

# **Batch Redacting Documents**

## **Updated Manual**

Compiled on 2025-10-21

This manual merges the original Knowledge Base article (as-is) with the matching Confluence document.



## 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.

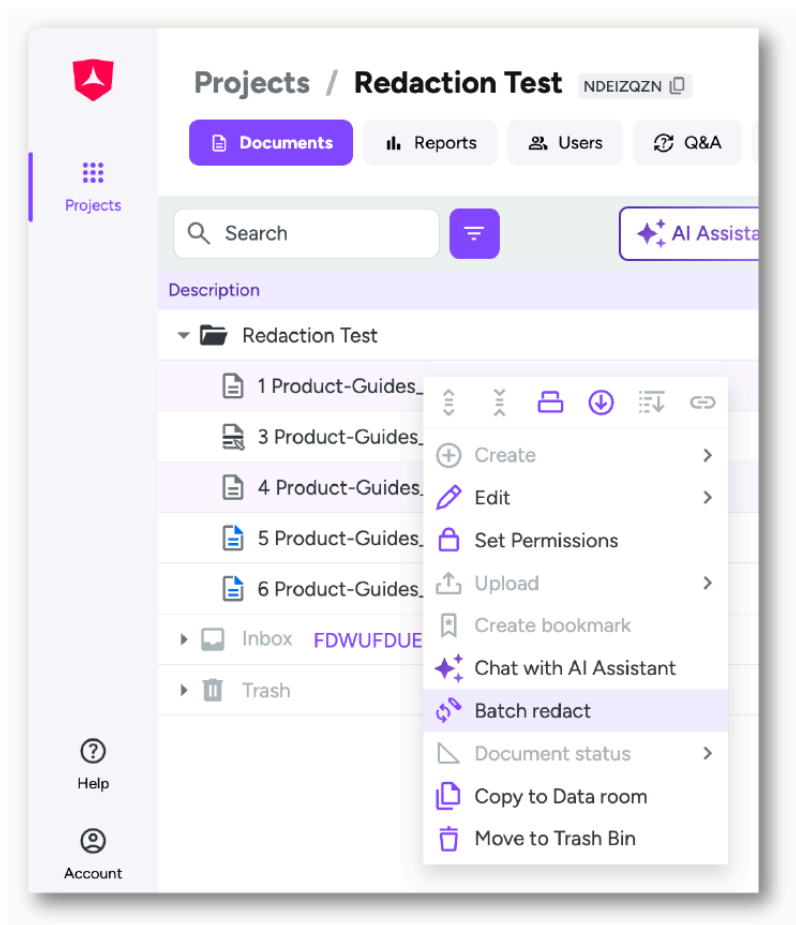
- ① Batch redacting allows to redact terms and data categories, but not to set areas for redacting across documents. Also only documents can be redacted per batch that have not been redacted before.

