

QUICK GUIDE · PRODUCTIVE IN FIVE MINUTES

Sovereign Cockpit

Anonymise confidential documents, review them, release them, and re-identify the external AI model's response. Nothing leaves the system without your click.

The workflow in four steps

STEP 1

Anonymise

Sign in and paste your text under **Anonymise**, or upload a file: PDF (with a text layer), Word (.docx), Markdown, text or Excel. Optionally add a label for the case list.

Limits: 150,000 characters or 25 MB per upload. Scanned PDFs without a text layer are deliberately rejected. A progress bar shows the processing status.

STEP 2

Review detected terms

The cockpit shows the suggestions in four areas: automatically masked identifiers (all pre-selected), one card per company and person with deselectable spellings, contract roles as pure information, and two expandable rest groups. If a term is missing, add it in the "Anything missing?" field.

Important: Whatever you do not tick stays in plain text.

STEP 3

Proofread, release, download

The review page shows the anonymised version and the mapping. Proofread the text: if anything is missing, mask it manually (see below). Only your click in the **human gate** releases the version: as .txt or .md (recommended for the return path for text responses), PDF, Excel or Word.

STEP 4

Re-identify response

Send the anonymised version to your AI model. Paste the response under **Re-identify** (or upload it as a file). The cockpit restores the original values. Unknown placeholders are highlighted in red.

Safety net: manual masking. If the detection missed something, type the term into the "Mask terms manually" field on the review page (several terms by comma or one per line). All occurrences are replaced, regardless of upper/lower case (including ss/ß). Terms that are not found are reported clearly. With the "Remember as standard" tick, a term also applies to all future documents.

Good to know

- **Cases are kept.** Every run is saved under **Cases** and can be reopened there, until you delete it. Every deletion is recorded in the audit trail.
- **The mapping CSV is confidential.** It contains the re-identification keys in plain text. Store it securely, do not pass it on.
- **Access is personal.** A case is visible only to its creator and to administrators.
- **Residual-risk warning.** If the egress check finds critical values still in plain text at download, the cockpit stops and asks. You decide.
- **Formatting is preserved.** Markdown, Excel and Word documents go in formatted and come out formatted, anonymised and re-identified in the same format. For Word, headers and footers are protected too.
- **Switch language.** DE/EN at the top right, any time, without losing data.