

erwin Data Intelligence

Discover Assets Guide

Release v14.0

Legal Notices

This Documentation, which includes embedded help systems and electronically distributed materials (hereinafter referred to as the Documentation), is for your informational purposes only and is subject to change or withdrawal by Quest Software, Inc and/or its affiliates at any time. This Documentation is proprietary information of Quest Software, Inc and/or its affiliates and may not be copied, transferred, reproduced, disclosed, modified or duplicated, in whole or in part, without the prior written consent of Quest Software, Inc and/or its affiliates

If you are a licensed user of the software product(s) addressed in the Documentation, you may print or otherwise make available a reasonable number of copies of the Documentation for internal use by you and your employees in connection with that software, provided that all Quest Software, Inc and/or its affiliates copyright notices and legends are affixed to each reproduced copy.

The right to print or otherwise make available copies of the Documentation is limited to the period during which the applicable license for such software remains in full force and effect. Should the license terminate for any reason, it is your responsibility to certify in writing to Quest Software, Inc and/or its affiliates that all copies and partial copies of the Documentation have been returned to Quest Software, Inc and/or its affiliates or destroyed.

TO THE EXTENT PERMITTED BY APPLICABLE LAW, QUEST SOFTWARE, INC. PROVIDES THIS DOCUMENTATION AS IS WITHOUT WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. IN NO EVENT WILL QUEST SOFTWARE, INC. BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY LOSS OR DAMAGE, DIRECT OR INDIRECT, FROM THE USE OF THIS DOCUMENTATION, INCLUDING WITHOUT LIMITATION, LOST PROFITS, LOST INVESTMENT, BUSINESS INTERRUPTION, GOODWILL, OR LOST DATA, EVEN IF QUEST SOFTWARE, INC. IS EXPRESSLY ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

The use of any software product referenced in the Documentation is governed by the applicable license agreement and such license agreement is not modified in any way by the terms of this notice.

The manufacturer of this Documentation is Quest Software, Inc and/or its affiliates Provided with Restricted Rights. Use, duplication or disclosure by the United States Government is subject to the restrictions set forth in FAR Sections 12.212, 52.227-14, and 52.227-19(c)(1) - (2) and DFARS Section 252.227-7014(b)(3), as applicable, or their successors.

Copyright © 2024 Quest Software, Inc. and/or its affiliates All rights reserved. All trademarks, trade names, service marks, and logos referenced herein belong to their respective companies.

Contact erwin

Understanding your Support

Review support maintenance programs and offerings.

Registering for Support

Access the erwin support site and click Sign in to register for product support.

Accessing Technical Support

For your convenience, erwin provides easy access to "One Stop" support for <u>erwin Data</u> Intelligence (erwin DI), and includes the following:

- Online and telephone contact information for technical assistance and customer services
- Information about user communities and forums
- Product and documentation downloads
- erwin Support policies and guidelines
- Other helpful resources appropriate for your product

For information about other erwin products, visit http://erwin.com/.

Provide Feedback

If you have comments or questions, or feedback about erwin product documentation, you can send a message to distechpubs@erwin.com.

News and Events

Visit <u>News and Events</u> to get up-to-date news, announcements, and events. View video demos and read up on customer success stories and articles by industry experts.

Contents

Discovering Assets	6
Using Discover Assets	7
Searching and Filtering	9
Filter Assets using Extended Properties	14
Save Searches as Custom Views	16
Systems	18
Environments	22
Tables	26
Columns	31
Mappings	35
Business Terms	37
Business Policies	40
Business Rules	43
Datasets	46
Compliance Reports	49
Reviewing and Rating Assets	53
Adding Tasks	56
Viewing Lineage	61
Viewing Mind Maps	62
Viewing Impact	63
Comparing Assets	66
Proposing Assets	71

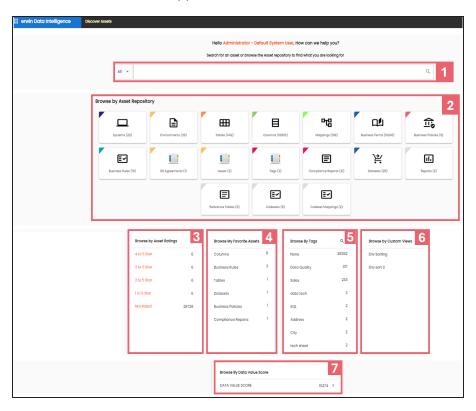
Discovering Assets

To use data efficiently, it is important to be able to discover, access, and analyze it. The Discover Assets module (formerly known as erwin Business User Portal) provides business users and data governance teams with an easy way to discover data and collaborate on data assets. With flexible search and filter mechanisms, mind maps, lineage, impact, and data ratings, you can analyze data assets, improve data accessibility, promote collaboration, and make data governance decisions.

This section walks you through the process of discovering and analyzing technical and business assets in your organization.

Using Discover Assets

To access the Discover Assets module, go to Application Menu > Discover Assets. The Discover Assets dashboard appears.



UI Section	Function
1-Search	Use this section to filter and search assets.
2-Browse by Asset Repository	Use this section to browse assets by their types.
3-Browse by Asset Ratings	Use this section to browse through assets based on asset ratings.
4-Browse My Favorite Assets	Use this section to browse through your favorite assets.
5-Browse By Tags	Use this section to browse through assets based on tags.
6-Browse by Custom Views	Use this section to browse through saved views.
7-Browse By Data Value	Use this section to browse assets based on score clas-

Using Discover Assets

Score sifications.

Discovering assets involves browsing and updating the following assets:

- <u>Systems</u>
- Environments
- <u>Tables</u>
- Columns
- Mappings
- **Business Terms**
- **Business Policies**
- **Business Rules**
- Datasets

You can also enrich and analyze assets by:

- Reviewing and rating assets
- Adding tasks
- Viewing mind maps
- Viewing lineage
- Viewing impact
- Viewing compliance reports

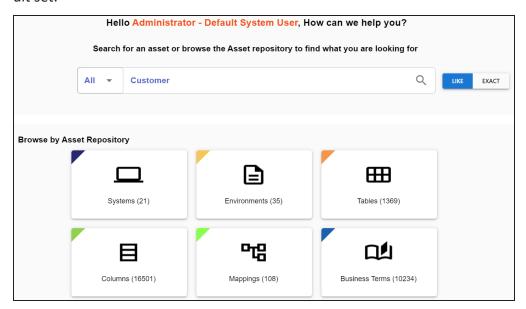
Searching and Filtering

For efficient asset discovery, the Discover Assets module provides extensive search and filter options. Apart from the predefined filter set, you can configure extended properties of technical and business assets as filters. You can use them to search for assets based on custom fields. Additionally, you can also save your searches as custom views to access them quickly in the future.

To search and filter assets, follow these steps:

1. In the search box, type a keyword. A list of related search terms appears. Choose the required search term or enter a new one.

Two options, Like and Exact, appear. Use these options to narrow down the search result set.



Like

Use this option to get assets that match a part of the search keyword.

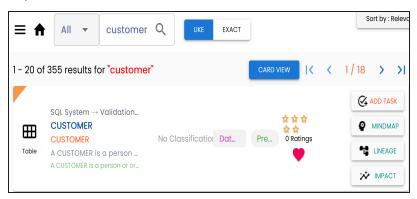
Exact

Use this option to get assets that exactly match the search keyword.

2. Click or press **Enter**.

Based on your search criteria, search results appear.

For example, in the following image, 355 results are displayed for a Like search with keyword, Customer.

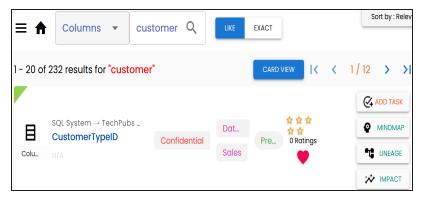


3. In the search box, click **All** to filter search results further based on asset types.

The list of available filters changes depending on asset type.

For example, for the keyword, Customer, and asset type, Column, the Like search displays 232 results. Apart from the asset type, search results also display data value scores, sensitivity classifications, tags, ratings, and workflow status.

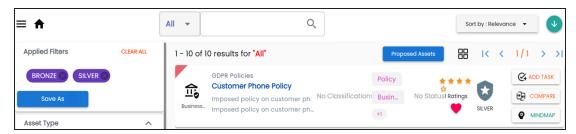
Executing a Like search for a column displays results based on partial matches found in column name, logical column name, column definition, column comments, expanded logical name, and user-defined fields.



4. In the filters pane under Data Value Score, select score classifications, and then click Apply Filters.

The selected classifications are added in the Applied Filters list and matches based on these filters are displayed in the search results. You can view data value scores for different assets here based on the classifications you selected in the Applied Filters list.

