IBM® DB2® Warehouse Manager

Information Catalog Manager User's Guide

Version 7

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Before using this information and the product it supports, be sure to read the general information under "Appendix B. Notices" on page 33.

Contents

About this book

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

Who should read this book

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

How to use this book

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

Use the sample information in the ICMSAMP information catalog and this
book to develop hands-on experience with the Information Catalog Manager
before accessing your own company information.

The scenario portions of this book 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 11.

Important:
- The scenarios in this book assume that you have not altered your
  Information Catalog Manager default settings.
- As you work through the scenarios, do not close any Information Catalog
  Manager windows unless directed to do so, because you might need the
  windows for tasks later in the book.

For the scenarios in this book, the Information Catalog Manager 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 Manager" on page 1, an overview of the Information Catalog Manager.
- "Chapter 2. Starting to work with the Information Catalog Manager" on page 5 describes tasks needed to complete when you first begin working with the Information Catalog Manager.
- "Chapter 3. Locating information" on page 11 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 19 helps you to create a collection that groups different objects together.
- "Chapter 5. Additional tasks for Information Catalog Manager users" on page 21 describes additional tasks that Information Catalog Manager users can complete.
- "Appendix A. Sample information catalog object types" on page 25 provides a list of the contents of the ICMSAMP 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 Manager 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 '01 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 2000 campaign.

Your group has just installed the tool, Information Catalog Manager, for helping you 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 book or other Information Catalog Manager publications. Send your comments from the Web. Visit the Web site at http://www.software.ibm.com/data/vw/

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

Chapter 1. Introducing the Information Catalog Manager

The Information Catalog Manager 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 Manager 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 the information catalog contains depends on the information that can and should be shared within your company.

The Information Catalog Manager 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 Manager. The Information Catalog Manager remains in the background while you work with the retrieved information in the application where the source information originates.

To use the Information Catalog Manager user interface, start from the Information Catalog window shown in figure 1.

```
Information Catalog - Icon List                              _ □ ×
Catalog  Selected  View  Help

   New search

   Subjects

   Glossary entries

   Information Catalog news

   Online news services

   Online publications
```
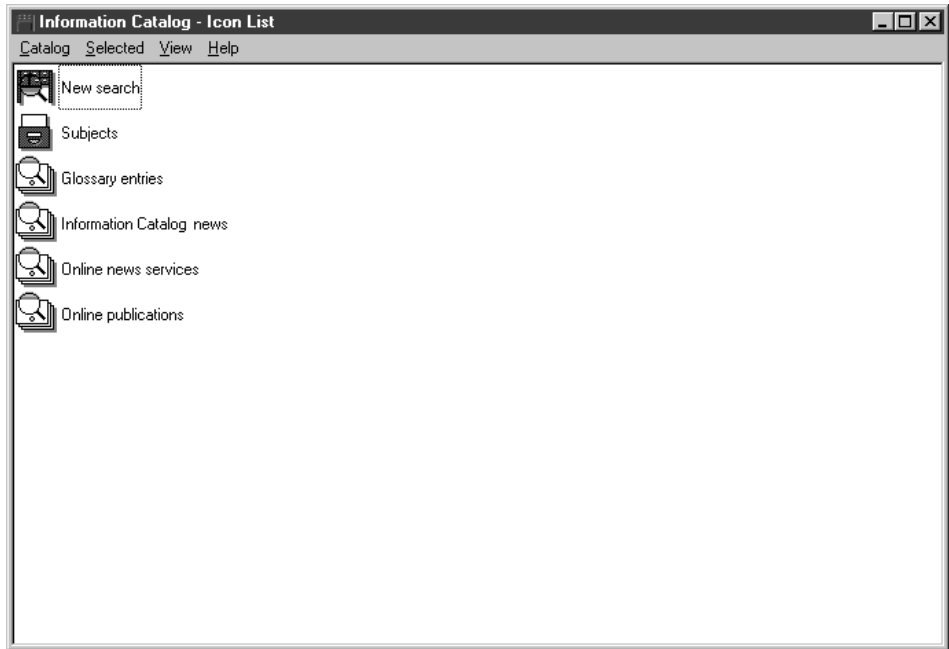
Figure 1. Information Catalog window

Working with the Information Catalog Manager

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. 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 Manager, 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 the 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 their administrator. Those tasks are described in "Chapter 5. Additional tasks for Information Catalog Manager users" on page 21.

