

Tabadul

USER
MANUAL

ISSUE DATE

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REVISION DATE

VERSION

1.0



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1. OVERVIEW

This document will serve as the user guide to be followed for using different options available in the solution to share files/folders securely across DEWA and registered external users.

2. BENEFITS

- Secure User File Sharing
- File Collaboration among users
- Eliminate file sharing through unauthorized platforms
- Enhance user experience

3. SUPPORTED PLATFORMS

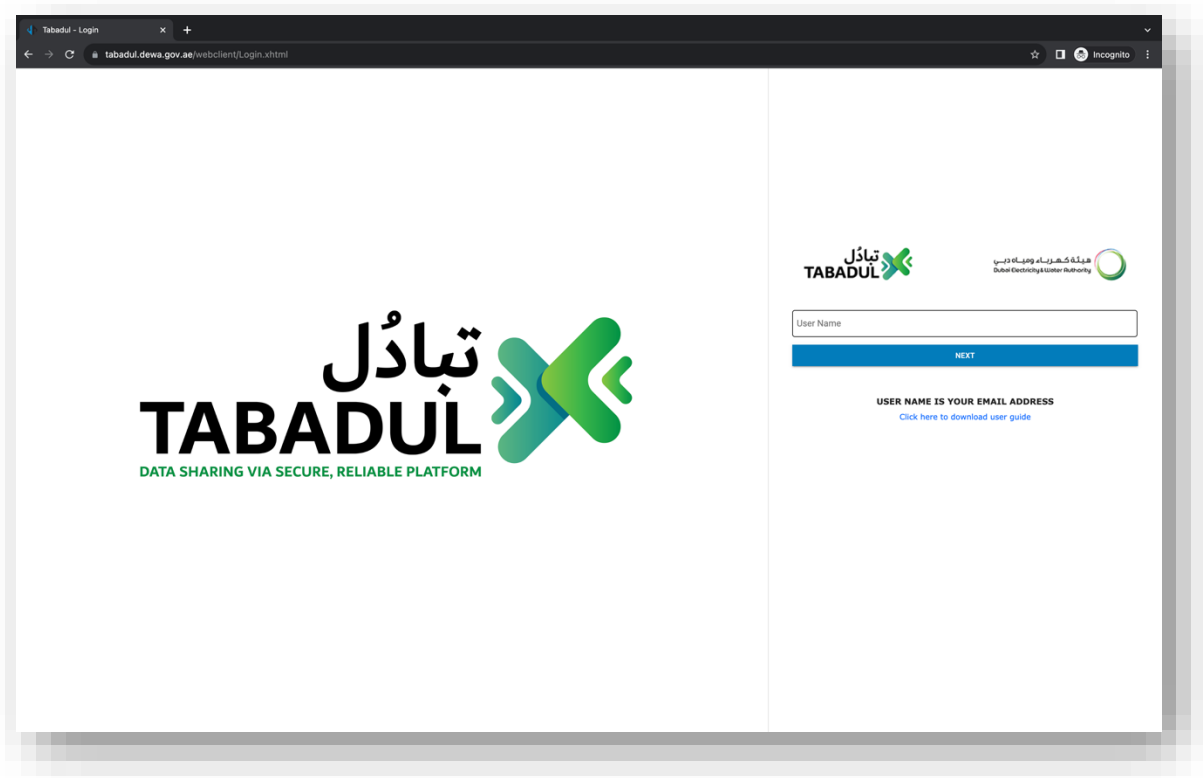
Supports popular browsers including *Microsoft Edge, Google Chrome, Safari, and Firefox.*

