Data Load Requests (Flows and MS Forms)

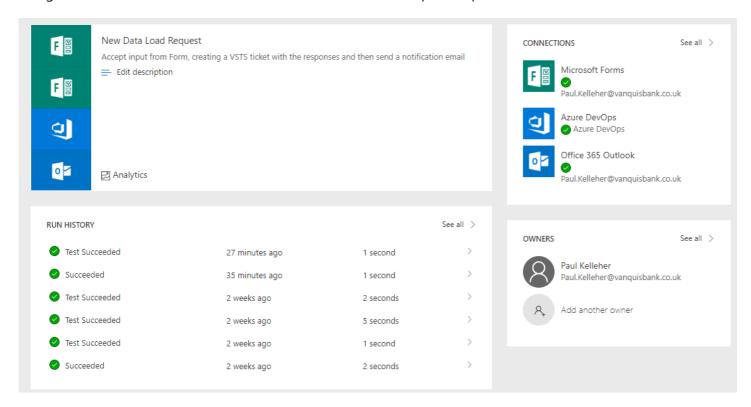Last updated by | Paul Kelleher | 17 Jun 2020 at 08:08 GMT

Data Integration Online Form: Data Load Request

using Microsoft Forms, Microsoft Flows and VSTS for user request capture

Pre-Requisites

You will need a Business AD Account with Office 365 access to create

- ☑ Data Load Reqeusts Form located here ↗
- ☑ a new Flows workflow at https://flow.microsoft.com ↗
- ☑ a new Work Item in the Azure Devops (VSTS) project of your choosing
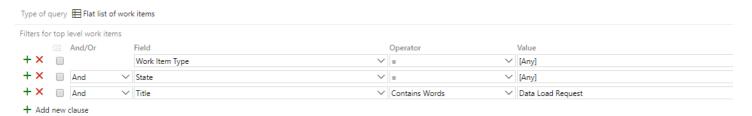
High Level Overview

The Form accepts the user inputs and then creates a Task in VSTS with the following paramaters

- Project : Data
- Type : Task
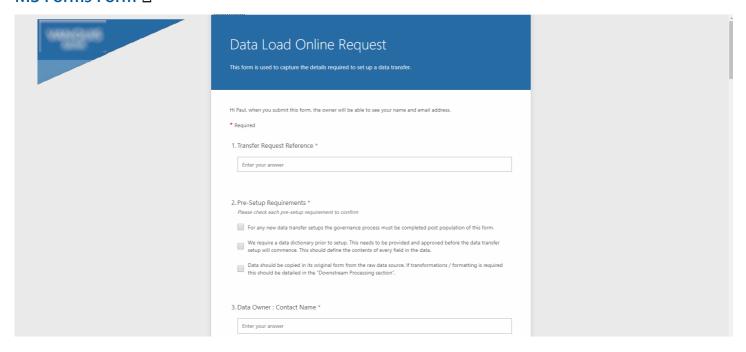- Title "New Data Load Request" + Transfer Request No
- Area Path : Data\Data
- Tags: Data Load Request

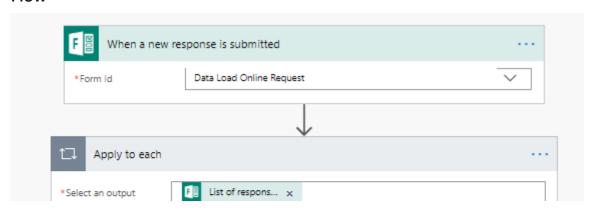The submitted tasks can be located by running the following Query ⧉
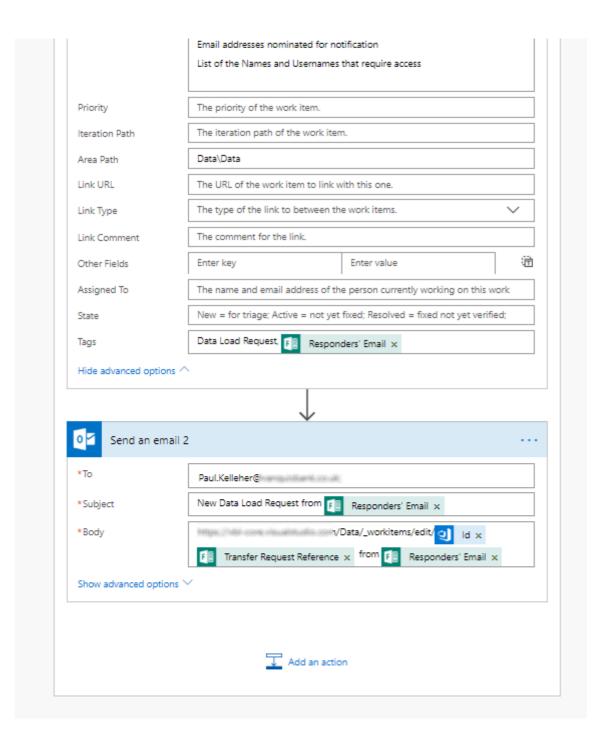

