



## Starting Identity Finder

Windows: Click on Start Menu, mouse over All Programs, click on Identity Finder folder, click the Identity Finder icon. 

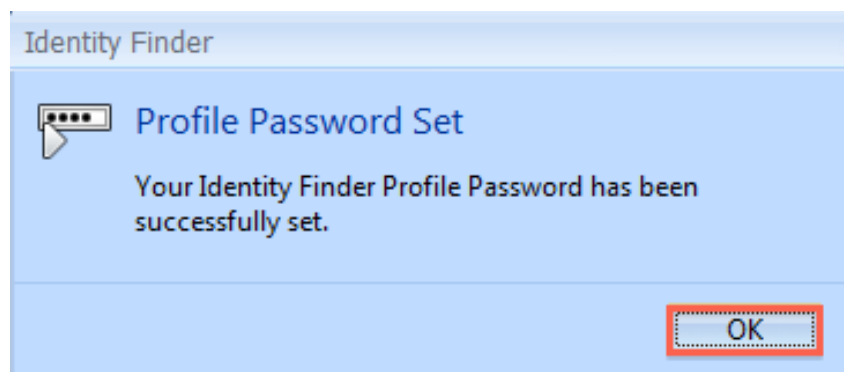
Mac: Click on Applications, click on Identity Finder icon 

The first time you open Identity Finder, it will prompt you to set a password. Setting a password will save your Identity Finder settings as well as allow you to return to your Identity Finder reports and search results. **Please keep in mind that if you forget this password, we will not be able to assist you in retrieving the password or any data saved under the profile.** We can, however, assist you in uninstalling and reinstalling Identity Finder. Whenever you run Identity Finder again, you will be prompted to enter in your password.

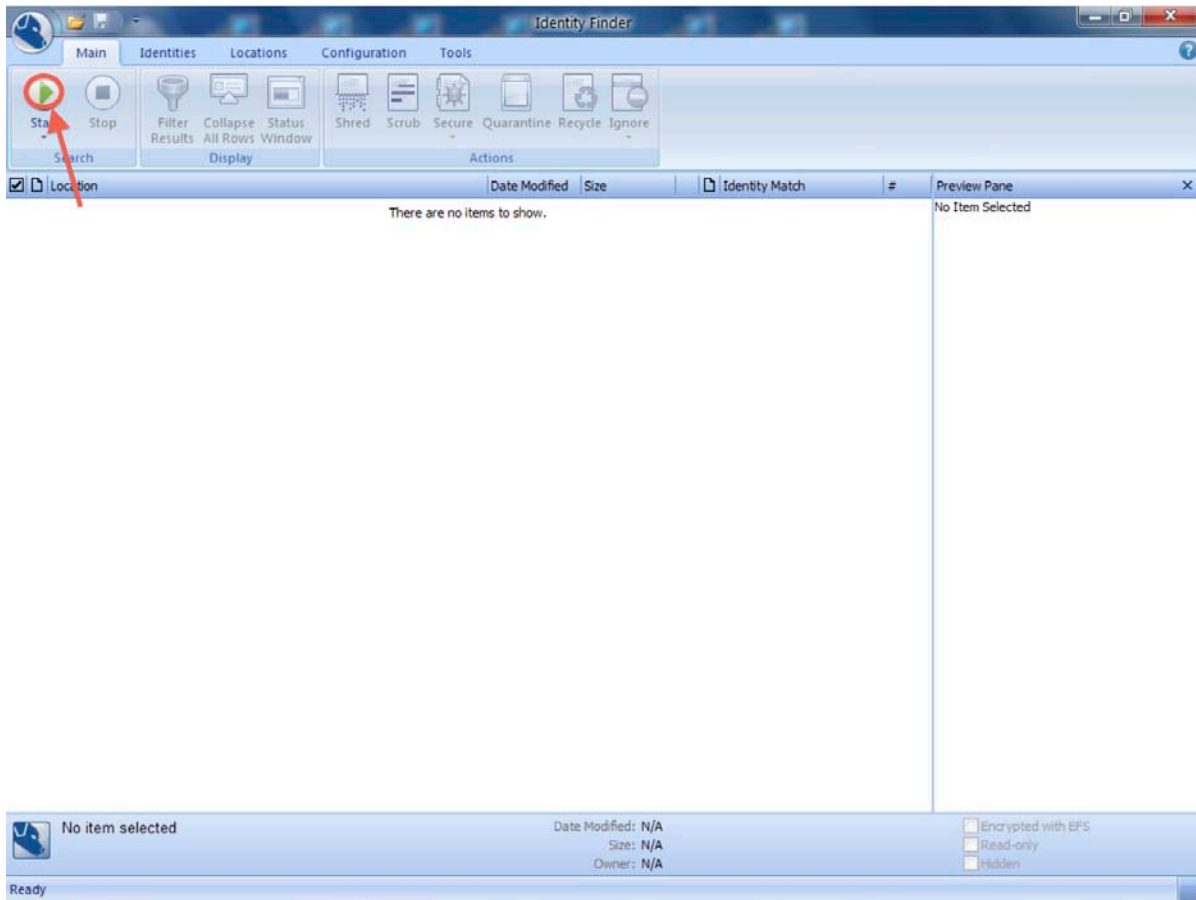
- 1) **Setting the password:** Enter a password, Confirm the password and click Next



