

# Requesting Access - BW Reports (Operations Dashboard)

Follow the below or [watch the video](#) for instructions (link works in Presentation mode or by right clicking and selecting Open Link).

1. If you previously had access and are receiving a SAP NetWeaver error, [contact IT](#).
2. For new or updated access, navigate to HalWorld > iTools > GRC.
3. Select “Request Access Form - Advanced Mode”.
4. In the “Description”, include the reason for the request such as specific reports.
5. Select “Add” > “Role”.
6. Remove the line for “System” using the (-) at the far right.
7. Change the second box across (Role/Profile Name) from “is” to “starts with”.



8. Enter the search term in the third box across:
  - If you do not need financial access (for COPQ \$) search for “GEN: GEO GENERIC”.
    - » Choose “GEN: GEO GENERIC BW REPORTING FOR HALLIBURTON GLOBAL - RESTRICTED” and select OK.
    - » This access requires minimal approvals will provide access to the majority of Operations Dashboard reports.
  - For Region HSE/SQ, search for “GEO:” and select the appropriate regions. **If you need PSL information at the Region/Country/District-level, this is the access you will need to view Dashboard reports.**
  - For Global PSL HSE/SQ, search for “PSL:” and select the appropriate PSLs. This should ONLY be used for employees in Global PSL roles.
9. Select the appropriate role(s) and OK.
10. Select Submit.
11. An automated email will be sent from the system with a link to the request.
12. Once all approvals are complete, you will receive an email. If any issues occur, contact [FHOUHALSQ](#).

# Requesting Access - SQ Legacy Oracle Reports and HMS Document Register

1. Type “AAR” into the URL field of your browser



2. Select “Create Request”



3. Update the “Request For” to the user who needs access and select “Next”

A screenshot of a search field labeled 'Requested For'. It contains the text 'HalNetworkId:' followed by an empty input box and a 'Search' button.

4. Select “Application: BI - Business Objects” and “Role: Service Quality”

A screenshot of a dropdown menu labeled 'Application'. The selected option is '18. BI - Business Objects'.A screenshot of a checkbox labeled 'Service Quality'. The checkbox is checked, and the text below it reads 'Grants access to Service Quality and HMS reports'.

5. Complete the reason for the request and select “Next” and “Create Request”

A screenshot of a text area labeled 'Remarks'. It contains a small text box with a scroll bar. The text inside reads: 'Remarks:\* (Please include your Employee Number and the reason for access request. For example I am a country mgr for Brazil requested access is Latin America or I am a Cementing personnel requested access is Cementing.)'.

- You will receive an automated message with your request number.
- Some approvals can take several days. Follow up with [FHOUHALSQ](#) if your request remains open.