



Redact confidential information

DROOMS FACTSHEET

Drooms Redaction User Guide

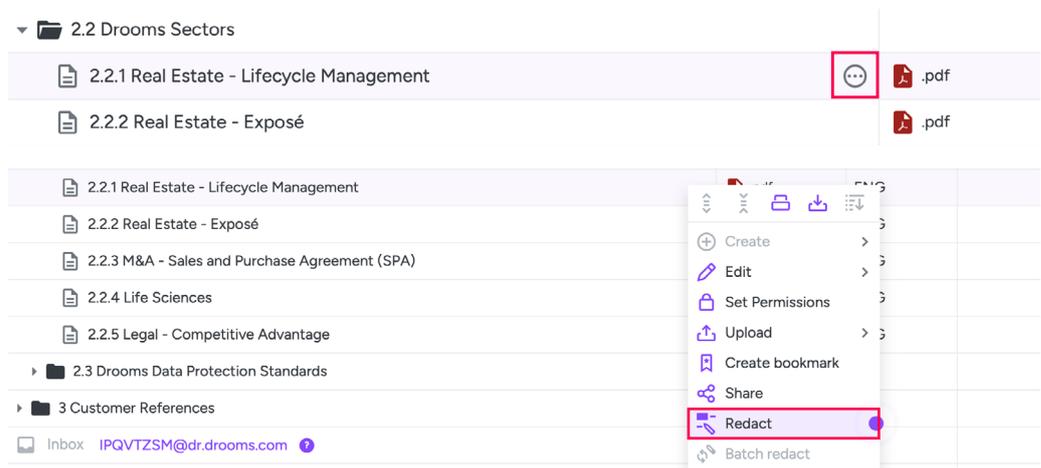
Drooms Redaction is an innovative, AI-supported solution for protecting data. This built-in feature allows you to protect sensitive and confidential information without the need to run third-party software.

This document gives you all the necessary information on how to use Drooms Redaction in your data room.

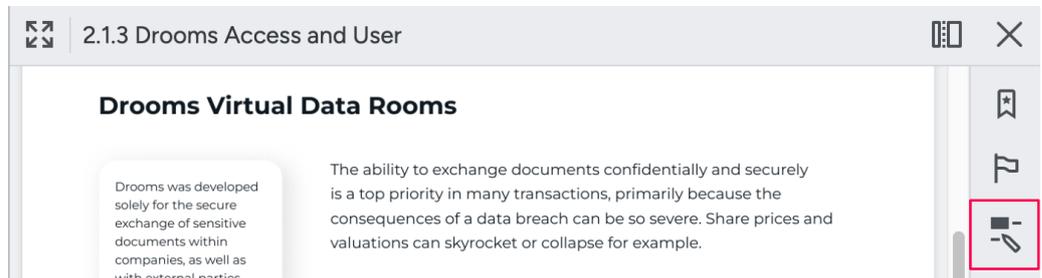
Getting Started with Redaction

Redaction is available for all users that have at least download and full edit permissions. There are two ways to open the Redaction tool and start the redaction process:

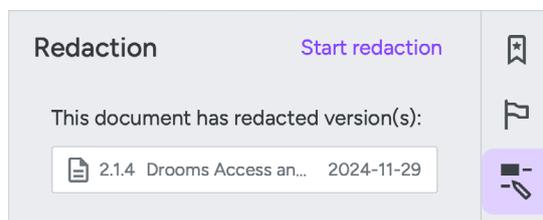
1. From the Index:



2. From the side bar of the document viewer

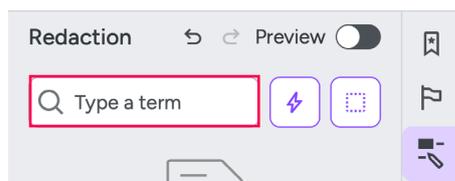


When the Redaction tool is opened, the following screen is displayed for documents that already have redacted versions:

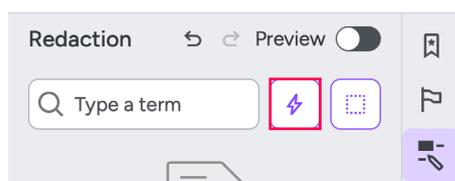


3 Ways to Use Drooms Redaction

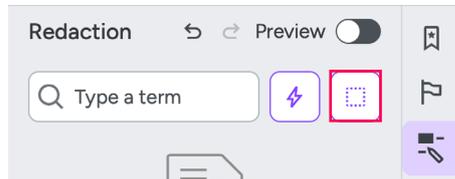
- 1. Redact by term/text:** Search for specific text in the document. This is useful when you know the specific terms that you want to redact.



