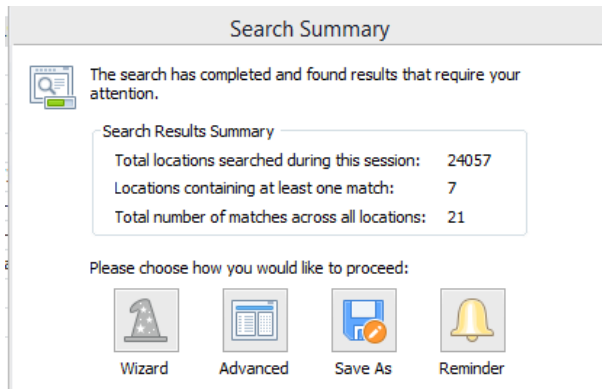


PII Remediation

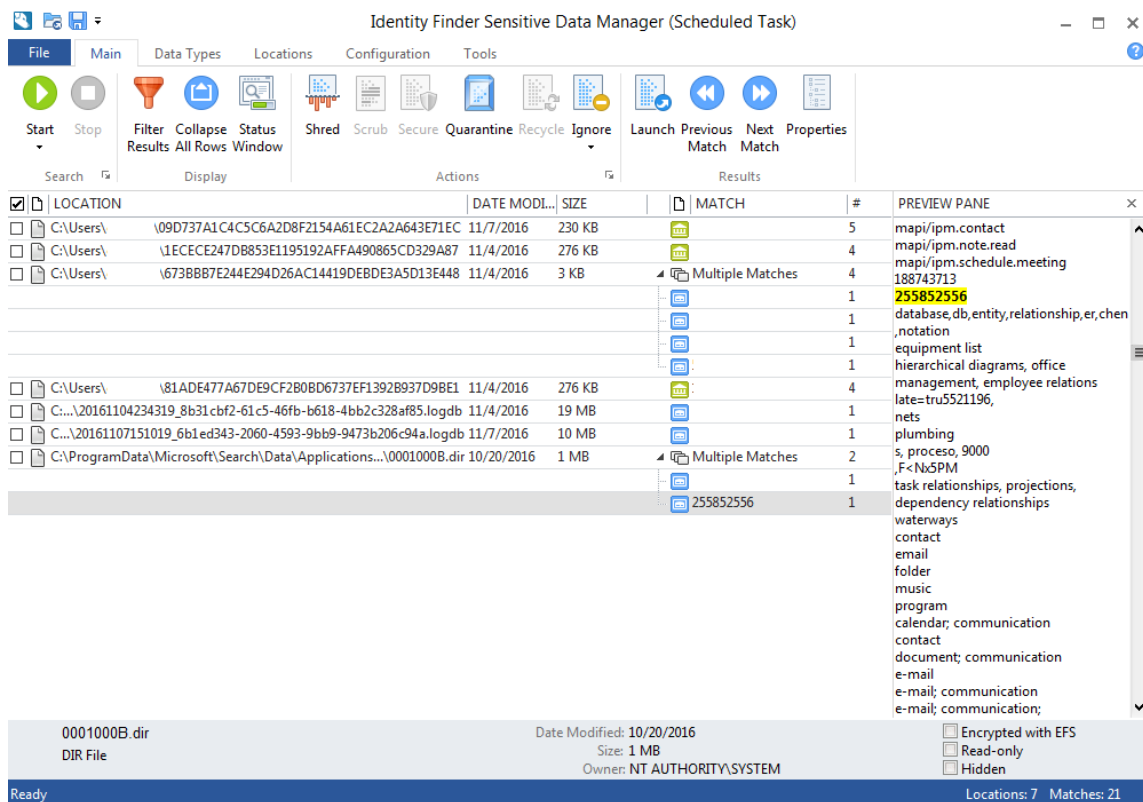
Case A: Pop-Up Appears

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 Spirion 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

