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Configuration

This section walks you through the settings for each module of erwin Data Intelligence (erwin DI). These settings enable you to configure erwin DI according to your preferences.

Configuring Discover Assets

On the Discover Assets Settings page, you can configure the Discover Assets module with respect to synchronizing asset properties and values with the corresponding asset properties and values configured in respective modules. After synchronization is complete for assets, you can discover and analyze their status. You can also schedule synchronization jobs, control asset types available in the Discover Assets module, and view activity logs.

To configure the Discover Assets module, follow these steps:

1. Go to Application Menu > Settings > Discover Assets.
   
   The Discover Assets Settings page appears.
2. Use the following options:

**Use in Search (●)**

Use this option to enable asset discovery for an asset type.

**Sync Now**

Use this option to start synchronization activity immediately for an asset type.

**Schedule**

Use this option to schedule a synchronization job for an asset type. The synchronization activity starts at the scheduled time for that asset type.

**History (⏰)**

Use this option to view activity logs of all synchronization activities.

**Disable Schedule for All (○○○)**
Configuration

Use this option to enable or disable scheduling of synchronization jobs for all asset types.

Scheduling Synchronization Jobs

To schedule synchronization jobs, follow these steps:

1. On an asset type card, click Schedule.

   The Job Scheduler page appears.

2. Enter appropriate values in the fields. Refer to the following table for field descrip-
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Name</td>
<td>Specifies the job name. For example, Systems_1650468274963. This field auto-populates a job name and is uneditable.</td>
</tr>
<tr>
<td>Schedule Job On</td>
<td>Specifies the date and time of the job. For example, 03-24-2020 11:45.</td>
</tr>
<tr>
<td>Local or Server</td>
<td>Specifies whether the job uses local or server time.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Local</strong>: Indicates that job uses date and time on your local machine</td>
</tr>
<tr>
<td></td>
<td>- <strong>Server</strong>: Indicates that the job uses the date and time of a machine where your application is deployed</td>
</tr>
<tr>
<td>Interval</td>
<td>Specifies the frequency of the job.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Only Once</strong>: Indicates that the job runs only once</td>
</tr>
<tr>
<td></td>
<td>- <strong>Every Day</strong>: Indicates that the job runs everyday</td>
</tr>
<tr>
<td></td>
<td>- <strong>Every Week</strong>: Indicates that the job runs weekly</td>
</tr>
<tr>
<td></td>
<td>- <strong>Every Month</strong>: Indicates that the job runs monthly</td>
</tr>
<tr>
<td>Repeat</td>
<td>Specifies whether the job repeats everyday. This field is available only when Interval is set to Every Day.</td>
</tr>
<tr>
<td>Object Types</td>
<td>Specifies the object types for which the job is scheduled. This field is available only when you use Schedule For All option.</td>
</tr>
<tr>
<td>Send Email</td>
<td>Specifies whether job notifications are sent to your email ID and the email IDs mentioned in CC Email Id(s) field</td>
</tr>
<tr>
<td>Email Id</td>
<td>This field is auto-populated with your email ID. You receive email notifications about the scheduled job from the administrator’s email ID.</td>
</tr>
<tr>
<td>CC List</td>
<td>Specifies the other email IDs that receive job notifications. Enter a comma-separated list of email IDs that should receive email notifications about the scheduled job. For example, <a href="mailto:ab.dav@xyz.com">ab.dav@xyz.com</a>, <a href="mailto:cal.kai@xyz.com">cal.kai@xyz.com</a></td>
</tr>
</tbody>
</table>
3. Click **Submit**.

The synchronization job is scheduled.
Configuring Mapping Manager

On the Mapping Manager Settings page, you can set up the Mapping Manager with respect to:

- **Change Log**: Under this, you can configure change logs.
- **User Defined Fields**: Under this, you can add more user-defined fields.
- **Version Display**: Under this, you can configure version display of maps.
- **Mapping State Settings**: Under this, you can configure mapping states and sub-states.
- **Notifications**: Under this, you can configure email notifications.

To access Mapping Manager Settings, go to **Application Menu > Settings > Mapping Manager**. The Mapping Manager Settings page appears:

![Mapping Manager Settings Page](image-url)
Configuring Change Log Settings

Change logs capture changes made to mapping specifications and additional mapping information. You can enable change logs and display them on the Change Log tab under the Additional Mapping Information pane. You can also export change logs to an MS Excel file at the project, subject, and mapping levels.

To configure change log settings, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.

   The Mapping Manager Settings page appears. By default, it opens the Change Log settings.

   ![Mapping Manager Settings](image)

2. Use the following options:

   **Enable Change Log Capture for Mapping Specifications**
   
   To capture change logs for the Mapping Specification tab, select the check box.

   **Enable Change Log tab display on Mapping Specification tabs**
   
   You can use this check box only when the Enable Change Log Capture for Mapping Specifications check box is selected.

   To display the Change Log tab under the Additional Mapping Information pane, select the check box.

   The Change Log tab appears under the Additional Mapping Information pane. The pane is available at bottom of the central pane when you click a map in Workspace Mappings.
Enable export of Change Logs to MS Excel (at the Project Subject and Mapping Levels)

You can use this check box only when the Enable Change Log Capture for Mapping Specifications check box is selected.

To make Export Change Log option available, select the check box.

Now, you can export change logs to an MS Excel file at project, subject, and mapping level.

For example, the following image displays Export Change Log option at mapping level.
Enable Change Log capture for Mapping Specification tabs

You can capture change logs for tabs under the Additional Mapping Information pane. To capture change logs for tabs under the Additional Mapping Information pane, select the corresponding <Tab_Name> check box.

For example, to record change logs for Map Spec Overview tab under Additional Mapping Information, select the **Map Spec Overview tab** check box.
Configuring User-defined Fields

You can add more fields to the User Defined4 and User Defined5 tabs. These tabs are available under the Additional Mapping Information pane. You can also add more fields under the Subject Details tab.

To configure more fields on User Defined4 and User Defined5 tabs, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.
2. Click the User Defined Fields tab.
3. Under the User Defined Tabs section, select the Additional Fields in User Defined Tabs check box.

20 additional fields are added to the User Defined4 and User Defined5 tabs.
Configuring User-defined Fields

Use ◀ or ▶ to scroll to the User Defined4 and User Defined5 tabs.

To configure more fields on Subject Details tab, select the **Additional Subject User Defined Fields** check box.

15 additional fields are added under the Subject Details tab.

User-defined flex fields under Table Metadata and Columns Metadata section are available under the Table Properties and Column Properties tabs respectively.
Configuring User-defined Fields

You can set UI labels of user defined fields under the Language Settings. For more information, refer to the Language Settings topic.
Configuring Version Display

You can display map version in two ways:

1. **Standard Mapping Version**: This option displays the version of the map in a standard form.
   
   For example, Erwin_Map (v.1.00), where Erwin_Map is the Map Name and 1.00 is the Map Version.

2. **Version Label**: This option displays the version of the map using a version label.
   
   For example, Erwin_Map (Data_Migration), where Erwin_Map is the Map Name and Data_Migration is the Version Label.
   
   Version Label is specified while creating maps. You can also provide Version Label by editing the Map Spec Overview tab.

To configure version display of maps, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.

2. Click the Version Display tab.

   The following page appears.
3. Use the following options:

**Standard Mapping Version**

To display the version of maps in standard mapping version, click **Standard Mapping Version**.

For example, the following image displays the map version in the standard mapping version form.
Version Label

To display the version of maps using version label, click **Version Label**.

For example, the following image displays the map version with a version label.
To display maps without version, click **Do Not Display Version**.
Configuring Mapping State Settings

By default, there are two mapping states, In Progress and Approved. You can configure new mapping states and sub-states for mapping specifications. Use these mappings states and sub-states to update a mapping specification in the Mapping Manager.

To configure mapping states, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.
2. Click the Mapping State Settings tab.

   The following page appears.

3. Click 

   The New State page appears.
4. Enter **State Name** and click 🆙.

   The new mapping state is added to the mapping state list.

Use the following options:

**Edit (✍)**

   You can update State Name.

**Delete (.removeItem)**

   You can delete a mapping state that is no longer required.

To configure sub-states, follow these steps:

1. Under the **Sub State section**, click 🆙.

   The New Sub State page appears.
2. Enter **Sub State Name** and click Enter.

The new sub-state is added to the sub-state list.

Use the following options:

**Edit (****)**

You can update Sub State Name.

**Delete (****)**

You can delete a mapping sub-state that is no longer required.
Configuring Notifications

An administrator can configure email notifications, which are sent to users on the following occasions:

- Creating new users
- Assigning maps to users
- Forgetting user credentials
- Creating new maps
- Updating mapping specifications
- Creating versions of maps
- Merging maps
- Copying and pasting maps
- Uploading mapping specification in XML
- Base-lining projects

Email notifications are sent from the administrator's email ID. For more information on configuring administrator's email ID, refer to the Configuring Email Settings topic.

To configure notifications, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.
2. Click the Notifications tab.
   
   The following page appears.
3. Click 🎥.

4. Work on the following options:

**New User Creation**

Use this section to configure the email notification sent to a new user that you create in the Resource Manager. Configure the following settings:

**Email Subject**: You cannot use a custom subject as the default subject cannot be edited.

**Email Body**: You can edit the default body content and use custom body content. For more information on creating users, refer to the [Creating Users and Assigning Roles](#) topic.

**Mapping Assignment**

Use this section to configure email notifications to project users on assigning a map to users, or changing status of a map. Use the following options:

**Email Subject**: You can edit the default email subject and use a custom email subject.

**Email Body**: You can edit the default body content, and use custom body content.
Configuring Notifications

For more information on mapping assignment, refer to the Assigning Mapping Specifications to Users topic.

Forgot Password

Use this section to configure email notifications to users who forgot their User-name (User ID) or Password.

Email Subject: You can edit the default email subject and use a custom email subject.

Send Mail On

New Mapping: Use this section to send email notifications and comments to project users when you create a new map under a project.

Use the following options:

Email: To turn on email notifications, select the Email check box.
Comments: You can use this check box only when the Email check box is selected. To include comments entered while creating a map, select the Comments check box.
Configuring Notifications

**Email Subject:** You can edit the default email subject and use the custom email subject.

**Email Body:** You can edit the default body content and use custom body content.

For more information on creating maps, refer to the [Creating Maps](#) topic.

**Save Mapping:** Use this section to send email notifications and comments to project users on updating a mapping specification grid.

Use the following options:

**Email:** To turn on email notifications, select the **Email** check box.

**Comments:** You can use this check box only when the Email check box is selected. To include comments entered under the Mapping Spec Row Comments column, select the **Comments** check box.

**Email Subject:** You can edit the default email subject and use a custom email subject.

**Email Body:** You can edit the default body content and use custom body content.
**New Version:** Use this section to send email notifications and comments to project users on creating a new version of a map under a project.

Use the following options:

- **Email:** To turn on email notifications, select the Email check box.
- **Comments:** You can use this check box only when the Email check box is selected. To include comments entered while creating a new version of a map, select the Comments check box.
- **Email Subject:** You can edit the default email subject and use a custom email subject.
- **Email Body:** You can edit the default body content and use custom body content.

For more information on creating versions of maps, refer to the Creating Versions of Maps topic.

