How to Redact
TI v10.2

APPLICABLE TO:

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

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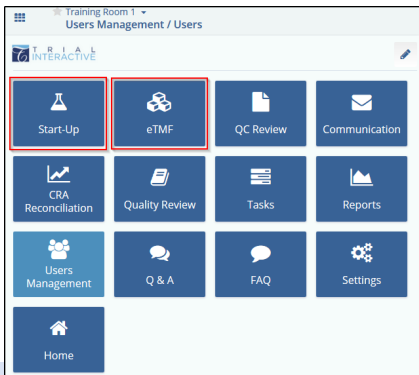- **OCR** should be enabled on the document being redacted

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📒 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**.
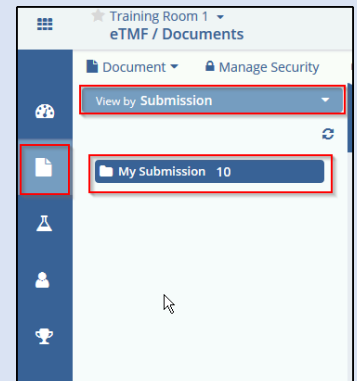
3. Select the document in the grid.

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

⊞ Open in New Window   ✂ Start Redaction   ⊞ Start Page Manipulations   ⊕ Translate Document   ★ Add to Favorites   💬 My Comment

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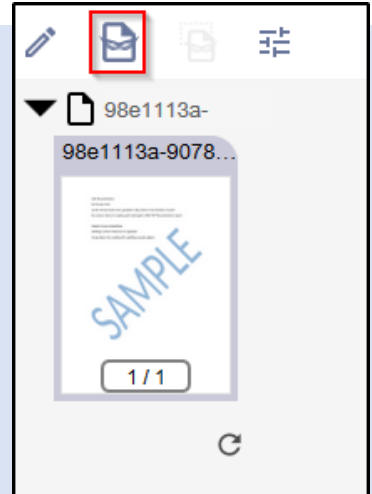
💡 Documents available for redaction include any Microsoft® Office files and any PDF that has OCR applied.

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	███████
	█████
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.

⊞ Open in New Window   ⊙ Stop Redaction   ⊞ Start Page Manipulations   ⊕ Translate Document

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

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

10. 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.

11. 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.