



# Aristotle Metadata Viewer User Guide

<https://facsnsw.aristotlecloud.io/home/>

**Family and Community Services Insights Analysis and Research (FACSIAR)**

**Department of Communities and Justice**

Date June 2022

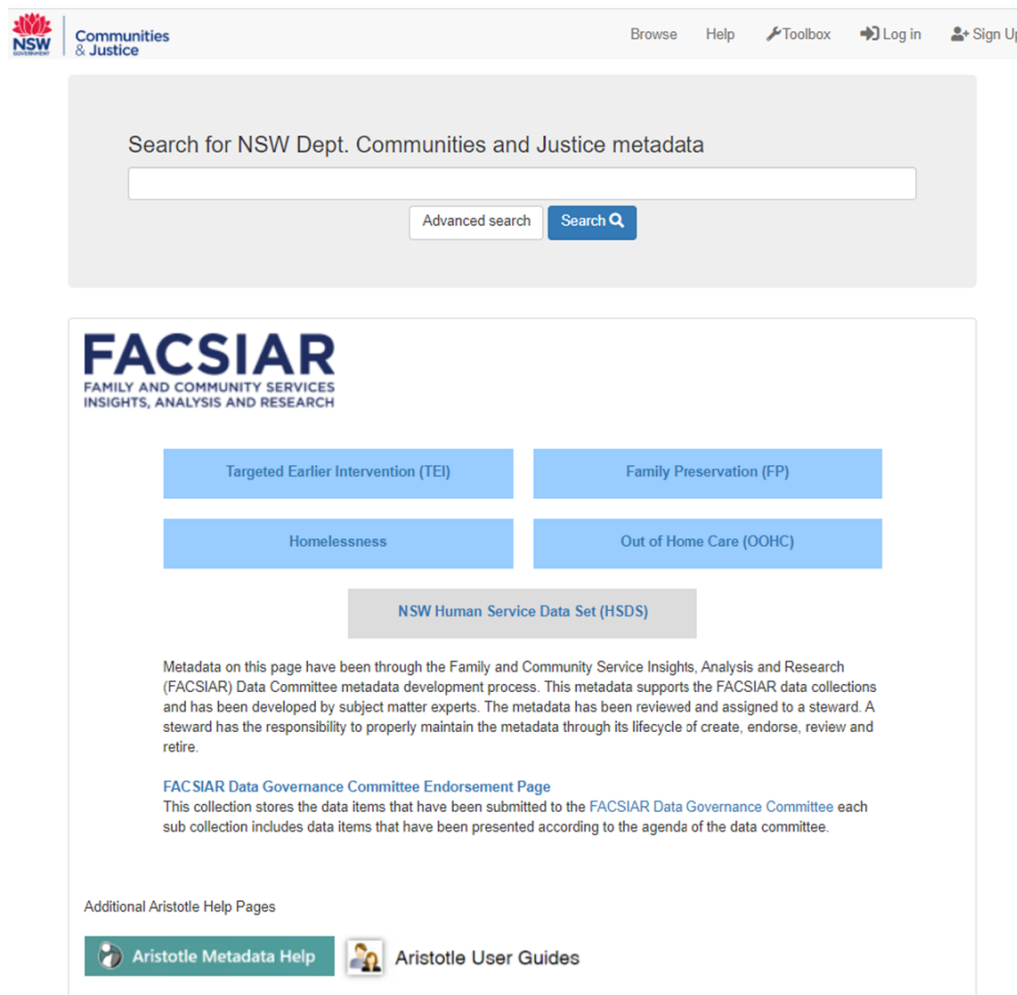
# Table of Contents

- [Getting Started](#)
- [Searching, browsing and viewing metadata](#)
- [Interpreting a metadata item page](#)

# Getting started

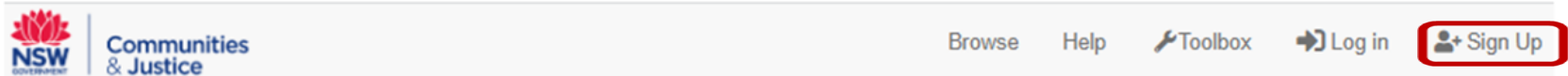
The Metadata Registry Home Page contains information and resources about;

- Metadata of the data sets available
- Governance Information
- Additional Help Pages and User Guides.



The screenshot shows the homepage of the FACSIR Metadata Registry. At the top, there is a navigation bar with the NSW Communities & Justice logo, and links for Browse, Help, Toolbox, Log in, and Sign Up. Below the navigation bar is a search bar with the placeholder text "Search for NSW Dept. Communities and Justice metadata". The search bar includes an "Advanced search" link and a "Search" button. The main content area features the FACSIR logo and the text "FAMILY AND COMMUNITY SERVICES INSIGHTS, ANALYSIS AND RESEARCH". Below the logo are four blue buttons: "Targeted Earlier Intervention (TEI)", "Family Preservation (FP)", "Homelessness", and "Out of Home Care (OOHC)". A grey button labeled "NSW Human Service Data Set (HSDS)" is positioned below these. A paragraph of text explains the metadata development process and the role of the FACSIR Data Governance Committee. Below this text is a link to the "FACSIR Data Governance Committee Endorsement Page" and a brief description of the data collection. At the bottom, there is a section for "Additional Aristotle Help Pages" with two buttons: "Aristotle Metadata Help" and "Aristotle User Guides".

