

Easy Classifier©



October 2005

**Making Classification Marking
In Microsoft™ Excel©
Easy!**

Issue: Appropriate Security Markings in Microsoft™ Excel©

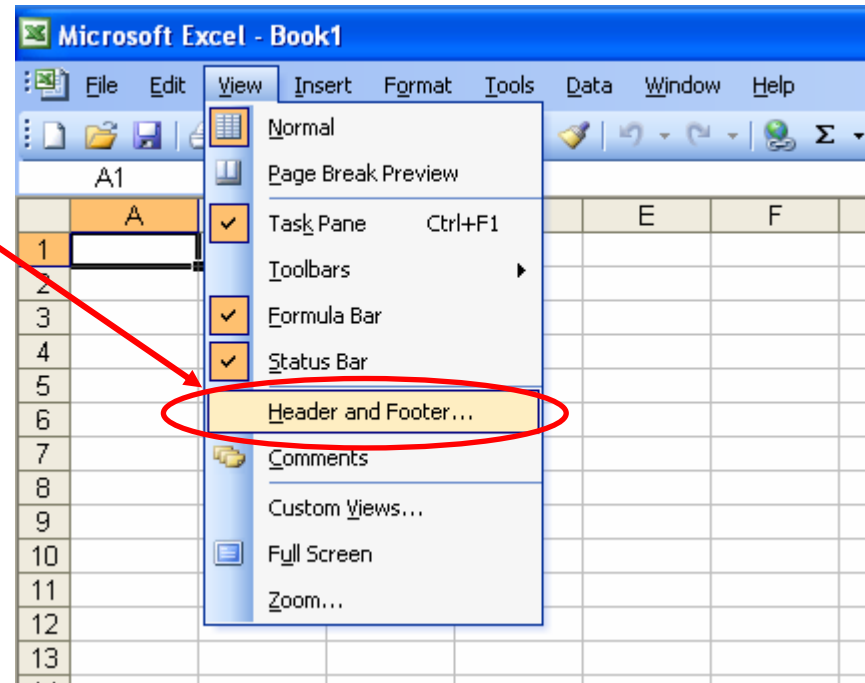


- Appropriate Classification and Marking of Classified Documents is Mandatory for Classified Material
 - Each page must be appropriately marked
 - Classification blocks are required which identify:
 - Classification authority
 - Reason for classification
 - Length of classification period
 - Supporting Security Guide Reference
 - NRO additionally requires Personal Classification Numbers
- **Problem: Proper Marking Of Microsoft™ Excel© Documents Is Non-intuitive, Time Consuming And Cumbersome**
 - Documents Are Routinely Inappropriately Classified/Marked
 - Often Not Marked for Classification At All!
 - Classified Materials Are Printed Without Appropriate Msrkings



Cumbersome Process Example (1)

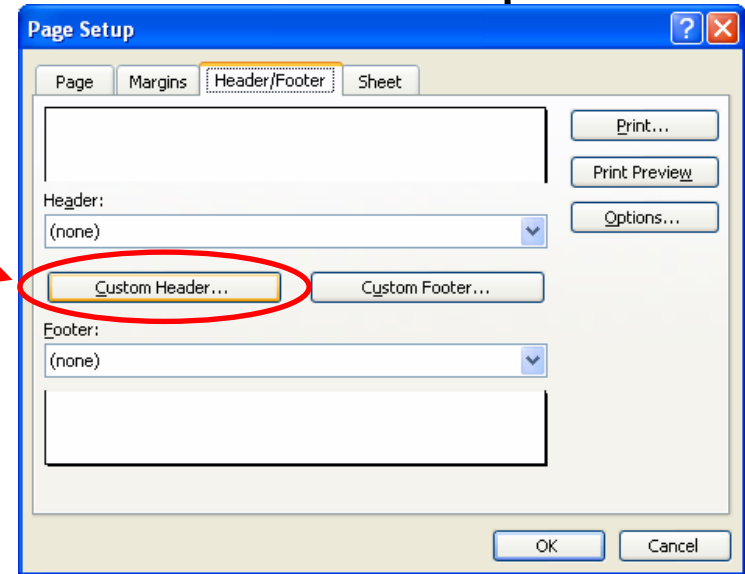
- User Selects “View” Menu and Clicks on “Header-Footer”



