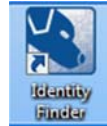


Identity Finder Tips and Tricks

Whether you are prompted by the monthly scan or you run the Identity Finder software manually, this document will provide you with some simple steps to tackle the Identity Finder scan report.

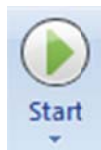
1. Before you begin, save all files and close all programs, **but Identity Finder.**

2. The Identity Finder software can be found on your computer.

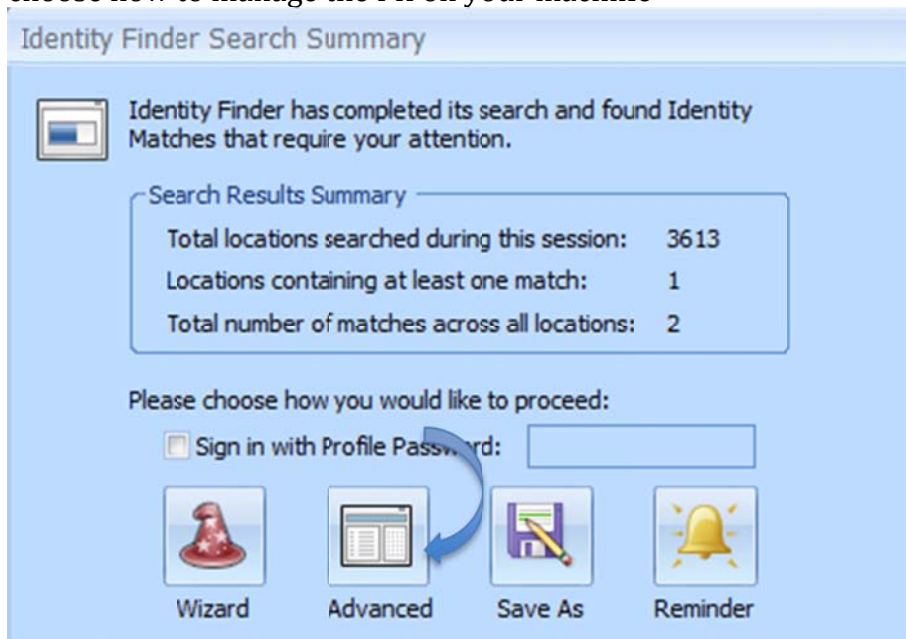


- a. Shortcut on the **Desktop**
- b. Listed in **Programs** or **All Programs**

3. Manually you can click on the “**Start**” to scan your computer.



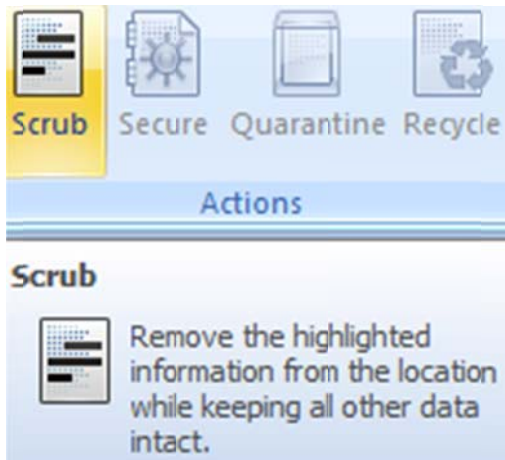
4. Once a scan has run and Personal Identifiable Information (PII) is found, choose “**Advanced**” if the software was run manually, which will allow you to manually choose how to manage the PII on your machine



5. The “**Shred**” feature will permanently remove the entire file along with the PII.

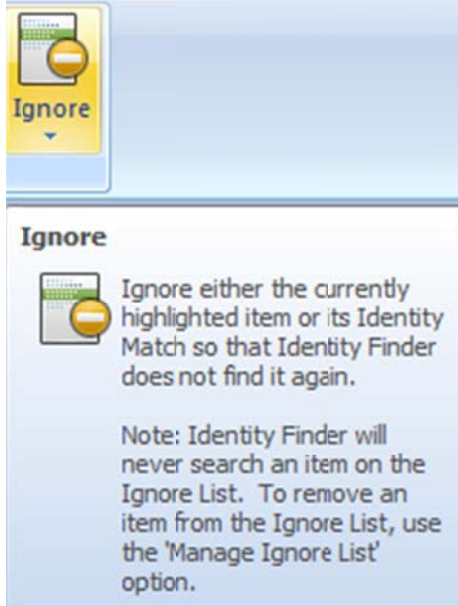


6. The “**Scrub**” feature will allow you to remove only PII from new Microsoft Office file types, such as, .xlsx, .docx, .accdb, .pptx files. If files are saved in the old format, they can be resaved in the new format by simply opening the file and performing a “**Save As**”, and then choosing the new “**file type**” format. *****NOTE*****Keep in mind that the old file will need to be *shredded* after creating the new file and the new file will then need to be *scrubbed*.



