

CLASSIFICATION

Dashboard

- Local Server
- All Servers
- AD CS
- AD DS
- AD FS
- AD RMS
- DHCP
- DNS
- File and Storage Services ▶
- IIS
- IPAM ▶
- Print Services

WELCOME TO SERVER MANAGER

QUICK START

1 Configure this local server

2 Add roles and features

3 Add other servers to manage

4 Create a server group

5 Connect this server to cloud services

WHAT'S NEW

LEARN MORE

ROLES AND SERVER GROUPS

Roles: 10 | Server groups: 1 | Servers total: 2

AD CS 1

AD DS 1

AD FS 1

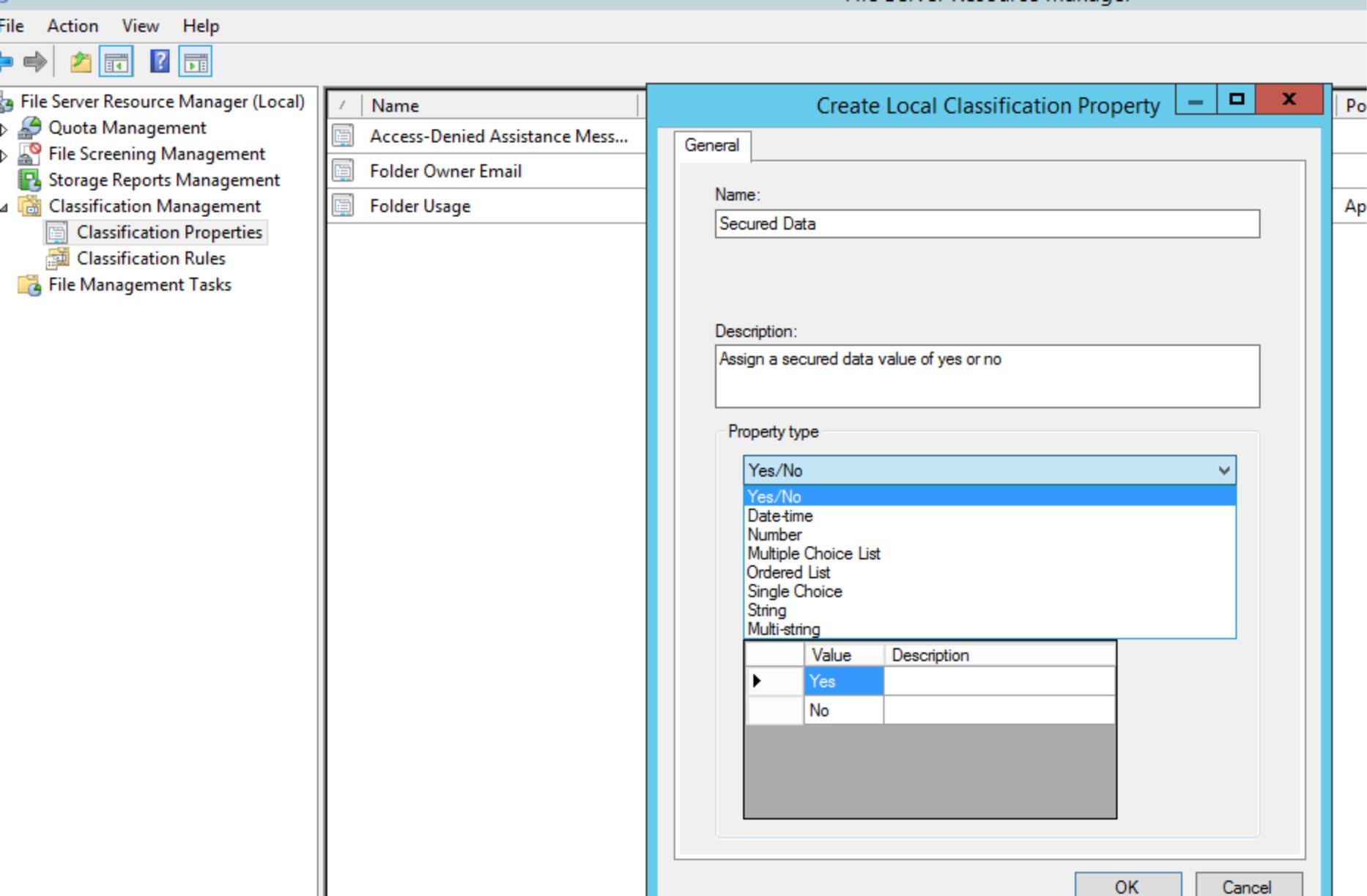
- Active Directory Administrative Center
- Active Directory Domains and Trusts
- Active Directory Module for Windows PowerShell
- Active Directory Rights Management Services
- Active Directory Sites and Services
- Active Directory Users and Computers
- AD FS Management
- ADSI Edit
- Certification Authority
- Component Services
- Computer Management
- Defragment and Optimize Drives
- DHCP
- Disk Cleanup
- DNS
- Embedded Lockdown Manager
- Event Viewer
- File Server Resource Manager
- Group Policy Management
- Internet Information Services (IIS) Manager
- iSCSI Initiator
- Local Security Policy



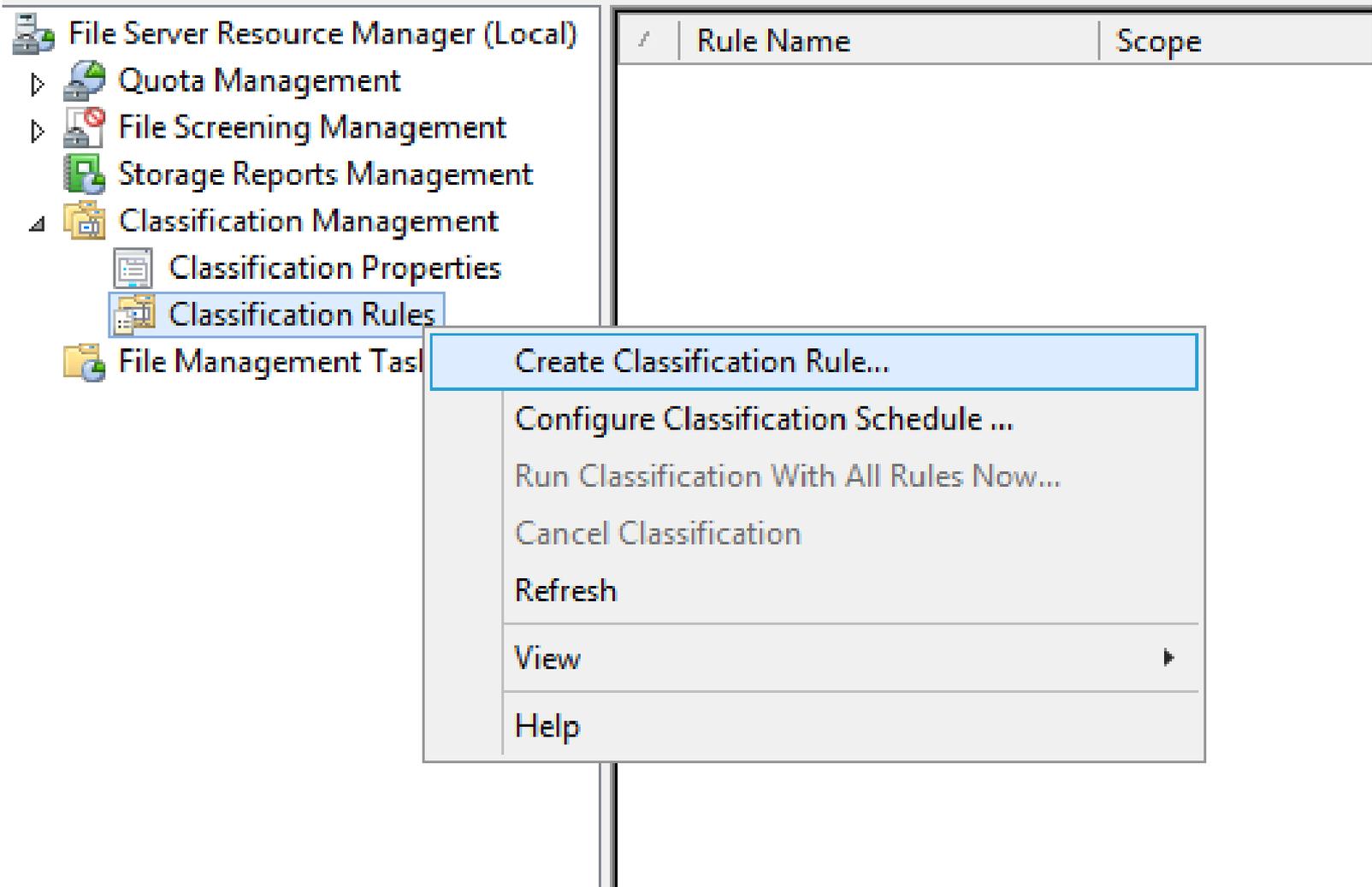
- File Server Resource Manager (Local)
 - Quota Management
 - File Screening Management
 - Storage Reports Management
 - Classification Management
 - Classification Properties
 - Classification Rule
 - File Management Task

