



Gimmel

November 14, 2018

AUTO-CATEGORIZATION SHOWCASE Gimmel Session Summary

Presenters: Pat Brim & Russ Savee Gimmel Public Sector

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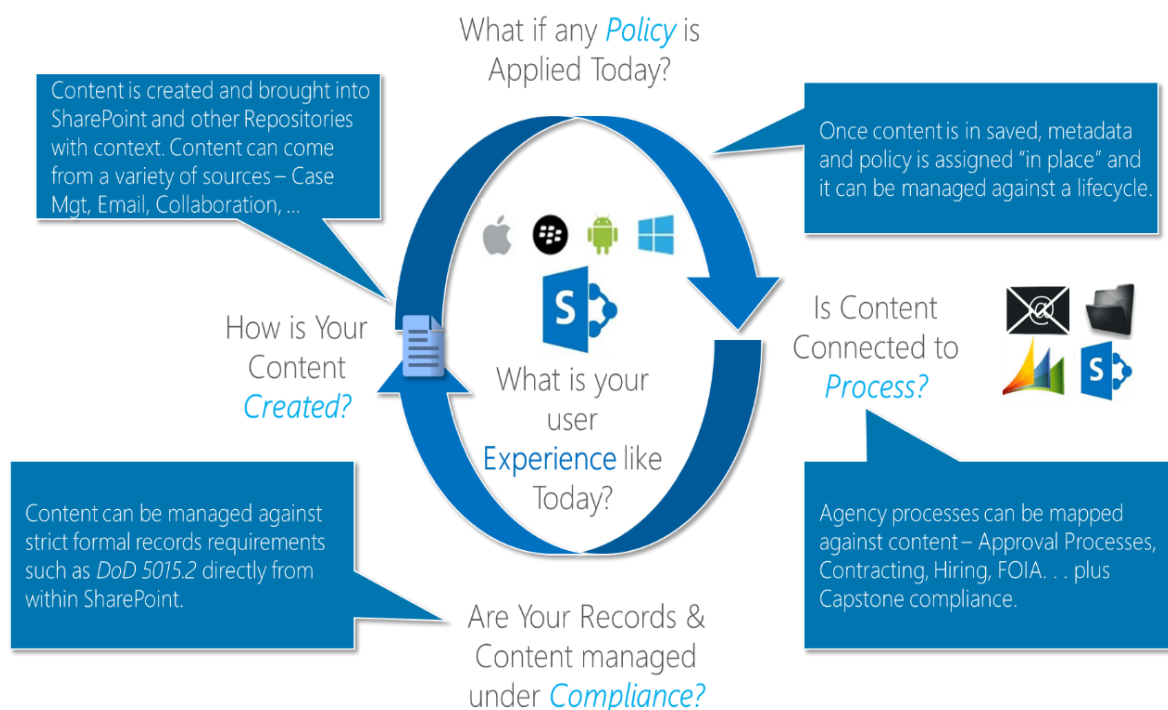


Overview

The objective of the Gimmal Session at the Auto-Categorization Showcase was to demonstrate how auto categorization and classification solutions can be integrated into records management using Gimmal Records Management (GRM).

