Prevalent

WHITE PAPER SERIES

Quillix Redact

OVERVIEW

Quillix Redact is a new module for the Quillix Document Capture system that allows users to quickly and easily perform redaction operations on a page, document, multiple documents or a batch. Quillix Redact was created with productivity in mind, and uses advanced algorithms and text search technology to automatically find and highlight redaction targets based on pre-defined and user-defined redaction criteria.

Quillix Redact works within the Quillix Capture Web Client framework, and is accessible from the Redact tab in the client based on available licenses and user rights. Quillix Redact is an add-on to the Quillix Capture Client and requires the purchase of an additional license from Prevalent.
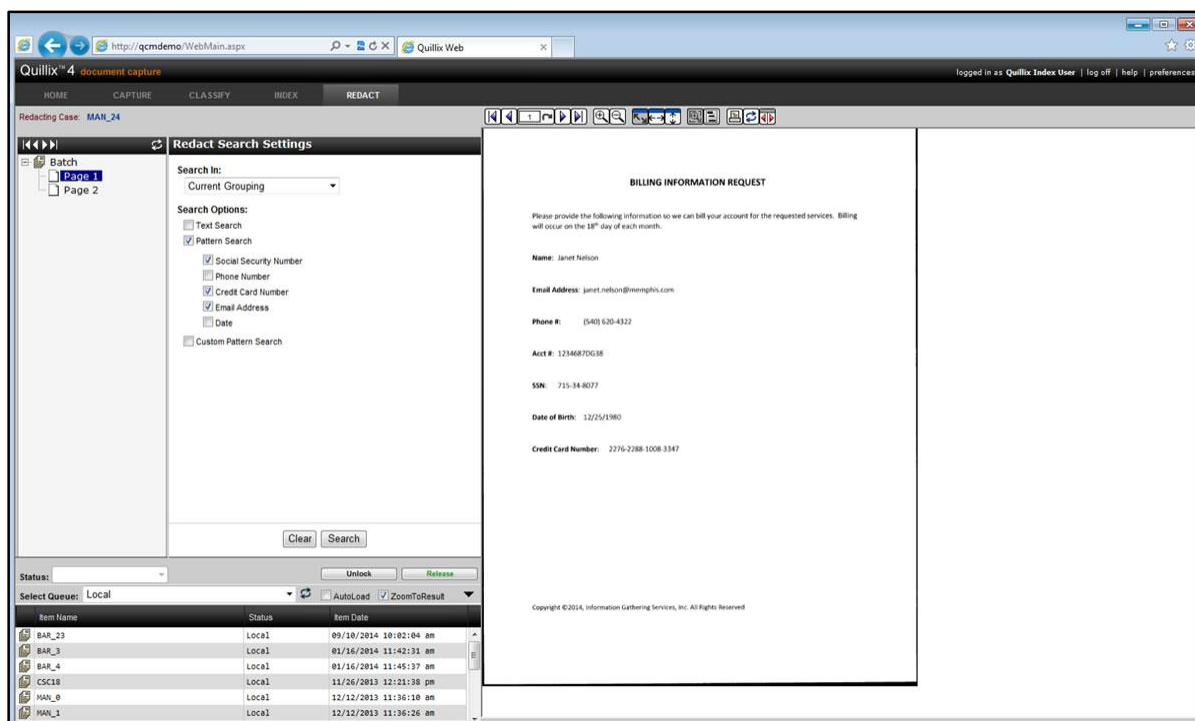
USE CASES