**Merge:** Use this section to send email notification and comments to project users on merging a map with a parent map under a project.
Use the following options:

**Email**: To turn on email notifications, select the Email check box.

**Comments**: You can use this check box only when the Email check box is selected. To include comments entered while merging a map, select the Comments check box.

**Email Subject**: You can edit the default email subject and use a custom email subject.

**Email Body**: You can edit the default body content and use custom body content.

For more information on branching and merging a map, refer to the Branching and Merging Mappings section.

**Copy/Paste**: Use this section to send email notification and comments to project users on creating a copy of a map under a project.
Use the following options:

**Email**: To turn on email notifications, select the Email check box.

**Comments**: You can use this check box only when the Email check box is selected. To include comments entered while pasting a map, select the Comments check box.

**Email Subject**: You can edit the default email subject and use a custom email subject.

**Email Body**: You can edit the default body content and use custom body content.

For more information on copying and pasting a map, refer to the Branching Mappings topic.

**Upload XML**: Use this section to send email notifications and comments to project users on uploading map in XML. To send comments entered while uploading an XML map, select the Comments check box.
Use the following options:

- **Email**: To turn on email notifications, select the **Email** check box.
- **Comments**: You can use this check box only when the Email check box is selected. To include comments entered while uploading a map in XML, select the **Comments** check box.
- **Email Subject**: You can edit the default email subject and use a custom email subject.
- **Email Body**: You can edit the default body content and use custom body content.

For more information on uploading a map in XML, refer to the [Uploading Mapping Specifications in XML](#) topic.

**Baseline**: Use this section to send email notifications and comments to project users on base-lining a project.
Use the following options:

**Email**: To turn on email notifications, select the Email check box.

**Comments**: You can use this check box only when the Email check box is selected. To include comments entered while base-lining a project, select the Comments check box.

**Email Subject**: You can edit the default email subject and use a custom email subject.

**Email Body**: You can edit the default body content and use custom body content.

For more information on base-lining a project, refer to the Base-lining Projects topic.
Configuring Metadata Manager

On the Metadata Manager Settings page, you can set up the Metadata Manager with respect to:

- **Table and column class**: Under this, you can configure table and column classes.
- **Notification**: Under this, you can configure email notifications about the metadata scan jobs.
- **Version display**: Under this, you can configure version display of environments.
- **Data Quality Notification** and **Settings**: Under this, you can configure email notifications about the data profiling job and set data profiling parameters.
- **Data access/preview settings**: Under this, you can enforce credentials for data access/preview.

To access Metadata Manager Settings, go to **Application Menu > Settings > Metadata Manager**.

The Metadata Manager Settings page appears:

![Metadata Manager Settings Page](image)

You can set up the Metadata Manager with respect to **user defined fields** on the Mapping Manager Settings page.
Configuring Table and Column Classes

Table and column properties include the table and column classes. You can configure your own table and column classes depending on your requirements.

To configure table classes, follow these steps:

1. Go to Application Menu > Settings > Metadata Manager.

   The Metadata Manager Settings page appears and by default the Table & Column Class tab opens.

   ![Metadata Manager Settings](image1)

   2. Under the Table Class section, click [ ].

      The Add Table Class page appears.

      ![Add Table Class](image2)

      Note*: This change is permanent and applied across existing records.
Configuring Table and Column Classes

3. Enter the Name and Description of the table class.

4. Click.

The table class is created and saved in the Table Class grid.

5. Use the following options:

   **Edit ( )**
   
   To edit the table class, click.

   **Delete ( )**
   
   To delete the table class, click.

   To configure column classes, follow these steps:

   1. Under the **Column Class** section, click.

The Add Column Class page appears.

   2. Enter the Name and the Description of the column class.
3. Click [Image].

The column class is created and saved under the Column Class grid.

<table>
<thead>
<tr>
<th>#</th>
<th>Column Class</th>
<th>Column Class Description</th>
<th>Created By</th>
<th>Created Date Time</th>
<th>Last Modified By</th>
<th>Last Modified Date Time</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Column Class</td>
<td>This is a user-defined Administrator</td>
<td>2020-12-07 05:47:21</td>
<td>Administrator</td>
<td>2020-12-07 05:47:21</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Use the following options:

**Edit ( )**

To edit the column class, click [Image].

**Delete ( )**

To delete the column class, click [Image].

You can update table and column properties in the Metadata Manager using the table and column classes.

For more information on updating table properties, refer to the [Updating Table Properties](#) topic.

For more information on column properties, refer to the [Updating Column Properties](#) topic.
Configuring Notifications on Scanning Metadata

You can configure email notifications to users when they schedule metadata scan. The users receive email notifications from the Admin Email Id when you enable email notifications.

To configure notifications, follow these steps:

1. Go to Application Menu > Settings > Metadata Manager.
2. Click the Notification tab.

The following page appears.

3. Click

4. Use the following options in the Scan Metadata section:
   - **Email**
     Select the check box to turn on email notifications to users.
   - **Email Subject**
Configuring Notifications on Scanning Metadata

You can edit the default email subject and use a custom email subject.

**Email Body**

You can edit the default body content and use custom body content.

5. Click ↪.

The email notification is configured.

For more information on scheduling a metadata scan, refer to the [Scheduling Metadata Scans](#) topic.
You can display the environment version in two ways:

1. **Standard Environment Version**: This option displays the version of the environment in a standard form.
   
   For example, Data_Migration (v.1.00), where Data_Migration is the environment name and 1.00 is the environment version.

2. **Version Label**: This option displays the version of the environment using a version label.
   
   For example, Data_Migration (erwin_Metadata), where Data_Migration is the environment name and erwin_Metadata is the version label.
   
   Version Label is specified while creating environments. You can also provide version label by editing environments. For more information on using version label, refer to the [Creating Environments](#).

To configure version display of environments, follow these steps:

1. Go to **Application Menu > Settings > Metadata Manager**.
2. Click **Version Display**.
   
   The following page appears.
3. Use the following options:

**Standard Environment Version**
To display the version of environments in the standard environment version, select **Standard Environment Version**.

**Version Label**
To display the version of environments using version label, select **Version Label**.

**Do Not Display Version**
To display environments without version, select **Do Not Display Version**.
Configuring Notifications on Profiling Data

You can schedule data profiling job and assess the data quality in the Metadata Manager. You can also configure email notifications to notify users about the data profiling jobs. The users receive email notifications from the administrator’s email ID, configured in the Email Settings.

To configure email notifications on profiling data, follow these steps:

1. Go to Application Menu > Settings > Metadata Manager.
2. Click the Data Quality tab and then click the Notification tab.

The following page appears.

3. Click Edit.
4. Use the following options in the Data Quality section:
   
   **Email**
   
   Select the check box to turn on email notifications to users.
Configuring Notifications on Profiling Data

Email Subject
You can edit the default email subject and use a custom email subject.

Email Body
You can edit the default body content and use custom body content.

5. Click Save.

The email notification is configured.

For more information on scheduling data profile job, refer to the Profiling Data at Table Level topic.
Configuring Data Profiling and DQ Scores

You can configure data quality (DQ) score options and data profiling parameters. Configuring data profiling parameters involves specifying:

- Whether data profiling requires to analyze character data for maximum and minimum
- Most frequent patterns
- Least frequent patterns

To configure data profiling parameters, follow these steps:

1. Go to Application Menu > Settings > Metadata Manager.
2. Click the Data Quality tab and then, click the Settings tab.
   The following page appears.

   ![Data Intelligence Suite Configuration](image)

   - Data Profile Configuration
     - Analyze character data for Max/Min: ON
     - Most Frequent Patterns: 15
     - Least Frequent Patterns: 15

   - DQ Scores
     - Very High (9-10)
     - High (7-8)
     - Medium (5-6)
     - Low (2-4)
     - Very Low (0-2)

3. Click 📚.
4. Use the following options:

**Analyze character data for Max/Min**
This option specifies whether the data profiling requires to analyze character data for maximum and minimum. Turn the **Analyze character data for Max/Min** to ON to analyze character data for maximum or minimum.

**Most Frequent Patterns**
This option specifies the number of top most frequent patterns to be displayed in the Data Profiling Pattern Summary report. To set the number of top most frequent patterns for display, type the number in the **Most Frequent Patterns** box. For example, if you type the number 3 in the box, then top three most frequent patterns would be displayed in the report.

**Least Frequent Patterns**
This option specifies the number of bottom least frequent patterns to be displayed in the Data Profiling Pattern Summary report. To set the number of bottom least frequent patterns for display, type the number in the **Least Frequent Patterns** box. For example, if you type the number 3 in the box, then bottom three least frequent patterns would be displayed in the report.

To configure DQ score option, follow these steps:

1. Under the **DQ Scores** section, click `+`.

   The DQ Score Options page appears.
2. Click ✖.
   A new row is added in the DQ Score Options grid.

3. Double-click the cell under the **Key** column to enter the key.

4. Double-click the cell under the **Value** column to enter the value.

   *Turn Publish to OFF to remove the DQ score option from the DQ Scores list.*

5. Click ✒.
   The DQ Score option is added to the DQ Scores list.

You can schedule data profiling job and assess the data quality in the Metadata Manager.
For more information on profiling data, refer to the Profiling Data at Table Level topic.
Enforcing Credentials for Data Access or Preview

You can enforce user credentials for previewing or accessing data from the database in the Metadata Manager.

To enforce user credentials to preview data from databases, follow these steps:

1. Go to Application Menu > Settings > Metadata Manager.
2. Click the Data Access/Preview Settings tab.

The following page appears.

![Metadata Manager Settings](image)

3. Select the Enforce credentials for Data Access/Preview check box to enforce user credentials for accessing or previewing the data.

For more information on previewing the data, refer to the Previewing Data topic.
Displaying User Defined Fields

You can display user defined fields in the Table Properties tab and Column Properties tab. To display user defined fields, follow these steps:

1. Go to Application Menu > Settings > Mapping Manager.
2. Click User Defined Fields.

The following page appears.

3. Use the following options:

**Table Metadata**

To display a user defined field in the Table Properties tab, select the corresponding check box. For example, select User Defined1 check box to display the User Defined1 field in the Table Properties tab.

**Columns Metadata**

To display a user defined field in the Column Properties tab, select the corresponding check box. For example, select the User Defined1 check box to display the User Defined1 field in the Column Properties tab.
Configuring Codeset Manager

You can configure number of records per page in the Codeset Manager for:

- Code value grid
- Code mappings grid
- Code mappings details grid

To configure number of records per page in the Codeset Manager, follow these steps:

1. Go to **Application Menu > Settings > Codeset Manager**.

   The following page appears.

   ![Codeset Manager Settings](image)

   - **Code Value Grid Page Size**: 0
     - **Note**: Set number of records to display per page in the code value grid.

   - **Code Mappings Grid Page Size**: 0
     - **Note**: Set number of records to display per page in the code mapping grid (For a selected code mapping).

   - **Code Mappings Details Grid Page Size**: 0
     - **Note**: Set number of records to display per page in the code mappings details grid (Total number of mapping grid).

2. Click ✍.

   The Edit CSM Settings page appears.
3. Use the following options:

**Code value Grid Page Size**

Set the number of records to display per page in the code value grid.

