

Selecting Software for Taxonomy, Thesaurus and Ontology Management

Taxonomy Boot Camp London
15 October 2019

Presented by
Heather Hedden
Hedden Information Management

About Heather Hedden

- Taxonomy consultant
 - Independent, through Hedden Information Management
 - Previously as an employed and contract consultant
- Former staff taxonomist
 - At various companies: Gale/Cengage Learning, Viziant, First Wind
- Instructor of online and onsite taxonomy courses
 - Independently through Hedden Information Management
 - Previously at Simmons University - Library & Information Science School
- Author of *The Accidental Taxonomist* (2010, 2016, Information Today, Inc.)

Background to Software

- Taxonomy, thesaurus, or ontologies - The distinctions are blurred. Most software enables the creation of a combination: taxonomy/thesaurus or taxonomy/thesaurus/ontology
 - “Ontology” may be variously defined.
- Resources to research software are lacking.
 - Market is too small and specialized to be followed by industry analysts
 - Web lists are miscellaneous taxonomy-related tools or out-of-date
- Excel suffices for flat term lists (such as for facets), and small hierarchical taxonomies, but not for the complexities of large taxonomies, thesauri, ontologies, taxonomy-terminologies, or multilingual vocabularies.
- Software tools enforce/support standards, but not all the same standards: thesaurus (ANSI/NISO or ISO) and/or ontology (SKOS/RDF, OWL)

Background to Software

Types of software used for vocabulary management

- Spreadsheet software (Excel)
- ➔ ■ Dedicated thesaurus/ontology management software
- Taxonomy creation & editing module of a content management, document management, digital asset management, collaborative software (SharePoint)
- Taxonomy creation & editing module of auto-classification (automated indexing) software
- Vertical market software for creating classification structures
- Proprietary programs developed in-house in organizations with large or core taxonomy management needs

Background to Software

Types of software used by taxonomists

Other commercial software that is not intended for taxonomies (such as a word processor, spreadsheet, or database management)	30.5%	43
An internally developed taxonomy/thesaurus management system	25.5%	36
Commercial dedicated thesaurus/taxonomy/ontology management software	22.7%	32
Commercial software, of which taxonomy management is a feature, module or component	12.1%	17
Open-source ontology/taxonomy management software	9.2%	13

Results of author survey for *The Accidental Taxonomist*, 2nd ed., conducted May 2015

Background to Software



Term List	Synonym Ring	Authority File	Taxonomy	Thesaurus	Ontology
Ambiguity control	Synonym control	Ambiguity control Synonym control	Ambiguity control (Synonym control) Hierarchical relationships	Ambiguity control Synonym control Hierarchical relationship Associative relationships Scope notes	Ambiguity control (Synonym control) Semantic relationships Classes Attributes (Linked data)

Standards Supported by Software

Standards for thesaurus design and best practices

- ISO 25964-1
- ANSI/NISO Z39.19-2005 (R2010)

Standard for taxonomy or thesaurus modeling and interoperability

- SKOS (Simple Knowledge Organization System), RDF

Standards for ontology modeling and interoperability

- OWL, RDF, RDF Schema (RDFS)

Standards for interoperability (import/export formats)

- RDF serialization formats (RDF/XML, Turtle, N-Triples, N-Quads, JSON-LD, RDF/JSON, N3)
- CSV (comma separate values)
- ZThes

Standards Supported by Software

Feature of enforcing thesaurus design standards (ISO or ANSI/NISO)

- Preferred terms (preferred labels) must be unique; no duplicates
- A nonpreferred term (alternative label) can point to only one preferred term (concept)
- A pair of terms (concepts) can be either hierarchically (broader/narrower) or associatively (related) linked to each other, but not both.
- Hierarchical relationship logic extends:
 - A is narrower to B, and
 - B is narrower to C,
 - C cannot be narrower to Term A.

Standards Supported by Software

Following thesaurus standards does not require the thesaurus model.

