

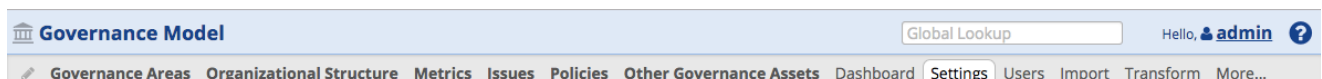
Governance Model Utilities

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Governance Model Utilities

To perform various kinds of operations on the Governance Model, select any of the Governance Assets under the **EDG** *[left-nav]* > **GOVERNANCE MODEL**. Any of the tabs that aren't bolded are the Governance Model utilities.



Utility Groups: Dashboard, User Roles, etc.

Sub-views of various operations on the asset collection are grouped by functional area.

Dashboard View

A model's dashboard summarizes various kinds of status and quality measurements that are relevant for that model's type.

Process

Process summarizes information about tasks and workflows.

Settings View

The Settings view of this collection pertains to its various references (e.g., inclusions, URIs and namespaces, metadata, etc.).

Included-By and Includes

These sections show the references (owl:imports) from and to other collections. Editors can modify the includes of production collections, where the choice of collections-to-include is restricted to collection types that are either *required* or *permitted* for the current production collection. See the main Governance Model Assets page (under Home > Create) for additional information.

Crosswalks

This item only appears if the Governance Model is referenced by any [Crosswalk](#) mappings. It lists links to the associated Crosswalks.

Includes based on Subject Area

Asset collections that enable this function will *automatically* include other collections contained in the same governance area and its sub-areas (both business and data-subject areas). By default, each collection has these auto-includes disabled. Auto-includes should only be enabled for governance areas having a reasonably small number of collections.

Namespaces and Prefixes

This view lists the collection graph's namespace prefixes, which can be used in SPARQL queries, etc.. The collection's managers can edit them using Turtle notation.

NOTE: Although comments (#) are accepted, they are not preserved.

Default Namespace

The default namespace is used to construct URIs (unique identifiers) for the classes, properties and other resources in the Governance Model.

Graph URI

This is an internal identifier for any data asset created by EDG.

External Graph URI

This defines a base URI that automatically maps with EDG's internal Graph URI (see **utilities > Settings**) during imports and exports. A manager can either edit this manually or set it automatically by importing an RDF file when no other value exists for the external URI. Also, RDF file import automatically redirects any owl:imports statements to the local copies. Thus, a manager can create a new ONTOLOGY and then import an RDF file to pre-populate it correctly.

The inverse mapping happens when graphs are exported back to RDF files: their external Graph URI is used instead of the internal urn:x-evin-master:... URIs.

Metadata

This section lets you view or edit information about the Governance Model. There is a rich selection of metadata fields, and it is easy to configure EDG to include additional fields if required. The metadata is organized into sections. The view mode only shows the sections and fields that contain information, while the edit mode shows all sections and all fields.

Overview

This section records descriptive properties of the Governance Model, including its official name (if different from the common name or label).

subject area

This is the [governance area](#) (business or data-subject) to which this Governance Model is assigned (if any).

Status

The **Status** section records the life cycle stages of the Governance Model.

Users View

Governance Model Permissions

Managers of a production collection or a workflow can assign its permission profiles (*viewer*, *editor*, or *manager*) to various users, either as individuals or as security roles (e.g., from LDAP). A production manager can also assign permissions on its child workflows. For non-managers, this view is read-only.

Whereas a production collection allows settings for *any* EDG user, a workflow copy only allows access to viewers (at least) of the parent production collection. Because each collection or workflow assigns its permissions separately, a given user can have different profiles for a particular production copy and one of its child workflows, or for two different workflows. A *blank* setting *excludes* access to the user or role. Any user with multiple assignments on a given collection or workflow receives the greatest level assigned. See [Workflows - Permissions for Production Collections and Workflow Copies](#) for details.

Governance Model Governance Roles

This section allows managers to assign governance roles to users: as individuals, as security roles (e.g., from LDAP), or as organizations. For details on governance roles, see [Governance Model > Governance Areas \(and Roles\)](#).

Import View

From any Governance Model's production or working-copy home page, the **Import** functions lets editors copy graph data into the given Governance Model from external sources such as RDF files, spreadsheets, etc.