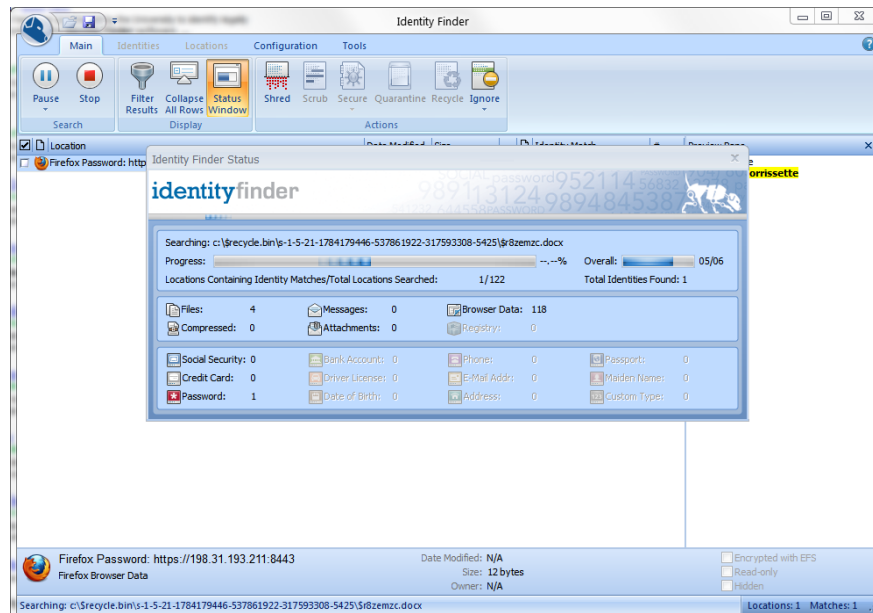
- 2) When your password has been successfully set, you will see the following screen. Click OK.



