# How to Scan for Confidential Data using Spirion

Before you launch Spirion to scan your computer:

1. Launch and log into your Outlook email (it can be minimized during the process). Note: if you only use Outlook Web Access – there is no need to open it. Spirion cannot scan the web version of Outlook.
2. Remove any CD or DVD media from your computer to avoid it being scanned.
3. Insert any flash drives you would like included in the scan. (Repeat scan as needed until all flash drives have been scanned).

*Scans are taking longer now that Cornell email uses Office365. **Note about scanning times:** The duration of a Spirion scan will vary greatly depending on the processing power and hard drive speed of your computer, and the amount of data being scanned. Large email and your document storage will increase the scan duration. Scans are taking longer now that email uses Office365, Microsoft's cloud-based Exchange service. Some users will experience scan times of 5-10 minutes, while others will see scans lasting 3-4 hours. To minimize the likelihood that the scan will interfere with your regular work, it is best to start your scan at the end of the day and let it run overnight. *If you opt to start your scan at the end of the day and let it run overnight, be sure to leave your computer on and lock your session (ctrl-alt- del then enter) when you leave for the day.*
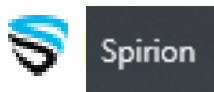
1. **Launch Spirion using the shortcut on your desktop** (Or go to the Windows **Start Menu**, choose **Programs**, then the **Spirion** group, then **Spirion**.).

2. **Choose a password:** The first time you use Spirion, you will be prompted to create a Spirion profile password. Choosing a password will allow Spirion to save any configuration changes made and remember the items you have indicated as false positives, so that they do not appear in future scan results.

> ***If you already have a Spirion password**, you will be prompted to enter it when launching Spirion. If you don't remember your Spirion password, you can create a new one (see below).
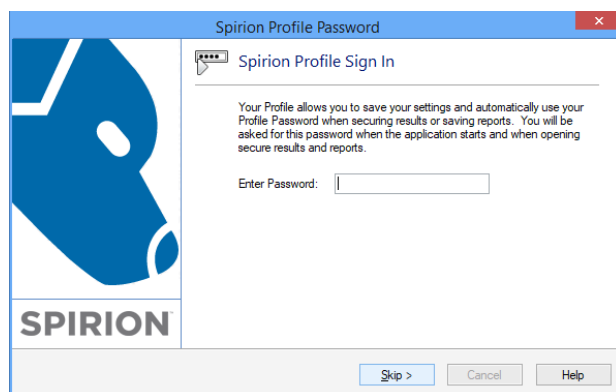

    a. **Skip** the password prompt above and sign in using the **Guest Profile**

b. Select the **Open Advanced Interface** option
c. Click on the **Configuration** tab and select the **Settings** option
d. **In** profile settings, click the **Delete** button to delete your old profile
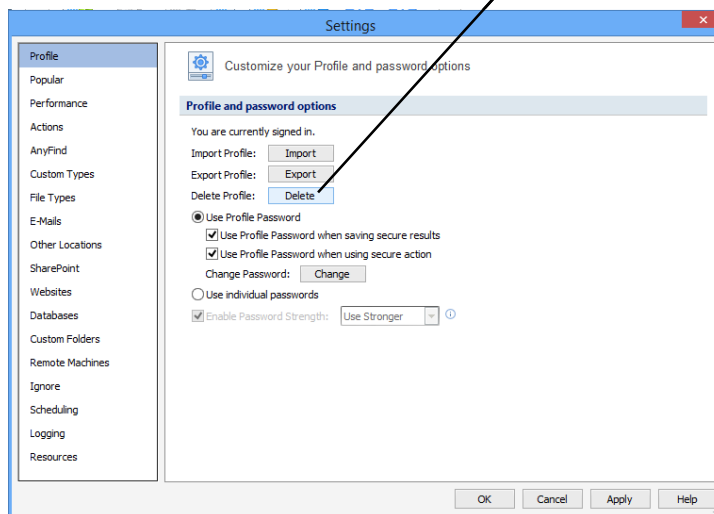
e. Close Spirion and re-launch it to create a new profile password
f. **Search options:** If the Spirion Wizard appears, select the **Open Advanced Interface** option
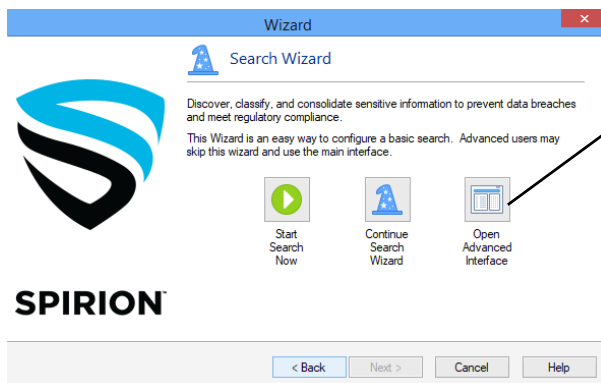
3. Begin Scanning: **From the main Spirion window, click on "Start" to begin scanning.**
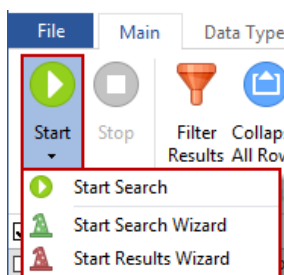

