IBM® DB2® Warehouse Manager

Information Catalog Center Tutorial

Version 8

IBM

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Before using this information and the product it supports, be sure to read the general information under *Notices*.

Contents

About this tutorial

This tutorial describes the tasks that you can perform with the Information Catalog Center to quickly locate and use metadata in an information catalog.

Who should use this tutorial

This tutorial is intended for end users who browse or search an information catalog for business information pertinent to their organization.

How to use this tutorial

This tutorial is structured so that you can learn how to use the Information Catalog Center with the aid of sample scenarios that describe a fictitious company, the CelDial Corporation. The scenarios show how users at the CelDial Corporation use a sample information catalog, ICCSAMP, to find the information they need.

Use the sample ICCSAMP information catalog and this tutorial to develop hands-on experience with the Information Catalog Center before accessing your own company information.

The scenario portions of this tutorial are continuous, so one set of tasks builds on knowledge you learned from the previous set. The scenario tasks begin in Chapter 3, "Locating information" on page 5.

Before you can use the tutorial, the information catalog administrator must set up the sample catalog for use with the Information Catalog Center by completing the following steps:

- Create an information catalog named ICCSAMP, making sure to include the common object types.
- Import the **ICMDEMO.TAG** tag language file into your information catalog. The **ICMDEMO.TAG** file can be found in the following directory:

  X:\sqllib\samples\icmdemo\

  where X is the drive where the Information Catalog Center is installed.

Each tutorial user must install the Information Catalog Center on their workstation and catalog the information catalog database prior to using the tutorial.

Important:

- The scenarios in this tutorial assume that you have not altered your Information Catalog Center default settings.
- As you work through the scenarios, do not close any Information Catalog Center windows unless directed to do so, because you might need the windows for related tasks later in the tutorial.
- By default, the name of the sample information catalog is ICCSAMP. However, the administrator may change the name. For the purpose of this tutorial, the sample information catalog is referred to as ICCSAMP information catalog.

For the scenarios in this tutorial, the Information Catalog Center gives you a choice of programs to launch to view Lotus 1-2-3® spreadsheets. You can launch Lotus 1-2-3 if you have it installed on your workstation, or you can choose to view screen captures of the same spreadsheets in Paintbrush or Paint.

The topics described in this book are:
- Chapter 1, "Introducing the Information Catalog Center" on page 1, an overview of the Information Catalog Center.
- Chapter 2, "Starting to work with the Information Catalog Center" on page 3 describes tasks needed to complete when you first begin working with the Information Catalog Center.
- Chapter 3, "Locating information" on page 5 shows you how to browse subjects, start a program from an object, find objects, look up contacts, or print information.
- Chapter 4, "Collecting information in the information catalog" on page 13 helps you to create a collection that groups different objects together.
- Chapter 5, "Additional tasks for Information Catalog Center users" on page 15 describes additional tasks that Information Catalog Center users can complete.
- Appendix A, "Sample information catalog object types" on page 19 provides a list of the contents of the ICCSAMP information catalog that you can use for the scenarios in this book.

About the sample scenario

CelDial Corporation is a well-established manufacturer of cellular telephones. The company plans to expand its business to provide a cellular network. To support the expansion, CelDial Corporation is using the Information Catalog Center to update their information network.

Marketing research analysis has measured an increase in market demand for cellular phones and other telecommunications technology of the same type

sold by CelDial. As a new marketing representative at CelDial, your task is to gather the results and determine the focus of the 2000 campaign so that you can plan a successful 2001 campaign.

You have just returned from a CelDial business meeting where the 2000 end-of-year results were presented. The results reflected the largest sales increase since the company's very successful sales campaign was launched in early 2000. But you need to know what the initial figures were for early 2000 when the campaign was just getting underway; then you can compare them to the latest results. You also need to know more about the sales campaign; the information from the 2000 campaign will help you make the right decisions when planning the upcoming 2001 campaign.

Where do you start? You need to:
- Review sales figures resulting from the 2000 campaign. You might compare the first quarter of the year with the last quarter, since the campaign was launched in the beginning of the year.
- Review related advertising costs associated with the new campaign.
- Group together all the information that you find so it is easily accessible to you if you need to review it again.
- Determine if changes need to be made for the 2001 campaign.

Your group has just installed the Information Catalog Center tool to find and access company information.