# Signing Up



To gain access click the **Sign Up** icon in the top right-hand corner of the navigation bar.

**Note:** All staff who sign up using their **.facs.nsw.gov.au** or **.dcj.nsw.gov.au** email account will automatically be granted Viewer access to metadata that is yet to be published.



# Searching for and viewing metadata

1. Select the Browse function from the top right of the Navigation bar.



2. The Browse page will open.

Open any of the browser fields by selecting the Browse link under each topic.

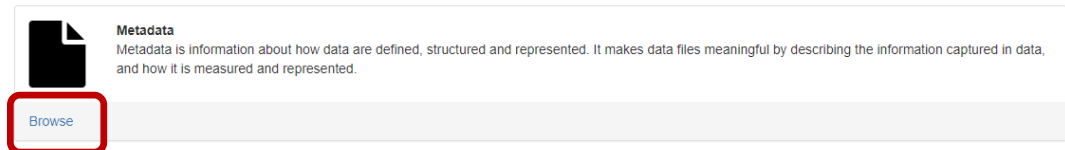
- Metadata
- Registration Authorities
- Stewardship Organisations
- Help
- Pages

A screenshot of the 'Browse' page on the NSW Communities & Justice website. The page title is 'Browse' and the breadcrumb is 'Home / Main browser'. There are five main sections, each with an icon, a title, a description, and a 'Browse' link highlighted with a red box:

- Metadata**: Metadata is information about how data are defined, structured and represented. It makes data files meaningful by describing the information captured in data, and how it is measured and represented.
- Registration Authorities**: Registration authorities are groups of people that have some authority to state registration status levels for metadata. These may be committees or agencies with particular governance arrangements or business with specific domain knowledge.
- Stewardship Organisations**: Stewardship Organisations are groups responsible for maintaining the accuracy and currency of content within the registry, including metadata, files and collections. They have an administrative role acting as a self-contained business unit with their own permissions, Registration processes and workflows. Each Stewardship Organisation should have a scope of responsibility that defines the domain of information it manages to aid discovery of metadata.
- Help**: Browse all the registry help pages.
- Pages**: Pages are where each registry can add additional web pages to the site to record custom non-metadata information.

# Browsing for Individual Metadata Items

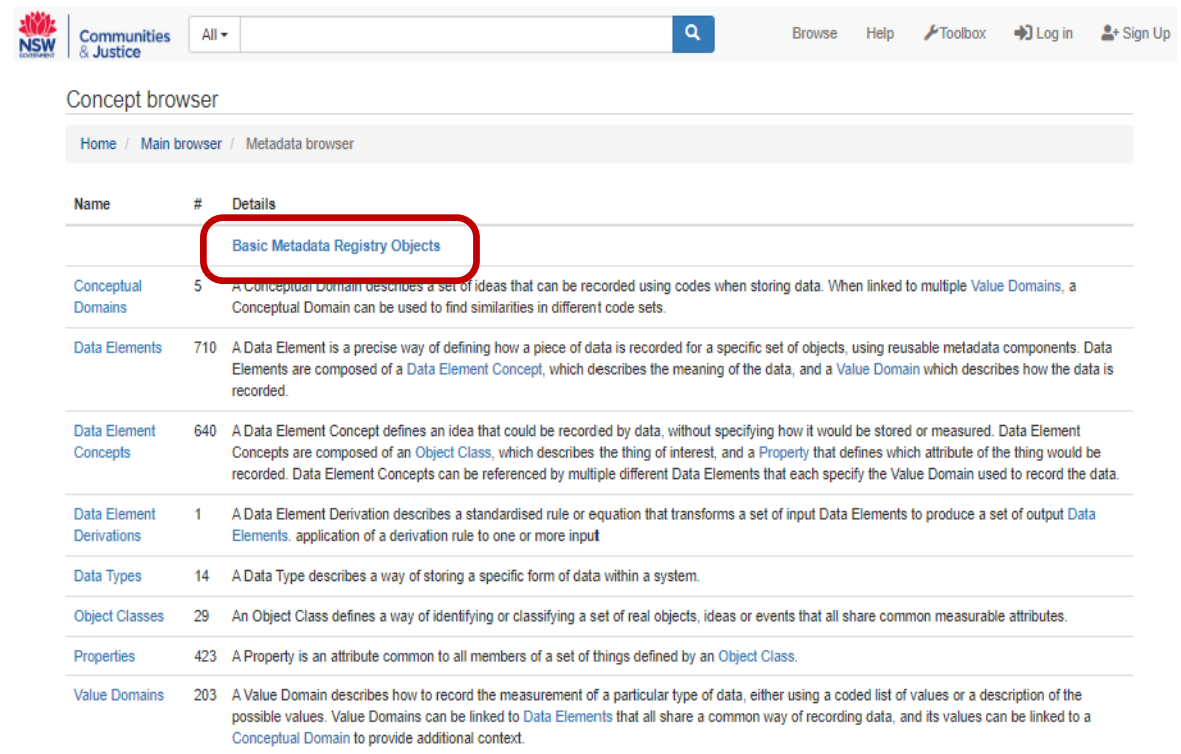
1. Browsing **Basic Metadata Registry Objects**. Click the Metadata **Browse** button.



