

## About IDentiHide™

IDentiHide™ automates the locating of confidential and sensitive data on documents. IDentiHide uses templates and/or Optical Character Recognition to identify potential redactions.

Templates are used when a standard form or letter is used to identify regions that contain sensitive information. OCR based redactions are used when the physical layout of a document is not known beforehand but the content that requires redaction is known.

### IDentiHide Facts

**Document Image Integrity & Security:** Document images are retained in their original format with information about redactions stored separately, allowing only users with appropriate rights the ability to see a document with or without redactions.

**QA Console Layout:** User friendly layout provides an easier means to viewing, accepting, rejecting, and even zooming in to potential redactions found during the automated redaction process. A navigation tree shows potential redactions and automatically advances as each potential redaction is accepted or rejected. Users can accept or reject potential redactions, make modifications, and reject individual redactions or an entire page easily from the navigation tree.

**Performance Reporting:** QA functions as a queue in the workflow allowing administrators the ability to use the standard netDMS Audit Report to track performance statistics on the quality assurance process. Data captured in the Audit Report can be exported to Microsoft® Excel™.

**Enhanced Data Capture:** Data is captured during quality assurance for future analysis. The captured data includes information about accepted redactions, rejected redactions, manually-added redactions, and redactions which have been moved by a QA user.

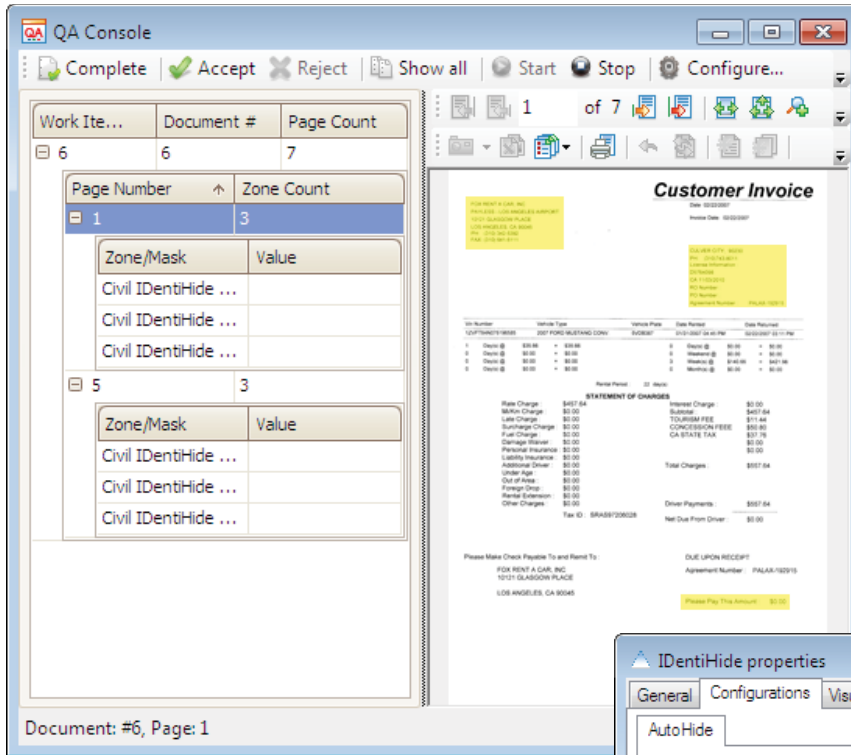
**“Time Out”:** Documents can be routed to another Quality Assurance user if quality assurance is not completed before an administrator defined timeout period has expired.

**Keyboard Shortcuts:** Users can perform simple key combinations to execute frequently used functions during the QA process such as accepting and rejecting potential redactions.

