Spirion

User Guide

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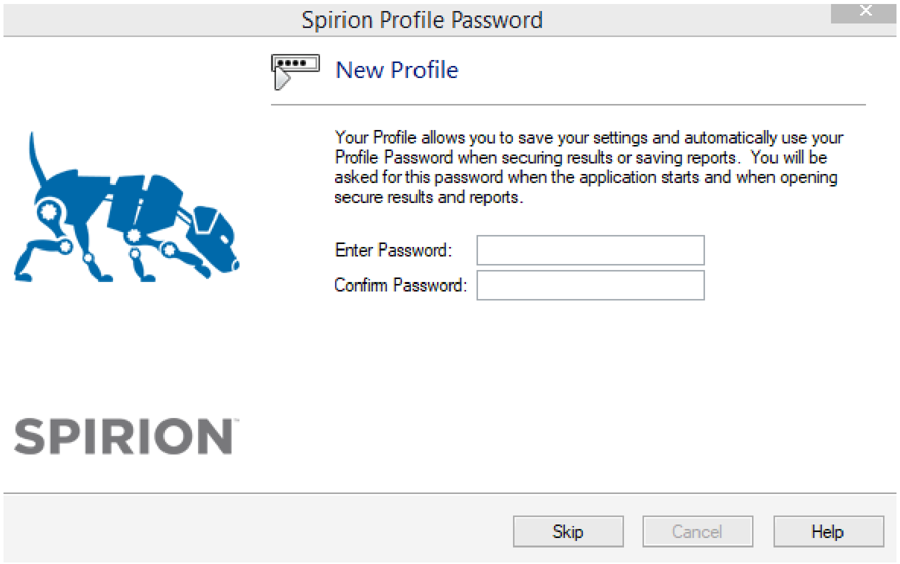
Spirion is a tool that works similarly to anti-virus product. The client software installs locally, inspects storage media for data matching certain pre-defined criteria, and logs the activity with a management console operated by Information Security and Assurance. When pattern matches are found such as potential social security numbers, credit card numbers, etc. Spirion presents several options to remove the sensitive data. For Spirion's internal user guide please visit https://www.spirion.com/support/user-guides/.

Initial Setup

- After installation, Spirion will open and present the **Profile Sign-in** screen.
- Choose a **Spirion Profile Password** and enter it in the **Enter Password** field and once again in the **Confirm Password** field.



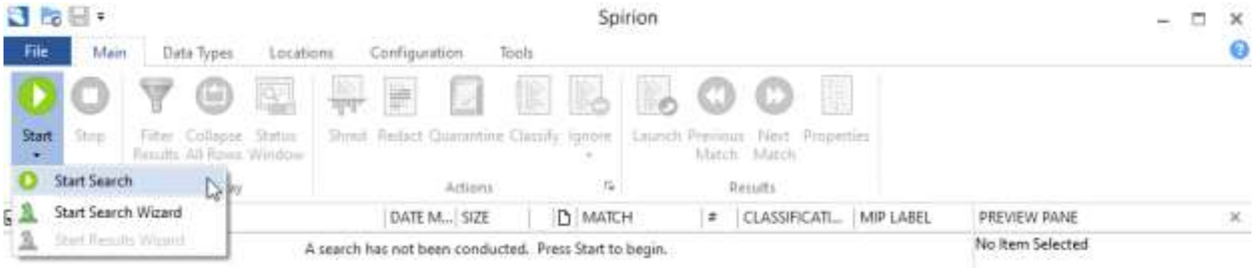
Your Profile allows you to save your settings and automatically use your Profile Password when securing results or saving reports. You will be asked for this password when the application starts and when opening secure results and reports.

Enter Password:

Confirm Password:

