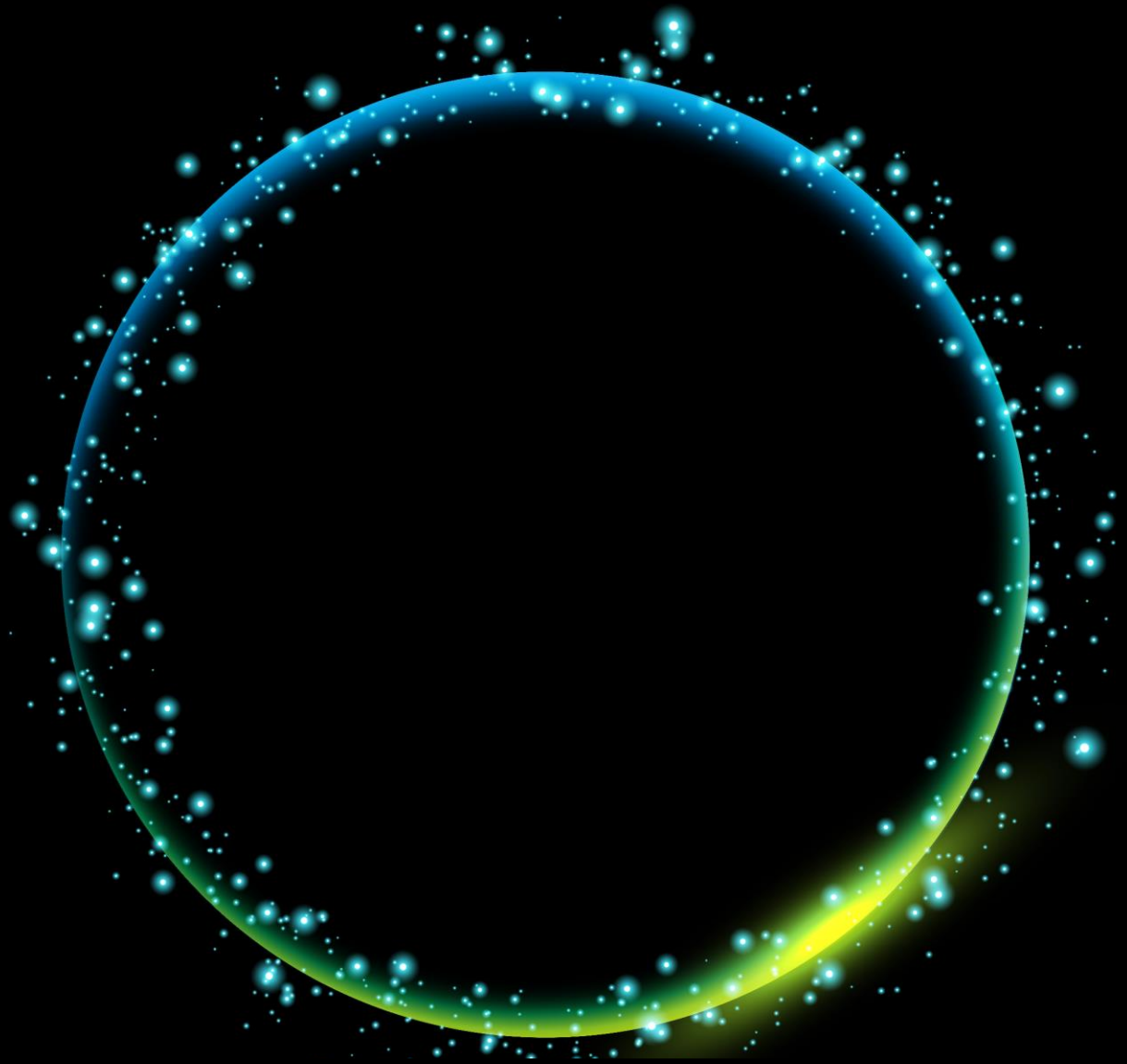
Deloitte.



Delivery Tools Automated Provisioning Portal (DTAPP) User Guide

April 2025

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Overview of Delivery Tools Automated Provisioning Portal

Overview of Delivery Tools Automated Provisioning Portal

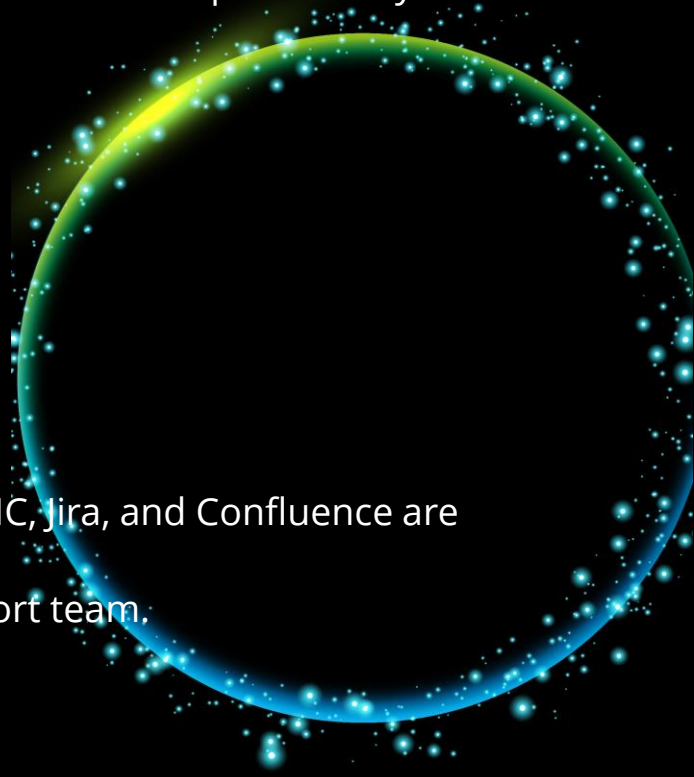
The Delivery Tools Automated Provisioning Portal (DTAPP) is a single sign-on internal facing centralized provisioning portal for US and global member firm project teams to submit access requests to a variety of Delivery Excellence (DE) tools. These tools include Application Life Cycle Management (ALM), Octane, Project Management Center (PMC), Jira, Confluence, Enterprise Consciousness (EC), PMOne, UFT One, UFT Developer, LoadRunner Enterprise, Service Virtualization, UFT Digital Lab, ServiceNow and SonarQube.

Key features and functionalities

- **Centralized provisioning portal:** DTAPP serves as a single entry for submitting provisioning requests for multiple Delivery Excellence tools.

- **Provisioning Flows:**
  - **Project Creation:** Ability to submit project creation request for DE tools
  - **Tool Addition:** Ability to add new tools to existing projects.
  - **User Management:** Ability to add or manage users within existing projects.
  - **UFT Mobile Devices:** Ability to add or manage UFT mobile devices on a workspace.

- **Automation and Manual Provisioning:**
  - **Automated Provisioning:** Tools such as ALM, Octane, Enterprise Consciousness, PMOne, PMC, Jira, and Confluence are provisioned automatically.
  - **Manual Provisioning:** Other tools are manually provisioned by the Delivery Excellence Support team.



- **Dashboards:**
  - **Projects Dashboard:** This is the homepage of DTAPP, where users land upon accessing the application. It features a list of tiles representing projects created by the user.
  - **Request Dashboard:** A live dashboard, known as the Requestor Dashboard, allows users to view the status of their submitted requests. This dashboard can be accessed from the top panel bar through the Requests tab.

- **Tool Availability Check:** Users can determine the availability of Delivery Excellence tools for the respective countries.

- **Role-Based Access:** The DTAPP Admin role within DTAPP provides the necessary authorization to submit requests for adding tools or managing users on existing projects.

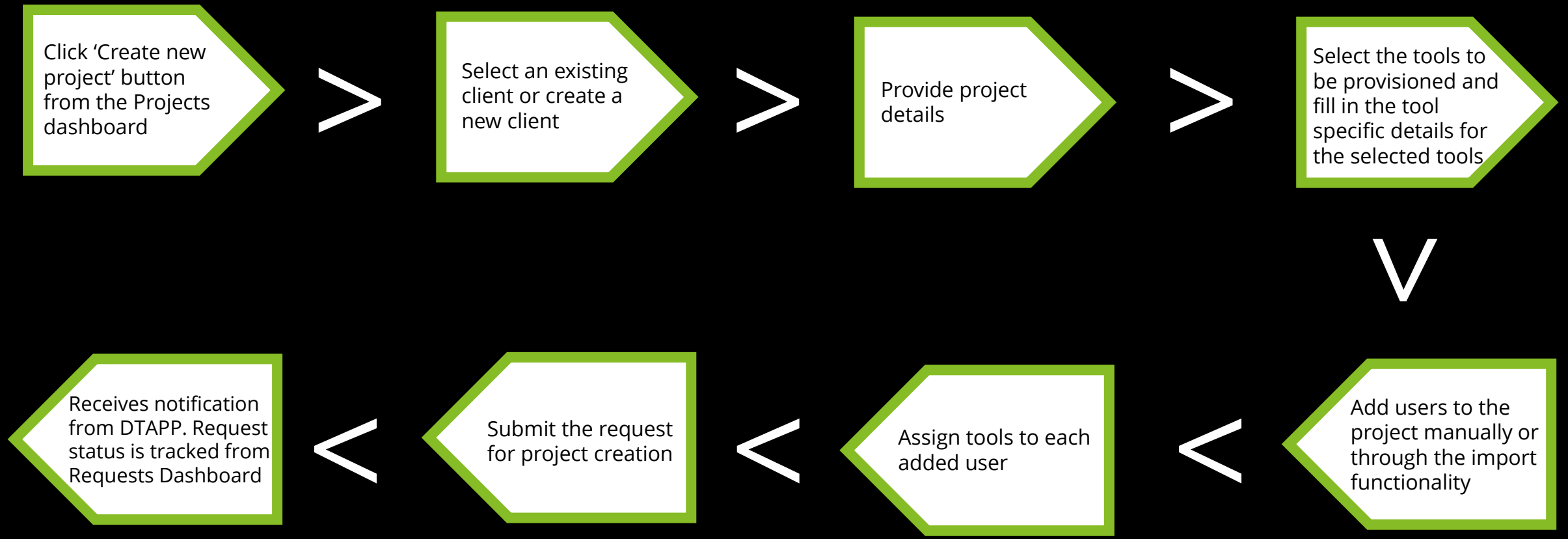
- The URL to access DTAPP is **https://provisioner.deloitte.com**. Microsoft Edge is the preferred browser for accessing the application. It is recommended to clear the cache before using the application.

- **Support and Resources:**
  - **Tool Tips and FAQ:** Users can refer to tool tips on various pages or the FAQ section at the home page to learn more about DTAPP.
  - **Support:** For any queries or support needs, users can reach out to the Delivery Excellence Support team.

Create a New Project



The following diagram illustrates the sequence of steps a user must follow to submit a new project creation request after logging into the DTAPP.



Projects Dashboard Overview

The Projects Dashboard is the homepage of DTAPP and serves as the default landing page after accessing the URL. This dashboard is located under the "Projects" tab and provides a comprehensive view of all projects created by or DTAPP admin for the logged-in user.

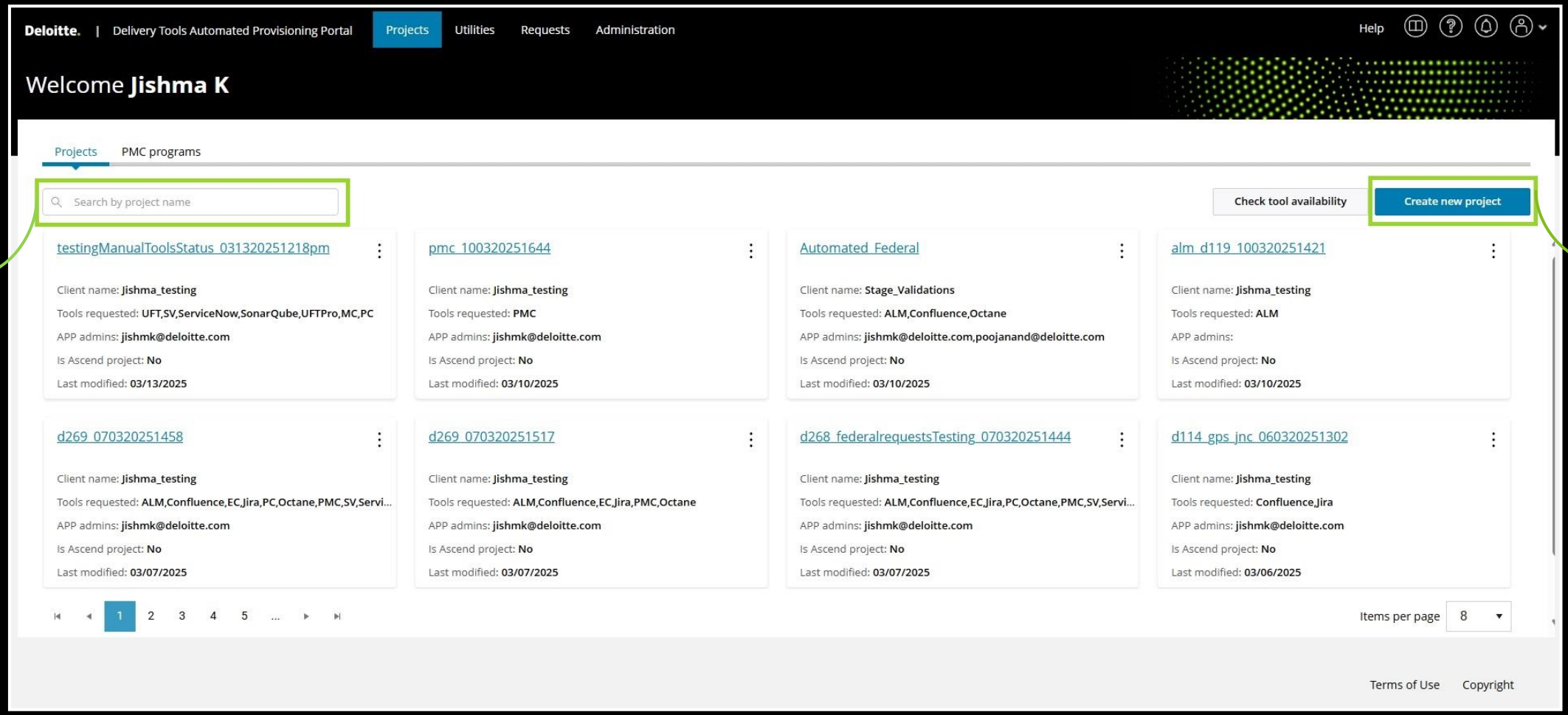
- **Project Tiles:** Each project created by the user is represented as a tile on the dashboard. These tiles display essential information such as the project name, client name, tools requested, APP admins, and the last modified date.

- **Search Functionality:** Users can search for specific projects using the search bar located at the top of the dashboard.

- **Dropdown for Items Per Page**: At the bottom right corner of the dashboard, there is a dropdown menu that allows users to select the number of projects to be displayed per page.

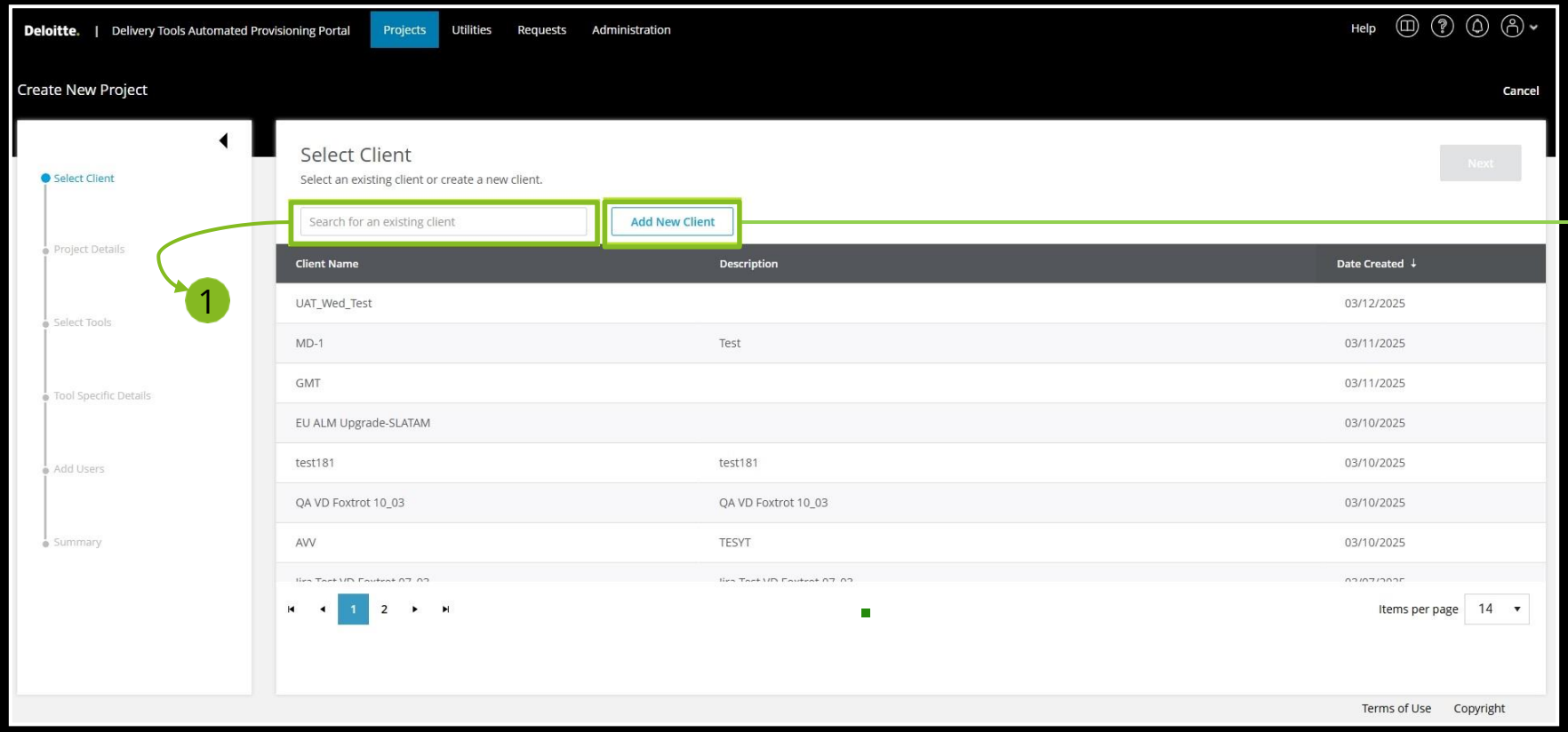
- **Pagination Bar:** The pagination bar at the bottom of the dashboard enables users to navigate through multiple pages of projects.

