# Using Spirion on Windows

## Q: Using Spirion on Windows

Below is the Spirion (formerly Identity Finder) Quick Guide for Windows users.

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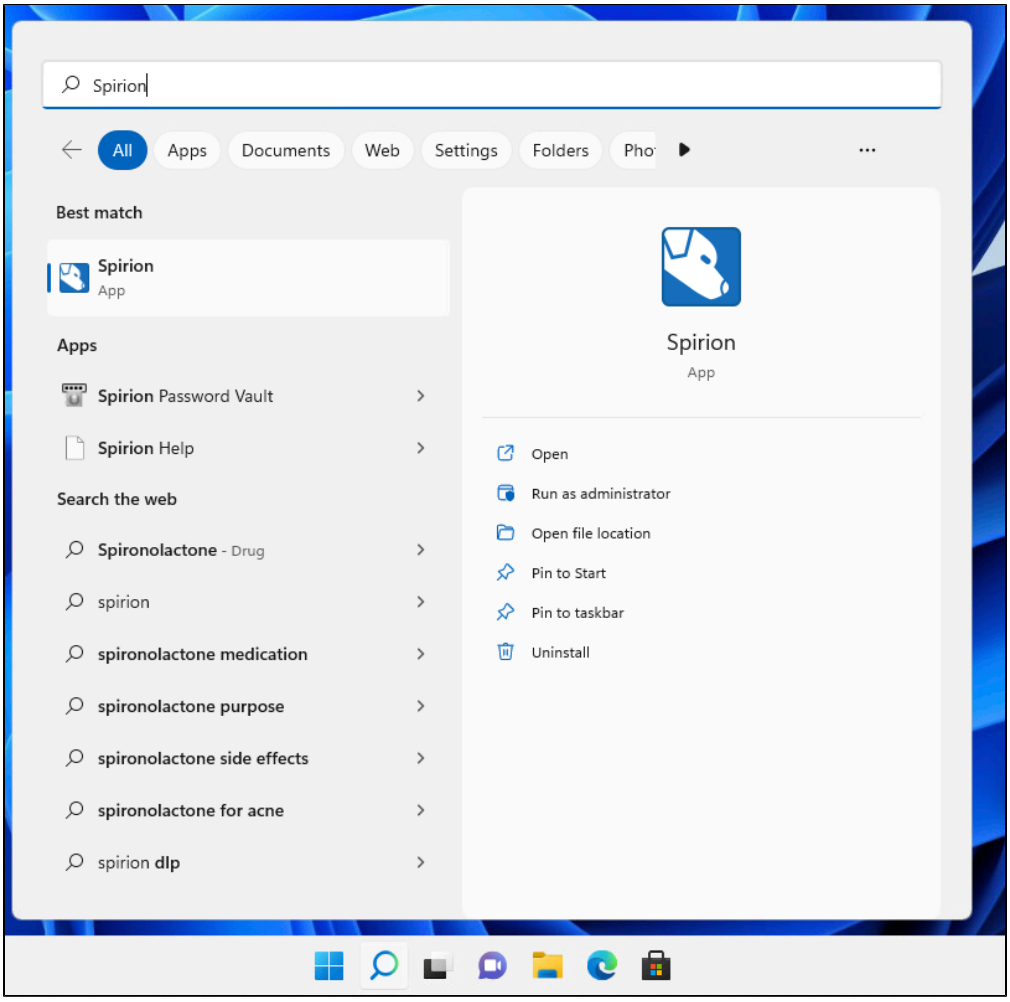
## Introduction

