

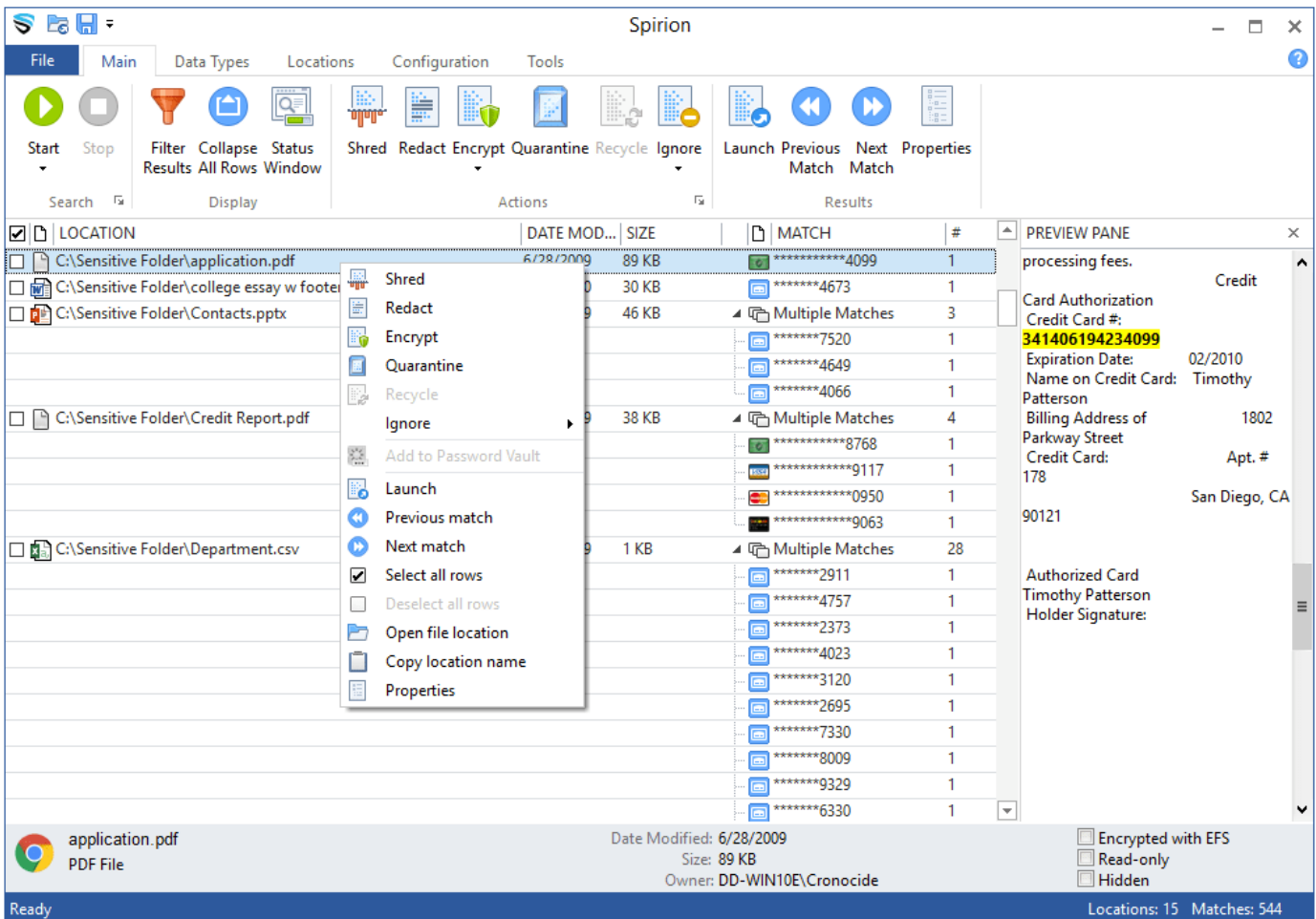
Evaluating Spirion Results Using the Spirion Client in Windows

If a scan was recently run on your computer it should pop up with results. If you do not see results you will need to run the scan first.

