

Batch Redacting Documents (updated)

Drooms Help Center

Batch Redacting Documents

The Drooms Redaction feature is a very convenient and time-saving way to protect sensitive information and prepare documents in compliance to company and legal privacy policies, like the European GDPR. Drooms allows not only to redact documents individually, but also multiple documents per batch.

To start redacting multiple documents per batch, proceed as follows:

Start Drooms and sign in, then select the project and in projects with multiple data rooms, the data room, respectively the asset, with the documents that you want to redact.

Select 'Documents' in the project's tab bar to access the data room index, and select either the folder, or the documents that you want to redact.

Batch redacting allows to redact terms and data categories, but not to set areas for redacting across documents. Also only documents can be redacted per batch that have not been redacted before.

We recommend to use the batch redaction feature to redact common, general terms and data categories, which have to be redacted in all documents alike, and to redact specific information in more detail individually document by document.

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With a right-click on the folder or one of the documents that you want to redact, open the Index context menu and select option 'Batch redact', if available (requires that Batch Redaction is enabled for your project).

The modal dialog 'Batch Redaction' will open and list the files selected for batch redaction. Files that cannot be redacted per batch, such as already redacted files, will be marked with a red cross on the right as not redactable.

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Enter the terms and/or the categories to be redacted. To enter a term and separate it from further terms, use a comma or the Enter key). Specific document areas cannot be selected and batch redacted.

Click 'Redact' when you have entered all terms and selected all categories to be redacted.

Other than when redacting single documents, allowing you to save redaction drafts, when batch redacting documents, you are prompted directly to select the destination, where the redacted document versions should be saved to, see also further down below.

The redacted documents can be saved as new documents: 'in' a folder 'before' a specific document index point

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'after' a specific document index point

Administrators have to select, whether group permissions should be inherited from the destination parent folder, or not, while group permissions will always be inherited for documents having been redacted by regular users.

A click on 'Save' will save the redacted document versions at the desired positions in the index.

You may now continue to redact the documents redacted per batch in more detail individually:

-> read more about redacting documents -> read more about redacting search terms -> read more about redacting terms matching sensitive data categories -> read more about redacting selected document areas

<https://drooms.zohodesk.eu/portal/en/kb/articles/batch-redacting-documents>

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Batch Redaction Workflow

To initiate batch redaction, select at least two documents or at least one folder. It is possible to select documents/folders from different parts of the index and between different granularities.

Once the user selected the batch of documents to redact, a window with a pre-redaction report will inform which files can be redacted and which cannot. Files that cannot be redacted are files that have not been OCRed, contain too little text or are already redacted copies.

Users can select the redaction terms and categories that are applied for all documents in the selected batch. Category selection works like regular redaction. For the search terms, the user may enter the terms by typing or copy and paste multiples terms at once separating them by comma or space (e.g., copying from an Excel spreadsheet).

The user needs to define the target and permission for the redacted files. Once the users submits the request, the documents are processed and the notifications inform the user about the current progress. Batch redaction tries to replicated the structure and order of the source documents. Clicking "View result" in the notification tab filters for all processed documents.

These can then be further edited with single document redaction.

Batch Redaction Pricing/Availability

Batch Redaction is available in all product offerings that include single document reaction such as TDRs, Flex datarooms with redaction enabled, and Lifecycle Premium datarooms. However, Batch Redaction is technically a separate module and could be priced separately in the future.





Projects / Redaction Test

NDEIZQZN

Documents

Reports

Users

Q&A

Projects

Search



AI Assistant

Description

▼ Redaction Test

1 Product-Guides...

3 Product-Guides...

4 Product-Guides...

5 Product-Guides...

6 Product-Guides...

▶ Inbox FDWUFDUE

▶ Trash



Create >

Edit >

Set Permissions

Upload >

Create bookmark

Chat with AI Assistant

Batch redact

Document status >

Copy to Data room




Move to Trash Bin

Help

Account

Batch Redaction

● 2 files will be redacted ● 1 files cannot be redacted

Description	Redactable
 Product-Guides_Administration-Basics_230704	✓
 Product-Guides_Administration-Basics_230704	✗
 Product-Guides_Basics_230704	✓

Redaction terms and categories

Enter terms to redact (Use comma or enter to separate terms)