Performing a Basic Scan

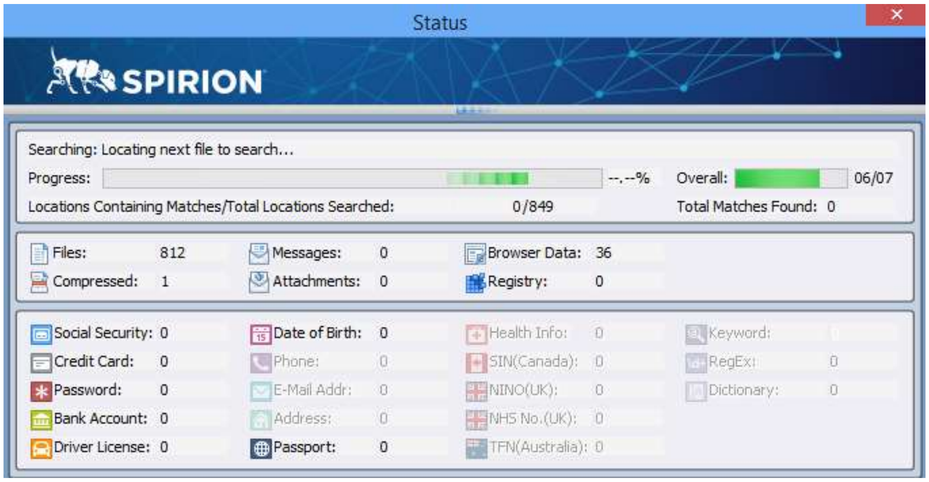
- Open the Spirion application and login with the password that was set during the initial setup stage. Do not create or change any settings in the application as appropriate settings are pre-defined by Information Security and Assurance.
- Click **File -> Start -> Start Search** to begin the basic scan.



A search has not been conducted. Press Start to begin.

No Item Selected

- While Spirion scans your machine you may continue with other tasks as the application runs in the background.



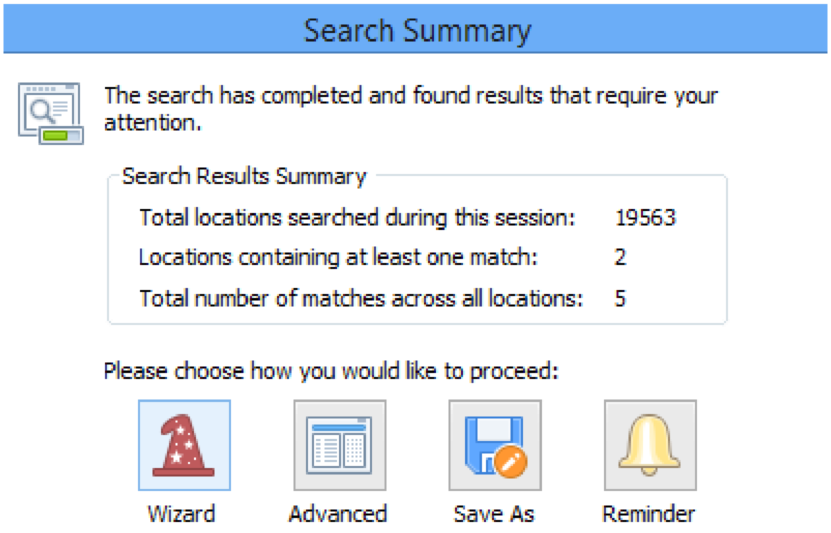
Searching: Locating next file to search...

Progress: --.--% Overall: 06/07

Locations Containing Matches/Total Locations Searched: 0/849 Total Matches Found: 0

Files:	812	Messages:	0	Browser Data:	36		
Compressed:	1	Attachments:	0	Registry:	0		
Social Security:	0	Date of Birth:	0	Health Info:	0	Keyword:	
Credit Card:	0	Phone:	0	SIN(Canada):	0	RegEx:	0
Password:	0	E-Mail Addr:	0	NINO(UK):	0	Dictionary:	0
Bank Account:	0	Address:	0	NHS No.(UK):	0		
Driver License:	0	Passport:	0	TFN(Australia):	0		

- When the scan is complete, the **Search Results Summary** will display search locations along with any matches found within them. You are required to review any matches found during the scan.



Search Summary

The search has completed and found results that require your attention.