Name	Scope
Access-Denied Assistance Mess...	Local
Folder Owner Email	Local
Folder Usage	Local

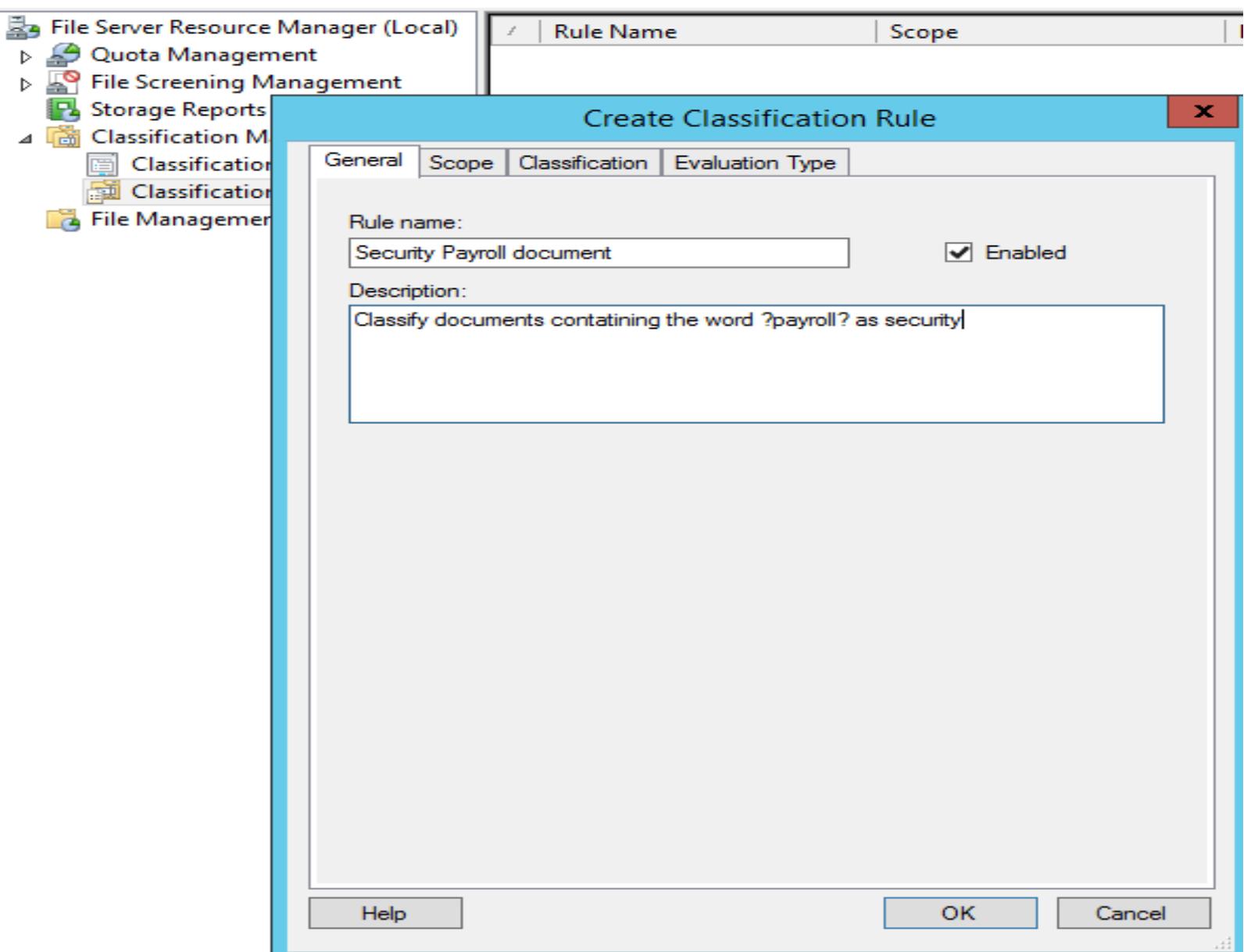
- Create Local Property...
- Refresh
- Set Folder Management Properties...
- View ▶
- Help



