

University of Alaska Systems

# General Redacted Instructions

Training Manual

## Contents

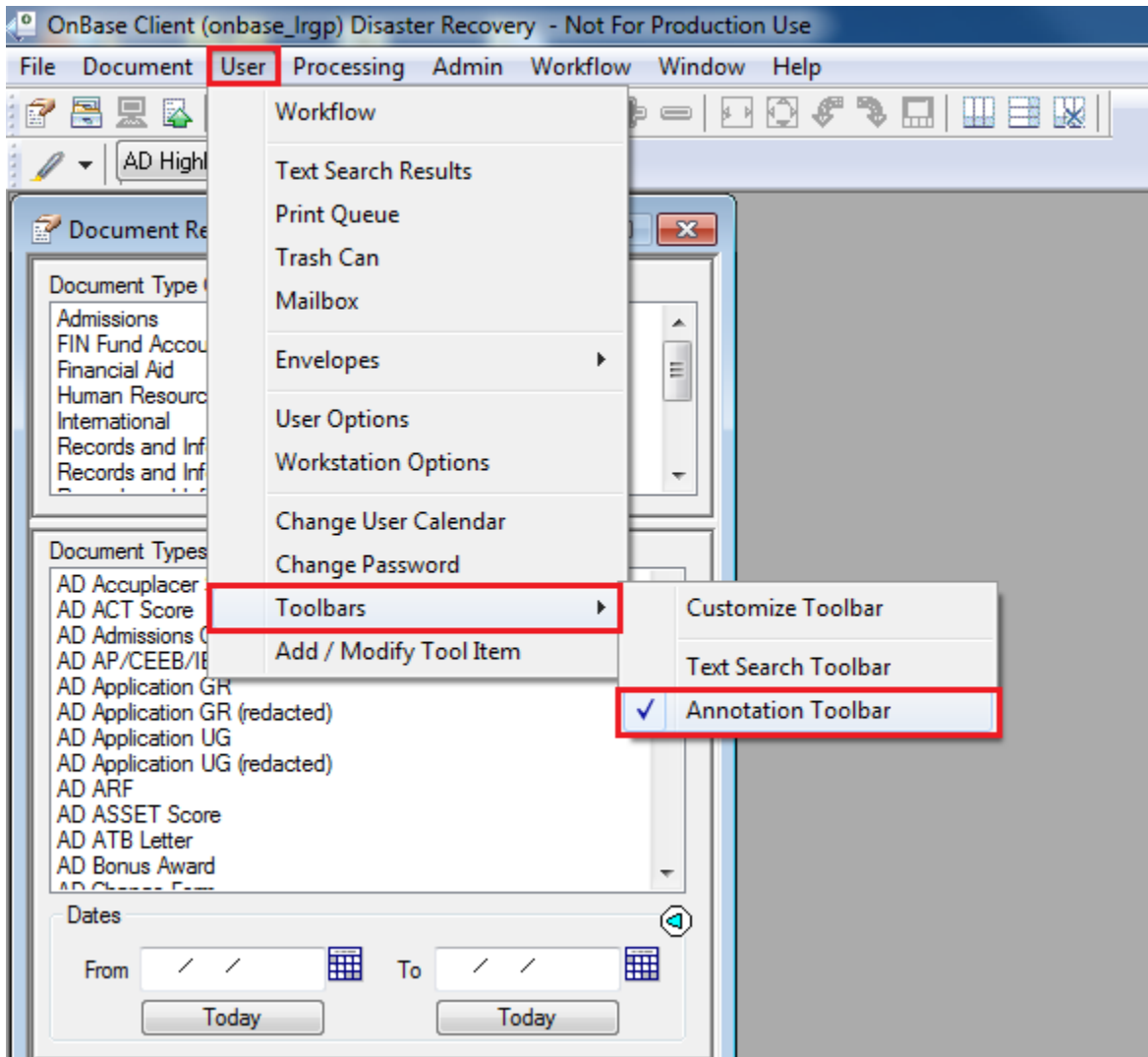
Disclaimer.....	3
Part 1: Setting up for Redaction.....	3
Part 2: Retrieve A Document for Redaction .....	5
Part 3: Redacting the Document.....	6
Part 4: Delete/Reorder Pages .....	10

## Disclaimer

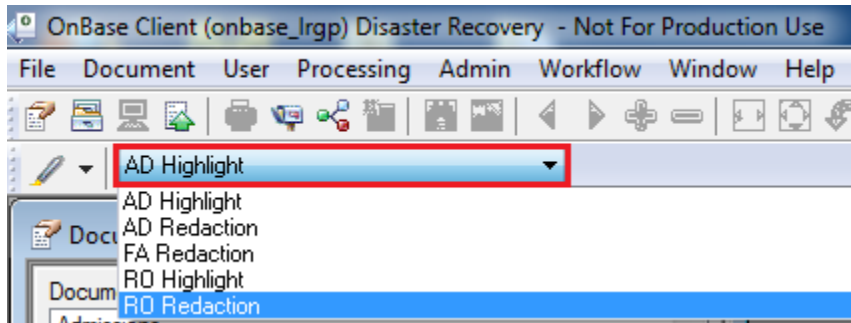
Disclaimer: This training will assume that you have access to OnBase, have had training in OnBase and have been assigned to the Redaction security class.

## Part 1: Setting up for Redaction

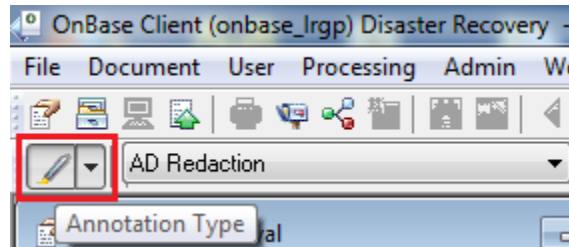
1. Go to User→Toolbars→Annotation Toolbar. Make sure you have annotation toolbar with a check mark.



2. Pick the appropriate redaction.



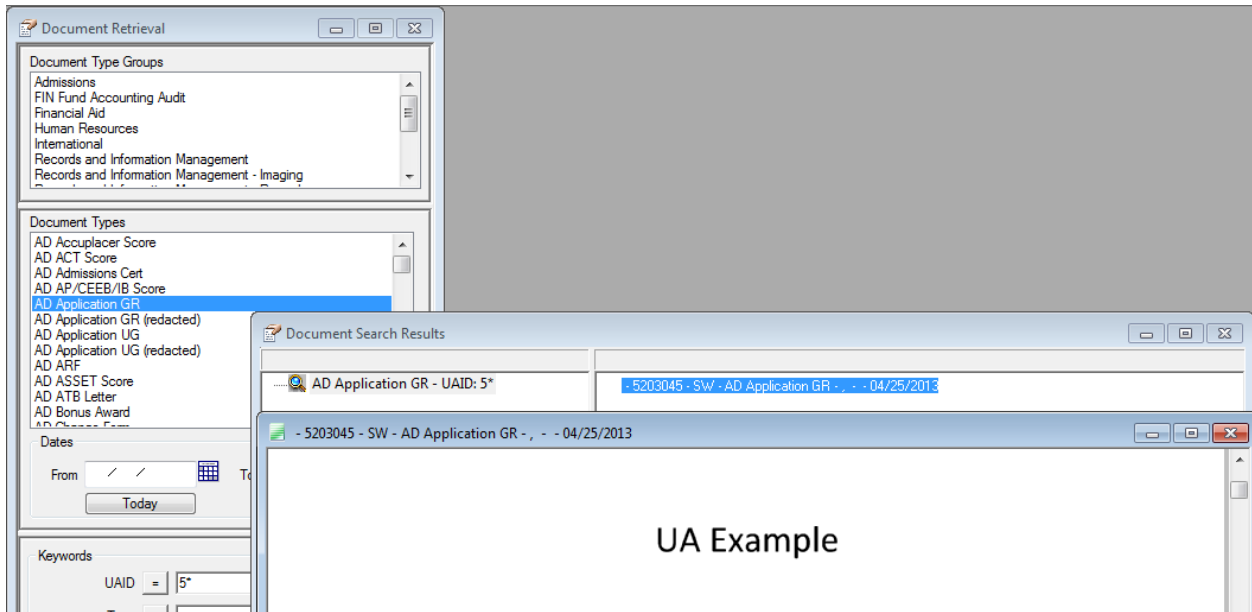
3. Then click on the pen next to the redaction type and make sure it is down.