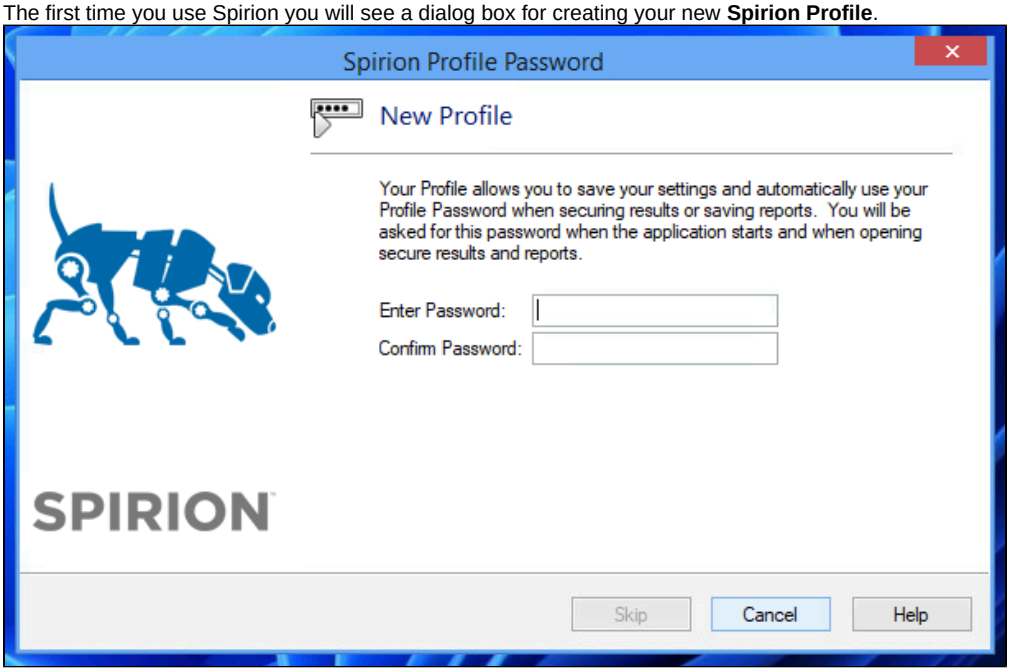
This document provides instructions on how to get started with Spirion, find sensitive data files on your computer, take action on files found, and save reports.

## Getting Started

1. Double-click the alias for Spirion on your desktop. Alternatively, go to the **Windows Start Menu**, choose **Programs**, then the **Spirion** group, then **Spirion**.




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

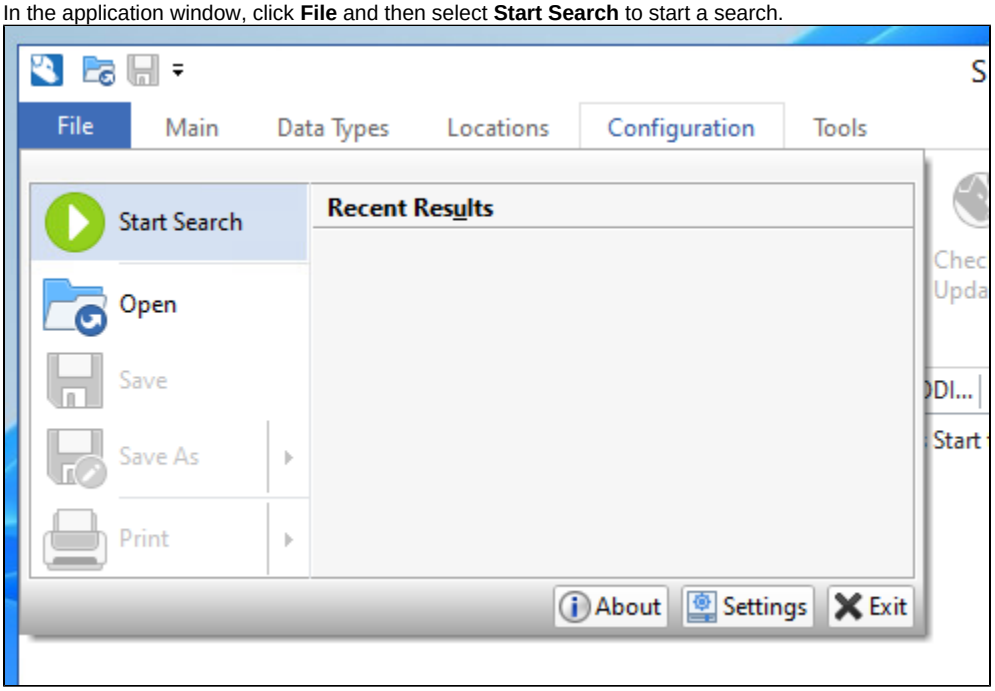



3. Enter the password you will use to secure the files you store with Spirion and to run Spirion in the future. Click **Next**.