Thesaurus model:

Terms

Of two *types*:

1. Preferred terms
2. Nonpreferred terms

- Separate terms linked to each other with the Equivalence relationship.
- Hierarchical and associative relationships are between preferred terms.
- Content is indexed/tagged to preferred terms only.

SKOS model:

Concepts

Which each *have*:

- Preferred labels
- Alternative labels

- Labels are attributes of a single concept.
- Hierarchical and associative relationships are between concepts.
- Content is indexed/tagged to concepts as described by preferred labels.

Software Features

Thesaurus software basic features (*in addition to supporting thesaurus standards*)

Software can:

- Maintain terms/concepts and their relationships
 - as reciprocals
 - when renaming, merging, subsuming, or deleting terms
- Support controlled variants/NPTs/synonyms/alternative labels
- Support notes/definitions and other attributes for terms
- Automatically assign unique identifier numbers
- Manage categories or classes for terms/concepts
- Manage candidate and approved terms; term creation and update dates
- Import lists of terms and their relationships
- Export data in recognizable format for importing into content management system, indexing, or search system

Software Features

Additional features to consider and compare:

- Editing features
 - single-step new term & relationship creation
 - single-step branch (term and narrower terms) moving
 - drag & drop relationship adding
- User-defined (customizable) relationships (if not an ontology)
- User-defined note fields and term attributes
- Multilingual taxonomy support
- Automated mapping between vocabularies
- Connectors to SharePoint, content management systems, and enterprise search systems
- Candidate term extraction from corpus documents
- Auto-categorization or machine-aided indexing add-on module
- Support for URIs and linked data

Software Features

Additional points of comparison:

- Interface design (default view) and ease of use
- Term searching
- Multiple taxonomy display options
- Generating customized reports
- Importing and exporting formats
- Quality control methods and customization - flags, alerts, or reports
- Multi-user management, including permission levels

Generic points of comparison:

- Price/pricing model, number of users, platform/hosting, administration requirements, technical support, training, community, additional products and services

Software Products

Taxonomy/thesaurus software – thesaurus model (but can export as SKOS):

- Data Harmony Thesaurus Master
- MultiTes
- Synaptica KMS

Taxonomy/thesaurus/ontology software – SKOS/RDF model:

- Mondeca ITM
- Poolparty
- Smartlogic Semaphore
- Synaptica Graphite
- TemaTres
- TopBraid EDG
- VocBench

Dedicated ontology software

- Protégé
- TopBraid Composer

Software Products

Product summaries and screenshots

Single-user Windows desktop software

- MultiTes (also multi-user version)

Multi-user client-server or web-based commercial software

- Data Harmony Thesaurus Master
- Mondeca ITM
- Poolparty
- Semaphore
- Synaptica KMS, Synaptica Graphite
- TopBraid EDG

Free, open-source software

- VocBench

Software Products: MultiTes Pro

Multisystems (Miami, FL)

www.multites.com

- Single product independent vendor since 1983.
- Windows single user \$295 (multi-user and enterprise packages also available)
- Web/cloud-based option: \$4950/year per thesaurus for 20 accounts
- Thesaurus model ANSI/NISO Z39.19 based
- Supports user-defined relationships, classes, and notes; multilingual thesauri
- Imports delimited text. Outputs text, HTML, XML, SKOS/RDF, and CSV
- Add-on products: web development kit, enterprise development kit
- Free 1-month downloadable trial and online video tutorials

Search Bird's-eye view prints
 [ESC] Clear [Enter] Search

TGM

Term	Status	Flag	Rel
Billheads	A		BT
Bills of fare	A		USE
Bird's-eye view prints	A		BT
Bird's-eye views	A		BT,
Bird feeders	A		BT
Birth certificates	A		BT,
Birthday cards	A		BT
Black-and-white prints	A		USE
Black & white photographs	A		BT
Black light works	A		USE
Black line prints	A		USE
Blind embossed prints	A		USE
Blind stamps	A		BT,
Block prints	A		USE
Blocks, Printing	A		USE
Blue line prints	A		USE
Blueprints	A		BT
Boards, Game	A		USE
Boards, Instruments	A		USE
Booby traps	A		BT
Book & magazine posters	A		BT,
Book burning	A		RT

