# Contents

**Preface** ...................................................................................................................................................................... v
  Audience ........................................................................................................................................................................ v
  Documentation Accessibility ............................................................................................................................................... v
  Related Documents ......................................................................................................................................................... vi
  Conventions ................................................................................................................................................................. vi

1 **Introduction**

  **Task Flow** ............................................................................................................................................................... 1-1
  **Starting the Software** ................................................................................................................................................. 1-2
  **Understanding the Client Workspace** ....................................................................................................................... 1-4
    Frame Functionality ....................................................................................................................................................... 1-5
    Menu Commands and the Toolbar ................................................................................................................................. 1-6
      **File Menu** ................................................................................................................................................................ 1-6
      **View Menu** ............................................................................................................................................................. 1-7
      **Charts Menu** .......................................................................................................................................................... 1-7
      **Tasks Menu** .......................................................................................................................................................... 1-7
      Tools Menu ................................................................................................................................................................. 1-8
      **Help Menu** ............................................................................................................................................................ 1-8
    Tabs .................................................................................................................................................................................. 1-8
      **Users Tab** ............................................................................................................................................................... 1-8
      **Tasks Tab** ............................................................................................................................................................... 1-8
    Task Panes ...................................................................................................................................................................... 1-8
      **User** ....................................................................................................................................................................... 1-9
      **Task** ....................................................................................................................................................................... 1-9
      **Task Detail** ............................................................................................................................................................ 1-9

2 **Task Manager Administration Setup**

  **Role Administration** ..................................................................................................................................................... 2-1
  **New User Administration** .............................................................................................................................................. 2-1

3 **Creating Tasks**

  **Creating a Task from an Output Tab** .......................................................................................................................... 3-1
  **Creating a Task from an AutoSuggest Tab** .................................................................................................................. 3-3
    Double-Click Edit Data .................................................................................................................................................... 3-4
    Double-Click Toggle Selection ......................................................................................................................................... 3-4
4 Managing and Processing Tasks

Managing Tasks .................................................................................................................. 4-1
  Viewing Tasks................................................................................................................... 4-2
  Changing Task Status ...................................................................................................... 4-2
  Reviewing Task Attachments.......................................................................................... 4-3
  Charting Tasks.................................................................................................................. 4-4
    Charting by Trend........................................................................................................... 4-4
  Knowledge Studio Processing ......................................................................................... 4-6

A Installing the Client Software
Preface

This reference guide is intended to explain the basic capabilities of the Oracle Enterprise Data Quality for Product Data Task Manager. It describes how to create and maintain tasks. The document is organized as follows:

Review of the following Enterprise DQ for Product documentation prior to the use of this guide is recommended:

To understand all of the features presented, you must use this reference guide in conjunction with the Enterprise DQ for Product documents listed in "Related Documents" on page 3-vi.

- Oracle Enterprise Data Quality for Product Data Application Studio Reference Guide
- Oracle Enterprise Data Quality for Product Data Knowledge Studio Reference Guide

You must have Enterprise DQ for Product client software installed on your computer. For more information, see Appendix A, "Installing the Client Software."

Audience

You should have a basic understanding of the DataLens Technology. Including the functionality of the Enterprise DQ for Product Knowledge Studio, how it recognizes and standardizes data, and the Enterprise DQ for Product Application Studio applications.

A thorough understanding of the material in this guide is required for the following customer personnel:

- Application/Solution Owners
- Business Analysts
- IT Administrators
- Subject Matter Experts (SMEs)

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or
Related Documents

For more information, see the following documents in the documentation set:

- The Oracle Enterprise Data Quality for Product Data Oracle DataLens Server Installation Guide provides detailed Oracle DataLens Server installation instructions.
- The Oracle Enterprise Data Quality for Product Data Oracle DataLens Server Administration Guide provides information about installing and managing an Oracle DataLens Server.
- The Oracle Enterprise Data Quality for Product Data COM Interface Guide provides information about installing and using the Oracle DataLens Server COM APIs.
- The Oracle Enterprise Data Quality for Product Data Java Interface Guide provides information about installing and using the Oracle DataLens Server Java APIs.
- The Oracle Enterprise Data Quality for Product Data Application Studio Reference Guide provides information about creating and maintaining Data Service Applications (DSAs).
- The Oracle Enterprise Data Quality for Product Data AutoBuild Reference Guide provides information about creating initial data lens based on existing product information and data lens knowledge.
- The Oracle Enterprise Data Quality for Product Data Knowledge Studio Reference Guide provides information about creating and maintaining data lenses.
- The Oracle Enterprise Data Quality for Product Data Governance Studio Reference Guide provides information about creating and maintaining Data Service Applications (DSAs).
- The Oracle Enterprise Data Quality for Product Data Glossary provides definitions to commonly used Oracle Enterprise Data Quality for Product Data technology terms.
- The Oracle Enterprise Data Quality for Product Data Services for Excel Reference Guide provides information about creating a DSA based on data contained in a Microsoft Excel spreadsheet.

See the latest version of this and all documents listed at the Oracle Enterprise Data Quality for Product Data Documentation Web site at:

http://download.oracle.com/docs/cd/E20593_01/index.htm

Conventions

The following text conventions are used in this document:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.</td>
</tr>
<tr>
<td><em>italic</em></td>
<td>Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.</td>
</tr>
<tr>
<td>Convention</td>
<td>Meaning</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, text that you enter, or a file, directory, or path name.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Boldface, monospace type indicates commands or text that you enter.</td>
</tr>
</tbody>
</table>
Oracle DataLens Server is built on industry-leading DataLens™ Technology to standardize, match, enrich, and correct product data from different sources and systems. The core DataLens Technology uses patented semantic technology designed from the ground up to tackle the extreme variability typical of product data.

Oracle Enterprise Data Quality for Product Data, formerly Oracle Product Data Quality, uses three core DataLens Technology modules: Governance Studio, Knowledge Studio, and Application Studio. The following figure illustrates the process flow of these modules.

The Task Manager manages tasks generated from the Task Manager or tasks generated directly from the task manager. You can create tasks to request action from data analysts or IT personal to make changes to existing data lenses and Data Service Applications (DSA), such as adding missing attributes with the AutoSuggest feature of the Task Manager.

**Task Flow**

Enterprise DQ for Product (EDQP) orchestrates a series of tasks to create and maintain knowledge. Typically, three roles exist to manage the task flow. **Business Users** are ultimately responsible for what constitutes knowledge based on their business requirements; **Data Analysts** implement those requirements; and the **IT staff** creates the process flow through a DSA to use the knowledge in a production application. The
following diagram illustrates the high-level task flow associated with the Enterprise DQ for Product knowledge process.

**Business Users (Data Stewart)**
Works within the Task Manager to process exceptions and review overall data quality trends.

**Data Analysts**
Uses the Task Manager to receive requests and the Knowledge Studio to update the data lens with the recommended changes.

---

**Note:** The Data Analyst is denoted by TMUser in the examples in this document.

---

**IT**
Uses Task Manager to receive requests and the Application Studio to make process flow changes.

---

**Starting the Software**
You can start Enterprise DQ for Product by using either the desktop shortcut or the Windows Start menu as follows:

---

**Note:** If Enterprise DQ for Product is not installed, you can install it using the instructions in Appendix A, "Installing the Client Software."

---

- Double-click the desktop shortcut.
- Click Start, Programs, Oracle Enterprise Data Quality for Product Data, and select Oracle Enterprise Data Quality for Product Data.

The Oracle Enterprise Data Quality for Product Data Login dialog box appears.

Enter your user name and password. You can avoid entering your password every time you logon by selecting the Remember Password check box.

If you want to change your Oracle DataLens Server or use HTTP Secure (HTTPS), click Change Server. The HTTPS option is only certified to run on an Oracle DataLens Server using WebLogic as the application server.

