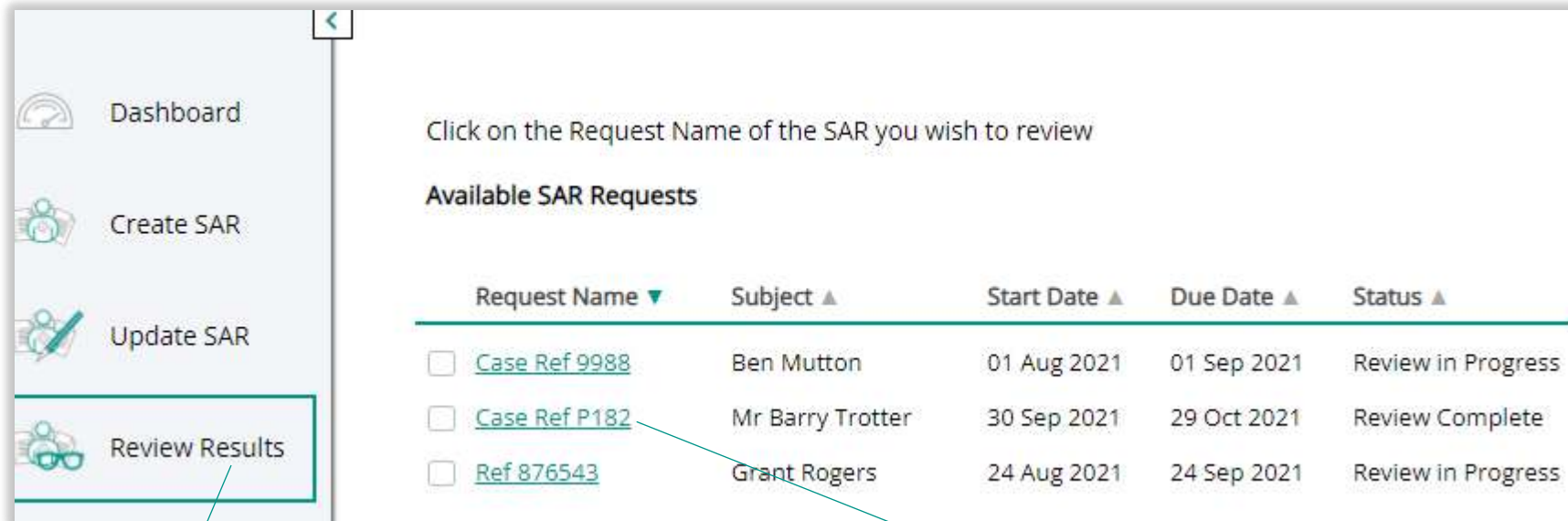


How to... **Take Files to Final Review**



Final Review is where you can review your redacted files and where you can use drawing tools to add further redaction using lines and shapes. Final review is where you will see all images as well as text. This is where you can redact images and larger areas of text, even whole pages



Click on the Request Name of the SAR you wish to review

Available SAR Requests

	Request Name ▼	Subject ▲	Start Date ▲	Due Date ▲	Status ▲
<input type="checkbox"/>	Case Ref 9988	Ben Mutton	01 Aug 2021	01 Sep 2021	Review in Progress
<input type="checkbox"/>	Case Ref P182	Mr Barry Trotter	30 Sep 2021	29 Oct 2021	Review Complete
<input type="checkbox"/>	Ref 876543	Grant Rogers	24 Aug 2021	24 Sep 2021	Review in Progress

1 Choose **Review Results**

This displays a list of available SARs

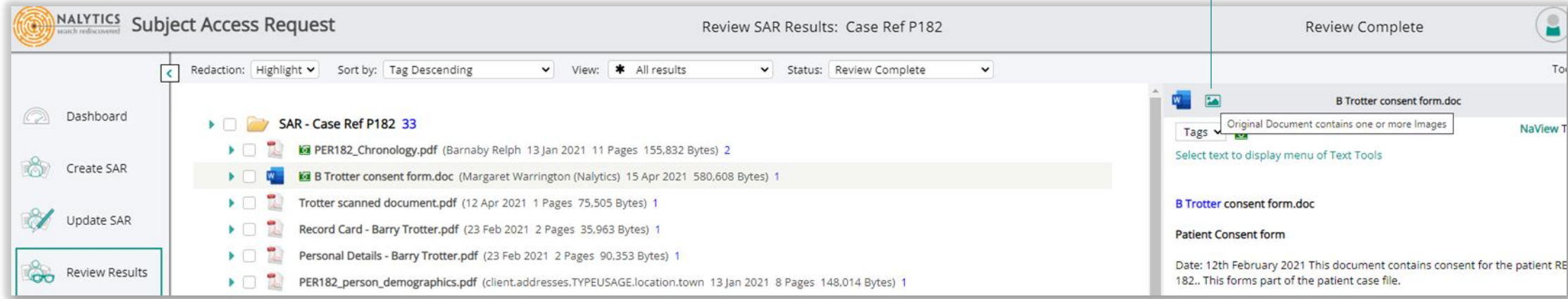
2 Click on the name of the SAR you wish to take to Review

