OKLAHOMA
Office of Management
& Enterprise Services

Data Owner User Manual for the DASH Application

DASH.OK.GOV

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The owner can create a new request for partial table data removal by clicking **Create a new request for partial table data removal**. After clicking the button, there will be a form that the owner must fill for creating the request. 66
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Section 1. Objectives

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. Highlight.

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 owner role and user experience for the DASH Application.

Section 2. Interface for Data Owner

2.1. Dataset Schema and Metadata Registration

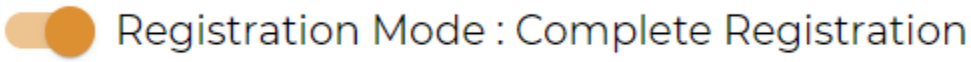
Data owners can request for the registration of their dataset into the platform's GCP BigQuery. They must fill several fields associated with the details of the dataset. If all the fields are filled correctly, especially those fields which take values from the Owner's GCP, the request is generated for registration. If the admin accepts the request, an authorized view of the dataset is created in the Application's BigQuery. From this point, consumers can start requesting datasets. The data of the authorized views will be consistent with the original dataset.

There are 2 methods in which a data owner can register datasets:

1. Interactive Method
2. Upload Method

To register data, you will see 2 options:

Partial Registration | Data Catalog Entry Mode requires the user to manually enter all information related to your dataset. **This should not be used.**



Complete Registration Mode will populate fields based on the GCP project information the enters. **Only this option should be used.**

2.1.1. Interactive Method

In this method, the application provides a form, containing four pages, which the owner can fill and generate the request.

1. Dataset Details
2. Metadata
3. Schema
4. Summary

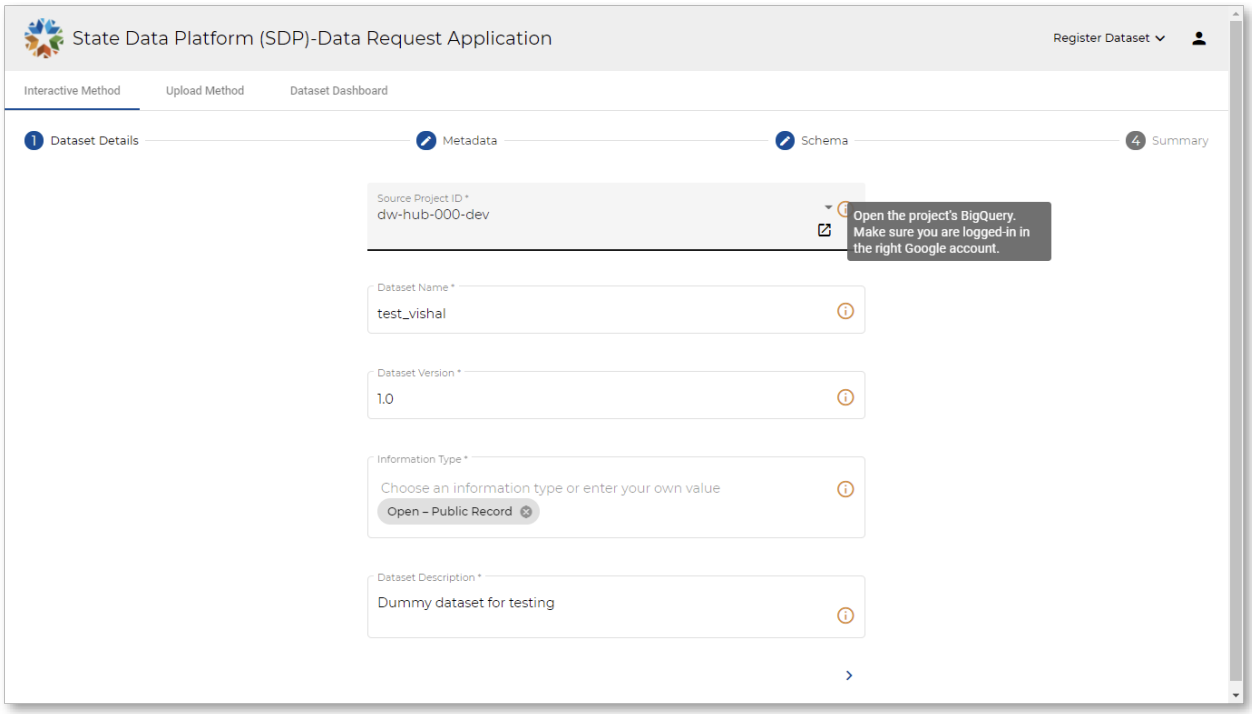
The owner must enter all the fields in order to proceed to the next page (except when the field is optional). The owner must make sure that all the GCP related data is entered properly; otherwise, an error message will be displayed. The owner can hover over the tooltip icon to see more details about the fields.

Page 1. Dataset Details

Contains basic information about the dataset. The fields to be entered are as follows:

1. Source Project ID:
    - This is a dropdown menu which consists of the ID of the GCP projects registered with OMES. (**note a button will appear after selecting Source Project ID which opens the project's BigQuery in the new tab).
2. Dataset Name:
    - Name of the dataset in the owners' BigQuery which they want to register.
3. Dataset Version:
    - Version of the dataset.

4. Sensitivity:
    - Sensitivity of the dataset. There is a drop down that contains sensitivity values based on their threshold sensitivity classification (Low, Moderate, High). The owner can enter multiple values for sensitivity. Once he enters his own value, he can press the ENTER button then enter the next value. The owner can enter a value after he selects from the dropdown as well.
5. Dataset Description:
    - Description of the dataset.



Page 2. Metadata

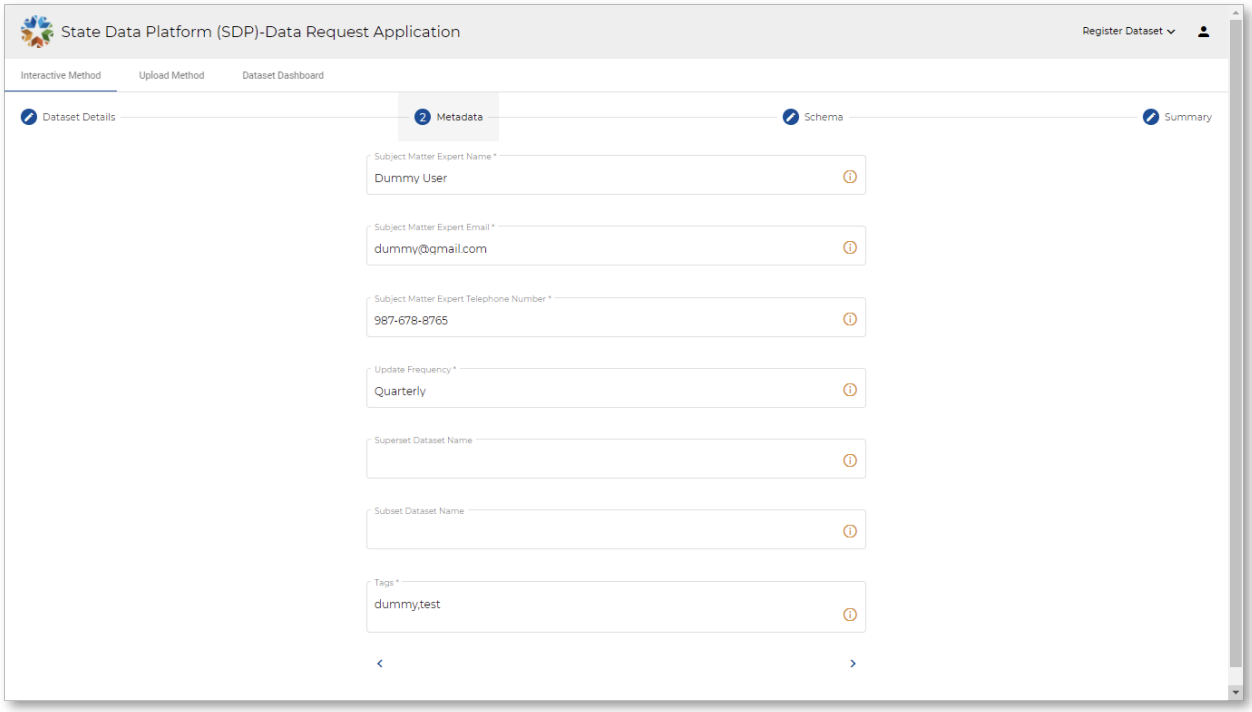
Metadata details. The fields to be entered are as follows:

1. Subject Matter Expert Name:
    - Name of the SME for the dataset.
2. Subject Matter Expert Email:
    - Email of the SME for the dataset.
3. Subject Matter Expert Telephone Number:
    - Telephone number of the SME. Number format: xxx-xxx-xxxx (e.g.:- 123-123-1234).
4. Update Frequency:
    - How frequently the dataset is updated.
5. Superset Dataset Name:
    - Name of the superset dataset name. This field is optional.
6. Subset Dataset Name:

- Name of the subset dataset name. This field is optional.

7. Tags:

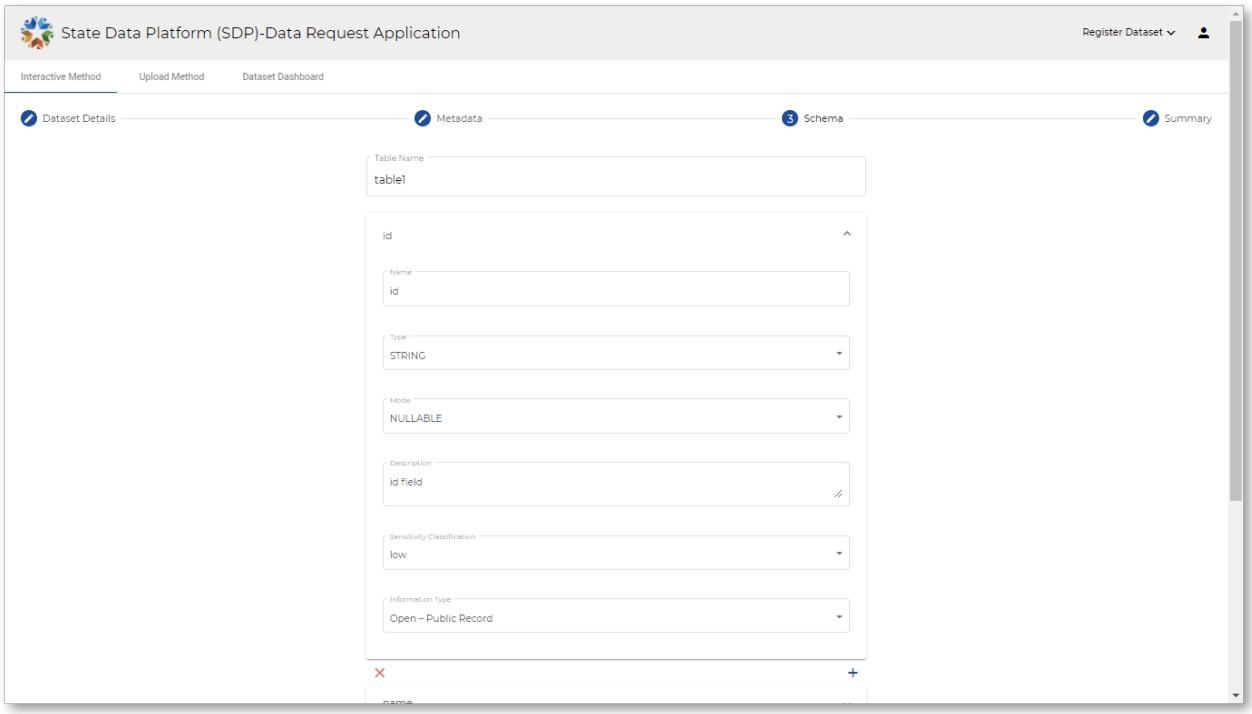
    - Tags associated with the dataset. Tags must be single words separated by a COMMA (,). Example: - test, vehicle, demo.



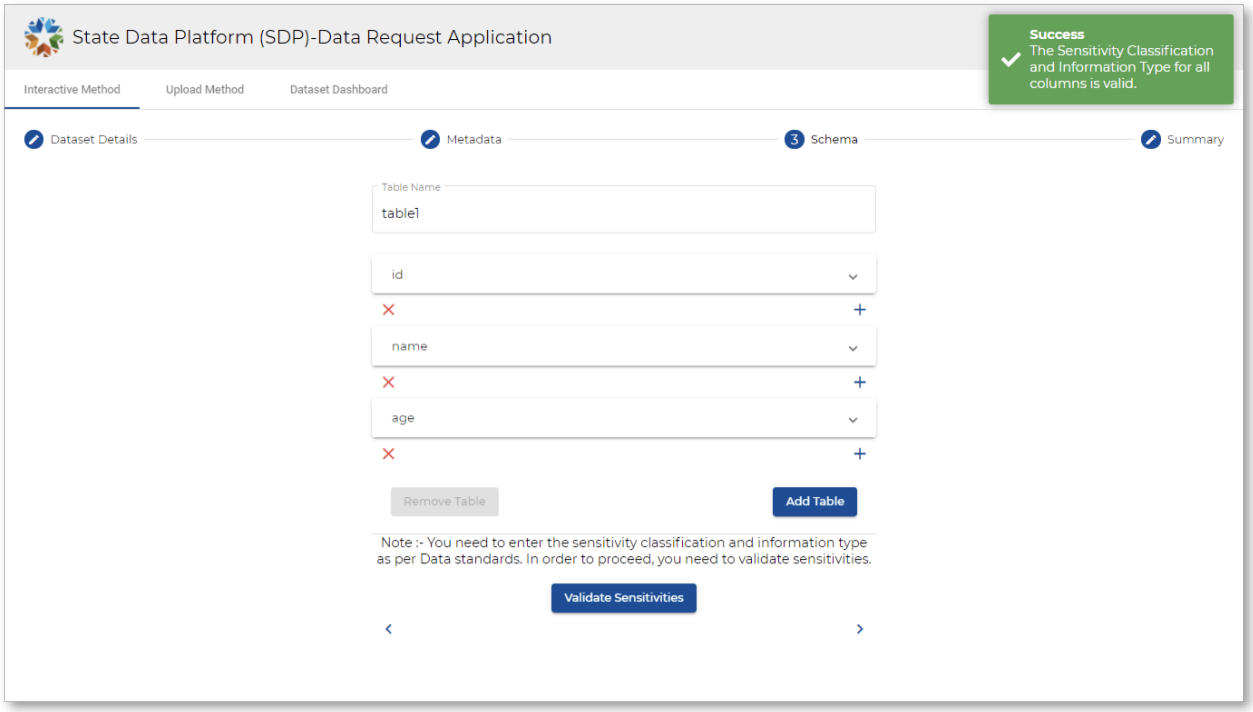
Page 3. Schema

This page is where the owner enters the schema details:

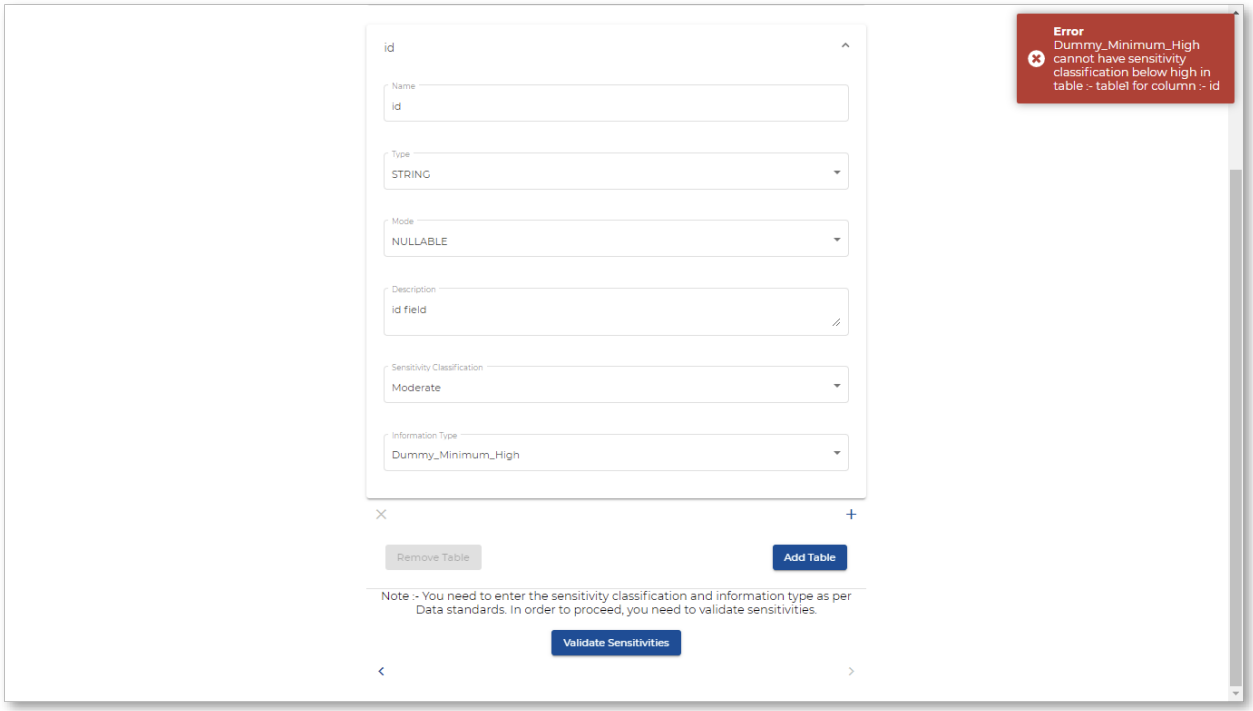
- The owner must enter the details of at least one table including at least one column.
- The schema details must match with that of the owner's BigQuery (Name, Type, and Mode).
- There is a 'Table Name' field which contains the name of the table (Has to match with BigQuery).
- The fields of the schema for a table will be:
    1. Name - Name of the column. Must match with BigQuery.
    2. Type - Type of the column. Must match with BigQuery.
    3. Mode - Mode of the column. Must match with BigQuery.
    4. Description - Description of the column.
    5. Sensitivity Classification - How classified the information of the column is. There are 3 values for it: - Low, Moderate, High.
    6. Information Type - Contains the sensitivity values which were entered in the Information Type field in the Dataset Details page.
- The user must enter all 6 fields of a column in order to add more fields.



- Once the owner enters the schema details, the schema must be validated (this is mainly done for sensitivities) by clicking on the 'Validate Sensitivities' button. Conditions for successful validation are:
    a. The sensitivity classification and the information type must be entered based on Data Standards.
    b. If a sensitivity has low threshold classification, it can have low, moderate, or high sensitivity classification.
    c. If a sensitivity has moderate threshold classification, it can have only moderate or high sensitivity classification. If the owner enters low value for this, the validation will fail and an error message will be shown.
    d. If a sensitivity has high threshold classification, it can have only high sensitivity classification. If the owner enters low or moderate value for this, the validation will fail and an error message will be shown for this.
    e. 'Open - Public Records' information type can never have moderate or high sensitivity classification. If a user enters a wrong classification, validation will fail and an error message will be shown.
    f. If a user makes any change to the values entered after validation, they will have to validate again by clicking on the 'Validate Sensitivities' button.
- After successful validation, the user can proceed to the final page.
- The user can add more fields by clicking on the 'Add Field' button.
- The user can remove a field by clicking on the 'X' button at the end of the row.
- The user can add a table by clicking on the 'Add Table' button.
- The user can remove a table by clicking on the 'Remove Table' button.



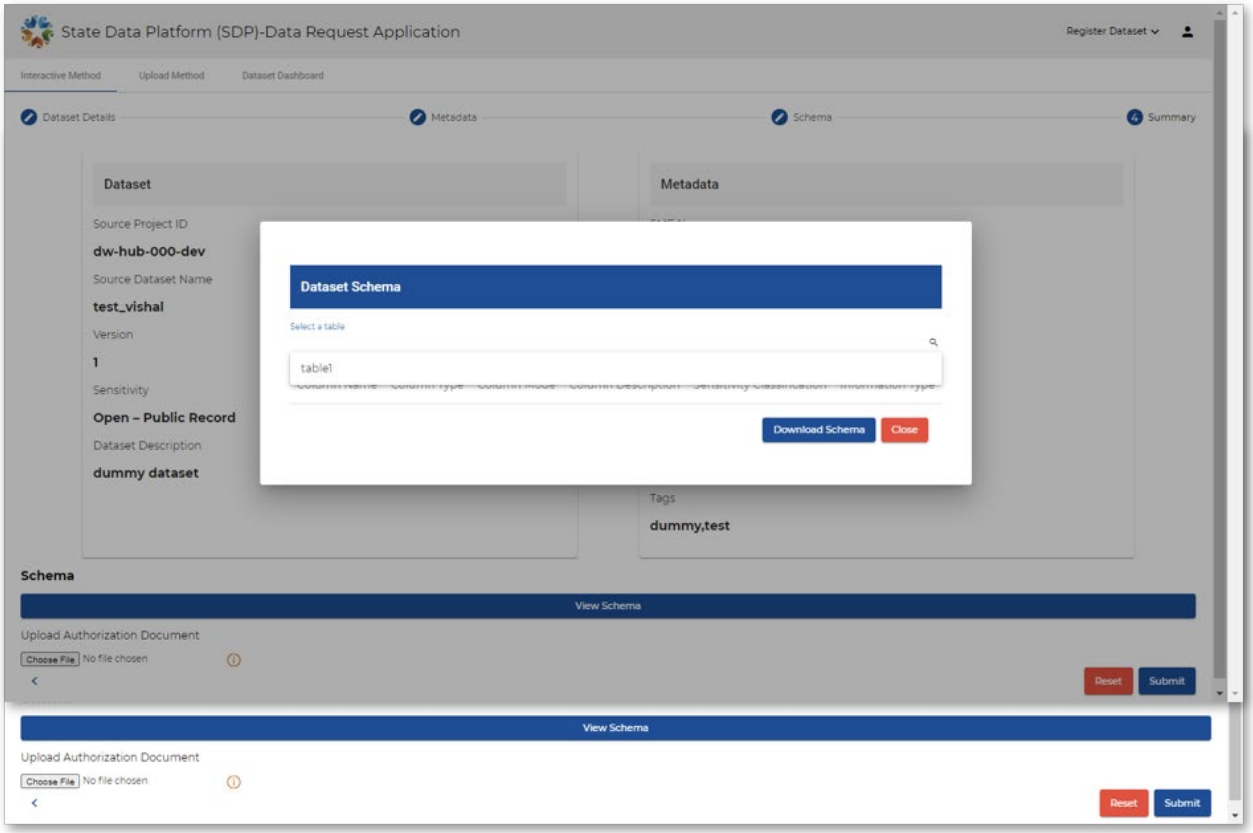
This type of error will appear on sensitivity validation:

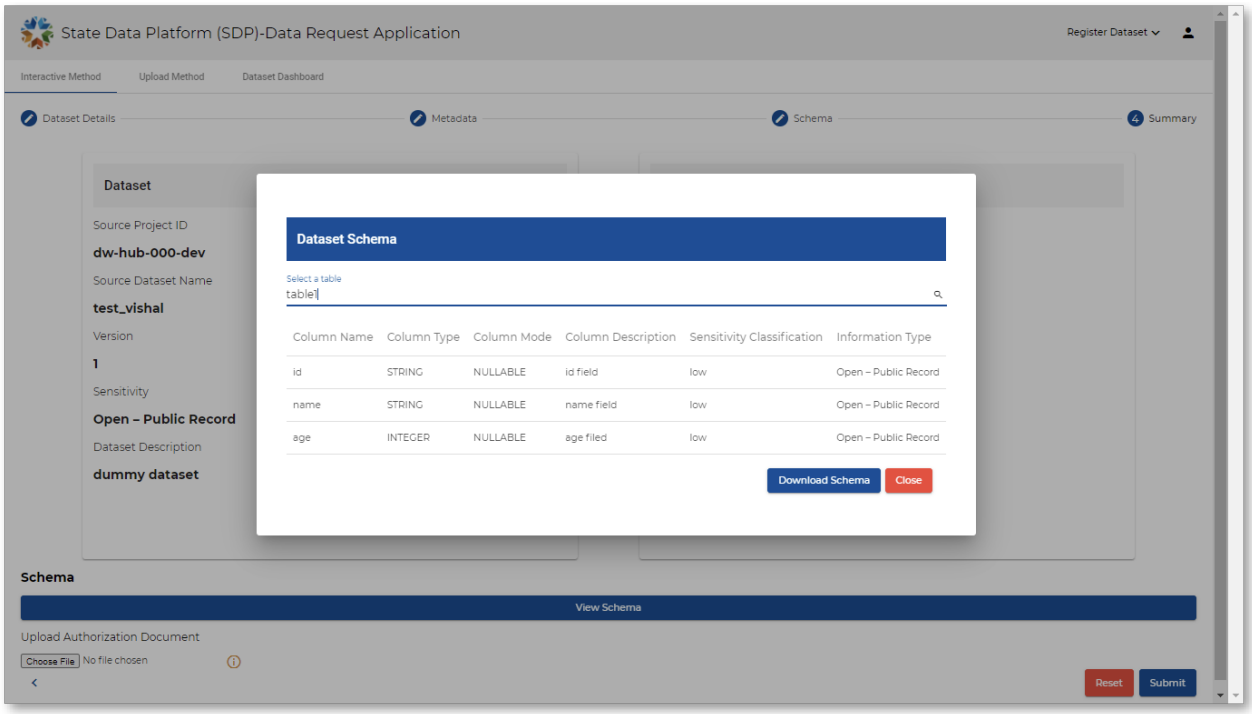


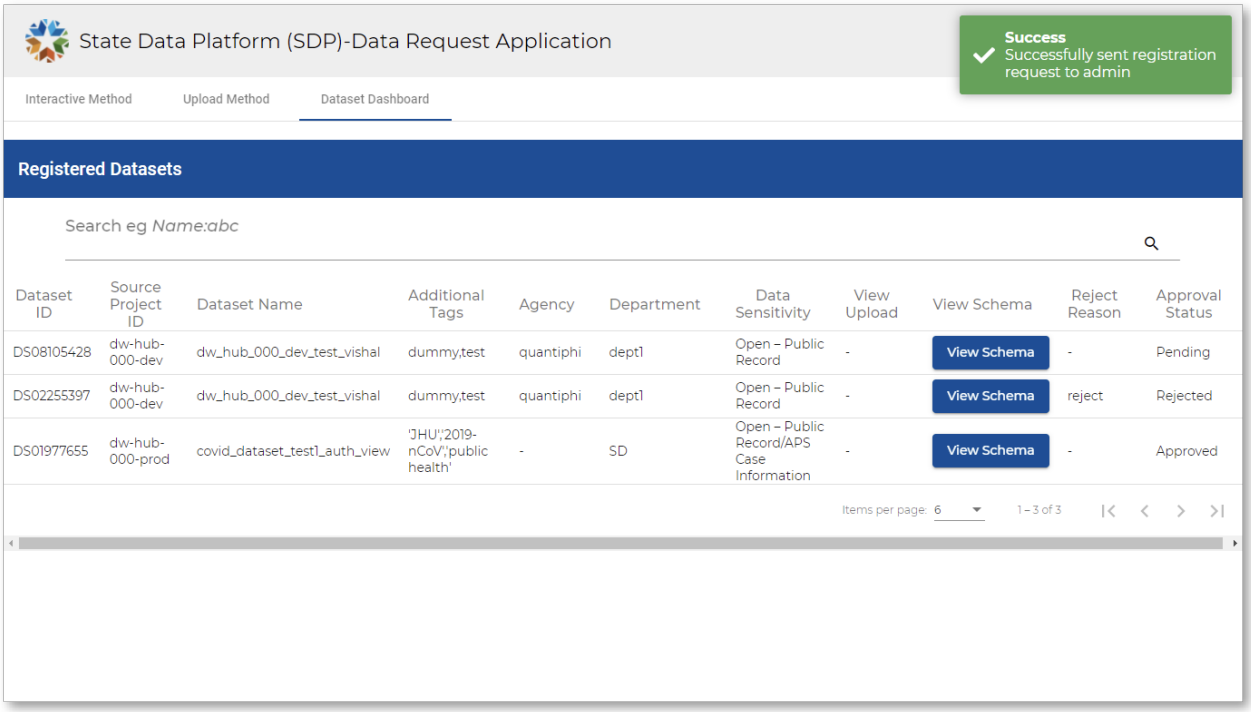
Page 4. Summary

- This page contains the details of all the values entered by the user.
- They can check out what all they entered in the Dataset Details, Metadata and Schema pages.
- They can check their schema entered by clicking on the ‘View Schema’ button.

- The user can also upload an Authorization Document if required (this is optional). The format of the file must be one of PDF/CSV/XLS/DOC/DOCX.
- Upon reviewing everything, this user can press the submit button to submit his request. A message will appear showing the result of the request. It will either be a Success Message or will contain an error message.
- The user can press the Reset button to reset his entered details.
- Upon successfully requesting for the registration of the dataset, an email will be sent to the administrators of the platform.



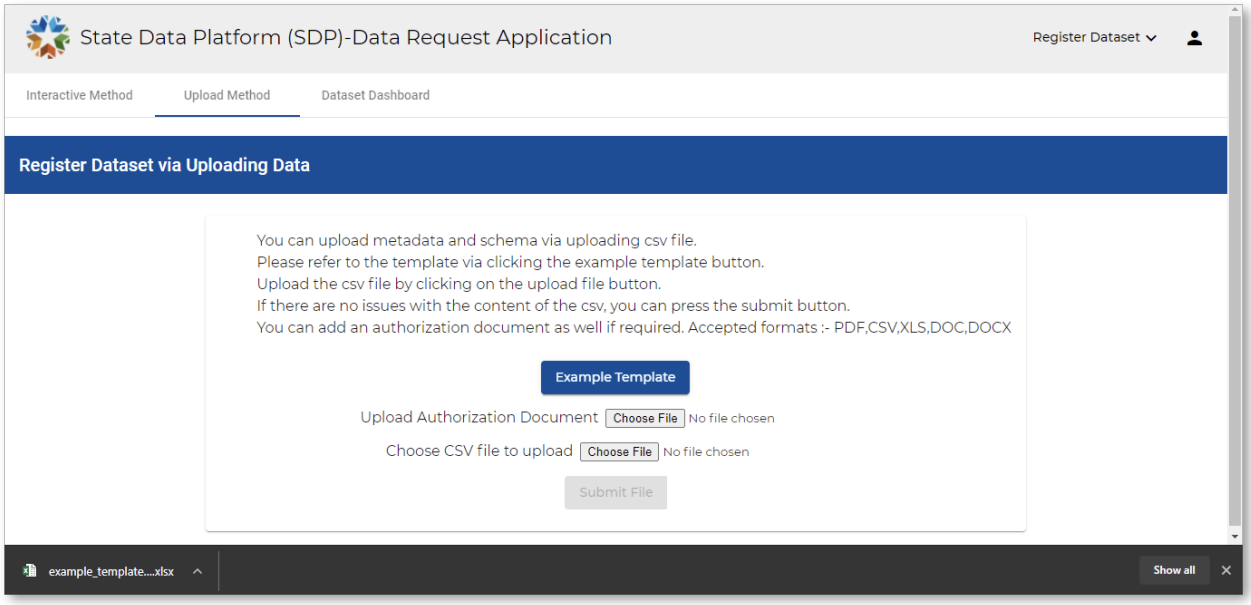




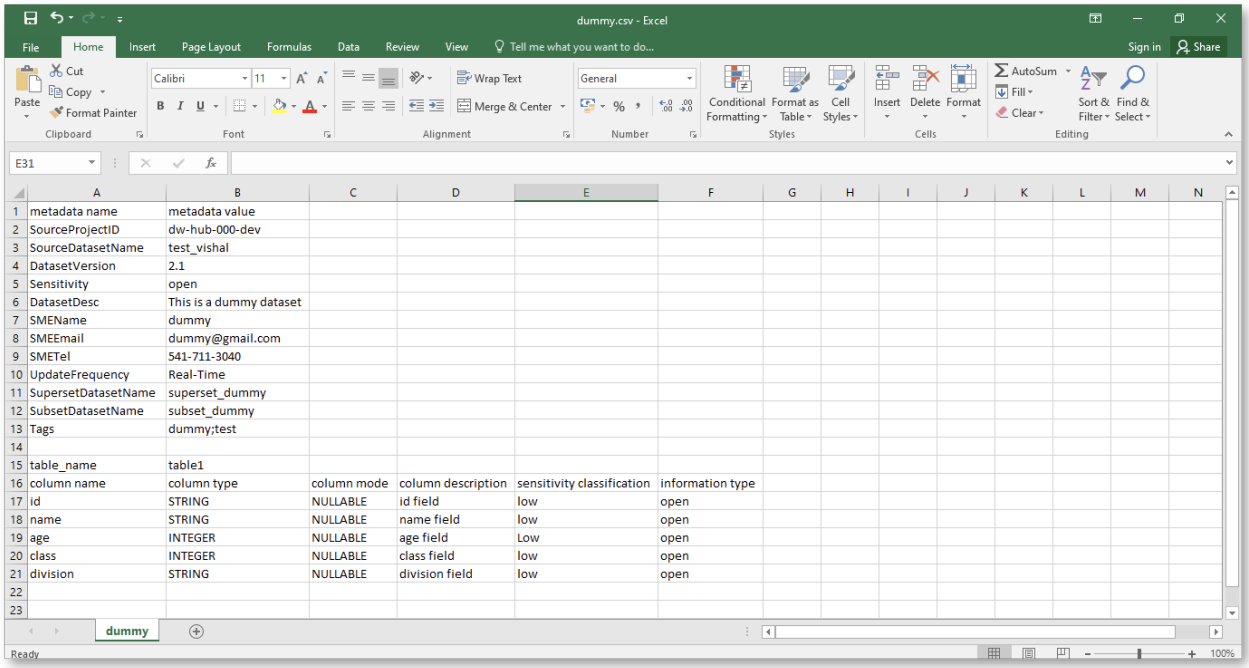
2.1.2. Upload Method

- In this method, the user must upload a csv file containing the required details of the dataset.
- Instructions are provided :-
  - You can upload metadata and schema via csv files.
  - Please refer to the template via clicking the *Example Template* button.
  - Upload the csv file by clicking on the *Choose File* and selecting the csv you wish to upload.