4. PLATFORM USAGE NOTICE

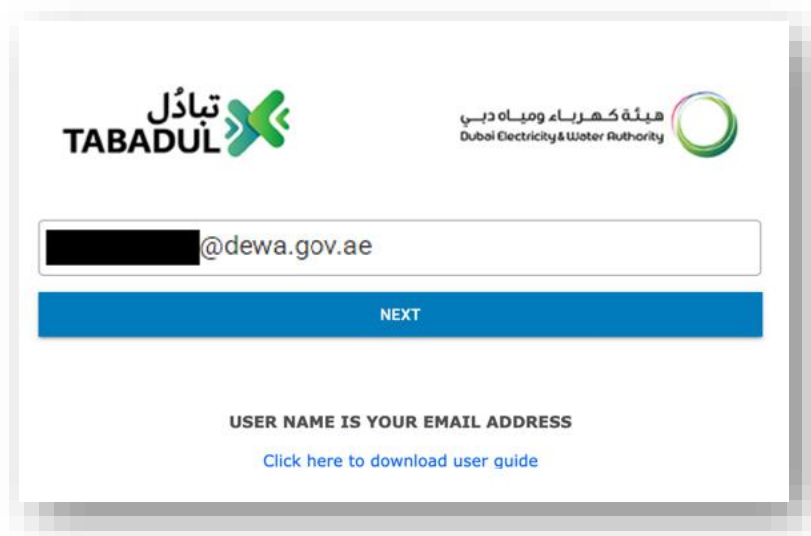
- As per DEWA data retention policy, all data uploaded will be retained for 30 days only and will be deleted automatically from the system
- DEWA employees' access to Tabadul platform is allowed through using DEWA complete email address
- DEWA employees will use their existing credentials to login into the OneID portal after using DEWA complete email address

4.1 Accessing Tabadul Portal

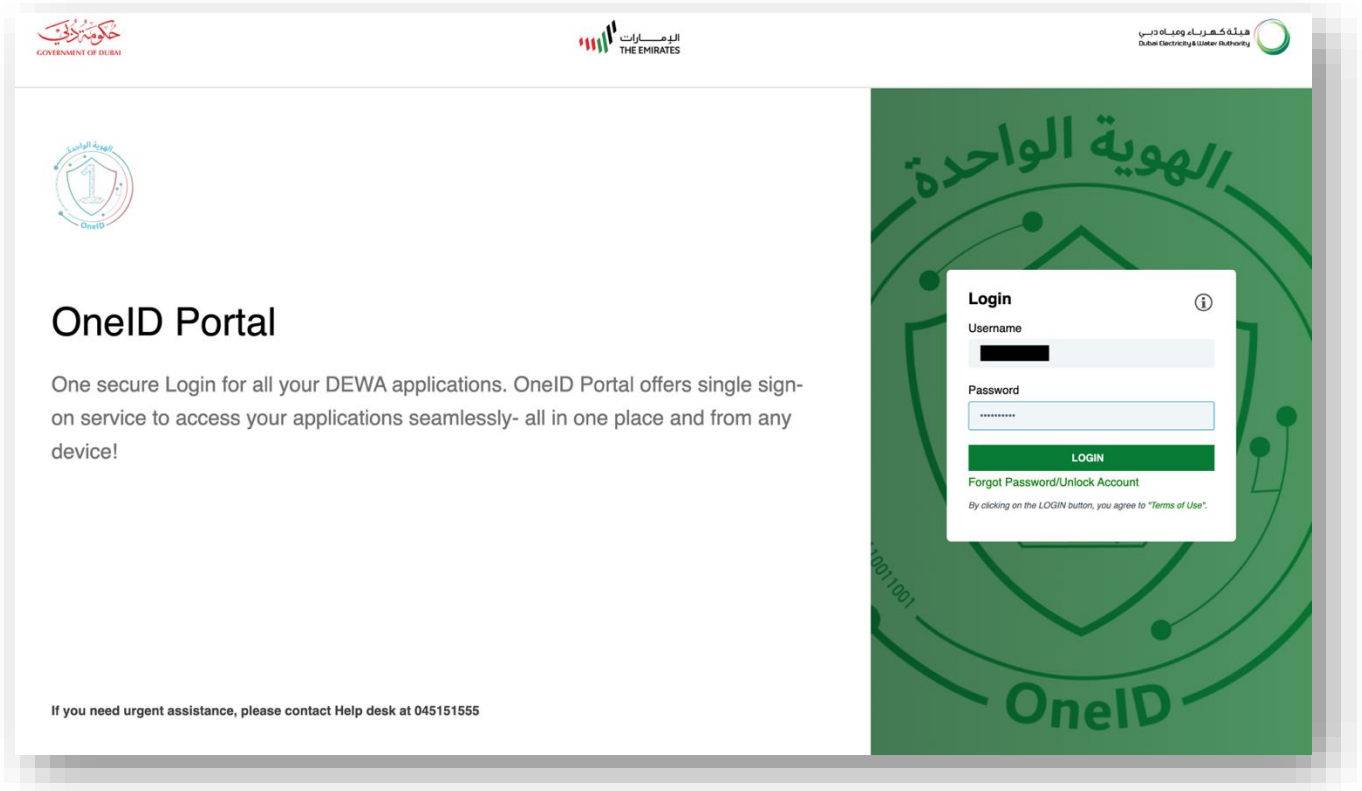
Step 1: Visit the url: <https://tabadul.dewa.gov.ae>