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 ICMSAMP sample 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. 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.

Objects can be grouped together and contained in a larger object. The object that contains the other objects is called a grouping object. A grouping object that contains other objects but itself is not contained by any other object is displayed in the information catalog Subjects window. You can view those grouping objects by double-clicking on the Subjects icon in the Information Catalog window.
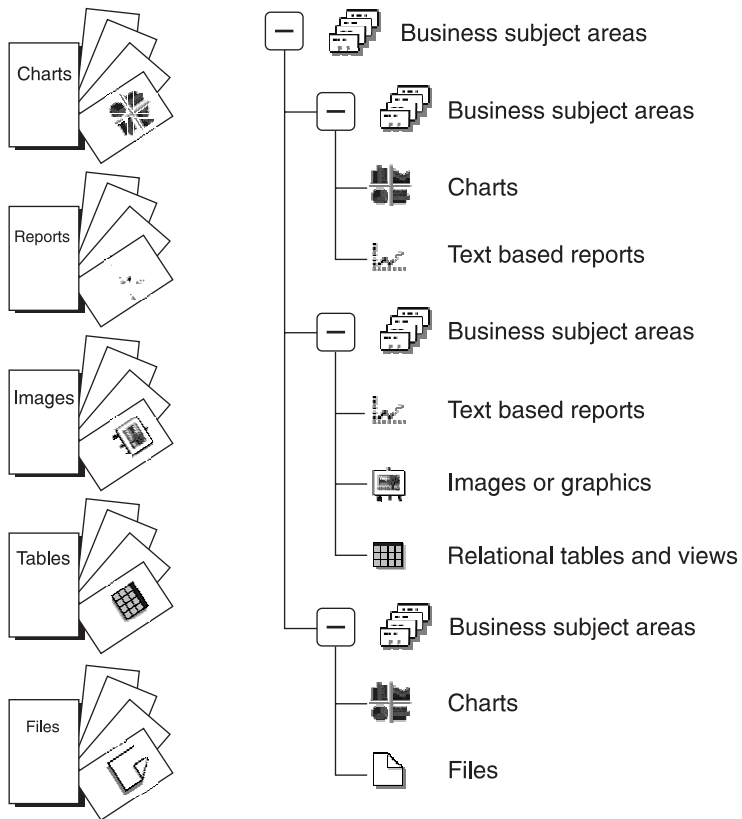
Figure 2. Example of objects grouped within objects in the Subjects window.

In the ICMSAMP information catalog, one such grouping object is called
CelDial Sales Information, which contains other objects dealing with the
sales of CelDial products.

Chapter 2. Starting to work with the Information Catalog Manager

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

Registering a server node and remote information catalog

An information catalog can be either local (stored on your workstation) or remote. If an information catalog is remote, you or your remote database administrator must complete the following tasks:

1. Prepare to register the server node and information catalog.
2. Register the server node.
3. Register the remote information catalog.

Steps 1 and 2 can be completed outside of the Information Catalog Manger windows. Information catalog administrators or remote database administrators can use the DB2 Control Center windows to:

- Add a system
- Add an instance
- Add a database

After these steps are completed in the DB2 Control Center, you should shut down the DB2 Control Center before opening the Information Catalog Manager. See the DB2 Control Center online help for details.

After the tasks are completed within the DB2 Control Center, you can use the Information Catalog Manager Register New Information Catalog window to complete the registration process. Make sure that your Information Catalog Manager administrator provides you with the following information:

- The server name where the information catalog database is located.
- The information catalog name.
- A user ID and password that you can use to access the information catalog.

Registering the server node

If you previously connected to a database that resides on the server on which the remote information catalog resides, you can skip this step and continue to step "Registering the remote information catalog" on page 6.

1. Click **IBM DB2** —> **Start** —> **Programs** —> **Information Catalog Manager**.

2. Double-click the **Register Server Node and Information Catalog** icon.

   The Register Server Node and Information Catalog window opens.

3. Click **Register new server node**.

4. Click **OK**.

   The Register New Server Node window opens.

