How to Use metaLink

What is the metaLink?

With any PeopleSoft implementation one of the most difficult things for users responsible for Query and Report development is to determine what data lives where and/or to understand the meaning and usage of each record and field. The sheer number of available tables and fields can be overwhelming for anyone attempting to learn the data structure. In addition, end users reading reports may have questions about the exact nature of the data they are looking at. What each date field means, for example.

The obvious answer to this challenge is, of course, a Data Dictionary. A Data Dictionary is a repository of detailed information about the data itself such as relationships to other data, definitions, usage, format, etc. Oracle defines it as a collection of tables with metadata. What is metadata? It is data about data. An example would be the field EMPLID. What type of field is it? Is it a character field, a numeric field? How many characters can it contain? What are valid entries into the field? The Data Dictionary gives users a place to search for all that information and more regarding the data that they use daily. In addition, the Data Dictionary also provides a place for information regarding data relationships.

To meet the need for a Data Dictionary for our Query Developers and end users to have access to the information they need regarding PeopleSoft data structure and metadata, Greg Gamble, of the Application Development team at the State Board developed a web application called metaLink. It is a .Net site on Framework 4.0, using C sharp on code pages. SQL Server is the Database. Having the web app developed in house allows us amazing flexibility.

The MetaLink app will support the college system by providing key information about the data stored within the tables and columns in Golden Gate, which are replicated from the ctcLink production database. The key information is critical to the accurate use of PeopleSoft data for reporting and/or analysis.

• Key Features
  • Allows designated users to document structures and properties for a given record or field.
  • Track and record changes by user, date, and what was changed.
  • Allow users to view completed data dictionary reports.
  • Allow users to view the ctcLink reporting catalog.
  • Allow users to search for available PeopleSoft reporting objects.

MetaLink does not stop at being just a data dictionary. It is also a powerful search tool where users can search all reporting objects in ctcLink as well as the SQL scripts used in Views. The powerful search capabilities enable end users and query developers to search for existing queries and reports easily and efficiently. This helps us to minimize the number of new queries and reports.

The metaLink Data Dictionary

The metaLink data dictionary stores metadata about the records, views and fields used in queries and reports. Much of this is proprietary PeopleSoft information and requires a login to view.
metaLink Login
The Data Dictionary provides the ability to display records and fields by pillar.

To gain access to all aspects of MetaLink you must first request a password. Please submit all requests for MetaLink passwords to Data Services. dataservices@sbctc.edu

Users without a password will still be able to use metaLink for searching but with limited capabilities.

Navigate to http://dataservicesmetalink.sbctc.edu

Click on Login in the upper right hand corner of the screen and enter in your login credentials.

You will now be able to view metadata, edit metadata or edit your account information. Click on Meta Data to go to the Reporting Library.

Using the metaLink Data Dictionary
To view table and column information, click on View Current Data Dictionary.
Filtering Data Dictionary Tables

Select a pillar then filter by:

- **ctcLink Pillar**
  - ctcLink Pillar must be selected as a filter.
- **Commonly Used Tables**
  - The table has been selected as commonly used and is used in many queries and reports.
- **Highly Sensitive Tables**
  - The table contains a highly sensitive field.
- **Replicated in dataLink**
  - The table has been replicated in dataLink.
- **Recommended Tables**
  - The table has been designated by the Data Services Reporting Team as a recommended table.
- **Prompt Tables**
  - The table is appropriate for use as a prompt table in query development.
- **Available in Query Security**
  - The table is included in an access group in a Data Services Query Tree.

Once filters have been selected, the ctcLink Table Name field will become selectable.
Select the table. The table name will be in the ctcLink format for searching, however, if the table has been replicated to dataLink both table names will appear in the Table Information section of the data dictionary.

Click on View Report in the upper right corner of the screen.

The Data Dictionary Report contains two main sections: Table Information and Column Information. Table Information holds details about the record while column Information holds details about the fields in the table.

Viewing the metaLink Data Dictionary

Table Information
Record details are found under the header TABLE INFORMATION. Table information is either sourced from system tables or it is crowd sourced from metaLink users.

