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// USER FIELD GUIDE · v5.0 READY

Qiyas Portal

From the yearly evidence scramble to one tracked workflow. Everything you need to get your entity ready for DGA's Qiyas measurement.

10 perspectives | 24 axes | 89 standards



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Find yourself.
Skip the rest.

This isn't a manual you read cover to cover. Pick your role, jump to your playbook, and come back to the big-picture pages when you want the full story.

Qiyas consultant

Run the cycle. Decide what counts as proof.

JUMP TO PAGE 08 →

Department manager

Own what your department delivers.

JUMP TO PAGE 09 →

Employee

Bring the proof.

JUMP TO PAGE 10 →

DGA submission officer

Ship accepted proof to DGA.

JUMP TO PAGE 11 →

Executive

Know where you stand without asking.

JUMP TO PAGE 12 →

Administrator

Shape Qiyas to your organization, once.

JUMP TO PAGE 13 →

HOW TO READ THIS GUIDE

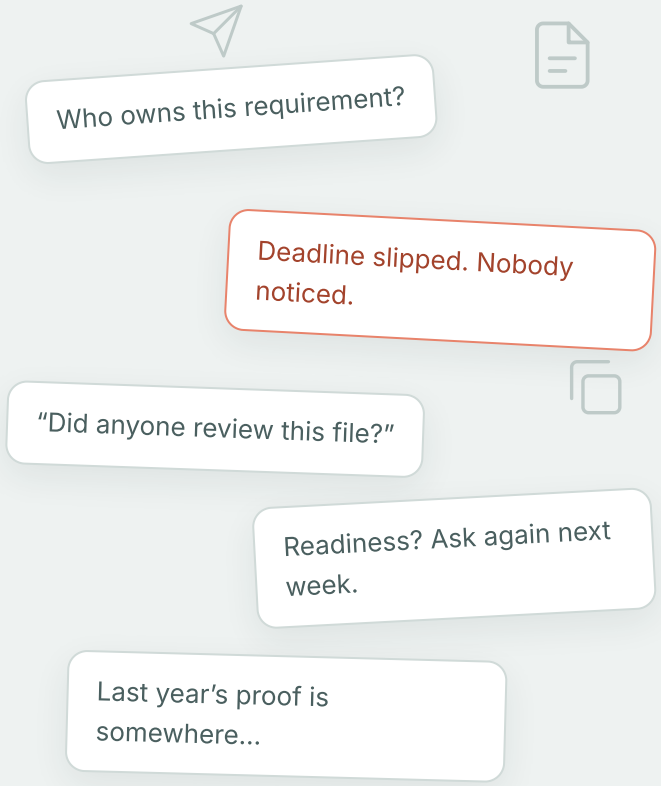
AUTO Qiyas does this for you

RULE The system enforces it

TIP Work smarter

The scramble, replaced.