5. Select a command file that is appropriate for your environment. Your Information Catalog Manager administrator can provide you with the appropriate file. The **Contents of the command file** field displays the protocol and database commands that will establish the connection between the Information Catalog Manager and the remote database where your information catalog is stored.

6. Click **Register**.

7. The Register Server Node and Information Catalog window remains open. You can register other server nodes for information catalogs, or click **Cancel** to close the window.

Registering the remote information catalog

To register the remote information catalog:

1. Click **Start —> Programs —> IBM DB2 —> Information Catalog Manager**.

2. Double-click the **Register Server Node and Information Catalog** icon.

   The Register Server Node and Information Catalog window opens.

3. Click **Register new information catalog**.

4. Click **OK**.

   The Register New Information Catalog window opens.

5. In the **Information catalog name** field, type the name that the remote catalog will have on your local workstation.

6. In the **Server information catalog name** field, type the name that the information catalog has on the remote server.

7. From the **Server node ID** list, select the server node or DB2 Connect gateway workstation where the remote information catalog is located.

8. Click **Register**.

   The Connect to Information Catalog window opens.

9. In the **User ID** field, type the user ID required by the database that stores your information catalog:

   DB2 UDB for OS/2 (remote)
   LAN user ID (specified with UPM on the remote workstation)

   DB2 UDB for OS/390
   RACF user ID

DB2 UDB for AS/400
>   AS/400® user ID

DB2 UDB for AIX
>   AIX user ID

DB2 Universal Database Enterprise-Extended Edition
>   AIX®, Sun, or Windows NT® user ID (depending on the platform)

DB2 UDB for Windows NT
>   Windows NT user ID

DB2 UDB for Windows 95
>   Windows 95 user ID

DB2 UDB for Windows 98
>   Windows 98 user ID

DB2 UDB for Windows 2000
>   Windows 2000 user ID

DB2 UDB for Sun Solaris
>   Sun Solaris user ID

10. In the **Password** field, type the password for the user ID that you entered in the **User ID** field.

    Passwords are case sensitive for accessing databases on the following platforms:

    - AIX
    - Windows
    - Sun Solaris

11. Click **Connect**.

    Your new catalog is defined and an Information Catalog Manager program icon is created on the Start menu.

12. The Register Server Node and Information Catalog window remains open. You can register other server nodes for information catalogs, or click **Cancel** to close the window.

Opening an information catalog

To open the information catalog:

1. Click **Start —> IBM DB2 —> Information Catalog**.
2. Double-click or select the icon that represents the information catalog that you want to open.

   The Open Information Catalog window opens.

3. In the **User ID** field, type the user ID that is required by the operating system on which your information catalog resides.

4. In the **Password** field, type the password for the user ID that you entered in the **User ID** field.

   Passwords are case sensitive for accessing databases on the following platforms:

   - AIX
   - Windows
   - Sun

5. Click **Open**. The Information Catalog window opens.

Using the Information Catalog window

You can customize the Information Catalog window with a unique set of objects for your own use by saving searches and creating collections. You will learn more about this later. The following list shows the icons in the Information Catalog window.

New Search
> Click to begin a search for objects by object type and property values.

Subjects
> Click to browse objects that are organized into related groupings or subjects. The objects are organized hierarchically for easy browsing.

Glossary entries
> Click for a quick reference to the standard business terms used by your work group.

Information Catalog news

Click to keep status information about your information catalog or your work group. Your information catalog administrator updates this object.

Online news services

Click to keep links to online sources for news, whether on your company's own systems or the Internet. Your information catalog administrator updates this object.

Online publications

Click to keep links to online documents, whether on your company's own systems or the Internet. Your information catalog administrator updates this object.

Chapter 3. Locating information

In the topic"About this book" 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 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. Double-click the **Subjects** icon in the window.

   The Subjects window opens, showing a list of objects in your information catalog. These objects contain other objects, but are not contained by any other object. The Subjects window opens in an icon view by default, but can also open as a list view.

   The grouping of objects you just opened represents information related to the CelDial corporation. To view information contained in an object, you can double-click on it or click **Open as —> Tree** from its pop-up menu. Right-click on the object to access its pop-up menu.

2. Double-click **CelDial Sales Information.** The Tree view for that object appears.

   The Tree view shows you the relationship of the objects that belong to the **CelDial Sales Information** grouping. The objects in the Tree view have plus signs (+) next to them to show that all objects in this view are grouping objects that contain other objects.

