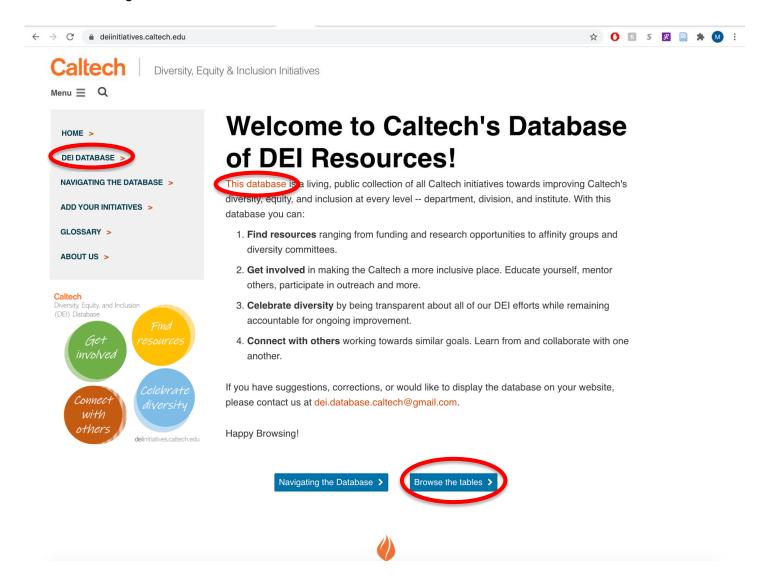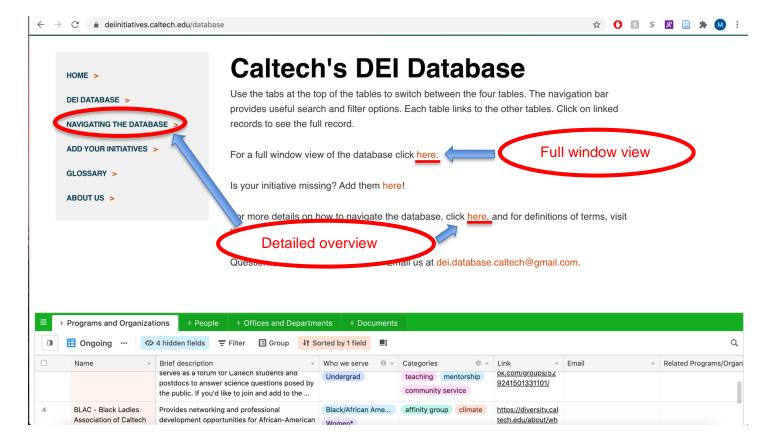# Welcome to the database!

To access the DEI database, visit deiinitiatives.caltech.edu. You will be brought to the home page, which details the mission and intended use of the database. You can click "This database," scroll down to "Browse the tables," or go to "DEI Database" on the left side bar to access the database.
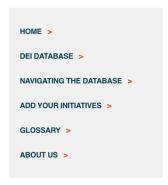
You will have options to access a full window view, or you can scroll down on the home page for the embedded view.

For adding initiatives, people, or organizations, please see the "Adding an entry" tutorial.

For a more detailed overview of the different database sections and what they mean, click "here" in "*For more details on how to navigate the database, click here*," or go to "Navigating the Database" on the left sidebar.

The top of this page has links you can use to quickly navigate to different sections of the page, though you can also scroll through.

How to use the Database

On this page, we provide a more detailed overview of what is in the tables and how you can best use and navigate them. We cover:

HOME >

DEI DATABASE >

NAVIGATING THE DATABASE >

ADD YOUR INITIATIVES >

GLOSSARY >

ABOUT US >

1. What you will find in the tables

2. The identities and categories that we use to label resources.

3. Using the filter function to find the most relevant resources

If you have any questions that are not answered, please reach out to us at dei.database.caltech@gmail.com, and we will be happy to help!

Resources are grouped into four connected tables

1. Programs & Organizations

This includes DEI programs and the organizations that run them such as:

- Research, teaching or mentoring opportunities
- Cultural education and awareness programs
- Diversity committees or student committees
- Affinity groups

2. People

This includes anyone with a leadership role in DEI programs and organizations. Some examples are:

- Staff/Admin in offices with DEI resources
- Members of diversity committees or student committees
- Affinity group leadership

1)   What you will find in the tables

Here, you can read the definitions used for the different tabs of the database. Under programs and organizations, you will find groups that are primarily student-driven. People covers individuals who are in DEI leadership roles, and offices and departments include official Caltech offices or departments. Documents provides direct links to written resources.