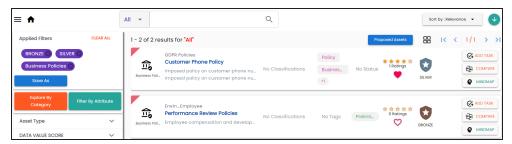
For example, in the following image, Bronze and Silver are added to the Applied Filters list and the search result is narrowed to 10 results.



Additionally, to view the data value score for a particular asset, under Asset Type, select the assets and then click Apply Filters.

The selected assets are added in the Applied Filters list and matched based on these filters are displayed in the search results. You can view data value score for a particular asset here based on the classification and asset type you selected in the Applied Filters list.

For example, in the following image, Business Policies is added to the Applied Filters list along with Bronze and Silver, and the search result is narrowed down to 2 results.



5. In the filters pane under **Database Type**, select databases, and then click **Apply** Filters.

The selected databases are added in the Applied Filters list and matches based on these filters are displayed in the search results.

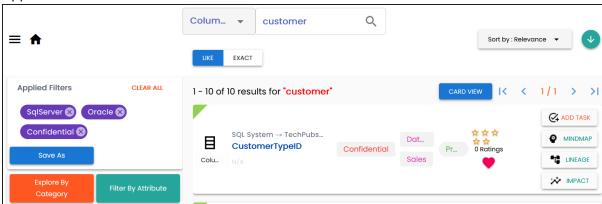
For example, in the following image, SqlServer and Oracle are added to the Applied Filters list and the search result is narrowed down to 99 results.



6. Under **Sensitivity Classification**, select sensitivity tags, and then click **Apply Filters**.

The selected sensitivity tags are added to the Applied Filters list and matches based on these filters are displayed in the search results.

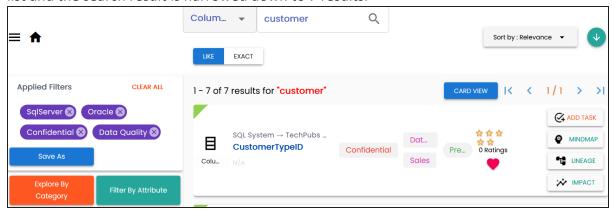
For example, in the following image, a sensitivity tag, Confidential, is added to the Applied Filters list and the search result is narrowed down to 10 records.



7. Under Tags, select user-defined tags, and then click Apply Filters.

The selected tags are added to the Applied Filters list and matches based on these filters are displayed in the search result.

For example, in the following image, a tag, QA Verified, is added to the Applied Filters list and the search result is narrowed down to 7 results.



8. Switch Show My Favourites to on.

My Favourites is added to the Applied Filters list and matches based on these filters are displayed in the search result.

For example, in the following image, My Favourites is added to the Applied Filters list and the search result is narrowed down to one results.

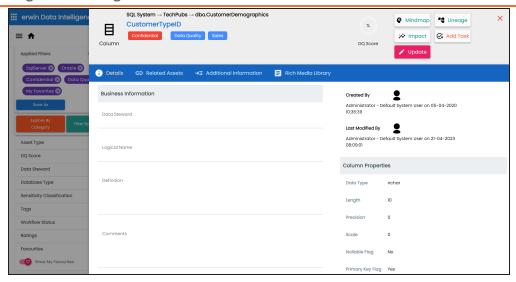
Similarly, you can apply other filters available for an asset to narrow down search results.



9. Click < Asset_Name > to view asset properties.

For example, in the following image, column properties of a column, CustomerTypeID are displayed.

Searching and Filtering



Filter Assets using Extended Properties

You can configure extended properties of technical and business assets as filters and use them to filter assets.

To configure an extended property as filter and use it in the Discover Assets module, refer to the configuring extended properties for business and technical assets topics.

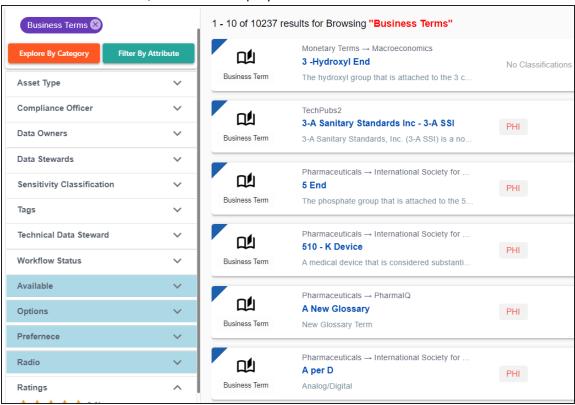
Ensure the following:

- Filter feature supports field types such drop-down, list, checkbox, radio, and boolean.
- Switch the Include Extended Properties option ON on the Discover Asset Settings page.
- Schedule a synchronization job or manually synchronize the asset before you can filter assets on the Discover Assets module.

To filter assets based on the extended properties, follow these steps:

1. In the Discover Assets module, click asset type card.

Based on the selection, results are displayed.

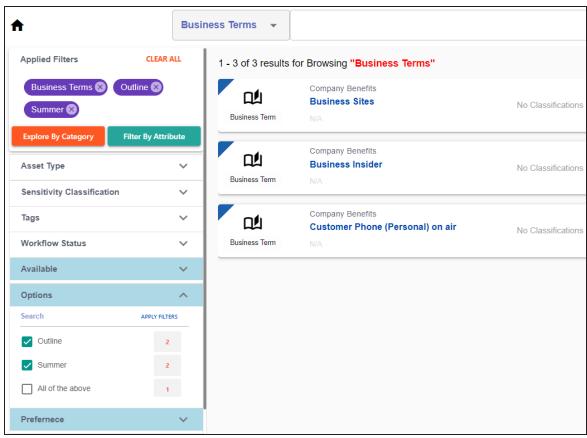


In the filter pane, the available custom filters appear below the default filter options. The custom filters are displayed in blue color.

2. In the filter pane, expand custom filters, select a filter parameter, and then click Apply Filters.

The selected parameters are added in the Applied Filters list and matches based on these filters are displayed in the search results.

For example, in the following image, Outline and Summer are added to the Applied Filters list and the search result is narrowed down to three results.



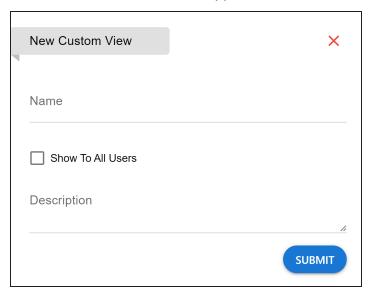
Save Searches as Custom Views

You can save your searches as custom views in Discover Assets dashboard and open these to access required results during subsequent visits. You can also choose if your custom view should be private or available to all users. Similarly, you can use views made by others if they have set the view to be available for all users. However, only the creator of the view can edit or delete it.

To save a search as a custom view, follow these steps:

- 1. Search with a keyword and apply appropriate search filters to get the required results.
- 2. Click Save As.

The New Custom View screen appears.



3. Enter appropriate values in the fields. Refer to the following table for field descriptions.

Field	Description
Name	Specifies the name of the custom view
Show To All Users	Specifies whether the view is available for all users
Description	Specifies the details of the custom view

4. Click Submit.

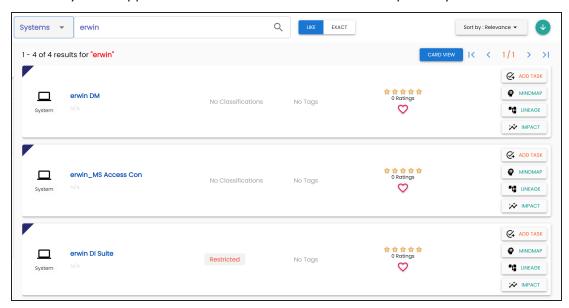
The custom view is created. You can open the custom view on the Browse by Custom View tile on Discover Assets dashboard.

Systems

You can browse through the systems available in your ecosystem using the Discover Assets module. The list of systems facilitates access to system lineage, impact, environments, mind map, and associations, all in one place.

To view the systems list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Systems card.

A list of systems appears. Use the search box to find the required system from the list.



Alternatively, on the search box, click **All**, and then click **Systems**.

On each system tile, you can view information, such as - business purpose, classification, tags, status, rating, and favorite. Apart from this, you can add corresponding tasks, and view mind maps, lineage, and impact.



