

## How to Use the Reporting Data Description (Metadata) Application

Where can I find information on the standards for the new data view and element names?

UK Overview of Implementation of Data Element Naming Standards in Oracle:

<http://www.uky.edu/IS/DataAdmin/DOCS/metadata.metadata.htm>

UK Standard:

Prime Words:

<http://www.uky.edu/IS/DataAdmin/DOCS/metadata.metadata.htm>

Classification Words:

<http://www.uky.edu/IS/DataAdmin/DOCS/metadata.metadata.htm>

Qualifier/Modifier Words:

<http://www.uky.edu/IS/DataAdmin/DOCS/metadata.metadata.htm>

1. Where is the URL to access information (metadata) on the data views and elements in the Data Warehouse Environment (DWE)?

The data currently contained in this application pertains to the original HRS views, the new standard HRS views, the new standard Labor Distribution views, original FRS views and original SIS views. Standard view names are easily identified, as they start with "V\_". You will be notified via the listserv as new metadata is added. The new standard FRS views will probably be added next.

<http://iweb.uky.edu/RptDataDesc/>

2. How do I find all the DWE data views that contain a particular data element based on the element synonym in IDMS (FES, FRS, HRS and SIS)? (The element synonym is the 5 character name that appears when you use F2 on the element located on the IDMS screen.)
  - a. Select *Elements/Fields* on the **Main Menu** at the URL above.
  - b. Enter the IDMS element synonym. Example: "EB288".
  - c. Select *Search*.
  - d. The web page will contain a list of all the elements in the Data Warehouse Environment whose source element is the synonym you entered. This will include both the "coded" elements and the "description" or English translation of the coded elements. The columns on this web page include the "Element/Field" (new standard element name in the DWE), "Element/Field Name" (English name in IDMS), "Synonym", "Table/View" (data views in the DWE which contain this

- e. element), “Description” (view description, not currently available) and “Details” (additional information on the data element).
  - e. Select **Details** if you want additional information on the data element such as the format, long description in IDMS, list of IDMS screens which contain the element, etc.
  - f. If there are multiple pages of information, then there will be a number greater than “1” at the bottom left corner of the web page. You may access the additional information by selecting the page number.
  - g. Hit the **Back** key to return to the previous screen. Hit **Clear** before you enter another element synonym.
3. What other options do I have to search for information on data elements in the Data Warehouse Environment?

Select **Help** to review other search options on the **Element/Fields** web page. For example, you can select a “System” and enter a “Screen Number” to display all the DWE elements/fields shown on the IDMS screen.

4. How do I find a list of all the data elements contained in one data view?
- a. Select **Tables/Views** on the **Main Menu** at the URL above.
  - b. Enter the DWE “View Name” or partial “View Name”. Example: “V\_EMP” to get information on any views that start with “V\_EMP” or employee views.
  - c. Select **Search**.
  - d. The web page will contain a list of all the views in the Data Warehouse Environment whose name starts with the phrase you entered. The columns on this web page include the “Table/View”, “Description” (view description, not currently available), “View/Region” (Oracle area in which the view resides) and “Elements” (list of all elements contained within the view).
  - e. Select **Elements** if you want a list of all the elements contained in the view.
  - f. If there are multiple pages of information, then there will be a number greater than “1” at the bottom left corner of the web page. You may access the additional information by selecting the page number.
  - g. Hit the **Back** key to return to the previous screen. Hit **Clear** before you enter another view name.
5. How do I find the new standard view name for an “old” view in IDMS (FES, FRS, HRS or SIS)?
- a. Select **Former Name** on the **Main Menu** at the URL above.
  - b. Enter the DWE “Former Table/View Name”. Example: “EMPLOYEE”
  - c. Select **Search**.
  - d. The web page will contain the new standard view name. Response for above example: V\_EMP\_INFO\_AND\_ALL\_ASGN.
  - e. Hit the **Back** key to return to the previous screen. Hit **Clear** before you enter another “old” view name.

6. How do I find the new element name for an “old” element in IDMS (FES, FRS, HRS or SIS)?
- a. Select **Former Name** on the **Main Menu** at the URL above.
  - b. Enter the DWE “Former Table/View Name” and “Former Element/Field Name”.  
Example: “EMPLOYEE” and “UKID”.
  - c. Select **Search**.
  - d. The web page will contain the new standard element name. Response for above example: EMP\_ID\_NBR.
  - e. Hit the **Back** key to return to the previous screen. Hit **Clear** before you enter another “old” view and element name.