CREATING A BUSINESS TERM INVENTORY REPORT IN IGC

Updated April 2020
1) When you get to the Welcome page select **Queries** in the blue tab.
2) You'll be taken to the **Manage Queries** page. Here you will be able to view those queries you have created, or ones which have been published querying metadata you have permission to view.

3) Select **New** to create a new query.

**Note:** If you want others to view and use your query it must be published. At this time the IGC Asset Author and Basic User roles cannot publish queries.
4) You’ll be taken to the **Untitled Queries** page. The default asset type is “term.”
You may also create queries using other asset types including:

- Category
- Information Governance Rule
- Information governance Policy
- Collection
- Label
- Steward
- Data Class
BUILDING A QUERY

5) Select the available properties you’d like in your query. You can double click or drag and drop.
You may **rename** a property, **move** it up or down, or **remove** it, by using the buttons to the right of the **Displayed Properties** window.

6) When ready **run** your query.
7) The **Query Results** are returned below the **Query Properties** windows.

**Note:** The Asset Name is always returned as the first column.
8) After running the query you may name and save it, and use it as often as you like to create an Excel spreadsheet.
9) After saving the query you will find it in the **Manage Queries** window.

**Note:** Since this query is not globally available the icon looks like a person. The icon for queries that anyone can run include a globe.
10) If you would like to save your list to a file, right click on the **List Options** link. The yellow window will open.

Here you can:

- Select the # of items per page
- Sort by name ascending or descending
- Save list to .csv or .xls format.
SAVING A LIST TO A FILE

11) After selecting one of the list options you’ll be asked if you want to **Open** or **Save** the results.

We’ve selected .csv format so the data opens in an Excel file which will require some formatting.
SAVING A LIST TO A FILE

12) Once formatted you may save your list in .csv or .xls format.
IGC SHAREPOINT SITE:
https://sp.princeton.edu/oit/Cedar/IGC

Documentation includes:
• Installing and Using IBM Glossary Anywhere
  http://www.princeton.edu/~dwi/IGC%20Glossary%20Anywhere/
• IGC CC Master
• IGC Managing Categories

Note: If you have any questions reach out to CeDAR staff or your IGC data steward.
IGC SHAREPOINT SITE:
https://sp.princeton.edu/oit/Cedar/IGC

Welcome to CeDAR's Information Governance Catalog (IGC) SharePoint Site!

Shared Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Modified</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>6/14/2017 11:09 AM</td>
<td>Leah N. Targon</td>
</tr>
<tr>
<td></td>
<td>IGC Campus Community Master 5-25-17</td>
<td>5/25/2017 3:29 PM</td>
<td>Leah N. Targon</td>
</tr>
<tr>
<td></td>
<td>IGC Managing Categories</td>
<td>5/25/2017 3:27 PM</td>
<td>Leah N. Targon</td>
</tr>
</tbody>
</table>
Some list humor

1. Sit in bucket
2. Smile
3. Make bubbles