Using Spirion's Windows Client to Scan for PSI

Once you have a completed scan, you are ready to evaluate the results.

To evaluate a result, click the result in the list. For items that contain multiple matches, select the match from the list instead of the list item itself.



The screenshot shows the Spirion application window with a toolbar at the top containing buttons for Start, Stop, Filter Results, Collapse All Rows, Status Window, Shred, Redact, Encrypt, Quarantine, Recycle, Ignore, Launch, Previous Match, Next Match, and Properties. Below the toolbar is a table of scan results with columns for LOCATION, DATE MODIFIED, SIZE, MATCH, and #. A context menu is open over the first row, listing actions such as Shred, Redact, Encrypt, Quarantine, Recycle, Ignore, Add to Password Vault, Launch, Previous match, Next match, Select all rows, Deselect all rows, Open file location, Copy location name, and Properties. The PREVIEW PANE on the right shows details for a credit card match, including the card number 341406194234099, expiration date 02/2010, and name Timothy Patterson.

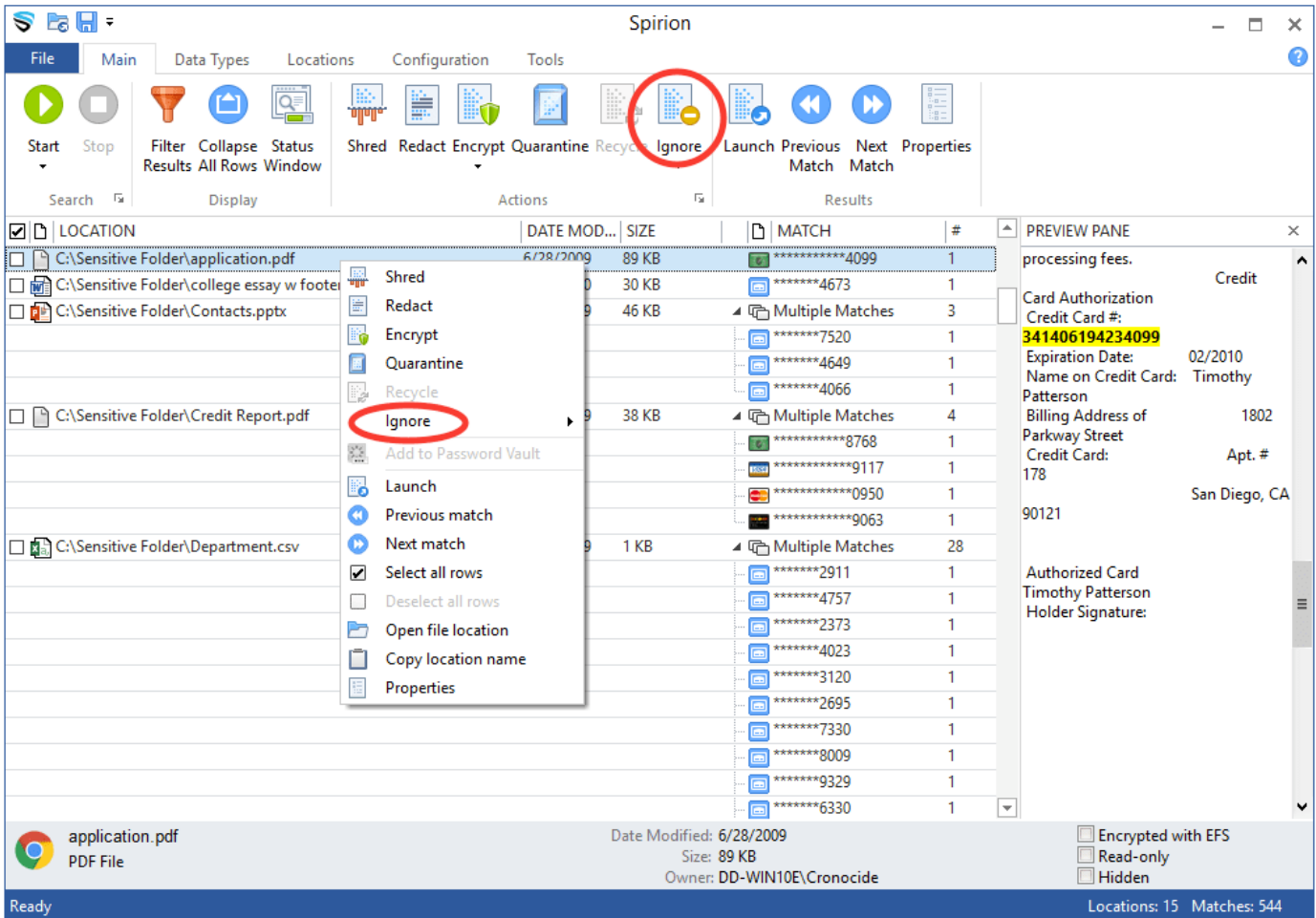
LOCATION	DATE MODIFIED	SIZE	MATCH	#
C:\Sensitive Folder\application.pdf	6/28/2009	89 KB	*****4099	1
C:\Sensitive Folder\college essay w footer		30 KB	*****4673	1
C:\Sensitive Folder\Contacts.pptx		46 KB	Multiple Matches	3
C:\Sensitive Folder\Credit Report.pdf		38 KB	*****4649	1
C:\Sensitive Folder\Department.csv		1 KB	*****4066	1
			Multiple Matches	4
			*****8768	1
			*****9117	1
			*****0950	1
			*****9063	1
			Multiple Matches	28
			*****2911	1
			*****4757	1
			*****2373	1
			*****4023	1
			*****3120	1
			*****2695	1
			*****7330	1
			*****8009	1
			*****9329	1
			*****6330	1