Bird's-eye views

Clipboard Edit Print Window

Record Details Multilevel Hierarchy 2-way Hierarchy Edit

Bird's-eye views

- + General
- Classification
- Notes
 - + CN: For the class of engravings, lithographs, and
 - + FUN: Formerly TGM I term & TGM II term.
 - + SN: Graphic representations of scenes portrayed as if viewed
- Relationships
 - UF: Balloon views
 - UF: Views, Bird's-eye
 - BT: Views
 - NT: Bird's-eye view prints
 - RT: Aerial views
 - RT: Maps
 - RT: Panoramic views
 - RT: Projections

Add Rel...

+Rel Wiz...

Delete...

Personal Note

Web search

Close All

Close

Stay on top

MultiTes Pro

Software Products: Synaptica

Synaptica Software LLC (Franktown, CO)

www.synaptica.com

Synaptica KMS (Knowledge Management System) – thesaurus model (since 1995)

Synaptica Graphite – SKOS ontology model on a linked data graph database (2018)

- Web browser-access, inside the firewall or hosted.
- Supports user-defined relationships, classes, and notes; multilingual vocabularies
- Features drag-and-drop editing, automatic term mapping
- Imports: CSV, Excel, XML (Zthes, RDF SKOS, RDF OWL). Exports also HTML, Word.
- Related add-on products: Indexing Management System (IMS), Text Analytics Platform (TAP), Image Annotation & Indexing, Linked Data Manager, SharePoint connector
- Online video tutorial for editing terms in Synaptica KMS

[Hierarchy](#) [Search](#) [Results](#)

- Training_Thes +
 - Botany +
 - Applied botany +
 - Agriculture +
 - Forestry +
 - Afforestation +
 - Reforestation +
 - Research Botany +
 - Exobiology +
 - Medicine +
 - Dentistry +
 - Family practice +
 - Veterinary medicine +
 - Zoology +
 - Applied zoology +
 - Livestock farming +
 - Veterinary medicine +

[Training_Thes](#) [Forestry \(Training_Thes\)](#)

Forestry

[Save](#) [Refresh](#) [Copy](#)
[Categories](#) [History](#) [Subsume](#)
[Deactivate](#) [Delete](#) [Restore](#)
[Linked Data](#)

Attributes

Descriptor:	Forestry
Scope Note:	Forestry scope note
History Note:	

Administrative Attributes:

Approval:	Candidate ▾
Workflow:	Normal ▾
Language:	English ▾
Locked:	Unlocked ▾
BLAT:	<input type="radio"/> Yes <input checked="" type="radio"/> No
BTN:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Term Metadata:

Relationships

[Flat View](#) [Add/Edit](#) [Visualize](#)

Limit to Project Show All

Forestry

Top Level Parents 1
 TT Botany (Training_Thes)

Parents 1
 BT Applied botany (Training_Thes)

Children 2 (2)
 NT Afforestation (Training_Thes)
 NT Reforestation (Training_Thes)

Associations 0
Variants 0

Synaptica KMS



en

Hierarchy Collections Advanced Search Search Results

Collapse All Expand All Move Copy en

Test Scheme +

- Botany +
 - Applied Botany +
 - Forestry +
 - Research Botany +
 - Exobiology +
- Medicine +
 - Dentistry +
 - Family Practice +
 - Veterinary Medicine +
- Zoology +

Concept Export Import Audit Trail

Forestry

Delete

Assigned class: SKOS Class Class Assignment Collection Assignment

In Scheme: Test Scheme

Broader Concepts (SKOS) 1

Applied Botany ✖

Narrower Concepts (SKOS) 2

Afforestation ✖ Reforestation ✖

Related Concepts (SKOS) 0

Preferred Labels ?

