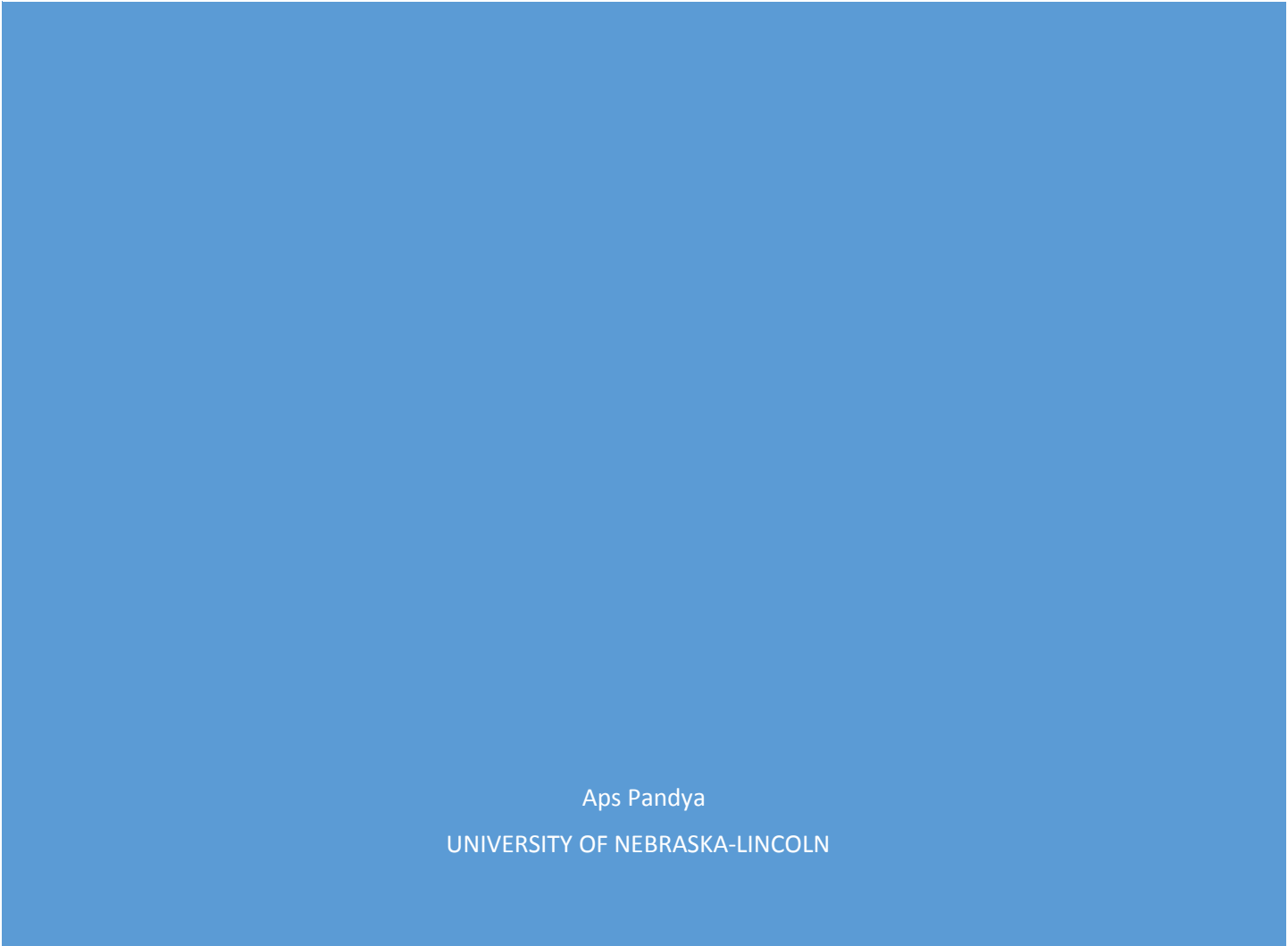




DATA COOKBOOK GUIDE



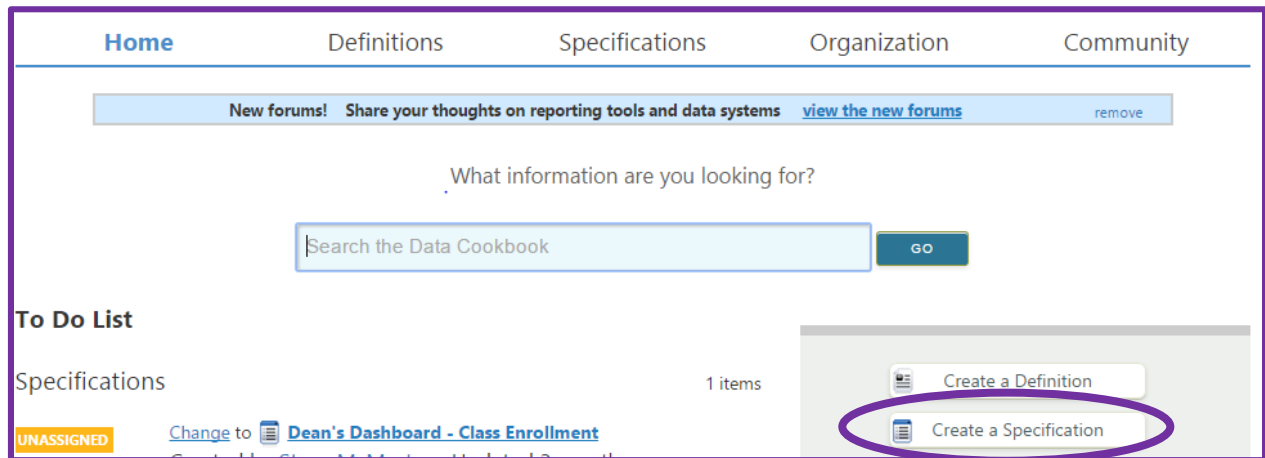
Aps Pandya
UNIVERSITY OF NEBRASKA-LINCOLN

1 LOGGING IN

Link to the Data Cookbook, <https://unlinsight.datacookbook.com>

Login using your My.UNL Username & Password

On logging in, you will see a screen similar to this:



From the screen shown above, you'll be able to:

Create a Definition

Create a Specification

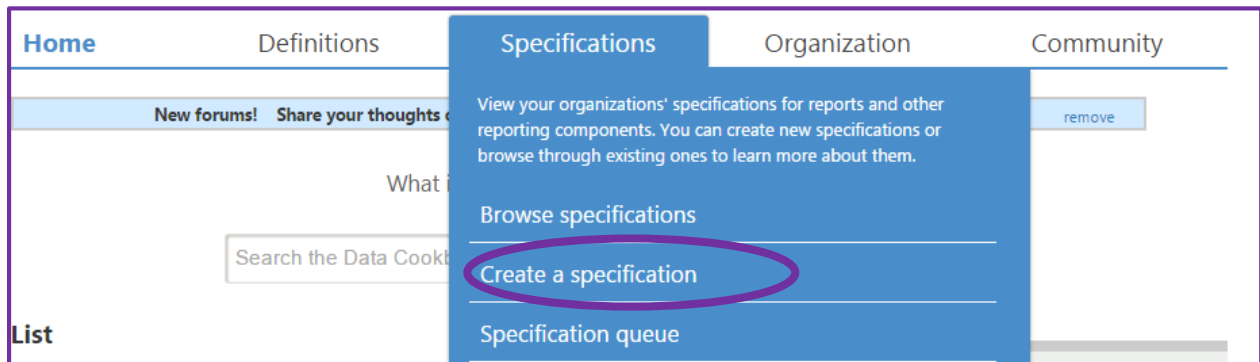
Search the Data Cookbook

View your To Do List

2 CREATING A SPECIFICATION

You can click on “Create a Specification” button (shown above) OR

From the “Specifications” tab: Click on “Create a Specification”



You will see the following screen:

A screenshot of a web form titled 'Create a Specification'. The form contains several input fields and a button. The fields are: 'Name*' (a text input field), 'Specification Type' (a dropdown menu), 'Functional Area*' (a dropdown menu), 'Purpose ?' (a text area), and 'Description ?' (a text area). Below the 'Functional Area*' dropdown, there is a small text note: 'Specify an initial Functional Area for this specification. You can add more later.' At the bottom of the form, there is a green button labeled 'ASSIGN TO ME AND START WORKING'.

