

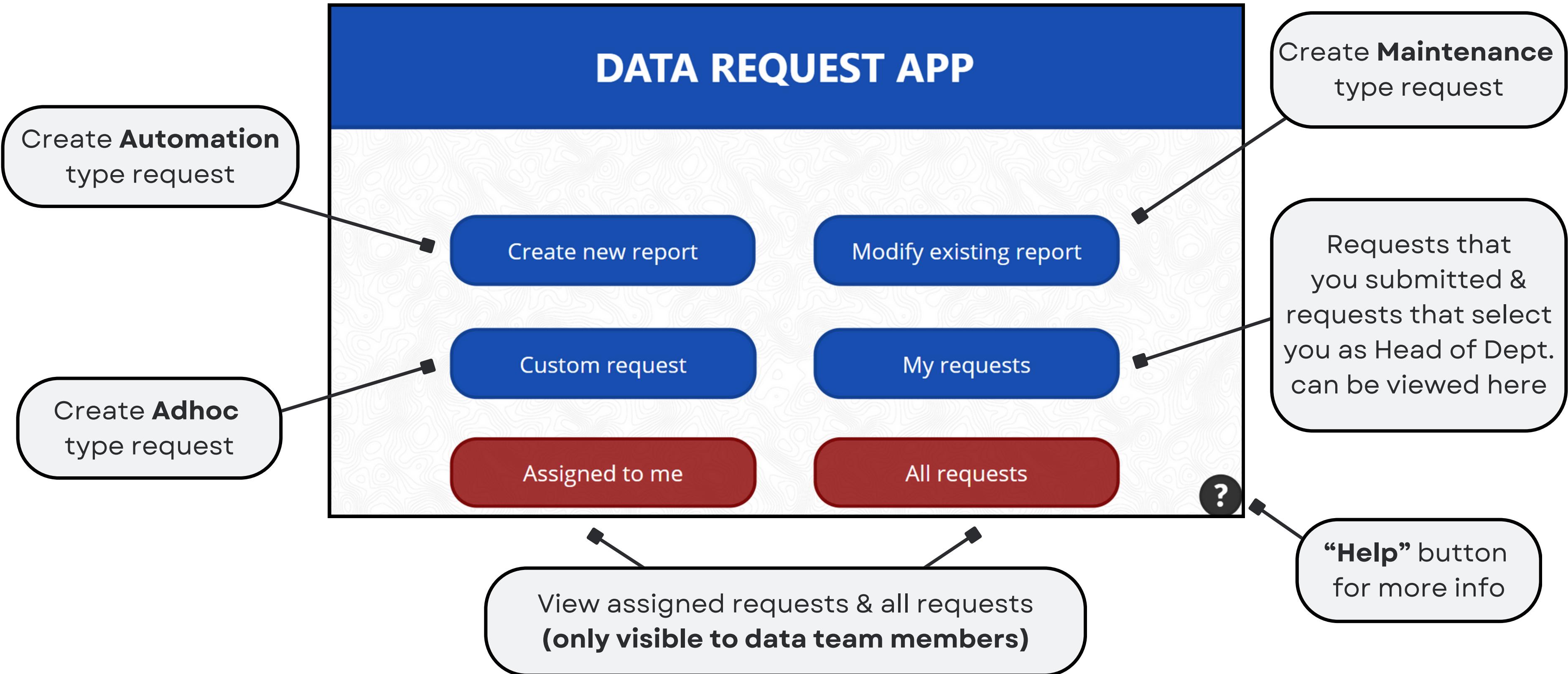


DATA REQUEST PORTAL

Data Team - 10/2023



NAVIGATION SCREEN (MENU)



AUTOMATION SCREEN

Back to menu

* = required

50MB max / attachment
10 attachments max

AUTOMATION REQUEST FORM

Reset

* Title / Report Name
Title of your request or Name of the report

* Report Description
Please include clear, specific DESCRIPTION, REASON and PURPOSE of your request

* Refresh Frequency
Select frequency

* Department
Select department

* Geo
Select geo

* Report Type
Automation

* Metrics
Include formula if there are new metrics

* Refresh Time
See notes on the right

* Head of Department
Select HOD

* Templates / Attachments
Please include a template.
Attach file

Refresh time:
Real-time: the maximum timeframe is last 5 days, if more please request to Data Manager.

Daily: define what time to refresh (maximum 8 times/day), for example: 8 AM, 9:30 AM, ...

