How to build a business glossary in the Aristotle Metadata Registry

Task: **I have list of business and glossary terms that I need to save in a place where they can be easily found by people in my organisation. New staff need to be able to search for terms that are used in our organisation. There have been occasions where in a meeting the words being said are misunderstood and wrong decisions are made as a result. Having these terms centrally defined will make sure decision makers have the right information.**

What metadata objects should I use: Glossary Items

The type of item that can be used in this instance is the **Glossary Item** in the Aristotle Metadata Registry. A **Glossary item** can be **Published** without having a **Registration Status** as a Standard in the Metadata Registry.

- **A Glossary Item** records a business term that is commonly used. A collection of **Glossary Items** is commonly referred to as a business glossary.
- **Publishing metadata**, a way of making a Glossary Item visible to a group without needing to obtain endorsement. The governance arrangements of the organisation will determine if the item can be published.
- **A Registration Status** is a range of registration levels that help users of a registry understand the endorsement of metadata for its use in certain domains.

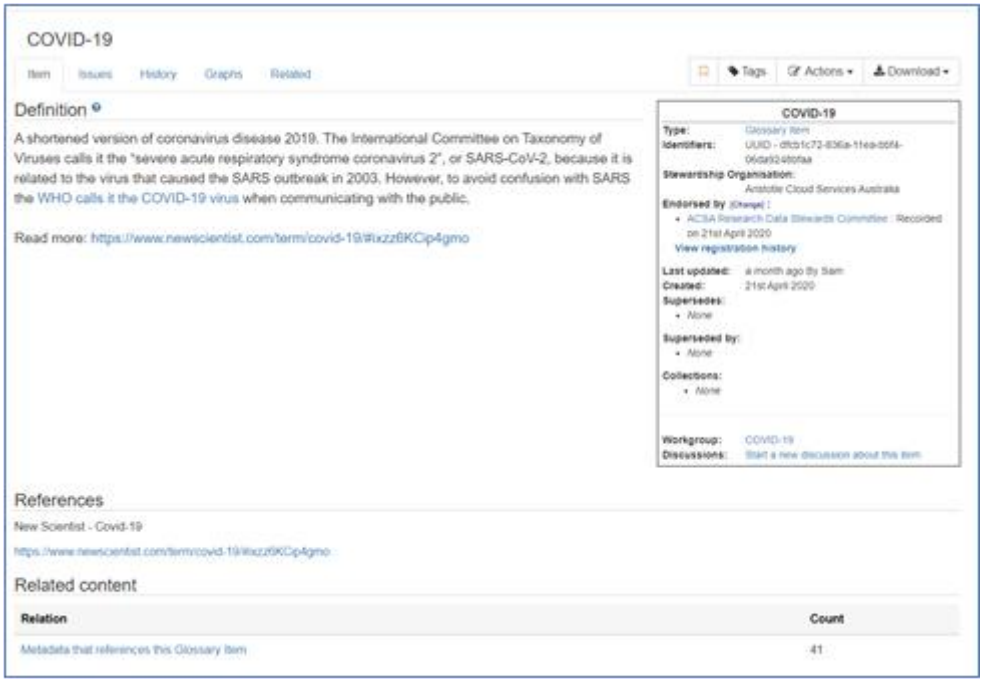
> In my organisation people use words differently and it is important to have a clear understanding of what these terms mean. We need to improve communication by removing the ambiguity of using the same word with different meanings. The terms and meanings should be approved by a team that can assess draft definitions and consult with all user groups before they approve the terms and meanings.

Within the Aristotle Metadata Registry, a **Glossary Item** records the terms and meanings of the core business of an agency or organisation. It will also be linked to other sections of the registry were that term is used. This enables the user to understand the impact of a change to that **Glossary Item** immediately.

A **Glossary Item** in the Aristotle Metadata Registry makes it easier to discover and control the terms used and approved in the agency or organisation. It can be used as a core data governance tool by ensuring terms are well-defined, consistently used and easy to interpret.