Name

The name of the PeopleSoft table. Example:

PS_ADDRESSES

Specification Type

What we are describing in this specification. Since we are defining tables in the PeopleSoft System's database, these are always classified as:

Database Table.

Functional Area

This indicates the owner/keeper/user of this specification. For the PS tables, this is:

PeopleSoft Table Definitions

Purpose

Describes the purpose of the specification. This will be:

Provides details of the fields and use of the PS_XXX table.

Description

Table used to house the parent level building records. List of the buildings used by the institution.

Unique Key (Clustered):

BLDG_CD

EFFDT

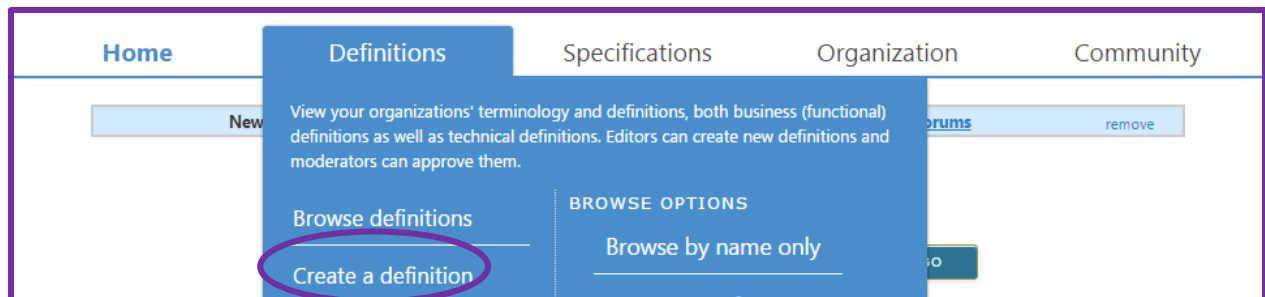
The current building record would be the BLDG_CD value that has the latest EFFDT date value (should more than one record exist for a given BLDG_CD value).

The EFF_STATUS would then indicate whether or not the building was still active/in use ("A") or was not in use/inactive ("I").

Click on "ASSIGN TO ME AND START WORKING" button.

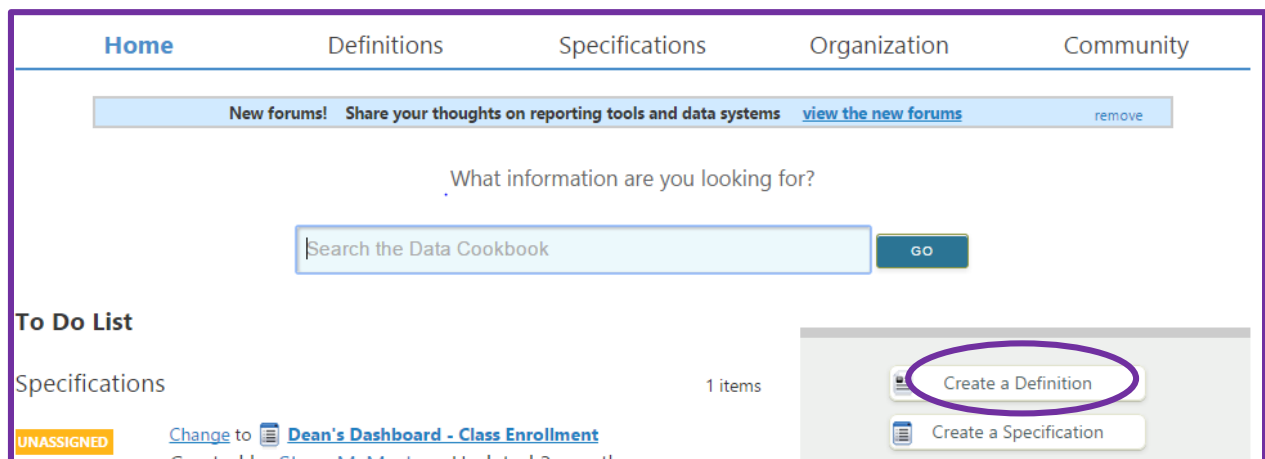
3 CREATING A DEFINITION

From the “Definitions” tab, click on “Create a new definition” link



OR

Click on “Create a Definition” button



A new window as follows will be displayed:

Create a New Definition Cancel

Name

Functional definition

Technical Definition
Data System: **Time Context:**

Functional Area

Name

The name of the PeopleSoft table field. Formatted as FieldName (PS). Example:

BLDG_CD (PS)

Functional definition

Description of the data stored in the field. If the field stores a selection from a dropdown list, enter the currently available list of selection (if it isn't too long or unfeasible).

If the field is not used by UNL enter:

Not used

For e.g. Building code. Used to identify a specific building.

Source

Enter your username.

Share with the public?

Leave unchecked.

Add a technical Definition (Button)

Data System: PeopleSoft Campus Solutions

Time Context: Select from drop-down options e.g. Not Time Sensitive

Enter the technical description in the box. Once entered, click on Add a Technical Definition button

e.g. Format is "L" for Lincoln/UNL followed by a dash and a character code derived from the building's name. Code is generally 3 or 4 characters but could be up to 8 characters in length

Tags

Enter any appropriate tags.

Functional Area

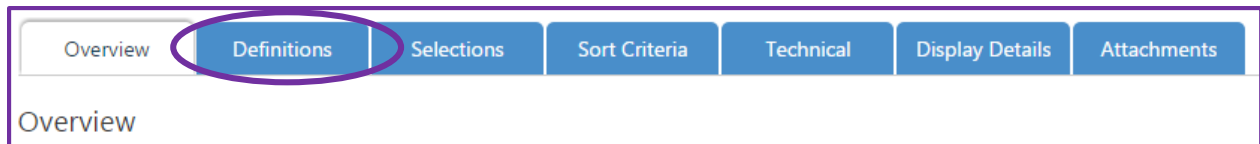
PeopleSoft Table Definitions

Once you've entered the above information, click the "Submit" button.

4 LINKING A DEFINITION TO A SPECIFICATION

On the Home Page, under the To Do List, you should be able to see the Specification and Definition you created. Now to link a particular definition to a specification, do the following:

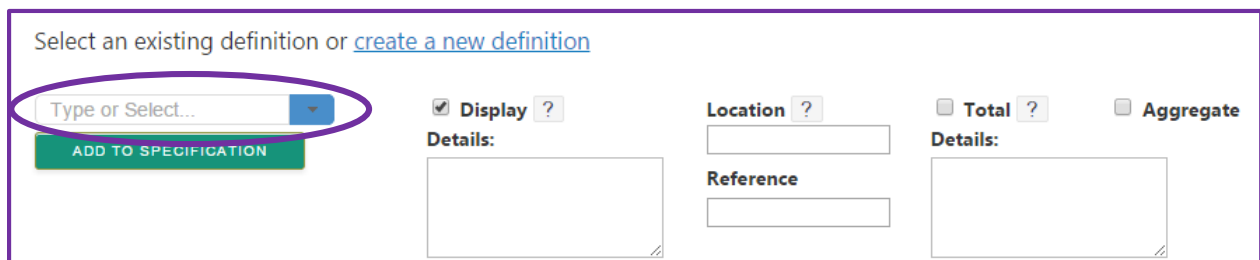
Click on the specification, click on the Definitions tab next to an Overview tab:



Overview Definitions Selections Sort Criteria Technical Display Details Attachments

Overview

Now you can select the Definition that you created in step 2, from the drop down box, and click "Add to Specification".



Select an existing definition or [create a new definition](#)

Type or Select... [v]

ADD TO SPECIFICATION

☒ Display ?
Details: [text area]

Location ?
Reference [text area]

☐ Total ?
Details: [text area]

☐ Aggregate