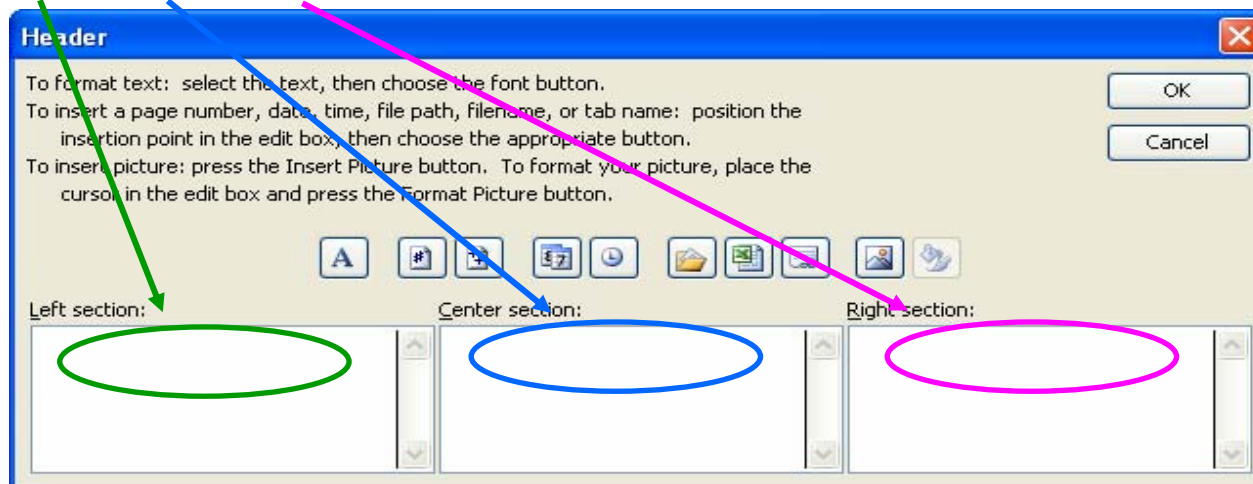


Cumbersome Process Example (2)

- User then selects “Custom Header”



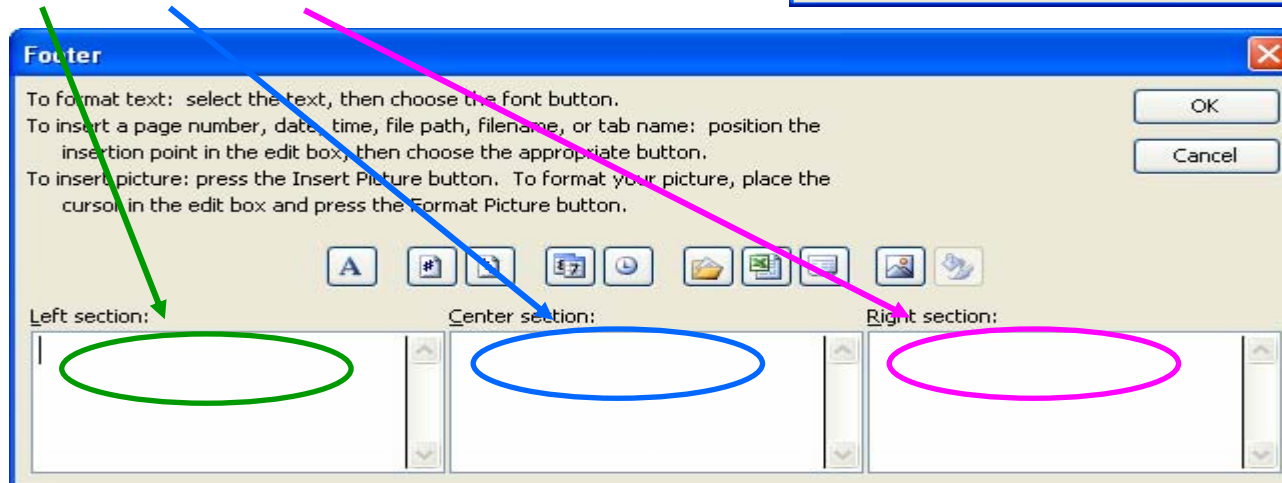
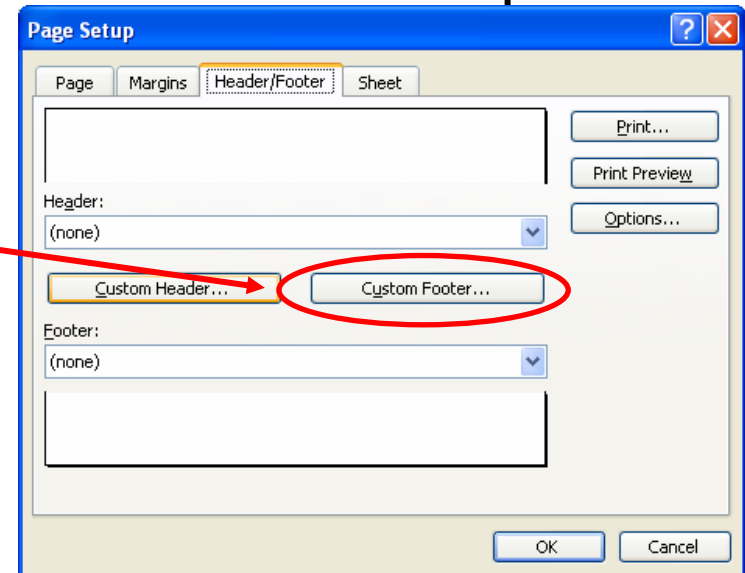
- User types in Header information
 - (left, middle, right)