Drooms ✕

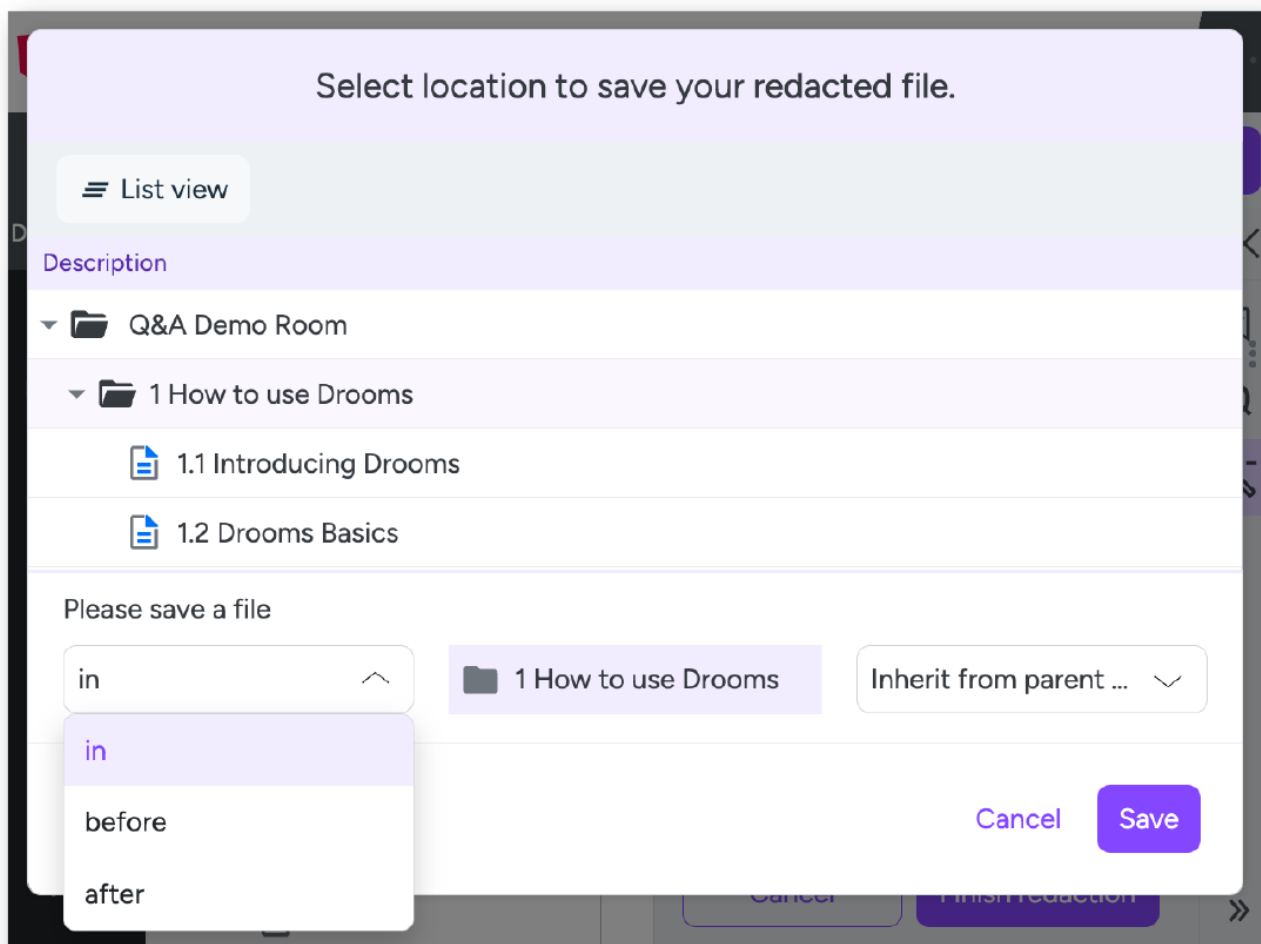
Select categories to redact

Organization, Signature

▼

Cancel

Redact



Batch Redaction (1.1): Final Product Description

Overview

Redaction 1.1. provides significant updates for the redaction feature, including the ability to batch redact multiple documents and folders as well as general redaction improvements:

Batch redact multiple documents and folders to apply search terms and AI categories

Selection redaction to create markups by clicking on content in the document viewer

Improved reporting on applied and activated markups

Dutch as 6th language to apply terms

Monetary amounts as 26th redaction category

General Redaction Improvements

Selection redaction: Create redaction markups from the document

Previously, terms not found by AI categories needed to be searched for, being inconvenient for longer terms. Users now have an efficient alternative by simply clicking on the content (terms or images) within the document viewer. This selection method also works for images (e.g., logos).

