CareerTech
Information Management System (CTIMS)

Technology Center
Business Master
Guidebook

February 2021

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov , or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset.

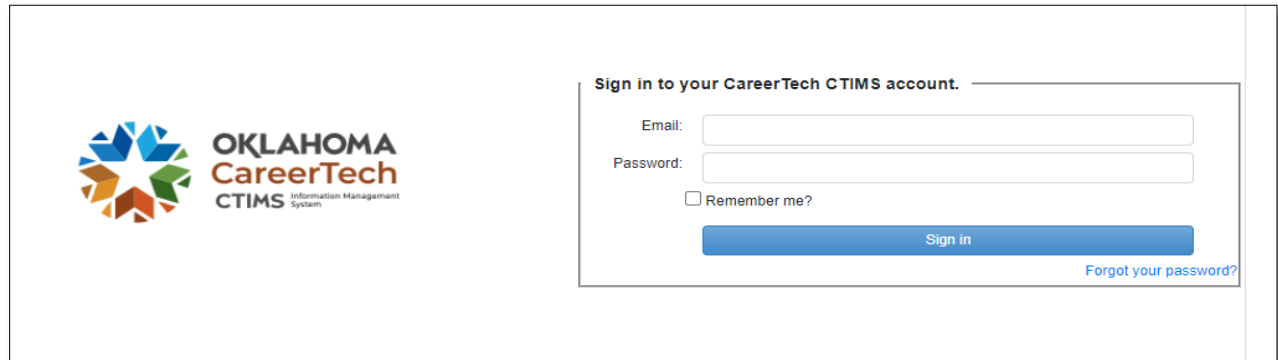For helpful tips, see the CTIMS Helpful Hints section of this document.

- **IMPORTANT:** Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge .
- Internet Explorer is currently not compatible with CTIMS.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at

https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to http://www.okcareertech.org/ and select CTIMS in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.

On the CTIMS website, select the green CTIMS Login button.

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.
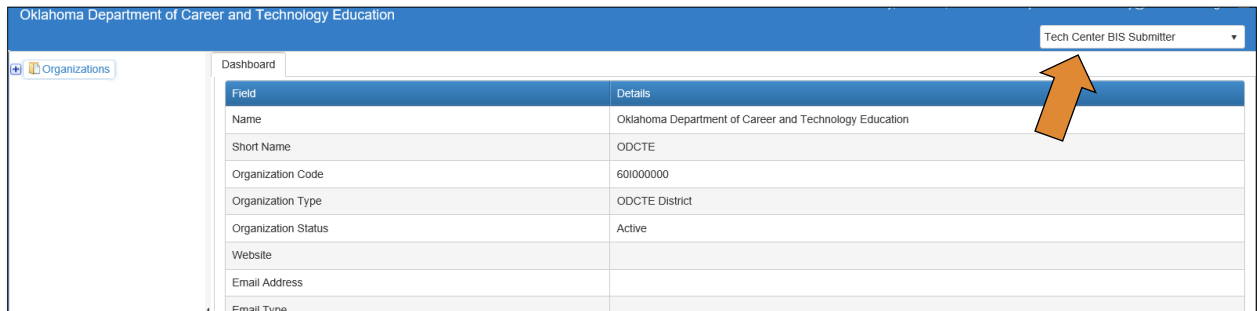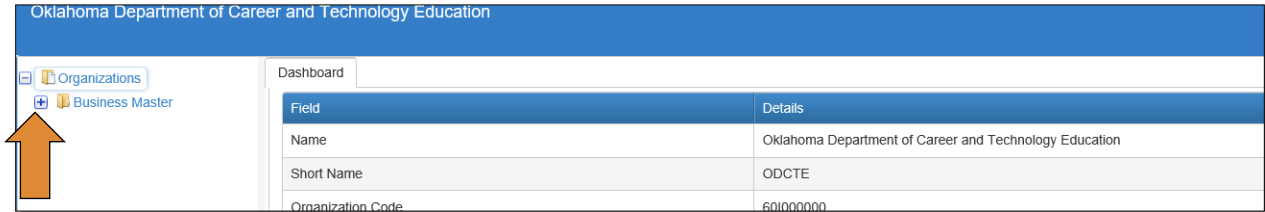

- Access the Business Master module by selecting Organizations in the left navigation column by clicking on the +(plus).
- If you have one of the above roles, but do not have the Organization tab, please email CTIMSSupport@careertech.ok.gov for assistance.
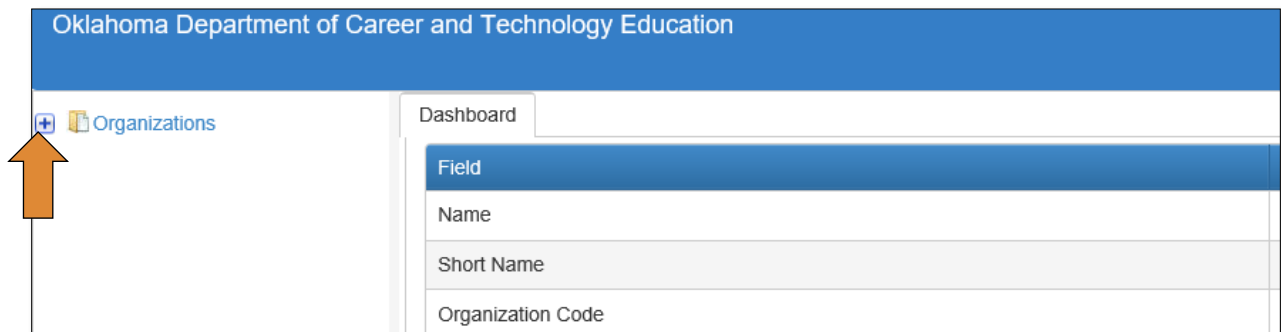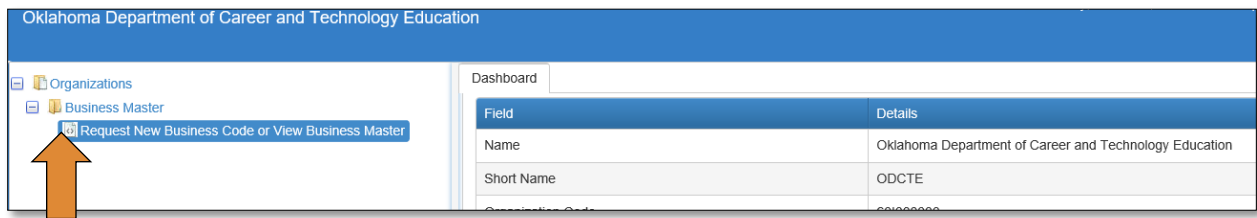
Searching the Business Master

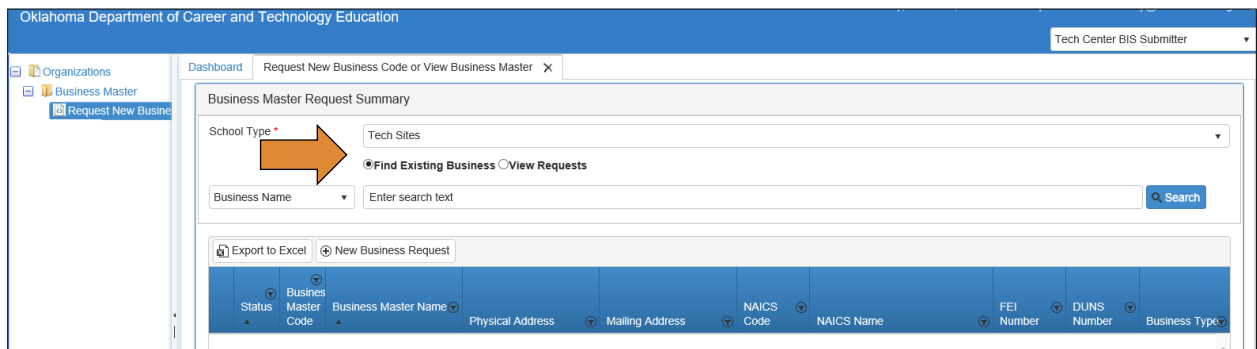Open the Business Master by clicking the + (plus sign).

