



Introduction

Spirion is a software application designed to help find level 1 data such as Social Security Numbers (SSN) or Credit Card Numbers (CCN). In some cases, this type of data can be found in files that are not easy to find, especially older documents that you may have forgotten about. Spirion assists you in preventing identity theft by finding personally identifiable information and providing you with the ability to easily and quickly protect it before it is stolen.

Using Spirion (Identity Finder) on a PC

Identity Finder has been updated and is now called Spirion. The icon looks like this. Spirion is set up to automatically scan your computer, looking for Social Security numbers and credit card numbers. On a Windows PC the scan will run in the background; the Spirion icon will be in the System Tray, and if you hover over it, you can see how many files it has scanned and how many items it has found. Once it finishes the scan, the program will open and display the match(es).



To view the complete user help files, click [here](#).

Creating a Profile

When you first open Spirion, it will ask you to create a password. This is the password used to decrypt files. In case you forget your password, call ITS Security at 3770.

Running your own scans:

You can manually scan your computer, looking for any combination of data types, at any time.

Tips:

In order to reduce the time it takes to scan, delete your temp files and empty your Recycle Bin before starting a scan.

To scan the most common locations

Such as your Desktop and Documents, go to the **Locations tab** and click **My Documents**. (This is a little misleading because it isn't just your documents; it's your entire profile.)

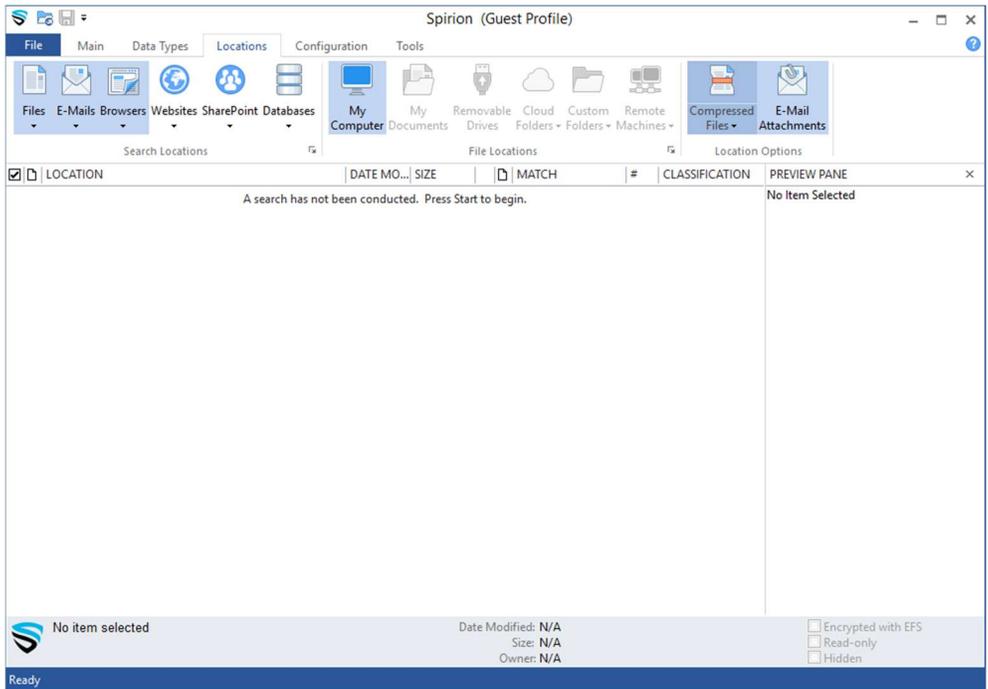


Figure 12 Spirion main screen on Windows

Go back to the Main tab and click Start

That's it! The time it takes to scan depends on how many files are in your profile. This is the Status box that keeps you informed of the locations searched, progress of the scan, items found, and items the search is looking for.

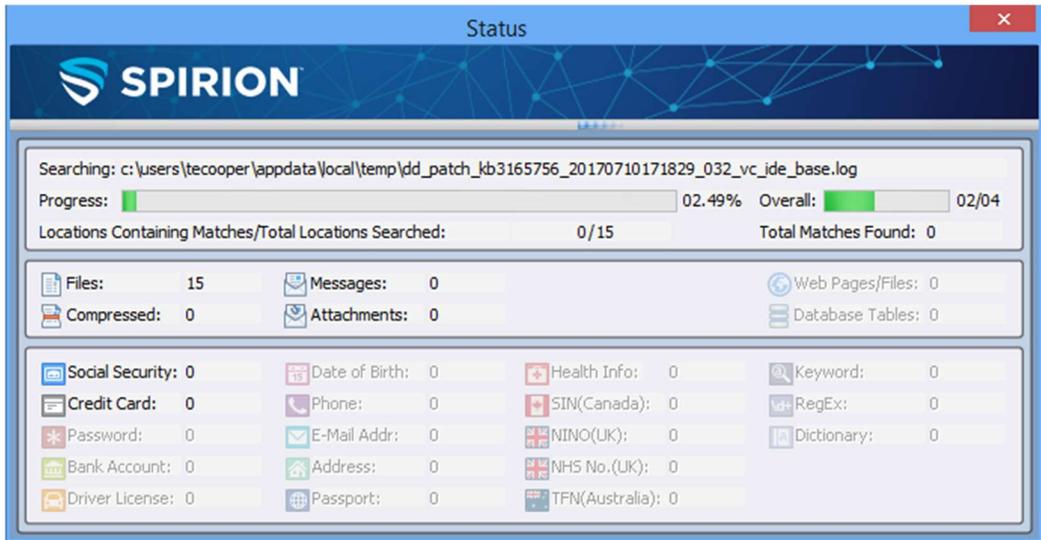


Figure 13 Spirion Status screen on Windows

Search Results

When the scan is complete, you will see a Search Summary.