This displays the SARs results list

How to... Take Files to Final Review

3 Identify the files you wish to take to Final Review

Tip: Nalitics automatically highlights where images are contained in your files



Subject Access Request | Review SAR Results: Case Ref P182 | Review Complete

Redaction: Highlight | Sort by: Tag Descending | View: All results | Status: Review Complete

- SAR - Case Ref P182 33
 - PER182_Chronology.pdf (Barnaby Relph 13 Jan 2021 11 Pages 155,832 Bytes) 2
 - B Trotter consent form.doc** (Margaret Warrington (Nalitics) 15 Apr 2021 580,608 Bytes) 1
 - Trotter scanned document.pdf (12 Apr 2021 1 Pages 75,505 Bytes) 1
 - Record Card - Barry Trotter.pdf (23 Feb 2021 2 Pages 35,963 Bytes) 1
 - Personal Details - Barry Trotter.pdf (23 Feb 2021 2 Pages 90,353 Bytes) 1
 - PER182_person_demographics.pdf (client.addresses.TYPEUSAGE.location.town 13 Jan 2021 8 Pages 148,014 Bytes) 1

B Trotter consent form.doc

Original Document contains one or more Images

Select text to display menu of Text Tools

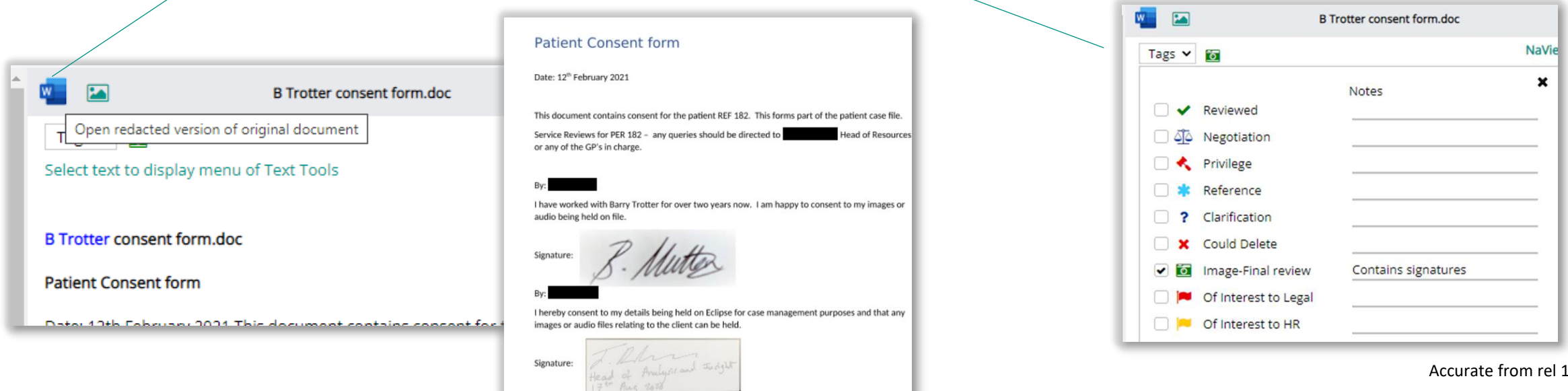
B Trotter consent form.doc

Patient Consent form

Date: 12th February 2021 This document contains consent for the patient RE 182.. This forms part of the patient case file.

4 If you wish, you can Preview the file to see any images by clicking the file icon

Tip: create a Tag for grouping any image files, adding notes where relevant



B Trotter consent form.doc

Open redacted version of original document

Select text to display menu of Text Tools

B Trotter consent form.doc

Patient Consent form

Date: 12th February 2021 This document contains consent for the patient RE 182.. This forms part of the patient case file.

Patient Consent form

Date: 12th February 2021

This document contains consent for the patient REF 182. This forms part of the patient case file.

Service Reviews for PER 182 – any queries should be directed to [REDACTED] Head of Resources or any of the GP's in charge.

By: [REDACTED]

I have worked with Barry Trotter for over two years now. I am happy to consent to my images or audio being held on file.