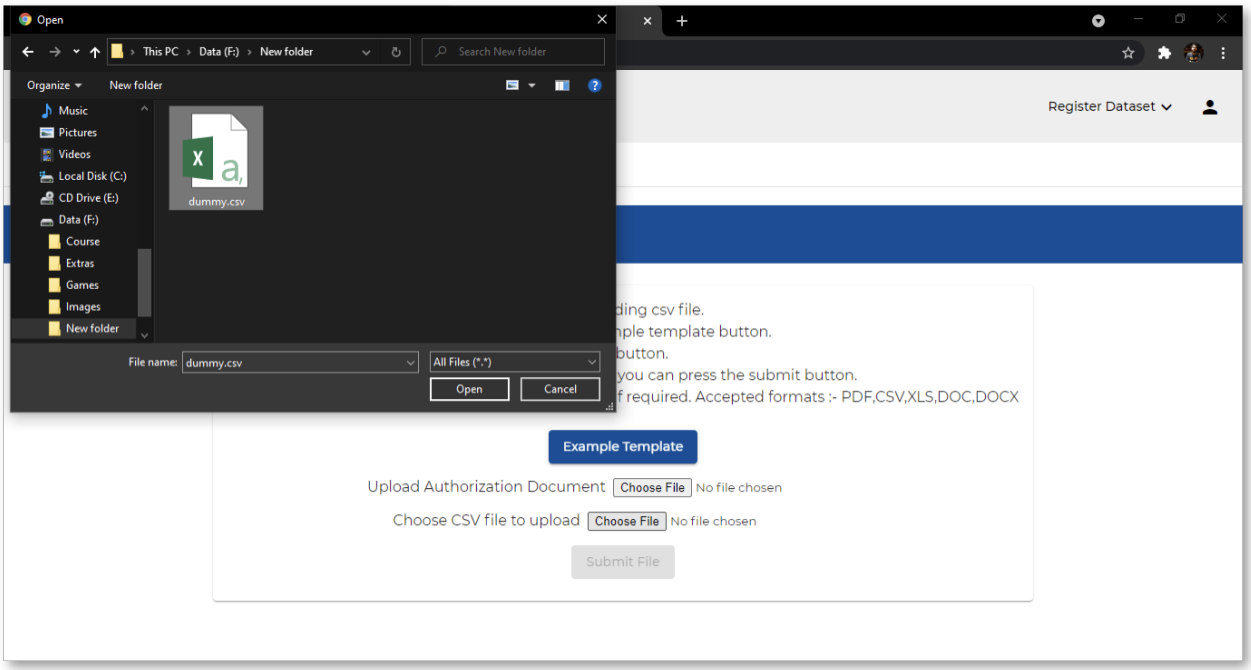
- If there are no issues with the content of the csv, you can press the *Submit File* button.
- You can add an authorization document as well, if required. Accepted formats are PDF,CSV,XLS,DOC,DOCX.



- The user must download the example template (an excel file), enter details there, export it as a CSV then upload to the application and submit. Note that the format of the file cannot be changed, only the data within. The document contains example data that will assist the user in filling in details on their own data.
- The headings are in blue color which are required. The user must not change these.
- The values entered must be changed to reflect the data to be registered in DASH.
- The fields are the same as that of the Interactive Method. Hence all the fields have the same kind of value as that filled in the Interactive Method.
- For each field, there are instructions written in the H column of the excel sheet.
- Before exporting the excel sheet as a CSV, the user must delete the **H column** of the sheet, otherwise an error message will appear when the user uploads the csv.

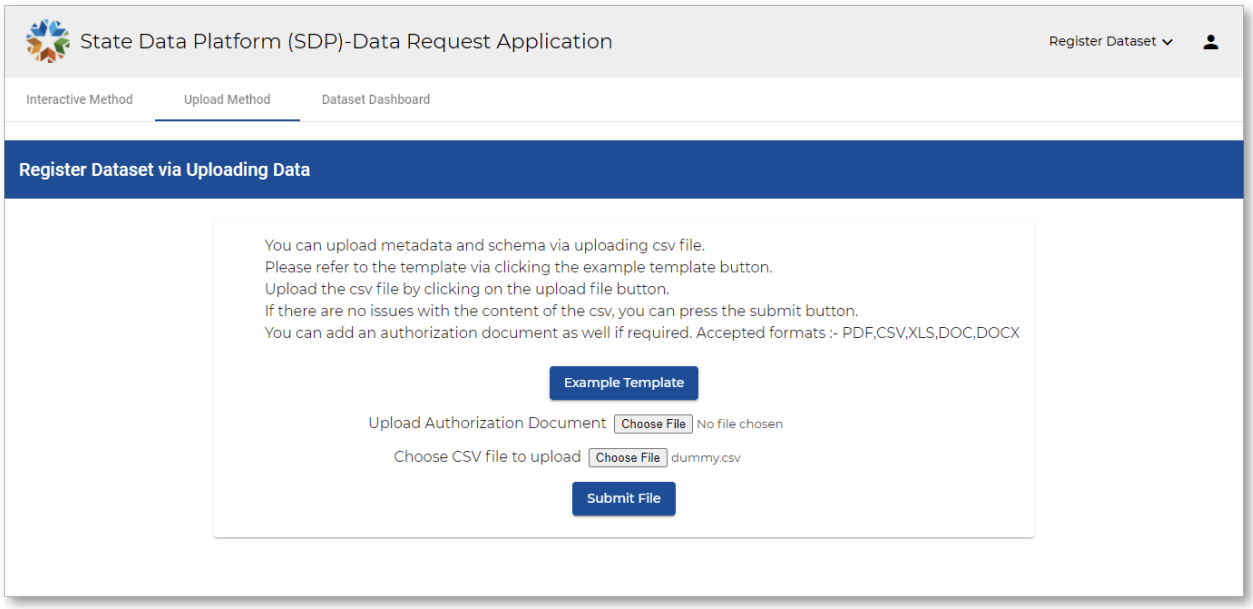


	A	B	C	D	E	F
1	metadata name	metadata value				
2	SourceProjectID	dw-hub-000-dev				
3	SourceDatasetName	test_vishal				
4	DatasetVersion	2.1				
5	Sensitivity	open				
6	DatasetDesc	This is a dummy dataset				
7	SMEName	dummy				
8	SMEEmail	dummy@gmail.com				
9	SMETel	541-711-3040				
10	UpdateFrequency	Real-Time				
11	SupersetDatasetName	superset_dummy				
12	SubsetDatasetName	subset_dummy				
13	Tags	dummy;test				
14						
15	table_name	table1				
16	column name	column type	column mode	column description	sensitivity classification	information type
17	id	STRING	NULLABLE	id field	low	open
18	name	STRING	NULLABLE	name field	low	open
19	age	INTEGER	NULLABLE	age field	Low	open
20	class	INTEGER	NULLABLE	class field	low	open
21	division	STRING	NULLABLE	division field	low	open
22						
23						



- The user can add an authorization document as well if, required. Accepted formats are PDF, CSV, XLS, DOC, DOCX.
- Upon uploading, if any of the fields are entered in the wrong format, an error message will be displayed. If no error message is displayed, the user can submit.

- If the data entered does not match with that of their GCP environment, the appropriate error message will be displayed.
- Upon successfully requesting for the registration of the dataset, an email will be sent to the administrators of the platform.



2.2. Table Addition

This functionality lets data owners add table(s) to an existing dataset (which the data owner has registered in DASH).

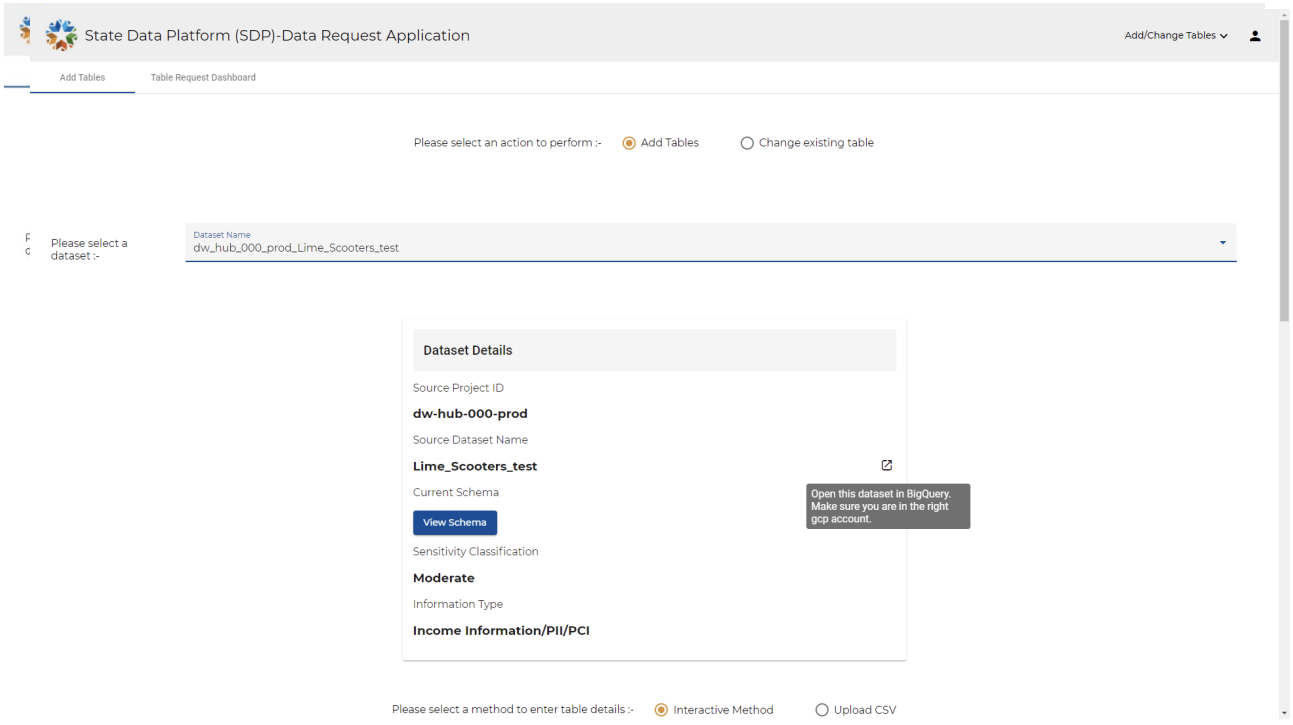
- Data owners can select a dataset from the dropdown which consists of all the available datasets.
- Once selecting a dataset from dropdown, the data owner can see the dataset details and can view schema of the previously registered dataset.
- A button is provided along with dataset details which opens the selected dataset in BigQuery.

- For adding table(s) data owners must fill several fields (table name and its schema), if all the fields are filled correctly, a request is generated for table(s) addition.
- If the admin accepts the request, then the table(s) will be added to the dataset.
- From this point, consumers can start requesting access to the newly added table(s).
- Sensitivity Classification for the overall dataset can be changed if any field of newly added tables have sensitivity classification other than the sensitivity classification in dataset details. The lowest option available will be the highest sensitivity value used in the overall dataset (including newly added tables).
- If any field of newly added tables contains Information Type(s) other than those present in the dataset, then those Information Type(s) will be added to the dataset Information Type.

There are 2 methods using which a data owner can register new table(s):

1. Interactive Method
2. Upload Method

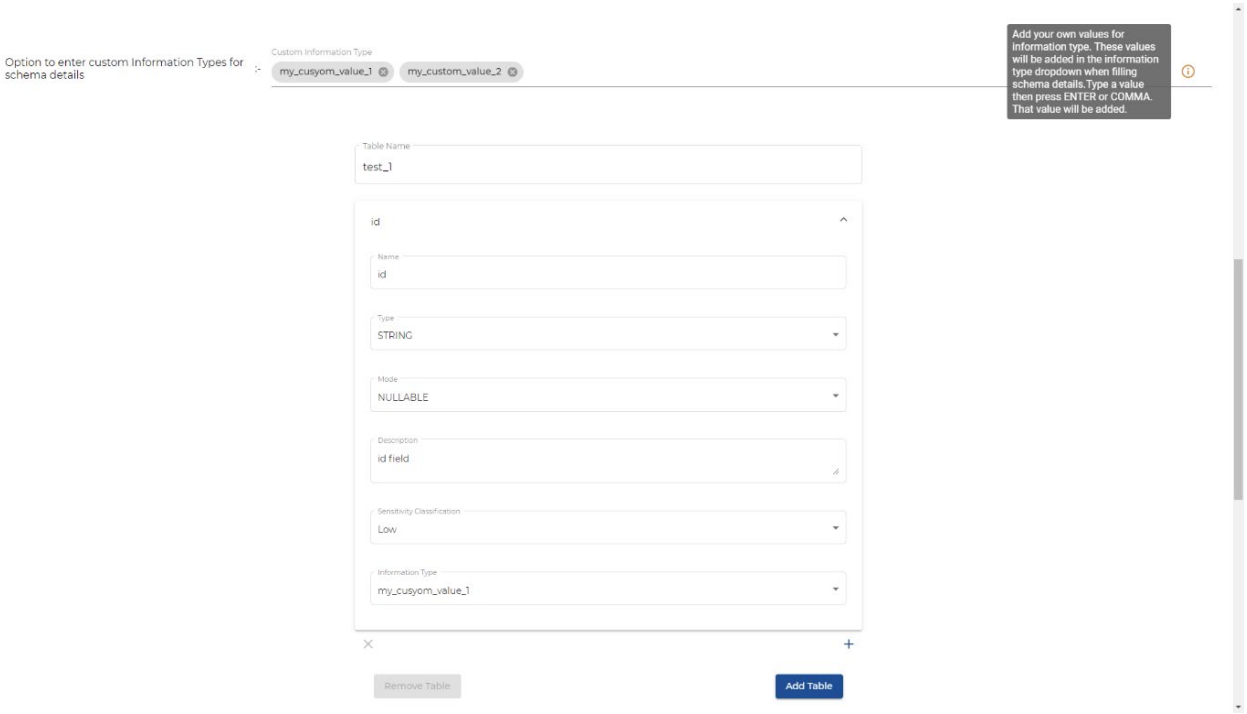
2.2.1. Interactive Method



- An option is provided to enter the custom information type for schema details.
- Users can add custom values by entering values in the custom information type field. (To add multiple custom values, hover over the info icon).
- Once the user enters a custom value, it will be included in the dropdown of column information type from which he can select it.
- The user must enter the details of at least one table including at least one column.
- The schema details must match with that of the owners' BigQuery (Name, Type, and Mode).

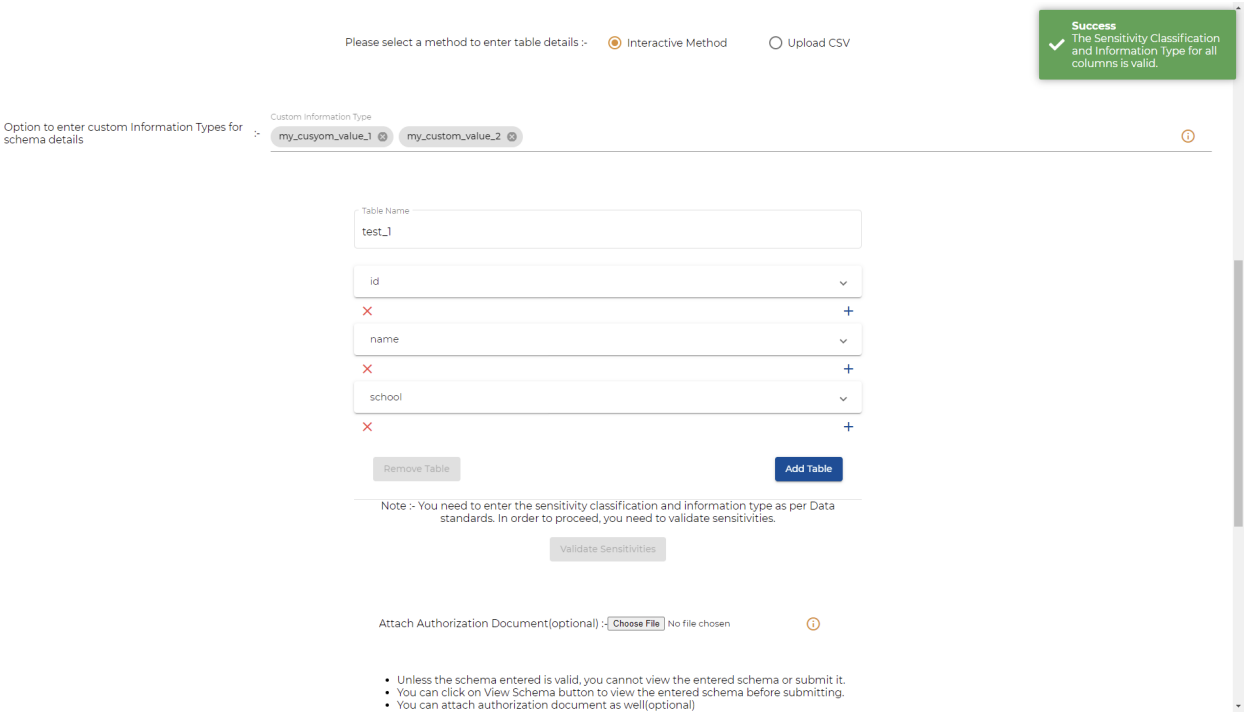
- There is a ‘Table Name’ field which contains the name of the new table (Must match with BigQuery).
- The fields of the schema for a table will be:
  1. Name:
     a. Name of the column. Must match with BigQuery
  2. Type:
     a. Type of the column. Must match with BigQuery
  3. Mode:
     a. Mode of the column. Must match with BigQuery
  4. Description:
     a. Description of the column
  5. Sensitivity Classification:
     a. How classified the information of the column is. There are 3 values: Low, Moderate, High.
  6. Information Type:

     a. Information type of the column.

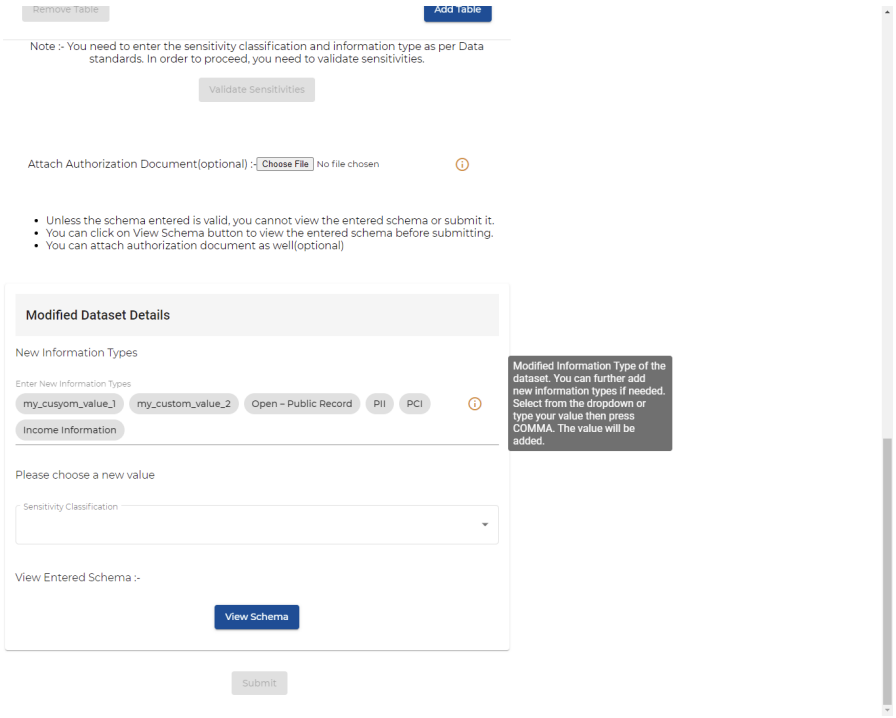


- The owner must enter all 6 fields of a column in order to add more columns.
- Once the owner enters the schema details, the schema must be validated (this is mainly done for sensitivities and information type) by clicking on the ‘Validate Sensitivities’ button. Conditions for successful validation are:
  - All required fields must be filled.
  - The sensitivity classification and the information type must be entered based on Data Standards.
  - If a sensitivity has low threshold classification, it can have low, moderate, or high sensitivity classification.
  - If a sensitivity has moderate threshold classification, it can have only moderate or high sensitivity classification. If the owner enters a ‘Low’ value for this, the validation will fail and an error message will be shown for this.

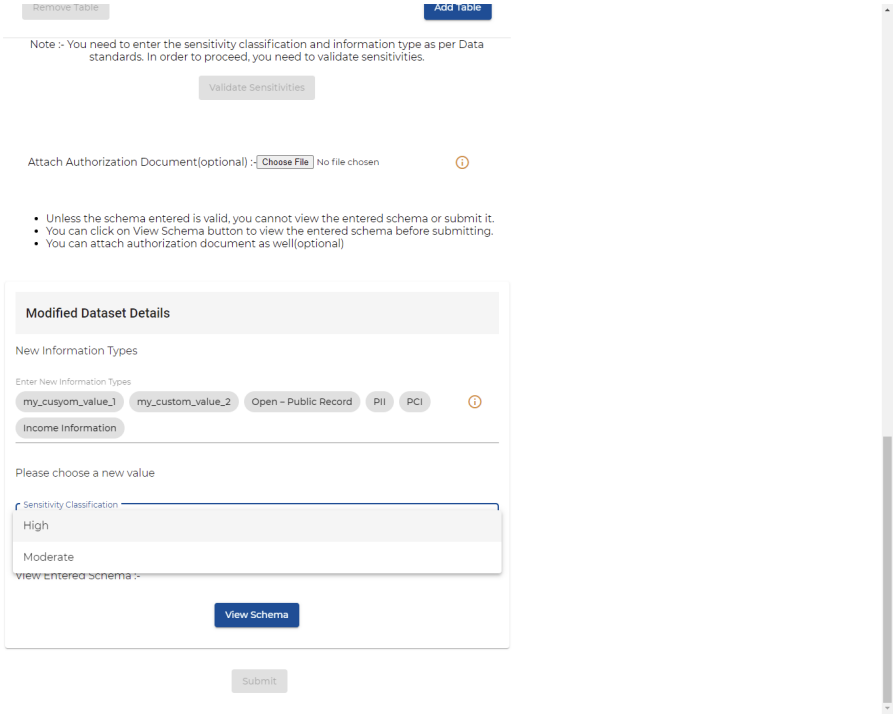
- ‘Open - Public Records’ information type can never have moderate or high sensitivity classification. If a user enters a wrong classification, validation will fail and an error message will be shown.
- If a user makes any change to the values entered after validation, they will have to validate again by clicking on the ‘Validate Sensitivities’ button.



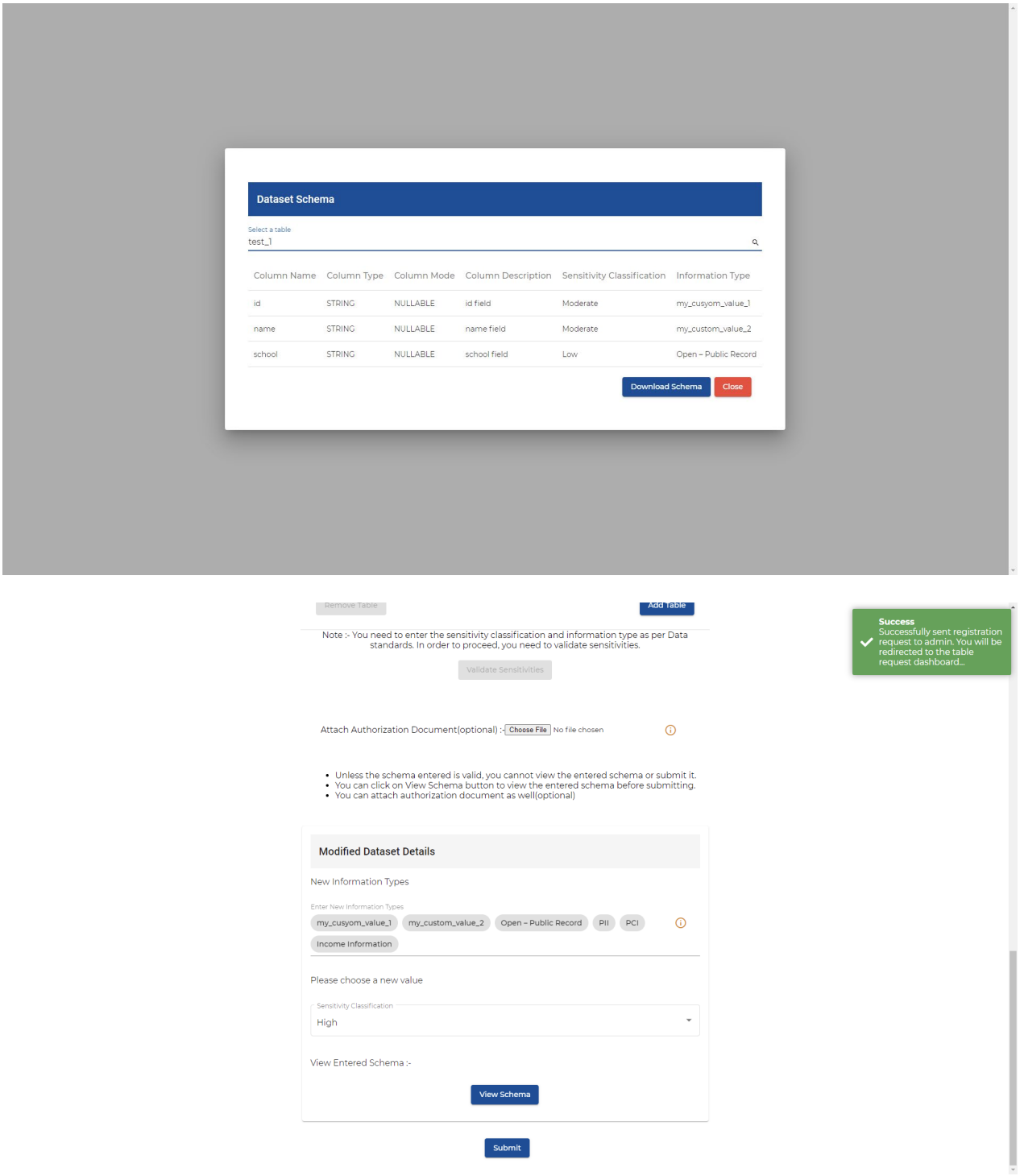
- After successful validation, the user can modify the dataset details.
- Users can see the new information types and can add new information types to the dataset by selecting information type from the dropdown or by adding custom values.



- New sensitivity classification can be selected from the dropdown (if any field of the newly added tables has different sensitivity than that in the dataset details).

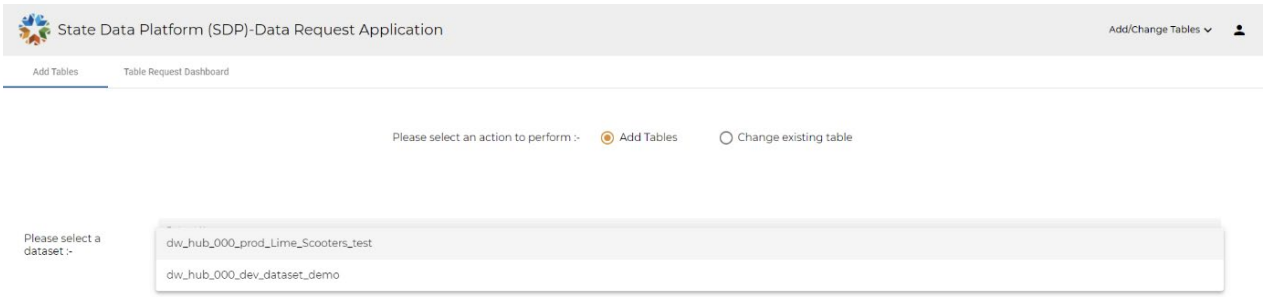


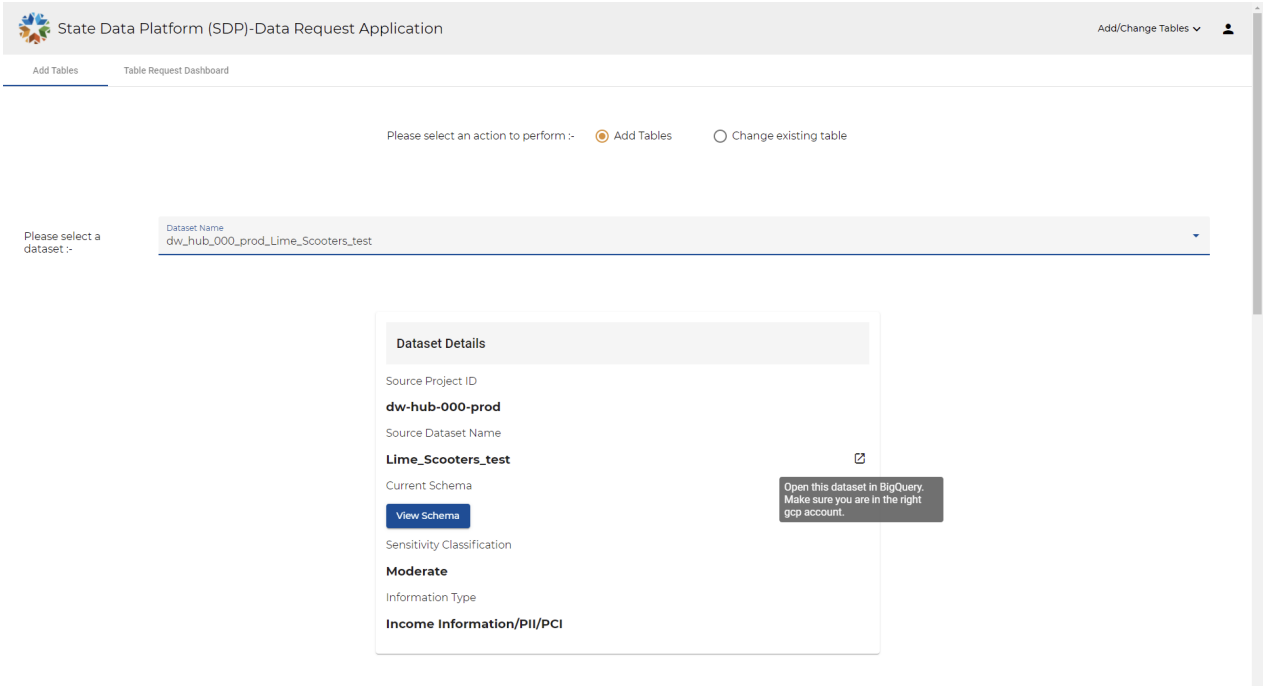
- The user can view the entered schema, and can finally submit the request for table(s) addition.
- The owner can add more fields by clicking on the ‘Add Field’ button.
- The owner can remove a field by clicking on the ‘X’ button at the end of the row.
- The owner can add a table by clicking on the ‘Add Table’ button.
- The owner can remove a table by clicking on the ‘Remove Table’ button.
- (**note this is optional) The Owner can attach authorization documents.



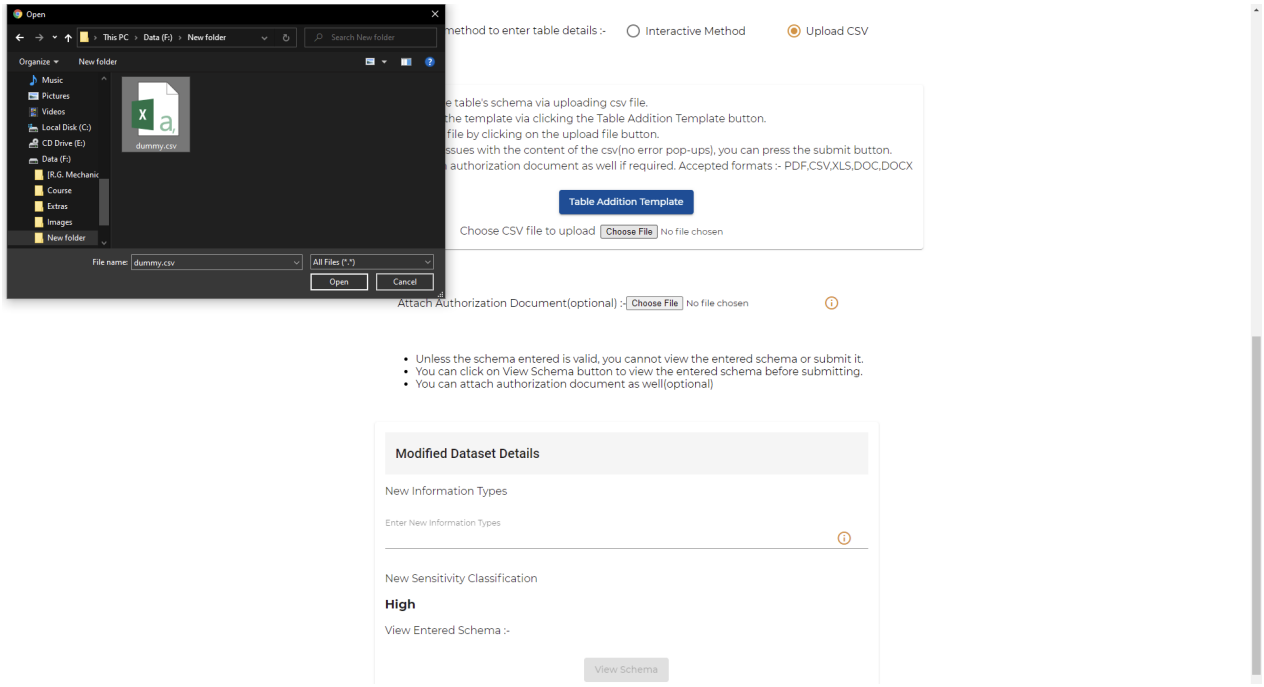
2.2.2. Upload Method

In this method, the user must upload a csv file containing the required details of the table(s).

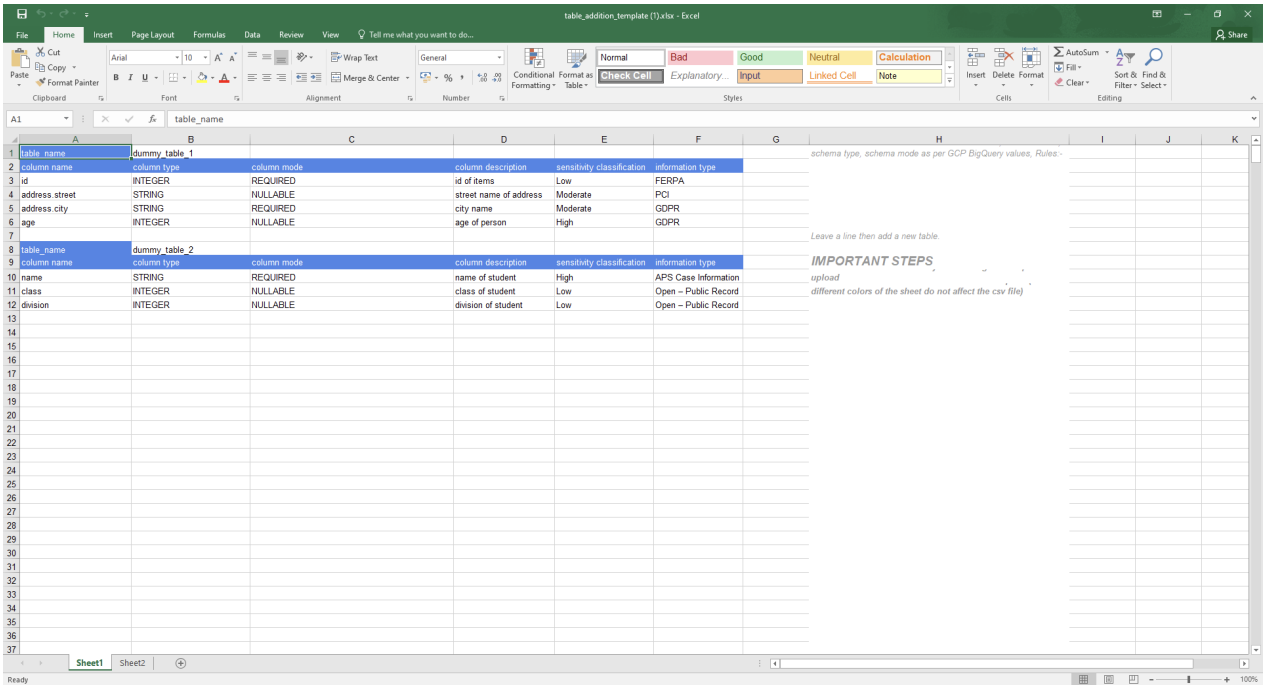




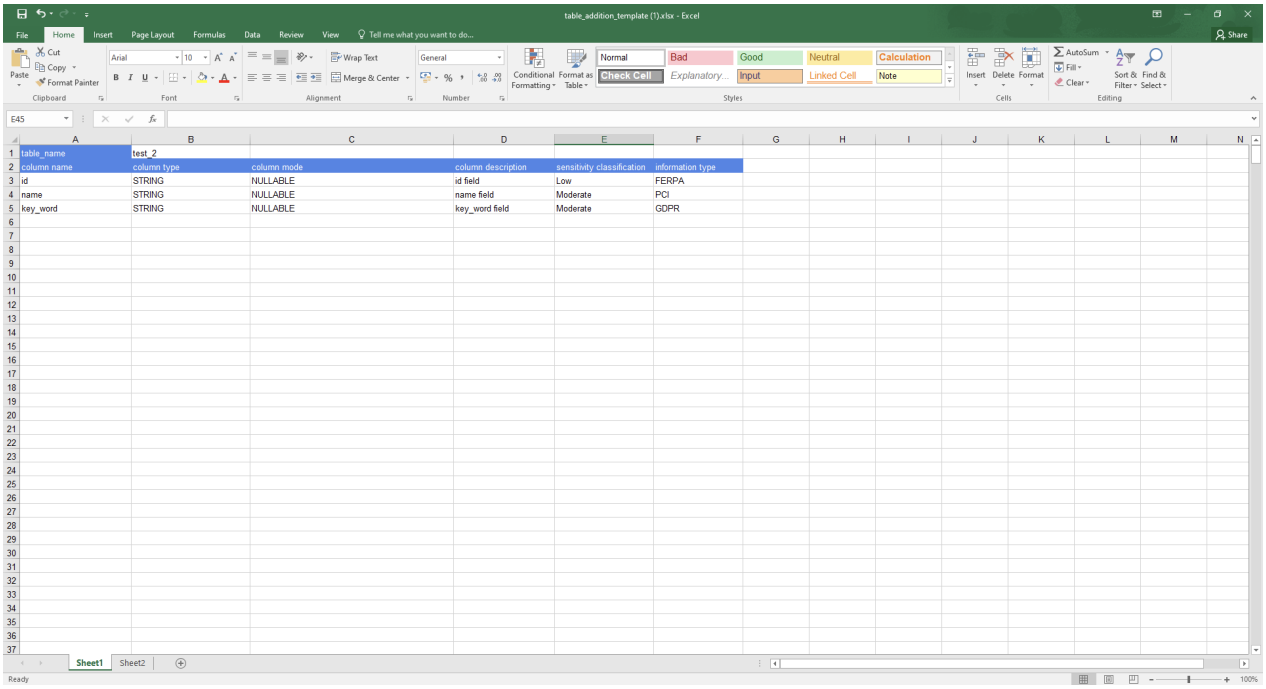
- Instructions are provided:
  - You can add the table's schema via uploading a csv file.
  - Please refer to the template via clicking the Table Addition Template button.
  - Upload the csv file by clicking on the upload file button.
  - If there are no issues with the content of the csv, you can press the submit button.
  - You can add an authorization document as well if required. Accepted formats: PDF, CSV, XLS, DOC, DOCX.
- The user must download the example table addition template (an excel file), enter the table's schema there, download it as a CSV then upload to the application and submit.



