# Table of Contents

- Data Dictionary Navigation ................................................................................................................... 2
- Tips for Using the OBIEE Data Dictionary .......................................................................................... 2
  - Data Dictionary Report Data Security .............................................................................................. 2
  - Data Dictionary Presentation Column Descriptions ........................................................................... 3
- Prompts – Data Dictionary .................................................................................................................... 4
  - Prompts – Data Dictionary continued ........................................................................................... 5
  - Prompts – Data Dictionary continued ........................................................................................... 6
- Tab 1: OBIEE Data Dictionary Report .................................................................................................. 7
- Tab 2: OBIEE Data Dictionary Detailed Report ..................................................................................... 8
- Tab 3: OBIEE Data Dictionary Detailed All Columns Report ................................................................. 9
Data Dictionary Navigation

1) Click the Dashboards link in the OBIEE menu to display the dashboards dropdown list.
2) Click the button (or click the folder name) to expand the Statewide folder.
3) Click the OBIEE Data Dictionary link to open the dashboard in the current window.

Tips for Using the OBIEE Data Dictionary

Data Dictionary Report Data Security
The OBIEE Data Dictionary reports will display information for all OBIEE subject areas, tables, and columns, based on your report prompt selections. The OBIEE Data Dictionary reports are viewable to all that have been given security access to OBIEE (SWIFT Data Warehouse). This data is different from the other data subjects that you may be able to access.

To request access to OBIEE, complete the Request for Access to SWIFT Statewide Systems on the SWIFT Security Access Forms page on the MMB Website.
OBIEE Quick Reference Guide - Data Dictionary Statewide Dashboard

Data Dictionary Presentation Column Descriptions

The Presentation Column Descriptions is the hover over text that is displayed in the Subject Areas. The text is updated on an ongoing bases to provide helpful information about each column or field. If no text has been provided, the Data Dictionary report will display a value of “-” in the Presentation Column Desc column, and the hover over text in the OBIEE analysis will display the column/field name.

<table>
<thead>
<tr>
<th>Data Dictionary Column</th>
<th>Analysis Object</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area</td>
<td>Subject Area</td>
<td><img src="image" alt="FMS – GL – Commitment Control Activity Log" /></td>
</tr>
<tr>
<td>Presentation Table</td>
<td>Folder</td>
<td><img src="image" alt="Ledger" /></td>
</tr>
<tr>
<td>Presentation Column</td>
<td>Data Field</td>
<td><img src="image" alt="Ledger Cd" /></td>
</tr>
<tr>
<td>Presentation Column</td>
<td>Hover Over Text</td>
<td>“The ledger consists of posted balances…” text box</td>
</tr>
</tbody>
</table>

Subject Area hover over example.
Prompts – Data Dictionary

When the OBIEE Data Dictionary is open there are Prompts available to filter the report based on your selection. If you know the exact value, you may type it into the prompt field.

To view and select values from a list of available values, click the dropdown arrow to the right of the prompt text box, then click the checkbox to the left of the value to select it. The All Column Values option will select all available values for that prompt field.

**Note:** The prompt value list appears blank when the dropdown arrow is first selected. Please wait for the list to populate.

To search for a specific prompt value without scrolling through the value list, click the **Search** or **More/Search** option at the bottom of the list box to open the **Select Values** window.

**Note:** The **More/Search** option displays instead of the **Search** option when there are more prompt values available than can be displayed at one time in the value list.
Prompts – Data Dictionary continued
The Select Values window has two panes:
Available values are displayed on the left. Selected values are displayed on the right.
If values were selected from the prompt value list before clicking the Search option, they will appear in
the Selected values pane. The Available values pane has a search box at the top that allows you to find
specific prompt values.

Note: If you do not see the Name field or Search button, click the binoculars icon to display the
search tool.

Enter your search text in the Name text field, then click the Search button. Text is not case-sensitive
unless you check the Match Case checkbox.
There are four Name search options:
- **Starts**: Enter the beginning of the value text you want to find. A search for account will return values such as Account, Account Code, Account Type, and Accounting Date.
- **Contains**: Enter any part of the value text you want to find. A search for PER will return values such as Budget Period, Operator ID, Person Count, and Supervisor Name.
- **Ends**: Enter the ending of the value text you want to find. A search for Tion will return values such as Appropriation, Birth Location, Line Description, and Source Transaction.
- **Is Like (Pattern Match)**: Enter part of the value text you want to find, using the wildcard characters
  - “" underscore symbol, used for a single text character
  - “%” percent symbol, used for one or more text characters.
  - “%c_n%” will return values such as Applicant Status, Cancelled Date, Supplier Contact Name, and Travel Percent Code.

