Product Overview

While today's Enterprise Content Management (ECM) systems are built to organize data for records management and file sharing, the onus of evaluating and processing billions of files is a daunting task for any corporation. For businesses migrating large amounts of data from one or multiple systems to another, the discovery, classification and attribution of content with relevant business value can take months or even years.

FileFacets' cloud data analytics and content migration platform makes it easy for businesses to manage and migrate data by automating the categorization of data, the attribution of file metadata and the migration of unstructured content from multiple sources into structured ECMs.

FileFacets' automatic file sorting algorithms make it simple for organizations to locate essential data. The solution can access and scan files without interruption and detect duplicate files before moving them. Additionally, FileFacets analyzes and leverages file metadata, as opposed to actual content, so an organization's data remains secure.

As the only migration tool available as a pure SaaS solution, it is able to easily scale and support a number of users across multiple locations in a safe manner.

FileFacets addresses the need of all Information Governance (IG) professionals to establish and maintain control of enterprise-wide records. FileFacets is designed to support all IG policies and processes with modules that:

- remove ROT (Redundant, Obsolete & Trivial) files
- isolate duplicates
- attribute metadata
- build out target taxonomies
- facilitate auto-classification of content
- migrate data to numerous platforms or repositories.

FileFacets migrates unstructured content from multiple sources into Enterprise Content Management (ECM) systems, facilitating ROT processing (Redundant, Obsolete & Trivial files), auto classification, taxonomy implementation, and metadata mining and attribution.

![filefacets logo]

Saves Time

By automating the process of categorization and file attribution, FileFacets can save weeks, months, even years of manual file categorization, attribution of metadata and content migration.

Increases Productivity

Because FileFacets runs in the cloud and does not interfere with source content organizations Uninterrupted workflow, business units and users continue to work as usual.

Flexible & Scalable

FileFacets online environment makes it both easy to deploy and cost effective to implement, effortlessly scaling to support an unlimited number of users across multiple locations.

Safe & Secure

While FileFacets collects the properties and attributes of the files for processing, all source content remains secure in its native repositories, keeping all sensitive data secure.

FileFacets Make Data Management & Migration Easy with a Single Tool for:

Data Analytics:

- Content Analytics & Project Design
- Content Classification including Dynamic Clustering
- Metadata Extraction & Attribution
- Redundant, Obsolete, Trivial (ROT) Processing & Deduplication
- Personally Identifiable Information (PII) Processing
- Audit capability to support Quality Control

Content Migration:

- Taxonomy Builder
- Pre-migration staging area to view target state and repositories
- Collaboration and approvals within the application itself
- Capture from, and migration to, multiple repositories
- Metadata is in the cloud, files move directly from source to target

![filefacets computer display with icons: Find, Shrink, Sort, Move]

Find   Shrink   Sort   Move

We make it easy for businesses to manage and migrate content.

filefacets

Product Features

Features	Benefit	Why
Hybrid-cloud Environment	Secure	Content stays secure in source repositories - only the metadata, properties and attributes are stored in the cloud
Dashboard	Smart Decision Making	Real time analytics on file attributes, project phases, duplicates, storage and location
ROT Processing	Saves Money	Excludes all Redundant, Obsolete, Trivial (ROT), including duplicates to focus on Business-Value Content only
Data Identification & Security	Maintains Privacy	Identifies Personally Identifiable Information (PII) and keeps PII data secure
Auto-Categorization	Saves time	Save months of manual file migration, categorization, attribution
Metadata Mining & Attribution	Saves Time	Collect properties/attributes of the files and restructures source content using a target staging area
Content Migration	Increases accuracy	Enables you to design, solicit buy-in, and test before committing to deployment
Audit Capability	Quality Control	Audit capability shows content structures and history

System Performance

There is no limitation on concurrently deployed instances of FileFacets and no performance degradation as volumes increase. The following performance baseline was determined using 5 Virtual Machines running 1 agent per CPU. To further reduce the processing time, simply add VMs and concurrently deployed instances.

Scan Speed of 100M files
- Metadata scan – 40 hours
- Full Content – 150 hours

Scanning includes:
- ROT Processing
- Deduplication file count
- File age
- File size
- File type
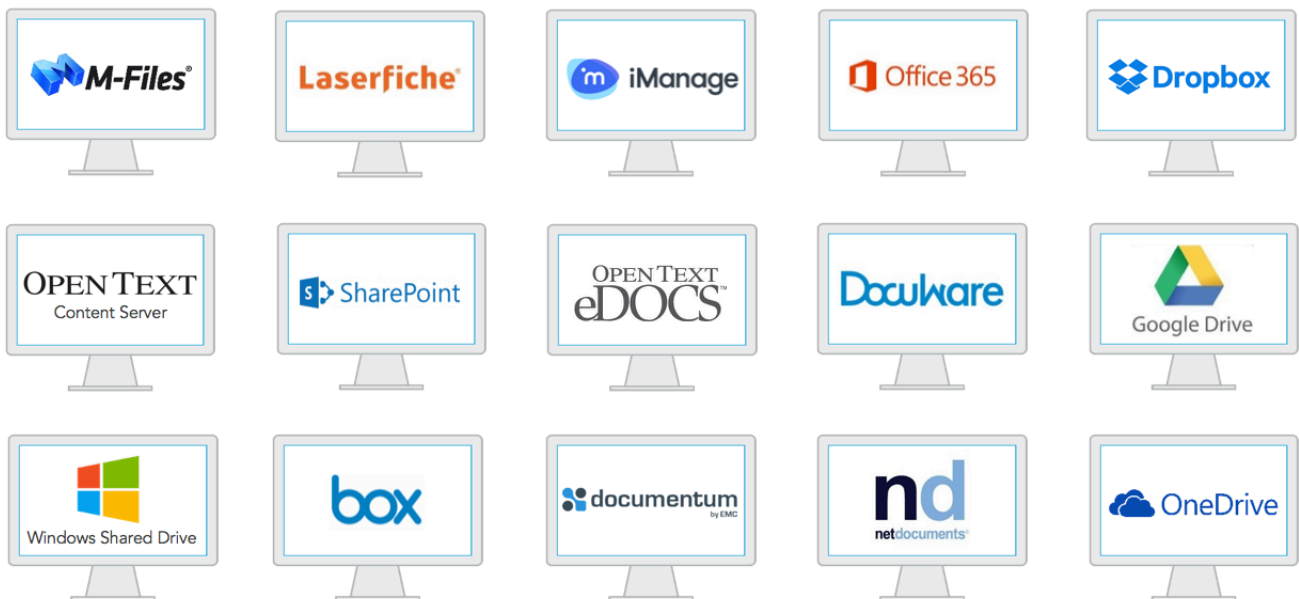- File location
- File dates

