



Purdue University – Data Cookbook

Getting Started

Quick Reference Guide

June 2021

Information on Covid-19 tag is added. Please see page 16.

For feedback or questions please email [Data Governance](mailto:datagovernance@purdue.edu)
(datagovernance@purdue.edu)

Login: [Purdue Data Cookbook](https://purdue.datacookbook.com)
(<https://purdue.datacookbook.com>)



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AUDIENCE

New users of Data Cookbook, the metadata repository for data definitions and standard reports and dashboards.

Includes basic navigation and listing of current functionality of Data Cookbook.

Data Cookbook is the authoritative source of metadata for data fields, standard report and dashboard specifications. All Cognos folders labeled 'Standard' as well as management dashboards, and data digest dashboards will be documented in Data Cookbook. Data Cookbook is a work in progress.

This will ensure that all official reporting and decision-making is done using definitions that have been approved by data owners. These approved definitions will be transparent as well as accessible via Cognos and Tableau. They will be available for comment from any Data Cookbook user.

TRAINING DOCUMENTS LIBRARY

All with a Purdue Career Account

- Getting Started
- Standards for Creating an Info Request (to be developed yet)

Definition Authors

- Standards for Creating a Definition
- Quick Reference Guide
- Short Version for the Definition Approvers

Specification Authors

- Standards for Creating a Specification
- Short Version for the Specification Approvers

Questions/Feedback:

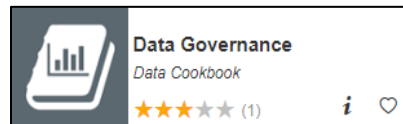
Email: [Data Governance](mailto:datagovernance@purdue.edu) (datagovernance@purdue.edu)

GETTING STARTED

LAUNCH DATA COOKBOOK; (<https://purdue.datacookbook.com>)

Also available using [Purdue OneCampus portal](#). Keywords: cookbook, data, governance, metadata.

Or internet search of “Purdue Data Cookbook”



Data Cookbook works better on Chrome, Firefox, and Safari browsers, so we recommend you to use one of these browsers. Please avoid using Internet Explorer (IE), since Data Cookbook is not working well on IE.

Creating your Account

Using your Purdue Career Account login, create an account, accepting the information provided.

Current Functionality

Purdue Data Cookbook contains hundreds of definitions and specifications across multiple functional areas. Some subject areas are more complete than others are, and work continues.

- Administrative Operations
- Admissions
- Alumni/University Development (UD)
- BICC
- Bursar
- Center for Career Opportunities (CCO)
- Ethics and Compliance (VPEC)
- Finance
- Financial Aid
- Graduate School
- Graduate Slate
- Human Resources
- Institutional Assessment
- Institutional Research
- Online Learning
- Research (GM)
- Student
- Student Life
- Student Success Programs
- Transact

As of January 2019, the Cognos metadata from standard reports for Admissions, Bursar and Student areas were converted into Data Cookbook, and are no longer updated in Cognos. In 2021, Cognos metadata for standard SAP reports is being imported into Data Cookbook. It includes the areas of Administrative Operations, Finance, Human Resources and Research (Grants Management). Upon completion of the conversion, the Cognos metadata functionality will be retired.

Cautions

- Data Cookbook is cloud-based so response times may vary.
- Log out of Data Cookbook AND close browser window when finished.

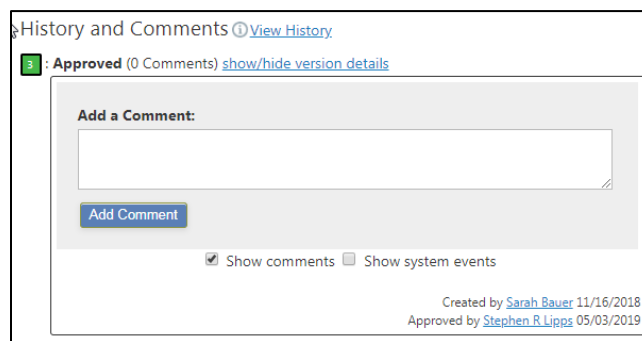
Purdue Community Resource – Your input is appreciated.

Data Cookbook is the authoritative source of Purdue metadata for data fields, standard reports and dashboard specifications. Definitions and report/dashboard specifications make information available in writing. The functional data owners make every effort to ensure definitions are current and correct. However, your help is needed. Having an involved community with different perspectives adds to the quality of the content.

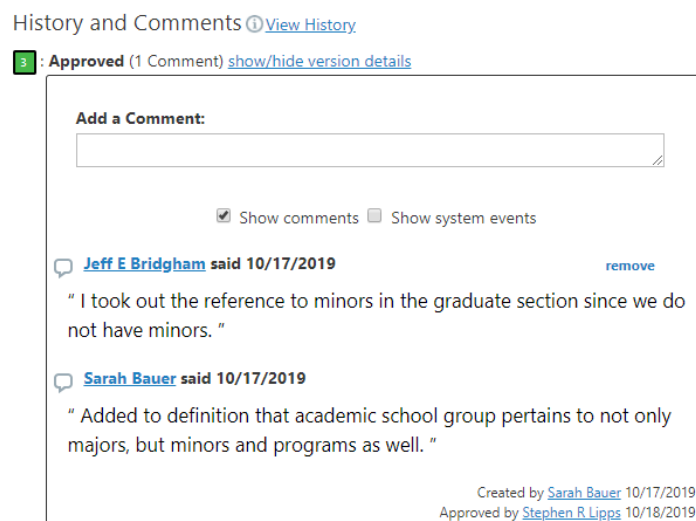
If you see a definition or specification that can be clarified, improved or updated, please add a comment. **Anyone** can propose a change at any time by using the comment box displayed at the bottom of each definition and specification.

Your comment routes to the data owner(s) for that functional area. The owner has expertise in the subject area and will review the comment and take appropriate action. Please note that comments are tracked in the space below the comment box and are visible to all users.