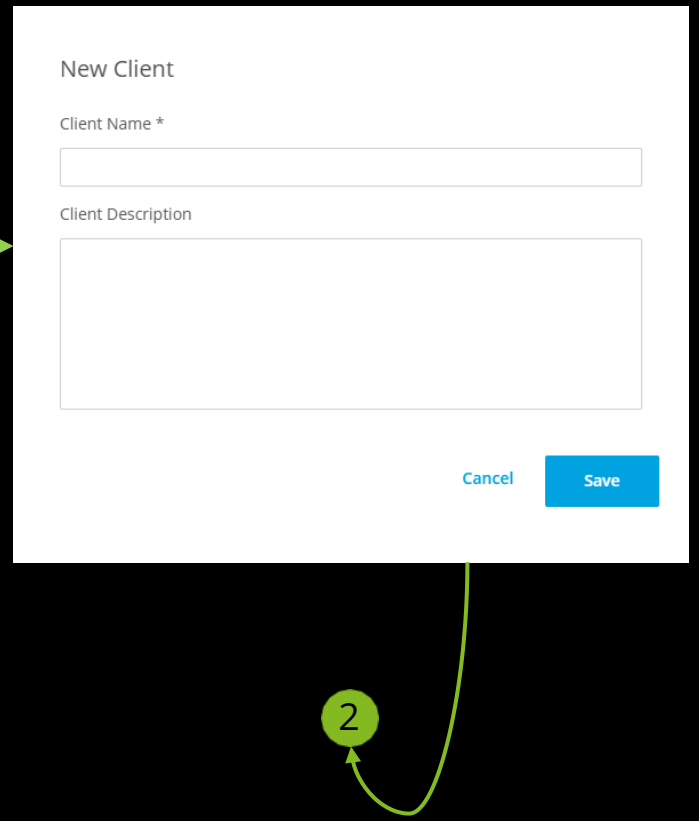
Step 1 of 8 : Click on the ‘Create new project’ button in the Projects Dashboard



1. The 'Projects' tab is the default view. This page displays a list of the eight most recently created or modified projects that you have access to as an DTAPP Admin.
2. To create a new project, click on the 'Create New Project' tile. The user will be navigated to the Select Client page.

Step 2 of 8 : Select an existing client/Create a new client from the Select Client page.



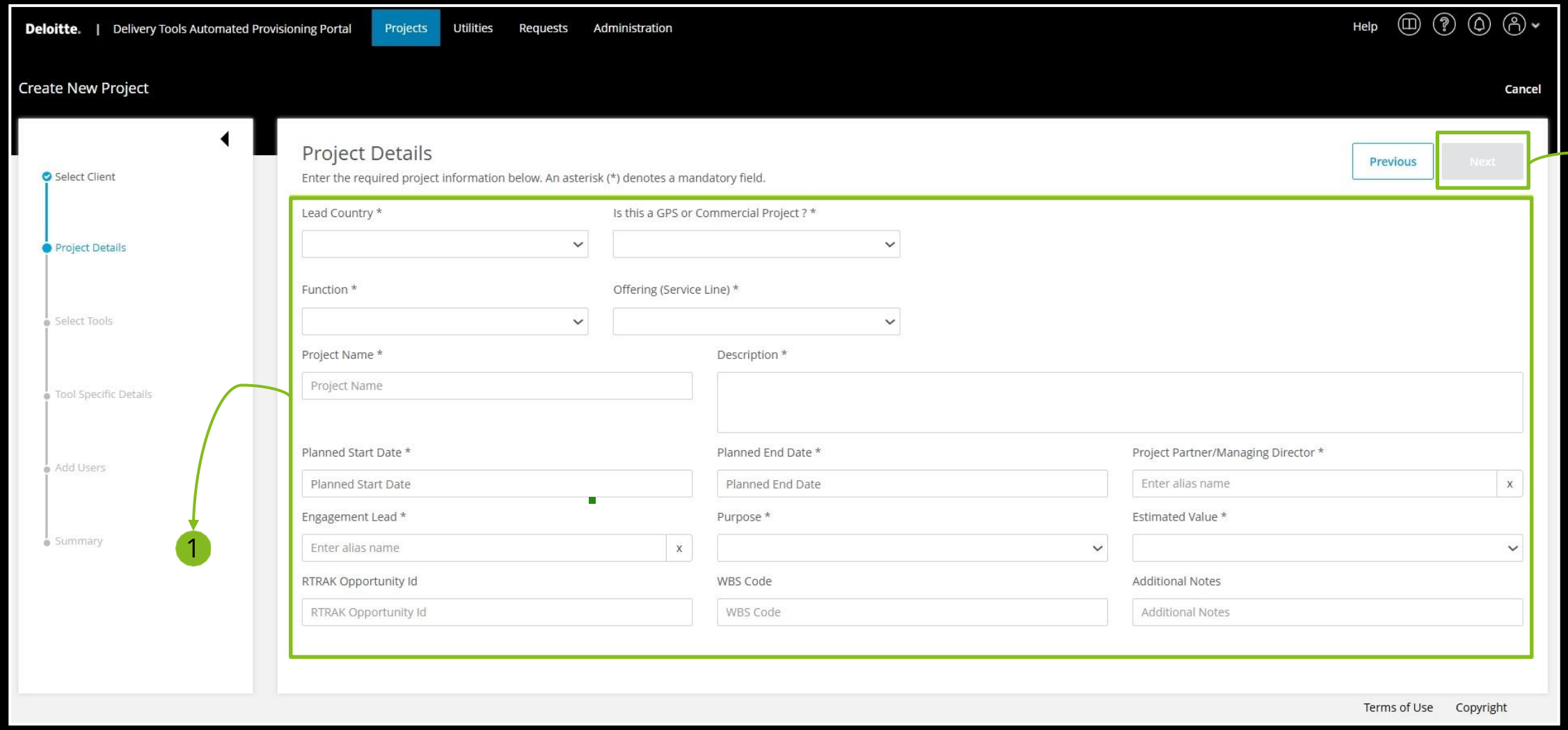


There are two ways to select a client on the "Select Client" page:

1. **Choose an Existing Client:** Use the search bar to find an existing client from the list. Select the desired client from the search results. Click Next to navigate to the Project Details page.

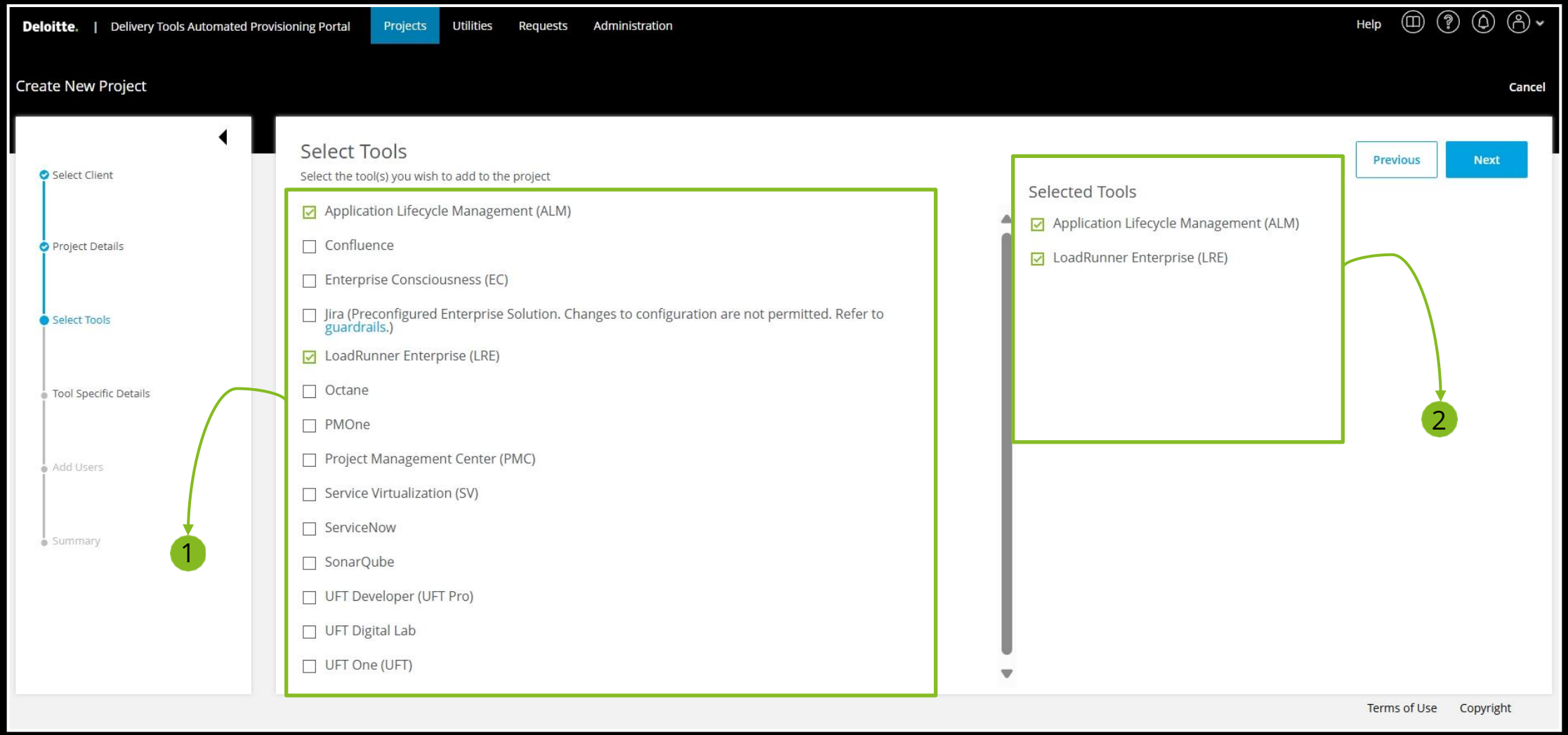
2. **Create a New Client:** Click "Add New Client," enter the Client name and the Client Description (optional) in the pop-up, then click "Save" to create the client. The newly created client will be highlighted at the top of the list. Click Next to navigate to the Project Details page

Step 3 of 8 : Provide all mandatory project details



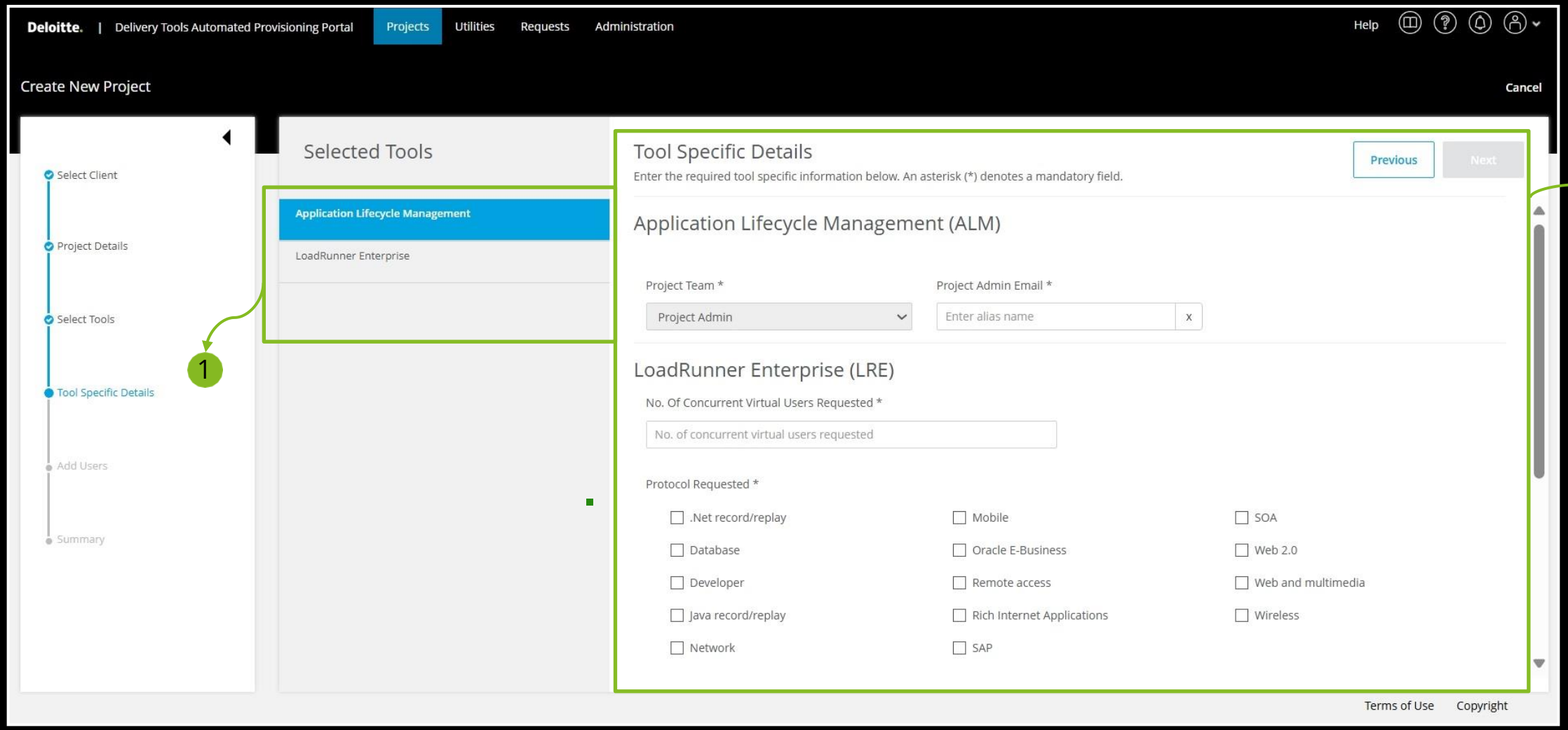
1. Complete all required fields on the Project Details page. Mandatory fields are indicated with an asterisk (*).
2. The "Next" button will be enabled once all mandatory fields are filled. Click Next to navigate to Select Tools page.

Step 4 of 8 : Select the tools to be provisioned for the project from the Select Tools page



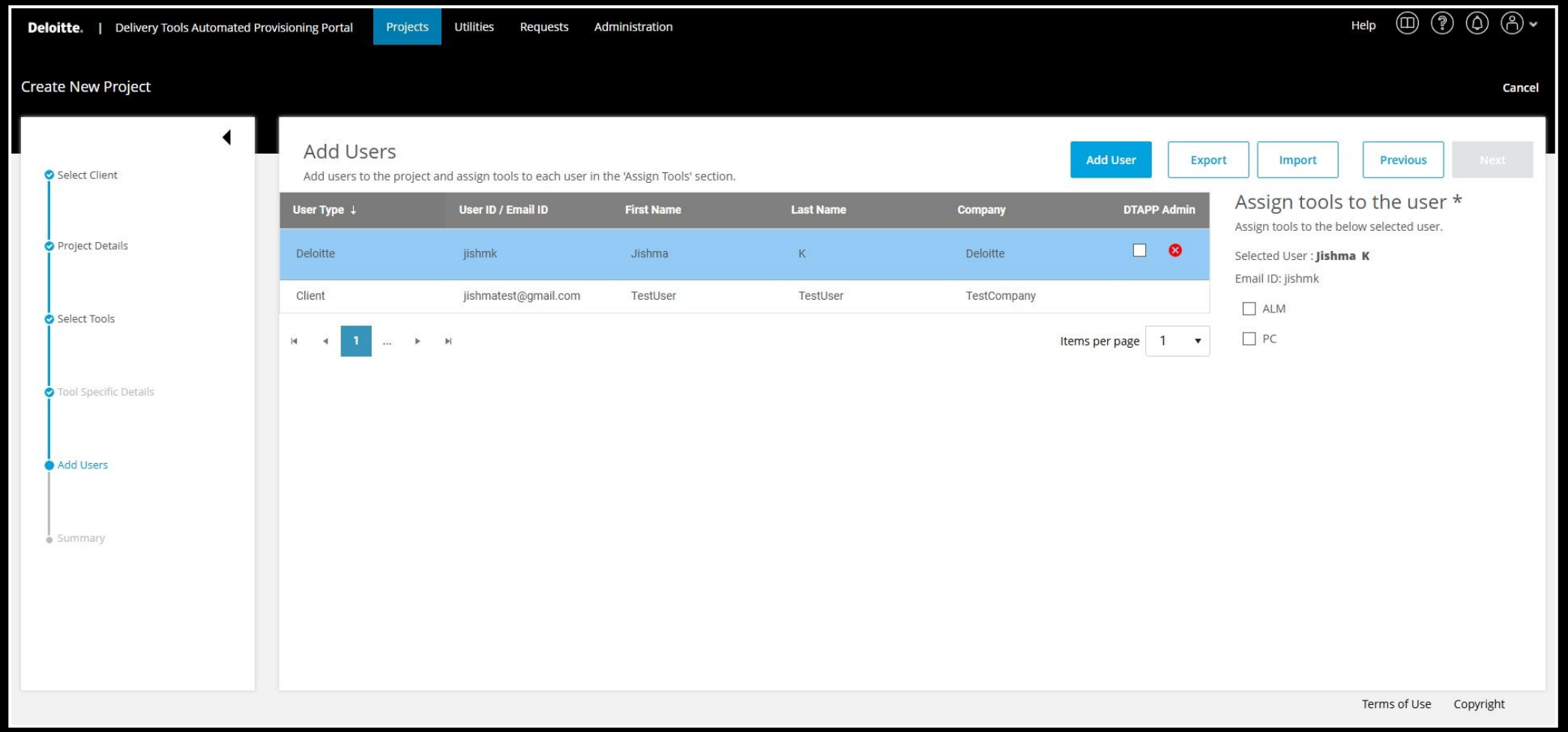
1. Select the tools to be provisioned for the project from the "Select Tools" section by checking the corresponding checkboxes.
2. The tools you have selected will appear in the "Selected Tools" section. These are the tools that will be provisioned for your project. Click Next to navigate to the Tool Specific Details Page

Step 5 of 8 : Enter the tool details for the selected tools from the Tool Specific Details page



1. The tools selected from the Select Tools page are displayed in the "Selected Tools" section on this page. Click on each tool to enter its specific data.
2. Fill in the details for each tool in the "Tool Specific Details" section on the right. Click Next to navigate to Add Users page.