To change your Oracle DataLens Server, enter the hostname or IP Address of your Oracle DataLens Administration Server and its port number.
Note: When the Oracle DataLens Server is using a WebLogic Application Server, this port number must match the port number of the WebLogic Domain Server.

To use HTTPS to contact your Oracle DataLens Server, select the Use HTTPS checkbox.

Note: Your Oracle DataLens Server (and all other servers in the OPDQ topology) must all be configured to use HTTPS. For more information about configuring and using HTTPS, see the Oracle Enterprise Data Quality for Product Data Oracle DataLens Server Administration Guide.

When all of the information is correct, click OK.

The Oracle Enterprise Data Quality for Product Data Launch Pad appears.

Figure 1–1

The Oracle Enterprise Data Quality for Product Data Launch Pad allows you to quickly start any of the Oracle DataLens Server applications by clicking on any of the buttons. You can close all open Enterprise DQ for Product applications using the Close All button.

Click the Oracle DataLens Task Manager button to start the application.

Understanding the Client Workspace

The Task Manager graphical user interface (GUI) provides the client workspace used to create and manage a data lens.
This section describes the following areas of the client workspace:

- **Frame Functionality**
- **Menu Commands and the Toolbar**
- **Tabs**
- **Task Panes**

### Frame Functionality

The Task Manager client workspace frame contains useful information and interactive functions including the following:

**Title Bar**
Indicates the current application and open project.

**Status Field**
Provides the status of the project one line at a time. Though this field cannot be resized, the scroll arrows on the right-hand side can be used to view all available status information. The status data does not change based on the selected tab; rather it is a compilation of all data.

**Application Switch**
Returns you to the last Enterprise DQ for Product application used.

**Oracle Enterprise Data Quality for Product Data Launch Pad**
This button opens the Oracle Enterprise Data Quality for Product Data Launch Pad so that you can select other applications.

**Time and Date**
The time is displayed and when you hover over this field.
Memory Cache
Indicates the amount of memory cache currently used and the total amount allowed. You can dump the memory cache by clicking on the trash can icon in this interactive field.

**Note:** This feature is only used for system diagnosis and should not be used unless requested by Oracle Customer Support.

Menu Commands and the Toolbar
The Task Manager toolbar allows easy access to the most frequently used Task Manager functions. Though the set of toolbar buttons remains the same during UI operation the buttons are enabled or disabled based on the current state of the interface and the options set. Buttons displayed with shades of gray are disabled. Full-color buttons are enabled. All toolbar buttons are standard push buttons, requiring a single click of the mouse to activate.

The following briefly describes the toolbar buttons from left to right.

The Task Manager GUI menus provide access to most functions. All of the buttons on the toolbar have a corresponding menu command, which are indicated on each menu with the button icon displaying adjacent to the command. The set of menu commands remains the same during the GUI operation.

Menu commands are enabled or disabled based on the current state of the data lens; commands that are dimmed are unavailable. Some menu commands perform functions that are more complex and are indicated by an ellipsis symbol (...). These commands open dialog boxes to collect information needed to complete the requested function. Menu commands that toggle functions are preceded by checkmark (û).

**Tip:** The tooltips appear when you rest your mouse pointer on a menu item, button, tab, icon, or similar content.

The following section briefly describes each of the Task Manager menu commands and corresponding buttons.

**File Menu**

<table>
<thead>
<tr>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exits the Task Manager application; a prompt is given to save any changes that were made.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>File</th>
<th>View</th>
<th>Ch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Understanding the Client Workspace

View Menu

**View Open Tasks**
View all open tasks.

**View Fixed Tasks**
View any fixed tasks.

**View Rejected Tasks**
View all rejected tasks.

**View Closed Tasks**
View all closed tasks.

**View Deleted Tasks**
View all deleted tasks.

**View Unclosed/Undeleted Tasks**
View any unclosed and undeleted tasks.

**View All Tasks**
View all tasks.

**View Tasks for DSA**
View the unclosed tasks for a DSA.

**View Tasks for Lens**
View the unclosed tasks for a data lens.

Charts Menu

**Task Status Chart**
Chart all tasks by status.

**Open Tasks by User**
Chart all open tasks by users.

**Open Tasks by DSA**
Chart all open tasks by DSAs.

**Open Tasks by Lens**
Chart all open tasks by data lenses.

**Task Status Trend**
Trend line of status counts by week.

**DSA Job Trend**
Job trends by a DSA.

Tasks Menu

**Change Task Status**
Changes the status of the task or allows you to reassign it to another user. For more information, see "Changing Task Status" on page 4-2.
Create New Task
Creates a task and assigns it to a user. For more information, see "Creating a Task in Task Manager" on page 3-5.