Click in the text box to highlight the comment area. Type your comment and then click Add Comment.



Example:



THANK YOU for your part in making Data Cookbook a more valuable resource.

Portal to Data Cookbook from Cognos and Tableau

For ease of access, there is a portal from both Cognos and Tableau to Data Cookbook.

Clicking it provides information from the specification in Cookbook, including Purpose, Description, Owner, and links to field definitions. If more detail is needed, there is a 'View Details' link directly into Data Cookbook for all of the detailed information.

Cognos Standard Reports

The portal has been implemented in several standard reports and is now part of Student Reporting Governance committee report approval process. Work continues.

Team Content > Student –PWL > Standard Content

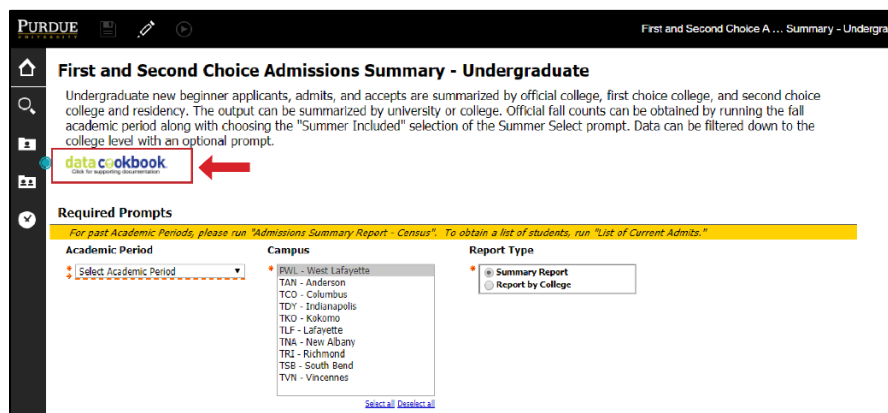
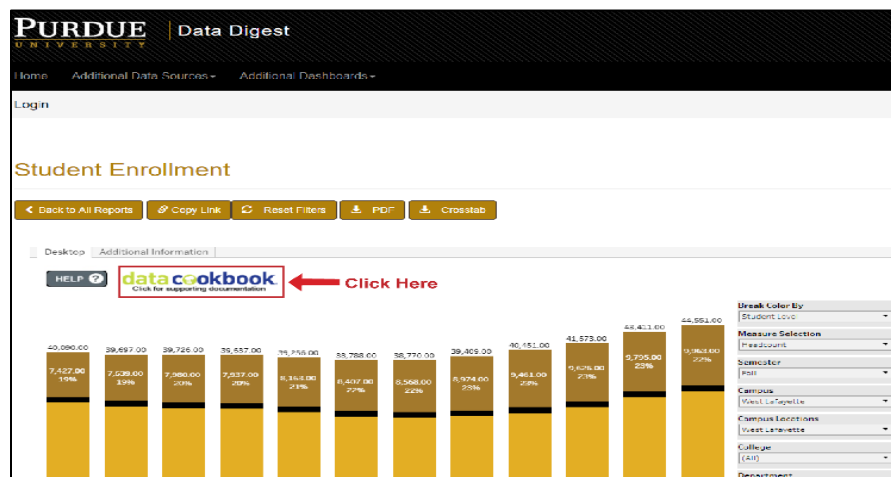


Tableau Dashboards

The portal from Tableau to Data Cookbook has been implemented in several of the Data Digest dashboards and work continues. It is located next to the Help button on the top of the dashboard.



The screenshot shows a specification page in the Data Cookbook. At the top left is the 'data cookbook' logo. To its right is the word 'Specification'. Further right, a red arrow points to a box containing the text 'view details', 'comments', and 'request a change'. Below this is the title 'Student Enrollment, Data Digest, Census'. The page is divided into sections: 'Purpose' with a placeholder '[[attachments:33279]]', a paragraph describing the dashboard, 'Description' with a paragraph about student enrollment counting, another paragraph about census breakdowns, and a paragraph about color function breaks. Below that is 'INTENDED AUDIENCE: General Public, Student Data Community'. The 'Owner' section lists 'Institutional Data Analytics + Assessment (IDA+A)'. The 'Related Definitions' section lists several terms with underlined links: Academic Period, Residency, Fee Structure, Student Headcount, Student, Academic School Grouping, Campus, Campus Site, Classification, Student, Full Time Equivalent, Student, Full Time Part Time, IPEDS, Student, Academic Major, Race Ethnicity, Student, and Student Level.

'View Details' links directly into Data Cookbook

The screenshot shows the full Data Cookbook interface. At the top left is the 'PURDUE UNIVERSITY' logo. To its right are links for 'Ottlie Webb (Log out)', 'Help', 'Data Governance - IDA+A', 'Recent Updates', and 'Turn Off Admin'. On the top right is the 'data cookbook' logo and a search bar labeled 'Quick definition lookup...'. Below the logo is a navigation menu with 'Home', 'Definitions', 'Specifications' (highlighted), 'Quality', 'Data Systems', 'Organization', and 'Community'. A yellow bar indicates 'ACTING AS ADMINISTRATOR'. The main content area shows 'SPECIFICATION: DASHBOARD - DATA DIGEST' and the title 'Student Enrollment, Data Digest, Census'. Below the title are buttons for 'Approved', 'Version 10', and 'Request a Change', along with a 'Show workflow' link. There are tabs for 'Overview', 'Data Items', 'Display', and 'Attachments'. The 'Purpose' section contains a paragraph about the dashboard. The 'Description' section contains two paragraphs about student enrollment counting and census breakdowns. On the right side, there are three sections: 'FUNCTIONAL AREAS' with 'Institutional Research IR', 'RELATED SPECIFICATIONS' with 'No Related Specifications', and 'TAGS' with 'Usage' and 'Data Digest Dashboard'. At the bottom right, there is a 'QUALITY ISSUES' section with '(0)' and 'No Quality Issues'.

