

Elinar Redaction Services User Guide v.5.0

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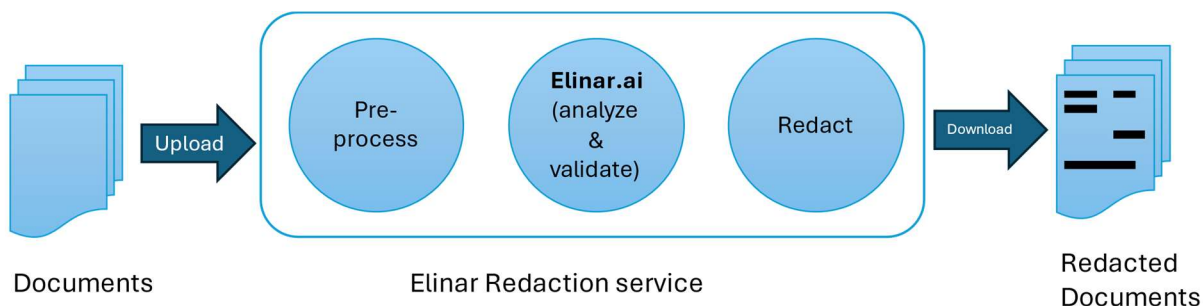
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Elinar Redaction Service Description

Redaction service is 100% web browser based for the end users. No application installation is needed.

Redaction workflow is simple:

1. User uploads documents to be redacted
2. Preprocessor extracts text from the documents
3. Text is analyzed by ElinarAI
4. User validates AI results, and makes necessary adjustments:
 - a. If some privacy information should not be redacted, removes AI generated annotations.
 - b. This is common when an individual asks for all documents that relate to themselves, only details about other people should be redacted.
 - c. Marks business secrets for redaction if they exist
5. PDF version of the document(s) is generated. For maximum security, generated PDF is image based, and black boxes are placed on redacted text



This user guide allows readers to test and train themselves using a public demonstration system available on Elinar website.

Redaction service Training site

Elinar Redaction Service public demo/training site can be accessed through URL:

<https://redact.elinar.fi/>

As this is a public demo, please keep the environment tidy and remember to delete all files after you have done testing. Do not use any data that you are not authorized to use and finally do not be a dick. By using this demo, you agree to these terms.

Please note that actual screens might be different based on your preferred language of choice.

Quick “demo” tour

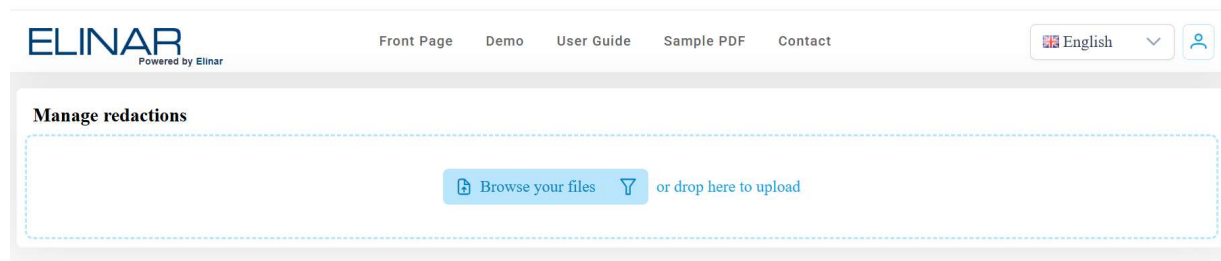
In next section we explain the quick and simple way to redact AI assisted your first document.

At high level user needs to:

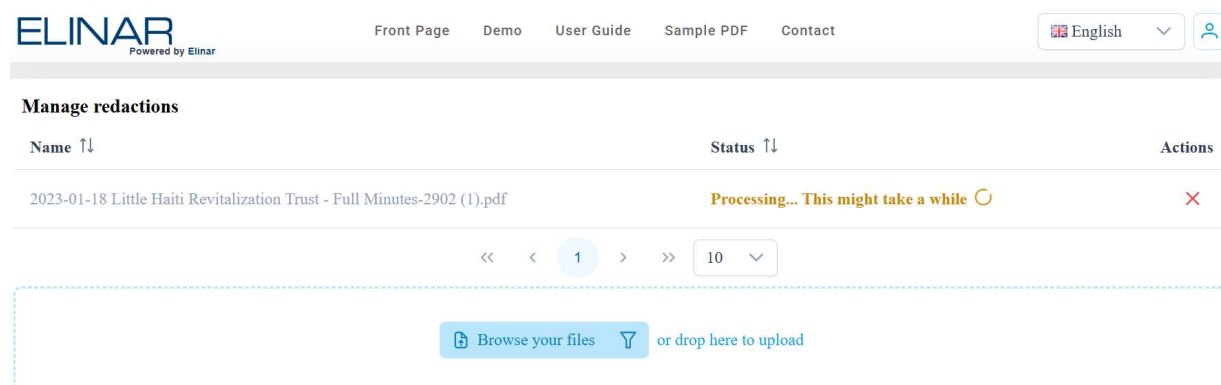
- upload a document
- wait a bit for it to be processed by AI
- validate the document
- generate a redacted version.

