

**CAREERTECH  
INFORMATION  
MANAGEMENT SYSTEM  
(CTIMS)**

**TECHNOLOGY CENTER  
BUSINESS MASTER  
GUIDEBOOK**

Information Management Division

*career***tech**

March 26, 2018

## Table of Contents

Logging in to CTIMS .....	1
Help and Troubleshooting .....	2
Accessing Business Master Module .....	3
Searching Business Master .....	4
Requesting New Business Codes.....	7
Change Request .....	11
Viewing Your Requests.....	14

## BUSINESS MASTER

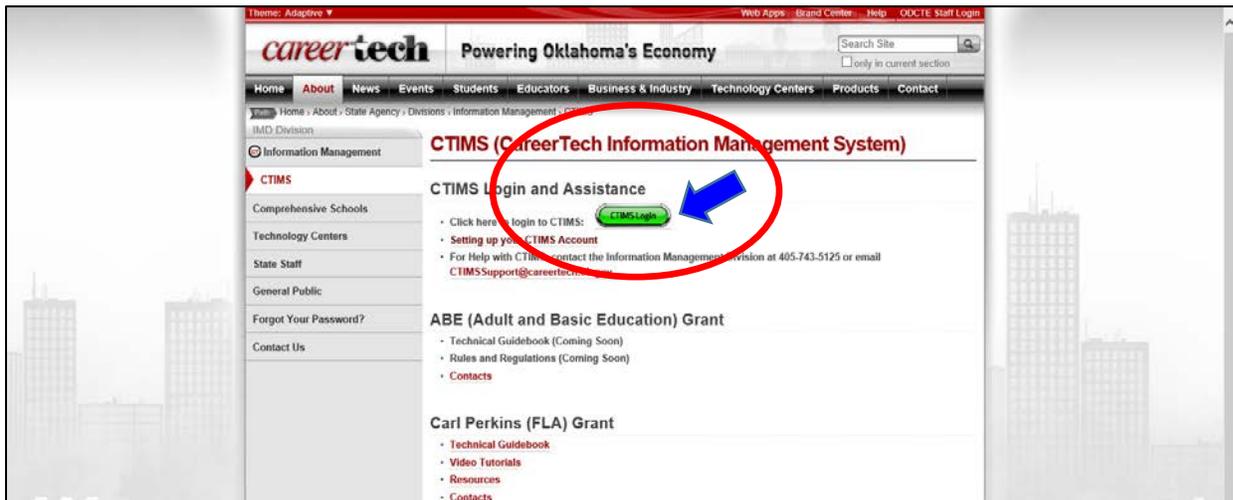
**Objective:** This guidebook will take you through the steps to view and/or request business codes.

### Logging in to CTIMS

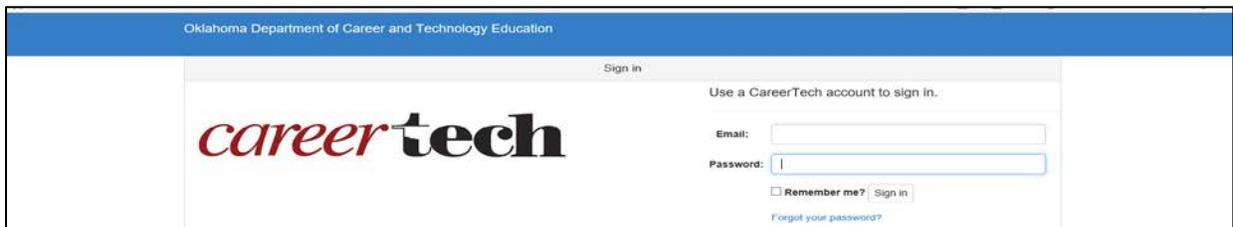
To access CTIMS, go to <https://www.okcareertech.org> and select **CTIMS** in the red bar at the top of the page.



This will direct you to the CTIMS main web page. Here you will find the various applications in CTIMS with links to guidebooks, rules and regulations, contacts and due dates. Select the green **CTIMS Login** button to be directed to the login screen.



Sign in using your school email and CTIMS password.



**Note:** You must use Microsoft Internet Explorer, version 11 or higher. CTIMS is currently not compatible with other browsers.