**Code Mappings Grid Page Size**

Set the number of records to display per page in the code mapping grid.

This is for the selected code mappings.

**Code Mappings Details Grid Page Size**

Set the number of records to display per page in the code mappings details grid.

**Save**

To save the page sizes, click save.
Configuring Release Manager

The Release Manager Settings page enables to set up Release Manager with respect to:

- **Release object types**: Under this, you can add a new release object type under the Miscellaneous Objects.
- **Environments for release objects**: Under this, you can configure environments for release objects.
- **Release and release object statuses**: Under this, you can maintain list of release and release object statuses.
- **History types**: Under this, you can configure history types in a History Listing Grid that can be used for activity logs in the Release Manager.
- **Notifications about release objects**: Under this, you can configure email notifications to a team member about a release object.

To access Release Manager Settings, go to Application Menu > Settings > Release Manager. The Release Manager Settings page appears:
Configuring Environments for Release Objects

You can configure environments for release objects in the Release Manager. DEV and PROD are the two default environments available which cannot be edited or deleted.

To configure environments for release objects, follow these steps:

1. Go to **Application Menu > Miscellaneous > Settings > Release Manager**.
   The following page appears.

   ![Environments Listing](image)

   2. Click **+**.
   The New Environment page appears.

   ![New Environment](image)

   3. Enter the Name and Description.

5. Click Select.

6. Click 📋.

The environment is added.

**Edit**

To edit the environment, click ✏️.

**Delete**

To delete the environment, click ✗.
History

To view history details, click ⬤
Configuring Release Object Types

The Release Manager comes with three default release object types:

1. Data Item Mapping
2. Codeset
3. Code Mappings

You can add new release object types under the Miscellaneous Objects.

To add new release object types, follow these steps:

1. Go to Application Menu > Miscellaneous > Settings > Release Manager.

   The following page appears.

2. Click the Release Object Types tab.

   The Release Object Listing appears. Data Item, Code Set, Code Map are the default release object types, which cannot be edited or deleted.
3. Click \( + \).

   The New Release Object Type page appears.

4. Enter the Name and the Description of the release object type.

5. Click \( \text{Save} \).

   The new release object type is added and can be accessed under Miscellaneous Objects.

Use the following options:

**Edit**

   To edit the release object type, click \( \text{Edit} \).

**Delete**

   To delete the release object type, click \( \text{Delete} \).

**History**

   To view history details, click \( \text{History} \).
Configuring Release and Release Object Statuses

You can create multiple release and release object statuses to manage your releases in the Release Manager.

To configure release status and release object status, follow these steps:

1. Go to Application Menu > Miscellaneous > Settings > Release Manager.
2. Click Release Status.

   The Release Status Listing appears.

3. Click to define a new status.

   The New Release Status page appears.
4. Enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Sub-Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Title</td>
<td></td>
<td>Enter a small description of the release object.</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td>Live Date is autofilled and it is same as the live date of the release.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter the Live Time in HH : MM format.</td>
</tr>
<tr>
<td>Release Status</td>
<td>Text Colour</td>
<td>Click the cell and select the required text colour for the Release Status.</td>
</tr>
<tr>
<td></td>
<td>Background</td>
<td>Click the cell and select the required background colour for the Release Status.</td>
</tr>
<tr>
<td></td>
<td>Border Colour</td>
<td>Click the cell and select the required border colour for the Release Status.</td>
</tr>
<tr>
<td></td>
<td>Border Type</td>
<td>Select the required border type for the Release Status.</td>
</tr>
<tr>
<td></td>
<td>Preview</td>
<td>You can view the preview of the release status based on your above selections.</td>
</tr>
</tbody>
</table>
| Migration Object| Text Colour        | Click the cell and select the required text colour for the Migration Object Status.
Configuring Release and Release Object Statuses

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Sub-Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Background</td>
<td>Click the cell and select the required background colour for the Object Status.</td>
</tr>
<tr>
<td></td>
<td>Border Colour</td>
<td>Click the cell and select the required border colour for the Object Status.</td>
</tr>
<tr>
<td></td>
<td>Border Type</td>
<td>Select the required border type for the Object Status.</td>
</tr>
<tr>
<td></td>
<td>Preview</td>
<td>You can view the preview of the release status based on your above selections.</td>
</tr>
</tbody>
</table>

5. Click 📒.

The new release/release object status is created and saved in the Release Status Listing.

Use the following options:

**Edit**

To edit the release status, click 🖊.

**Delete**

To delete the release status, click ✗.

**History**

To view history details, click ⏯️.
Configuring History Types

You can manage your activity logs in the Release Manager by configuring history types as per your requirements.

To configure history types, follow these steps:

1. Go to **Application Menu > Miscellaneous > Settings > Release Manager**.
2. Click **History Types**.

The History Listing Grid page appears.

3. To edit the description, click the pencil icon.

The Edit History Types page appears.
4. Edit the Description and click ![save icon].

The description is saved in the History Listing Grid.
Configuring Notifications about Release Objects

You can send email notifications to your team members after adding a release object to a release in the Release Manager.

To configure notifications about release objects, follow these steps:

1. Go to **Application Menu > Miscellaneous > Settings > Release Manager**.
2. Click **Notifications**.

   The following page appears.

3. Click **Edit**.

4. In **Migration Object**, type the format of the email subject.

   This email is used to send notifications to any concerned team member from the Admin Email Id which can be configured in **Email Settings**.
Configuring Test Manager

You can add types of test cases as per your requirements. The list appears as option while creating test cases in the Metadata Manager and the Mapping Manager.

To configure test case types, follow these steps:

1. Go to **Application Menu > Miscellaneous > Settings > Test Manager**.

2. Click  

   The following page appears.

3. Type the Test Case Type Name and turn  **Published** to **ON**.

4. Click  

   The new test case type is added to the list.
Configuring Requirements Manager

The Requirements Manager Settings page enables you to set up the Requirements Manager with respect to:

- **Templates**: Under this, you can create your own template and enrich it by adding artifacts to it. You can also design custom form for an artifact.

- **Email settings**: Under this, you can configure email templates and trigger email notifications to project users when different operations are performed on a Specification, Artifact, and Specification Artifact or Child Artifact.

- **Version display**: Under this, you can choose to display versions of specifications in two of the ways.

To access Requirements Manager, go to Application Menu > Settings > Requirements Manager. The Requirements Manager Settings page appears:
Creating Templates

You can create customized requirement templates and use them to create requirement specifications.

To create templates, follow these steps:

1. Go to Application Menu > Settings > Requirements Manager.
   The Requirements Manager Settings page appears. By default, the Templates settings open.

2. In the Specification Templates Workspace pane, right-click the Specifications Templates node.

3. Click Create Template.
   The Create Template page appears.
Creating Templates

4. Enter **Template Name** and **Template Description**.

   For example:
   - **Template Name**: Health Migration Template
   - **Template Description**: This is a template to capture requirements of the health migration project.

5. Click ![Submit button](submit_button.png).

   The template is created and saved in the Specifications Templates tree.

Once a template is created, you can do the following:

- Add artifacts to the template
- Design custom forms for artifacts
- Manage artifacts
- Manage templates
Adding Artifacts to Templates

You can enrich a template with artifacts and supporting documents.

To add artifacts to templates, follow these steps:

1. In the Specification Templates Workspace pane, right-click the required template.
2. Click **Create Artifact**.

The Create Artifact page appears.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artifact Name</td>
<td>Specifies the name of the artifact. For example, Enrollments.</td>
</tr>
<tr>
<td>Artifact Description</td>
<td>Specifies the description about the artifact. For example: The artifact can document all decisions for Person and Enrollment module.</td>
</tr>
</tbody>
</table>
| Tree Node Policy  | Specifies the artifact's visibility in the artifact tree in the Requirements Manager. Select an appropriate Tree Node Policy for the artifact:  
  - Display Always:  
    - Displays the artifact in the artifact tree. |
### Adding Artifacts to Templates

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t display for single child:</td>
<td>Does not display the artifact in the artifact tree.</td>
</tr>
<tr>
<td>Display on multiple child nodes:</td>
<td>Displays artifacts when it has more than one child artifacts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Documents Upload</th>
<th>Enables the document upload section for the child artifacts. Switch the <strong>Supporting Documents</strong> Upload option <strong>ON</strong> to upload documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Description</td>
<td>Enables you to add a description to the child artifacts. Switch the <strong>Enable Description</strong> option <strong>ON</strong> to enter a description.</td>
</tr>
<tr>
<td>Mail Comments</td>
<td>Specifies the mail comments that are sent to project users. For example: This artifact is a part of Health Migration Template. Use this field if the template is being used in any project for creating a specification.</td>
</tr>
</tbody>
</table>

4. Click ![Create Artifact](image). The artifact is created and added to the template.

You can add supporting artifacts to your artifacts. To add sub-artifacts, follow these steps:

1. Right-click an artifact and click **Create Artifact**.

![Create Artifact](image)

The Create Artifact page appears.

2. Enter the required fields and click ![Save](image).
Adding Artifacts to Templates

Refer to the field description table above.

The sub-artifact is created and is added to the artifact tree.

Once you have added an artifact to a template, you can create custom forms for the artifact.
Designing Forms

You can design a custom form for an artifact. The custom form is applicable to all child artifacts.

To design forms, follow these steps:

1. In the **Specification Templates Workspace** pane, click an artifact.
2. Click the **Form Designer** tab.

   ![Form Designer](image)

   From this page, you can access the following panes:
   - **Data Items**: This pane displays the available UI elements
   - **Properties**: This pane displays the properties of the selected UI element in the form designing space

3. Double-click, or drag and drop an UI elements from the Data Items pane to the designing space.
4. Select a UI element in the designing space to view and configure their properties in the Properties pane.

The properties differ based on the UI element you select.

Refer to the following table for property descriptions:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Specifies the name of the form field. For example, combobox260. You can change it as per your requirements.</td>
</tr>
<tr>
<td>Label</td>
<td>Specifies the display name of the field. For example, Status.</td>
</tr>
<tr>
<td>Type</td>
<td>Specifies the type of form field. For example, Combo Box. Double-click the corresponding value cell to select an option.</td>
</tr>
<tr>
<td>Visible</td>
<td>Specifies whether the field is visible on the form.</td>
</tr>
</tbody>
</table>
### Designing Forms

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enabled</td>
<td>Selects the Visible check box to make the field visible on the form.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Specifies whether the field is mandatory on the form.</td>
</tr>
<tr>
<td>Control Width</td>
<td>Specifies the width of the control option. For example, 95%.</td>
</tr>
<tr>
<td>Control Style</td>
<td>Specifies the text style in the input field. Click to configure.</td>
</tr>
<tr>
<td>Default Value</td>
<td>Specifies the default value of the field. For example, Draft.</td>
</tr>
<tr>
<td>List</td>
<td>Specifies the list of values applicable for this field.</td>
</tr>
</tbody>
</table>

5. Also, you can:
   - Click to view form properties
   - Click for preview

6. Click.
Designing Forms

The Master Template Option is saved.

To understand designing forms, for example, follow the steps to add and configure a radio button:

1. Double-click, or drag and drop the Radio Button icon from Data Items to the space provided to design the form.

![Image of Form Designer with a radio button]

2. Click the cell containing Option 1.
   
   You can view the properties of the data item.

