



# AnySecura

## Document Tagging

Intelligent document classification and labeling solution

Organize · Classify · Protect · Control · Audit





# Module Overview

AnySecura Document Tagging integrates four core capabilities, providing enterprises with comprehensive document classification, labeling, and security management to ensure proper handling of sensitive information.



## Tagging & Classification System

Multi-dimensional tagging (document type, department, time) and security classification levels (public, internal, confidential, secret, top-secret).



## Tagging Methods

Both automatic tagging based on content recognition and manual tagging/classification for flexible document management.



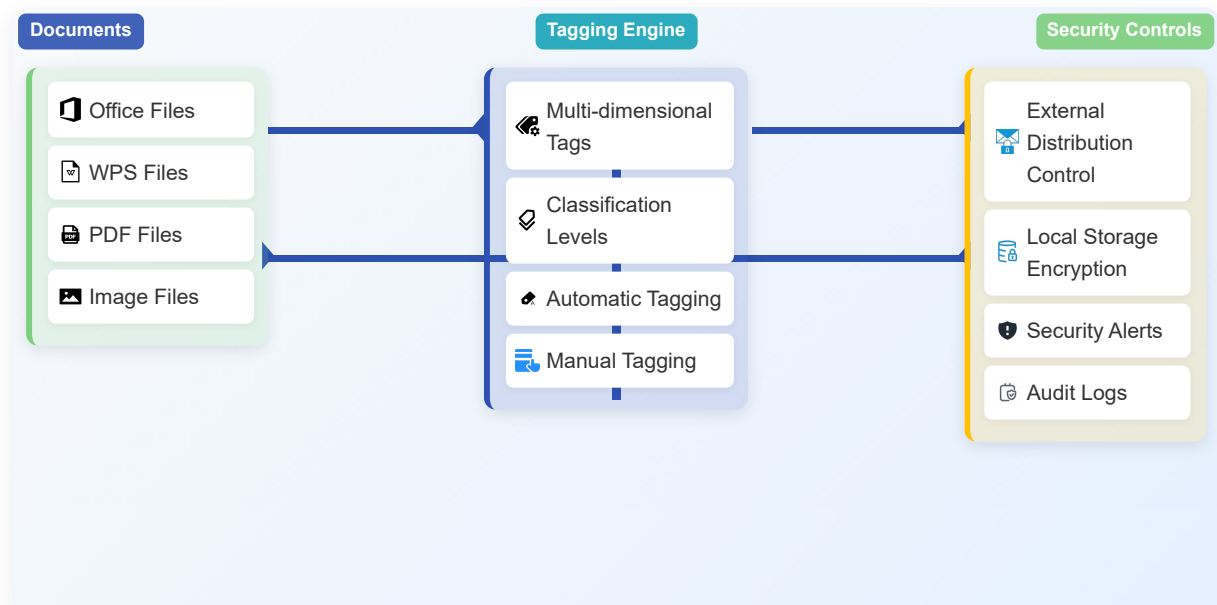
## Security Controls

External distribution control, local storage encryption, and security alerts to prevent unauthorized access and leakage.



## Audit & Tracking

Comprehensive operation logs and audit capabilities for documents with tags or classification levels, supporting compliance and tracing.





