

How to Find Things in Data Cookbook

1. In your browser, open the **Buffalo State Data Cookbook** site <http://buffalostate.datacookbook.com> or use the link on the **Data Services** web page <https://rite.buffalostate.edu/dataservicesportal.html>.

Data Services Portal
powered by Data Cookbook

Definition: Data Cookbook is a cloud-based, higher education-focused data governance tool. When fully implemented, it provides centralized, accessible, searchable, and transparent report and data information.

Why Data Cookbook: The Buffalo State Data Governance Committee has been established to provide leadership for the creation, implementation, and oversight of institution-wide information and data management standards and practices. Data Cookbook works to achieve documentation of data and report standardization, as well as creation of a data dictionary for Buffalo State data.

How to access Data Cookbook: All Buffalo State faculty and staff have access to Data Cookbook. Faculty and staff should use their Buffalo State credentials (*Buffalo State username and password*) to login to <https://buffalostate.datacookbook.com>

Data-Related Policies:

- [Data Risk Classification Policy](#)
- [Guidelines for Storing and Transmitting College Data](#)

Help and User Resources: [Access the User Guide](#) or log in to Data Cookbook and click on “Help” at the top of the page to browse other available resources.

Contact Information: email the [Data Services team](#)

2. Log in using your Buffalo State username and password.
3. Enter a key word or phrase you are looking for in the search field under ‘**What information are you looking for?**’ The **Data Cookbook** finds matches in the definition and report specification names or descriptions and even checks for related items that match your search.

[Home](#) [Definitions](#) [Specifications](#) [Organization](#) [Community](#)

What information are you looking for?

Search the Data Cookbook [Go](#) ⓘ

4. Click **Go** or press **Enter**.
5. The search results will display with the highlighted key words. The left side of the results page will contain any definitions that match your search criteria. Definitions help you understand the meaning behind a particular type or piece of data.

The right side of the results page will show you any specifications of existing reports that match your search criteria. Specifications are descriptions of reports and other reporting items.

[Home](#) [Definitions](#) [Specifications](#) [Organization](#) [Community](#)

Find Data

Search the Data Cookbook

[REQUEST ADDITIONAL HELP](#)

Your search for **"student"** produced these results:

Definitions [\(refine search\)](#)

STUDENT TYPE
 FUNCTIONAL AREAS: [Student Data](#)
 TAGS:
 RELATED SPECIFICATIONS:

STUDENTS WITH DISABILITIES
 FUNCTIONAL AREAS: [Student Data](#)
 TAGS:
 RELATED SPECIFICATIONS:

PART-TIME STUDENT
 FUNCTIONAL AREAS: [Student Data](#)
 TAGS:
 RELATED SPECIFICATIONS: [Demographic Report \(SZRCPLS\)](#)

Specifications [\(refine search\)](#)

Deans Student Report
[Pending Changes](#)
 FUNCTIONAL AREAS: [Student Data](#)
 SPECIFICATION TYPE: XLS, XLSX
 DATA SYSTEM:
 TAGS:
 RELATED DEFINITIONS:

Credit Hour Produced by Level of Student - SZRCPLSBC
[Pending Changes](#)
 FUNCTIONAL AREAS: [SUNY Buffalo State Data](#)
 SPECIFICATION TYPE: ePrint (PDF, TXT, CSV)
 DATA SYSTEM:
[Other Systems](#) > [Banner PROD](#)

- You can hover over a definition to see a pop-up window or access the definition page by clicking on the definition itself.

Definitions [\(refine search\)](#) **Specification**

STUDENT TYPE
 FUNCTIONAL AREAS: [Student Data](#)
 TAGS:
 RELATED SPECIFICATIONS:

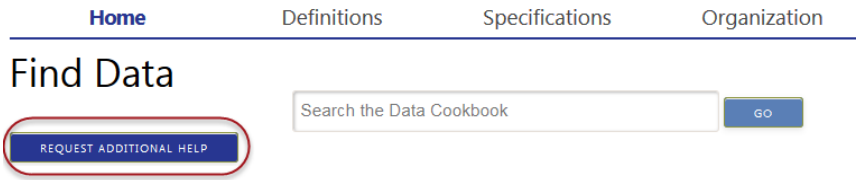
STUDENTS WITH DISABILITIES
 FUNCTIONAL AREAS: [Student Data](#)
 TAGS:

Deans Student Report
[Pending Changes](#)
 FUNCTIONAL AREAS: [SUNY Buffalo State Data](#)
 SPECIFICATION TYPE: ePrint (PDF, TXT, CSV)
 DATA SYSTEM:
[Other Systems](#) > [Banner PROD](#)

APPROVED : Indicates student's enrollment status at Buffalo State. Student type code is calculated based on prior term code and current term registration status.
 Valid values are:
 N - New
 C - Continuing
 R - Returning

- Hover over a specification to view a description or click on the specification title to see details about how a report can be obtained or a link to its location and what it contains.

8. If you have a question or can't find a definition you are looking for, you can use the **Request Additional Help** option on the search results page:



Or locate it by hovering over **Home** and selecting **Find Data**:

