

Spirion: How to Search a Department Share

Scope: SO, CCC

Revision Date: 12/13/2018

Table of Contents

1. Introduction	1
2. Intended Audience.....	1
3. Procedure.....	2
Launch the Spirion client.....	2
Select data types.....	2
Select location type and define locations to search	2
Start the search.....	5
Perform actions on the search results.....	5

1. Introduction

You should already be familiar with the layout of the Spirion Client as documented in the [Introduction to the Spirion Client](#) document.

This is a quick reference guide to performing a search on just a department share (i.e. does not search email, hard drives or My Documents).

View the complete [Spirion documentation](#) to find other useful documents when using Spirion as well as how to handle the results of the searches performed by referring to the [Handling Spirion Results](#) document.

2. Intended Audience

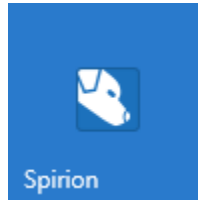
The intended audience for this procedure is:

- System Office and CCC

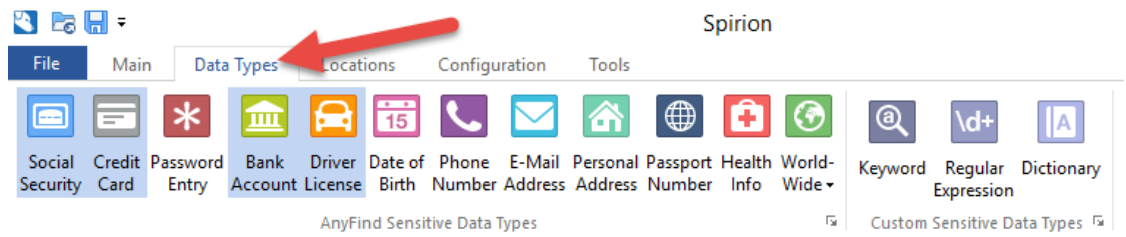
3. Procedure

Launch the Spirion client

Open Spirion and enter your profile password (note this is NOT your NetID password).

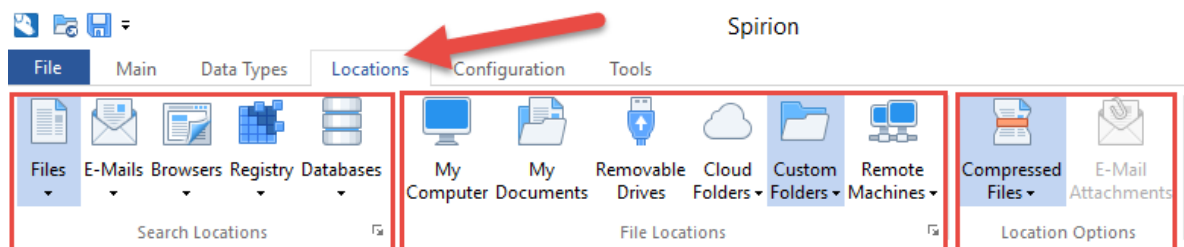


Select data types



1. Click the **Data Types** tab.
2. You may not have to change anything here. By default, DCL3 data types (SSN, Credit and bank accounts and driver licenses) are enabled by policy (shaded blue), but if other identity data types were added and saved to your profile, decide which identity data types you are searching for and disable any others (i.e. password, date of birth) that you do not want to search for.

Select location type and define locations to search

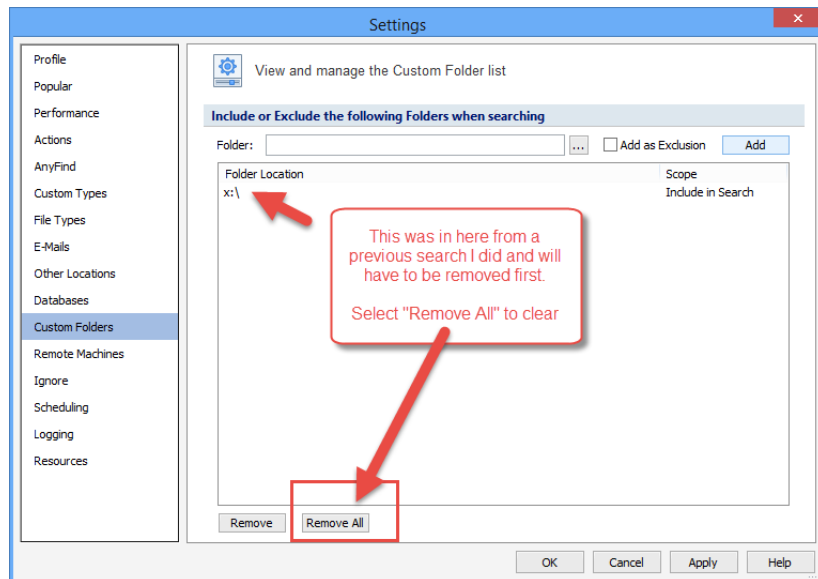


1. Click the **Locations** tab.
2. In the **Search Locations** section:
 - De-select all options except for Files by clicking on the top ½ of the icons so Files is the only one that is shaded blue.

