

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.

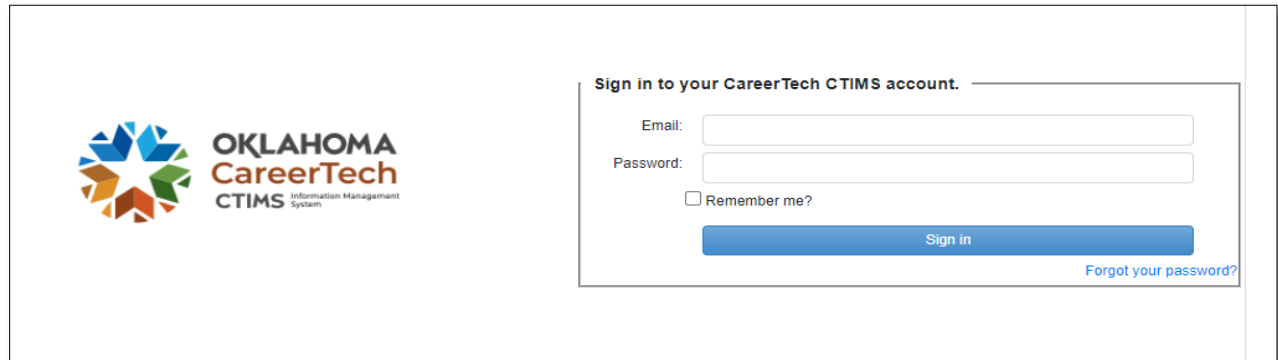
- **IMPORTANT:** Please log into CTIMS using [Mozilla Firefox](#),  [Google Chrome](#),  or [Microsoft Edge](#) .
- [Internet Explorer](#)  is currently not compatible with CTIMS.

[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.



Theme: Adaptive ▾ CTIMS Web Apps Brand Center Help ODCTE Staff Login

career tech Powering Oklahoma's Economy

Search Site only in current section

Home About News Events Students Educators Business & Industry Technology Centers Products Contact

Path: Home > About > State Agency > Divisions > Information Management > CTIMS

IMD Division

Information Management

CTIMS

Technology Centers

General Public

Contact Us

Interactive Data

CTIMS (CareerTech Information Management System)

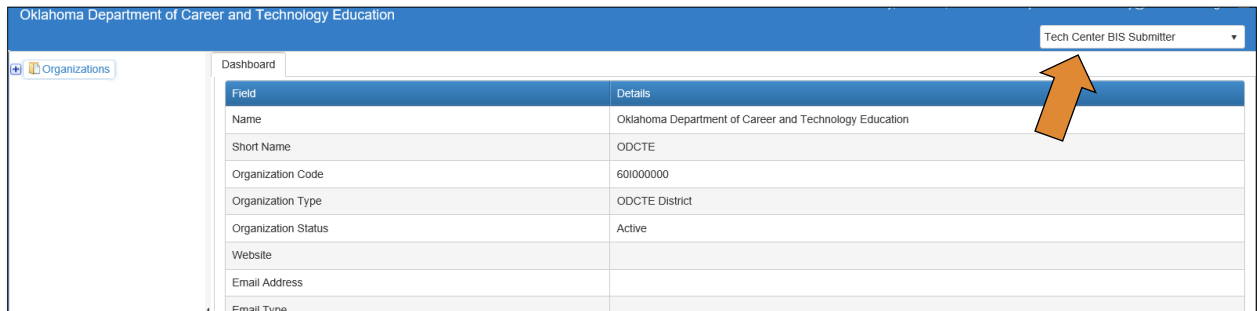
CTIMS Login and Assistance

- Click here to login to CTIMS: [CTIMS Login](#)
- Microsoft Edge, Mozilla Firefox, or Google Chrome are currently the only browsers compatible with CTIMS.
- Setting up your CTIMS Account**
- For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