BEFORE · email · shared folders · spreadsheets



AFTER · one tracked path

01 Assigned → 02 Distributed → 03 Evidence → 04 Reviewed → 05 Packaged → 06 Posted

ACCEPTED EVIDENCE ROLLS UP, LIVE

Requirement → Standard → Axis → Perspective → **Cycle**

Owner
Every requirement has one

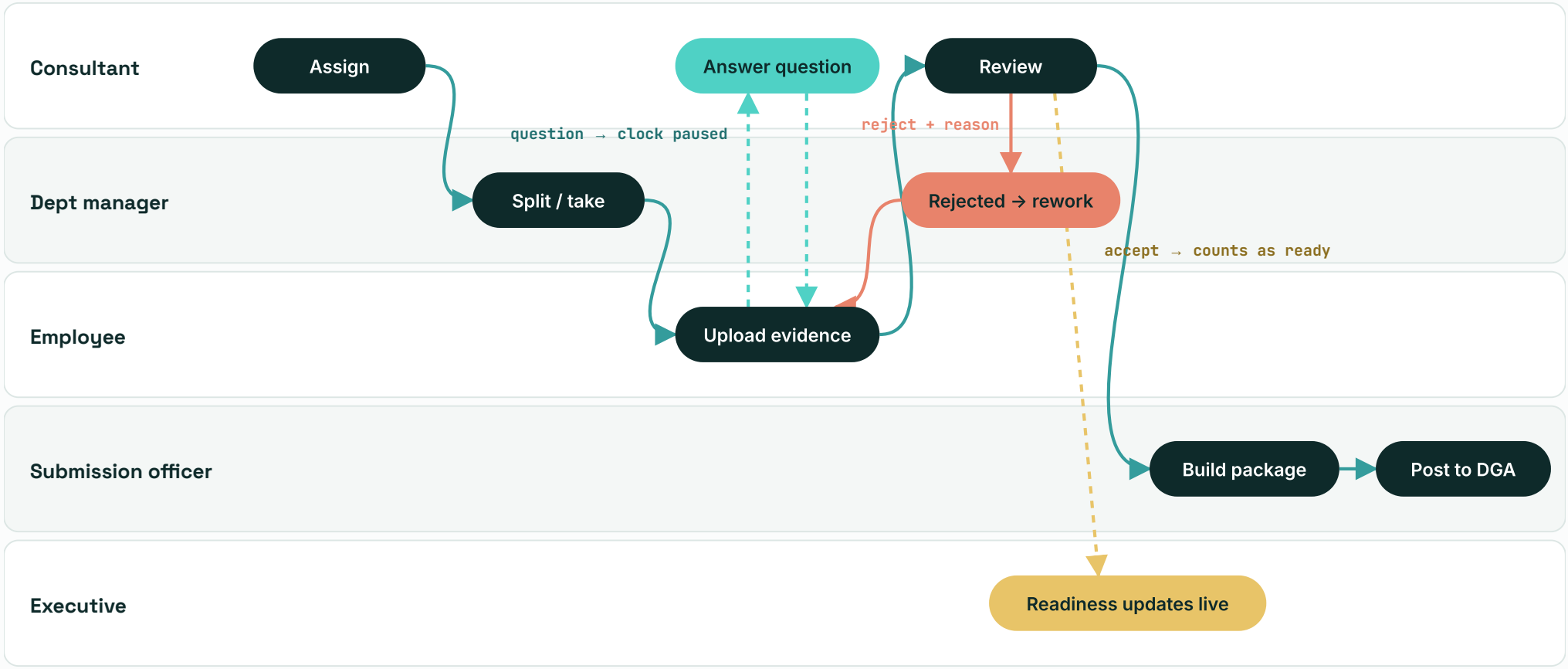
Deadline
In business days, with reminders

Review
Accepted or rejected, with a reason

Live readiness
Leadership sees it as it happens

Five roles. One path.

Every DGA requirement travels the same route. Every handover, decision and deadline change on it is recorded.



Main path · Rejection loop · Question: deadline pauses · Readiness roll-up

ADMINISTRATOR SETS THE STAGE · SEE PAGE 13

Ready means accepted. Nothing less.

An upload is not readiness. A requirement only counts once its evidence is reviewed and accepted. Here is every state it can be in.

S1
Assigned
Owner and deadline set

→

S2
In progress
Evidence being gathered

→

S3
Under review
Consultant checks each link

→

S4
Accepted
Now counts toward readiness

→

S5
Packaged
Bundled per standard

→

S6
Posted
DGA reference recorded

Side road: Rejected

From review, rejected evidence goes back to the department manager **with the reason**. A new version is uploaded and goes back into review.

`UNDER REVIEW → REJECTED → IN PROGRESS → UNDER REVIEW`

Pit stop: Question open

At any step, a question to the consultant **pauses the task's deadline**. The clock restarts once it is answered.

`ANY STATE → ▮▮ PAUSED → SAME STATE`

Exit: Not applicable

A requirement that does not apply to your entity is marked **not applicable, with a reason**, so the record still shows why.

`ASSIGNED → N/A + REASON`

Qiyas keeps the cycle moving, even when nobody is chasing.

AUTO

Smart deadline clock

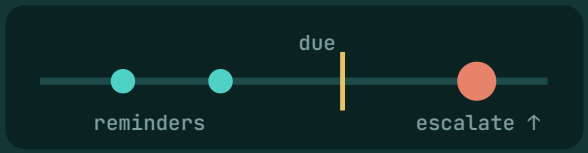
Deadlines run in business days, follow your working calendar and public holidays, and pause while a question is open.