- The example template is an excel file which contains dummy data. It will help the owner in filling the table's schema details. The fields entered here are the same as that entered in the Interactive Method of table addition.
- The headings are in blue color which are required. The owner must not change these.
- The values entered must be changed to match the data in the owners' BigQuery.
- The fields are the same as that of the Interactive Method. Hence all the fields have the same kind of value as that filled in the Interactive Method.
- There are instructions written in the H column of the excel sheet (Table addition template).
- Before downloading the excel sheet as a CSV, the user must delete the H column of the sheet, otherwise an error message will appear when the user uploads the csv.

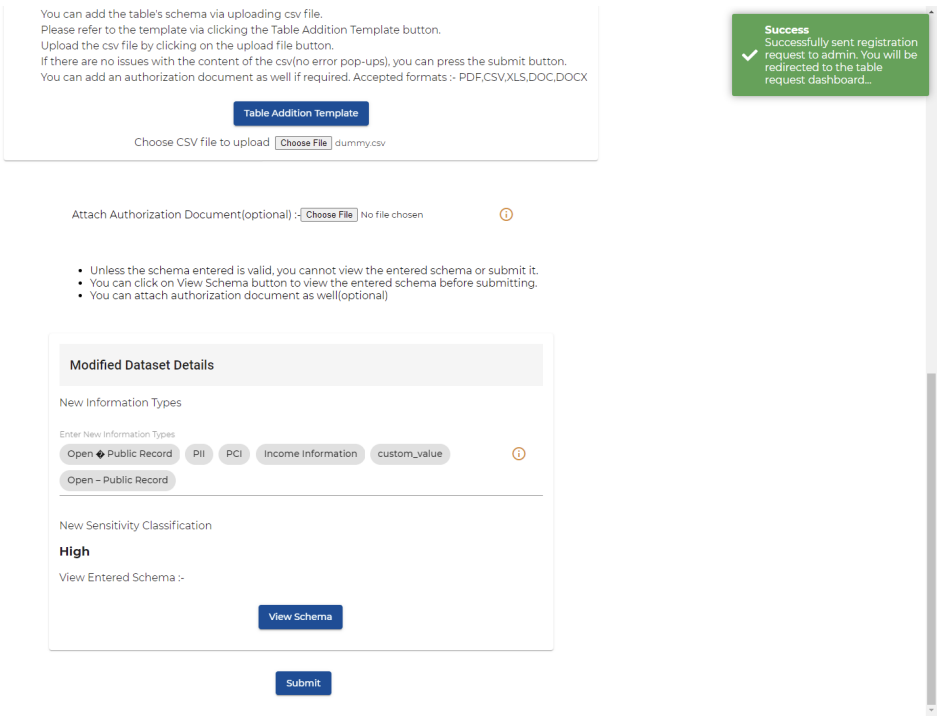


- Creating own table schema with the help of table addition template example-

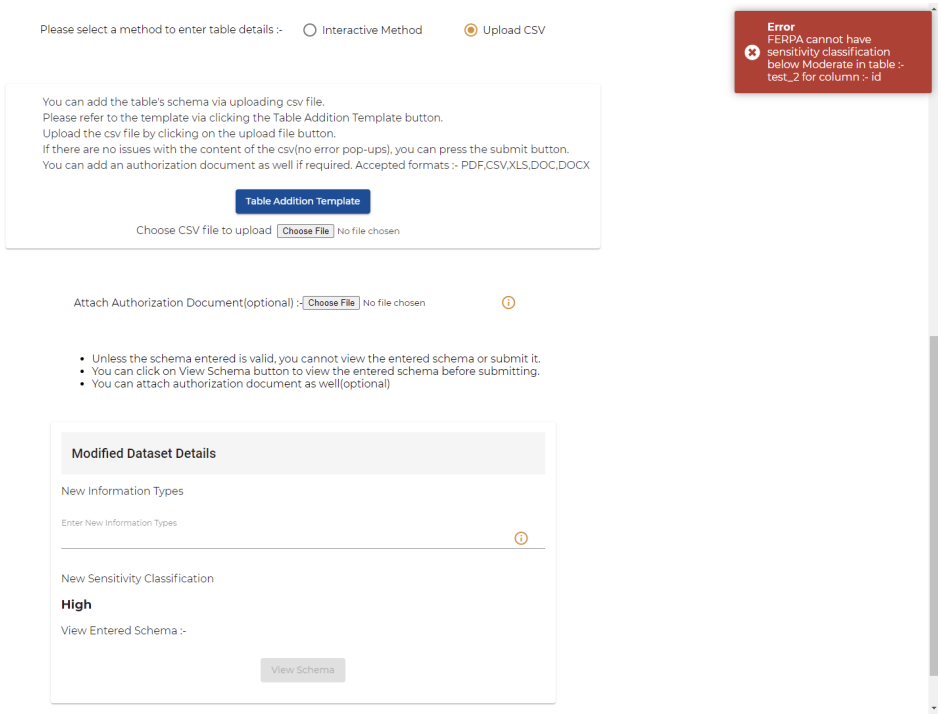


table_name	test_2				
column name	column type	column mode	column description	sensitivity classification	information type
id	STRING	NULLABLE	id field	Low	FERPA
name	STRING	NULLABLE	name field	Moderate	PCI
key_word	STRING	NULLABLE	key_word field	Moderate	GDPR

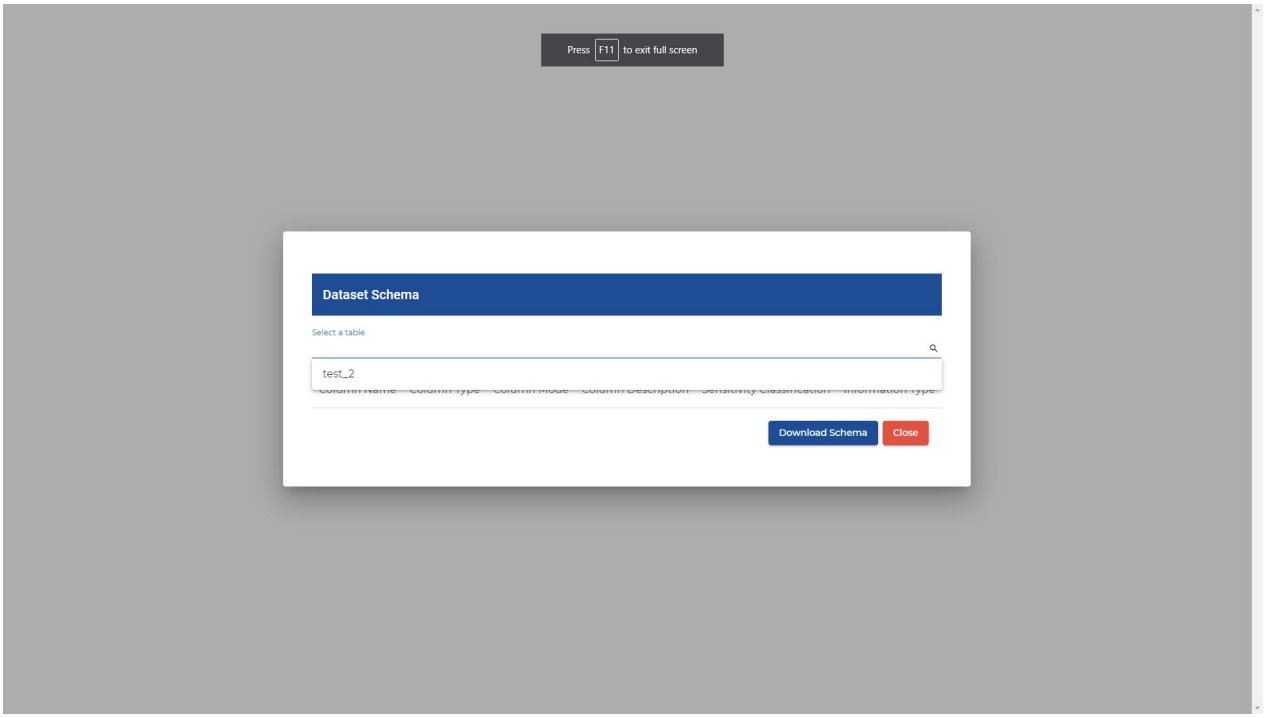
- The user can add an authorization document as well if required. Accepted formats: PDF, CSV, XLS, DOC, DOCX.
- Upon uploading, if any of the fields is entered in the wrong format, an error message will be displayed. If no error message is displayed, the user can submit.

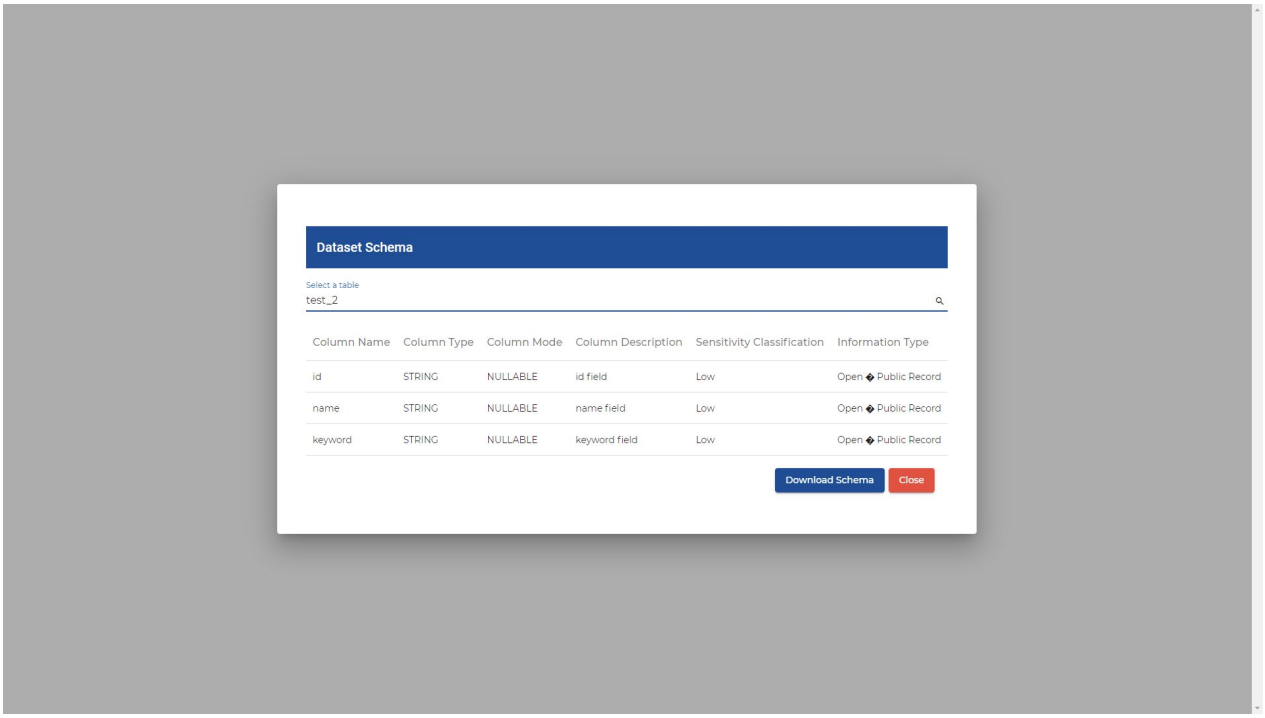


- If the data entered does not match with that of their GCP environment, the appropriate error message will be displayed.

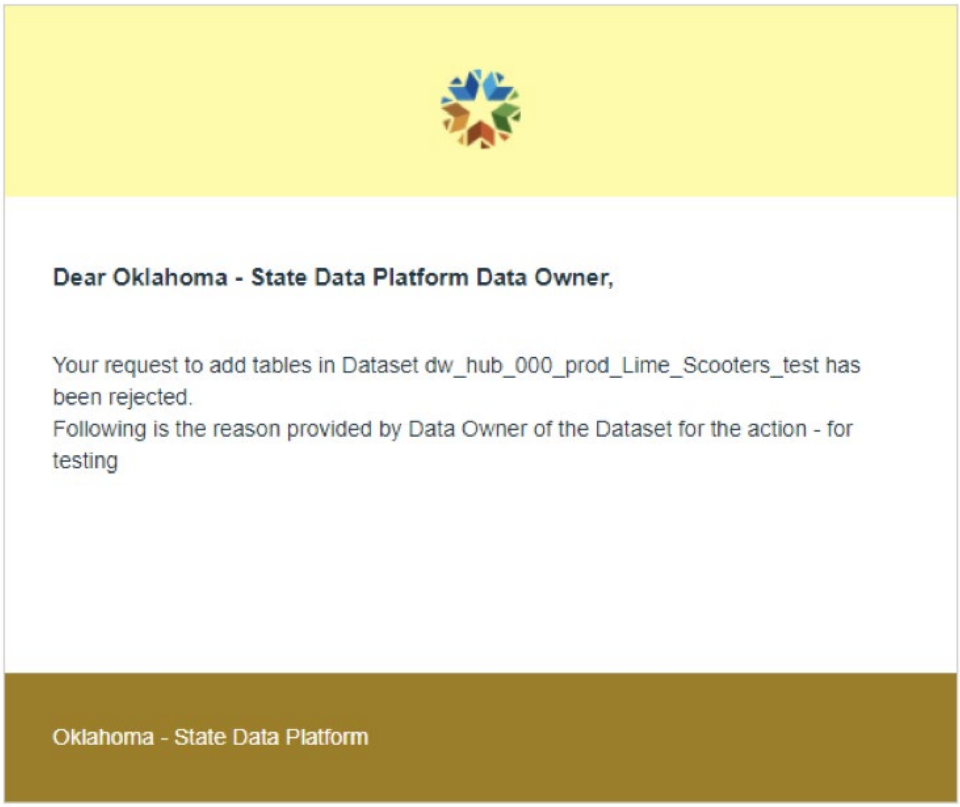


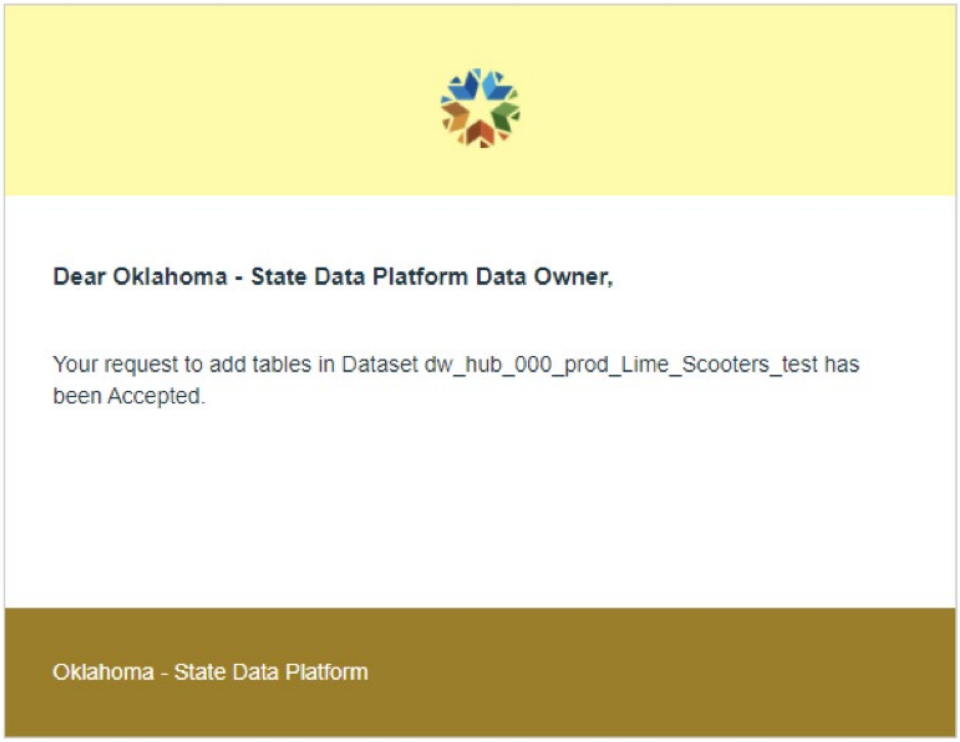
After uploading csv file user can view the table schema.

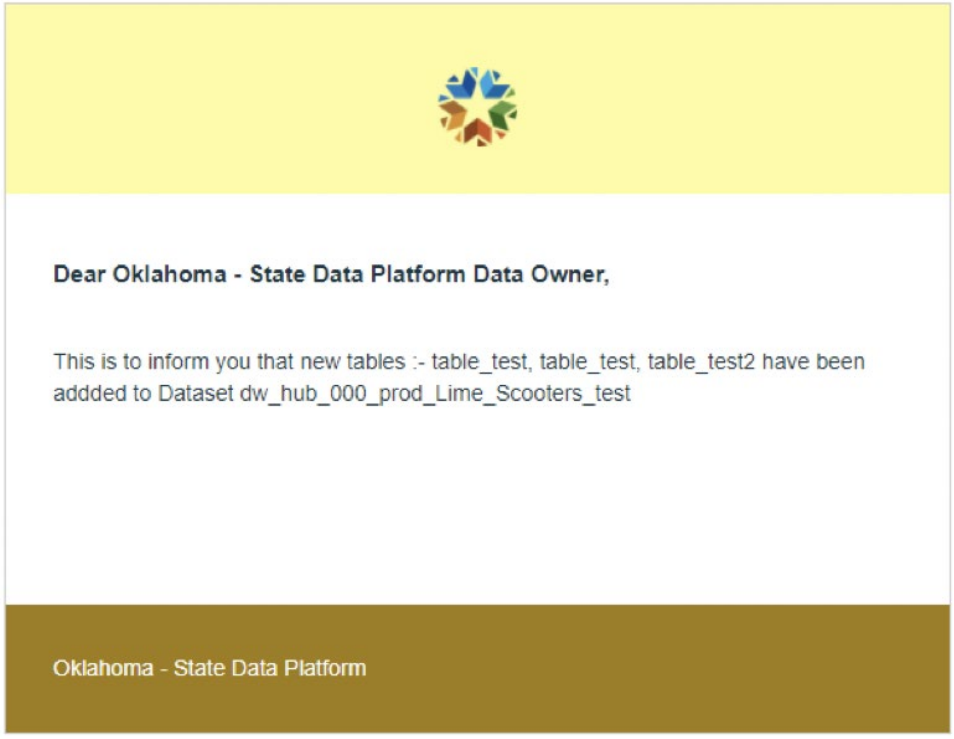




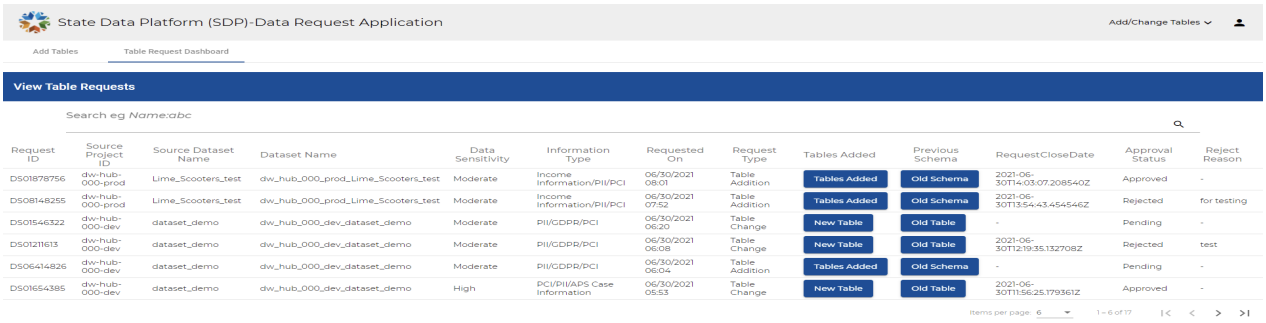
Owner will receive an email about the platform admin's decision.







Admin’s decision will reflect on the Owner’s Table Request Dashboard.



Request ID	Source Project ID	Source Dataset Name	Dataset Name	Data Sensitivity	Information Type	Requested On	Request Type	Tables Added	Previous Schema	RequestCloseDate	Approval Status	Reject Reason
DS01878756	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	Moderate	Income Information/PII/PCI	06/30/2021 08:01	Table Addition	Tables Added	Old Schema	2021-06-30T14:03:07.208540Z	Approved	-
DS08148255	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	Moderate	Income Information/PII/PCI	06/30/2021 07:52	Table Addition	Tables Added	Old Schema	2021-06-30T13:54:43.454546Z	Rejected	for testing
DS01546322	dw-hub-000-dev	dataset_demo	dw_hub_000_dev_dataset_demo	Moderate	PII/GDPR/PCI	06/30/2021 06:20	Table Change	New Table	Old Table	-	Pending	-
DS01211613	dw-hub-000-dev	dataset_demo	dw_hub_000_dev_dataset_demo	Moderate	PII/GDPR/PCI	06/30/2021 06:08	Table Change	New Table	Old Table	2021-06-30T12:19:35.132708Z	Rejected	test
DS06414826	dw-hub-000-dev	dataset_demo	dw_hub_000_dev_dataset_demo	Moderate	PII/GDPR/PCI	06/30/2021 06:04	Table Addition	Tables Added	Old Schema	-	Pending	-
DS01654385	dw-hub-000-dev	dataset_demo	dw_hub_000_dev_dataset_demo	High	PCI/PII/APS Case Information	06/30/2021 05:53	Table Change	New Table	Old Table	2021-06-30T11:56:25.179361Z	Approved	-

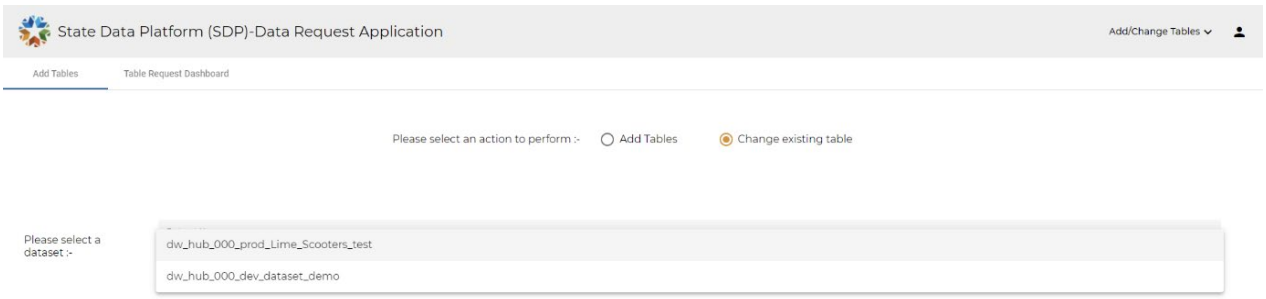
Items per page: 6 1 – 6 of 17

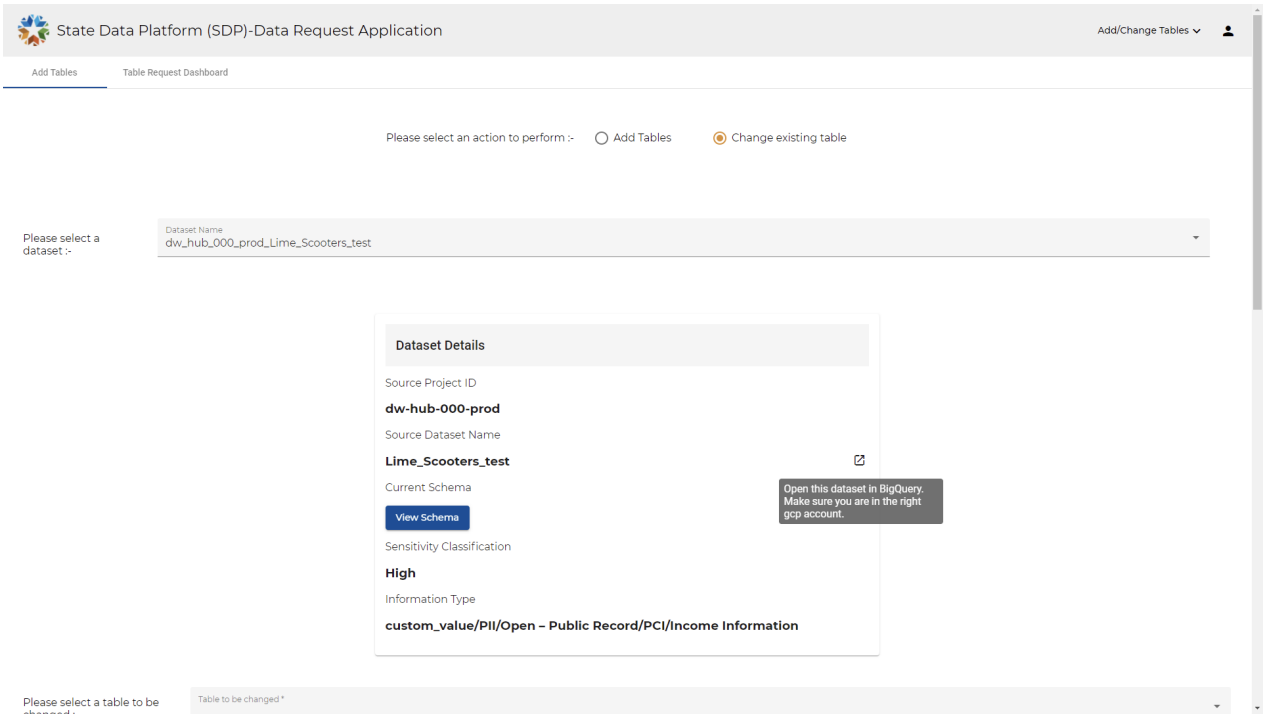
2.3. Table Change

- This functionality lets data owners change an existing table in a dataset (which the owner has registered into the application).
- Data owners can select a dataset from the dropdown which consists of all the available datasets.
- On selecting a dataset from dropdown, the data owner can see the dataset details and can view schema of the previous registered table(s).
- A button is provided along with dataset details which opens the selected dataset in BigQuery.
- For changing an existing table, the data owner must select an existing table and will have to fill several fields, if all the fields are filled correctly, a request is generated for table change.
- If the admin accepts the request, the old table will be replaced with the new table.
- Notification will be sent to downstream users about this via email.

Sensitivity Classification for the overall dataset can be changed if any field of the new table has sensitivity classification higher than the sensitivity classification of the previous dataset (excluding the old table, since it will be replaced).

If any field of the new table contains Information Type(s) other than those present in the dataset, then those Information Type(s) will be added to the dataset Information Type.

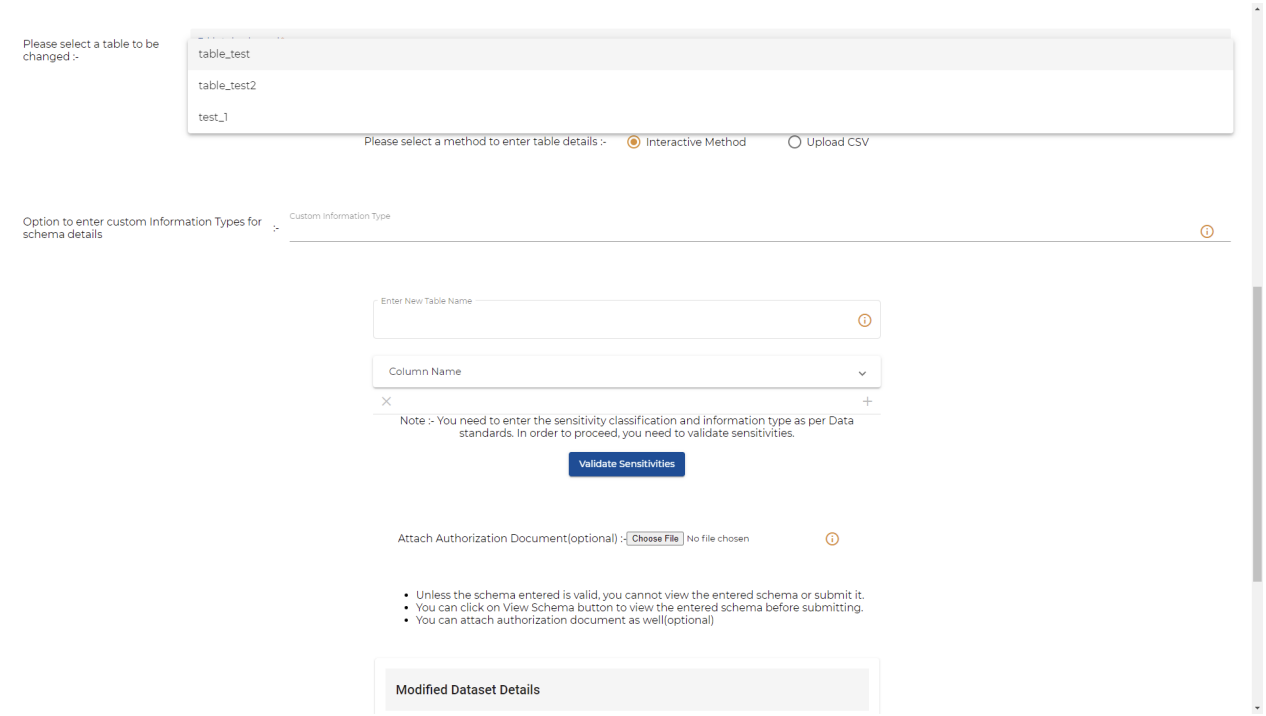




There are 2 methods using which a data owner can register new table(s):

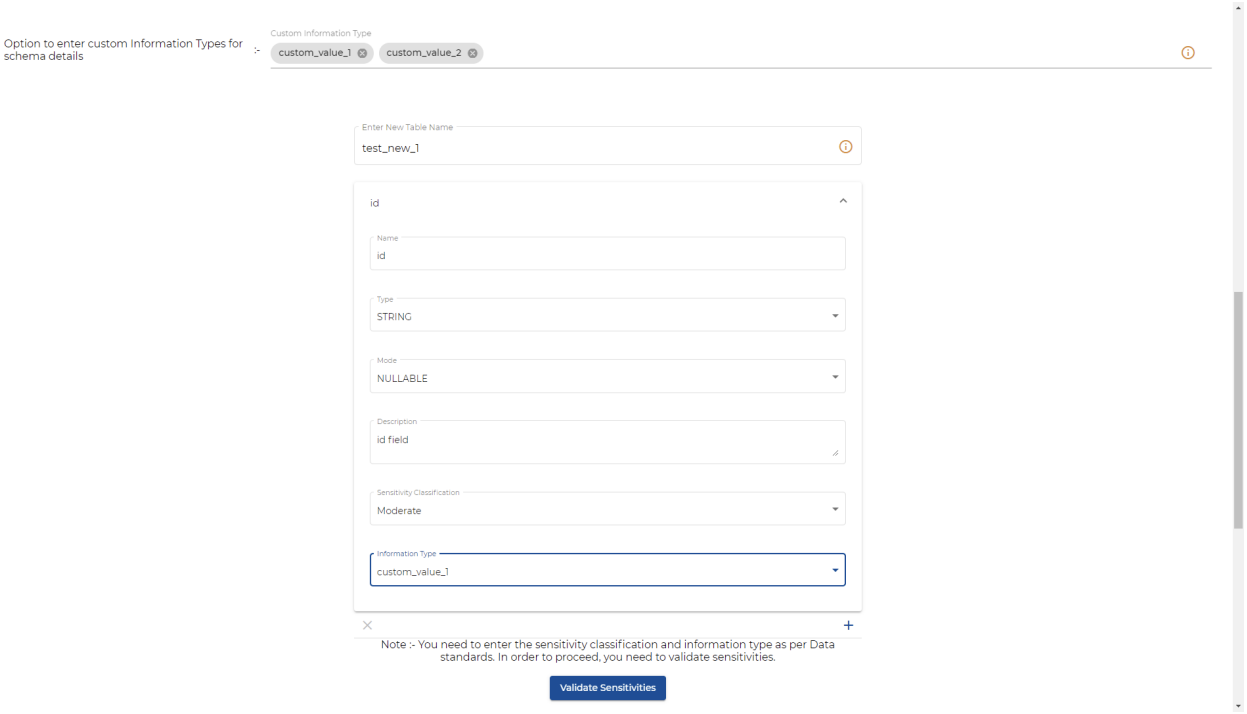
1. Interactive Method
2. Upload Method

2.3.1. Interactive Method



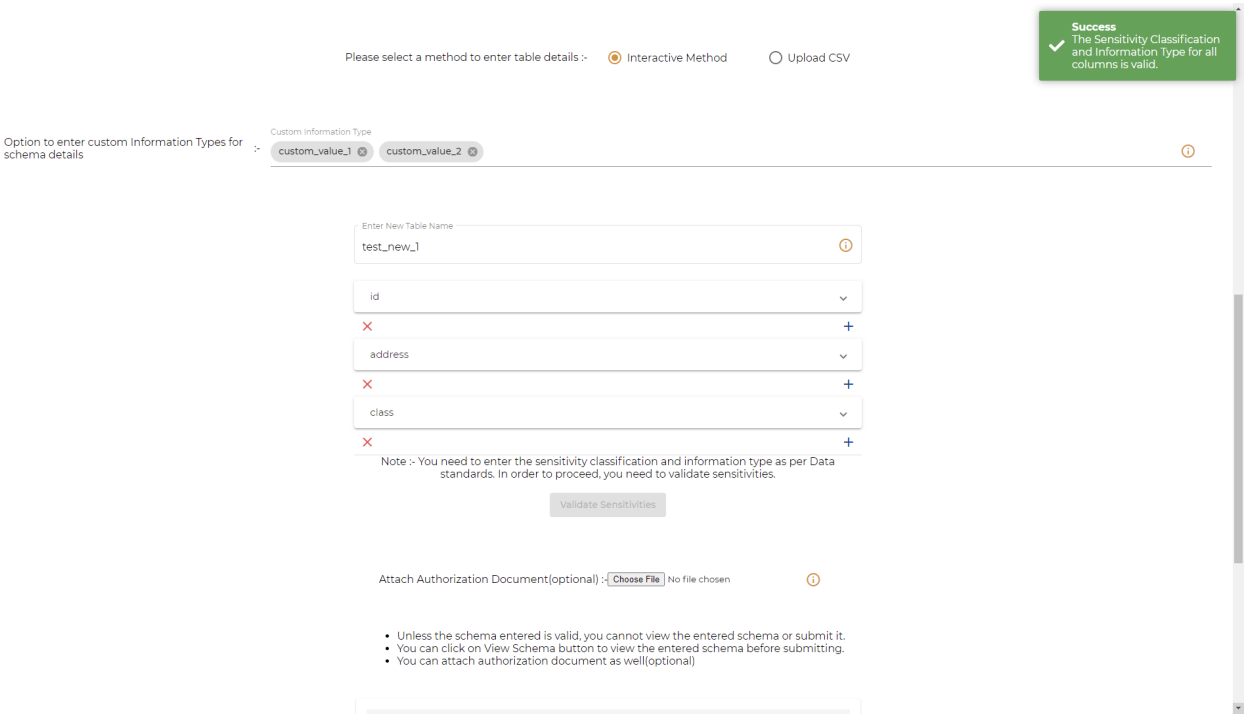
- An option is provided to enter the custom information type for schema details.