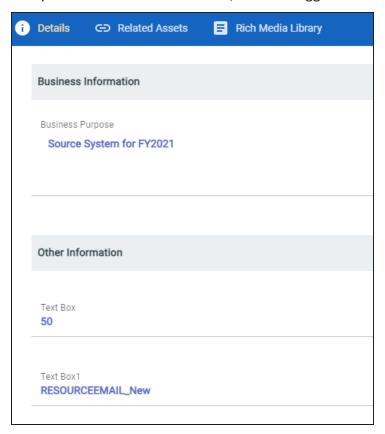
System Details

System details include business purpose, list of environments, audit history, and so on.

To view system details, in the system list, click <System_Name>.

The System page appears. By default, the Details tab opens.

For example, the following image shows details of the erwin DM system. This system's sensitivity classification is Confidential, and it is tagged with Data Quality.



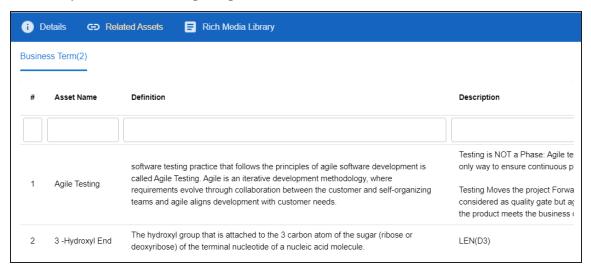
Related Assets

A system can be associated with other technical and business assets.

To view associations of systems, click the **Related Assets** tab.

The list of associated assets appears.

For example, in the following image, erwin DM is associated with two business terms.

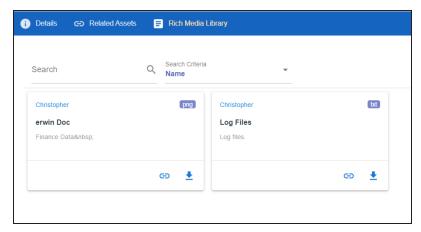


Rich Media Library

A system can contain supporting artifacts, such as text files, audio files, video files, and so on. You can view or download these artifacts using the Rich Media Library tab.

To view or download the supporting artifacts, click the **Rich Media Library** tab.

The available artifacts appear in a card view.



Use the following options to work on the artifacts:

Search

Use this option to search media.

Name

Use this option to filter your search based on Owner Name, Description, Created By, and Type of the media.

Link (🖨)

Use this option on a card to open the URL related with a media.

Preview (1)

Use this option on a card to download the media file.

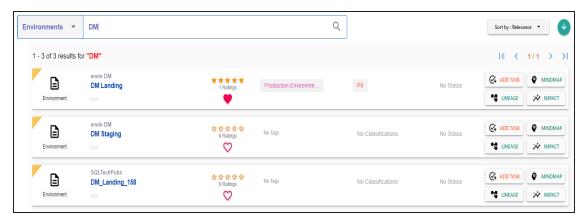
Apart from details, related assets, and media, you can view mind maps, lineage, and impact. You can also add tasks and update systems. Use the following options:

- Mindmap: Use this option to view a pictorial representation of associated assets. For more information on viewing mind maps, refer to the Viewing Mind Maps topic.
- Lineage: Use this option to trace system's origin and destination after source to target mappings. For more information on lineage, refer to the Viewing Lineage topic.
- **Impact**: Use this option to analyze the impact of a system as source and target. For more information on impact, refer to the Viewing Impact topic.
- Add Task: Use this option to add tasks related to a system. For more information on adding tasks, refer to the Adding Tasks topic.
- **Update**: Use this option to update system details. This opens the Metadata Manager. For field descriptions, refer to the Creating Systems topic.
- **Share Link**: Use this option to generate a shareable system link. You can either copy and share the link, or send it through an email.

You can browse through the environments available in your ecosystem using the Discover Assets module. The list of environments facilitates access to environments lineage, impact, tables, mind map, and associations, all in one place.

To view the environment list, on the Discover Assets dashboard, under Browse by Asset **Repository**, click the **Environments** card.

A list of environments appears. Use the search box to find the required environment from the list.



Alternately, on the search box, click **All**, and then click **Environments**.

On each environment tile, you can view information, such as - business purpose, classification, tags, status, rating, and favorites. Apart from this, you can add corresponding tasks, and view mind maps, lineage, and impact.

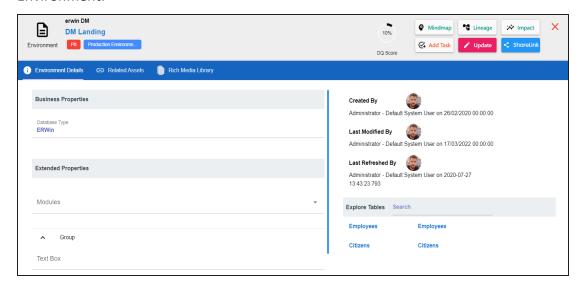
Environment Details

Environment details include database type, list of tables, audit history, and so on.

To view environment details, in the environment list, click <Environment Name>.

The Environment page appears. By default, the Details tab opens.

For example, the following image shows details of the DM Landing environment. This environment's sensitivity classification is PII, DQ score is 10%, and it is tagged with Production Environment.



Related Assets

An environment can be associated with other technical and business assets.

To view associations of environments, click **Related Assets** tab.

The list of associated assets appears.

For example, in the following image, DM Landing is associated with two business terms.

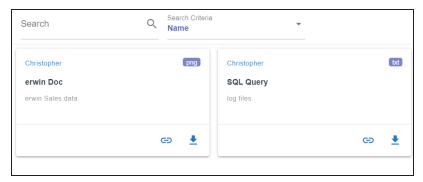


Rich Media Library

An environment can contain supporting artifacts, such as text files, audio files, video files, and so on. You can view or download these artifacts using the Rich Media Library tab.

To view or download supporting artifacts, click the Rich Media Library tab.

The available artifacts appear in a card view.



Use the following options to work on the artifacts:

Search

Use this option to search media.

Name

Use this option to filter your search based on Owner Name, Description, Created By, and Type of the media.

Link (😑)

Use this option on a card to open the URL related with a media.

Preview (1)

Use this option on a card to download the media file.

Apart from details, related assets, and media, you can view mind maps, lineage, and impact. You can also add tasks and update systems. Use the following options:

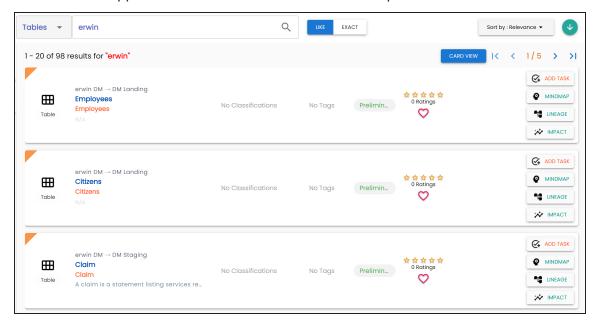
- Mindmap: Use this option to view a pictorial representation of associated assets. For more information on viewing mind maps, refer to the Viewing Mind Maps topic.
- Lineage: Use this option to trace environment's origin and destination after source to target mappings. For more information on lineage, refer to the Viewing Lineage topic.

- Impact: Use this option to analyze the impact of an environment as source and target. For more information on impact, refer to the <u>Viewing Impact</u> topic.
- Add Task: Use this option to add tasks related to an environment. For more information on adding tasks, refer to the Adding Tasks topic.
- **Update**: Use this option to update environment details. This opens the Metadata Manager.
- **Share Link**: Use this option to generate a shareableenv eroinment link. You can either copy and share the link, or send it through an email.

You can browse through the tables available in your ecosystem and view a list of all the tables. It gives you access to view lineage, impact, columns, mind map, and properties of a table.

To view the tables list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Tables card.

A list of tables appears. Use the search box to find the required table.



Alternately, on the search box, click **Tables**.

On each table tile, you can view information, such as business purpose, classification, tags, status, rating, and favorites. Apart from this, you can corresponding add tasks, and view mind maps, lineage, and impact.

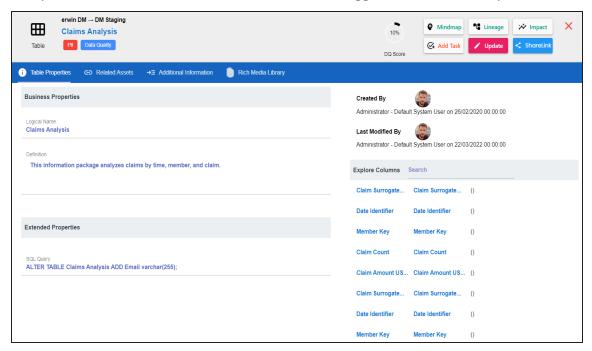
Table Properties

Table properties include logical name, list of columns, audit history, and so on.

To view table properties, in the table list, click <Table_Name>.

The Table page appears. By default, the Properties tab opens.