4. Next go to the appropriate doc type you want to redact. To do this either use custom query or Document Retrieval. Example, I put AD redaction, so I will be using AD doc types.

## Part 2: Retrieve A Document for Redaction

5. Pick the document you want to Redact.

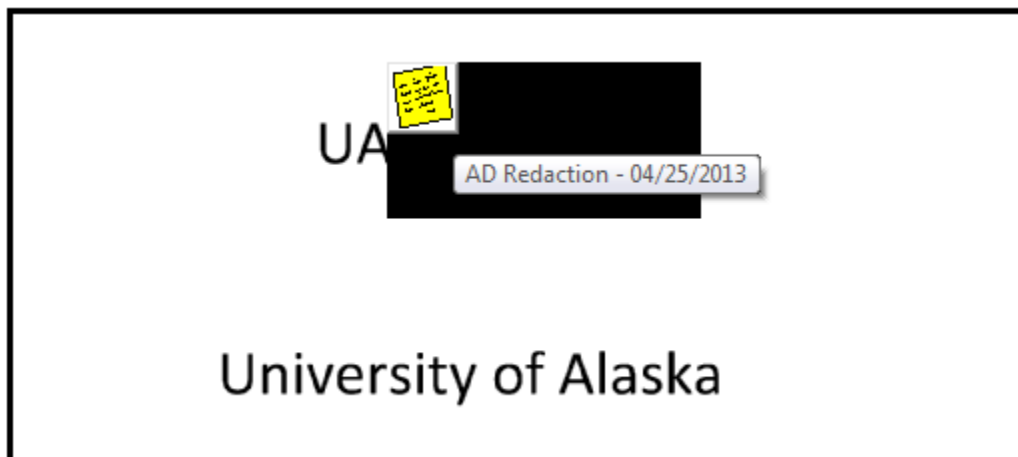


### Part 3: Redacting the Document

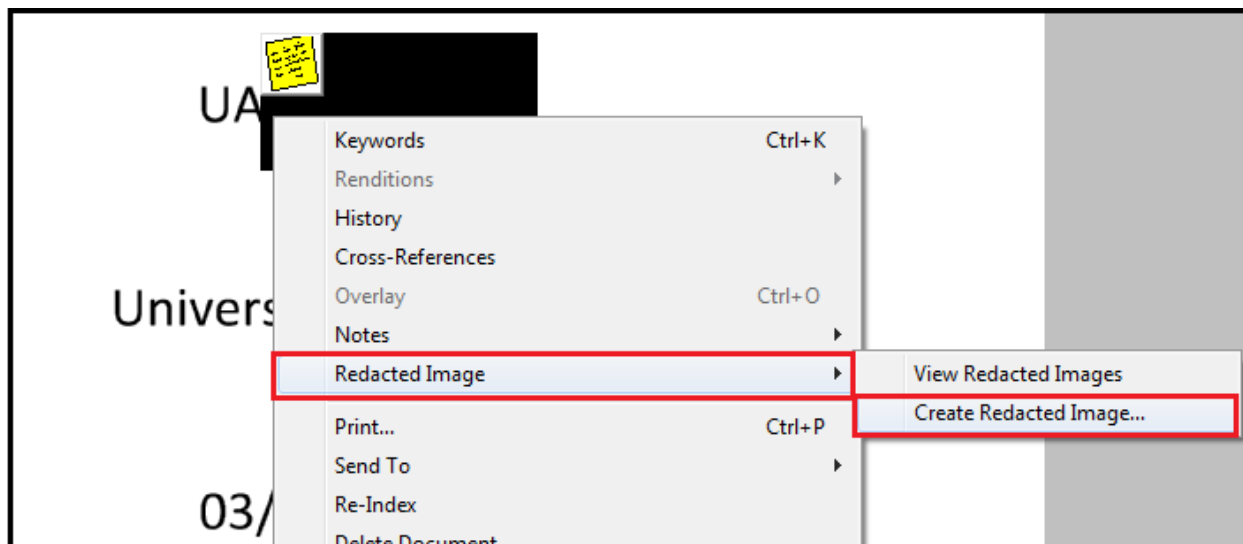
6. LEFT click with your mouse and make a box around an area to redact the appropriate section. You will get “notes” and a black redacted piece on the document.