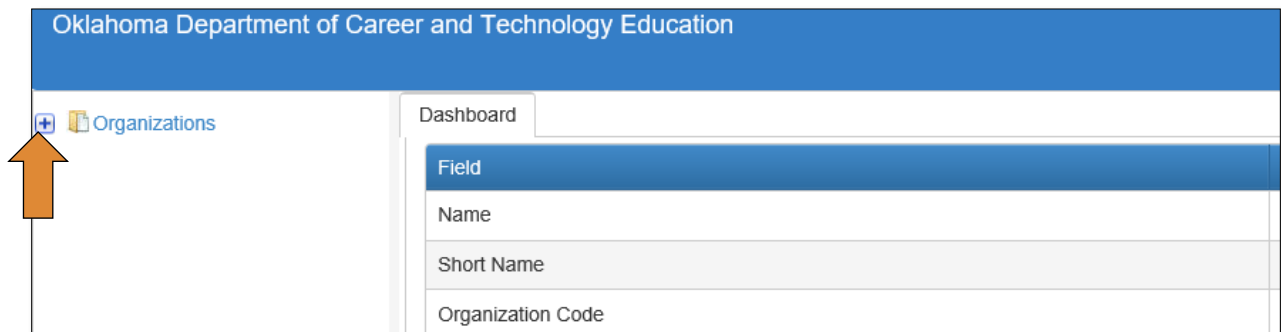
Accessing the Business Master Module

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.

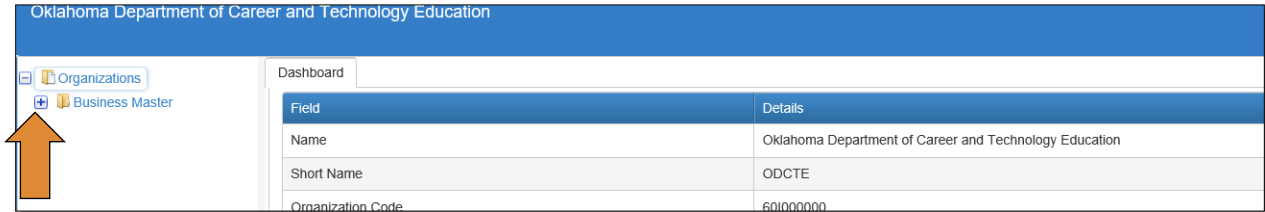


- Access the Business Master module by selecting Organizations in the left navigation column by clicking on the +(plus).
- If you have one of the above roles, but do not have the Organization tab, please email CTIMSSupport@careertech.ok.gov for assistance.

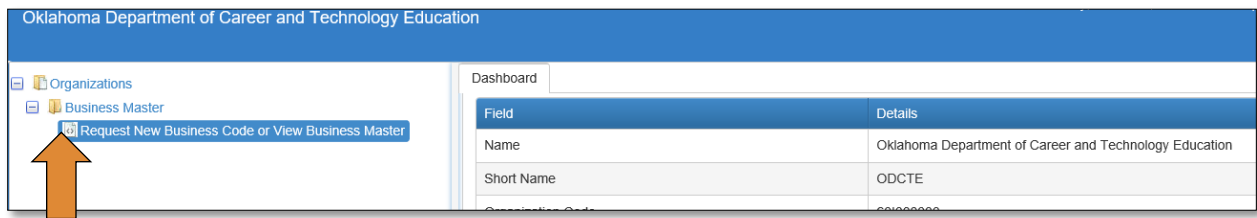


Searching the Business Master

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

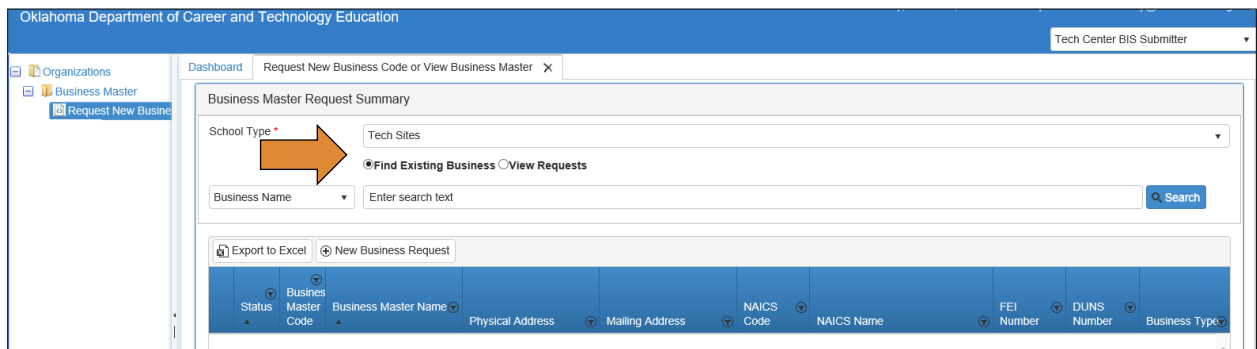


Click Request New Business Code or View Business Master.

