This glossary includes common terms used with Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW).

✓ Additional resources you might find helpful include the OFM workforce data planning HRMS (Human Resource Management System) data definitions https://ofm.wa.gov/state-human-resources/workforce-data-planning/hrms-data-definitions.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Term	Description
A	
Ad hoc query	Retrieve data 'on the fly' to meet a specific information need. For example, WWA users can create ad hoc queries using WebI tools to meet agency-specific data needs. Ad hoc query tools can be used to create a report that does not already exist or drill deeper into an existing report to get more details.
Agency Financial Reporting System (AFRS)	State of Washington accounting system. AFRS is a source system for WWA EDW data. ✓ For more information, reference the AFRS page https://ofm.wa.gov/it-systems/accounting-systems/agency-financial-reporting-system-afrs.
Aggregated Value	Value created using aggregation methods (none, count, sum, min, max, average).
Applet	System application/program that performs a specific task. In WebI, this term refers to Java applets that are used with some of the web-based features for reporting and analysis tools.
Attribute	Descriptive data about a dimension.
B	
BI Inbox	Web Intelligence (WebI) inbox available from the BI launch pad. For example, you can send a non-confidential WWA query/report to another WWA user via the BI Inbox.
BI Launch Pad	Portal into SAP Business Objects Web Intelligence (WebI) tools and objects. The BI launch pad is displayed after you log on to WWA EDW. You will use the BI launch pad to access and organize queries/reports and to launch the WebI ad hoc query/reporting tool.
Business Intelligence (BI)	Process of collecting business data and turning it into information that is meaningful and actionable towards a strategic goal.
Business Objects	SAP Business Objects Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way to analyze and display data.
C	
Category	Logical associations to documents. For example, categories can be used to label a document and provide an organizational alternative to a folder.
Crosstab	Report component that summarizes and displays data in a compact row and column format to help compare data and identify trends.
D	

Term	Description
Database (DB)	Collection of data that is organized to enable convenient search and retrieval. For example, WWA EDW uses a collection of workforce-related data for queries, reports, and analysis.
Data Governance	Framework and common practices to ensure enterprise level data is consistent and meaningful. Data governance includes the strategy of managing and controlling data to ensure it meets business data definition/data integrity rules.
Data Point	Item on a graph or chart. A data point is usually derived from a measurement and represented numerically and/or graphically.
Data Source	System that provides data for WWA EDW. For example, AFRS and HRMS are data sources.
Data Visualization	Method of presenting data in pictures, charts, or graphs. Data visualization is a quick way to convey concepts and help people to better understand the underlying data. Patterns, trends, and correlations that are undetected in spreadsheet-based data may be recognized easier using data visualization.
Data Warehouse	Database or data repository that deals with multiple subject areas. For example, WWA Enterprise Data Warehouse (EDW) includes several universes for workforce-related data.
Dimension	Collection of related data that represents aspects of a business. A set of objects in a dimension may be arranged in levels or parent-child relationships to form a hierarchy. For example, a time hierarchy may include year, quarter, month, and week. ✓ A dimension will be logically grouped in a folder. For example, WWA universes include a folder for the Employee dimension and a folder for the Organization dimension.
Document	Web Intelligence (WebI) reports are referred to as 'documents' or web intelligence documents (WID files). A WebI document includes a query/report and related objects/formulas/variables (and may include multiple views and/or crosstabs).
Drilldown	Method of dividing data into smaller layers to focus on a specific level of data.
E	
Enterprise Data Warehouse (EDW)	Reporting and data analysis system. ✓ WWA EDW provides a long-term scalable reporting solution for workforce-related data. This sets a foundation for strategic information analysis across multiple data sources to support emerging data needs. It uses a suite of web-based reporting and analysis tools to provide an interactive way for agency users to work with information across multiple data sources.
Enterprise Reporting (ER)	Query and analysis tools to support reporting needs. The OFM Enterprise Reporting team partners with Washington state agencies to help ensure they have reporting platforms, tools, and support. For more information, reference the enterprise reporting site https://ofm.wa.gov/it-systems/reporting-systems/enterprise-reporting-er.

Term	Description
Enterprise Resource Planning Systems (ERP Systems)	Integrated business applications for budgeting, finance, procurement, human resources (HR), technology, assets, etc. ERP systems integrate common business processes and data models to more easily share information and collaborate across an organization. One Washington provides an overview of ERP strategies for the State of Washington.
F	
File Transfer Protocol (FTP)	Set of rules for exchanging files between systems. For example, non-confidential WebI documents can be scheduled for a server destination via FTP.
Filter	Object used to include or exclude data to focus on specific data elements. For example, use a filter to focus on specific jobs or bargaining units. WWA users can modify filters for queries/reports but they cannot modify pre-defined filters.
Folder	Location for logically grouping objects or documents. For example, objects are logically grouped in a dimension folder and query/report documents are logically grouped in personal folders or public folders.
G	
Granularity	Level of depth represented by the data. High granularity is often at the transaction or detailed level of data and low granularity zooms out for summary views of data. {granularity table below}

