CREATING DATA MARKINGS

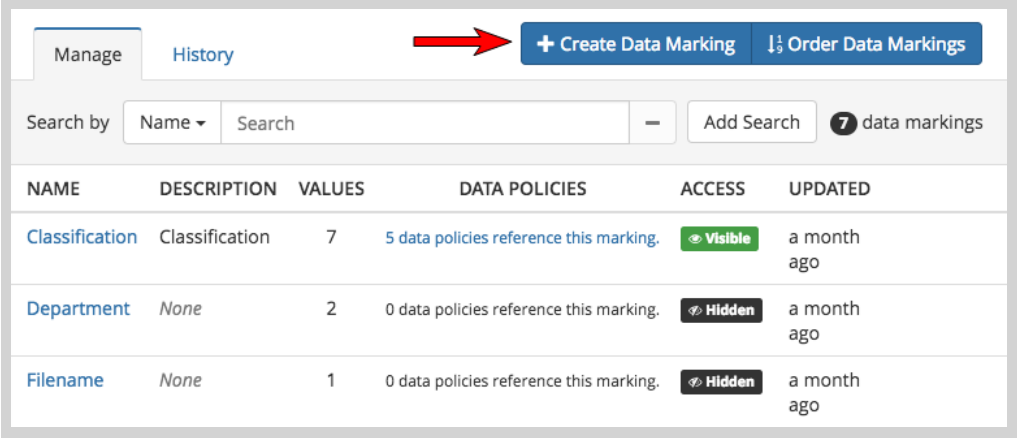
When creating a data policy, you can narrow the policy's scope to only include certain types of data. Data Markings are how you can distinguish which types of data to encrypt. Ionic provides two data markings: Classification and Ionic Detected Content. The Classification data marking applies to encrypted content in Microsoft Office Ionic Protected documents and the Ionic Detected Content data marking applies to Internet Explorer Ionic Protected content. At this time, the only data marking that can be applied to content in the Internet Explorer browser is the Ionic Detected Content data marking. If you create a new data marking, it can only be applied to Microsoft Office Ionic Protected documents. The documents must have the data marking applied for the data policy to be enforced.

BEFORE CREATING DATA MARKINGS

- Create an Application that enforces encryption in Microsoft Office documents.

To create a data marking

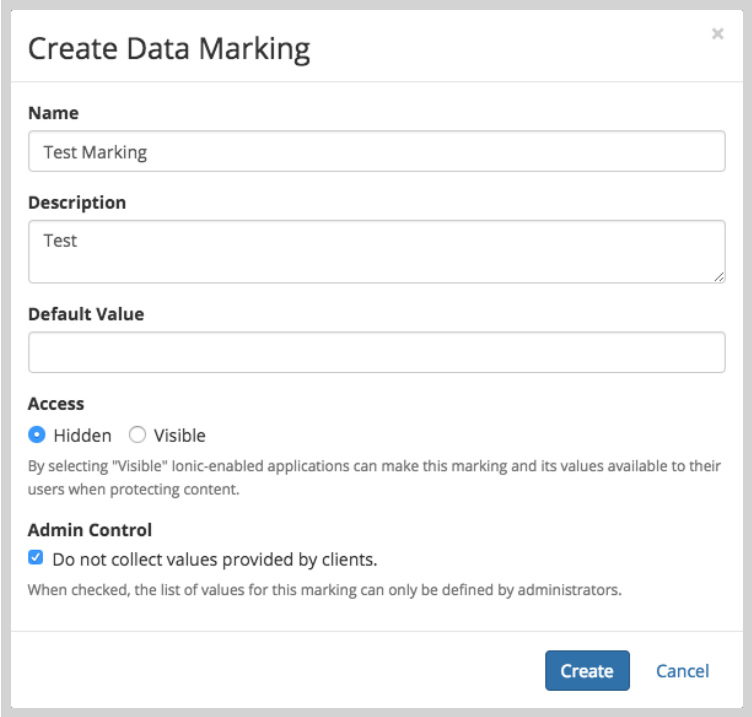
1. On the Data Markings > Manage tab, click the +Create Data Marking button.



