

ATIPXpress

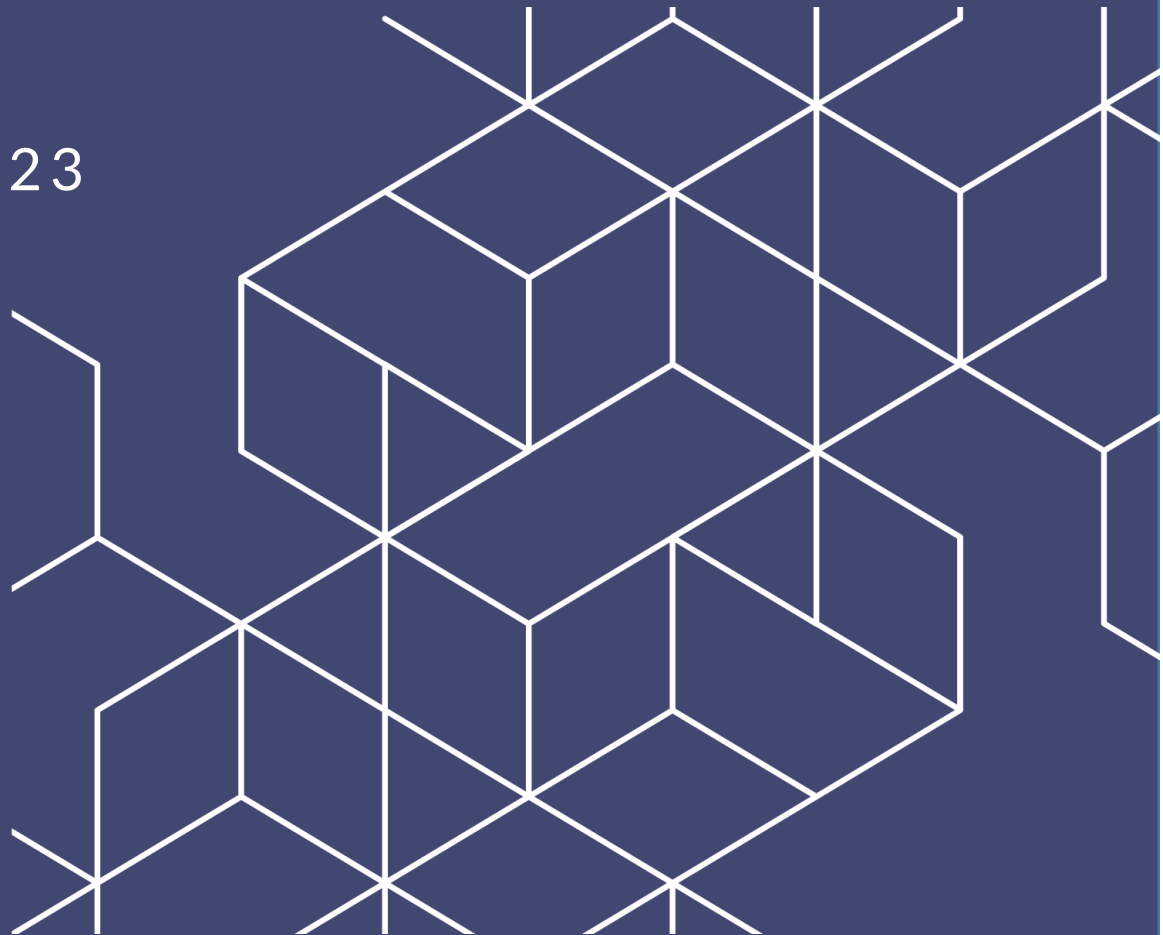


OPEXUS

Multimedia Redaction

v11.1.0

March 2023



ATIPXpress 11.1.0 Multimedia Redaction

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1 Veritone Integration with ATIPXpress

ATIPXpress integrates with the Veritone third-party application to enable video and audio file redaction. Note that each ATIPXpress user sending files for redaction must have a Veritone license.

1.1 Request a Veritone License

To request a Veritone license, notify your ATIPXpress administrator that you need a license. Once approved, your administrator should send the approved request to support@opexustech.com. After the account is established, you will be provided credentials to access Veritone by Veritone Support.

