



**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.

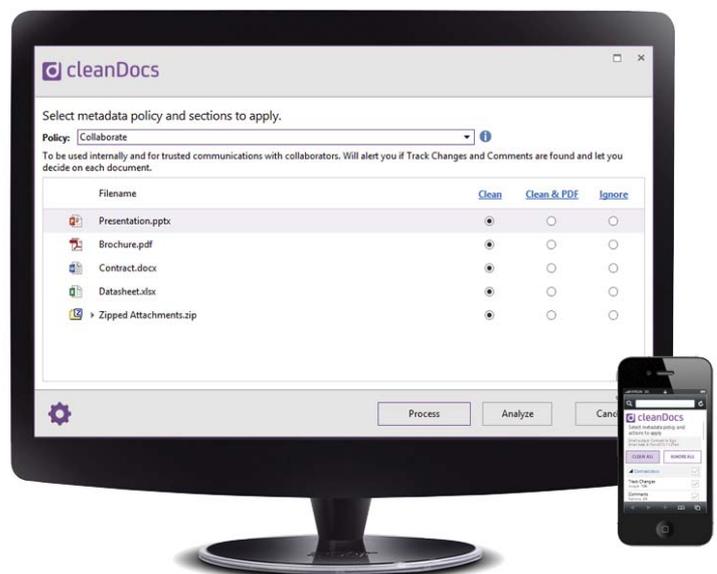
### MORE SPEED, LESS DISRUPTION

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.



<b>EMAIL INTEGRATION</b>	<p>Integrates with Microsoft Outlook on the desktop</p> <p>Integrates with Microsoft Exchange for mobile users</p> <p>Cleans document attachments of hidden content</p> <p>Analyzes attachments on Send for hidden content</p> <p>Converts cleansed attachments to PDF for extra security</p> <p>Requires confirmation of external recipients</p> <p>No need to confirm external recipients if part of an email thread</p> <p>Emails stored in Sent Items matches that seen by recipients</p>	<b>SYSTEM REQUIREMENTS</b>  <b>Operating System Desktop</b> Microsoft® Windows 10, 8.1, 8, 7 SP1 (32-bit or 64-bit) Microsoft® Outlook 2019, 2016, 2013, and 2010 (32-bit or 64-bit); or Office 365 Microsoft® Office 2019, 2016, 2013 and 2010 (32-bit or 64-bit) DocsCorp products integrate successfully with Microsoft Office 365 when installed locally.  .NET Framework 4.7.2 or newer Supports Citrix XenApp/ XenDesktop/Terminal Services  <b>Hardware</b> Single or Multi-core CPU 2GB minimum RAM 2GB free disk space  <b>Operating System Server</b> Microsoft® Windows Server 2016, 2012 R2, 2012 or 2008 R2 <b>Microsoft® Exchange</b> - 2016 CU3 or newer - 2013 CU6 or newer - 2010 SP3 <b>Hardware</b> (recommended) Quad-core, 2 GHz+ x64/x86 processor with SSE2 4GB RAM There are separate requirements for the Exchange roles and SQL Server database.  <b>Integrations</b> Microsoft Office iManage Work 10 iManage FileSite/DeskSite NetDocuments (ndOffice) OpenText eDOCS DM HighQ  <b>Available</b> <b>cleanDocs Standard</b> (no DMS integration) <b>cleanDocs Professional</b> (DMS integration) <b>cleanDocs Server</b>				
<b>COMPREHENSIVE CLEANING</b>	<p>Cleans hidden content from documents</p> <p>Cleans MS Word documents, Excel spreadsheets, PowerPoint presentations, PDF documents, JPG and PNG images</p>					
<b>SPEED</b>	<p>Cleans multiple documents in under a second, minimizing disruption</p>					
<b>PDF CREATION</b>	<p>Cleans and prints to PDF and PDF/A for additional security</p> <p>Secures documents to prevent changing or copying</p> <p>Creates industry-standard PDF documents</p>					
<b>DETAILED METADATA REPORTING</b>	<p>Produces a detailed analysis and report of document metadata, which can be saved as an HTML document for reference</p> <p>Analyzes documents on Send to assess risk. Users can determine the appropriate action based on analysis</p> <p>Cleans documents based on risk analysis</p>					
<b>ENTERPRISE-CLASS METADATA MANAGEMENT</b>	<p>Easy to deploy and manage across an organization via a desktop utility or XML files</p> <p>Define and deploy cleaning policies that meet organizational needs</p> <p>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</p> <p>Cleans documents of over 100 known metadata types</p> <p>Allows distributed cleaning on desktops in the office, and central cleaning with MS Exchange for mobile users</p> <p>Alerts users to particular metadata to allow on-the-spot decisions per document – for both desktop and mobile users</p> <p>Robust – no risk to your exchange server reliability, and no bottlenecks</p>					
<b>INDUSTRY BEST PRACTICE</b>	<p>Provides several customizable policies for metadata management with collaborators, adversaries and government agencies</p> <p>Allows users to keep metadata when necessary, and remove it when required</p>					
<b>OTHER FEATURES</b>	<p>Cleans individual files or whole directories</p> <p>Cleans password-protected files</p> <p>Cleans compressed (zipped) files and folders</p> <p>Compresses attachments as a single zipped file you can name and secure</p> <p>Allows users to set security options on converting output to PDFs</p> <p>Supports cleaning directly from iManage Work, NetDocuments and OpenText eDOCS DM</p>					
<b>MOBILE PLATFORMS</b>	<table border="0"> <tr> <td>iOS</td> <td>Android</td> </tr> <tr> <td>Blackberry</td> <td>Windows Phone</td> </tr> </table>		iOS	Android	Blackberry	Windows Phone
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