

Fact Sheet

**Redact. Review.
Release.**



Why use redaction software in your business?

The need for redaction stems from freedom of information and privacy legislation that requires the disclosure of documents to the public. When complying with information requests including those under **Sarbanes-Oxley, Freedom of Information, Privacy and Data Protection Acts**, confidential and sensitive information must be removed.

Electronic documents carry within them the record of text and authors' changes, and other hidden information that most users working on electronic document don't realize can be traced. Even those documents that users assume ARE secure are often not safe from a determined hacker. By using redaction software you can ensure that all sensitive information is permanently removed from your documents.

What business types could benefit from using RapidRedact software?

Any business can use **RapidRedact** software for removing confidential commercial, medical or other personal data, such as social security numbers, email addresses, bank account numbers and credit card numbers.

Litigation Support Companies and Law firms

- Litigation support
- Discovery & Disclosure
- Response to civil, criminal and regulatory requests
- Produce what is legally required and avoid disclosing what is not

Organizations who need to comply with:

- Sarbanes Oxley
- Freedom of Information (FOI)
- Privacy and Data Protection Acts

General business – confidentiality and protection for:

- Employee, student or medical records
- Banking or financial details

Integrators

- In-house redaction development
- Bureaux redaction services
- Solution providers and business support services

Any business size & location

RapidRedact software is scalable from 1 single user on their personal desktop, to hundreds of users working on their networked desktops or over the internet.

RapidRedact completely removes all hidden information from all document types.

Manual vs. Automated redaction process?

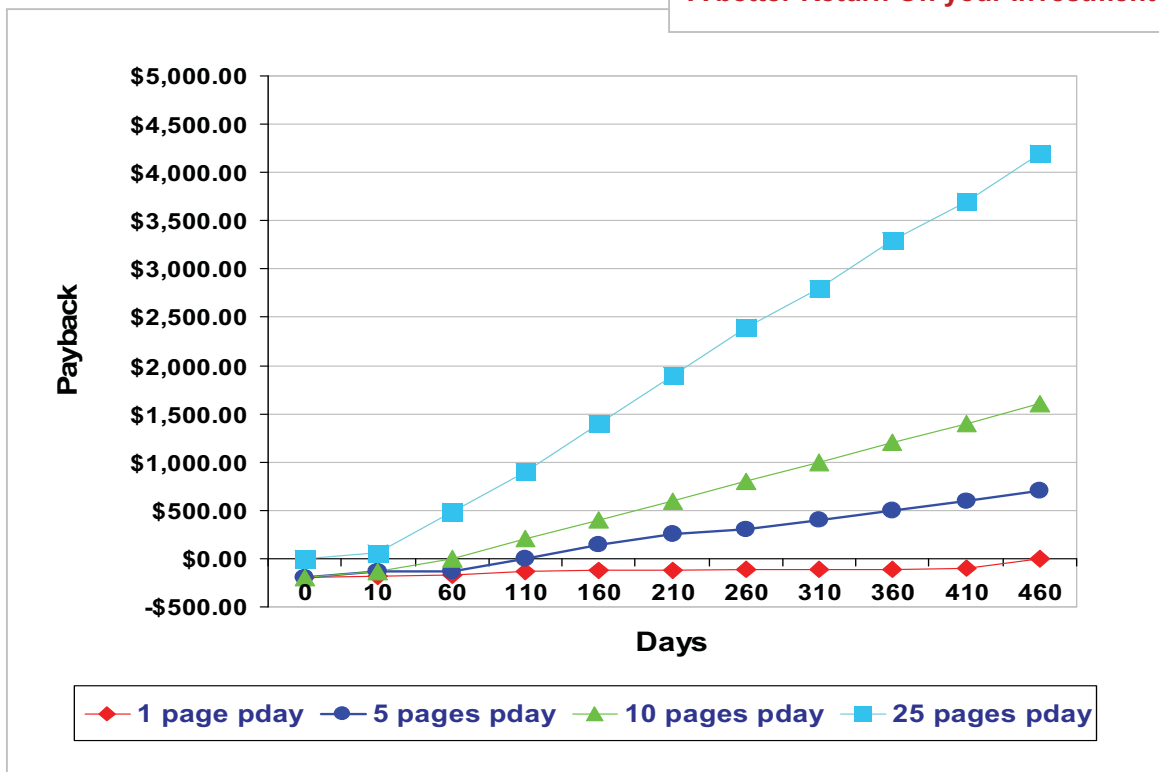
Research has shown that although many organizations hold 90% or more of their information in electronic form, there are a surprisingly large proportion of people in business who are doing their redactions manually. One reason for this is that they are more comfortable working with the paper and are reluctant to use electronic redaction tools.

The Problem in working with paper means a company will need proportionately more people, more room, more time and more money to respond to requests for information.