**Metadata**  
Metadata is information about how data are defined, structured and represented. It makes data files meaningful by describing the information captured in data, and how it is measured and represented.

[Browse](#)

2. Select the **Basic Metadata Registry Objects**. This allows you to further browse the following:



NSW Communities & Justice

Communities & Justice All

Browse Help

### Concept browser

[Home](#) / [Main browser](#) / [Metadata browser](#)

Name	#	Details
		<a href="#">Basic Metadata Registry Objects</a>
<a href="#">Conceptual Domains</a>	5	A <a href="#">Conceptual Domain</a> describes a set of ideas that can be recorded using codes when storing data. When linked to multiple <a href="#">Value Domains</a> , a <a href="#">Conceptual Domain</a> can be used to find similarities in different code sets.
<a href="#">Data Elements</a>	710	A <a href="#">Data Element</a> is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. <a href="#">Data Elements</a> are composed of a <a href="#">Data Element Concept</a> , which describes the meaning of the data, and a <a href="#">Value Domain</a> which describes how the data is recorded.
<a href="#">Data Element Concepts</a>	640	A <a href="#">Data Element Concept</a> defines an idea that could be recorded by data, without specifying how it would be stored or measured. <a href="#">Data Element Concepts</a> are composed of an <a href="#">Object Class</a> , which describes the thing of interest, and a <a href="#">Property</a> that defines which attribute of the thing would be recorded. <a href="#">Data Element Concepts</a> can be referenced by multiple different <a href="#">Data Elements</a> that each specify the <a href="#">Value Domain</a> used to record the data.
<a href="#">Data Element Derivations</a>	1	A <a href="#">Data Element Derivation</a> describes a standardised rule or equation that transforms a set of input <a href="#">Data Elements</a> to produce a set of output <a href="#">Data Elements</a> . application of a derivation rule to one or more input
<a href="#">Data Types</a>	14	A <a href="#">Data Type</a> describes a way of storing a specific form of data within a system.
<a href="#">Object Classes</a>	29	An <a href="#">Object Class</a> defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.
<a href="#">Properties</a>	423	A <a href="#">Property</a> is an attribute common to all members of a set of things defined by an <a href="#">Object Class</a> .
<a href="#">Value Domains</a>	203	A <a href="#">Value Domain</a> describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values. <a href="#">Value Domains</a> can be linked to <a href="#">Data Elements</a> that all share a common way of recording data, and its values can be linked to a <a href="#">Conceptual Domain</a> to provide additional context.

# Browsing data set registration and management

1. Click the Metadata Browse button, and then Data set registration and management.

NSW Communities & Justice

All ▾

Browse Help Toolbox Log in Sign Up

### Concept browser

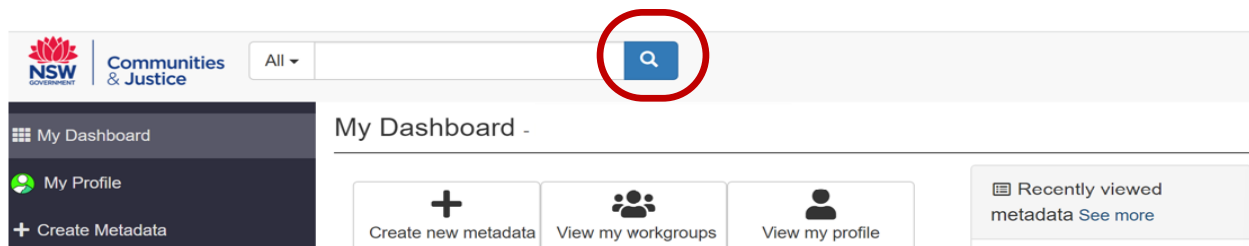
Home / Main browser / Metadata browser

[Data set registration and management](#)