2. Enter a Name for your Data Marking in the text field provided.

   The Data Marking Name is used to create the Data Policy and tag the Microsoft Word Ionic Protected Document.

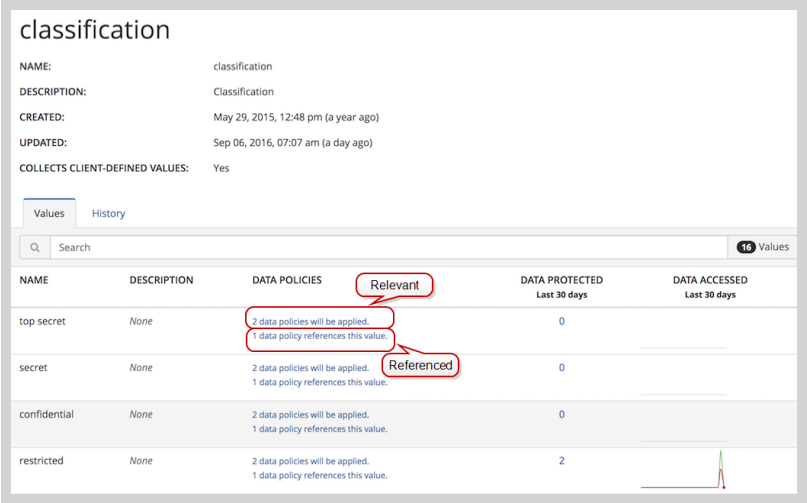
3. Enter a Description for your Data Marking in the text field provided.



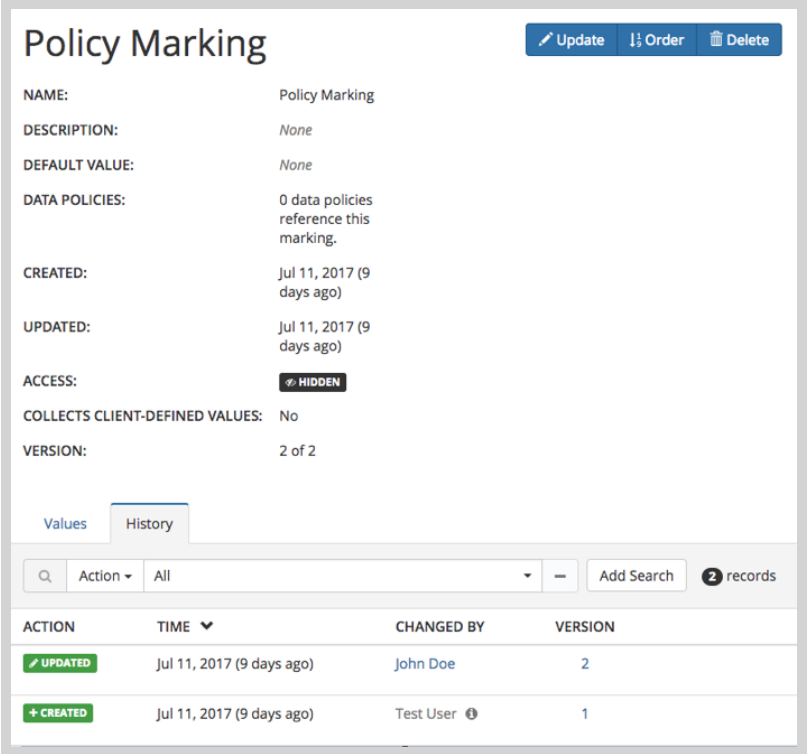
4. [Optional] You can designate a value of a public data marking as the preferred default value to be used by an Ionic-enabled client to make the end-user experience easier, while also encouraging a standard classification on all protected data. For example, enter a **Default Value** of 'High'.
    - Only one value of a public data marking can be set as the default value
    - Setting a default value is not required

    The new Default Value will be generated and will display in the Values section of the Data Marking detail page.

    When you go back to update the Default Value, a drop-down menu will become available to select a value from the list. You can also clear the value by clicking the **x**.
5. Select either **Hidden** or **Visible** in the **Access** field to determine if the Data Marking will be visible or hidden to Ionic-enabled applications.
6. Click the **Create** button.
7. To view and access the policies that are referencing individual Data Markings, select a data marking, and click the link either to Relevant or Referenced Policies from the Data Marking **Values** table.



