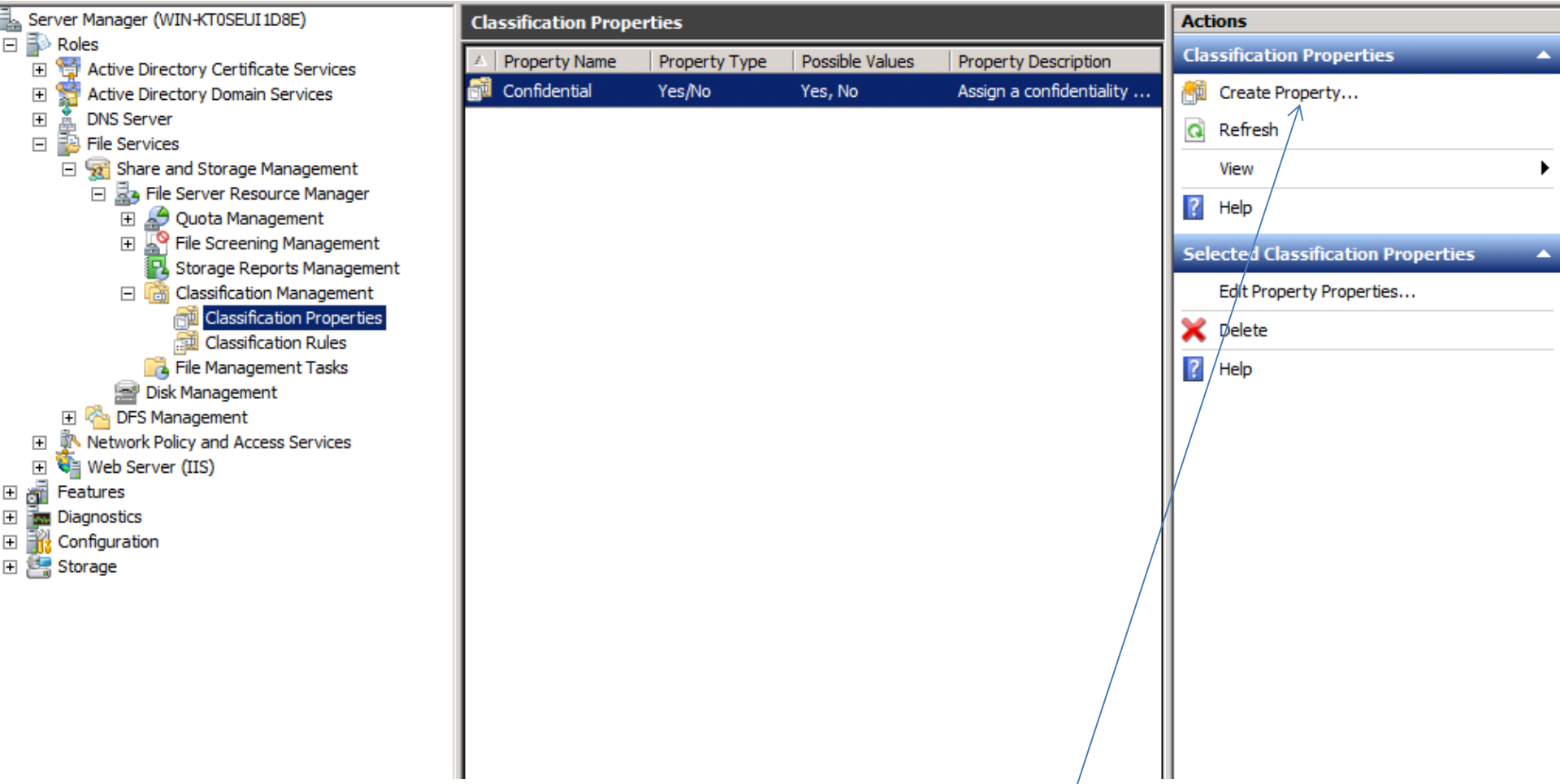
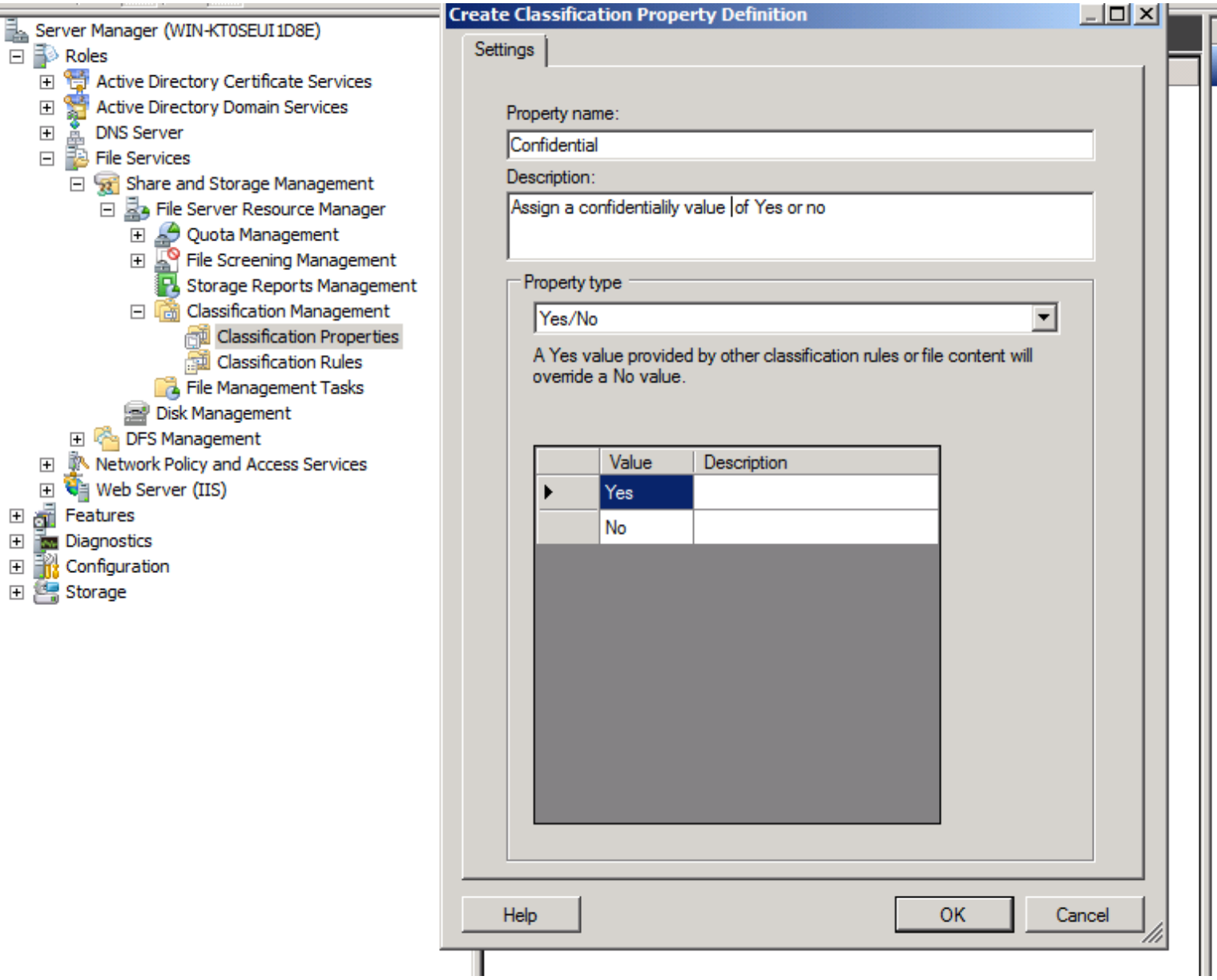
Configuring Classification Management

