

SharePoint Classification Tool – An integrated site and content classification solution for SharePoint

Many organizations have documents that need to be classified on one or two levels. For example, an intelligence agency uses classification levels as a security mechanism that designates who is permitted to view the documents. Since these organizations frequently use SharePoint to manage and share many types of content, it is beneficial to extend the capabilities of SharePoint to include both site and document classification to facilitate the marking and organization that content.

Solution at a glance

SCT provides the ability to classify SharePoint sites. It also provides the ability to classify documents and either restrict the available classifications based on the classification of the site or upgrade the site classification based on that of the document.

Technologies Involved

Microsoft SharePoint 2007

Quick Startup

SCT allows you to get started marking sites and documents quickly. Sites can be classified as soon as the one-time, simple installation of SCT is run and a single classification is defined. Document classification follows closely behind, with the ability to classify a document contingent only on setting the classification of its host site.

System Requirements

SCT runs in both Windows SharePoint Services 3.0 and Microsoft Office SharePoint Services 2007. Each of these platforms requires Windows Server 2003.

While SharePoint provides the ability to add custom document properties out-of-the-box, there is no built-in functionality that allows site owners to classify their sites and then limit the classification options of the documents within their sites accordingly. Information Strategies developed the SharePoint Classification Tool (SCT) to address this need. Key functionality of SCT includes:

Classification Definition

Administrators can define the classifications and sub-classifications used for marking sites and documents that are specific to their own organization.

Site Classification

Site owners can classify their sites and decide whether to permit documents of a higher classification than the site classification to be added to the site.

Site Labeling

The Classification Banner web part can be placed on a site page to clearly show the classification level of the site.

Document Classification

Users can upload or edit documents to specify the classification levels of the documents without modifying the content or text of the document.

Automatic Upgrade of Site Classification

The site owner can configure a site to permit documents of a higher classification to be added to the site. If a user then uploads a document that is more highly classified, then the site's classification will be automatically upgraded to the same classification level as the document.