Cumbersome Process Example (3)

- **Now Repeat for Footer!**
- User then selects “Custom Header”
- User types in Footer information
 - (left, middle, right)



Security Marking Issues with “Basic” Excel©



- Most Users Do Not Bother to Appropriately Mark Excel Documents
 - Entry process is non-intuitive and laborious
 - Headers and footers must be entered for every worksheet in a workbook
 - Entries are not retained from workbook to workbook
 - Classification block entry is especially difficult
 - Overall → Process is much too cumbersome
- Unmarked Excel documents are routinely printed and/or distributed via email
 - No built in mechanism to disable printing if not marked

These are security violations waiting to happen!



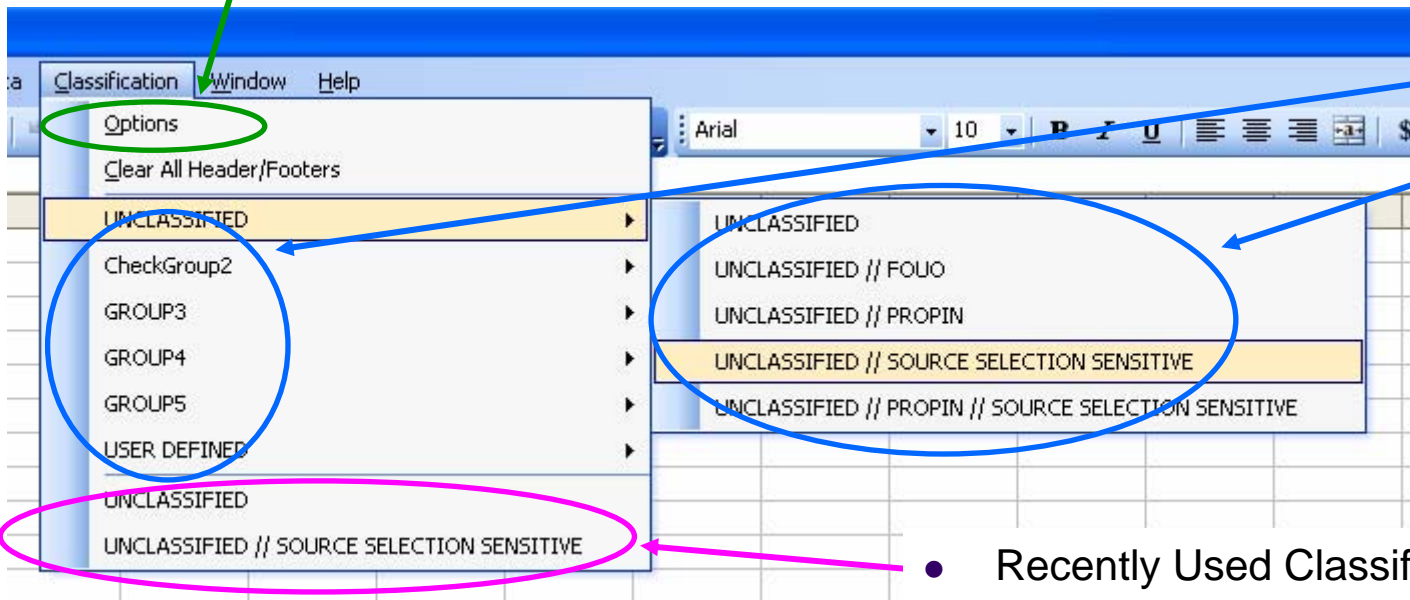
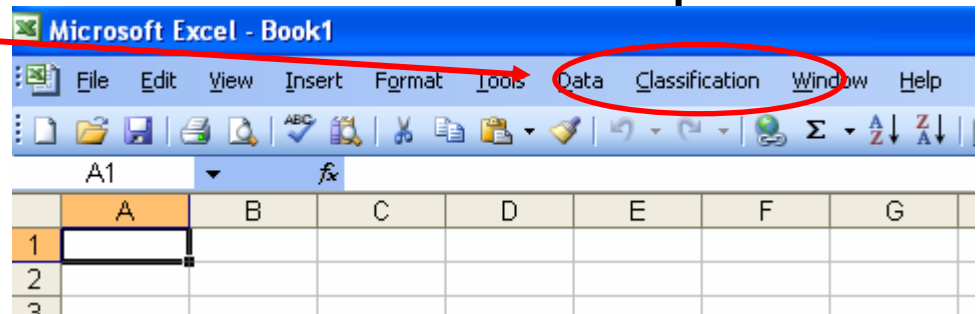
Easy Classifier© Solves These Problems!