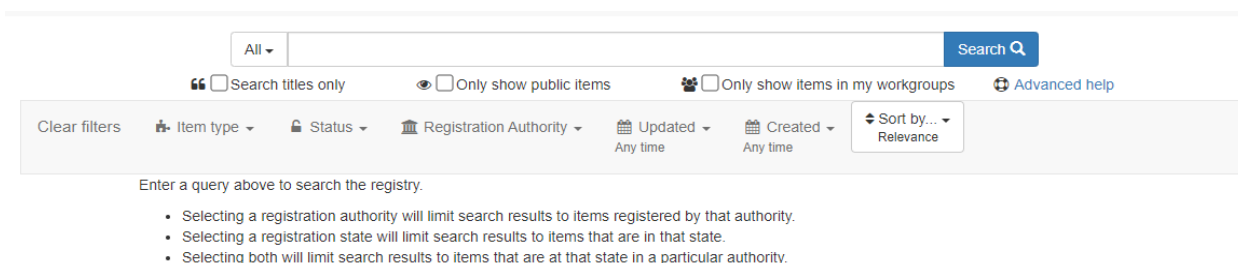
<a href="#">Data Catalogs</a>	1	A Data Catalog records a curated collection of data sets.
<a href="#">Data Sets</a>	4	A Data Set describes a record of data, including any location or time boundaries for the data, that has been captured and is available for use under a specific licence. A Data Set may be included in a <a href="#">Data Catalog</a> , and can reference multiple <a href="#">Distributions</a> that record different parts or formats of the data that are available to download.
<a href="#">Data Set Specifications</a>	1	A Data Set Specification describes an agreement to collect an ideal standard of data. A Data Set Specification may reference other Data Set Specifications or <a href="#">Data Elements</a> to describe the data that should be collected under the agreement.
<a href="#">Distributions</a>	157	A Distribution describes the structure and format of a specific downloadable collection of data. Multiple Distributions that capture different parts of data or provide different formats for data may be grouped into a single <a href="#">Data Set</a> .
<a href="#">ISO 11179 Edition 2 Backwards Compatibility Objects</a>		
<a href="#">Performance Indicator Management Objects</a>		
<a href="#">Quality Statements</a>	4	A Data Quality Statement records any known issues that may be related to a data asset. A Data Quality Statement assesses data against seven key factors: Institutional Environment, Relevance, Timeliness, Accuracy, Coherence, Interpretability & Accessibility.
<a href="#">Business Glossary Objects</a>		
<a href="#">Glossary Items</a>	5	A Glossary Item records a business term that is commonly used within the metadata registry. A collection of Glossary Items is commonly referred to as a business glossary.

# Searching for content

1. How to Navigate to the search screen. From **My Dashboard** select the search icon in the top menu bar:



2. The Search page will open:



**Note:** The search bar is accessible from all pages in Aristotle.





# Searching for content

3. **Item type** lets you search for a specific item type within the registry.

The screenshot shows a search interface with a search bar containing 'Person' and a search button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', 'Only show items in my workgroups', and 'Advanced'. The 'Item type' filter is highlighted with a red circle and its dropdown menu is open, displaying a list of item types with checkboxes. The list includes: Classification schemes, Collections, Concept helps, Conceptual domains, Data Sets, Data catalogs, Data element concepts, Data element derivations, Data elements, Data set specifications, Data types, Discussion posts, Distributions, Frameworks, Glossary items, Help pages, Indicator sets, Indicators, Object Classes, Object class specialisations, Outcome areas, Pages, Properties, Quality statements, Reference documents, Reference folders, Relations, Units Of Measure, and Value domains. The background shows a list of search results with details like 'Statuses', 'Last updated', and 'Last visit'.

# Searching for content

4. **Status** lets you choose the current status of your items.

When searching for an item's status, you can select one or more radio buttons to widen your search, or if you wish to narrow down your search and are only looking for the status of a particular item, e.g. for a status of **Qualified** you need only select that particular radio button.

To expand your search to include all available item types leave the radio buttons blank.

The screenshot shows a search interface with a search bar containing 'Person' and a 'Search' button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', 'Only show items in my workgroups', and 'Advanced'. A 'Clear filters' button is also present. The 'Status' filter is highlighted with a red circle, and its dropdown menu is open, showing a list of status options: 'Not Progressed', 'Incomplete', 'Candidate', 'Recorded', 'Qualified', 'Standard', 'Preferred Standard', 'Superseded', 'Retired', and 'Unregistered'. The 'Qualified' option is also highlighted with a red circle. To the left of the dropdown menu, there is a 'Refine your results' section with 'Item types' listed: 'Data Element (3395)', 'Data Element Concept (2497)', 'Distribution (798)', 'Property (380)', 'Value Domain (261)', and 'Object Class (174)'. The background shows search results, including a result for 'Attendance v 0.1 (Glossary Item)' with details about its status and last updated date.

# Searching for content

5. **Authority** lets you pick which Registration Authority you would like to see content from.

The screenshot shows a search interface with a search bar at the top containing 'All' and 'Person', and a 'Search' button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', and 'Only show items in my workgroups'. A 'Refine your results' section on the left lists item types: Data Element (3395), Data Element Concept (2497), Distribution (798), and Property (380). The main filter bar includes 'Clear filters', 'Item type', 'Status', 'Registration Authority' (highlighted with a red circle), 'Updated', 'Created', and 'Sort by... Relevance'. A dropdown menu for 'Registration Authority' is open, showing a list of options: Centrelink, Chief Data Officer Division RA, Child Support Agency, Commonwealth Department of Social Services, DSS Data Exchange, DSS Data Strategy and Development, Medicare, and Training Registration Authority. Below the filter bar, there is a 'Show' button and a 'Statuses' section with a toggle switch. At the bottom, there is a 'Created: 10th January 2020 Last updated: 29th January 2020' and 'You've viewed this item 2 times in the last month. Last visit: 1 Sep 2020, 11:51 a.m.'.