Sourced Systematically
- Table Name – Name of the record. If the table has been replicated both the ctcLink and dataLink naming schema will display. If the table has not been replicated, only the ctcLink name will display.
- Friendly Name – The laymen name for the record. For example, the record STDNT_ENRL is commonly referred to as the Student Enrollment table.
- Description – System description of the record.
- Record Type – The type of record.
- Parent Records – Name of the parent records, if applicable.
- Child Records – Names of child records, if applicable.
- Query Record Security – Secure view entered in the Query Security Record field in the record properties that will enforce row level security.
- Query Roles – Roles that grant access to the record.
- Pillar – The record’s pillar.
- Module – The record’s module.
- Primary Keys – Fields designated as Primary Keys in the record.
- Recommended Table? – indicates if the record has been flagged as recommended.
- Commonly Used Table? – indicates if the record has been flagged as commonly used.
- Prompt Table? – indicates if the record is used as a prompt table.
- Effective Dated Table? – indicates if the record contains the EFFDT field.
- Highly Sensitive Table? – indicates if the record contains a highly sensitive field.
- Available in Query Security? – indicates if the record has been added to an access group in a Data Services Query Tree.
- Replicated Table? – indicates if the record has been replicated to dataLink.
Sourced from metaLink Users

- Record Notes – Notes regarding the record
- Business Use Description – Description of the business use of the record.
- Parent Child Business Rules – A parent-child hierarchy is a hierarchy in a standard dimension that contains a parent attribute. A parent attribute describes a self-referencing relationship, or self-join, within a dimension main table. Parent-child hierarchies are constructed from a single parent attribute.

Field Information

Field details are found under the header COLUMN INFORMATION. Field information is either sourced from system tables or it is crowd sourced from metaLink users.
**Sourced Systematically**

- **Friendly Name** – The laymen name for the column. For example, the column name STRM is commonly referred to as Session/Term.
- **Primary Key** – Indicates if this field is part of the primary key for the record (table). The combination of primary key fields represent the uniqueness of the row in the record.
- **Data Type** – A classification identifying one of several types of data, such as integer, text or decimal that determines the possible values for that type.
- **Size** – The length or scale of the field value. Size is related to the Data Type.
- **Precision** – Indicates the decimal places for numeric fields.
- **Nullable** – Indicates if the field can contain null or blank values.
- **Data Classification** – The field is considered highly-sensitive if this field is populated with “Category 4 Data is considered highly-sensitive data requiring special handling.”
- **Valid Values** – Field values and their meanings. Valid values can be sourced both systematically and from end users. When sources systematically the values come from the PSXLATITEM table.

**Sourced from metaLink Users**

- **Description** – The description of the field and what it is used for. Any pertinent information regarding the field should be included.
- **History** – Includes any historical changes to the field such as inclusions or exclusions of values.
- **Examples of Use** – Provides examples of how/when to use the field. Information about auto-joins and how they might affect the query, etc.
- **Converted** – The table and field name of the legacy source record if converted during implementation.
- **Notes** – Any other notes, pertinent information regarding the field.
- **Valid Values** – Field values and their meanings. Valid values can be sourced both systematically and from end users.

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**DEPTID**

<table>
<thead>
<tr>
<th>Friendly Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>A 4 to 5-character alpha value that identifies the organizational unit involved in a transaction. DEPTIDs are assigned to distinctly identifiable units that represent an entity or activity with a defined business objective. The DEPTID is organized into tree levels in PeopleSoft to facilitate reporting and accountability. It is used to establish and set up budget, and to track expenses and revenue.</td>
</tr>
<tr>
<td>Primary Key</td>
<td>No</td>
</tr>
<tr>
<td>Data Type</td>
<td>tclmi = CHAR, metaLink = VARCHAR2</td>
</tr>
<tr>
<td>Size</td>
<td>tclmi = 10, metaLink = 10</td>
</tr>
<tr>
<td>Nullable</td>
<td>Yes</td>
</tr>
<tr>
<td>Data Classification</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Examples of Use</td>
<td>ACCOUNT - FUND_ID - DEPTID - CLASS_FLD - PROJECT_ID - ACTIVITY_ID</td>
</tr>
<tr>
<td>Converted</td>
<td>No</td>
</tr>
<tr>
<td>Common Field</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td>The DEPTID in Pay Check is the department that is assigned to the Primary Job and the Emply RCD in Pay Check.</td>
</tr>
</tbody>
</table>