Import RDF File

Any Governance Model can import data from an external RDF file (in a serialized format). The **Import > Import RDF File** link shows a screen where the **Choose File** button opens a dialog for picking the external source file.

Import RDF File

Please select an RDF file that shall be added to the current Glossary.

When uploading RDF files with owl:import statements in them, make sure that any graph identified in such statements is available and accessible either at its web address or in TopBraid's workspace. Failure to do so will impact your system's availability.

No file chosen

- Turtle (.ttl) or N-Triple (.nt)
- JSON-LD (.jsonld)
- RDF/XML Format (.rdf)

Record each new triple in change history (warning: not recommended for large files)

Choose the source file and **identify its format**. Decide whether to record new triples in the change history (use with care!) and then click **Finish** to complete the import. A message will indicate whether the import was successful.

When importing RDF into a Working Copy, the addition of each triple can be added as an entry in the change history, where it will be available to all the relevant reports. When importing into a production copy, the Record each new triple in change history checkbox gives you the option of adding these to the change history; note that this is **not** recommended when importing large amounts of data.

Import Spreadsheet using Template

This screen lets you pick a spreadsheet and a template that will be used to convert the spreadsheet data into reference data. The template may be created using the mapping process explained in the *...using Pattern* section, below.

The mapping can also be created using TopBraid Composer when the simple mapping described above is insufficient and you need to perform more complex transformations—for example, concatenation of values. TopBraid Composer's SPINMAP tool provides a drag-and-drop interface that makes it especially easy to create more complex mappings.

Templates developed with TopBraid Composer must be stored in files with ".tablemap." in their name (for example, myMapping.tablemap.ttl) and be uploaded to the EDG server to be available to EDG users. Spreadsheet imported using a template must have exactly the same structure as the spreadsheet used to develop the template. The names and order of the columns must be exactly the same. If multiple worksheets are used, the order and structure of each worksheet (even for worksheets that are not imported) must be the same.

Import Spreadsheet using Pattern

This link shows the following screen:

Import Spreadsheet using Pattern

Select a spreadsheet to import.

Choose File airports.xlsx

The file must end with either

- .xls - Excel
- .xlsx - Excel
- .tsv - Tab-separated values
- .csv - Comma-separated values

Sheet index (for Excel, optional):

Entity type for the imported data:

Next

Click Choose File to pick the external spreadsheet file whose data you want to import into the Governance Model. This may be an Excel file (file-type extensions: *.xls* or *.xlsx*), a tab-separated value (*.tsv*) file, or a comma-separated value (*.csv*) file. The file-name should have the expected extension. Because an Excel file may have more than one sheet of data, this screen lets you specify a **sheet index** value to identify which sheet to read in. The default is 1, for the first sheet.



The sheet index counts all sheets in an Excel workbook, including hidden ones. For example, if you enter a 3 here and EDG seems to import the second sheet, there may be a hidden one between the first and second sheet that made the third one look like it was the second one when Excel was displaying the workbook. The Excel online help explains how to check for the existence of hidden sheets.

The Entity type for the imported data field identifies which *class* (available to the current collection based on its type and includes) to use as a schema for mapping the spreadsheet's row data. In other words, the chosen class's structure (e.g., its datatype and object properties) will act as a template for mapping each data elements of each spreadsheet row into the current collection's assets (new or existing instances). Make the (1) file, (2) sheet index, and (3) entity type (class) selections and click Next .

Select Spreadsheet Type

This view enumerates five possible (columnwise) layout patterns for the spreadsheet's row-item data, showing an example of each pattern. For data explicitly structured into a hierarchy, like a taxonomy, there are four layout options. For all other data, there is the *No Hierarchy* layout (#1). In the hierarchical layouts, each row item also indicates its hierarchical path, either explicitly (absolute path, #2, #3, #4) or implicitly (recursive path, #4, #5; note that lighter text in the layout patterns indicates optional data).

Select Spreadsheet Type

The design patterns besides "No Hierarchy" support spreadsheets that contain a hierarchy that needs to be created as part of the import.