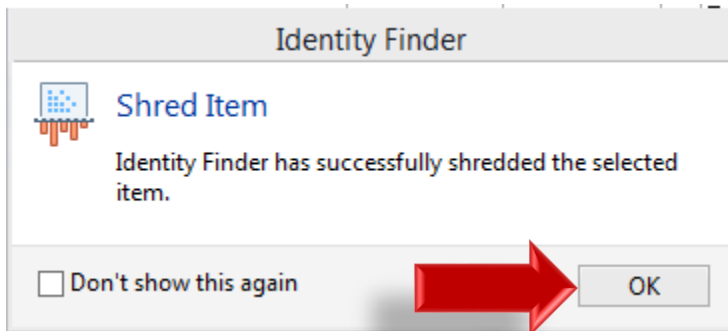
Buttons: Always show this message, Yes, No, [Display full item](#)

The background interface shows a list of locations on the left, a 'Results' table, and a 'PREVIEW PANE' on the right. A status bar at the bottom indicates '1 Location Selected' and 'Locations: 7 Matches: 21'.

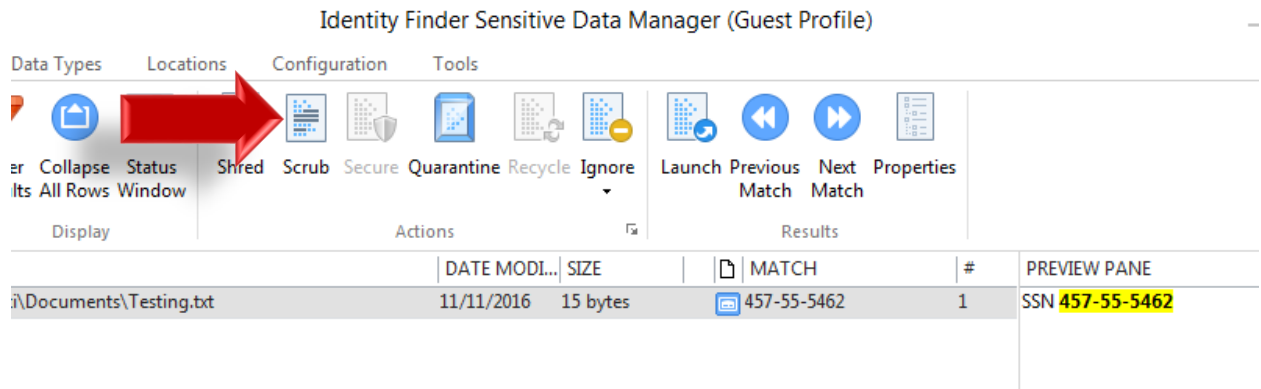
MATCH	#	PREVIEW PANE
0004440	5	[C:\Users\... \Documents
0004440	4	\Outlook Files\archive1.pst): Archive
Multiple Matches	4	Folders\Sent Items\ RE: RE:
301-66-4781	1	<11:26 AM Fri 7/23/2010>
410-38-6850	1	anyType.
410-70-8227	1	type
523-15-3961	1	d:int
0004440	4	d http://www.w3.org/2001/XMLSche
265150217	1	ma
265150217	1	ArrayOfanyType'
Multiple Matches	2	anyType.
188743713	1	d:string
255852556	1	d http://www.w3.org/2001/XMLSche
		ma
		anyType.
		type
		d:dateTime
		d http://www.w3.org/2001/XMLSche
		ma
		anyType.
		type
		d:string
		d http://www.w3.org/2001/XMLSche
		ma
		[C:\Users\... \Documents
		\Outlook Files\archive1.pst): Archive