> **Warning**
> Do not forget this password; if lost, it is irretrievable!

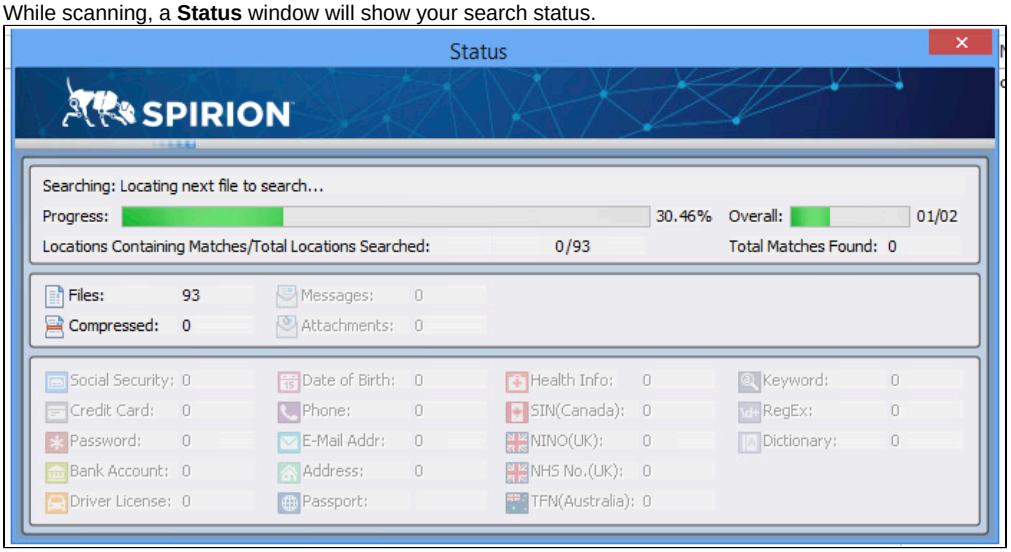
## Initiating a Search

1. In the application window, click **File** and then select **Start Search** to start a search.

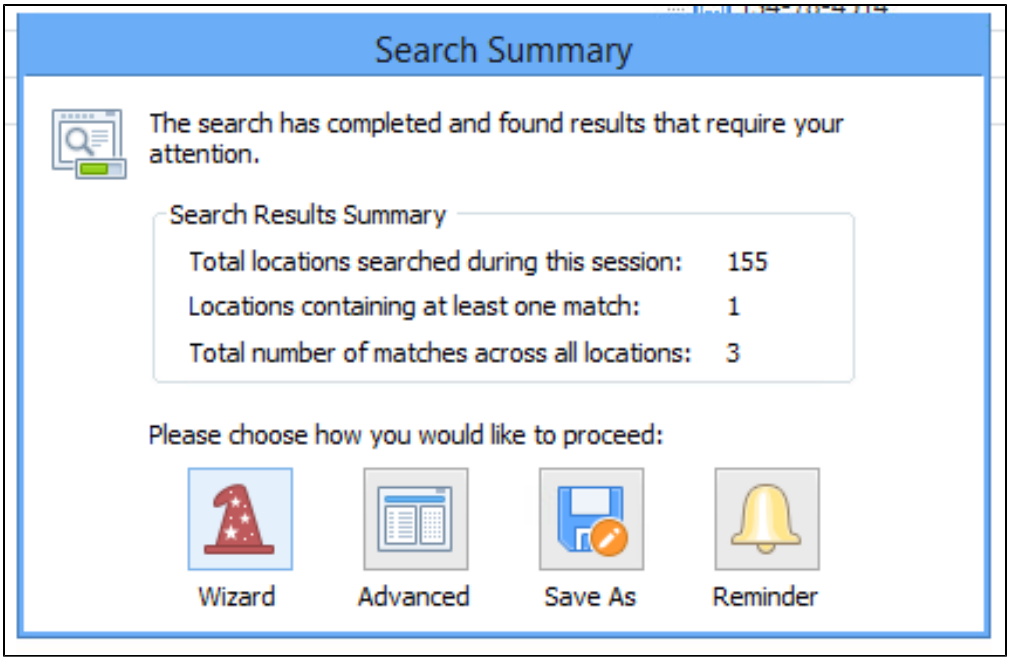



   Spirion will begin searching for all identity matches. For first-time scans this may take a while. Subsequent searches will be quicker, since previously scanned files that have not changed will be skipped. You can minimize the application while this is running. It is not recommended to pause the scan.

