



# Purdue University - Data Cookbook

## Definition - Final Review and Approval

June 2021

The final review and approval steps are key in ensuring quality definitions.

If the definition is COVID-19 related, ensure the COVID-19 tag and keywords are on it.  
Please see page 4 for more information.

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

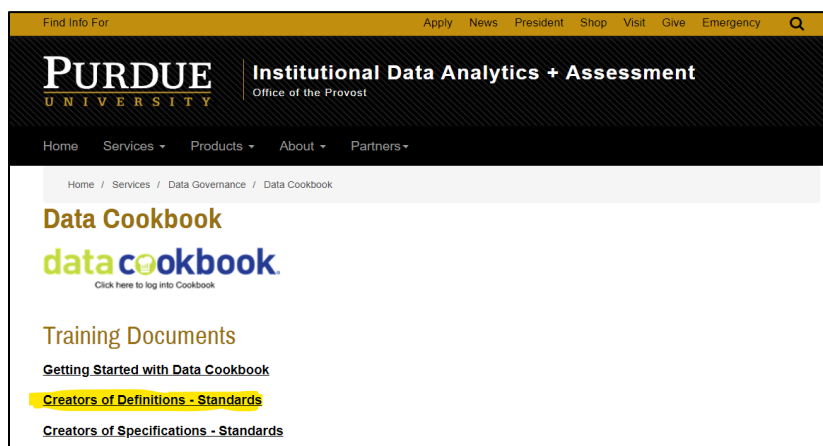
[Data Cookbook Login](https://purdue.datacookbook.com) (https://purdue.datacookbook.com)



## WORKFLOW

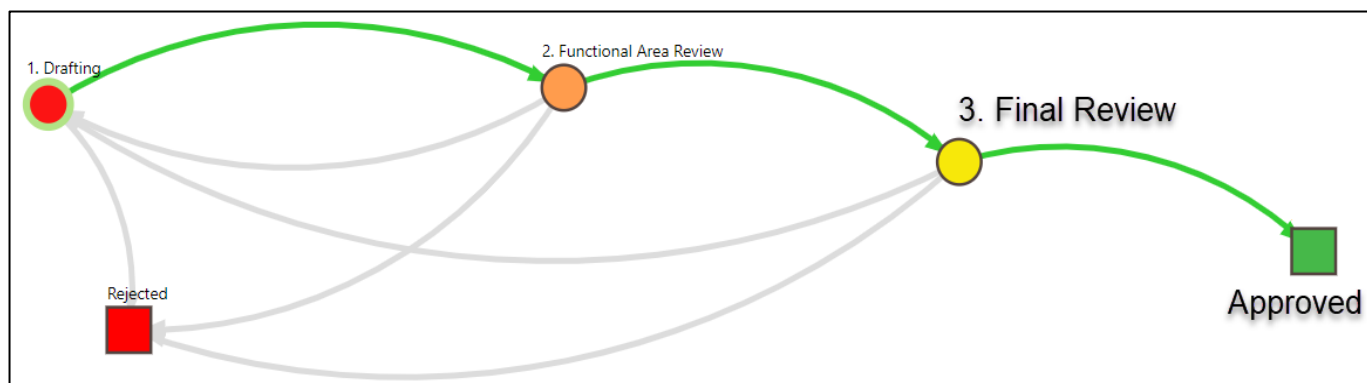
Definitions move from ‘Drafting’ to ‘Functional Area Review’ to ‘Final Review’ and ‘Approved’.

Once definitions are drafted and the functional area review is complete, they move to the functional data owner for a “Final Review” for accuracy, completeness, and adherence to standards. For a complete documentation of Definition Standards, please see: [Creators of Definitions – Standards](https://www.purdue.edu/idata/Services/Data_Governance/DataCookBook.html) (https://www.purdue.edu/idata/Services/Data\_Governance/DataCookBook.html)



Additional edits can be made OR the definition sent back to “Drafting” for the original creator to make edits. A comment box appears when a definition moves from one stage to another. If the definition is sent back to drafting the Reviewer/Approver is able to add verbiage about the edits needed.