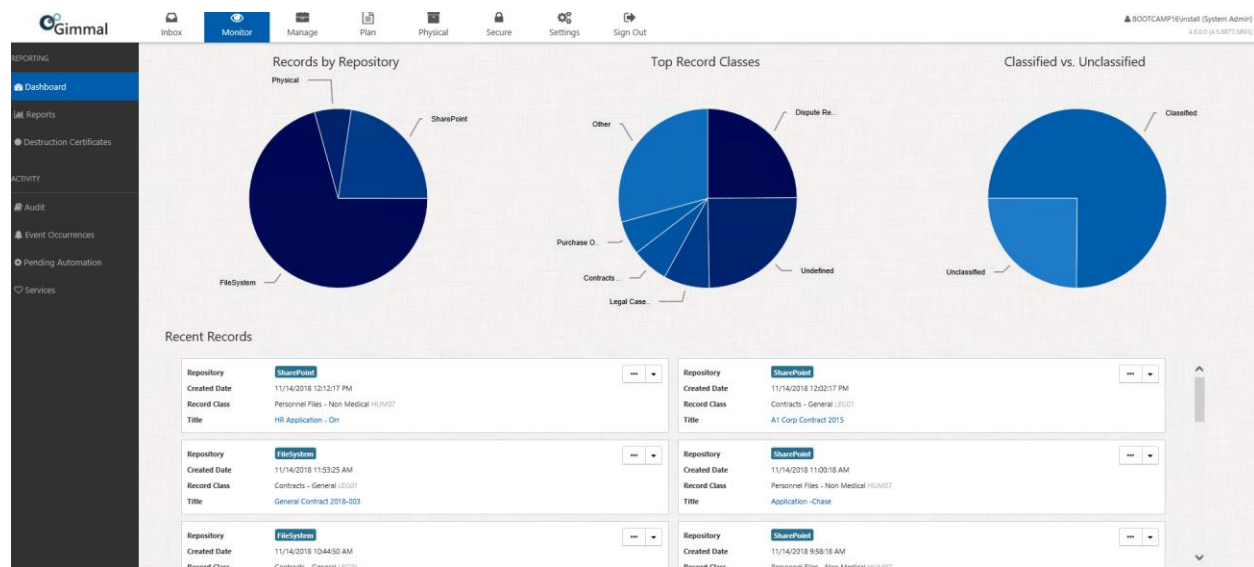
GRM is certified against NARA's Universal ERM requirements developed based on the M-12-18 directive and is available on the GSA Imaging and Document Solutions, Federal Supply Class Schedule 36 which has been setup specifically to support the procurement of qualified records management solutions. Gimmal also provides a DoD 5015.2 Certified records management extension if required.

GRM manages the complete lifecycle of records and information while ensuring compliance. As part of the presentation a discussion took place regarding the information lifecycle and participants provided examples on how content and records were managed within their environments.



The key aspect that was discussed was the point in the lifecycle that metadata is captured and policy applied. It was agreed that any requirements on end users to provide metadata must be done in a way that it fits seamlessly into their day-to-day activities and it must be limited in scope. It is also critical that apply policy such as a retention schedule must happen automatically based on information about the content such as the metadata, location, events, dates or other properties. This discussion provided the lead into the demonstration which highlighted using auto categorization and minimal interactions with end users to capture information about content as early as possible in the information lifecycle.

GRM provides a single view of content and records across the enterprise which allows agencies and organizations to manage, monitor, and track records and working documents “in place” in a variety of repositories. The dashboard view was used to discuss the importance of metadata in relation to automating the classification of content and records for proper management.

