

GUIDE

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# Quest Data Intelligence

Resource Management Guide 16.0



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# Resource Manager

This section walks you through managing resources in the Resource Manager.

The Resource Manager is key to data governance where you do the following:

- Create roles and users
- Assign roles to users for the access level permissions
- Assign technical and business assets to users and roles in bulk
- View access rights
- Create roles group based on governance responsibilities
- View governance responsibilities report
- Create profiles to set up user-specific mapping grid views in the Mapping Manager and code value grid views in the Codeset Manager

The application has a default Administrator user, Administrator role, and a Default profile which you cannot edit or delete.

To access the Resource Manager, go to **Application Menu > Data Catalog > Resource Manager**. The Resource Manager dashboard appears:

The screenshot shows the Quest Data Intelligence Resource Manager interface. The top navigation bar includes 'Quest Data Intelligence' and 'Resource Manager'. Below this is a sub-navigation bar with tabs: 'Users', 'Roles', 'Profiles', 'Governance Responsibilities', and 'Access Rights Report'. The 'Users' tab is selected, indicated by a red box labeled '1'. On the left sidebar, there is a 'SETTINGS' section and a 'USERS (26)' section. The 'USERS (26)' section is highlighted with a red box labeled '2' and contains a list of users: 'AD Administrator Administrator - Default Syste', 'DV dvaghani Daya Vaghani', and 'ES esimpson Erica Simpson'. The main content area displays the 'User Details' for the 'Administrator' user, with a red box labeled '3' highlighting the details. The details are organized into two columns. The left column includes fields: Login Type (Database), User ID (Administrator), User Full Name (Administrator - Default System U), Password (masked with slashes), Mobile (999999999), Company Title (Administrator), Default Role (Admin), Created By (System), Last Modified By (Administrator), and Landing Module (Mapping Manager). The right column includes fields: Telephone Number (999999999), Email ID (abc@abc.com), Alternate Telephone Number (999999999), Manager Name, Company (erwin, Inc.), Created Date Time (26-02-2020 03:48:28), Last Modified Date Time (07-01-2025 10:33:43), Theme (erwin), Language Preference (English), and User Type (DI).

## Resource Manager

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UI Section	Function
1-Utility Pane	Use this pane to navigate through Users, Roles, Profiles, Governance Responsibilities, and Access Rights Report.
2-Browser Pane	Based on your selection in the utility pane, use this pane to browse through users list, roles list, profiles, roles group, and generate tokens for cloud-based application.
3-Right Pane	Use this pane to view or work on the data displayed based on your selection in the browser pane.

Managing resources involves the following:

- [Creating and managing roles](#)
- [Creating and managing users](#)
- [Creating and managing profiles](#)
- [Viewing access rights report](#)
- [Configuring governance responsibilities](#)
- [Generating authentication tokens for Quest Data Intelligence cloud](#)



# Creating Roles

Use roles to assign access-level permissions to users. While few roles are available by default in Quest DI, you can create custom roles.



The Administrator role is system-generated and you cannot edit or delete it.

To create roles, follow these steps:

1. Go to **Application Menu > Data Catalog > Resource Manager**.

The Resource Manager page appears. By default the Users tab opens.

Users	Roles	Profiles	Governance Responsibilities	Access Rights Report
SETTINGS	User Details	User Account Activities	User Assignments	Access Rights
USERS (26)	Login Type	Database	Telephone Number	9999999999
AD Administrator Administrator - Default System	User ID	Administrator	Email ID	abc@abc.com
DV dvaghani Daya Vaghani	User Full Name	Administrator - Default System U	Alternate Telephone Number	9999999999
ES esimpson Erica Simpson	Password	/ / / / / / / /	Manager Name	
JA jadams Joey Adams	Mobile	9999999999	Company	erwin, Inc.
	Company Title	Administrator	Created Date Time	26-02-2020 03:48:28
	Default Role	Admin	Last Modified Date Time	26-02-2020 03:48:28
	Created By	System	Theme	erwin
	Last Modified By	System	Language Preference	English

2. Click the **Roles** tab.

Users	Roles	Profiles
AD Administrator	Role	
DO Data Owner_GER	Role Name	
DO Data Owner_RO	Role Description	
DO Data Owner_UK	Permissions Tree	
DS Data Steward_GER		
DS Data Steward_Hung		
DS Data Steward_RO		

### Creating Roles

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3. Click .

The Role page appears.

Role

Save

Cancel

Role Name\*

Note: Role Name once created cannot be edited

Business Name

Role Type

DI

Role Description

Permissions Tree

Permissions

Module Visibility

QuestAI

Resource Manager

Metadata Manager

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

## Creating Roles

Tab	Description
Role Name	Specifies the user-defined role name. For example, Data Steward_AsiaPacific.
Business Name	Specifies the user-defined business name. For example, Data_Steward_Mapping.
Role Type	Specifies the role type <ul style="list-style-type: none"><li>▪ <b>DI</b>: Indicates that the role is available only for a Data Intelligence (DI) user</li><li>▪ <b>BU</b>: Indicates that the role is available only for a Business User (BU)</li></ul>
Role Description	Specifies the role description. For example, This role has access to the Resource Manager and Mapping Manager.

5. Under the **Permissions Tree** section, select the check boxes corresponding to the modules and the permission objects for which you want to grant access to the role.

DI users have access to all the available permission options. Whereas BU users have access to a subset of permissions. Refer to the following table for the description of the Permission options and the access rights available to the BU users.

Permission Options	Description	BU User Access Permissions
Module Visibility	Specifies the visibility of the listed modules in the application	No
Modules	Specifies the modules accessible to the role, such as QuestAI, Metadata Manager, Mapping Manager, Data Marketplace, and other relevant modules based	Access to only these module options and a limited selection of permissions within these modules: QuestAI(except the QuestAI Stewardship Assistant ), Resource Manager, Metadata Manager, Mapping Manager, Codeset Manager, Reference Data Man-

## Creating Roles

Permission Options	Description	BU User Access Permissions
	on your role	ager, Reporting Manager, Data Marketplace, Business Glossary Manager, Discover Assets, and My Action Center.
Reviews	Specifies the add, view, update, and delete review options	Yes
Settings	Specifies the access to settings for the modules, license key, and miscellaneous configurations	Access to a limited selection of permissions
Lineage	Specifies the lineage access with a list of metadata properties	Yes
Master Access	Specifies the permission object for master access	No
Proposed Asset	Specifies a list of permission options for managing business and marketplace assets	Access to a limited selection of permissions
My Settings	Specifies a list of permission options for Language Preference, Password and User Tokens	Access to a limited selection of permissions
QuestAI Stewardship Assistant	Specifies the permission object for QuestAI Stewardship Assistant access	No
QuestAI Inline	Specifies the permission	No

## Creating Roles

Permission Options	Description	BU User Access Permissions
Assist	to access QuestAI Inline Assist for business assets, marketplace assets, and technical assets (tables and columns)	

6. Click **Save**.

A role is created and added to the Roles list.

Users		Roles	
			Role
AD	Administrator Type: DI		
DO	Data Owner_GER Type: DI		Role Name
DO	Data Owner_RO Type: DI		Business Name
DO	Data Owner_UK Type: DI		Role Type
DO	Data Owner_UK Type: DI		Role Description
DS	Data Steward_AsiaPacific Type: DI		Permissions Tree
DS	Data Steward_GER Type: DI		
DS	Data Steward_Hung Type: DI		
DS	Data Steward_RO Type: DI		

Once a role is created, you can:

- [Assign it to users](#)
- [Configure access rights](#)

## Creating Roles

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You can also manage roles by using the options available on clicking the role. [Managing roles](#) involves:

- Editing roles
- Deleting roles
- Cloning roles

# Configuring Access Rights

You can configure role access rights and assign assets to roles. Assets here refer to the environments in Metadata Manager, projects in Mapping Manager, and catalogs in Business Glossary Manager.

To configure access rights, follow these steps:

1. On the **Roles** tab, click a role.

By default, the Role tab opens.

The screenshot displays the 'Roles' tab in a configuration interface. On the left, a list of roles is shown, with 'Data Owner\_RO' (Type: DI) selected and highlighted in orange. The main area is divided into two panes: 'Role' and 'Access Rights'. The 'Role' pane contains fields for 'Role Name' (Data Owner\_RO), 'Business Name' (Data Owner\_RO), 'Role Type' (DI), and 'Role Description' (This role is accountable for who has access to in functional areas for Romania. It may decide to re access request individually or may define a set o). The 'Access Rights' pane shows a 'Permissions Tree' with a checked 'Permissions' box and three sub-items: 'Resource Manager' (unchecked), 'Metadata Manager' (checked), and 'Mapping Manager' (checked). At the top right of the 'Access Rights' pane are buttons for 'Edit', 'Delete', and 'Clone Role'.

2. Click the **Access Rights** tab.

By default, the Metadata pane appears. It displays the environments assigned to the role.



## Configuring Access Rights

Role: **Access Rights**

**Metadata**

Type keyword

Assigned Assets All Assets

- erwin DI Suite
  - erwin\_Sales
- SQLTechPubs
  - SQLTechPubs
- erwin DM
  - DM Landing

Mapping Projects

Business Glossary

10 Assigned Assets 2 Assigned Users

3/23 Metadata Environments 3/16 Mapping Projects

1/9 Business Terms Catalogs 1/2 Business Policies Catalogs

Assigned : 3 Unassigned : 20

3 20

3. Click the required pane and switch **Assigned Assets** to **All Assets**.

For example, if you switch to All Assets in the Metadata pane, all the environments appear.

Role: **Access Rights**

**Metadata**

Type keyword

Assigned Assets All Assets Save

- erwin DI Suite
  - erwin\_Sales
- MS Excel
  - TechPubs
- SQLTechPubs
  - DM\_Landing\_158
  - erwinSales
  - SQLTechPubs
- New

Mapping Projects

Business Glossary

10 Assigned Assets 2 Assigned Users

3/23 Metadata Environments 3/16 Mapping Projects

1/9 Business Terms Catalogs 1/2 Business Policies Catalogs

Assigned : 3 Unassigned : 20

3 20

4. Select the required assets.

## Configuring Access Rights

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5. Click **Save**.

The selected assets are assigned to the role.

After, assigning assets to roles, you can view a summary of role assignments with the help of infographics.

## Viewing Infographics

The Access Rights tab displays metrics that help you analyze and track role assignments. It presents this information using statistical boards, charts, or graphs.

### Statistical Boards

The following statistical boards display metrics about role assignments:

10 Assigned Assets	2 Assigned Users	3/23 Metadata Environments
3/16 Mapping Projects	1/9 Business Terms Catalogs	1/2 Business Policies Catalogs
1/2 Business Rules Catalogs		

- **Assigned Assets:** It displays the total number of assigned assets to the role. This includes all the environments, projects, and catalogs assigned to the role.
- **Assigned Users:** It displays the number of user assigned to the role.
- **Metadata Environments:** It displays the number of environments in the Metadata Manager assigned to the role.
- **Mapping Projects:** It displays the number of projects in the Mapping Manager assigned to the role.
- **Business Terms Catalogs:** It displays the number of business terms catalogs in the Business Glossary Manager assigned to the role.

## Configuring Access Rights

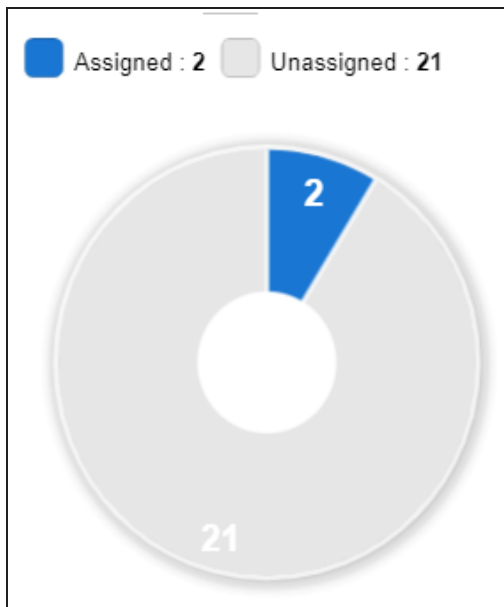
---

- **Business Policies Catalogs:** It displays the number of business policies catalogs in the Business Glossary Manager assigned to the role.
- **Business Rules Catalogs:** It displays the number of business rules catalogs in the Business Glossary Manager assigned to the role.

## Metadata

In the Metadata pane, the pie-chart displays the number of assigned and unassigned environments to the role. The blue colored slice corresponds to the assigned environments.

