



نموذج (13) وثائق
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Applying to create reports in the Smart Reporting system / Data Lake Guideline

Responsible Department	Data Governance and Analytics office
Approval	

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Introduction

This document briefs the flow and description to apply to create reports in the Smart Reporting system / Data Lake. It illustrates how a customer can raise a request by using the portal. The proposed document details out the functionalities involved in implementing the inquiry service based on defined scope and process.

Purpose of creating the guide

Availability of the service on the Ministry of Finance official website to be used by customers from the government entities.

Scope

To assist the federal government employees in creating smart dashboard that will allow them to improve their analysis and to view live reports directly connected to the financial systems.

The method of work

The customer can access the service through the Ministry of Finance portal <https://www.mof.gov.ae>, by selecting the Government electronic services option as shown below.

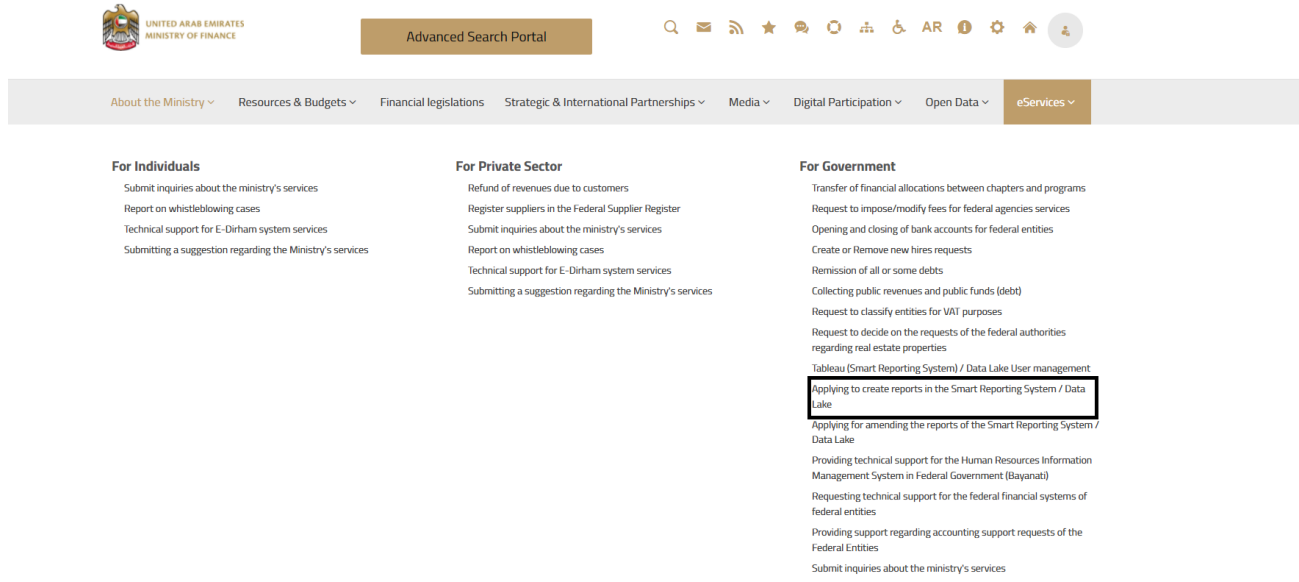


Figure 1: Select the service

After selecting the service customer can view the service card as shown below

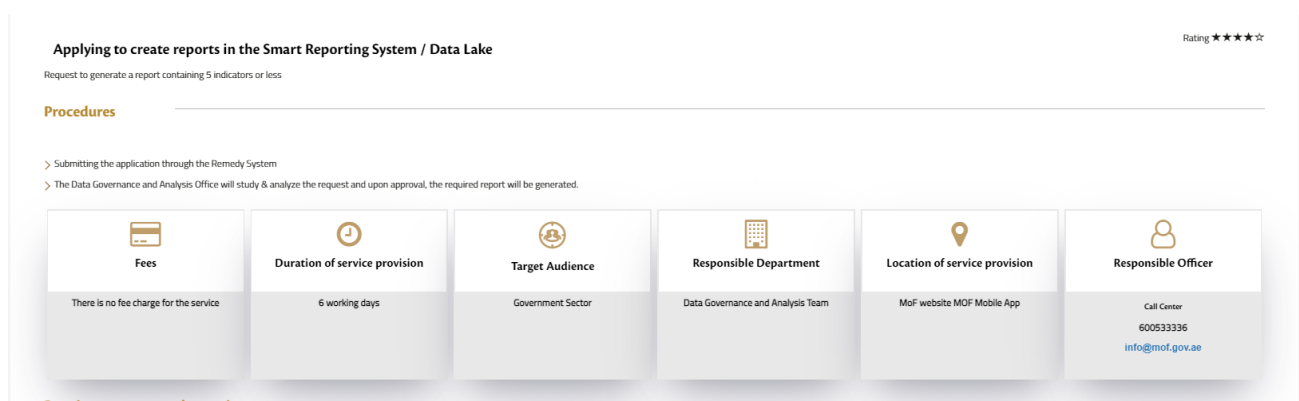


Figure 2: Select the service

After successfully landing to service, the customer will reach the start page as shown in the image below.

