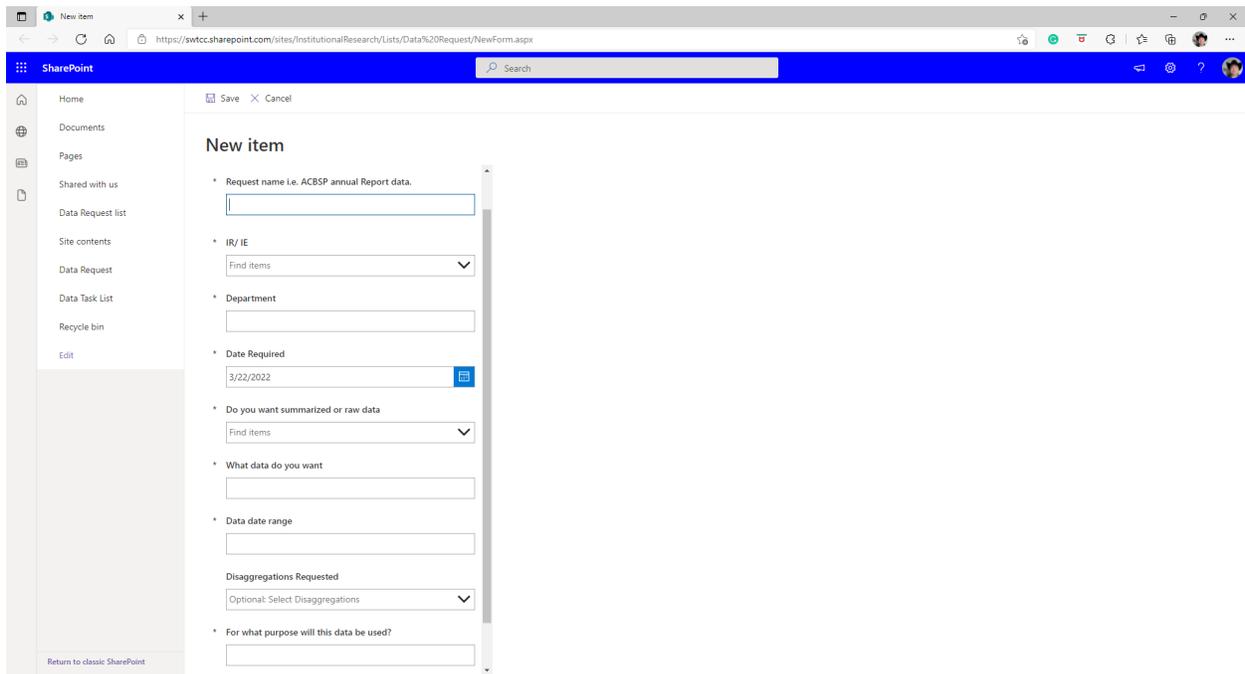


## SUBMITTING A DATA REQUEST

To submit a data request, click the link below:

<https://swtcc.sharepoint.com/sites/InstitutionalResearch/Lists/Data%20Request/NewForm.aspx>

You will then see the homescreen below.



The screenshot shows a web browser window displaying the SharePoint 'New item' form. The browser address bar shows the URL: <https://swtcc.sharepoint.com/sites/InstitutionalResearch/Lists/Data%20Request/NewForm.aspx>. The SharePoint interface includes a left-hand navigation pane with options like Home, Documents, Pages, and Data Request list. The main content area is titled 'New item' and contains several required fields:

- Request name i.e. ACBSP annual Report data.**: A text input field.
- IR/IE**: A dropdown menu with 'Find items' selected.
- Department**: A text input field.
- Date Required**: A date picker showing '3/22/2022'.
- Do you want summarized or raw data**: A dropdown menu with 'Find items' selected.
- What data do you want**: A text input field.
- Data date range**: A text input field.
- Disaggregations Requested**: A dropdown menu with 'Optional: Select Disaggregations' selected.
- For what purpose will this data be used?**: A text input field.

At the top of the form, there are 'Save' and 'Cancel' buttons. A 'Return to classic SharePoint' link is visible at the bottom left of the form area.

Follow these steps to complete the fields in the New Item form.

1. Enter type of report
2. Select IR or IE
3. Your department
4. Date you need the data
5. Select summarized or raw
6. What data do you need
7. What date range you need
8. Select how you want the data disaggregated
9. What are you using this data for
10. Type of request
11. Hit save

If you see this screen below, your submission was successful.

