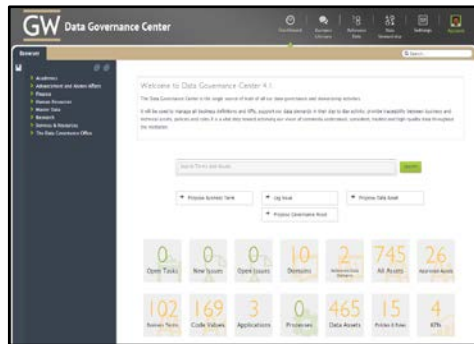


## THE DASHBOARD

To go to the Dashboard, click on the **Dashboard** icon at the top right corner of the screen. The Dashboard appears with the following main sections:

- The **Browser** on the left. See the [Navigation](#) section for more information.
- The **Dashboard** section in the middle. This section contains:
  - A box with a **Welcome** message.
  - A **Search** box that allows you to search for communities, domains and assets as described in [Browse through Communities and Domains](#).
  - Links to quickly perform standard actions as described in [Propose a new Asset and Log an Issue](#).
  - Some predefined metrics that you can view as described in [View Predefined Metrics](#).



### View Predefined Metrics

The Data Governance Center offers a set of predefined metrics which you can view at the bottom of the right-hand side of the **Dashboard**.

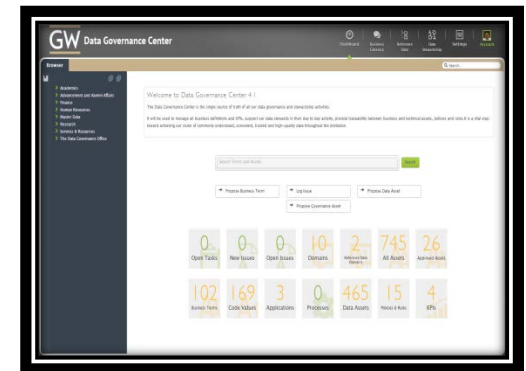
## CONCEPTS

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 which assets you want to see in the table.

## Data Governance Center

### Quick Reference Guide



Version 4.2

### Contact us







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

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

## 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.

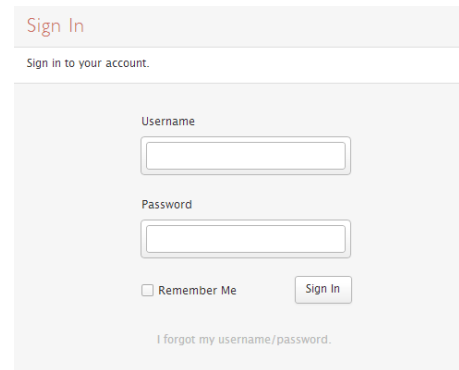
## KEY FEATURES

 <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 Elements)</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.



Sign In

Sign in to your account.

Username

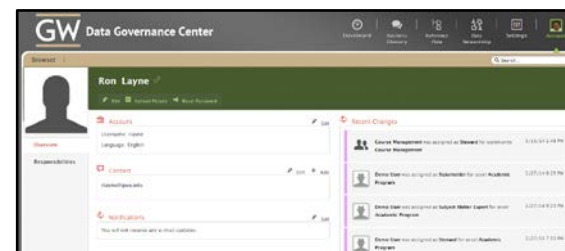
Password

Remember Me

[I forgot my username/password.](#)

## 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.



GW Data Governance Center

Home Search My Account My Profile My Settings My Notifications

**Profile**

**Ron Layne**

Avatar

**Accounts**

Company: Engage

Language: English

**Contacts**

Support@collibra.com

**Notifications**

You will only receive any e-mail notices.

**Search Changes**

Search Management has assigned as Shared for Academic Adviser Management 5/23/2019 10:30 AM

Share User has assigned as Submitter for your Academic Program 5/23/2019 10:30 AM

Share User has assigned as Submitter for your Academic Program 5/23/2019 10:30 AM

Share User has assigned as Shared for your Academic Program 5/23/2019 10:30 AM

## 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.



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.