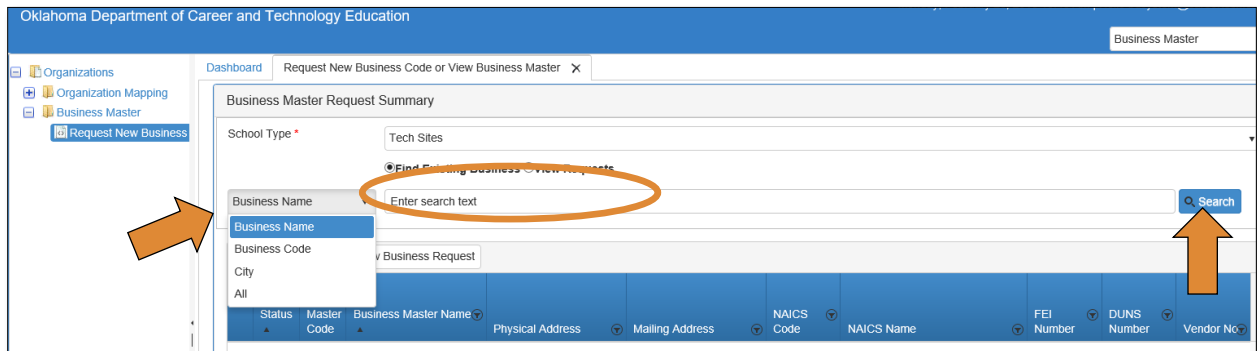


NOTE: Search the Business Master before requesting a new business code to verify that the business does not already have a code in CTIMS.

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.

Business Master Request Summary

School Type * Tech Sites


Find Existing Business View Requests

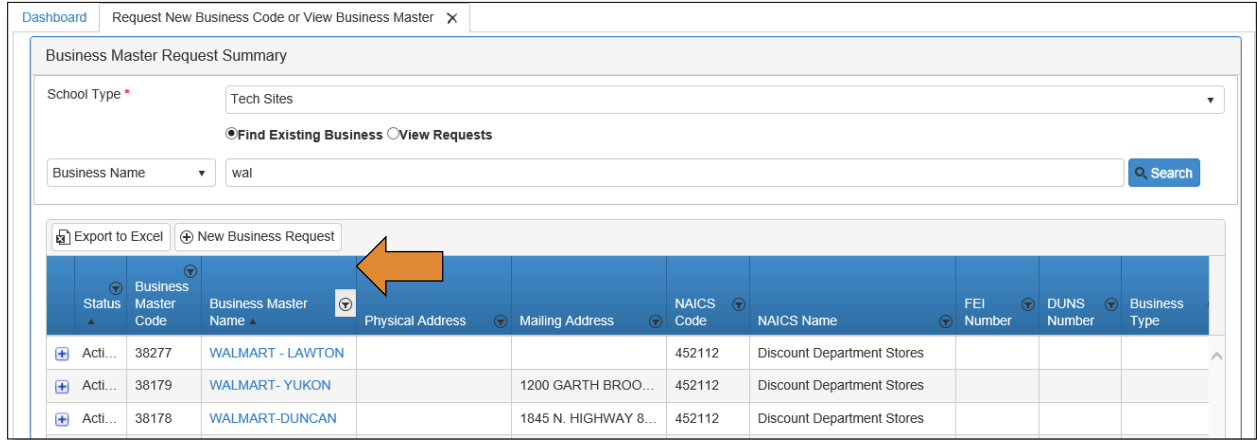
Business Name Business Code City All

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	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 Superc...			
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.



Dashboard | Request New Business Code or View Business Master X

Business Master Request Summary

School Type * Tech Sites

Find Existing Business View Requests

Business Name wal

	Business Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number	DUNS Number	Business Type
<input type="checkbox"/>	Acti...	38277	WALMART - LAWTON			452112	Discount Department Stores			
<input type="checkbox"/>	Acti...	38179	WALMART- YUKON		1200 GARTH BROO...	452112	Discount Department Stores			
<input type="checkbox"/>	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

Find Existing Business View Requests

Business Name abc 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	Vendor No
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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.