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6 | Page
**metaLink Searching**

One of the wonderful things about MetaLink is that it allows users to search for reporting objects such as Queries, Pivot Grids and BI Publisher reports across a variety of fields from a single input source. Users can search across all pillars, by field name, record name, description, definition, and folder. The plethora of available options and the ease of searching is one of the best features of MetaLink. In PeopleSoft query for example, the only way to search by query definition is by creating a query to do so, while metaLink allows definition searching with no additional effort required.

**Reporting Object Search**

If logged into metalink, click on the MetaData tab to search MetaLink for existing Queries, Pivot Grids, BI Publisher reports, nVision reports, Connected Queries, Composite Queries and Records in Production.

It is not required to log in to search reporting objects and SQL views. If not logged in simply click on Search Tools. Note, searching Records will require the user to be logged in.

Next click on the Reporting Object Search hyperlink.
This will open the Reporting Object Search page where users can search reporting objects by record names and labels, field names and labels, free text, description, long description, label, and folder.
Click for Search Tips

To the right of the screen is a hyperlink titled “Click for Search Tips” that opens general search tips for successful searching when clicked.

Click for Search Tips

- Use Clear Form between each search.
- Do not leave blank search boxes in between search terms.
- Use a single word in each search box. Do not use the terms below, unless you want to search on them:
  - AND: include each search term in the results.
  - OR: include any search term in the results.
  - An AND attribute used after an OR attribute will be part of the OR statement.
  - NOT: disallow search term in the results.
- All searches use partial search terms.
- Search Record and Field Names and Labels will search:
  - Database Field Name
  - Short Field Name
  - Long Field Name
  - Query Field Name Label
  - Field Label
  - Record Name
- Free Text Search will search:
  - Object Name
  - Any Reporting Object Description
  - Any Reporting Object Long Description
  - Query Folder
- If using NOT, always use it as the last search option with no blank search boxes in between.
- The Module box limits the results to reporting objects that use records that have a module assigned. However, not all records have an assigned module. To include reporting objects that use records with no module assigned, select the Unassigned Modules check-box. The Unassigned Modules check-box is only available if a Module has been selected.
All Pillars
Select CS (Campus Solutions), FS (Financials), HCM (Human Capital Management) or All Pillars to search by one or all pillars.

Module
Module is assigned to most records and reports. The list of available modules will filter based on pillar selection.

Unassigned Modules Checkbox
While most records and reports have an assigned module, not all of them do. To include reporting objects that may not have an assigned module, check the Unassigned Modules checkbox. The Unassigned Module checkbox will only be able to be selected if a module has been selected.

Search Records, Field Names and Labels
Search Record and Field Names and Labels will search:

- Database Field Name
- Short Field Name
- Long Field Name
- Query Field Name Label
- Field Label
- Record Name
Use a single word in each search box. Do not leave search boxes in between search terms and use the Clear Form between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
  - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.

**Free Text Search**

Free Text will search:

- Object Name
- Any Reporting Object Description
- Any Reporting Object Long Description
- Query Folder

Use a single word in each search box. Do not leave search boxes in between search terms and use the Clear Form between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
  - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.

**Search Results**

Each tab will display either results or a message saying no results found.

**Queries Tab Results**

The Queries Tab will show queries that match the search criteria.
The query name will be in the form of a hyperlink, which can be clicked to bring up additional details about the query.

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the query. The Select No. Column lists the SELECT statement number that the record and field is included in. In the example below, we see that SRVC_IND_DATA – EMPLID belongs to Select No. 2. This means that the query includes a subquery or a union because the query has two SELECT statements in the SQL code. The field Column No. indicates the column order.