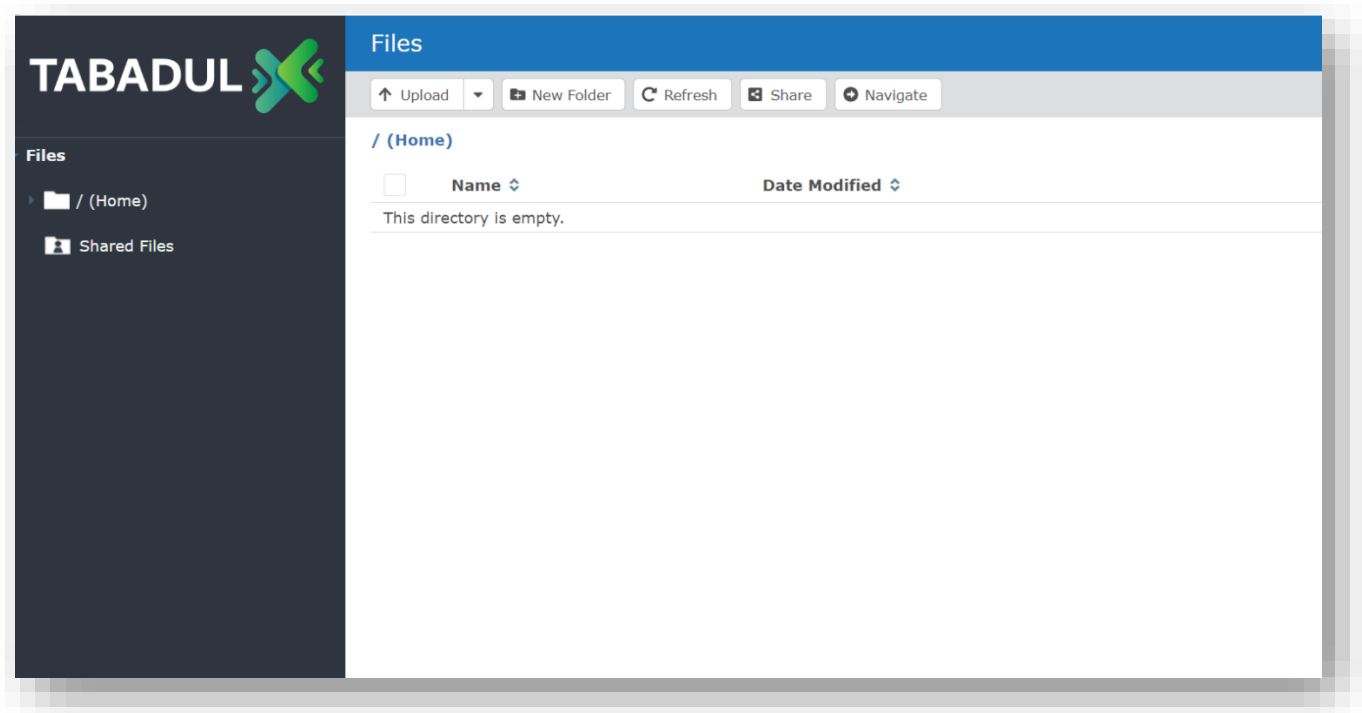
Step 2: Enter your full email address



Step 3: Authenticate using One ID



After successful authentication through OneID Portal, you will be redirected to Tabadul home page.