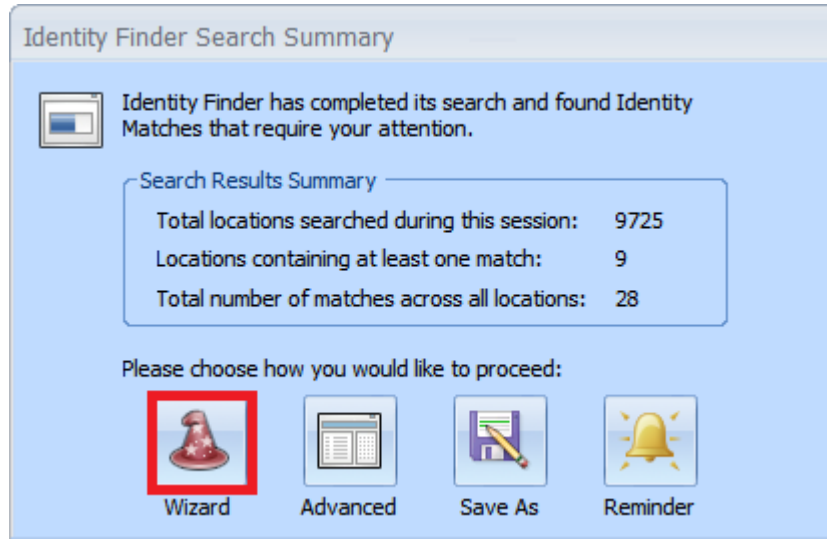
3) The following screen will be presented. To start the Identity Finder search click “Start”.



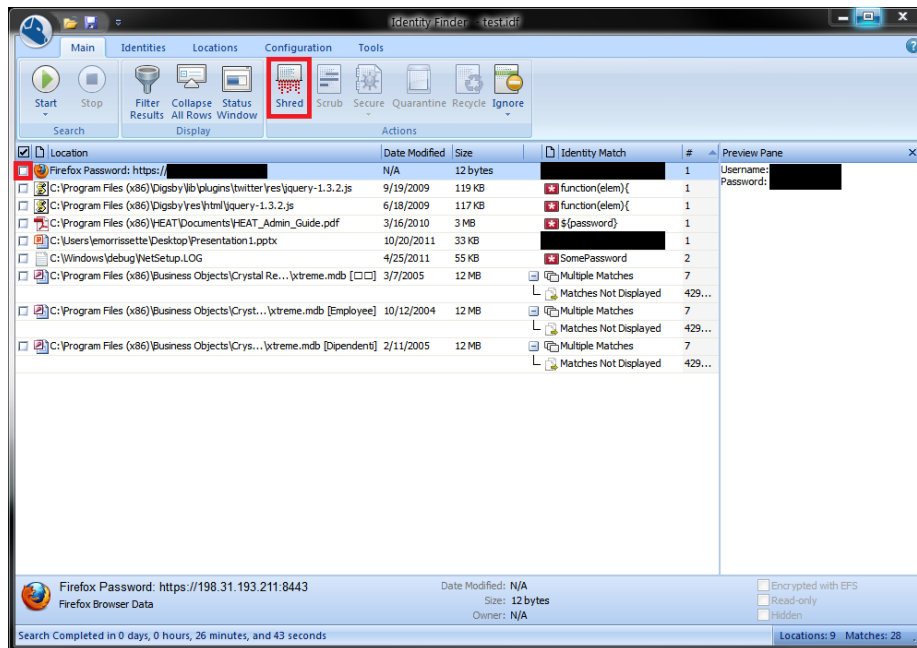
4) Identity Finder will search for sensitive data. Depending on the amount of data, it could take more than an hour for the search to complete. You may minimize Identity Finder while the search is taking place.



- 5) When the search has finished, you will be presented with a search results summary. Click Wizard to start the process of securing the data.



- 6) In the summary window, you will be presented with a list of items found. By clicking on the items, you will see the sensitive data on the Preview Pane on the right hand column. Depending on the type of item found, some options will be grayed out. Check off the item and select an appropriate action. You will be prompted to confirm the chosen action. See the below table for definitions of each action and details about available actions for each type of data



**Shred** - Permanently deletes files and locations containing sensitive information.

**Scrub** – Redacts offending data within documents, but leaves the document fully intact.

**Secure** – (Not available)

**Quarantine** – (Not available)

**Recycle** – Moves the offending document to the recycling bin.

**Ignore** - ignores the file and takes no action

Type of Data	Shred	Scrub	Secure	Quarantine	Recycle	Ignore
SSN	X	X			X	X
Credit Card	X	X			X	X
Password	X					X

7) Uncheck the box that will schedule a weekly search. When you are finished, click Finish.