Ignoring Matches

If you determine that a match was a false positive and not PSI as defined by the IT Policy, you can ignore the file so it does not come up in future scans. You would do this by clicking **Ignore > This Item Location** in the Toolbar. You may also right-click the item and

select this option.

To ignore a single match, but continue matching other sensitive instances in the file, click **Ignore > This Match** in the Toolbar.

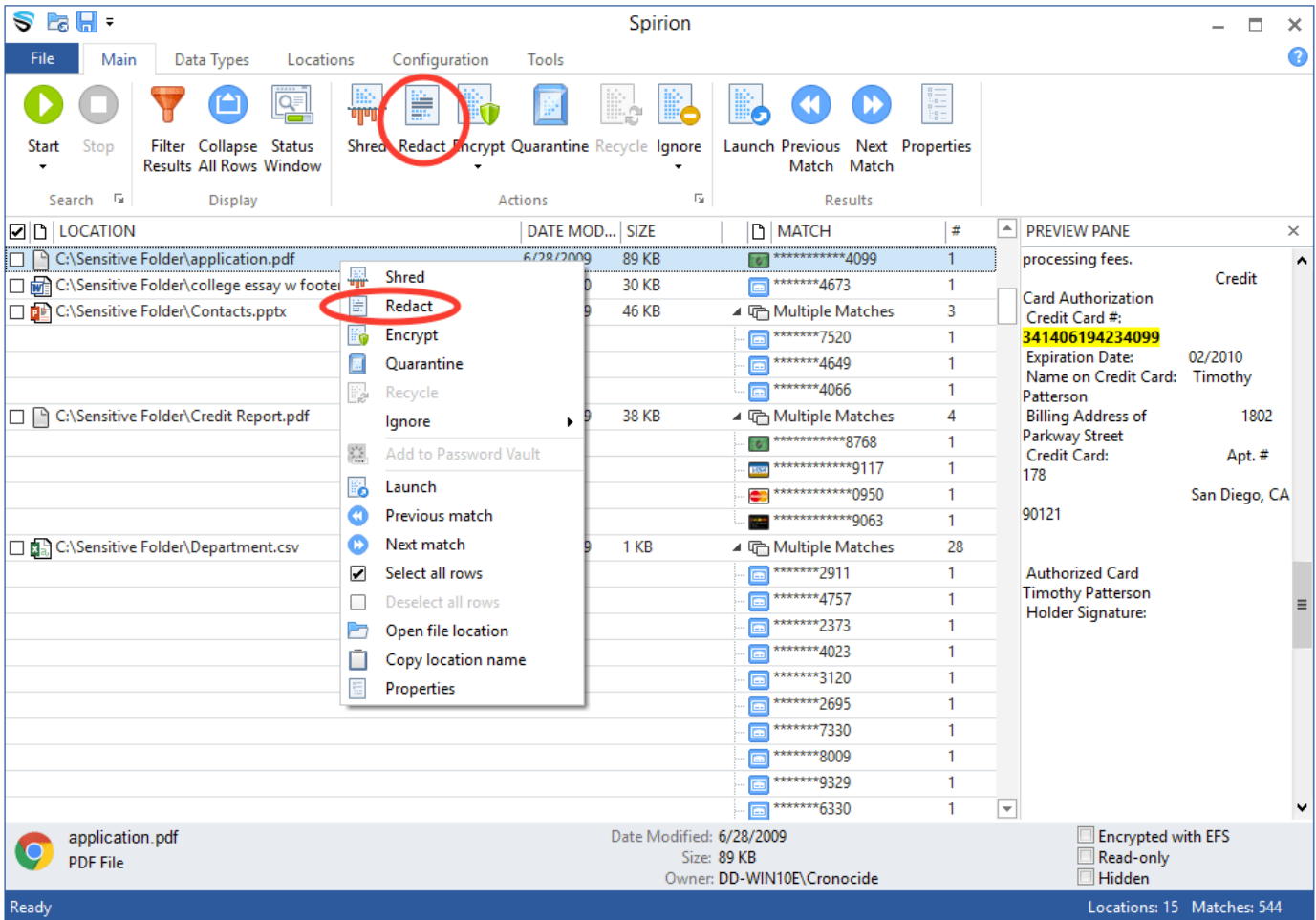


You will be prompted to confirm your decision to ignore the item.

Redacting Matches

If you have an item with sensitive information that you wish to keep, but decide you do not need the portion of the item that contains sensitive information, you may redact the match in its document. This will replace the sensitive information in the item with "X" characters. For example, a social security number appearing as "529-12-1234" in a document would now appear as "XXXXXXXXXX".

To redact a match, select the match from the list and click **Redact** in the Toolbar. You may also right-click the item and select this option.