1. No Hierarchy

Term	Size
World	Huge
Europe	Medium
France	Small
Germany	Small
Pacific	Large
Australia	Medium

2. Path with Separator

Term	Hierarchy
World	World
Europe	World > Europe
France	World > Europe > France
Germany	World > Europe > Germany
Pacific	World > Pacific
Australia	World > Pacific > Australia

3. Path with fixed-length Segments

Id	Term
01	World
0101	Europe
010101	France
010102	Germany
0102	Pacific
010201	Australia

4. Column-based Tree

Level1	Level2	Level3
World		
World	Europe	
World	Europe	France
World	Europe	Germany
World	Pacific	
World	Pacific	Australia

Cells with light color are optional.

5. Self-Join

Term	Parent
World	
Europe	World
France	Europe
Germany	Europe
Pacific	World
Australia	Pacific



Note the *header row* of column labels in every layout. The imported spreadsheet should have such a header row.

Below the five layout options, the view also shows a sample of the spreadsheet's actual data. This following image shows a spreadsheet of airport codes.

Your Source Spreadsheet (First 6 rows)

Airport	City	Country	Country Code	IATA Code	Latitude	Longitude	Altitude
Anaa	Anaa	French Polynesia	PF	AAA	-17.352606	-145.509956	10
El Arish International Airport	El Arish	Egypt	EG	AAC	31.073333	33.835833	121
Annaba	Annaba	Algeria	DZ	AAE	36.822225	7.809167	16
Apalachicola Regional Airport	Apalachicola	United States	US	AAF	29.7276066	-85.0274416	20
Flugplatz Merzbrueck	Aachen	Germany	DE	AAH	50.823194	6.186389	570
Cayana Airstrip	Cayana	Suriname	SR	AAJ	3.898611	-55.577778	50

Select the **layout title** link that most correctly corresponds to the chosen spreadsheet's structure.

Import Spreadsheet

This view defines the data-mapping rules from the spreadsheet's columns into the class and optional hierarchy structures chosen for the collection data. It also allows users to (1) preview the import, (2) save its settings as a template for future imports, and it (3) initiates the import.

Column Mapping

The *Column Mapping* settings specify which spreadsheet columns will correspond to which properties in the target Governance Model. Typically, the mapped properties belong to the target entity type (class), as either attribute/datatype or relationship/object properties. The mapping also supports *inverse* relationship properties, which belong to *other* classes that have relationships *to* the imported entities. Any unmapped properties will be ignored during the import, leaving those property triples unchanged on target instances in the graph.

The following example shows a mapping for the "No Hierarchy" layout.

Import Spreadsheet

Map Spreadsheet Columns to Target Properties for the class **Country**:

Spreadsheet Column	Target Property	Language
Airport	-	▼
City	-	▼
Country	-	▼
Country Code	-	▼
IATA Code	-	▼
Latitude	-	▼
Longitude	-	▼
Altitude	-	▼

Unique Identifiers

The URIs will be derived from the values of the column mapped into the property **iso 3166-2 alphabetic country code**.

Overwrite existing values

Record each new triple in change history (warning: not recommended for large files)

Optional: Make this a reusable mapping template, named:

Your Source Spreadsheet (First 6 rows)

Airport	City	Country	Country Code	IATA Code	Latitude	Longitude	Altitude
Anaa	Anaa	French Polynesia	PF	AAA	-17.352606	-145.509956	10
El Arish International Airport	El Arish	Egypt	EG	AAC	31.073333	33.835833	121
Annaba	Annaba	Algeria	DZ	AAE	36.822225	7.809167	16
Apalachicola Regional Airport	Apalachicola	United States	US	AAF	29.7276066	-85.0274416	20
Flugplatz Merzbrueck	Aachen	Germany	DE	AAH	50.823194	6.186389	570
Cayana Airstrip	Cayana	Suriname	SR	AAJ	3.898611	-55.577778	50

For target *datatype* properties, the corresponding spreadsheet column should contain row-values of the matching datatype. The target datatype may also specify an optional **Language** field setting, which will add the selected language tag to each imported value.