Step 6 of 8 : Add users to the project

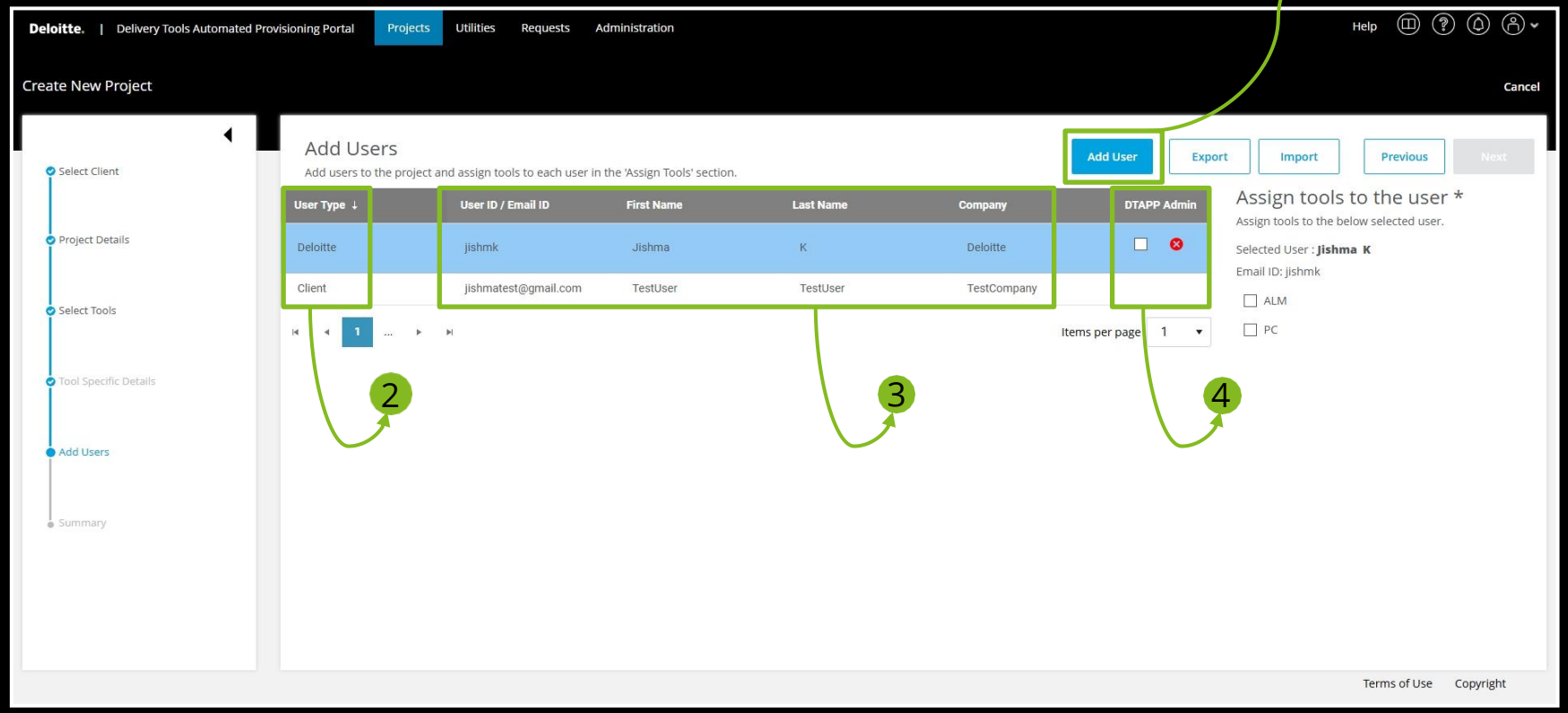


To grant users access or management capabilities for the project, you can use any of the following methods:

1. Add users individually. (Refer to p.no 16)
2. Import users from a spreadsheet by using the import functionality. (Refer to p.no 17)

Step 6 of 8 : Add users to the project

i. Add users individually



1. Click on the ‘Add User’ button to insert a new row for user details.

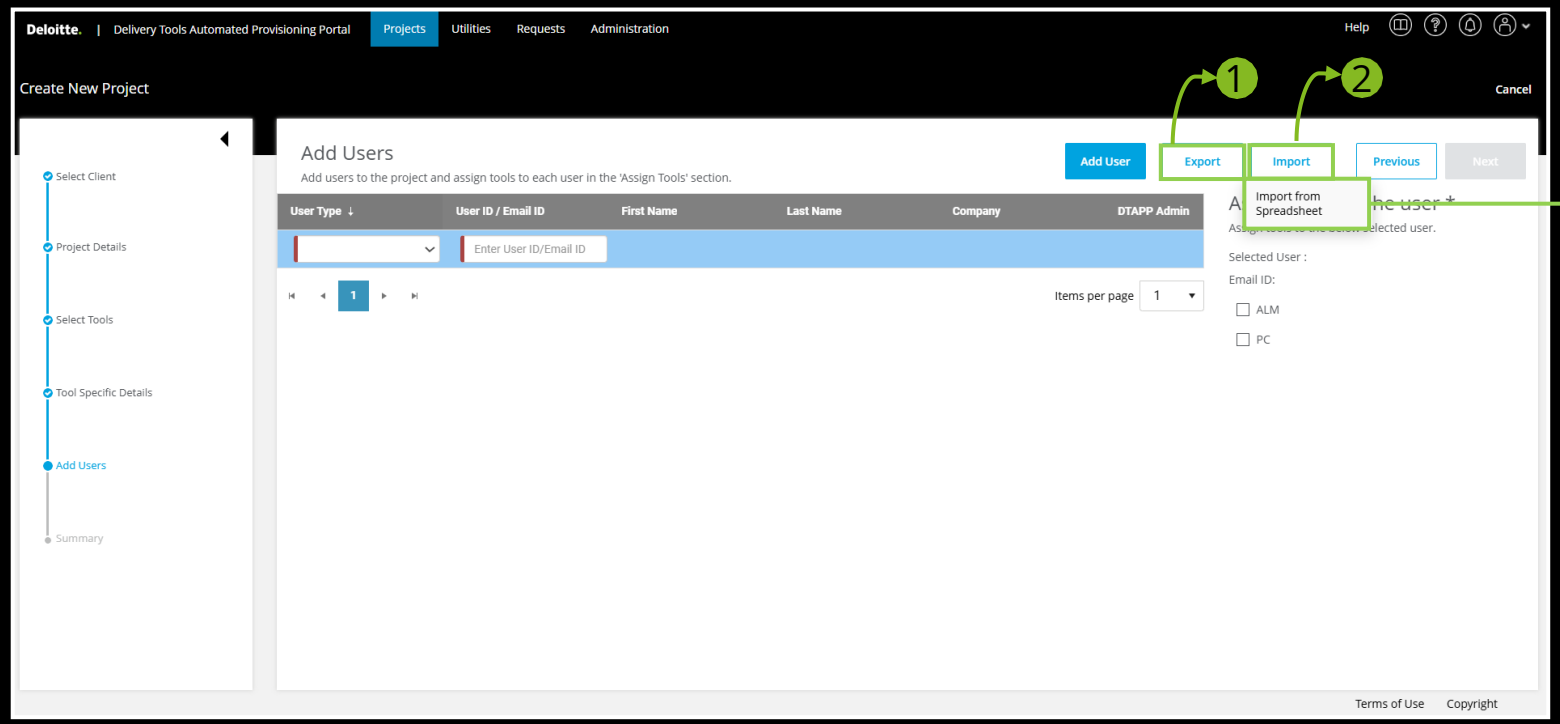
2. **User Type:** Choose either Deloitte or Client from the dropdown depending on the user.

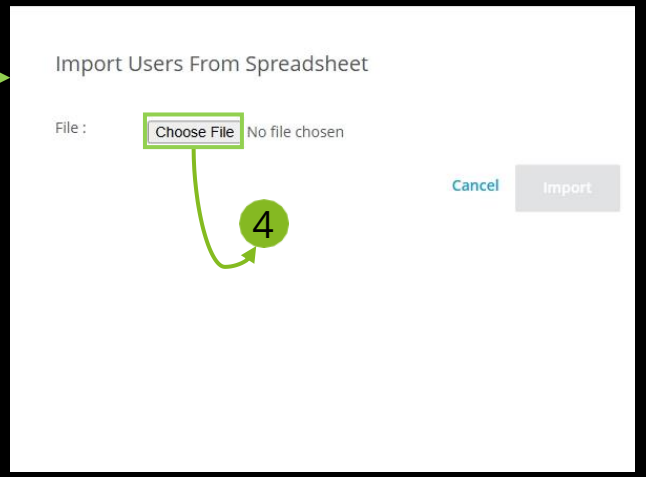
3. **User ID/Email:** Input the Deloitte user ID/Client Email and press tab. The First Name, Last Name, and Company fields will automatically fill in, with the Company set to 'Deloitte’ for a Deloitte user. First Name, Last Name and Company fields must be manually filled for client users.

4. **DTAPP Admin:** Tick the box in the DTAPP Admin column if the user should be designated as a DTAPP admin for the project. The project creator/requestor is a DTAPP admin by default, even if they do not add themselves as a user. Client users cannot be assigned as a DTAPP Admin.

Step 6 of 8 : Add users to the project

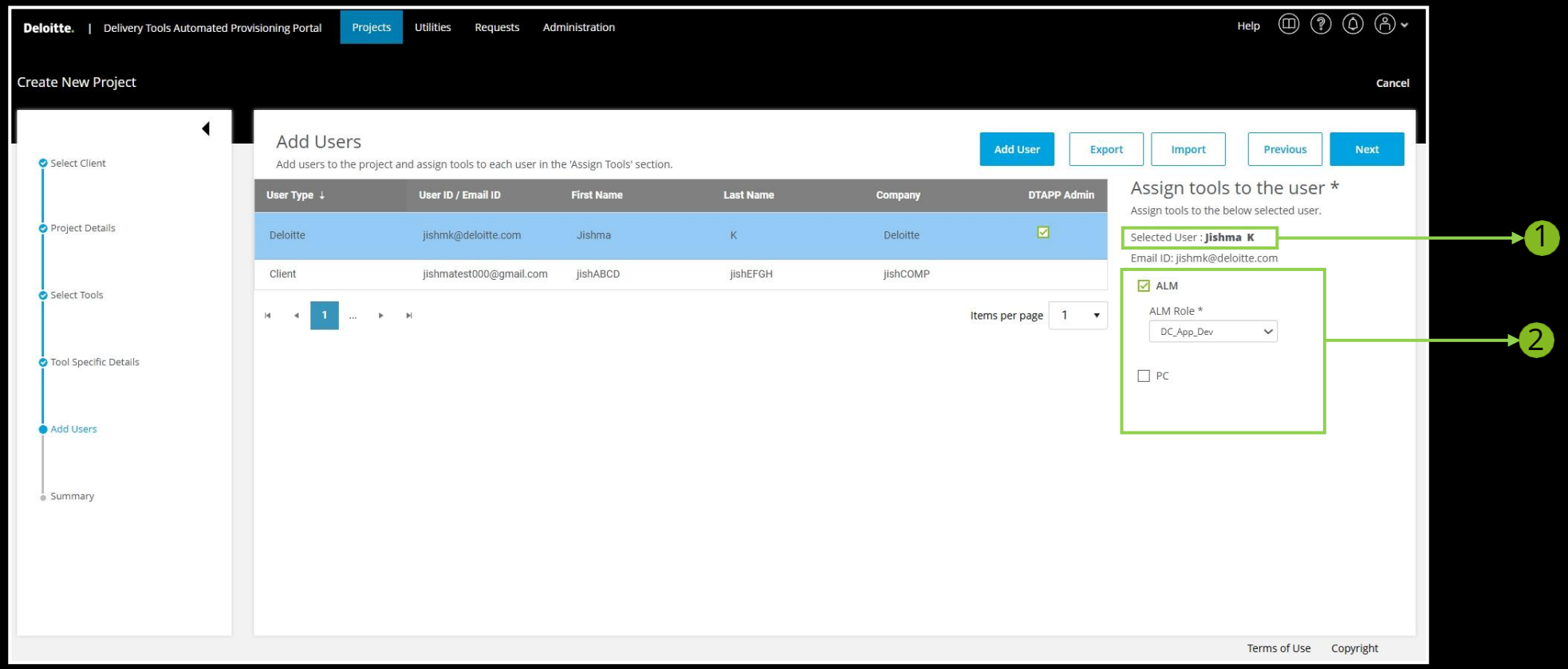
ii. Import users from a spreadsheet by using the import functionality.





1. Click the Export button and save the file to your local laptop.
2. Open the saved file and add users to the spreadsheet. Ensure each row includes User Type, User ID, First Name, Last Name, Company, DTAPP Admin, and tool details. You have the option to assign tools to users directly within this spreadsheet, which is particularly useful for large user lists. If not, you can assign them individually. Save the updated file.
3. Hover over the Import button and click 'Import from Spreadsheet'. This action opens an 'Import Users from Spreadsheet' pop-up.
4. Click on the 'Choose File' button from the pop-up and locate the previously updated file. Click the Import button. If an invalid spreadsheet with an incorrect format is selected, an error message will be displayed.
5. The users listed in the spreadsheet will be imported onto the Add Users page. Duplicate users for the same user type will not be added.

Step 7 of 8 : Allocate tools to each added user.

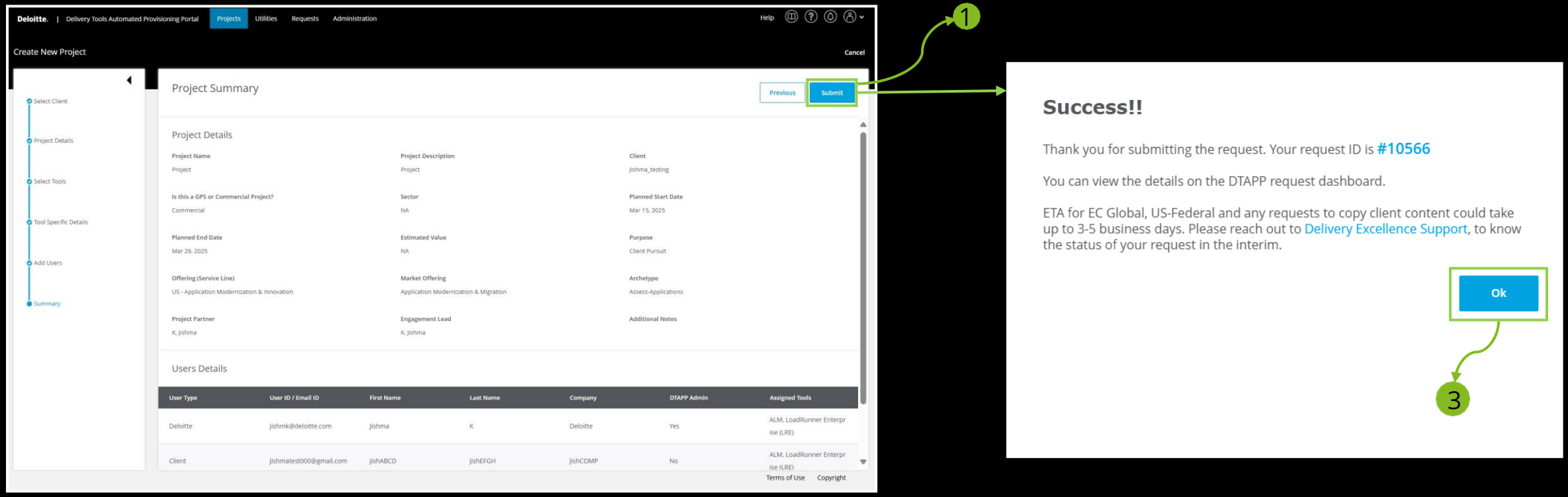


The tools chosen on the Select Tools page will appear under the 'Assign tools to the user' section. If users were added via the import functionality and tools were assigned in the import file, the tools will automatically appear checked according to the import file. If users were added manually, follow these steps:

1. Click on an added user to assign tools. This user will be displayed as the selected user under the ‘Assign tools to the user’ section.
2. Check the boxes to select the tool(s) for the selected user. Complete any required user details for the tools. Click Next to navigate to the Summary Page.

