CLASSIFICATION

Server N	lanager • Da	ishboard	🗸 🗭 🚺 Manage Tools View H
			Active Directory Administrative Center
Dashboard	WELCOME TO S	ERVER MANAGER	Active Directory Domains and Trusts Active Directory Module for Windows PowerShell
Local Server			Active Directory Rights Management Services
All Servers			Active Directory Sites and Services
AD CS		Configure this local server	Active Directory Users and Computers
AD DS	QUICK START		AD FS Management
AD ES		2 Add roles and features	ADSI Edit
			Certification Authority
		3 Add other servers to manage	Computer Management
DHCP	WHAT'S NEW	1 Create a server group	Defragment and Optimize Drives
DNS		4 Create a server group	DHCP
File and Storage Services ♪		5 Connect this server to cloud services	Disk Cleanup
IIS			DNS
IPAM Þ	LEARN MORE		Embedded Lockdown Manager
Print Services			Event Viewer
	ROLES AND SEE	RVER GROUPS	File Server Resource Manager
	Roles: 10 Server	groups: 1 Servers total: 2	Group Policy Management
			Internet Information Services (IIS) Manager
	🖳 AD CS	1 🖬 AD DS 1 🎝 AD FS	1 iSCSI Initiator
			Local Security Policy

File Action View Help			
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File Server Resource Mana	ger (Local)	🕗 Name	Scope
🔈 🖉 Quota Management		Access-Denied Assistance Mess	Local
File Screening Manage	ment		
🚯 Storage Reports Manag	gement	Folder Owner Email	Local
A Classification Manager	ment	🔄 Folder Usage	Local
Classification Prop	ertier		
🚮 Classification Rule	Create	e Local Property	
👸 File Management Tasl	Refres	h	
	Set Fo	Ider Management Properties	
	View	•	
	Help		

ile Action View Help			
 Image: Secure Manager (Loca) Quota Management File Screening Management Storage Reports Management Classification Properties Classification Properties Classification Rules File Management Tasks 	ile Action View Help		
 File Server Resource Manager (Local) Quota Management File Screening Management Storage Reports Management Classification Management Classification Rules Folder Usage General Folder Usage General Secured Data 	• 🔿 🖄 📰 👔 🖬		
Multi-string Value Description Yes No	ile Action View Help File Server Resource Manager (Local) Quota Management Storage Reports Management Classification Management Classification Properties Classification Rules File Management Tasks	/ Name Access-Denied Assistance Mess Folder Owner Email Folder Usage	Create Local Classification Property General Name: Secured Data Description: Assign a secured data value of yes or no Property type Yes/No Date time Number Multiple Choice List Ordered List Single Choice String Multi-string Value Description Yes No
			OK Cancel

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

er (Local)	🕗 Rule Name	Scope
	· · · · · · · · · · · · · · · · · · ·	
nent		
ement		
ent		
ties		
	I	
Create	Classification Rule	
Config	ure Classification Schedule	
Run Cl	assification With All Rules Now	
Cancel	Classification	
Refresh	ı	
View		•
Help		
	er (Local) eent ment ent ties Create Config Run Cl Cancel Refresh View Help	er (Local) ent ment ent tites

Select Classification Rules and click on Create a Classification Rule

🌆 File Server Resource N	1anager (Local)	🕗 Rule Name	Scope
👂 🍰 Quota Manageme	nt	· · · · · · · · · · · · · · · · · · ·	
File Screening Main	nagement		
🚯 Storage Reports		Create Classificati	ion Rule ×
⊿ Classification M.			
Classification	General Scope	e Classification Evaluation Type	e
Classification			
📑 File Managemer	Rule name:		_
	Security Payr	oll document	Enabled
	Description:		
	Classify docu	ments contatining the word ?payro	II? as security
	Help		OK Cancel
			±+.

Type the rule name and description

File Action View	Help	
🗢 🔿 🖄 🔝 👔		
🛃 File Server Resource	Manager (Local) 🛛 🖉 Rule Name Scope	Folder Usages Classification Metho
👂 🚝 Quota Managem	lent	
File Screening M	anagement	
🚯 Storage Reports	Create Classification Rule	x
Classification M		
🔄 Classification	General Scope Classification Evaluation Type	
🔂 Classification		
👸 File Managemer	Include all folders that store the following kinds of data:	Browse For Folder
	 Application Files Backup and Archival Files Group Files ✓ User Files The following folders are included in this scope: 	Select a folder
	Folder Folder Usage	Files for classification
		Security
		Developed
		Folder: Files for classification
		Make New Folder OK Cancel
		4.

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

Create Classification Rule	x
General Scope Classification Evaluation Type	
Classification method Choose a method to assign a property to files:	
Content Classifier V	
Searches for strings and regular expression patterns in files.	
Property	
Choose a property to assign to files:	
Secured Data V	
Specify a value:	
Yes 🗸	
Note: The assigned value might be combined with or overridden by more important values provided by other classification rules.	
Parameters This classification method requires additional configuration parameters.	
Configure	
Help OK Cance	

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

	Classification Parameters								
Param	arameters								
Spec	Specify the strings or regular expression patterns to look for in the file or file properties.								
	Expression Type		Expression	Minimum Occurrences	Maximum Occurrences	Insert			
I	String	~	payroll	1		Remove			
*	Regular expression	~		1					
File name pattern (optional): Image: The classification rule assigns the property only if all expressions that you specify are found. Strings are not case sensitive unless you choose the StringCaseSensitive or RegularExpression types.									
Complex regular expressions can reduce classification speed and consume large amounts of memory. See MSDN for more information about regular expressions.									
To classify Microsoft Office files, before running the classification rule for the first time, we recommend installing the latest version of the Microsoft Office Filter Pack.									
					ОК	Cancel			