- Easy Classifier© Drastically Simplifies Appropriate Document Marking in Microsoft™ Excel©
- Easy Classifier© is a MS Excel© Add-in
 - Adds a Classification Menu to the Menu Bar
- Permits Admin Personnel Define Easy Classifier Default Markings and Capabilities
 - Predefined Security Header/Footers and Classification Block Entries
 - Multiple Nested Levels Permitted
 - Require Appropriate Markings Before Printing is Allowed
 - Required PCN Before Printing is Allowed
 - Admin Option Controls Accessed via Password Protected Fields
- Allows the User to Control Regularly Used Options
 - User Defined Classification Markings
 - Automatic Management of User PCNs
 - Define Number of “Last Used” Markings For Quick Menu Access
- To Operate, User Selects Appropriate Classification Marking for the Document



Data Requirements and Capabilities

- New Drop Down Menu
- User and Admin Options



- Classification Groups
- Nested Levels

- Recently Used Classifications

User Options



- PCN Control

The NRD has mandated that all personnel generating classified information must use a Personal Classification Number (PCN) to identify the originator of the classification marking. Please ensure that your correct PCN is indicated below. If blank, please enter your PCN and click "OK".

PCN Number

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OK Cancel

- User Defined Markings

Options

PCN | User Defined Header-Footers | Miscellaneous Settings | Admin Options

Existing Header/Footer Label Derived From Ref.

Delete Entry

New Header/Footer Label Derived From Ref.

Add Entry

Clear All User Defined Header/Footers

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OK Cancel

- Control Options

Options

PCN | User Defined Header-Footers | Miscellaneous Settings | Admin Options

Toggle Switches

Apply Header/Footers Only to the Active Worksheet and Charts on the Active Worksheet - (If not checked, Header/Footers are applied to all Worksheets and Charts in the Workbook).

Include Page and Date in the Right Header

Recently Used Header/Footer Entries

Recently Used Header/Footer Entries to Display:

Clear All Recently Used Header/Footer Entries

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OK Cancel

Administrator Options



- Password Controlled
- Functions Activated when Password Entered
 - Print Control
 - (no printing unless markings are included)
 - Update Default Classifications and Nesting on Drop Down Menu

Options

PCN | User Defined Header-Footers | Miscellaneous Settings | Admin Options

Enter Classification Tool Password and click "GO" to Modify Default Classification Settings

GO

Print Control (Active if Checked)

Click to Update the Default Classification Tool Header and Footer Menu Options

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OK Cancel

Summary



- Easy Classifier© Addresses Usability and Security Marking Concerns with MS Excel© in Classified Computing Environments
 - Simple To Use
 - Drop Down Menu
 - Admin Options
 - Force Header/Footer Marking Before Printing
 - Define Baseline Classification Marking Schema
 - User Customization
 - Define Individual Custom Markings
 - “Last Used” Marking List in Menu

Easy Classifier© - Simple, Effective and Usable

Easy Classifier©

Software & OS Requirements



- Microsoft™ Excel© Required
- Built and Tested on MS Windows 2000™ and MS XP™ Operating Systems
- Macintosh OS Not Tested

Easy Classifier© Licensing



- Software is Licensed, Not Sold
- License Fees
 - \$50 per copy: 1 – 20 Copies
 - \$40 per copy: 21 – 50 Copies
 - \$35 per copy: 51 – 100 Copies
 - \$30 per copy: 101 – 1000 Copies
 - \$25 per copy: 1001+ Copies
- General Site License Also Available
 - Negotiated dependent on number of seats
- IAI Retains All Intellectual Property Rights

Easy Classifier© Support



- Technical Support is Available
- Site License Support Contracts Available
- Example General Phone Support Contract
 - \$5000 base fee plus:
 - \$15 per copy: 1 – 20 Copies
 - \$12 per copy: 21 – 50 Copies
 - \$10 per copy: 51 – 100 Copies
 - \$7 per copy: 101 – 1000 Copies
 - \$5 per copy: 1001+ Copies
 - Support for General Setup and Usage Issues, Minor Bug Fixes
 - Maximum of 50 calls (15 min. minimum per call)
- Other Support Options Available
 - Per Support Call Based
 - User Requested Program Enhancements Can Be Accommodated
 - Enhancement Developed with Additional Support Costs