Pref Label (SKOS) +

Forestry en ✖

Alternative Labels

Alternative Label (SKOS) +

Forest management en ✖

Properties ?

notation (SKOS) +

en ✖

Note (SKOS) +

en ✖

Synaptica Graphite

Save Properties

Software Products: Data Harmony Thesaurus Master

Access Innovations (Albuquerque, NM)

www.dataharmony.com

- Commercial software (originally used for indexing in-house) offered since 1998
- Multi-platform java-based (used on Windows, Mac, Solaris, Linux). Client software allows remote access. Also a web-hosted version.
- Thesaurus model ANSI/NISO Z39.19 based
- Separately or combined with M.A.I. (Machine Aided Indexer) as MAIstro.
- Related products: XIS (XML Intranet System), Inline Tagging, Search Harmony
- API connectors for SharePoint, MarkLogic, OpenText, Oracle, SAP
- Access Innovations also offers taxonomy creation services.

File Edit View Help

- Business and finance
- Community life
- Government and politics
- Health and wellness
 - Health sciences
 - Allied health sciences
 - Alternative medicine
 - Food engineering
 - Health care
 - Health care facilities**
 - Health concerns
 - Health supplies
 - Health support services
 - Medical conditions and diseases
 - Medical patients
 - Medical prostheses
 - Medical research
 - Medicine
 - Nursing
 - Patient care
 - Physical rehabilitation
 - Public health
 - Veterinary sciences
 - Wellness
- Locations
- News
- Science and technology
- Sports

Term: Health care facilities

Broader Term

+

-

V

Health sciences

Narrower Term

+

-

V

Hospices

Hospitals

Mental health facilities

Nursing and retirement homes

Rehabilitation centers

Status

Candidate

Accepted

Related Term

+

-

V

Non-Preferred Term

+

-

V

Scope Note

Editorial Note

Facet+

NNID

History+

Data
Harmony
Thesaurus
Master

Software Products: Semaphore

Smartlogic Semaphore Ltd. (London, UK)

www.smartlogic.com

- Introduced in 2006.
- Supports SKOS, RDF ontology standard, and ISO 25964 thesaurus standard
- Imports/export CSV, XML (RDF SKOS, Turtle, N Triple), SQL databases, and MultiTes files
- Related products: Classification Server for automated classification; Ontology Service for a navigation system
- Download free 30-day trial: <https://trial.smartlogic.com/S4Trials/>
(Sign in with a LinkedIn account.)

Edit Model

Search...

- Business and industry
 - Business people
 - Business practice and regulation
 - Business advice services
 - Business development
 - Business management
 - Business studies
 - Business travel
 - e-Commerce
 - Internet shopping
 - Ethical business practices
 - Fair trading
 - Health and safety at work
 - Insolvency
 - Marketing
 - Regulation and deregulation
 - Business sectors
 - Companies
 - Consumer affairs
 - Energy and fuel
 - International trade
 - Economics and finance
 - Education and skills
 - Employment, jobs and careers

Smartlogic Semaphore

Edit History

e-Commerce

Concept Class

No user class defined

+ Preferred Labels

Create a preferred label

e-Commerce en

+ Alternative Labels

Create an alternative label

alternative label > Electronic Commerce en

+ Metadata

↔ Related Concepts 5

Select a related concept

has related > [Communications industries](#)

has related > [Data security](#)

has related > [Information and communication technology](#)

has related > [Internet](#)

has related > [Retail trade](#)

↑ Broader Concepts 1

Select a broader concept

[Business practice and regulation](#)

↓ Narrower Concepts 1

Select a narrower concept

[Internet shopping](#)

Software Products: Mondeca Intelligent Topic Manager (ITM)

Mondeca S.A. (Paris, France)

<https://mondeca.com/itm>

- Introduced in 2008
- Supports SKOS vocabularies and OWL-standard ontologies
- Linked data feature
- SharePoint term store connector
- Visualization of hierarchies and relationships
- Exports to Excel, XML, RDF, SKOS, and Topic Maps



GROUPS

Home > Descriptors > UNESCO Thesaurus > Information and communication > Information management

+ Add group		+ Add group		+ Add group	
Countries and country groupings	M >	Communication research and pol...	M >		
Culture	M >	Documentary information proce...	M >		
Education	M >	Documentary information syste...	M >		
Information and communication	M >	Information industry	M >		
Politics, law and economics	M >	Information management	M >		
Science	M >	Information sciences	M >		
Social and human sciences	M >	Information sources	M >		
		Information technology (hardwa...	M >		
		Information technology (software)	M >		

INFORMATION MANAG...