# Searching for content

6. **Updated** you can pick when the content you are searching for was updated, you can be specific as you want.

The screenshot shows a search interface with a search bar containing 'Person' and a search button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', 'Only show items in my workgroups', and 'Advanced'. A row of filters includes 'Clear filters', 'Item type', 'Status', 'Registration Authority', 'Updated Any time' (highlighted with a red circle), 'Created Any time', and 'Sort by... Relevance'. A dropdown menu is open for the 'Updated' filter, showing options: 'Any time' (selected), 'Last hour', 'Today', 'This week', 'This month', 'This year', and 'Custom period'. Below the filters, the text 'Showing 1 - 20 of 7544 results.' is visible. On the left, a 'Refine your results' section lists 'Item types' with counts: Data Element (3395), Data Element Concept (2497), Distribution (798), Property (380), Value Domain (261), Object Class (174), Data Set Specification (23), Concept Help (7), Help Page (4), and Object Class Specialisation (4). The main content area shows search results for 'Attendance v 0.1' and 'Party - Person/Group'.

# Searching for content

7. **Created** you can pick when the content you are searching for was created.

The screenshot shows a search interface with a search bar containing 'Person' and a search button. Below the search bar are several filters: 'Search titles only', 'Only show public items', and 'Only show items in my workgroups'. A 'Clear filters' button is also present. The main filter bar includes 'Item type', 'Status', 'Registration Authority', 'Updated' (set to 'Any time'), 'Created' (set to 'Any time' and circled in red), and 'Sort by...' (set to 'Relevance'). Below the filter bar, it says 'Showing 1 - 20 of 7544 results.' On the left, there is a 'Refine your results' section with 'Item types' listed: Data Element (3395), Data Element Concept (2497), Distribution (798), Property (380), Value Domain (261), Object Class (174), Data Set Specification (23), Concept Help (7), Help Page (4), and Object Class Specialisation (4). The main content area shows two search results: 'Attendance v 0.1 (Glossary Item)' with a 'GI' tag, and 'Party - Person/Group of People' with an 'OCS' tag. A dropdown menu is open for the 'Created' filter, showing options: 'Any time' (selected), 'Last hour', 'Today', 'This week', 'This month', 'This year', and 'Custom period'. Below these are 'Created after...' and 'Created before...' sections with input fields and calendar icons.

# Searching for content

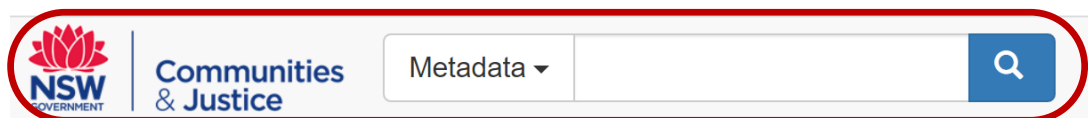
8. You can further refine your results for specific item types, status; workgroups etc. related to your search query in the left-hand menu under refine your results. This will drill down to the specific items in each grouping.

**Refine your results**  
  
**Item types:**  
Distribution (44)  
  
**Registration Authorities:**  
Medicare (44)  
  
**Stewardship Organisation:**  
Services Australia (44)  
  
**Restriction:**  
Unlocked (44)  
  
**Status:**  
Candidate (39)  
Incomplete (5)  
  
**Workgroup:**  
Medicare Guaranteeing Medicare Compliance (39)  
Medicare Health Care Homes (5)



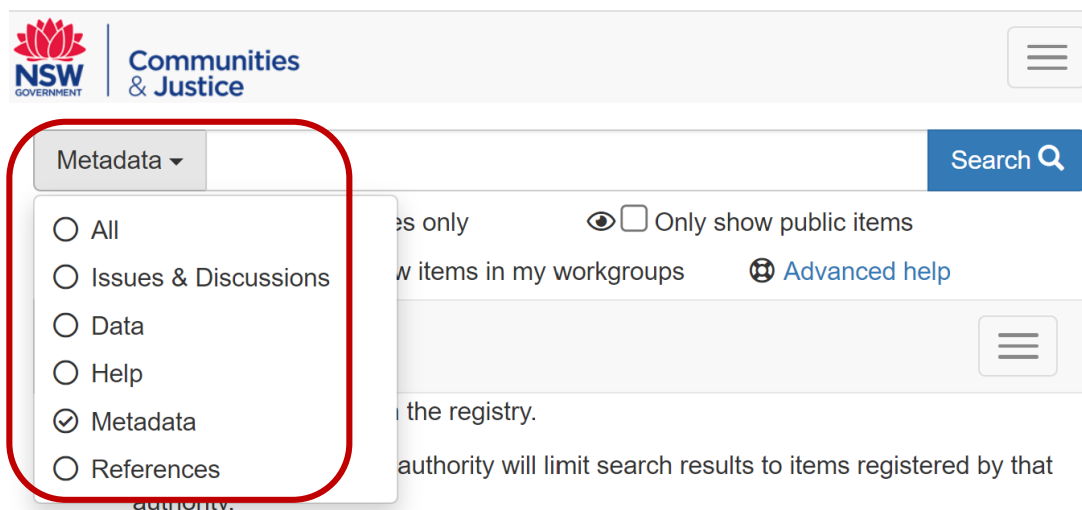
# Search function

1. The taskbar search function enables you to search using single categories, such as Metadata or All subjects.



NOTE: When using the search function, the default setting will search all categories within the search function.

