



ONLINE DATA CODE MANUAL

This document will help you utilize the Online CTEIS Data Code Manual to its fullest capacity. The instructions will explain what the Data Code Manual is, why you would use it, and how to find what you need.

CTEIS

WEB

PTD TECHNOLOGY
3001 COOLIDGE RD.
SUITE 403
E. LANSING, MI 48823

ONLINE DATA CODE MANUAL

DESCRIPTION

THE CTEIS ONLINE DATA CODE MANUAL IS A WEB-BASED DATABASE THAT CONTAINS THE DESCRIPTION OF CTEIS DATA ELEMENTS. THIS INCLUDES THE TABLE AND FIELD NAME, THE DATA TYPE, ELEMENT TYPE (BUTTON, TEXT BOX, ETCETERA), THE SIZE AND POSSIBLE VALUES, AND MANY OTHER PIECES OF INFORMATION REGARDING THE ELEMENTS THAT MAKE UP CTEIS.

DEFINITIONS

SEARCH RESULTS AND INSTRUCTIONS MAY CONTAIN THE TERMS BELOW

ENTITY: CONTAINER FOR ELEMENTS. EXAMPLES INCLUDE DATA TABLES, WEB FORMS, AND WEB REPORTS.

ELEMENT: FEATURES OF AN ENTITY. EXAMPLES INCLUDE TABLE FIELDS, FORM CONTROLS (SUCH AS A TEXT BOX, RADIO BUTTON, OR DROPDOWN LIST), AND REPORT FIELDS.

THE TERMS "FORM" AND "WEBPAGE" HAVE THE SAME MEANING FOR THE PURPOSES OF THE ONLINE DATA CODE MANUAL.

HOW TO USE

BEGIN, YOU MUST BE LOGGED IN AT WWW.CTEIS.COM. THEN, DO THE FOLLOWING:

1. Choose **CTEIS Reports, Data Code Manual**
2. Type in your search information or choose from an available dropdown list. You can search by:
 - a Keyword:
 - i A keyword search will return any table, form report, definition, or any other element of the data code manual that contains the keyword entered. This can result in a large number of records returned. You may wish to narrow searches further.
 - ii Example: A search by keyword "Student" returns any item from tblStudent, the Manage Students form, and the X0107 Report that contains the word student.
 - iii Used By: This search would be used by someone interested in understanding ALL of the details related to a term, including the tables, forms, and reports in which it is used.

Data code Manual Search Main Menu

Search by Keyword

Search by Table

Search by Form

Search by Report

FIGURE 1 – SEARCH AREA

109 row(s) displayed
RESULTS
 Search by Keyword: Students

Entity Type	EntityName	Descriptive Name	Element Name	Data Type	Definition
Select	Form	Manage Students	Last Name Search	Last Name	Allows the user to search for students by a last name
Select	Form	Manage Students	First Name Search	First Name	Allows the user to search for students by a last name
Select	Form	Manage Students	Find Students	Find Students	Will display either all of the students in the given sending districts of a user or use the criteria specified by the user (LIC, First Name, Last Name).
Select	Report	X0107	Beginning Enrollment	BegEnr	The number of students that have begun the class.

FIGURE2 – KEYWORD SEARCH RESULTS

- b Table:
 - i A table search will return the elements of the table chosen.
 - ii Example: A search by tblStudent will return all of the fields of that table and the definition for each field.
 - iii Used By: This search would be used by someone who needs to know more about the “back-end” of CTEIS.