Other: please specify clearly.

Submit

Reset the form

Submit the request

MAINTENANCE SCREEN

MAINTENANCE REQUEST FORM

← Reset

* Title
Title of your request

* Request Description
Please include clear, specific DESCRIPTION, REASON and PURPOSE of your request

* Department
Select department

* Geo
Select geo

* Report Type
Maintenance

* Report Link
Provide the link to the report

* Head of Department
Select HOD

Attachments
There is nothing attached.
Attach file

Submit

Back to menu

Reset the form

Submit the request

AD HOC SCREEN

AD HOC REQUEST

Reset

* Title
Title of your request

* Request Description
Please include clear, specific DESCRIPTION, REASON and PURPOSE of your request

* Head of Department
Select HOD

Attachments
There is nothing attached.
Attach file

* Report Type
Ad hoc

* Department
Select department

* Geo
Select geo

Submit

Back to menu

Reset the form

Submit the request

SUCCESS SCREEN



Your request has been submitted successfully.

Go to
“My Requests”

View your request

Go to
Navigation Screen

Back to menu

REQUEST STATUS FLOWCHART

Awaiting HOD's response:

- After users submit the request, their head of department is the first to approve or reject.

Awaiting Data Manager's response:

- DM can either reject or assign the request to a Data team member.

In progress:

- Assignees receive the request.
- They can submit links and attachments of finished items, or cancel the request if necessary.

Under review:

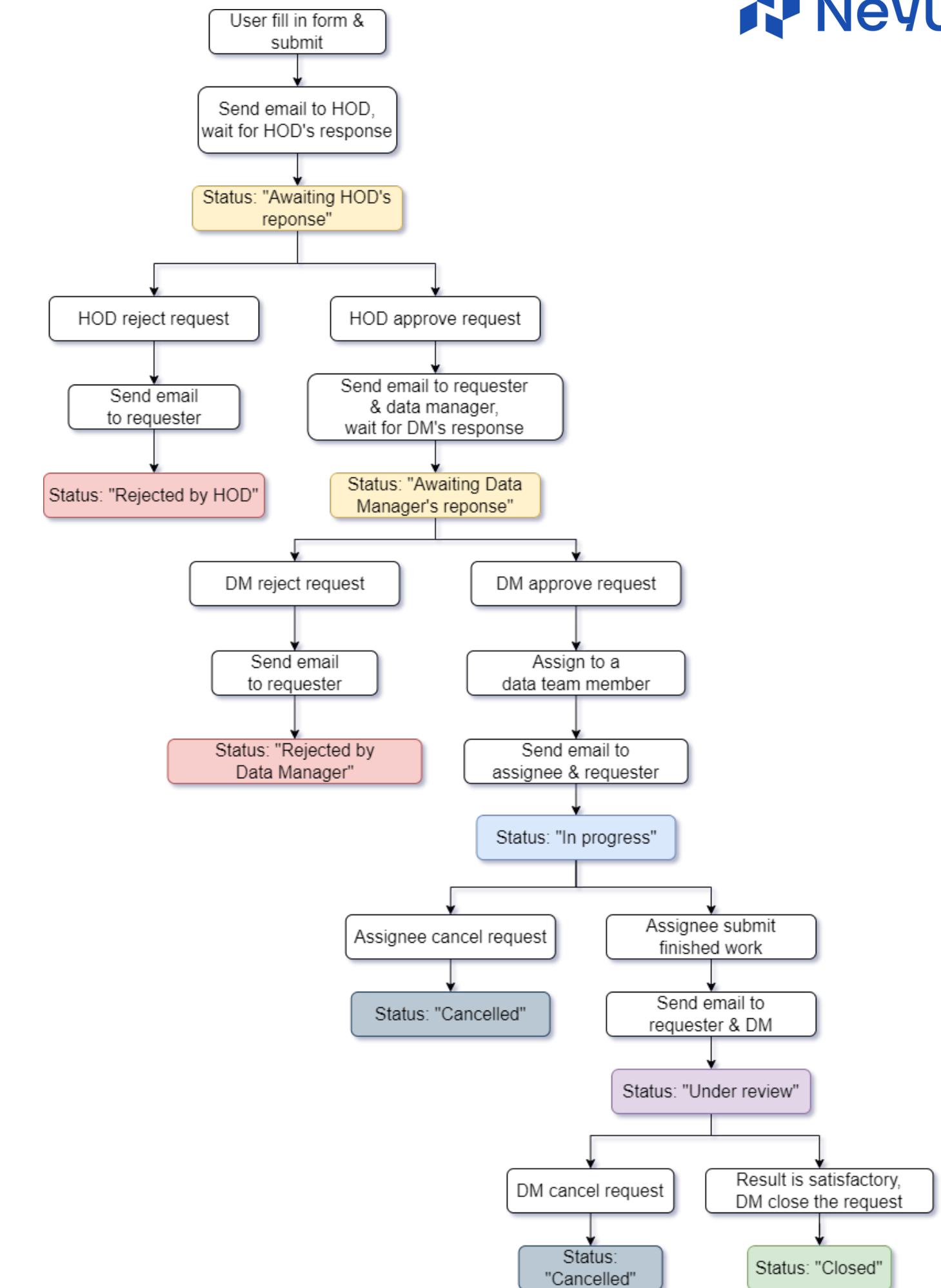
- Users can view submitted items.
- Assignees can resubmit if the result isn't satisfactory.
- Requests can still be cancelled at this point.