7. Minimize the notes. (As a side note: You could delete 'Notes'.)

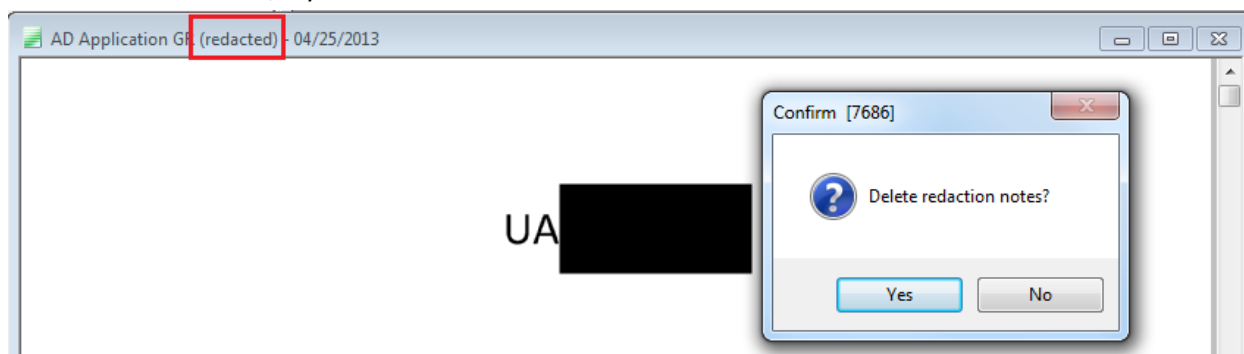


8. Right click on your mouse then go to Redacted Image → “Create Redacted Image”



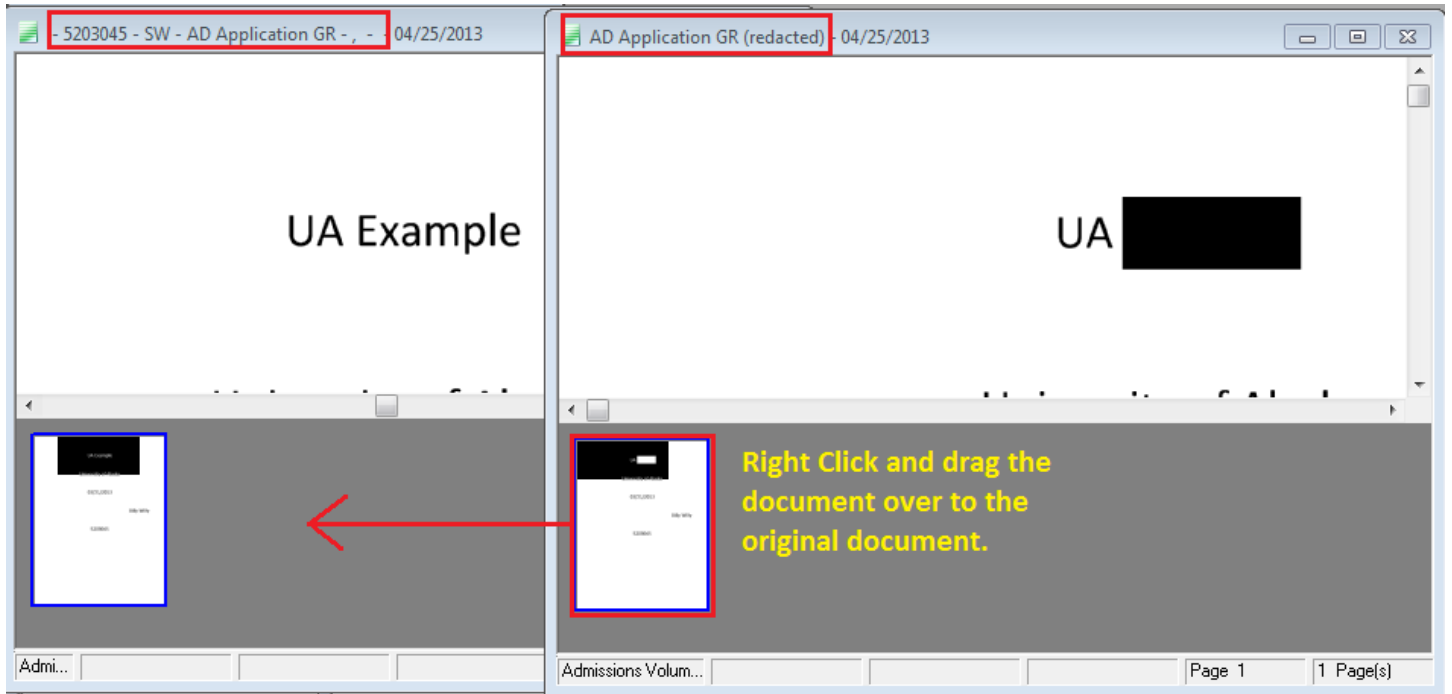
9. A box will pop up and will ask to delete redaction notes after creating the redacted document.

