

Aristotle's guide to remote working

Learn about how we manage remote-working and how the Aristotle Metadata Registry supports remote working to support business metadata continuity.



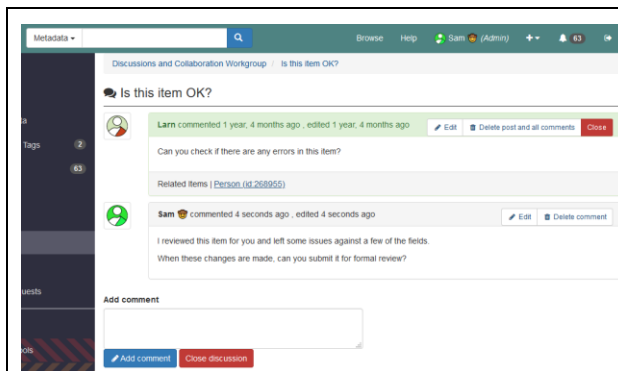
The digital economy has created new ways for people to work and engage with staff, however these aren't without their challenges. Many traditional metadata tools are not built to support remote working, so it is important to choose tools and processes that enable staff to perform their work wherever they may be.

We've selected our top 5 tips for remote working we use at Aristotle Cloud Services Australia and look at how the Aristotle Metadata Registry helps you implement these tips in your business.

1. *Communicate clearly and often*



Most communication in the workplace is non-verbal such as tone and posture. We lose most of these cues when we switch to email and instant messaging. Communicating clearly and respectfully is key to ensuring that everyone is working in sync.



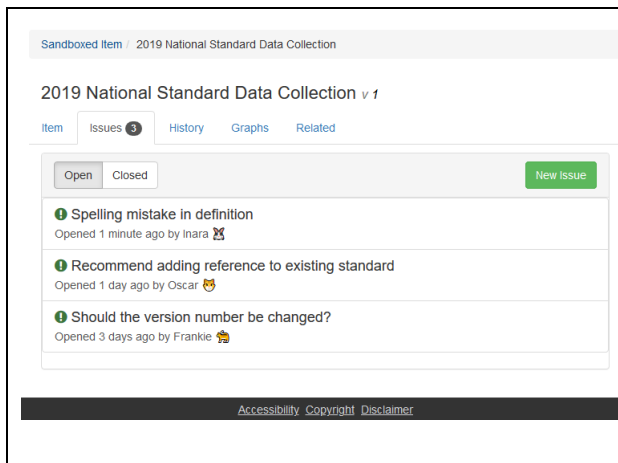
Discussions are used as a messaging system within Aristotle and will help you manage content and assist you with asking questions directed at the right people within your Workgroups.

You can ask questions, comment on posts or respond to other discussions – you aren't alone in creating content, Discussions are just a click away from your Dashboard side panel.

2. *Seek and receive constructive feedback*



Because of how our communication styles change online, it's important to adjust how we receive feedback from co-workers. Invite your colleagues to provide feedback on work to ensure everyone's opinions are heard.



In Aristotle, you can view, open and comment on **Issues** for items. Issues inform editors of recommendations – such as a spelling error or a broken link. Issues also send notifications to maintainers of the metadata for them to track and fix.

Issues can be categorised with labels and all issues for a Workgroup can be viewed from a single place to help teams work together. Each **Issue** can also include suggested changes to metadata that can be added by maintainers with a single click!



3. Accommodate asynchronicity



When working remotely it's hard to know when co-workers are available. Just like in the office, when working from home people may be focused on a challenging task or taking a short break from their desk to clear their thoughts. Just because someone isn't online doesn't mean they aren't working.

Instant messaging tools like Slack or Teams let you set statuses, so your team knows when you're available. While you're away, they notify you of what you've missed so you can respond to your co-workers.

Notice	Time since	Delete
Coronavirus Disease 2019 (COVID-19) Case-Based Reporting (editable item) has been updated in the workgroup COVID-19	1 day, 12 hours ago	[X]
Patient—Intensive Care Indicator (editable item) has been updated in the workgroup COVID-19	1 day, 12 hours ago	[X]
Intensive Care Indicator (editable item) has been updated in the workgroup COVID-19	1 day, 12 hours ago	[X]
Intensive Care Indicator (editable item) has been updated in the workgroup COVID-19	1 day, 12 hours ago	[X]
Patient—Co-Morbidity Type, Code X (editable item) has been updated in the workgroup COVID-19	1 day, 12 hours ago	[X]
Co-Morbidity Indicator (editable item) has been updated in the workgroup COVID-19	1 day, 13 hours ago	[X]
Coronavirus Disease 2019 (COVID-19) Case-Based Reporting (editable item) has been updated in the workgroup COVID-19	1 day, 13 hours ago	[X]
City of Employment (editable item) has been updated in the workgroup COVID-19	2 days, 1 hour ago	[X]

Within Aristotle, **Notifications** let you know when there has been an answer to your question you asked via a Discussion post or a comment on an Issue you raised. **Notifications** can also be tailored to your needs – you can receive them when changes are made to discussions and issues, reviews or when items you are watching have changed.