### Reporting Object Details

**Object Name:**
QC5_AA_ACAD_ADVISOR_NOT_R35

**Object Description:**
Students by Advisor and no R35

**Table - Field Pairs**

<table>
<thead>
<tr>
<th>Table Field Default Label</th>
<th>Field Name Label</th>
<th>Select No.</th>
<th>Column No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDNT_ADR_HIST - INSTITUTION - INSTITUTION</td>
<td>A.INSTITUTION - INSTITUTION</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>STUDNT_ADR_HIST - ACAD_PROG - ACAD_PROG</td>
<td>A.ACAD_PROG - ACAD_PROG</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>STUDNT_ADR_HIST - EMPLID - ID</td>
<td>A.EMPLID - ID</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NAMES_WF - NAME - NAME</td>
<td>B.NAME - NAME</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>STUDNT_ADR_HIST - ADVISOR_ID - ADVISOR</td>
<td>A.ADVISOR_ID - ADVISOR</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>SRVC_IND_DATA - EMPLID - ID</td>
<td>C.EMPLID - ID</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
Pivot Grid Tab Results

The Pivot Grids Tab will show pivot grids that match the search criteria.

The pivot grid name will be in the form of a hyperlink, which can be clicked to bring up additional details about the pivot grid.

<table>
<thead>
<tr>
<th>Pillar</th>
<th>Type</th>
<th>Pivot Grid Name</th>
<th>Description</th>
<th>Long Description</th>
<th>Data Source Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_A0_ENRL_US_APP_RT</td>
<td>Apply/Admit/Enroll by STRM:890 (<a href="mailto:enrnt@doccd.edu">enrnt@doccd.edu</a>) 08/12/2021 #113726. Only enrolled students that are admitted to the term are included in the enrollment count. Enrollment count is then divided by the total admitted count to get the yield rate for the STRM.</td>
<td>QCSC_A0_ENRL_US_APP_RT_PSG</td>
<td>CS_CC_COVD_VAKT_STND_CTL</td>
</tr>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_CC_COVID_VAKT_STND_CTL</td>
<td>Student Vaccination Count:890 (<a href="mailto:enrnt@doccd.edu">enrnt@doccd.edu</a>) 08/26/2021 Student Vaccination Count</td>
<td></td>
<td>QCSC_CC_COVD_VAKT_STND_CTL_PSG</td>
</tr>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_EA_WORKFORCE</td>
<td>Workforce Budget:</td>
<td></td>
<td>QCCS_EA_WORKFORCE_BUDGET</td>
</tr>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_SR_STD_FTE_BY_DAY</td>
<td>FTE Total By Registration Day:</td>
<td></td>
<td>PCCS_SR_STD_FTE_BY_DAY</td>
</tr>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_SR_STD_FTE_SUMMARY</td>
<td>FTE Summary:</td>
<td></td>
<td>QCCS_SR_STD_FTE_SUMMARY_PSG</td>
</tr>
<tr>
<td>CS</td>
<td>PSQUERY</td>
<td>PCCS_SR_STD_HEADCnty_BY_DAY</td>
<td>Headcount Total By Reg Day:</td>
<td></td>
<td>QCCS_SR_STD_HEADCnty_BY_DAY</td>
</tr>
</tbody>
</table>

7 records found
The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the query data source of the pivot grid. The Pivot Grid Aggregate – Alias column shows the aggregate function applied to each field.

**Pivot Grid Details**

**Pillar:**
CS

**Pivot Grid Name:**
PGCS_AD_ENRL_VS_APP_RT

**Pivot Grid Description:**
Apply/Admit/Enroll by STRM

**Pivot Grid Long Description:**
890 ibrent@sbc.edu 08/12/2021 #117526 Only enrolled empids that match admitted empids for the term are included in the enrollment count. Enrollment count is then divided by the total admitted count to get the yield rate for the STRM.

