

# HPE Content Manager - Redaction Demo

## 1 Description

This Job contains two scanned Auto Payment Forms. (These forms contain a credit card number)

- In this job we perform handwriting recognition on the Surname and Credit Card Number.
- EzeScan stores the first copy of the image into a HPE CM container with a security level of Top Secret,
- and then perform redaction on the 2nd copy of the image where the middle of the credit card number is permanently blacked out.
  - Not Redacted ..... **SMITH 5123 6990 8400 6276**
  - Redacted - SMITH ..... **5123 XXXX XXXX 6276**

## 2 Compatibility

- EzeScan 4.3 or higher

## 3 Installation Instructions

### **Copy Sample Document(s)**

- Copy the file **ICR OMR - Auto Payment Form.tif** from the **Scan Original folder** into...  
**C:\ProgramData\Outback Imaging\EzeScan\Samples**

**NOTE:** If you are planning on scanning the image then open the above file and print it.  
When scanning it is recommended to scan the documents at a resolution of 300 DPI.

### **Load the HPE Content Manager client**

- Create a Container called **Not Redacted** and take note of the **Record Number**
- Create a another Container called **Redacted** and take note of the **Record Number**

### **Import Sample Configuration**

- Open EzeScan and select the **Admin menu > Settings Backup > Import** option.
- Click the browse  button and browse to the **HPE CM - Redaction Demo.cfg** file.
- Select **Import All Items Below**.
- Tick the **KFI Templates** option.
- Click the **Import button**.
- When the import has finished click the **Close** button.

### **Configure the Job settings**

- Select the **Admin** menu > **Job** option.
- Select **HPE CM - Redaction Demo** from the Job Type drop down list.

**NOTE:** To use a TWAIN or ISIS scanner with this Job, configure the Scan Tab settings for your scanner;  
**OR** to use a network scanner with this Job, on the Import tab change the input path to where your device saves the images to. You could also select Enable Import Folder Processing option so then there will be no need to browse for the image - Import folder will pick up images in the input folder automatically.

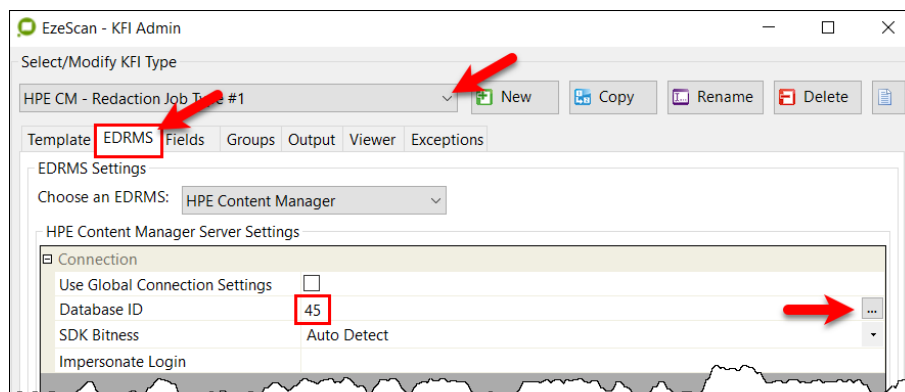
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- Set the KFI and Upload settings on the Output tab to associated KFI & Upload
- Click the **Save** button.
- If prompted to create the output directory click **Yes**.
- Click the **Close** button.

## Configure the KFI settings

Both of the 2 KFI's **HPE CM - Redaction Demo #1** & **HPE CM - Redaction Demo #1** require the following to be checked/changed...

- On the **EDRMS** tab - Click in the box that has **45** and then click the browse [...] button and choose your HPE CM dataset (you may need to confirm with your HPE CM administrator)

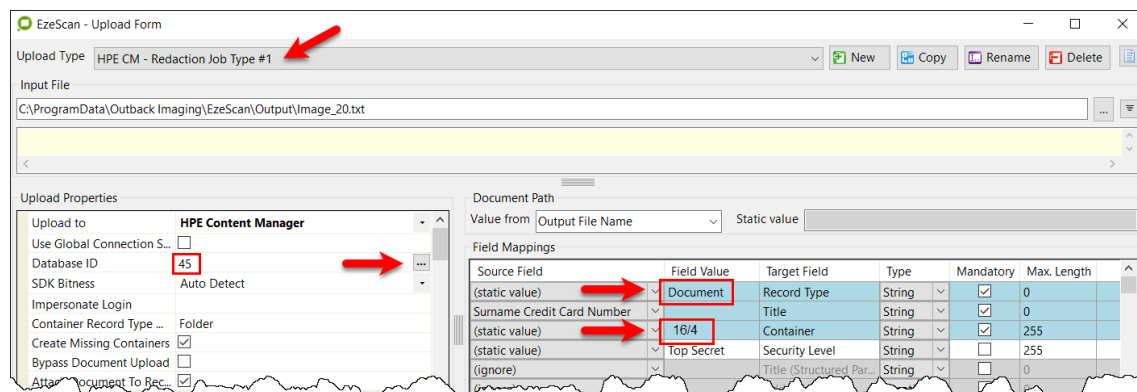


**Figure 1 - ensure you configure both of the KFI's to "your" environment**

## Configure the Upload settings



Both of the 2 Uploads **HPE CM - Redaction Demo #1** & **HPE CM - Redaction Demo #2** require the following to be checked/changed...