For example, the following image shows properties of the Claims Analysis. This table's sensitivity classification is PII, DQ score is 10%, and it is tagged with Data Quality.



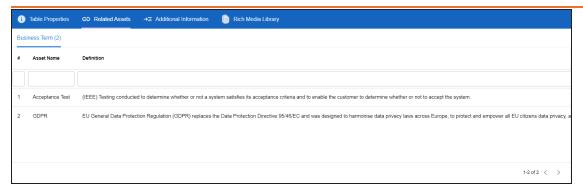
Related Assets

A table may be associated with the technical and business assets. The technical assets refer to systems, environments, tables, and columns. The business assets refer to business terms, business policies, business rules, and custom assets.

To view associations of tables, on the **Table** page, click **Related Assets**.

The list of associated assets appears.

For example, in the following image, the Claims Analysis table is associated with two business terms.

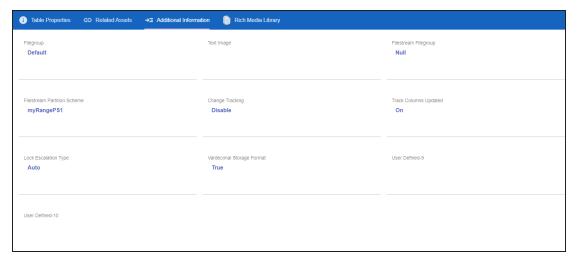


Additional Information

Additional information includes user defined fields configured for a table. Ensure that these fields are displayed for tables under the Properties tab in Metadata Manager. For more information on displaying user defined fields, refer to the Displaying User Defined Fields topic.

With Language Settings, you can set UI labels of user defined fields. Use Table Metadata section under User Defined Flex Fields to configure these UI labels. For more information, refer to the Configuring Language Settings topic.

The following image, displays the user defined fields configured for a table.

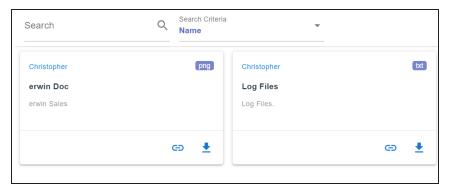


Rich Media Library

A table can contain supporting artifacts, such as text files, audio files, video files, and so on. You can view and download these artifacts using Rich Media Library tab.

To view or download supporting artifacts, click the Rich Media Library tab.

The available artifacts appear in a card view.



Use the following options to work on the artifacts:

Search

Use this option to search media.

Name

Use this option to filter your search based on Owner Name, Description, Created By, and Type of the media.

Link (😑)

Use this option on a card to open the URL related with a media.

Preview (1)

Use this option on a card to download the media file.

Apart from details, related assets, and media, you can view mind maps, lineage, and impact. You can also add tasks and update systems. Use the following options:

- Mindmap: Use this option to view a pictorial representation of associated assets. For more information on viewing mind maps, refer to the Viewing Mind Maps topic.
- Lineage: Use this option to trace table's origin and destination after source to target mappings. For more information on lineage, refer to the Viewing Lineage topic.

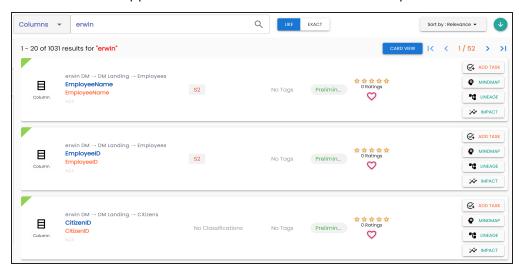
- Impact: Use this option to analyze the impact of a table as source and target. For more information on impact, refer to the Viewing Impact topic.
- Add Task: Use this option to add tasks related to a table. For more information on adding tasks, refer to the Adding Tasks topic.
- **Update**: Use this option to update table details. This opens the Metadata Manager.
- Share Link: Use this option to generate a shareable table link. You can either copy and share the link, or send it through an email.

Columns

You can browse through the columns available in your ecosystem using the Discover Assets module. The list of columns facilitates access to column lineage, impact, mind map, column properties, and associations, all in one place.

To view the columns list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Columns card.

A list of columns appears. Use the search box to find the required column from the list.



Alternately, on the search box, click **All**, and then click **Columns**.

On each column tile, you can view information, such as business purpose, classification, tags, status, rating, and favorites. Apart from this, you can corresponding add tasks, and view mind maps, lineage, and impact.

Details

Details include logical name, list of technical properties, audit history, and so on.

To view details, on the column list, click <Column Name>.

The Column page appears. By default, the details tab opens.

Columns

For example, the following image shows details of the Claim Count column. This column's sensitivity is PII, DQ score is 10%, and it is tagged with Production Environment.



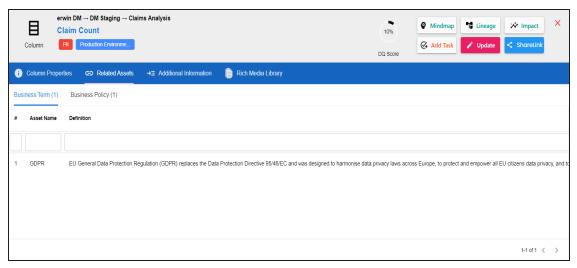
Related Assets

A column can be associated with other technical and business assets.

To view associations of columns, click the Related Assets tab.

The list of associated assets appears.

For example, in the following image, the Claim Count column is associated with a business term and a business policy.



Additional Information

Additional information includes user defined fields configured for a column. Ensure that these fields are displayed for columns under the Properties tab in Metadata Manager. For more information on displaying user defined fields, refer to the Displaying User Defined Fields topic.

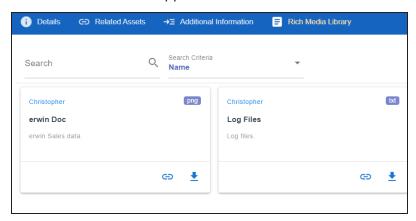
With Language Settings, you can set UI labels of user defined fields. Use Column Metadata section under User Defined Flex Fields to configure these UI labels. For more information, refer to the Configuring Language Settings topic.

Rich Media Library

A column can contain supporting artifacts, such as text files, audio files, video files, and so on. You can view or download these artifacts using the Rich Media Library tab.

To view or download supporting artifacts, click the Rich Media Library tab.

The available artifacts appear in a card view.



Use the following options to work on the artifacts:

Search

Use this option to search media.

Name

Use this option to filter your search based on Owner Name, Description, Created By, and Type of the media.

Link (🔁)

Use this option on a card to open the URL related with a media.

Preview (1)

Use this option on a card to download the media file.

Apart from details, related assets, and media, you can view mind maps, lineage, and impact. You can also add tasks and update columns. Use the following options:

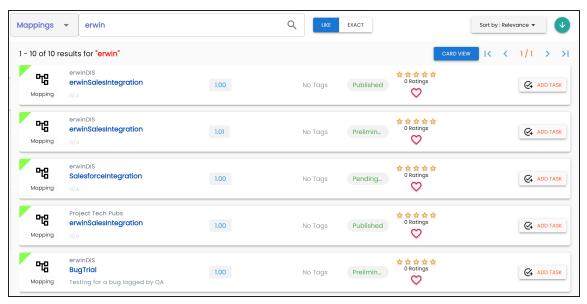
- Mindmap: Use this option to view a pictorial representation of associated assets. For more information on viewing mind maps, refer to the Viewing Mind Maps topic.
- Lineage: Use this option to trace column's origin and destination after source to target mappings. For more information on lineage, refer to the Viewing Lineage topic.
- **Impact**: Use this option to analyze the impact of a column as source and target. For more information on impact, refer to the Viewing Impact topic.
- Add Task: Use this option to add tasks related to a column. For more information on adding tasks, refer to the Adding Tasks topic.
- **Update**: Use this option to update column details. This opens the Metadata Manager.
- **Share Link**: Use this option to generate a shareable column link. You can either copy and share the link, or send it through an email.

Mappings

You can browse through the mappings available in your ecosystem using the Discover Assets module. The list of systems facilitates access to view, share, and update details of a mapping, all in one place.

To view the mappings list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Mappings card.

A list of mappings appears. Use the search box to find the required mapping from the list.



Alternately, on the search box, click **All**, and then click **Mappings**.

On each mappings tile, click < Mapping_Name >. The mapping page appears. You can view the mapping information with respect to the following tabs:

Tab	Description	
Map Spec Over	Under this, you can view map details, workflow status, and audit history of	
<u>view</u>	a map.	
IIVIan Spec Grid	Under this, you can analyze mapping specifications and view its source, tar-	
	get, and transformation details.	
<u>Graphical</u>	Under this year can view course to target mannings in a graphical view	
Designer	Under this, you can view source to target mappings in a graphical view.	