**Pivot Column - Pivot Aggregate**

<table>
<thead>
<tr>
<th>Pivot Column - Alias</th>
<th>Pivot Aggregate - Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.ADMIT_TERM - STRM</td>
<td>-</td>
</tr>
<tr>
<td>A.COUNT1 - APPLIED</td>
<td>SUM -</td>
</tr>
<tr>
<td>A.COUNT2 - ADMITTED</td>
<td>SUM -</td>
</tr>
<tr>
<td>A.COUNT3 - ENROLLED</td>
<td>SUM -</td>
</tr>
<tr>
<td>A.CTC_AY_FALL_LEAD_9 - ACADEMIC YEAR</td>
<td>-</td>
</tr>
<tr>
<td>A.DISPLAY_PERCENT - ENROLL/ADMIT_PERCENT</td>
<td>SUM -</td>
</tr>
<tr>
<td>A.INSTITUTION - INSTITUTION</td>
<td>-</td>
</tr>
<tr>
<td>B.Descr - STRM Descr</td>
<td>-</td>
</tr>
</tbody>
</table>
BI Publisher Tab Results

The BI Publisher Tab will show BI Publisher reports that match the search criteria.

The BI Publisher Data Source name will be in the form of a hyperlink, which can be clicked to bring up additional details about the query data source. If the data source is a Connected Query, the name of the Connected Query will display but there will not be a hyperlink to follow.