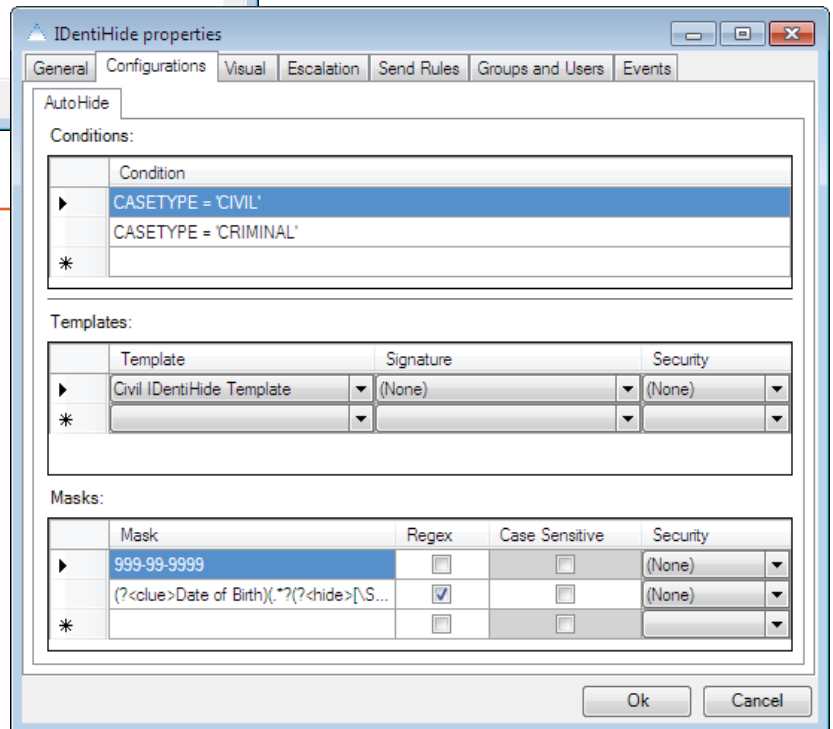
**Start & Stop:** Users control the distribution of documents with start and stop features enabling users to ensure documents are only assigned to QA users while they are available to perform quality assurance.

## IDentiHide Benefits

- ✓ Users with appropriate security rights can access original document as annotations are held separately
- ✓ Quality Assurance employees are provided with user-friendly layout with advanced viewing and management tools
- ✓ Redaction acceptance is maximized with the ability to accept or reject individual annotations or an entire document
- ✓ Quality Assurance is enhanced with enhanced audit reporting and tracking
- ✓ Enhanced data capture with information such as accepted redactions, rejected redactions, manually-added redactions, and redactions that have been moved
- ✓ Improved performance with the ability to set expiration timelines so documents waiting to be redacted do not wait
- ✓ Users can perform basic functionality with the use of the keyboard instead of navigating the mouse
- ✓ Better control on the flow of documents with the ability to stop the routing of documents when employees are unavailable



- ✓ Review list of potential redactions
- ✓ Easily accept, reject, or move annotations
- ✓ View an entire page or automatically zoom in on a particular annotation



- ✓ Define conditions to identify which redaction rules should be applied to each document
- ✓ Use templates to identify regions containing sensitive data on documents with a known layout.
- ✓ Use masks to identify certain data that matches a particular format, such as Social Security number
- ✓ Easily modify masks, templates, and rules as business needs evolve

- ✓ Capture data for analysis on redaction process
- ✓ Snapshot performance statistics on QA users

User First Name	User Last Name	Node Title	Date Time	Action	Object Type	Object #	Description	Pages
Scan	User	Capture	6/11/2010 8:11 AM	Send	Parcel	6	from Capture to IdentiHide	7
Automatic	Processor	IdentiHide	6/11/2010 8:12 AM	Send	Parcel	6	from IdentiHide to QA (Civil)	7
QA	Manager	QA (Civil)	6/11/2010 8:13 AM	Send	Parcel	6	from QA (Civil) to QA (Civil)	7
QA	User		6/11/2010 1:17 PM	Modify	Parcel	6		
QA	User	QA (Civil)	6/11/2010 1:17 PM	Send	Parcel	6	from QA (Civil) to Complete	7