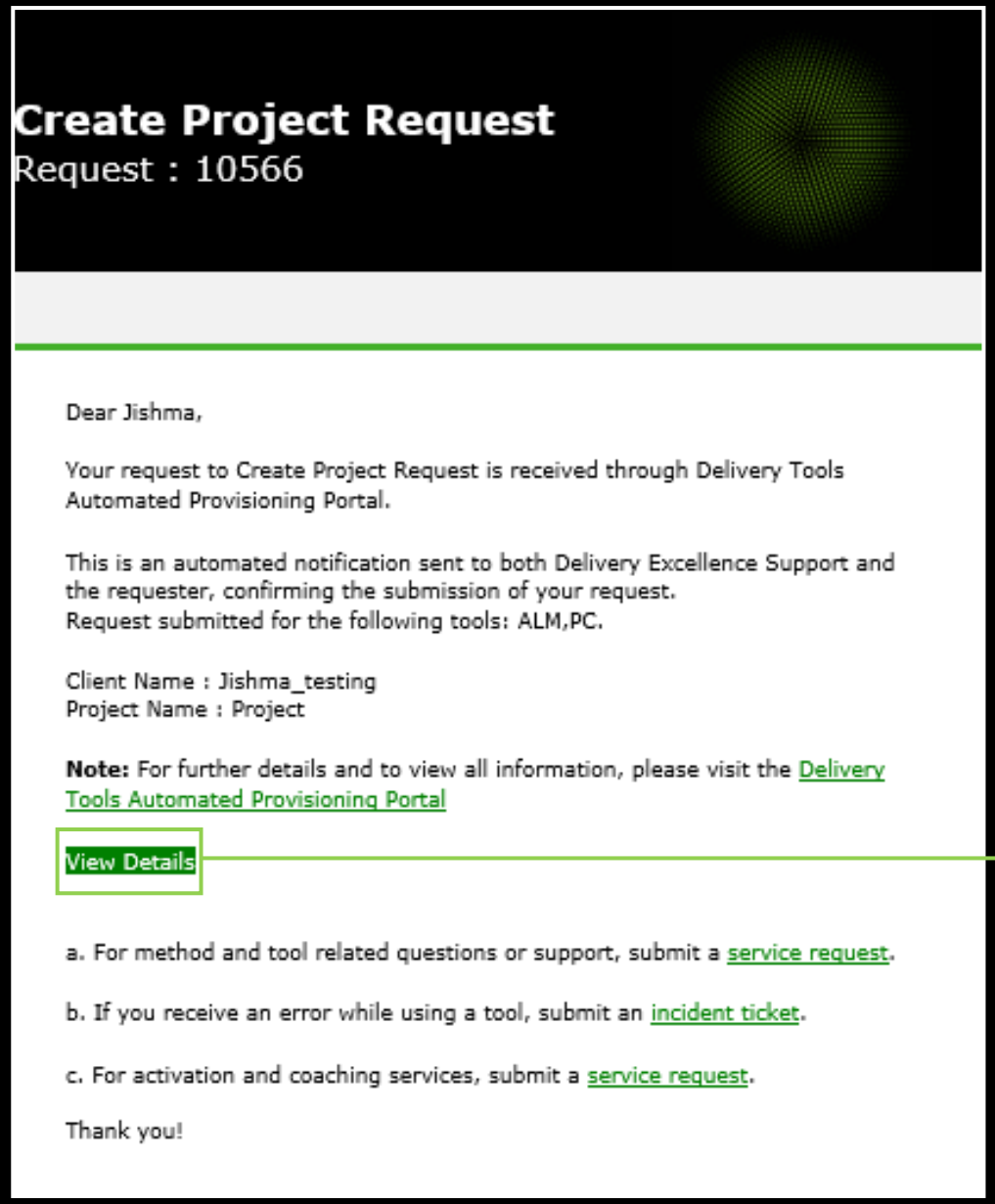
NOTE: Client users cannot be added to SonarQube and SV Tools. Therefore, the Client option will not be available in the User Type dropdown on the Add Users page if the selected tools include only SonarQube and/or SV Tools.

Step 8 of 8 : Submit the request.



1. Verify the details on the Summary page and click the ‘Submit’ button to submit the request
2. Upon successful submission of the request, a success message pop-up will appear.
3. Click OK to close the message and return to the Projects dashboard.
4. The newly created project will appear on the Projects Dashboard after refreshing the page.

Notification



Create Project Request
Request : 10566

Dear Jishma,

Your request to Create Project Request is received through Delivery Tools Automated Provisioning Portal.

This is an automated notification sent to both Delivery Excellence Support and the requester, confirming the submission of your request.
Request submitted for the following tools: ALM,PC.

Client Name : Jishma_testing
Project Name : Project

Note: For further details and to view all information, please visit the Delivery Tools Automated Provisioning Portal

View Details

a. For method and tool related questions or support, submit a service request.

b. If you receive an error while using a tool, submit an incident ticket.

c. For activation and coaching services, submit a service request.

Thank you!

4

1. An email notification will be received from DTAPP confirming the successful submission of the request.

2. If the SonarQube tool was selected for the project, the requestor will also receive a SonarQube Request Notification.

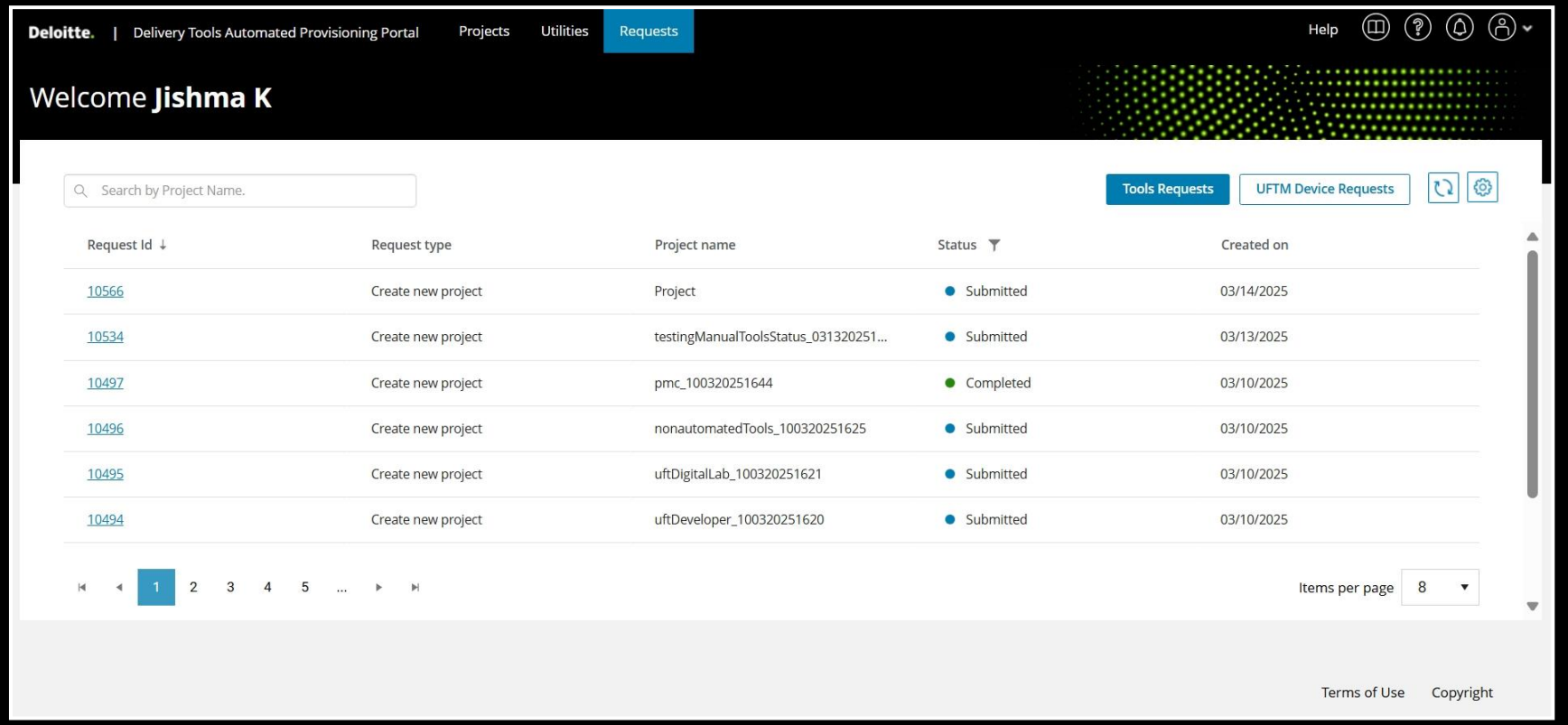
3. Clicking on the 'View Details' hyperlink lands the user to the tools tab of the submitted request in the Requests Dashboard.

Requests Dashboard Overview

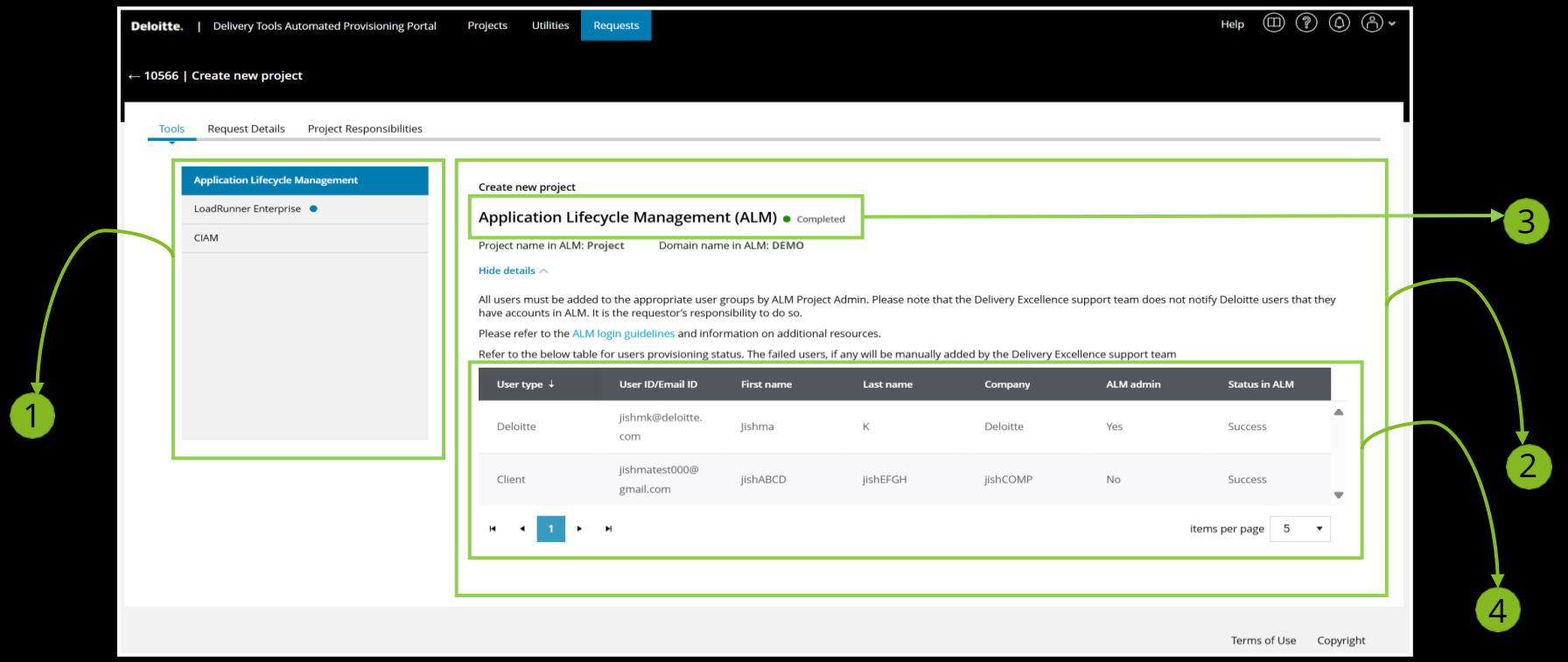
The Requests Dashboard is a live interface that provides comprehensive details and the status of all requests submitted by the logged-in user. After submitting a request, users can see the details and status of their request by accessing the Requests Dashboard via the Requests tab from the header panel.

- **Live Status Updates:** The dashboard provides real-time updates on the status of all submitted requests, ensuring users are always informed about the progress of their requests.
- **Detailed Request Information:** Each request entry includes detailed information such as:
  i. **Request ID:** A unique identifier for each request
  ii. **Request Type:** The type of request submitted (e.g., Create new project, Add users, Add tool, Manager users)
  iii. **Project Name:** The name of the project associated with the request.
  Iv. **Status:** The current status of the request, which can be either:
    - **Submitted:** Indicates that the request in progress/being processed. It is denoted with the text ‘Submitted’ and a blue circle
    - **Completed:** Indicates that the request has been completed. It is denoted with the text ‘Completed’ and a green circle
  v. **Created On:** The date when request was submitted.
- **Search and Sort/Filter Options:** Users can easily search for specific requests using the search bar by entering the project name. Clicking on a column header sorts the requests by that column. Clicking on the status column header reveals a filter dropdown, allowing you to check "Submitted" or "Completed" to filter the data based on the selected status.

- **User-Specific Requests:** The dashboard displays only the requests submitted by the logged-in user, providing a personalized view and ensuring that users can quickly access their own requests.
- **Navigation and Accessibility:** The Requests tab in the header panel provides quick access to the Requests Dashboard. Users can navigate through multiple pages of requests using pagination controls at the bottom of the dashboard.
- To access further details, including tool and user level provisioning statuses and information, the user must click on the request ID. This action will take the user to the tools tab of the request.



Requests Dashboard – Tools tab

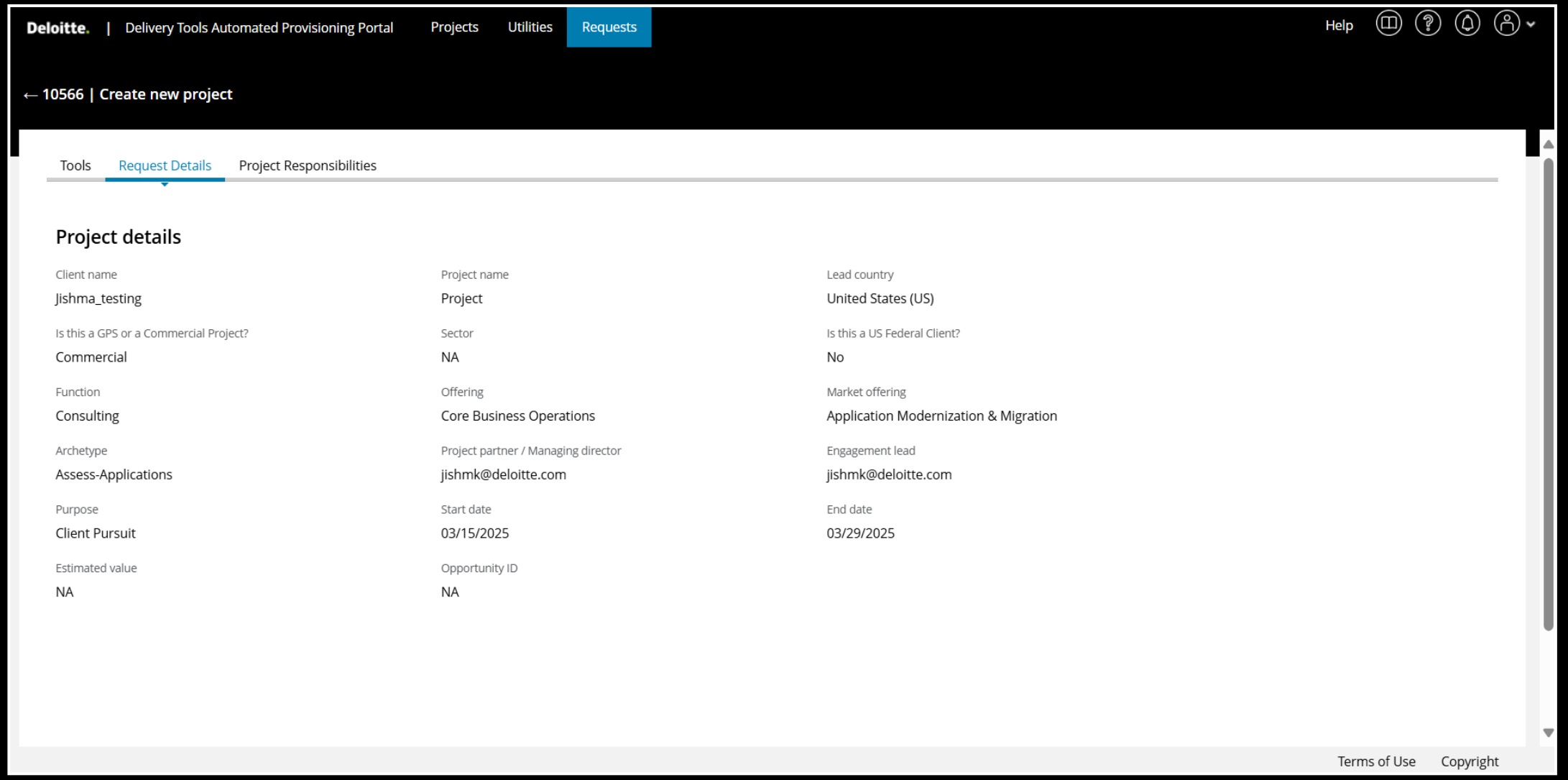


1. The tools requested as part of the submitted request are listed on the left-side panel along with blue/green circles indicating the statuses
2. Clicking on each tool displays the specific tool-level details and instructions
3. The tool header shows a status (Submitted/Completed) indicating the provisioning status for that particular tool. This status is available for all the requested tools..
4. The user grid table lists all the users assigned to the tool, along with their details and provisioning statuses.

