cleanDocs

Prevent disclosure of confidential or sensitive information

Reduce financial and reputational risk

Ensure regulatory compliance

Set up enterprise metadata policies for all users

Allow context sensitive cleaning without disruption to users' workflow

cleanDocs protects organizations and their customers from accidental information and metadata leaks. Unintentional leaks have the potential to embarrass or negatively impact a company's financial well-being. **cleanDocs** integrates tightly with email systems to ensure all documents sent from an organization are scrubbed clean of any damaging or private information.

cleanDocs consists of two modules - **cleanDocs Desktop** and **cleanDocs Server**. They can be deployed independently or together for a more comprehensive metadata management solution.

NEW TECHNOLOGIES, NEW RISKS

With increased mobility and technology advances come increased risks. Consider corporate mobile devices, BYOD, telecommuting and web mail. cleanDocs offers a complete and comprehensive solution to safeguard your documents no matter how they are distributed.

AN ENTERPRISE-CLASS SOLUTION

cleanDocs is an enterprise-class solution, centrally managing desktop and mobile users to ensure all documents leaving an organization are assessed for risk and cleaned if necessary. The software can be easily deployed across the organization. IT Administrators can establish and push out customized organizational and departmental profiles for cleaning metadata via a desktop utility or via XML files.

POLICY-BASED CLEANING

Powerful metadata management policies set up by IT Administrators ensure that every document is cleaned based on the recipient's profile. This minimizes workplace interruptions, removing time-consuming decision-making from staff who simply select the appropriate policy from a drop-down.
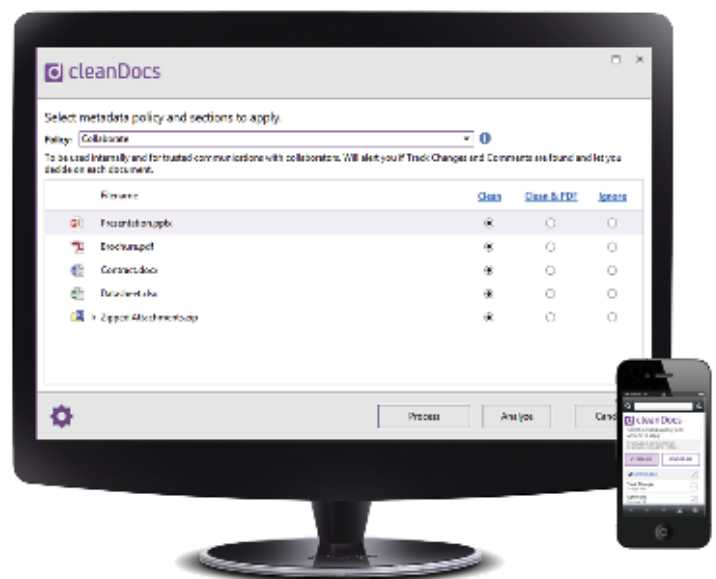
MORE SPEED, LESS DISRUPTION

cleanDocs is incredibly fast. Its multi-threaded design can clean multiple documents concurrently in less than a second, minimizing disruptions and lost productivity in the workplace.

CONFIGURABLE TO YOUR NEEDS

IT Administrators can fine-tune cleaning workflows to reduce user interaction via the cleanDocs Configuration Manager or XML files. Individuals can override optional metadata types when sending an email.

These optional metadata types can be configured by the Administrator. Flexibility for the user, control for the Administrator.

cleanDocs

EMAIL INTEGRATION	Integrates with Microsoft Outlook on the desktop
	Integrates with Microsoft Exchange for mobile users
	Cleans document attachments of hidden content
	Analyzes attachments on Send for hidden content
	Converts cleansed attachments to PDF for extra security
	Requires confirmation of external recipients
	No need to confirm external recipients if part of an email thread
	Emails stored in Sent Items matches that seen by recipients
COMPREHENSIVE CLEANING	Cleans hidden content from documents
	Cleans MS Word documents, Excel spreadsheets, PowerPoint presentations, PDF documents, JPG and PNG images
SPEED	Cleans multiple documents in under a second, minimizing disruption
PDF CREATION	Cleans and prints to PDF and PDF/A for additional security
	Secures documents to prevent changing or copying
	Creates industry-standard PDF documents
DETAILED METADATA REPORTING	Produces a detailed analysis and report of document metadata, which can be saved as an HTML document for reference
	Analyzes documents on Send to assess risk. Users can determine the appropriate action based on analysis
	Cleans documents based on risk analysis
ENTERPRISE-CLASS METADATA MANAGEMENT	Easy to deploy and manage across an organization via a desktop utility or XML files
	Define and deploy cleaning policies that meet organizational needs
	Clean, retain or add specific metadata as needed. For example, clean all Document Properties, but retain the DMS docID and add "© My Company" to all outgoing documents
	Cleans documents of over 100 known metadata types
	Allows distributed cleaning on desktops in the office, and central cleaning with MS Exchange for mobile users
	Alerts users to particular metadata to allow on-the-spot decisions per document – for both desktop and mobile users
	Robust – no risk to your exchange server reliability, and no bottlenecks
INDUSTRY BEST PRACTICE	Provides several customizable policies for metadata management with collaborators, adversaries and government agencies
	Allows users to keep metadata when necessary, and remove it when required
OTHER FEATURES	Cleans individual files or whole directories
	Cleans password-protected files
	Cleans compressed (zipped) files and folders
	Compresses attachments as a single zipped file you can name and secure
	Allows users to set security options on converting output to PDFs
	Supports cleaning directly from iManage Work, NetDocuments and OpenText eDOCS DM
MOBILE PLATFORMS	iOS Android
	Blackberry Windows Phone

SYSTEM REQUIREMENTS

Operating System Desktop

Microsoft® Windows 10, 8.1, 8, 7 (32-bit or 64-bit)

Microsoft® Outlook 2016, 2013, and 2010 (32-bit or 64-bit); or Office 365

Microsoft®Office 2016, 2013 and 2010 (32-bit or 64-bit)

DocsCorp products integrate successfully with Microsoft Office 365 when installed locally.

.NET Framework 4.5 or newer

Supports Citrix XenApp/ XenDesktop/Terminal Services

Hardware

Multi-core CPU
2GB minimum RAM
2GB free disk space

Operating System Server

Microsoft® Windows Server 2016, 2012 R2, 2012 or 2008 R2

Microsoft® Exchange
- 2016 CU3 or newer
- 2013 CU6 or newer
- 2010 SP3

Hardware (recommended)

Quad-core, 2 GHz+
x64/x86 processor with SSE2
4GB RAM

There are separate requirements for the Exchange roles and SQL Server database.

Integrations

MS Office
iManage Work
NetDocuments
OpenText eDOCS DM
HighQ

Available

cleanDocs Standard
(no DMS integration)

cleanDocs Professional
(DMS integration)

cleanDocs Server

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