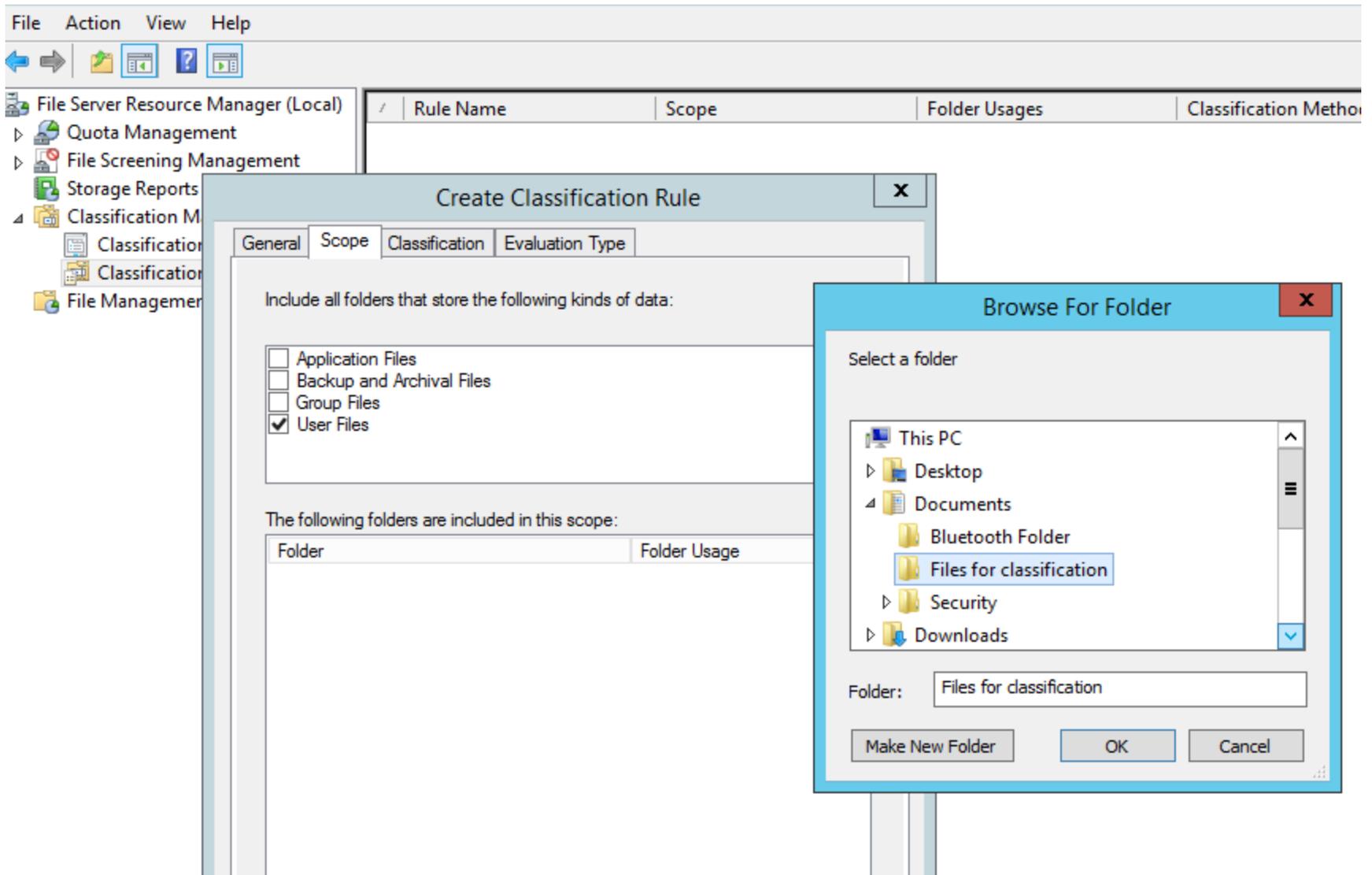
Type a property name and description, choose the value Yes/No



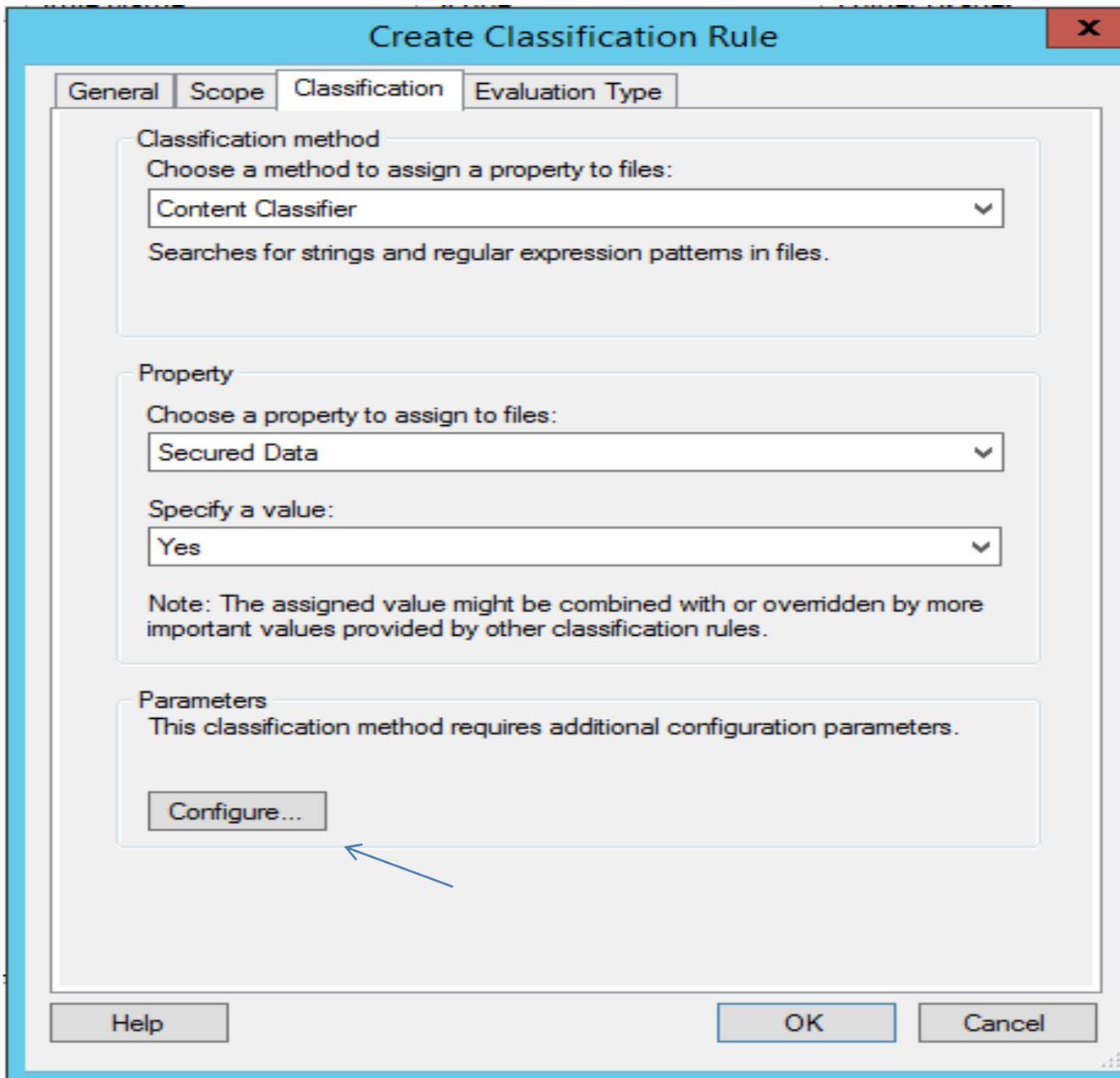
Select Classification Rules and click on Create a Classification Rule