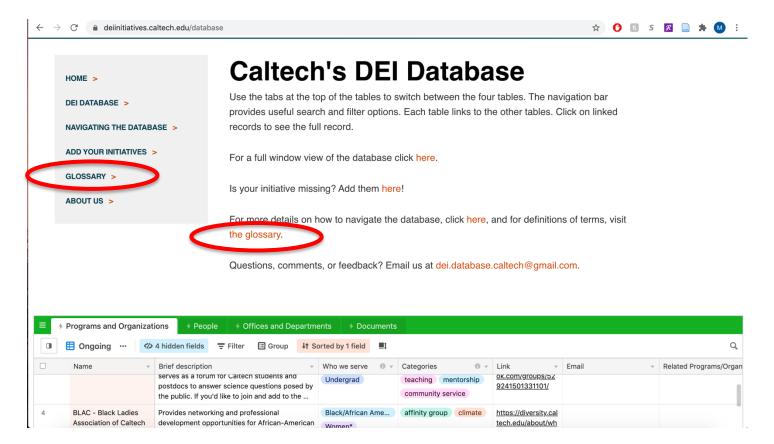2)   The identities and categories that we use to label resources

Under this section, you will find the full list of "Who we serve" and "Categories" tags to better direct your search. Further down on the page you can find examples of how to employ this tag section. We also have a Glossary page on the website with a description for each of the terms.
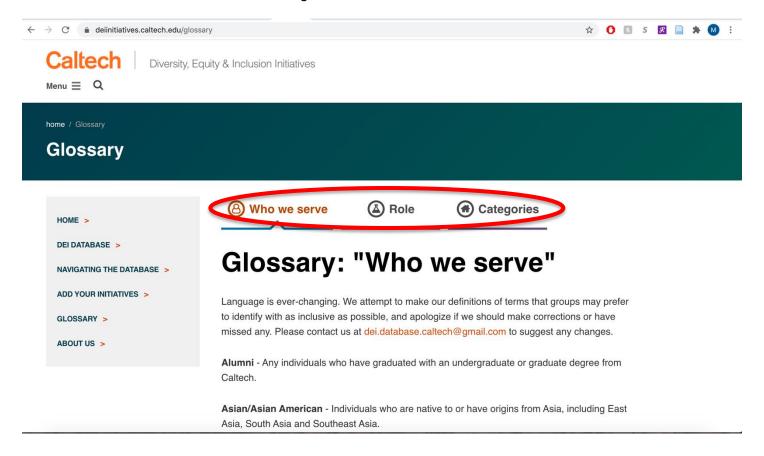
3)   Filter function

The last section of this page details how to filter by field. This section has its own tutorial under "Using the database."

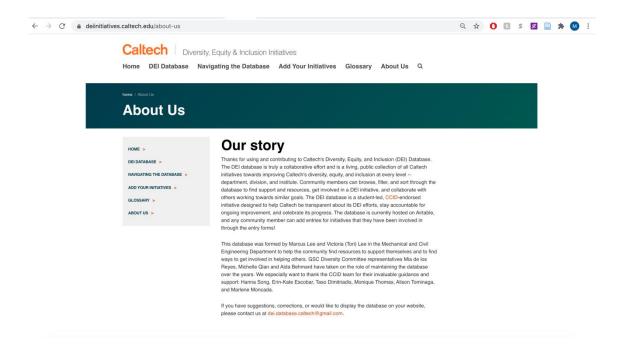The last section covers additional tips for navigating the table layout.

Returning to the "DEI Database" tab, there is also an option to visit the glossary. This glossary can also be reached through the left side bar.

By navigating through the tabs on this page, "Who we serve," "Roles," and "Categories," you can read the definitions of the different terms used throughout the database.

For more information on the creation of the database, you can visit the "About Us" tab. Any feedback can be directed to dei.database.caltech@gmail.com. Thank you for helping make Caltech a more diverse, equitable, and inclusive space!

Using the database

This tutorial will describe how to use the search and filter functions in the DEI Database to find the most relevant resources for you. To access the database, visit deiinitiatives.caltech.edu and click on the "DEI Database" tab in the menu bar. From here, you can scroll down for the embedded database. If you want a larger view, you can click the button in the bottom right corner to fill your window.

Search - First up is the search function. If you already have an idea of what you want to find, you can use the search bar. For example, if you want to see everything related to DEI that is part of your department or option, go to the "Offices and Departments" tab and search for your department directly. The search function is in the top right corner of the navigation bar.