How to send your comments

Your feedback helps IBM to provide quality information. Please send any comments that you have about this tutorial or other Information Catalog Center publications. Submit your comments at the web site: http://www.ibm.com/software/data/db2/datawarehouse

The web site has a feedback page that you can use to enter and send comments.

Chapter 1. Introducing the Information Catalog Center

The Information Catalog Center is a tool that helps you find and access business information quickly and easily; it does for your organization what an electronic card catalog does for a library, and more.

In today's business environment, having access to important company information is a necessity. Gathering pertinent information is often a time-consuming, exhaustive process and involves searching for data in various locations and calling several departments or individuals for pertinent information. The Information Catalog Center streamlines the search for business information by providing a single information catalog and robust searching capability.

Your company's information is maintained in different places: charts, graphs, displays, and other information are in decision support systems; spreadsheets and tables of customer names, numbers, and other data are in accounting systems; text documents and graphic files are in office systems. The information can be on a large mainframe system, a network server, on your workstation, or in printed documents in a filing cabinet. You can catalog any or all of this information: the scope of what an information catalog contains depends on the information that can and should be shared within your company.

The Information Catalog Center stores descriptive data about source information. This data can include the type of information, a description of the information, what it contains, who owns and updates it, and where and how to get to it.

After you find the information you need, you can start spreadsheet programs, word processors, graphic tools, or other informational applications from the Information Catalog Center. The Information Catalog Center remains in the background while you work with the retrieved information in the application where the source information originates.

To use the Information Catalog Center user interface, start from the Information Catalog window.

Working with the Information Catalog Center

As with any information system, two types of users interact with the system: the person responsible for maintaining the information in the system, and the user. For example, your local city librarian organizes and manages the catalog system and maintains the information about the library's collection of materials. Users accessing the card catalog system can get the information they need about what is available and where to find it. The librarian is managing the system behind the scenes to ensure that everything is working as it should be for the users.

With the Information Catalog Center, the role of the administrator is similar to that of a librarian. The administrator organizes and maintains the descriptive data about your company's information and understands the needs of the users. An administrator is often a user as well. Information catalog administrators work closely with users, other information catalog administrators, and information systems personnel to evaluate and identify what information exists and what information should be contained in an information catalog.

As a user, you can find information faster and easier than ever before because your administrator organizes it to meet your group's specific needs. All of this goes on behind the scenes to ensure that you have the information you need when you need it.

Some information catalog users can perform additional management tasks that are normally performed by information catalog administrators if they have been granted authority by the administrator. Those tasks are described in Chapter 5, "Additional tasks for Information Catalog Center users" on page 15.

Objects and object types

Descriptive data in the information catalog is organized into object types and objects that reflect the business categories and business terminology that your company uses.

For example, the ICCSAMP information catalog contains an object type called "Images or graphics," which describes a set of objects that are digital bitmap images used by the CelDial company. Among the properties defined for the "Images or graphics" object type are Long description, Image class or type, and Image filename. One of the Images or graphics objects is called **Image used for first quarter printed advertisements**, and it describes a bitmap photograph used in the magazine ad that ran in the first quarter of 1999.

Chapter 2. Starting to work with the Information Catalog Center

This chapter describes tasks that you complete when you first begin working with the Information Catalog Center.

Registering a database and remote information catalog

An information catalog can be either local (stored on your workstation) or remote. If the ICCSAMP information catalog is remote, the information catalog must be registered and initialized (or created) by the database administrator. After the administrator completes the registration process, you must run the **Configuration Assistant** to catalog the remote database before you can access the sample catalog. Make sure that your Information Catalog Center administrator provides you with the following information:

- The database name where the ICCSAMP information catalog is located.
- The ICCSAMP information catalog name if the administrator changes it from the default name.
- A user ID and password that you can use to access the ICCSAMP information catalog.

Opening an information catalog

To open the information catalog:

1. Click **Start** —> **IBM DB2** —> **Business Intelligence Tools**—> **Information Catalog Center**.

   The Logon window opens.
2. In the **User ID** field, specify the userid needed to connect to the database.
3. In the **Password** field, specify the password associated with the user ID you entered.

   Passwords are case-sensitive on some operating systems; you must type them exactly as specified.
4. In the **Database** field, specify the name of the database containing the ICCSAMP information catalog that you want to access.
5. In the **Information catalog** field, specify the name of the information catalog (ICM) that you want to access.
6. Click **OK**. The ICCSAMP information catalog window opens.