AUTO

Reminders and escalation

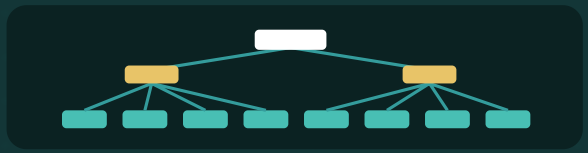
Reminders come first. Then overdue work goes to the department manager automatically, with its full history.



AUTO

Readiness roll-up

Accepted evidence rolls up from requirement to standard, axis, perspective and the whole cycle, live.



AUTO

Duplicate detection

Evidence keeps every version, and Qiyas detects duplicate uploads.



RULE

DGA rule checklists

Optional review checklists for DGA's rules make every reviewer apply the same standard.

- [x] signed
- [x] dated within the cycle
- [x] contents page (long files)

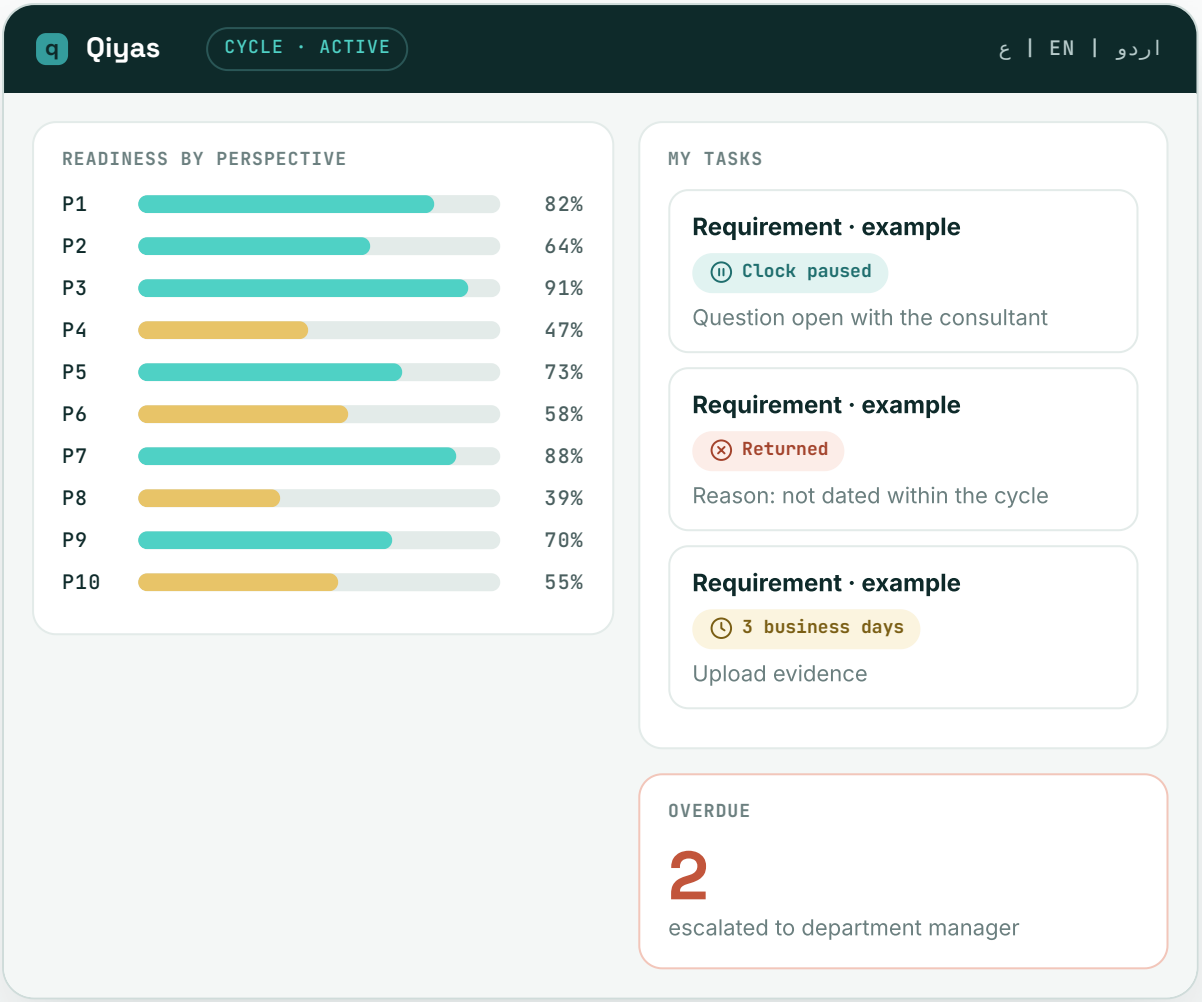
AUTO

Framework crosswalk

Frameworks are imported as data. A crosswalk maps old requirements to new ones, so a new DGA version needs no software change.



What your screen tells you.



1. **Readiness by perspective**
   Moves only when evidence is accepted. Drill down to axis and standard.

2. **Your language**
   Arabic by default. Switch to English or Urdu, and notifications follow.

3. **Status at a glance**
   Paused, returned or due: each task tells you what it needs next.

4. **Overdue, surfaced**
   Late work escalates on its own, with history attached.

ILLUSTRATIVE SCREEN WITH SAMPLE DATA. YOUR LAYOUT AND NUMBERS WILL DIFFER.

Qiyas consultant

Run the cycle. Decide what counts as proof.

WHERE YOU WORK

Assignments · Clarifications · Evidence review · Extensions

YOUR JOURNEY



STEP 01

Assign

Send each DGA requirement to a department with instructions, a deadline and a priority. Mark what does not apply as not applicable, with a reason.

STEP 02

Answer

Questions come straight to you. The task clock waits until you reply.

STEP 03

Review

Accept or reject each evidence link. Every rejection carries a reason. Use the DGA checklists: signed, dated in the cycle, contents page for long files.

STEP 04

Decide

Approve or decline formal extension requests.

WHAT YOU GAIN

> “One view of every requirement, deadline and decision, with evidence checked against DGA rules before it goes out.”

TIP

The checklists turn DGA’s fine print into tick-boxes, so every reviewer applies the same standard.