System Requirements

FileFacets is a hybrid cloud solution with a File Access Agent installed in the customer environment. The specifications for using the Agent are below.

Operating System	Windows Server 2008 R2 or higher
CPU	Quad Core minimum
RAM	8 GB minimum
Storage	5 GB minimum
Installed Software	.NET 4.5 framework Microsoft Office I**Filt**er components
Browser	IE10+ / Chrome / Firefox

ECM Connectors

FileFacets migrated from and into the following ECM and file sharing technologies.

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FileFacets Methodology

FileFacets features a four-step methodology for successful data analytics and content migration.

Find
- Discover source content from multiple sources
- Collect properties/ attributes of the files
- Consolidate many different sources into one view

Shrink
- Reduce the project to Business-Value Content only
- Identify specific content across all sources
- Exclude all ROT, including duplicates

Sort
- Restructure Source Content using Target Staging Area
- Collaborate with the entire team simultaneously
- Apply additional Metadata using Inheritance and Regular Expressions

Move
- Consolidate the Portal into a single Migration
- Migrate to multiple Destination Repositories
- Download live Migration Reports and Logs

Capturing Data

In this phase, users gathers the information they wish to categorize by defining Capture Sources, Creating Segments to segregate folders for rule-based ROT processing, and view Content Analysis Reports that show an overview of the content found. The Capture Report contains valuable information that can help identify the sources of some of the ROT (Redundant, Obsolete, and Trivial) that might currently exist within an organization.

File Clean-Up

Most file repositories contain a large number of files without any valid business value. These may be duplicates, out of scope, or deemed as otherwise trivial. In this phase the user can create rules to identify these files and process them accordingly. This could mean that they will not be migrated, or archived to a separate destination, or simply flagged for deletion. Redundant, Obsolete, and Transitory records (ROT) are those records that clutter your records repository and cause the structure to become increasingly difficult to manage. Finding those records and managing them is simple with the Shrink module of FileFacets.

Content Design

In the Content Design module, the user can create the Target Structure, create and assign Metadata Elements and Metadata Groups, and list valid Metadata Values with which to tag the files. Additionally, the user can create and apply Retention Schedules to the Target folder structure.

Classification

In this section, source files are mapped to the target structure using a "drag and drop" method. The user can map individual files or groups of files using standard actions, and add folders and sub-folders to the existing structure in the same way this was accomplished in the Content Design module. To aid the mapping process the source can be filtered to Show All Files, Show Mapped Files or to Show Unmapped Files. Any system metadata captured with a file is also shown on the Show Source Metadata face.

Clustering

The Clustering feature of FileFacets allows the user to group files based on their content. Using the Clustify™ engine, the user can build a model that will create clusters based on subject matter or common passages of text, for example, finding all saved emails in a thread and keep them together.

Regular Expression

The Regular Expression features of FileFacets allows the user to extract metadata from the file contents. Using these Regular Expressions, the user can define specific string formats, or lists of keywords needed to apply to the files in other ways. This feature includes the ability to apply the extracted values as folders.

PII/PIHI Processing

Using the Regular Expression feature within FileFacets, the user can search for and segment any Personally Identifiable Information (PII) data, such as Social Security Numbers, Driver License numbers, and credit card information. These files are flagged so the user can quickly identify which files contain this sensitive information to enable the user to handle or process appropriately.

Project Audit

Now that the mapping is complete and all the records are in a target location assigned, the user can run a disposition report that will allow their team to review the files that have met their retention and decide if they can be disposed of. The user can download an excel spreadsheet that will facilitate the review process.

Pre-Migration

The Pre-Migration function provides a number of features for preparing files to be migrated to the target system. In this section the user can find and replace file names to follow a prescribed style guide or convention. In the Special Character section the user can replace ineligible characters to ensure a successful migration into ECM.

Migration

Similar to the Capture function, the Migration functions use the interface within FileFacets to send instructions to the Capture and Migrate Utility installed on the network environment. A Migration can be initiated from the Start Migration section, beginning the process of moving files as defined by the project. This includes file cleanup, file mapping and attribution, file renaming, etc. The Migration function reports back on the status of the migration upon completion showing any files which could not be migrated, and may require manual analysis and intervention. The migration process is run using a script that provides the location where every file mapped from the source to the target is directed to go in the new repository.

![filefacets screen with Find, Shrink, Sort, Move icons]

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