



erwin Data Intelligence Suite

Enterprise Tags Management Guide

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Enterprise Tags Manager

This section walks you through enterprise tags management.

Enterprise tag is a single, non-hierarchical term that is used across all business assets. You can add enterprise tags to all business assets to classify and organize them into categories.

For further information on accessing and using Enterprise Tags, refer to the [Using Enterprise Tags](#) topic.

Using Enterprise Tags

To access the Enterprise Tags, go to **Application Menu > Miscellaneous > Enterprise Tags**.

The Tags Listing page appears:

Tags Listing						1
2	Name	Description	Associations	Publish	Scope	Options
1	Address		0	<input checked="" type="checkbox"/>	All	
2	Agriculture		1	<input checked="" type="checkbox"/>	Business Rule	
3	Benefits		1	<input checked="" type="checkbox"/>	Business Term	
6	Data Quality		0	<input checked="" type="checkbox"/>	All	

UI Section	Function
1-Tag Creation	Use this section to create enterprise tags.
2-Tag Listing	Use this section to view a list of enterprise tags and manage them. You can also, use the following options to work on enterprise tags: <ul style="list-style-type: none"> ▪ Publish status ▪ Scope ▪ Mind map

For more information on creating enterprise tags, refer to the [Creating Enterprise Tags](#) topic.

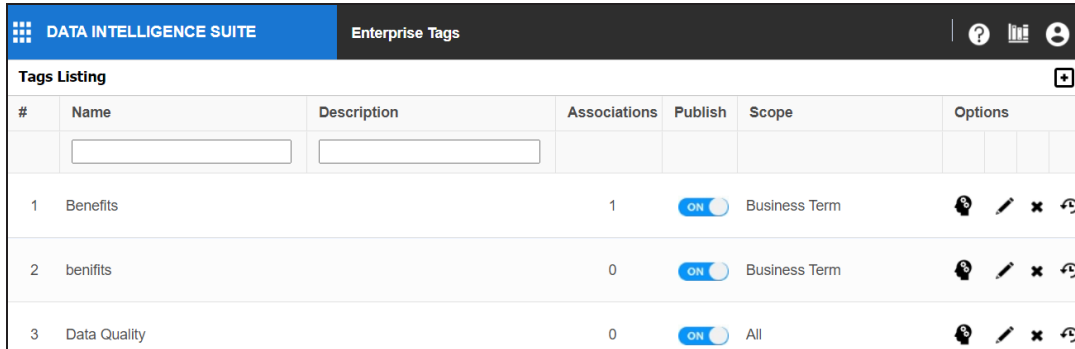
Creating Enterprise Tags










You can create enterprise tags for all default, custom, and DM NSM file business assets.

To create enterprise tags, follow these steps:

1. Go to **Application Menu > Miscellaneous > Enterprise Tags**.

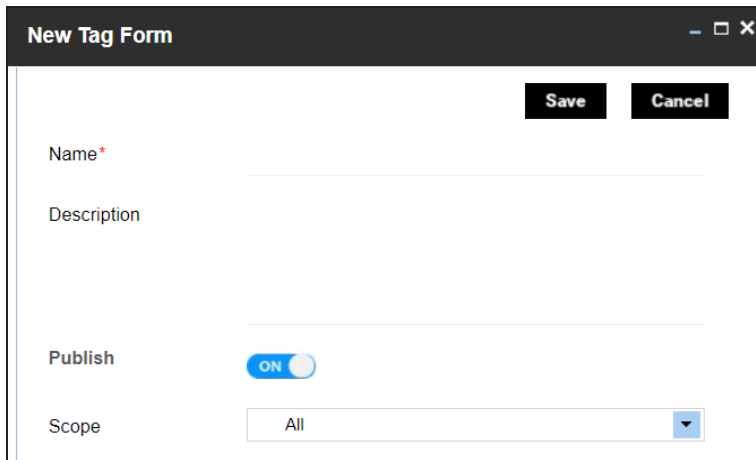
The Tags Listing page appears.



#	Name	Description	Associations	Publish	Scope	Options
1	Benefits		1	<input checked="" type="checkbox"/>	Business Term	  
2	benefits		0	<input checked="" type="checkbox"/>	Business Term	  
3	Data Quality		0	<input checked="" type="checkbox"/>	All	  

2. Click .

The New Tag Form page appears.



