

APPLICABLE TO:

- Administrators
- eTMF
- Content Management
- Editors
- Study Start-Up
- Readers
- myTI



- Administrators must enable the Redaction **Action** within the **User Profile** in order for a user to perform these steps.
- OCR** should be enabled on the document being redacted

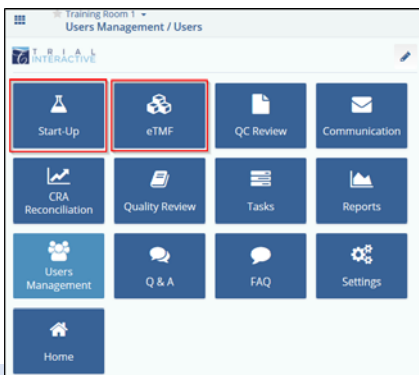


Redaction can be useful for:

- ✓ Removing subject identifiers
- ✓ Protected Health Information (PHI)



These features are available with the **TI Viewer**.



1. Log in to a room and go to the relevant application using the Navigation grid

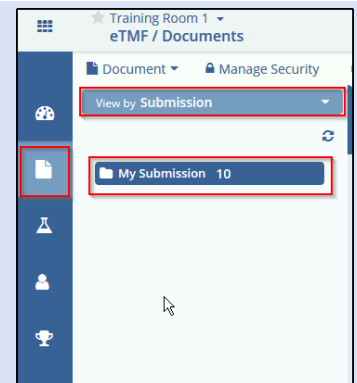
2. Use the Search tool or navigate to the Documents module to locate the document for redaction.



Editors may want to redact prior to document review in the Workflow. Find the document to redact under **My Submissions**.

1 - 10 of 10 (1 selected)

	Submitted Name	Index
<input checked="" type="checkbox"/>	CRA Reconciliat...	Upload\Arya Stark
<input type="checkbox"/>	Copy of CRA Re...	Upload\Arya Stark
<input type="checkbox"/>	Dummy Docum...	Upload\Arya Stark
<input type="checkbox"/>	Dummy Docum...	Upload\Arya Stark



3. Select the document in the grid.

4. Open the document by clicking **Document View** below the grid.

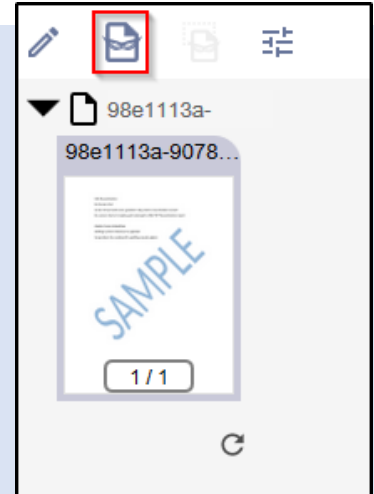


5. Above the document, click **Start redaction**.

6. Navigate to the page within the document where redaction will be applied and click the Redact icon.



Documents available for redaction include any Microsoft® Office files and any PDF that has OCR applied.



PERSONAL DATA	
Date of Birth	July 1, 1950
Place of Birth	Anchorage, AK
Citizenship	United States of America
Home Address	4456 Main Street Sunny, CA 00199
Telephone	555/123-0807

PERSONAL DATA	
Date of Birth	July 1, 1950
Place of Birth	Anchorage, AK
Citizenship	United States of America

PERSONAL DATA	
Date of Birth	[REDACTED]
[REDACTED]	[REDACTED]
Citizenship	United States of America

7. Click and drag the cursor over the text to select text for redaction.

The text highlights while dragging.

The text will show as redacted when done.

8. When done, use the Stop Annotation Edition button above the document.

8a. Press Save to keep any changes made during this redaction session.

Repeat steps 6 - 8 until the correct text is redacted and then press Stop Redaction.

