

DATA COOKBOOK GUIDE

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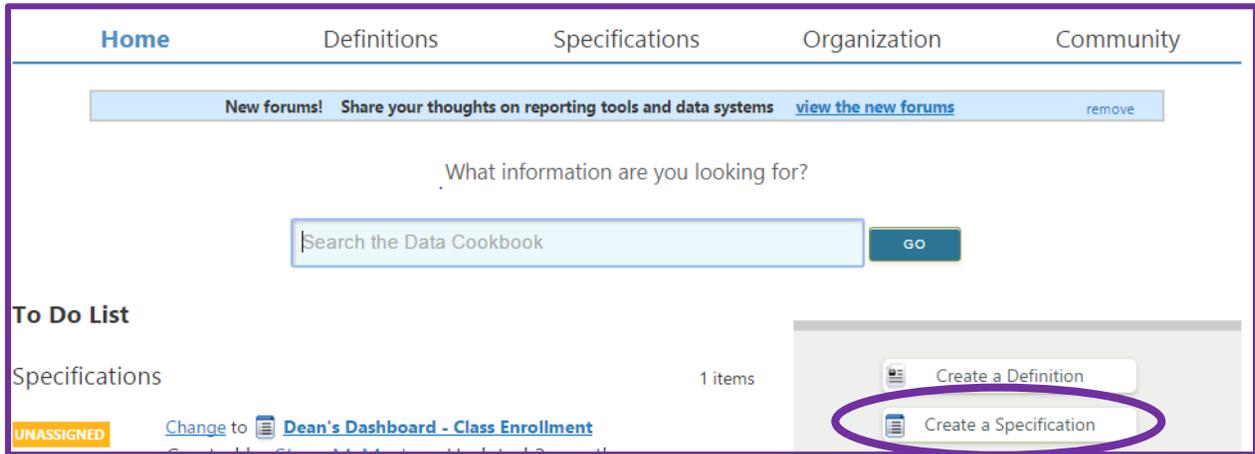
UNIVERSITY OF NEBRASKA-LINCOLN

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

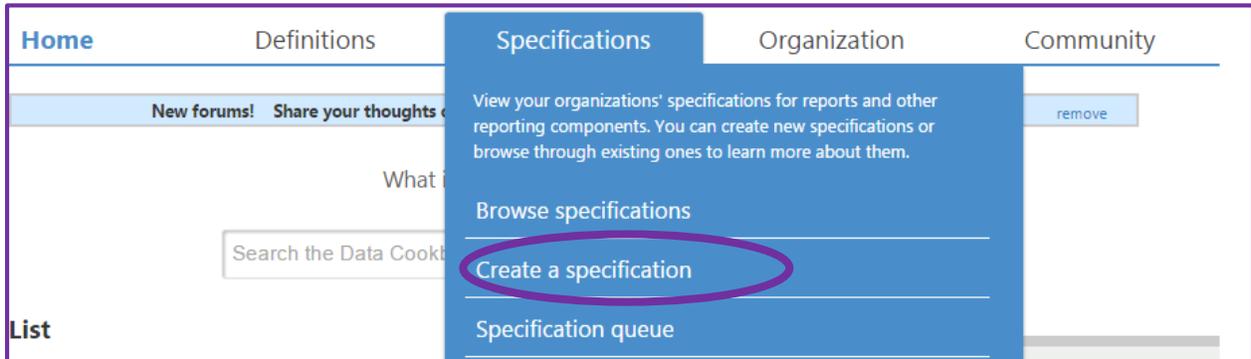
Search the Data Cookbook

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 form titled 'Create a Specification'. The form contains the following fields and elements:

- Name***: A text input field.
- Specification Type**: A dropdown menu.
- Functional Area***: A dropdown menu.
- Specify an initial Functional Area for this specification. You can add more later.
- Purpose ?**: A large text area for input.
- Description ?**: A large text area for input.
- ASSIGN TO ME AND START WORKING**: A green button at the bottom of the form.

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.

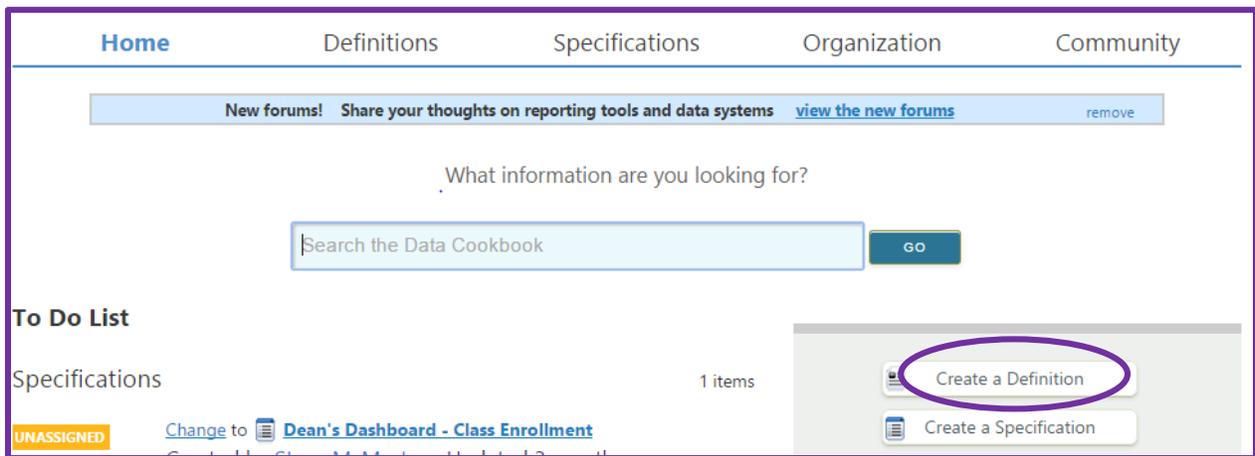
3 CREATING A DEFINITION

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:

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

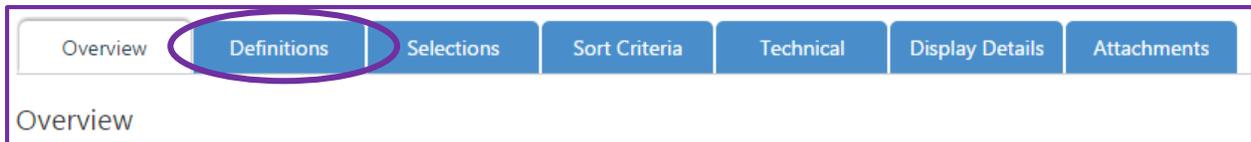
PeopleSoft Table Definitions

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:



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