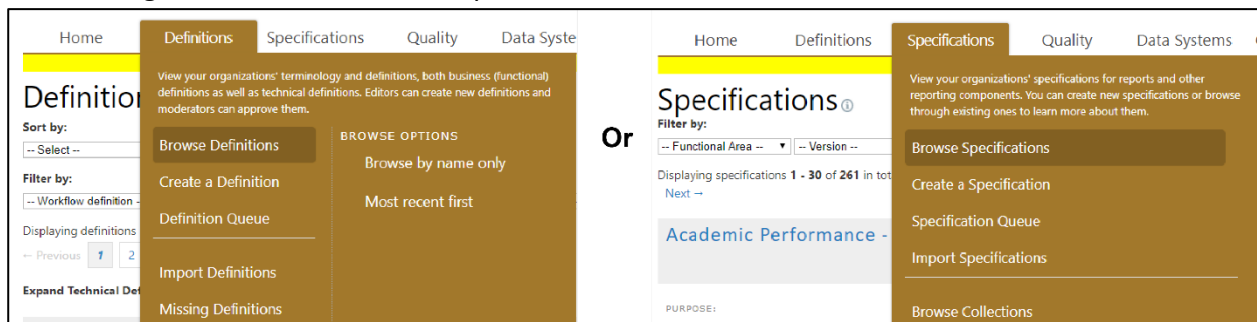
Definitions and Specifications – Search Options

Home Page vs. Browse vs. Quick Definition Lookup

The table below shows two ways to locate definitions or specifications. Please note the important differences in results between the two methods.

Searching from the Home page only returns Approved definitions. Searching from Definitions/Browse or Specifications/Browse returns all definitions in any status (Draft, Functional Area Review, Final Review, and Approved).

With many definitions and specifications being created at this time, the recommendation is to search using Definitions/Browse or Specifications/Browse and be aware of definition status.



A definition in draft or pending status may be incomplete, but it can provide basic information to help you continue with your work.

Search Method	Returns	Status
Home Page	Definitions, Specifications and Data Systems (not yet implemented)	APPROVED only
Definitions, Browse Definitions		In any status
Specifications, Browse, Specifications		In any status
Quick definition lookup (top right)	Definitions	In any status

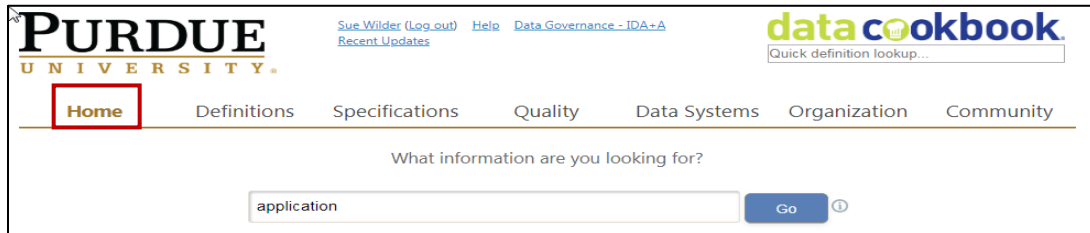
Status:

- Drafting
- Functional Area Review
- Final Review
- Approved

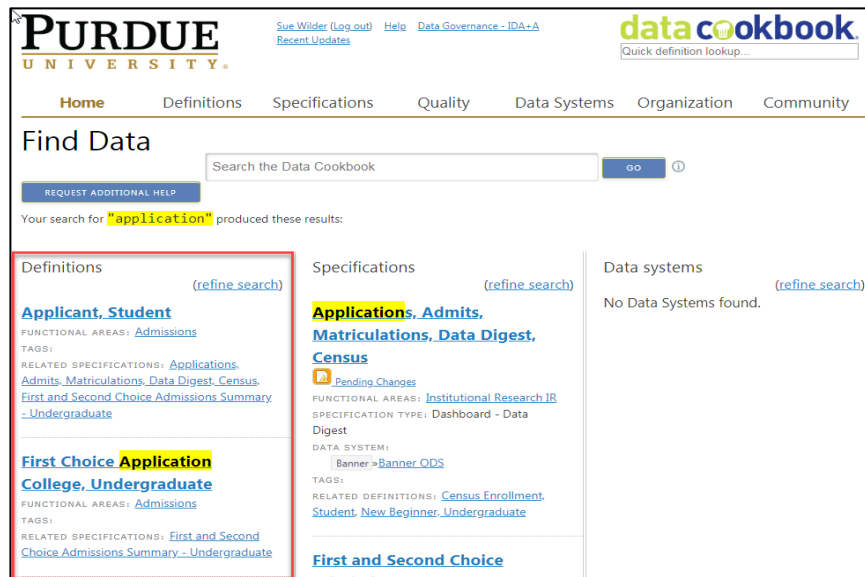
Home Page Search

A search box is available on the Home page. In this example, the word ‘application’ is the search term. It will return any definition or specification with ‘application’ anywhere in the definition, title, or keyword list.

Note: The Home Page Search only returns Approved definitions/specifications. In addition, Data Systems functionality has not been implemented.



The results of the ‘application’ search shows Definitions, Specifications, and Data Systems that contain the word ‘application’. For now, we are interested in Definitions. (A separate training manual provides information on Specifications.)



The full search returned 20 Definitions with ‘application’ in the title or description. Click on any Definition to view the complete entry.