New Tag Form

Save **Cancel**

Name*

Description

Publish

Scope

3. Select or enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

Field Name	Description
Name	Specifies the unique name of the tag. For example, Data Governance.
Description	Specifies the description of the tag. For example: This tag can be used to tag a business term.
Publish	Specifies whether the tag is published for use. Switch Publish to ON to publish the tag.
Scope	Specifies the business assets to which the tag can be applied. Valid values are: <ul style="list-style-type: none"> ▪ All ▪ Business Term ▪ Business Rule ▪ Business Policy

4. Click **Save**.

The tag is added to the Tags Listing.

The enterprise tags you create are available to others in your organization when they access business assets.

Once an enterprise tag is created, you can [assign](#) it to business assets.

You can manage an enterprise tag using the options available under the Options column.

[Managing Enterprise Tags](#) involves:

- Viewing mind maps
- Editing enterprise tags
- Deleting enterprise tags
- Viewing history

Managing Enterprise Tags

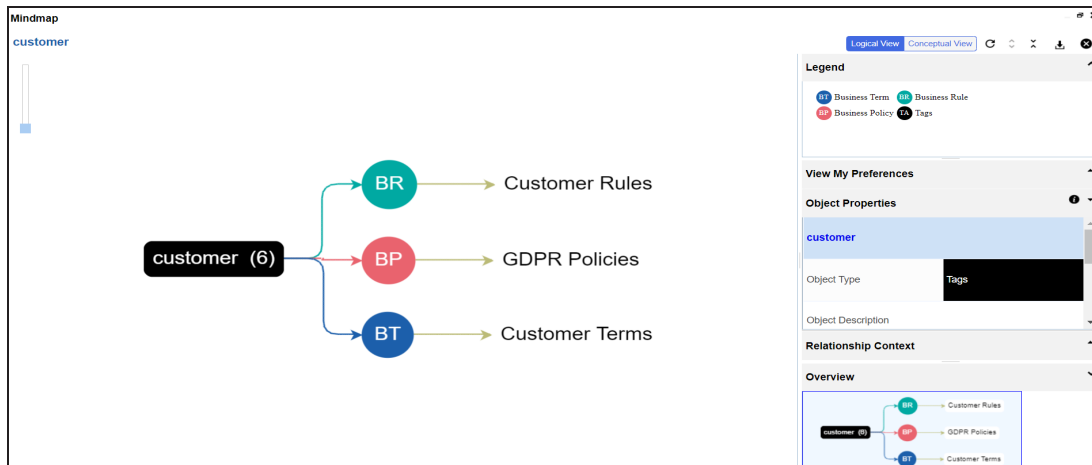
Managing enterprise tags involves:

- Viewing mind maps
- Editing enterprise tags
- Deleting enterprise tags
- Viewing history

To manage enterprise tags, use the following options available on the Tags Listing page, under the Options column:

View Mind Map (🧠)

Use this option to view an enterprise tag's mind map. A mind map displays the pictorial representation of the enterprise tag, its associations, relationships, and more in a logical and conceptual view.



Use the following options to work on the mind map:

Reload Diagram (🔄)

Use this option to reload the mind map.

Expand Diagram (📏)

Use this option to expand the mind map to view the associated business assets.

Reset Diagram to Original View (✕)

Use this option to collapse the expanded nodes and restore the mind map to its original form.

Export (⬇)

Use this option to export the mind map. Hover over **Export** and use the following options:

Mind Map - Excel Report:

Use this option to download the mind map in the XLSX format. Ensure that you expand the mind map before downloading the report.

Mind Map - Image:

Use this option to download the mind map as an image, in .jpg format. Ensure that you expand the mind map before downloading the mind map image.

Sensitivity Details - Excel Report:

Use this option to download the sensitivity report of all associated assets in the XLSX format. This report includes sensitive data indicator (SDI), SDI classification, and SDI description of the associated assets.

For more information on mind maps, refer to the [Viewing Mind Maps](#) topic.

Edit (✎)

Use this option to enrich an enterprise tag by defining description, scope, and so on.

Delete (🗑)

Use this option to delete an enterprise tag that is no longer required.

View History(↺)

Use this option to view all the actions performed on an enterprise tag since it was created.