Tools Menu

Open Oracle DataLens Task Manager…
Starts the Enterprise DQ for Product Task Manager. For more information, see the Oracle Enterprise Data Quality for Product Data Task Manager Reference Guide.

Open Oracle DataLens Application Studio…
Starts the Enterprise DQ for Product Application Studio. For more information, see the Oracle Enterprise Data Quality for Product Data Application Studio Reference Guide.

Open Oracle DataLens Knowledge Studio…
Starts the Enterprise DQ for Product Knowledge Studio. For more information, see the Oracle Enterprise Data Quality for Product Data Knowledge Studio Reference Guide.

Open Oracle Enterprise Data Quality for Product Data…
Starts the Oracle Enterprise Data Quality for Product Data Launch Pad.

Change Password
Enables you to change your Enterprise DQ for Product password.

Help Menu

Product Guide
Opens a list of Enterprise DQ for Product documents for your selection in a browser.

Help About
Provides information regarding the product including the version number and a link to view third party product licenses.

Tabs

A tab groups like information into easy to read and access areas that include graphs, panes, and text entry boxes. Tabs are displayed in the client workspace directly under the toolbar and are as follows:

Users Tab
The Users tab provides a summary view all users with active tasks, as well as, all active tasks.

Tasks Tab
The Tasks tab provides a summary view of all of the tasks that the user has the privileges to see.

Task Panes
The Task Manager includes three task panes, two of which are interactive, as follows:
Understanding the Client Workspace

User
Displays an alphabetized list of users that have tasks assigned to them. This task pane only appears on the User tab.

Task
All tasks are displayed in numerical order and the first task is selected by default.

Task Detail
The details for the selected task are displayed including the description, status, assigned user, task detail, and history. This pane is not interactive.

On the Users tab, the small up/down arrows between the panes on the left-hand side, allow you to resize the panes. In addition, you can fully expand either pane to see more data by clicking on an arrow, which makes the pane inactive. To redisplay the inactive pane, click the opposite arrow and the pane reappears.

There are various context-sensitive (shortcut) menus that appear in the Task Manager interactive panes when you right-click on data within a pane. The contents of these menus are described as follows:

Active in the User pane:

Refresh Users
Refreshes the list of users with assigned tasks to ensure that any new users with tasks are displayed.

Active in the Task pane. The functions not previously described are:

Download Attachments
Downloads the attachment of the selected task to your local computer.

Email User
Sends a free-form email to the User that the selected task is assigned to using your default email program.
Task Manager Administration Setup

This chapter describes the various Task Manager administrative configurations.

Role Administration

After the Task Manager is active, from the Oracle DataLens Administration web page. Two roles are created by default, Task Manager (TM) User and Task Manager Supervisor.

The following table shows the default capabilities for the two default roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>Run TM</th>
<th>Add Tasks</th>
<th>Change Status of Own Tasks</th>
<th>Change Status of All Tasks</th>
<th>Close Tasks</th>
<th>Delete Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>TM User</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TM Supervisor</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

All roles, including the two Task Manager roles, can be viewed from DataLens Server Role Administration web page by clicking the **Role Administration** link.