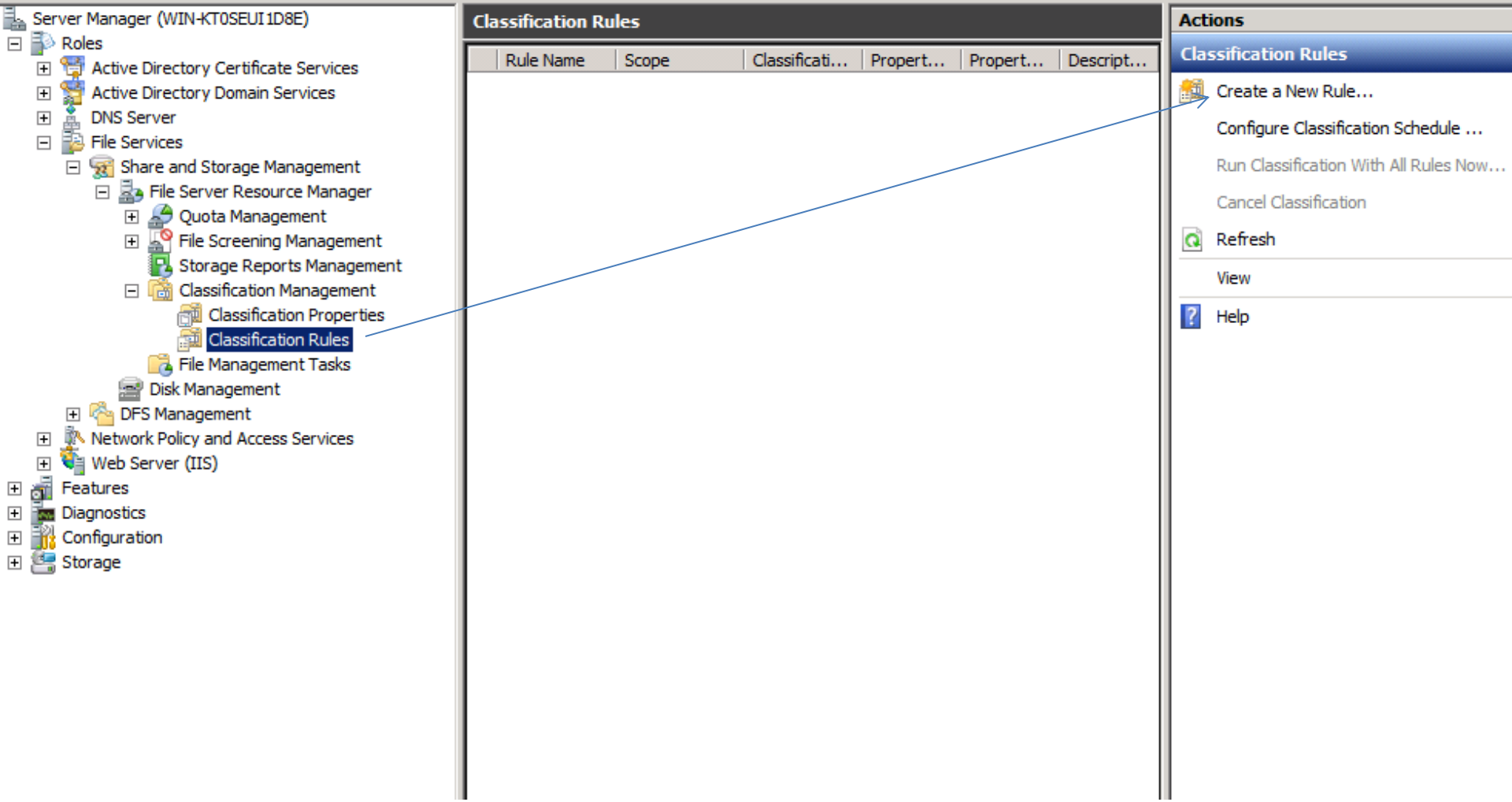
Implementing File Management Tasks



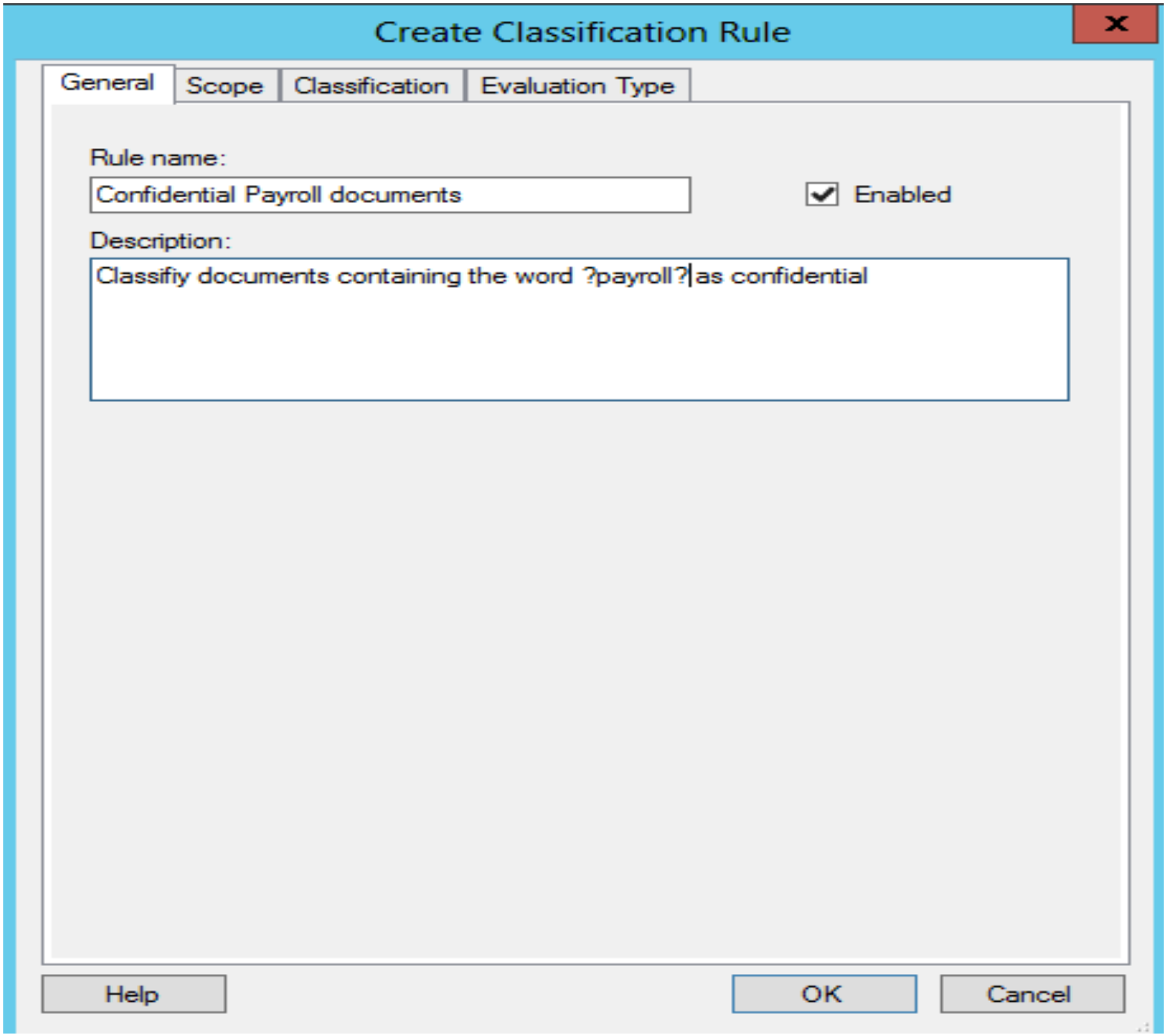
Right click on classification Properties and click Create Property, or click on Create Property under the Actions Menu



