



Basic Navigation in The Data Catalog

Overview

This guide introduces you to the core navigation features of Boston University's Data Catalog, including how to access the platform, perform searches, and locate help resources. Whether you're a first-time user or need a refresher, this walkthrough will help you get started quickly and confidently.

 *Note: BU refers to this resource as the "Data Catalog," but it is built on software from Informatica called **Axon**. External help documentation may reference the name "Axon."*

1. Accessing the Data Catalog

To access the Data Catalog, you must be connected to BU's 2-Factor Authentication (2FA) VPN. If the Data Catalog link times out, verify that you are connected to the VPN with 2FA.

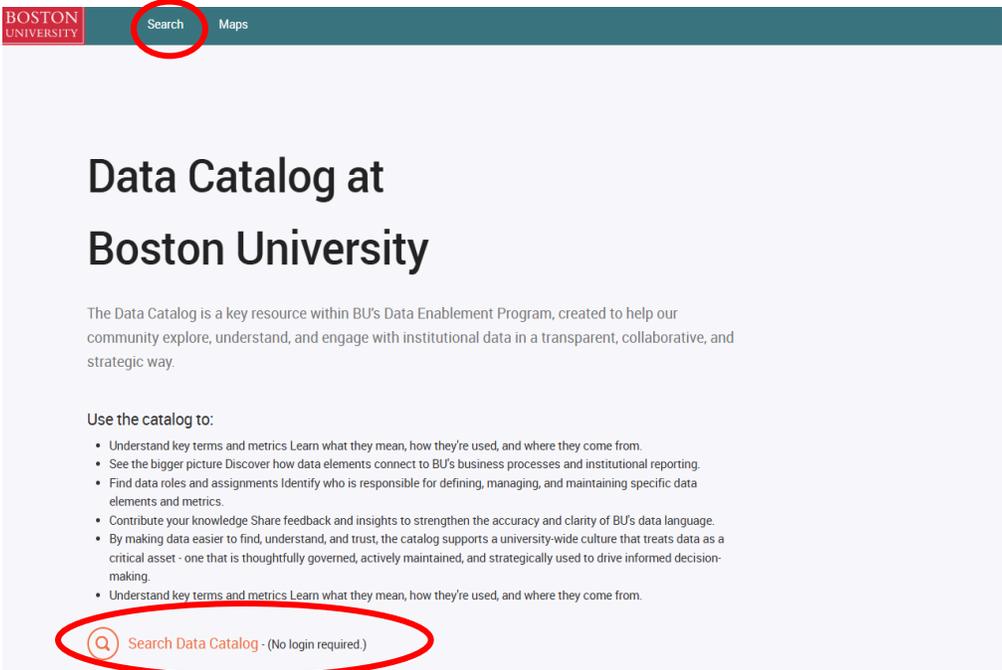
 Visit: bu.edu/data-catalog

-  **No login is required** to search and view content
-  **Log in with BU credentials** for enhanced features like saving searches and participating in workflows

2. Performing a Basic Search

On the Data Catalog landing page, you can initiate a search using one of two options:

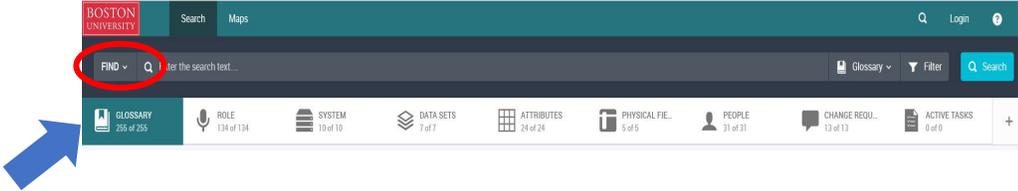
1. Click the 'Search' button on the top ribbon
2. Click the magnifying  glass labeled 'Search the Data Catalog'



Once you have initiated a search, you will be directed to the Data Catalog where you can continue your search.

Search Features in the Data Catalog

- The main search bar is labeled 'FIND'
- A highlighted tab (e.g., Glossary, Role, System, etc.) shows which category you are searching within
- You can change the category by clicking on a different tab or using the dropdown next to the search bar



3. Understanding Search Categories

The following categories help organize the Data Catalog's content:

- **Glossary:** Definitions of Business Terms
- **Roles:** Assigned roles like 'Data Trustee' or 'Data Steward'