Request to create reports on tableau / datalake

Dashboard / Request to create reports on tableau / datalake / Create New Request /

Progress

System Name *

Required Attributes * +

Description *

Attach a Sample Report Layout *

Allowed file type: .doc, .docx, .gif, .jpeg, .png, .pdf, .xls, .xlsx

Maximum size for each file: 2MB

Max files allowed: 3

Figure 3: Start the service.

Customer will start filling the mandatory fields as it shown in figure 2:

1. System Name: select the system that the report needs to create from, DGO is working continuously on integrating and providing new data sets to assist federal governments employees in creating new reports.
2. Required attributes: attributes and KPIs that needed to create the report.
3. Description: a brief description of the report.
4. Attach a Sample report layout: any design or further information that the customer needs to share.

System Name *

Required Attributes *

Description *

Federal Management Information System

Hyperion System

Treasury Management System

eHousing System

Figure 4: Financial systems available to create the reports from.

Upon completion of the application process, the customer must specify the percentage of happiness according to the form below:

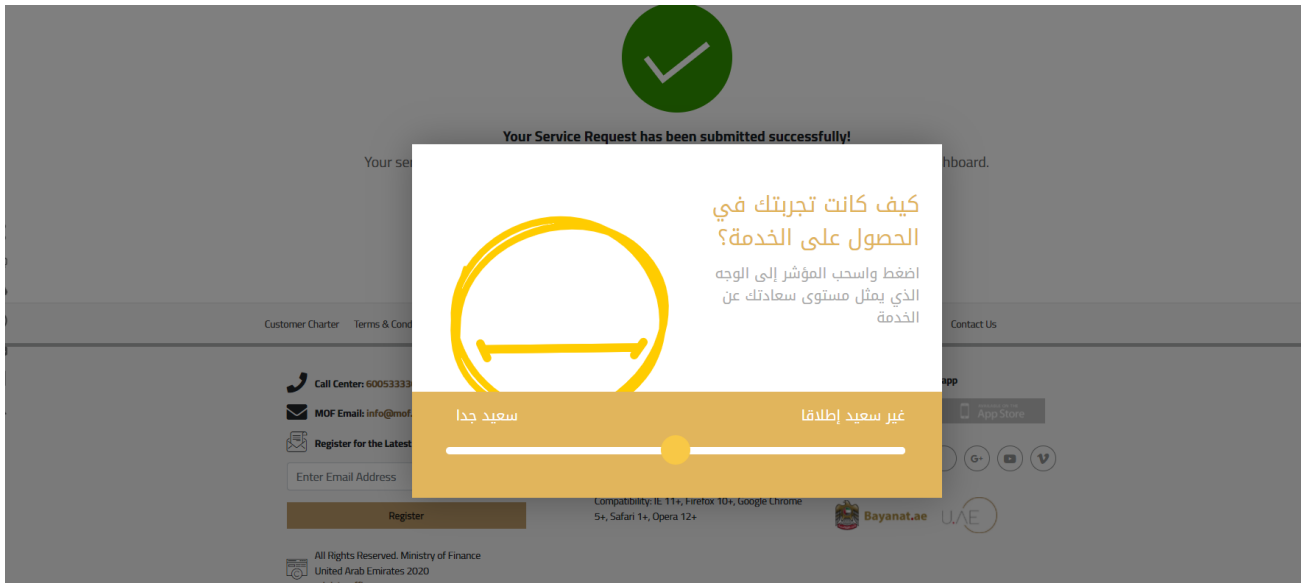


Figure 5: Happiness meter

After specifying the happiness meter percentage, the customer can track the request as shown below.

Request to create reports on tableau / datalake

Dashboard / Request to create reports on tableau / datalake /

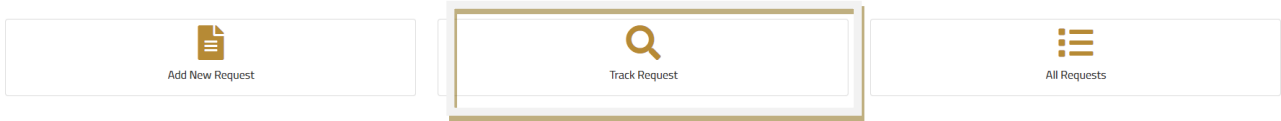


Figure 6: Track request

After accessing the customer enter the request number, as shown below

Please search with request id to get details

Request ID

No Requests Found

Figure 7: Track request field