- Users can add custom values by entering values in the custom information type field. (too add multiple custom values hover over the info icon).
- The user must enter the details of the table including at least one column.
- The fields of the schema for a table will be:
  1. Name:
     a. Name of the column. Must match with BigQuery
  2. Type:
     a. Type of the column. Must match with BigQuery
  3. Mode:
     a. Mode of the column. Must match with BigQuery
  4. Description:
     a. Description of the column
  5. Sensitivity Classification:
     a. How classified the information of the column is. There are 3 values: Low, Moderate, High.
  6. Information Type:
     a. Dropdown which contains the sensitivity values.
- The owner must enter all 6 fields of a column in order to add more columns.

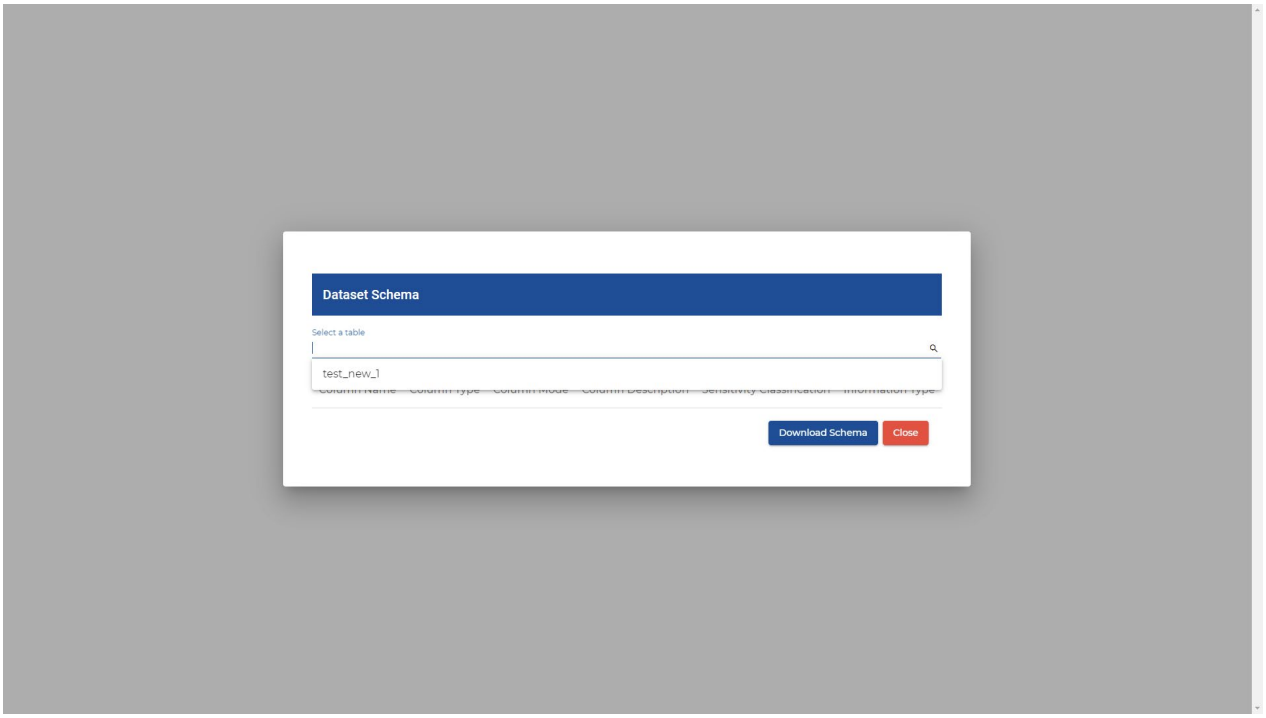


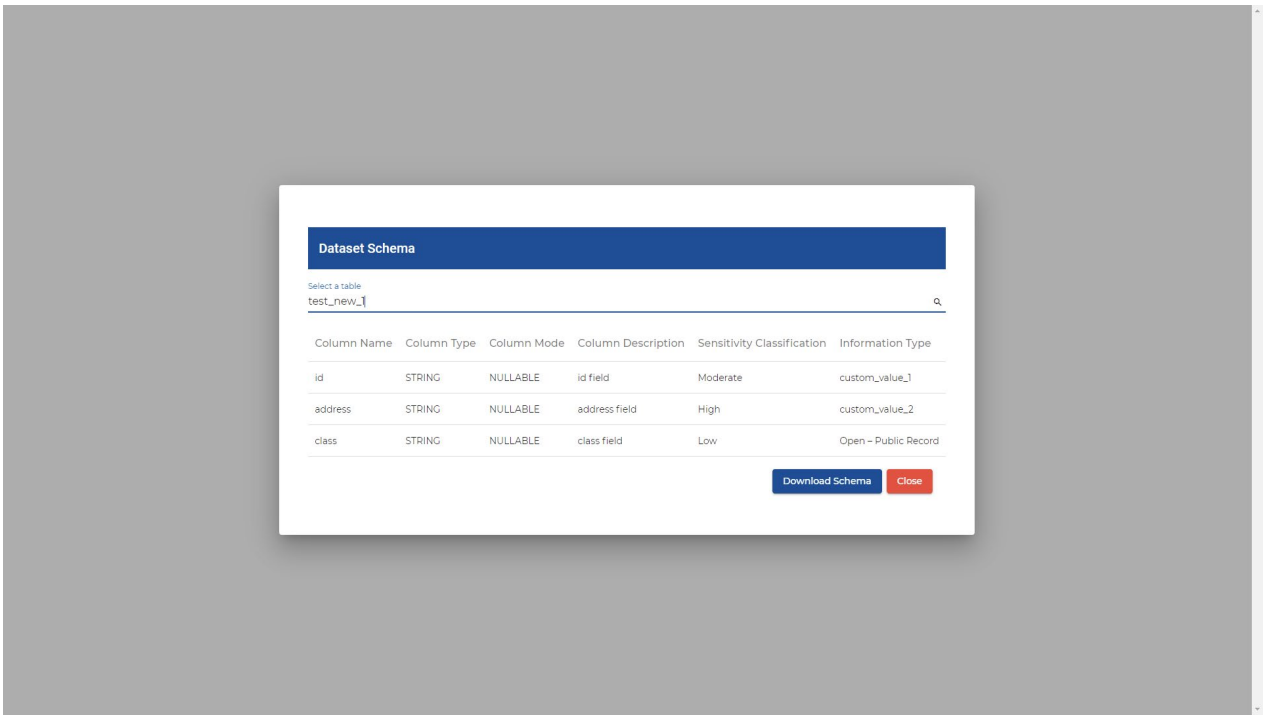
- Once the owner enters the schema details, The schema must be validated (this is mainly done for sensitivities) by clicking on the ‘Validate Sensitivities’ button. Conditions for successful validation are:
  - The sensitivity classification and the information type must be entered based on Data Standards.
  - If a sensitivity has low threshold classification, it can have low, moderate, or high sensitivity classification.
  - If a sensitivity has moderate threshold classification, it can have only moderate or high sensitivity classification. If the owner enters a ‘Low’ value for this, the validation will fail and an error message will be shown.
  - In case of high threshold classification, it can only have ‘High’ as the sensitivity classification.

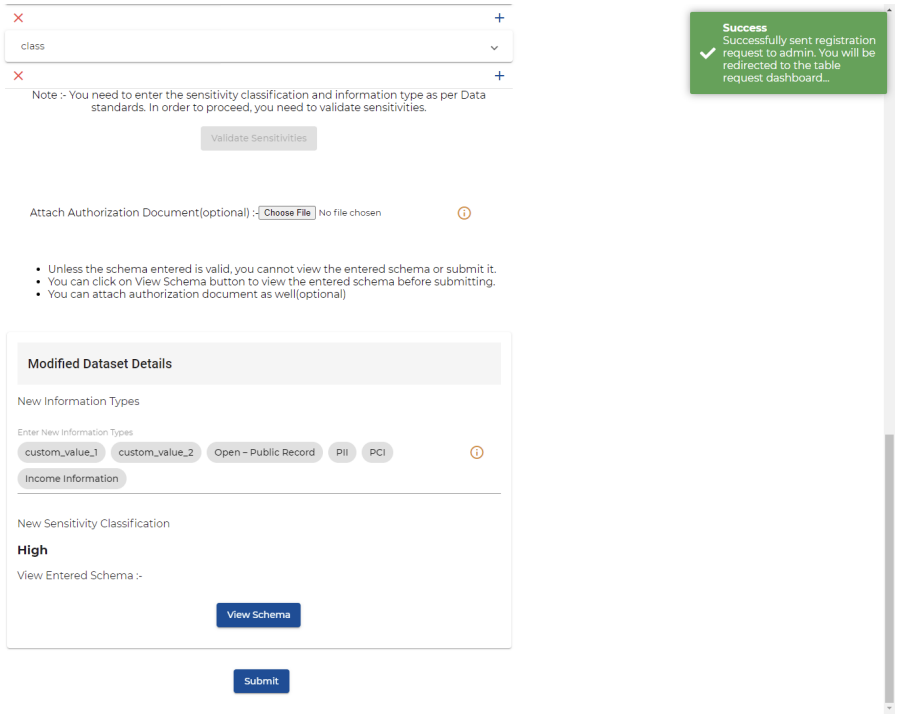
- ‘Open - Public Records’ information type can never have moderate or high sensitivity classification. If a user enters a wrong classification, validation will fail and an error message will be shown.
- If a user makes any change to the values entered after validation, they will have to validate again by clicking on the ‘Validate Sensitivities’ button.



- After successful validation, the user can modify the dataset details.
- Users can see the new information types and can add new information types to the dataset by selecting information type from the dropdown or by adding custom values.
- New sensitivity classification can be selected from the dropdown (if any field of the new table has a higher value than that of the previous schema’s max, apart from the old table which will be replaced).
- The owner can add more fields by clicking on the ‘Add Field’ button.
- The owner can remove a field by clicking on the ‘X’ button at the end of the row.
- The owner can add a table by clicking on the ‘Add Table’ button.
- The owner can remove a table by clicking on the ‘Remove Table’ button.
- The Owner can attach authorization documents. (optional)
- The user can view the entered schema, and can finally submit the request for table change.

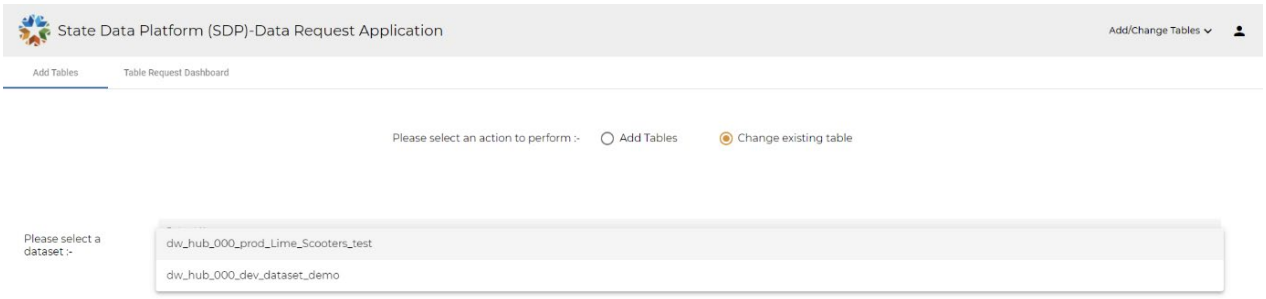

Dataset Schema
Select a table
test_new_1
Download Schema
Close

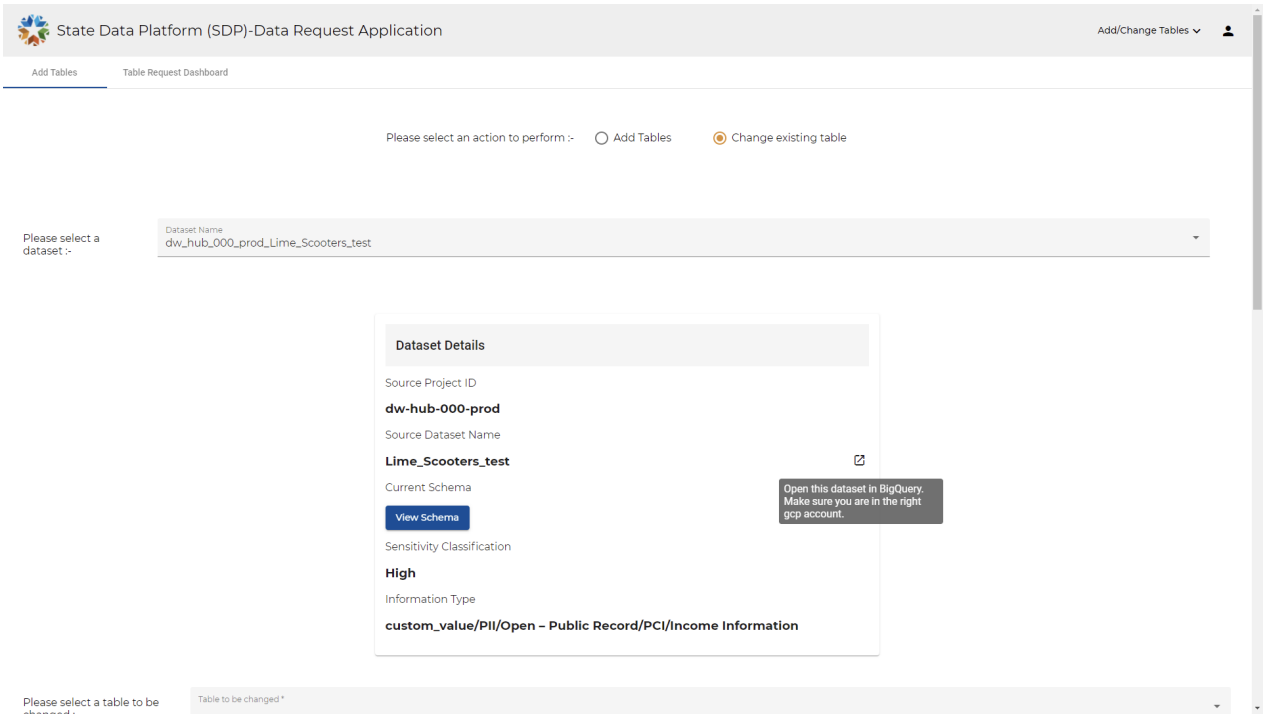

Dataset Schema
Select a table
test_new_1
Column Name
Column Type
Column Mode
Column Description
Sensitivity Classification
Information Type
id
STRING
NULLABLE
id field
Moderate
custom_value_1
address
STRING
NULLABLE
address field
High
custom_value_2
class
STRING
NULLABLE
class field
Low
Open – Public Record
Download Schema
Close



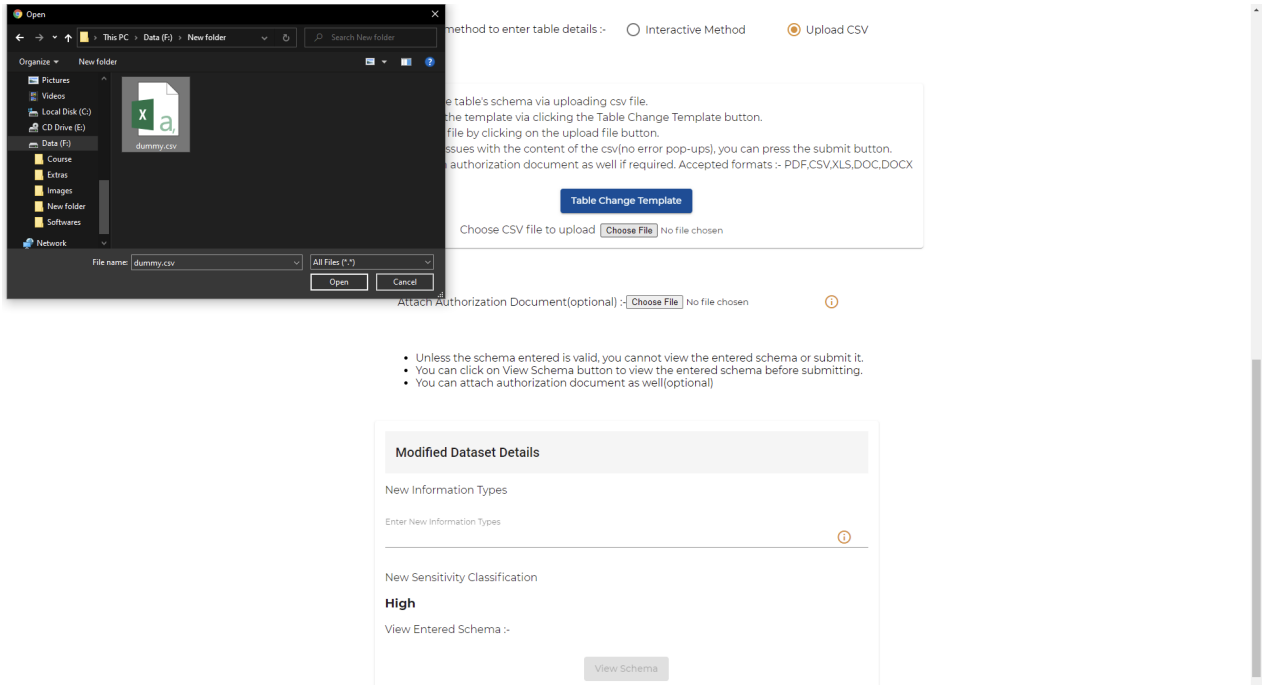
2.3.2. Upload Method

In this method, the user must upload a csv file containing the required details of the table.

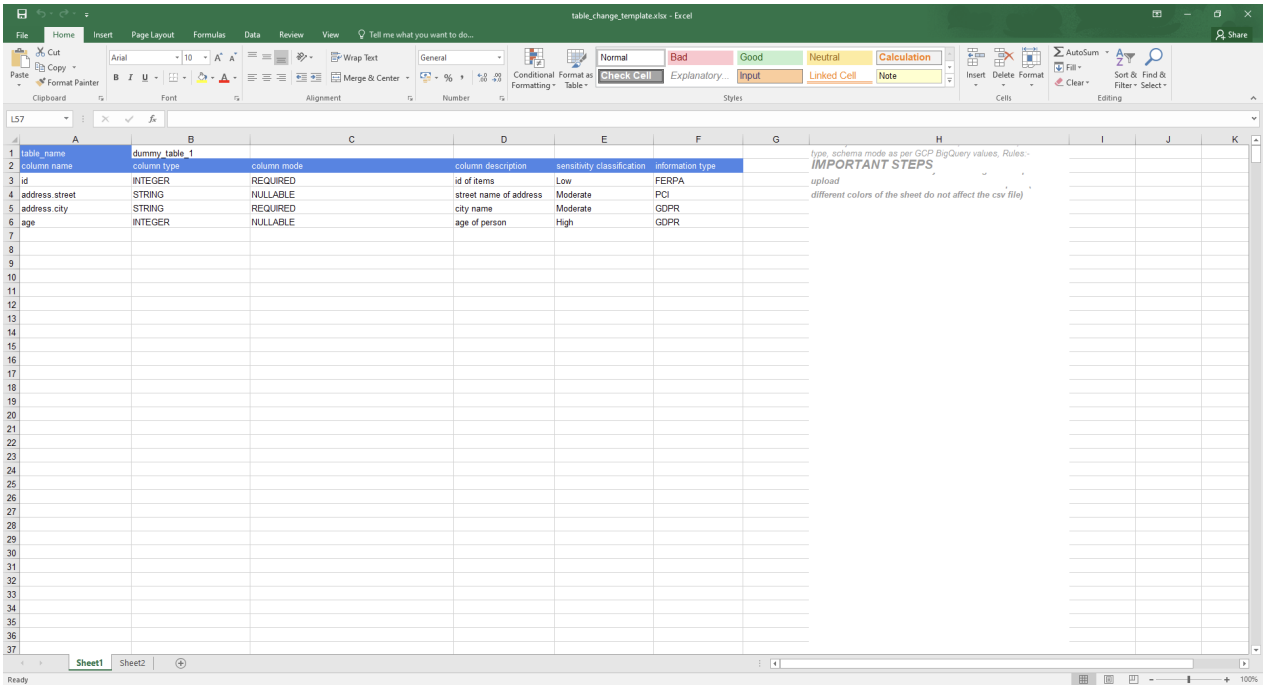




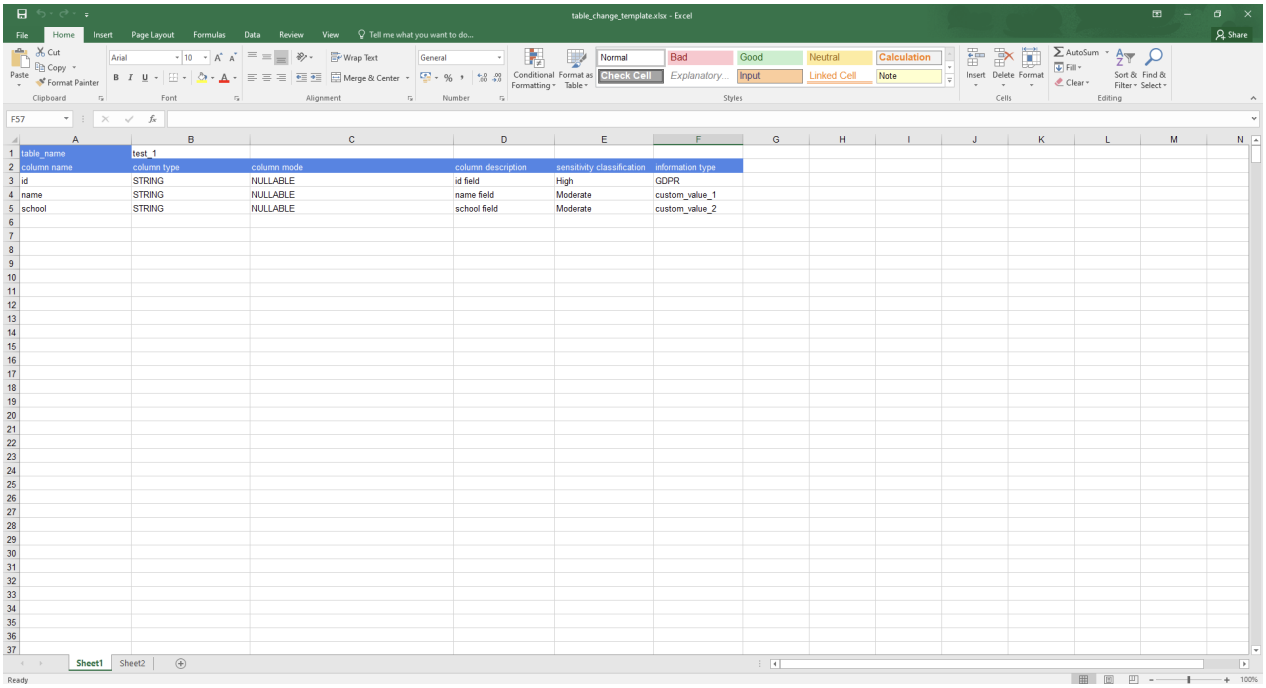
- Instructions are provided:
  - You can add the table's schema via uploading a csv file.
  - Please refer to the template via clicking the Table Change Template button.
  - Upload the csv file by clicking on the upload file button.
  - If there are no issues with the content of the csv (no error pop-ups), you can press the submit button.
  - You can add an authorization document as well if required. Accepted formats: PDF, CSV, XLS, DOC, DOCX.
- The user must download the example table change template (an excel file), enter the table's schema there, download it as a CSV then upload to the application and submit.



- The example template is an excel file which contains dummy data. It will help the owner in filling the table's schema details. The fields entered here are the same as that entered in the Interactive Method of table addition.
- The headings are in blue color which are required. The owner must not change these.
- The values entered must be changed to reflect the owners' BigQuery.
- The fields are the same as that of the Interactive Method. Hence all the fields have the same kind of value as that filled in the Interactive Method.
- There are instructions written in the H column of the excel sheet (Table addition template).
- Before downloading the excel sheet as a CSV, the user must delete the H column of the sheet, otherwise an error message will appear when the user uploads the csv.

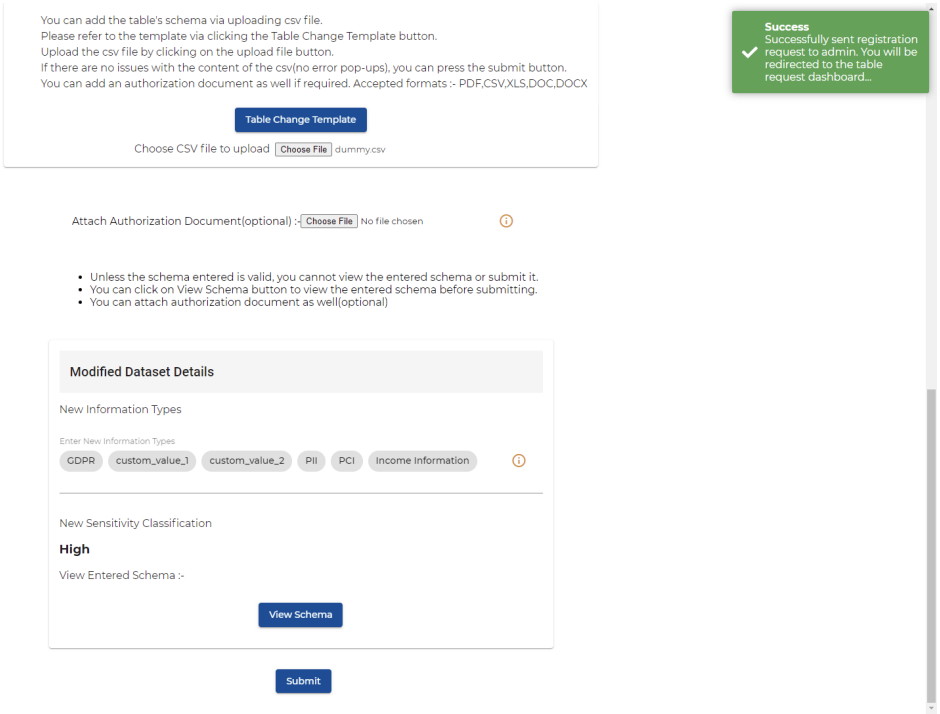


Creating own table schema with the help of table addition template example

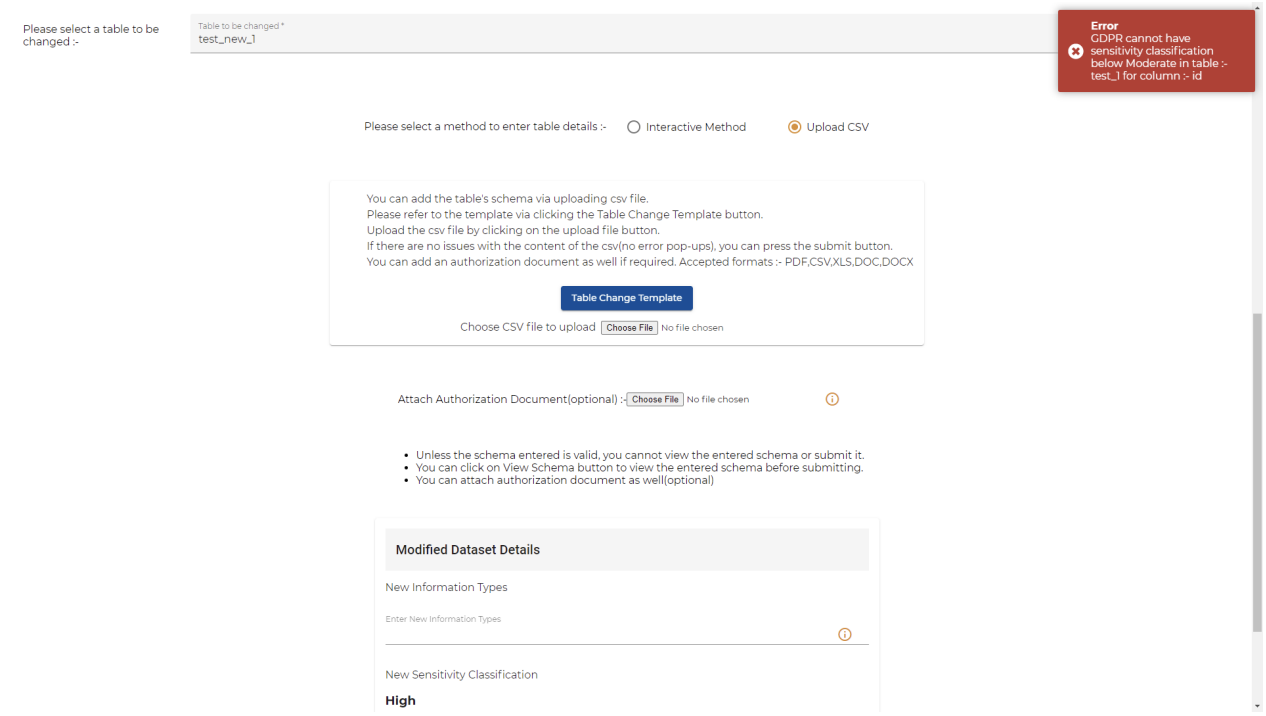


table_name	test_1				
column name	column type	column mode	column description	sensitivity classification	information type
id	STRING	NULLABLE	id field	High	GDPR
name	STRING	NULLABLE	name field	Moderate	custom_value_1
school	STRING	NULLABLE	school field	Moderate	custom_value_2

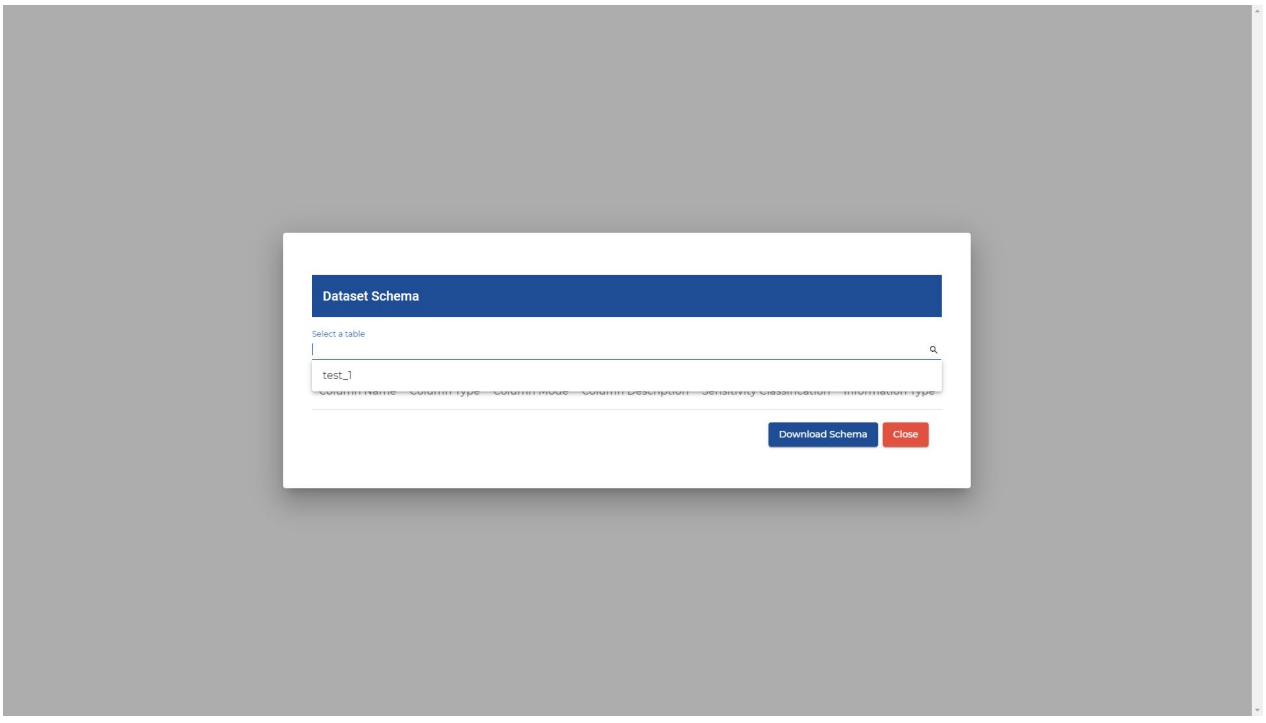
- The user can add an authorization document as well if required. Accepted formats: PDF, CSV, XLS, DOC, DOCX.
- Upon uploading, if any of the fields is entered in the wrong format, an error message will be displayed. If no error message is displayed, the user can submit.

