

Document Redaction

[Date: 2019-05-17 | Program version: 12.00.000]

This document describes how to configure the ELO Document Manager to use the redaction feature in ELO, which allows the user to redact parts of TIFF documents in the repository using a black rectangle. This does not change the original document. The user can configure permissions to only allow specific users or groups to see the area underneath the black rectangle.

Redaction is performed by the Document Manager on the original image file that is provided to the client application. This means that it is not possible for users without the required permissions to view or copy the text behind the redaction mark.

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1 Requirements

- ELOenterprise or ELOprofessional 6.00.080 or higher (server version)
- Tomcat version 6.0.20 or higher. If Tomcat 6.0.24 or higher is used, version 7.00.020 or higher of the ELO Document Manager must be used.
- Uncompressed TIFF files, or TIFF files with LZW, packbits, or ZIP compression. JPEG compression in TIFF files is not yet supported. Some older compression settings are also unsupported. If this is the case, the image will not be created.
- Server: Windows or Solaris (Linux and Mac OS not yet supported)

2 Activation on the server

Two settings in the Document Manager table *elodmopt* must be changed:

1. Activation of TIFF redaction:
First check whether the required record already exists:

```
select * from elodmopt where optno=122
```

If the record DOES exist:

update elodmopt set optval='true' where optno=122

If it does NOT exist:

insert into elodmopt values (122, 'true', 'TIFF MASK ACTIVE')

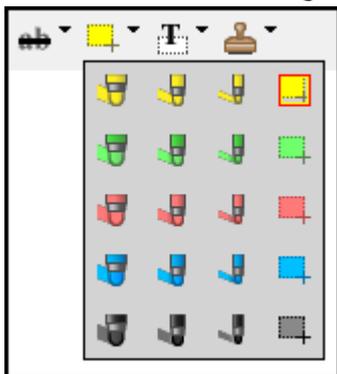
2. Define a temporary directory, which must already exist. It is best to set a different directory for each Document Manager, such as:

update elodmopt set optval='c:\temp\elo\archive1' where optno=107

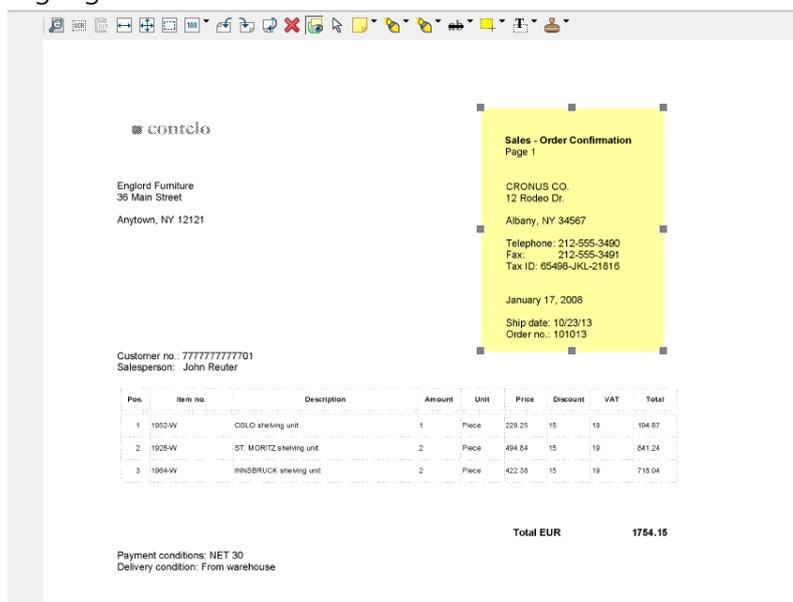
3. Restart the Document Manager (or Tomcat).

3 Test in the ELO client

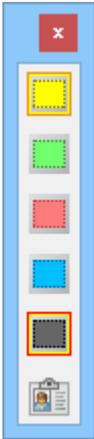
1. Open a TIFF file in the repository.
2. Select a colored rectangle from the drop-down menu.



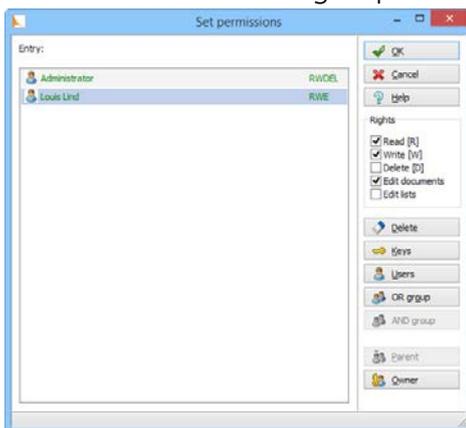
3. Highlight the desired area on the document:



- Right-click the rectangle. A context menu appears. Click the black button at the bottom:



- Right-click the area again and select the *Permissions* entry at the bottom.
- Select the users and/or groups who should be able to see the text:



All other users will now be unable to see the content behind the blacked out area:

contelo

Englond Furniture
36 Main Street
Anytown, NY 12121

Customer no.: 777777777701
Salesperson: John Reuter

| Pos. | Item no. | Description | Amount | Unit | Price | Discount | VAT | Total |
|------|----------|--------------------------|--------|-------|--------|----------|-----|--------|
| 1 | 1352 W | OSLO shelving unit | 1 | Piece | 229.25 | 15 | 19 | 194.87 |
| 2 | 1528 W | ST. MORITZ shelving unit | 2 | Piece | 404.84 | 15 | 19 | 841.24 |
| 2 | 1354 W | INNSBRUCK shelving unit | 2 | Piece | 422.38 | 15 | 19 | 718.94 |

4 Additional notes

- The instructions above are slightly different for version 6.0 of the ELO client.
- A user with permission to see behind the redaction mark should not create a preview file for the document, because that will allow other users to see the unredacted document.
- If the Fulltext module is in use, a user with as few permissions as possible should be set in the configuration (reload the ELOft web application afterwards). The text within the blacked out areas will not be added to the full text database and even authorized users will be unable to search for it. If the user has full permissions, that user will be able to view the entire document, therefore adding all words in the document to the full text database. A user without permission to see the blacked out text will then be able to see all words in the document (even the redacted ones) through the full text search later.
- If a user does not have permission to read the redacted text, these parts of the document will be blacked out. If the user tests the checksum, an invalid checksum will be returned, because the local version with redaction marks differs from the original document.