

Getting Started with Spirion for Windows

Scanning and Remediation Basics

Spirion is an application that scans for sensitive data on Windows or MAC computers. Spirion helps USU employees locate and secure sensitive data on their computers. As an important component of data protection at the University, Spirion reduces data exposure and data leakage.



Frequent use of the Spirion program is important, as it will (1) meet your obligations defined by USU policies and guidelines, (2) help prevent or lessen the severity of a data breach, (3) maintain compliance with state, federal, and international regulations.

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Spirion Launch and Profile

After Spirion is installed on the machine, the Spirion (Blue Dog) icon will appear on your desktop.



1. Double-click the Spirion icon to launch the program.

*If you do not see the icon, you may also launch the program by typing “**Spirion**” in the Windows Search Box in the lower left corner of the Windows screen.*



The application will open with a Profile Password screen. You will be prompted to sign into your Profile.

Using a Profile has some advantages. The profile password allows you to save your profile as you conduct scans and review the findings. A profile is important for efficient use of the software. It securely stores all personal settings and previous actions in a single file.

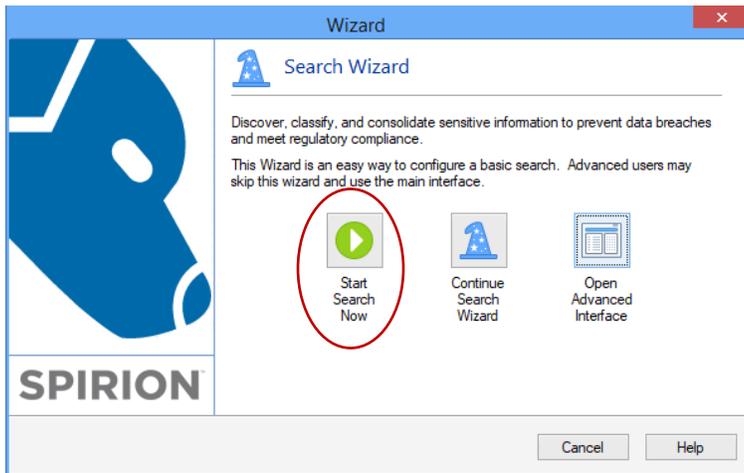
2. Enter a strong password and hit Enter OR click **Skip** and use a Guest Profile, if you prefer.



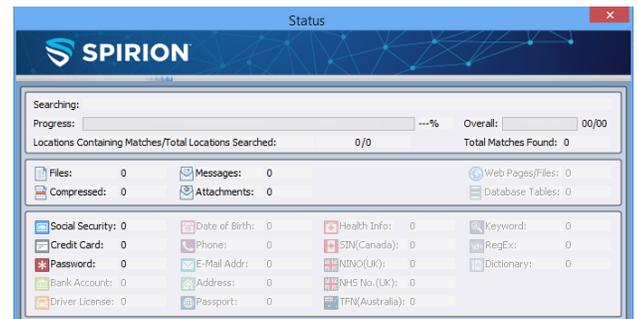
Spirion Scan

The **Search Wizard** window appears, providing you with three options:

- **Start Search Now:** Immediately start a search with the current settings.
- **Continue Search Wizard:** Use the wizard to start a search with a pre-defined template or quickly set basic configuration information, then start a search.
- **Open Advanced Interface:** Does not start a search; it allows you to configure the search using the main application interface before starting a search.



3. Click the green **Start Search Now** icon in the upper-left corner of the console. A Status Window (shown below) will monitor the scanning progress.



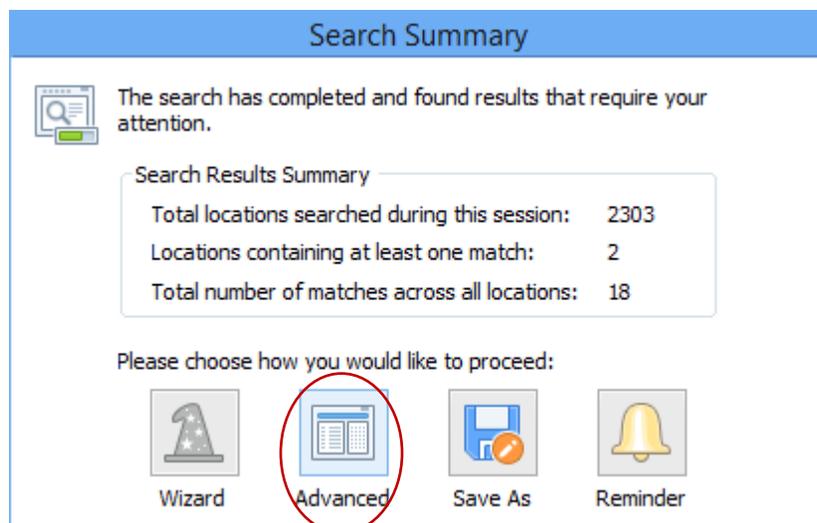
While Spirion is searching in the background, you may continue working on the computer. Spirion should not affect the performance of the computer.