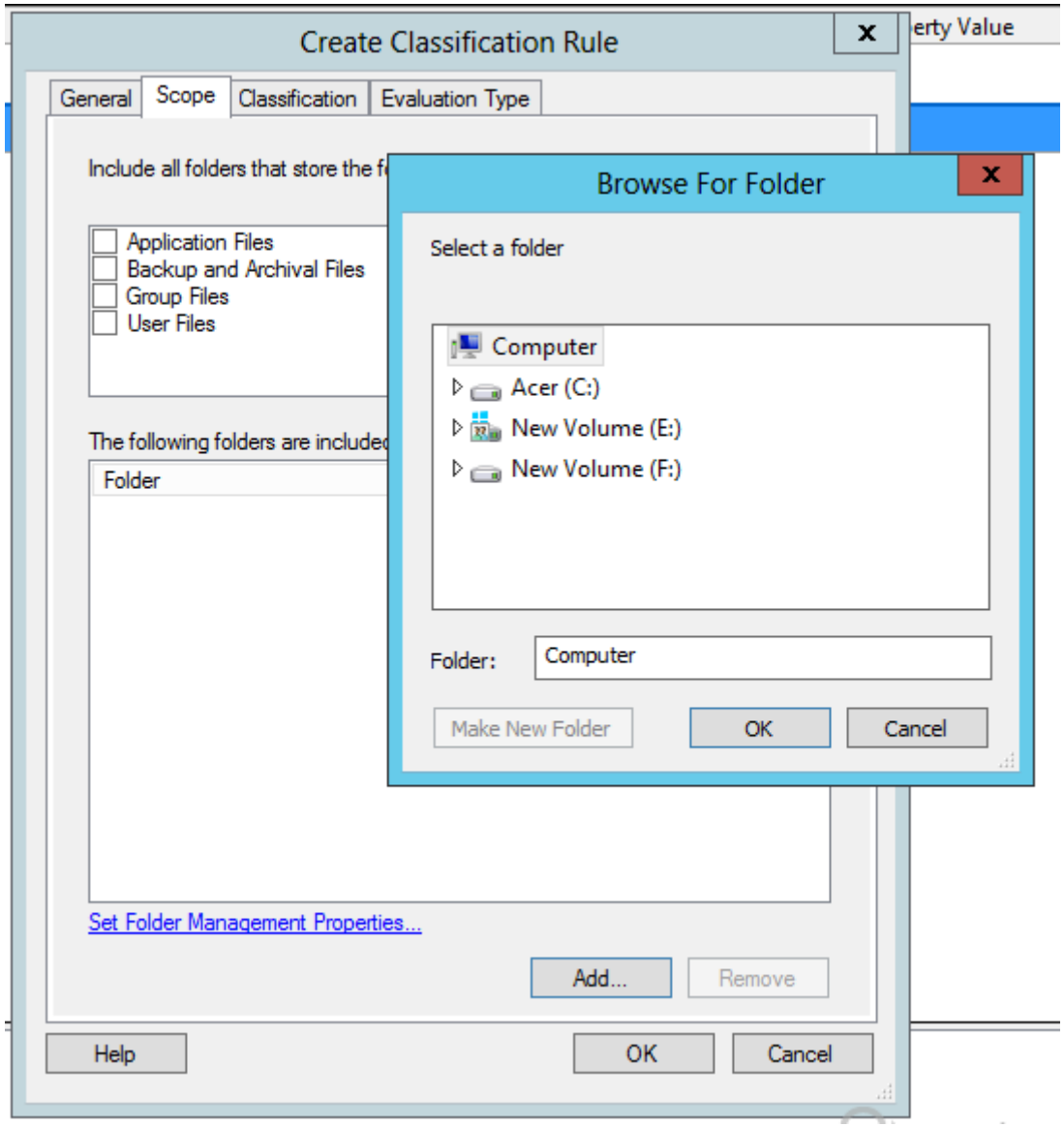
Type a property name and description, choose the value Yes/No, click OK



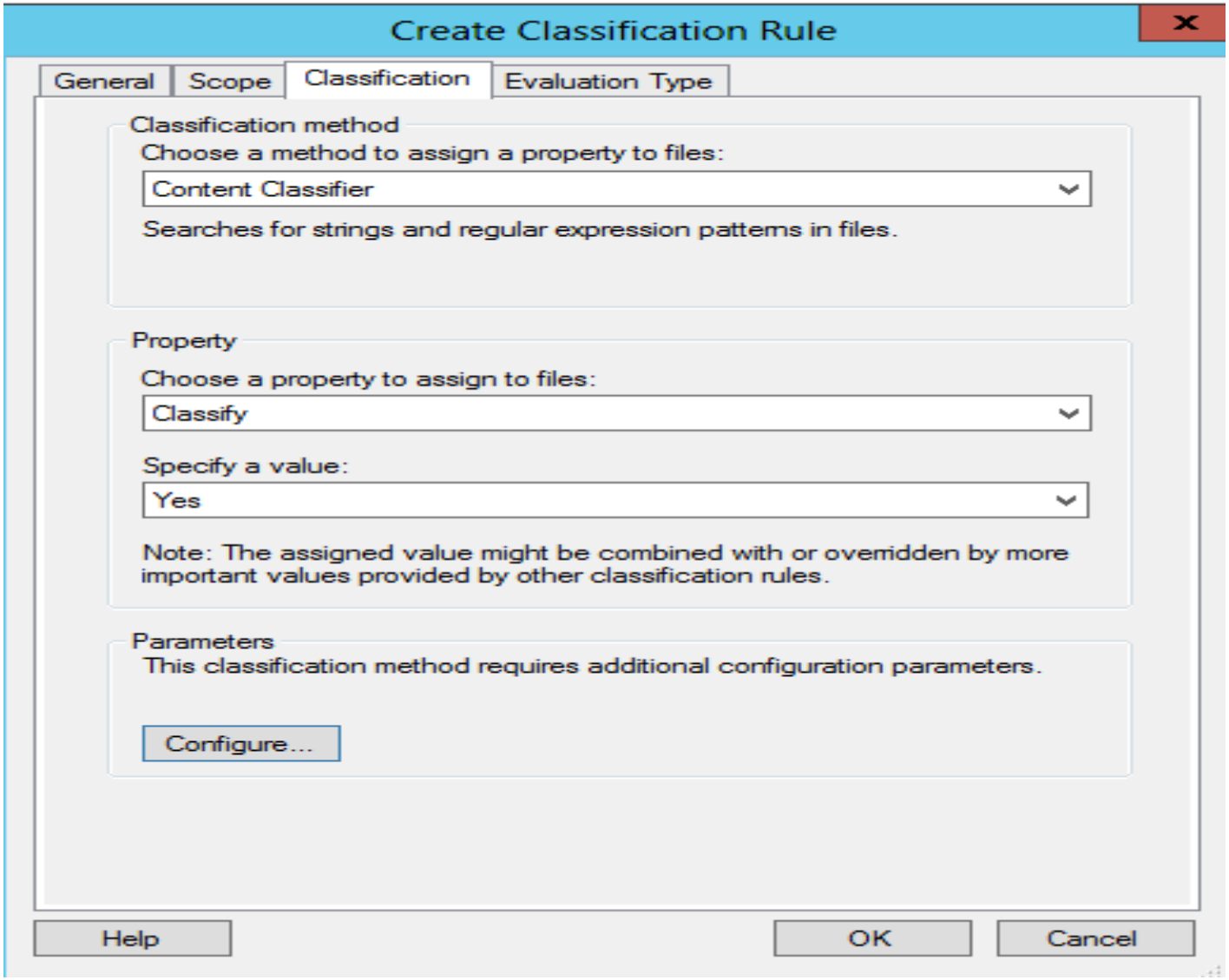
Select Classification Rules and click on Create a new rule



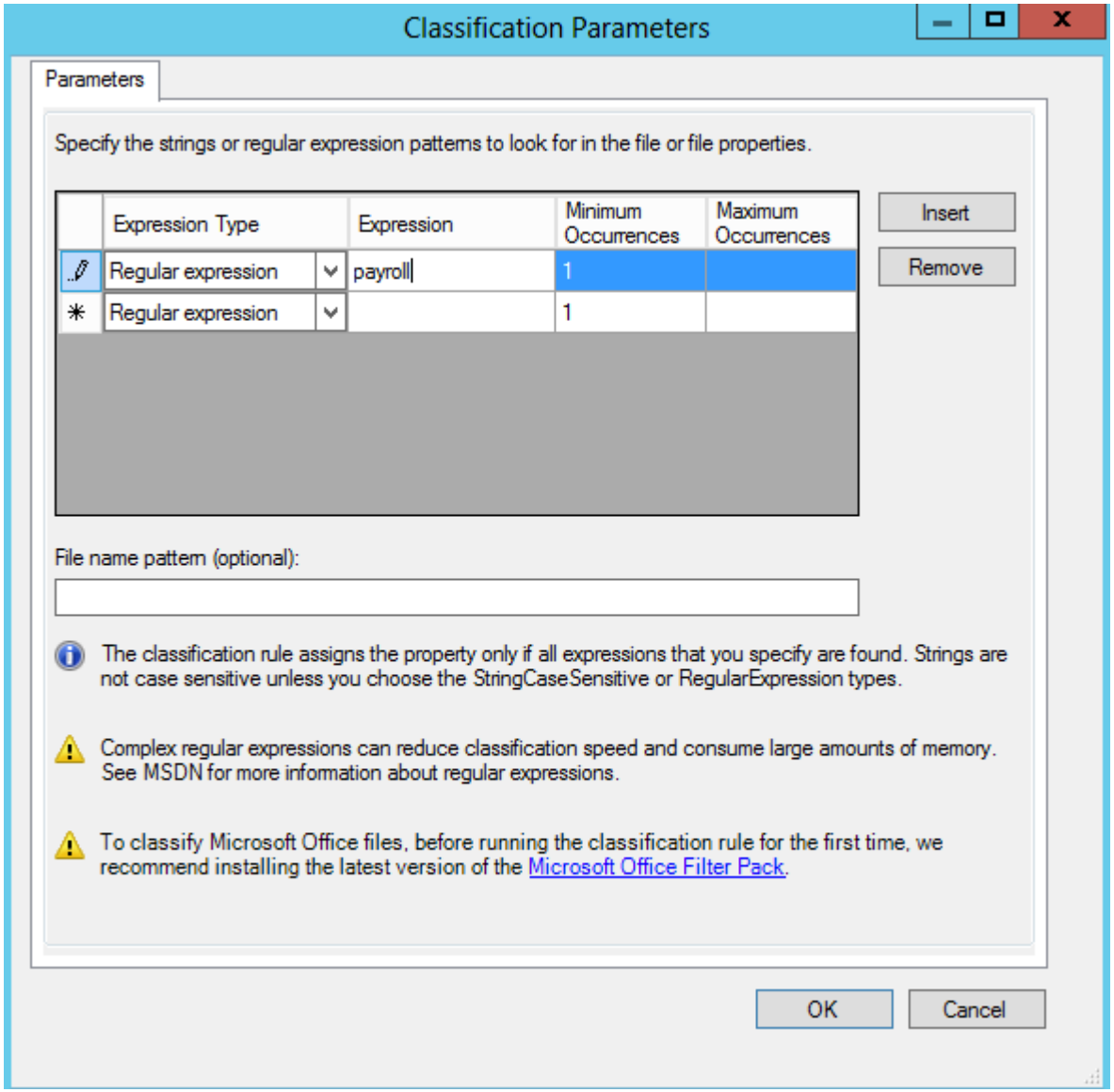
Type the rule name and description.



