Using Spirion on Macs

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Below are steps for using Spirion on Macintosh computers.

On this page:

```
Introduction
Getting Started
Initiating a Search
The Results Window and Preview Pane
Actions You Can Take with Files that Spirion Has Found
Shredding Files
Scrubbing or Redacting
Securing Files
Ignoring Search Results
Saving a Report
See Also
```

Introduction

This document provides instructions on how to get started with Spirion, find sensitive data files on your computer, take action on files found, and save reports.

Getting Started

1. Go to Finder, choose Applications, then Spirion.

| • • • | < > Applications | ∷≣≎ | ₩ × Û 🯈 | × Q |
|--------------|------------------|--------------------------|------------|-------------|
| Favorites | Name | A Date Modified | Size | Kind |
| ด AirDrop | E Reminders | Oct 28, 2022 at 4:43 AM | A 20.1 MB | Application |
| P Recents | Safari | Oct 18, 2022 at 3:36 AM | 15.3 MB | Application |
| | > 🚞 SAP Clients | Oct 2, 2015 at 7:51 AM | | Folder |
| Applications | Self Service | Nov 10, 2022 at 11:01 Af | V 33.6 MB | Application |
| 🗔 Desktop | Shortcuts | Oct 28, 2022 at 4:43 AM | 4 MB | Application |
| Documents | 💽 Siri | Oct 28, 2022 at 4:43 AM | A 2.5 MB | Application |
| Documents | 🌞 Slack | Nov 10, 2022 at 9:38 AM | A 447.9 MB | Application |
| 🕑 Downloads | > 🚞 Sophos | Today at 11:32 AM | | Folder |
| | 🔄 🔄 Spirion | Today at 11:26 AM | 487.5 MB | Application |
| Locations | 😂 Stickies | Oct 28, 2022 at 4:43 AM | 1.7 MB | Application |
| iCloud Drive | Stocks | Oct 28, 2022 at 4:43 AM | 4.7 MB | Application |
| Network | System Settings | Oct 28, 2022 at 4:43 AM | / 6.1 MB | Application |
| | 🖉 TextEdit | Oct 28, 2022 at 4:43 AM | A 2.3 MB | Application |
| Tags | Time Machine | Oct 28, 2022 at 4:43 AM | 1.2 MB | Application |
| Red | TV TV | Oct 28, 2022 at 4:43 AM | / 77.3 MB | Application |
| | > 🔯 Utilities | Nov 16, 2022 at 9:23 AM | | Folder |
| Orange | 🛓 VLC | Nov 10, 2022 at 9:30 AM | | Application |
| Yellow | Voice Memos | Oct 28, 2022 at 4:43 AM | | Application |
| Green | Weather | Oct 28, 2022 at 4:43 AM | A 28.9 MB | Application |
| | 📼 zoom.us | Nov 10, 2022 at 9:39 AM | / 368 MB | Application |

2. The first time you use Spirion you will see a dialog box for creating your new Spirion Profile.

| | Spirio | n Profile Password |
|---|--|---|
| | New Profile | |
| | your Profile Passwor will be asked for this | you to save your settings and automatically use rd when securing results or saving reports. You s password when the application starts and re results and reports. |
| | Enter Password: | |
| C | onfirm Password: | |
| | | |
| | | Cancel OK |

Enter the password you will use to secure the files you store with Spirion and to run Spirion in the future. Click **OK**. *Result: the application opens.*

| ٥ | Warning Do not forget this password; if lost, it is irretrievable! | | |
|---|---|--|--|
|---|---|--|--|

Initiating a Search

1. In the application window, click Start on the top left.

| 00 | 0 | | | | | | | Identit | y Finder | | | | | |
|-------|-------|------|--------|-------|-------|--------|------------|---------|------------|-------|-------------|---------|-------|--|
| | | | | - | - | | | -0 | - | - | Preferences | - | | |
| Start | Pause | Stop | Status | Shred | Scrub | Secure | Quarantine | Ignore | Identities | Files | Preferences | Columns | Vault | |

Spirion will begin searching for all identity matches. For first-time scans this may take a while. Subsequent searches will be quicker, since previously scanned files that have not changed will be skipped. You can minimize the application while this is running. It is not recommended to pause the scan.

While scanning, a Status window will show your search status.

| lentityfind | der | | | | | 52114 56832 | |
|----------------------|------------|---------------|------------------|-----------------|---|-----------------------------|----------|
| Searching: /Users/n | nyeato | n/MIT work/_ | | | | r pc/hermes_quickguide | _pc5.rtf |
| Progress: | . I de est | | | L . L . L (2020 | | Traditionalistics Formula 1 | 79.349 |
| Locations Containing | Identi | ity Matches/T | otal Locations S | earched: 1/9830 | | Total Identities Found: 1 | |
| _ | | | | | | | 0 |
| Social Security: | | E Bank | Account: 0 | Phone: | 0 | Passport: | 0 |
| Social Security: | 0 | Bank | Account: 0 | Phone: | 0 | Passport: | 0 |

2. When complete, select **OK**.



The Results Window and Preview Pane

Your search results will be listed in the window on the left side with the Preview Pane showing on the right. The Preview Pane is enabled by default but can be turned on and off by going to **View > Preview Pane** on the menu bar.