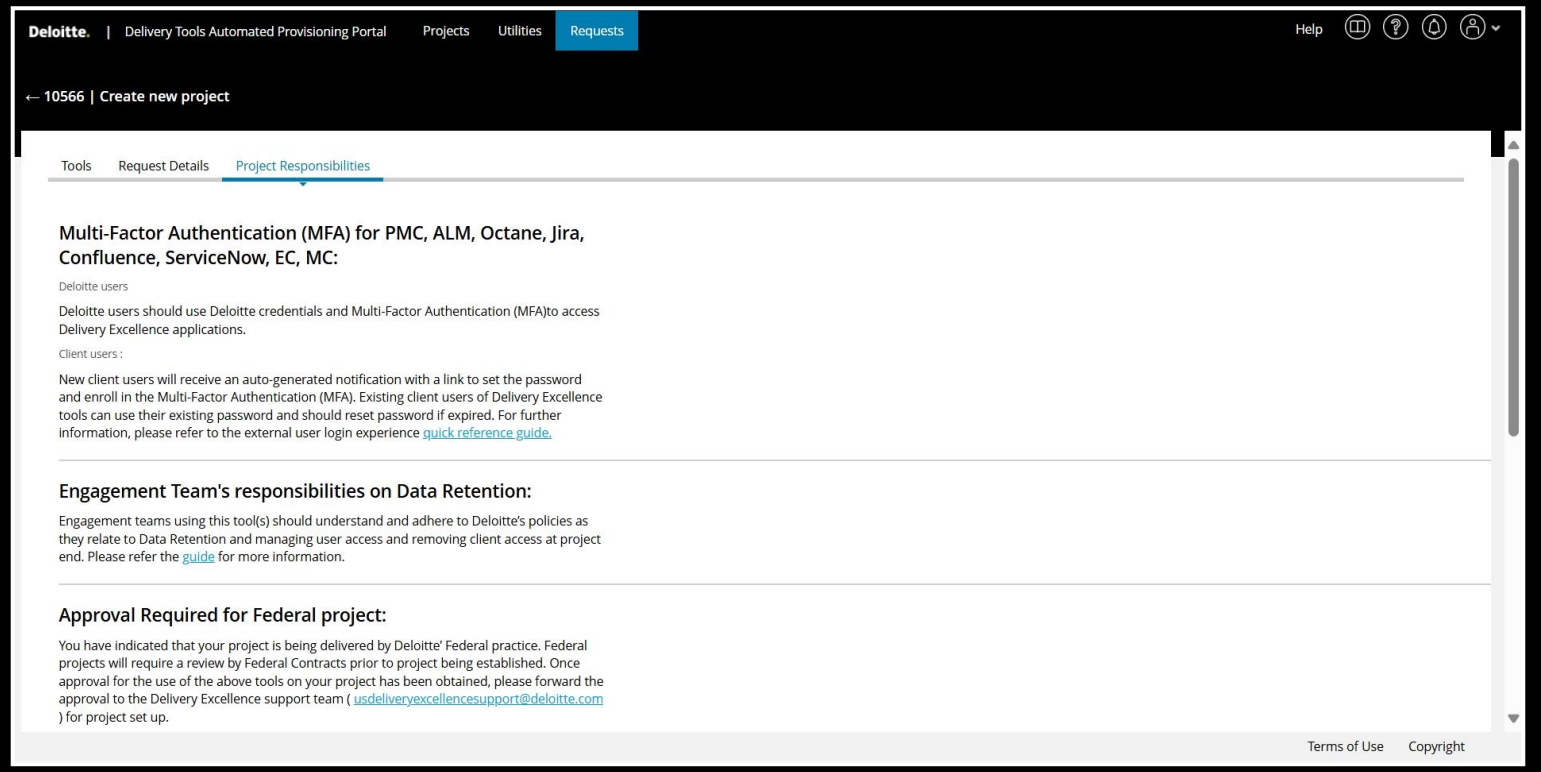
NOTE: The dashboard status reflects the overall status of the request. The request's dashboard status will be marked as "Completed" only when all the tools associated with the request have a status of "Completed.

Requests Dashboard – Request Details tab

The Request Details tab next to the Tools tab displays all the information about the project



Requests Dashboard – Project Responsibilities tab



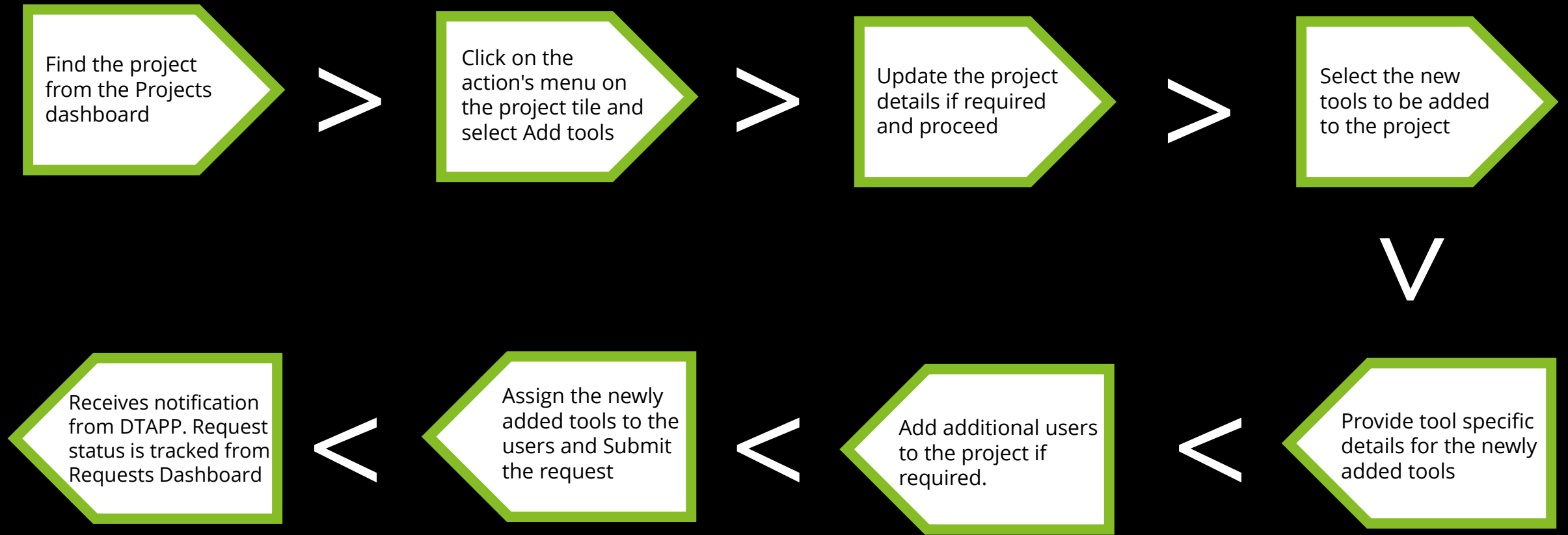
The Project Responsibilities tab provides users with essential information on:

- **MFA (Multi-Factor Authentication):** Access guidelines for Deloitte and client users.
- **Data Retention:** Policies for managing user access and data.
- **Federal Project Approval:** Steps for obtaining necessary approvals.
- **Non-Consulting Guidelines:** Restrictions for non-consulting projects.
- **Lifecycle Services:** Information on tool enablement and project support.
- **Support:** How to request help and submit tickets

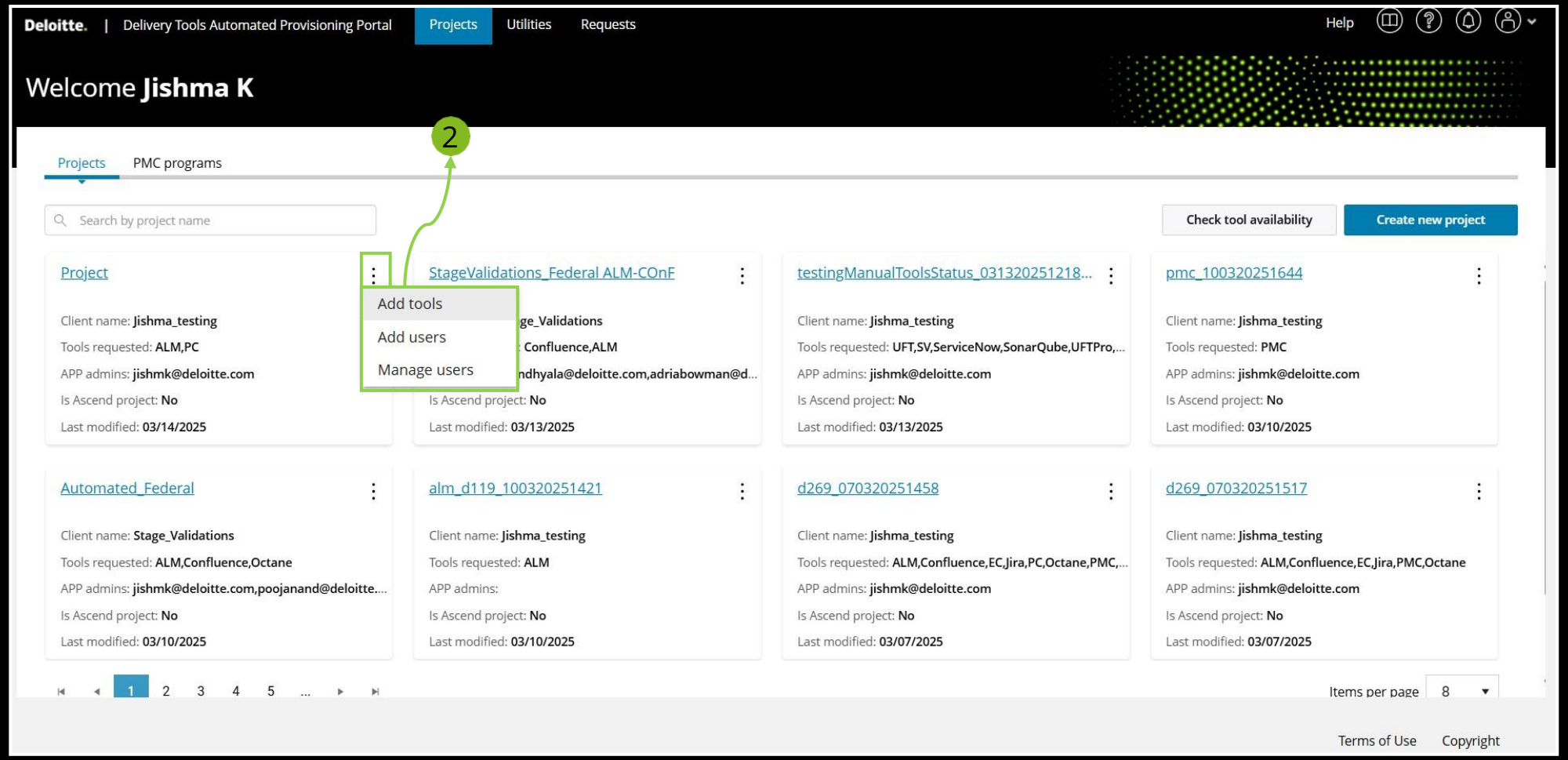
Add Tools to an Existing Project



The following diagram illustrates the sequence of steps a user must follow to submit a request to add tools to an existing project.

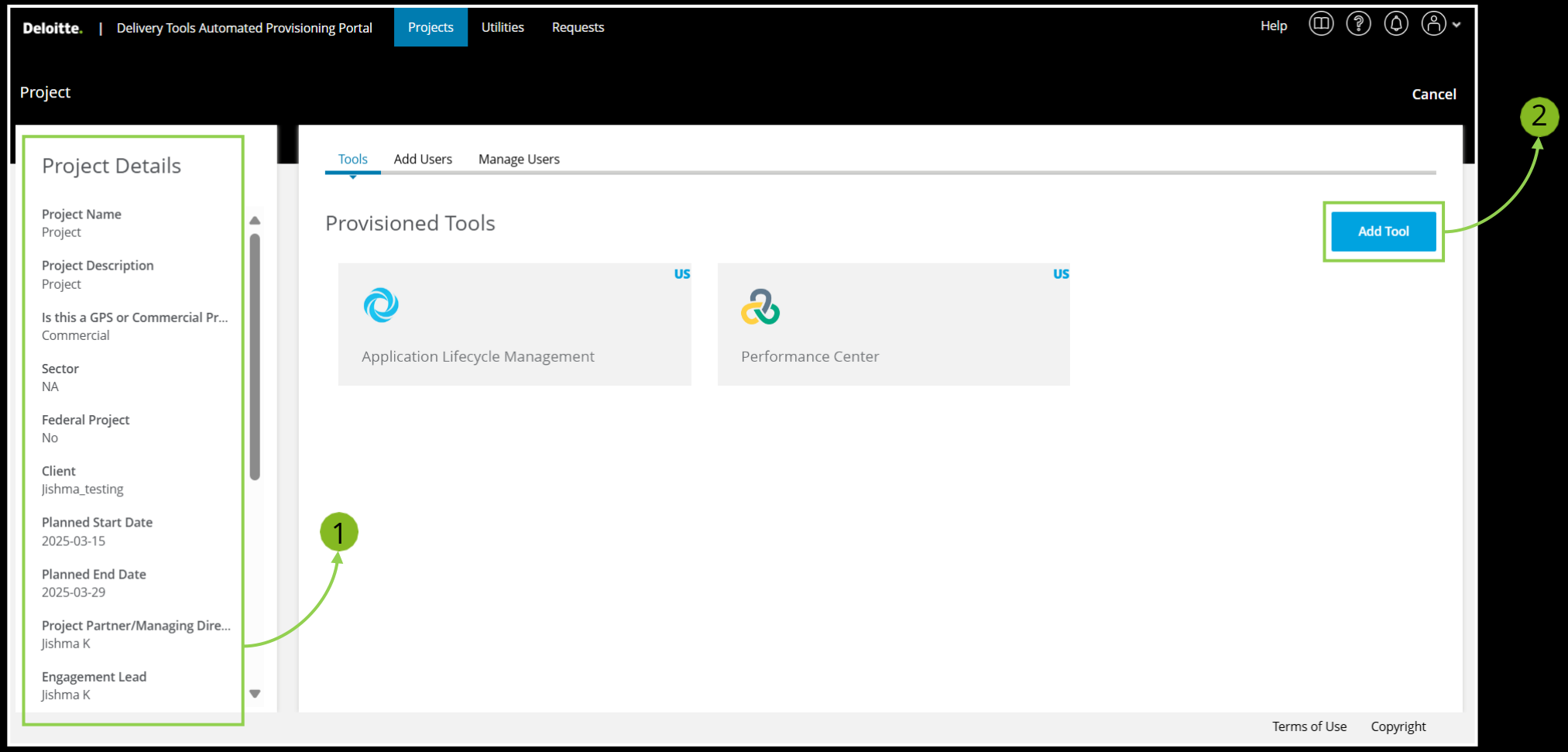


Step 1 of 7 : Select "Add Tool" from the Actions menu on the project tile from the Projects dashboard.



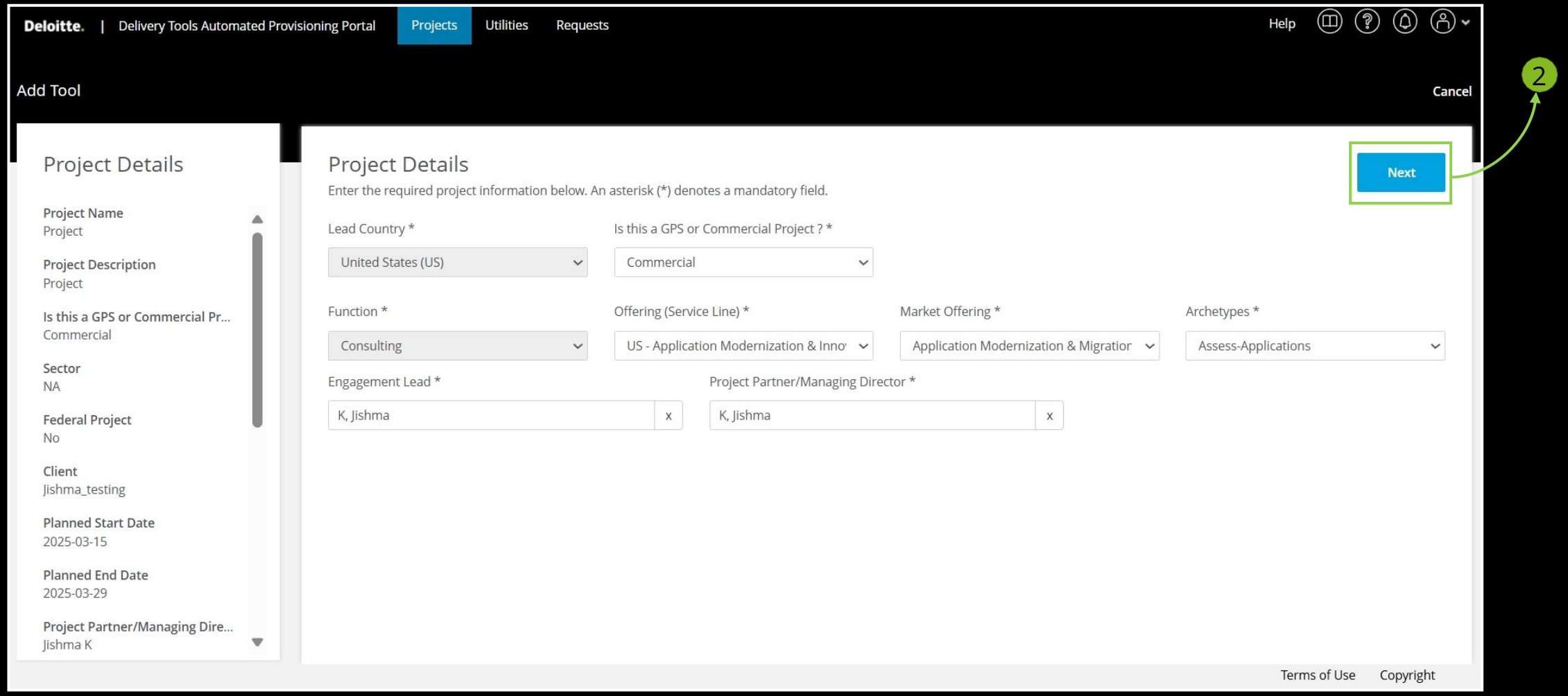
1. Check if the desired project appears among the recently modified projects on the Projects dashboard. If not, use the search bar to locate the project.
2. Click on the action's menu located at the top rightcorner of the project tile and select ‘Add tools’ option from the dropdown.

