

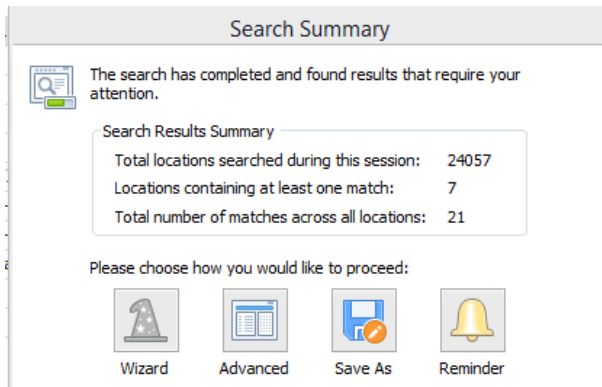
Spirion - How to Use Interface

PII Remediation (Personally Identifiable Information)

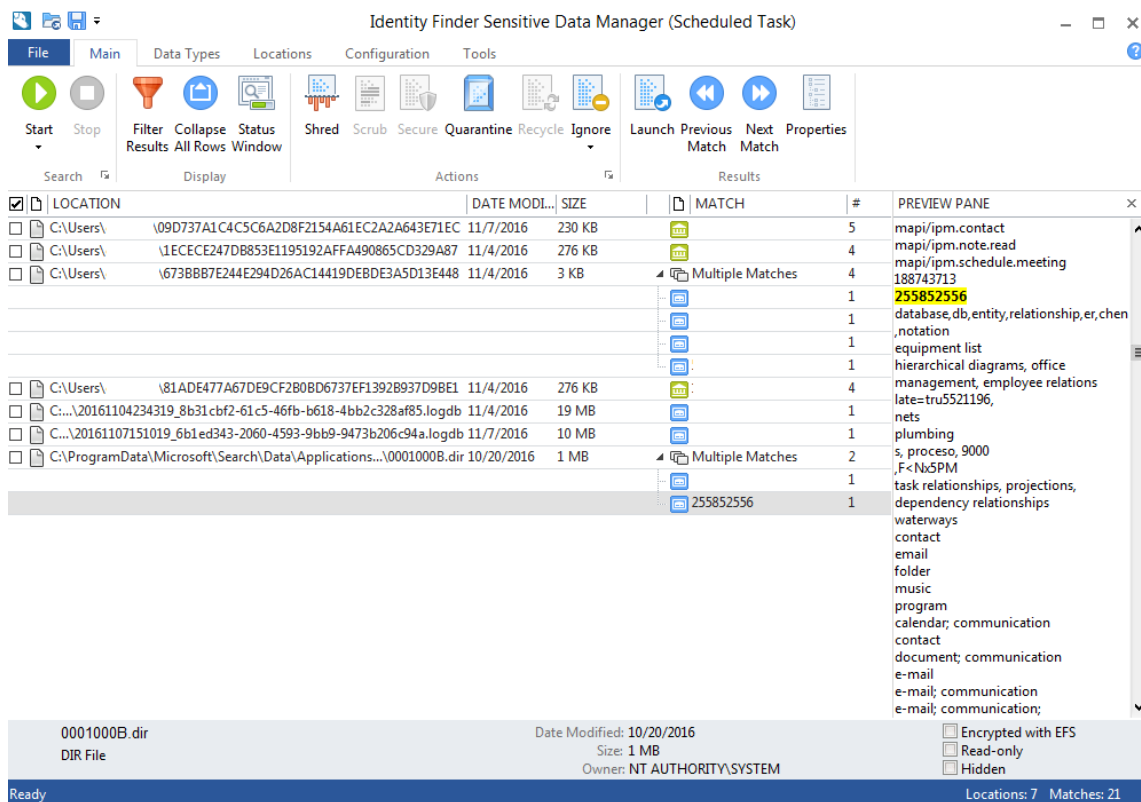
Case A: Pop-Up Appears

The best way to complete remediation is to finish it in the pop-up result window after the scheduled remote scan completes. By default settings, a menu should automatically appear on your screen when logging back into your machine after the remote scan.

- To begin, click the **Advanced** button in the Identity Finder results window.



- The results window will look similar to the following screenshot



- You will need to check every match in each result. Double click to open and view the details, check the box on the right to select files individually.
- The checkbox at the top will select all matches.
- If the match contains SSN or CCN, and you do not need it, you must **Shred** it. If you need to keep the file for **BUSINESS REASONS ONLY**, move it to your Encrypted Network Drive and then **Shred** the original.
 - Select which file you wish to **Shred** or **Scrub**
 - Shred will remove the file from your system.
 - Scrub will attempt to mask the results highlighted within the preview pane.
 - Select Shred
 - Select Yes to Shred selected file(s).