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



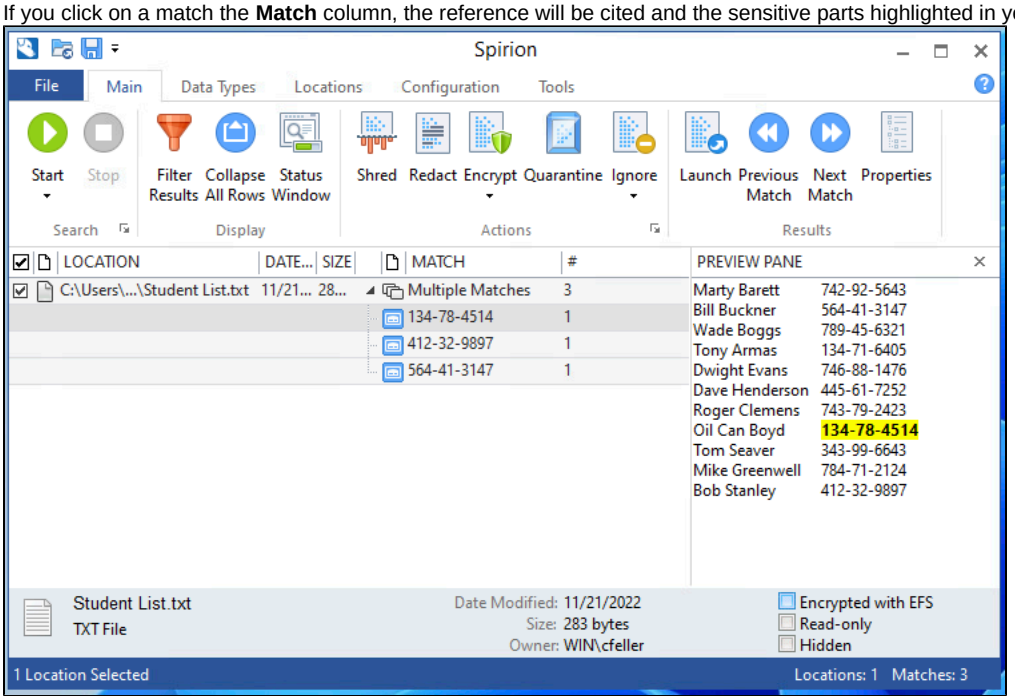

3. When complete you will see a dialog box with your summary results. Click **Advanced** to review and begin remediation of sensitive data.




## 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 clicking the Preview Pane button on the **Configuration** menu.

If you click on a match the **Match** column, the reference will be cited and the sensitive parts highlighted in yellow in the **Preview Pane**.