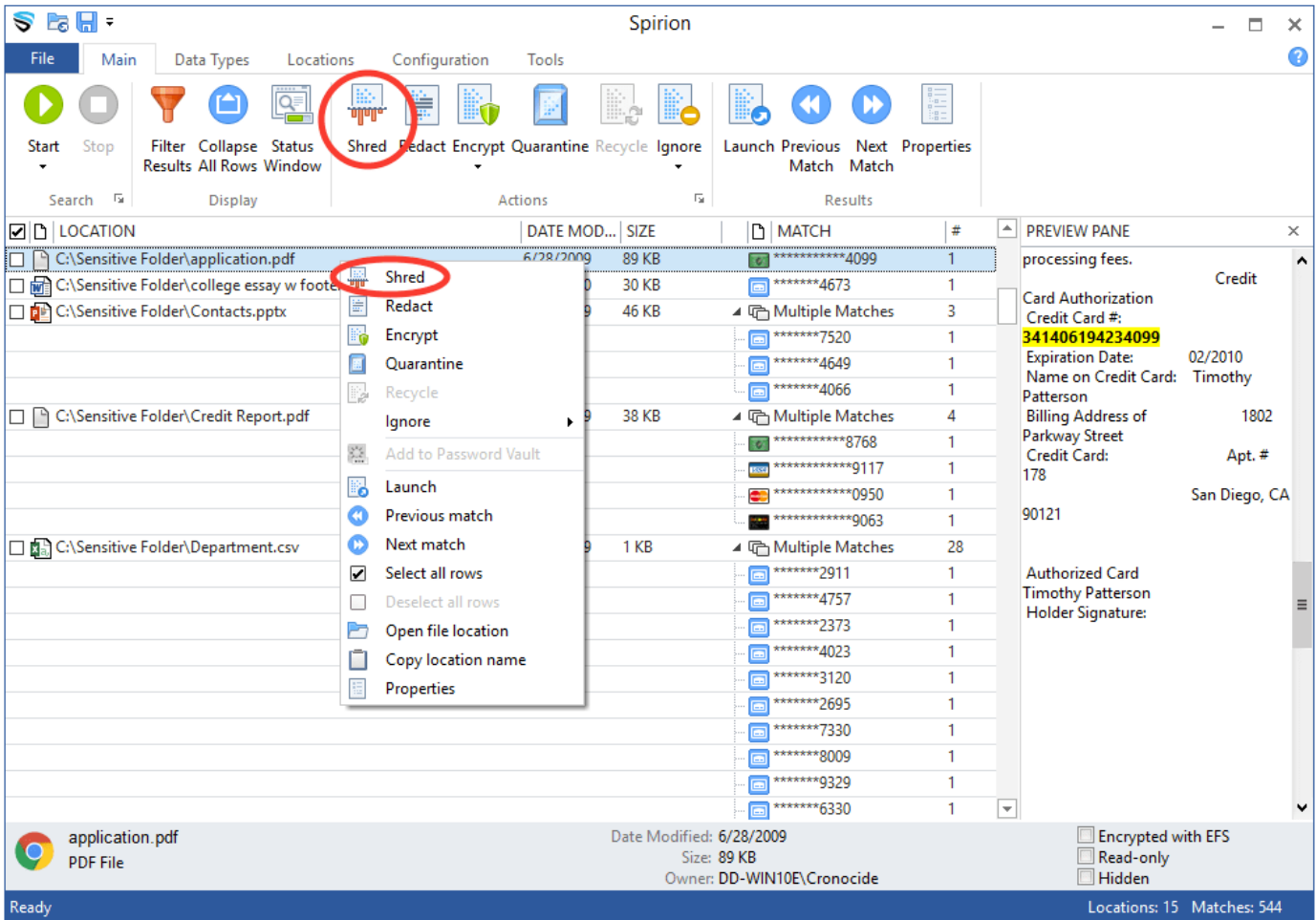


You will be prompted to confirm your decision to redact the match.

Deleting Matches

If you have a file with sensitive information that you no longer need to keep, you may destroy the file.

To delete a match, select the match from the list and click **Shred** in the Toolbar. You may also right-click the item and select this option.