Flow Elements

MS Forms Form ⧉

Flow

from previous steps

Get response details · · ·

Create a work item · · ·

*Account Name
vbl-core ⌄

*Project Name
Data ⌄

*Work Item Type
Task ⌄

*Title
PKTEST New Data Load Request : [F] Transfer Request Reference ✕

Description
Ref [F] Transfer Request Reference ✕
completed by : [F] Responders' Email ✕

[F] Pre-Setup Requirements ✕

Data Owner : [F] Data Owner : Contact Name ✕
Department : [F] Data Owner : Department ✕
Phone : [F] Data Owner : Contact Number ✕
Email : [F] Data Owner : Email ✕

3rd party Details : [F] 3rd Party Company Name ✕
Business Contact : [F] 3rd Party Business Contact ✕
Technical Contact : [F] 3rd Party Technical Contact ✕

Source Database Name : [F] Source Database Name ✕
Live Data Location : [F] Live Data Location ✕
UAT Data Location: [F] UAT Data Location ✕
Tables Required : [F] Tables Required ✕
PII Tabkles Required: [F] PII Tables Required ✕

Business Impact of Transfer Failure
[F] Business Impact of Transfer Failure : General Statement ✕
Business Impact of Transfer Failure After 1 Hour
[F] Business Impact of Transfer Failure : Impact after 1 hour ✕
Business Impact of Transfer Failure After 2 Hours
[F] Business Impact of Transfer Failure : Impact after 2 hours ✕
Business Impact of Transfer Failure After 4 Hours
[F] Business Impact of Transfer Failure : Impact after 4 hours ✕

Transfer Schedule / Frequency
[F] Transfer Schedule : Detailed Schedule Requirements ✕
Automated [F] Transfer Schedule : Automated Schedule ✕
Times [F] Transfer Schedule : Times ✕
Start/End [F] Transfer Schedule : Start Date ✕ /
[F] Transfer Schedule : Expiry Date ✕

	Email addresses nominated for notification
	List of the Names and Usernames that require access
Priority	The priority of the work item.
Iteration Path	The iteration path of the work item.
Area Path	Data\Data
Link URL	The URL of the work item to link with this one.
Link Type	The type of the link to between the work items. ⌄
Link Comment	The comment for the link.
Other Fields	Enter key — Enter value 📋
Assigned To	The name and email address of the person currently working on this work
State	New = for triage; Active = not yet fixed; Resolved = fixed not yet verified;
Tags	Data Load Request, [F] Responders' Email ×

Hide advanced options ⌃

O Send an email 2 · · ·

*To	Paul.Kelleher@~~vanguardbank.co.uk~~
*Subject	New Data Load Request from [F] Responders' Email ×
*Body	~~https://dd.com.visualstudio.com~~/Data/_workitems/edit/ [O] Id × [F] Transfer Request Reference × from [F] Responders' Email ×

Show advanced options ⌄

⊥ Add an action

VSTS Task

TASK 52473

52473   PKTEST New Data Load Request : Transfer Ref

👤 Unassigned   💬 0 comments   Data Load Request ✕   Paul.Kelleher@vanquisbank... ✕   ➕

State	⬤ To Do	Area	Data\Data
Reason	🔒 New task	Iteration	Data

Description

Ref Transfer Ref
completed by : Paul.Kelleher@~~~~~~~~~~~~~~

["For any new data transfer setups the governance process must be completed post population of this form.","We require a data dictionary prior to setup. This needs to be provided and approved before the data transfer setup will commence. This should define the contents of every field in the data.","Data should be copied in its original form from the raw data source. If transformations / formatting is required this should be detailed in the "Downstream Processing section"."]

Data Owner : Data Owner
Department : Dept
Phone : Contact
Email : Test Data

3rd party Details : Test Data
Business Contact : Test Data Test Data Test Data
Technical Contact : Test Data Test Data Test Data

Source Database Name :Test Data
Live Data Location : Test Data
UAT Data Location: Test Data
Tables Required : Test Data Test Data Test Data Test Data Test Data
PII Tabkles Required: Test Data Test Data Test Data

Business Impact of Transfer Failure Test Data
Business Impact of Transfer Failure After 1 Hour Test Data

Discussion

PK   *Add a comment. Use # to link a work item, ! to link a pull request, or @ to mention a person.*

Notification Email

Data Team Notification	Customer Confirmation Email
New Data Load Request from Paul.Kelleher@~~~~~~~~~~~	**Confirmed Created Data Load Request**
Paul Kelleher To Paul Kelleher ⓘ This message was sent with Low importance.	Paul Kelleher To Paul Kelleher ⓘ This message was sent with Low importance.
https://~~~~~~~~~~~~~~~'Data/_workitems/edit/52474Transfer Ref from Paul.Kelleher@~~~~~~~	Click to see the task : https://~~~~~~~~~~~~~~Data/_workitems/edit/52474Transfer Ref
Paul Kelleher Data Infrastructure Engineering Lead	**Paul Kelleher** Data Infrastructure Engineering Lead
♻ Help save the environment. Please don't print this e-mail unless it's absolutely necessary	♻ Help save the environment. Please don't print this e-mail unless it's absolutely necessary

QuickLink to VSTS Tasks 🔗

Maintenance

Scenario	Steps
Form Requires New Fields	