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 Se... (Note: Enter Number or Name)

FEI Number: 1

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	74074-4364
Mailing	1500 w 7th Ave	Stillwater	Oklahoma	74074-4364

Save Changes Submit For Approval Refresh

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.

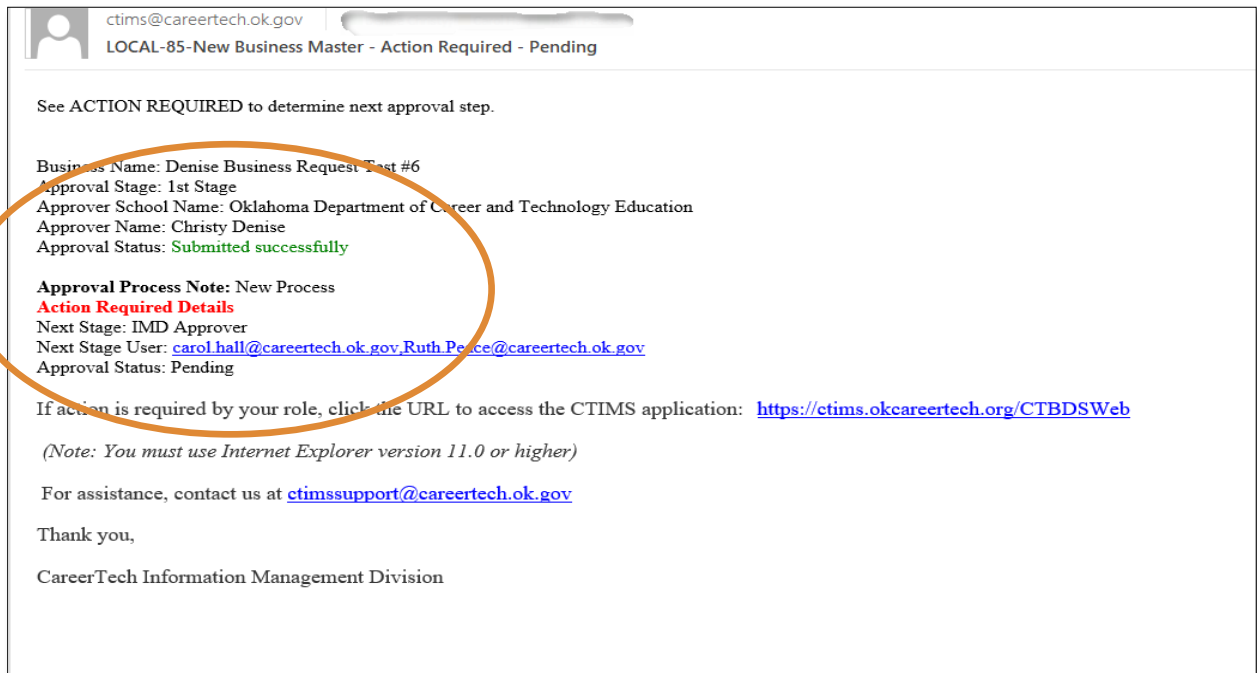
Request New Business Code or View Business Master

