



Prevent disclosure of confidential or sensitive information

Protect against users inadvertently sending emails to the wrong person

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 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 iManage, HighQ, NetDocuments or OpenText integration).

cleanDocs Desktop Pro users can check the recipient list for external or blacklisted email domains, Reply All actions and Bcc inclusions to ensure the right information is being sent to the right person every time and that the user's actions are as intended.

METADATA MANAGEMENT FOR THE DESKTOP

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

cleanDocs 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. Importantly, a desktop metadata solution lightens the load on the server, eliminating bottlenecks.

RIGHT INFORMATION, RIGHT RECIPIENT

cleanDocs Professional protects against unintentional information leakage, ie sending private or sensitive information to the wrong person. It does this with its email recipient checking functionality. All emails to external recipients are flagged by cleanDocs and the user prompted to confirm that the email addresses on the recipient list are appropriate and correct.

Once confirmed, recipients do not have to be re-confirmed in any subsequent emails on the same thread/conversation.

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.

CENTRAL POLICY-BASED CONTROL

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.

Policies can be set up using the intuitive graphical Configuration Manager utility.

MAXIMUM DOCUMENT SECURITY

cleanDocs removes over 100 metadata types from Microsoft Word, Excel, PowerPoint, PDF documents and images (JPG and PNG). In addition, IT Administrators can specify custom properties for cleaning. For extra security, cleanDocs can convert documents to PDF and opt to compress all attachments into a single zip file - with passwords. 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.

Comments and Track Changes can be anonymized or deleted, and a user's details can be cleaned if required.

You can save the analyzed metadata as a report for auditing purposes.

EMAIL INTEGRATION	<ul style="list-style-type: none"> Integrates with Microsoft Outlook on the desktop Protects against accidental information and metadata leaks by requiring users to confirm email recipients before sending Cleans document attachments of hidden content Analyzes attachments on Send for hidden content Converts cleansed attachments to PDF for extra security if required Requires confirmation of external recipients No need to confirm external recipients if part of an email thread Emails stored in Sent Items match the emails seen by recipients 	SYSTEM REQUIREMENTS Operating System <ul style="list-style-type: none"> Microsoft® Windows Server 2016, 2012 R2, 2012 or 2008 R2 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); and Office 365 Microsoft® Office 2019, 2016, 2013 and 2010 (32-bit or 64-bit)
COMPREHENSIVE CLEANING	<ul style="list-style-type: none"> Cleans Microsoft Word documents, Excel spreadsheets, PowerPoint presentations, PDF documents, JPG and PNG images Cleans documents of over 100 known metadata types Cleans hidden content from documents Analyzes and cleans documents directly from Microsoft Word Cleaned documents can be saved as a copy, as a new document or as a replacement document 	<ul style="list-style-type: none"> DocsCorp products integrate successfully with Microsoft Office 365 when installed locally. .NET Framework 4.7.2 or newer Supports Citrix XenApp/ XenDesktop/Terminal Services
SPEED	<ul style="list-style-type: none"> All relevant information on one screen for user review and approval Cleans multiple documents concurrently in less than a second Cleans documents at the binary level Supports multi-threading for fast processing 	Hardware <ul style="list-style-type: none"> Single or Multi-core CPU 2GB minimum RAM 2GB free disk space
PDF CREATION	<ul style="list-style-type: none"> Cleans and prints to PDF and PDF/A for additional security Secures documents to prevent changing or copying Creates industry-standard PDF documents 	INTEGRATIONS <ul style="list-style-type: none"> Microsoft Office iManage Work 10 iManage FileSite/DeskSite NetDocuments (ndOffice) OpenText eDOCS DM HighQ
DETAILED METADATA REPORTING	<ul style="list-style-type: none"> Produces detailed analysis and reports of document metadata, which can be saved as an HTML document for reference Analyzes documents on Send to assess risk. Users can determine the appropriate action based on analysis Cleans documents based on risk analysis 	AVAILABLE VERSIONS <ul style="list-style-type: none"> cleanDocs Standard (no DMS integration) cleanDocs Professional (DMS integration and Recipient Checking) cleanDocs Server
ENTERPRISE-CLASS METADATA MANAGEMENT	<ul style="list-style-type: none"> Easy to deploy and manage across the organization via a desktop utility tool Define and implement cleaning policies that meet organizational needs 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 Cleaning from the desktop is designed to provide maximum efficiency and best user experience Alerts on particular metadata for on-the-spot decisions per document Robust – no risk to your Exchange server reliability, and no bottlenecks 	
INDUSTRY BEST PRACTICE	<ul style="list-style-type: none"> Provides several customizable policies for metadata management with collaborators, adversaries and government agencies Allows users to keep metadata and to remove it when required Allows administrators to set options balancing regulatory compliance with user workflow 	
OTHER FEATURES	<ul style="list-style-type: none"> Cleans individual files or whole directories Cleans password-protected files Cleans compressed (zipped) files and folders Compresses attachments as a single zipped file you can name and secure Allows users to set security options when outputting to PDF Supports cleaning directly from iManage Work, NetDocuments and OpenText eDOCS DM 	