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

File Action View Help							
🗢 🔿 🞽 📰 👔							
🛓 File Server Resource Manage	r (Local)	🗵 Rule Name	Scope	2	Folder Usages		
👂 🖨 Quota Management		Classification Rules (1 item)					
File Screening Managem	ent						
🚯 Storage Reports Manage	ment	🗊 Security Payroll document	E:\Use	ers\Administrator.Wl	User Files		
Classification Manageme Classification Manageme	nt						
Classification Propert	ies	1					
🔂 Classification Rul	Create	Classification Pule					
📴 File Management Ta	Create						
	Configu	ure Classification Schedule					
	Run Cla	ssification With All Rules Now					
	Cancel	Classification					
	Refresh						
	View		•				
	Help						

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)	1	Rule Name	Scope	Folder Usages	Classification Method	Property I
Pile Screening Management		Classification Rules (1 item)				
Storage Reports Management	,	Security Payroll document	E:\Users\Administrator.WI	User Files	Content Classifier	Secured D
Classification Properties						
👸 File Management Tasks						
				Running Classification	on x	
	L		Running classifi	cation		
					Cancel	

Classification running

	Automatic Classification Report Generated at: 3/6/2016 11:13:25 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-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								
Fil	es 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	Folder								
name	Value	Rule	Last accessed	Last modified	Owner				
dact dacy	E:\Users\/ E630K0E1 for classifi	Administrator QHE\Docume cation	<u>:.WIN-</u> ents\Files						
0001.0000	Yes	Security Payroll document	3/6/2016 10:40:56 AM	3/6/2016 10:40:56 AM	BUILTIN\Administrators				
dara dara	E:\Users\Administrator.WIN- E630K0E1QHE\Documents\Files for classification								
00C2-00CX	Yes	Security Payroll document	3/6/2016 10:40:14 AM	3/6/2016 10:40:14 AM	BUILTIN\Administrators				

To top of the current report

		Cre	eate File N	/lanage	ment Ta	isk	
General	Scope	Action	Notification	Report	Condition	Schedule	
Task nar	me:						
Move pa	ayroll files					🔽 Ena	ble
_							
Descripti	on:						
Move pa	ayroll files t	to anoth	er folder calle	d Payroll I	nbox		

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

 Create File Management Task . Last Result 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 Browse For Folder 	
Select a folder	
Folder Folder Folder Folder Folder Folder Folder Folder: Folder:	
 Set Folder Management Prope Make New Folder OK Cancel Add Remove	
Help OK Cancel	

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

Create File Management Task						
General Scope Action Notif Type: File expirate Expiration directory:	fication Report Condition Schedule					
	Browse For Folder					
	Select a folder					
	Desktop Documents Bluetooth Folder Files for classification Payroll inbox Security Downloads Folder:					
	Make New Folder OK Cancel					
Help	OK Cancel					

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									
Set Folder Management Properties									
Add Remove									
Help OK Cancel									

Create File	Management Task	X . Last Result Next F
General Scope Action Notificatio	n Report Condition Schedule	
Property Operator	Value Offset	
	Property Co	ondition
	Property: Secured Data	¥
Add Edit	Operator: Equal	¥
Days since file was created:	Value:	
Days since file was last modified:	Yes	¥
Days since file was last accessed If the Last Access Time setting is condition might not function prope		
 File name patterns: Wildcard characters are supporte Example: *.docx;*xlsx;*financial*.* 		
		OK Cancel

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

Create File Management Task	×
General Scope Action Notification Report Condition Schedule	
Schedule Run at: 11:55:41 AM	
Weekly Monthly	
Sunday Monday Tuesday	
Wednesday Thursday Friday	
Saturday	
Limit (in hours):	
Continuous operation	51
Run continuously on new files	
Enable logging	
Maximum log size (KB): 1024	
Continuous operation only processes newly added files for tasks that contain classification properties in the condition.	
Help OK Cancel	

Click on schedule, set your schedule, click OK



	Task Name		Scope	1	Folder Usages		Action
-	Scope: I	E:\Users\	Administrato	r.WIN-E6	30K0E1QHE\Do	ocume	ents\Files for
		Edit File Edit File Enable Disable Run File Cancel Delete Help	E:\Users\Adr Managemen File Managem File Managemen Managemen	ministr t Task Pro nent Tasks nent Task t Task No nent Tasks	User Files operties s w		Expiration

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)								
ê	move payrol 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-E6	530K0E1QHE\Docum	ents\Files for	classification (1	item)		
Ŷ	move payrol fi	E:\Users\Administr	User Files	Expiration	No	Queued	Never	
			R	unning File	Management	Task	x	
			Running file mana	gement task				
				gomoni tuoit				
						Cance	I	

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 payrol files
Action Type:	expiration - Expiration directory <u>E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Payroll inbox\WIN-E630K0E1QHE\2016-03-06_12-46-40</u>
Machine:	WIN-E630K0E1QHE
Report Folders:	'User Files ()', 'E:\Users\Administrator.WIN-E630K0E1QHE\Documents\Files for classification'

le Management Task Report Table of Contents

Report Totals Size by Owner Size by File Group Report statistics Report Error for Files

Report Totals								
I	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					

p top of the current report

Check both your storage folder and your filing folder