



## DATA and SHARE REQUEST FORM

Use this form to request an increase or a new data share both or restore from a backup this form produced & published by eHealth Data Centre Infrastructure.

Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.

Email to: [servicedesk@ehealthsask.ca](mailto:servicedesk@ehealthsask.ca)

### Customer Information

Type of Request (check one):       New Share                       Expand an Existing Share

Customer's Full Name:  Work Phone #:

Working Title:  Email Address:

Facility Name:  Organization:

Department:

### Data Share Information

Suggested Share Name:

Recommended format: **ORG\_Purpose\_of\_Share\$ ex. SHA\_HR\_SouthRural\$ (no spaces, hyphens - underscore only)<sup>i</sup>**

Size of space requested or Folder:

Default size: **20Gb**

Is this part of a Project: Yes      No      Project Name:

What is required: Does the data need to be backed up? Yes      No

Environment:      Production      Test      I am not sure

Is Data Critical to the organization<sup>ii</sup>: Yes      No      \*Can the organization function without the data for a short period?

Types of files: Office Documents      PDF files      Image files      Database files      Video      Other types of files

### Items Required (Please be specific with details to ensure Storage team can complete your request in a timely manner)

**Additional Notes (Any other relevant information)**

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**Departmental Approver's Information\***

Approver's Name Printed:	<input type="text"/>	Work Phone #:	<input type="text"/>
Working Title:	<input type="text"/>	Email Address:	<input type="text"/>
Facility Name:	<input type="text"/>	Organization:	<input type="text"/>
Account Number :	<input type="text"/>		

**Service Authorization from Data Centre Infrastructure Manager or Delegate**

Requester Signature	Date (YY/MM/DD)
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I acknowledge that the subscriber is permitted access to the selected services.

Approved: Yes      No      Reason:

Approver Signature	Date (YY/MM/DD)
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\*Approver of share requests less than 2 TBs can be approved by the Manager anything larger needs Director approval.

<sup>i</sup> Share names are the purpose of the share and ORG – if none supplied the recommended format will be followed.

<sup>ii</sup> Data criticality dependency on whether historical data is required to function or can be without the data for a short period.