- 2. Redact by category:** Choose between 26 GDPR-compliant categories. When selected, they will be highlighted and suggested for redaction. This is useful when you're not certain of the specific terms that need to be redacted and want to select all that fit within a category.



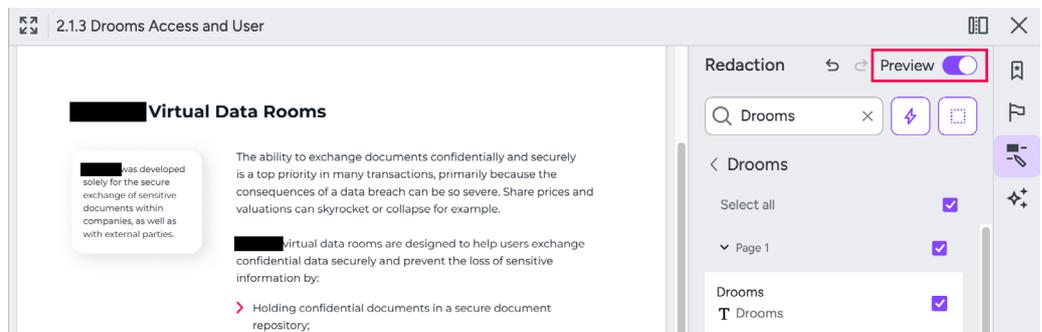
- 3. Redact by Area:** Hide content in selected areas by drawing rectangles over the document. All content under the rectangles will be redacted. This is useful when redacting images, footers and content that is not searchable.



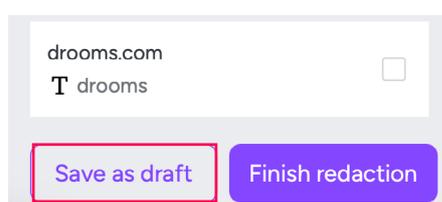
Preview, Save & Complete

When the texts, categories, and areas you wish to hide have been marked for redaction, there are several actions that can help you complete the process.

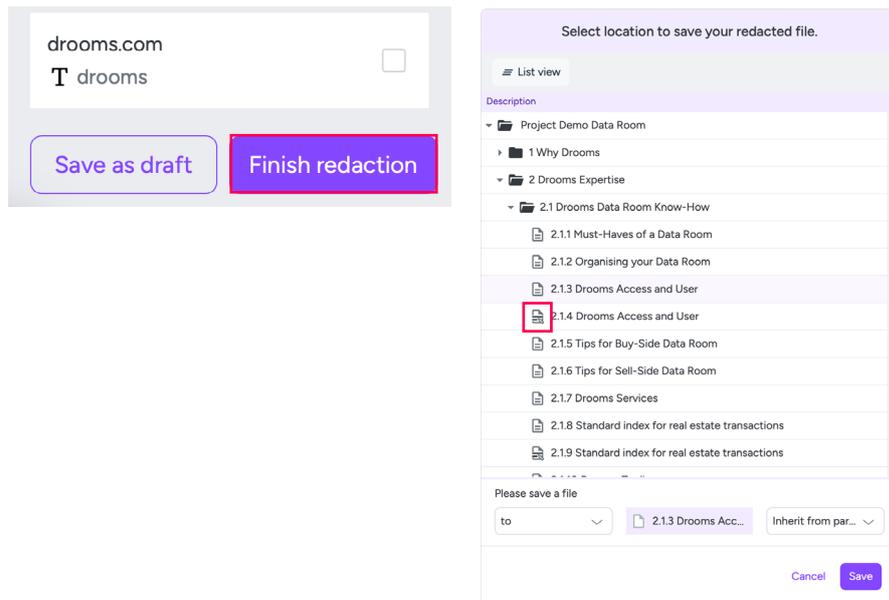
- 1. Preview:** You can use the preview when you've marked all the content you wish to redact, but you do not want to complete the process yet. When clicking the "Preview" button in the top right corner of the Redaction tool, you are shown a preview of what the marked items in the document will look like once the redaction is completed. Click "Preview" again to return to the normal view.