- archive management
- information/library administration
 - information/library management
 - information/library legislation
 - information systems evaluation
 - library collections
- information/library planning
- information/library policy
- information/library profession
- information users
- library use promotion

Mondeca ITM

ATTRIBUTES

Name	es información/biblioteca, gestión
	fr information/bibliothèque, gestion
	en information/library management
URI	http://skos.um.es/unescothes/CO2010
in group	<ul style="list-style-type: none">▶ UNESCO Thesaurus▶ Information management▶ Information and communication
used for	fr gestion de la bibliothèque
	en library management
	es gestión de las bibliotecas

ASSOCIATIONS

Filter by type 

Broader-Narrower

 information/library administration

Related concepts

related

- ▶ information/library management
- ▶ library use promotion

Mondeca ITM

Software Products: Poolparty

Semantic Web Company (Vienna, Austria)

www.poolparty.biz

- Introduced in 2009.
- Built on W3C Semantic Web standards: SKOS, RDF, OWL, SPARQL
- Installed server or web-hosted options
- Can link domain-specific thesauri to Linked Open Data
- Import/export formats: Excel, N3, N-Quads, Trix, Binary-RDF, MultiTes, RDF/XML, Turtle, N-Triples, RDF/JSON, Trig, JSON-LD, and Zthes
- Add on modules: Concept Tagging, Linked Data Management, Semantic Search, Text Mining & Entity Extraction, Classification, Data Analytics & Visualization
- Connectors for SharePoint, Drupal, WordPress, Confluence, Alfresco, FontoXML
- Download free 30-day trial: <http://www.poolparty.biz/test-demo/thesaurus-server-entity-extractor>



en

Last automatic snapshot at 04:58 - 28.01.2015



- Food and Recipes
 - Recipes (2)
 - Dishes (14)
 - Appetizers (1)**
 - Dips (0)
 - Baked goods and breakfast (1)
 - Desserts (0)
 - Dressings and Sauces (1)
 - Egg Dishes (1)
 - Meat and Poultry (4)
 - Pasta, Rice, Potatoes (0)
 - Pizza and Savory Baking (1)
 - Salads (0)
 - Seafood (2)
 - Smoothies and Parfaits (0)
 - Soups and Stews (0)
 - Vegetable Dishes (0)
 - Ingredients (6)
 - Lists
 - Collections

Appetizers

<http://advanced.poolparty.biz/FoodandRecipes/2>

+ Add to Collection x Delete Concept

Pool Party

- Details
- Notes
- Documents
- Linked Data
- Triples
- Visualization
- Quality Report
- History

SKOS

Relations - Add to Blacklist abc Linguistics

Broader Concepts

[Dishes](#)



Preferred Label

Appetizers

en

Narrower Concepts

[Dips](#)



Alternative Labels

Starters

en

Related Concepts



Hidden Labels



en

Scope Notes

Dishes served as appetizers

en

Software Products: TopBraid Enterprise Data Governance (EDG)