## Help and Troubleshooting

If you do not have an account in CTIMS or are having trouble with the navigation or software, send an e-mail to [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) describing your problem. Be sure to include your name, school name and a telephone number in the event we need to call you.

If you have forgotten your password, select the **Forgot your password?** link at the login screen to reset your password. You will be asked to enter in your email address and receive an email to start the password reset process.

You have 5 attempts to enter a password. After the last attempt, you will be locked out of CTIMS and will have to contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) to reset your account.

### CTIMS Customer Support Contact

Andra Beyer

Phone: 405-743-5134

[CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

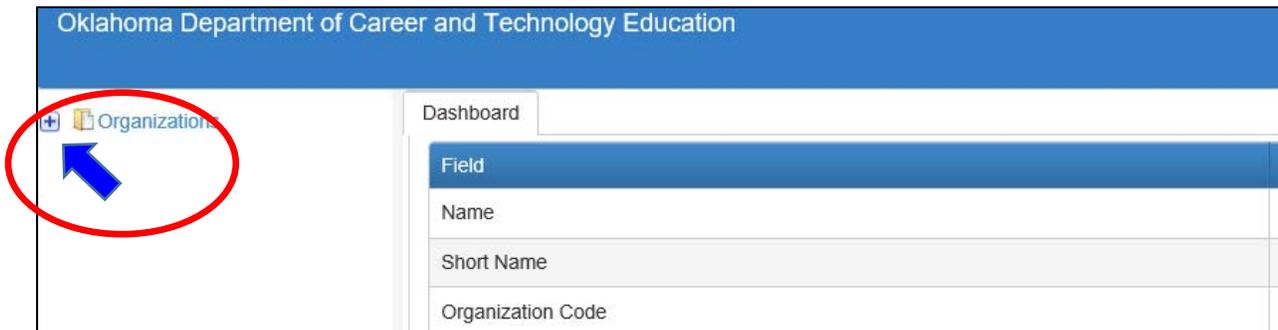
## Accessing the Business Master Module

The Business Master Module is used to search for business names, business codes and request new business codes.

- The Business Master module is accessed with the roles of Full-Time Submitter, BIS Submitter or EDI Local Initiative Coordinator.
- If your role does not automatically come up as one of the above roles, you will need to change your role in the top right corner after you log in to CTIMS.



- Access the Business Master module by selecting Organizations in the left navigation column by clicking on the **+(plus)**.
- If you have one of the above roles, but do not have the Organization tab, please email [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) for assistance.

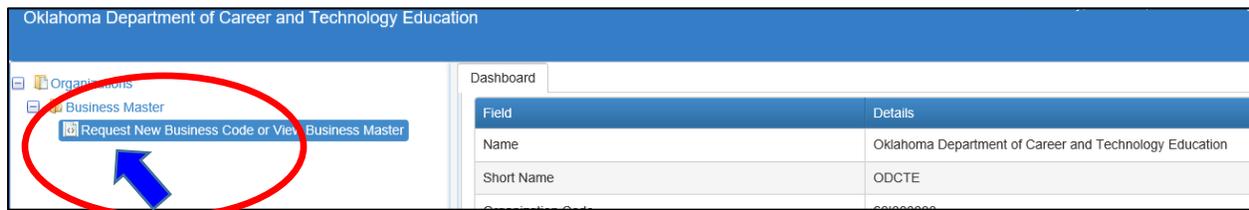


## Searching the Business Master

Open the **Business Master** by clicking the + (plus sign).

