



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

Empower users to work from anywhere

Human error is the number one source of unintentional data breaches worldwide. This is usually the result of sending confidential emails (and attachments) to the wrong person, forgetting to remove author comments or Track Changes from a contract before emailing, or sharing confidential documents that have not been redacted properly.

The cost of a resulting data breach can be significant and not just limited to financial, legal, or regulatory penalties. Other costs include loss of brand equity, customer turnover, and lost productivity.

PROFESSIONAL OR ENTERPRISE

cleanDocs Desktop is a breakthrough data loss prevention solution – the only product to provide email recipient checking to prevent email mishaps, metadata cleaning of attachments, and improper redaction alerts in a single product.

cleanDocs Desktop is available in **Professional** and **Enterprise** versions. They differ only in how they handle email recipient checking - cleanDocs Enterprise uses advanced Artificial Intelligence and machine-learning algorithms.

PREVENTING EMAIL MISHANDLING

cleanDocs protects against unintentional data leakage, ie sending private or sensitive information to the wrong person.

cleanDocs Professional flags emails about to be sent to external recipients and public email addresses, prompting users to confirm the email addresses are appropriate and correct. Once confirmed, subsequent emails to recipients on the same thread/conversation are automatically confirmed.

Users are also alerted to potential misuse of Reply All, CC, and BCC fields.

cleanDocs Enterprise uses advanced AI and machine-learning algorithms for email recipient checking. It analyzes communication patterns between the sender and recipients to detect irregularities. It only alerts the user when it determines an abnormality or deviation from normal email behavior or intent.

cleanDocs Desktop also integrates with security policy and confidentiality software to ensure that emails are only sent to authorized recipients as defined in the policy. Non-compliant emails are flagged and blocked from being emailed.

CLEANING METADATA ON SEND

cleanDocs removes system and application generated metadata from documents. The application checks for hidden metadata and removes it before the document is emailed or uploaded to an external location. cleanDocs removes over 100 metadata types from documents including document properties as well as user-generated metadata such as Track Changes, Comments, embedded objects, and hidden text.

DETECTING IMPROPER REDACTION

cleanDocs detects improperly redacted text in Word and PDF documents. It looks for content that is being masked or obscured with drawing objects, or for text that is masked with an object using the same color. If instances of this type are found, the end user is immediately alerted to a potential risk so corrective action can be taken.

EMAIL ENCRYPTION

cleanDocs integrates with RMail from RPost to provide email encryption, registered emails/receipts, and e-sign, providing cleanDocs users with an end-to-end secure email distribution solution that can be accessed from a single user interface.

CLEANING ON DESKTOP AND SERVER

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

cleanDocs Server ensures all emails sent from mobile devices, Outlook Web Access, or any email-enabled application are cleaned of metadata with no impact on end-user productivity.

IT Administrators have the option of having metadata cleaning take place on the server rather than on the desktop machine if they have both cleanDocs modules deployed.

INTEGRATIONS	<p>Integrates with Microsoft Outlook on the desktop</p> <p>Integration with iManage Security Policy Manager (SPM) to enforce policies</p> <p>Integration with RPost allows senders to track and prove email receipts, send for e-signature, and dynamically encrypt emails</p> <p>Integrates with leading document management systems</p>	<p>SYSTEM REQUIREMENTS</p> <p>Operating System</p> <p>cleanDocs Pro Microsoft Windows 7 SP1, 8, 8.1 or 10 (32-bit or 64-bit) Supports Citrix XenApp/ XenDesktop/Terminal Services .NET Framework 4.7.2 or newer</p> <p>cleanDocs Enterprise Microsoft Windows 10 x64-bit .NET Framework 4.7.2 or newer VC++ 2015/19 x86-bit and x64-bit</p> <p>Clean on Server mode Requires cleanDocs Desktop 2.4 and cleanDocs Server 1.7 or higher</p> <p>Microsoft Office Office 2013 and higher (32-bit or 64-bit) Visual Studio Tools for Office Outlook should ideally run in cached mode (required for cleanDocs Enterprise)</p> <p>Office 365 DocsCorp products integrate successfully with Microsoft Office 365 when installed locally. No integration is possible currently in Office Online apps.</p> <p>Hardware</p> <p>cleanDocs Pro (minimum): 2 core/4 thread, 2GHz or faster, x86-bit or x64-bit (e.g., i3 or above) processor with SSE2 4 GB RAM 256 GB hard drive</p> <p>cleanDocs Pro (recommended) 2 core/4 thread, 2.6GHz or faster, i5 or higher (i7) 6 GB RAM 256 GB hard drive SSD</p> <p>cleanDocs Enterprise (recommended): Quad-core, 2GHz, or faster x64- bit processor (e.g., i5 or similar) 8 GB RAM 10 GB free disk space</p> <p>INTEGRATIONS</p> <p>Microsoft Office iManage Work 10 iManage FileSite/DeskSite iManage Security Policy Manager NetDocuments (ndOffice) OpenText eDOCS HighQ</p> <p>AVAILABLE VERSIONS</p> <p>cleanDocs Desktop Pro cleanDocs Desktop Enterprise cleanDocs Server</p>
IMPROPER REDACTION	<p>Detects improper redaction in MS Word and PDF files when emailed</p> <p>Alerts the user when it finds content masked or obscured with drawing objects or other objects that are the same color</p>	
EMAIL RECIPIENT CHECKING	<p>Protects users from sending an email to the wrong person or sending the wrong attachment</p> <p>cleanDocs Professional users required to confirm external recipients before sending</p> <p>No need to confirm recipients if approved in a previous thread</p> <p>User can easily remove a recipient from the email send</p> <p>User alerted to potential misuse of Reply All, CC, and BCC fields</p> <p>Automatically prevents emails from being sent to unauthorized recipients if integrated with iManage Security Policy Manager</p> <p>cleanDocs Enterprise uses advanced machine learning to analyze communication patterns.</p> <p>Only warn users to possible accidental disclosure and potential data leaks if it detects a disconnect between content and recipient or deviation from normal email behavior</p>	
COMPREHENSIVE CLEANING	<p>Cleans Microsoft Word documents, Excel spreadsheets, PowerPoint presentations, PDF documents, JPG, and PNG image files of metadata</p> <p>Cleans over 100 known metadata types, including all hidden content</p> <p>Analyzes and cleans attachments on Send for hidden content</p> <p>Analyzes and cleans documents directly from Microsoft Word</p> <p>Cleaned documents can be saved as a copy, as a new document, or as a replacement document</p> <p>Converts cleaned attachments to PDF for extra security if required</p> <p>Emails stored in Sent Items match the emails seen by recipients</p> <p>Provides configurable policies in accordance with business requirements for determining how users interact with the cleaning process</p>	
CLEANING SPEED	<p>Cleans multiple documents concurrently in less than a second</p> <p>Cleans documents at the binary level</p> <p>Supports multithreading 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 documents 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 via a desktop utility tool</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>Cleaning from the desktop provides maximum efficiency and best user experience</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>	