

Data Dictionary Keywords and Color Codes

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Keywords and Color Codes

E Team includes User-Definable Lists used to pre-populate fields on E Team Reports. These lists are designed to allow greater flexibility in defining the content of the E Team data and are located in a central database called the Data Dictionary, which stores a collection of all the lists used throughout the application.

Within the Data Dictionary are configurable [Keywords](#) and user-definable [Color Codes](#), that are used to generate lists that display in pull-down picklists. Many keyword lists come pre-populated with default values. You should review these default values and make any necessary modifications to align with your organizational needs. Some keyword lists are shipped empty and need to be populated with values that are meaningful to your organization before the E Team reports that reference them are used. You can modify existing keywords and color codes, however, you can not create new.

Download the attached file *E Team Data Dictionary.xlsx* to review the contents of all lists at delivery, as well as reports and fields on which the data is used.

A keyword consists of a name (which is supplied as part of the E Team application), a description (also supplied as part of the E Team application), and a value or list of values, which can be left blank, left in the generic form provided as shipped, or modified by the user based on his/her level of system access. These lists may also be used to populate *Dropdown* fields when using the [E Team Form Builder](#).

You can access the Data Dictionary to perform maintenance from within E Team via the Data Dictionary from the Report menu. Users must be a member of either the ETeam System Admin or ETeam Managers group, or have been given the privilege data_dictionary (EDITOR). The configuration can be performed immediately following the installation for Self-hosted systems. As time goes by, you may identify additional changes that need to be made to the Data Dictionary and can perform these updates at anytime.

There are separate data dictionaries for Operations and Training. These must be maintained independently of each other

Keywords

To edit keyword values:

1. Open the E Team Application and Login.
2. From your E Team Report menu, select Keyword listed under Data Dictionary.
3. The system displays a view containing a list of Keywords, viewable by Keyword name or by the report in which the keyword is used.
4. Select the keyword to be modified by clicking on the underlined hypertext link.
5. Click the Update button to edit the document.
6. Enter your keyword values/data.
7. If applicable, delete the placeholder value *No list available*.
If you do not delete the placeholder value No List Available, this will display as an item in the picklist.
8. When you have finished entering the keyword modifications, click on Submit.

Repeat this process for each keyword to be modified,

Color Codes

Color-code keywords allow users to customize the use of status fields found throughout E Team. While you can modify existing color code keywords, you can not create new color code keywords. Users may decide whether or not a color is used (with the Enable/Disable switch), and what its description should be. The order of the colors cannot be modified, nor can the value for the color Blue.

Colors are treated by the system views as descending in seriousness ("bad-ness") from BLACK, which means worst, through GREEN, which means best and GRAY, which means explicitly reported as unknown. You can use whatever terms you choose for the progression, except for BLUE, which cannot be changed. Any color can be disabled, if you do not want to use it. These colors are used to display icons on map views as well. Please note that you are limited to a maximum of 45 characters, including spaces. Any characters greater than 45 will be truncated to the 45th character.

To edit Color Codes:

1. Open the E Team Application and Login.
2. From your E Team Report menu, select Color Code listed under Data Dictionary. The system displays a list of Color Code Keywords, viewable by Color Code Keyword name or by the report in which the keyword is used.
3. Select the keyword to be modified by clicking on the underlined hypertext link.
4. Click the Update button to edit the document.
5. When you have finished entering the keyword modifications, click on Submit.

Repeat this process for each color code to be modified.