Search Results Summary

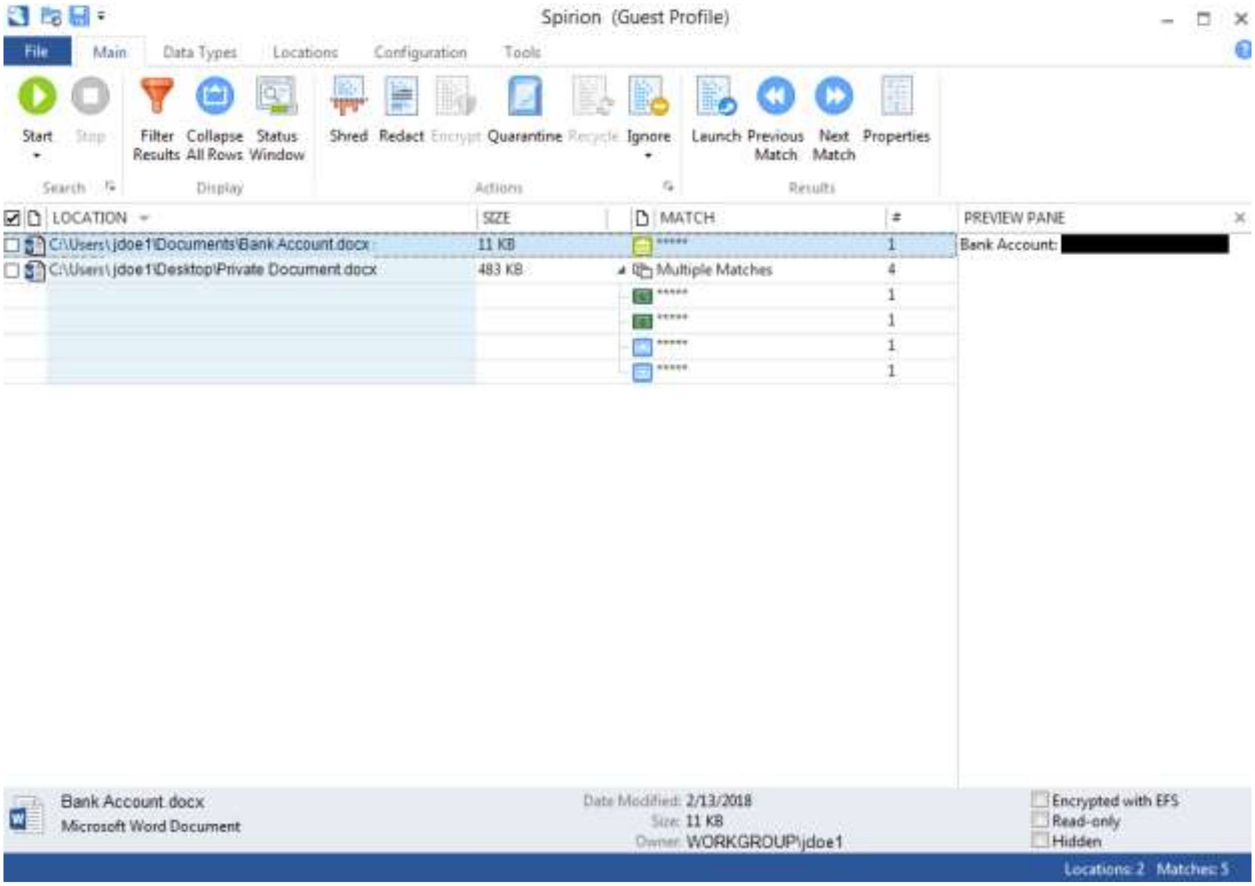
Total locations searched during this session:	19563
Locations containing at least one match:	2
Total number of matches across all locations:	5

Please choose how you would like to proceed:

- Click **Save As** to save your scan results and review them at your convenience.
- **NOTES:**
    - The scan results file is secured by your **Spirion Profile Password**. Use these instructions to scan your computer for sensitive information. Before you begin, backup your data. 'Shredded' files are completely destroyed, and cannot be recovered.
    - Ideally, basic scans should be run periodically.

Review scan results

- Open scan results file, or continue from **Search Results Summary**.
- Click **Advanced**.
- Multiple matches within a single file are displayed in a drill-down list
- Click the first row or list entry in the results screen.
- A preview of the file will appear in the **Preview Pane**.
    - The preview contains restricted data and displays file contents with the restricted data highlighted.



