



نموذج (13) وثائق
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Applying to manage a user account on the smart Guideline reporting system / data lake

Responsible Department	Data Governance and Analytics office
Approval

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Introduction

This document briefs the flow and description to Applying to manage a user account on the smart Guideline. It illustrates how a customer from the federal government reporting system / data lake entities can request to create or delete users to view Tableau reports and to request to grant or revoke access to Tableau. Federal government customers can request by using MOF 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 to create or delete users to view Tableau reports and to request to grant or revoke access to view Tableau dashboards.

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.

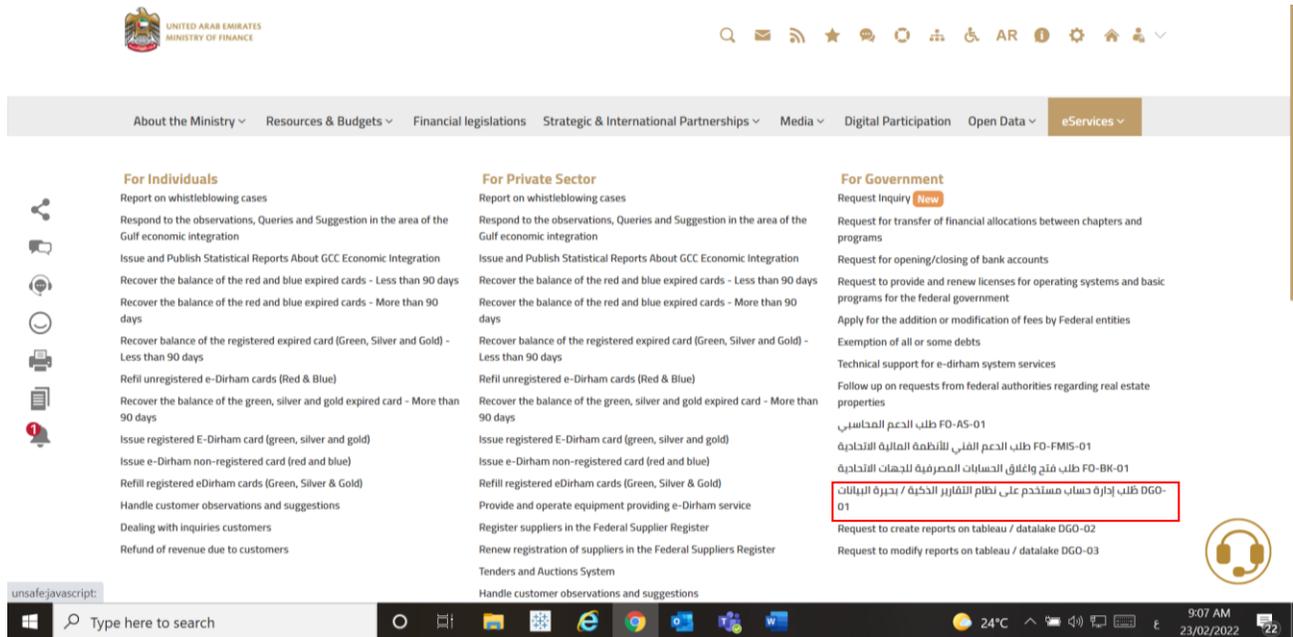


Figure 1: Select the service

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

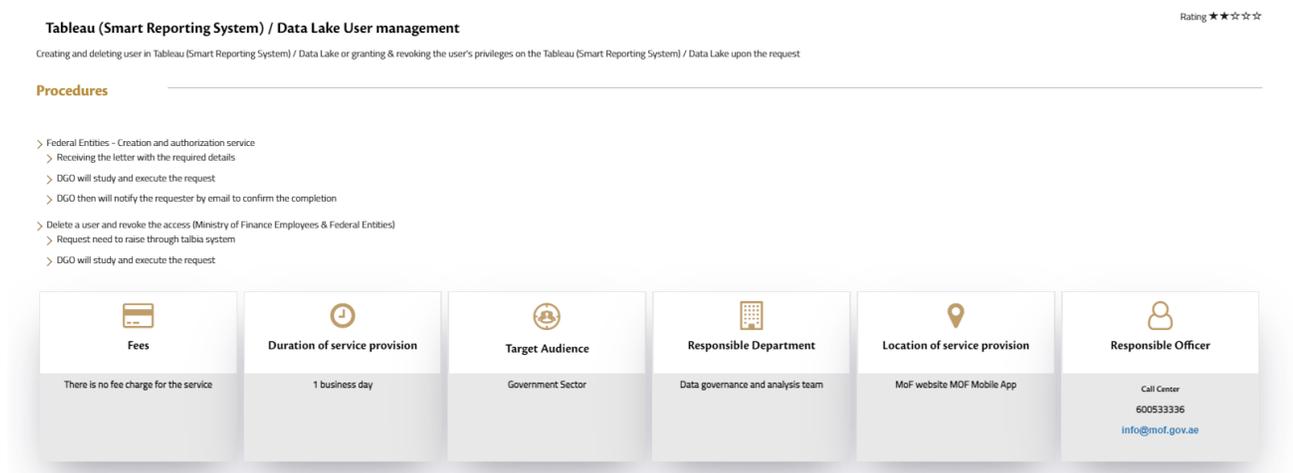


Figure 2: Service card

After successfully landing to service, the customer will reach the start page and click to add new request as shown in the image below.

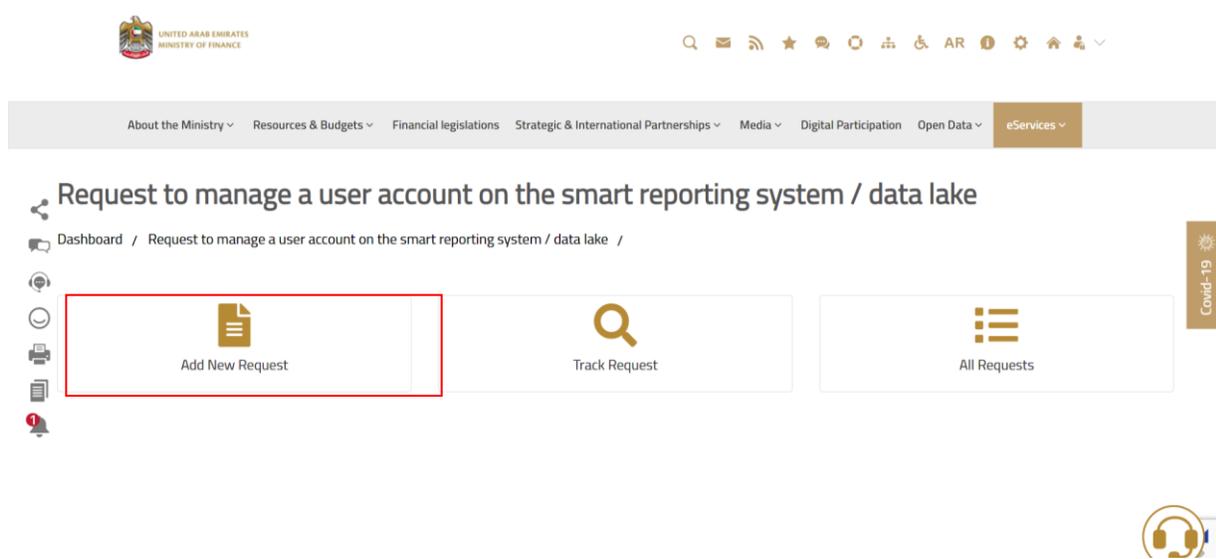


Figure 3: Start Service

Then the customer will reach the to service page and the user can select one of the below categories

- 1- Request to create a new user on the smart reporting system/data lake
- 2- Request to delete user on the smart reporting system/data lake
- 3- Request the authorization to view the reports the smart reporting system/data lake
- 4- Request to Cancel the authorization of viewing the reports on the smart reporting/data lake

Request to manage a user account on the smart reporting system / data lake