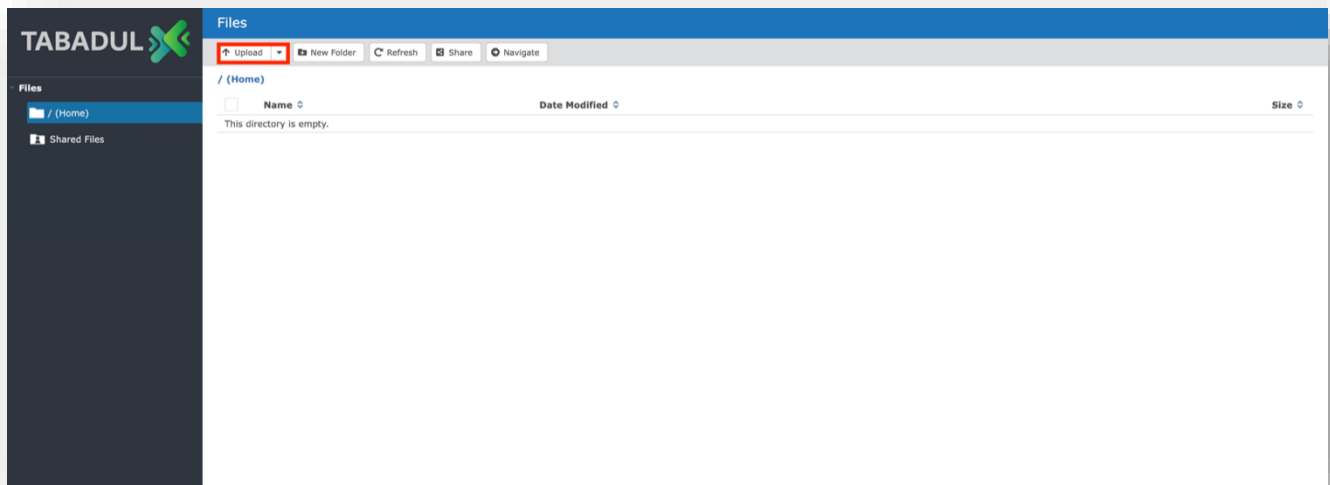


4.2 Secure Folders (Files)

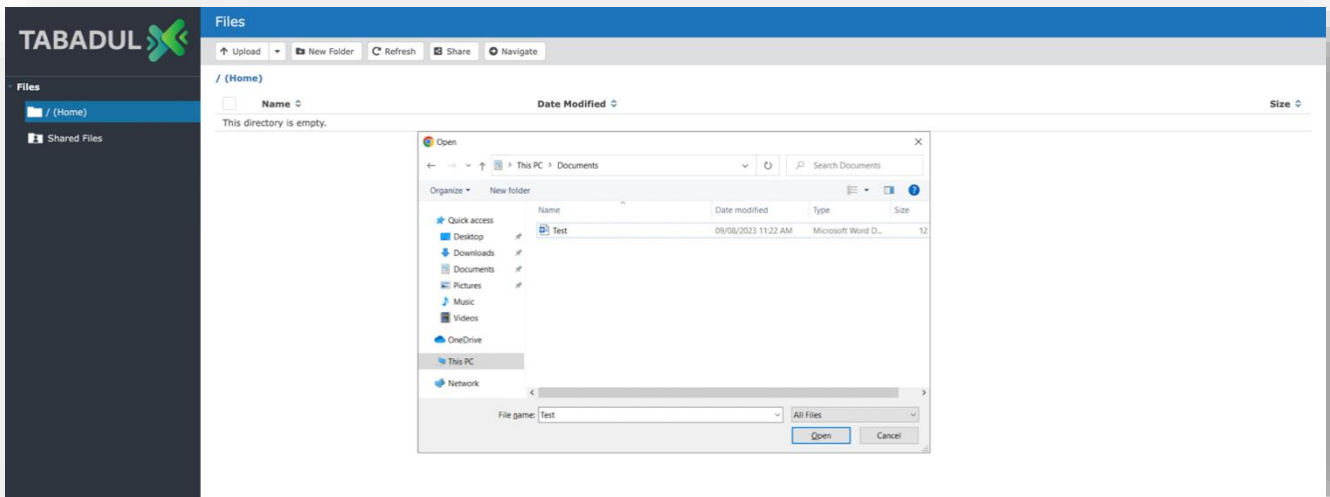
- Users can quickly transfer files across DEWA users and registered external users using DEWA default browser
- Drag and drop files or folders to perform file transfers
- Collaborate with other users by sharing authorized files and folders

