

conceptSearching

conceptTaxonomyWorkflow Product Overview



Overview

conceptTaxonomyWorkflow serves as a strategic tool, managing enterprise metadata to drive business processes at both operational and tactical levels. It enables administrators to independently manage information access, information management, information rights management, and records management policy application within their respective business units and functional areas, without the need for IT support or access to enterprise wide servers.

By effectively and accurately applying policy across applications and content repositories, Concept Searching's technology enables organizations to significantly improve their compliance and information governance initiatives.

Product Description

conceptTaxonomyWorkflow is an optional Concept Searching component that can perform an action on a document following a classification decision when specific criteria are met. These decisions enhance organizational performance and drive down costs, but more importantly enforce corporate and legal compliance guidelines.

The conceptTaxonomyWorkflow source type works in SharePoint, Office 365, and OneDrive for Business environments, as well as in platform agnostic environments, for all document types, including FILE and HTTP.

In any environment, content with metadata driven policy actions, such as migration, identification of sensitive information, or identification of documents of record, can be moved automatically to a repository of choice.

Environments

conceptTaxonomyWorkflow is available in on-premise, cloud, or hybrid environments. The solution is also available in non-SharePoint and heterogeneous environments.

Microsoft Integration

conceptTaxonomyWorkflow runs in SharePoint 2010, SharePoint 2013, Office 365, and OneDrive for Business.

Required Components

conceptClassifier for SharePoint, conceptClassifier for Office 365, or conceptClassifier for OneDrive for Business are required components for conceptTaxonomyWorkflow.

In a non-SharePoint environment, conceptClassifier and conceptTaxonomyManager, or the Concept Searching technology platform and conceptTaxonomyManager, are required.

Application Uses

Rules and workflows are easily created and managed. conceptTaxonomyWorkflow does not require any application knowledge and can be used by the IT team or subject matter experts. Based on the semantic metadata generated from within content, workflow administrators can:

- Move a document
- Change its content type
- Automatically apply information rights management
- Notify an administrator by email of a completed action

Governance Benefits

The application of enterprise policies is critical to dealing effectively with compliance and information governance initiatives. It is the business process that is the problem, not the behavior, which needs to be addressed.

An increasing amount of unstructured and structured data presents an ongoing challenge to organizations, and the ability to apply automatic, consistent enterprise-wide policies is a prerequisite for success.

Often, documents are incorrectly filed and inappropriate metadata is applied, and there are no measures to control access and rights management for individual data assets.

conceptTaxonomyWorkflow provides capabilities that can enhance organizational performance, and drive down costs associated with non-compliance with information management, data privacy and security, and records management policies.

The obstacle with policy application is that individuals have to decide which content type to apply to each document. This is prone to error, time consuming, and unproductive.

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Migration

The concept**TaxonomyWorkflow** module delivers workflow capabilities that enable intelligent automatic classification decisions, during and after migration. To migrate document collections effectively, the text content of each document needs to be searched, to determine its value. Migration must also consider the security of documents as they are moved to their new locations, apply the same security in those locations, and also identify sensitive documents that may not currently be in a secure location.

Information Security

concept**TaxonomyWorkflow** delivers workflow capabilities that enable intelligent automatic detection of sensitive or protected information in a document, and enable it to be routed to a secure location. This process interrogates the text content of all documents for any organizationally defined sensitive terminology or vocabulary that will be automatically identified, and is used to secure sensitive documents by routing them to appropriate repositories.

The product can be configured to identify and classify any type of organizationally-defined confidential or sensitive information, such as:

- Personally Identifiable Information (PII)
- Protected Health Information (PHI)
- Arms Export Control Act (AECA) information
- International Traffic in Arms Regulations (ITAR)
- Regulatory and compliance documents
- For Official Use Only (FOUO) documents
- Any content that an organization has defined as confidential

Automatically generated semantic metadata now automates the tagging of content, resulting in the automatic application and enforcement of policies aligned to organizational goals.

Records Identification

concept**TaxonomyWorkflow** is also used to facilitate records management. This is done by creating a taxonomy that mirrors the file plan where content will be auto-classified, by identifying and assigning the correct record identifier and other organizationally defined descriptors, and automatically routing via concept**TaxonomyWorkflow** to the organization's records management platform. The technologies also support in-place retention management.

About Concept Searching

Concept Searching is the industry leader specializing in semantic metadata generation, auto-classification, and taxonomy management. Platform agnostic, Concept Searching also has a Microsoft Gold Application Development competency, and offers a complete suite of SharePoint and Office 365 solutions.

The award winning technologies integrated with Concept Searching's Smart Content Framework™ encompass the entire portfolio of unstructured information assets in on-premise, cloud, or hybrid environments.

Clients have deployed the intelligent metadata enabled solutions to improve search, records management, identification and protection of privacy data, migration, text analytics, eDiscovery, and enterprise social networking applications. Concept Searching is headquartered in the US, with offices in the UK, Canada, and South Africa.

Microsoft Partner

Gold Application Development



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