For example, the following pie-chart displays two assigned environments and twenty-one unassigned environments.



## Mapping Projects

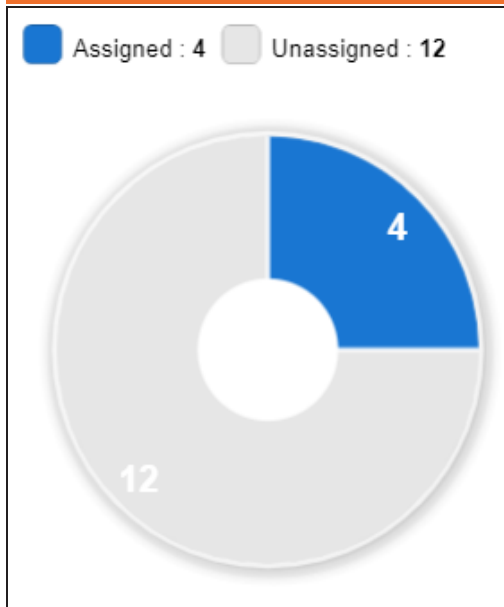
In the Mapping Projects pane, the pie-chart displays the number of assigned and unassigned projects to the role.

The blue colored slice corresponds to the assigned projects.

For example, the following chart displays four assigned projects and twelve unassigned projects.

## Configuring Access Rights

---



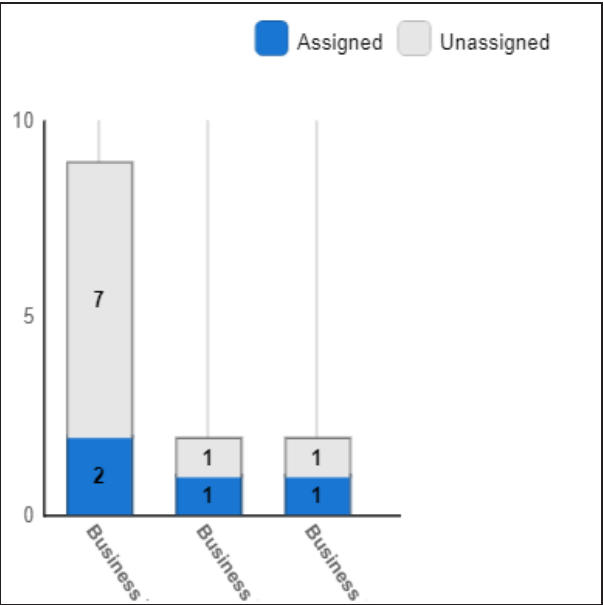
## Business Glossary

In the Business Glossary pane, the bar graph displays the number of assigned and unassigned catalogs of each type.

The blue colored segment of the bar corresponds to assigned catalogs.

For example, the following bar graph displays two assigned business terms catalogs and seven unassigned business terms catalogs.

Configuring Access Rights



# Managing Roles

Managing Roles involves:

- Editing or deleting Roles
- Cloning Roles

To manage Roles, follow these steps:

1. On the **Roles** tab, click a role.

By default, the Role tab opens.

The screenshot shows the 'Roles' management interface. On the left, there is a list of roles under the 'Roles' tab. The roles listed are: Administrator (Type: DI), Data Owner\_GER (Type: DI), Data Owner\_RO (Type: DI), Data Owner\_UK (Type: DI), and Data Steward\_AsiaPacific (Type: DI). The 'Data Owner\_GER' role is selected and highlighted. On the right, the 'Role' tab is active, showing the details for the selected role. The details include: Role Name (Data Owner\_GER), Business Name (Data Owner\_GER), Role Type (DI), and Role Description (This role is accountable for who has access to in functional areas for Germany area. It may decide each access request individually or may define a...). There are buttons for 'Edit', 'Delete', and 'Clone Role' at the top right of the role details section.

2. Use the following options on the Role tab:

### Edit

Use this option to update roles. You can update the Permission Tree and Role Description.



You cannot edit the Role Name.

### Delete

Use this option to delete a role that is no longer required.


### Clone Role

Use this option to clone a role. The cloned role can have different role name and description.

# Creating Users and Assigning Roles

Users are used to grant members of your team access to Quest DI and your projects. While a few users are available by default, you can create users for your organization using the Resource Manager. While you create users, you also assign them roles to define their access-level permissions.

When you upgrade from 11.5 or lower app version, the Business User Portal (BUP) users migrate to the latest Quest DI version as BU user type.




The Administrator user is available by default and you cannot edit or delete this user.

To create users, follow these steps:

1. Go to **Application Menu > Data Catalog > Resource Manager**.

By default, the Users tab opens.

Users	Roles	Profiles	Governance Responsibilities	Access Rights Report																		
<div>SETTINGS</div> <div>USERS (25)</div> <div><div>Administrator</div><div>Administrator - Default System User</div></div> <div><div>JD</div><div>John Doe</div><div>John Doe</div></div> <div><div>JW</div><div>Joey Wilson</div><div>Joey Wilson</div></div> <div><div>LM</div><div>Imichal</div><div>Lugman Michal</div></div> <div><div>MA</div><div>madams</div><div>Mike Adams</div></div> <div>+</div>	<div>User Details</div> <div>User Account Activities</div> <div>User Assignments</div> <div>Access Rights</div>	<div>Login Type</div> <div>Database</div>	<div>User ID</div> <div>Administrator</div>	<div>User Full Name</div> <div>Administrator - Default System User</div>	<div>Password</div> <div>/ / / / / / / /</div>	<div>Mobile</div> <div>9999999999</div>	<div>Company Title</div> <div>Administrator</div>	<div>Default Role</div> <div>Admin</div>	<div>Created By</div> <div>System</div>	<div>Last Modified By</div> <div>System</div>	<div>Landing Module</div> <div>Mapping Manager</div>	<div>User Image</div> <div></div>	<div>Telephone Number</div> <div>9999999999</div>	<div>Email ID</div> <div>abc@abc.com</div>	<div>Alternate Telephone Number</div> <div>9999999999</div>	<div>Manager Name</div> <div></div>	<div>Company</div> <div>erwin, Inc.</div>	<div>Created Date Time</div> <div>02/26/2020 03:48:28</div>	<div>Last Modified Date Time</div> <div>02/26/2020 03:48:28</div>	<div>Theme</div> <div>erwin</div>	<div>Language Preference</div> <div>English</div>	<div>User Type</div> <div>DI</div>

2. Click .

The New User page appears.



## Creating Users and Assigning Roles

**New User**

Login Type: Database

User ID\*: [Text Field]

User Full Name\*: [Text Field]

Password\*: [Text Field]

Mobile: [Text Field]

Company Title: [Text Field]

Default Role: [Text Field]

Landing Module: Mapping Manager

User Roles\*

Available Roles:

- Administrator
- Data Owner\_GER
- Data Owner\_RO
- Data Owner\_UK
- Data Steward\_GER
- Data Steward\_Hung
- Data Steward\_RO
- Data Steward\_UK
- ETL Developer
- Mapping Admin
- Master Designer

Assigned Roles:

Telephone Number: [Text Field]

Email ID\*: [Text Field]

Alternate Telephone Number: [Text Field]

Manager Name: [Text Field]

Company: [Text Field]

Send Email: ☒

Theme: erwin (Web Blue)

Language Preference: English

User Type: DI

User Image: [Text Field]

Drag-n-Drop files here or click to select files for upload.





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



The fields marked with an asterisk (\*) is mandatory.

Field Name	Description
Login Type	<p>Specifies whether the user type is Database, LDAP (Lightweight Directory Access Protocol), SAML (Security Assertion Markup Language), or NON LOGIN.</p> <p>For example, Database.</p> <ul style="list-style-type: none"><li>▪ <b>Database:</b> Select this option if the user authentication is through the credentials created in the Resource Manager.</li><li>▪ <b>LDAP:</b> Select this option if the user authentication is through a directory server, such as MS Active Directory, OpenLDAP or OpenDJ.</li><li>▪ <b>SAML:</b> Select this option if the user authentication is through SAML attributes.</li></ul> <p>For more details on configuring SSO, refer to the <a href="#">SSO Configuration Guide</a>.</p>


## Creating Users and Assigning Roles

Field Name	Description
	<ul style="list-style-type: none"><li>▪ <b>NON LOGIN:</b> Select this option if the user is not required to log on to the application.</li></ul>
User ID*	Specifies the user name of the user to log on to Quest DI. For example, Imichal.
User Full Name*	Specifies the user's full name. For example, Luqman Michal.
Password*	Specifies the password to log on to Quest DI. For example, Luqman@1.  The administrator provides a default password, which can be changed later. The administrator can also enforce a password policy. For more information on enforcing password policy, refer to the <a href="#">Configuring Settings</a> topic.
Mobile	Specifies the user's valid mobile number. For example, +658374414288.
Company Title	Specifies the user's company title or designation. For example, Data Administrator.
Default Role	Specifies the default role of the user. For example, Data Steward_RO.
Landing Module	Specifies the landing module for the user. For example, Mapping Manager.  The Landing Module is the first page displayed when a user logs in.
User Roles*	Select roles under Available Roles list-box and move them to Assigned Roles list-box using the arrows (  or  ). Similarly, to change existing role assignment, select roles under Assigned Roles list-box and move them back to Available Roles list-box using the arrows (  or  ).  For adding a new role under the Available Roles list-box, refer to the

## Creating Users and Assigning Roles

Field Name	Description
	<a href="#">Creating Roles</a> topic. You can assign the Legacy Data Steward role to a user. This enables you to assign this user as a Data Steward in the Metadata Manager and Reference Data Manager.
Telephone Number	Specifies the valid telephone number of the user. For example, 1-800-783-7946.
Email ID*	Specifies the user's email address. For example, l.michal@mauris.edu
Alternate Telephone Number	Specifies the user's valid alternate telephone number. For example, 1-802-456-7946.
Manager Name	Specifies the name of the user's reporting manager. For example, John Doe.
Company	Specifies the name of the user's company. For example, ABC Consulting Services.
Send Email	Specifies whether to send email to the user's email ID. Select the Send Email check box to send an email notification to the user's email ID. For more information on configuring notifications, refer to the <a href="#">Configuring Notifications</a> topic.
Theme	Specifies the theme for the user to set the appearance of Quest DI. By default, it is set to Quest (Web Blue).
Language Preference	Specifies the language preferred by the user. For example, English. For more information on language settings, refer to the <a href="#">Configuring Language Settings</a> topic.
User Type	Specifies the user type. <ul style="list-style-type: none"><li>▪ DI: Indicates the user type is Data Intelligence (DI), and the</li></ul>

## Creating Users and Assigning Roles

Field Name	Description
	users have access to DI, and BU modules <ul style="list-style-type: none"><li>▪ <b>BU:</b> Indicates that the user type is Business User (BU), and the users have access to BU module</li></ul>
User Image	Specifies the physical image file being attached to the user. Drag and drop a user's image file or click  to select and upload the image file.

4. Click .

A new user is created and added to the Users list.

Once a user is created, you can [configure its access rights](#) with respect to the assets in the Metadata Manager, Mapping Manager, and Business Glossary Manager. After assigning users to projects and mappings, you can view the user activity report and mapping assignments on the [User Assignments](#) tab.

You can also manage a user by using the options available on clicking the user. [Managing users](#) involves:

- Editing
- Deleting
- Viewing user account activities
- Viewing users activity history


# Configuring Access Rights

You can configure user access rights and assign assets to users. Assets here refer to the environments in Metadata Manager, projects in Mapping Manager, and catalogs in Business Glossary Manager.

