UNITED ARAB EMIRATES
MINISTRY OF FINANCE

الإمـارات العـربيـة المتـحـدة
وزارة المـــالـــيـــة

نموذج(13)وثائق
2019/11/21-17-3

Applying to modify reports on tableau/data lake Guideline

Responsible Department	Data Governance and Analytics office
Approval	

Guideline No:	70	
Version No.:	1	
Number and Date Request:	ID47459 – 4/3/2022	
Number of pages:	(9)	

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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 Goverment electronic services option as shown below.

Figure 1: Select the service

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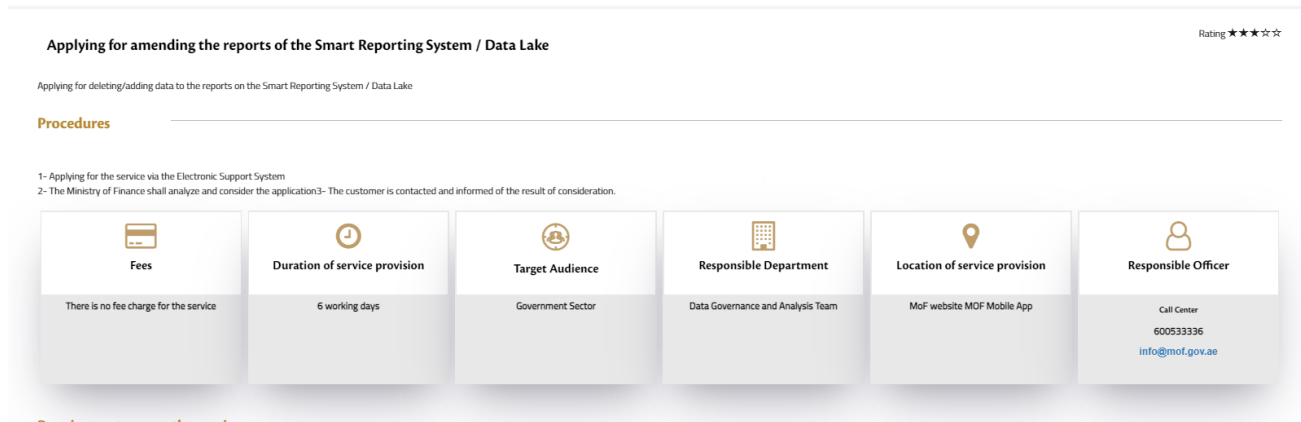

Figure 2: Service card

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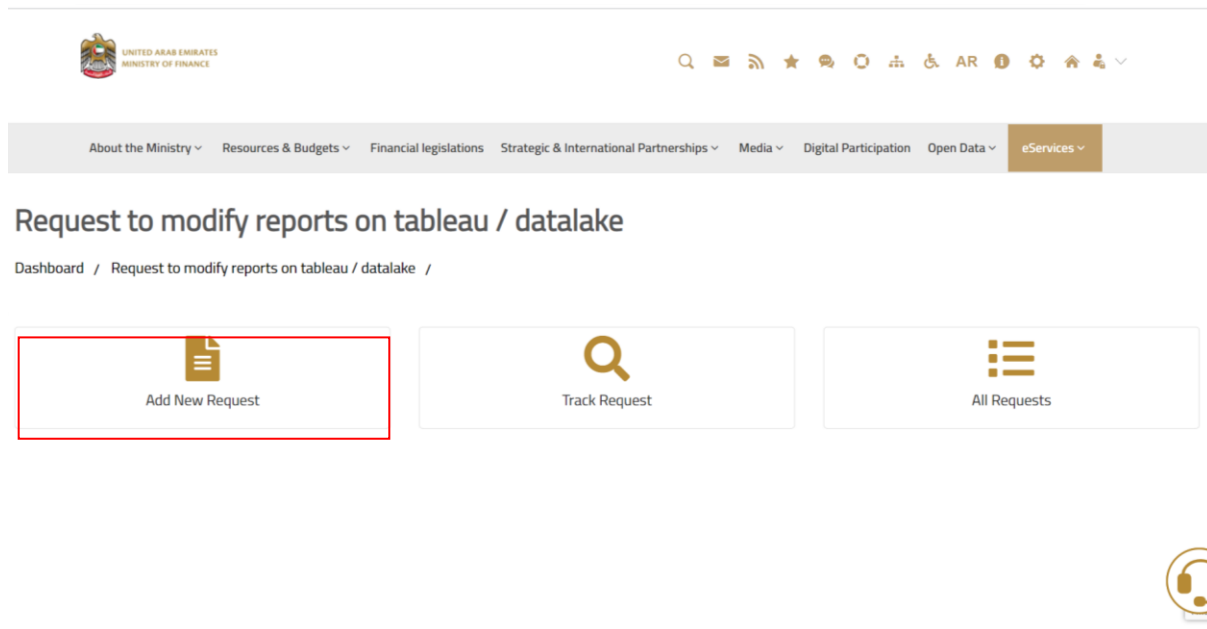To start the service, please click on add New Request