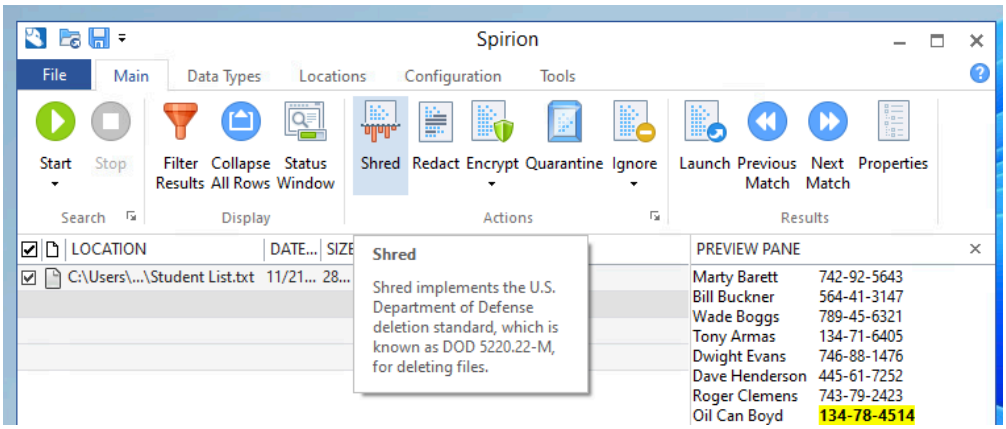



## Actions You Can Take with Files that Spirion Has Found

### Shred

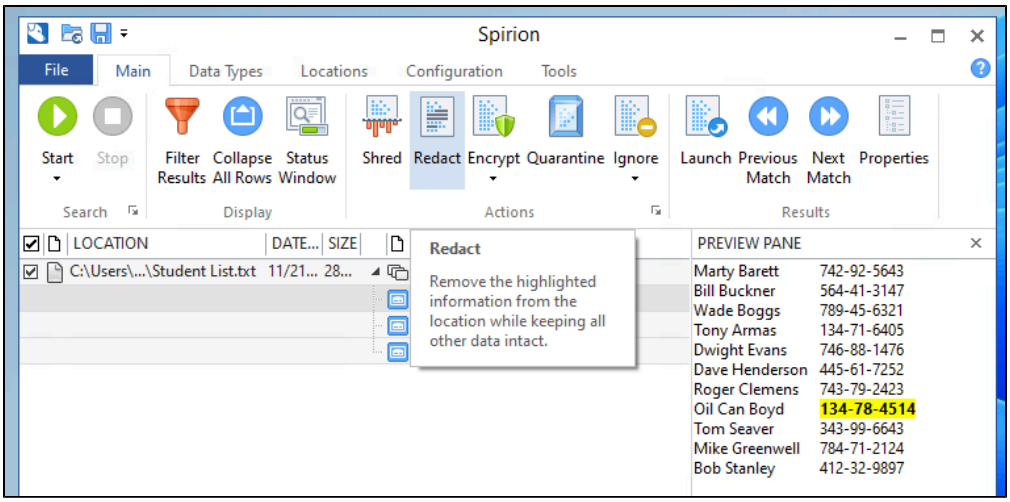
When a location has sensitive identity match information in it and you wish to remove it from your computer, you should utilize the **Shred** feature. Use Shred when you no longer need the personal information or any other data in the item.

**Warning**
Once you shred a file, it is gone, and irretrievable. It is not possible to "un-do" Shred.



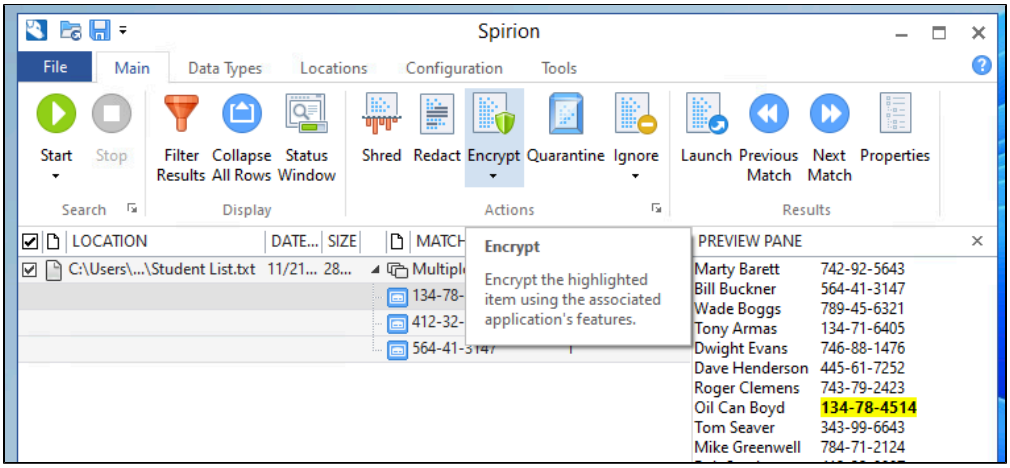

## Redact

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.



