Write Off Power App Process Operating Instructions

This page is to give a brief overview of how the PowerApps work. This covers apps relating to data gathering for the write off process

The PowerApps are created and maintained by the MIDAS team.

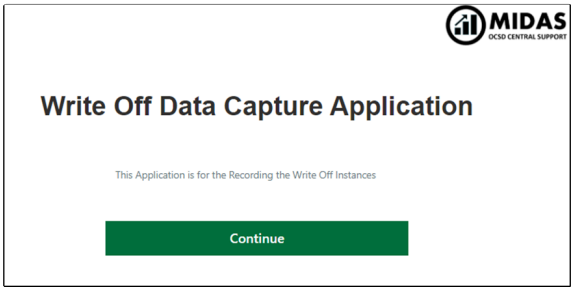
Users in the areas will complete the PowerApps by filling them in with the relevant information and submit data which goes into a Staging Area before being uploaded into the databases and therefore into reports.

Below is step by step guide on how the apps work.

If upon reading the Operating Instructions you are still unable to use the functionality, please contact Dylan.thomas2@dvla.gov.uk for further guidance.

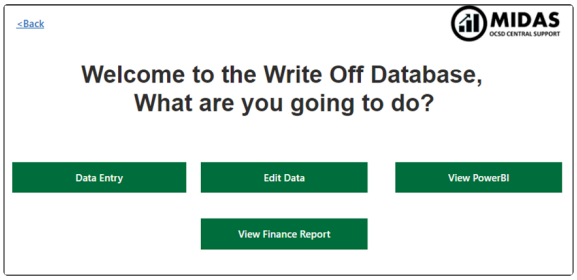
Sections
Data Entry
Edit Record
Finance Report
PowerBI Dashboard

When a user opens an app, they are greeted by the relevant opening page.



Landing Screen

Once they press the ‘Continue' button, the next screen is the ‘Main Landing’ page.

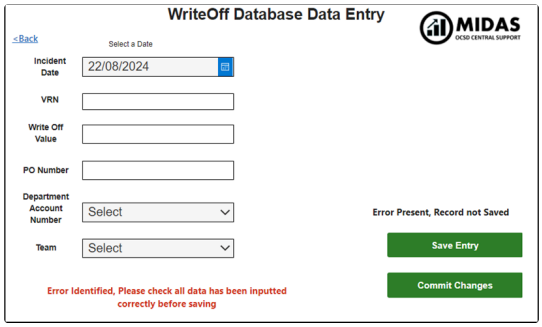


Homepage

From here the user has a decision to make for which aspect of the write off database they would like to engage with. The 4 options are clearly apparent, using the same button structure for familiarity. There is also an option to return to the landing screen using the ‘Back’ button, this button will be places in the same position on every relevant page for familiarity.

Make A Data Entry

Upon selecting the Data Entry button the user will be provided with the below screen. For Data Quality and ease of use, the staff and current day data is captured within the background of the UI, the date of incident is presented as a date selector, while Department Account Number and Team names are provided as a drop down again for data quality measures to minimise spelling errors.



Data Entry

This document incorporates extensive validation measures aimed at reducing data inaccuracies. A date selection tool is included, which alleviates the need for the user to manually enter the date of issue; thus, the occurrence of erroneous dates, such as those typically generated by Excel after the holiday season—like 28/12/2024 instead of the correct 28/12/2023—should be mitigated. The date of write-off is seamlessly recorded in the background of the user interface alongside staff information, ensuring that only relevant write-off data requires user input.

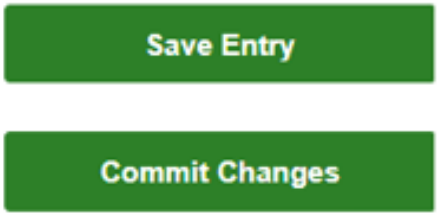
The input fields possess specific validation criteria customized to the data being entered. For instance, the Vehicle Registration Number (VRN) field permits both alphabetical and numerical entries, while disallowing the inclusion of special characters. The write-off value field is restricted to numerical inputs exclusively, preventing the entry of letters or special characters. Decimal points are permissible, and negative indicators can be considered as part of a numerical value, thus allowing users to input these; however, supplementary validation has been established to identify and alert users if these are incorrectly entered (this additional validation can be easily removed if necessary).

Should the user encounter a display similar to the one illustrated below, the application is designed to prevent further progress until the user rectifies the existing error.

Validation Errors

The above screen examples all of the validation errors that could occur on the input fields. The error messages to the right indicating a field is missing a value, along side this there are errors presented at the bottom of the screen and above the save entry button. These errors are to guide the user as to what data is causing the prevention of the record being committed.