- 2. Save:** If you leave the Redaction tool without saving your work, a prompt will appear, asking whether you want to save your work as a draft. Clicking on "Save as draft" in the prompt or inside the Redaction tool will save all redactions for that document and you can later continue from where you left off. Drafts are only visible to the user who saved them.



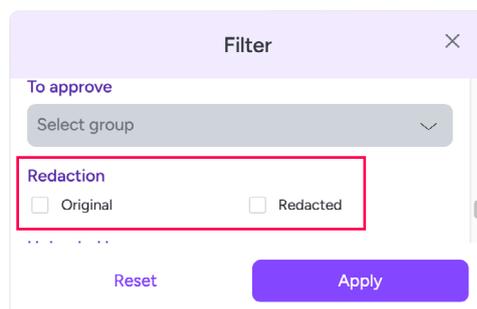
- 3. Complete:** After all terms, areas and categories have been selected and marked for redaction, a redacted document needs to be saved in the index. Click *“Finish redaction”* to open an overlay with the index view. Select where you wish to save the document in the index and then click on *“Save”*. Redacted documents have a special icon (document with redactions) to differentiate them from regular documents. If you are an admin, you can also select what permissions will be applied to the redacted document.



Please note: It is not possible to replace the original document with the redacted one whilst saving. The redacted document is always saved as a copy first, and the original can be deleted afterwards. If you delete the original, the redacted file cannot be returned to its original state.

Filtering Redacted Documents

When Redaction is applied to a document and the redacted copy appears in the index, both the original document and the redacted version can be filtered by clicking the search filter:



Please note: Filtering both redacted and original files at the same time will display 0 results, since a file cannot be both redacted and original.

Redaction Index Column

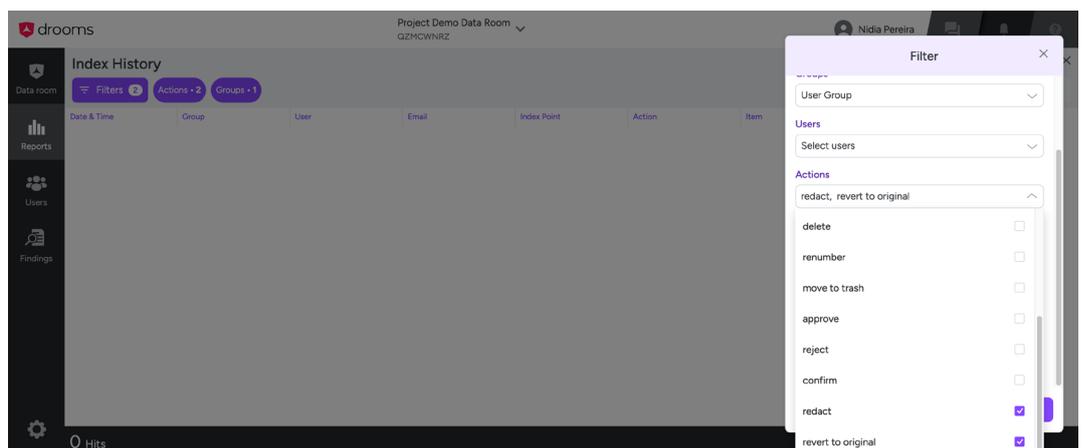
Redaction is available as an index column:

Checking the Redaction box and clicking on “Apply” will open an index column where you can see if a file is an original (being used for redaction) or a redacted version:

 2.1.3 Drooms Access and User	Original
 2.1.4 Drooms Access and User	Redacted

Index History Report

Redaction actions are available in the Index History Report. Selecting “Redact” and/or “Revert to Original” from the filter will display the results similar to all other actions:



Revert to Original

Redacted documents can be reverted to originals as long as the original document has not been deleted. There are two ways to revert the document to the original:

- 1. From the document viewer:** Pressing the big red button “*Revert to Original*” opens a dialogue. Clicking “*Revert*” confirms the action and the redacted file becomes identical to the original.
- 2. From the index:** It’s also possible to revert one or multiple documents directly from the index, by either clicking on the menu options for a single document or selecting a folder.

Hopefully this guide answers all of your questions on Drooms Redaction. Should you need further assistance, please reach out to your dedicated Customer Success Manager or our Customer Success Team: support@drooms.com.