

What is a Specification?

Specifications in the Data Cookbook are write-ups on every WSU report and dashboard. Each one includes the purpose, location and all the fields on the report with their accompanying definitions.

What is the Data Cookbook?

The Data Cookbook is an online book to store information about Banner fields and WSU reports and dashboards.

Who can use it?

All current WSU faculty or staff members have rights to login and view information within the Data Cookbook. No additional security requests are needed.

How do I login?

Go to weber.datacookbook.com and enter the same credentials that you use to login to weber.edu.

Where can I go to for more information?

There are regularly scheduled trainings in Training Tracker or you can see a list of individuals by area at weber.edu/data/datastewards. You can also email data@weber.edu.



weber.datacookbook.com

WSU Data Site

weber.edu/data

***WSU Data
Governance Council***
weber.edu/data/datagovernance

Other Brochures Available

weber.edu/data/brochures



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Data Cookbook User's Guide to Specifications

Searching

The first step in looking for an existing report is to search for it. There are several ways to do this. On the right hand side of the Home screen there is an option to search all existing Specifications:

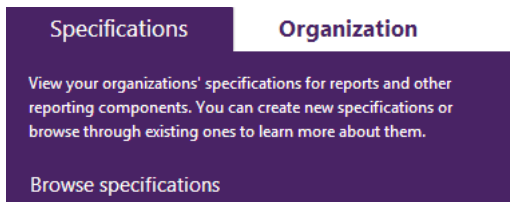


Search

Definitions >

Specifications >

You can also hover over the menu bar at the top of the screen and select “Browse Specifications” from the drop-down menu:



Specifications Organization

View your organizations' specifications for reports and other reporting components. You can create new specifications or browse through existing ones to learn more about them.

Browse specifications

If clicking “Browse Specifications” you then either select from the drop-downs provided to filter to a list of Specifications, or you can enter words in the Search field.



Search: >

For partial searches, use the * before and/or after the words entered in order for it to bring up any Specification containing those words in the title or description.

All searches provide a list of matches that include the name and the first couple sentences of the purpose and description. To see more information for a Specification, click on its name.

If reviewing a specific specification, click on **Full View** or **Print View** located above the tabs for a clean view of all of the Specification’s information.

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Purpose

Why the report is needed and how it is being used.

Description

What the report looks like and general description of the data.

Owner

A position or office that primarily uses or owns the report.

Data System

What campus system the report is pulling from. Banner indicates real-time data; DWP is the Data Warehouse and is static data.

Specification Type

What reporting software the report is written in. The two common options are Argos and Tableau.

Classification

Whether the report contains FERPA, GRAMMA, HIPPA or PCI protected fields.

Access Details

Where the report is located. If Argos, then what folder(s) it is listed under. If Tableau, then the URL of the displayed dashboard.

Data Definitions

A listing of Definitions that are used and/or displayed on the report. You can hover over the Definition name to see the first several lines of the Functional Definition or click on the name to see the full Definition write-up.

Selection Criteria

How the report is filtered or parameters you may be prompted to enter if running the report.

Technical Overview

An area for programmers or report writers to list technical information regarding the report.

Display Details-Output Description

What format the report will print as such as CSV, Excel, PDF, etc.

Tags

If a specification has a tag of “**Needs to be vetted**” then the report has been published, but it is still awaiting approval of the Data Governance Council. This report may or may not be accurate.