- Click yes if you want to delete the redacted note from the previous non-redacted window.
- Click no, if you do not want to delete the note from the non-redacted window.



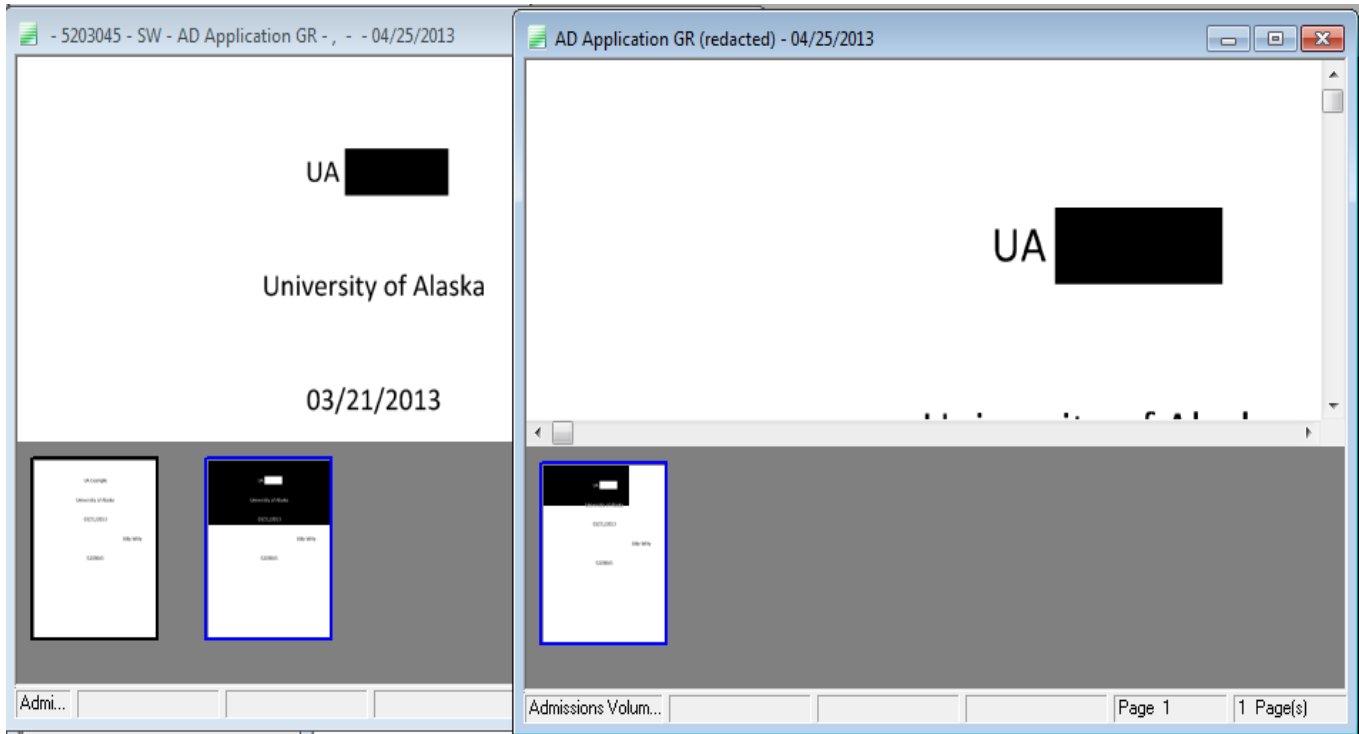
10. Important: Your Redacted document will have barely any history. This is not a good thing. You will have the original document and Redacted document when the redacted document is created.