Remediation (Data Cleanup)

When the scan is complete, a **Search Summary** dialog box will display the results.

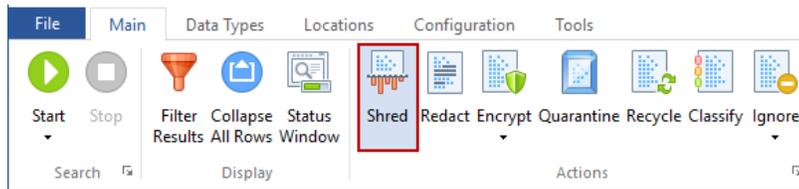
4. If results were found, select the **Advanced** option and begin the remediation (clean up) process. *Note: If you created a Profile you may save the results with the **Save As** and return at a later date to remediate.*

If results are not found, you may close out of the Spirion software.



Common Remediation Options

Before you start remediating, please understand the available remediation options described below:



Shred – The Shred option permanently deletes the selected files. It bypasses the Recycle Bin, and the file cannot be restored or undone. The file is wiped using a U.S. Department of Defense standard.

This is the best action if you want to permanently remove an entire file.

Redact – With Redact, Spirion automatically erases the sensitive information, such as Social Security or Credit Card Numbers, and replaces them with a series of Xs. The rest of the document remains untouched. This operation cannot be undone. This option only works on documents containing plain text. It will not work on images or some .pdf documents.

This is the best action if you want to retain the file but remove the sensitive information.

Ignore – The Ignore option should only be used if Spirion displays a file that contains false positives, meaning the data Spirion thinks is sensitive, yet is not. In a Profile, once data is ignored, the data will not be found on future scans. **Never ignore a document containing sensitive information.** Files with sensitive information should either be shredded, redacted, or moved to a secure location. You should typically ignore by “This Item Location,” which will ignore only that file.

The results of the search are displayed in the A) Results View, B) Preview Pane (details of the highlighted file), and C) Properties Pane. Each pane provides 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, as well as additional details.

LOCATION	DATE MODIFIED	SIZE	MATCH
C:\2009 class.docx	10/16/2012	11 KB	Multiple Matches
C:\application.pdf	10/16/2012	89 KB	341406194234099
C:\Finan...\Cards.txt	9/10/2012	3 KB	Multiple Matches 21
C:\...\Contacts.pptx	10/16/2012	46 KB	Multiple Matches 3
			347-86-7520 1
			610-16-4649 1
			623-06-4066 1
...\Credit Report.pdf	10/16/2012	38 KB	Multiple Matches 4
C:\Department.csv	10/16/2012	1 KB	Multiple Matches 28
...\Non-Intrusive D...	10/16/2012	1 KB	Multiple Matches 28
...\Old Contacts.p...	10/16/2012	46 KB	Multiple Matches 3
...\Sample Real CC...	12/14/2008	8 KB	Multiple Matches 337

PREVIEW PANE

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Chuck Cooke

Properties Pane

Contacts.pptx
PPTX File

Date Modified: 10/16/2012
Size: 46 KB
Owner: BUILTIN\Administrators

Encrypted with F
 Read-only
 Hidden

Three common remediation options—**Ignore, Shred, and Redact**—will be discussed.

Ignore

Look at each result in detail, to determine if the result is indeed sensitive information. If the file contains sample credit card numbers or certain reported numbers are mistaken for Social Security Numbers, you may tell Spirion to ignore those matches for the current and future searches. Ignored matches are added to an approved exception list—the Ignore List—in your profile so you not see them again unless the file changes significantly.

To Ignore a data match, click the selection box on the left-hand side of the Results Pane, and click the **Ignore** button on the Main ribbon, then click **This Data Match**.

