

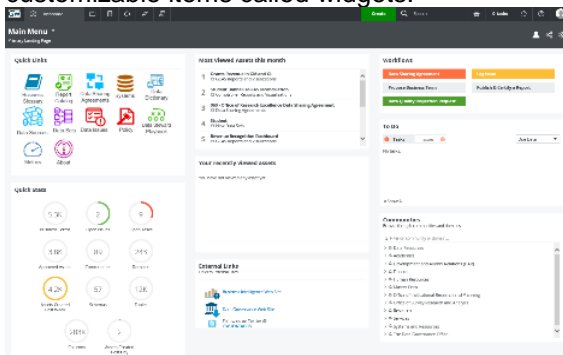
## MENU BAR

The menu bar allows you to navigate quickly using the menu buttons at the top.

	Select Dashboard to view
	View Glossary
	View Reference Data
	View Data Catalog elements
	View Data Help Desk
	View Tasks
	View Data Policies
	View Settings
	Create a new asset
	View open Tasks
	View status of Jobs

## DASHBOARD

The Dashboard serves as the landing page allowing you to navigate to various items using customizable items called widgets.



There is a new widget to view your recently viewed items as well as the most viewed items

## CONCEPTS

The following table lists the fundamental concepts for using the Data Governance Center.

<b>Community</b>	A community is a grouping that corresponds to a functional area or department. A community can contain sub communities
<b>Responsibilities</b>	To see which users have what role in a community, click on Responsibilities at the left. If you have the necessary permission, you can add new users to the community and give them a specific role.
<b>Tasks</b>	To see all tasks or only the tasks that have been assigned to you, click on Tasks at the left.
<b>KPIs</b>	To see an overview of all predefined KPIs, click KPI at the left. The default KPIs are split into the following categories: Content, Accepted Content, Workflow and Usage.
<b>Views</b>	Views are a powerful way for working with lists of assets. A view defines a table by storing the following data: <ul style="list-style-type: none"> <li><b>Filter:</b> this is used to specify which assets should be shown in the table.</li> <li><b>Sorting:</b> to specify the order in which the assets are shown.</li> <li><b>Columns:</b> this is used to control which columns should be visible for each of the assets.</li> </ul>
<b>Filters</b>	Filtering can be used to specify

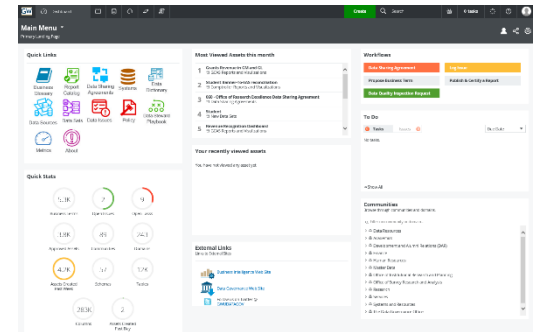
## Contact us

E-Mail: [DGC@GWU.EDU](mailto:DGC@GWU.EDU)

Website: <http://it.gwu.edu/datagovernance>

# Data Governance Center

## Quick Reference Guide



THE DATA GOVERNANCE CENTER IS THE SINGLE SOURCE OF TRUTH OF ALL OUR DATA GOVERNANCE AND STEWARDSHIP ACTIVITIES.







Version 5.6

THE GEORGE WASHINGTON UNIVERSITY  
WASHINGTON, DC

## WHAT IS THE DATA GOVERNANCE CENTER?

The Data Governance Center is the single source of truth of all our data governance and stewardship activities. It is used to manage all business definitions and KPIs, support our data stewards in their day to day activity, provide traceability between business and technical assets, policies and rules. It is a vital step toward achieving our vision of commonly understood consistent, trusted and high-quality data throughout the institution.

## KEY FEATURES

<p><b>Business Glossary</b></p> 	<p>The business glossary is used to define, collaborate and align critical business definitions to improve our understanding of business terminology.</p>
<p><b>Data Dictionary (Data Assets)</b></p> 	<p>The data dictionary leverages the terms from the business glossary and maps them to actual tables and attributes in our systems</p>
<p><b>Portfolio</b></p> 	<p>The Portfolio is used to document the details related to a report, cube or visualization.</p>
<p><b>Workflow</b></p> 	<p>A number of workflows are available to(1) propose and approve new terms, (2) create data sharing agreements and (3) request content certification</p>
<p><b>Policies, Rules, Standards</b></p> 	<p>Provides the ability to define and manage policies in collaboration with stake holders and break them down into a rules hierarchy)</p>
<p><b>Issue / Data Quality Management</b></p> 	<p>Provides a centralized way to report data issues resolve them through triage and review, escalation, and assignment to the right resources for resolution.</p>

## ACCESSING THE DATA GOVERNANCE CENTER

To access the Data Governance Center go to the following URL: <https://gwu.collibra.com>

When prompted for your username and password use your Netid and password to gain access to the system.



Work or school, or personal Microsoft account

demo@gwu.edu

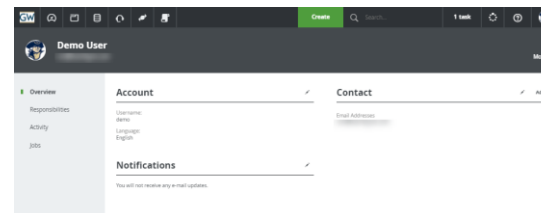
.....

Keep me signed in

Sign in

## EDIT YOUR ACCOUNT

To edit your user account, click your account avatar on the top right on any page and choose Profile. The window with your user information appears.



## NAVIGATION

To get an overview of all communities and domains, go to the **Dashboard** and see the **Browser** tab at the left-hand side.

Initially, the browser shows a list of all top-level communities. To expand one community entry, to see its sub-communities and domains, click on the arrow next to the community name in the list.

To expand all community entries, click on the + icon above the list. To collapse all opened communities, click on the - icon above the list.

### Communities

Browse through communities and domains.

Filter on community or domain...

- > Academics
- > Business Analysts Community
- > Development and Alumni Relations (DAR)
- > Finance
- > Human Resources
- > Master Data
- > Office of Institutional Research and Planning
- > Office of Survey Research and Analysis
- > Research
- > Services
- > Systems and Resources
- > The Data Governance Office
- > University Budget Office

Click on a community or domain name to navigate to the corresponding community or domain page. This page shows all details of the community or domain and allows you to make changes to it.

Search for **Communities**, **Domains** and **Assets**

To quickly find an asset, community or domain, go to the **Dashboard** and enter its name in one of the following **Search** boxes:

- at the top right corner of each screen.
- in the middle of the **Dashboard** page, then click on the **Search** button.