Teams Data Requests User Manual

Access the portal through https://bit.ly/TheNewDataOps

Works best on a PC; limited functionality on mobile.

Click on **Data Requests.**

Click on **Teams Data Requests.**

You will be directed to a portal that asks for your login credentials.

Click on **Data Requests.**

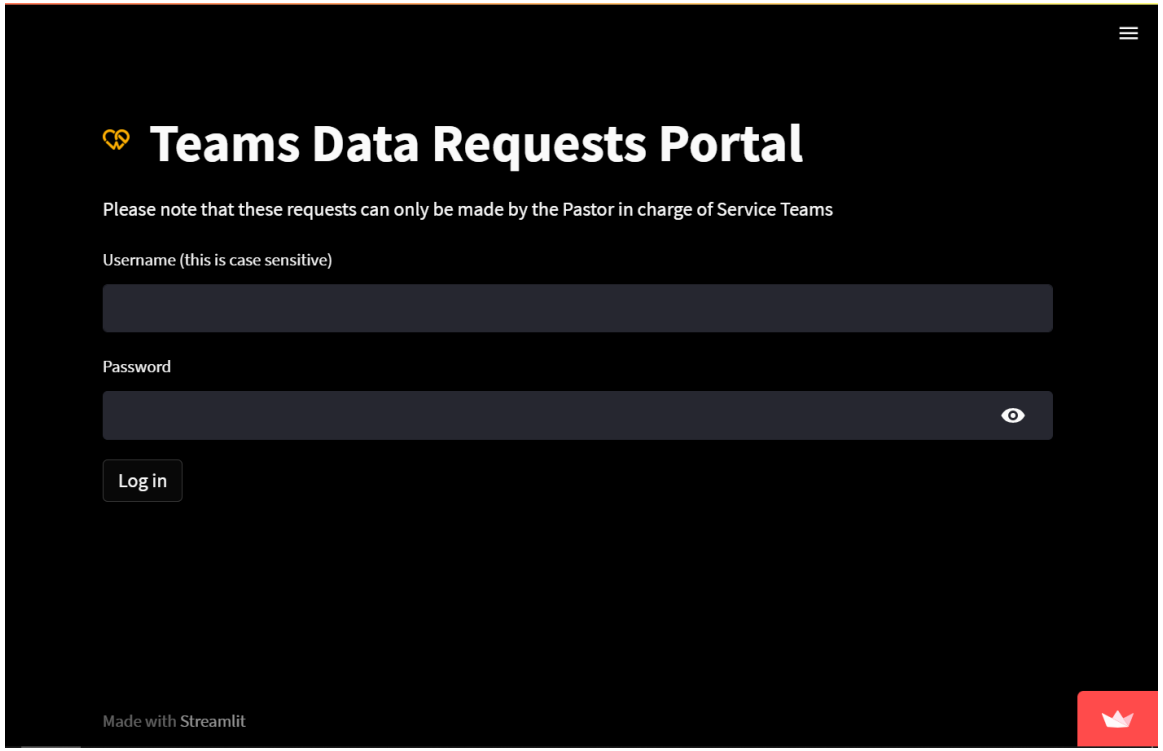
Click on **Teams Data Requests.**

You will be directed to a portal that asks for your login credentials.

Click on **Data Requests.**

Click on **Teams Data Requests.**

You will be directed to a portal that asks for your login credentials.