IMPORTANT

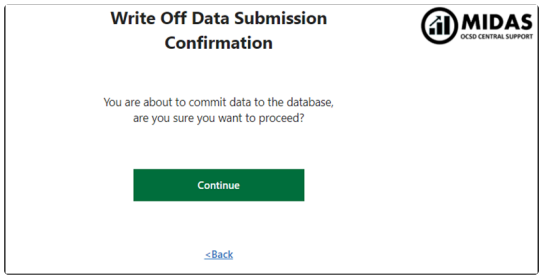


Save and Commit Buttons

For ease of use and to allow the input of multiple instances without having to depart the screen, the save entry button is to be used upon completion of inputting the write off instance. A message will appear confirming that the record has been saved, this will then go into a landing stage. Only when you are finished with inputting entries should you then commit the changes. This is to prevent the user from needing to go through the process multiple times so can raise multiple instances in one sitting.

If commit Chnage is pressed in accident, only when a full record is input will you be able to navigate to the confirmation screen.

If you are satisfied, select the continue button to commit the records added to the database. If you need to return for any reason please select the back button.



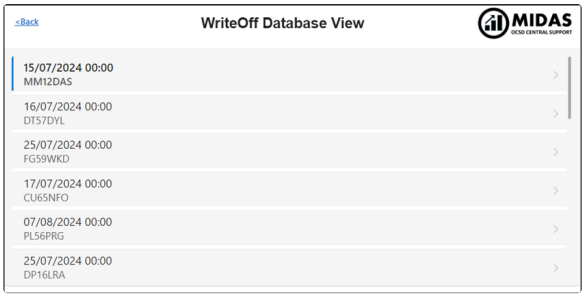
Data Submission Confirmation

If you are satisfied and have committed the entries to the database you will navigate to the below screen. This screen is to confirm that the entry was successfully added to the database. After 3 seconds you will be navigated to the 'Database View' screen where you will be able to scroll and see your newly added entries.

Edit Record

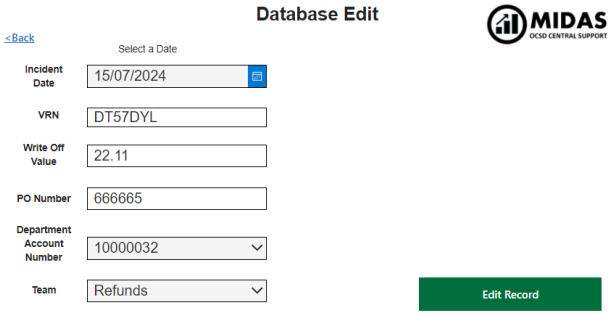
Upon selecting the Edit Data button the user will be provided with the below screen. The screen provides the user with a view of the database entries for the write off database. This is to be used for official business only as per the use of all other DVLA systems, misuse and amending of data without reasonable cause is a sackable offence.

The view again has the repeatable back button in the same position if the user wishes to return to the homepage. The view shows the VRN and Date of incident which should allow staff to easily navigate to the correct record.



Database View

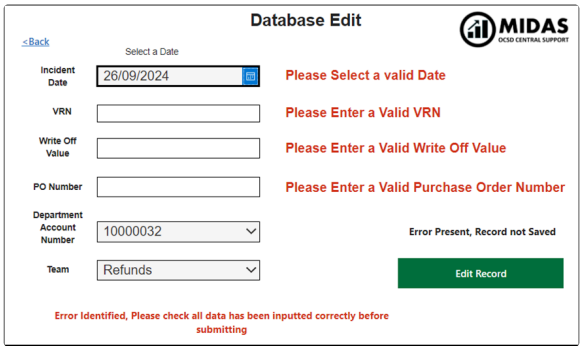
The record can be accessed by pressing the arrow button to the far right. This icon was selected due to familiarity with Gov.uk services using arrows. Upon selecting the relevent record using the arrow icon you will be presented with the Database edit screen



Database Entry Edit

This screen should be familiar as it is similar to the data entry screen, however as it is a database view it has the pre-populated values of the selected record.

In this screen staff are able to amend the data attributes that can be added in the initial data entry screen. For Data security and audit purposes the staff data along with the date of write off are unable to be amended. If this is an issue or something that is urgent, it can be raised via the DBA team through outlook for an engineer to look into the record.

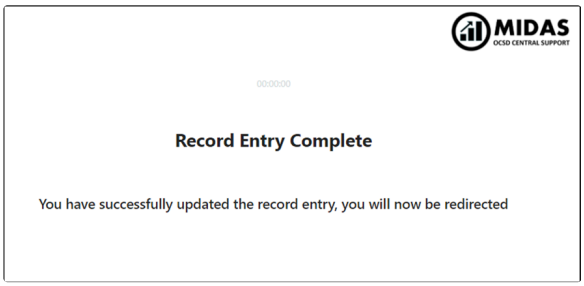


Database Edit

The database edit screen has the same validation in play as the initial data entry screen, this is to prevent poor data being added in to replace quality data. The above screenshot shows all the potential validation errors that could occur, along with the ‘error identified’ message and the ‘record not saved’ message.

Unlike Data Entry, the record will only allow the amendment of one record at a time, therefor there is only the edit record button available.