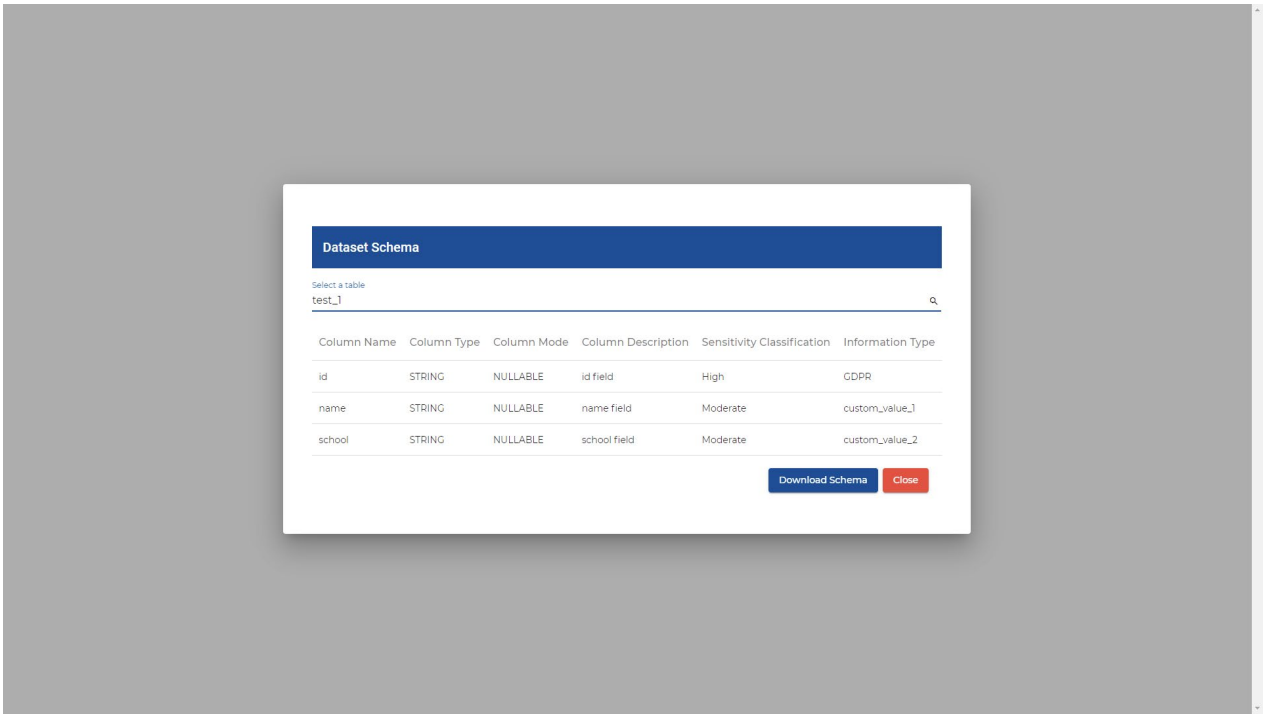


- If there is any error in the csv file then appropriate error message will be shown after uploading the csv file.

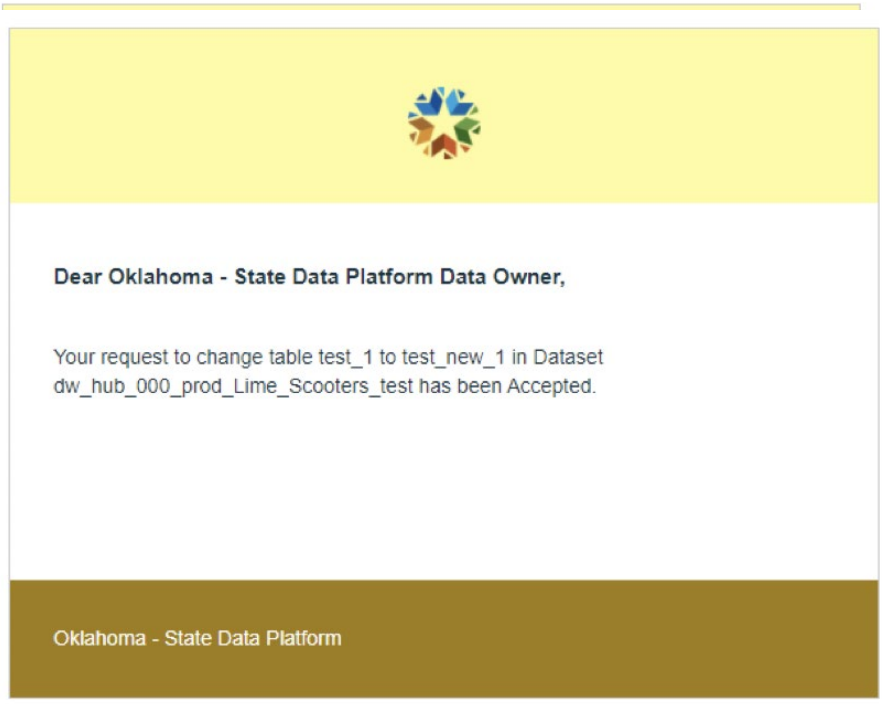


- After uploading csv file user can view the table schema.

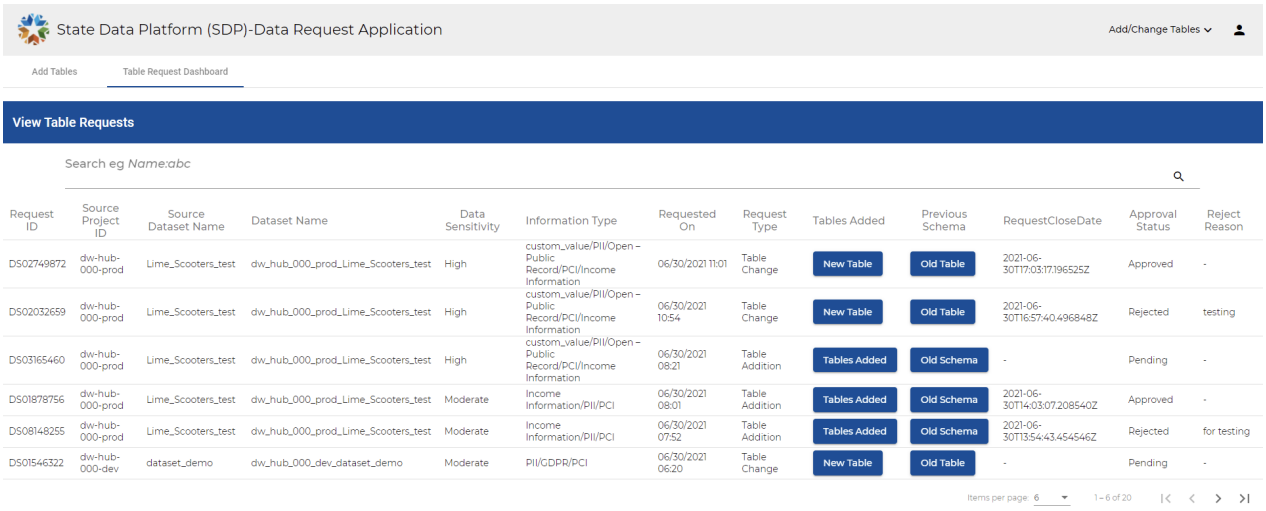




Upon successfully requesting for the table change, an email will be sent to the administrators of the platform. Owner will receive an email about the platform admin's decision.



Admin's decision will reflect on the Owner's Table Request Dashboard.



Request ID	Source Project ID	Source Dataset Name	Dataset Name	Data Sensitivity	Information Type	Requested On	Request Type	Tables Added	Previous Schema	RequestCloseDate	Approval Status	Reject Reason
DS02749872	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	High	custom_value/PII/Open – Public Record/PCI/Income Information	06/30/2021 11:01	Table Change	New Table	Old Table	2021-06-30T17:03:17.196525Z	Approved	-
DS02032659	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	High	custom_value/PII/Open – Public Record/PCI/Income Information	06/30/2021 10:54	Table Change	New Table	Old Table	2021-06-30T16:57:40.496848Z	Rejected	testing
DS03165460	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	High	custom_value/PII/Open – Public Record/PCI/Income Information	06/30/2021 08:21	Table Addition	Tables Added	Old Schema	-	Pending	-
DS01878756	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	Moderate	Income Information/PII/PCI	06/30/2021 08:01	Table Addition	Tables Added	Old Schema	2021-06-30T14:03:07.208540Z	Approved	-
DS08148255	dw-hub-000-prod	Lime_Scooters_test	dw_hub_000_prod_Lime_Scooters_test	Moderate	Income Information/PII/PCI	06/30/2021 07:52	Table Addition	Tables Added	Old Schema	2021-06-30T13:54:43.454546Z	Rejected	for testing
DS01546322	dw-hub-000-dev	dataset_demo	dw_hub_000_dev_dataset_demo	Moderate	PII/GDPR/PCI	06/30/2021 06:20	Table Change	New Table	Old Table	-	Pending	-

Items per page: 6 1 – 6 of 20

2.4. Dataset Access Approval

2.4.1. Toggle On

Platform Admin has the toggle option, details of which have been provided under the dataset access approval section of the platform admin interface. If toggle option is turned on:

a. Consumer requests for access of the dataset: Consumers can request access to the dataset from the consumer's login. The request will be routed to the data owner of the dataset.

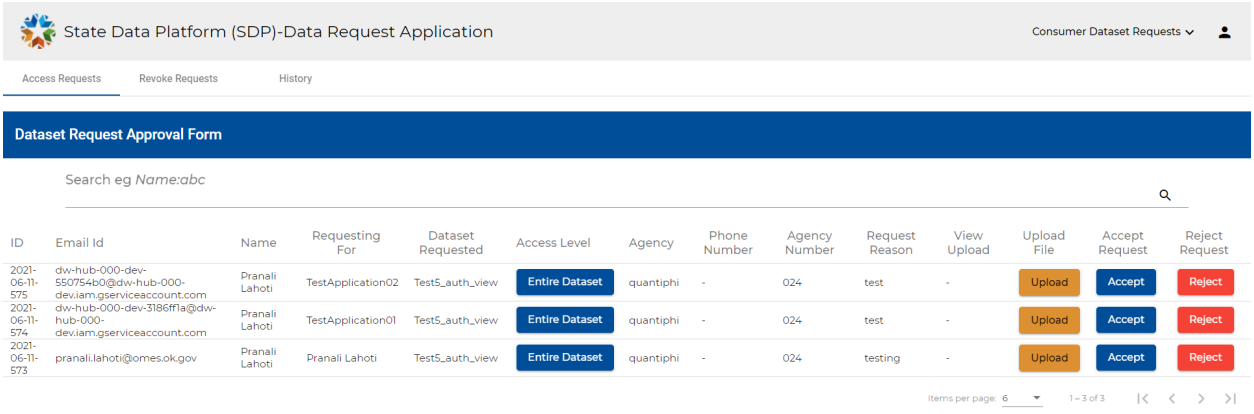
   Email notification will also be sent to the data owner of the dataset.

Dear Oklahoma - State Data Platform Data Owner,

This is to Notify you that consumer with email id pranali.lahoti@omes.ok.gov has requested for Dataset Access for the dataset Test5_auth_view . Please review the pending request.

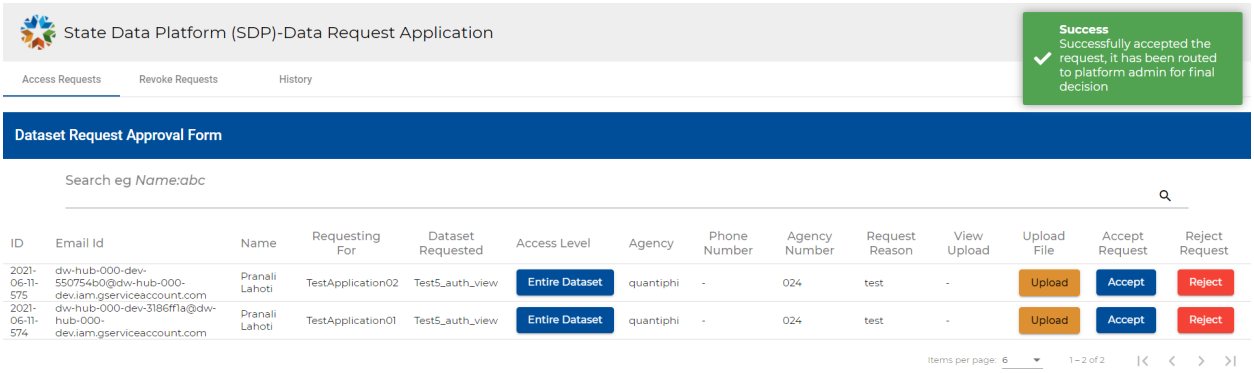
Oklahoma - State Data Platform

b. Owner Approves/ Rejects the request: In the data owner's login, after navigating to the Consumer Dataset Request, the owner can see all the dataset access requests.



Owner can accept/reject the request. After the owner accepts/rejects the request, it will be routed to admin for final approval.

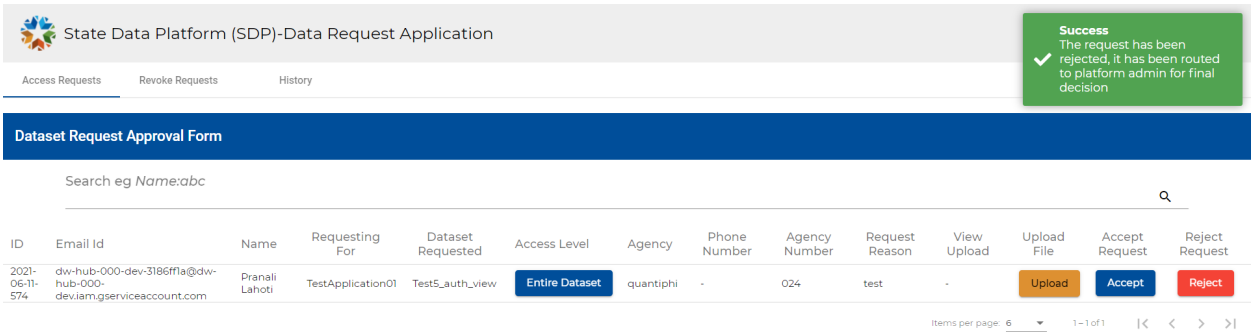
I. Owner accepts the request: Owner can accept the request by clicking the Accept Button. After accepting the request, the owner will get a message as, “Successfully accepted the request, it has been routed to platform admin for final decision”.



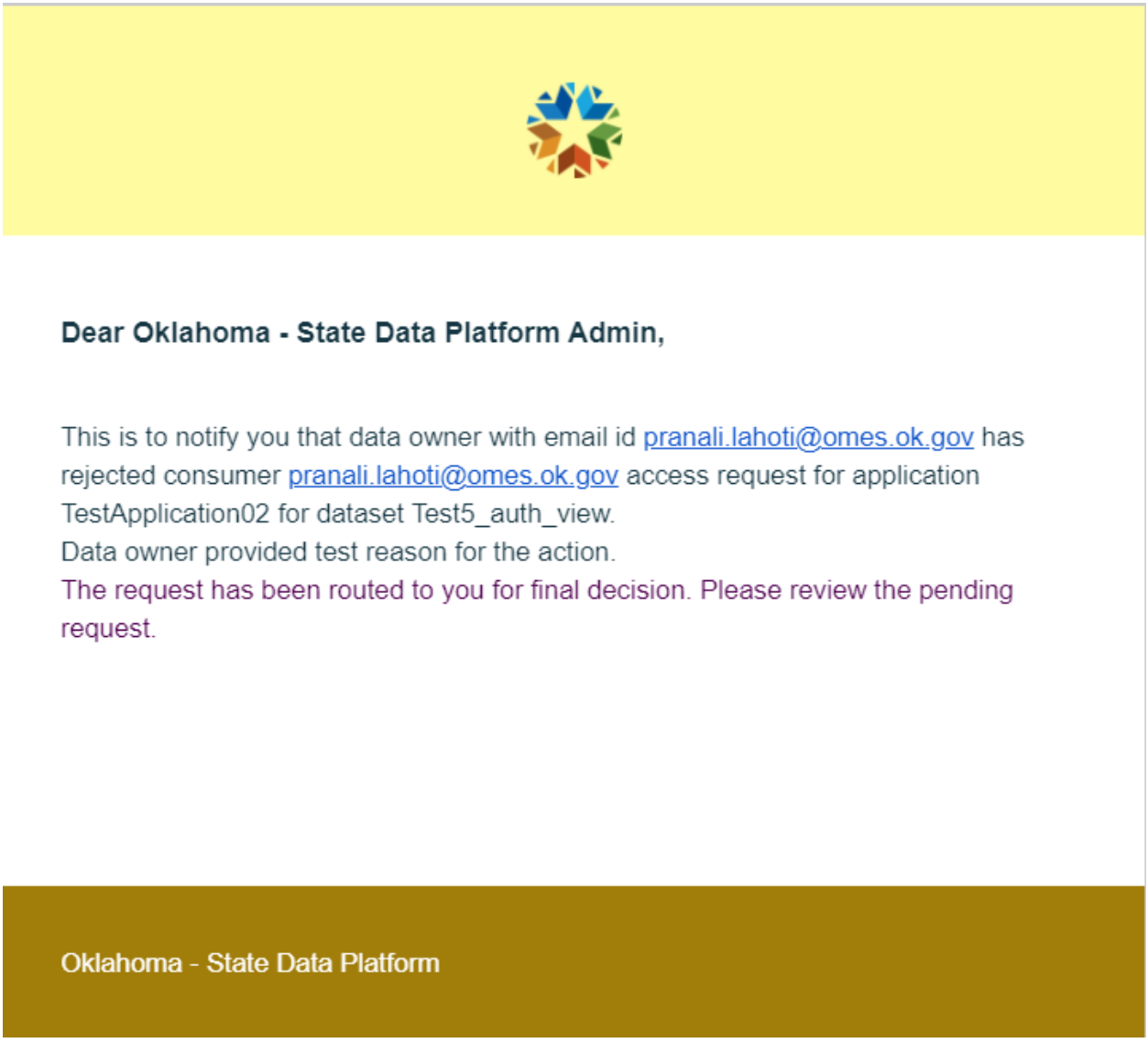
The request will be routed to the platform admin for final approval.

Email notification will be sent to the admin about the request.

II. Owner rejects the request: Owner can reject the request by clicking the Reject Button. Owner must provide a reason for rejecting the request. After rejecting the request, the owner will get a message as “The request has been rejected, it has been routed to the platform admin for final decision.”



Email notification will be sent to the admin about the request.



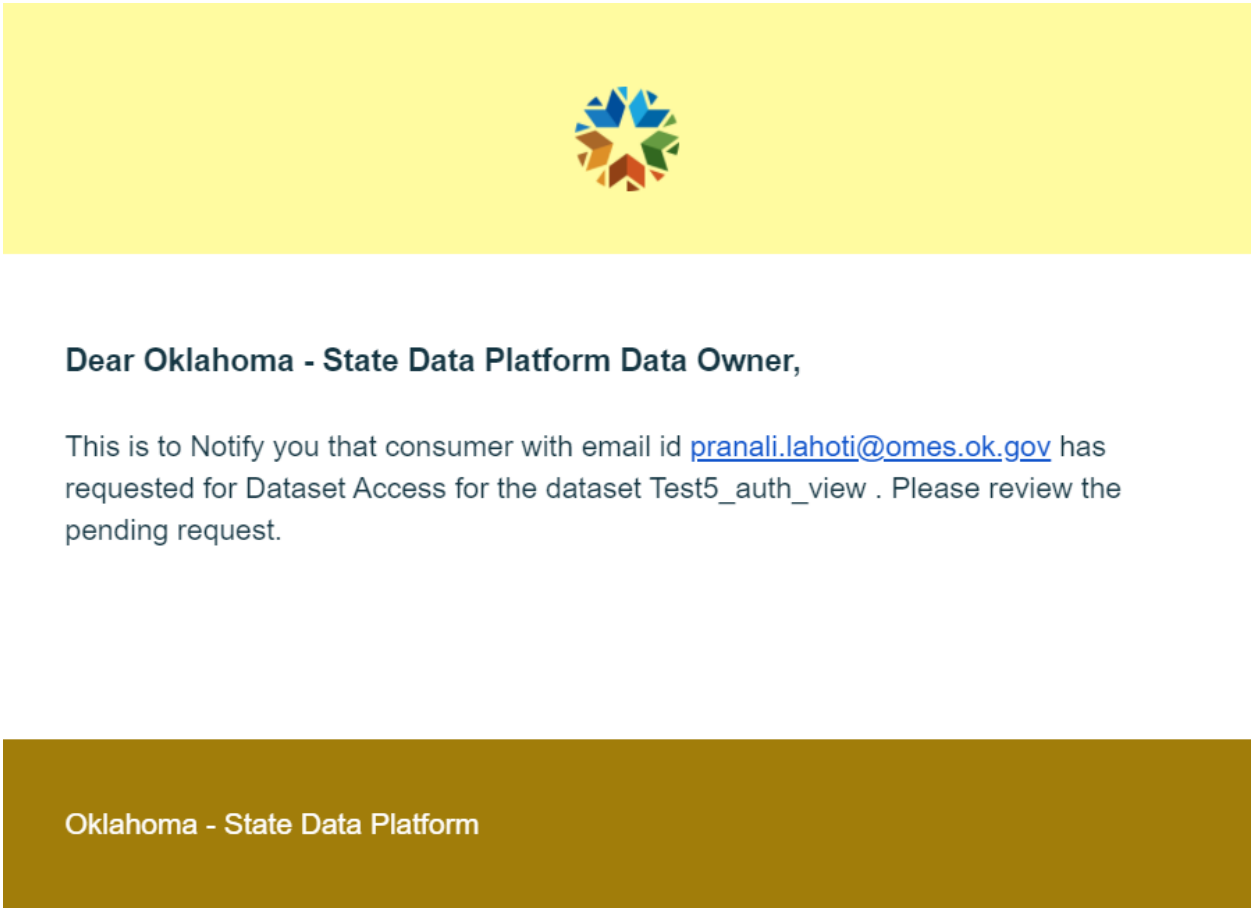
Note: Request status will be pending until the admin accepts/rejects request.

2.4.2. Toggle Off

If the toggle option provided to platform admin is turned off, i.e. the toggle is off, the new dataset access requests from consumers won't be routed to admin for final decision.

a. Consumer requests for access of the dataset: Consumers can request access to the dataset from the consumer's login. The request will be routed to the data owner of the dataset.

   Email notification will also be sent to the data owner of the dataset.

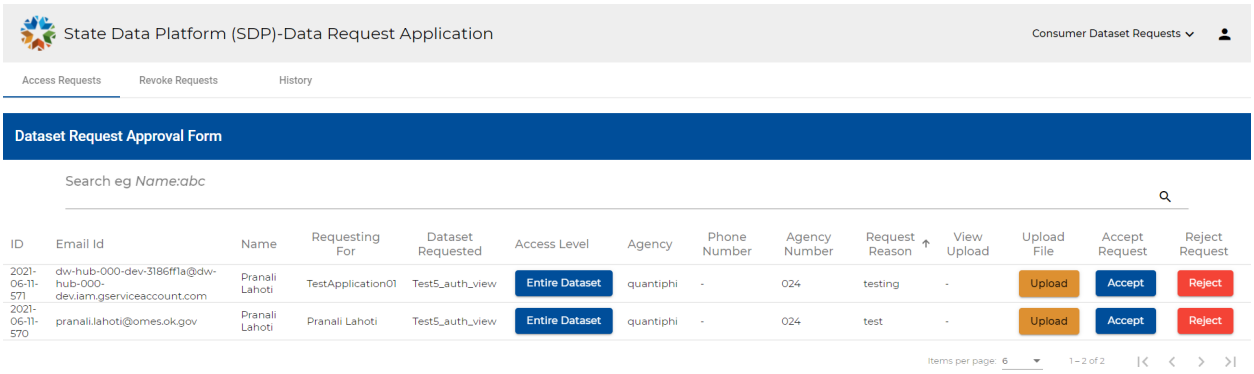


Dear Oklahoma - State Data Platform Data Owner,

This is to Notify you that consumer with email id pranali.lahoti@omes.ok.gov has requested for Dataset Access for the dataset Test5_auth_view . Please review the pending request.

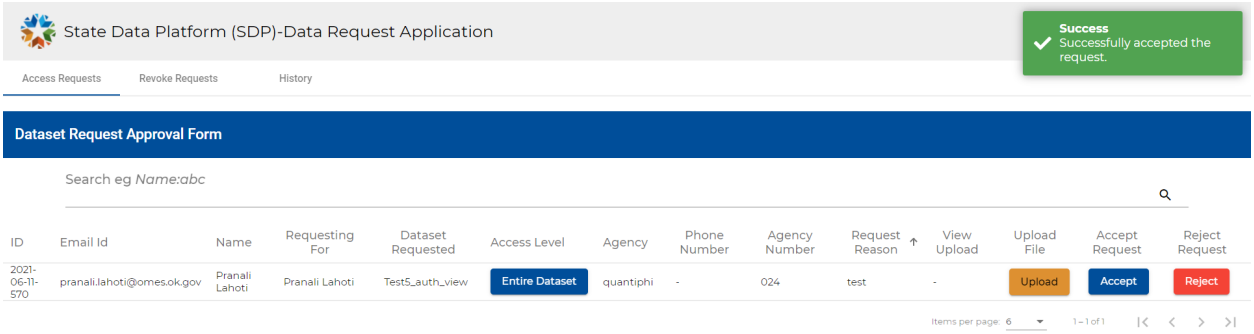
Oklahoma - State Data Platform

b. Owner Approves/ Rejects the request: In the data owner's login, after navigating to the Consumer Dataset Request, the owner can see all the dataset access requests.



Owner can accept/reject the request. As the toggle is off, the owner's decision will be considered as final for the request and it will be reflected in the consumer/owner/admin login.

I. Owner accepts the request: Owner can accept the request by clicking the Accept Button. After accepting the request, the owner will get a message as, “Successfully accepted the request”.



The request status will be updated as Approved.

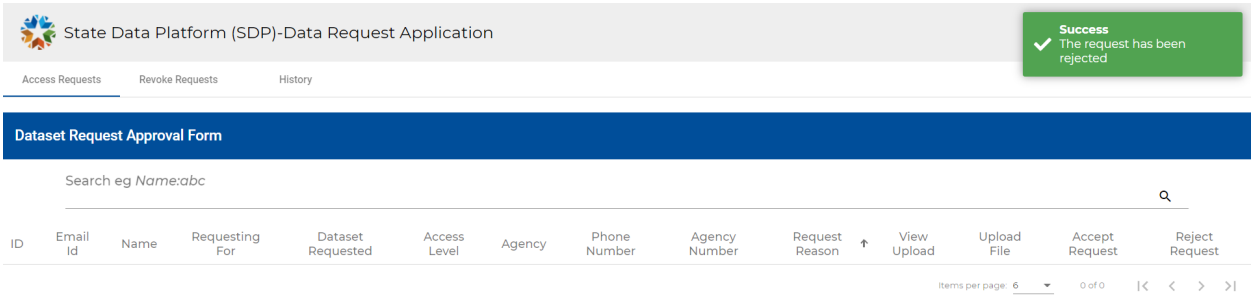
Email notification will be sent to the consumer.

Dear Oklahoma State Data Platform User,

Your request has been accepted for the following tables :- of Dataset Test5_auth_view. You have requested access for the application **TestApplication01**. In order to access your data:

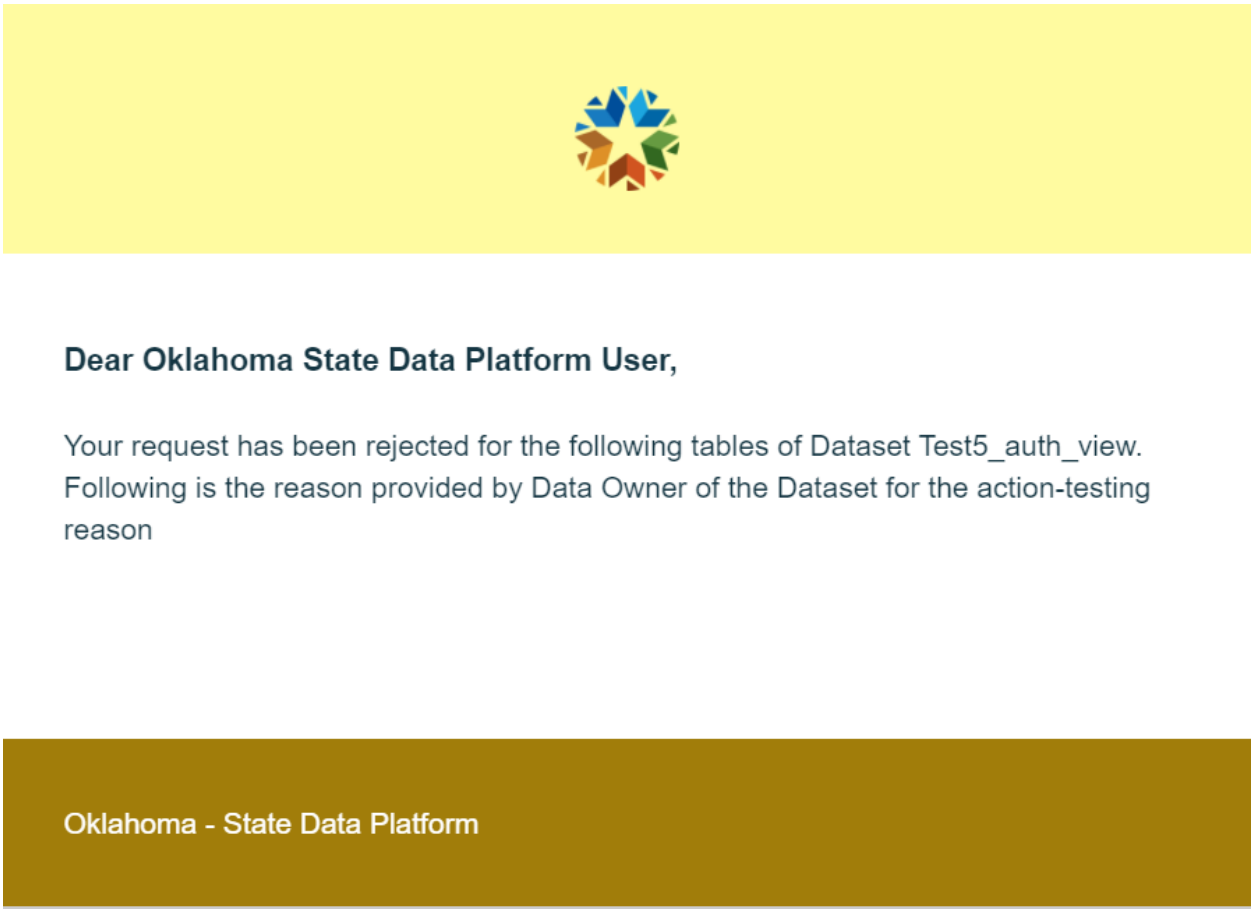
1. Click **link** to access the dataset.
2. Above link is only compatible with an omes email id, kindly access the link using the omes account with which you have requested the access.
3. Search for the requested dataset (/table) on the left side under Explorer tab. Make sure the selected project is **dw-hub-000-dev** on the top left project dropdown.
4. Make sure you have selected the dataset which you have requested("dataset name") present on the given link("location of dataset selection").

II. Owner rejects the request: Owner can reject the request by clicking the Reject Button. Owner must provide a reason for rejecting the request. After rejecting the request, the owner will get a message as “The request has been rejected.”



The request status will be updated as Rejected.

Email notification will be sent to the consumer.



2.5. Dataset Access Revoke

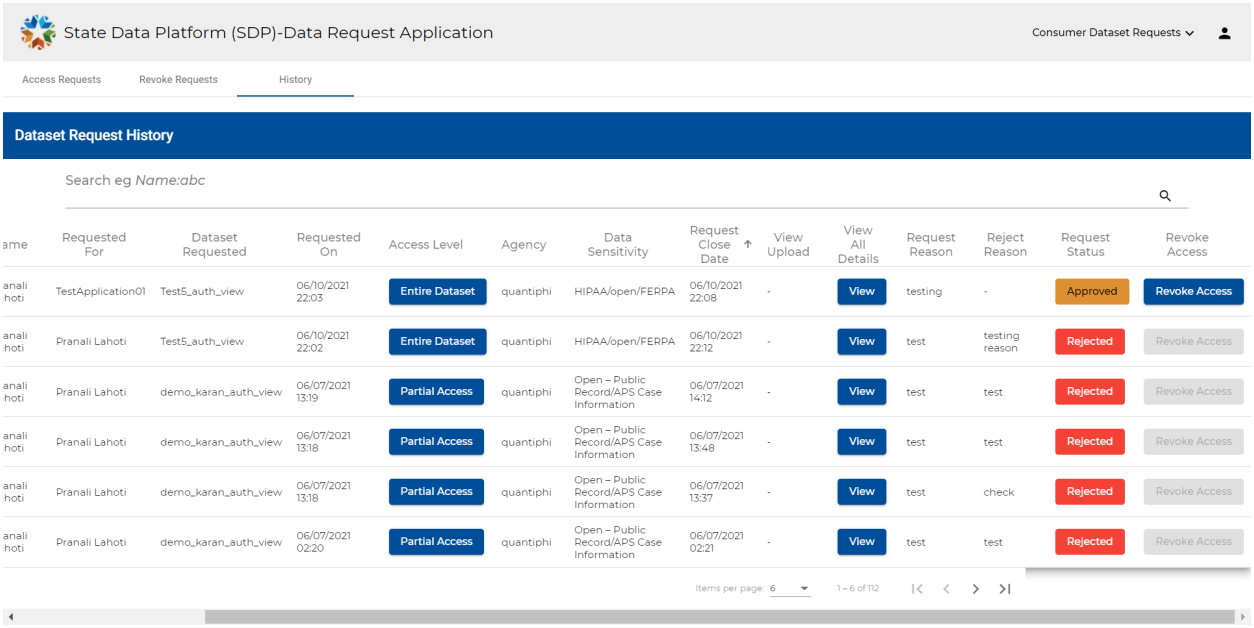
2.5.1. Toggle On

If the toggle is on, and the owner revokes access of users, then those access revoke requests will be routed to platform admin for final decision.

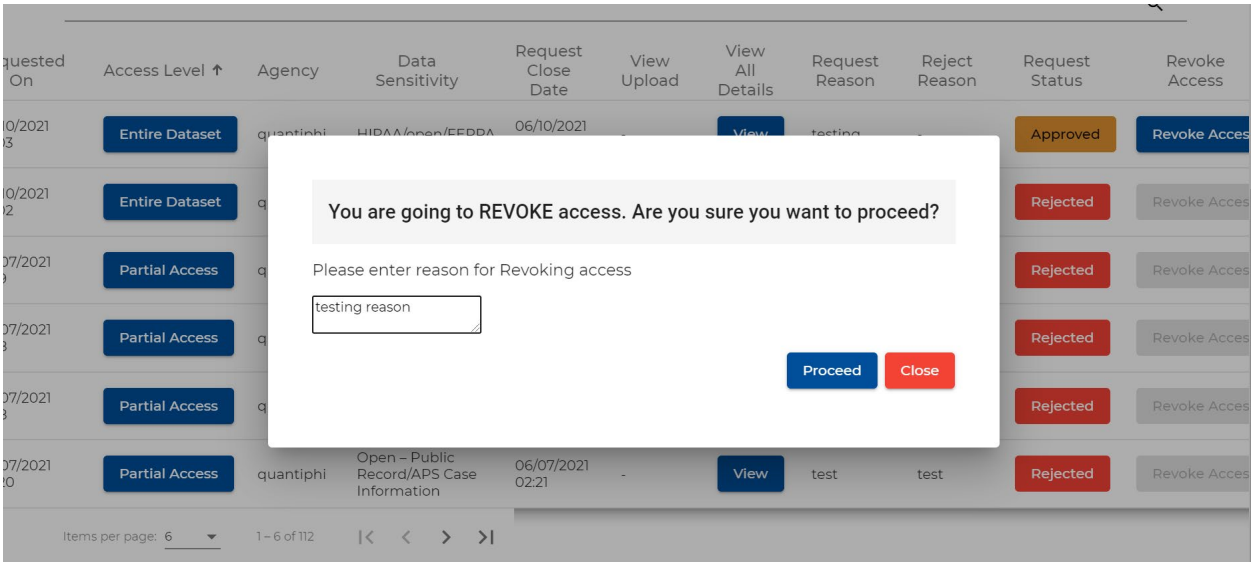
If the toggle is on, the owner can only initiate the access revoke request, the request will be routed to platform admin, and if admin accepts the request, then only access will be revoked.