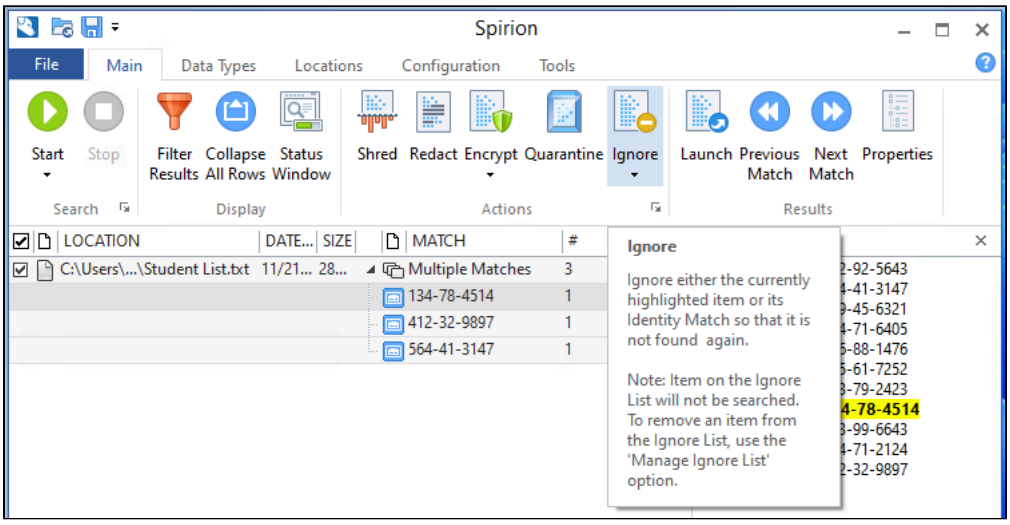

## Encrypt

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 encrypt feature. 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

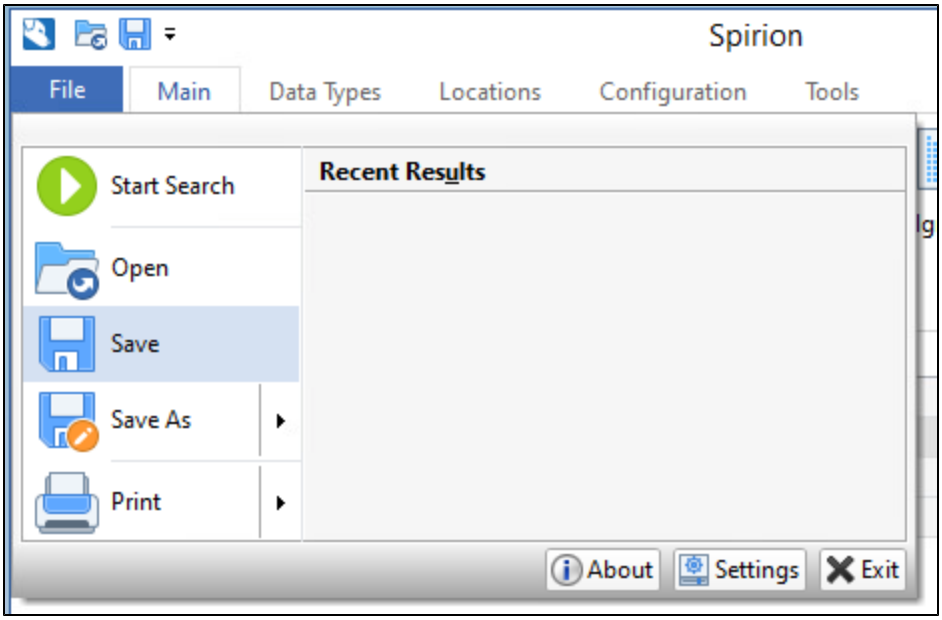
When Spirion locates an identity match that is not sensitive, you may wish to use the **Ignore** feature. Ignored matches are added to an approved exception list so that Spirion skips them in the future. **Sensitive data should never be flagged with Ignore. Action must be taken.**



