

 **cleanDocs Server**

**Prevent disclosure of confidential or sensitive information**

**Reduce risks to your business and reputation**

**Ensure regulatory compliance**

**Formalize metadata management policies**

**Increase productivity by automating metadata cleaning**

**cleanDocs Server** protects businesses every day from accidental information and metadata leaks, which have the potential to embarrass or negatively impact a company's financial well-being.

cleanDocs Server guarantees scalability as business needs grow; reliability when it comes to maximum uptime and dependable failover systems; and flexibility for IT Administrators to enforce enterprise-wide or departmental cleaning policies depending on needs.

### **METADATA CLEANING FOR ALL**

cleanDocs Server ensures all emails sent from the desktop, mobile devices, Outlook Web Access, or any email-enabled application are cleaned of metadata with no impact on end-user productivity. It removes over 100 metadata types from Microsoft Word, Excel, PowerPoint, PDF documents, and image documents (JPG and PNG). The sent email is immediately synchronized with the user's Sent Items.

### **SUB-SECOND CLEANING**

cleanDocs Server is blisteringly fast, cleaning documents at sub-second speeds. Built on proprietary technology developed by DocsCorp, it cleans documents at the binary level. Furthermore, it takes advantage of multithread processing to support all available cores. For example, on a 32-CPU core modern server it can process up to 32 documents simultaneously, making light work of large batch operations.

### **CLEANING AT SCALE**

cleanDocs Server can scale according to business requirements: from a single server handling hundreds of emails per hour to multiple servers with the same configuration, processing emails for thousands of staff. Working within a load balancer environment, cleanDocs Server ensures the system is always available at the same optimal throughput.

### **RELIABLE PERFORMANCE**

cleanDocs Server supports load balancing on multiple servers for High Availability and Fault Tolerance requirements to ensure optimum performance. Traffic will be redirected to other servers when an error is detected. cleanDocs Server also has its own Health Monitoring service to monitor and restart core services.

### **FLEXIBILITY WHEN IT MATTERS**

Using the intuitive graphical Configuration Manager utility, Administrators can set up enterprise-wide policies to ensure all outgoing documents are cleaned.

Alternatively, individuals, teams, or departments can have different settings based on Active Directory groups and proactive controls in the CC email address to override default cleaning.

### **POLICY-BASED CLEANING FOR MOBILE USERS**

Administrators can set up enterprise-wide metadata policies to automatically clean documents of metadata when sent from a mobile device.

Alternatively, Administrators can set up more flexible policies that trigger alerts for certain metadata types so that users can make decisions as to what needs to be cleaned, or to input passwords for protected documents.

### **BEYOND EMAIL**

cleanDocs can also be used to clean documents outside the email environment. Documents being uploaded to a collaboration or file-sharing platform also need to be cleaned of metadata before being made public.

cleanDocs integrates with iManage and HighQ, for example, to automatically clean documents uploaded to HighQ as part of the same process.

### **CLEANING ON SERVER AND DESKTOP**

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

They can work together to deliver server-based cleaning with the rich desktop experience.

