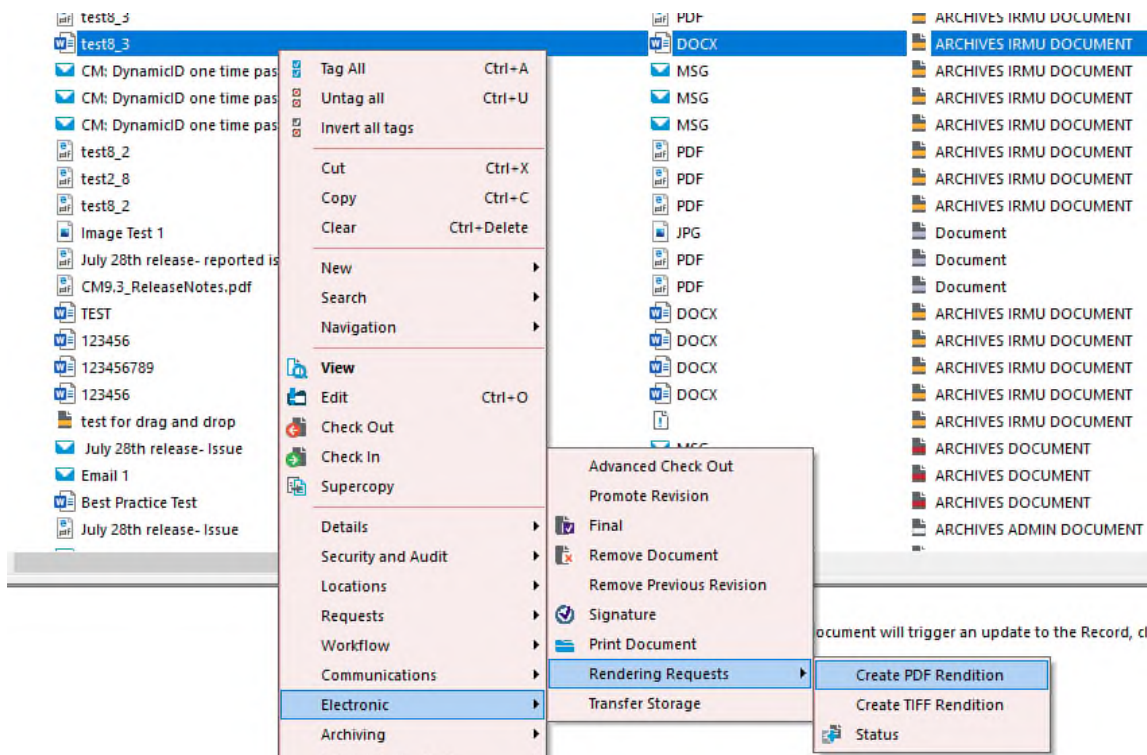


This Content Manager procedure demonstrates the creation of a Rendition (copy of a digital asset in a specific file format such as PDF or TIFF), and a Redaction (conceals certain text contained in a TIFF file from view, for privacy or security reasons).

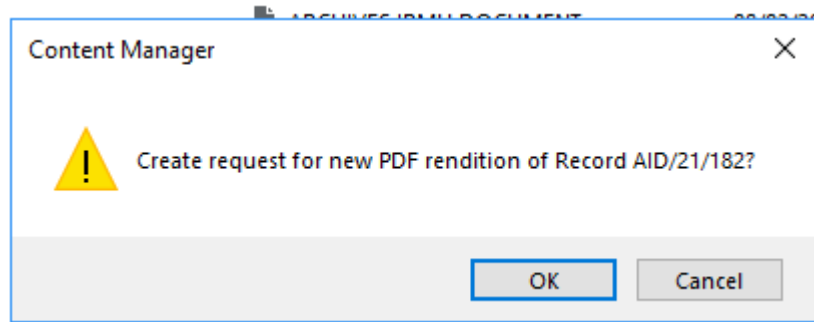
Procedure Objectives:

1. Create PDF Renditions for Long Term Preservation
2. Create TIFF Renditions for Redaction
3. Redact the TIFF Renditions

Right Click on the record>Electronic> Rendering Requests> Create PDF Rendition / or Create TIFF Rendition

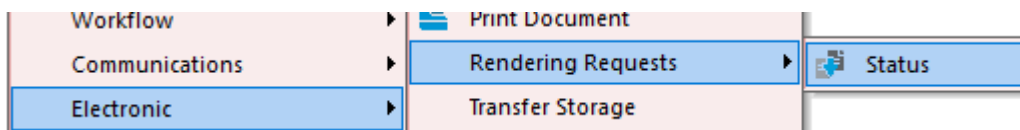


You will get the following message:

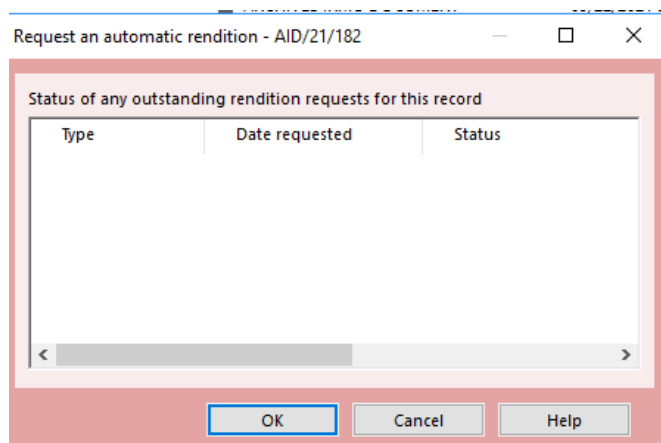


You can also check the status of your request:

Right click on the record>Electronic>Rendering Request> Status



If there are no records displayed (as below screenshot), means your request is already processed.

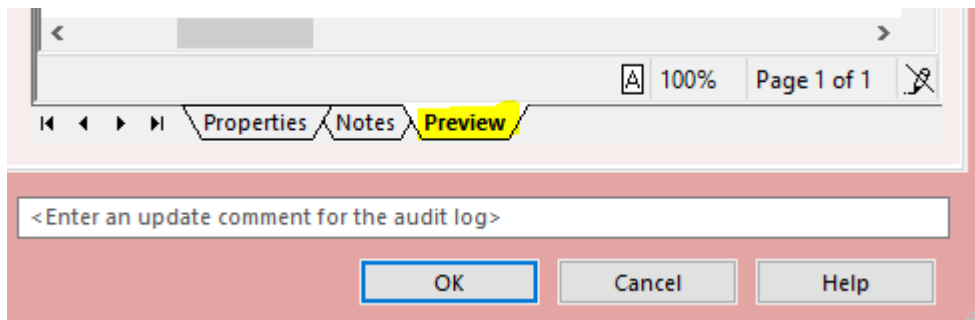


Finding the processed Renditions:

Right Click on the record> properties> Renditions Tab

General	Record Actions	Electronic	Renditions	Revisions	Contacts	Related records	Attached thesaurus terms	Record jurisdictions
✓ Rendition Type	Description Or Reason	Last Modified	Size					
Long Term Storage (PDF)	Auto rendered rendition (Long Term Storage (PDF))	10/27/2021 at 2:38 PM	75.7 KB					
Redactable	Auto rendered rendition (Redactable)	10/27/2021 at 2:44 PM	22.8 KB					

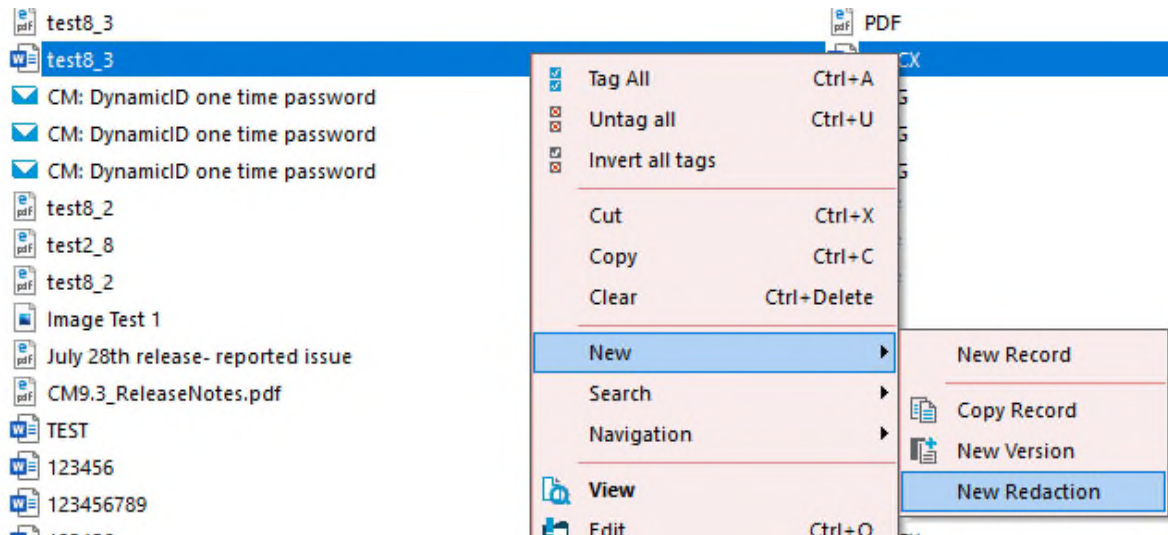
If you like, you can preview the rendered documents in the same window (by clicking on the preview tab), or double click will open the documents.