Folders in an information catalog window

The Information Catalog Center contains five folders for you to organize your information in. The following list describes the folders in an information catalog window.

Subject Areas
Click to browse objects that are organized into related subjects. The objects are organized hierarchically for easy browsing. The administrator defines subject areas.

All Objects by Type
Click to see all object types in the information catalog. You can browse through the object type folders and see the object instances for each type.

Saved Searches
Click to see the saved searches in the information catalog. Saved searches are unique to a user ID. Other users of the information catalog cannot see your saved searches. However, users that have administrator authority can see all saved searches.

Collections
Click to view the collections that you have created. Create collections to organize information that you find. Collections are unique to the user ID. Other users of the information catalog cannot see the collections that you create. However, users that have administrator authority can see all collections.

Administration
Used by the administrator to view object types, relationship types, and Users and Groups defined within the database. Unless you have administrator authority, you cannot see this folder.

Chapter 3. Locating information

In "About this tutorial" on page v, a scenario was introduced in which you are an advertising campaign manager for the CelDial Corporation. You need key information to plan a marketing campaign based on a previous one. Here are the tasks that you will need to carry out using the ICCSAMP information catalog:

- Review sales figures for the first and fourth quarters.
- Review advertising costs associated with the new campaign.
- Group all the information that you need so that it is easily accessible.
- Determine if changes need to be made for the campaign.

You will learn how to:

- Browse subjects in the information catalog.
- Start a program from an object.
- Find related objects in the information catalog.
- Look up the names of people responsible for objects.
- Print information about objects.

Browsing subjects

Begin your search for the CelDial campaign information by finding the most recent sales figures.

Important: As you find various objects in this task and subsequent tasks in the scenario, do not close any windows unless instructed to do so. You will need the objects that you find for a later task.

To find the most recent sales figures for 2000:

1. Click the plus sign next to the **Subject Areas** folder in the window.

   A list of objects is displayed showing the content of the **Subject Areas** folder. These objects contain other objects, but are not contained by any other object. A subject area is defined by the administrator.

   If you designate to "Make object type a Subject area" on the Relationships page of the Object type **properties** notebook, then the objects of that object type will also appear in the **Subject Areas** folder.

   The grouping of objects you just opened represents information related to the CelDial corporation.

2. Expand the **CelDial Sales Information** subject area. The tree view for objects relating to **CelDial Sales Information** appears.

3. Click the + sign next to the object named **CelDial Sales Spreadsheets.** The tree view expands to show the objects at the next level of this grouping. The contents include the **CelDial Sales for 1st quarter 2000** and **CelDial Sales for 4th quarter 2000** objects.

4. Right-click the **CelDial Sales for 1st quarter 2000**object, and click **Properties**.

   The **Object Properties** notebook opens. The notebook tells you that **CelDial Sales for 1st quarter 2000** is a spreadsheet object.

5. Find the **Actions** property from the **Properties** list. Its value is:

   Click on 'Start Program...' and choose 'Spreadsheet Viewer Using Lotus 1-2-3'

   The Actions property tells you it is possible to launch a program to view the sales information. In this case, the program is Lotus 1-2-3.

   If you do not have Lotus 1-2-3 installed: You can select a graphics program to view the simulated application panels that are included in the sample information catalog.

   See "Starting a program" to learn how to launch a program.

Starting a program

Now that you know the **CelDial Sales for 1st quarter 2000** object represents a spreadsheet showing sales data, you might want to view the actual sales data for the first quarter.

Before starting the program to view the spreadsheet, make sure you have access to the file server that contains the sample data.

You should still have the Properties window for the **CelDial Sales for 1st quarter 2000** object open.

1. Click **Start Program** in the Properties window.

2. Select the program that you want to use to view the object and click OK.

3. Optional: To edit the path to the program, click on the ... icon. The path must contain the program executable for the program to launch.

   The program that you chose starts and opens the spreadsheet represented by the **CelDial Sales for 1st quarter 2000** object.

   The spreadsheet shows that sales moved steadily higher since the beginning of the first quarter.

When you finish reviewing the sales information, close the application that is displaying the spreadsheet. If you find the object representing the spreadsheet useful, you can save it into a collection, which you will learn to do in a later exercise.