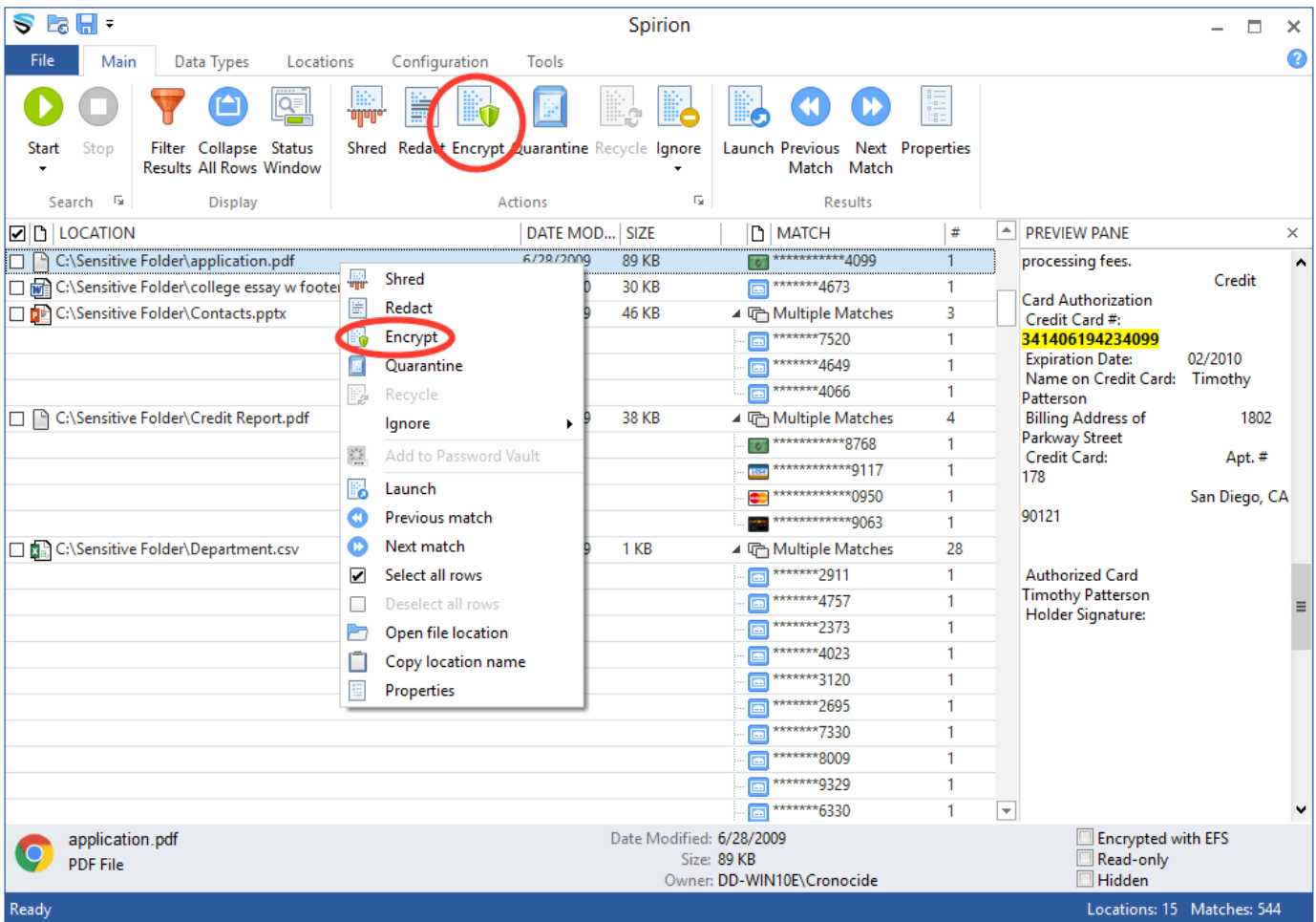


You will be prompted to confirm your decision to delete the file.

Encrypting Matches

If you have an item with sensitive information that you wish to keep on your computer, you will need to encrypt it.

To encrypt a match, select the match from the list and click **Encrypt** in the Toolbar. You may also right-click the item and select this option. Your file will be encrypted with the same password you use to log into Spirion. Note: THERE IS NO WAY FOR SUPPORT TO RECOVER THIS PASSWORD.