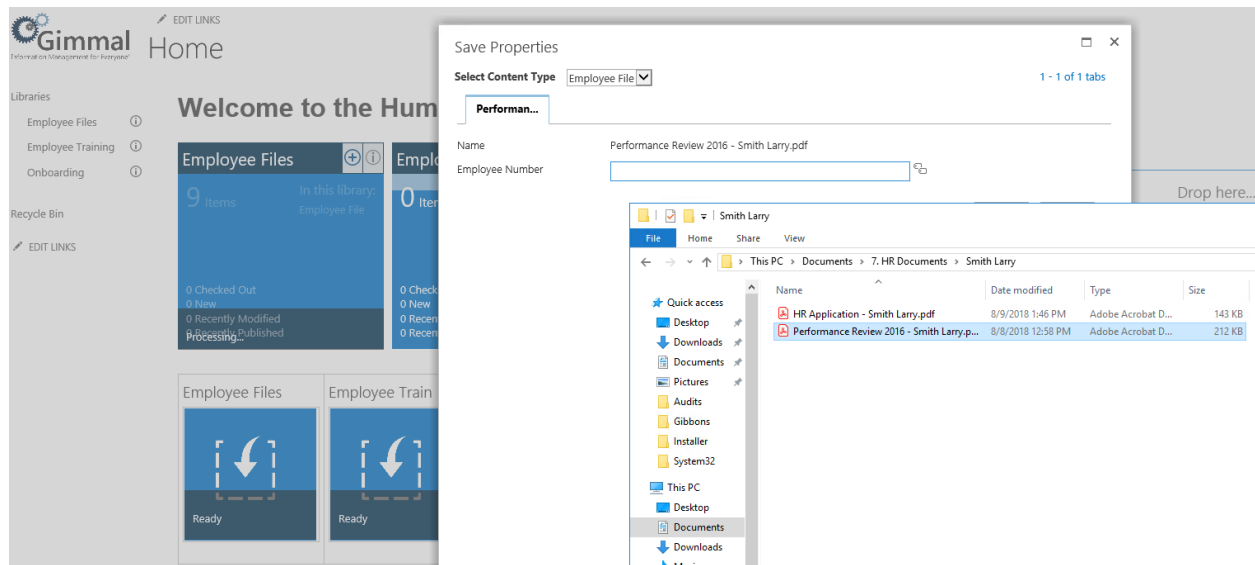


An example end user experience was demonstrated using both Shared Drives and SharePoint. In the example using Shared Drives a user simply produced a document and stored it on a Shared Drive. Auto Categorization was used based on the limited metadata that was available to apply a retention policy to the content. The user wasn't prompted for any metadata as the policy was based on the location that the content was stored. This approach may be effective based on the requirements of the organization. It was shown how that content can automatically become an official record based on location and managed directly on the Shared Drive using GRM.

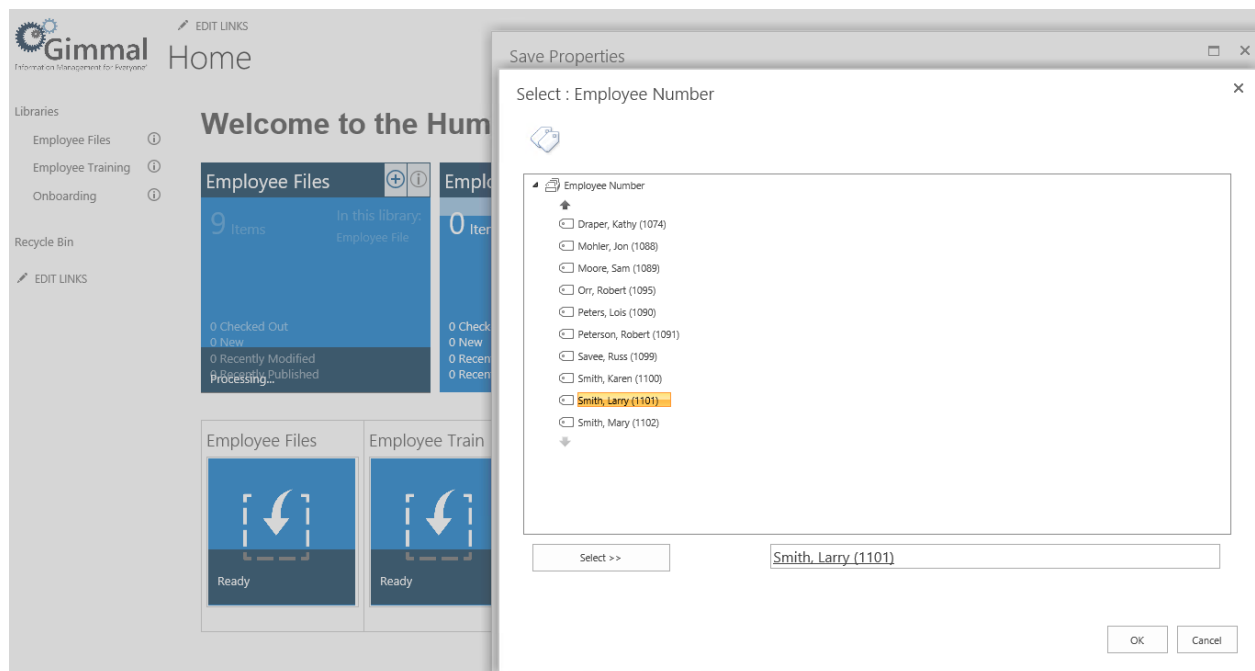
The second example utilized SharePoint and leverage GRM Governance Components. GRM Governance in this case was shown via “tiles” on the screen where a user simply drags and drops a document.