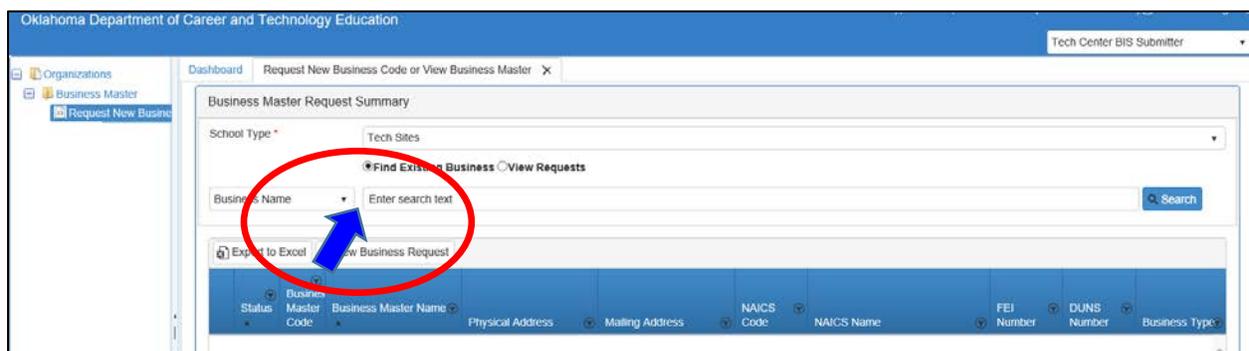


Click **Request New Business Code or View Business Master**.

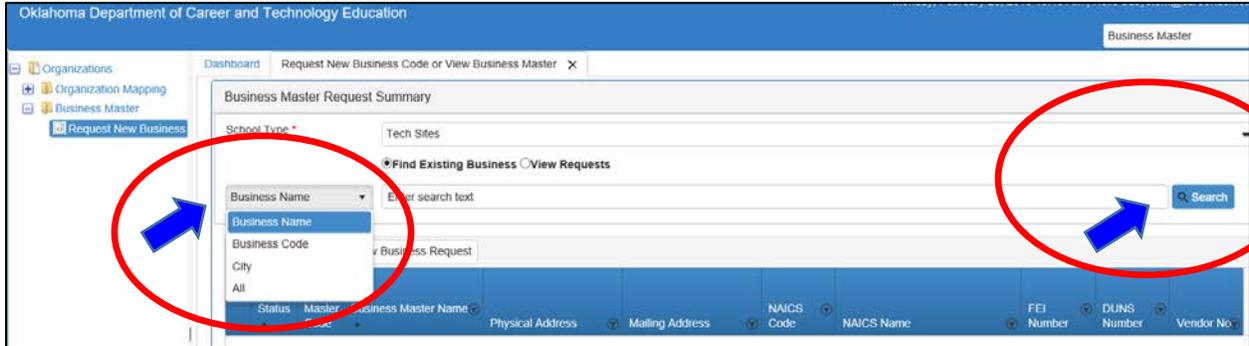


NOTE: Search the Business Master before requesting a new business code to verify that the business does not already have a code in CTIMS.

To search for an existing business record, select **Find Existing Business**.



- Click on the down arrow on the **Business Name** box to select different search options.
- You can search by **Business Name, Business Code, City** or **All**.
- If you choose **Business Name, Business Code** or **City**, type at least one character in the **Enter Search Text** box, then select the **Search** button.
- If you select **ALL** and do not enter in any criteria, all records will be displayed.



There may be more than one business with the same name. Match your business name with the address. Also, the same business name could have hyphens or be one word. If a business name has hyphens, try searching with and without the hyphens.