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 objects **CelDial Sales for 1st quarter 2000** and **CelDial Sales for 4th quarter 2000.**

4. Double-click **CelDial Sales for 1st quarter 2000** to view the object description.

   The Description View window opens. The **Object type** field of the Description view tells you **CelDial Sales for 1st quarter 2000** is a spreadsheet object.

5. Select 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 object **CelDial Sales for 1st quarter 2000** represents a spreadsheet showing sales data, you might want to view the actual sales data for the first quarter. You should still have the **CelDial Sales for 1st quarter 2000** object open in its Description View.

1. Click **Start Program** in the Description View window.

   The Start Program window opens. From the Start Program window, you can choose to start Lotus 1-2-3 to view the actual spreadsheets, or you can choose Paint (the graphical browser included with Microsoft® Windows®) to view the simulated spreadsheets in bitmap format.

2. Select one of the following choices (depending on whether you want to use Lotus 1-2-3 or Paint):

> **View spreadsheet <screen capture> using MSPaint for Windows 95**
> **View spreadsheet <screen capture> using Paintbrush for Windows NT**
> **View spreadsheet using Lotus 123 for Windows 95**
> **View spreadsheet using Lotus 123 for Windows NT**

3. Click **Start**.

   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 Tree view. The pop-up menu for the object is displayed.
2. Click **Start Program.** The Start Program window opens.
3. Select Lotus 1-2-3 or a graphics program from the **Select one or more programs to start** list.
4. Click **Start**.

   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" to help plan your marketing strategy for 2001.

Notes on running launched applications

The Information Catalog Manager remains running while you work with a started application. (Started applications must be accessible from your workstation and set up properly by your Information Catalog Manager administrator.)

You do not have to close the started program to see or work with your information catalog. To work with the Information Catalog Manager while running the application, go to your active window list (Ctrl+Esc), or the task bar if you are using Windows, and select from the Information Catalog Manager windows listed there. Or, you can minimize the program window. When you close the application, the Information Catalog Manager is still open on your desktop.

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 Manager administrator needs to update the descriptive details and the object.

Work with the Information Catalog Manager 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 Manager administrator. You might want to request updates to descriptive data or the creation of a new object.

The Information Catalog Manager administrator can give users authority to update objects in an information catalog. See "Chapter 5. Additional tasks for Information Catalog Manager users" on page 21 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 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 **Linked with.** The Linked With window opens, showing other objects that are related to the **CelDial Sales Information** object.

   The Linked With 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. Double-click the **New search** icon in the Information Catalog window. The Define Search window opens.
2. Scroll through the **Available object types** list to determine the object types that are in your information catalog. Because you are not sure what objects might contain the expense information, you might want to search all the available object types in the catalog.
3. Click >>. All available object types are selected and added to the **Search for object types** list.

   The **Name** property is also displayed in the Property column of the **Properties/Values** list box.
4. To narrow your search, specify a value for the **Name** property by typing `expenses` in the **Enter value for selected property** field.
5. Click **Enter** to move the word `expenses` to the **Value** column.
6. Select the **Ignore case** check box to search for all occurrences of the value, regardless of case.
7. Click the **anywhere in** to search for all values in which the text `expenses` occurs, regardless of where it appears in the value.
8. Click **Search**. The Information Catalog Manager 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. Double-click the object. The Description view for the object opens.
2. Scroll through the **Property** list to learn more about the object.
3. Select **Long description.** The description displayed in the **Value of selected property** field tells you that this is a Lotus 1-2-3 spreadsheet showing advertising costs for radio, television, newspaper, and magazine ads.

4. Click on the **Start Program**. The Start Program window opens.

5. Select one of the following choices:

   View spreadsheet <screen capture> using MSPaint for Windows 95
   View spreadsheet <screen capture> using Paintbrush for Windows NT
   View spreadsheet using Lotus 123 for Windows 95
   View spreadsheet using Lotus 123 for Windows NT

6. Click **Start**.

   Lotus 1-2-3 or Paint 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 Define Search window. See "Saving the search definition" to learn how to save your search.

- When the **Ignore case** box is not checked, the Information Catalog Manager 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. To perform a more general search, use wildcard characters.