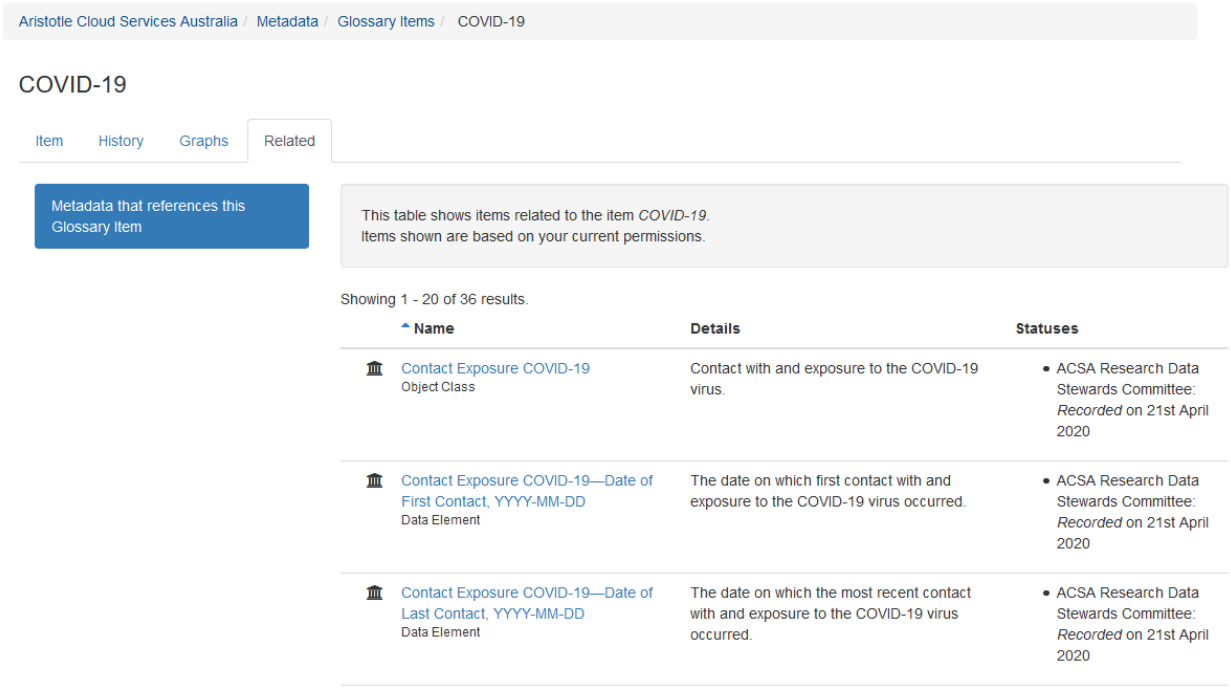
Examples of Glossary Items

The **Glossary Item** clearly shows the definition, registration history and related items.



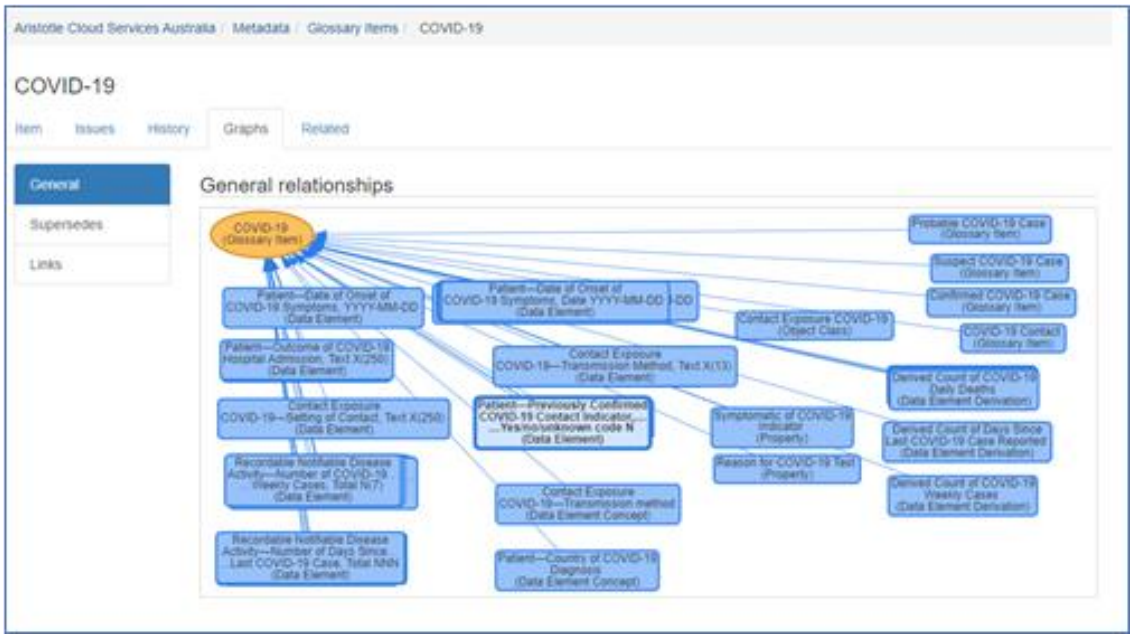
View the COVID 2019 Glossary Item online at:
https://aristotle.cloud/item/604099/glossaryitem/covid-19

Items referencing the **Glossary Item** can be viewed and links are shown on the **Related** tab.



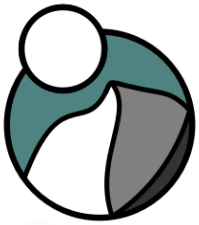
View items related to the COVID 2019 Glossary Item online at:
https://aristotle.cloud/item/604099/related/

These related items can also be seen graphically from the **Graphs** view tab.



View the graphical view of the COVID 2019 Glossary Item online at:
https://aristotle.cloud/item/604099/graphs/

For more information on Aristotle.Cloud or the Aristotle Metadata Registry, visit us online at www.aristotlemetadata.com, contact the Aristotle team at hello@aristotlemetadata.com or visit our community forums at https://community.aristotlemetadata.com



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