Now you need to do a quick review of sales for the fourth quarter of 2000 to determine if the fourth quarter figures are a significant improvement over the first quarter. You can launch Lotus 1-2-3 to view a similar spreadsheet for the **CelDial Sales for 4th quarter 2000** using another method:

1. Right-click the **CelDial Sales for 4th quarter 2000** object that is displayed in the CelDial Sales Information lineage tree and click **Start Program.** The Start Program window opens.
2. Select Lotus 1-2-3 or a graphics program from the list.
3. Click **OK**.

   Lotus 1-2-3 or Paint starts and opens the spreadsheet that is represented by the **CelDial Sales for 4th quarter 2000** object.

You notice that sales continued to grow during the fourth quarter and the figures are significantly higher than those shown on the 1st quarter spreadsheet. The campaign that began in the first quarter is working!

When you finish reviewing the sales information, close the application that is displaying the spreadsheet.

Because you know the ad campaign for 2000 is working, why not apply the same strategies towards the 2001 campaign? You need to find out if there is additional related information that will help you make plans.

Information catalog objects can be related to one another without being grouped together. The relationship is called a linked relationship. There might be objects that contain information related to **CelDial Sales Information** that will help you plan your strategy.

See "Finding related objects" on page 8 to help plan your marketing strategy for 2001.

Notes on running launched programs

The Information Catalog Center remains running while you work with a started program (Started programs must be accessible from your workstation and set up properly by your Information Catalog Center administrator.). You may customize the path to the executable for a launched program.

If you have worked with the source information and want to save your changes, you might be able to save the changes only to your own workstation drive or private LAN drive. To include the revised version of an object in the

information catalog for others in your group, your Information Catalog Center administrator needs to update the descriptive details and the object.

Work with the Information Catalog Center administrator to establish how you plan to use objects in your information catalog. You can attach a comment to an object to communicate information to your Information Catalog Center administrator. You might want to request updates to descriptive data or the creation of a new object.

The Information Catalog Center administrator can give users authority to update objects in an information catalog. See Chapter 5, "Additional tasks for Information Catalog Center users" on page 15 for more information.

Finding related objects

To help plan your marketing strategy for 2001, search for any other linked information that might be related to the **CelDial Sales Information.** Make sure that the tree view for that object is displayed.

1. Right-click on the **CelDial Sales Information** object displayed in the Tree View. The pop-up menu for the object appears.
2. Click **Show Related.** The Show Related window opens, showing other objects that are related to the **CelDial Sales Information** object.

   The Show Related window shows objects that are related to the types of advertising used in the 2000 campaign. These objects represent data that has an impact on sales data. However, the objects represent advertising data and not sales data, so they are not grouped together.

You might want to know which advertising medium was emphasized more in the campaign; a good way to do this is to learn how the advertising money was spent in 2000. Searching for information on advertising expenses will help you determine how to spend your advertising budget for 2001.

See "Searching the information catalog" to learn how to search the information catalog.

Searching the information catalog

To begin searching for the 2000 advertising expense information:

1. Right-click the information catalog in the tree view and select **Search**. The Search window opens.
2. From the Search window specify whether to search by Text and numeric or by Date. Because you are not sure what objects might contain the expense information, you may want to search all the available object types in the catalog.

3. Select **All** in the **Object types to search** box, if it is not already selected.

   The **Name only** radio button should also be selected in the **Properties to search**section of the page.

4. To narrow your search, specify a value for the **Name** property by typing `expenses` in the **Type one or more search values separated by commas** field.

5. Click the **Options** button. Check that the **Case sensitive** check box is unchecked to search for all occurrences of the value, regardless of case.

6. Make sure the **Match anywhere** radiobutton is selected in the **Logic of match** button group to search for all values in which the text `expenses` occurs, regardless of where it appears in the value.

7. Click **OK**. The Information Catalog Center searches for objects that meet the search criteria you specified. When the search is complete, the found items are displayed in the Search Results window.

One of the expense objects that is found is called **CelDial Advertisement Expenses for 2000.** To find out more about this object:

1. Right-click the object and select **Properties**. The properties window opens.

2. Scroll through the **Property** list to learn more about the object.

3. Click on the **Start Program** button. The Start Program window opens.

4. Choose a program to view the spreadsheet.

5. Click **OK**.

   The program you selected starts and opens the spreadsheet that shows the CelDial advertising expenses for 2000.