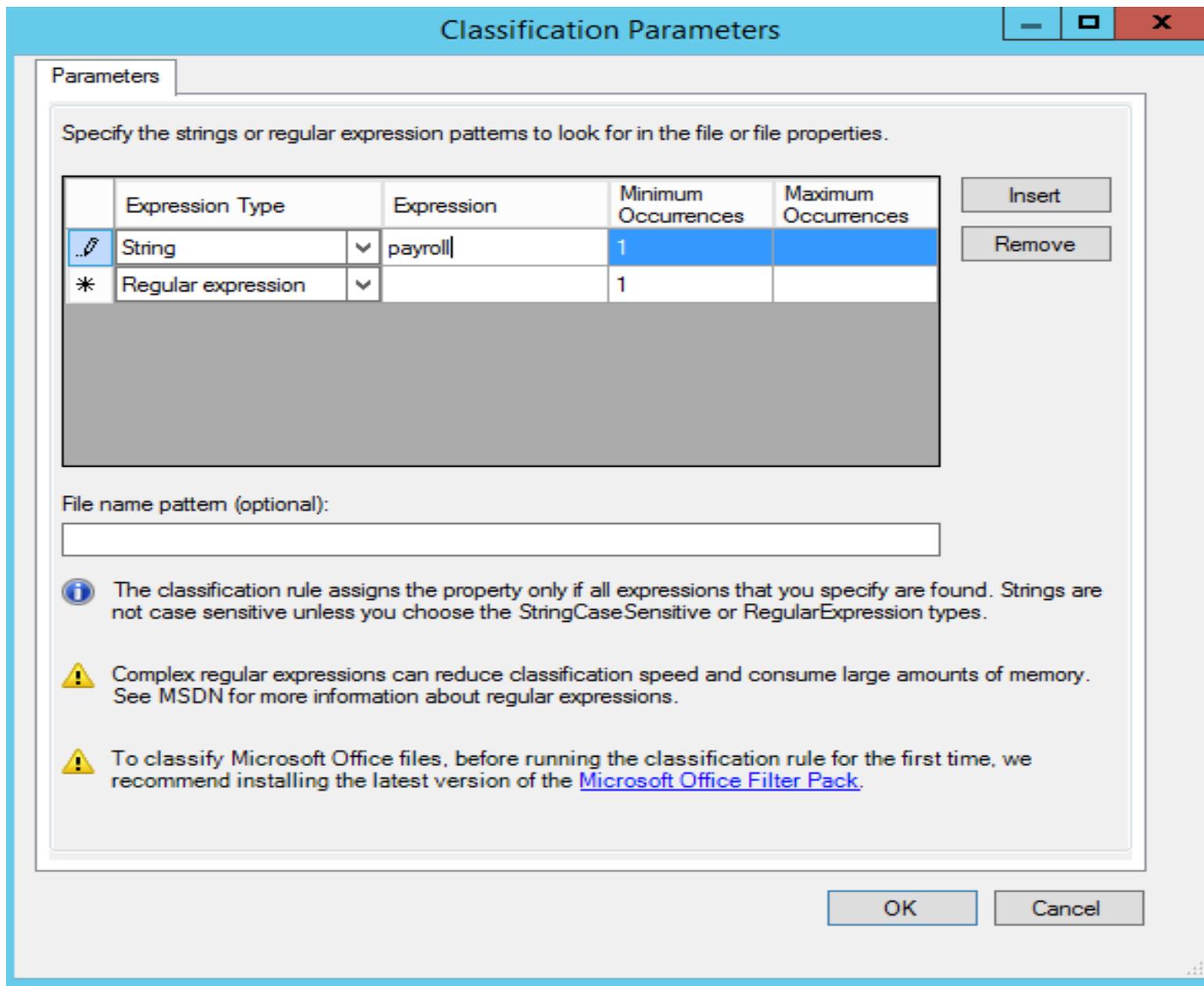
Type the rule name and description



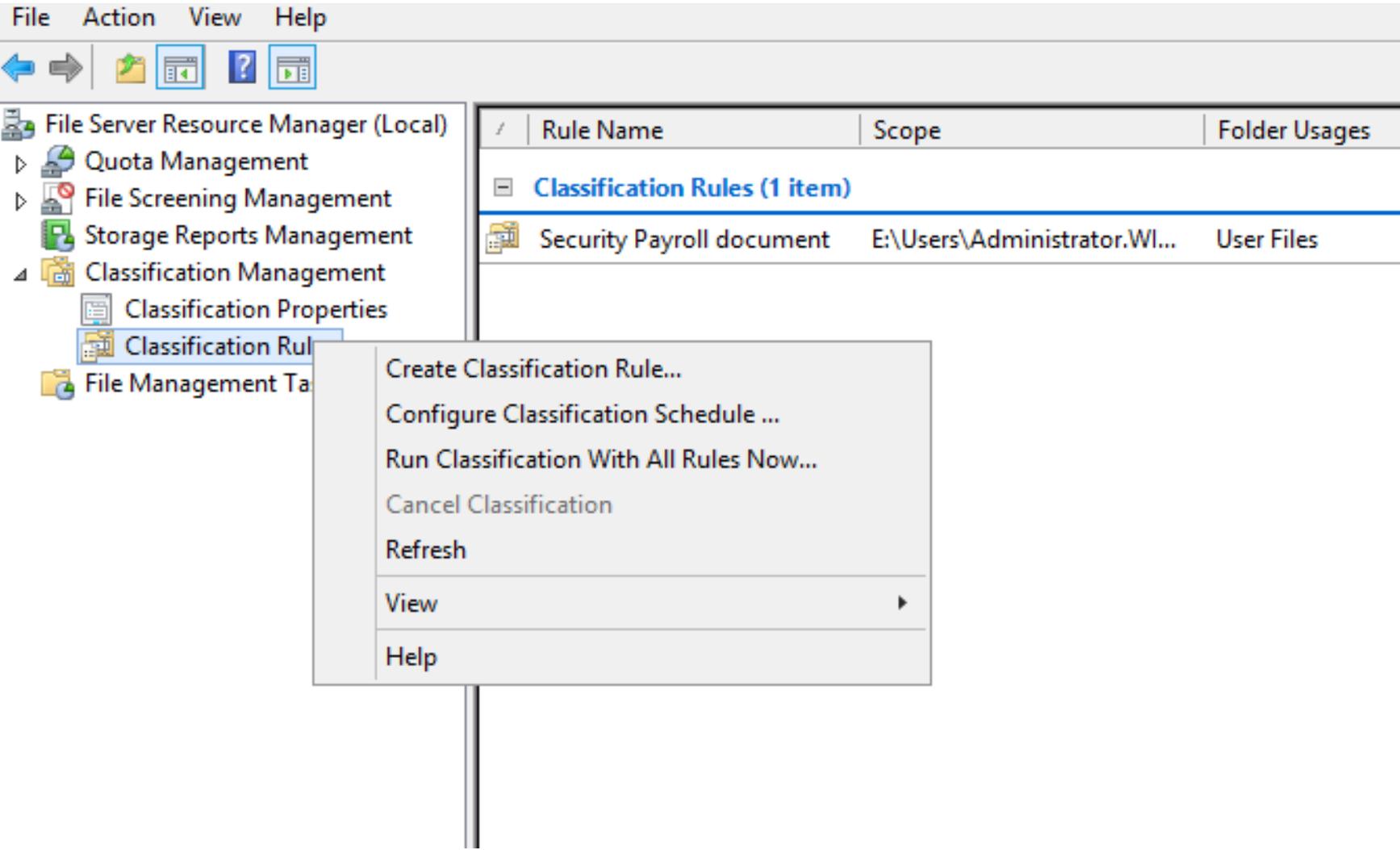
Click on scope, click Add and navigate to the data folder which contains the files and click on ok



