



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.

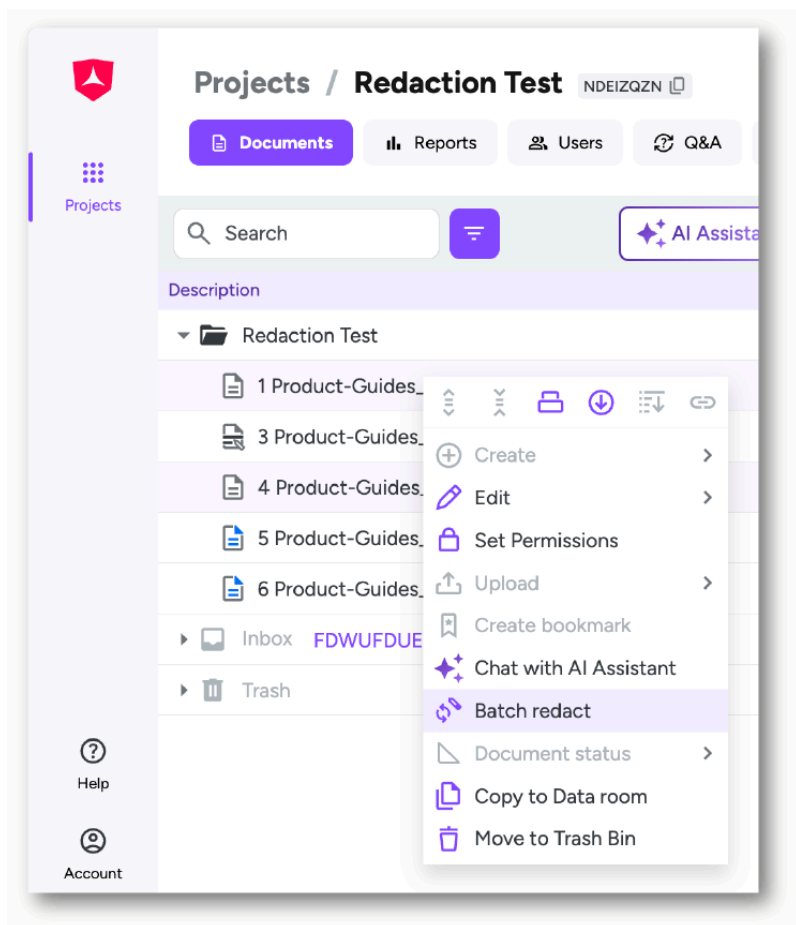
- ① Batch redacting allows to redact terms and data categories, but not to set areas for redacting across documents. Also only documents can be redacted per batch that have not been redacted before.

- 📄 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.

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.




- 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.

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 ✕

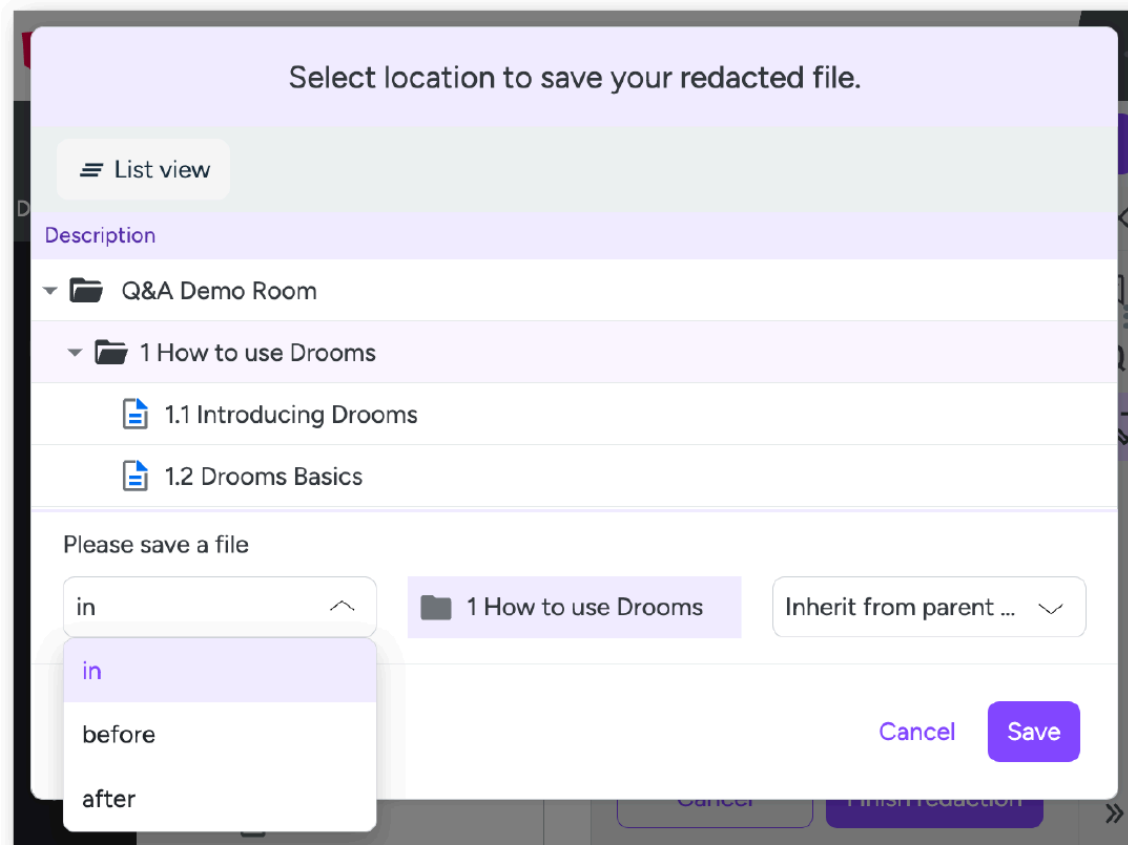
Select categories to redact

Organization, Signature ▾

Cancel

Redact

- 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

- '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>