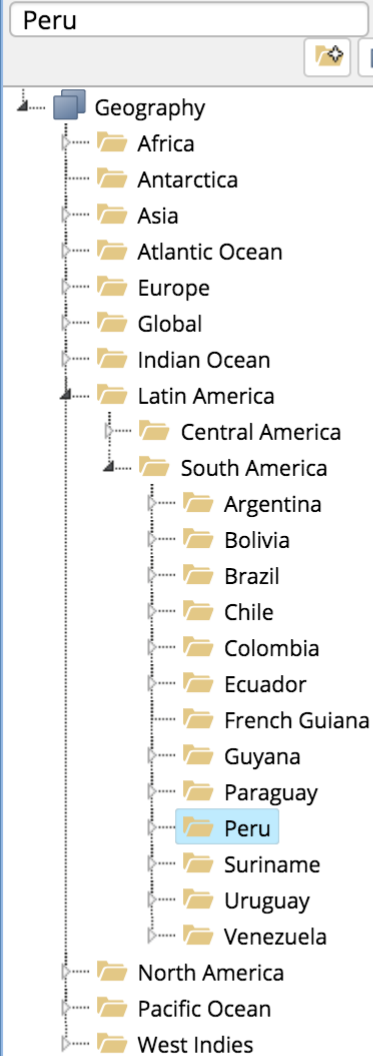
TopQuadrant Inc. (Raleigh, NC)

www.topquadrant.com/products/topbraid-edg-vocabulary-management/

Originally Enterprise Vocabulary Net (2010), now as a module of TopBraid EDG, introduced in 2016, or as stand-alone Vocabulary Management tool

- Web-based access to a Linux server installation, with browser access
- Based on a graph database
- Taxonomies in SKOS or SKOS-XL; ontologies based on SHACL or OWL
- Import/export formats Excel/CSV, XML, RDF/OWL
- Automatic creation of crosswalks between two vocabularies
- Video demos at: www.topquadrant.com/knowledge-assets/videos

Concept Hierarchy



Peru (Country)

Edit Delete Print Start Workflow (0) Tasks (0) Comments Country

Hide Properties Show History

http://topquadrant.com/ns/examples/geography#Peru

Labels and Description

Label Objects (SKOS-XL)

Geopolitical Characteristics

Location

Standard Relationships

Notes

Matching Relationships

Other Properties

preferred label: Peru (en)
Perú (es)
Pérou (fr)

alternative label:

hidden label:

notation:

type: Country

definition:

top concept of:

TopBraid EDG Vocabulary Management

Search for Concept

Type Country

Free Text

Filters Columns

Return local results only

Details Export

Show 25 entries Refine:

<input type="checkbox"/>	Country	broader concept	area (KM)
<input type="checkbox"/>	Afghanistan	Asia	647500
<input type="checkbox"/>	Albania	Europe	28748
<input type="checkbox"/>	Algeria	Africa	2381741
<input type="checkbox"/>	American Samoa	Pacific Ocean	
<input type="checkbox"/>	Andorra	Europe	468
<input type="checkbox"/>	Angola	Africa	1246700
<input type="checkbox"/>	Anguilla	West Indies	
<input type="checkbox"/>	Antarctica		
<input type="checkbox"/>	Antigua and Barbuda	West Indies	442
<input type="checkbox"/>	Argentina	South America	
<input type="checkbox"/>	Armenia	Asia	
<input type="checkbox"/>	Aruba	West Indies	193

Software Products: Free and Open Source Software

Protégé – Developed by the Center for Biomedical Informatics Research at Stanford University School of Medicine. <https://protege.stanford.edu>

- Dedicated ontology software; not so suitable for taxonomies/thesauri

VocBench – Developed by the Artificial Intelligence Research group at University of Tor Vergata, Rome <http://vocbench.uniroma2.it>

- For OWL ontologies, SKOS(/XL) thesauri
- Introduced in 2010 for UN Food & Agriculture Organization's AGROVOC thesaurus.
- Now funded by the EU European Commission's ISA² program. Current version 3.
- Can be installed on a web server or on a single desktop

TemaTres – *Originally* developed by the Library and Information Science program of the University of Buenos Aires <https://www.vocabularyserver.com>

- Available On-Premise on a web server; Software as a Service, or On-Demand
- Version 3.0, November 2017
- Uses SKOS model and supports ISO thesaurus standards

Class Concept Scheme Collection Property



- ▼ Car (en)
 - FamilyCar (en)
 - LuxuryCar (en)
 - SportsCar (en)**
- ▼ Veichle (en)
 - Bus (en)
- ▼ Car (en)
 - FamilyCar (en)
 - LuxuryCar (en)
 - SportsCar (en)
 - Truck (en)