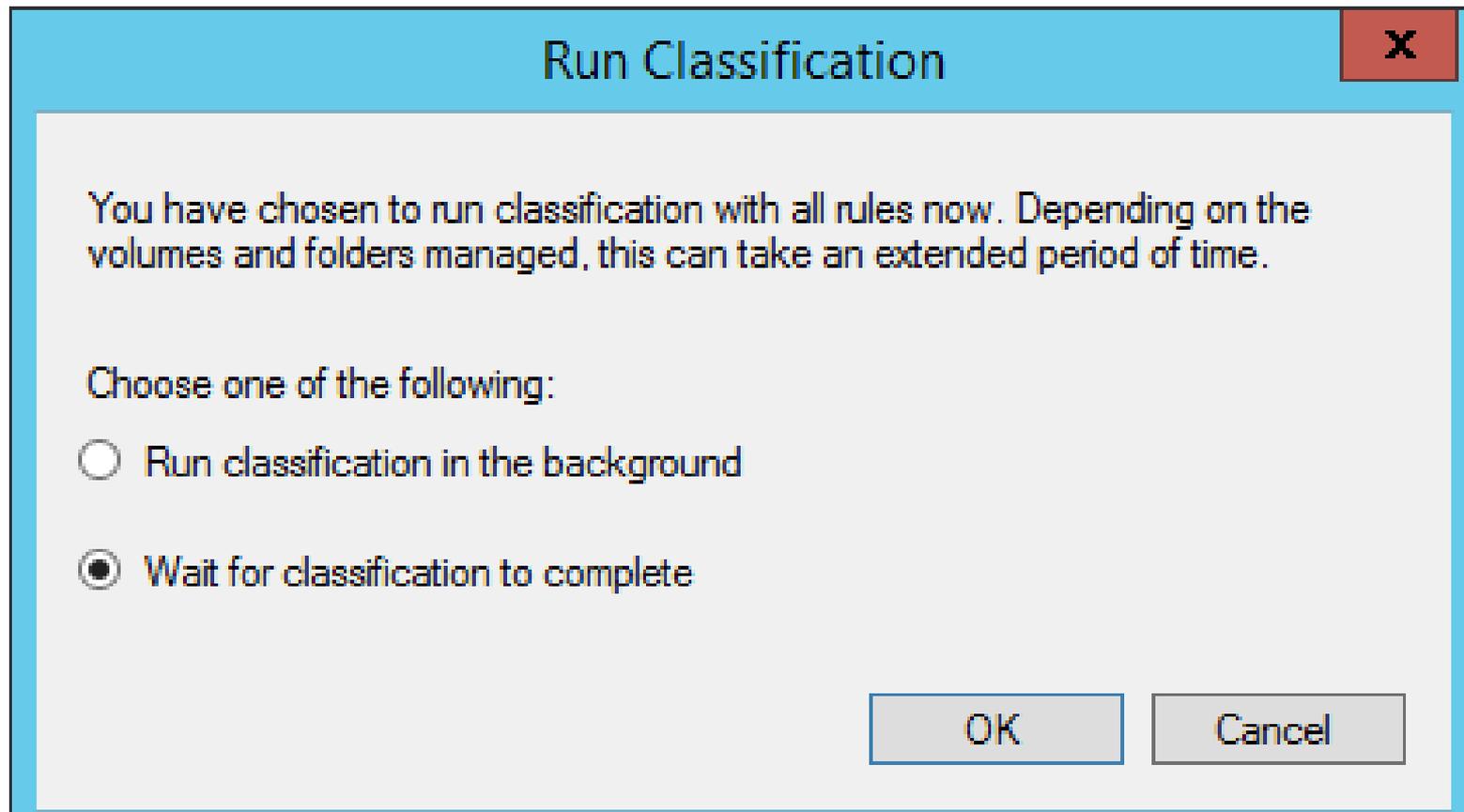
Choose a method, property name and value. In your case it would be Content classifier, your Property name and property value. Click on configure



Enter the expression payroll in the expression column, the click on OK twice



Select Classification Rules, right click and select Run Classification with All Rules Now



Select wait for classification to complete execution then click OK

File Server Resource Manager (Local)

- Quota Management
- File Screening Management
- Storage Reports Management
- Classification Management
 - Classification Properties
 - Classification Rules
- File Management Tasks

Rule Name	Scope	Folder Usages	Classification Method	Property I
Classification Rules (1 item)				
Security Payroll document	E:\Users\Administrator.WI...	User Files	Content Classifier	Secured D

Running Classification

Running classification...

Cancel

Classification running

	<h2>Automatic Classification Report</h2> <p>Generated at: 3/6/2016 11:13:25 AM</p>
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-E630K0E1QHE
Report Folders:	'User Files ()', 'E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification'



[Automatic Classification Report Table of Contents](#)

- [Report Totals](#)
- [Size by Owner](#)
- [Size by File Group](#)
- [Size by Property](#)
- [Property: Secured Data 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	0.03 MB	1	2	0.03 MB

[To top of the current report](#)



Size by File Group		
File Group	Total size on Disk	Files
Office Files	0.03 MB	2

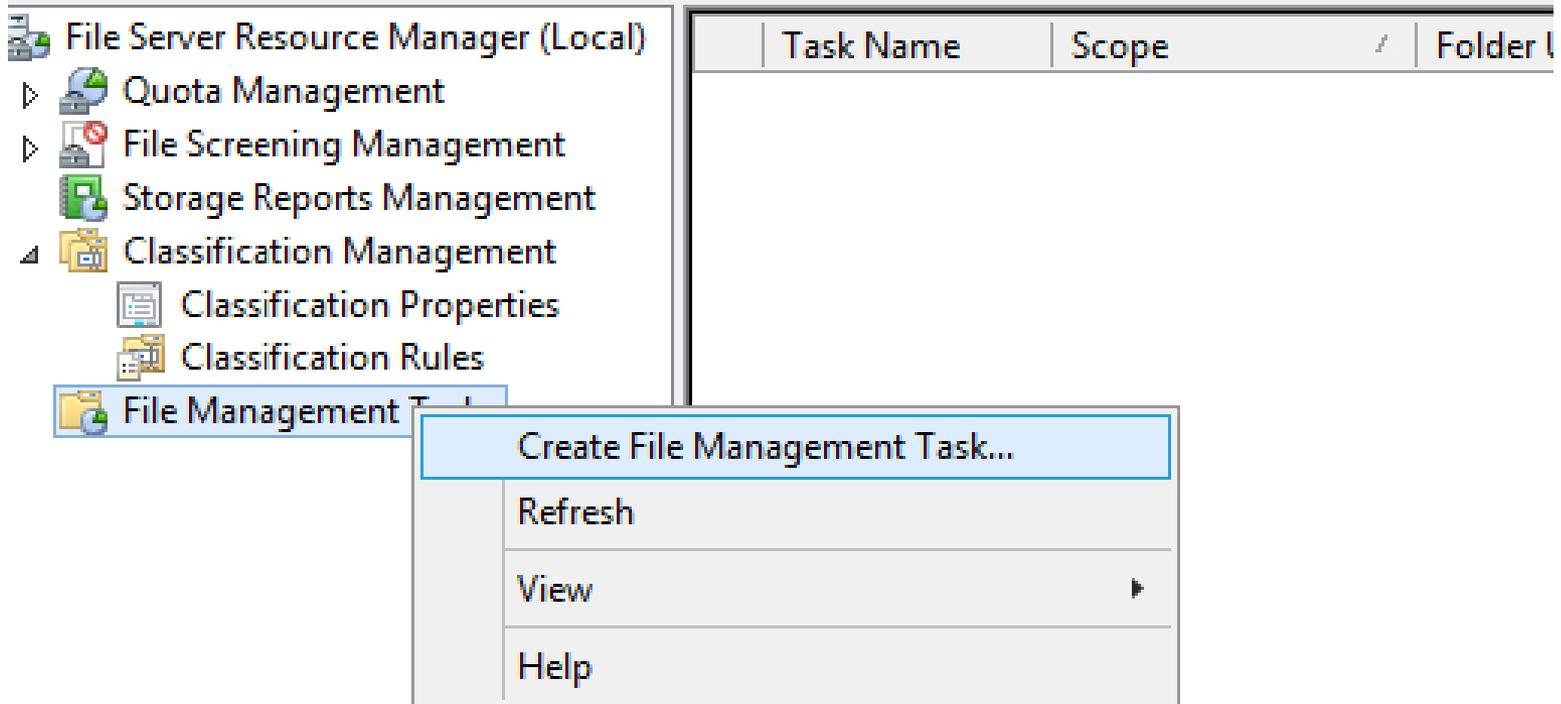
[To top of the current report](#)