Step 2 of 7 : Click on the Add Tool button from the Tools tab



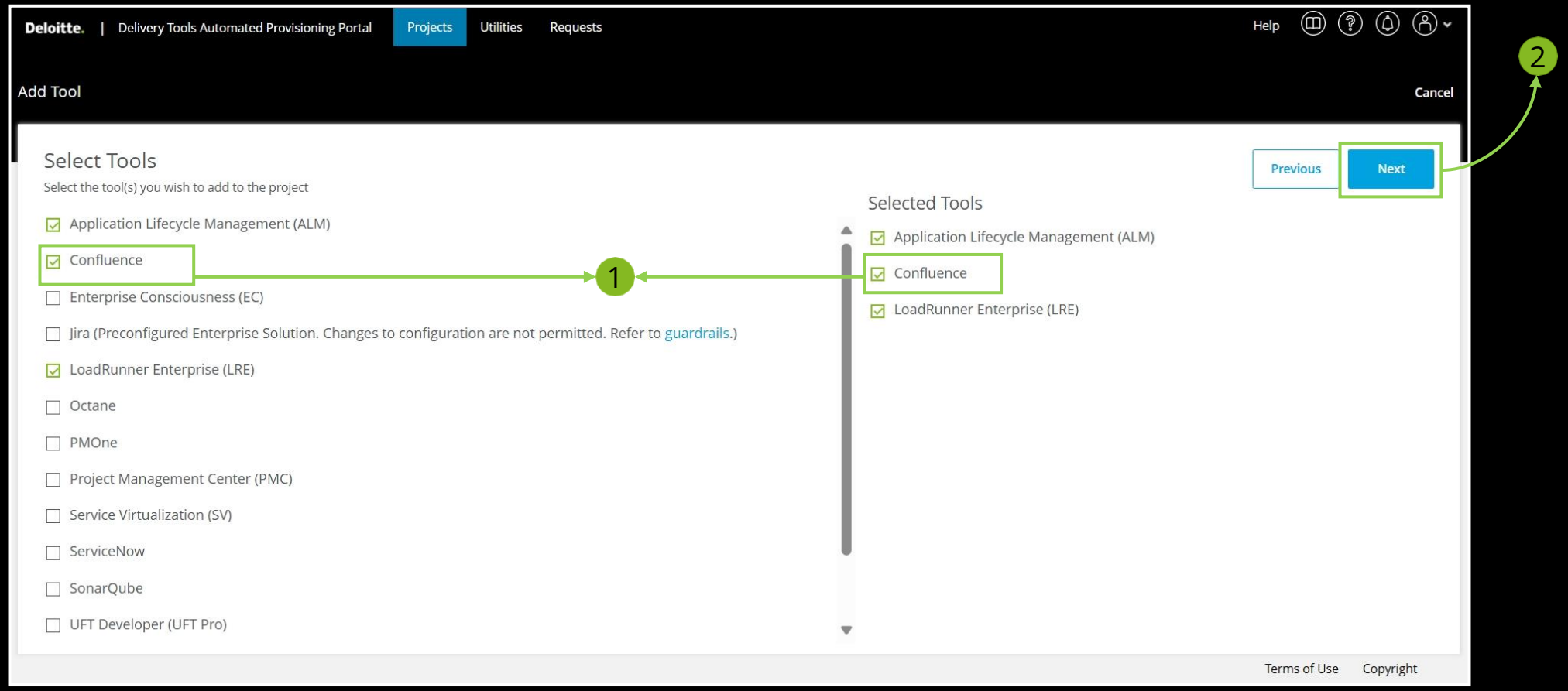
1. The project details are displayed on the left side panel under the Project Details section.
2. Click on ‘Add Tool’ button on top right.

Step 3 of 7 : Update the project details if required and click Next



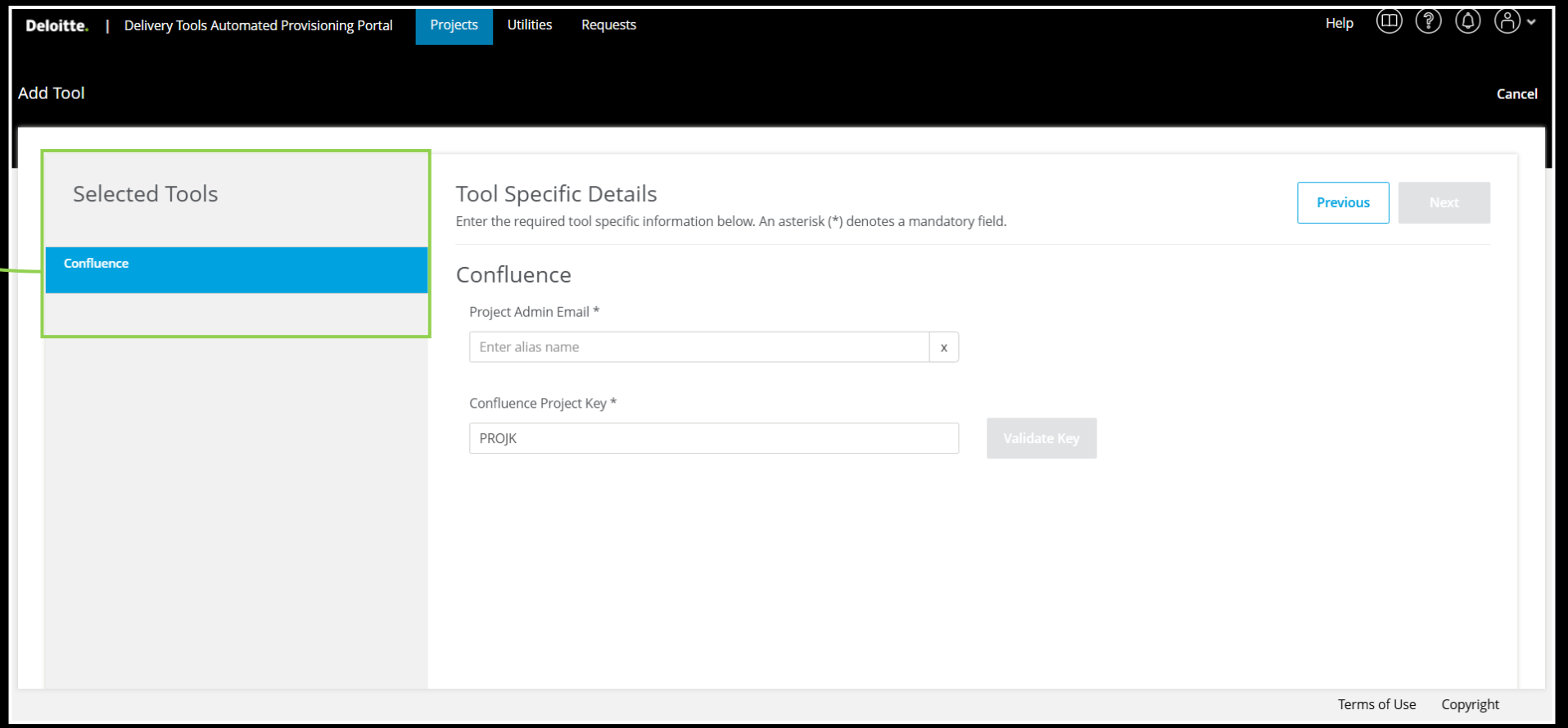
1. The project details page allows users to optionally modify fields such as GPS or Commercial Project, Offering (Service Line), Market Offering, Archetypes, Engagement Lead, and Project Partner/Managing Director.
2. Update the details if required. Click the Next button.

Step 4 of 7 : Select the required tools from the Select Tools page



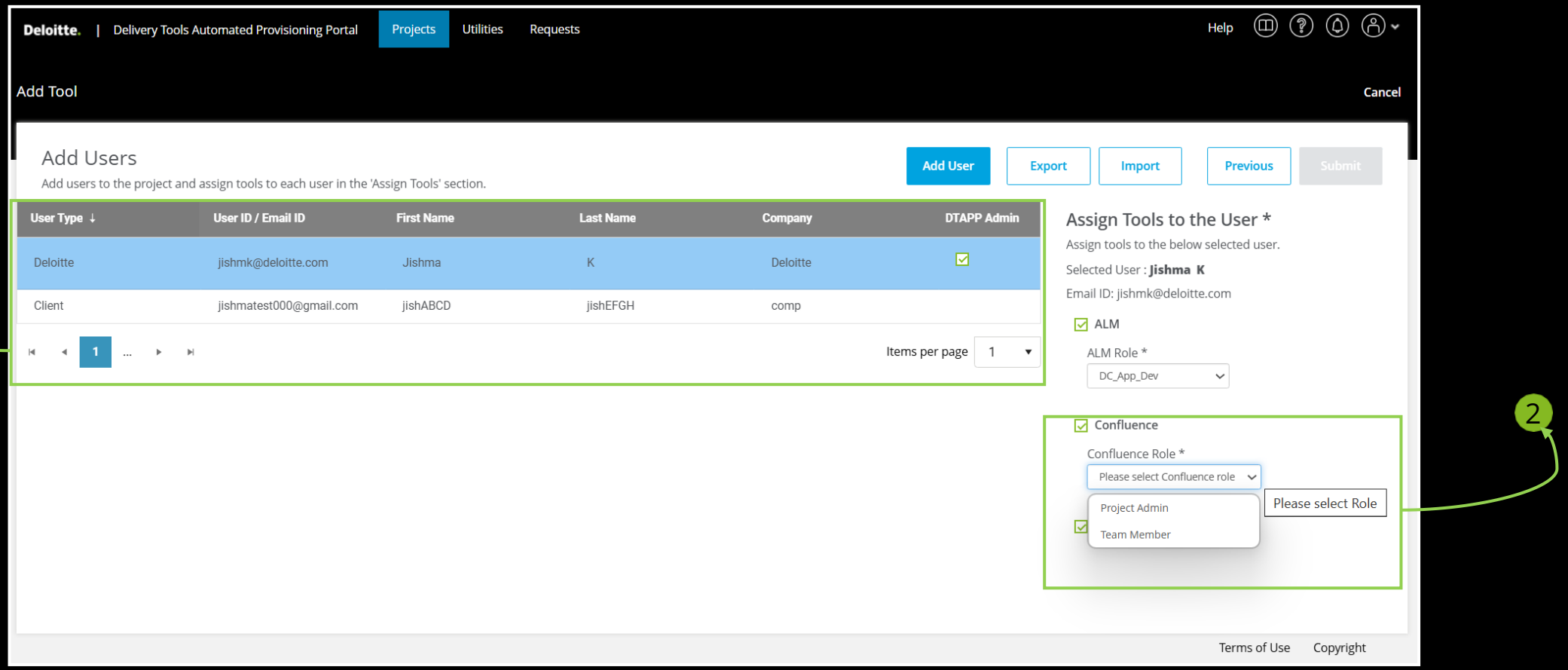
1. From the Select Tools section, choose the new tool(s) to be added to the project. The selected tool(s) will move to the Selected Tools section.
2. Click "Next" after selecting the tools.
3. The "Next" button will remain disabled until at least one new tool is selected.

Step 5 of 7 : Provide the tool specific details for the newly added tool(s)



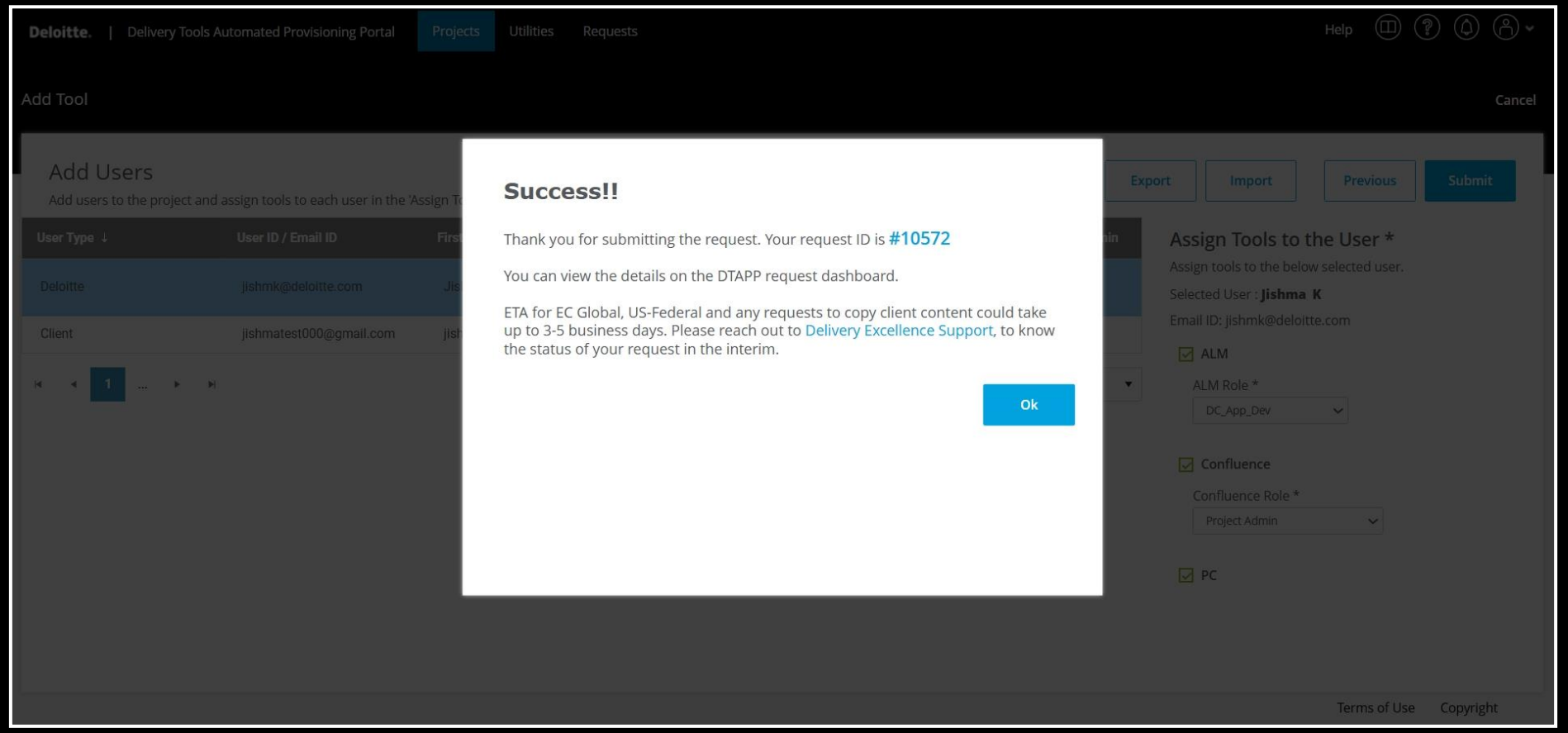
1. The list of newly selected tools appear under the Selected Tools section on the left.
2. Fill in tool-specific details for the newly added tools in the right section. The "Next" button gets enabled only if valid data is entered for all mandatory fields.
3. Click "Next" after filling in all mandatory details for each tool to navigate to the Add user's page. The "Next" button remains disabled if any field has incomplete data.

Step 6 of 7 : Assign the newly added tool(s) to the users



1. The Add Users page displays the list of existing users for the project. Adding users is optional and can be done manually or through the import functionality.
2. Click on each user to assign them the newly added tool(s) as required. It is also possible to submit the request by simply adding the tools and not assigning them to any users.
3. If a new user is added, at least one tool must be assigned to that user to proceed. Users can be assigned tools using the export-import functionality as well.
4. Existing tools can also be assigned to users, in addition to the newly added tool(s).

Step 7 of 7 : Submit the request

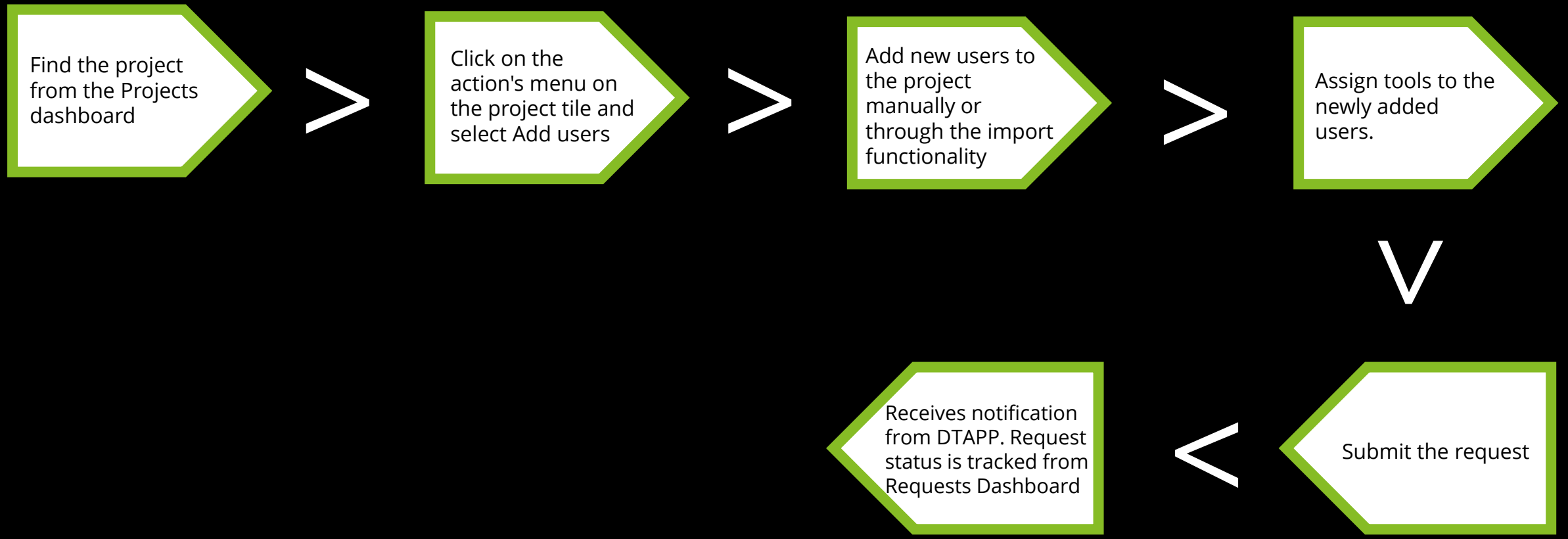


1. Click on the Submit button
2. A pop-up appears on successful request submission. Clicking on the ‘OK’ button navigates the user to the Projects dashboard.
3. The user will receive an email notification from DTAPP, confirming the successful submission of the request.
4. The Add tool request details and status can be tracked from the Requests dashboard.