- 📄 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 ✕

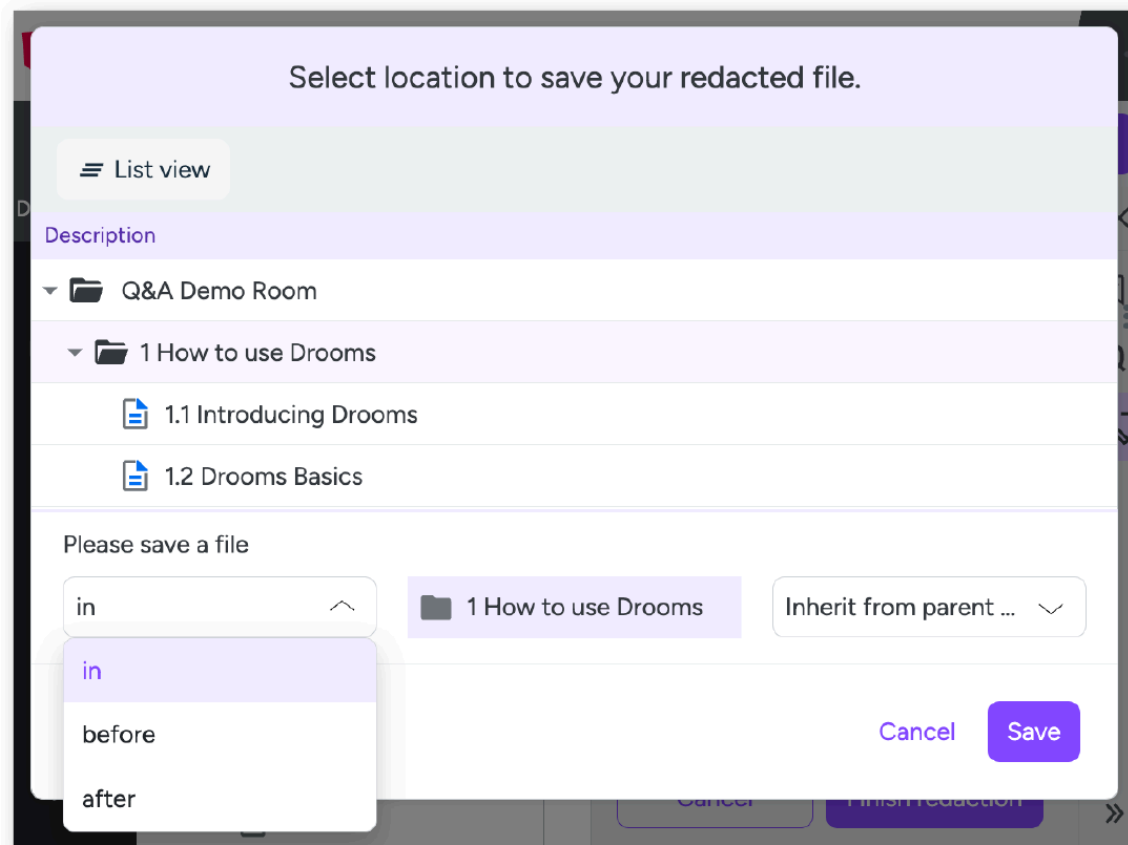
Select categories to redact

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>

# **Additions from Confluence**

## **PROD-Batch Redaction (1.1)\_ Final Product Description**

The following pages contain the Confluence document exactly as in the original.

## 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

### Batch Redaction

#### Batch Redaction Workflow

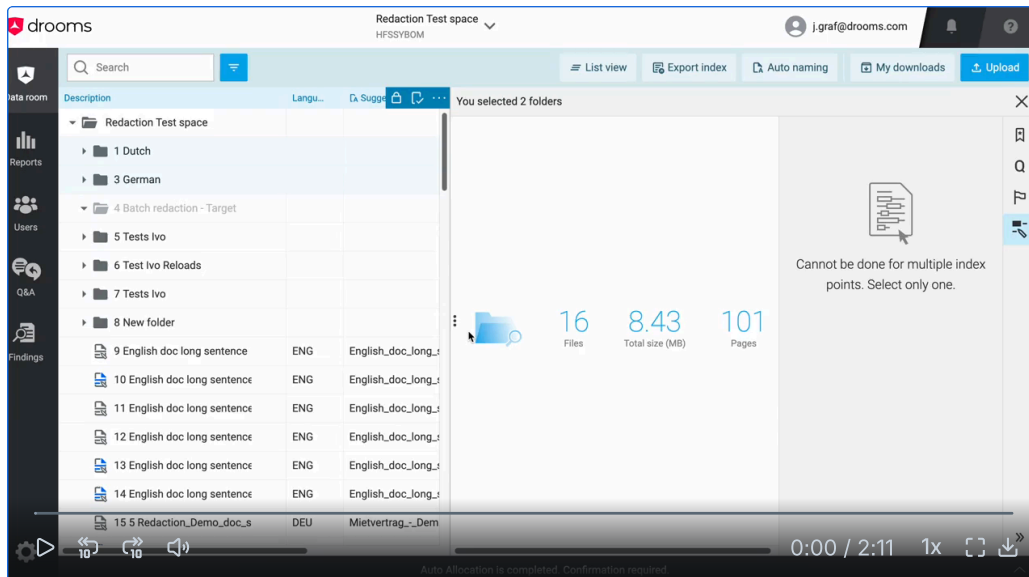
To initiate batch redaction, select at least two documents or at least one folder. It is possible to select documents/folders from different parts of the index and between different granularities.