To configure access rights, follow these steps:

1. On the **Users** tab, click a user.

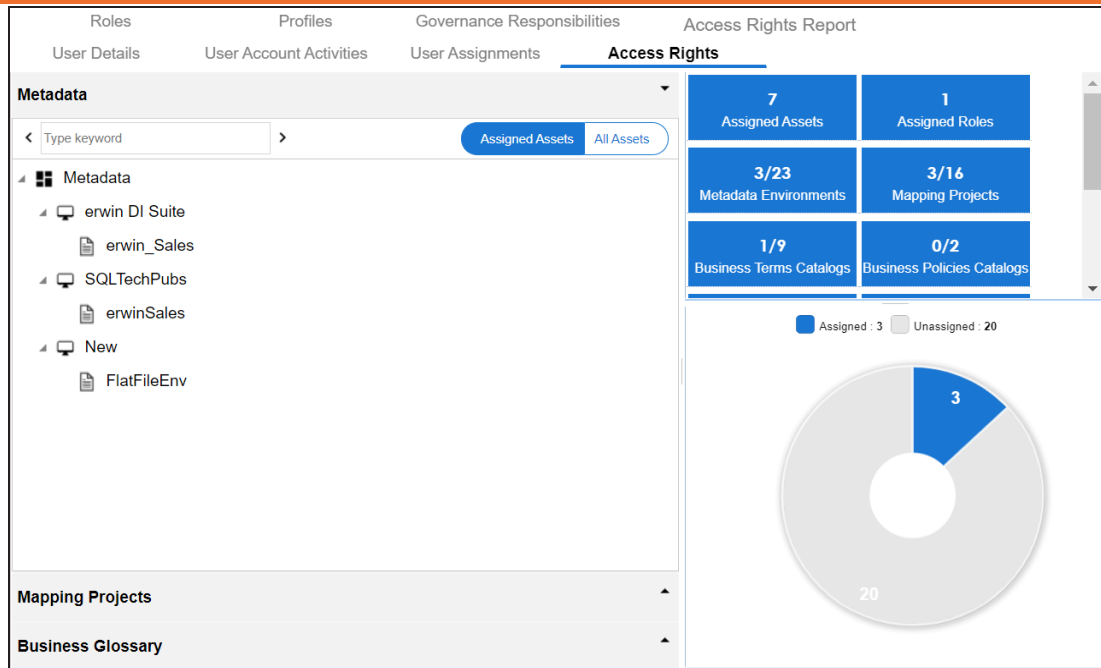
By default, the User Details tab opens.

User Details	User Account Activities	User Assignments	Access Rights
User Type	<input type="text" value="Database"/>	Telephone Number	<input type="text"/>
User ID	<input type="text" value="janedoe"/>	Email ID	<input type="text" value="jane.doe@edufirm.com"/>
User Full Name	<input type="text" value="Jane Doe"/>	Alternate Telephone Number	<input type="text"/>
Password	<input type="text" value="...."/>	Manager Name	<input type="text" value="K.Sridhar"/>
Mobile	<input type="text"/>	Company	<input type="text"/>
Company Title	<input type="text"/>	Created Date Time	<input type="text" value="08/07/2020 07:27:45"/>
Default Role	<input type="text" value="Mapping Designer"/>	Last Modified Date Time	<input type="text" value="09/29/2020 10:08:56"/>
Created By	<input type="text" value="Administrator"/>	Theme	<input type="text" value="erwin"/>
Last Modified By	<input type="text" value="Administrator"/>	Language Preference	<input type="text" value="English"/>
Landing Module	<input type="text" value="Mapping Manager"/>		
User Image			
User Roles			
Role Name		Role Description	

2. Click the **Access Rights** tab.

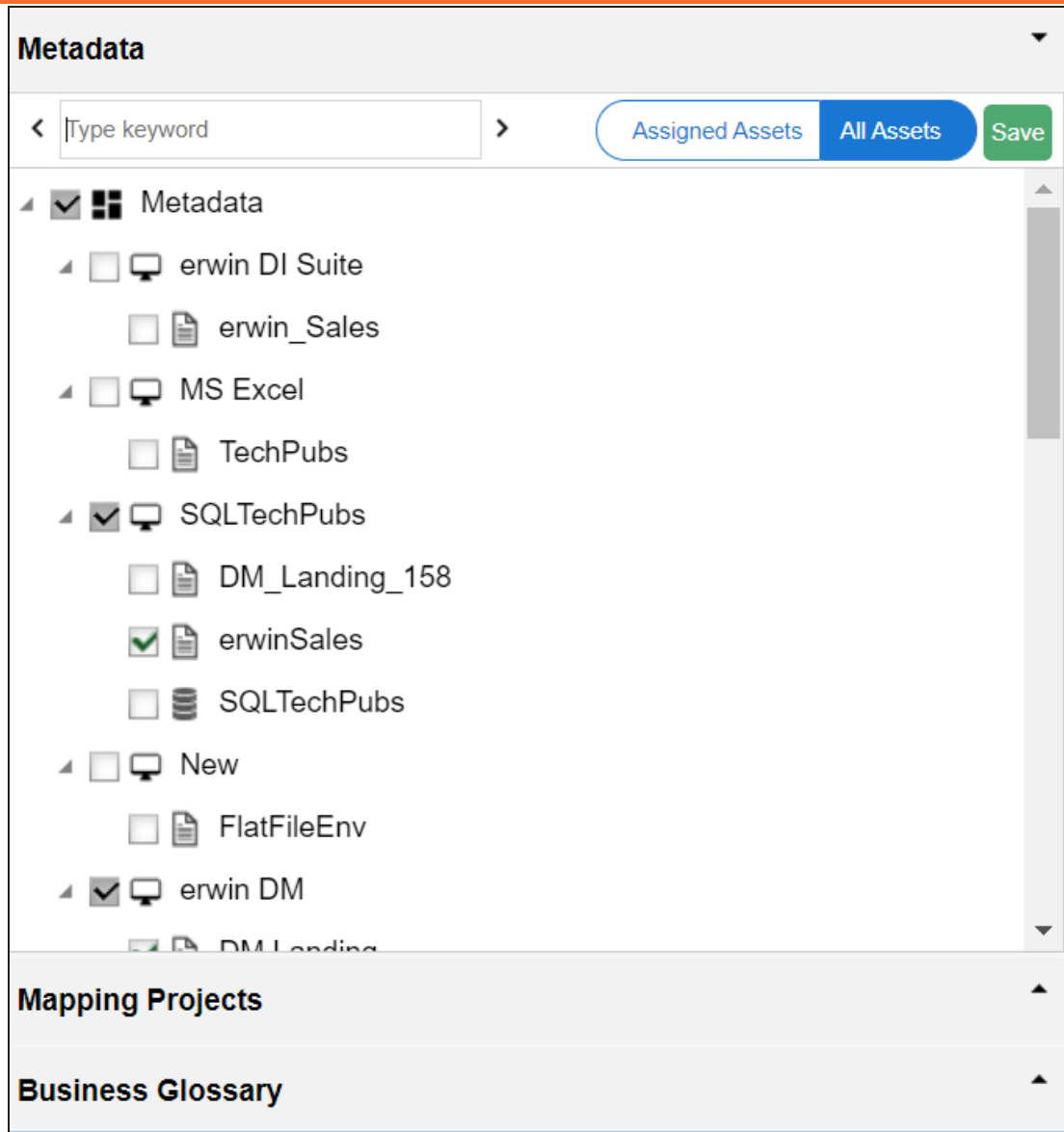
By default, the Metadata pane appears. It displays the environment assigned to the role.

## Configuring Access Rights



3. Click the required pane and switch **Assigned Assets** to **All Assets**.

For example, if you switch to All Assets in the Metadata pane, all the environments appear.



4. Select the required assets.

5. Click **Save**.

The selected assets are assigned to the user.

After, assigning assets to roles, you can view a summary of user assignments with the help of infographics.



### Viewing Infographics

The Access Rights tab displays metrics that help you analyze and track user assignments. It presents this information using statistical boards, charts, or graphs.

#### Statistical Boards

The following statistical boards display metrics about user assignments:

<b>10</b> Assigned Assets	<b>1</b> Assigned Roles
<b>2/23</b> Metadata Environments	<b>4/16</b> Mapping Projects
<b>2/9</b> Business Terms Catalogs	<b>1/2</b> Business Policies Catalogs
<b>1/2</b> Business Rules Catalogs	<b>0/0</b> DM NSM Files Catalogs

- **Assigned Assets:** It displays the total number of assigned assets. This includes all the environments, projects, and catalogs assigned to the user.
- **Assigned Roles:** It displays the number of roles assigned to the user.
- **Metadata Environments:** It displays the number of environments in the Metadata Manager assigned to the user.
- **Mapping Projects:** It displays the number of projects in the Mapping Manager assigned to the user.
- **Business Terms Catalogs:** It displays the number of business terms catalogs in the Business Glossary Manager assigned to the user.

## Configuring Access Rights

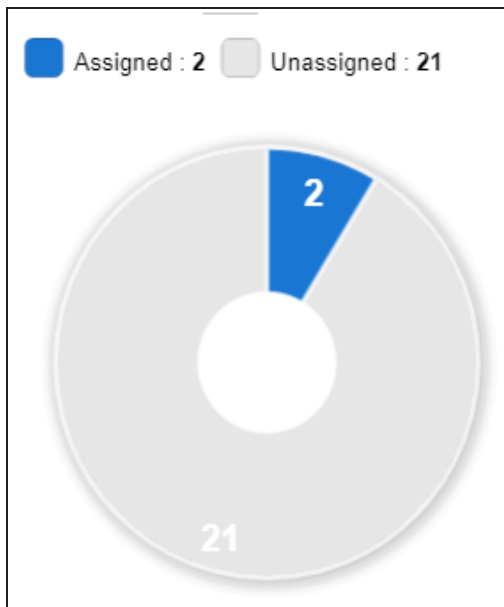
---

- **Business Policies Catalogs:** It displays the number of business policies catalogs in the Business Glossary Manager assigned to the user.
- **Business Rules Catalogs:** It displays the number of business rules catalogs in the Business Glossary Manager assigned to the user.

## Metadata

In the Metadata pane, the pie-chart displays the number of assigned and unassigned environments to the user. The blue colored slice corresponds to the assigned environments.

For example, the following pie-chart displays two assigned environments and twenty-one unassigned environments.



## Mapping Projects

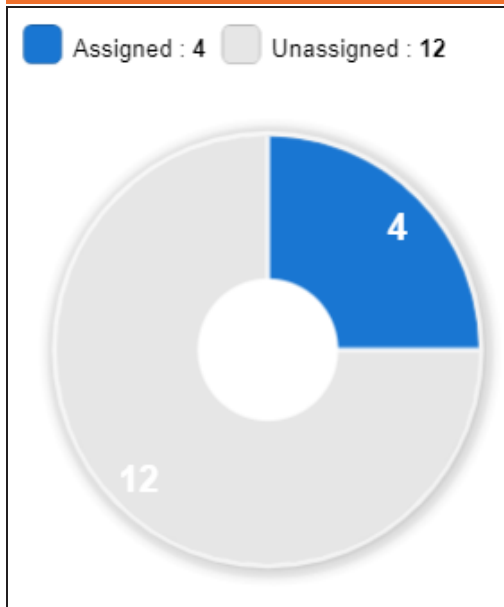
In the Mapping Projects pane, the pie-chart displays the number of assigned and unassigned projects to the user.

The blue colored slice corresponds to the assigned projects.

For example, the following chart displays four assigned projects and twelve unassigned projects.

## Configuring Access Rights

---



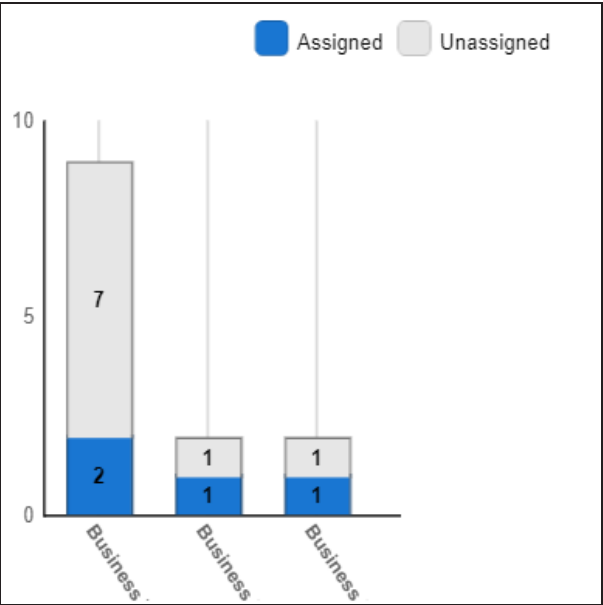
## Business Glossary

In the Business Glossary pane, the bar graph displays the number of assigned and unassigned catalogs of each type.

The blue colored segment of the bar corresponds to assigned catalogs.

For example, the following bar graph displays two assigned business terms catalogs and seven unassigned business terms catalogs.

