Gaining access to Qlik Sense

Qlik Sense is a Business Intelligence tool (made up of dashboards) which will support you to understand and use data more effectively. The data is drawn from Mosaic, our Social Care database. As Mosaic is a highly confidential system, we have a process to complete prior to providing access to Qlik. Even if you don't have or need access to the Mosaic system, checks will need to be completed as you will be viewing Mosaic data.

Process:

1. **Email your access request to Daniel Lomas**, Data Analyst (Daniel.lomas@camden.gov.uk). Daniel will be providing you with access once the checks have been completed.

2. **State why you require access to Qlik**. Generally, the business need is self-evident, (a new team member with an existing dashboard in Qlik), however if not, Daniel will query why you need access.

3. **Daniel then checks with Nicola Antoni** (Mosaic Trainer and Auditor) that you have a valid DBS and AUP on file with HR.

   - **The DBS** needs to be at least a basic level check (some workers may have an enhanced DBS with an adult barred list check for their role anyway), and will need to have been issued within the last 3 years.
   - **The AUP** (Acceptable Use Policy form) needs to be signed and sent to HR.

   (Please note, as part of the AUP, you need to declare if you may know someone personally who has their data on Mosaic. Please inform Nicola if this is the case).

   If we cannot confirm your DBS and AUP with HR, we will be asking you to provide these before we proceed any further.

4. Once Nicola has confirmed your DBS and AUP with Daniel, he will **submit an IT request** with exact specifications.

5. Edward Purchase (Head of Data -Supporting People) approves the IT request in JIRA.

6. Once IT have actioned the request, Daniel will schedule in a suitable time with you to **give you a tour of Qlik**, now that you have access.

Daniel logs all these checks in a tracking spreadsheet, to ensure we have an audit trail.

Nicola Antoni, Qlik Guide v2