Prompt values that match your search option and value text will appear in the list beneath the search box.
If there are more matched values available than displayed, click the More button beneath the list to view
more Choices Returned.
OBIEE Quick Reference Guide - Data Dictionary Statewide Dashboard

Prompts – Data Dictionary continued

Use the arrow buttons to move the desired prompt values between the Available and Selected panes:

- **Single Right Arrow**: Select a value by clicking its name in the Available pane. To select multiple values hold down the Ctrl key and clicking the value names at the same time. Click the Single Right Arrow button to move only the selected values to the Selected pane.

- **Double Right Arrow**: Click the Double Right Arrow button to move all listed values in the Available pane to the Selected pane. Only listed values will be moved. If there were more values available but were not displayed, they will now display in the Available pane and can now be added to the Selected pane using the single or double right arrow buttons. To ensure that all available values are added at one time, click the More until all values are displayed.

- **Single Left Arrow**: Select a value by clicking its name in the Selected pane. Select multiple values by holding down the Ctrl key and clicking the value names. Click the Single Left Arrow button to remove only the selected values from the Selected pane.

- **Double Left Arrow**: Click the Double Left Arrow button to remove all listed values from the Selected pane.

 **Note**: If the All Column Values option is included in the Selected values pane, the prompt will return all available values, regardless of any other values that are selected.

Once the desired prompt values have been added to the Selected pane:

- Click the OK button in the lower right corner of the Select Values window to accept the selection. When values have been selected for all required prompt fields, click the Apply button at the bottom of the prompts section to run the associated report with the selected prompt values. If no data matches the prompt values selected, the report will display a No Results message.

- Click the Cancel button to revert to any previous selections, and return to the dashboard page.

**Helpful Tip**: The prompt values on the Data Dictionary dashboard pages are dependent on any preceding prompt fields, so the available prompt values will change depending on the values selected in the previous prompt field. Make sure to use the Reset button at the bottom of the prompts section and select the Clear All option to remove any prompt selections before running the report with new prompt values.

You can also use the Reset button to Reset to last applied values or Reset to default values.
OBIEE Quick Reference Guide - Data Dictionary Statewide Dashboard

Tab 1: OBIEE Data Dictionary Report

**Suggested Use:** View the folders and fields included in the selected subject area(s) to get better acquainted with the data that is specific to the subject area(s), without having to create a new analysis and manually look through each folder for the data fields.

**Prompts – Data Dictionary:**

- Subject Area is a required prompt field.
- Presentation Table (Folder).
- Presentation Column (Field).

**Report Columns:**

- Subject Area.
- Presentation Table (Folder).
- Presentation Column (Field).
- Presentation Column Description.
- Logical Table.

**Report Drill Action:**

Click the field name in the Presentation Column (Field) column to view the OBIEE Data Dictionary Detailed Report (Tab 2) for the selected field name.
Tab 2: OBIEE Data Dictionary Detailed Report

**Suggested Use:** View all subject areas that contain the selected column(s)/field(s). Select multiple fields that would be required for a report to see what subject area is best suited for creating a new analysis.

**Note:** The Logical Table/Source/Column fields and the Physical Table/Column fields are included to provide information about how the data is stored in the OBIEE repository. This information can be used to help identify relationships between the data fields, but it does NOT provide direct mapping back to the source system.

**Prompts - Data Dictionary Detailed:**
- Presentation Column (Field).

**Report Columns:**
- Subject Area.
- Presentation Table (Folder).
- Presentation Column (Field).
- Presentation Column Description.
- Logical Table.
- Logical Table Source.
- Logical Column.
- Logical Column Source
- Logical Column Description.
- Physical Table.
- Physical Column.
Suggested Use: This report does not have required prompts, so there is more flexibility for searching the prompts for field names. This report is useful for searching for fields with names that have changed from the source system data.

Note: The Logical Table/Source/Column fields and the Physical Table/Column fields are included to provide information about how the data is stored in the OBIEE repository. This information can be used to help identify relationships between the data fields, but it does NOT provide direct mapping back to the source system.

Prompts – Data Dictionary Detailed All Columns:
- Subject Area.
- Presentation Table (Folder).
- Presentation Column (Field).
- Logical Table.
- Logical Column.
- Physical Table.
- Physical Column.

Report Columns:
- Subject Area.
- Presentation Table (Folder).
- Presentation Column (Field).
- Presentation Column Description.
- Logical Table.
- Logical Table Source.
- Logical Column.
- Logical Column Source.
- Logical Column Description.
- Physical Table.
- Physical Column.