Business Master Request Summary

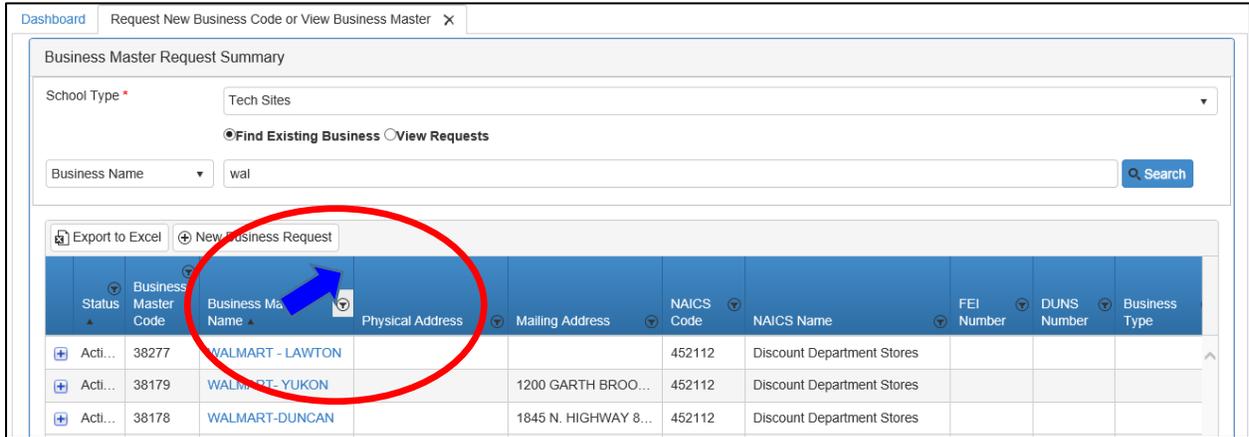
School Type \* Tech Sites

Find Existing Business  View Requests

Business Name

Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number	DUNS Number	Vendor No
Active		WALMART - LAWTON			452112	Discount Department Stores			
Active	384...	WALGREENS - DUN...		1100 N. HWY 81, Du...	446110	Pharmacies and Drug Stores			
Active	381...	WALMART- YUKON		1200 GARTH BROO...	452112	Discount Department Stores			
Active	381...	WALMART-DUNCAN		1845 N. HIGHWAY 8...	452112	Discount Department Stores			
Active		WAL-MART - OKC		6204 SE 79TH, Oklah...	452910	Warehouse Clubs and Super...			
Active	374...	WALLACE FAMILY D...		1600 E 19TH ST # 30...	621210	Offices of Dentists			

To expand the Business Master Name column, hover over the line between the columns until the white pointer changes to a double arrow, . Move the arrow right or left to change the size of the column.



Business Master Request Summary

School Type: Tech Sites

Find Existing Business View Requests

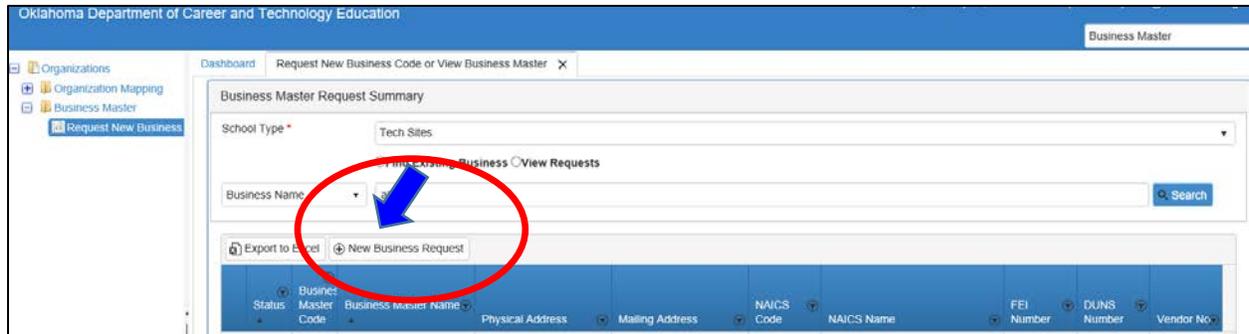
Business Name: wal Search

Export to Excel New Business Request

Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number	DUNS Number	Business Type
Acti...	38277	WALMART - LAWTON			452112	Discount Department Stores			
Acti...	38179	WALMART- YUKON		1200 GARTH BROO...	452112	Discount Department Stores			
Acti...	38178	WALMART-DUNCAN		1845 N. HIGHWAY 8...	452112	Discount Department Stores			

## Requesting a New Business Code

If the business is not found, request a new business code by clicking on the **New Business Request** button. You will be directed to a new screen.