1.2 Important Note About Multimedia Redaction

To maintain both the original multimedia file and the redacted version(s) in ATIPXpress, multimedia files **must** be uploaded into ATIPXpress and sent to Veritone using the established integration. If files are uploaded directly into Veritone, you will not have the ability to send the redacted copies directly back to ATIPXpress.



2 Multimedia Redaction

There are four steps to completing multimedia redaction using ATIPXpress and Veritone:

1. Adding multimedia to Document Management in ATIPXpress
2. Sending multimedia files to Veritone for redaction
3. Sending the redacted multimedia from Veritone back to ATIPXpress
4. Working with redacted multimedia files in ATIPXpress

(!!) Note: You must follow this process to ensure the redacted multimedia can be sent to ATIPXpress. Any multimedia uploaded directly to Veritone cannot be sent back to ATIPXpress.

Each of these topics is described in the following sections.

2.1 Add Multimedia to Document Management in ATIPXpress

Multimedia files are added to ATIPXpress Document Management using the same process used for standard documents. When creating the Folder to store the multimedia file, the *Document Format* must be set to upload files in *Native Format*.

A folder can be created from within a request or directly from Document Management.

Follow the steps below to create a folder for uploading a multimedia file for redaction:

1. Create a new folder either from within a request or from Document Management.
2. At the *Create Folder* screen, select **Native Format - Redaction Disabled** as the *Document Format*, as shown in the following example. Selecting this option maintains the multimedia file in its native format and allows for adding redactions using Veritone.

Home >> Document Management Note: * fields are mandatory

Create Folder

File Cabinet Name* :

Folder Name* :

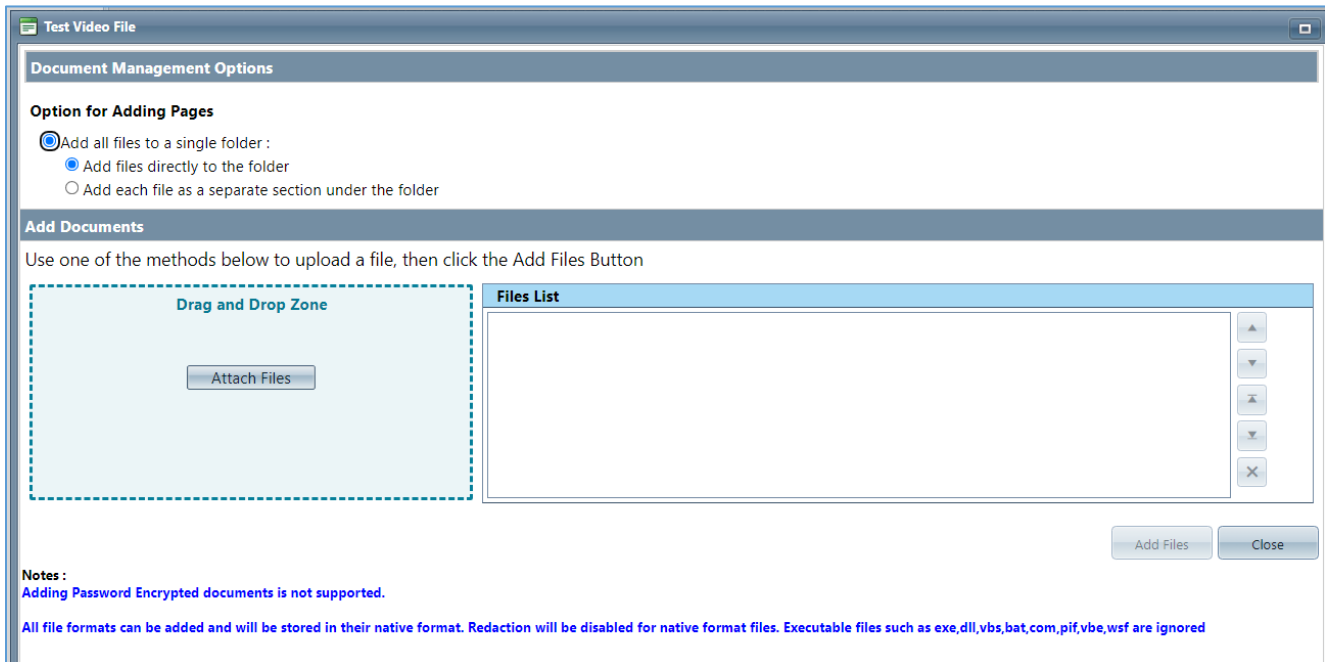
Document Format : **Native Format - Redaction Disabled**