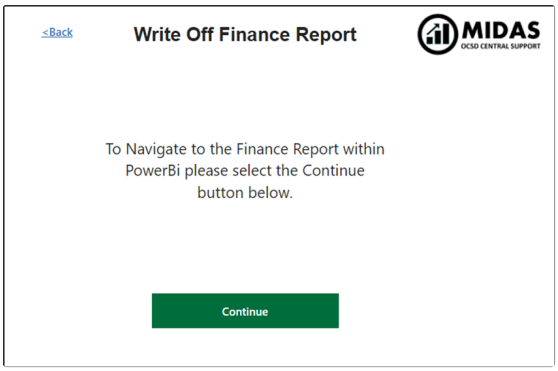
A similar path to the data entry journey then follows, upon selecting the edit record button the user will on this occasion be navigated directly to the record entry complete screen, where after a 3 second wait you will be returned to the edit database view, and the record data should have been automatically updated and refreshed in time for returning to the database screen.



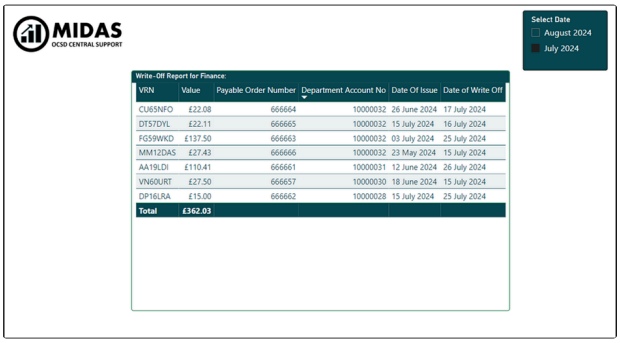
Entry Complete

The user can then edit another record, or press the back button to return to the homepage.

Selecting View Finance Report



Upon selecting the View Finance Report button the user will be presented with the above landing screen. Upon pressing the ‘Continue’ button the user will be taken directly to the PowerBI Monthly Finance report via the web. PowerBI web is used rather than desktop as only certain users have the licences which allow the provision of reporting to the desktop.

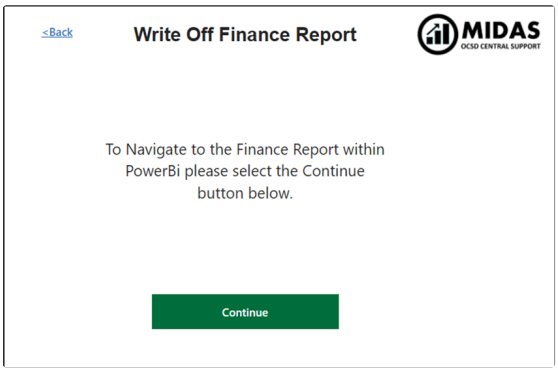


VRN	Value	Payable Order Number	Department Account No	Date Of Issue	Date of Write Off
CU65NFO	£22.08	666664	10000032	26 June 2024	17 July 2024
DT57DYL	£22.11	666665	10000032	15 July 2024	16 July 2024
FG59WKD	£137.50	666663	10000032	03 July 2024	25 July 2024
MM12DAS	£27.43	666666	10000032	23 May 2024	15 July 2024
AA19LDI	£110.41	666661	10000031	12 June 2024	26 July 2024
VN60URT	£27.50	666657	10000030	18 June 2024	15 July 2024
DP16LRA	£15.00	666662	10000028	15 July 2024	25 July 2024
Total	£362.03				

Finance Report

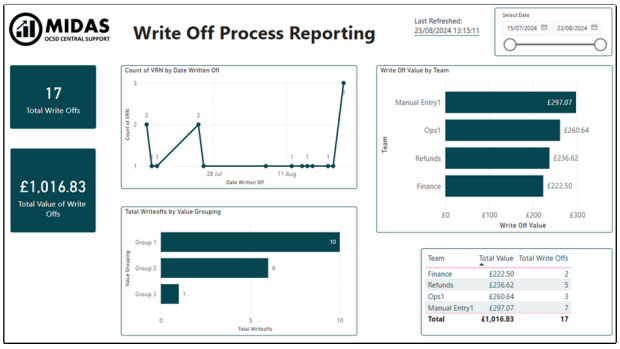
Upon selecting the Continue button within the previous page the user will then be able to view the Finance Report within PowerBI. The intuitive button in the top right of the screen allows the user to filter the data by month (As requested by Finance Users). The selection of the all, or certain months will only bring back data for the relevant date.

Selecting View PowerBI Report



PowerBI Navigation

Upon selecting the View PowerBI button the user will be presented with the above landing screen. Upon pressing the ‘Continue’ button the user will be taken directly to the PowerBI dashboard via the web. PowerBI web is used rather than desktop as only certain users have the licences which allow the provision of reporting to the desktop.



PowerBI Write off Dashboard

Upon selecting the Continue button within the previous page the user will then be able to view the Process Reporting within PowerBI. The intuitive button in the top right of the screen allows the user to filter the data by specific date margins. The slicer is set from the date of the first entry to the current day date. The slicer is intuitive, and linked to the other metrics within the page, amending the date range will amend the data visuals to that specific timeline.