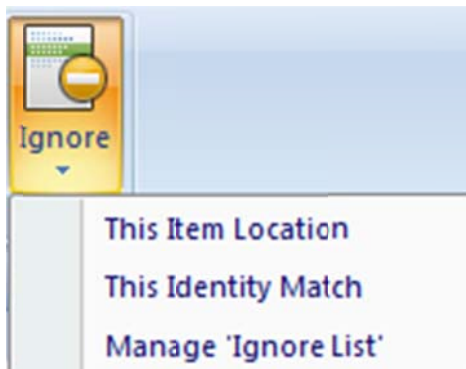
!*NOTE***!**
Keep in mind that the old file will need to be *shredded* after creating the new file and the new file will then need to be *scrubbed*.

7. The “**Ignore**” feature is used when the information in a file is falsely identified as PII and/or retention of the file is necessary. Examples may be Journal Articles or example data for class instruction.



Additional options for the “Ignore” feature

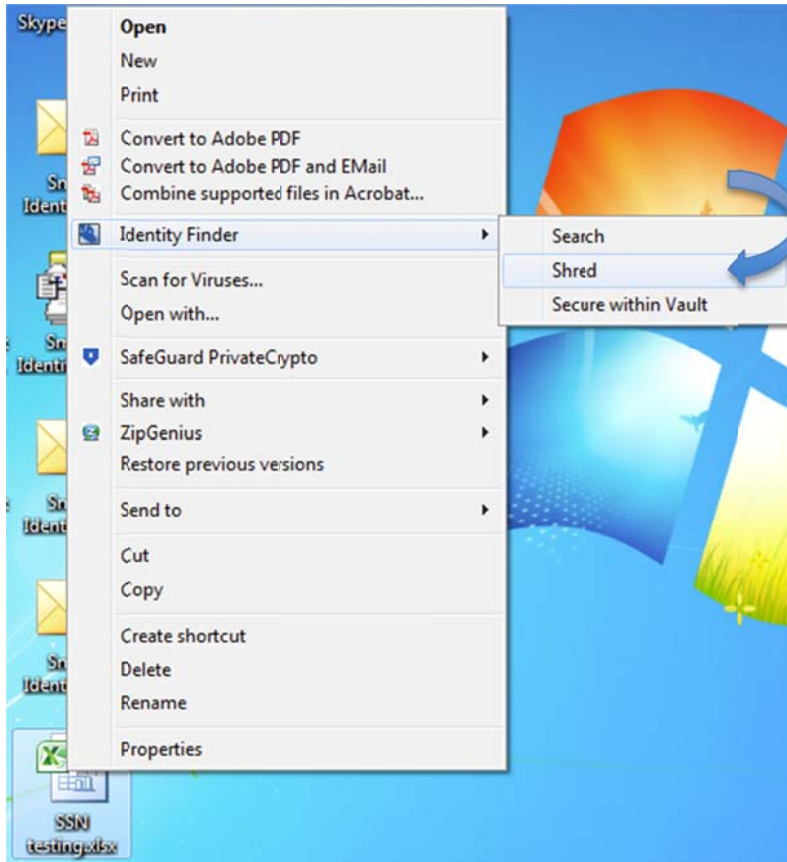
To add a unique identity to ignore, select the [Identity Type](#) from the Ignore Identity dropdown box. Then enter your personal information in the field to its right. It is important for you to enter the information exactly as you wish Identity Finder to ignore it. Unlike the [OnlyFind Identities List](#), Identity Finder will not convert your ignore items into various formats. Once you have entered the appropriate identity information, click the Add button and it will appear in the Ignore List. *****NOTE***** it is not recommended to ignore an Item Location.



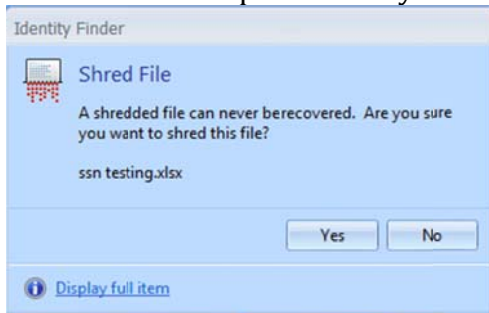
!*NOTE***!**
It is not recommended to ignore an “Item Location”.

Quick permanent removal of a file

1. Right click on the file that contains PII, and then point to **“Identity Finder”**. Click on **“Shred”**



2. Click on **“Yes”** to permanently remove the file from your hard drive.



3. Click **“OK”** at the successfully shredded item window.

