Data Consumer User Manual for the DASH Application

dash.ok.gov

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Section 1. Objective.

1.1. Overview.

The State of Oklahoma has an enterprise data platform that can house, manage and enable enterprise data sharing. This data platform, called the State Data Platform, alleviates challenges state agencies may face when sharing data with other state agencies. In turn, the State Data Platform provides a unified experience to help facilitate data insights as well as data sharing.

The DASH Application is an enterprise data platform that serves as an agnostic data management and data sharing environment that can be instantiated at will to solve various data sharing needs within the enterprise.

The platform serves three roles:
1. Data owners – Users who manage access requests.
2. Data consumers – Users who want to access datasets.
3. Platform admin. – Users who monitor and provide final approval to data owners and consumers.

1.2. Highlights.

The developed application provides users with the ability to dynamically upload a schema, ingest data files and get retrieval tokens from the solution. The platform will handle sensitive information through encryption and decryption.

The objective of this document is to cover the data consumer role and user experience for the DASH Application.

# Section 2. Login interface and search functionality.

2.1. Login interface.

- To access the OMES State Data Platform, the user must be logged in.
- Visit dash.ok.gov.
    - Microsoft accounts added to the Active Directory of OMES (created by OMES) can log in.
    - If a new user needs access, submit a ticket to servicedesk@omes.ok.gov.