Once the functional data owner considers it complete, s/he hits the “Approve” button.



Note: 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.

## DEFINITION PARAGRAPH STANDARDS

Definitions may contain six paragraphs. Not all six are required. Complete sentences are to be used.

- Paragraph 1 – understandable to those not familiar with the topic, no jargon
- Paragraph 2 – sample values (optional)
- Paragraph 3 – context, cautions, standard uses or misuses
- Paragraph 4 – **See:** (list links to other Data Cookbook definitions or other web sites)
- Paragraph 5 – **Keywords:** (other words someone might search on for this element)
- Paragraph 6 – comments regarding permission, security limitations, if applicable (optional)

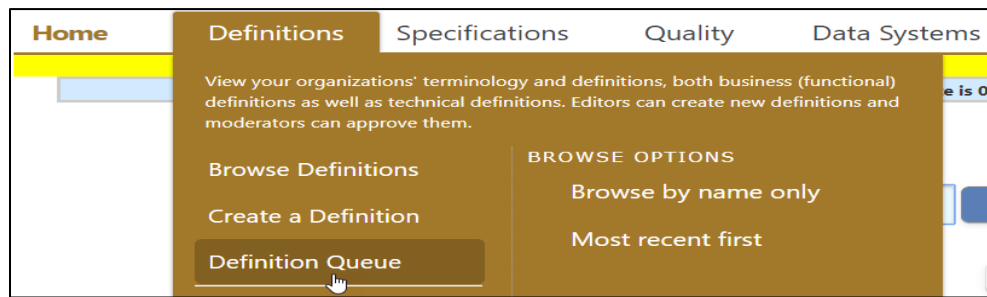
Master Data Definition Naming Standards (For FI, HR, AO, Research (GM) functional areas only)

This section is used for SAP Data Marts only. Parts that are labeled in yellow can be modified depending on what is being displayed in the field.

Field	Definition
Changed By / Modified By	This field identifies the (PUID/Person ID/user ID/career account/PERNR/Name) of the person who changed/modified the object/record. See also [[Changed on Date]]
Changed On Date / Modified on Date	This field indicates the date the object/record was last modified. See Also [[Changed By]].
Created By	This field identifies the (PUID/Person ID/user ID/career account/PERNR/Name) of the person who created the object/record. See also [[Created on Date]], [[Changed By]]
Created On Date	This field indicates the date the object/record was created. See also [[Created By]], [[Changed on Date]]
Valid From Date / Effective Date / Start Date	This field indicates first day the object/record is valid from.
Valid To Date / End Date	This field indicates the date the object/record is valid to.

**OPTIONS TO FIND DEFINITION(S) READY FOR REVIEW**

- 1) If you received an email message that a definition is ready to review, use the link embedded in the email. Automated email notices from Data Cookbook are sometimes routed to spam filters. Please be sure to check your spam filter for any trapped emails.
- 2) Click on the “Definitions” tab and then use the “Search” box, if you know the definition name.
- 3) **(Recommended)** Go to the Definition Approval Queue and use the filters by following the instructions below:
  - Hover over the **Definitions** tab and select **Definition Queue**:

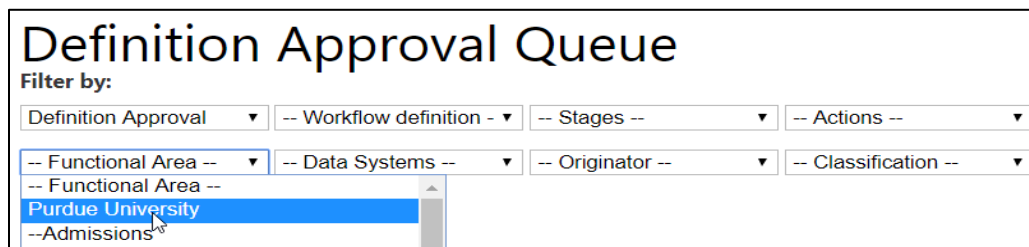


- Then, you can narrow down the definitions by using the filters under the Workflow Definition Queue. See the instructions below.