Size by Property		
Property	Total size on Disk	Files
Secured Data	0.03 MB	2

[To top of the current report](#)

Statistics for files by 'Secured Data'					
File name	Folder				
	Value	Rule	Last accessed	Last modified	Owner
doc1.docx	E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification				
	Yes	Security Payroll document	3/6/2016 10:40:56 AM	3/6/2016 10:40:56 AM	BUILTIN\Administrators
doc2.docx	E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification				
	Yes	Security Payroll document	3/6/2016 10:40:14 AM	3/6/2016 10:40:14 AM	BUILTIN\Administrators

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Select File Management Tasks, click on file Management tasks in the Actions Menu or Right click File Management Tasks and select Create File Management Task

Create File Management Task X

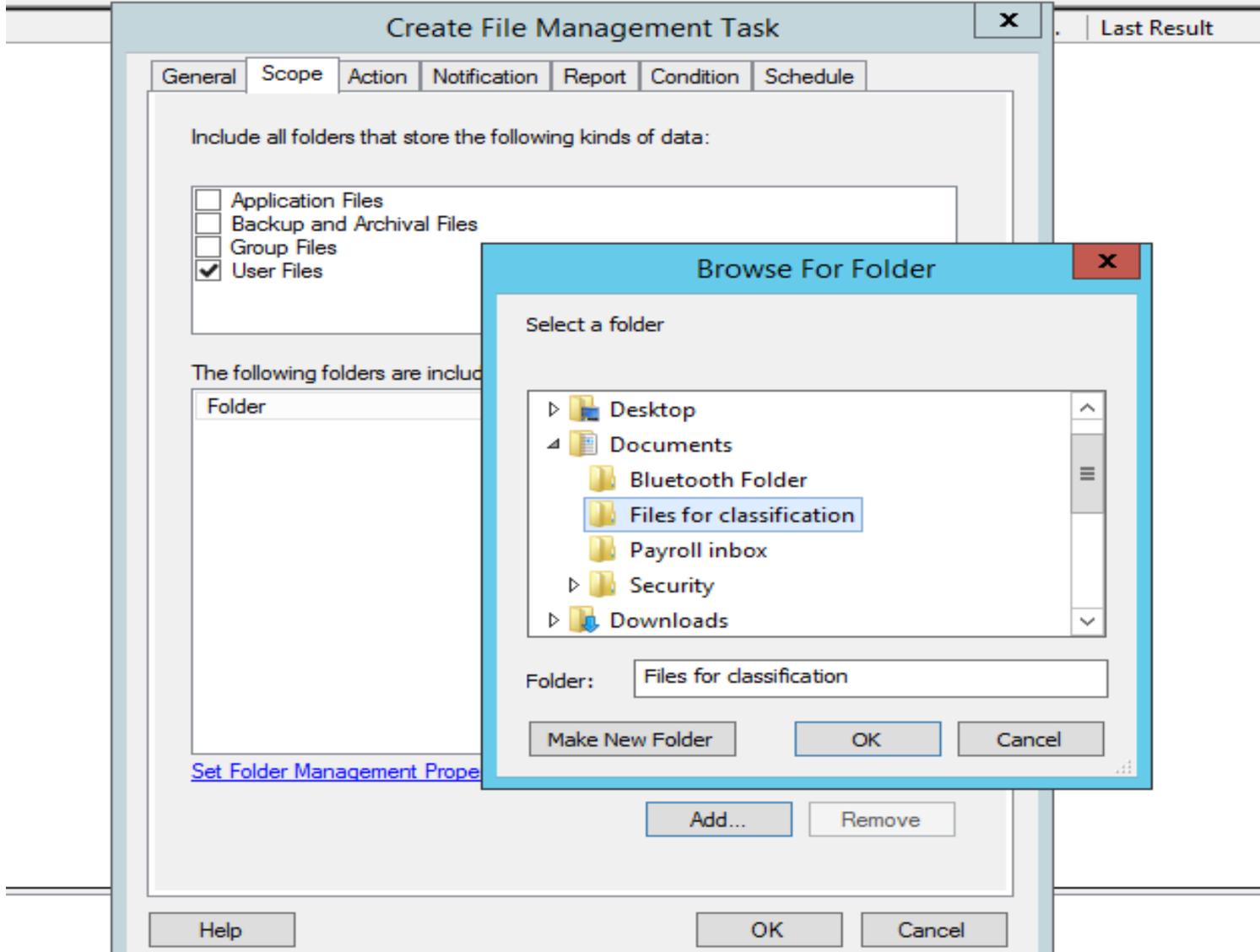
General | Scope | Action | Notification | Report | Condition | Schedule