RULE

You can never review your own upload, and you can never also be the submission officer.

Department manager

Own what your department delivers.

WHERE YOU WORK

Team tasks | Extensions | Returned work | Escalations

YOUR JOURNEY

STEP 01

See

Your dashboard shows everything your department owes and when.

STEP 02

Split

Divide a requirement among your team, take it yourself, or reassign it later.

STEP 03

Answer

Your team's questions reach you too, and you can answer them.

STEP 04

Extend

Can't make a date? Send a formal extension request.

STEP 05

Recover

Rejected evidence comes back to you with the reason. Route it for rework.

WHAT YOU GAIN

> "You know exactly what the department owes and by when, and escalations arrive with full history."

TIP

Every task remembers its original assignee and its current owner, so a handover never loses the history.

RULE

Overdue work escalates to you automatically, with its full history attached.

PLAYBOOK 03 / 06



Employee

Bring the proof.

WHERE YOU WORK

My tasks | Evidence upload | Questions | Rework

PLAYBOOK 03 OF 06

YOUR JOURNEY

STEP 01

Open

Read the instructions and the deadline, counted in business days.

STEP 02

Upload

Add files of any common type, or links. One file version can serve several requirements.

STEP 03

Ask

Unsure? Ask the consultant. Your clock pauses until you get an answer.

STEP 04

Rework

Rejected? Read the reason, upload a new version, and it is reviewed again.

WHAT YOU GAIN

> “Clear tasks and instructions, and you are never penalised for waiting on an answer.”

TIP

Search the evidence bank of past cycles and start from last year’s proof. It still has to be accepted again.

RULE

Every file is virus-scanned before anyone can open it.

PLAYBOOK 04 / 06

DGA submission officer

Ship accepted proof to DGA.

WHERE YOU WORK

Packages | DGA portal | Posting status

PLAYBOOK 04 OF 06

YOUR JOURNEY

STEP 01

Package

Build a package per standard from accepted evidence. It downloads as one file with an index.

STEP 02

Post

Upload the package to the DGA portal.

STEP 03

Confirm

Mark each item posted or not posted, and record the DGA reference.