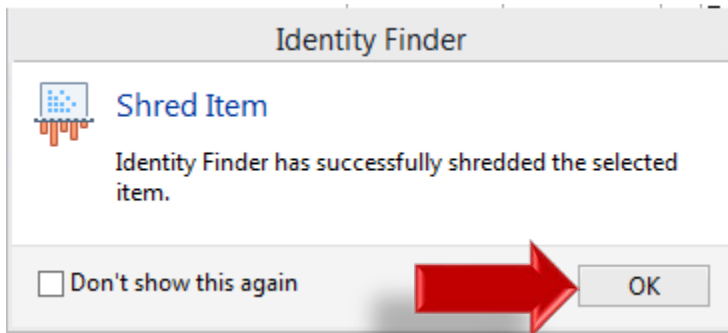
The screenshot shows the Identity Finder Sensitive Data Manager interface. A 'Shred File' dialog box is open, asking for confirmation to shred a file. The dialog contains the following text:

Shred File
 A shredded file can never be recovered. Are you sure you want to shred this file?
 09D737A1C4C5C6A2D8F2154A61EC2A2A643E71EC
 Always shr...

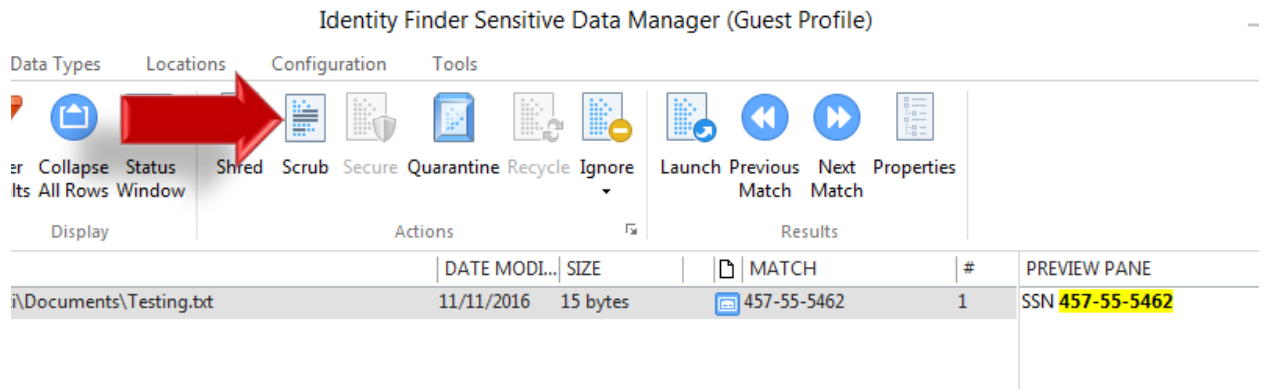
The background interface shows a list of search results with columns for MATCH, #, and PREVIEW PANE. A red arrow labeled '1' points to the 'LOCATION' checkbox in the left pane. Another red arrow labeled '2' points to the 'Shred' button in the top toolbar. A third red arrow labeled '3' points to the 'Yes' button in the dialog box.

At the bottom of the window, the status bar displays: 1 Location Selected, Locations: 7, Matches: 21.

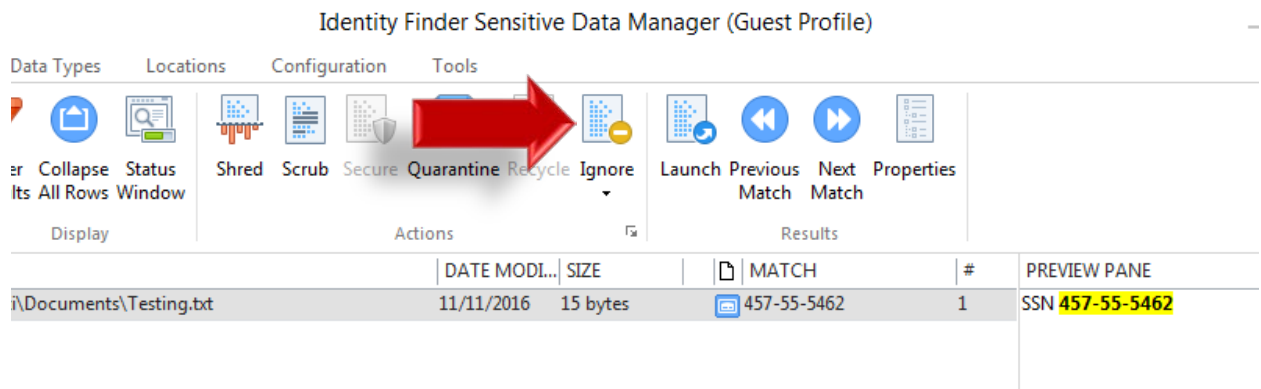
- If the Shred task is successful you will receive a confirmation for the action performed. Select OK to continue.



