# OCFS Data Warehouse
## How to Use the ReportNet Data Dictionary

The Data Dictionary allows you to view the definition of any query item in the ReportNet databases. To use it, go to the ReportNet **Public Folders**, and open the **OCFS DW – Data Dictionary** folder. Click on the "Data Dictionary" hyperlink to view the entire data dictionary, or click on the "Data Dictionary by search Prompt" to search the names of items in the databases for keyword(s). To use the "Data Dictionary by search Prompt":

**Step 1 ~ Complete Prompt 1:** Leave blank to search all current databases, or choose from the list.

The database that supports the FASP Status Summary and FASPs Due reports

The database that supports the FASP Activities reports

The database that supports the SPRs Outstanding Detail report

**Step 2 ~ Complete Prompt 2:** Leave as is.

Prompt 2 will be blank, unless a database was selected in Prompt 1. We recommend you leave this prompt as is (do not select folders, if any appear), and continue with Prompt 3.

**Step 3 ~ Complete Prompt 3:** Enter keyword(s) to see data definitions; follow the steps outlined below.

**A** Enter the keyword(s) for the search

**B** Click the Options hyperlink, and select the appropriate choice; the default is "Starts with any of these keywords"

**C** Click the Search button

**D** Highlight the results you want to see; hold the Ctrl key to multi-select items

**E** Click the Insert button

**Step 4 ~ Run the Data Dictionary:** Click the Finish button on the prompt page to generate the data definitions for the items selected.

*Need help? Contact the Data Warehouse Team at data.warehouse@ocfs.state.ny.us.*