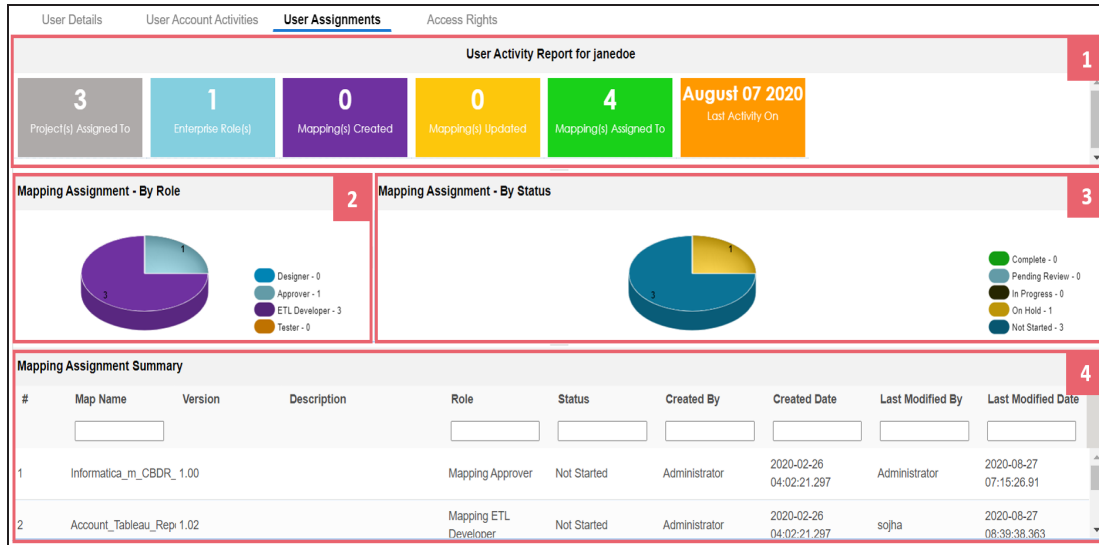
Configuring Access Rights



### Viewing User Assignments

The User Assignments tab displays metrics that help you analyze and track user assignments with respect to the Mapping Manager. It presents this information using statistical boards, charts, and grid.

To view user assignments, on the **Users** tab, click the **User Assignments** tab.

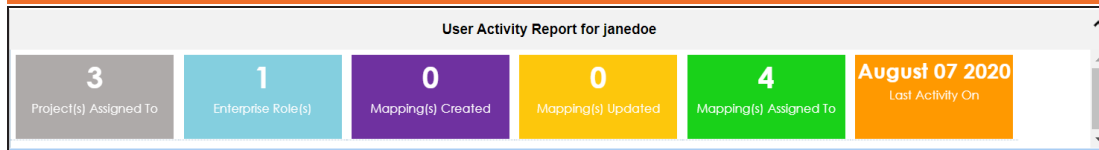


UI Section	Function
1- <a href="#">User Activity Report</a>	It displays a snapshot of statistics related to the user activities.
2- <a href="#">Mapping Assignment - By Role</a>	It displays information about the mapping assignment based on roles.
3- <a href="#">Mapping Assignment - By Status</a>	It displays information about the mapping assignment based on their statuses.
4- <a href="#">Mapping Assignment Summary</a>	It displays a list of maps assigned to the user.

### User Activity Report

The User Activity Report pane displays the following statistical boards:

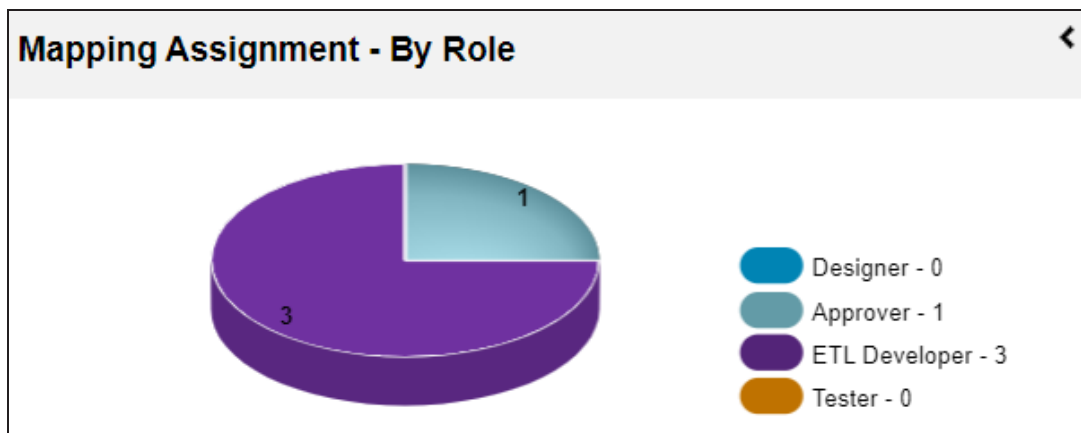
## Viewing User Assignments



- **Project(s) Assigned To:** It displays the number of mapping projects assigned to the user.
- **Enterprise Roles:** It displays the number of roles assigned to the user.
- **Mappings Created:** It displays the number of maps created by the user.
- **Mappings Updated:** It displays the number of maps updated by the user.
- **Mapping(s) Assigned To:** It displays the number of mappings assigned to the user
- **Last Activity On:** It displays the date and time of last activity of the user.

## Mapping Assignment - By Role

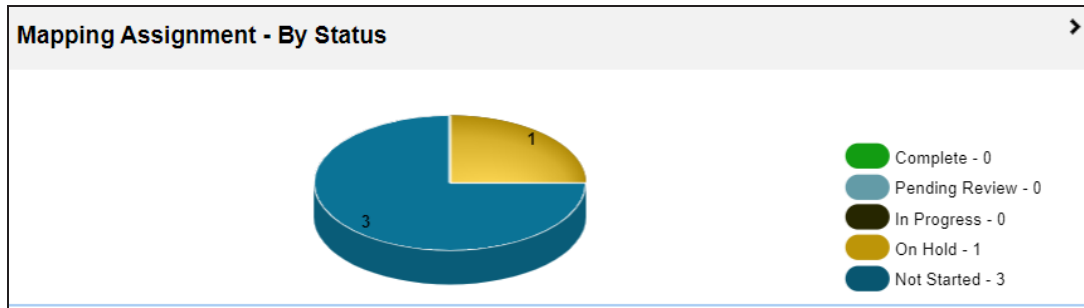
The Mapping Assignment - By Role pane displays the number of mappings based on the user's role in a pie-chart.



Each slice of the pie-chart corresponds to a role. To view detailed information about mapping assignment, click a slice. The Mapping Assignment Summary pane displays the map names based on the role.

### Mapping Assignment - By Status

The Mapping Assignment - By Status pane displays number of mappings based on the status in a pie-chart.



Each slice corresponds to a status. To view detailed information about the mapping assignment, click a slice. The Mapping Assignment Summary pane displays the map names based on the status.

### Mapping Assignment Summary

By default, the Mapping Assignment Summary pane displays all the maps assigned to the user in the grid format.

Mapping Assignment Summary									
#	Map Name	Version	Description	Role	Status	Created By	Created Date	Last Modified By	Last Modified Date
	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Informatica_m_CBI	1.00		Mapping Approver	Not Started	Administrator	2020-02-26 04:02:21.297	Administrator	2020-08-27 07:15:26.91
2	Account_Tableau_I	1.02		Mapping ETL Developer	Not Started	Administrator	2020-02-26 04:02:21.297	sojha	2020-08-27 08:39:38.363
3	TechPubs	1.00		Mapping ETL Developer	On Hold	Administrator	2020-05-23 18:51:12.91	Administrator	2020-08-27 06:50:59.303

You can click a slice in the above pie-charts to view the mapping assignment in the grid. It includes map name, roles of the user, and status of the maps.



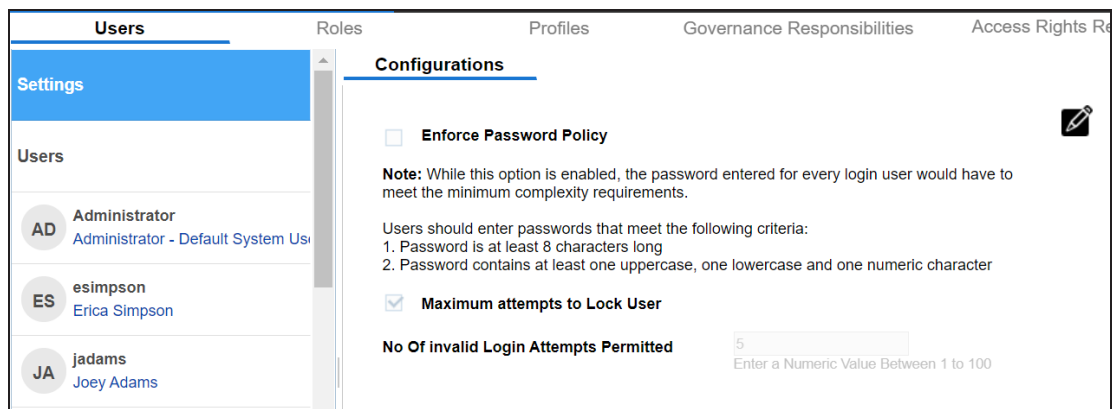
# Configuring Password Settings

You can configure password settings to enforce a password policy that sets the minimum complexity requirements for user passwords. The set of rules in the password policy makes the passwords strong. You can also set maximum number of invalid logs in attempts to lock users.

To configure password settings, follow these steps:


1. On the **Users** tab, click the **Settings** section.

By default, the Configurations tab opens.



The screenshot shows the 'Users' tab in a system configuration interface. The left sidebar has a 'Settings' section expanded, showing a list of users: Administrator (AD), esimpson (ES), and jadams (JA). The main content area is titled 'Configurations' and contains the following settings:

- ☐ **Enforce Password Policy**  
**Note:** While this option is enabled, the password entered for every login user would have to meet the minimum complexity requirements.  
Users should enter passwords that meet the following criteria:  
1. Password is at least 8 characters long  
2. Password contains at least one uppercase, one lowercase and one numeric character
- ☒ **Maximum attempts to Lock User**  
**No Of invalid Login Attempts Permitted** 5  
Enter a Numeric Value Between 1 to 100

2. Click .
3. Use the following options:

### Enforce Password Policy

Use this option to enforce the password policy.

### Maximum attempts to Lock User

Use this option to turn on the **No Of invalid Login Attempts Permitted** field.

**No of invalid Login Attempts Permitted:** Use this option to set the maximum number of invalid logs in attempts. For example, if you set it to 5, the user gets locked after attempting 5 number of invalid logs in attempts. You can enable the locked user by using the options available under the Users section.

For more information on enabling users, refer to the [Managing Users](#) topic.

## Managing Users

Managing users involves:

- Editing or deleting users
- Monitoring user account activities
- Viewing users activity history

## Editing or Deleting

To edit or delete users, follow these steps:

1. On the **Users** tab, click a user.

By default, the User Details tab opens.

Roles	Profiles	Governance Responsibilities	Access Rights
User Details	User Account Activities	User Assignments	Access Rights

User Type

Database

User ID

esimpson

User Full Name

Erica Simpson

Password

\*\*\*\*\*

Telephone Number

Email ID

e.simpson@xyz.com

Alternate Telephone Number

Manager Name

2. Use the following options:

### Edit User

Use this option to update user details and assign new roles to the user.



You cannot edit the User Type, User ID and the Default Role.

### Delete User

Use this option to delete a user that is no longer required.

## Monitoring User Account Activities

To monitor user account activities, follow these steps:

## Managing Users

1. In the browser pane, click the **Users** section.

By default, the User Account Activities tab opens. It displays the account activities of all the users.

#	User Id	Account Status	Login Status	IP Address	Browser	Last Log-In	Log-Out	Session Duration (HH:MM:SS)
1	Administrator	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/13/2020 05:13:23		00:15:51
2	sojha	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/13/2020 04:59:51	10/13/2020 05:13:12	00:13:21
3	ksridhar	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/08/2020 09:27:54	10/08/2020 09:29:15	00:01:21

2. Use the following options:

### Enable User

Use this option to enable locked and disabled users. To enable users, select the required rows in the grid and click **Enable User**.

### Disable User

Use this option to disable users. To disable users, select the required rows in the grid and click **Disable User**.

### Export to Excel

Use this option to download the user's account activities in the XLS format.

### Notify


Use this option to send email notifications to users.


### Logout

Use this option to log out the user.



If the selected user is logged in then the Logout button appears like Logout[1].

You can filter the content in the grid based on the From Date and To Date. To filter the content, set dates in the **From Date** and **To Date** and then click .

To clear the search results, click .

## Managing Users

You can monitor account activities of an individual user. To monitor account activities of users individually, on the **Users** tab, click a user and then click the **User Account Activities** tab. Refer to the above descriptions for the available options on the User Account Activities tab.