Upon landing at the State Data Platform, the owner can see an option of Consumer Dataset requests in the menu option on the top-right side of the screen.

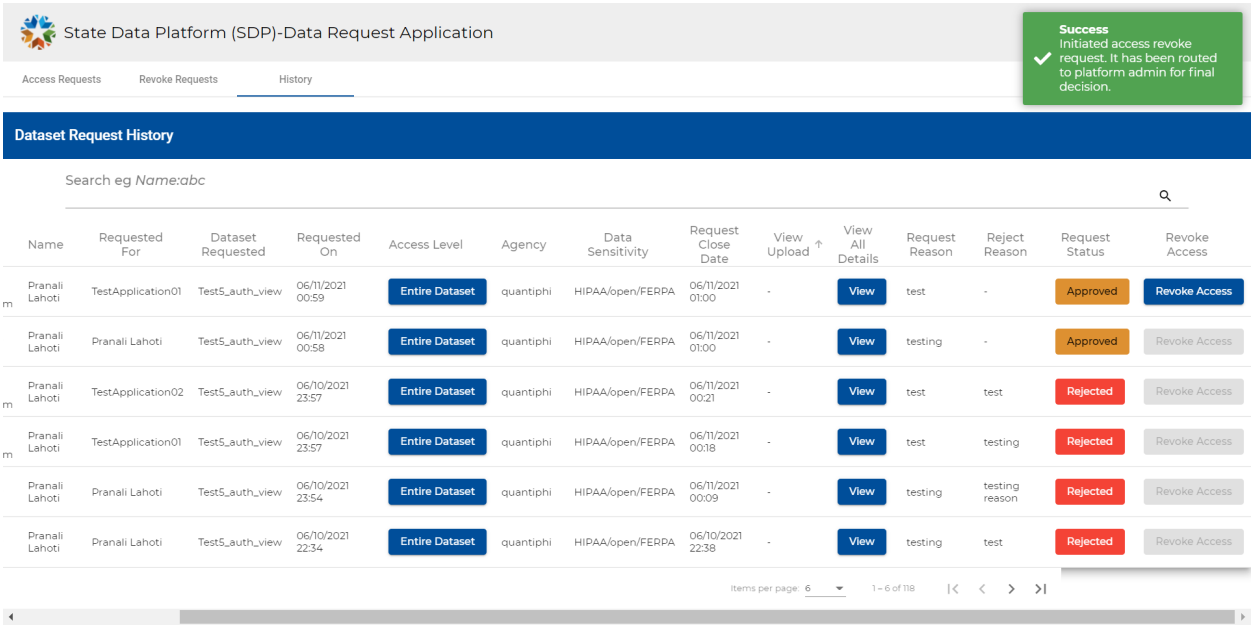
Owner can tab to the history page. On the history page Owner has the option to Revoke Access if the request status is Approved.



After clicking the revoke access button, a dialog box will open, and the owner must provide a reason for revoke access.

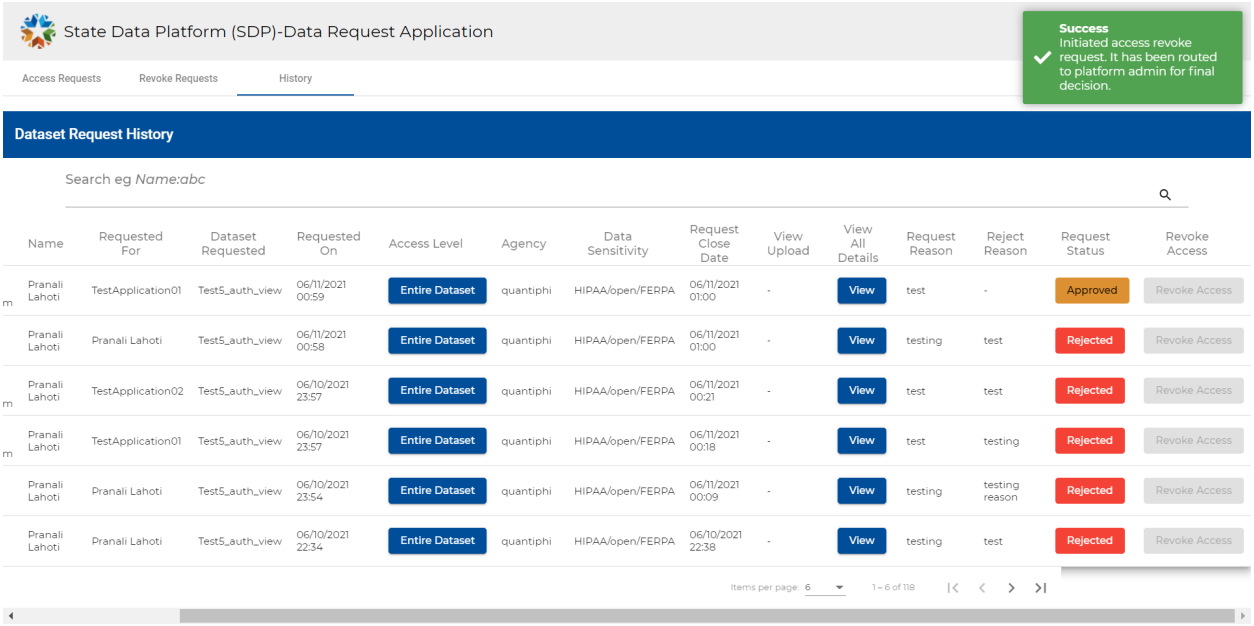


a. Access Revoke for human consumer/group: If the owner chose to revoke access of the human consumer/group then the access revoke requests will be routed to admin for approval. Owner will get a message as “Initiated access revoke request. It has been routed to the admin for final decision.”



Email notification will be sent to the admin. Admin dealing with the request has been covered under Access Revoke section of Interface for Platform Admin.

b. Access revoke for applications: If the owner chose to revoke access of the application, then access revoke requests will be routed to admin. Owner will get a message as “Initiated access revoke request. It has been routed to admin for final decision”.



Email notification will be sent to the admin. Admin dealing with the request has been covered under Access Revoke section of Interface for Platform Admin.

Dear Oklahoma - State Data Platform Admin,

This is to notify you that, data owner Pranali Lahoti with email pranali.lahoti@omes.ok.gov has requested access revoke of dataset Test5_auth_view for application TestApplication01 for consumer pranali.lahoti@omes.ok.gov.
Owner provided testing reason for the action.
The request has been routed to you for final decision. Please review the pending request.

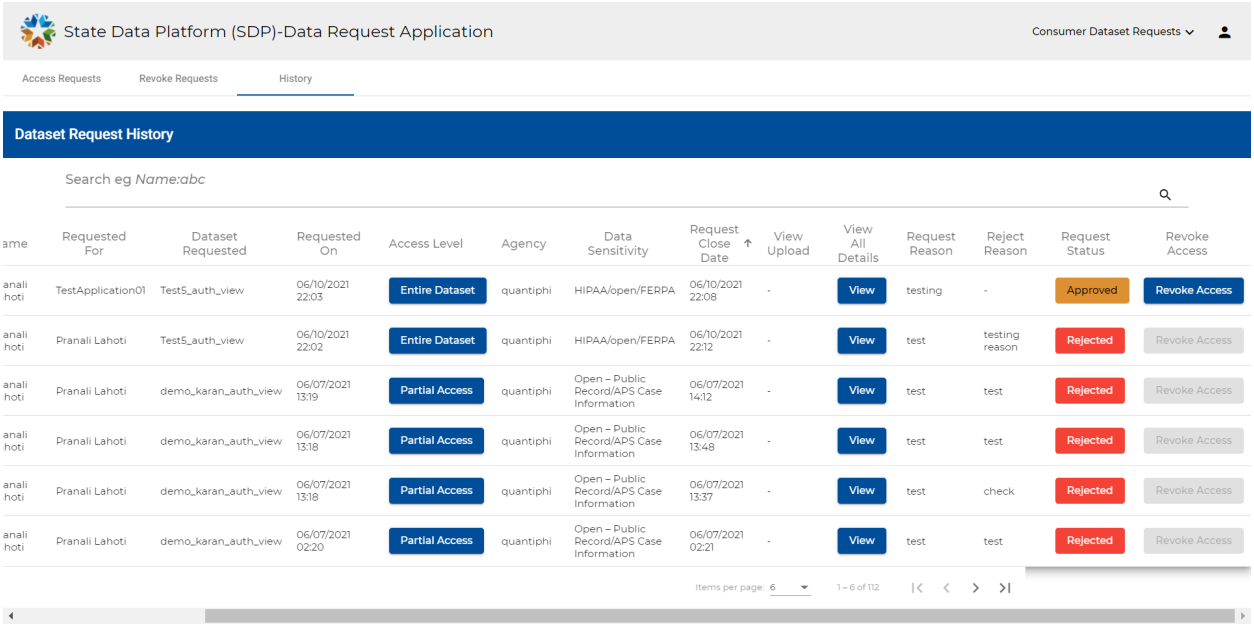
Oklahoma - State Data Platform

2.5.2. Toggle Off

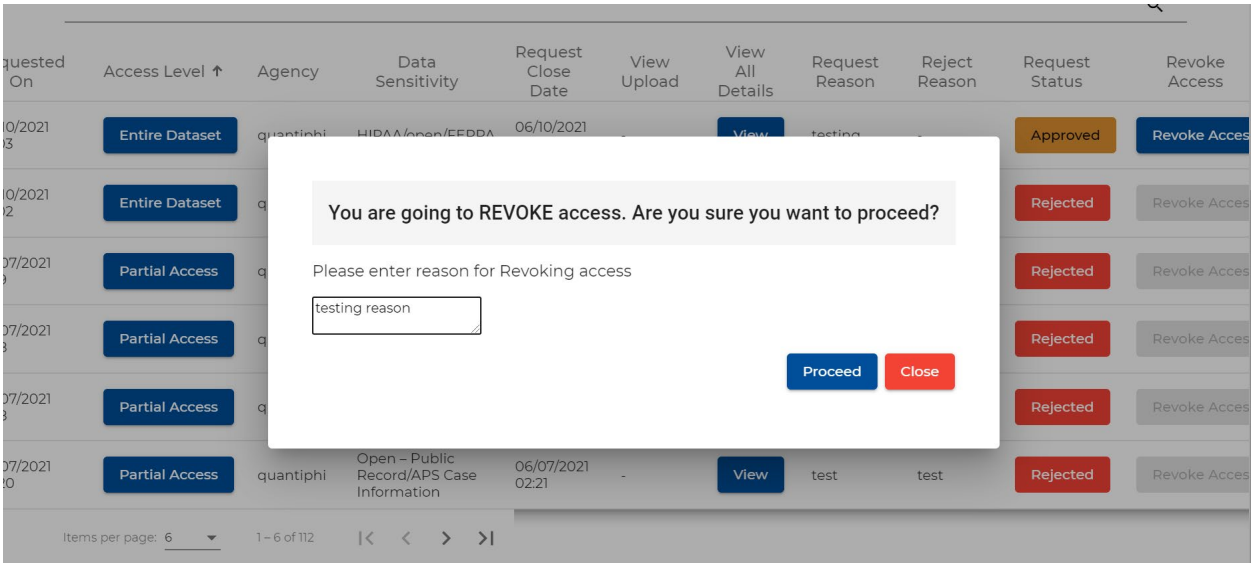
If the toggle is off, and the owner revokes access of users, then those access revoke requests won't be routed to the admin for final approval.

If the toggle is off, the owner's access revoke decision will be considered as final.

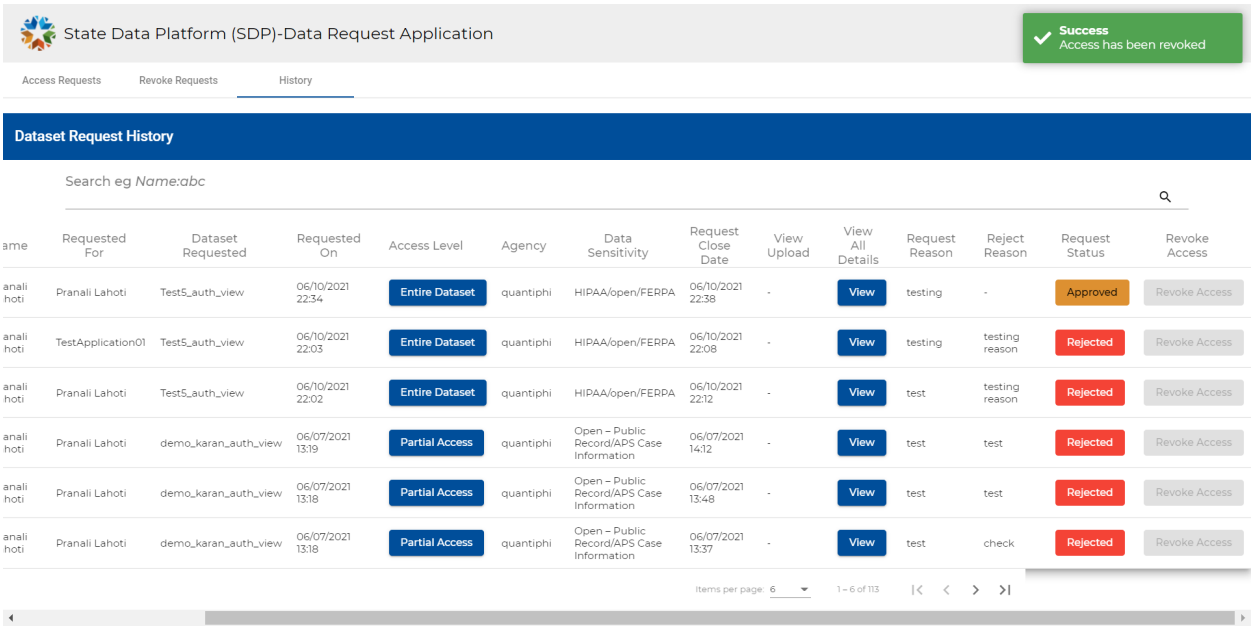
Upon landing at the State Data Platform, the owner can see an option of Consumer Dataset requests in the menu option on the top-right side of the screen. In the history page Owner has the option to Revoke Access if the request status is Approved.



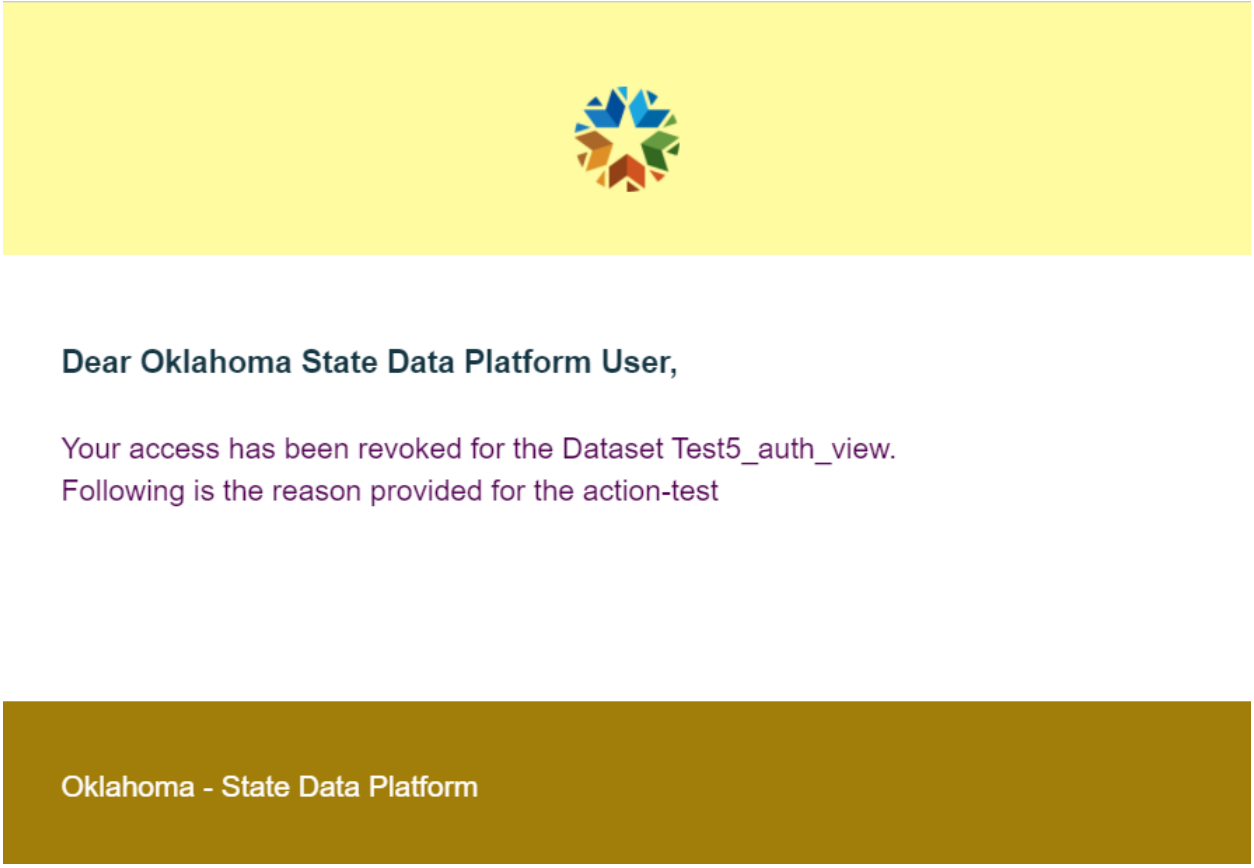
After clicking the revoke access button, a dialog box will open, and the owner must provide a reason for revoke access.



a. Access revoke for human consumer/group: If the owner chose to revoke access of the human consumer/group then access will be revoked immediately after the owner clicks the revoke access button.

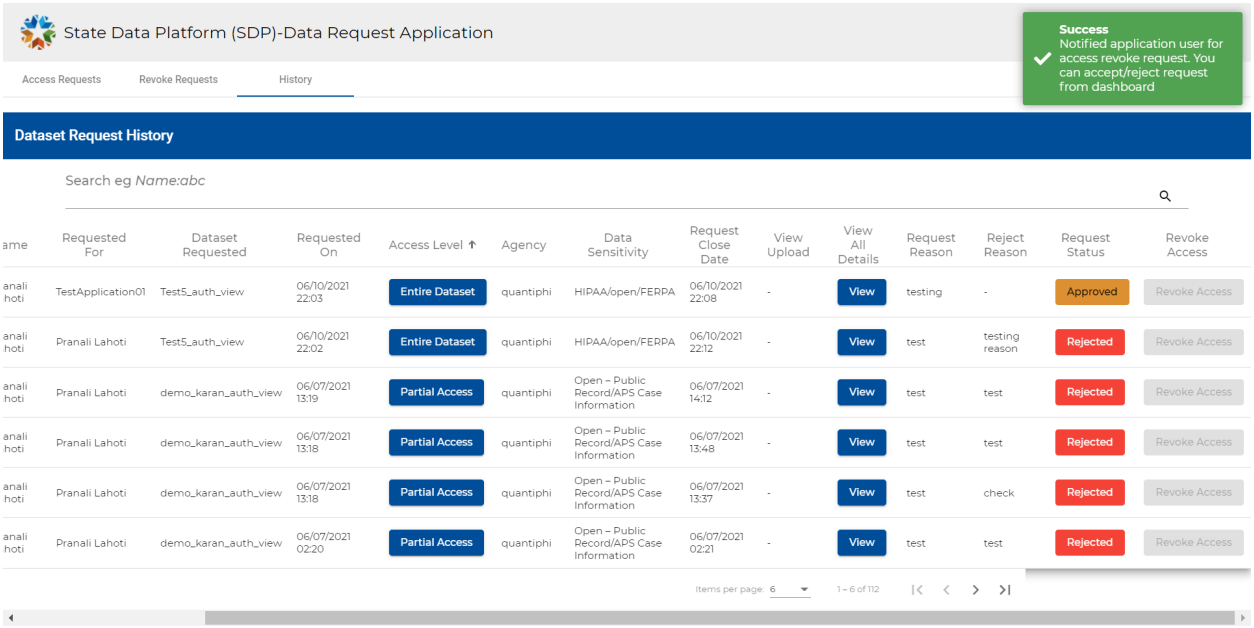


Email notification will be sent to the user.

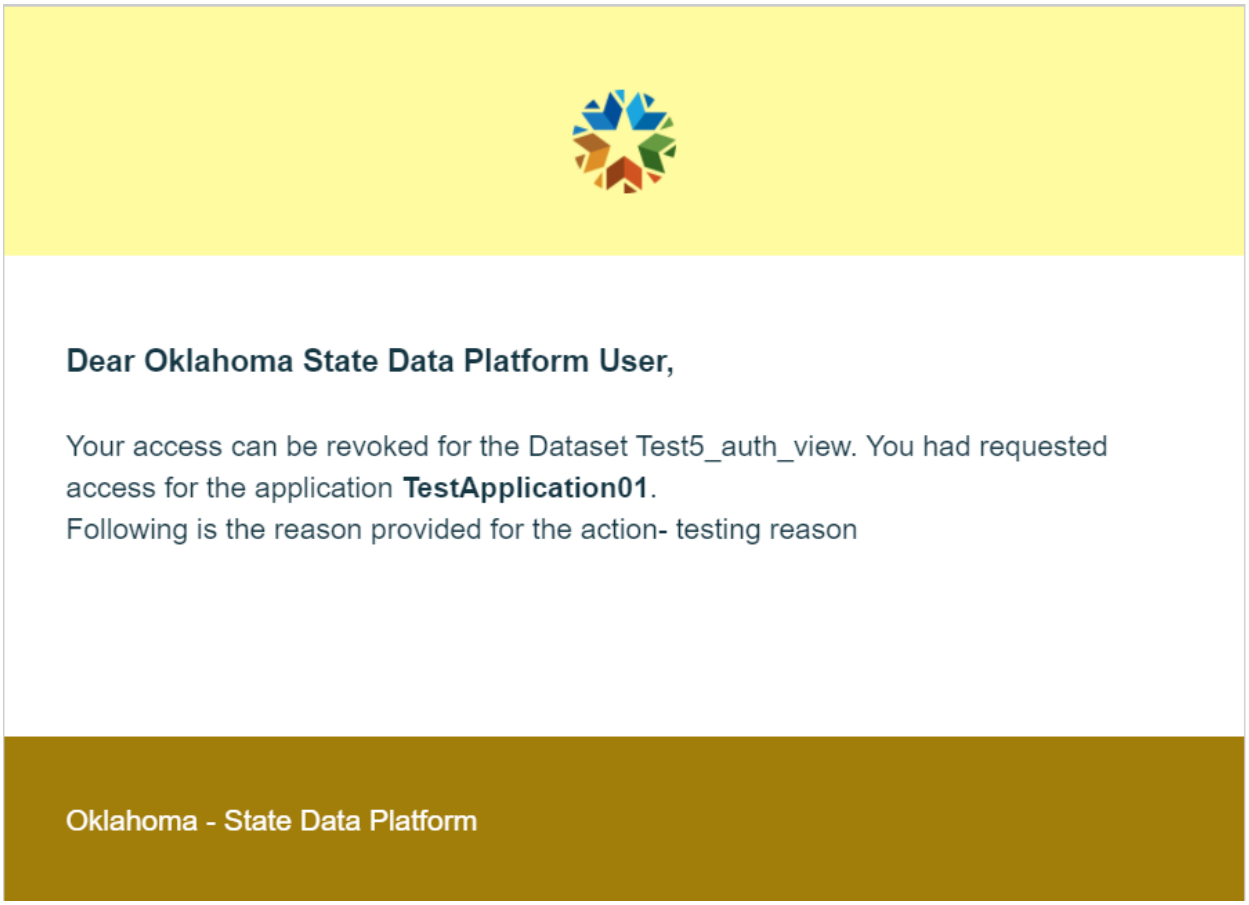


The request status will be changed to Rejected and the same will be reflected in the admin/owner/consumer dashboard.

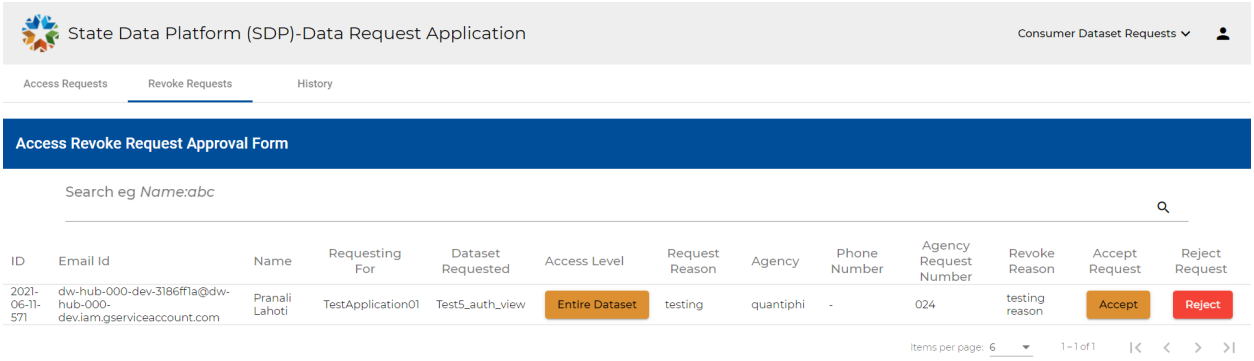
b. Access revoke for applications: If the owner chose to revoke access of the application, then after clicking the revoke access button, the access revoke will be initiated for the application. Owner will get a message as, “Notified application user for access revoke request. You can accept/reject access from the dashboard”.



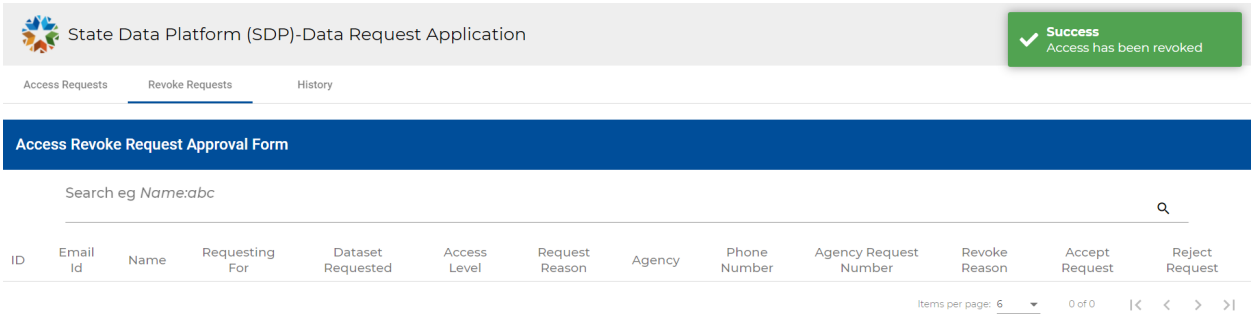
The application user will get email notification as access can be revoked.



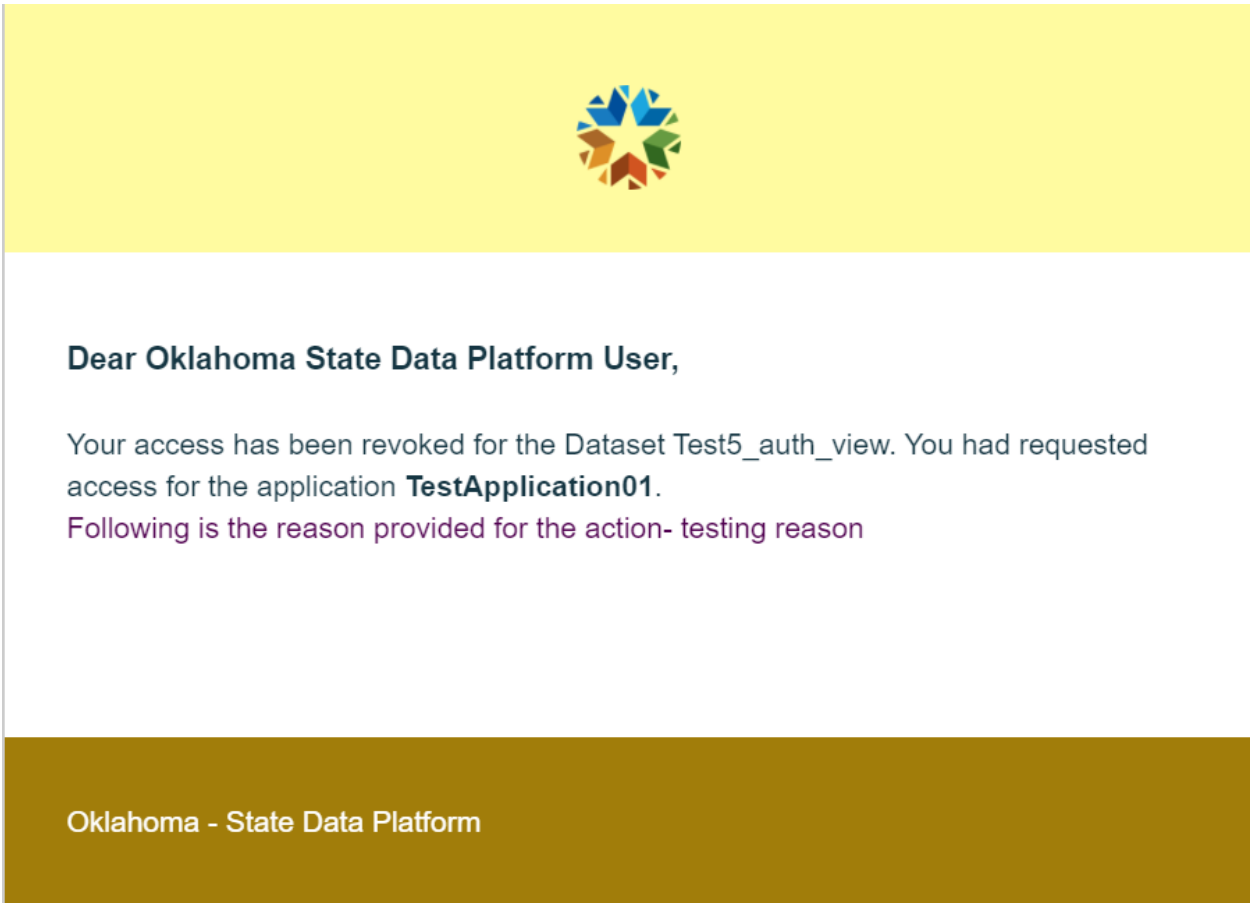
The owner can see the access revoke request in the Consumer Dataset Requests-> Revoke Requests tab.



After offline communication, the owner can Accept/Reject the access revoke request.
If the Owner accepts the request, access will be revoked.
Owner will get a message as access has been revoked.



Email notification will be sent to the application user.

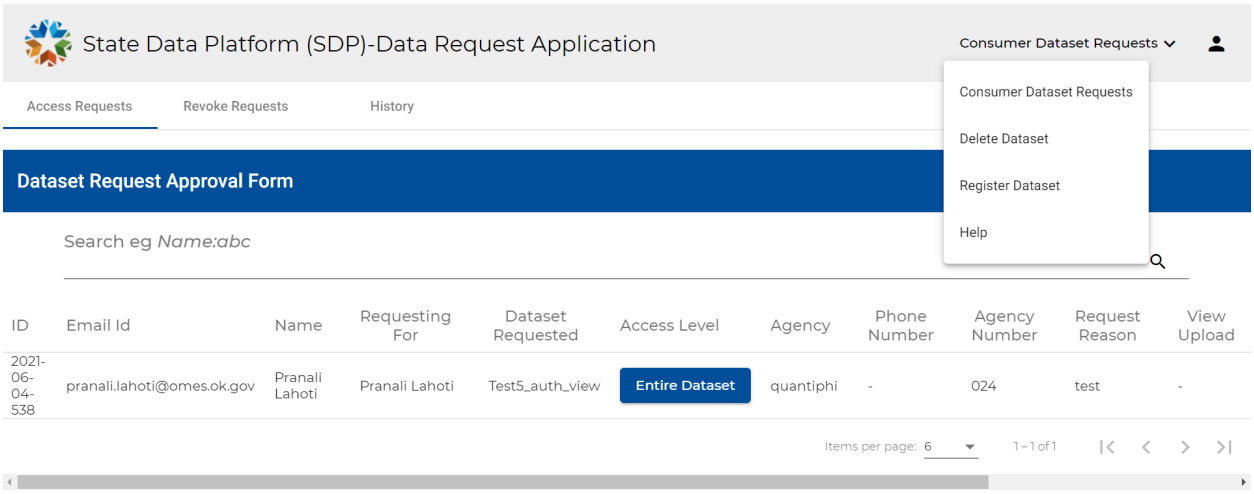


The request status will be changed to Rejected and the same will be reflected in the admin/owner/consumer dashboard.
If the owner rejects the request, the access won't be revoked, and the application will continue to have access to the dataset.
Email notification will be sent to application users that access revoke request has been rejected.

2.6. Dataset Deletion

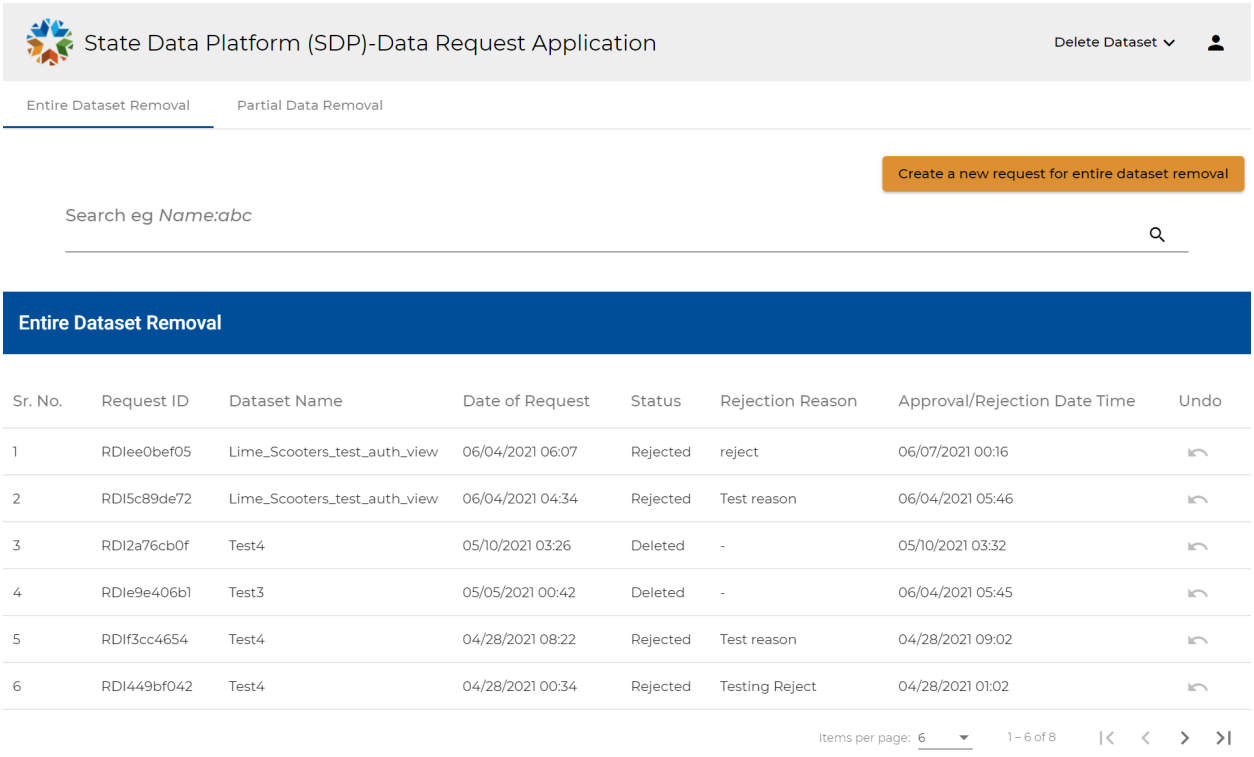
Data owners will have the option to request the deletion of their datasets.
Data owner can request deletion of the entire dataset, entire table, or some rows of the table (partial table).