Closed:

- DM can close the request when everything is completed.

Rejected / Cancelled:

- Requests can be rejected or cancelled if not feasible, practical or for other reasons.



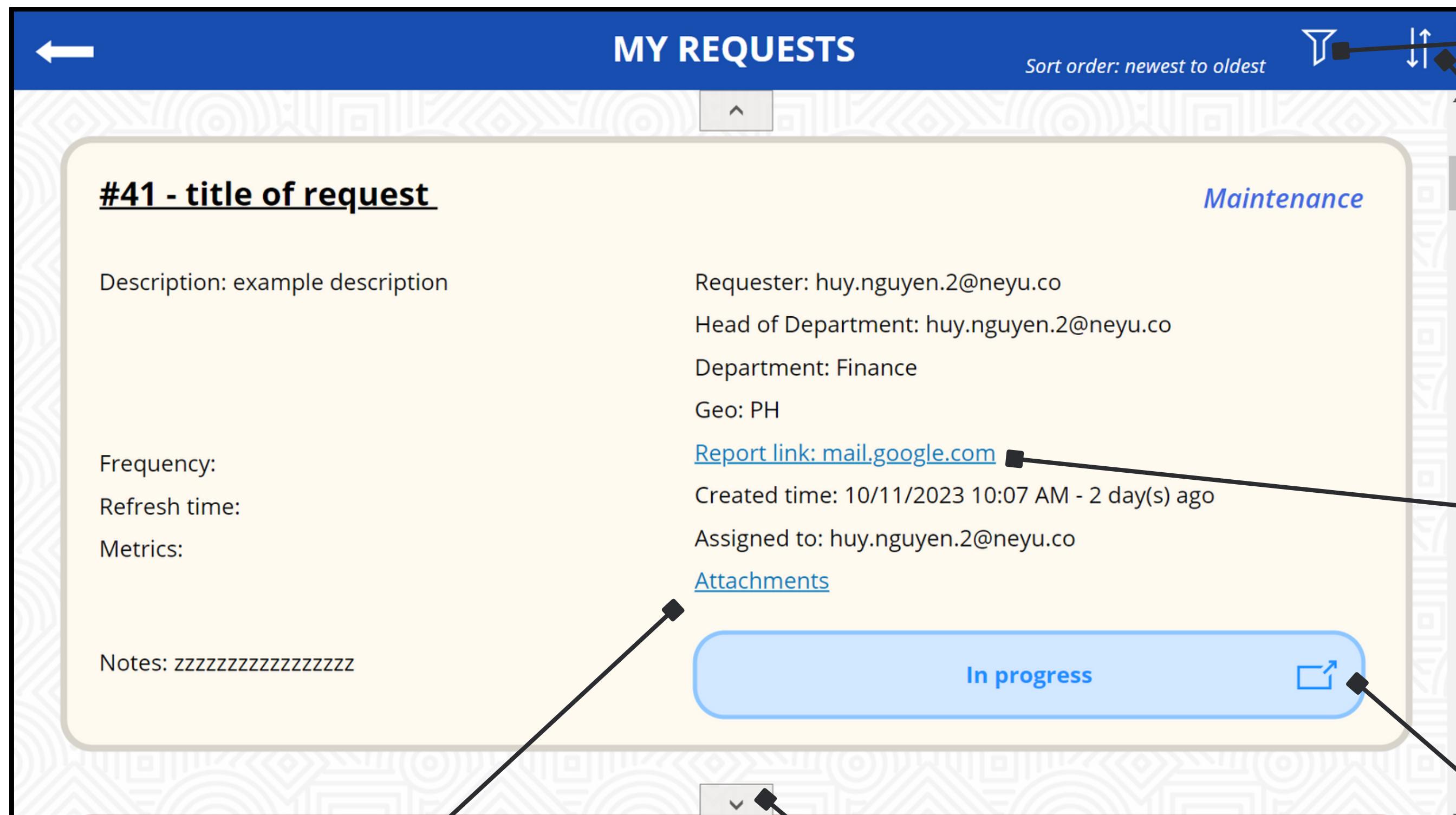
MY REQUESTS SCREEN

The screenshot shows a mobile application interface titled "MY REQUESTS". At the top, there is a back arrow, the title "MY REQUESTS", a "Sort order: newest to oldest" button, and a search/filter icon. Below the header, a request card is displayed for "Request #41 - title of request". The card contains the following information:

Request Details	Requester	Category
Description: example description	Requester: huy.nguyen.2@neyu.co	Maintenance
Frequency:	Head of Department: huy.nguyen.2@neyu.co	
Refresh time:	Department: Finance	
Metrics:	Geo: PH	
Notes: zzzzzzzzzzzzzzzzz	Report link: mail.google.com	
	Created time: 10/11/2023 10:07 AM - 2 day(s) ago	
	Assigned to: huy.nguyen.2@neyu.co	