# Tagging & Classification System

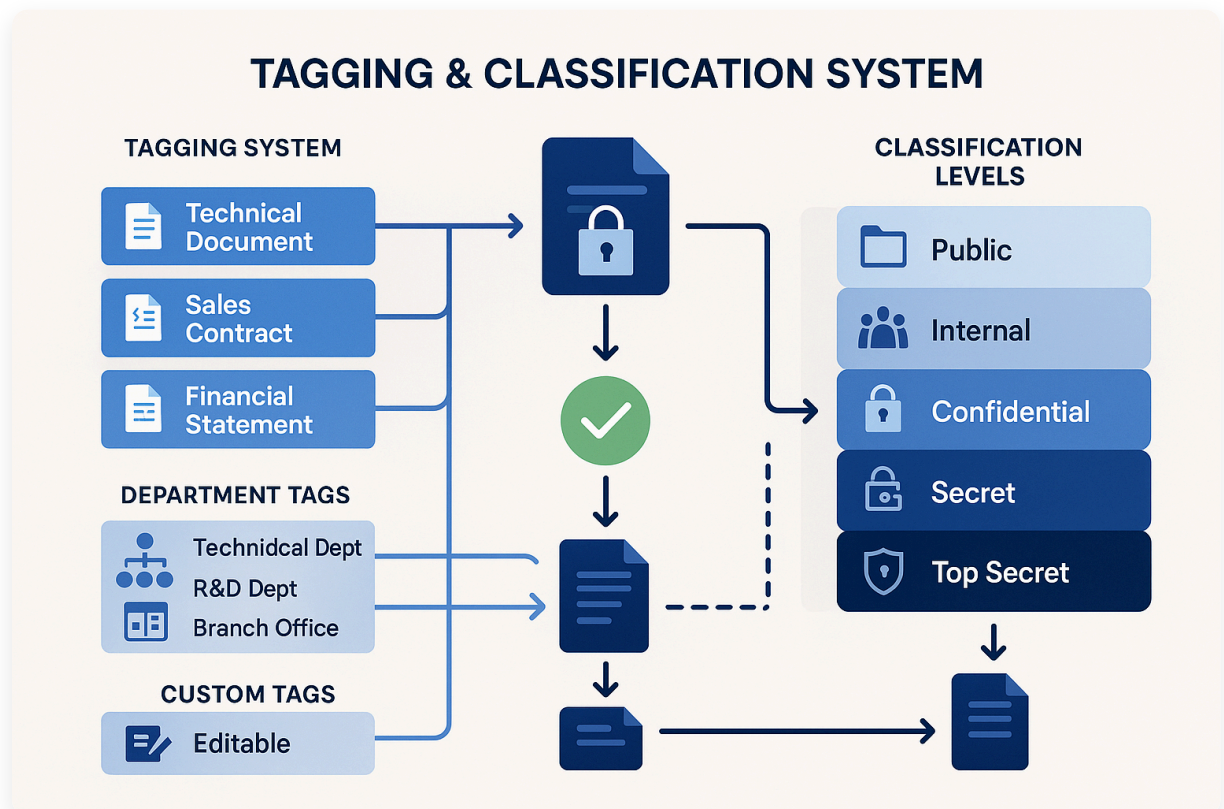
Comprehensive framework for organizing and categorizing documents with multi-dimensional tags and security classification levels to ensure proper handling.

## Tagging System

- 📄 **Document Type Tags:** Categorize by content type such as technical documents, sales contracts, and financial statements.
- 🏢 **Department Tags:** Identify ownership with tags like Technical Department, R&D Department, and branch offices.
- 📅 **Time Tags:** Organize by year (2022, 2023, etc.) or custom time periods for historical tracking.
- 📋 **Custom Tags:** Support for user-defined tags to meet organization-specific classification needs.

## Classification Levels

- 📄 **Public:** Documents accessible to external parties and general public.
- 👥 **Internal:** Documents for internal use within the organization.
- 🔒 **Confidential:** Sensitive documents restricted to authorized personnel.
- 🛡️ **Secret:** Highly sensitive documents with limited distribution.
- ★ **Top-secret:** Critically sensitive documents with strict access controls.







# Tagging Methods

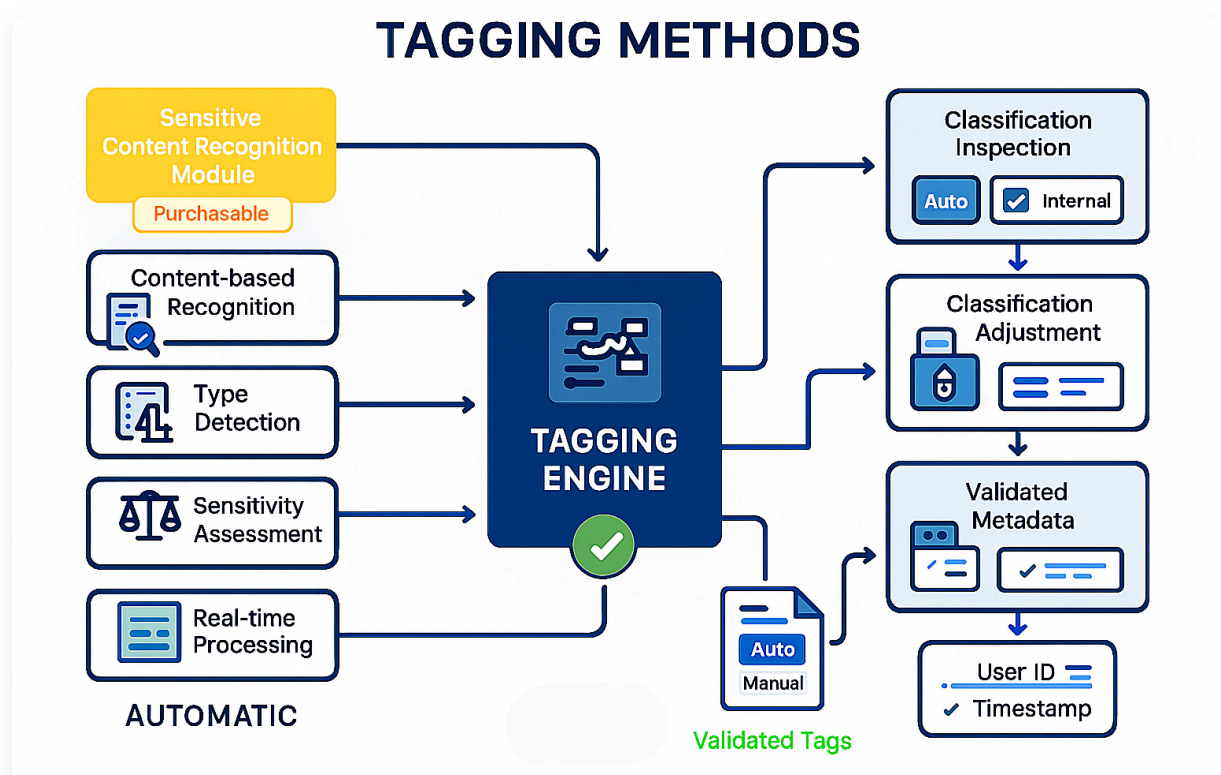
Flexible approaches to tagging and classification, combining automated processing with manual control for accurate document categorization.