This screenshot shows the 'User Account Activities' tab for user 'ksridhar'. The interface includes a left sidebar with user avatars and names, and a main content area with tabs for 'User Details', 'User Account Activities', 'User Assignments', and 'Access Rights'. The 'User Account Activities' tab is active, displaying a table with columns: #, IP Address, Browser, Last Log-In, Log-Out, and Session Duration (HH:MM:SS). A search bar and filters are at the top. The table contains one entry for user 'ksridhar'.

#	IP Address	Browser	Last Log-In	Log-Out	Session Duration (HH:MM:SS)
1	183.83.135.30	Chrome 86.0.4240.75	10/08/2020 09:27:54	10/08/2020 09:29:15	00:01:21

## Viewing Users Activity History

To view users activity history, follow these steps:

1. In the browser pane, click the **Users** section.

This screenshot shows the 'Users' section in the browser pane. The left sidebar has a 'Users' tab selected. The main content area shows a list of users with their avatars and names. The 'Users Activity History' tab is active, displaying a table with columns: #, User Id, Account Status, Login Status, IP Address, Browser, Last Log-In, Log-Out, and Session Duration (HH:MM:SS). The table contains three entries for users 'Administrator', 'sojha', and 'ksridhar'.

#	User Id	Account Status	Login Status	IP Address	Browser	Last Log-In	Log-Out	Session Duration (HH:MM:SS)
1	Administrator	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/13/2020 05:13:23		00:15:51
2	sojha	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/13/2020 04:59:51	10/13/2020 05:13:12	00:13:21
3	ksridhar	ENABLED	●	183.83.135.30	Chrome 86.0.4240.75	10/08/2020 09:27:54	10/08/2020 09:29:15	00:01:21

2. Click the **Users Activity History** tab.


It displays the complete history of users activity.


This screenshot shows the 'Users Activity History' tab. The interface includes a left sidebar with user avatars and names, and a main content area with tabs for 'User Account Activities', 'Users Activity History', and 'Access Rights'. The 'Users Activity History' tab is active, displaying a table with columns: #, User Id, Full Name, Role(s), Action Type, IP Address, Browser, Action By, and Action Date. A search bar and filters are at the top. The table contains three entries for users 'Imichal', 'ksridhar', and 'sojha'.

#	User Id	Full Name	Role(s)	Action Type	IP Address	Browser	Action By	Action Date
1	Imichal	Luqman Michal	ETL Developer	ACCOUNT ENABLED	183.83.135.30	Chrome 8(86.0.4240.75)	Administrator	10/13/2020 05:42:48
2	ksridhar	Kartik Sridhar	Data Owner_RO	ACCOUNT ENABLED	183.83.135.30	Chrome 8(86.0.4240.75)	Administrator	10/13/2020 05:42:48
3	sojha	Saras Ojha	Mapping Admin	ACCOUNT ENABLED	183.83.135.30	Chrome 8(86.0.4240.75)	Administrator	10/13/2020 05:42:48

## Managing Users

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You can filter the content in the grid based on the From Date and To Date. To filter the content, set dates in the **From Date** and **To Date** and then click .

To clear the search results, click .

# Creating Profiles

Profiles help users to personalize:

- Mapping Specification grid in the Mapping Manager.
- Code Value Grid in the Codeset Manager.

You can create two types of profiles:

- **Site Profiles:** You can create a profile for other users by creating a site profile. Ensure that you specify the users who can access the site profile.



The Default profile is available by default as a site profile for all the users. You cannot edit or delete this profile.

- **User Profiles:** You can create a profile for yourself. A user profile created by you cannot be accessed by other users.

To create profiles, follow these steps:

1. Go to **Application Menu > Data Catalog > Resource Manager**.

By default, the Users tab opens.

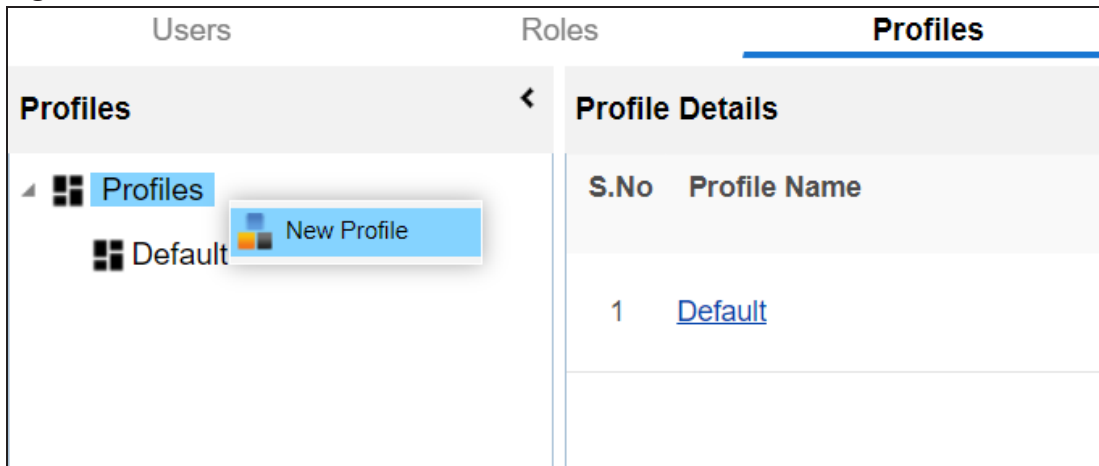
Users	Roles	Profiles	Governance Responsibilities	Access Rights Report
<b>SETTINGS</b> <b>USERS (26)</b> <div> <div>AD</div> <div>Administrator</div> <div>Administrator - Default System</div> </div> <div> <div>DV</div> <div>dvaghani</div> <div>Daya Vaghani</div> </div> <div> <div>ES</div> <div>esimpson</div> <div>Erica Simpson</div> </div> <div> <div>JA</div> <div>jadams</div> <div>Joey Adams</div> </div>	<b>User Details</b> <div> <div>Login Type</div> <div>Database</div> </div> <div> <div>User ID</div> <div>Administrator</div> </div> <div> <div>User Full Name</div> <div>Administrator - Default System U</div> </div> <div> <div>Password</div> <div>XXXXXXXXXX</div> </div> <div> <div>Mobile</div> <div>9999999999</div> </div> <div> <div>Company Title</div> <div>Administrator</div> </div> <div> <div>Default Role</div> <div>Admin</div> </div> <div> <div>Created By</div> <div>System</div> </div> <div> <div>Last Modified By</div> <div>System</div> </div>	<div> <div>Telephone Number</div> <div>9999999999</div> </div> <div> <div>Email ID</div> <div>abc@abc.com</div> </div> <div> <div>Alternate Telephone Number</div> <div>9999999999</div> </div> <div> <div>Manager Name</div> <div></div> </div> <div> <div>Company</div> <div>erwin, Inc.</div> </div> <div> <div>Created Date Time</div> <div>26-02-2020 03:48:28</div> </div> <div> <div>Last Modified Date Time</div> <div>26-02-2020 03:48:28</div> </div> <div> <div>Theme</div> <div>erwin</div> </div> <div> <div>Language Preference</div> <div>English</div> </div>		

2. Click the **Profiles** tab.

Users	Roles	Profiles	Governance Responsibilities	Access Rights Report
<b>Profiles</b>				
<div> <div>Profiles</div> <div>Default</div> </div>				
Profile Details				
S.No	Profile Name	Profile Type	Created By	
1	Default	Site	Administrator	

## Creating Profiles

3. Right-click the **Profiles** node.



4. Click **New Profile**

The New Profile page appears.

The 'New Profile' form is displayed. It includes the following fields and controls:

- Profile Name \***: A text input field.
- Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options.
- Profile Type**: Two radio buttons, 'User' and 'Site'. The 'Site' radio button is selected.
- Override User List**: A dropdown menu with the following options: None, All Users, Administrator, esimpson, jadams, janedoe, John Doe, jwilson, ksridhar, Imichal.





## Creating Profiles

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

Field Name	Description
Profile Name	Specifies the unique name of the profile. For example, Mapping_Admin_Profile.
Description	Specifies the description about the profile. For example: This is a site profile for mapping administrators.
Profile Type	Specifies type of the profile. <ul style="list-style-type: none"><li>▪ To create the profile for yourself, select <b>User</b>.</li><li>▪ To create profile for other users, select <b>Site</b> and select appropriate users from the <b>Override User List</b>.</li></ul>

6. Click .

A profile is created and added to the Profiles tree.

Users	Roles	Profiles
<b>Profiles</b>	<b>Profile Details</b>	
 Profiles	<b>S.No</b> <b>Profile Name</b>	
 Default	1 <a href="#">Default</a>	
 Mapping_Admin_Profile	2 <a href="#">Mapping_Admin_Profile</a>	
 Mapping_Designer_Profile	3 <a href="#">Mapping_Designer_Profile</a>	

Once the profile is created, you can set the following for the profile:



## Creating Profiles

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- [Mapping Specification grid in the Mapping Manager](#)
- [Code Value Grid in the Codeset Manager](#)

You can also manage profiles. It involves editing or deleting profiles. For more information on managing profiles, refer to the [Managing Profiles](#) topic.

# Setting Mapping Specification Grids

You can set the Mapping Specification grid for a profile with respect to:

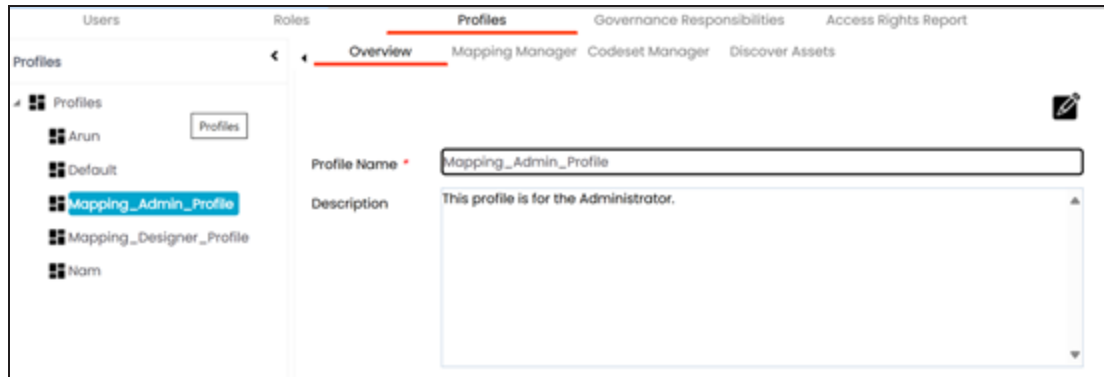
- Column order
- Column visibility
- Header Menu

You can also define the project scope of the profile.

To set Mapping Specification grids, follow these steps:

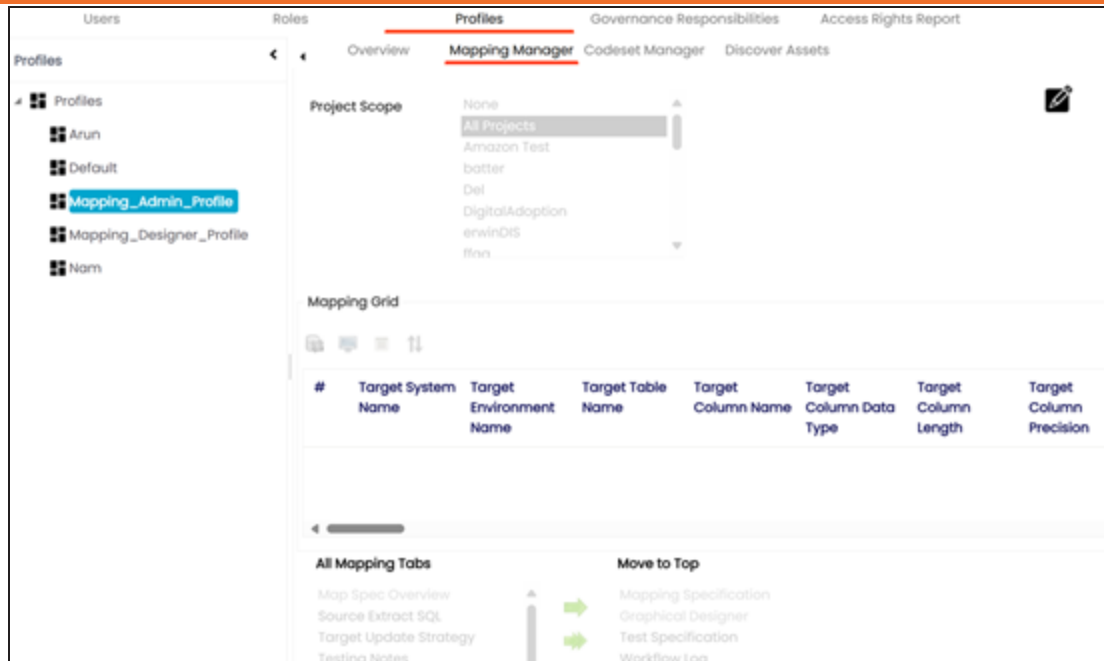
1. In the **Profiles** pane, click a profile.

