



نموذج (13) وثائق
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Applying to modify reports on tableau/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 modify reports on tableau/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 repots 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.

The screenshot displays the eServices portal of the UAE Ministry of Finance. The navigation menu includes 'About the Ministry', 'Resources & Budgets', 'Financial legislations', 'Strategic & International Partnerships', 'Media', 'Digital Participation', 'Open Data', and 'eServices'. The main content area is organized into three columns:

- For Individuals:** Report on whistleblowing cases; Respond to the observations, Queries and Suggestion in the area of the Gulf economic integration; Issue and Publish Statistical Reports About GCC Economic Integration; Recover the balance of the red and blue expired cards - Less than 90 days; Recover the balance of the red and blue expired cards - More than 90 days; Recover balance of the registered expired card (Green, Silver and Gold) - Less than 90 days; Refill unregistered e-Dirham cards (Red & Blue); Recover the balance of the green, silver and gold expired card - More than 90 days; Issue registered E-Dirham card (green, silver and gold); Issue e-Dirham non-registered card (red and blue); Refill registered eDirham cards (Green, Silver & Gold); Handle customer observations and suggestions; Dealing with inquiries customers; Refund of revenue due to customers.
- For Private Sector:** Report on whistleblowing cases; Respond to the observations, Queries and Suggestion in the area of the Gulf economic integration; Issue and Publish Statistical Reports About GCC Economic Integration; Recover the balance of the red and blue expired cards - Less than 90 days; Recover the balance of the red and blue expired cards - More than 90 days; Recover balance of the registered expired card (Green, Silver and Gold) - Less than 90 days; Refill unregistered e-Dirham cards (Red & Blue); Recover the balance of the green, silver and gold expired card - More than 90 days; Issue registered E-Dirham card (green, silver and gold); Issue e-Dirham non-registered card (red and blue); Refill registered eDirham cards (Green, Silver & Gold); Provide and operate equipment providing e-Dirham service; Register suppliers in the Federal Supplier Register; Renew registration of suppliers in the Federal Suppliers Register; Tenders and Auctions System; Handle customer observations and suggestions.
- For Government:** Request Inquiry (New); Request for transfer of financial allocations between chapters and programs; Request for opening/closing of bank accounts; Request to provide and renew licenses for operating systems and basic programs for the federal government; Apply for the addition or modification of fees by Federal entities; Exemption of all or some debts; Technical support for e-dirham system services; Follow up on requests from federal authorities regarding real estate properties; طلب الدعم المحاسبي FO-AS-01; طلب الدعم الفني للأنظمة المالية الاتحادية FO-FMIS-01; طلب فتح وإغلاق الحسابات المصرفية للجهات الاتحادية FO-BK-01; طلب إدارة حساب مستخدم على نظام التقارير الذكية / بحيرة البيانات DGO-01; Request to create reports on tableau / data lake DGO-02; Request to modify reports on tableau / data lake DGO-03.

Figure 1: Select the service

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

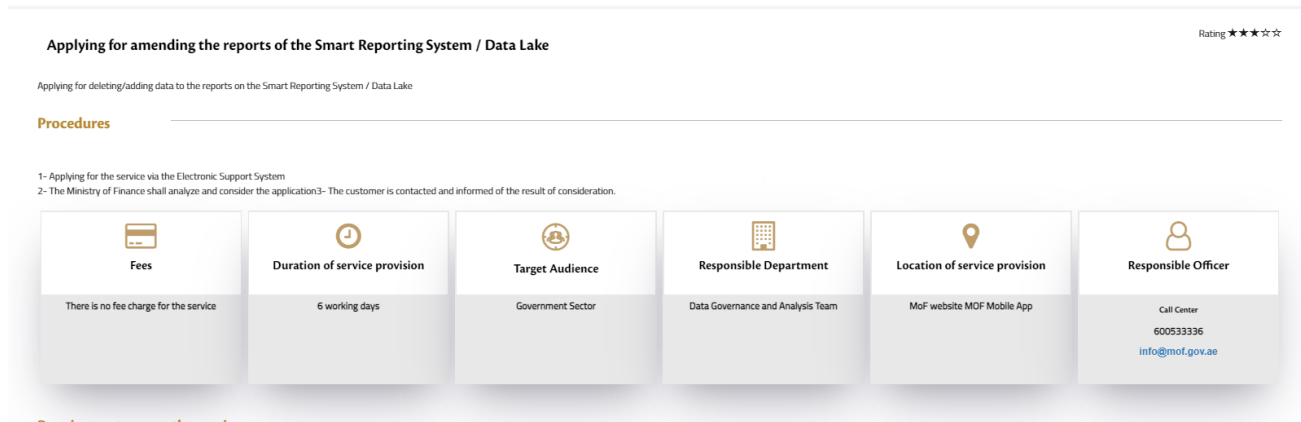


Figure 2: Service card

After successfully landing to service, the customer will reach the start page as shown in the To start the service, please click on add New Request

