

# DocTag

## Document classification

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## AEC

Our document classification and security system is an add-on for Microsoft Office and Windows Explorer. With just a few clicks, any document can be tagged with information about its level of confidentiality.

### How does it work?

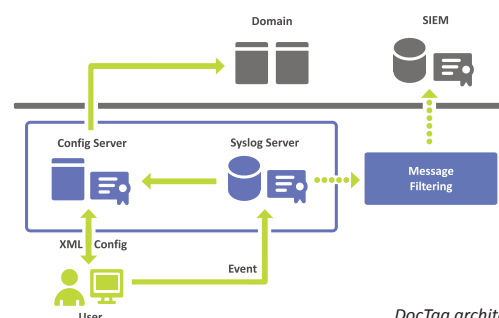
When a document is created, the author tags it with a classification level (e.g., Confidential). Information about the document's sensitivity is automatically added to the document's header and extended properties. A tag is also inserted for DLP systems. When a file is classified or reclassified, an event is generated and recorded on the log server. The configuration server included in the installation package also allows reports to be created about events stored on the log server. The entire solution is very easy to integrate with SIEM systems.



[www.aec.cz/doctag](http://www.aec.cz/doctag)

### Main characteristics of the system:

- **Simplicity** – classification rules and tools are user-friendly.
- **Customisability** – it is easy to configure the solution, manage users and quick to set classification types, tag placement, logging and classification mode.
- **Enforceability** – classification cannot be circumvented by users.
- **Monitoring** – the tool allows users to view the classification history of a document and enables classification reporting.
- **Efficiency** – users need minimal time to classify documents, and DLP and SIEM systems are streamlined.



DocTag architecture

## What makes DocTag so special?

- Secure and **managed document classification** for your company.
- **User-friendly and affordable solution.**
- **High degree of customisation.** DocTag is our own product, and our team of developers can extend or modify the product to suit your needs.
- **Document classifications are easily** identifiable with visible tags and graphics in the MS Office ribbon.
- **Reduces the risk of potential abuse** of confidential information.
- Forced **email encryption** for selected classification levels and **automated assignment of email classification** according to the attachment's classification.
- **Integrated into MS Office.**
- **Bulk classification** option for easy classification of existing documents.
- **The solution complies with the requirements of the ISO/IEC 27001** standard for information classification and protection.
- Increases **employee responsibility and security awareness** associated with confidential information.

## Classification reporting

The administration interface can be used to effectively control classification at your company and obtain a general overview of document classification. For example, the number of classifying users, reclassifications and other metrics are all quickly identifiable.



## Optimisation for DLP

DocTag increases the efficiency and precision of DLP systems by forcing users to classify and tag documents and emails. A special, invisible tag is inserted into the document and specifies the nature of the information contained and is used to simply and effectively set policies for DLP. We support almost all DLP system manufacturers (Forcepoint, McAfee, Symantec, etc.).

## Supported formats

DocTag can be integrated into **Microsoft Office** (Word, Excel, PowerPoint, Outlook, Project and Visio) and Windows Explorer. Bulk classification can also be used to classify Adobe **PDF** and AutoCAD **DWG** files.