The Advantage of working with an electronic redaction tool is that the time taken to redact and then release documents is improved significantly. This in turn satisfies the public's demand for timely information, and reduces the companies' cost of compliance.

RapidRedact products are economical solutions for any organization that redacts electronically or manually stored documents. The payback is approx. 60 -120 days for an organization that redacts only 5 pages per day. These payback periods are based on a per page cost of \$0.04.

A better Return On your Investment



Current redaction tools in the market

To date the available electronic redaction tools in the market have been expensive, complex to install, require IT knowledge and extensive training and often can't be used with most commonly used document types.

RapidRedact products offer a clear advantage over other electronic redaction tools in that it has been designed for **anyone** in the organization to use, regardless of their IT know-how. It gives users the ability to **Scan, OCR and then Redact** their documents simultaneously, letting them spend less time on internal processes and more time on responding to requests for information.

It simply reduces the time it takes to **redact** your documents, allows you to **review** them in-house or over the internet, creates an audit trail and produces a redacted **release** copy for public viewing.



What is the RapidRedact product range?

RapidRedact software provides a fast, simple method for irreversibly removing selected information from all electronic document types. The software completely removes any record of text or author's and cleans hidden data from "behind" the document. Since the content is no longer in the document, snooping or hacking into the file cannot reveal the information.

How does RapidRedact software work?

RapidRedact creates a copy of original document as an image, letting the user work on the image in the same way they would work with the original, except that there is no longer hidden data contained within the document.

Hackers can't retrieve sensitive information because the information is no longer there.

RapidRedact software. . .

- Completely removes (redacts) text from any electronic document.
- Automatically cleans all hidden text and data from within the document.
- Produces the final document as a PDF or TIFF with absolutely no sensitive text or data from the original document in it.

The user can be assured that the redactions are final and **CANNOT** be undone.

Who can use RapidRedact software?

Depending on what version you are interested in we offer you flexible options for:

- **Single users** – to manually select text, pages or sections and then automatically search and redact words, phrases and any other sensitive information.
- **Multiple users** – Anyone who needs to automatically bulk process large volumes of documents with the ability to have more than 1 person reviewing the documents.
- **Users who want to work over the internet** – anyone who wants to redact and review large volumes of documents between remote locations, over the internet.

What document formats can RapidRedact software be used with?

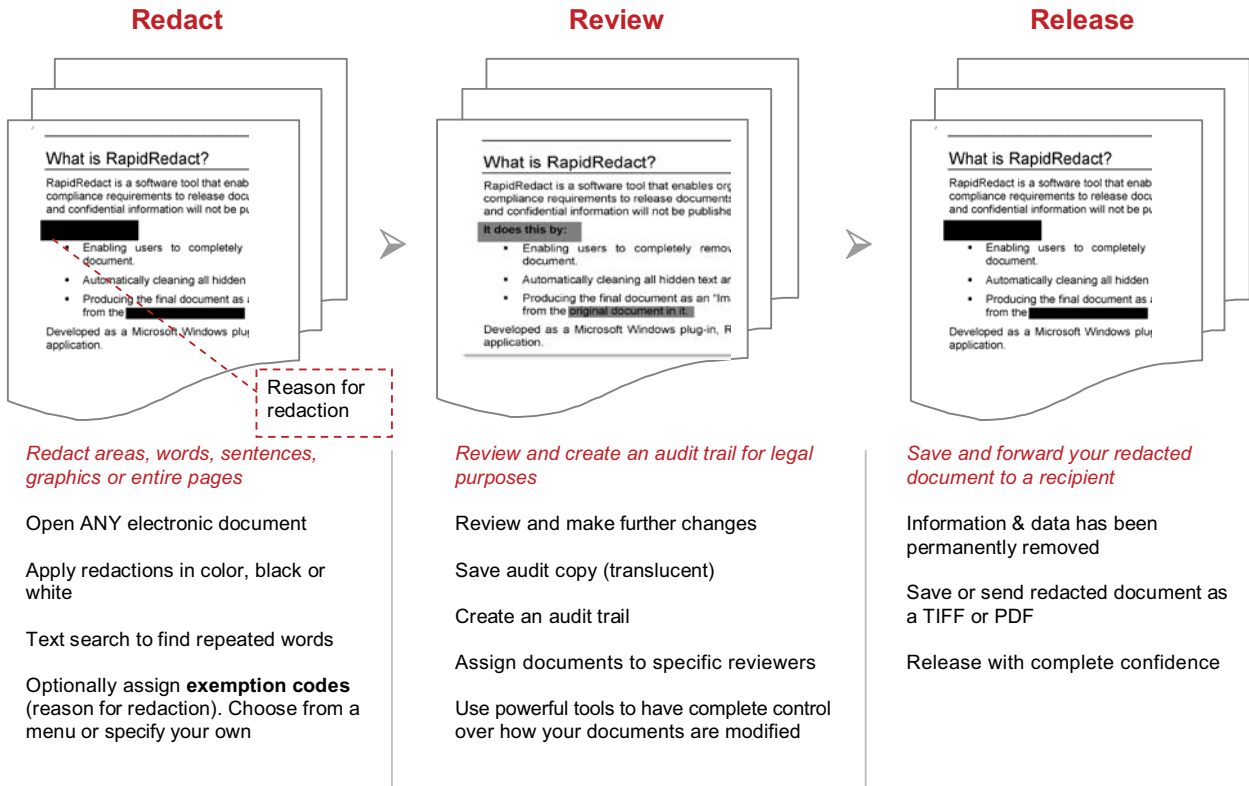
Redacts ALL your typical office documents, including PDF, TIFF and emails.