Oklahoma Department of Career and Technology Education

Business Master

Dashboard Request New Business Code or View Business Master X

Business Master Request Summary

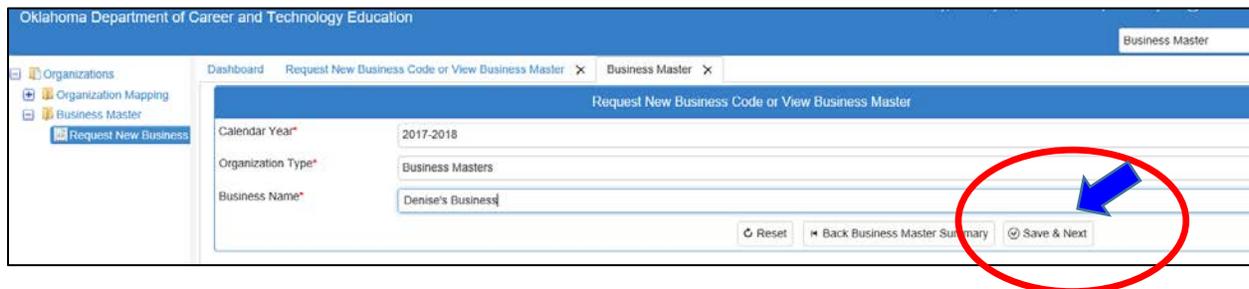
School Type\* Tech Sites

Business Name

Export to Excel New Business Request

Business Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number	DUNS Number	Vendor No.
-----------------	----------------------	----------------------	------------------	-----------------	------------	------------	------------	-------------	------------

In the box beside **Business Name**, enter the name of the business. The business name must be unique. If the business is a chain or the name already exists, you will need to add a unique identifier, such as a town name or store number to define it. Click **Save & Next**. You will be directed to a new screen.



Oklahoma Department of Career and Technology Education

Business Master

Dashboard Request New Business Code or View Business Master X Business Master X

Request New Business Code or View Business Master

Calendar Year\* 2017-2018

Organization Type\* Business Masters

Business Name\* Denise's Business

Reset Back Business Master Summary Save & Next

Enter the following for the new business:

- The **Primary NAICS Code** is a drop down menu where you can select the appropriate NAICS code by clicking on the down arrow and scrolling to select a code. You can also type in the NAICS number or a title keyword in the drop down box (not the gray box on top of the drop down box).
- Enter the **FEI Number** and **DUNS Number**, if applicable.
- If the NAICS code begins with a **92**, you must select the **Business Type** (City Business, County Business, State Business, or Federal Business.)
- Complete the **Physical** and **Mailing** addresses. The Physical address is mandatory. Enter the mailing address if it is different than the physical address. When information is entered in the address fields, a red triangle will appear in the upper left corner of the box. This does not mean there is an error, only that data has been entered in the field.
- To clear the form and start over, click on the **Refresh** button.
- Click **Submit for Approval**. If you are missing any data elements, you will get an error message when you try to submit. Correct the errors and resubmit.

Type	Street*	City*	State*	Zip*
Physical*	1500 W 7th Ave	Stillwater	Oklahoma	74074-4364
Mailing	1500 w 7th Ave	Stillwater	Oklahoma	74074-4364

You should now see a **Successfully Submitted** message popup. Click the **OK** button. Your request has now been successfully submitted for review. Click on the "x" on the Business Master tab to close this screen.

Type	Street*	City*	State*	Zip*
Physical*	1500 W 7th Ave	Stillwater	Oklahoma	74074-4364
Mailing	1500 w 7th Ave	Stillwater	Oklahoma	74074-4364

You will receive an email from CTIMS@careertech.ok.gov indicating that your request was successfully submitted. No additional action is required from you at this point.

ctims@careertech.ok.gov  
LOCAL-85-New Business Master - Action Required - Pending

See ACTION REQUIRED to determine next approval step.

Business Name: Denise Business Request Test #6  
Approval Stage: 1st Stage  
Approver School Name: Oklahoma Department of Career and Technology Education  
Approver Name: Christy Denise  
Approval Status: Submitted successfully

**Approval Process Note:** New Process  
**Action Required Details**  
Next Stage: IMD Approver  
Next Stage User: [carol.hall@careertech.ok.gov](mailto:carol.hall@careertech.ok.gov), [Ruth.Peace@careertech.ok.gov](mailto:Ruth.Peace@careertech.ok.gov)  
Approval Status: Pending

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

(Note: You must use Internet Explorer version 11.0 or higher)

For assistance, contact us at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)

Thank you,  
CareerTech Information Management Division

The Information Management Division staff will review the request. You will receive another email indicating that the request was approved or rejected. See below for examples of these emails. If the request is approved the Business Code will be on the first line of the e-mail.

