



**erwin Data Intelligence**

## **Enterprise Tags Management Guide**

**Release v12.0**

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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, technical assets, and mapping 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 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

ON

All

2

Agriculture

1

ON

Business Rule

3

Benefits

1

ON

Business Term

6

Data Quality

0

ON

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"><li>▪ Publish status</li><li>▪ Scope</li><li>▪ Mind map</li></ul>

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

# Creating Enterprise Tags

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

To create enterprise tags, follow these steps:

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

The Tags Listing page appears.

Tags Listing						
#	Name	Description	Associations	Publish	Scope	Options
	<input type="text"/>	<input type="text"/>				
1	Benefits		1	<input checked="" type="checkbox"/>	Business Term	
2	benifits		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

All

- 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.



## Creating Enterprise Tags

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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 <b>Publish</b> to <b>ON</b> to publish the tag.
Scope	Specifies the assets to which the tag can be applied. Valid values are: <ul style="list-style-type: none"><li>▪ All</li><li>▪ Business Terms</li><li>▪ Business Policies</li><li>▪ Business Rules</li><li>▪ System</li><li>▪ Environment</li><li>▪ Table</li><li>▪ Column</li><li>▪ Project</li><li>▪ Subject</li><li>▪ Mapping</li></ul>

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 assets.

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

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

[Managing Enterprise Tags](#) involves:

## Creating Enterprise Tags

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

# Managing Enterprise Tags

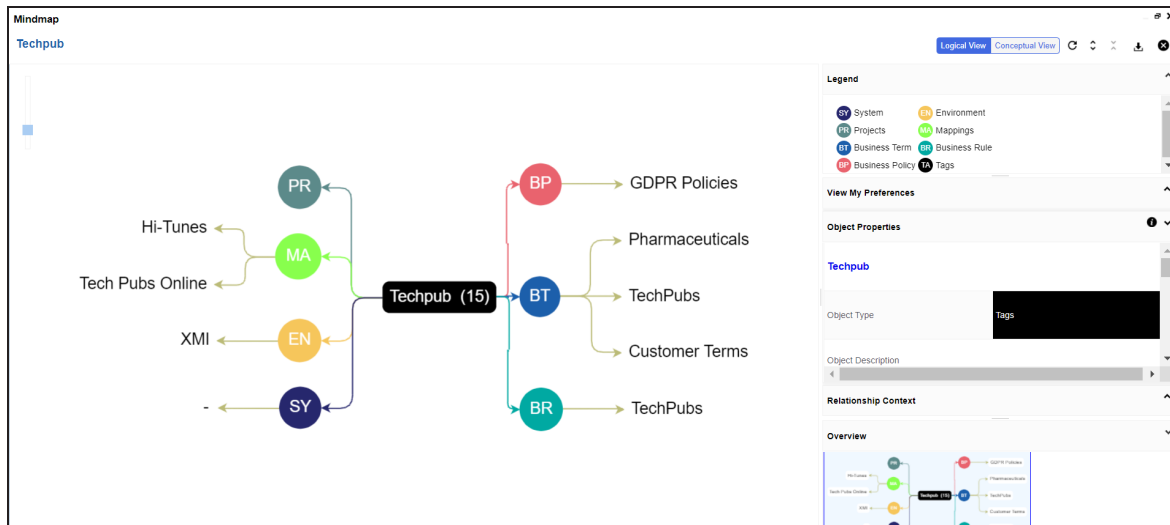
Managing enterprise tags involves:

- 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 (⤴)

## Managing Enterprise Tags

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



# Tagging Business Assets


You can assign one or multiple enterprise tags to a business asset.

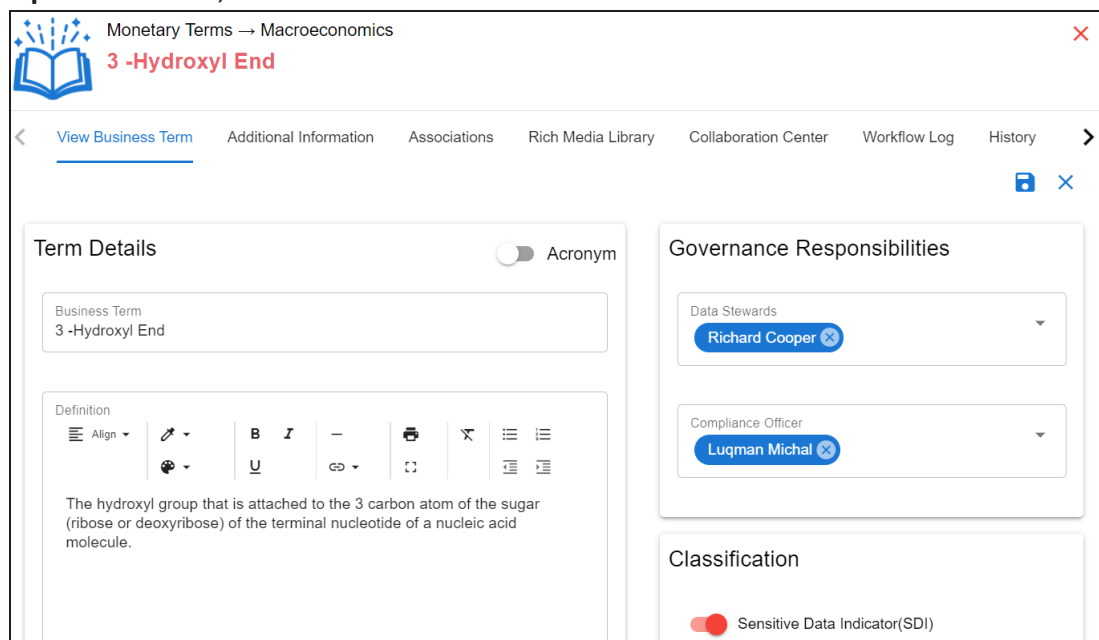
To tag a business term, follow these steps:

1. Go to **Application Menu > Data Literacy > Business Glossary Manager > Explore**.

In the Business Asset list, select **Business Terms**. The workspace switches to the business terms view.

2. On the **Compact View** tab, select a business term and click , or click  > .

The **View Business Term** opens in edit mode. Also, on the **Grid View** tab under the **Options** column, click .



3. Under the **Miscellaneous** section, type an enterprise tag. You can select an enterprise tag from the suggestions that appear.

Miscellaneous

Tags  
Dat

Data Quality



You can create an enterprise tag by typing an enterprise tag name in the **Tags** box and then pressing Enter.

Similarly, you can tag business policies and business rules.