3. Double-click the **Value** cell corresponding to **Label** and edit it to change the Label.
   
   For example, we changed it to Gender and the form appears as shown below.
4. Click ⋯ against the List to edit radio options.

5. Double-click Option 1 and edit it. Similarly, to edit Option 2 text in the form double-click Option 2.
Designing Forms

We edited Option 1 text and Option 2 text and entered Male, and Female respectively.

<table>
<thead>
<tr>
<th>Text</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Option1</td>
</tr>
<tr>
<td>Female</td>
<td>Option2</td>
</tr>
</tbody>
</table>

6. Click ☑️ to add more options.
   One row is added.

7. Double-click the cells to enter the option.
8. Click 🗃️.

The options in the form are modified.

7. Click 🗃️.

The Master Template Option is saved.
Managing Artifacts

Managing artifacts involves:

- Editing artifacts
- Deleting artifacts

To edit artifacts, follow these steps:

1. In the **Specification Templates Workspace** pane, right-click an artifact.

2. Click **Edit Artifact**.

   The Artifact View tab appears in editable mode.
3. Edit the required information.

4. Click ✏️. The updated information is saved.

To delete artifacts, follow these steps:

1. In the Specification Templates Workspace pane, right-click an artifact.

2. Click Delete.

   A warning message appears to confirm deletion.

3. Click Yes.

   Deleting an artifact removes all associated artifacts and specification artifacts.
Managing Templates

Managing templates involves:

- Exporting templates
- Editing templates
- Deleting templates

To manage templates, follow these steps:

1. In the **Specification Templates Workspace** pane, right-click a template to view its management options.

2. Use the following options:

   **Export Template**
   
   Use this option to export the template in .xml format.

   **Edit Template**
Managing Templates

Use this option to edit the template. You can update template name and its description.

Delete Template

Use this option to delete the template.
Configuring Email Settings

An administrator can set up templates for email notifications that are sent to project users whenever an action is performed on the following objects:

- Specification
- Artifact
- Specification Artifact

Specification artifact is also called as child artifact.

The actions can be Add, Delete, Edit, Version, or Copy. For each object-action combination, you can configure a custom email template.

For example, you can configure a template for the artifact-add combination. Whenever an artifact is added, an email notification based on the template will be sent to project users from the administrator's email ID. For more information on configuring administrator's email ID, refer to the Configuring Email Settings topic.

To configure email templates, follow these steps:

1. Go to Application Menu > Settings > Requirements Manager
2. Click the Email Settings tab.

The following page appears.
3. Click the icon.

The Email Template page appears.

4. Enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template Name</td>
<td>Specifies the name of the template. For example, Specification Email Template.</td>
</tr>
<tr>
<td>Trigger On</td>
<td>Specifies whether the email template is for Specification, Artifact, or Specification Artifact. Based on the selection, select the actions on which an email notification must be sent to project users. Actions can be Add, Delete, Edit, Version, or Copy. Version and Copy actions are available only for Specification.</td>
</tr>
<tr>
<td>Enable Email</td>
<td>Switch Enable Email to ON to enable the template.</td>
</tr>
</tbody>
</table>
### Configuring Email Settings

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Specifies the subject of the email notification. By default, a subject is provided. However, you can edit it.</td>
</tr>
<tr>
<td>Email Content</td>
<td>Specifies the content template of the email notification. By default, template content is provided. However you can edit it.</td>
</tr>
<tr>
<td>Enable Comments</td>
<td>Whenever an action is performed on an object, you can add comments to the Mail Comments field. Switch <strong>Enable Comments</strong> to <strong>ON</strong> to add these comments to the email notification.</td>
</tr>
<tr>
<td>Comments</td>
<td>Specifies the content of the comment section in the email notification. By default, content is provided. However, you can edit it.</td>
</tr>
</tbody>
</table>

5. Click 📖.

The template is created and saved under Email Settings.

Use the following options to manage email templates:

**Preview Email Message** (🔍)

You can preview the email message after configuring an email template.

**Edit** (📜)

You can update the fields in an email template.

**Delete** (✗)
Configuring Email Settings

You can delete an email template that is no longer required.

History (穰)

You can view the activity logs of an email template and analyze all the actions performed on the email template.
Configuring Version Display

You can display specification version in two ways:

1. **Standard Specification Version**: This option displays the version of the specification in a standard form.
   
   For example, Data_Mart (v.1.00), where Data_Mart is the Specification Name and 1.00 is the Specification Version.

2. **Version Label**: This option displays the version of the specification using a version label.
   
   For example, Data_Mart (erwin_Mart) where Data_Mart is the specification name and erwin_Mart is the Version Label.

   Version Label is specified while [creating specifications](#). You can also provide version label by editing specifications.

To configure version display of specifications, follow these steps:

1. Go to **Application Menu > Settings > Requirements Manager**.
2. Click the **Version Display** tab.
   
   The following page appears.
3. Use the following options:

**Standard Specification Version**

To display the version of specifications in standard mapping version, click **Standard Mapping Version**.

**Version Label**

To display the version of specifications using version label, click **Version Label**.

**Do Not Display Version**

To display maps without version, click **Do Not Display Version**.
Business Glossary Manager

On the Business Glossary Manager Settings page, you can set up the Business Glossary Manager with respect to:

- **Asset types**
- **Associations and relationships**
- **Miscellaneous configurations**

Under each of these, you can configure several settings that determine the properties of each asset type, their availability, and the appearance of the user interface.

Other than configuring the default asset types, you can add new asset types to the Business Glossary Manager. For more information, refer to the [Adding Asset Types](#) topic.

To access Business Glossary Manager Settings, go to Application Menu > Settings > Business Glossary Manager. The Business Glossary Manager Settings page appears:
Configuring Asset Types

Asset types are the business assets (business terms, business rules, business policy, and so on) that you work on in the Business Glossary Manager. For each of the asset types, you can configure several settings, such as their availability, properties, and so on.

To configure asset types, follow these steps:

1. Go to Application Menu > Settings > Business Glossary Manager. The Business Glossary Manager Settings page appears. By default, the ASSET TYPES settings open.

2. In the Business Assets pane, select an asset type. The corresponding settings appear in the right pane. These settings are grouped into
three different tabs, Asset Details, Catalog or Category, and <Asset Name>. However, the tabs differ based on the asset type that you select.

3. Work on each tab to configure asset types:

   - **Asset Details**: Use this tab to configure basics of the asset. For example, name, description, and appearance. For more information, refer to the Configuring Asset Details topic.

   - **Catalog or Category**: Use this tab to set up a form for asset type container. For example, a catalog or category. For more information, refer to the Configuring Catalog Form topic.

   - **<Asset Name>**: Use this tab to set up a form for additional information of the asset. For more information, refer to the Configuring Asset Form topic.
Configuring Asset Details

Configure the basic properties of an asset type, such as its name, availability, and more on the Asset Details tab. By default, all the settings open in the read-only mode.

To configure asset details, follow these steps:

1. On the Asset Details tab, click edit.

2. Edit the settings appropriately.

For Business Terms, Business Policies, and Business Rules, the following settings are not editable:

- Name
- Title
Refer to the following table for field descriptions:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Specifies the name of the asset type. For example, Business Terms.</td>
</tr>
<tr>
<td>Title</td>
<td>Specifies the name of the &lt;Asset Name&gt; tab. For example, Business Term.</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description about the asset type. For example: A business term defines industry concepts in simple business language.</td>
</tr>
<tr>
<td>Color</td>
<td>Select a color to associate it with the asset. In the Business Glossary Manager, the asset type is displayed in the selected color.</td>
</tr>
<tr>
<td>Documents Required</td>
<td>Specifies whether documents can be attached to the asset type.</td>
</tr>
<tr>
<td>Enable Asset</td>
<td>Specifies whether the asset type is enabled in the Business Glossary Manager.</td>
</tr>
<tr>
<td>Enable Definition</td>
<td>Specifies whether the Definition field for the asset type is enabled in the Business Glossary Manager.</td>
</tr>
<tr>
<td>Enable Sensitivity Fields</td>
<td>Specifies whether the sensitivity fields for the asset type are enabled in the Business Glossary Manager.</td>
</tr>
<tr>
<td></td>
<td>There are three sensitivity fields:</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI): Specifies whether the asset is sensitive.</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI) Classification: Specifies the SDI classification of the asset. For example, PHI.</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI) Description: Specifies the descrip-</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Display Order</td>
<td>Specifies the number at which the asset type is available in Business Glossary Manager &gt; Browser pane.</td>
</tr>
<tr>
<td>Image</td>
<td>Drag and drop a picture to represent the asset type or click to browse and upload a picture.</td>
</tr>
</tbody>
</table>

3. Click 📋.

The changes you made are available on the asset type creation page in the Business Glossary Manager. For more information, refer to the Using Business Glossary Manager topic.

To discard your changes, click ❌.
Configuring Catalog Form

Asset types are grouped either under catalogs or categories that act as a container for assets. Design a form and configure the properties of catalog or category on the Catalog or Category tab. By default, all the settings open in the read-only mode.

To design a form and configure catalog or category properties, follow these steps:
1. On the Catalog or Category tab, click **Edit**.

The Catalog or Category tab contains the following sections:

- **Field Controls**: This pane displays the available UI elements.
- **Configure Form**: This pane is the canvas where you design the form using the UI elements available in the Field Controls pane.
### Configuring Catalog Form

- **Properties**: This pane displays the properties of the UI element selected in the Configure Form pane.

2. Drag and drop the required UI elements from the Field Controls pane to the Configure Form pane.

3. Select UI elements, one at a time, and configure their properties in the Properties pane.

   ![Image of Configure Form with.Field Controls]

   The available properties differ based on the type of UI element.

   Refer to the following table for property descriptions:
### Configuring Catalog Form

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published</td>
<td>Switch <strong>Published</strong> to <strong>ON</strong> to publish the field.</td>
</tr>
<tr>
<td>Field</td>
<td>Set the element label.</td>
</tr>
<tr>
<td>Type</td>
<td>Select the element type. By default, it is set to the element that you added. However, you can change the type using this property.</td>
</tr>
<tr>
<td>Dependencies</td>
<td>Some elements depend on the values of other elements on the form. Select the elements on which your element depends. This property is available for List, Radio, Boolean, and Date Picker elements.</td>
</tr>
<tr>
<td>Configure Values</td>
<td>Click to configure the possible values available in an element. You can add custom values or select the data available in your environment. For example, the list available in a Combo Box.</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Select whether documents can be attached to the asset type.</td>
</tr>
<tr>
<td>Regular Expression</td>
<td>Define a regular expression that must be fulfilled for the text entered in the text box. For example, a password text box should be validated for the correct password format. In that case, the regular expression would define the password criteria.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the description of the element.</td>
</tr>
<tr>
<td>Visible in Form</td>
<td>Switch <strong>Visible in Form</strong> to <strong>ON</strong> to make the field visible on the form.</td>
</tr>
<tr>
<td>Visible in Grid</td>
<td>Switch <strong>Visible in Grid</strong> to <strong>ON</strong> to make the field visible in the grid.</td>
</tr>
<tr>
<td>Order</td>
<td>Specifies the order of the field on the Extended Properties tab. To enter the order number, double-click the corresponding <strong>Value</strong> cell. You can also drag and move fields in the <strong>Configure Form</strong> pane to change their order. For example, if there are four elements on the page and the selected element must appear as the third element, set the order to 3.</td>
</tr>
</tbody>
</table>

4. Once, you have designed the form and configured the properties of all the UI elements, click **Save**. The changes you made are available on the catalog or category creation page in the
Configuring Catalog Form

Business Glossary Manager. For more information on creating catalogs, refer to the [Creating Catalogs](#) topic.