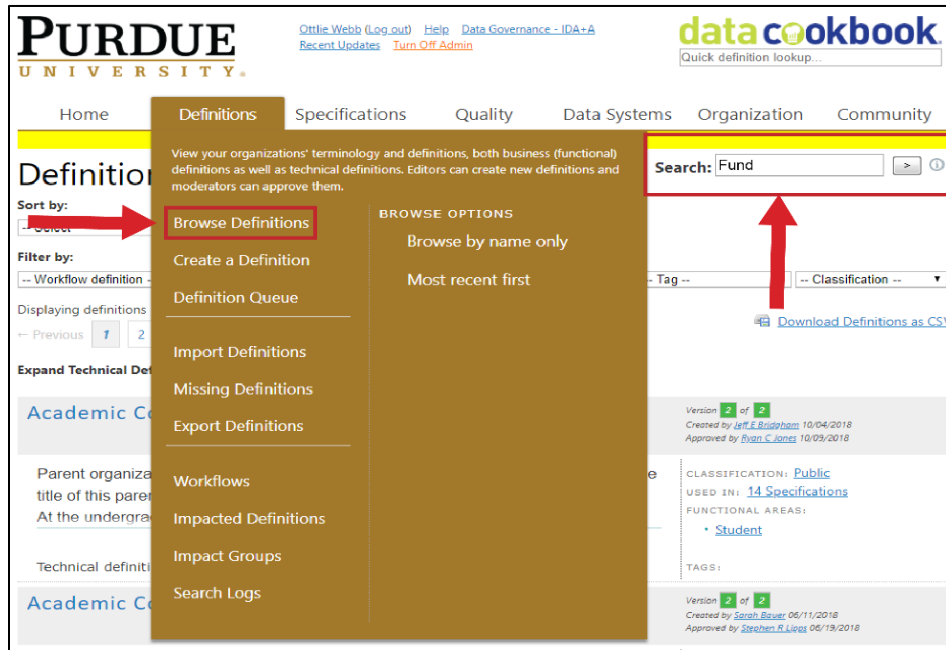
Remember, these are Approved Definitions. Searches from the Home tab omit Definitions in draft or review status. Use Browse Definitions (next) to see Definitions in any status.



Also, searches using the 'data cookbook' icon (top right corner) will return all definitions, including those from other institutions within the Data Cookbook community.

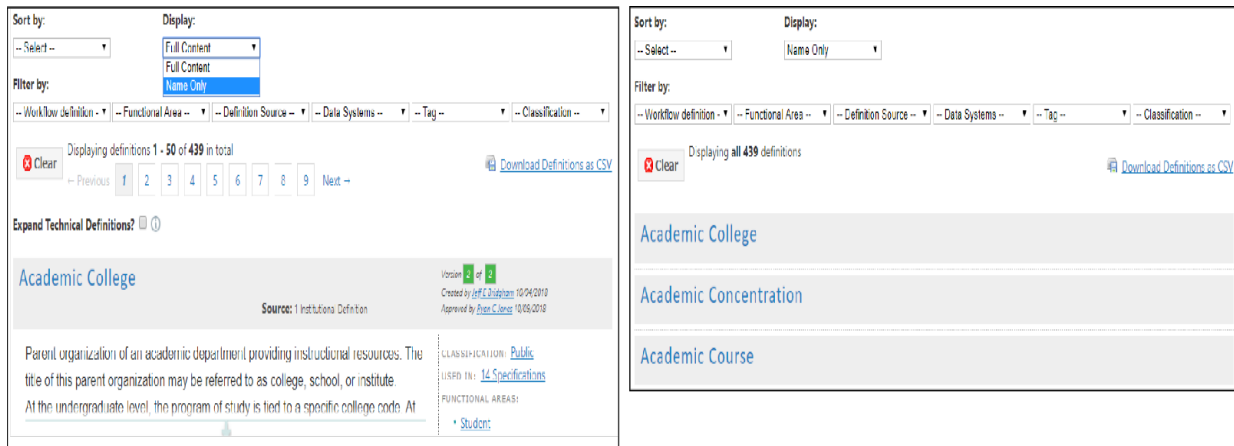
Browse Definitions

Click on the **Definitions** tab and select Browse Definitions:



The initial screen begins an alphabetical list of all (hundreds) definitions in the Purdue Cookbook system. It cuts across functional areas. For example, “fund” search returns definitions from Finance, Research, Financial Aid and Enterprise Asset Management functional areas. You can scroll through the entire list or use the filters to narrow the search.

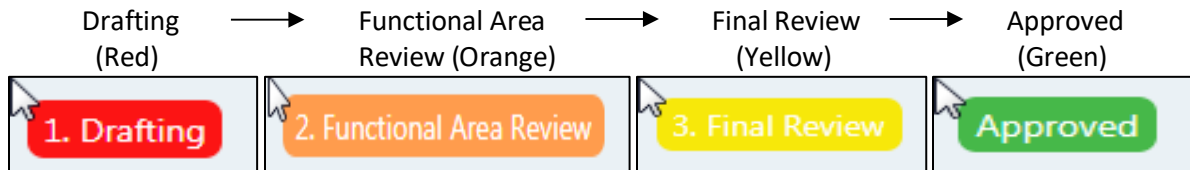
The default is to show Full Content (name plus first three lines of the definition). You can change this using the Display filter to view only the Name of the Definition. This typically triples the number of items listed on the screen.



Definition Status

The **Browse** option shows definitions (or specifications) in any step of the review process, it is recommended over a Search from the Home Page due to the number of definitions and specifications currently being created.

The steps in the approval process are:



The Browse function shows all definitions, including those in drafting status or under review. The status is shown on the right side of the screen in list view.

Home **Definitions** Specifications Quality Data Systems Organization Community

Definition Search Results

Search: credit

Sort by: Relevance Display: Full Content

Filter by: -- Workflow definition -- -- Functional Area -- -- Definition Source -- -- Data Systems -- -- Tag -- -- Classification --

Displaying terms 1 - 30 of 40 in total from search for credit

Remove Filters Clear -- Previous 1 2 Next --

Download definitions as CSV

Expand Technical Definitions?