Notifications can even be sent to your email so you don't miss a comment and can keep the conversation going, no matter where you are.

4. Document decisions near your data



Remote working can make it harder to track how decisions have been made – this is especially sensitive when documents or webpages are made public. Tools like Github and Wordpress include review and workflow tools so that draft content can be reviewed before it goes live. Recording decisions in the same place as your content lets others track work as it progresses.

Open 2020 National Dataset Governance Review [Edit review] [Jump to approval]

Target registration information:

- Status: Standard
- Registered in: Indicator governance board
- Registration date: 25th March 2020

Requested by: sam@aristotlemetadata.com
Requested on: 26th March 2020
Due date: 25th March 2020

Number of items: 1 Other metadata may be registered when this review is accepted

Conversation [Items] [Validation] [Impact] [Issues] [Supersedes]

Sam 26th Mar 2020, 12:39 PM
Opening review for the upcoming changes to the 2020 National Dataset. This is due to be tabled later this March.

Approve and endorse metadata

Approve this review request to endorse the attached metadata as Standard in the registration authority [Indicator governance board](#)

In Aristotle you can use **Reviews** to track decisions as metadata is endorsed or approved for publication. These reviews allow editors and reviewers to comment on changes, view issues for metadata, see the results of automated reviews and track the impact of decisions. Reviewers can also approve large sets of metadata with a single click.

Reviews also send notifications to reviewers and editors to let everyone know when decisions and comments have been made.

5. Keep people informed of changes



When remotely collaborating on documents or webpages make sure you let colleagues know of what you are changing and why. Online tools like Aristotle or Office365 make it easy to work together, but if you are sharing Word documents via email, use track changes and comments to help others know what's been changed.

Compare	Date/time	User	Comment	
<input type="radio"/>	March 25, 2020, 10:49 p.m.	Robyn Kingham Edwards	Changed: Updated Dis Data Element	Workgroup only
<input type="radio"/>	March 25, 2020, 9:16 p.m.	Robyn Kingham Edwards	Changed: Updated Dis Data Element	Workgroup only
<input type="radio"/>	March 24, 2020, 8:18 p.m.	Robyn Kingham Edwards	Changed definition: Updated Dis Data Element	Workgroup only
<input type="radio"/>	March 24, 2020, 10:36 a.m.	Robyn Kingham Edwards	Changed definition: This change was proposed in issue #7	Workgroup only
<input type="radio"/>	March 23, 2020, 4:13 p.m.	Robyn Kingham Edwards	Added via concept wizard	Workgroup only

In Aristotle, content that is actively being developed will always display a notice at the top of the item page, but how will you know if you're going to work on an item that is already being edited?

The **Version History** for each item is recorded and viewable on each item page and are updated in real-time as soon as someone saves their changes – the system will not let you override someone else's save and vice versa.

When saving changes, you also have the option to leave a comment to inform others of why changes are made.

6. Have fun and keep it light



One of the biggest shifts to working remotely is the lack of informal communication. Many guides to professional communication encourage dry writing styles which works for emails but may not be appropriate when instant messaging. When remote working it's important to balance professional communication while retaining human connections.

Using humour and emojis, sharing personal stories and bringing water-cooler chats to online messaging tools keep us connected when we can't be physically present. Online we have more control to filtering what we see and when we respond, so over-communication is key!

More remote working resources

Remote working can be a challenging new way to work, especially when it happens suddenly. Fortunately, there are lots of resources available online to help people integrate remote-working styles into their organisation.

- Gitlab's guide to All-remote
<https://about.gitlab.com/company/culture/all-remote/guide/>
- Remote work checklist by Microsoft
https://www.microsoft.com/en-us/microsoft-365/blog/wp-content/uploads/sites/2/2020/03/Remote-Work-Preparedness-List_infographic_V3b.pdf
- Nonverbal Communication by Lifesize
<https://www.lifesize.com/en/video-conferencing-blog/speaking-without-words>
- How to embrace remote work by Atlassian
https://info.trello.com/hubfs/How_To_Embrace_Remote_Work_Trello_Ultimate_Guide.pdf
- 15 Questions About Remote Work, Answered by Harvard Business Review
<https://hbr.org/2020/03/15-questions-about-remote-work-answered>

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