For target *relationship* (object) properties, the corresponding spreadsheet column's row-value is used as a reference value that matches a property of one instance of the related class. The reference values may either be the corresponding property values of the referenced instances or they may be the referenced instances' URIs. If all of the values in such a column are recognized as valid URLs, then they will be mapped as URIs, as indicated by the associated **Use values as URIs** label. Otherwise, the relationship values will be normal property values of the referenced class. If the related class has a designated *primary key* (PK) property, then this is automatically assumed to be the referenced property, and the spreadsheet data must have a column whose values map to this PK property. If the related class lacks a PK designation, then the user must indicate the referenced property by selecting it from the property drop-down list for the related class.

For *inverse* relationships, the spreadsheet column represents some other class's *reference to* the imported entities. Similar to forward (non-PK) relationships, if an inverse relationship is the chosen mapping, then there is a further choice of which referring-class property the spreadsheet provides as values for identifying the referring instances.



Even if the referenced property is *not* designated as a primary key (PK), it is still assumed that all of the corresponding property-values are unique across all referenceable instances. If duplicate values exist, then the referenced instance will be assigned arbitrarily.

Also note that if the related class designates a primary key property, then imported rows will *always* construct a reference, regardless of whether such an instance exists. On the other hand, if there is **no** such PK designation, then imported rows will construct a reference *only if* a matching instance exists.

As explained below, if the target of a relationship has the same entity type as the entity type for the imported data AND you are using matching on the property values to build a relationship, the **Override existing values** option must be unchecked. Otherwise, the relationship will not be created.

If the imported rows will generate any new instances, as opposed to only adding data to existing ones, then some column should map to the target *label*/property, which determines the name or display field for an instance. When importing into *reference datasets*, then one spreadsheet column must map to the primary-key property that is designated for the dataset's *main entity* class. For example, the screen image above identifies this field as the 2-letter alphabetic country code.

If the imported rows are adding new data values to existing instances and/or adding new instances, it is best to **uncheck** the *Override existing values* option. Checking this option has the following consequences:

- If an instance already exists and has a value for any of the mapped columns, the value will be replaced with data coming from a spreadsheet.
- Relationships between instances of the same type that rely on matching of values will not be created (because these values may be overridden as part of the processing).
- When working with Taxonomies, a combination of checked *Override existing values* and the *No Hierarchy* pattern will always make imported instances top concepts of a new Concept Scheme, even if they already exist in the Taxonomy and have parent concepts.

Hierarchical spreadsheet types

If a hierarchical pattern was selected, then there will also be *Hierarchy* settings that specify how the spreadsheet represents the hierarchical relationships of its data items.



Note that one could still use the **No Hierarchy** import pattern for a taxonomy. This would import spreadsheet terms as separate concepts without connecting them hierarchically. The taxonomy's editors could then use the [Concept Hierarchy](#) view to manually arrange the imported nodes in the taxonomy's concept tree.

- For **Path with Separator** spreadsheets, make sure to assign at least one column under **Column Mapping** as the preferred label. For other types, the importer can often infer the preferred label column. (See below about the Preview button.)
- For **Column-based Trees** and **Column-Pair Based Tree** spreadsheets, specify the top and bottom levels of the hierarchy by picking the first and last column names.
- For **Path with fixed-length Segments** spreadsheets, specify the column with the path values used as IDs and the length of the segments within the path IDs. In the **Path with fixed-length Segments** sample layout on the Select Spreadsheet Type screen, the Id column has the path values, and each two-digit segment of these values indicates a step of the hierarchy; removing the last two digits of any of those Id values shows the Id value for that term's parent. For example, Australia has an Id value of 010201, which has a parent value of Pacific (Id value 0102), which has a parent of World (Id value 01).
- For **Path with Separator** spreadsheets, in which a spreadsheet entry such as "World > Europe > France" indicates the hierarchical structure above the term "France", specify the column storing these values using the Column containing the paths field and the Path separator character in the field with that name. If your spreadsheet also includes an ID column, the **Hierarchy** section includes a dropdown field to indicate this.
- For **Self-Join** spreadsheets, there are columns to specify the **Column containing the parent ids** and the **Column containing the child ids**. In the Self-Join sample on the Select Spreadsheet Type screen, these would be the Parent and Term columns, respectively. A **Hierarchy Property** field also lets you set whether you want the "has broader" property used to identify relationships in the displayed hierarchy or something else.
- The **Generate in inverse direction** checkbox will reverse the direction of how the property specified in **Hierarchy property** is applied.