8. To view previous versions of data markings, select a data marking, and click the **History** tab.



9. To view the Data Marking history details, hover your mouse over the Data Marking history record and click **Inspect**.

CREATING DATA MARKING VALUES

To use the Classification Data Marking or a newly created Data Marking, you must create values. Data Marking Values are groupings or categories of data. For instance, for the Classification data marking you might add a value of Restricted. Then you can set a data policy allowing only certain people access privileges to that document or any document with that data marking and value. You can also create Values while creating a Data Policy by entering a value in the text field provided. Furthermore, values can be created upon saving a Microsoft Ionic Protected Document in the Save As dialog.

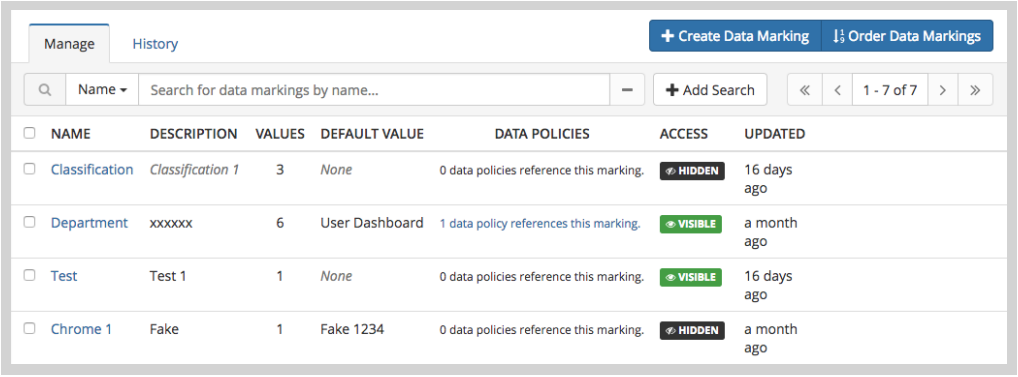
The Ionic Detected Content data marking comes with five values: CCN (credit card number), ip-address-v4 (internet provider address), ip-address-v6 (IPv6 address), usa-federal-ssn (social security number – USA), and usa-federal-taxid (tax identification number – usa). These values are automatically detected in content entered into an Internet Explorer browser and be encrypted if encryption is being enforced through Application Policy.

BEFORE CREATING VALUES

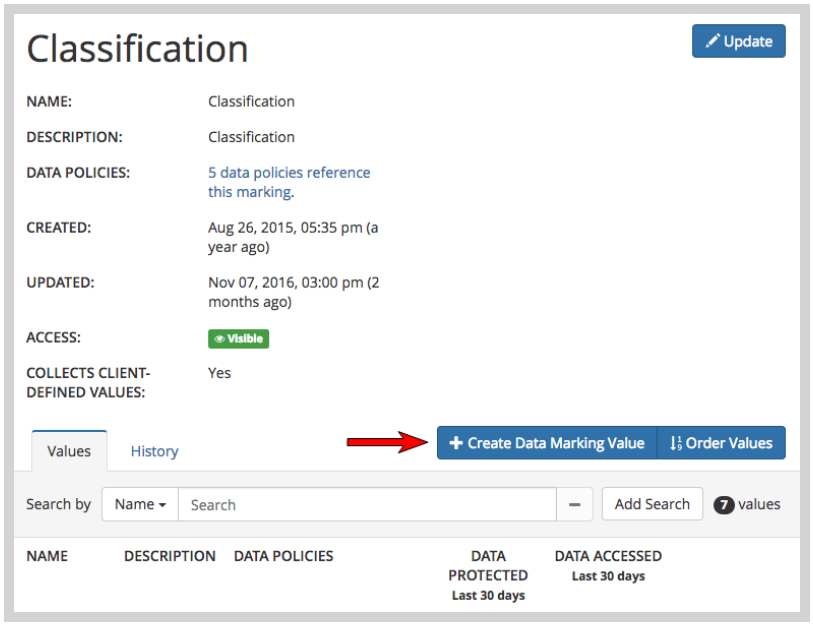
- Create an Application that enforces encryption.