4.2.1 File Upload Using Secure Folder

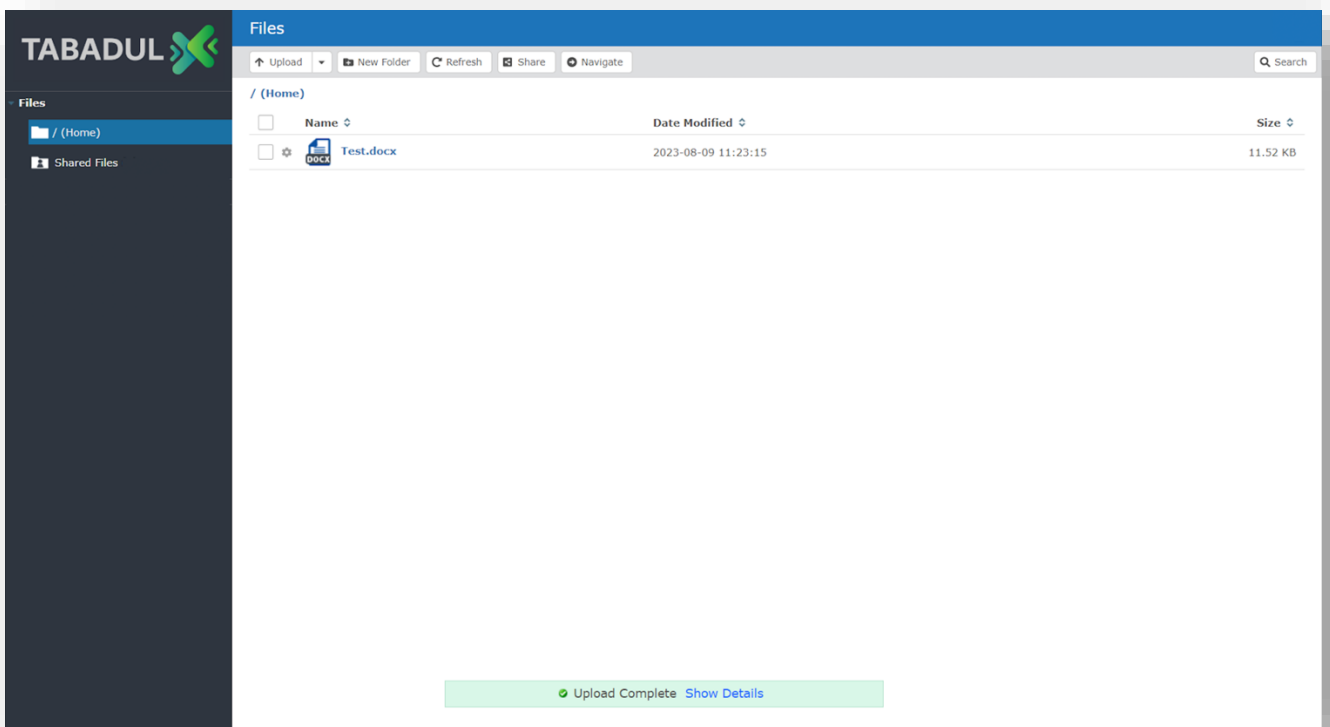
Step 1: Access Tabadul Portal and Click on **Upload**