☑	LOCATION	SIZE	MATCH	#
☐	C:\Users\jdoe1\Documents\Bank Account.docx	11 KB	*****	1
☐	C:\Users\jdoe1\Desktop\Private Document.docx	483 KB	Multiple Matches	4
			*****	1
			*****	1
			*****	1
			*****	1

PREVIEW PANE

Bank Account: [redacted]

Bank Account.docx
Microsoft Word Document

Date Modified: 2/13/2018
Size: 11 KB
Owner: WORKGROUP\jdoe1

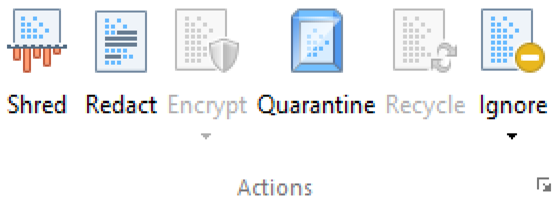
☐ Encrypted with EFS
☐ Read-only
☐ Hidden

Locations: 2 Matches: 5

- Review each individual result and make an appropriate handling decision (i.e., Shred, Redact, Encrypt, Quarantine, Recycle or Ignore).
    - Information Security and Assurance can provide context as to which action should be taken.
- When multiple rows can be addressed with the same action,
    - Select each row by clicking in the checkbox to its left.
    - Choose and execute the appropriate action.

    - All selected rows will be handled with that action.
- If a file contains sensitive (restricted) data that must be retained, contact Information Security and Assurance to discuss available secure storage options. This data may be subject to regulatory controls.
- The **Encrypt**, **Quarantine** and **Recycle** options should only be used when specifically directed to do so by Information Security and Assurance.
- Click **Save** in the upper left corner of the application window mark your progress and continue at another time.
- When all restricted data found by the scan has been addressed, the message 'There are no items to show' will appear in the search results pane.
- Run a scan once more to report any additional results. If nothing is found, the immediate task is complete.

Result Options



Shred – Completely deletes the file in accordance with the United States Department of Defense deletion standard

Redact – Removes the highlighted/personal information while leaving the file and other information intact

Encrypt – Secure the file with the application’s features. (i.e. encrypt the file, etc.)

Quarantine – Move the file to a quarantined location but does not delete or remove any sensitive information

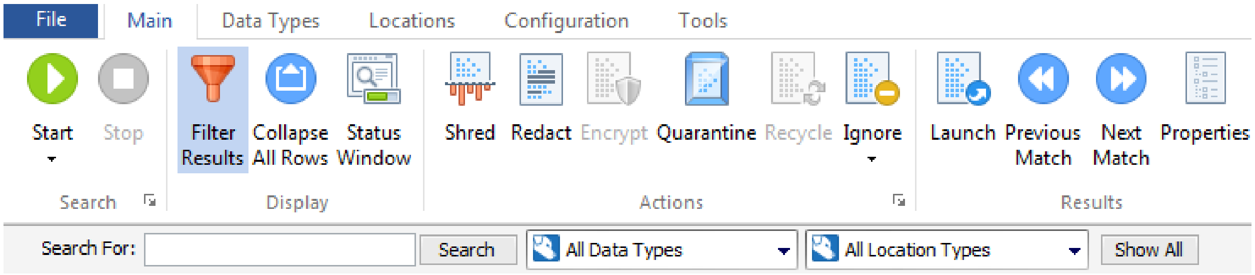
Recycle – Moves the file to the recycle bin but does not completely delete the file. Information is still recoverable

Ignore – Whitelist the file so that it does not show up in future scans. This is a Method of dealing with false positives

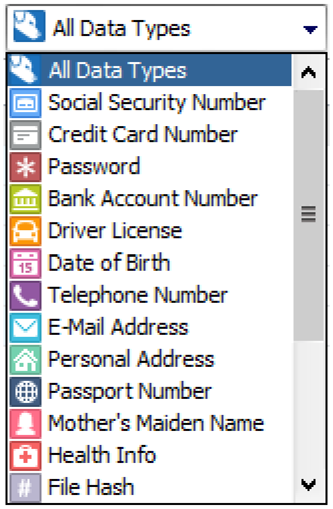
Sort and filter scan results

Sorting and filtering can be used by end-users to better identify and eliminate or secure the data that is most vulnerable on a machine.

- Perform a basic scan. Close the Status Window when complete.
- Click **Filter Results**.



- Search filters appear above the scan results.
- Click **Search For: All Identity Types**.
- Choose an identity to see only the matching scan results.



- Click the **Search For: All Location Types**.
- Choose a location to see scan results that are only in that location.
- To remove filter settings, click **Filter Results**.
- Sorted **by File Type, Location, Date Modified**, or any other column shown in the **Results Columns** menu.

- Click column header to sort by desired criteria.
- Any multiple match row can be expanded/collapsed using the "plus" or "minus" sign to its left.
- To collapse all drill down menus click **Collapse All Rows**.