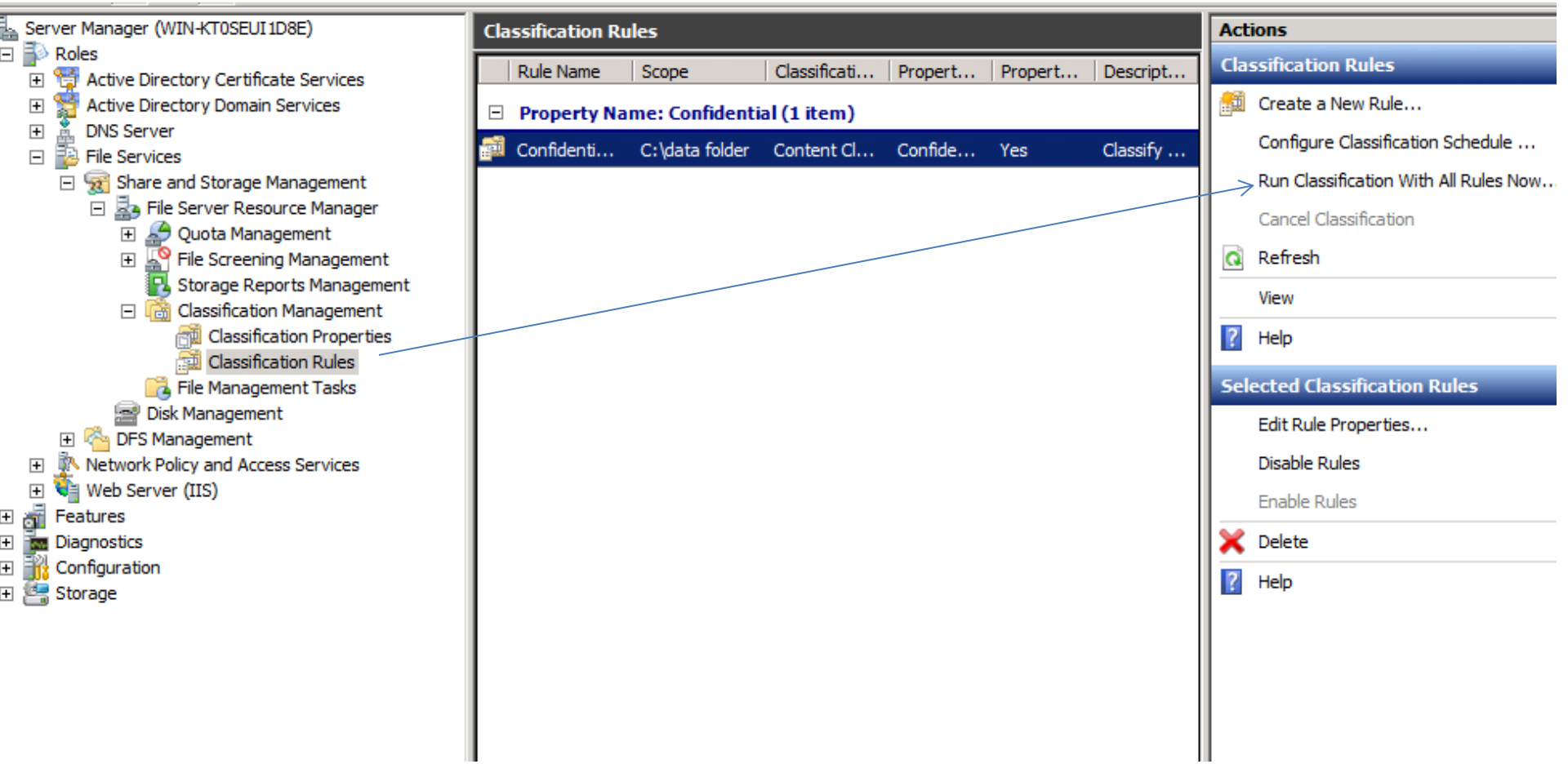
Click on scope, click Add and navigate to the data folder which contains the files and click ok



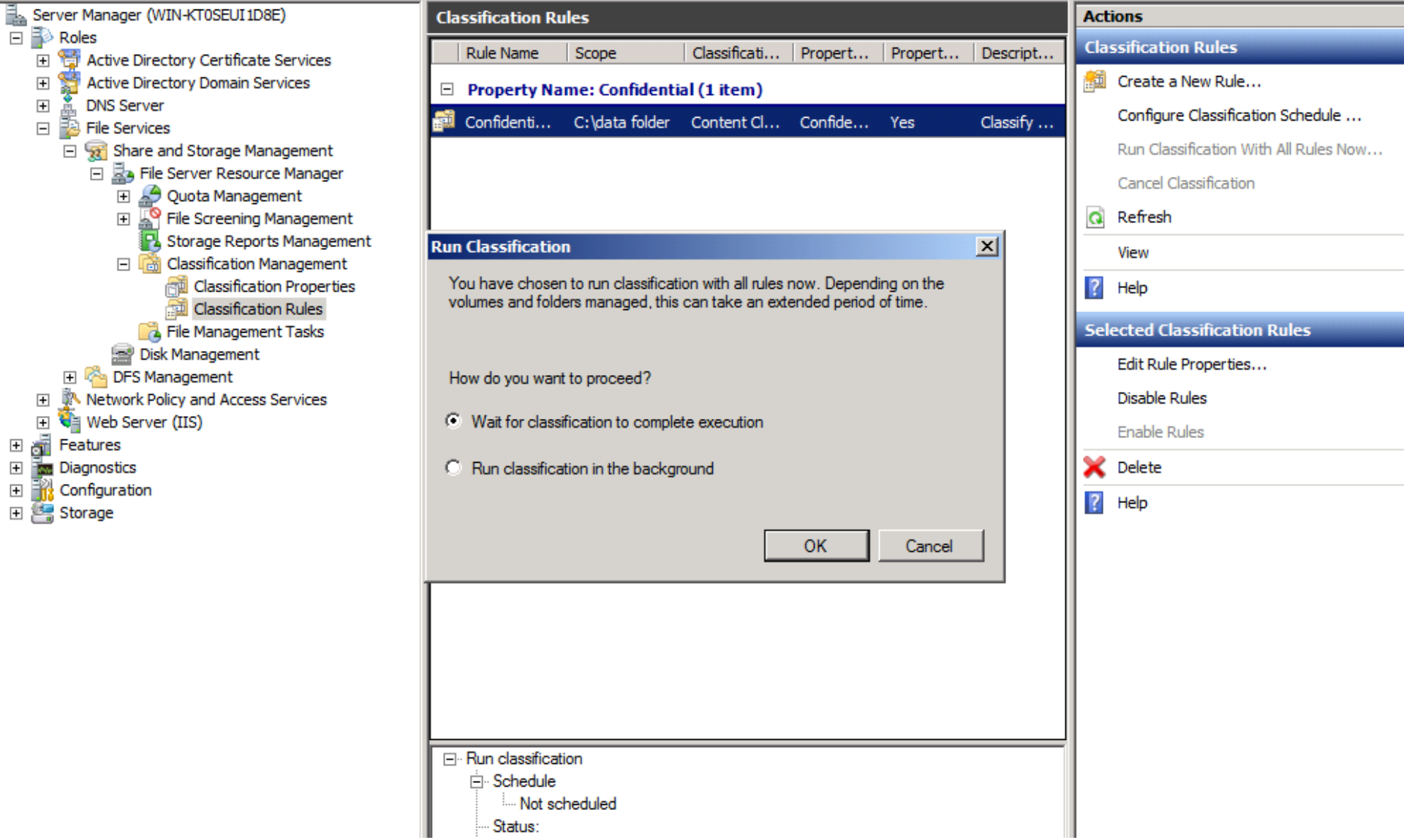
Choose a method, property name and value. In your case it would be Content classifier, your property name and property value.