- The user can sign in to their Microsoft account by selecting **Login via Microsoft.**
- Next, a pop-up window will appear prompting the user to enter their credentials.
- After logging in, users are routed to the landing page where they can select their role.
- On the landing page, the role(s) associated with the user will appear in blue and red colors.
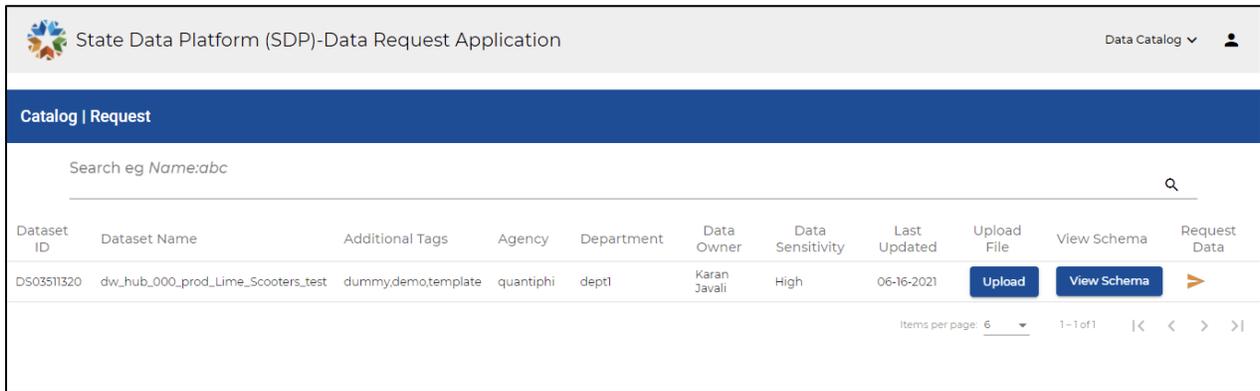- Note: If a user tries to access the role which they were not assigned, an error message will occur.
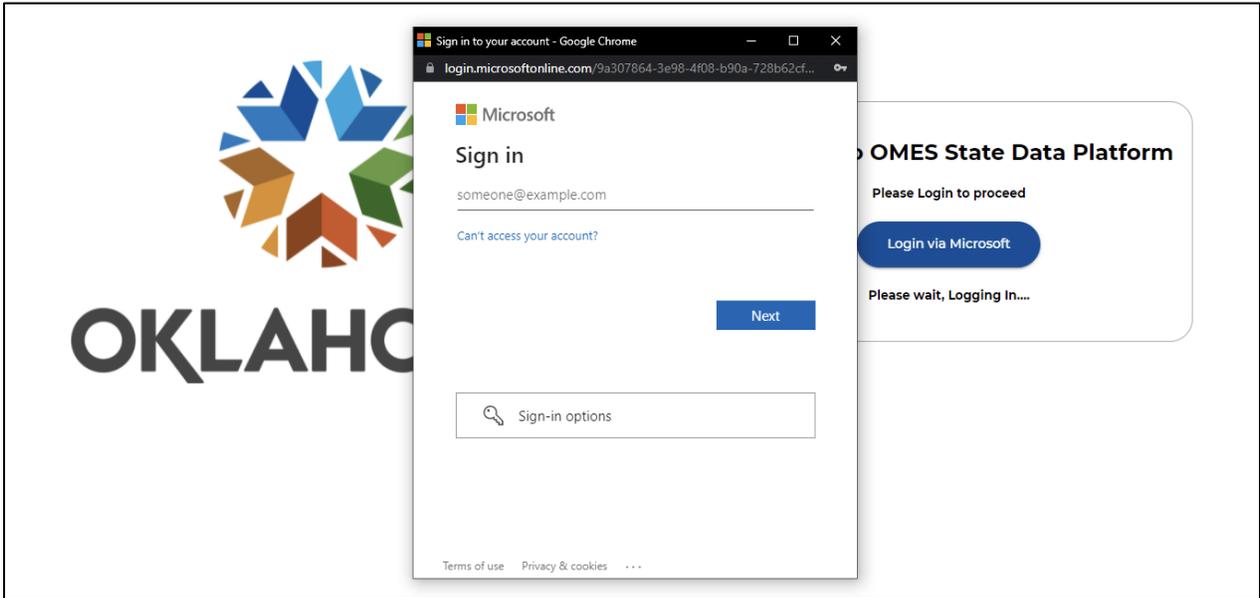
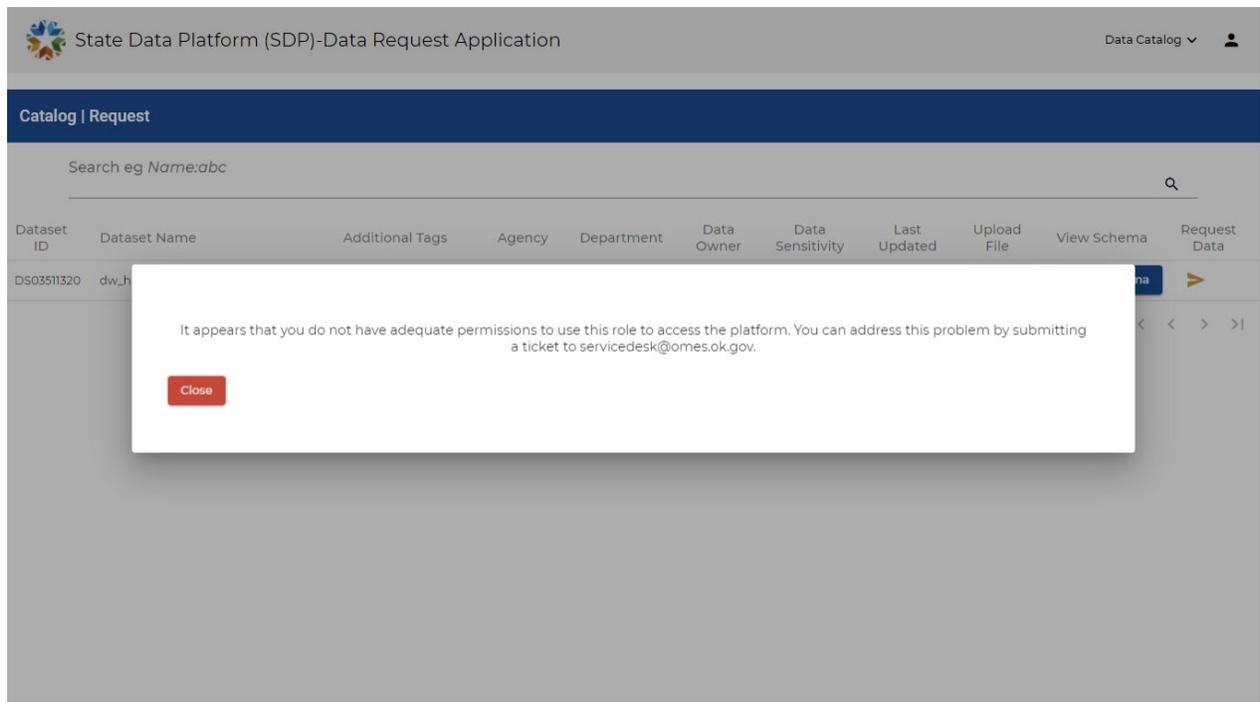The landing page is displayed as follows:
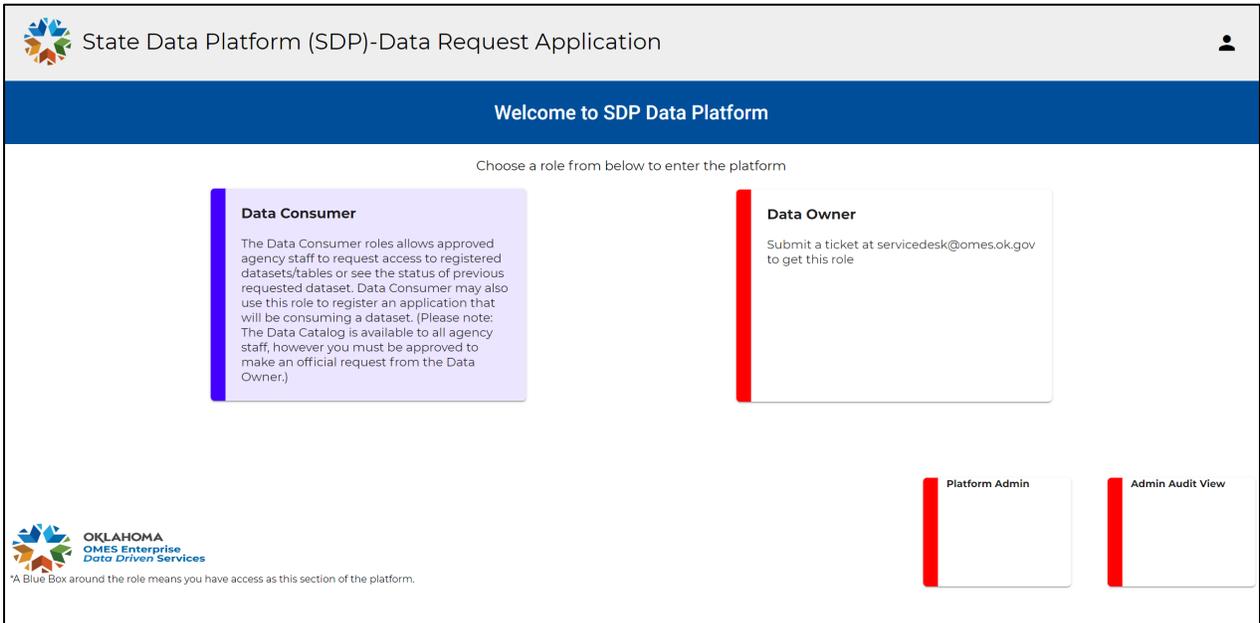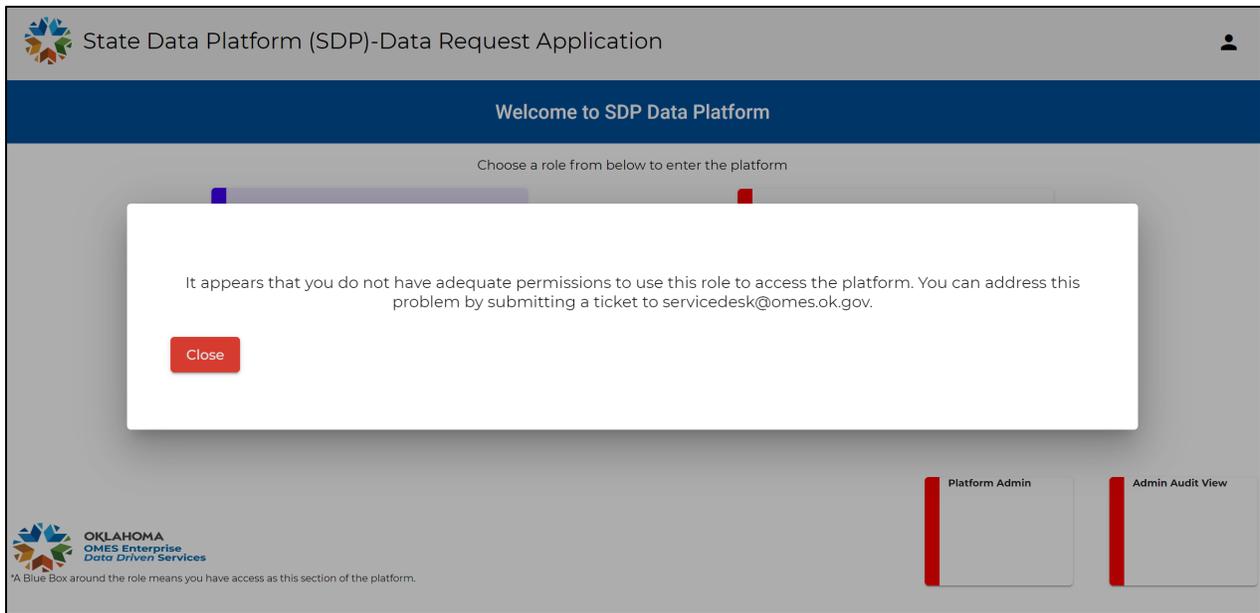
Any user can select the Data Consumer role on the landing page and view the available datasets.