For example, if I search for the Mechanical and Civil Engineering Department, this will highlight entries which include the search term in any of their fields. You can look through the linked programs and people. You can click on any of them to see more information.

Filter - Next is the filter function. The filter function is useful if you are looking for a specific type of resource. This will be particularly useful in the Programs and Organizations table, where you can filter entries by "Who we serve" and different "Categories" of resources.

To add a filter, click on "Filter" in the navigation bar at the top and then "Add filter." Select the field you would like to filter by, for example, "Who we serve." There are several filter operators you can use. "Has any of" or "has all of" are good defaults for filter operators. From there, you can select all relevant identities.

Women's affinity group - As an example, let's search for womens' affinity groups across campus. To find women's affinity groups, we'll select Women*.

To add another filter, click on "Add filter" again. To find affinity groups, we will filter by "Category" and choose the option "affinity group". Now you see that the results show various women's groups across campus.

Outreach tutoring - As another example, if you are interested in finding outreach tutoring opportunities, you can add a filter based on "Categories" and select outreach and teaching. Here since we are filtering by multiple categories, it is useful to use the "has all of" operator so that we get just results that are both for outreach and teaching. If we were to use the "has any of" operator, this would also show programs associated with just one or the other, so the results would be less specific.

Now in the results you can see several of the Center for Teaching, Learning and Outreach's programs. From here, you may decide that you're interested in the CTLO K-12 Caltech Experiences, and you can learn more by clicking the link (circle with mouse) or contacting the given email (circle with mouse).

Other filters - You can use filters in any of the tables, each with their own fields to filter by. For example, under "People," there is not a "Who We Serve" category, but you could instead filter by a person's "Affiliation/Role" or any of the other fields. If you prefer, you can add a filter by right-clicking the field heading you would like to filter by. Let's look for graduate student DEI leaders in Physics. We'll select graduate student under affiliation/role. Then we can add a filter for Offices and Departments in the same way and type "Physics."

With that, you're ready to start exploring and using the database! We always welcome any feedback you may have. You can contact our team at dei.database.caltech@gmail.com. Thanks for making Caltech a more diverse, equitable and inclusive space. We hope you enjoy using the DEI database.

Adding, editing or deleting an entry

To add an entry to the DEI database, go to deiinitiatives.caltech.edu and then click on "Add Your Initiatives" in the left sidebar. There are different entry forms for the different table categories. Each table links to the others, so if you are adding a program that you run, don't forget to add the people leading or organizing the initiative, as well as any associated departments and offices. The link will appear for both entries regardless of the order you add and link the entries.

Let's start with a program entry:

In this first field, use your caltech.edu email. We use this to verify your entry and you will receive a confirmation email here too.

You can use the same form to either add a new entry, edit an existing entry or delete an entry. Let's begin with a new entry.

New Entry

List your program name as directed with any abbreviations first. Then, add a description that will help viewers understand the program goals and any other details listed here such as mailing lists or joining requirements.

For "Who does the program" serve, you can select all relevant fields related to the target groups identities. The same is true for "Categories" which is for the type of support provided (scroll while talking/select a few options to demonstrate). If you are unsure of what a term means, you can visit the glossary page linked here. Remember that users will be trying to find all the programs that are most relevant to them, so keep them in mind when you are selecting these tags.

There is also a section for you to add links and the best contact email for the program.

In the last section, you can link related programs, people, offices, and documents that are already in the database. By clicking "Add," you will be able to search or scroll through all existing entries for those categories.

Finally, any additional comments for those maintaining the database can be entered under "Additional information." Then just click submit! After your entry is approved, it will appear publicly in the database.

Thanks for your contributions to diversity equity and inclusion at Caltech!

Edit Entry

If you were editing an entry instead, you would select "Edit entry" and find the entry you'd like to edit. If there are only several fields that require editing, you can select those specific fields. Otherwise, you can simply select "All." From there, you will be able to re-enter any information that needs. Note that anything you enter will replace the existing information rather than append. So if you leave a field blank, then we will remove anything that was entered previously. If you're trying to add a link to a person without removing previous links, please remember to include the previous people linked as well.

Delete Entry

Deleting an entry is the simplest, and only requires selecting "Delete entry" and finding the entry you'd like to remove by clicking "Add" and scrolling through the options.

Remember to hit submit to finalize any changes, and email dei.database.caltech@gmail.com with any suggestions, comments, or concerns!