The following image shows a sample catalog creation form with text box, combo box, and list.

![Sample Catalog Creation Form](image)

To understand property configuration, for example, follow these steps to configure the Catalog Type combo box:

1. Select the Catalog Type element.
   Its properties appear in the Properties pane.

2. Click **Configure**.
   The Combo Box Options page appears. Use this page to add items to the Catalog Type
3. Click **Add**.
   Rows are added to the grid on the page.

4. Double-click cells in the grid to edit them.

5. Enter values under the Text and Value columns in each row.

6. Click **Save**.
   The list you added appears in the Catalog Type combo box. The following image shows both, the Combo Box Options page and the Catalog Type combo box with the
Configuring Catalog Form list.

Configuring Catalog Form

Combo Box Options

<table>
<thead>
<tr>
<th>Text</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Business</td>
</tr>
<tr>
<td>Data</td>
<td>Data</td>
</tr>
<tr>
<td>Policies</td>
<td>Policies</td>
</tr>
</tbody>
</table>

Configure Form

Catalog Name

Catalog Type

Select an option
- Business
- Data
- Policies
Configuring Asset Form

Assets are the business assets (business terms, business rules, business policy, and so on) that you work on in the Business Glossary Manager. For each asset type, apart from its default properties, you can configure custom properties. To do so, design a form and configure the custom properties on the <Asset Type> tab. By default, all the settings open in the read-only mode.

To design a form and configure custom asset properties, follow these steps:

1. On the <Asset Name> tab, click **Edit**.
   
   For example, click **Edit** on the Business Term tab.
The <Asset Name>, tab contains the following sections:

- **Field Controls**: This pane displays the available UI elements.

- **Configure Form**: This pane is the canvas where you design the form using the UI elements available in the Field Controls pane.

- **Properties**: This pane displays the properties of the UI element selected in the Configure Form pane.
2. Drag and drop the required UI elements from the Field Controls pane to the Configure Form pane.

3. Select UI elements, one at a time, and configure their properties in the Properties pane.

The available properties differ based on the type of UI element.

Refer to the following table for property descriptions:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published</td>
<td>Switch <strong>Published</strong> to ON to publish the field.</td>
</tr>
</tbody>
</table>
### Property | Description
--- | ---
Field | Set the element label.
Type | Select the element type. By default, it is set to the element that you added. However, you can change the type using this property.
Dependencies | Some elements depend on the values of other elements on the form. Select the elements on which your element depends. This property is available for List, Radio, Boolean, and Date Picker elements.
Configure Values | Click to configure the possible values available in an element. You can add custom values or select the data available in your environment. For example, the list available in a Combo Box.
Mandatory | Select whether documents can be attached to the asset type.
Regular Expression | Define a regular expression that must be fulfilled for the text entered in the text box. For example, a password text box should be validated for the correct password format. In that case, the regular expression would define the password criteria.
Description | Enter the description of the element.
Visible in Form | Switch **Visible in Form** to **ON** to make the field visible on the form.
Visible in Grid | Switch **Visible in Grid** to **ON** to make the field visible in the grid.
Order | Specifies the order of the field on the Extended Properties tab. To enter the order number, double-click the corresponding **Value** cell. You can also drag and move fields in the **Configure Form** pane to change their order. For example, if there are four elements on the page and the selected element must appear as the third element, set the order to 3.

4. Once, you have designed the form and configured the properties of all the UI elements, click **Save**. The changes you made are available on the asset creation page in the Business Glossary Manager. For more information on creating business assets, refer to the **Using Business Glossary Manager** topic.
Configuring Asset Form

The following image shows a sample catalog creation form with text box, combo box, and list.

To understand property configuration, for example, follow these steps to configure the GDPR Class combo box:


2. Click **Configure**. The Combo Box Options page appears. Use this page to add items to the Catalog Type
3. Click **Add**.

   Rows are added to the grid on the page.

4. Double-click cells in the grid to edit them.

5. Enter values under the Text and Value columns in each row.

6. Click **Save**.

   The list you added appears in the Catalog Type combo box. The following image shows both, the Combo Box Options page and the Catalog Type combo box with the
Configuring Asset Form

**Combo Box Options**

<table>
<thead>
<tr>
<th>Text</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PII</td>
<td>PII</td>
</tr>
<tr>
<td>PHI</td>
<td>PHI</td>
</tr>
<tr>
<td>PCI</td>
<td>PCI</td>
</tr>
<tr>
<td>Sensitive</td>
<td>Sensitive</td>
</tr>
<tr>
<td>Confidential</td>
<td>Confidential</td>
</tr>
</tbody>
</table>

**Configure Form**

- **GDPR Class**: Select an option
- **Is Element Sensitive**
  - Select an option
  - PII
  - PHI
  - PCI
  - Sensitive
  - Confidential
- **Location**: Select an option
- **Data Owner**: Select an option
Adding Asset Types

Based on your organizations requirements, you can create custom asset types to supplement the default asset types (Business Term, Business Policy, and Business Rule) available in the Business Glossary Manager.

To add custom asset types, follow these steps:

1. Go to Application Menu > Settings > Business Glossary Manager. The Business Glossary Manager Settings page appears. By default, it opens the ASSET TYPES settings.
2. In the Business Assets pane, click Add New. The New Asset Type page appears.

3. Enter appropriate values to the fields. Fields marked with a red asterisk are mandatory.

Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter a name for the asset type. This is used as the display name in the Business Assets pane on the Business Glossary Manager Settings and Business Glossary Manager pages.</td>
</tr>
<tr>
<td>Title</td>
<td>Enter a name for the &lt;Asset Name&gt; tab of the asset type's settings.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the asset type.</td>
</tr>
<tr>
<td>Color</td>
<td>Select a color to associate it with the asset. In the Business Glossary Manager, the asset type is displayed in the selected color.</td>
</tr>
<tr>
<td>Documents Required</td>
<td>Select whether documents can be attached to the asset type.</td>
</tr>
</tbody>
</table>
### Adding Asset Types

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable</td>
<td>Select whether the asset type is enabled in the Business Glossary Manager.</td>
</tr>
<tr>
<td>Enable Definition</td>
<td>Select whether to enable the Definition field for the asset type in the Business Glossary Manager.</td>
</tr>
<tr>
<td>Enable Sensitivity</td>
<td>Specifies whether the sensitivity fields for the asset type are enabled in the Business Glossary Manager.</td>
</tr>
<tr>
<td>Fields</td>
<td>There are three sensitivity fields:</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI): Specifies whether the asset is sensitive.</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI) Classification: Specifies the SDI classification of the asset. For example, PHI.</td>
</tr>
<tr>
<td></td>
<td>▪ Sensitive Data Indicator (SDI) Description: Specifies the description of the SDI classification. For example: Protected Health Information.</td>
</tr>
<tr>
<td>Display Order</td>
<td>Enter the number at which the asset type is available in Business Glossary Manager &gt; Browser pane.</td>
</tr>
<tr>
<td>Image</td>
<td>Drag and drop a picture to represent the asset type or click ![image icon] to browse and upload a picture.</td>
</tr>
</tbody>
</table>

4. Click ![add icon].

The asset type is added to the Business Assets pane. Also, it is available in the Business Glossary Manager if you selected the Enable check box. For more information, refer to the Using Business Glossary Manager topic.
Configuring erwin DM NSM Asset

Using [DM Connect for DI](https://www.agiledata.com/products/dmconnectfordi/), you can export naming standard mappings (NSM) from erwin Data Modeler (DM) to erwin Data Intelligence (erwin DI). These naming standards correspond to business glossary. They are exported to catalogs under [erwin DI > Business Glossary Manager > erwin DM NSM](https://www.agiledata.com/products/erwin-dmsm/). For the export job to run smoothly, you need to enable the erwin DM NSM asset type.

To enable erwin DM NSM asset type, follow these steps:

1. Go to Application Menu > Settings > Business Glossary Manager.
   The Business Glossary Manager Settings page appears. By default, the ASSET TYPES settings open.

2. In the BUSINESS ASSETS pane, select erwin DM NSM.
   The corresponding settings appear in the right pane.
3. On the **Asset Details** tab, select **Enable Asset**.

The erwin DM NSM asset is enabled in the Business Glossary Manager.
Configuring Associations and Relationships

You can associate asset types with other asset types, columns, environments, and tables to define your business glossary better. For each asset type, you can configure the objects available for association and their forward and reverse relationships.

To add associations, follow these steps:

1. Go to Application Menu > Settings > Business Glossary Manager.
   The Business Glossary Manager Settings page appears. By default, it opens the Asset Types settings.

2. Go to the Associations & Relationships tab.
3. Click ✖.

The Add Association page appears.

4. Select or enter appropriate values to the fields. Fields marked with a red asterisk are mandatory.

Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Asset Type</td>
<td>Select an asset type for which you want to create an association.</td>
</tr>
<tr>
<td>Target Asset Type</td>
<td>Select an asset type that you want to associate to the source asset type.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the association.</td>
</tr>
</tbody>
</table>
5. Click **Save**.

The association is added to the list of relationships.

![Summary of Relationships Table]

### Adding Relationships

Once an association is added, you can define the forward and reverse relationships between the source and target asset types. For example, for an association between Business Term and Business Policy, relationships can be as follows:

- **Forward Relationship**: Business Term is **associated with** Business Policy.
- **Reverse Relationship**: Business Policy **derives from** Business Term.

To add relationships to an association, follow these steps:

1. In the list of relationships, under the Options column, click **+**. The Add Relationship page appears.
2. Select or enter appropriate values to the fields. Fields marked with a red asterisk are mandatory.

Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Relationship</td>
<td>Enter a name of the relationship of source asset type with target asset type. For example, <em>is associated with</em>.</td>
</tr>
<tr>
<td>Reverse Relationship</td>
<td>Enter a name of the relationship of target asset type with the source asset type. For example, <em>derives from</em>.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the association.</td>
</tr>
<tr>
<td>Display Type</td>
<td>Select a relationship notation.</td>
</tr>
</tbody>
</table>
Configuring Associations and Relationships

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Color</td>
<td>Select a color to display the relationship.</td>
</tr>
</tbody>
</table>

3. Click **Save**.
   
   Forward and reverse relationships are added to the list of relationships.
Other Configurations

Apart from the asset type and associations and relationship settings, you can configure other common properties of asset types, such as their visibility on the dashboard, classification, data collection type, and more. These properties appear as drop-down lists on the asset pages in the Business Glossary Manager.

To configure common properties, follow these steps:

1. Go to Application Menu > Settings > Business Glossary Manager. The Business Glossary Manager Settings page appears. By default, it opens the Asset Types settings.