Credit Hours	Source: 1 Institutional Definition	Version 1 of 1 Created by Avlin_Celtik 06/15/2017 Approved by Christina A. Marheine 07/31/2017
The units by which an institution measures time spent in an instructional setting. For traditional courses this is the number of hours a course meets per week during a 16 week semester. A course scheduled to meet three hours each week will usually carry		CLASSIFICATION: Sensitive USED IN: 1 Specification FUNCTIONAL AREAS: • Student TAGS:
Credit Hours Earned	Source: 1 Institutional Definition	Version 1 of 1 Created by Avlin_Celtik 06/19/2017 Approved by Christina A. Marheine 07/31/2017
The number of credits successfully completed, based on a passing grade for the course.		CLASSIFICATION: Sensitive USED IN: 1 Specification FUNCTIONAL AREAS: • Student TAGS:
Credit Hours Attempted	Source: 1 Institutional Definition	Version 2 of 2 Created by Sarah_Bauer 10/04/2019 Modified by Diana_Gazova 01/08/2020

And on the left when looking at one particular definition:

PURDUE UNIVERSITY [Aylin Celtik \(Log out\)](#) [Help](#) [Data Governance - IDA+A](#) [Recent Updates](#) **datacookbook** Quick definition lookup...

Home **Definitions** Specifications Quality Data Systems Organization Community

DEFINITION Comment (0 comments)
★ On my watch list

Credit Hours [Show workflow](#)

Approved Version 1

Functional Definition: ⓘ

The units by which an institution measures time spent in an instructional setting. For traditional courses this is the number of hours a course meets per week during a 16 week semester. A course scheduled to meet three hours each week will usually carry 3 credit hours. Some courses are offered for variable credit hours whereby a student can register within the approved range.

Credit hours associated with each course are published in the [Course Catalog](#). Tuition is assessed based on credit hours.

FUNCTIONAL AREAS ⓘ
Student

WORKFLOW ⓘ
Current Workflow

FUNCTIONAL DATA OWNERS ⓘ
Administrators
Definition Approval for Student

SYNONYMS ⓘ

Versions

Definitions can have multiple versions. Additional versions may include clarifications, additional verbiage, and new information. Comments added by anyone using Data Cookbook are reviewed and often lead to a new, better version.

Academic Course Number Version 3 of 3
Created by Sarah Bauer 03/26/2018
Approved by Stephen R Liops 03/08/2019

Source: 1 Institutional Definition

Alpa-numeric code combined with a subject code to provide an identifier for each course within an academic unit.
For example, COM 11500, SOC 12000, BIOL 22100, etc.

CLASSIFICATION: [Public](#)
USED IN: [2 Specifications](#)
FUNCTIONAL AREAS:
• [Student](#)

Versions can all be in Approved Status or there can be an Approved version along with one still being reviewed.

Graduation Rate Version 4 of 5
Created by Sarah Bauer 04/19/2018
Approved by Stephen R Liops 05/23/2018

Source: 1 Institutional Definition

The percent of students from a fall first time/full time entry cohort who complete a degree within a time span, including the final summer term. This definition applies to internal calculations.

CLASSIFICATION: [Public](#)
USED IN: [1 Specification](#)
FUNCTIONAL AREAS:
• [Student](#)

Pending Version

Browse Specifications (Cognos Reports & Dashboards & Dimensions)

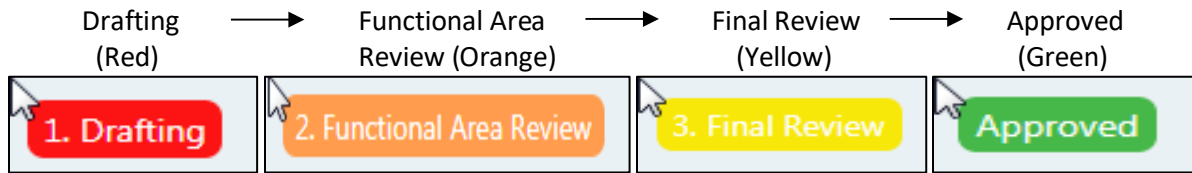
Search results on 'student' keyword:

The screenshot shows the Purdue University data cookbook interface. At the top, there is the Purdue University logo and navigation links for 'Aylin Celtik (Log out)', 'Help', and 'Data Governance - IDA+A'. A search bar contains the text 'student'. Below the search bar, there are navigation tabs for 'Home', 'Definitions', 'Specifications' (highlighted with a red box), 'Quality', 'Data Systems', 'Organization', and 'Community'. The main heading is 'Specification Search Results'. Below this, there are filter options for 'Functional Area', 'Version', 'Data Systems', 'Specification Type', and 'Tag'. A message states 'Displaying all 20 reports from search for student'. Two report cards are visible:

- Waitlisted Students Report:** Version 1: Approved, Created 12/06/2018, Modified 01/25/2019, Requester: June E Foster. The word 'student' in the title is highlighted in yellow. The purpose is to provide information about a student's position in the Waitlist Queue. The description mentions filtering by Academic Course Number and Academic Course Reference Number (CRN). It also lists functional areas and tags, including 'Student'.
- Active Student Holds:** Version 1: Drafting, Created 01/04/2019, Modified 04/17/2019, Requester: Sarah Bauer. The word 'Student' in the title is highlighted in yellow. The purpose is to be converted from Cognos Metadata.

Specification Status

Specification workflow is same as the definition workflow.



Specification status is at the top left. Specifications (report or dashboard) also may have multiple versions.

PURDUE UNIVERSITY | Aylin Celtik (Log out) | Help | Data Governance - IDA+A | Recent Updates | datacookbook | Quick definition lookup...

Home | Definitions | **Specifications** | Quality | Data Systems | Organization | Community

SPECIFICATION: COGNOS REPORT - STUDENT | Comment (0 comments) | Add to my watch list

Academic Performance - Term End

Functional Area Review | Version 1 ⚠️ | Show workflow

Overview | Data Items | Display | Technical | Attachments

Purpose
This report shows academic performance by displaying the count of enrolled students at the end of the semester by [Student Level](#), [Gender](#), [Residency](#), [College](#), and [Ethnicity](#).