## Automatic Tagging and Classification

- i** This function requires the purchase of the Sensitive Content Recognition Module
- ✍** **Content-based Recognition:** Automatically analyze document content to identify sensitive information and apply appropriate tags.
- 📄** **Type Detection:** Recognize document types based on content and structure to apply relevant category tags.
- ↑** **Sensitivity Assessment:** Assign appropriate classification levels based on detected sensitive content.
- 🕒** **Real-time Processing:** Automatically tag documents as they are saved locally on user terminals.

## Manual Viewing and Setting

- 👁** **Classification Inspection:** Allow users to view current tags and classification levels of any document.
- ✏** **Manual Tag Assignment:** Enable users to add or modify tags based on their knowledge of document content.
- ↔** **Classification Adjustment:** Allow authorized users to change classification levels according to document importance.
- 🔄** **Change Tracking:** Record all manual adjustments to maintain an audit trail of classification changes.





# Security Controls

Comprehensive security measures triggered by document tags and classification levels to prevent unauthorized access and information leakage.

## External Distribution Control

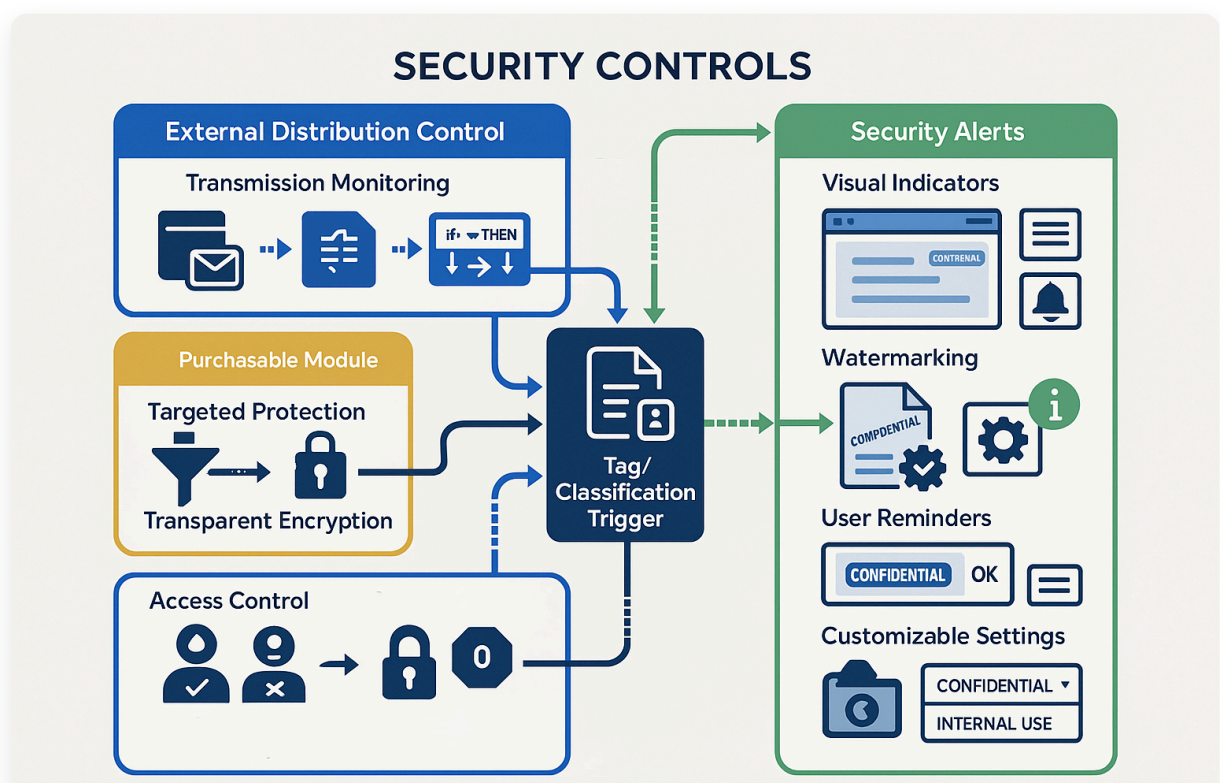
- 🚀 **Transmission Monitoring:** Track document distribution via network drives, mobile drives, email, and IM.
- 📌 **Policy Enforcement:** Apply controls based on document tags and classification levels during transmission.
- ✅ **Flexible Actions:** Support auditing, backup, alarming, warning, screen recording, or blocking of transmissions.