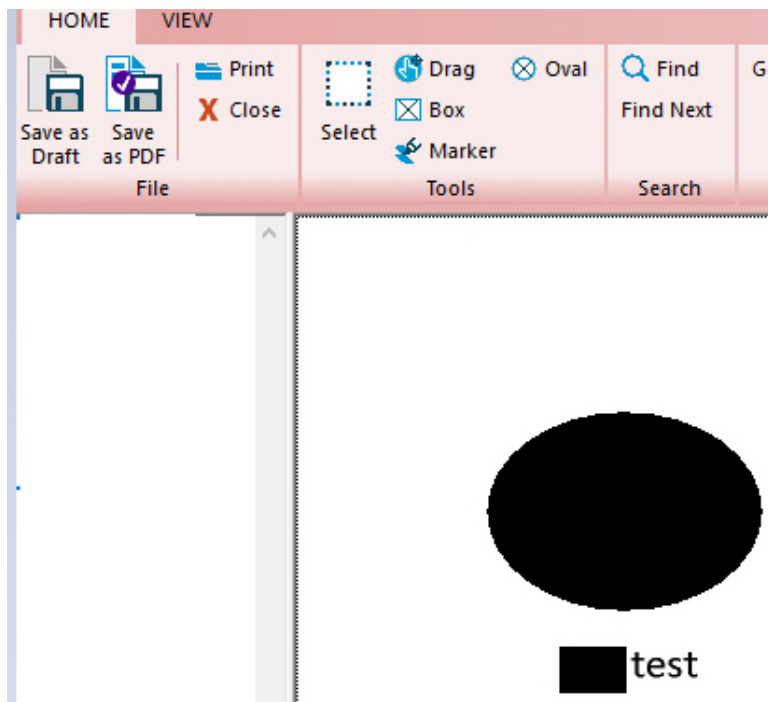
Renditions can be performed on multiple documents at once.

Redacting the Renditions:

Right click on the record> New> New Redaction



You can use the provided tools to redact the document.





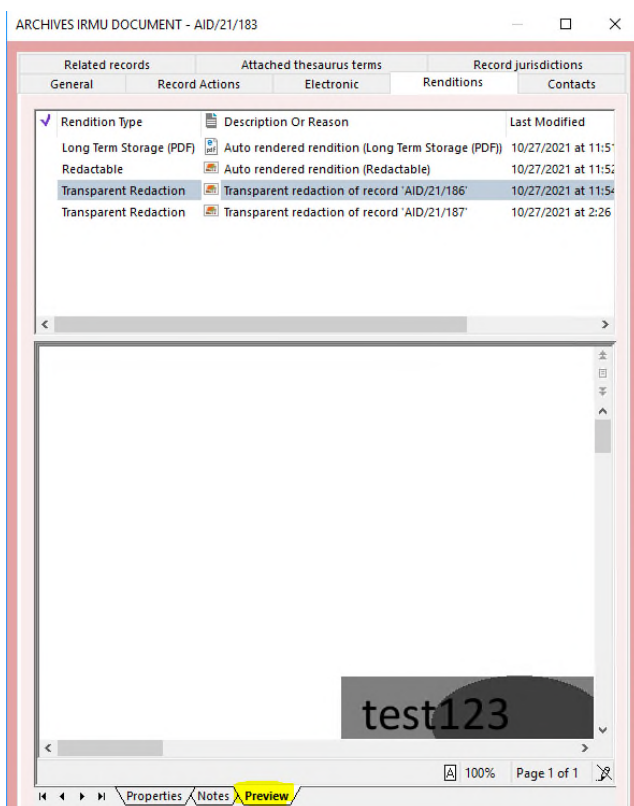
Renditions and Redactions

Once you are done, save as pdf or save as draft. PDFs can't be edited again, but saving as draft creates a TIFF file, can be edited/redacted again.

Saving the document/redaction creates a new record with **new record number** in the same folder, where your original document was residing.

Title	Extension	Record Type	Date Registered	Record Number
test8_3 (Redacted)	PDF	ARCHIVES IRMU DOCUMENT	10/27/2021 at 2:56 PM	AID/21/189

You will also be able to find all the renditions and transparent redactions, under the properties tab of the original record.



Note: Content Manager does not support PDF Redaction. If you decide to redact a PDF using other means, that redaction can then be filed in Content Manager.



Additional questions? Contact ORMS Support at
1-888-354-2006
ormshelp@chavessupport.com