FINDING DEFINITIONS YOU NEED

INSTITUTIONAL RESEARCH
1. To browse the glossary of definitions within the Data Cookbook, log in to your account with your Data Cookbook credentials. URL - https://boisestate.datacookbook.com/login

2. Select ‘Definitions’ from the navigation tabs at the top of the page.

3. Hover over the Definitions tab at the top of the page and selecting “Browse definitions”.

4. Search for Definitions
   I. The Search Bar is located in the top right of the browser screen, under the “Community” navigation tab. To search for a term, input the desired search term and click enter (>).
   II. Use the tools and filters listed and described below to help you narrow your search.
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I. Sort by
   a. There are three options to order the list of definitions: Alphabetical, Recently Modified, and Recently Created

II. Display
   a. Definitions can be displayed in two different formats: Full Content or Name Only

   **FULL CONTENT –**
   The term and a definition preview are provided
   
   ![Example Full Content](image)

   **NAME ONLY –**
   The term names are previewed in a list
   
   ![Example Name Only](image)

III. Filter by:
   a. Functional Area - The department/group data stewards that manage the definition
   b. Version - The current status of the definition (e.g., Latest Approved, Pending, In Draft, etc.)
   c. Definition Source - Where the definition originated from (Not currently used.)
   d. Data System - The name of the campus data system(s) that currently use the defined term
   e. Tag - Keywords and terms related to the definition
6. Quick Definition Lookup

- This search bar is located under the Data Cookbook logo at the top of the site page.
- Results are rendered from local and public sources.
- Does not include Specifications, only definitions located within Data Cookbook.
- You may opt to get only local results by unchecking the “Include Public Community”.

7. For more information, please visit the Data Cookbook site at: https://ir.boisestate.edu/datacookbook/