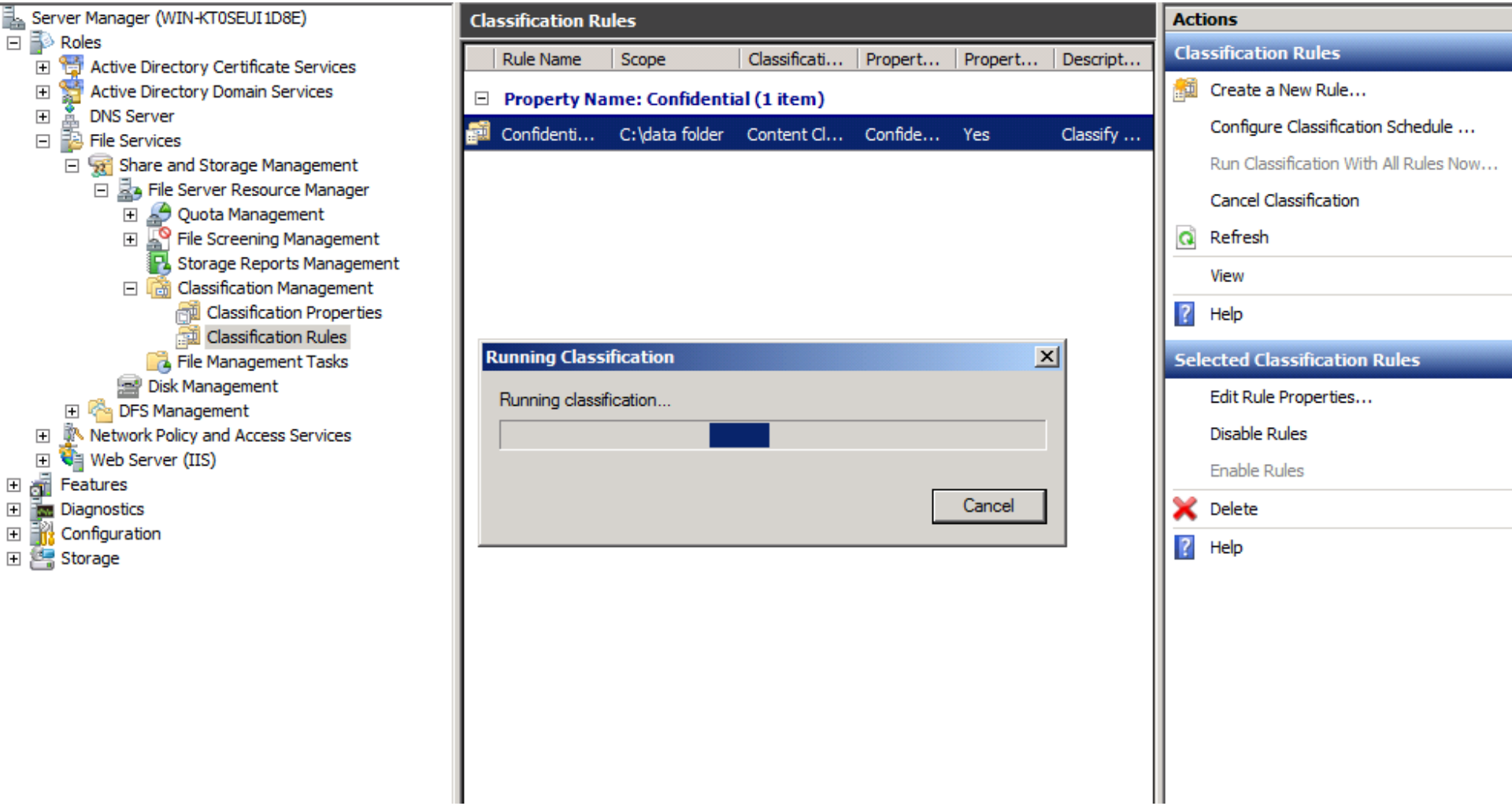
Click on Configure. Enter the expression payroll in the Expression column, then click on OK twice.



Select your classification rule and click on Run Classification with All Rules Now..



Select Wait for classification to complete execution an click on OK



Classification is executing

\\win-kt0seui1d8e\c$\StorageReports\Interactive\AutomaticClassification17_2013-08-17_09-10-51.h - Windows Internet Explorer
\\win-kt0seui1d8e\c$\StorageReports\Interactive\AutomaticClassification17_2013-08-17_09-10-51.html
Bing
Favorites
Suggested Sites
Web Slice Gallery
\\win-kt0seui1d8e\c$\StorageReports\Interactive\Aut...
Page
Safety
Tools

Automatic Classification Report

Generated at: 8/17/2013 9:10:51 AM

Report Description:	Lists files that were acted on by the classification policy. Use this report to understand how files were classified by the classification policy rules.
Machine:	WIN-KT0SEUI1D8E
Report Folders:	'C:\data folder'

Automatic Classification Report Table of Contents

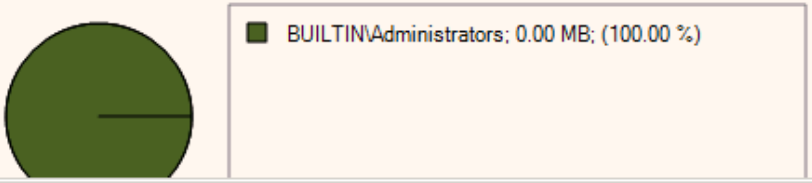
Report Totals
Size by Owner
Size by File Group
Size by Property
Property: Confidential Statistics

Report Totals

Files shown in the report			All files matching report criteria		
Properties	**Files**	**Total size on Disk**	**Properties**	**Files**	**Total size on Disk**
1	2	0.00 MB	1	2	0.00 MB

To top of the current report

Size By Owner



Local intranet | Protected Mode: Off
100%

\\win-kt0seui1d8e\c$\StorageReports\Interactive\AutomaticClassification17_2013-08-17_09-10-51.h - Windows Internet Explorer
\\win-kt0seui1d8e\c$\StorageReports\Interactive\AutomaticClassification17_2013-08-17_09-10-51.html
Bing
Favorites
Suggested Sites
Web Slice Gallery
\\win-kt0seui1d8e\c$\StorageReports\Interactive\Aut...
Page
Safety
Tools

Size by File Group		
File Group	**Total size on Disk**	**Files**
Text Files	0.00 MB	2

To top of the current report

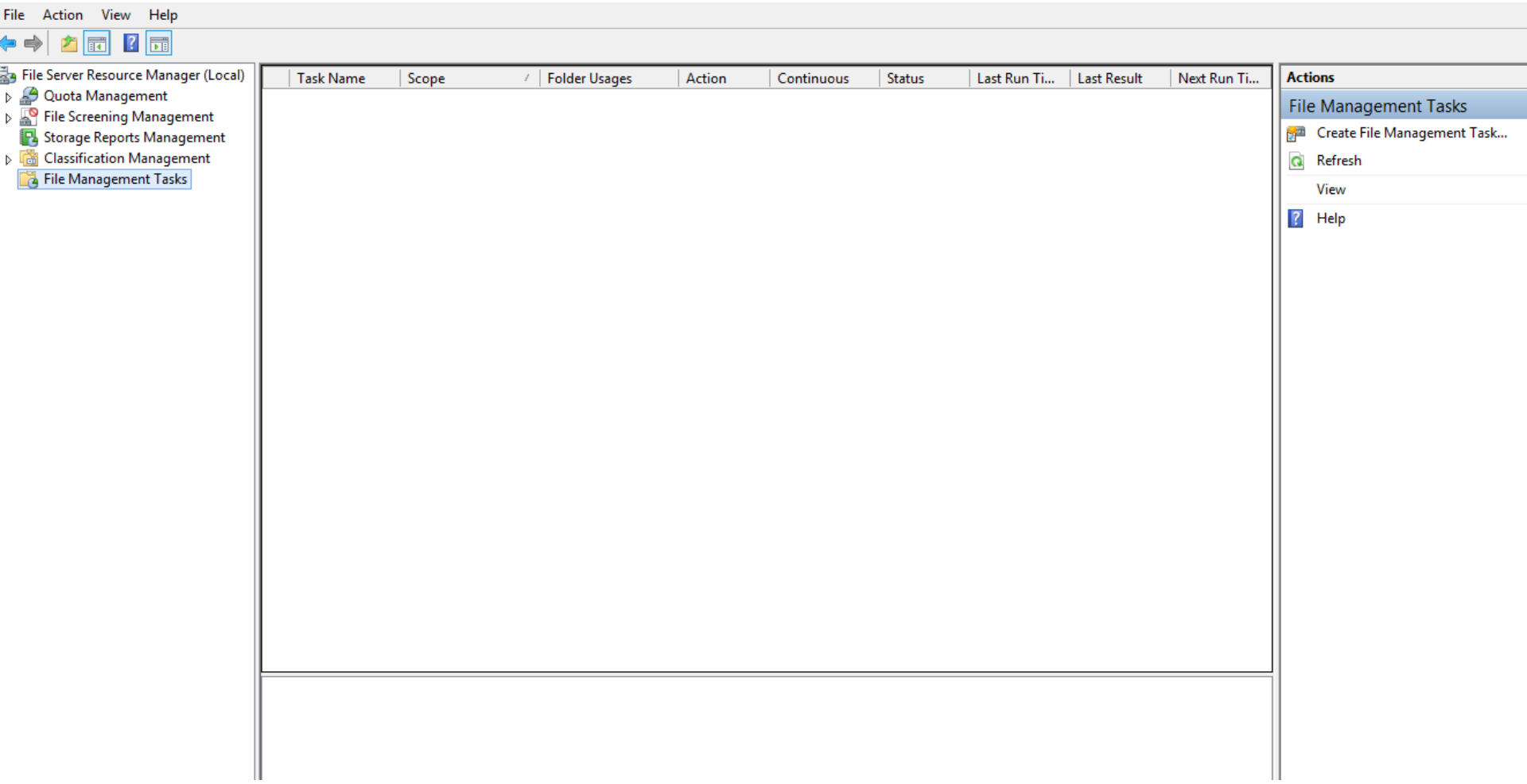
Size by Property		
Property	**Total size on Disk**	**Files**
Confidential	0.00 MB	2