The most common formats users enquire about are:

- Emails in Outlook
- Emails in Outlook Express
- Microsoft Word and PowerPoint documents
- Excel spreadsheets
- PDF documents in Adobe Acrobat
- Scanned documents
- Any printable report
- Image formats such as TIFF, GIF and JPEG

How RapidRedact works

A simple 3 step process . . .

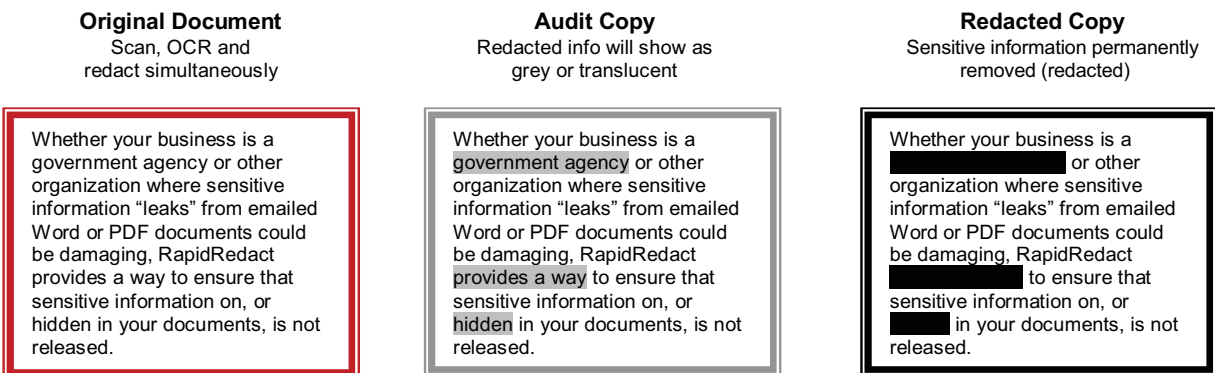


How will you know RapidRedact has worked?

RapidRedact optionally creates an audit copy showing the redacted text as translucent highlighted markings. Once a redacted version is saved it is made final with the redactions burnt in, and unable to be removed.

What does a document look like once processed by RapidRedact?

A document that has been redacted will look the same as the original but when it is viewed, redacted information will have been completely removed. You can save your documents in 3 versions for audit purposes:



RapidRedact Products

RapidRedact Desktop

For users who need to manually select documents, text pages or sections and then automatically search and redact words, phrases and pages. This application integrates with your own desktop application software.

RapidRedact Developer's Toolkit

RapidRedact SDK allows software engineers and developers to "redaction enable" existing systems or develop new redaction systems. The SDK consists of the documentation, an example application and the tools you need to develop your own applications.

For companies who need to process large volumes of documents, queue and make ready batches of files for automatic text search and removal, allowing multiple users to access and work on these documents.

RapidRedact Webstreamer

A web extension to RapidRedact SDK which enables high volume redaction capability right in your browser or over the internet. It integrates directly with your system and works with third party web based applications.

RapidRedact High-Volume Server

Ideal for companies who need an end to end redaction system that incorporates all the functionality of each RapidRedact product into 1 solution.

Easy purchase and installation

RapidRedact product licenses are available through OEM partnerships or resellers worldwide.

- Single user licenses (small – med size business)
- Server licenses (large business - 50 or more seats)
- Enterprise licenses (companies who require end to end redaction capability including web applications)

For information on a reseller in your region please access our website www.cje.com/rapidredact.

An Annual Subscription Service includes provision for software upgrades and enhancements, as well as technical support and advice.

You can reach us at redact@cje.com or by contacting your nearest reseller.



C. J. Enterprises, Inc.
Records and Information Management

For information about RapidRedact™ or a demonstration, contact a representative at (800)860-8049 ext. 335.

RAPID REDACT

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