Quillix Redact is aimed at anyone who needs to obscure or remove private data from documents for regulatory compliance, personal data protection or to reduce corporate liability. Local, state and federal government, municipalities, education, healthcare and insurance all have a need to redact private data in documents.
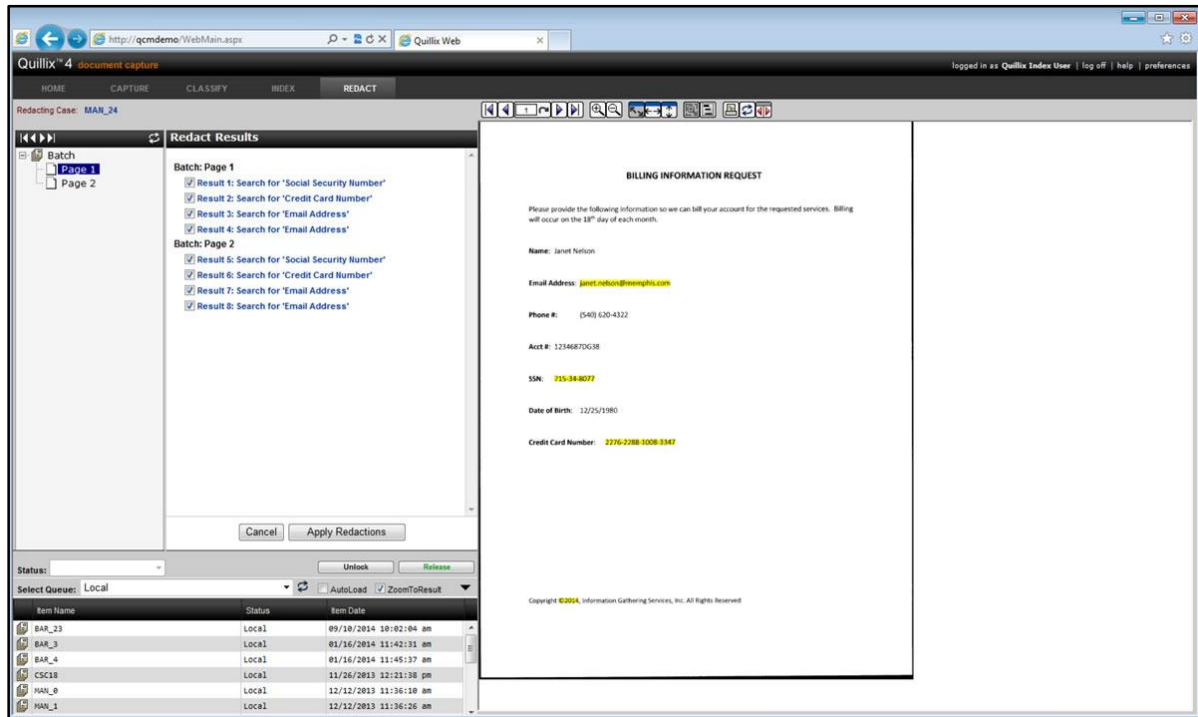
PRODUCTIVITY

The majority of time lost in the manual redaction of documents is the act of visually reading through each document to identify the private data that needs redaction. This manual process is not only time consuming, but is also prone to human error as a result of repetition and fatigue. Quillix Redact improves productivity greatly by "reading" documents electronically and identifying redaction targets with eye pleasing targets. The operator can then focus on verifying the redaction targets quickly and accurately.
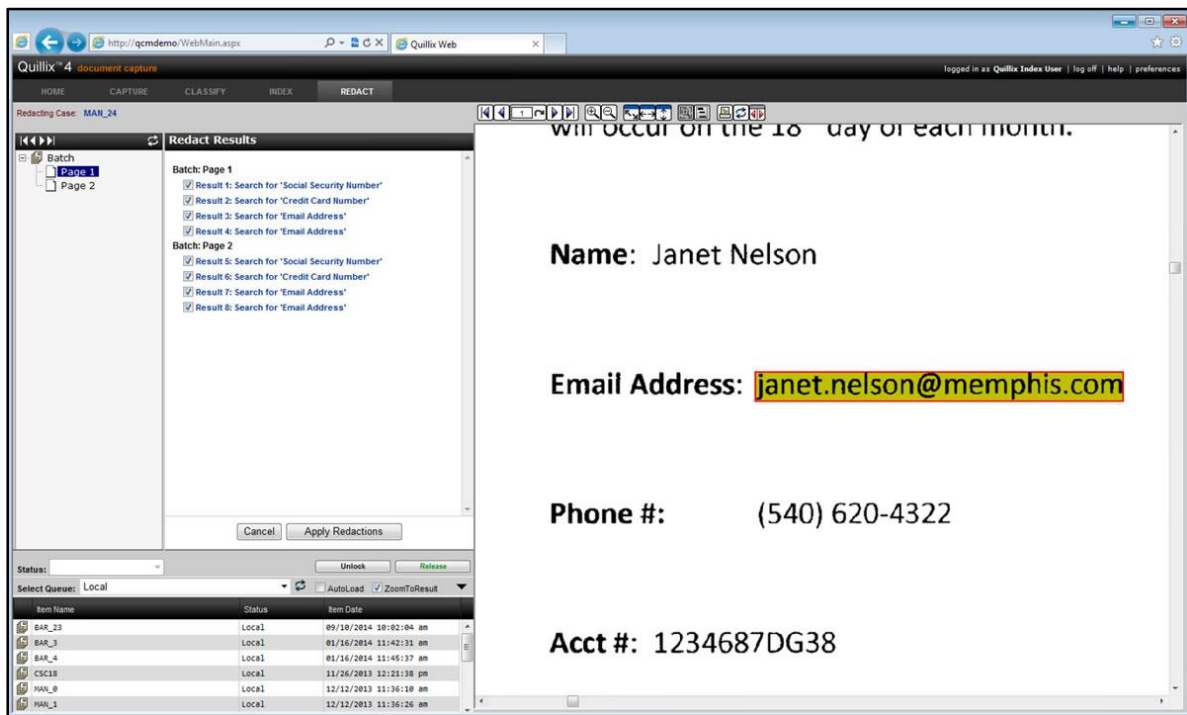
OPERATION