Unique Identifiers

This section defines the URI for each imported row. Selecting Overwrite existing values will *delete* an existing value for a mapped property before adding its new (different) value; otherwise, new values will be added to existing ones. Selecting Record each new triple in change history (warning: not recommended for large files) prevents EDG from recording the addition of each new triple in the change history.

A Preview button on the Import Spreadsheet form lets you see the RDF triples that would be generated with the currently configured settings. The browser's *Back* button returns to the form.



The Optional: Make this a reusable mapping template field lets you save all of the settings on this form so that you can later import other spreadsheets with a similar layout without filling out this form. Once you use this field to name a template of settings, if you later pick Import Spreadsheet using Template on the Import tab instead of Import Spreadsheet using Pattern, you'll see a drop-down list of the saved template names, a Browse button to pick a spreadsheet, and a Finish button to perform the actual conversion.

When you are satisfied with the sample data shown on the preview screen, click the Finish button. EDG will display a message about successful importing of the data along with a set of data that you can use as a mapping file for imports of spreadsheets with a similar structure in the future.

Export View

Export Governance Model as a Graph

Any viewer of a collection can export its data in a standard RDF serialization format.

Creation of reports and exporting of data are available when working with both production and working copies of reference data to anyone with who has read access.



To export subsets of Governance Model data according to custom criteria and sorting, note that EDG's Search screen provides fine-grained control over the data to display on the Search Results area. That form's gear menu offers several choices to export the results into spreadsheet-compatible formats (e.g., for Excel). See [Governance Model View or Edit](#) for details on **searching**.

For any collection, to generate an RDF representation of the graph data, select Export > Export Governance Model as a Graph and then an RDF format: JSON-LD, N-Triples, RDF/XML, Turtle or **TriG**, with or without inferences ("with inferences" adds a dedicated graph named `urn:x-topbraid:inferences`, which has any triples inferred via SHACL or SPIN rules; note that this computes on-the-fly and might be very slow).

Browser interactions might vary: displaying the data directly or via a kind of *view source* command. Alternatively, instead of directly clicking a format link, the browser might provide (on the link) a right-click menu option to *save the link target to a file* (i.e., without explicitly displaying the link result in the browser). A dialog box will prompt for the file location and name.

SPARQL Endpoint

This allows users of the collection to run new or saved SPARQL queries on it and to optionally save queries for others. Saved queries can be deleted by their creators and by collection managers. If [SPARQL updates have been enabled by an administrator](#), editors (and managers) can run them, but viewers cannot. Note that the *Pivot Table* and *Geo* functions can be slow on some platforms and are not supported for Internet Explorer.

Export using Saved SPARQL Query

This lists the SPARQL queries that have been saved for the collection. For each query, it provides a URL that will run it, along with an **Export Query** button that runs it and shows the results.

Publish Governance Model for Explorer Users

On an EDG server that is paired with a [TopBraid Explorer server](#) (for read-only access), managers of an editable Governance Model can publish it to the Explorer for viewing. Note that the working copies of all published asset collections might or might not be viewable, depending on the Explorer's administrative configuration.

Any manager of an asset collection can control its Explorer publication status by selecting **Export > Publish Governance Model for Explorer Users**. The view shows a **Status** drop-down for the asset collection, which indicates whether the asset collection was ever **Published** or not (**Unpublished**).

Publish ExampleAssets123 to Explorer Users

Status Published ▼

- Unpublished
- Published**
- Update Published Copy

Publish included graphs:

- Software Systems**
- ITIL Glossary**

By default, all included graphs will be published to the Explorer server, completing the import closure but potentially making the data transfer large. Unselect the graphs above that shall not be sent. The graphs not selected above are assumed to already exist on the Explorer server, for example having previously been published.

It also lists any included asset collections that might also require publication.



Ensure that all included graphs are either already present on the Explorer server or published along with the asset collection.

Changing the status causes the following action.

Current Status	Chosen Option	Result
Unpublished	Published	Sends a copy of the asset collection and selected includes to the Explorer server. Changes the source collection's status to Published.
Published	Update Published Copy	Re-sends a current copy and selected includes to the Explorer server, overwriting the previous version(s). Keeps the source collection's status as Published.
Published	Unpublished	Deletes the asset collection on the Explorer server. Changes the source collection's status to Unpublished.