Mappings

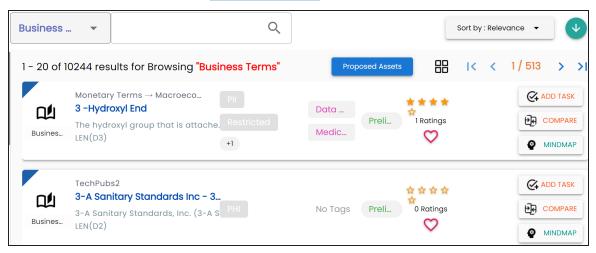
Tab	Description
Source Extract	Under this, you can view:
	SQL Query relevant to a mapping specification
	SQL Query Description
Target Update Strategy	Under this, you can view target update strategy of a map.
Testing Notes	Under this, you can view relevant testing notes with respect to a mapping specification.
Map Specs	Under this, you can view the uploaded documents related to a mapping spe-
<u>Docs</u>	cification.
<u>Assignment</u>	Under this, you can view users assigned to a mapping specification.
Release Inform	Under this, you can view release information of a mapping.
<u>ation</u>	onder this, you can view release information of a mapping.
User Defined	Under this, you can view user defined fields configured for a map. These
Tabs (1-5)	can be used by you with your own <u>UI labels</u> .
Extended Prop-	Under this, you can view extended properties configured for a mapping spe-
<u>erties</u>	cification.

Business Terms

You can browse through the business terms available in your ecosystem using the Discover Assets module. The list of business terms facilitates mind map, and associations of a business term, all in one place.

To view the business terms list, on the Discover Assets dashboard, under Browse by Asset **Repository**, click the **Business Terms** card.

A list of business terms appears. Use the search box to find the required business term from the list. Additionally, you can use Propose Assets option to propose new business terms. For more information, refer to the Proposing Assets topic.



On each business term tile, you can perform the following tasks with respect to a business term:

- Add task
- View mind map
- Compare assets

In addition to the above tasks, on the business term list, you can click $\overset{\textstyle \smile}{\overset{\textstyle \smile}{\overset{}}}$ to mark business terms as favorite.

You can also download business assets in the XLSX format. To download business assets, follow these steps:

1. In the filters pane, click Explore By Category and hover over a business asset.

The download button



2. Click .

The selected business asset is downloaded in the XLSX format.

Viewing Business Term

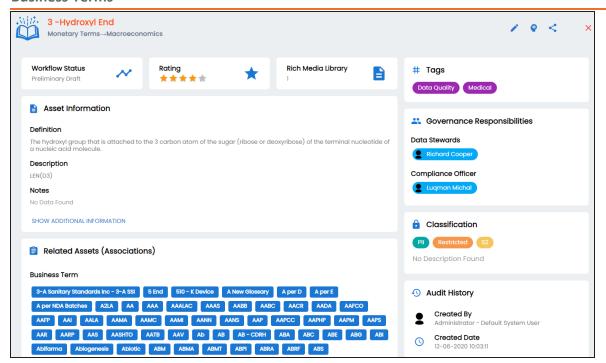
The View Business Term tab includes term details, governance responsibilities, audit history, and so on.

To access the View Business Term tab, on the business term list, click <Business_Term>.

The <Business_Term> page appears and displays asset details.

For example, the following image displays, details of the 3 - Hydroxyl End business term. This displays the asset's details, rating, sensitive classification, tags, associations, additional properties, governance responsibilities, audit history and more. Now, each associated asset is clickable. Clicking on any of these assets takes you to the specific asset's page.

Business Terms



Apart from viewing the business term details, click of to edit them in a new tab. Additionally, click to generate a shareable link to share business terms.

For more information on editing business terms, refer to the Managing Business Terms topic.

Editing business terms also include the following:

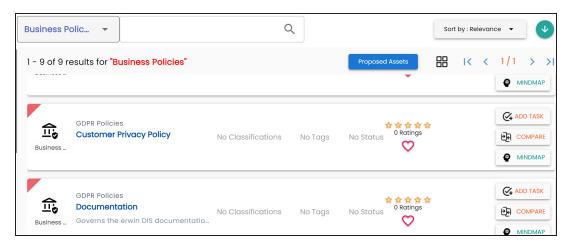
- Setting up associations
- Adding rich media
- Viewing workflow logs

Business Policies

You can browse through the business policies available in your ecosystem using the Discover Assets module. The list of business policies facilitates access to view mind map, and associations of a business policy, all in one place.

To view the business policies list, on the **Discover Assets** dashboard, under **Browse by Asset** Repository, click the Business Policies card.

A list of business policies appears. Use the search box to find the required business policy from the list.



You can also propose new business policies using the Proposed Assets option.

On each business policy tile, you can perform the following tasks with respect to a business policy:

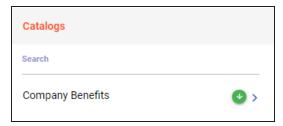
- Add task
- View mind map
- Compare assets

In addition to the above tasks, on the business policy list, you can click $\overset{\textstyle \smile}{\textstyle}$ to mark business policies as favorite.

You can also download business assets in the XLSX format. To download business assets, follow these steps:

1. In the filters pane, click Explore By Category and hover over a business asset.

The download button



2. Click .

The selected business asset is downloaded in the XLSX format.

Viewing Business Policy

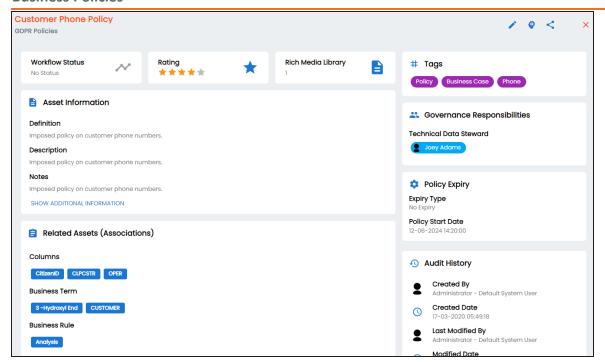
The View Business Policy tab includes policy details, governance responsibilities, audit history, and so on.

To access the View Business Policy tab, on the business policy list, click <Business_Policy>.

The <Business_Policy> page appears.

For example, the following image displays, details of the Customer Phone Policy appear. This displays the asset's details, rating, sensitive classification, tags, associations, additional properties, governance responsibilities, audit history and more. Now, each associated asset is clickable. Clicking on any of these assets takes you to the specific asset's page.

Business Policies



Apart from viewing the business policy details, click of to edit them in a new tab. Additionally, click to generate a shareable link to share business policies.

For more information on editing business policies, refer to the Managing Business Policies topic.

Editing business terms also include the following:

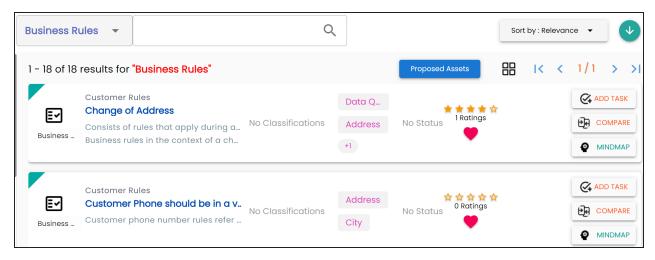
- Setting up associations
- Adding rich media
- Viewing workflow logs

Business Rules

You can browse through the business rules in your ecosystem using the Discover Assets module. The list of business rules facilitates access to view system lineage, impact, environments, mind map, and associations, all in one place.

To view the business rules list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Business Rules card.

A list of business rules appears. Use the search box to find the required business rule from the list.



You can also propose new business rules using the Proposed Assets option.

On each business rule tile, you can perform the following tasks with respect to a business rule:

- Add task
- View mind map
- Compare assets

In addition to the above tasks, on the business rule list, you can click \heartsuit to mark business rules as favorite.

Business Rules

You can also download business assets in the XLSX format. To download business assets, follow these steps:

1. In the filters pane, click Explore By Category and hover over a business asset.

The download button



2. Click .

The selected business asset is downloaded in the XLSX format.

Viewing Business Rule

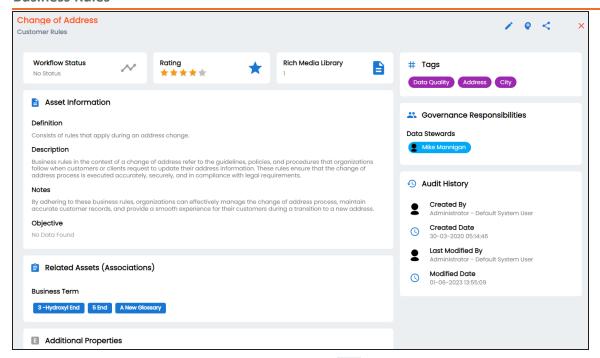
The View Business Rule tab includes rule details, governance responsibilities, audit history, and so on.