When you select the drop down, the search menu options appear. Select the appropriate radio button that best matches the search item you require.



- Selecting a registration state will limit search results to items that are in that state.
- Selecting both will limit search results to items that are at that state in a particular authority.

# Interpreting the components of a metadata item page

This is a basic item page for a Data Element. The item pages will change depending on how much content has been entered for the item, and what type of item it is.

The item pages are broken up into three different sections:

1. Main Content Area
2. Information box
3. Actions Bar

The screenshot displays a metadata item page for a Data Element. The page is divided into three main sections, numbered 1, 2, and 3.

**Section 1 (Main Content Area):** This section is highlighted with a red circle and contains the following content:

- Organisation:** Start Date, YYYYMMDD
- Item** (selected), Issues, History, Graphs, Related
- Definition:** The funding start date in relation to a service provider, recorded as a day of a month of a year, represented as YYYYMMDD.
- Components:** A hierarchical diagram showing the structure of the data element. At the top is "Data Element (this item)", which contains "Organisation: Start Date, YYYYMMDD". Below this are "Data Element Concept" and "Value Domain". "Data Element Concept" contains "Organisation: Start Date". "Value Domain" contains "Date YYYYMMDD". Below these are "Object Class" (Organisation) and "Property" (Start Date).
- Representation:** This section is based on the value domain for this data element. It includes a table with the following information:

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

**Section 2 (Information box):** This section is highlighted with a red circle and contains the following information:

- Organisation:** Start Date, YYYYMMDD
- Type:** Data Element
- Identifiers:** UUID - e4782aea-2fad-11eb-893c-02550ad9d6bc
- Stewardship Organisation:** FACSIAR Family and Community Services Insights, Analysis and Research
- Endorsed by:** FACSIAR Data Governance Committee : Standard on 7th April 2021. View registration history
- Last updated:** 8 months
- Created:** 26th November 2020
- Supersedes:** None
- Superseded by:** None
- Collections:** None
- Workgroup:** Evidence Bank Implementation Program (EBIP) Workgroup
- Discussions:** Start a discussion about this item

**Section 3 (Actions Bar):** This section is highlighted with a blue circle and contains the following actions:

- Item icon
- Tags icon
- Actions icon
- Download icon



# Item page main content area

The main content area is where you can view the components of the item, the relationships, and the related content.

Organisation: Start Date, YYYYMMDD

Item Issues History Graphs Related

Tags Actions Download

## Definition

The funding start date in relation to a service provider, recorded as a day of a month of a year, represented as YYYYMMDD.

## Components



## Representation

This representation is based on the value domain for this data element, more information is available at "Date YYYYMMDD".

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

**Organisation: Start Date, YYYYMMDD**

Type: [Data Element](#)

Identifiers: UUID - e4782aea-2fad-11eb-893c-02550ad9d6bc

Stewardship Organisation: FACSIAR Family and Community Services Insights, Analysis and Research

Endorsed by:  
• FACSIAR Data Governance Committee : Standard on 7th April 2021  
[View registration history](#)

Last updated: 8 months ago  
Created: 26th November 2020

Supersedes:  
• None

Superseded by:  
• None

Collections:  
• None

Workgroup: [Evidence Bank Implementation Program \(EBIP\) Workgroup](#)

Discussions: [Start a discussion about this item](#)

# What makes up a Data Element?

A **Data Element** is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept, which describes the meaning of the data, and a Value Domain which describes how the data is recorded.

A **Data Element Concept** defines an idea that could be recorded by data, without specifying how it would be stored or measured. Data Element Concepts are composed of an Object Class and a Property.

An **Object Class** defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.

A **Property** is an attribute common to all members of a set of things defined by an Object Class.

A **Value Domain** describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values.



## Item page information box

1. This is the Info box where you can see what type of metadata the item is, the unique identifier that is assigned to this specific item, any endorsements, when it was last updated and by whom, when the item was created, if it has any supersedes and if it has been superseded by anything.

Some of the content in the info box may not be viewable by some users, depending on the permissions of the user.

Organisation: Start Date, YYYYMMDD	
Type:	Data Element
Identifiers:	UUID - e4782aea-2fad-11eb-893c-02550ad9d9bc
Stewardship Organisation:	FACSIAR Family and Community Services Insights, Analysis and Research
Endorsed by:	<ul style="list-style-type: none"><li>• FACSIAR Data Governance Committee : Standard on 7th April 2021</li></ul> <a href="#">View registration history</a>
Last updated:	8 months ago
Created:	26th November 2020
Supersedes:	<ul style="list-style-type: none"><li>• None</li></ul>
Superseded by:	<ul style="list-style-type: none"><li>• None</li></ul>
Collections:	<ul style="list-style-type: none"><li>• None</li></ul>
Workgroup:	Evidence Bank Implementation Program (EBIP) Workgroup
Discussions:	<a href="#">Start a discussion about this item</a>

## Action bar

2. This is the action bar, from here you can favourite an item, edit an item, publish the item, perform different actions depending on your permissions, and download the content.