2. Go to the Other Configurations tab.

3. Select **Enable usage on Business Term** or **Enable usage on Business Rule** to select the properties that you want to enable for Business Terms and Business Rules. You can add, and enable or disable the options available under each property. For more information, refer to the **Edit Property Options** section.

4. Under Dashboard Visibility, select the asset types that are available on the Business Glossary Manager dashboard.
Other Configurations

Edit Property Options

To edit property options, follow these steps:

1. Under a property, click .
   The options page appears.
   For example, the Classification Options page.

   ![Classification Options](image)

<table>
<thead>
<tr>
<th>Key</th>
<th>Value</th>
<th>Publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>Master</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>Derived</td>
<td>Derived</td>
<td></td>
</tr>
<tr>
<td>Transactional</td>
<td>Transactional</td>
<td></td>
</tr>
<tr>
<td>Operational</td>
<td>Operational</td>
<td></td>
</tr>
</tbody>
</table>

2. Use the following options:

   **Add (➕)**
   This adds a blank Key-Value pair to the options list. In the blank option row, double-click the fields under **Key** and **Value** columns. Then, enter the new option in each field.
   By default, the Publish setting of the new option is set to ON. This indicates that the option will be available in the drop-down list on the asset page.

   **Publish**
   Use the switch to enable or disable an option.
Configuring Plugins

The plugin framework allows you to organise and keep third party applications like automated testing framework, and Discovery BI module.

To configure plugins, follow these steps:

1. Go to Application Menu > Settings > Plugins.

The Plugin Details page appears.

2. To add plugins, click

The Add Plugin page appears.

3. Enter appropriate values to the fields. Fields marked with red asterisk are mandatory.
   Refer to the following table for field descriptions.
## Configuring Plugins

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plugin Visibility</td>
<td>Select appropriate plugin visibility.</td>
</tr>
<tr>
<td></td>
<td>▪ Choose Private to restrict its visibility to yourself.</td>
</tr>
<tr>
<td></td>
<td>▪ Choose Public to make it visible to all the users.</td>
</tr>
<tr>
<td>Plugin Title</td>
<td>Type a unique plugin title.</td>
</tr>
<tr>
<td>Plugin URL</td>
<td>Enter the plugin URL.</td>
</tr>
<tr>
<td>Plugin Icon</td>
<td>Use <strong>Choose File</strong> to browse and select the plugin icon image.</td>
</tr>
<tr>
<td>Plugin Description</td>
<td>Type a small plugin description.</td>
</tr>
</tbody>
</table>

4. Click 🖊.

The Plugin is added to the Plugin Details list.

![Plugin Details](image)

Use the following options:

**Edit**

To edit plugin details, use 🖊.

**Delete**

To delete plugins, use 🗑.
Configuring Miscellaneous Settings

On the Miscellaneous Settings page, you can set up different modules with respect to:

- **Email Settings**: Under this, you can configure outbound email notifications to users. You can use SMTP server or configure different commands in the Linux environment to send outbound emails.
- **Notification**: Under this, you can configure email notifications to users when Sensitive Data Indicator (SDI) classification task is complete.
- **Sensitivity classification**: Under this, you can configure sensitive data indicator classifications.
- **DQLab Configuration**: Under this, you can configure a DQLabs instance and schedule a DQLabs job.
- **Asset Settings**: Under this, you can configure the appearance of Metadata Assets and Enterprise Tags on mind maps. You can also configure whether user assignment is enforced on Metadata Manager and Business Glossary Manager dashboards.
- **Workflow Settings**: Under this, you can set the first stage applicable to all workflows and control the appearance of previous stages on the workflow screen.
- **Language Settings**: Under this, you can configure UI field labels in different languages.
- **License Renewal Reminder**: Under this, you can send license reminder emails to any concerned person and set the frequency of the reminders.
- **Form Validation Settings**: It enables you to create and configure the forms for the Table Properties, Column Properties, and Environment Properties tabs in the Metadata Manager.
- **Mapping Lineage Sync**: Under this, you can sync mapping records with lineage tables in case of any disruption.
- **ALM Configuration**: Under this, you can integrate HP ALM (Application Life Cycle Management), a third party tool with the Test Manager.
- **Menu Theme**: Under this, you can configure menu theme of the application.
Configuring Miscellaneous Settings

- **Security Setting**: Under this, you can configure secure exit and integrated help availability.

- **Business Entity Types**: Under this, you can configure background color, text color, and icon of business entities.

To access Miscellaneous Settings page, go to **Application Menu > Settings > Miscellaneous**.

The Miscellaneous Settings page appears:
Configuring Email Settings

You can configure Admin Email Id to send notifications to the users of erwin Data Intelligence (erwin DI). It involves using:

- SMTP settings
- sendmail command
- mailx command
- Custom Command

To configure email settings, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous.
   The Miscellaneous Settings page appears and the Email Settings tab opens.

2. Click .

3. Use one of the following options:

   **Use SMTP Settings**
   You can use this option, if your organization is using SMTP server to send out-bound emails.
   To configure the SMTP Settings, follow these steps:
1. Select **Use SMTP Settings**.

2. Enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Email Id</td>
<td>Specifies the email id being used to send the notifications. For example, <a href="mailto:polydude.alice@gmail.com">polydude.alice@gmail.com</a></td>
</tr>
<tr>
<td>Enable Authentication</td>
<td>Specifies whether the SMTP host requires authentication using the Admin Email User Name and Admin Email User Password. Select the <strong>Enable Authentication</strong> check box to enable authentication using Admin Email User Name and Admin Email User Password.</td>
</tr>
<tr>
<td>Admin Email User Name</td>
<td>Specifies the email id being used to send the notifications. For example, <a href="mailto:polydude.alice@gmail.com">polydude.alice@gmail.com</a></td>
</tr>
<tr>
<td>Admin Email User Password</td>
<td>Specifies the password to log on the Admin Email Id. For example, goerwin@1.</td>
</tr>
<tr>
<td>Admin Email SMTP Host</td>
<td>Specifies the SMTP host. For example, smtp.gmail.com</td>
</tr>
<tr>
<td>Admin Email Use SSL</td>
<td>Specifies whether SMTP host uses SSL. Select the Admin Email Use SSL check box if SMTP host uses SSL.</td>
</tr>
<tr>
<td>Admin Email Use TLS</td>
<td>Specifies whether SMTP host uses TLS. Select the Admin Email Use TLS check box if SMTP host uses TLS.</td>
</tr>
<tr>
<td>Admin Email SMTP Port</td>
<td>Specifies the SMTP port. For example, 587.</td>
</tr>
</tbody>
</table>

**Use sendmail Command**
You can use this option, if you are using Linux environment and want to use sendmail command to send email notifications.

To configure the sendmail command, follow these steps:

1. Select **Use sendmail Command**.
2. Click **Configure**.

The following page appears:

3. Configure the sendmail command.
4. Click **Save**.

The sendmail command is configured.

**Use mailx Command**

Use this option, if you are using Linux environment and want to use mailx command to send email notifications.

To configure the mailx command, follow these steps:
1. Select Use mailx Command.

2. Click **Configure**.

The MailX Command Configuration page appears.

3. Configure the mailx command.

4. Click **Save**.

The mailx command is configured.

**Use Custom Command**

Use this option, if you are using Linux environment and want to use a custom command to send emails.

To configure a custom command, follow these steps:
Configuring Email Settings

1. Select **Use Custom Command**.

2. Click **Configure**.

   The Custom Command Configuration page appears.

   ![Custom Command Configuration](image)

3. Configure the custom command.

4. Click **Save**.

   The custom command is configured.

4. Click ![icon](image).

5. Click ![icon](image) to test the email settings.

   The Email Settings page appears.
6. Enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Type the Admin Email Id from which you wish to send email notifications.</td>
</tr>
<tr>
<td>To</td>
<td>Type a test email ID to which you want to send email.</td>
</tr>
<tr>
<td>CC</td>
<td>Type email IDs of secondary recipients.</td>
</tr>
<tr>
<td>Subject</td>
<td>Type the subject of the test email.</td>
</tr>
<tr>
<td>Email Body</td>
<td>Type the email body of the test email.</td>
</tr>
<tr>
<td>Attachment(s)</td>
<td>To attach files, drag and drop files or use ![ to browse and select files.</td>
</tr>
</tbody>
</table>

7. Click **Send**.

The success message validates your email settings.
Configuring Sensitivity Update Notifications

You can configure email notifications to be sent whenever asset sensitivity is updated in bulk. These notifications are sent from the administrator's email ID when bulk sensitivity update is complete.

To configure sensitivity update notifications, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Notification. The following page appears.

2. Click.

3. Use the following options:

   **Email**
   
   Select the check box to turn on email notifications to users when they update asset sensitivity in bulk.

   **Email Subject**
   
   You can edit the default email subject and use a custom email subject.

   **Email Body**
   
   You can edit the default email content and add custom content.

4. Click.

The sensitivity update notifications are configured.
Configuring Sensitivity Classifications

You can configure sensitive data indicator (SDI) classifications to classify sensitivity of:

- Columns
- Tables
- Environments
- Systems
- Business terms
- Business rules
- Business policies
- Other business assets

To configure sensitive data indicator classifications, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Sensitivity Classification**.
   
The Sensitive data indicator Classification page appears.

2. Click ➕
   
The Add Sensitive Data Indicator Classification page appears.
3. Enter **Name**, **Description**, and **SDI Classification Color**.

For example:
- **Name** - QMark
- **Description** - Protected Mark Information.
- **SDI Classification Color** - #303030

4. Click ![Checkmark](https://example.com/checkmark.png).

The classification is added and saved under the Sensitive data indicator Classification grid.

Use the following options:

**Edit (📝)**

Use this option to edit the SDI classification's name and description.

**Delete (❌)**
Use this option to delete the SDI classification.
Configuring DQLabs

Data quality scores (DQ score) enable you to measure your data's quality. A higher DQ score indicates better accuracy and completeness of data. To provide data quality capabilities, erwin Data Intelligence (erwin DI) integrates DQLabs as data quality analysis partner. To be able to run data quality profiling, you need to configure DQLabs in your erwin DI application.

Configure DQLabs in erwin DI also requires Client Id and Client Secret details available in your DQLabs instance. To get configuration details from DQLabs instance, refer to Accessing DQLabs Configuration Details.

To configure DQLabs, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > DQLabs Configuration.
   The DQLabs Configuration tab opens.

2. Click Edit.
   The DQLabs Configuration tab switches to edit mode.

3. On the Connection Details section, switch Enable Integration with DQLabs to ON.
   The connection details for DQLabs configuration appear in edit mode.

   This configuration requires Client ID and Client Secret from your DQLabs instance. To get configuration details from DQLabs instance, refer to Accessing DQLabs Configuration Details.
4. Enter appropriate values in the fields. Refer to the following table for field description:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base URL (Private)</td>
<td>Specifies the base URL of your DQLabs instance. For example, <a href="https://cloud.dqlabs.ai">https://cloud.dqlabs.ai</a></td>
</tr>
<tr>
<td>Public URL</td>
<td>Specifies the public URL of your DQLabs instance. For example, <a href="https://cloud.dqlabs.ai">https://cloud.dqlabs.ai</a></td>
</tr>
<tr>
<td>Client Id</td>
<td>Specifies the alphanumeric client ID of your DQLabs instance. For example, 2ax1x3xde-b8x8-4b134-aa08-xxx303p2b86f1fk</td>
</tr>
<tr>
<td>Client Secret</td>
<td>Specifies the client secret of your DQLabs instance.</td>
</tr>
</tbody>
</table>

5. Click ✅.

The DQLabs configuration is saved.