To access the View Business Rule tab, on the business policy list, click < Business Rule>.

The <Business Rule> page appears.

For example, the following image displays, details of the Change of Address business rule. This displays the asset's details, rating, sensitive classification, tags, associations, additional properties, governance responsibilities, audit history and more. Now, each associated asset is clickable. Clicking on any of these assets takes you to the specific asset's page.

Business Rules



Apart from viewing the business rule details, click of to edit them in a new tab. Additionally, click sto generate a shareable link to share business policies.

For more information on editing business rules, refer to the Managing Business Rules topic. Editing business rules also include the following:

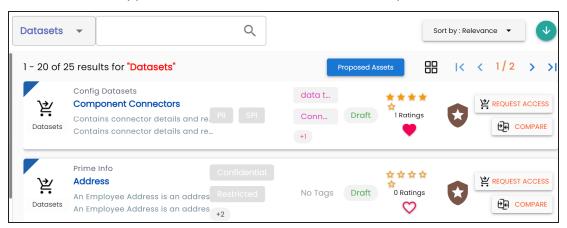
- Setting up associations
- Adding rich media
- Viewing workflow logs

Datasets

You can browse through the datasets available in your ecosystem using the Discover Assets module. The list of datasets helps you to view mind maps and create associations of a dataset, all in one place.

To view the datasets, on the **Discover Assets** dashboard, under **Browse by Asset** Repository, click the Datasets card.

A list of datasets appears. Use the search box to find the required dataset from the list.



You can also propose new datasets using the Proposed Assets option.

On each dataset tile, you can perform the following tasks with respect to a dataset:

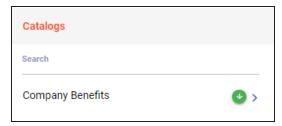
- Add task
- View mind map
- Compare datasets

In addition to the above tasks, on the datasets list, you can click \heartsuit to mark datasets as favorite.

You can also download marketplace assets in the XLSX format. To download the marketplace assets, follow these steps:

1. In the filters pane, click **Explore By Category** and hover over a marketplace asset.

The download button



2. Click .

The selected asset is downloaded in the XLSX format.

Viewing Datasets

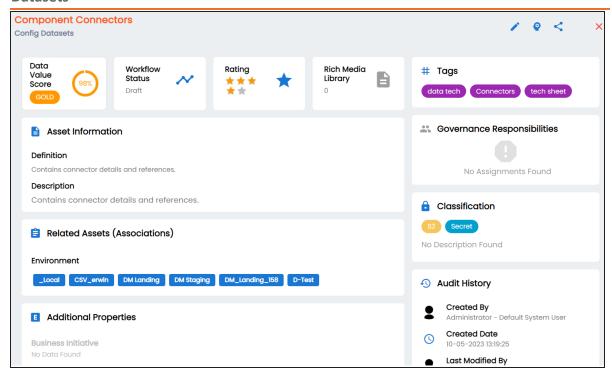
The dataset details include asset details, governance responsibilities, audit history, tags, and so on.

To view a dataset, on the datasets list, click <Dataset>.

The <Dataset> page appears and displays asset details.

For example, the following image displays, details of the Component Connector dataset. This displays the asset's data value score, sensitive classification, tags, associations, additional properties, governance responsibilities, audit history and more. Now, each associated asset is clickable. Clicking on any of these assets takes you to the specific asset's page.

Datasets



Apart from viewing the dataset details, click of to edit them in a new tab. Additionally, click to generate a shareable link to share datasets.

For more information on editing datasets, refer to the Managing Datasets topic.

Editing datasets also include the following:

- Setting up associations
- Adding rich media
- Viewing workflow logs

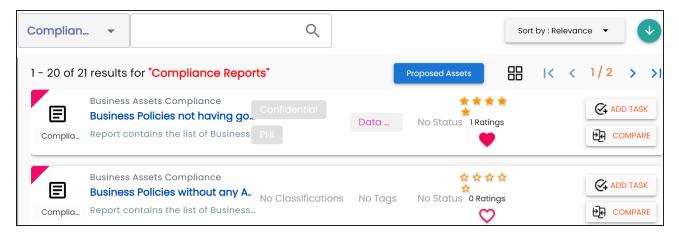
You can view and browse through the compliance reports available in your ecosystem using the Discover Assets module. Once the reports are generated, you can also download the compliance reports in .XLSX format.



To view compliance reports in this module, you must import the Compliance Reports Starter Kit into Business Glossary Manager. For more information on importing the Compliance Reports Starter Kit, refer to the Importing Compliance Reports topic.

To view the compliance reports list, on the Discover Assets dashboard, under Browse by Asset Repository, click the Compliance Reports card.

A list of compliance reports appears. Use the search box to find the required report from the list.



You can also propose new compliance reports using the Proposed Assets option.

On each tile, you can perform the following tasks for a compliance report:

- View report details
- **Download reports**
- Add tasks

In addition to the above tasks, on the compliance reports list, you can click \heartsuit to mark reports as favorite.

You can also download business assets in the XLSX format. To download business assets, follow these steps:

1. In the filters pane, click Explore By Category and hover over a business asset.

The download button appears.



2. Click .

The selected business asset is downloaded in the XLSX format.

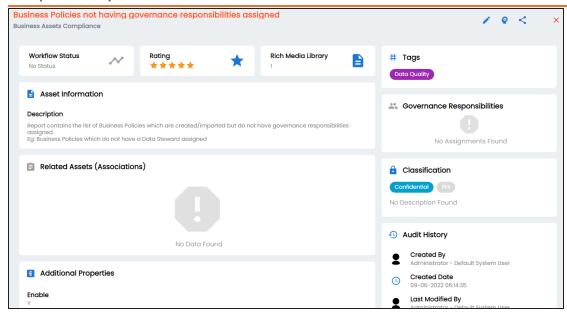
Viewing Report Details

The report details include report name, description, email recipients, report generation frequency, threshold, SDI classification, audit history, and other details.

To view report details, in the list, click a <Compliance Report Name>.

The <Compliance Report> page appears.

For example, the following image shows details of the Business Asset Compliance report. This displays the report details, rating, sensitive classification, tags, associations, additional properties, governance responsibilities, audit history and more. Now, each associated asset is clickable. Clicking on any of these assets takes you to the specific asset's page.



Apart from viewing the compliance report details, click / to edit them in a new tab. Additionally, click ≤ to generate a shareable link to share compliance reports.

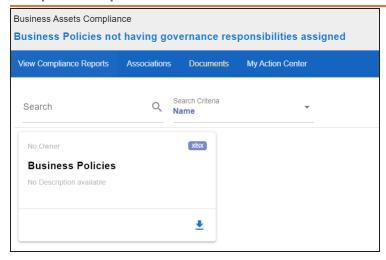
For more information on editing compliance reports, refer to the Managing Compliance Reports topic.

Downloading Reports

Once the report is generated, you can download the report in the .XLSX format.

To download the report, in the <Compliance_Report> page, go to the Documents tab. Then, click .

For example, the following image shows downloadable report in the Documents tab of the Business Asset Compliance report.



Reviewing and Rating Assets

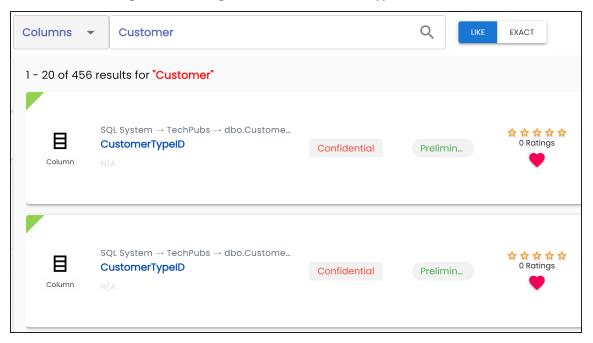
Using the Discover Assets module, you can rate and review data assets. Ratings enable you to maintain data asset quality of an asset and you can support ratings with descriptive reviews.

To review and rate assets, follow these steps:

1. On the **Discover Assets** dashboard, click the required **<Asset_Type>** card.

A list of assets appears. Use the search box to find the required asset from the list.