Description
This report uses the TERM END freeze event. Report pages display this data by [Student Level](#), [Gender](#), [Residency](#), [Ethnicity](#), [College](#), [Academic Standing](#), [Classification](#), and combinations of these items. You can filter by [Academic Period](#), [Campus](#), Student Level, College, [Department](#) and [Major](#). The FRZ Student PWL package is used.

Owner

FUNCTIONAL AREAS
Student

RELATED SPECIFICATIONS
No Related Specifications

TAGS | Usage
No Tags

QUALITY ISSUES (0)
No Quality Issues

The screenshot shows the Purdue University Data Cookbook interface. At the top left is the Purdue University logo. To its right are links for 'Aylin Celtik (Log out)', 'Help', and 'Data Governance - IDA+A Recent Updates'. On the top right is the 'datacookbook' logo and a search bar for 'Quick definition lookup...'. Below the logo is a navigation menu with 'Home', 'Definitions', 'Specifications' (highlighted), 'Quality', 'Data Systems', 'Organization', and 'Community'. The main content area shows a specification titled 'Enrollment by County, State and Country, Data Digest, Census' with a sub-header 'SPECIFICATION: DASHBOARD - DATA DIGEST'. It includes a 'Comment (2 comments)' link and an 'Add to my watch list' button. A green 'Approved' badge and a red-bordered 'Version 5' badge are visible. Below the title are tabs for 'Overview', 'Data Items', 'Display', and 'Attachments'. A 'Purpose' section explains the dashboard's scope. On the right, there are sections for 'FUNCTIONAL AREAS' (listing 'Institutional Research IR') and 'RELATED SPECIFICATIONS' (listing 'No Related Specifications').

Definitions and Specifications - Narrow with Filters

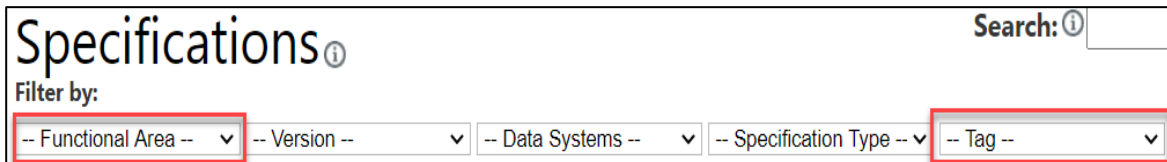
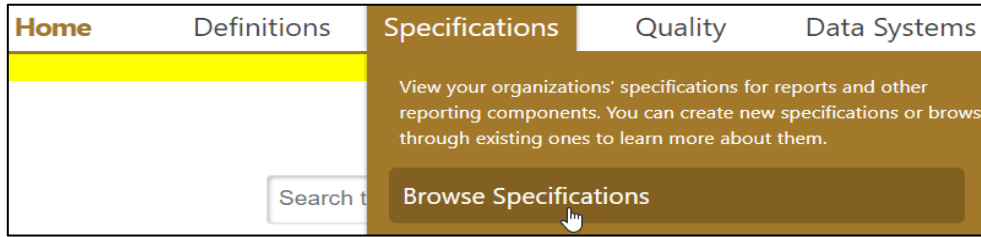
Cookbook provides several filters to limit the scope of your search. The filters can quickly reduce the number of results, making it easier to locate a specific definition/specs or group of definitions/specs.

The first filter under **Filter by:** defaults to Workflow definition. If you select Current Workflow, it will show you the legend describing the stages and color indicators.

Filtering by **Functional Area** is a good way to limit the options on the screen and make it easier to find what you need. If you know what area is (or might be) responsible for activities related to your search term, click that area.

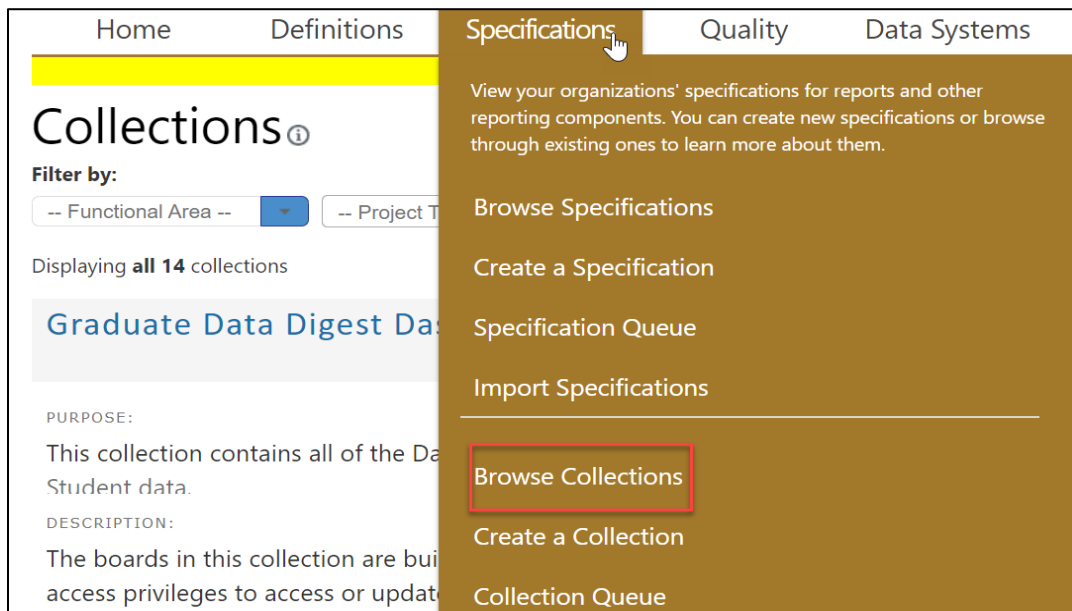
Filtering by **Tag** is also another option. For example, you can see all Covid-19 related definitions/specs, management dashboard specs or data digest dashboard specs. Please see the next section for more information about tags.