The screenshot shows the 'Home' page of the Gimmal system for the Human Resources Department. It features a 'Welcome to the Human Resources Department' message and several tiles for 'Employee Files', 'Employee Training', and 'Onboarding'. Each tile shows the number of items and a status summary (e.g., 0 Checked Out, 0 New, 0 Recently Modified, 0 Recently Published). Below these tiles are four 'Ready' status indicators for 'Employee Files', 'Employee Train', 'Payroll', and 'Onboarding'. On the right side, there are sections for 'Employee Training' and 'New Applicants', both showing a list of items with columns for Name, Modified, Application Date, Hiring Manager, and Position. Both sections indicate 'There are no documents in this view.'

In this example, the user dragged the document to the Employee Files area in the Human Resources site.



The user was then prompted to provide the Employee Number.



The information provided by the user plus the richer set of metadata provided by GRM Governance and out-of-the-box SharePoint allowed for a better-defined policy to be applied to the content and in this case be declared a record and put under records management control through the autocategorization process.

In the final example, an HR file was dragged into the SharePoint site but in this case the site had advanced auto categorization software in place that enhanced the metadata to include information found in the content including Education and Skill information on the employee. Enhancing the metadata in this way allowed for a more precise records management policy to be applied to the content and required no effort or interaction on the part of the user.

Gimmal EDIT LINKS
Employee Files

Libraries: Employee Files, Employee Training, Onboarding

Recycle Bin

EDIT LINKS

Actions: New, Upload, Sync, Share, More

Find a file

Columns: Name, Modified, Employee File Type, Content State, Information Security Clearance, Owning Organization, Advanced Data

Employee Number : Aaron, Cory (1001) (1)

Employee Number : Akers, Melissa (1002) (1)

Employee Number : Billings, Joe (1004) (1)

HR Application - Billings	6 days ago	Application	WIP	Confidential	Human Resources	Education: Mary Washington; Skills: Management
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Employee Number : Capers, Don (1009) (1)

Employee Number : Chase, Terry (1010) (1)

Employee Number : Orr, Robert (1095) (1)

Employee Number : Savee, Russ (1099) (1)

Employee Number : Smith, Karen (1100) (1)

HR Application - K Smith	6 days ago	Application	WIP	Confidential	Human Resources	Education: University of Maryland; Skills: Management
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Employee Number : Smith, Larry (1101) (2)

HR Application - Smith Larry	6 days ago	Application	WIP	Confidential	Human Resources	Education: VCU; Skills: Engineer
Performance Review 2016 - Smith Larry	A few seconds ago	Application	WIP	Confidential	Human Resources	Review Approved; Raise Approved

Drag files here to upload

Enhancing the metadata through advanced autocategorization software not only allowed for the application of more precise policy to the content but also dramatically improved the user's ability to search and find content and records. This was demonstrated through Gimmal's Enhanced Search capabilities that provided the users the ability to incorporate Full Text Search in addition to metadata tags and document properties.

Gimmal Enhanced Search

Employee #

- Aaron, Cory (1001)
- Akers, Melissa (1002)
- Billings, Joe (1004)
- Savee, Russ (1099)
- Smith, Karen (1100)
- Smith, Larry (1101)

HR File Type

- Application
- Review

Content Type

Tags

- Human Resources
- Confidential
- Akers, Melissa (1002)
- Smith, Karen (1100)
- Smith, Larry (1101)
- Billings, Joe (1004)
- Savee, Russ (1099)
- Aaron, Cory (1001)

