

- 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

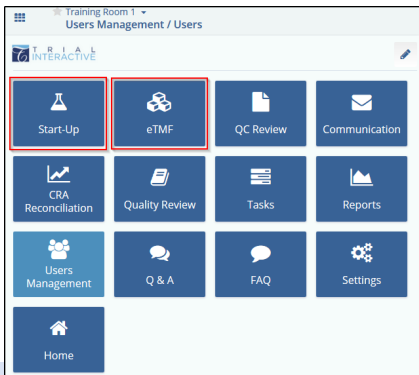


Redaction can be useful for:

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



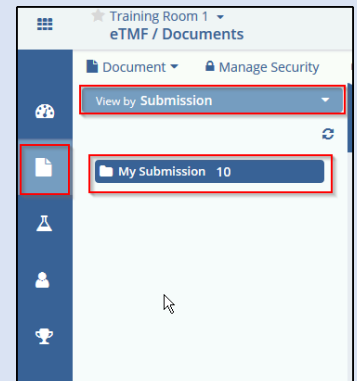
These features are available with the **TI Viewer**.



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

- Select the document in the grid.

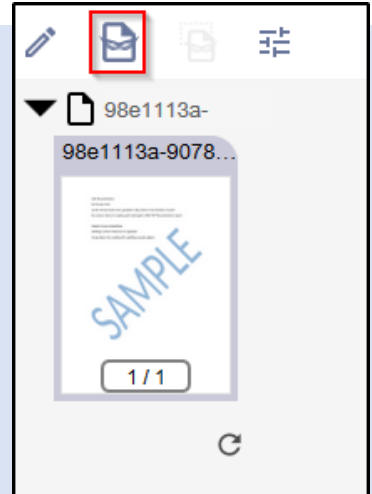
- Open the document by clicking **Document View** below the grid.





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

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

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

The text highlights while dragging.

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

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.

Open in New Window Stop Redaction Start Page Manipulations Translate Document Versions

☰ 🖌 +1 -1 🖋 Border styles ▾ ▬ 70% ⓘ 🗑 🔄

PURSUANT TO SECTION 1002, TITLE III, P.L.91-513
(Read instructions on reverse before completing)

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/LEA
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)	6c. DI

- 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.