## Local Storage Encryption

- 📌 **This function requires the purchase of the document transparent encryption module**
- 🛡️ **Targeted Protection:** Apply encryption to documents based on their tags and classification levels.
- 🔒 **Transparent Encryption:** Encrypt and decrypt documents seamlessly during normal use.
- 🔑 **Access Control:** Ensure encrypted documents can only be accessed by authorized personnel.

## Security Alerts

- ⚠️ **Visual Indicators:** Display classification level information in the function area of office documents.
- 💧 **Watermarking:** Add custom watermark information to the main body of documents for identification.
- 🔔 **User Reminders:** Enhance users' awareness of information security and leakage prevention.
- ⚙️ **Customizable:** Configure watermark content, position, and visibility based on classification levels.










# Audit & Compatibility

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Comprehensive logging capabilities and broad document format support to ensure compliance and full organizational coverage.

## Audit Logs

-  **Operation Tracking:** Record all actions performed on documents with tags or classification levels.
-  **Tag Change History:** Track modifications to document tags, including who made changes and when.
-  **Classification Adjustments:** Log all changes to document classification levels for compliance purposes.
-  **Leakage Tracing:** Enable tracking of document leaks through document numbers, tags, and classification levels.
-  **Reporting:** Generate audit reports for compliance reviews and security audits.

## Supported Document Types

### Office Files

- \*.doc; \*.docx
- \*.xls; \*.xlsx
- \*.ppt; \*.pptx

### WPS Files

- \*.wps; \*.wpt
- \*.et; \*.ett
- \*.dps; \*.dpt

### PDF Documents

- \*.pdf

### Image Files

- \*.jpg; \*.jpeg; \*.jpe
- \*.bmp; \*.png

### Broad Compatibility

Seamless integration with common office software and operating systems for enterprise-wide deployment.

# Application Scenarios

## 1. Sensitive Document Protection

### The Challenge

A financial institution handles large volumes of confidential documents including financial statements, client information, and investment plans. These documents are frequently shared internally and occasionally with external partners, creating significant leakage risks.

### The Solution with AnySecura

Implementing comprehensive **Document Tagging** capabilities:

1. Classify documents as "Confidential" or "Secret" based on sensitivity
2. Apply automatic tagging based on content recognition for financial documents
3. Enable local encryption for all documents marked "Secret"
4. Set up external transmission controls to block or audit distribution of sensitive documents
5. Add visible watermarks to sensitive documents showing classification level

### Results Achieved

- ✓ 95% reduction in unauthorized distribution of sensitive documents
- ✓ 100% compliance with industry regulations for document handling
- ✓ 80% faster identification of sensitive documents during audits

## 2. Enterprise-wide Document Organization

### The Challenge

A large multinational corporation with multiple departments and branches struggles with document organization. Employees waste valuable time searching for documents, and important files are often misclassified or difficult to locate.

### The Solution with AnySecura

Leveraging **Multi-dimensional Tagging** and **Automatic Classification**:

1. Implement department tags for each branch and business unit
2. Apply document type tags for easy categorization and retrieval
3. Use automatic tagging based on content to ensure consistency
4. Enable employees to add project-specific tags for further organization
5. Create a centralized search system using tag-based filtering

### Results Achieved

- ✓ 70% reduction in time spent searching for documents



## Core Values & Benefits



### Improved Organization

Multi-dimensional tagging system makes document retrieval faster and more accurate, improving employee productivity and collaboration.



### Enhanced Security

Classification-based security controls prevent unauthorized access and distribution of sensitive information, reducing leakage risks.



### Regulatory Compliance

Comprehensive audit trails and controlled document handling help meet industry regulations and internal policy requirements.



### Operational Efficiency

Automated tagging reduces manual effort while ensuring consistent classification, allowing employees to focus on core tasks.

## Ready to Enhance Your Document Security?

 [Learn More About Solutions](#)

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