Only content recognized by OCR can be redacted in this way.

0:00 / 2:11 1x

0:00 / 0:23 1x

Improved Reporting on applied and activated markups

When a user applied AI categories in version 1.0, he would have no proper overview of the found activated and activated category types. Version 1.1 introduces a count of activated and found markups when clicking on the AI category icon again. In this example, 19/19 indicates that 19 occurrences of “organization” were found in the document, and all 19 are activated. If the user unchecks two occurrences of “organization” the count tracks 17/19 organizations are now activated.

Dutch as 6th language for AI redaction

The AI redaction feature supports now Dutch, which means you can search for 26 different categories in Dutch documents.

0:00 / 0:30 1x

Monetary Amounts as new Redaction Category

AI redaction can now identify Monetary amounts such as prices and salaries.

0:00 / 0:26 1x

The screenshot displays the drooms web application interface. At the top, the header includes the drooms logo, a search bar, and navigation links for 'List view', 'Export index', 'Auto naming', 'My downloads', and 'Upload'. The main content area is divided into a left sidebar with navigation icons for 'Data room', 'Reports', 'Users', 'Q&A', and 'Findings', and a central workspace. The workspace shows a table of documents with columns for 'Description', 'Language', and 'Suggestion'. The table lists 15 documents, including folders like 'Redaction Test space', '1 Dutch', '3 German', '4 Batch redaction - Target', '5 Tests Ivo', '6 Test Ivo Reloads', '7 Tests Ivo', '8 New folder', and individual documents like '9 English doc long sentence', '10 English doc long sentence', '11 English doc long sentence', '12 English doc long sentence', '13 English doc long sentence', '14 English doc long sentence', and '15 5 Redaction_Demo_doc_s'. To the right of the table, a summary box indicates 'You selected 2 folders' and shows statistics: 16 Files, 8.43 Total size (MB), and 101 Pages. A message at the bottom right states 'Cannot be done for multiple index points. Select only one.' A status bar at the bottom of the interface reads 'Auto Allocation is completed. Confirmation required.'

(new)

drooms Redaction Test space HFSSYBOM j.graf@drooms.com

Search [] List view Export index Auto naming My downloads Upload

ata room Description 1.2 2 Mietvertrag_Permacon_23.+29.01.2015

Redaction Test space

- 1 German
 - 1.1 1 F398_-_AG_Hamburg DE
 - 1.2 2 Mietvertrag_Permacc DE
 - 1.3 16 Graf_signed_20230 DE
 - 1.4 Test_mieterauskunft_p DE
 - 1.5 Sign-Pass-2 pages DE
 - 1.6 Construyo - Rechnung DE
 - 1.7 Drooms Offer DE0000C DE
 - 1.8 5 Redaction_Demo_dor DE
 - 1.9 Test_mieterauskunft_p DE
 - 1.10 16 Graf_signed_2023i DE
 - 1.11 English doc long sent EN
 - 1.12 Construyo - Rechnung DE
 - 1.13 English doc long sent EN
 - 1.14 English doc long sent EN

MIETVERTRAG
über einen Kraftfahrzeugstellplatz
Nr. IMMO 32/KL/02/15

zwischen

Pensionskasse der Mitarbeiter
der Hoechst Gruppe VVaG
Brünigstraße 50
65926 Frankfurt am Main

- nachstehend Vermieter genannt -

und

Permacon GmbH
Neuer Zollhof 1
40221 Düsseldorf

- nachstehend Mieter genannt -

Präambel

Der Vermieter hat auf dem Gelände des Neuen Zollhofs eine Tiefgarage mit Stellplätzen und Verschlepppaletten. Die Stadt Düsseldorf hat den Vermieter verpflichtet, der Allgemeinheit Zugang zur Tiefgarage zu gewähren und ein Kontingent von Parkplätzen für öffentliche Kurzparker in der Zeit von 7.00 Uhr bis 1.00 Uhr zur Verfügung zu stellen; möglicherweise wird die Tiefgarage aus diesem Grund zukünftig einmal an das öffentliche Parkleitsystem der Stadt Düsseldorf angeschlossen. Aus diesem Grunde ist der Vermieter nicht in der Lage, dem Mieter zur Alleinnutzung einen bestimmten Stellplatz zu vermieten.

