UC4 STANDARD RUN REQUEST

Name of job or process flow: __________________________________________________________

Description: __________________________________________________________________________

Person/Department making this request: ________________________/_________________________

Contact number/Email address: _____________/____________________________________________
_____________________________________________________________________________________

Frequency: Daily (7)  Workdays (5)  Weekly  Monthly  Bi-weekly  Other

Process on what day of the week or month: _______________  Run dates attached: _____________

Date to begin Processing: ______/_______/_______

Date to end Processing: ______/_______/_______

What time of the day would you prefer this job run? _________________________________________

Are there any days this job should not be processed, such as holidays? __________________________

Is the processing of this job critical (requires after hours contact if fails to complete)?  YES  NO

If YES, who is the contact person? _________________________________________________________

Preferred method of contact: email__________________________________ phone  _______________

Should this job fail – CONTINUE with cycle or HOLD jobs until correction is made?
If UC4 is down – RESCHEDULE and run ASAP OR the next scheduled run date is acceptable

PREFERRED EMAIL address for notifications (DEPARTMENTAL): _________________________________

Notify the above address when job completes successfully:  YES  NO

EMAIL ADDRESS for distribution of output if different than above: _______________________________

No output  ____  Route output to ePrint ______________________________________________________

Route output to Banner defined printer ____________________________________________________

LIST or ATTACH parameters to be used with this job: _______________________________________

Information Technology Services (ITS) – RB 237

Please email this request to: ITSSCHED@bsu.edu  Questions please call: 285-1549

A confirmation email will be sent to acknowledge the receipt of your request.