# Viewing graphs

1. From an items page you are able to view different graphs for the selected item.  
Go to an item page and select the Graphs tab

Date YYYYMMDD

Item   Issues   History   **Graphs**   Related

    Tags    Actions ▾    Download ▾

## Definition

The date of a particular year, month and day.

## Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

**Date YYYYMMDD**

**Type:** [Value Domain](#)

**Identifiers:** [UUID - 329a3142-af0f-11eb-b2e2-0a58a9feac02](#)

**Stewardship Organisation:**  
[FACSIAR Family and Community Services Insights, Analysis and Research](#)

**Endorsed by:**

- [FACSIAR Data Governance Committee](#) :  
Standard on 20th May 2021

[View registration history](#)



# Viewing graphs

2. From here, you can view different graphs for the selected item. The **General** tab will show you the general relationship

Date YYYYMMDD

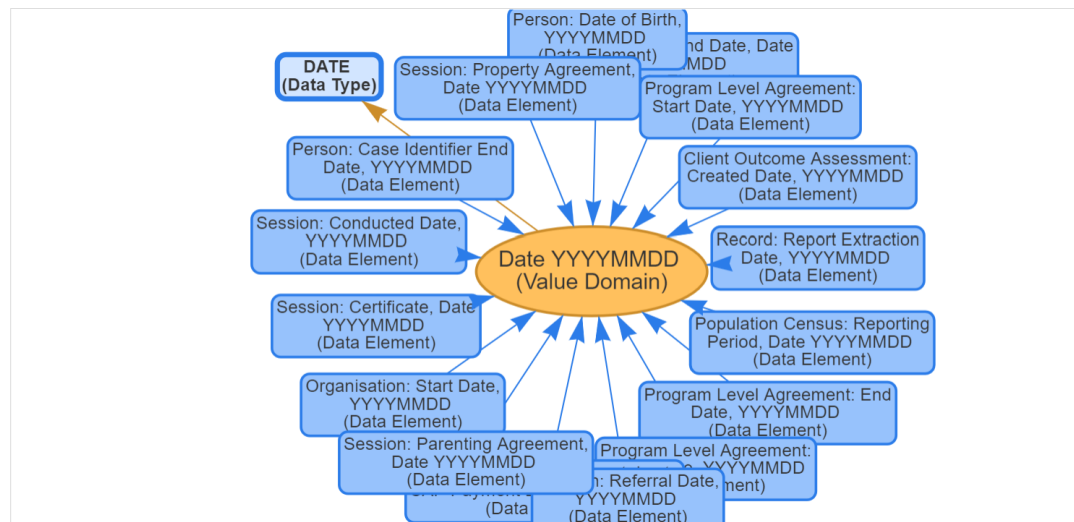
Item Issues History Graphs Related

General

Supersedes

Links

General relationships



# Viewing graphs

3. The **Supersedes** tab will show you any superseding relationships if they exist.

Person: Assistance Needed Key, Binary Identifier N(4)

