University of Alaska Systems

Contents

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(h)2u2. OnBae1-3(a)(B)4(: S(t)-eaint3(a)-n(a)(i)2(ue)-pi)2(f)122D1-3(a)ioa1 y
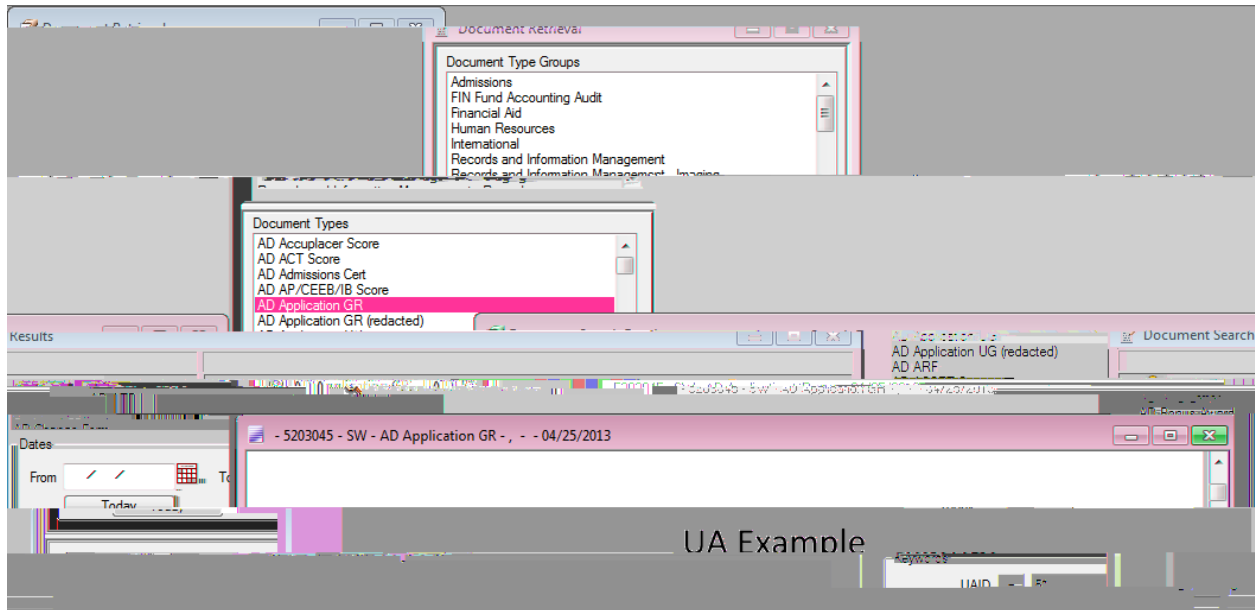
2. Pick the appropriate redaction.

3. Then click on the pen next to the redaction type and make sure it is down.
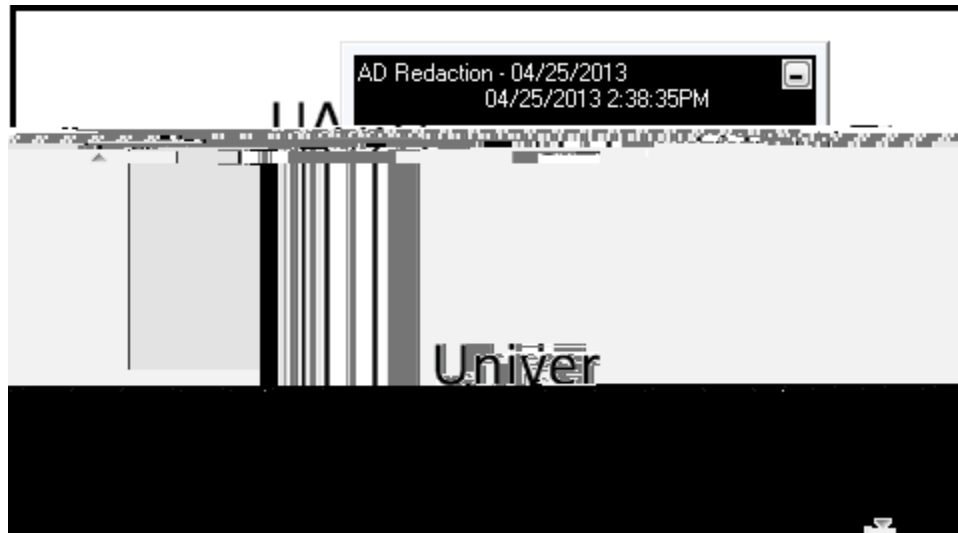
4. Next go to the ct66 0mD 11q at66 0r Td8.75 T

