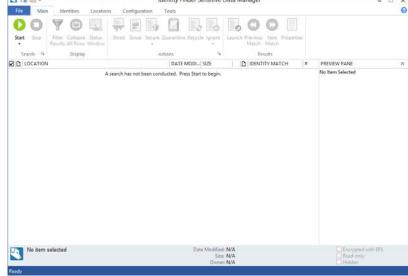
To search for data using Identity Finder, take the following steps.

1. Begin by opening Identity Finder. You will be prompted to enter a password for Identity Finder when you first open it. On subsequent startups, you will be required to input your password. Once you finished typing your password, click *OK* to open the program.



2. On startup, you will be brought the *Main* tab. Here you have the option of starting the data search and as well as organizing or deleting data once you have finished a search or opened up a recent search. Take note that if you are going to immediately start a search with Identity Finder it will take several hours to complete. To start a search hit the green start button on the

Main tab or File tab.



Identity Finder Sensitive Data Manager 3. The *Identities* tab lets you select which DCL data you want to search for. By default, Identity D LOCATION DATE MODI... SIZE | D | IDENTITY MATCH | # PREVIEW PANE Finder looks for DCL3 A search has not been conducted. Press Start to begin. data. No item selected 4. The *Location* tab allows File Main you to specify where you want to scan data. It ranges from e-mails, D LOCATION DATE MODI... SIZE D DENTITY MATCH PREVIEW PANE A search has not been conducted. Press Start to begin. databases, your computer, a specific folder, flash drive etc. No item selected



3 ps H . 5. The Configuration tab is Identity Finder Sensitive Data Manager File Main Identities Locations Configuration Tools allows you to change settings for Identity Advanced Options 1/2 View Holp 1/2

| LOCATION | DATE MODIL| SIZE | D | IDENTITY MATCH | # PREVIEW PANE
| LOCATION | A search has not been conducted. Press Start to begin. No Rem Selected Finder. D LOCATION No item selected Identity Finder Sensitive Data Manager 6. The *Tools* tab gives you additional tools to aid you in your searches. D LOCATION No item selected

3 88. 7. The File tab lets you File Main start a search, open a saved search, save, and Open Open Results
DDI...| SIZE | D | IDENTITY MATCH
Start to begin. print search results. Seve # PREVIEW PANE Som An Print (i) About Settings X Exit No item selected 8. If you only want to have one folder searched, simply go to the Locations tab, click the DATE MODI_ SIZE REVIEW PANE arrow under Custom A search has not been conducted. Press Start to begin Folders, and on the drop-down menu click Customize Folder List. No item selected

9. A Settings window will pop-up. From there click on the ellipses button (Button with the three periods) and select a folder. From there, click the Add button to add the location and the OK button to confirm your settings. Now when you initiate a search you will only look in the folder(s) you have specified.