Step 2: Select the Required Files and click **Open**

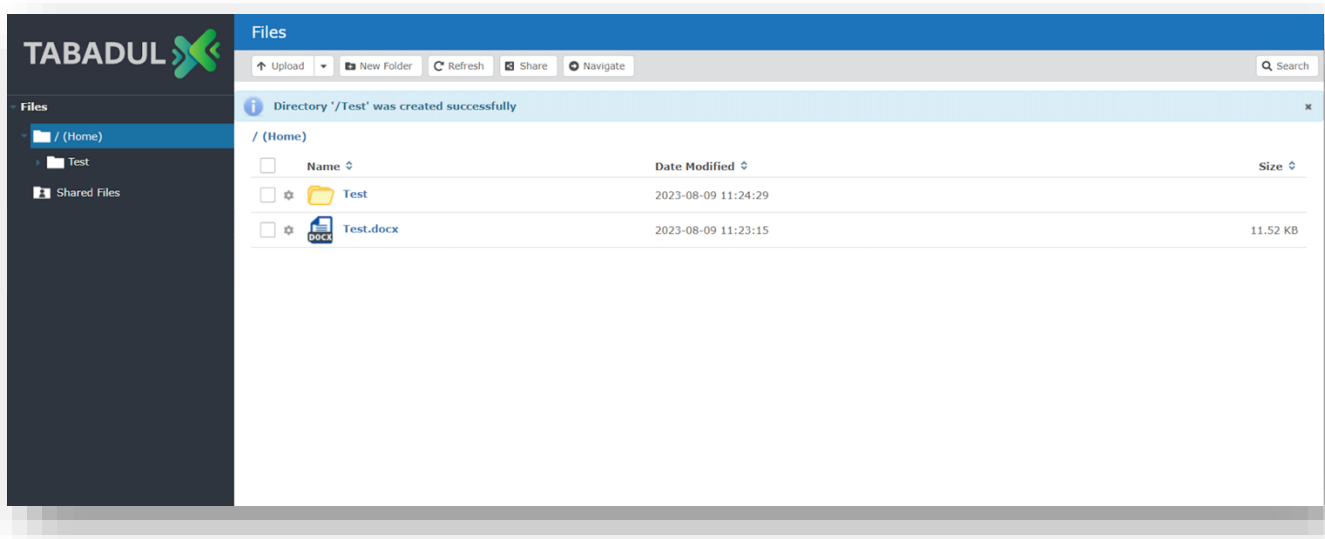
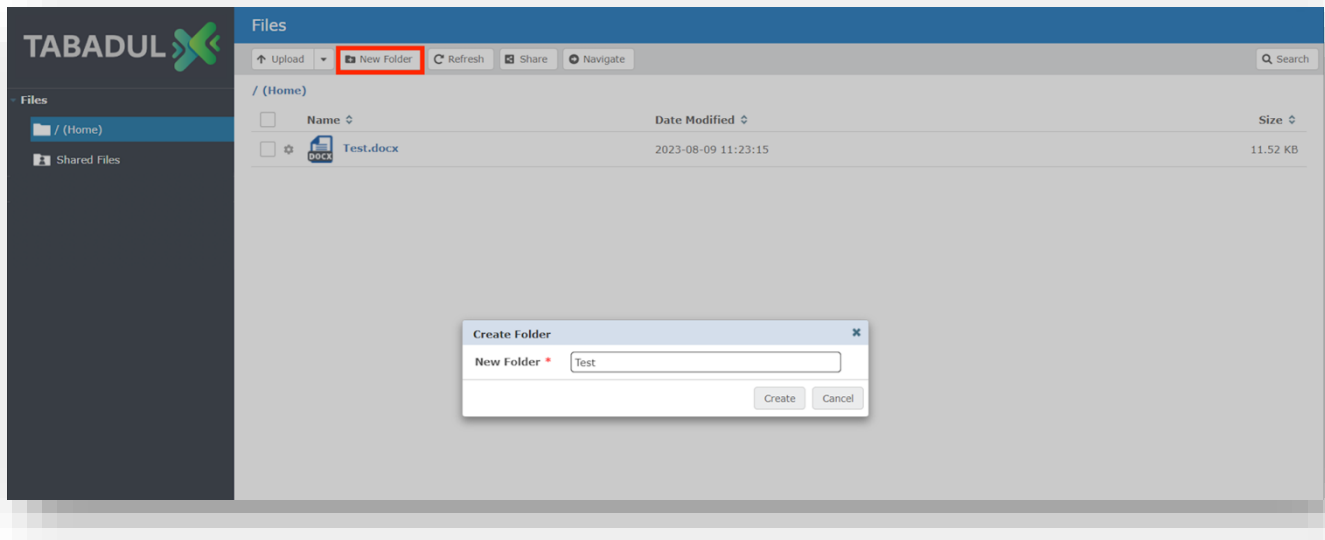