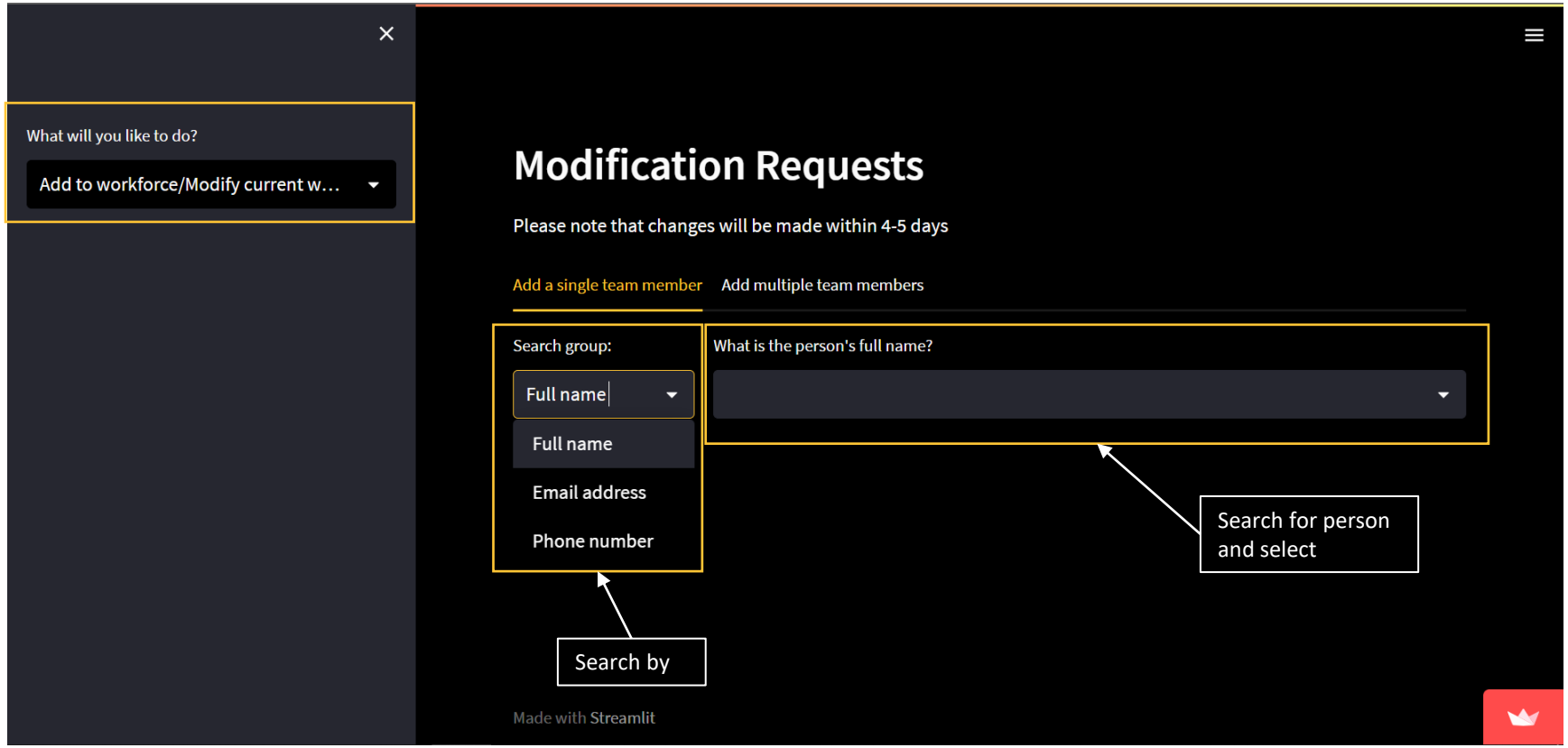
Add to workforce / Modify existing workforce

Tab Options:

- Add to workforce/ Modify…

You can either add/modify a single person or multiple people

In the **add a single team member tab,** you can search for the person by *name, email, or phone number.*



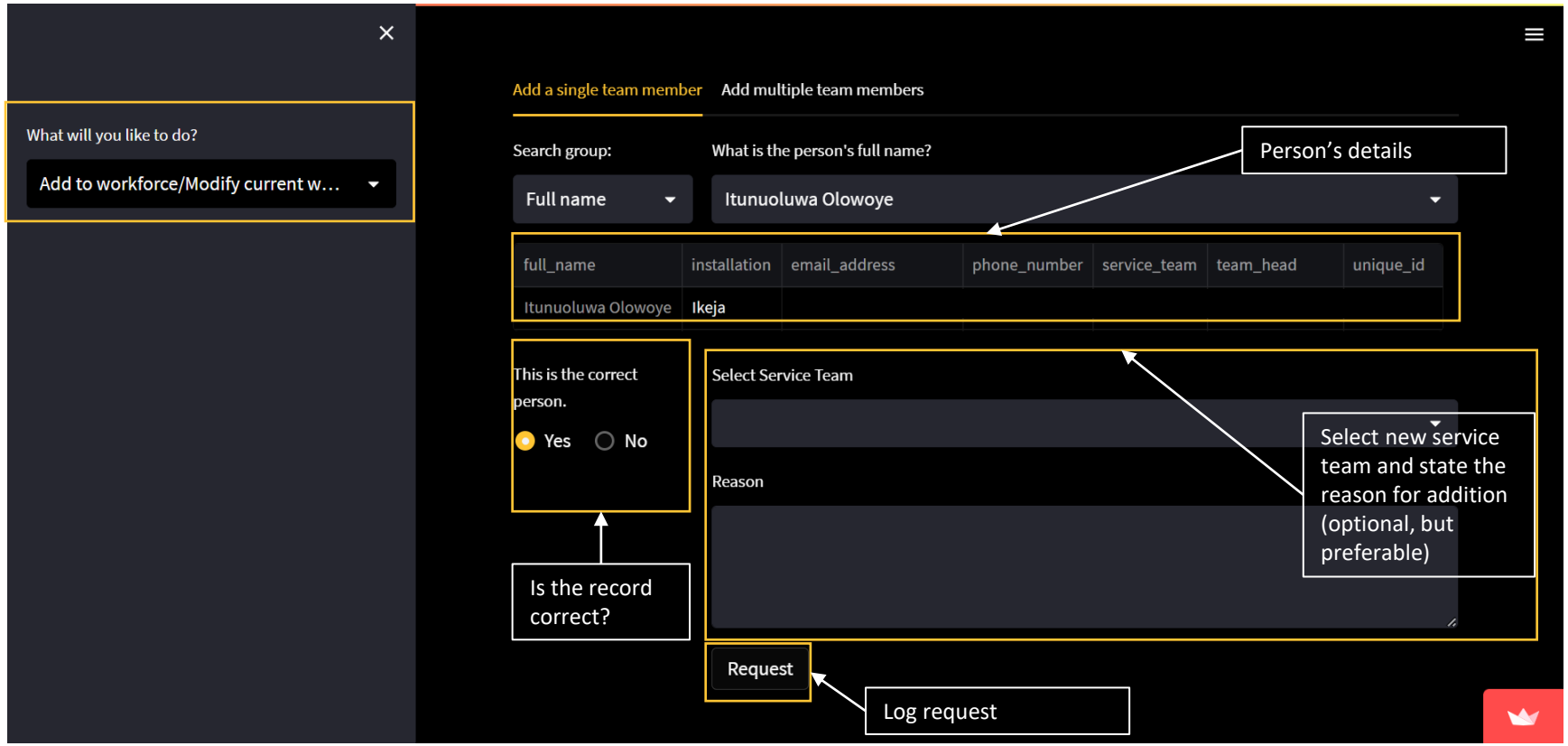
Tab Options:

- Add to workforce/ Modify…

When the person's record is found and confirmed accurate, select the person's new service team.

Also write the reason for addition/modification (optional, but preferable).

Click on **Request.** You should get a confirmatory email for follow up.



Tab Options:

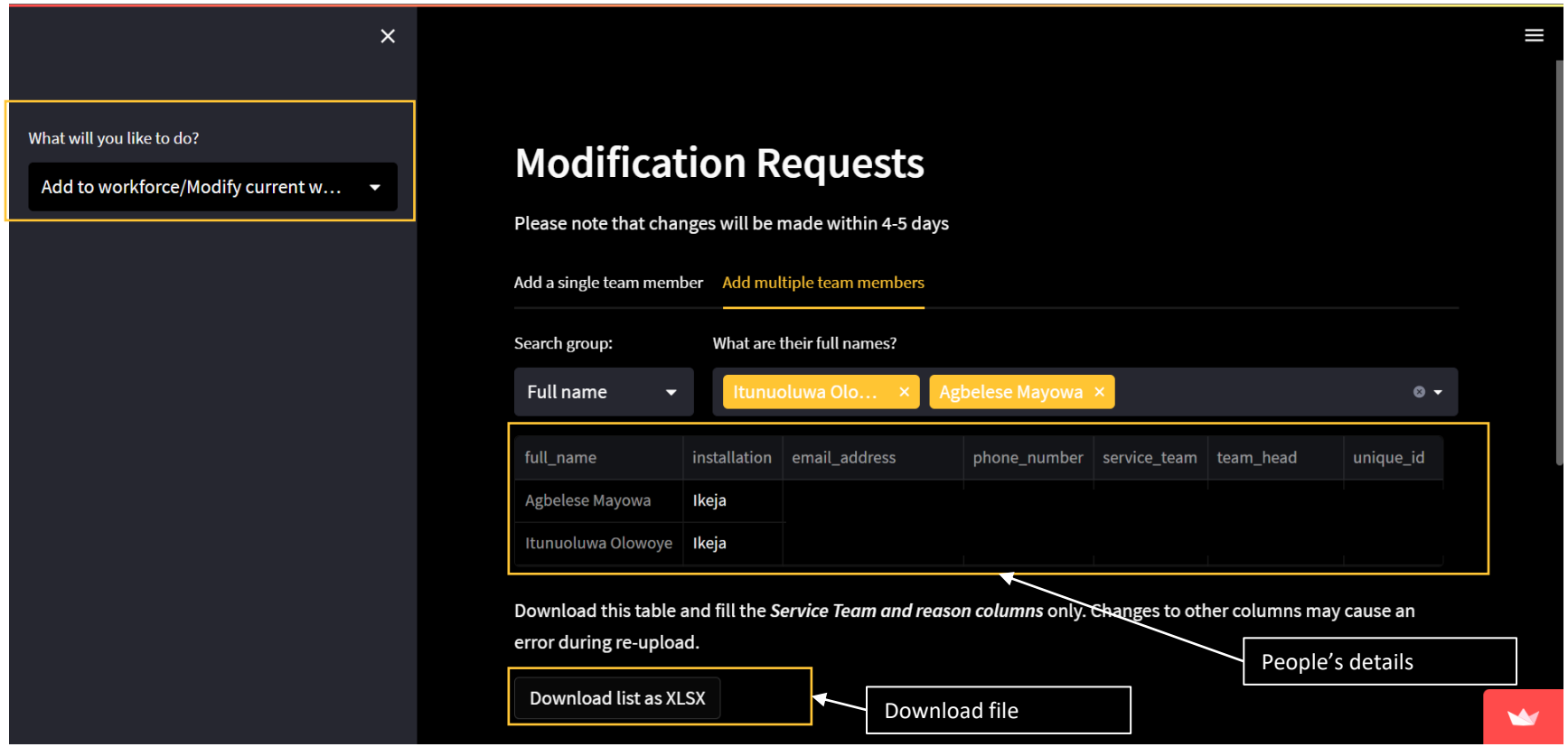
- Add to workforce/ Modify…

In the **add multiple team members tab,** you can search for the people by *name, email, or phone number.*

When the records are found and confirmed accurate, download the records.