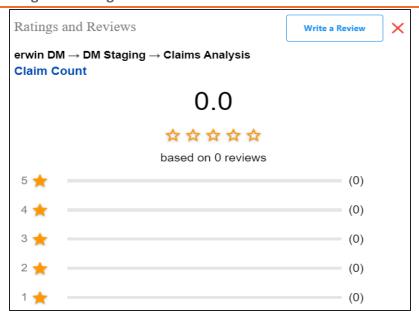
For example, in the following image, a columns list appears after entering Claim Count as the search string and selecting Columns as the asset type.



2. Click ratings for the required asset.

The Ratings and Reviews page appears.

Reviewing and Rating Assets



3. Click Write a Review.

The My Review page appears.



4. Enter appropriate values in the fields. Refer to the following table for field descriptions.

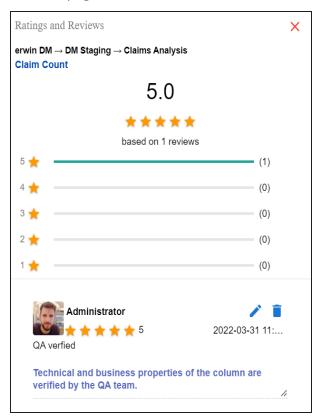
Field Name	Description
Rating	Specifies the rating of the asset on a scale of one to
	five stars

Reviewing and Rating Assets

Field Name	Description
Title	Specifies the title of the review
Review	Specifies the review content

5. Click .

The asset is rated and reviewed. The rating and review appear on the Ratings and Reviews page.



Use the following options to manage ratings and reviews:



Use this option to update your rating and review.



Use this option to delete a rating and review.

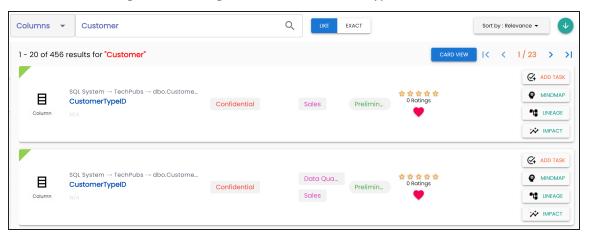
To improve productivity and collaboration, you can create tasks related to technical, business, and marketplace assets. These tasks may be to-do tasks, access requests, or issues. You can manage the task types via Action Center Settings.

To add tasks, follow these steps:

1. On the **Discover Assets** dashboard, click the required **<Asset_Type>** card.

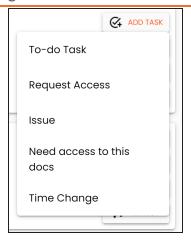
A list of assets appears. Use the search box to find the required asset.

For example, in the following image, a columns list appears after entering Claim Count as the search string and selecting Columns as the asset type.



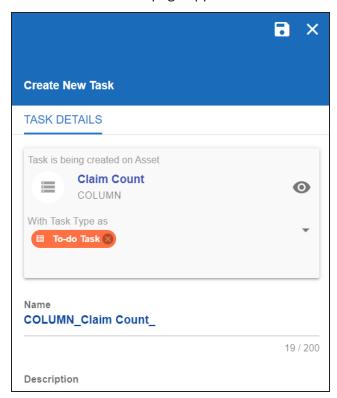
2. Click Add Task.

A list of task types appears.



3. Click the required task type.

The Create New Task page appears.

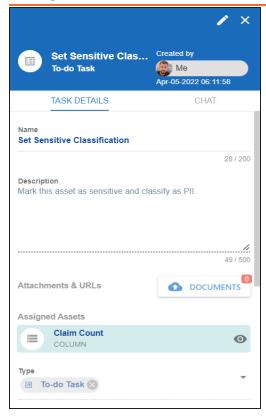


4. Enter appropriate values in the fields. Refer to the following table for field descriptions.

Field Name	Description
Task is being created on Asset	Specifies the asset for which the task is being created. For example, Column.
With Task Type	Specifies the task type.
as	For example, To-do Task.
Name	Specifies the name of the task. By default, it auto-populates with a name in the following format: <asset_type>_<asset_name>. You can edit it and rename the task.</asset_name></asset_type>
	For example, Set Sensitive Classification.
Description	Specifies a description of a task.
	For example: Mark this asset as sensitive and classify as PII.
Important	Specifies whether the task is important
Due	Specifies the due date of the task. To set the due date, click .
Assign Users	Specifies the users assigned to the task. You can assign DI and BU users from the list.
	For a business asset, users with Data Governance (DG) assignment and the one who creates the task are assigned to the task by default.
External user	Specifies the email ID of external users.
emails	For example, chris.harris@quest.com

5. Click .

The task is created and saved. To edit the task details and attach relevant documents, click You can manage tasks via My Action Center.



Chat

Use the Chat tab to send messages to the assigned and external users of a task.

On the **Chat** tab, enter your message in the text box and use the following options:

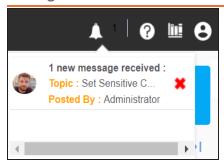
Assigned

Use this option to send messages to the assigned users.

External Users

Use this option to send messages to external users.

Users are notified via Messaging Center.



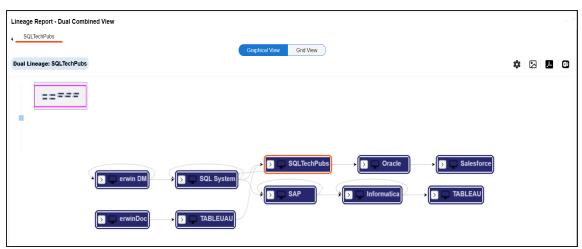
Viewing Lineage

You can view the lineage of a technical asset and trace its origin, transformations, and destination after source to target mappings.

To view lineage, on the **<Technical_Asset>** tile or page, click **Lineage**.

The Lineage Report - Dual Combined View page appears. By default, the lineage appears in graphical view.

For example, the following image displays dual lineage of a system, SQLTechPubs.



You can view lineage at system, environment, table, and column levels. For more information, on analyzing lineage at different levels, refer to the following:

- System
- **Environment**
- Table
- Column

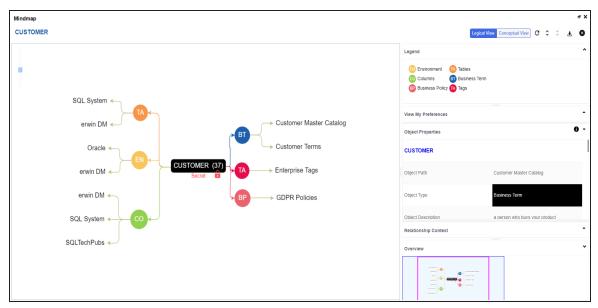
Viewing Mind Maps

A mind map is a pictorial representation of associated assets. You can view sensitivity of assets, logical and expanded logical name of tables and columns, and relationships between assets. You can also filter the mind map contents based on asset types and relationships to view a focused mind map.

To view mind map, on the asset tile or page, click **Mind Map**.

The mind map of the asset appears.

For example, in the following image displays mind map of a business term, Customer.



With Discover Assets, you can view and analyze mind maps of both technical, busines, and marketplace assets.

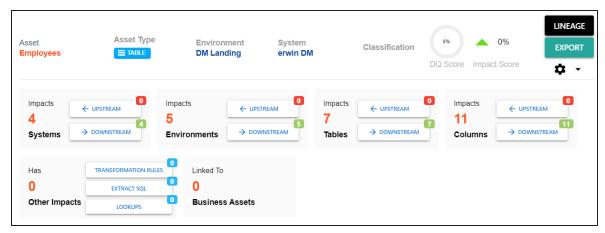
Viewing Impact

A technical asset may act as a source, target, or both in mapping projects. Impact analysis of a technical asset displays the impact of the technical asset as source and target, and also display links to the source to target mappings. Additionally, impact analysis of tables and columns displays:

- Indirect impact (upstream and downstream)
- Other impacts (business rules, source extract SQL, and lookups)

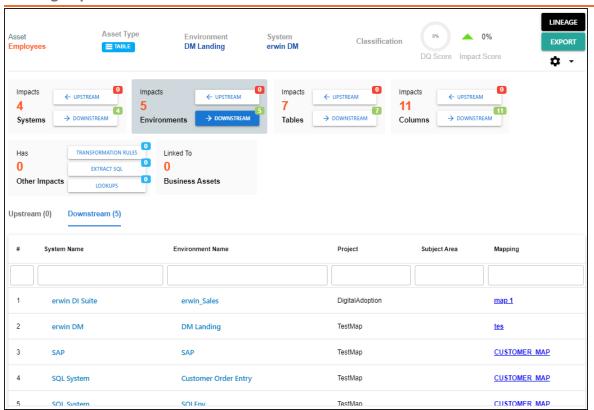
To view impact of an asset, on the <Technical_Asset> tile or page, click Impact.

The asset impact page appears.