<b>COMPREHENSIVE CLEANING</b>	<ul style="list-style-type: none"> <li>Cleans Word documents, Excel spreadsheets, PowerPoint presentations</li> <li>Cleans PDF documents</li> <li>Cleans RTF files, messages, and ZIP archives</li> <li>Cleans image documents (JPG and PNG)</li> <li>Cleans documents of over 100 metadata types</li> <li>Cleans hidden content from documents</li> <li>Cleans password-protected files</li> </ul>	<b>SYSTEM REQUIREMENTS</b> <b>Operating System</b> <ul style="list-style-type: none"> <li>Microsoft® Windows Server 2019, 2016, 2012 R2, 2012 or 2008 R2</li> <li>Microsoft® Windows 10, 8.1, 8, 7 SP1 (32-bit or 64-bit)</li> </ul> <b>Microsoft Exchange</b> <ul style="list-style-type: none"> <li>Microsoft Exchange 2013 CU6 or higher</li> <li>Microsoft Exchange 2016 CU3 or higher</li> <li>Microsoft Exchange 2019 CU3 or higher</li> </ul> <ul style="list-style-type: none"> <li>Microsoft® Outlook 2010 and above (32-bit or 64-bit); and Office 365</li> </ul> <ul style="list-style-type: none"> <li>Microsoft® Office 2010 and above (32-bit or 64-bit)</li> </ul> <p>DocsCorp products integrate successfully with Microsoft Office 365 when installed locally</p> <p>If Clean on Server mode is required from cleanDocs Desktop 2.4 or higher, then cleanDocs Server 1.7 or higher is required</p>
<b>SPEED</b>	<ul style="list-style-type: none"> <li>Cleans documents concurrently in less than a second, minimizing email delays</li> <li>Cleans documents at the binary level, no need to have the native application installed</li> <li>Supports multithreading for faster processing</li> <li>cleanDocs Hub Transport Agents redirect external emails with attachments only for cleaning</li> </ul>	<ul style="list-style-type: none"> <li>.NET Framework 4.7.2 or higher</li> <li>Visual C++ 2015 Update 3 or higher</li> <li>SQL Server/SQL Server 2012 or higher</li> </ul> <p>Supports Citrix XenApp/ XenDesktop/Terminal Services</p>
<b>ENTERPRISE 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 to 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>Cleaning policies controlled and enforced for all users</li> <li>Alerts users to particular metadata to allow on-the-spot decisions per document (optional)</li> </ul>	<p>Supports Citrix XenApp/ XenDesktop/Terminal Services</p>
<b>SCALABILITY</b>	<ul style="list-style-type: none"> <li>The cleanDocs core server is able to handle 1000s of email attachments per hour</li> <li>Extra servers can be added to scale to organizational requirements</li> <li>Works with load balancers to ensure optimal throughput</li> <li>Supports High Availability and Fault Tolerance, redirecting traffic to other servers if needed</li> <li>cleanDocs Health Monitoring service restarts core services if required</li> <li>Works with organization's Disaster Recovery systems to restart email processing as required</li> </ul>	<p>Supports Citrix XenApp/ XenDesktop/Terminal Services</p>
<b>EXCHANGE INTEGRATION</b>	<ul style="list-style-type: none"> <li>Integrates with Exchange Server and Exchange Online</li> <li>Cleaning is not performed on Exchange to avoid increased loads</li> <li>cleanDocs Server only cleans external emails with attachments</li> <li>There are no delays as throughput is very fast</li> <li>Emails stored in Sent Items match the emails seen by recipients</li> <li>Allows easy recovery of unsent emails from Exchange should cleanDocs Server fail</li> </ul>	<p>Hardware</p> <p>Minimum system resources for a cleanDocs Server installation include:</p> <ul style="list-style-type: none"> <li>Dual-core 1 GHz or faster x86 or x64 processor with SSE2</li> <li>2 GB RAM</li> </ul> <p>Recommended system resources for a cleanDocs Server installation include:</p> <ul style="list-style-type: none"> <li>Quad-core, 2 GHz or faster x86 or x64 processor with SSE2</li> <li>4 GB RAM</li> </ul>
<b>USER INTERACTIONS</b>	<ul style="list-style-type: none"> <li>Default cleaning process completely invisible to users</li> <li>Different settings can be set up for teams or departments based on Active Directory groups</li> <li>IT Administrators can give users proactive controls to override default cleaning</li> <li>Optional alerts for mobile users for handling Track Changes, Comments, Passwords in documents</li> <li>Works with all modern mobile device platforms and operating systems</li> </ul>	<b>INTEGRATIONS</b> <ul style="list-style-type: none"> <li>Microsoft Office iManage Work 10</li> <li>iManage FileSite/DeskSite</li> <li>NetDocuments (ndOffice)</li> <li>OpenText eDOCS</li> <li>HighQ</li> </ul>
<b>A COMBINED APPROACH</b>	<ul style="list-style-type: none"> <li>cleanDocs Desktop and cleanDocs Server work together</li> <li><b>Option #1</b> - emails are cleaned on the desktop. Emails from mobile devices or Outlook Web Access are cleaned on the server</li> <li><b>Option #2</b> - all emails are cleaned on the server</li> <li>In both cases, users benefit from full control over the cleaning process, advanced output options, email recipient checking, and integration with document management systems</li> </ul>	<b>AVAILABLE VERSIONS</b> <ul style="list-style-type: none"> <li>cleanDocs Desktop Professional</li> <li>cleanDocs Desktop Enterprise</li> <li>cleanDocs Server</li> <li>cleanDocs SDK</li> </ul>