+ Bates Information

Separate Single-Page Files **Native Format - Redaction Disabled**

Create Folder

- Once the folder is created, add the file to the folder by browsing for and selecting the file to be uploaded:

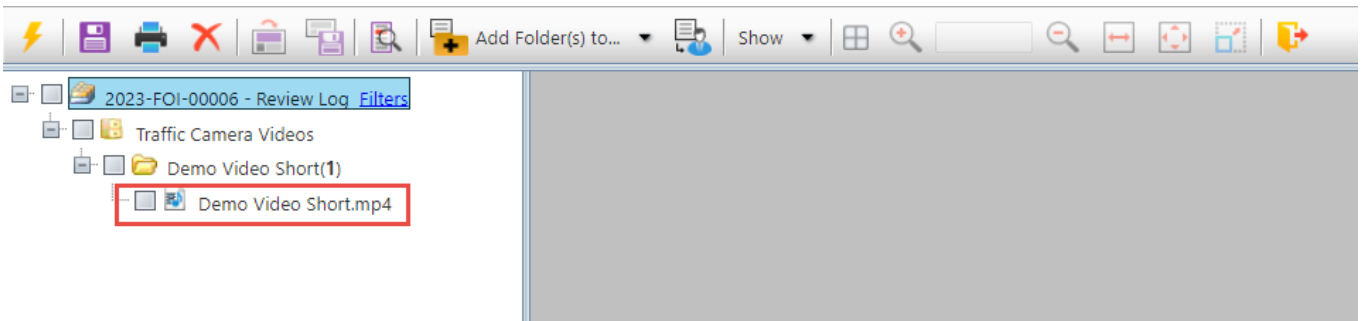


- If you have multiple files to redact, you must create a separate folder for each multimedia file. Repeat the process for each multimedia file for redaction.

2.2 Send Multimedia File to Veritone for Redaction

After a multimedia file is added to the folder, the next step is to send the file to Veritone for redaction.

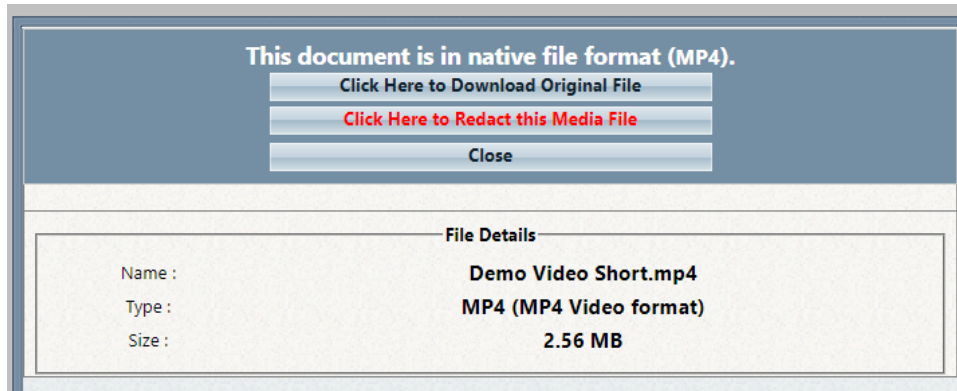
- Open the folder containing the multimedia file in Document Management.
- Expand the folder and click on the multimedia file.