Go to: <https://redact.elinar.fi/>

Press “Browse your files” or just drop them into the demo:



Select a file (we use a City of Miami meeting minutes “2023-01-18 Little Haiti Revitalization Trust - Full Minutes-2902.pdf” and wait it to be processed:



When “Status” column changes to “Redaction generated” click “Edit redaction” to validate the document:

Manage redactions

Name ↑↓	Status ↑↓	Actions
2023-01-18 Little Haiti Revitalization Trust - Full Minutes-2902 (1).pdf	Redaction generated	Edit redaction

<< < 1 > >> 10 ▾

[Browse your files](#) or drop here to upload

This opens the AI generated redaction suggestions for human validation and adjustment:

Front Page Demo User Guide Sample PDF Contact
English ▾

<< < (1 of 4) > >>

[Word selection](#)
[Free selection](#)

CITY OF MIAMI

LITTLE HAITI REVITALIZATION TRUST

MEETING MINUTES

Lesline Anglade-Dorleans, Chair, Trust Member
 Ashley Toussaint, Vice Chair, Trust Member
 Alisa Cepeda, Secretary, Trust Member
 Robert Holland, Trust Member
 Roody Meme, Trust Member

[General Personal Data](#) ⓘ

[Personally Identifiable Info](#) ⓘ

[Sensitive Personal Data](#) ⓘ

[Apply](#) [Reset](#)

[Apply redaction](#) ▾

At the top bar controls are:

- Zoom control – Zoom in and out
- Page control – go to next / previous page or jump to specific page
- Selection mode control to toggle either “Word” or “Free” selection
 - Word selection: Left click select a word, right click removes a selection
 - Free selection: Allow user to draw boxes that will be redacted. This is useful when complete sections of text must be removed or images containing personal data or business secrets need to be redacted

At the right side there are controls to enable/disable automation on specific types of personal data:

- General Personal Data includes general data not considered as PII. Following types of data fields are covered in General Personal Data
 - Address
 - BusinessID
 - Company

-
- ContractID
 - Country
 - DateOfBirth
 - Education
 - FaxNumber
 - Gender
 - Location
 - MaritalStatus
 - Name
 - OperatingLocation
 - PlaceOfBirth
 - Profession
 - PropertyID
 - Team
 - Telephone
 - WebSite
 - WorkingPlace
 - YearDateTime
 - ZIPcode
 - eMail
 - Personally Identifiable Information (PII) is a set of data that is commonly used in certain fields. This information includes:
 - BankAccount
 - Credentials
 - InsuranceNumber
 - PassportNumber
 - SocialSecurityNumber
 - Sensitive Personal Data includes data that is defined as sensitive by GDPR and includes:
 - BiometricData
 - GeneticData
 - Health
 - MilitaryRank
 - Party
 - PoliticalOpinions
 - Race
 - ReligiousBeliefs
 - SexualOrientation
 - Union

At the right bottom the button “Apply redaction” saves changes and opens a redacted version of the document in browser:

resource 1 / 4 100% +

CITY OF MIAMI
LITTLE HAITI REVITALIZATION TRUST
MEETING MINUTES

[Redacted] Trust Member

Date: Wednesday, January 18, 2023
Time: 6:00 p.m.
Location: Little Haiti Cultural Center Market Place

1. ROLL CALL

PRESENT:
[Redacted]
[Redacted]
[Redacted]
[Redacted]

On the 18th day of January 2023, the Little Haiti Revitalization Trust (LHRT) met in regular session at the Little Haiti Cultural Center Market Place located at 212-260 NE 59th Terrace, Miami, Florida. The meeting was called to order by [Redacted] at 6:01 p.m., and was adjourned at 7:57 p.m.

ALSO PRESENT:
[Redacted]
[Redacted]
[Redacted]

2. PUBLIC COMMENT

Members of the public that spoke during the meeting: [Redacted]
[Redacted] There were additional public speakers, but their names were inaudible.

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At the main user interface, you now have an option to download the file:

Manage redactions

Name ↑↓	Status ↑↓	Actions
2023-01-18 Little Haiti Revitalization Trust - Full Minutes-2902 (1).pdf	Custom redactions applied	Edit redaction Download redacted PDF ⋮

<< < 1 > >> 10 ▾

[Browse your files](#) or drop here to upload

You can also click three dots at “actions” column to Apply redactions, open the original document and delete the document from the list:

Actions

- [Download redacted PDF](#) ⋮
- [▶ Apply redaction](#)
- [📄 Open original](#)
- [🗑 Delete](#)

That's it. Easy!