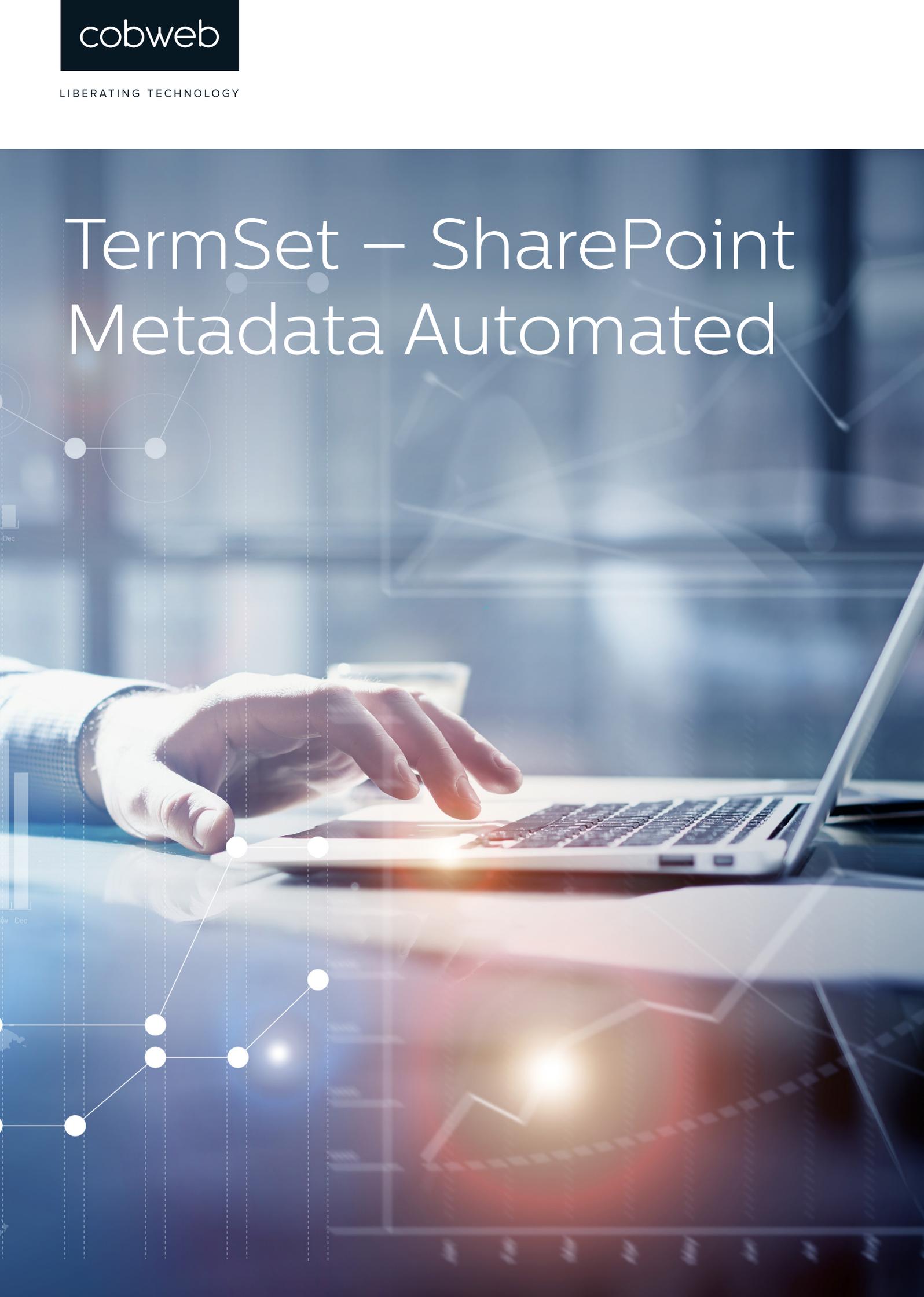# TermSet – SharePoint Metadata Automated

TermSet automates the application of rich and consistent metadata to SharePoint content using natural language processing. A cloud-based application, TermSet runs on Microsoft Azure and requires no additional hardware or software.

SharePoint was designed to use metadata to power features such as search, workflow, compliance and navigation, and TermSet eliminates the need for IT to prepare taxonomies or for end users to manually apply metadata.