Signature: *B. Trotter*

By: [REDACTED]

I hereby consent to my details being held on Eclipse for case management purposes and that any images or audio files relating to the client can be held.

Signature: *[Signature]*
Head of Analysis and Insight
17th Aug 2020

Tags

- Reviewed
- Negotiation
- Privilege
- Reference
- Clarification
- Could Delete
- Image-Final review
- Of Interest to Legal
- Of Interest to HR

Notes

Contains signatures

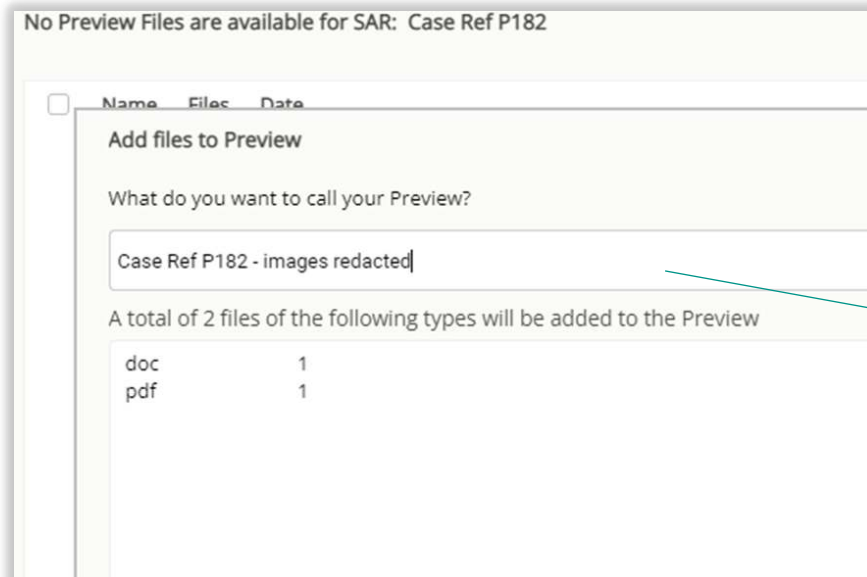
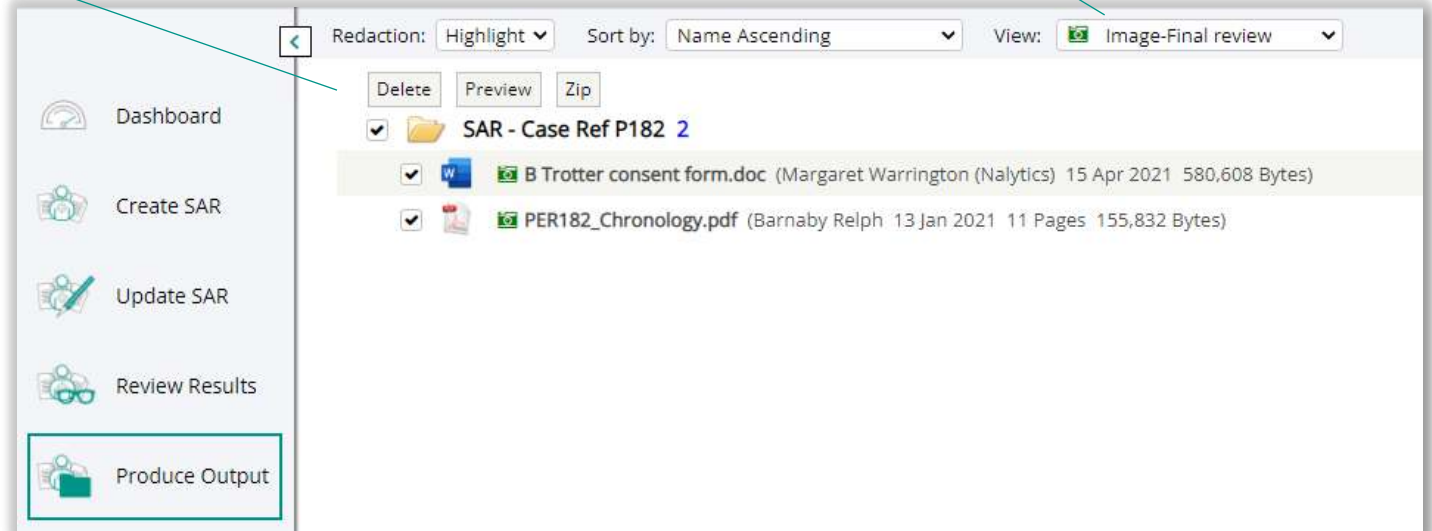
How to... Take Files to Final Review

- 6 Select the files you wish to take to Final Review by selecting their check boxes