Business

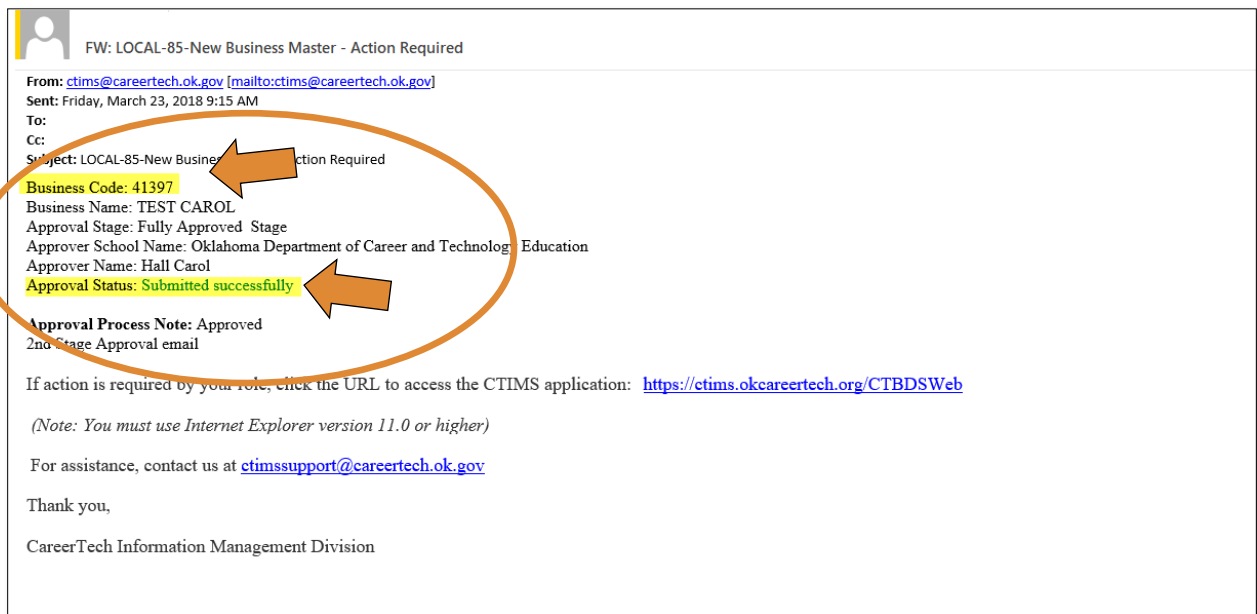
Successfully submitted.

OK


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.

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.

Dashboard Request New Business Code or View Business Master Business Master

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.

Change Request

You are going to cancel the approval process and initiating the change request process, Are you sure?

Cancel OK

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

eer and Technology Education Tech Center BIS Submitter

Business Code: *****

Business Name*: Denise Business Request Test #6

Primary NAICS Code*: (811430) Footwear and Leather Goods Repair
 FEI Number: []
 --Select--
 (Note: Enter Number or Name)

DUNS Number: [] Vendor Number: []

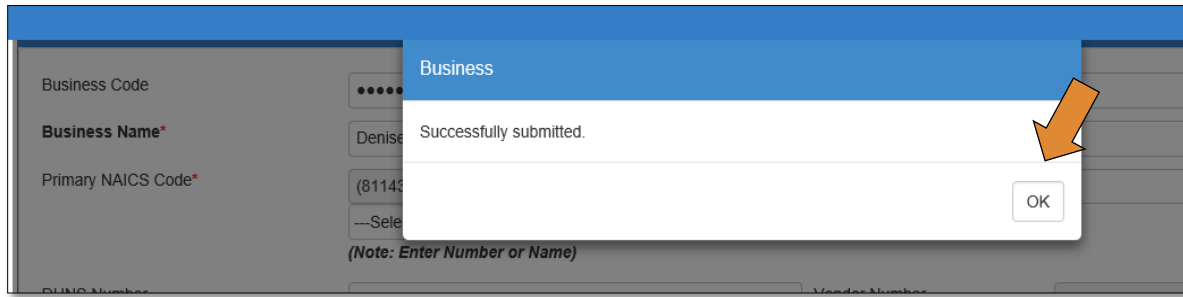
Business Type Required for NAISC code starting with 92*
 City Business County Business State Business Federal Business

NOTE: The business you are requesting must have employees that will be attending courses at your school and must have operations in Oklahoma with an Oklahoma address. The only exception would be for Volunteer Fire Departments.