Part 2: Retrieve A Document for Redaction

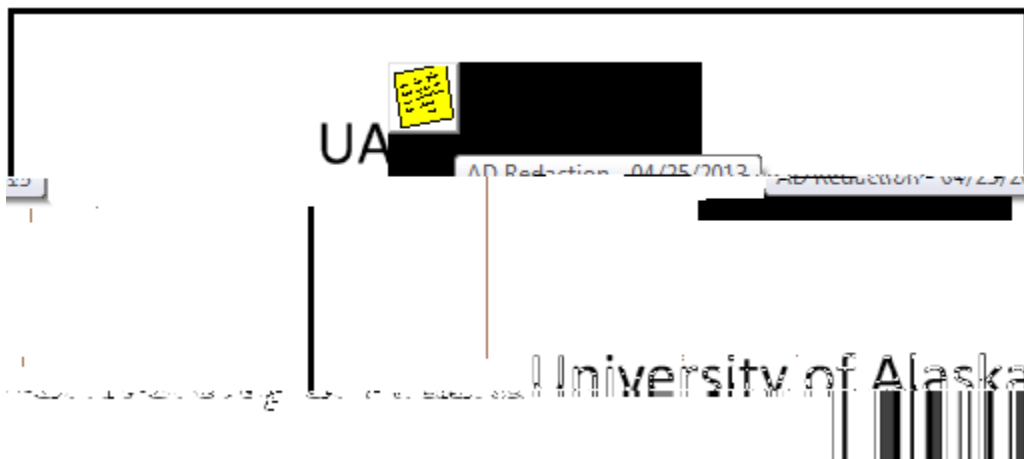5.   Pick the document you want to Redact.

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.

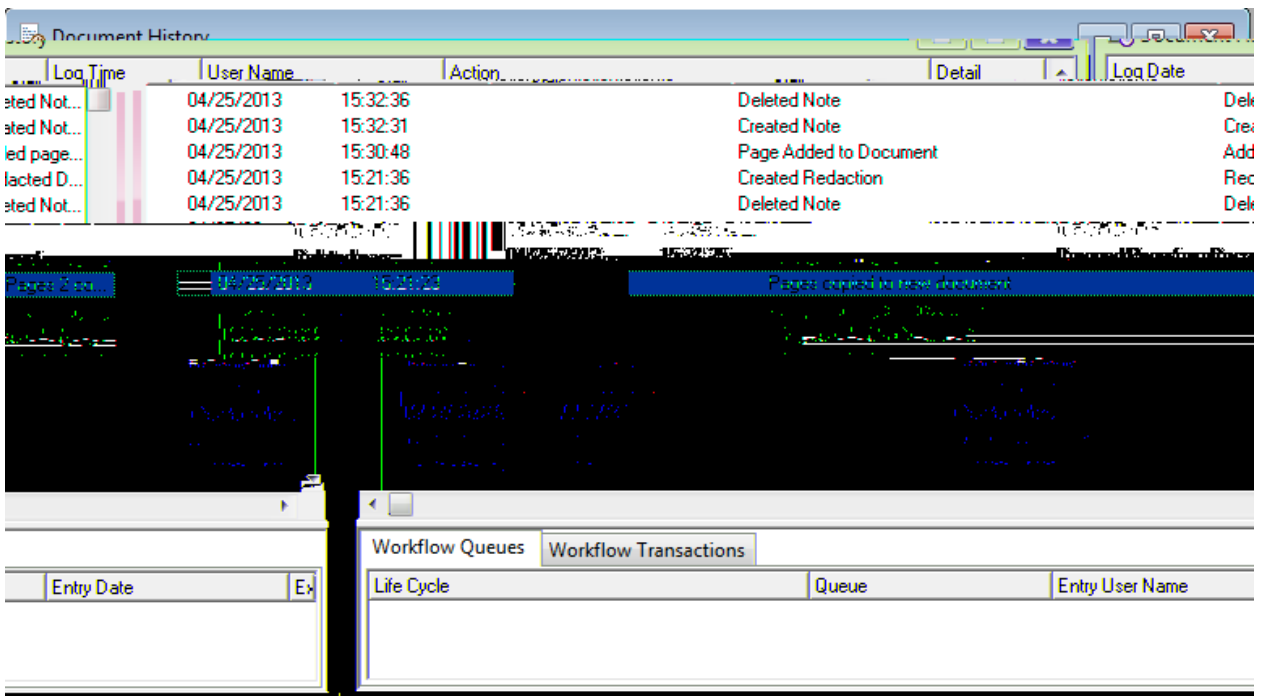7. Minimize the notes. (As a side note: You could delete 'Notes'.)

8.

