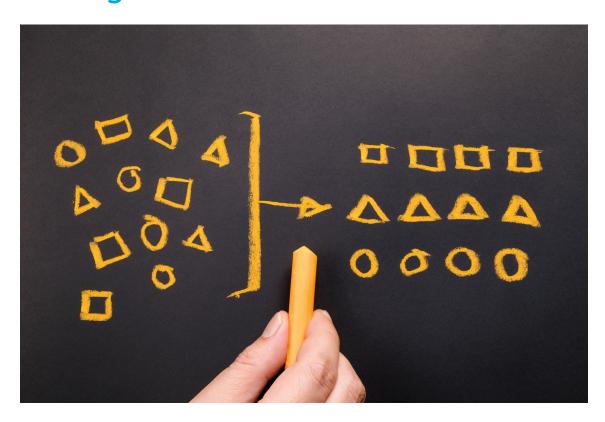# Automating the classification of electronic documents into Content Manager

Micro Focus' Content Manager is a governance-based enterprise content management system designed to help government agencies, regulated industries and global organisations manage their business content from creation to disposal.

Regardless of how you create and collaborate on your content, Content Manager gives you the ability to leverage accurate, contextual, and complete information throughout its lifecycle.

The Auto Classification module for Content Manager automates the classification of electronic documents based on the content of the record. It places the documents in temporary holding bay(s), whilst it uses terms and descriptions from the Classification to determine what the information is, and where it best fits within the Classification. It will then move the records to that Classification based on the policies that have been configured.

Features

▸ Ability to train the solution so that it continues to learn and fine tune the automation

▸ Ability to configure multiple holding bays

▸ Ability to apply security and access controls to holding bays to allow for the processing of confidential and sensitive information

▸ Ability to classify documents into specific folder groups according to policy

▸ Ability to reprocess incorrectly classified documents

▸ Supports the bulk uploading of documents for auto classification as part of a network drive clean-up – automatically classifying the documents and applying the correct retention requirements

▸ Supports the capture of documents via SharePoint integration into Content Manager – automatically classifying the documents and applying the correct retention requirements

Complimentary Modules

The OCR Module works in conjunction with the Rendering Module, by first extracting the text from the image and then using the Rendering Module to create a searchable rendition of the text. Content Manager can then index that text as normal as it becomes content searchable. The Auto Classification Module can then use the content searchable text to understand what the document is and then classify it.

Integration between Content Manager and SharePoint is achieved through the Information Governance App and provides records management rigor to SharePoint content. The App enables you to manage, finalise, relocate and archive Microsoft SharePoint content including blogs, wikis, discussions, documents, and sites, according to established business rules, into Content Manager. The SharePoint integration with Content Manager can pass documents through to the Auto Classification Module, which automates the classification of electronic records based on the content of the record.

See the Auto Classification Module in action, along with complimentary modules – OCR, Rendering and SharePoint integration. Contact us today to organise a demonstration and pricing.