Key features

TermSet manages every step of adding metadata to SharePoint content. The application can build over 300 taxonomies and be trained to apply custom tags as required, as well as tag documents regardless of how they were added.

- Natural language processing: TermSet automatically discovers and tags hundreds of entities, and supports all versions of Microsoft Office documents, PDFs, emails and SharePoint lists (including attachments).

- Real Time Tagging: This allows for new documents to be automatically processed for metadata tagging at the time they are added to the library, regardless of the method of uploading.

- Context sensitive tagging: TermSet automatically assesses the relevant context of words to apply accurate and consistent metadata, identifying entitles such as people, locations and organisations, concepts, sentiment and relationships.

- Taxonomy management: TermSet creates and maintains SharePoint taxonomies unique to the individual organisation's content, ensuring accurate and consistent metadata across the organisation.

- Working with existing terms: Termset supports tagging using existing taxonomies, including based on synonyms and multi-lingual terms, and incorporates powerful pattern matching capabilities to create new taxonomies.

- Additional document information creation: Summaries of documents can be automatically created, the sentiment and language of a document added as metadata.

TermSet can apply metadata in English, German, French, Spanish, Swedish, Russian, Italian and Portuguese and the taxonomy matching feature provides full support for multi-lingual taxonomies. The language analysis function can identify 95+ languages.

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LIBERATING TECHNOLOGY

SharePoint versions supported

The following versions are supported:
- SharePoint 2013 Server
- SharePoint 2016 Server
- SharePoint Online (Office 365)

Document formats supported

Word, Excel, PowerPoint, PDF, email message files (including attachments), CSV files, TXT files, HTML files, XML files, SharePoint list items containing attachments, SharePoint list items containing text.

Why add metadata with TermSet?

Organisations are set up to be able to search and report on structured data (databases, CRM systems, etc), but there is a wealth of information inside the documents users create every day (Office documents, PDFs, emails, for example) – in fact, analysts Gartner estimate that over 80 percent of an organisation's data is held as unstructured content (Big Content: The Unstructured Side of Big Data).

The traditional 'filing cabinet' approach to storing data is limiting in that locating information created by others may be difficult, and documents may be saved to one location and one location only. With metadata, tags can be applied as desired.

Without metadata a search engine can only use the words a user searches for and match them to the content on the document – keyword search. With metadata a user is able to quickly refine results until the required document is located.

In addition, tags can be used to trigger workflow, and drive compliance, governance and records management – for example, documents may be moved to different areas according to tag values.

Most organisations recognise the benefits of implementing corporate taxonomy and metadata, but many are put off doing so as it can be difficult to know where to start, and manual creation and maintenance has a number of drawbacks:

- It requires time and significant input from all areas of the business.
- Rule creation, often via trial and error, can be a long-winded and costly process, and ongoing management of the rule sets creates a heavy burden.
- It is rare for IT departments to possess the in-depth knowledge of individual departments to be able to create an effective taxonomy.
- Relying on end users to manually select correct metadata introduces a large margin for error, plus there may be general reluctance to upload documents to SharePoint.

And off-the-shelf taxonomies may not accurately reflect content. TermSet builds taxonomies from the information contained within documents, unique to each individual organisation.

Implementing TermSet

TermSet is a simple product to install, requiring no additional hardware or software, and can be up and running and delivering value within minutes.

However, the recommended implementation approach for TermSet is for a professional services workshop to be organised, so that the exact and complete metadata and taxonomy requirements are fully understood by the organisation.

Cobweb will work with you via an initial workshop to fully understand the metadata and taxonomy requirements, before deploying TermSet fully.

Free Offer

TermSet is currently available on a free trial, for up to 1,000 documents. The trial enables customers to experience TermSet on a specific SharePoint document library.

Call your account manager or any of the Cobweb team to see how TermSet can help you create effective content organisation, easy and fast content search, and gain even greater value from your Office 365 investment.

Call: 0333 009 5934

Email: sales@cobweb.com

Visit: www.cobweb.com

Cobweb has been a cloud company since 'the cloud' began. Our cloud services and solutions have liberated businesses of all kinds, removing the restrictions of on-premise IT, so we can provide the best communication tools and services, affordably and maintenance-free.

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