

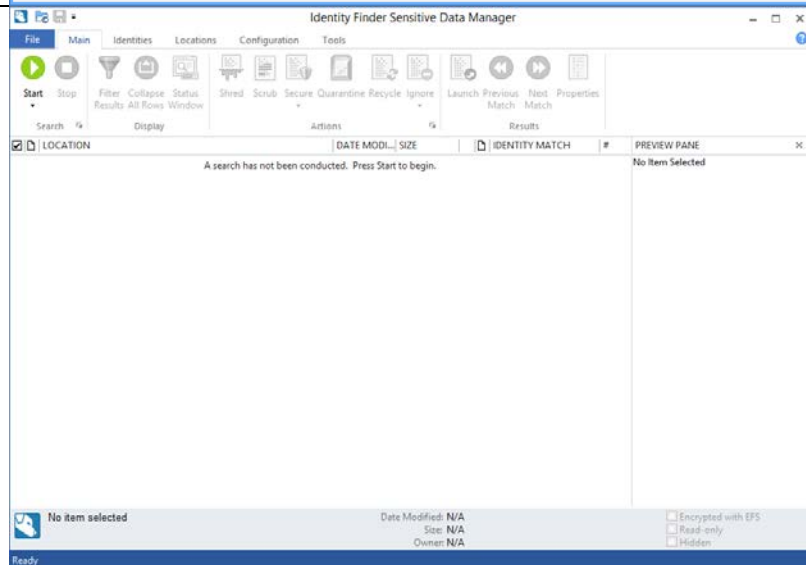
How to initiate searches with Identity Finder

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.

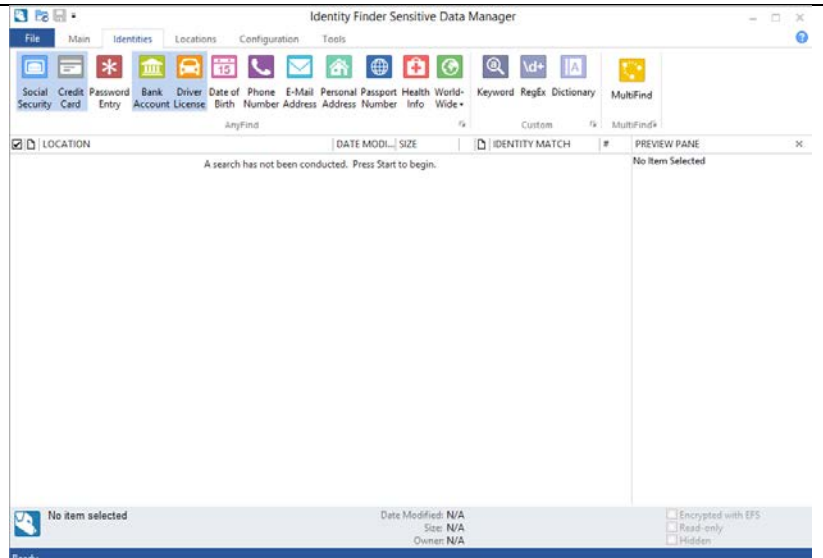


2. On startup, you will be brought the *Main* tab. Here you have the option of starting the data search and as well as organizing or deleting data once you have finished a search or opened up a recent search. Take note that if you are going to immediately start a search with Identity Finder it will take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