   You notice that most of the money for the year was invested in radio and TV commercials. Because that strategy paid off well, you will probably want to consider using it for the 2001 campaign.

General searching tips:

- Because the search you just completed has the information that you were looking for, you might want to save the search criteria you specified in the Search window. See "Saving the search definition" on page 10 to learn how to save your search.

- When the **Case sensitive** box is checked, the Information Catalog Center searches for your value exactly as you typed it. If your database doesn't support case sensitivity, this function is not available. Check with your database administrator to determine if your database supports case sensitivity.

- The more information you include in your search criteria, the more precise your search results will be. To narrow a search, search on a specific value that you want to find.

Saving the search definition

After a search is complete, the objects that are found are displayed in the
Search Results window. You might want to save the search definition you
used in case you need to quickly locate the information another time. Each
time you open a saved search, the search is run again, so your results are
always up-to-date.

To save the search definition:

1. Click **Search results —> Save...** in the Search Results window. The Save
   Search Criteria window opens.
2. Type a name for the search in the **Search name** field.

   For this scenario, type Ad expenses 2000.
3. Click **OK**. An icon representing the search definition is saved under the
   Saved Searches folder in the main information catalog window.

   You may need to refresh the **Saved Searches** folder to see a recently saved
   search.

Based on the rise in sales, it is clear that the campaign is working. Your next
challenge as advertising campaign manager for 2001 is to determine how this
successful campaign should be updated or enhanced further. Because you are
new to this campaign, it is a good idea to meet with the person at CelDial
who was responsible for the 2000 campaign and start from there.

See "Finding who owns the information" to learn how to find that person.

Finding who owns the information

Objects in the information catalog describe data that exists in your
organization. If you want to contact the person responsible for the
information, you can find items such as the person's phone number or e-mail
address in the information catalog. An object that represents people or
departments responsible for information is called a **Contact**.

Finding a contact for CelDial's 2000 successful marketing campaign is the first
step to help you understand what you need to do to keep the 2001 campaign
successful.

In "Searching the information catalog" on page **8**, you found an object related
to advertising expenses that you saved in a search called **Ad Expenses 2000.**
There is a good possibility that the person responsible for the advertising
expense information is also a contact for the ad campaign. To find out, follow
these steps:

1. Click **Saved Searches** in the tree view. The saved searches are displayed to
   the right.

2. Right-click the **Ad Expenses 2000** saved search and click **Run...**. The Search Results window opens, showing the **CelDial Advertisement Expenses for 2000** spreadsheet object.

3. Right-click the object and select **Show related...**. The Show related notebook opens.

4. Click the **Support** page. The contact name is displayed: **Jinhie Lee.** To get more information about the contact called **Jinhie Lee:**

   a. Right-click the **Jinhie Lee** object, and click **Properties**. The Properties notebook opens.

   b. In the **Value** list, the value for**Contact's responsibility** tells you that Jinhie Lee is the **CelDial Marketing and Advertising Campaign Manager**; this is the person you need to talk to.

Printing the information that you found

You can print the information that is displayed in a selected Information Catalog Center window. To print the information on the contact that you found in the previous lesson:

1. If you haven't already, right-click the **Jinhie Lee** contact in the Show related window and click **Print**. The Print window opens with your default workstation printer displayed in the **Printer** field. Verify that your printer is available and the print setup options are defined as you want them.

2. Click **Print**. The properties information on Jinhie Lee is printed.

Now that you have found and reviewed various pieces of the information on the 2000 CelDial campaign, why not organize it into one group? See "Creating a collection" on page 13 to learn how you can organize all the objects that you found.

Chapter 4. Collecting information in the information catalog

You can create a collection that groups different objects together so that you can access them easily. A collection is similar to a subject area, except a collection is defined by you; whereas, a subject area is defined by the administrator.

In Chapter 3, "Locating information" on page 5, you located different objects representing CelDial sales and expense information that will be useful as you plan a future marketing campaign. You want to have it easily available for future reference. A collection is represented by a folder that appears in the information catalog window.