1. **Specify Redaction Criteria**: Select the REDACT tab in the Quillix Web Client. Select a case to work (redact) from the queue list. Select the desired SEARCH options in the Search Settings window. Searches can be performed in a single page, across a document, a group of documents or an entire batch. Search criteria can be a combination of operator supplied text, pre-defined private data patterns, or a custom pattern (see the Search Criteria section for more information). When the Search button is clicked, Quillix Redact will search through the specified grouping to find all redaction targets that match the search criteria.
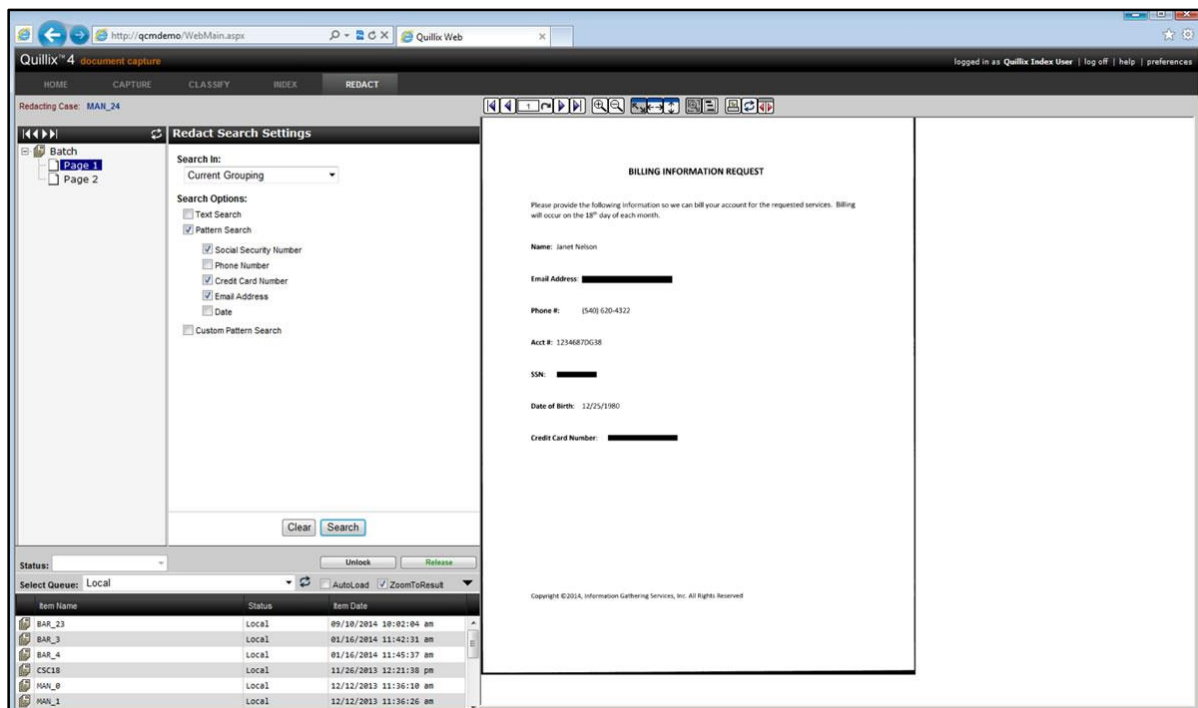
2. **Review Redaction Targets**: After the Search button is pressed, the redaction targets that match the Search criteria are displayed in the Results window beside the first page in the specified grouping. Each redaction target is listed in the results window, and highlighted on the corresponding page in the viewer window. Each redaction target in the list also has a checkbox to allow for quick deselection of targets that are false positives, or that, in the operator's discretion, do not need to be redacted.

3. **Review Redaction Targets (cont.)**: Clicking on a redaction target in the list will cause the corresponding highlighted target in the viewer to be automatically zoomed for easier identification.

4. **Apply Redactions**: Once all targets are verified, the operator can click on the Apply Redactions button to cause all the accepted redaction targets to become permanent.

5. **Manual Additions**: The operator can use the Redact tool to create a manual redaction at any time in the process.

SEARCH CRITERIA

1. Text Search – The Search function will search for any text in the specified grouping that matches the text string entered in this field. In this case the search engine will look only for text that is an *exact match* to the specified criteria.
2. Pattern Search – The Search function will search for any text in the specified grouping that matches the selected patterns. This function uses an algorithm for the pattern match that tries to accommodate variances in fonts, spacing and special characters. The patterns currently supported are:
    a. Social Security Number
    b. Phone Number
    c. Credit Card Number
    d. Email Address
    e. Date
3. Custom Pattern Search – The Search function will search for any text in the specified grouping that matches the pattern specified in this field. In this case the search engine is looking for a match to the pattern represented by a unique combination of letters, numbers and special characters (###-##-#### as an example of a social security number).

For more information, or to request a demo, please contact us at info@prevasoft.com.