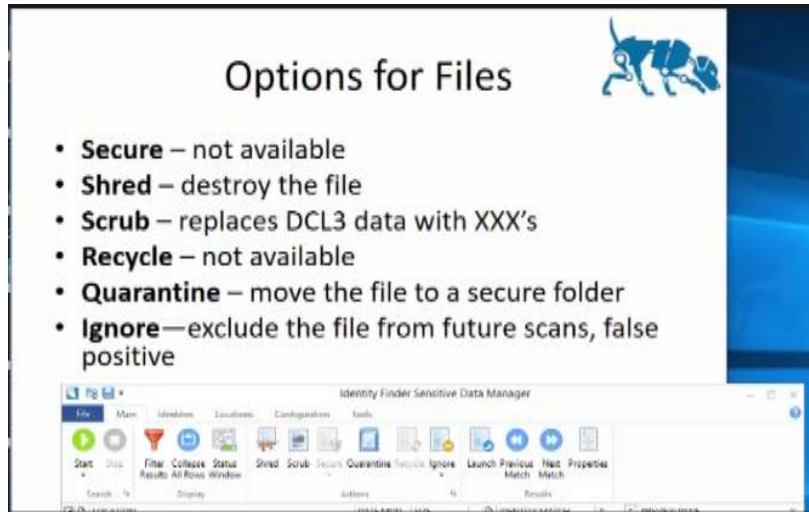


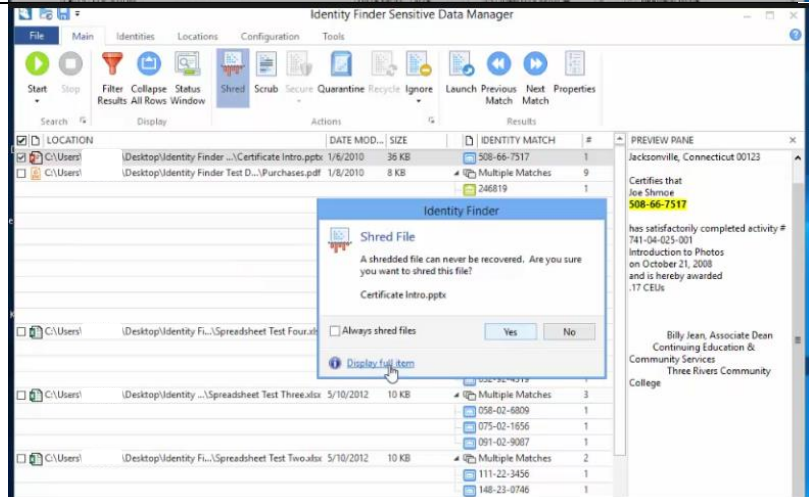
How to shred, scrub, or quarantine MS Documents or PDFs

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

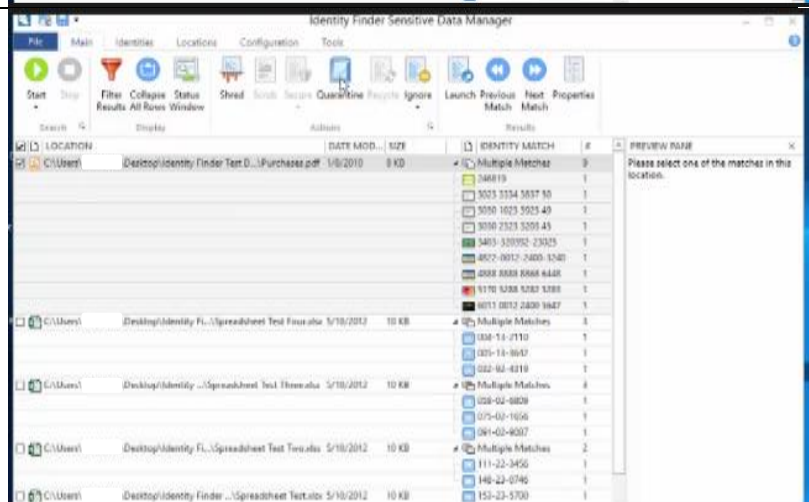
1. Once you have completed a search or opened a saved search result, on the Main tab several options will be available to you including Shred, Scrub, Quarantine, and Ignore.



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).

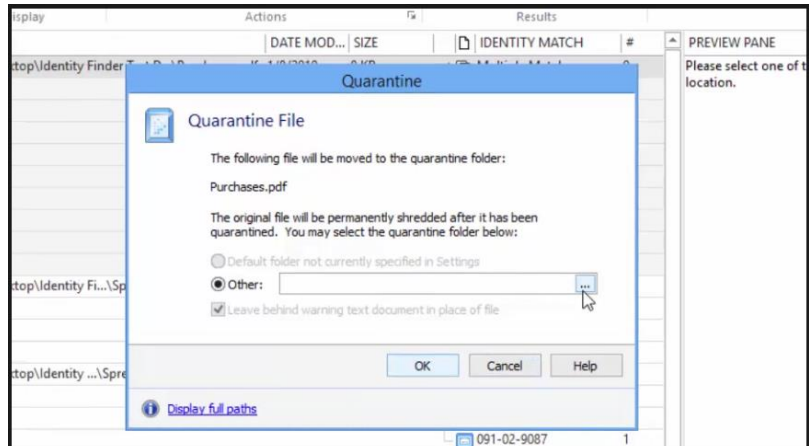


3. The *Quarantine* button will move the file(s) to a secure folder. For faculty members, the secure folder is in the I: drive. For staff members, the secure folder is in a common store drive.