New User Administration

A new Task Manager user can be added from the Oracle DataLens Server Role Administration web page by clicking the **User Administration** link.
A new user is added by clicking the **Create A New User** button. The **Add a new User** page is displayed as follows:

Use this page to enter an ID, name, password, and email address for the new user. Then select all of the roles that the user to effectively use the Enterprise DQ for Product and click **SUBMIT** to add this user. The user is immediately added and is ready for use.
The Governance Studio runs a DSA job using a data lens currently deployed into production or development. The results of the DSA are a set of actionable items shown on the various output tabs in the Governance Studio. The Business User reviews the results, makes decisions about those results, and prepares some or all of the output for downstream processing. Tasks are created in the Governance Studio and can then be managed in Task Manager.

For complete details about using the Governance Studio application, see the Oracle Enterprise Data Quality for Product Data Governance Studio Reference Guide. This document presents Governance Studio examples in the context of the Task Manager management and processing.

Creating a Task from an Output Tab

In Governance Studio, the Review, Approve, and Route Output tabs are identified by a green checkmark icon adjacent to the name of the tab. These tabs contain output data in tabular format that correspond to a DSA output step.
Creating a Task from an Output Tab

Data in these tabs may be selected for output to a file, output to another tab in the Governance Studio, edited, emailed, or run as input to a synchronous job. The following figure illustrates the creation of a task from by checking one or more rows on a Review, Approve, and Route tab:

When you select the Create Task from Check Rows option, the Create Task dialog box appears as follows:

**Note:** This Create Task dialog box is very different than the one described in Creating a Task in Task Manager because the DSA, DSA step, and data lens are already known.
It allows you create and assign a task to a user as follows:

1. Select the user you want to assign the task to.
2. Enter a description for the task for display in all task lists.
3. Enter what you want the assigned user to do to complete the task; this is required and the task cannot be added without it.
4. Select the output file format for the contents of the selected rows from the following: a Microsoft Excel spreadsheet, CSV, or tab-separated text file.
5. Click OK.

The task is added and the assigned user receives an email advising them that they have a task to complete.

All tasks are displayed and are categorized by user as in the following example:

Creating a Task from an AutoSuggest Tab

One of the ways to add a task is by using the AutoSuggest feature so that the Governance Studio automatically suggests attributes that may have been missed due to misspellings or abbreviations. Suggested data from the AutoSuggest process may then be transferred to an Output tab for further processing or the data can be sent by email or through a task to the Data Analyst to update the data lens in the Knowledge Studio. This section describes the use of AutoSuggest results for Task Manager processing.

A typical example of the AutoSuggest process is a Business User presented with a set of exceptions that did not meet the Quality Index threshold because some of the attributes were not present.

You can use the AutoSuggest feature in Governance Studio to leverage the Enterprise DQ for Product to offer a set of suggestions based on variants of known terms.
Creating a Task from an AutoSuggest Tab

The AutoSuggest tab is identified by a light bulb icon to the left of the tab name. Data in these tabs may access the Governance Studio AutoSuggest feature that automatically predicts attributes that may have been missed due to misspellings and abbreviations or missing grammar. When this tab is populated, there are suggestions available and the AutoSuggest button is active. If no suggestions were found, this button is inactive.

After clicking on an AutoSuggest tab, you will also see a list of rows of data that were designated for output by the respective output step in the DSA. To view suggestions click on the AutoSuggest button on the menu bar. Suggestions are now colorized in green as shown in the following figure:

For more information about the AutoSuggest feature, see the Oracle Enterprise Data Quality for Product Data Governance Studio Reference Guide.

Double-Click Edit Data

Double-clicking a cell in any of the output tables enables you to edit that cell. After double-clicking, notice that a text insertion cursor appears and the background of the cells turns to white.

Double-Click Toggle Selection

Double-clicking a suggestion in an AutoSuggest table disables the suggestion and changes the color to pink. You can double-click again to re-enable the suggestion and return the colorization to green. In this way, you can choose which suggestions you want to keep and those to discard.

Jump to Source

Right-clicking any cell colorizes the cell and displays a context-sensitive menu. Selecting the Jump to Source option automatically takes you to the corresponding line in the Source tab.
Copy Cell

If you right click in a cell, you copy its contents to the clipboard by selecting the **Copy Cell** option from the context-sensitive menu.