Dies vorausgeschickt schließen die Parteien folgenden Vertrag:

§ 1
Überlassung von einem Stellplatz in der Tiefgarage

Der Vermieter räumt dem Mieter die Nutzung von einem Stellplatz in der Tiefgarage des Bürohauses Neuer Zollhof, Neuer Zollhof 1 in 40221 Düsseldorf, ein und überlässt dem Mieter eine Parkkarte zum Zugang zur Tiefgarage aus dem Hause des Parkleitsystems.

Redaction

Type a term

Page 2

- EUR 105,00 EUR...
MonetaryAmount ☒
- EUR 105,00 EUR...
MonetaryAmount ☒
- Vereinsbank
T Vereinsbank ☒
- Bundesbank
T Bundesbank ☒
- € 10,00 € 10,00
MonetaryAmount ☒
- Von Eis Von Eis
Person ☒

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Cancel Finish redaction

(new)

drooms Redaction Test space HFSSYBOM j.graf@drooms.com

Search [] List view Export index Auto naming My downloads Upload

ata room Description 1.2 2 Mietvertrag_Permacon_23.+29.01.2015

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 - 1.6 Construyo - Rechnung DE
 - 1.7 Drooms Offer DE0000C DE
 - 1.8 5 Redaction_Demo_dor DE
 - 1.9 Test_mieterauskunft_p DE
 - 1.10 16 Graf_signed_2023i DE
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 - 1.14 English doc long sent EN

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Redaction

Type a term

No redacted items in this document.

Save as draft Finish redaction

Pharysz
374K views · 6 months ago

(new)

drooms Redaction Test space HFSSYBOM j.graf@drooms.com

Search [] List view Export index Auto naming My downloads Upload

Data room

Description	Language	Suggestion
Redaction Test space		
1 Dutch		
1.1 Huurcontract+Woonrui	NLD	Huurcontract+Woo
3 German		
4 Batch redaction - Target		
5 Tests Ivo		
6 Test Ivo Reloads		
7 Tests Ivo		
8 New folder		
9 English doc long sentence	ENG	English_doc_long_s
10 English doc long sentence	ENG	English_doc_long_s
11 English doc long sentence	ENG	English_doc_long_s
12 English doc long sentence	ENG	English_doc_long_s
13 English doc long sentence	ENG	English_doc_long_s
14 English doc long sentence	ENG	English_doc_long_s

1.1 Huurcontract+Woonruimte-min

Redaction Preview

Type a term

Page 1

- 121 StreetNumber
- Hofwijckstraat Street
- 2515 RN Zipcode
- Den Haag City
- T gemaakte
- T tussen

Save as draft Finish redaction

Auto Allocation is completed. Confirmation required.

(new)

drooms Redaction Test space HFSSYBOM j.graf@drooms.com

Search [] List view Export index Auto naming My downloads Upload

Data room

Description	Language	Suggestion
3 German		
3.1 1 F398-_AG_Hamburg	DEU	2007-06-13-_Nach
3.2 Mietvertrag_Permacc	DEU	2015-02-01-_Miet
3.3 16 Graf_signed_20230	DEU	16_Graf_signed_20
3.4 Test_mieterauskunft_p	DEU	Garantie-_Mietver
3.5 Sign-Pass-2 pages	DEU	2000-05-04-_Befre
3.6 Construyo - Rechnung	DEU	Rechnung
3.7 Drooms Offer DE000C	DEU	Bedienungsanleit
3.8 5 Redaction_Demo_doc	DEU	2015-02-01-_Miet
3.9 Test_mieterauskunft_p	DEU	Garantie-_Mietver
3.10 16 Graf_signed_2023i	DEU	16_Graf_signed_20
3.11 English doc long sent	ENG	English_doc_long_s
3.12 Construyo - Rechnung	DEU	Rechnung
3.13 English doc long sent	ENG	English_doc_long_s
3.14 English doc long sent	ENG	English_doc_long_s
3.15 Drooms Offer DE000C	DEU	Bedienungsanleit

3.8 5 Redaction_Demo_doc_signature

Redaction Preview

Type a term

No redacted items in this document.

Cancel Finish redaction

Auto Allocation is completed. Confirmation required.

(new)