

Spirion

User Guide

FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

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 the University Information Security Office (UIISO). 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

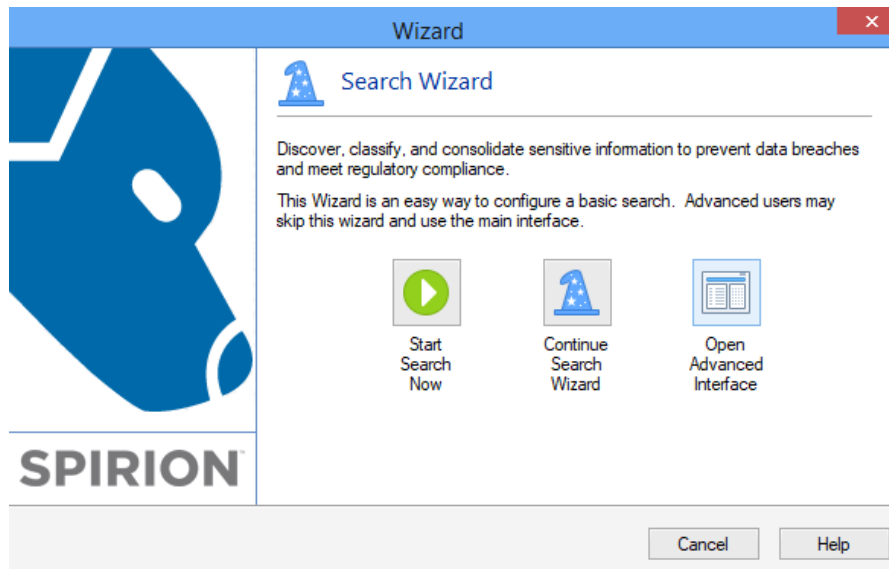
- After installation, Spirion will open and present the **Profile Sign-in** screen.
- Choose a **Spirion Profile Password** and enter it in the **Enter Password** field and once again in the **Confirm Password** field.



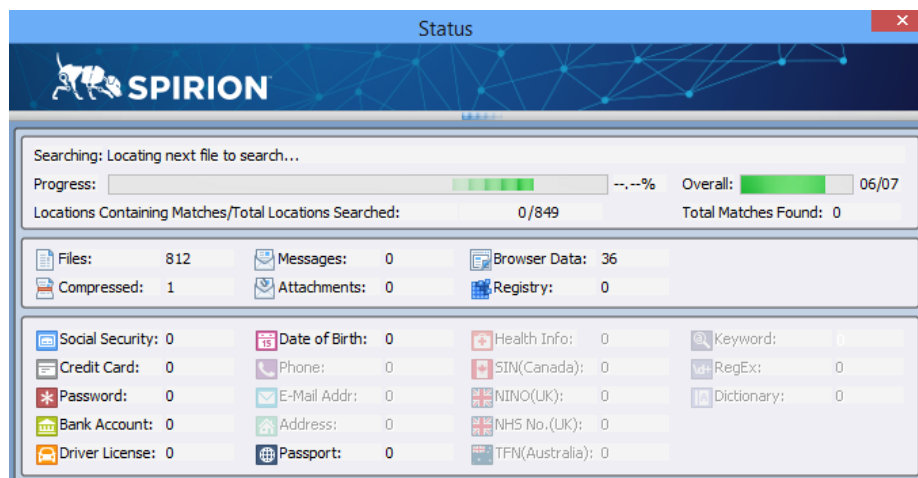
The screenshot shows a Windows-style dialog box titled "Spirion Profile Password" with a close button (X) in the top right corner. On the left side, there is a blue graphic of a hand holding a magnifying glass over a document, with the word "SPIRION" in bold capital letters below it. The main content area is titled "New Profile" and contains the following text: "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." Below this text are two input fields: "Enter Password:" and "Confirm Password:". At the bottom of the dialog box, there are three buttons: "Skip >" (highlighted in blue), "Cancel", and "Help".

Performing a Basic Scan

- Open the Spirion application. Do not create or change any settings in the application as appropriate settings are pre-defined by the UIISO.
- Click **Start Search Now** to begin the basic scan.



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



- 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:



Wizard



Advanced



Save As



Reminder

- 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.

The screenshot shows the Spirion (Guest Profile) interface. The main window displays search results in a table. The table has columns for LOCATION, SIZE, MATCH, and #. The first row is selected, showing a file named 'Bank Account.docx' located at 'C:\Users\jdoe1\Documents', with a size of 11 KB and 1 match. The second row shows a file named 'Private Document.docx' located at 'C:\Users\jdoe1\Desktop', with a size of 483 KB and 4 matches. The Preview Pane on the right shows the content of the selected file, 'Bank Account.docx', with some text redacted.

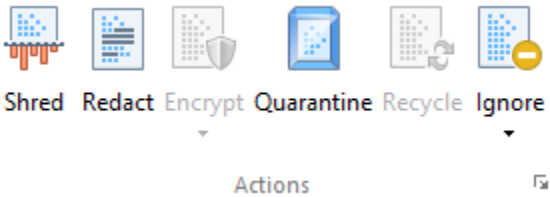
LOCATION	SIZE	MATCH	#
<input checked="" type="checkbox"/> C:\Users\jdoe1\Documents\Bank Account.docx	11 KB	*****	1
<input type="checkbox"/> C:\Users\jdoe1\Desktop\Private Document.docx	483 KB	Multiple Matches	4
		*****	1
		*****	1
		*****	1
		*****	1

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).
 - UIISO 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 UISO 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 UISO.
- 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

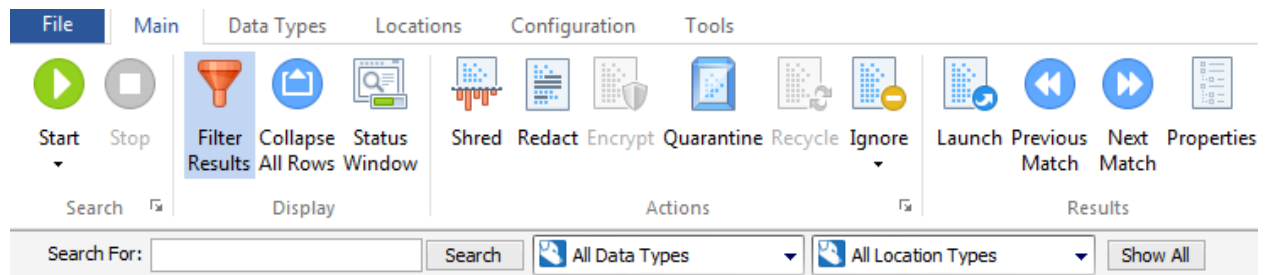
Recycle – Moves the file to the recycle bin but does not completely delete the file. Information is still recoverable

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

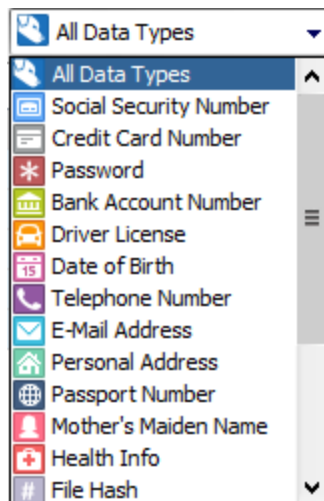
Sort and filter scan results

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**.