To test the configuration, click ✅ Test. If the connection with the DQLabs instance is established successfully, then a success message appears.

You can then access it from erwin DI. To access DQLabs, go to Application Menu > Data Quality.

The next steps involve adding datasets in the DQLabs and then, scheduling a DQLabs job.
To access Client Id and Client Secret in your DQLabs instance, follow these steps:

1. Login to DQLabs.
   Your DQLabs instance opens.

2. On the app menu, click Setting > Organization tab.

3. Click Edit, then go to Systems tab and expand Api section.
   The Api section displays the Client Id and Client Secret.

4. Hover over the values and click to copy them, and paste them into erwin DI's DQLabs Configuration section.
Scheduling DQLabs Jobs

After successfully adding datasets in the configured DQLabs instance, ensure that DQLabs pulls, senses, profiles, curates, and push all the datasets. Now, you are ready to fetch DQ scores in erwin Data Intelligence. To fetch DQ scores for these data sets, you need to schedule DQLabs jobs in erwinDI.

To schedule DQLabs jobs, follow these steps:

1. On the **DQLabs Configuration** tab, go to **Scheduler Details** section. The Scheduler Details appears.

   ![Scheduler Details](image)

   - **Job Name**: Data Quality Synd
   - **Schedule Job On**: 04-21-2022 10:08
   - **Interval**: Only Once
   - **Send Email**:
     - **Primary Email**: abc@abc.com
     - **CC Email Ids**: Hit the enter key for multiple emails

2. Click **Edit**.
   
The DQLabs Configuration tab switches to edit mode.
Scheduling DQLabs Jobs

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Name</td>
<td>Specifies the job name. This field autopopulates with a read-only job name.</td>
</tr>
<tr>
<td>Schedule Job On</td>
<td>Specifies the date and time of the job. Use ☐ to select a date, and ☑ to select a time. For example, 11-01-2021 16:41.</td>
</tr>
<tr>
<td>Local or Server</td>
<td>Specifies whether the job uses local or server time.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Local</strong>: Indicates that the job refers to the local machine</td>
</tr>
<tr>
<td></td>
<td>• <strong>Server</strong>: Indicates that the job refers to the machine where your application is deployed</td>
</tr>
<tr>
<td>Interval</td>
<td>Specifies the frequency of the job.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Once</strong>: Indicates that the job runs only once</td>
</tr>
<tr>
<td></td>
<td>• <strong>Every Day</strong>: Indicates that the job runs every day</td>
</tr>
<tr>
<td></td>
<td>• <strong>Every Week</strong>: Indicates that the job runs every week</td>
</tr>
<tr>
<td></td>
<td>• <strong>Every Month</strong>: Indicates that the job runs every month</td>
</tr>
<tr>
<td>Send Email</td>
<td>Switch <strong>Send Email</strong> to ON to receive a job notification.</td>
</tr>
<tr>
<td>Primary Email</td>
<td>This field is autopopulated with your email ID. You receive email notifications about the scheduled job from the administrator's email ID. For example, <a href="mailto:Chris.Duck@erwin.com">Chris.Duck@erwin.com</a></td>
</tr>
<tr>
<td>CC List</td>
<td>Specifies a list of email IDs that should receive email notifications about the scheduled job. Hit enter after each to add multiple email IDs. For example, <a href="mailto:Christopher.Lewis@erwin.com">Christopher.Lewis@erwin.com</a>, <a href="mailto:Amy.Ivan@erwin.com">Amy.Ivan@erwin.com</a></td>
</tr>
</tbody>
</table>

4. Click **Schedule**.

The DQLabs fetches data quality analysis results, such as DQ Score, Impact Score, and Drift Alert at the scheduled time.
To view activity logs related to the DQLabs jobs, click 🎯 History. These logs include details of the jobs run by all users.

### Activity Log

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Details</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
</table>
| 2 | 🎯   | Status : Success
Message : Get Score Successfully
Environment : Quest_Warehouse
System : SQL System | 10/29/2021 06:44:00 | Administrator |
| 1 | 🎯   | Status : Success
Message : Get Score Successfully
Environment : Quest_Warehouse
System : SQL System | 10/29/2021 06:37:00 | Administrator |
Configuring Scheduled Jobs

This tab allows you to configure scheduled metadata scan for an environment whose schema was selected or it was scanned at least once. In this screen, you can view scheduled job name, job type, objects, previous and next fire time, job state, and other creation details. Also, you can delete scheduled jobs.

To delete scheduled jobs, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Scheduled Jobs**.

   The following page appears.

   ![Scheduled Jobs Table](image)

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Job Type</th>
<th>Scheduled Date</th>
<th>Previous Fire Time</th>
<th>Next Fire Time</th>
<th>Job Role</th>
<th>Created By</th>
<th>Created Date Time</th>
<th>Last Modified By</th>
<th>Last Modified Date Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator/001234567890</td>
<td>Metadata Scan</td>
<td>04-07-2023 02:15</td>
<td>04-06-2023 02:15</td>
<td>04-08-2023 02:15</td>
<td>Administrator</td>
<td>2023-04-07 02:15</td>
<td>2023-04-07 02:15</td>
<td>Administrator</td>
<td>2023-04-07 02:15</td>
</tr>
</tbody>
</table>

2. Click ✗.

   The scheduled job is deleted.
Configuring Asset Settings

You can configure the appearance of Metadata Assets and Enterprise Tags on mind maps with respect to the display color and label. You can also configure whether Metadata Manager and Business Glossary Manager dashboard display derived from all assets or only those that are assigned to you.

To configure asset settings, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Asset Settings.

The following page appears.

![Asset Settings Configuration](image)
2. Click 

3. Under the Metadata Assets and Tags section, click the required display color box. Then select a color on the color card and click Select.

4. Next, under the Metadata Assets and Tags section, click the required display label box. Then, enter a label.

5. Click 

Metadata assets and tags appear in the mind map in selected colors and with configured display labels.
By default, when you log in, Metadata Manager and Business Glossary Manager dashboard appear. To view personalized dashboards, follow these options:

- **Enforce User Assignment in Metadata Manager:**
  Switch **Enforce User Assignment in Metadata Manager** to **ON** to derive data information based on your assignments of technical assets and display it on Metadata Manager Dashboard.

- **Enforce User Assignment in Business Glossary Manager:**
  Switch **Enforce User Assignment in Business Glossary Manager** to **ON** to derive data information based on your assignments of business assets and display it on Business Glossary Dashboard.
Configuring Workflow Settings

You can configure the following on the Workflow Settings tab:

- **Set Default Workflow Stage (Trigger Point):** You can set a default first stage of workflows.
- **Enterprise Workflow Settings:** You can control the appearance of previous stages on the workflow screen.

To configure workflow settings, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Workflow Settings.**

   The following page appears.

   ![Workflow Settings Page](image)

2. Click \[\[Image\]\].

3. Use the following sections:

   **Set Default Workflow Stage (Trigger Point)**
Configuring Workflow Settings

Use this section to configure a default first stage of workflows. This stage is applicable to all workflows. By default, both, the stage name and status, are set to Draft.

To set the default first stage, use the following options:

**Stage (Trigger Point) Name**

You can edit the first stage's name. This name is applicable to all workflows.
For example, the following image displays the first stage as First Draft.

![Workflow Diagram](image)

**Stage (Trigger Point) Status**

You can edit the status that is displayed for the first stage. This status is applicable to all workflows.
For example, the following image displays the status of First Draft as Preliminary Draft for a business term.

![Workflow Status](image)

**Enterprise Workflow Settings**

Use this section to control the appearance of previous workflow stages on the workflow screen.
To include previous workflow stages, select the **Include Previous Stages by default** check box.
For example, the following image displays workflow status of a business term with and without a previous stage.

4. Click 📜.

Workflow settings are configured.
Configuring Language Settings

You can configure UI labels in different languages that enables users to use erwin DI in their preferred languages. These UI labels can be edited as per your requirements.

You can set a user's language preference in the Resource Manager.

erwin DI supports the following languages:

- English
- Chinese
- French
- German
- Hebrew
- Portuguese
- Russian
- Spanish

To configure UI labels in different languages, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Language Settings.

   The following page appears. The keys are organized in a tree structure in the Key Description pane to help identify the location of the UI label in the application. By default, English UI labels are provided in the English Column.
2. To upload UI labels in a required language, right-click a cell under the language column and select Import <Language>.

The Import Properties page appears.
3. To browse the properties file, click **Choose File**.

4. To upload the file, click **Attach**.

   The UI labels are uploaded, in the language column.

5. Click **Upload**.

You can also export a property file for a language.

To edit a UI label, follow these steps:

1. Use **Expand** to expand the key description tree.

2. Double-click the corresponding cell and type the required UI label.

3. Click **Save**.

   You can use your own UI labels for user defined fields, by editing the corresponding cells.
Configuring License Renewal Reminders

You can send license renewal reminders to a list of recipients from the administrator’s email ID. You can also configure reminder time frames and snooze time in days.

To configure license renewal reminders, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > License Renewal Reminder**.

   The following page appears.

   ![License Renewal Reminder Configuration](image)

   - **Send Email**
     - Switch **Send Email** to **ON** to enable reminder emails.
   - **Reminder Duration**
     - You can select the reminder duration in days. For example, if you select 30, the reminder emails are sent thirty days prior to the license expiry.
   - **Snooze**

2. Click ✒️.

3. Use the following options to set reminders:

   - **Send Email**
   - **Reminder Duration**
   - **Snooze**
Configuring License Renewal Reminders

You can select the snooze time in days. For example, if you select 3, the reminder emails are sent daily, starting three days prior to the license expiry.

**Email To**

Switch **Email To** to **ON** to enable Email Ids box.

**Email Ids**

Enter the email IDs of users, who should receive the reminder emails.

4. Click 📝.

License renewal reminders are configured.
Configuring Form Validation Settings

You can create and configure three different form types of the Metadata Manager:

- **Table Properties**: The form would be applicable to the Table Properties tab of a table.
- **Column Properties**: The form would be applicable to the Column Properties tab of a column.
- **Environment Properties**: The form would be applicable to the Environment Properties tab of an environment.

To create forms, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Form Validation Settings**.

   The following page appears.

   ![Form Validation Settings Page]

2. Click ![Add Form Button].

   The Add Form page appears.
3. Enter appropriate values in the fields. Fields marked with a red asterisk are mandatory. Refer to the following table for field descriptions.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Name</td>
<td>Specifies the unique name of the form. For example, Adventureworks Metadata.</td>
</tr>
<tr>
<td>Description</td>
<td>Specifies the description about the form. For example: The form is to validate metadata in the Adventureworks environment.</td>
</tr>
<tr>
<td>Form Type</td>
<td>Specifies the type of the form. For example, Table Properties - Metadata Manager.</td>
</tr>
</tbody>
</table>

4. Click **Save & Exit**.

The form is created and saved in the form list.