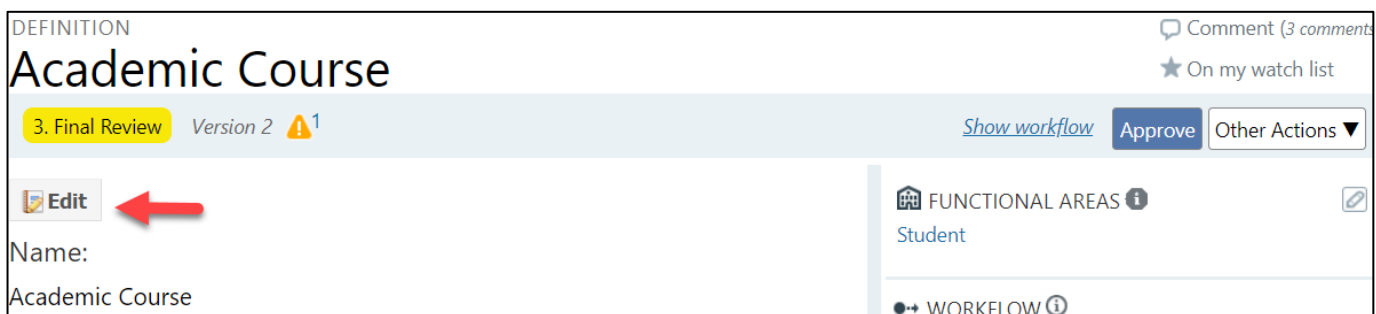
### SEARCHING IN THE LIST OF DEFINITIONS

Choose the “Definition Approval” from the Workflow type dropdown menu. And then it will open up a functional area filter where you can filter by the Functional Area to narrow the search. By clicking on the Name field or any of the columns, you can sort the definitions.



### EDITING THE DEFINITIONS

Once you have narrowed down your selection, under the “Name” column, click on the name of the definition you wish to edit/update/approve. This will open the Definition window. The Functional Data Owner begins a final review for accuracy, completeness and adherence to standards. If you need to edit the definition, hit the edit button. If no edits are needed, then can click the Approve button – for more information please see the next section.

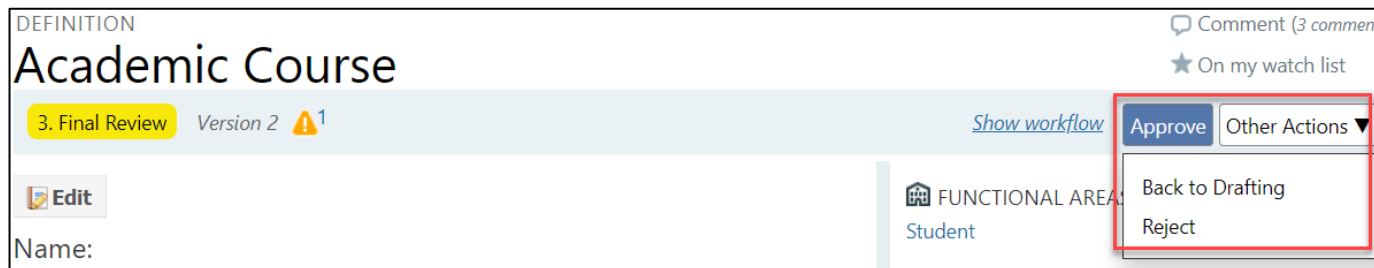


Once the definition has been edited and the changes are ready to be saved, click the **Update** button at the bottom of the page to save the work.