Fill only the service team and reason columns.

The reason for addition/modification is optional, but preferable.



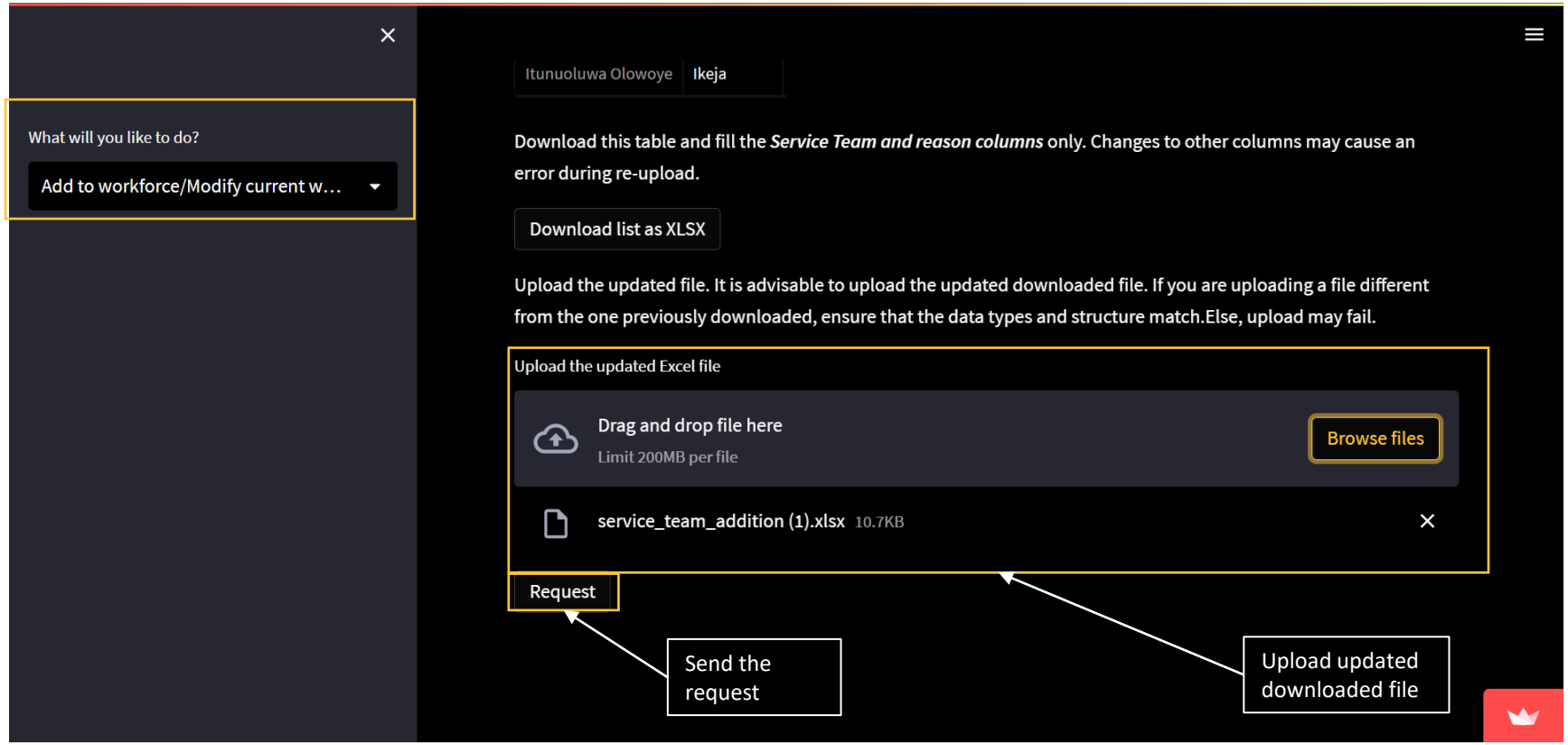
Tab Options:

- Add to workforce/ Modify…

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up



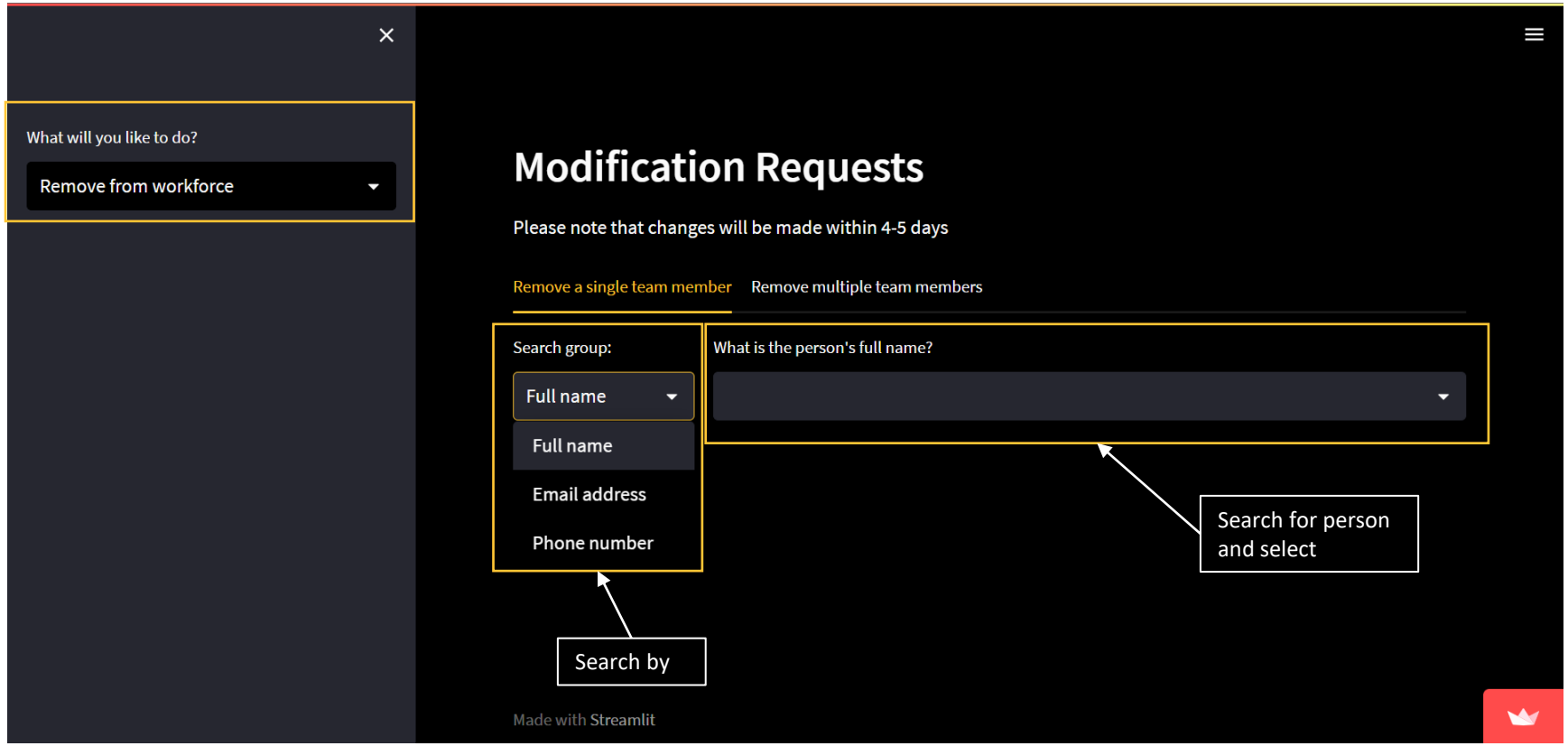
Remove from workforce

Tab Options:

- Remove from workforce

You can either remove a single person or multiple people

In the **remove a single team member tab,** you can search for the person by *name, email, or phone number.*



