



_SR Template

Report Author: ENTER REPORT CREATOR'S NAME IN REPORT AUTHOR VARIABLE

**Report Dates: -
Report Run Date: 07/10/2013**

**Report Owner: ENTER OWNER NAME IN REPORT OWNER VARIABLE
Report Department: ENTER REQUESTING DEPARTMENT IN REPORT DEPARTMENT VARIABLE**



Data and Analytics

_SR Template

Report Author: ENTER REPORT CREATOR'S NAME IN REPORT AUTHOR VARIABLE

Report Owner: ENTER OWNER NAME IN REPORT OWNER VARIABLE

Report Dates: -

Report Run Date: 07/10/2013

Goal/Objective:

ENTER REPORT PURPOSE/GOAL IN REPORT GOAL VARIABLE

Environment and Data Source:

ENTER DATA SOURCE INFORMATION IN REPORT ENVIRONMENT VARIABLE

Report Criteria:

ENTER QUERY DETAILS IN REPORT CRITERIA VARIABLE

Notes:

ENTER REPORT SPECIFIC NOTES IN REPORT NOTES VARIABLE



Data and Analytics

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Formulas and Definitions:

ENTER DEFINITIONS FOR COMMON VARIABLES AND FORMULAS USED IN REPORT TO REPORT
DEFINITIONS VARIABLE



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Template Notes:

REMINDER: All numbers (units and dollars, etc.) must be right justified. Text generally should be left justified. Only center justify items if they are all the same size, are not numeric, and are not appropriate to left justify.

Template Change Log:

11/07/2013 - Added REPORT TEMPLATE NOTES for formatting reminders

Moved totals row to subheader for tables (KWT)

07/18/2013 - Updated Report Filter variable to convert back to '!' (KWT)

07/10/2013 - Added sample chart template (Bar Chart) (KWT)

07/02/2013 - Added REPORT DEFINITIONS variable and Formulas - Definitions tab

Added REPORT HEADER NOTES variable and added to headers

Added Template Notes tab to show this version history (KWT)

04/09/2013 - Updated Report Filter variable to correctly convert back to '!' (KWT)

11/29/2012 - Added page numbers and change history, updated logos to better quality images (KWT)

11/07/2012 - Updated REPORT FILTER formula, added template modification date to cover page (KWT)

Note: Delete this report tab before publication

_SR Template

HTable

Report Dates: -

Run Date: 07/10/2013

No Filter on HTable

Main Header	Totals	Variable
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_SR Template

VTable

Report Dates: -

Run Date: 07/10/2013

No Filter on VTable

Main Header
Totals
Variable

_SR Template

Crosstab

Report Dates: -

Run Date: 07/10/2013

No Filter on Crosstab

Row Header	Crosstab Header	Totals
Totals		
Row Variable	Crosstab Variable	Total Variable

_SR Template

Graph

Report Dates: -

Run Date: 07/10/2013

No Filter on Graph