Upon landing at the State Data Platform, the owner can see an option of **Delete Dataset** in the menu option on the top-right side of the screen.

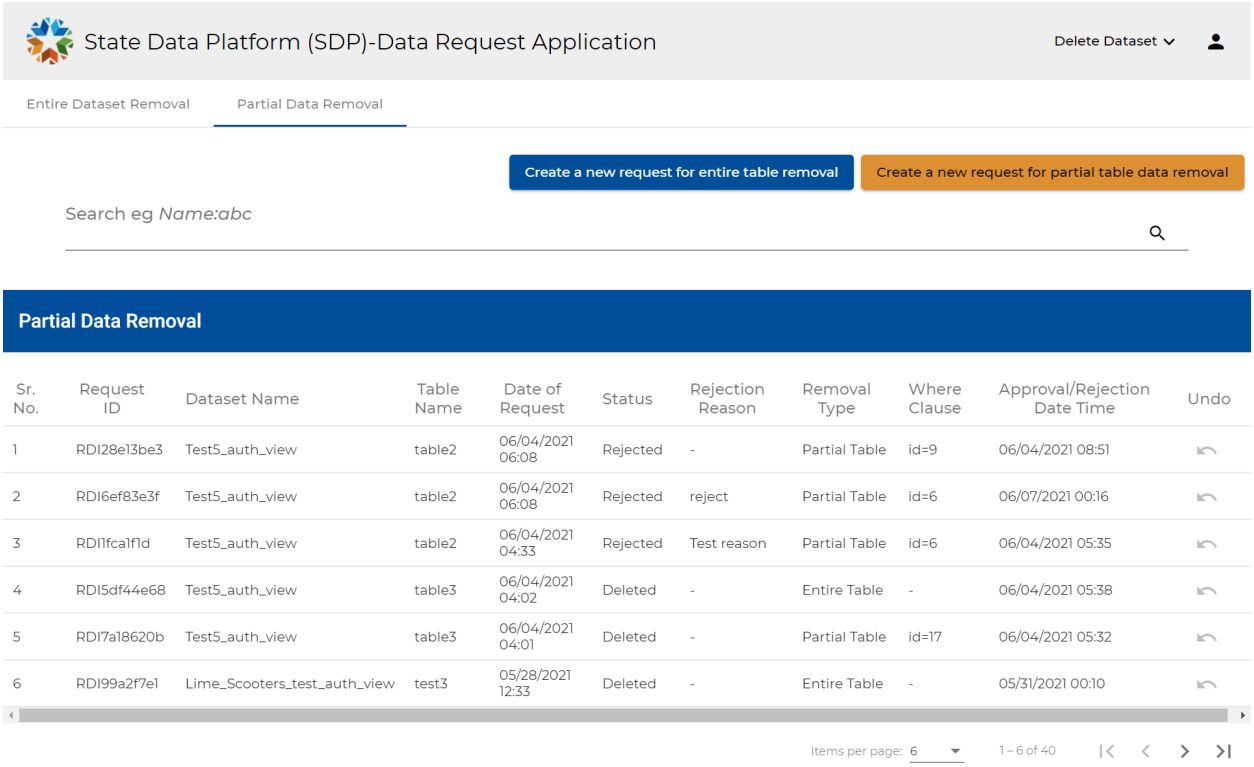


On clicking the **Delete Dataset** button it redirects to the screen where the owner can see two tabs Entire Dataset Removal & Partial Data Removal.

Entire Dataset Removal tab:

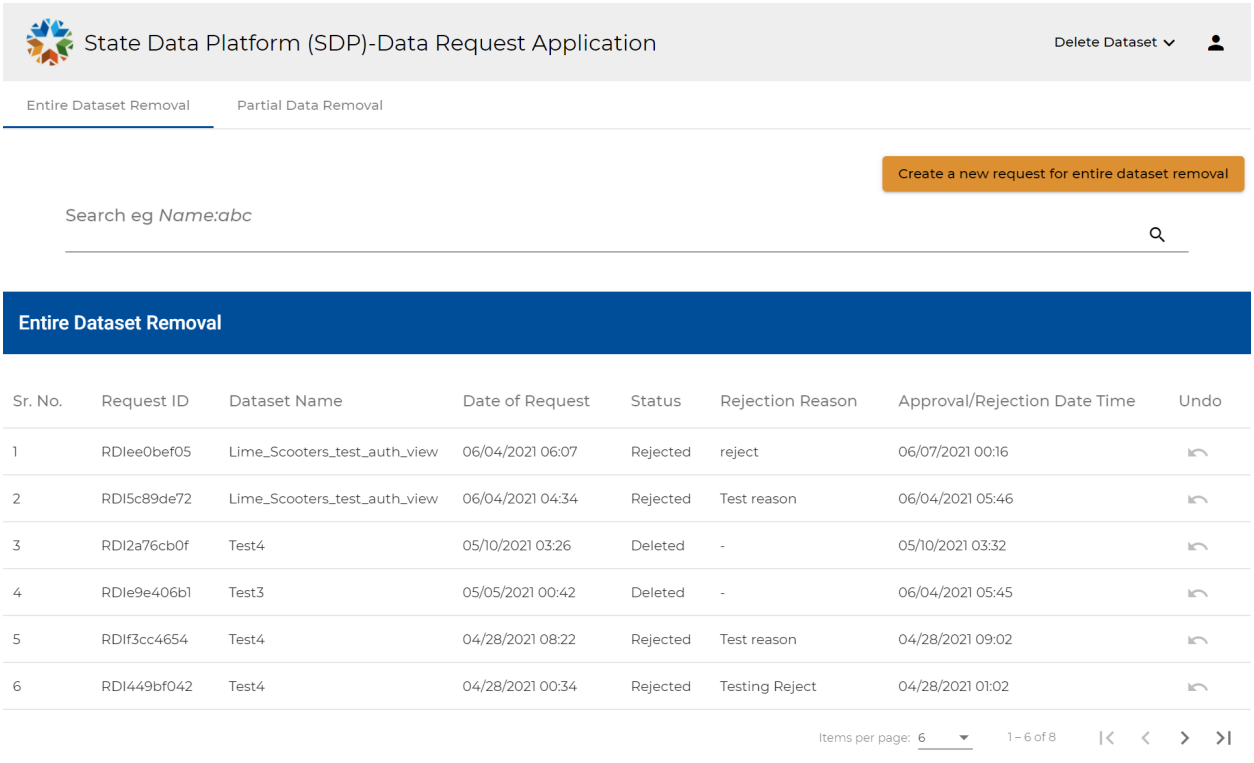


Partial Data removal tab:

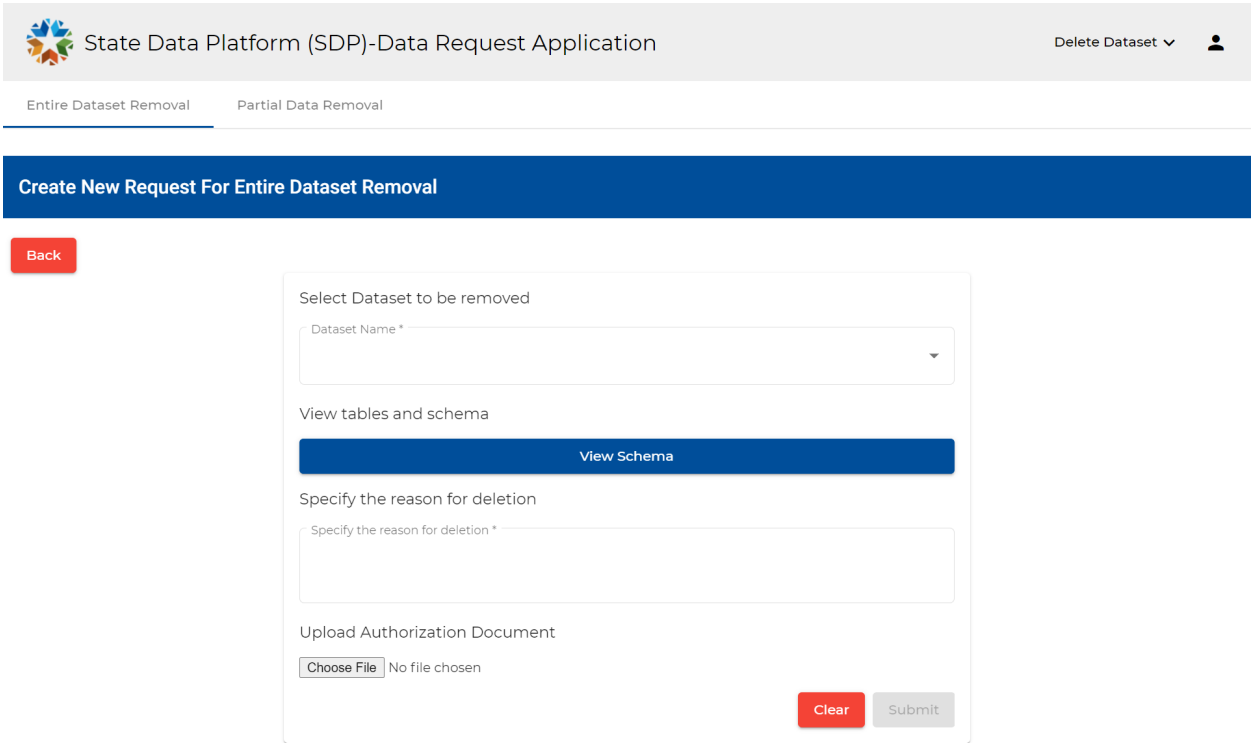


2.6.1. Entire Dataset Removal

On the entire dataset removal tab, there is a button **Create a new request for entire dataset removal**. Owner can create a new request for entire dataset removal by clicking this button.

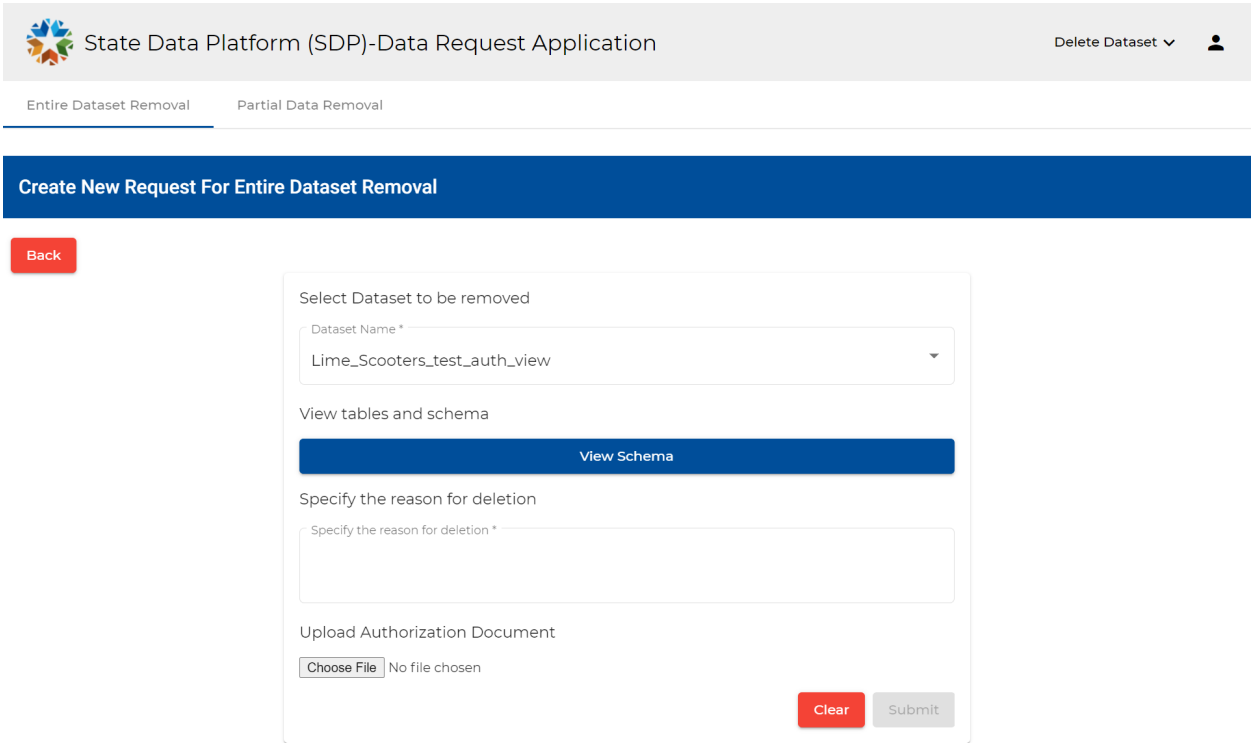


After clicking the button, there will be a form that the owner must fill for creating the request.

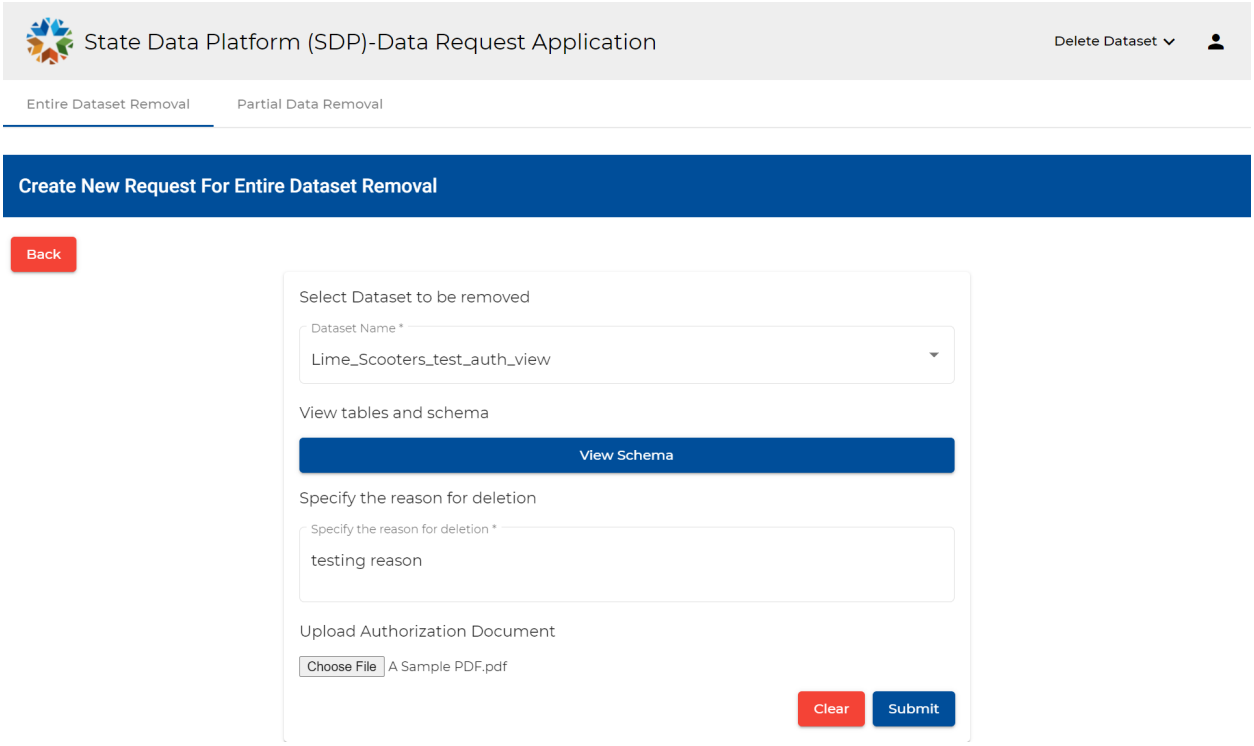


Select dataset to be removed: Here all the datasets owned by the owner will be listed.
Note: Only those datasets which are owned by the owner will be listed in the list. If the owner does not own any dataset(s), then it will show an error message as no registered datasets.
The owner must select one dataset from this list.

For selected dataset, the owner can also view tables and schema of those tables by clicking the **view schema** button.



The owner must provide a reason for deleting the dataset.
Owner can also upload an authorization document in pdf/doc/docx format (This field is optional).
After providing all mandatory fields, the submit button will be enabled.
Owner can submit the request for entire dataset deletion by clicking the submit button.

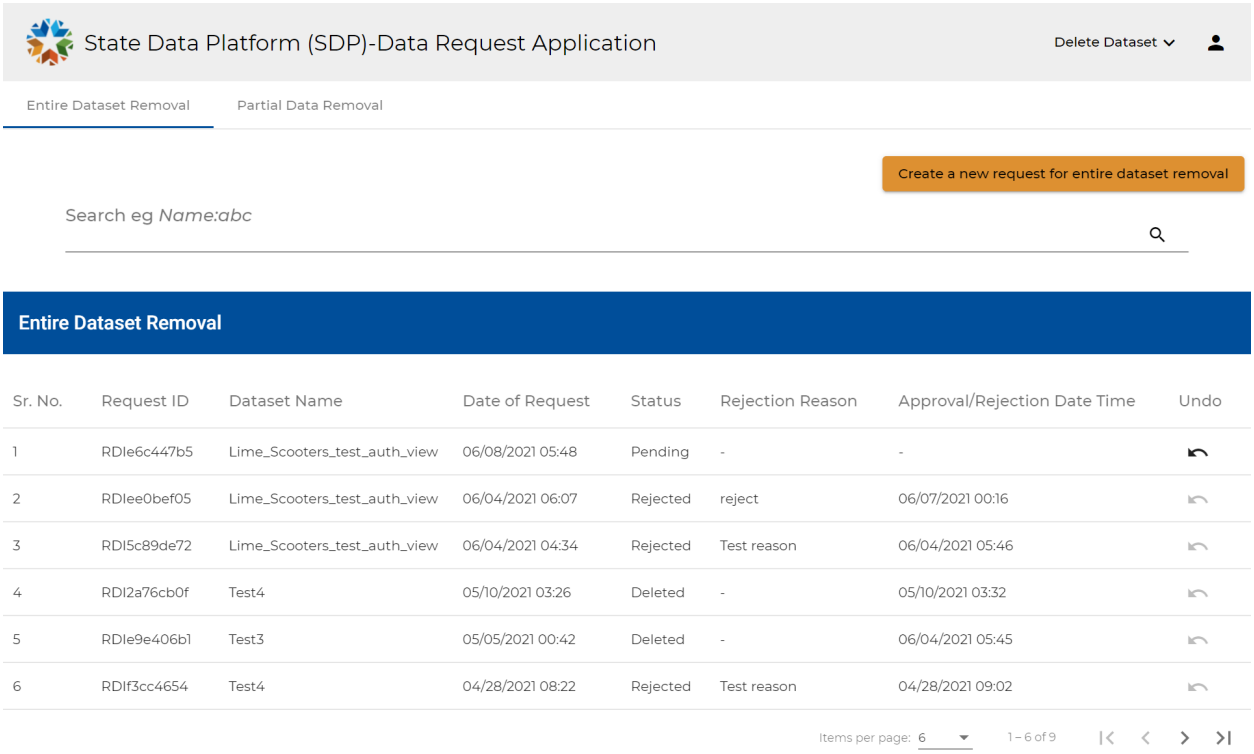


Validations:

If the entire dataset deletion request is already submitted by the owner and the request is not rejected by the admin i.e. if the request is duplicate then the owner will get a message as already requested for entire dataset deletion and the duplicate request won't be submitted.

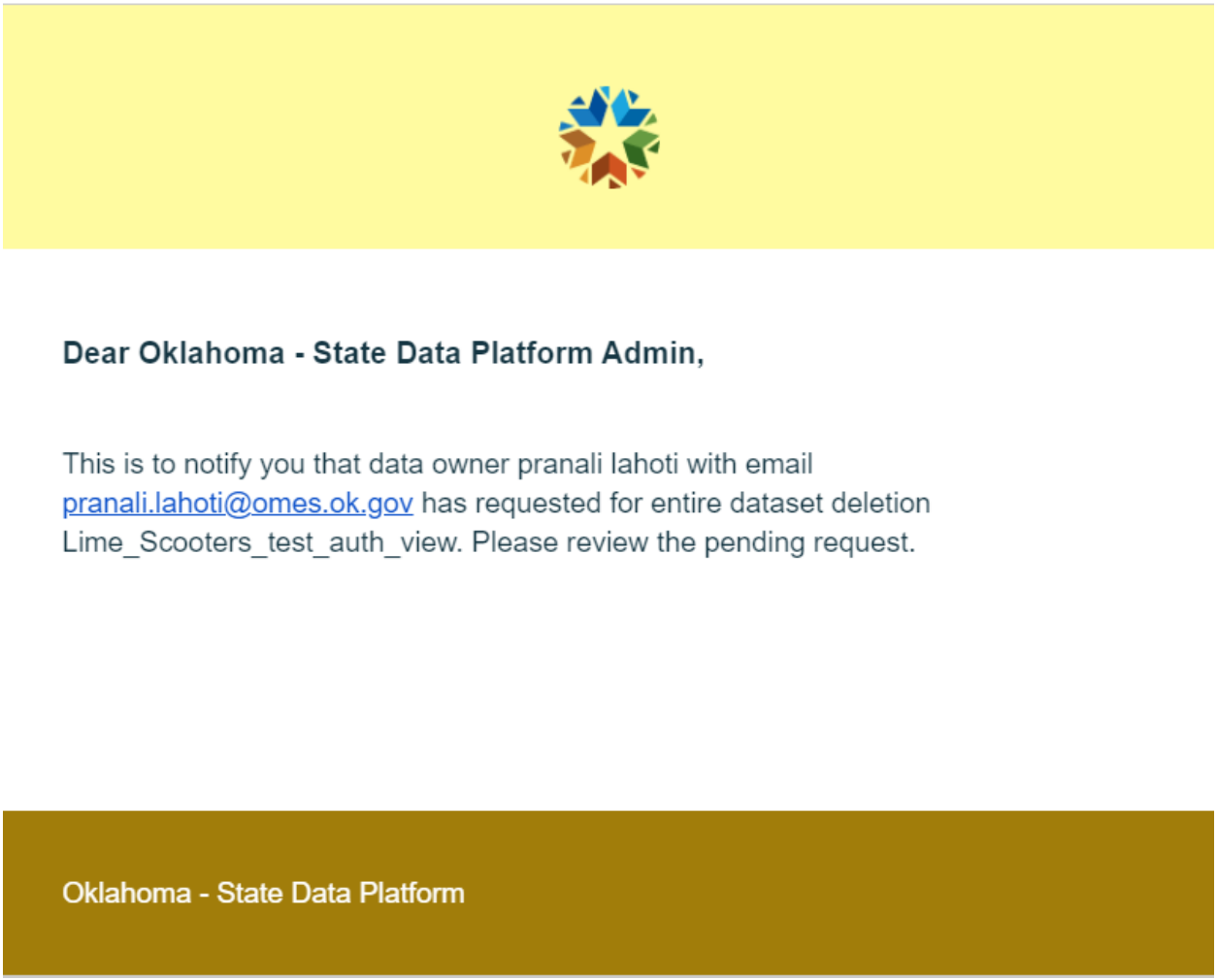
Dashboard:

After successfully submitting the request, Owner can view the submitted request for entire dataset removal in the dashboard.



Email Notification:

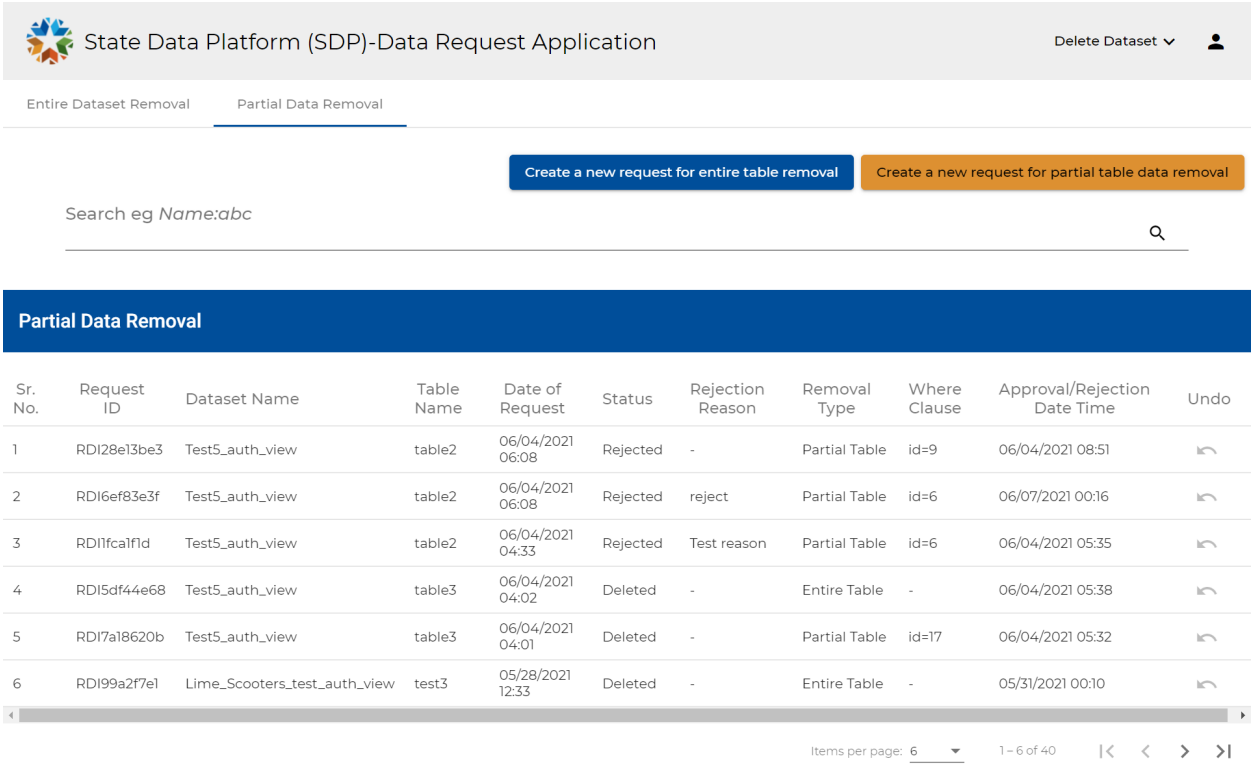
An email notification about the request will be sent to the Platform admin.
Email Subject: Entire Dataset Deletion Request | Notification



2.6.2. Partial Data Removal

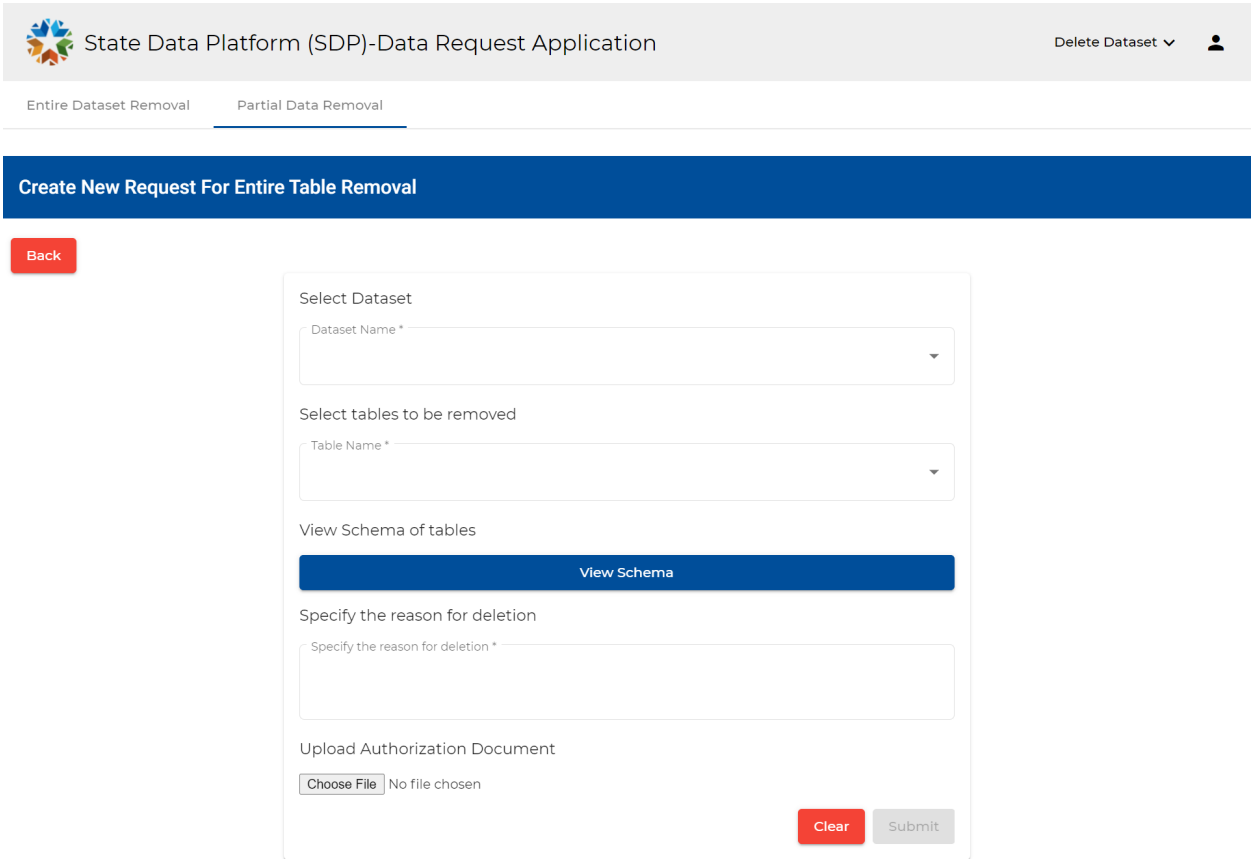
On the partial data removal tab, there are two buttons

a) Create a new request for entire table removal.
b) Create a new request for partial data removal.



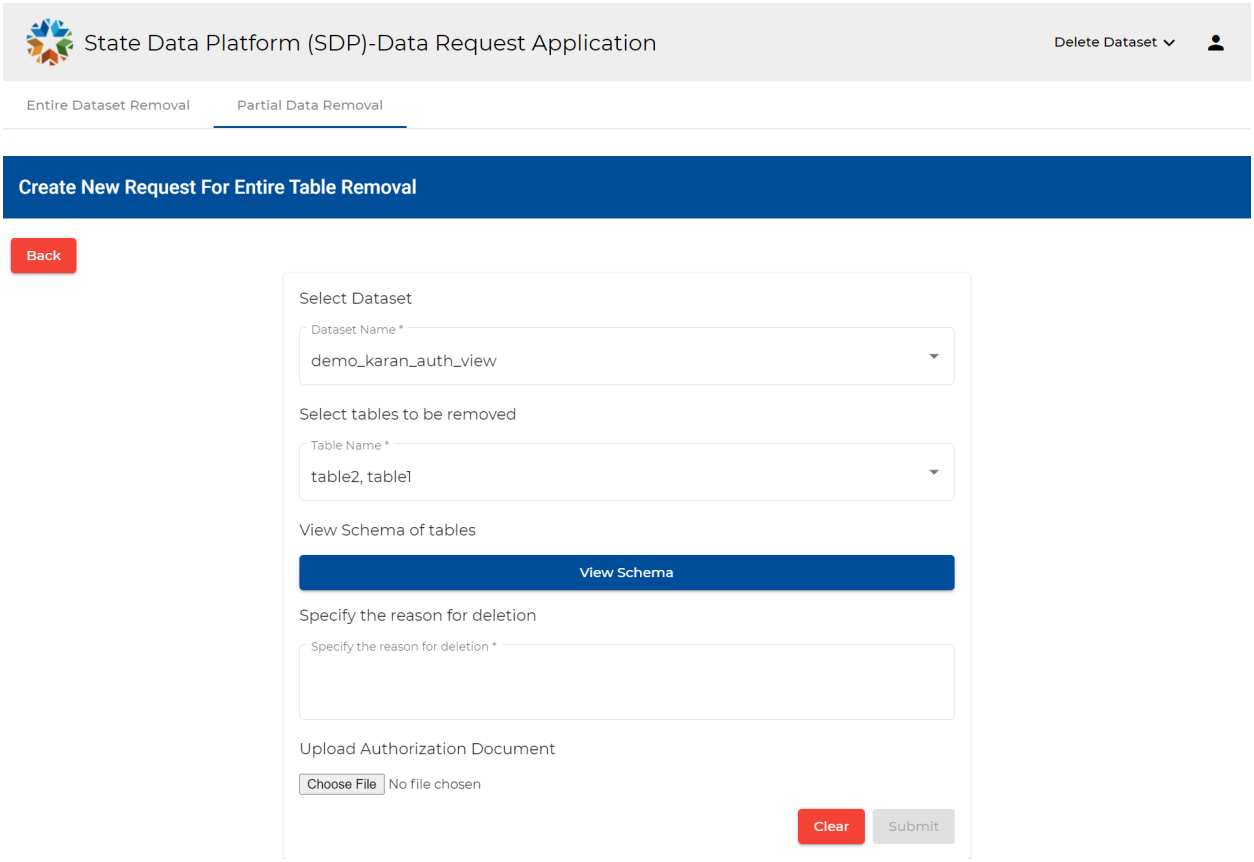
a) Entire table removal:

The owner can create a new request for entire table removal by clicking **Create a new request for entire table removal**.
After clicking the button, there will be a form that the owner must fill for creating the request.



Select Dataset: Here all the datasets owned by the owner will be listed.
Note: Only those datasets which are owned by the owner will be listed in the list. If the owner does not own any dataset(s), then it will show an error message as no registered datasets.
Owner to select one dataset from the list.