However, an error message will appear for a user that is not assigned a Data Consumer role.
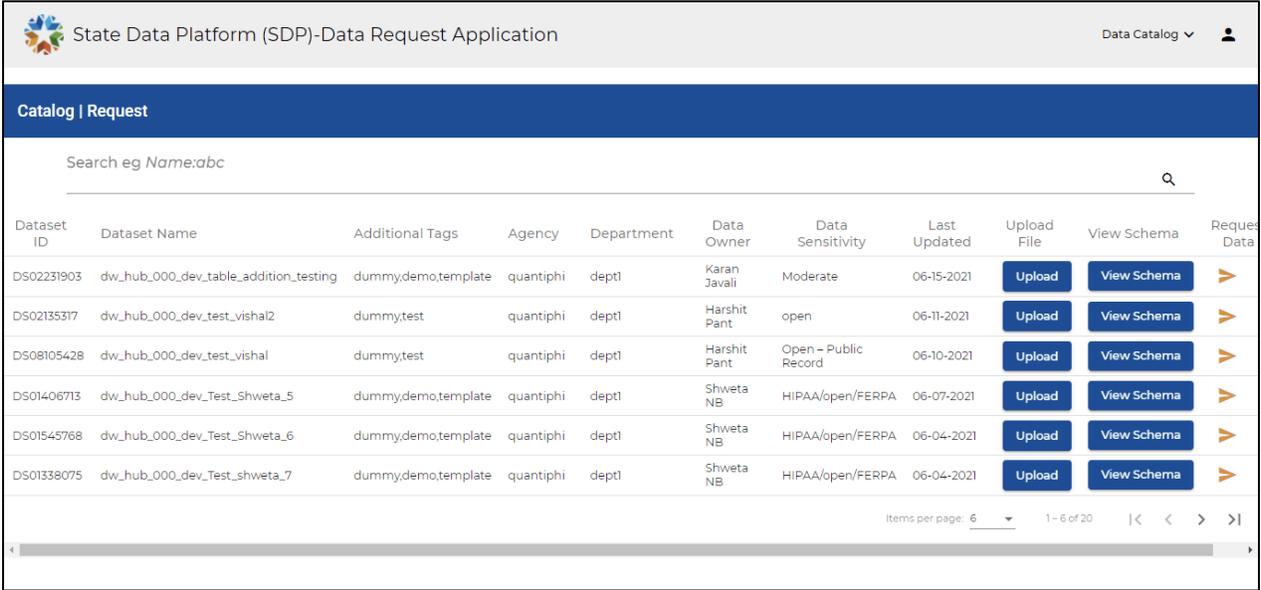
2.2. Search functionality.