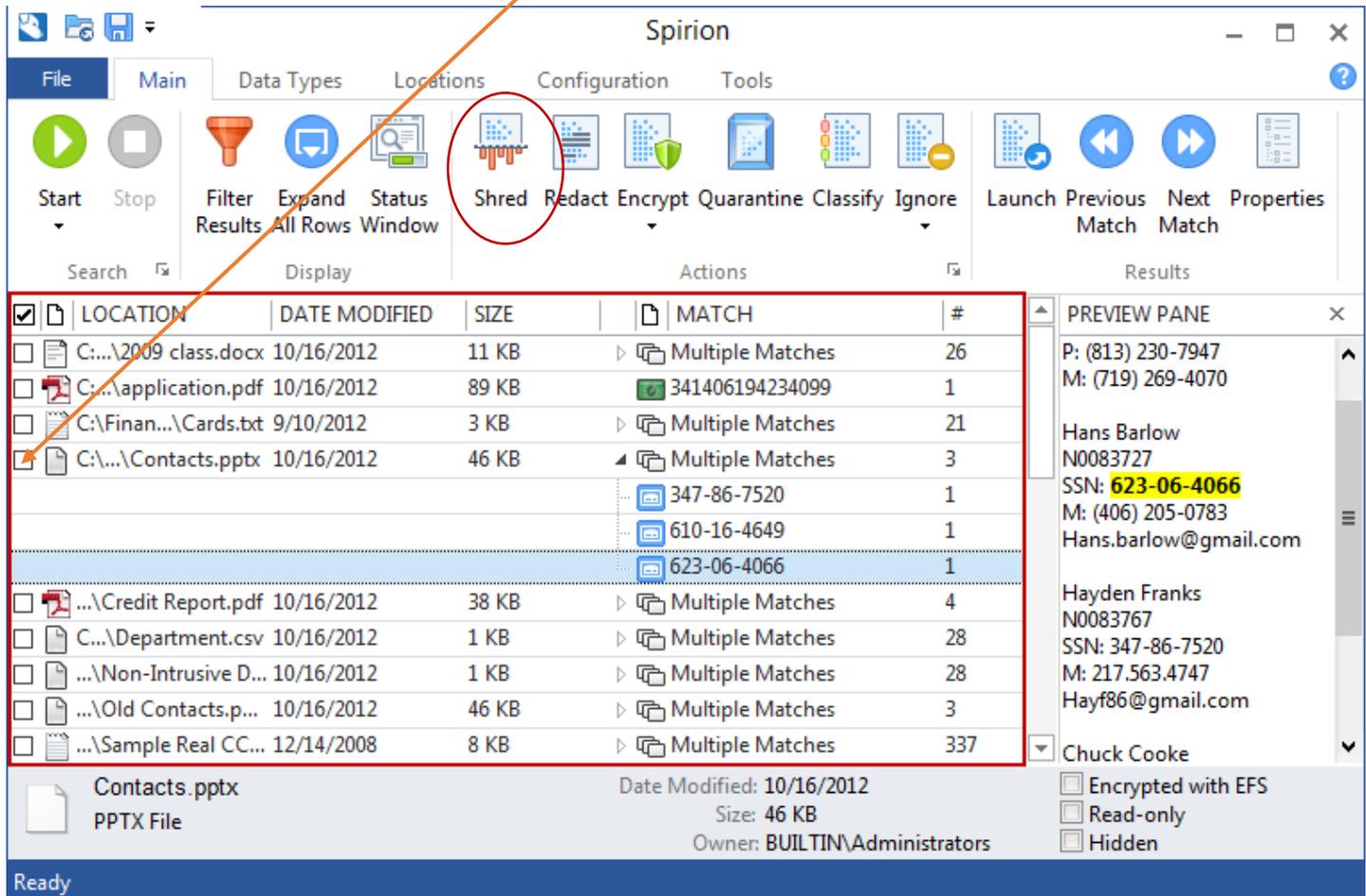
The screenshot shows the Spirion application window with the following components:

- Ribbon:** File, Main, Data Types, Locations, Configuration, Tools. The 'Ignore' button (a blue document icon with a minus sign) is circled in red.
- Results Pane:** A table with columns: LOCATION, DATE MODIFIED, SIZE, MATCH, #. The table contains several rows of search results. The row for 'C:\...\Contacts.pptx' is selected, and its 'MATCH' column shows a list of phone numbers, with '623-06-4066' highlighted in blue. An orange arrow points from the 'Ignore' button to the selection box of this row.
- Preview Pane:** Displays details for the selected file, including contact information for Hans Barlow and Hayden Franks. The SSN '623-06-4066' is highlighted in yellow.
- File Properties:** Shows details for 'Contacts.pptx', including date modified (10/16/2012), size (46 KB), and owner (BUILTIN\Administrators).

