[Data Element Dictionary – Navigation Guidelines]

Use this instruction guide to review the navigation of the Data Element Dictionary (DED).

From the myUFL menu, select **Enterprise Reporting > Data Element Dictionary**.

Data Element Dictionary – main level

Navigation of the DED is broken into three levels. These levels correspond to the hierarchy of the Query Studio / Report Studio package model.

1) **Packages**

**Navigation**: When you enter the data dictionary, you are presented with a list of packages.

**Definition**: Packages are grouping of like query subjects that are used together to create a report.

**Content**: A list of Packages available in Enterprise Reporting with descriptions.
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2) Query Subjects
   
   **Navigation:** When you navigate to a package you will be presented with a list of Query Subjects contained in that package.
   
   **Definition:** Query Subjects are data elements that contain report attributes (Query Items/Field Index).
   
   **Content:** A list of Query Subjects, with associated database references and joins to other subjects in the model.
   
   Included at this navigation level is a summary of Query Items contained in the subject with their data types, DB column name, and definition.

3) Query Items
   
   **Navigation:** Within the listing of query subjects are links to Query Items and a "More" link to a complete definition.
   
   **Definition:** Query Items are the lowest level, building blocks of a report. These are the data fields that can be used to create the content of a report.
   
   **Content:** A detailed definition of Query Items, associated Packages, and Query Subjects for that Query Item.

All navigation levels have links to:

- Home – The DED homepage.
- Fields Index – Alphabetical index of all Query Items in the DED.
- Top – Return to the top of the current page.
- Help – This instruction guide.

**Alternative Search Method**

In addition to navigating using the Fields Index in the main menu of the data element dictionary, you can search through any page using the “Find” feature in your web browser. When using Microsoft Internet Explorer, press the <Ctrl> + <F> keys simultaneously to open the find dialog box. Then enter the name of the table or field you are looking for.