

The logo features a stylized cloud icon on the left, with a bar chart and a downward-pointing arrow integrated into its base. The text 'Data Cookbook' is positioned to the right of the icon, with 'Data' in black and 'Cookbook' in blue. Below 'Cookbook' is the word 'Tutorials' in black.

# Data Cookbook Tutorials

## BROWSING SPECIFICATIONS

INSTITUTIONAL RESEARCH



BOISE STATE UNIVERSITY

1. To browse the index of Specifications within the Data Cookbook, log in to your account with your unique Data Cookbook credentials.



Community

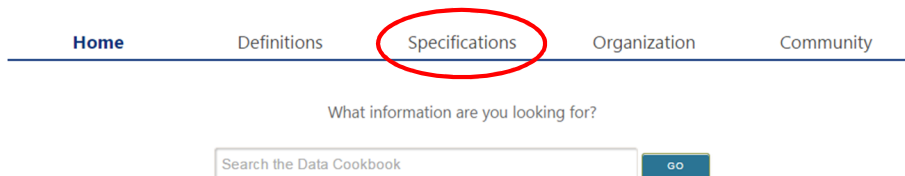
Log In

Login

Password

Remember Me

2. Select 'Specifications' from the navigation tabs at the top of the page.



3. Hover over the Specifications tab at the top of the page and select "Browse specifications".



4. Search for a Report Specification

- I. The Search Bar is located in the top right of the browser screen, under the "Community" navigation tab. To search for a specification, input a keyword and click enter (>).
- II. Use the tools and filters listed below to help you narrow your search.



## **5. Use the tools and filters that will help you narrow your search**

### **I. Filter by:**

- a. Functional Area - The department/group data stewards that manage the specification
- b. Version - The current status of the specification (e.g., Latest Approved, Pending, In Draft, etc.)
- c. Data System - Specification that consists of information that is used within an organization
- d. Specification Type - The original form of the specification report that is output
- e. Tag - Keywords and terms related to the specification

## **6. For more information, please visit the Data Cookbook site at:**

<https://ir.boisestate.edu/data-cookbook/>