



ONLINE DATA CODE MANUAL

This document will help you utilize the Online CTEIS Data Code Manual to its fullest capacity. The instructions will explain what the Data Code Manual is, why you would use it, and how to find what you need.

CTEIS

WEB

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ONLINE DATA CODE MANUAL

DESCRIPTION

THE CTEIS ONLINE DATA CODE MANUAL IS A WEB-BASED DATABASE THAT CONTAINS THE DESCRIPTION OF CTEIS DATA ELEMENTS. THIS INCLUDES THE TABLE AND FIELD NAME, THE DATA TYPE, ELEMENT TYPE (BUTTON, TEXT BOX, ETCETERA), THE SIZE AND POSSIBLE VALUES, AND MANY OTHER PIECES OF INFORMATION REGARDING THE ELEMENTS THAT MAKE UP CTEIS.

DEFINITIONS

SEARCH RESULTS AND INSTRUCTIONS MAY CONTAIN THE TERMS BELOW

ENTITY: CONTAINER FOR ELEMENTS. EXAMPLES INCLUDE DATA TABLES, WEB FORMS, AND WEB REPORTS.

ELEMENT: FEATURES OF AN ENTITY. EXAMPLES INCLUDE TABLE FIELDS, FORM CONTROLS (SUCH AS A TEXT BOX, RADIO BUTTON, OR DROPDOWN LIST), AND REPORT FIELDS.

THE TERMS "FORM" AND "WEBPAGE" HAVE THE SAME MEANING FOR THE PURPOSES OF THE ONLINE DATA CODE MANUAL.

How To Use

BEGIN, YOU MUST BE LOGGED IN AT <u>WWW.CTEIS.COM</u>. THEN, DO THE FOLLOWING:

1. Choose CTEIS Reports, Data Code Manual

- 2. Type in your search information or choose from an available dropdown list. You can search by:
 - a Keyword:
 - i A keyword search will return any table, form report, definition, or any other element of the data code manual that contains the keyword entered. This can result in a large number of records returned. You may wish to narrow searches further.
 - Example: A search by keyword "Student" returns any item from tblStudent, the Manage Students form, and the X0107 Report that contains the word student.
 - iii Used By: This search would be used by someone interested in understanding ALL of the details related to a term, including the tables, forms, and reports in which it is used.

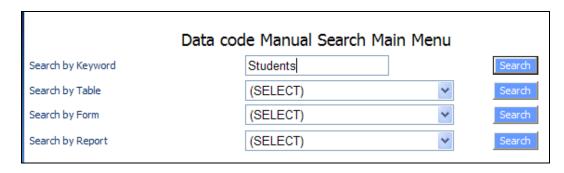


FIGURE 1 – SEARCH AREA

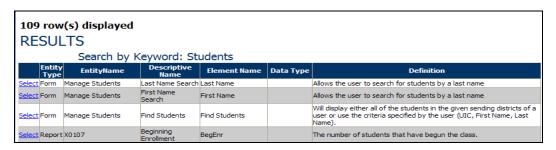


FIGURE2 - KEYWORD SEARCH RESULTS

b Table:

- i A table search will return the elements of the table chosen.
- ii Example: A search by tblStudent will return all of the fields of that table and the definition for each field.
- iii Used By: This search would be used by someone who needs to know more about the "back-end" of CTEIS.

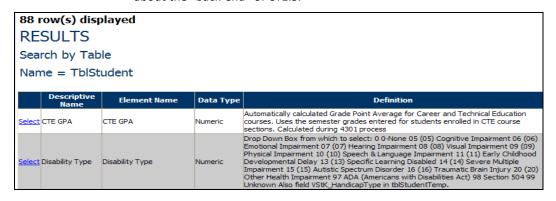


FIGURE3 - TABLE SEARCH RESULTS

c Form

- i A form search will return all of the elements of the form (webpage).
- ii Example: A search for the Manage Students form will describe each field available on that webpage.

iii Used By: This search is likely the most popular for a CTEIS Reporter. This would be used by someone who wants to understand the local user side of CTEIS.

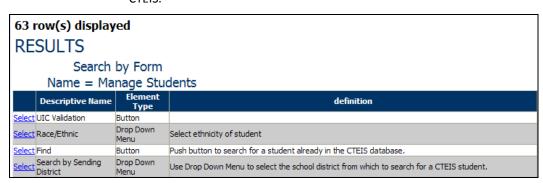


FIGURE 4 - FORM SEARCH RESULTS

- d Report
 - i A report search will return all of the elements of the report.
 - ii Example: A search for the X0107 report will describe each field available on that report
 - iii Used By: This search is likely most popular for a CTEIS reporter looking for a specific field on a report. This would be used by someone who wants to find a report that will return a specific field (or sets of fields).

26 row(s) displayed			
RESULTS			
Search by Report			
Name = X0107			
	Descriptive Name	Element Type	definition
Select Re	eport	Field	This is the report that reported the course section.
Select X0	0107 Year	Field	This is the school year that reported the course section.
Select Cl	EPD	Field	This is the cepd that reports the course section.
Select Fa	ano	Field	This is the fiscal agency's number of the course section.
Select Fa	aname	Field	This is the fiscal agency's name of the course section.

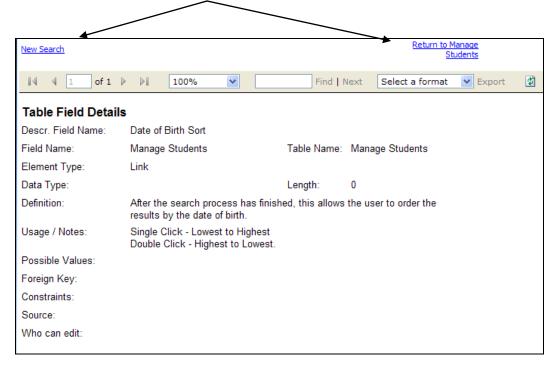
FIGURE5 - REPORT SEARCH RESULTS

- 3. For all Searches, after entering your search terms, press the **Search** button
- 4. Results will appear below the search area

REPORTS

FOR MORE INFORMATION REGARDING ANY OF THE ITEMS THAT SHOW AS A RESULT OF YOUR SEARCH, CLICK THE SELECT LINK TO THE LEFT OF THE ELEMENT RECORD. THIS WILL GENERATE A REPORT THAT TELLS:

- 1. The field and table name
- 2. The element type, data type and data length
- 3. A definition
- 4. Any Usage or notes related to the data
- 5. If applicable: Possible Values, Foreign Key, Constraints, Source, and Who can edit
- 6. To export the report to a printable format, use the "Select a format" dropdown list to choose PDF or Excel, and then click the **EXPORT** link to the right of it.
- 7. To start a new search or return to your search results, use the links located at the top of the webpage.



As always, we encourage you to utilize the many other user-friendly features and instructions provided by PTD Technology and CTEIS. These can be found at www.cteis.com. Contact us at cteis.help@ptdtechnology.com for further questions or comments.