Purdue University - Data Cookbook

Quick Reference for Getting Started

(October 2017)

Feedback or questions: datagovernance@purdue.edu

Login: https://purdue.datacookbook.com

Getting Started with Data Cookbook:
Getting Started

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AUDIENCE: Getting Started

New users of Data Cookbook.

Basic navigation and listing of current functionality with Data Cookbook.

Data Cookbook is the authoritative metadata source for official Purdue data field, report and dashboard definitions. All folders labeled ‘Standard’, accessed with Cognos, as well as management dashboards and data digest dashboards will be documented in Data Cookbook. As the Transformation project progresses, standard reports and dashboards will be defined in Cookbook as well.

This will ensure that all official reporting and decision-making is done using definitions which have been approved by data owners. These approved definitions will be transparent and accessible via Cognos and Tableau.

TRAINING DOCUMENTS LIBRARY

(All Users)
- Quick Reference for Getting Started

(Definition Authors)
- Standards for Creating a Definition (One-page quick reference)
- Standards for Creating a Definition

(Specification Authors)
- Standards for Creating a Specification (to be developed yet)
- Standards for Creating an Info Request (to be developed yet)

Questions/Feedback:

datagovernance@purdue.edu
GETTING STARTED

LAUNCH DATA COOKBOOK:
https://purdue.datacookbook.com

Creating your Account
Using your Purdue Career Account log-in, create an account, accepting the information provided.

Current Functionality
At this time, Definitions are the available functionality.

There are approximately 150 definitions across multiple functional areas including: Admissions, Alumni/University Development, Financial Aid, Research, Space, and Student. These were converted from the previous Office of Institutional Research, Assessment and Effectiveness (OIR-AE) data dictionary.

Specifications of standard reports / dashboards and additional definitions, including those from Enterprise Asset Management, Human Resources and Finance will be added and will be announced as they are available.

Cautions
- Data Cookbook is cloud-based so response times may vary.
- Ignore all objects that begin with TEST. These are used for training, development purposes only. TEST Definitions, TEST Functional Areas.
- Log out of Data Cookbook AND close browser window when finished
Definitions – Search Options

Home Page

The Home page allows you to search. Or you can search by going to Browse Definitions.

Browse Definitions

Click on the Definitions tab and select Browse Definitions

This allows you to see all definitions or filter based upon various criteria.

The default is to show Full Content (name plus start of definition). You can also filter on the Name of the Definition only.

All definitions, including those in drafting or under review are available. Those which have been approved are indicated in green on right side of listing.

If you select the Current Workflow, it will show you the Workflow color indicators indicating what stage that particular definition is in.
**Additional Information**

There are additional information, resources available within the higher education Data Cookbook community.

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*Finally, an Online Community for Higher Edu*

The foundation of good decision-making begins with hum through accurate data. A community allows folks to learn issues, and improve their judgment. The desire for this to connect organizations and higher education institutions to with information such as data definitions. The public available institutions deal with the increasing complexity of data go
## Appendices

### A. Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Functional data owner role responsible for review and approval to put a data element, specification into production.</td>
</tr>
<tr>
<td>Data Classification</td>
<td>Displays the level of sensitivity (public, sensitive, restricted). These were developed by Purdue data stewards. Additional information can be found at: <a href="https://www.purdue.edu/oirae/documents/Data_Governance/2017_10_27%20Data_Cookbook_Quick_Reference_for_Getting_STARTED.pdf">Getting Started with Data Cookbook</a> <a href="https://www.purdue.edu/securepurdue/policies/dataConfident/dataclassif.html">https://www.purdue.edu/securepurdue/policies/dataConfident/dataclassif.html</a> <a href="http://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html">http://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html</a></td>
</tr>
<tr>
<td>Data System</td>
<td>Not implemented at this time for Definition creation. Will be used when Specifications are entered.</td>
</tr>
<tr>
<td>Editor</td>
<td>Role with access to edit a definition or specification.</td>
</tr>
<tr>
<td>Functional Area</td>
<td>Subject area</td>
</tr>
<tr>
<td>Functional Definition</td>
<td>Multi-paragraph explanation, conceptual description, list of values, cautions and any specific access requirements re: a data element.</td>
</tr>
<tr>
<td>Functional Data Owner</td>
<td>Person (or designee) responsible for data in that functional/subject area. Responsible for the collection of accurate, complete data and accompanying audits to maintain data quality and integrity.</td>
</tr>
<tr>
<td>Specification</td>
<td>Any standard report or dashboard. Sometimes referred to as ‘BI content’</td>
</tr>
<tr>
<td>Technical Definition</td>
<td><em>Not implemented at this time</em></td>
</tr>
<tr>
<td>Workflow</td>
<td>Process to create, edit, review and approve a Data Cookbook definition. Will also be used for Specifications and Info Requests</td>
</tr>
</tbody>
</table>

### B. Abbreviation Exceptions List

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL</td>
<td>Capacity Utilization Limit</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time Equivalent</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>URL</td>
<td>Universal Resource Locator</td>
</tr>
<tr>
<td>URM</td>
<td>Underrepresented Minority</td>
</tr>
</tbody>
</table>

### C. Additional Tips

<table>
<thead>
<tr>
<th>Tip</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding words to Chrome dictionary</td>
<td>When in Chrome, type the word (such as FTE, unduplicated), right click and “Add to Dictionary” to stop it from marking it as a misspelling.</td>
</tr>
<tr>
<td>Log out of Browser</td>
<td>To totally log out of Data Cookbook, need to close browser as well as Data Cookbook. This is a best practice.</td>
</tr>
</tbody>
</table>