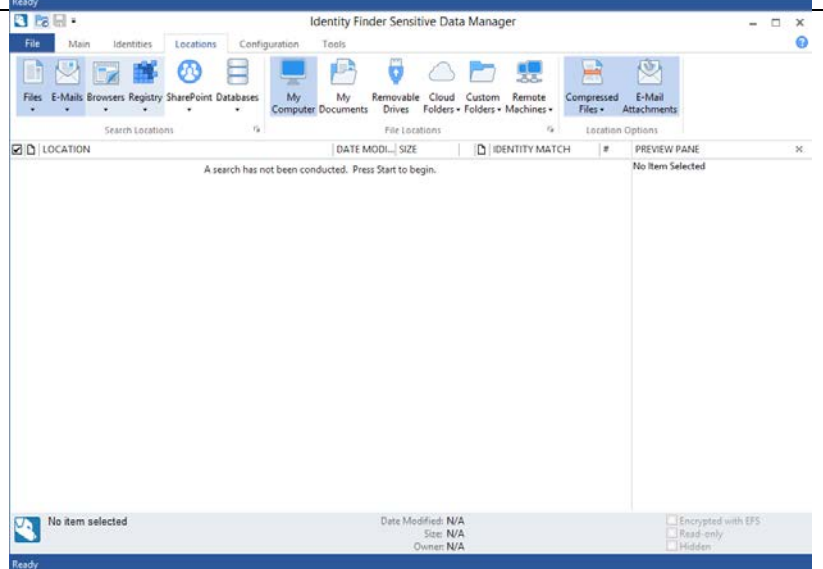


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3. The *Identities* tab lets you select which DCL data you want to search for. By default, Identity Finder looks for DCL3 data.

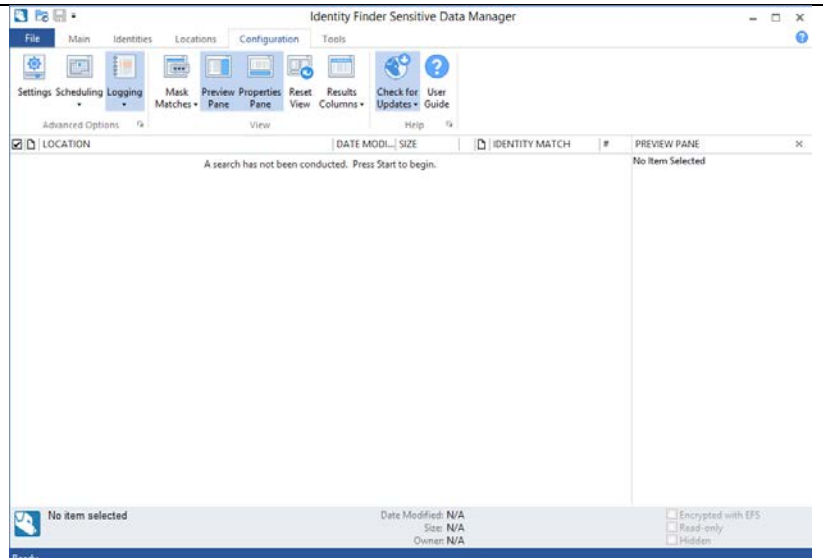


4. The *Location* tab allows you to specify where you want to scan data. It ranges from e-mails, databases, your computer, a specific folder, flash drive etc.

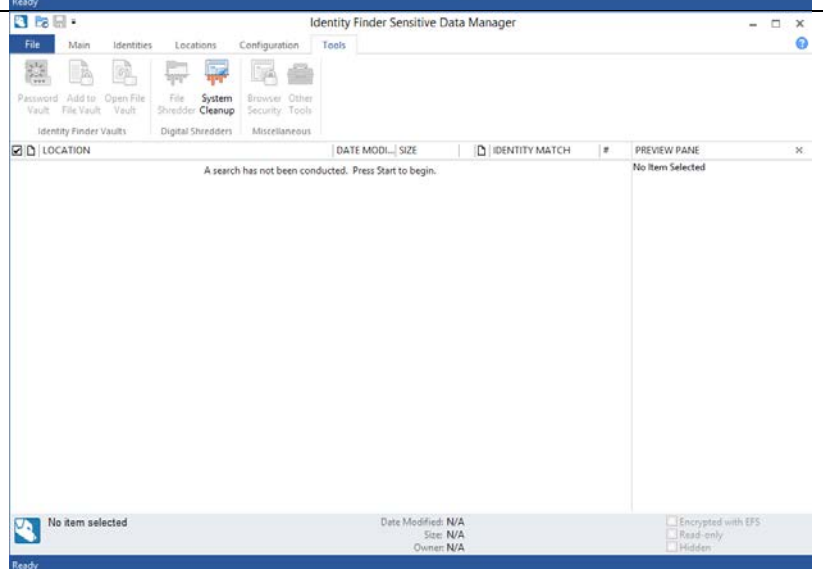


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5. The *Configuration* tab allows you to change settings for Identity Finder.