Dashboard / Request to manage a user account on the smart reporting system / data lake / Create New Request /

Progress

40%

Select Category *

User Name *

Email *

Mobile Number *

Entity Name *

Approved Official Document *

Request to create a new user on the smart reporting system / data lake

Request to delete user on the smart reporting system / data lake

Request the authorization to view the reports of the smart reporting system / data lake

Request to cancel the authorization of viewing the reports of the smart reporting system / data lake

05XXXXXXXX

Enter the Ministry/Federal Entity Name

Figure 4: Landing page

When the customer arrives at the request to create a new user on the smart reporting system/data lake page, there are only five information that he must fill out:

- Username
- E-mail
- mobile number
- Entity name
- Approved Official Document

The screenshot shows a web form titled "Request to manage a user account on the smart reporting system / data lake". The breadcrumb trail is "Dashboard / Request to manage a user account on the smart reporting system / data lake / Create New Request /". A progress bar indicates 40% completion. The form includes the following fields:

- Select Category ***: A dropdown menu with the selected option "Request to create a new user on the smart reporting system / data lake".
- User Name ***: A text input field containing "Government".
- Email ***: A text input field containing "wocopaugraquo-1239@yopmail.com".
- Mobile Number ***: A text input field containing "05XXXXXXXX".
- Entity Name ***: A text input field with the placeholder text "Enter the Ministry/Federal Entity Name".
- Approved Official Document ***: A field with a "Select files..." button and a greyed-out area for file uploads.