	Attachments	
	In progress	Edit

This screen only shows requests you submitted or requests that need your approval

MY REQUESTS SCREEN



Back to menu

Filter by status

Sort by created time

Click to launch link

View this request's attachments

Go to bottom of the screen

View request details in another screen

MY REQUESTS SCREEN

The screenshot shows a mobile application interface titled "MY REQUESTS". At the top, there is a blue header bar with a back arrow, the title "MY REQUESTS", a search icon, and a sort order indicator. Below the header, a request card is displayed with the following details:

#40 - test Ad hoc

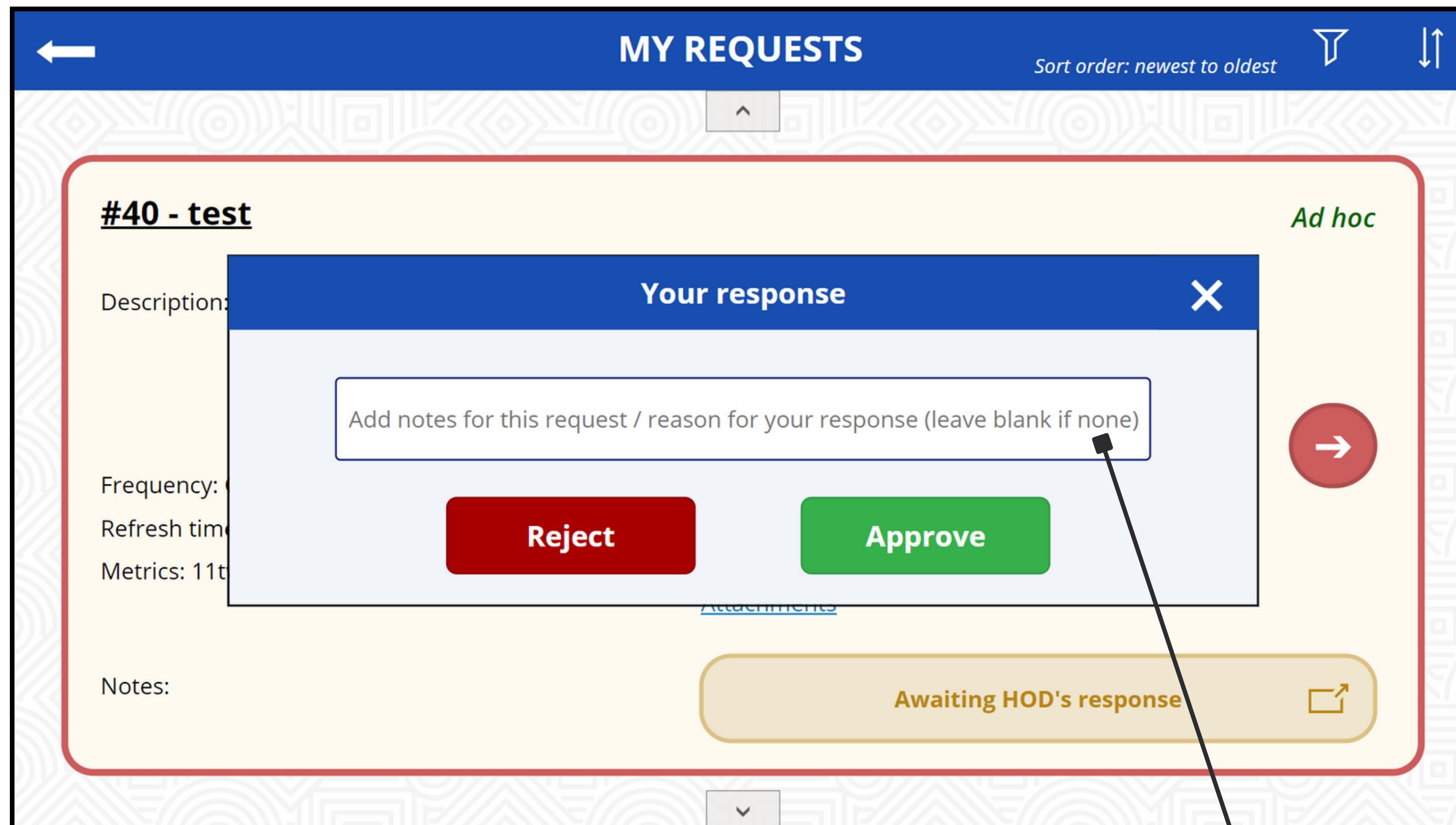
Description: test	Requester: data@neyu.co
Frequency: Other	Head of Department: huy.nguyen.2@neyu.co
Refresh time: 1	Department: Logistics
Metrics: 11twqs	Geo: ID
	Report link:
	Created time: 9/28/2023 11:09 AM - 15 day(s) ago
Notes:	Assigned to: Attachments