By default, the Overview tab opens.



2. Click the **Mapping Manager** tab.

## Setting Mapping Specification Grids



3. Click .

4. Use the following options:

### Project Scope


Use this option to specify the projects to which the profile can be used. For example, if the project scope is **All Projects**, then the profile can be used to view all the projects in the Mapping Manager. To select multiple projects, use the Ctrl key.

### Mapping Grid

Use the following options under this section to set the columns and header menu:

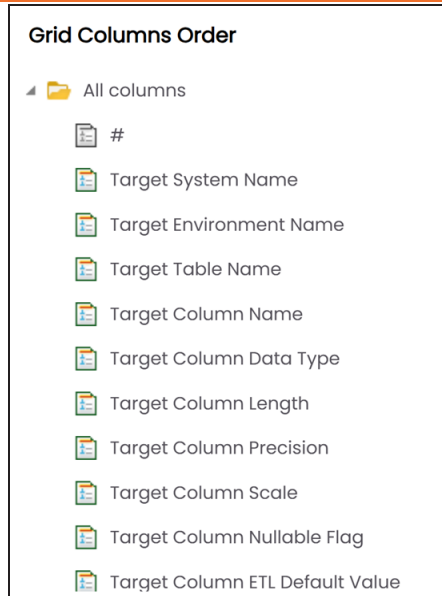
#### Change Column Order (↕)

Use this option to set the columns order.

To change the column order, click . The Grid Columns Order page appears.

## Setting Mapping Specification Grids

---

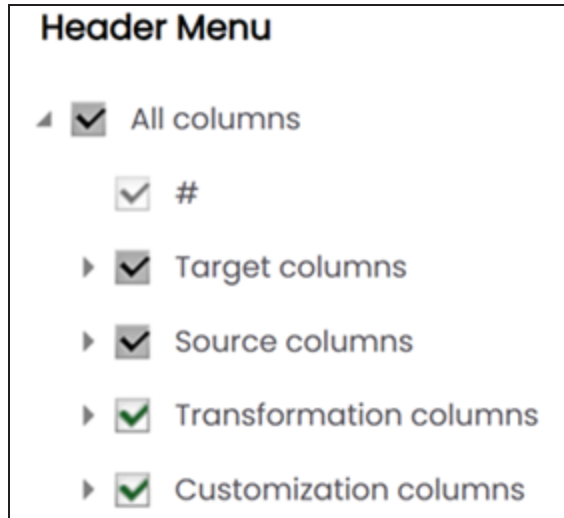


Drag and drop the columns in the required order.

### Header Menu (☰)

Use this option to set the columns visible in the header menu.

To set the columns visible, click ☰ and select the required columns.



### Reset Column Ordering (🔄)

## Setting Mapping Specification Grids

Use this option to reset the column order.

### Reset Column Visibility ()

Use this option to reset the column visibility.

### Move to Top

The mapping tabs present in **Move to Top** box appears on top of the mapping grid.

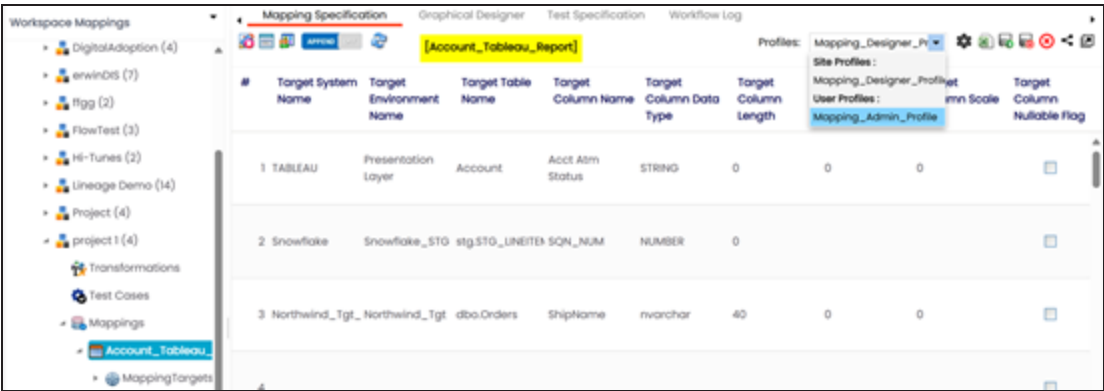
To move mapping tabs from **All Mapping Tabs** to **Move to Top** box, use ( or )

To move mapping tabs from **Move to Top** box to **All Mapping Tabs** box, use ( or )

5. Click .

The Mapping Specification grid is set for the profile.

The user can choose a profile in the Mapping Manager to view the Mapping Specification grid.



#	Target System Name	Target Environment Name	Target Table Name	Target Column Name	Target Column Data Type	Target Column Length	Target Column Nullable Flag
1	TABLEAU	Presentation Layer	Account	Acct Alm Status	STRING	0	0
2	Snowflake	Snowflake_STG	stg.STG_LINEITEM	SQL_NUM	NUMBER	0	0
3	Northwind_Tgt	Northwind_Tgt	dbo.Orders	ShipName	nvarchar	40	0

# Setting Code Value Grids

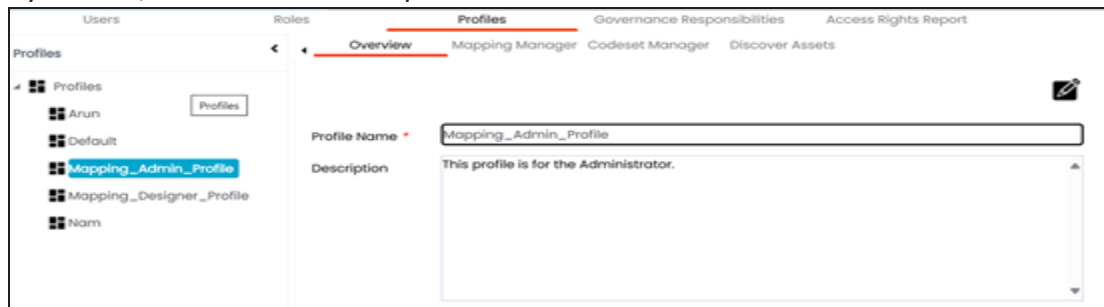
You can set Code Value Grid for a profile with respect to:

- Header menu
- Column order
- Column visibility

To set Code Value Grids, follow these steps:

1. In the **Profiles** pane, click a profile.

By default, the Overview tab opens.



2. Click the **Codeset Manager** tab.



3. Click .

4. Use the following options:

### Header Menu ()

Use this option to set the column visibility in the header menu.

To set the column visibility, click  and select the required columns.

☐ **Header Menu**

☒

 Columns

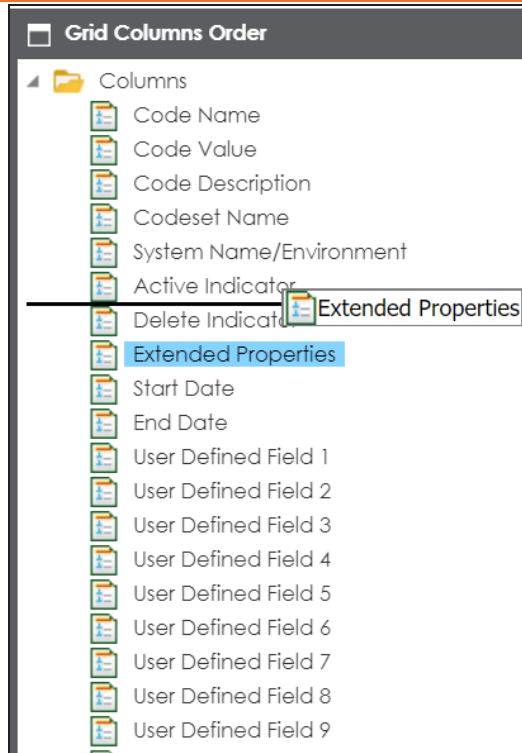
- ☒ Code Name
- ☒ Code Value
- ☒ Code Description
- ☒ Codeset Name
- ☒ System Name/Environment
- ☒ Active Indicator
- ☒ Delete Indicator
- ☒ Extended Properties
- ☒ Start Date
- ☒ End Date
- ☒ User Defined Field 1
- ☒ User Defined Field 2
- ☒ User Defined Field 3
- ☒ User Defined Field 4
- ☒ User Defined Field 5
- ☒ User Defined Field 6
- ☒ User Defined Field 7
- ☒ User Defined Field 8
- ☒ User Defined Field 9

### Change Column Order (↕)

Use this option to set the column order.

To set the column order, click ↕ and then drag and drop the columns in the required order.

## Setting Code Value Grids



### Reset Column Ordering ( )

Use this option to reset the column order.

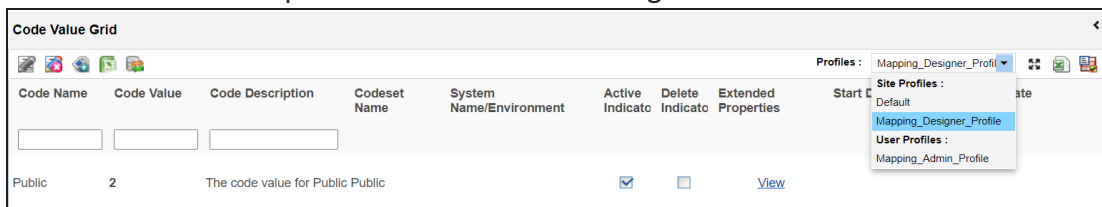
### Reset Column Visibility ( )

Use this option to reset the column visibility.

5. Click .

The Code Value Grid is set for the profile.

The user can select a profile in the Codeset Manager to view the Code Value Grid.





# Managing Profiles

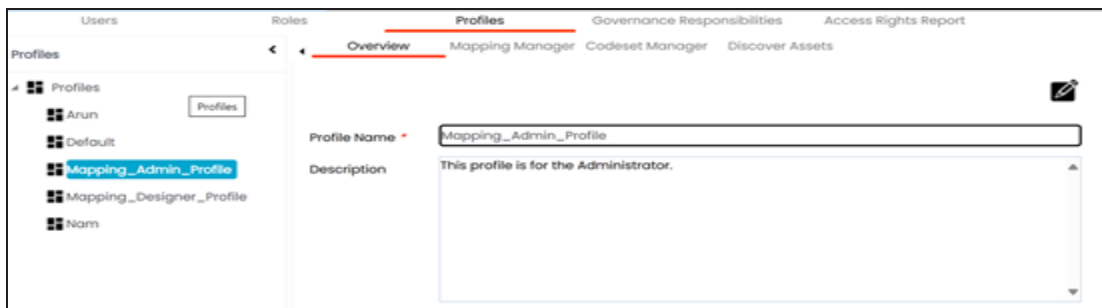
Managing Profiles involves:

- Editing
- Deleting

To edit a profile, follow these steps:

1. In the **Profiles** pane, click a profile.

The Overview tab opens.



2. Click .

You can update the profile.

3. Click .

The profile is updated.

To delete profiles, in the **Profiles** pane, right-click a profile and click **Delete Profile(s)**.

