

Vuetura's Professional Services team is available for hire to create custom reports that meet your operational needs. As with any project there are costs involved. This document is being provided to you so that you can evaluate the level of participation that will be required from yourself and the Vuetura Professional Services Team.

When preparing to engage with the Vuetura Professional Services Team regarding the creation of custom reports, you must decide if you would like to provide a specification to Vuetura, or if you would like assistance in preparing the specification. Keep in mind, that specification design by Vuetura Professional Services is a billable service, but we have found this to be a very cost effective method to minimize "re-work" costs that occur when pre-planning and design are not thorough and complete. Our team utilizes their "best practices" which comes from their years of knowledge in providing key reports to our vast client base.

In the event you decide to provide your own specification, we have provided the outline below to assist you in your pre-planning stage for custom report creation:

- First create a "purpose" statement for your report
 - Who in my organization will use this report and how often will they use it
 - What information is going to be displayed
 - How will this information be used (data mining, graphs, combined with outside data, etc)
- Secondly, begin to list out fields that you would like to capture
 - Keep in mind how these fields are used throughout the templates
 - Identify how the information should be queried
 - By date/time
 - Specific Data List
- Thirdly, utilize a spreadsheet to create the outline for the report
 - Show location of each data field (keep in mind size of each data field and size of paper report should be printed to and orientation of layout)
 - Should also note if a field is a user field and include the naming of that field
 - Identifies Sorting, Calculations, and Messaging to be included in the report
 - Utilize the comments function within the spreadsheet to identify these points
 - Use real data in your outline; this will assist you in truly visualizing the report and confirming if it will meet your needs.
 - Identify if report will be posted for "show" or if you will be utilizing it to perform data crunching.
 - When inserting lines, headings, footers, etc, to reports, these things also are exported if you choose to export data, thus it can become fairly time consuming to format data within your spreadsheet.
- Review Final Product
 - Compare final specification to "purpose statement"
 - Review final specification with "key stakeholders" to ensure needs are met
- Submit report specification to Vuetura Professional Services team for review.