Task name:
 Enable

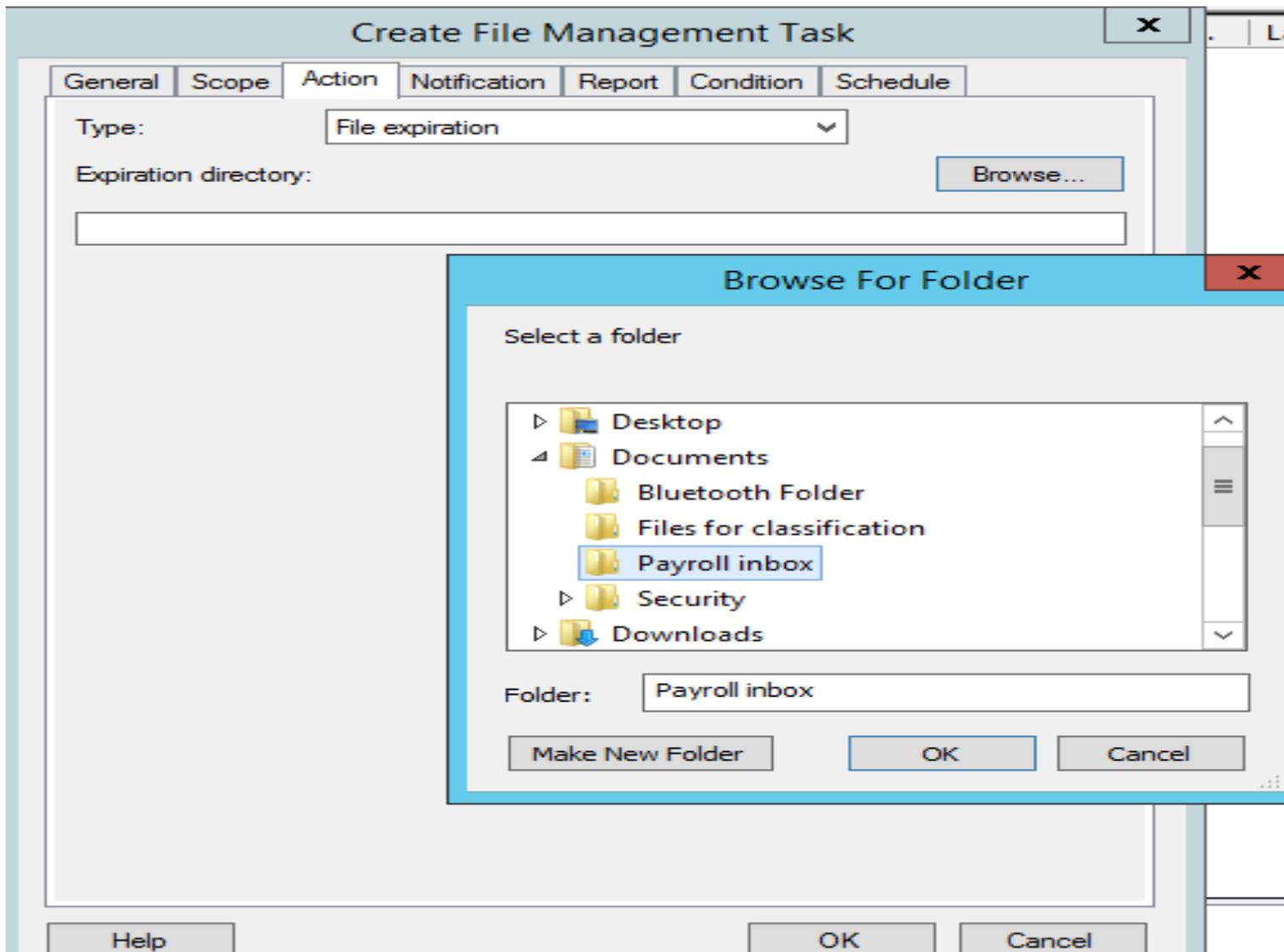
Description:

Help

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



Select Scope. Click on Add and navigate to the folder that contains the files, select the folder
Click OK in the browse for the folder dialog box



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

Create File Management Task

General Scope Action Notification Report Condition Schedule

Include all folders that store the following kinds of data:

- Application Files
- Backup and Archival Files
- Group Files
- User Files

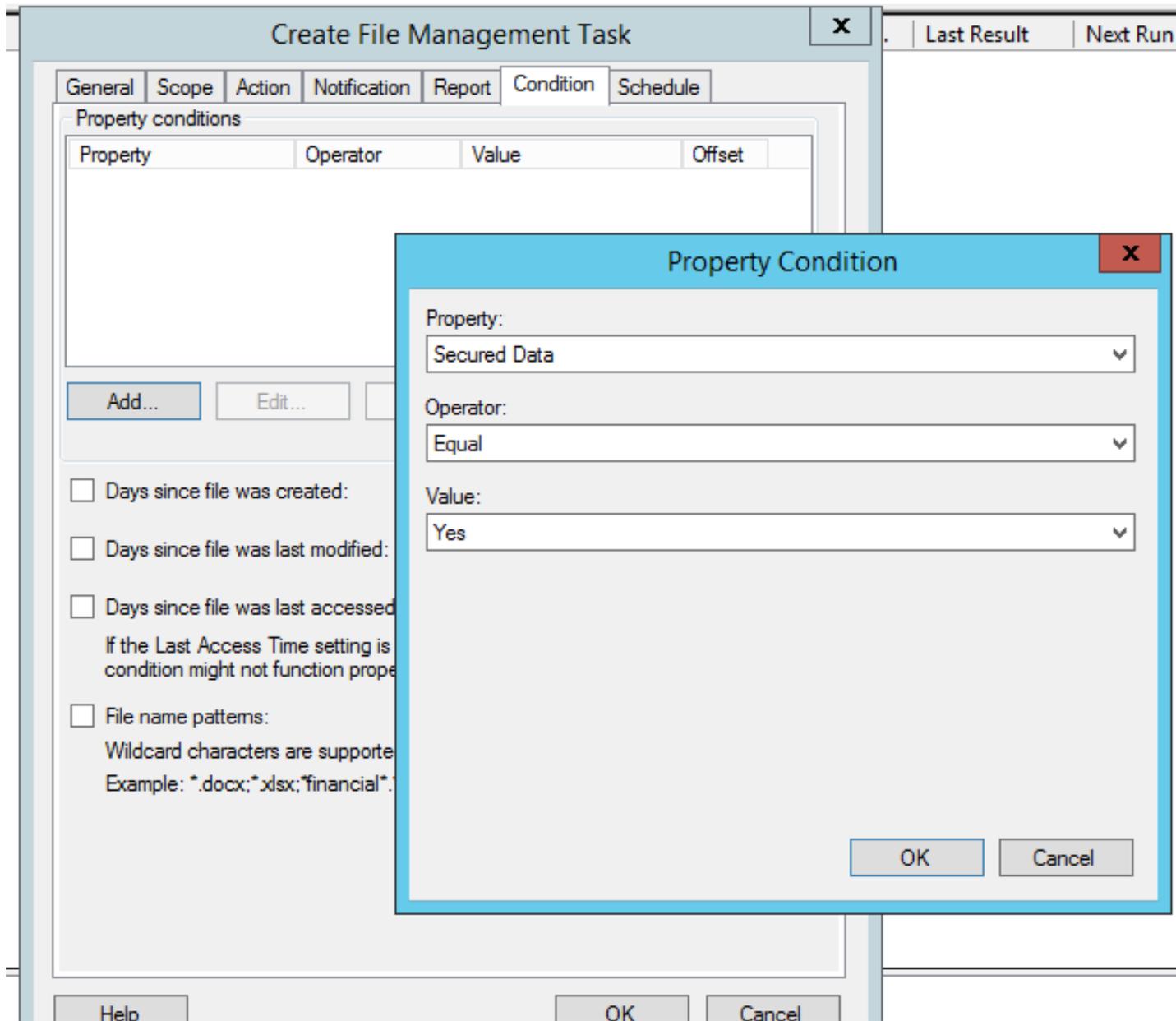
The following folders are included in this scope:

Folder	Folder Usage
E:\Users\Administrator.WIN-E630K0E1QHE...	