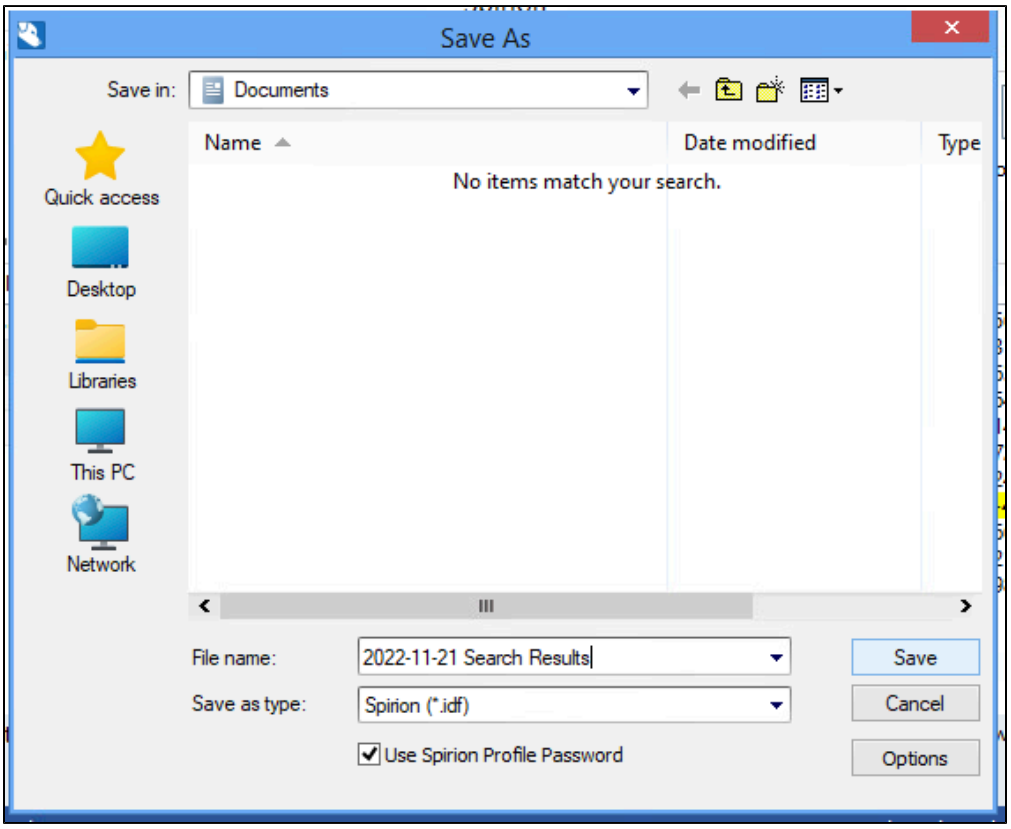

Select the file for the intended action by clicking on the location or checking the box to the left of the file location. Then select the action button. You will be asked to confirm the action.

## Saving a Report

1. To save a report of the files found, select the **Save** option from the **File** menu.

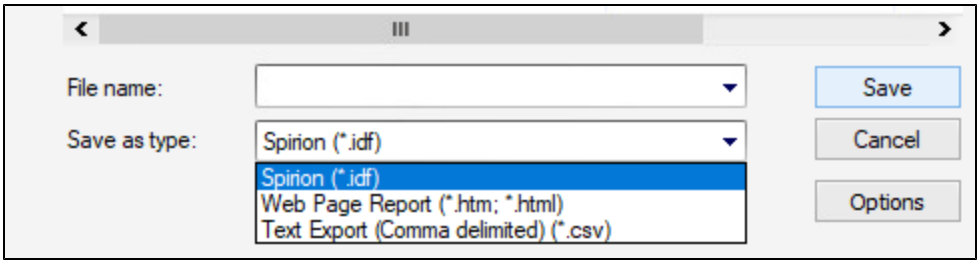



2. The **Save As** dialog box appears. Give your file a name (for example "2011-06-28 Search Results") and select **Save**.




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).




## See Also

- Spirion Landing Page

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