To create a value

1. On the **Data Markings** > **Manage** tab, select a data marking.



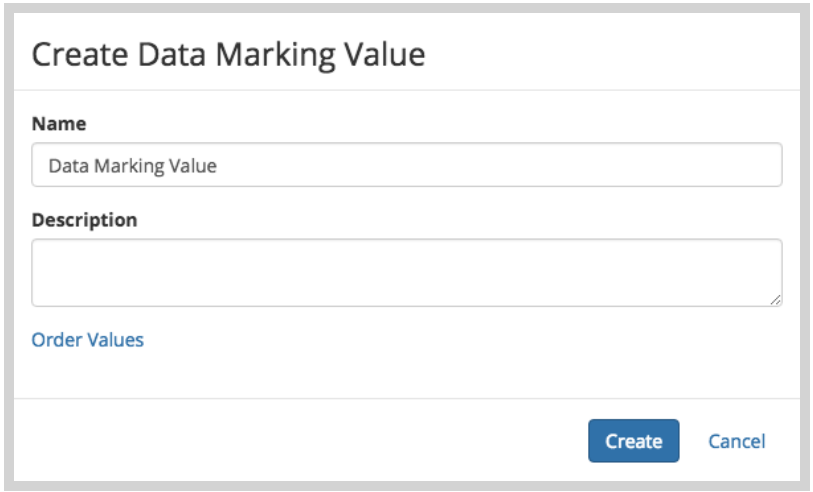
2. Click the **+Create Data Marking Value** button.



3. Enter a Name for the Value.

   Name is a required category.

4. [Optional] Enter a Description for the Value.

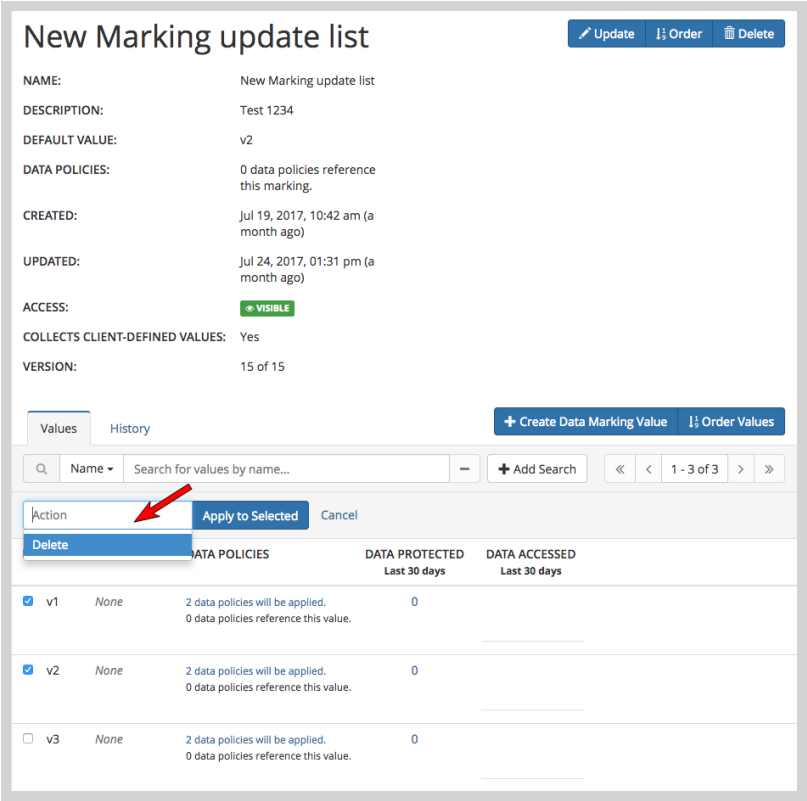


5. Click the **Create** button.

You can delete data marking values that are no longer needed.

To delete values

1. Select one or multiple values from the data marking detail page.



2. Select **Delete** from the **Action** drop-down list.
3. Click **Apply to Selected**.