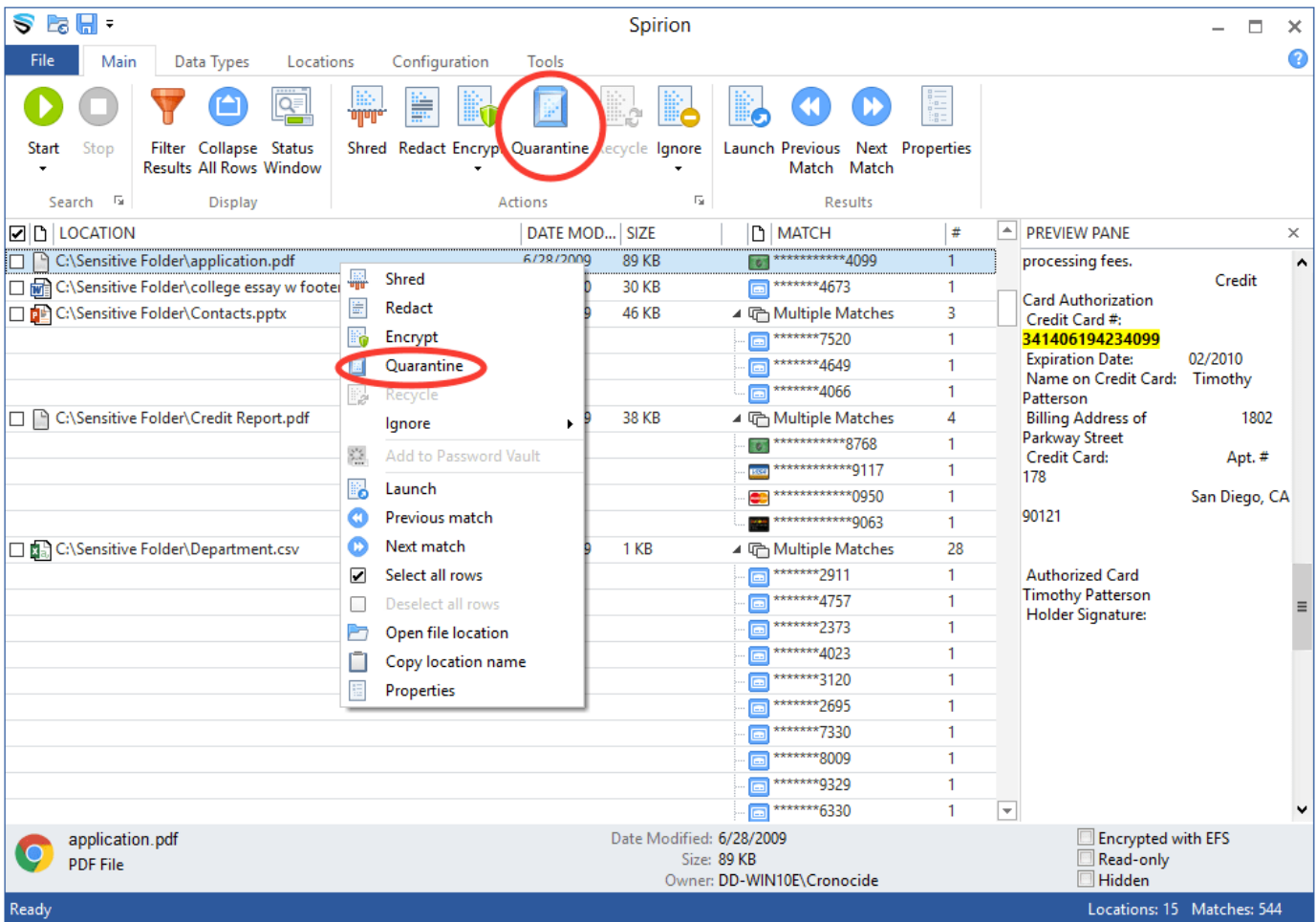


You will be prompted to confirm your decision to encrypt the file.