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 criteria 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 criteria:

1. Click **Search results —> Save search definition as** in the Search Results window. The Save Search window opens.

2. Type a name for the search in the **Search name** field.

   For this scenario, type Ad expenses 2000. Accept the default icon for saved searches.

3. Click **Save**. The icon for the saved search definition appears in the Catalog window.

Based on the rise in sales, it's 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. Objects that represent people or departments responsible for information are called contacts.

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's campaign successful.

In the **Searching the information catalog** topic, you found an object related to advertising expenses that you saved in a search called **CelDial 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. Double-click the **CelDial Ad Expenses 2000** object from the Information Catalog window. The Search Results window opens, showing the **CelDial Advertisement Expenses for 2000** spreadsheet object.
2. Right-click the object. The pop-up menu for the object opens.
3. Select **Contacts.** The Contacts window opens, displaying the contact name **Jinhie Lee.** To get more information about the contact called **Jinhie Lee:**
   a. Double-click the contact object. The Description view opens.
   b. Click **Contact's responsibility** in the **Properties/Values** list. The value of this property tells you that Jinhie Lee is the **CelDial Marketing and Advertising Campaign Manager**; this is the person you need to talk to.

Tip on locating contacts: You can also find contacts by clicking **Contacts** from any **Selected** menu.

Printing the information that you found

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

1. If you haven't already, double-click the **Jinhie Lee** contact in the Search Results window to open the Description view.
2. Click **Object —> Object —> 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.
3. Click **Print**. The Description view 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 19 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.

In "Chapter 3. Locating information" on page 11, 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 an icon that appears in the Catalog window.

Creating a collection

To create a collection of all the objects you located in the Subjects, Linked With, and Search Results windows:

1. Click **Catalog —> Create Collection** from the menu bar in the Catalog window. The Create Collection window opens.
2. Type a name for the collection in the **Collection name** field. For this scenario, type `CelDial Sales and Ad Info 2000`. You can accept the default icon to represent your collection.
3. Click **Create**.

The Information Catalog Manager creates a collection named **CelDial Sales and Ad Info 2000**; however, the new collection is empty. The next thing you will do is to learn how to fill the collection with objects.

Placing objects in 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. The pop-up menu for the object opens.
2. Click **Copy to collection**. The Copy to Collection window opens.
3. If **CelDial Sales and Ad Info 2000** is your only collection, it is selected. Otherwise, select it from the **Select a collection** list.
4. Click **Copy**. The **CelDial Advertisement Expenses for 2000** object is now copied into **CelDial Sales and Ad Info.**

Repeat the copy process for the following objects:

- All **CelDial Sales Spreadsheet** objects displayed in the **CelDial Sales Information** Tree view.
- All objects that represent CelDial advertisement information displayed in the CelDial Sales Information/Linked With window.
- **Jinhie Lee,** the contact object that is displayed in the **CelDial Advertisement Expenses for 2000/Contacts** window.

To view your new collection, double-click on the **CelDial Sales and Ad Info 2000** collection object icon in the Information Catalog window. The collection opens, displaying the objects that you just copied.

Note on copying to and from collections
When you add objects to a collection, you can copy the objects from the following windows:
- Search Results
- Subjects
- Linked With
- Found In
- Attachments
- Contacts
- Other collection windows

To delete an object in a collection:
1. Double-click the **CelDial Sales and Ad Info 2000** icon in the Information Catalog window.
2. Select the object that you want to delete from the collection.
3. Click **Selected —> Delete from collection** from the Information Catalog window menu bar, or right-click to display the object's pop-up menu and click **Delete from collection.**
4. Click **Delete** if you are sure you want to delete the object from your collection.

Completion of CelDial scenario
Congratulations! You used the Information Catalog Manager 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 Manager users

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

Managing objects

SomeInformation Catalog Manager 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 authorization to perform the following tasks:

- Creating an object
- Deleting an object
- Updating an object
- Copying an object
- Exporting an object
- Associating contacts
- Updating links between objects
- Updating groupings of objects
- Associating programs with objects

If your administrator gives you special authorization, see the Information Catalog Manager online help for detailed task information. You can try some of the tasks using the ICMSAMP information catalog.