After successful file upload, you will find the uploaded file

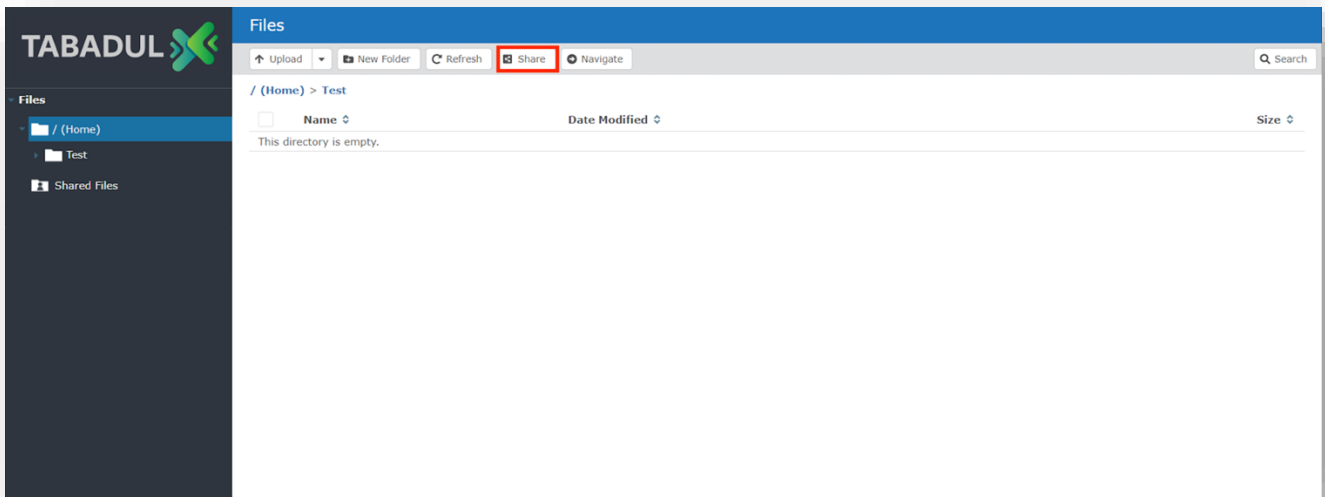


4.2.2 Creating a Folder to Collaborate with Others

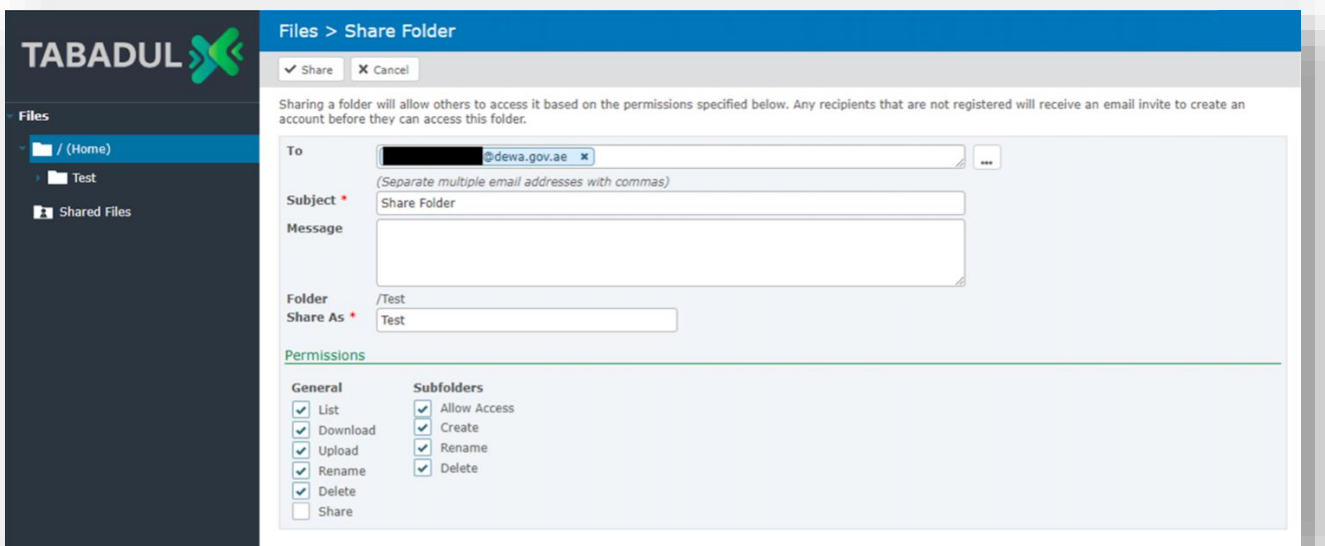
Step 1: Click on **New Folder**, enter a name and click **Create**