Creating a Task from Checked Rows

You may select one or more rows to create a task for the Data Analyst to update the data lens. The following figure shows the green colorized terms in the description and the associated suggestions in the attribute columns on the right.

To do this, check the rows you want included in the task. From the menu, select **Run** and then click **Create Task from Checked Rows**.

You complete this dialog box as described in "Creating a Task from an Output Tab" on page 3-1 though the **Description** field is automatically populated for you with the name of the DSA, tab name, and the Job ID that it is assigned.

Creating a Task in Task Manager

You can create a new task to be executed by a user from within Task Manager. This method is particularly useful when you want to view all of your available DSAs, each of their steps and data lenses rather than opening each DSA individually. To create a task, select **Tasks** from the menu bar and then click **Create New Task**.
Complete this dialog as follows:

1. Select the user that you want to assign the task to.
2. Select a DSA. This automatically populates the DSA Step and Lens drop-down lists with the corresponding selections based on the selected DSA.
3. Select a DSA step and data lens.
4. Enter a description for the task for display in all task lists.
5. Enter what you want the assigned user to do to complete the task; this is required and the task cannot be added without it.

   The task details could include the steps to take, a basic outline of your intent for the task, or other information regarding the execution of the task.
6. Optionally, you can use the Add Attachment button to add any supporting files that are pertinent to the task. Locate the files of interest, select them, and then click Attach. More than one file can be added simultaneously using the Ctrl or Shift keys. Multiple files of varying file types are acceptable.
7. Click OK to add the task.

The task is added to Task Manager. An email is sent to the assigned user to alert them about it and is similar to the following:

Task: 0  
Description: Edits from project: Retail_Capabilities_Showcase, Tab: AutoExtract, Job ID: 11  
Status: Open  
Assigned To: TMUser  
Created By: TMUser  
Created On: 
DSA: Retail_Capabilities_Showcase  
DSA Step: Item Standardization  
Data Lens: Demo_Retail_Apparel  
Task Detail: 
Please see why the data lens does not recognize the Itty Bitty Kitty character?
Managing and Processing Tasks

This chapter explains how to manage your tasks in Task Manager and how to process them in Knowledge Studio.

Managing Tasks

The main feature of the Task Manager is the ability to view users and tasks, chart all available task data, and monitor task progress.

The Data Analyst opens up the Task Manager to review all tasks, both open and completed, as shown in the following figure:
Managing Tasks

In this example, the Governance Studio task creation step created is Task 1 with Job ID 11 and requested the Data Analyst (TMUser) to add the AutoSuggest variants to the data lens so that it will recognize variations of the source input.

**Viewing Tasks**

Upon opening Task Manager, all tasks are displayed and are categorized by user on the default **Users** tab.

The way the tasks are viewed can be changed by using the selections on the **View** menu. The selections on this menu isolate the tasks by the status and displays only the tasks that match the view selection. For example, when you select **View Closed Tasks** only the tasks that have been closed are displayed.

---

**Note:** The default for a Task Manager user is that they can only change their own tasks though they view the tasks assigned to others.

---

You can review the attachment and comments in order to take action on the task. Once you have reviewed the task and have completed the action, you can complete the task by changing the status to something other than open.

**Changing Task Status**

You can change the status of any task including closed and deleted. The status selections are open, fixed, rejected, closed, and deleted. It is recommended that you create criteria for all statuses other than open to ensure standardization across Task Manager Users.

To change the status of task, select the task from the **Users** or **Tasks** tab, then right-click and select **Change Task Status**.
Tip: If the task you want to change is not listed, change the view to View All Tasks from the View menu.

Select a new status or reassign the task. You must enter a comment regarding the status change. Click OK to immediately effect the changes to the task.

Note: You must have permission to change the status of a task you did not create or you must be logged in as TMUser.

All tasks have a full status history that details all changes to the task including which user took the action. The task history is shown in the main task information pane and is chronological order with the most recent action first as in the following example:

Reviewing Task Attachments

You can now download the attachment to review the requested changes by selecting a task then right click and select Download Attachments. You are prompted to locate the directory that you want the attached files to be copied to; all attachments to the task are copied to the selected directory.

