



Securely Extending Information Access



Key Features

- Protects files based on SharePoint content type
- Protects files based on standard or customized SharePoint columns (metadata)
- Protects files based on the file type (file extension)
- Enables metadata security rules to be easily changed.
- Automatically applies permissions to files based on the file's metadata properties (columns)
- Secures any type of file based on metadata
- Metadata security leverages users and groups from Active Directory

SharePoint Content Classification and Control From Epok and Titus Labs

Classification and Security Solutions for Microsoft SharePoint

Large volumes of critical documents and records are being migrated to the Microsoft SharePoint platform. The ability to create metadata for SharePoint documents and assign granular permissions can significantly improve the security of a SharePoint document repository. All corporate documents should be labeled in order to prevent inadvertent loss of sensitive information. In addition, PDF as a publishing document format for SharePoint intranets and especially extranets can be embraced as a means of providing a more secure method of sharing final documents.

Metadata Security for SharePoint

Easily secure SharePoint documents based on metadata

Because it is difficult to set up per-document permissions, many SharePoint administrators implement the standard inheritance method of security. Unfortunately, this method does not provide the level of granular security needed to protect sensitive documents, and may result in users getting access to documents they should not have access to.

Metadata Security for SharePoint allows administrators to build access rules based on the document's assigned metadata properties. These metadata rules can then be assigned to a document library or content type. Metadata Security can automatically produce specific permissions for each document in the library, without having to do tedious manual item-level permission assignment.

Because per-document security is much easier to set up, administrators can easily create a Document Library that different groups of users can share. Each group can have different and specific types of permissions to certain document classifications.

Key Benefits

- Automatically applies security permissions based on the document's metadata properties – making per-document security much easier.
- Automatically assigns permissions based on the file's SharePoint content type – providing greater protection for sensitive content types.
- Enables creation of one document library for all users instead of special Document Libraries for different classes of users.
- Allows permissions to be assigned to users or groups based on their Active Directory properties, so security can be based on user or group attributes such as department and position.

Document Marking for SharePoint

Add watermarks and labels to Office documents

To raise awareness of sensitive information and meet compliance requirements, many organizations want to label or watermark documents with various markings. Unfortunately, users often forget to add the watermarks or labels when creating new documents. As a result, compliance requirements may not be met.

Document Marking for SharePoint solves this problem by automatically adding labels to Office documents as they are added to a SharePoint library. Labels can be added to the document header, footer, and/or watermark. The label content is completely configurable by the administrator, and can be based on text strings or derived from the document's metadata. Administration is handled through the regular SharePoint administration interface, using a custom policy.

Document Marking for SharePoint makes it possible to label hundreds or even thousands of existing documents in a SharePoint document library. Administrators simply assign a label or watermark policy to an existing SharePoint document library. The next time a user opens a document from the library they will see the document labels.

Key Benefits

- Automatically applies uniform, consistent, and comprehensive markings to Microsoft Office documents such as Microsoft Word
- Raises security awareness and accountability for the distribution of documents
- Enables the marking of hundreds or thousands of documents at once
- Ensures compliance with regulatory marking standards
- Enables administrators to configure and update labels at any time, including control over the font, size, color, and placement of visual labels

PDF Control for SharePoint

PDF Conversion and document control for Microsoft SharePoint

Microsoft SharePoint is an excellent platform for sharing Microsoft Office documents with employees, partners, and customers. However, with this collaboration comes the risk that users will change the content without authorization, resulting in multiple versions of the same source document.

Because Adobe PDF documents cannot be modified, many organizations prefer to convert their shared Office documents to PDF. Adobe PDF also has the advantage of portability across platforms, and may be the organization's format of choice for archiving. Unfortunately, this places an extra burden on the document owner, who must perform the conversion, add the PDF version to SharePoint, and remember to update it whenever the Office document changes.

PDF Control for SharePoint solves this problem by automatically creating PDF versions of Microsoft documents as the documents are added to SharePoint. The PDF conversion takes place transparently in the background, and requires no additional software on the user's desktop. If the source document changes in the future, the PDF is updated automatically, which ensures that the PDF version is always up to date.

Administrators can control the permissions on both the source document and PDF in SharePoint, so that some users can access the original documents, while others can see only the PDF. Both versions are stored in the same SharePoint Document Library, which makes document management easier.

Key Benefits

- Easily produces SharePoint PDF versions for sharing and archive
- Reduces costs by eliminating the need for user-based PDF conversion tools
- Promotes information sharing by automatically converting documents to a more portable and secure format
- Keeps source documents safe and secure
- Ensures the integrity of documents that are shared with users outside the department or organization
- Ensures PDF versions always have the most up-to-date information