Step 2: Select or Open the Folder and click **Share**

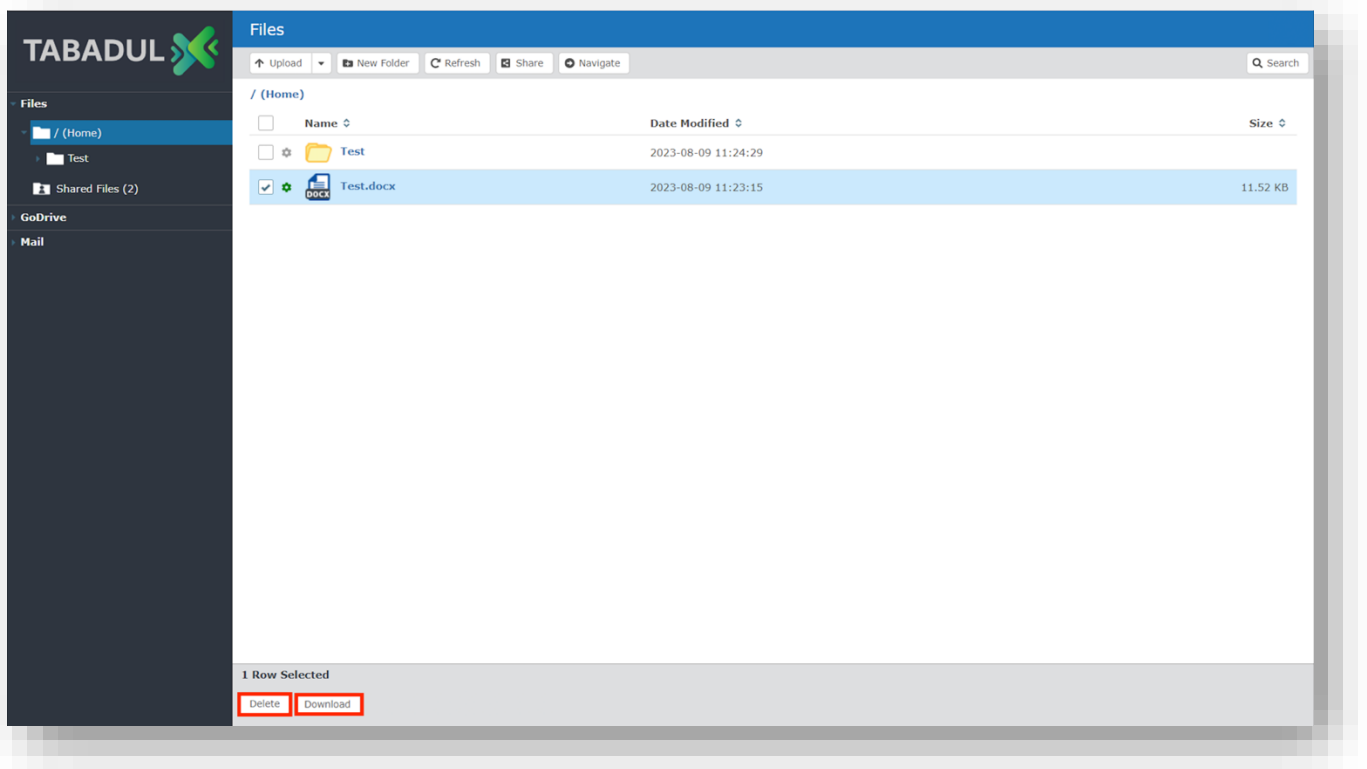


Step 3: Enter the email address of the user, set the required permissions and click **Share**



4.2.3 Download or Delete File

Step 1: Select the required File, click **Download** or **Delete** for the required action



❖ For any assistance on Tabadul Portal, you may contact the team through below channels:

- Email: tabaduladmins@dewa.gov.ae
- Log a request through Khadamatech Portal: [Request Support for Tabadul Service](#)
- Contact service desk at 045151555.