Once you click start, you will see the **scan status window**. You can minimize the main Spirion window if you would like to continue working and allow the scan to complete before processing your results. You can also just **close** the scan status window, if you would like to begin processing your results immediately.
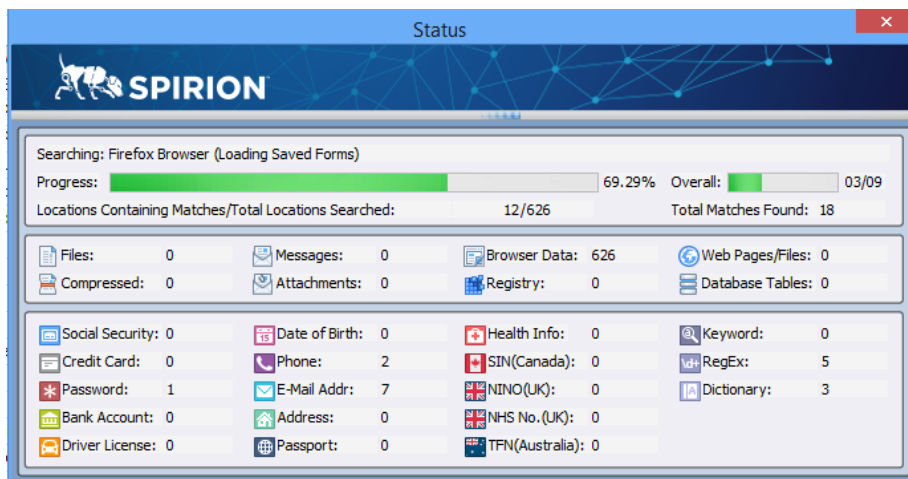
4. **Processing Scan Results:** You are responsible for taking action on each item discovered.