Once logged in, the user can use the search functionality to find the tables they require.

- Filter table rows with ease.
- Functionality is available for every table in the application.
- Filters are entered in the form of a key-value pair, and multiple filters can be applied per search.
- Use the **comma** (,) when using multiple filters. Select the field and value from the drop-down menu, then select **comma** to enter the next field.
- Select the **search** button located to the right of the input box, or select **enter** to trigger the search functionality.
- Search functionality is case sensitive.
- If you are searching within an invalid field (key), you will receive an error message stating "The column does not exist, or the format is wrong. Please clear the search bar and try again." The user must select a field from the drop-down menu.

Let's view an example from the Data Consumer Catalog table.

Data Consumer view.

Before applying the filter, note there are 20 datasets in the dashboard.

Suppose a user wants to request datasets with low Data Sensitivity that belong to the HR department. To narrow search results, the user can select multiple filters including **Data Sensitivity: open** and **Department: HR**.

In this example, three datasets populate after the filter is applied.

Search functionality works the same for other roles, e.g., Data Owner and Platform Admin.

Section 3. Interface for data consumer.

3.1. Dataset access request.

When a consumer enters the SDP platform, the data catalog page provides a list of all available data.

Should the consumer desire to perform a search for a group, limit their search for partial datasets, or view certain tables from a dataset, the request page is equipped with two options.

Option 1: Requesting for Self, Registered Applications or Group.

Case 1: Requesting for Self.

The first option you can select on the request page of any dataset is Self. By selecting the Self option, you are requesting data for yourself. By default, Self is selected when you enter the request page.

Case 2: Requesting for Registered Applications.

After you've registered an application, you can request the associated data for those applications. To do so, select the **Requesting for Registered Application** option. A drop-down menu will appear with a list of registered applications. If there are no registered applications, the user must select the option to register a new application. Then, the user can select the option of their choice to proceed.

Case 3: Requesting for Group.

Every consumer of the SDP platform will belong to a group. To reduce the hassle of requesting the same data repeatedly for Self, a consumer can request data for their entire group.

Option 2: Requesting a particular access level.
After selecting the type of request, the consumer must select the desired access level, i.e., requesting access to the entire dataset or specific tables within a dataset.

Case 1: Entire dataset.
The consumer can select the **Entire Dataset** option to request access for the whole dataset.

Case 2: Specific tables.
The consumer can select the **Specific Tables** option to request access for selected tables.

Button disabling to avoid duplicate requests.

Checks are in place to avoid a consumer requesting and gaining access to the same data more than once. Note that these checks are Option1(Requesting For) specific.

If the consumer changes from Self to an application while requesting data, it may change the av in three ways.

1. If the consumer requested the entire dataset and the request was accepted or is in the pending state, the option for selecting tables is disabled. The consumer will receive a pop-up message that they've already requested access to the dataset.
2. If the consumer requested data for a table, they are unable to request for the entire dataset.
3. If the consumer previously requested a table, they would not have the option to request those tables.

3.2. View dashboard.

The consumer can view the status of their request after logging in.

Section 4. DASH support.

4.1. DASH support.

If you run into any problems or issues with DASH, please submit a support ticket to servicedesk@omes.ok.gov.