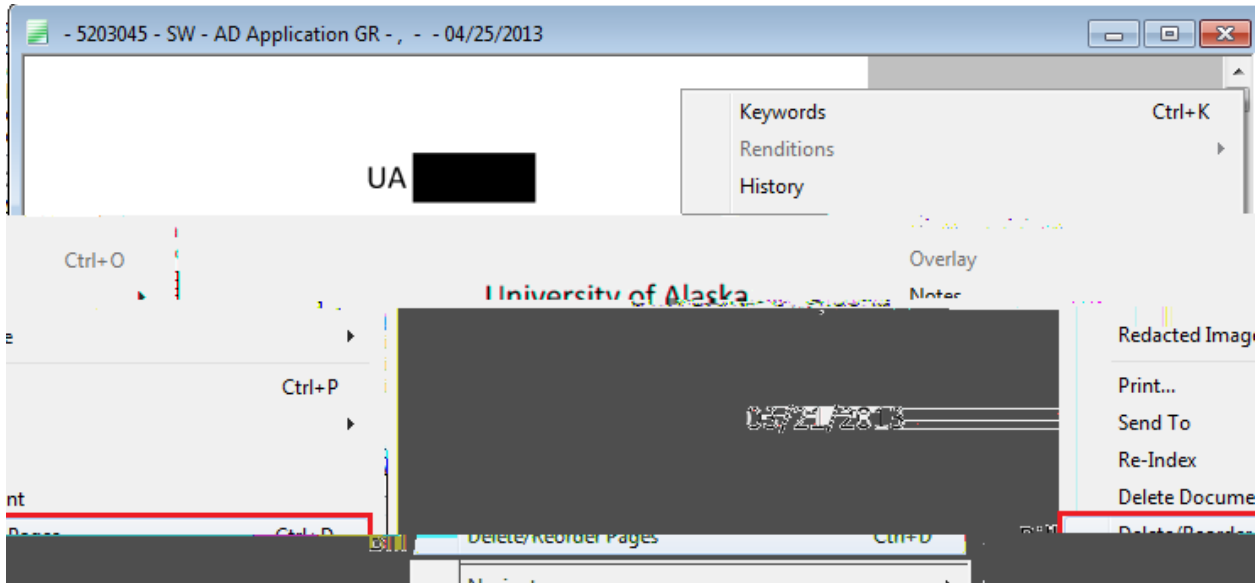14. Once you dragged the Redacted page into the original document. It should look similar to screen below.

15. Delete the redacted document and keep the original document open. If you want, Please check the history before deleting the redacted document.
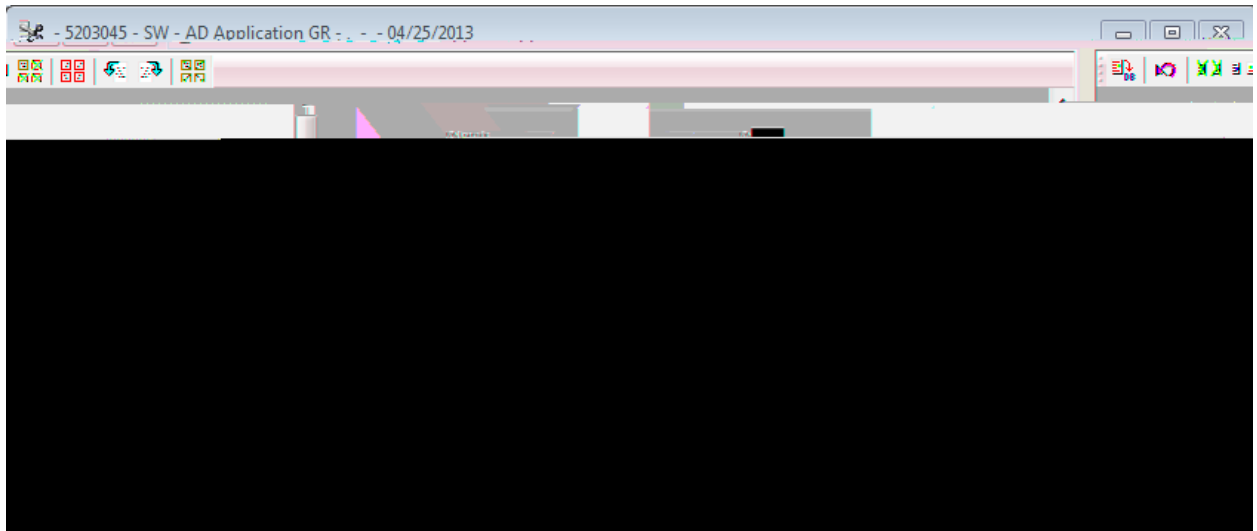
Part 4: Delete/Reorder Pages

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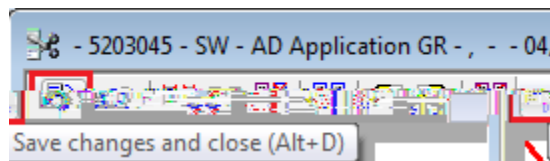
20. The picture below has a redacted page in the original document.
21. The red box shows that the window is not the redacted version and is in fact the original document.