Customizing your Information Catalog Manager session

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

The following items are default settings for your Information Catalog Manager session:

- Hide system generated properties rather than displaying them in various Information Catalog Manager windows.
- Open all Information Catalog Manager windows in a description view with the exception of the Subjects window.

- Show the confirmation message box when you close the Information Catalog Manager.
- Use ? and * as wildcard characters when you search the information catalog.
- Search for objects that contain values you specify anywhere in the text of the value when you use the Define Search window.

Changing mouse or keyboard default actions

You can display and change the default actions that the Information Catalog Manager performs on objects. To alter the default actions that occur when you double-click on an object or when you select an object and press **Enter:**

1. Click **Catalog —> Open as settings** in the Catalog window.

   The Information Catalog Manager Settings notebook opens.

2. Click the **Default actions** notebook tab.

3. Click the down arrow next to the **Select default action** to display a list of actions that will be performed when you double-click an object or select it and press Enter.

   You can choose to open an object in a Tree or Description view, or you can choose to start a program when you double-click the object.

   If you have not changed the action, the default action is to open the object in a Description view. This action applies to objects in windows other than the Subjects window.

4. Select the **Apply the default actions to the Subjects window** check box to also apply the specified default action to the Subjects window.

   You might do this to keep the view consistent for each object window that you open. If you do not select this check box, objects in the Subjects window will always open in the default Tree View.

You can also use this notebook page to turn off the confirmation message that is displayed when you close the Information Catalog Manager.

Hiding Information Catalog Manager property values

You can specify whether you want to display (in certain windows) the object property values that the Information Catalog Manager generates. The default setting is to hide the following property values:

- Object type identifier
- Instance identifier
- Last changed date and time
- Last changed by

The values will be hidden in windows such as:

- Define Search

- Description View
- Add Program

To show the property values:

1. Click **Catalog —> Open as settings** in the Information Catalog window. The Information Catalog Manager Settings notebook opens.
2. Click the **Properties** tab.
3. Clear the **Hide system generated properties** check box.

Changing search wildcards

You can change the default wildcard characters and search options that the Information Catalog Manager uses when you search for an object.

To change wildcard characters:

1. Click **Catalog —> Open as settings** in the Information Catalog window. The Information Catalog Manager Settings notebook opens.
2. Click the **Search** tab.
3. Select the default wildcard settings that you want to use for your searches from the **Specify wildcard characters** list.
4. In the **Specify default search option** radio button group, click the appropriate radio button that specifies the search option to use when searching for objects.

In addition to the default wildcard characters, the Information Catalog Manager also treats _ (underscore) and % (percent) as wildcards, because DB2 databases use these characters as wildcards. To *not* treat _ and % as wildcards, click **Matching exactly** in the Define Search window. You can also specify this setting on the **Search** page of the Settings notebook.

Appendix A. Sample information catalog object types

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

Application data
> This object type is used internally for some MDIS metadata exchanges. Objects of this object type might appear in your information catalog, but you won't use this object type to create objects.

Audio clips
> This object type represents files that contains audio information. These objects might represent electronic (AUD files) or physical audio information (for example, CDs or tapes).

Business subject areas
> This object type represents logical groupings of objects.

Charts This object type represents either printed or electronic charts.

Columns or fields
> This object type represents columns within a relational table, fields within a file, or fields within an IMS segment.

Comments

This object type is created when an information catalog is created and is used to comment on other objects in the information catalog.

Databases

This object type represents relational databases.

Dimensions within a multi-dimensional database

This object type represents dimensions within a multi-dimensional database. A dimension is comprised of members.

Documents

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

DWC process

This object type represents a process in the Data Warehouse Center which commonly operates on source data, that changes data from its original form into a form conducive to decision support. In the Data Warehouse Center a process commonly consists of one or more sources, one or more steps, and one or more targets.

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.

Glossary entries

This object type represents definitions for terms used in the information catalog.

Images or graphics

This object type represents graphic images, such as bitmaps.

IMS database definitions (DBD)

This object type represents IMS database definitions.

IMS program control blocks (PCB)

This object type represents IMS program control blocks.

IMS program specification blocks (PSB)

This object type represents IMS program specification blocks.

IMS segments

This object type represents IMS segments.

Information Catalog news

This object type conveys to end users information about changes to the information catalog.

Internet documents

This object type represents Web sites and other documents on the Internet that might be of interest.