FW: LOCAL-85-New Business Master - Action Required

From: [ctims@careertech.ok.gov](mailto:ctims@careertech.ok.gov) (mailto:ctims@careertech.ok.gov)  
Sent: Friday, March 23, 2018 9:15 AM  
To:  
Cc:  
Subject: LOCAL-85-New Business Master - Action Required

Business Code: 41397  
Business Name: TEST CAROL  
Approval Stage: Fully Approved Stage  
Approver School Name: Oklahoma Department of Career and Technology Education  
Approver Name: Hall Carol  
Approval Status: Submitted successfully

**Approval Process Note:** Approved  
2nd Stage Approval email

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

(Note: You must use Internet Explorer version 11.0 or higher)

For assistance, contact us at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)

Thank you,  
CareerTech Information Management Division

If your Business Code request is rejected, you will get an email stating that your Approval Status is **Rejected**. The reason for the rejection will be listed in the **Approval Process Note** in the rejection email. See instructions for the **Change Request** process to make corrections and resubmit your request.

FW: LOCAL-85-New Business Master - Action Required - Pending

From: [ctims@careertech.ok.gov](mailto:ctims@careertech.ok.gov) (mailto:ctims@careertech.ok.gov)  
Sent: Friday, March 23, 2018 9:14 AM  
To:  
C:  
Subject: LOCAL-85-New Business Master - Action Required - Pending

Business Name: Denise Business Request Test #6  
Approval Stage: Fully Approved Stage  
Approver School Name: Oklahoma Department of Career and Technology Education  
Approver Name: Hall Carol  
Approval Status: **Rejected**

**Approval Process Note:** The NAICS code is incorrect.

**Action Required Details**  
Next Stage: Business Submitter  
Next Stage User: [Denise.Christy@careertech.ok.gov](mailto:Denise.Christy@careertech.ok.gov)  
Approval Status: Pending

2nd Stage Reject email

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

(Note: You must use Internet Explorer version 11.0 or higher)

For assistance, contact us at [ctimssupport@careertech.ok.gov](mailto:ctimssupport@careertech.ok.gov)

Thank you,  
CareerTech Information Management Division

## Change Request

If changes need to be made after submitting a Business Code request, but before it is fully approved, or if your request is rejected, you will need to go through the change request process to make changes.

Select the **View Requests** radio button. To see only the requests submitted by your site, clear the check mark beside **All Sites**. Type the first 3 letters of your school name in the **School Name(s)** box and select your school. Click on the **Search** button.

Select the request you wish to change by clicking on the blue Business Master Name hyperlink.

Business Master Request Summary

School Type \* Tech Sites

Find Existing Business  View Requests

Calendar Year \* 2017-2018

School Name(s) Select

All Sites

All Enter Search text Search

Export to Excel New Business Request

Status	Approval Stage	Approved Status	Business Code	Request Business Master Name	Submitted Date	Request Number	Request by Organization Name	Requested
+	Ac...	IMD Approver - Fu...	Pending	Denise Test 4	02/28/2018	OBM-BI-41371		
+	Ac...	IMD Approver - Fu...	Pending	Denise Test 3	02/27/2018	OBM-BI-41370		
+	Ac...	New-Draft	Pending	Denise Test 2	02/27/2018	OBM-BI-41369		
+	Ac...	IMD Approver - Fu...	Pending	Denise Business Test	02/26/2018	OBM-BI-41368		
+	Ac...	New-Draft	Pending	Denise's Business	02/26/2018	OBM-BI-41367		

Click the **Change Request** button.

Request New Business Code or View Business Master

Business Code \*\*\*\*\*

Business Name\* Denise Business Test

Primary NAICS Code\* (519130) Internet Publishing and Broadcasting and Web Search FEI Number

---Select---

(Note: Enter Number or Name)