To top of the current report

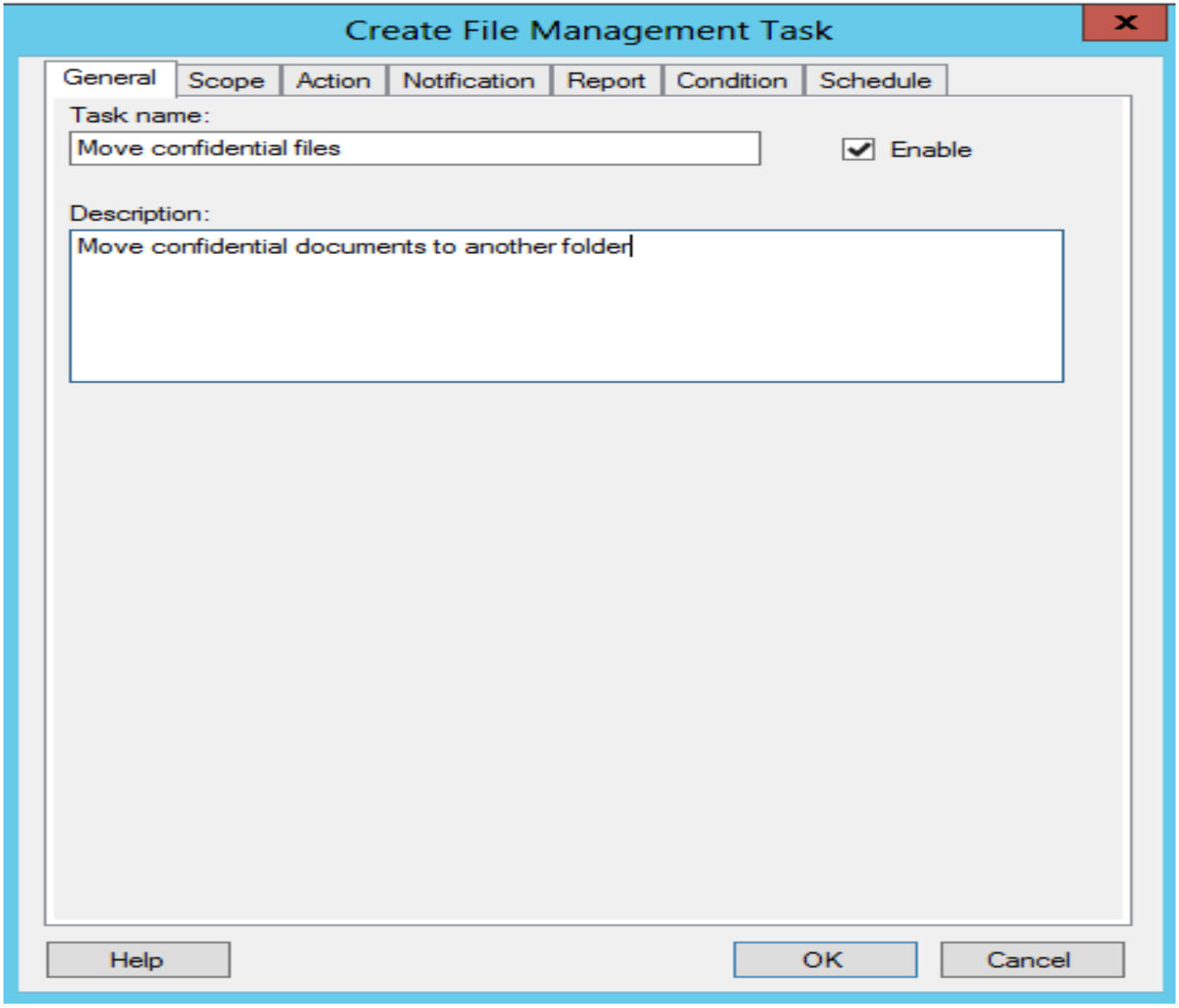
Statistics for files by 'Confidential'						
File name	**Folder**					
	Value	**Rule**	**Last accessed**	**Last modified**	**Owner**	
file1.txt	c:\data folder					
	Yes	Confidential payroll documents	8/17/2013 8:27:59 AM	8/17/2013 8:28:27 AM	BUILTIN\Administrators	
file2.txt	c:\data folder					
	Yes	Confidential payroll documents	8/17/2013 8:28:37 AM	8/17/2013 8:28:59 AM	BUILTIN\Administrators	

To top of the current report

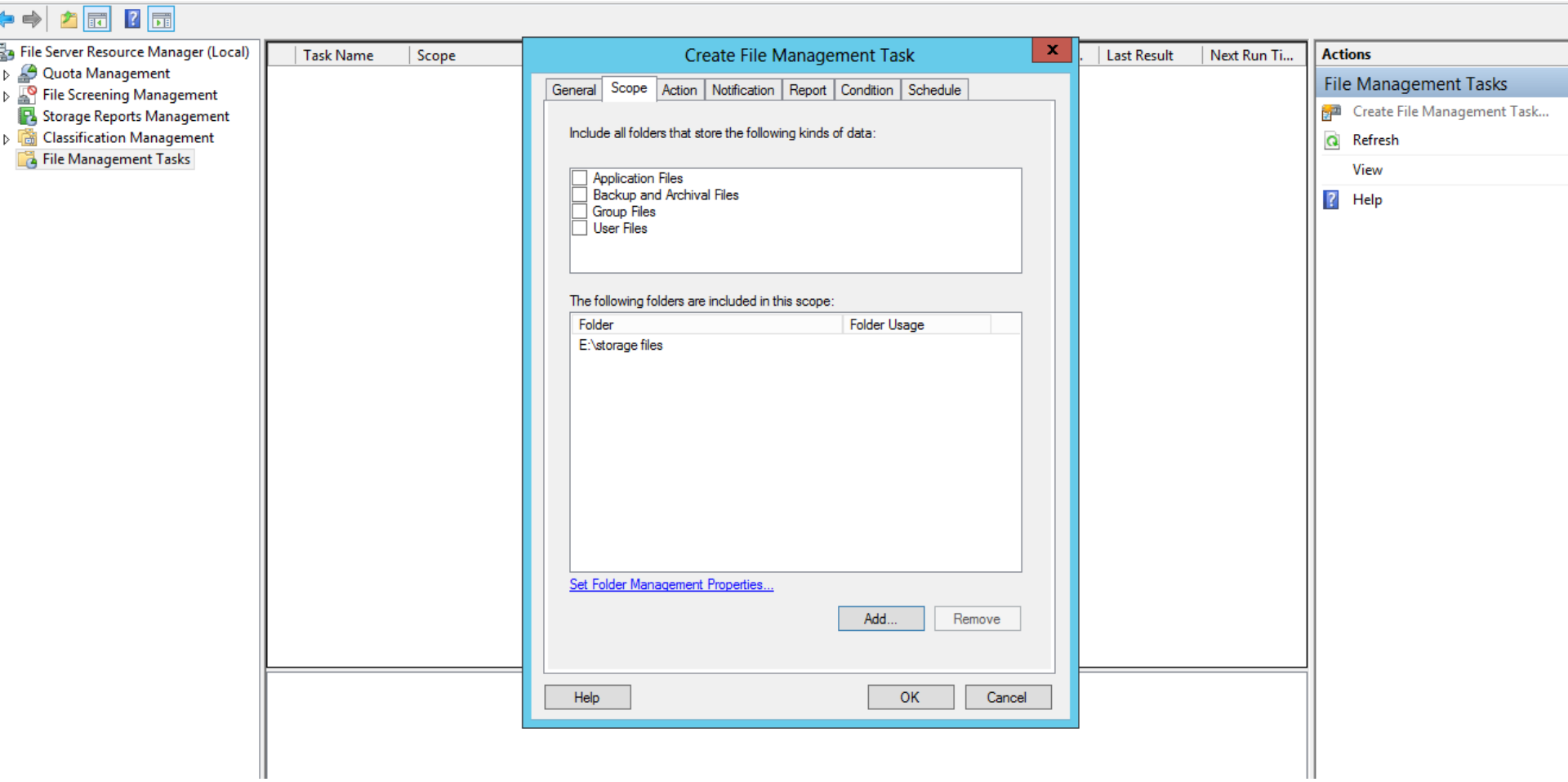
Local intranet | Protected Mode: Off
100%