The screenshot shows the 'Definitions' page in the Data Cookbook. At the top is a navigation menu with 'Home', 'Definitions' (highlighted), 'Specifications', 'Quality', and 'Data Systems'. Below the menu is a description of the Definitions page and a 'Browse Definitions' button. To the right is a 'BROWSE OPTIONS' section with 'Browse by name only'. Below this is a search bar and a 'Definitions' header. Under the header are 'Sort by:' and 'Display:' dropdown menus. At the bottom is a 'Filter by:' section with several dropdown menus: 'Workflow definition', 'Functional Area' (highlighted with a red box), 'Definition Source', 'Data Systems', 'Tag' (highlighted with a red box), and 'Classification'.

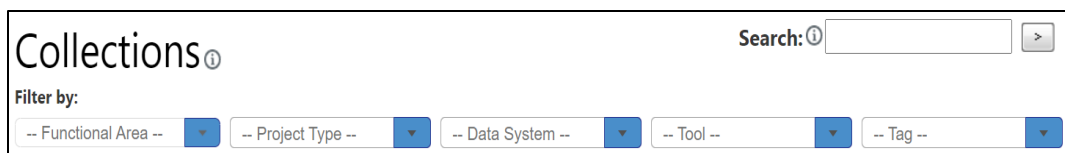


Collections

Collections are used to group related specifications in Data Cookbook. For example, we can group all graduate level Data Digest dashboard specifications under one collection in Data Cookbook. To search for Collections, hit Browse Collections under the Specifications tab.



You can filter by functional area, collection type (project type; star (for SAP Data Mart), report/dashboard), data system, tool, and/or tag.



When you open a collection, you can see the purpose and description of the collection, and the related specs in this collection on the side bar.

COLLECTION: STAR

Star - Asset

Proposing Version 1  1

[Show workflow](#) [Submit proposal](#) [Cancel](#)

Overview Functionality Technical Details

Overview

[Edit](#)

Purpose

The Asset Star includes detail about an asset including its location and condition, as well as the acquisition value and the depreciation expense. The primary source of information in the Asset Star is AS03 (Display Asset Master Record in SAP).

Description

FUNCTIONAL AREAS

Finance

RELATED SPECIFICATIONS

- Dimension - Fund
- Dimension - Additional Asset Document Attribute
- Dimension - Purchase Order
- Dimension - Asset
- Dimension - Business Area
- Dimension - Company
- Dimension - Functional Area

Collections' Workflow Status: Proposing → Under development → Final review → Approved

COVID-19 Tag

Tags are searchable words or phrases. They are used as a filter on the browse page and they may be shared by multiple definitions and specifications. Tag filter is also used on specifications to easily identify Data Digest, Management Dashboard Specifications or COVID-19 related specifications. For example, hit Browse Definitions or Specifications or Collections and from the Tag filter and choose "COVID-19" to see all COVID-19 related definitions or specs or collections with that tag.

Definitions

Sort by: -- Select -- Display: Full Content

Filter by: -- Workflow definition -- -- Functional Area -- -- Definition Source -- -- Data Systems -- -- Tag --

- COVID-19
- Data Digest Dashboard
- Management Dashboard

Specifications

Filter by: -- Functional Area -- -- Version -- -- Data Systems -- -- Specification Type -- -- Tag --


- COVID-19
- Data Digest Dashboard
- Management Dashboard

Collections

Search:

Filter by: -- Functional Area -- -- Project Type -- -- Data System -- -- Tool -- -- Tag --

Displaying all 14 collections

[Graduate Data Digest Dashboards](#)  No Approved Versions

Version 1: Under development
Created 04/26/2020 Data Digest Dashboard
Modified 05/07/2020 Management Dashboard