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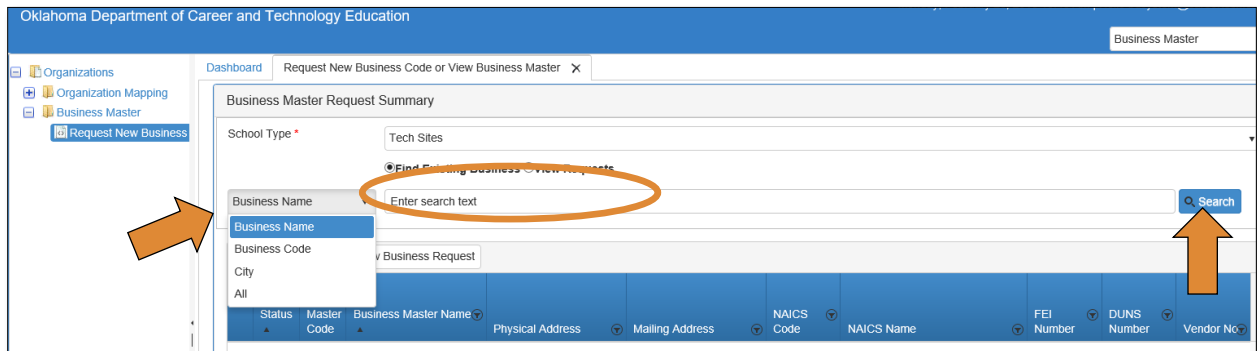
There may be more than one business with the same name. Match your business name with the address. Also, the same business name could have hyphens or be one word. If a business name has hyphens, try searching with and without the hyphens.

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.

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.

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.

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.

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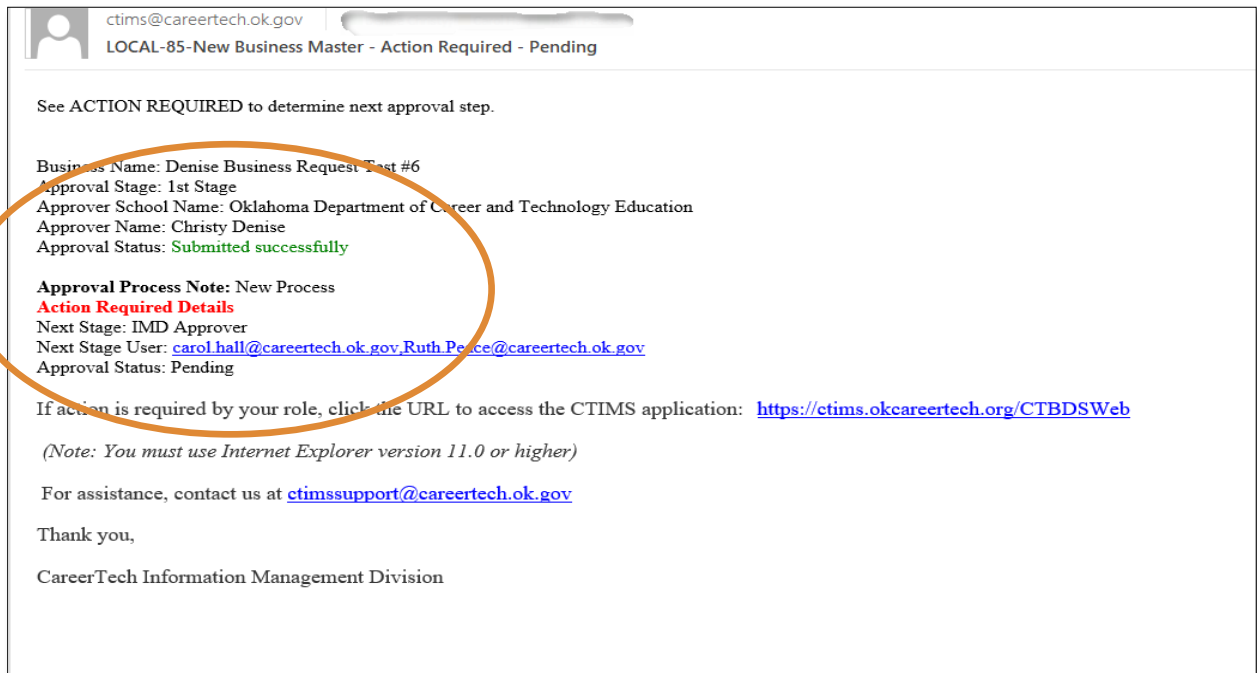
You will receive an email from CTIMS@careertech.ok.gov indicating that your request was successfully submitted. No additional action is required from you at this point.