DUNS Number Vendor Number

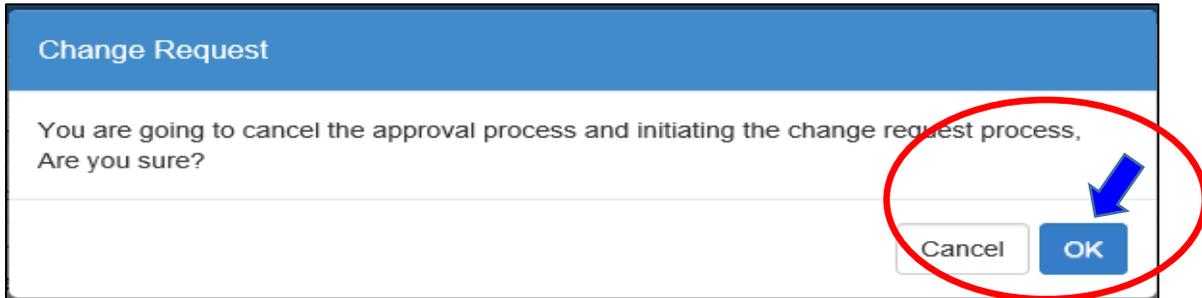
Business Type Required for NAISC code starting with 92\*

City Business  County Business  State Business  Federal Business

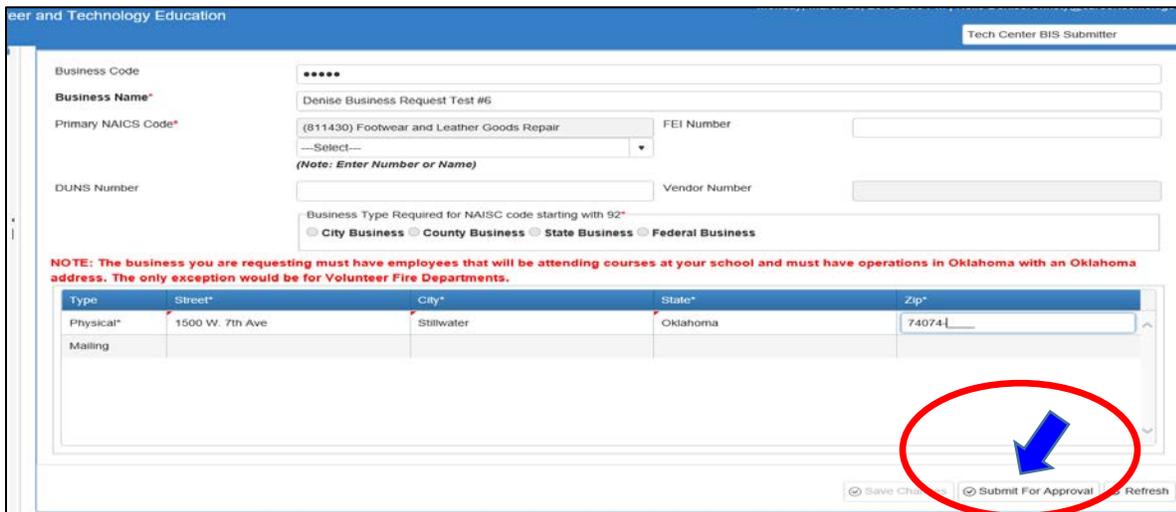
Type	Street*	City*	State*	Zip*
Physical*	1500 W. 7th Ave	Stillwater	Oklahoma	74074
Mailing	1500 W. 7th Ave	Stillwater	Oklahoma	74074

Save Changes Change Request Submit For Approval Refresh

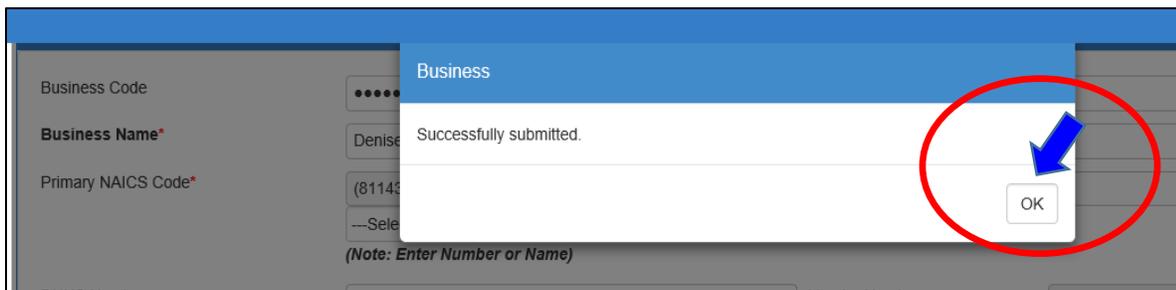
You will get a popup indicating you are going to cancel the approval process and initiate the change request process. Click **OK**.