Creating a collection

To create a collection of all the objects you located in the Subject Areas, Show Related, and Search Results windows:

1. Click the **Collections** folder on the information catalog tree.
2. From the menu bar in the information catalog window, click **Selected—> Define...** The Define Collection window opens.
3. Type a name for the collection in the **Collection name** field. For this scenario, type `CelDial Sales and Ad Info 2000`.
4. Expand the **People to contact** folder in the **Available Objects** list, and click **Jinhie Lee**.
5. Click >. The contact named Jinhie Lee is moved to the **Selected Objects** list.
6. Click **OK**.

The Information Catalog Center creates a collection named **CelDial Sales and Ad Info 2000**, with the contact name **Jinhie Lee** as an object in the collection. This new collection is located in the main information catalog window under the Collections folder.

Adding objects to a collection

You can copy the objects that you found to your new collection. To add the expense information displayed in the Search Results window:

1. Right-click on the **CelDial Advertisement Expenses for 2000** object that is displayed in the Search Results window, and click **Add to collection**. In the cascading menu, the **CelDial Sales and Ad Info 2000** collection you just created appears.

2. Select **CelDial Sales and Ad Info 2000**. The **CelDial Advertisement Expenses for 2000** object is now copied into **CelDial Sales and Ad Info 2000** collection.

Repeat the copy process for the following objects:
- All **CelDial Sales Spreadsheet** objects displayed in the **CelDial Sales Information** Tree view.
- All CelDial advertisement information objects that are related to CelDial Sales Information.

To view your new collection, expand the **CelDial Sales and Ad Info 2000** collection object under the Collections folder in the Information Catalog window. The objects that you just copied are displayed.

Note on adding to collections
You can add objects to a collection by right-clicking the object and selecting **Add to collection** in the following windows:
- Information Catalog Center
- Search Results
- Show Related

To remove an object from a collection:
1. Make sure the **CelDial Sales and Ad Info 2000** icon is expanded in the Information Catalog window.
2. Select the object that you want to delete from the collection.
3. Click **Selected —> Remove from collection** from the Information Catalog window menu bar, or right-click to display the object's pop-up menu and click **Remove from collection.** The object is removed from the collection.

Completion of CelDial scenario
Congratulations! You used the Information Catalog Center to successfully locate information and organize it into a useful collection. You learned the advertising emphasis and found a person that you can follow-up with to plan your strategy for another successful campaign in 2001.

You have successfully completed the scenario portion of this book.

Chapter 5. Additional tasks for Information Catalog Center users

This chapter describes additional tasks that Information Catalog Center users can complete.

Managing objects

Some Information Catalog Center administrators might want to give users more control over objects in an information catalog and make users less dependent on the administrator.

Administrators can give specific users privileges to perform the following tasks:

- Creating an object
- Deleting an object
- Updating an object
- Copying an object
- Exporting an object
- Associating programs with objects

Users and groups can receive three types of privileges from the administrator to manage objects:

- Show—Any user or group with only this privilege can only see that the object exists. A user or group with this access cannot read the properties of the object if they do not have any of the other privileges.
- Read—A user or group with only this privilege can see that the object exists and can also view the object's properties. However, the user or group cannot change any of the object's information unless they also have the Write privilege.
- Write—A user or group with this access can see that the object exists, view the object's properties, make changes to the object's information, and delete the object's metadata from the information catalog.

If your administrator gives you privileges, see the Information Catalog Center online help for detailed task information. You can try some of the tasks using the ICCSAMP information catalog.

Customizing your Information Catalog Center session

This section describes how you can customize your Information Catalog Center sessions.

The default settings for your Information Catalog Center session can be set for the following items:

- Hide object type properties rather than displaying them in various Information Catalog Center windows.
- Expand only one level of the Lineage Tree at a time rather than expanding all levels at once.
- Make each search case sensitive, match all values, match any value, set the maximum objects to return, and match search items anywhere rather than match exactly.
- Display search results in a tree, rather than a table.
- Specify default user and power user groups. (Only available to administrators)

Hiding Information Catalog Center property values

You can specify whether you want to display (in certain windows) the object property values that the Information Catalog Center generates. The Properties window allows you to set global viewing preferences for the information catalog that you are working in. The properties are specific to the user that sets them. The default setting is to show all property values.

To show the property values:

1. Right-click the information catalog in the tree view of the Information Catalog window and select **Properties**.

   The Information Catalog Center Properties notebook opens.
2. Click the **Properties** tab.
3. Select the object type in the **Object type** field. Select the properties that you want to display in other windows by clicking the check box in the **Show** column associated with each property.
4. Click OK to close the Properties window.