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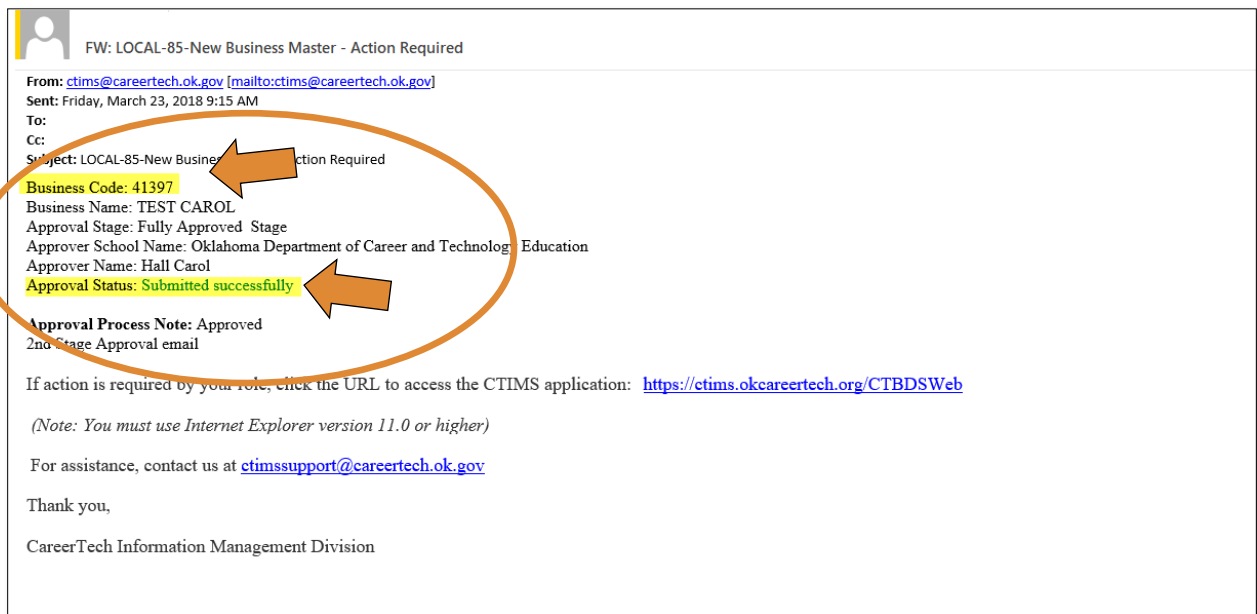
If your Business Code request is rejected, you will get an email stating that your Approval Status is Rejected. The reason for the rejection will be listed in the Approval Process Note in the rejection email. See instructions for the Change Request process to make corrections and resubmit your request.

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

From: ctims@careertech.ok.gov [mailto:ctims@careertech.ok.gov]
Sent: Friday, March 23, 2018 9:14 AM
To:
Cc:
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
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

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.

Click the Change Request button.