Shred

When a location has a sensitive data match and you wish to permanently remove it from your computer, use the **Shred** feature. **Shred** is the correct choice when you no longer need the sensitive information.

To **Shred** a data match, click the selection box on the left-hand side of the Results Pane, and click the **Shred** button on the Main ribbon.



The screenshot shows the Spirion software interface. The ribbon at the top includes tabs for File, Main, Data Types, Locations, Configuration, and Tools. The Main ribbon contains buttons for Start, Stop, Filter Results, Expand All Rows, Status Window, Shred, Redact, Encrypt, Quarantine, Classify, Ignore, Launch, Previous Match, Next Match, and Properties. The Shred button is circled in red. Below the ribbon is a table of search results with columns for LOCATION, DATE MODIFIED, SIZE, MATCH, and #. The table is bordered in red. The selected row is highlighted in blue. To the right of the table is a PREVIEW PANE showing details for the selected match, including contact information for Hans Barlow and Hayden Franks.

LOCATION	DATE MODIFIED	SIZE	MATCH	#
<input type="checkbox"/> C:\...2009 class.docx	10/16/2012	11 KB	Multiple Matches	26
<input type="checkbox"/> C:\...application.pdf	10/16/2012	89 KB	341406194234099	1
<input type="checkbox"/> C:\Finan...\Cards.txt	9/10/2012	3 KB	Multiple Matches	21
<input checked="" type="checkbox"/> C:\...\Contacts.pptx	10/16/2012	46 KB	Multiple Matches	3
			347-86-7520	1
			610-16-4649	1
			623-06-4066	1
<input type="checkbox"/> ...Credit Report.pdf	10/16/2012	38 KB	Multiple Matches	4
<input type="checkbox"/> C:\...Department.csv	10/16/2012	1 KB	Multiple Matches	28
<input type="checkbox"/> ...Non-Intrusive D...	10/16/2012	1 KB	Multiple Matches	28
<input type="checkbox"/> ...Old Contacts.p...	10/16/2012	46 KB	Multiple Matches	3
<input type="checkbox"/> ...Sample Real CC...	12/14/2008	8 KB	Multiple Matches	337

PREVIEW PANE

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Chuck Cooke

Encrypted with EFS
 Read-only
 Hidden

The **Shred** feature is enabled for all types of results. However, depending on the location of the result, **Shred** behaves differently. For files, **Shred** utilizes a secure United States Department of Defense wiping standard known as DOD 5220.22-M. For other locations, **Shred** removes the information from your computer using other appropriate methods.