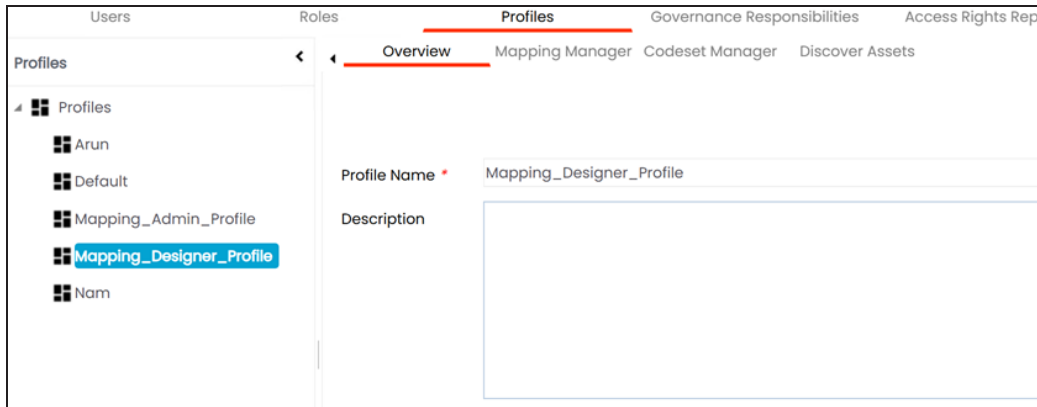
# Setting Object Types for Profiles

For every profile, you can select a list of assets visible to it in the Discover Assets module.

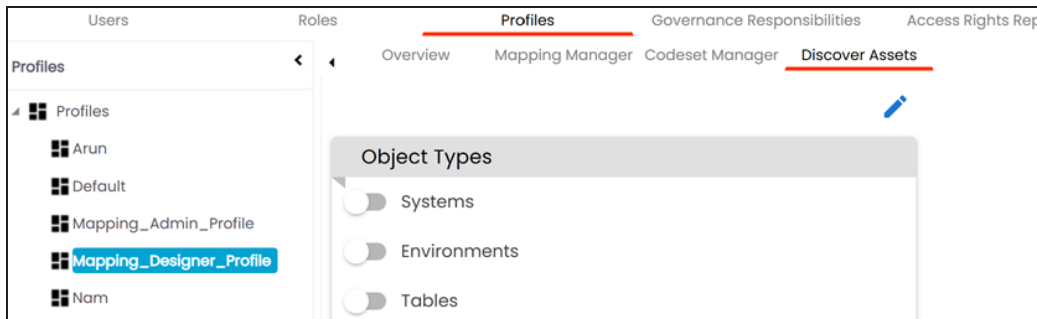
To select object types, follow these steps:

1. On the **Profiles** page, click a profile. For example, Mapping\_Designer\_Profile.

By default, the **Overview** tab opens.



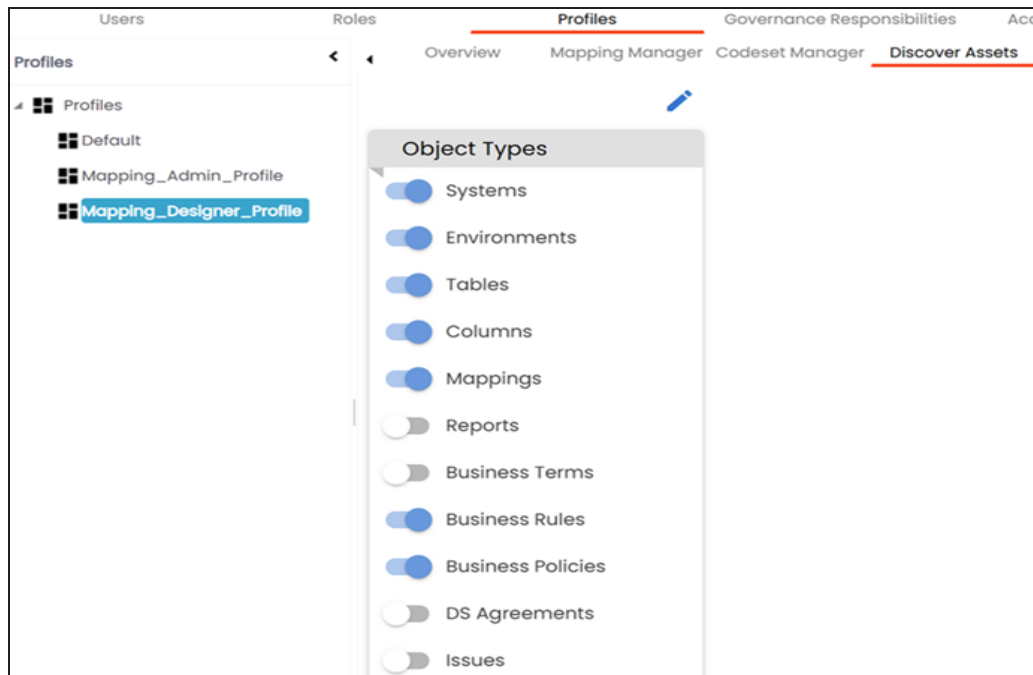
2. Click the **Discover Assets** tab.



3. Click .

## Setting Object Types for Profiles

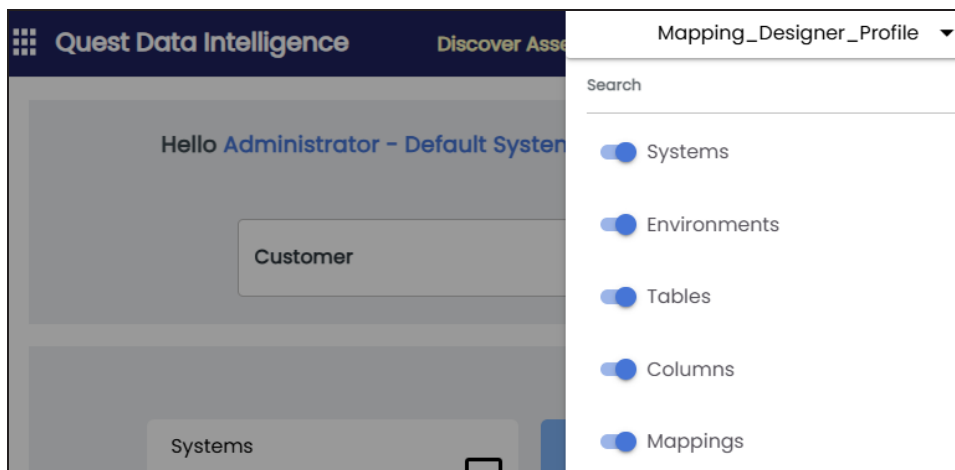
4. Under Object Types, switch on the required asset types on.



5. Click .

The selected asset types are set for the selected profile.

These asset types are available in the Discover Assets module on profile selection. For more information, refer to the [Discover Assets](#) topic.



# Viewing Access Rights Report

The Access Rights Report tab displays the roles and users assignments. You can view these assignments in the graphical and tabular views. The graphical view displays the assigned asset types and names in a tree structure that can be expanded. Whereas the tabular view displays the assigned asset types and names in a grid format.

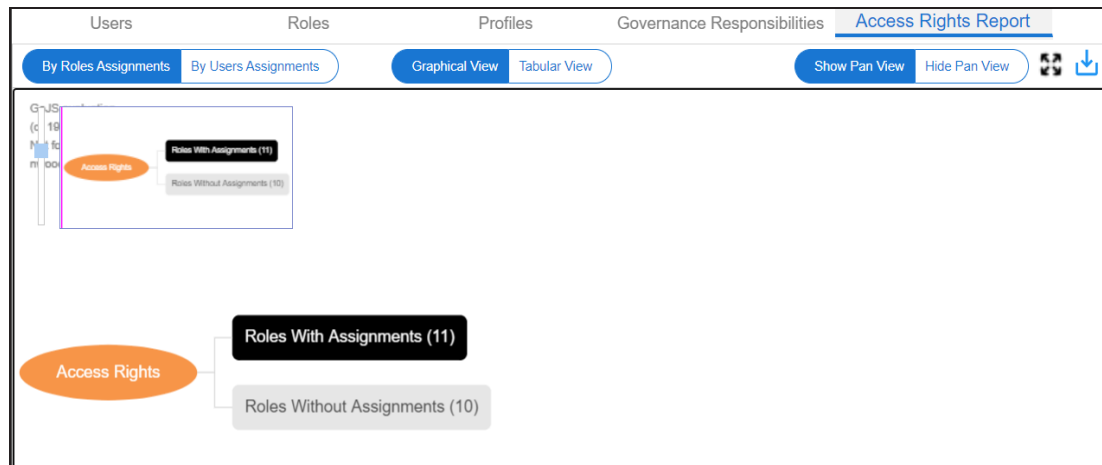
To view access rights, follow these steps:

1. Go to **Application Menu > Data Catalog > Resource Manager**.

By default, the Users tab opens.

The screenshot shows the 'Users' tab selected in the top navigation bar. On the left, there is a 'USERS (26)' list with entries: Administrator (Default System), dvaghani (Daya Vaghani), esimpson (Erica Simpson), and jadams (Joey Adams). The 'Administrator' user is selected. The main area displays 'User Details' for the selected user, including fields like Login Type, User ID, User Full Name, Password, Mobile, Company Title, Default Role, Created By, and Last Modified By. To the right, there is a 'User Account Activities' section and an 'Access Rights' section with fields for Telephone Number, Email ID, Alternate Telephone Number, Manager Name, Company, Created Date Time, Last Modified Date Time, Theme, and Language Preference.

2. Click the **Access Rights Report** tab.



3. Use the following options:

**By Roles Assignments/By Users Assignments**

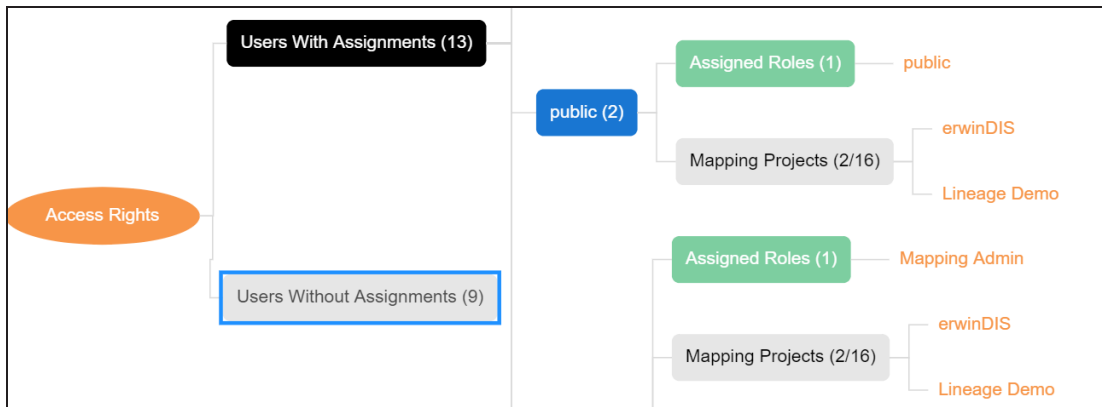
## Viewing Access Rights Report

Use this option to switch between the roles and users assignments.

### Graphical View/Tabular View

Use this option to switch between the graphical and tabular views.

The graphical view displays the assignments in a tree structure. You can expand the tree to view the asset types and names. For example, the following graphical view displays the users assignment.



Use the following options on the Graphical View:

- **Show Pan View/Hide Pan View**

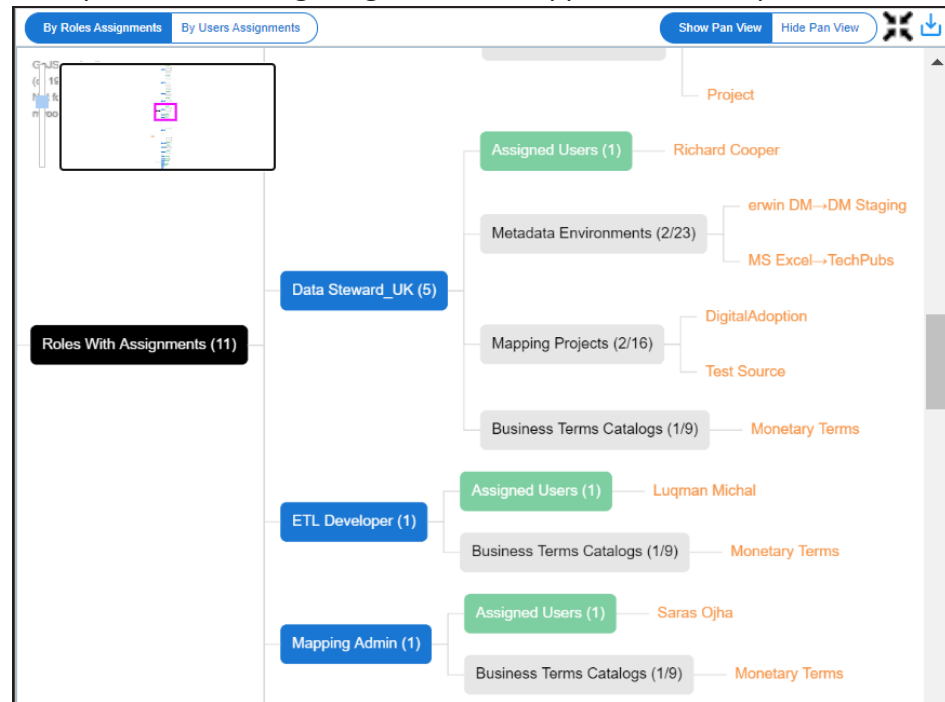
Use this option to show or hide pan view. The pan view facilitates in navigating across the expanded assignment tree. To navigate across the expanded, on the **Pan View**, move the purple box.