Advanced Search Parameters

Search term: confidential

Tags: Contains Human*

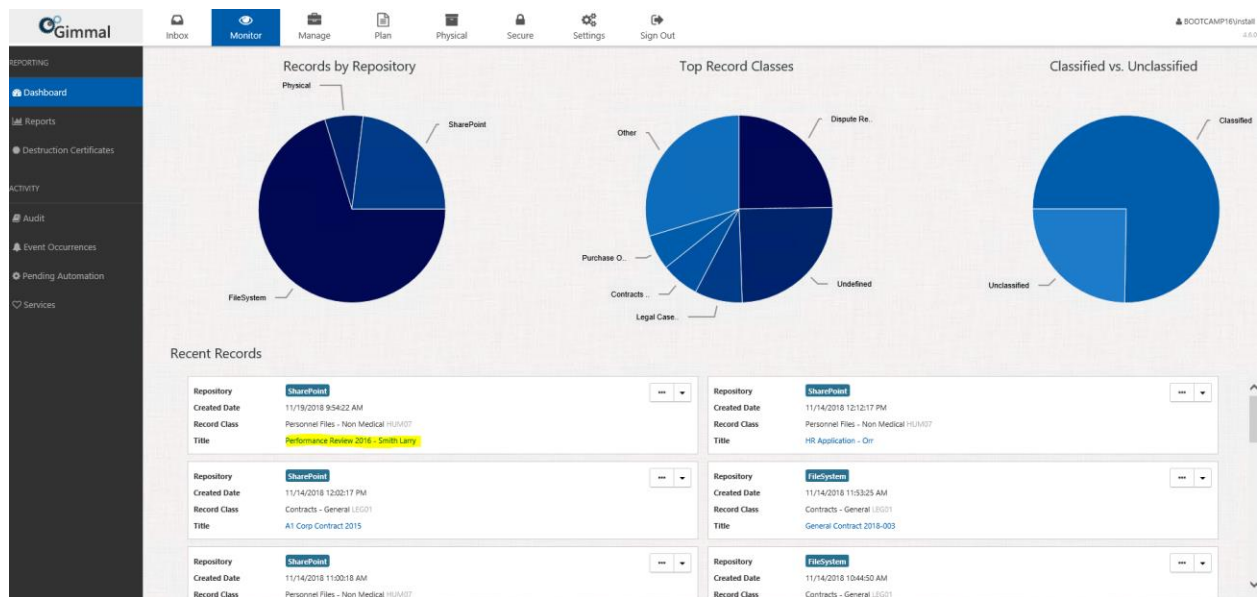
View Saved Searches Save this Search Search

Human Resources

Select	Icon	Title	FileType	Filename	Tags	Created
☐		HR Application - Akers	pdf	HR Application - Akers.pdf	Confidential Human Resources Akers, Melissa (1002)	Tuesday, November 13, 2018 11
☐		Performance Review 2012 - Aaron	pdf	Performance Review 2012 - Aaron .pdf	Confidential Human Resources Aaron, Cory (1001)	Wednesday, November 14, 2018

Showing items 1 - 2 of about 2 results

The record is auto-categorized based on the enhanced metadata tags applied when stored in SharePoint.



Summary

Using autocategorization solutions can dramatically improve the metadata captured as content is created and updated. Having solutions in place that are built to leverage this enhanced metadata such as Gimmal Records Management solution and off-the-shelf reporting tools can remove much of the burden on users that traditional records management solutions required to effectively apply records policies or provide content governance.

The question was posed – How have these technologies supported innovation in records management? Part of the impact of autocategorization and autoclassification solutions is the ability to truly provide Federated Records Management versus requiring Central Records Management approaches. The ability to have richer metadata on each piece of content is one of the key innovations that has allowed Gimmal to provide true Federated Records Management. This allows the management of the full lifecycle from content creation, to record declaration and retention policy application through disposition without having to move the record to a centralized record location. That changes the way records managers think about content and records. With this new reality, records managers no longer need to think in terms of where records are stored but only what defines a record. Being able to manage “like” records regardless of location across an enterprise means that records managers can now have widespread adoption of compliant records management policies due to the seamless integration of federated solutions such as GRM into the work stream of end users.