SportsCar (en) http://test.project/c_74ee3f83

▼ Types:

rdf:type

● skos:Concept

▼ Top Concept of:

▼ Schemes:

skos:inScheme

■ main scheme (en)

▼ Broaders:

skos:broader

● Car (en)

▼ Lexicalizations:

<http://www.w3.org/2008/05/skos-xl#prefLabel>

🇬🇧 SportsCar

▼ Notes:

▼ Properties:

Software Products: Other Software

- **a.k.a. by Synercon** – information management software with taxonomy/thesaurus/ontology component; Australian company
- **Coreon** – taxonomy/thesaurus + terminology management; German company
- **Lucidia's STAR/Thesaurus** – part of the CuadraSTAR (2008 acquisition) suite, software marketed at libraries, archives, and museums
- **Soutron Global** – library management system with thesaurus component
- **Unilexicon** – web hosted open source, but all vocabularies are open, too.
- **Wordmap** – offered by a consulting company (Earley Information Science), not their main focus

Software Evaluation

Investing time and effort in evaluating software is worth it, if...

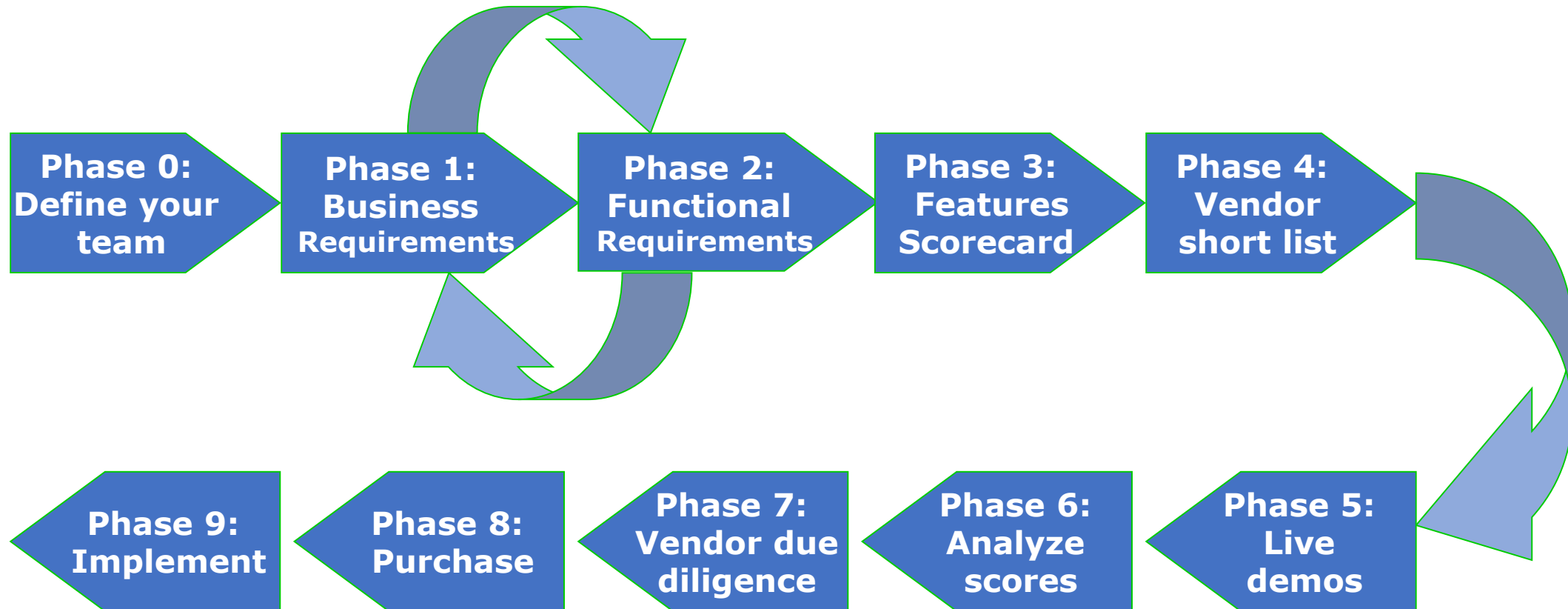
- A taxonomy program underway
- You have sufficient corporate support and funding
- You have sufficient business support that you have subject matter experts involved in the process
- You've reached the point where you sense taxonomy management software is needed.

