**MyReports** encourages continuous improvement and welcomes new report and enhancement ideas from the entire campus community. If you have an idea or suggestion to improve **MyReports**:

* Complete the form below

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enhancement Type:** | | Enhancement to existing report | | | | New report | | | | | |
| **Report Name:** | |  | | | | | | | | | |
| **Problem Statement:** Provide a brief description of the problem or issue leading to the requested change. | |  | | | | | | | | | |
| **Proposed Solution:**  Provide a summary of the business requirements and the recommended solution.  ***Required:*** *Include report mockup or screenshot with sample of proposed enhancement.* | |  | | | | | | | | | |
| **Impact:**  Provide the projected impact of implementing the requested change | |  | | | | | | | | | |
| **Requestor Information:** | | **Name:** |  | | | **Email:** | |  | | | |
| **Department/ Control Point:** | | |  | | | | **Date submitted:** | |  |
| **Advisory Group Member Name:** | | |  | | | | | | |
| **For Advisory Group Use Only --** Prioritize this request relative to other requests submitted by your Control Point users: | | | | | | | | | | | |
| **5 Needed** | **4**  **Recommended** | | | **3**  **Nice to Have** | | | **2**  **Consider in Future** | | | **1**  **Not Needed** | |

* Email the completed form to one of your Control Point’s **MyReports** [Advisory Group members](https://controller.ucsf.edu/services/strategic-initiatives/myreports/advisory-group-members). The Advisory Group meets on a regular basis to evaluate and prioritize new report development and enhancement ideas.