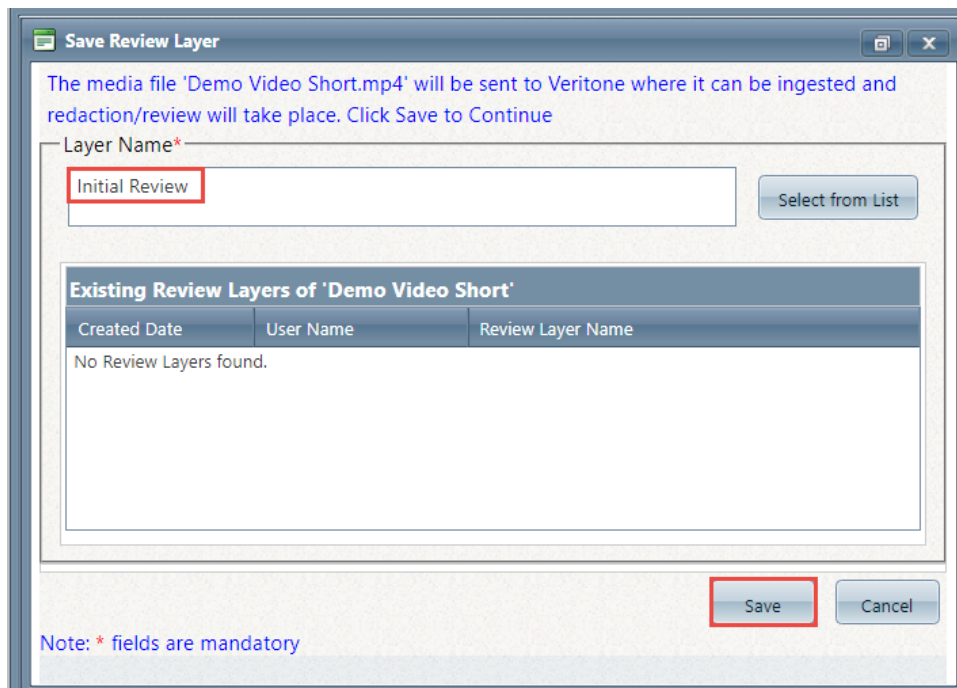
- The multimedia file details display as shown below. To send the file to Veritone for redaction, click **Click Here to Redact this Media File**. For a list of supported file types, please [click here](#).



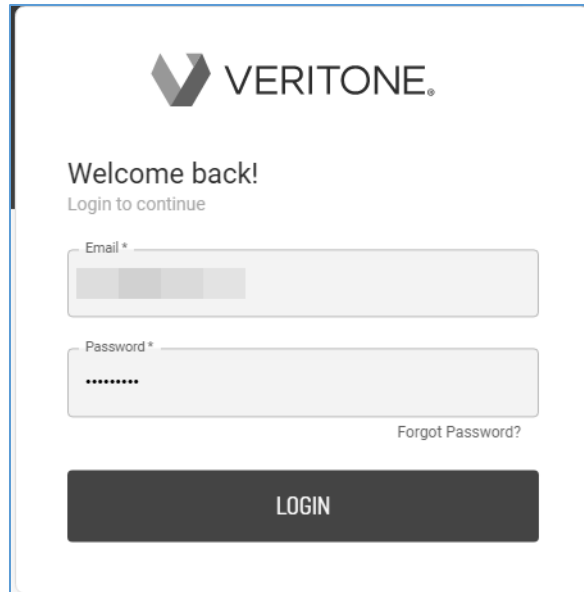
(!!) Note: To download a copy of the originally uploaded multimedia file, click the **Click Here to Download Original File** button



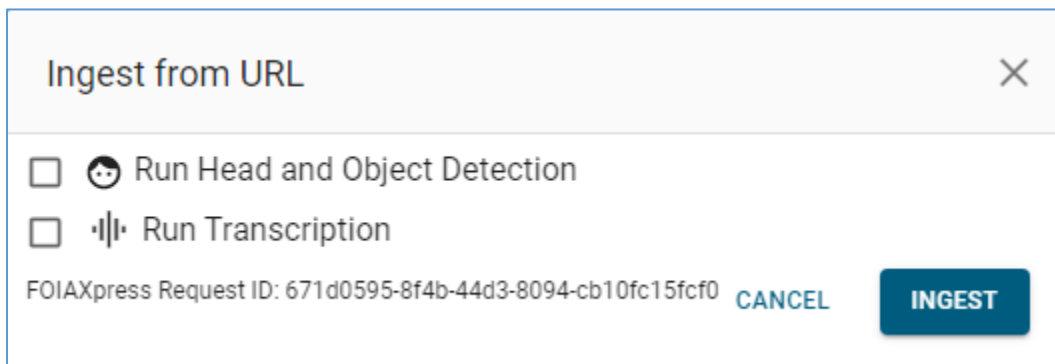
- The *Save Review Layer* screen appears. Add a **Layer Name** in the field provided, then click **Save** to save the review layer:



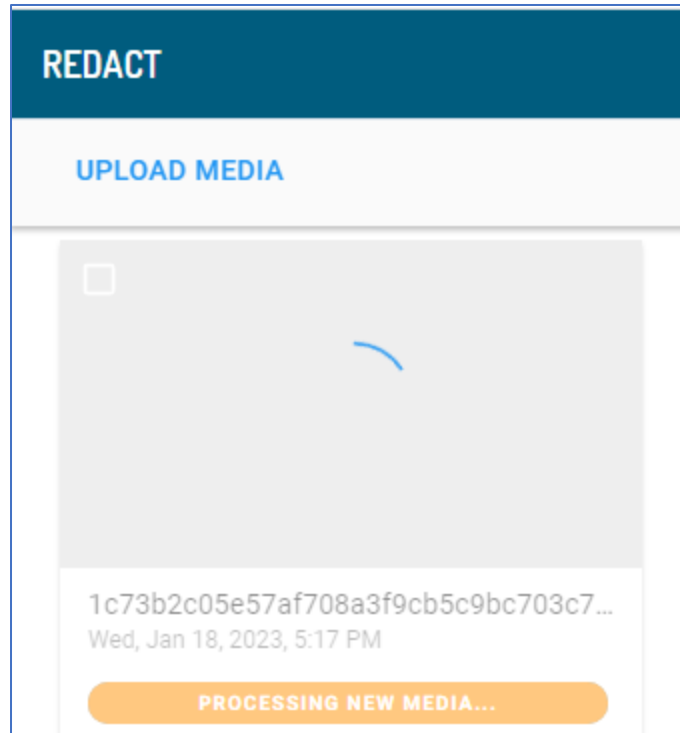
- After saving, you are automatically transitioned to the Veritone login screen. Use your provided Veritone credentials to log in, or if your network is enabled with Single Sign On, log in using your network username and password.

The image shows the Veritone login interface. At the top is the Veritone logo, which consists of a stylized 'V' icon followed by the word 'VERITONE.'. Below the logo, the text 'Welcome back!' is displayed, followed by 'Login to continue'. There are two input fields: 'Email *' and 'Password *'. The password field shows a series of dots. To the right of the password field is a link that says 'Forgot Password?'. At the bottom of the form is a large, dark grey button labeled 'LOGIN'.

6. Once logged in to Veritone, you are prompted to select the tools you want Veritone to use when initiating the file redaction. Select from the available options, then click **Ingest**.

The image shows a dialog box titled 'Ingest from URL' with a close button (X) in the top right corner. Inside the dialog, there are two checkboxes with corresponding icons: 'Run Head and Object Detection' (with a head icon) and 'Run Transcription' (with a waveform icon). Below these options, the text 'FOIAXpress Request ID: 671d0595-8f4b-44d3-8094-cb10fc15fcf0' is displayed. At the bottom right of the dialog are two buttons: 'CANCEL' and 'INGEST'.