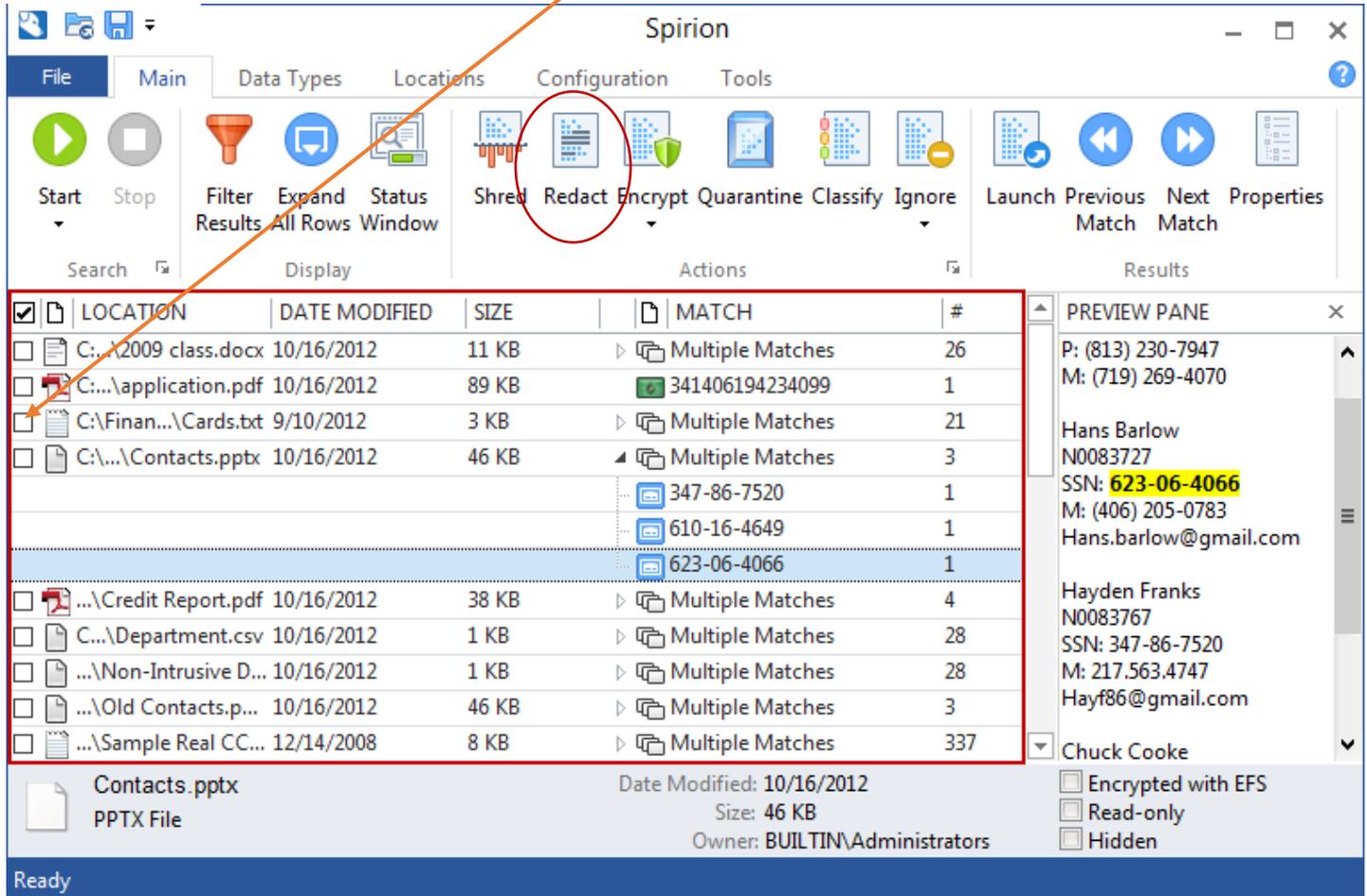
Note: Shredded results cannot be recovered. Once you shred something, it is gone.

Redact

When a file contains sensitive information and you wish to keep the item but remove the sensitive information only, you should utilize the **Redact** feature. **Redact** is great when you no longer need the sensitive information but want to keep the original item.

*Note: Redact is only available for specific file types searched via the Files search and is not available for E-Mail or other search locations. You may only redact Office 2007 and higher files (e.g., docx, xlsx, pptx) and text files (i.e., *.txt, *.log, *.ini). If you would like to add additional extensions to be considered text, like *.bak, you may override default search filters so that those file types are treated as text.*

To **Redact** a data match, click the selection box on the left-hand side of the Results Pane, and click the **Redact** button on the Main ribbon.

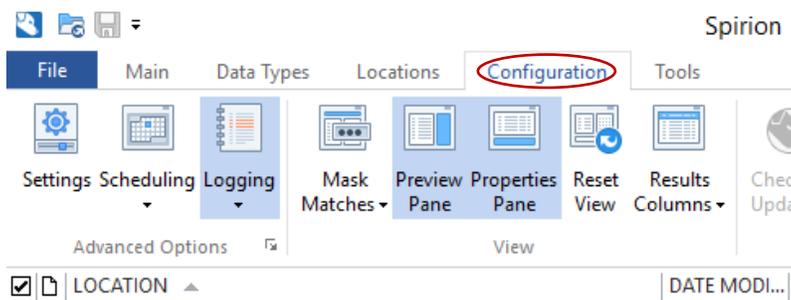


After you have addressed each item in the Results Pane, please rescan to ensure you have cleaned all sensitive information from your computer device or drives.