1 Location Selected Locations: 7 Matches: 21

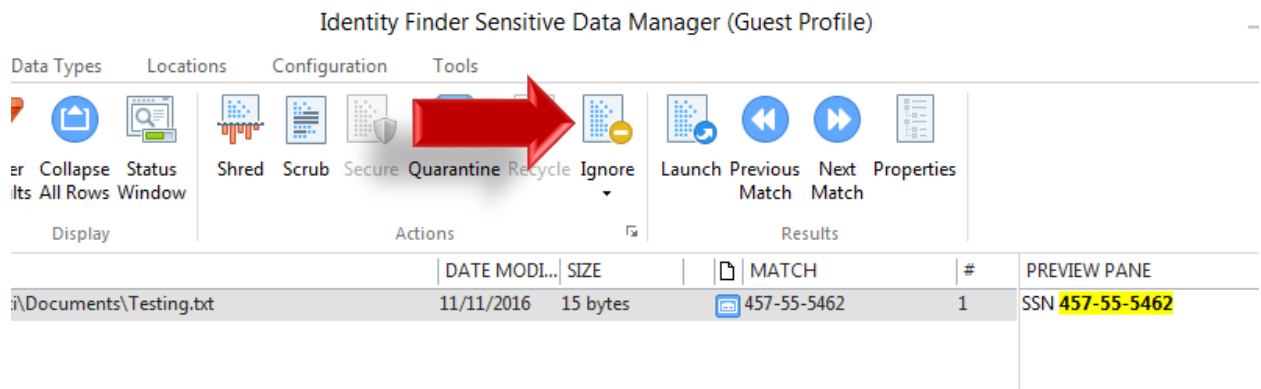
- If the Shred task is successful you will receive a confirmation for the action performed. Select OK to continue.



- 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.



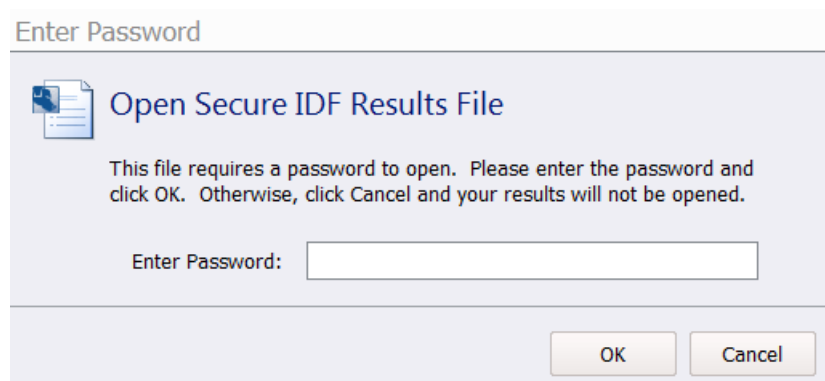
- If the matches have no Sensitive Information per USM Policy or they are false positives you can Ignore the location from future scan results. For these files, you may choose to **Ignore** instead of deleting them.



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 umbidfrresults.idf. Double click this file to start the Spirion 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 Spirion software interface. At the top, there is a menu bar with 'File', 'Main', 'Data Types', 'Locations', 'Configuration', and 'Tools'. Below the menu is a toolbar with icons for 'Start', 'Stop', 'Filter Results', 'Collapse All Rows', 'Status Window', 'Shred', 'Scrub', 'Secure', 'Quarantine', 'Classify', 'Ignore', 'Launch', and 'Prev Ma'. The main area is divided into three panes:

- Results View (A):** A table with columns 'LOCATION', 'DATE MODI...', 'SIZE', and 'MATCH'. It lists search results for files like 'Credit Report.p...', 'Employee Data...', and 'loans - Copy.csv'. The 'loans - Copy.csv' file is selected, showing multiple matches for phone numbers.
- Preview Pane (B):** A pane on the right showing a preview of the selected file's content, including text like '205-0783, "2495 Rosebud Avenue; Banks, AR 71631", 1DG 8W7 V05 73 7667 766 3, 217-89-6366'.
- Properties Pane (C):** A pane at the bottom showing details for the selected file 'loans - Copy.csv', including its date modified (3/13/2013), size (3 KB), and owner (BUILTIN\Administrators).

At the bottom of the interface, a status bar indicates 'Search Completed in 0 days, 0 hours, 0 minutes, and 30 seconds' and '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 Spirion. 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.