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.
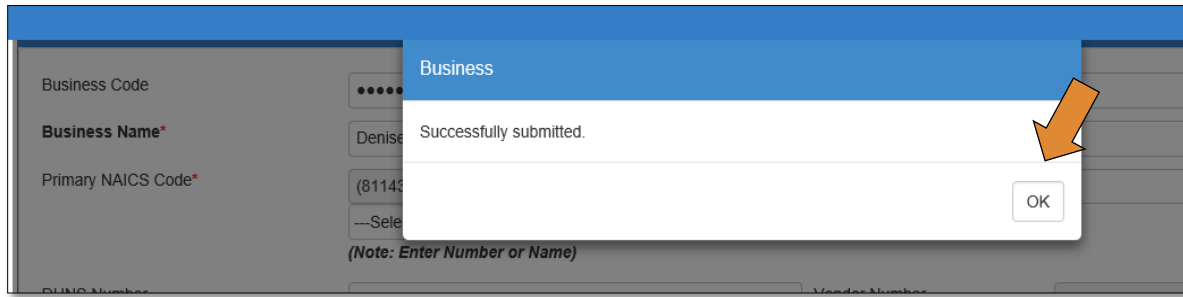
Click on the Approve button if you are ready to finalize your changes.
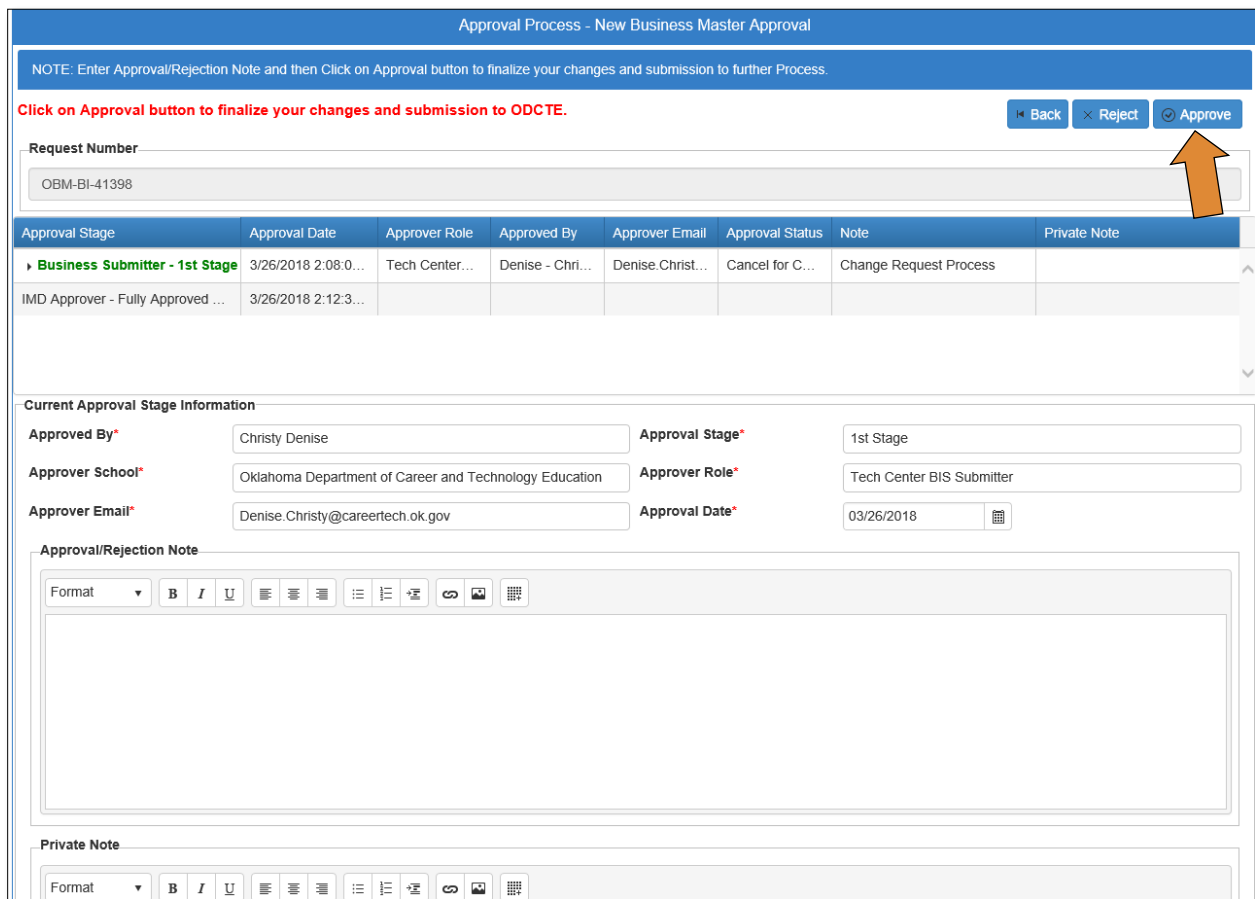
Viewing Your Requests

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.

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.

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