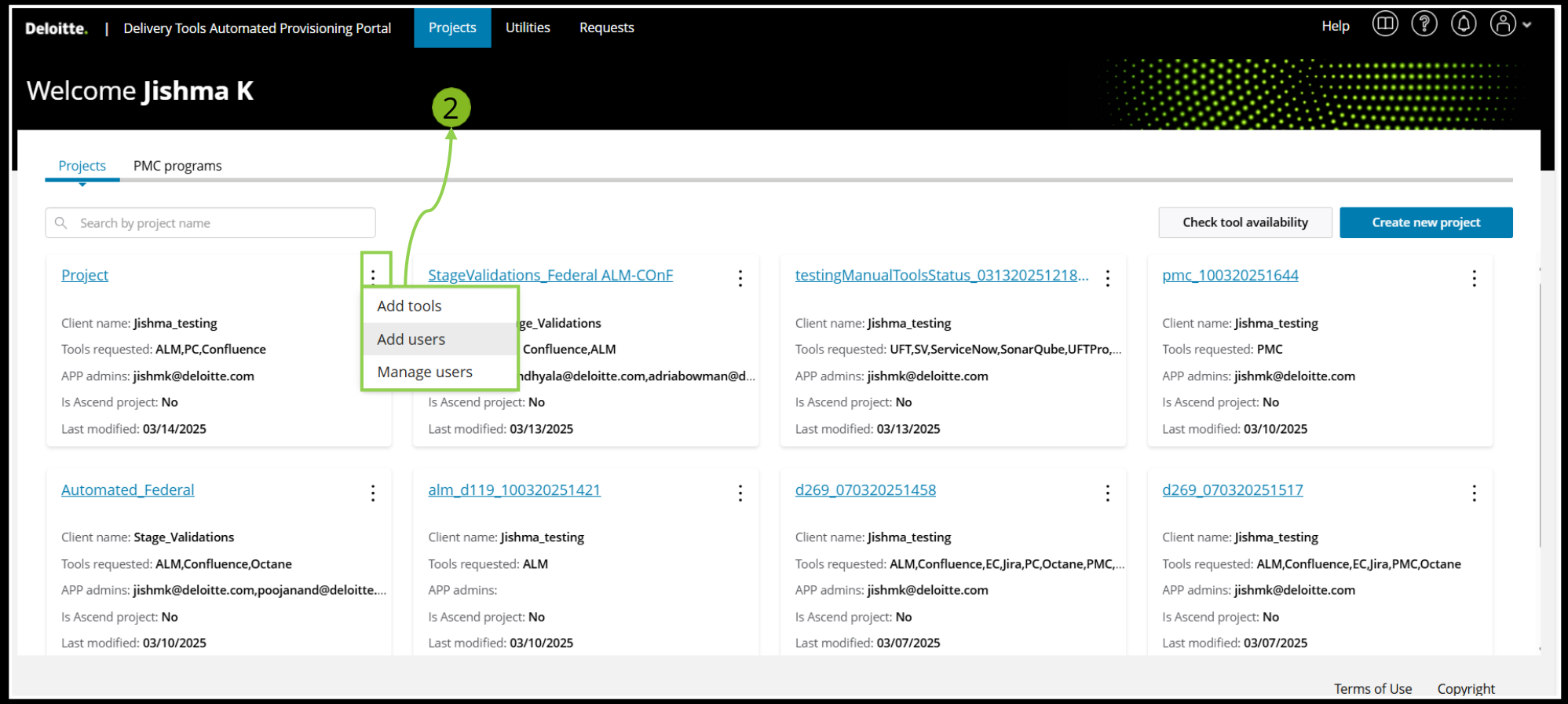
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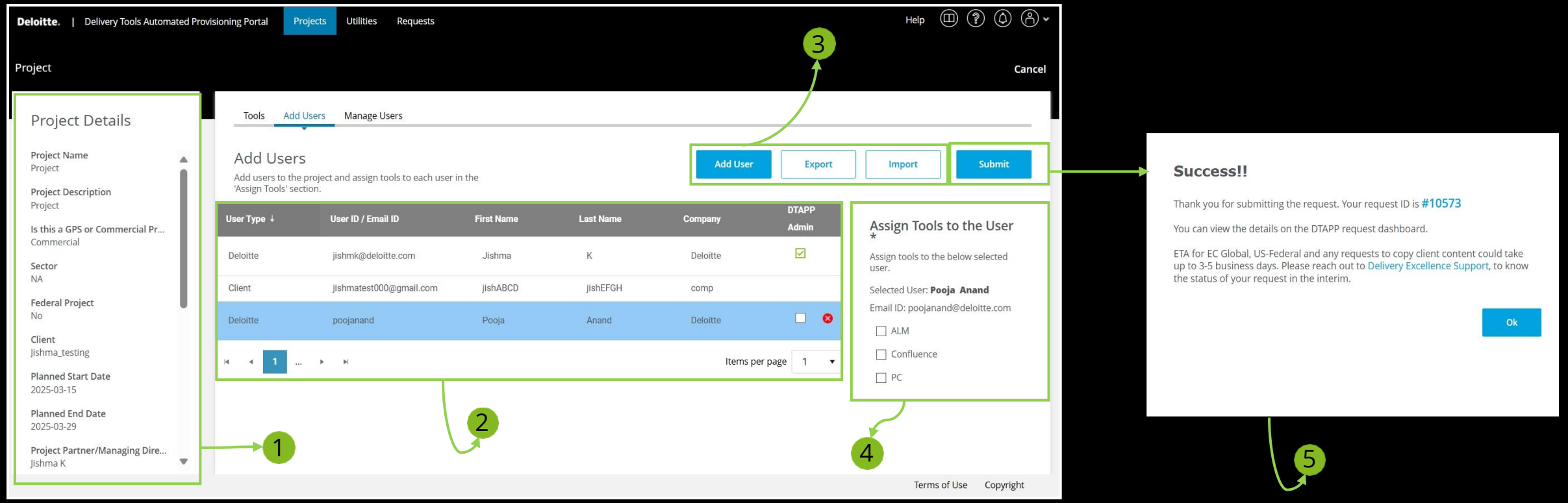


Step 1 of 2: Select "Add users" from the Actions menu on the project tile from the Projects dashboard.



1. Check if the desired project appears among the recently modified projects on the Projects dashboard. If not, use the search bar to locate the project.
2. Click on the action's menu located at the top left corner of the project tile and select ‘Add users’ option from the dropdown.

Step 2 of 2: Add users manually or through the import functionality

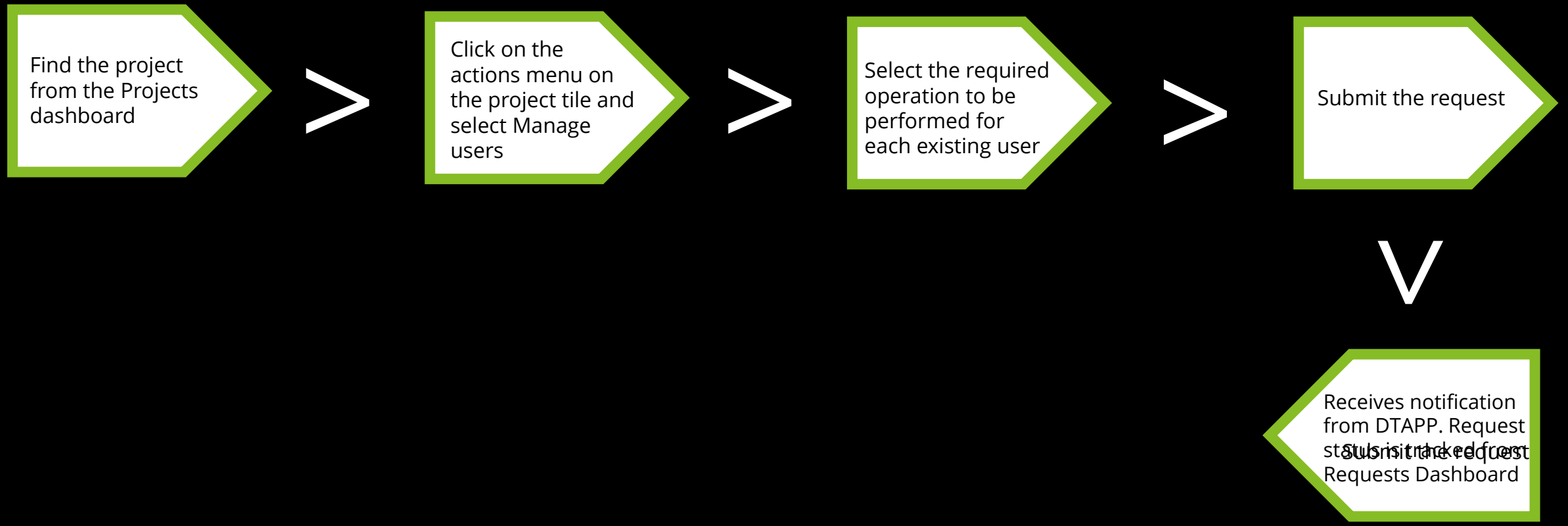


1. The project details are displayed on the left side panel under the Project Details section.
2. The Add Users page displays the list of existing users for the project.
3. Users can be added manually by clicking on Add User button or through the import functionality.
4. Assign tools to the newly added user(s) and click Submit.
5. A pop-up appears on successful submission of the request. The Add Users request details and statuses can be tracked from the Requests dashboard.
6. The user will receive an email notification from DTAPP, confirming the successful submission of the request.

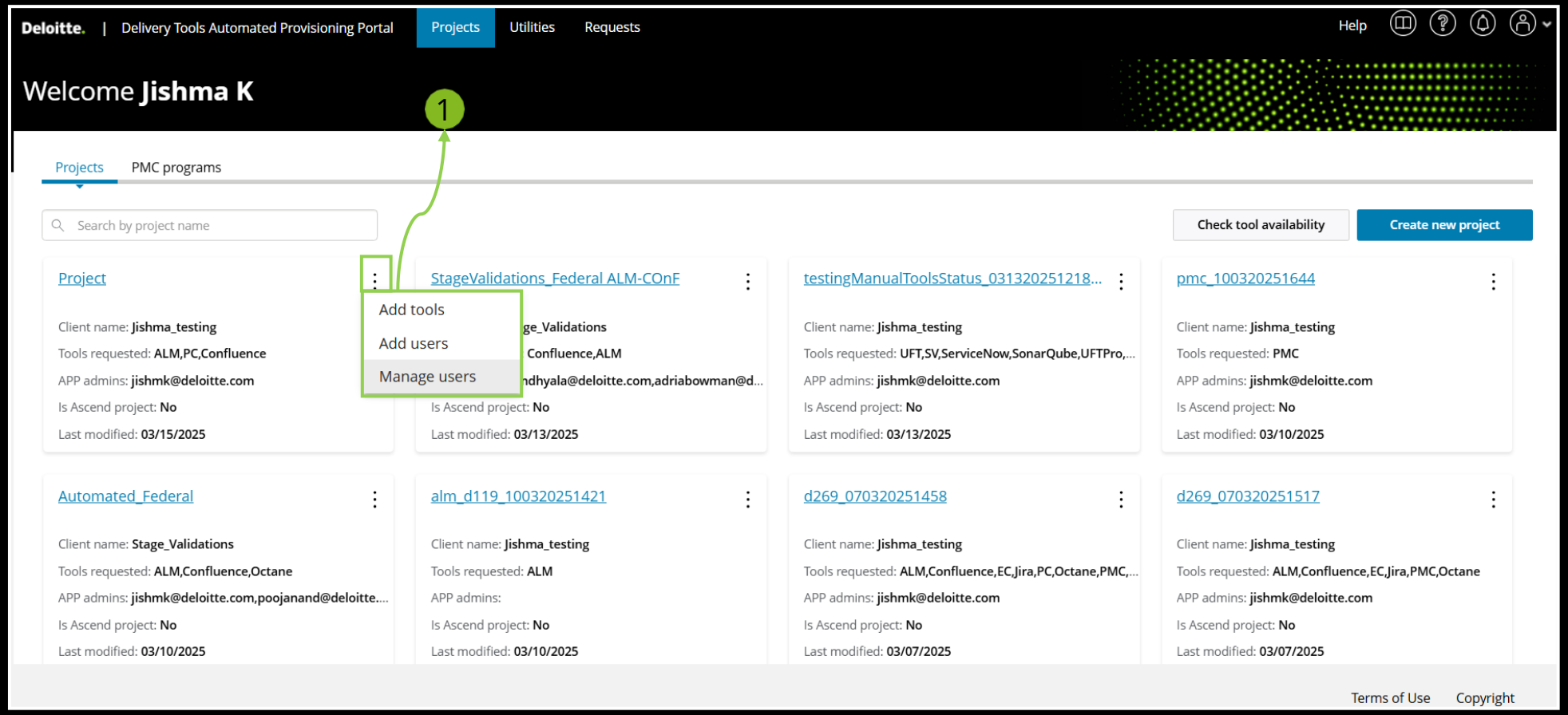
Manage Users of an Existing Project



The following diagram illustrates the sequence of steps a user must follow to submit a request to manage users of an existing project.

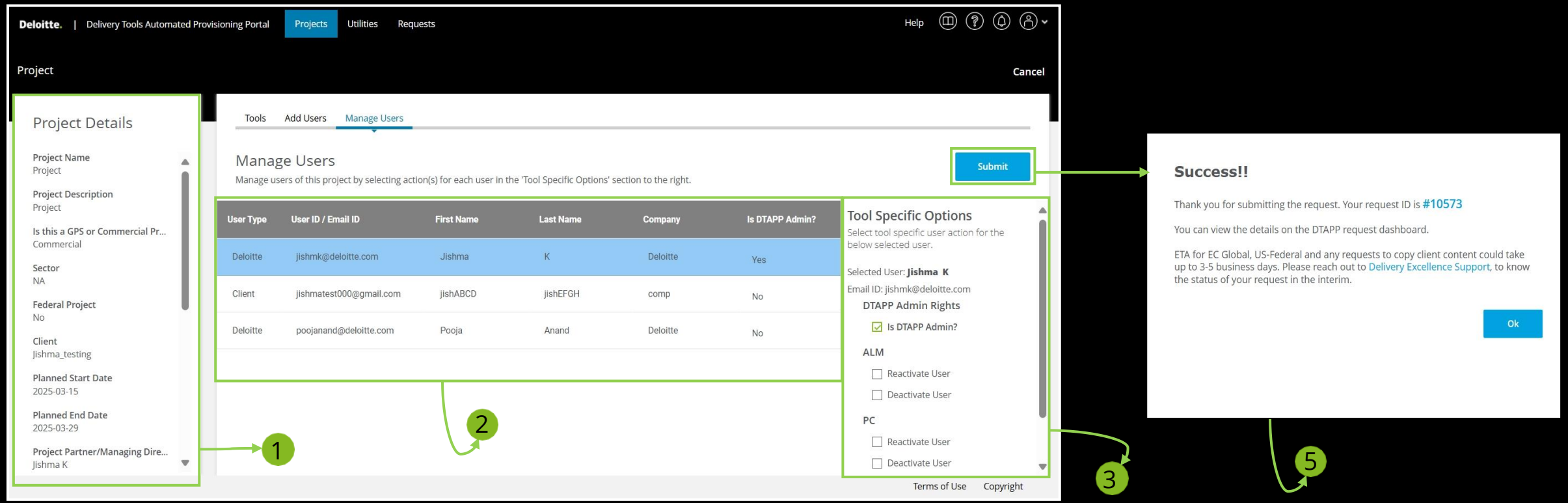


Step 1 of 2: Select “Manage users" from the Actions menu on the project tile from the Projects dashboard.



1. Check if the desired project appears among the recently modified projects on the Projects dashboard. If not, use the search bar to locate the project.
2. Click on the actions menu located at the top left corner of the project tile and select ‘Manage users’ option from the dropdown.