Lotus Approach queries

This object type represents available Lotus Approach queries for use with your organization's data.

Members within a multi-dimensional database

This object type represents a member within a multi-dimensional database. A member is part of a dimension, and a dimension is part of a multi-dimensional database.

Multi-dimensional datbases

This object type represents multi-dimensional databases.

Online news services

This object type represents news and information services that can be accessed online.

Online publications

This object type represents publications and other documents that can be accessed from online services.

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, ICMSAMP, this object type is named "Programs that can be invoked from information catalog objects."

Records

This object type represents MDIS Record objects that do not map directly to the "Files" or "Relational tables or views" object types. Records are comprised of elements.

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).

Star schema

This object type represents relational data. A star schema contains a fact table and one or more dimension tables.

Subschemas

This object type represents logical groupings of records within a database.

Text–based reports

This object type represents either printed or electronic reports.

Transformations
This object type represents expressions or logic used to populate columns of data within the target relational database. Transformations objects indicate either the expression used to convert source operational data to target columns, or the one-to-one mapping of source fields to target columns.

Video clips
This object type represents files that contain video information. These objects might represent electronic (AVI files) or physical video information (for example, video tapes or laser disks).

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Glossary

Attachment. The category for object types used to attach additional information to another information catalog object. For example, you can attach comments to an object.

category. A classification for information catalog object types. The category designates the actions available to object types and the relationships allowed between object types in the same or different categories.

Object types belong to one of the following categories:

- Attachment
- Contact
- Dictionary
- Elemental
- Grouping
- Program
- Support

collection. A container for objects. A collection can be used to gather objects of interest for easy access.

Comments. A classification for objects that annotate another object in the information catalog. For example, you might attach a Comments object to a chart object that contains notes about the data in the chart.

contact. A reference for more information about an object. More information might include the person who created the information that the object represents, or the department responsible for maintaining the information.

Dictionary. The category for object types that can be used to define terminology (for example, the "Glossary entries" object type in the sample information catalog).

Elemental. The category for non-Grouping object types that are the building blocks for other object types. Elemental object types are at the

bottom of object type hierarchies. "Columns in relational tables," "Presentations {electronic and printed}," and "Graphics and Images" are all examples of Elemental object types.

Grouping. The category for object types that can contain other object types. Examples of Grouping object types available in the sample information catalog are "Tables or views in a relational database" (which contains the Elemental object type "Columns in relational tables,)" and "Multi-dimensional model" (which contains another Grouping object type "Dimension)."

information catalog. The database managed by the Information Catalog Manager that contains descriptive data to help users identify and locate the data and information available to them in the organization.

Information Catalog Manager administrator. A person responsible for managing the content and use of the information catalog.

Information Catalog Manager user. A person who accesses the information available in the information catalogs.

linked relationship. A relationship between objects in an information catalog. Objects in a linked relationship are peers, rather than one object being an underlying object of the other.

multiple character wildcard. A character used to represent any series of characters of any length. By default, the multiple character wildcard is an asterisk (*). See also *wildcard* and *single character wildcard*.

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 is used to reflect a type of business information, such as a table, report, or image.

To see a list of object types and the icons used to represent them, click **Help –> Object type legend** from any menu bar.

Program.   The category for the Programs object type. The Programs object type is a classification for objects that identify and describe applications capable of processing the actual information described by information catalog objects.

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 are assigned to the properties.

single character wildcard.   A character used to represent any single character. By default, the single character wild card is a question mark (?). See also *wildcard* and *multiple character wildcard*.

Support.   The category for object types that provide additional information about your information catalog or enterprise (for example, the "Information Catalog Manager News" object type in the sample information catalog).

Tree view.   A view that hierarchically displays an object and the objects that it contains.

wildcard.   A special character that is used as a variable when specifying property values in a search. See also *single character wildcard* and *multiple character wildcard*.

Bibliography

To get copies of the books listed here, or to get more information about a particular library, see your IBM representative.

Data Warehouse Center publications

Warehouse Manager Installation Guide (GC26–9998)

Information Catalog Manager Administration Guide (SC26–9995)

Data Warehouse Center Administration Guide (SC26–9993)

Information Catalog Manager User's Guide (SC26–9996)

IBM DB2 Universal Database Message Reference (GC09-2978)

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