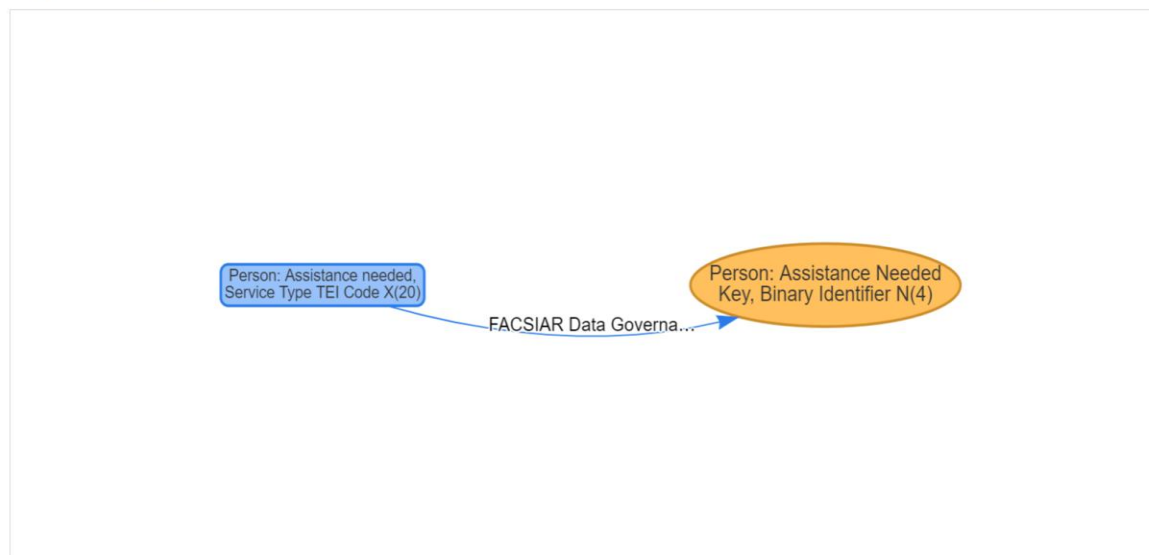
Item Issues History **Graphs** Related

General

**Supersedes**

Links

Superseding relationships



# Viewing graphs

4. The **Links** tab will show you if the item is linked to other items.

Targeted Earlier Intervention (TEI) Data Set Quality Statement 2019-20

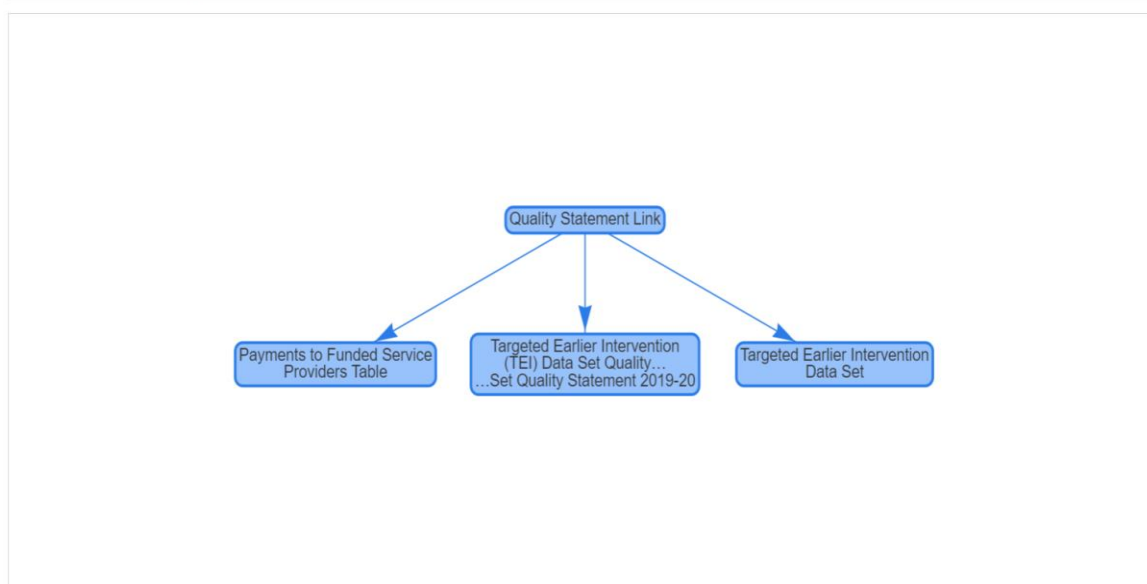
Item Issues History **Graphs**

General

Supersedes

**Links**

Links relationships



# Viewing related items

1. From an items page you are able to view other items that are related to the selected item.

Go to an item page select the **Related** tab:

FACSIAR Family and Community Services Insights, Analysis and Research / Metadata / Value Domain / Date YYYYMMDD

Date YYYYMMDD

Item

Issues

History

Graphs

Related



Tags

Actions

Download

## Definition ? AEI

The date of a particular year, month and day.

## Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

### Date YYYYMMDD

Type:	<a href="#">Value Domain</a>
Identifiers:	UUID - 329a3142-af0f-11eb-b2e2-0a58a9feac02
Stewardship Organisation:	<a href="#">FACSIAR Family and Community Services Insights, Analysis and Research</a>
Endorsed by:	<ul style="list-style-type: none"><li><a href="#">FACSIAR Data Governance Committee</a> : Standard on 20th May 2021</li></ul> <a href="#">View registration history</a>
Last updated:	a year ago By RohynKF





# Viewing related items

2. From here, you can view the items that are related to the selected item.

The screenshot shows the NSW Government Communities & Justice portal. The breadcrumb trail is: FACSIAR Family and Community Services Insights, Analysis and Research / Metadata / Value Domains / Date YYYYMMDD. The page title is 'Date YYYYMMDD'. There are tabs for 'Item', 'Issues', 'History', 'Graphs', and 'Related'. A blue banner reads 'Data Elements implementing this Value Domain'. Below it, a text box states: 'This table shows items related to the item *Date YYYYMMDD*. Items shown are based on your current permissions.' The table shows 16 results. The first two rows are highlighted with a red rounded rectangle:

Name	Details	Statuses
<a href="#">Client Outcome Assessment: Created Date, YYYYMMDD</a> Data Element	The date represented as year, month, day that a given client outcome assessment was entered into a system.	<ul style="list-style-type: none"><li>FACSIAR Data Governance Committee: <i>Standard</i> on 8th April 2021</li></ul>
<a href="#">Organisation: End Date, Date YYYYMMDD</a> Data Element	The funding end date in relation to a service provider, recorded as a day of a month of a year,...	<ul style="list-style-type: none"><li>FACSIAR Data Governance Committee: <i>Standard</i> on 7th April 2021</li></ul>



# Thank You

See Aristotle User Guide for Submitters for more information.