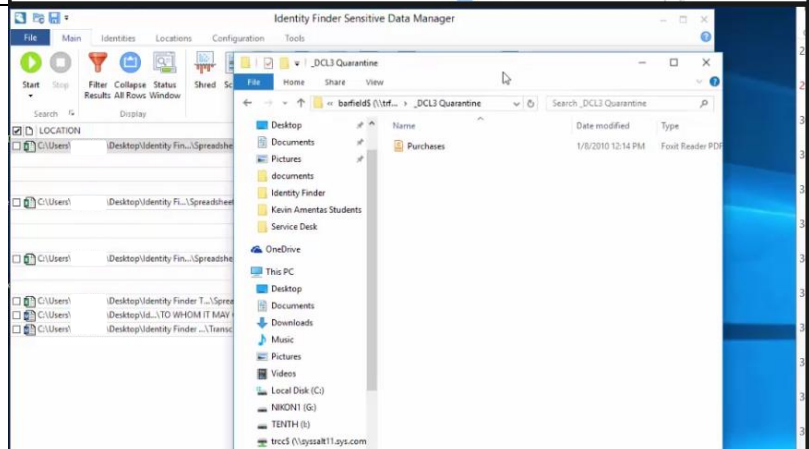


How to shred, scrub, or quarantine MS Documents or PDFs

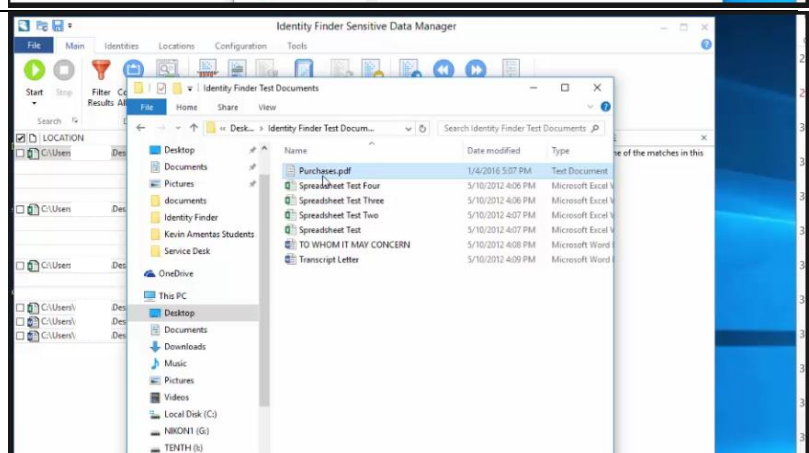
4. After clicking the *Quarantine* button, it will prompt you to find the secure folder. From there click the ellipse (...) button to specify the folder you want the file(s) to be moved to.



5. If you ever need the file(s) again, simply go to the folder you specified in Step 4 and they will be there.

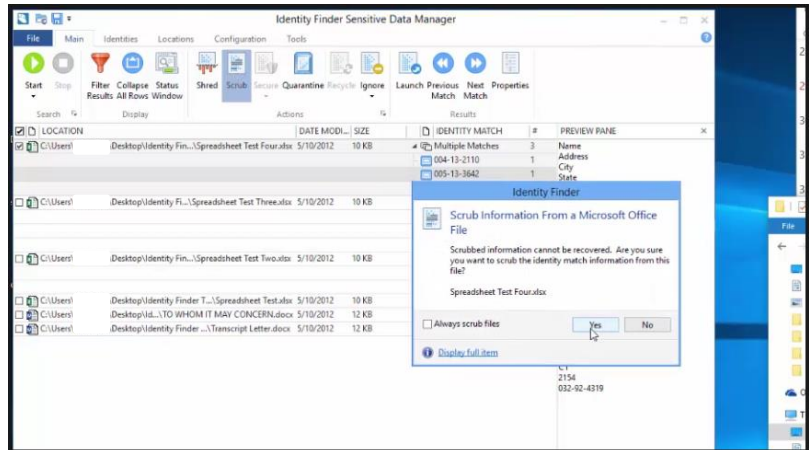


6. However, if you have forgotten to which folder you sent the file(s), simply go back to the file(s) original location and a text document with the same name as the file(s) will be there. Open it and it will tell you the path to the file(s) location.




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

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.

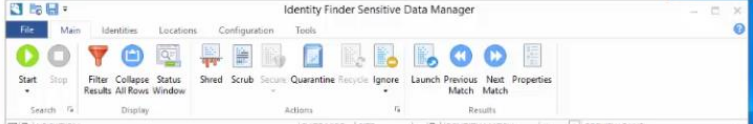


8. There are two options that are not available, *Secure* and *Recycle*. *Secure* would encrypt the file and leave it on the computer while *Recycle* would put the file into the recycle bin. They are grayed out because we do not use them.

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

A screenshot of the Identity Finder Sensitive Data Manager application showing the main window. The "Tools" menu is open, highlighting the "Scrub" option. Other options like "Secure", "Quarantine", and "Recycle" are visible but appear to be disabled or grayed out.

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.