If you click on an Identity Match on the left, the reference will be cited and the sensitive parts highlighted in yellow in the Preview Pane.

| Start Start <td< th=""><th>00</th><th>00</th><th></th><th></th><th></th><th></th><th></th><th></th><th>Identity</th><th>Finder</th><th></th><th></th><th></th><th></th><th></th><th>0</th></td<> | 00 | 00 | | | | | | | Identity | Finder | | | | | | 0 |
|---|-------------|----|--------|---------|---------|----------|---------|------------|----------|------------|--|---|---|---|--|--------|
| Date Modified Size //Users/myeaton/Documents/Virtual Machines.localiz 06/21/2011 IS2 K // Users/myeaton/Documents/Virtual Machines. | () Start | | Stop | Status | | F | | | | Identities | Files * | Preferences | Columns | Vault | | |
| //Users/myeaton/Documents/Virtual Machines.localiz 06/21/2011 152 K //Users/myeaton/Documents/Virtual Machines.localiz 06/21/2011 152 K File Type text Identities:1 American Express Credit Card Number Jun 21 163227 753; mult Progress 77% (none) Jun 21 163227 753; mult Progress 75% (none) Jun 21 163228 754; mult Progress 75% (none) Jun 21 163228 757; mult Progress 75% (none) Jun 21 163228 758; mult resoring TimeTraker Progress 75% (none) Jun 21 163228 757; mult Progress 75% (none) Jun | | | stop | Status | Shreu | Scrub | Secure | Quarantine | | | - | | | | | 0.1 |
| Jun 21 163222 778: wm Progress 78% (none) Jun 21 163222 778: wm Progress 78% (none) Jun 21 163222 784: wm Progress 78% (none) Jun 21 16322 873: wm Progress 80% (none) Jun 21 16322 873: wm Progress 70% (none) Jun 21 16322 874: wm Progress 70% (none) < | | | myeato | n/Docum | ents/Vi | rtual M | lachine | s.localiz | | | File Type | text | | | | -0.log |
| Jun 21 16 3227 799: muR Progress 79% (none) Jun 21 16 3228 390; muR Progress 79% (none) Jun 21 16 3228 303; muR Progress 81% (none) Jun 21 16 3228 303; muR Progress 81% (none) Jun 21 16 3228 303; muR Progress 81% (none) Jun 21 16 3228 303; muR Progress 81% (none) Jun 21 16 3228 304; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) Jun 21 16 3228 305; muR Progress 81% (none) <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<> | | | | | | | | | | | | | | | | |
| ↓un 21 163229.54%, vmai restoring poBindige-45 ↓un 21 163229.54%, vmai restoring poBindige-45 ↓un 21 163229.54%, vmai restoring poBindige-47 ↓un 21 163229.54%, vmai restoring PoBindige-47 | | | | | | | | | | | Jun 21 16 Jun 21 16 Jun 21 16 Jun 21 16 Jun 21 | 322 7 573 : mm 322 7 986 : mm 322 7 986 : mm 32 2 9 986 : mm 32 2 2 8 324 : mm 32 2 8 324 : mm 32 2 8 324 : mm 32 2 8 334 : mm 32 2 8 335 : mm 32 2 8 347 : mm 32 347 : mm 347 : mm 347 : mm 347 : mm 347 : mm | via Progress of | 77% (non 77%) (non 78%) (non 78\%) (n | <pre>>)))))))))))))))))))))))))</pre> | э л |

Actions You Can Take with Files that Spirion Has Found

Shredding Files

When a location has sensitive identity match information in it and you wish to remove it from your computer, you should utilize the Shred feature. Use Shred when you no longer need the personal information or any other data in the item.

| • | Warning Once you shred a file, i | is gone, and irretrievable. It is | not possible to "ur | n-do" Shred. |
|-----------------|--|-----------------------------------|---------------------|--------------|
| Start Pause Sto | p Status Stred Scrub Secure Quarantin | Identity Finder | nns Vault | |

Scrubbing or Redacting

When a location has sensitive identity match information in it and you wish to keep the original file but no longer need the personal information contained within it, use the **Scrub** feature. This feature is also known as "Redact" and is limited to certain file types.



Securing Files

When a location has sensitive identity match information in it and you wish to keep the item with the personal information within it, you should utilize the Secure feature. Also known as "Encrypt", this feature prevents unauthorized individuals from accessing the files. To un-encrypt the files, you must enter your Spirion Profile password. This feature can be used for times when many sensitive data files are found, but you are not able to immediately remove them from the computer.



Ignoring Search Results

When Spirion locates an identity match that is not sensitive, you may wish to use the Ignore feature. Ignored matches are added to an approved exception list so that Spirion skips them in the future. Sensitive data should never be flagged with Ignore. Action must be taken.

| 000 | | | | | | | | ident | | | | | | |
|---------|--------|------|--------|-------|-------|--------|------------|--------|--|---------|-------------|---------|-------|--|
| Start F | ause (| Stop | Status | Shred | Scrub | Secure | Quarantine | Ignore | | Files * | Preferences | Columns | Vault | |

Select the file for the intended action by clicking on the location or checking the box to the left of the file location. Then select the action button. You will be asked to confirm the action.

Saving a Report

1. To save a report of the files found, go to File > Save on the menu bar.

| File | Edit | Search |
|------|--------|--------------------|
| Op | en | жo |
| Sav | 'e | ЖS |
| Sav | e As | <mark>ዮ</mark> ፝ඝs |
| Pag | e Setu | p |
| Prin | nt | жP |

- 2. The Save Secure IDF Results File dialog box appears. Give your file a name and select Save.
- 3. To open your report, you will be prompted for your Spirion Profile password.

By default the report is saved in the Spirion format (.idf). You can also save it as a Web Page file (.htm or .html) or a Text Export file (comma delimited or .csv).

| ✓ Identity Finder File Web Page Report Comma Separated Values | |
|---|---------|
| Confirm Password: | |
| ✓ Use Identity Finder Profile Password | Options |

See Also

• Spirion Landing Page

If you haven't found the answer to your question on this page, try the Spirion FAQ.