A yellow button at the bottom of the card says "Awaiting HOD's response" with a copy icon.

Reject or
approve
the request

Request turns red if it's waiting for your response

MY REQUESTS SCREEN



Type in notes for your rejection or approval

MY REQUESTS SCREEN

The screenshot shows a mobile application interface titled "MY REQUESTS". At the top, there is a blue header bar with a back arrow, the title "MY REQUESTS", and filtering/sorting options: "Filtering by: Closed" and "Sort order: newest to oldest". Below the header is a large card for request #42, labeled "Ad hoc". The card contains the following information:

Description:	Requester:
qwertyuiopasdfghjklzxcvbnm	huy.nguyen.2@neyu.co
Frequency:	Head of Department:
	huy.nguyen.2@neyu.co
Refresh time:	Department:
	Sale
Metrics:	Geo:
	ALL
	Report link:
	Created time:
	10/11/2023 11:53 AM - 2 day(s) ago
	Assigned to:
	huy.nguyen.2@neyu.co

At the bottom of the card, there are two buttons: "Click here to view submitted items" and "Closed". A callout bubble points from the "Under review" button to a note at the bottom of the screen.

For “Under review” and “Closed” requests, you can view submitted items: notes, links, attachments

ALL REQUESTS SCREEN

The screenshot shows the 'All Requests' screen with a blue header bar. The header includes a back arrow, the title 'ALL REQUESTS', a search icon, and a sort order dropdown set to 'newest to oldest'. Below the header is a list of requests. The first request in the list is highlighted with a red border and has a red arrow pointing to a callout bubble.

#41 - title of request

Description: example description

Requester: huy.nguyen.2@neyu.co

Head of Department: huy.nguyen.2@neyu.co

Department: Finance

Geo: PH

[Report link: mail.google.com](#)

Created time: 10/11/2023 10:07 AM - 2 day(s) ago

Assigned to: huy.nguyen.2@neyu.co

[Attachments](#)

Maintenance

Frequency:

Refresh time:

Metrics:

Notes: zzzzzzzzzzzzzzzzz

Awaiting Data Manager's response

Reject or assign the request

This screen shows all requests. Data Manager can reject, assign, cancel, close requests here

ASSIGN SCREEN

ASSIGN REQUEST

* Title: title of request

* Report Type: Maintenance

Report Description: example description

Metrics:

Frequency: Find items

Refresh Time:

Report Link: mail.google.com

Department: Finance

Requester: huy.nguyen.2@neyu.co

Head of Department: huy.nguyen.2@neyu.co

Status: Awaiting Data Manager's response

Geo: PH

Notes: zzzzzzzzzzzzzzzzzzz

* Assigned: Huy Nguyen Minh Nhat

Attachments: data request portal.pdf

Assign

Data Manager can select a team member to assign

ALL REQUESTS SCREEN

The screenshot shows the 'ALL REQUESTS' screen with a single request item highlighted. The request has the title '#41 - title of request'. The details for this request are as follows:

- Description: example description
- Requester: huy.nguyen.2@neyu.co
- Head of Department: huy.nguyen.2@neyu.co
- Department: Finance
- Geo: PH
- [Report link: mail.google.com](#)
- Created time: 10/11/2023 10:07 AM - 2 day(s) ago
- Assigned to: huy.nguyen.2@neyu.co

On the right side of the request card, there is a purple circular button with a white arrow pointing right, which is connected by a line to a callout bubble containing the text 'Cancel or close the request'.

At the bottom of the request card, there are two buttons:

- Click here to view submitted items
- Under review

ASSIGNED REQUESTS SCREEN

The screenshot shows a mobile application interface titled "ASSIGNED REQUESTS". At the top, there is a back arrow, the title "ASSIGNED REQUESTS", a "Sort order: oldest to newest" dropdown, a search icon, and a sort icon. Below the title, a request card is displayed with the following details:

#30 - test 2 Automation

Description: ascjidjif

Requester: huy.nguyen.2@neyu.co

Head of Department: huy.nguyen.2@neyu.co

Department: CS

Geo: PH

Report link:

Created time: 9/13/2023 5:56 PM - 30 day(s) ago

Assigned to: huy.nguyen.2@neyu.co

Frequency: Other

Refresh time: 9am

Metrics: wjidifjfifw

Notes: in progress now

In progress In progress More

A red rounded rectangle highlights the entire request card. A red arrow points from the "Submit items" button to the right edge of the card. Another red arrow points from the bottom of the card to the bottom of the screen.

This screen shows requests that are assigned to you by DM. Assignees can submit finished work here

Submit
items

SUBMIT SCREEN

←

SUBMIT FINISHED REQUEST

Cancel this request

* Title test 2	* Report Type Automation	Report Description ascjidjif
Metrics wjidifjfifw	Frequency Other	Refresh Time 9am
Report Link <input type="text"/>	Department CS	Requester huy.nguyen.2@neyu.co
Head of Department huy.nguyen.2@neyu.co	Assigned Huy Nguyen Minh Nhat	Created 9/13/2023 5:56 PM
Notes in progress now	Finished Link <input type="text"/>	Attachments There is nothing attached. Attach file

Submit

Assignees can submit links and attachments here

REQUEST DETAILS SCREEN

REQUEST DETAILS

* View only, details can not be changed

* Title test 2	* Report Type Automation	Report Description ascjidjif
Metrics metrics 1 metrics 2	Frequency Other	Refresh Time 9am
Report Link	Department CS	Requester huy.nguyen.2@neyu.co
Head of Department huy.nguyen.2@neyu.co	Status In progress	Geo PH
Notes in progress	Assigned Huy Nguyen Minh Nhat	Finished Link

DATA ANALYTICS PUBLIC SITE

Data Analytics Public

Report Requests

ID	Title	Report T...	Report Descrip...	Metrics	Frequency	Refresh Time	Report Link	Created By	Department
42	ad hoc re...	Ad hoc	qwertyuiopasdfghjklzxcv bnm					Huy Nguyen Minh Nhat	Sale
41	title of request	Maintenance	example description				mail.google.com	Huy Nguyen Minh Nhat	Finance
40	test	Ad hoc	test	11twqs	Other	1		Data	Logistics
39	sdhsdhah	Automation	sdhshdsh	sdhsdhsdh	Daily	235qwt		Huy Nguyen Minh Nhat	IT
38	test email flow again	Ad hoc	asasas					Huy Nguyen Minh Nhat	BD
37	test hod email	Automation	asasasas	amfodsufjsdif	Real time	1am		Huy Nguyen Minh Nhat	Data
36	test assign	Maintenance	o	o				Huy Nguyen Minh Nhat	BD
35	qwertyuiop	Automation	description description dajsidajisdjiajd	8jjumunyb	Other	9am		Huy Nguyen Minh Nhat	BD