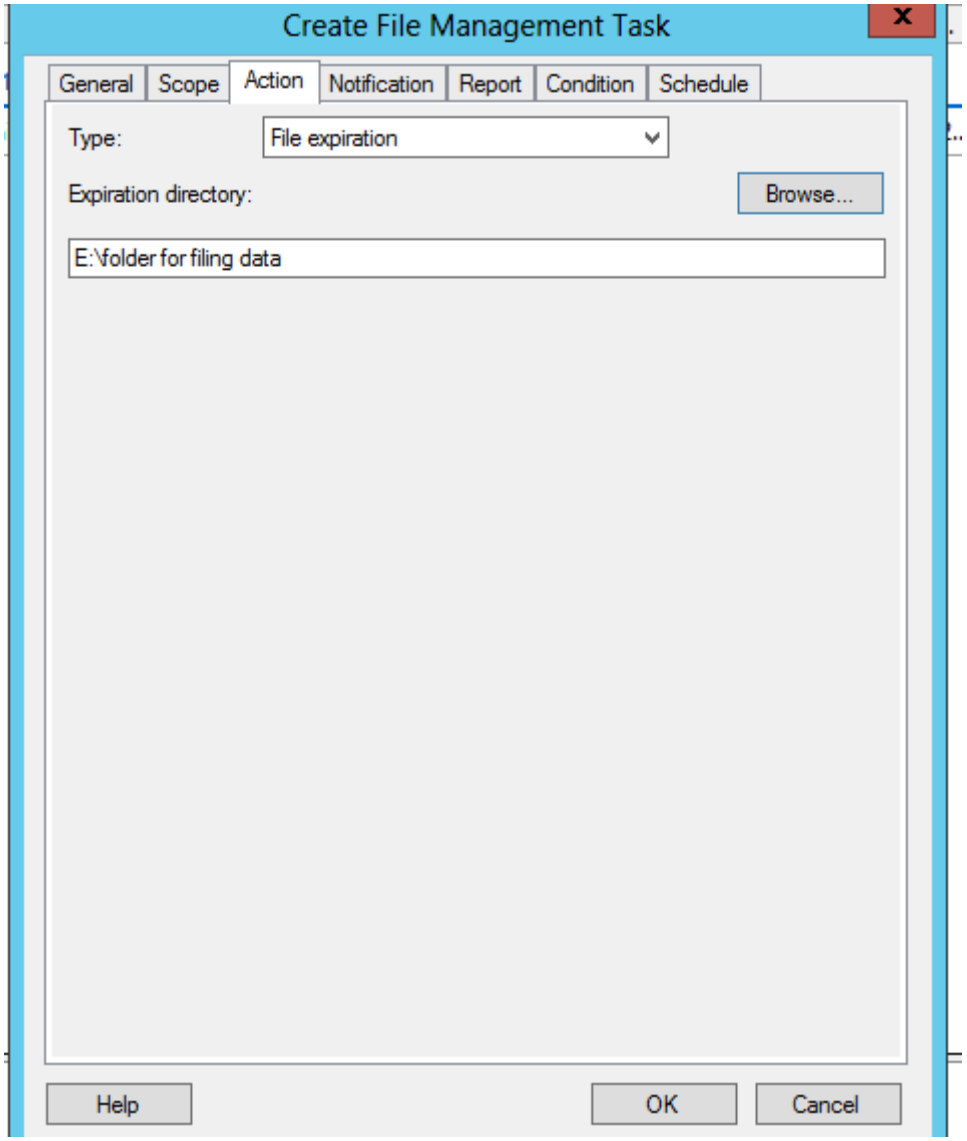
Select File Management Tasks, click on File Management tasks in the Actions Menu



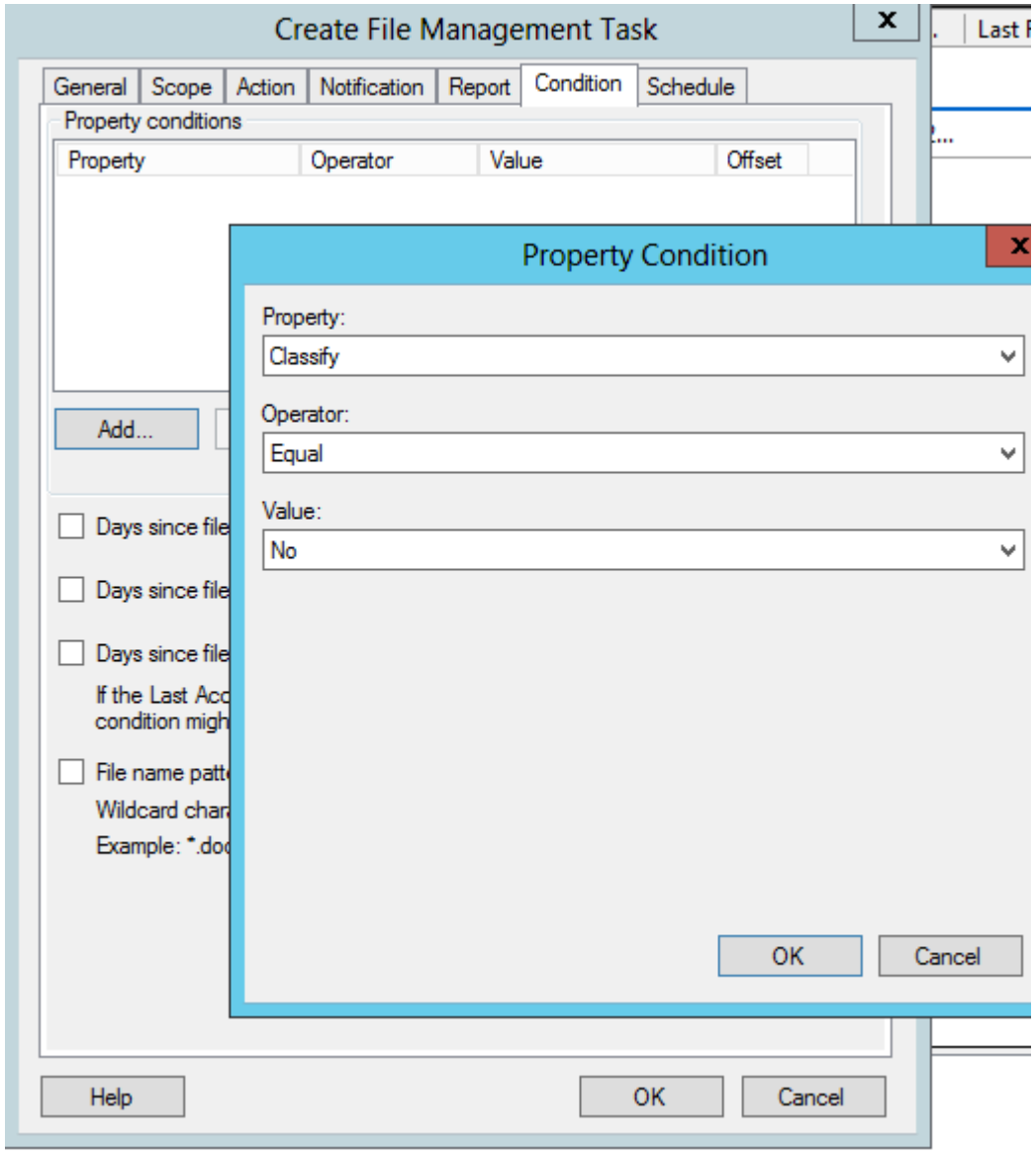
Type the Task name and description. In this lab our task name is Move confidential files