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 OCR'd, 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 multiple 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 user submits the request, the documents are processed and the notifications inform the user about the current progress. Batch redaction tries to replicate 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.





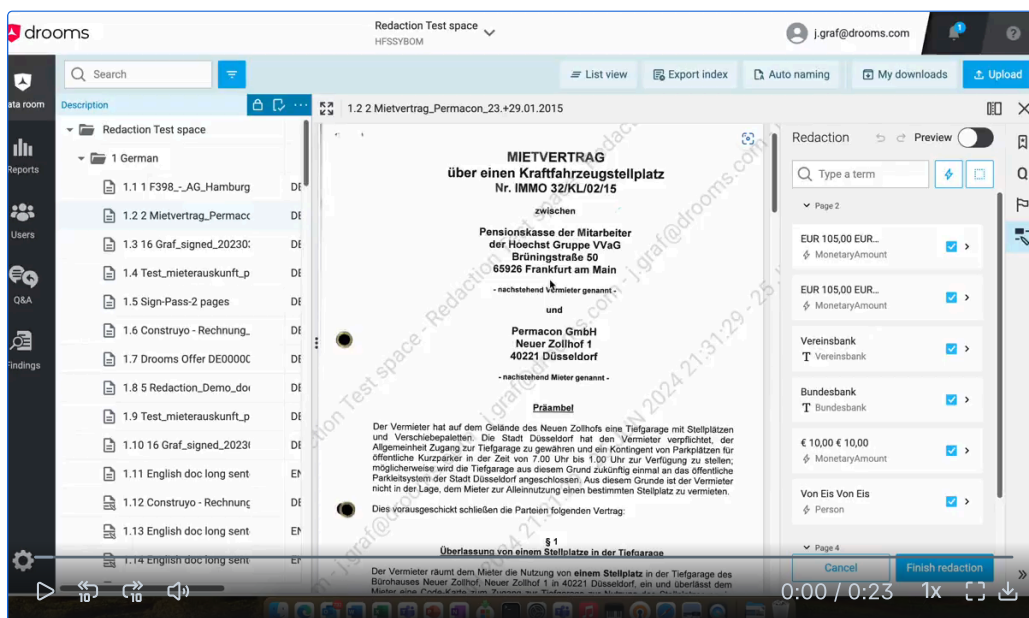
### Batch Redaction Pricing/Availability

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.

## General Redaction Improvements

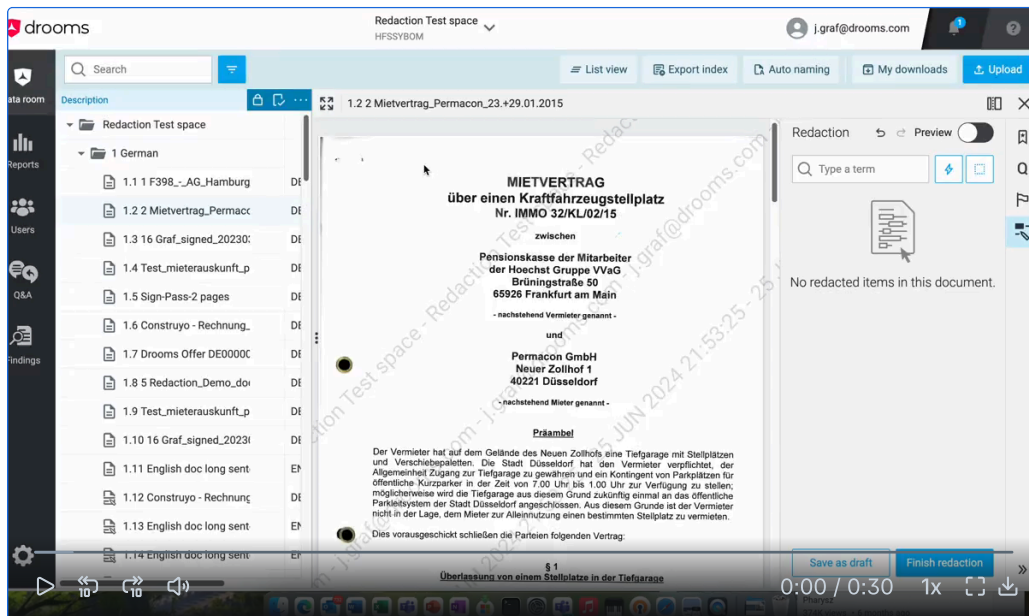
### Selection redaction: Create redaction markups from the document

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.