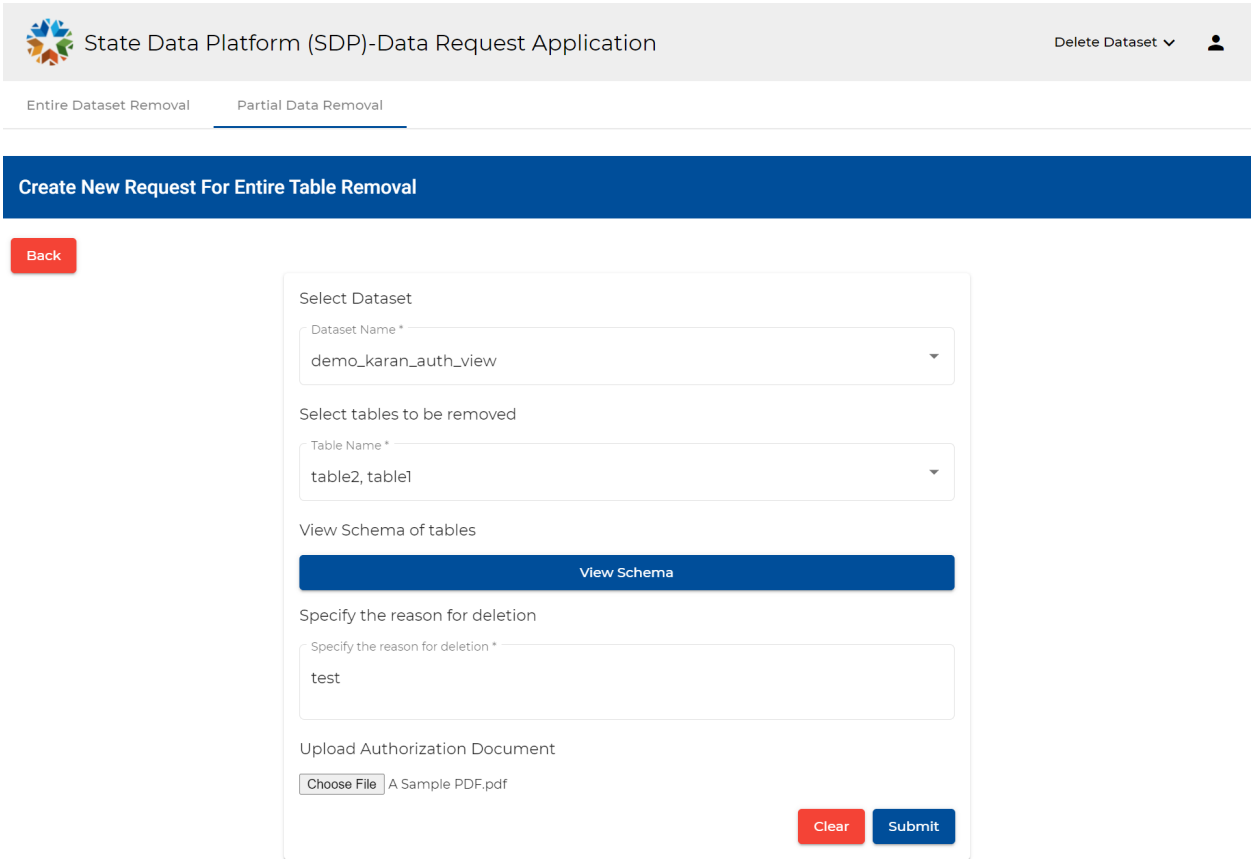
After selecting a dataset, all the tables in the dataset will be listed. If the dataset does not have any tables, then an error message will be shown as “There are no tables in the dataset”.
Owner can select multiple tables at once. If the entire table deletion is already requested for some tables, then those tables will be disabled & the owner won’t be able to select those tables from checkboxes.
Owner must **select tables to be removed** from the dataset.



For selected dataset, the owner can also view tables and schema of those tables by clicking the **view schema** button.

The owner must provide a reason for deleting the tables.
The owner can also upload an authorization document in pdf/doc/docx format (This field is optional).
After providing all mandatory fields, the submit button will be enabled.

The owner can submit the request for entire table deletion by clicking the submit button.



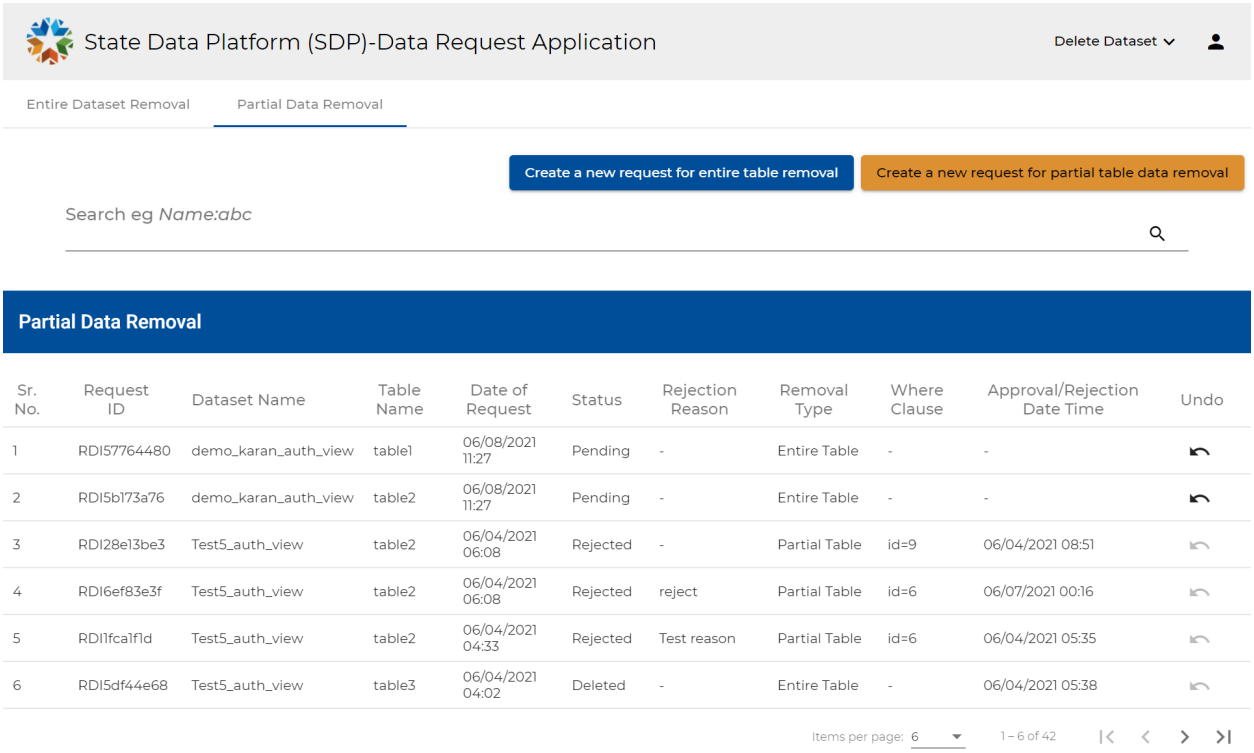
Note:

If the owner selected multiple tables while submitting the requests, then those requests will be submitted as separate requests. The owners can request for deletion of multiple tables at once by selecting multiple tables from the dropdown list, and those entire table deletion requests will be submitted as separate requests.
Validations:

- If for some table in the dataset, the entire table deletion requested is already submitted by the owner, then the owner won't be able to request for the entire table deletion of that same table in the dataset.
- If the owner has already requested for entire dataset deletion and the request is not rejected by the admin, then the owner won't be able to request for entire table deletion of some tables in that dataset. It will give a validation message as already requested for entire dataset deletion.

Dashboard:

After successfully submitting the request, the owner can view the submitted request for the entire table deletion in the dashboard.



Email Notification:

An email notification about the request will be sent to the Platform admin.
As owner requested for deletion of two tables, two emails will be send to platform admin.
Email Subject: Entire Table Deletion Request | Notification

Dear Oklahoma - State Data Platform Admin,

This is to notify you that data owner pranali lahoti with email pranali.lahoti@omes.ok.gov has requested for entire table deletion table1 of dataset demo_karan_auth_view. Please review the pending request.

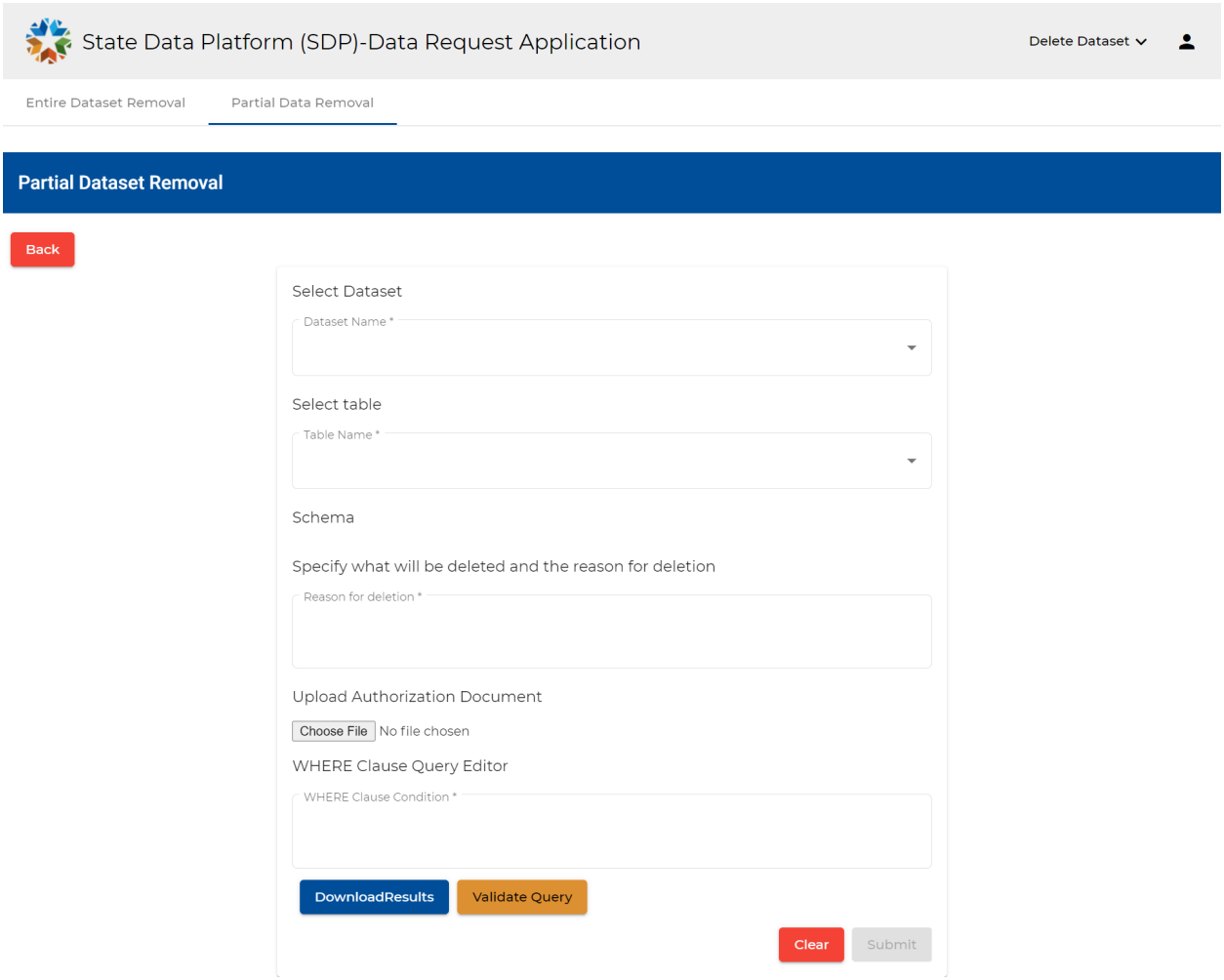
Oklahoma - State Data Platform

Dear Oklahoma - State Data Platform Admin,

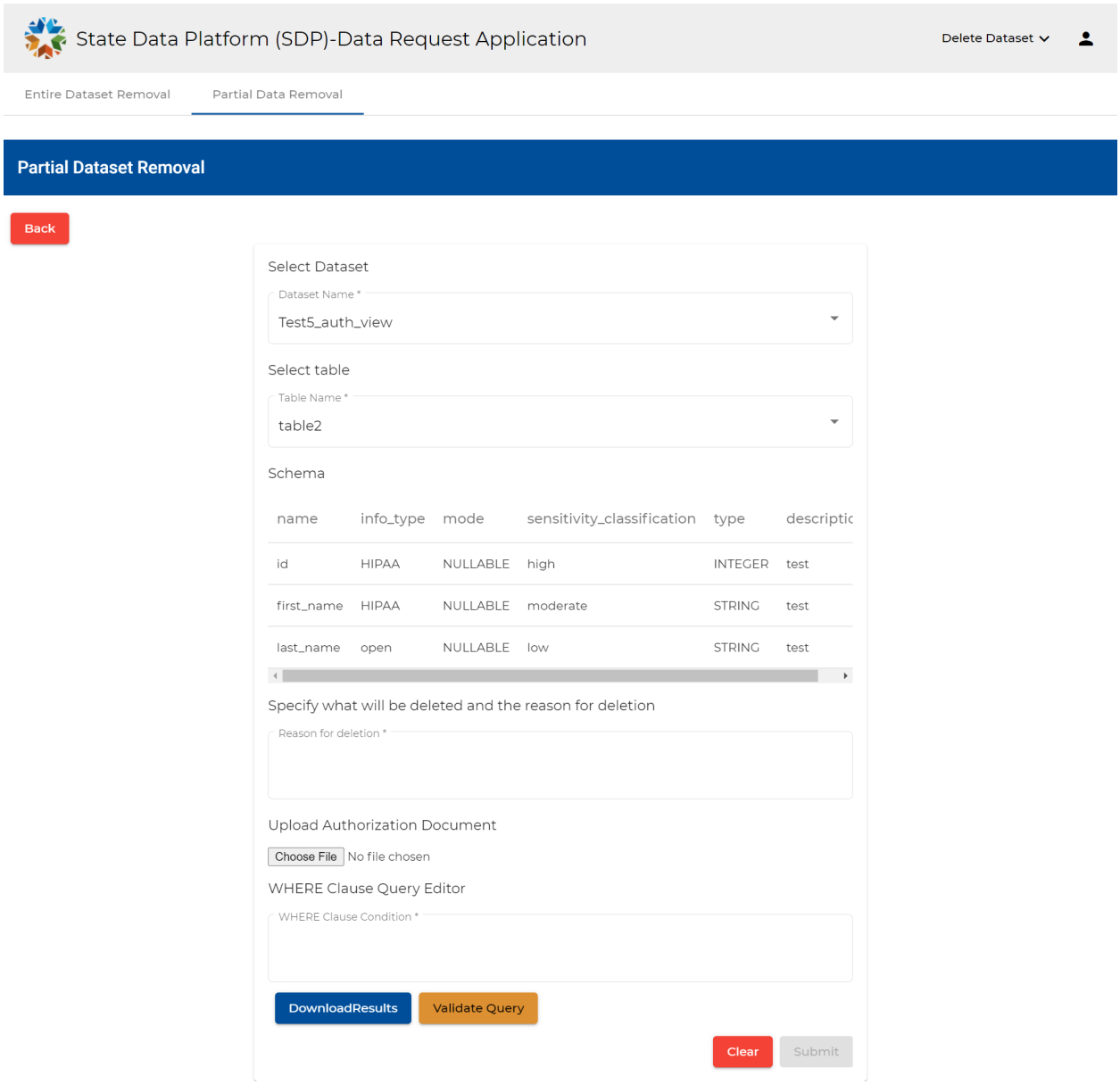
This is to notify you that data owner pranali lahoti with email pranali.lahoti@omes.ok.gov has requested for entire table deletion table2 of dataset demo_karan_auth_view. Please review the pending request.

b) Partial table data removal:

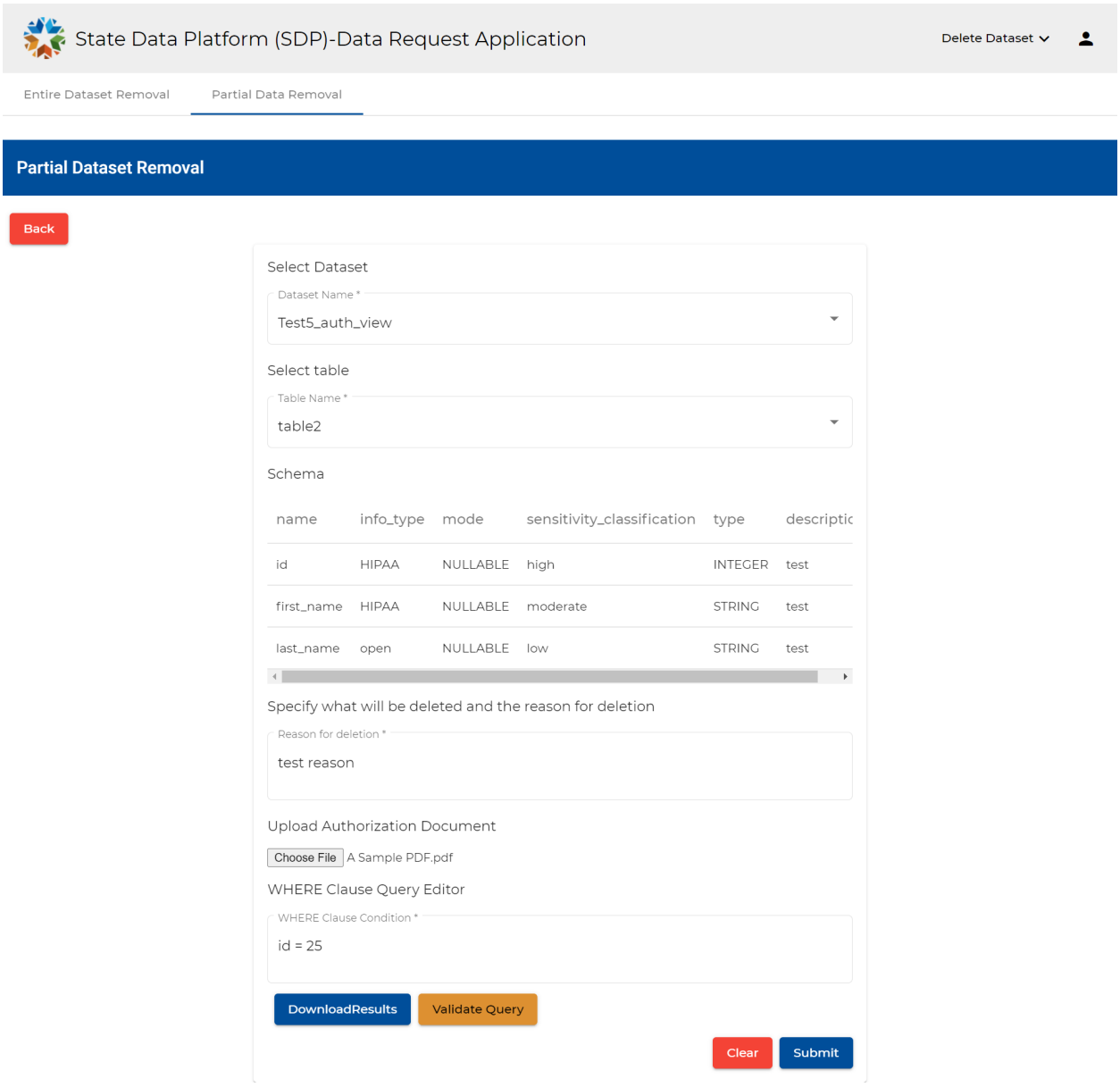
The owner can create a new request for partial table data removal by clicking **Create a new request for partial table data removal**. After clicking the button, there will be a form that the owner must fill for creating the request.



Select Dataset: Here all the datasets owned by the owner will be listed.
Note: Only those datasets which are owned by the owner will be listed in the list. If the owner does not own any dataset(s), then it will show an error message as no registered datasets.
Owner to select one dataset from the list.
After selecting a dataset, all the tables in the dataset will be listed. If the dataset does not have any tables, then an error message as “There are no tables in the dataset” will be shown.
The owner must **select one table** whose data needs to be removed.
After selecting a dataset and table, the schema of the table will be loaded on the screen.



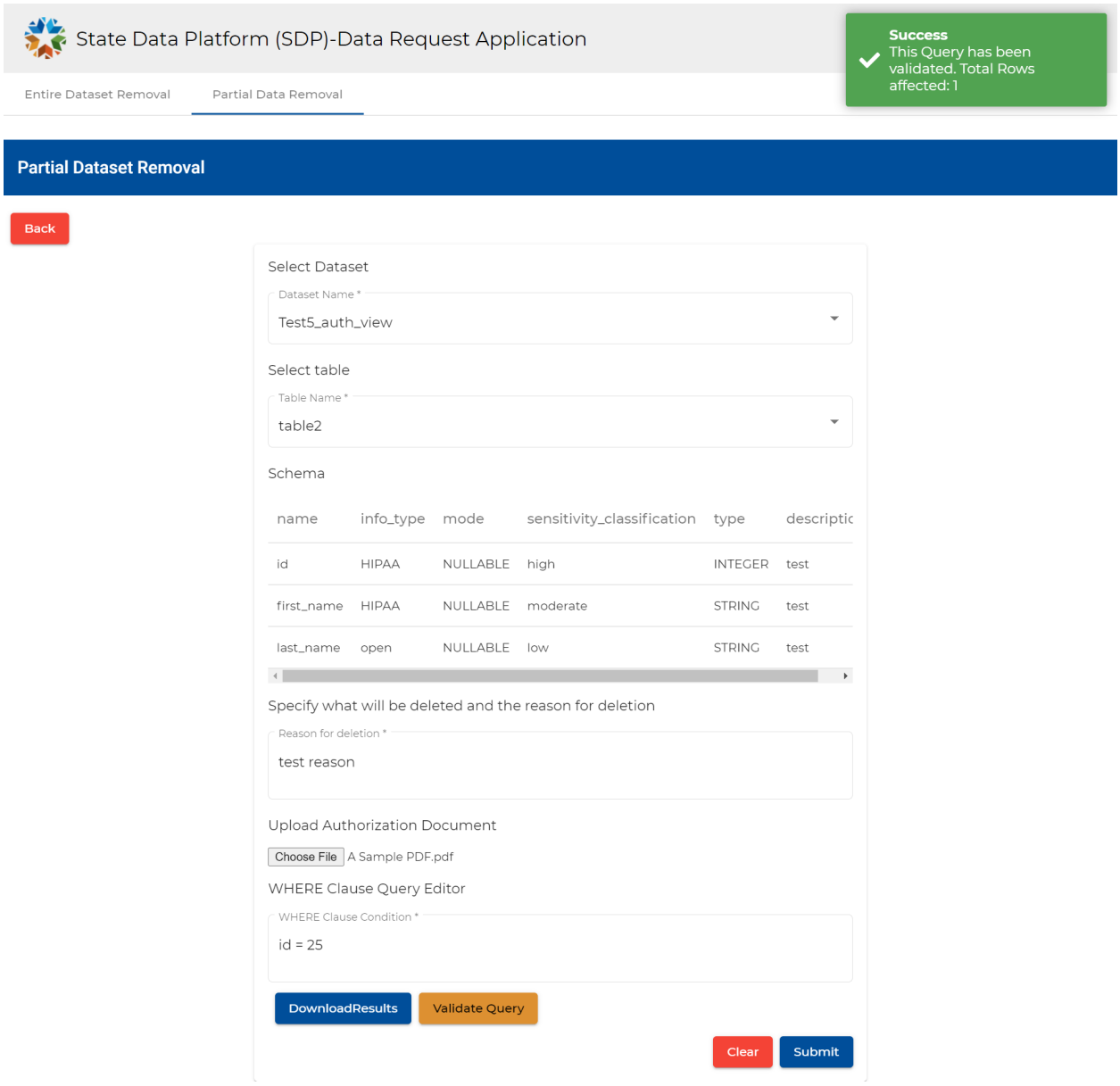
The owner must provide a reason for partially deleting the table.
The owner can also upload authorization document in pdf/doc/docx format (This field is optional)
In the **where clause query editor**, the owner must provide the 'where clause condition.'
E.g Name="XYZ" , Name="ABC" and Age=22.



After providing the 'where clause condition,' the owner must validate the query by clicking the **validate query** button.

This will check whether the query is valid or not. If the query is not valid then it will show an error message as, "Where clause query has some errors, please check the query again".

The owner can submit the request only if the **where clause query is validated.**
For a valid query, the owner will get a message as the query is validated, and how many rows will be affected by running this query.



For valid query, owners can **download query results** by clicking the download results button. The downloaded file will be in csv format and it has all rows affected by running the valid where clause query.

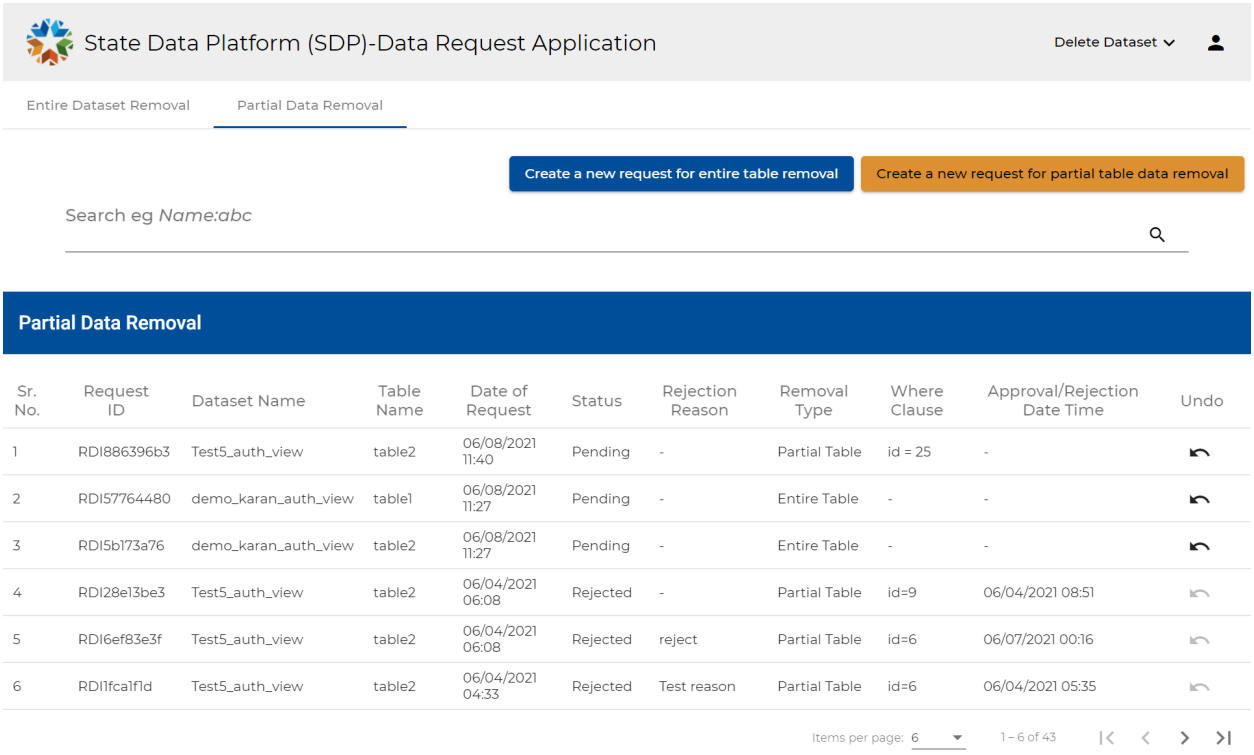
After providing all mandatory fields, and validating the query, the submit button will be enabled.
Owner can submit the request for partial table deletion by clicking the submit button.
Validations:

- If the owner has already requested for entire dataset deletion (the same table whose partial data is to be removed) and the request is not rejected by the admin, then the owner won't be able to request for partial table deletion of that dataset. It will give a validation message as already requested for entire dataset deletion.

- If the owner has already requested for entire table deletion (of the same on table of the selected dataset whose partial data to be removed) and the request is not rejected by the admin, then the owner won't be able to request for partial table deletion of the same table. It will give a validation message as already requested for entire table deletion.

Dashboard:

After successfully submitting the request, the owner can view the submitted request for partial table data deletion in the dashboard.
Email Notification:

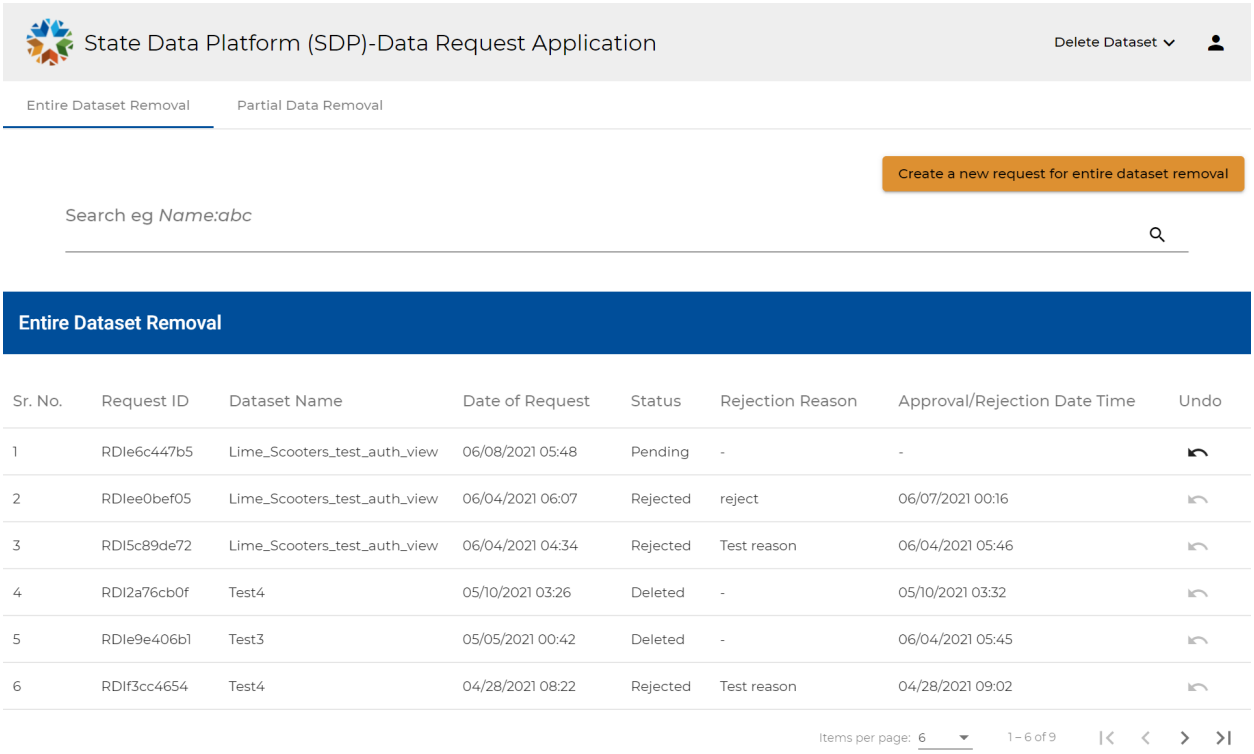


An email notification about the request will be sent to the Platform admin.
Email Subject: Partial Table Deletion Request | Notification

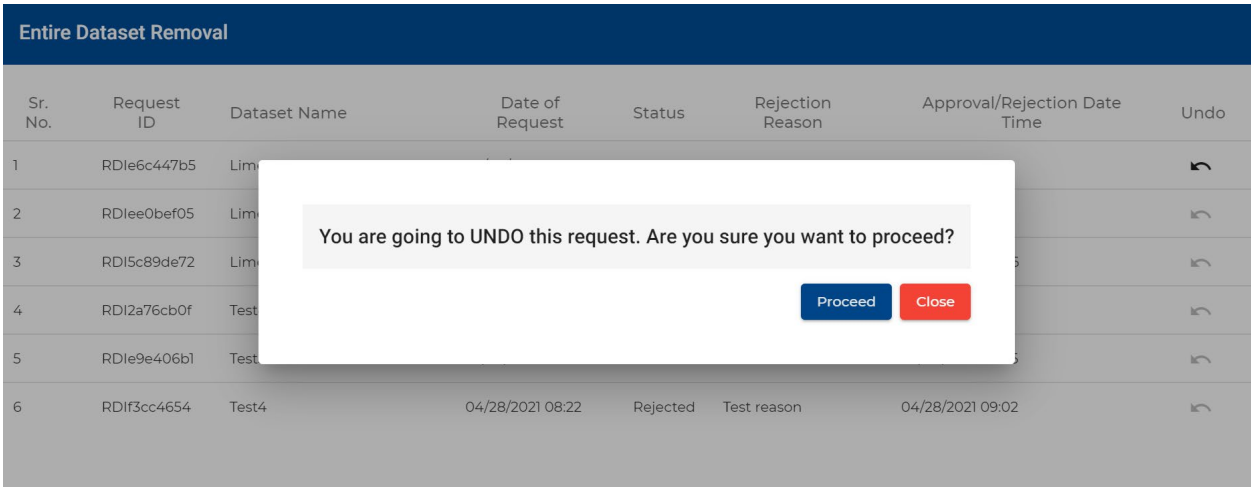
Undo Request:

The owner will also have the option to undo the request, if the request is in "**Pending**" state.

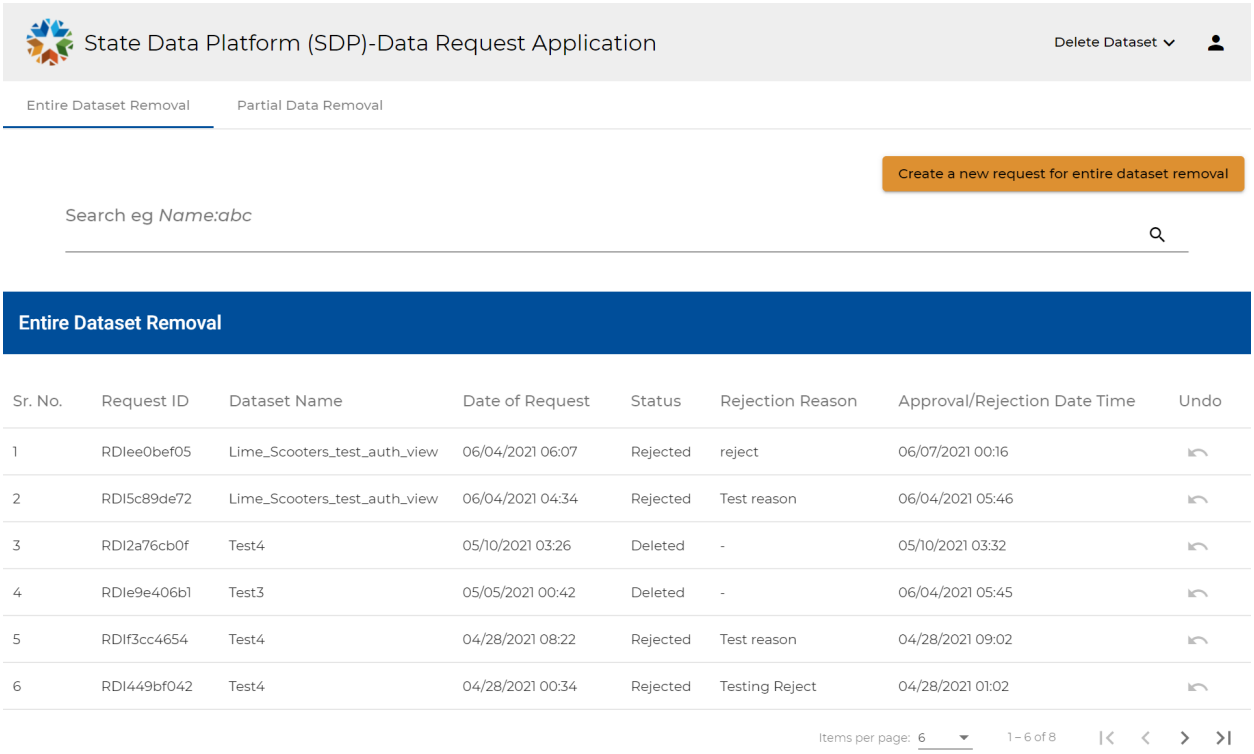
Note: Undo button will only be enabled if the request is in pending state.



After clicking the Undo button, Owner will be able to delete the request.



In the below image the request for entire dataset deletion Lime_Scooters_test_auth_view is deleted after the owner clicks on undo. The request was in pending state.



If the owner undoes a request, the admin will be notified with an email as the request for deletion is deleted by the owner.
Email Notification:

Email Subject: Data Deletion | Notification

Dear Oklahoma - State Data Platform Admin,

This is to notify you that data owner pranali lahoti with email pranali.lahoti@omes.ok.gov has deleted request for EntireDataset removal of dataset Lime_Scooters_test_auth_view.

Oklahoma - State Data Platform