Export using Saved Search

The Saved Search link shows a screen listing your saved searches. These are searches that you have saved using the **Save current search** button in the search form of the Editor page.

Saved Searches for Currency Codes

Search id: Bond keyword

Class: Currency

Service URL:

Result Format:

Export

The screenshot shows a search interface with a 'Filter' panel on the left and a 'Currency' results panel on the right. The search term is 'Bond'. The 'Currency' panel shows a table with columns 'Currency' and 'Alphabetic Code'. The results are:

Currency	Alphabetic Code
Bond Markets Unit £XBA	
Bond Markets Unit £XBB	
Bond Markets Unit £XBD	
Bond Markets Unit £XBC	

A dialog box titled 'localhost:8080 says:' is open, showing the search name 'Bond keyword' and an option to prevent additional dialogs. The dialog has 'OK' and 'Cancel' buttons.

After setting the Result Format for a given search, clicking its Export button will download the search results in that format. Your saved searches are web services. They can also be used as an APIs by other systems.

Reports View

Anyone with read access to a production Governance Model or working copy can generate various standard reports for it. Custom reports are also possible.

Problems and Suggestions Report

For any Governance Model (production copy or working copy managed by a workflow), **Reports > Problems and Suggestions** checks the current state of the Governance Model against all of its applicable quality rules (i.e., its shapes and validity constraints they define) and enrichment rules. A message box shows the rule-processing progress and then shows the report. Note that the report results are also reflected in the **Dashboard > Completeness and Validity** display.

Users can also enable validity checking when they are viewing individual resources in the form. This setting the applies across all of asset collections user works with. See the **View or Edit** documentation for details.

To develop custom extensions to this feature, see [EDG Developer Guide > Extending the Problems and Suggestions Reports](#).

View Change History

Click Reports > View Change History to show the Change History view. For a production copy, this shows all the changes made since it has been created. For a workflow, this shows only changes made within the working copy managed by the workflow.

Clicking the Search button on the Change History screen displays a time-stamped list of the saves made in the Matching Changes panel, and clicking one of those lines displays details about what changes were made as part of that save operation in the Details of Selected Change panel. Below, the change made on July 30th has just been clicked, showing that three values were added and one was deleted as part of the change made with a particular save operation.

Change History

The screenshot shows the Change History interface. At the top is a search form with fields for creator, date, and status, and buttons for Search, Reset, and a search icon. Below the search form is a table titled "Matching Changes" with columns for creator, date, status, and working copy. The last row is highlighted. Below the table is a section titled "T18-03-41.724Administrator" with details for the selected change: Creator: Administrator, Date: Jul 30, 2014 2:03:41 PM, Status: Uncommitted, Working Copy: Calling code updates. There are links for "Commit this Change to production" and "Revert this Change (in working copy)". Below this is a table with columns: Added or Deleted, Subject, Property, and Value. The table contains four rows: three "added" rows for "Algeria" with properties "altitude", "alternative label", and "preferred label", and one "deleted" row for "Algeria" with property "preferred label".

Added or Deleted	Subject	Property	Value
added	Algeria	altitude	3003
added	Algeria	alternative label	Algeria
added	Algeria	preferred label	People's Republic of Algeria
deleted	Algeria	preferred label	Algeria

If you are logged in as a user who is editor or manager of the vocabulary/asset collection or a workflow where the change was made, then a link Revert this Change will appear in the bottom panel. Click on this link to undo this operation. This will in fact create a new "forward" edit in the change history, with yourself as author. Note that this feature should be used with care, because reverting some steps from the middle of the change history may lead to orphan resources in your model.

If you are logged in as a user who is editor or manager of an asset collection and look at a change performed in a working copy as part of a workflow, then a link Commit this Change to production will appear in the bottom panel. You can click on this link to move the change history entry (in the example above, the three additions and the deletion) out of the workflow copy and into the production copy, essentially cherry-picking which change from a workflow copy you want to accept. As with the Revert feature mentioned above, this feature should be used with care, because committing some steps from the middle of the change history may lead to creating data statements that are disconnected from the rest of the information. For example, when you commit a change that has modified some attribute of a newly created code, then you should also make sure that the change that created the code in the first place has also been committed.

