input type="checkbox"/> Other _____
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Request Details	Programming Change- Details:	Screen or Process to be changed: _____
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Request Details	Report- Records to be selected: Fields to be included on report: Sort order: Other details:
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Request Details	Project- List details:
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Information Systems Use Only Assigned to:	Estimated Completion Date: Completion Date:
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