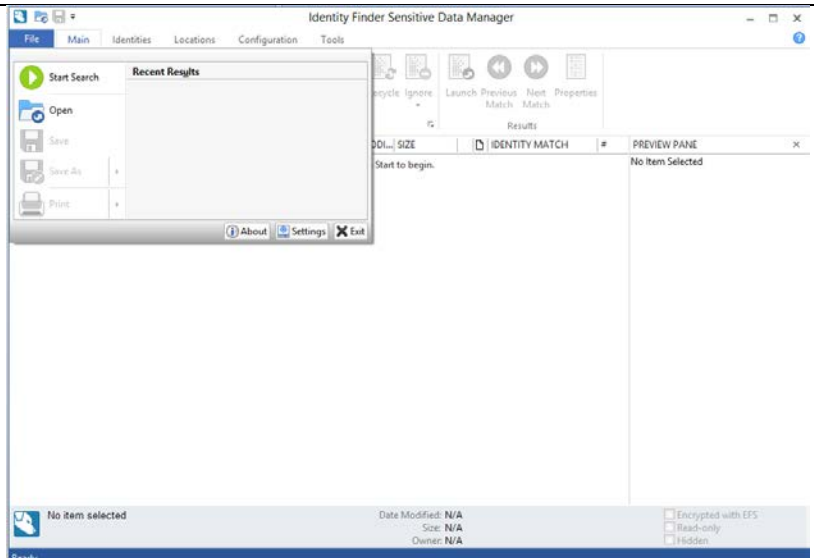


6. The *Tools* tab gives you additional tools to aid you in your searches.

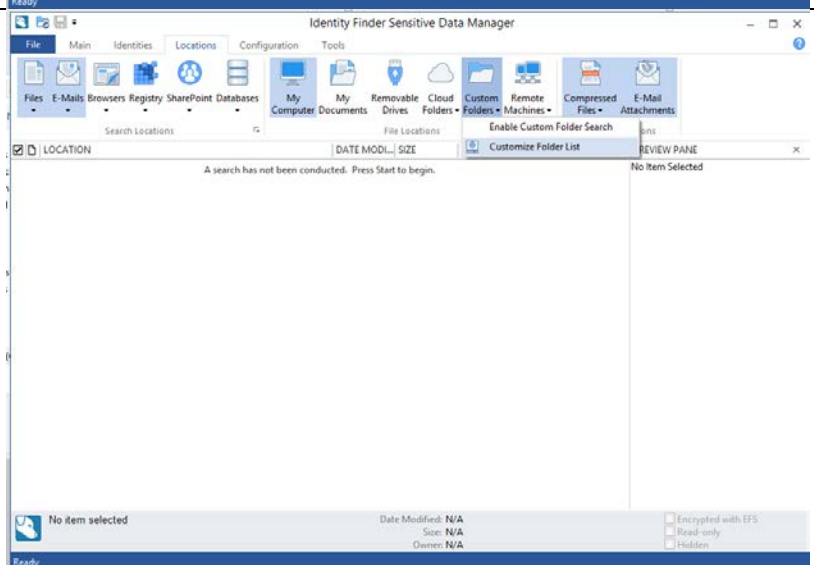


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7. The *File* tab lets you start a search, open a saved search, save, and print search results.



8. If you only want to have one folder searched, simply go to the *Locations* tab, click the arrow under *Custom Folders*, and on the drop-down menu click *Customize Folder List*.



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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.