This is useful in the case of a spreadsheet that was created using the Governance Studio AutoSuggest feature. For example, if you download and open an attached Excel spreadsheet, you will see the row that was created by AutoSuggest. The following
The figure shows the left section of the row with the data lens name with the variants colorized (the spreadsheet is not normally colorized).

![Spreadsheet withvariants colorized](image)

The following figure shows the right section of the row with the Suggestions colorized. The attribute name and attribute text with the full form term and the suggested word is in parenthesis "(suggested)".

![Spreadsheet with Suggestion colorized](image)

At this the point, if the Data Analyst agrees with the suggested changes, then the changes should be affected in the Knowledge Studio.

**Charting Tasks**

You can generate and review tasks several different ways using the **Charts** menu. Charting by task status, user, DSA, or data lens all produce a pie chart illustrating the number of tasks relating to the selection. For example, the following is charting all tasks by their status.

![Pie chart of tasks by status](image)

**Charting by Trend**

Additionally, you can chart tasks using trend analysis.

**Note:** The charting options are only active when the trend analysis option of the output step of the DSA in the Application Studio has been selected. For more information about setting this option, see the *Oracle Enterprise Data Quality for Product Data Application Studio Reference Guide*.

The following figure shows the trend that tasks take over the course of $N$ number of weeks of the current day:

![Trend chart](image)
You can also chart using all DSA jobs that have run successfully by selecting **DSA Job Trend**.

Select a DSA and the start and end date that you want to analyze and click **OK**. The chart that is generated will be similar to the following:
The example DSA had two output steps configured for trend analysis so a tab for each is created so that the data can be reviewed independently. The view of the data can be changed from a percentage of the input lines for a step in a job to simply a count of the step input lines.

All charts can be saved to a PNG or JPG file by right-clicking in the chart and selecting one of these file types.

Knowledge Studio Processing

After reviewing the requested changes as a result of a task and validating their correctness, the Data Analyst updates the data lens and applies them to Enterprise DQ for Product using the Knowledge Studio.

For example, the following table summarizes the requested changes to an apparel data lens:
The process to make changes identified by a task is to open the appropriate data lens in the Knowledge Studio, effect the changes, save them, and deploy the changed data lens for use in the Governance Studio.

In this example, either you could enter the full description that includes the variants or the individual text for the variants would be updated in the data lens. The following figure shows the data lens with the missing data and the full description entered into the data lens:
Installing the Client Software

Enterprise DQ for Product uses Java Web Start to initially install and maintain the current version of the software on your client desktop. The process requires you to access the Oracle DataLens Server to initiate the connection and download the software.

You download and install the Enterprise DQ for Product client applications using Java Web Start by browsing to the installation page for your Oracle DataLens Server as follows:

1. Using Microsoft Internet Explorer, browse to one of the following URLs as appropriate for your server:

   **Note:** If you setup a different port number for your application server other than 2229, you must use that port number in the following URL when browsing to the Oracle DataLens Server to download the client applications.

   - **32-bit**
     
     http://<server>:2229/datalens/datalens.html
   
   - **64-bit**
     
     http://<server>:2229/datalens/datalens64.html

   Where `<server>` is the hostname of the Oracle DataLens Server

   The application download and installation begins. If you do not have a supported Java environment on the target installation machine the Java Web Start program automatically redirects you to a Java download site and begins a Java Runtime installation.
2. If the preceding Java Web Start message is not displayed, you must initiate a connection and download the software by browsing to:

http://<server>:2229/datalens/datalens.jnlp

Enterprise DQ for Product files are digitally signed by a trusted source so the following security warning is displayed.

![Security Information dialog]

3. To avoid the security dialog in the future you can select the **Always trust content from this publisher** check box.

4. Click **Run** to continue and complete the installation.

   The Enterprise DQ for Product log on dialog is displayed.

![Enterprise DQ for Product log on dialog]