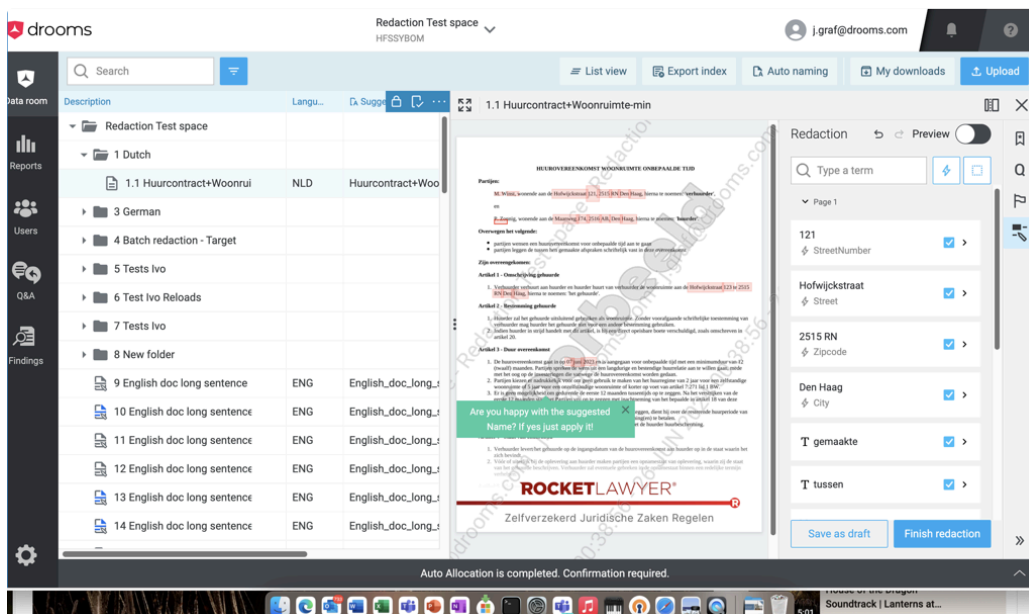
## Improved Reporting on applied and activated markups

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.



## Monetary Amounts as new Redaction Category

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

The screenshot displays the Redaction Test space interface. On the left, a sidebar contains navigation icons for Reports, Users, Q&A, and Findings. The main area is divided into two panes. The left pane shows a list of documents with columns for Description, Language, and Suggestion. The right pane shows a document preview with a redaction overlay. The redaction overlay is a semi-transparent box with a search bar and a list of redaction categories. The categories include:

- 3.1 1 F398\_-\_AG\_Hamburg
- 3.2 2 Mietvertrag\_Permacc
- 3.3 16 Graf\_signed\_20230
- 3.4 Test\_mieterauskunft\_p
- 3.5 Sign-Pass-2 pages
- 3.6 Construyo - Rechnung\_
- 3.7 Drooms Offer DE0000C
- 3.8 5 Redaction\_Demo\_do
- 3.9 Test\_mieterauskunft\_p
- 3.10 16 Graf\_signed\_2023i
- 3.11 English doc long sent
- 3.12 Construyo - Rechnung
- 3.13 English doc long sent
- 3.14 English doc long sent
- 3.15 Drooms Offer DE0000C

The document preview on the right shows a document titled "MIETVERTRAG über einen Kraftfahrzeugstellplatz Nr. IMMO 339KLG0215". The document text is partially redacted, and the redaction overlay is visible. The overlay includes a search bar and a list of redaction categories. The categories include:

- 3.1 1 F398\_-\_AG\_Hamburg
- 3.2 2 Mietvertrag\_Permacc
- 3.3 16 Graf\_signed\_20230
- 3.4 Test\_mieterauskunft\_p
- 3.5 Sign-Pass-2 pages
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- 3.13 English doc long sent
- 3.14 English doc long sent
- 3.15 Drooms Offer DE0000C

The bottom of the interface shows a status bar with the text "Auto Allocation is completed. Confirmation required." and a timer "0:00 / 0:26".