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the query data source of the BI Publisher report. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Report ID</th>
<th>Description</th>
<th>Long Description</th>
<th>Burst Field</th>
<th>Template Type</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN</td>
<td>QRY</td>
<td>BPS_AR_0002</td>
<td>QFS_AR_ITEM_DET_GL_BI</td>
<td>AR Sub Ledger Report</td>
<td>RTF</td>
<td></td>
<td>QFS_AR_ITEM_DET_GL_BI</td>
</tr>
<tr>
<td>FIN</td>
<td>QRY</td>
<td>BPS_AR_0004</td>
<td>QFS_AR_PAYMENTS_BI</td>
<td>AR Payment Report</td>
<td>RTF</td>
<td></td>
<td>QFS_AR_PAYMENTS_BI</td>
</tr>
<tr>
<td>FIN</td>
<td>QRY</td>
<td>BPS_AR_0006</td>
<td>QFS_AR_CS_AGING_RPT</td>
<td>Combined AR/CS Aging Report</td>
<td>RTF</td>
<td></td>
<td>QFS_AR_CS_AGING_RPT</td>
</tr>
</tbody>
</table>
```

Reporting Object Details

**Object Name:**
QFS_AR_CS_AGING_RPT

**Object Description:**
QFS_AR_CS_AGING_RPT

**Table - Field Pairs:**

<table>
<thead>
<tr>
<th>Table - Field - Default Label</th>
<th>Field Name - Label</th>
<th>Select No.</th>
<th>Column No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VFS_AR_CS_AGING - SOURCE - SOURCE</td>
<td>ASOURCE - SOURCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VFS_AR_CS_AGING - BUSINESS_UNIT - GL - GL UNIT</td>
<td>ABUSINESS_UNIT - GL - GL UNIT</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>VFS_AGENCY_ID - CMPY_DESCR - DESC</td>
<td>BCMPY_DESCR - DESC</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>VFS_AR_CS_AGING - BUSINESS_UNIT - UNIT</td>
<td>ABUSINESS_UNIT - UNIT</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>VFS_AGENCY_ID - BU_DESCR - BU DESCRIPTION</td>
<td>BBU_DESCR - BU DESCRIPTION</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>VFS_AR_CS_AGING - CUST_ID - CUSTOMER</td>
<td>ACUST_ID - CUSTOMER</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>- EXPR14, 14 -</td>
<td>EXPR14, 14 - NAME</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>- EXPR16, 16 -</td>
<td>EXPR16, 16 - THIRD PARTY FLAG</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>- EXPR12, 12 -</td>
<td>EXPR12, 12 - WA STATE AGENCY CODE</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>VFS_AR_CS_AGING - ITEM - ITEM ID</td>
<td>AITEM - ITEM ID</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>VFS_AR_CS_AGING - ITEM_BALANCE - ITEM BAL</td>
<td>AITEM_BALANCE - ITEM BAL</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>- EXPR18, 18 -</td>
<td>EXPR18, 18 - AGE IN DAYS</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>- EXPR1, 1 -</td>
<td>EXPR1, 1 - FS INVOICE DATE - SF DUE DATE</td>
<td>1</td>
<td>13</td>
</tr>
</tbody>
</table>
NVision Tab Results

The NVision Tab will show queries that match the search criteria.

The query name will be in the form of a hyperlink, which can be clicked to bring up additional details about the NVision query data source.

![NVision Tab Results](image)

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the query data source. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.

![Reporting Object Details](image)
Composite Queries Tab Results

The Composite Queries Tab will show composite queries that match the search criteria.

The base queries names will be in the form of a hyperlink, which can be clicked to bring up additional details about the parent or child query.

The additional details available via the hyperlink are the table/field pairs that show which records and fields were used in the creation of the parent or child query data source. The Select No. Column lists the SELECT statement number that the record and field is included in. The Column No. field indicates the column order.

There are currently no composite queries in ctcLink.

Reports Tab Results

The Reports tab links to a manually maintained database that is not currently connected to metaLink. When the connection is made this document will be updated.

Records Tab Results

The Records Tab will only display if the user is logged into metaLink. The Records Tab will show records that match the search criteria. There are checkboxes used to indicate if the record is commonly used, recommended, or available in the Data Services Query Tree.

The record name will be in the form of a hyperlink, which can be clicked to bring up additional details about the record.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Description</th>
<th>Long Description</th>
<th>Commonly Used</th>
<th>Recommended</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career Table</td>
<td>The Academic Career Table defines all Careers that an institution offers and is used to summarize statistics on the academic transcript.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Student Degree Plan Table</td>
<td>The Student Degree Plan Table is a list of all Academic Plans in which a student earned a degree at the university.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Student Degree Sub-Plan Table</td>
<td>The Student Degree Sub-Plan Table is a list of all Academic Sub-Plans in which a student earned a degree at the university.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Academic Plan Table View</td>
<td>This view is used as a prompt table that selects all plans associated with an Academic Program. It is used as a prompt in the Transcript Request panel (when a What-if advising report is also included) to override the current academic plan.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Academic Plan Table</td>
<td>This table is used to record the academic Plans in which a student has declared, the declaration dates, the declaration primary sequence number, and other initial data. To have an entry in this table the student must have been admitted to an Academic Program.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The additional details available via the hyperlink are the table/field pairs that show the record and all the fields available in the record. The field Select No. Contains a 0 for records. The same template is used for records and queries and since there is no SELECT statement for records, the select number will always be 0.

### Reporting Object Details

**Object Name:**
ACAD_CAR_TBL

**Object Description:**
Academic Career Table

**Table - Field Pairs:**

<table>
<thead>
<tr>
<th>Table - Field - Default Label</th>
<th>Field Name - Label</th>
<th>Select No.</th>
<th>Column No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_CAR_TBL - INSTITUTION - INSTITUTION</td>
<td>INSTITUTION - ACADEMIC INSTITUTION</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - ACAD_CAREER - CAREER</td>
<td>ACAD_CAREER - ACADEMIC CAREER</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - EFFDT - EFF DATE</td>
<td>EFFDT - EFFECTIVE DATE</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - EFF_STATUS - STATUS</td>
<td>EFF_STATUS - STATUS AS OF EFFECTIVE DATE</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - DESCR - DESCR</td>
<td>DESCR - DESCRIPTION</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - DESCRSHORT - SHORT DESC</td>
<td>DESCRSHORT - SHORT DESCRIPTION</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - GRADING_SCHEMA - GRID SCHEME</td>
<td>GRADING_SCHEMA - GRADING SCHEME</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - GRADING_BASIS - GRADING</td>
<td>GRADING_BASIS - GRADING BASIS</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>ACAD_CAR_TBL - GRADE_TRANSFER - TRANSFER GRADE</td>
<td>GRADE_TRANSFER - DEFAULT GRADE - TRANSFER CREDIT</td>
<td>0</td>
<td>9</td>
</tr>
</tbody>
</table>

### SQL View Search

The MetaLink Script Search allows for searching for the underlying SQL script used in the creation of Views and the SBMD (State Board Master Data) views used for the Data Warehouse. Users can search by View Name and/or by Pillar. Click on Meta Data to go to the Reporting Library.
Click on View Script Search.

Here you will enter your search terms. To search by pillar, select a pillar. To search all pillars, leave as All Pillars. In addition to the pillar, users may also select to search the SBMD views which are only available in dataLink. There is information to the right of the screen detailing this as well as the naming conventions for views and what they mean.

- The **SBMD** pillar represents views available in data-link only and are considered State Board Master Data views.
- View scripts from any other Pillars are available only in ctcLink.
  - View names that begin with "CTC" were developed by ctcLink Project or IT Application Services.
  - View names that begin with "VCS", "VFS" or "VHC" were developed by Data Services.
  - View names that begin with "GRV" are row level secure Institution versions of delivered tables in the CS Pillar.
  - All other views were developed by Oracle.
To search the SQL View Script, use a single word in each search box. Do not leave search boxes in between search terms and use the Clear Form between searches. All searches allow for partial search terms to be entered with no need for a wildcard. Separate search terms by:

- **AND**: include each search term in the results.
- **OR**: include any search term in the results.
  - An AND attribute used after an OR attribute will be part of the OR statement.
- **NOT**: disallow search term in the results. If using NOT, always use it as the last search option with no blank search box in between.
Click search to view results that match the selection criteria. The View Name will be a hyperlink that will show the SQL script used in the view creation. The field Seq. Num indicates if additional space is needed to see the complete view and the ordering sequence of the script. The field Available indicates if the view is assigned to an access group within a Data Services Query Tree.
Click on the hyperlink of the View Name to see the underlying SQL code.

**View Script Details**

**Pillar:**
FIN

**View Name:**
APOP_INVCSTM1_VW

**Script Description:**
Voucher Proc. Summarized MV

**SQL Script:**