11. **Right click on** the thumbnail on the **Redacted** document.
12. The picture below shows the redacted page in red bordered thumbnail on the redacted document. Drag the redacted page into the Original Document.
13. The redacted document does not have all the history, but moving the redacted page onto the Original Document will keep all the history together.

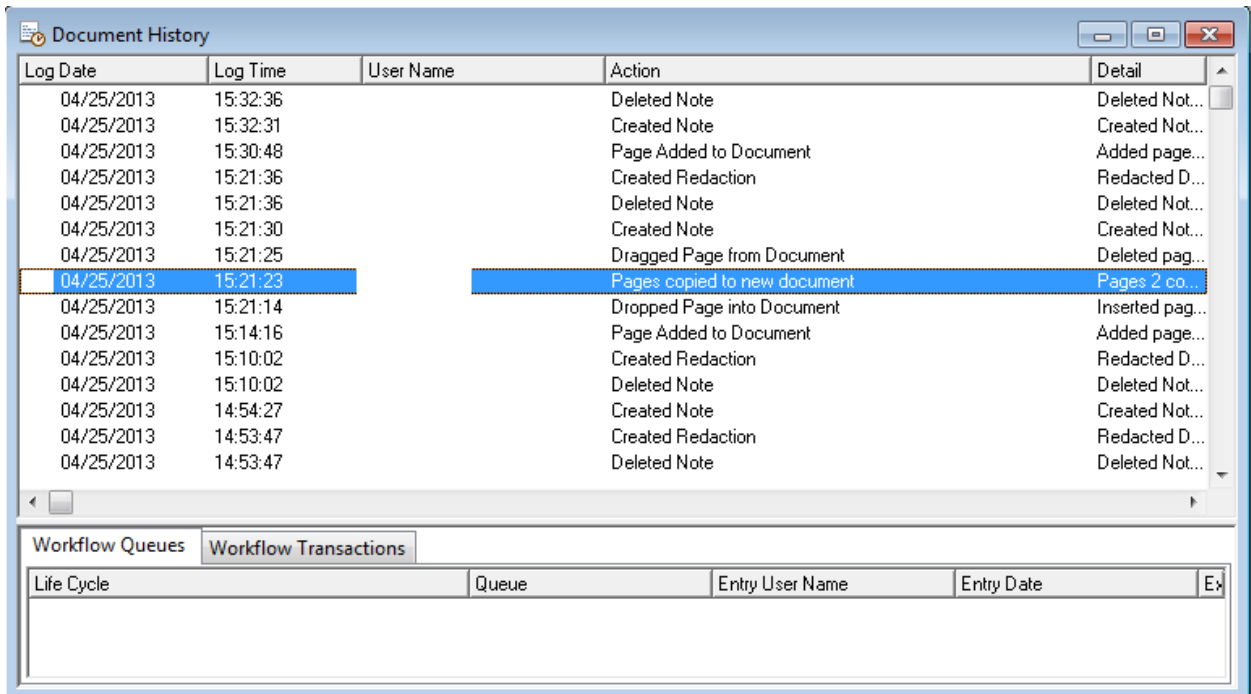




14. Once you dragged the Redacted page into the original document. It should look similar to screen below.

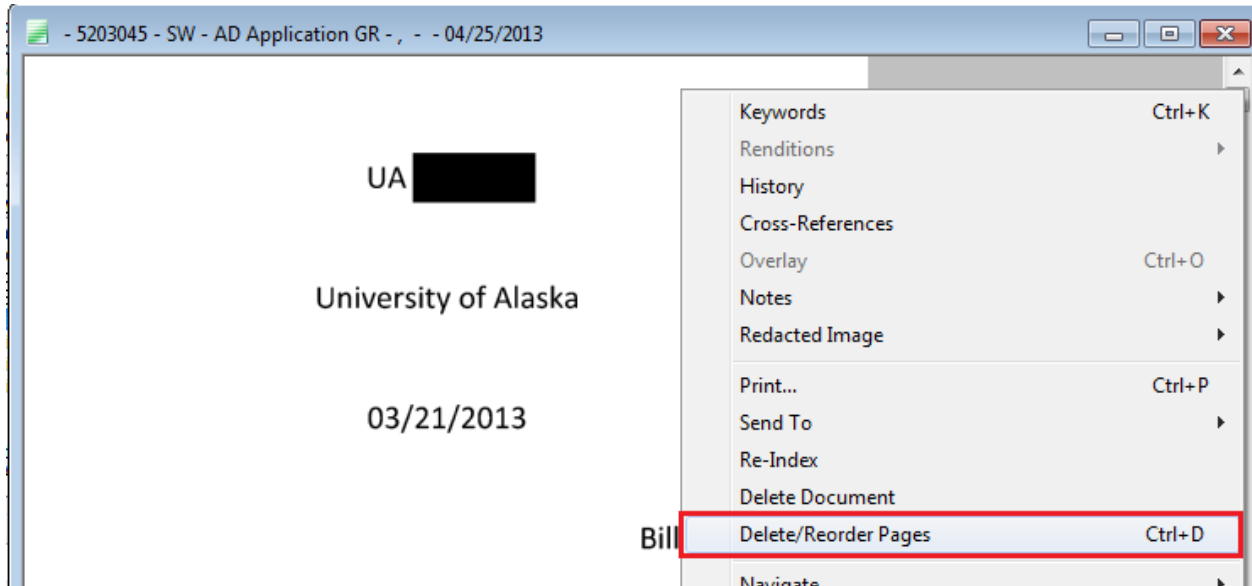


15. Delete the redacted document and keep the original document open. If you want, Please check the history before deleting the redacted document.