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)"

Figure 4: Start the service.

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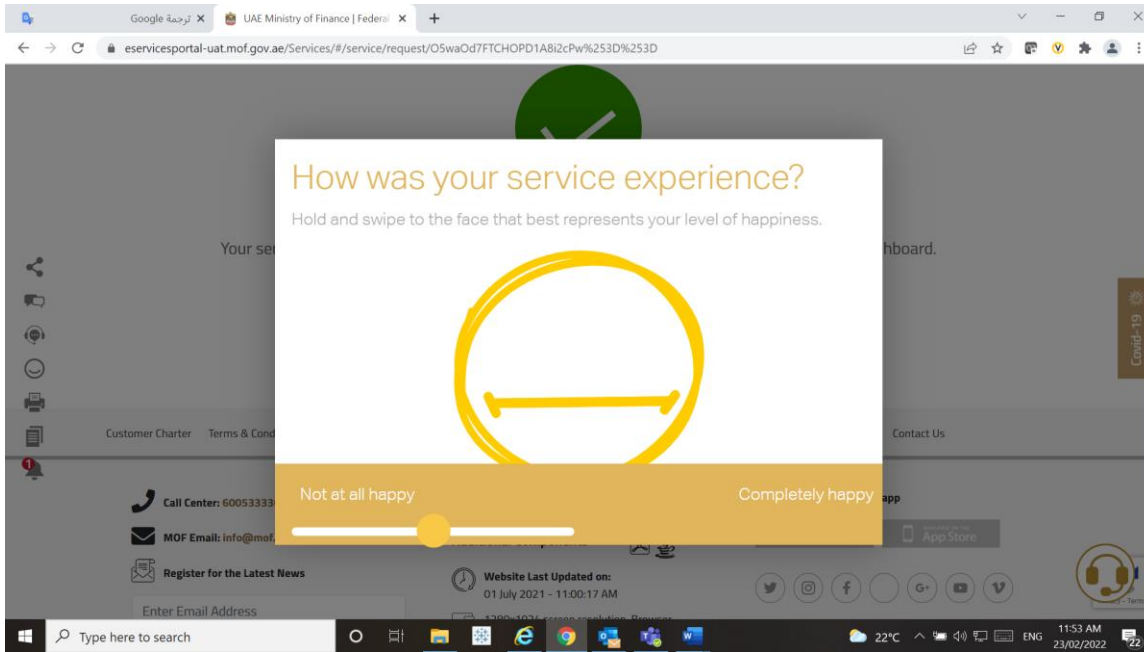

Figure 5: Happiness meter

After specifying the happiness meter percentage, the customer can track the request as shown below.
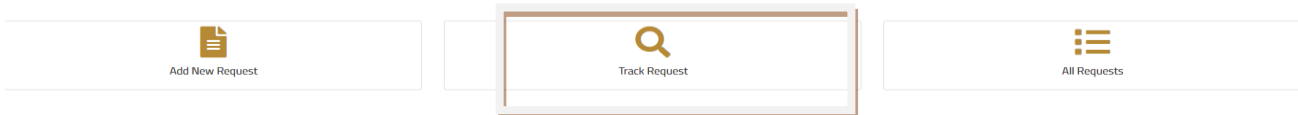
Figure 6: Track request

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

Figure 7: Track request field