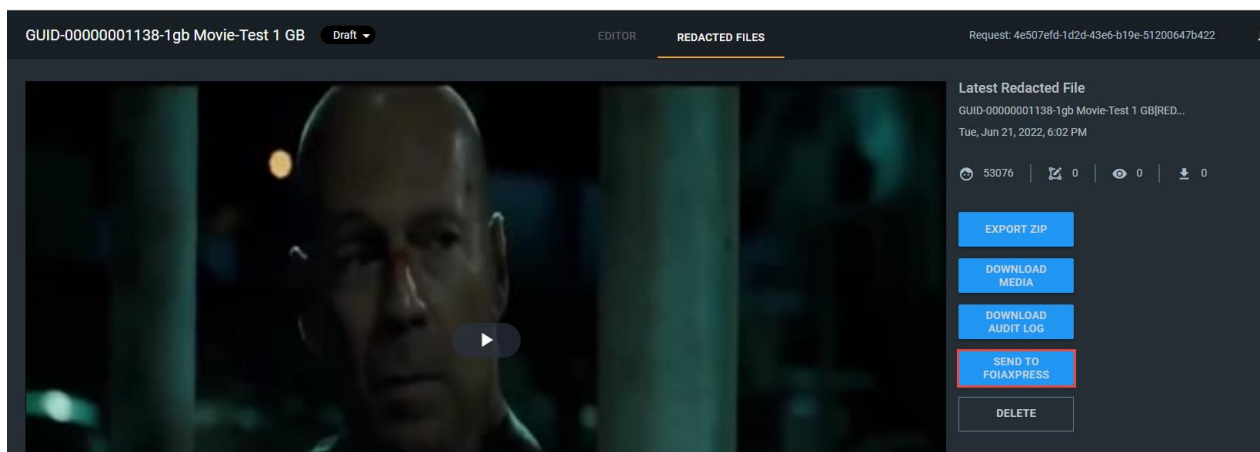
7. Veritone begins the media upload process, and automatically applies any tools selected in the previous screen. When Veritone completes its initial review/redaction on the file, you can begin your review of the file. Please refer to your Veritone training ([and Veritone's documentation](#)) for instructions on how to redact multimedia using Veritone.



2.3 Sending Redacted File Back to ATIPXpress

When you complete your final review of the multimedia file in Veritone, follow the steps below to send the file back to ATIPXpress:

1. In Veritone, go to your Redacted Files view for the multimedia file.
2. In the Redacted Files view, click the **SEND TO ATIPXPRESS** button to initiate a job to send the redacted file back to ATIPXpress as a review layer.



3. You will receive a job notification from ATIPXpress when the multimedia file is available.

2.4 Working with Redacted Multimedia in ATIPXpress

After the redacted file sent from Veritone is received in ATIPXpress, there are options available for working with the redacted file.

(!!) Note: Audio and video files (native format) can't be played in ATIPXpress but can be download locally to preview or for other required purposes. The files in ATIPXpress can be delivered to the requester using the document delivery feature of the application and will be stored in ATIPXpress along with the request for retention purposes.

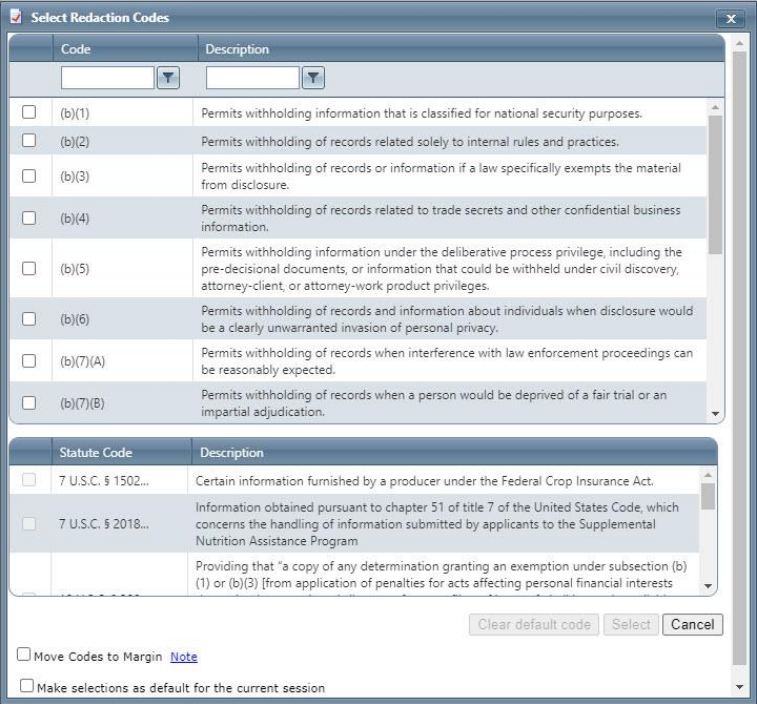
You must manually apply redaction codes to multimedia redacted in Veritone (as noted in the table below) so that the exemptions can be captured for annual reporting purposes. Once the file is added to the Request Folder it can be delivered to the requester. Any exemptions applied to the redacted multimedia are also applied to the *Final Actions* in ATIPXpress.

