



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

cleanDocs Desktop is a breakthrough technology that enables IT Administrators to deploy a desktop metadata management solution that delivers on speed, flexibility and control to protect from accidental information and metadata leaks.

cleanDocs Desktop is available in Standard (without Document Management System integration) and Pro (with DMS integration).

DESKTOP METADATA MANAGEMENT

Despite the proliferation of server-side solutions, smartphones and tablets in recent years, we still tend to do most of our work on the desktop using locally-installed software.

cleanDocs Desktop is a metadata management solution for the desktop. It is built on new technologies that provide everyone with a richer user experience; for IT Administrators it is speed, flexibility and control; for the end user, it is flexibility and an opportunity to interact with the cleaning process like never before.

SUB-SECOND CLEANING

cleanDocs is blisteringly fast, cleaning documents at sub-second speeds. It is built on proprietary technology developed by DocsCorp, which cleans documents at the binary level.

cleanDocs also takes advantage of multi-thread processing, supporting all available cores.

For example, on an 8-core CPU it can process up to 8 documents at a time to make light work of large batch cleaning operations.

A desktop metadata solution lightens the load on the server, eliminating bottlenecks.

POLICY-BASED CLEANING

IT Administrators can establish enterprise-wide metadata policies to ensure all documents are cleansed of metadata automatically when sent from the desktop.

Alternatively, IT can set up more flexible policies that allow users to interact with cleaning policies by selecting a context-based policy, or by responding to alerts for specific metadata types. This allows users to manage metadata in context, based on the recipient's trust level or business requirements rather than on a 'one size fits all' approach to metadata management.

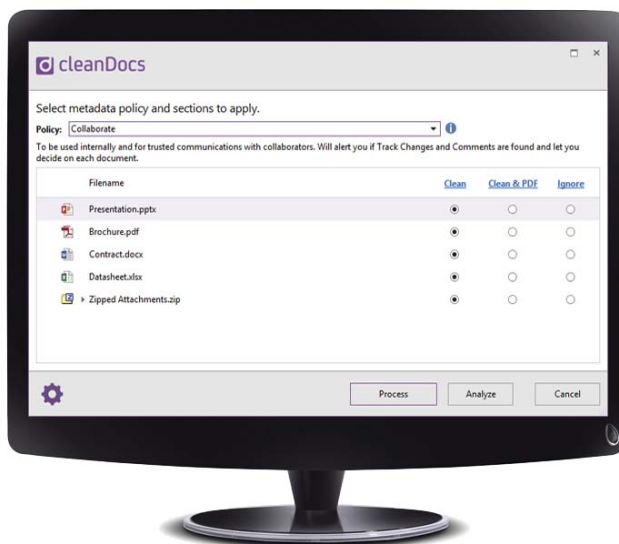
MAXIMUM DOCUMENT SECURITY

cleanDocs removes over 100 metadata types from MS Word, Excel, PowerPoint and PDF documents. In addition, IT Administrators can specify custom properties for cleaning. For extra security, cleanDocs can convert

documents to PDF. All this can be done automatically when sending an email, or when analyzing or cleaning a document manually.

ELIMINATE ERRORS

cleanDocs enables users to review a document to ensure that it has been cleaned properly or has been formatted correctly before it is sent to recipients.



EMAIL INTEGRATION	<p>Integrates with MS Outlook 2016, 2013, 2010, 2007 and Office 365 on the desktop</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 if required</p> <p>Emails stored in Sent Items match the email seen by recipients</p>	SYSTEM REQUIREMENTS Operating System DESKTOP <p>Microsoft® Windows® 10, 8.1, 8 or 7 (32-bit or 64-bit)</p> <p>Microsoft® Outlook 2016 (32-bit) or 2013, 2010, 2007 (32-bit or 64-bit); and Office 365</p> <p>Microsoft® Office 2016 (32-bit) or 2013, 2010, 2007 (32-bit or 64-bit)</p> <p>DocsCorp products integrate successfully with Microsoft Office 365 when installed locally.</p> <p>.NET Framework 4.5 or newer</p> <p>Supports Citrix XenApp/ XenDesktop/Terminal Services</p> Hardware <p>Multi-core CPU</p> <p>2GB minimum RAM</p> <p>2GB free disk space</p> Integrations <p>MS Office</p> <p>iManage Work</p> <p>OpenText eDOCS DM</p> <p>HighQ</p> Available <p>cleanDocs Standard (no DMS integration)</p> <p>cleanDocs Professional (DMS integration)</p> <p>cleanDocs Server</p>
COMPREHENSIVE CLEANING	<p>Cleans MS Word documents, Excel spreadsheets, PowerPoint presentations</p> <p>Cleans PDF documents</p> <p>Cleans documents of over 100 known metadata types</p> <p>Cleans hidden content from documents</p> <p>Analyzes and cleans documents directly from MS Word</p> <p>Cleaned documents can be saved as a copy, as a new document or as a replacement document</p>	
SPEED	<p>Cleans multiple documents concurrently in less than a second, minimizing productivity losses</p> <p>Cleans documents at the binary level</p> <p>Supports multi-threading for fast processing</p>	
PDF CREATION	<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>	
DETAILED METADATA REPORTING	<p>Produces detailed analysis and reports of document metadata, which can be saved as an HTML document for reference</p> <p>Analyzes document on Send to assess risk. Users can determine the appropriate action based on analysis</p> <p>Cleans documents based on risk analysis</p>	
ENTERPRISE-CLASS METADATA MANAGEMENT	<p>Easy to deploy and manage across the organization</p> <p>Define and implement 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>Allows distributed cleaning on desktops in the office</p> <p>Alerts on particular metadata for on-the-spot decisions per document</p> <p>Robust – no risk to your exchange server reliability, and no bottlenecks</p>	
INDUSTRY BEST PRACTICE	<p>Provides numerous customizable policies for metadata management with collaborators, adversaries and government agencies</p> <p>Allows users to keep metadata and to remove it when required</p>	
OTHER FEATURES	<p>Cleans individual files or whole directories</p> <p>Cleans password-protected files</p> <p>Cleans compressed (zipped) files and folders</p> <p>Allows users to set security options when outputting to PDF</p> <p>Supports cleaning directly from iManage Work and OpenText eDOCS DM</p>	