Before you click the Search button, you can narrow the scope of the search by filling out any or all of the fields at the top of the form:

- **creator** Enter the name of a particular EDG user to only see changes by that user. This field uses typeahead, so that if you have users named "Joe" and "Joan" and only type in "Jo", these two names will appear in a drop-down list for you to pick from.
- **date** Enter a date in the first date field to see all changes after that date, a date in the second field to see all changes before that date, or in both fields to see the changes within a particular date range. (There's no need to actually type in the date value; clicking in either field displays a calendar where you can then click on the date you want to enter.)
- **status** Enter "committed" or "uncommitted" to only list changes with one of these status values.

Comparison Report

For a production Governance Model, this report shows its differences with another, user-selected Governance Model. For a working copy, it shows the differences to its parent production version. Note that differences do not extend to the contents of included asset collections. The report will list each changed assets and properties that were changed, showing the changed values. If a value was added, it is shown in green. If it was deleted, it is shown in pink.

For example, the following shows what happens after the preferred label property for "South Korea" is edited, an alternative label is added, and a "Seoul" is added as a narrower value of the "South Korea" resource (renamed to "Republic of Korea").

Comparison Report

Geography Vocabulary, working copy South Korea Updates

Republic of Korea (http://topquadrant.com/ns/examples/geography#South_Korea)

Property	Production	Working Copy	Actions
alternative label		South Korea	View Change
preferred label	South Korea		View Change
preferred label		Corea del Sur	View Change
preferred label		Republic of Korea	View Change

Busan (<http://topquadrant.com/ns/examples/geography#Busan>)

Property	Production	Working Copy	Actions
definition		Largest city after Seoul	View Change
has broader		Republic of Korea	View Change
preferred label		Busan	View Change
type		City	View Change

The right hand side of each change contains a link View Change that displays a dialog box with details of the change log entry that caused that particular change. Depending on your permissions, you can revert or commit the change in that dialog box. See [View Change History](#) for further information on reverting and committing individual changes.

Property Value Rules

This shows the collection's property values that are inferred through SHACL: `sh:defaultValue` or `sh:values` (see [Inferring Data with SHACL Property Value Rules](#) for details). The inferred properties are depicted diagrammatically.

Statistics

For any Governance Model (production or working copy), Reports > Graph Statistics displays details about the Governance Model's node distribution. The following shows the statistics for the sample Reference Dataset: *Country Codes*.

Statistics for Country Codes

Overall Counts

	Count
Triples	6222
Instances	331

Instances by Class

Class	Instances
Country	280
Ontology	1
ReferenceDataset	1
Vocabulary	1
http://topbraid.org/search#ObjectFacetValue	2
http://topbraid.org/search#PropertyColumn	39
http://topbraid.org/search#PropertyFacet	2
http://topbraid.org/search#Search	5

Workflows View

This view allows users to start workflows, and it lists both the active and completed workflows, if any. (For general information about workflows, see [Workflows](#)).

Start new Workflow

This button opens a form for starting a workflow. If multiple workflow templates (types) are available, select the appropriate one. The new workflow requires a name and allows you to enter an optional description, both of which remain editable by managers. For more information, see [Workflows Utilities](#) and related pages.

Users can also create a workflow pertaining to a selected asset (see **View or Edit > Actions > Additional asset actions**). Such workflows record the identity of the selected asset but are otherwise ordinary.

Workflows in Progress

This section lists any active (uncommitted) workflows of the collection. To access a particular workflow, select its row and click **Go to Workflow**. You will see a page showing you the status of the workflow and, depending on the workflow's status and your role, allowing you to move the workflow to the next state.

Also depending on workflow's status and your role, you can view or edit the workflow and view or execute various utility actions on it. A workflow can be used to process changes to multiple assets or changes to one specific asset. Each workflow isolates its changes to its own workflow copy, which does not affect other workflows or the production version, until and unless the workflow is committed back into production.

If the workflow was created for a specific asset, its name will appear in the row. Selecting the row and clicking **Go to Asset** will open the asset's details view, which workflow editors can also modify.