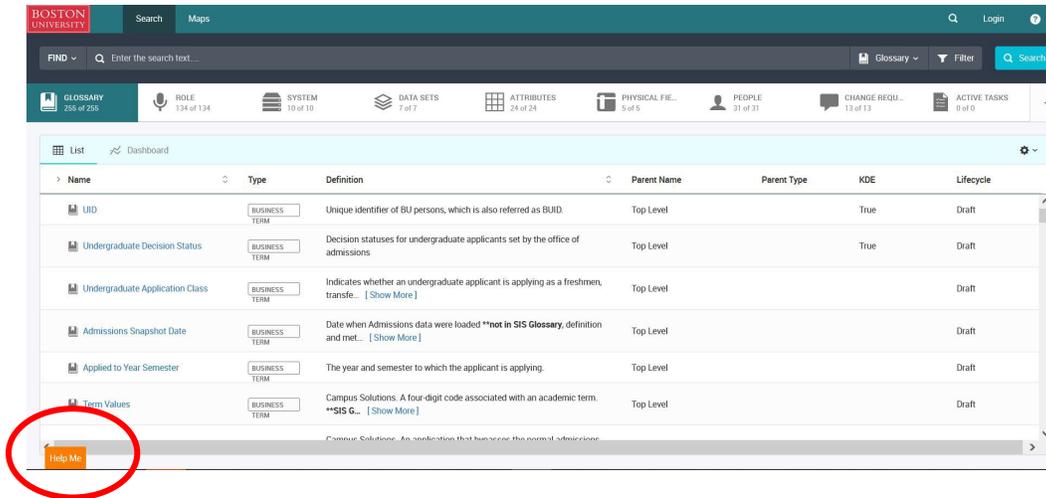
- **Systems, Datasets, Attributes:** Logical data assets documented in the catalog

4. Navigating Help Options

Help resources are available on every screen:

Quick Help (Lower Left Corner)

- Click the **'Help Me'** button for guidance specific to using Search



- Includes short "Walkthroughs" – interactive tutorials focused on search functionality

Full Help Center (Upper Right Corner)

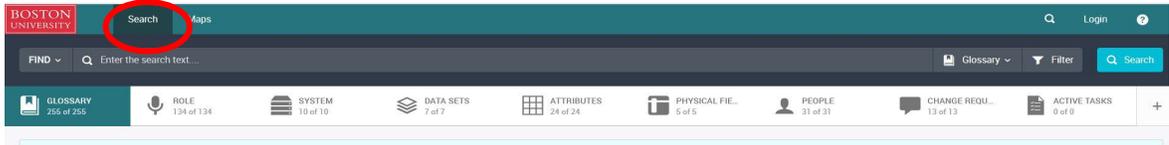
- Click the **Help icon**  to open the full Axon Data Enablement User Guide in a new window.  *Note: You must switch back to your original browser window to return to the Data Catalog*



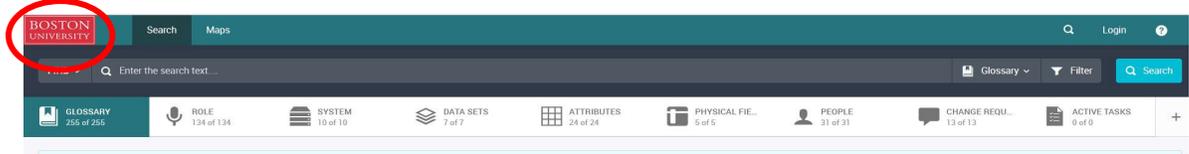
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5. Tips for Navigation

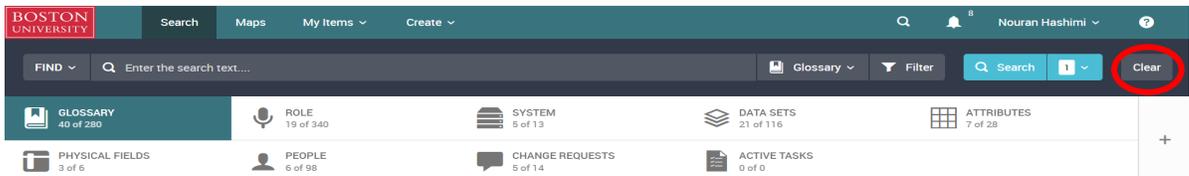
- **To return to the Search page:** Click the **Search** button again instead of using your browser's back button.



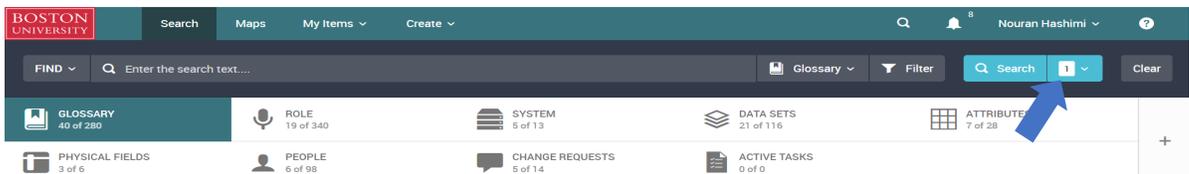
- **To return to the home page:** Click the **BU icon** in the top left corner.



- **To start a new search:** When you are searching in the Data Catalog, the software is designed to track your inputs and save them until you clear them. So, if you want to start a new search, click **Clear** (*this appears only when you have active search criteria*)



- The number next to 'Search' shows how many filters are currently applied. This number corresponds to the number of conditions you specified in your search.



💡 Additional Information

Visit the [Data Catalog](#) for additional training materials.