Requests are stored in “Report Requests” Sharepoint list

DATA ANALYTICS PUBLIC SITE

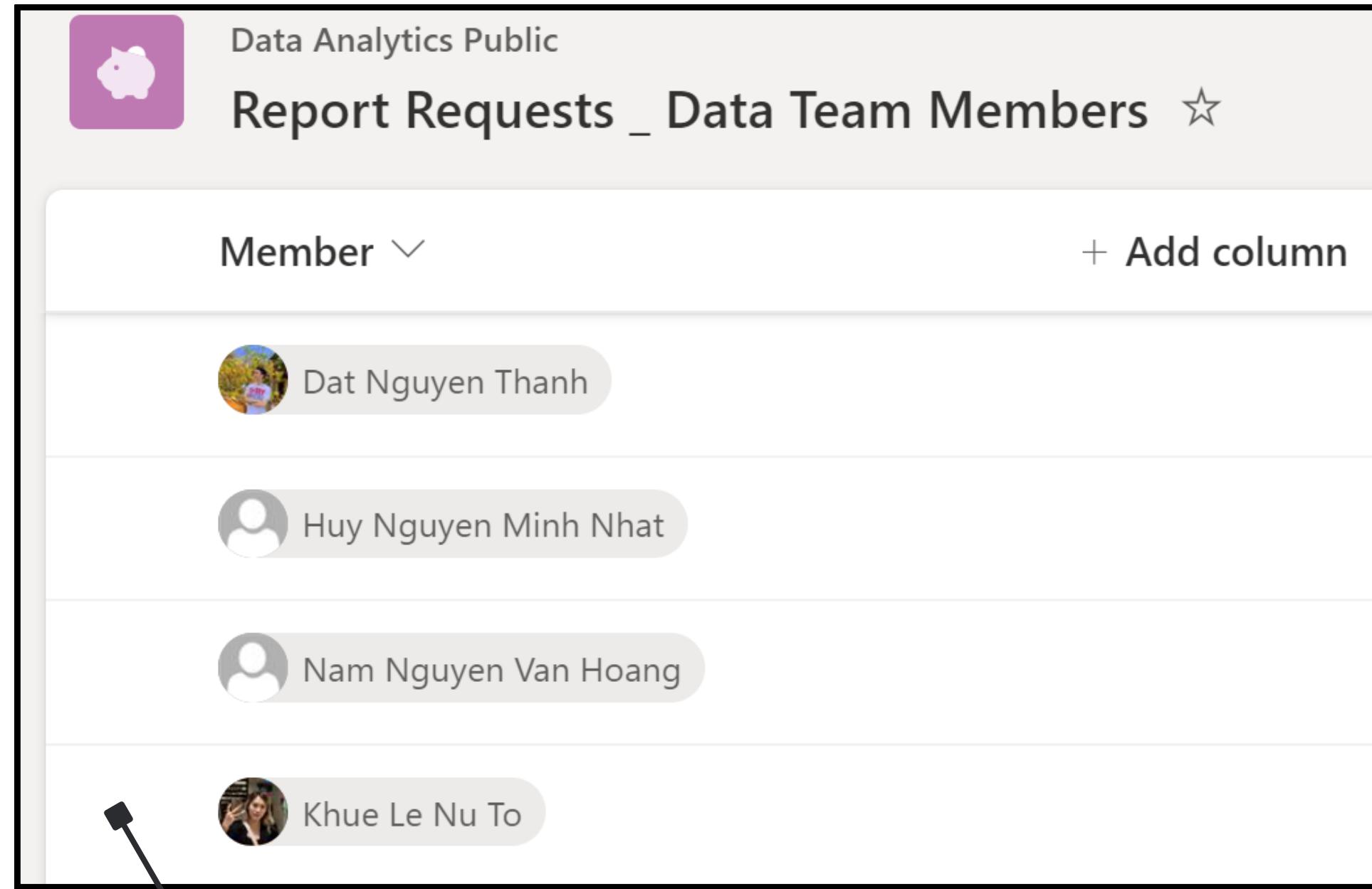
Data Analytics Public

Report Requests _ Head of Department ☆

Email	Name	+ Add column
jake.nguyen@neyu.co		

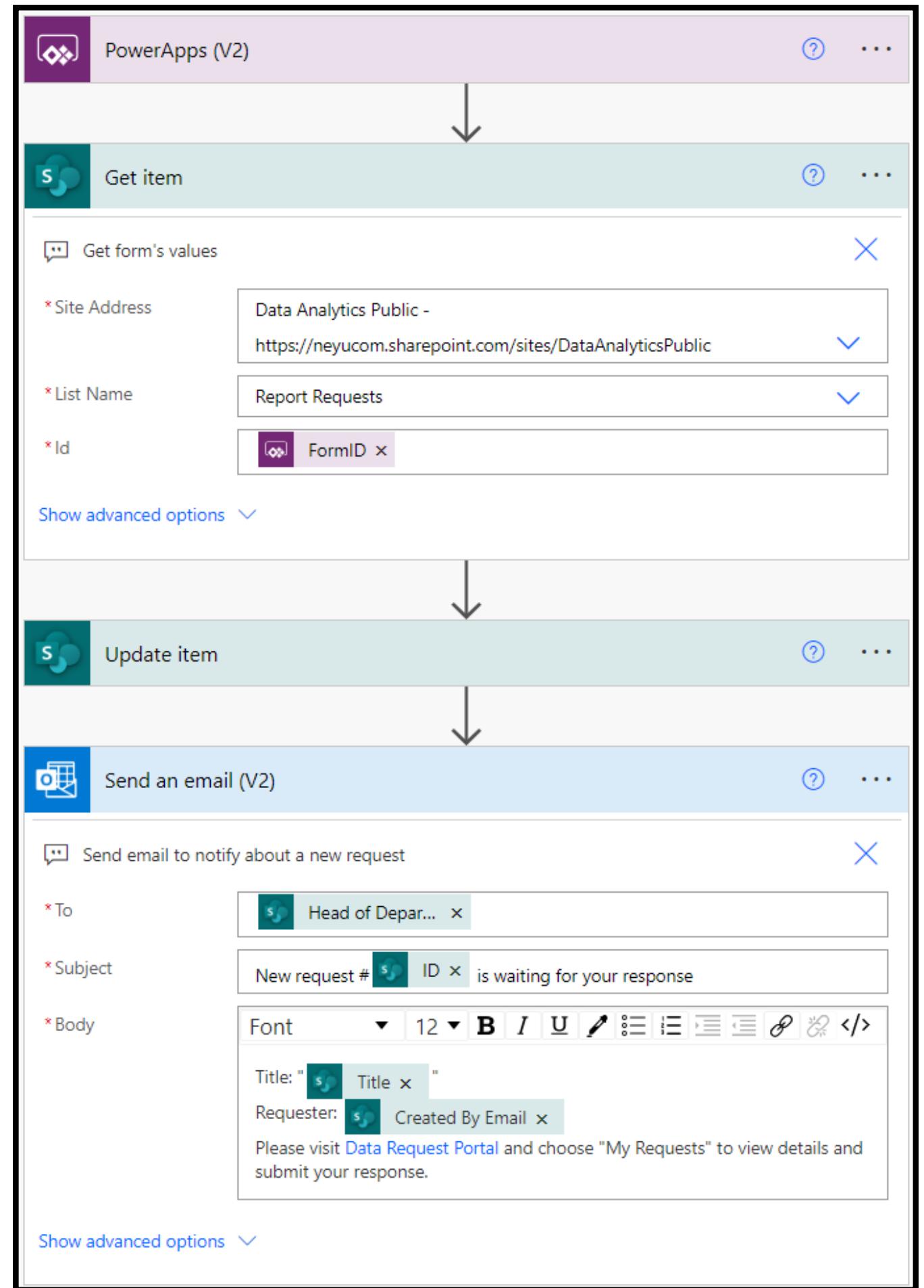
Add or remove HOD's email (type: text) in this Sharepoint list

DATA ANALYTICS PUBLIC SITE



The screenshot shows a SharePoint list interface. At the top left is a purple icon of a piggy bank. Next to it is the text "Data Analytics Public". Below that is the title "Report Requests _ Data Team Members" followed by a star icon. On the left side, there is a dropdown menu labeled "Member" with a downward arrow. To its right is a button "+ Add column". The main area displays four items, each consisting of a small profile picture and a name: "Dat Nguyen Thanh", "Huy Nguyen Minh Nhat", "Nam Nguyen Van Hoang", and "Khue Le Nu To".

Add or remove Data team member (type: Person) in this Sharepoint list



Power Automate flow:
send email to HOD
after user
has submitted