Once a form is created, you can:

- Configure form fields
- Associate the form with systems and environments
- Manage the form
Configuring Form Fields

You can configure form fields and change its properties by:

- Making them mandatory
- Setting their default value
- Setting their regular expression
- Setting their order
- Making them visible

To configure form fields, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Form Validation Settings.
   
The following page appears.

2. Under the Options column, click 🔄.
   
The Configure Form Fields page appears.
3. Select the required <Field_Name> under the Field Name column.

4. Use the following options to change the properties of the field:

   **Mandatory**
   To make the selected field mandatory, switch Mandatory to **ON**.

   **Default Value**
   To set a default value for the selected field, type the default value.

   **Regular Expression**
   To set a regular expression for the selected field, type expressions inside the square brackets.
   For example, [abc] denotes a, b, or c.

   **Order**
   To set the order of the selected field, type the order.
   For example, 6. Order of a finite field is the number of elements it contains.

   **Visibility**
To make the field visible, switch **Visibility** to **ON**.

5. Click **Save & Exit**.

   The selected field is configured.
Associating Forms

Association of a form depends on the type of the form. You can associate forms in the following manner:

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Properties</td>
<td>You can associate it to multiple environments or Systems. If the form is</td>
</tr>
<tr>
<td></td>
<td>associated with a system then it is applicable to all the environments</td>
</tr>
<tr>
<td></td>
<td>under the system.</td>
</tr>
<tr>
<td>Column Properties</td>
<td>You can associate it to multiple environments or systems. If the form is</td>
</tr>
<tr>
<td></td>
<td>associated with a system then it is applicable to all the environments</td>
</tr>
<tr>
<td></td>
<td>under the system.</td>
</tr>
<tr>
<td>Environment</td>
<td>You can associate it to multiple systems.</td>
</tr>
<tr>
<td>Properties</td>
<td></td>
</tr>
</tbody>
</table>

To associate forms, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Form Validation Settings.

   The following page appears.

   ![Form Validation Settings](image)

2. In the Options column, click 📌.

   The Associate Environments page appears.
3. Select the systems or environments, and click ✅.

The form is associated.
Managing Forms

Managing forms involves:

- Editing Forms
- Deleting Forms
- Viewing Activity Logs

To manage forms, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Form Validation Settings.

   The following page appears.

   ![Form Validation Settings Page](image)

   2. Use the following options to manage forms:

   **Edit (📝)**

   To edit forms, click 🆕.
Delete (\(\times\))

To delete forms, click \(\times\).

History (\(\mathcal{L}\))

To view the activity log of the forms, click \(\mathcal{L}\).
Mapping Lineage Sync

The mapping specification records are auto synced with the lineage tables as an when they are created or imported by you. You can resync mapping records with the lineage tables in case of any disruption.

To resync mapping records with the lineage tables, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Mapping Lineage Sync**.

   The following page appears.

2. Use the following options:

   **Add New**
   
   Use this option to load only new mapping records that have been added to the mapping specification table since the last sync.

   **Delete & Reload**
   
   Use this option to reload all the mapping specification information from scratch into the lineage table(s).

   **Statistics**
   
   This pane displays the detailed mapping records synced with the lineage tables.

   **Sync History Log**
   
   Displays the activity log of the user.
Mapping Lineage Sync

**Links Threshold**

Lineage appears in two views, graphical and grid. Under the Links Threshold section, you can set threshold value of connected links such that if number of connected links exceed this value, then lineage is not rendered in the graphical view. You can also control whether Overview Lineage is enabled for lineage reports.

To configure links threshold and overview lineage, follow these steps:

1. Under the Links Threshold section, click 🖍️.
2. Use the following options:

   **Number of Connected Links**
   
   Use this option to set the threshold value for connected links such that if number of connected links exceed this value, then lineage is not rendered in the graphical view. By default, this value is set at 3000.

   **Overview Lineage**
   
   Use this option to enable overview lineage for lineage reports.

3. Click 🖍️.

The links threshold and overview lineage are configured.
Configuring HP ALM

HP Application Life Cycle Management (ALM) is a third party tool to manage test cases. You can configure connection details and integrate the test cases created in HP ALM with the Test Manager.

To configure HP ALM, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > ALM Configuration.

   The following page appears.

   ![ALM Configuration Page]

2. Click 📊.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain</td>
<td>Specifies the name of a domain created in the HP ALM. For example, Banking.</td>
</tr>
<tr>
<td>User Name</td>
<td>Specifies the user name to log on to ALM. For example, James99.</td>
</tr>
</tbody>
</table>
### Configuring HP ALM

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Specifies the password to log on to ALM. For example, James@11.</td>
</tr>
<tr>
<td>Project</td>
<td>Specifies the name of a project created under the domain. For example, JAMES99_BANK.</td>
</tr>
<tr>
<td>URL</td>
<td>Specifies the URL of the ALM. For example, <a href="http://localhost:8181/qcbin/SiteAdmin.jsp">http://localhost:8181/qcbin/SiteAdmin.jsp</a></td>
</tr>
<tr>
<td>HP ALM Version</td>
<td>Specifies the HP ALM version which is being integrated with erwin DI. For example, 12.2.</td>
</tr>
<tr>
<td>Activate HP ALM Sync</td>
<td>Specifies whether a sync between HP ALM and erwin DI is activated.</td>
</tr>
<tr>
<td></td>
<td>Select the check box to sync HP ALM with erwin DI.</td>
</tr>
</tbody>
</table>

4. Click 🛡️ to test the connection.

   If the connection is established then a success message is displayed.

5. Click 🛡️.

   The HP ALM is integrated with the Test Manager.
Configuring Menu Theme

By default, a menu theme is available for erwin Data Intelligence (erwin DI). You can also configure menu theme and select different colors and logo to personalize the application menu, navigation pane, and log in page.

To configure menu theme, follow these steps:

1. Go to **Application Menu > Settings > Miscellaneous > Menu Theme**.
   
   The following page appears.

2. Click **Edit**.

3. Use the following options:

   **Default Menu Theme**
   
   Use this option to switch between default theme and custom menu themes. You can select theme colors for a custom menu theme whereas the default menu theme has the following colors:
Configuring Menu Theme

- **Primary Theme Color:** #27a168
- **Secondary Theme Color:** #a34515

**Instance Name**

Use this option to customize a name for your application instance. The instance name appears on the navigation pane. For example, the following theme displays the name of the instance as erwin DI v12.0.

**Primary Theme Color**

You can use this option only when Default Menu Theme is switched to 🔄. Use this option to configure the theme color of the application menu, instance name, and log in page.

To configure **Primary Theme Color**, click 🖌️ and select a color from the color palette. For example, the following theme for the application menu, instance name, and log in page is set to grey color.
Secondary Theme Color

You can use this option only when Default Menu Theme is switched to 🌅. Use this option to configure the theme color of the navigation pane.

To configure Secondary Theme Color, click ⬇️ and select a color from the color palette.
For example, the above theme for the navigation pane is set to red color.

Enable Client Logo

Use this option to display the uploaded logo at the bottom of the application menu and on the log in page of the application.
For example, the following application menu displays a logo.
Upload Client Logo

Use this option to upload a logo to display it on the application menu and log in page of the application.

To upload a logo, click +, browse, and select a logo file.

4. Click Save.
Configuring Menu Theme

The menu theme is configured.
Configuring Security Setting

By default security settings are available for erwin Data Intelligence (erwin DI) that include a secure exit warning and an Integrated help that you can access within the application without navigating away from it. The integrated help offers assistance via in-app guided feature walkthroughs. Apart from that, when new features are introduced, it informs you via beacons. You can configure the integrated help’s availability and warning message under Miscellaneous Settings.

To configure security setting, follow these steps:

1. Go to Application Menu > Settings > Miscellaneous > Security Settings.
   
   The configuration page appears. By default, Integrated Help is disabled and Secure Exit Warning is enabled.

2. Use the following options:

   **Integrated Help**
Switch **Integrated Help** to **ON** or **OFF** based on your requirement. If switched on, Integrated Help appears in the application.

Enable Secure Exit Warning

Switch **Enable Secure Exit Warning** to **ON** or **OFF** based on your requirement. If switched on, warning message appears in the application if you leave a secure site and are about to enter an external site.

Secure Exit Message

You can modify warning message that appears while navigating to an external site.
Configuring Business Entity Types

You can configure background color, text color, and icon of any environment and table.

1. Go to Application Menu > Settings > Miscellaneous > Business Entity Types.

The following page appears.

2. Click +.

The Add Business Entity Type page appears.

3. Enter appropriate values in the fields. Fields marked with a asterisk are mandatory. Refer to the following table for field descriptions.
### Field Name | Description
--- | ---
Entity Name | Specifies the unique name of an entity. For example, Adventureworks Metadata.
Object Type | Specifies the description about the form. For example: The form is to validate metadata in the Adventureworks environment.
Background Color | Specifies the type of the form. For example, Table Properties - Metadata Manager.
Text Color | Specifies the type of the form. For example, Table Properties - Metadata Manager.

4. Click + .
The file is used as an icon.

5. Click 📧.
The business entity type is saved.
Configuring License

A license to erwin DI is for limited duration and you can access different modules depending on your license. You can also update your license before it expires.

To update your license, follow these steps:

1. Go to Application Menu > Settings > License.

   The License tab appears.

   ![License Tab](image)

2. Verify your license information. On this page, you can view license validity, enabled modules, user, and login details applicable for this license in a tabular format. For more information, refer to the following table.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Specifies the name of your company/organization.</td>
</tr>
<tr>
<td>Allowed Projects</td>
<td>Specifies the allowed number of projects that you can create in Mapping Manager. For example, when the value is set as 30, you can create 30 projects in Mapping Manager.</td>
</tr>
<tr>
<td>Allowed Subjects</td>
<td>Specifies the allowed number of subject areas that you can create per project.</td>
</tr>
</tbody>
</table>
### Configuring License

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas Per Project</td>
<td>For example, when the value is set as 2, you can create 2 subject areas in a project.</td>
</tr>
<tr>
<td>Modules</td>
<td>Specifies the list of modules that are enabled for this license. Your license can include modules, such as Metadata Manager, or Mapping Manager, or Code Automation Template, or other relevant modules based on your license. The value <strong>Enabled</strong> indicates the module is included with your license.</td>
</tr>
<tr>
<td>Allowed Users</td>
<td>Specifies the allowed number of users that you can create in Resource Manager. For example, when the value is set as 10, you can create up to 10 user roles. This includes all user role types.</td>
</tr>
<tr>
<td>Concurrent Logins Allowed</td>
<td>Specifies the number of allowed logins for a user at the same time. For example, when the value is set as 10, the same user can log in at 10 different instances at the same time.</td>
</tr>
<tr>
<td>User Multi Login Allowed</td>
<td>Specifies whether multiple logins are allowed for users or not.</td>
</tr>
<tr>
<td>License Created Date</td>
<td>Specifies the license creation date and time.</td>
</tr>
<tr>
<td>Validity</td>
<td>Specifies the license validity in days.</td>
</tr>
<tr>
<td>License Expiry Date</td>
<td>Specifies the license expiry date and time.</td>
</tr>
</tbody>
</table>

3. Paste the license URL in the space provided and click **Activate License**.

The license is updated.