

QUICK GUIDE: Data Cookbook Naming Conventions

In the creation of definitions, specifications, workflows, functional areas, data sources, data systems, tags, and groups; the UWBI Central Team has defined the following requirements for ease of use:

NOTE: The ability to create, edit, and assign is based on your role as an Editor/Admin assigned within Data Cookbook.

- **Definitions (Created by an Editor):** Term (Institution 5 letter Identifier)
 - *Example: Student Records (UWGBY)*
- **Specification (Created by an Editor):** Specification (Institution 5 letter Identifier)
 - *Example: Addresses (UWGBY)*
- **Workflow (Created by Central UWBI Team):** Institution 5 letter Identifier – Workflow Name
 - *Example: UWSA – Specification Approval*
- **Functional Areas (Created by Central UWBI Team):**
 - Parent: Institution 5 letter Identifier
 - *Example: UWMIL*
 - Children: Functional Area (Institution 5 letter Identifier)
 - *Example: Admissions (UWMIL)*
- **Data Source (Created by Central UWBI Team):** TBD
- **Data Systems (Created by Central UWBI Team):** Institution 5 letter Identifier – Data System Name
 - *Example: UWSA - EPM*
- **Tag (Created by an Editor):** N/A
- **Groups (Created by Central UWBI Team):** Institution 5 letter Identifier – Group Name
 - Example
 - UWSA – HR Workforce Subject Matter Expert
 - UWSA – HR Definition Reviewer
 - UWSA – HR Management Reviewer
 - UWGBY - HR Workforce Subject Matter Expert
 - UWGBY - HR Definition Reviewer
 - UWGBY - HR Management Reviewer

Contact us at: uwbi@uwss.wisconsin.edu

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