

# cleanDocs

Prevent disclosure of confidential or sensitive information

Reduce financial and reputational risk

Ensure regulatory compliance

Ensure Enterprise compliance to metadata policies for both desktop and mobile users

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 Mobile**. They can be deployed independently or together for a more comprehensive metadata management solution.

## 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.

## AN ENTERPRISE-CLASS SOLUTION

cleanDocs is an enterprise-class solution, centrally managing desktop and mobile users to ensure all documents leaving the 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 organizational and departmental profiles for cleaning metadata.

## POLICY-BASED CLEANING

Powerful metadata management policies set up by IT Administrators ensure that each and 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.

## CONFIGURABLE TO YOUR NEEDS

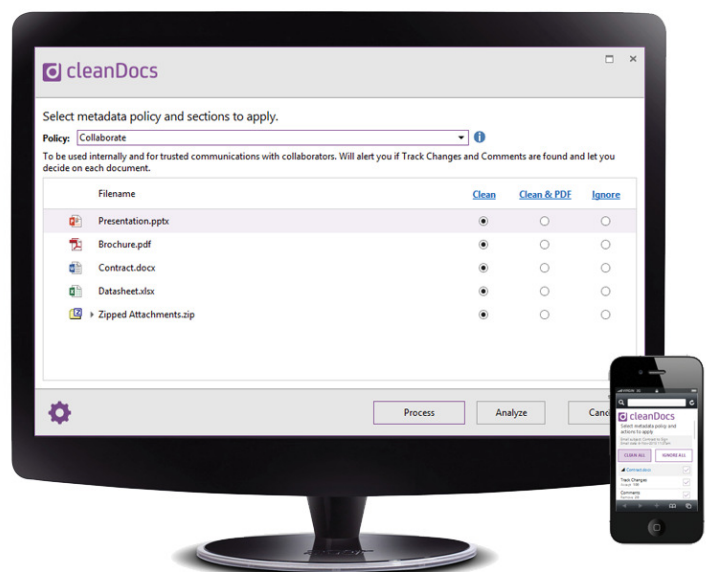
IT Administrators can fine-tune the cleaning workflow to reduce the amount of user interaction for each department.

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.

## 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.



<b>EMAIL INTEGRATION</b>	<ul style="list-style-type: none"> <li>Integrates with MS Outlook on the desktop</li> <li>Integrates with MS Exchange for mobile users</li> <li>Cleans document attachments of hidden content</li> <li>Analyzes attachments on Send for hidden content</li> <li>Converts cleansed attachments to PDF for extra security</li> <li>Emailed stored in Sent Items matches the email seen by the recipient</li> </ul>
<b>COMPREHENSIVE CLEANING</b>	<ul style="list-style-type: none"> <li>Cleans hidden content from documents</li> <li>Cleans MS Word documents, Excel spreadsheets, PowerPoint presentations and PDF documents</li> </ul>
<b>SPEED</b>	<ul style="list-style-type: none"> <li>Cleans multiple documents concurrently in less than a second, minimizing disruption</li> </ul>
<b>PDF CREATION</b>	<ul style="list-style-type: none"> <li>Clean and Print to PDF for additional security</li> <li>Secures documents to prevent changing or copying</li> <li>Creates industry-standard PDF documents</li> </ul>
<b>DETAILED METADATA REPORTING</b>	<ul style="list-style-type: none"> <li>Produces detailed analysis and report of document metadata, which can be saved as an HTML document for reference</li> <li>Analyzes document on Send to assess risk. User can determine appropriate action based on analysis</li> <li>Cleans documents based on risk analysis</li> </ul>
<b>ENTERPRISE-CLASS METADATA MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Easy to deploy and manage across the organization</li> <li>Define and implement cleaning policies that meet organizational needs</li> <li>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</li> <li>Allows distributed cleaning on desktops in the office, central cleaning with MS Exchange for mobile users</li> <li>Alerts users to particular metadata to allow on-the-spot decisions per document. This works for both desktop and mobile users</li> <li>Robust – no risk to your exchange server reliability, and no bottlenecks</li> </ul>
<b>INDUSTRY BEST PRACTICE</b>	<ul style="list-style-type: none"> <li>Provides numerous customizable policies for metadata management with collaborators, adversaries and government agencies</li> <li>Allows users to keep metadata when necessary, and to remove it when required</li> </ul>
<b>OTHER FEATURES</b>	<ul style="list-style-type: none"> <li>Cleans individual files or whole directories</li> <li>Cleans password-protected files</li> <li>Cleans compressed (zipped) files and folders</li> </ul>
<b>MOBILE DEVICES</b>	<ul style="list-style-type: none"> <li>iPhone, iPad</li> <li>Android</li> <li>Blackberry</li> <li>Windows Phone</li> </ul>

#### SYSTEM REQUIREMENTS

##### Desktop

Microsoft® Windows® Vista, 7, 8  
 (32-bit or 64-bit)  
 Outlook 2010, 2013  
 .NET Framework 4.5  
 Single or Multi-core CPU  
 2GB RAM  
 2GB free disk space

##### Server

Microsoft® Windows® Server  
 2008 R2, 2012 (32-bit or 64-bit)  
 Exchange 2010, 2013  
 .NET Framework 4.5  
 Single or Multi-core CPU  
 4GB RAM  
 5GB free disk space



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