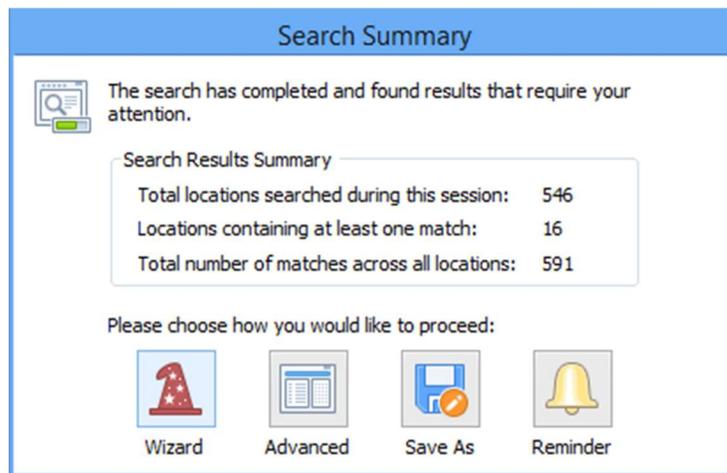


Figure 14 Spirion Search Summary on Windows

Wizard

The **Results Wizard** is an easy to use, quick way to secure your results using Spirion.

Advanced

This takes you back to the main screen. You can remediate the data from that screen, also.

Save As

This allows you to save your results, close Spirion, and remediate the data later.

Reminder

If you choose to be reminded later, you are presented with several time options. Spirion will minimize itself to your system tray and remain there until the specified period of time has passed. If you want to bring Spirion back sooner, you can double click the **System Tray** icon.

Taking Action on Results

You have the option to shred (erase), encrypt, or ignore the file(s).

To Shred a file

Click the box on the left and then click Shred in the Ribbon above. You can select all files at once by clicking the check marked box at the top of the list. **Be 100% certain that you want to Shred the file(s) because this action is not reversible. Once a file has been deleted, it is not recoverable.** Unfortunately, Spirion cannot shred emails. You'll have to go to Outlook and manually delete them.

To Encrypt a file

Click on the box on the left to choose the file, then click Encrypt in the ribbon above. (If you click the small black arrow below Encrypt, you can choose an alternate password.) You will see a box that asks if you're sure you want to encrypt and another that confirms the action.

To Ignore a file

This is used when Spirion detects a false positive, that is, a match that is not a Social Security number or credit card number. Click on the box on the left, then Ignore in the ribbon above.

The location is the file. The match is the specific data within the file. A location can have multiple matches as seen in the 2nd file below.

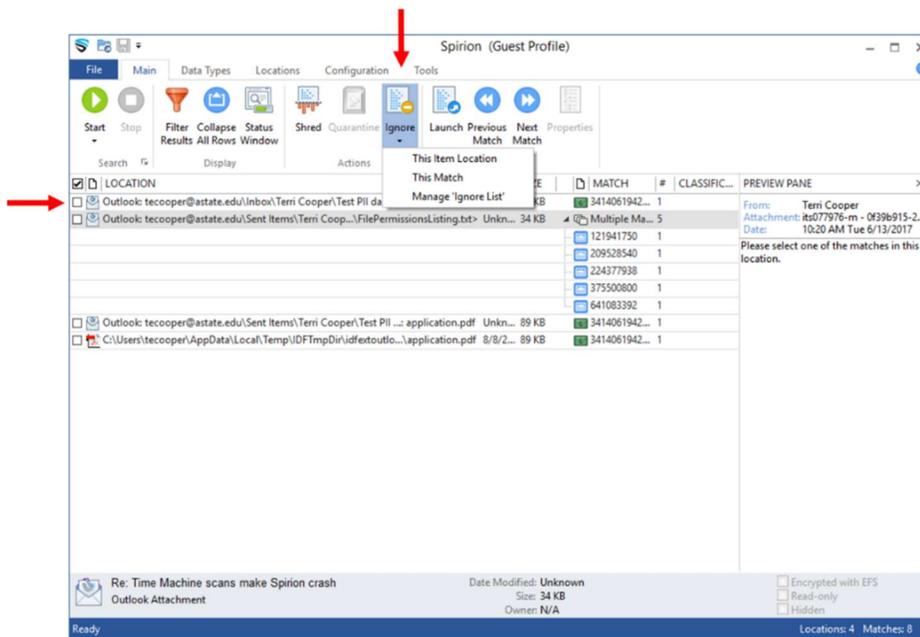


Figure 15 Ignore files on Windows