Make the necessary changes to your request. Click on **Submit for Approval**.



Click **OK** on the popup screen. You will be directed to another screen



Click on the **Approve** button if you are ready to finalize your changes.

Approval Process - New Business Master Approval

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

[Back](#) [Reject](#) [Approve](#)

Request Number  
OBM-BI-41398

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Business Submitter - 1st Stage	3/26/2018 2:08:0...	Tech Center...	Denise - Chri...	Denise.Christ...	Cancel for C...	Change Request Process	
IMD Approver - Fully Approved ...	3/26/2018 2:12:3...						

Current Approval Stage Information

Approved By\* Christy Denise Approval Stage\* 1st Stage

Approver School\* Oklahoma Department of Career and Technology Education Approver Role\* Tech Center BIS Submitter

Approver Email\* Denise.Christy@careertech.ok.gov Approval Date\* 03/26/2018

Approval/Rejection Note

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]

Private Note

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]



## Viewing Your Requests

View the business requests that you have submitted by returning to the screen with the tab entitled **Request New Business Code or View Business Master**. Select the radio button beside **View Requests**. To see only the requests submitted by your site, clear the check mark beside **All Sites**. Type the first 3 letters of your school name in the **School Name(s)** box and select your school. Click on the **Search** button.

Business Master Request Summary

School Type \* Tech Sites

Find Existing Business  View Requests

Calendar Year \* 2017-2018

School Name(s) Select

All Sites

All Enter search text Search

Export to Excel New Business Request

Status	Approval Stage	Approved Status	Business Code	Request Business Master Name	Submitted Date	Request Number	Request by Organization Name	Requested
--------	----------------	-----------------	---------------	------------------------------	----------------	----------------	------------------------------	-----------

This will bring up the list of requests. To see the status of the request, click on the **+** (plus) sign at the beginning of the line.

Business Master Request Summary

School Type \* Tech Sites

Find Existing Business  View Requests

Calendar Year \* 2017-2018

School Name(s) Select

All Sites

All Enter search text Search

Export to Excel New Business Request

Status	Approval Stage	Approved Status	Business Code	Request Business Master Name	Submitted Date	Request Number	Request by Organization Name	Requested
+ Ac...	IMD Approver - Fu...	Pending		Denise Test 4	02/28/2018	OBM-BI-41371		
+ Ac...	IMD Approver - Fu...	Pending		Denise Test 3	02/27/2018	OBM-BI-41370		
+ Ac...	New-Draft	Pending		Denise Test 2	02/27/2018	OBM-BI-41369		
+ Ac...	IMD Approver - Fu...	Pending		Denise Business Test	02/26/2018	OBM-BI-41368		
+ Ac...	New-Draft	Pending		Denise's Business	02/26/2018	OBM-BI-41367		

You can view the details of the business request as it moves through the approval process.

Dashboard | Request New Business Code or View Business Master X

### Business Master Request Summary

School Type \*

Find Existing Business  View Requests

Calendar Year \*

School Name(s)

All Sites

All

---

Status	Approval Stage	Approved Status	Business Code	Request Business Master Name	Submitted Date	Request Number	Request by Organization Name	Requested
Ac...	IMD Approver - Fu...	Pending		<a href="#">Denise Test 4</a>	02/28/2018	OBM-BI-41371		
	<b>Approval Stage</b>	<b>Approval Date</b>		<b>Approver Role</b>	<b>Approver Email</b>	<b>Approval Status</b>		<b>Ap</b>
	Business Master Submitter - 1...	Wed Feb 28 2018 12:12:00 GMT-060...		Business Master	bdsystem@careertech.ok.gov	Approved		Ne
	IMD Approver - Fully Approv...			IMD Approval				
<input type="button" value="+"/>	Ac...	IMD Approver - Fu...	Pending	<a href="#">Denise Test 3</a>	02/27/2018	OBM-BI-41370		