- If you wish to keep the files local and are business related you can opt to **Scrub** the file which will attempt to remove the highlighted information from the document.



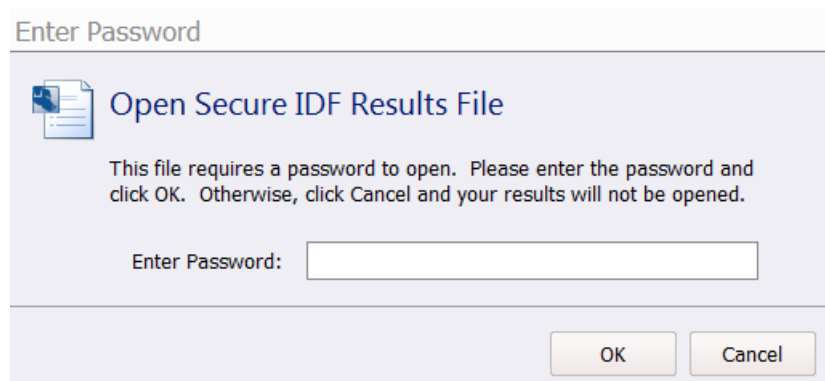
- If the matches have no Sensitive Information per USM Policy or they are false positives you can Ignore the location from future scan results. For these files, you may choose to **Ignore** instead of deleting them.



Case B: No Pop-Up

Remote scanning has an auto-saving function that saves the results. If you do not have a pop-up window appear after your remote scan has finished, there is a way to manually open the program.

- Go to **My Computer -> Local Disk -> Users -> User Account -> My Documents**. Within the folder, the results file name format is umbidfresults.idf. Double click this file to start the Identity Finder Client.
- When the client starts, it will first ask you to input a Profile Password (See “Profile Sign In”). If you set a password from a previous scan, you can enter it here. Otherwise, click “Cancel” to skip this step and go to the next window. The default password for the results file is **umbresults**.



- After logging in, the remediation window will appear and you can follow the steps from **Case A**.

Viewing Search Results

Remote scanning is done at night, but the live result window should appear when you log into your machine the following day.

The screenshot displays the Identity Finder application interface. At the top, there are tabs for File, Main, Data Types, Locations, Configuration, and Tools. Below these are various action buttons like Start, Stop, Filter Results, Collapse All Rows, Status Window, Shred, Scrub, Secure, Quarantine, Classify, Ignore, Launch, and Preview. The main area is divided into three panes:

- Results View (A):** A table with columns for LOCATION, DATE MODIFIED, SIZE, and MATCH. It lists search results for files like Credit Report.pptx, Employee Data..., and loans - Copy.csv. The loans - Copy.csv file is selected, showing multiple matches for phone numbers.
- Preview Pane (B):** A detailed view of the selected file, showing its content (phone numbers and names) in context. One phone number, 217-89-6366, is highlighted in yellow.
- Properties Pane (C):** A pane showing file details for the selected file: loans - Copy.csv, Microsoft Excel Comma Separated Value..., Date Modified: 3/13/2013, Size: 3 KB, Owner: BUILTIN\Administrators. It also includes checkboxes for Encrypted with, Read-only, and Hidden.

At the bottom, a status bar indicates: Search Completed in 0 days, 0 hours, 0 minutes, and 30 seconds. Locations: 24 Matches: 198.

The results of the search are displayed in the...

a) **Results View**

b) **Preview Pane**

c) **Properties Pane**

These tabs contain all of the relevant information about the result including the full path to its location, the type and value of the result, a preview of that result in context, and many other details.

The **Results View** is a reporting table, similar to a spreadsheet, which is on the left side of Identity Finder. It contains all the information about the results of your search and allows you to analyze those results and take action to protect any sensitive information.