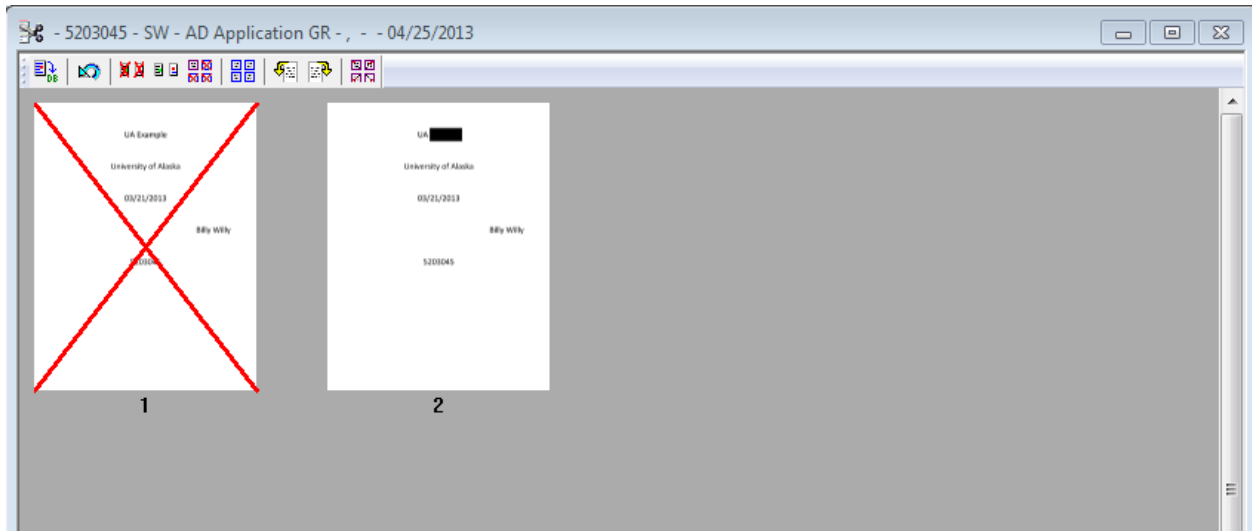


## Part 4: Delete/Reorder Pages

16. Right click on your mouse and go to Delete/Reorder Pages

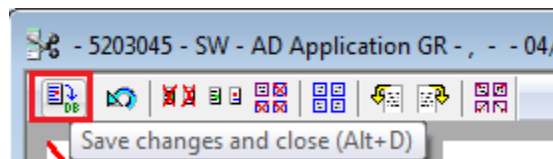


17. You will get the Delete/Reorder Pages GUI. Double click on the original page to delete it. There should be a big red x on the original page. Keep the redacted page in the original document.



18. Click on the “DB” and it will ask you to save and close changes. Click yes.

19. After this step, you will have the complete history and a complete document.



- 20. The picture below has a redacted page in the original document.
- 21. The red box shows that the window is not the redacted version and is in fact the original document.