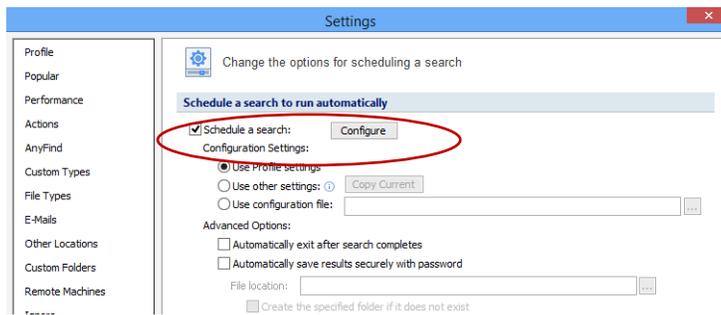
Scheduled Scan (optional)

The following will explain how to schedule the scan:

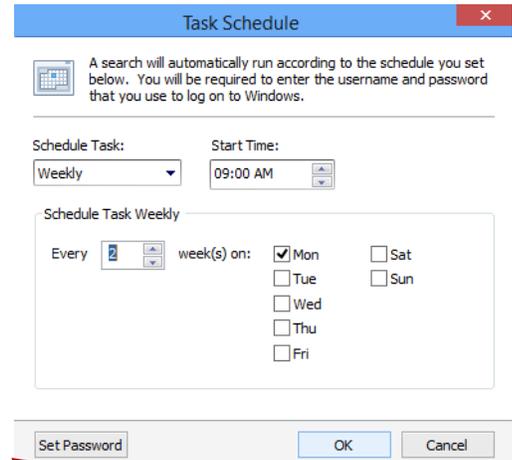
1. On the main Spirion console, click the **Configuration** tab on the top menu and select **Scheduling**, then **Enable Scheduling**.



- In the Settings dialog box, check a box next to **Schedule a search**, then click on the **Configure** button.

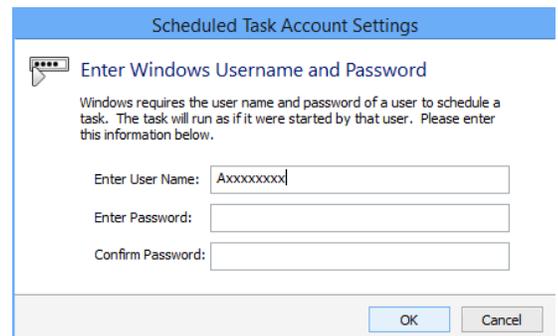


- In the Task Schedule dialog box, set the **Schedule Task** to “Daily”, “Weekly”, or “Monthly,” adding **Start Time** and the other options available.



- Next, before clicking OK, you must **Set Password** to allow the program to run as you.

For a scan to run automatically, Windows requires your Windows username and password. Depending on your configuration, this is generally your A Number (username) and password used to login to your computer at startup. Other configurations may need you to enter your username as AGGIES\A Number. If unsure, check with your IT personnel (myTech.usu.edu) to verify.



- After you have entered your Username and Password, click **OK**. After providing your Windows username, you may be prompted with the following dialog, "In order to use the following information during your scheduled task, your profile password must be saved unencrypted in the Scheduled Task:" In order for Spirion to automatically read the encrypted portions of your profile, it is necessary for the Windows task to store your password. If you do not need the search to include any of this information, click **No**.

Additional Resources

You are now ready to scan! Since only the basics have been covered in the document, please review the additional Spirion resources are available in the following locations:

- USU [Spirion@USU KnowledgeBase](#) Article
- USU [Learning Management](#) System. Type “Spirion” in Search box after login
- Spirion Detailed [User Manual](#)
- USU IT Help Desk, 435.797.HELP
- In-house Training; contact the [Data Privacy Office](#)

USU will prompt University-wide Spirion searches throughout the year. Therefore, if the Spirion (Blue Dog) icon appears in your task bar, without your starting a search, please do not worry. Let the program scan and run. Spirion can slow large processing jobs, but generally, you should see little difference in your computer performance. Learn more about [Computer Performance with Spirion](#).

Although central scans are initiated, **it is ultimately your responsibility to ensure Spirion scans are run**. Frequent scans will help detect sensitive data, which must be removed from computer devices and drives, and placed in secure USU-approved systems.

For compliance purposes, the USU Data Privacy Office recommends that you run a manual Spirion scan monthly or weekly, depending on the amount of data handled and the sensitivity of the data. Scans may be manually started from your Spirion console, or you may create a schedule for Spirion scans.



Thank you for using Spirion. Spirion protects USU Data Users by discovering and securing sensitive information.