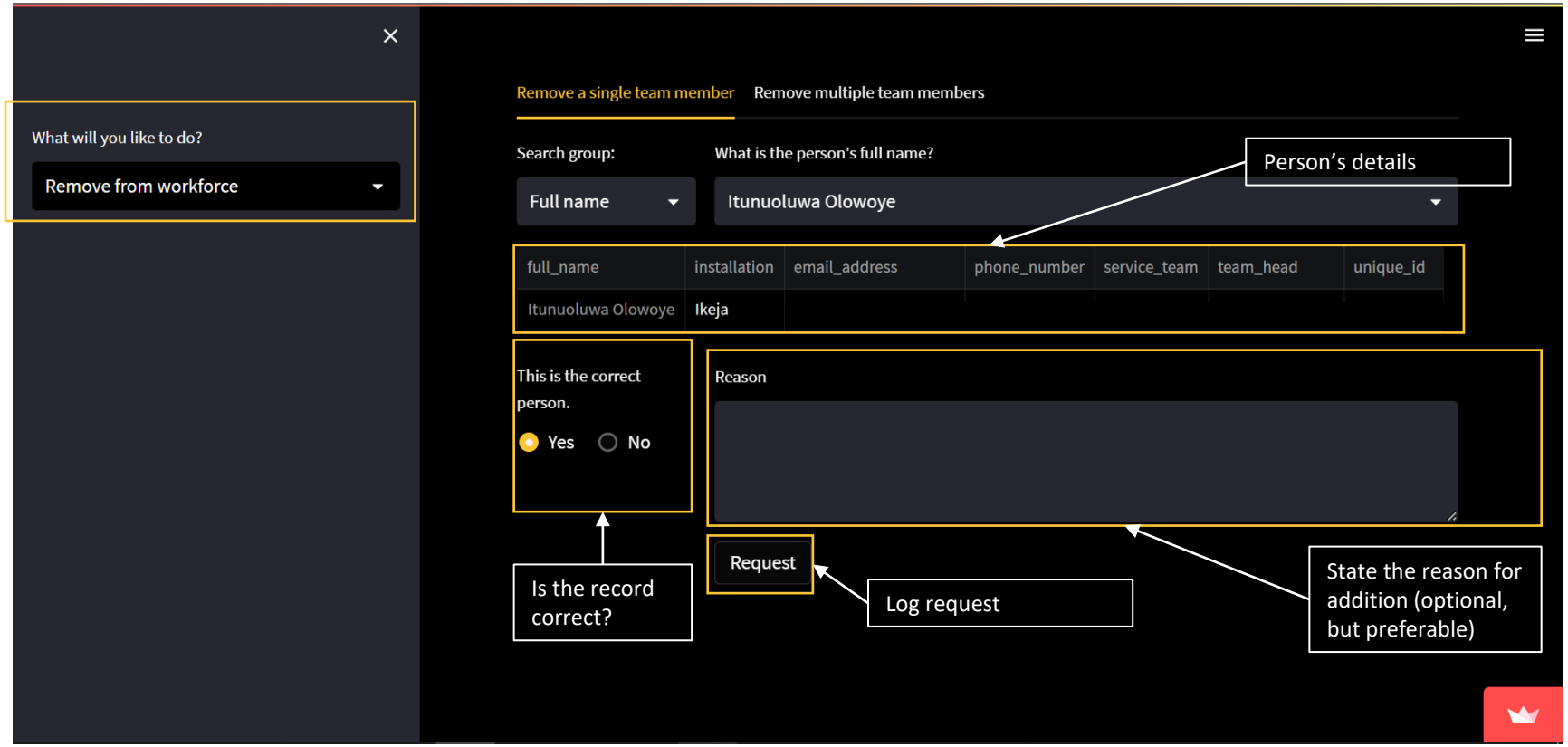
Tab Options:

- Remove from workforce

In the **remove a single team member tab,** you can search for the person by *name, email, or phone number.*

When the person's record is found and confirmed accurate, state the reason for removal (optional, but preferable).

Click on **Request.** You should get a confirmatory email for follow up.



Tab Options:

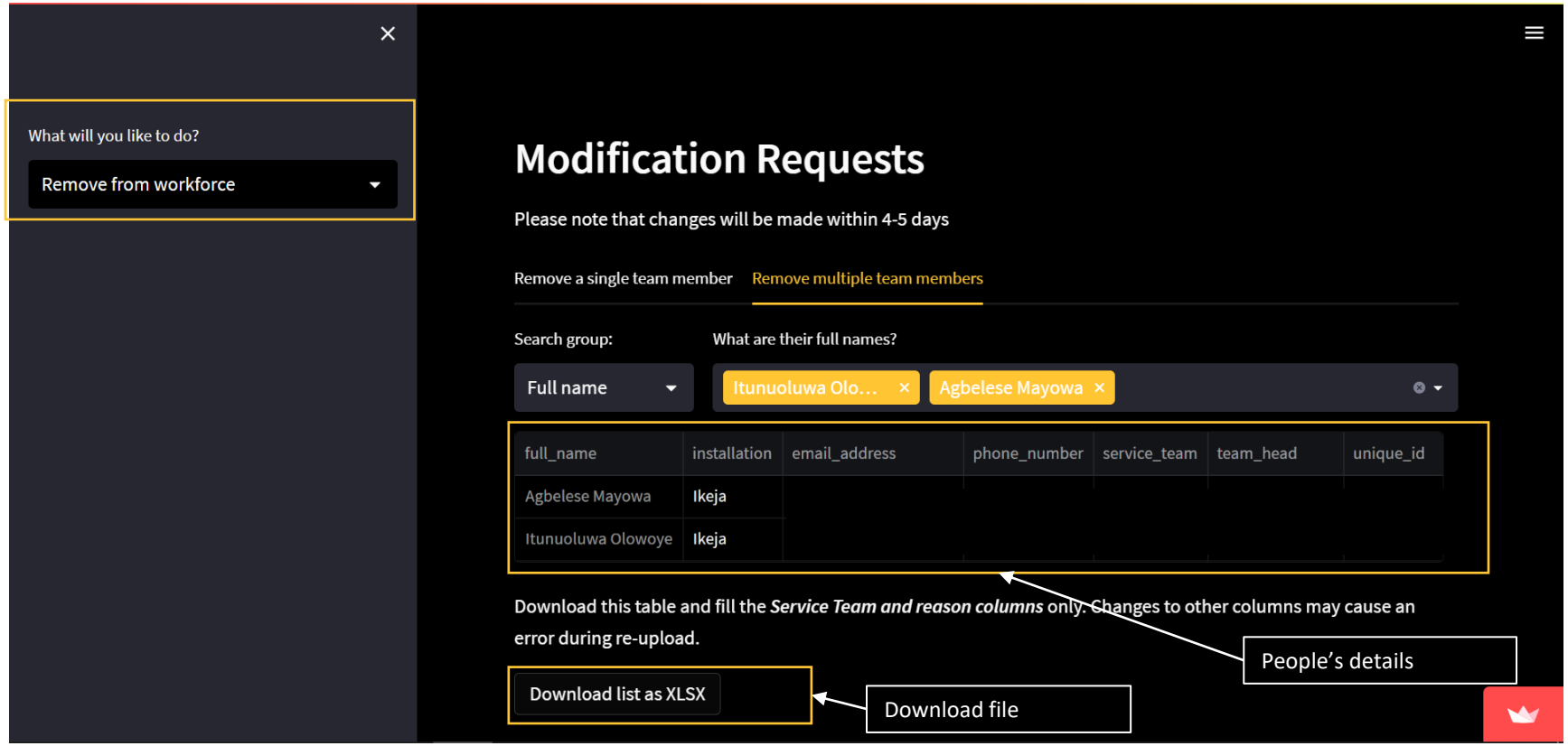
- Remove from workforce

In the **remove multiple team members tab,** you can search for the people by *name, email, or phone number.*

When the records are found and confirmed accurate, download the records.

Fill the reason column. Clearing out the service team column is optional.

The reason for removal is optional, but preferable.



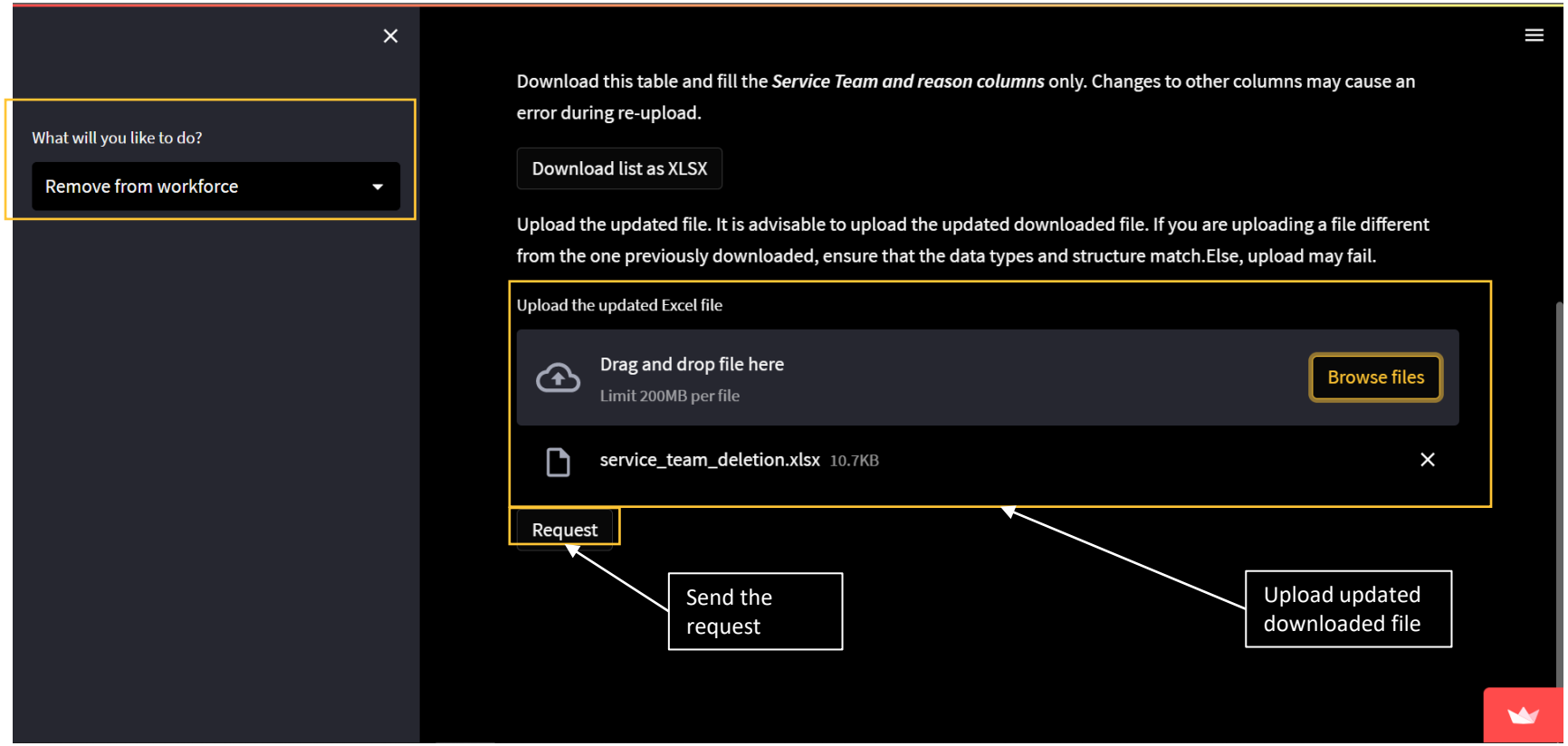
Tab Options:

- Remove from workforce

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up



Change service team head

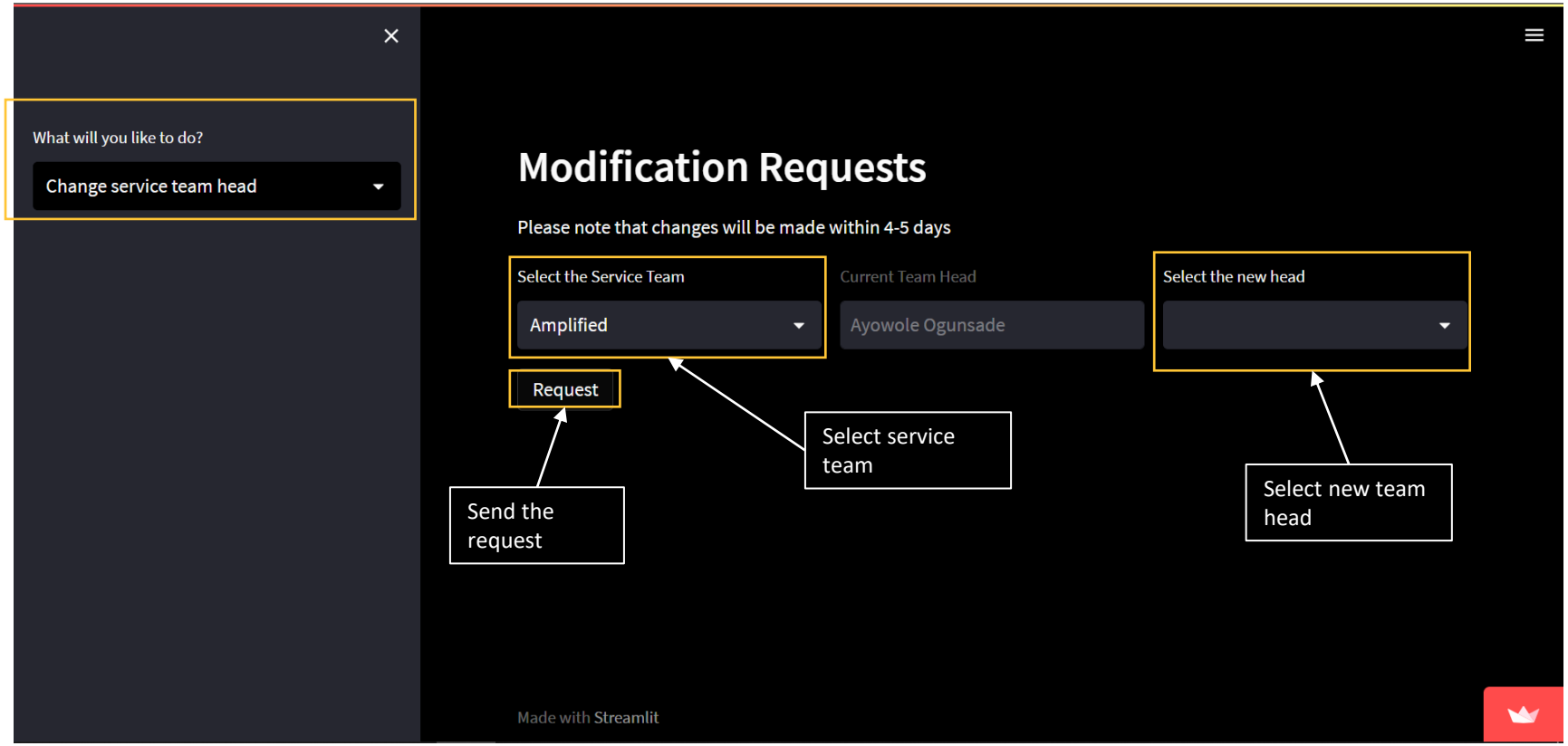
Tab Options:

- Change service team head

In the case of a handover, you can simply select the service team and select the new team head.

Click on **Request** to log your entry.

You should get a confirmation email for follow up.



Thank You