The results of the search are displayed in the **A) Results View** and, along with the **B) Preview Pane** and the **C) Properties Pane**, provide all 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. Click once on a **result (list items in area A)** to see more details in the **preview pane (area B).**
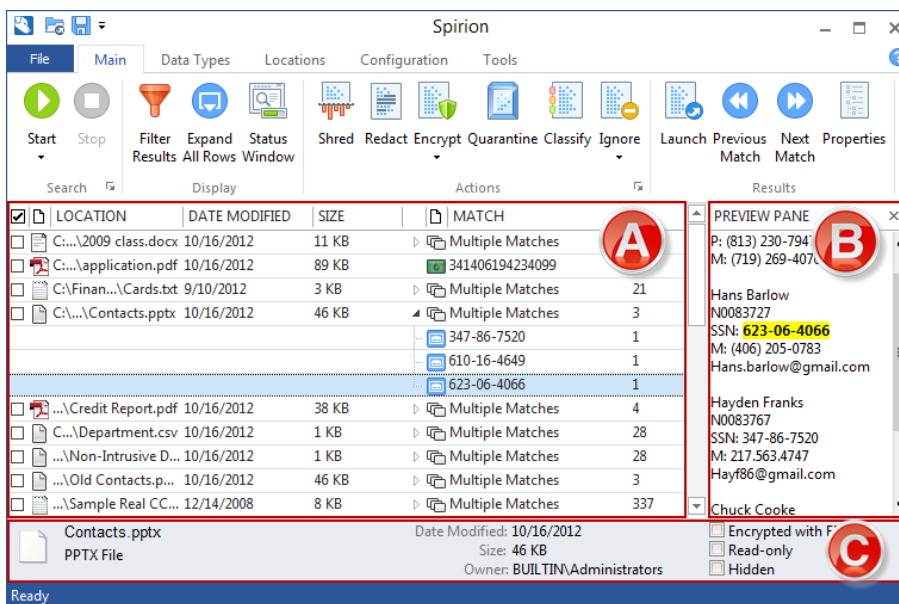
4. **Important --- After reviewing the result you must to do one of the following.**

A. **Shred** the document. **If you no longer need the document, please <u>shred</u> it**. The Shred button is located on the Main ribbon and is enabled for all types of results; however, depending on the location of the result, Shred behaves differently. (**Note:** *It is not possible to "undo" a Shred. Shredded results cannot be recovered. Once you shred something, it is gone*). **There are three ways to Shred a file in the results.** Single click the result with the left mouse button to highlight it and click the *Shred button* on the Main ribbon. Or, single click the result with the right mouse button to highlight it and bring up a context menu, then highlight and left-click on Shred.

Lastly, you can highlight the result by single clicking with the left mouse button or by using the arrow keys and then press the Delete key on your keyboard.

B. **Redact** the document (previously known as SCRUB). When a location has sensitive data match information in it and you wish to keep the item but remove the personal information only, you should utilize the Redact feature. Redact is great when you no longer need the personal information but want to keep the original item. **Redact is only an option for certain document types**. The _Redact button_ is located on the Main ribbon and is enabled for certain file types. You may only redact Office 2007 and higher files (e.g., docx, xlsx, pptx) and text files (i.e., *.txt, *.log, *.ini). **There are two ways to Redact a result in a file**. Single click the result with the left mouse button to highlight it and click the _Redact button_ on the Main ribbon. Or, single click the result with the right mouse button to highlight it and bring up a context menu, then highlight and left-click on Redact. If the redact option is not active, see instructions below on manually editing to remove confidential data.

*To manually open a document for editing: Right click on the item and select **"launch."** Once the document is opened you can manually remove the confidential data. Not all document types are editable. Make sure to SAVE the document after editing it.

C. **Ignore** the result. Take this action if there is no confidential data present (a "false positive"). If you do not choose "ignore" the result will appear in future scans. There are three ways to ignore a data match. Single click the data match result with the left mouse button to highlight it and click the _Ignore button_ on the Main ribbon, then highlight and left-click on This Data Match. Single click the data match result with the right mouse button to highlight it and bring up a context menu, then highlight Ignore then highlight and left-click on This Data Match. You can also manually add the data match to the Ignore List from within the Settings dialog box. **Note:** Because ignored data matches may contain sensitive information, the list is stored in your Profile. Data Matches that you add to the Ignore List during a search will be ignored for the remainder of the current search.

6. **Post-cleanup attestation:** After completing the scan, and reviewing and acting on any scan results, all employees are required to complete an attestation statement. Please refer to the email you received with a subject of "**Data Cleanup and Attestation**" for your personal link to the attestation site.

       *Where to go for help: If you have any questions during this process, please contact SAS·
·   ·IT by submitting a tech ticket:

    https://it.sas.cornell.edu/