Completed Workflows

This table works similarly to *Workflows in Progress* except that it lists the workflows that reached the terminal state. Typically, this means that changes have been finalized and committed to the asset collection. Users can view the history of workflow transitions. Each completed workflow shows its number of changed statements (triples), giving users information about the volume of changes made as part of the workflow. For completed workflows with extensive changes, preserving such history of changed triples might occupy considerable space. Therefore, asset collection managers can select a completed workflow and use the **Archive** action to remove the audit trail from the change history. The change records are copied into a file in a new project that an administrator can access if the change history details are ever needed again. To browse these files, use the Base URI Management page in the Server Administration area. The files will be located in a project (or folder) called "Archive". If these are no longer needed you can move them off the server.

Tasks View

The Tasks feature allows users to associate tasks with asset collection resources. If the **Tasks** item is not listed in asset collections' main utility (operations) view, then see [EDG Configuration Parameters](#) for how an administrator can enable the *Tasks activated* configuration parameter.

Tasks for *[Governance Model NAME]*

When this feature is active, tasks can be associated with either a top-level asset collection or with a resource it contains, such as a class, property, or individual code. The Tasks management view of an asset collection shows the tasks associated with it at any level. At the bottom of the view, the Create Task link displays a dialog box where you can add a new task's description and user assignment. Once you click this dialog box's OK button, EDG adds the task to the list for this data asset, where you can reset its status or who it's assigned to with that form's drop-down lists. You can then filter the list display by these values.

When editing a particular asset resource within a collection, the **Tasks** button on its details edit form allows viewing and creating tasks about the resource. The button also indicates the number of tasks assigned to the resource.

Newly created tasks are, by default, assigned to the manager of the asset collection, who can then reassign tasks to other users. A user assigned to a task can change its status and enter comments about tasks.

Administrators can activate a feature to **Send task emails** in the EDG Configuration Parameters. When activated, users with an email address (e.g. via LDAP) will receive emails whenever a task gets assigned to them, or if a property of an assigned task has changed.

Comments View

The Comments feature allows users to associate comments with asset collections and asset resources. If the **Comments** item is not listed in asset collections' main utility (operations) view, then see [EDG Configuration Parameters](#) for how an administrator can enable the *Comments activated* configuration parameter.

Recent Comments

When viewing or editing a resource such as a class, instance, or taxonomy concept, the Comments button in the lower-right shows how many comments have been added to the selected resource for this production or workflow copy. Clicking the button displays a dialog box where you can see previous comments and add your own under the "Add Comment" title; click the OK button when you are finished.

Andorra (Country) >>
 http://topbraid.org/data/country/CountryCode-AD

Country Info

iso 3166-2 alphabetic country code: AD

iso 3166-3 alphabetic country code: AND

iso 3166 full name: Principato d'Andorra (it)
 el Principado de Andorra (es)
 la Principauté d'Andorre (fr)
 the Pri
 Княже
 زة أندورا
 安道尔
 short name: Andorr
 Andorr
 Andorr
 l'Andor
 Андор
 أندورا (e
 安道尔

Comments for Andorra ✕

Add Comment

B I U | | | | | | | | |

Format | Font Family | Font Size

| | | | | | | | |

OK

▸ **Country Code Status**

▸ **Other Info**

Edit | Print View | Show History (0) | (0)

Comments have a status such as "open," "declined" or "resolved." The status of those can be changed using a drop-down list to the right of each comment entry. If you also have the TopBraid Explorer (Viewer) application, the display can also include comments from those viewers, marked with (via TopBraid Explorer).

To get a list of the most recent 100 comments for a production or workflow copy, select its Comments management view. These comments can be filtered by status, for example, to only display the "open" comments.

Recent Comments

Filter by Status: all

Administrator commented on Mar 30, 2015 5:33:07 PM about <u>organized crime</u> : We may have a more recent definition for this--check with Jim.	Status: open
Administrator commented on Mar 30, 2015 5:32:39 PM about <u>inquiry</u> : Shouldn't "Eg" in the definition say "e.g."?	Status: open declined open resolved



When resources such as concepts, classes, or instances are deleted, their comments are not automatically deleted with them. These are known as "orphan comments." If there are any orphan comments associated with a given asset collection, the Comments view will include a hypertext link saying "Delete the X orphan comments about entities that no longer exist," where X is the number of orphan comments associated with this asset collection. Clicking this link will delete these comments.