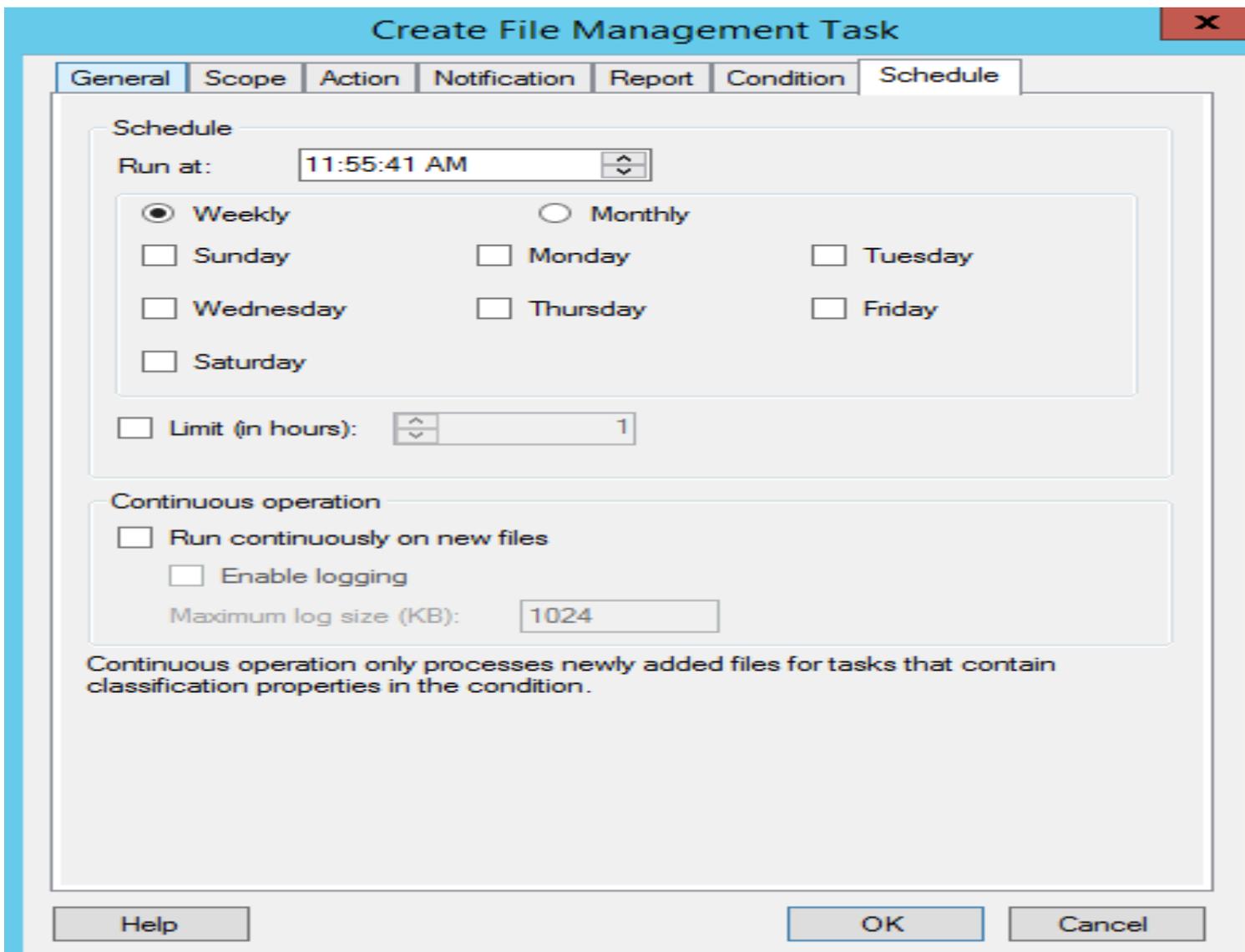
[Set Folder Management Properties...](#)

Add... Remove

Help OK Cancel



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



Click on schedule, set your schedule, click OK

File Server Resource Manager (Local)

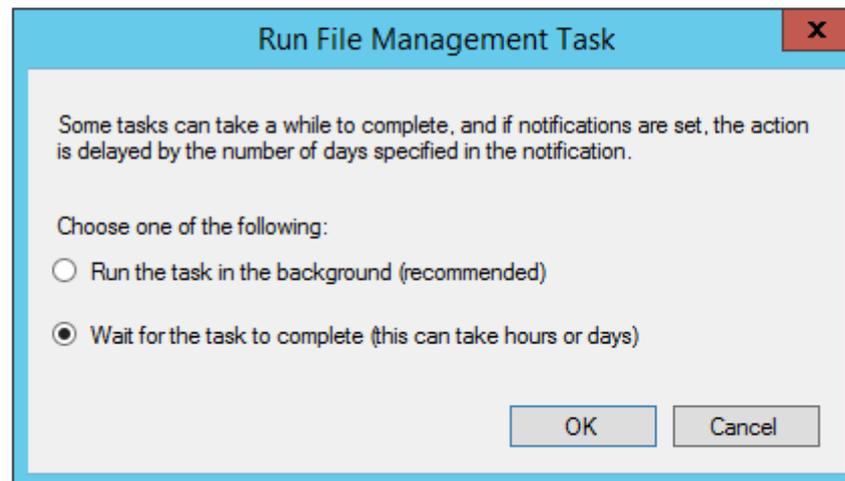
- Quota Management
- File Screening Management
- Storage Reports Management
- Classification Management
 - Classification Properties
 - Classification Rules
- File Management Tasks

Task Name	Scope	Folder Usages	Action
[-] Scope: E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for			
move payroll fi...	E:\Users\Administr...	User Files	Expiration

Edit File Management Task Properties...
Enable File Management Tasks
Disable File Management Tasks
Run File Management Task Now...
Cancel File Management Tasks
Delete
Help

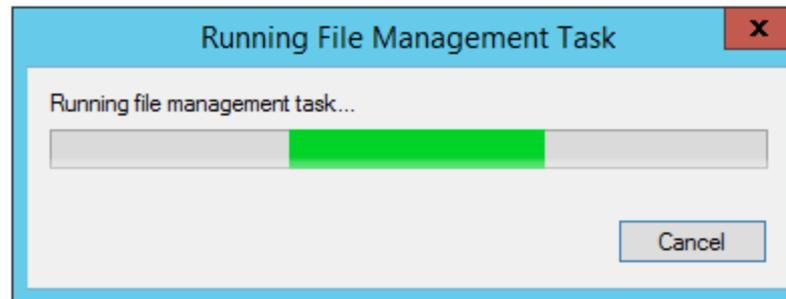
Select File management Tasks, right click on the task in the middle pane and select Run File Management Task Now

Task Name	Scope	Folder Usages	Action	Continuous	Status	Last Run Ti...	Last R
[-] Scope: E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification (1 item)							
 move payroll fi...	E:\Users\Administr...	User Files	Expiration	No		Never	



Click OK on Wait for the task to complete Execution

Task Name	Scope	Folder Usages	Action	Continuous	Status	Last Run Ti...	Last Result
[-] Scope: E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification (1 item)							
 move payroll fi...	E:\Users\Administr...	User Files	Expiration	No	Queued	Never	



Task running

	File Management Task Report Generated at: 3/6/2016 12:46:40 PM
Report Description:	Report for the following File Management Task: move payroll files
Action Type:	expiration - Expiration directory E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Payroll inbox\WIN-E630K0E1QHE\2016-03-06_12-46-40
Machine:	WIN-E630K0E1QHE
Report Folders:	'User Files ()', 'E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification'

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- [Report statistics](#)
- [Report Error for Files](#)

Report Totals			
Files shown in the report		All files matching report criteria	
Files	Total size on Disk	Files	Total size on Disk
2	0.03 MB	2	0.03 MB

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Check both your storage folder and your filing folder