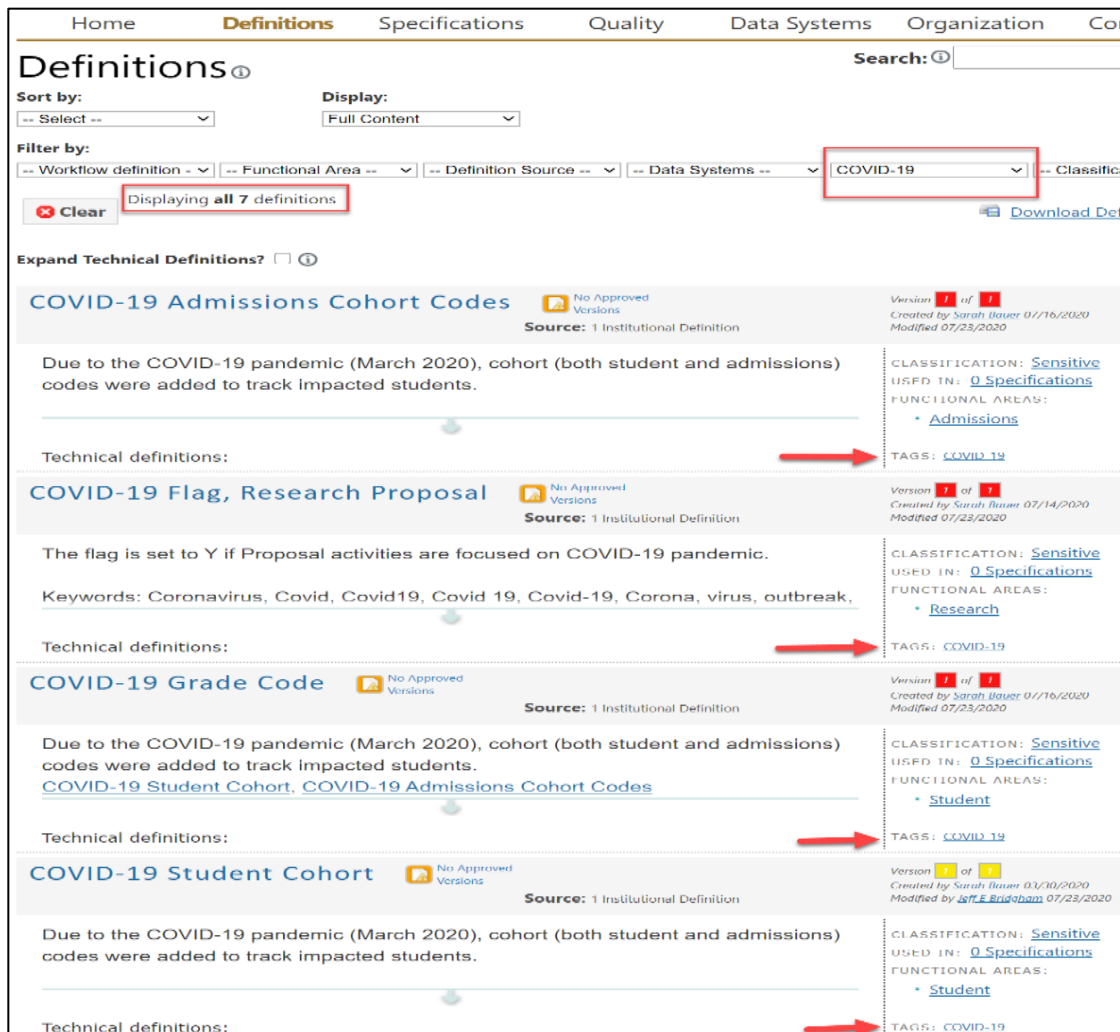
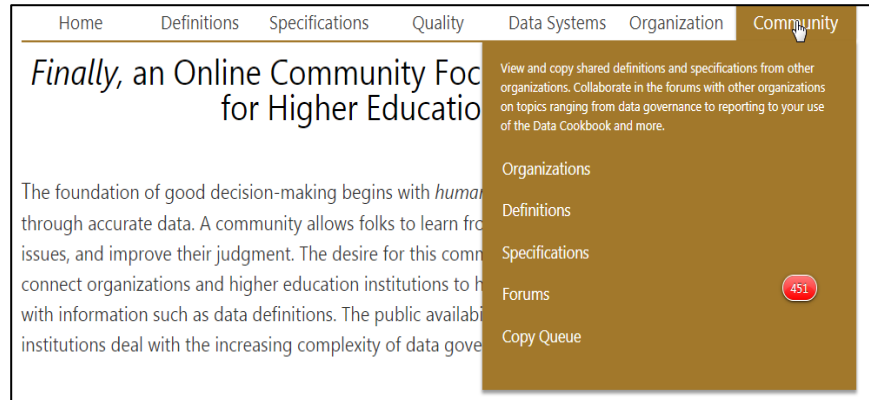
- COVID-19
- Data Digest Dashboard
- Management Dashboard

Additional Information

The Community tab provides additional information and resources compiled from Data Cookbook users at other higher education institutions.

Community resources also includes information from agencies such as:

- Common Data Set
- IPEDS
- National Student Clearinghouse.



Appendices

A. Glossary of Terms

Approver	Functional data owner role responsible for review and approval to place a data element or specification into production
Data Classification	Displays the level of sensitivity (public, sensitive, restricted). Purdue data stewards developed these. Additional information can be found at: Getting Started with Data Cookbook: https://www.purdue.edu/idata/Services/Data_Governance/DataCookBook.html Purdue Data Classification: https://www.purdue.edu/securepurdue/data-handling/index.php Directory Information: https://www.purdue.edu/registrar/currentStudents/students/personalDirectory.html
Data System	<i>Not implemented at this time</i>
Editor	Individual able to edit a definition or specification.
Functional Area	Subject area
Functional Definition	Multi-paragraph explanation, conceptual description, list of values, cautions and any specific access requirements re: a data element.
Functional Data Owner	Person (or designee) responsible for data in a functional/subject area. Responsible for the collection of accurate, complete data and accompanying audits to maintain data quality and integrity.
Specification	Any standard report or dashboard. Sometimes referred to as 'BI content'
Technical Definition	<i>Not implemented at this time</i>
Workflow	Process to create, edit, review and approve a Data Cookbook definition, specification, or info request (future implementation).

B. Abbreviation Exceptions List

AAP	Affirmative Action Plan
CDL	Commercial Driver's License
CMc	Construction Manager as Constructor
CPM	Capital Program Management
CSA	Campus Security Authority
CUL	Capacity Utilization Limit
DB	Design Build
DBB	Design Bid Build
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FRCDD	Final Review Construction Document Date
FTE	Full-Time Equivalent
GPA	Grade Point Average
IBS	Institutional Biosafety Committee
ID	Identification

Getting Started

IPEDS	Integrated Postsecondary Education Data System
IRB	Institutional Review Board
IRG	Internal Report Group
LTLs	Limited Time Lecturers
MWVBE	Minority, Women, and Veteran-owned Business Enterprises
OIE	Office of Institutional Equity
P3	Public Private Partnership
PACUC	Purdue Animal Care and Use Committee
PBD	Personal Business Day
PERNR	Personnel Number
PH	Personal Holiday
RTR	Right to Return
SMAS	Space Management Academic Scheduling
SPW	Small Public Works
UPOF	Utility Plant Office Facility
URL	Universal Resource Locator
URM	Underrepresented Minority
WBS	Work Breakdown Structure
WBSE	Work Breakdown Structure Element

C. Additional Tips

Adding words to Chrome dictionary	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.
Log out of Browser	To totally log out of Data Cookbook close browser as well as Data Cookbook. This is a best practice.