Changing default search options

You can change the default search options that the Information Catalog Center uses when you search for an object.

To change default search options:

1. Right-click the information catalog in the tree view of the Information Catalog window and select **Properties**.

   The Information Catalog Center Properties notebook opens.
2. Click the **Search** tab.

3. Click the appropriate radiobuttons and checkboxes that specify the search options to use when searching for objects.
4. Click OK to close the Properties window.

Note: These options can be overridden when you perform individual searches.

Appendix A. Sample information catalog object types

The following list shows the contents of the ICCSAMP sample information catalog that you use for the scenarios in this tutorial. The text following the name of each object type provides a short description of the object type.

Documents
>   This object type represents books, manuals, and technical papers. These publications might be printed or electronic, found locally or within a library.

Elements
>   This object type represents MDIS element objects that do not map directly to the "Columns or fields" object type.

Files   This object type represents a file within a file system.

Images or graphics
>   This object type represents graphic images, such as bitmaps.

People to contact
>   This object type identifies a person or group that is responsible for single or multiple objects within the information catalog.

Presentations
>   This object type represents various printed or electronic presentations. These presentations might include product, customer, quality, and status presentations.

Programs that can be started from information catalog objects
This object type is created when an information catalog is created. This object type is used to define an application capable of processing a particular object type. In the sample information catalog, ICCSAMP, this object type is named "Programs that can be invoked from information catalog objects."

Relational tables or views
This object type represents tables or views of relational databases.

Spreadsheets
This object type represents desktop spreadsheets (for example, Lotus 1-2-3 or Microsoft Excel spreadsheets).

Appendix B. Notices

IBM may not offer the products, services, or features discussed in this document in all countries. Consult your local IBM representative for information on the products and services currently available in your area. Any reference to an IBM product, program, or service is not intended to state or imply that only that IBM product, program, or service may be used. Any functionally equivalent product, program, or service that does not infringe any IBM intellectual property right may be used instead. However, it is the user's responsibility to evaluate and verify the operation of any non-IBM product, program, or service.

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Glossary

administrator. A person responsible for managing the content and use of an information catalog. Administrators can also grant levels of authority to users. See also *user*.

catalog. See *information catalog*.

CelDial sample catalog. A sample information catalog (ICCSAMP) that is available when you install the Information Catalog Center. An administrator initializes the catalog and users can use the sample data to become familiar with the Information Catalog Center.

collection. A container for objects. A collection can be used to gather objects that the user has privileges to see, similar to a personal folder of objects.

comments object type. An object type that annotates another object in the information catalog. For example, you might attach a comment object to a chart object that contains notes about the data in the chart.

database. In the Information Catalog Center logon window, the physical database name or alias (this should be ICCSAMP for the sample database)

descriptive data. See *metadata*.

information catalog. A set of tables that contain descriptive data that helps users identify and locate the information that is available to them. An information catalog also includes some technical metadata.

In the Information Catalog logon window, this is the table schema (the default is ICM).

metadata. Data that describes the characteristics of stored data; descriptive data. For example, the metadata for a database table might include the name of the table, the name of the database that contains the table, the names of the columns in the table, and the column descriptions, either in

technical terms or business terms. Database catalogs and information catalogs contain metadata.

object. An item that represents a unit or distinct grouping of information. Each information catalog object identifies and describes information, but does not contain the actual information. For example, an object can provide the name of a report, list its creation date, and describe its purpose.

object type. A classification for objects. An object type reflects a type of business information, such as a table, report, or image.

power user. A person who accesses the information available in an information catalog but who is not an administrator. This person can also perform some object management tasks, such as defining objects and updating or deleting objects that this person has already defined. See also *administrator* and *user*.

property. A characteristic or attribute that describes a unit of information. Each object type has a set of associated properties. For example, the "Graphics and Images" object type in the sample information catalog includes the following properties:
- Name
- Description
- Image type
- Image filename

For each object, a set of values is assigned to the properties.

Tree view. A view that provides a hierarchical view of an object and the objects that it contains.

user. A person who accesses the information available in the information catalog but who is not an administrator. Some users can also perform object management tasks normally

performed by administrators, such as creating and updating objects. See also *administrator* and *power user.*

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