88 row(s) displayed
RESULTS
 Search by Table
 Name = TblStudent

	Descriptive Name	Element Name	Data Type	Definition
Select	CTE GPA	CTE GPA	Numeric	Automatically calculated Grade Point Average for Career and Technical Education courses. Uses the semester grades entered for students enrolled in CTE course sections. Calculated during 4301 process
Select	Disability Type	Disability Type	Numeric	Drop Down Box from which to select: 0 0-None 05 (05) Cognitive Impairment 06 (06) Emotional Impairment 07 (07) Hearing Impairment 08 (08) Visual Impairment 09 (09) Physical Impairment 10 (10) Speech & Language Impairment 11 (11) Early Childhood Developmental Delay 13 (13) Specific Learning Disabled 14 (14) Severe Multiple Impairment 15 (15) Autistic Spectrum Disorder 16 (16) Traumatic Brain Injury 20 (20) Other Health Impairment 97 ADA (Americans with Disabilities Act) 98 Section 504 99 Unknown Also field VStK_HandicapType in tblStudentTemp.

FIGURE3 – TABLE SEARCH RESULTS

- c Form
 - i A form search will return all of the elements of the form (webpage).
 - ii Example: A search for the Manage Students form will describe each field available on that webpage.

- iii Used By: This search is likely the most popular for a CTEIS Reporter. This would be used by someone who wants to understand the local user side of CTEIS.

63 row(s) displayed
RESULTS
 Search by Form
 Name = Manage Students

	Descriptive Name	Element Type	definition
Select	UIC Validation	Button	
Select	Race/Ethnic	Drop Down Menu	Select ethnicity of student
Select	Find	Button	Push button to search for a student already in the CTEIS database.
Select	Search by Sending District	Drop Down Menu	Use Drop Down Menu to select the school district from which to search for a CTEIS student.

FIGURE 4 – FORM SEARCH RESULTS

- d Report
 - i A report search will return all of the elements of the report.
 - ii Example: A search for the X0107 report will describe each field available on that report
 - iii Used By: This search is likely most popular for a CTEIS reporter looking for a specific field on a report. This would be used by someone who wants to find a report that will return a specific field (or sets of fields).

26 row(s) displayed
RESULTS
 Search by Report
 Name = X0107

	Descriptive Name	Element Type	definition
Select	Report	Field	This is the report that reported the course section.
Select	X0107 Year	Field	This is the school year that reported the course section.
Select	CEPD	Field	This is the cepd that reports the course section.
Select	Fano	Field	This is the fiscal agency's number of the course section.
Select	Faname	Field	This is the fiscal agency's name of the course section.

FIGURES – REPORT SEARCH RESULTS

3. For all Searches, after entering your search terms, press the **Search** button
4. Results will appear below the search area

REPORTS

FOR MORE INFORMATION REGARDING ANY OF THE ITEMS THAT SHOW AS A RESULT OF YOUR SEARCH, CLICK THE [SELECT](#) LINK TO THE LEFT OF THE ELEMENT RECORD. THIS WILL GENERATE A REPORT THAT TELLS:

1. The field and table name
2. The element type, data type and data length
3. A definition
4. Any Usage or notes related to the data
5. If applicable: Possible Values, Foreign Key, Constraints, Source, and Who can edit
6. To export the report to a printable format, use the "Select a format" dropdown list to choose PDF or Excel, and then click the [EXPORT](#) link to the right of it.
7. To start a new search or return to your search results, use the links located at the top of the webpage.

The screenshot displays a web interface for viewing field details. At the top, there are links for [New Search](#) and [Return to Manage Students](#). Below these is a search bar with a page indicator '1 of 1', a zoom level of '100%', and buttons for 'Find | Next', 'Select a format', and 'Export'. The main content area is titled 'Table Field Details' and contains the following information:

Descr. Field Name:	Date of Birth Sort	
Field Name:	Manage Students	Table Name: Manage Students
Element Type:	Link	
Data Type:		Length: 0
Definition:	After the search process has finished, this allows the user to order the results by the date of birth.	
Usage / Notes:	Single Click - Lowest to Highest Double Click - Highest to Lowest.	
Possible Values:		
Foreign Key:		
Constraints:		
Source:		
Who can edit:		

As always, we encourage you to utilize the many other user-friendly features and instructions provided by PTD Technology and CTEIS. These can be found at www.cteis.com. Contact us at cteis.help@ptdtechnology.com for further questions or comments.