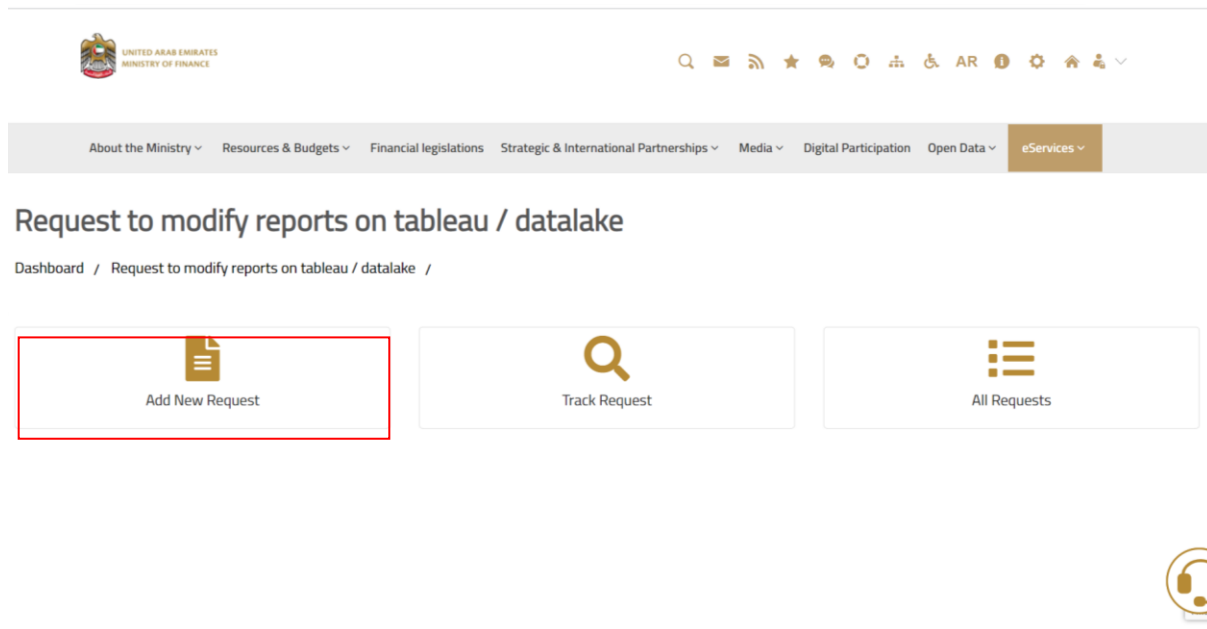


Figure 3: Landing page

When the customer arrives at the modify reports on tableau/data lake page, there are only three information that he must fill out:

- Name of the report: Name of the report you need to modify it.
- Required attributes: attributes and KPIs that needed to create the report.
- Description: a brief description of the report.

Attachment “You can attach a copy of the report you want to modify (optional)”

Request to modify reports on tableau / datalake

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

Progress

Name of the report *

Required Attributes *

Description *

Attachments

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

Maximum size for each file: 2MB

Max files allowed: 3

Covid-19



Figure 4: Start the service.

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

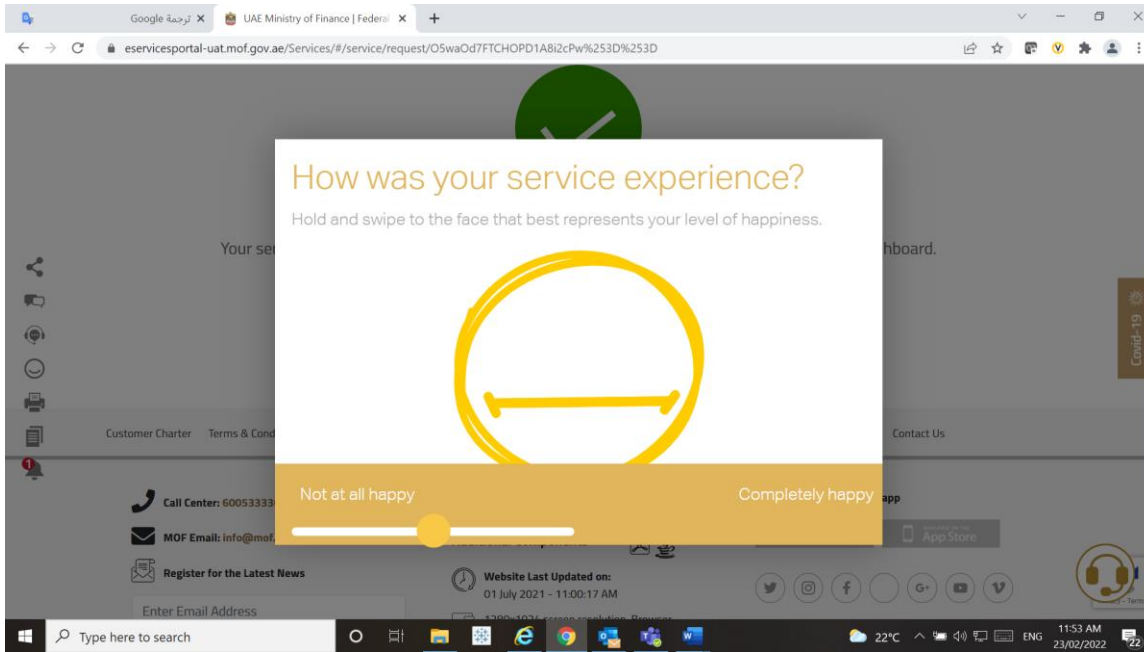


Figure 5: Happiness meter

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

Request to modify reports on tableau / datalake

Dashboard / Request to modify reports on tableau / datalake /

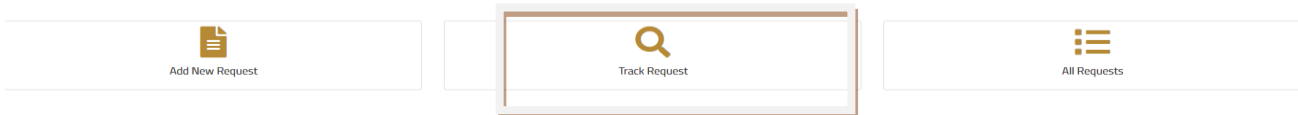


Figure 6: Track request

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

Please search with request id to get details

No Requests Found

Figure 7: Track request field