```
```
Resources

The Resources Tab contains a list of valuable resources to use in conjunction with metaLink.

While it is now possible to search commonly used tables in metaLink there is also a Resources page where the full documents of commonly used tables are available by pillar.

The link to this document on how to use metalink is also included.

Additionally, find a list of the most used and favorited queries as well links to the Data Services Coding Manuals and the Report Catalog.

To access these documents simply click on the Resources the select the hyperlink of the document.
Edit Meta Data - Adding Information to MetaLink

How is it populated? Well, while Data Services is the responsible party for making sure it is populated, we are also harnessing the knowledge and expertise of our users... all our users, not just Query Developers. The app is a wiki utilizing crowdsourcing as its source of information. We leverage our communities of practice, functional analysts, project staff... anyone who knows (or finds out something interesting) about the data can share their knowledge. As we gain information about data structure and business uses of different fields and records we have an obligation to all our fellow users to share it. It is quick and easy to add information.

To add information to metaLink, click on Edit Meta Data.

To update the record – select only the Pillar and record. To update a field within a record – select the Pillar, record, and field to modify. Click on the corresponding checkbox to narrow the list of available records by:

- Recommended
- Highly Sensitive
- Commonly Used
- Available (assigned to a Data Services Query Tree)
- Prompt Tables
- Replicated in dataLink

Instructions:
- To enter meta-data for a record, select the record name from the center drop-down. After entering data, be sure to click the save button.
- To enter meta-data for a record field, select the record, then select a field name from the far right drop-down. Be sure to click the save button when done.
  - Fields that are designated as a primary key.
- Selecting a different pillar will clear field and record drop-downs and refill the record drop-down.
- Selecting a different record name will refill the field drop down, with the selected record field names.
Type in the added information. Fields which are greyed out are updated systematically and may not be changed by users. Checkboxes that are bordered in blue indicate the checkbox applies to the record or field. If the checkbox remains unchecked with no blue border, it does not apply to the selected record.

Scroll to the bottom of the screen when finished and click Save Data.
My Account

Update account details in the My Account Tab. Users may not update their User Name however, Name, Email and Phone Number can be changed. To update account details, click on My Account.

Enter the updated information.