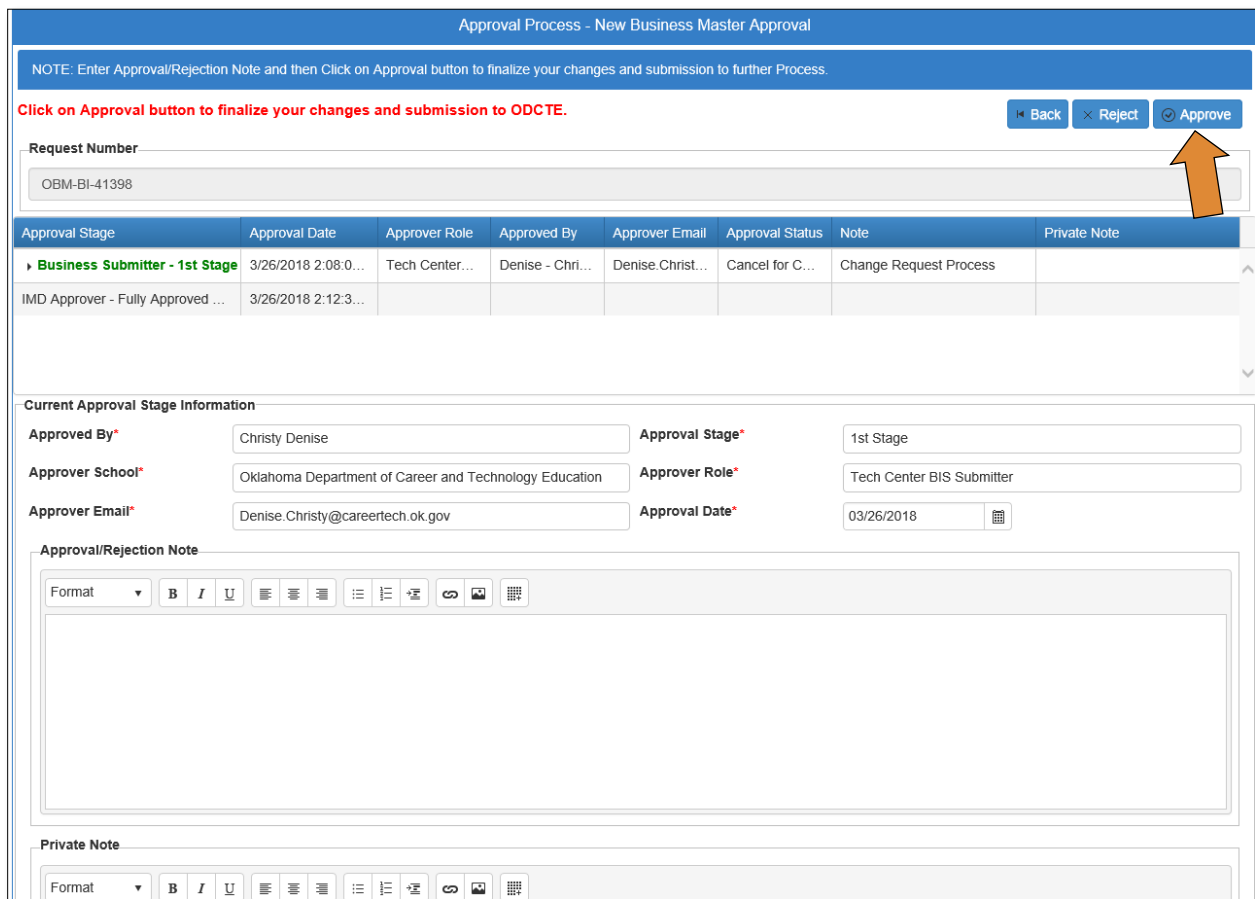
Type	Street*	City*	State*	Zip*
Physical*	1500 W. 7th Ave	Stillwater	Oklahoma	74074 _
Mailing	1500 W. 7th Ave	Stillwater	Oklahoma	74074 _

Save Changes Submit For Approval Refresh

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.

The screenshot shows the 'Business Master Request Summary' form. The 'School Type' is set to 'Tech Sites'. The 'Find Existing Business' radio button is selected, and the 'View Requests' radio button is also selected. The 'Calendar Year' is '2017-2018'. The 'School Name(s)' dropdown is set to 'Select'. The 'All Sites' checkbox is checked. The search text box is empty. The 'Search' button is visible. Below the form are buttons for 'Export to Excel' and 'New Business Request'. The table header below the form includes columns for Status, Approval Stage, Approved Status, Business Code, Request Business Master Name, Submitted Date, Request Number, Request by Organization Name, and 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.

The screenshot shows the same form as above, but now displaying a list of requests. The table has the following data:

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		

An orange arrow points to the plus sign in the first row of the table.

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 * Tech Sites

Find Existing Business View Requests

Calendar Year * 2017-2018

School Name(s) Select

All Sites

All Enter search text

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		
Approval Stage		Approval Date		Approver Role	Approver Email	Approval Status		App
Business Master Submitter - 1...		Wed Feb 28 2018 12:12:00 GMT-060...		Business Master	bdsystem@careertech.ok.gov	Approved		New
IMD Approver - Fully Approved...				IMD Approval				
Ac...	IMD Approver - Fu...	Pending		Denise Test 3	02/27/2018	OBM-BI-41370		