

# OpenText™ File Intelligence

Identify, classify, and manage high-value content to reduce costs and ensure compliance

## Information growth and organizational risk

For most organizations, unmanaged information growth is a tolerated reality. According to joint research from IDC and EMC, the amount of information in the world is set to increase 45-fold in the next decade. During the same period, the number of IT staff will only grow 1.4 fold. Much of this information will reside outside of managed repositories in the form of organizational content—namely unmanaged files. Every day, end users create more files—word processing documents, spreadsheets, presentations—that are often duplicated and stored multiple times in multiple locations, in network file shares, on desktops, laptops or in repositories like Microsoft® SharePoint®. The business value of this content is often short-lived and after its initial usefulness, forgotten. However, escalating operational costs and the rapidly changing compliance and regulatory environment are demanding that organizations effectively manage this information based on its value and risk. As a result, many organizations find they don't know:

- What file content they have
- How much of it exists and how much is duplicate content
- Who created it and when
- How to locate high-value records and high-risk content
- What content has no ongoing business value and can be deleted

These conditions present an increasingly costly and risk-laden scenario. Historically, organizations have sought to solve the challenge of unmanaged files by simply moving content, based on factors such as age, to less expensive tiers of storage. In an era where every IT resource must be properly managed to its fullest value, and any electronically stored information (ESI) represents a potential organizational risk, this approach is lacking. Blindly deleting file content without knowing its value to the organization is another poor solution and risky from a governance and compliance perspective. Similarly, saving everything is also costly and risky.

## Gain visibility and assess value and risk

OpenText File Intelligence provides greater insight into the business value and risk of file-based content by enabling organizations to identify, assess, classify and manage valuable content dispersed throughout the enterprise. The solution enables organizations to reduce costs and manage the risk associated with the retention, disposition and remediation of electronic records and files. By gaining visibility as to the business value and risk of content, appropriate action can be taken and effective policies developed to meet governance requirements.

## BENEFITS

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- *Identify and classify high-risk content dispersed throughout the enterprise*
- *Migrate high-value content to a secure archive or repository for ongoing policy management*
- *Defensibly delete content with no ongoing business value to reduce cost and improve operational performance*
- *Enforce corporate governance policies*

File Intelligence is the only file management solution to not only offer full text information about the contents of unmanaged file content, but also provides deep-level, rich reporting capabilities that deliver actionable intelligence on critical content. In addition, File Intelligence delivers a policy engine capable of implementing rules-based actions so that file-based content is managed in a predictable, systematic manner according to policy.

With File Intelligence, organizations can make valuable, informed decisions about handling unmanaged content, and can therefore dramatically reduce not only operational costs and risk across an organization's information governance process. By actively managing the retention, disposition, and remediation of records and files "in the wild," organizations can more effectively adhere to governance policies and procedures, as well as reduce risk and associated exposure of compliance and regulatory audits.

## Key features

- **Powerful indexing**—Identify and classify unmanaged file content in place regardless of location—via deep-crawling; powerful, and scalable full-text indexing using full or incremental scans. These capabilities can help identify valuable and confidential content such as customer and employee data, intellectual property, or contracts.
- **Flexible search**—Target only relevant content based on key data requirements and implement saved searches to easily return to desired search sets
- **Robust, actionable reporting**—With summary or drill-down levels of reporting, users can understand and make informed decisions based on file information such as owner, resource consumption, age, and level of deduplication.
- **Copy, move, and delete**—After identifying relevant records and files, take action such as copying files for migration or moving valuable file content for records preservation to secure repositories such as OpenText™ Documentum™. Use tiered archiving storage such to further reduce ongoing operational costs. If file content is not aligned with company policy, or has no business value, it can be safely deleted
- **Simplified installation and deployment**—File Intelligence can be delivered as an appliance, resulting in lower solution complexity and rapid deployment
- **Proactive Microsoft® SharePoint® indexing**—Proactively identify, index, classify and preserve all folders, subfolders, and documents within Microsoft SharePoint farms via a single mount point to meet internal governance or external regulatory requirements.

## Visibility and insight for improved operational efficiency and risk mitigation

With File Intelligence, organizations can address a wide range of activities including:

- **Identification of high value and high-risk content**—Identify valuable business records and high-risk content and move into a secure repository for ongoing policy management and retention
- **Defensible deletion**—Identify duplicate content and information with no ongoing business value and delete to reduce storage requirements and improve operational efficiency
- **Acceptable use and monitoring**—Ascertain user compliance with organizational policies involving acceptable use of particular file types such as PSTs etc.
- **Repository Connectors**—Access content within Microsoft Exchange and SharePoint, Documentum, Veritas Enterprise Vault, file shares, laptops, desktops, and IBM® Notes®
- **Open API**—Leverage an application program interface (API) for expanded connectivity across the enterprise.
- **Multi-language search**—English, French, Italian, German, and Spanish are supported and it's Unicode compliance for all search variable strings.

Regardless of your industry type or size, your organization likely has challenges managing file-based content that exists in the digital wilderness across your organization—resulting in escalating costs and risk, File Intelligence provides greater insight into the business value and risk of file-based content. By actively managing the retention, disposition, and remediation of records and files "in the wild," your organization can more effectively adhere to governance policies and procedures, reduce risk, and maximize the efficiency and utilization of existing infrastructure investments.

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