## How to shred, scrub, or quarantine MS Documents or PDFs

To shred, scrub, or quarantine Microsoft documents or PDFs, take the following steps.

CI re id .

 Once you have completed a search or opened a saved search result, on the Main tab several options will be available to you including Shred, Scrub, Quarantine, and Ignore.

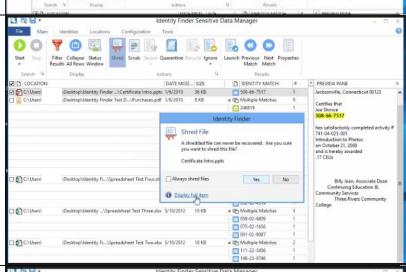
Options for Files

- Secure not available
- · Shred destroy the file
- · Scrub replaces DCL3 data with XXX's
- · Recycle not available
- · Quarantine move the file to a secure folder

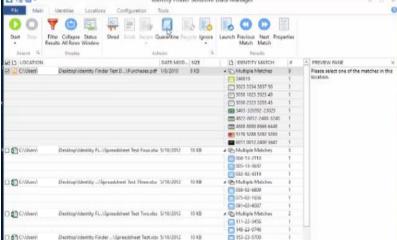
Sant July | Grant Window | Sind Scrub Seam Quantine Security Spore Launch Project Natch Match

Ignore—exclude the file from future scans, false positive

2. The Shred button will delete the file(s) you selected in your search results. However, once you delete it there will be no way to recover the file(s) again. If you plan on using the file(s) again, do not shred it (them).



3. The *Quarantine* button will move the file(s) to a secure folder. For faculty members, the secure folder is in the I: drive. For staff members, the secure folder is in a common store drive.





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4. After clicking the DATE MOD... SIZE D IDENTITY MATCH PREVIEW PANE Quarantine button, it will op\ldentity Finder Please select one of Quarantin prompt you to find the Quarantine File secure folder. From there The following file will be moved to the quarantine folder: click the ellipse (...) button Purchases.pdf to specify the folder you The original file will be permanently shredded after it has been quarantined. You may select the quarantine folder below: want the file(s) to be Default folder not currently specified in Settin moved to. op\ldentity Fi...\Sp Other: OK Cancel Help op\ldentity ...\Spr Display full paths C 091-02-9087 5. If you ever need the file(s) 3 58 8 again, simply go to the O O 7 @ Q folder you specified in Step 4 and they will be C\Users Purchases 1/8/2010 12:14 PM Pictures there. Identity Finder C:\Users\ Kevin Amenta Service Desk a OneDrive C:\Users This PC B Documents Local Disk (C:) \_\_ NIKON1 (G:) \_\_ TENTH (b) 6. However, if you have 3 6 1 forgotten to which folder 00 you sent the file(s), simply go back to the file(s) LOCATION Purchases.pdf

Spreadsheet Test Four

Spreadsheet Test Three

Spreadsheet Test Two 1/4/2016 5:07 PM Text Docums 5/10/2012 4:06 PM Microsoft Ex 5/10/2012 4:06 PM Microsoft Ex original location and a text Pictures document with the same C:\Users Identity Finder Spreadsheet Test
TO WHOM IT MAY CONCERN name as the file(s) will be

Service Desk

OneDrive This PC

♣ Downloads
♠ Music Pictures Local Disk (C:) \_\_ NIKON1 (G:)
\_\_ TENTH (b)

C:\Users

there. Open it and it will

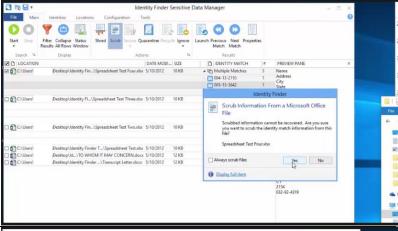
tell you the path to the

file(s) location.



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7. Clicking the *Scrub* button will replace the sensitive information with X's. It will leave the document in place, but if you open it you will see that the information that Identity Finder has found are now X's.

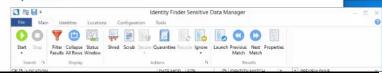


8. There are two options that are not available, Secure and Recycle. Secure would encrypt the file and leave it on the computer while Recycle would put the file into the recycle bin. They are grayed out because we do not use them.

## Options for Files



- Secure not available
- · Shred destroy the file
- Scrub replaces DCL3 data with XXX's
- Recycle not available
- · Quarantine move the file to a secure folder
- Ignore—exclude the file from future scans, false positive



9. Finally, the *Ignore* button will remove the file(s) from the search result and prevent from showing up again if another search is started. You would use ignore if you were get a false positive result.