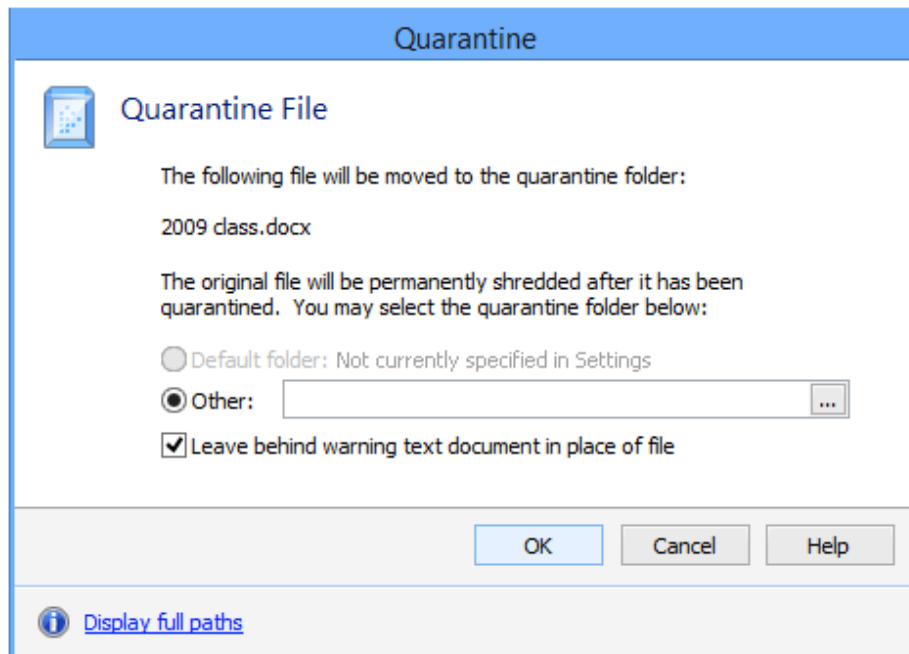
Moving Matches

If you have an item with sensitive information that you wish to keep, you may move it to a secure hard drive or secure folder on your computer.

To move a match to a secure location, select the match from the list and click **Quarantine** in the Toolbar. You may also right-click the item and select this option.



You will be prompted to select a secure directory to store the file in. Your file will be moved to that directory.



You will then be prompted to confirm your decision to quarantine the file.

Handling Matches Manually

If you have an item with sensitive information that you wish to move or edit manually, you may have the item shown in File Explorer or the file's default handler to interact with as a normal file.

To open a match in File Explorer, right-click the item and select **Open File Location**. You may edit the file or move it to a secure location.

The screenshot displays the Spirion software interface. The main window shows a list of files and matches. A context menu is open over the selected file, with 'Open file location' circled in red. The preview pane on the right shows details for a credit card match, including the card number 341406194234099.

LOCATION	DATE MOD...	SIZE	MATCH	#
C:\Sensitive Folder\application.pdf	6/28/2009	89 KB	*****4099	1
C:\Sensitive Folder\college essay w footer		30 KB	*****4673	1
C:\Sensitive Folder\Contacts.pptx		46 KB	Multiple Matches	3
			*****7520	1
			*****4649	1
			*****4066	1
C:\Sensitive Folder\Credit Report.pdf		38 KB	Multiple Matches	4
			*****8768	1
			*****9117	1
			*****0950	1
			*****9063	1
C:\Sensitive Folder\Department.csv		1 KB	Multiple Matches	28
			*****2911	1
			*****4757	1
			*****2373	1
			*****4023	1
			*****3120	1
			*****2695	1
			*****7330	1
			*****8009	1
			*****9329	1
			*****6330	1

application.pdf
PDF File
Date Modified: 6/28/2009
Size: 89 KB
Owner: DD-WIN10E\Cronocide

Encrypted with EFS
Read-only
Hidden

Ready

Locations: 15 Matches: 544