- Select the HPE CM - Redaction Demo #1 KFI
  - Click in the box that has **45** and then click browse [...] button and choose your HPE CM dataset (you may need to confirm with your HPE CM administrator)
  - In the Grid on the right there is a target field called Record Type.
    - This is currently set to **Document**
    - If using a different document type click in here and click the browse [...] button and choose your record type
  - In the Grid on the right there is a target field called Container. This is currently set to **16/4**
    - You will need change this to the **Not Redacted** container value noted earlier



**Figure 2 - ensure you configure the Upload to "your" environment**

# HPE Content Manager - Redaction Demo

- Select the **HPE CM - Redaction Demo #2** KFI
  - Click in the box that has **45** and then click browse  button and choose your HPE CM dataset (you may need to confirm with your HPE CM administrator)
  - In the Grid on the right there is a target field called Record Type.
    - This is currently set to **Document**
    - If using a different document type click in here and click the browse  button and choose your record type
  - In the Grid on the right there is a target field called Container. This is currently set to **16/5**
    - You will need change this to the **Redacted** container value noted earlier

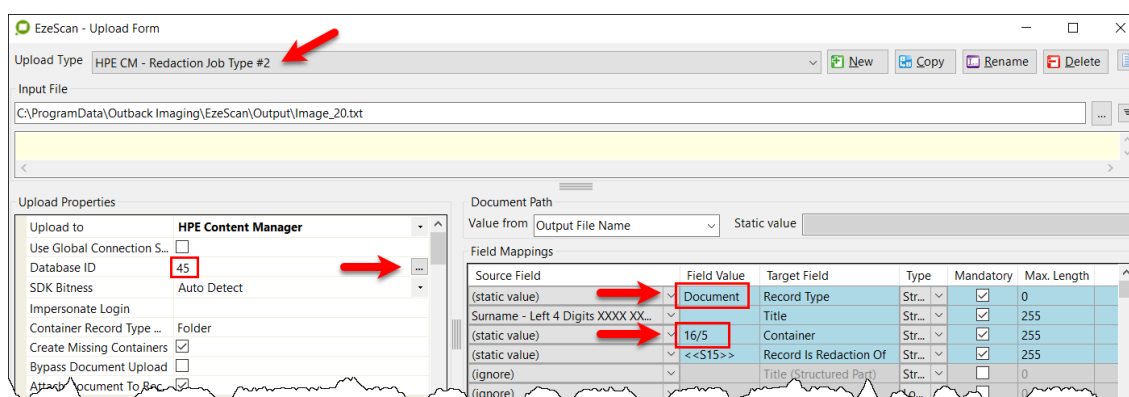


Figure 3 - ensure you configure the Upload to "your" environment

- Click **Apply** and then **OK**


## 4 Operation Instructions

1. Select the **Admin** menu > **Job** option or press **F6**.
2. Select the **HPE CM - Redaction Demo** job from the drop down list.
3. Click the **Import File Button** and select the **ICR OMR - Auto Payment Form.tif** file.