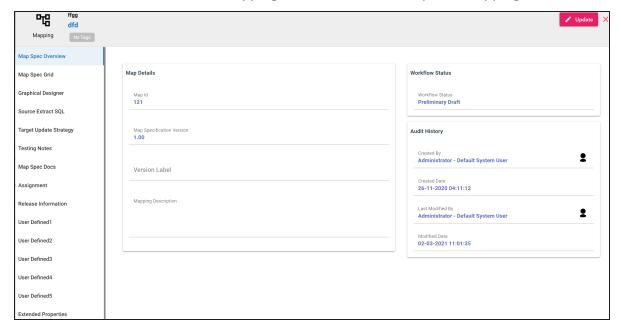


Dependent assets are linked to source and target mapping. Click a card to view upstream or downstream dependencies of the selected asset.

Viewing Impact



You can click the link under the Mapping column to view and update mappings.



Viewing Impact

For more information on working on impact of technical assets, refer to the **Running Impact** Analysis topic.

Comparing Assets

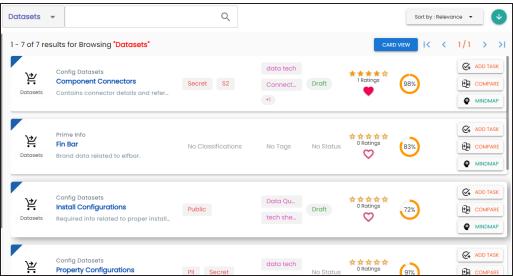
You can compare business and marketplace assets side by side to gain more insight and see asset property differences using Discover Assets. You can compare them based on similarity or distinct properties and more.

This topic walks you through comparing datasets (marketplace asset). Similarly, you can compare business assets using the Discover Assets module.

To compare datasets, follow these steps:

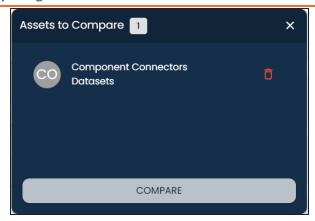
1. From the Discover Assets module, click Datasets.

The datasets list appears in the List View by default.



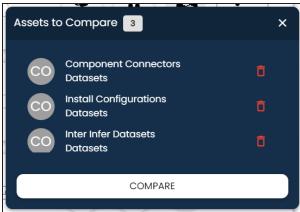
2. Select a dataset that you want to compare and then, click COMPARE The Asset to Compare pane appears.





Alternatively, you can also compare assets in the Grid View tab.

3. Choose other required assets that you wish to compare and then click COMPARE Selected assets are added to the Asset to Compare sheet.

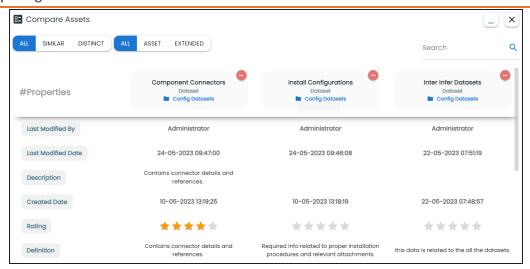


You can click to remove assets from the compare list.

4. Click **Compare**.

The Compare Assets page appears and displays the side by side comparison of asset properties for the selected assets.

Comparing Assets



Also, use the Search box to search and compare specific properties of the assets in comparison.

On the Compare Assets pane, you can compare assets using the property filter options to enhance the business and marketplace asset comparison.

Use the following options to compare assets based on similar or distinct properties:

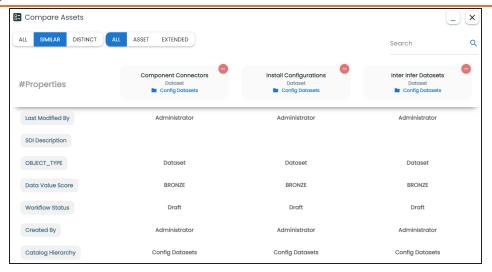
All

Use this option to view all asset properties for comparison.

Similar

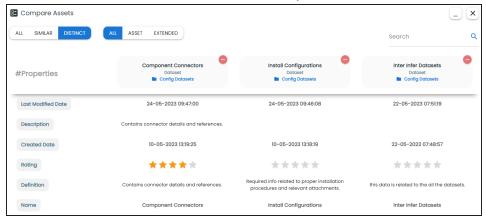
Use this option to view only the asset properties that are similar to the assets in comparison. For example, the following image displays properties that are similar to the assets in comparison.

Comparing Assets



Distinct

Use this option to view only the asset properties that are different from the assets in comparison. For example, the following image displays the properties that are different between the assets in comparison.



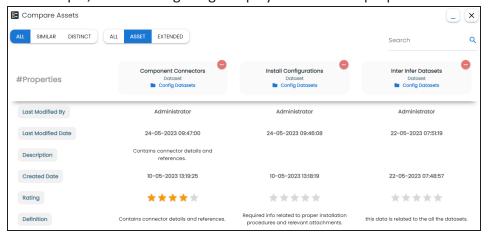
Use the following options to compare assets based on similar or distinct properties:

ΑII

Use this option to view all asset properties for comparison.

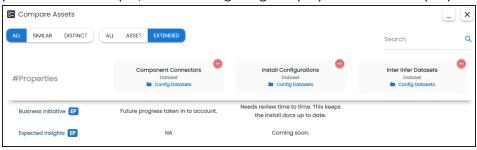
Asset

Use this option to view only the asset properties of the assets in comparison. For example, the following image displays all the asset properties.



Extended

Use this option to view only the extended properties of the assets in comparison. For example, the following image displays the extended properties.



Proposing Assets

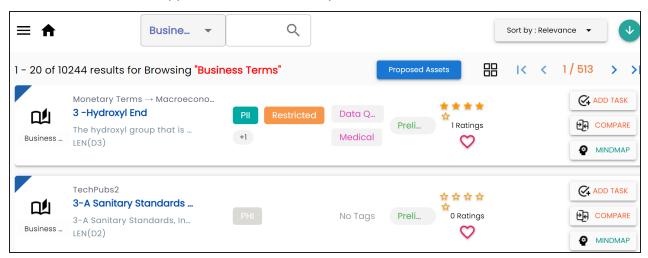
You can now propose new business and marketplace assets, and view the proposed assets from other users.

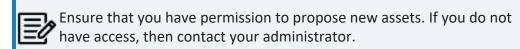
This topic walks you through proposing business terms. Similarly, you can propose other business and marketplace assets using the Discover Assets module.

To propose business terms, follow these steps:

1. From the Discover Assets module, click **Business Terms**.

The business terms list appears in the List View by default.

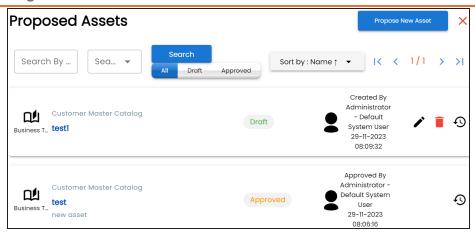




2. Click Proposed Assets.

The Proposed Assets page appears.

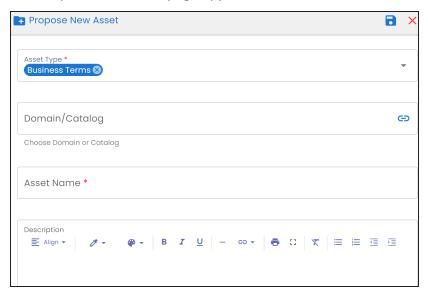
Proposing Assets



You can view proposed assets from other users, or you can propose a new.

3. Click Propose New Asset.

The Propose New Asset page appears.



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

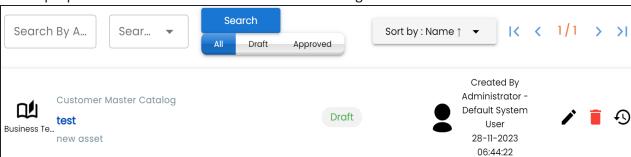
Field	Description
Asset Type	Specifies the type of asset
Domain/Catalog	Specifies the domain or catalog name of business terms. You can

Proposing Assets

Field	Description
	either create a new domain or catalog or click 🗢 to select the exist-
	ing catalogs from the list.
Asset Name	Specifies the name of the asset
Description	Specifies the description of the asset type

5. Click Save and Exit.

A new proposed asset is created and the status is changed to Draft.



Use the following options to work on proposed assets:



Use this option to edit a proposed asset.

Use this option to delete a proposed asset.

Use this option to view all the actions performed on the proposed asset.

Once you propose an asset, it requires further action for review and approval. For more information, refer to the Managing Proposed Business Assets and Managing Proposed Marketplace Assets topics.