This displays a row of buttons above the file list

- 5 Select **Produce Output** and identify those files containing the images

Tip: Use the **View** drop-down to filter the results by selected tag(s)



- 7 Click **Preview**

This opens the **Add Preview** dialog. The Preview file name defaults to the name of the SAR but you can change this if you wish

Tip: add relevant text to the default file name to make it easily distinguishable from any other files you create

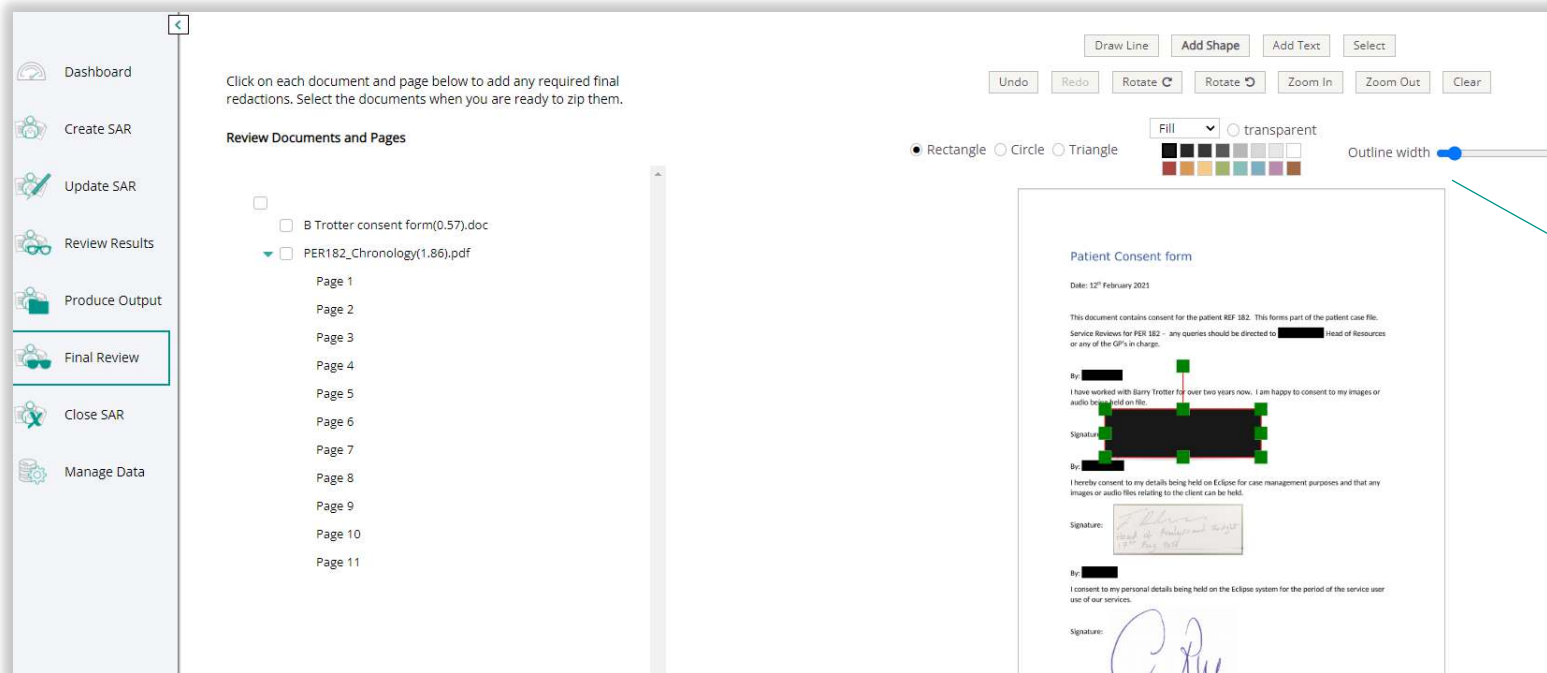
How to... Take Files to Final Review

- 8 Click **Start** to begin the process of creating the Preview file which will be accessible via the Final Review process. The Preview File contains redacted copies of your selected files, which are generated as PDF image files

As the Preview File is generated, it appears in grey text. Once available, the text becomes black

Available Preview Files for SAR: Case Ref P182

<input type="checkbox"/>	Name	Files	Date
<input type="checkbox"/>	Case Ref P182	27	30-Sep-2021 13:28:32
<input type="checkbox"/>	Case Ref P182 - images redacted	2	30-Sep-2021 13:27:01



- 9 Click the file name to open the Preview file in Final Review

The **Final Review** screen is displayed. Now you can review and use the drawing tools to add any additional redactions