The options available for working with redacted multimedia files are described in the following table:

Field	Description
Download Redacted File	Click to download the redacted file (as redacted in the Veritone application). This option is only available after the file is redacted and sent back to ATIPXpress.
Click Here to Redact this Media File	Click to send the file to Veritone for redacting. The file opens in a new tab using the Veritone application. (!!) Note: Each time this option is selected, a new copy of this file is added to the Veritone repository. For information about applying redactions to multimedia files, please consult documentation provided by Veritone.
Apply Redaction Codes	Select redaction codes to apply to this multimedia file. On selecting Apply Redaction Codes , the <i>Select Redaction Codes</i> screen appears as shown below. Select applicable codes from the list, then click Select to apply these to the multimedia file.



Multimedia Redaction

Field	Description																										
	 Select Redaction Codes <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>☐ (b)(1)</td> <td>Permits withholding information that is classified for national security purposes.</td> </tr> <tr> <td>☐ (b)(2)</td> <td>Permits withholding of records related solely to internal rules and practices.</td> </tr> <tr> <td>☐ (b)(3)</td> <td>Permits withholding of records or information if a law specifically exempts the material from disclosure.</td> </tr> <tr> <td>☐ (b)(4)</td> <td>Permits withholding of records related to trade secrets and other confidential business information.</td> </tr> <tr> <td>☐ (b)(5)</td> <td>Permits withholding information under the deliberative process privilege, including the pre-decisional documents, or information that could be withheld under civil discovery, attorney-client, or attorney-work product privileges.</td> </tr> <tr> <td>☐ (b)(6)</td> <td>Permits withholding of records and information about individuals when disclosure would be a clearly unwarranted invasion of personal privacy.</td> </tr> <tr> <td>☐ (b)(7)(A)</td> <td>Permits withholding of records when interference with law enforcement proceedings can be reasonably expected.</td> </tr> <tr> <td>☐ (b)(7)(B)</td> <td>Permits withholding of records when a person would be deprived of a fair trial or an impartial adjudication.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Statute Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>☐ 7 U.S.C. § 1502...</td> <td>Certain information furnished by a producer under the Federal Crop Insurance Act.</td> </tr> <tr> <td>☐ 7 U.S.C. § 2018...</td> <td>Information obtained pursuant to chapter 51 of title 7 of the United States Code, which concerns the handling of information submitted by applicants to the Supplemental Nutrition Assistance Program</td> </tr> <tr> <td></td> <td>Providing that "a copy of any determination granting an exemption under subsection (b) (1) or (b)(3) [from application of penalties for acts affecting personal financial interests</td> </tr> </tbody> </table> ☐ Move Codes to Margin Note ☐ Make selections as default for the current session Clear default code Select Cancel	Code	Description	☐ (b)(1)	Permits withholding information that is classified for national security purposes.	☐ (b)(2)	Permits withholding of records related solely to internal rules and practices.	☐ (b)(3)	Permits withholding of records or information if a law specifically exempts the material from disclosure.	☐ (b)(4)	Permits withholding of records related to trade secrets and other confidential business information.	☐ (b)(5)	Permits withholding information under the deliberative process privilege, including the pre-decisional documents, or information that could be withheld under civil discovery, attorney-client, or attorney-work product privileges.	☐ (b)(6)	Permits withholding of records and information about individuals when disclosure would be a clearly unwarranted invasion of personal privacy.	☐ (b)(7)(A)	Permits withholding of records when interference with law enforcement proceedings can be reasonably expected.	☐ (b)(7)(B)	Permits withholding of records when a person would be deprived of a fair trial or an impartial adjudication.	Statute Code	Description	☐ 7 U.S.C. § 1502...	Certain information furnished by a producer under the Federal Crop Insurance Act.	☐ 7 U.S.C. § 2018...	Information obtained pursuant to chapter 51 of title 7 of the United States Code, which concerns the handling of information submitted by applicants to the Supplemental Nutrition Assistance Program		Providing that "a copy of any determination granting an exemption under subsection (b) (1) or (b)(3) [from application of penalties for acts affecting personal financial interests
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