### APPROVAL OF WORKFLOW

Options include 'Approve', 'Back to Drafting', and 'Reject':

- Hit 'Approve' if you believe the definition is accurate, complete and adheres to standards.
- Hit 'Back to Drafting', if you believe the definition needs editing before it is approved. Please make sure you add a comment that explains why it needs more work. A comment box will open up when you hit 'Back to Drafting'.
- Hit 'Reject', only if you believe the definition is not needed any more.



**Tip:** If you have a larger number of definitions in your approval queue, it would be better if you open each definition in another tab from your queue page, then approve that definition and close that tab. Your definition approval queue will stay the same in the first tab, so you can open the second definition in your queue in another tab. This way you do not need to wait for your queue to be loaded every time you approve a definition and you will approve your definitions faster. You can refresh your approval queue page from time to time.

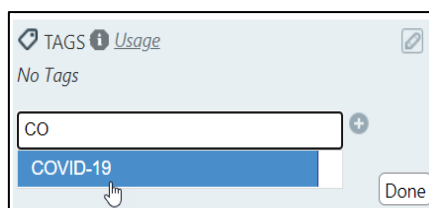
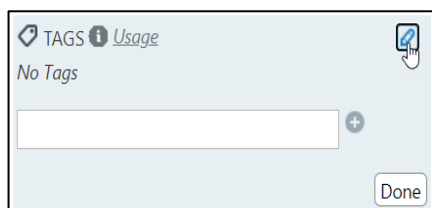
### CHECKING THE COVID-19 TAG and KEYWORDS

- 1) Tags are searchable words and they help a user to see a group of definitions. For example, if a user filters down by the COVID-19 tag, user can see all COVID-19 related definitions. In order to make sure all COVID-19 related definitions have COVID-19 tag, please check the tag before approving a definition. You can see the tag on the side bar of the definition as it is shown below. If

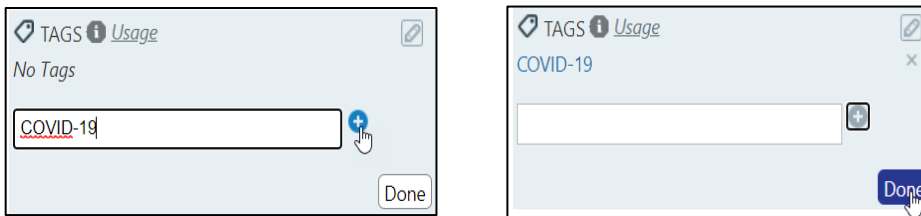


it is missing and need to add a tag, please hit the pencil icon on the upper right corner of the tags box as shown below.

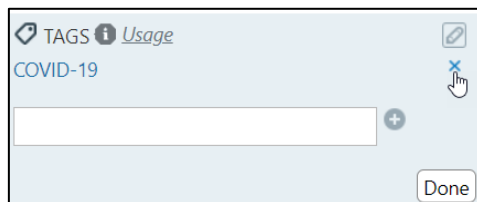
**Creating a Tag:** Tags box is on the side bar. In order to create the tag, hit the pencil icon on the right upper corner and type COVID-19 (or when you type "CO", you may see COVID-19 in the drop-down menu and you can choose it.). Please make sure that you put the hyphen in between in order to make sure that the same tag is given to all COVID-19 related definitions. Otherwise, your definition will not show up when a user filter down with the COVID-19 tag.



Then hit the + sign next to it and “Done” button.



**Removing a Tag:** Hit the X button next to the tag below the pencil sign.



- 2) Make sure that Covid-19 related definitions have all the keywords listed below. If the definition is Covid-19 related and does not have any keyword, please hit the edit button (below the definition name) and copy/paste the following list of keywords at the end of definition description.

Keywords: Coronavirus, Covid, Covid19, Covid 19, Covid-19, Corona, virus, outbreak, pandemic