- **Expand/Collapse (🔍)**

## Viewing Access Rights Report

Use this option to switch between the expanded or collapsed view. For example, the following assignment tree appears in the expanded view.



- **Expand Node Level**

Use this option to expand the assignment tree at node level. Hover over a node and click the plus (+) icon.


- **Export Image** (↓)

Use this option to download the assignment tree in the JPG format.

The Tabular View displays the assignment details in a grid format. For example, the following roles assignments are displayed in the grid format.

## Viewing Access Rights Report

Users		Roles	Profiles	Governance Responsibilities	Access Rights Report
By Roles Assignments		By Users Assignments		Graphical View	Tabular View
#	Role Name	Asset Type		Asset Name	
	<input type="text"/>	<input type="text"/>		<input type="text"/>	
1	Administrator	Users		Administrator - Default System User	
2	Data Owner_GER	Users		Erica Simpson, Mike Adams	
3	Data Owner_GER	Environment		DM Landing(erwin DM)	

You can download the assignments details in the XLSX format. To download the assignments, on the **Tabular View**, click .

# Creating Roles Group

Data governance plan in your organization may require new roles groups to accommodate governance responsibilities. You can create roles groups and group roles based on the governance responsibilities in your organization.

To create roles groups, follow these steps:

1. Go to **Application Menu > Data Catalog > Resource Manager**.

By default, the Users tab opens.

Users	Roles	Profiles	Governance Responsibilities	Access Rights Report
SETTINGS	User Details	User Account Activities	User Assignments	Access Rights
USERS (26)	Login Type	Database	Telephone Number	9999999999
AD Administrator Administrator - Default System	User ID	Administrator	Email ID	abc@abc.com
DV dvaghani Daya Vaghani	User Full Name	Administrator - Default System U	Alternate Telephone Number	9999999999
ES esimpson Erica Simpson	Password	/ / / / /	Manager Name	
JA jadams Joey Adams	Mobile	9999999999	Company	erwin, Inc.
	Company Title	Administrator	Created Date Time	26-02-2020 03:48:28
	Default Role	Admin	Last Modified Date Time	26-02-2020 03:48:28
	Created By	System	Theme	erwin
	Last Modified By	System	Language Preference	English

2. Click the **Governance Responsibilities** tab.

By default, the Configure Responsibilities tab opens.



# Creating Roles Group

Users

Roles

Profiles

Governance Responsibilities

Access Rights Report

Configure Responsibilities

Reports

Settings

Data Stewards

Data Owners

Technical Data Steward

Compliance Officer

Name

Data Stewards

Enabled

Description

This role is responsible for utilizing an organization's data governance

Display Order

1.0

Available Roles

List of Users for selected Roles

Search

☐

☒ Data Owner \_GER

☒ Data Owner \_RO

☒ Data Owner \_UK

☒ Data Steward \_GER

ROLE	USER ID	USER NAME	USER EMAIL
Data Owner _RO	ksridhar	Kartik Sridhar	ksridhar@xyz.com
Data Owner _RO	srahim	Syed Rahim	srahim@xyz.com
Data Owner _UK	mevans	Mike Evans	m.evans@xyz.com
Data Owner _UK	mjones	Mike Jones	m.jones@xyz.com

3. Click .

The New Roles Group page appears.

New Roles Group

Name

Description

Display Order

Disabled

CANCEL

ADD

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

## Creating Roles Group

Field Name	Description
Name	Specifies the name of the roles group. For example, Data Owner.
Description	Specifies the description of the roles group. For example: Roles in this group are accountable for who has access to information to assets in their functional areas.
Display Order	Specifies the order of the roles group in the roles group list. For example, 2.0.
Disabled or Enabled	Specifies whether the roles group is enabled.

5. Click **Add**.

The roles group is created and added to the roles group list.

Once a roles group is created, you can assign roles and users to catalogs in the Business Glossary Manager and [assign governance responsibilities](#) for the business assets.

You can also manage roles groups and [view governance responsibilities reports](#).

[Managing roles group](#) involves:

- Editing roles group
- Deleting roles group

# Managing Roles Group

Managing roles group involves:

- Editing roles group
- Deleting roles group

To manage roles group, follow these steps:

1. On the **Configure Responsibilities** tab, click a roles group.

The screenshot shows the 'Configure Responsibilities' tab with the 'Data Owners' role group selected. The 'Name' field is 'Data Owners' and the 'Enabled' toggle is turned on. The 'Description' field contains 'Roles in this group are accountable for who has e'. The 'Display Order' is '2.0'. The 'Available Roles' section shows 'Data Owner\_GER' selected. The 'List of Users for selected Roles' table is as follows:

ROLE	USER ID	USER NAME	USER EMAIL
Data Owner_GER	esimpson	Erica Simpson	e.simpson@xyz.c
Data Owner_GER	madams	Mike Adams	m.adams@xyz.cc

2. Use the following options:

**Edit** (✎)

Use this option to update a roles group. You can update name, description, list of selected roles, and enable or disable the roles group.

**Delete** (🗑)

Use this option to delete a roles group that is no longer required.

## Viewing Reports

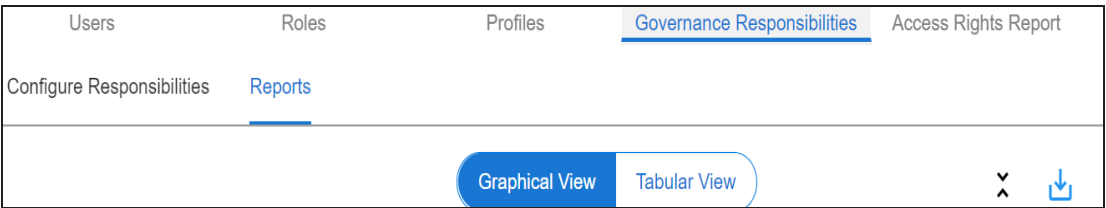
A successful data governance program demands an efficient grouping of roles based on the responsibilities. It is also important to assign appropriate users and roles to catalogs and then assign governance responsibilities to business assets. The governance responsibilities report helps you track assignment of these governance responsibilities to the business assets in the Business Glossary Manager.

To view reports, on the **Governance Responsibilities** tab, click the **Reports** tab.

Use the following two views to view reports:

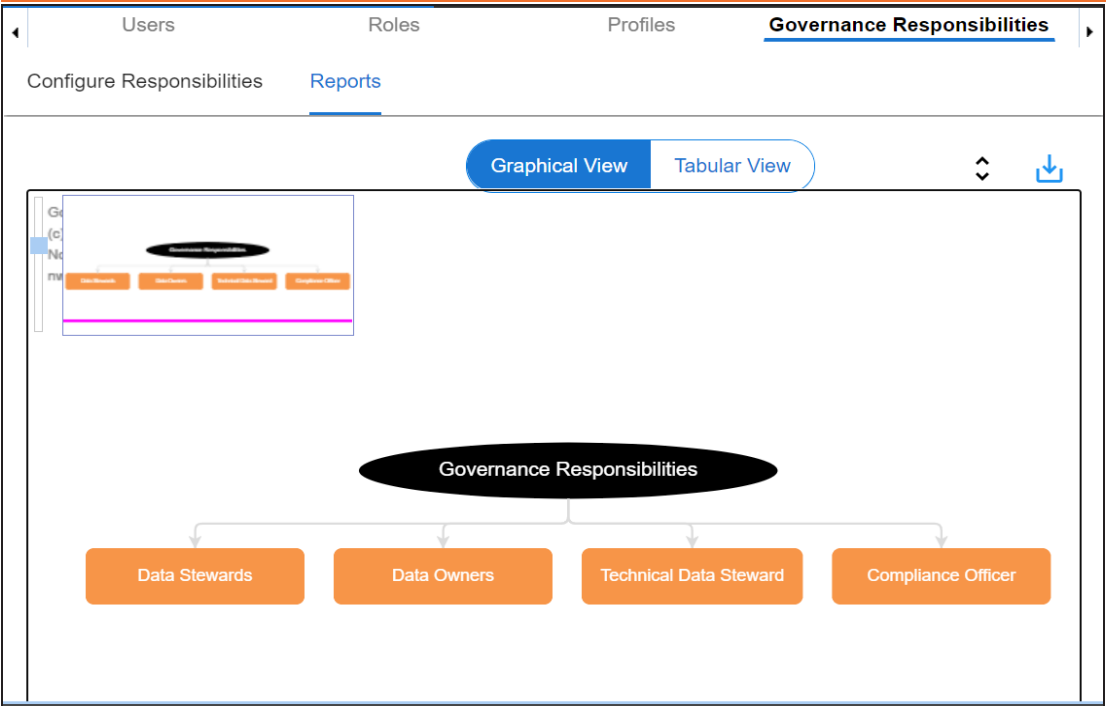
- **Graphical View:** The graphical view displays the governance responsibilities in a tree structure.
- **Tabular View:** The tabular view displays the governance responsibilities in a grid format.

By default, the graphical view opens.



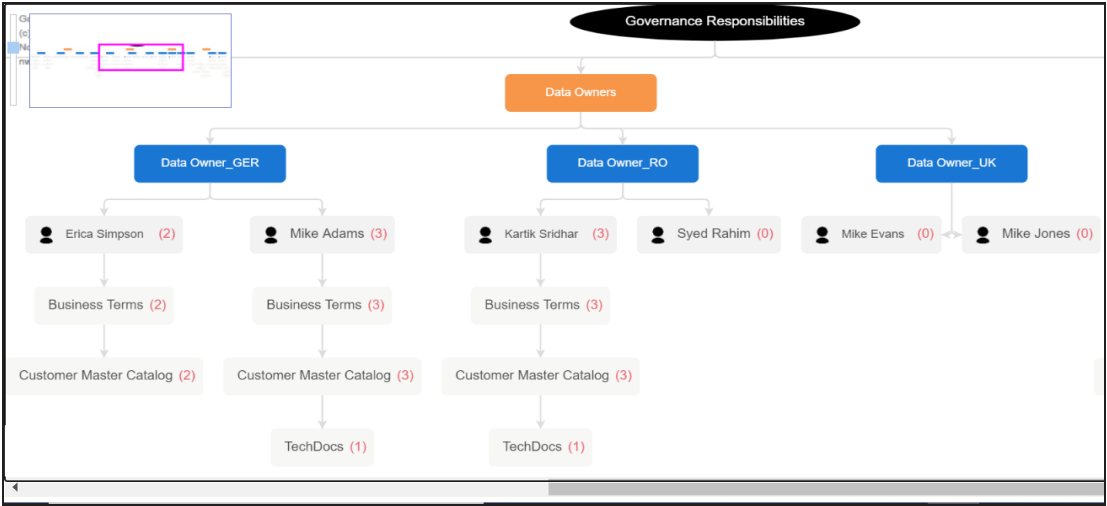
To view report details in the graphical view, use the following options:

## Viewing Reports



### Expand/Collapse (↕)

Use this option to switch between the expanded or collapsed view. For example, the report displays the governance responsibilities in the expanded view.



### Pan View

## Viewing Reports

Use this option to focus on a part of the governance responsibilities tree.



### Export (↓)

Use this option to download the report in the JPG format.

The Tabular View displays the governance responsibilities in a grid that includes, roles group, role, user details, asset name, asset type, and catalogs.

Group Name	Role Name	User Id	User Name	User Email	Business Asset	Asset Type	Catalog
Data Stewards	Data Steward_GER	mmannigan	Mike Mannigan	mmannigan@xyz.com	TestTaskList	Business Terms	Customer Master Catalog → TechD
Data Stewards	Data Steward_GER	mmenza	Mike Menza	mmenza@xyz.com	TestTaskList	Business Terms	Customer Master Catalog → TechD
Data Stewards	Data Steward_UK	rcooper	Richard Cooper	rcooper@xyz.com	Goods Supply	Business Terms	Monetary Terms → Microeconomics

To download the report in the XLSX format, click ↓.