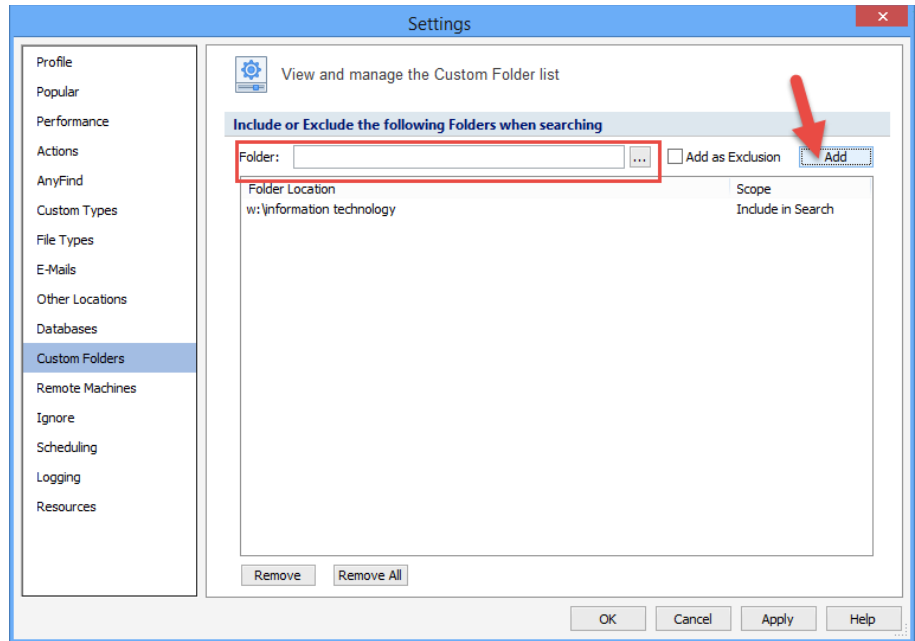
3. In the middle **File Locations** section, you will be doing a Custom Folder search in order to just search the department share:

- Click the top ½ of the Custom Folders option to enable a Custom Folder search (it will be shaded blue).
- Then click the drop down on the Custom Folders option and select **Customize Folder List** to customize the locations you will be searching. It will launch the Settings window:

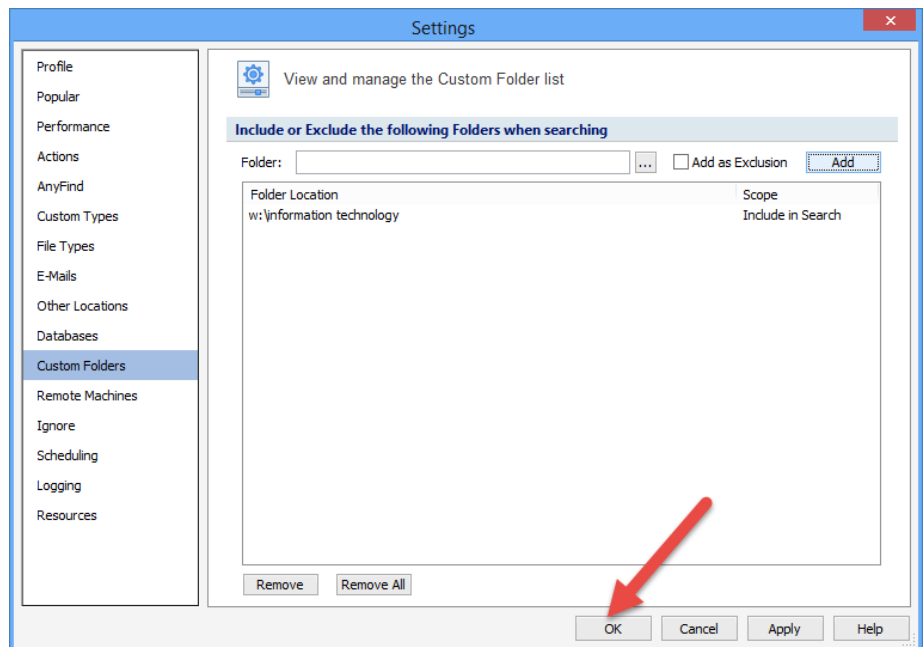
1. If you have performed a custom folder search in the past, you may have locations already defined that will need to be removed:



2. Enter the locations you want to search. You can search either the entire department share or just certain folders. For each location you will be searching, enter the path (or browse to it using the ... button), then click “Add” to add it to the list:



3. Once all locations have been added, click the **OK** button:

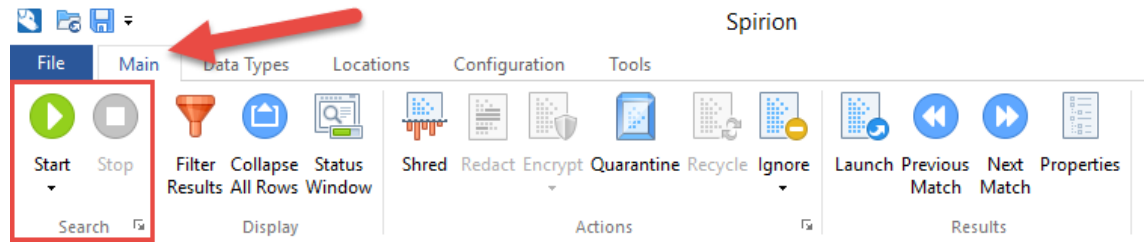


Note that once you customize the folder list, it will be saved each time you launch Spirion, so you can make changes to it as needed for future searches.

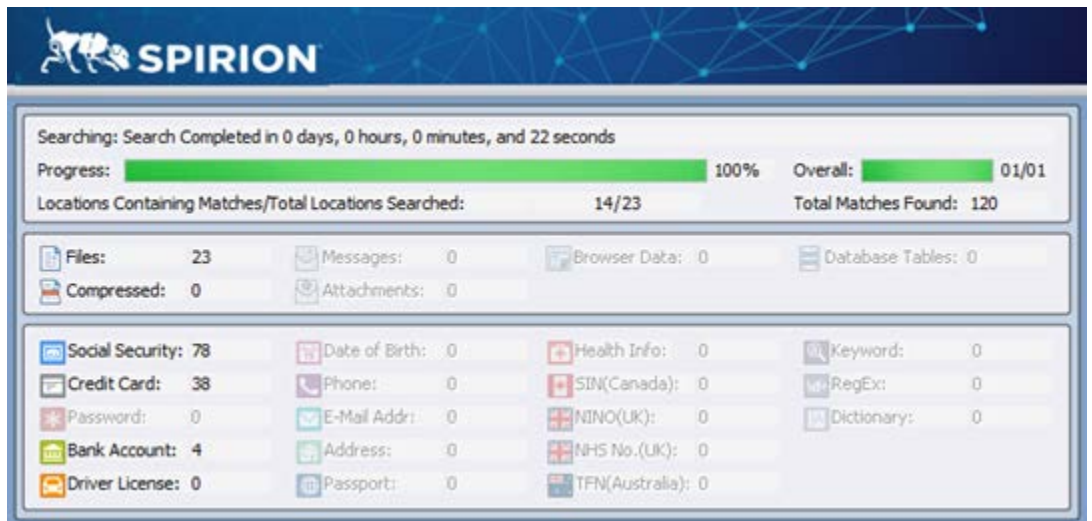
4. In the **Location Options** section:

- Select **Compressed Files** to also search compressed files (recommended)
- De-select **E-Mail Attachments** since you are not searching email.

Start the search



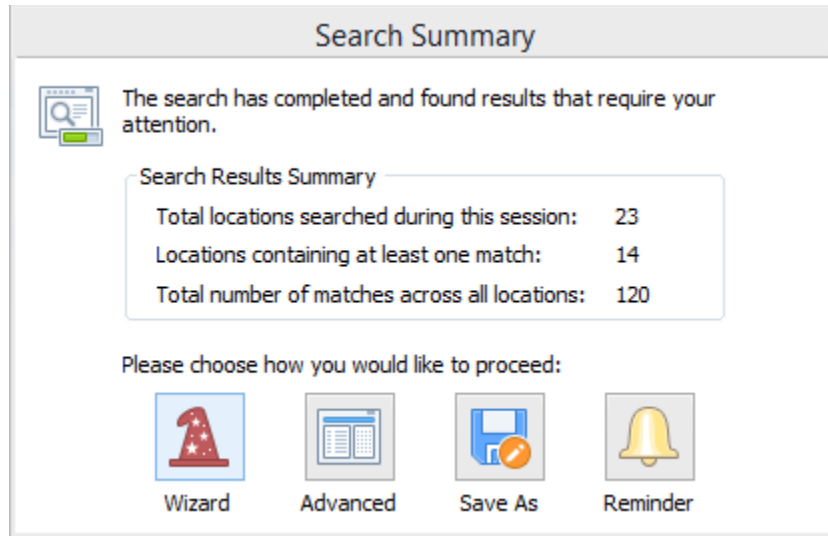
1. Click on the **Main** tab.
2. Click the **Start** icon to begin the search.
3. Spirion will begin searching. You will see a Spirion **Status** window where you can track the search progress:



*If more details are needed, see the **Status Window** section of the [Introduction to the Spirion Client](#).

Perform actions on the search results

You will be presented with the Search Summary Window:



*If more details are needed, see the **Status Window** section of the [Introduction to the Spirion Client](#).

Select **Advanced** to view the results of the search in the Results Window. Using the **Action Decision Table** found in the [Handling Spirion Results](#) document, use the actions found in the **Actions** section of the **Menu** tab to work with the results.