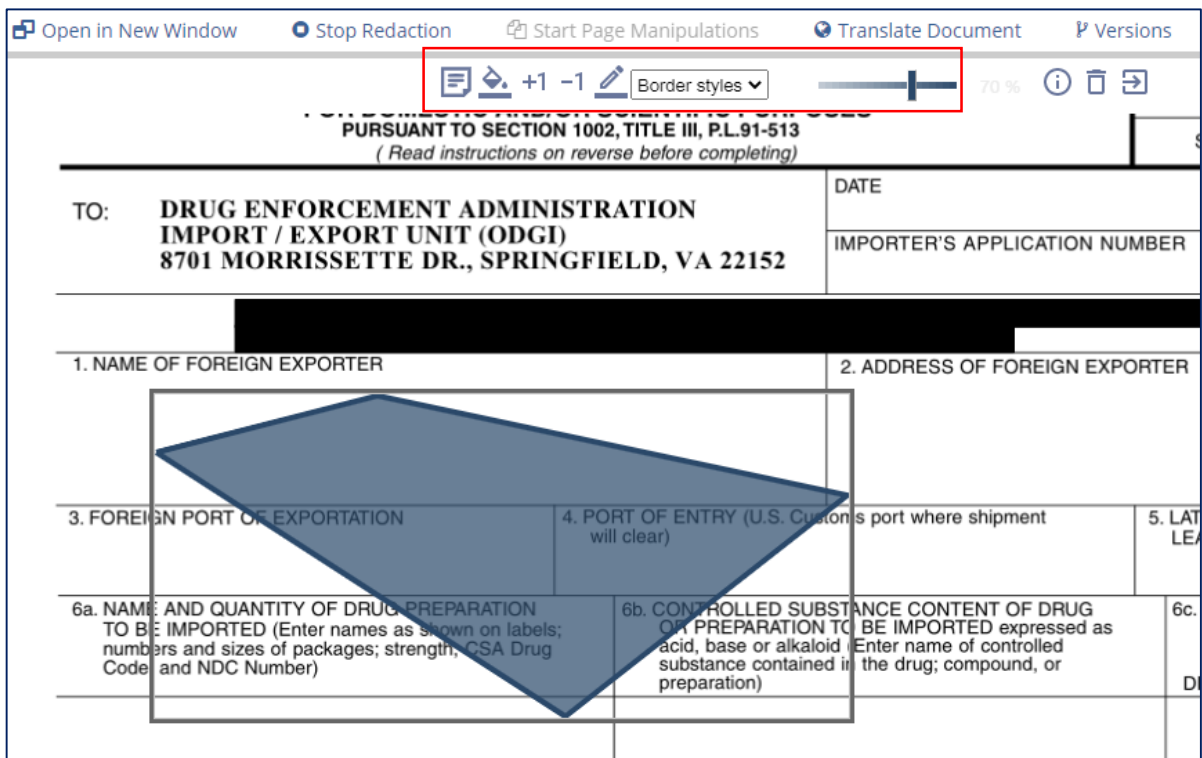


Another option available when redacting is to cover a section of the document with a colored shape.

- After clicking the Start Redaction button (see Step 5), hover over the pencil icon and choose one of the available options.



- The user will then be able to apply color to a non-text-specific area of the document. Use the tools above the document to choose from the available color, border, and opacity options.


 A screenshot of a web application interface for redacting a document. The interface includes a top navigation bar with buttons: "Open in New Window", "Stop Redaction", "Start Page Manipulations", "Translate Document", and "Versions". Below the navigation bar is a toolbar with icons for a document, a pencil, a text box, a shape, a line, a curve, a rectangle, a circle, a square, a diamond, a triangle, a star, a plus sign, a minus sign, a magnifying glass, and a zoom in/out icon. A red box highlights the shape, line, and curve icons, along with a "Border styles" dropdown menu. The main area shows a customs form titled "PURSUANT TO SECTION 1002, TITLE III, P.L.91-513 (Read instructions on reverse before completing)". The form has fields for "TO: DRUG ENFORCEMENT ADMINISTRATION IMPORT / EXPORT UNIT (ODGI) 8701 MORRISSETTE DR., SPRINGFIELD, VA 22152", "DATE", "IMPORTER'S APPLICATION NUMBER", "1. NAME OF FOREIGN EXPORTER", "2. ADDRESS OF FOREIGN EXPORTER", "3. FOREIGN PORT OF EXPORTATION", "4. PORT OF ENTRY (U.S. Customs port where shipment will clear)", "5. LAT LE", "6a. NAME AND QUANTITY OF DRUG PREPARATION TO BE IMPORTED (Enter names as shown on labels; numbers and sizes of packages; strength, CSA Drug Code, and NDC Number)", "6b. CONTROLLED SUBSTANCE CONTENT OF DRUG OR PREPARATION TO BE IMPORTED expressed as acid, base or alkaloid (Enter name of controlled substance contained in the drug; compound, or preparation)", and "6c. DI". A large blue diamond shape is drawn over the form, covering the "1. NAME OF FOREIGN EXPORTER" and "2. ADDRESS OF FOREIGN EXPORTER" fields.

- Once you have successfully blocked the area of the document selected, follow steps 8 and 8a to save your changes and stop redacting.

For additional assistance, please see the User Guide or contact the Trial Interactive Service Desk.