WHAT YOU GAIN

“Only reviewed, accepted evidence reaches DGA, ready-made with an index per standard.”

TIP

Packages only accept reviewed, accepted evidence, so nothing half-checked can slip through.

RULE

This role can never be held by the same person as the consultant.

PLAYBOOK 05 / 06

Executive

Know where you stand without asking.

WHERE YOU WORK

- Readiness dashboard
- Overdue work
- Reports

PLAYBOOK 05 OF 06

YOUR JOURNEY

STEP 01

Watch

Readiness by perspective, axis and standard, rolled up to the whole cycle.

STEP 02

Spot

See what is overdue and how posting to DGA is progressing.

STEP 03

Print

Open printable reports for leadership meetings.

WHAT YOU GAIN

“Real-time readiness plus overdue work, without asking for status reports.”

TIP

Readiness only moves when evidence is accepted, so the number you see is one you can defend.

RULE

Your access is read-only.

Administrator

Shape Qiyas to your organization, once.

WHERE YOU WORK

Users & roles | Departments | Calendar | Branding

YOUR JOURNEY

STEP 01

People

Create users and departments, and give each user a role with only the permissions it needs.

STEP 02

Time

Set deadlines and the working calendar, public holidays included.

STEP 03

Brand

Add your organization's own name and logo.

WHAT YOU GAIN

“Set up once to match the organization, with every change on record.”

TIP

Reminders and escalations follow the calendar you set, so get the holidays right first.

RULE

Every change you make is recorded in the audit log.

One requirement, start to finish.

Follow a single piece of proof through Qiyas, including the question that paused its clock and the rejection that made it better.

EXAMPLE SCENARIO FOR ILLUSTRATION.

Consultant assigns a requirement to the IT department, with instructions, a deadline and a priority.

Dept manager splits it: one employee gathers the policy document.

Employee isn't sure the policy needs a signature and asks the consultant.

`■ deadline paused while the question is open`

Consultant answers: yes, signed and dated within the cycle.

`▶ clock resumes`

Employee uploads version 1.

Consultant rejects it with a reason: not dated within the cycle.

`↩ back to the department manager`

Employee uploads version 2, signed and dated.

Consultant accepts it. The requirement now counts as ready.

`▲ readiness rolls up`

Submission officer packages the standard and posts it, recording the DGA reference. `✓ posted`

The point

Nothing got lost in an inbox, nobody was penalised for waiting, and only reviewed proof reached DGA.

Eight rules the system won't let you break.

01

Ready = accepted

Uploading a file never counts as ready.

02

No self-review

Nobody can review their own upload.

03

Reasons required

Every rejection must say why.

04

Separate hands

Consultant and submission officer are never the same person.

05

Questions pause time

An open question pauses the task deadline.

06

Business days only

Deadlines follow the working calendar and public holidays.

07

Closed is closed

A closed cycle becomes read-only.

08

Acceptance is earned again

Reused evidence must be accepted again in each cycle.

The questions everyone asks.

The answers people need most often in their first cycle.

My evidence was rejected. Now what?

q It goes back to your department manager with the reason. Upload a new version and it is reviewed again.

Will I be penalised while I wait for an answer?

q No. Your task's deadline pauses while your question is open.

Can we reuse last year's proof?

q Yes. Search the evidence bank of past cycles and start from it. It must be accepted again in the new cycle.

What if DGA releases a new version?

q Frameworks are imported as data, so no software change is needed. A crosswalk maps old requirements to new ones.

Which frameworks are inside?

q Standards v5.0 and v4.0, their crosswalk and the regulations catalogue, loaded when the portal first starts.

Which languages can I use?

q Arabic by default, plus English and Urdu. Notifications arrive in your language.

Built for government data.

Qiyas runs inside your entity's own environment and records every action.

Your environment
One installation per entity, on its own servers, with its own database, file storage, users and settings.

Separated duties
Roles carry only the permissions they need.

Protected files & accounts
Every upload virus-scanned. Passwords hashed, lockout after failed sign-ins, TLS everywhere.

Append-only audit log
State changes, decisions, deadline and permission changes, and file access. No role can edit or delete it.

Independently checked
In-depth security audit done. Its findings were fixed and are now being verified independently.

NEED A HAND?

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