ICR OMR - Auto Payment Form.tif

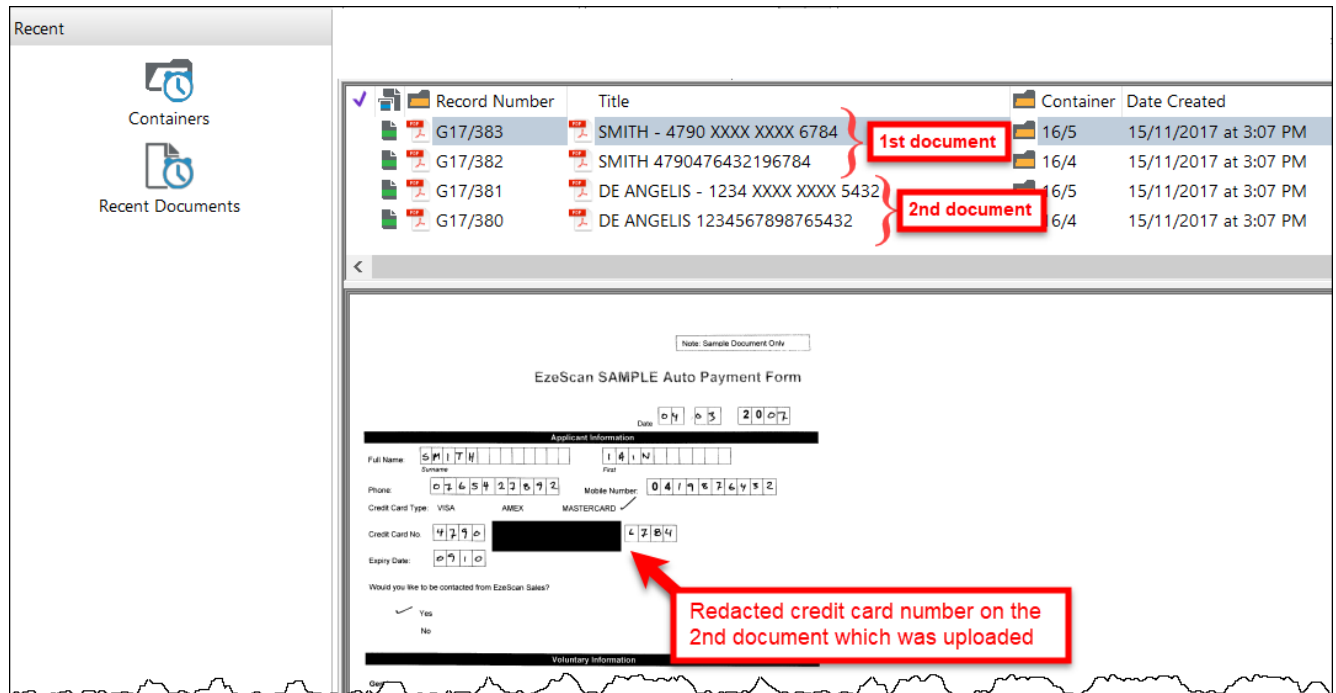
**NOTE:** If using a TWAIN or ISIS scanner press the Scan button instead, or the Import Folder button if using a network scanner.

4. The image will load into the viewer, press the **F4** button or the profile  icon.
  - a) The 1<sup>st</sup> KFI will run and EzeScan will now perform ICR on the **Surname**.
    - Check to verify that it is correct. It should read **DE ANGELIS**
    - Make changes as required
    - Press the **Enter** key.
  - b) You will be now directed to the **Credit Card Number** field.
    - Check to verify that it is correct. It should read **1234567898765432**
    - Make changes as required
    - Press the **Enter** key.
5. The **Submit** button should now be highlighted, **click it** or press the **Enter** key to submit the document to HPE CM where the image will get converted to a PDF file and uploaded into the (1<sup>st</sup>) selected container
6. The Second KFI (**HPE CM - Redaction Demo #2**) will automatically run where the image will get converted to a PDF file and uploaded into the selected (2<sup>nd</sup>) container
7. Repeat **steps 4 to 5** for the additional document or until no more documents remain in the batch.

## 5 Viewing the processed files

Open HPE Content Manager and check **Recent Documents** and the saved records should appear.

Click the Preview tab to view the captured documents



The screenshot shows the 'Recent' tab in HPE Content Manager. On the left, there are icons for 'Containers' and 'Recent Documents'. The main area displays a table of recent documents:

Record Number	Title	Container	Date Created
G17/383	SMITH - 4790 XXXX XXXX 6784	16/5	15/11/2017 at 3:07 PM
G17/382	SMITH 4790476432196784	16/4	15/11/2017 at 3:07 PM
G17/381	DE ANGELIS - 1234 XXXX XXXX 5432	16/5	15/11/2017 at 3:07 PM
G17/380	DE ANGELIS 1234567898765432	6/4	15/11/2017 at 3:07 PM

Red boxes and arrows highlight the '1st document' (G17/383) and '2nd document' (G17/380). Below the table, the preview of the selected document (G17/380) is shown. It is an 'EzeScan SAMPLE Auto Payment Form'. The form contains fields for Applicant Information, Full Name, Phone, Credit Card Type, Credit Card No, Expiry Date, and a checkbox for 'Would you like to be contacted from EzeScan Sales?'. The credit card number field is redacted with a black box. A red arrow points to this redacted area with the text: 'Redacted credit card number on the 2nd document which was uploaded'.

**Figure 4 - Screenshot of a processed document in HPE Content Manager (Preview tab selected)**

There are 2 records created...

1. Unredacted document with the full credit card number in the title
  - a) The record has been saved into a secure location with a Caveat on it as well
2. Redacted document with the credit card number altered in the Title so it is not recognisable

The two images will have a redaction relationship set on each other

**NOTE:** This would not be normal practice as Credit Card details should not be captured in business systems. It is only used as a means of presenting how information may be altered.