

QUICK GUIDE: How to Add a Definition in Data Cookbook (DCB)

A definition in the UWBI Data Cookbook is content that refers to an object, person, business concept, measurement, metric, etc., in use at the University of Wisconsin System and Campuses.

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) will have the following format for clarification on version and location of the definition:

Term (Institution 5 letter Identifier)
Example: Student Records (UWGBY)

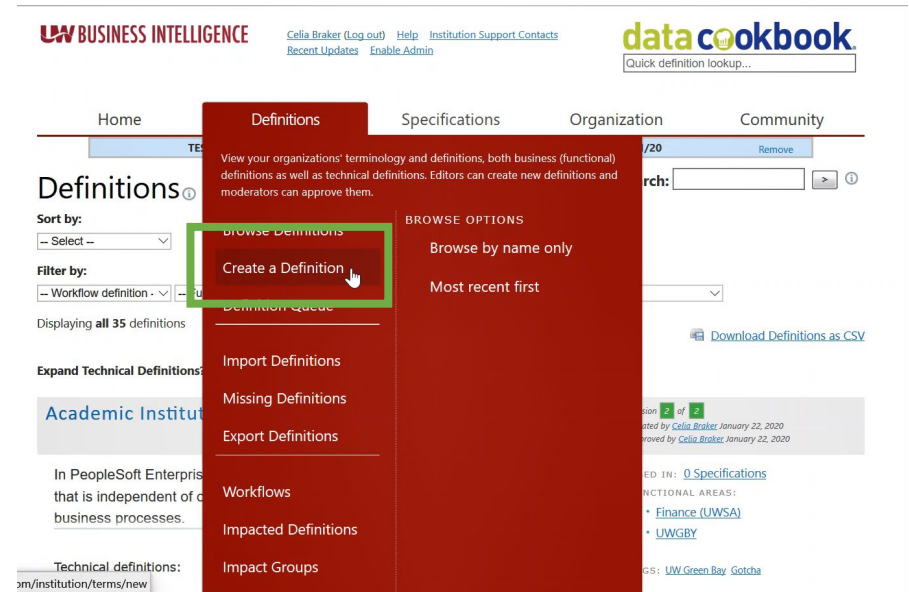
The attributes: name, functional definition, source, classification, quality attributes, technical definition, attachments, and additional attributes are controlled by the definition approval process and are defined when a definition is first created. These attributes can be changed only by creating a new version of the definition.

NOTE: Try to avoid duplicate definitions.

Step 1: **Search** for an existing definition. If none you can begin to create your definition. If there is an existing definition, you can update to a new version, or link to a pre-existing definition as a sub-definition. Enter the definition and select the Go button.

What information are you looking for?

Got to your Definition tab and scroll down to Create a Definition.



New Definition

*Name

*Functional Definition

Other Information:
 Stay notified of updates from the owner
 Source of Definition
 Or create a new source:

Enter the definition **Name** and your 5 letter Identifier in ().

Insert the **Functional Definition**, images, and links in the body.

Select the **Source of the Definition** (These are pre-configured and can be selected from the drop-down menu). You can also **create a new source**.

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Name ?

Presentation Layer ?

Select the **Name** box to make the definition searchable by the Name attribute and/or select the **Presentation Layer** box if it is found in the OBIEE presentation layer.

Technical Definition ⓘ

Data System:

Time Context:

To use a browser context menu should hold down 'Ctrl'.

Select a Technical Definition **Data System** and **Time Context** if applicable (These are pre-configured and can be selected from the drop-down menu). Enter additional information into the body.

[Delete](#)

Add a Technical Definition

You can add a Technical Definition by selecting the grey box and it will create another field where you can select the Data System, Time Context, and enter text.

Tags (separated by comma)

You can add a tag to the definition that can be used when searching and filtering definitions.

* Functional areas ⓘ

Type or Select...

Select at least one **Functional Area**. A functional area categorizes objects by topic or business area and determines the workflow assigned to the object. It controls permissions for viewing, editing, and managing the object and provides an option for filtering on the object's Browse page and Queue.

Workflow: [UWSA - Default Definition Approval](#)

Save Submit or [Cancel](#)

Make sure to **Save** your definition so you do not lose it. When you save, it will be saved as a draft. When you **Submit** it, it will be reviewed in the assigned approval process.