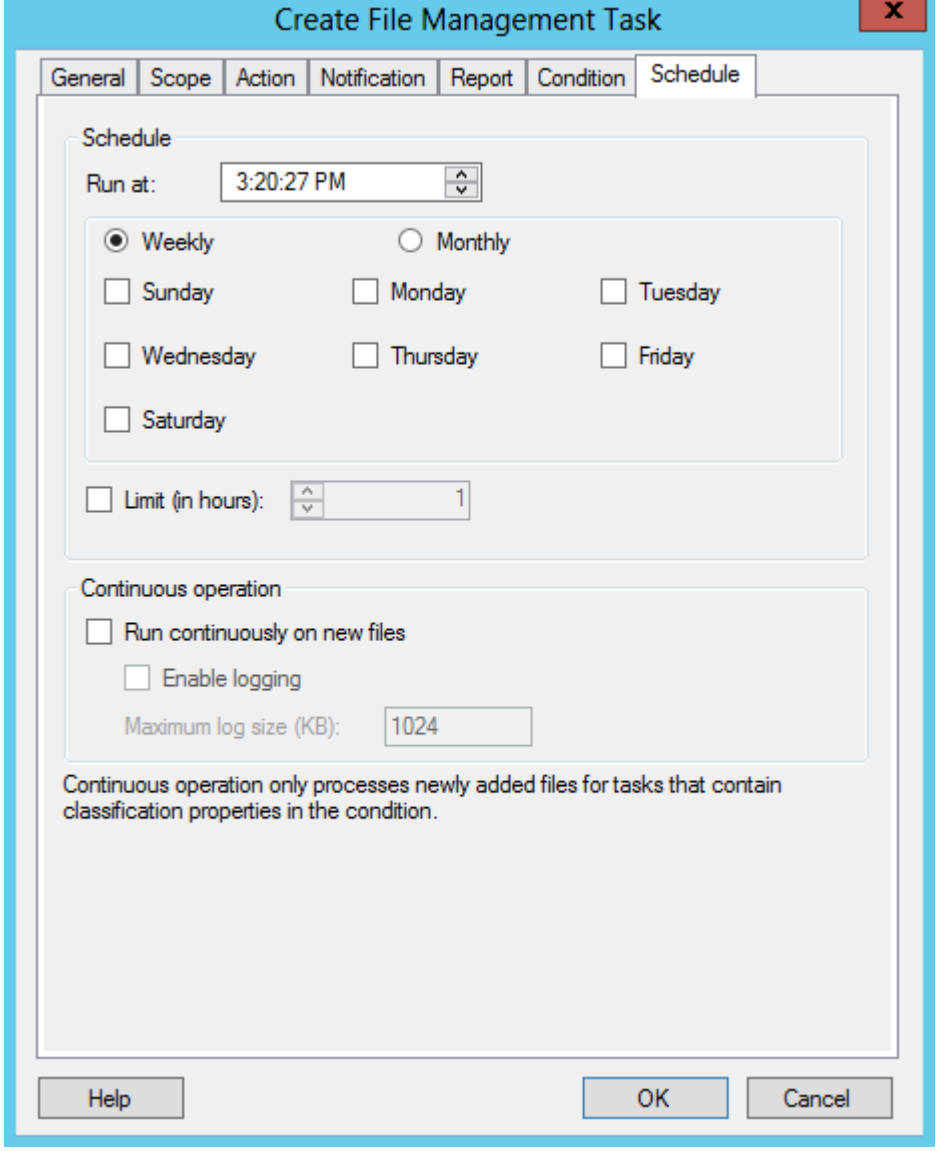
Select scope, click on Add and navigate to the folder that contain the files select the folder and Click on OK in the browse for folder dialog box



Next Select Action click on Browse and navigate to the folder into which you want the Confidential files moved

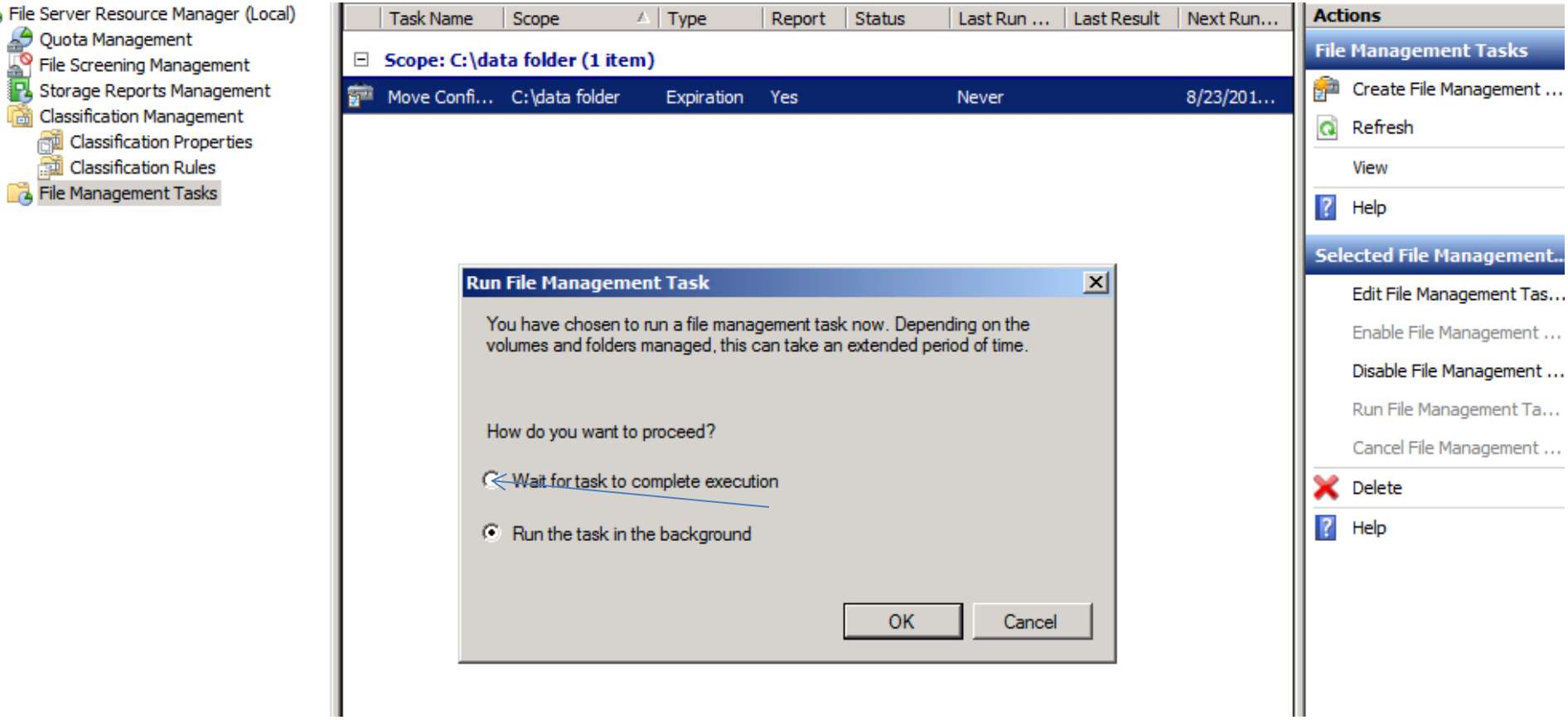


Next select condition and click Add. Select your property name, Operator and value, then click on OK.

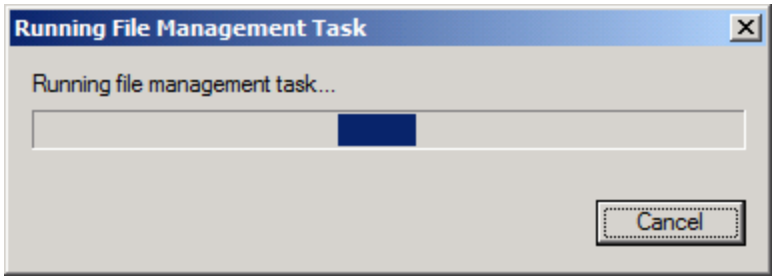


Click on schedule and select a day. Click on OK.

Select the task and click on Run File management task now



Select Wait for task to complete execution



Task running

	File Management Task Report Generated at: 8/22/2013 9:09:45 AM
Report Description:	Report for the following File Management Task: Move Confidential Files
Action Type:	expiration - Expiration directory C:\place confidential files here\WIN-KT0SEUI1D8E.server2008.com\Move Confidential Files_2013-08-22_09-09-45
Machine:	WIN-KT0SEUI1D8E
Report Folders:	'C:\data folder'

Check both your storage folder and your filing folder.