Step 2 of 2: Add users manually or through the import functionality

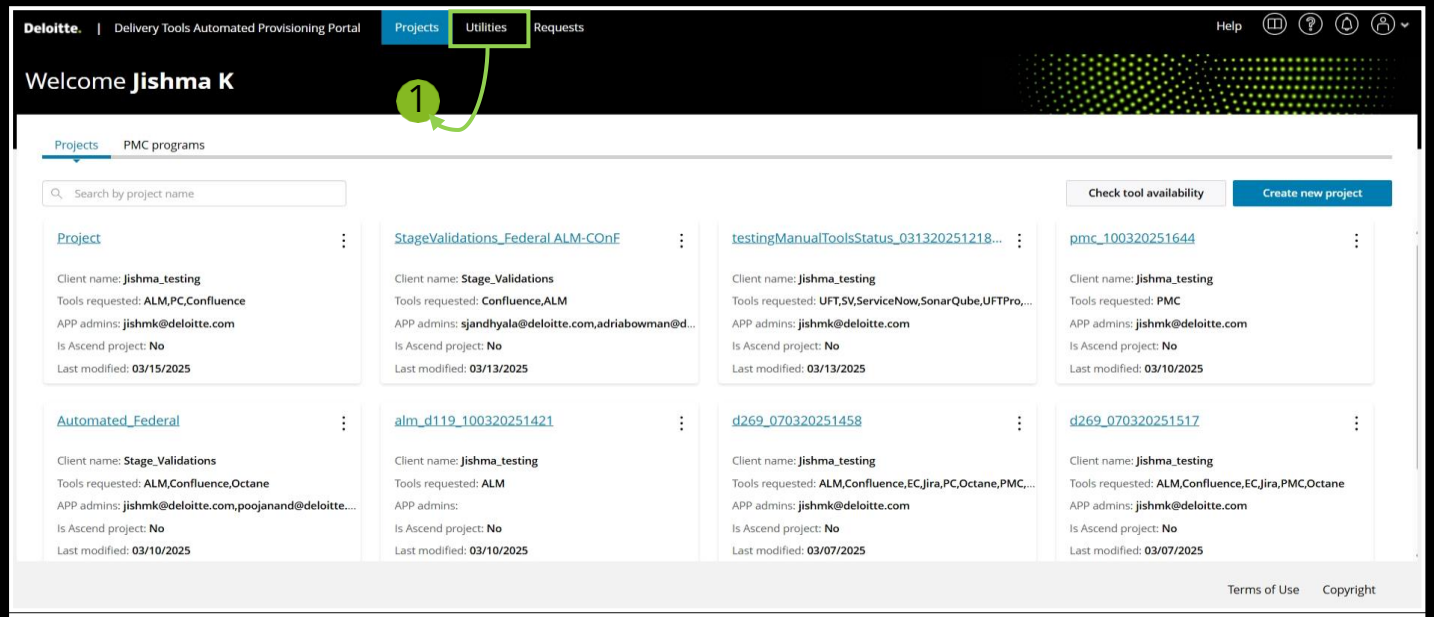


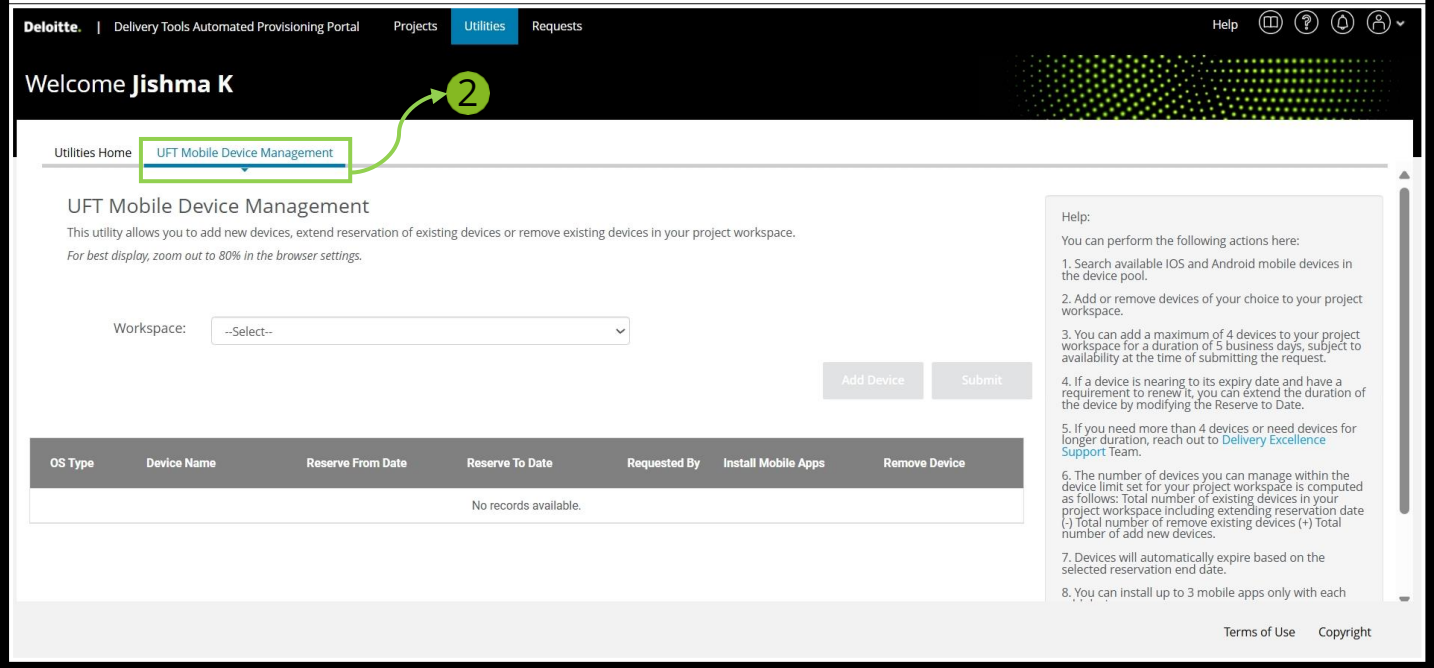
1. The project details are displayed on the left side panel under the Project Details section.
2. The Manage Users page displays the list of existing users for the project.
3. Click on an existing user. In the "Tool Specific Options" section, select the tool-specific user action you want to perform for selected user: Reactivate, Deactivate, user role change or Add/Remove DTAPP Admin.
4. Only one option, either Reactivate or Deactivate, can be chosen at a time per tool for the selected user. The DTAPP admin role of the project requestor should not be removed.
5. A pop-up appears on successful submission of the request. The Manage Users request details and statuses can be tracked from the Requests dashboard.
6. The user will receive an email notification from DTAPP, confirming the successful submission of the request.

UFTM Device Management



UFTM Device Management – UFTM Utility in DTAPP





1. Click on the Utilities tab from the header panel
2. Click on the UFT Mobile Device Management tab to access the UFTM utility
3. Refer the KX link to access the UFTM Device Management user guide

UFTM Dashboard Overview

The UFTM Dashboard is a live interface that provides comprehensive details and the status of all UFTM device management requests submitted by the logged-in user. After submitting a request, users can see the details and status of their request by accessing the UFTM Dashboard via the Requests tab from the header panel.

- **Live Status Updates:** The dashboard provides real-time updates on the status of all UFTM requests
- **Detailed Request Information:** Each request entry includes detailed information such as:

  i. **Request ID:** A unique identifier for each request

  ii. **Request Type:** The type of request submitted (e.g., Add Device , Remove Device , Extend Device)

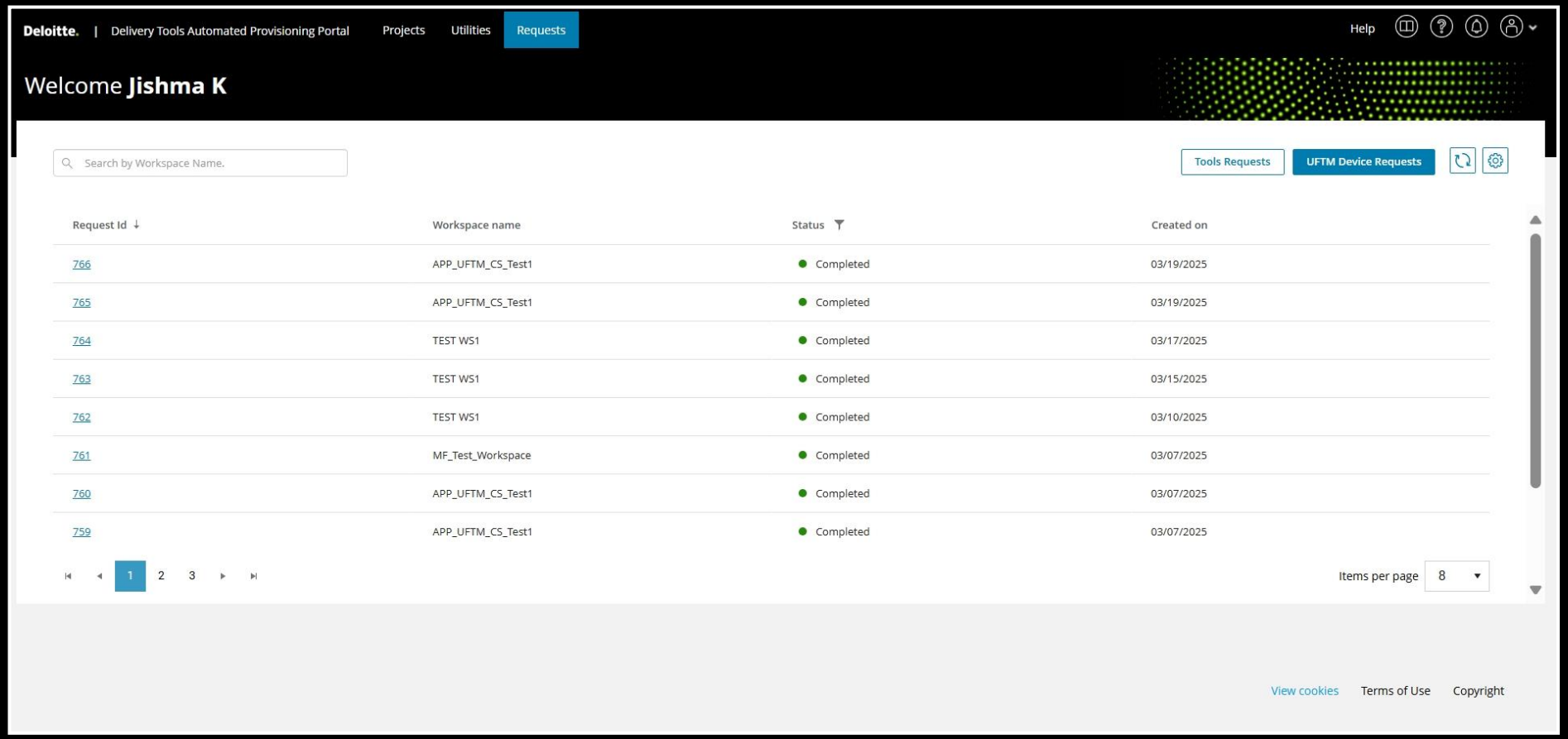
  iii. **Workspace Name:** The name of the Workspace associated with the request.

  Iv. **Status:** The current status of the request, which can be either:

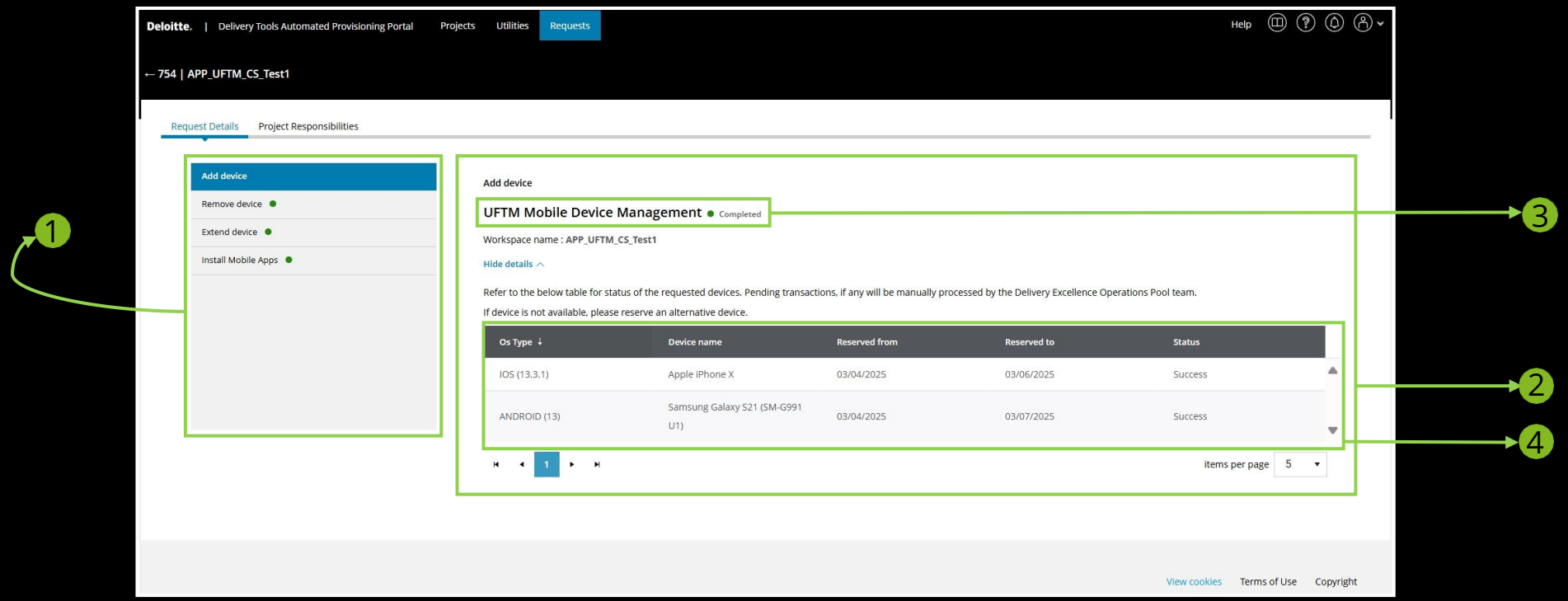
  - **Submitted:** Indicates that the request in progress/being processed. It is denoted with the text ‘Submitted’ and a blue circle
  - **Completed:** Indicates that the request has been completed. It is denoted with the text ‘Completed’ and a green circle

  v. **Created On:** The date when request was submitted.

- **Search and Sort/Filter Options:** Users can easily search for specific requests using the search bar by entering the project name. Clicking on a column header sorts the requests by that column. Clicking on the status column header reveals a filter dropdown, allowing you to check "Submitted" or "Completed" to filter the data based on the selected status.
- To access further details, including the operations that were part of the device management request, the user must click on the request ID. This action will take the user to the tools tab of the request.



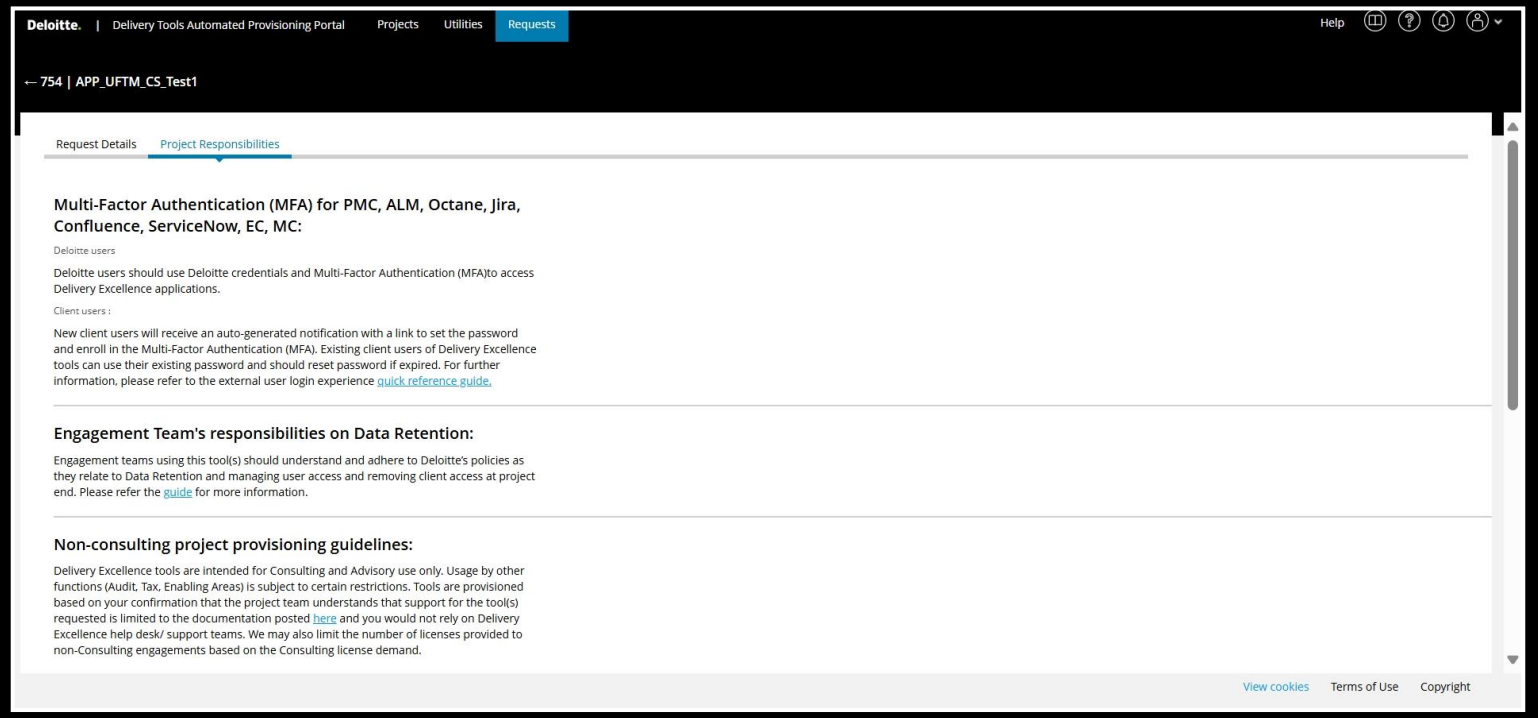
UFTM Requests Dashboard – Tools tab



1. The operations (Add device/Remove device/Extend device/Install Mobile Apps) performed as part of the submitted request are listed on the left-side panel along with blue/green circles indicating the statuses
2. Clicking on each operation displays the specific operation-level details and instructions
3. The UFTM Device Management header shows a status (Submitted/Completed) indicating the provisioning status for that particular operation. This status is available for all the operations.
4. The device grid table lists all the devices that are part of the operation, along with their details and statuses.

NOTE: The dashboard status reflects the overall status of the request. The request's dashboard status will appear as "Completed" only when all the operations associated with the request have a status as "Completed.

UFTM Requests Dashboard – Project Responsibilities tab



The Project Responsibilities tab provides users with essential information on:

- **MFA (Multi-Factor Authentication):** Access guidelines for Deloitte and client users.
- **Data Retention:** Policies for managing user access and data.
- **Federal Project Approval:** Steps for obtaining necessary approvals.
- **Non-Consulting Guidelines:** Restrictions for non-consulting projects.
- **Lifecycle Services:** Information on tool enablement and project support.
- **Support:** How to request help and submit tickets

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