Not evaluating software risks...

- Buying more than you need
- Not buying enough features that you need
- Conflicting with IT infrastructure or other systems

Software Evaluation

Spec. & Select Process Blueprint (courtesy of Marti Heyman)



Software Evaluation

Sample business requirements

- Make the enterprise vocabulary accessible and available to a geographically dispersed set of taxonomy managers
- Make the enterprise vocabulary accessible to all applications that depend on it
- Ensure scalability of the enterprise vocabulary
- Low operating costs
- Unix environment compliant

Functional requirements

- Are based on specific used cases
- Need to consider technical restraints
- Need to consider what is truly necessary

Taxonomy Features Review Sheet

Priority 1=Must have 2=Important but don't need in first release 3=Nice to have

Relevant User Group	Feature	Priority	Vendor 1	Comments	Vendor 2	Comments
All (Content Mgrs, Taxonomy Mgrs, End Users)	General - Supports multiple Languages	1	0		1	
All (Content Mgrs, Taxonomy Mgrs, End Users)	General - ANSI/NISO Z39.19 compliant	1	1		1	
All (Content Mgrs, Taxonomy Mgrs, End Users)	General - Windows operating system compliant	1	1		1	
Taxonomy Managers	Editing - Ability to select multiple terms.	1	0		1	
Taxonomy Managers	Editing - Built in Spell checker	1	0		0	
Taxonomy Managers	Editing - Prevent duplicate term entry within a category. Warn when duplicate is entered.	1	1		1	
Taxonomy Managers	Administration - terms should not be deleted by taxonomy managers, just changed to an inactive status.	1	0.5	business process	1	
System	Relationship Mgmt - Poly-hierarchies (i.e. Ability for a single term to be in more than one category).	1	1		1	
Taxonomy Managers	Workflow - There should be an audit trail showing changes.	1	0		1	
Taxonomy Managers	Workflow - roles should be used when defining taxonomy managers responsible for each workflow step. Ability to change the roles without developer assistance.	2	1		1	
All (Content Mgrs, Taxonomy Mgrs, End Users)	Display - Ability to see full record of a term on the screen (relationships, attributes, comments, etc.)	1				
All (Content Mgrs, Taxonomy Mgrs, End Users)	Reporting - Ability to export reports in a common format (CSV, XML, etc.)	1	1		1	
Taxonomy Managers	Import/Export - Import/Export terms, categories, taxonomies in a standard format (CSV, XML, etc.)	1	0.5	not intuitive	1	
Taxonomy Managers	Search - Search across all terms and all categories (taxonomies) and attributes.	1	1		0.5	no wild cards?
Taxonomy Managers	Security - Ability to set security at a category (taxonomy) level.	2	0		1	
All (Content Mgrs, Taxonomy Mgrs, End Users)	Help - On line help, quick reference guide	1	0.5	pdf guide	0	print manual
			9.3	TOTAL	13.1	TOTAL

Sample Completed Score Card

Software Evaluation

Spec. & Select Key Points

- **Requirements:**
to purchase the software that meets your needs and expectations, you need a strong, clear, unambiguous definition!
- **Process Blueprint:**
follow a tried and true path to success and ensure you have the data to explain your decisions
- **Ensure stewardship of corporate funds**

Questions/Contact

Heather Hedden

Taxonomy Consultant

Hedden Information Management

Carlisle, MA USA

+1 978-467-5195

www.hedden-information.com

accidental-taxonomist.blogspot.com

www.linkedin.com/in/hedden

Twitter: [@hhedden](https://twitter.com/hhedden)