Granularity	WWA EDW Universe
Daily	✓ Grievance ✓ Headcount and Personnel Actions ✓ Time and Labor
Monthly	✓ Payroll ✓ Quota ✓ Staffing Assignments
Pay Period	✓ AFRS

Term	Description
H	
Human Resource Management System (HRMS)	State of Washington personnel and payroll system. HRMS is a source system for WWA EDW data. ✓ For more information, reference the HRMS site https://support.hrms.wa.gov.
I	
Interactive Reporting	Method for changing the appearance of data through filters, sorting, column selections, and other data management techniques. For example, using drilldown and slice-and-dice techniques to get more details or perform strategic analysis.
J	
Java	Commonly used programming language/platform for web-based applications. It is sometimes referred to as 'Java applet' or 'applet'. Java provides some of the features for WebI tools so WWA users may receive system prompts or messages that reference Java.
K	

Term	Description
Keyword	Text that is used to search for folders, documents, or categories. For example, use a keyword in the BI launch pad search option to find documents with keywords assigned to them.
L	
M	
Master Data	Essential data that remains static or constant over a long period of time. For example, HR master data includes personnel number, name, social security number, address, etc.
Master Data Management (MDM)	Comprehensive method to ensure uniformity, accuracy, stewardship, semantic consistency, and accountability for enterprise master data. Master data management (MDM) helps to streamline data sharing and collaboration.
Measure	Numeric data that represents calculations of data in the universe. For example, number of employees or age in years.
Metrics	Quantifiable measure to track, monitor, and evaluate progress or trends.
N	
Null	Absence of a value for a given record. For example, null is different than zero because zero is a value whereas null is blank (the absence of a value).
O	
Object	Individual elements of a universe used to create a query/report. For example, dimensions, attributes, measures, and filters are types of objects.
One Washington (one.wa.gov)	State of Washington business transformation program to modernize and improve aging administrative systems and related business processes. For example, implementing WWA EDW to replace the HRMS Business Warehouse/Business Intelligence (BW/BI) reporting system is part of the One Washington program.
P	
Pre-defined filter	Object used to include or exclude data to focus on specific data elements. Pre-defined filters are customized for WWA based on current business needs. ✓ WWA users cannot modify pre-defined filters but they can modify filters. For a description of current pre-defined filters, reference the WWA EDW site https://ofm.wa.gov/it-systems/reporting-systems/washington-workforce-analytics.
Q	
Query	Request for data or information from a database. For example, WWA users can create ad hoc queries using WebI tools to meet agency-specific data needs.
R	
Repository	Central location where components are stored. For example, the SAP Business Objects repository stores information about documents and user security/permissions.
S	

Term	Description
SAP (www.sap.com)	Systems, Applications, Products in data processing. SAP is a market leader in enterprise resource planning software. The State of Washington uses SAP software for our Human Resources Management System (HRMS) and Business Objects/Web Intelligence (WebI) reporting solutions.
Secure File Transfer Protocol (SFTP)	Set of rules for exchanging files between systems. For example, non-confidential WebI documents can be scheduled for a server destination via SFTP.
Slice-and-Dice	Method for separating and viewing data by cutting a large segment of data into smaller parts and repeating the process until arriving at the right level for analysis or presentation. Slice-and-dice is an interactive way to present data for analysis and additional perspectives.
Snapshot Data	View of data at a particular moment in time.
Source System	System (application/database) that provides data for WWA EDW. For example, HRMS and AFRS are source systems for WWA data.
Standard Report	WWA report that is created and managed by the OFM Enterprise Reporting team. ✓ WWA standard reports are based on common business scenarios to meet data needs across state agencies. For a current list of WWA standard reports, reference the WWA EDW site https://ofm.wa.gov/it-systems/reporting-systems/washington-workforce-analytics.
T	
Transactional Data	Data that is associated with processing business transactions or the day-to-day transactional activities of an organization. Transactional data is dependent on master data. For example, a payroll processing transaction is dependent on master data for an employee.
U	
Universe	Represents a set of data from one or more data sources. ✓ WWA universes are designed using common business terms and data structured by subject areas so that agency users can get answers to their workforce-related questions. For a current list of WWA universes, reference the WWA EDW site https://ofm.wa.gov/it-systems/reporting-systems/washington-workforce-analytics
V	
View	Additional tab(s) in a report document. For example, the WWA Position Detail Report (SA-001) includes a default view for position detail with an additional view for position detail by organizational unit hierarchy.
Visualization	Method of representing raw data so that patterns are more noticeable. For example, a chart or graph provides a quick way to convey concepts using data visualization.
W	

Term	Description
Washington Workforce Analytics (WWA)	Reporting solution created for the new Enterprise Data Warehouse (EDW). ✓ WWA EDW provides a long-term scalable reporting solution for workforce-related data. It uses SAP Web Intelligence (WebI) reporting and analysis tools to provide an interactive way for agency users to work with information across multiple data sources.
Web Intelligence (WebI)	Web-based reporting and analysis tools. WebI provides an interactive way to create reports and analyze data.
WebI Document (WID file)	Web Intelligence (WebI) queries and reports are referred to as 'documents' or web intelligence documents (WID files). A WebI document includes one or more query/report and related objects/formulas/variables.
X Y Z	