On the right side of the form, there is a vertical "Covid-19" banner and a "Terms" link with a headset icon.

Figure 5: request to create a new user on the smart reporting system/data lake

when the customer Select request to delete user on the smart reporting system/data lake, there are only two information that he must fill out:

- Username
- Email

The screenshot shows the same web form as Figure 5, but for deleting a user. The breadcrumb trail is "Dashboard / Request to manage a user account on the smart reporting system / data lake / Create New Request /". The progress bar is at 0%. The form includes the following fields:

- Select Category ***: A dropdown menu with the selected option "Request to delete user on the smart reporting system / data lake".
- User Name ***: A text input field containing "User Name".
- Email ***: A text input field containing "xxxx@xxxx.xxx".

At the bottom right of the form, there are three buttons: "Submit", "Save as Draft", and "Back". The "Covid-19" banner and "Terms" link are also present on the right side.

Figure 6: request to delete user on the smart reporting system/data lake

When the customer select request the authorization to view the reports the smart reporting system/data lake, there are only two information that he must fill out:

- Username
- Name of the Report

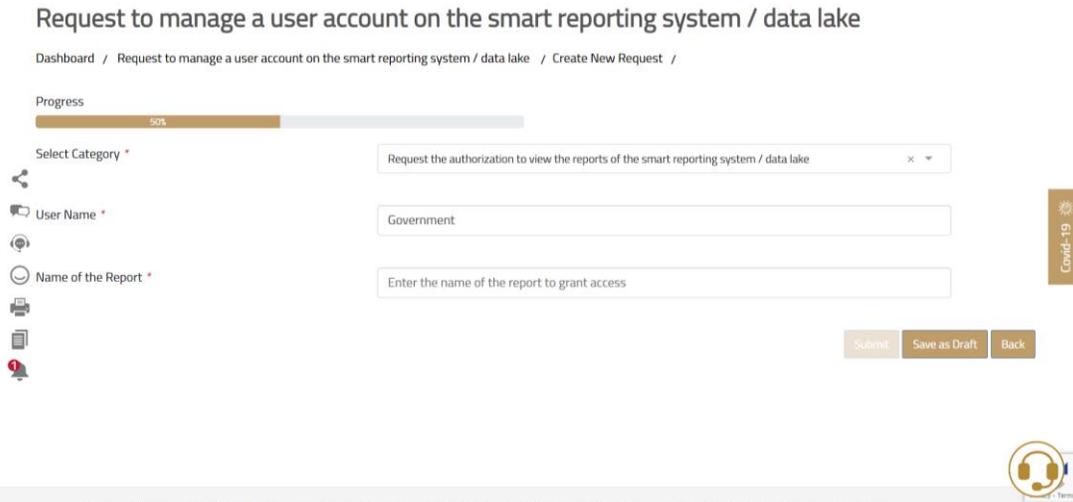


Figure 7: request the authorization to view the reports the smart reporting system/data lake

When the customer selects to cancel the authorization of viewing the reports on the smart reporting/data lake, there are only two information that he must fill out:

- Username
- Name of the report

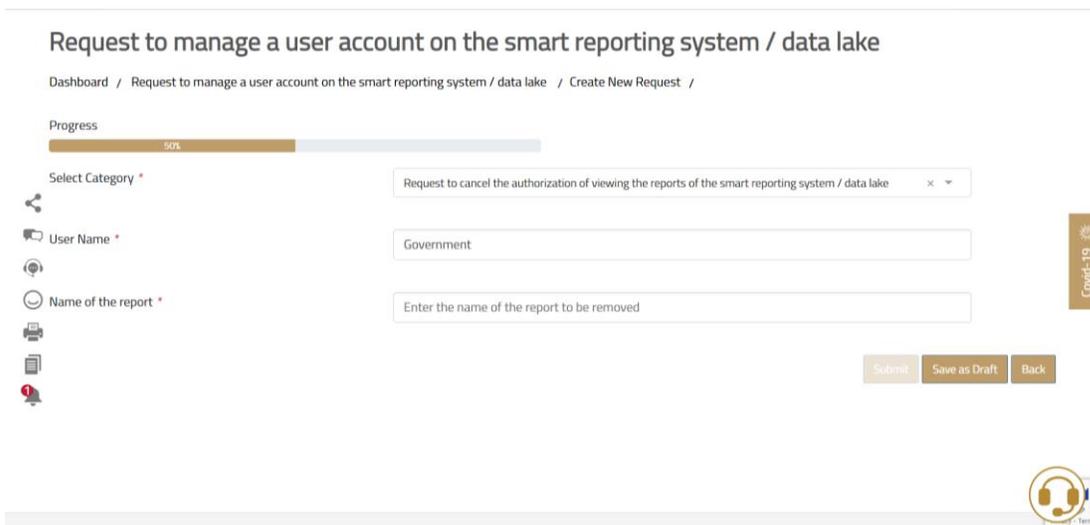


Figure 8: Request to Cancel the authorization of viewing the reports on the smart reporting/data lake

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

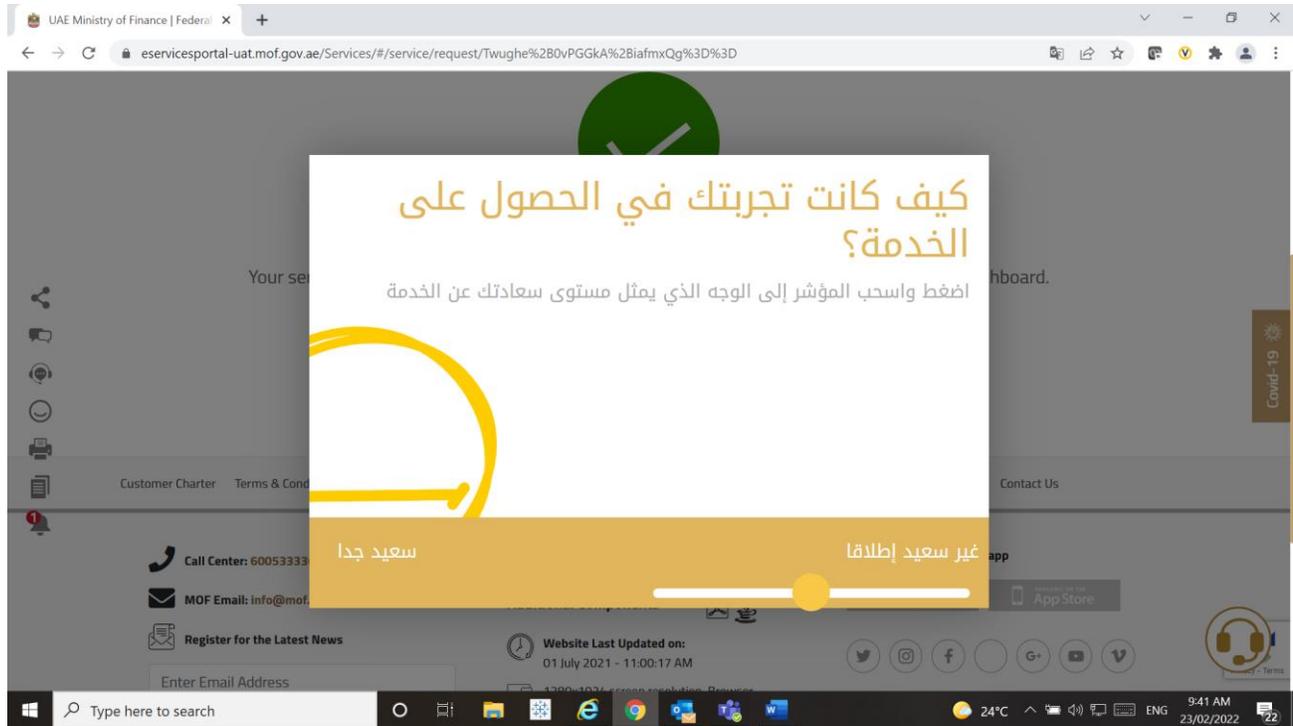


Figure 9: Happiness meter

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

Request to manage a user account on the smart reporting system / data lake

Dashboard / Request to manage a user account on the smart reporting system / data lake /

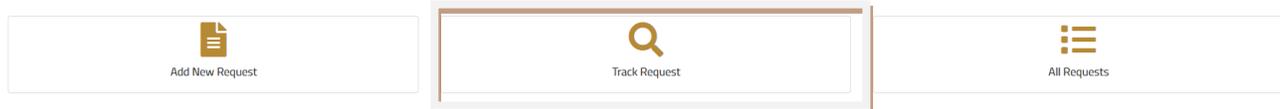


Figure 10: Track request

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

Please search with request id to get details

No Requests Found

Figure 11: Track request field